



Mitchell Public Library Board of Trustees May 16 2023 Meeting Agenda

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

May 16, 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. Funding Requests for May 2023**
 - B. Discussion of Strategic Planning Training**
- 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
March 21, 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 5:00 p.m.

2. Library - Roll Call

The following members were present in person: Diana Goldammer, Emma DeVos, Deb Everson, and Steve Rice. Board President Dennis Nath attended via Zoom. Board member Ann Temple was excused. 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 January 24, 2023 board meeting. There were a couple of spelling errors noted and corrected. Motion by Rice, seconded by Everson, to approve the corrected minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for February 2023. Kenkel provided additional comments regarding the written reports. Kenkel noted that the library will switch to the PayPal Zettle POS March 27. North provided additional comments regarding adult and YA programming. Motion by Rice, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the January and February bank statements and financial reports. Motion by Everson, seconded by DeVos, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Certify Responses to the 2022 Public Library Survey

Board members reviewed the responses to the 2022 Annual Public Library Survey. One board member address was corrected. Motion by Rice, seconded by DeVos, to certify the library's survey responses. All members present voted "Aye". Motion passed.

B. Action to Approve Funding Requests for March 2023

Kenkel presented three funding requests:

- \$75 for prizes for a YA Smash Bros Tournament
- \$629 for display units for the children's collection
- \$600 for six chairs placed in the main hallway

Board members reviewed these funding requests. Interest was expressed in the Smash Bros Tournament with the goal to attract more teens to the library. Motion by Rice, seconded by Everson, to approve the three funding requests totaling \$1,304. All members present voted "Aye". Motion passed.

C. Little Free Library Project

Goldammer shared her discussions with Mitchell Technical College (MTC) to have the Architectural Design and Building Construction (ADBC) program design and construct a Little Free Library (LFL) for the Board. Rice informed the Board that he contacted a lumber company in two and asked if they would be willing to donate building materials. DeVos shared that Mitchell Main Street and Beyond is working with MTC's ADBC program to construct new bike racks for the downtown area. Board members expressed interest in incorporating the bike rack design elements into the LFL design. Costs are unknown at this point, but Board Members discussed approving up to a \$1,500 for this project. Motion by Rice, seconded by DeVos, to approve up to \$1,500 for the Little Free Library project. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Board members provided no additional comments.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Board members will meet April 18, 2023 at Mitchell Public Library for board training. The next Board of Trustees meeting is scheduled for May 16, 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 Everson, seconded by Nath, to adjourn. All members present voted "Aye". The meeting adjourned at 5:44 p.m.

Mitchell Public Library Director Report

May 16, 2023

1. Grants

a. Stephanie Miller-Davis Grant

We have ordered most of the items planned for this grant. We are excited to add to our children's programming with these grant funds.

b. Sam F Weller Family Foundation

We applied to this foundation by the May 1 deadline. We requested \$15,000 for additional shelving in the children's section. Decisions will be made in June.

2. Building Updates

The new fire alarm system was installed the first week of May.

3. Little Free Library

Our Little Free Library is installed, as you all know. It is registered with the Little Free Library organization. On Wednesday, May 10 we received our charter sign and charter number. Our charter number allows us to "map" our library on the Little Free Library world map. Al's Engraving is working on the "collaborative project" plate. We filled the LFL with books May 5. Last week we needed to put additional books in it, so it's getting used already.

4. New Multi-cultural Coalition

On May 4, Ada Morales and I attended the initial meeting of a new coalition to promote inclusion being formed in town. This group supports "welcoming" strategic pillar of the Forward 2040 plan. The meeting was organized by the Chamber. A number of organizations were represented at the meeting. I was asked to participate on a working group to develop and propose a mission statement for the group. The library will continue to offer a variety of programs and resources to welcome all members of the community.

5. Programming

We will begin summer programs the week of Memorial Day. The theme for this summer's programming is "All Together Now".

6. Strategic Planning Training

On May 2, staff from the State Library were in Mitchell conducting a regional training session on strategic planning. Denny Nath, Diana Goldammer, Zack North, and I attended this training. We will discuss this training more as a separate agenda item.

7. Vacation

I will be on vacation May 27 – June 8. I finally will get to lead a trip to Europe that I began planning in 2018. The theme of the trip is to visit beautiful libraries from Paris to Prague, plus the traditional tourist sites. We were originally supposed to travel in 2020, but a pandemic postponed the trip to 2021, then to 2022, and finally to 2023. We have 28 travelers from around the country going.

Adult and Young Adult Services Update - May 2023

Zack North, Adult Services Librarian

Teen Programming

SMASH BROS TOURNAMENT

The Smash Bros Tournament on April 29th was a resounding success. We had 18 people at the event, 13 of whom actually competed. The official tournament lasted one hour. After the tournament, we let the group free-play matches or move to other multiplayer games on the console. At the end of the evening, we had requests to do another tournament and to add a Mario Kart tournament to the mix.

Of the 13 teens who participated, I had not seen 11 of them ever visit the library before this event.

SUMMER READING PROGRAM

Please see the poster attached to this report for the Teen Summer Reading Program schedule. Rachel and I have revamped the Teen Summer Reading Program to include higher-quality take-and-make crafts. This reading tracker aligns with the tracking methods of the Children and Adult Summer Reading Program and added several events endorsed by Teen Advisory Board.

TEEN ADVISORY BOARD

TAB will meet to discuss topics and programs of interest to the group. The group has shown interest in after-hours movie programs and a glow bowl event at the bowling alley before the school year starts. They will discuss it further and provide additional feedback to the librarians at their next meeting.

Adult Programming

SOUTH DAKOTA HUMANITIES COUNCIL AUTHOR TOUR

On Wednesday, May 10th I was notified that we were selected to host one of the One Book South Dakota Author Tour Events with Diane Wilson. SDHC has us scheduled for the evening of June 9th.

SUMMER READING PROGRAM

Please see the poster I've attached to this report for the Adult Summer Reading Program schedule.

Operations

PRE-RELEASE RESERVE PACKETS

In May, we started to provide "Hot Release" sheets to the public to reserve titles far before their release dates. So far, this has been wildly successful at generating additional reserves for high-interest materials our patrons want.

