



Public Library Board of Trustees Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 24, 2023

- 1. 5:00 PM Call to Order**
- 2. Library - Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. Director's Report**
- 6. Financial Report & Approval Of Bills**
- 7. Business Items**
 - A. Action to Approve Funding Requests for January 2023**
- 8. Committee Reports**
- 9. Board Input**
- 10. Citizen's Input**

If you need to address the Board on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. 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 one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.



12/20/2022 - Minutes

1. Call To Order

Board President Nath called the meeting to order at 5:02 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Diana Goldammer, Deb Everson, Steve Rice, and Ann Temple. Board member Emma DeVos attempted to participate via Zoom, but the technology did not allow her to connect. Also present were Kevin Kenkel, Library Director; Jean Patrick, Children's Services Librarian; and Zack North, Adult Services Librarian.

3. Approval Of The Agenda

There were no changes to the agenda. Motion by Rice, seconded by Goldammer, to approve the agenda. All members present voted "Aye". Motion passed.

4. Approval Of The Minutes

Board members reviewed the minutes from the November 15, 2022 board meeting. Motion by Goldammer, seconded by Rice, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for November 2022. Kenkel gave a verbal update regarding the library's fire alarm monitoring system that may require repairs. A technician from Midwest Fire Alarm is scheduled to look at the system on Wednesday, December 21 to determine the reason why the remote annunciator is sounding an alarm intermittently. Kenkel informed Board Members that President Nath conducted Kenkel's performance appraisal and that the paperwork was submitted to HR. Kenkel also highlighted the update on the Little Free Library project. Board member Goldammer volunteered to help with design selection.

Patrick provided additional information about the Monday Makerspace program and how participants are interacting with each other and the robotic toys. North provided comments about adult and YA programming and highlighted items from his written report. Motion by Rice, seconded by Temple, to approve the director's report. All members present voted "Aye". Motion passed.

Board member Goldammer asked about adult literacy efforts in Mitchell and whether there is a need for the library to provide such services. Zack North will investigate whether any agencies offer literacy services in Mitchell.

6. Financial Report & Approval Of Bills

Kenkel presented a bill to reimburse Jean Patrick \$32.66 for supplies that she purchased. Motion by Goldammer, seconded by Rice, to approve paying this bill. All members voted "Aye". Motion passed.

Board member Goldammer asked if the library staff is planning a Holiday party and then made a motion, seconded by Temple, to authorize up to \$200 of Board funds for a staff holiday party as a display of appreciation for all the good work the library staff put in during 2022. All members present voted "Aye". Motion passed.

Board members reviewed the November bank statement and financial reports. Motion by Rice, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Approval Of Updated Policies (Action Item)

Board members reviewed the proposed updated Circulation Policy. Kenkel highlighted the changes from the current Circulation Policy. Kenkel informed the Board that he recommended adding two sentences to the end of the "Damaged Materials" section:

"There is one exception to patrons being allowed to keep damaged materials after paying the replacement fee. If the damaged material(s) pose a health hazard (e.g., containing mold) library staff will dispose of the item(s)."

Motion by Rice, seconded by Goldammer, to approve the updated Circulation Policy. All members present voted "Aye". Motion passed.

Board members reviewed the proposed Library Card Policy. Kenkel informed board members that the text for this policy was pulled from the previous Circulation Policy. Obtaining a library card is different from the circulation of library materials. Kenkel informed board members that Mitchell Public Library has the lowest subscription membership fee of similar-sized libraries in the state. Board member Rice informed everyone that the yearly amount of \$15 has been the same for at least 15 years. Board members discussed whether to increase the fee to \$20 or \$25. Motion by Temple, seconded by Everson, to set the subscription membership annual fee at \$25 beginning January 1, 2023. All members present voted "Aye". Motion passed. Board members asked that the library inform subscription account holders of this fee change.

Kenkel highlighted other changes to the policy such as no longer asking for "references" when applying for a library account. Motion by Goldammer, seconded by Everson, to approve the separate Library Card Policy. All members present voted "Aye". Motion passed.

B. Funding Requests For December 2022 (Action Item)

Kenkel presented six funding requests

- \$400 for supplies for the upcoming "Creativity Celebration" program.
- \$185 for iPad cases and screen protectors.
- \$2,062 for incentive prizes for a new "100 Books Before Graduation" YA reading program.
- \$140 for supplies for the upcoming YA "Bob Ross Painting Program".
- \$2,000 for the 2023 Adult Summer Reading Program.
- \$1,500 for the 2023 YA Summer Reading Program.

Board members asked a number of questions regarding the "100 Books Before Graduation" program incentive prizes. They expressed hesitancy about purchasing larger quantities of prizes and maintaining an "inventory" of prizes since we expect to award prizes over a many-month or year time period. Motion by Goldammer, seconded by Rice, to approve the six funding requests totaling \$6,287 with the caveat that the library should not maintain an inventory of incentive prizes for the "100 Books Before Graduation" program. All members present voted "Aye". Motion passed.

C. Library Hours During And After Snow Storms (Discussion Item)

Kenkel asked Board members for guidance regarding the library remaining open during inclement weather. Kenkel said that he wants the library to be consistent with other city departments/buildings. Board members were in agreement that the library should follow the city's guidance on this.

8. Committee Reports

There were no committee reports.

9. Board Input

Board members provided no additional comments.

10. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

No citizen's input was given.

11. Adjournment

Board members scheduled the January 2023 meeting for January 24, 2023 because the Mitchell City Council will meeting on the third Tuesday of the month due to the Martin Luther King Jr. Holiday. There being no further business, President Nath declared the meeting adjourned at 6:46 p.m.

DRAFT

Mitchell Public Library Director Report

January 24, 2023

Happy 2023! With the snow storm at the beginning of the month the library was closed Tuesday and Wednesday, January 2-3, like all other city buildings. We re-opened January 4.

1. Year-end Donation

The last week of December we received a \$500 donation as a memorial to the donor's husband who died before Christmas. The donor directed that these funds be used for children's programming.

2. Building Updates

Earlier I informed you all that the fire alarm system's remote annunciator was acting up. We had a service tech from Midwest Alarm stop by the last week of December. He rebooted the remote annunciator. This appeared to work, and I sent you an update December 27 that the system was working normally again. A few days later the same problem reappeared. The next couple of weeks we had on and off problems. I have received quotes for replacing the current fire alarm system. At the January 17 department head meeting I raised the issue. The mayor instructed me to obtain quotes from electricians to perform the work of replacing the various parts of the system. Most likely we will receive approval to replace the system. Funding can come from remaining 2022 dollars in the library's group insurance account.

3. Programming

This month we began our "Bookopoly" Winter Reading Challenge. Some patrons were disappointed they had to wait a couple of more days to pick up their game board due to closure caused by the New Year's snow storm. More information is in Jean's and Zack's reports.

4. Library Accreditation

During the first week of January, we received official word from the State Library that we are accredited during the 2023-2025 time period. The State Library sent us a graphic that is now on the library's webpage in the lower right.

5. Agenda Center

We are using the new Agenda Center for this meeting. I am learning how to use it for creating the Board agenda. Stephanie Ellwein has not yet created accounts for Board members. She wants us all to get more experience with the system before determining if accounts for individual board members will be useful.

6. Little Free Library

I contacted the Chamber and asked how their Board reacted to the proposal. Geri Beck informed me that their Board is supportive.

7. Library Telescope Program

In the Fall we were contacted by Mike Modrcin from the Omaha Astronomical Society (<https://www.omahaastro.com/>). The individual wanted to tell us about the International Library

Telescope Program (<https://librarytelescope.org/>) and see if we would be interested in joining this program. The goal of the program is to have telescopes available for check out in public libraries, which allows greater access to exploring astronomy and the universe. A local (or regional) astronomical society acts as a resource for the library to help support the program. They recommend a specific telescope for libraries to purchase, and other items to modify the telescope that makes it more durable and patron friendly. We as a staff discussed this program, and I consulted Dr. Mike Farney. Mike gave us an enthusiastic recommendation to join the program and purchase the recommended equipment. Two branches of Siouxland Libraries participate in the program.

Both Mikes (Modrcin and Farney) told us they would help support us. We decided to use funds from our audio-visual account to purchase the Zhumell Z114 telescope. The cost for everything was approximately \$350. This adds to our library of things, like our board games. Mike Modrcin offered to make the recommended modifications to our telescope when he traveled to Watertown for a family holiday gathering. We are developing a circulation policy and procedures for checking out the telescope. The circulation period will be a week, with no renewals. Mike Modrcin sent a document with instructions how to use the telescope that will be printed, laminated, and placed with the telescope. We have a lot to learn, but we plan to have everything ready to go by March as the weather warms up.



8. End Panel Display Shelves

With the new fiscal year, we ordered display shelves for our end panels. They arrived the week of January 16. We are now able to display books for marketing purposes. Below is a photo showing what we're able to display now.



