

Mitchell Public Library Board of Trustees Meeting Agenda

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

1. Call To Order

Flemmer
Margheim
Rice
Sivik
Taylor
Temple

Guests:

Justin Johnson, City Attorney
Sheila Slater, President--Friends Foundation of the Mitchell Library
Jessica Pickett, Community Services Director

2. Approval Of The Minutes

Documents:

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

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

June 18, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

4. Financial Report

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

Documents:

[FINANCIAL REPORT MAY 2019\(2\) MEETING.PDF](#)

5. Director's Report

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

Documents:

[DIRECTORS REPORT MAY2019.PDF](#)

6. Communication & Correspondence

7. Unfinished Business

1. Goals. Discussion.

Documents:

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

8. New Business

1. Justin Johnson--Library Trustees and State Law--presentation.
2. Sheila Slater--President--Friends Foundation of the Mitchell Library.
3. Budget 2020--discussion.
4. Dr. Lucie Poulet visit

Documents:

9. Board Input

10. Citizen's Input

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

11. Adjournment

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

Meeting of the Mitchell Public Library Board of Trustees, Tuesday, March 19th, 2019.

The Mitchell Public Library Board of Trustees met on Tuesday, March 19th, 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 16th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Minutes. The minutes of the February 19th 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 action was 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.

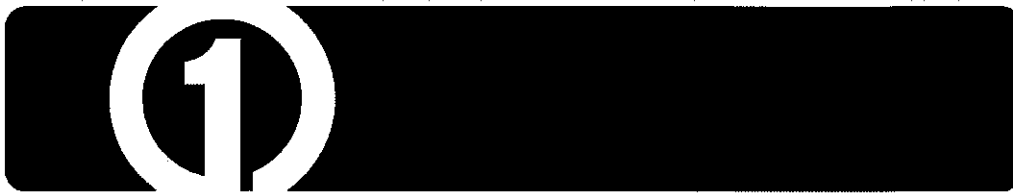
The Annual Report was approved and a copy of the certificate was signed by the Library Director, Board President and City Finance Officer and will be sent to the State Library.

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 16th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess
Secretary



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

Contact Information

 800.262.9611

 fnbo.com

MITCHELL PUBLIC LIBRARY
 221 N DUFF ST
 MITCHELL SD 57301

STATEMENT SUMMARY		April 1, 2019 through April 30, 2019	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Commercial Checking w/interest	[REDACTED]	89,695.84	88,849.55
	Total on Deposit		\$88,849.55

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← 12604 Credit
 - 55.34 Credit
 - 1,050.78 Scholastic
 - 668.37 Interest
 - 1.87 unauthorized charge

 86,947.15 Balance 5/13/19

Mitchell Public Library Library Board of Trustees

Profit & Loss

05/16/19

April 2019

Accrual Basis

	Apr 19
Ordinary Income/Expense	
Income	
General revenue	
Book sale	284.26
Copies	361.75
Donations	37.15
Earbuds	30.00
Interest	3.65
Interlibrary loan	26.00
Paid items	28.00
Subscriptions	180.00
Total General revenue	950.81
Total Income	950.81
Expense	
Operation expenses	
Amazon Prime	119.00
Software	50.00
Total Operation expenses	169.00
Program expenses	
Teen programming	1,628.10
Total Program expenses	1,628.10
Total Expense	1,797.10
Net Ordinary Income	-846.29
Net Income	-846.29

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
County Fees	03/06/2019					Checking(2) at ...	6,500.00	6,500.00
Total County Fees							6,500.00	6,500.00
General revenue								
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
Deposit	04/30/2019					Checking(2) at ...	284.26	1,155.49
Total Book sale							1,155.49	1,155.49
Copies								
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
Deposit	04/18/2019					Checking(2) at ...	41.70	1,024.62
Deposit	04/18/2019					Checking(2) at ...	105.05	1,129.67
Deposit	04/30/2019					Checking(2) at ...	27.75	1,157.42
Deposit	04/30/2019					Checking(2) at ...	187.25	1,344.67
Total Copies							1,344.67	1,344.67
Donations								
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
Deposit	04/18/2019					Checking(2) at ...	26.15	122.08
Deposit	04/30/2019					Checking(2) at ...	11.00	133.08
Total Donations							133.08	133.08
Earbuds								
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
Deposit	04/30/2019					Checking(2) at ...	30.00	143.15
Total Earbuds							143.15	143.15

