



Mitchell Public Library Board of Trustees Meeting Agenda

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

July 18, 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. Annual Meeting Actions**

Board members will select officers and set the meeting time for the upcoming year.
 - B. Action to Approve Funding Requests for July 2023**
 - C. Review of 2024 Library Budget Request**
 - D. Action to Update Library Hours**
- 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
May 16, 2023

1. Call to Order

Board President Nath called the meeting to order at 5:01 p.m.

2. Library - Roll Call

The following members were present in person: Dennis Nath, Diana Goldammer, Deb Everson, Steve Rice, and Ann Temple. Board member Emma DeVos was excused. Also present was Kevin Kenkel, Library Director.

3. Approval of Agenda

There were no changes to the agenda. Motion by Goldammer, 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 March 21, 2023 board meeting. Motion by Rice, seconded by Goldammer, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for April 2023. Kenkel provided additional comments regarding the written reports. Motion by Goldammer, seconded by Temple, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the April bank statements 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. Action to Approve Funding Requests for May 2023

Kenkel presented a \$250 funding request for children's programming materials. Board members asked if these materials could be purchased using regular budget funding. After further discussion, Kenkel withdrew the request.

B. Discussion of Strategic Planning Training

Kenkel presented information regarding the May 2 regional library training conducted by the South Dakota State Library. Kenkel, Nath, Goldammer, and Zack North attended this training focused on strategic planning. Kenkel, Nath, and Goldammer all agreed that the session was valuable. Kenkel recommended that we undertake strategic planning this fall. Board members expressed support for this timeline.

8. Committee Reports

Goldammer reported that the Little Free Library (LFL) project is completed. The new LFL is located in the courtyard across the street from the Corn Palace. It is registered with the LFL organization. Library staff have added more books to this LFL twice already.

9. Board Input

Board members made a number of comments. Nath congratulated Jean Patrick on being named a Hometown Hero. Everson expressed appreciation that library staff are always so helpful. Nath stated he is impressed with the programming that the library offers. All board members thanked Rice for his years of service on City Council and the Library Board. This is Rice's last Library Board meeting as he will end his tenure on City Council at the end of June 2023.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Board members will meet June 20, 2023 at Mitchell Public Library for board training. The next Board of Trustees meeting is scheduled for July 18, 2023 at 5:00 p.m. in City Council Chambers at City Hall. There being no further business, President Nath declared the meeting adjourned. The meeting adjourned at 5:49 p.m. After the meeting ended board members went across the street to view the new Little Free Library.

Mitchell Public Library Director Report

July 18, 2023

1. Staffing

Jim Fowkes, who works part-time, submitted his resignation. His wife accepted a position with the Watertown School District. His last day will be July 26, 2023.

2. Grants

a. Stephanie Miller-Davis Grant

We still have some puppets to order for this project.

b. Sam F Weller Family Foundation

We applied to this foundation before the May 1 deadline. We requested \$15,000 for additional shelving in the children's section. Our application was approved. We are investigating various shelving options.

3. Building Updates

In late May our digital control system for the HVAC system malfunctioned. The tech determined that it no longer works and needs to be updated. We requested quotes from three vendors. We will work with city administrators to determine the best option.

4. Incident

At the end of June, we had an individual in the library using a public computer who we caught viewing pornographic images. We suspected that he was gratifying himself, but we could not determine that with certainty. This individual was permanently banned from using the library's public computers, but at this point has not been banned from the library.

5. Programming

The theme for this summer's programming is "All Together Now". Programming has gone well.

6. Little Free Library

The new LFL is proving popular. Since its installation we have had to refill it almost on a weekly basis.

7. Library Hours

Now that we have a longer period of library traffic numbers, we are ready to propose changing our hours. This is an item on our agenda.

Adult and Young Adult Services Update

Zack North, Adult and Young Adult Librarian

Teen Programming

As of July 5th, we had 81 teens registered for the Teen Summer Reading Program. We've seen excellent participation in the reading log. The redesigned logs have encouraged returning to the library. I've been looking at additional weekly activities to add to the summer reading program in 2024. Huron does a weekly bookmark with challenges that I may adapt.

I'm hoping to hear back from the High School administration about having an information booth at an open house event at the high school.

I'm also exploring the possibility of having an open house for teens and parents in September to encourage people to come to the library to learn about our resources.

Adult Programming

As of July 5th, we have 111 adults registered for the Adult Summer Reading Program. Program participation in reading logs and events has been higher than last year.

Operations

I sent a proposal to Kevin for adding a Nintendo Switch to the teen room permanently. I won't be requesting anything from the board. There are still a few things that we are finalizing with the policy for this addition. A copy can be made available to the board if they want to see it.

Children's Services Update

Jean Patrick, Children's Services Librarian

Summary:

During May-July, I've been running the Summer Reading Program. This includes publicizing and supervising events; leading traditional and outreach story times; providing reader advisory for parents, caregivers, and children; creating displays, ordering new books, and weeding.

Summer Reading Program

The theme for the 2023 Summer Reading Program is "All Together Now." As of July 15, nearly 750 Summer Reading packets have been distributed to kids who have come into the library. Each packet includes a schedule, a reading sticker chart to encourage daily reading (& to earn free prize books), and a reading rewards chart (to earn ice cream & treats from seven local businesses).

Small events (approx. 25-35 attendees) have included art classes led by April Geist and Laney Titze and Makerspaces. Large events (averaging 60-280 attendees) have included the live goats from the Summer Reading Kickoff, a touch-a-truck program featuring the firetruck, ambulance, and city vehicles, the Zoo Man (turtles and snakes), the Noise Guy (sound imitations), a visit to the Prehistoric Indian Village, and drawing instruction from artist and cartoonist, Hector Curriel. For July 18, we look forward to a workshop and performance from Lakota Hoop Dancer, Starr Chief Eagle.

