

AGENDA (Revised)  
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
160 6<sup>th</sup> Street NE  
April 5, 2018 5:15 p.m.  
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the March 1, 2018 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
9. New business
  - a) Library Staff Introductions
  - b) Josh Spies Art Donation
  - c) 2018 First Quarter Statistics
  - d) Monster Pup Day Camp Meeting Room Request
10. Executive Session
11. Open
12. Adjournment

Next meeting: May 3, 2018 at 5:15pm

AGENDA  
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
160 6<sup>th</sup> Street NE  
April 5, 2018 5:15 p.m.  
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the March 1, 2018 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
9. New business
  - a) Library Staff Introductions
  - b) Josh Spies Art Donation
  - c) 2018 First Quarter Statistics
10. Executive Session
11. Open
12. Adjournment

Next meeting: May 3, 2018 at 5:15pm

**DRAFT**  
Watertown Regional Library Board  
Minutes of the March 1, 2018  
Regular Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

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

The minutes from the February 8, 2018 regular meeting were approved. Motion by Baxter and second by Shepard. Motion passed by rollcall.

The financial reports for February were accepted.

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

Correspondence: None

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 March 6. Part time staff will hopefully be able to sign up for training in Spring of 2019.
- c) Emailed Matt Roby about Law Depot, and he will be at the March 1, 2018 for discussion.
- d) I'm scheduled to present the 2017 Annual Report to the City Council Monday, March 5<sup>th</sup>.
- e) The Friends of the Library Book sale will be held at the County Fair Banquet Hall April 13<sup>th</sup> 10am – 8pm, April 14<sup>th</sup> 10am – 6pm, and April 15<sup>th</sup> 12pm – 5pm. Patrons can drop donations off April 9-12th at the Banquet Hall from 9am – 7pm. There will also be marked shopping carts at Hyvee and County Fair Foods from April 2-10.
- f) Congratulations to Becky Sprouse who won the inaugural 2017 Mentor of the Year Award at the City Awards Banquet Feb 24, 2018.
- g) Ebsco Novelist Plus approval. The FOL provided funding for the first year of NoveList, it is time to renew by the end of March. There is money in the budget for the resource at a cost of \$2,800 for 12 months. The NoveList Plus Select was just added in January at a cost of \$2,622 for 12 months and integrates the NoveList Plus data into our catalog.
- h) Working on the narratives and letters for the LTC travel stipend due Friday, March 9.

- i) The Board requested to meet with full time library staff since there have been changes to library staff and library board membership.

Committee Reports: None

Old Business:

1. City attorney Matt Roby shared his opinion that the proposed Law Depot resource was easy to navigate and would help patrons with preparing legal forms. Patrons may still need to seek out legal counsel depending upon the circumstances beyond the scope of the resource. The Board asked Roby to prepare a disclaimer statement to include with the resource. Shepard moved to approve the contract for Law Depot, seconded by Baxter. Motion passed by rollcall.
2. Whitman discussed the current meeting room policy and some issues that have arisen. She requested a committee be formed to review the policy and report back to the board with any recommended changes. A committee of Baxter, Gabel, and Whitman was appointed to report back in May. Moved by Gabel, seconded by Shepard. Motion passed by rollcall.

New Business:

1. Shepard, Whitman and Weigel were appointed to the Budget Committee.
2. Whitman requested that the Board adopt a period of overdue fine forgiveness as part of National Library week during April 8 – 15<sup>th</sup>. Moved by Baxter, seconded by Tryznka. Motion passed by rollcall.
3. The Library Board approved to take over the expense of the EBSCO Novelist Plus database that was initially funded by the Friends of the Library. The resource will be continued at a cost of \$2,800 for 12 months. Moved by Shepard, seconded by Baxter. Motion passed by rollcall.

Open: Baxter shared some of the articles from the January/February/March SDLA newsletter. Tryznka reported on her activities at SDLA Legislative Day as she also serves on the SD State Library Board. Shepard suggested promoting the new mission statement along with the Friends of the Library book sale before and during National Library Week.

Meeting adjourned at 6:30p.m.

