

AGENDA  
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
160 6<sup>th</sup> Street NE  
July 10, 2018 4:15 p.m.  
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the June 5, 2018 regular meeting
3. Approval of minutes from the June 19, 2018 special meeting
4. Presentation of financial reports for June
5. Approval of expenditures for June
6. Correspondence
7. Report of the Library Director
8. Committee reports
9. Old business
  - a) Library Staff Introductions
10. New business
  - a) Welcome to new Board Member Jean Moulton
  - b) Second Quarter Statistics
  - c) ALA Report
11. Executive Session
12. Open
13. Adjournment

Next regular meeting: August 7, 2018 at 4:15pm

**DRAFT**  
Watertown Regional Library Board  
Minutes of the June 5th, 2018  
Regular Meeting  
160 6<sup>th</sup> 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, and Deb Shepard. Absent: Judy Trzynka. Also present: Library Director Dee Dee Whitman, Assistant Director Maria Gruener, and Circulation Librarian Renea Knudson.

The minutes from the May 3, 2018 regular meeting were approved. Motion by Shepard and second by Albertsen. Motion passed by rollcall.

The minutes from the May 17, 2018 special meeting were approved. Motion by Shepard and second by Gabel. 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) 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 4<sup>th</sup>. Council approved with other consent agenda items. Will now work with Colin, the acting City Engineer, on bid specs.
- 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.
  - i) Board President Weigel suggested looking into electrical UPS and/or Surge protectors for certain items in the building.
- d) Summer Reading Programs began June 1<sup>st</sup>.
- e) Hired Kristi Herting as Summer Library Aide.

- f) FOL Board approved paying for a water line for a coffee machine. Would need to look at options with McKeever Vending.
- g) SHIINE will be renting their own space, so they no longer need to request space.
- h) Special Services Librarian Lisa Solum met with Sherriff Brad Howell about a potential partnership to provide outreach library services to inmates in the County Jail.

Committee Reports: None

Old Business:

1. Assistant Director Maria Gruener and Circulation Librarian Renea introduced themselves to the board and discussed their roles and responsibilities in the library.
2. Reviewed DDR Books Consignment Agreement. Another bookseller in town was identified as a possibility to appraise and/or consign older items currently stored in the library. The board agreed it would be fairest to seek this vendor out as well before a decision is made.
3. Library Board meetings will now be held the first Tuesday of the month at 4:15pm in the Dakota Room. A special meeting will be held Tuesday, June 19<sup>th</sup> to consider the 2019 O & M Budget requests.

Jackie Baxter left the meeting at 5:10pm

New Business:

1. The board reviewed some policy options for animals in the library. Director Whitman will work with City Attorney Matt Roby to develop a policy. One policy reviewed the Siouxland Libraries' "Rules of Conduct" mentioning service animals and pets. The Board discussed the possibility of creating similar patron behavior guidelines for Watertown. No action was taken at the time.
2. Discussed the process for nominations to fill any upcoming Library Board openings. Director Whitman will discuss this with Mayor Caron.
3. Discussed the next steps for the Strategic Planning process beginning with meetings that include Board Members, Staff, Friends of the Library, and other City Department Heads/employees. Shepard suggested finding a facilitator, and Lee Gabel was suggested as a possibility. Director Whitman will contact him to gauge interest and availability. No action was taken at the time.
4. No action was taken for the meeting room request for Northern Prairie Arts Council as an exemption for a group whose purpose is for the betterment of the library, including the arts.
5. Albertsen moved and Shepard seconded to approve Emily Eide's volunteer application with Albertsen, Gabel, Shepard, and Weigel all voting to approve.

Open: None

Meeting adjourned at 6:00p.m.

