

AGENDA (Revised)  
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
160 6<sup>th</sup> Street NE  
March 30, 2017 5:15 p.m.  
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the March 2, 2017 regular meeting.
3. Presentation of financial reports for March
4. Approval of expenditures for March
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
  - a) Motion to adopt the revised *Internet Use Policy*
9. New business
  - a) Motion to approve a private meeting to be held by the *South Dakota Parent Connection* on April 5, 2017 in the Small Meeting Room.
  - b) Annual review of existing policies. (Policies may be found at:  
<http://www.watertownsd.us/index.aspx?nid=270> )
10. Open.
11. Adjournment

Next meeting: May 4, 2017 at 5:15pm

**DRAFT**  
Watertown Regional Library Board  
Minutes of the March 2, 2017  
Regular Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

Board President Weigel called the meeting to order at 5:16 p.m. Members present were: Anne Gabel, Jackie Baxter, Deb Shephard (via phone), Judy Trzynka and Dave Weigel. Absent: Bruce Buhler. Also present: Library Director Mike Mullin, Assistant Library Director Maria Gruener, City Attorney Justin Goetz, IT Director Spensor TenEyck, IT Technician Peter Boyle, Don Egert from KXLZ Radio and Jenna Moffatt.

The minutes from the February 2, 2017 regular meeting were approved as submitted. Motion by Trzynka and second by Baxter. Motion passed by rollcall.

The minutes from the February 27, 2017 special meeting were approved as submitted. Motion by Trzynka and second by Gabel. Motion passed by rollcall.

The financial reports for February were accepted.

Baxter made the motion and Trzynka seconded that the expenditures for February be approved. Motion passed by rollcall.

Correspondence:     None

Report of the Library Director:

Mullin reported that he met with Audra Hunt from the city today and that she hopes to advertise the Library Director position next Monday or Tuesday.

Committee reports:

Shephard and Baxter were appointed to serve as the Budget Committee.

Old business:

Discussion of the draft Internet Filtering Policy occurred. Goetz explained in general the policy and why it differs from the one for other city departments. During the discussion about what is blocked and the need to unblock sites TenEyck said that he would provide logon credentials that would allow library staff to temporarily unblock a website and one that would allow Mullin or Gruener to permanently unblock a website.

New business:

1. Trzynka made the motion that the Library Director be authorized to sign the contract with Jason Huneke to do two juggling shows on June 13, 2017. Motion seconded by Baxter. Motion passed by rollcall.

2. Gabel made the motion that the Library Director be authorized to contract with World Trade Press for *AtoZ World Travel*. Second by Trzynka. Motion passed by rollcall.
3. Trzynka made the motion that the Library Director be authorized to sign the contract with EBSCO for *NoveList*. Second by Baxter. Motion passed by rollcall.

Open:

Baxter and Trzynka said that they would like to be on the team with the Mayor, Hunt, Gabel, Buhler, and Weigel that will be reviewing the applications that are received.

Executive session: None

Meeting adjourned at 6:15 p.m.