PROPOSAL TO ADD CONSOLE TO TEEN ROOM

I'm working on a proposal to add a console to the Teen Room to enhance the services we provide to Teens. Think of this as opening an additional door to library access for the age group that needs library services the most. As I mentioned in the programming section, one Smash Bros Tournament brought 11 new faces into the library. After talking with Mary Olson in Huron and a Librarian in Arkansas who have consoles available for teens to use, I believe that we can add new library users by creating a community space where teens can come.

Children's Services Update - May 2023

Jean Patrick, Children's Services Librarian

Summary:

During April & May I've been ordering new books, weeding, providing reader advisory for parents, caregivers & kids, leading storytimes, creating displays, publicizing programs, ordering face-out shelving with the Stephanie Davis Miller grant funds, and most of all, planning for the Summer Reading Program.

Program updates & recap

Bookopoly, Jr. Approx. 240 Bookopoly boards were distributed to children and families from Jan–March. 69 children completed the entire board; 77 completed partial boards. A total of 11 names were drawn for cash prizes. All who participated received small prizes, depending on the number of squares they completed.

Coding/Makerspace: Three older students with special needs visited the library every Monday from Nov-May with MHS educator Cindy Bierman. At their final session (May 8), they created a 36-step synchronized code for their BeeBots. Note: Two of these students completed the entire Bookopoly board.

Abbott House: The library is displaying a trifold featuring the Abbott House girls' book review of "I Will See You Again." Megan Luther leads the book group.

Storytimes

Our weekly **Thursday Storytime** continues to attract between 25-35 children and parents/caregivers each week. **Outreach Storytime** continues to be popular. In April & May, approx. 40 children from First Lutheran & 66 children from Palace City Preschool attended each month. In summer, First Lutheran and the Mitchell Christian preschool will come to the library for a weekly Storytime.

Saturday Bilingual Storytime

Our Saturday Bilingual Storytime has experienced strong attendance, attracting between 35-60

each week. Most attendees are eager to learn Spanish, but we also have Hispanic families who regularly attend. Bilingual Storytime will continue biweekly during the summer.

Hometown Hero

The Mitchell Home School group nominated me for the Modern Woodman Hometown Hero Award in April. They presented me with a certificate and the opportunity to give \$50 to a local organization. This money (\$50) will go to Abbott House.

Summer Reading Program

The theme of this year's Summer Reading Program is "All Together Now." We will have a variety of large programs, art classes, makerspaces, and Storytimes, as well several other activities, including reading sticker charts and the ever-popular ice cream reward cards. Seven local businesses will be providing ice cream or treats, including Main St. Mercantile, County Fair Food & Fuel, Coburns, Dairy Queen, Culvers, Cornerstone Too, and Zestos.

The Summer Reading Program Kick-off Days are Wed. May 31 & Sat. June 3 from 10-noon. New to this summer will be the informal involvement of police officers at our weekly Thursday Storytime. The idea initiated with Mike Koster, who would like his officers to interact with the community. The schedule for the entire Summer Reading Program schedule, but there may be a few changes before it is distributed.

At least ten school groups are scheduled to come to the library for tours and to learn about Summer Reading Program. I will also be speaking at assemblies at Longfellow and LB Williams schools during the last week of school.



Mitchell Public Library
Summer Reading Program
FREE!

Kick-off at the Library
Wed. May 31 & Sat. June 3. 10-noon
Pet the goats & pick up your
reading charts to earn free books,
ice cream & treats!

FREE Programs for Kids & Families

Wed. June 14 – 10am-1pm

Touch a firetruck, ambulance, and huge city vehicles at the Touch-a-Truck event. *(Library)*

Wed. June 21 – 10am & 11am

See live animals & reptiles with the Zoo-Man,
Brent Mielke. *(Corn Palace Plaza)*

Wed. June 28 – 10:30am & 6pm

Laugh with Noise Guy, Charlie Williams!
(Corn Palace Plaza)

Wed., July 5 – 10:30am

Discover archeology at Prehistoric Indian Village. *(3200 Indian Village Rd. Near Lake Mitchell)*

Wed. July 12 – 10:30am & 2pm

Learn cartooning from artist/author/illustrator Hector Curriel. (*Library*)

Tues. July 18 – 10:30am & 6:30pm

Experience Lakota dance and culture with Hoop Dancer Starr Chief Eagle. (*Corn Palace Plaza*)

ART CLASSES & MAKERSPACE

Please pre-register at library or call 605-995-8480.

Fri. June 9 – 10:30am & 2pm

Make a hanging collage with art educator,
April Geist. (Gr. 1 & up)

Fri. June 23 – 10:30am & 2pm

Create a group mural with the 2023 Miss South Dakota State Fair, Laney Titze. (Gr. 1 & up)

Fri. July 7 & 21 – 10:30am & 2pm

Invent & create at Makerspace! (All ages)

THURS STORYTIME – 10:30 & 11:30am

Stories, activities, crafts, & fun!

June 1 Storytime Kick-off (*Library*)

June 8 Storytime with a Police Officer (*Library*)

June 15, 22, 29 – Outdoor Storytime at Hitchcock Park. (*Shelter between tennis courts*)

July 5, 12, 19, 26, Aug 3 (*Library*)

SATURDAY STORYTIME – 10:30am

Stories in English & Espagnol, crafts, & fun!

June 17, July 1, 15, 29 (*Library*)

For updates, visit us online:

www.facebook.com/mitchellpubliclibrary.com

www.cityofmitchellsd.gov/library

Mitchell Public Library

221 N. Duff

Mitchell, SD

605-995-8480



All Together Now

2023 Adult Summer Reading Program June 1 - August 20

May 31st - 3:00 PM - Summer Reading Program Kick Off

June 5 - 6:00 PM - Fiction Book Club

June 10 - Noon - Fiber Art Craft Group

June 12 - 4:30 PM - Mini Art Night

June 14 - 6:30 PM - Folk Singer-Songwriters Curtis & Loretta
@ Corn Palace Plaza

June 26 - Noon - Mystery Book Club

July 8 - Noon - Fiber Arts Craft Group

July 10 - 5:00 PM - Fiction Book Club

July 10 - 6:30 PM - Candy Van Dam: Author of Proving Her Claim

July 17 - Noon - Mystery Book Club

July 22 - 3:00 PM - Mitchell Author Amber Hiles

July 24 - 6:00 PM - The Seed Keeper Book Discussion
South Dakota Humanities Council One Book South Dakota

July 31 - 5:00 PM - Jigsaw Puzzle Competition
Registration Required



May 31st

3:00 PM

**Summer Reading
Program Kick Off**

June 12th

4:30 PM

Mini Art Night

June 22nd

4:00 PM

Teen Book Club

Ace of Spades

June 24th

3:00 PM

**Smash Bros Ultimate
Tournament**

June 26th

4:30 PM

Tie-Dye

Registration Required

July 8th

3:00 PM

Game Night

July 17th

4:30 PM

Wreck it Journals

July 27th

4:00 PM

Teen Book Club

A Pho Love Story

July 31st

5:00 PM

**Jigsaw Puzzle
Competition**

Registration Required

Hot July Releases

Check the box next to the titles that you would like to reserve. Library staff will reserve them for you. Releases are subject to change. We will place a reserve on a book and notify you of a release change when necessary.

