

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

1. Roll call
2. Public Comment
3. Approval of minutes from the August 7, 2018 regular meeting
4. Approval of minutes from the August 21, 2018 special meeting
5. Presentation of financial reports for August
6. Approval of expenditures for August
7. Correspondence
8. Report of the Library Director
9. Committee reports
10. Old business
11. New business
 - a) Veteran's Day Closure
 - b) Authorization for Director to Sign Low Bid Contract for Boiler Replacement
 - c) Volunteer Applications
12. Open
13. Adjournment

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

DRAFT
Watertown Regional Library Board
Minutes of the August 7th, 2018
Regular Meeting
160 6th Street NE
Watertown, SD

Board Vice-President Anne Gabel called the meeting to order at 4:20p.m. Board President Wiegel arrived at 4:23pm and presided over the remainder of the meeting. Members present were: Dan Albertsen, Jackie Baxter, Anne Gabel and Judy Tryznka. Absent: Jean Moulton. Also present: Library Director Dee Dee Whitman and Dan Crisler from the Watertown Public Opinion

The minutes from the July 10, 2018 regular meeting were approved. Motion by Gabel and second by Tryznka. Motion passed by rollcall.

The financial reports for July were accepted.

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

Correspondence: None

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. Director Whitman will check with the City Attorney about public comment vs. open section.
- h) Identified funding areas for replacement staff copier in the General Fund without the necessity to request an appropriation.
- i) Interfiling of Fiction, Mystery, and Sci-Fi is complete. Shelves have been moved to give more space in the YA area. The YA shift is the last phase.
- j) Part time employee was injured August 6, paperwork is in process.

Committee Reports: None

Old Business: None

New Business:

1. Baxter moved and Albertsen seconded to approve Tracy Voss' volunteer application. Motion passed by rollcall.
2. Board reviewed three proposals for a consulting mechanical engineer to create a Bid Spec for boiler replacement. Baxter moved and Tryznka seconded that Director Whitman be authorized to sign and accept the proposal from Mettler-Sichmeller Engineering. Motion passed by rollcall.
3. During the discussion of the Service to the Homebound Policy, the Board concluded that the policy did not need to be revised to serve a patron who lives just outside of City limits. Director Whitman was advised to inquire with the Codington-Hamlin Bookmobile and the County Welfare office to determine if there is duplication of services.

Open:

Gabel expressed delight in the *South Dakota Curiosities* travel book and the 140th anniversary of Codington County, "perfected" August 7, 1878. Whitman suggested some programming around the topic with Gabel suggesting a partnership with the Codington County Heritage Museum.

Tryznka mentioned the upcoming SDLA conference that will be held September 26-28 if any board member is interested in attending.

Meeting adjourned at 5:26p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: August 30, 2018
DRAFT

DRAFT
Watertown Regional Library Board
Minutes of the August 21, 2018
Special Meeting
160 6th Street NE
Watertown, SD

Board President Weigel called the meeting to order at 4:50p.m. Members present were: Jackie Baxter, Anne Gabel, Judy Trzynka, and Dave Weigel. Absent: Dan Albertsen and Jean Moulton. Also present: Library Director Dee Dee Whitman and a library patron.

Public Comment: None

Board discussed the City Council restoring \$50,000 of the original \$100,500 General Fund Capital Outlay budget request for Library Books and Off. Ref. Wiegel requested that Whitman provide the monthly activity report for the Fines Fund for monitoring purposes. Trzynka moved and Baxter seconded to allocate an additional \$25,000 from the Fines Fund in the 2019 Budget for Library Books and Off. Ref. Motion passed by rollcall.

Open:

Trzynka mentioned registration for the SDLA conference and shared information should any other board members wish to attend.

Gabel discussed how to address the subject of the recent decision of the Association for Library Service to Children's Board to change the name of the Laura Ingalls Wilder Award to the Children's Literature Legacy Award. Wiegel stated it would be appropriate to further discuss the issue in the "Open" period of the next board meeting.

