

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
160 6th Street NE
May 3, 2018 5:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the April 5, 2018 regular meeting
3. Presentation of financial reports for April
4. Approval of expenditures for April
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
 - a) Library Staff Introductions
9. New business
 - a) Personnel Budget
 - b) DDR Books Appraisal
10. Open
11. Adjournment

Next special meeting: May 17, 2018 at 5:15pm

Next regular meeting: June 7, 2018 at 5:15pm

DRAFT
Watertown Regional Library Board
Minutes of the April 5, 2018
Regular Meeting
160 6th Street NE
Watertown, SD

Board President Dave Weigel called the meeting to order at 5:15p.m. Members present were: Dan Albertsen, Jackie Baxter, Anne Gabel, and Judy Trzynka. Absent: Deb Shepard. Also present: Library Director Dee Dee Whitman, Special Services Librarian Lisa Solum, and Young Adult Librarian Jamie Formanek.

The minutes from the March 1, 2018 regular meeting were approved. Motion by Trzynka and second by Albertsen. Motion passed by rollcall minus Baxter, who was not yet present.

The financial reports for March were accepted.

Albertsen made the motion and Trzynka seconded that the expenditures for March be approved. Motion passed by rollcall minus Baxter, who was not yet present.

Correspondence: Letter from Jeanne Iverson regarding Large Print Accessibility Concern. Whitman discussed the options to shift the collections so that Large Print will no longer sit on the bottom shelf. Whitman will contact Ms. Iverson via email.

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) I brought print copies of 2018 first quarter statistics, a pdf copy will be added to the agenda center along with the revised agenda.
- k) Monster Pup Day Camp room request. Owner of Monster Dog Media is looking for a place to host a young writer's camp. There is an enrollment fee of \$25 to cover the cost of publishing the book, and then all proceeds will be donated to Lake Area Pet Pantry. Looks to meet Wednesdays 5/30 – 8/29 for a couple of hours in the Dakota Room. Writers will be coached how to write a book, and then read the stories at Dempsey's at the end of the summer.
- l) Liberty Mutual boiler inspector Paul Bearden inspected the boilers April 3rd. Boiler 1 was recertified, but boiler two was not due to a leak. We have to have it repaired by May 3rd to be in compliance.

Committee Reports: None

Old Business: None

New Business:

1. Lisa Solum discussed her role as Special Services Librarian, it was suggested for her to contact the schools about braille/talking books. Jamie Formanek was moved to the next meeting due to illness.
2. A motion to approve the acceptance of a photograph by Josh Spies donated by Maze Snittjer was made by Gabel, seconded by Baxter. Motion passed by rollcall. Albertsen suggested the library send a form/receipt along with the thank you for this and future donations.
3. Whitman presented statistics for the first quarter of 2018.
4. The board discussed the request for the Monster Pup Day Camp to use the meeting rooms. The Board had more questions for the person submitting the request, so no action was taken at the time.

Executive Session

1. Motion made by Tryznka seconded by Gabel to enter into executive session to discuss personnel. Motion approved by rollcall.
2. Motion made to leave executive session by Tryznka, seconded by Baxter. Motion approved by rollcall.

Open: Baxter shared information about a Reader's Digest article in the April 2018 issue about Librarians who save lives by being trained to administer Narcan, a drug that helps reverse overdoses. Whitman mentioned that full time staff had recently completed CPR/AED training, but would like to look into first aid training as well.

Meeting adjourned at 7:30p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: April 29, 2018
DRAFT

