

**Mitchell Public Library Board of Trustees Meeting Agenda**  
Director's Conference Room- Mitchell Public Library

**1. Call To Order**

Flemmer  
Margheim  
Rice  
Sivik  
Taylor

**2. Set The Date For The Next Library Board Meeting**

July 17, 2018--Director's Conference Room--Mitchell Public Library

**3. Financial Report**

Documents:

[FINANCIAL REPORT MAY 2018.PDF](#)

**4. Approval Of The Minutes**

Documents:

[MITCHELL PUBLIC LIBRARY \(MAY 2018\).PDF](#)

**5. Director's Report**

Documents:

[DIRECTORSREPORT2.PDF](#)  
[ITEMCLASS18.PDF](#)  
[UTILITY COSTS--MAR. 15 TO MAY. 18.PDF](#)  
[UTILITY CHART MAY 15 TO MAY 18.PDF](#)  
[ADDITIONAL ITEMS JUNE 2018.PDF](#)

**6. Communication & Correspondence**

**7. Unfinished Business**

**8. New Business**

1. Goals June 2018-December 2019
2. Active shooter policy.
3. Budget 2019--discussion and approval.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)  
[MITCHELL PUBLIC LIBRARY ACTIVE SHOOTER POLICY.PDF](#)  
[COPY OF LIBRARY BUDGET 2019.PDF](#)

**9. Board Input**

**10. Citizen's Input**

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

**11. Adjournment**

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

## Mitchell Public Library

## Profit &amp; Loss

May 2018

06/14/18

Accrual Basis

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	<u>May 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>General revenue</b>	
Book sale	251.85
Copies	394.90
Earbuds	33.50
Fines	5.91
Interest	3.28
Interlibrary loan	25.00
Paid items	64.32
Pop machine	46.00
Subscriptions	270.00
<b>Total General revenue</b>	<u>1,094.76</u>
<b>Total Income</b>	1,094.76
<b>Expense</b>	
<b>Program expenses</b>	
Children's programming	243.85
<b>Total Program expenses</b>	<u>243.85</u>
<b>Total Expense</b>	<u>243.85</u>
<b>Net Ordinary Income</b>	<u>850.91</u>
<b>Net Income</b>	<u><u>850.91</u></u>

11:01 AM

06/14/18

Accrual Basis

**Mitchell Public Library**  
**Balance Sheet Prev Year Comparison**  
**As of May 31, 2018**

	May 31, 18	May 31, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings	52,442.90	46,118.09	6,324.81	13.7%
Checking at First National Ban	52,442.90	46,118.09	6,324.81	13.7%
Total Checking/Savings	28,200.26	28,200.26	0.00	0.0%
Accounts Receivable	28,200.26	28,200.26	0.00	0.0%
Accounts Receivable	80,643.16	74,318.35	6,324.81	8.5%
Total Accounts Receivable	<u>80,643.16</u>	<u>74,318.35</u>	<u>6,324.81</u>	<u>8.5%</u>
<b>TOTAL ASSETS</b>				
<b>LIABILITIES &amp; EQUITY</b>				
Equity	80,290.44	66,561.37	13,729.07	20.6%
Retained Earnings	352.72	7,756.98	-7,404.26	-95.5%
Net Income	80,643.16	74,318.35	6,324.81	8.5%
Total Equity	<u>80,643.16</u>	<u>74,318.35</u>	<u>6,324.81</u>	<u>8.5%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>				
	<u>80,643.16</u>	<u>74,318.35</u>	<u>6,324.81</u>	<u>8.5%</u>

CITY OF MITCHELL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2018

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	331,318	21,238.91	131,362.57	128,202.53	203,115.47	38.69
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	1,416.89	14,104.12	11,016.60	28,983.40	27.54
101-45500-41200 OASI-LIBRARY	29,165	1,558.09	10,216.21	9,641.94	19,523.06	33.06
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,274.34	7,881.83	7,625.86	12,253.14	38.36
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	6,259.60	30,232.74	36,898.36	49,939.64	42.49
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	0.00	10,240.77	(10,240.77)	0.00
TOTAL SALARIES	507,200	31,747.83	193,797.47	203,626.06	303,573.94	40.15
<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	700	40.00	92.80	40.00	660.00	5.71
101-45500-42500 REPAIR & MAINTENANCE	3,000	0.00	1,180.10	873.00	2,127.00	29.10
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,651.35	4,824.02	5,447.10	13,552.90	28.67
101-45500-42661 POSTAGE	1,800	450.00	467.26	897.99	902.01	49.89
101-45500-42690 MINITEX FEES	4,204	788.90	954.93	1,777.25	2,426.75	42.28
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,500	0.00	3,311.00	0.00	5,500.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	0.00	3,118.72	7,928.28	6,991.72	53.14
101-45500-42700 TRAVEL, CONF & DUES	1,620	0.00	300.00	300.00	1,320.00	18.52
101-45500-42800 UTILITIES	33,000	7,070.23	10,733.09	14,157.94	18,842.06	42.90
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	120.80	145.00	1,155.00	11.15
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	0.00	0.00	1,000.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	90,634	10,000.48	25,373.02	31,726.56	58,907.44	35.01
<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	55,300	3,138.63	15,321.29	14,172.20	41,127.80	25.63
101-45500-43421 AUDIO-VISUAL	15,000	477.52	5,402.47	5,290.11	9,709.89	35.27
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	3,616.15	20,723.76	19,462.31	50,837.69	27.68
TOTAL LIBRARY	668,134	45,364.46	239,894.25	254,814.93	413,319.07	38.14
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TOTAL EXPENDITURES	668,134	45,364.46	239,894.25	254,814.93	413,319.07	38.14

\*\*WARNING\*\* 1,090 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

PACKET: 04777 6/18/18 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-2800886619		MATS	64.25			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	64.25
I-2800896420		MATS	64.25			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	64.25
=== VENDOR TOTALS ===			128.50			

