

Mitchell Public Library Board of Trustees Meeting Agenda

January 21, 2020, 4:30 p.m.--Meeting Room #1, Mitchell Public Library

1. Call To Order

Margheim
Nath
Rice
Sivik
Taylor
Temple

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

February 18, 2020--4:30 p.m.-- Meeting room #1, Mitchell Public Library

3. Approval Of The Minutes

Documents:

[MITCHELL PUBLIC LIBRARY \(DECEMBER 2019\).PDF](#)

4. Financial Report

1. Trustee Account.
2. Monthly budget statement.
3. City bills.

Documents:

[FINANCIAL REPORT--JANUARY 2020.PDF](#)

5. Director's Report

1. Statistics.
2. Utilities
3. Additional items.

Documents:

[DIRECTORS REPORT JANUARY 2020.PDF](#)

6. Communication & Correspondence

1. Donation.
2. Family presenting "relentless" bracelets to Librarians.

7. Unfinished Business

8. New Business

1. Jump Start meeting for Jean Patrick and Cindy Meinen.
2. Goals 2020.
3. RFP's

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, December 17, 2019, 4:30 p.m.
Council chambers, Mitchell City Hall.**

The Mitchell Public Library Board of Trustees met in Council Chambers at Mitchell City Hall on December 17, 2019, at 4:30 p.m.

Members present:

Members absent: Taylor, Temple.

Guests: Jessica Pickett, Community Services Director

Minutes. The minutes of the November 2019 meeting were read as amended. **M/S/P—**Margheim, Rice.

Financial Report. The financial report was approved. **M/S/P—**Margheim, Rice.

In addition to the report, the Director was instructed to provide the following information by December 24th: Provide October and November city expenditure reports for library, contact Northwestern Energy for explanations of last month's readings, breakdown of expenses totaling \$951.03 in June from the Trustee budget and a pop machine charge from the Trustee account, try to obtain the number of wireless users for 2018.

Director's Report. The Director's report was presented. In addition to the report, the Director was instructed to the number of students that were loaded into Atrium this fall.

Communications and Correspondence. None.

Unfinished Business. Not discussed.

New Business. Not discussed.

Bills. The following bills were submitted for approval. **M/S/P—**Margheim, Rice.

October 2019. Baker & Taylor 328.92; Blackstone Publishing 39.95; Jackie Hess 268.80; Ingram Library Services 474.80; Menard's 185.98. Baker & Taylor 664.32; Broad Reach 101.75; Campbell Supply Inc. 9.84; Center Point Large Print 89.28; DearReader.com 350.00. Demco, Inc. 450.43; Farm & Home Publishers LTD 112.00; Gale 874.16; Golden West Technologies 35.00; Ingram Library Services 136.29; Innovative Office Solutions LLC 28.81; OCLC Inc. 354.63; Recorded Books 710.20; Rowman & Littlefield Publishing 92.70; Thune True Value Hardware 44.69.

November 2019. Baker & Taylor 664.32; Broad Reach 101.75; Campbell Supply Inc. 9.84; Center Point Large Print 89.28; DearReader.com 350.00. Demco, Inc. 450.43; Farm & Home Publishers LTD 112.00; Gale 874.16; Golden West Technologies 35.00; Ingram Library Services 136.29; Innovative Office Solutions LLC 28.81; OCLC Inc. 354.63; Recorded Books 710.20; Rowman & Littlefield Publishing 92.70; Thune True Value Hardware 44.69; Ameripride Services, Inc. 76.32; Baker & Taylor 107.82; Blackstone Publishing 65.90; Campbell Supply 25.98; Carson Industries, Inc. 99.95; EBSCO 5,042.67; Farm & Home Publishers LTD 112.00;

Gale 100.45; Ingram Library Services 774.28; Innovative Office Solutions 314.88; JCL Solutions 102.90; Jones Supplies 348.33; Menard's 45.28; MINITEX 1,138.00; Mitchell Telecom 64.95; Omnigraphics 50.00; Overdrive 50.00; Jean Patrick 96.99; Recorded Books 854.00; Rowman & Littlefield Publishing 36.58; Scholastic Library Publishing 44.76; Sturdevant's Auto Parts 18.98; Thune True Value Hardware 21.98.

There being no further business, the meeting adjourned at 5:30 p.m. The next regularly scheduled meeting will be held on Tuesday, January 2020, at 4:30 p.m. in Meeting Room #1 at the Mitchell Public Library.

Jackie Hess
Secretary

Mitchell Public Library Library Board of Trustees

01/13/20

Profit & Loss

Accrual Basis

December 2019

	Dec 19
Ordinary Income/Expense	
Income	
General revenue	
Book sale	270.67
Copies	312.51
Donations	595.30
Earbuds	15.00
Handling fee	5.00
Interest	3.87
Interlibrary loan	11.00
Paid items	14.95
Pop machine	25.00
Subscriptions	165.00
Total General revenue	1,418.30
Total Income	1,418.30
Expense	
Operation expenses	
Lost I.L.L. books	36.95
Staff meetings	20.22
Total Operation expenses	57.17
Program expenses	
Children's programming	131.51
Summer Reading	50.00
Total Program expenses	181.51
Total Expense	238.68
Net Ordinary Income	1,179.62
Net Income	1,179.62

Mitchell Public Library Board of Trustees
Profit & Loss Detail
 December 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	12/31/2019					Checking(2) at ...	270.67	270.67
Total Book sale							270.67	270.67
Copies								
Deposit	12/11/2019					Checking(2) at ...	87.65	87.65
Deposit	12/11/2019					Checking(2) at ...	59.20	146.85
Deposit	12/31/2019					Checking(2) at ...	80.39	227.24
Deposit	12/31/2019					Checking(2) at ...	85.27	312.51
Total Copies							312.51	312.51
Donations								
Deposit	12/11/2019					Checking(2) at ...	17.00	17.00
Deposit	12/31/2019					Checking(2) at ...	56.70	73.70
Deposit	12/31/2019					Checking(2) at ...	521.60	595.30
Total Donations							595.30	595.30
Earbuds								
Deposit	12/11/2019					Checking(2) at ...	15.00	15.00
Total Earbuds							15.00	15.00
Handling fee								
Deposit	12/11/2019					Checking(2) at ...	5.00	5.00
Total Handling fee							5.00	5.00
Interest								
Deposit	12/31/2019					Checking(2) at ...	3.87	3.87
Total Interest							3.87	3.87
Interlibrary loan								
Deposit	12/11/2019					Checking(2) at ...	1.00	1.00
Deposit	12/31/2019					Checking(2) at ...	6.00	7.00
Deposit	12/31/2019					Checking(2) at ...	4.00	11.00
Total Interlibrary loan							11.00	11.00
Paid items								
Deposit	12/31/2019					Checking(2) at ...	14.95	14.95
Total Paid items							14.95	14.95

