

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 Board Meeting

August 21st, 2018, 4:30 p.m. Director's Conference Room, Mitchell Public Library

3. Approval Of The Minutes

Documents:

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

4. Financial Report

Documents:

[FINANCIAL REPORT JUNE 2018.PDF](#)

5. Director's Report

Documents:

[DIRECTOR REPORT FOR JUNE 2018.PDF](#)

6. Communication & Correspondence

7. Unfinished Business

8. New Business

Documents:

[NEWBUSINESSJULY 2018.PDF](#)

9. Board Input

10. Citizen's Input

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

11. Adjournment

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

Meeting of the Mitchell Public Library Board of Trustees Tuesday, June 19, 2018.

The Mitchell Public Library Board of Trustees met on Tuesday, June 19, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library. Board President Carolyn Sivik called the meeting to order.

Members present: Flemmer, Margheim, Sivik, Taylor.

Members absent: Rice.

Guests: Jessica Pickett, Community Service Director.

Minutes. The minutes of the May 2018 board meeting were approved. **M/S/P**—Margheim, Flemmer.

Set the date of the next Library Board meeting. The July meeting has been set for Tuesday, July 17, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Financial Report. The Library Board reviewed their profit & loss statement. The monthly budget statement from the City was reviewed. Special attention was paid to the Books line item. The number of books purchased needs to increase each month so that the line item has a zero balance at the end of the year.

Director's report. Along with the statistical report, the Library Board was given a report on the start of the Summer Reading Program. The kick-off to the Summer Reading Program was a huge hit. On May 31st and June 7th, goats came to the Library. Before and after Story Time, children could go outside and pet the goats. Estimated attendance for both events were around 150.

The next program was one of bird calls and sounds. The children learned about birds and sounds that they made and drew pictures of their favorite bird. Total attendance again of about 150.

Communications and correspondence. None.

Unfinished business. None.

New business. Goals June 2018 to December 2019 were discussed. The Library Board approved the adopt these goals as amended. **M/S/P**—Margheim, Taylor.

Budget 2019. After reviewing the budget, changes were made. The Library Board approved a motion to adopt the budget with the changes. **M/S/P**—Taylor, Margheim.

The Library's Board Active Shooter Policy was presented to the Library Board. Since no action needed to be taken by the Library Board, the policy was theirs to look at.

Board input. None.

Citizen's input. None.

Bills. The following bills were approved for payment. **M/S/P**—Margheim, Taylor. Ameripride Services, Inc. 128.50; Baker & Taylor 1,572.64; Blackstone Publishing 100.85; Campbell Supply, Inc. 104.24; Center Point Large Print 89.28; Demco Inc. 633.28; Gale 889.15; Ingram Library Services 48.75; Innovative Office Solutions LLC 264.46; JCL Solutions 150.96; Menard's 15.74; Midwest Alarm Co., Inc. 78.00; Mitchell Technical Institute 459.56; Mitchell Telecom 64.95; Muth Electric, Inc. 309.48; Muth Technology 390.00; North Central Seed 175.00; Northwestern Energy & Communication 2,995.53; Omaha World Herald 311.48; Penguin Random House 60.00; Reader's Den 67.94; Recorded Books, Inc. 666.51; Salem Press 196.56; Scholastic Library Publishing 34.80; Thune True Value Hardware 50.94; Walmart Community 26.70.

There being no further business, the meeting adjourned.

