

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, December 11, 2024 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Approval of November 13, 2024 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director’s Report

Old Business

New Business

- **Restricting Minors from Obscene Matter or Materials Policy**
- **Computer and Internet Use Policy**
- **Collection Development Policy**
- **Library Card Policy**
- **Unattended Child Policy**
- **Circulation Policy**

Other Business:

- **Foundation update**
- **Director’s review**

Adjourn the meeting of December 11, 2024

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 13, 2024 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

MINUTES

The meeting was called to order at 5:31 pm by Vice President Nathan Johnson. Present were MaryPat Bierle, Meg Severson (online), Sarah Mechtenberg, Yankton City Commissioner Jerry Webber and Library Director Dana Schmidt. David Koerner, Assistant Library Director Linda Dobrovolny and Yankton County Commissioner Ryan Heine were absent with regrets. Severson left the meeting at 5:52.

Approval of October 9, 2024 minutes: Webber made a motion to approve the October 9, 2024 minutes with a second by Bierle. Unanimous approval.

Public Comment Period: None

Discussion of bills/Accept Financial Report: Schmidt noted that as the end of the year approaches she is watching the budget to spend down any excess funds. The bathroom project that was financed with the ALA Accessibility Grant is finished minus a few small things that will be finished by city employees Gregg and Brandon. The grant should be closed out and appear on the year end financial reports. Bierle made a motion to accept the financial report with a second by Webber. Unanimous approval.

Communications and correspondence: Schmidt highlighted three new book clubs (The Center, Ben's Books and Beers, Slice of Spice) that YCL is facilitating and shared comments from some of the participants. She also shared a note of thanks from a patron who appreciated the library staff reaching out when her mother passed away.

Director's Report: In addition to the written report, Schmidt noted that City Manager Amy Leon and Mayor Mason Schramm participated in Storytime South Dakota, an event initiated by the South Dakota State Library. Leon and Schramm read to attendees who also enjoyed crafts and milk and cookies. YCL staff members Danita and Jeremy will visit Beadle School to participate in Educator For a Day on November 20. They will share information about getting a library card as well as library resources and events. Linda will present the Agreement for the Provision of Library Services at the County Commission meeting on November 19. Board members are welcome to attend. Schmidt also highlighted some notable stats for the month of October: ebook (Libby and Tumblebooks) usage increased by 1000 over October of 2023. There were 44 toy bin checkouts, a significant number because toy bin checkouts are limited to one at a time on adult cards only. There were 12 notary requests. Schmidt also discussed meeting room usage for October. There were 75 uses (both library and non-library) for a total of 208.5 hours. The library was open for 256 hours. She also noted that she is looking into Kanopy streaming service and the Mango language app. service. Webber added that she had presented a session on grief with about 12 attendees. Mechtenberg complimented the staff on the Teen Subscription Bag service.

Old Business

New Business

- **Library Card Policy**
- **Unattended Child Policy**
- **Circulation Policy**

Schmidt noted that she has provided suggested changes for the three above policies as included in packet to City Attorney Den Herder for input and plans to have approval on the December agenda.

Other Business:

- **Foundation update:** Mary Pat Bierle gave an update on recent Foundation activity.
- **Director's review:** Dana's review with Amy Leon and David Koerner is scheduled for December 3.

Adjourn the meeting of November 13, 2024: Webber motioned to adjourn at 6:25 pm with a second by Mechtenberg. Unanimous approval.

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									
AMAZON MARK IF2D55KJ3			.20732						
	202410	11/05/24	OFFICE SUPPLIES	17.99		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202410	11/05/24	JANITORIAL SUPPLIES	103.97		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
	202410	11/05/24	PROGRAM SUPPLIES	189.15		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202410	11/05/24	BOOKS	38.21		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	349.32		*TOTAL CHECK			
AMAZON MARK XZ8YK12Z3			.20680						
	202410	11/05/24	HARDWARE	119.95		Homstad		- M REP. & MAINT. - BUILDIN	101.142.223
AMAZON MARK 2Q3GS2D93			.20678						
	202410	11/05/24	ACCESSIBLE RESTROOM SIGN	7.49		Homstad		- M REP. & MAINT. - BUILDIN	101.142.223
AMAZON MARK 4753515G3			.20706						
	202410	11/05/24	JANITORIAL SUPPLIES	126.58		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
AMAZON MKTPL ID9SR2MK3			.20703						
	202410	11/05/24	OFFICE SUPPLIES	7.99		Dobrovolny		- M OFFICE SUPPLIES	101.142.232
	202410	11/05/24	BOOKS	100.96		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	108.95		*TOTAL CHECK			
AMAZON MKTPL J55KL9MO3			.20727						
	202410	11/05/24	BOOKS	52.94		Dobrovolny		- M BOOKS	101.142.340
AMAZON MKTPL QR00174I3			.20705						
	202410	11/05/24	PROGRAM SUPPLIES	37.15		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202410	11/05/24	BOOKS	64.12		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	101.27		*TOTAL CHECK			
AMAZON MKTPL OH6KL63M3			.20695						
	202410	11/05/24	JANITORIAL SUPPLIES	10.71		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
	202410	11/05/24	BOOKS	161.11		Dobrovolny		- M BOOKS	101.142.340
	202410	11/05/24	DVDS	76.10		Dobrovolny		- M AV - CAPITAL	101.142.342
			VENDOR TOTAL	247.92		*TOTAL CHECK			
AMZN MKTP US DQ5631KN3			.20729						
	202410	11/05/24	POSTAGE	3.99		Dobrovolny		- M POSTAGE	101.142.231
	202410	11/05/24	BOOK	12.30		Dobrovolny		- M BOOKS	101.142.340
			VENDOR TOTAL	16.29		*TOTAL CHECK			
AMZN MKTP US GP6QD5G83			.20710						
	202410	11/05/24	OFFICE SUPPLIES	49.29		Dobrovolny		- M OFFICE SUPPLIES	101.142.232

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 G26HD23C3			.20735						
	202410	11/05/24	JANITORIAL SUPPLIES	66.20		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
AMZN MKTP US MF4GL5203			.20712						
	202410	11/05/24	JANITORIAL SUPPLIES	68.50		Dobrovolny		- M JANITORIAL SUPPLIES	101.142.236
AMZN MKTP US SJ90X6653			.20733						
	202410	11/05/24	PROGRAM SUPPLIES	37.95		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
BAKER-TAYLOR			.11798						
	202410	11/05/24	PROFESSIONAL SERVICES	448.67		Schmidt		- M PROFESSIONAL SERVICES	101.142.202
	202410	11/05/24	POSTAGE	117.22		Schmidt		- M POSTAGE	101.142.231
	202410	11/05/24	BOOKS	6,228.20		Schmidt		- M BOOKS	101.142.340
			VENDOR TOTAL	6,794.09		*TOTAL CHECK			6,794.09
BEST WESTERN RAMKOTA H			.19262						
	202410	11/05/24	TRAVEL EXPENSE	253.98		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
	202410	11/05/24	TRAVEL EXPENSE	253.98		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
	202410	11/05/24	TRAVEL EXPENSE	253.98		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
			VENDOR TOTAL	761.94		*TOTAL CHECK			761.94
BLUEPEAK			.18669						
	202410	11/05/24	PHONE	283.47		Yardley		- M TELEPHONE	101.142.271
BONN EXPRESS			.19266						
	202410	11/05/24	TRAVEL EXPENSE	35.66		Dobrovolny		- M TRAVEL EXPENSE	101.142.263
CENTER POINT LARGE PRI			.11785						
	202410	11/05/24	LARGE PRINT BOOKS	148.62		Schmidt		- M BOOKS	101.142.340
	202410	11/05/24	LARGE PRINT BOOKS	145.02		Schmidt		- M BOOKS	101.142.340
			VENDOR TOTAL	293.64		*TOTAL CHECK			293.64
CITY UTILITIES			00109						
	202423	11/30/24	UTILITIES	487.07		11/7/2024		- M WATER SERVICE	101.142.274
	202423	11/30/24	UTILITIES	64.64		11/7/2024		- M SEWER SERVICE	101.142.275
			VENDOR TOTAL	551.71		*TOTAL CHECK			551.71
HY-VEE YANKTON 1899			.16450						
	202410	11/05/24	PROGRAM SUPPLIES	5.98		Dobrovolny		- M PROGRAM SUPPLIES	101.142.242
	202410	11/05/24	PROGRAMMING	40.74		Schmidt		- M PROGRAM SUPPLIES	101.142.242
			VENDOR TOTAL	46.72		*TOTAL CHECK			46.72

