

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, October 8, 2025 5:30 pm
Virtual Meeting – GoToMeeting Interface &
Yankton Community Library Meeting Room, 515 Walnut St. Yankton, SD 57078**

AGENDA

Call to order

Approval of September 10, 2025 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

New Business

- **Looking to the future of the Yankton Community Library's Strategic Plan**
- **By-Laws review**
- **Library Card Policy review**

Other Business:

Adjourn the meeting of October 8, 2025

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, September 10 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 by President Nathan Johnson at 5:30 pm. Present were Vice President Meg Severson, Mary Pat Bierle, Sarah Mechtenberg, Beryl Olson, Yankton City Commissioner Brian Bertsch, Library Director Dana Schmidt, Assistant Director Linda Dobrovolny and Yankton City Manager Amy Leon. Yankton County Commissioner Ryan Heine joined online.

Approval of July 9, 2025 minutes: Bierle made a motion to approve the July 9, 2025 minutes with a second by Olson. Unanimous approval.

Public Comment Period: None

Discussion of bills/Accept Financial Report: Schmidt noted that the financial report pending acceptance was from July as there was no meeting in August and that August reports were delayed due to the City switching financial software. She also pointed out that line 209 in the operating budget now includes all circulating materials (physical and digital) and has been moved from the capital budget. Yankton County has passed a provisional budget with \$10,000 for library funding. Severson motioned to accept the July financial report with a second by Mechtenberg. Unanimous approval.

Communications and correspondence: Schmidt shared patron emails complimenting the library staff for appearance at Market at the Meridian and for providing excellent customer service in the library. She also shared thank you notes for summer reading prizes and outreach services and noted a \$300 gift from a family who sold sweet corn and donated a portion of their profits.

Director's Report: In addition to the written report, Schmidt highlighted YCL's Exemplary Accreditation approved by the South Dakota State Library, the addition of Kanopy streaming service, recent updates to the online catalog, a new lifetime membership level approved by the Friends of the Library and shared a copy of the City's Strategic Plan with board members. She noted that a review of the Board Bylaws will be on next month's agenda. Schmidt also shared a video of highlights from the 2025 Summer Reading Program. Bierle commented on outreach efforts including programs at the Boys & Girls Club and Pool Story Time at the Huether Family Acquatics Center and commended the staff for taking library services to the users.

Old Business: None

New Business

- Annual review of Open Meetings Laws – City Manager Amy Leon provided a review of South Dakota's Open Meetings Laws as required by SDCL 1-25-13.
- Looking to the future of the Yankton Community Library's Strategic Plan – presentation by City Manager Amy Leon: Leon discussed the placement of a library building project on the

City's 2026-2030 strategic plan, history of steps taken toward the project, and current local, state, and national economic and political conditions. She encouraged the board to provide feedback and gather input from the community about a potential timeline to move ahead with a project. No action was taken.

Other Business: none

Adjourn the meeting of September 10, 2025 Mechtenberg made a motion to adjourn at 7:00 pm with a second by Bierle Unanimous approval.

CITY OF YANKTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY LIBRARY</u>					
<u>PERSONNEL SERVICES</u>					
101-142-4101	REGULAR WAGES	55,563.37	314,913.79	471,000.00	156,086.21 66.9
101-142-4102	TEMPORARY WAGES	8,596.76	39,716.96	40,000.00	283.04 99.3
101-142-4103	OVERTIME WAGES	20.37	713.82	750.00	36.18 95.2
101-142-4111	OASI	4,762.14	26,080.39	39,149.00	13,068.61 66.6
101-142-4121	RETIREMENT	3,333.46	18,918.06	28,305.00	9,386.94 66.8
101-142-4131	WORKMENS COMPENSATION	.00	.00	3,384.00	3,384.00 .0
101-142-4132	GROUP INSURANCE	4,030.32	33,705.30	94,178.00	60,472.70 35.8
101-142-4133	UNEMPLOYMENT INSURANCE	15.56	244.31	1,214.00	969.69 20.1
	TOTAL PERSONNEL SERVICES	76,321.98	434,292.63	677,980.00	243,687.37 64.1
<u>OTHER CURRENT EXPENDITURES</u>					
101-142-4201	INSURANCE	.00	12,878.77	14,776.00	1,897.23 87.2
101-142-4202	PROFESSIONAL SERVICES	349.51	8,027.55	17,000.00	8,972.45 47.2
101-142-4204	CONTRACTED SERVICES	2,400.00	10,800.00	16,000.00	5,200.00 67.5
101-142-4209	E-BOOKS	12,586.29	46,038.61	33,000.00	(13,038.61) 139.5
101-142-4211	PUBLISHING	.00	80.00	500.00	420.00 16.0
101-142-4212	RENTALS & XEROX SUPPLIES	418.48	3,936.64	4,500.00	563.36 87.5
101-142-4221	REP. & MAINT. - EQUIPMENT	.00	426.98	3,000.00	2,573.02 14.2
101-142-4223	REP. & MAINT. - BUILDINGS	.00	4,844.14	6,000.00	1,155.86 80.7
101-142-4231	POSTAGE	176.68	2,877.84	3,800.00	922.16 75.7
101-142-4232	OFFICE SUPPLIES	513.47	6,439.42	8,000.00	1,560.58 80.5
101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	275.81	2,607.20	9,500.00	6,892.80 27.4
101-142-4236	JANITORIAL SUPPLIES	239.41	1,570.98	3,000.00	1,429.02 52.4
101-142-4242	PROGRAM SUPPLIES	100.49	3,363.09	5,000.00	1,636.91 67.3
101-142-4261	MEMBERSHIP DUES	.00	360.00	1,000.00	640.00 36.0
101-142-4263	TRAVEL EXPENSE	.00	605.26	3,000.00	2,394.74 20.2
101-142-4265	CONFERENCE & MEETINGS	.00	1,984.00	1,500.00	(484.00) 132.3
101-142-4271	TELEPHONE	215.61	1,384.49	2,300.00	915.51 60.2
101-142-4272	ELECTRICITY	1,682.07	7,824.54	20,000.00	12,175.46 39.1
101-142-4273	FUEL-HEATING	21.25	3,585.17	6,000.00	2,414.83 59.8
101-142-4274	WATER SERVICE	808.47	1,310.51	3,500.00	2,189.49 37.4
101-142-4275	SEWER SERVICE	79.15	484.05	1,200.00	715.95 40.3
101-142-4276	LANDFILL	32.00	288.00	500.00	212.00 57.6
	TOTAL OTHER CURRENT EXPENDITURES	19,898.69	121,717.24	163,076.00	41,358.76 74.6
<u>CAPITAL OUTLAY</u>					
101-142-4301	CAPITAL REPAIR & MAINTENANCE	.00	.00	29,700.00	29,700.00 .0
101-142-4320	BUILDINGS	.00	.00	50,000.00	50,000.00 .0
101-142-4340	BOOKS	.00	.00	53,000.00	53,000.00 .0
101-142-4342	AV - CAPITAL	.00	.00	10,000.00	10,000.00 .0
101-142-4350	EQUIPMENT	.00	.00	2,500.00	2,500.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	145,200.00	145,200.00 .0

CITY OF YANKTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL COMMUNITY LIBRARY	96,220.67	556,009.87	986,256.00	430,246.13	56.4
TOTAL FUND EXPENDITURES	96,220.67	556,009.87	986,256.00	430,246.13	56.4
NET REVENUE OVER EXPENDITURES	(96,220.67)	(556,009.87)	(986,256.00)	(430,246.13)	(56.4)

CITY OF YANKTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

LIBRARY TRUST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
<u>OTHER CURRENT EXPENDITURES</u>					
701-701-4209 CIRCULATION MATERIALS	(107.51)	355.82	.00	(355.82)	.0
701-701-4221 REP. & MAINT. - EQUIPMENT	1,483.60	1,483.60	.00	(1,483.60)	.0
701-701-4232 OFFICE SUPPLIES	.00	478.00	.00	(478.00)	.0
701-701-4242 RECREATION SUPPLIES	52.45	6,360.28	.00	(6,360.28)	.0
701-701-4250 SUMMER READING PROGRAM	992.05	9,470.10	.00	(9,470.10)	.0
TOTAL OTHER CURRENT EXPENDITURES	2,420.59	18,147.80	.00	(18,147.80)	.0
<u>CAPITAL OUTLAY</u>					
701-701-4318 ALA ACCESSIBILITY GRANT	.00	1,584.99	.00	(1,584.99)	.0
TOTAL CAPITAL OUTLAY	.00	1,584.99	.00	(1,584.99)	.0
TOTAL EXPENDITURES	2,420.59	19,732.79	.00	(19,732.79)	.0
TOTAL FUND EXPENDITURES	2,420.59	19,732.79	.00	(19,732.79)	.0
NET REVENUE OVER EXPENDITURES	(2,420.59)	(19,732.79)	.00	19,732.79	.0

REGULAR WAGES

101-142-4101 REGULAR WAGES		\$314,913.79 Actual	\$471,000.00 Budget
01/03/2025	LIBRARY-REG WAGES	17,745.49	
01/17/2025	LIBRARY-REG WAGES	19,397.04	
01/31/2025	LIBRARY-REG WAGES	18,671.74	
02/14/2025	LIBRARY-REG WAGES	18,670.97	
02/28/2025	REV 2024 EOY JE #489	20,477.72-	
02/28/2025	LIBRARY-REG WAGES	18,670.49	
03/14/2025	LIBRARY-REG WAGES	18,688.50	
03/28/2025	LIBRARY-REG WAGES	18,675.99	
04/11/2025	LIBRARY-REG WAGES	18,676.25	
04/25/2025	LIBRARY-REG WAGES	18,674.24	
05/09/2025	LIBRARY-REG WAGES	18,668.24	
05/23/2025	LIBRARY-REG WAGES	18,679.00	
06/06/2025	LIBRARY-REG WAGES	18,653.72	
06/20/2025	LIBRARY-REG WAGES	18,648.74	
07/03/2025	LIBRARY-REG WAGES	18,650.24	
07/18/2025	LIBRARY-REG WAGES	18,657.49	
08/01/2025	Payroll Interface August 1, 2025	18,663.21	
08/15/2025	Payroll Interface 8/15/2025	18,350.99	
08/29/2025	Payroll Interface August 29, 2025	18,549.17	

101-142-4102 TEMPORARY WAGES		\$39,716.96 Actual	\$40,000.00 Budget
01/03/2025	LIBRARY-TEMP WAGES	2,127.82	
01/17/2025	LIBRARY-TEMP WAGES	1,992.35	
01/31/2025	LIBRARY-TEMP WAGES	2,211.67	
02/14/2025	LIBRARY-TEMP WAGES	1,561.64	
02/28/2025	REV 2024 EOY JE #489	2,127.82-	
02/28/2025	LIBRARY-TEMP WAGES	1,939.57	
03/14/2025	LIBRARY-TEMP WAGES	1,790.40	
03/28/2025	LIBRARY-TEMP WAGES	2,166.61	
04/11/2025	LIBRARY-TEMP WAGES	1,943.49	
04/25/2025	LIBRARY-TEMP WAGES	2,424.81	
05/09/2025	LIBRARY-TEMP WAGES	2,104.00	
05/23/2025	LIBRARY-TEMP WAGES	1,835.26	
06/06/2025	LIBRARY-TEMP WAGES	1,667.91	
06/20/2025	LIBRARY-TEMP WAGES	3,661.14	

101-142-4102 TEMPORARY WAGES (continued)

07/03/2025	LIBRARY-TEMP WAGES	3,235.12
07/18/2025	LIBRARY-TEMP WAGES	2,586.23
08/01/2025	Payroll Interface August 1, 2025	3,897.52
08/15/2025	Payroll Interface 8/15/2025	2,764.84
08/29/2025	Payroll Interface August 29, 2025	1,934.40

101-142-4103 OVERTIME WAGES**\$713.82 Actual****\$750.00 Budget**

01/03/2025	LIBRARY OVERTIME	564.24
01/17/2025	LIBRARY OVERTIME	8.54
01/31/2025	LIBRARY OVERTIME	25.92
02/28/2025	REV 2024 EOY JE #489	564.24-
02/28/2025	LIBRARY OVERTIME	8.62
03/14/2025	LIBRARY OVERTIME	17.26
03/28/2025	LIBRARY OVERTIME	216.30
04/25/2025	LIBRARY OVERTIME	10.78
05/09/2025	LIBRARY OVERTIME	198.78
06/06/2025	LIBRARY OVERTIME	8.62
07/03/2025	LIBRARY OVERTIME	8.65
07/18/2025	LIBRARY OVERTIME	189.98
08/15/2025	Payroll Interface 8/15/2025	17.79
08/29/2025	Payroll Interface August 29, 2025	2.58

101-142-4111 OASI**\$26,080.39 Actual****\$39,149.00 Budget**

01/03/2025	LIBRARY-OASI	1,493.47
01/17/2025	LIBRARY-OASI	1,566.95
01/31/2025	LIBRARY-OASI	1,599.77
02/14/2025	LIBRARY-OASI	1,473.95
02/28/2025	REV 2024 EOY JE #490	1,702.48-
02/28/2025	LIBRARY-OASI	1,503.51
03/14/2025	LIBRARY-OASI	1,494.10
03/28/2025	LIBRARY-OASI	1,537.15
04/11/2025	LIBRARY-OASI	1,503.62
04/25/2025	LIBRARY-OASI	1,541.06

101-142-4111 OASI (continued)

05/09/2025	LIBRARY-OASI	1,530.46
05/23/2025	LIBRARY-OASI	1,495.49
06/06/2025	LIBRARY-OASI	1,481.43
06/20/2025	LIBRARY-OASI	1,632.86
07/03/2025	LIBRARY-OASI	1,601.08
07/18/2025	LIBRARY-OASI	1,565.83
08/01/2025	Payroll Interface August 1, 2025	1,652.07
08/15/2025	Payroll Interface 8/15/2025	1,542.89
08/29/2025	Payroll Interface August 29, 2025	1,567.18

101-142-4121 RETIREMENT**\$18,918.06 Actual \$28,305.00 Budget**

01/03/2025	LIBRARY-RETIREMENT	1,098.60
01/17/2025	LIBRARY-RETIREMENT	1,108.60
01/31/2025	LIBRARY-RETIREMENT	1,121.87
02/14/2025	LIBRARY-RETIREMENT	1,120.26
02/28/2025	REV 2024 EOY JE #490	1,224.88-
02/28/2025	LIBRARY-RETIREMENT	1,120.75
03/14/2025	LIBRARY-RETIREMENT	1,122.35
03/28/2025	LIBRARY-RETIREMENT	1,133.54
04/11/2025	LIBRARY-RETIREMENT	1,120.58
04/25/2025	LIBRARY-RETIREMENT	1,121.11
05/09/2025	LIBRARY-RETIREMENT	1,132.02
05/23/2025	LIBRARY-RETIREMENT	1,120.75
06/06/2025	LIBRARY-RETIREMENT	1,119.75
06/20/2025	LIBRARY-RETIREMENT	1,118.93
07/03/2025	LIBRARY-RETIREMENT	1,119.54
07/18/2025	LIBRARY-RETIREMENT	1,130.83
08/01/2025	Payroll Interface August 1, 2025	1,119.78
08/15/2025	Payroll Interface 8/15/2025	1,100.56
08/29/2025	Payroll Interface August 29, 2025	1,113.12