Meeting adjourned at 5:55p.m.

Approved

David R. Weigel
Board President

Deirdre "Dee Dee" J. Whitman
Secretary

Written: August 30, 2018
DRAFT

9:08 AM

City Budget 2018

08/30/18

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	76,372.46	114,500.00	-38,127.54
41101 Clerical & Oper. Salary	193,734.77	296,100.00	-102,365.23
41102 Temporary Salaries	34,993.71	58,700.00	-23,706.29
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	21,791.32	32,600.00	-10,808.68
41300 Retirement & Pensions	16,206.26	24,650.00	-8,443.74
41400 Workman's Comp Insurance	1,969.00	2,500.00	-531.00
41500 Group Health Insur.	64,955.82	94,800.00	-29,844.18
Total 410 Personnel Services	410,208.48	623,850.00	-213,641.52
420 Other Current Expenses			
42104 Other Insurance Premiums	10,431.51	11,600.00	-1,168.49
42107 Temp-not Subject to Worke	290.26		
42208 Software	3,078.87	2,500.00	578.87
42212 OCLC	2,222.65	5,300.00	-3,077.35
42214 ILS Maintenance	11,562.00	11,000.00	562.00
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	6,655.18	7,000.00	-344.82
42502 Bldg. Maintenance	774.06	8,500.00	-7,725.94
42504 Maintenance of Other	2,134.36	2,400.00	-265.64
42600 Office Supplies	5,102.62	5,300.00	-197.38
42601 Cleaning Supplies	3,353.73	7,650.00	-4,296.27
42603 Motor Fuel & Luricants	110.72	200.00	-89.28
42618 Postage	2,396.00	3,000.00	-604.00
42627 Safety Supplies	77.16	275.00	-197.84
42630 Circulation Supplies	5,527.00	8,000.00	-2,473.00
42683 Electronic Subscriptions	25,271.61	35,750.00	-10,478.39
42701 Travel Exp. Personnel	5,353.62	7,450.00	-2,096.38
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	25,622.88	40,700.00	-15,077.12
42801 Natural Gas	5,630.04	10,000.00	-4,369.96
42802 Electricity	16,904.39	28,000.00	-11,095.61
42803 Water	3,104.49	1,600.00	1,504.49
42804 Sewer	246.40	450.00	-203.60
42805 Phone-Monthly Service	2,988.68	4,600.00	-1,611.32
42813 Internet Service Provider	479.10	1,000.00	-520.90
Total 420 Other Current Expenses	149,515.48	218,375.00	-68,859.52
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	67,401.94	97,500.00	-30,098.06

9:08 AM
08/30/18
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	72,031.74	102,850.00	-30,818.26
Total Expense	631,755.70	945,075.00	-313,319.30
Net Income	<u>-631,755.70</u>	<u>-945,075.00</u>	<u>313,319.30</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	465.35		
35102 Library Fines			
Damaged Books	529.00		
Fines	7,405.59		
Lost Books Pd For	1,037.45		
35102 Library Fines - Other	24.45	18,500.00	-18,475.55
Total 35102 Library Fines	8,996.49	18,500.00	-9,503.51
36100 Interest Income	2,482.37	1,000.00	1,482.37
36700 Donations			
Gift/Donation	6,407.52		
36700 Donations - Other	0.00	7,000.00	-7,000.00
Total 36700 Donations	6,407.52	7,000.00	-592.48
36909 Other Misc. Revenue			
Equip. Rental	14.69		
Fax	838.70		
Lost Cards	78.21		
Misc.	10.36		
Out of County Cards	4,613.74		
Public Copier	3,983.90		
Sales-withdrawn Books	1,597.11		
Staff Copier	177.90		
Vend Inc/Payout	-1.50		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
Total 36909 Other Misc. Revenue	11,313.11	16,500.00	-5,186.89
36910 Cash Over/Short	30.23		
Total Income	29,695.07	43,000.00	-13,304.93
Expense			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	1,292.77	2,500.00	-1,207.23
42600 Office Supplies	1,689.83	1,600.00	89.83
42674 Information & Education	5,138.45	7,900.00	-2,761.55
42917 Library Programs			
Adult Programs	1,355.09	6,000.00	-4,644.91
Jr Programs	1,287.80	2,500.00	-1,212.20
Summer Reading	6,927.34	6,000.00	927.34
YA Programs	1,370.52	2,250.00	-879.48
42917 Library Programs - Other	1,829.99	1,250.00	579.99
Total 42917 Library Programs	12,770.74	18,000.00	-5,229.26