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										
J & H CLEANING SERVICE			05937							
	70447	11/12/24	JANITORIAL	1,200.00		03312398	081553	P - D	CONTRACTED SERVICES	101.142.204
MENARDS YANKTON SD			.14179							
	202410	11/05/24	PLUMBING CLEANER	13.25		Mastalir		- M	REP. & MAINT. - BUILDIN	101.142.223
MIDAMERICAN ENERGY COMPA			00303							
	202423	11/30/24	FUEL	21.25		10/8/2024		- M	FUEL-HEATING	101.142.273
MIDWEST TAPE			04785							
	70456	11/12/24	BOOKS	76.98		506072035	081554	P N D	AV - CAPITAL	101.142.342
	70456	11/12/24	BOOKS	99.98		506139632	081554	P N D	AV - CAPITAL	101.142.342
				176.96						
			VENDOR TOTAL	176.96						
									*TOTAL CHECK	
NORTHWESTERN ENERGY - BU			00455							
	202423	11/30/24	ELECTRICITY	1,336.82		10/8/2024		- M	ELECTRICITY	101.142.272
ONWARD YANKTON			07048							
	70459	11/12/24	AQUATIC CENTER EVENT	50.00		10282024	081627	P - D	PROGRAM SUPPLIES	101.142.242
OTC BRANDS 800-875-8			.20730							
	202410	11/05/24	PROGRAM SUPPLIES	155.29		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
	202410	11/05/24	PROGRAM SUPPLIES	19.99		Schmidt		- M	PROGRAM SUPPLIES	101.142.242
				175.28						
			VENDOR TOTAL	175.28						
									*TOTAL CHECK	
OVERDRIVE DIST			.13843							
	202410	11/05/24	EBOOKS	223.92		Schmidt		- M	E-BOOKS	101.142.209
	202410	11/05/24	EBOOKS	1,096.99		Schmidt		- M	E-BOOKS	101.142.209
	202410	11/05/24	EBOOKS	2,115.50		Schmidt		- M	E-BOOKS	101.142.209
				3,436.41						
			VENDOR TOTAL	3,436.41						
									*TOTAL CHECK	
PAYPAL EBAY US			.17384							
	202410	11/05/24	ACCESS POINTS	122.60		Johnson		- M	PROFESSIONAL SERVICES	101.142.202
PITNEY BOWES LEASING-S			.20694							
	202410	11/05/24	POSTAGE	117.38		Schmidt		- M	POSTAGE	101.142.231
RAPID CITY JOURNAL			.15245							
	202410	11/05/24	NEWSPAPER SUBSCRIPTION	445.45		Schmidt		- M	SUBSCRIPTIONS & PUBLICA	101.142.235
THE STAR TRIBUNE CIRCU			.11824							
	202410	11/05/24	NEWSPAPER SUBSCRIPTION	667.58		Schmidt		- M	SUBSCRIPTIONS & PUBLICA	101.142.235

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										
WALMART.COM			.12308							
	202410	11/05/24	OFFICE SUPPLIES	38.88		Schmidt			- M OFFICE SUPPLIES	101.142.232
	202410	11/05/24	JANITORIAL SUPPLIES	12.78		Schmidt			- M JANITORIAL SUPPLIES	101.142.236
	202410	11/05/24	PROGRAM SUPPLIES	112.31		Schmidt			- M PROGRAM SUPPLIES	101.142.242
				163.97						
			VENDOR TOTAL	163.97		*TOTAL CHECK				
WANDERMORE PUBLISHING LL			07870							
	70477	11/12/24	TWO SOUTH DAKOTA BOOKS	6.50		WP-150	081626	P - D	POSTAGE	101.142.231
	70477	11/12/24	TWO SOUTH DAKOTA BOOKS	49.98		WP-150	081626	P - D	BOOKS	101.142.340
				56.48						
			VENDOR TOTAL	56.48		*TOTAL CHECK				
WM SUPERCENTER #1483			.13320							
	202410	11/05/24	PROGRAM SUPPLIES	20.94		Yankton Librar			- M PROGRAM SUPPLIES	101.142.242
WWP OLSONS PEST TECHN			.20307							
	202410	11/05/24	PEST CONTROL	93.00		Schmidt			- M PROFESSIONAL SERVICES	101.142.202
GENERAL FUND				18,217.25		**TOTAL				

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										
AMAZON MKTPL ID9SR2MK3			.20703							
	202410	11/05/24	EAR BUDS	42.79		Dobrovolny		-	M RECREATION SUPPLIES	701.701.242
AMAZON MKTPL 0H6KL63M3			.20695							
	202410	11/05/24	PROGRAM SUPPLIES	3.99		Dobrovolny		-	M RECREATION SUPPLIES	701.701.242
AMAZON.COM GE4E02XN3			.20682							
	202410	11/05/24	BABY CHANGING STATION	276.09		Homstad		-	M ALA ACCESSIBILITY GRANT	701.701.318
AMAZON.COM UN8P94UC3			.20684							
	202410	11/05/24	WINDOW SQUEEGEE	22.43		Homstad		-	M ALA ACCESSIBILITY GRANT	701.701.318
K CONSTRUCTION LLC			07706							
	70449	11/12/24	ADA REMODEL	9,904.61		2023-1218	024664	P N D	ALA ACCESSIBILITY GRANT	701.701.318
PIZZA HUT 040914			.20267							
	202410	11/05/24	STAFF APPRECIATION	31.05		Schmidt		-	M RECREATION SUPPLIES	701.701.242
RODGERS-CONTI/SHERRILL			07868							
	70466	11/12/24	ADULT CRAFT SUPPLIES	200.00		10312024	081628	P N D	RECREATION SUPPLIES	701.701.242
WALMART.COM			.12308							
	202410	11/05/24	SUMMER READING PROGRAM	210.89		Schmidt		-	M RECREATION SUPPLIES	701.701.242
	202410	11/05/24	HARVEST HALLOWEEN	179.38		Schmidt		-	M RECREATION SUPPLIES	701.701.242
				390.27		*TOTAL CHECK				
			VENDOR TOTAL	390.27						
WALMART.COM 8009256278			.20386							
	202410	11/05/24	HARVEST HALLOWEEN	59.88		Schmidt		-	M RECREATION SUPPLIES	701.701.242
LIBRARY TRUST				10,931.11		**TOTAL				

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
REPORT TOTALS:				29,148.36					

RECORDS PRINTED - 000058

	ADOPTED BUDGET	REVISED 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	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
TOTAL: INTERGOVERNMENTAL REVENUES	20,000.00	20,000.00	0.00	10,000.00	10,000.00 50 -----
GOODS AND SERVICES					
3450 LIBRARY COPY FEES	0.00	0.00	0.00	7.50	7.50- 9999 -----]]]]
3451 NON-RESIDENT LIBRARY CARDS	8,500.00	8,500.00	875.25	11,186.75	2,686.75- 131 -----]]]]
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	0.00	0.80	9.20 8
3454 SALE OF WITHDRAWN ITEMS	200.00	200.00	8.57	133.07	66.93 66 -----
3455 OTHER-LIBRARY REVENUES	1,500.00	1,500.00	30.00	574.10	925.90 38 ---
3456 PC PRINTING	6,000.00	6,000.00	452.70	6,885.94	885.94- 114 -----]
3490 SALE OF MATERIALS	100.00	100.00	0.00	56.50	43.50 56 -----
3491 OTHER NON-TAXABLE	2,000.00	2,000.00	404.70	4,253.97	2,253.97- 212 -----]]]]
3492 OTHER TAXABLE	0.00	0.00	0.00	0.00	0.00 0
TOTAL: GOODS AND SERVICES	18,810.00	18,810.00	1,771.22	23,098.63	4,288.63- 122 -----]]
FINES					
3510 COURT FINES	3,000.00	3,000.00	288.60	3,117.29	117.29- 103 -----
3511 PARKING FINES	1,000.00	1,000.00	125.00	1,225.00	225.00- 122 -----]]
3520 LIBRARY FINES	500.00	500.00	48.25	358.35	141.65 71 -----
TOTAL: FINES	4,500.00	4,500.00	461.85	4,700.64	200.64- 104 -----
MISCELLANEOUS					
3610 INTEREST	40,000.00	40,000.00	40,148.95	399,363.85	359,363.85- 998 -----]]]]
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	50,500.00	50,500.00	40,500.00- 505 -----]]]]
3613 LEASE ISSUANCE PROCEEDS	0.00	0.00	0.00	1,439.52	1,439.52- 9999 -----]]]]
3614 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00 0
3615 MISC REIMBURSEMENTS	4,000.00	4,000.00	20,734.73	44,386.49	40,386.49- 1109 -----]]]]
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	4,400.00	4,400.00- 9999 -----]]]]
3640 COMPENSATION LOSS & DAMAGE	3,000.00	3,000.00	147.00	91,853.57	88,853.57- 3061 -----]]]]
3641 LIBR COMP FOR LOSS & DAMAGE	1,500.00	1,500.00	126.46	1,693.32	193.32- 112 -----]
TOTAL: MISCELLANEOUS	58,500.00	58,500.00	111,657.14	593,636.75	535,136.75- 1014 -----]]]]
TOTAL: GENERAL FUND	101,810.00	101,810.00	113,890.21	631,436.02	529,626.02- 620 -----]]]]

