

**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 \(MARCH 2019\).PDF](#)

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

May 21, 2019, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

**4. Financial Report**

Documents:

[FINANCIAL REPORT--APRIL 2019\(2\).PDF](#)

**5. Director's Report**

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

Documents:

[DIRECTORS REPORT--APRIL 2019.PDF](#)

**6. Communication & Correspondence**

**7. Unfinished Business**

1. Goals--Continued discussion.

Documents:

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

**8. New Business**

1. Annual Report--calculating attendance numbers--discussion.
2. Wireless access count--discussion.
3. Door counters--discussion.
4. Summer Reading Program.

Documents:

[ANNUAL ATTENDANCE AND WIRELESS ACCESS--2018.PDF](#)  
[PROPOSAL - 2019 SUMMER READING.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.

**Meeting of the Mitchell Public Library Board of Trustees, Tuesday, March 19<sup>th</sup>, 2019.**

The Mitchell Public Library Board of Trustees met on Tuesday, March 19<sup>th</sup>, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board president Sivik called the meeting to order at 4:40 p.m.

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

**Members absent:** None.

**Next meeting date:**

The next meeting date is set for Tuesday, April 16<sup>th</sup>, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

**Minutes.** The minutes of the February 19<sup>th</sup> board meeting were read and approved.

**M/S/P—**Margheim, Temple.

**Financial report.** The Financial report was approved as given.

**Director's report.** The Director's report was approved as given.

**Communication and correspondence.** None.

**Unfinished Business.** Goals-July 2018 through 2019. Items were discussed but no formal actions were taken.

**New Business.** Councilman gave the Library Board a synopsis of the Sanborn Project and how it will affect the Library in terms of getting to the Library. Social media, radio, and the newspaper will be used to inform patrons of the easiest way to get to the Library.

The Library's annual report to the State Library was discussed. Questions were asked on how the total number of library were calculated. The Director was instructed to find this out and report back at the April 2019 meeting. The Library Board instructed the Director to provide them with a monthly count of wireless access users.

The Annual Report was approved and a copy of the certificate was signed by the Library Director, Board President and City Finance Officer and will be sent to the State Library.

The Library Board also discussed the topic of door counters. The Director will investigate.

**Bills.** The following bills were approved for payment. Ameripride Services 70.52; Baker & Taylor 1,018.95; Blackstone Publishing 110.00; Carson Industries 179.95; Center Point Large Print 89.28; City of Mitchell 140.45; Demco, Inc. 294.20; EBSCO 38.52; Findaway World, LLC 731.40; Gale 755.70; Golden Horse, Ltd. 13.95; Menard's Inc. 60.93; Midwest Alarm Company, Inc. 78.00; Midwest Fire & Safety 45.00; Mitchell Telecom 64.95; Northwestern Energy & Communications 3,360.73; OCLC, Inc. 341.81; Overdrive, Inc. 1,147.06; Penguin/Random House, Inc. 45.00; Recorded Books, Inc. 82.20.

There being no further business, the meeting adjourned at 6:00 p.m. **M/S/P**—Margheim, Temple. The next regularly scheduled meeting is set for Tuesday, April 16<sup>th</sup>, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess  
Secretary

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss

04/03/19

March 2019

Accrual Basis

	<u>Mar 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
County Fees	6,500.00
General revenue	
Book sale	291.23
Copies	361.77
Donations	2.70
Earbuds	52.15
Interest	3.74
Interlibrary loan	26.00
Paid items	26.99
Subscriptions	150.00
	<hr/>
Total General revenue	914.58
	<hr/>
Total Income	7,414.58
<b>Expense</b>	
Operation expenses	
Refund	25.00
	<hr/>
Total Operation expenses	25.00
Uncategorized Expenses	691.34
	<hr/>
Total Expense	716.34
	<hr/>
Net Ordinary Income	6,698.24
	<hr/>
Net Income	<u>6,698.24</u>

