

## **Mitchell Public Library Board of Trustees Meeting Agenda**

July 16, 2019, 4:30 p.m.--Council chambers, Mitchell City Hall.

### **1. Call To Order**

Margheim  
Nath  
Rice  
Sivik  
Taylor  
Temple

Guests:

Jessica Pickett, Community Services Director

### **2. Set The Date Of The Next Library Board Meeting.**

August, 20, 2019, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

### **3. Approval Of The Minutes**

Documents:

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

### **4. Financial Report**

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

Documents:

[FINANCIAL REPORT JULY 2019.PDF](#)

### **5. Director's Report**

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

Documents:

[DIRECTORS REPORT JULY 2019.PDF](#)

### **6. Communication & Correspondence**

### **7. Unfinished Business**

1. Goals--continued discussion.
  - a. professional service search update.

Documents:

[UNFINISHED BUSINESS FOR JULY 2019 MEETING.PDF](#)

### **8. New Business**

1. Surplus 2019--list.
2. SDLA conference.

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.

**Mitchell Public Library Board of Trustees meeting—Tuesday, June 18, 2019, Council Chambers, Mitchell City Hall.**

The Mitchell Public Library Board of Trustees met on Tuesday, June 18<sup>th</sup>, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board President Sivik called the meeting to order at 4:30 p.m.

**Members present:** Margheim, Nath, Rice, Sivik, Temple.

**Members absent:** Taylor.

**Guests:** Jessica Pickett, Community Services Director.

Denny Nath was welcomed as the new Trustees replacing Carli Flemmer.

**Minutes.** The minutes of the May 2019 board meeting were read and approved.

**M/S/P—**Rice, Temple.

**Financial Report.** The Financial Report was approved as given. **M/S/P—**Margheim, Rice.

**Director's Report.** The Director's Report was approved as given. **M/S/P—**Rice, Margheim.

**Unfinished business.** Budget 2020 was discussed. A motion was made by Margheim and seconded by Rice to have the Director contact 3 consultants to evaluate and make recommendations regarding current and future use of space for library tasks, library patrons, and library programming in order to better match progressive library services, space and resources to the community's needs, interests and priorities including the possibility of creating a dedicated children's library and also a coffee area which are objectives prioritized by the Library Board. This is to be completed by the September 2019 board meeting.

The 2020 budget was approved as amended. **M/S/P—**Margheim, Temple.

All other items under Unfinished Business and New Business will be discussed at the July 2019 board meeting.

**Bills.** The following bills were approved for payment. Ameripride Services 71.77; Apple Books 687.20; Baker & Taylor 936.18; Blackstone Publishing 65.89; Broad Reach 249.98; Campbell Supply, Inc. 53.64; Carson Industries, Inc. 179.95; Center Point Large Print 89.28; Demco, Inc. 472.42; EBSCO 62.14; Findaway World, Inc. 712.80; Gale 984.35; Grey House Publishing 1265.15; Gumdrop Books 460.61; Ingram Library Services 30.16; Innovative Office Solution 218.11; Lookout Books 510.73; Menard's 85.82; Mitchell Telecom 64.95; Modern Marketing 191.40; Northwestern Energy 2,602.26; OCLC Inc. 341.81; Paraclete Press, Inc. 185.78; Penguin/Random House 131.25; Rowman, Littlefield Publishing 205.00; S&M Printing 76.00; Sebco Books 1,695.40; Thune's True Value Hardware 59.67.

**Adjournment:** 6:30 p.m. **M/S.P—**Rice, Margheim.

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

Jackie Hess  
Secretary

1:15 PM

Mitchell Public Library Library Board of Trustees

Profit & Loss

June 2019

07/03/19

Accrual Basis

	<u>Jun 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
General revenue	
Book sale	422.81
Copies	307.71
Donations	38.00
Earbuds	27.00
Interest	3.59
Interlibrary loan	24.00
Paid items	32.93
Pop machine	46.65
Subscriptions	315.00
<b>Total General revenue</b>	<u>1,217.69</u>
<b>Total Income</b>	1,217.69
<b>Expense</b>	
Operation expenses	
Books	80.00
<b>Total Operation expenses</b>	80.00
Program expenses	
Children's programming	300.00
Summer Reading	951.03
<b>Total Program expenses</b>	<u>1,251.03</u>
<b>Total Expense</b>	<u>1,331.03</u>
<b>Net Ordinary Income</b>	<u>-113.34</u>
<b>Net Income</b>	<u><u>-113.34</u></u>

