

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.

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

3. Approval Of The Minutes

Documents:

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

4. Financial Report

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

Documents:

[FINANCIAL REPORT--FEB. 19 MEETING.PDF](#)
[CITYBUDGET2019.PDF](#)

5. Director's Report

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

Documents:

[DIRECTORS REPORT FEB. 2019.PDF](#)

6. Communication & Correspondence

1. Library Services for Bridgewater residents.

7. Unfinished Business

1. Goals--Continued discussion.
2. Cameras--discussion.
3. Bylaws--discussion and possible adoption.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)
[TRUSTEE BYLAWS REVISED.PDF](#)

8. New Business

1. Streaming service--what other libraries are using.
2. Friends Foundation update--Sheila Slater.

Documents:

STREAMING SERVICES.PDF

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,
JANUARY 15, 2019.**

The Mitchell Public Library Board of Trustees met on Tuesday, January 15th, 2019, at 4:30 p.m. in the Council Chambers at Mitchell City Hall. Board Vice-President Flemmer called the meeting to order at 4:41 p.m.

Members present: Flemmer, Rice, Taylor, Temple.

Members absent: Margheim, Sivik.

Guests: Jessica Pickett, Community Services Director.

Set the date of the next meeting. The Library Board will meet on Tuesday, February 12th, 2019, at 4:30 p.m. in Council Chambers at City Hall. **M/S/P**—Rice, Temple.

Minutes. The minutes of the November 2018 board meeting were approved. There was no December meeting. **M/S/P**—Rice, Temple.

Financial report. The Financial report was approved as discussed. **M/S/P**—Rice, Taylor.

Director's report. The Director's report was approved as given. In addition to the statistical report, the Director gave the Library Board the following information.

1. Open access. IT can remove the password at any time so patrons no longer need it to access the WI-FI.
2. Bandwidth. If the bandwidth were to increase for public access, the cost would rise from \$64.95 per month to \$104.95. The download and upload speed would increase to 120MB and 25MB respectively.
3. Trustee vs. City account balances. The timing between the posting of revenue and expenses is the reason why the balances do not match each month. In visiting with the City Finance Officer, when the 2018 budget is balanced, the totals will match.
4. Children's furniture has arrived and has been placed in the Children's section.
5. During the months of December and January, the Library had been collecting warm clothing items and canned goods to give away to anyone in need that come to the Library. During the month of December 300 items were given away out of the 321 items that had been collected. Clothing such as hats, scarves, and mitten were the most popular.
6. Jump Start. The Library will once again be hosting the Jump Start workshop. Librarians from around the area and bring projects or develop new projects to use in the 2019 Summer Reading Program. Jean Patrick will lead the workshop.

7. Foundations and Friends of the Library Group. Gathered information on which libraries had a Library Foundation, Friends of the Library or both. Most libraries had a Friends Group. A few had a Library Foundation. A couple of libraries had both. Of those communities who had both a Library Foundation and a Friends Group, the missions were very different. The Library Foundations solicited big donations while the Friends Group held book sales in order to provide funds for programming and small equipment such as cameras.

8. Winter Bingo. Participants can cross off a square by reading a title described in the square. The people who cross off the most square are eligible to be awarded prizes from local business. This program runs through February.

9. The Library passed its annual facility inspection on 1/2/19. There were no violations to the City's fire code. Next inspection will be on 1/2/20.

Communications and correspondence. Taylor reported that Articles of Incorporation have been sent to Pierre to form the Friends Foundation of the Mitchell Library, Inc.

Unfinished business. Goals for June 2018 through 2019 were discussed. The Library Director's job duties will be put under Unfinished Business for the February meeting.

A preliminary publicity plan was presented to the Library Board. It will be revised and presented at the February meeting for discussion.

A public survey regarding library services was presented to the Library Board. The document was edited and will be presented to the Library Board at the February meeting.

Trustee budget. The 2019 Trustee budget was approved as presented. **M/S/P**—Rice, Taylor.

