

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

1. Call To Order

Flemmer.
Margheim.
Rice.
Sivik
Taylor
Temple

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

October 15, 2018, at 4:30 p.m. --Director's conference room at the Mitchell Public Library

3. Approval Of The Minutes

Documents:

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

4. Director's Report

Documents:

[DIRECTORS REPORT AUGUST 2018.PDF](#)

5. Financial Report

Documents:

[FINANCIAL REPORT FOR AUGUST 2018.PDF](#)

6. Communication & Correspondence

Thank you notes from patrons.

7. Unfinished Business.

1. Children's Furniture--Jean Patrick.
2. Goals.

8. New Business

1. Fees and overdue library materials policy. Discussion.
2. Supply quotes from Jones Supply and JCL. Discussion and action.
3. Recap of meeting in Mpls and Hudson, WI.

Documents:

[NEW BUSINESS--SEPTEMBER 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.

Mitchell Public Library Board of Trustees meeting, Tuesday, August 21, 2018.

The Mitchell Public Library Board of Trustees met on Tuesday, August 21, 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 at 4:32 p.m.

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

Members absent: none.

Guest: Jessica Pickett, Community Services Director.

Ann Temple was welcomed as a new Trustee. Ms. Temple was appointed by Mayor Everson at the City Council meeting the previous evening.

Minutes. The minutes of the July 2018 Library Board meeting were approved.

M/S/P—Margheim, Rice.

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

Unfinished business. The Library Card Policy was up for discussion and possible adoption. The policy was adopted subject to the changes discussed. **M/S/P—**Margheim, Taylor.

The proposed 2019 budget for the Library Board of Trustees account was presented to the Board. The Library Board instructed the Director to provide a history of income and expenses dating back to 2016. The topic was tabled until the September meeting.

Goals 2018-2019. Goals listed for July 2018 through December 2019 were reviewed. Items that were completed were placed in the "Completed" list. An easy way to keep track of what had already been accomplished. The remaining goals listed will contain the review month first and the completion date second.

Children's furniture was discussed. The matter was tabled until the September meeting.

New business. The updated circulation policy was presented to the Library Board. It was approved as presented. **M/S/P—**Taylor, Margheim.

The updated Collection Development Policy was presented to the Library Board. The policy states how and with what resources the Library Director and/or designee uses to purchase library materials. The policy was approved with the recommended changes. **M/S/P—**Taylor, Rice.

The Gifts Policy was included in the Collection Development Policy and was also approved.

Publicity plan for the Library was discussed but no action was taken.

The Library's first newsletter is set to come out in September. The Director is confirming programs to add to the newsletter before it is published.

The budget for 2019 from the City of Mitchell was presented to the Library Board. Discussion followed but no formal action was taken.

Elections of President and Vice-President of the Library Board were held. Carol Sivik was elected President and Carli Flemmer was elected Vice-President.

Board input. Sivik asked the Director to inform the Library Board about a workshop taking place in Minneapolis on September 21st. It is sponsored by Library Journal. It is open to library directors who are looking to make physical changes in their library such as making the best possible use of existing space. Consultants will be on hand to assist in this process. The Library Board instructed the Director to attend the workshop.

Bills. The following bills were approved for payment. Ameripride Services 128.50; Baker & Taylor 1,018.90; Blackstone Publishing 127.97; Book Systems, Inc. 3,395.00; Carson Industries, Inc. 99.95; Center Point Large Print 89.28; Demco Inc. 56.40; Gale 1,273.39; Golden West Technologies 125.00; Information Today, Inc. 301.53; Ingram Library Services 27.49; Innovative Office Solutions, LLC 83.52; JCL Solutions 219.24; Menard's Inc. 97.08; Midwest Alarm Company, Inc. 78.00; Mitchell Telecom 64.95; Northwestern Energy & Communications 2,706.40; OCLC Inc. 1,171.26; Overdrive, Inc. 1,803.99; Penguin Random House, Inc. 86.25; Reader's Den 113.94; Recorded Books, Inc. 1,160.07.