Mitchell Public Library Board of Trustees  
Profit & Loss Detail  
January 1 through July 3, 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
Income								
County Fees	03/06/2019					Checking(2) at ...	6,500.00	6,500.00
Deposit								
Total County Fees							6,500.00	6,500.00
<b>General revenue</b>								
<b>Book sale</b>								
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
Deposit	05/29/2019					Checking(2) at ...	226.67	1,382.16
Deposit	06/28/2019					Checking(2) at ...	422.81	1,804.97
Total Book sale							1,804.97	1,804.97
<b>Card replacement</b>								
Deposit	05/29/2019					Checking(2) at ...	1.00	1.00
Total Card replacement							1.00	1.00
<b>Copies</b>								
Deposit	01/29/2019					Checking at Fir...	117.26	117.26
Deposit	01/29/2019					Checking at Fir...	172.19	289.45
Deposit	02/15/2019					Checking(2) at ...	218.81	508.26
Deposit	02/27/2019					Checking(2) at ...	112.89	621.15
Deposit	03/27/2019					Checking(2) at ...	322.77	943.92
Deposit	03/29/2019					Checking(2) at ...	39.00	982.92
Deposit	04/18/2019					Checking(2) at ...	41.70	1,024.62
Deposit	04/30/2019					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
Deposit	05/21/2019					Checking(2) at ...	176.70	1,521.37
Deposit	05/29/2019					Checking(2) at ...	137.71	1,659.08
Deposit	05/29/2019					Checking(2) at ...	105.15	1,764.23
Deposit	06/21/2019					Checking(2) at ...	85.15	1,849.38
Deposit	06/21/2019					Checking(2) at ...	58.15	1,907.53
Deposit	06/28/2019					Checking(2) at ...	122.36	2,029.89
Deposit	06/28/2019					Checking(2) at ...	42.05	2,071.94
Total Copies							2,071.94	2,071.94

Mitchell Public Library Board of Trustees  
**Profit & Loss Detail**  
 January 1 through July 3, 2019

1:18 PM  
 07/03/19  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Donations</b>								
Deposit	01/29/2019					Checking at Fir...	7.55	7.55
Deposit	01/29/2019					Checking at Fir...	53.31	60.86
Deposit	02/15/2019					Checking(2) at ...	18.37	79.23
Deposit	02/27/2019					Checking(2) at ...	14.00	93.23
Deposit	03/27/2019					Checking(2) at ...	-0.15	93.08
Deposit	03/29/2019					Checking(2) at ...	2.85	96.93
Deposit	04/18/2019					Checking(2) at ...	26.15	122.08
Deposit	04/30/2019					Checking(2) at ...	11.00	133.08
Deposit	05/29/2019					Checking(2) at ...	1.02	134.10
Deposit	06/21/2019					Checking(2) at ...	3.00	137.10
Deposit	06/21/2019					Checking(2) at ...	6.00	143.10
Deposit	06/28/2019					Checking(2) at ...	29.00	172.10
<b>Total Donations</b>							172.10	172.10
<b>Earbuds</b>								
Deposit	01/29/2019					Checking at Fir...	43.00	43.00
Deposit	02/15/2019					Checking(2) at ...	18.00	61.00
Deposit	03/29/2019					Checking(2) at ...	52.15	113.15
Deposit	04/30/2019					Checking(2) at ...	30.00	143.15
Deposit	05/21/2019					Checking(2) at ...	11.00	154.15
Deposit	05/29/2019					Checking(2) at ...	19.00	173.15
Deposit	06/28/2019					Checking(2) at ...	27.00	200.15
<b>Total Earbuds</b>							200.15	200.15
<b>Interest</b>								
Deposit	01/31/2019					Checking at Fir...	3.47	3.47
Deposit	02/28/2019					Checking(2) at ...	3.15	6.62
Deposit	03/29/2019					Checking(2) at ...	3.74	10.36
Deposit	04/30/2019					Checking(2) at ...	3.65	14.01
Deposit	05/31/2019					Checking(2) at ...	3.72	17.73
Deposit	06/28/2019					Checking(2) at ...	3.59	21.32
<b>Total Interest</b>							21.32	21.32
<b>Interlibrary loan</b>								
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
Deposit	05/21/2019					Checking(2) at ...	12.25	104.25
Deposit	05/29/2019					Checking(2) at ...	3.00	107.25

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07/03/19

Accrual Basis

# Mitchell Public Library Board of Trustees

## Profit & Loss Detail

January 1 through July 3, 2019

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Deposit	05/29/2019					Checking(2) at ...	3.00	110.25
Deposit	06/21/2019					Checking(2) at ...	6.00	116.25
Deposit	06/21/2019					Checking(2) at ...	8.00	124.25
Deposit	06/28/2019					Checking(2) at ...	8.00	132.25
Deposit	06/28/2019					Checking(2) at ...	2.00	134.25
Total Interlibrary loan								
Total								
134.25								
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
Deposit	05/21/2019					Checking(2) at ...	4.99	156.90
Deposit	05/29/2019					Checking(2) at ...	9.98	166.88
Deposit	05/29/2019					Checking(2) at ...	47.99	214.87
Deposit	06/21/2019					Checking(2) at ...	26.98	241.85
Deposit	06/28/2019					Checking(2) at ...	5.95	247.80
Total Paid items								
247.80								
Pop machine								
Deposit	02/27/2019					Checking(2) at ...	20.00	20.00
Deposit	06/21/2019					Checking(2) at ...	46.65	66.65
Total Pop machine								
66.65								
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
Deposit	04/30/2019					Checking(2) at ...	60.00	585.00
Deposit	04/30/2019					Checking(2) at ...	75.00	660.00
Deposit	05/21/2019					Checking(2) at ...	90.00	750.00
Deposit	05/29/2019					Checking(2) at ...	75.00	825.00
Deposit	05/29/2019					Checking(2) at ...	45.00	870.00
Deposit	06/21/2019					Checking(2) at ...	105.00	975.00
Deposit	06/21/2019					Checking(2) at ...	60.00	1,035.00