DRAFT

PACKET: 04849 Regular Payments - APRIL 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 |
|----------|-------------------------|--------------|------------------|------------------------|--------|----------|
| 01-00083 | CTR FOR ED. & EMPLOY. L | | | | | |
| | | I-07120408 | 101-45500-43400 | LIB. BOOKS & BOOK | 848661 | 144.95 |
| 01-00402 | BAKER & TAYLOR | | | | | |
| | | I-2033554812 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 589.98 |
| | | I-2033554822 | 101-45500-42708 | EBOOKS BOOK | 848639 | 12.99 |
| | | I-2033554849 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 73.95 |
| | | I-2033554861 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 108.97 |
| | | I-2033554862 | 101-45500-42708 | EBOOKS BOOK | 848639 | 16.99 |
| | | I-2033554871 | 101-45500-42708 | EBOOKS BOOK | 848639 | 24.00 |
| | | I-2033555948 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 763.34 |
| | | I-2033567538 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 327.79 |
| | | I-2033571215 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 339.99 |
| | | I-2033571254 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 19.99 |
| | | I-2033577334 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 14.99 |
| | | I-2033584821 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 715.27 |
| | | I-2033588175 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 65.00 |
| | | I-2033588187 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 333.99 |
| | | I-2033589636 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 801.38 |
| | | I-2033595325 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 1,219.64 |
| | | I-2033595326 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 262.37 |
| | | I-2033602180 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 84.00 |
| | | I-2033605472 | 101-45500-42708 | EBOOKS BOOK | 848639 | 7.99 |
| | | I-2033605475 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 58.97 |
| | | I-2033605485 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 233.94 |
| | | I-2033608136 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 819.68 |
| | | I-2033618858 | 101-45500-42708 | EBOOKS BOOK | 848639 | 27.99 |
| | | I-2033621647 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 603.59 |
| | | I-2033622093 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 66.95 |
| | | I-2033622095 | 101-45500-42708 | EBOOKS BOOK | 848639 | 16.99 |
| | | I-2033622098 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 333.99 |
| | | I-2033622107 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 121.98 |
| | | I-2033623580 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848639 | 905.12 |
| | | I-2033623595 | 101-45500-42708 | EBOOKS BOOKS | 848639 | 2,032.75 |
| | | I-2033625207 | 101-45500-42708 | EBOOKS BOOK | 848639 | 26.99 |
| | | I-2033625212 | 101-45500-42708 | EBOOKS BOOK | 848639 | 15.99 |
| | | I-2033635694 | 101-45500-42708 | EBOOKS BOOK | 848639 | 11.99 |
| 01-00565 | BATTERIES UNLIMITED, IN | | | | | |
| | | I-9419 | 101-45500-42501 | EQUIP. MAINTN SUPPLIES | 848642 | 109.00 |
| 01-01078 | CENTER POINT LARGE PRIN | | | | | |
| | | I-1562308 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848662 | 70.11 |
| | | I-1564256 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848662 | 22.50 |
| 01-01874 | DEMCO, INC. | | | | | |
| | | I-6334598 | 101-45500-43500 | FURN., FIXT. SUPPLIES | 848696 | 1,927.80 |
| | | I-6346841 | 101-45500-42630 | CIRCULATION S SUPPLIES | 848696 | 769.70 |

PACKET: 04849 Regular Payments - APRIL 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 |
|----------|-------------------------|----------------|------------------|-----------------------------------|--------|----------|
| 01-02375 | FARM & HOME PUBLISHERS | | | | | |
| | | I-201804113169 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848716 | 53.90 |
| 01-02614 | SEBCO BOOKS | | | | | |
| | | I-190131 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848913 | 94.48 |
| 01-02760 | GALE | | | | | |
| | | I-63349468 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848735 | 29.59 |
| | | I-63351395 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848735 | 47.23 |
| | | I-63440382 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848735 | 373.49 |
| | | I-63483674 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848735 | 48.73 |
| | | I-63509931 | 101-45500-43400 | LIB. BOOKS & BOOK | 848735 | 21.59 |
| 01-02970 | VAST BROADBAND | | | | | |
| | | I-201804183230 | 101-45500-42805 | PHONE-MONTHLY 015711101 | 848958 | 475.72 |
| | | I-201804183230 | 101-45500-42813 | INTERNET SERV 015711101 | 848958 | 31.97 |
| 01-03259 | MIDWEST ALARM COMPANY, | | | | | |
| | | I-194981 | 101-45500-42501 | EQUIP. MAINTN SERVICE | 848827 | 426.00 |
| 01-03452 | DIRECT DIGITAL CONTROL | | | | | |
| | | I-6341 | 101-45500-42501 | EQUIP. MAINTN SERVICE | 848701 | 230.00 |
| 01-04185 | LAKE AREA / BIT | | | | | |
| | | I-201804143182 | 101-45500-42107 | Temp-Not Subj ARAUJO-COTA, DESMET | 848794 | 83.25 |
| 01-04447 | EBSCO INFORMATION SERVI | | | | | |
| | | I-1560469 | 101-45500-42707 | PATRON SUBSCR SUBSCRIPTION | 848708 | 59.95 |
| 01-04644 | OVERDRIVE, INC. | | | | | |
| | | I-H-0047356 | 101-45500-42683 | ELECTRONIC SU SERVICES | 848858 | 3,000.00 |
| 01-04660 | MAC'S INC. | | | | | |
| | | I-0000116426 | 101-45500-42504 | MAINTENANCE O SUPPLIES | 848807 | 9.55 |
| | | I-0000118237 | 101-45500-42504 | MAINTENANCE O SUPPLIES | 848807 | 64.99 |
| 01-04810 | MENARD'S | | | | | |
| | | I-64943 | 101-45500-42601 | CLEANING SUPP SUPPLIES | 848819 | 2.97 |
| | | I-65346 | 101-45500-42504 | MAINTENANCE O SUPPLIES | 848819 | 7.57 |
| | | I-66253 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848819 | 30.93 |
| 01-04917 | MICRO MARKETING ASSOCIA | | | | | |
| | | I-709918 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 25.75 |
| | | I-710316 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 29.99 |
| | | I-710649 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 110.72 |
| | | I-711183 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 34.38 |
| | | I-712870 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 685.49 |
| | | I-712985 | 101-45500-43400 | LIB. BOOKS & SUPPLIES | 848825 | 59.94 |
| | | I-714169 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848825 | 333.88 |

