

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
160 6th Street NE
August 7, 2018 4:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the July 10, 2018 regular meeting
3. Presentation of financial reports for July
4. Approval of expenditures for July
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
9. New business
 - a) Volunteer Application
 - b) Mechanical Engineering Consultant Proposal Review
 - c) Appropriation Request for Staff Printer
10. Open
11. Public Comment
12. Adjournment

Next meeting: September 2, 2018 at 4:15pm

DRAFT
Watertown Regional Library Board
Minutes of the July 10th, 2018
Regular Meeting
160 6th Street NE
Watertown, SD

Board President Dave Weigel called the meeting to order at 4:20p.m. Members present were: Dan Albertsen, Jackie Baxter, Anne Gabel, Jean Moulton, and Judy Tryznka. Absent: None. Also present: Library Director Dee Dee Whitman, Administrative Assistant and Acquisitions Supervisor Becky Sprouse, Cataloguer Paul Herting, and Maintenance Worker Josh Volkart.

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

The minutes from the June 19, 2018 special meeting were approved. Motion by Tryznka and second by Baxter. Motion passed by rollcall.

The financial reports for May were accepted.

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

Correspondence: None

Report of the Library Director

- a) Budget
 - i) O & M Budget submitted to the Finance Officer 6/20.
 - ii) Met with Finance Officer Bobzien and Mayor Caron 7/9 to discuss changes from the previous year.
- b) Strategic Planning
 - i) Discussed strategic planning facilitation with Lee Gabel, who has offered to act as facilitator free of charge. Meetings have been tentatively slated for August, but I will be working on a timeline and guidelines before setting those meetings. Who is interested a part of those meetings>
 - ii) Discussed the timeline for Accreditation with Kathleen Slocum from the SD State Library who will be sharing some strategic planning resources with us.
 - iii) The "Library Board's Practical Guide for Strategic" is available free of charge to us because the SD State Library is a member of the Library Trustees, Advocates, Friends, and Foundations.
- c) Attended the ALA conference in New Orleans June 21-25. I will be bringing a full report of the conference to the meeting.
- d) I have contacted TSP about consulting services for writing the Bid Spec for boiler replacement.

- e) Travis Sichmeller from Metter Sichmeller Engineering was in the area a met with Josh and I 7/10. He gave us some ideas and will be contacting me with more information about consulting services for the Bid Spec for the boiler replacement.
- f) I am currently collecting 2nd Quarter Statistics and will bring the data to the meeting.
- g) Interfiling of the Mysteries and Science Fiction into the Adult Fiction has begun this week. We will be scheduling some part time assistance and asking for full time staff to give approximately 2 hrs/week in order complete the project. This may take a while, could we perhaps close for a morning in August?

Committee Reports: None

Old Business:

1. Cataloger Paul Herting, Maintenance Worker Josh Volkart, and Administrative Assistant/Acquisitions Supervisor Becky Sprouse introduced themselves to the board and discussed their roles and responsibilities in the library. Long time staff members Sprouse and Herting mentioned how changes in technology and online resources over the years and how technology is now driving library services.

New Business:

1. The Board officially welcomed Jean Moulton to the Library Board.
2. Whitman presented second quarter statistics that can be viewed in the agenda center on watertownsd.us.
3. Whitman discussed some of the sessions, exhibitors, authors, etc. attended at the 2018 ALA conference. Whitman appreciated the opportunity to attend and is excited about implementing some of the information and ideas in the library. The report can be viewed in the agenda center on watertownsd.us

Tryznka made the motion and Baxter seconded to enter into executive session. Motion passed by roll call.

The board came out of executive session at 6:25pm

Open: None

Meeting adjourned at 6:25p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: July 10, 2018
DRAFT