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07/03/19  
Accrual Basis

Mitchell Public Library Board of Trustees  
Profit & Loss Detail  
January 1 through July 3, 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/28/2019					Checking(2) at ...	60.00	1,095.00
Deposit	06/28/2019					Checking(2) at ...	90.00	1,185.00
Total Subscriptions							1,185.00	1,185.00
Total General revenue							5,905.18	5,905.18
Uncategorized Income								
Deposit	05/22/2019					Checking(2) at ...	1.87	1.87
Total Uncategorized Income							1.87	1.87
Total Income							12,407.05	12,407.05
Expense								
Operation expenses								
Amazon Prime								
Check	04/12/2019					Checking(2) at ...	119.00	119.00
Total Amazon Prime							119.00	119.00
Books								
Check	06/12/2019	1138	Dennis Warner	Purchase of C...		Checking(2) at ...	80.00	80.00
Total Books							80.00	80.00
Equipment								
Check	05/09/2019	1132	Intellipro	Security came...		Checking(2) at ..	668.37	668.37
Total Equipment							668.37	668.37
Miscellaneous								
Check	01/02/2019	1129	County Fair			Checking at Fir...	21.39	21.39
Total Miscellaneous							21.39	21.39
Office supplies								
Check	05/06/2019					Checking(2) at ...	55.34	55.34
Check	05/06/2019					Checking(2) at ...	126.04	181.38
Total Office supplies							181.38	181.38
Pop machine								
Check	01/11/2019	1131	Chesterman Coca-C...			Checking at Fir...	125.24	125.24
Total Pop machine							125.24	125.24
Refund								
Check	03/08/2019		Reader's Den	Newsletter w/...		Checking(2) at ...	25.00	25.00
Total Refund							25.00	25.00

1:18 PM

07/03/19

Accrual Basis

Mitchell Public Library Board of Trustees

Profit & Loss Detail

January 1 through July 3, 2019

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Software	04/10/2019			QuickBooks 2...		Checking(2) at ...	50.00	50.00
Check							50.00	50.00
Total Software							1,270.38	1,270.38
Total Operation expenses								
Program expenses								
Children's programming								
Check	05/09/2019					Checking(2) at ...	1,050.78	1,050.78
Check	06/12/2019	1137	Dennis Warner	Library's half ...		Checking(2) at ...	300.00	1,350.78
Total Children's programming							1,350.78	1,350.78
Summer Reading								
Check	06/03/2019			Children's Su...		Checking(2) at ...	59.62	59.62
Check	06/05/2019					Checking(2) at ...	172.58	232.20
Check	06/12/2019					Checking(2) at ...	212.89	445.09
Check	06/20/2019		Lucie Poulet	Holiday Inn- ...		Checking(2) at ...	262.44	707.53
Check	06/21/2019	1139	Lucie Poulet	Reimburseme...		Checking(2) at ...	243.50	951.03
Total Summer Reading							951.03	951.03
Teen programming								
Check	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	2,097.91
Total Program expenses							4,399.72	4,399.72
Uncategorized Expenses								
Check	03/20/2019			Supplies for T...		Checking(2) at ...	691.34	691.34
Check	05/13/2019					Checking(2) at ...	1.87	693.21
Total Uncategorized Expenses							693.21	693.21
Total Expense							6,363.31	6,363.31
Net Ordinary Income							6,043.74	6,043.74
Net Income							6,043.74	6,043.74

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<b>01-00107 AM BEST COMPANY INC</b>						
I-1670652		BOOK	194.25			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	194.25
=== VENDOR TOTALS ===			194.25			
<b>01-08281 AMERIPRIDE SERVICES INC</b>						
I-2801045501		MATS	76.32			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	76.32
=== VENDOR TOTALS ===			76.32			
<b>01-06583 BAKER &amp; TAYLOR</b>						
I-2034582818		BOOKS	204.15			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	204.15
I-2034587367		BOOKS	27.01			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	27.01
I-2034593388		BOOKS	412.83			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	412.83
I-2034608715		BOOKS	279.61			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	279.61
I-2034612836		BOOKS	26.52			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	26.52
I-2034631163		BOOKS	98.36			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	98.36
I-5015547542		BOOKS	157.39			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	157.39
I-5015565755		BOOKS	157.35			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	157.35
=== VENDOR TOTALS ===			1,363.22			