PACKET: 04849 Regular Payments - APRIL 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 | | | continued | | |
| | | I-714818 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848825 | 19.96 |
| 01-04920 | MIDCONTINENT COMMUNICAT | | | | | |
| | | I-1420463019373 | 101-45500-42813 | INTERNET SERV MIDCONTINENT COMMUNICATIO | 848826 | 0.00 |
| 01-04937 | MIDWEST TAPE | | | | | |
| | | I-95895068 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 254.86 |
| | | I-95895890 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 93.96 |
| | | I-95920277 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 22.99 |
| | | I-95920278 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 83.94 |
| | | I-95939885 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 91.96 |
| | | I-95960014 | 101-45500-43400 | LIB. BOOKS & BOOK | 848829 | 22.99 |
| | | I-95960015 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 74.96 |
| | | I-95980527 | 101-45500-43400 | LIB. BOOKS & BOOKS | 848829 | 56.98 |
| | | I-95984491 | 101-45500-43400 | LIB. BOOKS & BOOK | 848829 | 22.99 |
| 01-05240 | MUNICIPAL UTILITIES | | | | | |
| | | I-201804173198 | 101-45500-42801 | NATURAL GAS MUNICIPAL UTILITIES | 848838 | 849.68 |
| | | I-201804173198 | 101-45500-42802 | ELECTRICITY MUNICIPAL UTILITIES | 848838 | 1,571.88 |
| | | I-201804173198 | 101-45500-42803 | WATER MUNICIPAL UTILITIES | 848838 | 93.70 |
| | | I-201804173198 | 101-45500-42804 | SEWER MUNICIPAL UTILITIES | 848838 | 28.70 |
| 01-05650 | OCLC INC, | | | | | |
| | | I-0000592326 | 101-45500-42212 | OCLC SUBSCRIPTION | 848852 | 315.83 |
| 01-05663 | OFFICE PEEPS, INC. | | | | | |
| | | I-798134-1 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 24.30 |
| | | I-798712-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 42.96 |
| | | I-799429-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 91.33 |
| | | I-799797-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 72.27 |
| | | I-799806-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 5.24 |
| | | I-800587-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 115.49 |
| | | I-801671-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 4.49 |
| | | I-801671-1 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 36.10 |
| | | I-801794-0 | 101-45500-42600 | OFFICE SUPPLI SUPPLIES | 848853 | 14.97 |
| 01-05849 | PENWORTHY COMPANY | | | | | |
| | | I-0539524-IN | 101-45500-43400 | LIB. BOOKS & BOOKS | 848862 | 554.66 |
| 01-06083 | BORNS GROUP | | | | | |
| | | I-201804023145 | 101-45500-42618 | POSTAGE POSTAGE | 848647 | 400.00 |
| 01-07345 | SDML WORKERS' COMPENSAT | | | | | |
| | | I-17048 | 101-45500-41400 | WORKMEN'S COM WORKERS COMP | 848911 | 669.00- |
| 01-07490 | STAR LAUNDRY & CLEANERS | | | | | |
| | | I-201804173192 | 101-45500-42601 | CLEANING SUPP LIBRARY | 848928 | 133.63 |

