

Mitchell Public Library Board of Trustees Meeting Agenda
Director's Conference Room- Mitchell Public Library

1. Call To Order

Flemmer
Margheim
Rice
Sivik
Taylor
Temple

2. Set The Date Of The Next Library Board Meeting.

February 19, 2019, 4:30 p.m.-- Mitchell City Hall in Council Chambers.

3. Approval Of The Minutes

Documents:

[MITCHELL PUBLIC LIBRARY \(NOVEMBER 2018\).PDF](#)

4. Financial Report

1. Trustee account.
2. Monthly budget statement--City budget
3. City bills.

Documents:

[FINANCIAL REPORT NOVEMBER AND DECEMBER 2018.PDF](#)

5. Director's Report

1. Statistics.
2. Utilities
3. Additional Items.

Documents:

[DIRECTORS REPORT JAN 2019.PDF](#)

6. Communication & Correspondence

7. Unfinished Business

1. Goals--Continued discussion.
2. Trustee budget.
3. Bylaws.
4. Cameras.
5. Board terms.
6. Library Director job description.

Documents:

[UNFINISHED BUSINESS JAN. 2019.PDF](#)

8. New Business

1. Enhanced status for Library through SDSL--discussion.
2. Kanopy--Streaming service--discussion.

Documents:

9. Board Input

10. Citizen's Input

Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

11. Adjournment

Individuals with disabilities who require special assistance to take part in this meeting may contact Jackie Hess, Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.

Mitchell Public Library Board of Trustees meeting--Tuesday, November 20, 2018. Mitchell City Hall in Council Chambers.

The Mitchell Public Library Board of Trustees met on Tuesday, November 20, 2018, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board president Sivik called the meeting to order at 4:37 p.m.

Members present: Flemmer, Rice, Sivik, Taylor.

Members absent: Margheim, Temple.

Guests: Jessica Pickett, Community Services Director

Minutes. The minutes of the October 24, 2018 meeting were read and approved.

M/S/P—Taylor, Flemmer.

Financial report. The Financial report was read and approved. **M/S/P—**Rice, Taylor.

Director's report. Ada Morales and Jim Fowkes were hired as part-time library assistants. They replaced Anessa Klumb and Jenna Jamison.

A representative from Kanopy, a film-streaming service contacted the Director offering a trial period for their service. This will be listed under New Business at the next board meeting.

The Director was instructed to contact Billie Kelly to see if there were any videos on dealing with difficult people through Safety Benefits, Inc.

The number of cards issued to Middle and High School students had not been updated and will be made available at the next meeting.

The Library Board discussed the downward trend of computers hours at the Library and future direction of computer versus tablet and other devices and Broadband public access at the Library.

The Director's report was approved as given.

Communication and correspondence. A thank you card was sent to the Library by the Mitchell Area Garden Club. They thanked the Library for the use of the meeting room.

Unfinished business. The goals for June 2018 through 2019 were discussed. 3 items were added: The Library will create and send out a public survey on library services in 2019. A community meeting will be held next year concerning library space. Upgrading the Library's status to "Enhanced" according to the South Dakota State Library's accreditation standards. This item will be under "New business" for the next meeting. The Library Director will provide the Trustees with the criteria necessary to advance to the next level.

The Library's newsletter, Facebook posts, website updates and assignment to a specific employee as a specific duty.

Discussion on progress of meeting goal to have a properly publicized special event 6 times a year or every 2 months.

The Overdue library policy and library fees policy were listed as completed. The overdue materials policy was approved. **M/S/P**—Taylor, Rice.

Children's Furniture. In discussing another revision to the furniture, the Director was instructed to have the Children's Librarian order the furniture that was voted previously on and approved.

The Director will contact the City's Finance Officer and reconcile the City's balance in the Trustee Account to the Bank's balance in the Trustee account. Will report at the next Board meeting.

The Director will contact IT regarding a secured "City" wireless connection and an unsecured "Library Patron" wireless connection so the public doesn't have to obtain a password to connect to WIFI. A report will be given at the next meeting.

The Director will contact IT about the Library's bandwidth. May need better service to meet public and staff needs.

The Trustees were given a copy of their term limits. They instructed the Director to see if there was a more current copy. This will be discussed under Unfinished Business at the next meeting.

The Trustee budget will be put under Unfinished Business for the next meeting.

New business.

The Trustees discussed moving one of the cameras from the outside to the hallway inside. The Director will contact IT to see if this is possible.

The Library Directors job description will be moved to Unfinished Business for the next meeting.

Bills. The following bills have been approved for payment. **M/S/P**—Rice, Taylor.
Ameripride Services 70.52; Apple Books 803.97; Baker & Taylor 5,773.63; Bender's Sewer Cleaning 190.00; Blackstone Audio 136.80; Stu Campbell 45.48; Center Point Large Print 89.28; Creative Product Source, Inc. 574.59; EBSCO Information Services, Inc. 5,450.05; Gale 1,273.30; Ingram Library Services 38.18; Innovative Office Solutions 297.20; JCL Solutions 283.80; Menard's Inc. 21.95; Midwest Alarm Company 78.00; Mitchell Telecom 64.95; Northwestern Energy 2,241.87; OCLC Inc. 341.81; Omnigraphics, Inc. 202.23; Overdrive, Inc. 3,028.80; Penguin Random House, Inc. 26.25; Recorded Books 610.09; Scholastic Library Publishers 523.90; SD State Historical Society 200.00; SDHS Press 77.44; Smart Apple Media 598.67; 467.91; Tessier's Inc. 167.50; Thune's True Value Hardware 9.77.

There being no further business, the meeting adjourned at 6:08 p.m. The next regularly scheduled meeting will be on Tuesday, December 18, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess
Secretary

Profit & Loss

November 2018

	<u>Nov 18</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	343.45
Copies	345.14
Donations	28.20
Earbuds	74.45
Interest	10.12
Interlibrary loan	18.00
Paid items	35.48
Subscriptions	240.00
Total General revenue	<u>1,094.84</u>
Total Income	<u>1,094.84</u>
Net Ordinary Income	<u>1,094.84</u>
Net Income	<u><u>1,094.84</u></u>

**Mitchell Public Library Library Board of Trustees
Profit & Loss Detail
November 2018**

Ordinary Income/Expense	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income									
General revenue									
Book sale									
Deposit		11/30/2018					Checking at Fir...	343.45	343.45
Total Book sale								343.45	343.45
Copies									
Deposit		11/20/2018					Checking at Fir...	167.20	167.20
Deposit		11/30/2018					Checking at Fir...	177.94	345.14
Total Copies								345.14	345.14
Donations									
Deposit		11/20/2018					Checking at Fir...	26.30	26.30
Deposit		11/30/2018					Checking at Fir...	1.90	28.20
Total Donations								28.20	28.20
Earbuds									
Deposit		11/20/2018					Checking at Fir...	52.00	52.00
Deposit		11/30/2018					Checking at Fir...	22.45	74.45
Total Earbuds								74.45	74.45
Interest									
Deposit		11/30/2018					Checking at Fir...	10.12	10.12
Total Interest								10.12	10.12
Interlibrary loan									
Deposit		11/20/2018					Checking at Fir...	10.00	10.00
Deposit		11/30/2018					Checking at Fir...	8.00	18.00
Total Interlibrary loan								18.00	18.00
Paid Items									
Deposit		11/30/2018					Checking at Fir...	35.48	35.48
Total Paid items								35.48	35.48

Mitchell Public Library Library Board of Trustees
Profit & Loss Detail
 November 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Subscriptions								
Deposit	11/20/2018					Checking at Fir...	150.00	150.00
Deposit	11/30/2018					Checking at Fir...	90.00	240.00
Total Subscriptions							240.00	240.00
Total General revenue							240.00	240.00
Total Income							1,094.84	1,094.84
Net Ordinary Income							1,094.84	1,094.84
Net Income							<u>1,094.84</u>	<u>1,094.84</u>