Set the date for the next meeting. September 25th, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Adjournment. There being no further business, the meeting adjourned at 6:10 p.m. The next regularly board meeting will be on Tuesday, September 25th, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Jackie Hess, Secretary

Director's Report

Circulation		P-Total	Grand Total
Y2018	12,699	84,422	97,121
Y2017	12,184	85,410	97,594
Difference	515		-473

Revenue '18 August Total library items: 113,329

Fines/Dntns	\$ 26.20
Copies	\$ 440.39
Subs.	\$ 75.00
Lst. Paid	\$ 76.93
I.L.L.	\$ 38.00
Earbuds	\$ 52.85
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 324.21
Interest	\$ 4.33
Handling fee	
Pop machine	
Total	\$ 1,037.91

Community Room totals '18	Grand Total
January 598	July 915
February 533	August 400
March 627	Sept.
April 644	October
May 650	November
June 1248	December
Total 4,300	Total 1,315

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	38	29	8	18	0	0	0	2	95
August	42	9	7	5	0	2	0	0	65
September									
October									
November									
December									
Total	314	128	61	104	4	5	0	6	622

Story Time '18	Grand Total		Dear Reader.com '18		Grand total		
January	375	July	405	January	1,242	July	1,189
February	290	August	35	February	1,080	August	1,175
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	440	Total	7,091	Total	2,364

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	598
February	15	193	2	47	1	3	6	290	48	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	16	93	4	297	9	120	12	405	41	915
August	16	210	1	25	6	130	8	35	31	400
September										
October										
November										
December										
Total	124	1403	34	1,526	40	441	61	2,226	296	5,608

Computer usage '18

	Grand total
January	4,507
February	3,958
March	3,493
April	4,583
May	3,041
June	2,800
July	2,185
August	2,119
September	
October	
November	
December	
Total	22,382
Total	4,304

Courier Savings '18

January	\$	224.94
February	\$	162.91
March	\$	237.56
April	\$	126.61
May	\$	148.27
June	\$	125.19
July	\$	164.62
August	\$	143.61
September		
October		
November		
December		
Total	\$	1,333.71

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	67	54	121
August	79	51	130
September			
October			
November			
December			
Total	543	489	1,032

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	2	12	14
August	10	12	22
September			
October			
November			
December			
Total	79	144	223

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	97	71	168
August	36	32	68
September			
October			
November			
December			
Total	525	380	905