Storytimes

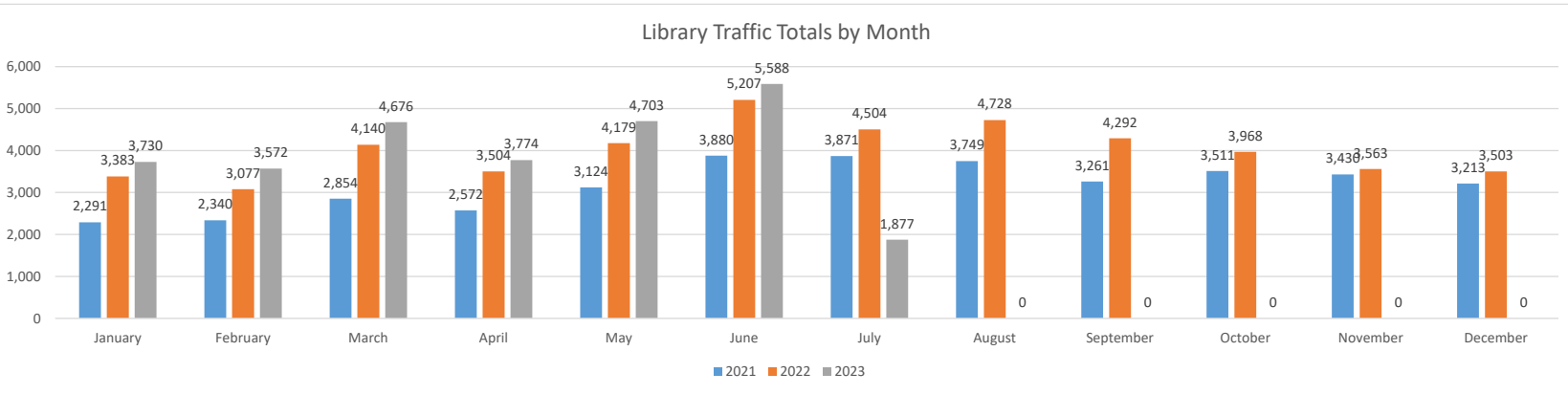
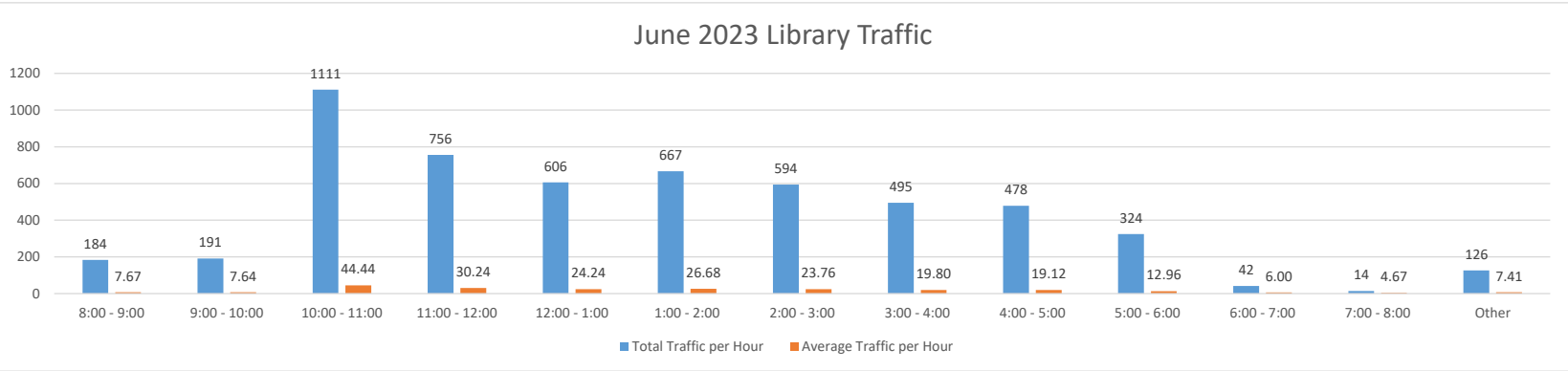
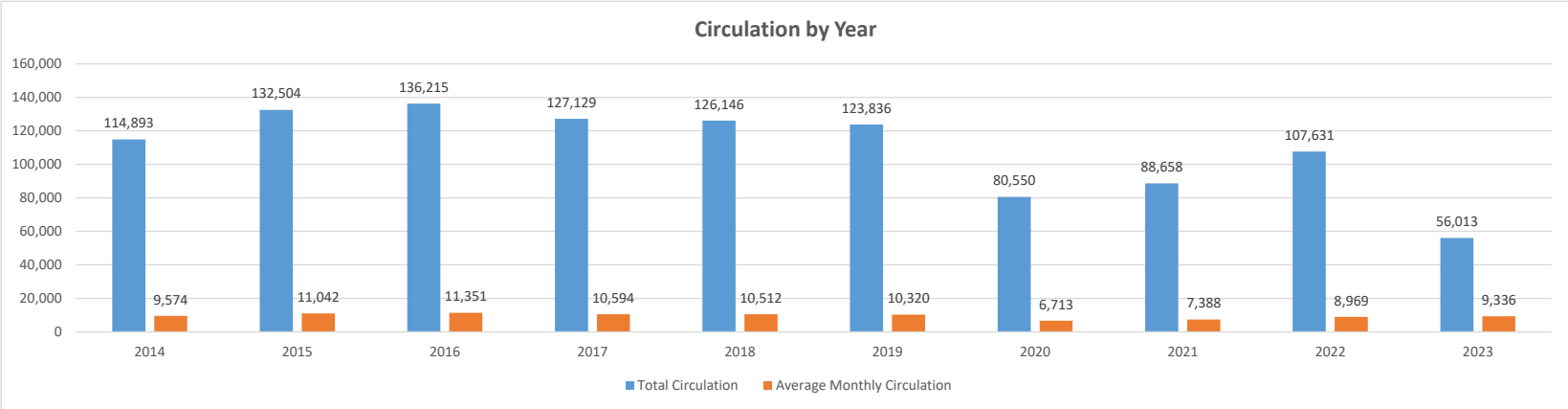
During June and July, we offer two sessions of Storytime each Thursday, averaging 10-40 attendees per session. (Three of these Thursdays were held at Hitchcock Park.) Many of our Storytimes have been attended by police officers from the Mitchell Police Department who have helped read stories and lead activities.