Approved

David R. Weigel  
Board President

Michael C. Mullin  
Secretary

Written: March 3, 2017  
**DRAFT**

PACKET: 04564 Regular Payments - MAR 2017

VENDOR SET: 01

FUND : 226 LIBRARY FINES FUND

DEPARTMENT: 5506 LIBRARY FINES FUND

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-01226	CLASSROOM CONNECTION					
		I-015781	226-45506-42917	LIBRARY PROGR SUPPLIES	843733	39.95
		I-015792	226-45506-42917	LIBRARY PROGR SUPPLIES	843733	31.40
01-01530	COUNTY FAIR FOODS					
		I-1678	226-45506-42917	LIBRARY PROGR 8826200	843740	8.96
		I-2506	226-45506-42917	LIBRARY PROGR 8826200	843740	12.92
		I-4314	226-45506-42917	LIBRARY PROGR 8826200	843740	11.78
		I-5340	226-45506-42917	LIBRARY PROGR 8826200	843740	34.66
		I-7185	226-45506-42917	LIBRARY PROGR 8826200	843740	20.45
		I-7880	226-45506-42917	LIBRARY PROGR 8826200	843740	54.44
		I-8038	226-45506-42917	LIBRARY PROGR 8826200	843740	8.04
		I-9160	226-45506-42917	LIBRARY PROGR 8826200	843740	12.23
01-01874	DEMCO, INC.					
		I-6070149	226-45506-42674	INFORMATION & SUPPLIES	843759	78.96
01-02760	GALE					
		I-60080223	226-45506-43400	LIBRARY BOOKS BOOKS	843781	278.30
		I-60210365	226-45506-43400	LIBRARY BOOKS BOOKS	843781	155.94
01-04447	EBSCO INFORMATION SERVI					
		I-1000051676-1	226-45506-42702	SUBS. & MEMBE MEMBERSHIP	843767	2,622.00
01-05663	OFFICE PEEPS, INC.					
		I-754707-0	226-45506-42551	COPIER MAINTA COPIES	843873	131.38
01-06711	DEIRDRE WHITMAN					
		I-201703141134	226-45506-42917	LIBRARY PROGR REIMB - SUPPLIES	844002	29.19
01-08493	HOBBY LOBBY STORES, INC					
		I-201703141132	226-45506-42917	LIBRARY PROGR SUPPLIES	843800	50.36
01-08532	WORLD TRADE PRESS					
		I-INV66129	226-45506-42702	SUBS. & MEMBE LICENSE	844007	400.00
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	3,980.96
FUND 226 LIBRARY FINES FUND					TOTAL:	3,980.96

PACKET: 04564 Regular Payments - MAR 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-201703201171	101-45500-42600	OFFICE SUPPLI 6045787810079042	843689	76.82
		I-201703201171	101-45500-43400	LIB. BOOKS & 6045787810079042	843689	762.57
01-00402	BAKER & TAYLOR					
		I-2031244437	101-45500-42708	EBOOKS BOOK	843707	14.99
		I-2032315006	101-45500-42708	EBOOKS BOOKS	843707	78.99
		I-2032315035	101-45500-42708	EBOOKS BOOKS	843707	110.97
		I-2032315051	101-45500-42708	EBOOKS BOOK	843707	13.99
		I-2032315057	101-45500-42708	EBOOKS BOOK	843707	18.99
		I-2032637572	101-45500-43400	LIB. BOOKS & BOOKS	843707	1,108.98
		I-2032639132	101-45500-42708	EBOOKS BOOKS	843707	171.93
		I-2032639134	101-45500-42708	EBOOKS BOOK	843707	60.00
		I-2032639150	101-45500-42708	EBOOKS BOOKS	843707	341.98
		I-2032648771	101-45500-42708	EBOOKS BOOKS	843707	47.94
		I-2032654221	101-45500-42708	EBOOKS BOOKS	843707	130.00
		I-2032654276	101-45500-42708	EBOOKS BOOK	843707	65.00
		I-2032656102	101-45500-43400	LIB. BOOKS & BOOKS	843707	398.38
		I-2032660846	101-45500-42708	EBOOKS BOOKS	843707	12.99
		I-2032667614	101-45500-42708	EBOOKS BOOK	843707	84.00
		I-2032673487	101-45500-42708	EBOOKS BOOKS	843707	49.37
		I-2032673491	101-45500-42708	EBOOKS BOOKS	843707	406.00
		I-2032677086	101-45500-42708	EBOOKS BOOKS	843707	79.96
		I-2032677089	101-45500-43400	LIB. BOOKS & BOOKS	843707	729.26
		I-2032689642	101-45500-42708	EBOOKS BOOKS	843707	41.99
		I-2032689696	101-45500-42708	EBOOKS BOOKS	843707	70.36
		I-2032689701	101-45500-42708	EBOOKS BOOK	843707	9.99
		I-2032689709	101-45500-42708	EBOOKS BOOKS	843707	22.99
		I-2032694862	101-45500-43400	LIB. BOOKS & BOOKS	843707	876.21
		I-2032702073	101-45500-42708	EBOOKS BOOK	843707	24.99
		I-2032702082	101-45500-42708	EBOOKS BOOK	843707	25.99
01-00550	ACTIVE DATA SYSTEMS, IN					
		I-3-17247	101-45500-42501	EQUIP. MAINTN AGREEMENT	843684	900.00
01-00915	BUREAU OF ADMINISTRATIO					
		I-201703061067	101-45500-42806	PHONE-LONG DI LONG DISTANCE	843721	1.49
01-01290	THE CENTER FOR WESTERN					
		I-298	101-45500-43400	LIB. BOOKS & BOOK	843960	3.50
01-01874	DEMCO, INC.					
		I-6074764	101-45500-42630	CIRCULATION S SUPPLIES	843759	264.60
		I-6089327	101-45500-42630	CIRCULATION S SUPPLIES	843759	214.49
01-02760	GALE					
		I-60092029	101-45500-43400	LIB. BOOKS & BOOKS	843781	47.23
		I-60166558	101-45500-43400	LIB. BOOKS & BOOKS	843781	75.16
		I-60226156	101-45500-43400	LIB. BOOKS & BOOKS	843781	33.58

