

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, December 13, 2023, 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Additions to the agenda

Approval of November 8, 2023 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- **Foundation feasibility study**

New Business

- **City/County Agreement for the Provision of Library Services**

Other Business:

Adjourn the meeting of December 13, 2023

The Yankton Community Library meeting room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5276.

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 8, 2023, 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

The meeting was called to order by President David Koerner at 5:30 pm. Present were Sue Otterman, Jean Huff, Mary Pat Bierle, Sarah Mechtenberg, Yankton City Commissioner Jerry Webber, Library Director Dana Schmidt and Assistant Library Director Linda Dobrovolny. Yankton County Commissioner Ryan Heine was absent.

Additions to the agenda

Schmidt requested that the Foundation Recommendation for Feasibility Study be moved forward on the agenda to right after Public Comment to respect the time of the speaker.

Approval of October 11, 2023 minutes: Mechtenberg made a motion to approve the October 11, 2023 minutes with a second by Bierle. Unanimous approval.

Public Comment Period: No public comment.

Foundation Recommendation for Feasibility Study

Yankton Community Library Foundation Vice President Ann Clough presented the Foundation's recommendation for a feasibility study from the University of South Dakota Government Research Bureau. The YCL Foundation recommends the most in-depth of three options offered by the GRB because it includes the largest sampling of people without significant time from the library staff. The City has budgeted \$20,000 toward the study in 2024 with the Foundation being responsible for the remaining \$16,345. Clough also updated the board on the fundraising efforts of the Foundation. One hundred and eighty letters have been sent out to a variety of community members. Schmidt will work with foundation members, library staff and other city staff to prepare FAQ's. Bierle made a motion to approve the YCL Foundation's recommendation of option 2 and to ask the city for \$20,000. Webber seconded. Koerner, Otterman, Bierle and Mechtenberg voted to approve. Huff abstained.

Discussion of bills/Accept Financial Report: Schmidt noted expenses for completion of the roof replacement and travel expenses for two conferences. She also noted that Yankton County had been billed \$7,500 for the second half of 2023 and that the county has approved a \$20,000 contribution for 2024. Webber moved to approve the financial report with a second by Bierle. Unanimous approval.

Communications and correspondence: None.

Director's Report: Schmidt highlighted recent and upcoming events including a Tea-Rex Party, Therapeutic Writing, Holiday Movie Bingo, a Noon Year's Eve party and a jigsaw puzzle competition, Quarterly Big 3 (Friends, Foundation, Trustee) meetings will be scheduled and agendas for each group shared. Schmidt also noted the increase in Toy Lending Library stats. Mechtenberg commented on the success of the partnership with the Yankton School District for Literacy and Math Night. Dobrovolny shared that YCL is the recipient of a South Dakota Humanities Council for \$2,000 for programming related to Missing or Murdered Indigenous Persons.

Old Business

- **By-laws approval:** Webber made a motion to approve the by-laws with a second by Bierle. Unanimous approval.
- **Laptop & Hotspot Lending Policy:** Mechtenberg made a motion to approve the Laptop & Hotspot Lending Policy with a second by Huff. Unanimous approval.
- **Email Address for Library Board:** Schmidt presented the possibility of having an email address available for members of the public to contact board members. She would work with IT to implement. Motion by Webber to approve and add to website. Second by Otterman. Unanimous approval.
- **Collection Development Policy:** Moved to later agenda to allow time for further research.

Other Business: Bierle moved to correct the minutes of October 11, 2023. Otterman was not in attendance. Huff seconded. Unanimous approval.

Public Comment Period

Adjourn the meeting of November 8, 2023: Webber motioned to adjourn with a second by Mechtenberg. Unanimous approval.

Next meeting December 13 at 5:30 pm.

The Yankton Community Library meeting room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5276.

Vendor Payment History by Fund
 NOVEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
A & B BUSINESS EQUIPMENT			03445							
	69078	11/27/23	EQUIPMENT CONTRACT	395.38		IN1101287			- D RENTALS & XEROX SUPPLIE	101.142.212
	69078	11/27/23	EQUIPMENT CONTRACT	429.34		1066572	023970	P	- D RENTALS & XEROX SUPPLIE	101.142.212
	69078	11/27/23	EQUIPMENT CONTRACT	379.92		1075311	023970	P	- D RENTALS & XEROX SUPPLIE	101.142.212
	69078	11/27/23	EQUIPMENT CONTRACT	376.44		1083852	023970	P	- D RENTALS & XEROX SUPPLIE	101.142.212
	69078	11/27/23	EQUIPMENT CONTRACT	376.23		1092493	023970	P	- D RENTALS & XEROX SUPPLIE	101.142.212
				1,957.31					*TOTAL CHECK	
			VENDOR TOTAL	1,957.31						
AMAZON.COM	TD2TZ0LW0		.19770							
	202310	11/06/23	POSTAGE	6.99		Dobrovolny			- M POSTAGE	101.142.231
	202310	11/06/23	BOOK	17.95		Dobrovolny			- M BOOKS	101.142.340
				24.94					*TOTAL CHECK	
			VENDOR TOTAL	24.94						
AMZN MKTP US			.15692							
	202310	11/06/23	REFUND OFFICE SUPPLIES	9.98CR		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
AMZN MKTP US	TE76M7II2		.19792							
	202310	11/06/23	PROGRAM SUPPLIES	18.48		Dobrovolny			- M PROGRAM SUPPLIES	101.142.242
AMZN MKTP US	TE9MP8BR0		.19796							
	202310	11/06/23	JANITORIAL SUPPLIES	52.18		Dobrovolny			- M JANITORIAL SUPPLIES	101.142.236
AMZN MKTP US	TP1VC4XU1		.19768							
	202310	11/06/23	OFFICE SUPPLIES	34.94		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202310	11/06/23	DVDS	60.40		Dobrovolny			- M AV - CAPITAL	101.142.342
				95.34					*TOTAL CHECK	
			VENDOR TOTAL	95.34						
AMZN MKTP US	TP27Q0JA1		.19772							
	202310	11/06/23	DVD	27.99		Dobrovolny			- M AV - CAPITAL	101.142.342
AMZN MKTP US	TP5TD3120		.19774							
	202310	11/06/23	OFFICE SUPPLIES	7.70		Dobrovolny			- M OFFICE SUPPLIES	101.142.232
	202310	11/06/23	BOOKS	21.94		Dobrovolny			- M BOOKS	101.142.340
				29.64					*TOTAL CHECK	
			VENDOR TOTAL	29.64						
AMZN MKTP US	TP7AK2LY0		.19787							
	202310	11/06/23	BOOKS	108.92		Dobrovolny			- M BOOKS	101.142.340
	202310	11/06/23	DVD	11.62		Dobrovolny			- M AV - CAPITAL	101.142.342
				120.54					*TOTAL CHECK	
			VENDOR TOTAL	120.54						
AMZN MKTP US	TP8W570Z2		.19783							
	202310	11/06/23	JANITORIAL SUPPLIES	64.49		Dobrovolny			- M JANITORIAL SUPPLIES	101.142.236