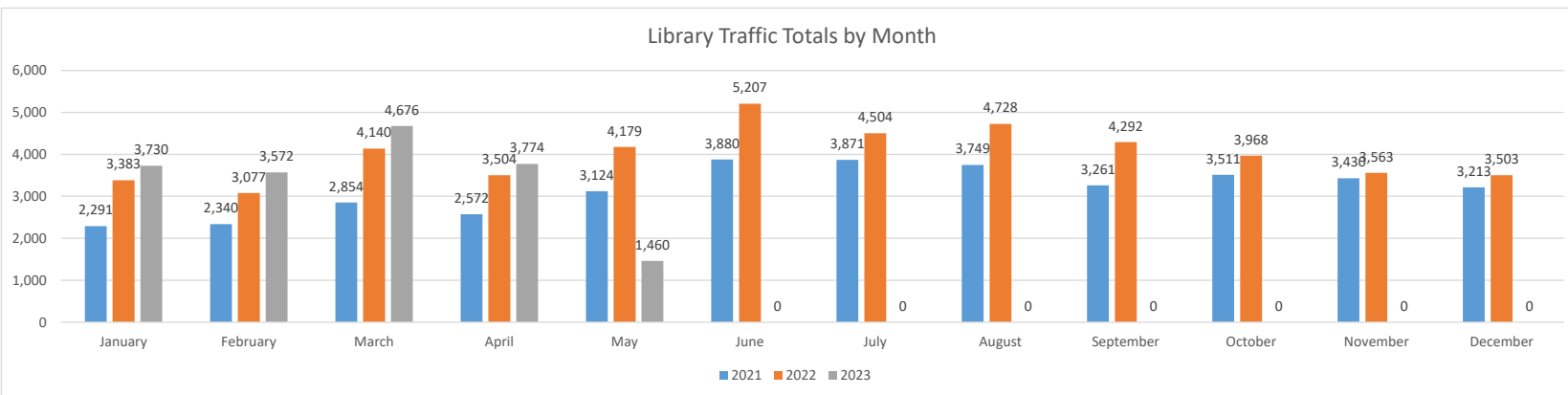
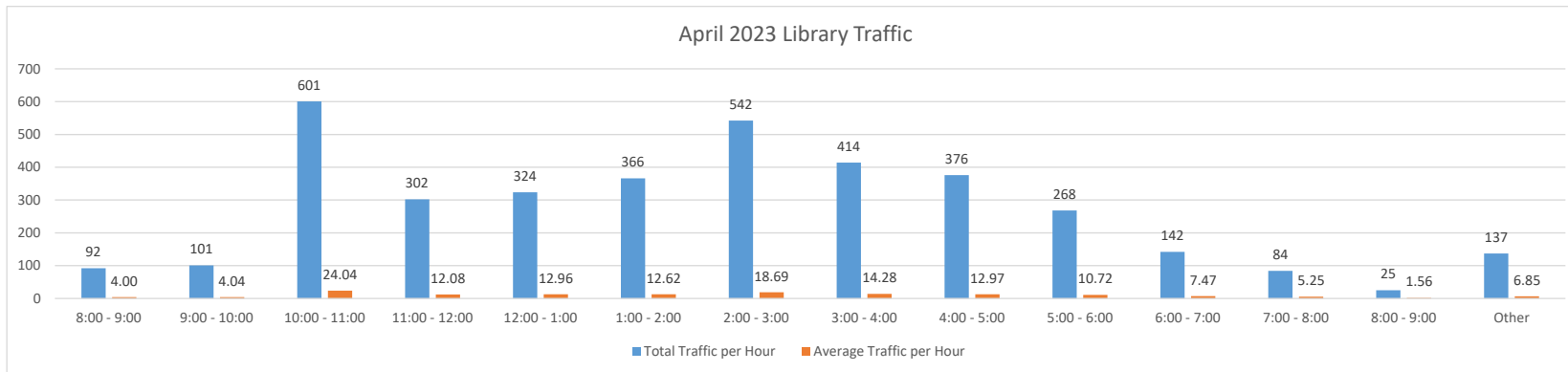
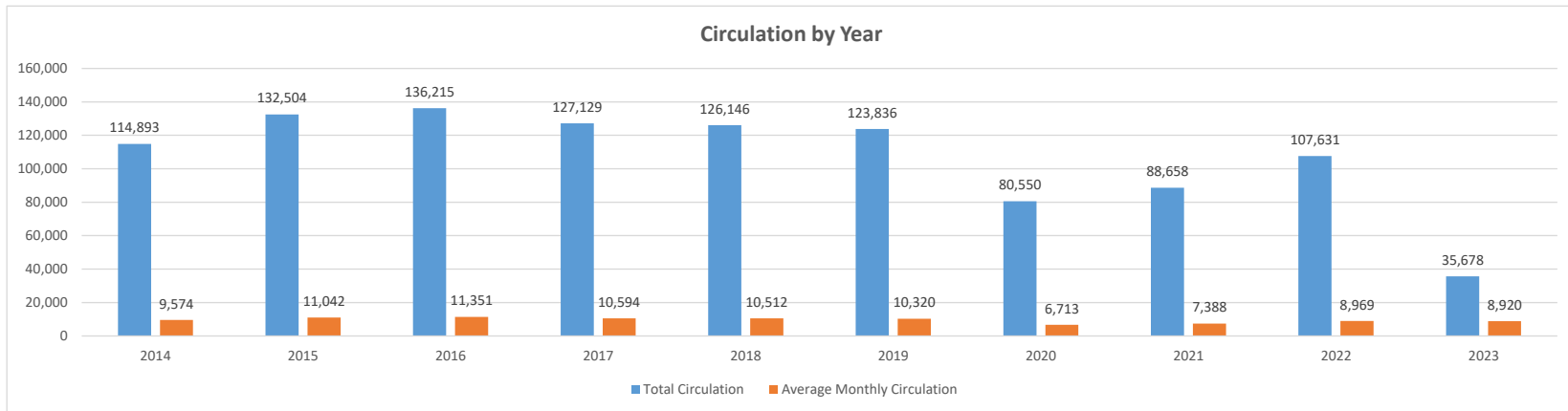
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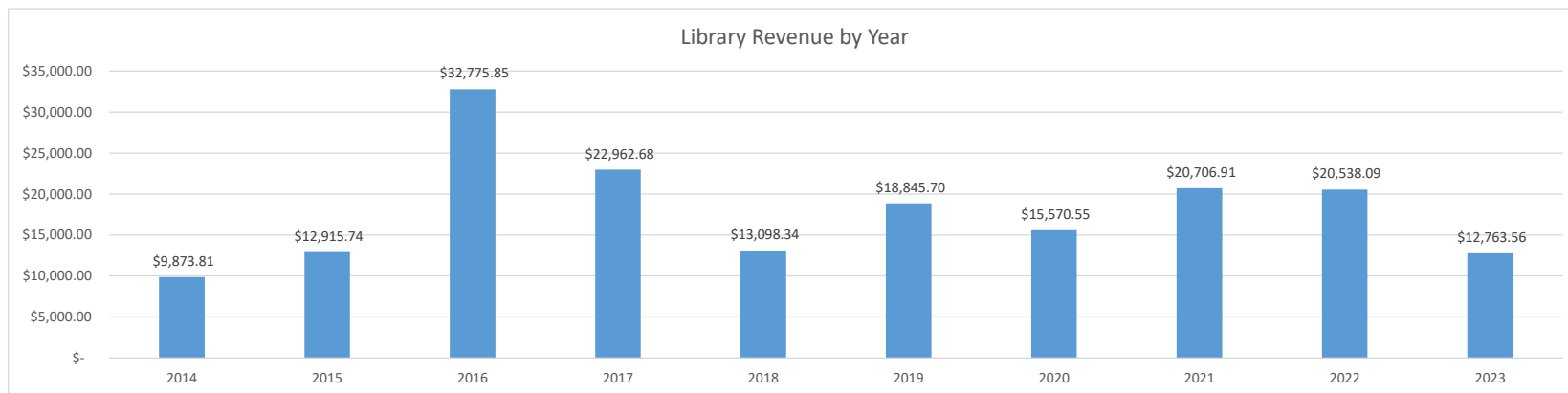
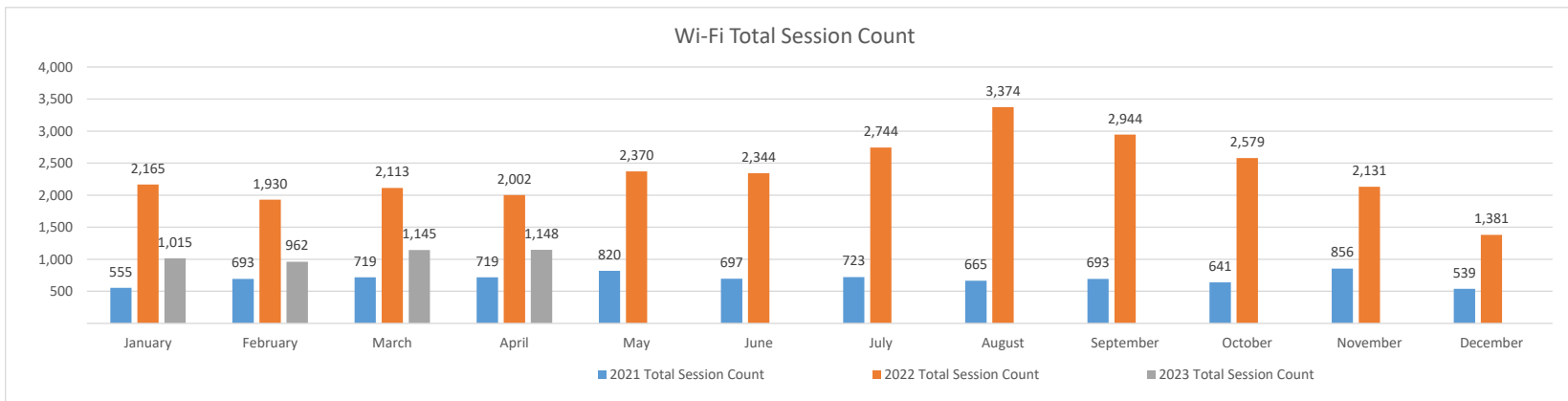
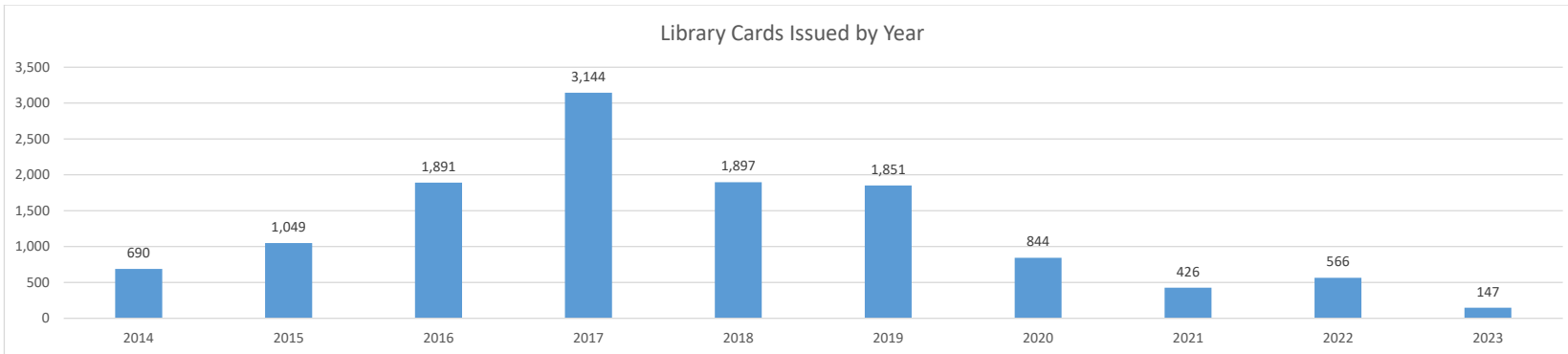
☐	After Death	Koontz, Dean
☐	Break of Day	Coble, Colleen
☐	Circle of Death	Patterson, James ; Sitts, Brian
☐	Dead Fall: A Thriller	Thor, Brad
☐	Finding Us	Peterson, Tracie
☐	Obsession	Woods, Stuart ; Battles, Brett
☐	Onlookers: Stories	Beattie, Ann
☐	Pink Lemonade Cake Murder	Fluke, Joanne
☐	Prom Mom	Lippman, Laura
☐	Robert Ludlum's the Bourne Defiance	Freeman, Brian
☐	Secrets in the Dark (Original)	Graham, Heather
☐	Somebody's Fool	Russo, Richard
☐	The Beast You Are: Stories	Tremblay, Paul
☐	The Collector	Silva, Daniel
☐	The Rowan (Main)	Bunn, Davis
☐	The Summer Skies	Colgan, Jenny
☐	Two to Tango	Fuller, Kathleen
☐	Zero Sum: Stories	Oates, Joyce Carol
☐	Must Love Flowers	Macomber, Debbie
☐	Obsessed: A Michael Bennett Psychological Thriller	Patterson, James ; Born, James O