9:00 AM
08/30/18
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	30,514.69	43,400.00	-12,885.31
Net Income	<u>-819.62</u>	<u>-400.00</u>	<u>-419.62</u>

PACKET: 04904 AUG 2018 - Regular Payments

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-201808213976	101-45500-42600	OFFICE SUPPLI 6045787810079042	000000	23.55
		I-201808213976	101-45500-43400	LIB. BOOKS & 6045787810079042	000000	57.03
01-00402	BAKER & TAYLOR					
		I-2033844477	101-45500-43400	LIB. BOOKS & BOOKS	000000	969.58
		I-2033849114	101-45500-42708	EBOOKS BOOK	000000	41.97
		I-2033852002	101-45500-42708	EBOOKS BOOKS	000000	75.95
		I-2033853296	101-45500-43400	LIB. BOOKS & BOOKS	000000	524.82
		I-2033855054	101-45500-42708	EBOOKS BOOKS	000000	213.99
		I-2033855075	101-45500-42708	EBOOKS BOOK	000000	65.00
		I-2033855084	101-45500-42708	EBOOKS BOOKS	000000	132.96
		I-2033855100	101-45500-42708	EBOOKS BOOK	000000	12.99
		I-2033857730	101-45500-42708	EBOOKS BOOK	000000	11.98
		I-2033867251	101-45500-43400	LIB. BOOKS & BOOKS	000000	726.56
		I-2033868356	101-45500-42708	EBOOKS BOOKS	000000	137.99
		I-2033868363	101-45500-42708	EBOOKS BOOKS	000000	209.92
		I-2033868366	101-45500-42708	EBOOKS BOOKS	000000	23.98
		I-2033868371	101-45500-42708	EBOOKS BOOKS	000000	74.99
		I-2033868378	101-45500-42708	EBOOKS BOOK	000000	17.99
		I-2033876037	101-45500-43400	LIB. BOOKS & BOOKS	000000	2,483.40
		I-2033879705	101-45500-42708	EBOOKS BOOK	000000	18.99
		I-2033883466	101-45500-42708	EBOOKS BOOKS	000000	128.79
		I-2033883486	101-45500-42708	EBOOKS BOOKS	000000	219.98
		I-2033890791	101-45500-43400	LIB. BOOKS & BOOKS	000000	485.44
01-01078	CENTER POINT LARGE PRIN					
		I-1603264	101-45500-43400	LIB. BOOKS & BOOK	000000	14.99
		I-1604819	101-45500-43400	LIB. BOOKS & BOOK	000000	20.37
		I-1605688	101-45500-43400	LIB. BOOKS & BOOKS	000000	569.22
		I-1609647	101-45500-43400	LIB. BOOKS & BOOKS	000000	138.42
01-01874	DEMCO, INC.					
		I-6418849	101-45500-42630	CIRCULATION S SUPPLIES	000000	382.68
01-02375	FARM & HOME PUBLISHERS					
		I-201808143907	101-45500-43400	LIB. BOOKS & 34468	000000	271.96
01-02760	GALE					
		I-63063372	101-45500-43400	LIB. BOOKS & BOOK	000000	24.79
		I-64094883	101-45500-43400	LIB. BOOKS & BOOKS	000000	292.69
		I-64111065	101-45500-43400	LIB. BOOKS & GALE	000000	25.59
		I-64118202	101-45500-43400	LIB. BOOKS & BOOKS	000000	54.38
		I-64121437	101-45500-43400	LIB. BOOKS & BOOK	000000	25.59
		I-64199629	101-45500-43400	LIB. BOOKS & BOOK	000000	26.39
		I-64201908	101-45500-43400	LIB. BOOKS & BOOKS	000000	48.73
01-02970	VAST BROADBAND					
		I-201808143917	101-45500-42813	INTERNET SERV 015711101	000000	59.95