Vendor Payment History by Fund
NOVEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
GENERAL FUND									
AMZN MKTP US T94H93RR0			.19806						
	202310	11/06/23	POSTAGE	3.99		Dobrovolny		- M POSTAGE	101.142.231
	202310	11/06/23	DVD	10.02		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	14.01		*TOTAL CHECK			
AMZN MKTP US T959V0WNO			.19807						
	202310	11/06/23	POSTAGE	4.69		Dobrovolny		- M POSTAGE	101.142.231
	202310	11/06/23	BOOK	19.85		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	24.54		*TOTAL CHECK			
AMZN MKTP US T970671W1			.19805						
	202310	11/06/23	POSTAGE	3.99		Dobrovolny		- M POSTAGE	101.142.231
	202310	11/06/23	BOOK	17.99		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	21.98		*TOTAL CHECK			
AMZN MKTP US 039R09B33			.19762						
	202310	11/06/23	OFFICE SUPPLIES	27.49		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202310	11/06/23	PROGRAM SUPPLIES	41.88		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202310	11/06/23	BOOKS	22.24		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	91.61		*TOTAL CHECK			
BAKER-TAYLOR			.11798						
	202310	11/06/23	PROFESSIONAL SERVICES	435.60		Schmidt		- M PROFESSIONAL SERVICES	101.142.202
	202310	11/06/23	POSTAGE	116.91		Schmidt		- M POSTAGE	101.142.231
	202310	11/06/23	BOOKS	6,233.29		Schmidt		- M BOOKS	101.142.340
			VENDOR TOTAL	6,785.80		*TOTAL CHECK			
BEST WESTERN RAMKOTA H			.19262						
	202310	11/06/23	TAX REFUND	15.48CR		Schmidt		- M TRAVEL EXPENSE	101.142.263
	202310	11/06/23	TAX REFUND	15.48CR		Schmidt		- M TRAVEL EXPENSE	101.142.263
	202310	11/06/23	TRAVEL EXPENSE	197.48		Schmidt		- M TRAVEL EXPENSE	101.142.263
	202310	11/06/23	TRAVEL EXPENSE	182.00		Schmidt		- M TRAVEL EXPENSE	101.142.263
	202310	11/06/23	TRAVEL EXPENSE	197.48		Schmidt		- M TRAVEL EXPENSE	101.142.263
			VENDOR TOTAL	546.00		*TOTAL CHECK			
BLUEPEAK			.18669						
	202310	11/06/23	PHONE	159.27		Yardley		- M TELEPHONE	101.142.271
CENTER POINT LARGE PRI			.11785						
	202310	11/06/23	LARGE PRINT BOOKS	145.02		Schmidt		- M BOOKS	101.142.340
	202310	11/06/23	LARGE PRINT BOOKS	94.68		Schmidt		- M BOOKS	101.142.340
			VENDOR TOTAL	239.70		*TOTAL CHECK			

Vendor Payment History by Fund
 NOVEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
CENTER POINT LARGE PRI			.11785							
			VENDOR TOTAL	239.70						
CITY UTILITIES			00109							
	202323	11/30/23	LIBRARY WATER	524.87		10.18.2023	002642	P - M	WATER SERVICE	101.142.274
	202323	11/30/23	LIBRARY WASTEWATER	44.73		10.18.2023	002642	P - M	SEWER SERVICE	101.142.275
			VENDOR TOTAL	569.60						
				569.60		*TOTAL CHECK				
CONOCO - WALL AUTO LIV			.14752							
	202310	11/06/23	TRAVEL EXPENSE	45.43		Schmidt		- M	TRAVEL EXPENSE	101.142.263
ECHO ELECTRIC SUPPLY			.12003							
	202310	11/06/23	LED PANEL	570.00		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
GAN USATODAYCIRC			.16600							
	202310	11/06/23	NEWSPAPER SUBSCRIPTION	421.49		Schmidt		- M	SUBSCRIPTIONS & PUBLICA	101.142.235
IN DATA443 RISK MITIG			.18955							
	202310	11/06/23	RANSOMWARE MANAGER	182.85		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202
J & H CARE & CLEANING CO			05937							
	69041	11/14/23	JANITORIAL SERVICES	1,200.00		03182109	023967	P - D	CONTRACTED SERVICES	101.142.204
MENARDS YANKTON SD			.14179							
	202310	11/06/23	HARDWARE	28.93		Homstad		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	PARKING LOT LIGHT	298.94		Homstad		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	LIGHT	175.97		Homstad		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	WASHERS, HANDLE	28.26		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	TEXTURE	44.16		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	FAUCET, CLEANER	23.57		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	LED BULB	19.97		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
	202310	11/06/23	PAINT SUPPLIES	12.41		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
			VENDOR TOTAL	632.21						
				632.21		*TOTAL CHECK				
MIDWEST TAPE			04785							
	69052	11/14/23	MEDIA	236.94		504357133	023963	P - D	AV - CAPITAL	101.142.342
MINERVA - RAPID CITY			.19375							
	202310	11/06/23	TRAVEL EXPENSE	46.96		Schmidt		- M	TRAVEL EXPENSE	101.142.263
NORTHWESTERN ENERGY			00455							
	202323	11/30/23	ELECTRICITY	1,312.44		11.8.2023		- M	ELECTRICITY	101.142.272
OLSONS PEST TECHNICIAN			.14274							
	202310	11/06/23	PEST CONTROL	93.00		Schmidt		- M	PROFESSIONAL SERVICES	101.142.202

Vendor Payment History by Fund
 NOVEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
GENERAL FUND										
OVERDRIVE DIST			.13843							
	202310	11/06/23	E-BOOKS	1,996.61		Schmidt		- M	E-BOOKS	101.142.209
PITNEY BOWES			.19037							
	202310	11/06/23	POSTAGE	200.00		Schmidt		- M	POSTAGE	101.142.231
RVM CONSULTING SERVICES			07627							
	69061	11/14/23	LEADERSHIP TRAINING	227.50		030	023078	P N D	CONFERENCE & MEETINGS	101.142.265
SDML WORKERS COMPENSATIO			05538							
	69063	11/14/23	2024 WORK COMP INSURANCE	1,527.00		23078	022344	P - D	WORKMENS COMPENSATION	101.142.131
SHELL OIL10015067019			.18741							
	202310	11/06/23	TRAVEL EXPENSE	27.54		Dobrovolny		- M	TRAVEL EXPENSE	101.142.263
SOUTHEASTSD-F16E34T1			.19764							
	202310	11/06/23	MEMBERSHIP DUES	273.22		Schmidt		- M	MEMBERSHIP DUES	101.142.261
SP BUYREGISTERROLLS			.16717							
	202310	11/06/23	OFFICE SUPPLIES	99.99		Schmidt		- M	OFFICE SUPPLIES	101.142.232
SQ MEAD MUSEUM			.19769							
	202310	11/06/23	HALL OF TREES FEE	50.00		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
TST MURPHY S PUB & GR			.18275							
	202310	11/06/23	TRAVEL EXPENSE	61.20		Dobrovolny		- M	TRAVEL EXPENSE	101.142.263
WAL-MART #1483			.12434							
	202310	11/06/23	PROGRAM SUPPLIES	23.76		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
WALMART.COM			.12308							
	202310	11/06/23	JANITORIAL SUPPLIES	12.99		Schmidt		- M	JANITORIAL SUPPLIES	101.142.236
	202310	11/06/23	PROGRAM SUPPLIES	25.46		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
				38.45						
			VENDOR TOTAL	38.45					*TOTAL CHECK	
WM SUPERCENTER #1483			.13320							
	202310	11/06/23	PROGRAM SUPPLIES	11.88		Dobrovolny		- M	PROGRAM SUPPLIES	101.142.242
WYNDHAM GARDEN WICHITA			.19708							
	202310	11/06/23	REFUND TRAVEL EXPENSE	96.00CR		Dobrovolny		- M	TRAVEL EXPENSE	101.142.263
GENERAL FUND				20,015.91					**TOTAL	

