



Mitchell Public Library Board of Trustees March 21 2023 Meeting Agenda

City Council Chambers, City Hall, 612 N. Main Street

March 21, 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. Review of 2022 Public Library Survey Responses**
 - B. Funding Requests for March 2023**
 - C. Little Free Library Project**
- 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.

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

1. Call to Order

With Board President Nath attending the meeting via Zoom, Board Vice-President Goldammer presided at the meeting. Board Vice-President Goldammer called the meeting to order at 5:01 p.m.

2. Library - Roll Call

The following members were present in person: Diana Goldammer, Emma DeVos, Deb Everson, Steve Rice, and Ann Temple. Board President Dennis Nath attended via Zoom. Also present were Kevin Kenkel, Library Director and Zack North, Adult Services Librarian.

3. Approval of Agenda

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

4. Approval of Minutes

Board members reviewed the minutes from the December 20, 2022 board meeting. Motion by Rice, seconded by Temple, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for December 2022. Kenkel gave a verbal update on a roof leak that occurred Friday evening, January 20. Terry Johnson from the Engineering Department inspected the roof this afternoon (1/24/2023) and discovered a small hole in the roof membrane. He arranged roof repairs to be made Wednesday, January 25. North provided additional information about the Bookopoly Winter Reading Challenge and distributed playing boards to Board members. Motion by Rice, seconded by Temple, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Kenkel presented a purchase for approval for Crayolo Air Dry clay for adult programming. The amount of the clear was \$19.18. Motion by Rice, seconded by Everson, to approve this purchase. All members present voted "Aye". Motion passed.

Board members reviewed the December bank statement and financial reports. Motion by Temple, seconded by DeVos, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for January 2023

Kenkel presented three funding requests:

- \$920 for adult and teen Bookopoly prizes
- \$600 for children's Bookopoly prizes
- \$6,900 for children's summer reading programming

Board members expressed appreciation for having summer reading programming funding requests several months in advance, so they know planning is occurring. Board members asked if library staff expect to submit other large funding request later in the year. Kenkel stated that remaining programming funding requests during should be smaller and for individual programs. Motion by Everson, seconded by DeVos, to approve the three funding requests totaling \$8,420. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports. Vice President Goldammer asked for volunteers for a task force to design the Little Free Library structure to be placed in the Chamber of Commerce's Courtyard across from the Corn Palace. Board members decided that all board members may participate on this task force.

9. Board Input

Board members provided no additional comments.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Board members decided no training session will be held for February due to the City Council meeting being scheduled for the third Tuesday in February.. The next Board of Trustees meeting is scheduled for March 21, 2023 at 5:00 p.m. in City Council Chambers at City Hall. There being no further business, Vice-President Goldammer asked for a motion to adjourn. Motion by DeVos, seconded by Temple, to adjourn. All members present voted "Aye". The meeting adjourned at 5:41 p.m.

Mitchell Public Library Director Report

March 21, 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. Stephanie Miller-Davis Grant

At the end of January, we applied for a Stephanie Miller Davis \$1,500 grant. On Sunday, March 5 we received notice that our application was awarded. The purpose of our project is to support early literacy. The grant will allow us to purchase two types of mobile book displays and a multipurpose "imagination station" with a variety of accessories (i.e., puppets, ice cream store items, flannel lettering, etc.). We are excited to add to our children's programming with these grant funds.

2. Building Updates

We are waiting for the new fire alarm system to be installed.

3. Programming

This month "Bookopoly" Winter Reading Challenge ends. Jean and Zack are busy planning programming for our 2023 Summer Reading Program.

4. Annual Public Library Survey

I have completed the annual Public Library Survey. We will review the completed 2022 survey responses during the meeting.

5. PayPal Here Sunset

PayPal is discontinuing the PayPal Here service April 3, 2023. We will need to move to PayPal Zettle. We can use our current hardware for this new POS system, except for the credit card reader. PayPal sent us a new card reader for the Zettle system at no cost. The biggest change is the fee structure. For PayPal Here we are charged 2.7% on all transactions. For PayPal Zettle we will be charged 2.29% plus nine cents on all transactions. We don't like paying the nine-cent fee on every transaction, but this is cheaper than other services like Square.

For transactions up to \$20 the Zettle fee will be higher than the PayPal Here fee. For transactions in the \$21 to \$23 range the fee will be roughly the same. For transactions \$24 and over, the Zettle fee is cheaper than the PayPal Here fee. We have patrons who use their credit card for anywhere between \$1.00 and \$68.

6. Staffing

We currently have a part-time position open. I will work with HR to fill this position as quickly as possible.

March 17 update: We are able to rehire Margo Taylor, so the position is filled already.

Adult and Young Adult Services Update - March 2023

Zack North, Adult Services Librarian

Teen Programming

SMASH BROS TOURNAMENT

Rachel and I will host our first library Super Smash Bros Tournament on April 29th. Mary Olson from HPL has said that they have seen great success in getting a different demographic of teens into the library with the help of this program.

We're able to host a tournament of up to 32 participants. We plan to use the Nintendo Switch and Smash Bros game Zack owns for this event. Depending on the success, I may encourage the library to purchase a Switch console to host these events more regularly without relying on the equipment that staff owns personally.

SUMMER READING PROGRAM

We continue to get events on the schedule and plan take-and-make crafts for the summer. A full schedule should be available by mid-April.

Adult Programming

ERIC VAN METER

Mitchell SD Author Eric Van Meter presents his book *Earth* on March 29th at 6:30 PM. I encourage you to stop by the library to support a Mitchell author.

MASTER GARDNER – VEGETABLE GARDENING

I'm working with the SDSU Extension Master Gardner program to have an event in April on vegetable gardening.

SUMMER READING PROGRAM

We continue to get events on the schedule and plan take-and-make crafts for the summer. A full schedule should be available by mid-April.

Operations

RELEASE DAY BOOKS

We have gotten books out to the shelves on their release dates for the last two weeks. Michele and I have been working to create a system in our back room to separate upcoming releases by release date. We've even gone so far as to get some materials on the catalog as "coming soon" so that patrons can reserve materials without having to submit purchase requests for materials we have in-house and cataloged.

