

AGENDA  
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
160 6<sup>th</sup> Street NE  
January 4, 2017 5:15 p.m.  
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the December 7, 2017 regular meeting
3. Presentation of financial reports for December
4. Approval of expenditures for December
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
9. New business
  - a) 2018 meeting dates
  - b) 2018 library closures
  - c) Teen Leadership Group volunteers
  - d) Donation to children's programs and collections
  - e) ALA support letter for travel stipend to ALA conference
10. Open
11. Adjournment

Next meeting: February 1, 2018 at 5:15pm

**DRAFT**

Watertown Regional Library Board  
Minutes of the December 7, 2017  
Regular Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

Board President Weigel called the meeting to order at 5:20p.m. Members present were: Anne Gabel, Deb Shephard, Judy Trzynka, and Dave Weigel. Absent: Jackie Baxter and Dan Albertsen. Also present: Library Director Dee Dee Whitman.

The minutes from the November 2, 2017 regular meeting were approved. Motion by Trzynka and second by Shephard. Motion passed by rollcall.

The financial reports for November were accepted.

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

Correspondence: None

Report of the Library Director:

- a) The JACE for the Building Automation System (heat/cooling) failed November 16, and DDC installed an old model on November 17 as a temporary solution. Now instead of updating the JACE, a new one must be purchased, installed and programmed. See attached DDC proposal in the amount of \$3,880 with 12 hours of support. Another option is to only pay for the new JACE at \$3,085 and 4 hours of labor to install and reprogram for a total of \$3,485.
- b) I'll be flying to Pierre on Dec. 11<sup>th</sup> to meet with the State Librarian and the Continuing Education Coordinator regarding library accreditation and library staff certification.
- c) One of the new shelvers took another position, and we have decided to hold off hiring another one until Renea is back from maternity leave.
- d) We took part in the Holiday Lighted Parade on November 24<sup>th</sup>. The staff worked very hard constructing and decorating the float. The sign and the gingerbread house will be reusable for upcoming years.
- e) "Using the Microfilm Machine" guidelines have been added to that station.
- f) Watertown Community Foundation's Tree Fundraiser has begun. It is \$1/vote and voting continues until Dec. 31<sup>st</sup>. Every organization that raises \$300 will be matched \$300 by the Community Foundation, and the top fundraiser will receive an additional \$500. Vote for us!
- g) Lee Gabel contacted me about continuing the Westlaw database hosted here at the library but paid for by Codington County. They submitted a subscription renewal for the next 5 years. We discussed trying to promote the resource more as well.

- h) I'm looking into a few more electronic resources, should we demo them and like them, I will send emails with costs for your approval.
- i) Through the Watertown Community Foundation's "Thanks for Giving" Contest, a WHS student wrote a letter about the library and she was the second place winner, earning \$250 grant for the library. Thank you so much Madison Ward! Jamie and I went to the HS to accept the award and asked for teens to join our new Teen Leadership Group, and Madison is very interested. The \$250 will be used for Teen programming.
- j) Sunday November 26<sup>th</sup>, staff called me to report an electrical burning smell around the trees by the circulation desk. I told them to unplug the lights and I would be in to check on it. When I got to the library, a police vehicle and fire truck were in the vicinity. Smelling no smoke or feeling heat, I entered the building and I called the dispatch line. They said that citizens had reported an unusual smell. A police officer came in to check, who then notified the fire fighters who came in to check as well. No issues were found, but another fire fighter came in saying the unusual smell had been reported around town and that the source was someone burning foam insulation, which is probably what library staff smelled as well. No issues were found after the lights were turned on the following day.

Committee Reports: None

Old Business:

1. The Board discussed suggestions and edits to the Library Board Bylaws. Shephard moved to approve the Library Board Bylaws with a few minor changes. Tryznka seconded the motion, and it was passed by rollcall.
2. Discussed two options for replacing the digital control box proposed by DDC. Shephard moved to approve Option 1 including the equipment cost and 4 hours of labor in the amount of \$3,485, which was seconded by Gabel. Motion passed by rollcall.

New Business:

1. Novelist Select and Library Aware contract for January 1 – December 31<sup>st</sup> proposed by Dee Dee Whitman to market books, events, and resources and integrate novelist data into the online public access catalog. Shepard moved to approve the contract, seconded by Gabel. Motion passed by rollcall.
2. Discussed current and new applicants to volunteer at the library. Shepard moved to approve the list of volunteers, seconded by Gabel. Motion passed by rollcall.