Approved

David R. Weigel  
Board President

Deirdre "Dee Dee" J. Whitman  
Secretary

Written: July 2, 2018

**DRAFT**

DRAFT

**DRAFT**  
Watertown Regional Library Board  
Minutes of the June 19, 2018  
Special Meeting  
160 6<sup>th</sup> Street NE  
Watertown, SD

Board President Weigel called the meeting to order at 4:15p.m. Members present were: Jackie Baxter, Anne Gabel, Judy Trzynka, Deb Shepard, and Dave Weigel. Absent: Dan Albertsen. Also present: Library Director Dee Dee Whitman

New Business:

1. Board reviewed the budget recommendations from the Budget committee for the General Fund and the Fines Fund. Whitman discussed any request that increased by \$1,000.
  - a. In the General Fund Expenditures. The overall request was reduced from last year's \$218,375 to \$215,000 in 2019. Requests increased by \$1,000 or more included: ILS Maintenance due to 5% cost increase from vendor; Equipment maintenance due to new staff printer contract; eBooks due to increased usage and popularity; Electricity and Water increased due to increased usage.
  - b. In the Fines Fund Expenditures. The overall request was increased substantially due to \$27,545 request for new computers, software, and other technology items. Programming budget increased by \$1,000 due to increase of YA programs
  - c. General Fund revenues increased by 5% due to an increase from the High School and LATI for their portions of ILS maintenance provided by TLC – The Library Corporation.
  - d. Fines Fund Revenues were projected to decline due to the fact that eBooks have and are growing in popularity and no fines are collected on those items.Shepard made the motion to approve the 2019 O & M budget request seconded by Baxter, and the motion was approved by rollcall.
2. Board discussed the upcoming evaluation for the Library Director and asked Whitman to clarify with Mayor Caron her thoughts.

Meeting adjourned at 6:15p.m.

Approved

David R. Weigel  
Board President

Deirdre "Dee Dee" J. Whitman  
Secretary

Written: July 2, 2018  
**DRAFT**

## Profit &amp; Loss Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income	0.00		
Expense			
410 Personnel Services			
41100 Supervision Salary	57,276.72	114,500.00	-57,223.28
41101 Clerical & Oper. Salary	145,294.21	296,100.00	-150,805.79
41102 Temporary Salaries	21,266.92	58,700.00	-37,433.08
41109 Overtime Pay	185.14		
41200 OASI-Employer Contr.	15,966.49	32,600.00	-16,633.51
41300 Retirement & Pensions	12,154.13	24,650.00	-12,495.87
41400 Workman's Comp Insurance	1,969.00	2,500.00	-531.00
41500 Group Health Insur.	51,279.02	94,800.00	-43,520.98
Total 410 Personnel Services	305,391.63	623,850.00	-318,458.37
420 Other Current Expenses			
42104 Other Insurance Premiums	0.00	11,600.00	-11,600.00
42107 Temp-not Subject to Worke	290.26		
42208 Software	777.22	2,500.00	-1,722.78
42212 OCLC	1,579.15	5,300.00	-3,720.85
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	5,736.05	7,000.00	-1,263.95
42502 Bldg. Maintenance	756.58	8,500.00	-7,743.42
42504 Maintenance of Other	1,290.55	2,400.00	-1,109.45
42600 Office Supplies	3,812.50	5,300.00	-1,487.50
42601 Cleaning Supplies	2,550.88	7,650.00	-5,099.12
42603 Motor Fuel & Luricants	54.95	200.00	-145.05
42618 Postage	1,996.00	3,000.00	-1,004.00
42627 Safety Supplies	28.23	275.00	-246.77
42630 Circulation Supplies	3,575.09	8,000.00	-4,424.91
42683 Electronic Subscriptions	22,772.61	35,750.00	-12,977.39
42701 Travel Exp. Personnel	2,917.69	7,450.00	-4,532.31
42702 Subsc. & Membership	1,744.00	2,800.00	-1,056.00
42707 Patron Subscriptions	2,518.50	10,000.00	-7,481.50
42708 Ebooks	20,762.39	40,700.00	-19,937.61
42801 Natural Gas	5,602.48	10,000.00	-4,397.52
42802 Electricity	9,964.08	28,000.00	-18,035.92
42803 Water	2,245.51	1,600.00	645.51
42804 Sewer	174.60	450.00	-275.40
42805 Phone-Monthly Service	2,189.10	4,600.00	-2,410.90
42813 Internet Service Provider	359.20	1,000.00	-640.80
Total 420 Other Current Expenses	104,647.62	218,375.00	-113,727.38
430 Capital Outlay			
43400 Lib. Books & Off. Ref.	49,809.78	97,500.00	-47,690.22

