

**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 Of The Next Library Board Meeting.**

November 20, 2018, 4:30 p.m.-- City of Mitchell Council Chambers, City Hall.

**3. Approval Of The Minutes**

Documents:

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

**4. Financial Report**

1. Trustee account.
2. Monthly budget statement--City budget.
3. City bills.

Documents:

[FINANCIAL REPORT OCTOBER 2018.PDF](#)

**5. Director's Report**

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

Documents:

[ITEMCLASS18.PDF](#)  
[DIRECTORSREPORT2.PDF](#)  
[UTILITY CHART--SEP. 15 TO SEP. 18.PDF](#)  
[UTILITY COSTS--SEP. 15 TO SEP. 18.PDF](#)  
[ADDITIONAL ITEMS SEPTEMBER 2018.PDF](#)

**6. Communication & Correspondence**

**7. Unfinished Business**

1. Goals--Continued discussion.
2. Overdue materials policy.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)  
[ELIMINATION OF FINES, FEES AND OVERDUE MATERIALS POLICY.PDF](#)

**8. New Business**

1. Veteran's Day holiday schedule--discussion and possible action.
2. Christmas Holiday schedule--discussion and possible action.

3. Duties of Library Director--discussion.
4. Board terms--discussion.
5. Report of trip to Mpls. and Hudson, WI.

**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, September 25, 2018.**

The Mitchell Public Library Board of Trustees met on Tuesday, September 25, 2018 at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library. Board President Sivik called the meeting to order at 4:37 p.m.

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

**Members absent:** Rice.

**Guests:** None.

**Minutes.** The minutes of the August 21, 2018 board meeting were read and approved. **M/S/P—**Margheim, Flemmer.

**Financial report.** The Financial report was approved. **M/S/P—**Margheim, Taylor.

**Director's Report.** The Director's report was approved as given.

**Communication & Correspondence.** Thank you letters were received from 2 patrons who participated in the Adult Summer Reading Program. They were appreciative of the program that urged them to expand their reading base.

**Unfinished business.** Goals were discussed. No additions were made.

Children's furniture was discussed. The Library Board was presented with 2 options for additional Children's furniture prepared by Jean Patrick. Option 1 in the amount of \$2,173.12 will be paid by the Library Board. For option #2, the Library Board will ask the City Council for a contingency transfer from the Supplies & Materials line item in the amount of \$3,209 to the Furniture & Equipment line item. If that is not possible, then it will go into the 2020 budget. **M/S/P—**Margheim, Temple.

**New business.** A fees and overdue library materials policy was presented to the Library Board. Several changes were made to the document. It will be reviewed again at the October 2018 meeting under Unfinished Business.

Supply quotes from Jones Supply and JCL were presented to the Library Board. The Library Board declined to act and referred the matter to the governing body. **M/S/P—**Taylor, Margheim.

**Board input.** Board President Sivik handed out information on a homebound program in York County Library in Rock Hill, SC. It is one of the goals for the Mitchell Public Library to start a homebound program in Mitchell.

**Bills.** The following bills were approved for payment. Ameripride Services, Inc. 70.52; Bailey Metal Fabricators, Inc. 995.00; Baker & Taylor 1,815.73; Better Containers MFG Co. 270.10; Blackstone Publishing 34.95; Books by Terrall 208.83; Center Point Large Print 89.28; Demco Inc. 189.68; Farm & Home Publishers, LTD 217.32; Findaway World LLC 722.30; Gale 194.16;

Grey House Publishing 414.00; Ingram Library Services 160.43; Innovative Office Solutions LLC 317.19; JCL Solutions 282.85; Mitchell Plumbing & Heating 92.57; Mitchell Technical Institute 410.06; Mitchell Telecom 64.95; Northwestern Energy & Communications 2,878.06; Reader's Den 29.98; Recorded Books 345.90; Scholastic Inc. 100.00; Scholastic Library Publishing 152.10.

The next regularly scheduled meeting is Tuesday, October 16, 2018, at 4:30 p.m. in the Director's Conference Room at the Mitchell Public Library.

