

**December 5, 2016, 7 pm**  
**Agenda of Hill City Library Board of Trustees**  
**Held at the Hill City Public Library**

- 1) **Call to order**
- 2) **Consent Calendar**
  - A. Approval of Agenda
  - B. Approval of Minutes
- 3) **Public Comment**—Member of the public may speak to any matter not on the agenda.  
None
- 4) **Action Items:**  
None
- 5) **Reports**
  - A. Financial Reports
    1. 2016 Monthly Budget
    2. Year to Date Budget
    3. Staff Salary
    4. Daily Operational Cash Fund
    5. Bank Statement
  - B. November 15, 2016 Black Hills Trustees'/Librarians' Training Report
  - C. Trustee's Replacement for 2017—City Administrator will submit to the mayor and council Bonnie Guerre and Steve Jarvis as members of the Library Board of Trustees for a three year term.
  - D. Year-end financial and goal review
  - E. 2017 Goal setting
    - a. Window replacement
    - b. Other building issues
    - c. Collection
    - d. Programming
    - e. Other
  - F. Library Director's Report
  - G. Trustees comments/concerns/directions
- 6) **Motion to adjourn**

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

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President Mikal Lewis

Secretary, Cindy Girard

Date

**October 24, 2016, 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, Carol Walker, Monte McIntyre, John Johnson, Cindy Girard  
Absent: Steve Jarvis

**3) Consent Calendar**

A. Approval of Agenda

1<sup>st</sup>: Guerre 2<sup>nd</sup>: Walker

Vote was unanimous

B. Approval of Minutes

1<sup>st</sup>: Walker 2<sup>nd</sup>: McIntyre

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 Statement

Library Director Girard clarified questions on August monthly budget. There were no other questions.

B. South Dakota State Library Association Meeting Report

President Mikal Lewis and Library Director Girard attended. Mikal Lewis received the Trustee of the Year award. Library Director Girard attended Wednesday afternoon and Thursday. Mikal Lewis went to a Trustee program on Friday.

C. Maintenance/Window Repair/Sidewalk Updates

Mikal Lewis stated that he had met with City Administrator McMacken concerning maintenance issues. He stated that an electrician will assess the lighting at the library. This fall a representative of Anderson windows will come to the library to check out the window replacement project. Sidewalk repair will be addressed by the fall of 2017.

D. November 15, 2016 Black Hills Trustees'/Librarians' Training—Rapid City, SD

Bonnie Guerre, Mikal Lewis, Carol Walker and Cindy Girard plan on attending. Those wishing to attend will meet at 11 am at City Hall. Cindy Girard will handle the registration and transportation needs.

E. Trustee's Replacement for 2017

1. Bonnie Guerre
2. Steve Jarvis

Bonnie Guerre would be willing to continue on the board for another 3 year term. Library Director Girard will contact Steve Jarvis concerning his willingness to stay on the board for a 3 year term. Library Director Girard will discuss these terms with City Administrator McMacken.

F. Library Director's Report

Library Director Girard stated that 3<sup>rd</sup> quarter statistics were similar to the same time period in 2015. Circulations-Physical were 3649, Circulations-Electronic 360, Computer usage 1657 units. Wi-Fi usage 2150, Visitations 5983.

Library Director Girard and Trustee Mikal Lewis attend the South Dakota Library Association Conference in September where Mikal Lewis was named Trustee of the Year. He will be highlighted on KEVN news in the Along the Way segment. The Young Adult and Junior Collections are being evaluated using circulation metadata.