PACKET: 04904 AUG 2018 - Regular Payments

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
01-02970	VAST BROADBAND			continued		
		I-201808143917	101-45500-42805	PHONE-MONTHLY 015711101	000000	355.76
01-03259	MIDWEST ALARM COMPANY,					
		I-203943	101-45500-42501	EQUIP. MAINTEN SERVICE	000000	83.01
01-04049	MARIA GRUENER					
		I-201808103871	101-45500-42701	TRAVEL EXP. P WASHINGTON, DC	000000	94.00
01-04660	MAC'S INC.					
		I-0000140431	101-45500-42504	MAINTENANCE O SUPPLIES	000000	22.99
01-04690	MAHOWALD'S HARDWARE & R					
		C-520744	101-45500-42504	MAINTENANCE O RETURN	000000	8.49-
		I-520814	101-45500-42504	MAINTENANCE O SUPPLIES	000000	15.01
		I-520996	101-45500-42502	BLDG. MAINTEN SUPPLIES	000000	17.48
		I-524818	101-45500-42504	MAINTENANCE O SUPPLIES	000000	8.49
01-04917	MICRO MARKETING ASSOCIA					
		I-728026	101-45500-43400	LIB. BOOKS & BOOKS	000000	119.98
		I-728483	101-45500-43400	LIB. BOOKS & BOOKS	000000	73.98
		I-729499	101-45500-43400	LIB. BOOKS & BOOK	000000	39.99
		I-729723	101-45500-43400	LIB. BOOKS & BOOKS	000000	139.96
		I-730403	101-45500-43400	LIB. BOOKS & BOOKS	000000	79.99
		I-730924	101-45500-43400	LIB. BOOKS & BOOKS	000000	154.97
		I-731492	101-45500-43400	LIB. BOOKS & BOOKS	000000	351.43
		I-732012	101-45500-43400	LIB. BOOKS & BOOK	000000	39.99
		I-732058	101-45500-43400	LIB. BOOKS & BOOK	000000	34.99
		I-732281	101-45500-43400	LIB. BOOKS & BOOK	000000	35.00
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019636	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	000000	0.00
01-04937	MIDWEST TAPE					
		I-96266448	101-45500-43400	LIB. BOOKS & BOOKS	000000	297.31
		I-96286082	101-45500-43400	LIB. BOOKS & BOOKS	000000	110.94
		I-96303745	101-45500-43400	LIB. BOOKS & BOOKS	000000	103.43
		I-96324103	101-45500-43400	LIB. BOOKS & BOOKS	000000	64.47
01-05240	MUNICIPAL UTILITIES					
		I-201808153934	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	000000	13.00
		I-201808153934	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	000000	3,503.43
		I-201808153934	101-45500-42803	WATER MUNICIPAL UTILITIES	000000	440.97
		I-201808153934	101-45500-42804	SEWER MUNICIPAL UTILITIES	000000	35.90
01-05650	OCLC INC,					
		I-0000614755	101-45500-42212	OCLC SERVICE	000000	327.67
01-05663	OFFICE PEEPS, INC.					