101-142-4131 WORKMENS COMPENSATION**\$0.00 Actual \$3,384.00 Budget**

101-142-4132 GROUP INSURANCE		\$33,705.30 Actual	\$94,178.00 Budget
01/03/2025	LIBRARY-GROUP INS	2,104.59	
01/17/2025	LIBRARY-GROUP INS	2,104.59	
01/31/2025	LIBRARY-GROUP INS	.28-	
02/14/2025	LIBRARY-GROUP INS	2,104.59	
02/28/2025	LIBRARY-GROUP INS	2,104.59	
03/14/2025	LIBRARY-GROUP INS	2,104.59	
03/28/2025	LIBRARY-GROUP INS	2,104.59	
03/31/2025	EAP GROUP INSURANCE	211.00	
04/11/2025	LIBRARY-GROUP INS	2,104.59	
04/25/2025	LIBRARY-GROUP INS	2,104.59	
05/09/2025	LIBRARY-GROUP INS	2,104.59	
05/23/2025	LIBRARY-GROUP INS	2,104.59	
06/06/2025	LIBRARY-GROUP INS	2,104.59	
06/20/2025	LIBRARY-GROUP INS	2,104.59	
07/03/2025	LIBRARY-GROUP INS	2,104.59	
07/18/2025	LIBRARY-GROUP INS	2,104.59	
08/01/2025	Payroll Interface August 1, 2025	2,014.89	
08/15/2025	Payroll Interface 8/15/2025	2,014.89	
08/29/2025	Payroll Interface August 29, 2025	.54	

101-142-4133 UNEMPLOYMENT INSURANCE		\$244.31 Actual	\$1,214.00 Budget
01/03/2025	LIBRARY-UNEMP INS	34.74	
01/17/2025	LIBRARY-UNEMP INS	36.39	
01/31/2025	LIBRARY-UNEMP INS	35.56	
02/14/2025	LIBRARY-UNEMP INS	34.39	
02/28/2025	REV 2024 EOY JE #490	39.39-	
02/28/2025	LIBRARY-UNEMP INS	30.47	
03/14/2025	LIBRARY-UNEMP INS	24.82	
03/28/2025	LIBRARY-UNEMP INS	23.35	
04/11/2025	LIBRARY-UNEMP INS	17.38	
04/25/2025	LIBRARY-UNEMP INS	5.41	
05/09/2025	LIBRARY-UNEMP INS	3.57	
05/23/2025	LIBRARY-UNEMP INS	3.13	
06/06/2025	LIBRARY-UNEMP INS	2.83	

101-142-4133 UNEMPLOYMENT INSURANCE (continued)

06/20/2025	LIBRARY-UNEMP INS	6.22
07/03/2025	LIBRARY-UNEMP INS	5.48
07/18/2025	LIBRARY-UNEMP INS	4.40
08/01/2025	Payroll Interface August 1, 2025	6.63
08/15/2025	Payroll Interface 8/15/2025	4.70
08/29/2025	Payroll Interface August 29, 2025	4.23

101-142-4201 INSURANCE**\$12,878.77 Actual****\$14,776.00 Budget**

03/24/2025	INSURANCE RENEWAL	12,878.77
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101-142-4202 PROFESSIONAL SERVICES**\$8,027.55 Actual****\$17,000.00 Budget**

02/24/2025	ANNUAL RENEWAL ATRIUM	2,625.00
02/24/2025	SNAPSHOT RENEWAL	695.00
02/24/2025	REVERSE BATCH WRONG DATE	2,625.00-
02/24/2025	REVERSE BATCH WRONG DATE	695.00-
02/05/2025	DATA PLAN	69.55
02/05/2025	PROFESSIONAL SERVICES	507.00
02/05/2025	PEST CONTROL	93.00
02/24/2025	ANNUAL RENEWAL ATRIUM	2,625.00
02/24/2025	SNAPSHOT RENEWAL	695.00
03/05/2025	MOBILE DATA	96.20
03/05/2025	MOBILE DATA	96.20
03/05/2025	WATER SYSTEM RENT	126.00
03/05/2025	LEARNING SYSTEM	1,400.00
03/05/2025	PEST CONTROL	93.00
03/24/2025	EXTINGUISHER INSPECTION	35.00
04/05/2025	MOBILE DATA	96.20
04/05/2025	PEST CONTROL	93.00
05/05/2025	PRE-EMPLOYMENT/RANDOM	76.00
05/05/2025	BEANSTACK SUBSCRIPTION	876.49
06/05/2025	CELL DATA	96.20
06/05/2025	TUMBLEMATH SUBSCRIPTION	383.00
06/25/2025	P-CARD REIMB	17.48-

101-142-4202 PROFESSIONAL SERVICES (continued)

07/07/2025	MOBILE DATA	96.20
07/07/2025	PROFESSIONAL SERVICES	17.48
07/14/2025	PIANO TUNING	125.00
07/27/2025	BMO SPEND DYNAMICS	96.20
	<i>**Desc: At&t Services, Inc: Mobile Data</i>	
07/27/2025	BMO SPEND DYNAMICS	126.00
	<i>**Desc: Eco Waters: Water System Rent</i>	
07/27/2025	BMO SPEND DYNAMICS	127.31
	<i>**Desc: Dropbox, Inc: Professional Services</i>	

101-142-4204 CONTRACTED SERVICES**\$10,800.00 Actual \$16,000.00 Budget**

01/13/2025	JANITORIAL SERVICES	1,200.00
02/10/2025	JANITORIAL SERVICES	1,200.00
03/10/2025	JANITORIAL SERVICE	1,200.00
03/24/2025	JANITORIAL SERVICES	1,200.00
05/12/2025	JANITORIAL SERVICES	1,200.00
06/09/2025	JANITORIAL SERVICES	1,200.00
07/14/2025	JANITORIAL SERVICE	1,200.00
07/18/2025	J&H CLEANING SERVICE INC.	1,200.00
	<i>**Desc: Janitorial Services</i>	
08/18/2025	J&H CLEANING SERVICE INC.	1,200.00
	<i>**Desc: Janitorial Services</i>	

101-142-4209 E-BOOKS**\$46,038.61 Actual \$33,000.00 Budget**

02/05/2025	EBOOKS	1,259.56
03/05/2025	EBOOKS	408.22
03/05/2025	EBOOKS	314.46
03/05/2025	EBOOKS	1,066.93
03/05/2025	EBOOKS	75.00
03/05/2025	EBOOKS	169.00
03/05/2025	EBOOK CONSORTIUM FEE	3,000.00
03/05/2025	TUMBLEBOOK SUBSCRIPTION	1,000.00
04/05/2025	EBOOKS	27.50

101-142-4209 E-BOOKS (continued)

04/05/2025	EBOOKS	1,504.71
05/05/2025	EBOOKS	119.51
05/05/2025	EBOOKS	65.00
05/05/2025	EBOOKS	1,065.97
05/31/2025	RECLASS BOOKS & DVDS	9,286.47
06/05/2025	BOOKS	561.49
06/05/2025	BOOKS	120.61
06/05/2025	DVDS	103.06
06/05/2025	BOOKS	30.48
06/05/2025	BOOKS	66.99
06/05/2025	DVDS	28.90
06/05/2025	BOOK	32.30
06/05/2025	BOOKS	42.09
06/05/2025	BOOK	3.00
06/05/2025	BOOKS	2,596.22
06/05/2025	BOOKS	123.84
06/05/2025	LARGE PRINT BOOKS	145.02
06/05/2025	EBOOKS	943.28
06/05/2025	EBOOKS	150.29
06/05/2025	EBOOKS	13.25
06/05/2025	EBOOKS	61.19
06/05/2025	EBOOKS	1,459.02
06/05/2025	EBOOKS	1,477.43
06/05/2025	WONDERBOOKS	930.83
06/05/2025	WONDERBOOKS	59.84
07/07/2025	BOOKS	204.62
07/07/2025	BOOKS, DVD	83.82
07/07/2025	BOOKS	67.43
07/07/2025	DVDS	54.94
07/07/2025	BOOKS	49.17
07/07/2025	DVD	19.95
07/07/2025	BOOKS, DVDS	87.33
07/07/2025	BOOK REFUND	12.99-

101-142-4209 E-BOOKS (continued)

07/07/2025	BOOK, DVD	30.29
07/07/2025	BOOKS	29.25
07/07/2025	BOOK	17.02
07/07/2025	BOOK	14.20
07/07/2025	BOOKS, DVD	48.49
07/07/2025	DVD	14.95
07/07/2025	LARGE PRINT BOOKS	145.02
07/07/2025	POLK CITY DIRECTORY	390.00
07/07/2025	EBOOKS	436.25
07/07/2025	EBOOKS	2,420.10
07/07/2025	WONDERBOOKS	1,041.02
06/24/2025	OVERDRIVE, INC.	54.99
	<i>**Desc: E-Books</i>	
07/27/2025	BMO SPEND DYNAMICS	17.60
	<i>**Desc: 2111 US Amazon Marketplac: Book</i>	
07/27/2025	BMO SPEND DYNAMICS	46.59
	<i>**Desc: 2111 US Amazon Marketplac: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	146.17
	<i>**Desc: 2111 US Amazon Marketplac: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	38.30
	<i>**Desc: 2104 Amazon US Retail: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	16.99
	<i>**Desc: 2104 Amazon US Retail: Dvd</i>	
07/27/2025	BMO SPEND DYNAMICS	240.23
	<i>**Desc: 2111 US Amazon Marketplac: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	14.78
	<i>**Desc: Amazon.Com, Inc.: Book</i>	
07/27/2025	BMO SPEND DYNAMICS	148.62
	<i>**Desc: Center Point Large Print: Large Print Books</i>	
07/27/2025	BMO SPEND DYNAMICS	2,935.29
	<i>**Desc: Baker & Taylor Llc: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	3,524.99
	<i>**Desc: Baker & Taylor Llc: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	1,887.50

101-142-4209 E-BOOKS (continued)

	<i>**Desc: Overdrive Dist: Ebooks</i>	
07/27/2025	BMO SPEND DYNAMICS	1,448.51
	<i>**Desc: Baker & Taylor Llc: Books</i>	
07/27/2025	BMO SPEND DYNAMICS	145.02
	<i>**Desc: Center Point Large Print: Large Print Books</i>	
07/31/2025	OVERDRIVE, INC.	572.90
	<i>**Desc: E-Books</i>	
08/08/2025	OVERDRIVE, INC.	1,347.81
	<i>**Desc: E-Books</i>	

101-142-4211 PUBLISHING**\$80.00 Actual****\$500.00 Budget**

04/05/2025	PUBLISHING	80.00
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101-142-4212 RENTALS & XEROX SUPPLIES**\$3,936.64 Actual****\$4,500.00 Budget**

01/13/2025	COPIER LEASE	389.25
02/24/2025	COPIER LEASE	502.12
02/24/2025	REVERSE BATCH WRONG DATE	502.12-
02/24/2025	COPIER LEASE	502.12
03/24/2025	COPIER LEASE	383.11
05/12/2025	COPIER LEASE	463.58
05/27/2025	COPIER LEASE	579.62
06/23/2025	COPIER LEASE	762.13
07/28/2025	COPIER LEASE	438.35
08/04/2025	A&B BUSINESS SOLUTIONS	418.48

Desc: Copier Lease101-142-4221 REP. & MAINT. - EQUIPMENT****\$426.98 Actual****\$3,000.00 Budget**

01/27/2025	AED PADS & BATTERY	256.00
02/05/2025	AED REPLACEMENT PADS	170.98
07/23/2025	BLOCKHOUSE COMPANY INC	1,483.60
	<i>**Desc: 35% Down Payment on Upholstered Chairs</i>	
07/23/2025	BLOCKHOUSE COMPANY INC	1,483.60-

***Desc: 35% Down Payment on Upholstered Chairs*

101-142-4223 REP. & MAINT. - BUILDINGS		\$4,844.14 Actual	\$6,000.00 Budget
02/05/2025	ADHESIVE, LIGHT SWITCH	29.22	
02/05/2025	SMOKE ALARM	25.49	
02/05/2025	DOOR CLOSER	53.54	
03/05/2025	BALLAST	49.98	
03/24/2025	FLAT PANEL LIGHTS	2,720.00	
04/05/2025	LED PANEL	132.00	
04/05/2025	LED LIGHTS	570.00	
04/05/2025	TOILET FLUSH VALVE	97.44	
04/14/2025	INSTALL LIGHT & OUTLET	491.79	
05/05/2025	LED PANEL	132.00	
05/05/2025	HOSE, SPRINKLER	89.97	
05/05/2025	BALLAST	115.96	
05/05/2025	BALLAST	49.98	
05/31/2025	LANDFILL CHGS 4/30/2025	12.00	
07/07/2025	LED PANEL	264.00	
07/07/2025	HOOKS	10.77	
101-142-4224 REP. & MAINT.-CENTRAL GARAGE		\$0.00 Actual	\$0.00 Budget
101-142-4231 POSTAGE		\$2,877.84 Actual	\$3,800.00 Budget
01/27/2025	SHIPPING & HANDLING	20.00	
02/05/2025	POSTAGE	3.98	
02/05/2025	POSTAGE	19.42	
03/05/2025	POSTAGE	25.58	
03/05/2025	POSTAGE	515.00	
04/05/2025	POSTAGE	47.68	
04/05/2025	POSTAGE	65.00	
04/05/2025	POSTAGE	83.45	
04/05/2025	POSTAGE	515.00	
04/05/2025	POSTAGE MACHINE LEASE	117.38	
04/05/2025	POSTAGE	7.00	
04/30/2025	POSTAGE USED AT LIBRARY	15.18-	
06/05/2025	POSTAGE	44.24	

101-142-4231 POSTAGE (continued)

06/05/2025	POSTAGE	515.00
06/05/2025	POSTAGE	19.75
06/09/2025	FREIGHT	85.48
07/07/2025	POSTAGE	515.00
07/07/2025	POSTAGE	117.38
07/27/2025	BMO SPEND DYNAMICS	15.95
	<i>**Desc: Digital Room Llc: Postage</i>	
07/27/2025	BMO SPEND DYNAMICS	53.02
	<i>**Desc: Baker & Taylor Llc: Postage</i>	
07/27/2025	BMO SPEND DYNAMICS	67.11
	<i>**Desc: Baker & Taylor Llc: Postage</i>	
07/27/2025	BMO SPEND DYNAMICS	27.60
	<i>**Desc: Baker & Taylor Llc: Postage</i>	
07/27/2025	BMO SPEND DYNAMICS	13.00
	<i>**Desc: Vibe: Postage</i>	