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Interest								
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
Deposit	04/30/2019					Checking(2) at ...	3.65	14.01
Total Interest							14.01	14.01
Interlibrary loan								
Deposit	01/29/2019					Checking at Fir...	2.00	2.00
Deposit	01/29/2019					Checking at Fir...	18.00	20.00
Deposit	02/15/2019					Checking(2) at ...	15.00	35.00
Deposit	02/27/2019					Checking(2) at ...	5.00	40.00
Deposit	03/27/2019					Checking(2) at ...	21.00	61.00
Deposit	03/29/2019					Checking(2) at ...	5.00	66.00
Deposit	04/18/2019					Checking(2) at ...	6.00	72.00
Deposit	04/18/2019					Checking(2) at ...	8.00	80.00
Deposit	04/30/2019					Checking(2) at ...	2.00	82.00
Deposit	04/30/2019					Checking(2) at ...	10.00	92.00
Total Interlibrary loan							92.00	92.00
Paid items								
Deposit	01/29/2019					Checking at Fir...	32.95	32.95
Deposit	01/29/2019					Checking at Fir...	5.99	38.94
Deposit	02/15/2019					Checking(2) at ...	54.98	93.92
Deposit	02/27/2019					Checking(2) at ...	3.00	96.92
Deposit	03/27/2019					Checking(2) at ...	26.99	123.91
Deposit	04/30/2019					Checking(2) at ...	28.00	151.91
Total Paid items							151.91	151.91
Pop machine								
Deposit	02/27/2019					Checking(2) at ...	20.00	20.00
Total Pop machine							20.00	20.00
Subscriptions								
Deposit	01/29/2019					Checking at Fir...	105.00	105.00
Deposit	01/29/2019					Checking at Fir...	105.00	210.00
Deposit	02/15/2019					Checking(2) at ...	90.00	300.00
Deposit	02/27/2019					Checking(2) at ...	30.00	330.00
Deposit	03/27/2019					Checking(2) at ...	120.00	450.00
Deposit	03/29/2019					Checking(2) at ...	30.00	480.00
Deposit	04/18/2019					Checking(2) at ...	30.00	510.00
Deposit	04/18/2019					Checking(2) at ...	15.00	525.00

11:11 AM

05/16/19

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	04/30/2019					Checking(2) at ...	60.00	585.00
Deposit	04/30/2019					Checking(2) at ...	75.00	660.00
Total Subscriptions								660.00
Total General revenue								3,714.31
Total Income								10,214.31
Expense								
Operation expenses								
Amazon Prime	04/12/2019					Checking(2) at ...	119.00	119.00
Total Amazon Prime								119.00
Miscellaneous	01/02/2019	1129	County Fair			Checking at Fir...	21.39	21.39
Total Miscellaneous								21.39
Pop machine	01/11/2019	1131	Chesterman Coca-C...			Checking at Fir...	125.24	125.24
Total Pop machine								125.24
Refund	03/08/2019		Reader's Den	Newsletter wi...		Checking(2) at ...	25.00	25.00
Total Refund								25.00
Software	04/10/2019			QuickBooks 2...		Checking(2) at ...	50.00	50.00
Total Software								50.00
Total Operation expenses								340.63
Program expenses								
Teen programming	01/18/2019					Checking at Fir...	469.81	469.81
Check	04/18/2019		Oriental trading			Checking(2) at ...	1,025.80	1,495.61
Check	04/18/2019					Checking(2) at ...	602.30	2,097.91
Total Teen programming								2,097.91
Total Program expenses								2,097.91

PACKET: 05121 5/20/19 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-2801013224		MATS		71.77				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		MATS			101 45500-42600	SUPPLIES & MATERIALS		71.77
=====								
I-2801024031		MATS		71.77				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		MATS			101 45500-42600	SUPPLIES & MATERIALS		71.77
		=== VENDOR TOTALS ===		143.54				
=====								
01-09625	APPLE BOOKS							
I-110738		BOOKS		151.45				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		151.45
		=== VENDOR TOTALS ===		151.45				
=====								
01-06583	BAKER & TAYLOR							
C-3158115		CREDIT		10.34CR				
5/21/2019	APBNK	DUE: 4/17/2019 DISC: 4/17/2019			1099: N			
		CREDIT			101 45500-43420	BOOKS		10.34CR
=====								
C-3158252		CREDIT		31.87CR				
5/21/2019	APBNK	DUE: 4/17/2019 DISC: 4/17/2019			1099: N			
		CREDIT			101 45500-43420	BOOKS		31.87CR
=====								
C-3160479		CREDIT		11.49CR				
5/21/2019	APBNK	DUE: 4/26/2019 DISC: 4/26/2019			1099: N			
		CREDIT			101 45500-43420	BOOKS		11.49CR
=====								
I-2034434583		BOOKS		81.77				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		81.77
=====								
I-2034451072		BOOKS		247.99				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		247.99
=====								
I-2034454673		BOOKS		114.23				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		114.23
=====								
I-2034462078		BOOKS		23.67				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		23.67