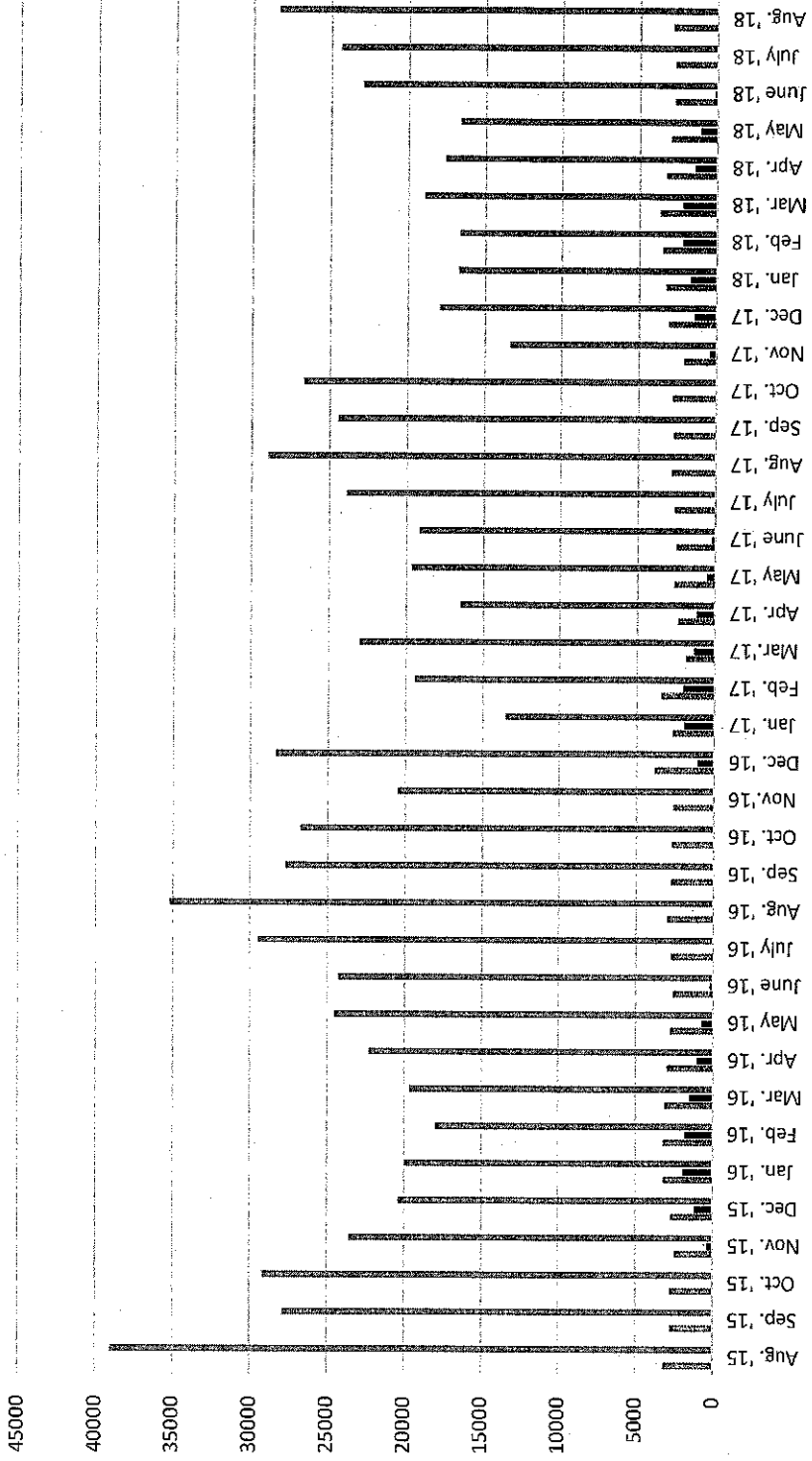
Davison County '18

	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	11	65	9	85	5	28	33	\$ 95.00
August	29	42	9	80	1	23	24	\$ 70.32
September								
October								
November								
December								
Total	94	383	115	592	36	140	176	\$ 474.84

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	1	2					
Ref.	1	1	0	5	1	0	0	0	2				
Video	0	0	0	0	0	0	0	1	0				
Kits	42	40	29	55	68	56	65	53					
Glass Case	1	1	1	0	1	2	1	1					
File Mag.	1	2	2	3	4	23	14	7					
Circ. Mag.	0	0	0	0	0	0	0	0					
Equipment	0	0	0	0	3	2	0	0					
Framed Pic.	17	0	0	17	1	17	0	17					
Microfilm	35	10	20	35	25	20	35	25					
YA Non-Fiction	10	15	30	22	22	27	25	32					
Juv. Over.	0	0	2	0	0	0	0	0					
Romance	164	90	150	124	216	170	171	157					
YA	387	369	433	439	624	640	466	519					
S.F.	98	90	67	54	82	89	55	52					
Cass.	37	13	17	15	0	2	0	0					
CD	1841	1902	1842	1867	2356	2081	2166	2294					
Easy	838	795	934	1001	781	1245	1133	928					
Mystery	258	216	221	203	210	182	237	267					
Playaways	28	27	56	46	55	49	14	25					
Genealogy	0	0	0	0	0	0	0	0					
Western	67	64	58	69	72	69	68	86					
Large Print	384	429	391	375	535	415	440	531					
Oversize	19	23	23	17	13	19	7	24					
Ready Ref.	0	0	0	0	0	0	0	0					
Beg. Read.	310	305	422	413	469	677	611	385					
E. Childhood	321	389	355	365	470	481	464	327					
Juv. Mys.	58	91	75	99	121	197	194	89					
Adult NF	562	503	471	457	477	562	489	638					
Juv. Nfict.	427	610	741	628	734	1111	873	642					
Adult Fiction	1438	1313	1365	1421	1429	1512	1527	1597					
Juv. Fiction	642	708	770	736	1046	1721	1274	924					
Bound Per.	1	0	0	0	0	0	0	0					
LL.L.	41	31	51	29	32	24	28	54					
Teen Quick Read	6	5	12	19	15	27	37	14					
YA Cass.	0	0	0	0	0	0	0	0					
YA Kits	0	0	0	0	0	0	0	0					
DVD	210	136	89	135	145	170	104	76					
ANF Chr.	3	0	1	0	1	3	2	2					
Eoversize	0	0	0	0	0	0	0	0					
Atlas Shelf	0	1	0	1	0	1	0	0					
Graphic Novel	42	36	40	24	38	77	63	30					
YACD	38	42	92	83	39	11	55	43					
JCD	33	19	27	29	63	111	342	75					
Jgraphic Novel	154	200	242	175	246	365	77	299					
Manga	0	10	137	64	29	35	9	17					
Ebks-Overdrive	921	852	987	901	1024	1056	1158	1230					
One-Click	26	27	49	44	36	53	51	57					
DearReader.com	1242	1080	1230	1157	1246	1136	1189	1175					
Zinio	8	8	3	0	0	0	0	3					
Total	10782	10457	11444	11130	12731	14438	13446	12699					

