

**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. Approval Of The Minutes**

Documents:

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

**3. Set The Date Of The Next Library Board Meeting.**

April 16, 2019, 4:30 p.m.-- Mitchell City Hall in Council Chambers.

**4. Financial Report**

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

Documents:

[FINANCIAL REPORT--MARCH 2019 MEETING.PDF](#)

**5. Director's Report**

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

Documents:

[DIRECTORSREPORT2.PDF](#)  
[ITEMCLASS19.PDF](#)  
[UTILITY CHART FEB. 16 TO FEB. 19.PDF](#)  
[UTILITY COSTS FEB. 16 TO FEB. 19.PDF](#)  
[ADDITIONAL ITEMS FOR MARCH 2019 BOARD MEETING.PDF](#)

**6. Communication & Correspondence**

**7. Unfinished Business**

1. Goals--Continued discussion.

Documents:

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

**8. New Business**

1. Friends Foundation update--Sheila Slater--discussion
2. Sanborn Project--Steve Rice--discussion.

3. South Dakota State Library Annual Report--discussion and adoption.

**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.

**MEETING OF THE MITCHELL PUBLIC LIBRARY BOARD OF TRUSTEES,  
TUESDAY, FEBRUARY 19, 2019.**

The Mitchell Public Library Board of Trustees met on Tuesday, February 19, 2019, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library. Board President called the meeting to order at 4:30 p.m.

**Members present:** Flemmer, Margheim, Rice, Sivik, Taylor, Temple.

**Members absent:** none.

**Guests:** Jessica Pickett, Community Services Director, Sheila Slater, Mitchell Daily Republic and member of the Friends/Foundation of the Mitchell Library.

**Next meeting date:**

The next meeting date has been scheduled for Tuesday, March 19<sup>th</sup>, 2019, at Council Chambers at Mitchell City Hall.

**Minutes.**

Minutes of the January 22, 2019 board meeting was read and approved. **M/S/P**—Taylor, Temple.

**Financial report.**

The report was approved as presented. **M/S/P**—Taylor, Margheim.

**Director's report.**

The Director's report was presented and review by the Library Board. In addition to the statistical report, the Library Board was presented with the following information:

1. The seasonal library position has been submitted to the Human Resources office. The sorting of the donated materials for the book sale will now be done by the volunteers.
2. The Jumpstart workshop is set for Friday, March 29<sup>th</sup>, from 10 a.m. to 4 p.m. at the Mitchell Public Library. Participants must register.
3. For the month of February, patrons can have a "Blind Date with a Book." Patrons can check out a book that has been wrapped up in colored paper, concealing the title.
4. The Children's department has placed all of its Spanish titles into one of the revolving displays. The response has been favorable.

**Communication and correspondence.**

1. A request had been made by an out-of-county resident asking if the Library could provide free library service in the same manner as Davison County residents. Although no formal vote was issued, it was the consensus of the Library Board that there is a policy in place

for non-county residents and that the ones that want to use the Library's services can purchase a subscription cards.

### **Unfinished business.**

Goals 2019—update.

1. Information was provided to the Library Board for starting an Adult Outreach program where books were provided to the homebound.
2. The publicity plan for the Library will be put more readable outline.
3. The survey on the public library services and space will be re-written.
4. “Enhanced” status upgrade for the Library. Suggestions were given to the Library Board in order to meet the Trustee Continuing Education hours.
5. Cameras. The Library Board approved a motion to purchase 2 additional security cameras from IntelliPro for a total of \$655.00. **M/S/P**—Taylor, Flemmer.
6. The Trustee Bylaws were approved as amended. **M/S/P**—Taylor, Temple.

### **New Business.**

1. Streaming services. Different streaming services were discussed by the Library Board for a possible addition to the Library's list of services. After a short discussion, the topic will be revisited at a later time.
2. Sheila Slater reported on the Friends/Foundation of the Mitchell Library, Inc. The first meeting will be at 7 p.m. on February 27<sup>th</sup> at Elixir's.

