

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
160 6th Street NE
March 1, 2018 5:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the February 8, 2018 regular meeting
3. Presentation of financial reports for February
4. Approval of expenditures for February
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
 - a) Meeting Room Policy
 - b) Law Depot
9. New business
 - a) Appoint Budget Committee
 - b) National Library Week Fine Forgiveness
10. Open
11. Adjournment

Next meeting: April 5, 2018 at 5:15pm

DRAFT
Watertown Regional Library Board
Minutes of the February 8, 2018
Regular Meeting
160 6th Street NE
Watertown, SD

Board President Weigel called the meeting to order at 5:15p.m. Members present were: Dan Albertsen, Anne Gabel, Judy Trzynka, and Dave Weigel. Absent: Jackie Baxter and Deb Shephard. Also present: Library Director Dee Dee Whitman

The minutes from the January 4, 2017 regular meeting were approved. Motion by Trzynka and second by Albertsen. Motion passed by rollcall.

The financial reports for January were accepted.

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

Correspondence: None

Report of the Library Director

- a) All staff have been moved to the new Microsoft 365 for email and apps. Some email accounts are being deleted to streamline and save money. The next step will be to migrate files to One Drive, which doesn't have a timeline yet.
- b) I presented at the Watertown Ministerial Association meeting January 9th.
- c) The Friends of the Library will purchase a new chair for the breakroom and a new TV/TV cart that will be used for programming and for meeting spaces without equipment.
- d) My emails to the library board may constitute a public meeting if 4 members reply, making a quorum. This could violate open meeting laws if the discussion is beyond scheduling, so we just need to be careful.
- e) Jumpstart summer reading training will be here at the library February 23 from 10am-3pm. If you'd like to attend let me know.
- f) We moved the patron printer/copier station to just outside of the computer lab for easier access for patrons and staff assistance.
- g) ALA Travel stipend application is in process, it's due by March 9th. I need a support letter from Dave and one other Board member.
- h) Met with Anne and Jackie about the mission statement narrowing it down to three options and received feedback from staff.
- i) Along with Becky, prepared 2017 to submit to the State Library.
- j) Maxine Horning was the donor of \$4,000, she will be thanked and recognized for her donation. I wanted to make sure she was comfortable with being recognized public ally before doing so.

Committee Reports: None

Old Business:

1. Mission Statement. Gabel reported informal polling reports from the public that aligned with library staff feedback about the top 3 ideas for the new mission statement. Tryznka moved and Gabel seconded to approve option 3, "Connecting people to the joy of reading, information, and life long learning" as the library's new mission statement. Motion passed by rollcall.

New Business:

1. Discussed addition of Lynda.com and Law Depot online resources. Discussion that Law Depot will be tabled until the City Attorney Matt Roby provides feedback. Discussed that Lynda.com is associated with LinkedIn, and that it provides 6,300 plus instructional videos from a wide range of topics and that the library will need to provide a clear description of the resource on its website. Gabel moved and Albertsen seconded to approve the director to sign the contract for Lynda.com at a cost of \$4,500.00 for 12 months. Motion passed by rollcall.
2. Discussed the Meeting Room policy, and how a few libraries around the state allow for profit businesses/organizations to use the meeting room spaces for a fee. Additional review and discussion will continue, no action was taken at the time.
3. The Board approved the contracts for Hanson Shows and Rockin' Red to be signed by the Library Director. Moved by Tryznka, seconded by Gabel. Motion passed by rollcall.
4. Whitman presented the 2017 Annual Report and discussed a few highlights. Data from the report will be used to set goals during the upcoming strategic planning process.

Open: Gabel suggested the possibility of a program for the public regarding active shooter situations. Library staff had a training by Captain Shaefer from the WPD in the Fall of 2017. Discussed the status of an orientation handbook for library staff. There is a Library procedures manual in the works, but library staff are covered by City of Watertown the Personnel Policy Manual and the Safety Manual. Additional training materials could be created if considered necessary.