DRAFT

3:00 PM

07/31/18

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	66,824.59	114,500.00	-47,675.41
41101 Clerical & Oper. Salary	168,137.27	296,100.00	-127,962.73
41102 Temporary Salaries	28,939.41	58,700.00	-29,760.59
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	18,839.65	32,600.00	-13,760.35
41300 Retirement & Pensions	14,097.56	24,650.00	-10,552.44
41400 Workman's Comp Insurance	1,969.00	2,500.00	-531.00
41500 Group Health Insur.	58,100.69	94,800.00	-36,699.31
Total 410 Personnel Services	357,093.31	623,850.00	-266,756.69
420 Other Current Expenses			
42104 Other Insurance Premiums	10,523.86	11,600.00	-1,076.14
42107 Temp-not Subject to Worke	290.26		
42208 Software	2,406.97	2,500.00	-93.03
42212 OCLC	1,894.98	5,300.00	-3,405.02
42214 ILS Maintenance	10,950.00	11,000.00	-50.00
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	6,572.17	7,000.00	-427.83
42502 Bldg. Maintenance	756.58	8,500.00	-7,743.42
42504 Maintenance of Other	1,351.36	2,400.00	-1,048.64
42600 Office Supplies	4,266.23	5,300.00	-1,033.77
42601 Cleaning Supplies	2,904.77	7,650.00	-4,745.23
42603 Motor Fuel & Luricants	81.54	200.00	-118.46
42618 Postage	2,196.00	3,000.00	-804.00
42627 Safety Supplies	77.16	275.00	-197.84
42630 Circulation Supplies	5,119.52	8,000.00	-2,880.48
42683 Electronic Subscriptions	25,271.61	35,750.00	-10,478.39
42701 Travel Exp. Personnel	5,188.27	7,450.00	-2,261.73
42702 Subsc. & Membership	1,799.00	2,800.00	-1,001.00
42707 Patron Subscriptions	8,399.15	10,000.00	-1,600.85
42708 Ebooks	24,235.41	40,700.00	-16,464.59
42801 Natural Gas	5,617.04	10,000.00	-4,382.96
42802 Electricity	13,400.96	28,000.00	-14,599.04
42803 Water	2,663.52	1,600.00	1,063.52
42804 Sewer	210.50	450.00	-239.50
42805 Phone-Monthly Service	2,612.92	4,600.00	-1,987.08
42813 Internet Service Provider	419.15	1,000.00	-580.85
Total 420 Other Current Expenses	139,208.93	218,375.00	-79,166.07
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	58,669.13	97,500.00	-38,830.87

3:00 PM
07/31/18
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	63,298.93	102,850.00	-39,551.07
Total Expense	559,601.17	945,075.00	-385,473.83
Net Income	<u>-559,601.17</u>	<u>-945,075.00</u>	<u>385,473.83</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	412.78		
35102 Library Fines			
Damaged Books	448.00		
Fines	6,274.93		
Lost Books Pd For	895.50		
35102 Library Fines - Other	24.45	18,500.00	-18,475.55
Total 35102 Library Fines	7,642.88	18,500.00	-10,857.12
36100 Interest Income	2,031.16	1,000.00	1,031.16
36700 Donations			
Gift/Donation	6,394.01		
36700 Donations - Other	0.00	7,000.00	-7,000.00
Total 36700 Donations	6,394.01	7,000.00	-605.99
36909 Other Misc. Revenue			
Equip. Rental	14.69		
Fax	739.69		
Lost Cards	71.21		
Misc.	7.26		
Out of County Cards	4,081.93		
Public Copier	3,508.60		
Sales-withdrawn Books	1,397.05		
Staff Copier	171.00		
Vend Inc/Payout	0.00		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
Total 36909 Other Misc. Revenue	9,991.43	16,500.00	-6,508.57
36910 Cash Over/Short	-18.32		
Total Income	26,453.94	43,000.00	-16,546.06
Expense			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	1,138.53	2,500.00	-1,361.47
42600 Office Supplies	1,494.71	1,600.00	-105.29
42674 Information & Education	4,568.57	7,900.00	-3,331.43
42917 Library Programs			
Adult Programs	1,148.16	6,000.00	-4,851.84
Jr Programs	1,287.80	2,500.00	-1,212.20
Summer Reading	5,929.23	6,000.00	-70.77
YA Programs	1,030.26	2,250.00	-1,219.74
42917 Library Programs - Other	1,524.99	1,250.00	274.99
Total 42917 Library Programs	10,920.44	18,000.00	-7,079.56

2:52 PM
07/31/18
Accrual Basis

Fines Fund 2018
Fines Fund Annual Comparison
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
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	27,745.15	43,400.00	-15,654.85
Net Income	<u>-1,291.21</u>	<u>-400.00</u>	<u>-891.21</u>