G. Trustees comments/concerns/directions

None at this time

7) **Motion to adjourn at 7:50**

**Next meeting is Monday, December 5, 2016 at 7 pm in the Hill City Public Library.**

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President Mikal Lewis

Secretary, Cindy Girard

Date

Oct. Monthly Budget

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 10/2016 TO 10/2016)	AMOUNT
UNJT NUMBER	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
UNJT	JRNL		
4550-4110	SALARIES AND WAGES		
4/16	PR0607		PR DT: 10/08/16 3,034.18
8/16	PR0626		PR DT: 10/22/16 2,328.03
	ACCOUNT TOTAL		5,362.21
4550-4120	SOCIAL SECURITY/MEDICARE		
4/16	PR0607		PR DT: 10/08/16 206.04
8/16	PR0626		PR DT: 10/22/16 152.00
	ACCOUNT TOTAL		358.04
4550-4130	RETIREMENT		
4/16	PR0607		PR DT: 10/08/16 134.35
8/16	PR0626		PR DT: 10/22/16 113.33
	ACCOUNT TOTAL		247.68
4550-4150	GROUP INSURANCE		
4/16	PR0607		PR DT: 10/08/16 363.37
8/16	PR0626		PR DT: 10/22/16 363.36
	ACCOUNT TOTAL		726.73
4550-4151	DENTAL INSURANCE		
4/16	PR0607		PR DT: 10/08/16 20.23
8/16	PR0626		PR DT: 10/22/16 20.22
	ACCOUNT TOTAL		40.45
4550-4270	TRAVEL AND CONFERENCE		
7/16	AP0744 MIKE LEWIS	10-2016	43567 Travel & Conf - Mikal Lewis 754 miles @ .42 per mile 316.68 T
	ACCOUNT TOTAL		316.68
4550-4280	UTILITIES		
3/16	AP0742 BLACK HILLS ENERGY	01654	43552 Sep-Oct 2016 Library 141.45
1/16	AP0749 CITY OF HILL CITY	10-2016	43555 Inter-Dept Wa/Sw Bills 20.39
1/16	AP0749 GOLDEN WEST TELECOM	12196199	43562 IP Address for Library 196.73
	ACCOUNT TOTAL		358.57
4550-4283	PHONE		
13/16	AP0728 BIRCH COMMUNICATIONS	10-2016	43499 Phone Bill - October 2016 55.76
	ACCOUNT TOTAL		55.76
4550-4290	OTHER		
5/16	AP0752 DOOR SECURITY PRODUCTS	M13221	Annual Alarm Monitoring Library 300.00

T = TEMPORARY VENDOR

Oct. Monthly Budget

UNNT NUMBER	ACCOUNT NAME	(FISCAL 10/2016 TO 10/2016)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
4550-4290		OTHER		
		ACCOUNT TOTAL		300.00
4550-4342		BOOKS		
9/16	AP0747	SYNCB/AMAZON	10-2016	43577 Books-Library
		ACCOUNT TOTAL		169.70
			REPORT TOTAL	7,935.82

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November Monthly Budget

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2016 TO 11/2016)		AMOUNT
UNTE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
4550-4110		SALARIES AND WAGES		
1/16	PR0637			PR DT: 11/05/16 2,366.30
5/16	PR0657			PR DT: 11/20/16 594.88
5/16	PR0668			PR DT: 11/19/16 2,423.22
		ACCOUNT TOTAL		5,384.40
4550-4120		SOCIAL SECURITY/MEDICARE		
1/16	PR0637			PR DT: 11/05/16 154.93
5/16	PR0657			PR DT: 11/20/16 45.51
5/16	PR0668			PR DT: 11/19/16 159.30
		ACCOUNT TOTAL		359.74
4550-4130		RETIREMENT		
1/16	PR0637			PR DT: 11/05/16 119.40
5/16	PR0668			PR DT: 11/19/16 115.24
		ACCOUNT TOTAL		234.64
4550-4150		GROUP INSURANCE		
1/16	PR0637			PR DT: 11/05/16 363.37
5/16	PR0668			PR DT: 11/19/16 363.36
		ACCOUNT TOTAL		726.73
4550-4151		DENTAL INSURANCE		
1/16	PR0637			PR DT: 11/05/16 20.23
5/16	PR0668			PR DT: 11/19/16 20.22
		ACCOUNT TOTAL		40.45
4550-4250		REPAIRS AND MAINTENANCE		
8/16	AP0775	STUDT ELECTRIC INC	14966	43731 Repair-Library ceiling lights 146.76
		ACCOUNT TOTAL		146.76
4550-4261		SUPPLIES		
4/16	AP0772	SAM'S CLUB/SYNCHRONY BANK	11-2016	43656 Supplies - Library 12.98
2/16	AP0778	MENARDS- RAPID CITY	4327	43722 Supplies - Library 21.11
		ACCOUNT TOTAL		34.09
4550-4270		TRAVEL AND CONFERENCE		
4/16	AP0772	FIRST INTERSTATE BANK-CC	10-2016-2	43638 SD Library conference - fuel 42.46
2/16	AP0777	SD LIBRARY ASSOCIATION	200000719	43727 Library Conf-banquet meals 50.00
		ACCOUNT TOTAL		92.46
4550-4280		UTILITIES		
18/16	AP0770	GOLDEN WEST TELECOM	12228799	43640 IP Address for Library 112.90
4/16	AP0772	BLACK HILLS ENERGY	01661	43631 Oct-Nov 2016 Electric Charges 154.57
3/16	AP0779	CITY OF HILL CITY	11-2016	43717 Inter-Dept Wa/Sw Bills 20.39