COLLECTION WEEDING

I'm sure you're sick of me talking about weeding. The weeding guidelines we created last year for the adult collection are paying off. I'm starting to weed adult fiction because of space issues in large print, I have identified a little over 2,000 items that are eligible for weeding. That does not mean 2,000 will be weeded but that there are 2,000 that can be considered for weeding. I'll review the list and identify materials that fit the exceptions outlined in the guidelines.

TEEN ROOM

On March 9th, one of the four bulletin boards was taken down in the teen room. This bulletin board was peeling away from the glue holding it to the wall. Instead of reattaching the bulletin board, we decided to remove it. The Teen room does not need four bulletin boards. As of the 17th, repairs to the wall and paint have been completed.

In conjunction with removing the one bulletin board, Rachel and I have started creating displays for the three others. One is an interactive "Words with Friends" bulletin board that encourages passive interaction with library staff through a scrabble game.

Children's Services Update - March 2023

Jean Patrick, Children's Services Librarian

Summary:

During February and March, I've been ordering new books, weeding daily, providing reader advisory for parents, caregivers & kids, leading & coordinating programs, creating displays, and planning for summer reading programs. Meanwhile, Storytime numbers continue to grow.

Program updates & recap

Bookopoly: Over 200 Bookopoly boards have been distributed between Jan-March. On April 1, we plan to draw for prizes. All participants will receive color-changing stadium cups and other small prizes. (Note: As I type this, a 3rd grade boy and his grandma are working on his board. I just heard him murmur, "These Bookopolies are fun.")

Coding: I continue to meet each Monday with 3 students with special needs who visit the library with Cindy Bierman. After selecting books, they reinforce their coding skills, understanding they are using a different "language." Currently, they are programming Beebots to do an obstacle course.

Abbott House: Megan Luther has been leading book clubs with the girls at Abbott House. We will create a small display with their reviews of one of the books they have read.

Other: The Creativity Celebration on Jan. 28 was a huge success – 150 children & parents attended. The Makerspace program continued into the beginning February and will resume as part of the Summer Reading Program.

Storytimes

Our weekly **Thursday Storytime** continues to serve children and families, averaging an attendance of 20-30/week. Our **Saturday Bilingual Storytime** has increased greatly: Feb. 23 had 50 attendees; March 11 had 41 attendees.

Outreach Storytime continues to serve the community (40 children/month from First Lutheran; 66 children/month from Palace City Preschool). On March 7, a class of nine lively 3-year-olds from Embe Preschool came to the library for a special Storytime for the first time. Although I encouraged them to use quiet voices for the “tour” of the main library, one boy yelled “WOW!” when he saw all our books – and all quiet voices were forgotten. 😊

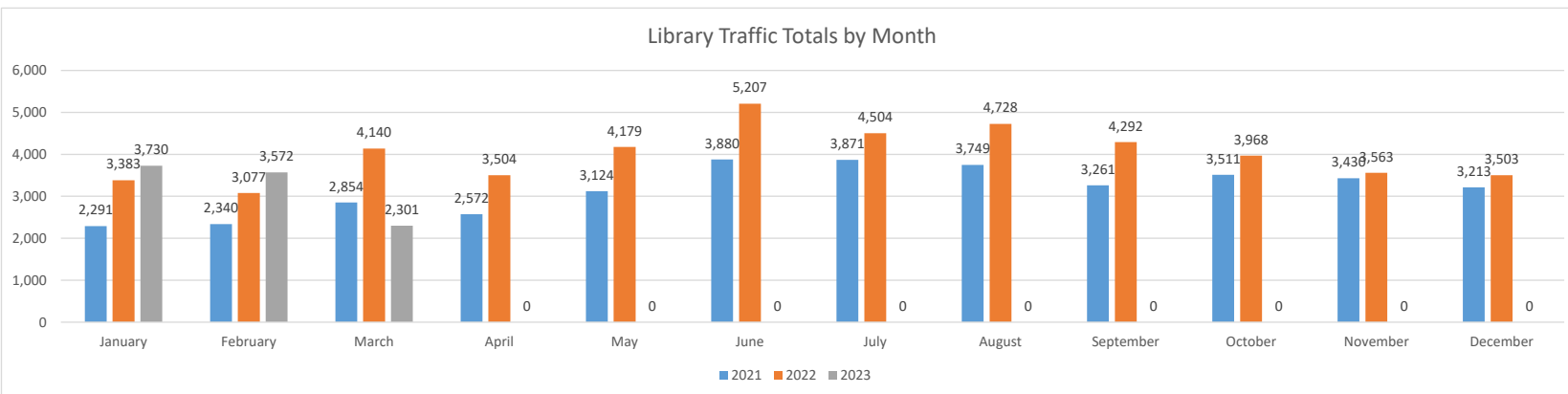
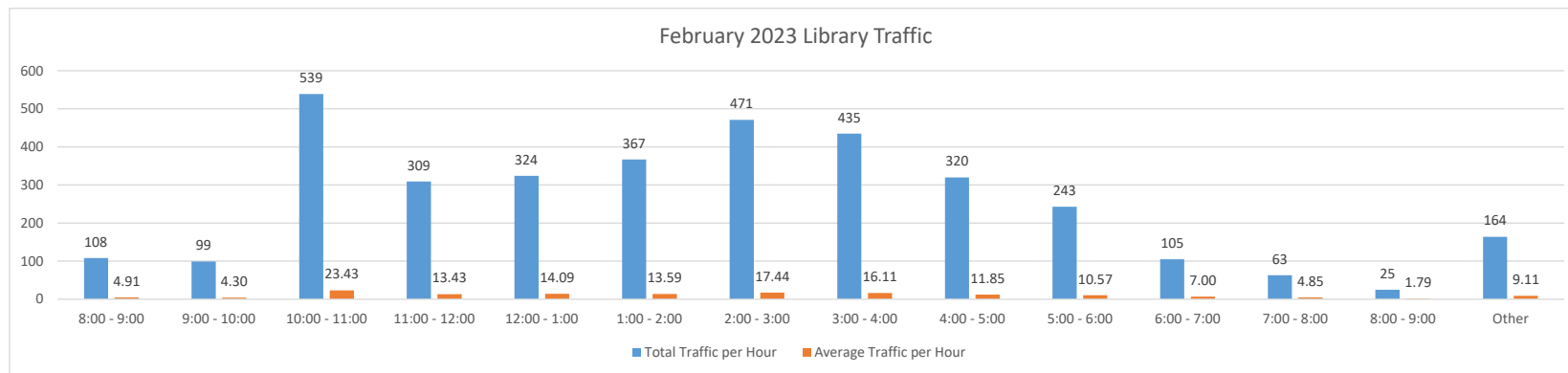
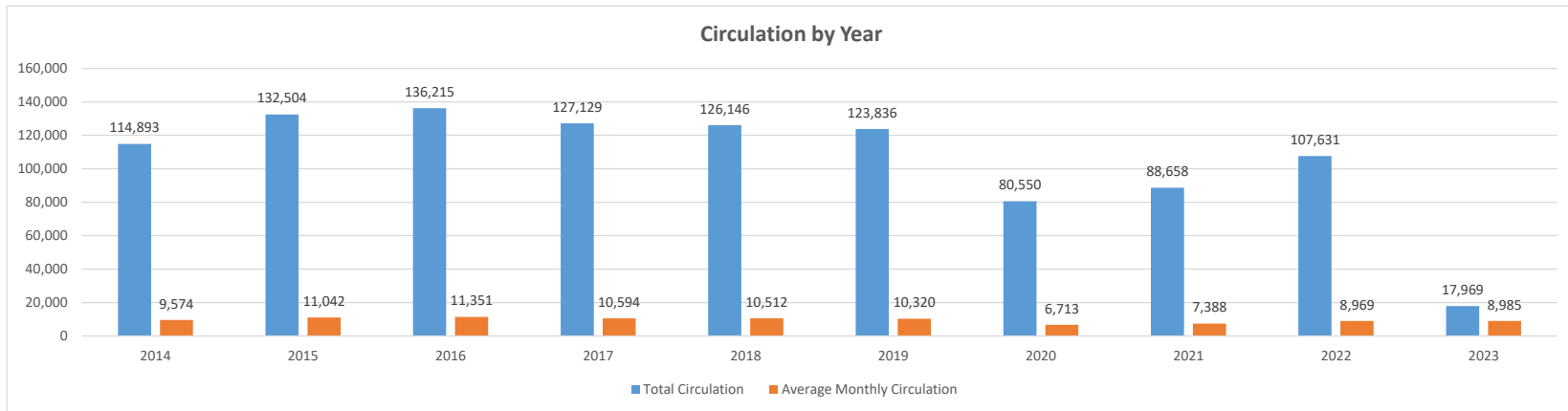
I also read Irish tales and poems at the James Valley Community Center on March 15. Attendees were about 80 years older than my usual audience, but it was a lot of fun.