101-142-4232 OFFICE SUPPLIES**\$6,439.42 Actual****\$8,000.00 Budget**

01/31/2025	LIBRARY PAPER CHG 1/2/25	172.50
02/05/2025	OFFICE SUPPLIES	38.80
02/05/2025	OFFICE SUPPLIES	14.99
02/05/2025	REFUND OFFICE SUPPLIES	43.99-
02/05/2025	OFFICE SUPPLIES	52.95
02/05/2025	OFFICE SUPPLIES	23.58
02/05/2025	OFFICE SUPPLIES	482.27
03/05/2025	OFFICE SUPPLIES	19.98
03/05/2025	OFFICE SUPPLIES	120.20
03/05/2025	OFFICE SUPPLIES	185.91
03/05/2025	OFFICE SUPPLIES	35.42
03/31/2025	PAPER CHARGES-MARCH	115.00
04/05/2025	OFFICE SUPPLIES	74.94
04/05/2025	OFFICE SUPPLIES	118.95
04/05/2025	PATRON CARDS	1,521.20
04/30/2025	LIBRARY PAPER CHG 4/10	172.50

101-142-4232 OFFICE SUPPLIES (continued)

05/05/2025	REFUND OFFICE SUPPLIES	14.99-
05/05/2025	OFFICE SUPPLIES	29.99
05/05/2025	OFFICE SUPPLIES	31.00
05/05/2025	OFFICE SUPPLIES	156.72
05/12/2025	NOTECARDS	127.12
05/31/2025	LIBRARY PAPER CHGS 5/28	172.50
06/05/2025	OFFICE SUPPLIES	16.94
06/05/2025	OFFICE SUPPLIES	22.53
06/05/2025	OFFICE SUPPLIES	69.73
06/05/2025	OFFICE SUPPLIES	80.88
06/05/2025	OFFICE SUPPLIES	138.04
06/05/2025	OFFICE SUPPLIES	168.97
06/05/2025	OFFICE SUPPLIES	28.90
06/05/2025	OFFICE SUPPLIES	13.60
06/05/2025	OFFICE SUPPLIES	215.40
06/05/2025	OFFICE SUPPLIES	19.98
06/09/2025	NOTEPADS	579.00
07/07/2025	OFFICE SUPPLIES	295.06
07/07/2025	OFFICE SUPPLIES	11.36
07/07/2025	OFFICE SUPPLIES	51.97
07/07/2025	OFFICE SUPPLIES-RETURN	74.99-
07/07/2025	OFFICE SUPPLIES	13.60-
07/07/2025	OFFICE SUPPLIES	522.14
07/31/2025	LIBRARY PAPER CHGS 7/14	172.50
07/27/2025	BMO SPEND DYNAMICS	148.93
	<i>**Desc: 2112 US Amazon Marketplac: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	22.50
	<i>**Desc: 2112 US Amazon Marketplac: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	37.53
	<i>**Desc: 2112 US Amazon Marketplac: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	7.98
	<i>**Desc: 2112 US Amazon Marketplac: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	71.00

101-142-4232 OFFICE SUPPLIES (continued)

	<i>**Desc: Digital Room Llc: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	99.37
	<i>**Desc: Walmart.Com Usa Llc: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	65.74
	<i>**Desc: Wal-Mart: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	40.46
	<i>**Desc: Walgreen Co: Office Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	19.96
	<i>**Desc: Vibe: Office Supplies</i>	

101-142-4233 PRINTING & BINDING	\$0.00 Actual	\$0.00 Budget
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101-142-4234 COPIES	\$0.00 Actual	\$0.00 Budget
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101-142-4235 SUBSCRIPTIONS & PUBLICATIONS	\$2,607.20 Actual	\$9,500.00 Budget
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02/05/2025	NEWSPAPER SUBSCRIPTION	922.19
02/05/2025	NEWSPAPER SUBSCRIPTION	335.00
02/05/2025	MAGAZINE SUBSCRIPTION	15.99
03/05/2025	NEWSPAPER SUBSCRIPTION	828.23
04/05/2025	MAGAZINE SUBSCRIPTION	100.00
05/05/2025	MAGAZINE SUBSCRIPTION	79.98
05/05/2025	MAGAZINE SUBSCRIPTION	20.00
07/07/2025	MAGAZINE SUBSCRIPTION	30.00
07/27/2025	BMO SPEND DYNAMICS	250.45
	<i>**Desc: Yankton Media Inc: Newspaper Subscription</i>	
07/27/2025	BMO SPEND DYNAMICS	25.36
	<i>**Desc: Yankton Media Inc: Newspaper Subscription</i>	

101-142-4236 JANITORIAL SUPPLIES		\$1,570.98 Actual	\$3,000.00 Budget
02/05/2025	JANITORIAL SUPPLIES	34.90	
02/05/2025	JANITORIAL SUPPLIES	50.22	
02/05/2025	JANITORIAL SUPPLIES	55.12	
02/05/2025	JANITORIAL SUPPLIES	13.76	
03/05/2025	JANITORIAL SUPPLIES	124.01	
04/05/2025	JANITORIAL SUPPLIES	43.99	
04/05/2025	JANITORIAL SUPPLIES	69.98	
05/05/2025	JANITORIAL SUPPLIES	151.03	
06/05/2025	JANITORIAL SUPPLIES	41.47	
07/07/2025	JANITORIAL SUPPLIES	69.65	
07/07/2025	JANITORIAL SUPPLIES	56.87	
07/07/2025	JANITORIAL SUPPLIES	81.62	
07/07/2025	JANITORIAL SUPPLIES	53.95	
07/07/2025	VACUUM	485.00	
07/27/2025	BMO SPEND DYNAMICS	180.61	
	<i>**Desc: 2113 US Amazon Marketplac: Janitorial Supplies</i>		
07/27/2025	BMO SPEND DYNAMICS	47.12	
	<i>**Desc: 2104 Amazon US Retail: Janitorial Supplies</i>		
07/27/2025	BMO SPEND DYNAMICS	11.68	
	<i>**Desc: Walmart Stores Inc: Janitorial Supplies</i>		

101-142-4242 PROGRAM SUPPLIES		\$3,363.09 Actual	\$5,000.00 Budget
02/05/2025	PROGRAM SUPPLIES	51.58	
02/05/2025	PROGRAM SUPPLIES	24.17	
02/05/2025	PROGRAM SUPPLIES	22.86	
02/05/2025	PROGRAM SUPPLIES	152.98	
02/05/2025	PROGRAM SUPPLIES	19.98	
02/05/2025	PROGRAM SUPPLIES	12.92	
02/05/2025	PROGRAM SUPPLIES	282.29	
02/05/2025	PROGRAM SUPPLIES	99.90	
02/05/2025	PROGRAM SUPPLIES	468.57	
03/05/2025	PROGRAM SUPPLIES	7.99	
03/05/2025	PROGRAM SUPPLIES	136.80	
03/05/2025	PROGRAM SUPPLIES	11.18	

101-142-4242 PROGRAM SUPPLIES (continued)

03/05/2025	PROGRAM SUPPLIES	11.80
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAM SUPPLIES	12.50
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAMMING SUPPLIES	33.74
03/05/2025	PROGRAMMING SUPPLIES	41.98
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAM SUPPLIES	20.00
03/05/2025	PROGRAM SUPPLIES	66.58
03/05/2025	PROGRAM SUPPLIES	20.00
04/05/2025	PROGRAM SUPPLIES	29.97
04/05/2025	PROGRAM SUPPLIES	20.97
04/05/2025	RETURN	5.99-
04/05/2025	PROGRAM SUPPLIES	223.76
04/05/2025	PROGRAM SUPPLIES	12.99
04/05/2025	RETURN	25.50-
04/05/2025	PROGRAM SUPPLIES	280.60
04/05/2025	PROGRAMMING	5.00
04/05/2025	PROGRAMMING	45.00
04/05/2025	PROGRAMMING	24.98
04/05/2025	PROGRAM SUPPLIES	18.70
05/05/2025	PROGRAM SUPPLIES	8.99
05/05/2025	PROGRAM SUPPLIES	54.40
05/05/2025	PROGRAM SUPPLIES	8.99
05/05/2025	PROGRAM SUPPLIES	42.56
05/05/2025	PROGRAM SUPPLIES	16.48
05/05/2025	PROGRAM SUPPLIES	33.14
05/05/2025	PROGRAM SUPPLIES	10.00
05/05/2025	PROGRAM SUPPLIES	15.00
05/05/2025	PROGRAM SUPPLIES	84.86
05/05/2025	PROGRAM SPEAKER	50.00

101-142-4242 PROGRAM SUPPLIES (continued)

05/05/2025	PROGRAM SUPPLIES	10.08
05/05/2025	PROGRAM SUPPLIES	68.28
06/05/2025	PROGRAM SUPPLIES	58.37
06/09/2025	PROGRAM SUPPLIES	449.00
06/09/2025	POPCORN	50.00
07/07/2025	PROGRAM SUPPLIES	36.24
07/07/2025	PROGRAM SUPPLIES	17.98
07/07/2025	PROGRAM SUPPLIES	19.93
07/27/2025	BMO SPEND DYNAMICS	15.99
	<i>**Desc: 2113 US Amazon Marketplac: Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	37.38
	<i>**Desc: Wal-Mart: Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	47.12
	<i>**Desc: Walmart Stores Inc: Summer Reading Program</i>	

101-142-4261 MEMBERSHIP DUES**\$360.00 Actual****\$1,000.00 Budget**

04/05/2025	MEMBERSHIP DUES	130.00
04/05/2025	MEMBERSHIP DUES	230.00

101-142-4263 TRAVEL EXPENSE**\$605.26 Actual****\$3,000.00 Budget**

03/05/2025	TRAVEL EXPENSE	39.66
03/05/2025	TRAVEL EXPENSE	20.99
03/05/2025	TRAVEL EXPENSE	422.30
03/05/2025	TRAVEL EXPENSE	17.99
03/05/2025	TRAVEL EXPENSE	41.96
04/05/2025	TRAVEL EXPENSE	22.41
07/07/2025	TRAVEL EXPENSE	39.95

101-142-4265 CONFERENCE & MEETINGS**\$1,984.00 Actual****\$1,500.00 Budget**

02/24/2025	SPANISH CLASSES	400.00
02/24/2025	REVERSE BATCH WRONG DATE	400.00-
02/05/2025	LODGING	112.00
02/05/2025	LODGING	112.00

101-142-4265 CONFERENCE & MEETINGS (continued)

02/10/2025	STAFF TRAINING	740.00
02/24/2025	SPANISH CLASSES	400.00
06/09/2025	LESSONS	200.00
07/07/2025	CONFERENCE REGISTRATION	235.00
07/07/2025	CONFERENCE REGISTRATION	185.00

101-142-4271 TELEPHONE**\$1,384.49 Actual \$2,300.00 Budget**

01/03/2025	LIBRARY-TELEPHONE	60.50
02/14/2025	LIBRARY-TELEPHONE	60.50
02/28/2025	REV 2024 EOY JE #489	60.50-
03/05/2025	PHONE	137.80
03/14/2025	LIBRARY-TELEPHONE	60.50
04/05/2025	PHONE	165.87
04/11/2025	LIBRARY-TELEPHONE	60.50
05/05/2025	PHONE	165.65
05/09/2025	LIBRARY-TELEPHONE	60.50
06/05/2025	PHONE	169.64
06/06/2025	LIBRARY-TELEPHONE	60.50
07/03/2025	LIBRARY-TELEPHONE	60.50
07/07/2025	PHONE	166.92
07/27/2025	BMO SPEND DYNAMICS	165.61
	<i>**Desc: Clarity Telecom, Llc: Phone</i>	
08/01/2025	Payroll Interface August 1, 2025	50.00

101-142-4272 ELECTRICITY**\$7,824.54 Actual \$20,000.00 Budget**

02/28/2025	ELECTRIC	929.40
03/31/2025	ELECTRIC	890.58
04/30/2025	ELECTRICITY	946.34
05/07/2025	ELECTRICITY	841.96
06/05/2025	ELECTRICITY	1,280.67
07/31/2025	ELECTRICITY	1,253.52
08/06/2025	NORTHWESTERN ENERGY - BU	1,682.07
	<i>**Desc: ELECTRIC BILL</i>	

101-142-4273 FUEL-HEATING**\$3,585.17 Actual \$6,000.00 Budget**

02/28/2025	HEATING FUEL	753.87
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101-142-4273 FUEL-HEATING (continued)

03/31/2025	ENERGY	1,027.13
04/30/2025	ENERGY	905.28
05/05/2025	HEATING FUEL	367.80
06/05/2025	FUEL	276.20
07/31/2025	ENERGY BILL	233.64
08/05/2025	MIDAMERICAN ENERGY COMPANY	21.25

Desc: FUEL101-142-4274 WATER SERVICE****\$1,310.51 Actual****\$3,500.00 Budget**

02/28/2025	WTR-WW CHARGES	81.51
03/31/2025	WTR-WW CHARGES	88.00
04/30/2025	WTR-WW CHARGES	81.51
05/07/2025	WATER-WW	88.00
06/09/2025	WATER-WW CHARGES	81.51
07/31/2025	CITY UTILITIES	81.51
08/08/2025	CITY UTILITIES	808.47

Desc: WTR-WW CHARGES101-142-4275 SEWER SERVICE****\$484.05 Actual****\$1,200.00 Budget**

02/28/2025	WTR-WW CHARGES	65.15
03/31/2025	WTR-WW CHARGES	72.15
04/30/2025	WTR-WW CHARGES	65.15
05/07/2025	WATER-WW	72.15
06/09/2025	WATER-WW CHARGES	65.15
07/31/2025	CITY UTILITIES	65.15
08/08/2025	CITY UTILITIES	79.15

Desc: WTR-WW CHARGES101-142-4276 LANDFILL****\$288.00 Actual****\$500.00 Budget**

01/31/2025	DUMPSTER CHARGES -JAN 25	40.00
02/28/2025	DUMPSTER CHGS-FEB 2025	32.00
03/31/2025	DUMPSTER CHGS - MARCH 25	32.00
04/30/2025	DUMPSTER CHARGES-APRIL	32.00

101-142-4276 LANDFILL (continued)

05/31/2025	DUMPSTER CHARGES-MAY 25	40.00
06/30/2025	DUMPSTER CHGS-JUNE 2025	40.00
07/31/2025	DUMPSTER CHARGES-JULY 25	40.00
08/31/2025	Monthly Dumpster Charges August 2025	32.00