Vendor Payment History by Fund
NOVEMBER LIBRARY BILLS

VENDOR NAME AND NUMBER	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
CHECK# DATE DESCRIPTION							
REPORT TOTALS:	20,015.91						

Vendor Payment History by Fund
 NOVEMBER LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT NAME	ACCOUNT
LIBRARY TRUST									
AMZN MKTP US TE4UC5ZN2 .19808	202310	11/06/23	PROGRAM SUPPLIES	77.23		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
AMZN MKTP US TP1VC4XU1 .19768	202310	11/06/23	PROGRAM SUPPLIES	47.98		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
AMZN MKTP US TP5TD3120 .19774	202310	11/06/23	PROGRAM SUPPLIES	9.39		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
AMZN MKTP US TP7AK2LY0 .19787	202310	11/06/23	PROGRAM SUPPLIES	15.00		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
BAKER-TAYLOR .11798	202310	11/06/23	BOOK-GARDEN CLUB	17.05		Schmidt		- M BOOKS	701.701.340
FARONICS TECHNOLOGIES .19781	202310	11/06/23	DEEP FREEZE	315.00		Johnson		- M ALA LAPTOP GRANT	701.701.301
GOEDEN/BROOKE .19756	69035	11/14/23	LIBRARY PROGRAMS	100.00		10.24.2023	023966 P	- D RECREATION SUPPLIES	701.701.242
TUFF-GO LLC 05699	69072	11/14/23	BENCH & TRASH BIN	853.50		581	023965 P	- D EQUIPMENT	701.701.350
WAL-MART #1483 .12434	202310	11/06/23	FRIENDS APPRECIATION	15.94		Dobrovolny		- M RECREATION SUPPLIES	701.701.242
LIBRARY TRUST				1,451.09		**TOTAL			

Vendor Payment History by Fund
NOVEMBER LIBRARY TRUST FUND

VENDOR NAME AND NUMBER	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT NAME	ACCOUNT
CHECK# DATE DESCRIPTION							
REPORT TOTALS:	1,451.09						

RECORDS PRINTED - 000009

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT

101 GENERAL FUND					
INTERGOVERNMENTAL REVENUES					
3380 COUNTY SHARE OF LIBRARY BUDG	15,000.00	15,000.00	7,500.00	15,000.00	0.00 0
TOTAL: INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	7,500.00	15,000.00	0.00 0
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	0.00	0.00 0
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	770.00	10,460.00	1,960.00- 123 -----]]
3452 LIBRARY A.V. FEES	500.00	500.00	0.00	0.00	500.00 0
3453 LIBRARY LONG OR (SHORT)	10.00	10.00	0.05-	0.95	9.05 9
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	33.90	249.76	49.76- 124 -----]]
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	25.00	1,066.95	433.05 71 -----]]
3456 PC PRINTING	6,000.00	6,000.00	582.80	6,855.60	855.60- 114 -----]]
3490 SALE OF MATERIALS	100.00	100.00	0.00	1.88	98.12 1
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	393.20	7,054.23	5,054.23- 352 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,804.85	25,689.37	6,879.37- 136 -----]]]]
FINES					
3510 COURT FINES	1,600.00	1,600.00	271.05	3,641.12	2,041.12- 227 -----]]]]
3511 PARKING FINES	2,500.00	2,500.00	100.00	2,401.28	98.72 96 -----]]
3520 LIBRARY FINES	500.00	500.00	20.50	593.08	93.08- 118 -----]]
TOTAL: FINES	4,600.00	4,600.00	391.55	6,635.48	2,035.48- 144 -----]]]]
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	35,109.46	378,458.97	338,458.97- 946 -----]]]]
3611 UTILITY REFUNDS	0.00	0.00	0.00	0.00	0.00 0
3612 SALE OF FIXED ASSETS	10,000.00	10,000.00	7,000.00	18,100.00	8,100.00- 181 -----]]]]
3613 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00 0
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	8,547.42	31,653.42	27,653.42- 791 -----]]]]
3617 CAPITAL LEASE	0.00	0.00	0.00	0.00	0.00 0
3618 USDA RURAL DEVELOPMENT LOAN	0.00	0.00	0.00	0.00	0.00 0
3620 LAND RENT	0.00	0.00	0.00	0.00	0.00 0
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	1,372.92	46,082.89	43,082.89- 1536 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	172.42	1,471.43	28.57 98 -----]]
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	52,202.22	475,766.71	417,266.71- 813 -----]]]]
TOTAL: GENERAL FUND	96,910.00	96,910.00	61,898.62	523,091.56	426,181.56- 539 -----]]]]

	ADOPTED BUDGET	REVISIED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
3342 JUMP START GRANT	0.00	0.00	0.00	0.00	0.00	0
3610 INTEREST	0.00	0.00	252.40	1,917.18	1,917.18-	9999 -----]]]]
3642 GRANTS	0.00	0.00	0.00	28,300.00	28,300.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	107.30	21,099.98	21,099.98-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	359.70	51,317.16	51,317.16-	9999 -----]]]]

