



Mitchell Public Library Board of Trustees Meeting Agenda

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

September 19, 2023

- 1. 5:15 PM Call to Order**
- 2. Library - Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. Director's Report**
- 6. Financial Report & Approval Of Bills**
- 7. Business Items**
 - A. Action to Approve Funding Requests for September 2023**
 - B. Action to Approve Policy**
 - C. Discussion of Strategic Planning Process**

Board members will discuss the upcoming strategic planning process and determine which Board members will be members of the planning committee.
 - D. Discussion of Uniform Policy**

The City's contract with the AFSCME union stipulates that employees have a \$250 uniform allowance to purchase shirts embroidered with the city logo. This hasn't been used much by library employees. Typically, the library has spent its supply budget on needed supplies. The question is, would the Board be willing to cover the cost of these allowances?
- 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
July 18, 2023

1. Call to Order

Board President Nath called the meeting to order at 5:04 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Diana Goldammer, Emma DeVos, Deb Everson, Ann Temple, and Susan Tjarks. Also present was Kevin Kenkel, Library Director and Jean Patrick, Children's Services Librarian.

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 May 16, 2023 board meeting. Motion by Goldammer, 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 June 2023. Kenkel and Patrick provided additional comments regarding the written reports. Motion by Temple, seconded by DeVos, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval Of Bills

Board members reviewed the June bank statements and financial reports. Motion by Goldammer, seconded by Temple, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Annual Meeting Actions

Kenkel presided over the selection of a Board President for the coming year. Temple nominated Dennis Nath as President for 2023-2024. Motion by Temple, seconded by Tjarks, to close nominations and elect Nath by acclamation. All members present voted "Aye". Motion passed.

At this point, re-elected Board President Nath again presided at the meeting and asked for nominations for Vice-president. DeVos nominated Goldammer for 2023-2024. Motion by DeVos, seconded by Tjarks, to close nominations and elect Goldammer by acclamation. All members present voted “Aye”. Motion passed.

Board members reaffirmed the third Tuesday of each odd month as the meeting date for board meetings, but decided to set the meeting time at 5:15 p.m. to accommodate work schedules. Board members will continue having training sessions the third Tuesday of each even month at Mitchell Public Library. These sessions will be at 5:15 p.m.

B. Action to Approve Funding Requests for July 2023

Kenkel presented two funding requests. The first was for \$1,000 from Zack North for additional summer reading program prizes for both adults and teens. The second was for \$475 from Jean Patrick for books for the annual Read for the Record event. Motion by Goldammer, seconded by DeVos, to approve \$1,000 additional funding for adult and young adult prizes. All members present voted "Aye". Motion passed. Motion by Goldammer, seconded by Everson, to approve \$475 for the annual Read for the Record event. All members present voted "Aye". Motion passed.

C. Review of 2024 Library Budget Request

Kenkel presented the draft 2024 budget request for city funding. Board members reviewed and asked questions about the microfilm scanner request, library programming capacity, and staffing levels. Board members affirmed the draft request.

D. Action to Update Library Hours

Kenkel presented the proposal to change 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

Kenkel provided 18 months of library traffic statistics showing average traffic each hour during the day. Kenkel also provided hours of operation information for other South Dakota libraries of similar size. Board members discussed the low traffic during the 8:00 – 9:00 p.m. hour and the benefits to young families with opening earlier. Motion by Temple, seconded by Tjarks, to approve the proposed change to library hours. All members present voted “Aye”. Motion passed. The change to hours of operation will begin after Labor Day 2023 when the library resumes Winter Hours.

8. Committee Reports

There were no committee reports.

9. Board Input

Board members welcomed Susan Tjarks to the Board as the new City Council representative.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

There being no further business, President Nath declared the meeting adjourned. The meeting adjourned at 6:13 p.m.

Board members will meet August 15, 2023 at 5:15 p.m. at Mitchell Public Library for board training. The next Board of Trustees meeting is scheduled for September 19, 2023 at 5:15 p.m. in City Council Chambers at City Hall.

Mitchell Public Library Director Report

September 19, 2023

1. Staffing

Jim Fowkes' last day was July 26, 2023. We hired Denise Van Meter as our newest part-time assistant.

2. Grants

a. Stephanie Miller-Davis Grant

This grant is all spent. We have to submit the final report by September 30. These funds were used to purchase display shelving for the children's collection and hand puppets that Jean Patrick will use in story time.

b. Sam F Weller Family Foundation

We are still investigating various shelving options. Our original idea will require too much weeding in the children's collection.

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. Johnson Controls was the winning quote. The new controls will be installed sometime in September. We need these controls in place before it turns cold so we can have heat this winter.

4. Summer Reading Program

The theme for this summer's programming was "All Together Now". Programming went well. More details are provided in Zack North's and Jean Patrick's reports.

5. Library Hours

We changed to our new, earlier winter hours after Labor Day. We have our new hours posted at the east and west entrances. We have shared this information on multiple platforms.

6. 2024 Budget Update

The 2024 budget process is progressing. I met with the mayor and city administrator August 17 regarding the library's request. Most of the library's requests were approved at that point. The City Council is currently going through their review. At their September 11 meeting they made decisions about subsidy funding levels for local agencies. Now city administrators need to go through the proposed budget to make additional cuts equal to these subsidy levels.

7. Bank Account

In July I had to order more checks for the Trustee's bank account. (We will be approving this expense at the meeting.) A week or two after receiving the new checks I had a phone call from First National Bank of Omaha informing me that our account number needs to change. This is due to FNBO's recent purchase of banks out west, and our account number being the same as one of those bank's accounts. FNBO ordered us new checks with the new account number at their expense, so we won't have to pay

for new checks twice. Once the new checks arrive, the balance in the Trustee account will be transferred to the new account number. FNBO is managing this process.

8. SDLA Conference

The annual SDLA conference is September 27-29 at the Rapid City Ramkota. Denny Nath, Zack North, and I will be attending this year's conference.

9. Microfilm Scanner/Printer

In the 2024 library budget request we asked for funds to purchase a new microfilm machine. This request was cut by city administrators. In the week of Labor Day, a message the Jefferson Library at Monticello was posted on an ALA email list offering a used machine for "free". The receiving library would have to pay shipping costs and purchase the software for the unit. We inquired about this machine and ended up being the first library to claim it. We also made inquiries to the manufacturer about the cost of software for this unit. This is lesson where we learn that "free is never free". Their software is \$2,350. Before they will sell us this software, they require us to send the unit to them for inspection and refurbishment, pay for training, and pay for a year of maintenance. The total cost would be \$4,450. The Jefferson Library has already shipped the unit, but ended up getting an inexpensive shipping fee, so they will not charge us that cost. Now we must determine if we should pay the \$4,450.

September 2023 Adult and Young Adult Services Update

Zack North, Adult Services Librarian

Programs

TEEN SUMMER READING PROGRAM

The Teen Summer Reading Program was a huge success with the new reading log style. Teens read over 24,000 minutes this year with the new reading logs. I don't have concrete numbers to compare to last year. The 2022 "reading log" that a former staff member made could be "completed" by coloring pages or activity sheets. It lacked a prominent reading component.

In-person program attendance was seemingly low. For most of the in-person events, we had registration caps to limit chaos. We thrived in our take-and-make activity kits—those made up most of our programming numbers. Take-and-make kits are popular for this age group. Some programs were listed as general audience events that were part of the Teen and Adult Summer Reading Programs but weren't for one specific age group.

2024 planning has already started. The theme next year is "Adventure Begins at Your Library." I've been exploring a variety of crafts and the possibility of doing some Dungeons and Dragons one-shot campaigns next summer.

