

January 16, 2017, 7:00 pm
Agenda of Library Board of Trustees
Held at Hill City Public Library

- 1) Call to Order**
- 2) Roll Call by President Lewis**
- 3) Consent Calendar**
 - A. Approval of Agenda
 - B. Approval of Minutes
- 4) Public Comment**—Members of the public may speak to any matter not on the agenda.
- 5) Action Items**
- 6) Reports**
 - A. Financial Reports
 1. Monthly Budget summary
 2. Year to Date Budget summary
 3. Salary/Wages Monthly Summary
 4. Daily Operational Fund
 5. First Interstate Bank Checking Account
 - B. Library Accreditation Ceremony in Pierre 3:30 pm, February 16, 2017
 - C. Library Director's Review of Daily Operations
 - D. Library Board of Trustees comments/concerns/directives
- 7) Motion to Adjourn**

Next Meeting is:

December 5, 2016 7 pm
Minutes of Hill City Public Library Board of Trustees Meeting
Held at Hill City Public Library

1) Call to order by President Mikal Lewis

2) Roll Call

Present: John Johnson, Bonnie Guerre, Steve Jarvis, Carol Walker, Cindy Girar

Absent: Monte McIntyre

3) Consent Calendar

A. Approval of Agenda

1st: Jarvis 2nd: Walker

Vote was unanimous

B. Approval of Minutes

1st: Guerre 2nd: Walker

Vote was unanimous

4) Public Comment—Members of the public may speak to any matter not on the agenda.

None

5) Reports

A. Financial Reports

1. 2016 Monthly Budget
2. Year to Date Budget
3. Staff Salary
4. Daily Operational Cash Fung
5. Bank Statement

All reports were reviewed.

B. November 15, 2016 Black Hill Trustees'/Librarians' Training Report

A short report of the programs presented at training was given by Bonnie Guerre and Mikal Lewis.

C. Trustees Replacement for 2017—City Administrator will submit to the mayor and council as nominees: Bonnie Guerre and Steve Jarvis. They will serve a three year term.

D. Year-end financial and goal review.

Library Director Girard stated that the library will be very close to budget projections in 2016. The exterior of the library was painted. Summer reading program met its projected goals.

E. 2017 Goal Setting

1. Window Replacement—Mikal Lewis is receiving bids for replacement of all windows in the library.
2. Other building issues—Sidewalk—Mikal Lewis is receiving a big for grinding of the sidewalks by a contractor
3. Collection—Library Director Girard stated that the Adult Non-fiction collection will be reviewed this year.
4. Programming—Due to the popularity of Maker-spaces the library will expand programming in this area. A cricut has been bought and programs for its use are being developed.
5. Other—none

F. Library Director's Report

Library Director Girard stated that a new firewall is needed that is compatible with the SonicWall access point. The estimated cost is \$229 with installation. This cost is offset by the maintenance fee of \$218 that would have been paid to Fortinet for the current firewall. The firewall and access point will be installed in December.

G. Trustees' comments/concerns/directions

It was noted by Bonnie Guerre and Mikal Lewis that the Friends of the Library was started an Expansion Fund with the Black Hills Community Foundation. There will be a component of cooperation between the Friends of the Library and the Library Board of Trustees/City of Hill City. An advisory board is being developed by the Friends of the Library.

6) Motion to adjourn at 8:10 pm

Next meeting will be held on Monday, January 16, 2017 at 7 pm in the Hill City Public Library.

G/L EXPENSE HISTORY REPORT
FROM 12/2016 TO 12/2016

6) Reports
A. I.
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ACCOUNT NUMBER ACCOUNT NAME (FISCAL 12/2016 TO 12/2016)
DATE JRNL NAME/OTHER REFERENCE PO NUMBER INVOICE CHECK NO REF/DESCRIPTION AMOUNT