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101	GENERAL FUND					
142	COMMUNITY LIBRARY					
	PERSONNEL SERVICES					
101	REGULAR WAGES	429,377.00	0.00	33,595.54	386,121.71	43,255.29 89 -----
102	TEMPORARY WAGES	40,000.00	0.00	3,158.92	36,698.89	3,301.11 91 -----
103	OVERTIME WAGES	350.00	0.00	34.01	573.10	223.10- 163 -----]]]]
111	OASI	35,934.00	0.00	2,724.27	31,458.95	4,475.05 87 -----
121	RETIREMENT	25,784.00	0.00	2,017.77	23,201.69	2,582.31 89 -----
131	WORKMENS COMPENSATION	3,076.00	0.00	1,527.00	1,509.00	1,567.00 49 ----
132	GROUP INSURANCE	101,490.00	0.00	4,489.74	49,598.14	51,891.86 48 ----
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	18.01	830.87	223.13 78 -----
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	47,565.26	529,992.35	107,072.65 83 -----
	OTHER CURRENT EXPENDITURES					
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92 84 -----
202	PROFESSIONAL SERVICES	9,900.00	0.00	711.45	11,791.37	1,891.37- 119 -----]
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	13,200.00	2,800.00 82 -----
209	E-BOOKS	29,500.00	0.00	1,996.61	18,748.78	10,751.22 63 -----
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00 0
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	1,957.31	4,315.59	184.41 95 -----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	216.00	2,784.00 7
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	1,202.21	7,146.33	3,146.33- 178 -----]]]]
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00 0
231	POSTAGE	3,500.00	0.00	336.57	3,429.80	70.20 97 -----
232	OFFICE SUPPLIES	8,500.00	0.00	421.53	5,599.53	2,900.47 65 -----
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00 0
234	COPIES	0.00	0.00	0.00	0.00	0.00 0
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	421.49	5,541.68	3,958.32 58 -----
236	JANITORIAL SUPPLIES	3,000.00	0.00	129.66	1,776.20	1,223.80 59 -----
242	PROGRAM SUPPLIES	5,000.00	0.00	171.46	2,355.15	2,644.85 47 ----
244	UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00 0
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00 0
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00 0
261	MEMBERSHIP DUES	1,000.00	0.00	273.22	805.22	194.78 80 -----
263	TRAVEL EXPENSE	3,000.00	0.00	631.13	1,658.40	1,341.60 55 -----
265	CONFERENCE & MEETINGS	1,500.00	0.00	227.50	2,161.50	661.50- 144 -----]]]]
271	TELEPHONE	2,300.00	0.00	219.77	1,913.73	386.27 83 -----
272	ELECTRICITY	20,000.00	0.00	1,312.44	13,514.22	6,485.78 67 -----
273	FUEL-HEATING	6,000.00	0.00	6,000.00	4,235.12	1,764.88 70 -----
274	WATER SERVICE	3,500.00	0.00	524.87	2,637.89	862.11 75 -----
275	SEWER SERVICE	1,200.00	0.00	44.73	443.37	756.63 36 ---
276	LANDFILL	500.00	0.00	40.00	376.00	124.00 75 -----
277	RUBBLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL:	OTHER CURRENT EXPENDITURES	149,333.00	0.00	11,821.95	113,177.96	36,155.04 75 -----
	CAPITAL OUTLAY					
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	201,179.00	26,179.00- 114 -----]

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH NOV 30, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
101 GENERAL FUND						
142 COMMUNITY LIBRARY						
CAPITAL OUTLAY						
320 BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0
340 BOOKS	53,000.00	0.00	6,681.88	35,593.54	17,406.46	67 -----
342 AV - CAPITAL	10,000.00	0.00	346.97	7,035.58	2,964.42	70 -----
350 EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	265,400.00	0.00	7,028.85	243,808.12	21,591.88	91 -----
OTHER EXPENDITURES						
530 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMMUNITY LIBRARY	1,051,798.00	0.00	66,416.06	886,978.43	164,819.57	84 -----
TOTAL: GENERAL FUND	1,051,798.00	0.00	66,416.06	886,978.43	164,819.57	84 -----

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
701 LIBRARY TRUST						
701 LIBRARY TRUST						
OTHER CURRENT EXPENDITURES						
202 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
221 REP. & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
223 REP. & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
232 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0
242 RECREATION SUPPLIES	0.00	0.00	265.54	12,859.58	12,859.58-	9999 -----]]]]
248 PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0
263 TRAVEL EXPENSE	0.00	0.00	0.00	453.53	453.53-	9999 -----]]]]
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	265.54	13,313.11	13,313.11-	9999 -----]]]]
CAPITAL OUTLAY						
301 ALA LAPTOP GRANT	0.00	0.00	315.00	697.66	697.66-	9999 -----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	0.00	0.00	0.00	0
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	297.00	297.00-	9999 -----]]]]
340 BOOKS	0.00	0.00	17.05	288.67	288.67-	9999 -----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0
350 EQUIPMENT	0.00	0.00	853.50	2,083.49	2,083.49-	9999 -----]]]]
TOTAL: CAPITAL OUTLAY	0.00	0.00	1,185.55	3,366.82	3,366.82-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,451.09	16,679.93	16,679.93-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,451.09	16,679.93	16,679.93-	9999 -----]]]]

----FUND---- 701 LIBRARY TRUST

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	

ASSETS					

CURRENT ASSETS:					
701.1012					
	NOW ACCOUNT - 1ST DAKOTA	30,846.73	1,091.39CR	34,164.42	65,011.15
	TOTAL CURRENT ASSETS:	30,846.73	1,091.39CR	34,164.42	65,011.15
	TOTAL ASSETS:	30,846.73	1,091.39CR	34,164.42	65,011.15
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	472.81CR	0.00	472.81	0.00
	TOTAL CURRENT LIABILITIES:	472.81CR	0.00	472.81	0.00
	TOTAL LIABILITIES:	472.81CR	0.00	472.81	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	29,799.43CR	0.00	0.00	29,799.43CR
701.2900	REVENUE CONTROL	15,537.67CR	359.70CR	51,317.16CR	66,854.83CR
701.2910	EXPENDITURE CONTROL	14,963.18	1,451.09	16,679.93	31,643.11
	TOTAL FUND BALANCE:	30,373.92CR	1,091.39	34,637.23CR	65,011.15CR
	TOTAL LIABILITIES AND FUND BALANCE:	30,846.73CR	1,091.39	34,164.42CR	65,011.15CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY PERSONNEL SERVICES							
101	REGULAR WAGES	429,377.00	0.00	33,595.54	386,121.71	43,255.29	89	-----
J-110923-561	PAYROLL NOVEMBER 9,2023			16,795.35	LIBRARY-REG WAGES		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			16,800.19	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00	0.00	3,158.92	36,698.89	3,301.11	91	-----
J-110923-561	PAYROLL NOVEMBER 9,2023			1,709.85	LIBRARY-TEMP WAGES		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			1,449.07	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	350.00	0.00	34.01	573.10	223.10-	163	-----]]]]
J-110923-561	PAYROLL NOVEMBER 9,2023			17.47	LIBRARY OVERTIME		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			16.54	LIBRARY OVERTIME		P	A
111	OASI	35,934.00	0.00	2,724.27	31,458.95	4,475.05	87	-----
J-110923-561	PAYROLL NOVEMBER 9,2023			1,371.94	LIBRARY-OASI		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			1,352.33	LIBRARY-OASI		P	A
121	RETIREMENT	25,784.00	0.00	2,017.77	23,201.69	2,582.31	89	-----
J-110923-561	PAYROLL NOVEMBER 9,2023			1,008.77	LIBRARY-RETIREMENT		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			1,009.00	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	3,076.00	0.00	1,527.00	1,509.00	1,567.00	49	----
D-111323-529	05538 SDML WORKERS COMPENSATIO 069063 23078			1,527.00	2024 WORK COMP INSURANCE 022344		P -	A
132	GROUP INSURANCE	101,490.00	0.00	4,489.74	49,598.14	51,891.86	48	----
J-110923-561	PAYROLL NOVEMBER 9,2023			2,244.87	LIBRARY-GROUP INS		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			2,244.87	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,054.00	0.00	18.01	830.87	223.13	78	-----
J-110923-561	PAYROLL NOVEMBER 9,2023			9.74	LIBRARY-UNEMP INS		P	A
J-112223-562	PAYROLL NOVEMBER 22,2023			8.27	LIBRARY-UNEMP INS		P	A
TOTAL:	PERSONNEL SERVICES	637,065.00	0.00	47,565.26	529,992.35	107,072.65	83	-----
OTHER CURRENT EXPENDITURES								
201	INSURANCE	13,433.00	0.00	0.00	11,312.08	2,120.92	84	-----
202	PROFESSIONAL SERVICES	9,900.00	0.00	711.45	11,791.37	1,891.37-	119	-----]
M-110623-540	.11798 BAKER-TAYLOR 202310 Schmidt			435.60	PROFESSIONAL SERVICES		-	A
M-110623-540	.18955 IN DATA443 RISK MITIG 202310 Schmidt			182.85	RANSOMWARE MANAGER		-	A
M-110623-540	.14274 OLSONS PEST TECHNICIAN 202310 Schmidt			93.00	PEST CONTROL		-	A