Meeting adjourned at 7:00p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: February 24, 2018

DRAFT

11:33 AM

City Budget 2018

02/22/18

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income	0.00		
Expense			
410 Personnel Services			
41100 Supervision Salary	19,085.24	114,500.00	-95,414.76
41101 Clerical & Oper. Salary	49,331.54	296,100.00	-246,768.46
41102 Temporary Salaries	5,730.60	58,700.00	-52,969.40
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	5,307.06	32,600.00	-27,292.94
41300 Retirement & Pensions	4,104.96	24,650.00	-20,545.04
41400 Workman's Comp Insurance	2,638.00	2,500.00	138.00
41500 Group Health Insur.	13,978.11	94,800.00	-80,821.89
Total 410 Personnel Services	100,360.65	623,850.00	-523,489.35
420 Other Current Expenses			
42104 Other Insurance Premiums	0.00	11,600.00	-11,600.00
42107 Temp-not Subject to Worke	38.25		
42208 Software	198.49	2,500.00	-2,301.51
42212 OCLC	315.83	5,300.00	-4,984.17
42214 ILS Maintenance	0.00	11,000.00	-11,000.00
42222 Courier Services	0.00	2,300.00	-2,300.00
42300 Publication & Rec Fees	0.00	1,000.00	-1,000.00
42501 Equip. Maintenance	3,212.46	7,000.00	-3,787.54
42502 Bldg. Maintenance	729.04	8,500.00	-7,770.96
42504 Maintenance of Other	542.85	2,400.00	-1,857.15
42600 Office Supplies	2,090.70	5,300.00	-3,209.30
42601 Cleaning Supplies	1,349.98	7,650.00	-6,300.02
42603 Motor Fuel & Luricants	0.00	200.00	-200.00
42618 Postage	300.00	3,000.00	-2,700.00
42627 Safety Supplies	0.00	275.00	-275.00
42630 Circulation Supplies	1,454.08	8,000.00	-6,545.92
42683 Electronic Subscriptions	7,814.11	35,750.00	-27,935.89
42701 Travel Exp. Personnel	710.25	7,450.00	-6,739.75
42702 Subsc. & Membership	1,531.00	2,800.00	-1,269.00
42707 Patron Subscriptions	1,338.34	10,000.00	-8,661.66
42708 Ebooks	7,317.40	40,700.00	-33,382.60
42801 Natural Gas	2,341.04	10,000.00	-7,658.96
42802 Electricity	3,840.42	28,000.00	-24,159.58
42803 Water	184.03	1,600.00	-1,415.97
42804 Sewer	55.00	450.00	-395.00
42805 Phone-Monthly Service	741.06	4,600.00	-3,858.94
42813 Internet Service Provider	130.00	1,000.00	-870.00
Total 420 Other Current Expenses	36,234.33	218,375.00	-182,140.67
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	12,705.95	97,500.00	-84,794.05

11:33 AM
02/22/18
Accrual Basis

City Budget 2018
Profit & Loss Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
43500 Furniture	0.00	5,350.00	-5,350.00
Total 430 Capital Outlay	12,705.95	102,850.00	-90,144.05
Total Expense	149,300.93	945,075.00	-795,774.07
Net Income	<u>-149,300.93</u>	<u>-945,075.00</u>	<u>795,774.07</u>

Fines Fund 2018
Fines Fund Annual Comparison
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income			
21716 6.5% City & State Tax	114.57		
35102 Library Fines			
Damaged Books	104.00		
Fines	1,484.59		
Lost Books Pd For	212.20		
35102 Library Fines - Other	0.00	18,500.00	-18,500.00
Total 35102 Library Fines	1,800.79	18,500.00	-16,699.21
36100 Interest Income	270.98	1,000.00	-729.02
36700 Donations			
Gift/Donation	4,486.59		
36700 Donations - Other	0.00	7,000.00	-7,000.00
Total 36700 Donations	4,486.59	7,000.00	-2,513.41
36909 Other Misc. Revenue			
Fax	151.03		
Lost Cards	15.00		
Misc.	1.71		
Out of County Cards	1,221.28		
Public Copier	898.85		
Sales-withdrawn Books	373.67		
Staff Copier	61.65		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
Total 36909 Other Misc. Revenue	2,723.19	16,500.00	-13,776.81
36910 Cash Over/Short	3.08		
Total Income	9,399.20	43,000.00	-33,600.80
Expense			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	421.59	2,500.00	-2,078.41
42600 Office Supplies	312.99	1,600.00	-1,287.01
42674 Information & Education	401.00	7,900.00	-7,499.00
42917 Library Programs			
Adult Programs	77.74	6,000.00	-5,922.26
Jr Programs	1,181.11	2,500.00	-1,318.89
Summer Reading	1,457.42	6,000.00	-4,542.58
YA Programs	384.45	2,250.00	-1,865.55
42917 Library Programs - Other	630.00	1,250.00	-620.00
Total 42917 Library Programs	3,730.72	18,000.00	-14,269.28
43602 Computer Equip / Software	72.00	8,800.00	-8,728.00
43607 Electronic & Comm Equip.	0.00	4,500.00	-4,500.00
Total Expense	4,938.30	43,400.00	-38,461.70
Net Income	4,460.90	-400.00	4,860.90