Jackie Hess  
Secretary

Mitchell Public Library Library Board of Trustees  
**Profit & Loss**  
September 2018

	<u>Sep 18</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	377.82
Copies	424.61
Donations	3.61
Earbuds	45.00
Handling fee	-5.00
Interest	6.56
Interlibrary loan	14.00
Paid items	46.00
Subscriptions	315.00
Total General revenue	<u>1,227.60</u>
Total Income	1,227.60
Expense	
Operation expenses	
Miscellaneous	65.14
Total Operation expenses	65.14
Program expenses	
South Dakota Humanities Council	100.00
Total Program expenses	<u>100.00</u>
Total Expense	<u>165.14</u>
Net Ordinary Income	<u>1,062.46</u>
Net Income	<u><u>1,062.46</u></u>

Mitchell Public Library Board of Trustees  
Balance Sheet Prev Year Comparison  
As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Checking at First National Ban	55,223.49	49,203.69	6,019.80	12.2%
Total Checking/Savings	55,223.49	49,203.69	6,019.80	12.2%
Accounts Receivable	0.00	28,200.26	-28,200.26	-100.0%
Accounts Receivable	0.00	28,200.26	-28,200.26	-100.0%
Total Accounts Receivable	0.00	28,200.26	-28,200.26	-100.0%
Other Current Assets				
Undeposited Funds	28,200.26	0.00	28,200.26	100.0%
Total Other Current Assets	28,200.26	0.00	28,200.26	100.0%
Total Current Assets	83,423.75	77,403.95	6,019.80	7.8%
<b>TOTAL ASSETS</b>	<b>83,423.75</b>	<b>77,403.95</b>	<b>6,019.80</b>	<b>7.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
Retained Earnings	80,290.44	66,561.37	13,729.07	20.6%
Net Income	3,133.31	10,842.58	-7,709.27	-71.1%
Total Equity	83,423.75	77,403.95	6,019.80	7.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>83,423.75</b>	<b>77,403.95</b>	<b>6,019.80</b>	<b>7.8%</b>

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

3:39 PM  
 10/12/18  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	09/28/2018					Checking at Fir...	377.82	377.82
Total Book sale							377.82	377.82
Copies								
Deposit	09/18/2018					Checking at Fir...	245.36	245.36
Deposit	09/28/2018					Checking at Fir...	179.25	424.61
Total Copies							424.61	424.61
Donations								
Deposit	09/18/2018					Checking at Fir...	1.10	1.10
Deposit	09/28/2018					Checking at Fir...	2.51	3.61
Total Donations							3.61	3.61
Earbuds								
Deposit	09/18/2018					Checking at Fir...	45.00	45.00
Total Earbuds							45.00	45.00
Handling fee								
Deposit	09/28/2018					Checking at Fir...	-5.00	-5.00
Total Handling fee							-5.00	-5.00
Interest								
Deposit	09/28/2018					Checking at Fir...	6.56	6.56
Total Interest							6.56	6.56
Interlibrary loan								
Deposit	09/18/2018					Checking at Fir...	9.00	9.00
Deposit	09/28/2018					Checking at Fir...	5.00	14.00
Total Interlibrary loan							14.00	14.00
Paid items								
Deposit	09/18/2018					Checking at Fir...	46.00	46.00
Total Paid items							46.00	46.00

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

3:39 PM  
 10/12/18  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Subscriptions</b>								
Deposit	09/18/2018					Checking at Fir...	135.00	135.00
Deposit	09/28/2018					Checking at Fir...	180.00	315.00
<b>Total Subscriptions</b>							315.00	315.00
<b>Total General revenue</b>							1,227.60	1,227.60
<b>Total Income</b>							1,227.60	1,227.60
<b>Expense</b>								
<b>Operation expenses</b>								
<b>Miscellaneous</b>								
Check	09/17/2018	1127	Douglas, Pégis	Purchased C...		Checking at Fir...	30.00	30.00
Check	09/27/2018			Mugs for exti...		Checking at Fir...	35.14	65.14
<b>Total Miscellaneous</b>							65.14	65.14
<b>Total Operation expenses</b>							65.14	65.14
<b>Program expenses</b>								
<b>South Dakota Humanities Council</b>								
Check	09/17/2018	1126	South Dakota Huma...	Performer Pe...		Checking at Fir...	50.00	50.00
Check	09/17/2018	1125	South Dakota Huma...	Karen Rozum...		Checking at Fir...	50.00	100.00
<b>Total South Dakota Humanities Council</b>							100.00	100.00
<b>Total Program expenses</b>							100.00	100.00
<b>Total Expense</b>							165.14	165.14
<b>Net Ordinary Income</b>							1,062.46	1,062.46
<b>Net Income</b>							1,062.46	1,062.46