1:05 PM  
07/02/18  
Accrual Basis

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

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	Jan - Dec 18	Budget	\$ Over Budget
43500 Furniture	4,629.80	5,350.00	-720.20
Total 430 Capital Outlay	54,439.58	102,850.00	-48,410.42
Total Expense	464,478.83	945,075.00	-480,596.17
Net Income	<u>-464,478.83</u>	<u>-945,075.00</u>	<u>480,596.17</u>

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

	Jan - Dec 18	Budget	\$ Over Budget
<b>Income</b>			
21716 6.5% City & State Tax	342.65		
35102 Library Fines			
Damaged Books	325.00		
Fines	5,156.48		
Lost Books Pd For	736.00		
35102 Library Fines - Other	24.45	18,500.00	-18,475.55
<b>Total 35102 Library Fines</b>	<b>6,241.93</b>	<b>18,500.00</b>	<b>-12,258.07</b>
36100 Interest Income	1,638.53	1,000.00	638.53
36700 Donations			
Gift/Donation	5,728.23		
36700 Donations - Other	0.00	7,000.00	-7,000.00
<b>Total 36700 Donations</b>	<b>5,728.23</b>	<b>7,000.00</b>	<b>-1,271.77</b>
36909 Other Misc. Revenue			
Equip. Rental	4.69		
Fax	583.77		
Lost Cards	60.88		
Misc.	7.26		
Out of County Cards	3,410.17		
Public Copier	2,977.80		
Sales-withdrawn Books	1,167.94		
Staff Copier	163.75		
36909 Other Misc. Revenue - Other	0.00	16,500.00	-16,500.00
<b>Total 36909 Other Misc. Revenue</b>	<b>8,376.26</b>	<b>16,500.00</b>	<b>-8,123.74</b>
36910 Cash Over/Short	-18.32		
<b>Total Income</b>	<b>22,309.28</b>	<b>43,000.00</b>	<b>-20,690.72</b>
<b>Expense</b>			
42104 Insurance Premiums	0.00	100.00	-100.00
42551 Copier Maint.	997.03	2,500.00	-1,502.97
42600 Office Supplies	1,251.60	1,600.00	-348.40
42674 Information & Education	3,013.07	7,900.00	-4,886.93
42917 Library Programs			
Adult Programs	978.58	6,000.00	-5,021.42
Jr Programs	1,287.80	2,500.00	-1,212.20
Summer Reading	5,503.85	6,000.00	-496.15
YA Programs	864.01	2,250.00	-1,385.99
42917 Library Programs - Other	1,503.94	1,250.00	253.94
<b>Total 42917 Library Programs</b>	<b>10,138.18</b>	<b>18,000.00</b>	<b>-7,861.82</b>
43602 Computer Equip / Software	9,622.90	8,800.00	822.90
43607 Electronic & Comm Equip.	0.00	4,500.00	-4,500.00
<b>Total Expense</b>	<b>25,022.78</b>	<b>43,400.00</b>	<b>-18,377.22</b>
<b>Net Income</b>	<b>-2,713.50</b>	<b>-400.00</b>	<b>-2,313.50</b>



