

**Thursday, Sept. 1, 2016, 7:00 pm**  
**Agenda of Library Board of Trustees**  
**Held at Hill City Public Library**

- 1) Call to Order**
- 2) Roll Call**
- 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**
  - A. Approval to complete and submit application for public library accreditation to the South Dakota State Library as an enhanced library.
  - B. Approval of Library Director to attend SDLA convention September 21-23 in Watertown,SD
- 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. Evaluation of Summer Reading program outcomes
  - C. Review of library budget approved by the City Council
  - D. Review of building/furniture improvements
  - E. Library Director's Report
  - F. Trustees comments/concerns/directives
- 7) Motion to Adjourn**

**Next Meeting is:**

**July 25, 2016, 7:00 pm**  
**Minutes of Library Board of Trustees**  
**Held at Hill City Public Library**

**1) Call to Order at 7:00 pm**

**2) Roll Call by President Lewis**

Present: Bonnie Guerre, John Johnson, Monte McIntyre, and Cindy Girard

Absent: Christie Hensley, Carol Walker

**3) Consent Calendar**

A. Approval of Agenda

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

B. Approval of Minutes

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

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

**5) Action Items:**

A. Appointment of Library Director Cindy Girard

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

B. Accept Amended Policy & Procedure Handbook

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

**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

Discussion: It was noted and will be corrected that a deposit was not recorded on the Daily Operational Fund. Library Director Girard will fix that error.

B. Welcome new City Council member, John Johnson

C. List of Lost Books for July 2015 to July 2016

Bonnie Guerre found a replacement for one of the lost books. Library Director Girard stated that if books do come in and they are marked as lost, the library can keep track of them. If they are deleted all record of the books are gone.

D. Library Director's Report on Daily Operations

Library Director Girard stated that both visitation and circulation is up for the 2<sup>nd</sup> quarter of 2016 as compared to the same time in 2015. The 1<sup>st</sup>

half of 2016 is also up from the same time period in 2015. Visitation is only slightly increase but circulation is up by over 13%.

E. Trustees comments/concerns/directives

None at this time.

**7) Motion to Adjourn**

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

**Next Meeting is Thursday, September 1, 2016 at 7 pm in the Hill City Public Library.**

Copy of application  
for:  
Action Item A

ESSENTIAL LEVEL

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**Governance**

- \_\_ 1. The library provides free access to tax-supported public library services to the residents of the political subdivisions which supply the library's tax support. These services shall include, but are not limited to:
  - a. Free loan of print and non-print materials from the local circulation collection;
  - b. General reference and information services;
  - c. Access to other library collections via interlibrary loan; and
  - d. Access to computer with Internet access and a printer.
- \_\_ 2. The library is legally established and operates in accordance with Chapter 14 of the South Dakota Codified Laws. Send a copy of your city or county ordinance with the issue date. (If you have done this in the past please make a note of when your library included this information. This will be for renewals.)
- \_\_ 3. A legally appointed or selected Board of Trustees governs the operation of the library. Required by law 14-2-35
- \_\_ 4. The library's Board of Trustees has complete authority, within legal limits, over the library's budget and over all gifts and donations. Required by law 14-2-40 #40 and 14-2-41 #1
- \_\_ 5. The library's Board of Trustees hires/appoints the library director and delegates active management of the library to the library director. Required by law 14-2-40 #1
- \_\_ 6. The library's Board of Trustees has written bylaws which outline its purpose and its operational procedures. Required by law 14-2-40 #2
- \_\_ 7. The library's Board of Trustees meets regularly and not less than once each quarter with the library director in attendance. These meetings are held at a time and in a physically accessible location convenient for the board members and the community and in compliance with state law on open meetings, the Sunshine Laws, and the Americans with Disabilities Act. Required by law 14-2-40 #5.
- \_\_ 8. The library submits the Annual Report of South Dakota Libraries to the South Dakota State Library. Required by law 14-2-40 #6.
- \_\_ 9. Library board members collectively attend a minimum of 15 hours of continuing education concerning library board issues every three years. **REQUIRES DOCUMENTATION**
  - a. No one board member can obtain all 15 hours
  - b. All of the 15 hours can be obtained online. (Please make sure that you submit the CE Certificates from whatever you participated in.)
  - c. Online course-work must be pre-approved by the SDSL CE Coordinator and the site must be archived and reviewable by the SDSL accreditation's committee at the time of application.
  - d. Libraries are responsible for keeping an accurate record of their own collective board CE hours, events and dates.

