

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
160 6th Street NE
June 5, 2018 4:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the May 3, 2018 regular meeting
3. Approval of minutes from the May 17, 2018 special meeting
4. Presentation of financial reports for May
5. Approval of expenditures for May
6. Correspondence
7. Report of the Library Director
8. Committee reports
9. Old business
 - a) Library Staff Introductions
 - b) DDR Books Consignment Agreement
 - c) Meeting Change and June Special Meeting
10. New business
 - a) Animals in the library
 - b) Nominating Committee
 - c) Strategic Planning
 - d) Meeting Room Request Northern Prairie Arts Council
 - e) Volunteer Application
11. Open
12. Adjournment

Next regular meeting: July, 10 2018 at 4:15pm

DRAFT
Watertown Regional Library Board
Minutes of the May 3, 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 Deb Shepard. Absent: Judy Trzynka. Also present: Library Director Dee Dee Whitman, Children's Librarian Emily Mosley, Young Adult Librarian Jamie Formanek, and Dan Crisler from the Public Opinion.

The minutes from the April 5, 2018 regular meeting were approved. Motion by Gabel and second by Albertsen. Motion passed by rollcall.

The financial reports for April were accepted.

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

Correspondence: None

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.

Committee Reports: None

Gabel had to leave the meeting early at 6:55pm

Old Business:

1. Children's Librarian Emily Mosley and Young Adult Librarian Jamie Formanek introduced themselves to the board and discussed their roles. It was suggested to work on building relationships with the schools.
2. Discussed condition of boiler. Due to it's condition, boiler #2 had to be completely disconnected in according to boiler inspector Paul Bearden. Shepard moved and Baxter seconded that the library move forward with the replacing the boilers. Albertsen, Baxter, Shephard, and Weigel voted to approve the motion.

New Business:

1. Budget committee discussed the proposed personnel budget request. Shepard moved and Baxter seconded that the committee's recommendation be approved by the board and continue on to the next stage of the City's budgeting process. Albertsen, Baxter, Shephard, and Weigel voted to approve the motion.
2. Shepard moved and Albertsen seconded that Director Whitman sign the agreement for online resources A to Z World Travel and A to Z World Food. Albertsen, Baxter, Shephard, and Weigel voted to approve the motion.
3. The board requested more information from Shelly Alvine about the SHIINE meeting room request, no action was taken at the time.
4. The board discussed the option of DDR Books appraising some books currently in storage. Terms need to be clarified between the parties, and some items may have to go through the surplus process depending on value. Whitman will check with Finance Officer Bobzien about the process.
5. Meeting times may be changed to 1st Tuesdays of the month at 4:15pm.

Open: None

Meeting adjourned at 7:20p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: May 30, 2018
DRAFT

DRAFT

DRAFT
Watertown Regional Library Board
Minutes of the May 17, 2018
Special Meeting
160 6th Street NE
Watertown, SD

Board Vice-President Anne Gabel called the meeting to order at 5:35p.m. Members present were: Jackie Baxter, Anne Gabel, Judy Trzynka, and Deb Shepard on the phone. Absent: Dan Albertsen and Dave Weigel. Also present: Library Director Dee Dee Whitman

New Business:

1. 2019 and Long-Term Capital and Equipment Budget Requests. Deb Shepard discussed the recommendations of the Budget Committee to request \$40,845 from the Fines Fund for technology expenses including replacement of 26 public use computers, 3 staff computers, staff copier/printer/fax, receipt printers, software and security cameras. The committee's long term CIP recommendations for the Fines Fund included \$12,000 for new laptops in 2020 and \$8,000 for a new server in 2022. The budget committee recommended requesting from the CIP general fund in 2019 \$100,500 for materials budget, \$5,000 for a floor scrubber, \$2,600 for to replace the Dakota Room chairs, and \$2,000 for an open area sanitizing fogger. The committee also recommended the long range CIP requests to include \$25,000 in 2020 for flooring replacement, \$2,200 in 2020 for a wide area walk behind vacuum, and \$8,000 in 2021 for a carpet cleaner. Baxter moved and Trzynka seconded to approve the Budget Committee's recommendation. Motion passed by rollcall
2. Discussed quotes received from three different contractors regarding boiler repair and/or replacement. The Board would like to see if there is a staff member in the City that can help with the bid specs. Trzynka moved and Baxter seconded that the Director ask City Council to advertise for bids for boiler replacement. Motion passed by rollcall.
3. New date and time for Library Board Meetings will be the 1st Tuesdays of the month at 4:15pm. Another special meeting will need to be called in June for the budget.