PACKET: 04879 Regular Payments - JUNE 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-201806183589	101-45500-42600	OFFICE SUPPLI 6045787810079042	849433	13.98
01-00265	ANDOR INC.					
		I-90008	101-45500-42501	EQUIP. MAINTN SERVICE	849437	487.11
01-00402	BAKER & TAYLOR					
		I-2033705247	101-45500-42708	EBOOKS BOOKS	849449	99.98
		I-2033705251	101-45500-42708	EBOOKS BOOK	849449	15.99
		I-2033705253	101-45500-42708	EBOOKS BOOK	849449	22.99
		I-2033705256	101-45500-42708	EBOOKS BOOKS	849449	185.00
		I-2033705263	101-45500-42708	EBOOKS BOOK	849449	65.00
		I-2033710811	101-45500-43400	LIB. BOOKS & BOOKS	849449	534.45
		I-2033719250	101-45500-42708	EBOOKS BOOKS	849449	233.98
		I-2033719283	101-45500-42708	EBOOKS BOOK	849449	24.99
		I-2033721819	101-45500-42708	EBOOKS BOOK	849449	27.99
		I-2033722545	101-45500-42708	EBOOKS BOOKS	849449	34.97
		I-2033723649	101-45500-43400	LIB. BOOKS & BOOKS	849449	622.02
		I-2033724369	101-45500-42708	EBOOKS BOOKS	849449	1,268.69
		I-2033725551	101-45500-42708	EBOOKS BOOK	849449	25.99
		I-2033731683	101-45500-42708	EBOOKS BOOK	849449	44.97
		I-2033735623	101-45500-42708	EBOOKS BOOKS	849449	226.95
		I-2033735647	101-45500-42708	EBOOKS BOOKS	849449	44.98
		I-2033735670	101-45500-42708	EBOOKS BOOKS	849449	36.98
		I-2033736996	101-45500-43400	LIB. BOOKS & BOOKS	849449	468.75
		I-2033748971	101-45500-43400	LIB. BOOKS & BOOKS	849449	465.67
		I-2033750430	101-45500-42708	EBOOKS BOOK	849449	7.99
		I-2033750435	101-45500-42708	EBOOKS BOOKS	849449	65.96
		I-2033750444	101-45500-42708	EBOOKS BOOKS	849449	191.98
		I-2033750449	101-45500-42708	EBOOKS BOOK	849449	7.99
		I-2033750473	101-45500-42708	EBOOKS BOOK	849449	60.00
		I-2033750474	101-45500-42708	EBOOKS BOOK	849449	8.99
		I-2033750482	101-45500-42708	EBOOKS BOOK	849449	7.99
		I-2033765256	101-45500-43400	LIB. BOOKS & BOOKS	849449	582.17
		I-2033765735	101-45500-43400	LIB. BOOKS & BOOKS	849449	832.84
		I-2033766562	101-45500-42708	EBOOKS BOOKS	849449	239.98
		I-2033766577	101-45500-42708	EBOOKS BOOKS	849449	24.00
		I-2033766579	101-45500-42708	EBOOKS BOOKS	849449	236.92
		I-2033766584	101-45500-42708	EBOOKS BOOKS	849449	45.00
		I-2033774222	101-45500-42708	EBOOKS BOOKS	849449	90.00
		I-2033775440	101-45500-42708	EBOOKS BOOK	849449	26.00
		I-2033780974	101-45500-43400	LIB. BOOKS & BOOKS	849449	536.62
		I-2033782431	101-45500-42708	EBOOKS BOOKS	849449	160.98
		I-2033782435	101-45500-42708	EBOOKS BOOKS	849449	108.98
01-00565	BATTERIES UNLIMITED, IN					
		I-9515	101-45500-42504	MAINTENANCE O BATTERIES	849453	64.00
01-01078	CENTER POINT LARGE PRIN					