101-142-4300 CAPITAL OUTLAY

\$0.00 Actual

\$0.00 Budget

101-142-4301 CAPITAL REPAIR & MAINTENANCE

\$0.00 Actual

\$29,700.00 Budget

101-142-4320 BUILDINGS

\$0.00 Actual

\$50,000.00 Budget

101-142-4340 BOOKS		\$0.00 Actual	\$53,000.00 Budget
02/05/2025	BOOKS	41.84	
02/05/2025	BOOKS	268.81	
02/05/2025	BOOKS	169.66	
02/05/2025	BOOK	18.99	
02/05/2025	BOOK REFUND	16.47-	
02/05/2025	BOOKS	48.74	
02/05/2025	BOOK	19.50	
02/05/2025	BOOK	4.05	
02/05/2025	LARGE PRINT BOOKS	148.62	
03/05/2025	BOOKS	124.96	
03/05/2025	BOOKS	42.86	
03/05/2025	BOOKS	75.80	
03/05/2025	BOOKS	109.28	
03/05/2025	BOOK	16.33	
03/05/2025	BOOKS	1,339.49	
04/05/2025	BOOKS	80.90	
04/05/2025	BOOKS	191.16	
04/05/2025	BOOKS	86.47	
04/05/2025	BOOKS	276.06	
04/05/2025	BOOKS	201.16	
04/05/2025	BOOKS	30.43	
04/05/2025	BOOKS	20.00	
04/05/2025	BOOKS	13.70	
04/05/2025	BOOK	8.94	
04/05/2025	BOOKS	29.58	
04/05/2025	BOOKS	2,483.97	
04/05/2025	BOOKS	210.19	
04/05/2025	LARGE PRINT BOOKS	145.02	
04/05/2025	LARGE PRINT BOOKS	240.00	
04/05/2025	LARGE PRINT BOOKS	145.02	
04/05/2025	BOOKS	19.98	
05/05/2025	BOOK	7.67	
05/05/2025	BOOKS	29.98	
05/05/2025	BOOKS	26.59	

101-142-4340 BOOKS (continued)

05/05/2025	BOOKS	35.76
05/05/2025	BOOK	12.44
05/05/2025	BOOKS	13.88
05/05/2025	BOOKS	23.32
05/05/2025	BOOKS	123.87
05/31/2025	RECLASS BOOKS & DVDS	6,868.55-

101-142-4342 AV - CAPITAL

		\$0.00 Actual	\$10,000.00 Budget
02/05/2025	DVDS	13.99	
02/05/2025	DVDS	13.19	
02/05/2025	DVD REFUND	12.80-	
02/05/2025	DVDS	23.51	
02/05/2025	DVD	26.26	
02/05/2025	WONDERBOOK	56.99	
03/05/2025	DVDS	27.45	
03/05/2025	DVDS	57.87	
03/05/2025	DVD REFUND	9.99-	
03/05/2025	DVDS	14.96	
03/05/2025	DVD	28.73	
03/05/2025	MOVIE DOWNLOAD	21.23	
04/05/2025	DVD REFUND	8.00-	
04/05/2025	DVDS	29.99	
04/05/2025	DVDS	19.95	
04/05/2025	DVDS	64.87	
04/05/2025	DVDS	19.96	
04/05/2025	RETURN	23.92-	
04/05/2025	WONDERBOOKS	1,820.86	
04/05/2025	DVDS	21.23	
05/05/2025	DVD	17.89	
05/05/2025	DVDS	98.97	
05/05/2025	DVD	19.95	
05/05/2025	DVDS	38.94	
05/05/2025	DVD	26.98	

101-142-4342 AV - CAPITAL (continued)

05/05/2025	DVDS	8.86
05/31/2025	RECLASS BOOKS & DVDS	2,417.92-

101-142-4350 EQUIPMENT**\$0.00 Actual****\$2,500.00 Budget****PROFESSIONAL SERVICES****701-701-4202 PROFESSIONAL SERVICES****\$0.00 Actual****\$0.00 Budget****701-701-4209 CIRCULATION MATERIALS****\$355.82 Actual****\$0.00 Budget**

06/30/2025	RECLASS BOOKS-NEW ACCT #	463.33
07/27/2025	BMO SPEND DYNAMICS	107.90
	<i>**Desc: Baker & Taylor Llc: Memorial Books</i>	
07/27/2025	BMO SPEND DYNAMICS	230.40-
	<i>**Desc: Penguin Random House Llc: Obsd Books Refunded</i>	
07/27/2025	BMO SPEND DYNAMICS	14.99
	<i>**Desc: Baker & Taylor Llc: Books-Master Gardeners</i>	

701-701-4221 REP. & MAINT. - EQUIPMENT**\$1,483.60 Actual****\$0.00 Budget**

08/13/2025	BLOCKHOUSE COMPANY INC	1,483.60
	<i>**Desc: 35% Down Payment on Upholstered Chairs</i>	

701-701-4223 REP. & MAINT. - BUILDINGS**\$0.00 Actual****\$0.00 Budget****701-701-4232 OFFICE SUPPLIES****\$478.00 Actual****\$0.00 Budget**

04/05/2025	TOTE BAGS	478.00
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701-701-4235 SUBSCRIPTIONS & PUBLICATIONS**\$0.00 Actual****\$0.00 Budget**

701-701-4242 RECREATION SUPPLIES		\$6,360.28 Actual	\$0.00 Budget
02/05/2025	FRIENDS BRICK BATTLE	180.06	
02/05/2025	ADULT CRAFT SUPPLIES	75.73	
02/05/2025	STAFF APPRECIATION	213.45	
02/05/2025	ADULT CRAFT	8.75	
02/05/2025	STAFF TRAINING	70.10	
02/05/2025	SUMMER READING PROGRAM	316.90	
02/05/2025	SUMMER READING	147.95	
02/05/2025	STAFF TRAINING	265.00	
03/05/2025	PROGRAM-PUZZLES & PIES	103.72	
03/05/2025	PROGRAM-PUZZLES & PIES	170.00	
03/05/2025	PROGRAM-BRICK BATTLE	75.00	
04/05/2025	FIDGET TOYS	27.98	
04/05/2025	PROGRAM SUPPLIES	90.93	
04/05/2025	PROGRAM SUPPLIES	179.99	
05/05/2025	CHAIRS	548.98	
05/05/2025	BOOK ENDS	147.00	
05/05/2025	STAFF APPRECIATION	154.50	
05/05/2025	STAFF APPRECIATION	52.07	
05/05/2025	SUMMER READING SUPPLIES	49.93	
05/05/2025	TEEN EVENT SUPPLIES	219.00	
05/12/2025	LANTERN KITS	180.00	
05/27/2025	FIRE & ICE SHOW	450.00	
05/27/2025	EVENT DONATIONS	177.00	
06/05/2025	IMAGINATION STATION	165.21	
06/05/2025	IMAGINATION STATION	29.99	
06/05/2025	IMAGINATION STATION	181.98	
06/09/2025	RAPTOR SHOW	258.50	
06/09/2025	LIBRARY PROGRAM	700.00	
06/23/2025	CEMETERY WALK	500.00	
06/23/2025	CEMETERY WALK	500.00	
07/07/2025	TOYS	51.99	
07/07/2025	CEMETERY WALK SUPPLIES	5.99	
07/07/2025	STAFF APPRECIATION	10.13	
07/27/2025	BMO SPEND DYNAMICS	52.45	

701-701-4242 RECREATION SUPPLIES (continued)***Desc: 2113 US Amazon Marketplac: Program Supplies*

701-701-4248 PHOTOGRAPHY/AUDIO-VISUAL		\$0.00 Actual	\$0.00 Budget
701-701-4250 SUMMER READING PROGRAM		\$9,470.10 Actual	\$0.00 Budget
03/05/2025	SUMMER READING PROGRAM	44.47	
03/05/2025	SUMMER READING PROGRAM	21.22-	
03/05/2025	SUMMER READING PROGRAM	58.77	
04/05/2025	SUMMER READING PROGRAM	50.97	
04/05/2025	SUMMER READING PROGRAM	21.99	
04/05/2025	SUMMER READING PROGRAM	167.84	
04/05/2025	SUMMER READING PROGRAM	148.73	
04/05/2025	SUMMER READING	179.51	
04/14/2025	SUMMER READING PROGRAM	120.00	
05/05/2025	SUMMER READING PROGRAM	134.19	
05/05/2025	SUMMER READING PROGRAM	18.81	
05/05/2025	SUMMER READING PROGRAM	9.79	
05/05/2025	SUMMER READING PROGRAM	73.82	
05/05/2025	SUMMER READING PROGRAM	14.38	
05/05/2025	SUMMER READING PROGRAM	190.65	
05/05/2025	SUMMER READING PROGRAM	20.22	
05/05/2025	SUMMER READING PROGRAM	371.91	
05/05/2025	SUMMER READING PROGRAM	68.21	
06/05/2025	SUMMER READING SUPPLIES	129.98	
06/05/2025	SUMMER READING PROGRAM	785.28	
06/05/2025	SUMMER READING PROGRAM	457.33	
06/05/2025	SUMMER READING PROGRAM	110.74	
06/05/2025	SUMMER READING PROGRAM	71.91	
06/05/2025	SUMMER READING PROGRAM	20.00	
06/05/2025	SUMMER READING PROGRAM	77.75	
06/05/2025	SUMMER READING PROGRAM	22.29	
06/05/2025	SUMMER READING PROGRAM	32.70	

701-701-4250 SUMMER READING PROGRAM (continued)

06/05/2025	SUMMER READING PROGRAM	52.75
06/05/2025	SUMMER READING PROGRAM	114.35
06/05/2025	SUMMER READING PROGRAM	66.86
06/05/2025	SUMMER READING PROGRAM	7.94
06/23/2025	HOOP DANCING	550.00
06/23/2025	MAGIC WORKSHOP & SHOW	480.00
06/23/2025	CARTOONING WORKSHOP	500.00
06/30/2025	DONUT DEPT & CRAIGS ICE	717.00
07/07/2025	SUMMER READING PROGRAM	8.99
07/07/2025	SUMMER READING PROGRAM	143.60
07/07/2025	SUMMER READING PROGRAM	9.95
07/07/2025	SUMMER READING PROGRAM	330.61
07/07/2025	SUMMER READING PROGRAM	17.89
07/07/2025	SUMMER READING PROGRAM	29.01
07/07/2025	SUMMER READING PROGRAM	100.86
07/07/2025	SUMMER READING PROGRAM	15.98
07/07/2025	SUMMER READING PROGRAM	32.70-
07/07/2025	SUMMER READING PROGRAM	30.00
07/07/2025	SUMMER READING PROGRAM	157.24
07/07/2025	SUMMER READING PROGRAM	12.61
07/07/2025	SUMMER READING PROGRAM	28.12
07/07/2025	POOL STORYTIME	186.93
07/07/2025	SUMMER READING PROGRAM	46.60
07/07/2025	SUMMER READING PROGRAM	55.84
07/07/2025	SUMMER READING PROGRAM	17.64
07/07/2025	SUMMER READING PROGRAM	239.96
07/14/2025	SUMMER READING PROGRAM	284.00
07/14/2025	SUMMER PROGRAM	425.00
07/14/2025	SUMMER PROGRAM	500.00
07/27/2025	BMO SPEND DYNAMICS	132.89
	<i>**Desc: 2114 US Amazon Marketplac: Summer Reading Program</i>	
07/27/2025	BMO SPEND DYNAMICS	11.99
	<i>**Desc: 2111 US Amazon Marketplac: Summer Reading Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	5.68

701-701-4250 SUMMER READING PROGRAM (continued)

	<i>**Desc: Wal-Mart Stores, Inc.: Summer Reading Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	76.44
	<i>**Desc: Walgreen Co: Summer Reading Program Prizes</i>	
07/27/2025	BMO SPEND DYNAMICS	15.72
	<i>**Desc: Walmart Stores Inc: Summer Reading Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	85.56
	<i>**Desc: Walmart Stores Inc: Summer Reading Program Supplies</i>	
07/27/2025	BMO SPEND DYNAMICS	22.98
	<i>**Desc: Wal-Mart Stores: Summer Reading Program</i>	
07/27/2025	BMO SPEND DYNAMICS	328.79
	<i>**Desc: Jiffy.Com (US), L.P.: Summer Reading Program</i>	
08/04/2025	CRAIG'S SHAVE ICE	312.00
	<i>**Desc: Summer Reading Program finale event snacks</i>	

701-701-4263 TRAVEL EXPENSE	\$0.00 Actual	\$0.00 Budget
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701-701-4301 ALA LAPTOP GRANT	\$0.00 Actual	\$0.00 Budget
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701-701-4317 MMIP GRANT	\$0.00 Actual	\$0.00 Budget
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701-701-4318 ALA ACCESSIBILITY GRANT	\$1,584.99 Actual	\$0.00 Budget
03/05/2025 ACCESSIBILITY GRANT	1,584.99	

701-701-4319 DIGITAL LITERACY GRANT	\$0.00 Actual	\$0.00 Budget
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701-701-4340 BOOKS	\$0.00 Actual	\$0.00 Budget
03/05/2025 BOOK	9.20	
03/05/2025 MEMORIAL BOOKS	50.00	
04/05/2025 MEMORIAL BOOK	20.13	

701-701-4340 BOOKS (continued)

06/05/2025	BOOKS FOR DISCUSSION	384.00
06/30/2025	RECLASS BOOKS-NEW ACCT #	463.33-

701-701-4342 AV - CAPITAL

\$0.00 Actual

\$0.00 Budget

701-701-4350 EQUIPMENT

\$0.00 Actual

\$0.00 Budget

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/01/2025						
1290 MIDAMERICAN ENERGY COMPANY						
08/05/2025	250801	08/25	101-142-4273	FUEL-HEATING	FUEL	21.25
Total 250801:						21.25
Total 1290 MIDAMERICAN ENERGY COMPANY:						21.25
1329 NORTHWESTERN ENERGY - BU						
08/06/2025	250801	08/25	101-142-4272	ELECTRICITY	ELECTRIC BILL	1,682.07
Total 250801:						1,682.07
Total 1329 NORTHWESTERN ENERGY - BU:						1,682.07
Total 08/01/2025:						1,703.32

8/1/2025 GL Period Summary

GL Period	Amount
08/25	1,703.32
Grand Totals:	1,703.32

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/11/2025						
1113 CITY UTILITIES						
08/08/2025	250801	08/25	101-142-4274	WATER SERVICE	WTR-WW CHARGES	808.47
Total 250801:						808.47
Total 1113 CITY UTILITIES:						808.47
1113 CITY UTILITIES						
08/08/2025	250801	08/25	101-142-4275	SEWER SERVICE	WTR-WW CHARGES	79.15
Total 250801:						79.15
Total 1113 CITY UTILITIES:						79.15
Total 08/11/2025:						887.62