Meeting adjourned at 6:15p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: May 30, 2018
DRAFT

8:16 AM

City Budget 2018

05/30/18

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	47,728.85	114,500.00	-66,771.15
41101 Clerical & Oper. Salary	119,832.34	296,100.00	-176,267.66
41102 Temporary Salaries	17,821.26	58,700.00	-40,878.74
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	13,218.09	32,600.00	-19,381.91
41300 Retirement & Pensions	10,053.58	24,650.00	-14,596.42
41400 Workman's Comp Insurance	1,969.00	2,500.00	-531.00
41500 Group Health Insur.	44,763.12	94,800.00	-50,036.88
Total 410 Personnel Services	255,571.38	623,850.00	-368,278.62
420 Other Current Expenses			
42104 Other Insurance Premiums	0.00	11,600.00	-11,600.00
42107 Temp-not Subject to Worke	230.63		
42208 Software	676.37	2,500.00	-1,823.63
42212 OCLC	1,263.32	5,300.00	-4,036.68
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	5,248.94	7,000.00	-1,751.06
42502 Bldg. Maintenance	756.58	8,500.00	-7,743.42
42504 Maintenance of Other	1,010.60	2,400.00	-1,389.40
42600 Office Supplies	3,423.52	5,300.00	-1,876.48
42601 Cleaning Supplies	2,210.53	7,650.00	-5,439.47
42603 Motor Fuel & Luricants	54.95	200.00	-145.05
42618 Postage	1,300.00	3,000.00	-1,700.00
42627 Safety Supplies	0.00	275.00	-275.00
42630 Circulation Supplies	3,274.52	8,000.00	-4,725.48
42683 Electronic Subscriptions	22,172.61	35,750.00	-13,577.39
42701 Travel Exp. Personnel	2,530.93	7,450.00	-4,919.07
42702 Subsc. & Membership	1,531.00	2,800.00	-1,269.00
42707 Patron Subscriptions	2,105.76	10,000.00	-7,894.24
42708 Ebooks	17,120.18	40,700.00	-23,579.82
42801 Natural Gas	5,447.00	10,000.00	-4,553.00
42802 Electricity	7,682.18	28,000.00	-20,317.82
42803 Water	2,042.75	1,600.00	442.75
42804 Sewer	145.90	450.00	-304.10
42805 Phone-Monthly Service	2,066.73	4,600.00	-2,533.27
42813 Internet Service Provider	292.92	1,000.00	-707.08
Total 420 Other Current Expenses	82,587.92	218,375.00	-135,787.08
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	43,617.21	97,500.00	-53,882.79