PACKET: 04892 Regular Payments - JULY 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-201807203793	101-45500-42600	OFFICE SUPPLI 6045787810079042	849805	17.26
		I-201807203793	101-45500-43400	LIB. BOOKS & 6045787810079042	849805	117.39
01-00402	BAKER & TAYLOR					
		I-2033787901	101-45500-43400	LIB. BOOKS & BOOKS	849818	1,310.06
		I-2033788417	101-45500-42708	EBOOKS BOOK	849818	23.99
		I-2033790256	101-45500-42708	EBOOKS BOOKS	849818	154.91
		I-2033797622	101-45500-43400	LIB. BOOKS & BOOKS	849818	2,011.24
		I-2033798487	101-45500-42708	EBOOKS BOOK	849818	15.99
		I-2033798489	101-45500-42708	EBOOKS BOOK	849818	65.00
		I-2033798495	101-45500-42708	EBOOKS BOOK	849818	14.99
		I-2033798506	101-45500-42708	EBOOKS BOOKS	849818	269.00
		I-2033798536	101-45500-42708	EBOOKS BOOK	849818	19.99
		I-2033812521	101-45500-43400	LIB. BOOKS & BOOKS	849818	890.65
		I-2033812919	101-45500-42708	EBOOKS BOOKS	849818	1,047.89
		I-2033813816	101-45500-42708	EBOOKS BOOKS	849818	108.99
		I-2033813826	101-45500-42708	EBOOKS BOOKS	849818	415.79
		I-2033813852	101-45500-42708	EBOOKS BOOKS	849818	40.97
		I-2033813864	101-45500-42708	EBOOKS BOOK	849818	7.99
		I-2033813871	101-45500-42708	EBOOKS BOOK	849818	15.95
		I-2033818919	101-45500-43400	LIB. BOOKS & BOOKS	849818	1,193.09
		I-2033821967	101-45500-42708	EBOOKS BOOKS	849818	53.96
		I-2033824856	101-45500-42708	EBOOKS BOOK	849818	27.00
		I-2033824862	101-45500-42708	EBOOKS BOOKS	849818	50.99
		I-2033824865	101-45500-42708	EBOOKS BOOK	849818	2.99
		I-2033829143	101-45500-42708	EBOOKS BOOKS	849818	368.88
		I-2033829146	101-45500-42708	EBOOKS BOOK	849818	7.99
		I-2033829154	101-45500-42708	EBOOKS BOOK	849818	23.97
		I-2033829164	101-45500-42708	EBOOKS BOOKS	849818	15.99
		I-2033829165	101-45500-42708	EBOOKS BOOK	849818	41.97
		I-2033829169	101-45500-42708	EBOOKS BOOKS	849818	140.99
		I-2033829171	101-45500-42708	EBOOKS BOOKS	849818	67.96
		I-2033833531	101-45500-43400	LIB. BOOKS & BOOKS	849818	580.42
		I-2033839575	101-45500-42708	EBOOKS BOOK	849818	14.99
		I-2033842073	101-45500-42708	EBOOKS BOOKS	849818	86.99
		I-2033842082	101-45500-42708	EBOOKS BOOKS	849818	341.91
		I-2033842120	101-45500-42708	EBOOKS BOOKS	849818	24.99
01-00507	SDLA					
		I-201807183770	101-45500-42701	TRAVEL EXP. P REGISTRATIONS	850067	660.00
01-01078	CENTER POINT LARGE PRIN					
		I-1600476	101-45500-43400	LIB. BOOKS & BOOKS	849841	435.60
		I-1601690	101-45500-43400	LIB. BOOKS & BOOKS	849841	45.54
01-01874	DEMCO, INC.					
		I-6405077	101-45500-42630	CIRCULATION S SUPPLIES	849877	340.75
		I-6405350	101-45500-42630	CIRCULATION S SUPPLIES	849877	393.40

