

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.

December 18, 2018, 4:30 p.m.-- Mitchell City Hall in Council Chambers.

3. Approval Of The Minutes

Documents:

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

4. Financial Report

1. Trustee account.
2. City budget.
3. Bills.

Documents:

[FINANCIAL REPORT OCTOBER 2018 2.PDF](#)

5. Director's Report

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

Documents:

[DIRECTORS2 ADDITIONAL REPORT.PDF](#)
[DIRECTORSREPORT2.PDF](#)
[ITEMCLASS18.PDF](#)
[UTILITY COSTS--OCT. 15 TO OCT. 18.PDF](#)
[UTILITY CHART--OCT. 15 TO OCT. 18.PDF](#)

6. Communication & Correspondence

1. Thank you card from Mitchell Garden Club.

7. Unfinished Business

1. Goals--Continued discussion.
2. Overdue materials policy-discussion.
3. An update from Jean Patrick--discussion.
4. Board terms.
5. Trustee budget.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)
[ELIMINATION OF FINES, FEES AND OVERDUE MATERIALS POLICY.PDF](#)
[TRUSTEEBUDGET2019\(2\).PDF](#)

8. New Business

1. Additional cameras. (2)
2. Library Director's job description--discussion.

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, October 24, 2018, 4:30 p.m., Mitchell City Hall—Council chambers.

The Mitchell Public Library Board of Trustees met on Tuesday, October 24, at 4:30 p.m. at Mitchell City Hall in Council Chambers. Board president Sivik called the meeting to order at 4:37 p.m.

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

Members absent: Margheim.

Guests: None.

Minutes. The minutes of the September 25, 2018 board meeting were read and approved as amended. **M/S/P**—Taylor, Temple.

Financial report. The Financial report was approved with the following suggestions. Create a budget for the Trustee Account and present it at the November meeting. Provide copies of future monthly statements for each meeting. Go back through Quick Books and find error in beginning balance.

Director's report. The Director's report was approved as given with the following suggestions. An update on the number of student ID's loaded into the system. Director to report the total on the following Monday in an e-mail to the Library Board. Track an order to determine how long it takes from arrival to shelf if possible.

Communications and correspondence. None.

Unfinished business. Goals for 2018 and 2019 were discussed. The overdue materials policy was approved as amended.

New business. The Library Board approved a motion to amend the Veteran's Day Holiday schedules. The Library will be closed on Sunday and Monday, November 11 and 12. Regular hours will resume on Tuesday, November 13, from 10 a.m. to 9 p.m. **M/S/P**—Rice, Taylor.

The Library Board approved a motion to amend the Christmas Holiday schedule. The Library will be closed Christmas Eve and Christmas Day, December 24th and 25th. **M/S/P**—Taylor, Temple.

A motion was approved that all the holidays for 2019 be set before the year begins. **M/S/P**—Taylor, Temple.

The Library Director presented the Library Board with a list of job duties and procedures for the Library Director's position.

A list of Board terms with expiration dates was presented to the Board for their information.

A report was given to the Library Board on the trip to Minneapolis and Hudson, WI. The main focus of the meeting was to involve the local community. Since the Library was remodeled 3 years ago, a community meeting should be held to get feedback from the community. This should be conducted by an outside professional librarian. A survey can be created and sent to city website and Facebook to get some information in advance. After the community meeting is over, information should be reviewed and discussed. Selected suggestions could be put into goals for the future.

Bills. The following bills were approved for payment. **M/S/P**—Taylor, Flemmer. Ameripride Services, Inc. 70.52; Baker & Taylor 1,115.69; Blackstone Publishing 74.92; Campbell Supply Inc. 52.46; Center Point Large Print 89.28; Demco, Inc. 456.94; Direct Digital Control Inc. 150.00; Farm & Home Publishers 53.90; Gale 499.16; Grey House Publishing 1,288.20; Ingram Library Services 38.43; Innovative Office Solutions 122.03; Matthew Bender & Co. 102.88; MidAmerica Books 291.83; MINITEX 211.00; Mitchell Telecom 64.95; Northwestern Energy 2,660.61; OCLC Inc. 341.81; Penguin/Random House, Inc. 101.25; Recorded Books, Inc. 809.68; Sage Publishing 266.16.