101-4550-4110 SALARIES AND WAGES
12/09/16 PR0674 PR DT: 12/03/16 2,154.27
12/23/16 PR0684 PR DT: 12/17/16 2,676.46

ACCOUNT TOTAL 4,830.73

101-4550-4120 SOCIAL SECURITY/MEDICARE
12/09/16 PR0674 PR DT: 12/03/16 138.65
12/23/16 PR0684 PR DT: 12/17/16 178.61

ACCOUNT TOTAL 317.26

101-4550-4130 RETIREMENT
12/09/16 PR0674 PR DT: 12/03/16 109.52
12/23/16 PR0684 PR DT: 12/17/16 112.42

ACCOUNT TOTAL 221.94

101-4550-4150 GROUP INSURANCE
12/09/16 PR0674 PR DT: 12/03/16 363.37
12/23/16 PR0684 PR DT: 12/17/16 363.36

ACCOUNT TOTAL 726.73

101-4550-4151 DENTAL INSURANCE
12/09/16 PR0674 PR DT: 12/03/16 20.63
12/23/16 PR0684 PR DT: 12/17/16 20.77

ACCOUNT TOTAL 41.40

101-4550-4261 SUPPLIES
12/16/16 AP0797 SYNCB/AMAZON 12-2016 43829 Supplies-Library 158.68
12/16/16 AP0797 MENARDS- RAPID CITY 5799 43822 Supplies-Library-Model buildin set 12.99
12/16/16 AP0797 MENARDS- RAPID CITY 5799 43822 Supplies-Library-Cricut explorer bundle 249.00
12/16/16 AP0797 SAM'S CLUB/SYNCHRONY BANK 12-2016 43825 Office supplies-Library paper 45.78
12/16/16 AP0797 SAM'S CLUB/SYNCHRONY BANK 12-2016 43825 Supplies-mats (2) 39.64
12/16/16 AP0797 SAM'S CLUB/SYNCHRONY BANK 12-2016 43825 Supplies-Library 5.91
12/16/16 AP0797 SAM'S CLUB/SYNCHRONY BANK 12-2016 43825 cleaning supplies- library 10.96
12/22/16 AP0798 MIKE LEWIS 12-2016 43823 Library-cords & zip ties 34.45 T

ACCOUNT TOTAL 557.41

101-4550-4280 UTILITIES
12/05/16 AP0790 GOLDEN WEST TELECOM 12261405 43762 IP Address for Library 109.95
12/16/16 AP0797 BLACK HILLS ENERGY 01681 43814 Nov-Dec 2016 Electric Charges 167.99
12/22/16 AP0798 CITY OF HILL CITY 12-2016 43816 Inter-Dept Wa/Sw Bills 20.39

ACCOUNT TOTAL 298.33

101-4550-4283 PHONE
12/05/16 AP0786 BIRCH COMMUNICATIONS 12-2016 43757 Phone Bill - December 2016 55.81
T = TEMPORARY VENDOR

G/L EXPENSE HISTORY REPORT
FROM 12/2016 TO 12/2016

*6.) Reports
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ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 12/2016 TO 12/2016)		
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT

101-4550-4283	PHONE			
	ACCOUNT TOTAL			55.81

101-4550-4290	OTHER			
12/05/16 AP0786	GOLDEN WEST TELECOM	12261405	43762 IP Address for Library	109.95
12/05/16 AP0790	GOLDEN WEST TELECOM	12261405	43762 IP Address for Library	109.95-
12/12/16 AP0795	FIRST INTERSTATE BANK-CC	11-2016	43761 SD Humanities Council-program fees	50.00
12/16/16 AP0797	JMS INC DBA TECHNOLOGY CE	42499	43820 Other-library Sonic Wall Soho License	299.00
12/16/16 AP0797	JMS INC DBA TECHNOLOGY CE	41894	43820 Other-Library SonicPt W2 & Labor	645.00
12/22/16 AP0798	MARCO TECHNOLOGIES LLC	3908105	43821 Copier yearly contract	490.07
12/22/16 AP0798	MARCO TECHNOLOGIES LLC	3908101	43821 Library- copier overage charge	53.78
	ACCOUNT TOTAL			1,537.85