Approved

David R. Weigel  
Board President

Deirdre "Dee Dee" J. Whitman  
Secretary

Written: March 28, 2018

**DRAFT**

10:09 AM  
03/28/18  
Accrual Basis

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

	Jan - Dec 18	Budget	\$ Over Budget
Income	0.00		
Expense			
410 Personnel Services			
41100 Supervision Salary	28,627.86	114,500.00	-85,872.14
41101 Clerical & Oper. Salary	73,947.31	296,100.00	-222,152.69
41102 Temporary Salaries	9,673.54	58,700.00	-49,026.46
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	8,010.91	32,600.00	-24,589.09
41300 Retirement & Pensions	6,154.44	24,650.00	-18,495.56
41400 Workman's Comp Insurance	2,638.00	2,500.00	138.00
41500 Group Health Insur.	30,799.78	94,800.00	-64,000.22
Total 410 Personnel Services	160,036.98	623,850.00	-463,813.02
420 Other Current Expenses			
42104 Other Insurance Premiums	0.00	11,600.00	-11,600.00
42107 Temp-not Subject to Worke	92.25		
42208 Software	1,059.64	2,500.00	-1,440.36
42212 OCLC	631.66	5,300.00	-4,668.34
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	4,212.46	7,000.00	-2,787.54
42502 Bldg. Maintenance	729.04	8,500.00	-7,770.96
42504 Maintenance of Other	867.20	2,400.00	-1,532.80
42600 Office Supplies	2,521.85	5,300.00	-2,778.15
42601 Cleaning Supplies	1,589.94	7,650.00	-6,060.06
42603 Motor Fuel & Luricants	31.01	200.00	-168.99
42618 Postage	500.00	3,000.00	-2,500.00
42627 Safety Supplies	0.00	275.00	-275.00
42630 Circulation Supplies	1,904.36	8,000.00	-6,095.64
42683 Electronic Subscriptions	15,814.11	35,750.00	-19,935.89
42701 Travel Exp. Personnel	1,403.25	7,450.00	-6,046.75
42702 Subsc. & Membership	1,531.00	2,800.00	-1,269.00
42707 Patron Subscriptions	1,370.34	10,000.00	-8,629.66
42708 Ebooks	9,521.62	40,700.00	-31,178.38
42801 Natural Gas	3,685.76	10,000.00	-6,314.24
42802 Electricity	5,534.86	28,000.00	-22,465.14
42803 Water	280.60	1,600.00	-1,319.40
42804 Sewer	86.10	450.00	-363.90
42805 Phone-Monthly Service	1,167.86	4,600.00	-3,432.14
42813 Internet Service Provider	201.00	1,000.00	-799.00
Total 420 Other Current Expenses	54,735.91	218,375.00	-163,639.09
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	23,795.75	97,500.00	-73,704.25

10:09 AM  
03/28/18  
Accrual Basis

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

---

	Jan - Dec 18	Budget	\$ Over Budget
43500 Furniture	2,039.00	5,350.00	-3,311.00
Total 430 Capital Outlay	25,834.75	102,850.00	-77,015.25
Total Expense	240,607.64	945,075.00	-704,467.36
Net Income	<u>-240,607.64</u>	<u>-945,075.00</u>	<u>704,467.36</u>

Fines Fund 2018  
**Fines Fund Annual Comparison**  
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
<b>Income</b>			
21716 6.5% City & State Tax	188.79		
35102 Library Fines			
Damaged Books	118.00		
Fines	2,689.04		
Lost Books Pd For	533.20		
35102 Library Fines - Other	0.00	18,500.00	-18,500.00
<b>Total 35102 Library Fines</b>	<b>3,340.24</b>	<b>18,500.00</b>	<b>-15,159.76</b>
36100 Interest Income	523.64	1,000.00	-476.36
36700 Donations			
Gift/Donation	4,531.20		
36700 Donations - Other	0.00	7,000.00	-7,000.00
<b>Total 36700 Donations</b>	<b>4,531.20</b>	<b>7,000.00</b>	<b>-2,468.80</b>
36909 Other Misc. Revenue			
Fax	232.62		
Lost Cards	26.00		
Misc.	3.71		
Out of County Cards	1,989.20		
Public Copier	1,687.40		
Sales-withdrawn Books	655.54		
Staff Copier	138.95		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
<b>Total 36909 Other Misc. Revenue</b>	<b>4,733.42</b>	<b>16,500.00</b>	<b>-11,766.58</b>
36910 Cash Over/Short	1.18		
<b>Total Income</b>	<b>13,318.47</b>	<b>43,000.00</b>	<b>-29,681.53</b>
<b>Expense</b>			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	582.31	2,500.00	-1,917.69
42600 Office Supplies	499.79	1,600.00	-1,100.21
42674 Information & Education	1,297.00	7,900.00	-6,603.00
42917 Library Programs			
Adult Programs	364.67	6,000.00	-5,635.33
Jr Programs	1,191.32	2,500.00	-1,308.68
Summer Reading	1,484.59	6,000.00	-4,515.41
YA Programs	438.57	2,250.00	-1,811.43
42917 Library Programs - Other	630.00	1,250.00	-620.00
<b>Total 42917 Library Programs</b>	<b>4,109.15</b>	<b>18,000.00</b>	<b>-13,890.85</b>
43602 Computer Equip / Software	4,401.90	8,800.00	-4,398.10
43607 Electronic & Comm Equip.	0.00	4,500.00	-4,500.00
<b>Total Expense</b>	<b>10,890.15</b>	<b>43,400.00</b>	<b>-32,509.85</b>
<b>Net Income</b>	<b>2,428.32</b>	<b>-400.00</b>	<b>2,828.32</b>