Adult and Young Adult Services Update - January 2023

Zack North, Adult Services Librarian

Programming

SCHEDULE FOR FEBRUARY AND MARCH

Teens:

Feb 4: Teen Advisory Board

Feb 6: A Walk in their Shoes: A Simulated Teen Dating Experience – 6:30 PM

Feb 7: Teen Tuesday: Game Night – 4–7 PM

Feb 18: Game Day at the Library – 10:30 AM – 3ish PM

Feb 21: Teen Tuesday: Pompom Penguins – 4-7 PM

Feb 23: Teen Book Club

Mar 4: Teen Advisory Board

Mar 7: Teen Tuesday: Game Night 4-7 PM

Mar 21: Teen Tuesday: Craft Night

Mar 23: Teen Book Club

Adults:

Feb 4: Fiber Arts Craft Group

Feb 6: Fiction Book Club – 5 PM

Feb 6: A Walk in Their Shoes: A Simulated Teen Dating Experience – 6:30 PM

Feb 18: Game Day at the Library – 10:30 AM – 3ish PM

Feb 27: Mystery Book Club – Noon

Feb 27: Adult Craft Night: Clay Candle Holders – 6:30 PM

Mar 4: Fiber Arts Craft Group

Mar 6: Fiction Book Club – 5 PM

Mar 18: Bob Ross Paint Along – 3 PM

Mar 20: Mystery Book Club – Noon

Mar 27: Adult Craft Night

Registration Required

- Tentative

Operations

CD SIMPLIFICATION PLAN

The final total for adult audiobooks is 2,528. That number includes all CD audiobooks and Playaway audiobooks. I estimated that about 2,405 audiobooks were in that section at the start of this project. The number of actual CD audiobooks is 2099 and 429 Playaways. Before this project, Playaways were tied to a separate physical location. After the new year, they were combined in one physical location.

The total number of items deleted from the section between November 1st and December 31st was 16,621. We're continuing to delete records as items are returned by patrons as well.

YA COLLECTION MANAGEMENT GUIDELINES

I have started work on collection management guidelines for the Young Adult collections. I'll be using standard guidelines for the creation of these guidelines. Unfortunately, using historical statistics for these sections would result in keeping materials that have no circulation due to procedures followed by staff before 2023.

I'll make the general guidelines, and then Rachel and I will review them before giving them to Kevin for final approval.

Some key points of the guidelines will include:

- Phasing out Teen Quick Reads
- Determining a better way to handle Hi/Lo Reader material for Teens¹
- Expanding Graphic Novel selection
- Getting Feedback from Teen Advisory Board on YA Audiobooks and preferred medium

¹ YALSA has a simple explanation for what a Hi/lo book is <https://www.yalsa.ala.org/thehub/2016/09/07/books-stuff-happens-exploration-hilo-searching/>

Children's Services Update - January 2023

Jean Patrick, Children's Services Librarian

I continue to serve children and families by updating the children's collection (ordering and weeding), providing displays, planning Summer Reading Program, and leading & coordinating a variety of programs.

Creativity Celebration – Sat. Jan 28, 10:30 am-noon

As part of Marica Shannon's Crayola Creativity team, we will provide a variety of open-ended art activities for kids of all ages on Jan. 28. Instructors include Marica Shannon and the MHS Art Ambassadors, Ron Thorsen, and Danna Kolbeck (from the Mitchell Area Arts Council). Activities include tile art, watercolor bookmarks, paper-cutting, foil art, gel crayons, clay, and much more. Publicity includes posters, social media, radio, and newspaper.

Bookopoly Jr. – Jan. 3-March 26

To date, nearly 150 *Bookopoly Jr* game boards have been distributed, with many kids well into the challenge. ("This year, I'm going to do ALL the squares!" vowed a third grader as she took a board.) So far, the "Chance" books (wrapped in black paper) are the biggest hit.

Bonus: *Bookopoly Jr.* allows me to better know children and families as I help them select books from a variety of genres.

Storytimes

Storytime attendance in January has been high. In the 8 programs to date, we've had a total of approximately 235 attendees at **Thursday Storytime**, **Bilingual Saturday Storytime**, and **Outreach Storytime** (First Lutheran & Palace City Preschools). Our Saturday Bilingual Storytime on Jan. 14 was a highlight with over 35 attendees from diverse racial and geographic backgrounds. (Note: Ask Ada Morales to recite "not by the hair of my chinny, chin, chin" in Spanish. Everyone in the room bonded with laughter!)

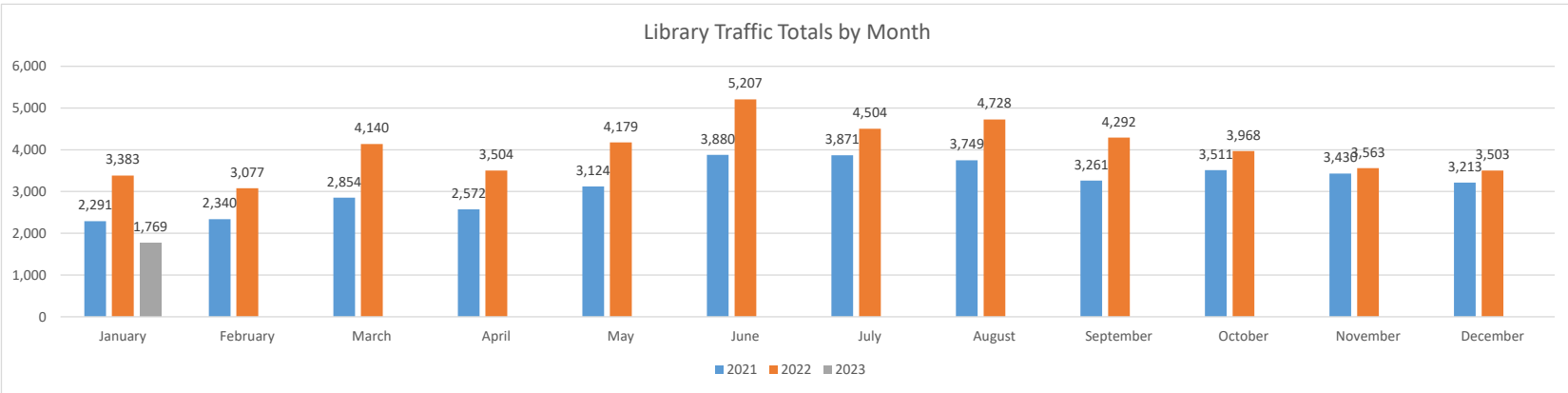
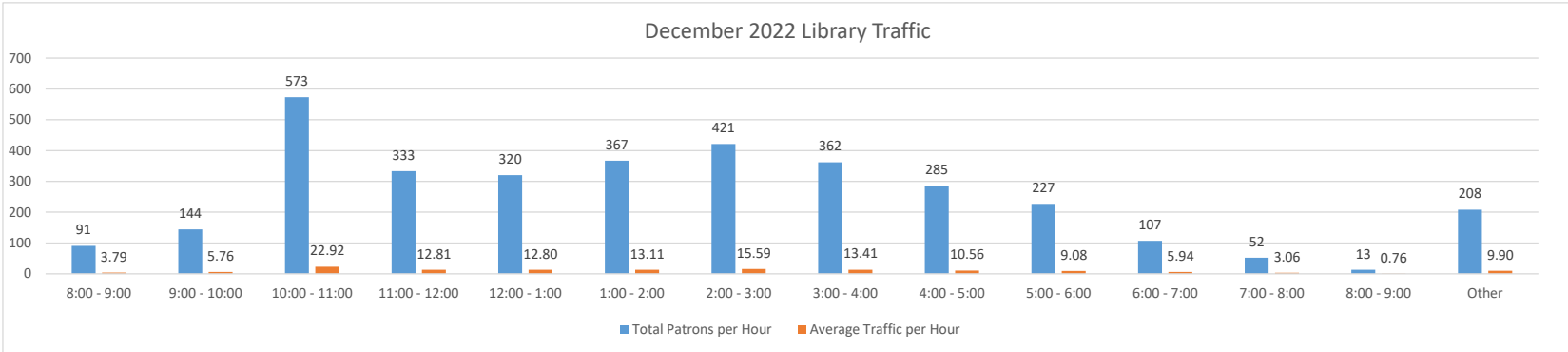
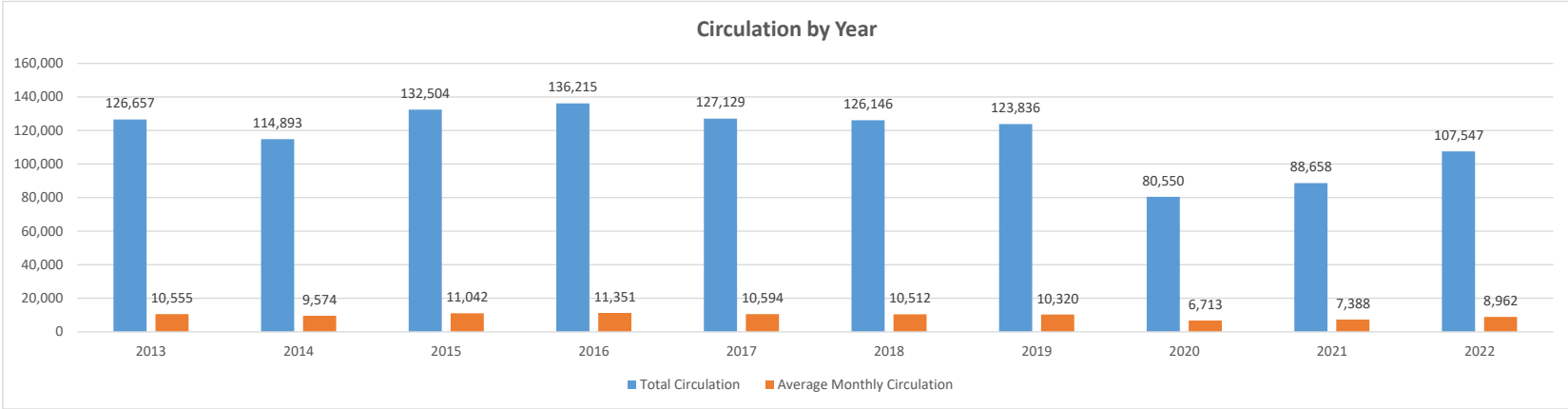
Makerspace Mondays