ADULT SUMMER READING PROGRAM

Participation in the Adult Summer Reading Program blew me away this year. Adults read over 125,000 minutes. That's nearly double the number of minutes read in 2022. Next year, I plan to get one of the posters we can set a goal and slowly fill with dry-erase as people return to claim prizes or return boards to us. I think that 200,000 minutes is possible in 2024.

Attendance for programs was up. With this SRP's success, we've already surpassed programming totals for 2023 this year.

2024 Planning has started. I intend to leverage some excellent opportunities with the Sioux Falls Outdoor campus in addition to some of the more traditional programming we have.

After the conclusion of SRP, I received an email from a newly registered patron who had never participated in summer activities at their previous library. This adult was happy they participated and was excited about other programs we host.

BOOK CLUBS

Our two book clubs have grown tremendously over the last year. The number of people who come to book has doubled just over the summer reading program.

Operations

RESERVES

Of the 200 adult fiction titles we have on order as of 9/13/2023, 75 have been reserved through purchase requests or the "hot releases" reserve sheets. I have one title that has a seven-patron waitlist. I have not seen that since I started working here in 2019. Word that we're fulfilling purchase requests and the popularity of the pre-release sheets is driving a ton of interest and circulation.

PRE-RELEASE SHEETS

The pre-release sheets have been so successful that having them available in form-fillable format made sense to extend their reach further. The November pre-release form is available on the city website and the library catalog.

TEEN QUICK READS

The small Teen Quick Reads collection has been removed from the public shelves to allow Jean and me to review titles and withdraw as needed. The titles in this collection were Juvenile materials that were supposed to help bridge the gap for struggling readers. The books were not Hi/Lo materials designed to help reluctant or struggling readers. I've been working on identifying Hi/Lo items already in our collection and adding the correct cataloging information to their records to help us identify them on the catalog.

Professional Development/Continuing Ed.

BRANCH OUT – MADISON, SD

I attended an SDLA branch-out session in Madison, SD. The session covered burn-out, adult programming, time management, and an informational session about the Mountain Plains Library Association. I was able

to network with librarians from Brookings, Sioux Falls, and more. The Adult Programming session was insightful. I plan on using some of the program models discussed here at MPL.

SDLA CONFERENCE

I'll attend the South Dakota Library Association conference this month's end. I'm excited to attend sessions, network, and hopefully join some SDLA committees. I'll be going for the pre-conference sessions on Tuesday about the Solar Eclipse Activities for Libraries (SEAL) and Open Education Resources (OERs). I'm particularly interested in OER regarding the resource guides I'm building for High School students and teachers.

Other

CONTRIBUTOR FOR CAREER OPTIONS BOOK

I've been asked by another member of the American Library Association to be a contributor for a LIS career options book published by Bloomsbury Libraries Unlimited. I agreed and will be working with them to get a section published.

September 2023 Children's Services Update

Jean Patrick, Children's Services Librarian

As the children's librarian, my days are filled with reader advisory (kids, parents, teachers), collection management (ordering & weeding books), creating displays, and planning and leading children's programs.

2023 SUMMER READING PROGRAM RECAP

Thank you for allocating funding for this year's Summer Reading Program. We offered many programs for children, including 12 large programs, 37 Storytimes, 4 art classes, and 3 makerspaces, with total attendance exceeding 3,000. Children read nearly 320,000 minutes, as tallied on their reading sticker charts and the ice cream/treat reward cards (sponsored by 7 local businesses). Children also completed 779 Bingo cards, which included several reading, writing, and researching challenges.

I'm also thrilled that 21 kids completed the "August Challenge" (an all-time high). This challenge required kids to go the extra mile with additional reading, volunteering, and writing activities.

I thank everyone at the library who helped make the program a success, especially those at the circulation desk, who consistently promoted the library programs & helped the children feel valued.

Summer Reading Program Comments

Ice cream cards: A grateful mom thanked me for the ice cream card program. "In previous years, when my son would go back to school in the fall, his scores slipped backwards from test scores in spring," she said, elaborating about the difficulties. "But this year his scores were the same! And I'm sure it was the 600 minutes of reading from the ice cream cards that made the difference."

Prize books: Our reading incentive prizes also include paperback books from Scholastic Literacy Partnership. A home-schooling mom with several children said to me, “We have a bookshelf full of books the kids have earned from the library.” One of her daughters added: “I love it!”

Programs: One of the most popular summer presenters was Hoop Dancer, Starr Chief Eagle. “I loved spinning the hoop,” said one boy. “It was so cool how she involved the kids in the dancing,” said many parents. Even a bus with residents from an assisted living center came to watch the kids’ hoop dancing workshop in the morning. (Note: Abbott House also booked Starr Chief Eagle for an afternoon workshop at their facility. Many of these girls also attended the evening performance.)

FALL PROGRAMS

Thursday Storytime

We’re off to a strong start with Thursday Storytime, averaging 30 people for each session. Parents are also picking up “1000 Books Before Reading” booklets for their preschoolers.

Bi-weekly Saturday Storytime (Bilingual)

On Sept 9, Ada Morales wore her traditional everyday clothing of Guatemala – guipil (blouse), fajo (belt), and corte (skirt). Over 30 people attended, but her FB photo had a reach of over 2,800. We’ve also had requests to resume online bilingual storytime (popular during the pandemic), but this will depend on publishers’ restrictions for online reading.

Outreach Storytime

We will provide monthly Storytimes for First Lutheran Early Learning Center (at library) and for Palace City Preschool (at Palace City). We also are planning to resume monthly Storytimes for Rosedale Colony and Headstart. (Note: Headstart is interested in a bilingual Storytime because of the growing number of Spanish speaking students.)

Additional Outreach

On Sept. 18, I’m scheduled to present to teachers from the Lewis & Clark Reading Council about current children’s books and trends.

On Oct. 2, Ada Morales and I will lead a bilingual storytime for Stephanie Gelderman’s class at DWU and talk about techniques. Ada will also provide the college students with insights about students who do not speak English as their first language.