## Mitchell Public Library Library Board of Trustees

10/17/18

## Profit &amp; Loss Prev Year Comparison

Accrual Basis

January through September 2018

	Jan - Sep 18	Jan - Sep 17
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
County Fees	0.00	6,500.00
<b>General revenue</b>		
Book sale	2,901.58	2,662.19
Card replacement	1.00	0.00
Copies	3,738.53	3,884.01
Donations	680.60	111.70
Earbuds	298.30	0.00
Fees	0.00	106.02
<b>Fines</b>		
Deposit correction	2.90	18.90
Fines - Other	597.01	2,026.88
<b>Total Fines</b>	599.91	2,045.78
Handling fee	0.00	0.00
Interest	33.52	26.21
Interlibrary loan	217.00	290.49
Meeting room fees	0.00	125.00
Paid items	410.03	623.51
Pop machine	77.35	0.00
Refund	0.00	56.03
Research fees	10.00	20.00
Subscriptions	2,010.00	1,995.00
<b>Total General revenue</b>	10,977.82	11,945.94
<b>Uncategorized Income</b>	0.00	305.52
<b>Total Income</b>	10,977.82	18,751.46
<b>Expense</b>		
<b>Operation expenses</b>		
Amazon Prime	0.00	105.44
Books	0.00	63.22
Checks	25.75	0.00
Dell Marketing, LLC	924.86	0.00
DVD's	0.00	8.51
E-books	0.00	2,899.93
Hosted meetings	183.33	20.22
Jump Start	550.56	0.00
Library Conference	0.00	380.00
Library Dues	0.00	100.00
Lost I.L.L. books	0.00	65.00
Miscellaneous	58.32	303.28
N.Y. State Library	0.00	20.00
<b>Office supplies</b>		
Brodart	0.00	645.84
<b>Total Office supplies</b>	0.00	645.84
Pop machine	78.28	212.47
Reader's Den	190.64	0.00
Refund	0.00	15.00
Software	0.00	69.94
Staff meetings	50.57	0.00
Technology	21.56	208.94
Vista print	248.23	0.00
Operation expenses - Other	99.00	51.40
<b>Total Operation expenses</b>	2,431.10	5,169.19
<b>Program expenses</b>		
Adult programming	150.00	80.12

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Prev Year Comparison**  
**January through September 2018**

10/12/18

Accrual Basis

	Jan - Sep 18	Jan - Sep 17
Children's programming	643.85	453.93
National Library Week	192.60	0.00
South Dakota Humanities Council	100.00	0.00
Summer Reading	3,167.04	1,314.48
Teen programming		
Scholastic	0.00	586.84
Teen programming - Other	1,015.61	304.32
<b>Total Teen programming</b>	<b>1,015.61</b>	<b>891.16</b>
Workshop	137.49	0.00
<b>Total Program expenses</b>	<b>5,406.59</b>	<b>2,739.69</b>
Uncategorized Expenses	6.82	0.00
<b>Total Expense</b>	<b>7,844.51</b>	<b>7,908.88</b>
<b>Net Ordinary Income</b>	<b>3,133.31</b>	<b>10,842.58</b>
<b>Net Income</b>	<b>3,133.31</b>	<b>10,842.58</b>

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Prev Year Comparison**  
**January through September 2018**