PACKET: 04849 Regular Payments - APRIL 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 |
|-------------------------|-------------------------|----------------|------------------|-------------------------------|--------|-----------|
| 01-07491 | STAR TRIBUNE | I-201804183223 | 101-45500-42707 | PATRON SUBSCR 9881899 | 848929 | 315.12 |
| 01-07546 | STEIN'S INC. | I-805262 | 101-45500-42601 | CLEANING SUPP SUPPLIES | 848931 | 172.12 |
| 01-07596 | WELLMARK INC. | I-201803223120 | 101-45500-41500 | GROUP HEALTH ANNUAL FEE | 848981 | 80.00 |
| 01-08055 | SYSTEMS TECHNOLOGY GROU | I-11872 | 101-45500-42683 | ELECTRONIC SU SUBSCRIPTION | 848941 | 800.00 |
| 01-08343 | MARSH & MCLENNAN AGENCY | I-561377 | 101-45500-41500 | GROUP HEALTH CONSULTING FEES | 848814 | 145.77 |
| 01-08459 | JOSH VOLKART | I-201804183224 | 101-45500-42701 | TRAVEL EXP. P REIMB - MILEAGE | 848961 | 57.20 |
| 01-08946 | EMILY MOSLEY | I-201804183219 | 101-45500-42701 | TRAVEL EXP. P VERMILLION, SD | 848837 | 169.76 |
| DEPARTMENT 5500 LIBRARY | | | | | TOTAL: | 26,647.45 |

PACKET: 04849 Regular Payments - APRIL 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-73137 | 226-45506-42674 | INFORMATION & SUPPLIES | 848872 | 203.00 |
| 01-01530 | COUNTY FAIR FOODS | | | | | |
| | | I-1305 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 18.36 |
| | | I-2210 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 7.63 |
| | | I-2315 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 19.94 |
| | | I-3725 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 6.67 |
| | | I-5365A | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 6.84 |
| | | I-6379 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 16.92 |
| | | I-8906 | 226-45506-42917 | LIBRARY PROGR 8826200 | 848679 | 6.71 |
| 01-01566 | CENTURION TECHNOLOGIES, | | | | | |
| | | I-8832312735 | 226-45506-43602 | COMPUTER EQUI RENEWAL | 848663 | 256.00 |
| 01-01582 | SCHOLASTIC INC. | | | | | |
| | | I-16876296 | 226-45506-42917 | LIBRARY PROGR SUPPLIES | 848899 | 1,189.27 |
| 01-05663 | OFFICE PEEPS, INC. | | | | | |
| | | I-800005-0 | 226-45506-42917 | LIBRARY PROGR SUPPLIES | 848853 | 31.24 |
| | | I-801676-0 | 226-45506-42551 | COPIER MAINTN SUPPLIES | 848853 | 147.19 |
| 01-07304 | SD HUMANITIES COUNCIL | | | | | |
| | | I-201804183222 | 226-45506-42917 | LIBRARY PROGR REGISTRATION | 848910 | 50.00 |
| 01-08530 | WATERTOWN PUBLIC OPINIO | | | | | |
| | | I-201804183225 | 226-45506-42674 | INFORMATION & LIBRARY | 848973 | 49.50 |
| DEPARTMENT 5506 LIBRARY FINES FUND | | | | | TOTAL: | 2,009.27 |
| FUND 226 LIBRARY FINES FUND | | | | | TOTAL: | 2,009.27 |