PACKET: 05121 5/20/19 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
=====						
01-06583	BAKER & TAYLOR	(** CONTINUED **)				
I-2034478196		BOOKS	93.69			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	93.69
=====						
I-2034478784		BOOKS	373.80			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	373.80
=====						
I-2034506263		BOOKS	82.07			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	82.07
=====						
I-2034506319		BOOKS	75.68			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	75.68
		=== VENDOR TOTALS ===	1,039.20			
=====						
01-05088	BLACKSTONE PUBLISHING					
=====						
I-1106501		CD'S	69.90			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	69.90
=====						
I-1112722		CD	44.34			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD		101 45500-43421	AUDIO-VISUAL	44.34
		=== VENDOR TOTALS ===	114.24			
=====						
01-06026	CENTER POINT LARGE PRINT					
=====						
I-1676075		BOOKS	89.28			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-00553	DEMCO INC					
=====						
I-6557404		LABELS	77.78			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	77.78
		=== VENDOR TOTALS ===	77.78			

PACKET: 05121 5/20/19 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
=====								
01-01810	GALE							
I-66804053		BOOKS		39.73				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		39.73
I-66877500		BOOKS		52.48				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		52.48
I-66877956		BOOKS		234.66				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		234.66
I-66878225		BOOKS		134.95				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		134.95
I-66914704		BOOK		27.74				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOK			101 45500-43420	BOOKS		27.74
I-66915041		BOOK		26.99				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOK			101 45500-43420	BOOKS		26.99
I-66915358		BOOK		27.74				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOK			101 45500-43420	BOOKS		27.74
I-66948874		BOOKS		60.72				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		60.72
I-66950789		BOOKS		39.73				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		39.73
		=== VENDOR TOTALS ===		644.74				

01-03789 GUMDROP BOOKS/CENTRAL PROGRAMS

I-PINV121122		BOOKS		340.95				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N			
		BOOKS			101 45500-43420	BOOKS		340.95
		=== VENDOR TOTALS ===		340.95				

PACKET: 05121 5/20/19 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
=====						
01-03064	INFO USA MARKETING INC-A SUB O					
I-83522913		CITY DIRECTORY	455.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CITY DIRECTORY		101 45500-43420	BOOKS	455.00
		=== VENDOR TOTALS ===	455.00			
=====						
01-01015	INGRAM LIBRARY SERVICES					
I-38402234		BOOK	15.39			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	15.39
I-38448133		BOOK	31.97			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	31.97
I-38935118		BOOKS	159.95			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	159.95
I-38973333		BOOKS	90.22			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	90.22
I-39254575		BOOKS	62.80			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	62.80
I-39280276		BOOKS	110.50			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	110.50
I-39789114		BOOKS	21.88			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	21.88
I-39828054		BOOKS	44.38			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	44.38
I-39995942		BOOK	32.90			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	32.90
		=== VENDOR TOTALS ===	569.99			

PACKET: 05121 5/20/19 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
=====						
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
I-2461058		TONER	142.48			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		TONER		101 45500-42600	SUPPLIES & MATERIALS	142.48
=====						
I-2489177		PENCILS,RUBBERBANDS,PENS,PAPE	143.23			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		PENCILS,RUBBERBANDS,PENS,PAPER		101 45500-42600	SUPPLIES & MATERIALS	143.23
=====						
I-2489616		PROTECTOR SHEETS	9.89			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		PROTECTOR SHEETS		101 45500-42600	SUPPLIES & MATERIALS	9.89
		=== VENDOR TOTALS ===	295.60			
=====						
01-04293	JCL SOLUTIONS					
I-1152027		BOWL CLEANER,TOWELS,FRESHNER	442.76			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOWL CLEANER,TOWELS,FRESHNER		101 45500-42600	SUPPLIES & MATERIALS	442.76
		=== VENDOR TOTALS ===	442.76			
=====						
01-00134	MATTHEW BENDER & CO INC					
I-9701478		BOOK	55.44			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	55.44
		=== VENDOR TOTALS ===	55.44			
=====						
01-06301	MIDAMERICA BOOKS					
I-475432		BOOKS	137.65			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	137.65
		=== VENDOR TOTALS ===	137.65			
=====						
01-08853	MIDWEST ALARM COMPANY INC					
I-222781		FIRE ALARM MONITORING	78.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		FIRE ALARM MONITORING		101 45500-42500	REPAIR & MAINTENANCE	78.00
		=== VENDOR TOTALS ===	78.00			