PACKET: 04973 12/17/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

12-17-18

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-08281	AMERIPRIDE SERVICES INC					
I-2800959275		MATS	70.52			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			

=====						
01-06583	BAKER & TAYLOR					
I-2034117960		BOOKS	72.10			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	72.10
I-2034124507		BOOKS	199.62			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	199.62
I-2034132322		BOOKS	364.41			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	364.41
I-2034139045		BOOKS	147.04			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	147.04
I-2034152794		BOOKS	910.48			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	910.48
I-2034153834		BOOKS	627.75			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	627.75
I-2034155154		BOOKS	87.53			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	87.53
=== VENDOR TOTALS ===			2,408.93			

=====						
01-03483	BETTER CONTAINERS MFG CO					
I-231175		PATCH HANDLES	270.50			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		PATCH HANDLES		101 45500-42600	SUPPLIES & MATERIALS	270.50
=== VENDOR TOTALS ===			270.50			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/I ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1061858		CD'S	79.09			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	79.09
I-1063699		CD	30.95			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD		101 45500-43421	AUDIO-VISUAL	30.95
		=== VENDOR TOTALS ===	110.04			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1636764		BOOKS	89.28			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-07586	DEARREADER.COM LLC					
I-33002		SUBSCRIPTION	350.00			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		SUBSCRIPTION		101 45500-42691	DATABASE SYS UPDATE	350.00
		=== VENDOR TOTALS ===	350.00			
=====						
01-09631	EDUCATIONAL DEVELOPMENT CORPOR					
I-DIR3486626		BOOKS	917.62			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	917.62
		=== VENDOR TOTALS ===	917.62			
=====						
01-03269	FARM & HOME PUBLISHERS LTD					
I-F639108-10/9/18		COUNTY BOOK-HUTCHINSON	53.90			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		COUNTY BOOK-HUTCHINSON		101 45500-43420	BOOKS	53.90
I-F639108-9/05/2018		COUNTY BOOK-JERARD	53.90			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		COUNTY BOOK-JERARD		101 45500-43420	BOOKS	53.90
		=== VENDOR TOTALS ===	107.80			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01810	GALE					
I-65377650		BOOK	28.49			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	28.49
I-65554483		BOOKS	221.92			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	221.92
I-65554856		BOOKS	289.39			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	289.39
I-6555594		BOOKS	163.44			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	163.44
I-65568444		BOOKS	48.73			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	48.73
I-65615971		BOOKS	92.96			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	92.96
I-65624188		BOOKS	60.72			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
		=== VENDOR TOTALS ===	905.65			
=====						
01-01015	INGRAM LIBRARY SERVICES					
I-37273825		BOOKS	37.38			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	37.38
I-37475053		BOOKS	251.81			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	251.81
I-37515656		BOOKS	35.26			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	35.26
I-37676922		BOOKS	40.38			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	40.38

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01015	INGRAM LIBRARY SERVICES					(** CONTINUED **)
I-37702207		BOOKS	19.28			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	19.28
I-37735332		BOOKS	68.30			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	68.30
		=== VENDOR TOTALS ===	452.41			
=====						
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
I-2275465		WKLY APT BOOK, STAMP PAD, CALEN	34.96			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		WKLY APT BOOK, STAMP PAD, CALEND		101 45500-42600	SUPPLIES & MATERIALS	34.96
		=== VENDOR TOTALS ===	34.96			
=====						
01-04293	JCL SOLUTIONS					
I-1140975		ROLL TOWELS, BATH TISSUE	90.00			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		ROLL TOWELS, BATH TISSUE		101 45500-42600	SUPPLIES & MATERIALS	90.00
		=== VENDOR TOTALS ===	90.00			
=====						
01-07815	LIBRARIANS' CHOICE					
I-1312280		BOOKS	751.64			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	751.64
		=== VENDOR TOTALS ===	751.64			
=====						
01-02679	MENARD'S INC					
I-61366		BULBS	17.64			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BULBS		101 45500-42600	SUPPLIES & MATERIALS	17.64
		=== VENDOR TOTALS ===	17.64			

PACKET: 04973 12/17/18 MEETING-LIBRARY

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-08853	MIDWEST ALARM COMPANY INC				
I-211179		873.00			
12/18/2018	APBNK		1099: N		
			101 45500-42500	REPAIR & MAINTENANCE	873.00
		873.00			
=====					
01-01830	NORTHWESTERN ENERGY & COMMUNIC				
I-2585828-3-11/18		2,797.52			
12/18/2018	APBNK		1099: N		
			101 45500-42800	UTILITIES	2,797.52
		2,797.52			
=====					
01-00141	OCLC INC				
I-627910		341.81			
12/18/2018	APBNK		1099: N		
			101 45500-42690	MINITEX FEES	341.81
		341.81			
=====					
01-00616	PENGUIN RANDOM HOUSE INC				
I-1083146377		30.00			
12/18/2018	APBNK		1099: N		
			101 45500-43421	AUDIO-VISUAL	30.00
I-1084336583		33.75			
12/18/2018	APBNK		1099: N		
			101 45500-43421	AUDIO-VISUAL	33.75
I-1084515675		45.00			
12/18/2018	APBNK		1099: N		
			101 45500-43421	AUDIO-VISUAL	45.00
		108.75			
=====					
01-01596	RECORDED BOOKS INC				
I-76019676		519.60			
12/18/2018	APBNK		1099: N		
			101 45500-43421	AUDIO-VISUAL	519.60
I-76022810		465.20			
12/18/2018	APBNK		1099: N		
			101 45500-43421	AUDIO-VISUAL	465.20

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/I ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01596	RECORDED BOOKS INC	{ ** CONTINUED ** }				
I-76028483		CD'S	140.40			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	140.40
I-76032707		CD'S	67.50			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	67.50
I-76032782		CD'S	36.00			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	36.00
I-76045651		CD'S	31.49			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	31.49
	=== VENDOR TOTALS ===		1,260.19			
=====						
01-00138	SCHOLASTIC LIBRARY PUBLISHING					
I-18075982		BOOKS	212.18			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	212.18
I-18085410		BOOK	8.99			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	8.99
	=== VENDOR TOTALS ===		221.17			
=====						
01-01449	SD STATE HISTORICAL SOCIETY					
I-1027		MICROFILMING	80.00			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		MICROFILMING		101 45500-42310	NEWSPAPERS	80.00
	=== VENDOR TOTALS ===		80.00			
=====						
01-03267	WALMART COMMUNITY/RFCSLLC					
I-1247		ACCT #1244	144.97			
12/18/2018	APBNK	DUE: 12/18/2018 DISC: 12/18/2018		1099: N		
		STORAGE BOXES, CHRISTMAS TREE,		101 45500-42600	SUPPLIES & MATERIALS	144.97
	=== VENDOR TOTALS ===		144.97			
	=== PACKET TOTALS ===		12,404.40			

PACKET: 04973 12/17/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

**** T O T A L S ****

INVOICE TOTALS	12,404.40
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	12,404.40
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**** G/L ACCOUNT TOTALS ****

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2018		101-201	CLAIMS PAYABLE	12,404.40-*				
		101-45500-42310	NEWSPAPERS	80.00	700	117.81-	Y	
		101-45500-42500	REPAIR & MAINTENANCE	873.00	3,000	642.50-	Y	
		101-45500-42600	SUPPLIES & MATERIALS	628.59	19,000	4,982.69		
		101-45500-42690	MINITEX FEES	341.81	4,204	901.32		
		101-45500-42691	DATABASE SYS UPDATE	350.00	350	157.94-	Y	
		101-45500-42800	UTILITIES	2,797.52	33,000	609.84-	Y	
		101-45500-43420	BOOKS	5,854.50	55,300	7,702.72		
		101-45500-43421	AUDIO-VISUAL	1,478.98	15,000	1,364.11		
		999-131	DUE FROM OTHER OTHER FUN	12,404.40 *				
			** 2018 YEAR TOTALS	12,404.40				

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VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	12,404.40