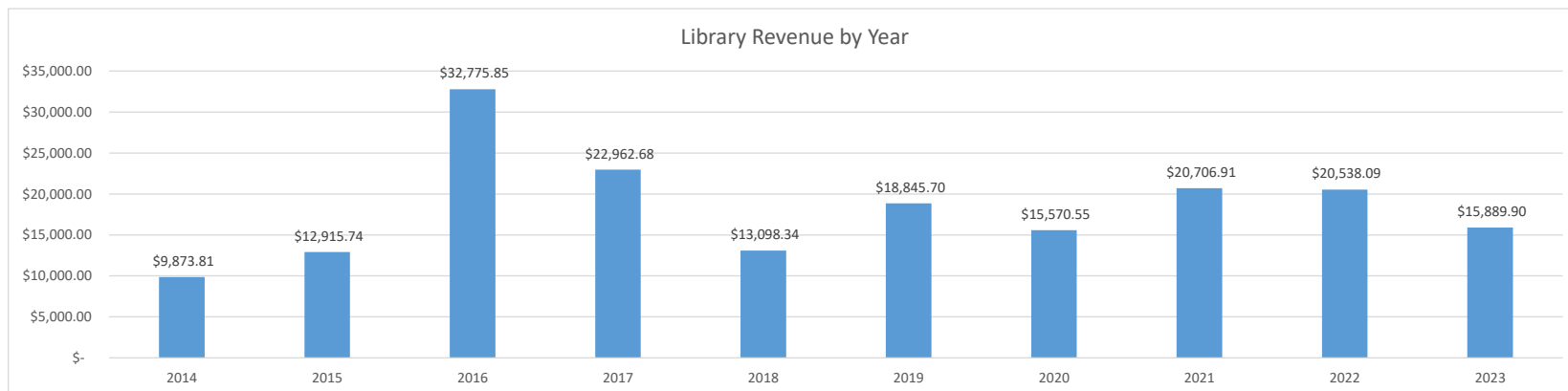
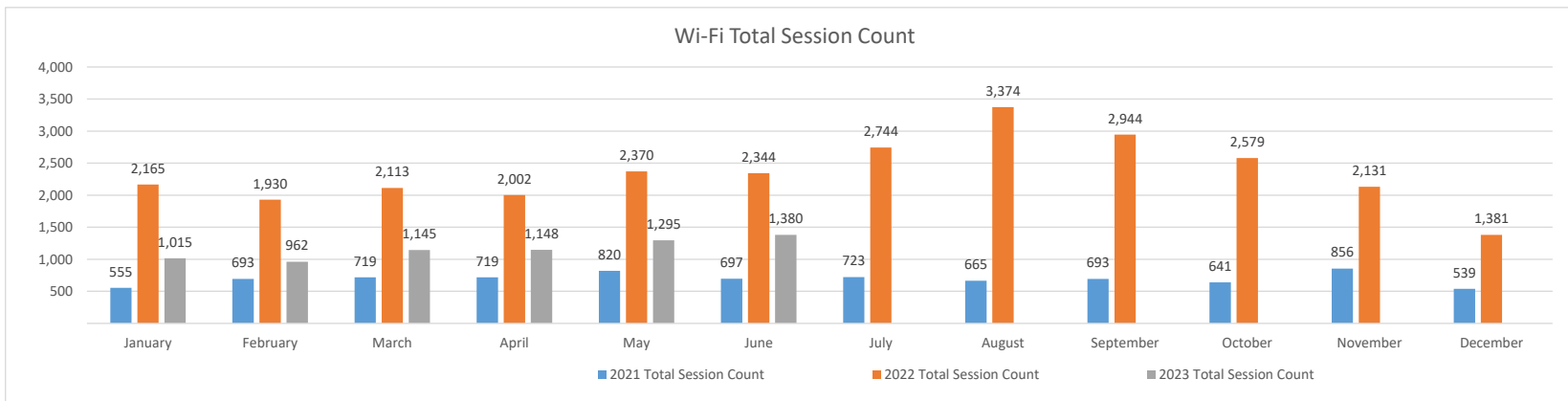
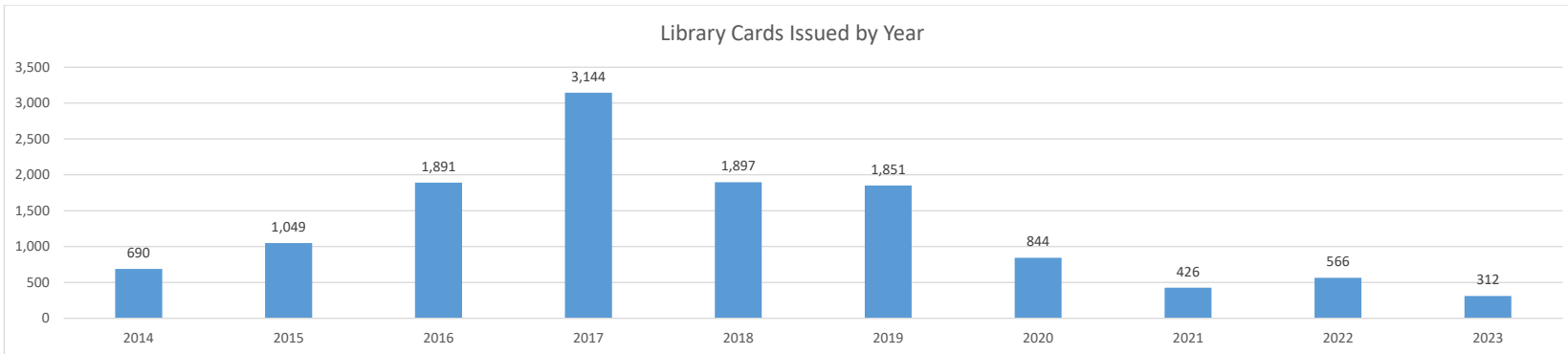
Ada Morales and I offer Bilingual Storytime every other Saturday, with 25-30 attendees (except for July 15 when our attendance dropped due to the rodeo parade).