PACKET: 04879 Regular Payments - JUNE 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
01-01078	CENTER POINT	LARGE PRIN	continued			
		I-1587319	101-45500-43400	LIB. BOOKS & BOOKS	849476	43.50
		I-1587923	101-45500-43400	LIB. BOOKS & BOOKS	849476	217.26
		I-1594038	101-45500-43400	LIB. BOOKS & BOOKS	849476	65.31
01-02760	GALE					
		C-63802659	101-45500-43400	LIB. BOOKS & RETURN	849533	28.79-
		I-63686580	101-45500-43400	LIB. BOOKS & BOOK	849533	26.39
		I-63691626	101-45500-43400	LIB. BOOKS & BOOKS	849533	208.72
		I-63708015	101-45500-43400	LIB. BOOKS & BOOKS	849533	36.77
		I-63837591	101-45500-43400	LIB. BOOKS & BOOK	849533	28.79
		I-63848414	101-45500-43400	LIB. BOOKS & BOOKS	849533	47.23
01-02970	VAST BROADBAND					
		I-201806143575	101-45500-42813	INTERNET SERV 015711101	849735	59.95
		I-201806143575	101-45500-42805	PHONE-MONTHLY 015711101	849735	102.37
01-04049	MARIA GRUENER					
		I-201806203618	101-45500-42702	SUBSC. & MEMB REIMB - MEMBERSHIP	849539	213.00
01-04185	LAKE AREA / BIT					
		I-201806083536	101-45500-42107	Temp-Not Subj ARAUJO-COTA, DESMET	849581	59.63
01-04690	MAHOWALD'S HARDWARE & R					
		I-525054	101-45500-42627	SAFETY SUPPLI SUPPLIES	849599	9.80
		I-525178	101-45500-42504	MAINTENANCE O SUPPLIES	849599	4.49
		I-525195	101-45500-42504	MAINTENANCE O SUPPLIES	849599	36.46
01-04810	MENARD'S					
		I-71078	101-45500-42600	OFFICE SUPPLI SUPPLIES	849607	21.99
		I-71078	101-45500-42601	CLEANING SUPP SUPPLIES	849607	7.98
		I-71502	101-45500-42627	SAFETY SUPPLI SUPPLIES	849607	18.43
01-04917	MICRO MARKETING ASSOCIA					
		I-719046	101-45500-43400	LIB. BOOKS & BOOK	849612	39.99
		I-719842	101-45500-43400	LIB. BOOKS & BOOKS	849612	91.99
		I-720306	101-45500-43400	LIB. BOOKS & BOOKS	849612	129.97
		I-720862	101-45500-43400	LIB. BOOKS & BOOK	849612	39.99
		I-721313	101-45500-43400	LIB. BOOKS & BOOK	849612	34.95
		I-722128	101-45500-43400	LIB. BOOKS & BOOKS	849612	44.98
		I-722794	101-45500-43400	LIB. BOOKS & BOOK	849612	39.99
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463019497	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	849613	6.33
01-04937	MIDWEST TAPE					
		I-96109740	101-45500-43400	LIB. BOOKS & BOOKS	849618	48.98
		I-96129973	101-45500-43400	LIB. BOOKS & BOOK	849618	36.99
		I-96152331	101-45500-43400	LIB. BOOKS & BOOKS	849618	457.78