There being no further business, the meeting adjourned at 6 p.m. The next regularly scheduled meeting will be held on Tuesday, November 20, 2018, at 4:30 p.m. at Mitchell City Hall in Council Chambers.

Jackie Hess
Secretary

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

	<u>Oct 18</u>
Ordinary Income/Expense	
Income	
General revenue	
Book sale	335.20
Copies	366.39
Donations	31.65
Earbuds	50.00
Interest	6.87
Interlibrary loan	21.00
Paid items	102.38
Subscriptions	255.00
Total General revenue	<u>1,168.49</u>
Total Income	1,168.49
Expense	
Uncategorized Expenses	<u>20.00</u>
Total Expense	<u>20.00</u>
Net Ordinary Income	<u>1,148.49</u>
Net Income	<u><u>1,148.49</u></u>

Mitchell Public Library Library Board of Trustees Profit & Loss Detail

October 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
General revenue								
Book sale								
Deposit	10/29/2018					Checking at Fir...	335.20	335.20
Total Book sale							335.20	335.20
Copies								
Deposit	10/19/2018					Checking at Fir...	118.49	118.49
Deposit	10/29/2018					Checking at Fir...	247.90	366.39
Total Copies							366.39	366.39
Donations								
Deposit	10/19/2018					Checking at Fir...	24.45	24.45
Deposit	10/29/2018					Checking at Fir...	7.20	31.65
Total Donations							31.65	31.65
Earbuds								
Deposit	10/19/2018					Checking at Fir...	27.00	27.00
Deposit	10/29/2018					Checking at Fir...	23.00	50.00
Total Earbuds							50.00	50.00
Interest								
Deposit	10/31/2018					Checking at Fir...	6.87	6.87
Total Interest							6.87	6.87
Interlibrary loan								
Deposit	10/19/2018					Checking at Fir...	7.00	7.00
Deposit	10/29/2018					Checking at Fir...	14.00	21.00
Total Interlibrary loan							21.00	21.00
Paid items								
Deposit	10/19/2018					Checking at Fir...	16.50	16.50
Deposit	10/29/2018					Checking at Fir...	85.88	102.38
Total Paid items							102.38	102.38

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Subscriptions								
Deposit	10/19/2018					Checking at Fir...	105.00	105.00
Deposit	10/29/2018					Checking at Fir...	150.00	255.00
Total Subscriptions							255.00	255.00
Total General revenue							1,168.49	1,168.49
Expense								
Uncategorized Expenses								
Check	10/01/2018					Checking at Fir...	20.00	20.00
Total Uncategorized Expenses							20.00	20.00
Total Expense							1,148.49	1,148.49
Net Ordinary Income							1,148.49	1,148.49
Net Income							1,148.49	1,148.49

PACKET: 04932 11/19/18 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-2800948511		MATS	70.52			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		MATS		101 45500-42600	SUPPLIES & MATERIALS	70.52
=== VENDOR TOTALS ===			70.52			
01-09625 APPLE BOOKS						
I-109542		BOOKS	803.97			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	803.97
--- VENDOR TOTALS ---			803.97			
01-06583 BAKER & TAYLOR						
I-2033946233		BOOKS	107.09			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	107.09
I-2033947335		BOOKS	353.08			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	353.08
I-2033951323		BOOKS	303.50			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	303.50
I-2033952677		BOOKS	235.71			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	235.71
I-2033956492		BOOKS	1,031.57			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,031.57
I-2034013625		BOOKS	90.72			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	90.72
I-2034013690		BOOKS	161.93			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	161.93
I-2034018099		BOOKS	437.63			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	437.63

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06583	BAKER & TAYLOR	(** CONTINUED **)				
I-2034020043		BOOKS	286.91			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	286.91
I-2034035421		BOOKS	284.15			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	284.15
I-2034048438		BOOKS	193.54			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	193.54
I-2034051247		BOOKS	231.55			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	231.55
I-2034067301		BOOKS	64.74			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	64.74
I-2034079207		BOOKS	1,184.80			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	1,184.80
I-2034093530		BOOKS	504.51			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	504.51
I-5015184307		BOOK	151.45			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	151.45
I-5015223318		BOOK	150.75			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	150.75
		=== VENDOR TOTALS ===	5,773.63			
=====						