Mitchell Public Library Board of Trustees
Profit & Loss Detail
 December 2019

3:29 PM
 01/13/20
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Pop machine								
Deposit	12/11/2019					Checking(2) at ...	25.00	25.00
Total Pop machine							25.00	25.00
Subscriptions								
Deposit	12/11/2019					Checking(2) at ...	45.00	45.00
Deposit	12/11/2019					Checking(2) at ...	15.00	60.00
Deposit	12/31/2019					Checking(2) at ...	45.00	105.00
Deposit	12/31/2019					Checking(2) at ...	60.00	165.00
Total Subscriptions							165.00	165.00
Total General revenue							1,418.30	1,418.30
Total Income							1,418.30	1,418.30
Expense								
Operation expenses								
Lost I.L.L. books								
Check	12/16/2019	1150	Briggs Library--SDSU			Checking(2) at ...	36.95	36.95
Total Lost I.L.L. books							36.95	36.95
Staff meetings								
Check	12/05/2019	1149	Daylight Donuts			Checking(2) at ...	20.22	20.22
Total Staff meetings							20.22	20.22
Total Operation expenses							57.17	57.17
Program expenses								
Children's programming								
Check	12/23/2019	1153	Jean Patrick			Checking(2) at ...	131.51	131.51
Total Children's programming							131.51	131.51
Summer Reading								
Check	12/03/2019	1147	Audi Herbst	Brought goats...		Checking(2) at ...	50.00	50.00
Total Summer Reading							50.00	50.00
Total Program expenses							181.51	181.51
Total Expense							238.68	238.68
Net Ordinary Income							1,179.62	1,179.62
Net Income							1,179.62	1,179.62

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

December 2019

01/13/20

Accrual Basis

	Dec 19	Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	270.67	293.07	-22.40	-7.6%
Copies	312.51	310.03	2.48	0.8%
Donations	595.30	0.35	594.95	169,985.7%
Earbuds	15.00	56.00	-41.00	-73.2%
Handling fee	5.00	0.00	5.00	100.0%
Interest	3.87	12.03	-8.16	-67.8%
Interlibrary loan	11.00	15.00	-4.00	-26.7%
Paid items	14.95	108.37	-93.42	-86.2%
Pop machine	25.00	29.00	-4.00	-13.8%
Subscriptions	165.00	165.00	0.00	0.0%
Total General revenue	1,418.30	988.85	429.45	43.4%
Total Income	1,418.30	988.85	429.45	43.4%
Expense				
Operation expenses				
Furniture	0.00	2,153.09	-2,153.09	-100.0%
Lost I.L.L. books	36.95	0.00	36.95	100.0%
N.Y. State Library	0.00	20.00	-20.00	-100.0%
Staff meetings	20.22	0.00	20.22	100.0%
Total Operation expenses	57.17	2,173.09	-2,115.92	-97.4%
Program expenses				
Children's programming	131.51	0.00	131.51	100.0%
Summer Reading	50.00	0.00	50.00	100.0%
Total Program expenses	181.51	0.00	181.51	100.0%
Total Expense	238.68	2,173.09	-1,934.41	-89.0%
Net Ordinary Income	1,179.62	-1,184.24	2,363.86	199.6%
Net Income	1,179.62	-1,184.24	2,363.86	199.6%

Mitchell Public Library Library Board of Trustees
Profit & Loss Prev Year Comparison
 January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	6,500.00	0.00	6,500.00	100.0%
General revenue				
Book sale	3,767.27	3,873.30	-106.03	-2.7%
Card replacement	4.00	1.00	3.00	300.0%
Copies	4,254.14	4,760.09	-505.95	-10.6%
Donations	909.50	740.80	168.70	22.8%
Earbuds	325.15	478.75	-153.60	-32.1%
Fines				
Deposit correction	0.00	2.90	-2.90	-100.0%
Fines - Other	0.00	597.01	-597.01	-100.0%
Total Fines	0.00	599.91	-599.91	-100.0%
Handling fee	5.00	0.00	5.00	100.0%
Interest	43.90	62.54	-18.64	-29.8%
Interlibrary loan	266.75	271.00	-4.25	-1.6%
Paid items	440.76	656.26	-215.50	-32.8%
Pop machine	138.40	106.35	32.05	30.1%
Refund	-18.85	0.00	-18.85	-100.0%
Research fees	5.00	10.00	-5.00	-50.0%
Subscriptions	2,280.00	2,670.00	-390.00	-14.6%
Total General revenue	12,421.02	14,230.00	-1,808.98	-12.7%
Uncategorized Income	1.87	0.00	1.87	100.0%
Total Income	18,922.89	14,230.00	4,692.89	33.0%
Expense				
Operation expenses				
Amazon Prime	119.00	0.00	119.00	100.0%
Books	80.00	0.00	80.00	100.0%
Checks	0.00	25.75	-25.75	-100.0%
Dell Marketing, LLC	0.00	924.86	-924.86	-100.0%
Equipment	668.37	0.00	668.37	100.0%
Furniture	0.00	2,153.09	-2,153.09	-100.0%
Hosted meetings	0.00	183.33	-183.33	-100.0%
Jump Start	0.00	550.56	-550.56	-100.0%
Lost I.L.L. books	76.95	0.00	76.95	100.0%
Miscellaneous	21.39	58.32	-36.93	-63.3%
N.Y. State Library	0.00	20.00	-20.00	-100.0%
Office supplies	181.38	0.00	181.38	100.0%
Pop machine	242.66	78.28	164.38	210.0%
Reader's Den	0.00	190.64	-190.64	-100.0%
Refund	25.00	0.00	25.00	100.0%
Software	50.00	0.00	50.00	100.0%
Staff meetings	20.22	50.57	-30.35	-60.0%
Technology	0.00	21.56	-21.56	-100.0%
Vista print	206.28	248.23	-41.95	-16.9%
Operation expenses - Other	0.00	99.00	-99.00	-100.0%
Total Operation expenses	1,691.25	4,604.19	-2,912.94	-63.3%
Program expenses				
Adult programming	0.00	150.00	-150.00	-100.0%
Children's programming	1,673.16	643.85	1,029.31	159.9%
National Library Week	0.00	192.60	-192.60	-100.0%
South Dakota Humanities Council	0.00	100.00	-100.00	-100.0%
Summer Reading	1,051.03	3,167.04	-2,116.01	-66.8%
Teen programming	3,380.02	1,015.61	2,364.41	232.8%
Workshop	0.00	137.49	-137.49	-100.0%
Total Program expenses	6,104.21	5,406.59	697.62	12.9%
Uncategorized Expenses	743.21	26.82	716.39	2,671.1%
Total Expense	8,538.67	10,037.60	-1,498.93	-14.9%
Net Ordinary Income	10,384.22	4,192.40	6,191.82	147.7%
Net Income	10,384.22	4,192.40	6,191.82	147.7%