PACKET: 04892 Regular Payments - JULY 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.			continued		
		I-6405883	101-45500-42630	CIRCULATION S SUPPLIES	849877	352.15
		I-6408990	101-45500-42630	CIRCULATION S SUPPLIES	849877	364.13
01-02427	FASTENAL COMPANY					
		I-SDWAT256529	101-45500-42627	SAFETY SUPPLI SUPPLIES	849896	48.93
01-02760	GALE					
		I-63855031	101-45500-43400	LIB. BOOKS & BOOK	849903	26.39
		I-64032662	101-45500-43400	LIB. BOOKS & BOOKS	849903	72.72
		I-64038425	101-45500-43400	LIB. BOOKS & BOOK	849903	27.19
01-02970	VAST BROADBAND					
		I-201807183772	101-45500-42813	INTERNET SERV 015711101	850120	59.95
		I-201807183772	101-45500-42805	PHONE-MONTHLY 015711101	850120	403.82
01-03259	MIDWEST ALARM COMPANY,					
		I-201358	101-45500-42501	EQUIP. MAINTN SERVICE	849988	836.12
01-03612	RECORDED BOOKS, LLC					
		I-75919053	101-45500-42683	ELECTRONIC SU SERVICE	850036	2,200.00
01-04049	MARIA GRUENER					
		I-201807103697	101-45500-42702	SUBSC. & MEMB MPLA MEMBERSHIP	849914	55.00
		I-201807183767	101-45500-42701	TRAVEL EXP. P PIERRE, SD	849914	186.56
01-04447	EBSCO INFORMATION SERVI					
		I-1561012	101-45500-42707	PATRON SUBSCR SUBSCRIPTIONS	849884	5,840.65
01-04690	MAHOWALD'S HARDWARE & R					
		I-520337	101-45500-42601	CLEANING SUPP SUPPLIES	849972	9.49
		I-520337	101-45500-42600	OFFICE SUPPLI SUPPLIES	849972	59.99
		I-520610	101-45500-42601	CLEANING SUPP SUPPLIES	849972	19.46
01-04810	MENARD'S					
		I-69838	101-45500-42504	MAINTENANCE O SUPPLIES	849980	26.83
		I-72261	101-45500-42504	MAINTENANCE O SUPPLIES	849980	3.99
		I-72261	101-45500-42601	CLEANING SUPP SUPPLIES	849980	44.08
01-04917	MICRO MARKETING ASSOCIA					
		I-723498	101-45500-43400	LIB. BOOKS & BOOKS	849985	115.62
		I-724779	101-45500-43400	LIB. BOOKS & BOOKS	849985	214.15
		I-725257	101-45500-43400	LIB. BOOKS & BOOKS	849985	214.95
		I-725630	101-45500-43400	LIB. BOOKS & BOOK	849985	34.99
		I-725656	101-45500-43400	LIB. BOOKS & BOOK	849985	30.00
		I-725995	101-45500-43400	LIB. BOOKS & BOOK	849985	82.98
		I-726234	101-45500-43400	LIB. BOOKS & BOOKS	849985	107.78
		I-726538	101-45500-43400	LIB. BOOKS & BOOK	849985	39.99
		I-726727	101-45500-43400	LIB. BOOKS & BOOKS	849985	40.76

PACKET: 04892 Regular Payments - JULY 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-726984	101-45500-43400	LIB. BOOKS & BOOK	849985	29.99
		I-727071	101-45500-43400	LIB. BOOKS & BOOKS	849985	59.94
		I-727422	101-45500-43400	LIB. BOOKS & BOOK	849985	39.99
		I-727583	101-45500-43400	LIB. BOOKS & BOOKS	849985	267.28
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019564	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	849986	0.00
01-04937	MIDWEST TAPE					
		I-96192441	101-45500-43400	LIB. BOOKS & BOOKS	849990	215.92
		I-96210865	101-45500-43400	LIB. BOOKS & BOOKS	849990	172.41
		I-96230700	101-45500-43400	LIB. BOOKS & BOOKS	849990	34.98
		I-96248851	101-45500-43400	LIB. BOOKS & BOOKS	849990	84.71
		I-96255613	101-45500-43400	LIB. BOOKS & BOOK	849990	17.24
01-05240	MUNICIPAL UTILITIES					
		I-201807193783	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	849998	14.56
		I-201807193783	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	849998	3,436.88
		I-201807193783	101-45500-42803	WATER MUNICIPAL UTILITIES	849998	418.01
		I-201807193783	101-45500-42804	SEWER MUNICIPAL UTILITIES	849998	35.90
01-05650	OCLC INC,					
		I-0000608394	101-45500-42212	OCLC SUBSCRIPTION	850008	315.83
01-05663	OFFICE PEEPS, INC.					
		I-809774-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	850009	208.86
		I-810124-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	850009	24.20
		I-811695-0	101-45500-42601	CLEANING SUPP SUPPLIES	850009	4.35
		I-811695-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	850009	114.99
		I-811695-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	850009	6.23
01-06083	BORNS GROUP					
		I-201807033666	101-45500-42618	POSTAGE POSTAGE	849826	200.00
01-06477	THOMSON REUTERS - WEST					
		I-838582846	101-45500-43400	LIB. BOOKS & SUBSCRIPTION	850102	345.38
01-06520	RUNNINGS FARM AND FLEET					
		I-4305525	101-45500-42504	MAINTENANCE O SUPPLIES	850054	29.99
01-06711	DEIRDRE WHITMAN					
		I-201807193782	101-45500-42701	TRAVEL EXP. P NEW ORLEANS, LA	850146	351.17
01-06992	SIOUX VALLEY COOP					
		I-201807183771	101-45500-42603	MOTOR FUEL AN 938285	850077	26.59
01-07123	PHILADELPHIA SECURITY P					
		I-120680A	101-45500-42600	OFFICE SUPPLI SUPPLIES	850019	22.20