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-03483	BETTER CONTAINERS MFG CO					
I-232258		16X18 PATCH HANDLES	283.15			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		16X18 PATCH HANDLES		101 45500-42600	SUPPLIES & MATERIALS	283.15
		---	VENDOR TOTALS ---	283.15		
<hr/>						
01-05088	BLACKSTONE PUBLISHING					
I-1113905		CD'S	34.94			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	34.94
I-1119374		CD'S	35.95			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	35.95
I-1120007		CD'S	38.95			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	38.95
I-1123303		CD'S	30.95			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.95
		---	VENDOR TOTALS ---	140.79		
<hr/>						
01-08813	STU CAMPBELL					
I-638987		BOOKS	60.64			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.64
		---	VENDOR TOTALS ---	60.64		
<hr/>						
01-06026	CENTER POINT LARGE PRINT					
I-1695191		BOOKS	89.28			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		---	VENDOR TOTALS ---	89.28		

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	F.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00445 CITY OF MITCHELL						
I-04-001100-00-6/19		221 DUFF ST N-LIBRARY	191.10			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		221 DUFF ST N-LIBRARY		101 45500-42830	UTILITIES-WATER/SEWER	191.10
=== VENDOR TOTALS ===			191.10			
01-00553 DEMCO INC						
I-6627607		DOTS	26.93			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		DOTS		101 45500-42600	SUPPLIES & MATERIALS	26.93
I-6627920		DOTS	43.91			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		DOTS		101 45500-42600	SUPPLIES & MATERIALS	43.91
=== VENDOR TOTALS ===			70.84			
01-01810 GALE						
I-67215180		BOOKS	135.70			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	135.70
I-67224630		BOOKS	239.16			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	239.16
I-67224676		BOOKS	50.23			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	50.23
I-67225176		BOOKS	23.99			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	23.99
I-67290683		BOOKS	60.72			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
I-67300040		BOOKS	39.73			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	39.73
=== VENDOR TOTALS ===			549.53			

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-00662	GREY HOUSE PUBLISHING					
I-954473		BOOKS	508.95			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	508.95
<hr/>						
I-954499		BOOKS	487.05			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	487.05
<hr/>						
I-954548		BOOK	162.00			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	162.00
		=== VENDOR TOTALS ===	1,158.00			
<hr/>						
01-03789	GUMDROP BOOKS/CENTRAL PROGRAMS					
I-PINVI22231		BOOK	16.99			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	16.99
		=== VENDOR TOTALS ===	16.99			
<hr/>						
01-08453	INFORMATION TODAY INC					
I-1692420-B1		BOOK	301.53			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	301.53
		=== VENDOR TOTALS ===	301.53			
<hr/>						
01-01015	INGRAM LIBRARY SERVICES					
I-40581529		BOOKS	178.57			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	178.57
<hr/>						
I-40705878		BOOK	29.68			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOK		101 45500-43420	BOOKS	29.68
		=== VENDOR TOTALS ===	208.25			

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-09509		INNOVATIVE OFFICE SOLUTIONS LL				
I-2556860		PAPER,TAPE,POST-IT REFILLS	123.72			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		PAPER,TAPE,POST-IT REFILLS		101 45500-43420	BOOKS	123.72
<hr/>						
I-2567802		SCISSORS,PAPER	186.56			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		SCISSORS,PAPER		101 45500-42600	SUPPLIES & MATERIALS	186.56
		=== VENDOR TOTALS ===	310.28			
<hr/>						
01-04293		JCL SOLUTIONS				
I-1165033		ROLL TOWELS, TISSUE, BOWL CLEAN	184.80			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		ROLL TOWELS, TISSUE, BOWL CLEAN		101 45500-42600	SUPPLIES & MATERIALS	184.80
		=== VENDOR TOTALS ===	184.80			
<hr/>						
01-02811		JONES SUPPLIES				
I-119156		AIR FILTERS	132.52			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		AIR FILTERS		101 45500-42600	SUPPLIES & MATERIALS	132.52
		=== VENDOR TOTALS ===	132.52			
<hr/>						
01-01292		CYNTHIA MEINEN				
I-61019		SIOUX FALLS 6/7 MEAL, MILEAGE	69.80			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		SIOUX FALLS 6/7 MEAL, MILEAGE		101 45500-42700	TRAVEL, CONF & DUES	69.80
		=== VENDOR TOTALS ===	69.80			
<hr/>						
01-06301		MIDAMERICA BOOKS				
I-487925		BOOKS	268.30			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	268.30
		=== VENDOR TOTALS ===	268.30			