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
Income								
County Fees								
Deposit	03/06/2019					Checking(2) at ...	6,500.00	6,500.00
Total County Fees							6,500.00	6,500.00
<b>General revenue</b>								
Book sale								
Deposit	01/29/2019					Checking at Fir...	313.95	313.95
Deposit	02/27/2019					Checking(2) at ...	266.05	580.00
Deposit	03/29/2019					Checking(2) at ...	291.23	871.23
Total Book sale							871.23	871.23
<b>Copies</b>								
Deposit	01/29/2019					Checking at Fir...	117.26	117.26
Deposit	01/29/2019					Checking at Fir...	172.19	289.45
Deposit	02/15/2019					Checking(2) at ...	218.81	508.26
Deposit	02/27/2019					Checking(2) at ...	112.89	621.15
Deposit	03/27/2019					Checking(2) at ...	322.77	943.92
Deposit	03/29/2019					Checking(2) at ...	39.00	982.92
Total Copies							982.92	982.92
<b>Donations</b>								
Deposit	01/29/2019					Checking at Fir...	7.55	7.55
Deposit	01/29/2019					Checking at Fir...	53.31	60.86
Deposit	02/15/2019					Checking(2) at ...	18.37	79.23
Deposit	02/27/2019					Checking(2) at ...	14.00	93.23
Deposit	03/27/2019					Checking(2) at ...	-0.15	93.08
Deposit	03/29/2019					Checking(2) at ...	2.85	95.93
Total Donations							95.93	95.93
<b>Earbuds</b>								
Deposit	01/29/2019					Checking at Fir...	43.00	43.00
Deposit	02/15/2019					Checking(2) at ...	18.00	61.00
Deposit	03/29/2019					Checking(2) at ...	52.15	113.15
Total Earbuds							113.15	113.15
<b>Interest</b>								
Deposit	01/31/2019					Checking at Fir...	3.47	3.47
Deposit	02/28/2019					Checking(2) at ...	3.15	6.62
Deposit	03/29/2019					Checking(2) at ...	3.74	10.36
Total Interest							10.36	10.36

5:11 PM

04/03/19

Accrual Basis

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

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Refund	03/08/2019		Reader's Den	Newsletter wi...		Checking(2) at ...	25.00	25.00
Check							25.00	25.00
Total Refund							171.63	171.63
Total Operation expenses								
Program expenses								
Teen programming	01/18/2019		Oriental trading			Checking at Fir...	469.81	469.81
Check							469.81	469.81
Total Teen programming							469.81	469.81
Total Program expenses								
Uncategorized Expenses	03/20/2019			Supplies for T...		Checking(2) at ...	691.34	691.34
Check							691.34	691.34
Total Uncategorized Expenses							1,332.78	1,332.78
Total Expense							7,930.72	7,930.72
Net Ordinary Income								7,930.72
Net Income								<b>7,930.72</b>

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

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	341,504	38,213.07	85,724.71	88,830.52	252,673.48	26.01
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	48,039	4,820.33	7,280.55	9,957.29	38,081.71	20.73
101-45500-41200 OASI-LIBRARY	29,800	3,016.50	6,379.33	6,908.98	22,891.02	23.18
101-45500-41300 RETIREMENT-LIBRARY	22,410	2,545.03	5,077.18	5,890.29	16,519.71	26.28
101-45500-41500 GROUP INSURANCE-LIBRARY	103,950	12,804.12	24,631.16	30,074.36	73,875.64	28.93
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	10,240.77	0.00	0.00	0.00
TOTAL SALARIES	545,703	61,399.05	139,333.70	141,661.44	404,041.56	25.96
<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	805	0.00	0.00	0.00	805.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	3,000	123.00	873.00	173.00	2,827.00	5.77
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	605.60	2,134.49	1,483.81	12,516.19	10.60
101-45500-42661 POSTAGE	1,800	57.09	447.99	375.48	1,424.52	20.86
101-45500-42690 MINITEX FEES	4,602	341.81	988.35	683.62	3,918.38	14.85
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,610	38.52	0.00	380.87	5,229.13	6.79
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	1,147.06	4,621.37	5,966.36	14,194.64	29.59
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	3,429.93	7,020.40	7,073.95	25,926.05	21.44
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	140.45	145.00	140.45	1,159.55	10.80
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	5,883.46	16,690.60	16,737.54	76,132.46	18.02
<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	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	45,300	2,084.55	6,030.45	6,816.25	38,483.75	15.05
101-45500-43421 AUDIO-VISUAL	15,000	968.60	3,698.25	1,638.15	13,361.85	10.92
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	60,300	3,053.15	9,728.70	8,454.40	51,845.60	14.02
TOTAL LIBRARY	698,873	70,335.66	165,753.00	166,853.38	532,019.62	23.87
TOTAL EXPENDITURES	698,873	70,335.66	165,753.00	166,853.38	532,019.62	23.87