PACKET: 04564 Regular Payments - MAR 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-02760	GALE		continued			
		I-60243188	101-45500-43400	LIB. BOOKS & BOOK	843781	25.59
01-02830	GLASS PRODUCTS INC.					
		I-00016825	101-45500-42504	MAINTENANCE O SERVICE	843784	60.00
01-02970	VAST BROADBAND					
		I-201703161156	101-45500-42805	PHONE-MONTHLY 15640901	843976	361.86
01-04049	MARIA GRUENER					
		I-201703071073	101-45500-42701	TRAVEL EXP. P PIERRE, SD	843788	15.00
01-04447	EBSCO INFORMATION SERVI					
		C-0006426	101-45500-42707	PATRON SUBSCR ADJUSTMENT	843767	29.95-
		C-0007014	101-45500-42707	PATRON SUBSCR ADJUSTMENT	843767	40.00-
		I-0085043	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	843767	55.00
		I-1539438	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	843767	25.00
		I-3471	101-45500-42707	PATRON SUBSCR SUBSCRIPTIONS	843767	5,279.14
01-04660	MAC'S INC.					
		I-0000034747	101-45500-42504	MAINTENANCE O SUPPLIES	843837	13.09
		I-0000038475	101-45500-42504	MAINTENANCE O SUPPLIES	843837	4.90
01-04690	MAHOWALD'S HARDWARE & R					
		I-518529	101-45500-42504	MAINTENANCE O SUPPLIES	843841	21.53
		I-519466	101-45500-42601	CLEANING SUPP SUPPLIES	843841	3.98
		I-519549	101-45500-42504	MAINTENANCE O SUPPLIES	843841	15.07
		I-519564	101-45500-42504	MAINTENANCE O SUPPLIES	843841	18.98
		I-519590	101-45500-42504	MAINTENANCE O SUPPLIES	843841	15.47
01-04810	MENARD'S					
		I-30152	101-45500-42601	CLEANING SUPP SUPPLIES	843848	39.10
		I-30728	101-45500-42600	OFFICE SUPPLI SUPPLIES	843848	3.27
		I-30821	101-45500-42601	CLEANING SUPP SUPPLIES	843848	41.50
		I-31235	101-45500-42502	BLDG. MAINTEN SUPPLIES	843848	80.32
		I-32030	101-45500-42504	MAINTENANCE O SUPPLIES	843848	6.94
		I-32508	101-45500-42502	BLDG. MAINTEN SUPPLIES	843848	38.02
01-04917	MICRO MARKETING ASSOCIA					
		I-658010	101-45500-43400	LIB. BOOKS & BOOKS	843854	159.98
		I-658346	101-45500-43400	LIB. BOOKS & BOOKS	843854	57.53
		I-658815	101-45500-43400	LIB. BOOKS & BOOKS	843854	170.99
		I-659386	101-45500-43400	LIB. BOOKS & BOOK	843854	39.99
		I-660407	101-45500-43400	LIB. BOOKS & BOOK	843854	39.99
		I-660709	101-45500-43400	LIB. BOOKS & BOOKS	843854	42.96
		I-660794	101-45500-43400	LIB. BOOKS & BOOK	843854	39.99
		I-661542	101-45500-43400	LIB. BOOKS & BOOK	843854	34.99
		I-661860	101-45500-43400	LIB. BOOKS & BOOK	843854	44.99

