

**YANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Regular Meeting
Wednesday, November 12, 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 October 8, 2025 minutes

Public Comment Period

Discussion of bills/Accept Financial Report

Communications and correspondence

Director's Report

Old Business

- **Library Card Policy**

New Business

- **Looking to the future of the Yankton Community Library's Strategic Plan**
- **By-Laws review**
- **Agreement for the Provision of Library Services**
- **Early closure at 5pm on Thursday, December 4 for Holiday Parade of Lights**
- **2026 Calendar**

Other Business:

Adjourn the meeting of November 12, 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, October 8 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 Vice President Meg Severson at 5:30 pm. Present were Sarah Mechtenberg, Beryl Olson, Yankton City Commissioner Brian Bertsch, Library Director Dana Schmidt and Assistant Director Linda Dobrovolny, and City Manager Amy Leon. President Nathan Johnson, Mary Pat Bierle, and Yankton County Commissioner Ryan Heine were absent.

Approval of September 10, 2025 minutes: Olson made a motion to approve the September 10, 2025 minutes with a second by Mechtenberg . Unanimous approval.

Public Comment Period: None

Discussion of bills/Accept Financial Report: Schmidt noted that the financial reports have a different format with the update of the city's financial system. She plans to have approval of the county contract on the agenda for the November Trustees meeting to be followed with the County Commission on November 18 and the City Commission on November 24. Bertsch motioned to accept the financial report with a second by Mechtenberg. Unanimous approval.

Communications and correspondence: None

Director's Report: In addition to the written report, Dobrovolny discussed the closure of Baker and Taylor, the library's main book supplier and the transition to a new supplier. Schmidt shared slides and a summary of sessions attended at the South Dakota Library Association, North Dakota Library Associate, Mountain Plains Library Association Tri-Conference held in Grand Forks, ND. She also highlighted the fourth annual Halloween Swap event to be held on October 4 and 5 and Family Storytime that will be held once per month with guest speakers. Native American storyteller Jerome Kills Small will be the featured presenter in October. Santa will be visiting in December. The Yankton Area Ice Association has offered passes for open skate days and hockey events to be checked out with library cards.

Old Business: None

New Business

- **Looking to the future of the Yankton Community Library's Strategic Plan:** Schmidt and Leon shared comments from recent discussions about a library building project. Next steps will be to gather info for the potential scope of the project using the 2024 Government Research Bureau survey and previous work. Library staff will begin to compile potential lists of priorities both internal and external with an eye toward problems that could be solved with

a new library. Trustees were invited to consider priorities they would like to include and email those to Schmidt.

- **By-laws review:** Additional changes will be made and brought for approval at next meeting.
- **Library Card Policy review:** Olson motioned to approve changes as presented effective 12-1-25 with a second by Mechtenberg.

Other Business: None

Adjourn the meeting of October 8, 2025 Mechtenberg made a motion to adjourn at 7:28 pm with a second by Bertsch. Unanimous approval.

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	701-701-4242	RECREATION SUPPLIES	Wal-Mart: Harvest Halloween	193.55
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	Fryn Pan Of Yankton Inc: Staff Appreciation	314.17
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	CIRCULATION MATERIALS	2111 Us Amazon Marketplac: Books	102.39
08/27/2025	07/28/25-08/27/25	09/25	101-142-4209	CIRCULATION MATERIALS	Amazon.Com, Inc.: Book	19.39
08/27/2025	07/28/25-08/27/25	09/25	701-701-4250	SUMMER READING PROGRAM	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	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	CIRCULATION MATERIALS	2111 Us Amazon Marketplac: Books	85.85
08/27/2025	07/28/25-08/27/25	09/25	101-142-4232	OFFICE SUPPLIES	2111 Us Amazon Marketplac: Office Supplies	60.99

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
08/27/2025	07/28/25-08/27/25	09/25	101-142-4242	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, Ll: 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	CIRCULATION MATERIALS	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, Ll: 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 1087 BMO SPEND DYNAMICS:						5,759.90
1527 OVERDRIVE, INC.						
08/26/2025	02495C025258416	09/25	101-142-4209	CIRCULATION MATERIALS	Books	2,574.34
Total 1527 OVERDRIVE, INC.:						2,574.34
1555 KANOPY						
08/22/2025	464231	09/25	101-142-4209	CIRCULATION MATERIALS	Subscription	3,500.00
Total 1555 KANOPY:						3,500.00
1113 CITY UTILITIES						
09/08/2025	C-Y UT#0	09/25	101-142-4274	WATER SERVICE	Water-Sewer Charges	555.36
09/08/2025	C-Y UT#0	09/25	101-142-4275	SEWER SERVICE	Water-Sewer Charges	72.15
Total 1113 CITY UTILITIES:						627.51
1291 MIDAMERICAN ENERGY SERVICE						
09/01/2025	C-Y NAT GAS0	09/25	101-142-4273	FUEL-HEATING	Fuel - Library	21.25
Total 1291 MIDAMERICAN ENERGY SERVICE:						21.25
1328 NORTHWESTERN ENERGY						
09/05/2025	C-Y ELEC#0	09/25	101-142-4272	ELECTRICITY	Electric Charges - Library	1,579.01
Total 1328 NORTHWESTERN ENERGY:						1,579.01

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
1563 KERRY GROMBACHER						
09/25/2025	10012025	09/25	101-142-4242	PROGRAM SUPPLIES	Western Troubadours	250.00
Total 1563 KERRY GROMBACHER:						250.00
Grand Totals:						14,312.01

Report GL Period Summary

Vendor number hash: 12900
 Vendor number hash - split: 68363
 Total number of invoices: 10
 Total number of transactions: 61

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	17,437.35	.00	17,437.35

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
1087 BMO SPEND DYNAMICS						
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Mark 4Q67Y8Dz3:Books	59.60
09/27/2025	08/28/25-09/27/25	10/25	101-142-4242	PROGRAM SUPPLIES	Amazon Mark 4Q67Y8Dz3:Program Supplies	47.84
09/27/2025	08/28/25-09/27/25	10/25	101-142-4236	JANITORIAL SUPPLIES	Amazon Reta 6Y5l61L63:Janitorial Supplies	129.98
09/27/2025	08/28/25-09/27/25	10/25	101-142-4232	OFFICE SUPPLIES	Amazon Mktpl V76Qp1W03:Storage Cabinet	445.99
09/27/2025	08/28/25-09/27/25	10/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Rapid City Journal:Newspaper Subscription	400.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Mark Mq7Hn8Jz3:Books, Dvds	326.71
09/27/2025	08/28/25-09/27/25	10/25	101-142-4232	OFFICE SUPPLIES	Amazon Mark Mq7Hn8Jz3:Office Supplies	9.99
09/27/2025	08/28/25-09/27/25	10/25	101-142-4242	PROGRAM SUPPLIES	Amazon Mark Mq7Hn8Jz3:Program Supplies	41.97
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Mark Hg1A19V63:Dvd	17.95
09/27/2025	08/28/25-09/27/25	10/25	101-142-4265	CONFERENCE & MEETINGS	Sd Library Association:Branch Out Conference	30.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4265	CONFERENCE & MEETINGS	Sd Library Association:Branch Out Conference	30.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4232	OFFICE SUPPLIES	One Office Solution:Office Supplies	190.99
09/27/2025	08/28/25-09/27/25	10/25	101-142-4265	CONFERENCE & MEETINGS	Sd Library Association:Branch Out Conference	30.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Center Point Large Pri:Large Print Books	148.62
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Barnes & Noble #2968:Books	283.70
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Playaway Products Llc:Wonderbooks-Av	1,093.26
09/27/2025	08/28/25-09/27/25	10/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Sports Illustrated:Subscription	40.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4231	POSTAGE	Pitney Bowes Leasing:-Postage	117.38
09/27/2025	08/28/25-09/27/25	10/25	101-142-4261	MEMBERSHIP DUES	In Southeast South Da:Membership Dues	285.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4231	POSTAGE	Pb Online Postage:Postage	515.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4223	REP. & MAINT. - BUILDINGS	Echo Electric Supply:Lights	528.00
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Mark Zb2lr7Tu3:Books, Dvds	196.16
09/27/2025	08/28/25-09/27/25	10/25	101-142-4236	JANITORIAL SUPPLIES	Amazon Mark Zb2lr7Tu3:Janitorial Supplies	157.88
09/27/2025	08/28/25-09/27/25	10/25	101-142-4242	PROGRAM SUPPLIES	Amazon Mark Zb2lr7Tu3:Program Supplies	7.99
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Reta Up6Ay3Rp3:Dvd	18.79
09/27/2025	08/28/25-09/27/25	10/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	Blp Business Week:Magazine Subscription Refund	5.81-
09/27/2025	08/28/25-09/27/25	10/25	101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	The Atlantic:Subscription	95.57
09/27/2025	08/28/25-09/27/25	10/25	101-142-4271	TELEPHONE	Bluepeak:Phone	164.26
09/27/2025	08/28/25-09/27/25	10/25	701-701-4250	SUMMER READING PROGRAM	Wal-Mart #1483:Summer Reading Program	24.50
09/27/2025	08/28/25-09/27/25	10/25	101-142-4209	CIRCULATION MATERIALS	Amazon Mark 167Gv4Ri3:Books	47.12
09/27/2025	08/28/25-09/27/25	10/25	101-142-4232	OFFICE SUPPLIES	Amazon Mark 167Gv4Ri3:Office Supplies	83.98
09/27/2025	08/28/25-09/27/25	10/25	101-142-4242	PROGRAM SUPPLIES	Amazon Mark 167Gv4Ri3:Program Supplies	34.05
09/27/2025	08/28/25-09/27/25	10/25	701-701-4242	RECREATION SUPPLIES	Wm Supercenter #1483:Adult Craft Night	9.94
09/27/2025	08/28/25-09/27/25	10/25	701-701-4242	RECREATION SUPPLIES	Dollar Tree:Adult Craft Night	37.50
09/27/2025	08/28/25-09/27/25	10/25	101-142-4202	PROFESSIONAL SERVICES	Att Bill Payment:Mobile Data	96.20
Total 1087 BMO SPEND DYNAMICS:						5,740.11
1113 CITY UTILITIES						
10/09/2025	C-Y UT 10/09/2025	10/25	101-142-4274	WATER SERVICE	Water-Sewer Charges	399.60