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## **Administration**

- \_ 10. The library director prepares current library financial and statistical reports for review at each meeting of the library's Board of Trustees. Required by law 14-2-42 #2
- \_ 11. The library director is responsible for administration of personnel, consistent with local personnel policies.
- \_ 12. The library director is responsible for developing library operating procedures.

## **Funding**

- \_ 13. The library is primarily supported on a permanent basis by funds from the city, county and/or other political subdivision(s). Grants, donations and other revenue sources supplement, but do not supplant, local tax support. Required by law 14-2-27 #4.
- \_ 14. The library's Board of Trustees with the library director develops an annual budget based on the library's plan and presents the budget to their funding authorities. Required by law 14-2-40 #3.

## **Staffing**

- \_ 15. The library has a permanent, paid director who is, or will be within two years of hire, certified at the required level, or who is actively enrolled in a program leading to the required certification. (See Appendix A)
- \_ 16. Paid library staff is present during all hours when the library is open. Unpaid volunteers may be used as substitutes during occasional absences of paid staff for vacation, sick leave and attendance at continuing education events.
- \_ 17. The library follows generally accepted employment practices and procedures that insure equitable treatment of all employees and complies with local, state, and federal employment laws.
- \_ 18. The librarian shall appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board. Required by law 14-2-42 #3.

## **Access**

- \_ 19. All in-house library services are available to all individuals when the library is open.
- \_ 20. Library hours are fixed and prominently posted. Hours are set based on users' and potential users' disposable time. (See Appendix B for recommended guidelines)
- \_ 21. The library has its own telephone within the library with the number publically available (e.g. website, signage, newspaper, telephone directory, etc.)
- \_ 22. The library building if constructed occupied or remodeled since January 26, 1992, meets the accessibility requirements of the Americans with Disabilities Act of 1990. If the building was constructed, occupied and last remodeled prior to January 26, 1992, access to library programs and services for persons with disabilities is provided by meeting the accessibility

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requirements of the Americans with Disabilities Act of 1990 or through alternate methods such as bookmobiles, home delivery, staff aides or other methods which make the programs and services of the library readily accessible.

- 23. Adequate and convenient parking is available to the library's patrons and staff.
- 24. The exterior of the building is well lighted and identified with signs clearly visible from the street.
- 25. The library's facility is safe for the public and staff.

### **Collections and resources**

- 26. The library's Board of Trustees with the library director develops an annual materials budget within the library's budget. The funds allocated are designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
- 27. The library uses interlibrary loan to supplement, but not supplant, local collection development.
- 28. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials for the public.
- 29. In the course of a five year cycle the library's collection is evaluated for retention, replacement, or withdrawal.

### **Technology**

- 30. Library provides Internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
- 31. Library provides access to online resources, including those offered by the South Dakota State Library.
- 32. Library computers are maintained and updated.

### **Public Relations**

- 33. Library recognizes all contributions to the library with personal letters, plaques, or other appropriate means.
- 34. Library staff, volunteers, and board members are knowledgeable about library services and versed in promoting the library within the community.