Open: Tryznka had a question from a member of the public about why an attorney was allowed to talk about estate planning. Shephard responded that it was a Friends of the Library program that was free and open to the public. It was informational only, and no fees were charged to patrons.

Meeting adjourned at 6:15p.m.

Approved

David R. Weigel  
Board President

Deirdre "Dee Dee" J. Whitman  
Secretary

Written: December 28, 2017  
**DRAFT**

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**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	160,593.48	140,600.00	19,993.48	114.2%
41101 Clerical & Oper. Salary	258,686.38	303,500.00	-44,813.62	85.2%
41102 Temporary Salaries	45,404.88	56,650.00	-11,245.12	80.1%
41109	311.32			
41200 OASI-Employer Contr.	31,043.74	35,850.00	-4,806.26	86.6%
41300 Retirement & Pensions	23,083.56	26,650.00	-3,566.44	86.6%
41400 Workman's Comp Insurance	2,500.00	2,500.00	0.00	100.0%
41500 Group Health Insur.	84,694.54	85,300.00	-605.46	99.3%
41600 Unemployment Benefits	2,421.59			
<b>Total 410 Personnel Services</b>	<b>608,739.49</b>	<b>651,050.00</b>	<b>-42,310.51</b>	<b>93.5%</b>
420 Other Current Expenses				
42104 Other Insurance Premiums	11,050.11	9,500.00	1,550.11	116.3%
42107 Temp-not Subject to Worke	65.82	275.00	-209.18	23.9%
42212 OCLC	3,796.20	5,300.00	-1,503.80	71.6%
42214 ILS Maintenance	11,522.00	11,000.00	522.00	104.7%
42222 Courier Services	0.00	2,300.00	-2,300.00	0.0%
42300 Publication & Rec Fees	2,512.97	1,000.00	1,512.97	251.3%
42501 Equip. Maintenance	20,180.37	7,000.00	13,180.37	288.3%
42502 Bldg. Maintenance	3,104.91	9,350.00	-6,245.09	33.2%
42504 Maintenance of Other	1,646.52	2,400.00	-753.48	68.6%
42600 Office Supplies	5,648.09	5,300.00	348.09	106.6%
42601 Cleaning Supplies	6,417.40	5,500.00	917.40	116.7%
42603 Motor Fuel & Luricants	195.58	175.00	20.58	111.8%
42618 Postage	3,396.00	6,000.00	-2,604.00	56.6%
42627 Safety Supplies	256.36	275.00	-18.64	93.2%
42630 Circulation Supplies	7,372.11	8,000.00	-627.89	92.2%
42683 Electronic Subscriptions	13,029.68	35,000.00	-21,970.32	37.2%
42701 Travel Exp. Personnel	5,513.70	5,500.00	13.70	100.2%
42702 Subsc. & Membership	1,117.00	2,800.00	-1,683.00	39.9%
42707 Patron Subscriptions	8,850.33	10,000.00	-1,149.67	88.5%
42708 Ebooks	39,539.83	40,500.00	-960.17	97.6%
42801 Natural Gas	6,852.22	12,000.00	-5,147.78	57.1%
42802 Electricity	29,225.83	28,000.00	1,225.83	104.4%
42803 Water	2,651.48	1,600.00	1,051.48	165.7%
42804 Sewer	409.20	450.00	-40.80	90.9%
42805 Phone-Monthly Service	5,006.28	1,600.00	3,406.28	312.9%
42806 Phone-Long Distance	5.68	450.00	-444.32	1.3%
42813 Internet Service Provider	875.55	1,000.00	-124.45	87.6%
<b>Total 420 Other Current Expenses</b>	<b>190,241.22</b>	<b>212,275.00</b>	<b>-22,033.78</b>	<b>89.6%</b>
430 Capital Outlay				
43400 Lib. Books & Off. Ref.	87,136.79	95,000.00	-7,863.21	91.7%
<b>Total 430 Capital Outlay</b>	<b>87,136.79</b>	<b>95,000.00</b>	<b>-7,863.21</b>	<b>91.7%</b>
<b>Total Expense</b>	<b>886,117.50</b>	<b>958,325.00</b>	<b>-72,207.50</b>	<b>92.5%</b>
<b>Net Income</b>	<b>-886,117.50</b>	<b>-958,325.00</b>	<b>72,207.50</b>	<b>92.5%</b>