	ADOPTED BUDGET	REVISED 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	242.57	2,400.75	2,400.75-	9999 -----]]]]
3642 GRANTS	0.00	0.00	200.00	2,000.00	2,000.00-	9999 -----]]]]
3660 DONATIONS FROM PRIVATE	0.00	0.00	1,010.43	19,438.73	19,438.73-	9999 -----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	1,453.00	23,839.48	23,839.48-	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	451,859.00	0.00	35,523.31	407,723.40	44,135.60	90 -----
102 TEMPORARY WAGES	40,000.00	0.00	3,533.61	48,906.86	8,906.86-	122 -----]]
103 OVERTIME WAGES	750.00	0.00	16.78	1,145.85	395.85-	152 -----]]]]
111 OASI	37,685.00	0.00	2,885.00	33,926.69	3,758.31	90 -----
121 RETIREMENT	27,157.00	0.00	2,132.40	24,532.05	2,624.95	90 -----
131 WORKMENS COMPENSATION	3,076.00	0.00	0.00	1,513.00	1,563.00	49 ----
132 GROUP INSURANCE	101,490.00	0.00	4,208.16	46,500.76	54,989.24	45 ----
133 UNEMPLOYMENT INSURANCE	1,104.00	0.00	6.00	264.09	839.91	23 --
TOTAL: PERSONNEL SERVICES	663,121.00	0.00	48,305.26	564,512.70	98,608.30	85 -----
OTHER CURRENT EXPENDITURES						
201 INSURANCE	13,433.00	0.00	0.00	11,648.52	1,784.48	86 -----
202 PROFESSIONAL SERVICES	10,000.00	0.00	664.27	12,297.46	2,297.46-	122 -----]]
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	3,436.41	17,689.45	11,810.55	59 ----
211 PUBLISHING	500.00	0.00	0.00	0.00	500.00	0
212 RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	4,385.37	114.63	97 -----
221 REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,746.84	1,253.16	58 ----
223 REP. & MAINT. - BUILDINGS	6,000.00	0.00	140.69	3,965.24	2,034.76	66 ----
224 REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0
231 POSTAGE	3,800.00	0.00	245.09	5,010.88	1,210.88-	131 -----]]]]
232 OFFICE SUPPLIES	8,000.00	0.00	114.15	4,947.89	3,052.11	61 -----
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	1,113.03	6,132.80	3,367.20	64 -----
236 JANITORIAL SUPPLIES	3,000.00	0.00	388.74	1,896.72	1,103.28	63 -----
242 PROGRAM SUPPLIES	5,000.00	0.00	669.50	2,731.39	2,268.61	54 ----
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	0.00	173.00	827.00	17 -
263 TRAVEL EXPENSE	3,000.00	0.00	797.60	2,407.06	592.94	80 -----
265 CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,624.90	124.90-	108 -----
271 TELEPHONE	2,300.00	0.00	343.97	1,999.20	300.80	86 -----
272 ELECTRICITY	20,000.00	0.00	1,336.82	12,573.75	7,426.25	62 -----
273 FUEL-HEATING	6,000.00	0.00	21.25	2,328.02	3,671.98	38 ---
274 WATER SERVICE	3,500.00	0.00	487.07	2,431.64	1,068.36	69 -----
275 SEWER SERVICE	1,200.00	0.00	64.64	605.60	594.40	50 ----
276 LANDFILL	500.00	0.00	32.00	384.00	116.00	76 -----
277 RUBBLE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER CURRENT EXPENDITURES	151,233.00	0.00	11,055.23	110,179.73	41,053.27	72 -----
CAPITAL OUTLAY						
301 CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00	0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2024 THROUGH NOV 30, 2024

	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	40,000.00	0.00	0.00	20,000.00	20,000.00	50 -----
340 BOOKS	53,000.00	0.00	7,001.46	34,500.74	18,499.26	65 -----
342 AV - CAPITAL	10,500.00	0.00	253.06	4,323.48	6,176.52	41 -----
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355 COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	130,501.00	0.00	7,254.52	58,824.22	71,676.78	45 -----
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	944,855.00	0.00	66,615.01	733,516.65	211,338.35	77 -----
TOTAL: GENERAL FUND	944,855.00	0.00	66,615.01	733,516.65	211,338.35	77 -----

	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	39.66	39.66-	9999	-----]]]]
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	209.25	209.25-	9999	-----]]]]
235 SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0	
242 RECREATION SUPPLIES	0.00	0.00	727.98	22,045.97	22,045.97-	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	0.00	0.00	0	
TOTAL: OTHER CURRENT EXPENDITURES	0.00	0.00	727.98	22,294.88	22,294.88-	9999	-----]]]]
CAPITAL OUTLAY							
301 ALA LAPTOP GRANT	0.00	0.00	0.00	0.00	0.00	0	
317 MMIP GRANT	0.00	0.00	0.00	2,011.18	2,011.18-	9999	-----]]]]
318 ALA ACCESSIBILITY GRANT	0.00	0.00	10,203.13	19,528.69	19,528.69-	9999	-----]]]]
319 DIGITAL LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0	
340 BOOKS	0.00	0.00	0.00	27.43	27.43-	9999	-----]]]]
342 AV - CAPITAL	0.00	0.00	0.00	0.00	0.00	0	
350 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: CAPITAL OUTLAY	0.00	0.00	10,203.13	21,567.30	21,567.30-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	10,931.11	43,862.18	43,862.18-	9999	-----]]]]
TOTAL: LIBRARY TRUST	0.00	0.00	10,931.11	43,862.18	43,862.18-	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	64,197.18	9,478.11CR	21,251.68CR	42,945.50
	TOTAL CURRENT ASSETS:	64,197.18	9,478.11CR	21,251.68CR	42,945.50
	TOTAL ASSETS:	64,197.18	9,478.11CR	21,251.68CR	42,945.50
LIABILITIES AND FUND BALANCE					

CURRENT LIABILITIES:					
701.2011	ACCOUNTS PAYABLE	1,228.98CR	0.00	1,228.98	0.00
	TOTAL CURRENT LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
	TOTAL LIABILITIES:	1,228.98CR	0.00	1,228.98	0.00
FUND BALANCE:					
701.2511	FUND BALANCE - UNDESIGNATED	62,968.20CR	0.00	0.00	62,968.20CR
701.2900	REVENUE CONTROL	0.00	1,453.00CR	23,839.48CR	23,839.48CR
701.2910	EXPENDITURE CONTROL	0.00	10,931.11	43,862.18	43,862.18
	TOTAL FUND BALANCE:	62,968.20CR	9,478.11	20,022.70	42,945.50CR
	TOTAL LIABILITIES AND FUND BALANCE:	64,197.18CR	9,478.11	21,251.68	42,945.50CR
	TOTAL FUND:	0.00	0.00	0.00	0.00