PACKET: 04818 Regular Payments - FEB 2018

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-201802162944	101-45500-43400	LIB. BOOKS & 6045787810079042	847952	63.90
		I-201802162944	101-45500-42600	OFFICE SUPPLI 6045787810079042	847952	22.02
01-00265	ANDOR INC.					
		I-88723	101-45500-42501	EQUIP. MAINTENANCE SERVICE	847956	107.10
		I-88983	101-45500-42501	EQUIP. MAINTENANCE SERVICE	847956	602.97
01-00280	APPLE BOOKS					
		I-107857	101-45500-43400	LIB. BOOKS & BOOKS	847958	2,302.86
01-00402	BAKER & TAYLOR					
		I-2033427166	101-45500-43400	LIB. BOOKS & BOOKS	847967	587.19
		I-2033427492	101-45500-42708	EBOOKS BOOK	847967	45.00
		I-2033427510	101-45500-42708	EBOOKS BOOKS	847967	130.00
		I-2033427515	101-45500-42708	EBOOKS BOOK	847967	65.00
		I-2033427536	101-45500-42708	EBOOKS BOOK	847967	23.97
		I-2033427544	101-45500-42708	EBOOKS BOOK	847967	60.00
		I-2033433060	101-45500-42708	EBOOKS BOOKS	847967	3,750.64
		I-2033433159	101-45500-43400	LIB. BOOKS & BOOKS	847967	711.76
		I-2033443132	101-45500-42708	EBOOKS BOOKS	847967	1,410.18
		I-2033443146	101-45500-43400	LIB. BOOKS & BOOKS	847967	971.42
		I-2033443303	101-45500-42708	EBOOKS BOOK	847967	65.00
		I-2033444997	101-45500-42708	EBOOKS BOOKS	847967	44.97
		I-2033444999	101-45500-42708	EBOOKS BOOK	847967	65.00
		I-2033445006	101-45500-42708	EBOOKS BOOK	847967	65.00
		I-2033447812	101-45500-42708	EBOOKS BOOK	847967	14.99
		I-2033455105	101-45500-42708	EBOOKS BOOK	847967	11.99
		I-2033455243	101-45500-42708	EBOOKS BOOK	847967	15.99
		I-2033458280	101-45500-42708	EBOOKS BOOKS	847967	237.97
		I-2033458281	101-45500-42708	EBOOKS BOOKS	847967	143.91
		I-2033458289	101-45500-42708	EBOOKS BOOKS	847967	40.98
		I-2033458295	101-45500-42708	EBOOKS BOOK	847967	15.99
		I-2033459437	101-45500-43400	LIB. BOOKS & BOOKS	847967	1,521.94
		I-2033459439	101-45500-42708	EBOOKS BOOK	847967	20.97
		I-2033474501	101-45500-43400	LIB. BOOKS & BOOKS	847967	767.01
		I-2033474859	101-45500-42708	EBOOKS BOOKS	847967	172.95
		I-2033474861	101-45500-42708	EBOOKS BOOKS	847967	375.99
		I-2033474881	101-45500-42708	EBOOKS BOOK	847967	27.95
		I-2033474888	101-45500-42708	EBOOKS BOOKS	847967	106.00
01-00825	BROOKINGS REGISTER					
		I-201802082888	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	847980	188.00
01-01078	CENTER POINT LARGE PRIN					
		I-1552862	101-45500-43400	LIB. BOOKS & BOOKS	847987	21.57
01-01640	CULLIGAN					
		I-201802082889	101-45500-42600	OFFICE SUPPLI 47746	848006	162.75