## 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	729.46		
35102 Library Fines			
Damaged Books	653.34		
Fines	10,534.30		
Lost Books Pd For	1,583.99		
<b>Total 35102 Library Fines</b>	<b>12,771.63</b>		
36100 Interest Income	2,102.03		
36700 Donations			
Friends Group	7,262.00		
Gift/Donation	2,390.81		
<b>Total 36700 Donations</b>	<b>9,652.81</b>		
36909 Other Misc. Revenue			
Equip. Rental	33.00		
Fax	1,397.33		
Lost Cards	108.60		
Misc.	103.28		
Out of County Cards	8,071.78		
Public Copier	5,830.41		
Sales-withdrawn Books	1,601.90		
Staff Copier	208.65		
Vend Inc/Payout	0.00		
<b>Total 36909 Other Misc. Revenue</b>	<b>17,354.95</b>		
36910 Cash Over/Short	-14.57		
<b>Total Income</b>	<b>42,596.31</b>		
<b>Expense</b>			
42104 Insurance Premiums	83.56	50.00	33.56
42551 Copier Maint.	1,740.49	2,500.00	-759.51
42600 Office Supplies	1,914.17	1,000.00	914.17
42623 Computer Supplies & Equip	0.00	725.00	-725.00
42674 Information & Education	4,344.14	7,900.00	-3,555.86
42702 Subs & Memberships (ebook	3,022.00		
42917 Library Programs			
Adult Programs	2,506.07	6,000.00	-3,493.93
Jr Programs	1,899.88	2,000.00	-100.12
Summer Reading	7,331.64	6,000.00	1,331.64
YA Programs	1,384.89	2,000.00	-615.11
42917 Library Programs - Other	628.43	2,000.00	-1,371.57
<b>Total 42917 Library Programs</b>	<b>13,750.91</b>	<b>18,000.00</b>	<b>-4,249.09</b>
43400 Library Books	1,462.48		
43500 Furniture, Fixtures & Fur	1,647.99	800.00	847.99
43602 Computer Equip / Software	14,358.31	4,500.00	9,858.31
43607 Electronic & Comm Equip.	2,555.00	10,000.00	-7,445.00
45400 Remittance of Revenue	0.00	700.00	-700.00
<b>Total Expense</b>	<b>44,879.05</b>	<b>46,175.00</b>	<b>-1,295.95</b>
<b>Net Income</b>	<b>-2,282.74</b>	<b>-46,175.00</b>	<b>43,892.26</b>