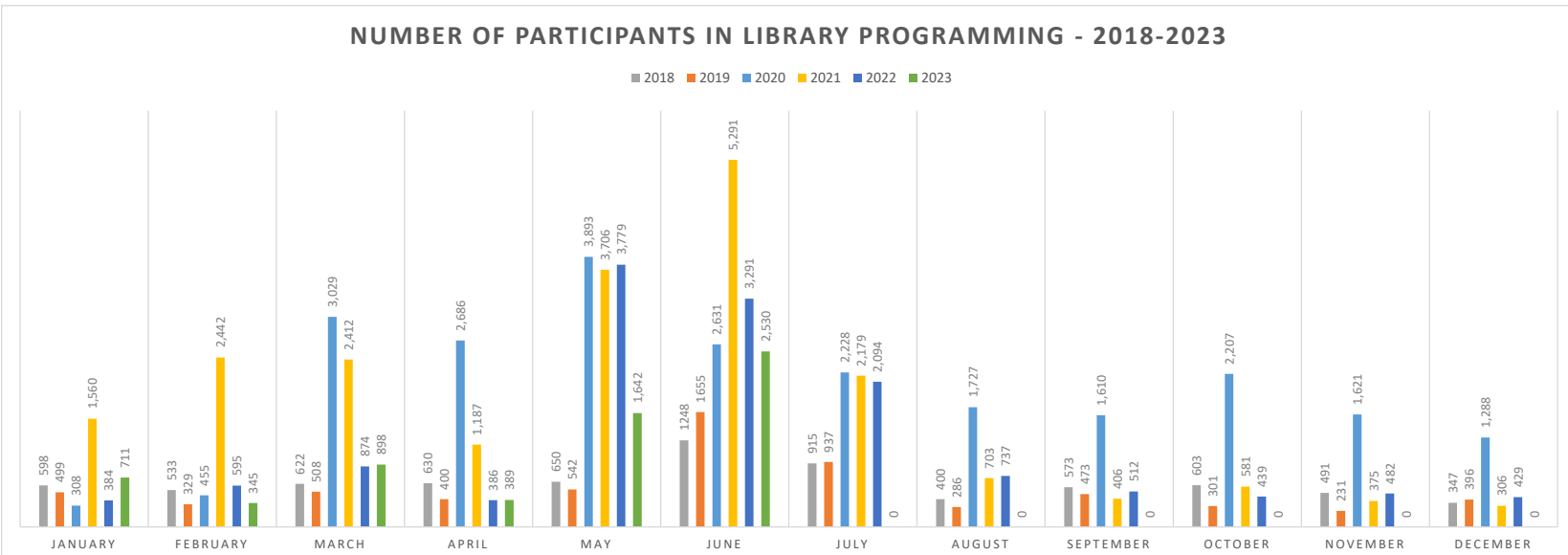
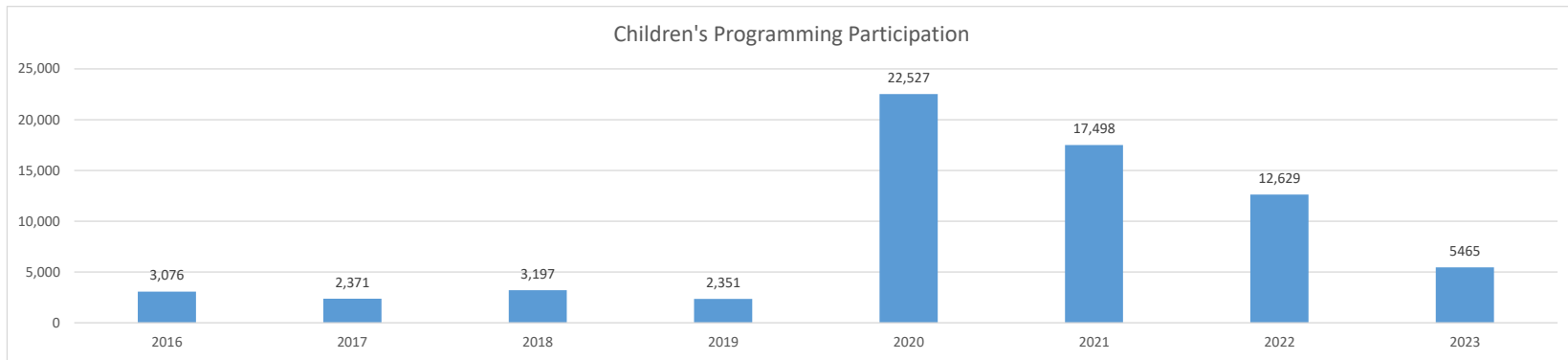
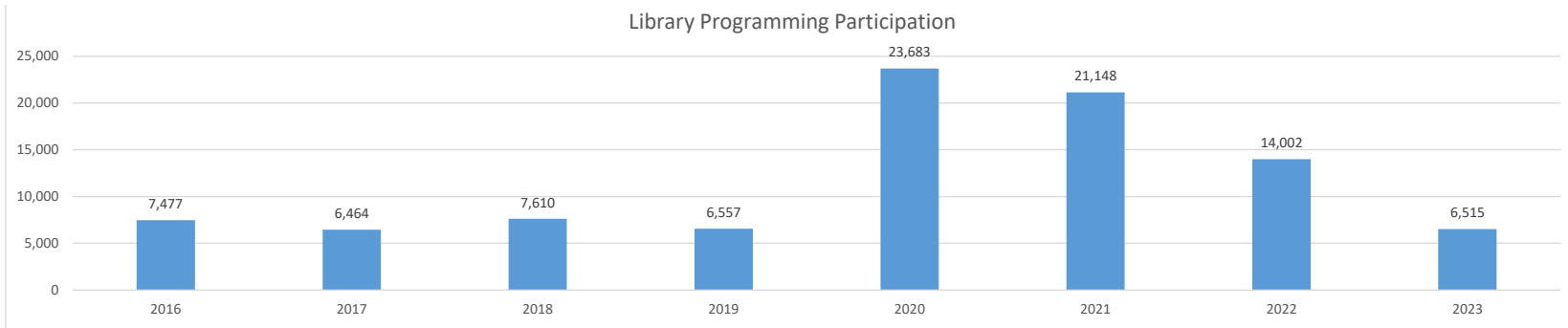
Outreach Storytime occurs each Monday in June and July with Storytimes and crafts for children from First Lutheran Early Learning Center and Mitchell Christian Childcare (approx. 30 students per session).

Upcoming Plans and Programs

During late summer and fall, I plan to focus on the children's collection, including the new shelving purchased with funds from the Stephanie Davis Miller grant. We will also purchase outward facing shelving with funds from the Weller Family Foundation. I will also pursue options for Outreach Storytimes, including First Lutheran, Palace City, Headstart, and Rosedale Colony.







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	4,703	5,588	1,877	0	0	0	0	0	27,920	48,048	-42%	Gate Count
Registered Patrons TOTAL	9,463	9,488	9,459	9,464	9,247	9,274	0	0	0	0	0	0	9,463	9,511	-1%	Registered Patrons Total
City Residents	6,466	6,482	6,443	6,466	6,356	6,381	0	0	0	0	0	0	6,466	6,515	-1%	City Residents
County Residents	767	769	773	767	778	781	0	0	0	0	0	0	767	768	0%	County Residents
Subscription Memberships	642	648	654	643	533	531	0	0	0	0	0	0	642	638	1%	Subscription Memberships
All Others	1,588	1,589	1,589	1,588	1,580	1,581	0	0	0	0	0	0	1,588	1,590	0%	All Others
All Items Circulated TOTAL	9,249	8,720	9,596	8,163	8,980	11,305	0	0	0	0	0	0	56,013	107,631	-48%	All Items Circulated TOTAL
Physical Items	6,791	6,517	7,202	5,897	6,777	9,043	0	0	0	0	0	0	42,227	85,249	-50%	Physical Items
Digital Items from SDTTG	2,458	2,203	2,394	2,266	2,203	2,262	0	0	0	0	0	0	13,786	22,382	-38%	Digital Items from SDTTG
Programs Held TOTAL	29	24	23	19	29	46	0	0	0	0	0	0	170	277	-39%	Programs Held TOTAL
Children	19	13	11	11	22	33	0	0	0	0	0	0	109	207	-47%	Children
YA	4	3	4	2	2	4	0	0	0	0	0	0	19	18	6%	YA
Adults	5	4	7	5	3	7	0	0	0	0	0	0	31	47	-34%	Adults
General Interest	1	4	1	1	2	2	0	0	0	0	0	0	11	5	120%	General Interest
Program Attendance TOTAL	711	345	898	389	1,642	2,530	0	0	0	0	0	0	6,515	14,002	-53%	Program Attendance TOTAL
Children	587	291	636	286	1,560	2,105	0	0	0	0	0	0	5,465	12,629	-57%	Children
YA	16	24	99	18	25	134	0	0	0	0	0	0	316	371	-15%	YA
Adults	37	19	147	69	17	259	0	0	0	0	0	0	548	481	14%	Adults
General Interest	71	11	16	16	40	32	0	0	0	0	0	0	186	521	-64%	General Interest
Collection Holdings TOTAL	89,620	89,361	89,533	88,796	87,726	84,454	84,454	84,454	84,454	84,454	84,454	84,454	89,620	90,278	-0.7%	Collection Holdings TOTAL
Holdings added	156	242	517	263	307	252	0	0	0	0	0	0	1,737	4,789	-64%	Holdings added
Holdings deleted	-706	-501	-345	-1,000	-1,377	-7,124	0	0	0	0	0	0	-11,053	-23,566	-53%	Holdings deleted
ILL Borrowing Filled	31	16	37	27	29	23	0	0	0	0	0	0	163	326	-50%	ILL Borrowing Filled
ILL Lending Filled	67	55	64	42	72	26	0	0	0	0	0	0	326	719	-55%	ILL Lending Filled
Computer sessions	304	352	438	384	474	402	0	0	0	0	0	0	2,354	4,452	-47%	Computer sessions
Computer use by hours	243.00	289.23	309.12	262.38	375.54	268.36	0.0	0.0	0.0	0.0	0.0	0.0	1,748	2,553	-32%	Computer use by hours
Wi-Fi Sessions	1,015	962	1,145	1,148	1,295	1,380	0	0	0	0	0	0	6,945	25,980	-73%	Wi-Fi Sessions
Facebook "People Reached"	21,491	18,383	20,096	21,795	20,642	37,141	0	0	0	0	0	0	139,548	140,519	-1%	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	\$ 1,367.28	\$ 1,759.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,889.90	\$ 20,538.09	-23%	Revenue