PACKET: 04879 Regular Payments - JUNE 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
01-04937	MIDWEST TAPE			continued		
		I-96171238	101-45500-43400	LIB. BOOKS & BOOKS	849618	158.66
01-05240	MUNICIPAL UTILITIES					
		I-201806153585	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	849624	155.48
		I-201806153585	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	849624	2,281.90
		I-201806153585	101-45500-42803	WATER MUNICIPAL UTILITIES	849624	202.76
		I-201806153585	101-45500-42804	SEWER MUNICIPAL UTILITIES	849624	28.70
01-05650	OCLC INC,					
		I-0000602865	101-45500-42212	OCLC SUBSCRIPTION	849632	315.83
01-05663	OFFICE PEEPS, INC.					
		I-806430-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849634	16.42
		I-808013-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849634	15.98
		I-808013-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	849634	140.62
		I-808036-0	101-45500-42630	CIRCULATION S SUPPLIES	849634	171.16
		I-808329-0	101-45500-42630	CIRCULATION S SUPPLIES	849634	129.41
		I-808329-0	101-45500-42601	CLEANING SUPP SUPPLIES	849634	69.93
		I-809159-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	849634	179.99
01-05849	PENWORTHY COMPANY					
		I-0540373-IN	101-45500-43400	LIB. BOOKS & BOOKS	849641	380.60
01-06083	BORNS GROUP					
		I-201806043507	101-45500-42618	POSTAGE POSTAGE	849458	200.00
01-06163	RAPID CITY JOURNAL					
		I-201806083537	101-45500-42707	PATRON SUBSCR 132-00022544	849656	412.74
01-06995	SIOUX VALLEY GREENHOUSE					
		I-08112434	101-45500-42504	MAINTENANCE O SPRINKLER HEADS REPAIR	849695	175.00
01-07445	THE LIBRARY CORPORATION					
		I-2018080130	101-45500-42214	ILS COSTS SOFTWARE RENEWAL	849718	10,950.00
01-07483	BECKY SPROUSE					
		I-201806143574	101-45500-42701	TRAVEL EXP. P REIMB - ERRANDS	849699	84.76
01-07490	STAR LAUNDRY & CLEANERS					
		I-201806203619	101-45500-42601	CLEANING SUPP LIBRARY	849702	86.32
01-07546	STEIN'S INC.					
		I-809261	101-45500-42601	CLEANING SUPP SUPPLIES	849703	88.06
		I-810261	101-45500-42601	CLEANING SUPP SUPPLIES	849703	88.06
01-08343	MARSH & MCLENNAN AGENCY					
		I-601851	101-45500-41500	GROUP HEALTH CONSULTING FEES	849601	145.77

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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
01-08532	WORLD TRADE PRESS					
		I-INV668639	101-45500-42683	ELECTRONIC SU LICENSE RENEWAL	849768	600.00
01-08946	EMILY MOSLEY					
		I-201806143573	101-45500-42701	TRAVEL EXP. P BROOKINGS	849623	210.00
DEPARTMENT 5500 LIBRARY					TOTAL:	27,689.19

PACKET: 04879 Regular Payments - JUNE 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-201806183589	226-45506-42917	LIBRARY PROGR 6045787810079042	849433	231.14
		I-201806183589	226-45506-42917	LIBRARY PROGR 6045787810079042	849433	55.12-
01-01483	PRINT EM NOW					
		I-72612	226-45506-42674	INFORMATION & SUPPLIES	849652	272.00
		I-72620	226-45506-42674	INFORMATION & SUPPLIES	849652	204.00
		I-73192	226-45506-42917	LIBRARY PROGR SUPPLIES	849652	80.60
01-01530	COUNTY FAIR FOODS					
		I-2951	226-45506-42917	LIBRARY PROGR 8826200	849488	10.96
		I-4051A	226-45506-42917	LIBRARY PROGR 8826200	849488	4.17
		I-7216	226-45506-42917	LIBRARY PROGR 8826200	849488	8.16
		I-9846	226-45506-42917	LIBRARY PROGR 8826200	849488	27.32
01-01874	DEMCO, INC.					
		I-6389267	226-45506-42917	LIBRARY PROGR SUPPLIES	849503	86.58
01-03572	HY VEE FOOD STORE					
		I-4828851047	226-45506-42917	LIBRARY PROGR SUPPLIES	849557	25.82
		I-5819837343	226-45506-42917	LIBRARY PROGR SUPPLIES	849557	14.99
01-04572	LINDNER MUSIC					
		I-0032200	226-45506-42917	LIBRARY PROGR SUPPLIES	849592	30.00
01-04810	MENARD'S					
		I-71755	226-45506-42600	OFFICE SUPPLI SUPPLIES	849607	59.97
01-05663	OFFICE PEEPS, INC.					
		I-806358-0	226-45506-42600	OFFICE SUPPLI SUPPLIES	849634	74.34
		I-808785-0	226-45506-42551	COPIER MAINTA COPIES	849634	135.19
01-06769	THE READING WAREHOUSE					
		I-184309	226-45506-42917	LIBRARY PROGR SUPPLIES	849719	108.95
01-08280	WAL-MART COMMUNITY BRC					
		I-05207A	226-45506-42917	LIBRARY PROGR SUPPLIES	849741	71.54
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201806143576	226-45506-42674	INFORMATION & LIBRARY	849752	254.00
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	1,644.61
FUND 226 LIBRARY FINES FUND					TOTAL:	1,644.61