Invoice Date	Invoice	Period	GL Account	GL Account Description	Description	Total Cost
10/09/2025	C-Y UT 10/09/2025	10/25	101-142-4275	SEWER SERVICE	Water-Sewer Charges	65.15
Total 1113 CITY UTILITIES:						464.75
1291 MIDAMERICAN ENERGY SERVICE						
10/01/2025	C-Y NAT GAS 10/20	10/25	101-142-4273	FUEL-HEATING	Fuel - Library	21.25
Total 1291 MIDAMERICAN ENERGY SERVICE:						21.25
1328 NORTHWESTERN ENERGY						
10/05/2025	C-Y ELEC 10/2025	10/25	101-142-4272	ELECTRICITY	Electric Charges - Library	1,563.36
Total 1328 NORTHWESTERN ENERGY:						1,563.36
1527 OVERDRIVE, INC.						
09/12/2025	02495C025282398	10/25	101-142-4209	CIRCULATION MATERIALS	Books	3,575.15
Total 1527 OVERDRIVE, INC.:						3,575.15
Grand Totals:						11,364.62

Report GL Period Summary

Vendor number hash: 21150
 Vendor number hash - split: 61561
 Total number of invoices: 16
 Total number of transactions: 53

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	21,546.21	.00	21,546.21

Department	Library
Current Year Budget as of	09/30/2025
Current Year Budget	\$923,256.00
YTD Actual	\$655,315.00
Variance	\$267,941.00

Account Number	Account Title	Sept Amount	YTD Actual	YTD Budget	Variance
101-142-4101	REGULAR WAGES	36,965.70	351,879.49	471,000.00	119,120.51
101-142-4102	TEMPORARY WAGES	4,394.30	44,111.26	40,000.00	(4,111.26)
101-142-4103	OVERTIME WAGES	8.62	722.44	750.00	27.56
101-142-4111	OASI	3,017.02	29,097.41	39,149.00	10,051.59
101-142-4121	RETIREMENT	2,218.47	21,136.53	28,305.00	7,168.47
101-142-4131	WORKMENS COMPENSATION	-	-	3,384.00	3,384.00
101-142-4132	GROUP INSURANCE	4,209.18	37,914.48	94,178.00	56,263.52
101-142-4133	UNEMPLOYMENT INSURANCE	9.05	253.36	1,214.00	960.64
101-142-4201	INSURANCE	-	12,878.77	14,776.00	1,897.23
101-142-4202	PROFESSIONAL SERVICES	192.40	8,219.95	17,000.00	8,780.05
101-142-4204	CONTRACTED SERVICES	-	10,800.00	16,000.00	5,200.00
101-142-4209	CIRCULATION MATERIALS	16,106.46	62,145.07	33,000.00	(29,145.07)
101-142-4211	PUBLISHING	-	80.00	500.00	420.00
101-142-4212	RENTALS & XEROX SUPPLIES	-	3,936.64	4,500.00	563.36
101-142-4221	REP. & MAINT. - EQUIPMENT	-	426.98	3,000.00	2,573.02
101-142-4223	REP. & MAINT. - BUILDINGS	-	4,844.14	6,000.00	1,155.86
101-142-4231	POSTAGE	1,151.00	4,028.84	3,800.00	(228.84)
101-142-4232	OFFICE SUPPLIES	683.40	7,122.82	8,000.00	877.18
101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	930.00	3,537.20	9,500.00	5,962.80
101-142-4236	JANITORIAL SUPPLIES	277.18	1,848.16	3,000.00	1,151.84
101-142-4242	PROGRAM SUPPLIES	1,166.36	4,529.45	5,000.00	470.55
101-142-4261	MEMBERSHIP DUES	520.00	880.00	1,000.00	120.00
101-142-4263	TRAVEL EXPENSE	-	605.26	3,000.00	2,394.74
101-142-4265	CONFERENCE & MEETINGS	-	1,984.00	1,500.00	(484.00)
101-142-4271	TELEPHONE	374.16	1,758.65	2,300.00	541.35
101-142-4272	ELECTRICITY	3,158.02	10,982.56	20,000.00	9,017.44
101-142-4273	FUEL-HEATING	42.50	3,627.67	6,000.00	2,372.33
101-142-4274	WATER SERVICE	1,110.72	2,421.23	3,500.00	1,078.77
101-142-4275	SEWER SERVICE	144.30	628.35	1,200.00	571.65
101-142-4276	LANDFILL	32.00	320.00	500.00	180.00
101-142-4301	CAPITAL REPAIR & MAINT.	-	-	29,700.00	29,700.00

101-142-4320	BUILDINGS	-	-	50,000.00	50,000.00
101-142-4350	EQUIPMENT	-	-	2,500.00	2,500.00
	Total	76,710.84	632,720.71	923,256.00	290,535.29
701-701-4209	CIRCULATION MATERIALS	178.98	534.80	-	(534.80)
701-701-4221	REP. & MAINT. - EQUIPMENT	-	1,483.60	-	(1,483.60)
701-701-4232	OFFICE SUPPLIES	-	478.00	-	(478.00)
701-701-4242	RECREATION SUPPLIES	387.10	6,747.38	-	(6,747.38)
701-701-4250	SUMMER READING PROGRAM	2,295.42	11,765.52	-	(11,765.52)
701-701-4318	ALA ACCESSIBILITY GRANT	-	1,584.99	-	(1,584.99)
	Total	2,861.50	22,594.29	-	(22,594.29)
	Total Library	\$ 79,572.34	\$ 655,315.00	\$ 923,256.00	\$ 267,941.00

Department	Library
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	-	10,000.00	20,000.00	10,000.00
101-000-3451	NON-RESIDENT LIBRARY CARDS	1,385.00	9,595.00	8,500.00	(1,095.00)
101-000-3452	LIBRARY A.V. FEES	-	40.00	-	(40.00)
101-000-3453	LIBRARY LONG OR (SHORT)	-	-	10.00	10.00
101-000-3454	SALE OF WITHDRAWN ITEMS	0.71	148.06	200.00	51.94
101-000-3455	OTHER-LIBRARY REVENUES	38.00	569.45	1,500.00	930.55
101-000-3456	PC PRINTING	610.65	5,352.10	6,000.00	647.90
101-000-3490	SALE OF MATERIALS	-	10.00	100.00	90.00
101-000-3491	OTHER NON-TAXABLE	251.00	3,743.43	2,000.00	(1,743.43)
101-000-3492	OTHER TAXABLE	18.83	98.87	-	(98.87)
101-000-3510	COURT FINES	-	1,015.95	2,500.00	1,484.05
101-000-3511	PARKING FINES	200.00	1,250.00	1,700.00	450.00
101-000-3520	LIBRARY FINES	94.06	326.31	500.00	173.69
101-000-3530	LATE FEE	6.13	12.20	-	(12.20)
101-000-3610	INTEREST	27,885.98	292,453.61	40,000.00	(252,453.61)
101-000-3612	SALE OF FIXED ASSETS	-	-	10,000.00	10,000.00
101-000-3615	MISC REIMBURSEMENTS	1,818.92	27,457.53	4,000.00	(23,457.53)
101-000-3640	COMPENSATION LOSS & DAMAGE	6,429.92	82,472.21	3,000.00	(79,472.21)
101-000-3641	LIBR COMP FOR LOSS & DAMAGE	153.45	1,060.61	1,500.00	439.39
	Total	\$ 38,892.65	\$ 435,605.33	\$ 101,510.00	\$ (334,095.33)
701-000-3610	INTEREST	166.35	1,577.82	-	(1,577.82)
701-000-3660	DONATIONS FROM PRIVATE	2,900.29	22,266.99	-	(22,266.99)
701-000-3661	DONATIONS SUMMER READING	-	20.00	-	(20.00)
	Total	\$ 3,066.64	\$ 23,864.81	\$ -	\$ (23,864.81)
	Library Total	\$ 41,959.29	\$ 459,470.14	\$ 101,510.00	\$ (357,960.14)

Department	Library
Current Year Budget 10/31/2025	
Current Year Budget	\$923,256.00
YTD Actual	\$707,796.34
Variance	\$215,459.66