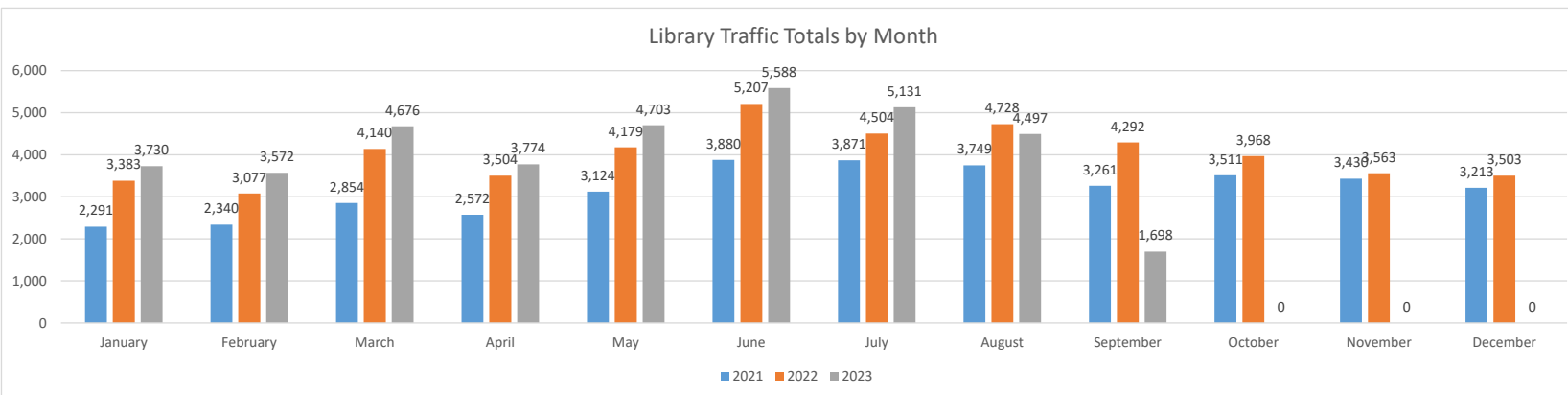
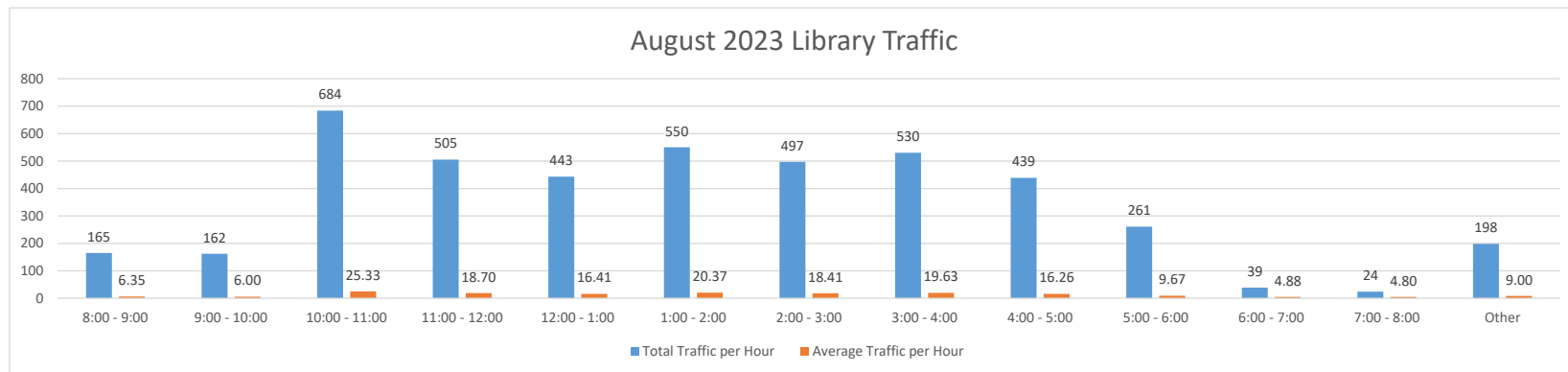
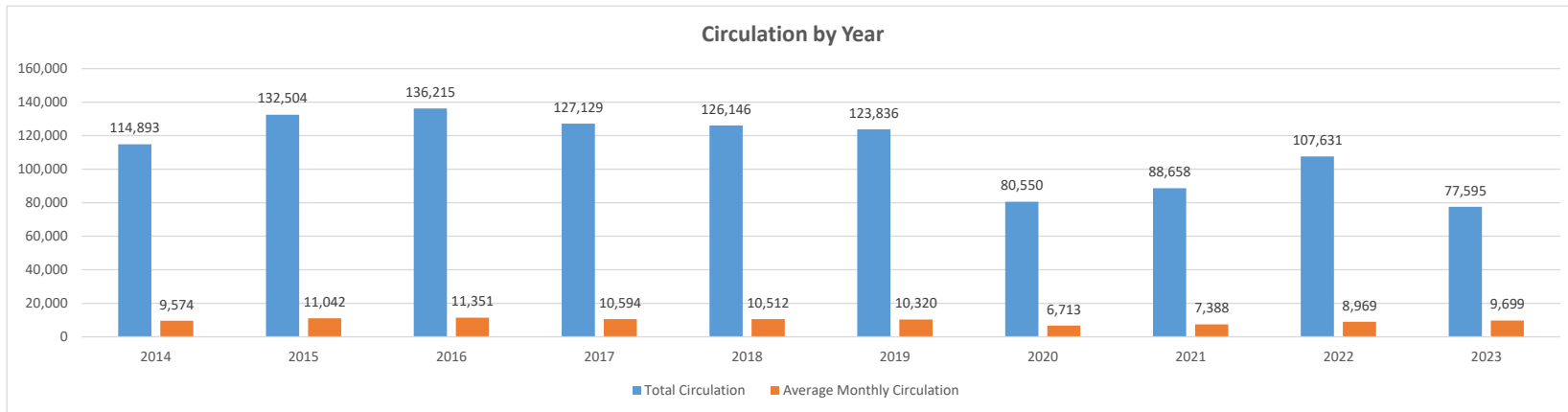
Grants