	\$ Change	% Change
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
County Fees	-6,500.00	-100.0%
General revenue		
Book sale	239.39	9.0%
Card replacement	1.00	100.0%
Copies	-145.48	-3.8%
Donations	568.90	509.3%
Earbuds	298.30	100.0%
Fees	-106.02	-100.0%
Fines		
Deposit correction	-16.00	-84.7%
Fines - Other	-1,429.87	-70.6%
<b>Total Fines</b>	-1,445.87	-70.7%
Handling fee	0.00	0.0%
Interest	7.31	27.9%
Interlibrary loan	-73.49	-25.3%
Meeting room fees	-125.00	-100.0%
Paid items	-213.48	-34.2%
Pop machine	77.35	100.0%
Refund	-56.03	-100.0%
Research fees	-10.00	-50.0%
Subscriptions	15.00	0.8%
<b>Total General revenue</b>	-968.12	-8.1%
<b>Uncategorized Income</b>	-305.52	-100.0%
<b>Total Income</b>	-7,773.64	-41.5%
<b>Expense</b>		
Operation expenses		
Amazon Prime	-105.44	-100.0%
Books	-63.22	-100.0%
Checks	25.75	100.0%
Dell Marketing, LLC	924.86	100.0%
DVD's	-8.51	-100.0%
E-books	-2,899.93	-100.0%
Hosted meetings	163.11	806.7%
Jump Start	550.56	100.0%
Library Conference	-380.00	-100.0%
Library Dues	-100.00	-100.0%
Lost I.L.L. books	-65.00	-100.0%
Miscellaneous	-244.96	-80.8%
N.Y. State Library	-20.00	-100.0%
Office supplies		
Brodart	-645.84	-100.0%
<b>Total Office supplies</b>	-645.84	-100.0%
Pop machine	-134.19	-63.2%
Reader's Den	190.64	100.0%
Refund	-15.00	-100.0%
Software	-69.94	-100.0%
Staff meetings	50.57	100.0%
Technology	-187.38	-89.7%
Vista print	248.23	100.0%
Operation expenses - Other	47.60	92.6%
<b>Total Operation expenses</b>	-2,738.09	-53.0%
Program expenses		
Adult programming	69.88	87.2%

## Profit &amp; Loss Prev Year Comparison

January through September 2018

10/12/18

Accrual Basis

	\$ Change	% Change
Children's programming	189.92	41.8%
National Library Week	192.60	100.0%
South Dakota Humanities Council	100.00	100.0%
Summer Reading	1,852.56	140.9%
Teen programming		
Scholastic	-586.84	-100.0%
Teen programming - Other	711.29	233.7%
<b>Total Teen programming</b>	<b>124.45</b>	<b>14.0%</b>
Workshop	137.49	100.0%
<b>Total Program expenses</b>	<b>2,666.90</b>	<b>97.3%</b>
Uncategorized Expenses	6.82	100.0%
<b>Total Expense</b>	<b>-64.37</b>	<b>-0.8%</b>
<b>Net Ordinary Income</b>	<b>-7,709.27</b>	<b>-71.1%</b>
<b>Net Income</b>	<b>-7,709.27</b>	<b>-71.1%</b>

PACKET: 04906 10/15/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-08281	AMERIPRIDE SERVICES INC					
I-2800937698		MATS	70.52			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			
=====						
01-06583	BAKER & TAYLOR					
I-2033959790		BOOKS	59.51			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	59.51
I-2033979303		BOOKS	51.52			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	51.52
I-2033985275		BOOKS	196.48			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	196.48
I-2033987287		BOOKS	656.73			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	656.73
I-5015156320		BOOK	151.45			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	151.45
=== VENDOR TOTALS ===			1,115.69			
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1031275		CD'S	74.92			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	74.92
=== VENDOR TOTALS ===			74.92			
=====						
01-00424	CAMPBELL SUPPLY INC.					
I-22-9/26/18		FALL FERTILIZER,WEED SPRAY	52.46			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		FALL FERTILIZER,WEED SPRAY		101 45500-42600	SUPPLIES & MATERIALS	52.46
=== VENDOR TOTALS ===			52.46			