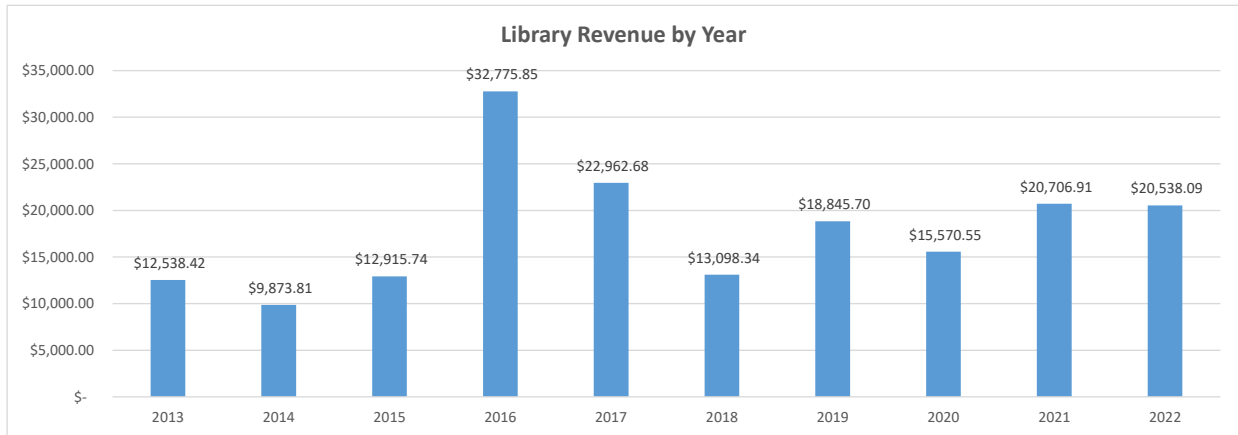
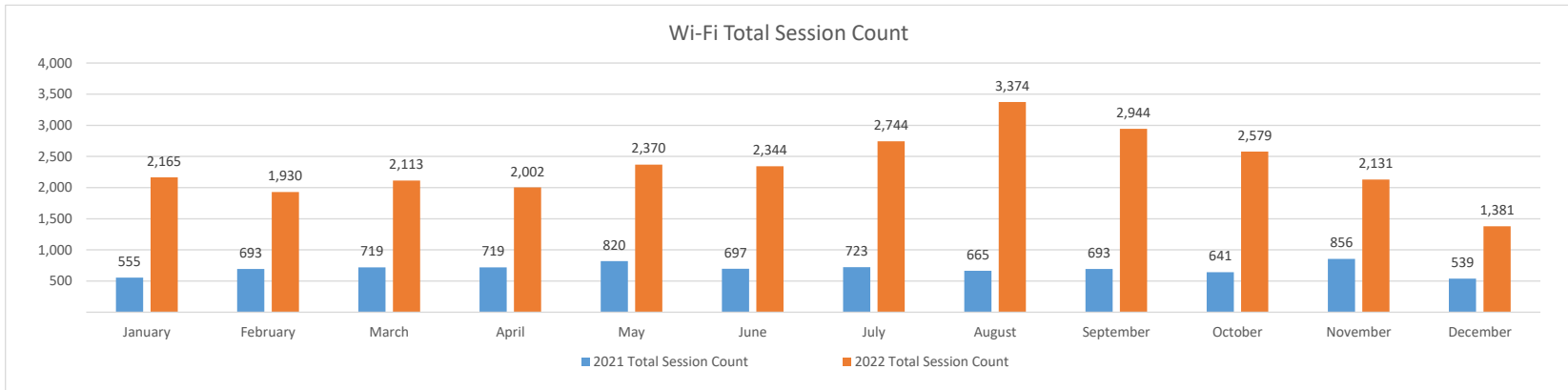
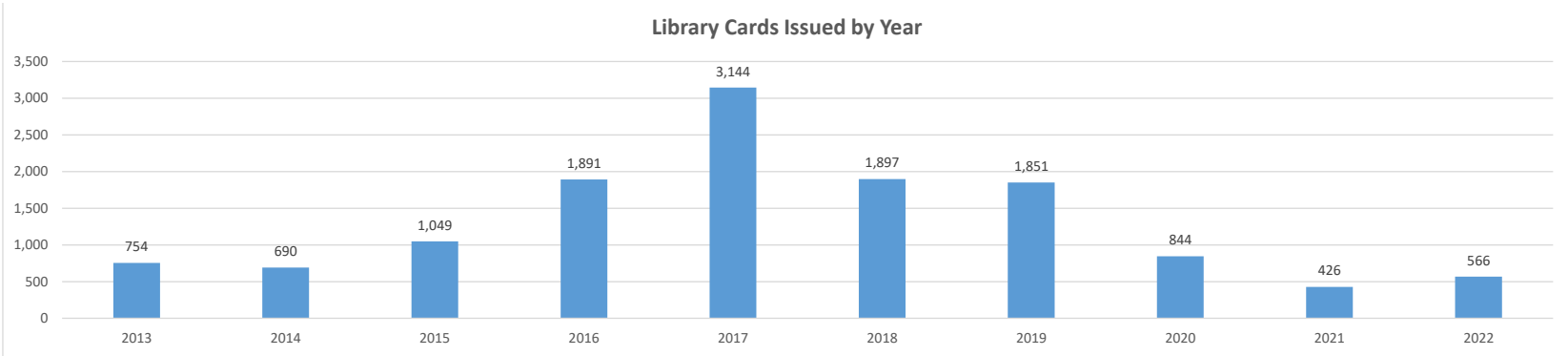
We are continuing Makerspace Monday through January with three sessions/day. Kids are becoming familiar with coding with four different robotic toys, yet they are also attracted to the makerspace "raw materials." Highlights: A student with developmental delays (age 20) was able to read a simple code, even though he is unable to read a sentence with words. Also, the kids who have attended regularly show increased ability to create and to independently solve problems. *Future:* I will be writing a grant report for the SD Humanities Council about this 3-month program (nearly 300 total attendees) before the end of January. We will take a break from Monday Makerspace for a few months while I plan the Summer Reading Program.