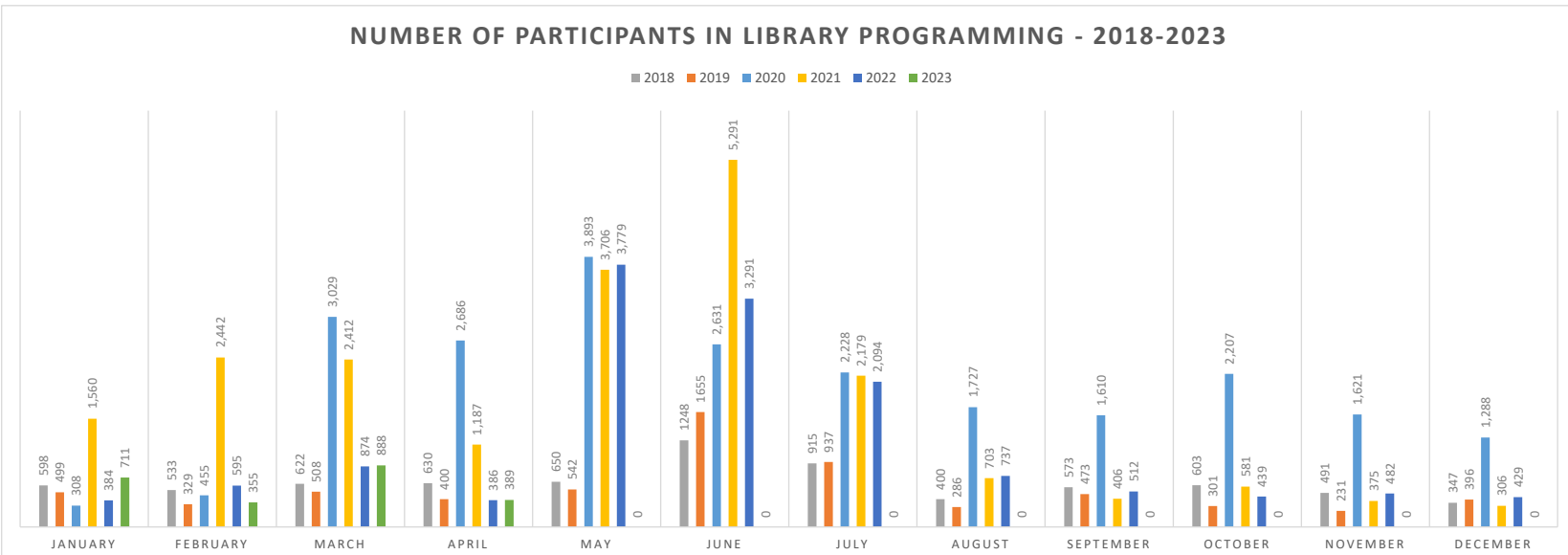
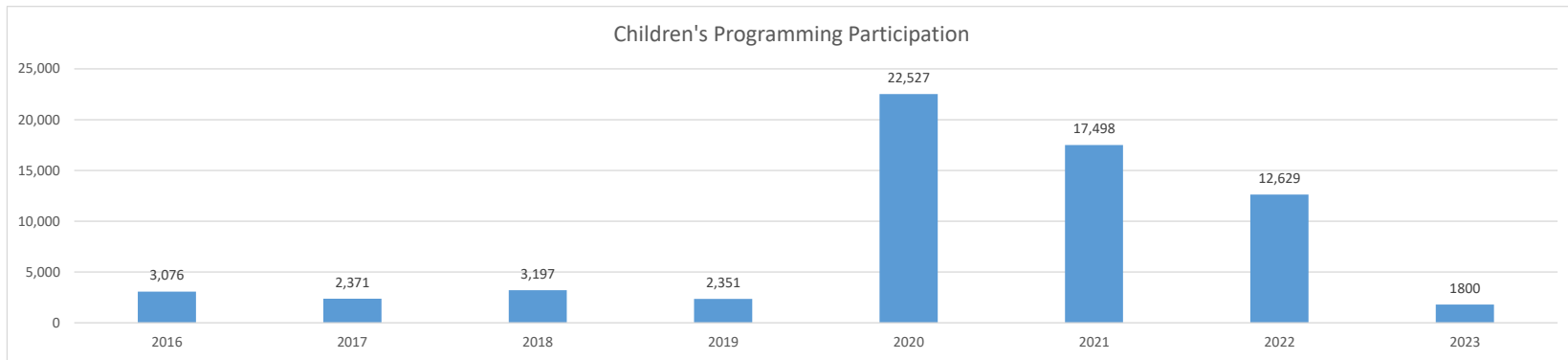
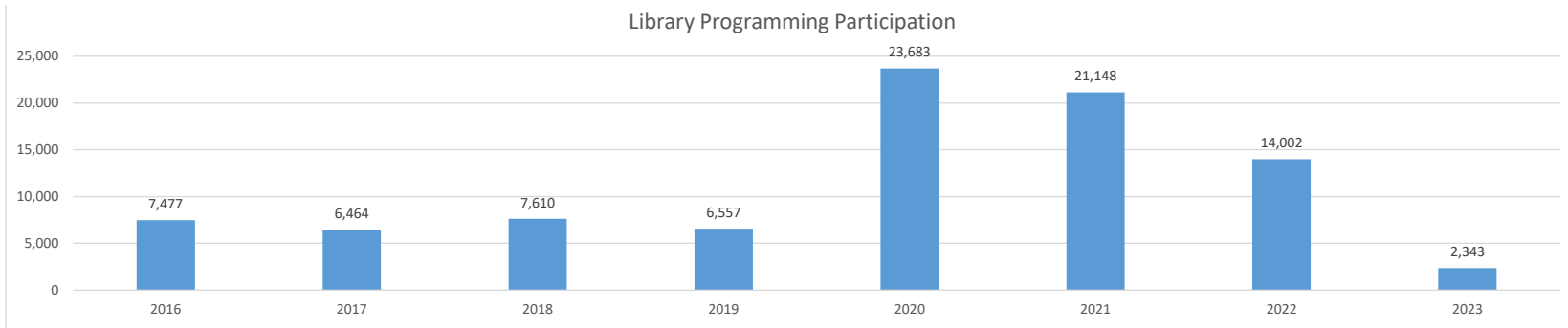
Mitchell Public Library Statistics for 2023