PACKET: 04892 Regular Payments - JULY 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
01-07335	SD STATE HISTORICAL SOC					
		I-201807103698	101-45500-42707	PATRON SUBSCR MEMBERSHIP RENEWAL	850066	40.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201807173751	101-45500-42601	CLEANING SUPP LIBRARY	850083	146.46
01-07546	STEIN'S INC.					
		I-811247	101-45500-42601	CLEANING SUPP SUPPLIES	850084	88.06
		I-812001	101-45500-42601	CLEANING SUPP SUPPLIES	850084	41.99
01-08343	MARSH & MCLENNAN AGENCY					
		I-623730	101-45500-41500	GROUP HEALTH CONSULTING FEES	849977	145.77
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201807183773	101-45500-42630	CIRCULATION S LIBRARY	850138	94.00
01-09176	INFOBASE, INC.					
		I-320557	101-45500-42683	ELECTRONIC SU SUBSCRIPTION	849934	299.00
DEPARTMENT 5500 LIBRARY					TOTAL:	30,319.97

PACKET: 04892 Regular Payments - JULY 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
01-01226	CLASSROOM CONNECTION					
		I-005796	226-45506-42917	LIBRARY PROGR SUPPLIES	849848	11.45
01-01483	PRINT EM NOW					
		I-72771	226-45506-42674	INFORMATION & SUPPLIES	850027	272.00
01-01530	COUNTY FAIR FOODS					
		I-0359	226-45506-42917	LIBRARY PROGR 8826200	849861	14.85
		I-2172	226-45506-42917	LIBRARY PROGR 8826200	849861	21.33
		I-5395	226-45506-42917	LIBRARY PROGR 8826200	849861	11.36
		I-6252	226-45506-42917	LIBRARY PROGR 8826200	849861	16.34
		I-6664	226-45506-42917	LIBRARY PROGR 8826200	849861	19.55
		I-6947	226-45506-42917	LIBRARY PROGR 8826200	849861	6.96
		I-7876	226-45506-42917	LIBRARY PROGR 8826200	849861	5.94
		I-8872	226-45506-42917	LIBRARY PROGR 8826200	849861	7.96
		I-9969	226-45506-42917	LIBRARY PROGR 8826200	849861	13.43
01-01640	CULLIGAN					
		I-201807183766	226-45506-42600	OFFICE SUPPLI 47746	849869	30.00
01-01874	DEMCO, INC.					
		I-6403354	226-45506-42917	LIBRARY PROGR SUPPLIES	849877	79.85
01-05663	OFFICE PEEPS, INC.					
		I-811147-0	226-45506-42674	INFORMATION & SUPPLIES	850009	395.00
		I-811788-0	226-45506-42551	COPIER MAINTN COPIES	850009	141.50
		I-812101-0	226-45506-42600	OFFICE SUPPLI SUPPLIES	850009	28.43
		I-812101-0	226-45506-42917	LIBRARY PROGR SUPPLIES	850009	21.05
		I-812101-1	226-45506-42917	LIBRARY PROGR SUPPLIES	850009	4.32
01-06157	RAMKOTA HOTEL & WATERTO					
		I-151531	226-45506-42917	LIBRARY PROGR BARLOW	850032	116.99
01-08280	WAL-MART COMMUNITY BRC					
		I-00874A	226-45506-42917	LIBRARY PROGR SUPPLIES	850125	131.15
		I-02067	226-45506-42917	LIBRARY PROGR SUPPLIES	850125	199.54
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201807183773	226-45506-42674	INFORMATION & LIBRARY	850138	888.50
01-08946	EMILY MOSLEY					
		I-201807183769	226-45506-42917	LIBRARY PROGR REIMB SUPPLIES	849997	19.17
01-09175	KRISTI HERTING					
		I-201807183768	226-45506-42917	LIBRARY PROGR REIMB SUPPLIES	849922	81.02
					DEPARTMENT 5506 LIBRARY FINES FUND	TOTAL: 2,537.69
					FUND 226 LIBRARY FINES FUND	TOTAL: 2,537.69