Utility chart August '15 to August '18



Utility costs--2015 to 2018

	Cost	Gas	Electric
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
July '18	2706.40	6	24400
Aug. '18	2878.06	3	28400

Additional items—Director's report.

1. Active shooter. A kid came into the Library. He said another kid was waving a gun at him, threatening to shoot kid. The police were called and they got statements from other people. We were not told who the person was who had the gun.

A patron came and talked to me about the incident. She was upset because she thought that the Library was the one safe place where she could drop off her kid.

2. Library cards for out-of-county residents. The Library Board will need to discuss the possibility of allowing free library cards to out-of-county residents if they own property in Mitchell.
3. Staff members approved of the changes listed in the new Library cards policy.
4. Security cameras are installed and running.
5. Key fobs for the doors have been made for full-time staff. Pictures will be on the key tags as well and loaded into the system.

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

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	324.21
Copies	440.39
Donations	26.20
Earbuds	52.85
Interest	4.33
Interlibrary loan	38.00
Paid items	76.93
Subscriptions	75.00
Total General revenue	<u>1,037.91</u>
Total Income	1,037.91
Expense	
Program expenses	
Children's programming	50.00
Summer Reading	72.87
Teen programming	100.33
Workshop	<u>137.49</u>
Total Program expenses	<u>360.69</u>
Total Expense	<u>360.69</u>
Net Ordinary Income	<u>677.22</u>
Net Income	<u><u>677.22</u></u>

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

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	08/30/2018					Checking at Fir...	324.21	324.21
Total Book sale							324.21	324.21
Copies								
Deposit	08/22/2018					Checking at Fir...	167.50	167.50
Deposit	08/22/2018					Checking at Fir...	118.09	285.59
Deposit	08/30/2018					Checking at Fir...	154.80	440.39
Total Copies							440.39	440.39
Donations								
Deposit	08/22/2018					Checking at Fir...	4.60	4.60
Deposit	08/22/2018					Checking at Fir...	2.00	6.60
Deposit	08/30/2018					Checking at Fir...	19.60	26.20
Total Donations							26.20	26.20
Earbuds								
Deposit	08/22/2018					Checking at Fir...	28.25	28.25
Deposit	08/30/2018					Checking at Fir...	24.60	52.85
Total Earbuds							52.85	52.85
Interest								
Deposit	08/31/2018					Checking at Fir...	4.33	4.33
Total Interest							4.33	4.33
Interlibrary loan								
Deposit	08/22/2018					Checking at Fir...	20.00	20.00
Deposit	08/22/2018					Checking at Fir...	7.00	27.00
Deposit	08/30/2018					Checking at Fir...	11.00	38.00
Total Interlibrary loan							38.00	38.00
Paid items								
Deposit	08/22/2018					Checking at Fir...	76.93	76.93
Total Paid items							76.93	76.93