## ENHANCED LEVEL

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### Governance

- \_ 35. The bylaws of the library's Board of Trustees are reviewed at least every three years. REQUIRES DOCUMENTATION (IE COPY OF MINUTES OF BOARD MEETING WHERE THEY WERE REVIEWED)
- \_ 36. The library's Board of Trustees with the library director develops, studies, evaluates and adopts written policy for operating the library. Minimally the policies need to include:
  - a. Circulation
  - b. Collection development
  - c. Confidentiality of library records
  - d. Handling of gifts
  - e. Personnel.
  - f. Computer/Internet use -add link to examples
  - g. Electronic resources (databases)

All policies are reviewed at least every three years. All policies are available for public inspection. REQUIRES DOCUMENTATION (IE COPY OF MINUTES OF BOARD MEETING WHERE THEY WERE REVIEWED; LINK TO POLICIES ON LIBRARY WEBSITE)

- \_ 37. Members of the Board of Trustees are encouraged to take advantage of additional training opportunities and are kept informed of upcoming library-related continuing education.
- \_ 38. Library board members collectively attend a minimum of 30 hours of continuing education concerning library board issues every three years. REQUIRES DOCUMENTATION
  - a. No one board member can obtain all 30 hours
  - b. A maximum of 15 required hours can be obtained online
  - c. Online course-work must be pre-approved by the SDSL CE Coordinator and the site must be archived and reviewable by the SDSL accreditation's committee at the time of application.
  - d. Libraries are responsible for keeping an accurate record of their own collective board CE hours, events and dates.

### Administration:

- \_ 39. Registration records shall be updated at least every three years.
- \_ 40. The library director is responsible for ensuring communication between the library and its various constituency groups including the Board of Trustees, funding officials, patrons and staff.
- \_ 41. The library director keeps the library's Board of Trustees informed of library services and programs.
- \_ 42. The library evaluates one program annually in terms of outcomes achieved. REQUIRES DOCUMENTATION

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- \_ 43. The Library Director is responsible for public relations between the library and community. This may be done through personal appearances, memberships in community organizations, press releases, newspaper columns or newsletters, web sites, etc.

**Funding**

- \_ 44. The library seeks equitable reimbursement for service to persons who do not reside in the political subdivisions providing financial support for the library. These fees are at least equal to the per capita rate of income from the political subdivision(s) which provide the library's principal tax support. INCLUDE CITY OR COUNTY BOARD MINUTES WHERE TOPIC WAS DISCUSSED

**Staffing:**

- \_ 45. There are library staff members who are computer literate, able to use electronic mail, and trained to use and assist the public in using available electronic materials and sources. INCLUDE WEBSITE URL
- \_ 46. The library director is active in community and library organizations.

**Access**

- \_ 47. The library has an automated catalog of its holdings in an area easily accessible to staff and patrons. The library catalogs and organizes its collection according to standard cataloging and classification systems and procedures. Automated records comply with the machine-readable catalog (MARC) format.
- \_ 48. The library has printed directional signs and instructions for the use of collections, the card catalog/online catalog, and other library services.
- \_ 49. A book return is provided for returning library materials when the library is closed.
- \_ 50. The library authorizes and maintains an up-to-date Web presence that includes library hours, phone numbers, services, and other basic information. INCLUDE WEBSITE URL

**Collections and resources**

- \_ 51. Library makes available the local county and/or regional newspaper.
- \_ 52. The library uses at least one professionally recognized review source as a selection tool. INCLUDE TITLE OF SOURCE
- \_ 53. The library's Board of Trustees adopts a collection development policy which includes the selection criteria for electronic resources. INCLUDE A COPY OF THE CD POLICY OR WEBSITE LINK

**Technology**

- \_ 54. Library has a technology plan in place that is adopted by the Library Board and reevaluated every three years. (See Appendix D) INCLUDE A COPY OF TECHNOLOGY PLAN OR BOARD MEETING MINUTES AT WHICH PLAN WAS REVIEWED

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- \_ 55. Library offers services via telephone, e-mail, chat, and/or other device as appropriate to the community served.
- \_ 56. Library participates in online statewide interlibrary loan service.

**Public Relations**

- \_ 57. Library maintains a list of contacts for local schools, community organizations, and elected officials and communicates regularly with these entities.
- \_ 58. Library promotes and publicizes the library using its web presence as well as such items as a newsletter, direct mailings, bookmarks, posters, flyers, displays, exhibits, bulletin boards, informational brochures and/or printed specialty items.
- \_ 59. Library participates in local events. (e.g. Parades; Winter Festivals; Art in the Park; Fairs).
- \_ 60. Library maintains a list of local media contacts and regularly sends them information about library events, programs, and services.