**Bills.** The following bills were approved for payment. **M/S/P**—Taylor, Margheim. Ameripride Services 70.52; Apple Books 54.19; Baker & Taylor 452.19; Blackstone Publishing 140.75; Frederick Blanch 23.65; Center Point Large Print 89.28; Direct Digital Control 50.00; Educational Development Corporation 134.99; Gale 1,141.72; Golden West Technologies 90.14; JCL Solutions 411.34; Junior Library Guild 1,244.40; McLeod's Print 65.91; Menard's 23.56; MidAmerica Books 562.50; Mitchell Telecom 64.95; Modern Marketing 190.41; Northwestern Energy & Communication 3,504.76; OCLC Inc. 341.81; Omnigraphics 240.75; Overdrive, Inc. 1,508.30; Penguin/Random House, Inc. 498.80; Scholastic Library Publishing 152.10; Smart Apple Media 585.47; Thune True Value Hardware 7.49.

There being no further business, the meeting adjourned at 6:00. The next regularly scheduled meeting will be on Tuesday, March 19, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess  
Secretary



Mitchell Public Library Library Board of Trustees  
**Profit & Loss**  
February 2019

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	<u>Feb 19</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	266.05
Copies	331.70
Donations	32.37
Earbuds	18.00
Interest	3.15
Interlibrary loan	20.00
Paid items	57.98
Pop machine	20.00
Subscriptions	120.00
Total General revenue	<u>869.25</u>
Total Income	<u>869.25</u>
Net Ordinary Income	<u>869.25</u>
Net Income	<u><u>869.25</u></u>

**Mitchell Public Library Board of Trustees**  
**Profit & Loss Detail**  
 February 2019

Ordinary Income/Expense	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>									
General revenue									
Book sale									
Deposit		02/27/2019					Checking(2) at ...	266.05	266.05
Total Book sale								266.05	266.05
<b>Copies</b>									
Deposit		02/15/2019					Checking(2) at ...	218.81	218.81
Deposit		02/27/2019					Checking(2) at ...	112.89	331.70
Total Copies								331.70	331.70
<b>Donations</b>									
Deposit		02/15/2019					Checking(2) at ...	18.37	18.37
Deposit		02/27/2019					Checking(2) at ...	14.00	32.37
Total Donations								32.37	32.37
<b>Earbuds</b>									
Deposit		02/15/2019					Checking(2) at ...	18.00	18.00
Total Earbuds								18.00	18.00
<b>Interest</b>									
Deposit		02/28/2019					Checking(2) at ...	3.15	3.15
Total Interest								3.15	3.15
<b>Interlibrary loan</b>									
Deposit		02/15/2019					Checking(2) at ...	15.00	15.00
Deposit		02/27/2019					Checking(2) at ...	5.00	20.00
Total Interlibrary loan								20.00	20.00
<b>Paid items</b>									
Deposit		02/15/2019					Checking(2) at ...	54.98	54.98
Deposit		02/27/2019					Checking(2) at ...	3.00	57.98
Total Paid items								57.98	57.98
<b>Pop machine</b>									
Deposit		02/27/2019					Checking(2) at ...	20.00	20.00
Total Pop machine								20.00	20.00

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Detail**  
 February 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Subscriptions</b>								
Deposit	02/15/2019					Checking(2) at ...	90.00	90.00
Deposit	02/27/2019					Checking(2) at ...	30.00	120.00
<b>Total Subscriptions</b>							120.00	120.00
<b>Total General revenue</b>							869.25	869.25
<b>Total Income</b>							869.25	869.25
<b>Net Ordinary Income</b>							869.25	869.25
<b>Net Income</b>							<u>869.25</u>	<u>869.25</u>



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
<b>SALARIES</b>						
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
<b>CURRENT EXPENSES</b>						
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	1,620	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	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
<b>CAPITAL OUTLAY</b>						
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
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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