01-06583 BAKER &amp; TAYLOR

I-2033682250		BOOKS	568.88			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	568.88
I-2033697685		BOOKS	27.31			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	27.31
I-2033707870		BOOKS	163.52			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	163.52
I-2033730777		BOOKS	215.29			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	215.29
I-2033736812		BOOKS	99.91			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	99.91
I-2033741196		BOOKS	497.73			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	497.73
=== VENDOR TOTALS ===			1,572.64			

01-05088 BLACKSTONE PUBLISHING

I-988026		CD'S	69.90			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	69.90
I-990116		CD'S	30.95			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.95
=== VENDOR TOTALS ===			100.85			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00424 CAMPBELL SUPPLY INC.						
I-85-5/10/18		CRABGRASS,FERTILIZER,WEED SPR	104.24			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CRABGRASS,FERTILIZER,WEED SPRA		101 45500-42600	SUPPLIES & MATERIALS	104.24
=== VENDOR TOTALS ===			104.24			
01-06026 CENTER POINT LARGE PRINT						
I-1581312		BOOKS	89.28			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
=== VENDOR TOTALS ===			89.28			
01-00445 CITY OF MITCHELL						
I-04-001100-00-6/18		221 DUFF ST N-LIBRARY	359.65			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		221 DUFF ST N-LIBRARY		101 45500-42830	UTILITIES-WATER/SEWER	359.65
=== VENDOR TOTALS ===			359.65			
01-00553 DEMCO INC						
I-6336726		LASER LABELS	257.13			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		LASER LABELS		101 45500-42600	SUPPLIES & MATERIALS	257.13
I-6337831		BOOK COVERS	376.15			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOK COVERS		101 45500-42600	SUPPLIES & MATERIALS	376.15
=== VENDOR TOTALS ===			633.28			
01-09022 FINDAWAY WORLD LLC						
I-255040		RECORDED BOOKS	755.55			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		RECORDED BOOKS		101 45500-43421	AUDIO-VISUAL	755.55
=== VENDOR TOTALS ===			755.55			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-01810	GALE						
I-63616688		BOOKS	218.92				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		218.92
I-63617155		BOOKS	236.16				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		236.16
I-63617533		BOOKS	191.93				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		191.93
I-63625629		BOOKS	48.73				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		48.73
I-63675434		BOOKS	60.72				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		60.72
I-63694289		BOOKS	92.96				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		92.96
I-63694639		BOOKS	39.73				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		39.73
		=== VENDOR TOTALS ===	889.15				
=====							
01-01015	INGRAM LIBRARY SERVICES						
C-33599542		CREDIT	8.44CR				
6/19/2018	APBNK	DUE: 3/12/2018 DISC: 3/12/2018		1099: N			
		CREDIT		101 45500-43420	BOOKS		8.44CR
C-33599543		CREDIT	17.38CR				
6/19/2018	APBNK	DUE: 3/12/2018 DISC: 3/12/2018		1099: N			
		CREDIT		101 45500-43420	BOOKS		17.38CR
C-33694406		CREDIT	97.38CR				
6/19/2018	APBNK	DUE: 3/16/2018 DISC: 3/16/2018		1099: N			
		CREDIT		101 45500-43420	BOOKS		97.38CR
I-33770250		BOOKS	32.50				
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N			
		BOOKS		101 45500-43420	BOOKS		32.50



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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01015	INGRAM LIBRARY SERVICES	( ** CONTINUED ** )				
I-34779824		BOOKS	106.30			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	106.30
I-34824424		BOOKS	33.15			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	33.15
		=== VENDOR TOTALS ===	48.75			
=====						
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
I-2036490		PAPER, STAMP PAD	74.18			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		PAPER, STAMP PAD		101 45500-42600	SUPPLIES & MATERIALS	74.18
I-2043685		INK CARTRIDGES	38.99			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		INK CARTRIDGES		101 45500-42600	SUPPLIES & MATERIALS	38.99
I-2048588		TYPEWRITER RIBBONS	15.90			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		TYPEWRITER RIBBONS		101 45500-42600	SUPPLIES & MATERIALS	15.90
I-2054377		LABELS	33.05			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	33.05
I-2065993		MAGIC TAPE, PAPER	102.14			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		MAGIC TAPE, PAPER		101 45500-42600	SUPPLIES & MATERIALS	102.14
		=== VENDOR TOTALS ===	264.26			
=====						
01-04293	JCL SOLUTIONS					
I-1118951		AIR FRESHENER	14.62			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		AIR FRESHENER		101 45500-42600	SUPPLIES & MATERIALS	14.62
I-1121585		ROLL TOWELS, BATH TISSUES	90.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		ROLL TOWELS, BATH TISSUES		101 45500-42600	SUPPLIES & MATERIALS	90.00
I-1126970		ROLL TOWELS	46.34			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		ROLL TOWELS		101 45500-42600	SUPPLIES & MATERIALS	46.34
		=== VENDOR TOTALS ===	150.96			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-02679	MENARD'S INC					
I-46643		NITE LITES,BULBS,VALVE	15.74			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		NITE LITES,BULBS,VALVE		101 45500-42600	SUPPLIES & MATERIALS	15.74
		=== VENDOR TOTALS ===	15.74			
=====						
01-08853	MIDWEST ALARM COMPANY INC					
I-197671		FIRE ALARM MONITORING	78.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		FIRE ALARM MONITORING		101 45500-42500	REPAIR & MAINTENANCE	78.00
		=== VENDOR TOTALS ===	78.00			
=====						
01-09183	MITCHELL TECHNICAL INSTITUTE					
I-2017 FALL SEMESTER		FALL SEMESTER WORKSTUDY	459.56			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		FALL SEMESTER WORKSTUDY		101 45500-42920	WORKSTUDY	459.56
		=== VENDOR TOTALS ===	459.56			
=====						
01-06750	MITCHELL TELECOM					
I-10707388		ACCT #217267-0	64.95			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			
=====						
01-01450	MUTH ELECTRIC INC					
I-606650		REPAIRS @ LIBRARY	309.48			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		REPAIRS @ LIBRARY		101 45500-42600	SUPPLIES & MATERIALS	309.48
		=== VENDOR TOTALS ===	309.48			
=====						
01-07418	MUTH TECHNOLOGY					
I-607406		REPAIRS @ LIBRARY	390.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		REPAIRS @ LIBRARY		101 45500-42600	SUPPLIES & MATERIALS	390.00
		=== VENDOR TOTALS ===	390.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01787	NORTH CENTRAL SEED CO					
I-19264		LAWN MIXTURE,TURF MIX	175.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		LAWN MIXTURE,TURF MIX		101 45500-42600	SUPPLIES & MATERIALS	175.00
		=== VENDOR TOTALS ===	175.00			
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2585828-3-5/18		221 N DUFF ST	2,995.53			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	2,995.53
		=== VENDOR TOTALS ===	2,995.53			
=====						
01-00615	OMAHA WORLD-HERALD					
I-2018		ACCT #328791	311.48			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		ACCT #328791		101 45500-42310	NEWSPAPERS	311.48
		=== VENDOR TOTALS ===	311.48			
=====						
01-00616	PENGUIN RANDOM HOUSE INC					
I-1087789165		CD'S	30.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.00
I-1088150563		CD'S	30.00			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43420	BOOKS	30.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-02405	READER'S DEN					
I-488651		BOOK	22.40			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	22.40
I-488688		BOOKS	45.54			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	45.54
		=== VENDOR TOTALS ===	67.94			