Bylaws. The Trustee Bylaws were reviewed. A proposal was made to strike the last sentence in Article IV Section 2. The change will be made and sent to the Board by Tuesday, February 5th for review. It will officially be approved at the February 12th meeting.

Cameras. The Library Board agreed to purchase 2 more security cameras. Jessica Pickett will contact IT in order to get 2 more quotes in addition to the one the Library currently has.

New business. Library Board approved a motion for the Library Director to apply for the designation of "Enhanced Status" for the Mitchell Public Library. There are 6 requirements to complete for the status to be granted. The Library already has 4. These requirements need to be turned in by December 2019.

Streaming service. A proposal from Kanopy was discussed by the Library Board. The Board instructed the Director to look for other services and contact other libraries.

Bills. The following bills were approved for payment. **M/S/P**—Rice, Taylor.

November 2018. Ameripride 70.52; Baker & Taylor 2,408.93; Better Containers 270.58; Blackstone Publishing 110.04; Center Point Large Print 89.28; DearReader.com 350.00; Educational Development Corporation 917.62; Farm & Home Publishers 107.80; Gale 905.65; Ingram Library Services 452.41; Innovative 34.96; JCL Solutions 90.00; Librarian's Choice 751.64; Menard's 17.64; Midwest Alarm Company, Inc., 873.00; Northwestern Energy 2,797.52; Penguin/Random House 108.75; Recorded Books 1,260.19; Scholastic Library Publishing 221.17; SD State Historical Society 80.00; Walmart Community 144.97.

December 2018. Ameripride 70.52; Apple Books 120.48; Baker & Taylor \$5,849.89; Blackstone Publishers 75.10; Broadreach 770.84; City of Mitchell 373.35; Demco, Inc. 1,190.22; Educational 806.10; Findaway World, LLC 727.05; Gale 532.38; Golden West Technologies 149.30; Ingram Library Services 141.22; Innovative Office Solutions, LLC 875.58; Interstate Glass & Door 272.75; JCL Solutions 125.03; McLeod's Printing 149.90; Menard's Inc. 269.33; Modern Marketing 189.04; OCLC Inc. 683.62; Penguin Random House, Inc. 33.75; Rowman & Littlefield Publishing 204.65.

January 2019. Ingram Library Services 50.47; Mitchell Telecom 64.95; Recorded Books, Inc. 3,311.

Mitchell Public Library Library Board of Trustees

Profit & Loss

02/13/19

January 2019

Accrual Basis

	<u>Jan 19</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	313.95
Copies	289.45
Donations	60.86
Earbuds	43.00
Interest	3.47
Interlibrary loan	20.00
Paid items	38.94
Subscriptions	210.00
Total General revenue	<u>979.67</u>
Total Income	979.67
Expense	
Operation expenses	
Miscellaneous	21.39
Pop machine	125.24
Total Operation expenses	146.63
Program expenses	
Teen programming	469.81
Total Program expenses	<u>469.81</u>
Total Expense	<u>616.44</u>
Net Ordinary Income	<u>363.23</u>
Net Income	<u><u>363.23</u></u>

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	01/29/2019					Checking at Fir...	313.95	313.95
Total Book sale							313.95	313.95
Copies								
Deposit	01/29/2019					Checking at Fir...	117.26	117.26
Deposit	01/29/2019					Checking at Fir...	172.19	289.45
Total Copies							289.45	289.45
Donations								
Deposit	01/29/2019					Checking at Fir...	7.55	7.55
Deposit	01/29/2019					Checking at Fir...	53.31	60.86
Total Donations							60.86	60.86
Earbuds								
Deposit	01/29/2019					Checking at Fir...	43.00	43.00
Total Earbuds							43.00	43.00
Interest								
Deposit	01/31/2019					Checking at Fir...	3.47	3.47
Total Interest							3.47	3.47
Interlibrary loan								
Deposit	01/29/2019					Checking at Fir...	2.00	2.00
Deposit	01/29/2019					Checking at Fir...	18.00	20.00
Total Interlibrary loan							20.00	20.00
Paid items								
Deposit	01/29/2019					Checking at Fir...	32.95	32.95
Deposit	01/29/2019					Checking at Fir...	5.99	38.94
Total Paid items							38.94	38.94
Subscriptions								
Deposit	01/29/2019					Checking at Fir...	105.00	105.00
Deposit	01/29/2019					Checking at Fir...	105.00	210.00
Total Subscriptions							210.00	210.00
Total General revenue							979.67	979.67
Total Income							979.67	979.67