Fines Fund 2018
Fines Fund Annual Comparison
 January through December 2018

| | Jan - Dec 18 | Budget | \$ Over Budget |
|--|------------------|------------------|-------------------|
| Income | | | |
| 21716 6.5% City & State Tax | 228.83 | | |
| 35102 Library Fines | | | |
| Damaged Books | 187.00 | | |
| Fines | 3,401.78 | | |
| Lost Books Pd For | 594.00 | | |
| 35102 Library Fines - Other | 24.45 | 18,500.00 | -18,475.55 |
| Total 35102 Library Fines | 4,207.23 | 18,500.00 | -14,292.77 |
| 36100 Interest Income | 884.30 | 1,000.00 | -115.70 |
| 36700 Donations | | | |
| Gift/Donation | 4,759.84 | | |
| 36700 Donations - Other | 0.00 | 7,000.00 | -7,000.00 |
| Total 36700 Donations | 4,759.84 | 7,000.00 | -2,240.16 |
| 36909 Other Misc. Revenue | | | |
| Fax | 307.92 | | |
| Lost Cards | 38.94 | | |
| Misc. | 5.62 | | |
| Out of County Cards | 2,365.35 | | |
| Public Copier | 2,025.30 | | |
| Sales-withdrawn Books | 764.31 | | |
| Staff Copier | 156.25 | | |
| 36909 Other Misc. Revenue - Other | 0.00 | 16,500.00 | -16,500.00 |
| Total 36909 Other Misc. Revenue | 5,663.69 | 16,500.00 | -10,836.31 |
| 36910 Cash Over/Short | 1.33 | | |
| Total Income | 15,745.22 | 43,000.00 | -27,254.78 |
| Expense | | | |
| 42104 Insurance Premiums | 0.00 | 100.00 | -100.00 |
| 42551 Copier Maint. | 767.75 | 2,500.00 | -1,732.25 |
| 42600 Office Supplies | 566.83 | 1,600.00 | -1,033.17 |
| 42674 Information & Education | 1,549.50 | 7,900.00 | -6,350.50 |

Fines Fund 2018
Fines Fund Annual Comparison
January through December 2018

| | Jan - Dec 18 | Budget | \$ Over Budget |
|---------------------------------|-----------------|----------------|-----------------|
| 42917 Library Programs | | | |
| Adult Programs | 471.13 | 6,000.00 | -5,528.87 |
| Jr Programs | 1,211.31 | 2,500.00 | -1,288.69 |
| Summer Reading | 2,673.86 | 6,000.00 | -3,326.14 |
| YA Programs | 476.48 | 2,250.00 | -1,773.52 |
| 42917 Library Programs - Other | 630.00 | 1,250.00 | -620.00 |
| Total 42917 Library Programs | 5,462.78 | 18,000.00 | -12,537.22 |
| 43602 Computer Equip / Software | 4,657.90 | 8,800.00 | -4,142.10 |
| 43607 Electronic & Comm Equip. | 0.00 | 4,500.00 | -4,500.00 |
| Total Expense | 13,004.76 | 43,400.00 | -30,395.24 |
| Net Income | <u>2,740.46</u> | <u>-400.00</u> | <u>3,140.46</u> |

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 | 38,180.98 | 114,500.00 | -76,319.02 |
| 41101 Clerical & Oper. Salary | 95,037.46 | 296,100.00 | -201,062.54 |
| 41102 Temporary Salaries | 14,982.70 | 58,700.00 | -43,717.30 |
| 41109 Overtime Pay | 185.14 | | |
| 41200 OASI-Employer Contr. | 10,576.44 | 32,600.00 | -22,023.56 |
| 41300 Retirement & Pensions | 7,993.02 | 24,650.00 | -16,656.98 |
| 41400 Workman's Comp Insurance | 2,638.00 | 2,500.00 | 138.00 |
| 41500 Group Health Insur. | 37,555.68 | 94,800.00 | -57,244.32 |
| Total 410 Personnel Services | 207,149.42 | 623,850.00 | -416,700.58 |
| 420 Other Current Expenses | | | |
| 42104 Other Insurance Premiums | 0.00 | 11,600.00 | -11,600.00 |
| 42107 Temp-not Subject to Worke | 175.50 | | |
| 42208 Software | 1,059.64 | 2,500.00 | -1,440.36 |
| 42212 OCLC | 947.49 | 5,300.00 | -4,352.51 |
| 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 | 5,042.45 | 7,000.00 | -1,957.55 |
| 42502 Bldg. Maintenance | 729.04 | 8,500.00 | -7,770.96 |
| 42504 Maintenance of Other | 884.32 | 2,400.00 | -1,515.68 |
| 42600 Office Supplies | 2,959.93 | 5,300.00 | -2,340.07 |
| 42601 Cleaning Supplies | 1,898.66 | 7,650.00 | -5,751.34 |
| 42603 Motor Fuel & Luricants | 31.01 | 200.00 | -168.99 |
| 42618 Postage | 900.00 | 3,000.00 | -2,100.00 |
| 42627 Safety Supplies | 0.00 | 275.00 | -275.00 |
| 42630 Circulation Supplies | 2,674.06 | 8,000.00 | -5,325.94 |
| 42683 Electronic Subscriptions | 19,614.11 | 35,750.00 | -16,135.89 |
| 42701 Travel Exp. Personnel | 1,717.40 | 7,450.00 | -5,732.60 |
| 42702 Subsc. & Membership | 1,531.00 | 2,800.00 | -1,269.00 |
| 42707 Patron Subscriptions | 1,745.41 | 10,000.00 | -8,254.59 |
| 42708 Ebooks | 14,425.35 | 40,700.00 | -26,274.65 |
| 42801 Natural Gas | 4,535.44 | 10,000.00 | -5,464.56 |
| 42802 Electricity | 5,534.86 | 28,000.00 | -22,465.14 |