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JUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
ITE	JRNL	NAME/OTHER REFERENCE				
-4550-4110	SALARIES AND WAGES					
18/16	PR0542			PR DT:	7/02/16	2,221.84
2/16	PR0549			PR DT:	7/16/16	2,200.10
ACCOUNT TOTAL						4,421.94
-4550-4120	SOCIAL SECURITY/MEDICARE					
18/16	PR0542			PR DT:	7/02/16	143.87
2/16	PR0549			PR DT:	7/16/16	142.23
ACCOUNT TOTAL						286.10
-4550-4130	RETIREMENT					
18/16	PR0542			PR DT:	7/02/16	110.61
2/16	PR0549			PR DT:	7/16/16	111.17
ACCOUNT TOTAL						221.78
-4550-4150	GROUP INSURANCE					
18/16	PR0542			PR DT:	7/02/16	363.37
2/16	PR0549			PR DT:	7/16/16	363.36
ACCOUNT TOTAL						726.73
-4550-4151	DENTAL INSURANCE					
18/16	PR0542			PR DT:	7/02/16	20.23
2/16	PR0549			PR DT:	7/16/16	20.22
ACCOUNT TOTAL						40.45
-4550-4261	SUPPLIES					
9/16	AP0679	HC HARDWARE HANK	7-2016	43298	Supplies	25.27
ACCOUNT TOTAL						25.27
-4550-4280	UTILITIES					
15/16	AP0661	GOLDEN WEST TELECOM	12098133	43185	IP Address for Library	10.00
4/16	AP0670	BLACK HILLS ENERGY	6-01663	43249	Jun-Jul 2016 Electric Charges	239.49
5/16	AP0676	CITY OF HILL CITY	7-2016	43252	Inter-Dept wa/Sw Bills	20.39
ACCOUNT TOTAL						269.88
-4550-4283	PHONE					
1/16	AP0665	BIRCH COMMUNICATIONS	7-2016	43182	Phone Bill - July 2016	58.86
ACCOUNT TOTAL						58.86
-4550-4290	OTHER					
10/16	AP0673	FIRST INTERSTATE BANK-CC	6-2016	43239	Library-chairs	679.83
ACCOUNT TOTAL						679.83
-4550-4342	BOOKS					
8/16	AP0671	SYNCB/AMAZON	7-2016	43263	Books	278.67

GENERAL LEDGER EXPENSE HISTORY REPORT  
FROM 07/2016 TO 7/2016  
(FISCAL 7/2016 TO 7/2016)

Reports A.16  
2 of 2 pages

JUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
TE	JRNL	NAME/OTHER REFERENCE				
4550-4342	BOOKS					
0/16	AP0673	FIRST INTERSTATE BANK-CC	6-2016	43239	Library-books	17.88
0/16	AP0673	FIRST INTERSTATE BANK-CC	6-2016	43239	Library-magazine	29.00
ACCOUNT TOTAL						325.55