PACKET: 05038 2/19/19 MEETING-LIBRARY

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-2800980640		MATS	70.52			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			
=====						
01-09625	APPLE BOOKS					
I-110032		BOOKS	54.19			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	54.19
=== VENDOR TOTALS ===			54.19			
=====						
01-06583	BAKER & TAYLOR					
C-3142827		CREDIT	93.45CR			
2/20/2019	APBNK	DUE: 1/22/2019 DISC: 1/22/2019		1099: N		
		CREDIT		101 45500-43420	BOOKS	93.45CR
I-2334248355		BOOKS	207.13			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	207.13
I-2034260084		BOOKS	61.81			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	61.81
I-2034275016		BOOKS	116.42			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	116.42
I-2034286003		BOOKS	20.98			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	20.98
I-2034301470		BOOKS	139.30			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	139.30
=== VENDOR TOTALS ===			452.19			

PACKET: 05038 2/19/19 MEETING-LIBRARY

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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-1073929		CD'S	35.91			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	35.91
=====						
I-1083666		CD'S	34.95			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	34.95
=====						
I-1086452		CD'S	69.89			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	69.89
		=== VENDOR TOTALS ===	140.75			
=====						
01-09441	FREDERICK BLANCH					
I-1818		BOOK	23.65			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	23.65
		=== VENDOR TOTALS ===	23.65			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1653138		BOOKS	89.28			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-09384	DIRECT DIGITAL CONTROL INC					
I-6731		REPAIRS \$ LIBRARY	50.00			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		REPAIRS \$ LIBRARY		101 45500-42500	REPAIR & MAINTENANCE	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-09631	EDUCATIONAL DEVELOPMENT CORPOR					
I-DIR3806438		BOOKS	134.99			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	134.99
		=== VENDOR TOTALS ===	134.99			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-01810	GALE						
I-65681368		BOOK	232.14				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOK		101 45500-43420	BOOKS		232.14
I-65779314		BOOKS	98.21				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		98.21
I-65815230		BOOKS	188.18				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		188.18
I-65815671		BOOKS	152.19				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		152.19
I-65816098		BOOKS	137.95				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		137.95
I-65968025		BOOKS	60.72				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		60.72
I-66000552		BOOKS	39.73				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		39.73
I-66041380		BOOK	232.59				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BOOK		101 45500-43420	BOOKS		232.59
		=== VENDOR TOTALS ===	1,141.71				
=====							

01-01417 GOLDEN WEST TECHNOLOGIES							
I-345154		BATTERY REPLACEMENT	90.14				
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N			
		BATTERY REPLACEMENT		101 45500-42600	SUPPLIES & MATERIALS		90.14
		=== VENDOR TOTALS ===	90.14				