Account Number	Account Title	October Amount	YTD Actual	YTD Budget	Variance	%
101-142-4101	REGULAR WAGES	37,120.87	389,000.36	471,000.00	81,999.64	82.6%
101-142-4102	TEMPORARY WAGES	5,308.21	49,419.47	40,000.00	(9,419.47)	123.5%
101-142-4103	OVERTIME WAGES	68.92	791.36	750.00	(41.36)	105.5%
101-142-4111	OASI	3,103.41	32,200.82	39,149.00	6,948.18	82.3%
101-142-4121	RETIREMENT	2,231.40	23,367.93	28,305.00	4,937.07	82.6%
101-142-4131	WORKERS COMPENSATION	-	-	3,384.00	3,384.00	0.0%
101-142-4132	GROUP INSURANCE	4,209.18	42,123.66	94,178.00	52,054.34	44.7%
101-142-4133	UNEMPLOYMENT INSURANCE	10.89	264.25	1,214.00	949.75	21.8%
101-142-4201	INSURANCE	-	12,878.77	14,776.00	1,897.23	87.2%
101-142-4202	PROFESSIONAL SERVICES	96.20	8,219.95	17,000.00	8,780.05	48.4%
101-142-4204	CONTRACTED SERVICES	1,200.00	12,000.00	16,000.00	4,000.00	75.0%
101-142-4209	CIRCULATION MATERIALS	5,767.06	59,858.90	33,000.00	(26,858.90)	181.4%
101-142-4211	PUBLISHING	-	80.00	500.00	420.00	16.0%
101-142-4212	RENTALS & XEROX SUPPLIES	470.35	4,406.99	4,500.00	93.01	97.9%
101-142-4221	REP. & MAINT. - EQUIPMENT	-	426.98	3,000.00	2,573.02	14.2%
101-142-4223	REP. & MAINT. - BUILDINGS	528.00	5,372.14	6,000.00	627.86	89.5%
101-142-4224	REP. & MAINT.-CENTRAL GARAGE	-	-	-	-	0.0%
101-142-4231	POSTAGE	632.38	4,085.72	3,800.00	(285.72)	107.5%
101-142-4232	OFFICE SUPPLIES	730.95	7,569.57	8,000.00	430.43	94.6%
101-142-4233	PRINTING & BINDING	-	-	-	-	0.0%
101-142-4234	COPIES	-	-	-	-	0.0%
101-142-4235	SUBSCRIPTIONS & PUBLICATIONS	529.76	3,601.96	9,500.00	5,898.04	37.9%
101-142-4236	JANITORIAL SUPPLIES	287.86	1,997.43	3,000.00	1,002.57	66.6%
101-142-4242	PROGRAM SUPPLIES	131.85	4,203.12	5,000.00	796.88	84.1%
101-142-4261	MEMBERSHIP DUES	285.00	905.00	1,000.00	95.00	90.5%
101-142-4263	TRAVEL EXPENSE	-	605.26	3,000.00	2,394.74	20.2%
101-142-4265	CONFERENCE & MEETINGS	90.00	2,074.00	1,500.00	(574.00)	138.3%

Account Number	Account Title	October Amount	YTD Actual	YTD Budget	Variance	%
101-142-4271	TELEPHONE	214.26	1,810.83	2,300.00	489.17	78.7%
101-142-4272	ELECTRICITY	1,563.36	10,966.91	20,000.00	9,033.09	54.8%
101-142-4273	FUEL-HEATING	21.25	3,627.67	6,000.00	2,372.33	60.5%
101-142-4274	WATER SERVICE	399.60	2,265.47	3,500.00	1,234.53	64.7%
101-142-4275	SEWER SERVICE	65.15	621.35	1,200.00	578.65	51.8%
101-142-4276	LANDFILL	40.00	360.00	500.00	140.00	72.0%
101-142-4300	CAPITAL OUTLAY	-	-	-	-	0.0%
101-142-4301	CAPITAL REPAIR & MAINTENANCE	-	-	29,700.00	29,700.00	0.0%
101-142-4320	BUILDINGS	-	-	50,000.00	50,000.00	0.0%
101-142-4350	EQUIPMENT	-	-	2,500.00	2,500.00	0.0%
	Total	65,105.91	685,105.87	923,256.00	238,150.13	74.2%
701-701-4202	PROFESSIONAL SERVICES	-	-	-	-	
701-701-4209	CIRCULATION MATERIALS	-	445.31	-	(445.31)	
701-701-4221	REP. & MAINT. - EQUIPMENT	-	1,483.60	-	(1,483.60)	
701-701-4223	REP. & MAINT. - BUILDINGS	-	-	-	-	
701-701-4232	OFFICE SUPPLIES	-	478.00	-	(478.00)	
701-701-4235	SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	
701-701-4242	RECREATION SUPPLIES	1,502.43	8,056.26	-	(8,056.26)	
701-701-4248	PHOTOGRAPHY/AUDIO-VISUAL	-	-	-	-	
701-701-4250	SUMMER READING PROGRAM	24.50	10,642.31	-	(10,642.31)	
701-701-4263	TRAVEL EXPENSE	-	-	-	-	
701-701-4318	ALA ACCESSIBILITY GRANT	-	1,584.99	-	(1,584.99)	
701-701-4319	DIGITAL LITERACY GRANT	-	-	-	-	
701-701-4350	EQUIPMENT	-	-	-	-	
	Total	1,526.93	22,690.47	-	(22,690.47)	
	Total Library	\$ 66,632.84	\$ 707,796.34	\$ 923,256.00	\$ 215,459.66	

Department All My Departments
Current Year Budget 10/31/2025

Account Number	Account Title	October Amount	YTD Actual	YTD Budget	Variance	%
101-000-3380	COUNTY SHARE OF LIBRARY BUDG	-	10,000.00	20,000.00	10,000.00	50.0%
101-000-3451	NON-RESIDENT LIBRARY CARDS	1,075.00	10,670.00	8,500.00	(2,170.00)	125.5%
101-000-3452	LIBRARY A.V. FEES	-	40.00	-	(40.00)	0.0%
101-000-3453	LIBRARY LONG OR (SHORT)	0.50	0.50	10.00	9.50	5.0%
101-000-3454	SALE OF WITHDRAWN ITEMS	11.06	159.12	200.00	40.88	79.6%
101-000-3455	OTHER-LIBRARY REVENUES	62.25	631.70	1,500.00	868.30	42.1%
101-000-3456	PC PRINTING	877.60	6,229.70	6,000.00	(229.70)	103.8%
101-000-3490	SALE OF MATERIALS	-	10.00	100.00	90.00	10.0%
101-000-3491	OTHER NON-TAXABLE	123.25	3,866.68	2,000.00	(1,866.68)	193.3%
101-000-3492	OTHER TAXABLE	-	98.87	-	(98.87)	0.0%
101-000-3520	LIBRARY FINES	25.00	351.31	500.00	148.69	70.3%
101-000-3530	LATE FEE	2.66	14.86	-	(14.86)	0.0%
101-000-3610	INTEREST	28,074.47	320,528.08	40,000.00	(280,528.08)	
101-000-3612	SALE OF FIXED ASSETS	-	-	10,000.00	10,000.00	
101-000-3615	MISC REIMBURSEMENTS	40.28	27,497.81	4,000.00	(23,497.81)	
101-000-3641	LIBR COMP FOR LOSS & DAMAGE	141.65	1,202.26	1,500.00	297.74	80.2%
	Total	30,433.72	381,300.89	94,310.00	(286,990.89)	
701-000-3610	INTEREST	177.16	1,754.98	-	(1,754.98)	
701-000-3642	GRANTS	-	-	-	-	
701-000-3660	DONATIONS FROM PRIVATE	4,577.35	26,844.34	-	(26,844.34)	
701-000-3661	DONATIONS SUMMER READING	-	20.00	-	(20.00)	
	Total	4,754.51	28,619.32	-	(28,619.32)	
	Total Library	\$ 35,188.23	\$ 409,920.21	\$ 94,310.00	\$ (315,610.21)	

REGULAR WAGES

101-142-4101 REGULAR WAGES		\$351,879.49 Actual	\$471,000.00 Budget
09/12/2025	Payroll Interface September 12, 2025	18,497.86	
09/26/2025	Payroll Interface September 26, 2025	18,467.84	
101-142-4102 TEMPORARY WAGES		\$44,111.26 Actual	\$40,000.00 Budget
09/12/2025	Payroll Interface September 12, 2025	2,123.08	
09/26/2025	Payroll Interface September 26, 2025	2,271.22	
101-142-4103 OVERTIME WAGES		\$722.44 Actual	\$750.00 Budget
09/12/2025	Payroll Interface September 12, 2025	8.62	
101-142-4111 OASI		\$29,097.41 Actual	\$39,149.00 Budget
09/12/2025	Payroll Interface September 12, 2025	1,504.32	
09/26/2025	Payroll Interface September 26, 2025	1,512.70	
101-142-4121 RETIREMENT		\$21,136.53 Actual	\$28,305.00 Budget
09/12/2025	Payroll Interface September 12, 2025	1,110.39	
09/26/2025	Payroll Interface September 26, 2025	1,108.08	
101-142-4131 WORKMENS COMPENSATION		\$0.00 Actual	\$3,384.00 Budget
101-142-4132 GROUP INSURANCE		\$37,914.48 Actual	\$94,178.00 Budget
09/12/2025	Payroll Interface September 12, 2025	2,104.59	
09/26/2025	Payroll Interface September 26, 2025	2,104.59	
101-142-4133 UNEMPLOYMENT INSURANCE		\$253.36 Actual	\$1,214.00 Budget
09/12/2025	Payroll Interface September 12, 2025	4.44	
09/26/2025	Payroll Interface September 26, 2025	4.61	
101-142-4201 INSURANCE		\$12,878.77 Actual	\$14,776.00 Budget
101-142-4202 PROFESSIONAL SERVICES		\$8,219.95 Actual	\$17,000.00 Budget
08/27/2025	BMO SPEND DYNAMICS	96.20	
	<i>**Desc: At&T Services, Inc: Mobile Data</i>		
08/27/2025	BMO SPEND DYNAMICS	96.20	