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2016 TO 11/2016)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
4550-4280		UTILITIES		
		ACCOUNT TOTAL		287.86
4550-4283		PHONE		
12/16	AP0763	BIRCH COMMUNICATIONS	11-2016	43630 Phone Bill - November 2016
		ACCOUNT TOTAL		56.24
4550-4290		OTHER		
18/16	AP0770	FOLLETT SCHOOL SOLUTIONS	1244372	43639 Year Destiny web-hosting-Library
4/16	AP0772	OVERDRIVE INC	H-0038569	43654 EBOOKS SUBSCRIPTION
		ACCOUNT TOTAL		2,500.00
4550-4342		BOOKS		
4/16	AP0772	FIRST INTERSTATE BANK-CC	10-2016-2	43638 Books
8/16	AP0775	SYNCB/AMAZON	11-2016	43732 Books
2/16	AP0778	RAPID CITY JOURNAL	1	43726 2017 Newspaper Subscription
2/16	AP0778	MENARDS- RAPID CITY	4228	43722 Books-library coloring books
3/16	AP0779	JUNIOR LIBRARY GUILD	11-2016	43720 Book Subscriptions
		ACCOUNT TOTAL		1,041.15
4550-4350		FURNITURE AND EQUIPMENT		
8/16	AP0775	SYNCB/AMAZON	11-2016	43732 Furniture - Shelving Rack
		ACCOUNT TOTAL		99.99
				REPORT TOTAL
				11,004.51

October Year to <sup>date</sup>

CALENDAR 10/2016, FISCAL 10/2016

6.) Reports A.2.

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
4550-4110	SALARIES AND WAGES	5,362.21	51,072.50	62,765.76	11,693.26
4550-4111	SALARIES AND WAGES	.00	.00	.00	.00
4550-4120	SOCIAL SECURITY/MEDICARE	358.04	3,421.89	4,801.58	1,379.69
4550-4130	RETIREMENT	247.68	2,523.01	3,168.81	645.80
4550-4150	GROUP INSURANCE	726.73	6,967.70	8,401.81	1,434.11
4550-4151	DENTAL INSURANCE	40.45	404.50	482.78	78.28
4550-4220	PROFESSIONAL SERVICES AND FEES	.00	.00	500.00	500.00
4550-4250	REPAIRS AND MAINTENANCE	.00	72.00	300.00	228.00
4550-4251	FUEL	.00	.00	.00	.00
4550-4260	POSTAGE	.00	157.00	250.00	93.00
4550-4261	SUPPLIES	.00	555.41	1,345.00	789.59
4550-4270	TRAVEL AND CONFERENCE	316.68	1,023.36	950.00	73.36-
4550-4280	UTILITIES	358.57	2,510.27	2,358.00	152.27-
4550-4281	Propane	.00	900.00	900.00	.00
4550-4283	PHONE	55.76	585.58	774.00	188.42
4550-4290	OTHER	300.00	1,671.85	5,718.00	4,046.15
4550-4342	BOOKS	169.70	2,459.73	7,400.00	4,940.27
4550-4350	FURNITURE AND EQUIPMENT	.00	.00	500.00	500.00
4550-4351	COMPUTER	.00	.00	.00	.00
4550-4371	Capital Improvements	.00	5,922.00	11,000.00	5,078.00
	LIBRARY TOTAL	<u>7,935.82</u>	<u>80,246.80</u>	<u>111,615.74</u>	<u>31,368.94</u>
	GENERAL TOTAL	<u>7,935.82</u>	<u>80,246.80</u>	<u>111,615.74</u>	<u>31,368.94</u>
	TOTAL EXPENSES	<u>7,935.82</u>	<u>80,246.80</u>	<u>111,615.74</u>	<u>31,368.94</u>