REPORT TOTAL  
7,056.39

REVENUE & EXPENSE REPORT  
 CALENDAR 7/2016, FISCAL 7/2016

Reports A. 2.  
 Page 1 of 1

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
4550-4110	SALARIES AND WAGES	4,421.94	34,213.46	62,765.76	28,552.30
4550-4120	SOCIAL SECURITY/MEDICARE	286.10	2,288.67	4,801.58	2,512.91
4550-4130	RETIREMENT	221.78	1,708.32	3,168.81	1,460.49
4550-4150	GROUP INSURANCE	726.73	4,787.51	8,401.81	3,614.30
4550-4151	DENTAL INSURANCE	40.45	283.15	482.78	199.63
4550-4220	PROFESSIONAL SERVICES AND FEES			500.00	500.00
4550-4250	REPAIRS AND MAINTENANCE			300.00	300.00
4550-4260	POSTAGE		157.00	250.00	93.00
4550-4261	SUPPLIES	25.27	457.50	1,345.00	887.50
4550-4270	TRAVEL AND CONFERENCE		198.06	950.00	751.94
4550-4280	UTILITIES	269.88	1,636.71	2,358.00	721.29
4550-4281	Propane			900.00	900.00
4550-4283	PHONE	58.86	409.67	774.00	364.33
4550-4290	OTHER	679.83	758.73	5,718.00	4,959.27
4550-4342	BOOKS	325.55	1,964.99	7,400.00	5,435.01
4550-4350	FURNITURE AND EQUIPMENT			500.00	500.00
4550-4371	Capital Improvements			11,000.00	11,000.00
	LIBRARY TOTAL	7,056.39	48,863.77	111,615.74	62,751.97
	GENERAL TOTAL	7,056.39	48,863.77	111,615.74	62,751.97
	TOTAL EXPENSES	7,056.39	48,863.77	111,615.74	62,751.97



July

2016

DATE	FAX	Printing	Books Bouq Book Fines	Name of Pe Donations	Name of Donor	beginning t Cash taken	Expenses	Deposits
7/1/2016		\$0.20		\$10.00 from box				
		\$3.00		\$1.60				
		\$2.00		\$20.00 library card				
		\$8.40						
7/5/2016		\$1.20		\$3.80				
		\$0.20		\$32.00				
7/6/2016	\$1.50	\$1.20		\$3.00 from box				
		\$0.20		\$0.80				
		\$0.20						
		\$0.40						
		\$1.40						
7/7/2016	\$6.50	\$1.00		\$20.00 card				
		\$1.80						
7/8/2016	\$10.50	\$0.65		\$5.00 from box				
7/9/2016		\$1.00						
7/11/2016		\$1.00	\$1.00					
		\$1.20						
		\$4.00						
		\$0.60						
7/12/2016		\$1.00						
7/13/2016		\$4.40						
		\$0.20						
		\$3.40						
		\$1.20						
7/14/2016	\$1.50	\$1.40		\$5.55 from box				
		\$1.60						
		\$2.25						
7/15/2016		\$2.20		\$15.00 Becky Swanson				
		\$1.00						
		\$6.00						
7/16/2016		\$0.60						
7/17/2016		\$0.20						
		\$2.00						
Totals	\$20.00	\$49.10	\$12.00	\$118.75		\$269.85	\$199.85	\$199.85
Reconciled						\$70.00		

Reports A. 4  
Page 1 of 2

July 2016

DATE FAX Printing Books Bouq Book Fines Name of Pe Donations Name of Donor beginning + Cash taken Expenses Deposits

7/18/2016 \$1.40 \$1.00 from box \$182.88 \$112.88 \$112.88

7/19/2016 \$0.60 \$4.60 \$70.00 \$112.88 \$112.88

7/20/2016 \$1.00 \$2.80 \$182.88 \$112.88 \$112.88

7/21/2016 \$2.80 \$6.20 \$182.88 \$112.88 \$112.88

7/22/2016 \$0.20 \$0.20 \$182.88 \$112.88 \$112.88

7/23/2016 \$0.20 \$0.20 \$182.88 \$112.88 \$112.88

7/25/2016 \$0.80 \$0.60 \$182.88 \$112.88 \$112.88

7/26/2016 \$0.60 \$0.60 \$182.88 \$112.88 \$112.88

7/27/2016 \$1.20 \$1.20 \$182.88 \$112.88 \$112.88

7/28/2016 \$4.80 \$1.00 \$182.88 \$112.88 \$112.88

7/29/2016 \$7.60 \$3.20 \$182.88 \$112.88 \$112.88

Totals \$3.50 \$50.80 \$58.58 \$182.88 \$112.88 \$112.88

Reconciled \$3.50 \$50.80 \$58.58 \$182.88 \$112.88 \$112.88

Reports A.4.  
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FIRST INTERSTATE BANK  
PO BOX 126  
HILL CITY, SD 57745