101-142-4202 PROFESSIONAL SERVICES (continued)***Desc: At&T Services, Inc: Mobile Data*

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

101-142-4209 CIRCULATION MATERIALS **\$62,145.07 Actual** **\$33,000.00 Budget**

08/22/2025 KANOPY 3,500.00

***Desc: Subscription*

08/22/2025 KANOPY 3,500.00

***Desc: Subscription*

08/26/2025 OVERDRIVE, INC. 2,574.34

***Desc: Books*

08/26/2025 OVERDRIVE, INC. 2,574.34

***Desc: Books*

08/27/2025 BMO SPEND DYNAMICS 135.85

***Desc: 2111 Us Amazon Marketplac: Books*

08/27/2025 BMO SPEND DYNAMICS 15.43

***Desc: 2111 Us Amazon Marketplac: Dvd*

08/27/2025 BMO SPEND DYNAMICS 102.39

***Desc: 2111 Us Amazon Marketplac: Books*

08/27/2025 BMO SPEND DYNAMICS 19.39

***Desc: Amazon.Com, Inc.: Book*

08/27/2025 BMO SPEND DYNAMICS 13.01

***Desc: 2111 Us Amazon Marketplac: Book*

08/27/2025 BMO SPEND DYNAMICS 148.62

***Desc: Center Point Large Print: Large Print Books*

08/27/2025 BMO SPEND DYNAMICS 1,350.60

***Desc: Baker & Taylor Llc: Books*

08/27/2025 BMO SPEND DYNAMICS 18.50

***Desc: 2111 Us Amazon Marketplac: Book*

08/27/2025 BMO SPEND DYNAMICS 19.95

***Desc: 2111 Us Amazon Marketplac: Dvd*

08/27/2025 BMO SPEND DYNAMICS 58.31

101-142-4209 CIRCULATION MATERIALS (continued)

	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	85.85
	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	10.99
	<i>**Desc: 2111 Us Amazon Marketplac: Book</i>	
08/27/2025	BMO SPEND DYNAMICS	10.99
	<i>**Desc: 2111 Us Amazon Marketplac: Book</i>	
08/27/2025	BMO SPEND DYNAMICS	18.50
	<i>**Desc: 2111 Us Amazon Marketplac: Book</i>	
08/27/2025	BMO SPEND DYNAMICS	19.95
	<i>**Desc: 2111 Us Amazon Marketplac: Dvd</i>	
08/27/2025	BMO SPEND DYNAMICS	85.85
	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	58.31
	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	102.39
	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	19.39
	<i>**Desc: Amazon.Com, Inc.: Book</i>	
08/27/2025	BMO SPEND DYNAMICS	135.85
	<i>**Desc: 2111 Us Amazon Marketplac: Books</i>	
08/27/2025	BMO SPEND DYNAMICS	15.43
	<i>**Desc: 2111 Us Amazon Marketplac: Dvd</i>	
08/27/2025	BMO SPEND DYNAMICS	13.01
	<i>**Desc: 2111 Us Amazon Marketplac: Book</i>	
08/27/2025	BMO SPEND DYNAMICS	148.62
	<i>**Desc: Center Point Large Print: Large Print Books</i>	
08/27/2025	BMO SPEND DYNAMICS	1,350.60
	<i>**Desc: Baker & Taylor Llc: Books</i>	

101-142-4211 PUBLISHING	\$80.00 Actual	\$500.00 Budget
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101-142-4212 RENTALS & XEROX SUPPLIES	\$3,936.64 Actual	\$4,500.00 Budget
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101-142-4221 REP. & MAINT. - EQUIPMENT	\$426.98 Actual	\$3,000.00 Budget
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101-142-4223 REP. & MAINT. - BUILDINGS	\$4,844.14 Actual	\$6,000.00 Budget
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101-142-4224 REP. & MAINT.-CENTRAL GARAGE	\$0.00 Actual	\$0.00 Budget
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101-142-4231 POSTAGE		\$4,028.84 Actual	\$3,800.00 Budget
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Baker & Taylor Llc: Postage</i>	27.07	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: The Library Store Inc: Postage</i>	33.43	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Pitney Bowes Inc.: Postage</i>	515.00	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: The Library Store Inc: Postage</i>	33.43	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Baker & Taylor Llc: Postage</i>	27.07	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Pitney Bowes Inc.: Postage</i>	515.00	
101-142-4232 OFFICE SUPPLIES		\$7,122.82 Actual	\$8,000.00 Budget
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Kopetsky Enterprises Inc: Office Supplies</i>	13.77	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: The Library Store Inc: Office Supplies</i>	155.88	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: 2111 Us Amazon Marketplac: Office Supplies</i>	60.99	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Wal-Mart Stores, Inc.: Office Supplies</i>	19.98	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark Jw3819Er3: Office Supplies</i>	33.58	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Wal-Mart Stores, Inc.: Office Supplies</i>	19.98	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark Jw3819Er3: Office Supplies</i>	33.58	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: The Library Store Inc: Office Supplies</i>	155.88	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: 2111 Us Amazon Marketplac: Office Supplies</i>	60.99	
08/27/2025	BMO SPEND DYNAMICS <i>**Desc: Kopetsky Enterprises Inc: Office Supplies</i>	13.77	
09/30/2025	To Record Paper Charges	115.00	

101-142-4232 OFFICE SUPPLIES (continued)

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	\$3,537.20 Actual	\$9,500.00 Budget
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08/27/2025	BMO SPEND DYNAMICS	420.00
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***Desc: Intuit Payment Solutions,: Subscription*

08/27/2025	BMO SPEND DYNAMICS	45.00
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***Desc: Kathy Church: Newspaper Subscription*

08/27/2025	BMO SPEND DYNAMICS	45.00
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***Desc: Kathy Church: Newspaper Subscription*

08/27/2025	BMO SPEND DYNAMICS	420.00
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***Desc: Intuit Payment Solutions,: Subscription*

101-142-4236 JANITORIAL SUPPLIES	\$1,848.16 Actual	\$3,000.00 Budget
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08/27/2025	BMO SPEND DYNAMICS	53.53
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***Desc: Kopetsky Enterprises Inc: Janitorial Supplies*

08/27/2025	BMO SPEND DYNAMICS	13.98
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***Desc: Kopetsky Enterprises Inc: Janitorial Supplies*

08/27/2025	BMO SPEND DYNAMICS	41.49
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***Desc: 2104 Amazon Us Retail: Janitorial Supplies*

08/27/2025	BMO SPEND DYNAMICS	17.99
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***Desc: 2111 Us Amazon Marketplac: Janitorial Supply*

08/27/2025	BMO SPEND DYNAMICS	11.60
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***Desc: Amazon.Com, Inc.: Janitorial Supply*

08/27/2025	BMO SPEND DYNAMICS	11.60
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***Desc: Amazon.Com, Inc.: Janitorial Supply*

08/27/2025	BMO SPEND DYNAMICS	17.99
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***Desc: 2111 Us Amazon Marketplac: Janitorial Supply*

08/27/2025	BMO SPEND DYNAMICS	41.49
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101-142-4236 JANITORIAL SUPPLIES (continued)

	<i>**Desc: 2104 Amazon Us Retail: Janitorial Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	53.53
	<i>**Desc: Kopetsky Enterprises Inc: Janitorial Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	13.98
	<i>**Desc: Kopetsky Enterprises Inc: Janitorial Supplies</i>	

101-142-4242 PROGRAM SUPPLIES**\$4,529.45 Actual \$5,000.00 Budget**

08/27/2025	BMO SPEND DYNAMICS	85.54
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	34.86
	<i>**Desc: Menard Inc: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	100.29
	<i>**Desc: Wal-Mart: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	4.25
	<i>**Desc: Kopetsky Enterprises Inc: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	19.99-
	<i>**Desc: 2111 Us Amazon Marketplac: Refund Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	178.68
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	29.99
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	7.99
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	36.57
	<i>**Desc: Amazon Mark Jw3819Er3: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	36.57
	<i>**Desc: Amazon Mark Jw3819Er3: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	178.68
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	7.99
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	29.99
	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	85.54

101-142-4242 PROGRAM SUPPLIES (continued)

	<i>**Desc: 2111 Us Amazon Marketplac: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	19.99-
	<i>**Desc: 2111 Us Amazon Marketplac: Refund Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	34.86
	<i>**Desc: Menard Inc: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	100.29
	<i>**Desc: Wal-Mart: Program Supplies</i>	
08/27/2025	BMO SPEND DYNAMICS	4.25
	<i>**Desc: Kopetsky Enterprises Inc: Program Supplies</i>	
09/25/2025	KERRY GROMBACHER	250.00
	<i>**Desc: Western Troubadours</i>	