PACKET: 05038 2/19/19 MEETING-LIBRARY

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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
=====						
01-04293	JCL SOLUTIONS					
I-1135097		ROLL TOWELS,BATH TISSUE	90.00			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		ROLL TOWELS,BATH TISSUE		101 45500-42600	SUPPLIES & MATERIALS	90.00
=====						
I-1147053		ROLL TOWELS,BATH TISSUE,ICE M	321.34			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		ROLL TOWELS,BATH TISSUE,ICE ME		101 45500-42600	SUPPLIES & MATERIALS	321.34
		=== VENDOR TOTALS ===	411.34			
=====						
01-01095	JUNIOR LIBRARY GUILD					
I-448736		BOOKS	1,244.40			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,244.40
		=== VENDOR TOTALS ===	1,244.40			
=====						
01-01590	MCLEOD'S PRINTING					
I-27446		MOUSE PAD,CORRECTION TAPE	44.81			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		MOUSE PAD,CORRECTION TAPE		101 45500-42600	SUPPLIES & MATERIALS	44.81
=====						
I-27715		RUBBERBANDS	21.10			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		RUBBERBANDS		101 45500-42600	SUPPLIES & MATERIALS	21.10
		=== VENDOR TOTALS ===	65.91			
=====						
01-02679	MENARD'S INC					
I-65534		SPRAY PAINT,BALL VALVE,END CA	23.56			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		SPRAY PAINT,BALL VALVE,END CAP		101 45500-42600	SUPPLIES & MATERIALS	23.56
		=== VENDOR TOTALS ===	23.56			
=====						
01-06301	MIDAMERICA BOOKS					
I-471979		BOOKS	562.50			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	562.50
		=== VENDOR TOTALS ===	562.50			

PACKET: 05038 2/19/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
01-06750	MITCHELL TELECOM					
I-10764789		ACCT #217267-0	64.95			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			
=====						
01-07082	MODERN MARKETING					
I-130975		COLORING TOTES	190.41			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		COLORING TOTES		101 45500-42600	SUPPLIES & MATERIALS	190.41
		=== VENDOR TOTALS ===	190.41			
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2595828-3-1/19		221 N BUFF ST	3,504.76			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		221 N BUFF ST		101 45500-42800	UTILITIES	3,504.76
		=== VENDOR TOTALS ===	3,504.76			
=====						
01-00141	OCLC INC					
I-642549		CATALOGING & METADATA	341.81			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
		=== VENDOR TOTALS ===	341.81			
=====						
01-03284	OMNIGRAPHICS INC					
I-1829607215-8512		BOOK	240.75			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	240.75
		=== VENDOR TOTALS ===	240.75			
=====						
01-08223	OVERDRIVE INC					
I-2495C018225012		EBOOKS & AUDIO	1,155.45			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		EBOOKS & AUDIO		101 45500-42693	E-BOOKS/AUDIO BOOKS	1,155.45
I-2495C019002756		EBOOKS	80.00			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	80.00

PACKET: 05038 2/19/19 MEETING-LIBRARY

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 (** CONTINUED **)

I-2495CO19005285		EBOOK	11.89			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		EBOOK		101 45500-42693	E-BOOKS/AUDIO BOOKS	11.89

I-2495CO19005300		EBOOKS	260.96			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	260.96

=== VENDOR TOTALS === 1,508.30

01-00616 PENGUIN RANDOM HOUSE INC

I-1085974060		CD'S	30.00			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.00

=== VENDOR TOTALS === 30.00

01-01396 RECORDED BOOKS INC

I-76169582		CD'S	498.80			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	498.80

=== VENDOR TOTALS === 498.80

01-00138 SCHOLASTIC LIBRARY PUBLISHING

I-10658445		BOOKS	152.10			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	152.10

=== VENDOR TOTALS === 152.10

01-03745 SMART APPLE MEDIA

I-ARU0276786		BOOKS	585.47			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	585.47

=== VENDOR TOTALS === 585.47

PACKET: 03038 2/19/19 MEETING-LIBRARY

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-02880		THUNE TRUE VALUE HARDWARE				

I-3186292		CEMENT WELD KIT	7.49			
2/20/2019	APBNK	DUE: 2/20/2019 DISC: 2/20/2019		1099: N		
		CEMENT WELD KIT		101 45300-42600	SUPPLIES & MATERIALS	7.49
=== VENDOR TOTALS ===			7.49			
=== PACKET TOTALS ===			11,679.97			

PACKET: 05038 2/19/19 MEETING-LIBRARY

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	11,773.42
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	93.45CR