01-00236 BENDER'S SEWER CLEANING

I-21612		INSPECT SEWER LINE @ LIBRARY	190.00			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		INSPECT SEWER LINE @ LIBRARY		101 45500-42500	REPAIR & MAINTENANCE	190.00
		=== VENDOR TOTALS ===	190.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05088	BLACKSTONE PUBLISHING					
I-1047608		CD'S	30.95			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.95

I-1051037		CD'S	74.90			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	74.90

I-1053073		CD'S	30.95			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	30.95
		=== VENDOR TOTALS ===	136.80			
=====						
01-08813	STU CAMPBELL					
I-696974		BOOKS	45.48			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	45.48
		=== VENDOR TOTALS ===	45.48			
=====						
01-06026	CENTER POINT LARGE PRINT					
I-1627014		BOOKS	89.28			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	89.28
		=== VENDOR TOTALS ===	89.28			
=====						
01-08364	CREATIVE PRODUCT SOURCE INC					
I-CPI1074876		PENCILS	574.59			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		PENCILS		101 45500-42600	SUPPLIES & MATERIALS	574.59
		=== VENDOR TOTALS ===	574.59			
=====						
01-00891	EBSCO INFORMATION SERVICES, IN					
I-1570230		PERIODICALS	5,450.05			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		PERIODICALS		101 45500-42692	PERIODICALS	5,450.05
		=== VENDOR TOTALS ===	5,450.05			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-01810	GALE					
I-65072803		BOOK	13.92			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	13.92
I-65073112		BOOK	11.72			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	11.72
I-65146564		BOOKS	60.72			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72
I-65169444		BOOKS	39.73			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	39.73
I-65333171		BOOKS	246.66			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	246.66
I-65333568		BOOKS	206.92			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	206.92
I-65333937		BOOKS	106.46			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	106.46
I-65354266		BOOKS	148.44			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	148.44
I-65378072		BOOK	28.49			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	28.49
I-65379527		BOOK	28.49			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	28.49
I-65389641		BOOK	232.05			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	232.05
I-65452509		BOOKS	60.72			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	60.72

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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
01-01810	GALE	(** CONTINUED **)				
I-65454165		BOOKS	38.98			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	38.98
I-65511670		EBOOK	50.00			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		EBOOK		101 45500-43420	BOOKS	50.00
		=== VENDOR TOTALS ===	1,273.30			
01-01015	INGRAM LIBRARY SERVICES					
I-36891072		BOOK	15.19			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	15.19
I-37091155		BOOKS	22.99			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOKS		101 45500-43420	BOOKS	22.99
		=== VENDOR TOTALS ===	38.18			
01-09509	INNOVATIVE OFFICE SOLUTIONS LL					
C-80211		CREDIT	57.40CR			
11/20/2018	APBNK	DUE: 11/02/2018 DISC: 11/02/2018		1099: N		
		CREDIT		101 45500-42600	SUPPLIES & MATERIALS	57.40CR
I-2231116		PENS	59.92			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		PENS		101 45500-42600	SUPPLIES & MATERIALS	59.92
I-2261544		ADD ROLLS, POST-IT NOTES, TAPE,	58.68			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		ADD ROLLS, POST-IT NOTES, TAPE,		101 45500-42600	SUPPLIES & MATERIALS	58.68
I-2261553		MAILERS, BOOK TAPE, PAPER, PADS	200.61			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		MAILERS, BOOK TAPE, PAPER, PADS		101 45500-42600	SUPPLIES & MATERIALS	200.61
I-2263544		PAPER	25.58			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		PAPER		101 45500-42600	SUPPLIES & MATERIALS	25.58
I-2273816		PROTECTOR SHEETS, RIBBONS	9.81			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		PROTECTOR SHEETS, RIBBONS		101 45500-42600	SUPPLIES & MATERIALS	9.81
		=== VENDOR TOTALS ===	297.20			