PACKET: 05121 5/20/19 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
=====						
01-00752	MITCHELL PLUMBING & HEATING					
=====						
I-32237		REPAIRS @ LIBRARY	75.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		REPAIRS @ LIBRARY		101 45500-42500	REPAIR & MAINTENANCE	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-06750	MITCHELL TELECOM					
=====						
I-10780498		ACCT #217267-0	64.95			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			
=====						
01-07082	MODERN MARKETING					
=====						
I-MMI132251		STICKERS, WOODEN PUZZLES	161.08			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		STICKERS, WOODEN PUZZLES		101 45500-42600	SUPPLIES & MATERIALS	161.08
		=== VENDOR TOTALS ===	161.08			
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
=====						
I-2585828-3-4/19		221 N DUFF ST	3,209.68			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	3,209.68
		=== VENDOR TOTALS ===	3,209.68			
=====						
01-00141	OCLC INC					
=====						
I-652506		CATALOGING & METADATA	341.81			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
=====						
I-658062		CATALOGING & METADATA	341.81			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
		=== VENDOR TOTALS ===	683.62			

PACKET: 05121 5/20/19 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
=====							
01-00615	OMAHA WORLD-HERALD						
I-2019		ACCT #328791		389.48			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		ACCT #328791			101 45500-42310	NEWSPAPERS	389.48
		=== VENDOR TOTALS ===		389.48			
=====							
01-08223	OVERDRIVE INC						
I-2495CO19054742		EBOOKS,AUDIO		1,569.36			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		EBOOKS,AUDIO			101 45500-42693	E-BOOKS/AUDIO BOOKS	1,569.36
I-H-0056311		PARTICIPATION-MAINTENANCE FEE		3,000.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		PARTICIPATION-MAINTENANCE FEES			101 45500-42693	E-BOOKS/AUDIO BOOKS	3,000.00
		=== VENDOR TOTALS ===		4,569.36			
=====							
01-00616	PENGUIN RANDOM HOUSE INC						
I-1087409637		CD'S		33.75			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	33.75
I-1087927535		CD'S		97.50			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	97.50
I-1088196590		CD'S		30.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	30.00
I-1088532394		CD'S		56.25			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	56.25
I-1088603646		CD'S		30.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	30.00
I-1188532394		CD'S		26.25			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	26.25
		=== VENDOR TOTALS ===		273.75			

PACKET: 05121 5/20/19 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
=====						
01-03153	POTENTIAL PRESS					
I-805991		BOOKS	15.57			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	15.57
=== VENDOR TOTALS ===			15.57			
=====						
01-02405	READER'S DEN					
I-653124		BOOKS	55.92			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	55.92
=== VENDOR TOTALS ===			55.92			
=====						
01-01596	RECORDED BOOKS INC					
I-76049209		CD'S	156.40			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	156.40
I-76171581		CD'S	103.50			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	103.50
I-76176602		CD'S	82.20			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	82.20
I-76178984		CD'S	440.40			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	440.40
I-76186431		CD'S	62.55			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	62.55
I-76186432		CD'S	23.85			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	23.85
I-76187994		CD'S	99.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	99.00
I-76189411		CD'S	470.80			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	470.80

PACKET: 05121 5/20/19 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	
=====							
01-01596	RECORDED BOOKS INC	(** CONTINUED **)					
I-76189895		CD'S		103.49			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	103.49

I-76196603		CD'S		157.20			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	157.20

I-76203317		CD'S		31.49			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	31.49

I-76209518		CD'S		532.40			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	532.40

I-76209992		CD'S		99.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	99.00

I-76214514		CD'S		94.50			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	94.50

I-76217362		CD'S		45.40			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	45.40

I-76220987		CD'S		503.60			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	503.60

I-76223436		CD'S		99.00			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	99.00

I-76223586		CD'S		103.50			
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	103.50