CITY OF MITCHELL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2019

101-GENERAL  
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SALARIES</u>						
101-45500-41100 SALARIES-LIBRARY	341,504	25,475.42	49,247.30	50,617.45	290,886.55	14.82
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	48,039	2,652.20	3,819.79	5,136.96	42,902.04	10.69
101-45500-41200 OASI-LIBRARY	29,800	1,968.07	3,681.75	3,892.48	25,907.52	13.06
101-45500-41300 RETIREMENT-LIBRARY	22,410	1,687.66	2,954.87	3,345.26	19,064.74	14.93
101-45500-41500 GROUP INSURANCE-LIBRARY	103,950	8,635.12	14,418.24	17,270.24	86,679.76	16.61
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	545,703	40,418.47	74,121.95	80,262.39	465,440.61	14.71
<u>CURRENT EXPENSES</u>						
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	0.00	0.00	805.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	3,000	50.00	873.00	50.00	2,950.00	1.67
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	878.21	1,120.88	878.21	13,121.79	6.27
101-45500-42661 POSTAGE	1,800	318.39	97.99	318.39	1,481.61	17.69
101-45500-42690 MINITEX FEES	4,602	341.81	658.90	341.81	4,260.19	7.43
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,610	0.00	0.00	342.35	5,267.65	6.10
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	1,508.30	3,311.00	4,819.30	15,341.70	23.90
101-45500-42700 TRAVEL, CONF & DUES	2,065	0.00	300.00	300.00	1,765.00	14.53
101-45500-42800 UTILITIES	33,000	3,574.28	3,419.85	3,644.02	29,355.98	11.04
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	0.00	0.00	1,300.00	0.00
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	0.00	0.00	1,882.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	92,870	6,670.99	9,941.62	10,854.08	82,015.92	11.69
<u>CAPITAL OUTLAY</u>						
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	4,681.23	4,341.69	4,731.70	40,568.30	10.45
101-45500-43421 AUDIO-VISUAL	15,000	669.55	2,125.69	669.55	14,330.45	4.46
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	60,300	5,350.78	6,467.38	5,401.25	54,898.75	8.96
TOTAL LIBRARY	698,873	52,440.24	90,530.95	96,517.72	602,355.28	13.81
=====						
TOTAL EXPENDITURES	698,873	52,440.24	90,530.95	96,517.72	602,355.28	13.81

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

PACKET: 05055 3/18/19 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-2800991355		MATS	70.52			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			

01-06583 BAKER & TAYLOR						
C-3146384		CREDIT	42.97CR			
3/19/2019	APBNK	DUE: 2/07/2019 DISC: 2/07/2019		1099: N		
		CREDIT		101 45500-43420	BOOKS	42.97CR
I-2034306365		BOOKS	268.48			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	268.48
I-2034322563		BOOKS	104.48			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	104.48
I-2034328302		BOOKS	220.23			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	220.23
I-2034337131		BOOKS	335.43			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	335.43
I-2034348564		BOOKS	66.29			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	66.29
I-2034360230		BOOKS	66.91			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	66.91
=== VENDOR TOTALS ===			1,018.85			

01-05088 BLACKSTONE PUBLISHING						
I-1090946		CD'S	40.14			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	40.14
I-1097823		CD'S	69.86			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	69.86
=== VENDOR TOTALS ===			110.00			

PACKET: 05055 3/18/19 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
=====						
01-04127	CARSON INDUSTRIES INC					
I-32535		MAINTENANCE KIT	179.95			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		MAINTENANCE KIT		101 45500-42600	SUPPLIES & MATERIALS	179.95
		=== VENDOR TOTALS ===	179.95			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1645338		BOOKS	89.28			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-00445	CITY OF MITCHELL					
I-04-001100-00-3/19		221 DUFF ST N-LIBRARY	140.45			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		221 DUFF ST N-LIBRARY		101 45500-42830	UTILITIES-WATER/SEWER	140.45
		=== VENDOR TOTALS ===	140.45			
=====						
01-00553	DEMCO INC					
I-6532169		LASER LABELS	294.20			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		LASER LABELS		101 45500-42600	SUPPLIES & MATERIALS	294.20
		=== VENDOR TOTALS ===	294.20			
=====						
01-00891	EBSCO INFORMATION SERVICES, IN					
C-1905444		CREDIT	18.00CR			
3/19/2019	APBNK	DUE: 2/13/2019 DISC: 2/13/2019		1099: N		
		CREDIT		101 45500-42692	PERIODICALS	18.00CR
I-1904984		RATE ADJUSTMENT-LIBRARY JOURN	56.52			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		RATE ADJUSTMENT-LIBRARY JOURNA		101 45500-42692	PERIODICALS	56.52
		=== VENDOR TOTALS ===	38.52			