PACKET: 04777 6/18/18 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
<hr/>						
01-01596	RECORDED BOOKS INC					
I-75786055		CD'S	284.80			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	284.80
<hr/>						
I-75793413		CD'S	381.71			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	381.71
		=== VENDOR TOTALS ===	666.51			
<hr/>						
01-02455	SALEM PRESS					
I-160924		BOOK	196.56			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	196.56
		=== VENDOR TOTALS ===	196.56			
<hr/>						
01-01270	SCHOLASTIC LIBRARY PUBLISHING					
I-17085840		BOOKS	34.80			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	34.80
		=== VENDOR TOTALS ===	34.80			
<hr/>						
01-02880	THUNE TRUE VALUE HARDWARE					
I-A371934		BULBS,NIGHT LIGHT	5.97			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		BULBS,NIGHT LIGHT		101 45500-42600	SUPPLIES & MATERIALS	5.97
<hr/>						
I-A373854		AA & AAA BATTERIES	44.97			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		AA & AAA BATTERIES		101 45500-42600	SUPPLIES & MATERIALS	44.97
		=== VENDOR TOTALS ===	50.94			
<hr/>						
01-03267	WALMART COMMUNITY/RFCSELLC					
I-577-5/21/18		ACCT #1244	26.70			
6/19/2018	APBNK	DUE: 6/19/2018 DISC: 6/19/2018		1099: N		
		STORAGE BOXES		101 45500-42600	SUPPLIES & MATERIALS	26.70
		=== VENDOR TOTALS ===	26.70			
		=== PACKET TOTALS ===	11,000.30			

PACKET: 04777 6/18/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	11,123.50
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	123.20CR

BATCH TOTALS	11,000.30
--------------	-----------

**\*\* 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
2018		101-201	CLAIMS PAYABLE	11,000.30-*				
		101-45500-42310	NEWSPAPERS	311.48	700	348.52		
		101-45500-42500	REPAIR & MAINTENANCE	78.00	3,000	2,049.00		
		101-45500-42600	SUPPLIES & MATERIALS	2,249.10	19,000	11,303.80		
		101-45500-42800	UTILITIES	3,060.48	33,000	15,781.58		
		101-45500-42830	UTILITIES-WATER/SEWER	359.65	1,300	795.35		
		101-45500-42920	WORKSTUDY	459.56	1,000	540.44		
		101-45500-43420	BOOKS	2,929.12	55,300	38,198.68		
		101-45500-43421	AUDIO-VISUAL	1,552.91	15,000	8,056.75		
		999-131	DUE FROM OTHER OTHER FUN	11,000.30 *				
			** 2018 YEAR TOTALS	11,000.30				

PACKET: 04777 6/18/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	6/2018	11,000.30

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: MAY 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	21,238.91	131,362.57	128,202.53	203,115.47	38.69
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	1,416.89	14,104.12	11,016.60	28,983.40	27.54
101-45500-41200 OASI-LIBRARY	29,165	1,558.09	10,216.21	9,641.94	19,523.06	33.06
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,274.34	7,881.83	7,625.86	12,253.14	38.36
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	6,259.60	30,232.74	36,898.36	49,939.64	42.49
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	0.00	10,240.77	10,240.77	0.00
TOTAL SALARIES	507,200	31,747.83	193,797.47	203,626.06	303,573.94	40.15
<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	40.00	92.80	40.00	660.00	5.71
101-45500-42500 REPAIR & MAINTENANCE	3,000	0.00	1,180.10	873.00	2,127.00	29.10
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,651.35	4,824.02	5,447.10	13,552.90	28.67
101-45500-42661 POSTAGE	1,800	450.00	467.26	897.99	902.01	49.89
101-45500-42690 MINITEX FEES	4,204	788.90	954.93	1,777.25	2,426.75	42.28
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,500	0.00	3,311.00	0.00	5,500.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	0.00	3,118.72	7,928.28	6,991.72	53.14
101-45500-42700 TRAVEL, CONF & DUES	1,620	0.00	300.00	300.00	1,320.00	18.52
101-45500-42800 UTILITIES	33,000	7,070.23	10,733.09	14,157.94	18,842.06	42.90
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	120.80	145.00	1,155.00	11.15
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	0.00	0.00	1,000.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	90,634	10,000.48	25,373.02	31,726.56	58,907.44	35.01
<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	55,300	3,138.63	15,321.29	14,172.20	41,127.80	25.63
101-45500-43421 AUDIO-VISUAL	15,000	477.52	5,402.47	5,290.11	9,709.89	35.27
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	3,616.15	20,723.76	19,462.31	50,837.69	27.68
<b>TOTAL LIBRARY</b>	<b>668,134</b>	<b>45,364.46</b>	<b>239,894.25</b>	<b>254,814.93</b>	<b>413,319.07</b>	<b>38.14</b>
<hr/>						
<b>TOTAL EXPENDITURES</b>	<b>668,134</b>	<b>45,364.46</b>	<b>239,894.25</b>	<b>254,814.93</b>	<b>413,319.07</b>	<b>38.14</b>

\*\*WARNING\*\* 1,090 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

## **Meeting of the Mitchell Public Library Board of Trustees, Tuesday, May 15, 2018.**

The Mitchell Public Library Board of Trustees met on Tuesday, May 15, 2018, at 4:30 p.m. in the Director's Conference Room at the Library. Board President Sivik called the meeting to order.