PACKET: 04906 10/15/18 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
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1615593		BOOKS	89.28			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-00553	DEMCO INC					
I-6453112		BOOK COVERS	456.94			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOK COVERS		101 45500-42600	SUPPLIES & MATERIALS	456.94
		=== VENDOR TOTALS ===	456.94			
=====						
01-09384	DIRECT DIGITAL CONTROL INC					
I-6676		REPAIRS	150.00			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		REPAIRS		101 45500-42500	REPAIR & MAINTENANCE	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-03269	FARM & HOME PUBLISHERS LTD					
I-F639108-9/5/18		COUNTY BOOK-JERARD	53.90			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		COUNTY BOOK-JERARD		101 45500-43420	BOOKS	53.90
		=== VENDOR TOTALS ===	53.90			
=====						
01-01810	GALE					
C-65235436		CREDIT	13.92CR			
10/16/2018	APBNK	DUE: 9/24/2018 DISC: 9/24/2018		1099: N		
		CREDIT		101 45500-43420	BOOKS	13.92CR
C-65235437		CREDIT	11.72CR			
10/16/2018	APBNK	DUE: 9/24/2018 DISC: 9/24/2018		1099: N		
		CREDIT		101 45500-43420	BOOKS	11.72CR
I-64755510		BOOKS	101.96			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	101.96
I-64755851		BOOKS	155.94			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	155.94

PACKET: 04906 10/15/18 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
=====						
01-01810	GALE	( ** CONTINUED ** )				
I-64756175		BOOKS	192.68			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	192.68
I-64840774		BOOKS	74.22			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	74.22
=== VENDOR TOTALS ===			499.16			
=====						

01-00662 GREY HOUSE PUBLISHING						
I-163068		BOOK	182.00			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	182.00
I-163069		BOOK	109.20			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	109.20
I-945340		SUBSCRIPTION	518.95			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		SUBSCRIPTION		101 45500-43420	BOOKS	518.95
I-945397		SUBSCRIPTION	478.05			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		SUBSCRIPTION		101 45500-43420	BOOKS	478.05
=== VENDOR TOTALS ===			1,288.20			
=====						

01-01015 INGRAM LIBRARY SERVICES						
I-36497828		BOOKS	38.43			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	38.43
=== VENDOR TOTALS ===			38.43			
=====						

01-09509 INNOVATIVE OFFICE SOLUTIONS LL						
C-SCN075488		CREDIT	27.78CR			
10/16/2018	APBNK	DUE: 7/11/2018 DISC: 7/11/2018		1099: N		
		CREDIT		101 45500-42600	SUPPLIES & MATERIALS	27.78CR
I-2206678		STAPLES	10.47			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		STAPLES		101 45500-42600	SUPPLIES & MATERIALS	10.47

PACKET: 04906 10/15/18 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-2208606		PADS	57.40			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		PADS		101 45500-42600	SUPPLIES & MATERIALS	57.40
I-2218033		MAGIC TAPE,NOTES	81.94			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		MAGIC TAPE,NOTES		101 45500-42600	SUPPLIES & MATERIALS	81.94
		=== VENDOR TOTALS ===	122.03			

01-00134 MATTHEW BENDER & CO INC

I-4709888		BOOKS	102.08			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	102.08
		=== VENDOR TOTALS ===	102.08			

01-06301 MIDAMERICA BOOKS

I-454578		BOOKS	291.83			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	291.83
		=== VENDOR TOTALS ===	291.83			

01-03188 MINITEX

I-96616		BARCODE LABELS	211.00			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BARCODE LABELS		101 45500-42600	SUPPLIES & MATERIALS	211.00
		=== VENDOR TOTALS ===	211.00			

01-06750 MITCHELL TELECOM

I-10735894		ACCT #217267-0	64.95			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			