101-142-4261 MEMBERSHIP DUES**\$880.00 Actual \$1,000.00 Budget**

08/27/2025	BMO SPEND DYNAMICS	115.00
	<i>**Desc: South Dakota Library Asso: Membership Dues</i>	
08/27/2025	BMO SPEND DYNAMICS	64.00
	<i>**Desc: South Dakota Library Asso: Sdla Membership Dues</i>	
08/27/2025	BMO SPEND DYNAMICS	81.00
	<i>**Desc: South Dakota Library Asso: Membership Dues</i>	
08/27/2025	BMO SPEND DYNAMICS	115.00
	<i>**Desc: South Dakota Library Asso: Membership Dues</i>	
08/27/2025	BMO SPEND DYNAMICS	64.00
	<i>**Desc: South Dakota Library Asso: Sdla Membership Dues</i>	
08/27/2025	BMO SPEND DYNAMICS	81.00
	<i>**Desc: South Dakota Library Asso: Membership Dues</i>	

101-142-4263 TRAVEL EXPENSE**\$605.26 Actual \$3,000.00 Budget****101-142-4265 CONFERENCE & MEETINGS****\$1,984.00 Actual \$1,500.00 Budget****101-142-4271 TELEPHONE****\$1,758.65 Actual \$2,300.00 Budget**

08/27/2025	BMO SPEND DYNAMICS	162.08
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101-142-4271 TELEPHONE (continued)

	<i>**Desc: Clarity Telecom, Llc: Phone</i>	
08/27/2025	BMO SPEND DYNAMICS	162.08
	<i>**Desc: Clarity Telecom, Llc: Phone</i>	
09/12/2025	Payroll Interface September 12, 2025	50.00

101-142-4272 ELECTRICITY**\$10,982.56 Actual \$20,000.00 Budget**

09/05/2025	NORTHWESTERN ENERGY	1,579.01
	<i>**Desc: Electric Charges - Library</i>	
09/05/2025	NORTHWESTERN ENERGY	1,579.01
	<i>**Desc: Electric Charges - Library</i>	

101-142-4273 FUEL-HEATING**\$3,627.67 Actual \$6,000.00 Budget**

09/01/2025	MIDAMERICAN ENERGY SERVICE	21.25
	<i>**Desc: Fuel - Library</i>	
09/01/2025	MIDAMERICAN ENERGY SERVICE	21.25
	<i>**Desc: Fuel - Library</i>	

101-142-4274 WATER SERVICE**\$2,421.23 Actual \$3,500.00 Budget**

09/08/2025	CITY UTILITIES	555.36
	<i>**Desc: Water-Sewer Charges</i>	
09/08/2025	CITY UTILITIES	555.36
	<i>**Desc: Water-Sewer Charges</i>	

101-142-4275 SEWER SERVICE**\$628.35 Actual \$1,200.00 Budget**

09/08/2025	CITY UTILITIES	72.15
	<i>**Desc: Water-Sewer Charges</i>	
09/08/2025	CITY UTILITIES	72.15
	<i>**Desc: Water-Sewer Charges</i>	

101-142-4276 LANDFILL**\$320.00 Actual \$500.00 Budget**

09/30/2025	Monthly Dumpster Charges September 2025	32.00
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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****101-142-4342 AV - CAPITAL****\$0.00 Actual \$10,000.00 Budget**

101-142-4350 EQUIPMENT		\$0.00 Actual	\$2,500.00 Budget
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PROFESSIONAL SERVICES			
701-701-4202 PROFESSIONAL SERVICES		\$0.00 Actual	\$0.00 Budget
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701-701-4209 CIRCULATION MATERIALS		\$534.80 Actual	\$0.00 Budget
08/27/2025	BMO SPEND DYNAMICS	89.49	
	<i>**Desc: Baker & Taylor Llc: Memorial Book</i>		
08/27/2025	BMO SPEND DYNAMICS	89.49	
	<i>**Desc: Baker & Taylor Llc: Memorial Book</i>		
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701-701-4221 REP. & MAINT. - EQUIPMENT		\$1,483.60 Actual	\$0.00 Budget
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701-701-4223 REP. & MAINT. - BUILDINGS		\$0.00 Actual	\$0.00 Budget
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701-701-4232 OFFICE SUPPLIES		\$478.00 Actual	\$0.00 Budget
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701-701-4235 SUBSCRIPTIONS & PUBLICATIONS		\$0.00 Actual	\$0.00 Budget
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701-701-4242 RECREATION SUPPLIES		\$6,747.38 Actual	\$0.00 Budget
08/27/2025	BMO SPEND DYNAMICS	193.55	
	<i>**Desc: Wal-Mart: Harvest Halloween</i>		
08/27/2025	BMO SPEND DYNAMICS	193.55	
	<i>**Desc: Wal-Mart: Harvest Halloween</i>		
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701-701-4248 PHOTOGRAPHY/AUDIO-VISUAL		\$0.00 Actual	\$0.00 Budget
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701-701-4250 SUMMER READING PROGRAM		\$11,765.52 Actual	\$0.00 Budget
08/27/2025	BMO SPEND DYNAMICS	90.60	
	<i>**Desc: Menard Inc: Summer Reading Prizes</i>		
08/27/2025	BMO SPEND DYNAMICS	314.17	
	<i>**Desc: Fryn Pan Of Yankton Inc: Staff Appreciation</i>		
08/27/2025	BMO SPEND DYNAMICS	228.35	
	<i>**Desc: Spoton Transact Llc: Summer Reading Program</i>		
08/27/2025	BMO SPEND DYNAMICS	183.89	
	<i>**Desc: Sd Aznur Llc: Summer Reading Program-Finale Party</i>		
08/27/2025	BMO SPEND DYNAMICS	125.00	
	<i>**Desc: Creative Hands Art Studi: Summer Reading Program-Finale Party</i>		
08/27/2025	BMO SPEND DYNAMICS	75.00	
	<i>**Desc: 2104 Amazon Us Retail: Summer Reading Program</i>		
08/27/2025	BMO SPEND DYNAMICS	100.00	
	<i>**Desc: Ihah, Llc: Summer Reading Prize</i>		
08/27/2025	BMO SPEND DYNAMICS	12.33	
	<i>**Desc: Wal-Mart Stores, Inc.: Summer Reading Supplies</i>		
08/27/2025	BMO SPEND DYNAMICS	18.37	
	<i>**Desc: Amazon Mark Jw3819Er3: Summer Reading Program Supplies</i>		
08/27/2025	BMO SPEND DYNAMICS	12.33	
	<i>**Desc: Wal-Mart Stores, Inc.: Summer Reading Supplies</i>		
08/27/2025	BMO SPEND DYNAMICS	18.37	
	<i>**Desc: Amazon Mark Jw3819Er3: Summer Reading Program Supplies</i>		
08/27/2025	BMO SPEND DYNAMICS	75.00	
	<i>**Desc: 2104 Amazon Us Retail: Summer Reading Program</i>		
08/27/2025	BMO SPEND DYNAMICS	100.00	
	<i>**Desc: Ihah, Llc: Summer Reading Prize</i>		
08/27/2025	BMO SPEND DYNAMICS	314.17	
	<i>**Desc: Fryn Pan Of Yankton Inc: Staff Appreciation</i>		
08/27/2025	BMO SPEND DYNAMICS	90.60	
	<i>**Desc: Menard Inc: Summer Reading Prizes</i>		
08/27/2025	BMO SPEND DYNAMICS	183.89	
	<i>**Desc: Sd Aznur Llc: Summer Reading Program-Finale Party</i>		
08/27/2025	BMO SPEND DYNAMICS	125.00	
	<i>**Desc: Creative Hands Art Studi: Summer Reading Program-Finale Party</i>		
08/27/2025	BMO SPEND DYNAMICS	228.35	

701-701-4250 SUMMER READING PROGRAM (continued)

***Desc: Spoton Transact Llc: Summer Reading Program*

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
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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
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701-701-4342 AV - CAPITAL	\$0.00 Actual	\$0.00 Budget
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701-701-4350 EQUIPMENT	\$0.00 Actual	\$0.00 Budget
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REGULAR WAGES

101-142-4101 REGULAR WAGES		\$389,000.36 Actual	\$471,000.00 Budget
10/10/2025	Payroll Interface October 10,2025	18,560.43	
10/24/2025	Payroll Interface October 24, 2025	18,560.44	
101-142-4102 TEMPORARY WAGES		\$49,419.47 Actual	\$40,000.00 Budget
10/10/2025	Payroll Interface October 10,2025	2,882.18	
10/24/2025	Payroll Interface October 24, 2025	2,426.03	
101-142-4103 OVERTIME WAGES		\$791.36 Actual	\$750.00 Budget
10/10/2025	Payroll Interface October 10,2025	68.92	
101-142-4111 OASI		\$32,200.82 Actual	\$39,149.00 Budget
10/10/2025	Payroll Interface October 10,2025	1,571.81	
10/24/2025	Payroll Interface October 24, 2025	1,531.60	
101-142-4121 RETIREMENT		\$23,367.93 Actual	\$28,305.00 Budget
10/10/2025	Payroll Interface October 10,2025	1,117.76	
10/24/2025	Payroll Interface October 24, 2025	1,113.64	
101-142-4131 WORKERS COMPENSATION		\$0.00 Actual	\$3,384.00 Budget
101-142-4132 GROUP INSURANCE		\$42,123.66 Actual	\$94,178.00 Budget
10/10/2025	Payroll Interface October 10,2025	2,104.59	
10/24/2025	Payroll Interface October 24, 2025	2,104.59	
101-142-4133 UNEMPLOYMENT INSURANCE		\$264.25 Actual	\$1,214.00 Budget
10/10/2025	Payroll Interface October 10,2025	5.83	
10/24/2025	Payroll Interface October 24, 2025	5.06	
101-142-4201 INSURANCE		\$12,878.77 Actual	\$14,776.00 Budget
101-142-4202 PROFESSIONAL SERVICES		\$8,219.95 Actual	\$17,000.00 Budget
09/27/2025	BMO SPEND DYNAMICS	96.20	
	<i>**Desc: Att Bill Payment:Mobile Data</i>		
101-142-4204 CONTRACTED SERVICES		\$12,000.00 Actual	\$16,000.00 Budget
09/18/2025	J&H CLEANING SERVICE INC.	1,200.00	