Library Director's Report  
Watertown Regional Library Board of Trustees  
Regular Meeting  
160 6<sup>th</sup> Street NE  
July 10, 2018 4:15 p.m.  
Marge Tauber South Dakota Room

Report of the Library Director

- a) Budget
  - i) O & M Budget submitted to the Finance Officer 6/20.
- 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.
  - 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) I am currently collecting 2<sup>nd</sup> Quarter Statistics and will bring the data to the meeting.

# Public Library Survey

	<u>2018 2nd Quarter</u>	<u>2018 First Quarter</u>	<u>2017</u>	<u>2016</u>
<b>F. LIBRARY HOLDINGS</b>				
<b>Books</b>				
Books (#450)	107,086	105,917	107,731	100,208
Ebooks units accessed through SDTG	15,009	13,966	14,300	13,523
Other Ebooks units owned, leased, or licensed	7,392	7,138	8,966	12,099
Total Electronic Books (E-Books) (#451)	22,401	20,929	23,266	25,622
<b>Subscriptions</b>				
Current Print Serial Subscriptions (#460)	150	150	150	150
<b>Audio, Video, Other</b>				
Audio - Physical Units (#452)	3,484	6,329	6,234	6087
Audio - Downloadable units accessed through SDTG	4,988	4,589	5,306	4,483
Other Downloadable Audio units, owned, leased, or licensed	12,396	7,253	7,273	6,528
Total Audio - Downloadable Units (#453)	20,868	11,842	12,579	11,011
Video - Physical Units (#454)	5,922	5,833	5,682	5,266
Video - Downloadable Units (#455)	36	36	38	35
Other (films, multimedia kits, maps, etc.)	39	50	32	40
<b>Electronic Collections</b>				
Local/Other cooperative agreement Electronic Collections (#456)	29	26	25	35
State Electronic Collections (#457)	56	56	56	51
Total Electronic Collections (databases) (#458)	86	82	81	86
Total Holdings	160,072	150,936	155,793	148,505
<b>G. SERVICES ACTIVITIES</b>				
<b>Library Service Indicators</b>				
Annual Public Service Hours/Year (ALL outlets) (#500)	819	819	3,276	3,276
Annual Total Attendance in Library (#501)	28,282	24,230	115,718	123,683
Annual Total Reference Transactions Completed (#502)	1,131	487(est)	3,248	3,200
Registered Users (#503)	8,704	8,655	8,467	

<b>Collection Use</b>				
<b>Circulation of ALL Physical Materials</b>				
Books	35,103	30,467	132,182	135,652
Magazines other print items not included above	513	238	1,445	1,673
Non print physical items	15,748	12,341	64,845	68,481
Total Physical Item Circulation (#553)	51,364	43,046	198,472	205,806
<b>Circulation of Electronic (digital) Materials</b>				
Ebooks	5,193	5,117	24,059	19,185
Audiobooks (and music)	4,327	4,116	10,914	10,015
Video	4	38	73	85
Use (circulation) of Electronic Materials (#552)	9,524	9,271	35,046	29,285
<b>Total Circulation of Materials / Circulation of Children's Materials</b>				
Total Circulation of Materials (#550)	60,888	52,317	233,518	235,091
Of the above total circulation, how many are CHILDREN'S MATERIALS? Include circulation of materials in ALL FORMATS. (#551)	21,244	17,279	84,518	96,461
<b>Electronic Collection Use (Successful Retrieval of Electronic Information)</b>				
SDSL-provided electronic collections (databases) use	no state data yet	no state data yet	11,964	11,988
Other electronic collection use (of services purchased or licensed by the library)	518	346	5,132	5,369
Total Successful Retrieval of Electronic Information (#554)	no state data yet	no state data yet	17,096	17,357
Total Electronic Content Use (#555)	10,042	9,617	52,142	46,642
Total Collection Use (#556)	61,406	52,663	250,614	252,448
<b>Library Programs</b>				
Early Literacy Programs - Birth to Pre-K	58	87	292	315
Early Literacy Program Attendance - Birth to Pre-K	960	1,318	4,924	6,090
Kindergarten - age 11 Programs	67	27	118	133
Kindergarten - age 11 Program Attendance	1,960	279	4,236	2,964
Children's Programs (#601)	125	114	410	448
Children's Program Attendance (#604)	2,920	1,397	9,160	9,054