Contact Information

800.262.9611

fnbo.com



Stop: 3118/83
 1620 Dodge St
 Omaha, NE 68197

C112
 23302

**Forbes 2019
 BEST BANKS
 IN AMERICA**

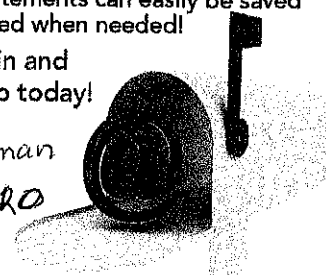
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 America".

MITCHELL PUBLIC LIBRARY
 221 N DUFF ST
 MITCHELL SD 57301



STATEMENT SUMMARY		December 1, 2019 through December 31, 2019	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Commercial Checking w/interest	[REDACTED]	90,969.72	92,149.34
Total on Deposit			\$92,149.34

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78.28 Chesterman
 92,076.06 1/8/20

PACKET: 05336 1/21/20 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-1157093		CD'S	35.95			
12/31/2019	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	35.95
		=== VENDOR TOTALS ===	35.95			
=====						
01-00903		HW WILSON				
I-355501		BOOK	179.10			
12/31/2019	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		BOOK		101 45500-43420	BOOKS	179.10
		=== VENDOR TOTALS ===	179.10			
=====						
01-07376		ROWMAN & LITTLEFIELD PUBLISHIN				
I-11332981		BOOK	214.16			
12/31/2019	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		BOOK		101 45500-43420	BOOKS	214.16
		=== VENDOR TOTALS ===	214.16			
		=== PACKET TOTALS ===	429.21			

PACKET: 05336 1/21/20 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	429.21
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	429.21
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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
2019		101-201	CLAIMS PAYABLE	429.21-*				
		101-45500-43420	BOOKS	393.26	45,300	2,026.96-	Y	
		101-45500-43421	AUDIO-VISUAL	35.95	15,000	985.33		
		999-131	DUE FROM OTHER OTHER FUN	429.21 *				
			** 2019 YEAR TOTALS	429.21				

PACKET: 05336 1/21/20 MEETING-CLAIMS-LI

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2019	429.21

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05338 1/21/20 MEETING-2020-LIBR

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-361623		QUARTERLY MONITORING 1/1-3/31	89.97			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		QUARTERLY MONITORING 1/1-3/31		101 45500-42500	REPAIR & MAINTENANCE	89.97
		=== VENDOR TOTALS ===	89.97			
=====						
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
I-2823643		RIBBONS,CALENDAR	19.64			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		RIBBONS,CALENDAR		101 45500-42600	SUPPLIES & MATERIALS	19.64
		=== VENDOR TOTALS ===	19.64			
=====						
01-02811	JONES SUPPLIES					
I-122505		TOILET TISSUE,PAPER TOWELS,	84.64			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		TOILET TISSUE,PAPER TOWELS,		101 45500-42600	SUPPLIES & MATERIALS	84.64
		=== VENDOR TOTALS ===	84.64			
=====						
01-01095	JUNIOR LIBRARY GUILD					
I-499677		BOOKS	1,283.40			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,283.40
		=== VENDOR TOTALS ===	1,283.40			
=====						
01-01167	LONG RIDER BOOKS					
I-442326		BOOKS	1,333.15			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,333.15
		=== VENDOR TOTALS ===	1,333.15			
=====						
01-06750	MITCHELL TELECOM					
I-10813791		ACCT #217267-0	64.95			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			

PACKET: 05338 1/21/20 MEETING-2020-LIBR

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
=====						
01-08223	OVERDRIVE INC					

I-H-0063848		PARTICIPATION,MAINTENCE FEE	3,000.00			
1/22/2020	APBNK	DUE: 1/22/2020 DISC: 1/22/2020		1099: N		
		PARTICIPATION,MAINTENCE FEE		101 45500-42693	E-BOOKS/AUDIO BOOKS	3,000.00
		=== VENDOR TOTALS ===	3,000.00			
		=== PACKET TOTALS ===	5,875.75			

PACKET: 05338 1/21/20 MEETING-2020-LIBR

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	5,875.75
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	5,875.75
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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
2020		101-201	CLAIMS PAYABLE	5,875.75-*				
		101-45500-42500	REPAIR & MAINTENANCE	89.97	1,500	1,410.03		
		101-45500-42600	SUPPLIES & MATERIALS	104.28	10,000	9,895.72		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	3,000.00	17,161	14,161.00		
		101-45500-42800	UTILITIES	64.95	34,131	34,066.05		
		101-45500-43420	BOOKS	2,616.55	45,300	42,683.45		
		999-131	DUE FROM OTHER OTHER FUN	5,875.75 *				
			** 2020 YEAR TOTALS	5,875.75				

PACKET: 05338 1/21/20 MEETING-2020-LIBR

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2020	5,875.75

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Michell Public Library Board of Trustees Budget 2019