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

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Subscriptions								
Deposit	08/22/2018					Checking at Fir...	15.00	15.00
Deposit	08/22/2018					Checking at Fir...	15.00	30.00
Deposit	08/30/2018					Checking at Fir...	45.00	75.00
Total Subscriptions							75.00	75.00
Total General revenue							1,037.91	1,037.91
Total Income							1,037.91	1,037.91
Expense								
Program expenses								
Children's programming								
Check	08/28/2018	1124	Jean Patrick	Gift for Andi H...		Checking at Fir...	50.00	50.00
Total Children's programming							50.00	50.00
Summer Reading								
Check	08/27/2018		Reader's Den	(2) \$25.00 gift...		Checking at Fir...	50.00	50.00
Check	08/28/2018	1122	Jean Patrick	Supplies for S...		Checking at Fir...	22.87	72.87
Total Summer Reading							72.87	72.87
Teen programming								
Check	08/03/2018		Oriental trading	Teen Summer...		Checking at Fir...	88.33	88.33
Check	08/08/2018	1123	Corn Palace Conces...	Water for Rod...		Checking at Fir...	12.00	100.33
Total Teen programming							100.33	100.33
Workshop								
Check	08/16/2018		EBJ	Paid from this...		Checking at Fir...	137.49	137.49
Total Workshop							137.49	137.49
Total Program expenses							360.69	360.69
Total Expense							677.22	677.22
Net Ordinary Income							677.22	677.22
Net Income							677.22	677.22

Mitchell Public Library Board of Trustees
Balance Sheet Prev Year Comparison
As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	54,161.03	48,105.15	6,055.88	12.6%
Checking at First National Ban	54,161.03	48,105.15	6,055.88	12.6%
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	28,200.26	28,200.26	0.00	0.0%
Total Accounts Receivable	82,361.29	76,305.41	6,055.88	7.9%
Total Current Assets	<u>82,361.29</u>	<u>76,305.41</u>	<u>6,055.88</u>	<u>7.9%</u>
TOTAL ASSETS				
LIABILITIES & EQUITY				
Equity				
Retained Earnings	80,290.44	66,561.37	13,729.07	20.6%
Net Income	2,070.85	9,744.04	-7,673.19	-78.8%
Total Equity	82,361.29	76,305.41	6,055.88	7.9%
TOTAL LIABILITIES & EQUITY	<u>82,361.29</u>	<u>76,305.41</u>	<u>6,055.88</u>	<u>7.9%</u>

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 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	36,883.82	197,436.09	214,167.39	117,150.61	64.64
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	3,204.84	19,970.47	17,329.45	22,670.55	43.32
101-45500-41200 OAST-LIBRARY	29,165	2,802.80	15,260.54	16,173.21	12,991.79	55.45
101-45500-41300 RETIREMENT-LIBRARY	19,879	2,213.04	11,811.29	12,783.78	7,095.22	64.31
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	10,665.12	44,494.47	57,776.40	29,061.60	66.53
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	10,240.77	0.00
TOTAL SALARIES	507,200	55,769.62	295,717.17	328,471.00	178,729.00	64.76
<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	0.00	590.61	537.81	162.19	76.83
101-45500-42500 REPAIR & MAINTENANCE	3,000	238.00	1,364.60	1,189.00	1,811.00	39.63
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	920.34	7,768.69	9,660.37	9,339.63	50.84
101-45500-42661 POSTAGE	1,800	0.00	768.18	917.87	882.13	50.99
101-45500-42690 MINITEX FEES	4,204	841.81	1,591.55	2,619.06	1,584.94	62.30
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	157.94	192.06	45.13
101-45500-42692 PERIODICALS	5,500	0.00	1,561.00	25.00	5,475.00	0.45
101-45500-42693 E-BOOKS/AUDIO BOOKS	14,920	2,133.34	6,929.18	10,391.07	4,528.93	69.65
101-45500-42700 TRAVEL, CONF & DUES	1,620	0.00	405.00	300.00	1,320.00	18.52
101-45500-42800 UTILITIES	33,000	2,778.13	18,769.57	22,812.96	10,187.04	69.13
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	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	0.00	158.07	459.56	540.44	45.96
101-45500-42930 ATRIUM	3,600	3,395.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	90,634	10,306.62	43,837.55	53,130.29	37,503.71	58.62
<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	2,850.78	24,246.87	24,897.32	30,402.68	45.02
101-45500-43421 AUDIO-VISUAL	15,000	1,348.04	8,951.63	9,294.69	5,705.31	61.96
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	4,198.82	33,198.50	34,192.01	36,107.99	48.64
TOTAL LIBRARY	668,134	70,275.06	372,753.22	415,793.30	252,340.70	62.23
TOTAL EXPENDITURES	668,134	70,275.06	372,753.22	415,793.30	252,340.70	62.23