Contact Information



800.262.9611



fnbo.com



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

MSP 198
52304

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

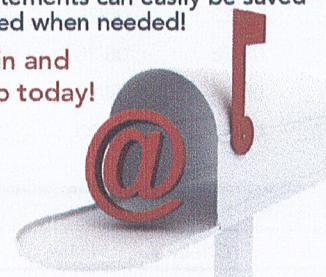


STATEMENT SUMMARY		June 1, 2023 through June 30, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	93,002.32	91,496.72
	Total on Deposit		\$91,496.72

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Premium Business Checking w/In xxxx0783 \$91,496.72			Account Detail
Beginning Balance	\$93,002.32	Items Enclosed	10
Total Deposits	8 for \$1,920.82	Days in Statement	30
Total Withdrawals	7 for \$3,426.42	Annual Percentage Yield Earned	1.46%
Ending Balance	\$91,496.72	Interest Earned this Statement	\$110.79
		Interest Paid this Statement	\$110.79
		Interest Paid YTD	\$632.74

Premium Business Checking w/In xxxx0783 \$91,496.72

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	06/06	06/06	Paypal Transfer *****25273461	113.44
☐	06/13	06/13	Paypal Transfer *****59829149	147.80
☐	06/20	06/20	Paypal Transfer *****93587595	119.41
☐	06/27	06/27	Paypal Transfer *****23988956	55.15
☐	06/30	06/30	Interest Payment	110.79
Total Electronic Deposits				\$546.59

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	06/12	06/12	Customer Deposit	715.71
☐	06/13	06/13	Customer Deposit	109.32
☐	06/26	06/26	Customer Deposit	549.20
Total Paper Deposits				\$1,374.23

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	06/06	06/06	Check Image Check # 1285	150.00
☐	06/21	06/21	Check Image Check # 1296	112.54
☐	06/21	06/21	Check Image Check # 1299	1,388.37
☐	06/23	06/23	Check Image Check # 1295	300.00
☐	06/26	06/26	Check Image Check # 1298	375.51
☐	06/26	06/26	Check Image Check # 1300	500.00
☐	06/30	06/30	Check Image Check # 1302	600.00
Total Paper Withdrawals				\$3,426.42

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1285	06/06	150.00	☐	1298	06/26	375.51	☐	1300	06/26	500.00
☐	1295	06/23	300.00	☐	1299	06/21	1,388.37	☐	1302	06/30	600.00
☐	1296	06/21	112.54								

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

June 2023

	Jun 23	Jun 22
Ordinary Income/Expense		
Income		
General revenue		
Book sale	788.15	552.55
Copies	405.80	338.85
Donations	11.65	33.20
Earbuds	1.00	4.00
Interest	110.79	4.11
Interlibrary loan	15.25	22.75
Laminating	14.00	1.00
Meeting room fees	50.00	0.00
Paid items (Damaged/Lost Items)	123.01	87.10
Pop machine	27.00	0.00
Refund	0.00	-6.60
Subscriptions	350.00	300.00
Total General revenue	1,896.65	1,336.96
Uncategorized Income	37.41	17.06
Total Income	1,934.06	1,354.02
Expense		
Credit Card Processing Fees	13.24	6.09
Operation expenses		
Furniture	0.00	1,648.78
Lost/Damaged ILL books	26.00	0.00
Total Operation expenses	26.00	1,648.78
Program expenses		
Summer Reading		
Summer Reading - Adult	300.00	0.00
Summer Reading - Children	3,022.76	0.00
Summer Reading - Other	0.00	2,685.32
Total Summer Reading	3,322.76	2,685.32
Total Program expenses	3,322.76	2,685.32
Total Expense	3,362.00	4,340.19
Net Ordinary Income	-1,427.94	-2,986.17
Net Income	-1,427.94	-2,986.17

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

June 2023

	\$ Change	% Change
Ordinary Income/Expense		
Income		
General revenue		
Book sale	235.60	42.6%
Copies	66.95	19.8%
Donations	-21.55	-64.9%
Earbuds	-3.00	-75.0%
Interest	106.68	2,595.6%
Interlibrary loan	-7.50	-33.0%
Laminating	13.00	1,300.0%
Meeting room fees	50.00	100.0%
Paid items (Damaged/Lost Items)	35.91	41.2%
Pop machine	27.00	100.0%
Refund	6.60	100.0%
Subscriptions	50.00	16.7%
Total General revenue	559.69	41.9%
Uncategorized Income	20.35	119.3%
Total Income	580.04	42.8%
Expense		
Credit Card Processing Fees	7.15	117.4%
Operation expenses		
Furniture	-1,648.78	-100.0%
Lost/Damaged ILL books	26.00	100.0%
Total Operation expenses	-1,622.78	-98.4%
Program expenses		
Summer Reading		
Summer Reading - Adult	300.00	100.0%
Summer Reading - Children	3,022.76	100.0%
Summer Reading - Other	-2,685.32	-100.0%
Total Summer Reading	637.44	23.7%
Total Program expenses	637.44	23.7%
Total Expense	-978.19	-22.5%
Net Ordinary Income	1,558.23	52.2%
Net Income	1,558.23	52.2%