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DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463018625	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	843855	65.00
01-04937	MIDWEST TAPE					
		C-94813275	101-45500-43400	LIB. BOOKS & RETURN	843856	22.99-
		I-94774497	101-45500-43400	LIB. BOOKS & BOOKS	843856	129.94
		I-94795535	101-45500-43400	LIB. BOOKS & BOOKS	843856	237.89
		I-94823595	101-45500-43400	LIB. BOOKS & BOOKS	843856	265.87
01-04960	MILLER ELECTRIC, INC.					
		I-16691	101-45500-42502	BLDG. MAINTEN SERVICE	843858	96.06
01-05200	MIKE MULLIN					
		I-201703071074	101-45500-42701	TRAVEL EXP. P PIERRE, SD	843864	172.92
01-05240	MUNICIPAL UTILITIES					
		I-201703141131	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	843865	1,046.76
		I-201703141131	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	843865	2,140.20
		I-201703141131	101-45500-42803	WATER MUNICIPAL UTILITIES	843865	98.84
		I-201703141131	101-45500-42804	SEWER MUNICIPAL UTILITIES	843865	33.50
01-05650	OCLC INC,					
		I-0000518956	101-45500-42212	OCLC SUBSCRIPTION	843872	305.15
01-05663	OFFICE PEEPS, INC.					
		I-754039-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843873	139.25
		I-754039-0	101-45500-42601	CLEANING SUPP SUPPLIES	843873	59.65
		I-754039-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	843873	431.70
		I-754043-0	101-45500-42601	CLEANING SUPP SUPPLIES	843873	29.59
		I-754229-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843873	34.51
		I-754229-0	101-45500-42601	CLEANING SUPP SUPPLIES	843873	70.90
		I-754229-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	843873	24.49
		I-754229-2	101-45500-42600	OFFICE SUPPLI SUPPLIES	843873	3.59
01-06083	BORNS GROUP					
		I-201703021061	101-45500-42618	POSTAGE POSTAGE	843714	300.00
01-06711	DEIRDRE WHITMAN					
		I-201703141135	101-45500-42701	TRAVEL EXP. P PIERRE, SD	844002	183.08
01-06992	SIOUX VALLEY COOP					
		I-201703141133	101-45500-42603	MOTOR FUEL AN 938285	843939	23.45
01-07462	LIBRARY IDEAS					
		I-53037	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	843832	2,723.29
01-07490	STAR LAUNDRY & CLEANERS					
		I-201703171162	101-45500-42601	CLEANING SUPP LIBRARY	843947	129.96

PACKET: 04564 Regular Payments - MAR 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-08205	CENTURYLINK	I-201702271049	101-45500-42805	PHONE-MONTHLY MONTHLY PHONE SERVICE3	843729	6.84-
01-08343	MARSH & MCLENNAN AGENCY	I-339292	101-45500-41500	GROUP HEALTH CONSULTING FEES	843842	145.77
01-08509	COLLEEN STEIN	I-201703071076	101-45500-42701	TRAVEL EXP. P PIERRE, SD	843950	26.00
01-08630	WESTERN BOOKS	I-137322	101-45500-43400	LIB. BOOKS & BOOKS	843999	716.00
DEPARTMENT 5500 LIBRARY					TOTAL:	23,664.43