8:16 AM
05/30/18
Accrual Basis

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

	Jan - Dec 18	Budget	\$ Over Budget
43500 Furniture	4,629.80	5,350.00	-720.20
Total 430 Capital Outlay	48,247.01	102,850.00	-54,602.99
Total Expense	386,406.31	945,075.00	-558,668.69
Net Income	<u>-386,406.31</u>	<u>-945,075.00</u>	<u>558,668.69</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	281.70		
35102 Library Fines			
Damaged Books	269.00		
Fines	4,200.78		
Lost Books Pd For	671.00		
35102 Library Fines - Other	24.45	18,500.00	-18,475.55
Total 35102 Library Fines	5,165.23	18,500.00	-13,334.77
36100 Interest Income	1,246.64	1,000.00	246.64
36700 Donations			
Gift/Donation	5,374.47		
36700 Donations - Other	0.00	7,000.00	-7,000.00
Total 36700 Donations	5,374.47	7,000.00	-1,625.53
36909 Other Misc. Revenue			
Fax	447.21		
Lost Cards	47.94		
Misc.	5.62		
Out of County Cards	2,845.13		
Public Copier	2,483.30		
Sales-withdrawn Books	949.82		
Staff Copier	157.65		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
Total 36909 Other Misc. Revenue	6,936.67	16,500.00	-9,563.33
36910 Cash Over/Short	2.38		
Total Income	19,007.09	43,000.00	-23,992.91
Expense			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	861.84	2,500.00	-1,638.16
42600 Office Supplies	1,010.01	1,600.00	-589.99
42674 Information & Education	2,083.07	7,900.00	-5,816.93
42917 Library Programs			
Adult Programs	897.97	6,000.00	-5,102.03
Jr Programs	1,216.26	2,500.00	-1,283.74
Summer Reading	5,327.83	6,000.00	-672.17
YA Programs	656.02	2,250.00	-1,593.98
42917 Library Programs - Other	1,394.99	1,250.00	144.99
Total 42917 Library Programs	9,493.07	18,000.00	-8,506.93
43602 Computer Equip / Software	9,622.90	8,800.00	822.90
43607 Electronic & Comm Equip.	0.00	4,500.00	-4,500.00
Total Expense	23,070.89	43,400.00	-20,329.11
Net Income	-4,063.80	-400.00	-3,663.80

PACKET: 04865 Regular Payments - MAY 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-201805093348	101-45500-43400	LIB. BOOKS & 6045787810079042	849047	67.42
		I-201805183415	101-45500-43400	LIB. BOOKS & 6045787810079042	849047	131.32
01-00298	ARGUS LEADER MEDIA					
		I-201805093349	101-45500-42707	PATRON SUBSCR L1171398	849059	320.35
01-00402	BAKER & TAYLOR					
		I-2033634634	101-45500-43400	LIB. BOOKS & BOOKS	849067	724.71
		I-2033638803	101-45500-42708	EBOOKS BOOKS	849067	120.92
		I-2033638819	101-45500-42708	EBOOKS BOOK	849067	13.99
		I-2033638825	101-45500-42708	EBOOKS BOOKS	849067	367.98
		I-2033638873	101-45500-42708	EBOOKS BOOKS	849067	120.00
		I-2033638875	101-45500-42708	EBOOKS BOOK	849067	48.00
		I-2033644857	101-45500-42708	EBOOKS BOOK	849067	26.00
		I-2033644858	101-45500-42708	EBOOKS BOOK	849067	20.97
		I-2033652246	101-45500-43400	LIB. BOOKS & BOOKS	849067	973.33
		I-2033652510	101-45500-42708	EBOOKS BOOK	849067	65.00
		I-2033652592	101-45500-42708	EBOOKS BOOKS	849067	31.98
		I-2033653072	101-45500-43400	LIB. BOOKS & BOOKS	849067	1,817.74
		I-2033655497	101-45500-42708	EBOOKS BOOKS	849067	55.96
		I-2033655514	101-45500-42708	EBOOKS BOOKS	849067	96.98
		I-2033655515	101-45500-42708	EBOOKS BOOKS	849067	371.98
		I-2033657269	101-45500-43400	LIB. BOOKS & BOOKS	849067	185.99
		I-2033669438	101-45500-42708	EBOOKS BOOK	849067	15.99
		I-2033671697	101-45500-43400	LIB. BOOKS & BOOKS	849067	677.79
		I-2033671716	101-45500-43400	LIB. BOOKS & BOOK	849067	13.13
		I-2033672190	101-45500-42708	EBOOKS BOOKS	849067	177.95
		I-2033672200	101-45500-42708	EBOOKS BOOKS	849067	190.99
		I-2033672214	101-45500-42708	EBOOKS BOOKS	849067	110.97
		I-2033672220	101-45500-42708	EBOOKS BOOK	849067	7.99
		I-2033672258	101-45500-42708	EBOOKS BOOK	849067	31.49
		I-2033678144	101-45500-42708	EBOOKS BOOKS	849067	44.97
		I-2033685709	101-45500-42708	EBOOKS BOOKS	849067	87.00
		I-2033688632	101-45500-43400	LIB. BOOKS & BOOKS	849067	883.27
		I-2033688978	101-45500-42708	EBOOKS BOOKS	849067	401.78
		I-2033688991	101-45500-42708	EBOOKS BOOK	849067	23.97
		I-2033688995	101-45500-42708	EBOOKS BOOKS	849067	205.99
		I-2033694786	101-45500-42708	EBOOKS BOOK	849067	27.99
		I-2033694792	101-45500-42708	EBOOKS BOOK	849067	27.99
		I-2033695239	101-45500-43400	LIB. BOOKS & BOOKS	849067	468.41
		I-2033698751	101-45500-43400	LIB. BOOKS & BOOKS	849067	378.03
		I-2033698805	101-45500-43400	LIB. BOOKS & BOOKS	849067	1,475.29
01-01023	CARTNEY BEARING CORPORA					
		I-473225	101-45500-42502	BLDG. MAINTEN PARTS	849093	27.54
01-01078	CENTER POINT LARGE PRIN					
		I-1574076	101-45500-43400	LIB. BOOKS & BOOKS	849096	39.75