Actual 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	\$ 313.95	\$ 266.05	\$ 291.23	\$ 284.26	\$ 226.67	\$ 422.81	\$ 413.27	\$ 404.10	\$ 296.60	\$ 275.46	\$ 302.20	\$ 270.67	\$ 3,767.27
Copies	\$ 289.45	\$ 331.70	\$ 361.77	\$ 361.75	\$ 419.56	\$ 307.71	\$ 304.85	\$ 393.35	\$ 375.09	\$ 446.45	\$ 349.95	\$ 312.51	\$ 4,254.14
County Fees	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
Deposit correction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 60.86	\$ 32.37	\$ 2.70	\$ 37.15	\$ 1.02	\$ 38.00	\$ 28.76	\$ 2.00	\$ 43.06	\$ 49.21	\$ 19.07	\$ 595.30	\$ 909.50
Fairbuds	\$ 43.00	\$ 18.00	\$ 52.15	\$ 30.00	\$ 30.00	\$ 27.00	\$ 37.00	\$ -	\$ 43.00	\$ -	\$ 30.00	\$ 15.00	\$ 325.15
Handling fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00
Interest	\$ 3.47	\$ 3.15	\$ 3.74	\$ 3.65	\$ 3.72	\$ 3.59	\$ 3.73	\$ 3.75	\$ 3.67	\$ 3.83	\$ 3.73	\$ 3.87	\$ 43.90
Intenlibrary loan	\$ 20.00	\$ 20.00	\$ 26.00	\$ 26.00	\$ 18.25	\$ 24.00	\$ 23.50	\$ 29.00	\$ 25.00	\$ 16.00	\$ 28.00	\$ 11.00	\$ 266.75
Paid items	\$ 38.94	\$ 57.98	\$ 26.99	\$ 28.00	\$ 62.96	\$ 32.93	\$ 29.97	\$ 77.82	\$ 26.92	\$ 24.45	\$ -	\$ 14.95	\$ 421.91
Pop machine	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 46.65	\$ -	\$ 33.75	\$ -	\$ 13.00	\$ -	\$ 25.00	\$ 138.40
Research fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ 5.00
Subscriptions	\$ 210.00	\$ 120.00	\$ 150.00	\$ 180.00	\$ 210.00	\$ 315.00	\$ 240.00	\$ 195.00	\$ 120.00	\$ 225.00	\$ 150.00	\$ 165.00	\$ 2,280.00
Card replacement	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ 4.00
Uncategorized income	\$ -	\$ -	\$ -	\$ -	\$ 1.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.87
Total income	\$ 979.67	\$ 869.25	\$ 7,414.58	\$ 950.81	\$ 975.05	\$ 1,217.69	\$ 1,082.08	\$ 1,139.77	\$ 938.34	\$ 1,053.40	\$ 883.95	\$ 1,418.30	\$ 18,922.89
	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
Operational expenses													
Office supplies	\$ -	\$ -	\$ -	\$ -	\$ 181.38	\$ -	\$ -	\$ -	\$ -	\$ 206.28	\$ -	\$ -	\$ 387.66
Software	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pop machine	\$ 125.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78.28	\$ 39.14	\$ -	\$ -	\$ -	\$ -	\$ 242.66
Miscellaneous	\$ 21.39	\$ -	\$ 25.00	\$ 119.00	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ 57.17	\$ 342.56
Total operational expenses	\$ 146.63	\$ -	\$ 25.00	\$ 169.00	\$ 181.38	\$ 80.00	\$ 78.28	\$ 39.14	\$ -	\$ 206.28	\$ 40.00	\$ 57.17	\$ 1,022.88
	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
Program expenses													
Adult Programming													
1 book SD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adult Programming	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Children and Teens													
Children's Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,050.78	\$ 300.00	\$ -	\$ 130.39	\$ 60.48	\$ 100.00	\$ -	\$ -	\$ 1,641.65
Honorariums for CSRP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00
Teen Programs	\$ 469.81	\$ -	\$ 691.34	\$ 1,628.10	\$ -	\$ -	\$ 395.69	\$ 60.48	\$ -	\$ -	\$ 825.94	\$ 131.51	\$ 4,202.87
Total Children and Teens Programming	\$ 469.81	\$ -	\$ 691.34	\$ 1,628.10	\$ 1,050.78	\$ 300.00	\$ 395.69	\$ 190.87	\$ 60.48	\$ 100.00	\$ 825.94	\$ 181.51	\$ 5,894.52
Other programming													
National Library Week	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1.87	\$ 951.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 952.90
Total Other programming	\$ -	\$ -	\$ -	\$ -	\$ 1.87	\$ 951.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 952.90
Furniture and equipment													
Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 668.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 668.37
Total Furniture and equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 668.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 668.37
Total Expenses	\$ 616.44	\$ -	\$ 716.34	\$ 1,797.10	\$ 1,902.40	\$ 1,331.03	\$ 473.97	\$ 230.01	\$ 60.48	\$ 306.28	\$ 865.94	\$ 238.68	\$ 8,538.67
Net income	\$ 363.23	\$ 869.25	\$ 6,698.24	\$ (846.29)	\$ (927.35)	\$ (113.34)	\$ 608.11	\$ 909.76	\$ 877.86	\$ 747.12	\$ 18.01	\$ 1,179.62	\$ 10,384.22

PACKET: 05325 1/6/20 MEETING-2020-LIBRA

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
=====						
01-02406		AMERICAN LIBRARY ASSOCIATION				
I-1691-2020		DUES	300.00			
1/07/2020	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		DUES		101 45500-42700	TRAVEL, CONF & DUES	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-09867		CENTURION TECHNOLOGIES				
I-5188		RENEWALS	160.00			
1/07/2020	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		RENEWALS		101 45500-42902	COMPUTER SOFTWARE	160.00
		=== VENDOR TOTALS ===	160.00			
		=== PACKET TOTALS ===	460.00			

PACKET: 05325 1/6/20 MEETING-2020-LIBRA

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	460.00
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	460.00
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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
2020		101-201	CLAIMS PAYABLE	460.00--*				
		101-45500-42700	TRAVEL, CONF & DUES	300.00	1,700	1,400.00		
		101-45500-42902	COMPUTER SOFTWARE	160.00	215	55.00		
		999-131	DUE FROM OTHER OTHER FUN	460.00 *				
			** 2020 YEAR TOTALS	460.00				

PACKET: 05325 1/6/20 MEETING-2020-LIBRA

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2020	460.00

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05321 1/6/20 MEETING-CLAIM-LIBR

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
=====						
01-08281 AMERIPRIDE SERVICES INC						
I-2801108999		MATS	76.32			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	76.32
=== VENDOR TOTALS ===			76.32			
=====						
01-09625 APPLE BOOKS						
I-112205		BOOK	24.29			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		BOOK		101 45500-43420	BOOKS	24.29
I-112221		BOOK	22.49			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		BOOK		101 45500-43420	BOOKS	22.49
I-112301		BOOKS	33.25			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		BOOKS		101 45500-43420	BOOKS	33.25
=== VENDOR TOTALS ===			80.03			
=====						
01-05088 BLACKSTONE PUBLISHING						
I-1154057		CD'S	34.95			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	34.95
=== VENDOR TOTALS ===			34.95			
=====						
01-06026 CENTER POINT LARGE PRINT						
I-1743022		BOOKS	89.28			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
=== VENDOR TOTALS ===			89.28			
=====						
01-09004 DAK TECH INC						
I-333315		WORKSTATION	785.00			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		WORKSTATION		101 45500-43440	COMPUTER HARDWARE	785.00
=== VENDOR TOTALS ===			785.00			