BATCH TOTALS	11,679.97
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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	11,679.97-*				
		101-45500-42500	REPAIR & MAINTENANCE	50.00	3,000	2,950.00		
		101-45500-42600	SUPPLIES & MATERIALS	859.37	14,000	13,140.63		
		101-45500-42690	MINITEX FEES	341.81	4,602	4,260.19		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	1,508.30	20,161	18,341.70		
		101-45500-42800	UTILITIES	3,569.71	33,000	29,360.55		
		101-45500-43420	BOOKS	4,681.23	45,300	40,568.30		
		101-45500-43421	AUDIO-VISUAL	669.55	15,000	14,330.45		
		999-131	DUE FROM OTHER OTHER FUN	11,679.97 *				
			** 2019 YEAR TOTALS	11,679.97				

PACKET: 05038 2/19/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	2/2019	11,679.97

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	4,808.53	14,847.82	17,900.05	1,099.95	94.21
101-45500-42661 POSTAGE	1,800	441.19	1,691.83	1,652.06	147.94	91.78
101-45500-42690 MINITEX FEES	4,204	1,025.43	3,552.41	3,986.30	217.70	94.82
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	1,820	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	373.35	1,293.90	1,751.40	451.40	134.72
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	13,872.76	82,881.21	92,969.05	2,335.05	102.58
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	15,467.54	45,886.26	57,210.32	1,910.32	103.45
101-45500-43421 AUDIO-VISUAL	15,000	2,482.13	15,329.15	14,639.04	360.96	97.59
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	17,949.67	63,537.41	71,849.36	1,549.36	102.20
TOTAL LIBRARY	668,134	77,135.19	618,750.96	649,991.30	18,142.70	97.28
TOTAL EXPENDITURES	668,134	77,135.19	618,750.96	649,991.30	18,142.70	97.28

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

101-GENERAL LIBRARY

CITY OF MITCHELL
APPROVED BUDGET
AS OF: NOVEMBER 30TH, 2018

DEPARTMENTAL EXPENDITURES

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	CURRENT BUDGET	2018 Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	2019 APPROVED BUDGET
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SALARIES

101-45500-41100 SALARIES-LIBRARY	266,685	272,282	312,697	331,318	288,220	0	341,504	341,504
101-45500-41110 OVERTIME-LIBRARY	0	12	0	0	0	0	0	0
101-45500-41120 PART TIME-LIBRARY	38,349	41,284	30,658	40,000	22,650	0	48,039	48,039
101-45500-41200 OASI-LIBRARY	21,379	22,003	24,180	29,165	21,717	0	29,800	29,800
101-45500-41300 RETIREMENT-LIBRARY	16,001	16,383	18,727	19,879	17,357	0	22,410	22,410
101-45500-41500 GROUP INSURANCE-LIBRARY	74,279	81,348	79,326	86,838	79,526	0	103,950	103,950
TOTAL SALARIES	416,693	433,312	472,332	507,200	439,712	0	545,703	545,703

CURRENT EXPENSES

101-45500-42200 PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0
101-45500-42300 LEGAL PUBLICATIONS	402	134	0	200	0	0	200	200
101-45500-42310 NEWSPAPERS	556	639	591	700	738	0	805	805
101-45500-42500 REPAIR & MAINTENANCE	3,192	7,686	1,992	3,000	2,770	0	3,000	3,000
101-45500-42600 SUPPLIES & MATERIALS	0	0	0	0	0	0	0	0
101-45500-42661 POSTAGE	24,350	23,101	14,848	19,000	13,389	0	14,000	14,000
101-45500-42690 MINITEX FEES	1,291	1,801	1,692	1,800	1,211	0	1,800	1,800
101-45500-42691 DATABASE SYS UPDATE	3,956	3,132	3,552	4,204	2,961	0	4,602	4,602
101-45500-42692 PERIODICALS	2,580	1,827	350	350	158	0	350	350
101-45500-42693 E-BOOKS/AUDIO BOOKS	5,155	8,262	6,455	5,500	5,475	0	5,610	5,610
101-45500-42700 TRAVEL, CONF & DUES	15,743	20,154	14,861	14,920	13,762	0	20,161	20,161
101-45500-42800 UTILITIES	2,501	2,089	627	1,620	2,316	0	2,065	2,065
101-45500-42801 WEBSITE	34,203	34,440	32,797	33,000	30,812	0	33,000	33,000
101-45500-42830 UTILITIES-WATER/SEWER	0	0	0	0	0	0	0	0
101-45500-42902 COMPUTER SOFTWARE	1,637	1,230	1,294	1,300	1,378	0	1,300	1,300
101-45500-42903 LIBRARY PROGRAMMING	18,770	149	160	160	160	0	215	215
101-45500-42904 COMPUTER EQUIPMENT	0	0	110	0	0	0	0	0
101-45500-42920 WORKSTUDY	0	1,398	0	280	0	0	280	280
101-45500-42930 ATRIUM	1,077	593	158	1,000	870	0	1,882	1,882
TOTAL CURRENT EXPENSES	11,323	3,395	3,395	3,600	3,395	0	3,600	3,600
	126,735	110,091	82,881	90,634	79,393	0	92,870	92,870