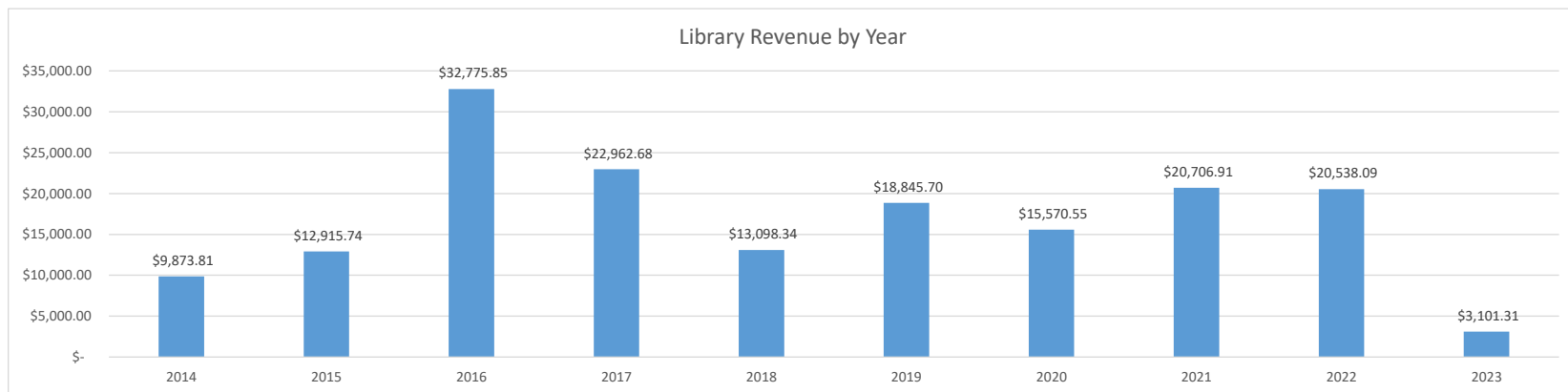
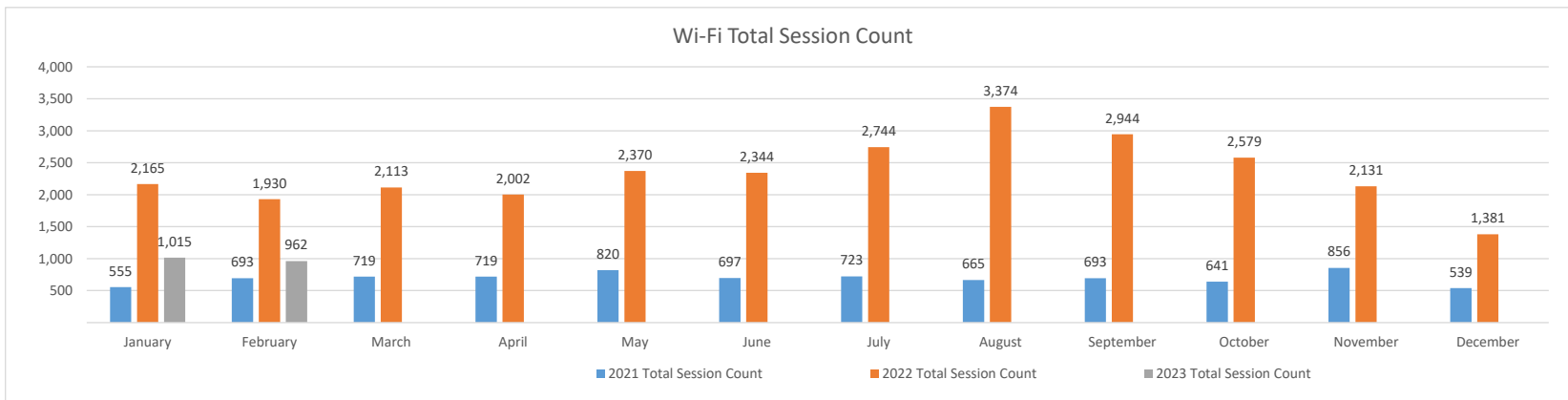
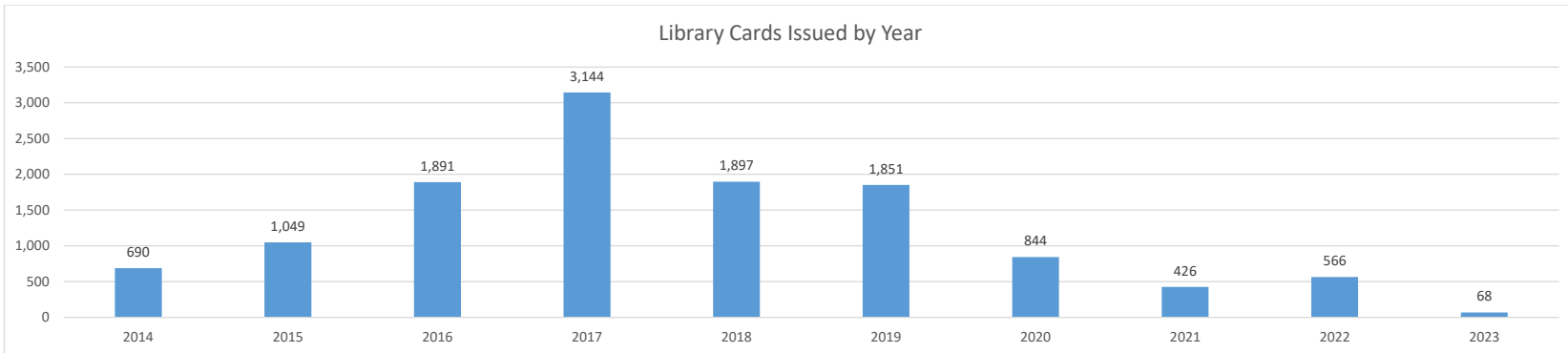
New: Joni Healy from the Mitchell Homeschool Co-op notified me that I’ve been selected as their “Hometown Hero” as part of a Modern Woodmen project. They plan to award it on March 25 at Saturday Storytime. The award of \$50 is for me to donate to a charity of my choosing.