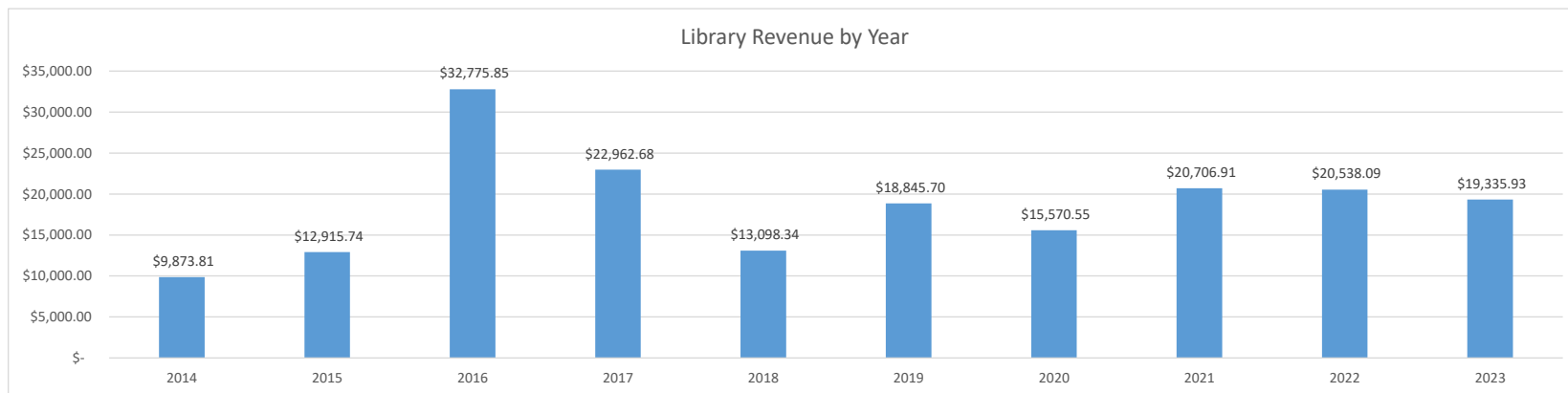
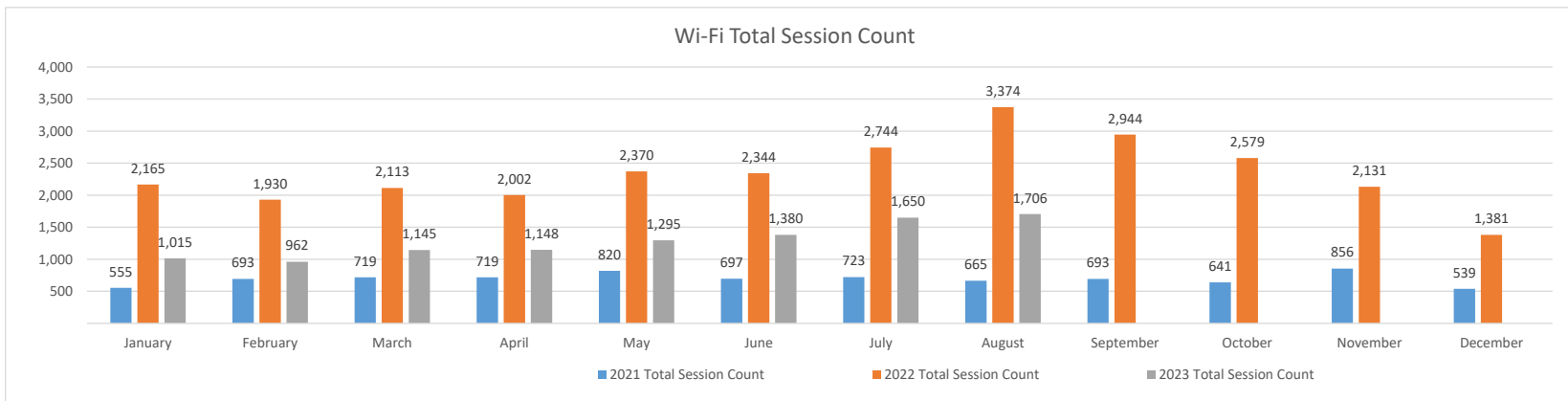
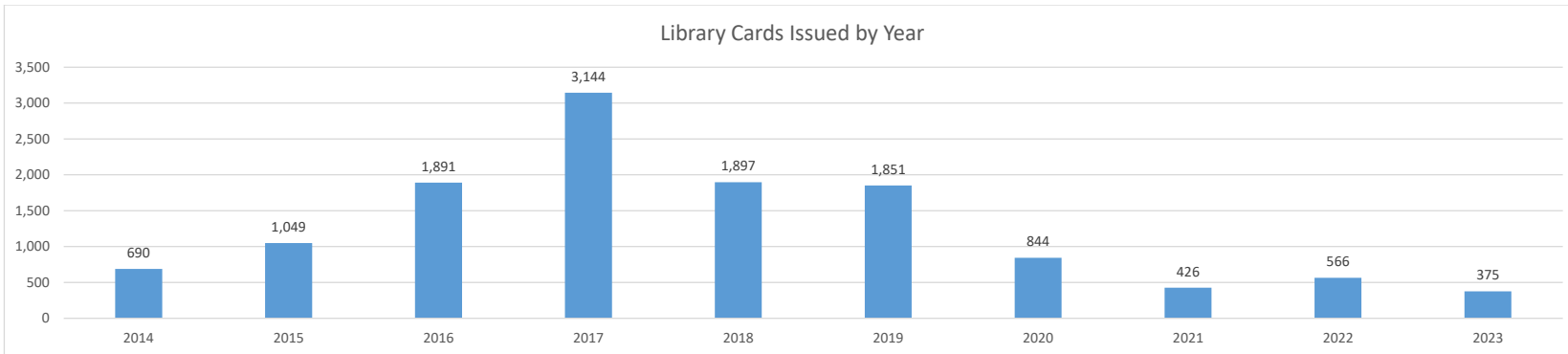
We’ve completed spending of the \$1500 Stephanie Davis Miller early childhood grant (3 mobile face-out shelving units, a versatile puppet stage with flannel board for Storytime, and 13 new puppets). We are also making spending decisions for the Sam F. Weller Family Foundation grant money for purchase of shelving and updates for the children’s area.

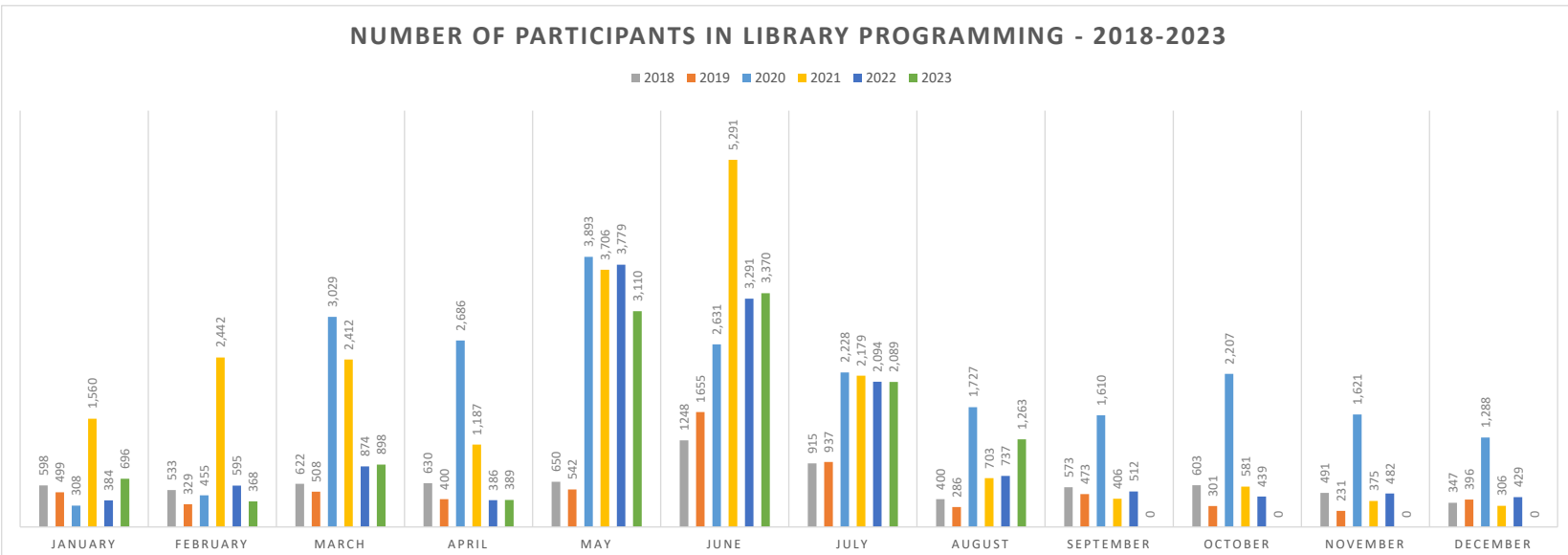
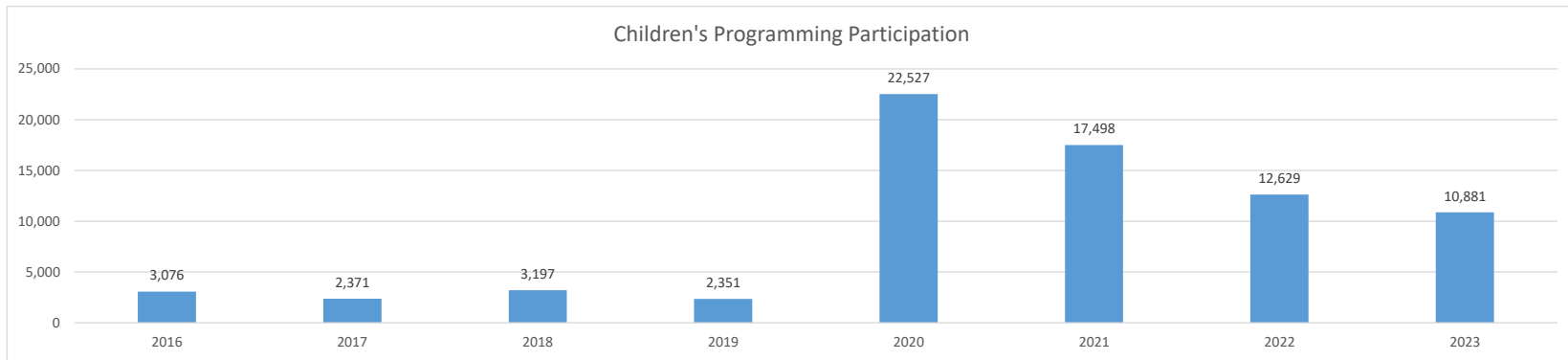
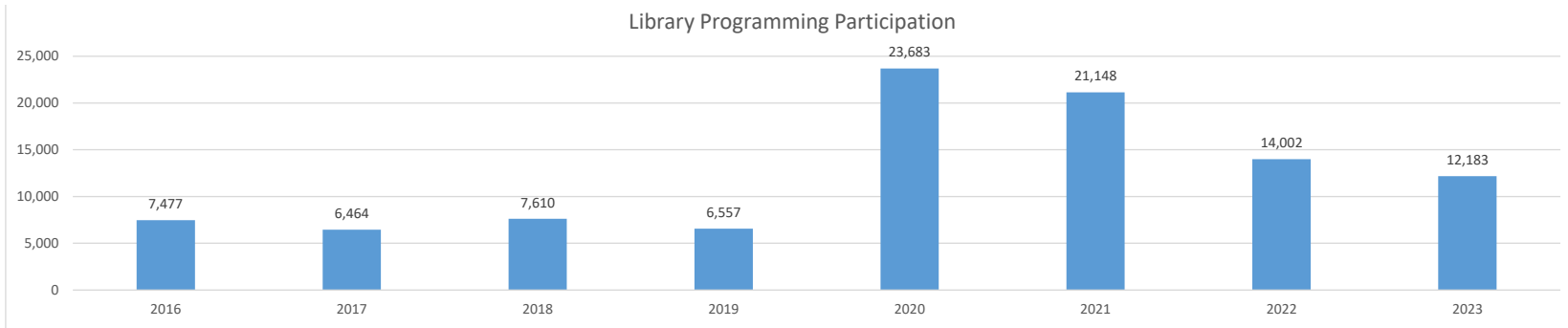
Mitchell Public Library Statistics for 2023