CAPITAL OUTLAY

101-45500-43350 BOILER/HVAC	0	0	0	0	0	0	0	0
101-45500-43400 FURNITURE & EQUIPMENT	3,751	0	2,322	0	0	0	0	0
101-45500-43420 BOOKS	67,300	55,216	45,886	55,300	41,743	0	45,300	0
101-45500-43421 AUDIO-VISUAL	19,462	21,275	15,329	15,000	12,157	0	15,000	45,300
101-45500-43440 COMPUTER HARDWARE	0	0	0	0	0	0	0	15,000
TOTAL CAPITAL OUTLAY	90,514	76,491	63,537	70,300	53,900	0	60,300	60,300

TOTAL LIBRARY

	633,942	619,894	618,751	668,134	573,005	0	698,873	698,873
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Story Time '19	Grand Total	Dear Reader.com '19		Grand total	
January	272	July		January	
February		August		February	
March		Sept.		March	
April		Oct.		April	
May		Nov.		May	
June		Dec.		June	
Total	272	Total	0	Total	0

Special Groups '19	Adult	Grp. #	Juv.	Grp. #	Teen	Grp. #	Pre-K	Grp. #	Tot. Grps.	Total #
January				1	30	1	60	7	272	
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Total										

Computer usage '19	Grand total		
January	3716	July	
February		August	
March		September	
April		October	
May		November	
June		December	
Total	3,716	Total	0

Courier Savings '19

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Total

Courier '19

	In	Out	Total
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Total

South Dakota Share-it/Atrium

	Borrow	Lend	Total
January		9	41
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	9	41	50

OCLC I.L.L. '19

	Lend	Borrow	Total
January	79	43	122
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	79	43	122

Davison County '19

YA	Adult	Children	Total	
January	2	44	6	52
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Mail/Postage '19