Jackie Hess
Secretary

PACKET: 04812 7/16/18 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
=====						
01-07425	ABC-CLIO LLC					
I-297450		BOOKS	143.61			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	143.61
		=== VENDOR TOTALS ===	143.61			
=====						
01-00107	AM BEST COMPANY INC					
I-3375315		BOOK	189.00			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	189.00
		=== VENDOR TOTALS ===	189.00			
=====						
01-06583	BAKER & TAYLOR					
I-2033764929		BOOKS	30.12			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	30.12
I-2033765172		BOOKS	115.44			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	115.44
I-2033792634		BOOKS	32.67			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	32.67
I-2033797666		BOOKS	284.99			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	284.99
I-2033801005		BOOKS	352.97			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	352.97
I-5015034492		BOOK	151.38			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	151.38
		=== VENDOR TOTALS ===	967.57			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1001265		CD'S	65.89			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	65.89
=====						
I-996126		CD'S	42.94			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	42.94
=====						
I-998525		CD'S	34.94			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	34.94
		--- VENDOR TOTALS ---	143.77			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1590948		BOOKS	89.28			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-00553	DEMCO INC					
I-6393979		LABELS,CD LINES PAGES	157.94			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		LABELS,CD LINES PAGES		101 45500-42691	DATABASE SYS UPDATE	157.94
=====						
I-6393983		COLORED DOTS	18.19			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		COLORED DOTS		101 45500-42600	SUPPLIES & MATERIALS	18.19
		=== VENDOR TOTALS ===	176.13			
=====						
01-01810	GALE					
I-63828466		BOOKS	266.15			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	266.15
=====						
I-63828706		BOOKS	162.69			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	162.69
=====						
I-63839825		BOOKS	74.22			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	74.22

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
(** CONTINUED **)						
01-01810	GALE					
I-63840500		BOOK	203.49			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	203.49
I-63870323		BOOKS	221.92			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	221.92
I-63935738		BOOK	357.55			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	357.55
I-63944027		BOOKS	60.72			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
I-63944420		BOOKS	39.73			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	39.73
		=== VENDOR TOTALS ===	1,386.47			
01-00662	GREY HOUSE PUBLISHING					
I-945406		BOOK	498.95			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	498.95
		=== VENDOR TOTALS ===	498.95			
01-08428	INFOGROUP					
I-1453118		CITY DIRECTORY	455.00			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		CITY DIRECTORY		101 45500-43420	BOOKS	455.00
		=== VENDOR TOTALS ===	455.00			
01-01015	INGRAM LIBRARY SERVICES					
I-35020439		BOOKS	48.98			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	48.98
		=== VENDOR TOTALS ===	48.98			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-09509	INNOVATIVE OFFICE SOLUTIONS LL						
I-2075818		PAPER		25.58			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		PAPER			101 45500-42600	SUPPLIES & MATERIALS	25.58
=====							
I-2077461		PAPER		83.34			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		PAPER			101 45500-42600	SUPPLIES & MATERIALS	83.34
=====							
I-2077718		FILAMENT TAPE		13.70			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		FILAMENT TAPE			101 45500-42600	SUPPLIES & MATERIALS	13.70
=====							
I-2097729		PAPER		27.22			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		PAPER			101 45500-42600	SUPPLIES & MATERIALS	27.22
=====							
I-2097738		PAPER		27.78			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		PAPER			101 45500-42600	SUPPLIES & MATERIALS	27.78
		=== VENDOR TOTALS ===		177.62			
=====							
01-04293	JCL SOLUTIONS						
I-1128203		ROLL TOWELS,AIRWORKS SCREENS		74.74			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		ROLL TOWELS,AIRWORKS SCREENS			101 45500-42600	SUPPLIES & MATERIALS	74.74
		=== VENDOR TOTALS ===		74.74			
=====							
01-01590	MCLEOD'S PRINTING						
I-23124		REG SELF-SEAL ENVELOPES		149.80			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		REG SELF-SEAL ENVELOPES			101 45500-42600	SUPPLIES & MATERIALS	149.80
		=== VENDOR TOTALS ===		149.80			
=====							
01-02679	MENARD'S INC						
I-48714		STICKS,PAINT TESTERS		16.87			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		STICKS,PAINT TESTERS			101 45500-42600	SUPPLIES & MATERIALS	16.87
=====							
I-49405		SCISSORS,MICRO FLUSH CUTTERS,		26.63			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		SCISSORS,MICRO FLUSH CUTTERS,			101 45500-42600	SUPPLIES & MATERIALS	26.63