\*\*WARNING\*\* 1,113 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT



PACKET: 05088 4/15/19 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-2801002388		MATS		70.52				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		MATS			101 45500-42600	SUPPLIES & MATERIALS		70.52
=== VENDOR TOTALS ===				70.52				
01-06583 BAKER & TAYLOR								
I-2034368007		BOOKS		123.58				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		123.58
I-2034376281		BOOKS		60.55				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		60.55
I-2034382713		BOOKS		202.51				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		202.51
I-2034396113		BOOKS		101.59				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		101.59
I-2034397343		BOOKS		365.33				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		365.33
I-2034407389		BOOKS		31.77				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		31.77
I-2034407571		BOOKS		77.05				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		77.05
I-2034424612		BOOKS		375.38				
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		375.38
=== VENDOR TOTALS ===				1,337.76				

PACKET: 05088 4/15/19 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
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1100137		CD	40.14			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CD		101 45500-43421	AUDIO-VISUAL	40.14
		=== VENDOR TOTALS ===	40.14			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1660087		BOOKS	89.28			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
I-1668382		BOOKS	89.28			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	178.56			
=====						
01-00553	DEMCO INC					
I-6537744		LAMINATE,SQUEEGEE	105.57			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		LAMINATE,SQUEEGEE		101 45500-42600	SUPPLIES & MATERIALS	105.57
		=== VENDOR TOTALS ===	105.57			
=====						
01-01810	GALE					
I-66723745		BOOKS	107.21			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	107.21
I-66724173		BOOKS	70.47			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	70.47
I-66724529		BOOKS	51.73			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	51.73
I-66732640		BOOK	23.99			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	23.99
I-66772213		BOOKS	232.59			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	232.59

PACKET: 05088 4/15/19 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	
( ** CONTINUED ** )							
01-01810	GALE						
I-66793176		BOOK		28.49			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOK			101 45500-43420	BOOKS	28.49
I-66793560		BOOK		29.24			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOK			101 45500-43420	BOOKS	29.24
I-66825626		BOOKS		167.94			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	167.94
I-66826013		BOOKS		83.97			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	83.97
I-66826426		BOOKS		85.47			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	85.47
=== VENDOR TOTALS ===				881.10			
=====							
01-00662	GREY HOUSE PUBLISHING						
I-951930		BOOKS		487.05			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		BOOKS			101 45500-43420	BOOKS	487.05
=== VENDOR TOTALS ===				487.05			
=====							
01-03064	INFO USA MARKETING INC						
I-10003496372		DIRECTORY BOOK		470.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019			1099: N		
		DIRECTORY BOOK			101 45500-43420	BOOKS	470.00
=== VENDOR TOTALS ===				470.00			
=====							
01-01015	INGRAM LIBRARY SERVICES						
C-38630209		CREDIT		5.00CR			
4/16/2019	APBNK	DUE: 1/30/2019 DISC: 1/30/2019			1099: N		
		CREDIT			101 45500-43420	BOOKS	5.00CR
C-38630210		CREDIT		6.59CR			
4/16/2019	APBNK	DUE: 1/30/2019 DISC: 1/30/2019			1099: N		
		CREDIT			101 45500-43420	BOOKS	6.59CR

PACKET: 05088 4/15/19 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
=====						
01-01015	INGRAM LIBRARY SERVICES	( ** CONTINUED ** )				
I-39291123		BOOKS	50.96			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	50.96
I-39457912		BOOK	15.17			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	15.17
I-39495257		BOOKS	66.91			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	66.91
		=== VENDOR TOTALS ===	121.45			
=====						