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

	Jan - Jun 23	Jan - Jun 22
Ordinary Income/Expense		
Income		
County Fees	6,500.00	6,500.00
General revenue		
Book sale	3,613.61	2,832.75
Copies	1,854.00	1,857.05
Donations	647.10	172.30
Earbuds	25.00	22.00
Interest	632.74	25.83
Interlibrary loan	113.50	107.00
Laminating	19.00	5.00
Meeting room fees	100.00	50.00
Paid items (Damaged/Lost Items)	283.20	283.61
Pop machine	58.50	49.50
Refund	0.00	-11.85
Subscriptions	2,260.00	1,170.00
Total General revenue	9,606.65	6,563.19
Uncategorized Income	114.35	70.63
Total Income	16,221.00	13,133.82
Expense		
Credit Card Processing Fees	57.71	30.89
Operation expenses		
Furniture	0.00	16,387.76
Hosted meetings	0.00	28.47
Lost/Damaged ILL books	26.00	17.99
Meals and Entertainment	36.00	0.00
Miscellaneous	163.82	0.00
Office supplies	129.84	0.00
Total Operation expenses	355.66	16,434.22
Program expenses		
Adult programming	445.28	1,042.45
Bilingual programming	500.00	0.00
Children's programming	975.26	302.86
Program supplies	18.99	265.24
Summer Reading		
Summer Reading - Adult	1,265.95	0.00
Summer Reading - Children	4,030.02	0.00
Summer Reading - Teen	1,138.94	0.00
Summer Reading - Other	0.00	5,576.36
Total Summer Reading	6,434.91	5,576.36
Teen programming	553.49	0.00
Total Program expenses	8,927.93	7,186.91
Total Expense	9,341.30	23,652.02
Net Ordinary Income	6,879.70	-10,518.20
Net Income	6,879.70	-10,518.20

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

	\$ Change	% Change
Ordinary Income/Expense		
Income		
County Fees	0.00	0.0%
General revenue		
Book sale	780.86	27.6%
Copies	-3.05	-0.2%
Donations	474.80	275.6%
Earbuds	3.00	13.6%
Interest	606.91	2,349.6%
Interlibrary loan	6.50	6.1%
Laminating	14.00	280.0%
Meeting room fees	50.00	100.0%
Paid items (Damaged/Lost Items)	-0.41	-0.1%
Pop machine	9.00	18.2%
Refund	11.85	100.0%
Subscriptions	1,090.00	93.2%
Total General revenue	3,043.46	46.4%
Uncategorized Income	43.72	61.9%
Total Income	3,087.18	23.5%
Expense		
Credit Card Processing Fees	26.82	86.8%
Operation expenses		
Furniture	-16,387.76	-100.0%
Hosted meetings	-28.47	-100.0%
Lost/Damaged ILL books	8.01	44.5%
Meals and Entertainment	36.00	100.0%
Miscellaneous	163.82	100.0%
Office supplies	129.84	100.0%
Total Operation expenses	-16,078.56	-97.8%
Program expenses		
Adult programming	-597.17	-57.3%
Bilingual programming	500.00	100.0%
Children's programming	672.40	222.0%
Program supplies	-246.25	-92.8%
Summer Reading		
Summer Reading - Adult	1,265.95	100.0%
Summer Reading - Children	4,030.02	100.0%
Summer Reading - Teen	1,138.94	100.0%
Summer Reading - Other	-5,576.36	-100.0%
Total Summer Reading	858.55	15.4%
Teen programming	553.49	100.0%
Total Program expenses	1,741.02	24.2%
Total Expense	-14,310.72	-60.5%
Net Ordinary Income	17,397.90	165.4%
Net Income	17,397.90	165.4%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2023

101-GENERAL

LIBRARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES						
<u>SALARIES</u>						
101-45500-41100 SALARIES	431,255	49,304.57	180,390.57	213,384.66	217,870.34	49.48
101-45500-41110 OVERTIME	0	0.00	291.61	251.24 (	251.24)	0.00
101-45500-41120 PART-TIME	34,000	3,709.88	15,231.22	16,676.77	17,323.23	49.05
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	3,911.07	14,334.05	16,767.13	18,824.87	47.11
101-45500-41300 RETIREMENT	25,915	2,958.26	10,831.86	12,818.16	13,096.84	49.46
101-45500-41500 GROUP INSURANCE	119,618	11,495.59	56,918.85	68,896.31	50,721.69	57.60
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>7,168.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	646,380	71,379.37	285,166.20	328,794.27	317,585.73	50.87
<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	10,171.51	7,909.57	11,155.97	5,344.03	67.61
101-45500-42600 SUPPLIES & MATERIALS	12,500	1,270.57	8,537.00	6,269.24	6,230.76	50.15
101-45500-42661 POSTAGE	1,300	97.31	748.30	636.86	663.14	48.99
101-45500-42690 MINITEX FEES	4,800	378.95	2,170.35	2,273.45	2,526.55	47.36
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	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	0.00	4,684.10	4,915.72	12,235.28	28.66
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	722.86	0.00	1,562.00	0.00
101-45500-42800 UTILITIES	41,100	3,325.75	20,897.32	21,212.46	19,887.54	51.61
101-45500-42830 UTILITIES-WATER/SEWER	2,000	543.83	446.70	755.46	1,244.54	37.77
101-45500-42902 COMPUTER SOFTWARE	0	243.75	160.00	273.70 (	273.70)	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	109,363	16,031.67	46,276.20	47,880.91	61,482.09	43.78
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	15,000	0.00	4,003.20	0.00	15,000.00	0.00
101-45500-43420 BOOKS	47,000	3,560.68	19,431.34	18,364.54	28,635.46	39.07
101-45500-43421 AUDIO-VISUAL	8,500	277.37	1,792.79	1,351.97	7,148.03	15.91
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	70,500	3,838.05	33,566.33	19,716.51	50,783.49	27.97
TOTAL LIBRARY	826,243	91,249.09	365,008.73	396,391.69	429,851.31	47.98
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	826,243	91,249.09	365,008.73	396,391.69	429,851.31	47.98

WARNING 927 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

July 2023 Funding Requests

We are submitting two funding requests this month. One is for \$1,000 from Zack North for additional summer reading program prizes for both adults and teens. The second is for \$475 from Jean Patrick for books for the annual Read for the Record event.

Request for Adult and Teen SRP Supplemental Funding

Due to higher participation, we are requesting additional funding for Adult and Teen summer reading program prizes. We previously requested \$400 for adult milestone prizes and \$350 for teen milestone prizes. The additional funds will be used to purchase three grand prizes for adults and three grand prizes for teens for a grand prize drawing at the end of the summer. It also provides funds to purchase additional milestone prizes. We received feedback from Bookopoly participants that we should have better incentives.

We plan to purchase three adult and three teen, 3-month subscriptions to book boxes like Book of the Month and Owl Crate. Adults and teens who complete the reading log will be entered into the drawings for grand prizes. The remaining funds will be used to purchase additional milestone prizes.

Adult Reading Program Additional Prizes \$500

Teen Reading Program Additional Prizes \$500

Read for the Record books

In October 2023, we plan to participate in Jumpstart's Read for the Record event which encourages children across the United States and world to read the same book on the same day. Mitchell Public Library has participated in this event since 2019 with great response from our patrons. This year's selection is *With Lots of Love*, by **Jenny Torres Sanchez**.