PACKET: 04818 Regular Payments - FEB 2018

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
01-01874	DEMCO, INC.					
		I-6309796	101-45500-42630	CIRCULATION S SUPPLIES	848013	548.00
01-02004	DOCKTERS ELECTRIC, INC.					
		I-6651	101-45500-42504	MAINTENANCE O SERVICE	848017	355.10
01-02687	THE FORUM					
		I-201802082898	101-45500-42707	PATRON SUBSCR 123507810	848207	220.00
01-02760	GALE					
		C-62729384	101-45500-43400	LIB. BOOKS & RETURN	848040	26.39-
		I-62699113	101-45500-43400	LIB. BOOKS & BOOK	848040	21.59
		I-63118548	101-45500-43400	LIB. BOOKS & BOOKS	848040	219.13
		I-63133723	101-45500-43400	LIB. BOOKS & BOOK	848040	12.80
01-02923	GREAT PLAINS GAME & FIS					
		I-201802162946	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	848050	39.97
01-02970	VAST BROADBAND					
		I-201802152935	101-45500-42805	PHONE-MONTHLY VAST BROADBAND	848220	361.00
01-03259	MIDWEST ALARM COMPANY,					
		I-191338	101-45500-42501	EQUIP. MAINTN INSPECTION	848117	795.00
		I-192021	101-45500-42501	EQUIP. MAINTN ALARM MONITORING	848117	83.01
01-03395	HOUCHEM BINDERY					
		I-236096	101-45500-42501	EQUIP. MAINTN SUPPLIES	848060	373.50
01-03612	RECORDED BOOKS, LLC					
		C-201802082894	101-45500-42683	ELECTRONIC SU PRICE ADJ	848160	2,824.72-
		I-201802082892	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	848160	252.41
		I-201802082893	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	848160	193.42
		I-75702074	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	848160	1,775.00
		I-75702080	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	848160	1,536.00
01-04185	LAKE AREA / BIT					
		I-201802082891	101-45500-42107	Temp-Not Subj ARAUJ0-COTA	848085	38.25
01-04400	J H LARSON ELECTRICAL C					
		I-S101675669.001	101-45500-42600	OFFICE SUPPLI SUPPLIES	848069	22.30
01-04660	MAC'S INC.					
		I-0000107018	101-45500-42504	MAINTENANCE O SUPPLIES	848097	6.40
01-04810	MENARD'S					
		I-59753	101-45500-42504	MAINTENANCE O SUPPLIES	848109	8.36
		I-60638A	101-45500-42601	CLEANING SUPP SUPPLIES	848109	7.88
		I-60638A	101-45500-42600	OFFICE SUPPLI SUPPLIES	848109	5.28

PACKET: 04818 Regular Payments - FEB 2018

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
01-04917	MICRO MARKETING ASSOCIA					
		I-704408	101-45500-43400	LIB. BOOKS & BOOKS	848114	422.15
		I-704784	101-45500-43400	LIB. BOOKS & BOOKS	848114	179.97
		I-705069	101-45500-43400	LIB. BOOKS & BOOKS	848114	59.98
		I-705648	101-45500-43400	LIB. BOOKS & BOOK	848114	19.98
		I-705949	101-45500-43400	LIB. BOOKS & BOOKS	848114	105.00
		I-706137	101-45500-43400	LIB. BOOKS & BOOKS	848114	377.92
		I-706554	101-45500-43400	LIB. BOOKS & BOOKS	848114	123.42
		I-706744	101-45500-43400	LIB. BOOKS & BOOKS	848114	64.90
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019253	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	848116	65.00
01-04937	MIDWEST TAPE					
		I-95736678	101-45500-43400	LIB. BOOKS & BOOKS	848118	124.92
		I-95755332	101-45500-43400	LIB. BOOKS & BOOK	848118	13.99
		I-95771618	101-45500-43400	LIB. BOOKS & BOOKS	848118	139.93
		I-95791168	101-45500-43400	LIB. BOOKS & BOOKS	848118	73.96
		I-95791240	101-45500-43400	LIB. BOOKS & BOOKS	848118	50.97
		I-95813351	101-45500-43400	LIB. BOOKS & BOOKS	848118	119.94
01-05240	MUNICIPAL UTILITIES					
		I-201802152941	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	848123	1,426.88
		I-201802152941	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	848123	1,628.92
		I-201802152941	101-45500-42803	WATER MUNICIPAL UTILITIES	848123	90.83
		I-201802152941	101-45500-42804	SEWER MUNICIPAL UTILITIES	848123	26.30
01-05663	OFFICE PEEPS, INC.					
		I-792201-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	22.85
		I-792240-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	90.73
		I-792648-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	49.42
		I-793340-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	177.53
		I-793340-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	62.06
		I-793340-2	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	145.33
		I-794287-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	9.16
		I-794287-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	24.60
		I-794290-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848130	54.10
		I-795001-0	101-45500-42601	CLEANING SUPP SUPPLIES	848130	4.35
01-05801	NADAGUIDES					
		I-R1-2094-287962	101-45500-42707	PATRON SUBSCR SUPPLIES	848124	228.00
01-06083	BORNS GROUP					
		I-201802022865	101-45500-42618	POSTAGE POSTAGE	847975	300.00
01-06290	REGENT BOOK CO.					
		I-56130	101-45500-43400	LIB. BOOKS & BOOK	848162	93.38
01-06425	SCHOLASTIC LIBRARY PUBL					