PACKET: 04779 Regular Payments - DEC 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
01-00265	ANDOR INC.					
		I-88184	101-45500-42501	EQUIP. MAINTEN SERVICE	847240	752.05
01-00402	BAKER & TAYLOR					
		I-2033284683	101-45500-43400	LIB. BOOKS & BOOKS	847255	338.29
		I-2033289332	101-45500-42708	EBOOKS BOOKS	847255	152.97
		I-2033289366	101-45500-42708	EBOOKS BOOKS	847255	44.95
		I-2033289371	101-45500-42708	EBOOKS BOOKS	847255	285.98
		I-2033289390	101-45500-42708	EBOOKS BOOK	847255	65.00
		I-2033289408	101-45500-42708	EBOOKS BOOK	847255	48.00
		I-2033289410	101-45500-42708	EBOOKS BOOK	847255	23.97
		I-2033290736	101-45500-43400	LIB. BOOKS & BOOKS	847255	4,599.88
		I-2033304772	101-45500-42708	EBOOKS BOOKS	847255	183.99
		I-2033304781	101-45500-42708	EBOOKS BOOK	847255	60.00
		I-2033304784	101-45500-42708	EBOOKS BOOK	847255	0.03
		I-2033304788	101-45500-42708	EBOOKS BOOKS	847255	207.00
		I-2033304808	101-45500-42708	EBOOKS BOOKS	847255	78.00
		I-2033309270	101-45500-43400	LIB. BOOKS & BOOKS	847255	959.29
		I-2033311648	101-45500-43400	LIB. BOOKS & BOOKS	847255	102.05
		I-2033318813	101-45500-42708	EBOOKS BOOK	847255	26.99
		I-2033318818	101-45500-42708	EBOOKS BOOK	847255	15.99
		I-2033318834	101-45500-42708	EBOOKS BOOKS	847255	71.96
		I-2033318839	101-45500-42708	EBOOKS BOOKS	847255	96.96
		I-2033318844	101-45500-42708	EBOOKS BOOKS	847255	162.99
		I-2033321748	101-45500-42708	EBOOKS BOOKS	847255	236.00
		I-2033321759	101-45500-42708	EBOOKS BOOKS	847255	228.00
		I-2033332028	101-45500-43400	LIB. BOOKS & BOOKS	847255	611.39
		I-2033335065	101-45500-42708	EBOOKS BOOK	847255	15.00
		I-2033335638	101-45500-42708	EBOOKS BOOK	847255	14.97
		I-2033335640	101-45500-42708	EBOOKS BOOKS	847255	137.99
		I-2033335643	101-45500-42708	EBOOKS BOOKS	847255	44.95
		I-2033335697	101-45500-42708	EBOOKS BOOK	847255	7.99
		I-2033335699	101-45500-42708	EBOOKS BOOK	847255	25.00
		I-2033337877	101-45500-42708	EBOOKS BOOK	847255	7.99
		I-2033342333	101-45500-43400	LIB. BOOKS & BOOKS	847255	1,172.04
		I-2033351970	101-45500-42708	EBOOKS BOOKS	847255	119.00
		I-2033351973	101-45500-42708	EBOOKS BOOK	847255	60.00
		I-2033351999	101-45500-42708	EBOOKS BOOKS	847255	401.92
		I-2033352008	101-45500-42708	EBOOKS BOOK	847255	23.97
		I-2033352017	101-45500-42708	EBOOKS BOOKS	847255	30.98
		I-5014777201	101-45500-43400	LIB. BOOKS & BOOK	847255	23.94
01-00565	BATTERIES UNLIMITED, IN					
		I-9272	101-45500-42502	BLDG. MAINTEN SUPPLIES	847258	18.00
01-01874	DEMCO, INC.					
		I-6257684	101-45500-42630	CIRCULATION S SUPPLIES	847305	367.17
01-02760	GALE					

PACKET: 04779 Regular Payments - DEC 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-62332681	101-45500-43400	LIB. BOOKS & BOOKS	847329	47.23
01-02960	GUMDROP BOOKS					
		I-PINV110574	101-45500-43400	LIB. BOOKS & BOOKS	847339	2,900.99
01-02970	VAST BROADBAND					
		I-201712072580	101-45500-42805	PHONE-MONTHLY VAST BROADBAND	847535	363.54
01-03259	MIDWEST ALARM COMPANY,					
		I-186854	101-45500-42501	EQUIP. MAINTEN SERVICE	847408	154.06
01-03325	HEARTLAND AG-BUSINESS G					
		I-S20171121-443	101-45500-43400	LIB. BOOKS & BOOKS	847345	70.00
01-03452	DIRECT DIGITAL CONTROL					
		I-5928	101-45500-42501	EQUIP. MAINTEN SERVICE	847311	837.00
01-04185	LAKE AREA / BIT					
		I-201712072579	101-45500-42107	Temp-Not Subj ARAUJO-COTA	847375	19.13
		I-201712182630	101-45500-42107	Temp-Not Subj ARAUJO-COTA	847375	26.44
01-04400	J H LARSON ELECTRICAL C					
		I-S101640744.001	101-45500-42502	BLDG. MAINTEN SUPPLIES	847362	32.55
01-04660	MAC'S INC.					
		I-0000093669	101-45500-42504	MAINTENANCE O SUPPLIES	847387	4.77
01-04690	MAHOWALD'S HARDWARE & R					
		I-522804	101-45500-42504	MAINTENANCE O SUPPLIES	847392	13.81
01-04752	MANUFACTURER'S NEWS					
		I-03566-00I	101-45500-43400	LIB. BOOKS & BOOKS	847395	91.90
01-04810	MENARD'S					
		C-56103	101-45500-42504	MAINTENANCE O RETURN	847399	23.96-
		I-56017	101-45500-42504	MAINTENANCE O SUPPLIES	847399	23.96
		I-56365	101-45500-42504	MAINTENANCE O SUPPLIES	847399	13.85
01-04917	MICRO MARKETING ASSOCIA					
		I-696827	101-45500-43400	LIB. BOOKS & BOOKS	847405	251.95
		I-697701	101-45500-43400	LIB. BOOKS & BOOKS	847405	161.40
		I-697994	101-45500-43400	LIB. BOOKS & BOOKS	847405	270.90
		I-698400	101-45500-43400	LIB. BOOKS & BOOKS	847405	43.83
		I-699037	101-45500-43400	LIB. BOOKS & BOOKS	847405	54.98
		I-700076	101-45500-43400	LIB. BOOKS & BOOK	847405	35.00
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019137	101-45500-42813	INTERNET SERV 142046301	847406	65.00