8/11/2025 GL Period Summary

GL Period	Amount
08/25	887.62
Grand Totals:	887.62

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/13/2025	1032 BLOCKHOUSE COMPANY INC					
07/23/2025	Q0016358	08/25	101-142-4221	REP. & MAINT. - EQUIPMENT	35% Down Payment on Upholstered Chairs	1,483.60
	Total Q0016358:					1,483.60
	Total 1032 BLOCKHOUSE COMPANY INC:					1,483.60
	Total 08/13/2025:					1,483.60

8/13/2025 GL Period Summary

GL Period	Amount
08/25	1,483.60
Grand Totals:	1,483.60

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/14/2025						
1087 BMO SPEND DYNAMICS						
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Walmart Stores Inc: Summer Reading Program Supplies	15.72
07/27/2025	06/28/25-07/27/25	08/25	101-142-4242	PROGRAM SUPPLIES	Wal-Mart: Program Supplies	37.38
07/27/2025	06/28/25-07/27/25	08/25	101-142-4202	PROFESSIONAL SERVICES	Dropbox, Inc: Professional Services	127.31
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	Walgreen Co: Office Supplies	40.46
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Walgreen Co: Summer Reading Program Prizes	76.44
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2104 Amazon US Retail: Books	38.30
07/27/2025	06/28/25-07/27/25	08/25	101-142-4236	JANITORIAL SUPPLIES	Walmart Stores Inc: Janitorial Supplies	11.68
07/27/2025	06/28/25-07/27/25	08/25	101-142-4242	PROGRAM SUPPLIES	Walmart Stores Inc: Summer Reading Program	47.12
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2111 US Amazon Marketplac: Books	146.17
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	2112 US Amazon Marketplac: Office Supplies	37.53
07/27/2025	06/28/25-07/27/25	08/25	101-142-4236	JANITORIAL SUPPLIES	2113 US Amazon Marketplac: Janitorial Supplies	180.61
07/27/2025	06/28/25-07/27/25	08/25	101-142-4236	JANITORIAL SUPPLIES	2104 Amazon US Retail: Janitorial Supplies	47.12
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	Wal-Mart: Office Supplies	65.74
07/27/2025	06/28/25-07/27/25	08/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Yankton Media Inc: Newspaper Subscription	25.36
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Center Point Large Print: Large Print Books	148.62
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	Walmart.Com Usa Lc: Office Supplies	99.37
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Amazon.Com, Inc.: Book	14.78
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	Digital Room Llc: Office Supplies	71.00
07/27/2025	06/28/25-07/27/25	08/25	101-142-4231	POSTAGE	Digital Room Llc: Postage	15.95
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Baker & Taylor Llc: Books	2,935.29
07/27/2025	06/28/25-07/27/25	08/25	101-142-4231	POSTAGE	Baker & Taylor Llc: Postage	53.02
07/27/2025	06/28/25-07/27/25	08/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Yankton Media Inc: Newspaper Subscription	250.45
07/27/2025	06/28/25-07/27/25	08/25	101-142-4202	PROFESSIONAL SERVICES	Eco Waters: Water System Rent	126.00
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	Vibe: Office Supplies	19.96
07/27/2025	06/28/25-07/27/25	08/25	101-142-4231	POSTAGE	Vibe: Postage	13.00
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Baker & Taylor Llc: Books	3,524.99
07/27/2025	06/28/25-07/27/25	08/25	101-142-4231	POSTAGE	Baker & Taylor Llc: Postage	67.11
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Walmart Stores Inc: Summer Reading Program Supplies	85.56
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Wal-Mart Stores, Inc.: Summer Reading Program Supplies	5.68
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2111 US Amazon Marketplac: Books	240.23
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	2112 US Amazon Marketplac: Office Supplies	7.98
07/27/2025	06/28/25-07/27/25	08/25	101-142-4242	PROGRAM SUPPLIES	2113 US Amazon Marketplac: Program Supplies	15.99
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	2114 US Amazon Marketplac: Summer Reading Program	132.89
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	2111 US Amazon Marketplac: Summer Reading Program Supplies	11.99
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Overdrive Dist: Ebooks	1,887.50
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2104 Amazon US Retail: Dvd	16.99
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Baker & Taylor Llc: Books	1,448.51
07/27/2025	06/28/25-07/27/25	08/25	101-142-4231	POSTAGE	Baker & Taylor Llc: Postage	27.60
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Jiffy.Com (US), L.P.: Summer Reading Program	328.79

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2111 US Amazon Marketplac: Books	46.59
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	2112 US Amazon Marketplac: Office Supplies	22.50
07/27/2025	06/28/25-07/27/25	08/25	701-701-4242	RECREATION SUPPLIES	2113 US Amazon Marketplac: Program Supplies	52.45
07/27/2025	06/28/25-07/27/25	08/25	701-701-4250	SUMMER READING PROGRAM	Wal-Mart Stores: Summer Reading Program	22.98
07/27/2025	06/28/25-07/27/25	08/25	101-142-4202	PROFESSIONAL SERVICES	At&t Services, Inc: Mobile Data	96.20
07/27/2025	06/28/25-07/27/25	08/25	101-142-4271	TELEPHONE	Clarity Telecom, Lic: Phone	165.61
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	Center Point Large Print: Large Print Books	145.02
07/27/2025	06/28/25-07/27/25	08/25	101-142-4209	E-BOOKS	2111 US Amazon Marketplac: Book	17.60
07/27/2025	06/28/25-07/27/25	08/25	101-142-4232	OFFICE SUPPLIES	2112 US Amazon Marketplac: Office Supplies	148.93
Total 06/28/25-07/27/25:						13,164.07
Total 1087 BMO SPEND DYNAMICS:						13,164.07
Total 08/14/2025:						13,164.07

8/14/2025 GL Period Summary

GL Period	Amount
08/25	13,164.07
Grand Totals:	13,164.07

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/15/2025						
1001 A&B BUSINESS SOLUTIONS						
08/04/2025	IN1284515	08/25	101-142-4212	RENTALS & XEROX SUPPLIES	Copier Lease	418.48
Total IN1284515:						418.48
Total 1001 A&B BUSINESS SOLUTIONS:						418.48
1126 CRAIG'S SHAVE ICE						
08/04/2025	2505	08/25	701-701-4250	SUMMER READING PROGRAM	Summer Reading Program finale event snacks	312.00
Total 2505:						312.00
Total 1126 CRAIG'S SHAVE ICE:						312.00
Total 08/15/2025:						730.48

8/15/2025 GL Period Summary

GL Period	Amount
08/25	730.48
Grand Totals:	730.48

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/18/2025						
1232 J&H CLEANING SERVICE INC.						
07/18/2025	03312816	08/25	101-142-4204	CONTRACTED SERVICES	Janitorial Services	1,200.00
Total 03312816:						1,200.00
Total 1232 J&H CLEANING SERVICE INC.:						1,200.00
1232 J&H CLEANING SERVICE INC.						
08/18/2025	03312857	08/25	101-142-4204	CONTRACTED SERVICES	Janitorial Services	1,200.00
Total 03312857:						1,200.00
Total 1232 J&H CLEANING SERVICE INC.:						1,200.00
Total 08/18/2025:						2,400.00

8/18/2025 GL Period Summary

GL Period	Amount
08/25	2,400.00
Grand Totals:	2,400.00

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/19/2025						
1527 OVERDRIVE, INC.						
06/24/2025	02495DA25198755	08/25	101-142-4209	E-BOOKS	E-Books	54.99
Total 02495DA25198755:						54.99
Total 1527 OVERDRIVE, INC.:						54.99
1527 OVERDRIVE, INC.						
07/31/2025	02495CO25232962	08/25	101-142-4209	E-BOOKS	E-Books	572.90
Total 02495CO25232962:						572.90
Total 1527 OVERDRIVE, INC.:						572.90
1527 OVERDRIVE, INC.						
08/08/2025	02495CO25245125	08/25	101-142-4209	E-BOOKS	E-Books	1,347.81
Total 02495CO25245125:						1,347.81
Total 1527 OVERDRIVE, INC.:						1,347.81
Total 08/19/2025:						1,975.70

8/19/2025 GL Period Summary

GL Period	Amount
08/25	1,975.70
Grand Totals:	1,975.70

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/20/2025						
	1032 BLOCKHOUSE COMPANY INC					
07/23/2025	Q0016358	08/25	101-142-4221	REP. & MAINT. - EQUIPMENT	35% Down Payment on Upholstered Chairs	1,483.60-
	Total Q0016358:					1,483.60-
	Total 1032 BLOCKHOUSE COMPANY INC:					1,483.60-
	1032 BLOCKHOUSE COMPANY INC					
08/13/2025	65039	08/25	701-701-4221	REP. & MAINT. - EQUIPMENT	35% Down Payment on Upholstered Chairs	1,483.60
	Total 65039:					1,483.60
	Total 1032 BLOCKHOUSE COMPANY INC:					1,483.60
	Total 08/20/2025:					.00

8/20/2025 GL Period Summary

GL Period	Amount
08/25	.00
Grand Totals:	.00

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
09/03/2025						
1087 BMO SPEND DYNAMICS						
08/27/2025	07/28/25-08/27/25	09/25	101-142-4236	JANITORIAL SUPPLIES	Kopetsky Enterprises Inc: Janitorial Supplies	53.53
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Books	135.85
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	2111 Us Amazon Marketplac: Program Supplies	85.54
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Dvd	15.43
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	Menard Inc: Program Supplies	34.86
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Menard Inc: Summer Reading Prizes	90.60
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	Wal-Mart: Program Supplies	100.29
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	RECREATION SUPPLIES	Wal-Mart: Harvest Halloween	193.55
08/27/2025	07/28/25-08/27/25	09/25	701-701-4242	SUMMER READING PROGRAM	Fryn Pan Of Yankton Inc: Staff Appreciation	314.17
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	2111 Us Amazon Marketplac: Books	102.39
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	Amazon.Com, Inc.: Book	19.39
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	Spoton Transact Lic: Summer Reading Program	228.35
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	Kopetsky Enterprises Inc: Program Supplies	4.25
08/27/2025	07/28/25-08/27/25	09/25	101-142-4236	JANITORIAL SUPPLIES	Kopetsky Enterprises Inc: Janitorial Supplies	13.98
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Book	13.01
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	2111 Us Amazon Marketplac: Refund Program Supplies	19.99
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	Center Point Large Print: Large Print Books	148.62
08/27/2025	07/28/25-08/27/25	09/25	101-142-4261	MEMBERSHIP DUES	South Dakota Library Asso: Membership Dues	115.00
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Sd Aznur Lic: Summer Reading Program-Finale Party	183.89
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	Kopetsky Enterprises Inc: Office Supplies	13.77
08/27/2025	07/28/25-08/27/25	09/25	101-142-4236	JANITORIAL SUPPLIES	2104 Amazon Us Retail: Janitorial Supplies	41.49
08/27/2025	07/28/25-08/27/25	09/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Intuit Payment Solutions.: Subscription	420.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4231	POSTAGE	Baker & Taylor Lic: Postage	27.07
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	Baker & Taylor Lic: Books	1,350.60
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Creative Hands Art Studi: Summer Reading Program-Finale Party	125.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Book	18.50
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	2111 Us Amazon Marketplac: Program Supplies	178.68
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Dvd	19.95
08/27/2025	07/28/25-08/27/25	09/25	101-142-4261	MEMBERSHIP DUES	South Dakota Library Asso: Sdla Membership Dues	64.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4261	MEMBERSHIP DUES	South Dakota Library Asso: Membership Dues	81.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4231	POSTAGE	The Library Store Inc: Postage	33.43
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	The Library Store Inc: Office Supplies	155.88
08/27/2025	07/28/25-08/27/25	09/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Kathy Church: Newspaper Subscription	45.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Books	58.31
08/27/2025	07/28/25-08/27/25	09/25	101-142-4236	JANITORIAL SUPPLIES	2111 Us Amazon Marketplac: Janitorial Supply	17.99
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	2111 Us Amazon Marketplac: Program Supplies	29.99
08/27/2025	07/28/25-08/27/25	09/25	101-142-4236	JANITORIAL SUPPLIES	Amazon.Com, Inc.: Janitorial Supply	11.60
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	2104 Amazon Us Retail: Summer Reading Program	75.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Books	85.85

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	2111 Us Amazon Marketplac: Office Supplies	60.99
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	2111 Us Amazon Marketplac: Program Supplies	7.99
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	lhah, Lic: Summer Reading Prize	100.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4202	PROFESSIONAL SERVICES	At&T Services, Inc: Mobile Data	96.20
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	Wal-Mart Stores, Inc.: Office Supplies	19.98
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Wal-Mart Stores, Inc.: Summer Reading Supplies	12.33
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	E-BOOKS	2111 Us Amazon Marketplac: Book	10.99
08/27/2025	07/28/25-08/27/25	09/25	101-142-4231	POSTAGE	Pitney Bowes Inc.: Postage	515.00
08/27/2025	07/28/25-08/27/25	09/25	101-142-4271	TELEPHONE	Clarity Telecom, Lic: Phone	162.08
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	Amazon Mark Jw3819Er3: Office Supplies	33.58
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	PROGRAM SUPPLIES	Amazon Mark Jw3819Er3: Program Supplies	36.57
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Amazon Mark Jw3819Er3: Summer Reading Program Supplies	18.37

Total 07/28/25-08/27/25:

5,759.90

Total 1087 BMO SPEND DYNAMICS:

5,759.90

Total 09/03/2025:

5,759.90

9/3/2025 GL Period Summary

GL Period	Amount
09/25	5,759.90
Grand Totals:	5,759.90

Grand Totals:

28,104.69

Report GL Period Summary

GL Period	Amount
09/25	5,759.90
08/25	22,344.79

GL Period	Amount
Grand Totals:	28,104.69

Vendor number hash: 17142
 Vendor number hash - split: 124726
 Total number of invoices: 14
 Total number of transactions: 113

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	28,104.69	.00	28,104.69
Grand Totals:	28,104.69	.00	28,104.69

Department	All My Departments
Current Year Budget as of	09/30/2025

Account Number	Account Title	Period Amount	YTD Actual	YTD Budget	Variance
101-000-3380	COUNTY SHARE OF LIBRARY BUDG	\$0.00	\$10,000.00	\$20,000.00	\$10,000.00
101-000-3451	NON-RESIDENT LIBRARY CARDS	\$540.00	\$8,750.00	\$8,500.00	-\$250.00
101-000-3452	LIBRARY A.V. FEES	\$0.00	\$40.00	\$0.00	-\$40.00
101-000-3453	LIBRARY LONG OR (SHORT)	\$0.00	\$0.00	\$10.00	\$10.00
101-000-3454	SALE OF WITHDRAWN ITEMS	\$0.75	\$148.10	\$200.00	\$51.90
101-000-3455	OTHER-LIBRARY REVENUES	\$20.00	\$551.45	\$1,500.00	\$948.55
101-000-3456	PC PRINTING	\$248.15	\$4,989.60	\$6,000.00	\$1,010.40
101-000-3641	LIBR COMP FOR LOSS & DAMAGE	\$52.00	\$959.16	\$1,500.00	\$540.84
701-000-3610	INTEREST	\$0.00	\$1,411.47	\$0.00	-\$1,411.47
701-000-3660	DONATIONS FROM PRIVATE	\$300.00	\$19,666.70	\$0.00	-\$19,666.70
701-000-3661	DONATIONS SUMMER READING	\$0.00	\$20.00	\$0.00	-\$20.00
Revenue TOTAL:		\$1,160.90	\$46,536.48	\$37,710.00	-\$8,826.48

Director's Report- October 2025

Kanopy Update: Since adding the Kanopy streaming service to our website on September 10, we have 102 users that have signed up for an account on this new platform through the end of September. As noted in the monthly stats, there were 444 film plays with 7,954 minutes of film viewed. With a variety of quality children's programs available here as well, the majority of our top ten viewed films during the month were children's titles! We are happy to see this usage and have received very positive feedback so far. As are our staff are still navigating the features and marketing tools, we hope to continue to improve the engagement with our patrons on Kanopy.