PACKET: 04818 Regular Payments - FEB 2018

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
01-06425	SCHOLASTIC LIBRARY PUBL		continued			
		I-16436389	101-45500-43400	LIB. BOOKS & BOOKS	848179	126.75
		I-16441072	101-45500-43400	LIB. BOOKS & BOOK	848179	25.35
01-06995	SIOUX VALLEY GREENHOUSE					
		I-08112189	101-45500-42504	MAINTENANCE O SPRINKLER SYSTEM - LIBRARY	848192	168.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201802162951	101-45500-42601	CLEANING SUPP LIBRARY	848196	139.36
01-07491	STAR TRIBUNE					
		I-201802082897	101-45500-42707	PATRON SUBSCR 11165431	848197	197.08
01-07546	STEIN'S INC.					
		I-797992	101-45500-42601	CLEANING SUPP SUPPLIES	848198	461.60
		I-799165	101-45500-42601	CLEANING SUPP SUPPLIES	848198	258.55
		I-800059	101-45500-42601	CLEANING SUPP SUPPLIES	848198	27.74
		I-800558	101-45500-42601	CLEANING SUPP SUPPLIES	848198	79.98
		I-801341	101-45500-42601	CLEANING SUPP SUPPLIES	848198	84.06
01-07596	WELLMARK INC.					
		I-201802072876	101-45500-41500	GROUP HEALTH ADMINISTRATIVE FEES	848240	189.00
01-08002	USA TODAY SUBSCRIPTION					
		I-201802162949	101-45500-42707	PATRON SUBSCR 4173718	848218	293.53
01-08343	MARSH & MCLENNAN AGENCY					
		I-525761	101-45500-41500	GROUP HEALTH CONSULTING FEES	848103	145.77
01-08630	WESTERN BOOKS					
		I-393585	101-45500-43400	LIB. BOOKS & BOOKS	848242	1,203.80
01-09017	AFRICAN AMERICAN CENTER					
		I-17196	101-45500-43400	LIB. BOOKS & BOOK	847945	292.10
01-09019	KATHY'S STORY POCKET PI					
		I-393586	101-45500-43400	LIB. BOOKS & BOOK	848077	31.95
01-09029	LISA SOLUM					
		I-201802162948	101-45500-42701	TRAVEL EXP. P PIERRE, SD	848194	165.48
DEPARTMENT 5500 LIBRARY					TOTAL:	29,230.79

PACKET: 04818 Regular Payments - FEB 2018

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-201802162944	226-45506-42917	LIBRARY PROGR 6045787810079042	847952	63.97
01-01473	CONNECTING POINT, INC.					
		I-400118	226-45506-43602	COMPUTER EQUI SUPPLIES	847996	72.00
01-01483	PRINT EM NOW					
		I-72292	226-45506-42674	INFORMATION & SUPPLIES	848151	203.00
01-01530	COUNTY FAIR FOODS					
		I-0313	226-45506-42917	LIBRARY PROGR 8826200	847998	9.73
		I-0314	226-45506-42917	LIBRARY PROGR 8826200	847998	5.31
		I-3256	226-45506-42917	LIBRARY PROGR 8826200	847998	18.24
		I-3924	226-45506-42917	LIBRARY PROGR 8826200	847998	13.84
01-03304	PAUL HERTING					
		I-201802162947	226-45506-42600	OFFICE SUPPLI REIMB - SUPPLIES	848058	33.70
01-05663	OFFICE PEEPS, INC.					
		I-795024-0	226-45506-42551	COPIER MAINTN COPIES	848130	138.44
01-08280	WAL-MART COMMUNITY BRC					
		I-03974	226-45506-42917	LIBRARY PROGR SUPPLIES	848224	59.55
		I-03974	226-45506-42600	OFFICE SUPPLI SUPPLIES	848224	4.46
		I-04438	226-45506-42917	LIBRARY PROGR SUPPLIES	848224	27.97
		I-04438	226-45506-42600	OFFICE SUPPLI SUPPLIES	848224	3.18
		I-09668	226-45506-42917	LIBRARY PROGR SUPPLIES	848224	58.98
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201802162943	226-45506-42674	INFORMATION & LIBRARY	848236	99.00
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	811.37
FUND 226 LIBRARY FINES FUND					TOTAL:	811.37