		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	FILE
101	GENERAL FUND								
142	COMMUNITY LIBRARY PERSONNEL SERVICES								
101	REGULAR WAGES	451,859.00		0.00	35,523.31	407,723.40	44,135.60	90	-----
J-110824-094	PAYROLL NOVEMBER 8,2024				17,766.78	LIBRARY-REG WAGES		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				17,756.53	LIBRARY-REG WAGES		P	A
102	TEMPORARY WAGES	40,000.00		0.00	3,533.61	48,906.86	8,906.86-	122	-----]]
J-110824-094	PAYROLL NOVEMBER 8,2024				1,636.86	LIBRARY-TEMP WAGES		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				1,896.75	LIBRARY-TEMP WAGES		P	A
103	OVERTIME WAGES	750.00		0.00	16.78	1,145.85	395.85-	152	-----]]]]
J-112224-101	PAYROLL NOVEMBER 22,2024				16.78	LIBRARY OVERTIME		P	A
111	OASI	37,685.00		0.00	2,885.00	33,926.69	3,758.31	90	-----
J-110824-094	PAYROLL NOVEMBER 8,2024				1,432.30	LIBRARY-OASI		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				1,452.70	LIBRARY-OASI		P	A
121	RETIREMENT	27,157.00		0.00	2,132.40	24,532.05	2,624.95	90	-----
J-110824-094	PAYROLL NOVEMBER 8,2024				1,065.99	LIBRARY-RETIREMENT		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				1,066.41	LIBRARY-RETIREMENT		P	A
131	WORKMENS COMPENSATION	3,076.00		0.00	0.00	1,513.00	1,563.00	49	----
132	GROUP INSURANCE	101,490.00		0.00	4,208.16	46,500.76	54,989.24	45	----
J-110824-094	PAYROLL NOVEMBER 8,2024				2,104.08	LIBRARY-GROUP INS		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				2,104.08	LIBRARY-GROUP INS		P	A
133	UNEMPLOYMENT INSURANCE	1,104.00		0.00	6.00	264.09	839.91	23	--
J-110824-094	PAYROLL NOVEMBER 8,2024				2.79	LIBRARY-UNEMP INS		P	A
J-112224-101	PAYROLL NOVEMBER 22,2024				3.21	LIBRARY-UNEMP INS		P	A
TOTAL: PERSONNEL SERVICES		663,121.00		0.00	48,305.26	564,512.70	98,608.30	85	-----
OTHER CURRENT EXPENDITURES									
201	INSURANCE	13,433.00		0.00	0.00	11,648.52	1,784.48	86	-----
202	PROFESSIONAL SERVICES	10,000.00		0.00	664.27	12,297.46	2,297.46-	122	-----]]
M-110524-089	.17384 PAYPAL EBAY US	202410	Johnson		122.60	ACCESS POINTS		-	A
M-110524-089	.20307 WWP OLSONS PEST TECHN	202410	Schmidt		93.00	PEST CONTROL		-	A
M-110524-089	.11798 BAKER-TAYLOR	202410	Schmidt		448.67	PROFESSIONAL SERVICES		-	A
204	CONTRACTED SERVICES	16,000.00		0.00	1,200.00	13,200.00	2,800.00	82	-----
D-111224-088	05937 J & H CLEANING SERVICE	070447	03312398		1,200.00	JANITORIAL	081553	P -	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							
209	E-BOOKS	29,500.00	0.00	3,436.41	17,689.45	11,810.55	59	-----
M-110524-089	.13843 OVERDRIVE DIST	202410	Schmidt	223.92	EBOOKS		-	A
M-110524-089	.13843 OVERDRIVE DIST	202410	Schmidt	1,096.99	EBOOKS		-	A
M-110524-089	.13843 OVERDRIVE DIST	202410	Schmidt	2,115.50	EBOOKS		-	A
211	PUBLISHING	500.00	0.00	0.00	0.00	500.00	0	
212	RENTALS & XEROX SUPPLIES	4,500.00	0.00	0.00	4,385.37	114.63	97	-----
221	REP. & MAINT. - EQUIPMENT	3,000.00	0.00	0.00	1,746.84	1,253.16	58	-----
223	REP. & MAINT. - BUILDINGS	6,000.00	0.00	140.69	3,965.24	2,034.76	66	-----
M-110524-089	.20678 AMAZON MARK 2Q3GS2D93	202410	Homstad	7.49	ACCESSIBLE RESTROOM SIGN		-	A
M-110524-089	.20680 AMAZON MARK XZ8YK1Z23	202410	Homstad	119.95	HARDWARE		-	A
M-110524-089	.14179 MENARDS YANKTON SD	202410	Mastalir	13.25	PLUMBING CLEANER		-	A
224	REP. & MAINT.-CENTRAL GARAGE	0.00	0.00	0.00	0.00	0.00	0	
231	POSTAGE	3,800.00	0.00	245.09	5,010.88	1,210.88-	131	-----]]]]
M-110524-089	.20694 PITNEY BOWES LEASING-S	202410	Schmidt	117.38	POSTAGE		-	A
M-110524-089	.20729 AMZN MKTP US DQ5631KN3	202410	Dobrovolny	3.99	POSTAGE		-	A
M-110524-089	.11798 BAKER-TAYLOR	202410	Schmidt	117.22	POSTAGE		-	A
D-111224-088	07870 WANDERMORE PUBLISHING LL	070477	WP-150	6.50	TWO SOUTH DAKOTA BOOKS	081626 P	-	A
232	OFFICE SUPPLIES	8,000.00	0.00	114.15	4,947.89	3,052.11	61	-----
M-110524-089	.20703 AMAZON MKTPL ID9SR2MK3	202410	Dobrovolny	7.99	OFFICE SUPPLIES		-	A
M-110524-089	.20710 AMZN MKTP US GP6QD5G83	202410	Dobrovolny	49.29	OFFICE SUPPLIES		-	A
M-110524-089	.12308 WALMART.COM	202410	Schmidt	38.88	OFFICE SUPPLIES		-	A
M-110524-089	.20732 AMAZON MARK IF2D55KJ3	202410	Dobrovolny	17.99	OFFICE SUPPLIES		-	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	1,113.03	6,132.80	3,367.20	64	-----
M-110524-089	.15245 RAPID CITY JOURNAL	202410	Schmidt	445.45	NEWSPAPER SUBSCRIPTION		-	A
M-110524-089	.11824 THE STAR TRIBUNE CIRCU	202410	Schmidt	667.58	NEWSPAPER SUBSCRIPTION		-	A
236	JANITORIAL SUPPLIES	3,000.00	0.00	388.74	1,896.72	1,103.28	63	-----
M-110524-089	.20695 AMAZON MKTPL 0H6KL63M3	202410	Dobrovolny	10.71	JANITORIAL SUPPLIES		-	A
M-110524-089	.20706 AMAZON MARK 4753515G3	202410	Dobrovolny	126.58	JANITORIAL SUPPLIES		-	A
M-110524-089	.20712 AMZN MKTP US MF4GL5203	202410	Dobrovolny	68.50	JANITORIAL SUPPLIES		-	A
M-110524-089	.20732 AMAZON MARK IF2D55KJ3	202410	Dobrovolny	103.97	JANITORIAL SUPPLIES		-	A
M-110524-089	.20735 AMZN MKTP US G26HD23C3	202410	Dobrovolny	66.20	JANITORIAL SUPPLIES		-	A
M-110524-089	.12308 WALMART.COM	202410	Schmidt	12.78	JANITORIAL 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	FIL
101	GENERAL FUND								
142	COMMUNITY LIBRARY OTHER CURRENT EXPENDITURES								
242	PROGRAM SUPPLIES	5,000.00	0.00	669.50	2,731.39	2,268.61	54	-----	
M-110524-089	.13320 WM SUPERCENTER #1483	202410	Yankton Librar	20.94	PROGRAM SUPPLIES		-		A
M-110524-089	.20705 AMAZON MKTPL QR00174I3	202410	Dobrovolny	37.15	PROGRAM SUPPLIES		-		A
M-110524-089	.16450 HY-VEE YANKTON 1899	202410	Dobrovolny	5.98	PROGRAM SUPPLIES		-		A
M-110524-089	.20730 OTC BRANDS 800-875-8	202410	Schmidt	155.29	PROGRAM SUPPLIES		-		A
M-110524-089	.20732 AMAZON MARK IF2D55KJ3	202410	Dobrovolny	189.15	PROGRAM SUPPLIES		-		A
M-110524-089	.20733 AMZN MKTP US SJ90X6653	202410	Dobrovolny	37.95	PROGRAM SUPPLIES		-		A
M-110524-089	.16450 HY-VEE YANKTON 1899	202410	Schmidt	40.74	PROGRAMMING		-		A
M-110524-089	.12308 WALMART.COM	202410	Schmidt	112.31	PROGRAM SUPPLIES		-		A
M-110524-089	.20730 OTC BRANDS 800-875-8	202410	Schmidt	19.99	PROGRAM SUPPLIES		-		A
D-111224-088	07048 ONWARD YANKTON	070459	10282024	50.00	AQUATIC CENTER EVENT	081627	P	-	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	0.00	173.00	827.00	17	-	
263	TRAVEL EXPENSE	3,000.00	0.00	797.60	2,407.06	592.94	80	-----	
M-110524-089	.19262 BEST WESTERN RAMKOTA H	202410	Dobrovolny	253.98	TRAVEL EXPENSE		-		A
M-110524-089	.19262 BEST WESTERN RAMKOTA H	202410	Dobrovolny	253.98	TRAVEL EXPENSE		-		A
M-110524-089	.19262 BEST WESTERN RAMKOTA H	202410	Dobrovolny	253.98	TRAVEL EXPENSE		-		A
M-110524-089	.19266 BONN EXPRESS	202410	Dobrovolny	35.66	TRAVEL EXPENSE		-		A
265	CONFERENCE & MEETINGS	1,500.00	0.00	0.00	1,624.90	124.90	108	-----	
271	TELEPHONE	2,300.00	0.00	343.97	1,999.20	300.80	86	-----	
M-110524-089	.18669 BLUEPEAK	202410	Yardley	283.47	PHONE		-		A
J-110824-094	PAYROLL NOVEMBER 8,2024			60.50	LIBRARY-TELEPHONE		P		A
272	ELECTRICITY	20,000.00	0.00	1,336.82	12,573.75	7,426.25	62	-----	
M-113024-090	00455 NORTHWESTERN ENERGY - BU	202423	10/8/2024	1,336.82	ELECTRICITY		-		A
273	FUEL-HEATING	6,000.00	0.00	21.25	2,328.02	3,671.98	38	---	
M-113024-090	00303 MIDAMERICAN ENERGY COMPA	202423	10/8/2024	21.25	FUEL		-		A
274	WATER SERVICE	3,500.00	0.00	487.07	2,431.64	1,068.36	69	-----	
M-113024-090	00109 CITY UTILITIES	202423	11/7/2024	487.07	UTILITIES		-		A
275	SEWER SERVICE	1,200.00	0.00	64.64	605.60	594.40	50	-----	
M-113024-090	00109 CITY UTILITIES	202423	11/7/2024	64.64	UTILITIES		-		A
276	LANDFILL	500.00	0.00	32.00	384.00	116.00	76	-----	
J-113024-124	NOVEMBER JOURNAL ENTRIES JE 221			32.00	DUMPSTER CHGS - NOV 2024				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 OTHER CURRENT EXPENDITURES								
277	RUBBLE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	OTHER CURRENT EXPENDITURES	151,233.00	0.00	11,055.23	110,179.73	41,053.27	72	-----	
	CAPITAL OUTLAY								
301	CAPITAL REPAIR & MAINTENANCE	27,001.00	0.00	0.00	0.00	27,001.00	0		
320	BUILDINGS	40,000.00	0.00	0.00	20,000.00	20,000.00	50	-----	
340	BOOKS	53,000.00	0.00	7,001.46	34,500.74	18,499.26	65	-----	
M-110524-089	.20695 AMAZON MKTPL 0H6KL63M3	202410	Dobrovolny	161.11	BOOKS		-		A
M-110524-089	.11785 CENTER POINT LARGE PRI	202410	Schmidt	148.62	LARGE PRINT BOOKS		-		A
M-110524-089	.20703 AMAZON MKTPL ID9SR2MK3	202410	Dobrovolny	100.96	BOOKS		-		A
M-110524-089	.20705 AMAZON MKTPL QR00174I3	202410	Dobrovolny	64.12	BOOKS		-		A
M-110524-089	.11785 CENTER POINT LARGE PRI	202410	Schmidt	145.02	LARGE PRINT BOOKS		-		A
M-110524-089	.20727 AMAZON MKTPL J55KL9MO3	202410	Dobrovolny	52.94	BOOKS		-		A
M-110524-089	.20729 AMZN MKTP US DQ5631KN3	202410	Dobrovolny	12.30	BOOK		-		A
M-110524-089	.20732 AMAZON MARK IF2D55KJ3	202410	Dobrovolny	38.21	BOOKS		-		A
M-110524-089	.11798 BAKER-TAYLOR	202410	Schmidt	6,228.20	BOOKS		-		A
D-111224-088	07870 WANDERMORE PUBLISHING LL 070477 WP-150			49.98	TWO SOUTH DAKOTA BOOKS	081626 P	-		A
342	AV - CAPITAL	10,500.00	0.00	253.06	4,323.48	6,176.52	41	----	
M-110524-089	.20695 AMAZON MKTPL 0H6KL63M3	202410	Dobrovolny	76.10	DVDS		-		A
D-111224-088	04785 MIDWEST TAPE	070456	506072035	76.98	BOOKS	081554 P	N		A
D-111224-088	04785 MIDWEST TAPE	070456	506139632	99.98	BOOKS	081554 P	N		A
350	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0		
355	COVID CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CAPITAL OUTLAY	130,501.00	0.00	7,254.52	58,824.22	71,676.78	45	----	
	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	944,855.00	0.00	66,615.01	733,516.65	211,338.35	77	-----	
TOTAL:	GENERAL FUND	944,855.00	0.00	66,615.01	733,516.65	211,338.35	77	-----	