## Fines Fund 2 Profit & Loss yearly January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Income</b>			
21716 6.5% City & State Tax	161.79		
35102 Library Fines			
Damaged Books	185.05		
Fines	2,492.60		
Lost Books Pd For	470.79		
<b>Total 35102 Library Fines</b>	<b>3,148.44</b>		
36100 Interest Income	310.31		
36700 Donations			
Friends Group	6,422.00		
Gift/Donation	68.33		
<b>Total 36700 Donations</b>	<b>6,490.33</b>		
36909 Other Misc. Revenue			
Equip. Rental	1.50		
Fax	288.22		
Lost Cards	24.49		
Misc.	78.87		
Out of County Cards	1,885.19		
Public Copier	1,417.80		
Sales-withdrawn Books	290.21		
Staff Copier	44.70		
Vend Inc/Payout	0.00		
<b>Total 36909 Other Misc. Revenue</b>	<b>4,030.98</b>		
36910 Cash Over/Short	11.16		
<b>Total Income</b>	<b>14,153.01</b>		
<b>Expense</b>			
42104 Insurance Premiums	0.00	50.00	-50.00
42551 Copier Maint.	404.77	2,500.00	-2,095.23
42600 Office Supplies	398.64	1,000.00	-601.36
42623 Computer Supplies & Equip	0.00	725.00	-725.00
42674 Information & Education	276.96	7,900.00	-7,623.04
42702 Subs & Memberships (ebook	3,022.00		
42917 Library Programs			
Adult Programs	100.58	6,000.00	-5,899.42
Jr Programs	1,490.93	2,000.00	-509.07
Summer Reading	34.66	6,000.00	-5,965.34
YA Programs	336.50	2,000.00	-1,663.50
42917 Library Programs - Other	0.00	2,000.00	-2,000.00
<b>Total 42917 Library Programs</b>	<b>1,962.67</b>	<b>18,000.00</b>	<b>-16,037.33</b>
43400 Library Books	998.83		
43500 Furniture, Fixtures & Fur	0.00	800.00	-800.00
43602 Computer Equip / Software	7,349.40	4,500.00	2,849.40
43607 Electronic & Comm Equip.	0.00	10,000.00	-10,000.00
45400 Remittance of Revenue	0.00	700.00	-700.00
<b>Total Expense</b>	<b>14,413.27</b>	<b>46,175.00</b>	<b>-31,761.73</b>
<b>Net Income</b>	<b>-260.26</b>	<b>-46,175.00</b>	<b>45,914.74</b>

**City Budget**  
**Profit & Loss Budget vs. Actual**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income	0.00			
Expense				
410 Personnel Services				
41100 Supervision Salary	35,133.18	140,600.00	-105,466.82	25.0%
41101 Clerical & Oper. Salary	73,432.85	303,500.00	-230,067.15	24.2%
41102 Temporary Salaries	10,913.94	56,650.00	-45,736.06	19.3%
41200 OASI-Employer Contr.	8,646.56	35,850.00	-27,203.44	24.1%
41300 Retirement & Pensions	6,513.93	26,650.00	-20,136.07	24.4%
41400 Workman's Comp Insurance	2,620.00	2,500.00	120.00	104.8%
41500 Group Health Insur.	20,297.04	85,300.00	-65,002.96	23.8%
Total 410 Personnel Services	157,557.50	651,050.00	-493,492.50	24.2%
420 Other Current Expenses				
42104 Other Insurance Premiums	0.00	9,500.00	-9,500.00	0.0%
42107 Temp-not Subject to Worke	0.00	275.00	-275.00	0.0%
42212 OCLC	915.45	5,300.00	-4,384.55	17.3%
42214 ILS Maintenance	0.00	11,000.00	-11,000.00	0.0%
42222 Courier Services	0.00	2,300.00	-2,300.00	0.0%
42300 Publication & Rec Fees	0.00	1,000.00	-1,000.00	0.0%
42501 Equip. Maintenance	3,266.37	7,000.00	-3,733.63	46.7%
42502 Bldg. Maintenance	594.40	9,350.00	-8,755.60	6.4%
42504 Maintenance of Other	253.54	2,400.00	-2,146.46	10.6%
42600 Office Supplies	1,289.73	5,300.00	-4,010.27	24.3%
42601 Cleaning Supplies	1,552.61	5,500.00	-3,947.39	28.2%
42603 Motor Fuel & Luricants	51.14	175.00	-123.86	29.2%
42618 Postage	600.00	6,000.00	-5,400.00	10.0%
42627 Safety Supplies	0.00	275.00	-275.00	0.0%
42630 Circulation Supplies	1,238.76	8,000.00	-6,761.24	15.5%
42683 Electronic Subscriptions	13,029.68	35,000.00	-21,970.32	37.2%
42701 Travel Exp. Personnel	568.00	5,500.00	-4,932.00	10.3%
42702 Subsc. & Membership	760.00	2,800.00	-2,040.00	27.1%
42707 Patron Subscriptions	6,523.60	10,000.00	-3,476.40	65.2%
42708 Ebooks	3,708.55	40,500.00	-36,791.45	9.2%
42801 Natural Gas	3,847.14	12,000.00	-8,152.86	32.1%
42802 Electricity	5,570.82	28,000.00	-22,429.18	19.9%
42803 Water	281.42	1,600.00	-1,318.58	17.6%
42804 Sewer	88.50	450.00	-361.50	19.7%
42805 Phone-Monthly Service	1,424.42	1,600.00	-175.58	89.0%
42806 Phone-Long Distance	5.68	450.00	-444.32	1.3%
42813 Internet Service Provider	206.19	1,000.00	-793.81	20.6%
Total 420 Other Current Expenses	45,776.00	212,275.00	-166,499.00	21.6%
430 Capital Outlay				
43400 Lib. Books & Off. Ref.	14,062.19	95,000.00	-80,937.81	14.8%
Total 430 Capital Outlay	14,062.19	95,000.00	-80,937.81	14.8%
Total Expense	217,395.69	958,325.00	-740,929.31	22.7%
Net Income	<b>-217,395.69</b>	<b>-958,325.00</b>	<b>740,929.31</b>	<b>22.7%</b>