Young Adult Programs (#602)	37	29	21	22
Young Adult Program Attendance (#605)	262	86	120	120
Adult Programs	28	23	95	84
Adult Program Attendance	453	195	1,215	1,404
Total Library Programs (#600)	190	166	526	554
Total Program Attendance (#603)	3,635	1,678	10,495	10,578

### One-to-one Programs

How many one-to-one program sessions did the library conduct?	527	482(est)	3,212	2,920
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### Internet

Total Number of Internet Computers Used by General Public (Include internet connected laptops and tablets available for use by the public.) (#650)	26	26	22	22
Annual Number of Public Access/Internet USES/sessions (per 30-minute sessions) (#651)	1,733	6,164	32,718	9,109
Annual Wireless Sessions (#652)	1,396	1,612	9,522	12,763

### Total

Total ILLs Received or Borrowed From (#576)	328	211	1,152	1,054
Total ILLs Provided or Loaned To (#575)	543	571	2,060	1,954
Total ILLs	871	211		

### Special Services

Patrons	32	35		
Organizations	1	1		
Deliveries	423	458		
Book Circulations	665	665		
Media Circulations	11	10		
ILLs	33	32		
<b>Total Circulations</b>	<b>709</b>	<b>707</b>		

## 2018 ALA Conference Report

- Friday, June 22nd
  - Libraries Transforming Communities: Dialogue and Deliberation for Small, Mid-sized, and/or Rural Libraries
  - Opening General Session featuring Michelle Obama
  - Exhibits Opening Reception
    - Google
    - TLC (CircuitScribe Conductive Ink Pen)
    - Demco
    - IndiCo Library Lockers
    - Scholastic
  - ALA Play – Games and Gaming Round Table
  
- Saturday, June 23<sup>rd</sup>
  - Intellectual Freedom Round Table Awards Recognition Breakfast
  - Author Jonathan London
  - Addressing Conflict Through Difficult and Uncomfortable Dialogues...Why This is Important
  - Author Jon Agee
  - Author Barroux
  - Staff Development is the New Strategic Planning
  - Author David Shannon
  - Exhibits
    - Comprise
    - Ingram
    - Penguin/Harper Collins
  - Evening in the Newcomb Archives, Tulane University
  
- Sunday, June 24<sup>th</sup>
  - Libraries as Entrepreneurial Hubs
  - Exhibits
  - EBSCO School and Public Library Luncheon
  - Kumbaya: Strategies for Guiding Your Staff Through Change
  - Trans\* Customer Service 101
  - Fundamental Aspects of Library Project Management: A Close Examination of Applications
  - Mergent (Financial Databases) Reception
  
- Monday, June 25<sup>th</sup>
  - Exhibits
    - Carbide 3D
    - Envisionware
    - Hoopla/Recorded Books/Playaway
    - Yu-Gi-Oh/Magic the Gathering
  - Celebrating 20 years of Harry Potter with Brian Selznick
  - Closing Exhibits – lots of free books!
  - Family Engagement Initiative: Resources for Encouraging Families to be Active in their Children’s Learning and Development
  
- Will be downloading power point presentations as an ongoing staff resource.