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-09183	MITCHELL TECHNICAL INSTITUTE					
I-SPRING 2019		MARCH-MAY WORKSTUDY	29.12			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		MARCH-MAY WORKSTUDY		101 45500-42920	WORKSTUDY	29.12
=== VENDOR TOTALS ===			29.12			
<hr/>						
01-08223	OVERDRIVE INC					
I-2495C019097869		EBOOKS	543.98			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	543.98
I-2495C019109615		EBOOKS	717.99			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	717.99
I-2495C019120505		EBOOKS,AUDIO	772.02			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		EBOOKS,AUDIO		101 45500-42693	E-BOOKS/AUDIO BOOKS	772.02
=== VENDOR TOTALS ===			2,033.99			
<hr/>						
01-00335	BENWORTHY COMPANY					
I-551354		BOOKS	237.48			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	237.48
=== VENDOR TOTALS ===			237.48			
<hr/>						
01-01596	RECORDED BOOKS INC					
I-76227825		CD'S	161.20			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	161.20
I-76232696		CD'S	490.80			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	490.80
I-76237469		CD'S	99.00			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	99.00
I-76241117		CD'S	82.20			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	82.20
=== VENDOR TOTALS ===			833.20			



PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-02455	SALEM PRESS					
I-169121		BOOKS	196.56			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	196.56
=== VENDOR TOTALS ===			196.56			
<hr/>						
01-01139	SD MAGAZINE					
I-61219.		ACCT #2862850 RENEWAL	25.00			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		ACCT #2862850 RENEWAL		101 45500-42310	NEWSPAPERS	25.00
=== VENDOR TOTALS ===			25.00			
<hr/>						
01-07867	SEBCO BOOKS					
I-196131		BOOKS	160.83			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		BOOKS		101 45500-43420	BOOKS	160.83
=== VENDOR TOTALS ===			160.83			
<hr/>						
01-02880	THUNE TRUE VALVE HARDWARE					
I-A406546		90 DEG ELBOW, WASH MACH HOSE	14.98			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		90 DEG ELBOW, WASH MACH HOSE		101 45500-42600	SUPPLIES & MATERIALS	14.98
I-A409132		PASSWORD PLUS COMB LOCK	7.99			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		PASSWORD PLUS COMB LOCK		101 45500-42600	SUPPLIES & MATERIALS	7.99
=== VENDOR TOTALS ===			22.97			
<hr/>						
01-03520	YANKTON DAILY PRESS & DAKOTA					
I-242331-2019		RENEWAL	186.33			
7/16/2019	APBNK	DUE: 7/16/2019 DISC: 7/16/2019		1099: N		
		RENEWAL		101 45500-42310	NEWSPAPERS	186.33
=== VENDOR TOTALS ===			186.33			
=== PACKET TOTALS ===			9,395.07			

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	9,395.07
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	9,395.07
--------------	----------

\*\* 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	9,395.07-*				
	101-45500-42310	NEWSPAPERS	211.33	805	204.19		
	101-45500-42600	SUPPLIES & MATERIALS	957.16	14,000	8,458.29		
	101-45500-42693	E-BOOKS/AUDIO BOOKS	2,033.99	20,161	6,546.29		
	101-45500-42700	TRAVEL, CONF & DUES	69.80	2,065	1,695.20		
	101-45500-42830	UTILITIES-WATER/SEWER	191.10	1,300	968.45		
	101-45500-42920	WORKSTUDY	29.12	1,882	1,852.88		
	101-45500-43420	BOOKS	4,928.58	45,300	15,332.31		
	101-45500-43421	AUDIO-VISUAL	973.99	15,000	7,505.44		
	999-131	DUE FROM OTHER OTHER FUN	9,395.07 *				
		** 2019 YEAR TOTALS	9,395.07				

PACKET: 05168 7/15/19 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	7/2019	9,395.07

NO ERRORS

NO WARNINGS

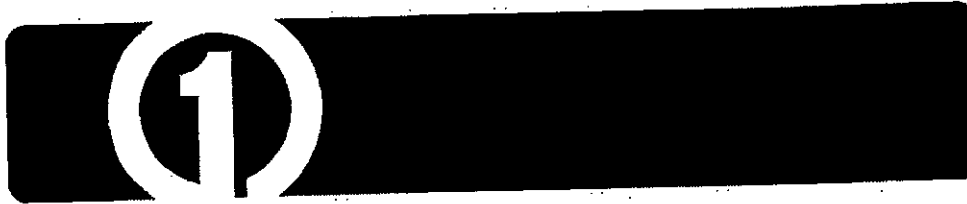
\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