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-02679	MENARD'S INC	(** CONTINUED **)				
I-49407		TUBE GUARDS	63.84			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		TUBE GUARDS		101 45500-42600	SUPPLIES & MATERIALS	63.84
I-49816		PLEDGE,TUBE GUARDS,ALL PURPOS	53.46			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		PLEDGE,TUBE GUARDS,ALL PURPOSE		101 45500-42600	SUPPLIES & MATERIALS	53.46
		=== VENDOR TOTALS ===	160.80			
=====						
01-06301	MIDAMERICA BOOKS					
I-452463		BOOKS	126.22			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	126.22
		=== VENDOR TOTALS ===	126.22			
=====						
01-06750	MITCHELL TELECOM					
I-10714480		ACCT #217267-0	64.95			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2585828-3-6/18		221 N DUFF ST	2,738.25			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	2,738.25
		=== VENDOR TOTALS ===	2,738.25			
=====						
01-00141	OCLC INC					
I-600009		CATALOGING AND METADATA	329.45			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		CATALOGING AND METADATA		101 45500-42693	E-BOOKS/AUDIO BOOKS	329.45
		=== VENDOR TOTALS ===	329.45			

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-00616	PENGUIN RANDOM HOUSE INC						
I-1087428878		CD'S		26.25			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	26.25

I-1088033762		CD'S		24.00			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	24.00

I-1088242366		CD'S		33.75			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	33.75

I-1088336468		CD'S		26.25			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	26.25

I-1088454466		CD'S		33.75			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	33.75

I-1089324472		CD'S		33.75			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	33.75

		=== VENDOR TOTALS ===		177.75			
=====							
01-02405	READER'S DEN						
I-488696		BOOK		21.75			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		BOOK			101 45500-43420	BOOKS	21.75

		=== VENDOR TOTALS ===		21.75			
=====							
01-01596	RECORDED BOOKS INC						
I-75804438		CD'S		121.48			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	121.48

I-75868459		CD'S		560.40			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018			1099: N		
		CD'S			101 45500-43421	AUDIO-VISUAL	560.40

		=== VENDOR TOTALS ===		681.88			

PACKET: 04812 7/16/18 MEETING-LIBRARY

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07376	ROWMAN & LITTLEFIELD PUBLISHIN					
I-10838916		BOOK	199.27			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	199.27
		=== VENDOR TOTALS ===	199.27			
=====						
01-01139	SD MAGAZINE					
I-62918		ACCT #2862850 RENEWAL	25.00			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		ACCT #2862850 RENEWAL		101 45500-42692	PERIODICALS	25.00
		=== VENDOR TOTALS ===	25.00			
=====						
01-09233	SPRINGER CUSTOMER SERVICE CENT					
I-1451259712		BOOK	465.36			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	465.36
		=== VENDOR TOTALS ===	465.36			
=====						
01-02880	THUNE TRUE VALUE HARDWARE					
I-A375839		C BATTERIES	15.99			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		C BATTERIES		101 45500-42600	SUPPLIES & MATERIALS	15.99
		=== VENDOR TOTALS ===	15.99			
=====						
01-03520	YANKTON DAILY PRESS & DAKOTA					
I-242331-2018		RENEWAL	186.33			
7/17/2018	APBNK	DUE: 7/17/2018 DISC: 7/17/2018		1099: N		
		RENEWAL		101 45500-42310	NEWSPAPERS	186.33
		=== VENDOR TOTALS ===	186.33			
		=== PACKET TOTALS ===	9,693.92			

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DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	9,693.92
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	9,693.92
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** 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	9,693.92-*				
		101-45500-42310	NEWSPAPERS	186.33	700	162.19		
		101-45500-42600	SUPPLIES & MATERIALS	597.14	19,000	10,687.19		
		101-45500-42691	DATABASE SYS UPDATE	157.94	350	192.06		
		101-45500-42692	PERIODICALS	25.00	5,500	5,475.00		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	329.45	14,920	6,662.27		
		101-45500-42800	UTILITIES	2,803.20	33,000	12,972.50		
		101-45500-43420	BOOKS	4,591.46	55,300	33,292.41		
		101-45500-43421	AUDIO-VISUAL	1,003.40	15,000	7,053.35		
		999-131	DUE FROM OTHER OTHER FUN	9,693.92 *				
			** 2018 YEAR TOTALS	9,693.92				