	=== VENDOR TOTALS ===			3,208.28			

PACKET: 05121 5/20/19 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
=====							
01-00138	SCHOLASTIC LIBRARY PUBLISHING						
I-19239891		BOOKS	41.56				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		41.56
		=== VENDOR TOTALS ===	41.56				
=====							
01-03745	SMART APPLE MEDIA						
I-ARU0283126		BOOKS	242.80				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		242.80
		=== VENDOR TOTALS ===	242.80				
=====							
01-02880	THUNE TRUE VALUE HARDWARE						
I-A403453		PLEDGE, 9V BATTERY	20.98				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N			
		PLEDGE, 9V BATTERY		101 45500-42600	SUPPLIES & MATERIALS		20.98
		=== VENDOR TOTALS ===	20.98				
=====							
01-09717	KATRINA WILLOUGHBY						
I-5719		BOOKS	40.00				
5/21/2019	APBNK	DUE: 5/21/2019 DISC: 5/21/2019		1099: N			
		BOOKS		101 45500-43420	BOOKS		40.00
		=== VENDOR TOTALS ===	40.00				
		=== PACKET TOTALS ===	17,687.65				

PACKET: 05121 5/20/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	17,741.35
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	53.70CR

BATCH TOTALS 17,687.65

** 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	17,687.65-*				
		101-45500-42310	NEWSPAPERS	389.48	805	415.52		
		101-45500-42500	REPAIR & MAINTENANCE	153.00	3,000	2,599.00		
		101-45500-42600	SUPPLIES & MATERIALS	1,141.74	14,000	10,830.45		
		101-45500-42690	MINITEX FEES	683.62	4,602	3,234.76		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	4,569.36	20,161	8,580.28		
		101-45500-42800	UTILITIES	3,274.63	33,000	19,151.54		
		101-45500-43420	BOOKS	3,879.55	45,300	27,543.54		
		101-45500-43421	AUDIO-VISUAL	3,596.27	15,000	9,575.15		
		999-131	DUE FROM OTHER OTHER FUN	17,687.65 *				
			** 2019 YEAR TOTALS	17,687.65				

PACKET: 05121 5/20/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	5/2019	17,687.65

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

101-GENERAL
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES-LIBRARY	341,504	25,475.40	106,963.62	114,305.92	227,198.08	33.47
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	48,039	3,173.48	9,599.71	13,130.77	34,908.23	27.33
101-45500-41200 OASI-LIBRARY	29,800	2,007.96	8,083.85	8,916.94	20,883.06	29.92
101-45500-41300 RETIREMENT-LIBRARY	22,410	1,665.27	6,351.52	7,555.56	14,854.44	33.72
101-45500-41500 GROUP INSURANCE-LIBRARY	103,950	8,635.12	30,638.76	38,858.04	65,091.96	37.38
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	10,240.77	0.00	0.00	0.00
TOTAL SALARIES	545,703	40,957.23	171,878.23	182,767.23	362,935.77	33.49
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	200	0.00	0.00	0.00	200.00	0.00
101-45500-42310 NEWSPAPERS	805	0.00	0.00	0.00	805.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	3,000	75.00	873.00	248.00	2,752.00	8.27
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	544.00	3,795.75	2,027.81	11,972.19	14.48
101-45500-42661 POSTAGE	1,800	79.69	447.99	455.17	1,344.83	25.29
101-45500-42690 MINITEX FEES	4,602	0.00	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	0.00	0.00	380.87	5,229.13	6.79
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	1,045.00	7,928.28	7,011.36	13,149.64	34.78
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	3,499.88	7,087.71	10,573.83	22,426.17	32.04
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	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	5,243.57	21,726.08	21,981.11	70,888.89	23.67
CAPITAL OUTLAY						
101-45500-43350 BOILER/HVAC	0	0.00	0.00	0.00	0.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	45,300	7,060.66	11,033.57	13,876.91	31,423.09	30.63
101-45500-43421 AUDIO-VISUAL	15,000	190.43	4,812.59	1,828.58	13,171.42	12.19
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	60,300	7,251.09	15,846.16	15,705.49	44,594.51	26.05
TOTAL LIBRARY	698,873	53,451.89	209,450.47	220,453.83	478,419.17	31.54
TOTAL EXPENDITURES						
TOTAL EXPENDITURES	698,873	53,451.89	209,450.47	220,453.83	478,419.17	31.54

WARNING 1,115 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Director's Report

Circulation		P-Total	Grand Total
Y2019	11,462	32,678	44,140
Y2018	11,130	32,677	43,807
Difference	332	1	333

Revenue '19 Total library items: 116,746

Fines/Dntns	\$ 37.15
Copies	\$ 361.75
Subs.	\$ 180.00
Lst. Paid	\$ 28.00
I.L.L.	\$ 26.00
Earbuds	\$ 30.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 284.26
Interest	\$ 3.65
Handling fee	\$ -
Pop machine	\$ -
Total	\$ 950.81