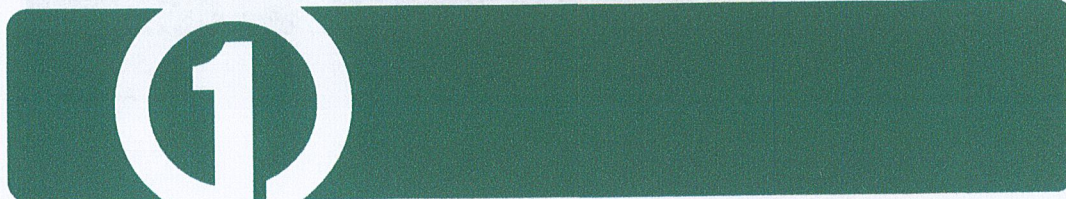


Library Statistics for 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022	Change	Library Statistics for 2023
Gate Count	3,730	3,572	4,676	3,774	1,460	0	0	0	0	0	0	0	17,212	48,048	-64%	Gate Count
Registered Patrons TOTAL	9,463	9,488	9,459	9,464	0	0	0	0	0	0	0	0	9,463	9,511	-1%	Registered Patrons Total
City Residents	6,466	6,482	6,443	6,466	0	0	0	0	0	0	0	0	6,466	6,515	-1%	City Residents
County Residents	767	769	773	767	0	0	0	0	0	0	0	0	767	768	0%	County Residents
Subscription Memberships	642	648	654	643	0	0	0	0	0	0	0	0	642	638	1%	Subscription Memberships
All Others	1,588	1,589	1,589	1,588	0	0	0	0	0	0	0	0	1,588	1,590	0%	All Others
All Items Circulated TOTAL	9,199	8,720	9,596	8,163	0	0	0	0	0	0	0	0	35,678	107,631	-67%	All Items Circulated TOTAL
Physical Items	6,791	6,517	7,202	5,897	0	0	0	0	0	0	0	0	26,407	85,249	-69%	Physical Items
Digital Items from SDTTG	2,408	2,203	2,394	2,266	0	0	0	0	0	0	0	0	9,271	22,382	-59%	Digital Items from SDTTG
Programs Held TOTAL	29	24	23	19	0	0	0	0	0	0	0	0	95	277	-66%	Programs Held TOTAL
Children	19	13	11	11	0	0	0	0	0	0	0	0	54	207	-74%	Children
YA	4	3	4	2	0	0	0	0	0	0	0	0	13	18	-28%	YA
Adults	5	4	7	5	0	0	0	0	0	0	0	0	21	47	-55%	Adults
General Interest	1	4	1	1	0	0	0	0	0	0	0	0	7	5	40%	General Interest
Program Attendance TOTAL	711	355	888	389	0	0	0	0	0	0	0	0	2,343	14,002	-83%	Program Attendance TOTAL
Children	587	291	636	286	0	0	0	0	0	0	0	0	1,800	12,629	-86%	Children
YA	16	34	89	18	0	0	0	0	0	0	0	0	157	371	-58%	YA
Adults	37	19	147	69	0	0	0	0	0	0	0	0	272	481	-43%	Adults
General Interest	71	11	16	16	0	0	0	0	0	0	0	0	114	521	-78%	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	90,170	96,103	90,278	6.5%	Collection Holdings TOTAL
Holdings added	156	242	517	263	0	0	0	0	0	0	0	0	1,178	4,789	-75%	Holdings added
Holdings deleted	-706	-501	-345	-1,000	0	0	0	0	0	0	0	0	-2,552	-23,566	-89%	Holdings deleted
ILL Borrowing Filled	31	16	37	27	0	0	0	0	0	0	0	0	111	326	-66%	ILL Borrowing Filled
ILL Lending Filled	67	55	64	42	0	0	0	0	0	0	0	0	228	719	-68%	ILL Lending Filled
Computer sessions	304	352	438	384	0	0	0	0	0	0	0	0	1,478	4,452	-67%	Computer sessions
Computer use by hours	243.00	289.23	309.12	262.38	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	1,104	2,553	-57%	Computer use by hours
Wi-Fi Sessions	1,015	962	1,145	1,148	0	0	0	0	0	0	0	0	4,270	25,980	-84%	Wi-Fi Sessions
Facebook "People Reached"	21,491	18,383	20,096	21,795	0	0	0	0	0	0	0	0	81,765	140,519	-42%	Facebook "People Reached"
Library website visits														13,994	-100%	Library website visits
Revenue	\$ 1,833.25	\$ 1,268.06	\$ 1,617.57	\$ 8,044.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,763.56	\$ 20,538.09	-38%	Revenue









Contact Information



800.262.9611



fnbo.com



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

MSP 7
64999

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



STATEMENT SUMMARY

April 1, 2023 through April 30, 2023

Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	88,011.69	93,469.91
Total on Deposit			\$93,469.91

Fast. Simple. Safe.