PACKET: 04812 7/16/18 MEETING-LIBRARY

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DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	7/2018	9,693.92

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Mitchell Public Library Library Board of Trustees
Profit & Loss
June 2018

	<u>Jun 18</u>
Ordinary Income/Expense	
Income	
Donations	2.00
General revenue	
Book sale	346.00
Copies	304.60
Fines	-28.36
Handling fee	5.00
Interest	3.21
Interlibrary loan	5.00
Paid items	17.95
Subscriptions	315.00
Total General revenue	<u>968.40</u>
Total Income	970.40
Expense	
Operation expenses	
Pop machine	78.28
Total Operation expenses	78.28
Program expenses	
Summer Reading	659.55
Total Program expenses	<u>659.55</u>
Total Expense	<u>737.83</u>
Net Ordinary Income	<u>232.57</u>
Net Income	<u><u>232.57</u></u>

**Mitchell Public Library Board of Trustees
Profit & Loss Detail
June 2018**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Donations								
Deposit	06/29/2018					Checking at Fir...	2.00	2.00
Total Donations							2.00	2.00
General revenue								
Book sale								
Deposit	06/29/2018					Checking at Fir...	346.00	346.00
Total Book sale							346.00	346.00
Copies								
Deposit	06/08/2018					Checking at Fir...	97.33	97.33
Deposit	06/27/2018					Checking at Fir...	132.27	229.60
Deposit	06/29/2018					Checking at Fir...	75.00	304.60
Total Copies							304.60	304.60
Fines								
Deposit	06/08/2018					Checking at Fir...	-31.38	-31.38
Deposit	06/27/2018					Checking at Fir...	3.02	-28.36
Total Fines							-28.36	-28.36
Handling fee								
Deposit	06/27/2018					Checking at Fir...	5.00	5.00
Total Handling fee							5.00	5.00
Interest								
Deposit	06/29/2018					Checking at Fir...	3.21	3.21
Total Interest							3.21	3.21
Interlibrary loan								
Deposit	06/08/2018					Checking at Fir...	3.00	3.00
Deposit	06/27/2018					Checking at Fir...	2.00	5.00
Total Interlibrary loan							5.00	5.00
Paid items								
Deposit	06/27/2018					Checking at Fir...	17.95	17.95
Total Paid Items							17.95	17.95

Mitchell Public Library Board of Trustees Profit & Loss Detail June 2018

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Subscriptions								
Deposit	06/08/2018					Checking at Fir...	180.00	180.00
Deposit	06/27/2018					Checking at Fir...	90.00	270.00
Deposit	06/29/2018					Checking at Fir...	45.00	315.00
Total Subscriptions							315.00	315.00
Total General revenue								
							968.40	968.40
Total Income							970.40	970.40
Expense								
Operation expenses								
Pop machine	06/13/2018	1114				Checking at Fir...	78.28	78.28
Total Pop machine							78.28	78.28
Total Operation expenses								
							78.28	78.28
Program expenses								
Summer Reading								
Check	06/22/2018	1118	Chase Jamison			Checking at Fir...	50.00	50.00
Check	06/25/2018	1116	Kelly Preheim	Summer Rea...		Checking at Fir...	100.00	150.00
Check	06/25/2018	1117	Kelly Preheim	Summer Rea...		Checking at Fir...	42.00	192.00
Check	06/26/2018		Coborn's			Checking at Fir...	42.55	234.55
Check	06/28/2018	1115	Bob Anderson	Summer Rea...		Checking at Fir...	425.00	659.55
Total Summer Reading							659.55	659.55
Total Program expenses								
							659.55	659.55
Total Expense								
							737.83	737.83
Net Ordinary Income								
							232.57	232.57
Net Income								
							232.57	232.57