Director's Report-December 2024

Holiday Programs: The library staff have some fun holiday programs on the calendar for December including a Winter Wonderland Workshop Thursday, December 12. Children are encouraged to visit different stations to make crafts and homemade cards that they can give as gifts to friends or loved ones. On Monday, December 16, we will have a very special guest at Story Time when Santa stops by for a visit and a fun photo opportunity. The library is offering lots of opportunities to stay busy over the winter break with movies, Bingo, Board Games, and Crafts. Then on December 31, we will once again be celebrating Noon Year's Eve from 11am-1pm with lots of fun and festive activities for families—with the count down at noon!

Friends of the Library: The Friends of the Library will be hosting their next book sale beginning on Thursday, January 9 from 4-6pm for members only. The sale will continue Friday, January 10-Sunday, January 12.

Holiday Swap: Our Christmas Swap event was our most successful event yet. With 11 full-size Christmas trees, over 50 stockings, countless ornaments, wreaths, outdoor lights and everything in between, our meeting room was bursting at the seams with donations. Staff recorded 233 individuals stopped in to find some new-to-them holiday treasures. By the end of the event, we were able to condense what was left onto a single book cart! What a fantastic way to recycle and reuse!

Summer Reading: Though it seems far away (or not that long ago that we wrapped up!), our staff are already beginning plans for our 2025 Summer Reading Program. The theme will be Color Our World. Scheduling performers, preparing requests for donors, and planning our calendars all begin in the cold winter months for those fun and busy summer days!

Upcoming Library Closures: With the upcoming holiday season, the library will be closing at 5pm on Monday, December 23 and will be closed on Tuesday, December 24 and Wednesday, December 25 for Christmas. The library will be closing at 5pm on Tuesday, December 31 and will be closed on Wednesday, January 1 for New Year's Day.

Next Meeting: The next regularly scheduled library board meeting will be on Wednesday, January 8, 2025 at 5:30pm in the YCL meeting room or online at:

<https://global.gotomeeting.com/join/541968125>

NOVEMBER 2024 PROGRAM STATISTICS

Storytime	Date	Time	Kids	Adults
Birthday Storytime	11/4	6:00 PM	0	0
	11/5	10:00 AM	7	4
	11/7	10:00 AM	11	7
Dino Storytime	11/12	10:00 AM	14	8
	11/14	10:00 AM	10	7
Thanksgiving Storytime	11/18	6:00 PM	0	0
	11/19	10:00 AM	11	6
	11/21	10:00 AM	10	7
		Total:	63	39
Stay and Play	Date	Time	Kids	Adults
	11/6	9:00 AM -11:00 AM	7	3
	11/13	9:00 AM -11:00 AM	13	8
	11/20	9:00 AM -11:00 AM	8	6
	11/27	9:00 AM -11:00 AM	9	4
		Total:	37	21
Elementary Events	Date	Time	Kids	Adults
Lego Club	11/7	3:45 PM	11	6
Squishmallow Painting	11/14	3:45 PM	23	11
Turkey STEAM	11/21	3:45 PM	8	4
Garfield Movie	11/28	3:45 PM	25	15
		Total:	67	36
Teen Events	Date	Time	Teens	
Squishmallow Painting	11/12	3:45 PM	3	
		Total:	3	