101-142-4204 CONTRACTED SERVICES (continued)***Desc: Janitorial Service*

101-142-4209 CIRCULATION MATERIALS		\$59,858.90 Actual	\$33,000.00 Budget
09/12/2025	OVERDRIVE, INC. <i>**Desc: Books</i>	3,575.15	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark 167Gv4Ri3:Books</i>	47.12	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark 4Q67Y8Dz3:Books</i>	59.60	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark Mq7Hn8Jz3:Books, Dvds</i>	326.71	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark Hg1A19V63:Dvd</i>	17.95	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Reta Up6Ay3Rp3:Dvd</i>	18.79	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Amazon Mark Zb2lr7Tu3:Books, Dvds</i>	196.16	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Center Point Large Pri:Large Print Books</i>	148.62	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Barnes & Noble #2968:Books</i>	283.70	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Playaway Products Ll:Wonderbooks-Av</i>	1,093.26	

101-142-4211 PUBLISHING	\$80.00 Actual	\$500.00 Budget
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101-142-4212 RENTALS & XEROX SUPPLIES		\$4,406.99 Actual	\$4,500.00 Budget
09/04/2025	A&B BUSINESS SOLUTIONS <i>**Desc: Copier Lease</i>	470.35	

101-142-4221 REP. & MAINT. - EQUIPMENT	\$426.98 Actual	\$3,000.00 Budget
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101-142-4223 REP. & MAINT. - BUILDINGS		\$5,372.14 Actual	\$6,000.00 Budget
09/27/2025	BMO SPEND DYNAMICS	528.00	

101-142-4223 REP. & MAINT. - BUILDINGS (continued)***Desc: Echo Electric Supply:Lights***101-142-4224 REP. & MAINT.-CENTRAL GARAGE****\$0.00 Actual****\$0.00 Budget****101-142-4231 POSTAGE****\$4,085.72 Actual****\$3,800.00 Budget**

09/27/2025 BMO SPEND DYNAMICS

117.38

***Desc: Pitney Bowes Leasing-:Postage*

09/27/2025 BMO SPEND DYNAMICS

515.00

Desc: Pb Online Postage:Postage101-142-4232 OFFICE SUPPLIES****\$7,569.57 Actual****\$8,000.00 Budget**

09/27/2025 BMO SPEND DYNAMICS

83.98

***Desc: Amazon Mark 167Gv4Ri3:Office Supplies*

09/27/2025 BMO SPEND DYNAMICS

445.99

***Desc: Amazon Mktpl V76Qp1W03:Storage Cabinet*

09/27/2025 BMO SPEND DYNAMICS

9.99

***Desc: Amazon Mark Mq7Hn8Jz3:Office Supplies*

09/27/2025 BMO SPEND DYNAMICS

190.99

Desc: One Office Solution:Office Supplies101-142-4233 PRINTING & BINDING****\$0.00 Actual****\$0.00 Budget****101-142-4234 COPIES****\$0.00 Actual****\$0.00 Budget****101-142-4235 SUBSCRIPTIONS & PUBLICATIONS****\$3,601.96 Actual****\$9,500.00 Budget**

09/27/2025 BMO SPEND DYNAMICS

95.57

***Desc: The Atlantic:Subscription*

09/27/2025 BMO SPEND DYNAMICS

5.81-

***Desc: Blp Business Week:Magazine Subscription Refund*

09/27/2025 BMO SPEND DYNAMICS

400.00

101-142-4235 SUBSCRIPTIONS & PUBLICATIONS (continued)***Desc: Rapid City Journal:Newspaper Subscription*

09/27/2025 BMO SPEND DYNAMICS 40.00

Desc: Sports Illustrated:Subscription101-142-4236 JANITORIAL SUPPLIES****\$1,997.43 Actual \$3,000.00 Budget**

09/27/2025 BMO SPEND DYNAMICS 129.98

***Desc: Amazon Reta 6Y5l61L63:Janitorial Supplies*

09/27/2025 BMO SPEND DYNAMICS 157.88

Desc: Amazon Mark Zb2lr7Tu3:Janitorial Supplies101-142-4242 PROGRAM SUPPLIES****\$4,203.12 Actual \$5,000.00 Budget**

09/27/2025 BMO SPEND DYNAMICS 34.05

***Desc: Amazon Mark 167Gv4Ri3:Program Supplies*

09/27/2025 BMO SPEND DYNAMICS 47.84

***Desc: Amazon Mark 4Q67Y8Dz3:Program Supplies*

09/27/2025 BMO SPEND DYNAMICS 41.97

***Desc: Amazon Mark Mq7Hn8Jz3:Program Supplies*

09/27/2025 BMO SPEND DYNAMICS 7.99

Desc: Amazon Mark Zb2lr7Tu3:Program Supplies101-142-4261 MEMBERSHIP DUES****\$905.00 Actual \$1,000.00 Budget**

09/27/2025 BMO SPEND DYNAMICS 285.00

Desc: In Southeast South Da:Membership Dues101-142-4263 TRAVEL EXPENSE****\$605.26 Actual \$3,000.00 Budget****101-142-4265 CONFERENCE & MEETINGS****\$2,074.00 Actual \$1,500.00 Budget**

09/27/2025 BMO SPEND DYNAMICS 30.00

***Desc: Sd Library Association:Branch Out Conference*

09/27/2025 BMO SPEND DYNAMICS 30.00

***Desc: Sd Library Association:Branch Out Conference*

09/27/2025 BMO SPEND DYNAMICS 30.00

101-142-4265 CONFERENCE & MEETINGS (continued)***Desc: Sd Library Association:Branch Out Conference***101-142-4271 TELEPHONE** **\$1,810.83 Actual** **\$2,300.00 Budget**

09/27/2025 BMO SPEND DYNAMICS 164.26

***Desc: Bluepeak:Phone*

10/10/2025 Payroll Interface October 10,2025 50.00

101-142-4272 ELECTRICITY **\$10,966.91 Actual** **\$20,000.00 Budget**

10/05/2025 NORTHWESTERN ENERGY 1,563.36

Desc: Electric Charges - Library101-142-4273 FUEL-HEATING** **\$3,627.67 Actual** **\$6,000.00 Budget**

10/01/2025 MIDAMERICAN ENERGY SERVICE 21.25

Desc: Fuel - Library101-142-4274 WATER SERVICE** **\$2,265.47 Actual** **\$3,500.00 Budget**

10/09/2025 CITY UTILITIES 399.60

Desc: Water-Sewer Charges101-142-4275 SEWER SERVICE** **\$621.35 Actual** **\$1,200.00 Budget**

10/09/2025 CITY UTILITIES 65.15

Desc: Water-Sewer Charges101-142-4276 LANDFILL** **\$360.00 Actual** **\$500.00 Budget**

10/31/2025 Monthly Dumpster Charges October 2025 40.00

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****101-142-4342 AV - CAPITAL** **\$0.00 Actual** **\$10,000.00 Budget****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		\$445.31 Actual	\$0.00 Budget
701-701-4221 REP. & MAINT. - EQUIPMENT		\$1,483.60 Actual	\$0.00 Budget
701-701-4223 REP. & MAINT. - BUILDINGS		\$0.00 Actual	\$0.00 Budget
701-701-4232 OFFICE SUPPLIES		\$478.00 Actual	\$0.00 Budget
701-701-4235 SUBSCRIPTIONS & PUBLICATIONS		\$0.00 Actual	\$0.00 Budget
701-701-4242 RECREATION SUPPLIES		\$8,056.26 Actual	\$0.00 Budget
05/23/2025	HANSON BRIGGS SPECIALTY ADVERTISING, INC <i>**Desc: Library Shirts</i>	1,454.99	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Wm Supercenter #1483:Adult Craft Night</i>	9.94	
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Dollar Tree:Adult Craft Night</i>	37.50	
701-701-4248 PHOTOGRAPHY/AUDIO-VISUAL		\$0.00 Actual	\$0.00 Budget
701-701-4250 SUMMER READING PROGRAM		\$10,642.31 Actual	\$0.00 Budget
09/27/2025	BMO SPEND DYNAMICS <i>**Desc: Wal-Mart #1483:Summer Reading Program</i>	24.50	
701-701-4263 TRAVEL EXPENSE		\$0.00 Actual	\$0.00 Budget
701-701-4301 ALA LAPTOP GRANT		\$0.00 Actual	\$0.00 Budget
701-701-4317 MMIP GRANT		\$0.00 Actual	\$0.00 Budget
701-701-4318 ALA ACCESSIBILITY GRANT		\$1,584.99 Actual	\$0.00 Budget
701-701-4319 DIGITAL LITERACY GRANT		\$0.00 Actual	\$0.00 Budget

701-701-4340 BOOKS	\$0.00 Actual	\$0.00 Budget
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701-701-4342 AV - CAPITAL	\$0.00 Actual	\$0.00 Budget
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701-701-4350 EQUIPMENT	\$0.00 Actual	\$0.00 Budget
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Director's Report-November 2025

Carnegie Grant: We were notified in October of some exciting news. Yankton Community Library will receive a \$10,000 gift from Carnegie Corporation of New York, the foundation established by Andrew Carnegie. This award is part of the Carnegie Libraries 250, a special initiative celebrating the upcoming 250th anniversary of the signing of the Declaration of Independence and honoring the roughly 1,280 Carnegie Libraries still serving their communities across the United States. Scottish immigrant Andrew Carnegie funded the construction of 1,681 free public libraries nationwide between 1886 and 1917. Approximately 750 of them continue to use their original buildings, while others have moved to new locations.