PACKET: 05321 1/6/20 MEETING-CLAIM-LIBR

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
=====						
01-09022	FINDAWAY WORLD LLC					
I-307964		RECORDED BOOKS	288.92			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		RECORDED BOOKS		101 45500-43421	AUDIO-VISUAL	288.92
		=== VENDOR TOTALS ===	288.92			
=====						
01-08853	MIDWEST ALARM COMPANY INC					
I-235172		ANNUAL FIRE ALARM INSPECTION	795.00			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		ANNUAL FIRE ALARM INSPECTION		101 45500-42500	REPAIR & MAINTENANCE	795.00
		=== VENDOR TOTALS ===	795.00			
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2585828-3-12/19		221 N DUFF ST	3,057.24			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	3,057.24
		=== VENDOR TOTALS ===	3,057.24			
=====						
01-01596	RECORDED BOOKS INC					
I-76574366		CD'S	23.85			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	23.85
I-76586421		CD	6.95			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		CD		101 45500-43421	AUDIO-VISUAL	6.95
		=== VENDOR TOTALS ===	30.80			
=====						
01-00138	SCHOLASTIC LIBRARY PUBLISHING					
I-20519024		BOOK	17.99			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		BOOK		101 45500-43420	BOOKS	17.99
		=== VENDOR TOTALS ===	17.99			

PACKET: 05321 1/6/20 MEETING-CLAIM-LIBR

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
=====						
01-02840	TESSIER'S INC					

I-TES043439		REPAIRS	182.00			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		REPAIRS		101 45500-42500	REPAIR & MAINTENANCE	182.00
		=== VENDOR TOTALS ===	182.00			
=====						
01-02880	THUNE TRUE VALUE HARDWARE					

I-B203654		32W BULBS	11.39			
12/30/2019	APBNK	DUE: 1/07/2020 DISC: 1/07/2020		1099: N		
		32W BULBS		101 45500-42600	SUPPLIES & MATERIALS	11.39
		=== VENDOR TOTALS ===	11.39			
		=== PACKET TOTALS ===	5,448.92			

PACKET: 05321 1/6/20 MEETING-CLAIM-LIBR

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	5,448.92
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	5,448.92
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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
2019		101-201	CLAIMS PAYABLE	5,448.92-*				
		101-45500-42500	REPAIR & MAINTENANCE	977.00	3,000		10.55-	Y
		101-45500-42600	SUPPLIES & MATERIALS	87.71	14,000		922.57-	Y
		101-45500-42800	UTILITIES	3,057.24	33,000		4,151.12-	Y
		101-45500-43420	BOOKS	187.30	45,300		1,633.70-	Y
		101-45500-43421	AUDIO-VISUAL	354.67	15,000		1,021.28	
		101-45500-43440	COMPUTER HARDWARE	785.00	0		785.00-	Y
		999-131	DUE FROM OTHER OTHER FUN	5,448.92 *				
			** 2019 YEAR TOTALS	5,448.92				

PACKET: 05321 1/6/20 MEETING-CLAIM-LIBR

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2019	5,448.92

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2019

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	341,504	25,625.17	263,535.79	277,747.75	63,756.25	81.33
101-45500-41110 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART-TIME	48,039	3,744.78	21,056.23	35,096.07	12,942.93	73.06
101-45500-41200 SOCIAL SECURITY/MEDICARE	29,800	2,063.92	19,882.99	22,037.42	7,762.58	73.95
101-45500-41300 RETIREMENT	22,410	1,704.86	15,780.64	18,338.54	4,071.46	81.83
101-45500-41500 GROUP INSURANCE	103,950	8,167.36	72,343.20	88,797.72	15,152.28	85.42
101-45500-41700 COMPENSATED ABSENCES	0	0.00	10,240.77	0.00	0.00	0.00
TOTAL SALARIES	545,703	41,306.09	402,839.62	442,017.50	103,685.50	81.00
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	805	80.00	537.81	680.81	124.19	84.57
101-45500-42500 REPAIR & MAINTENANCE	3,000	1,146.55	2,334.00	1,955.55	1,044.45	65.19
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	1,578.99	12,061.00	9,423.24	4,576.76	67.31
101-45500-42661 POSTAGE	1,800	0.00	1,210.87	1,014.17	785.83	56.34
101-45500-42690 MINITEX FEES	4,602	281.00	2,619.06	3,559.87	1,042.13	77.35
101-45500-42691 DATABASE SYS UPDATE	350	0.00	157.94	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,610	0.00	25.00	798.61	4,811.39	14.24
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	2,167.78	10,732.88	17,208.81	2,952.19	85.36
101-45500-42700 TRAVEL, CONF & DUES	2,065	844.16	1,809.82	1,843.96	221.04	89.30
101-45500-42800 UTILITIES	33,000	2,753.90	28,496.92	27,337.88	5,662.12	82.84
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	1,378.05	1,173.40	126.60	90.26
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	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	1,882	0.00	869.62	29.12	1,852.88	1.55
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	92,870	8,852.38	65,787.97	68,580.42	24,289.58	73.85
CAPITAL OUTLAY						
101-45500-43325 LED LIGHTING	0	0.00	0.00	0.00	0.00	0.00
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	45,300	6,216.11	32,148.72	41,475.63	3,824.37	91.56
101-45500-43421 AUDIO-VISUAL	15,000	152.43	11,383.77	10,449.94	4,550.06	69.67
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	60,300	6,368.54	43,532.49	51,925.57	8,374.43	86.11
TOTAL LIBRARY	698,873	56,527.01	512,160.08	562,523.49	136,349.51	80.49
TOTAL EXPENDITURES	698,873	56,527.01	512,160.08	562,523.49	136,349.51	80.49

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2019

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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WARNING 1,129 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