## INTERNET USE POLICY

### **Policy Statement:**

The Watertown Regional Library provides Internet access and Internet resources alongside its many physical resources. The Library believes that the Internet is an essential research and learning tool for our patrons. At the same time, by not being a full service Internet provider, the Library recognizes that it cannot control and is not responsible for Internet content viewed intentionally or inadvertently by our patrons. Rather, each patron (and, for minor patrons, their parent or legal guardian) is wholly responsible for his or her own Internet use and any consequences that may result, including those that impact the Library, other patrons, and third parties. Patrons are therefore responsible for determining appropriate Internet access for themselves as well as their dependent minors.

As a public resource accessed in a public space, Library computers, Library Internet, and Library wireless Internet access usage may be monitored by Library staff and observable by the general public. All Internet connections are also open, susceptible to malicious programming, and able to be used by patrons to access pornographic, obscene, and illegal material. While such use is prohibited by the Library's **Terms of Use**, ultimately, the Library is unable to fully prevent such use, or to warrant the content, quality of or accessibility to the Internet and its resources. Further, some Internet services may not be provided through the Library's connections for financial, technological or security reasons. Therefore, patrons who use the Library's Internet connections and computers do so at their own risk. The Library is not responsible for lost data transmitted over its network or contained on its computers, and it is not responsible for damage to, or lost data on, personal devices that use the Library Internet, wired or wirelessly.

The Watertown Regional Library provides filtered access to the Internet to meet its obligations under SDCL 22-24-56. All filtering software, however, is inherently imperfect. The filter will not block all objectionable material, and it may also block some material that patrons otherwise have a right to access. The degree of default filtering will depend on the patron's age and Internet access point, with minors and wireless users having more restrictive filtering than adults using the lab. **Patrons have a right to request that a filtered website be unfiltered, and adults may request to have completely unfiltered Internet access provided at a designated terminal. Patrons should convey these requests to the Library staff member at the desk.** The Library reserves its right to refuse to un-filter websites that are obscene or pornographic and may be viewed by minors.

### **Terms of Use:**

While using Library Internet and computer resources, all patrons must:

- Refrain from engaging in or facilitating illegal activity (e.g., identity theft, harassment, child pornography, etc.).
- Avoid unauthorized copying of copyrighted or licensed works— music, games, software, e-books, movies, etc.

- Not view, display, print, send, or receive material that may reasonably be construed as obscene, including from any website that posts a warning stating that materials are for persons over legal age.
- Stop using Internet and computer resources if, at any time, Library personnel deem the use disruptive to the quiet enjoyment of the Library.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software or hardware components or any networks or databases, including those at the Library.

Any failure to adhere to these terms may result in loss of library privileges.