“Our founder, Andrew Carnegie, who championed the free public library movement of the late 19th century, described libraries as ‘cradles of democracy’ that ‘strengthen the democratic idea, the equality of the citizen, and the royalty of man,’” said Dame Louise Richardson, President of Carnegie and former head of the University of Oxford. “We still believe this and are delighted to celebrate our connection to the libraries he founded.”

YCL will receive the gift in January 2026, and we may use the funds however we wish to celebrate the 250th anniversary, further our mission, and benefit our community.

Holiday Décor Swap: This much anticipated swap is back for its second year! We are accepting gently used items beginning Saturday, November 15 through Friday, December 5. Our swap dates will be Saturday, December 6 and Sunday, December 7. Anyone that donates will receive a ticket to get early access from 9am-10 on Saturday. Then, the sale is open to the public beginning at 10:00am on Saturday through end of business on Sunday. All items from the swap are free. In 2024, we were amazed by the amount of donations we received with items spilling out into the hallway and we estimated nearly 250 individuals picked up items from the swap to reuse or repurpose and enjoy for the holiday season!

Family Storytime: Beginning Fall 2025, we have offered one evening storytime per month with an emphasis on a family storytime where older children are welcome to attend, not just a preschool age audience as at our other storytimes.

In November, our family storytime fell on the same date as our LEGO night at the Mead Museum and we decided to combine the two events for a fun family evening out. Storytime began at 5:30pm on the first floor of the children's museum and LEGO night was set to begin at 6:00pm on the 2nd floor. Participants could then enjoy some light refreshments and design LEGO creations to be displayed at the museum through the month of December.

At the next family storytime on Monday, December 8 we will have a very special guest as Santa plans to take time from his busy schedule to stop in for some stories and to take pictures with the children.

State Library: Due to budget cuts, another service offered by the South Dakota State Library will no longer be available to libraries across the state. We have been sending our scratched DVDs and audio CDs to the State Library to be repaired in their machine free of charge. This service was discontinued as of October 1. We will have to decide what we will do going forward when we have discs that patrons report are no longer playing properly—Replacing or weeding more items? Investing in a machine and materials to repair the discs in-house? We have not yet decided our course of action on this.

Upcoming Library Closed Dates: The library will be closed on Tuesday, November 11 in honor of Veterans Day. The library will be closing at 5:00 pm on Wednesday, November 26 and will be closed on Thursday, November 27 and Friday, November 28 in observance of the Thanksgiving holiday. If approved by the Board, the library will close at 5:00pm on Thursday, December 4 so that our staff can take part in Yankton’s Holiday Festival of Lights. We will be helping with some activities for youth prior to the parade and well as having an entry in this year’s parade which begins at 6:00pm.

Next meeting: The next regularly scheduled Library Board of Trustees meeting will be held on Wednesday December 10 at 5:30pm in the YCL meeting room or online at <https://global.gotomeeting.com/join/541968125>. Unless urgent business arises, I propose we cancel the December meeting and resume meeting on Wednesday, January 14, 2026 at 5:30pm.

OCTOBER 2025 USAGE & CIRCULATION STATISTICS

Total Circulation Statistics*				Public Computer Use			
	2025	2024	2023		2025	2024	2023
Adult	6,825	6,612	6,970	Uses	453	603	736
Juvenile	4,891	4,836	4,654	Hours	360.5	399	451
Total	11,716	8,788	11,624				
*Includes physical collection, ILL, and eBooks				WiFi Usage			
	2025	2024	2023		2025	2024	2023
				Sessions	680	1,021	910
				Total Session Hours	872	1,262	1,145
				Unique Users	263	285	279
Physical Collection Circulation				Meeting Room Use			
	2025	2024	2023		2025	2024	2023
Adult	4,158	3,952	4,582	Library Uses	37	39	35
Juvenile	4,560	3,921	4,343	Library Hours	98	126.5	88
Total	8,718	7,873	8,925	Non-Library Uses	37	36	33
				Non-Library Hours	87	82	87
Interlibrary Loan				Study Room Use			
	2025	2024	2023		2025	2024	2023
Requested	119	120	92	Uses	29	40	23
Supplied	19	32	32	Hours	49	78.5	36
Total	138	152	124				
Electronic Resources				Streaming Resources			
	2025	2024	2023		2025	2024	2023
OverDrive Adult	2,529	2,508	2,264	Kanopy Accounts	156	NA	NA
OverDrive Juvenile	331	277	301	Number of Plays	128	NA	NA
TumbleBooks Views	26	638	10	Minutes Viewed	3083	NA	NA
TumbleMath Views	2	NA	NA				
Niche Academy Views	32	NA	NA				
Total	2,920	3,423	2,575				
Adult Outreach				Notary			
	2025	2024	2023		2025	2024	2023
Locations	7	9	9	Requests	12	12	NA
Patrons	42	42	41				
Circulations	101	102	141				
Daycare Outreach				Proctor			
	2025	2024	2023		2025	2024	2023
Locations	2	6	4	Tests	1	6	9
Patrons	40	123	51				
Circulations	88	180	120				
Teen Subscription Bags				Research Requests			
	2025	2024	2023		2025	2024	2023
Active Subscriptions	18	24	20	Patrons	0	0	2
				Hours	0	0	2.00
				Teacher Requests			
	2025	2024	2023		2025	2024	2023
				Patrons	1	1	1

OCTOBER 2025 USAGE & CIRCULATION STATISTICS

Toy Lending Library Checkouts				Courier			
	2025	2024	2023		2025	2024	2023
Toy Bins	22	44	36	Total Incoming	153	152	121
				Total Outgoing	199	209	211
Current Cards				Total	352	361	332
	2025*	2024	2023	Collection			
Resident	3,963	4,449	4,061		2025	2024	2023
Non-Resident	269	271	240	Items Added	486	580	562
Mount Marty	22	26	20	Items Deleted	939	597	696
Teacher	50	52	49	Total Collection	83,386	85,838	NA
Yankton County	877	907	880				
Total	5,181	5,705	5,250	Curbside Pick-Ups			
*Regular patron weeding					2025	2024	2023
					2	4	3
New Cards				Food For Fines			
	2025	2024	2023		2025	2024	2023
Resident Adult	26	35	41		49	71	35
Resident Youth (<18)	5	5	10	Book a Librarian			
County	9	11	11		2025	2024	2023
County (Households)	7	10	9	Time (minutes)	25	160	125
Non-resident	7	8	1	Number of Sessions	1	10	5
Non-resident (households)	3	7	0	Pass Checkouts			
Total New Cards	47	59	63		2025	2024	2023
Total New Households	10	17	9	State Park Pass	2	1	1
				Mead Museum Pass	3	2	2
30 Day Trial Cards				Summit Pass	10	11	11
	2025	2024	2023				
30 Day Trial Cards	3	2	0	Social Media Follows			
Online Signup	3	0	0		2025	2024	2023
Total	6	2	0	Facebook	3,635	3,347	NA
				Instagram	450	400	NA
				Youtube	169	167	NA
				Total:	4,254	3,914	NA
				Door counters:			
				East Entrance:	South entrance:	Total:	
				NA*	NA*		
				*Issue with door counters.			