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	341,504	25,625.15	288,219.97	303,372.90	38,131.10	88.83
101-45500-41110 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART-TIME	48,039	3,416.32	22,650.41	38,512.39	9,526.61	80.17
101-45500-41200 SOCIAL SECURITY/MEDICARE	29,800	2,037.96	21,717.29	24,075.38	5,724.62	80.79
101-45500-41300 RETIREMENT	22,410	1,697.56	17,357.33	20,036.10	2,373.90	89.41
101-45500-41500 GROUP INSURANCE	103,950	8,635.12	79,674.36	97,432.84	6,517.16	93.73
101-45500-41700 COMPENSATED ABSENCES	0	0.00	10,240.77	0.00	0.00	0.00
TOTAL SALARIES	545,703	41,412.11	439,860.13	483,429.61	62,273.39	88.59
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	805	0.00	737.81	680.81	124.19	84.57
101-45500-42500 REPAIR & MAINTENANCE	3,000	0.00	2,769.50	1,955.55	1,044.45	65.19
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	2,894.35	13,091.52	12,317.59	1,682.41	87.98
101-45500-42661 POSTAGE	1,800	28.25	1,210.87	1,042.42	757.58	57.91
101-45500-42690 MINITEX FEES	4,602	354.63	2,960.87	3,914.50	687.50	85.06
101-45500-42691 DATABASE SYS UPDATE	350	350.00	157.94	350.00	0.00	100.00
101-45500-42692 PERIODICALS	5,610	5,042.67	5,475.05	5,841.28	231.28	104.12
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	50.00	13,761.68	17,258.81	2,902.19	85.60
101-45500-42700 TRAVEL, CONF & DUES	2,065	0.00	2,316.06	1,843.96	221.04	89.30
101-45500-42800 UTILITIES	33,000	2,755.18	30,812.32	30,093.06	2,906.94	91.19
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	1,378.05	1,173.40	126.60	90.26
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	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	1,882	0.00	869.62	29.12	1,852.88	1.55
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	92,870	11,475.08	79,096.29	80,055.50	12,814.50	86.20
CAPITAL OUTLAY						
101-45500-43325 LED LIGHTING	0	0.00	0.00	0.00	0.00	0.00
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	45,300	3,482.61	41,742.78	44,958.24	341.76	99.25
101-45500-43421 AUDIO-VISUAL	15,000	1,807.69	12,156.91	12,257.63	2,742.37	81.72
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	60,300	5,290.30	53,899.69	57,215.87	3,084.13	94.89
TOTAL LIBRARY	698,873	58,177.49	572,856.11	620,700.98	78,172.02	88.81
TOTAL EXPENDITURES	698,873	58,177.49	572,856.11	620,700.98	78,172.02	88.81

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2019

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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WARNING 1,129 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

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	341,504	32,425.18	319,454.15	335,798.08	5,705.92	98.33
101-45500-41110 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART-TIME	48,039	3,243.37	25,151.54	41,755.76	6,283.24	86.92
101-45500-41200 SOCIAL SECURITY/MEDICARE	29,800	2,636.80	24,210.05	26,712.18	3,087.82	89.64
101-45500-41300 RETIREMENT	22,410	2,098.73	19,381.46	22,134.83	275.17	98.77
101-45500-41500 GROUP INSURANCE	103,950	6,089.56	86,734.92	103,522.40	427.60	99.59
101-45500-41700 COMPENSATED ABSENCES	0	0.00	10,240.77	0.00	0.00	0.00
TOTAL SALARIES	545,703	46,493.64	485,172.89	529,923.25	15,779.75	97.11
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	805	0.00	817.81	680.81	124.19	84.57
101-45500-42500 REPAIR & MAINTENANCE	3,000	1,055.00	3,642.50	3,010.55	10.55	100.35
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	2,604.98	17,900.05	14,922.57	922.57	106.59
101-45500-42661 POSTAGE	1,800	629.64	1,652.06	1,672.06	127.94	92.89
101-45500-42690 MINITEX FEES	4,602	354.63	3,986.30	4,269.13	332.87	92.77
101-45500-42691 DATABASE SYS UPDATE	350	0.00	507.94	350.00	0.00	100.00
101-45500-42692 PERIODICALS	5,610	0.00	5,475.05	5,841.28	231.28	104.12
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	1,006.97	13,761.68	18,265.78	1,895.22	90.60
101-45500-42700 TRAVEL, CONF & DUES	2,065	194.17	2,316.06	2,038.13	26.87	98.70
101-45500-42800 UTILITIES	33,000	7,058.06	36,733.58	37,151.12	4,151.12	112.58
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	280.15	1,751.40	1,453.55	153.55	111.81
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	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	1,882	0.00	869.62	29.12	1,852.88	1.55
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	92,870	13,183.60	92,969.05	93,239.10	369.10	100.40
CAPITAL OUTLAY						
101-45500-43325 LED LIGHTING	0	0.00	0.00	0.00	0.00	0.00
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	45,300	1,975.46	57,210.32	46,933.70	1,633.70	103.61
101-45500-43421 AUDIO-VISUAL	15,000	1,721.09	14,639.04	13,978.72	1,021.28	93.19
101-45500-43440 COMPUTER HARDWARE	0	785.00	0.00	785.00	785.00	0.00
TOTAL CAPITAL OUTLAY	60,300	4,481.55	71,849.36	61,697.42	1,397.42	102.32
TOTAL LIBRARY	698,873	64,158.79	649,991.30	684,859.77	14,013.23	97.99
TOTAL EXPENDITURES	698,873	64,158.79	649,991.30	684,859.77	14,013.23	97.99

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
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WARNING 1,129 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Director's Report
 For January 2020 meeting
 Circulation

		P-Total	Grand Total
Y2019	11,144	124,617	135,761
Y2018	-10,046	-129,856	-139,902
Difference	1,098	-5,239	-4,141

Revenue--December 2019

Total library items: 117,657

Donations	\$ 595.30
Copies	\$ 312.51
Subs.	\$ 165.00
Lst. Paid	\$ 14.95
I.L.L.	\$ 11.00
Earbuds	\$ 15.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 270.67
Interest	\$ 3.87
Handling fee	\$ 5.00
Pop machine	\$ 25.00
Unc. Income	\$ -
Total	\$ 1,418.30

Community Room totals '19	Grand Total	6,557
January 499	July 937	
February 329	August 286	
March 508	Sept. 473	
April 400	October 301	
May 542	Nov. 231	
June 1655	Dec. 396	
Total 3,933	Total 2,624	

Cards issued '19

	Adult	Children	YA	Sub.	DWU	MTI	F.Home	A. House	Total
January	24	5	4	14	1	0	0	0	48
February	25	2	3	8	0	2	0	0	40
March	31	6	5	10	0	1	0	1	54
April	34	4	1	12	3	1	0	0	55
May	33	20	12	14	0	1	0	3	83
June	45	16	11	21	1	0	0	1	95
July	35	10	11	16	0	0	0	0	72
August	40	4	5	13	1	1	0	0	64
September	31	7	5	8	1	2	0	0	54
October	26	9	4	15	0	2	0	0	56
November	25	2	4	15	1	0	0	0	47
December	13	0	274	4	0	0	3	1	295
Total	362	85	339	150	8	10	3	6	963