PACKET: 04906 10/15/18 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
=====						
01-01830		NORTHWESTERN ENERGY & COMMUNIC				
I-2585828-3-9/18		221 N DUFF ST	2,660.61			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	2,660.61
		=== VENDOR TOTALS ===	2,660.61			
=====						
01-00141		OCLC INC				
I-617857		CATALOGING & METADATA	341.81			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CATALOGING & METADATA		101 45500-42693	E-BOOKS/AUDIO BOOKS	341.81
		=== VENDOR TOTALS ===	341.81			
=====						
01-00616		PENGUIN RANDOM HOUSE INC				
I-1081869855		CD'S	67.50			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	67.50
I-1082683217		CD'S	33.75			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	33.75
		=== VENDOR TOTALS ===	101.25			
=====						
01-01596		RECORDED BOOKS INC				
I-75936554		CD'S	446.00			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	446.00
I-75999255		CD'S	103.48			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	103.48
I-76008246		CD'S	260.20			
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	260.20
		=== VENDOR TOTALS ===	809.68			

PACKET: 04906 10/15/18 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

01-00416 SAGE PUBLISHING

I-293951KI		BOOK				266.16
10/16/2018	APBNK	DUE: 10/16/2018 DISC: 10/16/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	266.16
=== VENDOR TOTALS ===						266.16
=== PACKET TOTALS ===						8,860.90

PACKET: 04906 10/15/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	8,914.32
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	53.42CR

BATCH TOTALS	8,860.90
--------------	----------

**\*\* 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	8,860.90-*				
		101-45500-42500	REPAIR & MAINTENANCE	150.00	3,000	666.00		
		101-45500-42600	SUPPLIES & MATERIALS	912.95	19,000	7,105.63		
		101-45500-42693	E-BOOKS/AUDIO BOOKS	341.81	14,920	4,187.12		
		101-45500-42800	UTILITIES	2,725.56	33,000	4,512.04		
		101-45500-43420	BOOKS	3,744.73	55,300	23,151.28		
		101-45500-43421	AUDIO-VISUAL	985.85	15,000	3,616.23		
		999-131	DUE FROM OTHER OTHER FUN	8,860.90 *				
			** 2018 YEAR TOTALS	8,860.90				

PACKET: 04906 10/15/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	10/2018	8,860.90

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2018

101-GENERAL  
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES</b>						
101-45500-41100 SALARIES-LIBRARY	331,318	24,684.21	233,033.75	238,851.60	92,466.40	72.09
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	2,385.44	23,633.71	19,714.89	20,285.11	49.29
101-45500-41200 OASI-LIBRARY	29,165	1,894.83	17,995.67	18,068.04	11,096.96	61.95
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,481.04	13,947.19	14,264.82	5,614.18	71.76
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	7,209.12	54,368.01	65,134.08	21,703.92	75.01
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	10,240.77	0.00
TOTAL SALARIES	507,200	37,654.64	349,722.64	366,274.20	140,925.80	72.21
<b>CURRENT EXPENSES</b>						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	200	0.00	0.00	0.00	200.00	0.00
101-45500-42310 NEWSPAPERS	700	0.00	590.61	537.81	162.19	76.83
101-45500-42500 REPAIR & MAINTENANCE	3,000	995.00	1,477.60	2,184.00	816.00	72.80
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,321.05	8,409.73	10,981.42	8,018.58	57.80
101-45500-42661 POSTAGE	1,800	200.00	1,163.63	1,117.87	682.13	62.10
101-45500-42690 MINITEX FEES	4,204	0.00	2,500.45	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	0.00	6,929.18	10,391.07	4,528.93	69.65
101-45500-42700 TRAVEL, CONF & DUES	1,620	1,099.89	405.00	1,399.89	220.11	86.41
101-45500-42800 UTILITIES	33,000	2,949.44	21,773.44	25,762.40	7,237.60	78.07
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	1,088.40	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	410.06	158.07	869.62	130.38	86.96
101-45500-42930 ATRIUM	3,600	0.00	3,395.00	3,395.00	205.00	94.31
TOTAL CURRENT EXPENSES	90,634	6,975.44	49,722.41	60,105.73	30,528.27	66.32
<b>CAPITAL OUTLAY</b>						
101-45500-43350 BOILER/HVAC	0	0.00	0.00	0.00	0.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	55,300	3,486.68	27,008.56	28,384.00	26,916.00	51.33
101-45500-43421 AUDIO-VISUAL	15,000	1,103.23	11,518.52	10,397.92	4,602.08	69.32
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	4,589.91	38,527.08	38,781.92	31,518.08	55.17
TOTAL LIBRARY	668,134	49,219.99	437,972.13	465,161.85	202,972.15	69.62
TOTAL EXPENDITURES	668,134	49,219.99	437,972.13	465,161.85	202,972.15	69.62