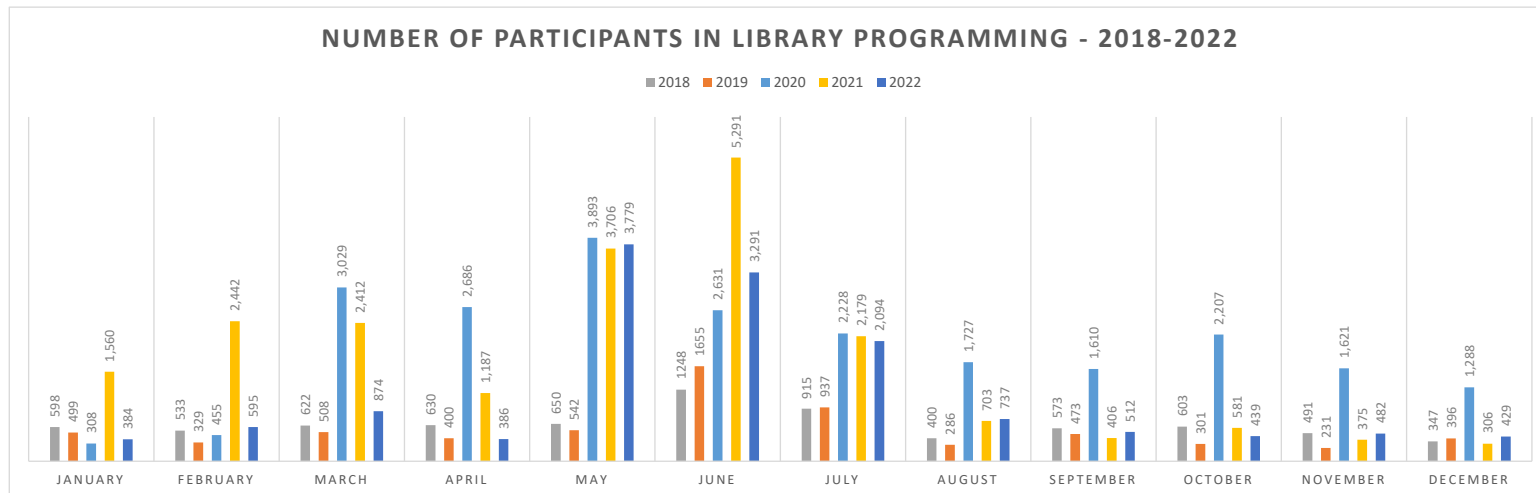
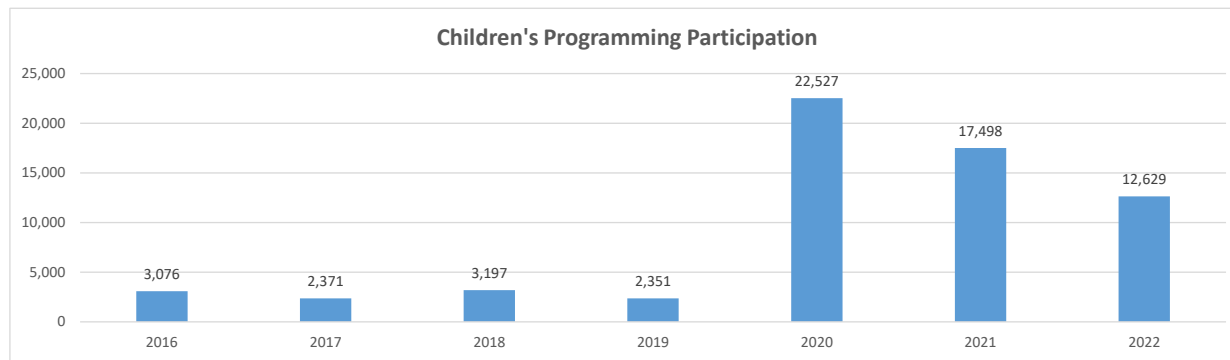
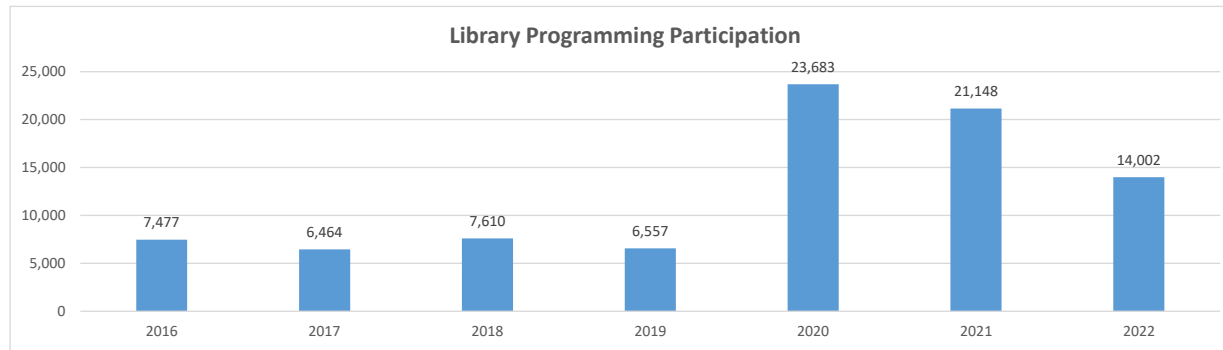
Mitchell Public Library Statistics for 2022



Library Statistics for 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2021	Change	Library Statistics for 2022
Gate Count	3,383	3,077	4,140	3,504	4,179	5,207	4,504	4,728	4,292	3,968	3,563	3,503	48,048	38,096	26%	Gate Count
Registered Patrons TOTAL	11,336	11,367	9,284	9,295	9,373	9,419	9,466	9,560	9,572	9,615	9,633	9,511	11,367	11,301	1%	Registered Patrons Total
City Residents	7,703	7,730	6,368	6,378	6,438	6,475	6,514	6,564	6,604	6,620	6,633	6,515	7,730	7,673	1%	City Residents
County Residents	732	732	732	731	744	752	755	768	759	764	766	768	732	729	0%	County Residents
Subscription Memberships	581	585	588	590	595	597	604	638	618	634	640	638	585	576	2%	Subscription Memberships
All Others	2,320	2,320	1,596	1,596	1,596	1,595	1,593	1,590	1,591	1,597	1,594	1,590	2,320	2,323	0%	All Others
All Items Circulated TOTAL	8,086	7,647	8,833	7,367	8,283	10,762	9,665	10,321	9,457	9,121	8,956	9,133	107,631	88,658	21%	All Items Circulated TOTAL
Physical Items	6,051	6,018	7,048	5,711	6,553	8,971	8,259	8,215	7,427	7,143	6,860	6,993	85,249	68,772	24%	Physical Items
Digital Items from SDTTG	2,035	1,629	1,785	1,656	1,730	1,791	1,406	2,106	2,030	1,978	2,096	2,140	22,382	19,886	13%	Digital Items from SDTTG
Programs Held TOTAL	16	14	24	18	32	47	33	10	16	22	25	20	277	405	-32%	Programs Held TOTAL
Children	12	10	19	15	26	37	23	7	10	16	19	13	207	300	-31%	Children
YA	1	1	2	0	0	4	6	1	0	2	0	1	18	54	-67%	YA
Adults	3	3	3	3	5	5	3	2	4	4	6	6	47	42	12%	Adults
General Interest	0	0	0	0	1	1	1	0	2	0	0	0	5	9	-44%	General Interest
Program Attendance TOTAL	384	595	874	386	3,779	3,291	2,094	737	512	439	482	429	14,002	21,148	-34%	Program Attendance TOTAL
Children	368	554	696	367	3,596	3,065	1,854	699	203	405	427	395	12,629	17,498	-28%	Children
YA	7	22	80	0	0	118	114	12	0	12	0	6	371	1,458	-75%	YA
Adults	9	19	98	19	108	33	51	26	13	22	55	28	481	1,351	-64%	Adults
General Interest	0	0	0	0	75	75	75	0	296	0	0	0	521	841	-38%	General Interest
Collection Holdings TOTAL	96,103	96,382	96,561	96,809	96,777	96,700	96,568	94,917	94,664	94,691	88,326	90,278	90,278	90,121	0.2%	Collection Holdings TOTAL
Holdings added	241	620	476	494	381	462	398	495	241	385	273	320	4,786	4,263	12%	Holdings added
Holdings deleted	-354	-341	-297	-246	-413	-539	-530	-2,146	-494	-358	-6,638	-11,210	-23,566	-4,102	475%	Holdings deleted
ILL Borrowing Filled	25	31	28	18	23	26	19	39	24	44	31	18	326	247	32%	ILL Borrowing Filled
ILL Lending Filled	71	60	69	61	39	54	72	74	77	51	44	47	719	583	23%	ILL Lending Filled
Computer sessions	398	420	564	470	437	440	432	538	480	380	403	381	5,343	4,452	20%	Computer sessions
Computer use by hours	295.4	375.46	477.32	370.04	349.09	317.2	296.5	416.2	362.3	305.4	292.1	309.5	4,167	2,553	63%	Computer use by hours
Wi-Fi Sessions	2,165	2,165	2,165	2,165	2,165	2,165	2,165	2,165	2,165	2,165	2,165	2,165	25,980	8,320	212%	Wi-Fi Sessions
Facebook "People Reached"	7,953	6,865	10,943	8,460	14,263	36,556	28,231	5,488	17,543	23,743	15,299	20,626	195,970	140,519	39%	Facebook "People Reached"
Library website visits													13,994	13,497		Library website visits
Revenue	\$ 1,087.79	\$ 1,011.09	\$ 7,883.63	\$ 729.78	\$ 1,067.49	\$ 1,336.96	\$ 939.95	\$ 1,634.53	\$ 1,476.54	\$ 1,087.25	\$ 1,289.70	\$ 993.38	\$ 20,538.09	\$ 20,706.91	-1%	Revenue







Bills to Be Approved

Date	Vendor	Item	Amount
1/13/2023	Staples	Crayola Air-Dry Clay Bucket, 5 lbs., White (Qty: 2)	19.18

For adult programming.



Contact Information



800.262.9611



fnbo.com



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

MSP 4
231873

MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

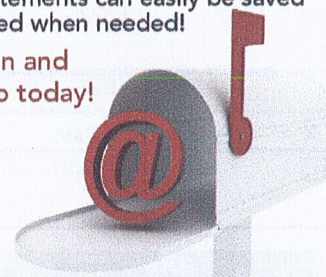


STATEMENT SUMMARY		December 1, 2022 through December 31, 2022	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	84,310.11	85,144.68
	Total on Deposit		\$85,144.68

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Premium Business Checking w/In xxxx0783 \$85,144.68			Account Detail
Beginning Balance	\$84,310.11	Items Enclosed	6
Total Deposits	10 for \$989.35	Days in Statement	31
Total Withdrawals	2 for \$154.78	Annual Percentage Yield Earned	1.12%
Ending Balance	\$85,144.68	Interest Earned this Statement	\$80.27
		Interest Paid this Statement	\$80.27
		Interest Paid YTD	\$133.07

Premium Business Checking w/In xxxx0783 \$85,144.68

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	12/01	12/01	Paypal Transfer *****10842936	2.43
☐	12/08	12/08	Paypal Transfer *****64650187	49.27
☐	12/15	12/15	Paypal Transfer *****08948972	21.65
☐	12/22	12/22	Paypal Transfer *****51067514	11.91
☐	12/30	12/30	Paypal Transfer *****90994744	59.05
☐	12/30	12/30	Interest Payment	80.27
Total Electronic Deposits				\$224.58

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	12/07	12/07	Customer Deposit	210.55
☐	12/14	12/14	Customer Deposit	221.29
☐	12/22	12/22	Customer Deposit	137.33
☐	12/30	12/30	Customer Deposit	195.60
Total Paper Deposits				\$764.77

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	12/21	12/21	Check Image Check # 1273	120.00
☐	12/22	12/22	Check Image Check # 1274	34.78
Total Paper Withdrawals				\$154.78

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1273	12/21	120.00	☐	1274	12/22	34.78				

THE SERVICEMEMBERS CIVIL RELIEF ACT

SCRA

You are called to protect our country. Let us help protect you.