		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING			
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL
101	GENERAL FUND							
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES							
204	CONTRACTED SERVICES	16,000.00	0.00	1,200.00	13,200.00	2,800.00	82	-----
D-111323-529	05937 J & H CARE & CLEANING CO	069041	03182109	1,200.00	JANITORIAL SERVICES	023967	P -	A
209	E-BOOKS	29,500.00	0.00	1,996.61	18,748.78	10,751.22	63	-----
M-110623-540	.13843 OVERDRIVE DIST	202310	Schmidt	1,996.61	E-BOOKS		-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	1,957.31	4,315.59	184.41	95	-----
D-112723-545	03445 A & B BUSINESS EQUIPMENT	069078	IN1101287	395.38	EQUIPMENT CONTRACT		-	A
D-112723-545	03445 A & B BUSINESS EQUIPMENT	069078	1066572	429.34	EQUIPMENT CONTRACT	023970	P -	A
D-112723-545	03445 A & B BUSINESS EQUIPMENT	069078	1075311	379.92	EQUIPMENT CONTRACT	023970	P -	A
D-112723-545	03445 A & B BUSINESS EQUIPMENT	069078	1083852	376.44	EQUIPMENT CONTRACT	023970	P -	A
D-112723-545	03445 A & B BUSINESS EQUIPMENT	069078	1092493	376.23	EQUIPMENT CONTRACT	023970	P -	A
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	216.00	2,784.00	7	
223	REP. & MAINT. - BUILDINGS	4,000.00	0.00	1,202.21	7,146.33	3,146.33-	178	-----]]]]
M-110623-540	.14179 MENARDS YANKTON SD	202310	Mastalir	28.26	WASHERS, HANDLE		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Homstad	28.93	HARDWARE		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Mastalir	44.16	TEXTURE		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Homstad	298.94	PARKING LOT LIGHT		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Mastalir	23.57	FAUCET, CLEANER		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Mastalir	19.97	LED BULB		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Mastalir	12.41	PAINT SUPPLIES		-	A
M-110623-540	.12003 ECHO ELECTRIC SUPPLY	202310	Mastalir	570.00	LED PANEL		-	A
M-110623-540	.14179 MENARDS YANKTON SD	202310	Homstad	175.97	LIGHT		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,500.00	0.00	336.57	3,429.80	70.20	97	-----
M-110623-540	.11798 BAKER-TAYLOR	202310	Schmidt	116.91	POSTAGE		-	A
M-110623-540	.19770 AMAZON.COM TD2TZ0LW0	202310	Dobrovolny	6.99	POSTAGE		-	A
M-110623-540	.19037 PITNEY BOWES	202310	Schmidt	200.00	POSTAGE		-	A
M-110623-540	.19805 AMZN MKTP US T970671W1	202310	Dobrovolny	3.99	POSTAGE		-	A
M-110623-540	.19806 AMZN MKTP US T94H93RR0	202310	Dobrovolny	3.99	POSTAGE		-	A
M-110623-540	.19807 AMZN MKTP US T959V0WNO	202310	Dobrovolny	4.69	POSTAGE		-	A
232	OFFICE SUPPLIES	8,500.00	0.00	421.53	5,599.53	2,900.47	65	-----
M-110623-540	.16717 SP BUYREGISTERROLLS	202310	Schmidt	99.99	OFFICE SUPPLIES		-	A
M-110623-540	.19762 AMZN MKTP US 039R09B33	202310	Dobrovolny	27.49	OFFICE SUPPLIES		-	A
M-110623-540	.19768 AMZN MKTP US TP1VC4XU1	202310	Dobrovolny	34.94	OFFICE SUPPLIES		-	A
M-110623-540	.19774 AMZN MKTP US TP5TD3120	202310	Dobrovolny	7.70	OFFICE SUPPLIES		-	A
M-110623-540	.15692 AMZN MKTP US	202310	Dobrovolny	9.98-	REFUND OFFICE SUPPLIES		-	A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT	
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FILE
101	GENERAL FUND							
142	COMMUNITY LIBRARY							
	OTHER CURRENT EXPENDITURES							
232	OFFICE SUPPLIES							
J-113023-581	NOVEMBER JOURNAL ENTRIES JE 214			261.39	LIBRARY PAPER CHG-3 CASE			A
233	PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0	
234	COPIES	0.00	0.00	0.00	0.00	0.00	0	
235	SUBSCRIPTIONS & PUBLICATIONS	9,500.00	0.00	421.49	5,541.68	3,958.32	58	-----
M-110623-540	.16600 GAN USATODAYCIRC	202310	Schmidt	421.49	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	129.66	1,776.20	1,223.80	59	-----
M-110623-540	.12308 WALMART.COM	202310	Schmidt	12.99	JANITORIAL SUPPLIES		-	A
M-110623-540	.19783 AMZN MKTP US TP8W570Z2	202310	Dobrovolny	64.49	JANITORIAL SUPPLIES		-	A
M-110623-540	.19796 AMZN MKTP US TE9MP8BR0	202310	Dobrovolny	52.18	JANITORIAL SUPPLIES		-	A
242	PROGRAM SUPPLIES	5,000.00	0.00	171.46	2,355.15	2,644.85	47	----
M-110623-540	.19762 AMZN MKTP US 039R09B33	202310	Dobrovolny	41.88	PROGRAM SUPPLIES		-	A
M-110623-540	.13320 WM SUPERCENTER #1483	202310	Dobrovolny	11.88	PROGRAM SUPPLIES		-	A
M-110623-540	.19769 SQ MEAD MUSEUM	202310	Schmidt	50.00	HALL OF TREES FEE		-	A
M-110623-540	.12434 WAL-MART #1483	202310	Dobrovolny	23.76	PROGRAM SUPPLIES		-	A
M-110623-540	.12308 WALMART.COM	202310	Schmidt	25.46	PROGRAM SUPPLIES		-	A
M-110623-540	.19792 AMZN MKTP US TE76M7II2	202310	Dobrovolny	18.48	PROGRAM SUPPLIES		-	A
244	UNIFORMS & DRY GOODS	0.00	0.00	0.00	0.00	0.00	0	
248	PHOTOGRAPHY/AUDIO-VISUAL	0.00	0.00	0.00	0.00	0.00	0	
255	COVID EXPENSE	0.00	0.00	0.00	0.00	0.00	0	
261	MEMBERSHIP DUES	1,000.00	0.00	273.22	805.22	194.78	80	-----
M-110623-540	.19764 SOUTHEASTSD-F16E34T1	202310	Schmidt	273.22	MEMBERSHIP DUES		-	A
263	TRAVEL EXPENSE	3,000.00	0.00	631.13	1,658.40	1,341.60	55	-----
M-110623-540	.19708 WYNDHAM GARDEN WICHITA	202310	Dobrovolny	96.00	REFUND TRAVEL EXPENSE		-	A
M-110623-540	.19262 BEST WESTERN RAMKOTA H	202310	Schmidt	15.48	TAX REFUND		-	A
M-110623-540	.19262 BEST WESTERN RAMKOTA H	202310	Schmidt	15.48	TAX REFUND		-	A
M-110623-540	.18741 SHELL OIL10015067019	202310	Dobrovolny	27.54	TRAVEL EXPENSE		-	A
M-110623-540	.19262 BEST WESTERN RAMKOTA H	202310	Schmidt	197.48	TRAVEL EXPENSE		-	A
M-110623-540	.19262 BEST WESTERN RAMKOTA H	202310	Schmidt	182.00	TRAVEL EXPENSE		-	A
M-110623-540	.19262 BEST WESTERN RAMKOTA H	202310	Schmidt	197.48	TRAVEL EXPENSE		-	A
M-110623-540	.18275 TST MURPHY S PUB & GR	202310	Dobrovolny	61.20	TRAVEL EXPENSE		-	A
M-110623-540	.19375 MINERVAS - RAPID CITY	202310	Schmidt	46.96	TRAVEL EXPENSE		-	A
M-110623-540	.14752 CONOCO - WALL AUTO LIV	202310	Schmidt	45.43	TRAVEL EXPENSE		-	A
265	CONFERENCE & MEETINGS	1,500.00	0.00	227.50	2,161.50	661.50	144	-----]]]]
D-111323-529	07627 RVM CONSULTING SERVICES	069061	030	227.50	LEADERSHIP TRAINING	023078	P N	A