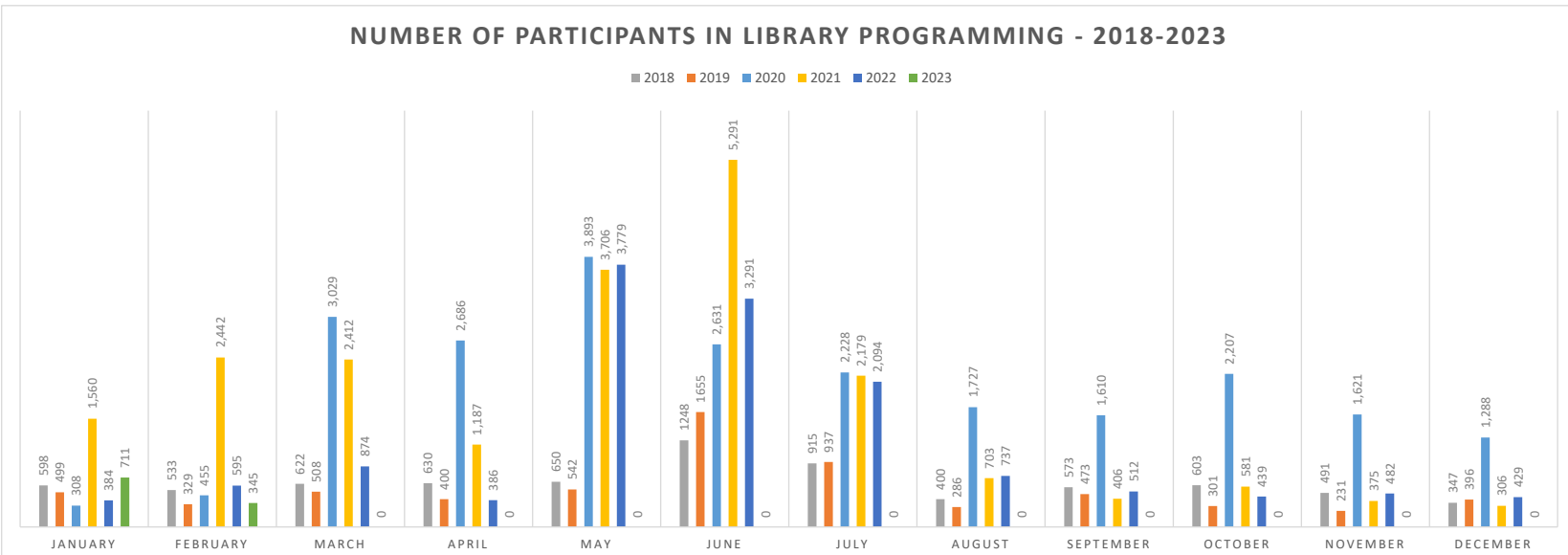
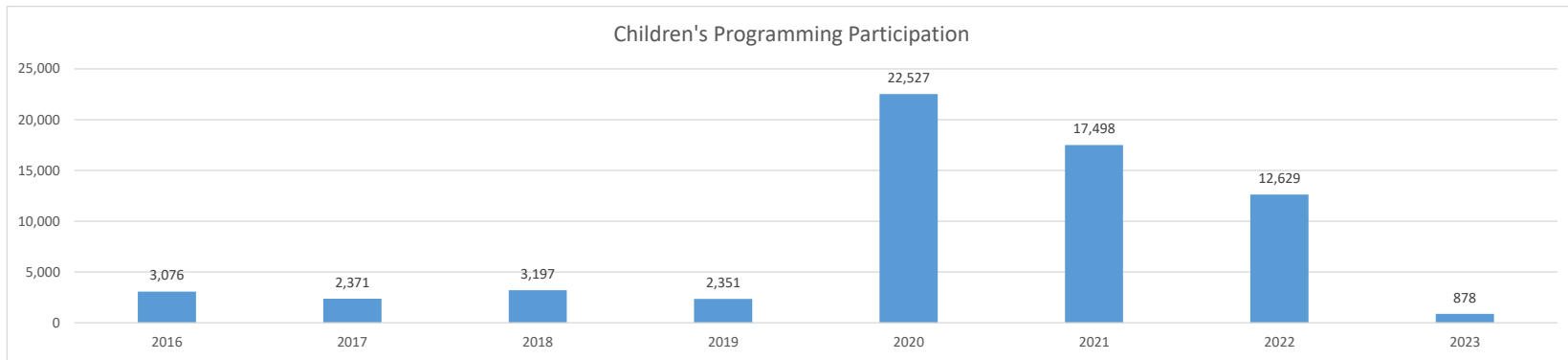
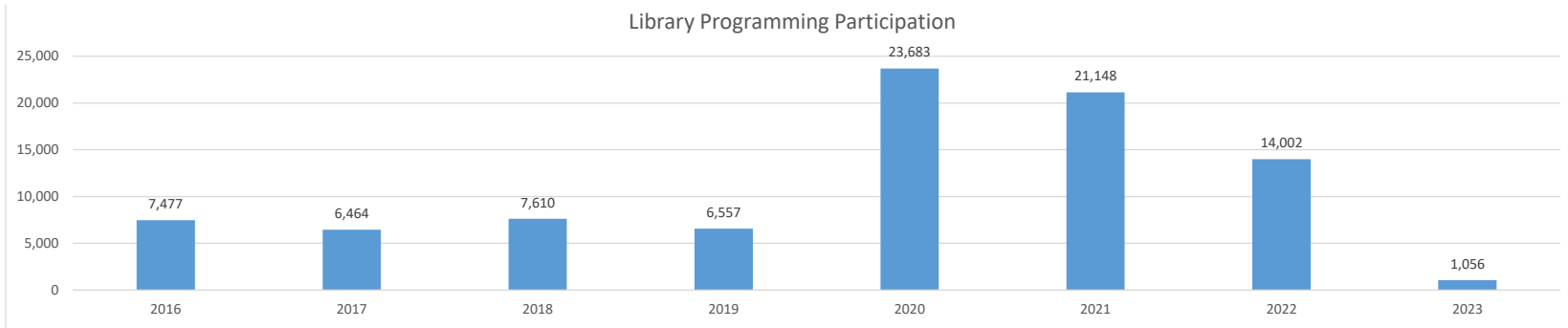
Mitchell Public Library Statistics for 2023