November Year to Date CALENDAR 11/2016, FISCAL 11/2016

6. Reports A.2.

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
4550-4110	SALARIES AND WAGES	5,384.40	56,456.90	62,765.76	6,308.86
4550-4111	SALARIES AND WAGES	.00	.00	.00	.00
4550-4120	SOCIAL SECURITY/MEDICARE	359.74	3,781.63	4,801.58	1,019.95
4550-4130	RETIREMENT	234.64	2,757.65	3,168.81	411.16
4550-4150	GROUP INSURANCE	726.73	7,694.43	8,401.81	707.38
4550-4151	DENTAL INSURANCE	40.45	444.95	482.78	37.83
4550-4220	PROFESSIONAL SERVICES AND FEES	.00	.00	500.00	500.00
4550-4250	REPAIRS AND MAINTENANCE	146.76	218.76	300.00	81.24
4550-4251	FUEL	.00	.00	.00	.00
4550-4260	POSTAGE	.00	157.00	250.00	93.00
4550-4261	SUPPLIES	34.09	589.50	1,345.00	755.50
4550-4270	TRAVEL AND CONFERENCE	92.46	1,115.82	950.00	165.82-
4550-4280	UTILITIES	287.86	2,798.13	2,358.00	440.13-
4550-4281	Propane	.00	900.00	900.00	.00
4550-4283	PHONE	56.24	641.82	774.00	132.18
4550-4290	OTHER	2,500.00	4,171.85	5,718.00	1,546.15
4550-4342	BOOKS	1,041.15	3,500.88	7,400.00	3,899.12
4550-4350	FURNITURE AND EQUIPMENT	99.99	99.99	500.00	400.01
4550-4351	COMPUTER	.00	.00	.00	.00
4550-4371	Capital Improvements	.00	5,922.00	11,000.00	5,078.00
	LIBRARY TOTAL	11,004.51	91,251.31	111,615.74	20,364.43
	GENERAL TOTAL	11,004.51	91,251.31	111,615.74	20,364.43
	TOTAL EXPENSES	11,004.51	91,251.31	111,615.74	20,364.43

October Salary/Wages

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	116.76	7.02	2170.57	195.76	3170.16	190.21	
	EMP TOT	7	116.76	7.02	2170.57	195.76	3170.16	190.21
10	Madlyn G Hansen							
5011	LIBRARY AIDE	92.54		957.79		957.79	57.47	
	EMP TOT	10	92.54	957.79		957.79	57.47	
14	Terry L Meissne							
5011	LIBRARY AIDE	65.32		606.17		606.17		
	EMP TOT	14	65.32	606.17		606.17		
40	Kristen I Ander							
5011	LIBRARY AIDE	69.71		628.09		628.09		
	EMP TOT	40	69.71	628.09		628.09		
	Report Total		344.33	7.02	4362.62	195.76	5362.21	247.68
	Employee Count		4					

1 of 1

November Salary/Wages

JST ENTER		REGULAR HOURS	OVERTIME HOURS	HOURLY PAY ID	OVERTIME PAY	GROSS PAY	PENSION DEDUCT	
7	Cynthia A Girar							
5010	LIBRARY	153.81	.46	3454.21	12.83	3582.11	179.23	
	EMP TOT	7	153.81	.46	3454.21	12.83	3582.11	179.23
10	Madlyn G Hansen							
5011	LIBRARY AIDE	89.23		923.53		923.53	55.41	
	EMP TOT	10	89.23		923.53	923.53	55.41	
14	Terry L Meissne							
5011	LIBRARY AIDE	73.14		678.74		678.74		
	EMP TOT	14	73.14		678.74	678.74		
40	Kristen I Ander							
5011	LIBRARY AIDE	22.20		200.02		200.02		
	EMP TOT	40	22.20		200.02	200.02		
	Report Total		338.38	.46	5256.50	12.83	5384.40	234.64
	Employee Count		4					

1 of 1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	OCTOBER	Daily	Operational	Books Bought	Fund	Name of P	Donations	Name of Donor		beginning t	Cash taken	Expenses	Deposits
2	DATE	FAX	Printing		Book Fines	Name of P							
3	From Sept.	\$4.00	\$13.50		\$10.00		\$5.00						
4	10/3/2016		\$0.80										
5			\$0.25										
6			\$0.40										
7	10/4/2016		\$0.40										
8			\$3.50										
9	10/5/2016		\$3.25										
10	10/6/2016		\$0.20										
11	10/8/2016		\$1.60										
12			\$0.20										
13	10/11/2016		\$0.20										
14			\$0.25										
15			\$4.00										
16			\$1.00										
17	10/13/2016	\$6.50	\$0.60		\$4.00 Big Itch		\$5.00	Tourist					
18			\$1.60										
19	10/14/2016		\$0.20				\$0.05						
20			\$0.80										
21			\$0.20										
22			\$1.00										
23			\$0.60										
24			\$0.40										
25	10/15/2016		\$0.40										
26	10/17/2016												\$71.40
27	Total	\$15.50	\$31.85		\$14.00		\$10.05			\$121.40	\$71.40		\$71.40
28	Reconciled									\$70.00			
29	10/17/2016		\$0.20										
30	10/18/2016		\$38.40				\$10.00	box					
31			\$0.60				\$0.40						
32	10/19/2016	\$1.50	\$0.60				\$15.00	Sharon					
33			\$0.40					Brunner					
34							\$5.00						