030 00073 01  
ACCOUNT:  
DOCUMENTS:

PAGE: 1  
07/29/2016  
XXXXXX0592  
3

TELEPHONE: 605-574-2531

Reports A. 5  
Page 1 of 2

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

30  
2  
1

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

=====  
SCM REGULAR ACCOUNT XXXXXX0592  
=====

MINIMUM BALANCE	6,152.80	LAST STATEMENT 06/30/16	6,187.80
AVG AVAILABLE BALANCE	6,267.48	2 CREDITS	312.73
		1 DEBITS	35.00
		THIS STATEMENT 07/29/16	6,465.53

----- DEPOSITS -----					
REF #.....	DATE.....	AMOUNT	REF #.....	DATE.....	AMOUNT
	07/18	199.85		07/29	112.88

----- CHECKS -----					
CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT
3051	07/13	35.00			

----- DAILY BALANCE -----					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
07/13	6,152.80	07/18	6,352.65	07/29	6,465.53



Reports A.5  
Page 2 of 2

First Interstate		CHECKING DEPOSIT	
DATE: 7/18/16	AMOUNT: 199.85	DATE: 7/18/16	AMOUNT: 199.85
NAME: Hill City Public Library		NAME: Hill City Public Library	
⑆510⑆0000⑆		⑆510⑆0000⑆	

\$199.85 07/18/2016

First Interstate		CHECKING DEPOSIT	
DATE: 7/29/16	AMOUNT: 112.88	DATE: 7/29/16	AMOUNT: 112.88
NAME: Hill City Public Library		NAME: Hill City Public Library	
⑆510⑆0000⑆		⑆510⑆0000⑆	

\$112.88 07/29/2016

HILL CITY PUBLIC LIBRARY		⑆510⑆0000⑆	3051
DATE: 7/13/16	AMOUNT: \$35.00	DATE: 7/13/16	AMOUNT: \$35.00
⑆510⑆0000⑆		⑆510⑆0000⑆	

3051 \$35.00 07/13/2016

## **6)Reports**

### **B. Evaluation of Summer Reading Program Outcomes**

1. 102 enrolled participants
  - a. 87 completed all 6 weeks
  - b. 35,015 minutes of reading recorded
2. 5 special programs
  - a. 523 participated in programs
  - b. combination of cultural, educational, and physical activities
3. Encouraged classes(teachers) in Summer School Classes to participate by  
Visiting individual classrooms at Hill City Elementary School
  - a. 2 classrooms participated in 2015
  - b. None participated in 2016—need to reevaluate and improve system  
in order to get more school participation