We plan to order 55 paperback books (50/English-\$350 and 5/Spanish @\$11ea) to give to Storytime participants and families visiting the library. Total cost is \$405 for the books, plus shipping and handling, estimated to be at least \$50 or more.

Amount requested: \$475

Library

Fund	Department	GL	Description	2024 Department Requested Budget	
GENERAL FUND	LIBRARY	101-45500-41110	OVERTIME	\$	-
GENERAL FUND	LIBRARY	101-45500-41120	PART-TIME	\$	35,500.00
GENERAL FUND	LIBRARY	101-45500-42200	PROFESSIONAL SERVICES	\$	250.00
GENERAL FUND	LIBRARY	101-45500-42300	LEGAL PUBLICATIONS	\$	-
GENERAL FUND	LIBRARY	101-45500-42310	NEWSPAPERS	\$	-
GENERAL FUND	LIBRARY	101-45500-42500	REPAIR & MAINTENANCE	\$	1,500.00
GENERAL FUND	LIBRARY	101-45500-42600	SUPPLIES & MATERIALS	\$	11,000.00
GENERAL FUND	LIBRARY	101-45500-42661	POSTAGE	\$	1,500.00
GENERAL FUND	LIBRARY	101-45500-42690	MINITEX FEES	\$	5,000.00
GENERAL FUND	LIBRARY	101-45500-42691	DATABASE SYS UPDATE	\$	1,650.00
GENERAL FUND	LIBRARY	101-45500-42692	PERIODICALS	\$	5,250.00
GENERAL FUND	LIBRARY	101-45500-42693	E-BOOKS/AUDIO BOOKS	\$	21,651.00
GENERAL FUND	LIBRARY	101-45500-42700	TRAVEL, CONF & DUES	\$	1,500.00
GENERAL FUND	LIBRARY	101-45500-42800	UTILITIES	\$	42,875.00
GENERAL FUND	LIBRARY	101-45500-42830	UTILITIES-WATER/SEWER	\$	4,000.00
GENERAL FUND	LIBRARY	101-45500-42902	COMPUTER SOFTWARE	\$	1,850.00
GENERAL FUND	LIBRARY	101-45500-42903	LIBRARY PROGRAMMING	\$	-
GENERAL FUND	LIBRARY	101-45500-42904	COMPUTER EQUIPMENT	\$	-
GENERAL FUND	LIBRARY	101-45500-42920	WORKSTUDY	\$	-
GENERAL FUND	LIBRARY	101-45500-42930	ATRIUM	\$	3,500.00
GENERAL FUND	LIBRARY	101-45500-43400	FURNITURE & EQUIPMENT	\$	9,500.00
GENERAL FUND	LIBRARY	101-45500-43420	BOOKS	\$	47,000.00
GENERAL FUND	LIBRARY	101-45500-43421	AUDIO-VISUAL	\$	4,000.00
GENERAL FUND	LIBRARY	101-45500-43440	COMPUTER HARDWARE	\$	-
			Total	\$	197,526.00

Justification for Changing Library Hours

We propose changing library hours to the following:

Winter Hours

Mon - Thurs	9 a.m. to 8 p.m.
Friday	9 a.m. to 6 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	2 to 5 p.m.
Total hours:	64

Summer Hours

Monday	9 a.m. to 8 p.m.
Tues - Fri	9 a.m. to 6 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	Closed
Total hours:	55

This would be an increase of one hour in the winter and five hours in the summer. Included are hours of operation, staffing levels, and budget amounts for comparison libraries. Also included are library hourly traffic totals and averages for 2022 and 2023 through June.

There are several reasons for this proposed change:

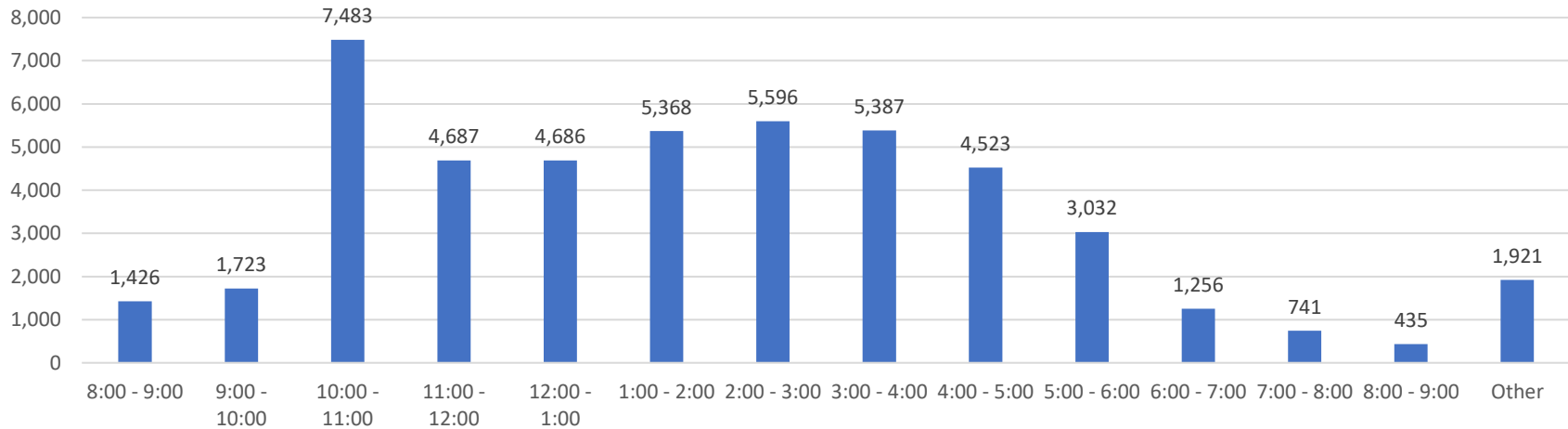
- With the installation of our people counter we now have accurate counts for the number of people who enter the library. This data shows that in 2022 the average number of people entering the library during the 8:00 – 9:00 pm hour was 1.5. In the first six months of 2023 this average was 1.92. By comparison, our traffic numbers at opening are much higher. We often have individuals sitting on benches outside the library waiting for the library to open. We expect that we would have more people enter the library in the 9:00 – 10:00 am hour than we have in the last hour of our day.
- From a fiscal point of view, it is better to be open when more patrons will come to the library rather than just a very few.
- Our people counter shows that more people enter the library during the day. Opening at 9:00 am would most likely mean higher total traffic.
- Being open earlier on Thursdays would allow Jean Patrick to schedule two story times before noon. This would allow more options to families for story time.
- On our 2021 community survey four people requested that the library open earlier. Only one person requested being open later.
- Other similar-sized libraries in South Dakota open before 10:00. We ultimately need to make decisions about service hours based on our community's need and what our budget allows.