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

**Members absent:** Rice.

**Guests:** Jessica Pickett, Community Services Director, Michelle Bathke, City Finance Officer.

**Next meeting date:** June 19, 2018, 4:30 p.m. –Director's Conference Room, Mitchell Public Library.

**Financial report.** The Trustee Account, the monthly city budget and the bills were discussed. There was a discrepancy between the monthly income and the balance sheet. The Director was instructed to investigate. A motion was initially made by Margheim and seconded by Flemmer to approve the financial report. An amendment was made by Taylor and seconded by Flemmer to amend the motion to include a report on the reconciled statement and monthly income. Margheim agreed to the amendment and the motion passed.

**Director's report.** The Director's report was given. In addition to the statistical report, the following information was given to the Trustees. Library staff went over the 3 summer reading programs. The Director worked with the City Administration and a member of the Public Safety department on loading agendas and attaching files to the City's website. Ken Jones from Library Furniture, International came to the Library on Friday, May 11<sup>th</sup> to measure the library's shelving for end panels and caps. Estimates will be sent to the Director. This is to be included in the 2019 budget.

**Communication and Correspondence.** The digitized copies of the Notre Dame and Mitchell High School have arrived. The discs also include yearbooks from the Carnegie Resource Center that the Library does not own. The Library Board wanted this service publicized.

**Unfinished business.** The damaged railing was discussed. Bailey Welding has the railing and has to find the time to install it.

**New business.** A printout of goals for 2017 was provided to the Library Board in order to develop goals for 2018.

The following goals listed in 2017 have been completed in the last half of 2017 and the first few months of 2018:

- Reviewed and amended the Internet policy.
- Revision of meeting room policy.
- Integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.



## **Goals for June 2018 to May 2019.**

- Complete Active Shooter policy for Library. (June 2018)
- Review and amend the Issuing Library Cards policy. (July 2018)
- Review and amend the Collection Development policy. (August 2018)
- Review and amend Gifts Policy for donations. (September)
- Build a succession plan when replacing Library Director. Document will contain yearly, monthly, and daily tasks. (December)
- Edit fees policy.
- Generate income through foundation grants, etc. Establish Library Foundation and Friends of the Library. No date set.
- Investigate developing a separate family Children's Library. Find a consultant to determine fees. Prepare a RFP to send out. (Oct.-Nov.)
- Assign staff person to post events on City's Website calendar.
- Develop a quarterly newsletter.
- Start providing books to shut-ins.
- Provide 1 unique program for adults in addition to the regular programs. A survey on Facebook and City's website can provide feedback.

**2019 Budget.** The 2019 budget was presented to the Library Board. The budget will be finalized and voted on at the June Board meeting.

**Annual report to the State for 2017.** This report was presented to the Library Board. This is a requirement of the State Library that every public library submit a report. Every library that submits the report is eligible for the new Summer Reading Program binder and library grants.

**Honorariums for Summer Reading Program Presenters.** A list of local presenters for the Summer Reading Program was given to the Library Board. A honorarium of \$50.00 per session and mileage (if necessary) would be given to the presenters. The Library Board approved a motion to pay the honorarium of \$50.00 per session. The funds will come from the Trustees.  
**M/S/P**—Taylor, Margheim.

**Board input.** The Library Board instructed the Director to create a budget for the Trustees. In future board meetings, the Director was instructed to provide all documents in 1 file when submitted to the Agenda Center on the City's Website.

**Executive session.** A motion was made by Margheim and seconded by Taylor to go into executive session for personnel at 6:30 p.m. The Library Board came out of executive session at 6:35 p.m. with motion by Margheim and seconded by Taylor. **Action taken.** The Library Board approved the hiring of Luke McCullough for the Library Technician/Circulation Assistant position.

**Bills.** The following bills were approved for payment. Ameripride Services, Inc. 62.75; Baker & Taylor 1,057.82; Blackstone Publishing 69.90; City Directories 459.00; Demco, Inc. 189.49; Gale 488.05; Ingram Library Services 46.66; Innovative Office Solutions, LLC 305.74; JCL Solutions 343.50; Librarian's Choice 256.67; Matthew Bender & Co. Inc. 50.00; Menard's Inc. 59.18; Michael Frederick 20.00; Mitchell Telecom 64.95; OCLC Inc. 658.90; Overdrive Inc. 130.00; Penguin Random House Inc. 30.00; Recorded Books Inc. 377.62; Rowman & Littlefield Publishing 94.72; Scholastic Library Publishing 216.00; SD State Historical Society 48.00; Smart Apple Media 317.34.

Meeting adjourned at 6:40 p.m.

Jackie Hess, Secretary

Director's Report

Circulation		P-Total	Grand Total
Y2018	12,731	43,807	56,538
Y2017	12,843	45,117	57,960
Difference	-112		-422

Revenue '18 May Total library items: 112,868

Fines/Dntns	\$ 5.91
Copies	\$ 394.90
Subs.	\$ 270.00
Lst. Paid	\$ 64.32
I.L.L.	\$ 25.00
Earbuds	\$ 33.50
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 251.85
Interest	\$ 3.28
Pop machine	\$ 46.00
Total	\$ 1,094.76

Community Room totals '18	Grand Total
January 598	July
February 533	August
March 627	Sept.
April 644	October
May 650	November
June	December
Total 3,052	Total 0