WARNING 1,104 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

PACKET: 04872 9/17/18 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/>						
01-08281	AMERIPRIDE SERVICES INC					
I-2800927206		MATS	70.52			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			
<hr/>						
01-00210	BAILEY METAL FABRICATORS INC					
I-50466		REPAIR STAIR RAIL	995.00			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		REPAIR STAIR RAIL		101 45500-42500	REPAIR & MAINTENANCE	995.00
=== VENDOR TOTALS ===			995.00			
<hr/>						
01-06583	BAKER & TAYLOR					
I-2033897501		BOOKS	130.27			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	130.27
I-2033897885		BOOKS	21.46			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	21.46
I-2033902017		BOOKS	771.31			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	771.31
I-2033916710		BOOKS	390.93			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	390.93
I-2033928668		BOOKS	235.89			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	235.89
I-2033935663		BOOKS	114.52			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	114.52
I-5015109909		BOOK	151.35			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	151.35
=== VENDOR TOTALS ===			1,815.73			

PACKET: 04872 9/17/18 MEETING-LIBRARY

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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
<hr/>						
01-03483	BETTER CONTAINERS MFG CO					
I-230455		16X18 PATCH HANDLES	270.10			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		16X18 PATCH HANDLES		101 45500-42600	SUPPLIES & MATERIALS	270.10
		=== VENDOR TOTALS ===	270.10			
<hr/>						
01-05088	BLACKSTONE PUBLISHING					
I-1003058		MEDIA MAIL	34.95			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		MEDIA MAIL		101 45500-43421	AUDIO-VISUAL	34.95
		=== VENDOR TOTALS ===	34.95			
<hr/>						
01-09256	BOOKS BY TERRALL					
I-10218		BOOKS	208.83			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	208.83
		=== VENDOR TOTALS ===	208.83			
<hr/>						
01-06026	CENTER POINT LARGE PRINT					
I-1607689		BOOKS	89.28			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
<hr/>						
01-00553	DEMCO INC					
I-6403529		LABELS	29.13			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	29.13
I-6434646		LABELS	104.15			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	104.15
I-6435073		LABELS	56.40			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		LABELS		101 45500-42600	SUPPLIES & MATERIALS	56.40
		=== VENDOR TOTALS ===	189.68			

PACKET: 04872 9/17/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

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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
01-03269 FARM & HOME PUBLISHERS LTD						
I-F639108-7/17/18		COUNTY BOOK-DAVISON	54.71			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COUNTY BOOK-DAVISON		101 45500-43420	BOOKS	54.71

I-F639108-7/17/2018		COUNTY BOOK-AURORA	54.71			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COUNTY BOOK-AURORA		101 45500-43420	BOOKS	54.71

I-F639108-8/28/18		COUNTY BOOK-SANBORN	53.90			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COUNTY BOOK-SANBORN		101 45500-43420	BOOKS	53.90

I-F639108-8/8/18		COUNTY BOOK-HANSON	53.90			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COUNTY BOOK-HANSON		101 45500-43420	BOOKS	53.90
=== VENDOR TOTALS ===			217.22			

01-09022 FINDAWAY WORLD LLC

I-264754		RECORDED BOOKS	722.30			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		RECORDED BOOKS		101 45500-43421	AUDIO-VISUAL	722.30
=== VENDOR TOTALS ===			722.30			

01-01810 GALE

I-64281919		BOOKS	60.72			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72

I-64294002		BOOKS	40.48			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	40.48

I-64294503		BOOKS	92.96			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	92.96
=== VENDOR TOTALS ===			194.16			

PACKET: 04872 9/17/18 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
01-00662 GREY HOUSE PUBLISHING						
I-351048		BOOKS	265.50			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	265.50
I-947593		BOOK	148.50			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	148.50
		--- VENDOR TOTALS ---	414.00			
01-01015 INGRAM LIBRARY SERVICES						
I-36124324		BOOKS	82.04			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	82.04
I-36203395		BOOK	22.99			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	22.99
I-36248756		BOOKS	27.05			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	27.05
I-36285910		BOOKS	28.35			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	28.35
		--- VENDOR TOTALS ---	160.43			
01-09509 INNOVATIVE OFFICE SOLUTIONS LL						
C-77191		CREDIT	27.99CR			
9/18/2018	APBNK	DUE: 8/23/2018 DISC: 8/23/2018		1099: N		
		CREDIT		101 45500-42600	SUPPLIES & MATERIALS	27.99CR
I-2164460		MAILERS	146.17			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		MAILERS		101 45500-42600	SUPPLIES & MATERIALS	146.17
I-2166086		CALENDAR, PENS	38.37			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		CALENDAR, PENS		101 45500-42600	SUPPLIES & MATERIALS	38.37
I-2169093		TIME CARDS	69.95			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		TIME CARDS		101 45500-42600	SUPPLIES & MATERIALS	69.95