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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
=====						
01-04293	JCL SOLUTIONS					
I-1136803		AIR DUSTERS,BATH TISSUE,	127.66			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		AIR DUSTERS,BATH TISSUE,		101 45500-42600	SUPPLIES & MATERIALS	127.66
=====						
I-1136803-1		AIR DUSTERS	41.88			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		AIR DUSTERS		101 45500-42600	SUPPLIES & MATERIALS	41.88
=====						
I-1138005		ROLL TOWELS	114.26			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		ROLL TOWELS		101 45500-42600	SUPPLIES & MATERIALS	114.26
		=== VENDOR TOTALS ===	283.80			
=====						
01-02679	MENARD'S INC					
I-58987		AA BATTERIES,MAGNETIC PICKUP	21.95			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		AA BATTERIES,MAGNETIC PICKUP T		101 45500-42600	SUPPLIES & MATERIALS	21.95
		=== VENDOR TOTALS ===	21.95			
=====						
01-02158	MICHAEL FREDERICK					
I-867933		BOOK	24.00			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	24.00
		=== VENDOR TOTALS ===	24.00			
=====						
01-08853	MIDWEST ALARM COMPANY INC					
I-209882		FIRE ALARM MONITORING	78.00			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		FIRE ALARM MONITORING		101 45500-42500	REPAIR & MAINTENANCE	78.00
		=== VENDOR TOTALS ===	78.00			
=====						
01-06750	MITCHELL TELECOM					
I-10743112		ACCT #217267-0	64.95			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		ACCT #217267-0		101 45500-42800	UTILITIES	64.95
		=== VENDOR TOTALS ===	64.95			

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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
=====						
01-01830	NORTHWESTERN ENERGY & COMMUNIC					
I-2585828-3-10/18		221 N DUFF ST	2,241.87			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		221 N DUFF ST		101 45500-42800	UTILITIES	2,241.87
		=== VENDOR TOTALS ===	2,241.87			
=====						
01-00141	OCLC INC					
I-622997		CATALOGING & METADATA	341.81			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CATALOGING & METADATA		101 45500-42690	MINITEX FEES	341.81
		=== VENDOR TOTALS ===	341.81			
=====						
01-03284	OMNIGRAPHICS INC					
I-105763-8422		BOOK	202.23			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	202.23
		=== VENDOR TOTALS ===	202.23			
=====						
01-08223	OVERDRIVE INC					
I-2495CO18164119		EBOOKS	161.96			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	161.96
I-2495CO18184803		EBOOKS	38.98			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	38.98
I-2495CO18197581		EBOOKS	2,827.86			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		EBOOKS		101 45500-42693	E-BOOKS/AUDIO BOOKS	2,827.86
		=== VENDOR TOTALS ===	3,028.80			
=====						
01-00616	PENGUIN RANDOM HOUSE INC					
I-1083452324		CD'S	26.25			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CD'S		101 45500-43421	AUDIO-VISUAL	26.25
		=== VENDOR TOTALS ===	26.25			

PACKET: 04932 11/19/18 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
=====						
01-01596	RECORDED BOOKS INC					
I-76012299	CD		35.99			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	CD			101 45500-43421	AUDIO-VISUAL	35.99

I-76016885	CD'S		515.60			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	CD'S			101 45500-43421	AUDIO-VISUAL	515.60

I-76020619	CD'S		58.50			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	CD'S			101 45500-43421	AUDIO-VISUAL	58.50
	=== VENDOR TOTALS ===		610.09			
=====						
01-00138	SCHOLASTIC LIBRARY PUBLISHING					
I-17854045	BOOKS		523.90			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	BOOKS			101 45500-43420	BOOKS	523.90
	=== VENDOR TOTALS ===		523.90			
=====						
01-01449	SD STATE HISTORICAL SOCIETY					
I-1011	MICROFILMING DAILY REPUBLIC		200.00			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	MICROFILMING DAILY REPUBLIC			101 45500-42310	NEWSPAPERS	200.00
	=== VENDOR TOTALS ===		200.00			
=====						
01-09446	SDHS PRESS					
I-14545	BOOKS		77.44			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	BOOKS			101 45500-43420	BOOKS	77.44
	=== VENDOR TOTALS ===		77.44			
=====						
01-03745	SMART APPLE MEDIA					
I-ARU0267034	BOOKS		598.67			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
	BOOKS			101 45500-43420	BOOKS	598.67
	=== VENDOR TOTALS ===		598.67			