01-09509 INNOVATIVE OFFICE SOLUTIONS LL						
I-2442746		CALENDAR REFILL, INDEXES	3.11			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CALENDAR REFILL, INDEXES		101 45500-42600	SUPPLIES & MATERIALS	3.11
I-2443414		20# PAPER	80.98			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		20# PAPER		101 45500-42600	SUPPLIES & MATERIALS	80.98
		=== VENDOR TOTALS ===	84.09			
=====						

01-04293 JCL SOLUTIONS						
I-1154679		ROLL TOWELS, BATH TISSUE	90.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		ROLL TOWELS, BATH TISSUE		101 45500-43420	BOOKS	90.00
		=== VENDOR TOTALS ===	90.00			
=====						

01-02811 JONES SUPPLIES						
I-118086		SNOBLADE	90.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		SNOBLADE		101 45500-42600	SUPPLIES & MATERIALS	90.00
		=== VENDOR TOTALS ===	90.00			
=====						

PACKET: 05088 4/15/19 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
=====						
01-02407	LEARNING OPPORTUNITIES INC					
I-166858		BOOKS	62.85			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	62.85
I-167411		BOOKS	533.96			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	533.96
		=== VENDOR TOTALS ===	596.81			
=====						
01-01167	LONG RIDER BOOKS					
I-405767		BOOKS	1,527.12			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,527.12
I-405778		BOOKS	294.99			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	294.99
		=== VENDOR TOTALS ===	1,822.11			
=====						
01-08904	LOOKOUT BOOKS					
I-ARU0274588		BOOKS	831.03			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	831.03
		=== VENDOR TOTALS ===	831.03			
=====						
01-00752	MITCHELL PLUMBING & HEATING					
I-32224		CHECKED BOILER @ LIBRARY	75.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CHECKED BOILER @ LIBRARY		101 45500-42500	REPAIR & MAINTENANCE	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-01450	MUTH ELECTRIC INC					
I-616511		REPLACED BALLAST @ LIBRARY	103.82			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		REPLACED BALLAST @ LIBRARY		101 45500-42600	SUPPLIES & MATERIALS	103.82
		=== VENDOR TOTALS ===	103.82			

PACKET: 05088 4/15/19 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-2585828-3-3/19		221 N DUFF ST	3,430.50			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	3,430.50
		=== VENDOR TOTALS ===	3,430.50			
=====						
01-08223	OVERDRIVE INC					
I-2495CO19061761		EBOOKS	990.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	990.00
I-2495CO19061771		EBOOK	55.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		EBOOK		101 45500-42693	E-BOOKS/AUDIO BOOKS	55.00
		=== VENDOR TOTALS ===	1,045.00			
=====						
01-00616	PENGUIN RANDOM HOUSE INC					
I-1086415838		CD'S	63.75			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	63.75
I-1087576399		CD'S	26.25			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	26.25
		=== VENDOR TOTALS ===	90.00			
=====						
01-01596	RECORDED BOOKS INC					
I-76197702		CD'S	60.29			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	60.29
		=== VENDOR TOTALS ===	60.29			
=====						
01-07376	ROWMAN & LITTLEFIELD PUBLISHIN					
I-11067992		BOOK	49.58			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	49.58
		=== VENDOR TOTALS ===	49.58			

PACKET: 05088 4/15/19 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
=====						
01-02567	S & M PRINTING COMPANY					
=====						
I-72297		REGISTRATION CARDS	90.00			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		REGISTRATION CARDS		101 45500-42600	SUPPLIES & MATERIALS	90.00
		=== VENDOR TOTALS ===	90.00			
=====						
01-08949	SCHOLASTIC INC					
=====						
I-18951919		BOOKS	11.97			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	11.97
=====						
I-18951923		BOOKS	179.25			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	179.25
=====						
I-18953991		BOOK	3.99			
4/16/2019	APBNK	DUE: 4/16/2019 DISC: 4/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	3.99
		=== VENDOR TOTALS ===	195.21			
		=== PACKET TOTALS ===	12,345.59			

PACKET: 05088 4/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	12,357.18
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	11.59CR