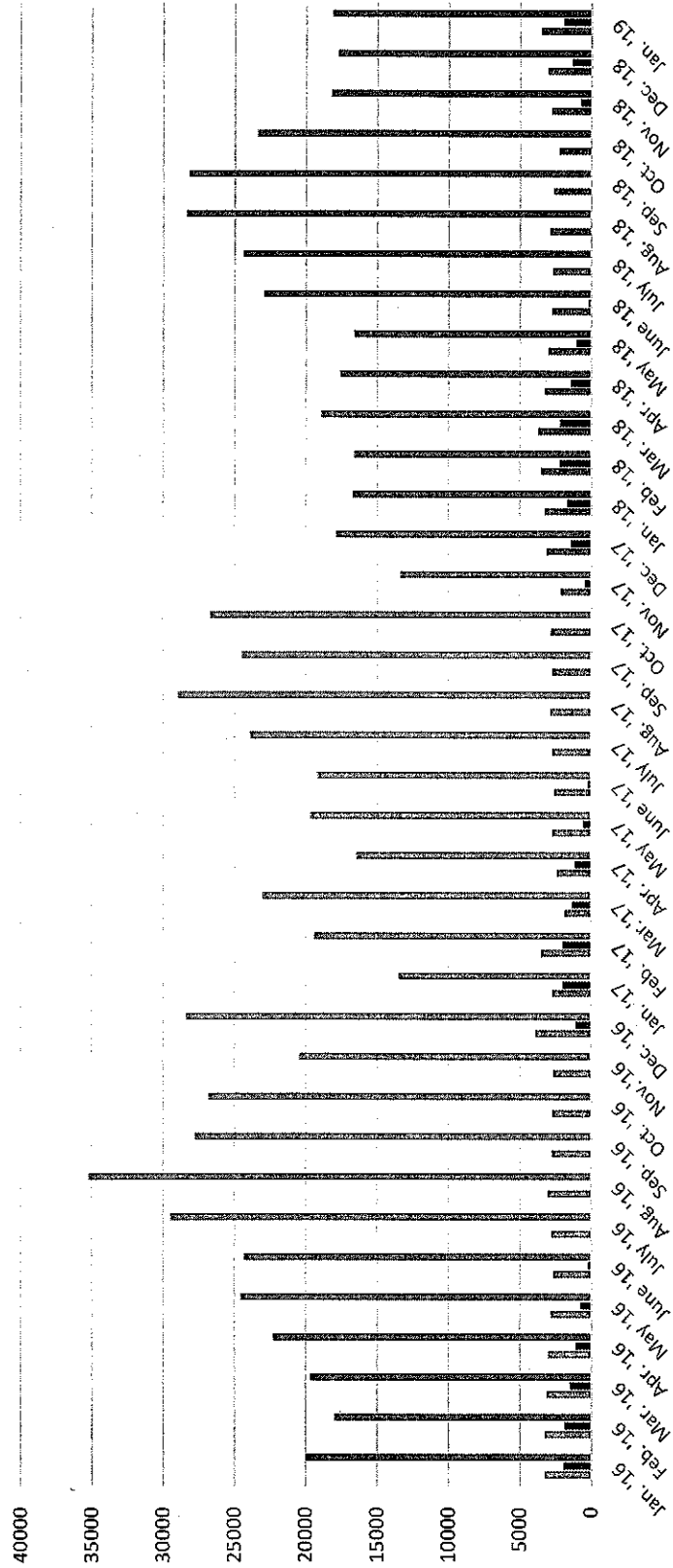
Share-it	OCLC	Total	Pstg
3		8	11 \$ 30.23

Jackie Hess, Director

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

	Cost	Gas	Electric
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
Jan. '19	3504.76	1932	18160

Utility chart Jan. '16 to Jan. '19



Additional items—February 2019 board meeting.

1. The seasonal position has been submitted to the HR office.
2. Joan Heemstra and Mary Marchand are going to be sorting through the donated items for the book sale. They were very happy that over \$3,800.00 was raised last year. Joan came in one afternoon and cleared out a lot of the '80's copyrighted materials.
3. One of the Jump Start workshops is scheduled for Friday, March 29th, from 10-4 at the Library.
4. We have a program called, "Blind Date with a Book." We have several of our books wrapped in paper with a barcode on the paper. Patrons can check out the book. No prize will be awarded.
5. We have separated and placed our Spanish books in one of the new rotating shelves. Going over well.

Goals—June 2018 to December 2019

Accomplishments—2017 through May 2018.

- Reviewed and amended the Internet policy.
- Revised the meeting room policy
- Successfully integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.

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.

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. Revised and adopted: 2/19/2019.

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.
- 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.

Streaming services.

I contacted other libraries to ask what streaming services they used in their libraries. A few replied and I got other information on their websites.

Some of the companies that libraries subscribe to are:

Indie Flix through Recorded Books. Most of the libraries subscribe to this. Contacted Chris Pitcher from Recorded Books. The yearly fee is \$900.00 per year. He gave us a 25% discount which reduces it to \$6.00.

Freegal. We had looked at this a couple of years ago but decided against it. Freegal is now adding audiobooks. The cost was \$4,000.

Overdrive Advantage Account.

Hoopla. I know that Siouxland had this at one point. It was starting to cost the Library a lot of money.

Kanopy. An update. A new representative contacted me. She gave me the names of 8 or 9 people from the Mitchell area.