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
271	TELEPHONE	2,300.00	0.00	219.77	1,913.73	386.27	83	-----	
M-110623-540	.18669 BLUEPEAK	202310	Yardley	159.27	PHONE				A
J-110923-561	PAYROLL NOVEMBER 9,2023			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,312.44	13,514.22	6,485.78	67	-----	
M-113023-547	00455 NORTHWESTERN ENERGY	202323	11.8.2023	1,312.44	ELECTRICITY				A
273	FUEL-HEATING	6,000.00	0.00	0.00	4,235.12	1,764.88	70	-----	
274	WATER SERVICE	3,500.00	0.00	524.87	2,637.89	862.11	75	-----	
M-113023-547	00109 CITY UTILITIES	202323	10.18.2023	524.87	LIBRARY WATER	002642	P		A
275	SEWER SERVICE	1,200.00	0.00	44.73	443.37	756.63	36	---	
M-113023-547	00109 CITY UTILITIES	202323	10.18.2023	44.73	LIBRARY WASTEWATER	002642	P		A
276	LANDFILL	500.00	0.00	40.00	376.00	124.00	75	-----	
J-113023-581	NOVEMBER JOURNAL ENTRIES JE 220			40.00	ADJ SALES TAX IN RCPTS				A
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: OTHER CURRENT EXPENDITURES		149,333.00	0.00	11,821.95	113,177.96	36,155.04	75	-----	
CAPITAL OUTLAY									
301	CAPITAL REPAIR & MAINTENANCE	175,000.00	0.00	0.00	201,179.00	26,179.00-	114	-----]	
320	BUILDINGS	25,000.00	0.00	0.00	0.00	25,000.00	0		
340	BOOKS	53,000.00	0.00	6,681.88	35,593.54	17,406.46	67	-----	
M-110623-540	.11785 CENTER POINT LARGE PRI	202310	Schmidt	145.02	LARGE PRINT BOOKS				A
M-110623-540	.11798 BAKER-TAYLOR	202310	Schmidt	6,233.29	BOOKS				A
M-110623-540	.19762 AMZN MKTP US 039R09B33	202310	Dobrovolny	22.24	BOOKS				A
M-110623-540	.19770 AMAZON.COM TD2TZ0LW0	202310	Dobrovolny	17.95	BOOK				A
M-110623-540	.19774 AMZN MKTP US TP5TD3120	202310	Dobrovolny	21.94	BOOKS				A
M-110623-540	.19787 AMZN MKTP US TP7AK2LY0	202310	Dobrovolny	108.92	BOOKS				A
M-110623-540	.19805 AMZN MKTP US T97O671W1	202310	Dobrovolny	17.99	BOOK				A
M-110623-540	.19807 AMZN MKTP US T959V0WN0	202310	Dobrovolny	19.85	BOOK				A
M-110623-540	.11785 CENTER POINT LARGE PRI	202310	Schmidt	94.68	LARGE PRINT BOOKS				A
342	AV - CAPITAL	10,000.00	0.00	346.97	7,035.58	2,964.42	70	-----	
M-110623-540	.19768 AMZN MKTP US TP1VC4XU1	202310	Dobrovolny	60.40	DVDS				A
M-110623-540	.19772 AMZN MKTP US TP27Q0JA1	202310	Dobrovolny	27.99	DVD				A
M-110623-540	.19787 AMZN MKTP US TP7AK2LY0	202310	Dobrovolny	11.62	DVD				A
M-110623-540	.19806 AMZN MKTP US T94H93RR0	202310	Dobrovolny	10.02	DVD				A
D-111323-529	04785 MIDWEST TAPE	069052	504357133	236.94	MEDIA	023963	P		A

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE			
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9	FIL	
101	GENERAL FUND								
142	COMMUNITY LIBRARY CAPITAL OUTLAY								
350	EQUIPMENT	2,400.00	0.00	0.00	0.00	2,400.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	265,400.00	0.00	7,028.85	243,808.12	21,591.88	91	-----	
	OTHER EXPENDITURES								
530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	COMMUNITY LIBRARY	1,051,798.00	0.00	66,416.06	886,978.43	164,819.57	84	-----	
TOTAL:	GENERAL FUND	1,051,798.00	0.00	66,416.06	886,978.43	164,819.57	84	-----	

Director's Report – December 2023

Programming: DINOvember brought a range of activities from the TeaRex Party to Legos at the Mead and the Holiday Festival of Lights. December activities started off with a cozy Holiday Movie Bingo Weekend. We are looking forward to a fun post-Christmas week with Bingo for a Book, a Craft Buffet, a Sticker Exchange, and a Noon Year's Eve Party.