Community Room totals '19	Grand Total
January 499	July
February 329	August
March 508	Sept.
April 400	October
May	Nov.
June	Dec.
Total 1,736	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	34	4	1	12	3	1	0	0	55
May									
June									
July									
August									
September									
October									
November									
December									
Total	114	17	13	44	4	3	0	1	197

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	197	Oct.		April	992	October	
May		Nov.		May		November	
June		Dec.		June		December	
Total	904	Total	0	Total	4,165	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	22	171	1	30	1	2	7	197	31	400
May										
June										
July										
August										
September										
October										
November										
December										
Total	61	650	2	50	20	70	15	477	46	1,736

Computer usage '19

	Grand total		
January	3,716	July	
February	3,129	August	
March	3,448	September	
April	2,944	October	
May		November	
June		December	
Total	13,237	Total	0

Courier Savings '19

January	\$	132.97
February	\$	122.53
March	\$	158.37
April	\$	168.53
May		
June		
July		
August		
September		
October		
November		
December		
Total	\$	582.40

Courier '19

	In	Out	Total	
January	47	71	118	
February	85	22	107	
March	75	50	125	
April	75	50	125	
May				
June				
July				
August				
September				
October				
November				
December				
Total	282	193	475	

South Dakota Share-it/Atrium

	Borrow	Lend	Total	
January		9	41	50
February		29	1	30
March		5	24	29
April		0	28	28
May				
June				
July				
August				
September				
October				
November				
December				
Total		43	94	137

OCLC I.L.L. '19

	Lend	Borrow	Total	
January	79	43	122	
February	84	55	139	
March	54	73	127	
April	64	97	161	
May				
June				
July				
August				
September				
October				
November				
December				
Total	281	268	549	

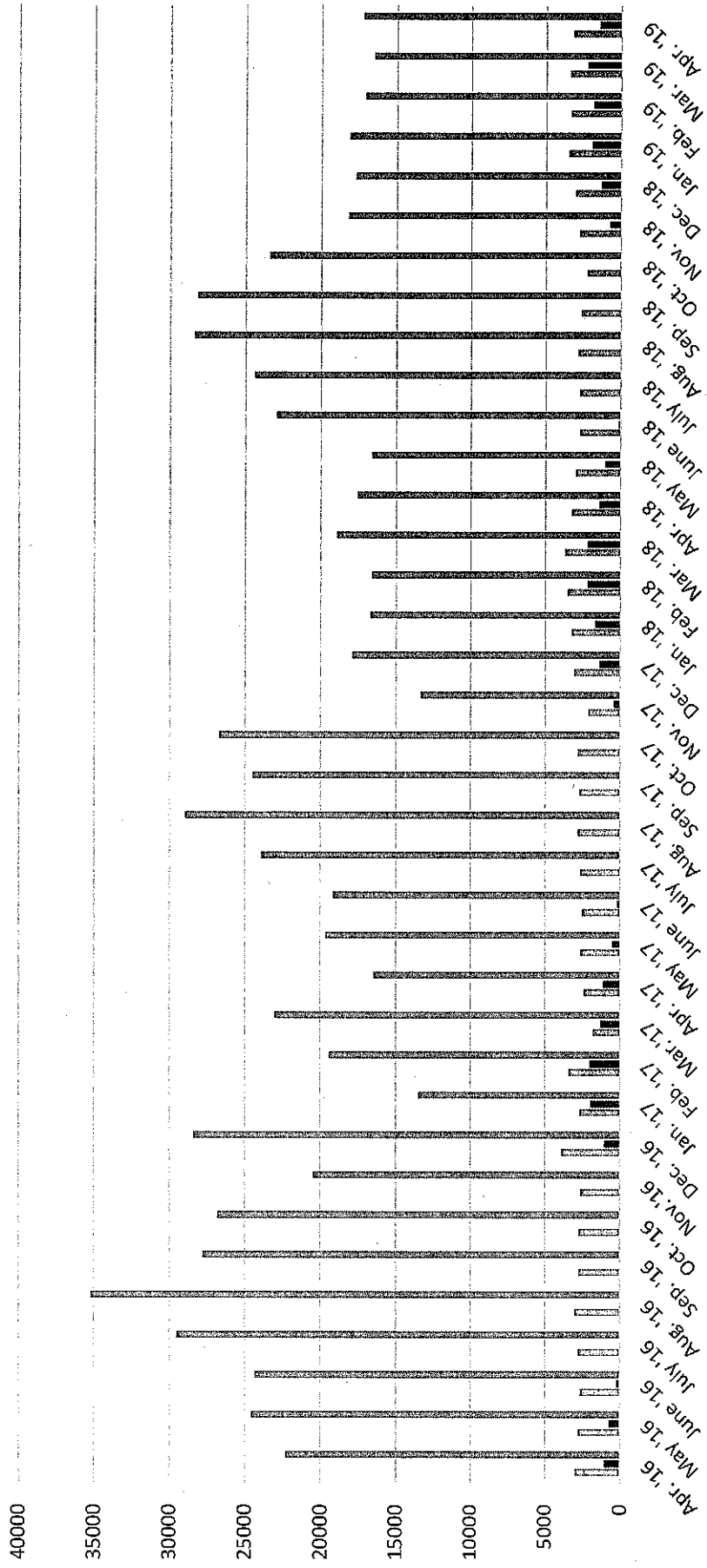
Davison County '19					Mail/Postage '19			
	YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January		2	44	6	52	3	8	11 \$ 30.23
February		2	57	10	69	3	14	17 \$ 49.27
March		7	44	3	54	2	30	32 \$ 87.87
April		5	45	10	55	1	28	29 \$ 84.51
May								
June								
July								
August								
September								
October								
November								
December								
Total		16	190	29	230	9	80	89 \$ 251.88