101-4550-4342	BOOKS			
12/12/16 AP0795	FIRST INTERSTATE BANK-CC	11-2016	43761 Target-DVDs	118.00
12/12/16 AP0795	FIRST INTERSTATE BANK-CC	11-2016	43761 Walmart-DVDs	18.79
12/12/16 AP0795	FIRST INTERSTATE BANK-CC	11-2016	43761 Bestbuy.com-books	10.64
12/16/16 AP0797	SYNCB/AMAZON	12-2016	43829 Books	1,980.69
12/16/16 AP0797	SAM'S CLUB/SYNCHRONY BANK	12-2016	43825 Books - Library	34.86
	ACCOUNT TOTAL			2,162.98

101-4550-4350	FURNITURE AND EQUIPMENT			
12/12/16 AP0795	FIRST INTERSTATE BANK-CC	11-2016	43761 Bestbuy.com-TV	95.84
12/16/16 AP0797	SAM'S CLUB/SYNCHRONY BANK	12-2016	43825 Tab A8 Tablet-Library	119.24
	ACCOUNT TOTAL			215.08

REPORT TOTAL	10,965.52
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CITY OF HILL CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2016, FISCAL 12/2016

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ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
101-4550-4110	SALARIES AND WAGES	4,830.73	61,287.63	62,765.76	1,478.13
101-4550-4120	SOCIAL SECURITY/MEDICARE	317.26	4,098.89	4,801.58	702.69
101-4550-4130	RETIREMENT	221.94	2,979.59	3,168.81	189.22
101-4550-4150	GROUP INSURANCE	726.73	8,421.16	8,401.81	19.35-
101-4550-4151	DENTAL INSURANCE	41.40	486.35	482.78	3.57-
101-4550-4220	PROFESSIONAL SERVICES AND FEES			500.00	500.00
101-4550-4250	REPAIRS AND MAINTENANCE		218.76	300.00	81.24
101-4550-4260	POSTAGE		157.00	250.00	93.00
101-4550-4261	SUPPLIES	557.41	1,146.91	1,345.00	198.09
101-4550-4270	TRAVEL AND CONFERENCE		1,115.82	950.00	165.82-
101-4550-4280	UTILITIES	298.33	3,096.46	2,358.00	738.46-
101-4550-4281	Propane		900.00	900.00	
101-4550-4283	PHONE	55.81	697.63	774.00	76.37
101-4550-4290	OTHER	1,537.85	5,709.70	5,718.00	8.30
101-4550-4342	BOOKS	2,162.98	5,663.86	7,400.00	1,736.14
101-4550-4350	FURNITURE AND EQUIPMENT	215.08	315.07	500.00	184.93
101-4550-4371	Capital Improvements		5,922.00	11,000.00	5,078.00
	LIBRARY TOTAL	10,965.52	102,216.83	111,615.74	9,398.91
	GENERAL TOTAL	10,965.52	102,216.83	111,615.74	9,398.91
	TOTAL EXPENSES	10,965.52	102,216.83	111,615.74	9,398.91

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COST CENTER	REGULAR HOURS	OVERTIME HOURS	HOURLY PAY ID	OVERTIME PAY	GROSS PAY	PENSION DEDUCT
7 Cynthia A Girar 55010 LIBRARY	111.87	1.55	2079.66	43.22	3017.62	181.06
EMP TOT 7	111.87	1.55	2079.66	43.22	3017.62	181.06
10 Madlyn G Hansen 55011 LIBRARY AIDE	65.84		681.44		681.44	40.88
EMP TOT 10	65.84		681.44		681.44	40.88
14 Terry L Meissne 55011 LIBRARY AIDE	81.80		759.11		759.11	
EMP TOT 14	81.80		759.11		759.11	
40 Kristen I Ander 55011 LIBRARY AIDE	41.35		372.56		372.56	
EMP TOT 40	41.35		372.56		372.56	
Report Total	300.86	1.55	3892.77	43.22	4830.73	221.94
Employee Count	4					