January staff training day: Reminder that the library will be closed on January 15 for a staff in service. We plan to have Shane Gerlach, Outpatient Counselor at the Carroll Institute in Sioux Falls here to work with us on strengthening communication skills with the homeless population that uses the library as well as skills for dealing with challenging and/or aggressive library users. He has told us to expect role play with real library examples. Board members are welcome to attend. Participation will count toward required hours for library accreditation. We will have a finalized schedule to share as the day gets closer.

Mead Museum Passes: The Friends of the library have paid for another year of Mead Museum passes available for checkout on adult library cards. As we expand the types of passes and items that we check out at the library beyond books, we are aiming to create similar procedures for the items. We have recently made some adjustments to how we check out the Mead Museum passes to mirror the procedures we used for the Summit Activities Center and Huether Family Aquatics Center passes. There will be 50 museum passes available each month and they will be checked out on a first come, first served basis (no holds). Library users will receive a pass that will expire at the end of that month and they leave the pass at the museum when used. This will allow for more families to use the pass at one time. Particularly in December, during the Hall of Trees event, there has been an increased interest in the museum passes.

Grants: Moving forward with automation of east doors and bathroom renovation. Contractors have been identified. We are on the lists to begin both projects. Laptop/Hotspot are now available for checkout. As of December 12, the library will have hosted 8 digital literacy classes with topics like Cybersecurity Basics, Email Basics and Device basics (Windows 10). Introductory mobile device basics for Apple and Android are scheduled for January. Get Connected with ACP (Affordable Connectivity Program) will be offered in February PLA Digital Literacy again working to fulfill the requirements by offering classes. Purchases: Vibe board, Chromebook, external disc drive.

YCL Foundation: Members of the YCL Foundation met on December 6. After the recent fundraising letter, the foundation has made good progress toward their share of the feasibility study. The Foundation is on the agenda to talk to the County Commission on Tuesday, December 19 to update them on their current progress and to request funding to help with the feasibility study. The next Foundation meeting is January 3 at noon.

Friends of YCL: The Friends of the Library will be having their next book sale beginning the afternoon of January 4 (Members only from 4-6pm) through Sunday, January 7. In 2023, the Friends took in \$8,252.14 from book sales, \$3,618.36 in donations and \$3,365 in membership fees. They have worked hard to increase visibility in the community and to get more of their members involved in preparing for book sales. They will be increasing the prices on some of their book sale items beginning in January (Hardcovers from \$1 to \$2 and large paperbacks from \$.50 to \$1). Friends memberships run by the calendar year. They will be doing a membership drive for 2024 memberships soon. The next Friends meeting will be January 8 at 5:15pm.

Next Big 3 Meeting: The next Library Big 3 meeting will be on Tuesday, January 16 from 12:00-1:00pm in the library meeting room. We will get an update from the library Friends, Foundation and Board of Trustees. Dr. Julia Hellwege from the Government Research Bureau will be at the meeting to give an overview of the process and timeline of the feasibility study.

We are grateful for all you do for the library and wish you a joy filled holiday season!

NOVEMBER 2023 PROGRAM STATISTICS

Elementary Events	Date	Time	Kids	Adults
Lego Club	11/2/23	3:45 PM	12	7
Secret Message Decoder	11/16/23	3:45 PM	5	3
Coloring Pages	11/30/23	3:45 PM		
Total:			17	10

Storytime	Date	Time	Kids	Adults
Halloween	11/2/23	10:00 AM	7	6
Dinosaurs	11/6/23	6:00 PM	1	1
	11/7/23	10:00 AM	7	3
	11/9/23	10:00 AM	0	0
Recycling	11/14/23	10:00 AM	3	2
	11/16/23	10:00 AM	10	6
Thanks	11/20/23	6:00 PM	2	1
	11/21/23	10:00 AM	6	3
Kindness	11/27/23	6:00 PM	2	1
	11/28/23	10:00 AM	12	5
	11/30/23	10:00 AM		
Total:			38	23

Date	Time	Kids	Adults
11/1/23	9-11 am	11	8
11/8/23	9-11 am	9	6
11/15/23	9-11 am	8	6
11/22/23	9-11 am	7	3
11/29/23	9-11 am	12	5
Total:		47	28

Teen Events	Date	Time	Kids
Teen Craft	11/15/23	3:45 PM	1
Total:			1

NOVEMBER 2023 PROGRAM STATISTICS

Adult Programs	Date	Time	Adults	Virtual
Financial Wellness	11/2	6:00 PM	4	0
Adult Craft	11/14	6:00 PM		na
Internet Basics	11/16	12:00 PM	8	NA
Internet Basics	11/16	6:00 PM	5	NA
Therapeutic Writing	11/18	9:00 AM	5	na
Oppenheimer	11/25	10:00 AM	4	NA
Barbie	11/25	2:00 PM	11	NA

Total: 37 0

Video Views for Previous Month	Date	Video Views
Seed Library	10/10	21
Cyber Security	10/19	28

49

Book Clubs	Date	Time	Adults
Readers Anonymous	11/14	2:00 PM	6
Between The Lines	11/28	4:30	6

Total: 12

Family Events:		Time	Kids	Adults
Tea-Rex Party	11/9		73	37
Dinosaur Scavenger Hunt	11/8-11/20		70	
Lego Club @ The Mead	11/13		16	12
Guess the number of Dinos	11/1-11/19		71	
Holiday Scavenger Hunt	11/20-11/30		50	
Holiday Festival of Lights	11/30/23		142	110

Total: 422 159

NOVEMBER 2023 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2023	2022	2021
Adult	5,729	6,326	6,695
Juvenile	3,246	4,327	4,201
Total	8,975	10,653	10,896
*Includes physical collection, ILL, and eBooks			

Physical Collection Circulation			
	2023	2022	2021
Adult	3,480	4,302	4,584
Juvenile	3,021	4,008	4,113
Total	6,501	8,310	8,697

Interlibrary Loan			
	2023	2022	2021
Requested	98	73	110
Supplied	19	25	34
Total	117	98	144

Electronic Resources			
	2023	2022	2021
OverDrive Adult	2,132	1,926	1,967
OverDrive Juvenile	225	229	NA
TumbleBooks	0	90	88
Total	2,357	2,245	2,055

Adult Outreach			
	2023	2022	2021
Locations	9	9	7
Patrons	42	45	35
Circulations	137	146	178

Daycare Outreach			
	2023	2022	2021
Locations	4	4	4
Circulations	160	70	144

Teen Subscription Bags			
	2023	2022	2021
Active Subscriptions	21	14	17
Waitlisted Subscriptions	0	0	0

Toy Lending Library Checkouts			
	2023	2022	2021
Toy Bins	22	NA	NA

Current Cards			
	2023	2022	2021

Public Computer Use			
	2023	2022	2021
Uses	483	530	570
Hours	304	342	284

WiFi Usage			
	2023	2022	2021
Sessions	606	553	1,255
Total Session Hours	655	600	3,305
Unique Users	192	205	274