PACKET: 04932 11/19/18 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
=====						
01-09233		SPRINGER NATURE CUSTOMER SERVI				
I-J85838873		BOOK	467.91			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		BOOK		101 45500-43420	BOOKS	467.91
		=== VENDOR TOTALS ===	467.91			
=====						
01-02040		TESSIER'S INC				
I-TES033665		REPAIRS @ LIBRARY	167.50			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		REPAIRS @ LIBRARY		101 45500-42500	REPAIR & MAINTENANCE	167.50
		=== VENDOR TOTALS ===	167.50			
=====						
01-02880		THUNE TRUE VALUE HARDWARE				
I-A382832		FLOU TUBES	7.98			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		FLOU TUBES		101 45500-42600	SUPPLIES & MATERIALS	7.98
I-A388012		CABLE TIES	1.79			
11/20/2018	APBNK	DUE: 11/20/2018 DISC: 11/20/2018		1099: N		
		CABLE TIES		101 45500-42600	SUPPLIES & MATERIALS	1.79
		=== VENDOR TOTALS ===	9.77			
		=== PACKET TOTALS ===	23,711.94			

PACKET: 04932 11/19/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	23,769.34
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	57.40CR

BATCH TOTALS	23,711.94
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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	23,711.94-*				
		101-45500-42310	NEWSPAPERS	200.00	700		37.81-	Y
		101-45500-42500	REPAIR & MAINTENANCE	435.50	3,000		230.50	
		101-45500-42600	SUPPLIES & MATERIALS	1,257.83	19,000		5,681.17	
		101-45500-42690	MINITEX FEES	341.81	4,204		1,243.13	
		101-45500-42692	PERIODICALS	5,450.05	5,500		24.95	
		101-45500-42693	E-BOOKS/AUDIO BOOKS	3,028.80	14,920		1,158.32	
		101-45500-42800	UTILITIES	2,306.82	33,000		2,196.26	
		101-45500-43420	BOOKS	9,917.99	55,300		13,233.29	
		101-45500-43421	AUDIO-VISUAL	773.14	15,000		2,843.09	
		999-131	DUE FROM OTHER OTHER FUN	23,711.94 *				
			** 2018 YEAR TOTALS	23,711.94				

PACKET: 04932 11/19/18 MEETING-LIBRARY

VENDOR SET: 01 City of Mitchell

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	11/2018	23,711.94

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 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	24,684.19	257,121.55	263,535.79	67,782.21	79.54
101-45500-41110 OVERTIME-LIBRARY	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART TIME-LIBRARY	40,000	1,341.34	26,260.03	21,056.23	18,943.77	52.64
101-45500-41200 OASI-LIBRARY	29,165	1,814.95	19,860.41	19,882.99	9,282.01	68.17
101-45500-41300 RETIREMENT-LIBRARY	19,879	1,515.82	15,392.49	15,780.64	4,098.36	79.38
101-45500-41500 GROUP INSURANCE-LIBRARY	86,838	7,209.12	60,950.37	72,343.20	14,494.80	83.31
101-45500-41700 COMPENSATED ABSENCE-SICK	0	0.00	6,744.31	10,240.77	(10,240.77)	0.00
TOTAL SALARIES	507,200	36,565.42	386,329.16	402,839.62	104,360.38	79.42
<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	150.00	1,477.60	2,334.00	666.00	77.80
101-45500-42510 WINDOW REPAIR/REPLACE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	19,000	1,079.58	9,867.30	12,061.00	6,939.00	63.48
101-45500-42661 POSTAGE	1,800	93.00	1,176.15	1,210.87	589.13	67.27
101-45500-42690 MINITEX FEES	4,204	0.00	2,829.90	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	341.81	6,929.18	10,732.88	4,187.12	71.94
101-45500-42700 TRAVEL, CONF & DUES	1,620	409.93	605.00	1,809.82	(189.82)	111.72
101-45500-42800 UTILITIES	33,000	2,734.52	24,516.00	28,496.92	4,503.08	86.35
101-45500-42801 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42830 UTILITIES-WATER/SEWER	1,300	873.40	1,088.40	1,378.05	(78.05)	106.00
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	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	5,682.24	54,464.51	65,787.97	24,846.03	72.59
<u>CAPITAL OUTLAY</u>						
101-45500-43350 BOILER/HVAC	0	0.00	0.00	0.00	0.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	55,300	3,764.72	29,673.24	32,148.72	23,151.28	58.14
101-45500-43421 AUDIO-VISUAL	15,000	985.85	12,028.25	11,383.77	3,616.23	75.89
101-45500-43440 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	70,300	4,750.57	41,701.49	43,532.49	26,767.51	61.92
TOTAL LIBRARY	668,134	46,998.23	482,495.16	512,160.08	155,973.92	76.66
<hr/>						
TOTAL EXPENDITURES	668,134	46,998.23	482,495.16	512,160.08	155,973.92	76.66