Mitchell Public Library Library Board of Trustees

Balance Sheet Prev Year Comparison

As of June 30, 2018

	<u>Jun 30, 18</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at First National Ban	52,675.47	46,795.44	5,880.03	12.6%
Total Checking/Savings	52,675.47	46,795.44	5,880.03	12.6%
Accounts Receivable				
Accounts Receivable	28,200.26	28,200.26	0.00	0.0%
Total Accounts Receivable	28,200.26	28,200.26	0.00	0.0%
Total Current Assets	80,875.73	74,995.70	5,880.03	7.8%
TOTAL ASSETS	<u>80,875.73</u>	<u>74,995.70</u>	<u>5,880.03</u>	<u>7.8%</u>
LIABILITIES & EQUITY				
Equity				
Retained Earnings	80,290.44	66,561.37	13,729.07	20.6%
Net Income	585.29	8,434.33	-7,849.04	-93.1%
Total Equity	80,875.73	74,995.70	5,880.03	7.8%
TOTAL LIABILITIES & EQUITY	<u>80,875.73</u>	<u>74,995.70</u>	<u>5,880.03</u>	<u>7.8%</u>

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	24,540.51	154,916.88	152,743.04	178,574.96	46.10
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	1,542.59	16,522.37	12,559.19	27,440.81	31.40
101-45500-41200 OASI-LIBRARY	29,165	1,907.36	12,075.53	11,549.30	17,615.70	39.60
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,472.44	9,260.11	9,098.30	10,780.70	45.77
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	3,003.80	33,523.87	39,902.16	46,935.84	45.95
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	10,240.77	0.00
TOTAL SALARIES	507,200	32,466.70	233,043.07	236,092.76	271,107.24	46.55
<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	311.48	404.28	351.48	348.52	50.21
101-45500-42500 REPAIR & MAINTENANCE	3,000	78.00	1,258.10	951.00	2,049.00	31.70
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	2,268.57	6,042.47	7,715.67	11,284.33	40.61
101-45500-42661 POSTAGE	1,800	18.67	514.55	916.66	883.34	50.93
101-45500-42690 MINITEX FEES	4,204	0.00	1,273.24	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	1,561.00	0.00	5,500.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	0.00	5,212.03	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	3,066.36	13,470.25	17,224.30	15,775.70	52.19
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	359.65	265.80	504.65	795.35	38.82
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	459.56	158.07	459.56	540.44	45.96
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	90,634	6,562.29	30,730.09	38,288.85	52,345.15	42.25
<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	2,984.27	20,151.67	17,156.47	38,143.53	31.02
101-45500-43421 AUDIO-VISUAL	15,000	1,653.14	7,427.72	6,943.25	8,056.75	46.29
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	4,637.41	27,579.39	24,099.72	46,200.28	34.28
TOTAL LIBRARY	668,134	43,666.40	291,352.55	298,481.33	369,652.67	44.67
TOTAL EXPENDITURES	668,134	43,666.40	291,352.55	298,481.33	369,652.67	44.67

WARNING 1,102 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Director's Report

Circulation		P-Total	Grand Total
Y2018	14,438	56,538	70,976
Y2017	14,602	57,960	72,562
Difference	-164		-1,586

Revenue '18 June Total library items: 113,165

Fines/Dntns	\$ (5.86)
Copies	\$ 298.90
Subs.	\$ 315.00
Lst. Paid	\$ 17.95
L.L.L.	\$ 9.00
Earbuds	\$ 27.70
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 299.50
Interest	\$ 3.21
Handling fee	\$5.00
Pop machine	\$ -
Total	\$ 970.40

Community Room totals '18	Grand Total
January 598	July
February 533	August
March 627	Sept.
April 644	October
May 650	November
June 1248	December
Total 4,300	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	42	26	11	21	0	0	0	2	102
July									
August									
September									
October									
November									
December									
Total	234	90	46	81	4	3	0	4	462