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2018

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES-LIBRARY	331,318	24,684.18	281,209.37	288,219.97	43,098.03	86.99
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	1,594.18	28,886.35	22,650.41	17,349.59	56.63
101-45500-41200 OASI-LIBRARY	29,165	1,834.30	21,725.13	21,717.29	7,447.71	74.46
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,576.69	16,837.79	17,357.33	2,521.67	87.31
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	7,331.16	73,817.91	79,674.36	7,163.64	91.75
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	10,240.77	0.00
TOTAL SALARIES	507,200	37,020.51	429,220.86	439,860.13	67,339.87	86.72
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	200	0.00	0.00	0.00	200.00	0.00
101-45500-42310 NEWSPAPERS	700	200.00	590.61	737.81	37.81	105.40
101-45500-42500 REPAIR & MAINTENANCE	3,000	435.50	1,477.60	2,769.50	230.50	92.32
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,030.52	10,776.03	13,091.52	5,908.48	68.90
101-45500-42661 POSTAGE	1,800	0.00	1,176.15	1,210.87	589.13	67.27
101-45500-42690 MINITEX FEES	4,204	341.81	2,829.90	2,960.87	1,243.13	70.43
101-45500-42691 DATABASE SYS UPDATE	350	0.00	350.00	157.94	192.06	45.13
101-45500-42692 PERIODICALS	5,500	5,450.05	1,561.00	5,475.05	24.95	99.55
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	3,028.80	6,929.18	13,761.68	1,158.32	92.24
101-45500-42700 TRAVEL, CONF & DUES	1,620	506.24	587.00	2,316.06	696.06	142.97
101-45500-42800 UTILITIES	33,000	2,315.40	27,413.88	30,812.32	2,187.68	93.37
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	0.00	1,088.40	1,378.05	78.05	106.00
101-45500-42902 COMPUTER SOFTWARE	160	0.00	160.00	160.00	0.00	100.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	110.30	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	280	0.00	0.00	0.00	280.00	0.00
101-45500-42920 WORKSTUDY	1,000	0.00	158.07	869.62	130.38	86.96
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	90,634	13,308.32	58,603.12	79,096.29	11,537.71	87.27
CAPITAL OUTLAY						
101-45500-43350 BOILER/HVAC	0	0.00	0.00	0.00	0.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	55,300	9,594.06	32,028.40	41,742.78	13,557.22	75.48
101-45500-43421 AUDIO-VISUAL	15,000	773.14	14,225.47	12,156.91	2,843.09	81.05
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	10,367.20	46,253.87	53,899.69	16,400.31	76.67
TOTAL LIBRARY	668,134	60,696.03	534,077.85	572,856.11	95,277.89	85.74
TOTAL EXPENDITURES						
TOTAL EXPENDITURES	668,134	60,696.03	534,077.85	572,856.11	95,277.89	85.74

WARNING 1,106 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Profit & Loss

December 2018

	<u>Dec 18</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	293.07
Copies	310.03
Donations	0.35
Earbuds	56.00
Interest	12.03
Interlibrary loan	15.00
Paid items	108.37
Pop machine	29.00
Subscriptions	165.00
Total General revenue	<u>988.85</u>
Total Income	988.85
Expense	
Operation expenses	
Furniture	2,153.09
N.Y. State Library	20.00
Total Operation expenses	<u>2,173.09</u>
Total Expense	2,173.09
Net Ordinary Income	<u>-1,184.24</u>
Net Income	<u><u>-1,184.24</u></u>

Mitchell Public Library Library Board of Trustees Profit & Loss Detail

December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	12/31/2018					Checking at Fir...	293.07	293.07
Total Book sale							293.07	293.07
Copies								
Deposit	12/19/2018					Checking at Fir...	102.35	102.35
Deposit	12/31/2018					Checking at Fir...	79.57	181.92
Deposit	12/31/2018					Checking at Fir...	128.11	310.03
Total Copies							310.03	310.03
Donations								
Deposit	12/19/2018					Checking at Fir...	-2.00	-2.00
Deposit	12/31/2018					Checking at Fir...	2.35	0.35
Total Donations							0.35	0.35
Earbuds								
Deposit	12/31/2018					Checking at Fir...	56.00	56.00
Total Earbuds							56.00	56.00
Interest								
Deposit	12/31/2018					Checking at Fir...	12.03	12.03
Total Interest							12.03	12.03
Interlibrary loan								
Deposit	12/19/2018					Checking at Fir...	6.00	6.00
Deposit	12/31/2018					Checking at Fir...	2.00	8.00
Deposit	12/31/2018					Checking at Fir...	7.00	15.00
Total Interlibrary loan							15.00	15.00
Paid Items								
Deposit	12/31/2018					Checking at Fir...	30.98	30.98
Deposit	12/31/2018					Checking at Fir...	77.39	108.37
Total Paid Items							108.37	108.37
Pop machine								
Deposit	12/31/2018					Checking at Fir...	29.00	29.00
Total Pop machine							29.00	29.00

**Mitchell Public Library Board of Trustees
Profit & Loss Detail
December 2018**

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Subscriptions								
Deposit	12/19/2018					Checking at Fir...	45.00	45.00
Deposit	12/31/2018					Checking at Fir...	30.00	75.00
Deposit	12/31/2018					Checking at Fir...	90.00	165.00
Total Subscriptions							165.00	165.00
Total General revenue							988.85	988.85
Total Income							988.85	988.85
Expense								
Operation expenses								
Furniture								
Check	12/28/2018	1130	Demco			Checking at Fir...	2,153.09	2,153.09
Total Furniture							2,153.09	2,153.09
Check			N.Y. State Library				20.00	20.00
Total N.Y. State Library	12/07/2018	1128	NV State Library			Checking at Fir...	20.00	20.00
Total Operation expenses							2,173.09	2,173.09
Total Expense							2,173.09	2,173.09
Net Ordinary Income							-1,184.24	-1,184.24
Net Income							-1,184.24	-1,184.24

Mitchell Public Library Library Board of Trustees

Profit & Loss

01/08/19

January through December 2018

Accrual Basis

	Jan - Dec 18
Ordinary Income/Expense	
Income	
General revenue	
Book sale	3,873.30
Card replacement	1.00
Copies	4,760.09
Donations	740.80
Earbuds	478.75
Fines	
Deposit correction	2.90
Fines - Other	597.01
Total Fines	599.91
Handling fee	0.00
Interest	62.54
Interlibrary loan	271.00
Paid items	656.26
Pop machine	106.35
Research fees	10.00
Subscriptions	2,670.00
Total General revenue	14,230.00
Total Income	14,230.00
Expense	
Operation expenses	
Checks	25.75
Dell Marketing, LLC	924.86
Furniture	2,153.09
Hosted meetings	183.33
Jump Start	550.56
Miscellaneous	58.32
N.Y. State Library	20.00
Pop machine	78.28
Reader's Den	190.64
Staff meetings	50.57
Technology	21.56
Vista print	248.23
Operation expenses - Other	99.00
Total Operation expenses	4,604.19
Program expenses	
Adult programming	150.00
Children's programming	643.85
National Library Week	192.60
South Dakota Humanities Council	100.00
Summer Reading	3,167.04
Teen programming	1,015.61
Workshop	137.49
Total Program expenses	5,406.59
Uncategorized Expenses	26.82
Total Expense	10,037.60
Net Ordinary Income	4,192.40
Net Income	4,192.40

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

1-22-19 Meeting
Claims=2018

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-08281	AMERIPRIDE SERVICES INC					
I-2800969826		MATS	70.52			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
		=== VENDOR TOTALS ===	70.52			
=====						
01-09625	APPLE BOOKS					
I-109598		BOOKS	63.51			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	63.51
I-109808		BOOKS	56.97			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	56.97
		=== VENDOR TOTALS ===	120.48			
=====						
01-06583	BAKER & TAYLOR					
I-2034106454		BOOKS	368.08			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	368.08
I-2034170509		BOOKS	277.92			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	277.92
I-2034171215		BOOKS	78.74			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	78.74
I-2034177760		BOOKS	216.49			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	216.49
I-2034177798		BOOKS	121.96			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	121.96
I-2034184789		BOOKS	128.81			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	128.81
I-2034188177		BOOKS	802.78			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	802.78