WARNING 1,106 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Director's report. Additional items.

1. New hires. Ada Morales and James (Jim) have joined the Library staff. Ada started on November 5th and Jim on November 12th. Both are learning very quickly and the staff likes them.
2. Conversation with Mike Koster. When asking him to come and speak to the staff, he called me. The only thing he told me is that when we have problems such as getting patrons to leave the building after we've asked them to would be to give Dispatch a call. We have been doing this.
3. I received an e-mail from Carson Kaufman from Kanopy. This is a dedicated video streaming service. Several of our patrons have contacted Kanopy requested this service for our library. They are willing to set up a trial period for us.

Director's Report

Circulation		P-Total	Grand Total
Y2018	10,835	108,148	
Y2017	11,150	108,613	
Difference	-315	-465	

Revenue '18 October Total library items: 113,563

Fines/Dntns	\$ 31.65
Copies	\$ 366.39
Subs.	\$ 255.00
Lst. Paid	\$ 102.38
I.L.L.	\$ 21.00
Earbuds	\$ 50.00
Research	\$ -
Card replmnt	\$ -
Bksale	\$ 335.20
Interest	\$ 6.87
Handling fee	
Pop machine	\$ -
Total	\$ 1,168.49

Community Room totals '18	Grand Total
January 598	July 915
February 533	August 400
March 627	Sept. 473
April 644	October 603
May 650	November
June 1248	December
Total 4,300	Total 2,391

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	24	3	0	17	0	0	0	0	44
November									
December									
Total	371	138	68	142	4	9	0	6	738

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.	220	April	1,157	October	1,076
May	46	Nov.		May	1,246	November	
June	336	Dec.		June	1,136	December	
Total	1,786	Total	907	Total	7,091	Total	4,462

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		16	293	1	30	4	60	6	220	27	603
November											
December											
Total		154	1892	35	1,556	47	631	75	2,693	348	6,684

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	2,088
May	3,041	November	
June	2,800	December	
Total	22,382	Total	8,212

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	\$	210.04
November		
December		
Total	\$	1,719.11

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	57	77	134
November			
December			
Total	662	604	1,266

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	8	25	33
October	17	43	60
November			
December			
Total	104	212	316

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	66	32	98
November			
December			
Total	655	479	1134

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	4	2	45	51	6	36	42 \$ 90.08
November							
December							
Total	100	417	163	680	43	187	230 \$ 596.24