BATCH TOTALS	12,345.59
--------------	-----------

**\*\* 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	12,345.59-*				
		101-45500-42500	REPAIR & MAINTENANCE	75.00	3,000	2,752.00		
		101-45500-42600	SUPPLIES & MATERIALS	544.00	14,000	11,972.19		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	1,045.00	20,161	13,149.64		
		101-45500-42800	UTILITIES	3,430.50	33,000	22,495.55		
		101-45500-43420	BOOKS	7,060.66	45,300	31,423.09		
		101-45500-43421	AUDIO-VISUAL	190.43	15,000	13,171.42		
		999-131	DUE FROM OTHER OTHER FUN	12,345.59 *				
			<b>** 2019 YEAR TOTALS</b>	<b>12,345.59</b>				



PACKET: 05088 4/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

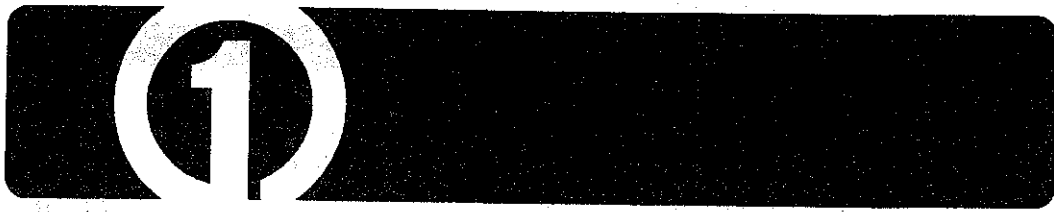
FUND	PERIOD	AMOUNT
101	4/2019	12,345.59

NO ERRORS


NO WARNINGS


\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



Contact Information

 800.262.9611

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 Omaha, NE 68197

S203  
 238953

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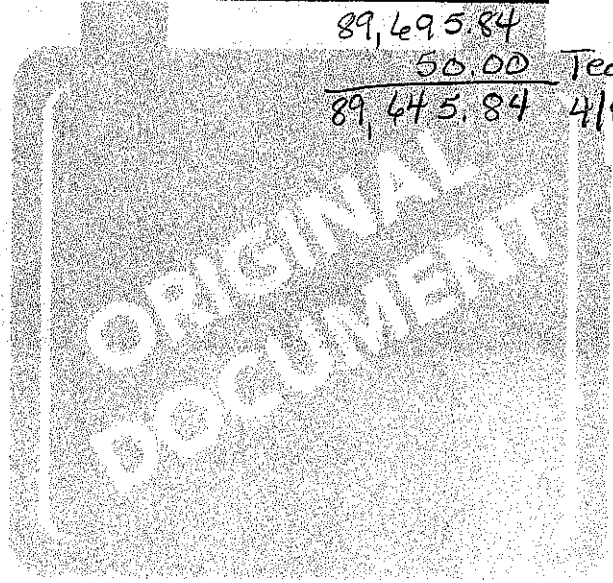
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MITCHELL PUBLIC LIBRARY  
 JACQUELINE HESS  
 CAROLYN SIVIK  
 221 N DUFF ST  
 MITCHELL SD 57301



STATEMENT SUMMARY		March 1, 2019 through March 31, 2019	
Account Description	Account #	Beginning Balance	Ending Balance
<b>Deposit Accounts</b>			
Commercial Checking w/interest	<del>3118/83</del>	82,997.60	89,695.84
<b>Total on Deposit</b>			<b>\$89,695.84</b>

89,695.84  
 50.00 Tech Soup.  
 89,645.84 4/8/19



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Director's Report

Circulation		P-Total	Grand Total
Y2019	11,519	21,233	32,752
Y2018	11,438	21,239	32,677
Difference	81	-6	75

Revenue '19 March Total library items: 116,701

Fines/Dntns	\$ 2.70
Copies	\$ 361.77
Subs.	\$ 150.00
Lst. Paid	\$ 26.99
I.L.L.	\$ 26.00
Earbuds	\$ 52.15
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 291.23
Interest	\$ 3.74
Handling fee	\$ -
Pop machine	\$ -
Total	\$ 914.58

Community Room totals '19	Grand Total
January 499	July
February 329	August
March 508	Sept.
April	October
May	Nov.
June	Dec.
Total 1,336	Total 0