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	5,131	4,497	1,698	0	0	0	37,369	48,048	-22%	Gate Count
Registered Patrons TOTAL	9,463	9,488	9,459	9,464	9,247	9,274	9,236	9,104	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	6,332	6,222	0	0	0	0	6,466	6,515	-1%	City Residents
County Residents	767	769	773	767	778	781	785	786	0	0	0	0	767	768	0%	County Residents
Subscription Memberships	642	648	654	643	533	531	540	543	0	0	0	0	642	638	1%	Subscription Memberships
All Others	1,588	1,589	1,589	1,588	1,580	1,581	1,579	1,553	0	0	0	0	1,588	1,590	0%	All Others
All Items Circulated TOTAL	9,225	8,720	9,596	8,163	8,980	11,305	11,033	10,581	0	0	0	0	77,603	107,631	-28%	All Items Circulated TOTAL
Physical Items	6,791	6,517	7,202	5,897	6,777	9,043	8,697	8,143	0	0	0	0	59,067	85,249	-31%	Physical Items
Digital Items from SDTTG	2,434	2,203	2,394	2,266	2,203	2,262	2,336	2,438	0	0	0	0	18,536	22,382	-17%	Digital Items from SDTTG
Programs Held TOTAL	29	25	23	19	31	48	43	15	0	0	0	0	233	277	-16%	Programs Held TOTAL
Children	19	13	11	11	24	34	33	9	0	0	0	0	154	207	-26%	Children
YA	4	4	4	2	2	4	4	1	0	0	0	0	25	18	39%	YA
Adults	2	4	7	5	3	7	5	5	0	0	0	0	38	47	-19%	Adults
General Interest	4	4	1	1	2	3	1	0	0	0	0	0	16	5	220%	General Interest
Program Attendance TOTAL	696	368	898	389	3,110	3,370	2,089	1,263	0	0	0	0	12,183	14,002	-13%	Program Attendance TOTAL
Children	589	291	636	286	3,028	2,886	2,000	1,165	0	0	0	0	10,881	12,629	-14%	Children
YA	16	44	99	18	25	134	37	70	0	0	0	0	443	371	19%	YA
Adults	13	19	147	69	17	259	34	28	0	0	0	0	586	481	22%	Adults
General Interest	78	14	16	16	40	91	18	0	0	0	0	0	273	521	-48%	General Interest
Collection Holdings TOTAL	89,620	89,361	89,533	88,796	87,726	84,454	84,095	79,489	79,489	79,489	79,489	79,489	79,489	90,278	-12.0%	Collection Holdings TOTAL
Holdings added	156	242	517	263	307	252	240	214	0	0	0	0	2,191	4,789	-54%	Holdings added
Holdings deleted	-706	-501	-345	-1,000	-1,377	-7,124	-599	-4,820	0	0	0	0	-16,472	-23,566	-30%	Holdings deleted
ILL Borrowing Filled	31	16	37	27	29	23	19	36	0	0	0	0	218	326	-33%	ILL Borrowing Filled
ILL Lending Filled	67	55	64	42	72	26	49	76	0	0	0	0	451	719	-37%	ILL Lending Filled
Computer sessions	304	352	438	384	474	402	374	487	0	0	0	0	3,215	4,452	-28%	Computer sessions
Computer use by hours	243.00	289.23	309.12	262.38	375.54	268.36	249.5	339.5	0.0	0.0	0.0	0.0	2,337	2,553	-8%	Computer use by hours
Wi-Fi Sessions	1,015	962	1,145	1,148	1,295	1,380	1,650	1,706	0	0	0	0	10,301	25,980	-60%	Wi-Fi Sessions
Facebook "People Reached"	21,491	18,383	20,096	21,795	20,642	37,141	32,555	15,522	0	0	0	0	187,625	140,519	34%	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	\$ 1,716.37	\$ 1,729.66	\$ -	\$ -	\$ -	\$ -	\$ 19,335.93	\$ 20,538.09	-6%	Revenue









Contact Information



800.262.9611



fnbo.com



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

MSP 178
47452

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

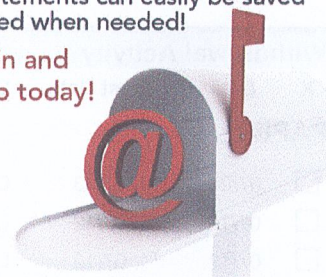


STATEMENT SUMMARY		July 1, 2023 through July 31, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/ln	140783	91,496.72	90,747.94
Total on Deposit			\$90,747.94

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/ln xxxx0783 \$90,747.94			Account Detail
Beginning Balance	\$91,496.72	Items Enclosed	18
Total Deposits	10 for \$1,704.35	Days in Statement	31
Total Withdrawals	14 for \$2,453.13	Annual Percentage Yield Earned	1.46%
Ending Balance	\$90,747.94	Interest Earned this Statement	\$112.14
		Interest Paid this Statement	\$112.14
		Interest Paid YTD	\$744.88

Premium Business Checking w/In xxxx0783 \$90,747.94

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	07/05	07/05	Paypal Transfer *****66811447	94.66
☐	07/11	07/11	Paypal Transfer *****01984926	39.03
☐	07/18	07/18	Paypal Transfer *****36999282	198.69
☐	07/25	07/25	Paypal Transfer *****69342918	60.21
☐	07/31	07/31	Interest Payment	112.14
Total Electronic Deposits				\$504.73