**CITY OF WATERTOWN**  
**Cash and Investment Report**  
**February 28, 2017**

	Balance	February 28, 2017
Cash:		
Cash on Hand	3,169.00	
Total Cash	3,169.00	3,169.00

Money Market Accounts & Government Security Funds:

	APY %Rate		
Great Western Bank, Pooled Account	0.29%	31,814,293.82	
Total Money Market Accounts		-	31,814,293.82

Certificates of Deposit & Government Securities:

<u>Bank</u>	<u>CD Number</u>	<u>Term</u>	<u>Purchased</u>	<u>Matures</u>	<u>APR Rate</u>	<u>Amount</u>
Plains Commerce Bank	500019270	182-day	09/09/16	03/10/17	0.36%	1,000,000.00
Plains Commerce Bank	500019271	182-day	09/09/16	03/10/17	0.36%	500,000.00
SD FIT	207477	731-day	03/10/15	03/10/17	0.91%	200,000.00
SD FIT	28282	185-day	10/07/16	04/10/17	0.50%	1,000,000.00
SD FIT	28282	185-day	10/07/16	04/10/17	0.50%	500,000.00
Plains Commerce Bank	500019063	367-day	04/08/16	04/10/17	0.84%	1,000,000.00
Plains Commerce Bank	500019064	367-day	04/08/16	04/10/17	0.84%	500,000.00
Reliabank	234523	731-day	04/10/15	04/10/17	0.56%	201,126.14
Plains Commerce Bank	500019330	181-day	11/10/16	05/10/17	0.36%	1,000,000.00
Plains Commerce Bank	500019331	181-day	11/10/16	05/10/17	0.36%	500,000.00
Plains Commerce Bank	500019129	365-day	05/10/16	05/10/17	0.44%	1,000,000.00
Plains Commerce Bank	500019130	365-day	05/10/16	05/10/17	0.44%	500,000.00
Reliabank	234532	733-day	05/08/15	05/10/17	0.55%	201,109.04
Plains Commerce Bank	500019416	181-day	01/10/17	07/10/17	0.36%	1,000,000.00
Plains Commerce Bank	500019417	181-day	01/10/17	07/10/17	0.36%	500,000.00
Reliabank	234773	367-day	07/08/16	07/10/17	0.75%	1,000,000.00
SD FIT	28200	367-day	07/08/16	07/10/17	0.43%	500,000.00
Reliabank	234582	731-day	07/10/15	07/10/17	0.80%	201,595.62
SD FIT	235757	181-day	02/10/17	08/10/17	0.50%	1,000,000.00
SD FIT	235757	181-day	02/10/17	08/10/17	0.50%	500,000.00
Reliabank	234607	731-day	08/10/15	08/10/17	0.77%	201,544.22
Reliabank	234823	364-day	09/09/16	09/08/17	0.54%	1,000,000.00
Plains Commerce Bank	50019272	364-day	09/09/16	09/08/17	0.44%	500,000.00
Home Federal Bank	6472476	729-day	09/10/15	09/08/17	1.01%	202,018.67
Plains Commerce Bank	500019293	368-day	10/07/16	10/10/17	0.52%	1,000,000.00
Plains Commerce Bank	500019294	368-day	10/07/16	10/10/17	0.52%	500,000.00
Home Federal Bank	6485186	732-day	10/09/15	10/10/17	0.76%	201,518.67
Plains Commerce Bank	500019333	364-day	11/10/16	11/09/17	0.52%	1,000,000.00
Plains Commerce Bank	500019334	364-day	11/10/16	11/09/17	0.52%	500,000.00
Home Federal Bank	6485506	730-day	11/10/15	11/09/17	0.80%	201,593.84
Avanti Federal Credit Unior	37400-74	729-day	12/10/15	12/08/17	0.80%	201,595.62
Plains Commerce Bank	500019418	365-day	01/10/17	01/10/18	0.50%	1,000,000.00
SD FIT	28317	365-day	01/10/17	01/10/18	0.65%	500,000.00
Home Federal Bank	6474050	733-day	01/08/16	01/10/18	1.05%	202,108.33
SD FIT	235756	364-day	02/10/17	02/09/18	0.70%	1,000,000.00
SD FIT	235756	364-day	02/10/17	02/09/18	0.70%	500,000.00
SD FIT	28108	730-day	02/10/16	02/09/18	1.00%	202,007.57
SD FIT	28126	729-day	03/10/16	03/09/18	0.94%	200,000.00
Reliabank	234774	732-day	07/08/16	07/10/18	0.85%	200,000.00
Avanti Federal Credit Unior	37400-75	731-day	09/09/16	09/10/18	0.80%	200,000.00
Reliabank	234844	733-day	10/07/16	10/10/18	0.71%	200,000.00
First Premier Bank	601006208	729-day	11/10/16	11/09/18	0.60%	200,000.00
SD FIT	28318	730-day	01/10/17	01/10/19	0.85%	200,000.00
Total Certificates of Deposit						22,916,217.72
Total Cash and Investments						54,733,680.54