PACKET: 04904 AUG 2018 - Regular Payments
 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
01-05663	OFFICE PEEPS, INC.			continued		
		I-813022-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	000000	10.99
		I-813263-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	000000	176.39
		I-813341-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	000000	112.29
		I-813992-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	000000	145.33
		I-814076-0	101-45500-42601	CLEANING SUPP SUPPLIES	000000	36.30
		I-814076-0	101-45500-42630	CIRCULATION S SUPPLIES	000000	24.80
		I-815194-0	101-45500-42601	CLEANING SUPP SUPPLIES	000000	28.70
		I-815613-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	000000	10.99
01-06083	BORNS GROUP					
		I-201808023847	101-45500-42618	POSTAGE POSTAGE	000000	200.00
01-06992	SIOUX VALLEY COOP					
		I-201808103882	101-45500-42603	MOTOR FUEL AN 938285	000000	29.18
01-06995	SIOUX VALLEY GREENHOUSE					
		I-08112492	101-45500-42504	MAINTENANCE O SERVICE	000000	360.00
01-07310	SD MUNICIPAL LEAGUE					
		I-201807273840	101-45500-43400	LIB. BOOKS & HANDBOOKS/SUPPLEMENT	000000	10.00
01-07445	THE LIBRARY CORPORATION					
		I-2018100132	101-45500-42214	ILS COSTS RENEWAL	000000	612.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201808173947	101-45500-42601	CLEANING SUPP LIBRARY	000000	103.97
01-07523	ENVISIONWARE, INC.					
		I-INV-US-37534	101-45500-42208	SOFTWARE MAINTENANCE	000000	671.90
01-07546	STEIN'S INC.					
		I-812315	101-45500-42601	CLEANING SUPP SUPPLIES	000000	20.46
		I-813056	101-45500-42601	CLEANING SUPP SUPPLIES	000000	109.03
		I-814093	101-45500-42601	CLEANING SUPP SUPPLIES	000000	150.50
01-08343	MARSH & MCLENNAN AGENCY					
		I-642627	101-45500-41500	GROUP HEALTH CONSULTING FEES	000000	145.77
01-08459	JOSH VOLKART					
		I-201808103887	101-45500-42701	TRAVEL EXP. P SUPPLIES	000000	71.35
01-08562	XTREME GARAGE DOOR LLC					
		I-1515	101-45500-42504	MAINTENANCE O SUPPLIES	000000	385.00
01-08570	WATERTOWN SCHOOL DISTRI					
		I-1806	101-45500-42600	OFFICE SUPPLI PAPER	000000	356.85
01-09199	INGRAM LIBRARY SERVICES					

PACKET: 04904 AUG 2018 - Regular Payments

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
01-09199	INGRAM LIBRARY SERVICES			continued		
		I-35568379	101-45500-43400	LIB. BOOKS & BOOKS	000000	135.04
		I-35594468	101-45500-43400	LIB. BOOKS & BOOKS	000000	86.20
01-09201	J D POWER					
		I-000686776	101-45500-43400	LIB. BOOKS & BOOK	000000	125.00
DEPARTMENT 5500 LIBRARY					TOTAL:	19,287.29