Conference and Trainings: Three of our staff members, Jeremy Hoeck, Lizz Nedved, and Tahlia Kelley were able to attend a one-day conference called Branch Out in Sioux Falls for library support staff on Monday, September 29. There are three Branch Out conferences held in different regions of the state to offer a more accessible training opportunity for a wider range of staff members.

Linda and I were able to attend a tri-conference in Grand Forks, North Dakota from October 1-October 3. This was a joint conference for the South Dakota Library Association, North Dakota Library Association and Mountain Plains Library Association. The Mountain Plains Library Association includes South Dakota, North Dakota, Wyoming, Nevada, New Mexico, Oklahoma, Utah, Nebraska, Kansas, Montana, Colorado, and Arizona. The last joint conference was held in 2013. This was a great way to get a fresh perspective on library services and common obstacles as well as to broaden our networking web. Beyond our many informative sessions, the conference organizers received a grant to bring in some big name authors as key note speakers for the event: R.L. Stine, Abby Jimenez, Neal Schusterman and Molly Yeh. It was such a treat and an inspiration to hear them speak. We were also able to visit the Grand Forks Public Library and the Chester Fritz Library at the University of North Dakota while there to explore their spaces and gain insight and inspiration from other libraries.

National Disability Employment Awareness Month: In October, we are excited to celebrate one of our very own staff members, Marcus, as he is awarded Employee of the Year during a special ceremony on October 30 in honor of National Disability Employment Awareness Month hosted by Yankton NDEAM. We are so thankful to have him on our team and looking forward to celebrating this award and recognition for his dedication and hard work!

Halloween festivities: Stop by and see the library crew during **Harvest Halloween on Saturday, October 25 from 10am-2pm** on The Lawn by the Meridian Bridge. We will be hosting some fun games and handing out some goodies. The library will be hosting a **family-friendly Halloween party on Thursday, October 30 from 5-7pm** at the library. There will be games, crafts, prizes and plenty of spooky fun! Dress up in your best costume and join us for a (not too) frightfully festive night. Then on **Saturday, November 1 and Sunday, November 2**, join us at the library to celebrate **Day of the Dead** with movies in English and Spanish. During the movies you can do

some coloring pages, pick up a recipe, make some paper carnations and learn about the culture and traditions that go along with this holiday.

Statewide Committee: Kelly O'Dea has taken on a volunteer position on the South Dakota Titles To Go Purchasing Committee. This committee selects and purchases titles for the statewide e-book consortium through Libby. This is a great way to learn more about the ins and outs of Libby, meet staff from Overdrive, and broaden your network of library friends! This is a three-year position. We are thankful to Kelly for taking on this role and look forward to seeing the benefits she will gain from the experience.

Next Meeting: The next regularly scheduled Library Board of Trustees meeting will be held on Wednesday, October 8 at 5:30pm in the YCL meeting room or online at <https://global.gotomeeting.com/join/541968125>

SEPTEMBER 2025 PROGRAM STATISTICS

Storytime	Date	Time	Kids	Adults
School Storytime	9/2/2025	10:00 AM	12	8
	9/3/2025	10:00 AM	6	4
Circus Storytime	9/10/2025	10:00 AM	3	2
	9/11/2025	10:00 AM	14	9
Blanket Storytime	9/17/2025	10:00 AM	5	4
	9/18/2025	10:00 AM	14	8
Bubble Storytime	9/24/2025	10:00 AM	17	10
	9/25/2025	10:00 AM	10	6
		Total:	54	35
Stay and Play	Date	Time	Kids	Adults
	9/2/2025	9-11 AM	5	3
	9/9/2025	9-11 AM	3	2
	9/16/2025	9-11 AM	9	6
	9/23/2025	9-11 AM	16	11
		Total:	33	22
Elementary Events	Date	Time	Kids	Adults
LEGO Club	9/4/2025	3:45 PM	6	4
Book Garden Craft	9/11/2025	3:45 PM	5	2
Hoop Glider STEAM	9/18/2025	3:45 PM	7	3
Movie: Lilo & Stitch	9/25/2025	3:45 PM	8	1
		Total:	26	10
Adult Programs	Date	Time	Adults	Virtual
Seed Library	9/9/2025	2:00 PM	15	0
Seed Library	9/9/2025	6:00 PM	5	0
Adult Craft	9/16/2025	6:00 PM	21	NA
Meditation Group	9/18/2025	6:30 PM	18	NA
Therapeutic Writing	9/20/2025	10:00 AM	6	NA
Conversational Spanish	9/30/2025	6:00 PM	4	NA
		Total:	69	0

SEPTEMBER 2025 PROGRAM STATISTICS

Family Events:		Time	Attendees
Family Storytime - Library Theme	9/8/2025	6:00 PM	3
			3
Book Clubs	Date	Time	Adults
The Center Book Club	9/4/2025	10:00 AM	3
Readers Anyomous	9/9/2025	1:00 PM	9
Books & Beers	9/11/2025	6:30 PM	29
Between the Lines	9/23/2025	4:30 PM	6
		Total:	47
Video Views for August Events	Date	Video Views	
Seed Library: New Planting Science	9/11/2025	5	
2025 Summer Reading Program	9/16/2025	14	
	Total:	19	
Offsite Visits/Field Trips	Date	Time	Attendees
Tween / Teen Time Algae String @ B&G Club	9/15/2025	3:45 PM	10
Elements of Reading Class Visit	9/23/2025	9 am & 12 pm	38
Adult Field Trips: Masonic	9/26/2025	2:00 PM	25
MVCA Field Trip 2-3 grade	9/30/2025	1:00 PM	12
		Total:	37

SEPTEMBER 2025 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*			
	2025	2024	2023
Adult	6,821	6,518	5,894
Juvenile	4,462	5,366	3,186
Total	11,283	9,320	9,080

*Includes physical collection, ILL, and eBooks

Physical Collection Circulation			
	2025	2024	2023
Adult	4,026	3,954	3,563
Juvenile	4,120	4,137	2,792
Total	8,146	8,091	6,355

Interlibrary Loan			
	2025	2024	2023
Requested	128	94	109
Supplied	21	29	33
Total	149	123	142

Electronic Resources			
	2025	2024	2023
OverDrive Adult	2,646	2,441	2,189
OverDrive Juvenile	342	310	279
TumbleBooks Views	1	919	115
TumbleMath Views	0	NA	NA
Niche Academy Views	156	NA	NA
Total	3,145	1,229	2,583

Adult Outreach			
	2025	2024	2023
Locations	6	9	10
Patrons	44	40	45
Circulations	104	96	140

Daycare Outreach			
	2025	2024	2023
Locations	2	6	4
Patrons	40	123	51
Circulations	40	180	140

Teen Subscription Bags			
	2025	2024	2023
Active Subscriptions	16	20	18

Toy Lending Library Checkouts			
	2025	2024	2023
Toy Bins	17	19	5

Public Computer Use			
	2025	2024	2023
Uses	465	565	572
Hours	396.5	374	356

WiFi Usage			
	2025	2024	2023
Sessions	678	1,020	706
Total Session Hours	865.5	902	762
Unique Users	245	281	267

Meeting Room Use			
	2025	2024	2023
Library Uses	25	37	26
Library Hours	62	104.5	52
Non-Library Uses	21	38	23
Non-Library Hours	31	60	46

Study Room Use			
	2025	2024	2023
Uses	20	40	19
Hours	35	67	32

Streaming Resources			
	2025	2024	2023
*Kanopy Accounts	102	NA	NA
Number of Plays	444	NA	NA
Minutes Viewed	7,954	NA	NA

* Service Started September 10, 2025

Notary			
	2025	2024	2023
Requests	10	3	NA

Proctor			
	2025	2024	2023
Tests	3	0	9

Research Requests			
	2025	2024	2023
Patrons	0	0	0
Hours	0	0	0

Teacher Requests			
	2025	2024	2023
Patrons	0	0	1

SEPTEMBER 2025 USAGE & CIRCULATION STATISTICS

Current Cards			
	2025	2024	2023
Resident	4,212	4,587	4,057
Non-Resident	294	280	239
Mount Marty	27	25	20
Teacher	51	53	48
Yankton County	940	968	871
Total	5,524	5,913	5,235

New Cards			
	2025	2024	2023
Resident Adult	44	39	55
Resident Youth (<18)	3	18	3
County	13	8	20
County (Households)	9	6	14
Non-resident	8	1	4
Non-resident (households)	6	1	4
Total New Cards	68	66	82
Total New Households	15	7	18

30 Day Trial Cards			
	2025	2024	2023
30 Day Trial Cards	1	4	5
Online Signup	2	0	3
Total	3	4	8

Social Media Follows			
	2025	2024	2023
Facebook	3,600	3,321	NA
Instagram	442	397	NA
Youtube	169	169	NA
Total:	4,211	3,887	NA

Courier			
	2025	2024	2023
Total Incoming	156	145	142
Total Outgoing	217	193	194
Total	373	338	336

Collection			
	2025	2024	2023
Items Added	472	444	356
Items Deleted	1,175	428	657
Total Collection	83,827	85,855	NA

Curbside Pick-Ups			
	2025	2024	2023
	1	7	2

Food For Fines			
	2025	2024	2023
	69	98	94

Book a Librarian			
	2025	2024	2023
Time (minutes)	45	115	195
Number of Sessions	3	4	8

Pass Checkouts			
	2025	2024	2023
State Park Pass	4	6	1
Mead Museum Pass	3	2	2
Summit Pass	5	10	17

Door counters:	East Entrance:	South entrance:	Total:
	NA*	4,989	4,989

*Issue with door counters.



Yankton Community Library • October 2025

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required | +Fee Required | ^Off-Site

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>What will you discover at the library?</p>		<p>www.ala.org/yalsa/teentober</p>	1 Storytime 10 am The Western Troubadours 6 pm	2 Storytime 10 am LEGO Club 3:45 pm Swiftie Social 5:30-7:30 pm	3	4 Halloween Costume & Décor Swap Drop-Off 9/27-10/10
<p>October 5-11</p>	6	7 Stay & Play 9—11 am	8 Storytime 10 am Library Board Meeting 5:30 pm	9 Storytime 10 am Katy Rose of the Valley Author Visits: 3:45 pm & 6 pm Books & Beers^ 6:30 pm	10	11 Halloween Costume & Décor Swap 9a-10a Swappers Only 10a-5p Everyone
12 Halloween Costume & Décor Swap 1-5 pm EVERYTHING FREE!	13 Family Storytime 6 pm Conversational Spanish^ (Ben's) 7 pm	14 Stay & Play 9—11 am Seed Library 2 pm & 6 pm	15 Storytime 10 am	16 Storytime 10 am K-5 Craft 3:45 pm Meditation Group 6:30 pm	17 Teen After-Hours 5-7pm *	18 Therapeutic Writing Group 10 am Paranormal Variant 2 pm
19	20 Teen Activity^ (Boys & Girls Club) 3:45 pm Friends of the Library Meeting 5 pm Teen Book Tasting 5-7	21 Stay & Play 9—11 am Adult Craft ** 6 pm	22 Storytime 10 am	23 Storytime 10 am K-5 STEAM 3:45 pm Book Sale Members Only 4—6 pm	24 Book Sale 9^{am}—5^{pm} Adult Field Trip^ 2pm* (Archery Center) The Truth About Bigfoot 6 pm	25 Harvest Halloween ^ (Downtown) 10am—3 pm Book Sale 9a—5p
26 Book Sale 1—5 pm	27 Free Books! 9 am — 12 pm	28 Stay & Play 9—11 am Conversational Spanish 6 pm	29 Storytime 10 am	30 Storytime 10 am Halloween Party 5-7 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

10/7/2025



Yankton Community Library • November 2025

All Ages—Purple | Adults—Red | Teen—Green | K-5—Orange | Preschool—Blue *Registration Required | +Fee Required | ^Off-Site

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Day of the Dead Movie & Activities 2 pm
2 Day of the Dead Movie & Activities 2 pm	3	4 Stay & Play 9—11 am	5 Storytime 10 am	6 Storytime 10 am Book Club^ (The Center) 10 am LEGO Club 3:45 pm	7	8
9 Puzzles & Pie ** 2 pm	10 Family Storytime @ the Mead^ 5:30 pm LEGOS @ the Mead^ 6-7:30 pm Conversational Spanish^ (Ben's) 7 pm	11 Closed in observance of Veterans Day	12 Storytime 10 am Library Board Meeting 5:30 pm	13 Storytime 10 am K-5 Craft 3:45 pm Books & Beers^ 6:30 pm	14	15 Therapeutic Writing Group 10 am Holiday Decor Swap Drop-Off 11/15-12/5
16	17 Teen Activity^ (Boys & Girls Club) 3:45 pm Friends of the Library Meeting 5 pm	18 Stay & Play 9—11 am Adult Craft ** 6 pm	19 Storytime 10 am	20 Storytime 10 am K-5 STEAM 3:45 pm Meditation Group 6:30 pm	21 Adult Field Trip^ (Yankton Water Plant) 2 pm *	22
23	24	25 Stay & Play 9—11 am Conversational Spanish 6 pm	26 Storytime 10 am Closing at 5 pm	27 Closed in observance of Thanksgiving	28 Closed in observance of Thanksgiving	29



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

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

10/7/2025

BYLAWS
Board of Trustees
YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Revised October 8, 2019

Revised November 18, 2020

Revised October 11, 2023

Revised October 2025

Article I

Composition, Terms, and Duties of the Board of Trustees:

- Section 1 The Yankton Community Library **Board of Trustees (hereinafter referred to as the Board)** shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Board shall follow the duties prescribed under SDCL 14-2-40. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting **upon appointment.** following official approval by the City Commission. In the event of a delay in the appointment, the outgoing trustee shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board. (SDCL 14-2-36).
- Section 2 Membership on the Board shall not exceed two (2) consecutive terms.
- Section 3 Two (2) absences of a trustee during a (12) twelve-month term without prior notification to the Board Secretary may be grounds for the Board President to ask that trustee to resign. Excessive and/or continuous absences or any extreme or inappropriate conduct that prevents the Board from effectively conducting business by any trustee may also be cause to request that trustee resign. If a trustee receiving a request to resign refuses to do so, the matter shall be sent to the Yankton City Commission (or with respect to Yankton County's appointed member, to the Yankton County Commission) who shall conduct a hearing on the matter **under Executive (closed)-session** of which the trustee shall be provided prior notice, and during which the trustee shall be provided an opportunity to be heard. Following the hearing the City Commission (or with respect to Yankton County's appointed member, the Yankton County Commission) may remove the trustee by a majority vote during regular session of a public

meeting. (See Attorney General’s Opinion 75-185 and SDCL 9-14-12).