PACKET: 04872 9/17/18 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
01-09509 INNOVATIVE OFFICE SOLUTIONS LL(** CONTINUED **)						
I-2175618		TONER,16GB DRIVES	90.89			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		TONER,16GB DRIVES		101 45500-42600	SUPPLIES & MATERIALS	90.89
=== VENDOR TOTALS ===			317.39			
01-04293 JCL SOLUTIONS						
I-1132917		BOWL CLEANER,ROLL TOWELS,GLAS	282.85			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOWL CLEANER,ROLL TOWELS,GLASS		101 45500-42600	SUPPLIES & MATERIALS	282.85
=== VENDOR TOTALS ===			282.85			
01-00752 MITCHELL PLUMBING & HEATING						
I-31785		VALVE	92.57			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		VALVE		101 45500-42600	SUPPLIES & MATERIALS	92.57
=== VENDOR TOTALS ===			92.57			
01-09183 MITCHELL TECHNICAL INSTITUTE						
I-81618		SUMMER 2018 WORKSTUDY	410.06			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		SUMMER 2018 WORKSTUDY		101 45500-42920	WORKSTUDY	410.06
=== VENDOR TOTALS ===			410.06			
01-06750 MITCHELL TELECOM						
I-10728687		ACCT #217267-0	64.95			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
=== VENDOR TOTALS ===			64.95			
01-01830 NORTHWESTERN ENERGY & COMMUNIC						
I-2585828-3-8/18		221 N DUFF ST	2,878.06			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	2,878.06
=== VENDOR TOTALS ===			2,878.06			

PACKET: 04872 9/17/18 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
01-02405 READER'S DEN						
I-488560		BOOKS	29.98			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	29.98
=== VENDOR TOTALS ===			29.98			
01-01596 RECORDED BOOKS INC						
I-75934263		CD'S	71.08			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	71.08
I-75940824		CD'S	31.50			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	31.50
I-75993489		CD'S	243.40			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	243.40
=== VENDOR TOTALS ===			345.98			
01-08949 SCHOLASTIC INC						
I-17669916		BOOKS	100.00			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	100.00
=== VENDOR TOTALS ===			100.00			
01-00138 SCHOLASTIC LIBRARY PUBLISHING						
I-17630690		BOOKS	152.10			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	152.10
=== VENDOR TOTALS ===			152.10			
=== PACKET TOTALS ===			10,056.14			

PACKET: 04872 9/17/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	10,084.13
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	27.99CR

BATCH TOTALS	10,056.14
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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	10,056.14-*				
		101-45500-42500	REPAIR & MAINTENANCE	995.00	3,000	816.00		
		101-45500-42600	SUPPLIES & MATERIALS	1,223.11	19,000	8,116.52		
		101-45500-42800	UTILITIES	2,943.01	33,000	7,244.03		
		101-45500-42920	WORKSTUDY	410.06	1,000	130.38		
		101-45500-43420	BOOKS	3,381.73	55,300	27,020.95		
		101-45500-43421	AUDIO-VISUAL	1,103.23	15,000	4,602.08		
		999-131	DUE FROM OTHER OTHER FUN	10,056.14 *				
			** 2018 YEAR TOTALS	10,056.14				

PACKET: 04872 9/17/18 MEETING-LIBRARY

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DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	9/2018	10,056.14

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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.**

Goals—June 2018 to December 2019.

- 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.**
- 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. **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: 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.

Elimination of fines.

The decision to eliminate fines was approved by the Mitchell Public Library Board of Trustees and began on April 1, 2018.

The purpose was to eliminate the barrier to the Library that fines may cause for patrons.

Fees policy.

Even though fines has been eliminated, fees are assessed for the following situations:

1. Inter-library loan materials. \$1.00 per title.
2. Processing fee for library materials that are billed for cost. \$5.00 per patron.