Story Time '18	Grand Total		Dear Reader.com '18	Grand total	
January	375	July	January	1,242	July
February	290	August	February	1,080	August
March	395	Sept.	March	1,230	September
April	344	Oct.	April	1,157	October
May	46	Nov.	May	1,246	November
June	336	Dec.	June	1,136	December
Total	1,786	Total	Total	7,091	Total

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	16	152	9	628	15	132	9	336	49	1248
July										
August										
September										
October										
November										
December										
Total	92	1100	29	1,204	2	7	23	1,786	200	4,443

Computer usage '18

	Grand total	
January	4,507	July
February	3,958	August
March	3,493	September
April	4,583	October
May	3,041	November
June	2,800	December
Total	22,382	Total

Courier Savings '18

January	\$	224.94
February	\$	162.91
March	\$	237.56
April	\$	126.61
May	\$	148.27
June	\$	125.19
July		
August		
September		
October		
November		
December		
Total	\$	1,025.48

Courier '18

	In	Out	Total	
January	65	84	149	
February	63	53	116	
March	81	78	159	
April	45	76	121	
May	78	60	138	
June	65	33	98	
July				
August				
September				
October				
November				
December				
Total	397	384	781	

South Dakota Share It/Atrium '18

	Borrow	Lend	Total	
January	20	27	47	
February	19	29	48	
March	15	18	33	
April	6	19	25	
May	5	17	22	
June	2	10	12	
July				
August				
September				
October				
November				
December				
Total	67	120	187	