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06583	BAKER & TAYLOR		(** CONTINUED **)				
I-2034188647		BOOKS		297.75			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	297.75
I-2034188943		BOOKS		146.02			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	146.02
I-2034200508		BOOKS		45.92			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	45.92
I-2034203707		BOOKS		60.90			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	60.90
I-2034207808		BOOKS		1,255.46			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	1,255.46
I-2034213149		BOOKS		253.41			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	253.41
I-2034218636		BOOKS		538.01			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	538.01
I-2034221520		BOOKS		922.89			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	922.89
I-2034226691		BOOKS		170.04			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	170.04
I-2034234006		BOOKS		128.19			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	128.19
I-2034239162		BOOKS		36.52			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	36.52
		=== VENDOR TOTALS ===		5,849.89			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1067538		CD	44.15			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CD		101 45500-43421	AUDIO-VISUAL	44.15
I-1073389		CD'S	30.95			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.95
		=== VENDOR TOTALS ===	75.10			
=====						
01-07385	BROAD REACH					
I-ARU0273272		BOOKS	770.84			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	770.84
		=== VENDOR TOTALS ===	770.84			
=====						
01-00445	CITY OF MITCHELL					
I-04-001100-00-12/18		221 DUFF ST N-LIBRARY	373.35			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		221 DUFF ST N-LIBRARY		101 45500-42830	UTILITIES-WATER/SEWER	373.35
		=== VENDOR TOTALS ===	373.35			
=====						
01-00553	DEMCO INC					
I-6489593		BOOK JACKETS	610.72			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOK JACKETS		101 45500-42600	SUPPLIES & MATERIALS	610.72
I-6512188		LABELS	19.54			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	19.54
I-6512190		EASEL	66.65			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		EASEL		101 45500-42600	SUPPLIES & MATERIALS	66.65
I-6515854		DISCGUARD SPRAY,DISK CLEANER,	493.31			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		DISCGUARD SPRAY,DISK CLEANER,		101 45500-42600	SUPPLIES & MATERIALS	493.31
		=== VENDOR TOTALS ===	1,190.22			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-09631	EDUCATIONAL DEVELOPMENT CORPOR					
I-DIR3794772		BOOKS	806.10			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	806.10
		=== VENDOR TOTALS ===	806.10			
=====						
01-09022	FINDAWAY WORLD LLC					
I-272462		RECORDED BOOKS	727.05			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		RECORDED BOOKS		101 45500-43421	AUDIO-VISUAL	727.05
		=== VENDOR TOTALS ===	727.05			
=====						
01-01810	GALE					
I-65625227		BOOKS	39.73			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	39.73
I-65664932		BOOK	23.99			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	23.99
I-65665304		BOOKS	185.93			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	185.93
I-65665670		BOOKS	132.70			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	132.70
I-65676827		BOOKS	50.23			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	50.23
I-65727710		BOOKS	60.72			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
I-65728812		BOOKS	38.98			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	38.98
		=== VENDOR TOTALS ===	532.28			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01417	GOLDEN WEST TECHNOLOGIES					
I-344229		REPAIRS @ LIBRARY	149.30			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		REPAIRS @ LIBRARY		101 45500-42600	SUPPLIES & MATERIALS	149.30
		=== VENDOR TOTALS ===	149.30			
=====						
01-01015	INGRAM LIBRARY SERVICES					
I-37850416		BOOKS	78.71			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	78.71
I-37902771		BOOKS	13.98			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	13.98
I-38065273		BOOKS	25.57			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	25.57
I-38109035		BOOKS	22.96			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	22.96
		=== VENDOR TOTALS ===	141.22			
=====						
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
C-79955		CREDIT	14.50CR			
12/31/2018	APBNK	DUE: 10/29/2018 DISC: 10/29/2018		1099: N		
		CREDIT		101 45500-42600	SUPPLIES & MATERIALS	14.50CR
I-2302013		DIGITAL SCALE	32.70			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		DIGITAL SCALE		101 45500-42600	SUPPLIES & MATERIALS	32.70
I-2302124		TAPE DISPENSER	2.12			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		TAPE DISPENSER		101 45500-42600	SUPPLIES & MATERIALS	2.12
I-2302674		RING BINDERS,BINDER INDEXES,	128.93			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		RING BINDERS,BINDER INDEXES,		101 45500-42600	SUPPLIES & MATERIALS	128.93
I-2309529		CALENDAR	17.28			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CALENDAR		101 45500-42600	SUPPLIES & MATERIALS	17.28

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-09509		INNOVATIVE OFFICE SOLUTIONS LL(** CONTINUED **)				
I-2309640		MOUSE	34.04			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		MOUSE		101 45500-42600	SUPPLIES & MATERIALS	34.04
I-2310639		MOUSE	8.51			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		MOUSE		101 45500-42600	SUPPLIES & MATERIALS	8.51
I-2321225		GLUE STICKS	35.00			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		GLUE STICKS		101 45500-42600	SUPPLIES & MATERIALS	35.00
I-2326535		PAPER, LABELS	354.96			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		PAPER, LABELS		101 45500-42600	SUPPLIES & MATERIALS	354.96
I-2327325		GLUE STICKS	27.48			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		GLUE STICKS		101 45500-42600	SUPPLIES & MATERIALS	27.48
I-2331821		#1 CLIPS, INDEX CARDS, MAILERS,	191.02			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		#1 CLIPS, INDEX CARDS, MAILERS, T		101 45500-42600	SUPPLIES & MATERIALS	191.02
I-2343820		CALENDAR, TONER	48.86			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CALENDAR, TONER		101 45500-42600	SUPPLIES & MATERIALS	48.86
I-2344257		WRIST REST	9.18			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		WRIST REST		101 45500-42600	SUPPLIES & MATERIALS	9.18
		=== VENDOR TOTALS ===	875.58			

=====						
01-03279		INTERSTATE GLASS & DOOR				
I-60527		TORQUE TUBES, CATCH FINGERS,	272.75			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		TORQUE TUBES, CATCH FINGERS,		101 45500-42600	SUPPLIES & MATERIALS	272.75
		=== VENDOR TOTALS ===	272.75			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04293	JCL SOLUTIONS					
I-1142051		ROLL TOWELS,FACIAL TISSUE	125.03			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		ROLL TOWELS,FACIAL TISSUE		101 45500-42600	SUPPLIES & MATERIALS	125.03
		=== VENDOR TOTALS ===	125.03			
=====						
01-01590	MCLEOD'S PRINTING					
I-26805		SELF-SEAL ENVELOPES	149.90			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		SELF-SEAL ENVELOPES		101 45500-42600	SUPPLIES & MATERIALS	149.90
		=== VENDOR TOTALS ===	149.90			
=====						
01-02679	MENARD'S INC					
I-62832		DRILL, PLEDGE,AAA BATTERIES,BI	138.96			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		DRILL, PLEDGE,AAA BATTERIES,BIT		101 45500-42600	SUPPLIES & MATERIALS	138.96
I-63050		FLUORESCENT LIGHT BULBS,ADHES	130.37			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		FLUORESCENT LIGHT BULBS,ADHESI		101 45500-42600	SUPPLIES & MATERIALS	130.37
		=== VENDOR TOTALS ===	269.33			
=====						
01-07082	MODERN MARKETING					
I-130703		POSTERS,PENCILS,TOTE,PENS,NOT	189.04			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		POSTERS,PENCILS,TOTE,PENS,NOTE		101 45500-42600	SUPPLIES & MATERIALS	189.04
		=== VENDOR TOTALS ===	189.04			
=====						
01-00141	OCLC INC					
I-632913		CATALOGING & METADATA	341.81			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
I-637796		CATALOGING & METADATA	341.81			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
		=== VENDOR TOTALS ===	683.62			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-00616 PENGUIN RANDOM HOUSE INC