PACKET: 05055 3/18/19 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
=====						
01-09022	FINDAWAY WORLD LLC					
I-279374		RECORDED BOOKS	731.40			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		RECORDED BOOKS		101 45500-43421	AUDIO-VISUAL	731.40
		=== VENDOR TOTALS ===	731.40			
=====						
01-01810	GALE					
I-66436293		BOOKS	78.72			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	78.72
I-66436757		BOOKS	242.91			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	242.91
I-66437116		BOOKS	108.71			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	108.71
I-66460186		BOOKS	75.72			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	75.72
I-66614560		BOOKS	92.96			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	92.96
I-66615417		BOOKS	60.72			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
I-66628786		BOOKS	39.73			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	39.73
I-66629479		BOOK	28.49			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	28.49
I-66630432		BOOK	27.74			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	27.74
		=== VENDOR TOTALS ===	755.70			

PACKET: 05055 3/18/19 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
=====						
01-06806	GOLDEN HORSE LTD					
I-6779		BOOK	13.95			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	13.95
		=== VENDOR TOTALS ===	13.95			
=====						
01-02679	MENARD'S INC					
I-67073		TRASH CAN,END CAPS,CARPET CLE	31.94			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		TRASH CAN,END CAPS,CARPET CLEA		101 45500-42600	SUPPLIES & MATERIALS	31.94
		=== VENDOR TOTALS ===	60.93			
=====						
01-08853	MIDWEST ALARM COMPANY INC					
I-216343		FIRE ALARM MONITORING	78.00			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		FIRE ALARM MONITORING		101 45500-42500	REPAIR & MAINTENANCE	78.00
		=== VENDOR TOTALS ===	78.00			
=====						
01-01457	MIDWEST FIRE & SAFETY					
I-36593		FIRE EXTINGUISHER MAINTENANCE	45.00			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		FIRE EXTINGUISHER MAINTENANCE		101 45500-42500	REPAIR & MAINTENANCE	45.00
		=== VENDOR TOTALS ===	45.00			
=====						
01-06750	MITCHELL TELECOM					
I-10772025		ACCT #217267-0	64.95			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			

PACKET: 05055 3/18/19 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
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2585828-3-2/19		221 N DUFF ST	3,360.73			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	3,360.73
		=== VENDOR TOTALS ===	3,360.73			
=====						
01-00141	OCLC INC					
I-647641		CATALOGING & METADATA	341.81			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
		=== VENDOR TOTALS ===	341.81			
=====						
01-08223	OVERDRIVE INC					
I-2495C019028018		EBOOKS	102.99			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	102.99
I-2495C019030335		EBOOKS	856.15			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	856.15
I-2495DA19037072		EBOOKS	187.92			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	187.92
		=== VENDOR TOTALS ===	1,147.06			
=====						
01-00616	PENGUIN RANDOM HOUSE INC					
I-1086756407		CD'S	45.00			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	45.00
		=== VENDOR TOTALS ===	45.00			
=====						
01-01596	RECORDED BOOKS INC					
I-76180813		CD'S	82.20			
3/19/2019	APBNK	DUE: 3/19/2019 DISC: 3/19/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	82.20
		=== VENDOR TOTALS ===	82.20			
		=== PACKET TOTALS ===	8,668.50			

PACKET: 05055 3/18/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 8,729.47  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 60.97CR