PACKET: 04865 Regular Payments - MAY 2018
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 5500 LIBRARY
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-01078	CENTER POINT	LARGE PRIN	continued			
		I-1582884	101-45500-43400	LIB. BOOKS & BOOKS	849096	43.74
01-01640	CULLIGAN					
		I-201805093350	101-45500-42600	OFFICE SUPPLI 47746	849119	74.00
01-01874	DEMCO, INC.					
		I-6374627	101-45500-42630	CIRCULATION S SUPPLIES	849129	507.23
01-02760	GALE					
		C-63591452	101-45500-43400	LIB. BOOKS & RETURN	849160	25.59-
		I-63524426	101-45500-43400	LIB. BOOKS & BOOKS	849160	48.79
		I-63643781	101-45500-43400	LIB. BOOKS & BOOK	849160	28.79
		I-63644604	101-45500-43400	LIB. BOOKS & BOOKS	849160	47.23
		I-63654576	101-45500-43400	LIB. BOOKS & BOOKS	849160	76.77
01-02970	VAST BROADBAND					
		I-201805183424	101-45500-42813	INTERNET SERV 015711101	849388	59.95
		I-201805183424	101-45500-42805	PHONE-MONTHLY 015711101	849388	383.15
01-03259	MIDWEST ALARM COMPANY,					
		I-197652	101-45500-42501	EQUIP. MAINTE ALARM MONITORING	849251	83.01
01-03452	DIRECT DIGITAL CONTROL					
		I-6444	101-45500-42501	EQUIP. MAINTE SERVICE	849133	100.00
01-04185	LAKE AREA / BIT					
		I-201805093353	101-45500-42107	Temp-Not Subj ARAUJO-COTA, DESMET	849210	55.13
01-04447	EBSCO INFORMATION SERVI					
		I-1000074712-1	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	849138	2,558.50
01-04660	MAC'S INC.					
		I-0000120152	101-45500-42501	EQUIP. MAINTE SUPPLIES	849224	9.08
		I-0000120413	101-45500-42504	MAINTENANCE O SUPPLIES	849224	52.99
01-04810	MENARD'S					
		I-67276	101-45500-42601	CLEANING SUPP SUPPLIES	849242	25.48
		I-67276	101-45500-42504	MAINTENANCE O SUPPLIES	849242	11.64
		I-67725	101-45500-42600	OFFICE SUPPLI SUPPLIES	849242	85.88
		I-68370	101-45500-42601	CLEANING SUPP SUPPLIES	849242	7.98
		I-68434A	101-45500-42600	OFFICE SUPPLI SUPPLIES	849242	11.74
		I-68434A	101-45500-42504	MAINTENANCE O SUPPLIES	849242	42.53
01-04917	MICRO MARKETING ASSOCIA					
		I-714428	101-45500-43400	LIB. BOOKS & BOOK	849248	39.99
		I-715276	101-45500-43400	LIB. BOOKS & BOOKS	849248	240.95
		I-715472	101-45500-43400	LIB. BOOKS & BOOKS	849248	46.58
		I-715518	101-45500-43400	LIB. BOOKS & BOOKS	849248	119.25