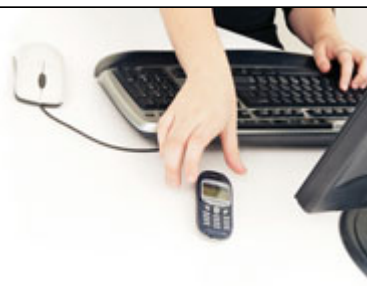
Library Director's Report
Watertown Regional Library Board of Trustees
Regular Meeting
160 6th Street NE
March 1, 2018 5:15 p.m.
Marge Tauber South Dakota Room

Report of the Library Director

- a) Along with Emily and Jamie, I attended the train the trainer workshop in Pierre February 9. Jamie and I presented the workshop for area librarians February 23.
- b) I attended CPR/AED training February 21, all but one full time staff member will complete training by February 28. Part time staff will hopefully be able to sign up for training in Spring of 2019.
- c) Emailed Matt Roby about Law Depot, and I'm waiting to hear back from him.
- d) I'm scheduled to present the 2017 Annual Report to the City Council Monday, March 5th.
- e) The Friends of the Library Book sale will be held at the County Fair Banquet Hall April 13th 10am – 8pm, April 14th 10am – 6pm, and April 15th 12pm – 5pm. Patrons can drop donations off April 9 and 10th at the Banquet Hall from 8am – 5pm.



RBdigital Online Subscription Form



Recorded Books, Inc. - 270 Skipjack Road - Prince Frederick, MD 20678 - recordedbooks.com - 877-828-2833 - Fax 208-474-4525 - rbdigital@recordedbooks.com

*****This web form provides an easy portal to electronically sign up for/renew an RBdigital service in just a few minutes. Please fill in the required fields and digitally sign the document on the bottom, using your mouse. [Be sure to click on submit](#) at the bottom of the page to complete the form. Thank You.*****

Library Information

Library/School Name *

State/Province *

Total Annual Circulation/FTE * [?]

Category *

of libraries served *

Recorded Books Sales Representative *

Budget Year *

ILS - Cataloging System *

Contact Information

Primary Contact First Name *

Primary Contact Last Name *

Email Address *

Phone Number

Marketing Contact *

Same as above Add new contact

Library Facebook/Twitter URL:

Address

Bill To Address:

Street Address *

City *

State/Province *

Zip Code *

Check if Ship To Address is different than Bill To Address

New Subscriptions

OneClickdigital Subscriptions

- | | |
|---|---|
| <input type="checkbox"/> RBdigital Audiobooks Adult Subscription | <input type="checkbox"/> RBdigital AudiobooksChildren/YA Subscription |
| <input type="checkbox"/> RBdigital Audiobooks Top 250 | <input type="checkbox"/> RBdigital Audiobooks Academic Subscription |
| <input type="checkbox"/> RBdigital Audiobooks Dr. Who Subscription | <input type="checkbox"/> RBdigital AudiobooksAudiolibros Subscription |
| <input type="checkbox"/> RBdigital Audiobooks Canadian Subscription | <input type="checkbox"/> RBdigital AudiobooksPlatform Only (includes eAudio Classics) |
| <input type="checkbox"/> RBdigital AudiobookseBook Classics | <input type="checkbox"/> K-12 |
| <input type="checkbox"/> K-8 | <input type="checkbox"/> 9-12 |

RBdigital Services

- | | | |
|--|--|---|
| <input type="checkbox"/> RBdigital Magazines - Access Only | <input type="checkbox"/> InstantFlix | <input type="checkbox"/> Transparent Language |
| <input type="checkbox"/> Universal Class | <input type="checkbox"/> Atomic Training | <input checked="" type="checkbox"/> Law Depot |
| <input type="checkbox"/> Zinio/OneClickdigital Bundle | <input type="checkbox"/> ePrep | <input type="checkbox"/> KidSpeak |
| <input type="checkbox"/> ComicsPlus | <input type="checkbox"/> ArtistWorks | <input type="checkbox"/> OnePlay |

Zinio Value Collection - (US Collection)

Zinio Value Collection - (Canadian Collection)

Zinio for Libraries Article Search Add-On


Qello Concerts

RBdigital Comics (Requires RBdigital)


Law Depot Subscription Price *

\$2200

Subscription Start Date ?