General Fund  
Library - 2017 Budget

6) Reports C.  
Page 1 of 2

Account Code	Description	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2017 Budget	
<b>Revenue</b>								
101 3300	3388 County Library Subsidy	26,979.00	26,194.00	27,356.00	27,356.00	27,827.00	27,356.00	Annual increase is 3%
<b>Expenditures</b>								
101 4550	4110 Salaries And Wages	58,028.00	54,765.67	61,640.85	59,969.52	62,765.76	66,732.64	3% increase
	Est PPL Buyouts						670.00	
101 4550	4120 Social Security/Medicare	4,440.00	3,887.48	4,715.53	4,059.97	4,801.58	5,105.05	Wages * .0765
101 4550	4130 Retirement	3,007.00	2,689.60	3,157.39	2,972.14	3,168.81	3,269.20	Wages * .06, Cindy & Maddy
101 4550	4150 Group Insurance	7,050.00	7,328.59	8,400.00	6,326.17	8,401.81	9,315.48	
101 4550	4151 Dental Insurance			480.00	456.40	482.78	511.80	
101 4550	4220 Professional Services And Fees		1,400.00	2,500.00	2,586.50	500.00	500.00	
	City Attorney							
101 4550	4230 Publishing			500.00	592.14	300.00	500.00	
101 4550	4250 Repairs And Maintenance							
101 4550	4251 Fuel			75.00	112.00	250.00	180.00	
101 4550	4260 Postage			1,304.00	1,271.99	1,345.00	1,400.00	
101 4550	4261 Supplies			1,060.00	504.52	950.00	900.00	
101 4550	4270 Travel And Conference							
101 4550	4280 Utilities			2,500.00	2,500.00	2,000.00	3,004.37	
	BH Energy - 7% Increase							
	Water			247.44		228.00	130.00	
101 4550	4281 Propane							
101 4550	4283 Phone - Birch Comm 5% Increase	663.09	650.00	675.00	631.51	774.00	810.00	
101 4550	4290 Other		1,212.80		106.23	5,718.00	665.00	
	Door security, panic buttons, contract fees	300.00						
	Sam's Club	48.00						
	IT Service	500.00						
	Computer - Software license	300.00						
	Replacement of hardware/handheld scanner	250.00						
	Background checks	90.00						
	Overdrive Subscription- Ebooks	1,500.00						
	Destiny Hosting-Library system	1,000.00						
	Firewall replacement	600.00						
	Computer/Internet & ISP Address-Golden West	550.00						
	Replace 1 computer & 1 ipod	2,100.00						
	Marcoc/Cooper Maintenance	500.00						
	Furniture & Equipment	500.00						
	Other - Misc	300.00						
101 4550	4320 Buildings							
101 4550	4330 Improvements Other than Buildings							
101 4550	4340 Machinery & Equipment							
101 4550	4341 Computer Software							
101 4550	4342 Books	6,952.00	7,406.91	7,161.00	6,487.71	7,400.00	7,500.00	
101 4550	4350 Furniture & Equipment	678.00	559.30	1,720.00	1,720.00	500.00		
101 4550	4351 Computer	1,000.00	1,992.45	1,000.00	1,928.54			
101 4550	4361 Capital Equipment							
101 4550	4371 Capital Improvements					11,000.00	15,000.00	
	Windows/Siding	15,000.00						
	Sidewalk/Drainage \$6000	0.00						
<b>TOTAL EXPENSES</b>		<b>87,244.00</b>	<b>86,873.31</b>	<b>94,302.77</b>	<b>89,557.53</b>	<b>111,615.74</b>	<b>124,601.53</b>	

Salary Breakdown

6) Reports C.  
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2016	2017	Position	Rate allocation	Annual wages	Dept wages	Health/Life Ins - (Jan-May 2017) w/ 10% incr for Jun-Dec 2017	Dental-\$42.47 (Jan-Nov 2017) w/ 5% incr for Dec 2017
18.59	19.15	Library Director	1.000	39,832.00	39,832.00	9,315.48	511.80
		Over-time 2% of FT wages			796.64		
10.35	10.66	Permanent Part-time, 1300 hrs	1.000	13,858.00	13,858.00		
9.01	9.28	*Seasonal/Part-time	1.000	6,032.00	6,032.00		
9.28	9.56	*Seasonal/Part-time	1.000	6,214.00	6,214.00		
				<u>66,732.64</u>	<u>66,732.64</u>	<u>9,315.48</u>	<u>511.80</u>

Maddy - \$10.35 in 2016  
 In 2016 pd \$9.01 - K. Anderson, S. Munive  
 In 2016 pd \$9.28 - T. Weisner, D. Kubel, M. Felton, T. Alexander

7/20/2016

Reports E.—Library Director's Report-September 2016

1. There has been an ongoing problem with the ability of the computers to print to the Canon printer. If this continues it will be necessary to contact either Marco or another computer company to evaluate and repair the problem. Marco was contacted and would charge \$175.00 an hour for consultation and repair of problem. This is done remotely, if they come on premise there is a charge for travel from Rapid City to Hill City.
2. Fall/Winter/Spring hours will begin on Tuesday, September 6. The hours will be 9-6 Monday through Thursday, 9-5 on Friday, and 9-2 on Saturday.
3. I will be going to the South Dakota Library Association annual conference in Watertown, SD on Wednesday, September 28 through September 30.
4. As of August 24 the Hill City Public Library has been visited by 6353 people.
5. Other