Wireless access session--2019

January	334
February	284
April	357
Total	975

Jackie Hess, Director

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



Utility costs--Apr. '16-Apr. '19

	Cost	Gas	Electric
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
Apr. '19	3209.68	1459	17280

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 selected as one of 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 16th. 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.

8. Budget 2020. We'll need to start working on the budget starting next month (May).
9. Cameras have been installed and paid for.
10. Dr. Lucie Poulet would be interested in coming to Mitchell in June. This will be discussed under New Business.
11. The Dennis Warner concert has been rescheduled for June 5th.
12. We have had some trouble in the Teen Room. A middle-school aged boy had burned a couple of younger boys in the back of the neck with the hot metal part of a lighter. We don't know who the boy is. The boys that got hurt were unwilling to come and talk to me. It has the footage of the incidents. So I called the police and gave them the information that I knew. The officer that I spoke to said that maybe they could come in on the weekends and make their presence known. Until the summer hours begin, the Teen Room will be closing at 6 p.m. to avoid any more trouble like this.

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.

**City of Mitchell
Budget Line Item Worksheet
2020 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Overtime
Account Number:	101-45500-41110

Item No	Item Description	Budgeted Amount	Comment
1	Overtime	\$ 500.00	No change for 2020
2			
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Total Budget		\$	500.00

Justification (for items listed that are new or increasing)	
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Professional Services
Account Number:	101-45500-42200

Item No	Item Description	Budgeted Amount	Comment
1	For professional services	\$ 20,000.00	Cut last year. Re-requested this year.
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Total Budget		\$	20,000.00

Justification (for items listed that are new or increasing)	
1	Hire a consultant to evaluate library space and present a report as to how the Library can maximize its space for future projects. Fee consists of loading drawings into database, consultant coming to Mitchell to look at all rooms in the Library, and make notes. Go back to office and make recommendations to Library Board.
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Newspapers
Account Number:	101-45500-42310

Item No	Item Description	Budgeted Amount	Comment
1	Microfilm of Daily Republic	\$ 318.00	Increase of \$10-\$15 per reel
2	Yankton Daily Press & Dakotan	\$ 186.33	No projected increase
3	Omaha World Herald	\$ 467.36	Projected increase for 2020
5	Minneapolis Star Tribune--Digital version	\$ 19.95	Renewal
6	Yankton Daily Press & Dakotan--Digital version	\$ 26.00	Renewal
7	Daily Capital Journal--Digital version	\$ 21.00	Renewal
Total Budget		\$	1,038.64

Justification (for items listed that are new or increasing)			
1	SD State Archives has projected a \$10-\$15 increase effective at the end of the year.		
2	NA		
3	Cost has increased 20% for this year. Built in a 20% increase for 2020.		
4			
5			
6			

**City of Mitchell
Budget Line Item Worksheet
2020 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Window Repair/Replace
Account Number:	101-45500-42510

Item No	Item Description	Budgeted Amount	Comment
1	Replacement of windows	\$ -	No longer needed
2			
3			
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10			
Total Budget		\$ -	

Justification (for items listed that are new or increasing)	
1	NA
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Postage
Account Number:	101-45500-42661