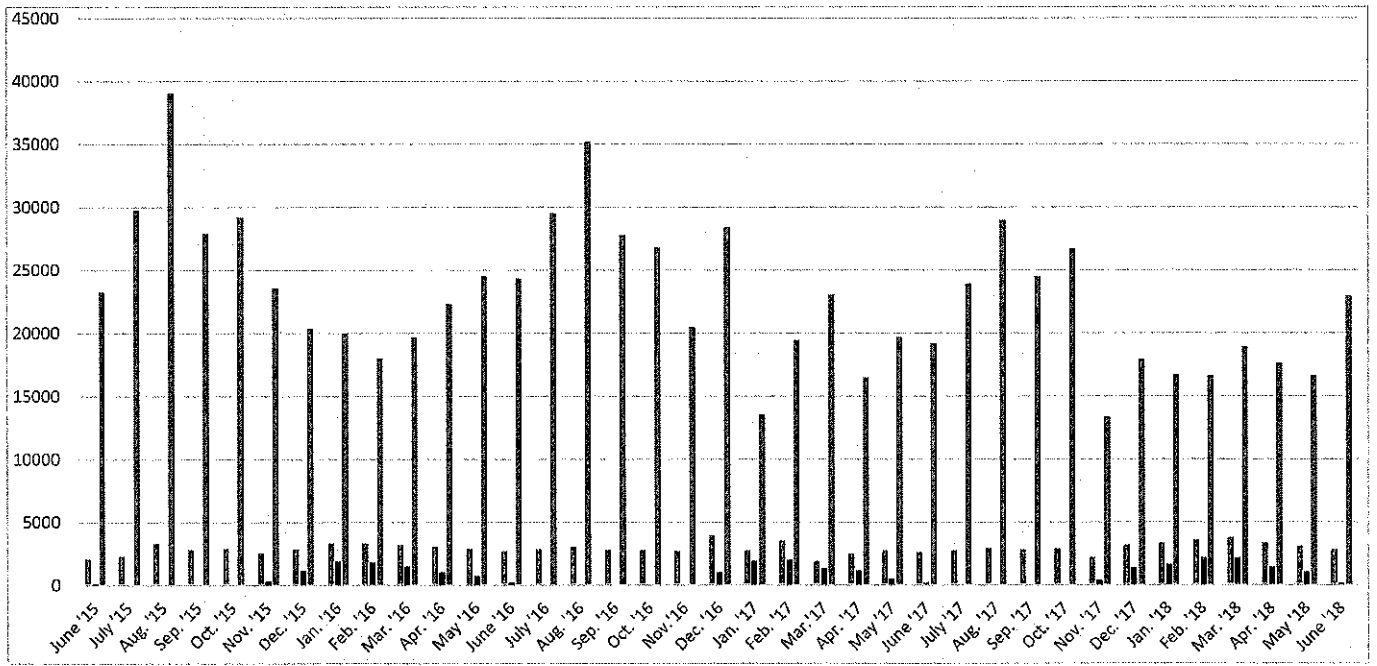
OCLC I.L.L. '18

	Lend	Borrow	Total	
January	54	38	92	
February	67	46	113	
March	69	61	130	
April	62	42	104	
May	74	38	112	
June	66	52	118	
July				
August				
September				
October				
November				
December				
Total	392	277	669	

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	19	50	33	102	5	14	19 \$ 54.20
July							
August							
September							
October							
November							
December							
Total	54	276	97	427	30	89	119 \$ 309.52

Jackie Hess, Director

Item class '18	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Total
Ad. Chr.		71	4	9	3	2	0						
Ref.		1	1	0	5	1	0						
Video		0	0	0	0	0	0						
Kits		42	40	29	55	68	56						
Glass Case		1	1	1	0	1	2						
File Mag.		1	2	2	3	4	23						
Circ. Mag.		0	0	0	0	0	0						
Equipment		0	0	0	0	3	2						
Framed Pic.		17	0	0	17	1	17						
Microfilm		35	10	20	35	25	20						
YA Non-Fiction		10	15	30	22	22	27						
Juv. Over.		0	0	2	0	0	0						
Romance		164	90	150	124	216	170						
YA		387	369	433	439	624	640						
S.F.		98	90	67	54	82	89						
Cass.		37	13	17	15	0	2						
CD		1841	1902	1842	1867	2356	2081						
Easy		838	795	934	1001	781	1245						
Mystery		258	216	221	203	210	182						
Playaways		28	27	56	46	55	49						
Genealogy		0	0	0	0	0	0						
Western		67	64	58	69	72	69						
Large Print		384	429	391	375	535	415						
Oversize		19	23	23	17	13	19						
Ready Ref.		0	0	0	0	0	0						
Beg. Read.		310	305	422	413	469	677						
E. Childhood		321	389	355	365	470	481						
Juv. Mys.		58	91	75	99	121	197						
Adult NF		562	503	471	457	477	562						
Juv. Nfict.		427	610	741	628	734	1111						
Adult Fiction		1438	1313	1365	1421	1429	1512						
Juv. Fiction		642	708	770	736	1046	1721						
Bound Per.		1	0	0	0	0	0						
ILL.		41	31	51	29	32	24						
Teen Quick Read		6	5	12	19	15	27						
YA Cass.		0	0	0	0	0	0						
YA Kits		0	0	0	0	0	0						
DVD		210	136	89	135	145	170						
ANF Chr.		3	0	1	0	1	3						
Eoversize		0	0	0	0	0	0						
Atlas Shelf		0	1	0	1	0	1						
Graphic Novel		42	36	40	24	38	77						
YACD		38	42	92	83	39	11						
JCD		33	19	27	29	63	111						
Jgraphic Novel		154	200	242	175	246	365						
Manga		0	10	137	64	29	35						
Ebks-Overdrive		921	852	987	901	1024	1056						
One-Click		26	27	49	44	36	53						
DearReader.com		1242	1080	1230	1157	1246	1136						
Zinio		8	8	3	0	0	0						
Total		10782	10457	11444	11130	12731	14438						



Utility costs--May '15 to May '18

	Cost	Gas	Electric
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
June '18	2738.25	175	22960

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: November 2018.**
- Review and amended overdue notice policy. **Completion date: November 2018.**
- 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: January 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 in addition to the assisted living facility and the retirement home. **Completion date: 2018.**
- Assign a staff person to coordinate a comprehensive publicity plan for the Library including a quarterly newsletter. **Completion date: Sept. 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.