PACKET: 04904 AUG 2018 - Regular Payments

VENDOR SET: 01

FUND : 226 LIBRARY FINES FUND

DEPARTMENT: 5506 LIBRARY FINES FUND

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-201808213976	226-45506-42917	LIBRARY PROGR 6045787810079042	000000	591.92
01-01483	PRINT EM NOW					
		I-72458	226-45506-42917	LIBRARY PROGR SUPPLIES	000000	54.00
		I-72468	226-45506-42674	INFORMATION & SUPPLIES	000000	170.00
01-01530	COUNTY FAIR FOODS					
		I-0556	226-45506-42917	LIBRARY PROGR 8826200	000000	5.94
		I-2812	226-45506-42917	LIBRARY PROGR 8826200	000000	24.47
		I-3248	226-45506-42917	LIBRARY PROGR 8826200	000000	7.48
		I-5724	226-45506-42917	LIBRARY PROGR 8826200	000000	11.62
		I-8426	226-45506-42917	LIBRARY PROGR 8826200	000000	7.21
		I-8514	226-45506-42917	LIBRARY PROGR 8826200	000000	13.63
01-01640	CULLIGAN					
		I-201808043906	226-45506-42600	OFFICE SUPPLI 47746	000000	15.50
01-03304	PAUL HERTING					
		I-201808143910	226-45506-42917	LIBRARY PROGR SUPPLIES	000000	163.73
01-05663	OFFICE PEEPS, INC.					
		I-815478-0	226-45506-42551	COPIER MAINTN COPIES	000000	154.24
01-08131	DAKOTA BUTCHER					
		I-368523	226-45506-42917	LIBRARY PROGR GIFT CERTIFICATES	000000	150.00
01-08258	KATIE'S KARING TOUCH					
		I-201808143912	226-45506-42917	LIBRARY PROGR GIFT CERTIFICATES - LIBRARY	000000	104.00
01-08280	WAL-MART COMMUNITY BRC					
		I-07527	226-45506-42917	LIBRARY PROGR SUPPLIES	000000	229.85
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201808143905	226-45506-42674	INFORMATION & LIBRARY	000000	399.88
01-08938	JAMIE FORMANEK					
		I-201808143908	226-45506-42917	LIBRARY PROGR SUPPLIES	000000	125.00
01-09175	KRISTI HERTING					
		I-201808143909	226-45506-42917	LIBRARY PROGR SUPPLIES	000000	56.45
01-09207	JUMP ZONE INFLATABLES					
		I-201808143911	226-45506-42917	LIBRARY PROGR SERVICE	000000	305.00
					TOTAL:	2,589.92
					DEPARTMENT 5506 LIBRARY FINES FUND	
					TOTAL:	2,589.92
					FUND 226 LIBRARY FINES FUND	
					TOTAL:	2,589.92

CASH ACTIVITY REPORT
January - July 2018

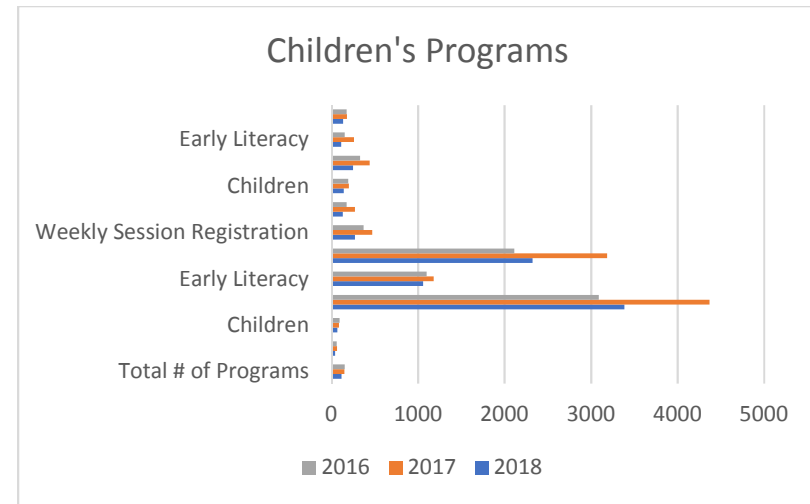