NOVEMBER 2024 PROGRAM STATISTICS

Family Events:	Time	Attendees		
Warm Welcome	11/9	2:00 PM - 4:00 PM	75	
Snapshot Sunday	11/10	1:00 PM-4:00 PM	43	
SD Storytime	11/12	6:00 PM	16	
Legos at the Mead	11/19	6:00 PM	112	
		Total:	134	
Adult Programs	Date	Time	Adults	Virtual
Financial Fitness	11/2	10:00 AM	7	NA
Moving Through the Grief	11/7	6:00 PM	10	NA
Adult Craft	11/19	6:00 PM	16	NA
RCDVC Movie	11/15	6:00 PM	16	NA
Theraputic Writing	11/16	10:00 AM	12	NA
Meditation Group	11/21	6:30 PM	25	NA
Conversational Spanish	11/26	6:00 PM	15	NA
		Total:	32	0
Book Clubs	Date	Time	Adults	
RCDVC Book Club	11/6	6:00 PM	3	
Books and Beer @ Ben's	11/7	6:00 PM	35	
The Center Book Club	11/7	10:00 AM	5	
Readers Anyomous	11/12	2:00 PM	11	
Slice of Spice	11/14	6:00 PM	9	
		Total:	60	

NOVEMBER 2024 PROGRAM STATISTICS

Video Views for Previous Month	Date	Video Views		
Planning with Purpose: End	10/1	1		
Seed Library	10/8	18		
	Total:	19		

NOVEMBER 2024 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2024	2023	2022
Adult	6,443	5,729	6,326
Juvenile	4,225	3,246	4,327
Total	10,538	8,975	10,653
*Includes physical collection, ILL, and eBooks			

Physical Collection Circulation			
	2024	2023	2022
Adult	3,910	3,480	4,302
Juvenile	3,667	3,021	4,008
Total	7,577	6,501	8,310

Interlibrary Loan			
	2024	2023	2022
Requested	106	98	73
Supplied	24	19	25
Total	130	117	98

Electronic Resources			
	2024	2023	2022
OverDrive Adult	2,403	2,132	1,926
OverDrive Juvenile	382	225	229
TumbleBooks	176	0	90
Total	2,961	2,357	2,245

Adult Outreach			
	2024	2023	2022
Locations	9	9	9
Patrons	42	42	45
Circulations	118	137	146

Daycare Outreach			
	2024	2023	2022
Locations	6	4	4
Patrons	123	NA	NA
Circulations	180	160	70

Teen Subscription Bags			
	2024	2023	2022
Active Subscriptions	27	21	14

Toy Lending Library Checkouts			
	2024	2023	2022
Toy Bins	41	22	NA

Public Computer Use			
	2024	2023	2022
Uses	547	483	530
Hours	361	304	342

WiFi Usage			
	2024	2023	2022
Sessions	784	606	553
Total Session Hours	1,062	655	600
Unique Users	232	192	205

Meeting Room Use			
	2024	2023	2022
Library Uses	35	29	34
Library Hours	90	60	70
Non-Library Uses	35	27	14
Non-Library Hours	58	41	25

Study Room Use			
	2024	2023	2022
Uses	29	12	17
Hours	46.5	21	27

Notary			
	2024	2023	2022
Requests	2	NA	7

Proctor			
	2024	2023	2022
Tests	2	9	5

Research Requests			
	2024	2023	2022
Patrons	1	3	1
Hours	1	2	1

Teacher Requests			
	2024	2023	2022
Patrons	0	0	0

Courier			
	2024	2023	2022
Total Incoming	177	120	103
Total Outgoing	135	158	138
Total	312	278	241

NOVEMBER 2024 USAGE & CIRCULATION STATISTICS

Current Cards			
	2024	2023	2022
Resident	4,246	4,224	3,629
Non-Resident	258	238	199
Mount Marty	24	20	12
Teacher	49	49	37
Yankton County	862	884	777
Total	5,439	5,415	4,654
New Cards			
	2024	2023	2022
Resident Adult	33	25	27
Resident Youth (<18)	12	1	4
County	14	9	12
County (Households)	7	4	10
Non-resident	2	0	0
Non-resident (households)	2	0	0
Total New Cards	61	35	43
Total New Households	9	4	10
30 Day Trial Cards			
	2024	2023	2022
30 Day Trial Cards	0	5	3
Online Signup	2	0	3
Total	2	5	6
Social Media Follows			
	2024	2023	2022
Facebook	3,359	NA	NA
Instagram	406	NA	NA
Youtube	168	NA	NA
Total:	3,933	NA	NA
Collection			
	2024	2023	2022
Items Added	522	468	492
Items Deleted	940	376	160
Total Collection	85,357	NA	NA
Curbside Pick-Ups			
	2024	2023	2022
	6	3	7
Food For Fines			
	2024	2023	2022
	131	108 (Pathways)	145
Book a Librarian			
	2024	2023	2022
Time (minutes)	15	80	90
Number of Sessions	1	3	4
Pass Checkouts			
	2024	2023	2022
State Park Pass	0	0	NA
Mead Museum Pass	6	4	NA
Summit Pass	15	9	NA
Door counters:	East Entrance:	South entrance:	Total:
	1735*	6,119	7,854
*East entry estimate. Door counter issue.			

Yankton Community Library • December 2024

All Ages—Purple | Adults—Red | Teen 4th-12th—Green | K-5th—Orange | Preschool—Blue *Registration *Fee

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Holiday Decoration Drop-off Nov. 17-Dec 6	2 Storytime 6 pm	3 Storytime 10 am	4 Stay & Play 9—11 am	5 Storytime 10 am The Center Book Club 10 am Holiday Parade of Lights 6 pm (Downtown Yankton)	6	7 Holiday Decoration Swap 9-10 am Swappers 10a-5p: Everyone!
8 Holiday Decoration Swap 1-5 pm: Everything Free!	9 Storytime 6 pm	10 Storytime 10 am	11 Stay & Play 9—11 am Library Board Meeting 5:30 pm	12 Storytime 10 am Winter Wonderland Workshop 3:45 pm Ben's Book Club 6 pm	13	14 Listening to Survivors 2 pm
15	16 Santa Storytime & Pictures 6 pm	17	18 Stay & Play 9—11 am	19 Video Game Club: 3:45 pm Meditation Group 6:30 pm	20 Holiday Movie 1:30 pm	21 Therapeutic Writing Group 10 am Holiday Movie Marathon 10am-4:30 pm
22 Holiday Movie Marathon 1:30-4:30 pm	23 Closing at 5 pm	24 Closed in observance of Christmas	25 Closed in observance of Christmas	26 Holiday BINGO 2-4 pm	27 Board Games 2-4pm	28 Teen/Tween Time 2-4 pm
29	30 Craft Buffet 2-4 pm	31 Noon Year's Eve 11 am-1 pm Closing at 5 pm	1 Closed in observance of New Year's Day	Food for Fines: Socks		



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275

12/10/2024



Yankton Community Library • January 2025

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Closed in observance of New Year's Day	2	3	4 
5	6 Bilingual Storytime 6 pm	7 Storytime 10 am	8 Stay & Play 9—11 am Library Board Meeting 5:30	9 Storytime 10 am K-5 Craft 3:45 pm FOL Members Only Book Sale 4-6 pm	10 Book Sale 9 am—5 pm	11 Book Sale 9 am—5 pm
12 Book Sale 1—5 pm	13 Storytime 6 pm	14 Storytime 10 am	15 Stay & Play 9—11 am	16 Storytime 10 am LEGO Club 3:45 pm Meditation Group 6:30 pm	17 	18 Therapeutic Writing Group 10 am RPG Paint & Learn 1 pm
19 3D Printing 2 pm	20 Closed for Staff Training	21 Storytime 10 am Adult Craft ** 6 pm	22 Stay & Play 9—11 am	23 Storytime 10 am K-5 STEAM 3:45 pm	24	25 Teen Hygge 2-4 pm
26	27 Storytime 6 pm	28 Storytime 10 am Conversational Spanish 6 pm Financial Fitness 6 pm	29 Stay & Play 9—11 am	30 Storytime 10 am Movie 3:45 pm	31	



If you require special accommodation to fully participate in a library event please contact us.

library.cityofyankton.org | 515 Walnut St. | (605) 668-5275 12/10/2024

Policy Restricting Minors From Accessing Obscene Matter Or Materials

South Dakota ~~State Codified~~ Law § 22-24-56 requires each public library in the state to:

- (1) Equip each public access computer with software that will limit minors' ability to gain access to obscene matter or material, as defined by **SDCL § 22-24-27**, or purchase internet connectivity from an internet service provider that provides filter services to limit access to obscene material; and
- (2) Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials. The public library shall:
 - (a) Publish the policy on the official website of the political subdivision that maintains the library; or
 - (b) Publish the policy annually in a legal newspaper designated by the governing body of the political subdivision that maintains the library pursuant to **SDCL § 7-18-3** or **9-12-6**.