Overdue materials policy.

Patron is notified each week that their library materials are overdue for 4 weeks. The patron's account is blocked as soon as the materials become overdue.

After the 4-week period is over, a bill is sent to the patron. At this point, the patron cannot claimed the item returned or lost.

After a determined amount of time as passed, other avenues may be pursued in order to get the materials back to the Library

Refusal to return library materials are considered theft according to Attorney General's opinion No. 84-35.

Jones Supplies

Mitchell, SD

P 605-996-2565/F 605-996-6369

8/17/18

Mitchell Public Library

GEN199	GENERATIONS 2 PLY BATH TISSUE 96/CS.....	\$34.61 ✓
324-0503	HWTK504 800' NATURAL ROLL TOWEL 6RL/CS.....	\$24.76 ✓
970-070Q12	BETCO REST STOP BATHROOM CLEANER 12QT/CS.....	\$24.00 ✓
970-108Q12	BETCO DEEP BLUE READY TO USE GLASS CLEANER 12QT/CS.....	\$31.81 ✓
GEN165	33 X 39 1.5 MIL BLACK LINER 100/CS.....	\$14.00
RJS1719	NOVA 2 PLY FACIAL TISSUE 30BX/CS.....	\$16.70
GER008	GERMX OMNIPOD FOAM SOAP 2/1150ML.....	\$25.75 ✓
WDS100C	FRESH URINAL SCREEN 10/BX.....	\$19.80 ✓

All prices subject to change



JCL Solutions
 Sioux Falls, SD 57107
 Spencer, IA 51301
 605-334-4387 SD,
 712-262-8300 IA

Quotation
 Page 1 of 1

MITCHELL CITY OF-PUBLIC LIBRARY
 221 N. Duff
 Mitchell SD 57301

Date 4-Sep-2018 Valid Until
 Salesman ZJESSE Quote 1134577
 Terms Net 30

Merch Total	\$743.06
Taxable Sales	\$0.00
Tax	\$0.00
Ship/Handling	\$0.00
Ppd Deposit	\$0.00
Total	\$743.06

Description	Item Code	Quantity	Price	Amount
JCL Glass Cleaner 12/Case	CL-050-CASE	1	23.40	\$23.40
NABC Bath & Bowl Clnr 12qt/CS	SP-7116-12-CASE	1	24.95	\$24.95
Sparcling Bowl Cleaner 12qt/CS	SP-7118-12-CASE	1	24.95	\$24.95
AWUS232 Airworks Fresh Garden	HO-AWUS232-EA	1	2.84	\$2.84
Urinal Screen				
220 Micro Dutch Apple 12/Case	CL-220-CASE	1	54.60	\$54.60
3000 Metered Compact Can				
Consume MicroMuscle 4/Case	SP-3497-4-CASE	1	59.22	\$59.22
Procell C Battery 12/pkg	LAG-DURPC1400-PK	1	8.44	\$8.44
KB15099 Changing Table Pads	LAG-KKKB15099-CS	1	78.72	\$78.72
White 500/Case				
Sno Plow Ice Melt 50lb	MO-513006-50LB	1	10.29	\$10.29
* SDS MO-513006 Required *				
50606 White Roll Towel 6/Cs	LAG-KCC50606-CS	1	46.34	\$46.34
6-600ft/Roll 1.75"core				
VPG Select 2-Ply Bath TissueCs	SPI-21545-CS	1	43.66	\$43.66
80/500/Case				
L30 DRC White 1/4 Fold 1080/cs	LAG-KCC05812-CS	1	42.95	\$42.95
Poly Packed 12.5"x12" Wypall				
VPG Select Kitchen Towel 30/Cs	SPI-41504-CS	1	22.39	\$22.39
2ply 85sheet/roll 30roll/Case				
Lite 'n Foamy Cranberry Ice CS	SP-3152-4CASE	1	53.95	\$53.95
Foaming Hand, Hair & Body Wash				
20162(DSG)20x16x2Merv8Filters	^SPECIAL	12	4.36	\$52.32
20252(DSG)20x25x2Merv8Filters	^SPECIAL	24	5.66	\$135.84
20142(DSG)20x14x2Merv8Filters	^SPECIAL	12	4.85	\$58.20