Section 4 ~~Empowered~~ Authorized by SDCL 14-2-40, 41 and 43, a city public library board is a statutory body having various ~~policy-making~~ responsibilities. The Board recognizes and accepts this role, performing all the functions listed by law ~~as well as including~~ the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. ~~Accept and carry out all the duties and powers of trustees as outlined in SDCL 14-2-40/41.~~ Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body.

Section 5 Trustees ~~going off the Board who still have terms available to them who have not served two consecutive terms~~ and who wish to continue serving on the board shall state their wishes to the Mayor/City Commission in writing before ~~the June library board meeting~~ **October 15**. The Mayor/City Commission will then appoint new members when required.

Section 6 Trustees wishing to resign ~~from the board~~ should do so in writing, addressing their wishes to the Board President who, in turn, will contact the Mayor ~~who will make a new appointment to fill the remainder of the resigning member’s term~~. In the rare case of lack of a quorum due to resignations, power will revert to the City Commission for all policy and business transactions until replacement trustees can be appointed.

ARTICLE II

OFFICERS

Section 1 Officers of the Board shall be the President and Vice President. The President and Vice President shall be elected by the board

Section 2 The President or in his/her absence, the Vice President shall conduct all meetings. ~~If they are both absent, the Trustees will appoint by vote a chairperson pro temp.~~

~~Section 3 The President and Vice president shall be elected for a one (1) year term at the reorganizational meeting.~~

Section 4 The Library Director shall act as Secretary of the Board. The Secretary is a non-voting member ~~on the board.~~

ARTICLE III

MEETINGS

Section 1 The regular meetings of the Board shall be held at the library ~~meeting room~~, or such ~~room~~ location as the board may designate for a physical location with a virtual option. If permitted by law or by executive order of the South Dakota Governor, the President may determine that a meeting be held solely as a virtual meeting due to inclement weather, a community health situation, or other unforeseen need. ~~The President shall determine, in the President's discretion, whether a regular meeting of the Board will be held in any given month. If a regular meeting is held, it must be scheduled on the second Wednesday of that month. In no event shall more than three (3) consecutive months pass without the holding of a regular meeting.~~

Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the trustees without permission to do so by the President. ~~In every meeting, there will be an opportunity for the public to address the Board.~~

Trustees may participate in any meeting through the use of conference telephone, website interface or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.

Section 3 Any action required to be taken by the trustees, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email.

Section 4 ~~Meeting proceedings will be governed and regulated by all appropriate state laws and by the most current edition or Roberts Rules of Order. Acceptance of minutes shall be by voice majority vote.~~ All proceedings of the Board shall be governed by applicable state law. For purposes of maintaining order, the Board shall be guided by the general principles set forth in *Robert's Rules of Order*. The Chairperson shall have discretion to determine the degree to which such rules are applied in any meeting. The inadvertent failure to strictly comply with *Robert's Rules of Order* shall not invalidate any action duly taken by the Board, provided that the motion or action voted upon is reasonably clear to the members present. All votes

will be by voice vote. If the vote is unanimous, the motion carries. If the vote is split, a roll call shall be taken. The minutes will reflect the vote including abstentions.

Section 5 The Library Director, acting as Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post a notice which shall include the agenda at the library, on the library's website, and notify the media of all regular and special meetings at least 24 hours in advance. ~~at the office of the library a notice of all regular meetings which shall include the proposed agenda. In case of a special meeting, the notice shall be delivered in person, by mail or electronically, not less than twenty four hours (24) before the meeting to all local news media who have asked to be notified.~~ All conditions of the SDCL 1-25 public open meetings act will be adhered to including annual review with the Board.

Section 6 Special meetings ~~shall~~ may be called ~~and noticed~~ by the ~~board~~ President whenever necessary in his/her judgment or at the written request of (4) four trustees. Executive sessions (closed meetings) can be requested by any trustee to discuss matters permitted by SDCL 1-25-2; however, advertisement of such meetings must appear on the agenda ~~twenty-four (24) hours~~ before the meeting and a motion/second must be made to adjourn into a ~~closed meeting~~ Executive Session. Any official action must be taken in a regular open meeting.

Section 7 The order of business at regular meetings shall be as follows:

1. Call to order
2. ~~Additions to the agenda~~
3. Approval of minutes of previous meeting
4. Public comment period
5. Financial report
6. Correspondence and communications
7. Report of the Library Director
8. ~~Unfinished Old~~ business
9. New business
10. Future business
11. Adjournment

Section 8 A quorum is needed to conduct any Board business. A quorum for the transaction of business shall be a simple majority of the ~~seven~~ (7) trustees; ~~four~~ (4 trustees).

Section 9 The reorganizational meeting shall be in the first meeting following

appointment of members by the Mayor and confirmation by the City Commission each year. This meeting shall include the election of officers. The reorganizational meeting can be delayed by a simple majority vote of the Board with the installed officers holding office until a reorganizational meeting is convened.

Section 10 The bylaws shall be reviewed annually ~~during or after~~ in the first meeting after the reorganizational meeting.

Section 11 During the preparation of the annual budget, a meeting ~~within the first quarter~~ shall include examination of the immediate and foreseeable future and budgetary needs of the library's services and programs. ~~No later than the May meeting, the Director shall propose a budget request to the City Manager to include in the City's proposed budget presented to the City Commission. During the second quarter, the board will set guidelines for the Director in preparing the new budget and include a preliminary examination of the proposed budget. During the third quarter, the proposed budget shall be adopted.~~ The final operating budget is approved and appropriated by the Yankton City Commission. ~~The Board shall adopt its annual budget based upon the funds appropriated by the City Commission.~~

ARTICLE IV

LIBRARY DIRECTOR

Section 1 The Library Director is the Board's Executive Officer and shall have sole charge of administering the library under the Board's direction and review. The Library Director shall be responsible for employing and directing the staff, ~~for~~ selecting library materials, ~~for~~ the care of the buildings and equipment, ~~for~~ the efficiency of the library's service to the public, and ~~for~~ operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the Board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual reports and compile statistics when requested by trustees, the City Manager and/or City Commission. Additionally, the Library Director shall perform the duties of Secretary of the Board, and shall attend, or send a substitute to, all Board meetings except when his/her employment or salary is to be discussed.

ARTICLE V

AMENDMENT OF BYLAWS

Section 1

These bylaws may be amended by a simple majority of the trustees present at any regular board meeting that has a quorum, provided that the amendment was included on the agenda ~~stated in the call for the meeting that was provided to members at least (1) one week before the meeting.~~ Published and posted in accordance with SDCL Chap. 1-25.

14-2-35. Board of public library trustees--Appointment and terms of members.

Any public library established under subdivision § 14-2-29(1) shall be governed by a board of public library trustees. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

Source: SDC 1939, §§ 12.2502, 45.3102; SDCL, §§ 14-3-6, 14-4-3; [SL 1976, ch 143](#), § 10.

14-2-40. Duties of trustees.

Each board of public library trustees shall:

- (1) Appoint a librarian to serve at the pleasure of the board. Any paid librarian shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body and to the South Dakota State Library on such forms as may be provided by the State Library.

Source: SDC 1939, §§ 12.2502 to 12.2505, 45.3104, 45.3105, 45.3108; [SL 1955, ch 23](#); [SL 1957, ch 252](#), § 1; [SL 1959, ch 167](#), §§ 5 to 7, 11; SDC Supp 1960, §§ 29.03A05, 29.03A06 (1), (3), 29.03A07, 29.03A11; SDCL, §§ 14-2-7, 14-2-8, 14-2-12, 14-2-24, 14-2-26, 14-3-10, 14-3-14, 14-3-15, 14-3-19, 14-4-4, 14-4-5, 14-4-12, 14-4-15; [SL 1974, ch 151](#); [SL 1976, ch 143](#), § 14; [SL 2002, ch 95](#), § 1.

14-2-41. Powers of trustees.

Each board of public library trustees may:

- (1) Accept any gift, grant, devise, or bequest made or offered by any person, private agency, agency of state government, the federal government, or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms;
- (2) Establish a special public library gift fund. The moneys in such fund shall be derived from all or any part of any gift, bequest, or devise, including the interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to the general fund of any local governmental unit;
- (3) Enter into an interstate library agreement pursuant to § 14-7-12, Article VI;
- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;

- (5) Enter into any contracts for the provision of or for the improvement of public library services.

Source: SDC 1939, §§ 12.2503, 45.3104; [SL 1959, ch 167](#), §§ 3, 6; [SL 1959, ch 277](#); SDC Supp 1960, §§ 29.03A03, 29.03A06 (2), (4), (6), (7), (9), (10), 45.3109; SDCL, §§ 14-2-11, 14-2-13, 14-2-19 to 14-2-23, 14-3-14, 14-4-11 to 14-4-13; [SL 1969, ch 127](#); [SL 1976, ch 143](#), § 15.

14-2-42. Duties of librarians.

Each librarian shall:

- (1) Serve as secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets, and other documents as are required by the board of public library trustees or are required of the board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;
- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library; and
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.

Source: SDC 1939, §§ 12.2502, 12.2503, 45.3104; [SL 1959, ch 167](#), §§ 6, 9; SDC Supp 1960, §§ 29.03A06 (3), (4), 29.03A09; SDCL, §§ 14-2-8, 14-2-9, 14-2-19, 14-3-10, 14-3-13, 14-4-4, 14-4-11; [SL 1976, ch 143](#), § 16; [SL 2002, ch 95](#), § 2.

14-2-43. Quarters for library--Location--Selection and approval.

Each local governmental unit shall provide and maintain quarters for its public library. Such quarters shall be accessible to and conveniently located for all citizens of the area to be served and shall be selected by the board of public library trustees and approved by the governing body.

Source: SDC 1939, §§ 12.2503, 45.3104; [SL 1959, ch 167](#), § 6; SDC Supp 1960, § 29.03A06 (5); SDCL, §§ 14-2-17, 14-3-12, 14-4-11; [SL 1976, ch 143](#), § 17.

OFFICIAL OPINION NO. 75-185, Procedures required for removal of officers appointed for a statutory fixed term

STATE OF SOUTH DAKOTA
OFFICE OF
THE ATTORNEY GENERAL

October 30, 1975

Mr. Herschel V. Anderson, State Librarian
Department of Education and
Cultural Affairs
322 South Fort Street
Pierre, South Dakota 57501

OFFICIAL OPINION NO. 75-185

Procedures required for removal of officers appointed for a statutory fixed term

Dear Mr. Anderson:

You have requested an opinion from this office in regard to recent action of the Huron City Commission in replacing a member of the Huron Library Board of Trustees. In regard to this dismissal, you ask the following questions.

- (1) Is it legal for a city commission, by majority vote, to remove a member of a library board of trustees when the library board member was appointed under the provisions of SDCL 14-4-3? In the library trustee action described, did the city commission by its majority vote follow due process of law?
- (2) If the basis for removal of the trustee was SDCL 9-14-12, is the library board member considered an "appointive officer"?
- (3) Can a city commission remove a library board member that was appointed by a former mayor and commission?
- (4) Should there have been just cause shown and proven prior to removal of the trustee by the city commission?

SDCL 14-4-3 provides:

A board of trustees appointed pursuant to section 14-4-1 or section 14-4-2 shall consist of five competent citizens, two of whom must be women, and not more than one of whom shall be a member of the municipal governing body, and the appointments must be confirmed by such governing body. Such board shall be known as the public library trustees. One of such trustees shall be appointed for one year, two for two years, and two for three years, and thereafter each for

three years, or until his successor is appointed and confirmed. They shall receive no compensation for their services.

SDCL 9-14-12 provides:

Except as otherwise provided any appointive officer of a municipality governed by a board of commissioners or board of trustees may be removed by a majority vote of the members of such board.

In the case of *State ex rel. Hitchcock v. Hewitt*, 52 N.W. 875 (1892), the Supreme Court of the State of South Dakota recognized the principle that when an officer is appointed during the pleasure of the appointing authority or where the power of removal is discretionary, the power to remove such appointive officer may be exercised without notice or hearing. However, when the officer is appointed during good behavior, or where the removal can only be for certain specified causes, the power of removal cannot be exercised unless there is a charge formulated against the officer and notice is given to him of the accusation and the hearing in regard to the evidence in support of the charge.

In view of the provisions of SDCL 14-4-3 which provide for certain specified terms of public library trustees, it is my opinion that the Legislature did not intend that such trustees serve "at the pleasure" of the municipal governing body. The general rule is that an officer who is appointed for a fixed period cannot be removed without notice and an opportunity for a hearing. *State ex rel. Nagel v. Sullivan*, 98 Mont. 425, 40 P. 2d 995, 99 ALR 336, 363. The basis for this general rule is that definiteness of the term indicates that the officer is entitled to hold office for the full time for which he was appointed, unless in the meantime removed for substantial cause which, in turn would imply the necessity of a hearing as to the existence of such a cause. The fact that an officer holds for a definite term implies that he is removable only for cause, and consequently only after notice and hearing, unless express authority is given to remove him at pleasure.

In view of the above answer to your first question, I do not feel it is necessary to consider specifically the matters raised in your other questions.