Library Comparisons

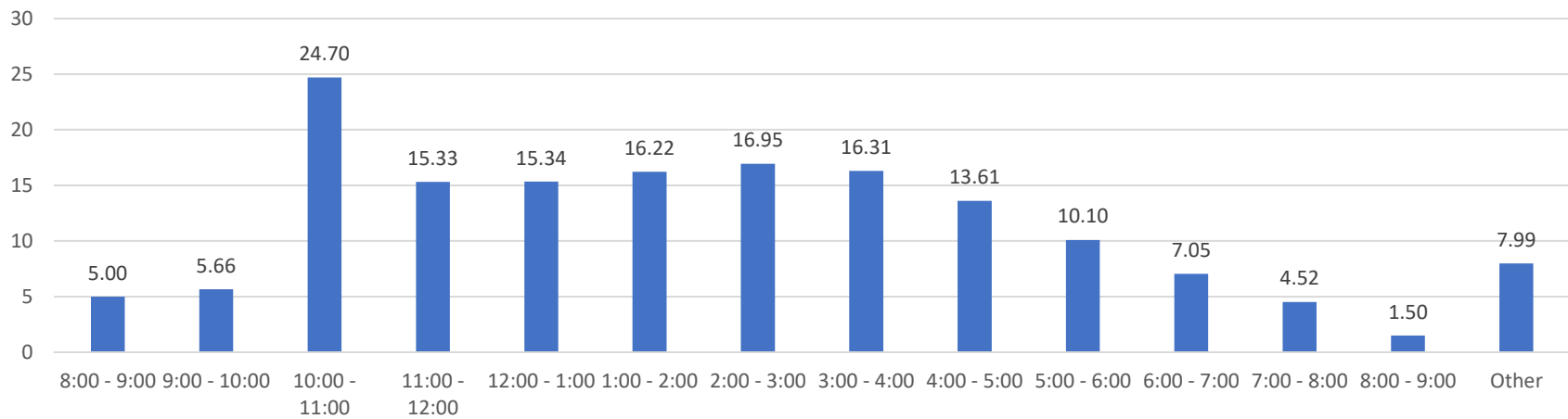
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Aberdeen	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 6 pm	noon to 4 p.m.	noon to 4 p.m.	61
Brookings	9:30 a.m. to 8 p.m.	9:30 a.m. to 8 p.m.	9:30 a.m. to 8 p.m.	9:30 a.m. to 8 p.m.	9:30 a.m. to 5:30 p.m.	9:30 a.m. to 5:30 p.m.	1 to 5 p.m.	62
Huron	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 5 pm	9 am to 5 pm	Closed	60
Pierre	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 8 pm	9 am to 5 pm	9 am to 5 pm	noon to 5 p.m.	64
Watertown	9:30 a.m. to 9 p.m.	9:30 a.m. to 9 p.m.	9:30 a.m. to 9 p.m.	9:30 a.m. to 9 p.m.	9:30 a.m. to 6 p.m.	9:30 a.m. to 5 p.m.	1 to 5 p.m.	66
Yankton regular	9 a.m. to 8 p.m.	9 a.m. to 8 p.m.	9 a.m. to 8 p.m.	9 a.m. to 8 p.m.	9 a.m. to 5 p.m.	9 a.m. to 5 p.m.	1 to 5 p.m.	64
Yankton Summer	9 a.m. to 8 p.m.	9 a.m. to 8 p.m.	9 a.m. to 6 p.m.	9 a.m. to 6 p.m.	9 a.m. to 5 p.m.	9 a.m. to 5 p.m.	Closed	56
Mitchell regular	10 a.m. to 9 p.m.	10 a.m. to 9 p.m.	10 a.m. to 9 p.m.	10 a.m. to 9 p.m.	10 a.m. to 6 p.m.	10 a.m. to 6 p.m.	2 to 5 p.m.	63
Mitchell Summer	10 a.m. to 8 p.m.	10 a.m. to 6 p.m.	10 a.m. to 6 p.m.	10 a.m. to 6 p.m.	10 a.m. to 6 p.m.	10 a.m. to 6 p.m.	Closed	50

	Service Area Population (FY2022)	FT Staff	PT Staff	FTE Staff (FY2022)	Total Operating Revenue (FY2022)
Aberdeen	38,471	12	10	17.85	\$ 1,370,049
Brookings	23,432	10	11	15.5	\$ 1,265,091
Watertown	22,722	9	9-10	13.5	\$ 1,181,868
Mitchell	15,677	6	4	8.63	\$ 820,580
Yankton	15,332	8	6	9.93	\$ 876,937
Pierre	16,552	7	10	10.5	\$ 818,802
Huron	14,060	9	5-7	11.5	\$ 1,027,846

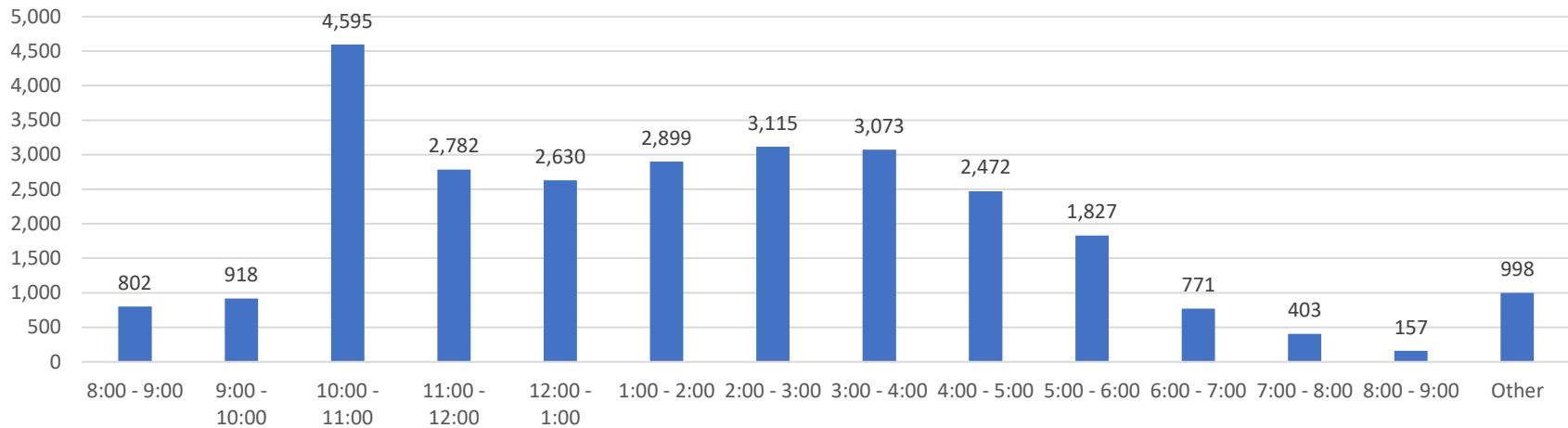
Library Traffic Hourly Totals for 2022



Library Traffic Hourly Averages for 2022



Library Traffic Hourly Totals for 2023



Library Traffic Hourly Averages for 2023