I-1083687970		CD'S	33.75			
12/30/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	33.75
=== VENDOR TOTALS ===			33.75			

01-07376 ROWMAN & LITTLEFIELD PUBLISHIN

I-11007104		BOOK	204.55			
12/31/2018	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	204.55
=== VENDOR TOTALS ===			204.55			
=== PACKET TOTALS ===			13,609.90			

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	13,624.40
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	14.50CR

BATCH TOTALS	13,609.90
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----		-----GROUP BUDGET-----	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2018	101-201	CLAIMS PAYABLE	13,609.90-*				
		101-45500-42600	SUPPLIES & MATERIALS	3,291.67	19,000	1,388.52		
		101-45500-42690	MINITEX FEES	683.62	4,204	217.70		
		101-45500-42830	UTILITIES-WATER/SEWER	373.35	1,300	451.40- Y		
		101-45500-43420	BOOKS	8,425.36	55,300	776.62- Y		
		101-45500-43421	AUDIO-VISUAL	835.90	15,000	528.21		
		999-131	DUE FROM OTHER OTHER FUN	13,609.90 *				
			** 2018 YEAR TOTALS	13,609.90				

PACKET: 04995 1/22/19 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	13,609.90

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05006 1/22/19 MEETING-LIBRARY 2

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

1-22-19 Meeting
2019

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01015	INGRAM LIBRARY SERVICES					
I-38156026		BOOKS	50.47			
1/23/2019	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	50.47
		=== VENDOR TOTALS ===	50.47			
=====						
01-06750	MITCHELL TELECOM					
I-10757573		ACCT #217267-0	64.95			
1/23/2019	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			
=====						
01-01596	RECORDED BOOKS INC					
I-76164239		ESERVICE	1,775.00			
1/23/2019	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		ESERVICE		101 45500-42693	E-BOOKS/AUDIO BOOKS	1,775.00
I-76164244		ESERVICE	1,536.00			
1/23/2019	APBNK	DUE: 1/23/2019 DISC: 1/23/2019		1099: N		
		ESERVICE		101 45500-42693	E-BOOKS/AUDIO BOOKS	1,536.00
		=== VENDOR TOTALS ===	3,311.00			
		=== PACKET TOTALS ===	3,426.42			

PACKET: 05006 1/22/19 MEETING-LIBRARY 2

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2019	3,426.42

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2018

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES-LIBRARY	331,318	31,234.18	312,697.19	319,454.15	11,863.85	96.42
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	2,501.13	30,657.54	25,151.54	14,848.46	62.88
101-45500-41200 OASI-LIBRARY	29,165	2,492.76	24,180.02	24,210.05	4,954.95	83.01
101-45500-41300 RETIREMENT-LIBRARY	19,879	2,024.13	18,727.09	19,381.46	497.54	97.50
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	7,060.56	79,326.19	86,734.92	103.08	99.88
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	(10,240.77)	0.00
TOTAL SALARIES	507,200	45,312.76	472,332.34	485,172.89	22,027.11	95.66
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	200	0.00	0.00	0.00	200.00	0.00
101-45500-42310 NEWSPAPERS	700	80.00	590.61	817.81	(117.81)	116.83
101-45500-42500 REPAIR & MAINTENANCE	3,000	873.00	1,991.54	3,642.50	(642.50)	121.42
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,228.29	14,847.82	14,319.81	4,680.19	75.37
101-45500-42661 POSTAGE	1,800	428.00	1,691.83	1,638.87	161.13	91.05
101-45500-42690 MINITEX FEES	4,204	341.81	3,552.41	3,302.68	901.32	78.56
101-45500-42691 DATABASE SYS UPDATE	350	350.00	350.00	507.94	(157.94)	145.13
101-45500-42692 PERIODICALS	5,500	0.00	6,454.67	5,475.05	24.95	99.55
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	0.00	14,861.42	13,761.68	1,158.32	92.24
101-45500-42700 TRAVEL, CONF & DUES	1,620	0.00	627.00	2,316.06	(696.06)	142.97
101-45500-42800 UTILITIES	33,000	5,921.26	32,796.64	36,733.58	(3,733.58)	111.31
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	0.00	1,293.90	1,378.05	(78.05)	106.00
101-45500-42902 COMPUTER SOFTWARE	160	0.00	160.00	160.00	0.00	100.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	110.30	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	280	0.00	0.00	0.00	280.00	0.00
101-45500-42920 WORKSTUDY	1,000	0.00	158.07	869.62	130.38	86.96
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	90,634	9,222.36	82,881.21	88,318.65	2,315.35	97.45
CAPITAL OUTLAY						
101-45500-43350 BOILER/HVAC	0	0.00	0.00	0.00	0.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	2,322.00	0.00	0.00	0.00
101-45500-43420 BOOKS	55,300	5,908.48	45,886.26	47,651.26	7,648.74	86.17
101-45500-43421 AUDIO-VISUAL	15,000	1,478.98	15,329.15	13,635.89	1,364.11	90.91
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	7,387.46	63,537.41	61,287.15	9,012.85	87.18
TOTAL LIBRARY	668,134	61,922.58	618,750.96	634,778.69	33,355.31	95.01
TOTAL EXPENDITURES						
TOTAL EXPENDITURES	668,134	61,922.58	618,750.96	634,778.69	33,355.31	95.01

WARNING 1,106 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Director's Report

Circulation		P-Total	Grand Total
Y2018	10,046	129,862	139,908 corr.
Y2017	9,765	130,078	139,843
Difference	281	-216	65

Revenue '18 December Total library items: 114,150

Fines/Dntns	\$ 0.35
Copies	\$ 310.03
Subs.	\$ 165.00
Lst. Paid	\$ 108.37
I.L.L.	\$ 15.00
Earbuds	\$ 56.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 293.07
Interest	\$ 12.03
Handling fee	\$ -
Pop machine	\$ 29.00
Total	\$ 988.85

Community Room totals '18	Grand Total
January 598	July 915
February 533	August 400
March 627	Sept. 473
April 644	October 603
May 650	Nov. 491
June 1248	Dec. 347
Total 4,300	Total 3,229

Cards issued '18

	Adult	Children	YA	Sub.	DWU	MTI	F.Home	A. House	Total
January	38	6	2	14	3	0	0	1	64
February	35	1	2	15	0	0	0	0	53
March	34	13	8	6	1	3	0	0	65
April	35	8	8	7	0	0	0	0	58
May	50	36	15	18	0	0	0	1	120
June	42	26	11	21	0	0	0	2	102
July	38	29	8	18	0	0	0	2	95
August	42	9	282	5	0	2	0	0	340
September	33	7	7	21	0	4	0	0	72
October	24	3	0	17	0	0	0	0	44
November	32	9	0	16	0	0	0	0	57
December	24	4	4	16	0	0	0	0	48
Total	427	151	347	174	4	9	0	6	1118

Story Time '18	Grand Total	3,197	Dear Reader.com '18	Grand total	13,762		
January	375	July	405	January	1,242	July	1,189
February	290	August	35	February	1,080	August	1,175
March	395	Sept.	247	March	1,230	September	1,022
April	344	Oct.	220	April	1,157	October	1,076
May	46	Nov.	264	May	1,246	November	1,106
June	336	Dec.	240	June	1,136	December	1,103
Total	1,786	Total	1411	Total	7,091	Total	6,671

Special groups '18

	Adult	Grp. #	Juv.	Grp. #	Teen	Grp. #	Pre-K	Grp. #	Tot. Grps.	Total #
January	15	198	1	25	0	0	9	375	25	598
February	15	193	2	47	1	3	6	290	48	533
March	15	198	1	25	1	4	8	395	25	627
April	15	256	1	30	0	0	7	344	23	637
May	16	103	15	449	8	52	2	46	54	650
June	16	152	9	628	15	132	9	336	49	1248
July	16	93	4	297	9	120	12	405	41	915
August	16	210	1	25	6	130	8	35	31	400
September	14	196	0	0	3	130	8	247	25	473
October	16	293	1	30	4	60	6	220	27	603
November	16	177	1	30	2	20	7	264	26	491
December	9	57	1	30	1	20	7	240	18	347
Total	179	2126	37	1,616	50	671	89	3,197	392	7,522