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

101-GENERAL  
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES</b>						
101-45500-41100 SALARIES	341,504	25,517.80	152,743.04	165,354.88	176,149.12	48.42
101-45500-41110 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART-TIME	48,039	4,093.05	12,559.19	20,873.08	27,165.92	43.45
101-45500-41200 SOCIAL SECURITY/MEDICARE	29,800	2,173.38	11,549.30	13,177.18	16,622.82	44.22
101-45500-41300 RETIREMENT	22,410	1,715.04	9,098.30	10,961.28	11,448.72	48.91
101-45500-41500 GROUP INSURANCE	103,950	4,317.56	39,902.16	51,810.72	52,139.28	49.84
101-45500-41700 COMPENSATED ABSENCES	0	0.00	10,240.77	0.00	0.00	0.00
<b>TOTAL SALARIES</b>	<b>545,703</b>	<b>37,816.83</b>	<b>236,092.76</b>	<b>262,177.14</b>	<b>283,525.86</b>	<b>48.04</b>
<b>CURRENT EXPENSES</b>						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	200	0.00	0.00	0.00	200.00	0.00
101-45500-42310 NEWSPAPERS	805	0.00	351.48	389.48	415.52	48.38
101-45500-42500 REPAIR & MAINTENANCE	3,000	0.00	951.00	401.00	2,599.00	13.37
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	14,000	1,385.22	7,715.67	4,584.55	9,415.45	32.75
101-45500-42661 POSTAGE	1,800	0.00	916.66	984.17	815.83	54.68
101-45500-42690 MINITEX FEES	4,602	341.81	1,777.25	1,709.05	2,892.95	37.14
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,610	62.14	0.00	443.01	5,166.99	7.90
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,161	0.00	7,928.28	11,580.72	8,580.28	57.44
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	2,673.55	17,224.30	16,528.70	16,471.30	50.09
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	504.65	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	459.56	0.00	1,882.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
<b>TOTAL CURRENT EXPENSES</b>	<b>92,870</b>	<b>4,462.72</b>	<b>38,288.85</b>	<b>37,221.13</b>	<b>55,648.87</b>	<b>40.08</b>
<b>CAPITAL OUTLAY</b>						
101-45500-43325 LED LIGHTING	0	0.00	0.00	0.00	0.00	0.00
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	7,164.00	17,156.47	25,039.11	20,260.89	55.27
101-45500-43421 AUDIO-VISUAL	15,000	1,095.72	6,943.25	6,520.57	8,479.43	43.47
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>60,300</b>	<b>8,259.72</b>	<b>24,099.72</b>	<b>31,559.68</b>	<b>28,740.32</b>	<b>52.34</b>
<b>TOTAL LIBRARY</b>	<b>698,873</b>	<b>50,539.27</b>	<b>298,481.33</b>	<b>330,957.95</b>	<b>367,915.05</b>	<b>47.36</b>
<b>TOTAL EXPENDITURES</b>						
<b>TOTAL EXPENDITURES</b>	<b>698,873</b>	<b>50,539.27</b>	<b>298,481.33</b>	<b>330,957.95</b>	<b>367,915.05</b>	<b>47.36</b>



Contact Information

 800.262.9611  
 [fnbo.com](http://fnbo.com)



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

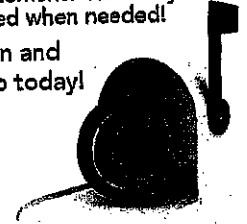
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MITCHELL PUBLIC LIBRARY  
 221 N DUFF ST  
 MITCHELL SD 57301

STATEMENT SUMMARY		June 1, 2019 through June 30, 2019	
Account Description	Account #	Beginning Balance	Ending Balance
<b>Deposit Accounts</b>			
Commercial Checking w/interest	██████████	87,922.20	87,808.86
<b>Total on Deposit</b>			<b>\$87,808.86</b>

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Director's Report  
For July 2019 meeting

Circulation		P-Total	Grand Total
Y2019	13,400	56,339	69,739
Y2018	14,438	56,538	70,976
Difference	-1,038	-199	-1,237

Revenue--July 2019

Total library items: 118,215

Fines/Dntns	\$ 38.00
Copies	\$ 307.71
Subs.	\$ 315.00
Lst. Paid	\$ 32.93
I.L.L.	\$ 24.00
Earbuds	\$ 27.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 422.81
Interest	\$ 3.59
Handling fee	\$ -
Pop machine	\$ 46.65
Unc. Income	\$ -
Total	\$ 1,217.69

Community Room totals '19	Grand Total
January 499	July
February 329	August
March 508	Sept.
April 400	October
May 542	Nov.
June 1670	Dec.
Total 3,948	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	33	20	12	14	0	1	0	3	83
June	45	16	11	21	1	0	0	1	95
July									
August									
September									
October									
November									
December									
Total	192	53	36	79	4	5	0	5	374

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	70	Nov.		May	986	November	
June	389	Dec.		June	886	December	
Total	1,363	Total	0	Total	6,037	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		9	128	2	174	8	170	3	70	22	542
June		8	239	8	840	32	187	10	389	58	1,670
July											
August											
September											
October											
November											
December											
Total		78	1017	14	1,124	43	429	42	1,363	177	3,948

Computer usage '19		Grand total	
January	3,716	July	
February	3,129	August	
March	3,448	September	
April	2,944	October	
May	3,729	November	
June	3,559	December	
Total	20,525	Total	0

Courier Savings '19

January	\$	132.97
February	\$	122.53
March	\$	158.37
April	\$	168.53
May	\$	69.09
June	\$	173.26
July		
August		
September		
October		
November		
December		
Total	\$	824.75