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									
May									
June									
July									
August									
September									
October									
November									
December									
Total	80	13	12	32	1	3	0	1	142

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	230	Sept.	March	986	September		
April		Oct.	April		October		
May		Nov.	May		November		
June		Dec.	June		December		
Total	707	Total	0	Total	3,173	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		12	248	1	30	0	0	7	230	20	508
April											
May											
June											
July											
August											
September											
October											
November											
December											
Total		39	479	2	50	20	70	15	477	46	1,336

Computer usage '19

	Grand total		
January	3,716	July	
February	3,129	August	
March	3,448	September	
April		October	
May		November	
June		December	
Total	10,293	Total	0

Courier Savings '19

January	\$	132.97
February	\$	122.53
March	\$	158.37
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Total</b>		<b>\$413.87</b>

Courier '19

	In	Out	Total
January	47	71	118
February	85	22	107
March	75	50	125
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>	<b>207</b>	<b>143</b>	<b>350</b>

South Dakota Share-it/Atrium

	Borrow	Lend	Total
January		9	41
February		29	1
March		5	24
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>	<b>43</b>	<b>66</b>	<b>109</b>

OCLC I.L.L. '19

	Lend	Borrow	Total
January	79	43	122
February	84	55	139
March	54	73	127
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>	<b>217</b>	<b>171</b>	<b>388</b>

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							
May							
June							
July							
August							
September							
October							
November							
December							
Total	11	145	19	175	6	22	28 \$ 167.37