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER			Deposit #	
☐	07/10	07/10	Customer Deposit	385.02
☐	07/17	07/17	Customer Deposit	252.90
☐	07/24	07/24	Customer Deposit	230.45
☐	07/27	07/27	Customer Deposit	10.00
☐	07/31	07/31	Customer Deposit	321.25
Total Paper Deposits				\$1,199.62

Withdrawal Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	07/11	07/11	Fnb Omaha Check/Acc	57.90
Total Electronic Withdrawals				\$57.90

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	07/03	07/03	Check Image Check # 1297	26.00
☐	07/12	07/12	Check Image Check # 1303	36.11
☐	07/12	07/12	Check Image Check # 1308	100.00
☐	07/14	07/14	Check Image Check # 1301	10.23
☐	07/14	07/14	Check Image Check # 1306	150.00
☐	07/14	07/14	Check Image Check # 1310	450.00
☐	07/18	07/18	Check Image Check # 1309	275.00
☐	07/19	07/19	Check Image Check # 1305	150.00
☐	07/19	07/19	Check Image Check # 1311	700.00
☐	07/20	07/20	Check Image Check # 1304	150.00
☐	07/24	07/24	Check Image Check # 1307	44.91
☐	07/26	07/26	Check Image Check # 1312	202.98
☐	07/27	07/27	Check Image Check # 1313	100.00
Total Paper Withdrawals				\$2,395.23

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1297	07/03	26.00	☐	1304	07/20	150.00	☐	1307	07/24	44.91
☐	1301	07/14	10.23	☐	1305	07/19	150.00	☐	1308	07/12	100.00
☐	1303	07/12	36.11	☐	1306	07/14	150.00	☐	1309	07/18	275.00

Premium Business Checking w/In xxxx0783 \$90,747.94

Continued

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1310	07/14	450.00	☐	1312	07/26	202.98	☐	1313	07/27	100.00
☐	1311	07/19	700.00								



Contact Information



800.262.9611



fnbo.com



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

MSP 200
51407

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

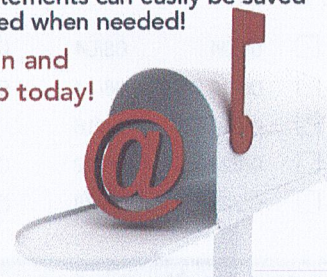


STATEMENT SUMMARY		August 1, 2023 through August 31, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	90,747.94	91,412.62
Total on Deposit			\$91,412.62

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 \$91,412.62			Account Detail
Beginning Balance	\$90,747.94	Items Enclosed	11
Total Deposits	12 for \$1,716.78	Days in Statement	31
Total Withdrawals	5 for \$1,052.10	Annual Percentage Yield Earned	1.46%
Ending Balance	\$91,412.62	Interest Earned this Statement	\$112.03
		Interest Paid this Statement	\$112.03
		Interest Paid YTD	\$856.91

Premium Business Checking w/In xxxx0783 \$91,412.62

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	08/01	08/01	Paypal Transfer *****05297587	84.11
☐	08/08	08/08	Paypal Transfer *****51002235	83.56
☐	08/15	08/15	Paypal Transfer *****86866340	74.09
☐	08/22	08/22	Paypal Transfer *****19855864	84.67
☐	08/29	08/29	Paypal Transfer *****51830775	63.96
☐	08/31	08/31	Interest Payment	112.03
Total Electronic Deposits				\$502.42

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	08/04	08/04	Customer Deposit	22.50
☐	08/04	08/04	Customer Deposit	25.00
☐	08/08	08/08	Customer Deposit	332.66
☐	08/14	08/14	Customer Deposit	178.80
☐	08/21	08/21	Customer Deposit	308.56
☐	08/28	08/28	Customer Deposit	346.84
Total Paper Deposits				\$1,214.36

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	08/04	08/04	Check Image Check # 1314	142.40
☐	08/14	08/14	Check Image Check # 1316	60.00
☐	08/16	08/16	Check Image Check # 1315	629.30
☐	08/22	08/22	Check Image Check # 1318	178.40
☐	08/28	08/28	Check Image Check # 1317	42.00
Total Paper Withdrawals				\$1,052.10

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1314	08/04	142.40	☐	1316	08/14	60.00	☐	1318	08/22	178.40
☐	1315	08/16	629.30	☐	1317	08/28	42.00				

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

July 2023

	Jul 23	Jul 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	663.30	444.50	218.80	49.2%
Copies	350.80	205.20	145.60	71.0%
Donations	39.34	19.91	19.43	97.6%
Earbuds	2.00	7.00	-5.00	-71.4%
Interest	112.14	4.13	108.01	2,615.3%
Interlibrary loan	16.00	15.25	0.75	4.9%
Paid items (Damaged/Lost Items)	83.80	95.73	-11.93	-12.5%
Refund	0.00	-45.82	45.82	100.0%
Subscriptions	425.00	165.00	260.00	157.6%
Total General revenue	1,692.38	910.90	781.48	85.8%
Uncategorized Income	23.99	29.05	-5.06	-17.4%
Total Income	1,716.37	939.95	776.42	82.6%
Expense				
Credit Card Processing Fees	12.02	5.60	6.42	114.6%
Operation expenses				
Checks	57.90	0.00	57.90	100.0%
Total Operation expenses	57.90	0.00	57.90	100.0%
Program expenses				
Summer Reading				
Summer Reading - Adult	585.85	0.00	585.85	100.0%
Summer Reading - Children	2,077.98	0.00	2,077.98	100.0%
Summer Reading - Teen	430.76	0.00	430.76	100.0%
Summer Reading - Other	0.00	1,717.79	-1,717.79	-100.0%
Total Summer Reading	3,094.59	1,717.79	1,376.80	80.2%
Total Program expenses	3,094.59	1,717.79	1,376.80	80.2%
Total Expense	3,164.51	1,723.39	1,441.12	83.6%
Net Ordinary Income	-1,448.14	-783.44	-664.70	-84.8%
Net Income	-1,448.14	-783.44	-664.70	-84.8%

Mitchell Public Library Library Board of Trustees
Profit & Loss Prev Year Comparison
August 2023

	Aug 23	Aug 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	639.20	619.75	19.45	3.1%
Copies	238.87	363.20	-124.33	-34.2%
Donations	9.29	117.50	-108.21	-92.1%
Earbuds	3.00	3.00	0.00	0.0%
Interest	112.03	4.14	107.89	2,606.0%
Interlibrary loan	17.25	29.75	-12.50	-42.0%
Paid items (Damaged/Lost Items)	211.05	135.52	75.53	55.7%
Pop machine	22.50	18.00	4.50	25.0%
Refund	0.00	-17.99	17.99	100.0%
Subscriptions	475.00	315.00	160.00	50.8%
Total General revenue	1,728.19	1,587.87	140.32	8.8%
Uncategorized Income	1.47	46.66	-45.19	-96.9%
Total Income	1,729.66	1,634.53	95.13	5.8%
Expense				
Credit Card Processing Fees	12.88	7.09	5.79	81.7%
Operation expenses				
Lost/Damaged ILL books	42.00	0.00	42.00	100.0%
Total Operation expenses	42.00	0.00	42.00	100.0%
Program expenses				
Bilingual programming	0.00	500.00	-500.00	-100.0%
Summer Reading				
Summer Reading - Adult	107.20	0.00	107.20	100.0%
Summer Reading - Teen	131.20	0.00	131.20	100.0%
Summer Reading - Other	0.00	601.97	-601.97	-100.0%
Total Summer Reading	238.40	601.97	-363.57	-60.4%
Total Program expenses	238.40	1,101.97	-863.57	-78.4%
Total Expense	293.28	1,109.06	-815.78	-73.6%
Net Ordinary Income	1,436.38	525.47	910.91	173.4%
Net Income	1,436.38	525.47	910.91	173.4%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through August 2023