As an active duty member of the United States Military, you may be eligible for the following SCRA benefits on auto, personal, mortgage and home equity loans; lines of credit and credit cards.

- Reduction on interest rates
- Reduced payments
- Protection from repossession
- Protection from foreclosure



Member FDIC

For more details about SCRA, call 855-868-8446.

Mitchell Public Library Library Board of Trustees

01/06/23

Profit & Loss

Accrual Basis

January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
County Fees	6,500.00
General revenue	
Book sale	5,667.05
Copies	3,492.60
Donations	764.61
Earbuds	51.00
Interest	133.07
Interlibrary loan	248.60
Laminating	5.00
Meeting room fees	50.00
Paid items (Damaged/Lost Items)	822.64
Pop machine	117.00
Refund	-90.65
Subscriptions	2,535.00
Total General revenue	13,795.92
Uncategorized Income	259.25
Total Income	20,555.17
Expense	
Credit Card Processing Fees	67.20
Operation expenses	
Furniture	30,827.13
Hosted meetings	28.47
Library Dues	126.00
Lost I.L.L. books	17.99
Subscriptions	1,193.00
Total Operation expenses	32,192.59
Program expenses	
Adult programming	1,509.54
Bilingual programming	1,000.00
Children's programming	732.43
Program supplies	265.24
Summer Reading	8,226.12
Teen programming	44.97
Total Program expenses	11,778.30
Total Expense	44,038.09
Net Ordinary Income	-23,482.92
Net Income	-23,482.92

Mitchell Public Library Library Board of Trustees

Profit & Loss

December 2022

	Dec 22
Ordinary Income/Expense	
Income	
General revenue	
Book sale	358.35
Copies	227.10
Donations	12.05
Interest	80.27
Interlibrary loan	13.25
Paid items (Damaged/Lost Items)	148.75
Subscriptions	135.00
Total General revenue	974.77
Uncategorized Income	18.61
Total Income	993.38
Expense	
Credit Card Processing Fees	4.03
Program expenses	
Adult programming	120.00
Children's programming	34.78
Total Program expenses	154.78
Total Expense	158.81
Net Ordinary Income	834.57
Net Income	834.57

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2022

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	407,843	48,120.07	369,543.51	387,141.98	20,701.02	94.92
101-45500-41110 OVERTIME	0	0.00	423.56	300.36 (	300.36)	0.00
101-45500-41120 PART-TIME	34,000	3,545.24	22,509.18	32,269.78	1,730.22	94.91
101-45500-41200 SOCIAL SECURITY/MEDICARE	32,730	3,892.29	29,024.95	30,973.64	1,756.36	94.63
101-45500-41300 RETIREMENT	24,471	2,887.20	22,364.50	23,237.41	1,233.59	94.96
101-45500-41500 GROUP INSURANCE	119,101	394.77	123,693.74	76,009.70	43,091.30	63.82
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>7,594.40</u>	<u>7,168.04</u> (	<u>7,168.04)</u>	<u>0.00</u>
TOTAL SALARIES	618,145	58,839.57	575,153.84	557,100.91	61,044.09	90.12
<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	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	870	0.00	138.49	0.00	870.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	18,600	703.00	9,767.74	19,062.28 (	462.28)	102.49
101-45500-42600 SUPPLIES & MATERIALS	13,200	623.80	10,040.84	13,704.57 (	504.57)	103.82
101-45500-42661 POSTAGE	1,800	389.67	1,579.40	1,816.81 (	16.81)	100.93
101-45500-42690 MINITEX FEES	4,800	378.90	4,827.23	4,995.36 (	195.36)	104.07
101-45500-42691 DATABASE SYS UPDATE	350	0.00	350.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	4,888.20	4,910.31	89.69	98.21
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,151	2,170.77	14,118.98	17,017.61	133.39	99.22
101-45500-42700 TRAVEL, CONF & DUES	1,700	0.00	795.00	922.86	777.14	54.29
101-45500-42800 UTILITIES	42,000	6,532.58	36,534.56	42,142.22 (	142.22)	100.34
101-45500-42830 UTILITIES-WATER/SEWER	1,400	581.58	2,034.90	1,948.59 (	548.59)	139.19
101-45500-42902 COMPUTER SOFTWARE	405	0.00	3,232.00	1,939.21 (	1,534.21)	478.82
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	6,500	0.00	1,045.21	1,758.00	4,742.00	27.05
101-45500-42920 WORKSTUDY	0	0.00	0.00	0.00	0.00	0.00
101-45500-42930 ATRIUM	<u>3,500</u>	<u>0.00</u>	<u>3,395.00</u>	<u>3,395.00</u>	<u>105.00</u>	<u>97.00</u>
TOTAL CURRENT EXPENSES	117,276	11,380.30	92,747.55	113,612.82	3,663.18	96.88
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	5,304	0.00	3,164.65	4,379.21	924.79	82.56
101-45500-43420 BOOKS	45,300	6,914.07	48,882.67	44,794.64	505.36	98.88
101-45500-43421 AUDIO-VISUAL	14,000	1,638.43	4,868.13	6,697.07	7,302.93	47.84
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>7,100.57</u>	<u>8,515.69</u> (	<u>8,515.69)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	64,604	8,552.50	64,016.02	64,386.61	217.39	99.66
TOTAL LIBRARY	800,025	78,772.37	731,917.41	735,100.34	64,924.66	91.88
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	800,025	78,772.37	731,917.41	735,100.34	64,924.66	91.88

WARNING 925 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

1-19-2023 9:32 AM			G / L D E T A I L vs B U D G E T				PAGE: 1		
YEAR	:	Jan-2022 / Dec-2022							
FUND	:	101-GENERAL				PERIOD TO USE:	Dec-2022	THRU Dec-2022	
DEPT	:	5500	LIBRARY			ACCOUNTS:	45500-41100	THRU 45500-43440	
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====	

	45500-41100		SALARIES						
12/02	P01373	PYEXP	PED 11.26.2022				15,390.02		
12/02	P01375	PYEXP	LONG PED 11.26.2022				1,950.00		
12/16	P01377	PYEXP	PED 12.10.2022				15,390.03		
12/30	P01381	PYEXP	PED 12.24.2022				15,390.02		
				===DEC TOTAL===		33,986.92	48,120.07	14,133.15CR	
==ACCT TOTALS==		CURRENT BUDGET:	407,843.00	YTD ACTIVITY:	387,141.98	ENCUMBERED:	0.00	BALANCE: 20,701.02	

	45500-41110		OVERTIME						
==ACCT TOTALS==		CURRENT BUDGET:	0.00	YTD ACTIVITY:	300.36	ENCUMBERED:	0.00	BALANCE: 300.36CR	

	45500-41120		PART-TIME						
12/02	P01373	PYEXP	PED 11.26.2022				1,139.36		
12/16	P01377	PYEXP	PED 12.10.2022				1,311.30		
12/30	P01381	PYEXP	PED 12.24.2022				1,094.58		
				===DEC TOTAL===		2,833.33	3,545.24	711.91CR	
==ACCT TOTALS==		CURRENT BUDGET:	34,000.00	YTD ACTIVITY:	32,269.78	ENCUMBERED:	0.00	BALANCE: 1,730.22	

	45500-41200		SOCIAL SECURITY/MEDICARE						
12/02	A96519	DFT: 000173	FICA W/H	06549	CORTRUST BANK~P T3 2022PED1126		1,000.45		
12/02	A96519	DFT: 000173	MEDICARE W/H	06549	CORTRUST BANK~P T4 2022PED1126		233.98		
12/02	A96545	DFT: 000174	FICA W/H	06549	CORTRUST BANK~P T3 2022LNG1126		120.90		
12/02	A96545	DFT: 000174	MEDICARE W/H	06549	CORTRUST BANK~P T4 2022LNG1126		28.29		
12/16	A97070	DFT: 000175	FICA W/H	06549	CORTRUST BANK~P T3 2022PED1210		1,011.12		
12/16	A97070	DFT: 000175	MEDICARE W/H	06549	CORTRUST BANK~P T4 2022PED1210		236.47		
12/30	A97911	DFT: 000177	FICA W/H	06549	CORTRUST BANK~P T3 2022PED1224		1,022.05		
12/30	A97911	DFT: 000177	MEDICARE W/H	06549	CORTRUST BANK~P T4 2022PED1224		239.03		
				===DEC TOTAL===		2,727.50	3,892.29	1,164.79CR	
==ACCT TOTALS==		CURRENT BUDGET:	32,730.00	YTD ACTIVITY:	30,973.64	ENCUMBERED:	0.00	BALANCE: 1,756.36	

