

**February 27, 2017, 7 pm**  
**Minutes of Hill City Library Board of Trustees**  
**Held at the Hill City Public Library**

- 1) Call to order by**
- 2) Roll Call**
- 3) Consent Calendar**
  - A. Approval of Agenda
  - B. Approval of Minutes
- 4) Public Comment**—Member of the public may speak to any matter not on the agenda.  
None
- 5) Action Items:**
  - A. Review and approval of 2016 Library Survey
- 6) Reports**
  - A. Financial Reports
    1. 2017 Monthly Budget
    2. Year to Date Budget
    3. Staff Salary
    4. Daily Operational Cash Fund
    5. Bank Statement
  - B. Committee to access and approve e-rate bids. Bids are due by March 8, 2017
  - C. Summer Reading program
  - D. Library Open House/ Enhanced Accreditation
  - E. Presentation for Pennington County Board of Commissioner in April 2017
  - F. Library Director's Report
  - G. Trustees comments/concerns/directions
- 7) Motion to adjourn at**

**Next meeting is at 7 pm in the Hill City Public Library.**

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President Mikal Lewis

\_\_\_\_\_  
Secretary, Cindy Girard

\_\_\_\_\_  
Date

**January 16, 2017, 7 pm**  
**Minutes of Hill City Library Board of Trustees**  
**Held at the Hill City Public Library**

- 1) **Call to order by President Mikal Lewis at 7 pm**
- 2) **Roll Call**  
Present: Bonnie Guerre, Monte McIntyre, John Johnson, Cindy Girard  
Absent: Carol Walker, Steve Jarvis
- 3) **Consent Calendar**
  - A. Approval of Agenda  
1<sup>st</sup>: Guerre 2<sup>nd</sup>: McIntyre  
Vote was unanimous
  - B. Approval of Minutes  
1<sup>st</sup>: McIntyre 2<sup>nd</sup>: Guerre  
Vote was unanimous
- 4) **Public Comment**—Member of the public may speak to any matter not on the agenda.  
None
- 5) **Action Items:**  
None
- 6) **Reports**
  - A. Financial Reports
    1. 2016 Monthly Budget
    2. Year to Date Budget
    3. Staff Salary
    4. Daily Operational Cash Fund
    5. Bank StatementLibrary Director Girard clarified questions about items on the monthly budget and year to date budget.
  - B. Library Accreditation Ceremony in Pierre 3:30 pm, February 16, 2017.  
Library Director Girard will inform the trustees when she receives the agenda for that day. Girard will have the city van available for transportation.
  - C. Library Director's Review of Daily Operations  
Library Director Girard shared the 4<sup>th</sup> quarter and year end reports that were given to the Pennington County Board of Commissioners and Hill City Council. Although visitation was down less than 1%, circulation was up 12.33%.  
This year the Library Director will evaluate the early literacy programs including storytime. In order to do this the director will develop a survey to evaluate if time changes are needed.
  - D. Trustees comments/concerns/directions  
Mikal Lewis stated that the following projects were being done: 1. Concrete grinding of sidewalks. 2. Window bids for materials and labor for capital improvement project. 3. Lighting for library in the investigation stage.
- 7) **Motion to adjourn at 8:05 pm**  
**Next meeting is Monday, February 27, 2017 at 7 pm in the Hill City Public Library.**

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President Mikal Lewis

Secretary, Cindy Girard

Date

6) Reports A. 2.

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
4550-4110	SALARIES AND WAGES	4,634.25	4,634.25	67,402.64	62,768.39
4550-4111	SALARIES AND WAGES	.00	.00	.00	.00
4550-4120	SOCIAL SECURITY/MEDICARE	302.25	302.25	5,105.05	4,802.80
4550-4130	RETIREMENT	235.31	235.31	3,269.20	3,033.89
4550-4150	GROUP INSURANCE	726.74	726.74	9,315.48	8,588.74
4550-4151	DENTAL INSURANCE	41.45	41.45	511.80	470.35
4550-4220	PROFESSIONAL SERVICES AND FEES	.00	.00	500.00	500.00
4550-4250	REPAIRS AND MAINTENANCE	.00	.00	500.00	500.00
4550-4251	FUEL	.00	.00	.00	.00
4550-4260	POSTAGE	.00	.00	180.00	180.00
4550-4261	SUPPLIES	.00	.00	1,400.00	1,400.00
4550-4270	TRAVEL AND CONFERENCE	.00	.00	900.00	900.00
4550-4280	UTILITIES	216.73	216.73	3,004.37	2,787.64
4550-4281	Propane	.00	.00	810.00	810.00
4550-4283	PHONE	54.42	54.42	665.00	610.58
4550-4290	OTHER	109.95	109.95	8,538.00	8,428.05
4550-4342	BOOKS	248.43	248.43	7,500.00	7,251.57
4550-4350	FURNITURE AND EQUIPMENT	.00	.00	.00	.00
4550-4351	COMPUTER	.00	.00	.00	.00
4550-4371	Capital Improvements	.00	.00	15,000.00	15,000.00
	LIBRARY TOTAL	6,569.53	6,569.53	124,601.54	118,032.01
	GENERAL TOTAL	6,569.53	6,569.53	124,601.54	118,032.01
	TOTAL EXPENSES	6,569.53	6,569.53	124,601.54	118,032.01

6) Reports A. 3.