PACKET: 04865 Regular Payments - MAY 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-715855	101-45500-43400	LIB. BOOKS & BOOKS	849248	52.43
		I-716239	101-45500-43400	LIB. BOOKS & BOOKS	849248	139.98
		I-717670	101-45500-43400	LIB. BOOKS & BOOK	849248	14.93
		I-717748	101-45500-43400	LIB. BOOKS & BOOKS	849248	40.68
		I-718275	101-45500-43400	LIB. BOOKS & BOOKS	849248	69.99
		I-718469	101-45500-43400	LIB. BOOKS & BOOKS	849248	482.37
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019430	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	849250	0.00
01-04937	MIDWEST TAPE					
		I-96000636	101-45500-43400	LIB. BOOKS & BOOK	849253	17.99
		I-96000638	101-45500-43400	LIB. BOOKS & BOOK	849253	22.99
		I-96023879	101-45500-43400	LIB. BOOKS & BOOKS	849253	37.23
		I-96024091	101-45500-43400	LIB. BOOKS & BOOKS	849253	19.98
		I-96024092	101-45500-43400	LIB. BOOKS & BOOKS	849253	313.36
		I-96045512	101-45500-43400	LIB. BOOKS & BOOK	849253	22.49
		I-96045513	101-45500-43400	LIB. BOOKS & BOOKS	849253	80.95
		I-96068347	101-45500-43400	LIB. BOOKS & BOOK	849253	22.49
		I-96068348	101-45500-43400	LIB. BOOKS & BOOKS	849253	72.92
		I-96087705	101-45500-43400	LIB. BOOKS & BOOK	849253	17.24
		I-96087706	101-45500-43400	LIB. BOOKS & BOOKS	849253	40.98
01-04973	CITY DIRECTORIES					
		I-83517531	101-45500-43400	LIB. BOOKS & SUPPLIES	849101	445.00
01-05240	MUNICIPAL UTILITIES					
		I-201805153401	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	849261	911.56
		I-201805153401	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	849261	2,147.32
		I-201805153401	101-45500-42803	WATER MUNICIPAL UTILITIES	849261	96.57
		I-201805153401	101-45500-42804	SEWER MUNICIPAL UTILITIES	849261	31.10
01-05650	OCLC INC,					
		I-0000597578	101-45500-42212	OCLC SUBSCRIPTION	849271	315.83
01-05663	OFFICE PEEPS, INC.					
		I-802393-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	49.23
		I-802650-0	101-45500-42601	CLEANING SUPP SUPPLIES	849272	69.93
		I-802650-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	73.98
		I-802650-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	114.99
		I-802675-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	23.97
		I-802736-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	12.58
		I-803301-0	101-45500-42601	CLEANING SUPP SUPPLIES	849272	28.70
		I-804415-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	6.75
		I-804781-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849272	10.47
		I-804960-0	101-45500-43500	FURN., FIXT. CHAIR	849272	335.00
		I-805373-0	101-45500-42630	CIRCULATION S SUPPLIES	849272	93.23