PACKET: 04832 Regular Payments - MAR 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-201803203096	101-45500-43400	LIB. BOOKS & 6045787810079042	848287	140.98
01-00402	BAKER & TAYLOR					
		I-2033491224	101-45500-42708	EBOOKS BOOKS	848299	589.86
		I-2033491244	101-45500-42708	EBOOKS BOOKS	848299	320.97
		I-2033491257	101-45500-42708	EBOOKS BOOK	848299	15.99
		I-2033491275	101-45500-42708	EBOOKS BOOK	848299	65.00
		I-2033491277	101-45500-42708	EBOOKS BOOK	848299	45.00
		I-2033491300	101-45500-42708	EBOOKS BOOK	848299	25.99
		I-2033496738	101-45500-42708	EBOOKS BOOKS	848299	19.99
		I-2033502500	101-45500-43400	LIB. BOOKS & BOOKS	848299	914.61
		I-2033506592	101-45500-42708	EBOOKS BOOKS	848299	18.99
		I-2033506607	101-45500-42708	EBOOKS BOOKS	848299	161.98
		I-2033506641	101-45500-42708	EBOOKS BOOK	848299	15.99
		I-2033509522	101-45500-43400	LIB. BOOKS & BOOKS	848299	1,356.56
		I-2033512939	101-45500-42708	EBOOKS BOOKS	848299	47.69
		I-2033512943	101-45500-42708	EBOOKS BOOKS	848299	13.99
		I-2033519513	101-45500-42708	EBOOKS BOOKS	848299	84.00
		I-2033521879	101-45500-43400	LIB. BOOKS & BOOKS	848299	609.25
		I-2033522342	101-45500-42708	EBOOKS BOOKS	848299	89.96
		I-2033522352	101-45500-42708	EBOOKS BOOKS	848299	208.00
		I-2033534405	101-45500-43400	LIB. BOOKS & BOOKS	848299	700.03
		I-2033535626	101-45500-42708	EBOOKS BOOKS	848299	7.96
		I-2033538482	101-45500-42708	EBOOKS BOOKS	848299	111.90
		I-2033538488	101-45500-42708	EBOOKS BOOK	848299	7.99
		I-2033538494	101-45500-42708	EBOOKS BOOKS	848299	251.98
		I-2033538499	101-45500-42708	EBOOKS BOOK	848299	15.99
		I-2033538527	101-45500-42708	EBOOKS BOOK	848299	25.00
		I-2033538543	101-45500-42708	EBOOKS SUPPLIES	848299	60.00
		I-2033544726	101-45500-43400	LIB. BOOKS & BOOKS	848299	631.92
01-00550	ACTIVE DATA SYSTEMS, IN					
		I-3-18196	101-45500-42501	EQUIP. MAINTENANCE AGREEMENT	848277	900.00
01-00565	BATTERIES UNLIMITED, IN					
		I-9389	101-45500-42600	OFFICE SUPPLI BATTERIES	848302	28.00
01-01078	CENTER POINT LARGE PRIN					
		I-1554643	101-45500-43400	LIB. BOOKS & BOOK	848318	22.17
01-01640	CULLIGAN					
		I-201803133043	101-45500-42600	OFFICE SUPPLI 47746	848340	22.75
01-01874	DEMCO, INC.					
		I-6325585	101-45500-42630	CIRCULATION S SUPPLIES	848350	450.28
01-02398	FARM FORUM CIRCULATION					
		I-201803133044	101-45500-42707	PATRON SUBSCR SUBSCRIPTION	848370	32.00