Jackie Hess, Director

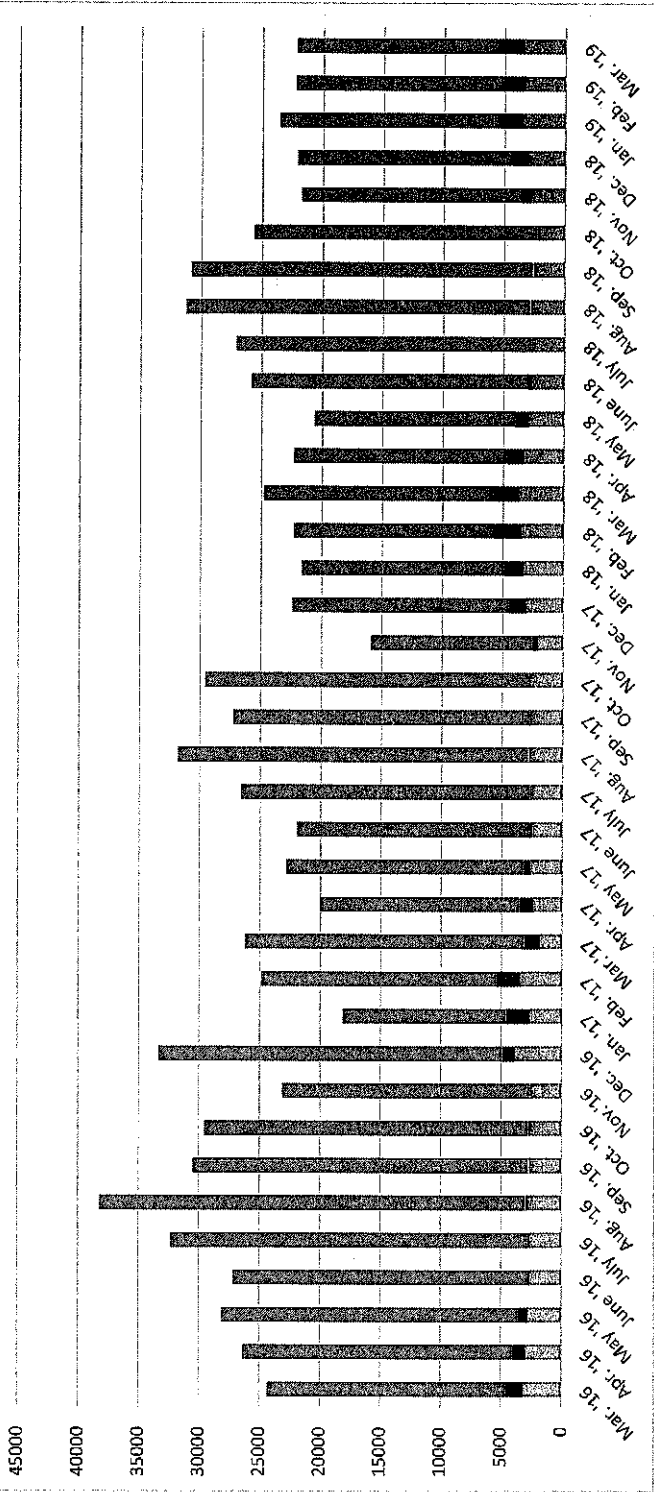


Utility cost--March '16 to March '19

	Cost	Gas	Electric
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
Mar. '19	3430.50	2224	16560



Utility chart Mar. '16 to Mar. '19



Additional items—April 2019 meeting

1. Postage. Rates have gone up for Library Mail. They are:

Less than 1lb	2.61
Less than 2lb	3.10
Less than 3lb	3.59
Less than 4lb	4.08
Less than 5lb	4.57
  
2. Jean Patrick. Jean Patrick was nominated for and was selected as the Volunteer of the Year from the South Eastern region of Head Start. She will be given a plaque at a noon luncheon on Tuesday, April 16<sup>th</sup>. However, due to an author visit that was scheduled months in advance, she will not be able to attend. I offered to accept the award in her place.
  
3. Quick Books. As of 5/31/19, on-line banking will no longer work with our version of Quick Books. I have ordered Quick Books 2019 which includes a non-profit edition.
  
4. Newsletter. We have been trying to load the Library's newsletter onto Atrium. Atrium was contacted only to find out that they did not have the option or ability to generate a newsletter. We could manually type in the newsletter but why do it twice? They would be willing to submit an enhancement request for us. That's a strike against Atrium. On our 5-year goals the Library Board is to review Atrium.
  
5. The YARP (Young Adult Reading Group) has announced its SD Teen Choice winners for 2019. The winners are listed below.

Middle school: 2333 votes  
Winner: Refugee, by Alan Gratz  
Honor: Restart, by Gordon Korman

High school: 691 votes  
Winner: The hate u give, by Angie Thomas  
Honor: Scythe, by Neal Schusterman

Mitchell cast 42 votes. Up 42 from last year  
# of YARP books check out by Mitchell students: 159. Up from 40 last year.
  
6. IT contacted me on the costs of the door counters. They are electronic and are mounted on the ceiling. The cost would be roughly \$2,200 plus cable. Muth Electric will be contacted to get a quote on the cost of cabling.

7. Penguin/Random House. As of September 1, 2019, Penguin/Random House will be discontinuing its library packaging program for CD's, it's Value Added Services and Standing Order Plans. Since the library has an active account, we will still be able to order titles at a 25% discount at the regular price. The library could also order a backlist of library-packaged CD editions.

## **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 and re-establish the Friends of the Library. **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. **Completion date: November-December 2019.**

### **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.

Total attendance in Library.

The total attendance in Library includes anyone that comes into any part of the library for any reason. Here's how we came up with the figure.

Community Room	6,291	Figures taken from Meeting Room Book
Groups in main library	400	Figures taken from Meeting Room Book
New cards issued	767	Counted each month and totaled
Computer use	36,942	Totaled from monthly sign-up sheets
Patron check out	19,000	Averaged 4 books per checkout from total c
Total	63,400	

This total has been sent to the State Library and has now been corrected.

Other libraries--medium to large size

Madison	30,600
Pierre	143,922
Yankton	232,000
Huron	83,538
Vermillion	104,505
Brookings	149,460
Watertown	105,037
Aberdeen	325,152
Rapid City	371,900
Siouxland	1,035,554

Wireless access figures.

January	334
February	284
Total	618

**Proposal: Children’s Summer Reading Program - 2019 – “A Universe of Stories”**

Most programs be about outer space, rocketry, etc. unless otherwise indicated.

*(Scheduling in progress – My goal is to schedule at least one activity or program each week.)*

**Wed May 29 – Kickoff**

Water rockets in the parking lot (children’s and teen activity)

**Thursday May 30 – Program & continued kickoff**

-Amanda Radke, Author (Mitchell)

The “Universe of Agriculture”

\$50 honorarium (She waived her usual honorarium.)