PACKET: 04865 Regular Payments - MAY 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
01-05801	NADAGUIDES					
		I-R1-1714-287962	101-45500-43400	LIB. BOOKS & SUBSCRIPTION	849263	90.00
01-06083	BORNS GROUP					
		I-201805013307	101-45500-42618	POSTAGE POSTAGE	849081	400.00
01-06711	DEIRDRE WHITMAN					
		I-201805093357	101-45500-42701	TRAVEL EXP. P SIOUX FALLS, SD	849410	90.72
01-06992	SIOUX VALLEY COOP					
		I-201805183421	101-45500-42603	MOTOR FUEL AN 938285	849338	23.94
01-07356	SD STATE ARCHIVES					
		I-614	101-45500-42707	PATRON SUBSCR MICROFILM	849328	40.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201805173409	101-45500-42601	CLEANING SUPP LIBRARY	849350	91.72
01-07546	STEIN'S INC.					
		I-806857	101-45500-42504	MAINTENANCE O SUPPLIES	849351	19.12
		I-807482	101-45500-42601	CLEANING SUPP SUPPLIES	849351	88.06
01-08343	MARSH & MCLENNAN AGENCY					
		I-581216	101-45500-41500	GROUP HEALTH CONSULTING FEES	849235	145.77
01-08716	KIBBLE EQUIPMENT					
		I-1326239	101-45500-42501	EQUIP. MAINTE PARTS	849201	14.40
01-09029	LISA SOLUM					
		I-201802162948A	101-45500-42701	TRAVEL EXP. P PIERRE, SD	849344	165.48
DEPARTMENT 5500 LIBRARY					TOTAL:	23,018.11

PACKET: 04865 Regular Payments - MAY 2018
 VENDOR SET: 01
 FUND : 226 LIBRARY FINES FUND
 DEPARTMENT: 5506 LIBRARY FINES FUND
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-201805093348	226-45506-42917	LIBRARY PROGR 6045787810079042	849047	22.99
01-01483	PRINT EM NOW					
		I-73163	226-45506-42674	INFORMATION & SUPPLIES	849292	306.00
		I-73183	226-45506-42917	LIBRARY PROGR SUPPLIES	849292	308.40
01-01530	COUNTY FAIR FOODS					
		I-2508	226-45506-42917	LIBRARY PROGR 8826200	849109	53.91
		I-3813	226-45506-42917	LIBRARY PROGR 8826200	849109	6.84
		I-3945	226-45506-42917	LIBRARY PROGR 8826200	849109	9.16
		I-4284	226-45506-42917	LIBRARY PROGR 8826200	849109	8.48
		I-5526	226-45506-42917	LIBRARY PROGR 8826200	849109	8.66
		I-7269	226-45506-42917	LIBRARY PROGR 8826200	849109	9.36
		I-8712	226-45506-42917	LIBRARY PROGR 8826200	849109	13.91
01-01582	SCHOLASTIC INC.					
		I-16924311	226-45506-42917	LIBRARY PROGR SUPPLIES	849320	330.31
01-03367	HP INC.					
		I-59914369	226-45506-43602	COMPUTER EQUI COMPUTERS	849182	4,965.00
01-04572	LINDNER MUSIC					
		I-0034236	226-45506-42917	LIBRARY PROGR SUPPLIES	849222	675.00
01-05663	OFFICE PEEPS, INC.					
		I-802393-1	226-45506-42917	LIBRARY PROGR SUPPLIES	849272	89.99
		I-805478-0	226-45506-42551	COPIER MAINTN COPIES	849272	132.34
01-06711	DEIRDRE WHITMAN					
		I-201805183426	226-45506-42674	INFORMATION & REIMB SUPPLIES	849410	70.27
01-07048	JERRY BARLOW					
		I-201805183416	226-45506-42917	LIBRARY PROGR PERFORMANCE	849071	325.00
01-07529	CURTIS MORK					
		I-001-2018	226-45506-42917	LIBRARY PROGR PERFORMANCE	849260	600.00
01-08280	WAL-MART COMMUNITY BRC					
		I-05728	226-45506-42917	LIBRARY PROGR SUPPLIES	849391	128.45
		I-07107A	226-45506-42917	LIBRARY PROGR SUPPLIES	849391	140.26
		I-08714	226-45506-42917	LIBRARY PROGR SUPPLIES	849391	24.62
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201805183425	226-45506-42674	INFORMATION & LIBRARY	849402	157.30
		I-201805183425	226-45506-42600	OFFICE SUPPLI LIBRARY	849402	195.00
01-08597	JIM OLIVER					
		I-201805183420	226-45506-42917	LIBRARY PROGR PERFORMANCE	849276	300.00