	Jan - Aug 23	Jan - Aug 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	6,500.00	6,500.00	0.00	0.0%
General revenue				
Book sale	4,916.11	3,897.00	1,019.11	26.2%
Copies	2,443.67	2,425.45	18.22	0.8%
Donations	695.73	309.71	386.02	124.6%
Earbuds	30.00	32.00	-2.00	-6.3%
Interest	856.91	34.10	822.81	2,412.9%
Interlibrary loan	146.75	152.00	-5.25	-3.5%
Laminating	19.00	5.00	14.00	280.0%
Meeting room fees	100.00	50.00	50.00	100.0%
Paid items (Damaged/Lost Items)	578.05	514.86	63.19	12.3%
Pop machine	81.00	67.50	13.50	20.0%
Refund	0.00	-75.66	75.66	100.0%
Subscriptions	3,160.00	1,650.00	1,510.00	91.5%
Total General revenue	13,027.22	9,061.96	3,965.26	43.8%
Uncategorized Income	139.81	146.34	-6.53	-4.5%
Total Income	19,667.03	15,708.30	3,958.73	25.2%
Expense				
Credit Card Processing Fees	82.61	43.58	39.03	89.6%
Operation expenses				
Checks	57.90	0.00	57.90	100.0%
Furniture	0.00	16,387.76	-16,387.76	-100.0%
Hosted meetings	0.00	28.47	-28.47	-100.0%
Lost/Damaged ILL books	68.00	17.99	50.01	278.0%
Meals and Entertainment	36.00	0.00	36.00	100.0%
Miscellaneous	163.82	0.00	163.82	100.0%
Office supplies	129.84	0.00	129.84	100.0%
Total Operation expenses	455.56	16,434.22	-15,978.66	-97.2%
Program expenses				
Adult programming	445.28	1,042.45	-597.17	-57.3%
Bilingual programming	500.00	500.00	0.00	0.0%
Children's programming	975.26	302.86	672.40	222.0%
Program supplies	18.99	265.24	-246.25	-92.8%
Summer Reading				
Summer Reading - Adult	1,959.00	0.00	1,959.00	100.0%
Summer Reading - Children	6,108.00	0.00	6,108.00	100.0%
Summer Reading - Teen	1,700.90	0.00	1,700.90	100.0%
Summer Reading - Other	0.00	7,896.12	-7,896.12	-100.0%
Total Summer Reading	9,767.90	7,896.12	1,871.78	23.7%
Teen programming	553.49	0.00	553.49	100.0%
Total Program expenses	12,260.92	10,006.67	2,254.25	22.5%
Total Expense	12,799.09	26,484.47	-13,685.38	-51.7%
Net Ordinary Income	6,867.94	-10,776.17	17,644.11	163.7%
Net Income	6,867.94	-10,776.17	17,644.11	163.7%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 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	32,928.50	247,791.41	279,182.92	152,072.08	64.74
101-45500-41110 OVERTIME	0	0.00	291.61	251.24 (	251.24)	0.00
101-45500-41120 PART-TIME	34,000	2,496.25	20,928.50	21,758.05	12,241.95	63.99
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	2,650.05	19,718.09	21,984.98	13,607.02	61.77
101-45500-41300 RETIREMENT	25,915	1,975.70	14,875.89	16,766.04	9,148.96	64.70
101-45500-41500 GROUP INSURANCE	119,618	413.59	74,487.21	80,805.49	38,812.51	67.55
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	40,464.09	385,260.75	420,748.72	225,631.28	65.09
<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	0.00	8,612.77	14,191.97	2,308.03	86.01
101-45500-42600 SUPPLIES & MATERIALS	12,500	486.06	10,387.84	7,676.88	4,823.12	61.42
101-45500-42661 POSTAGE	1,300	218.32	935.57	923.59	376.41	71.05
101-45500-42690 MINITEX FEES	4,800	0.00	3,479.76	7,588.60 (	2,788.60)	158.10
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	0.00	1,603.00	47.00	97.15
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	1,416.57	8,554.66	10,943.28	6,207.72	63.81
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	3,027.55	26,873.25	27,097.00	14,003.00	65.93
101-45500-42830 UTILITIES-WATER/SEWER	2,000	0.00	446.70	755.46	1,244.54	37.77
101-45500-42902 COMPUTER SOFTWARE	0	0.00	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>3,395.00</u>	<u>3,395.00</u>	<u>3,395.00</u>	<u>105.00</u>	<u>97.00</u>
TOTAL CURRENT EXPENSES	109,363	8,543.50	63,568.41	74,486.53	34,876.47	68.11
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	15,000	314.41	4,003.20	314.41	14,685.59	2.10
101-45500-43420 BOOKS	47,000	2,924.21	27,078.52	23,885.48	23,114.52	50.82
101-45500-43421 AUDIO-VISUAL	8,500	1,489.47	2,897.50	3,088.91	5,411.09	36.34
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	4,728.09	42,318.22	27,288.80	43,211.20	38.71
TOTAL LIBRARY	826,243	53,735.68	491,147.38	522,524.05	303,718.95	63.24
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	826,243	53,735.68	491,147.38	522,524.05	303,718.95	63.24

WARNING 937 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

September 2023 Funding Requests

We are submitting four funding requests this month. Zack North is requesting a total of \$1,160.06 for four different fall programs.

Request for Funds: Teen Crafternoon: Pumpkin Carving/Painting

Zack North, Adult and Teen Librarian

Rachel Soulek, Circulation Assistant

PROGRAM DESCRIPTION:

Following the success of last year, Rachel Soulek and I plan to host another pumpkin carving event for teens. We will make some changes to the format to make it easier and to save time for the carvers who register. Teens will carve a pumpkin using patterns or their own imagination.

REQUESTED FUNDS:

\$36.00 to purchase pumpkins for the teen pumpkin carving event.

BUDGET DETAILS

Title	Price	Quantity	Total
Pumpkins	\$ 3.00	12	\$36.00
Subtotal			\$36.00
Total			\$36.00

Program Proposal: Wine Cork Pumpkins

Zack North, Adult and Teen Librarian

PROGRAM DESCRIPTION:

An adult craft night for people to make wine cork pumpkins. These can serve as small decorative items or an alternative to carved pumpkins.

REQUESTED FUNDS:

\$51.98 to purchase corks and felt.

Itemized Budget

Materials:

Item	Price	Quantity	Total
Wine Corks	\$ 17.99	2	\$ 35.98
Green Felt	\$ 16.00	1	\$ 16.00
Total			\$ 51.98

Program Proposal: Native American Heritage Month
Zack North, Adult and Teen Librarian

DATE AND TIME

TBD

PROGRAM DESCRIPTION:

A series of programs during November discussing and celebrating Native American History Month. Speakers will include individuals from DWU, South Dakota Humanities Council, and other local organizations.

Tentative Speakers:

- Lyle Miller Sr.
- Verna K. Boyd
- Geraldine Goes in Center
- Sean Flynn
- Brad Tennant

REQUESTED FUNDS:

Item	Price
Speakers	\$ 1000.00
Total	\$ 1000.00

Program Proposal: Minute to Win It
Zack North, Adult and Teen Librarian
Rachel Soulek, Circulation Assistant

PROGRAM DESCRIPTION:

Teens take part in 60-second challenges that use objects commonly available around the house.