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	10	15		
Ref.		1	1	0	5	1	0	0	2	0	0		
Video		0	0	0	0	0	0	1	0	0	0		
Kits		42	40	29	55	68	56	65	53	40	30		
Glass Case		1	1	1	0	1	2	1	1	0	0		
File Mag.		1	2	2	3	4	23	14	7	1	3		
Circ. Mag		0	0	0	0	0	0	0	0	0	0		
Equipment		0	0	0	0	3	2	0	0	4	0		
Framed Pic.		17	0	0	17	1	17	0	17	0	0		
Microfilm		35	10	20	35	25	20	35	25	20	60		
YA Non-Fiction		10	15	30	22	22	27	25	32	20	22		
Juv. Over.		0	0	2	0	0	0	0	0	3	1		
Romance		164	90	150	124	216	170	171	157	118	120		
YA		387	369	433	439	624	640	466	519	390	338		
S.F.		98	90	67	54	82	89	55	52	61	25		
Cass.		37	13	17	15	0	2	0	0	0	0		
CD		1841	1902	1842	1867	2356	2081	2166	2294	2013	2057		
Easy		838	795	934	1001	781	1245	1133	928	899	917		
Mystery		258	216	221	203	210	182	237	267	240	223		
Playaways		28	27	56	46	55	49	14	25	22	26		
Genealogy		0	0	0	0	0	0	0	0	0	0		
Western		67	64	58	69	72	69	68	86	65	75		
Large Print		384	429	391	375	535	415	440	531	374	384		
Oversize		19	23	23	17	13	19	7	24	19	13		
Ready Ref.		0	0	0	0	0	0	0	0	0	0		
Beg. Read.		310	305	422	413	469	677	611	385	341	370		
E. Childhood		321	389	355	365	470	481	464	327	390	368		
Juv. Mys.		58	91	75	99	121	197	194	89	87	86		
Adult NF		562	503	471	457	477	562	489	638	607	477		
Juv. Nfict.		427	610	741	628	734	1111	873	642	490	451		
Adult Fiction		1438	1313	1365	1421	1429	1512	1527	1597	1478	1420		
Juv. Fiction		642	708	770	736	1046	1721	1274	924	825	631		
Bound Per.		1	0	0	0	0	0	0	0	0	0		
I.L.L.		41	31	51	29	32	24	28	54	53	39		
Teen Quick Read		6	5	12	19	15	27	37	14	4	4		
YA Cass.		0	0	0	0	0	0	0	0	0	0		
YA Kits		0	0	0	0	0	0	0	0	0	0		
DVD		210	136	89	135	145	170	104	76	68	140		
ANF Chr.		3	0	1	0	1	3	2	2	0	1		
Eoversize		0	0	0	0	0	0	0	0	0	0		
Atlas Shelf		0	1	0	1	0	1	0	0	0	0		
Graphic Novel		42	36	40	24	38	77	63	30	19	30		
YACD		38	42	92	83	39	11	55	43	42	41		
JCD		33	19	27	29	63	111	342	75	50	53		
Jgraphic Novel		154	200	242	175	246	365	77	299	159	165		
Manga		0	10	137	64	29	35	9	17	0	9		
Ebks-Overdrive		921	852	987	901	1024	1056	1158	1230	1033	1107		
One-Click		26	27	49	44	36	53	51	57	60	52		
DearReader.com		1242	1080	1230	1157	1246	1136	1189	1175	1022	1076		
Zinio		8	8	3	0	0	0	0	3	0	6		
Total		10782	10457	11444	11130	12731	14438	13446	12699	11027	10835		

Utility costs Oct. 15 to Oct. 18

	Cost	Gas	Electric
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
Oct. '18	2241.87	66	23440

Goals—June 2018 to December 2019

Accomplishments—2017 through May 2018.

- Reviewed and amended the Internet policy.
- Revised the meeting room policy
- Successfully integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.

Goals—June 2018 to December 2019 completed.

- Complete Active Shooter Policy. **Completed date: June 2018.**
- Amend and review the Issuing Library Cards Policy. **Completion date: August 2018.**
- Review and amend the Collection Development Policy. **Completion date: August 2018.**
- Review and amend Gifts policy for donations. **Review date: August 2018. Completion date: August 2018.**
- Develop a quarterly newsletter. **Starting date: September 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.**
- 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.**
- Public survey.
- Community meeting regarding library space.
- Upgrade Library to “Enhanced” status according to South Dakota State Library accreditation standards.

On-going and 5-year goals.

- Review of ILS system. **2019.**
- Review at least 1 public program each year.
- Qualify for Enhanced Status according to South Dakota Library Certification Standards.
- Electronic stations for Makerspace and check-out station.
- Develop 1 unique program for adults every 2 months. Facebook survey can be created to provide feedback.
- Review operating procedures.
- Provide training for employees when necessary.