-Goat visit by Andi Herbst - similar to last summer

(I recommend a \$50 honorarium/gift card)

**Wednesday, June 5** *(Pending program – see below)*

**Wednesday, June 12—Program**

Science Steve from South Dakota Public Broadcasting (Vermillion)

Rocketry, physics, etc.

No cost.

Honorarium and travel covered by grant received by SD Public Broadcasting.

**Monday, June 17** *(tentative) – Programs for children and for adults*

Dr. Lucie Poulet

NASA – Kennedy Space Center

Mars exploration and simulation; zero-gravity horticulture

(No honorarium cost.

We will need to provide travel and lodging.)

Estimated cost \$700. We may be able to share costs with another library)

**Wednesday, June 26--Program**

Debbie Watley, Author of “Summer Ruins” (Sioux Falls)

The “Universe of Exploration/Archaeology”

No cost.

I recommend paying her \$50 honorarium/gift card.)

**Wednesday, July 3** *(Pending program--See below)*

**Wednesday, July 10** *(Pending program—See below)*

**Wednesday, July 17—Program**

Dr. Mike Farney (Mitchell)

The moon (This is the week of the 50<sup>th</sup> anniversary of the lunar landing)

No cost. I recommend a \$50 honorarium or gift card.

**Wednesday, July 24** (*Pending program—See below*)

**Pending programs (dates TBA)**

-Chris Mitchell (NASA Ambassador from Brookings, SD)

No cost. His presentations and mileage are fully covered by the NASA Ambassador program

-Virtual presence of NASA-approved researcher (likely Bhuvan Vemuri from SD School of Mines)

No cost. His presentation and virtually-led activity is covered through a coordinated effort provided by the SD Space Grant Consortium, the SD State Library, and the Discovery Museum in Pierre)

-Julie Olson (South Dakota Space Grant Consortium past grant award recipient from Mitchell, SD)

Program depends upon her schedule.

-Hands-on space-themed visual art presentation/instruction from local artist.

(Likely \$50 honorarium)

-Rental of “kits” from Discovery Museum in Pierre.

(Small rental or membership fee required.)

Lucie Poulet’s visit to Mitchell

Hi Jackie

Here's a quick description from Dr. Lucie Poulet about what she can present for our Summer Reading Program presentation. Tentatively, we are looking at Monday, June 17. She said she'd also be willing to give a program for adults. Yay!

*Please put this on the agenda for the April board meeting to approve funding for travel (plane ticket) and lodging for two nights. (She will not be charging us an honorarium. This is quite generous of her!)*

Lucie is currently in the USA as a post-doc with NASA at the Kennedy Space Center. She is fluent in English. (Lucie and my daughter were roommates at grad school at Purdue. Lucie was studying aero-space engineering and horticulture. Since then, she has been involved with Mars research.)

Here's Lucie's description of presentation options...



From Dr. Lucie Poulet:

I have given some talks about my experiences in schools (from primary to high schools and university students too), mostly in France. I usually try to include a part about Mars analog missions like the ones I have been part of and explain what it is and why it's important. Then I also talk about my research work in life-support systems for space, growing plants for food and what the challenges are in reduced gravity environments. And I usually end with my experience in designing, building and flying an experiment in a parabolic flight as part of my research work for my PhD.

I could be talking about all of these topics, or just some of them, depending on what you find relevant for the program. Also, depending on the age of the children and size of the groups, I try to make the children participate as much as possible to make the presentation more lively. If you think this fits in the summer reading program, I would be glad to travel to talk about it.

My comments: A round-trip plane ticket could easily run \$400-\$500. Lodging would likely be for two nights. (This isn't out of line with our budget. Last summer, we spent \$425 for Mr. Twister, the balloon man and \$300 for a puppet show. I think Lucie's program exceeds the value of these programs! 😊)

I'll be sending the tentative schedule for rest of the program plans for the summer later. (Many of the programs I'm lining up require minimal or no expenses.)

All best,

Jean

Jean Patrick  
Children's Services Director  
Mitchell Public Library  
221 N. Duff  
Mitchell, SD 57301  
605.995.8480