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	November		Printing	Books Bought	Book Fines	Name of Pa	Donations	Name of Donor	beginning t	Cash taken	Expenses	Deposits	
2	DATE	FAX											
3	11/1/2016		\$0.60				\$0.15						
4			\$5.00										
5			\$1.00										
6			\$0.20										
7	11/2/2016		\$1.20										
8			\$3.60										
9	11/3/2016		\$1.20										
10	11/4/2016		\$0.40										
11			\$1.40										
12	11/5/2016		\$4.00										
13	11/7/2016		\$0.80				\$0.20						
14			\$0.20				\$0.05						
15			\$0.40				\$0.10						
16	11/8/2016		\$9.00				\$2.00						
17	11/9/2016		\$0.30										
18			\$0.40										
19			\$2.00										
20	11/10/2016		\$0.80				\$1.00						
21			\$0.25										
22			\$1.20										
23			\$0.80										
24	11/12/2016		\$6.80										
25	11/14/2016		\$2.00				\$3.00						
26			\$2.00										
27	11/15/2016		\$0.40				\$0.05						
28			\$0.20				\$0.05						
29			\$0.60										
30	11/16/2016												\$58.35
31	<b>Totals</b>		<b>\$46.75</b>				<b>\$6.60</b>		<b>\$128.35</b>		<b>\$58.35</b>		<b>\$58.35</b>
32	<b>Reconciled</b>								<b>\$70.00</b>				
33	11/17/2016		\$2.80										
34	11/18/2016		\$2.00				\$20.00	connie prautzsch					

6) Reports A. 4.  
November

Nov. Page 2 of 2

	A	B	C	D	E	F	G	H	I	J	K	L	M
35	DATE	FAX	Printing	Books Bouj	Book Fines	Name of Pa	Donations	Name of Donor	beginning t	Cash taken	Expenses	Deposits	
36			\$0.20				\$100.00	David Lyons					
37			\$1.60				\$15.00	Sharon					
38	11/19/2016		\$1.20				\$0.05						
39			\$0.20										
40	11/21/2016	\$1.50											
41	11/22/2016		\$0.40				\$0.10				\$5.50		
42	11/23/2016		\$4.80										
43	11/28/2016	\$2.50	\$0.40				\$0.10						
44			\$2.00										
45	11/29/2016		\$0.40				\$0.10						
46	11/30/2016		\$3.20				\$1.80					\$164.35	
47			\$8.00										
48	<b>Totals</b>	<b>\$5.50</b>	<b>\$27.20</b>				<b>\$137.15</b>				<b>\$5.50</b>	<b>\$164.35</b>	

FIRST INTERSTATE BANK  
PO BOX 126  
HILL CITY, SD 57745

030 00073 01  
ACCOUNT: XXXXXX0592  
DOCUMENTS: 2  
PAGE: 1  
10/31/2016

TELEPHONE: 605-574-2531

6) Reports A.5

CITY OF HILL CITY  
HILL CITY PUBLIC LIBRARY 30  
PO BOX 88 2  
HILL CITY SD 57745-0088 0

Customer service questions: Call 1-888-752-3332 or www.firstinterstate.com  
To improve ACH network quality, NACHA has updated its ACH rules. As a result, effective November 1, 2016, a new Unauthorized Entry fee will be assessed on all ACH debits returned as Unauthorized with return reason codes (R05, R07, R10, R29, and R51). The Unauthorized Entry fee will be charged at \$5 per unauthorized entry in addition to the standard \$3 ACH return item fee that is assessed today. If you have questions, please contact your local Cash Management representative or your account officer. Thank you.

SCM REGULAR ACCOUNT XXXXXX0592

MINIMUM BALANCE 6,814.40 LAST STATEMENT 09/30/16 6,814.40  
AVG AVAILABLE BALANCE 6,852.15 2 CREDITS 170.85  
DEBITS .00  
THIS STATEMENT 10/31/16 6,985.25

DEPOSITS  
REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT  
10/17 71.40 10/31 99.45

DAILY BALANCE  
DATE.....BALANCE DATE.....BALANCE DATE.....BALANCE  
10/17 6,885.80 10/31 6,985.25

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6) Reports A.5

First Interstate		CHECKING DEPOSIT	
DATE <u>10/17/2016</u>	AMOUNT	71.40	
DEPOSIT TO ACCOUNT NUMBER			
NAME <u>Hill City Public Library</u>			
MICR LINE		9	71.40

\$71.40 10/17/2016

First Interstate		CHECKING DEPOSIT	
DATE <u>10/31/2016</u>	AMOUNT	99.45	
DEPOSIT TO ACCOUNT NUMBER			
NAME <u>Hill City Public Library</u>			
MICR LINE		9	99.45

\$99.45 10/31/2016