4:55 PM
04/23/18
Accrual Basis

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

| | Jan - Dec 18 | Budget | \$ Over Budget |
|----------------------------------|--------------------|--------------------|-------------------|
| 42803 Water | 1,946.18 | 1,600.00 | 346.18 |
| 42804 Sewer | 114.80 | 450.00 | -335.20 |
| 42805 Phone-Monthly Service | 1,663.58 | 4,600.00 | -2,936.42 |
| 42813 Internet Service Provider | 232.97 | 1,000.00 | -767.03 |
| Total 420 Other Current Expenses | 70,363.20 | 218,375.00 | -148,011.80 |
| 430 Capital Outlay | | | |
| 43400 Lib. Books & Off. Ref. | 33,110.53 | 97,500.00 | -64,389.47 |
| 43500 Furniture | 4,294.80 | 5,350.00 | -1,055.20 |
| Total 430 Capital Outlay | 37,405.33 | 102,850.00 | -65,444.67 |
| Total Expense | 314,917.95 | 945,075.00 | -630,157.05 |
| Net Income | <u>-314,917.95</u> | <u>-945,075.00</u> | <u>630,157.05</u> |

Library Director's Report
Watertown Regional Library Board of Trustees
Regular Meeting
160 6th Street NE
May 3, 2018 5:15 p.m.
Marge Tauber South Dakota Room

Report of the Library Director

- a) We forgave \$2,370 in fines during National Library Week and received a lot of positive feedback on social media and in person. Current income from Fines is about \$70 down from this time last year, so very close. We will continue to monitor it throughout the year.
- b) I presented to PLHS volunteers during Volunteer Week, also gave gift bags to our library volunteers as a thank you for their hard work and commitment.
- c) Along with staff feedback, I created a new Reference Question log to begin May 1.
- d) Presented on the Fake News Panel for the Friends of the Library program as well as hosted the Open Mic Poetry Night facilitated by poet Lawrence Diggs.
- e) Met with the Meeting Room Policy committee April 11.
- f) Attended Health Reference workshop with Renea. We're planning to compile resources and train other staff about finding consumer health information.
- g) Received budget schedule, it looks like we will have to have a special meeting, perhaps May 17th. Budget Committee will meet May 2, and have proposed Personnel Budget documents for the May 3rd meeting.
- h) Boiler #2 update. According to Andor, the copper heat exchanger is bad in Boiler #2 with replacement probably not an option due to unavailability of parts and the labor required to repair, and the scale build-up of other copper parts of the boiler. They recommend replacing both boilers with a different boiler system. I am researching more options. Images of the scaling on the inside of the boilers are included in this month's packet.
- i) Midwest Alarm update. They have been receiving failure to communicate messages since January 2017, but in February of 2018 the number of the messages has greatly increased. Our panel is sending signals to them, which is good as they will receive alarms from us. Our IT staff has been working with Vast and Midwest alarm and it now appears that the problem is on their end, and it has been submitted to their IT department.

Boiler #2



Boiler #1