Story Time '19	Grand Total	2,351	Dear Reader.com '19	Grand total	11,945		
January	272	July	321	January	1,187	July	1,013
February	205	August	0	February	1,000	August	970
March	230	Sept.	195	March	986	September	926
April	197	Oct.	225	April	992	October	1,036
May	70	Nov.	130	May	986	November	951
June	389	Dec.	117	June	886	December	992
Total	1,363	Total	988	Total	6,037	Total	5,888

Special Groups '19

	Adult	Grp. #	Juv.	Grp. #	Teen	Grp. #	Pre-K	Grp. #	Tot. Grps.	Total #
January	16	137	1	30	1	60	7	272	25	499
February	11	94	1	20	1	10	8	205	21	329
March	12	248	1	30	0	0	7	230	20	508
April	22	171	1	30	1	2	7	197	31	400
May	9	128	2	174	8	170	3	70	22	542
June	8	239	8	840	32	187	10	389	58	1,655
July	2	75	7	300	37	241	9	321	55	937
August	17	234	1	30	10	22	0	0	28	286
September	17	238	1	40	0	0	9	195	27	473
October	2	27	1	35	2	14	8	225	15	301
November	8	72	1	25	1	4	7	130	17	231
December	14	160	1	30	5	89	5	117	25	396
Total	138	1,823	26	1,584	98	799	80	2,351	344	6,557

Computer usage '19	Grand total	37,045	
January	3,716	July	3,634
February	3,129	August	3,197
March	3,448	September	2,228
April	2,944	October	2,307
May	3,729	November	2,551
June	3,559	December	2,603
Total	20,525	Total	16,520

Courier Savings '19

January	\$	132.97
February	\$	122.53
March	\$	158.37
April	\$	168.53
May	\$	69.09
June	\$	173.26
July	\$	180.76
August	\$	103.14
September	\$	184.79
October	\$	103.92
November	\$	127.74
December	\$	96.48
Total	\$	1,621.58

Courier '19

	In	Out	Total
January	47	71	118
February	85	22	107
March	75	50	125
April	75	50	125
May	53	15	68
June	92	51	143
July	62	67	129
August	55	26	81
September	57	58	115
October	64	24	88
November	65	32	97
December	31	33	64
Total	761	499	1,260

South Dakota Share-it/Atrium

	Borrow	Lend	Total
January		9	41
February		29	1
March		5	24
April		0	28
May		0	32
June		6	20
July		0	31
August		2	23
September		0	23
October		1	31
November		0	14
December		2	16
Total		54	284

OCLC I.L.L. '19

	Lend	Borrow	Total
January	79	43	122
February	84	55	139
March	54	73	127
April	64	97	161
May	60	57	117
June	52	86	138
July	63	99	162
August	72	75	147
September	71	45	116
October	62	117	179
November	51	62	113
December	62	57	119
Total	774	866	1,640

Davison County '19					Mail/Postage '19			
	YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January	2	44	6	52	3		8	11 \$ 30.23
February	2	57	10	69	3		14	17 \$ 49.27
March	7	44	3	54	2		30	32 \$ 87.87
April	5	45	10	60	1		28	29 \$ 84.51
May	19	64	50	133	0		31	31 \$ 69.09
June	21	69	43	133	0		30	30 \$ 86.18
July	11	70	9	90	5		34	39 \$ 98.60
August	11	49	29	89	1		22	23 \$ 60.52
September	2	37	4	43	0		36	36 \$101.31
October	4	54	4	62	0		14	14 \$ 38.50
November	2	59	5	66	1		24	25 \$ 71.57
December	6	28	3	37	0		2	2 \$ 5.22
Total	92	620	176	888	16		273	289 \$ 782.87

Wireless access session--2019 Grand total 4,279

January	334	July	392
February	284	August	350
March	352	September	367
April	357	October	379
May	393	November	328
June	406	December	337
Total	2,126	Total	2,153