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.

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

Mitchell Public Library Board of Trustee Proposed Budget--2019

Project income and expenses

Income	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
Booksale	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 275.75	\$ 3,309.00
Copies	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 5,000.00
County Fees	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 541.67	\$ 6,500.00
Deposit correction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 100.00
Earbuds	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 26.33	\$ 316.00
Handling fees	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 0.83	\$ 10.00
Interest	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 7.80	\$ 93.60
Interlibrary loan	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 22.50	\$ 270.00
Paid items	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 30.92	\$ 371.00
Research fees													
Subscriptions	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 167.50	\$ 2,010.00
Total projected income	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 1,498.30	\$ 17,979.60

Budget 2019--56% of budget--10,033

	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
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	\$ 2,500.00
Total operational expenses	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.46	\$ 247.94	\$ 2,970.00

Program expenses

	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
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	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 750.00
Total Adult Programming	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.83	\$ 70.87	\$ 850.00
Children and Teens													
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	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.34	\$ 273.26	\$ 3,280.00
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 Other programming	\$ 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
Furniture and equipment													
Furniture	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.37	\$ 1,000.00
Computer equipment	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
Total Furniture and equipment	\$ 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
Total Expenses	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 835.80	\$ 839.20	\$10,033.00

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
	Jan. 19	Feb. 19	Mar. 19	Apr. 19	May. 19	Jun. 19	Jul. 19	Aug. 19	Sep. 19	Oct. 19	Nov. 19	Dec. 19	
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 CSRP	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 BOARD

(3 Year Term) 5 Members
 (President/V-President: 1yr(2 max))
 Set by State 14-2-35
 Caroline Sivik 2018-2021
 Dave Margheim-Vice pres 2017
 Jim Taylor 2017
 Carli Flemmer 2020
 Ann Temple 2018-2021
 Steve Rice

CORN PALACE COMMITTEE

(3 Year Term) 7 Member
 Kerri Muehler 2018
 Ron Kogel 2021
 Brad Zimmerman 2021
 Stacy Giblin 2020
 Sonya Moller 2018
 Nicki Fredericksen 2018
 Susan Kiepeke 2021
 Jeff Smith -ex officio

GOLF & CEMETERY BOARD

(3 Year Term) 7 member
 Terry Kirby 2012-2018
 Terry Rietveld 2012-2021
 Jeff McEntee 2017-2020
 Dean Weiss 2016-2019
 Jason Bradley 2014-2020
 Brian Johnson 2021
 Steve Rice - ex officio

PLANNING & ZONING**COMMISSION**

(5 Year Term)
 Larry Griffith 2018
 Bob Everson-VP 2021
 Doug Molumby 2017
 Jay Larson-chairman 2019
 Larry Jirsa 2022
 Craig Fergen 2020
 Bernie Schmucker V.P. 2019
 Jon Osterloo 2023
 Kevin Genzlinger 2021
 Dan Allen-Ex Officio

INSURANCE COMMITTEE

Dan Allen
 D. Fechner/P.Arnold Teams.
 R. Parker/A. Shank IAFF
 Janice Peterson
 Jo Hanson
 Kevin Thurman
 Billie Kelly - Chairman
 -AFSCME
 Kevin McCardle

HISTORICAL PRESERVATION**COMMITTEE** (3 Year Term)

Lyle Swenson 2012-2021
 Mel Pooley 2014-2018
 Jeff Logan 2012-2018
 Jim Buechler 2014-2020
 Patrick Clark 2018
 Larry Jirsa 2018
 Jared Indahl 2018-2021
 Neil Putman-ex officio

HOUSING & REDEVELOPMENT**COMMISSION**

(5 Year Term) State Code 11-7-12
 Cindy Hockett 2016
 Greg Buche 2015
 Betty Hainy 2014
 Rich Platt - Chairman 2012
 Doug Dailey 2013
 Tammy Frost - (Ex Director)
 John Doescher
 Jim Taylor 2016

PLUMBING BOARD

Fred Bailey
 Gene Kessler
 Frank Krohmer
 Susan Tjarks