	45500-41300		RETIREMENT						
12/02	A96502	CHK: 195116	SDRS	02627	SD RETIREMENT S 0912022PED1126		923.40		

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YEAR		: Jan-2022 / Dec-2022				PERIOD TO USE:		Dec-2022 THRU Dec-2022			
FUND		: 101-GENERAL				ACCOUNTS:		45500-41100 THRU 45500-43440			
DEPT		: 5500 LIBRARY									
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====			

	45500-41300		RETIREMENT	* (CONTINUED) *							
12/02	A96532	CHK: 195121	SDRS	02627	SD RETIREMENT S 0912022LNG1126			117.00			
12/16	A97055	CHK: 195253	SDRS	02627	SD RETIREMENT S 0912022PED1210			923.40			
12/30	A97896	CHK: 195454	SDRS	02627	SD RETIREMENT S 0912022PED1224			923.40			
===DEC TOTAL===						2,039.25	2,887.20	847.95CR			
=====											
==ACCT TOTALS==		CURRENT BUDGET:	24,471.00	YTD ACTIVITY:	23,237.41	ENCUMBERED:	0.00	BALANCE:	1,233.59		

	45500-41500		GROUP INSURANCE								
12/02	A96505	CHK: 195119	LIFE INSURANCE	09305	STANDARD INSURA 0162022PED1126			16.83			
12/02	A97812	CHK: 195446	DENTAL INSURANCE	00554	DELTA DENTAL PL 0262022PED1126			188.97			
12/16	A97813	CHK: 195446	DENTAL INSURANCE	00554	DELTA DENTAL PL 0262022PED1210			188.97			
===DEC TOTAL===						9,925.08	394.77	9,530.31			
=====											
==ACCT TOTALS==		CURRENT BUDGET:	119,101.00	YTD ACTIVITY:	76,009.70	ENCUMBERED:	0.00	BALANCE:	43,091.30		

	45500-41700		COMPENSATED ABSENCES								
=====											
==ACCT TOTALS==		CURRENT BUDGET:	0.00	YTD ACTIVITY:	7,168.04	ENCUMBERED:	0.00	BALANCE:	7,168.04CR		

	45500-42200		PROFESSIONAL SERVICES								

	45500-42210		LICENSE FEES								

	45500-42300		LEGAL PUBLICATIONS								

	45500-42310		NEWSPAPERS								

	45500-42500		REPAIR & MAINTENANCE								

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YEAR	:	Jan-2022 / Dec-2022						
FUND	:	101-GENERAL				PERIOD TO USE:	Dec-2022 THRU Dec-2022	
DEPT	:	5500 LIBRARY				ACCOUNTS:	45500-41100 THRU 45500-43440	
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====

	45500-42500		REPAIR & MAINTENANCE	* (CONTINUED) *				
12/20	A97557	CHK: 195307	EXHAUST FANS REPAIRS	09384	DIRECT DIGITAL 11087		187.50	
12/30	A98021	CHK: 195560	FIRE EXTINGUISHER IN	01457	MIDWEST FIRE & 056814		318.00	
12/31	A98992	CHK: 195696	FIRE ALARM REPAIR	08853	MIDWEST ALARM F 332622		197.50	
			===DEC TOTAL===			1,550.00	703.00	847.00
=====								
==ACCT TOTALS==		CURRENT BUDGET:	18,600.00	YTD ACTIVITY:	19,062.28	ENCUMBERED:	0.00	BALANCE: 462.28CR

	45500-42510		WINDOW REPAIR/REPLACE					

	45500-42600		SUPPLIES & MATERIALS					
12/06	A96831	CHK: 195130	MAT CLEANING	08281	ARAMARK 6380044153		68.85	
12/06	A96868	CHK: 195227	LASER LABELS	09633	STAPLES 3522282507		10.98	
12/20	A97388	CHK: 195346	FURNITURE POLISH	02679	MENARD'S INC 45206		3.68	
12/20	A97556	CHK: 195428	ANNUAL HOSTING FEE	09359	TRAF-SYS INC 0033031		240.00	
12/21	A97852	CHK: 195448	REFUND TAX	07141	FIRST NATIONAL 12082022.5839		6.23CR	
12/30	A98112	CHK: 195544	PAPER TOWEL	02811	JONES SUPPLIES 139214		36.56	
12/30	A98200	CHK: 195465	MAT CLEANING	08281	ARAMARK 6380052314		68.85	
12/31	A98956	CHK: 195628	GEIDEL UNIFORMS	05454	AIA CORPORATION SSC2910695		183.33	
12/31	A99015	CHK: 195732	TAPE	09633	STAPLES 3525392625		17.78	
			===DEC TOTAL===			1,100.00	623.80	476.20
=====								
==ACCT TOTALS==		CURRENT BUDGET:	13,200.00	YTD ACTIVITY:	13,704.57	ENCUMBERED:	0.00	BALANCE: 504.57CR

	45500-42610		SUMMER READING PROGRAM					

	45500-42660		SMALL EQUIPMENT					

	45500-42661		POSTAGE					
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		14.54	
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		3.95	
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		11.22	
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		6.64	
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		3.32	
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL 12082022.5839		7.27	

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YEAR : Jan-2022 / Dec-2022										
FUND : 101-GENERAL		PERIOD TO USE: Dec-2022 THRU Dec-2022								
DEPT : 5500 LIBRARY		ACCOUNTS: 45500-41100 THRU 45500-43440								
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====		

	45500-42661		POSTAGE	* (CONTINUED) *						
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL	12082022.5839	7.27			
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL	12082022.5839	14.71			
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL	12082022.5839	3.32			
12/21	A97869	CHK: 195448	POSTAGE	07141	FIRST NATIONAL	12082022.5839	15.17			
12/31	A99009	CHK: 195719	MAILING SERVICE	09438	POSTAL SOLUTION 2108		302.26			
				===DEC TOTAL===		150.00	389.67	239.67CR		
=====										
==ACCT TOTALS==			CURRENT BUDGET:	1,800.00	YTD ACTIVITY:	1,816.81	ENCUMBERED:	0.00	BALANCE:	16.81CR

	45500-42690		MINITEX FEES							
12/30	A97924	CHK: 195573	CATALOGING SUBSCRIPT	00141	OCLC INC	1000274309	378.90			
				===DEC TOTAL===		400.00	378.90	21.10		
==ACCT TOTALS==			CURRENT BUDGET:	4,800.00	YTD ACTIVITY:	4,995.36	ENCUMBERED:	0.00	BALANCE:	195.36CR

	45500-42691		DATABASE SYS UPDATE							

	45500-42692		PERIODICALS							
==ACCT TOTALS==			CURRENT BUDGET:	5,000.00	YTD ACTIVITY:	4,910.31	ENCUMBERED:	0.00	BALANCE:	89.69

	45500-42693		E-BOOKS/AUDIO BOOKS							
12/06	A96829	CHK: 195210	EBOOKS	08223	OVERDRIVE INC	02495DA22415610	204.50			
12/06	A96830	CHK: 195210	EBOOKS,AUDIOBOOKS	08223	OVERDRIVE INC	02495DA22422970	239.99			
12/20	A97510	CHK: 195380	EBOOKS,AUDIOBOOKS	08223	OVERDRIVE INC	02495CO22429960	1,126.96			
12/20	A97511	CHK: 195380	EBOOKS	08223	OVERDRIVE INC	02495DA22428350	127.99			
12/20	A97512	CHK: 195380	EBOOKS	08223	OVERDRIVE INC	02495DA22439635	234.99			
12/30	A98196	CHK: 195575	EBOOK	08223	OVERDRIVE INC	02495DA22447122	60.00			
12/30	A98197	CHK: 195575	EBOOK	08223	OVERDRIVE INC	02495DA22453445	8.24			
12/31	A98974	CHK: 195716	EAUDIOBOOK	08223	OVERDRIVE INC	02495DA22454756	65.00			
12/31	A98975	CHK: 195716	EBOOK	08223	OVERDRIVE INC	02495DA22456326	60.00			
12/31	A98976	CHK: 195716	EBOOK	08223	OVERDRIVE INC	02495DA22457627	43.10			
				===DEC TOTAL===		1,429.25	2,170.77	741.52CR		
==ACCT TOTALS==			CURRENT BUDGET:	17,151.00	YTD ACTIVITY:	17,017.61	ENCUMBERED:	0.00	BALANCE:	133.39

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YEAR	: Jan-2022 / Dec-2022							
FUND	: 101-GENERAL					PERIOD TO USE:	Dec-2022 THRU Dec-2022	
DEPT	: 5500 LIBRARY					ACCOUNTS:	45500-41100 THRU 45500-43440	
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====