Item No	Item Description	Budgeted Amount	Comment
1	Mailing of letters, packages and ILL materials	\$ 1,800.00	No increase
2			
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Total Budget		\$	1,800.00

Justification (for items listed that are new or increasing)	
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Database System Update
Account Number:	100-4550-42691

Item No	Item Description	Budgeted Amount	Comment
1	For Dearreader.com database subscription	\$ 350.00	No increase
2			
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Total Budget		\$	350.00

Justification (for items listed that are new or increasing)	
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	E-Books/E-Audio Books/E-Magazines
Account Number:	101-45500-42693

Item No	Item Description	Budgeted Amount	Comment
1	Overdrive	\$ 3,000.00	No change for 2020
2	E-magazine platform plus \$500 additional content	\$ 2,036.00	No change for 2020
3	E-audio platform (Recorded Books)	\$ 1,775.00	No change for 2020
4	E-book content	\$ 12,000.00	No change for 2020
5	Additional One-Click Digital Content	\$ 1,350.00	No change for 2020
6			
7			
8			
9			
10			
Total Budget		\$	20,161.00

Justification (for items listed that are new or increasing)	
1	NA
2	NA
3	NA
4	NA
5	NA
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**City of Mitchell
Budget Line Item Worksheet
2020 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Utilities
Account Number:	101-45500-42800

Item No	Item Description	Budgeted Amount	Comment
1	Electricity and gas for Library	\$36,000.00	Increase of \$3,000
2			
3			
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10			
Total Budget		\$	36,000.00

Justification (for items listed that are new or increasing)	
1	Rates have increased and usage has gone up.
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Utilities-Water/Sewer
Account Number:	101-45500-42830

Item No	Item Description	Budgeted Amount	Comment
1	Water and sewer	\$ 800.00	Decrease of \$500.
2			
3			
4			
5			
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7			
8			
9			
10			
Total Budget		\$	800.00

Justification (for items listed that are new or increasing)	
1	Decreased usage.
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**City of Mitchell
Budget Line Item Worksheet
2020 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Library Programming
Account Number:	101-45500-42903

Item No	Item Description	Budgeted Amount	Comment
1	Library Programming	\$ 5,000.00	Re-requested from 2019
2			
3			
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10			
Total Budget		\$	5,000.00

Justification (for items listed that are new or increasing)	
1	The cost will be for added programs for adults and any costs associated with those programs.
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Workstudy
Account Number:	101-45500-42920

Item No	Item Description	Budgeted Amount	Comment
1	1 workstudy student during school. \$2.25 @ 10 hours a week for 36 weeks.	\$ 801.00	No increase for 2020
2	1 workstudy student for the summer. \$2.25 @40 hours a week for 12 weeks.	\$ 1,081.00	No increase for 2020
3			
4			
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6			
7			
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9			
Total Budget		\$	1,882.00

Justification (for items listed that are new or increasing)	
1	Funding is needed for 1 summer work-study student. This student will be responsible for assisting at circulation desk, shelving, assisting customers and sign up patrons for summer reading programs. This person also fills in for absent staff members. Works Monday nights and every other Saturday if needed.
2	Funding is needed for 1 summer work-study student. This student will be responsible for assisting at circulation desk, shelving, assisting customers and sign up patrons for summer reading programs. This person also fills in for absent staff members. Works Monday nights and every other Sunday if needed.
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City of Mitchell
Budget Line Item Worksheet
2020 Budget

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Boiler/HVAC
Account Number:	101-45500-43350

Item No	Item Description	Budgeted Amount	Comment
1	Purchase or repair of Bolier/HVAC system	\$ -	No change
2			
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9			
10			
Total Budget		\$ -	

Justification (for items listed that are new or increasing)	
1	NA
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**City of Mitchell
Budget Line Item Worksheet
2019 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Books
Account Number:	101-45500-43420

Item No	Item Description	Budgeted Amount	Comment
1	Books for Library--Adult, Teens and Children's	\$ 55,300.00	Original request from 2019.
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3			
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Total Budget		\$	55,300.00

Justification (for items listed that are new or increasing)	
1	As of 4/30/19, 30% of this line item has been used.
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**City of Mitchell
Budget Line Item Worksheet
2020 Budget**

Department:	Community Services
Division:	Mitchell Public Library
Account Title:	Computer Hardware
Account Number:	101-45500-43440

Item No	Item Description	Budgeted Amount	Comment
1	Replacement of public access computers	\$ -	
2			
3			
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10			
Total Budget		\$ -	

Justification (for items listed that are new or increasing)	
1	NA
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