Cards issued '18

	Adult	Children	YA	Sub.	DWU	MTI	F.Home	A. House	Total
January	38	6	2	14	3	0	0	1	64
February	35	1	2	15	0	0	0	0	53
March	34	13	8	6	1	3	0	0	65
April	35	8	8	7	0	0	0	0	58
May	50	36	15	18	0	0	0	1	120
June									
July									
August									
September									
October									
November									
December									
Total	192	64	35	60	4	3	0	2	360

Story Time '18	Grand Total		Dear Reader.com '18	Grand total
January	375	July	January	1,242
February	290	August	February	1,080
March	395	Sept.	March	1,230
April	344	Oct.	April	1,157
May	46	Nov.	May	1,246
June		Dec.	June	
Total	1,450	Total	Total	5,955

Special groups '18

	Adult	Grp. #	Juv.	Grp. #	Teen	Grp. #	Pre-K	Grp. #	Tot. Grps.	Total #	
January		15	198	1	25	0	0	9	375	25	584
February		15	193	2	47	1	3	6	290	24	533
March		15	198	1	25	1	4	8	395	25	627
April		15	256	1	30	0	0	7	344	23	637
May		16	103	15	449	8	52	2	46	54	650
June											
July											
August											
September											
October											
November											
December											
Total		76	948	20	576	2	7	23	1,450	151	3,253

Computer usage '18

	Grand total
January	4,507
February	3,958
March	3,493
April	4,583
May	3,041
June	
July	
August	
September	
October	
November	
December	
Total	19,582

Courier Savings '18

January	\$	224.94
February	\$	162.91
March	\$	237.56
April	\$	126.61
May	\$	148.27
June		
July		
August		
September		
October		
November		
December		
Total	\$	900.29

Courier '18

	In	Out	Total
January	65	84	149
February	63	53	116
March	81	78	159
April	45	76	121
May	45	76	121
June			
July			
August			
September			
October			
November			
December			
Total	299	367	666

South Dakota Share It/Atrium '18

	Borrow	Lend	Total
January		20	27
February		19	29
March		15	18
April		6	19
May		5	17
June			
July			
August			
September			
October			
November			
December			
Total		65	110

OCLC I.L.L. '18

	Lend	Borrow	Total
January	54	38	92
February	67	46	113
March	69	61	130
April	62	42	104
May	74	38	112
June			
July			
August			
September			
October			
November			
December			
Total	326	225	551

Davison County '18				Mail/Postage '18			
YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January	5	34	10	49	9	21	30 \$ 84.87
February	2	55	0	57	4	15	19 \$ 53.61
March	6	40	4	50	4	18	22 \$ 39.38
April	4	44	9	57	3	14	17 \$ 45.89
May	18	53	41	112	5	7	12 \$ 31.57
June							
July							
August							
September							
October							
November							
December							
Total	35	226	64	325	25	75	100 \$ 255.32