Budget 2019

	Jan. 19	Feb. 19	Mar. 19	Apr. 19	May. 19	Jun. 19	Jul. 19	Aug. 19	Sep. 19	Oct. 19	Nov. 19	Dec. 19	Total
Operational expenses													
Office supplies	18.33	18.33	18.33	18.33	18.33	18.33	18.33	18.33	18.33	18.33	18.33	18.37	220.00
Pop machines	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Refund--Pd items	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.63	500.00
Software	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.87	250.00
Technology	208.30	208.30	208.30	208.30	208.30	208.30	208.30	208.30	208.30	208.30	208.30	208.70	2500.00
Total operational expenses	299.13	299.13	299.13	299.13	299.13	299.13	299.13	299.13	299.13	299.13	299.13	299.57	3590.00
Program expenses													Total
Adult Programming													
1 book SD	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.37	100.00
Other programs	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
Total Adult Programming	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.37	1,600.00
Children and Teens													
Children's Interactive Museum	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.63	200.00
Children's Programs	144.17	144.17	144.17	144.17	144.17	144.17	144.17	144.17	144.17	144.17	144.17	144.13	1,730.00
Honorariums for CSR	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.63	200.00
Teen Programs	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	1,350.00
Total Children and Teens Programming	290.01	290.01	290.01	290.01	290.01	290.01	290.01	290.01	290.01	290.01	290.01	289.89	3,480.00
Other programming													
National Library Week	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.13	830.00
Other Program Expenses	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.63	500.00
Total	110.84	110.84	110.84	110.84	110.84	110.84	110.84	110.84	110.84	110.84	110.84	110.76	1,330.00
Total Expenses	833.31	833.31	833.31	833.31	833.31	833.31	833.31	833.31	833.31	833.31	833.31	833.59	10,000.00

Library Card Policy

The Mitchell Public Library is a free library, open to any and all patrons for in-house use. Because it the Library is funded by property taxes, all persons applying for a library card must provide address verification. A post office box number is not sufficient. Library patrons must present their card when checking out items from the Library.

Types of Library Cards

Any patron who has a valid Mitchell Public Library card can check out materials from the Library. A "valid" library refers to a card that does not have any overdue materials, damaged or lost books, or fees. The Mitchell Public Library has the following types of cards:

For adults.

1) City Residents cards. These patrons live inside the Mitchell City Limits who is 18 years of age and older. Patron must provide 2 references with phone numbers, home or mobile number. E-mail is optional.

2) Davison County Cards. The Davison County Commissioners provide funding to the Mitchell Public Library for its residents. To qualify for a Davison County card, residents must reside in Davison County. Patrons must provide 2 reference with phone numbers, home or mobile number. E-mail is optional.

3) Out-of-County Library Cards. These patrons live outside of Davison County and pay a yearly subscription fee for the entire family. One adult can register for the entire family. They must list all members of their family who live in the household. Ages of children under 18 should be listed. Each member of the family can get their own card.

Juvenile cards.

1) Children who have completed Kindergarten through the 5th grade who attend the Mitchell School District are eligible for a juvenile card. They do not get a physical card. Parent or guardian of the child who will be responsible for getting the materials back must fill out an application card. The birthdate, grade, and parent must be listed on the card. The parent must sign the application card.

Youth cards.

1) Youth who attend the Mitchell School District and are in the 6th through 12th grade are eligible for a free library card. In addition to their name and address, parent's name, birthdate and grade must be provided. They also can use their student IDs that have been loaded from the school district that have been loaded into the Library's ILS system if they choose. These cards are valid until they graduate.

Student cards

1) DWU, MTI and Faith Home. These students can get a free library card. In addition to their name and address, the name of parents or someone who would know where the patron resides after graduation and birthdate.

Other cards.

1) Agency cards. These cards are issued to daycares, nursing homes. They are limited to books only. Checkout is for 1 month.

2) Temporary cards. Temporary cards are issued to people who are not permanent residents of Mitchell, but who will be staying in Mitchell for a long period of time. A refundable fee will be charged to offset any fees, lost or damaged materials that may occur. They fill out the application card out the same as a city resident. If all material comes back in good condition, the total fee will be refunded back to the patron.