PACKET: 04832 Regular Payments - MAR 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
01-02614	SEBCO BOOKS					
		I-189716	101-45500-43400	LIB. BOOKS & BOOKS	848523	5,164.53
01-02760	GALE					
		I-63164577	101-45500-43400	LIB. BOOKS & BOOKS	848388	47.23
		I-63201582	101-45500-43400	LIB. BOOKS & BOOK	848388	26.39
		I-63268195	101-45500-43400	LIB. BOOKS & BOOKS	848388	52.78
		I-63276105	101-45500-43400	LIB. BOOKS & BOOK	848388	21.59
		I-63297911	101-45500-43400	LIB. BOOKS & BOOK	848388	11.99
		I-63305095	101-45500-43400	LIB. BOOKS & BOOKS	848388	51.18
01-02830	GLASS PRODUCTS INC.					
		I-00018734	101-45500-42504	MAINTENANCE O SERVICE	848392	314.38
01-02970	VAST BROADBAND					
		I-201803093032	101-45500-42805	PHONE-MONTHLY VAST BROADBAND	848569	406.80
01-03452	DIRECT DIGITAL CONTROL					
		I-6266	101-45500-42501	EQUIP. MAINTN SERVICE	848355	100.00
01-04185	LAKE AREA / BIT					
		I-201803133045	101-45500-42107	Temp-Not Subj ARAUJO-COTA, DESMET	848430	54.00
01-04690	MAHOWALD'S HARDWARE & R					
		I-515341	101-45500-42600	OFFICE SUPPLI SUPPLIES	848453	32.45
		I-523586	101-45500-42504	MAINTENANCE O SUPPLIES	848453	9.97
01-04810	MENARD'S					
		I-63015	101-45500-42601	CLEANING SUPP SUPPLIES	848459	29.86
		I-63015	101-45500-42600	OFFICE SUPPLI SUPPLIES	848459	29.44
		I-63790	101-45500-42601	CLEANING SUPP SUPPLIES	848459	9.97
01-04917	MICRO MARKETING ASSOCIA					
		I-707070	101-45500-43400	LIB. BOOKS & BOOKS	848463	34.94
		I-707276	101-45500-43400	LIB. BOOKS & BOOKS	848463	356.91
		I-707747	101-45500-43400	LIB. BOOKS & BOOKS	848463	129.96
		I-707870	101-45500-43400	LIB. BOOKS & BOOKS	848463	52.95
		I-708546	101-45500-43400	LIB. BOOKS & BOOKS	848463	205.95
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019313	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	848464	71.00
01-04937	MIDWEST TAPE					
		I-95834874	101-45500-43400	LIB. BOOKS & BOOKS	848467	118.94
		I-95854948	101-45500-43400	LIB. BOOKS & BOOKS	848467	46.97
		I-95874985	101-45500-43400	LIB. BOOKS & BOOKS	848467	63.97
01-05240	MUNICIPAL UTILITIES					
		I-201803143075	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	848473	1,344.72