Daily Operational Fund 6) Reports A. 4. Page 1 of 1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	December	2016											
2	DATE	FAX	Printing	Books Bought	Book Fines	Name of Patron	Donations	Name of Donor		beginning	Cash taken	Expenses	Deposits
3	12/1/2016		\$1.50				\$1.00	susan kraemer					
4	12/3/2016		\$0.20				\$0.10						
5													
6	12/5/2016	\$3.50											
7	12/6/2016		\$0.60										
8	12/7/2016		\$2.60				\$2.00	box					
9			\$0.60				\$2.40	printing patron					
10	12/9/2016	\$1.50	\$0.80				\$0.50						
11	12/13/2016	\$2.50	\$0.80				\$0.25						
12	12/14/2016		\$1.20				\$0.15	printing patron					
13		\$1.50	\$0.20				\$3.30	printing patron					
14			\$0.40										
15	12/15/2016												\$27.60
16	Totals	\$9.00	\$8.90				\$9.70			\$97.60	\$27.60		\$27.60
17	Reconciled									\$70.00			
18	12/15/2016		\$6.20				\$2.65	Muriel Anderson					
19	12/16/2016		\$0.40										
20	12/17/2016		\$0.20										
21			\$0.60										
22	12/19/2016		\$0.40				\$50.00	Greg Palmer					
23			\$8.00				\$0.10						
24	12/20/2016		\$1.20										
25	12/21/2016						\$1.00	box					
26	12/22/2016	\$1.50					\$20.00	S Brunner				\$5.33	
27	12/29/2016		\$0.80										
28			\$2.00										
29	Totals	\$1.50	\$19.80				\$73.75					\$5.33	

FIRST INTERSTATE BANK
PO BOX 126
HILL CITY, SD 57745

030 00073 01
ACCOUNT: XXXXXX0592
DOCUMENTS: 5
PAGE: 1
12/30/2016

TELEPHONE: 605-574-2531

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CITY OF HILL CITY
HILL CITY PUBLIC LIBRARY
PO BOX 88
HILL CITY SD 57745-0088
30
2
3

Customer service questions: call 1-888-752-3332 or www.firstinterstate.com

SCM REGULAR ACCOUNT XXXXXX0592

MINIMUM BALANCE 7,152.52
AVG AVAILABLE BALANCE 7,178.38
LAST STATEMENT 11/30/16 7,207.95
2 CREDITS 117.32
3 DEBITS 55.43
THIS STATEMENT 12/30/16 7,269.84

DEPOSITS
REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT
12/15 27.60 12/30 89.72

CHECKS
CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT
*12/01 35.00 3053 12/14 16.97 3054 12/14 3.46

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

DAILY BALANCE
DATE.....BALANCE DATE.....BALANCE DATE.....BALANCE
12/01 7,172.95 12/15 7,180.12
12/14 7,152.52 12/30 7,269.84

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First Interstate BANK CHECKING DEPOSIT

DATE: Dec 15, 2016

AMOUNT: 27.60

MEMO: Hill City Public Library

INITIALS: [Signature]

AMOUNT: \$ 27.60

\$27.60 12/15/2016

First Interstate BANK CHECKING DEPOSIT

DATE: Dec 30, 2016

AMOUNT: 89.72

MEMO: Hill City Public Library

INITIALS: [Signature]

AMOUNT: \$ 89.72

\$89.72 12/30/2016

HILL CITY PUBLIC LIBRARY 3052

TO ORDER HILL CITY, SD 57745

DATE: Jan 23, 2016

AMOUNT: \$ 35.00

MEMO: [Signature]

INITIALS: [Signature]

AMOUNT: \$ 35.00

0 \$35.00 12/01/2016

HILL CITY PUBLIC LIBRARY 3053

TO ORDER HILL CITY, SD 57745

DATE: Dec 13, 2016

AMOUNT: \$ 16.97

MEMO: Hill City Indentures

INITIALS: [Signature]

AMOUNT: \$ 16.97

3053 \$16.97 12/14/2016

HILL CITY PUBLIC LIBRARY 3054

TO ORDER HILL CITY, SD 57745

DATE: Dec 9, 2016

AMOUNT: \$ 3.46

MEMO: [Signature]