Library Statistics for 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022	Change	Library Statistics for 2023
Gate Count	3,730	3,572	2,301	0	0	0	0	0	0	0	0	0	9,603	48,048	-80%	Gate Count
Registered Patrons TOTAL	9,463	9,488	0	0	0	0	0	0	0	0	0	0	9,463	9,511	-1%	Registered Patrons Total
City Residents	6,466	6,482	0	0	0	0	0	0	0	0	0	0	6,466	6,515	-1%	City Residents
County Residents	767	769	0	0	0	0	0	0	0	0	0	0	767	768	0%	County Residents
Subscription Memberships	642	648	0	0	0	0	0	0	0	0	0	0	642	638	1%	Subscription Memberships
All Others	1,588	1,589	0	0	0	0	0	0	0	0	0	0	1,588	1,590	0%	All Others
All Items Circulated TOTAL	9,249	8,720	0	0	0	0	0	0	0	0	0	0	17,969	107,631	-83%	All Items Circulated TOTAL
Physical Items	6,791	6,517	0	0	0	0	0	0	0	0	0	0	13,308	85,249	-84%	Physical Items
Digital Items from SDTTG	2,458	2,203	0	0	0	0	0	0	0	0	0	0	4,661	22,382	-79%	Digital Items from SDTTG
Programs Held TOTAL	29	24	0	0	0	0	0	0	0	0	0	0	53	277	-81%	Programs Held TOTAL
Children	19	13	0	0	0	0	0	0	0	0	0	0	32	207	-85%	Children
YA	4	3	0	0	0	0	0	0	0	0	0	0	7	18	-61%	YA
Adults	5	4	0	0	0	0	0	0	0	0	0	0	9	47	-81%	Adults
General Interest	1	4	0	0	0	0	0	0	0	0	0	0	5	5	0%	General Interest
Program Attendance TOTAL	711	345	0	0	0	0	0	0	0	0	0	0	1,056	14,002	-92%	Program Attendance TOTAL
Children	587	291	0	0	0	0	0	0	0	0	0	0	878	12,629	-93%	Children
YA	16	24	0	0	0	0	0	0	0	0	0	0	40	371	-89%	YA
Adults	37	19	0	0	0	0	0	0	0	0	0	0	56	481	-88%	Adults
General Interest	71	11	0	0	0	0	0	0	0	0	0	0	82	521	-84%	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	96,103	90,278	6.5%	Collection Holdings TOTAL
Holdings added	156	242	0	0	0	0	0	0	0	0	0	0	398	4,789	-92%	Holdings added
Holdings deleted	-706	-501	0	0	0	0	0	0	0	0	0	0	-1,207	-23,566	-95%	Holdings deleted
ILL Borrowing Filled	31	16	0	0	0	0	0	0	0	0	0	0	47	326	-86%	ILL Borrowing Filled
ILL Lending Filled	67	55	0	0	0	0	0	0	0	0	0	0	122	719	-83%	ILL Lending Filled
Computer sessions	304	352	0	0	0	0	0	0	0	0	0	0	656	4,452	-85%	Computer sessions
Computer use by hours	243.00	289.23	0.00	0.00	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	532	2,553	-79%	Computer use by hours
Wi-Fi Sessions	1,015	962	0	0	0	0	0	0	0	0	0	0	1,977	8,320	-76%	Wi-Fi Sessions
Facebook "People Reached"	21,491	18,383	0	0	0	0	0	0	0	0	0	0	39,874	140,519	-72%	Facebook "People Reached"
Library website visits														13,994	-100%	Library website visits
Revenue	\$ 1,833.25	\$ 1,268.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,101.31	\$ 20,538.09	-85%	Revenue