Jackie Hess, Director

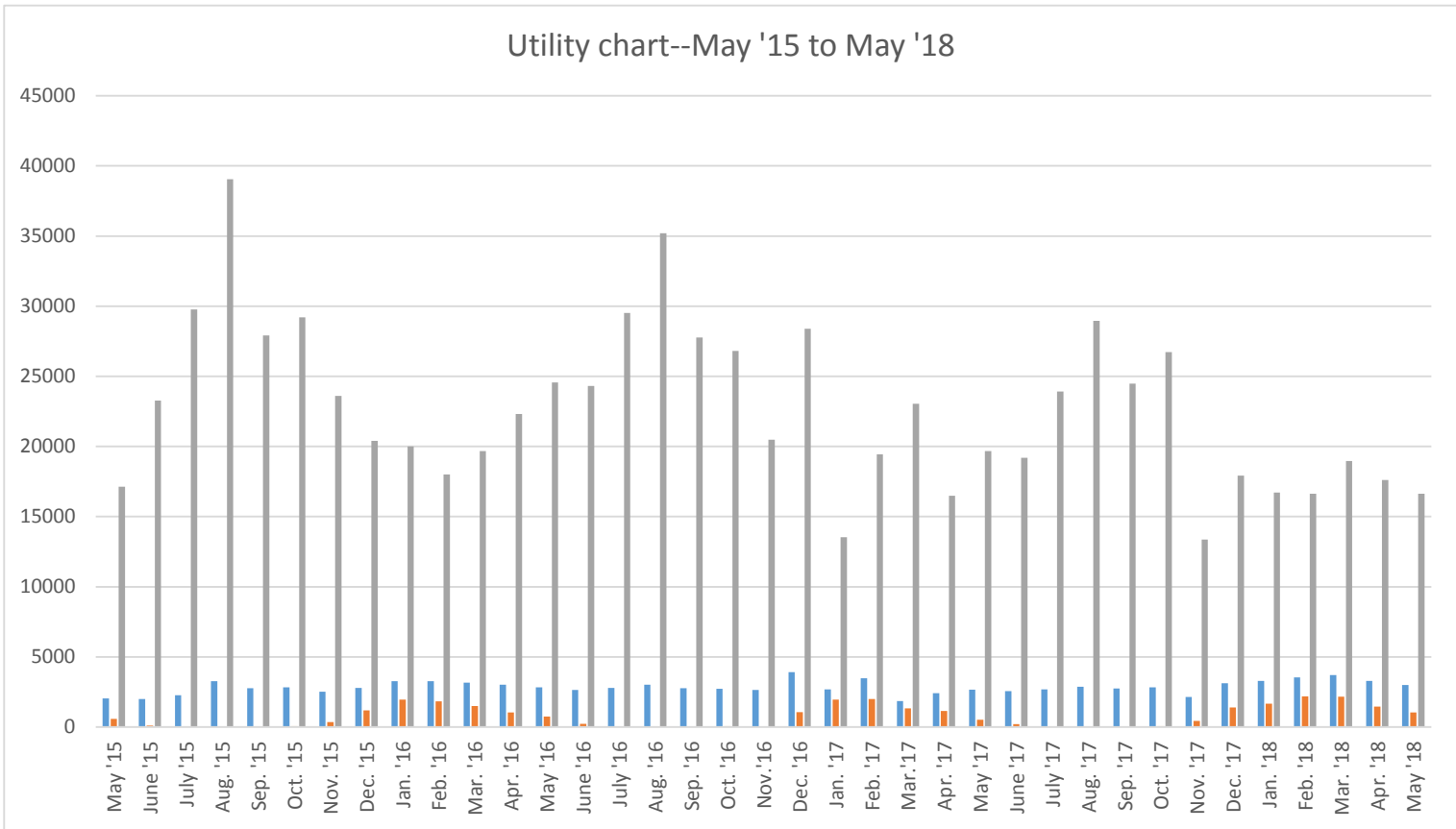


Utility costs--May '15 to May '18

	Cost	Gas	Electric
May '15	2031.52	572	17120
June '15	2002.01	111	23280
July '15	2264.51	6	29760
Aug. '15	3256.59	15	39060
Sep. '15	2764.7	36	27920
Oct. '15	2832.35	51	29200
Nov. '15	2519.14	361	23600
Dec. '15	2796.06	1187	20400
Jan. '16	3257.48	1946	20000
Feb. '16	3262.42	1824	18000
Mar. '16	3153.7	1506	19680
Apr. '16	3012.96	1045	22320
May '16	2832.29	747	24560
June '16	2648.23	219	24320
July '16	2795.2	23	29520
Aug. '16	3022.44	6	35200
Sep. '16	2760.64	9	27760
Oct. '16	2730.5	53	26800
Nov.'16	2641.84	12.5	20480
Dec. '16	3904.8	1050	28400
Jan. '17	2684.63	1952	13520
Feb. '17	3468.38	1998	19440
Mar.'17	1843.11	1321	23040
Apr. '17	2419.88	1147	16480
May '17	2671.92	525	19680
June '17	2556.61	206	19200
July '17	2675.98	15	23920
Aug. '17	2873.05	2	28960
Sep. '17	2740.8	15	24480
Oct. '17	2831.88	52	26720
Nov. '17	2135.24	430	13360
Dec. '17	3112.17	1402	17920
Jan. '18	3287.92	1668	16720
Feb. '18	3533.42	2183	16640
Mar. '18	3712.87	2173	18960
Apr. '18	3289.24	1448	17600
May '18	2995.53	1047	16640



Utility chart--May '15 to May '18



### **Additional items—June 2018 Board meeting.**

1. Goats visit. The live goats were a big hit for the kick-off to the Summer Reading Program. “Buddy” the 5-month old goat loved the Doritos and graham crackers the children gave him. The other one couldn’t have cared less. Buddy returned the following Thursday to an even bigger crowd. He was sniffing the children for something to eat but they didn’t bring him any. A total of 275 parents, kids and babies.
2. “Bird Lady.” We had such a fabulous turnout on Wednesday. The morning had around 50 kids, parents and babies. With the rain that afternoon, we were packed. We had to set up an extra table for the children to draw their birds. There were around 80 children, babies and their parents. Total 130.

Between checking out books and renewing materials, we had a 717 circulation day.

A patron who had been driving by the Library stopped in to see what was going on.

3. Staff will meet on Friday, June 15<sup>th</sup>. The Active Shooter Policy is completed and this will be their first chance to look at it. We will talk about general items and also the workroom clean-up. Next meeting is set for July 13<sup>th</sup>.

## **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.**

- Complete Active Shooter Policy. **Completion date: June 2018.**
- Amend and review the Issuing Library Cards Policy. **Completion date: July 2018.**
- Review and amend the Collection Development Policy. **Completion date: August 2018.**
- Review and amend Gifts policy for donations. **Completion date: September 2018.**
- Develop and create Fees policy. **Completion date: ?**
- Review and amended overdue notice policy. **Completion date: ?**
- 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. **Completion dates: Oct. – Nov. 2018.** Prepare RFP. **Completion date: Jan. 2019.**
- Develop a quarterly newsletter. **Starting date: September 2018.**
- Build a succession plan for a new Library Director. Current Director will prepare a binder listing, daily, monthly, and yearly tasks. **Completion date: December 2018.**
- Establish home-bound program for shut-ins using the Mitchell Volunteer program. **Completion date: 2018.**

## **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.

*Mitchell Public Library*

**Active Shooter Emergency Action  
& Evacuation Plan**

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## INTRODUCTION

An Emergency Action Plan (EAP) covers designated actions staff must take to ensure safety during emergencies. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants of the Mitchell Public Library and should be completed as an overall building plan, which includes all areas of the building.
- This Emergency Action Plan (EAP) is intended for use by all occupants of the Mitchell Public Library and should be completed as an overall building plan, which includes all areas of the building.

### Additional Resources

- The **AED** is located:
  - **On the wall across from the Circulation Desk.**
- The **First Aid Kits** are located:
  - **Circulation desk.**
  - **Staff lounge.**
  - **Kitchen cabinet by refrigerator in Meeting Room #1.**
  - **Reference desk.**

# GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1

Medical Emergencies

Fire/Smoke

Uncontrolled Hazardous Material Spills

Violence & Threats

When in doubt...

## DIAL 9-9-1-1 FROM A DESK PHONE

Identify yourself, your location, and type of incident, and if an evacuation is underway. Answer any questions, and not hang up the phone until the operator is finished.

## General instruction for all Emergency Situations.

- **Get out of immediate danger and stay calm.**
- In the event of an active shooter, or if you felt the building's occupants and in danger:
  - Inform occupants that there is an active shooter in the building, tell them where the shooter is and to evacuate immediately **BEFORE** calling 9-1-1.
  - Call 9-1-1 and provide dispatch with the description of the shooter, type of weapon and where the victims are. Stay on the phone as long as you can unless you feel unsafe.
  - Evacuate the building immediately!
  - Refer to the **Building Map** section at the end of this document for additional evacuation information.

**To report any police, fire, or medical emergency, call 9-9-1-1 from a desk phone**

## When calling 9-1-1:

- Stay on the line with the dispatcher.
- Identify yourself, your location, the location and type of incident, and if an evacuation is underway.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- The Mitchell Public Library's address is listed below:
  - **221 N. Duff Street, Mitchell, SD**
- Provide a thorough description of the incident to ensure that proper resources are dispatched.