02/01/2018 

Subscription End Date

01/31/2019 

Prorated Dates To Match Fiscal Year *

Yes No

Rep Notes ?

Special Terms or Instructions? *

Yes No

Special Terms or Instructions: *

Library Specific Special Setup/Billing Instructions

Order Confirmation

NOTE:BY SUBMITTING THIS FORM ONLINE, SUBSCRIBER 1)INDICATES THAT IT HAS READ AND AGREES TO THE CURRENT VERSION OF THE TERMS FOR THE DIGITAL SERVICES SELECTED ABOVE; 2)AFFIRMS THAT IT HAS MADE NO CHANGES TO THOSE TERMS; 3)AFFIRMS THAT ALL OF ITS INTERNAL REQUIREMENTS FOR ISSUANCE OF PAYMENT TO RECORDED BOOKS HAVE BEEN SATISFIED; 4)AFFIRMS THAT RECORDED BOOKS SERVICE TERMS WILL GOVERN THIS ORDER AND ALL FUTURE ORDERS AND RENEWALS, UNLESS OTHERWISE NOTIFIED BY RECORDED BOOKS; 5)ORDERS RECORDED BOOKS SERVICE(S) CHECKED ABOVE

Name *

Date *



Title *

Signature *

[clear](#)

Purchase Order [?](#)

Office Use Only OFFICE USE ONLY *

Office Use Only

Contract Type *

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Meeting Room Policy

The Watertown Regional Library, by and through its Library Board, reaffirms that the Library is an appropriate forum for information and ideas. As such an appropriate forum, and recognizing that the Library meeting rooms are an essential component in achieving its Mission, the Library's meeting rooms are available to individuals, groups or organizations (hereafter "group") pursuant to the following rules and regulations when a meeting room is reserved:

1. Open to Public and Fees. All meetings must be open to the general public and may not require or charge a fee for attendance. A fee may be charged to offset the costs of materials distributed. No party may be required to take such materials as a condition of attendance.

2. Restrictions. No meetings may be conducted by a for-profit group. Meetings and materials shall be contained in the room. Materials from the meeting must be removed at the end of the meeting.

3. Regular Meeting Site. The Library is not to be used as a location for regularly (monthly or more frequently) scheduled meetings of a group to conduct its business, except in the instance where the group's purpose is for the betterment of the library by supporting literacy, reading appreciation, creative writing, written composition, and arts composition or appreciation. Subject to the approval of the Librarian or designee, exceptions may be made due to the unavailability of a group's regular meeting space.

4. Conduct of Meetings. The start and end times of each meeting are subject to the approval of the Librarian or designee. The conduct of the meeting is subject to reasonable limitations placed by the Librarian or designee on noise level, numbers of attendees, use of utilities, use of other library facilities, and such other limitations as the Librarian or designee deems prudent and desirable for the safe, efficient and quiet operation of the Library.

5. Designation of Representative. Prior to each meeting, a group must designate in writing with the Librarian or designee the name, address and telephone number of the member of the group responsible for the conduct of the meeting and the use of the facilities.

6. Preemption of Previously Scheduled Meeting. At the discretion of the Librarian or designee, a previously scheduled meeting may be rescheduled to a mutually agreeable time.

7. Exceptions Approved by Library Board. This policy may be suspended from time to time, on case by case basis, upon motion, and approval by a majority of the members of the Library Board.

8. Consequences for Violation. Failure to adhere to any of the above policies may result in your group's privilege to use the meeting rooms being revoked, either permanently or for a certain period of time, at the discretion of the Library Board.

The use of the Watertown Regional Library meeting rooms does not constitute an endorsement by the Library, the Library Board or the City of Watertown of a group's policies or beliefs.

Adopted: April 26, 1994

Revised: January 4, 2011; February 2, 2017