OCTOBER 2025 PROGRAM STATISTICS										
Storytime	Date	Time	Kids	Adults	Adult Programs	Date	Time	Adults	Virtual	
Bear Storytime	10/1/25	10:00 AM	7	5	Western Troubadours	10/1	6:00 PM	22	NA	
	10/2/25	10:00 AM	6	3	Author Vist	10/9	6:00 PM	6	NA	
Cookie Storytime	10/8/25	10:00 AM	7	5	Seed Library	10/14	2:00 PM	19	1	
	10/9/25	10:00 AM	7	5	Seed Library	10/14	6:00 PM	8	0	
Parks Storytime	10/15/25	10:00 AM	14	9	Meditation Group	10/16	6:30 PM	20	NA	
	10/16/25	10:00 AM	5	3	ABS Craft	10/17	1:00 PM	9	NA	
Tractor Storytime	10/22/25	10:00 AM	14	10	Therapeutic Writing	10/18	10:00 AM	6	NA	
	10/23/25	10:00 AM	6	4	Paranormal Variant	10/18	2:00 PM	45	NA	
Halloween Storytime	10/29/25	10:00 AM	17	10	Adult Craft	10/21	6:00 PM	19	NA	
	10/30/25	10:00 AM	14	7	Adult Field Trip	10/24	2:00 PM	9	NA	
		Total:	97	61	Conversational Spanish	10/28	6:00 PM	4	NA	
							Total:	167	1	
Stay and Play	Date	Time	Kids	Adults	Book Clubs	Date	Time	Adults		
	10/7/2025	9-11 AM	6	5	Readers Anonymous	10/14/25	1:00 PM	7		
	10/14/2025	9-11 AM	8	5	Books and Beer @ Ben's	10/9	6:30 PM	22		
	10/21/2025	9-11 AM	7	4	Between the Lines	10/28/25	4:30 PM	9		
	10/28/2025	9-11 AM	6	5	The Center Book Club	10/2/25	10:00 AM	2		
		Total:	27	19			Total:	40		
Elementary Events	Date	Time	Kids	Adults	Video Views for Previous Month	Date	Video Views			
Lego Club	10/2/25	3:45 PM	11	4	Seed Library	9/1	7			
Author Visit	10/9/25	3:45 PM	5	2						
Candy Corn Disguise Craft	10/16/25	3:45 PM	15	11						
Candy Science STEAM	10/23/25	3:45 PM	19	10						
		Total:	50	27			Total:	7		
					Offsite Visits/Field	Date	Time	People		
					8th Grade Class Visits	9/30	8:30 AM-3 PM	120		
Teen Events	Date	Time	Teens	Adults	B & G Club Teen Bookmark Craft	10/20	3:45 PM	15		
Teen After Hours	10/17	5-7 PM	13	0	Secret Book Hunt- YHS, YMS, YCL	10/13-17	All Day	160		
Teen Book Tasting	10/20	5-7 PM	1	1	Stewart School Trunk-or-Treat	10/27	5:30 PM	800		
		Total:	14	1			Total:	1,095		
Family Events:	Date	Time	Kids/Adults							
Costume Swap	10/11 & 10/12	All Day	172							
Native American Family Storytime Jerome Kills Small	10/13/25	6:00 PM	31							
Harvest Halloween*	10/25/25	10 AM -2 PM	150							
Halloween Party	10/30/25	5-7 PM	400							
Swiftie Social	10/1/25	5:30-7:30	34							
*Offsite event		Total:	787							



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
						Celebrate DINOvember with a food drive! Donate non-perishable food items to help us reach our goal of 500 items!
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 Movie: <i>The Bad Guys 2</i> 3:45 pm	7	8 Day of the Dead Movie & Activities 2 pm
9 Puzzles & Pie *+ 2 pm	10 Family Storytime @ the Mead^ 5:30 pm LEGOS @ the Mead^ 6-7:30 pm Conversational Spanish^ (Ber'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 Twilight Anniversary Movie & More 2 pm
23 30	24	25 Stay & Play 9—11 am Conversational Spanish 6 pm	26 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 11/10/2025



Yankton Community Library • December 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
Holiday Decor Swap Drop-Off 11/15-12/5	1	2 Stay & Play 9—11 am	3 Storytime 10 am	4 Storytime 10 am Closing at 5 pm Parade of Lights^ (Downtown) 6pm	5	6 Holiday Decor Swap 9a-10a: Swappers Only 10a-5p: Everyone
7 Holiday Decor Swap 1-5p: Everyone EVERYTHING FREE!	8 Santa Family Storytime 6 pm Conversational Spanish^ (Ber's) 7 pm	9 Stay & Play 9—11 am	10 Storytime 10 am Library Board Meeting 5:30 pm	11 Storytime 10 am Learn to Play Card Games 3:45 pm	12	13
14	15 Teen Activity^ (Boys & Girls Club) 3:45 pm Winter Wonderland Workshop 5:30-7 pm	16 Stay & Play 9—11 am	17	18 Meditation Group 6:30 pm	19 Adult Field Trip^ (Red Hydrant Inn & Playground) 2 pm *	20 Therapeutic Writing Group 10 am
21	22	23 Stay & Play 9—11 am Closing at 5 pm	24 Closed in observance of Christmas	25 Closed in observance of Christmas	26	27
28	29 Youth Activity 2 pm	30 Stay & Play 9—11 am Craft Buffet 2pm Conversational Spanish 6 pm	31 Noon Year's Eve 11am-1pm Closing at 5 pm	1 Closed in observance of New Year's Day		



If you require special accommodation to fully participate in a library event please contact us.
library.cityofyankton.org | 515 Walnut St. | (605) 668-5275 11/10/2025

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 November 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 president pro temp.
- Section 4 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, are subject to the South Dakota Open Meeting laws found in SDCL Chap. 1-25. Thus, all meetings shall be open to the public (excepting only executive sessions under SDCL 1-25-2), 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 President 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 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 an 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
3. Public comment period
4. Financial report
5. Correspondence and communications
6. Report of the Library Director
- 7 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.

Section 12 Although the Library Director may share information with all Trustees via email or other digital communication, Trustees are not permitted to respond via "reply all" in order to prevent a violation of the Open Meeting rules by establishing a quorum discussion via digital communications. Trustees are not permitted to have in-person meetings with other Trustees in quantities constituting a quorum, nor may Trustees initial digital communications with each other via email, text message, or social media in groups constituting a quorum of Trustees.

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.

Document legal references:

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

Agreement for the Provision of Library Services

This Agreement made this ____ day of _____, 2025 between the City of Yankton, a municipal corporation acting through its Board of Library Trustees and its Board of City Commissioners and Yankton County, a political subdivision acting through its Board of County Commissioners.

The parties do agree as follows:

1. The City of Yankton will provide the same library services to all residents of Yankton County living outside of the corporate limits of the City of Yankton as it provides for citizens of the City.
2. Yankton County will pay \$9,000 to the City of Yankton to provide library services for all Yankton County residents from January 1, 2026 until December 31, 2026. The City of Yankton will bill Yankton County semi-annually (April and October – see County Commission Minutes, 01/11/00)
3. Additionally, every household must pay an annual \$20.00 out-of-pocket charge directly to the Library upon issuance or renewal for a nonresident Yankton County card (for individuals living outside of the corporate limits of the City of Yankton but within Yankton County). Library cards may also be purchased for a 3-month membership (\$5) or a 6-month membership (\$10). Nonresident (outside of Yankton County) cards are issued at \$40.00 per household per year.
4. While the Library agrees to verify that each person or family to whom a card issued is a resident of Yankton County by using a current means of identification and proof of address, both the County and Library have agreed upon the following definition of a county resident that is eligible to purchase a County card:

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

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

7. This agreement shall be effective and binding on January 1, 2026 extending until December 31, 2026 unless amended or terminated by either/or both parties. A mutual resolution for extension may also be included.

Approved this ____ day of _____, 2025, Yankton Community Library Board of Trustees.

Nathan Johnson
Board President

Attest:

Dana Schmidt
Library Director

Approved this ____ day of _____, 2025, Board of Commissioners, Yankton County.

John Marquardt
Chairman

Attest:

Patty Hojem
Auditor

Approved this ____ day of _____, 2025, Board of Commissioners, City of Yankton.

Mike Villanueva
Mayor

Attest:

Amy Leon
City Manager

**Yankton Community Library
Holiday Calendar & Board Schedule 2026**

Date	Holiday	Closing
Thursday, January 1	New Year's Day	All Day
Monday, January 19	Martin Luther King Jr. Day All staff training day	All Day
Monday, February 16	Presidents' Day	All Day
Sunday, April 5	Easter	All Day
Summer Hours begin May 26, 2026		
Sunday, May 24 Monday, May 25	Memorial Day	All Day
Friday, July 3 Saturday, July 4	Independence Day	All Day
Saturday, August 15	Riverboat Days	All Day
Monday, September 7	Labor Day	All Day
Winter Hours resume September 8, 2026		
Monday, October 12	Native American Day	All Day
Wednesday, November 11	Veterans Day	All Day
Wednesday, Nov 25 Thursday, November 26 Friday, November 27	Thanksgiving	Close at 5 pm All Day All Day
Thursday, December 24 Friday, December 25	Christmas	All Day All Day
Thursday, Dec 31, 2026 Thursday, January 1, 2026	New Year's Day	Close at 5pm All Day

Staff has three (3) additional 8-hour personal, floating holidays of their choosing with two (2) weeks advance notice to the Director and upon approval by the Director.

Yankton Community Library Board of Trustees 2026 Regular Meeting Schedule

(Meetings on second Wednesday of each month, 5:30 p.m., at the Library)

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 18
June 10	December 9

Adopted by the Yankton Community Library Board on 11/12/2025

Library Card Policy

Effective 12/1/25

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 unless otherwise noted. All persons applying for a card must provide a photo ID and physical address verification.

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.

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 age 18 or older 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. Youth 17 and under require a parent or guardian signature to receive a card.

5) Mount Marty University

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 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.

Authorized Users:

Patrons must use their own library card, unless they authorize other immediate family members to use their library card to check out materials. Permission must be given in-person and documented in the patron record. The patron of record is responsible for all materials checked out on the card.

Privacy and Library Cards

Under the U.S. 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.