Contact Information



800.262.9611



fnbo.com



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

MSP 4
38902

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

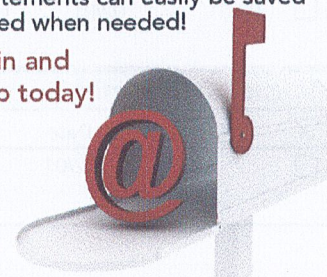


STATEMENT SUMMARY		February 1, 2023 through February 28, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/ln	140783	86,970.80	87,769.90
	Total on Deposit		\$87,769.90

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Premium Business Checking w/ln xxxx0783 \$87,769.90			Account Detail
Beginning Balance	\$86,970.80	Items Enclosed	6
Total Deposits	11 for \$1,416.04	Days in Statement	28
Total Withdrawals	1 for \$616.94	Annual Percentage Yield Earned	1.41%
Ending Balance	\$87,769.90	Interest Earned this Statement	\$93.68
		Interest Paid this Statement	\$93.68
		Interest Paid YTD	\$188.69

Premium Business Checking w/In xxxx0783 \$87,769.90

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	02/02	02/02	Paypal Transfer *****25582256	87.80
☐	02/09	02/09	Paypal Transfer *****62983402	33.66
☐	02/16	02/16	Paypal Transfer *****96047297	71.45
☐	02/21	02/21	Paypal Transfer *****82816018	13.23
☐	02/28	02/28	Paypal Transfer *****11875253	85.04
☐	02/28	02/28	Interest Payment	93.68
Total Electronic Deposits				\$384.86

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	02/02	02/02	Customer Deposit	209.45
☐	02/08	02/08	Customer Deposit	305.95
☐	02/15	02/15	Customer Deposit	249.05
☐	02/23	02/23	Customer Deposit	198.03
☐	02/27	02/27	Customer Deposit	68.70
Total Paper Deposits				\$1,031.18

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	02/01	02/01	Check Image Check # 1275	616.94
Total Paper Withdrawals				\$616.94

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1275	02/01	616.94								

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

February 2023

	Feb 23	Feb 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	484.45	476.65	7.80	1.6%
Copies	259.15	235.90	23.25	9.9%
Donations	7.42	26.78	-19.36	-72.3%
Earbuds	7.00	2.00	5.00	250.0%
Interest	93.68	4.18	89.50	2,141.2%
Interlibrary loan	9.00	10.00	-1.00	-10.0%
Laminating	3.00	0.00	3.00	100.0%
Paid items (Damaged/Lost Items)	10.19	12.58	-2.39	-19.0%
Pop machine	0.00	18.00	-18.00	-100.0%
Subscriptions	350.00	225.00	125.00	55.6%
Total General revenue	1,223.89	1,011.09	212.80	21.1%
Uncategorized Income	44.17	0.00	44.17	100.0%
Total Income	1,268.06	1,011.09	256.97	25.4%
Expense				
Credit Card Processing Fees	5.76	5.28	0.48	9.1%
Operation expenses				
Hosted meetings	0.00	28.47	-28.47	-100.0%
Total Operation expenses	0.00	28.47	-28.47	-100.0%
Program expenses				
Adult programming	0.00	200.00	-200.00	-100.0%
Total Program expenses	0.00	200.00	-200.00	-100.0%
Total Expense	5.76	233.75	-227.99	-97.5%
Net Ordinary Income	1,262.30	777.34	484.96	62.4%
Net Income	1,262.30	777.34	484.96	62.4%

Mitchell Public Library Library Board of Trustees
Profit & Loss Prev Year Comparison
January through February 2023

	Jan - Feb 23	Jan - Feb 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	858.15	941.05	-82.90	-8.8%
Copies	469.60	560.25	-90.65	-16.2%
Donations	568.47	50.13	518.34	1,034.0%
Earbuds	11.00	5.00	6.00	120.0%
Interest	188.69	8.79	179.90	2,046.6%
Interlibrary loan	35.00	19.50	15.50	79.5%
Laminating	3.00	0.00	3.00	100.0%
Paid items (Damaged/Lost Items)	59.92	53.66	6.26	11.7%
Pop machine	13.50	40.50	-27.00	-66.7%
Subscriptions	835.00	420.00	415.00	98.8%
Total General revenue	3,042.33	2,098.88	943.45	45.0%
Uncategorized Income	58.98	0.00	58.98	100.0%
Total Income	3,101.31	2,098.88	1,002.43	47.8%
Expense				
Credit Card Processing Fees	12.89	11.44	1.45	12.7%
Operation expenses				
Hosted meetings	0.00	28.47	-28.47	-100.0%
Office supplies	129.84	0.00	129.84	100.0%
Total Operation expenses	129.84	28.47	101.37	356.1%
Program expenses				
Adult programming	0.00	267.45	-267.45	-100.0%
Children's programming	378.59	0.00	378.59	100.0%
Program supplies	0.00	19.74	-19.74	-100.0%
Summer Reading	0.00	825.82	-825.82	-100.0%
Teen programming	108.51	0.00	108.51	100.0%
Total Program expenses	487.10	1,113.01	-625.91	-56.2%
Total Expense	629.83	1,152.92	-523.09	-45.4%
Net Ordinary Income	2,471.48	945.96	1,525.52	161.3%
Net Income	2,471.48	945.96	1,525.52	161.3%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