POST ENTER		REGULAR HOURS	OVERTIME HOURS	HOURLY PAY ID	OVERTIME PAY	GROSS PAY	PENSION DEDUCT
7 Cynthia A Girar							
5010 LIBRARY		133.81	.24	2562.46	6.89	3070.89	184.25
EMP TOT	7	133.81	.24	2562.46	6.89	3070.89	184.25
10 Madlyn G Hansen							
5011 LIBRARY AIDE		79.83		850.98		850.98	51.06
EMP TOT	10	79.83		850.98		850.98	51.06
14 Terry L Meissne							
5011 LIBRARY AIDE		60.14		574.94		574.94	
EMP TOT	14	60.14		574.94		574.94	
40 Kristen I Ander							
5011 LIBRARY AIDE		14.81		137.44		137.44	
EMP TOT	40	14.81		137.44		137.44	
Report Total		288.59	.24	4125.82	6.89	4634.25	235.31
Employee Count		4					

6) Reports A.4  
DOF

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	A	B	C	D	E	F	G	H	I	J	K	L
1	2017	January	Printing	Books Bought	Book Fines	Name of Patron	Donations	Name of Donor	beginning total	Cash taken from drawer	Expenses	Deposits
2	DATE	FAX										
3	1/2/2017		\$2.00									
4			\$0.20									
5			\$0.20				\$2.00					
6	1/3/2017		\$0.40				\$0.05					
7	1/4/2017		\$1.00									
8	1/5/2017	\$1.50										
9	1/6/2017		\$2.40									
10	1/7/2017		\$1.40									
11			\$2.40									
12	1/9/2017		\$0.80				\$0.20					
13			\$0.20									
14			\$0.20									
15	1/12/2017		\$1.40									
16			\$2.00				\$3.00	Dan Pulse				
17	1/13/2017		\$0.40									
18	1/14/2017		\$0.40				\$0.05					
19			\$0.20									
20			\$0.80				\$0.05					
21	1/17/2017		\$0.20									
22			\$0.60									
23			\$1.00									
24	1/18/2017	\$1.00	\$0.80									\$26.85
25	TOTALS	\$2.50	\$19.00				\$5.35		\$96.85	\$26.85		\$26.85
26	Reconciled								\$70.00			
27	1/19/2017		\$0.20									
28	1/20/2017		\$2.40									
29	1/21/2017	\$5.50	\$0.40				\$2.00	from box				
30	1/24/2017		\$0.20									
31	1/25/2017		\$0.60									
32			\$0.40									
33	1/26/2017		\$0.20									
34			\$0.60									
35	1/27/2017	\$1.50	\$1.00									
36			\$0.75									
37	1/28/2017		\$0.20									
38			\$0.80									
39	1/30/2017	\$7.50										
40	TOTALS	\$14.50	\$7.75				\$2.00		\$94.25	\$24.25		\$24.25
41	Reconciled								\$70.00			

deposited 2/7/2017

6) Reports A.5

FIRST INTERSTATE BANK  
PO BOX 126  
HILL CITY, SD 57745

030 00073 01  
ACCOUNT:  
DOCUMENTS:

XXXXXX0592  
1  
PAGE: 1  
01/31/2017

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TELEPHONE: 605-574-2531

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

30  
1  
0

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

SCM REGULAR ACCOUNT XXXXXX0592

MINIMUM BALANCE	7,269.84	LAST STATEMENT 12/30/16	7,269.84
AVG AVAILABLE BALANCE	7,278.34	1 CREDITS	26.85
		DEBITS	.00
		THIS STATEMENT 01/31/17	7,296.69


- - - - - DEPOSITS - - - - -					
REF #.....	DATE.....	AMOUNT	REF #.....	DATE.....	AMOUNT
	01/18	26.85			

- - - - - DAILY BALANCE - - - - -					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
01/18	7,296.69				



6) Reports A.5

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 <b>CHECKING DEPOSIT</b>	
DATE <u>Jan 18 2017</u>	AMOUNT <u>26.85</u>
DEPOSIT TO ACCOUNT NUMBER	
NAME <u>Hill City Public Library</u>	
<small>REGISTRATION</small>	
<small>9 26.85</small>	
<small>1510100000</small>	

\$26.85 01/18/2017