Computer usage '18

Computer usage '18	Grand total	36,942	
January	4,507	July	2,185
February	3,958	August	2,119
March	3,493	September	1,820
April	4,583	October	2,088
May	3,041	November	3,053
June	2,800	December	3,295
Total	22,382	Total	14,560

Courier Savings '18

January	\$	224.94
February	\$	162.91
March	\$	237.56
April	\$	126.61
May	\$	148.27
June	\$	125.19
July	\$	164.62
August	\$	143.61
September	\$	175.36
October	\$	210.04
November	\$	132.13
December	\$	67.63
Total	\$	1,918.87

Courier '18

	In	Out	Total
January	65	84	149
February	63	53	116
March	81	78	159
April	45	76	121
May	78	60	138
June	65	33	98
July	67	54	121
August	79	51	130
September	62	38	100
October	57	77	134
November	63	54	117
December	45	32	77
Total	770	690	1,460

South Dakota Share It/Atrium '18

	Borrow	Lend	Total
January	20	27	47
February	19	29	48
March	15	18	33
April	6	19	25
May	5	17	22
June	2	10	12
July	2	12	14
August	10	12	22
September	8	25	33
October	17	43	60
November	13	23	36
December	10	26	36
Total	127	261	388

OCLC I.L.L. '18

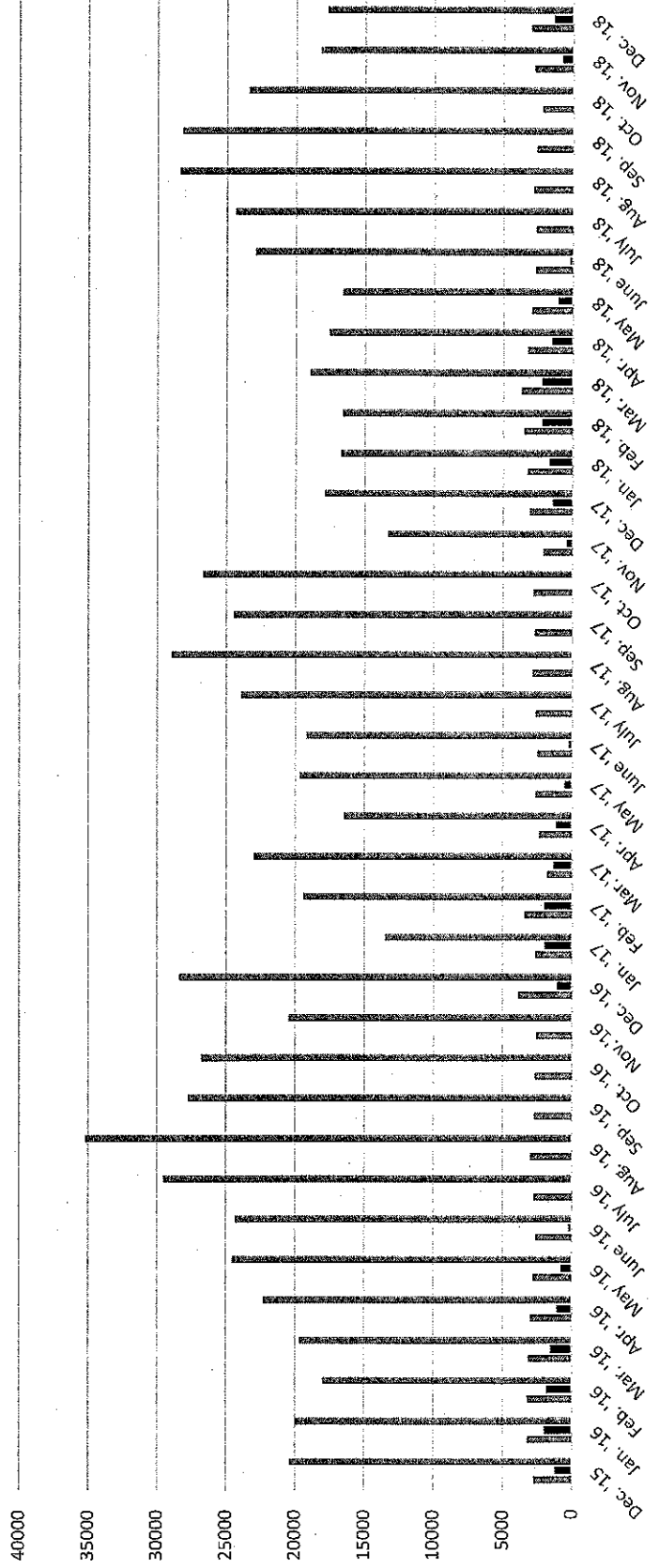
	Lend	Borrow	Total
January	54	38	92
February	67	46	113
March	69	61	130
April	62	42	104
May	74	38	112
June	66	52	118
July	97	71	168
August	36	32	68
September	64	67	131
October	66	32	98
November	60	45	105
December	58	20	78
Total	773	544	1317

Davison County '18				Mail/Postage '18			
YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January	5	34	10	49	9	21	30 \$ 84.87
February	2	55	0	57	4	15	19 \$ 53.61
March	6	40	4	50	4	18	22 \$ 39.38
April	4	44	9	57	3	14	17 \$ 45.89
May	18	53	41	112	5	7	12 \$ 31.57
June	19	50	33	102	5	14	19 \$ 54.20
July	11	65	9	85	5	28	33 \$ 95.00
August	29	42	9	80	1	23	24 \$ 70.32
September	2	32	3	37	1	11	12 \$ 31.32
October	4	2	45	51	6	36	42 \$ 90.08
November	14	46	5	65	5	26	31 \$ 72.02
December	6	25	3	34	3	5	8 \$ 22.64
Total	120	488	171	779	51	218	269 \$ 690.90