Respectfully submitted,

William Janklow
Attorney General

WJJ:DOC:mhb

BYLAWS
Board of Trustees
YANKTON COMMUNITY LIBRARY

Adopted Oct.8, 2003

Revised September 12, 2012

Revised September 13, 2017

Revised October 10, 2018

Revised October 8, 2019

Revised November 18, 2020

Revised October 11, 2023

Revised October 2025

Article I

Composition, Terms, and Duties of the Board of Trustees:

- Section 1 The Yankton Community Library **Board of Trustees (hereinafter referred to as the Board)** shall follow all the laws set forth by the SDCL 14-2-35 regarding the appointment, terms and duties of trustees. The Board shall follow the duties prescribed under SDCL 14-2-40. The Board of Trustees shall consist of seven members. Five members, broadly representative of the population of the City of Yankton, will each be appointed by the Mayor for a (3) three-year term, starting **upon appointment.** following official approval by the City Commission. In the event of a delay in the appointment, the outgoing trustee shall serve until a successor is appointed. One member of the City Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the Mayor. This trustee will act as a liaison between the City Commission and the Board. Additionally, one member of the Yankton County Commission shall be appointed for a (1) one-year term, renewable for the Commissioner's term of office at the discretion of the County Commission, to act as a liaison between the County Commission and the Board. (SDCL 14-2-36).
- Section 2 Membership on the Board shall not exceed two (2) consecutive terms.
- Section 3 Two (2) absences of a trustee during a (12) twelve-month term without prior notification to the Board Secretary may be grounds for the Board President to ask that trustee to resign. Excessive and/or continuous absences or any extreme or inappropriate conduct that prevents the Board from effectively conducting business by any trustee may also be cause to request that trustee resign. If a trustee receiving a request to resign refuses to do so, the matter shall be sent to the Yankton City Commission (or with respect to Yankton County's appointed member, to the Yankton County Commission) who shall conduct a hearing on the matter of which the trustee shall be provided prior notice, and during which the trustee shall be provided an opportunity to be heard. Following the hearing the City Commission (or with respect to Yankton County's appointed member, the Yankton County Commission) may remove the trustee by a majority vote during regular session of a public meeting. (See Attorney General's Opinion 75-185 and SDCL 9-14-12).

Section 4 **Authorized** by SDCL 14-2-40, 41 and 43, a city public library board is a statutory body having various responsibilities. The Board recognizes and accepts this role, performing all the functions listed by law **including** the following functions/tasks:

1. Appoint a Library Director to serve at the pleasure of the board.
2. Adopt bylaws for the conduct of its business and adopt policies for the selection of library materials, the governance of the library, and the use of library services, buildings, equipment and collections.
3. Annually review, revise and approve the long-range plans/goals and other planning documents of the library.
4. **Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body.**

Section 5 Trustees **who have not served two consecutive terms** and who wish to continue serving on the board shall state their wishes to the Mayor/City Commission in writing before **October 15**. The Mayor/City Commission will then appoint new members when required.

Section 6 Trustees wishing to resign should do so in writing, addressing their wishes to the Board President who, in turn, will contact the Mayor **to fill the remainder of the resigning member's term**. In the rare case of lack of a quorum due to resignations, power will revert to the City Commission for all policy and business transactions until replacement trustees can be appointed.

ARTICLE II

OFFICERS

Section 1 Officers of the Board shall be the President and Vice President. The President and Vice President shall be elected by the board

Section 2 The President or in his/her absence, the Vice President shall conduct all meetings. **If they are both absent, the Trustees will appoint by vote a chairperson pro temp.**

Section 3 The Library Director shall act as Secretary of the Board. The Secretary is a non-voting member.

ARTICLE III

MEETINGS

- Section 1 The regular meetings of the Board shall be held at the library, or such **location** as the board may designate for a physical location with a virtual option. If permitted by law or by executive order of the South Dakota Governor, the President may determine that a meeting be held solely as a virtual meeting due to inclement weather, a community health situation, or other unforeseen need. **The President shall determine, in the President's discretion, whether a regular meeting of the Board will be held in any given month. If a regular meeting is held, it must be scheduled on the second Wednesday of that month. In no event shall more than three (3) consecutive months pass without the holding of a regular meeting.**
- Section 2 All meetings of the board, whether regular or special, shall be open to the public, but no one shall participate in the deliberations or address the trustees without permission to do so by the President. **In every meeting, there will be an opportunity for the public to address the Board.**
- Trustees may participate in any meeting through the use of conference telephone, website interface or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation shall constitute presence in person.
- Section 3 Any action required to be taken by the trustees, must be taken during a regularly scheduled or special meeting. Trustees are not permitted to vote by email.
- Section 4 **All proceedings of the Board shall be governed by applicable state law. For purposes of maintaining order, the Board shall be guided by the general principles set forth in *Robert's Rules of Order*. The Chairperson shall have discretion to determine the degree to which such rules are applied in any meeting. The inadvertent failure to strictly comply with *Robert's Rules of Order* shall not invalidate any action duly taken by the Board, provided that the motion or action voted upon is reasonably clear to the members present. All votes will be by voice vote. If the vote is unanimous, the motion carries. If the vote is split, a roll call shall be taken. The minutes will reflect the vote including abstentions.**

- Section 5 The Library Director, acting as Secretary, shall prepare the agenda for each meeting of the board with the consent and input of the board President. He/she shall post a notice which shall include the agenda at the library, on the library's website, and notify the media of all regular and special meetings at least 24 hours in advance. All conditions of the SDCL 1-25 public open meetings act will be adhered to including annual review with the Board.
- Section 6 Special meetings may be called by the President whenever necessary in his/her judgment or at the written request of (4) four trustees. Executive sessions (closed meetings) can be requested by any trustee to discuss matters permitted by SDCL 1-25-2; however, advertisement of such meetings must appear on the agenda before the meeting and a motion/second must be made to adjourn into a Executive Session. Any official action must be taken in a regular open meeting.
- Section 7 The order of business at regular meetings shall be as follows:
1. Call to order
 2. Approval of minutes of previous meeting
 4. Public comment period
 5. Financial report
 6. Correspondence and communications
 7. Report of the Library Director
 8. Old business
 9. New business
 10. Future business
 11. Adjournment
- Section 8 A quorum is needed to conduct any Board business. A quorum for the transaction of business shall be a simple majority of the seven (7) trustees; four (4 trustees).
- Section 9 The reorganizational meeting shall be in the first meeting following appointment of members by the Mayor and confirmation by the City Commission each year. This meeting shall include the election of officers. The reorganizational meeting can be delayed by a simple majority vote of the Board with the installed officers holding office until a reorganizational meeting is convened.
- Section 10 The bylaws shall be reviewed annually in the first meeting after the reorganizational meeting.

Section 11

During the preparation of the annual budget, a meeting shall include examination of the immediate and foreseeable future **and budgetary** needs of the library's services and programs. **No later than the May meeting, the Director shall propose a budget request to the City Manager to include in the City's proposed budget presented to the City Commission.** The final budget is approved and appropriated by the Yankton City Commission. **The Board shall adopt its annual budget based upon the funds appropriated by the City Commission.**

ARTICLE IV

LIBRARY DIRECTOR

Section 1

The Library Director is the Board's Executive Officer and shall have sole charge of administering the library under the Board's direction and review. The Library Director shall be responsible for employing and directing the staff, selecting library materials, the care of the buildings and equipment, the efficiency of the library's service to the public, and operating the library under financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at all regular meetings of the Board. The Library Director will perform all functions/tasks detailed in the job description and those functions illuminated in SDCL 14-2-42, plus prepare annual reports and compile statistics when requested by trustees, the City Manager and/or City Commission. Additionally, the Library Director shall perform the duties of Secretary of the Board, and shall attend, or send a substitute to, all Board meetings except when his/her employment or salary is to be discussed.

ARTICLE V

AMENDMENT OF BYLAWS

Section 1

These bylaws may be amended by a simple majority of the trustees present at any regular board meeting that has a quorum, provided that the amendment was **included on the agenda published and posted in accordance with SDCL Chap. 1-25.**

SD Codified Laws and Official Opinion Referenced in Board Bylaws:

14-2-35. Board of public library trustees--Appointment and terms of members.

Any public library established under subdivision § 14-2-29(1) shall be governed by a board of public library trustees. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

Source: SDC 1939, §§ 12.2502, 45.3102; SDCL, §§ 14-3-6, 14-4-3; [SL 1976, ch 143](#), § 10.

14-2-40. Duties of trustees.

Each board of public library trustees shall:

- (1) Appoint a librarian to serve at the pleasure of the board. Any paid librarian shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body and to the South Dakota State Library on such forms as may be provided by the State Library.

Source: SDC 1939, §§ 12.2502 to 12.2505, 45.3104, 45.3105, 45.3108; [SL 1955, ch 23](#); [SL 1957, ch 252](#), § 1; [SL 1959, ch 167](#), §§ 5 to 7, 11; SDC Supp 1960, §§ 29.03A05, 29.03A06 (1), (3), 29.03A07, 29.03A11; SDCL, §§ 14-2-7, 14-2-8, 14-2-12, 14-2-24, 14-2-26, 14-3-10, 14-3-14, 14-3-15, 14-3-19, 14-4-4, 14-4-5, 14-4-12, 14-4-15; [SL 1974, ch 151](#); [SL 1976, ch 143](#), § 14; [SL 2002, ch 95](#), § 1.

14-2-41. Powers of trustees.

Each board of public library trustees may:

- (1) Accept any gift, grant, devise, or bequest made or offered by any person, private agency, agency of state government, the federal government, or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms;
- (2) Establish a special public library gift fund. The moneys in such fund shall be derived from all or any part of any gift, bequest, or devise, including the interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to the general fund of any local governmental unit;
- (3) Enter into an interstate library agreement pursuant to § 14-7-12, Article VI;

- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;
- (5) Enter into any contracts for the provision of or for the improvement of public library services.

Source: SDC 1939, §§ 12.2503, 45.3104; [SL 1959, ch 167](#), §§ 3, 6; [SL 1959, ch 277](#); SDC Supp 1960, §§ 29.03A03, 29.03A06 (2), (4), (6), (7), (9), (10), 45.3109; SDCL, §§ 14-2-11, 14-2-13, 14-2-19 to 14-2-23, 14-3-14, 14-4-11 to 14-4-13; [SL 1969, ch 127](#); [SL 1976, ch 143](#), § 15.

14-2-42. Duties of librarians.

Each librarian shall:

- (1) Serve as secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets, and other documents as are required by the board of public library trustees or are required of the board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;
- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library; and
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.

Source: SDC 1939, §§ 12.2502, 12.2503, 45.3104; [SL 1959, ch 167](#), §§ 6, 9; SDC Supp 1960, §§ 29.03A06 (3), (4), 29.03A09; SDCL, §§ 14-2-8, 14-2-9, 14-2-19, 14-3-10, 14-3-13, 14-4-4, 14-4-11; [SL 1976, ch 143](#), § 16; [SL 2002, ch 95](#), § 2.

14-2-43. Quarters for library--Location--Selection and approval.

Each local governmental unit shall provide and maintain quarters for its public library. Such quarters shall be accessible to and conveniently located for all citizens of the area to be served and shall be selected by the board of public library trustees and approved by the governing body.

Source: SDC 1939, §§ 12.2503, 45.3104; [SL 1959, ch 167](#), § 6; SDC Supp 1960, § 29.03A06 (5); SDCL, §§ 14-2-17, 14-3-12, 14-4-11; [SL 1976, ch 143](#), § 17.

OFFICIAL OPINION NO. 75-185, Procedures required for removal of officers appointed for a statutory fixed term

STATE OF SOUTH DAKOTA
OFFICE OF
THE ATTORNEY GENERAL

October 30, 1975

Mr. Herschel V. Anderson, State Librarian
Department of Education and
Cultural Affairs
322 South Fort Street
Pierre, South Dakota 57501

OFFICIAL OPINION NO. 75-185

Procedures required for removal of officers appointed for a statutory fixed term

Dear Mr. Anderson:

You have requested an opinion from this office in regard to recent action of the Huron City Commission in replacing a member of the Huron Library Board of Trustees. In regard to this dismissal, you ask the following questions.

- (1) Is it legal for a city commission, by majority vote, to remove a member of a library board of trustees when the library board member was appointed under the provisions of SDCL 14-4-3? In the library trustee action described, did the city commission by its majority vote follow due process of law?
- (2) If the basis for removal of the trustee was SDCL 9-14-12, is the library board member considered an "appointive officer"?
- (3) Can a city commission remove a library board member that was appointed by a former mayor and commission?
- (4) Should there have been just cause shown and proven prior to removal of the trustee by the city commission?

SDCL 14-4-3 provides:

A board of trustees appointed pursuant to section 14-4-1 or section 14-4-2 shall consist of five competent citizens, two of whom must be women, and not more than one of whom shall be a member of the municipal governing body, and the appointments must be confirmed by such governing body. Such board shall be known as the public library trustees. One of such trustees shall be appointed for one year, two for two years, and two for three years, and thereafter each for

three years, or until his successor is appointed and confirmed. They shall receive no compensation for their services.

SDCL 9-14-12 provides:

Except as otherwise provided any appointive officer of a municipality governed by a board of commissioners or board of trustees may be removed by a majority vote of the members of such board.

In the case of *State ex rel. Hitchcock v. Hewitt*, 52 N.W. 875 (1892), the Supreme Court of the State of South Dakota recognized the principle that when an officer is appointed during the pleasure of the appointing authority or where the power of removal is discretionary, the power to remove such appointive officer may be exercised without notice or hearing. However, when the officer is appointed during good behavior, or where the removal can only be for certain specified causes, the power of removal cannot be exercised unless there is a charge formulated against the officer and notice is given to him of the accusation and the hearing in regard to the evidence in support of the charge.

In view of the provisions of SDCL 14-4-3 which provide for certain specified terms of public library trustees, it is my opinion that the Legislature did not intend that such trustees serve "at the pleasure" of the municipal governing body. The general rule is that an officer who is appointed for a fixed period cannot be removed without notice and an opportunity for a hearing. *State ex rel. Nagel v. Sullivan*, 98 Mont. 425, 40 P. 2d 995, 99 ALR 336, 363. The basis for this general rule is that definiteness of the term indicates that the officer is entitled to hold office for the full time for which he was appointed, unless in the meantime removed for substantial cause which, in turn would imply the necessity of a hearing as to the existence of such a cause. The fact that an officer holds for a definite term implies that he is removable only for cause, and consequently only after notice and hearing, unless express authority is given to remove him at pleasure.

In view of the above answer to your first question, I do not feel it is necessary to consider specifically the matters raised in your other questions.

Respectfully submitted,

William Janklow
Attorney General

WJJ:DOC:mhb

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 a card that does not have fines/fees equaling or exceeding \$5 and is not expired. **Access to certain materials may be limited based on library card type, in accordance with internal lending policies and the value of the items. These restrictions are related to item cost and loan risk, not the age level or content of the materials. All cards are renewed annually.** 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~~**18** 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~~ **Youth 13**~~17~~ 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~~ **and are valid during the school year.** 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 the City's attorney before complying with the order.

The amount of outstanding fines, fees, and other charge totals 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 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.