	<u>BEGINNING CASH BALANCE</u>	<u>YEAR-TO-DATE RECEIPTS</u>	<u>YEAR-TO-DATE DISBURSEMENT</u>	<u>ENDING BALANCE</u>	<u>INCREASE/ (DECREASE)</u>
101-GENERAL FUND	8,563,363.68	11,659,960.38	(12,268,335.24)	7,954,988.82	(608,374.86)
201-PARK & RECREATION FUND	1,110,334.09	2,445,829.94	(2,346,694.32)	1,209,469.71	99,135.62
203-BBB SALES TAX	425,378.32	522,362.94	(513,899.96)	433,841.30	8,462.98
204-RECREATION CENTER FUND	53,267.26	1,003,645.46	(928,000.10)	128,912.62	75,645.36
205-CASUALTY RESERVE FUND	30,384.88	6,779.54	(6,972.80)	30,191.62	(193.26)
212-CAPITAL IMPROVEMENT FUND	17,972,513.57	5,871,052.82	(3,399,600.75)	20,443,965.64	2,471,452.07
214-E-911 EMERGENCY FUND	124,742.03	570,271.12	(586,968.66)	108,044.49	(16,697.54)
226-LIBRARY FINES FUND	279,645.42	30,948.41	(27,323.13)	283,270.70	3,625.28
272-URBAN RENEWAL FUND	79,012.08	37,817.01	(19,220.22)	97,608.87	18,596.79
273-SR WATERSHED PROJECT FUND	49,167.80	80,326.00	(79,997.86)	49,495.94	328.14
275-TIF #1 FUND	5,167.17	239,666.40	(125,000.00)	119,833.57	114,666.40
280-TIF #2 FUND	4,104.86	31,692.96	(31,000.00)	4,797.82	692.96
281-TIF #3 FUND	30,189.12	30,189.12	(60,378.24)	0.00	(30,189.12)
282-TIF #5 FUND	4,443.12	37,076.20	(15,000.00)	26,519.32	22,076.20
283-TIF #6 FUND	6,250.18	64,991.16	(65,000.00)	6,241.34	(8.84)
301-GO DEBT SERVICE	382,994.26	287,188.38	(14,896.25)	655,286.39	272,292.13
504- COMMUNITY IMP. PROJECT	3,083,598.26	2,295,465.99	(534,313.54)	4,844,750.71	1,761,152.45
602-MUNICIPAL UTILITIES FUND	20,266,692.79	33,213,115.80	(32,142,389.91)	21,337,418.68	1,070,725.89
604-SEWER FUND	2,739,127.53	2,074,851.99	(2,893,943.18)	1,920,036.34	(819,091.19)
605-SOLID WASTE FUND	1,255,334.78	1,846,809.14	(1,544,866.51)	1,557,277.41	301,942.63
606-AIRPORT FUND	(179,628.87)	767,750.74	(1,494,220.38)	(906,098.51)	(726,469.64)
753-125 ESCROW FUND	14,807.73	56,975.27	(59,195.35)	12,587.65	(2,220.08)
756-REDEMPTION AGENCY FUND	500.00	0.00	0.00	500.00	0.00
758-BID DEPOSIT AGENCY FUND	59,526.79	530.22	(31,174.41)	28,882.60	(30,644.19)
GRAND TOTAL	56,360,916.85 =====	63,175,296.99 =====	(59,188,390.81) =====	60,347,823.03 =====	3,986,906.18 =====