Library Director's Report
Watertown Regional Library Board of Trustees
Regular Meeting
160 6th Street NE
August 7, 2018 4:15 p.m.
Marge Tauber South Dakota Room

Report of the Library Director

- a) Budget
 - i) Budget hearings are scheduled for August 14th and 30th at 5:00pm
- b) Received 3 proposals for engineering services to be reviewed.
- c) Summer Reading Programs ended July 31st, had the largest carnival yet with attendance of around 400. Had a 15% increase of total registrants up to 750. Full data must be submitted to the state by 9/1, and I can present that at the September meeting.
- d) Met with Steve Jurrens from KXLG about radio advertising, and about a program KXLG is interested in partnering with us about cyber bullying in September.
- e) Strategic Planning meetings initially set with Lee for the week of Aug. 20, but as that is coming up soon, and for potential availability for school involvement, I have proposed the week of Sept. 17th and am waiting to hear back.
- f) Children's programs will resume October 15th shortly after Emily's return.
- g) Changes in open meeting laws require a public comment period during public meetings.



Associated Consulting Engineering, Inc.

340 South Phillips Avenue • Sioux Falls, SD 57104-6319 • Tel: 605.335.3720 • FAX: 605.335.6220

PROJECT FEE PROPOSAL

To: Deirdre Whitman
Company: Watertown Library
Project Name: Watertown Library Boiler Replacement
Location: Watertown, SD
Proposal Number: P118-66

Date: July 16, 2018

Project Description: Owner plans to replace their existing two boilers.

Consultant's Proposed Responsibilities:

Mechanical Systems:
 Heating/HVAC
 Automatic Temperature Control/ Building
 Automation System

Electrical Systems:
 Electrical Power

Proposed Fee:

Mechanical/Electrical Total: \$9,000

Basis for Proposal: Proposed fee is for basic Mechanical/Electrical design services, including Construction Administration. Four trips to Watertown for one mechanical engineer are included – trips include investigation, pre-bid meeting with bidding contractors, mid-construction inspection, and final inspection. Drawings and specifications will be produced, including general conditions specifications. Assistance with drafting a contract, reviewing payment applications, and closeout documentation are included. Distribution of documents to contractors and plan rooms is included.

If all terms are mutually acceptable by both parties, acknowledge by signing below. An Architect/Engineer Agreement will be prepared based upon the provisions of this proposal.

Associated Consulting Engineering, Inc.

Watertown Library

Damon deWit

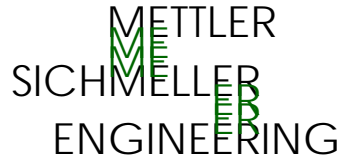
July 16, 2018

Signature

Date

Signature

Date



Electrical and Mechanical
Engineering
Aberdeen, SD

July 10, 2018

Dierdre J. Whitman
Watertown Regional Library
160 6th Street NE
Watertown, SD 57201

Re: Professional Engineering Services for the Watertown Regional Library Boiler System
Improvements Project, Watertown, SD

Dear Dierdre,

The proposed professional engineering services for the Boiler System Improvements Project would include the following:

1. Design and provide detailed plans, specifications, and construction documents describing all General, Mechanical, and Electrical Systems work to be performed.
2. Plan review meetings with owner.
3. Be available for questions from the Owner and the Contractors.
4. Provide assistance in generating Advertisement for Bids, administer the bid opening/ administer a pre-construction meeting, give recommendations, distribute contracts, review shop drawings, site visits for review of construction as the project progresses, process monthly payment requests, one site visit for the purpose of the final review and punch list generation, and one site visit for confirmation of punch list items.
5. Coordination with local utilities, and local & state officials.