BATCH TOTALS 8,668.50

\*\* 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	8,668.50-*				
		101-45500-42500	REPAIR & MAINTENANCE	123.00	3,000	2,827.00		
		101-45500-42600	SUPPLIES & MATERIALS	605.60	14,000	12,516.19		
		101-45500-42690	MINITEX FEES	341.81	4,602	3,918.38		
		101-45500-42692	PERIODICALS	38.52	5,610	5,229.13		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	1,147.06	20,161	14,194.64		
		101-45500-42800	UTILITIES	3,425.68	33,000	25,930.30		
		101-45500-42830	UTILITIES-WATER/SEWER	140.45	1,300	1,159.55		
		101-45500-43420	BOOKS	1,877.78	45,300	38,690.52		
		101-45500-43421	AUDIO-VISUAL	968.60	15,000	13,361.85		
		999-131	DUE FROM OTHER OTHER FUN	8,668.50 *				
			** 2019 YEAR TOTALS	8,668.50				



PACKET: 05055 3/18/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	3/2019	8,668.50

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Director's Report

Circulation		P-Total	Grand Total
Y2019	10,201	11,032	21,233
Y2018	10,457	10,782	21,239
Difference	-256	250	-6

Revenue '19 February Total library items: 114,819

Fines/Dntns	\$ 32.37
Copies	\$ 331.70
Subs.	\$ 120.00
Lst. Paid	\$ 57.98
I.L.L.	\$ 20.00
Earbuds	\$ 18.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 266.05
Interest	\$ 3.15
Handling fee	\$ -
Pop machine	\$ 20.00
Total	\$ 869.25

Community Room totals '19	Grand Total
January 499	July
February 329	August
March	Sept.
April	October
May	Nov.
June	Dec.
Total 828	Total 0

Cards issued '19

	Adult	Children	YA	Sub.	DWU	MTI	F.Home	A. House	Total
January		24	5	4	14	1	0	0	48
February		25	2	3	8	0	2	0	40
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total		49	7	7	22	1	2	0	88

Story Time '19	Grand Total		Dear Reader.com '19		Grand total		
January	272	July	January	1,187	July		
February	205	August	February	1,000	August		
March		Sept.	March		September		
April		Oct.	April		October		
May		Nov.	May		November		
June		Dec.	June		December		
Total	477	Total	0	Total	2,187	Total	0

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											
April											
May											
June											
July											
August											
September											
October											
November											
December											
Total		27	231	2	50	20	70	15	477	46	828

Computer usage '19	Grand total		
January	3,716	July	
February	3,129	August	
March		September	
April		October	
May		November	
June		December	
Total	6,845	Total	0

Courier Savings '19

January	\$	132.97
February	\$	122.53
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total		\$255.50

Courier '19

	In	Out	Total	
January	47	71	118	
February	85	22	107	
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	132	93	225	

South Dakota Share-it/Atrium

	Borrow	Lend	Total	
January		9	41	50
February		29	1	30
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total		38	41	50

OCLC I.L.L. '19

	Lend	Borrow	Total	
January	79	43	122	
February	84	55	139	
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	79	43	122	

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							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total	4	101	16	121	6	22	28 \$ 79.50

Jackie Hess, Director



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

	Cost	Gas	Electric
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
Feb. '19	3360.73	1822	17120





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
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Aug. '17	2873.05	2	28960
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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

Additional items for March 2019 board meeting.

1. **Mystery Book Club.** Since reschedule the discussion date from evening to noon, our number of people interested in coming has risen from 7 to 13. Ordering the books and getting them here in time for them to read may be a challenge, but we'll get it done. For the month of April, we'll be discussing one of the novels by William Kent Krueger.
2. **Author visit.** C.M. Wendelboe, an area native is going to be in Mitchell in September for his 50-year class reunion. He will be coming to the Library on Thursday, September 12<sup>th</sup> to talk about his new series. It starts at 7 p.m. Sheila Slater from the paper knows about it.
3. **Personnel.** Jessica Burns is our new employee. She began her duties on Monday, March 11<sup>th</sup>.
4. **Summer Reading Program.** We are busy penciling in projects and speakers for the Summer Reading Program. A lot of our programs will not require an honorarium because they are coming out of the NASA speaker's Bureau. Should be a fun summer. Ada is going to translate the brochure into Spanish.
- 5.

## 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.