Courier '19

	In	Out	Total
January	47	71	118
February	85	22	107
March	75	50	125
April	75	50	125
May	53	15	68
June	92	51	143
July			
August			
September			
October			
November			
December			
Total	427	259	686

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	0	32	32
June	6	20	26
July			
August			
September			
October			
November			
December			
Total	49	146	195

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	60	57	117
June	52	86	138
July			
August			
September			
October			
November			
December			
Total	393	411	804



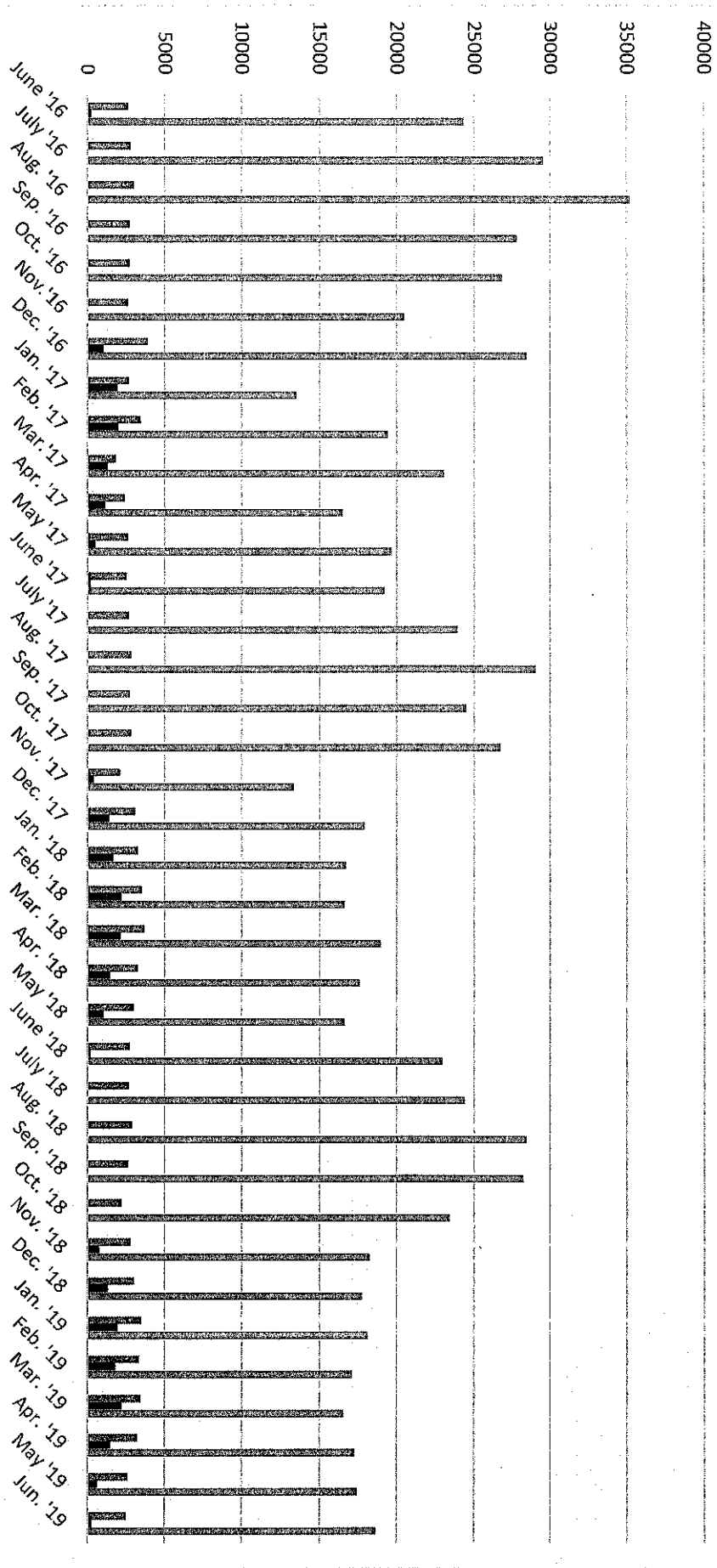
Davison County '19					Mail/Postage '19			
	YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January		2	44	6	52	3	8	11 \$ 30.23
February		2	57	10	69	3	14	17 \$ 49.27
March		7	44	3	54	2	30	32 \$ 87.87
April		5	45	10	60	1	28	29 \$ 84.51
May		19	64	50	133	0	31	31 \$ 69.09
June		21	69	43	133	0	30	30 \$ 86.18
July								
August								
September								
October								
November								
December								
<b>Total</b>		<b>56</b>	<b>323</b>	<b>122</b>	<b>501</b>	<b>9</b>	<b>141</b>	<b>150 \$ 407.15</b>

Wireless access session--2019	Grand total
January	334
February	284
March	352
April	357
May	393
June	406
<b>Total</b>	<b>2126</b>