**CITY OF WATERTOWN  
CASH ACTIVITY REPORT  
JANUARY 1 - FEBRUARY 28, 2017**

	<u>BEGINNING</u> <u>CASH BALANCE</u>	<u>YEAR-TO-DATE</u> <u>RECEIPTS</u>	<u>YEAR-TO-DATE</u> <u>DISBURSEMENT</u>	<u>ENDING</u> <u>BALANCE</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
101-GENERAL FUND	8,951,712.23	2,526,046.10	(3,792,664.14)	7,685,094.19	(1,266,618.04)
201-PARK & RECREATION FUND	1,078,555.54	382,166.88	(492,331.27)	968,391.15	(110,164.39)
203-BBB SALES TAX	356,310.68	143,320.63	(140,176.39)	359,454.92	3,144.24
204-RECREATION CENTER FUND	51,387.42	181,013.44	(177,756.71)	54,644.15	3,256.73
205-CASUALTY RESERVE FUND	30,136.07	33.74	0.00	30,169.81	33.74
212-CAPITAL IMPROVEMENT FUND	16,592,779.76	1,348,374.65	(656,476.93)	17,284,677.48	691,897.72
214-E-911 EMERGENCY FUND	44,058.65	164,228.69	(195,667.75)	12,619.59	(31,439.06)
226-LIBRARY FINES FUND	282,894.50	5,738.89	(3,900.55)	284,732.84	1,838.34
272-URBAN RENEWAL FUND	136,768.63	9,476.63	(6,115.54)	140,129.72	3,361.09
273-SR WATERSHED PROJECT FUND	39,920.79	110,536.66	(37,583.93)	112,873.52	72,952.73
275-TIF #1 FUND	8,350.48	17.28	0.00	8,367.76	17.28
280-TIF #2 FUND	6,571.40	7.34	0.00	6,578.74	7.34
281-TIF #3 FUND	1,140.56	4.32	0.00	1,144.88	4.32
282-TIF #5 FUND	3,254.10	5.57	0.00	3,259.67	5.57
283-TIF #6 FUND	3,175.50	8.15	0.00	3,183.65	8.15
301-GO DEBT SERVICE	350,456.06	20,982.36	(500.00)	370,938.42	20,482.36
504- COMMUNITY IMP. PROJECT	7,834,416.06	73,275.99	(2,014,070.60)	5,893,621.45	(1,940,794.61)
602-MUNICIPAL UTILITIES FUND	18,012,888.02	10,037,803.09	(10,503,273.89)	17,547,417.22	(465,470.80)
604-SEWER FUND	2,712,211.57	570,906.84	(662,418.73)	2,620,699.68	(91,511.89)
605-SOLID WASTE FUND	2,009,277.99	400,709.44	(953,084.64)	1,456,902.79	(552,375.20)
606-AIRPORT FUND	(437,827.92)	378,944.27	(113,608.62)	(172,492.27)	265,335.65
753-125 ESCROW FUND	8,404.46	15,872.87	(22,315.35)	1,961.98	(6,442.48)
756-REDEMPTION AGENCY FUND	500.00	0.00	0.00	500.00	0.00
758-BID DEPOSIT AGENCY FUND	63,775.63	33.57	(5,000.00)	58,809.20	(4,966.43)
<b>GRAND TOTAL</b>	<b>58,141,118.18</b>	<b>16,369,507.40</b>	<b>(19,776,945.04)</b>	<b>54,733,680.54</b>	<b>(3,407,437.64)</b>