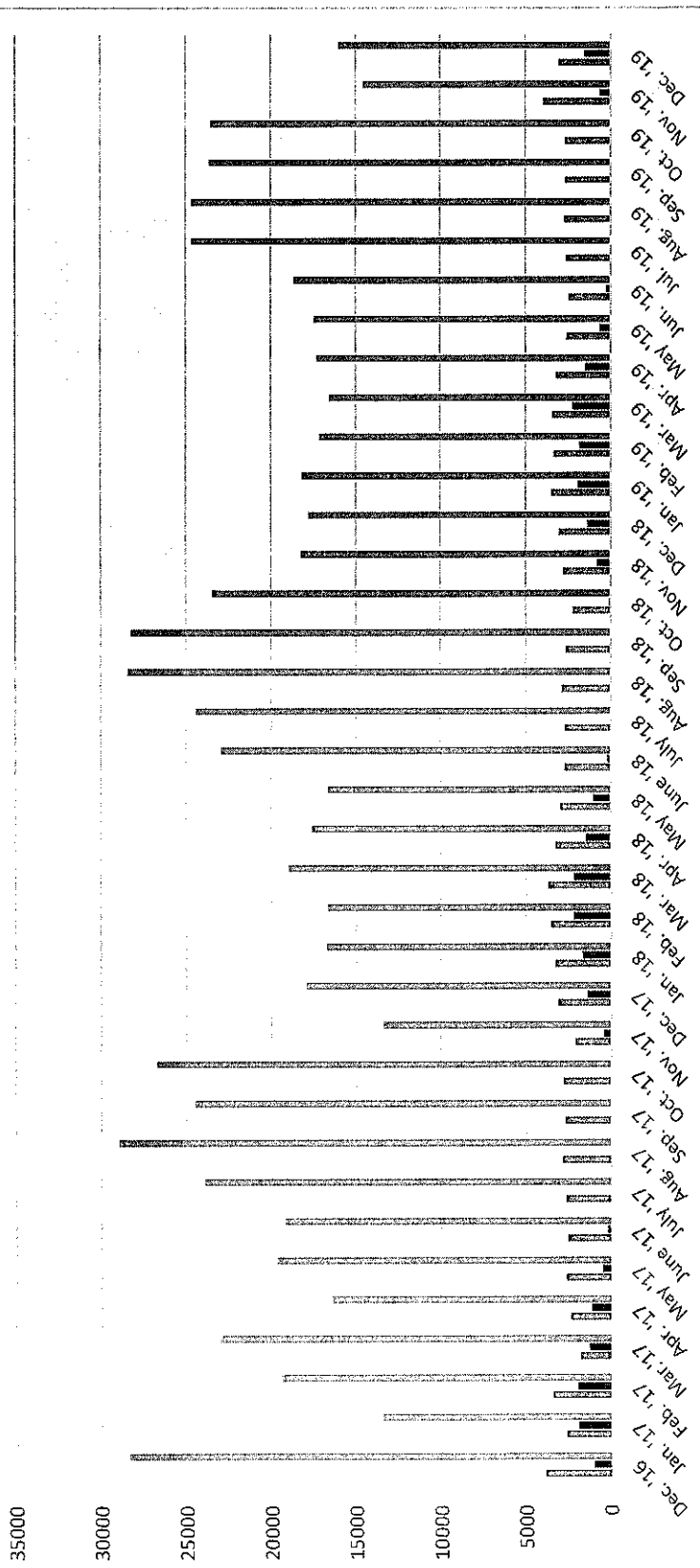
Jackie Hess, Director

Item Class '19	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Total
Ad. Chr.	33	13	6	8	13	0	5	7	19	51	44	73	272
Ref.	0	0	0	2	3	3	1	0	0	0	0	0	9
Video	0	0	0	0	0	0	0	0	0	0	5	0	5
Kits	20	22	8	19	44	40	31	6	4	10	8	25	237
Glass Case	0	1	1	2	1	1	0	0	0	0	0	2	8
File Mag.	0	0	0	6	0	2	0	0	0	0	0	1	9
Circ. Mag.	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	2	0	0	0	0	0	0	2
Framed Pic.	0	0	0	17	0	0	0	0	1	1	0	1	20
Microfilm	3	0	0	20	25	20	22	20	20	20	25	20	195
YA Non-Fiction	14	12	9	20	23	30	21	16	23	23	13	14	218
Juv. Over.	3	0	0	1	2	2	3	0	0	0	0	2	13
Romance	96	66	64	66	224	105	101	87	33	45	64	102	1053
YA	278	331	399	326	378	537	648	391	276	205	706	333	4808
S.F.	57	48	49	44	48	49	65	45	59	51	51	47	613
Cass.	0	0	18	2	0	0	0	9	7	31	0	0	67
CD	1644	1803	2262	2152	1991	2018	1996	1520	1611	1358	1637	2123	22115
Easy	959	753	1030	871	894	1094	968	758	885	828	889	818	10747
Mystery	275	233	235	201	233	241	275	241	211	159	174	188	2666
Playaways	54	26	7	36	36	32	28	18	25	6	12	30	310
Genealogy	0	0	0	0	0	0	0	0	0	0	0	0	0
Western	131	83	76	56	83	39	38	68	81	65	53	88	861
Large Print	460	507	480	434	508	470	414	565	482	432	445	433	5630
Oversize	7	24	12	24	24	12	12	13	8	18	11	16	181
Ready Ref.	0	0	0	0	0	0	0	0	0	0	0	0	0
Beg. Read.	404	376	345	274	448	682	643	373	373	215	302	233	4668
E. Childhood	386	244	304	363	421	494	480	319	468	345	360	255	4439
Juv. Mys.	72	93	103	87	141	157	138	96	83	59	118	99	1246
Adult NF	485	477	629	742	477	570	539	457	372	385	348	427	5908
Juv. Nfict.	491	524	508	790	760	922	946	697	625	575	549	603	7990
Adult Fiction	1375	1279	1230	1329	1279	1353	1540	1153	1093	1195	1028	1215	15069
Juv. Fiction	767	657	971	948	1159	1569	1635	1079	762	684	990	1089	12310
Bound Per.	0	0	0	0	0	0	0	0	0	0	0	0	0
ILL.	34	35	40	42	95	47	35	35	25	44	37	20	489
Teen Quick Read	7	6	4	12	11	10	14	9	4	4	9	5	95
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	63	108	99	71	108	89	137	139	130	108	83	140	1275
ANF Chr.	2	1	1	1	1	0	3	0	0	1	4	13	27
Eoversize	0	0	0	0	0	0	0	0	0	0	0	0	0
Atlas Shelf	0	0	0	0	0	0	0	0	0	0	0	0	0
Graphic Novel	26	15	30	35	41	62	66	35	28	18	37	37	430
YACD	119	73	33	25	169	55	62	40	35	59	83	44	797
JCD	30	22	6	68	114	55	85	44	21	31	63	51	590
Jgraphic Novel	120	125	132	155	189	311	302	175	133	202	237	157	2238
Manga	12	7	30	38	7	20	24	30	22	18	20	16	244
Ebks-Overdrive	1348	1174	1261	1126	1203	1369	1415	1243	1294	1266	1214	1389	15302
One-Click	61	55	67	48	48	43	41	48	63	44	19	37	574
DearReader.com	1187	1000	986	992	986	886	1013	970	926	1036	951	992	11925
Zinio	9	8	10	9	12	9	6	13	8	8	8	6	106
Total	11032	10201	11445	11462	12199	13400	13752	10719	10210	9600	10597	11144	135761

Utility costs--Nov. '16 to Nov. '19

	Cost	Gas	Electric
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
Jan. '19	3504.76	1932	18160
Feb. '19	3360.73	1822	17120
Mar. '19	3430.50	2224	16560
Apr. '19	3209.68	1459	17280
May '19	2602.26	631	17440
Jun. '19	2477.05	246	18640
Jul. '19	2618.19	11	24640
Aug. '19	2745.94	11	24640
Sep. '19	2680.87	4	23600
Oct. '19	2683.59	34	23520
Nov. '19	3930.05	623	14560
Dec. '19	3057.24	1510	16000

Utility chart--Dec. '16 to Dec. '19



Director's report for January 2020.

1. The Library continues to have problems with the teenagers who use the Teen Room. We've had teens take the light bulbs and either break them on the floor or place them underneath the pillows so other kids will sit on them. Other kids have taken the food (ramen noodles) or cereal and scatter them in the Teen Room.

We called the Police during Christmas vacation because a couple of kids stole the small tablet we were using for showing the movies. IT had just installed the cameras in the hallway so we know who did it. Not sure what the fallout was for the kids.

We also had the Police escort some kids out of the building and talked to their parents. The kids can't come in the building for a while.

2. Our Christmas movies were a hit. Ranged from 2 to 6 attendees. Our first movie, "The bells touch one person so much that there were literally tears in their eyes.
3. Self-checkout machines. So far, received an option for a lease payment quote from Bibliotheca. Looks pretty reasonable. The representative was supposed to send a buyout option but sent 2 of the lease payment quote. Reached out via e-mail but yet no response. Have reached out to Atrium but did not connect. My goal is to have a presentation for the Board next month.
4. The calendar of events is progressing. All the months are filled with programming for all ages. Story Times and Summer Reading Program dates will be in there.