	45500-42700		TRAVEL, CONF & DUES					
==ACCT TOTALS==		CURRENT BUDGET:	1,700.00	YTD ACTIVITY:	922.86	ENCUMBERED:	0.00	BALANCE: 777.14

	45500-42800		UTILITIES					
12/06	A96711	CHK: 195203	221 N DUFF ST	01830	NORTHWESTERN EN 2585828-3-11/22		2,834.57	
12/20	A97487	CHK: 195363	ACCT #00223662-2	06750	ATV HOLDINGS, L 10964439		1.86	
12/20	A97491	CHK: 195363	ACCT #00217267-0	06750	ATV HOLDINGS, L 10965433		70.95	
12/30	A98190	CHK: 195518	4TH QTR CELL PHONE	07915	DENNIS GEIDEL 12312022		45.00	
12/30	A98253	CHK: 195546	4TH QTR CELL PHONE	10205	KEVIN KENKEL 12312022		45.00	
12/31	A98850	CHK: 195706	221 N DUFF ST	01830	NORTHWESTERN EN 2585828-3-12/22		3,535.20	
				===DEC TOTAL===		3,500.00	6,532.58	3,032.58CR
==ACCT TOTALS==		CURRENT BUDGET:	42,000.00	YTD ACTIVITY:	42,142.22	ENCUMBERED:	0.00	BALANCE: 142.22CR

	45500-42801		WEBSITE					

	45500-42830		UTILITIES-WATER/SEWER					
12/20	A97146	CHK: 195288	221 DUFF ST N-LIBRAR	00445	CITY OF MITCHEL 04-001100-00-12/22		581.58	
				===DEC TOTAL===		116.67	581.58	464.91CR
==ACCT TOTALS==		CURRENT BUDGET:	1,400.00	YTD ACTIVITY:	1,948.59	ENCUMBERED:	0.00	BALANCE: 548.59CR

	45500-42902		COMPUTER SOFTWARE					
==ACCT TOTALS==		CURRENT BUDGET:	405.00	YTD ACTIVITY:	1,939.21	ENCUMBERED:	0.00	BALANCE: 1,534.21CR

	45500-42903		LIBRARY PROGRAMMING					

	45500-42904		COMPUTER EQUIPMENT					

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YEAR	:	Jan-2022 / Dec-2022							
FUND	:	101-GENERAL					PERIOD TO USE:	Dec-2022 THRU Dec-2022	
DEPT	:	5500	LIBRARY						ACCOUNTS: 45500-41100 THRU 45500-43440
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====	

	45500-42904		COMPUTER EQUIPMENT	* (CONTINUED) *					

==ACCT TOTALS==		CURRENT BUDGET:	6,500.00	YTD ACTIVITY:	1,758.00	ENCUMBERED:	0.00	BALANCE: 4,742.00	

	45500-42920		WORKSTUDY						

	45500-42930		ATRIUUM						
==ACCT TOTALS==		CURRENT BUDGET:	3,500.00	YTD ACTIVITY:	3,395.00	ENCUMBERED:	0.00	BALANCE: 105.00	

	45500-43200		BUILDING RENOVATIONS						

	45500-43325		LED LIGHTING						

	45500-43350		BOILER/HVAC						

	45500-43400		FURNITURE & EQUIPMENT						
==ACCT TOTALS==		CURRENT BUDGET:	5,304.00	YTD ACTIVITY:	4,379.21	ENCUMBERED:	0.00	BALANCE: 924.79	

	45500-43420		BOOKS						
12/06	A96607	CHK: 195171	ADULT BOOKS	01015	INGRAM LIBRARY	72451924	313.91		
12/06	A96608	CHK: 195171	BOOKS	01015	INGRAM LIBRARY	72508279	363.40		
12/06	A96609	CHK: 195171	ADULT BOOKS	01015	INGRAM LIBRARY	72508280	49.50		
12/06	A96610	CHK: 195171	ADULT BOOKS	01015	INGRAM LIBRARY	72532134	43.33		
12/06	A96611	CHK: 195171	ADULT BOOK	01015	INGRAM LIBRARY	72553433	18.59		
12/06	A96612	CHK: 195171	ADULT BOOKS	01015	INGRAM LIBRARY	72568324	130.70		
12/06	A96613	CHK: 195171	ADULT BOOKS	01015	INGRAM LIBRARY	72578155	77.39		

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YEAR	: Jan-2022 / Dec-2022							
FUND	: 101-GENERAL					PERIOD TO USE:	Dec-2022 THRU Dec-2022	
DEPT	: 5500 LIBRARY					ACCOUNTS:	45500-41100 THRU 45500-43440	
DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====

45500-43420		BOOKS		* (CONTINUED) *				
12/06	A96614	CHK: 195171	BOOKS	01015 INGRAM LIBRARY	72600634			101.18
12/06	A96615	CHK: 195171	BOOKS	01015 INGRAM LIBRARY	72607984			145.11
12/06	A96616	CHK: 195171	ADULT BOOK	01015 INGRAM LIBRARY	72660383			19.20
12/06	A96617	CHK: 195171	ADULT BOOKS	01015 INGRAM LIBRARY	72700265			66.57
12/06	A96673	CHK: 195146	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79632880			225.55
12/06	A96817	CHK: 195133	CHILDRENS BOOKS	06583 BAKER & TAYLOR	2037136814			123.22
12/20	A97090	CHK: 195384	CHILDRENS BOOKS	00335 PENWORTHY COMPA	0586498-IN		1,031.28	
12/20	A97182	CHK: 195326	ADULT BOOKS	01015 INGRAM LIBRARY	70895244			316.21
12/20	A97183	CHK: 195326	ADULT BOOKS	01015 INGRAM LIBRARY	70953603			62.75
12/20	A97184	CHK: 195326	BOOKS	01015 INGRAM LIBRARY	72747838			166.73
12/20	A97185	CHK: 195326	BOOKS	01015 INGRAM LIBRARY	72840270			31.19
12/20	A97186	CHK: 195326	ADULT BOOKS	01015 INGRAM LIBRARY	72913432			71.96
12/20	A97187	CHK: 195326	BOOKS	01015 INGRAM LIBRARY	72913433			26.99
12/20	A97188	CHK: 195326	BOOKS,MOVIES	01015 INGRAM LIBRARY	72940648			40.43
12/20	A97256	CHK: 195284	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79674921			406.25
12/20	A97257	CHK: 195284	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79700972			83.98
12/20	A97477	CHK: 195269	CHILDRENS BOOKS	06583 BAKER & TAYLOR	2036636468			145.45
12/20	A97478	CHK: 195269	CHILDRENS BOOKS	06583 BAKER & TAYLOR	2036840970			23.15
12/20	A97479	CHK: 195269	CHILDRENS BOOKS	06583 BAKER & TAYLOR	2037106155			110.36
12/20	A97480	CHK: 195269	BOOK	06583 BAKER & TAYLOR	2037161887			7.47
12/30	A97982	CHK: 195538	ADULT BOOKS	01015 INGRAM LIBRARY	73089199			64.10
12/30	A97983	CHK: 195538	YOUTH BOOKS	01015 INGRAM LIBRARY	73145879			127.59
12/30	A97984	CHK: 195538	BOOKS	01015 INGRAM LIBRARY	73247737			461.45
12/30	A97985	CHK: 195538	BOOKS,MOVIES	01015 INGRAM LIBRARY	73311984			129.77
12/30	A97986	CHK: 195538	MOVIES, ADULT BOOKS	01015 INGRAM LIBRARY	73383956			111.44
12/30	A98015	CHK: 195553	REFERENCE BOOKS	01327 LEXISNEXIS MATT	34272097			152.43
12/30	A98041	CHK: 195486	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79741929			179.14
12/30	A98042	CHK: 195486	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79746094			51.18
12/30	A98043	CHK: 195486	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79756325			40.79
12/30	A98044	CHK: 195486	LARGE PRINT BOOKS	01810 CENGAGE LEARNIN	79766910			107.96
12/30	A98169	CHK: 195487	LARGE PRINT BOOKS	06026 CENTER POINT LA	1972277			94.08
12/30	A98172	CHK: 195473	BOOKS	06583 BAKER & TAYLOR	2037182384			18.12
12/31	A98781	CHK: 195679	ADULT BOOKS	01015 INGRAM LIBRARY	73524862			171.53
12/31	A98938	CHK: 195663	COUNTY DIRECTORIES	03269 FARM & HOME PUB	703343			390.00
12/31	A98959	CHK: 195636	CHILDREN'S BOOKS	06583 BAKER & TAYLOR	2037183064			612.64
				===DEC TOTAL===		3,775.00	6,914.07	3,139.07CR
==ACCT TOTALS==			CURRENT BUDGET:	45,300.00	YTD ACTIVITY:	44,794.64	ENCUMBERED:	0.00
							BALANCE:	505.36