PACKET: 04779 Regular Payments - DEC 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
01-04937	MIDWEST TAPE					
		I-95564780	101-45500-43400	LIB. BOOKS & BOOKS	847410	170.91
		I-95574410	101-45500-43400	LIB. BOOKS & BOOK	847410	18.99
		I-95584899	101-45500-43400	LIB. BOOKS & BOOKS	847410	85.95
		I-95603960	101-45500-43400	LIB. BOOKS & BOOKS	847410	48.97
		I-95623437	101-45500-43400	LIB. BOOKS & BOOKS	847410	86.96
		I-95643713	101-45500-43400	LIB. BOOKS & BOOKS	847410	72.96
01-04990	MINITEX					
		I-94484	101-45500-42630	CIRCULATION S SUPPLIES	847413	311.00
01-05240	MUNICIPAL UTILITIES					
		I-201712192655	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	847417	843.96
		I-201712192655	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	847417	2,061.80
		I-201712192655	101-45500-42803	WATER MUNICIPAL UTILITIES	847417	101.66
		I-201712192655	101-45500-42804	SEWER MUNICIPAL UTILITIES	847417	35.90
01-05650	OCLC INC,					
		I-0000571059	101-45500-42212	OCLC SUBSCRIPTION	847425	315.83
01-05663	OFFICE PEEPS, INC.					
		I-783215-0	101-45500-42601	CLEANING SUPP SUPPLIES	847426	39.54
		I-784490-0	101-45500-42601	CLEANING SUPP SUPPLIES	847426	91.27
		I-784490-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	27.99
		I-784705-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	63.63
		I-784705-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	45.45
		I-785042-0	101-45500-42504	MAINTENANCE O SUPPLIES	847426	9.37
		I-785042-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	145.33
		I-785538-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	49.90
		I-786603-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	48.10
		I-786603-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	25.30
		I-787492-0	101-45500-42601	CLEANING SUPP SUPPLIES	847426	32.22
		I-787584-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	847426	22.25
01-05849	PENWORTHY COMPANY					
		I-218	101-45500-43400	LIB. BOOKS & RENEWAL	847434	4,500.00
01-06083	BORNS GROUP					
		I-201712052564	101-45500-42618	POSTAGE POSTAGE	847263	300.00
01-06425	SCHOLASTIC LIBRARY PUBL					
		I-16215885	101-45500-43400	LIB. BOOKS & BOOKS	847477	1,428.00
01-06477	THOMSON REUTERS - WEST					
		I-837384120	101-45500-43400	LIB. BOOKS & SUBSCRIPTION CHARGES	847521	64.58
01-07483	BECKY SPROUSE					
		I-201712182636	101-45500-42701	TRAVEL EXP. P ERRANDS	847503	98.66

PACKET: 04779 Regular Payments - DEC 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
01-07490	STAR LAUNDRY & CLEANERS					
		I-201712182646	101-45500-42601	CLEANING SUPP LIBRARY	847506	138.77
01-07546	STEIN'S INC.					
		I-796525	101-45500-42601	CLEANING SUPP SUPPLIES	847507	49.65
		I-797424	101-45500-42601	CLEANING SUPP SUPPLIES	847507	294.17
01-08459	JOSH VOLKART					
		I-201712182638	101-45500-42701	TRAVEL EXP. P ERRANDS	847537	75.60
01-08946	EMILY MOSLEY					
		I-201712182631	101-45500-42701	TRAVEL EXP. P REIMB MILEAGE	847416	20.92
01-08988	LISBETH SOLUM					
		I-201712182635	101-45500-42701	TRAVEL EXP. P DELIVERIES	847501	107.52
DEPARTMENT 5500 LIBRARY					TOTAL:	29,114.08