INITIALS: [Signature]

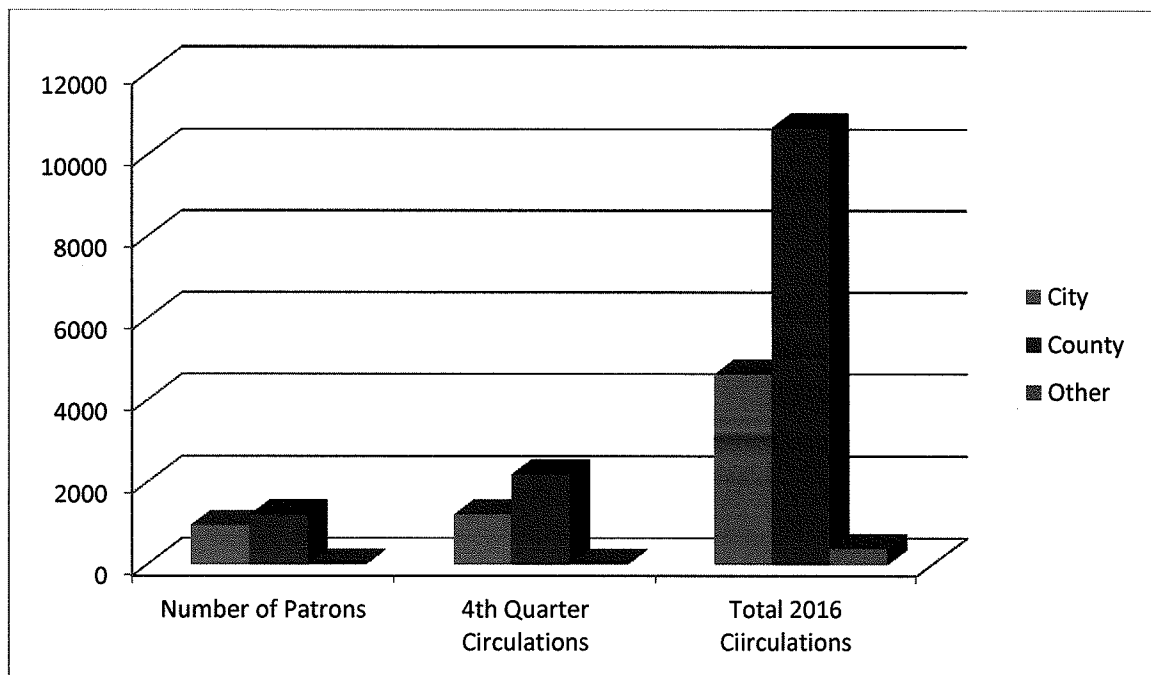
AMOUNT: \$ 3.46

3054 \$3.46 12/14/2016

Library Director's Report 1 of 2

2016 Fourth Quarter and Yearly Report—Hill City Public Library Submitted to Pennington County Board of Commissioners January 2017

Patron Type	Patrons	4 th Quarter Circulations	Total Circulations 2016
City	959	1206	4642
County	1757	2196	10669
Other	15	18	379
Total	2731	3420	15690



Goals Achieved in 2016

1. Upgraded Internet speed
2. Upgraded Wi-fi access
3. Replaced tables and computer chairs
4. Completed painting of library and garage
5. Reviewed summer reading program
6. Upgraded library accreditation from Essential Library to Enhanced Library through the South Dakota State Library.
7. Added items to MakerSpace.

Library Director's Report

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Statistical Analysis—4th Quarter 2015 vs 4th Quarter 2016

	4 th quarter 2015	4 th quarter 2016	Percentage of change	2015(all quarters)	2016(all quarters)	Percentage of change
Physical Circulations	3552	3557	+ .1%	14589	16409	+12.47%
Electronic Circulations	319	356	+11.59%	1342	1487	+10.8%
TOTAL CIRCULATIONS	3871	3913	+ 1.08%	15931	17896	+12.33%
Visitations	4765	4702	- 1.32%	23138	23124	-0.0006%