Meeting Room Use			
	2023	2022	2021
Library Uses	29	34	25
Library Hours	60	70	42
Non-Library Uses	27	14	17
Non-Library Hours	41	25	25

Study Room Use			
	2023	2022	2021
Uses	12	17	27
Hours	21	27	60

Notary			
	2023	2022	2021
Requests	n/a	7	9

Proctor			
	2023	2022	2021
Tests	9	5	3

Genealogy Requests			
	2023	2022	2021
Patrons	3	1	1
Hours	2	1	1

Teacher Requests			
	2023	2022	2021
Patrons	0	0	0

Courier			
	2023	2022	2021
Total Incoming	120	103	142
Total Outgoing	158	138	163
Total	278	241	305




Collection			
	2023	2022	2021

NOVEMBER 2023 USAGE & CIRCULATION STATISTICS

Resident	4,224	3,629	4,418		Items Added	374	420	485
Non-Resident	238	199	342		Items Deleted	278	87	192
Mount Marty	20	12	39		TOTAL COLLECTION	652	507	677
Teacher	49	37	53					
Yankton County	884	777	1,000		Curbside Pick-Ups			
Total	5,415	4,654	5,852			2023	2022	2021
						3	7	24
New Cards					Food For Fines			
	2023	2022	2021			2023	2022	2021
Resident Adult	25	27	37			108 (Pathways)	145	40
Resident Youth (<18)	1	4	8					
County	9	12	5		Book a Librarian			
County (Households)	4	10	5			2023	2022	2021
Non-resident	0	0	2		Time (minutes)	80	90	NA
Non-resident (households)	0	0	2		Number of Sessions	3	4	NA
30 Day Trial Cards					Pass Checkouts			
	2023	2022	2021			2023	2022	2021
In-Town New	2	2	7		State Park Pass	0	NA	NA
County -New	1	0	1		Mead Museum Pass	4	NA	NA
County-Renewal	1	1	1		Summit Pass	9	NA	NA
Nonresident-New	0	0	1		Huether Pass	NA	NA	NA
Nonresident-Renewal	1	0	0					
Online Signup	0	3	NA		Door counters:	East Entrance:	South entrance:	Total:
Total	5	6	10			2,500	5,326	7,826

Yankton Community Library • December 2023

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Food for Fines: Socks	27 Storytime 6 pm	28 Storytime 10 am	29 Stay & Play 9—11 am	30 Storytime 10 am Holiday Festival of Lights 6 pm	1 1 st Friday Coffee 9:30—11:30 am	2 Holiday Movie BINGO Romcoms 11am-4:30pm
3 Holiday Movie BINGO Family Classics 1:30-4:30 pm	4 Bilingual Storytime 6 pm	5 Health Insurance Q&A 9-11 am Storytime 10 am	6 Stay & Play 9—11 am	7 Storytime 10 am LEGO CLUB 3:45 pm	8	9
10 	11 Storytime will resume January 8, 2024	12 Computer Basics (Windows) 12 & 6 pm *	13 Stay & Play 9—11 am	14 Winter Wonderland Workshop 3:45—6 pm	15 	16
17 Board Games 2-4pm	18	19	20 Stay & Play 9—11 am	21	22	23 Saturday Movie: The Polar Express 2pm
24 Closed in observance of Christmas	25 Closed in observance of Christmas	26 BINGO for a Book 2-4pm	27 Stay & Play 9—11 am Craft Buffet 2-4pm	28 Sticker Exchange 2-4pm	29 Noon Year's Eve Party! 11am-1pm	30 
31						

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

12/12/2023

Yankton Community Library • January 2024

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 	1 Closed in observance of New Year's Day	2	3 Stay & Play 9—11 am	4 Book Sale Members only 4-6pm	5 Friends of the Library Book Sale 9 am—5 pm	6 Friends of the Library Book Sale 9 am—5 pm
7 Friends of the Library Book Sale 1—5 pm	8 Storytime 6 pm	9 Storytime 10 am Mobile Device Basics 12 pm (iPhone)	10 Stay & Play 9—11 am Library Board Meeting 5:30 pm	11 Storytime 10 am Mobile Device Basics 12 pm (Android) K-5 Craft 3:45 pm	12 Teen After-Hours 5:30-8:30 pm	13
14 	15 Closed For Staff Training	16 Storytime 10 am	17 Stay & Play 9—11 am	18 Storytime 10 am K-5 STEAM 3:45 pm	19	20 Therapeutic Writing Group 10 am
21 Puzzles & Pie 2-4pm	22 Storytime 6 pm	23 Storytime 10 am	24 Stay & Play 9—11 am Tween/Teen Time 3:45pm	25 Storytime 10 am Movie 3:45 pm	26 	27
28 	29 Storytime 6 pm	30 Storytime 10 am Author Visit: Bruce Aarant 6pm	31 Stay & Play 9—11 am	1 Storytime 10 am LEGO Club 3:45 pm	2	Food for Fines: Canned Fruit

Check out our website: library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

Agreement for the Provision of Library Services

This Agreement made this ____ day of _____, 2023 between the City of Yankton, a municipal corporation acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision acting through its Board of County Commissioners.

The parties do agree as follows:

1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$20,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2024 until December 31, 2024. The City of Yankton will bill Yankton County semi-annually (April and October – see County Commission Minutes, 01/11/00)
3. Additionally, every household must pay an annual \$20.00 out-of-pocket charge directly to the Library upon issuance or renewal for a nonresident Yankton County card (for individuals living outside of the corporate limits of the City of Yankton but within Yankton County). Library cards may also be purchased for a 3-month membership (\$5) or a 6-month membership (\$10). Nonresident (outside of Yankton County) cards are issued at \$40.00 per household per year.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current means of identification and proof of address, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:

“Person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors. Verification of property tax payment may be additionally required for persons renting or leasing. The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a library card.”
5. During the contract period, the Library will track the utilization of library services by county residents and provide patron database numbers, renewal and new card figures, and circulation percentages upon request to the Board of County Commissioners.
6. The Board of County Commissioners is entitled to appoint an additional member to the Board of Library Trustee of the City of Yankton as provided in SDCL 14 2-36. Said member shall have all of the powers and responsibilities granted to members of the Library Board of Trustees under state law and city code/ordinance. The term of the county representative shall be tied to this contract date as well as the term and appointment calendar for County Commissioners. If the contract is terminated for any reason, the County Commissioner’s representative on the

Library Board of Trustee will end upon the date of contract termination.

7. This agreement shall be effective and binding on January 1, 2024 extending until December 31, 2024 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this ____ day of _____, 2023, Yankton Community Library Board of Trustees.

David Koerner
Board President

Attest:

Dana Schmidt
Library Director

Approved this ____ day of _____, 2023, Board of Commissioners, Yankton County.

Don Kettering
Chairman

Attest:

Patty Hojem
Auditor

Approved this ____ day of _____, 2023, City of Yankton.

Stephanie Moser
Mayor

Attest:

Amy Leon
City Manager