Receive quick access to your monthly statement with **Paperless Statements**. Past statements can easily be saved or printed when needed!

**Log in and
sign up today!**



Premium Business Checking w/In xxxx0783 \$93,469.91			Account Detail	
Beginning Balance	\$88,011.69	Items Enclosed	13	
Total Deposits	10 for \$8,033.55	Days in Statement	30	
Total Withdrawals	8 for \$2,575.33	Annual Percentage Yield Earned	1.46%	
Ending Balance	\$93,469.91	Interest Earned this Statement	\$109.23	
		Interest Paid this Statement	\$109.23	
		Interest Paid YTD	\$406.82	

As a reminder, effective 3/29/2023 we updated our funds availability policy to make funds from the first \$250 (previously \$100) of deposits of checks made in person, via ATM or via mobile app available on the day we receive the deposit. Cash back that you receive from a deposit will not count against this \$250. Some exceptions may apply. See account agreement and disclosures for details.

Premium Business Checking w/In xxxx0783 \$93,469.91

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	04/04	04/04	Paypal Transfer *****98267205	37.60
☐	04/11	04/11	Paypal Transfer *****32288377	139.82
☐	04/18	04/18	Paypal Transfer *****68261960	114.73
☐	04/25	04/25	Paypal Transfer *****99909894	41.92
☐	04/28	04/28	Interest Payment	109.23
Total Electronic Deposits				\$443.30

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	04/04	04/04	Customer Deposit	287.10
☐	04/10	04/10	Customer Deposit	18.00
☐	04/10	04/10	Customer Deposit	190.05
☐	04/10	04/10	Customer Deposit	6,500.00
☐	04/24	04/24	Customer Deposit	595.10
Total Paper Deposits				\$7,590.25

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	04/07	04/07	Check Image Check # 1278	50.00
☐	04/10	04/10	Check Image Check # 1280	113.88
☐	04/10	04/10	Check Image Check # 1283	310.00
☐	04/10	04/10	Check Image Check # 1284	250.00
☐	04/13	04/13	Check # 1286	200.00
☐	04/18	04/18	Check Image Check # 1281	139.98
☐	04/21	04/21	Check Image Check # 1282	949.52
☐	04/21	04/21	Check Image Check # 1287	561.95
Total Paper Withdrawals				\$2,575.33

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1278	04/07	50.00	☐	1282	04/21	949.52	☐	1286	04/13	200.00
☐	1280	04/10	113.88	☐	1283	04/10	310.00	☐	1287	04/21	561.95
☐	1281	04/18	139.98	☐	1284	04/10	250.00				

At FNBO, our purpose is to improve the financial wellbeing of our customers and ensure the success of all the communities we call home. As part of this commitment, effective Feb. 10, 2023 we removed the Return Item Fee for items that FNBO returns unpaid, due to non-sufficient funds in our customer's accounts. The Return Item Fee will now be displayed as \$0.00. Overdraft Item Fees of \$33 will continue to be charged for items that FNBO pays into Overdraft, in accordance with our deposit agreement.

Our Free Business Checking and Premium Business Checking accounts now have unlimited transactions and no monthly maintenance fees.

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

April 2023

	Apr 23	Apr 22
Ordinary Income/Expense		
Income		
County Fees	6,500.00	0.00
General revenue		
Book sale	764.05	327.15
Copies	276.40	187.35
Donations	44.80	16.86
Earbuds	2.00	2.00
Interest	109.23	4.18
Interlibrary loan	22.00	8.75
Laminating	2.00	1.00
Meeting room fees	0.00	50.00
Paid items (Damaged/Lost Items)	55.95	26.15
Pop machine	18.00	0.00
Subscriptions	250.00	60.00
Total General revenue	1,544.43	683.44
Uncategorized Income	0.25	46.34
Total Income	8,044.68	729.78
Expense		
Credit Card Processing Fees	11.13	1.80
Operation expenses		
Furniture	0.00	819.98
Lost I.L.L. books	0.00	17.99
Miscellaneous	113.88	0.00
Total Operation expenses	113.88	837.97
Program expenses		
Adult programming	445.28	775.00
Children's programming	596.67	265.15
Summer Reading		
Summer Reading - Adult	150.00	0.00
Summer Reading - Children	949.52	0.00
Summer Reading - Other	0.00	1,014.70
Total Summer Reading	1,099.52	1,014.70
Teen programming	419.98	0.00
Total Program expenses	2,561.45	2,054.85
Total Expense	2,686.46	2,894.62
Net Ordinary Income	5,358.22	-2,164.84
Net Income	5,358.22	-2,164.84

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

April 2023

	\$ Change	% Change
Ordinary Income/Expense		
Income		
County Fees	6,500.00	100.0%
General revenue		
Book sale	436.90	133.6%
Copies	89.05	47.5%
Donations	27.94	165.7%
Earbuds	0.00	0.0%
Interest	105.05	2,513.2%
Interlibrary loan	13.25	151.4%
Laminating	1.00	100.0%
Meeting room fees	-50.00	-100.0%
Paid items (Damaged/Lost Items)	29.80	114.0%
Pop machine	18.00	100.0%
Subscriptions	190.00	316.7%
Total General revenue	860.99	126.0%
Uncategorized Income	-46.09	-99.5%
Total Income	7,314.90	1,002.3%
Expense		
Credit Card Processing Fees	9.33	518.3%
Operation expenses		
Furniture	-819.98	-100.0%
Lost I.L.L. books	-17.99	-100.0%
Miscellaneous	113.88	100.0%
Total Operation expenses	-724.09	-86.4%
Program expenses		
Adult programming	-329.72	-42.5%
Children's programming	331.52	125.0%
Summer Reading		
Summer Reading - Adult	150.00	100.0%
Summer Reading - Children	949.52	100.0%
Summer Reading - Other	-1,014.70	-100.0%
Total Summer Reading	84.82	8.4%
Teen programming	419.98	100.0%
Total Program expenses	506.60	24.7%
Total Expense	-208.16	-7.2%
Net Ordinary Income	7,523.06	347.5%
Net Income	7,523.06	347.5%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through April 2023