45500-43421		AUDIO-VISUAL						
12/06	A96809	CHK: 195139	AUDIOBOOKS	05088 BLACKSTONE PUBL	2053132			97.59
12/06	A96810	CHK: 195139	AUDIOBOOK	05088 BLACKSTONE PUBL	2072866			32.00
12/06	A96873	CHK: 195127	BOARD GAME	09703 AMAZON CAPITAL	14F7-HCVM-43P6			9.97
12/06	A96875	CHK: 195127	REFLECTOR TELESCOPE	09703 AMAZON CAPITAL	1DXM-KYTX-39YJ			366.64
12/20	A97188	CHK: 195326	BOOKS,MOVIES	01015 INGRAM LIBRARY	72940648			22.49
12/20	A97447	CHK: 195409	CHILDRENS BOOKS	03745 SMART APPLE MED	ARU0345942			143.73
12/20	A97467	CHK: 195275	AUDIOBOOKS	05088 BLACKSTONE PUBL	2074424			93.55

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YEAR : Jan-2022 / Dec-2022

FUND : 101-GENERAL

DEPT : 5500 LIBRARY

PERIOD TO USE: Dec-2022 THRU Dec-2022

ACCOUNTS: 45500-41100 THRU 45500-43440

DATE	TRAN #	REFERENCE	=====DESCRIPTION=====	VENDOR	INV/JE #/PO #	=====BUDGET=====	=====ACTIVITY=====	=====BALANCE=====
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45500-43421	AUDIO-VISUAL	* (CONTINUED) *						
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12/20	A97539	CHK: 195340	CHILDRENS BOOKS	08904	LOOKOUT BOOKS	ARU0345997	223.57	
12/20	A97579	CHK: 195262	BOARD GAMES	09703	AMAZON CAPITAL	1F1Q-THFJ-MG7W	372.87	
12/30	A97985	CHK: 195538	BOOKS,MOVIES	01015	INGRAM LIBRARY	73311984	45.73	
12/30	A97986	CHK: 195538	MOVIES, ADULT BOOKS	01015	INGRAM LIBRARY	73383956	83.95	
12/31	A98949	CHK: 195638	AUDIOBOOKS	05088	BLACKSTONE PUBL	2079957	114.34	
12/31	A98950	CHK: 195638	AUDIOBOOK	05088	BLACKSTONE PUBL	2080152	32.00	
				===DEC TOTAL===		1,166.67	1,638.43	471.76CR

==ACCT TOTALS==	CURRENT BUDGET:	14,000.00	YTD ACTIVITY:	6,697.07	ENCUMBERED:	0.00	BALANCE:	7,302.93
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45500-43440	COMPUTER HARDWARE							
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==ACCT TOTALS==	CURRENT BUDGET:	0.00	YTD ACTIVITY:	8,515.69	ENCUMBERED:	0.00	BALANCE:	8,515.69CR
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YEAR : Jan-2022 / Dec-2022

FUND : 723-2009 STREET CONST

PERIOD TO USE: Dec-2022 THRU Dec-2022

DEPT : 5500 ** INVALID DEPT **

ACCOUNTS: 45500-41100 THRU 45500-43440

DATE TRAN # REFERENCE =====DESCRIPTION===== VENDOR INV/JE #/PO # =====BUDGET===== =====ACTIVITY===== =====BALANCE=====

45500-42910 TRANSFER OUT

REPORT TOTALS

CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	ENCUMBERED	BALANCE
798,805.00	78,772.37	735,100.34	0.00	63,704.66

YEAR : Jan-2022 / Dec-2022
FUND : * -ALL
DEPT : ALL

PERIOD TO USE: Dec-2022 THRU Dec-2022
ACCOUNTS: 45500-41100 THRU 45500-43440

DEPARTMENT TOTALS

DEPARTMENT	ORIGINAL BUDGET	CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	BALANCE
5500	761,401.00	798,805.00	78,772.37	735,100.34	63,704.66
===DEPT TOTALS===	761,401.00	798,805.00	78,772.37	735,100.34	63,704.66

***** ACCOUNT TOTALS LIMITED BY GL ACCOUNT AUTHORIZATION *****

SELECTION CRITERIA

FISCAL YEAR: Jan-2022 / Dec-2022
FUND: ALL
PERIOD TO USE: Dec-2022 THRU Dec-2022

ACCOUNT SELECTION

ACCOUNT RANGE: 45500-41100 THRU 45500-43440
DIGIT SELECTION:
DEPARTMENT RANGE: - THRU -

PRINT OPTIONS

REPORT TYPE: DETAIL
TRANSACTIONS: BOTH
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
OMIT ACCOUNTS WITH NO ACTIVITY: NO
OMIT TOTALS ON ACCOUNTS WITH NO ACTIVITY: YES
OMIT ACCOUNTS WITH NO BUDGET: NO
PAGE BREAK AFTER DEPT: NO
PRINT RESTRICTED ACCOUNTS: NO
PRINT DEPARTMENT TOTALS: NO
PRINT TOTALS: Monthly
PRINT: INVOICE #
BUDGET: Monthly

*** END OF REPORT ***

January 2023 Funding Requests

We are submitting three funding requests this month. The first request for \$920 is from Zack North for Bookopoly prizes for adults and teens. The second request for \$600 is from Jean Patrick for Bookopoly prizes for children. The third request is from Jean Patrick for \$6,900 for 2023 children's summer reading programming.

Bookopoly for Adults and Teens (Winter Reading Challenge) Prizes

Zack North, Adult Services Librarian

PROGRAM DESCRIPTION:

The Winter Reading Challenge is a unique opportunity for readers of all ages to go beyond their comfort zone to read materials they otherwise wouldn't. This year we've redone the Bookopoly board to include new challenges and added a board for teens. Participants will complete challenges to "purchase" properties on their board. Once a patron has completed a property set, they earn an entry for a prize.

Prizes will range from \$30 to \$50.

ITEMIZED REQUEST

Title	Price	Quantity	Total
Adult Bookopoly Raffle Prizes	\$30.00	7	\$210.00
Adult Bookopoly Finisher Raffle Prizes	\$50.00	2	\$100.00
Teen Bookopoly Raffle Prizes	\$50.00	5	\$250.00
Participation Rewards for Teens and Adults	\$300.00	1	\$300.00
Subtotal			\$860.00
Shipping			\$60.00
Total			\$920.00

REQUESTED FUNDS: \$920.00 for Adult and Teen Bookopoly Prizes

Bookopoly for Children (Winter Reading Challenge) Prizes

Jean Patrick, Children's Services Librarian

PROGRAM DESCRIPTION:

To date (Jan. 19), more than 150 children have picked up *Bookopoly Jr.* game boards from the library. I am requesting money for the following prizes:

Drawings:

I plan to draw 10-12 names to receive cash awards of \$20/each. I will also draw a name to receive a Monopoly or Monopoly, Jr. board game. (Approx. \$300)

Participation prizes (marketing):

Because of the amount of reading that children do for *Bookopoly Jr.*, I plan to give away participation prizes, including an item will spread the word about Bookopoly and Mitchell Public Library. In 2022, we gave away book bags. In 2023, I plan to order tumblers (similar to the adult prizes) that include mention of Bookopoly/Mitchell Public Library. (Approx. \$300)

REQUESTED FUNDS:

\$600.00

Children's Summer Reading Program – 2023

Jean Patrick, Children's Services Librarian

PROGRAMS/PRESENTATIONS

Similar to 2021 & 2022 Summer Reading Programs, we plan to provide weekly programs for children/families for the 8-week 2022 Summer Reading Program. Presenter fees continue to increase.

Amount Requested: \$3,000

SUPPLIES FROM CSLP

As in previous years, I plan to purchase posters, reading logs, bookmarks, pencils, banners, etc. from CSLP (Collaborative Summer Library Program) to promote the Summer Reading Program and to encourage participation.

Amount Requested. \$1,000

PRIZE BOOKS FROM SCHOLASTIC LITERACY PARTNERSHIP AND BAKER & TAYLOR

Once again, I plan to give away books to children who complete their CSLP sticker chart (50 days of reading 20 minutes or more).

Amount Requested: \$1,500

STORYTIME SUPPLIES

I plan to offer Outdoor Storytime at Hitchcock Park for three weeks and indoor Storytime for five weeks, as well as for Outreach Storytime groups. I will need ample supplies for hands-on crafts and experiments.

Amount Requested: \$400

READING INCENTIVE PRIZES – ORIENTAL TRADING

I plan to order a large quantity of small items from Oriental Trading to use as prizes for Bingo Cards and “Stump the Librarian.” Note: The summer “Bingo” cards encourage reading, language, & art activities. We often distribute these cards during our outdoor programs & have found that they successfully bring children/families to the library to redeem the completed cards for prizes – and to check out books!

Amount Requested: \$350

TAKE & MAKE CRAFT KIT SUPPLIES

I also plan to have a variety of Take & Make craft kits available at the library throughout the summer. These require an abundance of small supplies and bags.

Amount Requested: \$150

END-OF-SUMMER PRIZES FOR “EXTRA-MILE” READERS

Each summer, approximately 20 children exceed Summer Reading Program expectations by completing an “August Summer Challenge.” To reward these students, I plan to give a \$15 Mitchell Bucks gift card.

Amount Requested: \$300

VOLUNTEER GIFTS

Without the help of volunteers, I would not be able to have successful Summer Reading Programs. I would like to thank them at the end of the summer with Mitchell Bucks gift cards.

Amount Requested: \$200

TOTAL AMOUNT REQUESTED: \$6,900