Jackie Hess, Director

Item class '18	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Total	
Ad. Chr.		71	4	9	3	2	0	1	2	10	15	54	57	228
Ref.		1	1	0	5	1	0	0	2	0	0	0	4	14
Video		0	0	0	0	0	0	1	0	0	0	0	1	2
Kits		42	40	29	55	68	56	65	53	40	30	30	34	542
Glass Case		1	1	1	0	1	2	1	1	0	0	0	2	10
File Mag.		1	2	2	3	4	23	14	7	1	3	3	1	64
Circ. Mag.		0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment		0	0	0	0	3	2	0	0	4	0	0	0	9
Framed Pic.		17	0	0	17	1	17	0	17	0	0	0	17	86
Microfilm		35	10	20	35	25	20	35	25	20	60	22	40	347
YA Non-Fiction		10	15	30	22	22	27	25	32	20	22	19	14	258
Juv. Over.		0	0	2	0	0	0	0	0	3	1	5	3	14
Romance		164	90	150	124	216	170	171	157	118	120	142	109	1731
YA		387	369	433	439	624	640	466	519	390	338	291	286	5182
S.F.		98	90	67	54	82	89	55	52	61	25	32	50	755
Cass.		37	13	17	15	0	2	0	0	0	0	0	2	86
CD		1841	1902	1842	1867	2356	2081	2166	2294	2013	2057	1887	1469	23775
Easy		838	795	934	1001	781	1245	1133	928	899	917	997	897	11365
Mystery		258	216	221	203	210	182	237	267	240	223	276	252	2785
Playaways		28	27	56	46	55	49	14	25	22	26	22	64	434
Genealogy		0	0	0	0	0	0	0	0	0	0	0	0	0
Western		67	64	58	69	72	69	68	86	65	75	126	109	928
Large Print		384	429	391	375	535	415	440	531	374	384	410	429	5097
Oversize		19	23	23	17	13	19	7	24	19	13	11	15	203
Ready Ref.		0	0	0	0	0	0	0	0	0	0	0	1	1
Beg. Read.		310	305	422	413	469	677	611	385	341	370	417	238	4958
E. Childhood		321	389	355	365	470	481	464	327	390	368	379	219	4528
Juv. Mys.		58	91	75	99	121	197	194	89	87	86	121	82	1300
Adult NF		562	503	471	457	477	562	489	638	607	477	477	475	6195
Juv. Nfict.		427	610	741	628	734	1111	873	642	490	451	469	369	7545
Adult Fiction		1438	1313	1365	1421	1429	1512	1527	1597	1478	1420	1308	1139	16947
Juv. Fiction		642	708	770	736	1046	1721	1274	924	825	631	720	689	10686
Bound Per.		1	0	0	0	0	0	0	0	0	0	0	0	1
I.L.L.		41	31	51	29	32	24	28	54	53	39	85	115	582
Teen Quick Read		6	5	12	19	15	27	37	14	4	4	2	5	150
YA Cass.		0	0	0	0	0	0	0	0	0	0	0	0	0
YA Kits		0	0	0	0	0	0	0	0	0	0	0	0	0
DVD		210	136	89	135	145	170	104	76	68	140	105	152	1530
ANF Chr.		3	0	1	0	1	3	2	2	0	1	9	15	37
Eoversize		0	0	0	0	0	0	0	0	0	0	0	0	0
Atlas Shelf		0	1	0	1	0	1	0	0	0	0	0	0	3
Graphic Novel		42	36	40	24	38	77	63	30	19	30	13	45	457
YACD		38	42	92	83	39	11	55	43	42	41	17	90	593
JCD		33	19	27	29	63	111	342	75	50	53	48	54	904
Jgraphic Novel		154	200	242	175	246	365	77	299	159	165	123	210	2415
Manga		0	10	137	64	29	35	9	17	0	9	18	18	346
Ebks-Overdrive		921	852	987	901	1024	1056	1158	1230	1033	1107	1085	1098	12452
One-Click		26	27	49	44	36	53	51	57	60	52	33	57	545
DearReader.com		1242	1080	1230	1157	1246	1136	1189	1175	1022	1076	1106	1103	13762
Zinio		8	8	3	0	0	0	0	3	0	6	11	17	56
Total		10782	10457	11444	11130	12731	14438	13446	12699	11027	10835	10873	10046	139908

Utility chart Dec. '15 to Dec. '18



Utility costs Dec. 15 to Dec. 18

	Cost	Gas	Electric
Dec. '15	2796.06	1187	20400
Jan. '16	3257.48	1946	20000
Feb. '16	3262.42	1824	18000
Mar. '16	3153.7	1506	19680
Apr. '16	3012.96	1045	22320
May '16	2832.29	747	24560
June '16	2648.23	219	24320
July '16	2795.2	23	29520
Aug. '16	3022.44	6	35200
Sep. '16	2760.64	9	27760
Oct. '16	2730.5	53	26800
Nov.'16	2641.84	12.5	20480
Dec. '16	3904.8	1050	28400
Jan. '17	2684.63	1952	13520
Feb. '17	3468.38	1998	19440
Mar.'17	1843.11	1321	23040
Apr. '17	2419.88	1147	16480
May '17	2671.92	525	19680
June '17	2556.61	206	19200
July '17	2675.98	15	23920
Aug. '17	2873.05	2	28960
Sep. '17	2740.8	15	24480
Oct. '17	2831.88	52	26720
Nov. '17	2135.24	430	13360
Dec. '17	3112.17	1402	17920
Jan. '18	3287.92	1668	16720
Feb. '18	3533.42	2183	16640
Mar. '18	3712.87	2173	18960
Apr. '18	3289.24	1448	17600
May '18	2995.53	1047	16640
June '18	2738.25	175	22960
July '18	2706.40	6	24400
Aug. '18	2878.06	3	28400
Sep. '18	2660.61	4	28200
Oct. '18	2241.87	66	23440
Nov. '18	2797.52	768	18240
Dec. '18	3050.82	1346	17760

Director's report—Additional items—December 2018/January 2019.

1. **IT items.** Andrew can remove the password any time. Then the patrons will automatically log in without the password.

Bandwidth. We no longer share a bandwidth with the patrons. The Library staff are a part of the City's bandwidth. The patrons use Mitchell Telecom. Mitchell Telecom will need to be contacted in the event that the Library wants to increase the bandwidth for the patrons. Here is what we are paying now. For \$64.95 per month, the Library will have a 50MB download and 15MB upload. To go to the next level for \$104.95 per month, the library will have a 120MB download and 25MB upload.

2. **Trustee vs. City account balances.** Visited with Michelle Bathke. She said that timing between receiving the revenue and expenses and their posting is the reason the balances don't match. When all of the revenue and expenses are in, Michelle says that they balance. She indicated that they will have the correct balance at the end of the year.
3. The Children's furniture has arrived and has been placed in the Children's section.
4. The Library has a Giving/Christmas tree where people can donate hats, mittens, scarves, and socks for patrons of all ages. People can also donate canned items and set them under the tree for other people to take. This will run from December to January. All items left over at the end of January will go to either Good Will or the Food Pantry. One child got a hat and a scarf. They were so happy they got both.

At the end of December, 300 out of the 321 items were given away. Some of the most popular items taken were: canned goods--57, pasta—16, gloves for men and women—18 each, gloves for children—10, hats—15, warm men's shirts—19, scarves—15, socks for children and adults—20 each, socks for women—10.

5. **Jump Start.** The Library will once again be one of the libraries hosting Jump Start. This is a workshop where librarians will come from around the area and bring ideas or learn new ideas to use in the 2019 Summer Reading Program. Jean Patrick will lead the workshop.
6. **Foundations and Friends of the Library groups.** I checked the other libraries in the state on who had a Foundation and/or Friends group. Most libraries had a Friends Group, Some libraries had a Foundation. A couple of libraries had both. Only 1 library besides Mitchell did not have either. I checked all of the websites. Of the two libraries who had both, their missions were a little different. The Foundations were after the big donations. The Friends groups held the book sales in order to provide programming and small equipment such as cameras, etc.

7. **Winter Bingo.** For the months of January and February, we're going to have Winter Bingo. In the squares, we'll try to broaden patrons' reading horizons by selecting different types of books to read and in different formats. Prizes for the people to complete the most bingo card will be purchased from local businesses. We hope to have at least 2 or more big readers.
8. The Library passed its annual facility inspection on 1/2/19. There were no violation to City's fire code. Next inspection will be 1/2/20.

Goals—June 2018 to December 2019

Goals—June 2018 to December 2019 completed.

- Complete Active Shooter Policy. **Completed date: June 2018.**
- Amend and review the Issuing Library Cards Policy. **Completion date: August 2018.**
- Review and amend the Collection Development Policy. **Completion date: August 2018.**
- Review and amend Gifts policy for donations. **Review date: August 2018. Completion date: August 2018.**
- Develop and create Fees policy. **Review date: September 2018. Completion date: November 2018.**
- Review and amended overdue notice policy. **Review date: September 2018. Completion date: November 2018.**

Goals—June 2018 to December 2019.

- Set up a Library Foundation. **Completion date: 2018-2019.**
- Re-establish the Friends of the Library group. **Completion date: 2018-2019. □**
- Investigate developing a separate family Children's Library. Get ballpark figure on consultant rates, define project. Community meeting regarding library space. **2019.**
- Build a succession plan for a new Library Director. Current Director will prepare a binder listing, daily, monthly, and yearly tasks. **Review date: October 2018. Completion date: December 2018.**
- Establish home-bound program for shut-ins using the Mitchell Volunteer program in addition to the assisted living facility and the retirement home. **Completion date: 2019.**
- Assign a staff person to coordinate a comprehensive publicity plan for the Library including a quarterly newsletter. **Completion date: 2019**
- Public survey regarding library services. **2019.**
- Upgrade Library to "Enhanced" status according to South Dakota State Library accreditation standards.