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

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	10			
Ref.		1	1	0	5	1	0	0	2	0			
Video		0	0	0	0	0	0	1	0	0			
Kits		42	40	29	55	68	56	65	53	40			
Glass Case		1	1	1	0	1	2	1	1	0			
File Mag.		1	2	2	3	4	23	14	7	1			
Circ. Mag		0	0	0	0	0	0	0	0	0			
Equipment		0	0	0	0	3	2	0	0	4			
Framed Pic.		17	0	0	17	1	17	0	17	0			
Microfilm		35	10	20	35	25	20	35	25	20			
YA Non-Fiction		10	15	30	22	22	27	25	32	20			
Juv. Over.		0	0	2	0	0	0	0	0	3			
Romance		164	90	150	124	216	170	171	157	118			
YA		387	369	433	439	624	640	466	519	390			
S.F.		98	90	67	54	82	89	55	52	61			
Cass.		37	13	17	15	0	2	0	0	0			
CD		1841	1902	1842	1867	2356	2081	2166	2294	2013			
Easy		838	795	934	1001	781	1245	1133	928	899			
Mystery		258	216	221	203	210	182	237	267	240			
Playaways		28	27	56	46	55	49	14	25	22			
Genealogy		0	0	0	0	0	0	0	0	0			
Western		67	64	58	69	72	69	68	86	65			
Large Print		384	429	391	375	535	415	440	531	374			
Oversize		19	23	23	17	13	19	7	24	19			
Ready Ref.		0	0	0	0	0	0	0	0	0			
Beg. Read.		310	305	422	413	469	677	611	385	341			
E. Childhood		321	389	355	365	470	481	464	327	390			
Juv. Mys.		58	91	75	99	121	197	194	89	87			
Adult NF		562	503	471	457	477	562	489	638	607			
Juv. Nfict.		427	610	741	628	734	1111	873	642	490			
Adult Fiction		1438	1313	1365	1421	1429	1512	1527	1597	1478			
Juv. Fiction		642	708	770	736	1046	1721	1274	924	825			
Bound Per.		1	0	0	0	0	0	0	0	0			
I.L.L.		41	31	51	29	32	24	28	54	53			
Teen Quick Read		6	5	12	19	15	27	37	14	4			
YA Cass.		0	0	0	0	0	0	0	0	0			
YA Kits		0	0	0	0	0	0	0	0	0			
DVD		210	136	89	135	145	170	104	76	68			
ANF Chr.		3	0	1	0	1	3	2	2	0			
Eoversize		0	0	0	0	0	0	0	0	0			
Atlas Shelf		0	1	0	1	0	1	0	0	0			
Graphic Novel		42	36	40	24	38	77	63	30	19			
YACD		38	42	92	83	39	11	55	43	42			
JCD		33	19	27	29	63	111	342	75	50			
Jgraphic Novel		154	200	242	175	246	365	77	299	159			
Manga		0	10	137	64	29	35	9	17	0			
Ebks-Overdrive		921	852	987	901	1024	1056	1158	1230	1033			
One-Click		26	27	49	44	36	53	51	57	60			
DearReader.com		1242	1080	1230	1157	1246	1136	1189	1175	1022			
Zinio		8	8	3	0	0	0	0	3	0			
Total		10782	10457	11444	11130	12731	14438	13446	12699	11027			

Director's Report

Circulation		P-Total	Grand Total
Y2018	11,027	97,121	108,148
Y2017	11,019	97,594	108,613
Difference	8		-465

Revenue '18 September Total library items: 113,563

Fines/Dntns	\$ 3.61
Copies	\$ 424.61
Subs.	\$ 315.00
Lst. Paid	\$ 46.00
I.L.L.	\$ 14.00
Earbuds	\$ 45.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 377.82
Interest	\$ 6.56
Handling fee	\$ (5.00)
Pop machine	\$ -
Total	\$ 1,227.60