PACKET: 04832 Regular Payments - MAR 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
01-05240	MUNICIPAL UTILITIES			continued		
		I-201803143075	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	848473	1,694.44
		I-201803143075	101-45500-42803	WATER MUNICIPAL UTILITIES	848473	96.57
		I-201803143075	101-45500-42804	SEWER MUNICIPAL UTILITIES	848473	31.10
01-05650	OCLC INC,					
		I-0000587139	101-45500-42212	OCLC SUBSCRIPTION	848479	315.83
01-05663	OFFICE PEEPS, INC.					
		I-790385-0	101-45500-43500	FURN., FIXT. FURNITURE	848480	1,680.00
		I-790385-1	101-45500-43500	FURN., FIXT. SUPPLIES	848480	328.00
		I-796816-0	101-45500-43500	FURN., FIXT. SUPPLIES	848480	239.00
		I-796878-0	101-45500-43500	FURN., FIXT. SERVICE	848480	120.00
		I-797410-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848480	145.33
		I-797410-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	848480	140.66
		I-798134-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	848480	32.52
01-06083	BORNS GROUP					
		I-201803023001	101-45500-42618	POSTAGE POSTAGE	848306	200.00
01-06992	SIOUX VALLEY COOP					
		I-201803143058	101-45500-42603	MOTOR FUEL AN 938285	848533	23.00
01-07462	LIBRARY IDEAS					
		I-59780	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	848439	3,500.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201803163080	101-45500-42601	CLEANING SUPP LIBRARY	848542	99.07
01-07546	STEIN'S INC.					
		I-802352	101-45500-42601	CLEANING SUPP SUPPLIES	848544	101.06
01-08343	MARSH & MCLENNAN AGENCY					
		I-542318	101-45500-41500	GROUP HEALTH CONSULTING FEES	848455	145.77
01-08499	COWBOY COUNTRY STORE					
		I-215663	101-45500-42603	MOTOR FUEL AN FUEL - PIERRE	848334	8.01
01-09034	HIGH POINT NETWORKS					
		I-104694	101-45500-42208	SOFTWARE SERVICE	848406	477.88
01-09051	LINKEDIN CORPORATION					
		I-10110389892	101-45500-42683	ELECTRONIC SU SERVICE	848443	4,500.00
DEPARTMENT 5500 LIBRARY					TOTAL:	30,679.88

PACKET: 04832 Regular Payments - MAR 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
01-01483	PRINT EM NOW					
		I-73089	226-45506-42674	INFORMATION & SUPPLIES	848492	203.00
01-01530	COUNTY FAIR FOODS					
		I-1381	226-45506-42917	LIBRARY PROGR 8826200	848332	18.24
		I-1785	226-45506-42917	LIBRARY PROGR 8826200	848332	27.17
		I-4777	226-45506-42917	LIBRARY PROGR 8826200	848332	28.69
01-03367	HP INC.					
		I-59700146	226-45506-43602	COMPUTER EQUI MONITORS	848412	1,336.00
		I-59717434	226-45506-43602	COMPUTER EQUI PC'S	848412	2,993.90
01-05663	OFFICE PEEPS, INC.					
		I-796483-0	226-45506-42600	OFFICE SUPPLI SUPPLIES	848480	77.30
		I-798238-0	226-45506-42551	COPIER MAINTNE COPIES	848480	160.72
01-06571	FIVE LOAVES BAKERY					
		I-066066	226-45506-42917	LIBRARY PROGR GIFT CERTIFICATES - LIBRARY	848379	120.00
01-08280	WAL-MART COMMUNITY BRC					
		I-03851	226-45506-42917	LIBRARY PROGR SUPPLIES	848572	61.95
01-08493	HOBBY LOBBY STORES, INC					
		I-201803143057	226-45506-42917	LIBRARY PROGR SUPPLIES	848408	2.38
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201803143059	226-45506-42674	INFORMATION & LIBRARY	848580	693.00
01-09026	GATHER					
		I-201803143056	226-45506-42917	LIBRARY PROGR GIFT CARDS - LIBRARY	848389	120.00
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	5,842.35
FUND 226 LIBRARY FINES FUND					TOTAL:	5,842.35

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

Report of the Library Director

- a) Presented the Annual Report data to City Council Wednesday, March 7.
- b) Applied and received a SD Humanities Speaker grant for an Open Mic Poetry Night April 23.
- c) Had an interview with Dan Crisler of the Public Opinion on March 22. The article was published March 27 and included our new mission statement, National Library Week information, etc.
- d) Met with the Meeting Room Policy committee March 21.
- e) Arranged advertising and sent article revisions to Public Opinion staff for the article in the Watertown Now publication.
- f) The Friends of the Library purchased a chair for the staff break room, as well as a TV and TV cart for programming and meeting room use. The chair and cart have arrived, and the TV is on the way.
- g) Received notice that we were not selected receive the LTC Travel Stipend. I may still be able to attend the workshop at ALA as part of the conference, but seating is limited. I may also choose to attend other preconference session or have that be a travel day.
- h) Working with RB digital for the Law Depot contract and then will be adding it to the website soon.
- i) Working with Emily and Jamie for Summer Reading Program preparations.
- j) First quarter statistics are in process, and I will bring documents to the meeting.