Jackie Hess, Director

Item Class '19	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Total
Ad. Chr.	33	13	6	8	13	0							73
Ref.	0	0	0	2	3	3							8
Video	0	0	0	0	0	0							0
Kits	20	22	8	19	44	40							153
Glass Case	0	1	1	2	1	1							6
File Mag.	0	0	0	6	0	2							8
Circ. Mag.	0	0	0	0	0	0							0
Equipment	0	0	0	0	0	2							2
Framed Pic.	0	0	0	17	0	0							17
Microfilm	3	0	0	20	25	20							68
YA Non-Fiction	14	12	9	20	23	30							108
Juv. Over.	3	0	0	0	2	2							7
Romance	96	66	64	66	224	105							621
YA	278	331	399	326	378	537							2249
S.F.	57	48	49	44	48	49							295
Cass.	0	0	18	2	0	0							20
CD	1644	1803	2262	2152	1991	2018							11870
Easy	959	753	1030	871	894	1094							5601
Mystery	275	233	235	201	233	241							1418
Playaways	54	26	7	36	36	32							191
Genealogy	0	0	0	0	0	0							0
Western	131	83	76	56	83	39							468
Large Print	460	507	480	434	508	470							2859
Oversize	7	24	12	24	24	12							103
Ready Ref.	0	0	0	0	0	0							0
Beg. Read.	404	376	345	274	448	682							2529
E. Childhood	386	244	304	363	421	494							2212
Juv. Mys.	72	93	103	87	141	157							653
Adult NF	485	477	629	730	477	570							3368
Juv. Nfict.	491	524	508	760	760	922							3965
Adult Fiction	1375	1279	1230	1302	1279	1353							7818
Juv. Fiction	767	657	971	948	1159	1569							6071
Bound Per.	0	0	0	0	0	0							0
I.L.L.	34	35	40	42	95	47							293
Teen Quick Read	7	6	4	12	11	10							50
YA Cass.	0	0	0	0	0	0							0
YA Kits	0	0	0	0	0	0							0
DVD	63	108	99	71	108	89							538
ANF Chr.	2	1	1	1	1	0							6
Eoversize	0	0	0	0	0	0							0
Atlas Shelf	0	0	0	0	0	0							0
Graphic Novel	26	15	30	35	41	62							209
YACD	119	73	33	25	169	55							474
JCD	30	22	6	68	114	55							295
Jgraphic Novel	120	125	132	155	189	311							1032
Manga	12	7	30	34	7	20							110
Ebks-Overdrive	1348	1174	1261	1126	1203	1369							7481
One-Click	61	55	67	48	48	43							322
DearReader.com	1187	1000	986	992	986	886							6037
Zinio	9	8	10	9	12	9							57
Total	11032	10201	11445	11462	12199	13400							69739

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



Utility costs--June 2016-2019

	Cost	Gas	Electric
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
May '19	2602.26	631	17440
Jun. '19	2477.05	246	18640

## **Additional items for July 2019 board meeting.**

Summer Reading Program events dominated the month of June.

1. Dennis Warner, folk singer performed on June 5<sup>th</sup>. This was a reschedule event from the April blizzard. 76 children and adults attended. It was great hearing the adults as well as the children sing along with Dennis. The children had great fun as they got to sing to the rest of the audience with Dennis. He was sponsored by the Library and the South Dakota Humanities Council.
2. Jean Patrick read to the public during the opening of the Farmer's Market. She talked to at least 50 people throughout the evening.
3. Science Steve from South Dakota Public TV and on a grant from 3M gave 2 performances on June 12<sup>th</sup>. His science experiments impressed young and old alike. Kids loved helping with the experiments. The first show drew 205 people while the second show attendance was 189.
4. Dr. Lucie Poulet from the Kennedy Space Center gave 3 presentations on June 17<sup>th</sup>. She is working on the Mars project and hopes to be selected one day to go to Mars. The first 2 presentations numbered 105 and 150 respectively. The 3<sup>rd</sup> presentation totaled 115. Between presentations, Lucie went into the library and visited with children and adults. Patrons commented that they liked visiting with her and were impressed that she did this and was so approachable. The 3<sup>rd</sup> presentation was geared more for adults. She talked about growing food on Mars and showed footage of how her group fared in different stages of gravity.
5. Area resident Deb Whatley is writing a series entitled, "The field notes of Gwen Bell." The first title is, "Summer ruins." The series focuses on archeology and South Dakota.
6. Dairy Queen Story Time continues to do well. Jean averages between 35 and 50 people. Dairy Queen will evaluation the program at the end of the summer to determine if they'll do it next year.

## **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.

## Surplus 2019

Fixed asset tag (if any)	Description	Manufacturer	Model #	Reason
no tag	Monitor	Gateway	FPD 1930	May not work
1891	Monitor	Gateway	FPD 1940	Needs work
2286	CPU	DELL	OptiPlex 360	Needs work
no tag	Fax machine	Sharp	FO-1470	Still works
no tag	Copier	Toshiva	3studio306LP	City removed from fixed
no tag	Erasable Ink Remover machine	Toshiba	estudio RD 30	City removed from fixed