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	431,255	32,810.90	30,300.77	32,810.90	398,444.10	7.61
101-45500-41110 OVERTIME	0	133.89	218.71	133.89	133.89	0.00
101-45500-41120 PART-TIME	34,000	2,204.20	1,990.00	2,204.20	31,795.80	6.48
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	2,543.48	2,369.82	2,543.48	33,048.52	7.15
101-45500-41300 RETIREMENT	25,915	1,976.69	1,831.18	1,976.69	23,938.31	7.63
101-45500-41500 GROUP INSURANCE	119,618	11,495.59	9,831.31	11,495.59	108,122.41	9.61
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	646,380	51,164.75	46,541.79	51,164.75	595,215.25	7.92
<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	0	0.00	0.00	0.00	0.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	1,500	0.00	245.00	0.00	1,500.00	0.00
101-45500-42600 SUPPLIES & MATERIALS	11,000	0.00	85.86	0.00	11,000.00	0.00
101-45500-42661 POSTAGE	1,300	29.71	21.18	29.71	1,270.29	2.29
101-45500-42690 MINITEX FEES	4,800	0.00	361.72	0.00	4,800.00	0.00
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	0.00	0.00	1,650.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	0.00	0.00	5,000.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,151	3,000.00	3,000.00	3,000.00	14,151.00	17.49
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	0.00	0.00	1,562.00	0.00
101-45500-42800 UTILITIES	41,100	73.29	157.92	73.29	41,026.71	0.18
101-45500-42830 UTILITIES-WATER/SEWER	2,000	0.00	0.00	0.00	2,000.00	0.00
101-45500-42902 COMPUTER SOFTWARE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
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>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	90,563	3,103.00	3,871.68	3,103.00	87,460.00	3.43
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	0.00	89.95	0.00	47,000.00	0.00
101-45500-43421 AUDIO-VISUAL	8,500	0.00	0.00	0.00	8,500.00	0.00
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	55,500	0.00	89.95	0.00	55,500.00	0.00
TOTAL LIBRARY	792,443	54,267.75	50,503.42	54,267.75	738,175.25	6.85
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	792,443	54,267.75	50,503.42	54,267.75	738,175.25	6.85

WARNING 925 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

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	431,255	32,836.57	61,196.67	65,647.47	365,607.53	15.22
101-45500-41110 OVERTIME	0	39.12	218.71	173.01 (	173.01)	0.00
101-45500-41120 PART-TIME	34,000	2,770.10	4,233.69	4,974.30	29,025.70	14.63
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	2,582.80	4,792.27	5,126.28	30,465.72	14.40
101-45500-41300 RETIREMENT	25,915	1,972.55	3,684.94	3,949.24	21,965.76	15.24
101-45500-41500 GROUP INSURANCE	119,618	11,457.02	19,675.77	22,952.61	96,665.39	19.19
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	646,380	51,658.16	93,802.05	102,822.91	543,557.09	15.91
<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	0	0.00	0.00	0.00	0.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	1,500	363.29	6,532.30	363.29	1,136.71	24.22
101-45500-42600 SUPPLIES & MATERIALS	11,000	1,928.01	820.56	1,928.01	9,071.99	17.53
101-45500-42661 POSTAGE	1,300	217.91	245.73	247.62	1,052.38	19.05
101-45500-42690 MINITEX FEES	4,800	378.90	723.44	378.90	4,421.10	7.89
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	0.00	0.00	1,650.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	0.00	0.00	5,000.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,151	0.00	3,910.12	3,000.00	14,151.00	17.49
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	209.00	0.00	1,562.00	0.00
101-45500-42800 UTILITIES	41,100	4,745.24	4,403.48	4,818.53	36,281.47	11.72
101-45500-42830 UTILITIES-WATER/SEWER	2,000	0.00	0.00	0.00	2,000.00	0.00
101-45500-42902 COMPUTER SOFTWARE	0	0.00	0.00	0.00	0.00	0.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
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>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	90,563	7,633.35	16,844.63	10,736.35	79,826.65	11.86
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	5,261.23	4,738.88	5,261.23	41,738.77	11.19
101-45500-43421 AUDIO-VISUAL	8,500	95.66	293.58	95.66	8,404.34	1.13
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>4,366.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	55,500	5,356.89	9,398.46	5,356.89	50,143.11	9.65
TOTAL LIBRARY	792,443	64,648.40	120,045.14	118,916.15	673,526.85	15.01
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	792,443	64,648.40	120,045.14	118,916.15	673,526.85	15.01

WARNING 925 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

FY2022 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields.

SECTION A. – GENERAL INFORMATION

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

Contact

Library Director	Email address of director
Library Phone	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	
Estimated population of total service area <i>Estimate the population you <u>actually</u> serve.</i>	

What does the library charge for a nonresident library card?	
--	--

Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/ remodeling of library	Building/remodeling explanation	Total square footage main library

Codes

Legal Basis Code	Geographic Code

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Total hours open per week	
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SECTION C. -- PERSONNEL

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income	
Other Operating Income	
Total Operating Income	

Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
Total capital income	

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

Other Operating Expenditures

All other operating expenditures	
----------------------------------	--

Total operating expenditures

If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.	
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Capital Expenditures

Capital expenditures on facility	
Capital expenditures on technology	
Other capital expenditures	
Total Capital Expenditures	

SECTION F – LIBRARY HOLDINGS

Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

Subscriptions

Current print serial subscriptions	
------------------------------------	--

Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

Total Holdings

Total Physical Items in Collection	
---	--

SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2022 federal supplemental data elements regarding library operations during COVID-19 pandemic

510 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	
511 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	
514 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	
515 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	
516 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	
520 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
521 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
522 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	

Library Service Indicators

Registered users	
Annual total attendance in the library	
Attendance reporting method	
Annual total reference transactions completed	
Reference transactions reporting method	

Collection Use

Circulation of Physical Materials

Books	
Magazines and other print items not included above	
Non print physical items	
Non print physical items, minus audio and video materials	
Total Physical Item Circulation	

Circulation of Electronic Materials

Ebooks	
Audiobooks (and music)	
Video	
Use (circulation) of Electronic Materials	

Electronic Collection (database) Use

SDSL-provided electronic collections use	
Other electronic collection use	
Successful Retrieval of Electronic Information	

Total Circulation of Materials	
How many of Total Circulation are children's materials?	
Total Electronic Content Use	
Total Collection Use	

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Children ages 6-11	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Young Adults ages 12-18	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Adults ages 19+	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

General Interest	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Total Live Programs

Total number of synchronous program sessions	
Total attendance at synchronous programs	

Recorded Programs (synchronous)

Total Number of Recorded (Asynchronous) Program Presentations	
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	
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Self-directed Activities

How many passive activities were offered?	
Approximately how many patrons took part in these activities?	