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

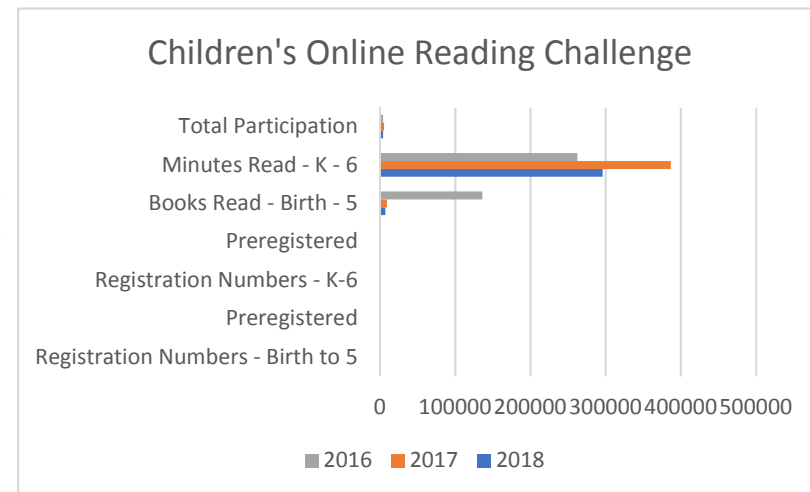
Report of the Library Director

- a) Budget
 - i) \$50,000 restored to General Fund Capital Outlay, \$25,000 approved by Board to Fines Fund.
 - ii) Long term CIP Budget Hearing 8/30.
- b) Boiler replacement timeline:
 - a. 9/1/18 – first ad
 - b. 9/8/18 – second ad
 - c. 9/13 – open bids, select contractor
 - d. 9/13-17 – consulting engineer reviews/gives recommendations
 - e. 9/17 Council approval, contract signed by end of the week
 - f. 9/?? Contractor orders boilers, then does preliminary work while waiting for the four-week lead time of the boilers.
 - g. Everything installed by early November
- c) See attached spreadsheet for full Summer Reading Program data.
- d) KXLG Anti-Bullying Program will be at 6:30pm 9/17 in the Community Room
- e) Strategic Planning meetings will be 9/17 and 9/20 from 2-5pm
- f) City Attorney recommended using “public comment” to reflect the language in the law. “Open” can be used at the end of the meeting as before.
- g) SDLA conference in Sioux Falls 9/26-28. Judy, Jackie, and Jean will attend from the Library Board, and Dee Dee, Maria, Renea, and Jamie will attend from library staff. To receive credit for Judy's hours, the library will need to pay for her conference registration instead of the State Library.
- h) IT department installed new copier/printer/fax as well as migrated our data to a more secure server.
- i) I've been participated in the new Parks and Rec software training and set-up. The library will be using it for event registration and events, and I will know more after training 9/5 and 9/6.
- j) I have begun reviewing the criteria for the State's accreditation application due by December.

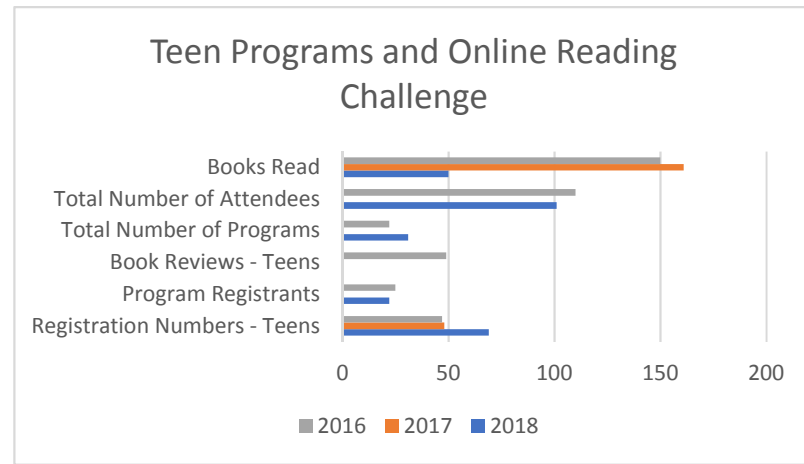
<u>Programs</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total # of Programs	116	152	156
Early Literacy	45	64	62
Children	71	88	94
Total Number of Attendees	3385	4369	3092
Early Literacy	1061	1,183	1101
Children	2324	3186	2116
Weekly Session Registration	274	474	372
Early Literacy	131	272	177
Children	143	202	195
Preregistered	250	443	330
Early Literacy	115	262	155
Children	135	181	175



<u>Children's Online Reading Challenge</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Registration Numbers - Birth to 5	208	79	241
Preregistered	100	54	82
Registration Numbers - K-6	257	373	326
Preregistered	150	189	149
Books Read - Birth - 5	6,939	9,173	136,096
Minutes Read - K - 6	296,189	386,752	262,556
Total Participation	4124	5295	4031



<u>Teens</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Registration Numbers - Teens	69	48	47
Program Registrants	22	0	25
Book Reviews - Teens	0	0	49
Total Number of Programs	31	0	22
Total Number of Attendees	101	0	110
Books Read	50	161	150



<u>Adults</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Registration Numbers - Adults	90	66	70
Registration Numbers - Parent/Caregiver	145	85	155
Books/Minutes Read - Parent/Caregiver	13,342	110,183	78,213
Total Number of Programs	6	0	17
Total Number of Attendees	155	0	77
Books Read	680	539	540
Total Participation All Ages	4,684	5,493	4,515