# Public Library Survey

	<u>2018 First Quarter</u>	<u>2017</u>	<u>2016</u>
<b>F. LIBRARY HOLDINGS</b>			
<b>Books</b>			
Books (#450)	105,917	107,731	100,208
Ebooks units accessed through SDTG	13,966	14,300	13,523
Other Ebooks units owned, leased, or licensed	7,138	8,966	12,099
Total Electronic Books (E-Books) (#451)	20,929	23,266	25,622
<b>Subscriptions</b>			
Current Print Serial Subscriptions (#460)	150	150	150
<b>Audio, Video, Other</b>			
Audio - Physical Units (#452)	6,329	6,234	6087
Audio - Downloadable units accessed through SDTG	4,589	5,306	4,483
Other Downloadable Audio units, owned, leased, or licensed	7,253	7,273	6,528
Total Audio - Downloadable Units (#453)	11,842	12,579	11,011
Video - Physical Units (#454)	5,833	5,682	5,266
Video - Downloadable Units (#455)	36	38	35
Other (films, multimedia kits, maps, etc.)	50	32	40
<b>Electronic Collections</b>			
Local/Other cooperative agreement Electronic Collections (#456)	26	25	35
State Electronic Collections (#457)	56	56	51
Total Electronic Collections (databases) (#458)	82	81	86
Total Holdings	150,936	155,793	148,505
<b>G. SERVICES ACTIVITIES</b>			
<b>Library Service Indicators</b>			
Annual Public Service Hours/Year (ALL outlets) (#500)		3,276	3,276
Annual Total Attendance in Library (#501)	25,153	115,718	123,683
Annual Total Reference Transactions Completed (#502)	487(est)	3,248	3,200
Registered Users (#503)	8,655	8,467	

<b>Collection Use</b>			
<b>Circulation of ALL Physical Materials</b>			
Books	30,467	132,182	135,652
Magazines other print items not included above	238	1,445	1,673
Non print physical items	12,341	64,845	68,481
Total Physical Item Circulation (#553)	43,046	198,472	205,806
<b>Circulation of Electronic (digital) Materials</b>			
Ebooks	5,117	24,059	19,185
Audiobooks (and music)	4,116	10,914	10,015
Video	38	73	85
Use (circulation) of Electronic Materials (#552)	9,271	35,046	29,285
<b>Total Circulation of Materials / Circulation of Children's Materials</b>			
Total Circulation of Materials (#550)	52,317	233,518	235,091
Of the above total circulation, how many are CHILDREN'S MATERIALS? Include circulation of materials in ALL FORMATS. (#551)	17,279	84,518	96,461
<b>Electronic Collection Use (Successful Retrieval of Electronic Information)</b>			
SDSL-provided electronic collections (databases) use	missing data from state	11,964	11,988
Other electronic collection use (of services purchased or licensed by the library)	346	5,132	5,369
Total Successful Retrieval of Electronic Information (#554)	missing data from state	17,096	17,357
Total Electronic Content Use (#555)	9,617	52,142	46,642
Total Collection Use (#556)	52,663	250,614	252,448
<b>Library Programs</b>			
Early Literacy Programs - Birth to Pre-K	87	292	315
Early Literacy Program Attendance - Birth to Pre-K	1,318	4,924	6,090
Kindergarten - age 11 Programs	27	118	133
Kindergarten - age 11 Program Attendance	279	4,236	2,964
Children's Programs (#601)	114	410	448
Children's Program Attendance (#604)	1,397	9,160	9,054

Young Adult Programs (#602)	29	21	22
Young Adult Program Attendance (#605)	86	120	120
Adult Programs	23	95	84
Adult Program Attendance	195	1,215	1,404
Total Library Programs (#600)	166	526	554
Total Program Attendance (#603)	1,678	10,495	10,578
<b>One-to-one Programs/Summer Reading</b>			
How many one-to-one program sessions did the library conduct?	482(est)	3,212	2,920
<b>Internet</b>			
Total Number of Internet Computers Used by General Public (Include internet connected laptops and tablets available for use by the public.) (#650)	26	22	22
Annual Number of Public Access/Internet USES/sessions (per 30-minute sessions) (#651)	6,164	32,718	9,109
Annual Wireless Sessions (#652)	1,612	9,522	12,763
<b>Total</b>			
Total ILLs Received or Borrowed From (#576)	211	1,152	1,054
Total ILLs Provided or Loaned To (#575)	571	2,060	1,954