Community Room totals '18	Grand Total
January 598	July 915
February 533	August 400
March 627	Sept. 473
April 644	October
May 650	November
June 1248	December
Total 4,300	Total 1,788

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	33	7	7	21	0	4	0	0	72
October									
November									
December									
Total	347	135	68	125	4	9	0	6	694

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.	247	March	1,230	September	1,022
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	687	Total	7,091	Total	3,386

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		14	196	0	0	3	130	8	247	25	473
October											
November											
December											
Total		138	1599	34	1,526	43	571	69	2,473	321	6,081

Computer usage '18

	Grand total		
January	4,507	July	2,185
February	3,958	August	2,119
March	3,493	September	1,820
April	4,583	October	
May	3,041	November	
June	2,800	December	
Total	22,382	Total	6,124



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	\$	175.36
October		
November		
December		
Total	\$	1,509.07

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	62	38	100
October			
November			
December			
Total	605	527	1,132

South Dakota Share It/Atrium '18

	Borrow	Lend	Total
January		20	27
February		19	29
March		15	18
April		6	19
May		5	17
June		2	10
July		2	12
August		10	12
September		8	25
October			
November			
December			
Total		87	169

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	64	67	131
October			
November			
December			
Total	589	447	1036

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	2	32	3	37	1	11	12 \$ 31.32
October							
November							
December							
Total	96	415	118	629	37	151	188 \$ 506.16

Jackie Hess, Director



Utility costs--2015 to 2018

	Cost	Gas	Electric
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
Sep. '18	2660.61	4	28200

## **Additional items.**

1. The parts for the folding door have come in and were to be installed on Friday, October 12. It now has been over 10 days. Hopefully this week.
2. There was a sewer blockage last Thursday that backed up into the bathrooms in the Library. We called Bender's to see where the blockage came from. The blockage did not come from the library lines but the City's. We are to contact John Vermilion (sp) if it happens again.
3. Will be calling Nate at Park & Rec. to see if they can bag our leaves this year.
4. KDLT did a news feature on Evan Henderson, a Mitchell elementary school who wrote and self-published a book. The feature took place at the Mitchell Public Library on Sunday, October 14. They arrived around 1 p.m.
5. Good suggestions for the naming of the newsletter have been coming in. The decision will be made in December.
6. There is a leadership opportunity that will be made available to the larger public libraries in South Dakota. It is a Tri-State Boot Camp program entitled, "Excite Transformation for Libraries. North Dakota and Wyoming are also involved. If South Dakota is included the state will provide 2-4 member teams. There will no charge but room and lodging.
7. Part-time interviews were held last week. 2 people were hired to fill the current vacancies. Both passed the reference checks. They will come in on Tuesday, October 23 to fill out the form for the background checks. The background checks should not take very long. They would start the following week.
8. All city departments and committees must hold their meetings at City Hall. Stephanie created a how-to sheet on putting the meeting notices in the calendar.
9. The Library will be sponsoring a state-wide library support staff meeting in August along with 3 other libraries in the state. We will be responsible for getting qualified people to lead the workshop plus providing the space.
10. We have been having trouble with teenagers (boys and girls) the last 2 weeks. The younger children came into the library and were scared to go back out because older kids wanted to beat them up. One child hid under the table. We called the police. Things have quieted down so far.



## **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.

**Fees schedule.**

Fees are assessed for the following situations:

1. Inter-library loan materials. \$1.00 per title.
2. Processing fee for library materials that have been billed for cost. \$5.00 per patron.
3. Library card fee for out-of-county residents. \$15.00 per family.
4. Fees for copies. B&W: .10 per side. Color: .25 per side.
5. Earbuds: \$1.00 each.

**Overdue materials policy.**

Patron is notified each week for 4 weeks that their library materials are overdue.

After the 4-week period is over, the item is declared "Lost" by the Library & a bill is sent to the patron. The account is blocked until item is paid for or returned. If the item is returned with 6 months and is in good condition, the money will be refunded. The account will be unblocked.

A second bill will be issued to the patron if there is no response. The item will be written off if there is no response after the second bill. The account will be permanently blocked.

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