PACKET: 04779 Regular Payments - DEC 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
01-00124	AMAZON.COM					
		I-201712182625	226-45506-42600	OFFICE SUPPLI 6045787810079042	847237	46.61
		I-201712182625	226-45506-42917	LIBRARY PROGR 6045787810079042	847237	550.54
01-01226	CLASSROOM CONNECTION					
		I-014048	226-45506-42917	LIBRARY PROGR SUPPLIES	847281	13.50
01-01530	COUNTY FAIR FOODS					
		I-1209	226-45506-42917	LIBRARY PROGR 8826200	847287	7.26
		I-4043	226-45506-42917	LIBRARY PROGR 8826200	847287	12.75
		I-4513	226-45506-42600	OFFICE SUPPLI 8826200	847287	12.11
		I-4537	226-45506-42917	LIBRARY PROGR 8826200	847287	9.35
		I-9959	226-45506-42600	OFFICE SUPPLI 8826200	847287	21.96
01-04810	MENARD'S					
		I-55109A	226-45506-42674	INFORMATION & SUPPLIES	847399	105.97
01-05663	OFFICE PEEPS, INC.					
		I-786962-0	226-45506-42551	COPIER MAINTN COPIES	847426	136.59
01-07294	DAKOTA SIGNS					
		I-201712182628	226-45506-42674	INFORMATION & SUPPLIES	847299	60.00
01-08280	WAL-MART COMMUNITY BRC					
		I-01041	226-45506-42917	LIBRARY PROGR SUPPLIES	847538	12.81
		I-01041	226-45506-42674	INFORMATION & SUPPLIES	847538	122.45
		I-08916A	226-45506-42917	LIBRARY PROGR SUPPLIES	847538	49.12
		I-08916A	226-45506-42674	INFORMATION & SUPPLIES	847538	27.08
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201712182640	226-45506-42674	INFORMATION & LIBRARY	847549	198.00
		I-201712182640	226-45506-42600	OFFICE SUPPLI LIBRARY	847549	57.00
01-08986	FARGO PUBLIC LIBRARY					
		I-178701123	226-45506-42600	OFFICE SUPPLI BOOK	847318	6.99
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	1,450.09
FUND 226 LIBRARY FINES FUND					TOTAL:	1,450.09

Library Director's Report  
 Watertown Regional Library Board of Trustees  
 Regular Meeting  
 160 6<sup>th</sup> Street NE  
 January 4, 2018 5:15 p.m.  
 Marge Tauber South Dakota Room

Report of the Library Director

- a) I met with the State Librarian Daria Bossman, and Kathleen Slocum, the Continuing education Coordinator in Pierre on Dec. 11<sup>th</sup> regarding library accreditation and continuing education for our staff and library board.
- b) Met with the IT department about upcoming migration to Microsoft 365, which we will start a trial with Maria, Becky, and myself before rolling out to all staff.
- c) Looking to attend ALA in New Orleans this June. I'm planning to drive, and take some personal days after the conference to visit family. The estimated cost would be \$305 for the conference, \$1,200 for the hotel, and \$700 for travel. I'm looking to apply for a grant to aid with travel expenses and will need a letter of support from our Library Board Chair, Dave Weigel. The application is due in March.
- d) We received a \$4,000 donation for children's reading programming and collections. The donor is a current resident of Watertown and was a first grade teacher for 40 years.
- e) Additional library closures in 2018
  - (1) April 1, 2018 – Easter – not a City holiday, but we've closed in the past
  - (2) November 11, 2018 – City will close Monday, November 12.
  - (3) November 23, 2018 – Possible city closure
  - (4) December 24, 2018 – Possible city closure

f) 2018 Board Meetings and Topics

Month	Day	Date	To Do Items
January	Thursday	4	
February	Thursday	1	Review meeting room policy
March	Thursday	1	Appoint Budget Committee
April	Thursday	5	Long range planning
May	Thursday	3	Approve CIP and Personnel Budgets. Appoint Nominating Committee.
June	Thursday	7	
July	Thursday	5	Approve O & M Budgets; Director's Evaluation
August	Thursday	2	
September	Thursday	6	Policy review
October	Thursday	4	Policy review
November	Thursday	1	Policy review
December	Thursday	6	Approve volunteers