South Dakota ~~State Codified~~ Law § 22-24-27(11) defines obscene materials as:

- (11) "Obscene material," material:
 - (a) The dominant theme of which, taken as a whole, appeals to the prurient interest;
 - (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
 - (c) Lacks serious literary, artistic, political, or scientific value.

In compliance with South Dakota law, the library does not collect materials found to violate **SDCL § Section 22-24-27(11)**.

In compliance with the Children's Internet Protection Act, the library utilizes a technology protection measure that blocks access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). YCL does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the Internet.

Library staff are not responsible for the supervision of children in the library. **Children under the age of eight (8) must be accompanied by a parent, guardian, or supervising caregiver over the age of 14.** Parents, guardians, or ~~adult~~ **supervising** caregivers must assume responsibility for their children's access to and use of library resources. Parents, guardians, and ~~adult~~ **supervising** caregivers are expected to monitor and supervise children's use of the library's resources, including the Internet, in selecting material that is consistent with personal and family values. Parents **and guardians** are cautioned that the library and its available resources may contain materials that some find controversial.

YCL supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format, or amount of detail.

YCL upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

~~Children under 18 may get a library card if a parent or guardian accepts responsibility for the child's use of the card. There is no minimum age. A parent or guardian is required to complete and sign a registration form to obtain a library card for a minor they are responsible for.~~

~~Children under the age of eight (8) must be accompanied by a parent or guardian over the age of 14.~~

For more information on library resources, how they are selected, withdrawal, replacement, donations, intellectual freedom, and reconsideration please refer to our Collection Development Policy.

More information on library card registration and usage is available in our Library Card Policy and Circulation Policy.

Additional information regarding unattended children in the library and minor's use of our computers and the Internet can be located in our Unattended Child and Computer and Internet Use Policy.

Computer and Internet Use Policy

Yankton Community Library (YCL) offers computers with Internet access and open unsecured WiFi for public usage. The Internet is an unregulated global information resource. As such, users are cautioned that information and images can be encountered which may be considered controversial and/or offensive. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter. Yankton Community Library endorses the American Library Associations' Access to Digital Information, Services and Networks (see attached) **to the extent not inconsistent with the policies of Yankton Community Library.**

In compliance with the Children's Internet Protection Act, the library utilizes technology protection measures that block access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). This technology is effective, but not perfect. Yankton Community Library (YCL) does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the Internet. **Parents and legal guardians are responsible for the information accessed by their children. Parents and legal guardians are advised to provide guidance and to supervise their children's use of the Internet.**

Yankton Community Library:

- Provides public access computers to library card holders in good standing. Guest passes are also available for computer usage
- Observes daily time limits for users on public computers in order to provide equitable access
- Cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk
- Is not responsible for work or information lost due to computer or system malfunctions
- Is not responsible for misplaced or stolen equipment
- Disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof
- Is not responsible for controlling children's Internet or computer use
- Utilizes software that warns users 15 minutes prior to the end of their allotted time and automatically shuts down computers when their time expires or 10 minutes prior to closing time
- Provides limited staff assistance (15 minutes per day) to users for tasks such as getting signed into the computers, minimal assistance with computer browsers or applications, scanning, printing and various other minor tasks, but cannot provide extended aid

Library Rules for Internet Use

The Library expects patrons to use the Internet in a responsible manner respecting the rights of others and following the Library's rules of behavior. The Internet computers are located in public areas and are used by library patrons of all ages, backgrounds, sensitivities and values. Yankton Community Library does not condone the use of library equipment to access obscene material.

Users may not engage in actions that will, but are not limited to:

- Destroy, alter, prevent or interfere with the configuration of the Library computers

- Violate copyright or software license agreements
- Invade or violate other individuals' privacy
- Sending, receiving, printing or displaying text or graphics that may reasonably be construed as obscene or threatening
- Engage in activity that is deliberately offensive or creates an intimidating or hostile environment
- Be for any illegal, unethical, or criminal purposes

Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may be subject to prosecution. If a patron feels that they were wrongly banned from computer or library privileges, they may request to be added to the agenda of the next regularly scheduled Library Board meeting. There they may present a letter explaining why they feel the decision was wrong and asking the Board to appeal the ban. The Board will then decide on whether or not to uphold the ban based on a majority vote of the quorum.

Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

¹ "[Guidelines for Library Policies](#)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

²*Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); *cert.denied*, 534 U.S. 994 (2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012>

⁵ "[Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ "[Internet Filtering: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 2015, by the ALA Council.

⁷ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 *under previous name* "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

Collection Development Policy

The Role of the Library in the Community

The mission of the Yankton Community Library (YCL) is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs. We seek to foster an atmosphere of free inquiry and to provide a diverse range of materials to meet the needs and interests of our entire community without bias or discrimination. **YCL supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. YCL upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine their children's use of library materials and resources.**

Materials Selection Policy

Widespread interest and usage are the most powerful influence on the library's collection. **For the purposes of this policy, obscene matter or materials is as defined in SD Codified Law § 22-24-27(11):**

- (a) The dominant theme of which, taken as a whole, appeals to the prurient interest;**
- (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and**
- (c) Lacks serious literary, artistic, political, or scientific value.**

In compliance with South Dakota law to protect minors, the library does not collect materials found to violate South Dakota Codified Law § 22-24-27 (11).

The Yankton Community Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization

How We Decide What to Add to the Collection

The library staff makes recommendations for the purchase of items, with the library director having the authority and responsibility for the final selection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, newspapers and websites (i.e. *Library Journal*, *Booklist*, *School Library Journal*)
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials

- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user
- sturdiness of items
- foreign language materials will be added as variant cultures make Yankton their home

No single criterion is used to justify a purchase; materials selectors consider all the criteria in the selection process.

The Yankton Community Library offers interlibrary loan services to library users who are seeking items that are not owned by Yankton Community Library. (See Interlibrary Loan Policy)

Intellectual Freedom Statements

We support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors in providing free and open access to our materials for all age groups. These statements are included as a part of this policy.

While a person may reject materials for themselves and their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection—it simply makes the materials available.

How You Can Have a Say

Purchase suggestions are encouraged and are given serious consideration using the same criteria as ordinarily used in selecting items.

From time to time, a person may be concerned about a particular book or other material in the library. If a person wants us to reconsider material that is in our collection, a Request for Reconsideration of Library Materials form may be requested from the staff. This form should be filled out and returned to a staff member or the director. A written response from the director will be sent within reasonable amount of time. Individuals seeking reconsideration must complete a Reconsideration form for each title to be evaluated. An individual may request reconsideration of up to four titles per year. Due to the amount of time necessary to give a thorough review, only a maximum of two requests per month will be processed. All requests for reconsideration will be reviewed in the order they are received from library patrons.

The individual may appeal the decision of the library director to the library board of trustees by making a written request for a hearing to the president of the board of trustees. This request must be made not more than sixty (60) calendar days after the date of the reply from the library director. A hearing will be scheduled by the Board of Trustees at its next regularly scheduled meeting. The board

of trustees will arrive at a decision regarding the request for reconsideration at the regularly scheduled meeting following the meeting at which the hearing was held. The board president will notify the individual of the board's decision by formal letter that will also be entered into the public record. The title being reconsidered will remain in circulation while the request is being processed. After a decision is made, a title will not be reconsidered again for five years.

Purchase suggestions and item reconsiderations will be considered only for individuals within the Yankton Community Library service area. This includes all residents of Yankton County and anyone outside of Yankton County that possesses a current Yankton Community Library card in good standing.

South Dakota and Yankton Area Collections

The purpose of the South Dakota and Yankton Area collections is to collect a varied representation of works by South Dakota and regional authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Works meeting the following criteria will be included in the collection:

1. Material created by a state/regional individual but is not necessarily about South Dakota/Yankton. Works should meet 2a, b, or c also.
2. Material dealing with a South Dakota/Yankton setting, topic, area, theme or history if that author's work:
 - a) contributes significantly to the literature;
 - b) becomes regarded as a "classic" and/or;
 - c) is irreplaceable, meaning it's published by a small, local or vanity press or out-of-print.

Other acquired works that do not fully meet the above criteria will be placed in the regular collection. These works may be considered for future inclusion in the South Dakota/Yankton collection based on their historical value. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

Withdrawal of Materials

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property.