Internet

Total number of Internet computers for use by general public	
Annual number of public access/ internet use sessions	
Reporting Method for Uses of Public Computers	
Does the library offer public Wi-Fi service?	
Annual wireless sessions	
Reporting Method for Wireless Sessions	
URL of the library's webpage	
Annual Website Visits	

Library Policies and Practices

Does the library charge overdue fines for any physical materials?	
What automation system do you use?	
If you have an automated system, is it connected to the internet?	

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total		
In-state total		
Total ILLs		

SECTION H. – TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
		President	

Library Board Appointees

Trustees appointed by what governing body?	
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	
Trustee terms are staggered so that all terms do not expire in the same year.	
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. (Optional: The governing body determines whether to appoint a representative to the library board.)	

Library Board Meetings

Number of trustee meetings held per year	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name and address	
Does your library have a Library Foundation?	
President's name and address	

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Narrative listing any special events

DRAFT

Certify the Annual Report

Certification by Library Director	
Library Director (name):	
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	
Date the annual report was reviewed by the library board:	
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	
Position held:	
Date the annual report was reviewed by the governing body:	

STATE NOTES (attached to individual questions on the annual report form)

DRAFT

SELECTED KEY RATIOS – FY 2022

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area the library serves. *	Your library FY 2022	Your library FY 2021	Statewide average FY 2021
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>			789,226
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>			\$36.39
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>			\$38.14
Total operating expenditures per capita			\$36.16
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>			\$4.54
Portion of the library's operating budget used for new materials			12.5%
Service Measures			
Registered borrowers per capita <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users. The library's registered borrower records should be purged of inactive users at least every three years.</i>			0.42
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			2.57
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>			0.31
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>			0.74
Collection and Circulation Ratios			
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>			6.36
Portion of the library's total circulation that is children's materials <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			40.7%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>			22.7%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>			0.23
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>			18.75

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

SECTION B. – OUTLET / BRANCH INFORMATION

Location			
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Address	City	Zip Code

County	Phone Number	Outlet Code

Square footage of branch / outlet	Number of bookmobiles in outlet record

Total service hours OPEN to public per year	Total number of weeks branch open to public

Number of Weeks an Outlet was Closed to the Public Due to COVID-19	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

Branch Librarian	Total Branch Staff paid

Total hours open during typical week	Total days open during typical week

March 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.

Smash Bros Tournament

Zack North, Adult Services Librarian and Rachel Soulek, Circulation Assistant

BACKGROUND:

Super Smash Bros is a competitive game for the Nintendo Switch that created a significant competitive scene. We expect this program to attract a different demographic to the library, growing our service reach.

For this event, Zack plans to bring their Nintendo Switch and a copy of Smash Bros to facilitate the tournament.

PROGRAM DETAILS

Up to 32 participants will compete in a traditional bracket-style tournament, competing to win a grand prize. Each match will be a one vs. one, 3 stock (lives) battle with a max of 5 minutes per match. The winner will move forward on the bracket to the championship round.

ITEMIZED BUDGET

Title	Price	Quantity	Total
1 st place prize	\$50.00	1	\$50.00
2 nd place prize	\$25.00	1	\$25.00
Total			\$75.00

REQUESTED FUNDS: \$75.00 for prizes

Shelf Displays

Jean Patrick, Children's Services Librarian

BACKGROUND:

We want to improve the marketing of our children's collection. Being able to have front facing materials allow easier browsing of our books. Several studies indicate that "face-out" shelving increases circulation. The acrylic displays selected are a way to provide a facelift for our collection. We are submitting a request for a few items to test how well they work. If successful, we may request to add more in the future.

PROGRAM DETAILS

The 3branch magbrowz units can be used to provide face-out displays for picture books. They can also be used independently to display a group of books on a table. The Demco Acrylic Book Series Displays will provide face-out displays for early chapter books series in our Growing Reader area.

ITEMIZED BUDGET

Title	Price	Quantity	Total
3branch Magbrowz Display Bins - short (2/box)	\$165.00	1	\$165.00
3branch Magbrowz Display Bins - long (2/box)	\$320.00	1	\$320.00
Demco Acrylic Book Series Display	\$24.00	6	\$144.00
Total			\$629.00

REQUESTED FUNDS: \$629.00 for prizes

Vinyl Chair for the Main Hallway

PROGRAM DESCRIPTION:

Prairie Family Healthcare clinic closed in early January. The clinic has six vinyl chairs that were placed in the library main hallway on a temporary basis. Patrons have sat in the chairs while waiting for a ride or to meet someone. The chairs make the main hallway more welcoming. The chairs have a capacity of 400 pounds and list for over \$300. Prairie Family Healthcare is wondering if the Board would be interested in purchasing the chairs for \$100 a piece.



REQUESTED FUNDS:

\$600.00

Little Free Library Project

Diana Goldammer contacted Mitchell Technical College about assistance with constructing our Little Free Library. She received an estimate from MTC that construction costs are estimated between \$300 and \$1,500 depending upon the design.

Diana's Report:

I have asked around for bids on this project, and I'm wondering if you have anyone else you want to ask.

I've asked Kevin to add this to the next meeting agenda, but for you to ponder in advance:

Mitchell Tech has offered to design and construct the LFL, and pending cost of materials it could run \$300 to \$1500. They mentioned the option of having materials donated, but I don't know if we want to ask for that or not. That's a discussion we can have.

I have no building experience, so I don't know if that is a reasonable range.

I'd talked with Doug Molumby, who used to sit in Steve's council seat on the library board, and he said if we got in a pinch he'd consider it, but he'd like to see who else we could find. His friend Tom Day is willing to do the domes for the Corn Palace if the design would need it. However, if we give the project to MTC's building department, they might not need that contribution.