PACKET: 04865 Regular Payments - MAY 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
01-09108	DOLBY ARTISTRY, LLC					
		I-201805183417	226-45506-42917	LIBRARY PROGR PERFORMANCE	849135	475.00
01-09110	MACH 3 ENTERPRISES					
		I-201805183419	226-45506-42917	LIBRARY PROGR PERFORMANCE	849227	500.00
01-09111	MIKKELSEN LIBRARY					
		I-186207264	226-45506-42600	OFFICE SUPPLI SUPPLIES	849255	22.00
01-09112	ALISSA JO TOERING					
		I-201805183422	226-45506-42600	OFFICE SUPPLI REIMB - LIBRARY CARD	849373	43.00
					DEPARTMENT 5506 LIBRARY FINES FUND	TOTAL: 9,921.25
					FUND 226 LIBRARY FINES FUND	TOTAL: 9,921.25

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

Report of the Library Director

- a) Budget
 - i) Personnel budget request submitted to the Finance Officer 5/10/18
 - ii) 2019 and Long Term CIP budget request submitted to the Finance Officer 5/25/18
 - iii) Goals and Accomplishments submitted 5/25/18
 - iv) Will meet with the Mayor and Finance Officer 6/13 to discuss the requests
 - v) O & M Budget documents will be available June 11, and due by June 22. We will have to call a special board meeting for your approval.
- b) Requested authorization for the Library to advertise for bids for boiler replacement be added to Council Meeting Consent Agenda June 4th.
- c) Midwest Alarm update. Communication issues were fixed, but a power outage 5/21 damaged one of the panels which was replaced 5/31. Fire alarms were tested on 6/1.
- d) Summer Reading Programs began June 1st.
- e) Hired Kristi Herting as Summer Library Aide.

DDR BOOKS

Consignment Agreement with DDR BOOKS

This document certifies and defines the relationship between the CONSIGNOR (name below) and the CONSIGNEE (DDRBOOKS)

For the quantity of books shipped to CONSIGNEE, CONSIGNOR agrees to:

1. Provide all books to be consigned to CONSIGNEE
2. Approve pricing if desired.

The CONSIGNEE agrees to:

1. Grade and price the books, price being subject to CONSIGNOR approval, if desired.
2. Provide payment and accounting to CONSIGNOR on the 15th of each month for books sold in the previous month.

CONSIGNOR and CONSIGNEE AGREE THAT:

1. Price paid by CONSIGNEE to CONSIGNOR will be as follows: 70% of the sale price for books selling at \$501 and above; 60% of the sale price for books selling between \$101 and \$500; and 50% of the sale price for books selling at \$100 or less.
2. CONSIGNEE reserves the right to deduct any credit card fees (maximum of 4.5%) from the sale price. Fees will be deducted evenly in the case of a direct, full-price scale through the following online services: ABE (fee of 14%), Alibris (20%), Biblio (15%). CONSIGNEE will split the deduction of these fees evenly.
3. CONSIGNEE may provide up to but no more than a 20% discount on the sale of any given book.
4. CONSIGNEE is in no way responsible for whether or not the books may sell, nor to whom they are sold.
5. Both CONSIGNOR and CONSIGNEE share financial responsibility for any book that is returned.
6. Either party may end the contract for any reason after a term of one year, or sooner by mutual agreement.
7. Signatures of both parties below amounts to agreements to terms above:

Donus D. Roberts, DDR BOOKS, CONSIGNEE
7 South Maple
Watertown, SD 57201

Date

CONSIGNOR

Date