- When providing a description of an individual, describe from top (head) to bottom (feet)
- ***Do not hang up until the dispatcher tells you to.***

## **BUILDING EVACUATION PROCEDURES**

The following emergency evacuation procedures have been developed for this facility:

**Building Name:** *Mitchell Public Library*

**Building Address:** *221 N. Duff Street, Mitchell, SD 57301*

**Prior to Exiting:** After being notified to evacuate, stop all work activities and evacuate immediately. Close, but if possible do not lock the doors (locked doors can hamper rescue operations). Remember, you may not be allowed back into the building for an extended time.

**Evacuation Routes/Exiting the Building:** During an emergency evacuation, use the nearest door available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. All city buildings have building evacuation signs posted for reference.

**Assembly Area:** After exiting the building, all staff and visitors should follow the evacuation route to the pre-arranged assembly area at least 300 feet from the incident scene. The assembly area is the initial location to complete an initial accounting of building occupants and to determine if another location is more appropriate.

The Building Coordinator should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

*James Valley Community Center, East Building Entrance Jackie Hess or Sandra Spanos.*  
*Public Safety, Main Lobby Jackie Hess or Sandra Spanos.*

**Notification of Emergencies:** Occupants will be notified of emergencies by the sounding of the installed fire alarm system or occupants may receive verbal notification of an emergency.

**Fire and Emergency Reporting:** The preferred method of fire or emergency reporting is by dialing 911 from any phone (even if the fire is out). Alternatively, activation of any fire alarm.

**Rescue and first aid:** The City of Mitchell relies on Mitchell Public Fire/EMS to provide emergency medical response and rescue.

**Additional Information:** For additional information regarding this plan, please contact:

Building Coordinator: *Jackie Hess*  
 Assistant Building Coordinator: *Sandra Spanos.*



## ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

### Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe

**2. Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**3. Take action against the active shooter.** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bullet proof vests, Kevlar Helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety.

## **HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:**

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Notes:** The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

Department:   
 Division:   
 Account Title:   
 Account Number:

Item No	Item Description	Budgeted Amount	Comment
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<b>Total Budget</b>		<b>\$</b>	<b>-</b>

<b>Justification (for items listed that are new or increasing)</b>			
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Overtime	\$ 500.00	No change for 2019
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<b>Total Budget</b>		<b>\$</b>	<b>500.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Part-time
<b>Account Number:</b>	101-45500-41120

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	1 position @ 11.00 @ 24 hours per week	\$ 12,672.00	
2	1 position @ \$10.15 @ 24 hours per week--library experience	\$ 11,692.80	
3	1 position @ \$9.35 @ 24 hours per week--entry level	\$ 10,771.20	
4	1 position @ \$9.35 @ 24 hours per week--entry level	\$ 10,771.20	
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<b>Total Budget</b>		<b>\$</b>	<b>45,907.20</b>

<b>Justification (for items listed that are new or increasing)</b>	
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2	The hourly rate for the top 2 positions are estimates. Those employees are eligible for retirement.
3	We will be hiring a part-time person shortly to fill a recently vacated position.
4	The final part-time position was vacated by David Cantrell who left in 2015. The position hasn't been filled due to lack of funding for the past 2 years. The person in this position will assist at circulation desk, shelve, assist customers. They will work days, evenings, everyother Saturday and Sunday.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	For professional services	\$ 20,000.00	New
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<b>Total Budget</b>		<b>\$</b>	<b>20,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Legal Publications
<b>Account Number:</b>	101-45500-42300

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Minutes in Daily Republic	\$ 200.00	No increase for 2019
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<b>Total Budget</b>		<b>\$</b>	<b>200.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

Item No	Item Description	Budgeted Amount	Comment
1	Microfilm of Daily Republic	\$ 240.00	Increase from 2018
2	Yankton Daily Press & Dakotan	\$ 186.33	No projected increase
3	Omaha World Herald	\$ 311.48	No projected increase
4	Omaha World Herald -- Digital Version	\$ 99.95	New
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<b>Total Budget</b>		<b>\$</b>	<b>837.76</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	Microfilm costs have increased. Those costs have been passed on to the Library.
2	NA
3	NA
4	The digital version is less expensive than the paper version. If use is good, will replace the paper copy.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Repair & Maintenance
<b>Account Number:</b>	101-45500-42500

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Repairs to building & equipment	\$ 3,000.00	No change
2	Installation of LED lights around the outer wall	\$ 2,400.00	New
3	Installation of LED lights in the office area and basement	\$ 3,600.00	New
4	Installation of LED lights in the main library, hallway and bathrooms	\$ 10,670.00	New
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<b>Total Budget</b>		<b>\$</b>	<b>19,670.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	NA
2	LED lights are more efficient. Lasts longer and can reduce utility costs.
3	LED lights are more efficient. Lasts longer and can reduce utility costs.
4	LED lights are more efficient. Lasts longer and can reduce utility costs.
5	**This project could be split up over 2 years.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

Item No	Item Description	Budgeted Amount	Comment
1	Replacement of windows	\$ -	No longer needed
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<b>Total Budget</b>		<b>\$ -</b>	

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Supplies & Materials
<b>Account Number:</b>	101-45500-42600

Item No	Item Description	Budgeted Amount	Comment
1	Library and janitorial supplies	\$ 19,000.00	No increase
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<b>Total Budget</b>		<b>\$</b>	<b>19,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

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

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	MINITEX/OCLC Fees
<b>Account Number:</b>	101-45500-42690

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Cataloging and Interlibrary loan fees	\$ 4,102.00	
2	ILL subscription flat fee	\$ 500.00	
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<b>Total Budget</b>		<b>\$</b>	<b>4,602.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	Cataloging fees are calculated on a transaction basis. The more records that are added, the higher the fee.
2	The ILL subscription fee is a flat rate and was raised to \$500 for next year.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	For Dearreader.com database subscription	\$ 350.00	No increase
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<b>Total Budget</b>		<b>\$</b>	<b>350.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Periodicals
<b>Account Number:</b>	101-45500-42692