On-going and 5-year goals.

- Review of ILS system. **2019.**
- Review at least 1 public program each year.
- Qualify for Enhanced Status according to South Dakota Library Certification Standards.
- Electronic stations for Makerspace and check-out station.
- Develop 1 unique program for adults every 2 months. Facebook survey can be created to provide feedback.
- Review operating procedures.
- Provide training for employees when necessary.
- Develop a quarterly newsletter.

Mitchell Public Library Board of Trustee Proposed Budget--2019

Project income and expenses

	Jan. 19	Feb. 19	Mar. 19	Apr. 19	May. 19	Jun. 19	Jul. 19	Aug. 19	Sep. 19	Oct. 19	Nov. 19	Dec. 19	Total
Income													
Booksale	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 3,309.00
Copies	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.63	\$ 5,000.00
County Fees	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.63	\$ 6,500.00
Deposit correction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.37	\$ 100.00
Endbuds	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.37	\$ 316.00
Handling fees	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.87	\$ 10.00
Interest	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 93.60
Inheritance loan	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 270.00
Paid items	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.88	\$ 371.00
Pop machine	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.38	\$ 125.00
Research fees													
Subscriptions	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 2,010.00
Total projected income	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.72	\$ 1,508.68	\$ 18,104.60
Budget--56% of total income--\$10,158													
Operational expenses													
Office supplies	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.33	\$ 18.37	\$ 220.00
Software	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.83	\$ 20.87	\$ 250.00
Technology	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.30	\$ 208.70	\$ 2,500.00
Pop machine	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.38	\$ 123.00
Total operational expenses	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 257.88	\$ 258.32	\$ 3,093.00
Program expenses													
Adult Programming													
1 book SD	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.37	\$ 100.00
Other Programs	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 750.00
Total Adult Programming	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.87	\$ 850.00
Children and Teens													
Children's Programs	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.17	\$ 144.13	\$ 1,730.00
Honorariums for CSRP	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.63	\$ 200.00
Teen Programs	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 112.50	\$ 1,350.00
Total Children and Teens Programming	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.26	\$ 3,280.00
Other programming													
National Library Week	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.17	\$ 69.13	\$ 830.00
Other Program Expenses	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.63	\$ 500.00
Total Other programming	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.84	\$ 110.76	\$ 1,330.00
Furniture and equipment													
Furniture	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.37	\$ 1,000.00
Computer equipment	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
Total Furniture and equipment	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.33	\$ 133.37	\$ 1,600.00
Total Expenses	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 839.20	\$ 10,033.00

Bylaws of the Mitchell Public Library Board of Trustees.

Adopted: November 10th, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/2016.

Article I—Name:

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

Article II—Trustees.

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. Trustees can serve no more than 3 consecutive 3-year terms.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

Article III—Officers.

Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.

Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.

Section 3. The chairperson will preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board and generally performs all duties associated with that office.

Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson’s duties.

Section 5. The secretary shall keep a true and accurate record of all proceedings of the board meeting; shall issue notices of all regular and special board meetings; shall have

custody of the minutes and other records of the Board; shall notify the Mayor of Mitchell of any vacancies on the Mitchell Public Library Board of Trustees.

Article IV—Meetings.

- Section 1. The Board of Trustees shall meet at the Library on the third Wednesday of each month at 4:30 p.m. or as such time as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
 - b) Reading and approval of the previous minutes.
 - c) Report of the Director of the Mitchell Public Library
 - d) Financial report of the library and approval of bills.
 - e) Reports of committees.
 - f) Communications & correspondence.
 - g) Unfinished business.
 - h) New business.
 - i) Public presentation to, or discussion with, the Board.
 - j) Other business.
 - k) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held for the sole purpose of considering a student, employee and personnel matters, however any official action concerning such matters shall be held only upon a majority vote of the members of such body present and voting. Nothing in this act shall be construed to prevent an executive or closed meeting, Federal or State Constitution of the Federal and State Statutes require or permit it. Notification of each meeting shall be made to each member from the Secretary of the Board.
- Section 6. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. **A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.**
- Section 7. Conduct of the meeting: Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

Article V—Library Director and staff.

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board

for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Mitchell and vacancies of the Board. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

Article VI—Committees.

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharge upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

Article VII—General.

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was state in the call for the meeting, which was mailed or e-mailed to the members at least two weeks before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise may be suspended temporarily in connection with the business at hand, but which four (4) of the members of the Board shall be present and two-thirds or those present shall approve.

1) Demand from your Community

Over the last year, we've fielded 23 requests through our website from your patrons requesting access to Kanopy's film collection. I have shared a few of those below:

-Hubertus van H was looking to access *Killing us Softly*, and says " I am from Kilmore, how can I join Kanopy"

-Polly P was looking to stream the film *In the mood for love* for a class

2) Over 32,000 films

- We are the largest dedicated video streaming solution for libraries, featuring over 30,000 films (5x Netflix), from 1,200 content partners (Criterion Collection, Great Courses, PBS, Fred Wiseman, etc), with 60% exclusive to Kanopy. Our motto is "thoughtful entertainment" and we aspire to profile films that support the missions of libraries to educate and inspire the community.
- We also offer Kanopy Kids, a collection of educational film that supports literacy programs, learning languages, social learnings, and more. The content is reviewed and age-rated by Common Sense Media, which is the most highly trusted source of content reviews and age ratings for children.

3) Powerful features

- Films come with "group showing" rights for community programming events

We support more device apps than any library solution in the World (roku, apple tv, ios, android, AirPlay, FireTV, Chromecast, etc)

- We are the only streaming platform to provide full legal accessibility (captions, transcripts, disability user settings)

4) 3,000 libraries

- We work with 3,000 libraries across the country including leading systems (e.g. New York, LA, San Francisco, Seattle, Cincinnati, Kansas City, Baltimore, Philadelphia, Brooklyn, Kings County, Austin, etc)
- The NY Times calls Kanopy "*the awe-inspiring streaming gold mine... why do libraries offer Kanopy? Because libraries are awesome.*"

Pricing- Here's how it works:

- Strictly usage based: No setup fees, platform fees or access fees
- Standard pricing: \$2 per play for each film. No sliding scale or tiered pricing. Films can be streamed for 72 hours.
- Customizable program: Your library has the option to allocate a user caps (how many films any one user can watch each month) and your own budget cap (annual or monthly). You can deposit funds or pay as you go and we do not require any upfront payments or minimum spend

Checklist for accreditation documentation

You will need to upload the following documents to support your voluntary accreditation application.

Essential

- #2 – Copy of city/county ordinance showing when library when library was legally established. (If renewal, we already have this.)
- #9 – Documentation of trustee continuing education: 15 hrs. at this level. Must be earned by more than one trustee.

✓ Enhanced

- #35 – Copy of minutes or board meeting where bylaws were reviewed.
- #36 – Copy of minutes or board meeting where policies were reviewed, or link to policies on library website.
- #38 - Documentation of trustee continuing education: 30 hrs.at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- #42 – Copy a program evaluation. *If renewal*, one for each year (3 years) since last application. Program evaluation should focus on *outcomes achieved* (what good did you do?)—not just how much it cost and how many attendees.
- #44 – *If your library doesn't charge a nonresident fee*, copy of city/county board minutes where the topic was discussed.
- #53 – Copy of the library's collection development policy, or link to CD policy the library website.
- #54 – Copy of the library's technology plan or board minutes at which plan was reviewed.

Exemplary

- #61 – Copy of the minutes of board meeting where the director was evaluated.
- #63 - Documentation of trustee continuing education: 45 hrs.at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- #54 – Copy of the library's strategic plan, or link to the plan on the library website.
- #66 - Copies of one teen, one adult, and one children's program evaluation. *If renewal*, one for each year (3 years) for each age group since last application (total of nine evaluations). Program evaluations should focus on *outcomes achieved* (what good did you do?)—not just how much it cost and how many attendees.
- #77 – Copy of the library's marketing/public relations plan, or link to the plan on the library website.