	Jan - Apr 23	Jan - Apr 22
Ordinary Income/Expense		
Income		
County Fees	6,500.00	6,500.00
General revenue		
Book sale	2,266.55	1,881.25
Copies	1,185.65	1,112.45
Donations	624.19	119.80
Earbuds	20.00	16.00
Interest	406.82	17.43
Interlibrary loan	85.25	66.25
Laminating	5.00	2.00
Meeting room fees	50.00	50.00
Paid items (Damaged/Lost Items)	134.42	160.54
Pop machine	31.50	40.50
Refund	0.00	-5.25
Subscriptions	1,535.00	705.00
Total General revenue	6,344.38	4,165.97
Uncategorized Income	75.28	46.34
Total Income	12,919.66	10,712.31
Expense		
Credit Card Processing Fees	36.21	20.13
Operation expenses		
Furniture	0.00	14,738.98
Hosted meetings	0.00	28.47
Lost I.L.L. books	0.00	17.99
Miscellaneous	113.88	0.00
Office supplies	129.84	0.00
Total Operation expenses	243.72	14,785.44
Program expenses		
Adult programming	445.28	1,042.45
Children's programming	975.26	302.86
Program supplies	0.00	265.24
Summer Reading		
Summer Reading - Adult	965.95	0.00
Summer Reading - Children	949.52	0.00
Summer Reading - Other	0.00	1,840.52
Total Summer Reading	1,915.47	1,840.52
Teen programming	558.49	0.00
Total Program expenses	3,894.50	3,451.07
Total Expense	4,174.43	18,256.64
Net Ordinary Income	8,745.23	-7,544.33
Net Income	8,745.23	-7,544.33

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

	\$ Change	% Change
Ordinary Income/Expense		
Income		
County Fees	0.00	0.0%
General revenue		
Book sale	385.30	20.5%
Copies	73.20	6.6%
Donations	504.39	421.0%
Earbuds	4.00	25.0%
Interest	389.39	2,234.0%
Interlibrary loan	19.00	28.7%
Laminating	3.00	150.0%
Meeting room fees	0.00	0.0%
Paid items (Damaged/Lost Items)	-26.12	-16.3%
Pop machine	-9.00	-22.2%
Refund	5.25	100.0%
Subscriptions	830.00	117.7%
Total General revenue	2,178.41	52.3%
Uncategorized Income	28.94	62.5%
Total Income	2,207.35	20.6%
Expense		
Credit Card Processing Fees	16.08	79.9%
Operation expenses		
Furniture	-14,738.98	-100.0%
Hosted meetings	-28.47	-100.0%
Lost I.L.L. books	-17.99	-100.0%
Miscellaneous	113.88	100.0%
Office supplies	129.84	100.0%
Total Operation expenses	-14,541.72	-98.4%
Program expenses		
Adult programming	-597.17	-57.3%
Children's programming	672.40	222.0%
Program supplies	-265.24	-100.0%
Summer Reading		
Summer Reading - Adult	965.95	100.0%
Summer Reading - Children	949.52	100.0%
Summer Reading - Other	-1,840.52	-100.0%
Total Summer Reading	74.95	4.1%
Teen programming	558.49	100.0%
Total Program expenses	443.43	12.9%
Total Expense	-14,082.21	-77.1%
Net Ordinary Income	16,289.56	215.9%
Net Income	16,289.56	215.9%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	32,810.88	122,206.67	131,269.23	299,985.77	30.44
101-45500-41110 OVERTIME	0	0.00	291.61	173.01 (	173.01)	0.00
101-45500-41120 PART-TIME	34,000	2,808.50	9,615.03	10,260.39	23,739.61	30.18
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	2,595.72	9,654.46	10,277.11	25,314.89	28.87
101-45500-41300 RETIREMENT	25,915	1,968.66	7,340.83	7,886.56	18,028.44	30.43
101-45500-41500 GROUP INSURANCE	119,618	11,495.59	39,423.47	45,943.79	73,674.21	38.41
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	51,679.35	188,532.07	205,810.09	440,569.91	31.84
<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	16,500	60.94	7,078.58	949.23	15,550.77	5.75
101-45500-42600 SUPPLIES & MATERIALS	11,000	1,278.01	4,366.78	3,547.58	7,452.42	32.25
101-45500-42661 POSTAGE	1,300	113.17	519.71	449.84	850.16	34.60
101-45500-42690 MINITEX FEES	4,800	757.80	1,446.88	1,515.60	3,284.40	31.58
101-45500-42691 DATABASE SYS UPDATE	1,650	350.00	0.00	350.00	1,300.00	21.21
101-45500-42692 PERIODICALS	5,000	0.00	0.00	38.05	4,961.95	0.76
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,151	1,050.33	4,684.10	4,915.72	12,235.28	28.66
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	473.00	0.00	1,562.00	0.00
101-45500-42800 UTILITIES	41,100	4,531.75	13,022.38	13,596.76	27,503.24	33.08
101-45500-42830 UTILITIES-WATER/SEWER	2,000	0.00	187.05	211.63	1,788.37	10.58
101-45500-42902 COMPUTER SOFTWARE	0	0.00	0.00	29.95 (	29.95)	0.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	2,300	0.00	0.00	0.00	2,300.00	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	107,863	8,142.00	31,778.48	25,604.36	82,258.64	23.74
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	3,221.35	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	2,763.08	13,894.67	12,005.10	34,994.90	25.54
101-45500-43421 AUDIO-VISUAL	8,500	464.65	1,409.29	756.05	7,743.95	8.89
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>8,339.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	55,500	3,227.73	26,864.31	12,761.15	42,738.85	22.99
TOTAL LIBRARY	809,743	63,049.08	247,174.86	244,175.60	565,567.40	30.15
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	809,743	63,049.08	247,174.86	244,175.60	565,567.40	30.15

WARNING 927 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

May 2023 Funding Requests

We are submitting one funding request this month for \$250 from Jean Patrick for children's programming materials.

Children's Programming Materials

Jean Patrick, Children's Services Librarian

PROGRAM DETAILS

We request \$250 to purchase parachutes for Outdoor Storytime and for a set of "dinosaur bones" to be used during our summer Makerspace sessions. (There are 112 bones in the set, some as long as 3 feet.) These cooperative play items also will be used in the future to extend and enrich our children's programs.