Item No	Item Description	Budgeted Amount	Comment
1	Print magazines	\$ 5,610.00	
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<b>Total Budget</b>		<b>\$</b>	<b>5,610.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	Annual 2% increase
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Overdrive	\$ 3,000.00	No change from 2018
2	E-magazine platform plus \$500 additional content	\$ 2,036.00	Increase \$500 from 2018
3	E-audio platform (Recorded Books)	\$ 1,775.00	No change from 2018
4	E-book content	\$ 12,000.00	Increase \$3,391 from 2018
5	Additional One-Click Digital Content	\$ 1,350.00	New
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<b>Total Budget</b>		<b>\$</b>	<b>20,161.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	NA
2	Add additional titles to our e-magazine database (Zinio.)
3	NA
4	Purchase duplicate and additional titles for the Mitchell Public Library's Overdrive Database. This alleviates long reserve lists for popular titles.
5	Marvel Comics are being offered on One-Click Digital through Recorded Books. Very popular with all age groups.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Travel, Conference & Dues
<b>Account Number:</b>	101-45500-42700

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Dues for American Library Association (SDLA)	\$ 475.00	No increase
2	Dues for Library staff	\$ 450.00	No increase
3	Dues for Trustees	\$ 45.00	No increase
4	2019 SDLA Conference	\$ 1,095.00	Spearfish, SD
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<b>Total Budget</b>		<b>\$</b>	<b>2,065.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	NA
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3	NA
4	Lodging for 3 staff x 2 nights (\$600), Mileage (\$270), Meals (\$225)
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Electricity and gas for Library	\$ 33,000.00	No increase
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<b>Total Budget</b>		<b>\$</b>	<b>33,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Website
<b>Account Number:</b>	101-45500-42801

Item No	Item Description	Budgeted Amount	Comment
1	Library's website	\$ -	No longer needed
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<b>Total Budget</b>		<b>\$ -</b>	

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Water and sewer	\$ 1,300.00	No increase
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<b>Total Budget</b>		<b>\$</b>	<b>1,300.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Computer Software
<b>Account Number:</b>	101-4550042902

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Smart Shield software for public computers	\$ 160.00	No change
2	Adobe Pro software program	\$ 55.00	New
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<b>Total Budget</b>		<b>\$</b>	<b>215.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	NA
2	Adobe Acrobat Pro 2017 is publishing software for viewing, creating, combining, and controlling Adobe PDF documents for distribution, collaboration, and data collection. Can be purchased through Tech Soup for only \$55.00. Original cost is around \$400.00.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

Item No	Item Description	Budgeted Amount	Comment
1	Library Programming	\$ 5,000.00	New
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<b>Total Budget</b>		<b>\$</b>	<b>5,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Computer Equipment
<b>Account Number:</b>	101-45500-42904

Item No	Item Description	Budgeted Amount	Comment
1	Monitors, wand readers, keyboards	\$ 280.00	No change
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<b>Total Budget</b>		<b>\$</b>	<b>280.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	1 workstudy student during school. \$2.25 @ 10 hours a week for 36 weeks.	\$ 801.00	
2	1 workstudy student for the summer. \$2.25 @40 hours a week for 12 weeks.	\$ 1,081.00	
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<b>Total Budget</b>		<b>\$</b>	<b>1,882.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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 Saturday if needed.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Atrium
<b>Account Number:</b>	101-45500-42930

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Library's Integrated Library System--yearly fee	\$ 3,600.00	No change
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<b>Total Budget</b>		<b>\$</b>	<b>3,600.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

Item No	Item Description	Budgeted Amount	Comment
1	Purchase or repair of Bolier/HVAC system	\$ -	No change
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<b>Total Budget</b>		<b>\$ -</b>	

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell**  
**Budget Line Item Worksheet**  
**2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Furniture & Equipment
<b>Account Number:</b>	101-45500-43400

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Security cameras	\$ 3,910.00	
2	End panels and tops for shelves	\$ 44,145.00	
3	New reference desk.	\$ 2,000.00	
4	Outdoor furniture 30 benches and 2 matching garbage cans.	\$ 2,000.00	
5	Vacuum	\$ 700.00	
6	Riding mower with bagger	\$ 2,400.00	
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<b>Total Budget</b>		<b>\$</b>	<b>55,155.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	Cameras are needed for the Library. Flag pole lights are consistently broken, arguments and even fights break out in the main library and areas where the staff can't see.
2	Estimates for end panels and tops for shelves. This provides additional display area for the main 3 sections--Adult, Children's and Teen areas.
3	The reference desk is now 46 years. We had to cut it out of the remodeling project due to diminishing funds. It is antiquated and is no longer functional. An L-shaped desk with room for a printer is a better fit for the space.
4	The outdoor furniture is 20+ years old. The wood is splintered and the base is crumbling.
5	Current vacuum cleaner is falling apart.
6	Riding lawn mower with bagger to catch grass clippings to replace push mower.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Books for Library--Adult, Teens and Children's	\$ 55,000.00	No increase
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<b>Total Budget</b>		<b>\$</b>	<b>55,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

<b>Department:</b>	Community Services
<b>Division:</b>	Mitchell Public Library
<b>Account Title:</b>	Audio-Visual
<b>Account Number:</b>	101-45500-43421

<b>Item No</b>	<b>Item Description</b>	<b>Budgeted Amount</b>	<b>Comment</b>
1	Purchase of CD's and DVD's for library	\$ 20,000.00	Increase of \$5,000 from 2018
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<b>Total Budget</b>		<b>\$</b>	<b>20,000.00</b>

<b>Justification (for items listed that are new or increasing)</b>	
1	Need to reinstate the 4th quarter standing order CD titles and to purchase DVD's. Checkouts for CD's decreased by 3,762 due to lack of new titles.
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**City of Mitchell  
Budget Line Item Worksheet  
2019 Budget**

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

Item No	Item Description	Budgeted Amount	Comment
1	Replacement of public access computers		
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<b>Total Budget</b>		<b>\$</b>	<b>-</b>

<b>Justification (for items listed that are new or increasing)</b>	
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