Our fee for the above professional engineering services would be \$4,950 + any applicable tax + printing/postage costs for specifications and plans (printing/postage costs vary depending on the number of bidders – approximately \$400). Anticipated/estimated construction costs for the proposed work may range from \$50,000 to \$75,000.

Thank you for the opportunity to provide this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Travis J. Sichmeller".

Travis J. Sichmeller, P.E.
Mettler Sichmeller Engineering

Accepted:

(name, title)

(date)



Design Redefined

1112 N West Ave
Sioux Falls, SD 57104

ph (605) 336-1160
fax (605) 336-7926

teamtsp.com

Architecture
Engineering
Planning

July 20, 2018

RE: Watertown Regional Library
Boiler Replacement
Watertown, South Dakota
Engineering Fee Proposal
TSP No. P9181015

Deirdre “Dee Dee” J. Whitman, MAS and MLIS
Library Director
Watertown Regional Library
160 6th Street NE
Watertown, SD 57201

Dee Dee:

Thank you for your meeting with Tadd Holt and me to discuss the boiler replacement project at your facility. We are pleased to provide the following engineering service proposal for replacement of the existing boilers.

PROJECT SCOPE:

The general project scope, as we understand it, may be summarized as follows:

- A. Replacement of two existing 750 MBH, copper fin boilers with new equipment.

SCOPE OF SERVICES (Basic Services):

We propose the following Scope of Services:

- A. Design and Construction Documents.
 - 1. TSP will provide mechanical and electrical engineering design services for removal and replacement of the existing boilers.
 - 2. TSP will prepare mechanical Construction Documents to include drawings and technical specifications.
- B. Bidding.
 - 1. TSP will attend an on-site a pre-bid conference to review the project scope with potential bidders.
 - 2. TSP will answer technical questions for bidders and suppliers and issue addendums if necessary.
 - 3. TSP will attend a bid opening and assist the City of Watertown in receiving bids. It is assumed that the city will lead the effort in procurement of bidding including advertising for bids, etc.
- C. Construction Administration.
 - 1. TSP will attend one Pre-Construction meeting if requested.
 - 2. TSP will review contractor submittals.

3. TSP will provide on-site construction observations. We would anticipate a total of two site visits during construction of which one would be a substantial completion inspection.
4. Issue formal Substantial Completion Review report (punch list) when construction is complete.
5. Drafting or management of the Owner-Contractor agreement is not included in the Basic Services

SCOPE OF SERVICES (Additional Services):

The following items can be provided as optional additional services:

- A. Construction Administration.
 1. TSP will prepare and manage the owner-contractor agreement.
 2. TSP will review and certify contractor pay applications.

STANDARD OF CARE:

TSP's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing Design Professionals performing similar services in the same locality, and under the same or similar circumstances and conditions. TSP, Inc. makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

PROPOSED FEES:

A. Basic Services

Compensation to TSP for the professional services provided shall be as follows:

1. For services furnished as described above for the Work, the Client shall pay TSP, upon receipt of periodic invoices, the lump sum of Seven Thousand Dollars (\$7,000.00) plus reimbursable expenses (@ 1.15) and any and all applicable taxes.

B. Additional Services

Compensation to TSP for the additional professional services provided shall be as follows:

1. For services furnished as described above for the Work, the Client shall pay TSP, upon receipt of periodic invoices, the lump sum of Two Thousand Dollars (\$2,000.00) plus reimbursable expenses (@ 1.15) and any and all applicable taxes.

If the general terms of the Project Scope and Scope of Services of this proposal are acceptable a formal Owner-Engineer service agreement will be forwarded for your review.

Thank you for allowing us to present this fee proposal, we look forward to working with you.
Please feel free to contact us if you have any questions.

Sincerely,

TSP, Inc.



Roger Nikolas, PE, LEED AP
Senior Mechanical Engineer



Tony Dwire, PE LEED AP
Principal

cc: Lindsey Dacy – TSP, Inc.
Tim Jensen – TSP, Inc.
File