Criteria for Withdrawal of Materials

1. Physical condition
2. Content accuracy/datedness/relevance of nonfiction materials
3. Circulation/in-house usage
4. Format

5. Recognized standard library sources, bibliographies, indexes

Children Accessing Materials at the Library

Libraries must meet the diverse needs of everyone in the community, including children and teens. Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. Parents/guardians (referred to as Caregiver going forward) are responsible for deciding what library items are appropriate for their children. The library encourages Caregivers to help their children choose items that match their own family's values. This policy reflects the American Library Association's Library Bill of Rights which states that "a person's right to use a library should not be abridged because of origin, age, background or views."

Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of Caregivers to guide their own family's library use, while allowing other Caregivers to do the same.

Library staff cannot be responsible for the supervision of children in the library. Caregivers must assume responsibility for their children's access to, and use of library resources. Parents and adult caregivers are expected to monitor and supervise the children's use of the library's resources, including the internet, in selecting material that is consistent with personal and family values. Parents are cautioned that the library and its available resources may contain materials that some find controversial. Caregivers should discuss rules regarding library use with their children. If the Caregiver is concerned that their child will not respect the Caregiver's wishes, it is the Caregiver's responsibility to visit the library with their child. Further information can be found in YCL's Unattended Child Policy and Computer Use Policy.

American Library Association

Except to the extent inconsistent with the express terms of this policy, Yankton Community Library endorses the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement and the Access to Library Resources and Services for Minors. (see links below):

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Library Card Policy

The Yankton Community Library (YCL) is a free library, open to all for in-house use. We seek to foster an atmosphere of free inquiry and to provide a diverse range of materials to meet the needs and interests of our entire community without bias or discrimination. A valid YCL library card is required to check out materials and to access e-books. A valid card refers to cards that do not have fines/fees equaling or exceeding \$5 and is not expired. All persons applying for a library card must provide a photo ID and physical address verification. Business owners must be able to provide a current year property tax bill, lease/rental agreement, or other proof showing business ownership/property tax payment.

Types of Library Cards:

1) Resident

These patrons live or own property within the city limits of Yankton. All resident cards are free of charge and need to be renewed annually.

2) County

These patrons live or own property outside of Yankton city limits but within Yankton County. The Yankton County Commission has contracted with the City for library services. There is a required fee per household for County cards which is reflected in the current Agreement for the Provision of Library Services with Yankton County. The library defines a household as a "related family or other persons living in the same household." The head of the household or a household member over 13 must fill out a county registration, which includes all members of the household wishing to receive library services. Each member of the household may receive a physical card. Fees for a County card may be purchased for a 1 year, 6-month or 3-month membership.

3) Nonresident

These patrons live or own property outside of Yankton County and are not limited to any geographical area. There is a required fee per household for Nonresident cards. Refer to the definition of "household" above. Each member of the household may receive a physical card. Fees for a non-resident card may be purchased for a 1-year (\$40), 6-month (\$20) or 3-month (\$10) membership.

4) Youth

Youth cards are available for each of the three above categories for children from birth to age 17. Children 13 and under require a parent or guardian signature to receive a card.

5) Mount Marty University

Cards must be renewed every semester in order to be valid. Students must show proof of current enrollment at Mount Marty University. These cards are free of charge.

6) Teacher

Teacher cards can only be used for school/curriculum materials checkout. Applicants must show proof of current employment with a school or homeschool status. Teacher cards are free of charge and need to be renewed annually. Fines do not accrue. There are four types of teacher cards:

- Any member of the Yankton School District
- Teachers who live in Yankton but teach outside the library service area

- Teachers residing outside and teaching outside the library service area
- Families who homeschool their children.

7) Daycare

Daycare cards can only be used to check out materials for daycare usage. Applicants must show proof of daycare ownership or employment. Daycare cards are free of charge and need to be renewed annually. Fines do not accrue.

8) Restricted or Privileged

Other library cards with special privileges or restrictions may be issued at the discretion of the Library Director.

Lost Cards and Card Renewals

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. Reimbursement will not be given for found library cards once a new card has been issued.

All fines and fees must be paid in full when renewing library cards.

Privacy and Library Cards

Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age, are protected from violations of privacy including all library records, registration information, current and past circulation histories and online sites and resources accessed.

As specified in South Dakota Codified Law 14-2-51:

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Adult patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn inform the president of the Board of Trustees and consult with ~~an~~ the City's attorney before complying with the order.

The amount of outstanding fines, fees, and other charge totals ~~can be given to~~ may be shared with someone other than the responsible cardholder or patron upon request if the library staff believe that the intent of the requester is to pay those fines totals for the cardholder or patron. However, no personally identifiable information of any cardholder shall be released.

Limitation or Denial of Service

The use of the library may be limited or denied for due cause such as failure to return materials or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

Unattended Child Policy

Yankton Community Library (YCL) strives to maintain a safe, inviting, comfortable, and clean environment that allows patrons to freely and safely access library information and resources. YCL welcomes children of all ages to use materials and services. ~~The library staff:~~

- ~~• nurture children to develop a love of reading and learning~~
- ~~• help children find materials for school work and recreational reading~~
- ~~• provide an environment that encourages study and exploration.~~

Staff members are committed to the well-being and safety of children, but are not responsible for their care, their supervision or for accidents or other incidents that happen to them or that result from their actions. At all times, the responsibility for the care, safety and behavior of children lies with the parent, guardian, or designated caregiver (referred to as “Caregiver” going forward), including times when the Caregiver is not present within the library building or on library property. Caregivers are responsible for any actions including, but not limited to monetary responsibility for property damage or loss caused by their children under the age of 18.

Children under the age of eight (8) may not be left unattended in the library. Unattended means that the Caregiver is not actively supervising and/or in the line of sight of the child. Children under the age of eight (8) must be supervised by a caregiver at least fourteen (14) years of age. A child under the age of eight (8) may attend library programs appropriate to their age without the Caregiver in the room provided that the Caregiver remains within the library for the duration of the program. Disruptive children, attended or unattended, may lose computer privileges or be asked to leave the library.

Closing Time:

When visiting the library without an adult, any child under the age of fourteen (14) must make arrangements to be picked up prior to closing time. If a Caregiver cannot be reached or does not arrive within fifteen minutes past closing time, the Yankton Police Department may be called to escort the child home or keep the child until a parent or guardian can be reached. Two library employees will stay with the child until the police or Caregiver arrives. An incident report describing the situation will be filed and given to the Library Director. Library staff is not permitted to give an unattended child a ride home.

Circulation Policy

Yankton Community Library is a free library, open to all for in-house use. Any person possessing a valid YCL card can check out materials. A valid card refers to any card that does not have fines/fees equaling or exceeding \$5 and is not expired. YCL patrons are responsible for the return of any items in the same ~~fair~~ condition as originally loaned to them, as agreed when registering for a library card.

Hold Policy and Procedures

Patrons may place a hold on most materials in the library's collection. When that item is returned to the library, the next person on the hold list will be notified. The item will remain on hold for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently checked out will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

Renewal of Items

Renewal of ~~borrowed~~ materials varies by material type. The renewal period is equal to another loan period for that type of material. ~~Borrowed m~~Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that item. Renewals may be ~~done~~ requested in person, by telephone or through our online circulation system.

Fines

The library does not charge late fines on borrowed materials with the exception of DVD's, laptops & hotspots. The fine is computed from the date due. Fines do not accrue on days that the library is not open. When an item is overdue for an extended period, the patron will be billed for the replacement cost of the item. Patrons will also be responsible for paying the replacement cost of items that are returned damaged. Upon renewal of a ~~YCL~~ card, all fines and fees must be paid. Refer to Damaged/Lost Policy for details.

Borrowing Guidelines

Restrictions on the number and types of items that can be borrowed vary by ~~YCL~~ card type. See Library Card Policy for details.

Multi Media Equipment

Multi Media equipment can be booked by ~~YCL cardholders~~ up to 90 days in advance. ~~Individuals Cardholders must pay a deposit excepting only use of using~~ equipment for nonprofit organizations ~~are not required to pay a deposit~~. Any cost associated with damage/loss/theft while equipment is in their possession will be assessed to the ~~patron cardholder~~. Equipment will be inspected at time of checkout and ~~upon~~ returned. The full deposit will be returned after confirmation that all pieces are in good condition and are accounted for. It is recommended that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request.

Account Blocks

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library, accessing digital services and computer usage in the library.

Suspension of Library Services

Library privileges are accorded to those who follow library rules and regulations. At times, it becomes necessary to suspend or limit a patron's library privileges. These decisions will be made at the discretion of the Library Director or their designee.