PROGRAM GOAL:

Overcome challenges by fostering creative, non-linear thinking.

REQUESTED FUNDS:

Item	Total
Materials	\$ 39.14
Refreshments	\$ 32.94
Total	\$ 72.08

CHALLENGES

Anagrams - Pick a fun word or phrase and have players rearrange the letters to create anagrams. For example, the phrase “minute to win it” has more than 5,000 possible anagram combinations such as “timeout in twin” and “wine intuit Tom.” Use an anagram generator online for inspiration. Whoever has the most anagrams after 60 seconds wins.

Materials Needed:

- *Paper*
- *Pencil*

State of Fun - Have players write down as many state capitals as they can before the timer goes off.

Materials Needed:

- *Paper*
- *Pencil*

Breakfast Scramble - Cut the front of a cereal box up into small pieces puzzle-style and have players try to put it back together as quickly as they can.

Materials Needed:

- *Cereal Boxes*

Rubber Band Shooting Range - Stack several empty soda cans into a pyramid and have players shoot rubber bands at them, attempting to knock down the pyramid. Whoever has the fewest cans standing at the end of one minute wins.

Materials Needed:

- *Empty Cans*
- *Rubber Bands*

Keep It Up - Tell players or teams they must keep a balloon afloat for one minute. Additional rules are up to you: tell them they can use only their heads, toes, etc. or just say “anything goes.” If the balloon touches the ground, they’re out. The last person or team standing wins.

Materials Needed:

- *Balloons*

Plastic Pyramid - Give kids several cups in a stack and have them stack them into a pyramid and then quickly bring them back down into a single stack again before the timer goes off.

Materials Needed:

- *Stacking Cups*

Sticky Marbles - Unroll a large piece of double-sided tape across a table and give each participant several marbles (ideally a different color for each kid). See who can roll the most marbles across the table and get them to stick to the tape before the timer goes off.

Materials Needed:

- *Marbles*
- *Double Sided Tape*

Nut Stack - Head to the hardware store and buy several small “hex nuts.” Thread five to 10 of them onto a skewer or chopstick and have players stack them on top of each other using only one hand. Tip: players will need to remain very still to keep from knocking over their towers. Whoever has the highest stack at the end of one-minute wins.

Materials Needed:

- *Chopstick*
- *Hex Nuts*

Chopstick Cereal Race - Pick a small round cereal like Kix or Cocoa Puffs and put pieces into a large bowl. Have participants sit around the bowl, each with a smaller cup in front of them. Then have them use chopsticks to move the cereal from the large communal bowl to their own cup.

Materials Needed:

- *Chopsticks*
- *Kix Cereal*

Rice Tweezer - Grab a bowl of Tic Tacs or other tiny candy and have participants use tweezers to pick them up one at a time and carry them across the room and put them in a different bowl. If players drop their candy on the way, they have to pick it up using only the tweezers. Whoever has the most in their bowl when the timer goes off wins.

Materials Needed:

- *Rice*
- *Tweezers*

Refreshments

Granola Bars
Variety of Chips
Bottled Water

Nintendo Switch Borrowing Policy

Policy Statement

In an ongoing effort to enrich and transform lives by connecting people to quality information and engaging experiences, Mitchell Public Library is proud to provide a Nintendo Switch to our teen patrons for in-house use.

About

The Nintendo Switch is connected to a television in the teen room. Four Nintendo Switch Pro Controllers allow groups of up to four simultaneous players in multiplayer games. Game cartridges are available from the front desk for in-house use.

Who can use the Nintendo Switch?

Any Young Adult registered with Mitchell Public Library and in good standing may check out a Nintendo Switch Pro Controller and a game cartridge.

In-house Circulation

- A Nintendo Switch Controller may be borrowed for two hours (every 24 hours) and used only inside the library.
- One game cartridge may be checked out at a time.
- Checked-out game cartridges must be returned to the front desk before a new cartridge may be checked out.
- Library staff may extend the time available to borrowers during periods of low usage.
- Borrowers must comply with the library Rules of Conduct policies.
- Borrowers are required to leave their library card at the circulation desk while borrowing Nintendo Switch controllers and games.
- Controllers must be returned to the circulation desk in their plastic bag.
- Controllers will not be checked out any later than one hour before closing and must be returned 15 minutes before closing, regardless of when it was borrowed.
- The librarian-in-charge / circulation staff member may make the Switch “unavailable” for use.

Holds

Switch controllers are available within the library on a first-come, first-served basis. Holds or reservations are not available.

Late Returns

There is no fee for returning Switch controllers late. Library staff may end a borrower’s session after the checkout period has ended.

Returning items

- Switch Controllers must be returned to the circulation desk in their plastic bags.
- Game cartridges must be removed from the console and returned to the circulation desk.

- After controllers and games are checked in the borrower's library card will be returned to the borrower.

Loss or Damage

Borrowers will not be held responsible for normal wear-and-tear of the controller or game. Borrowers will be held responsible for any lost or damaged equipment. If a controller or other equipment is damaged, borrowers should alert a staff member immediately. Lost and damaged equipment will incur replacement fees.

User Privacy and Profiles

- Library staff do not actively monitor activity on the Switch.
- The Switch collects basic information, such as the amount of time played.
- No game requires borrowers to sign in or create an account identifying themselves in any way; the library has created profiles for gameplay.
- Users may not create or alter profiles.
- Any attempt to alter the configuration of the Switch is strictly prohibited and may result in the loss of borrowing privileges.

Game Content

- Games available for the Switch are generally appropriate for a young adult audience and fully accessible to all users; none are rated higher than T.
- A complete list of games available at the library and their ratings will be provided upon request.

Online Play, Access, and Content

- Most online game features will be unavailable, including online group play and EShop purchasing.
- Users are welcome to recommend new game purchases to library staff.

Disclaimers

Mitchell Public Library is not responsible for files, data, or personal information accessed/transmitted using the Switch.

The library will have no liability for direct, indirect, or consequential damages related to the use of the Switch, including loss of data or privacy invasions. Users and borrowers of the Switch do so at their own risk and assume full liability for their actions.



Mitchell Public Library Uniform and Dress Code Policy

PURPOSE:

The purpose of this policy is to define the Mitchell Public Library uniform and dress code for all personnel, and to designate what should be worn and how it shall be worn. The policy supersedes all prior policies and instructions.

It is expected that all department employees while on duty, whether wearing a uniform or not, will be neat in appearance and well groomed. When not wearing a uniform, all employees are expected to wear apparel appropriate for the work environment. In general, this means that very casual attire is not to be worn in office environments or meetings. Questions related to what is appropriate under various circumstances should be directed to the Library Director.

DEFINITIONS:

<u>Uniform</u>	The official, representative clothing as defined in the policy.
<u>Office</u>	Indoor place of business.
<u>Uniform Allowance</u>	\$250 allowance applies only to full-time, year-round staff. Part-time staff are not covered unless otherwise stated below.

GENERAL:

Supervisory personnel are responsible for setting an example, ensuring that staff comply with the uniform and dress code policy, and correcting any uniform policy violations by staff.

Failure to observe the uniform and dress code policy shall be considered sufficient cause for progressive disciplinary action.

POLICY:

All full-time staff are given a \$250 uniform allowance per year. Only office shirts may be purchased with uniform allowance funds. All items must be logoed. Pants for staff will not be covered under the uniform allowance.

Library employees are not required to wear city uniform shirts while at work every day, but may wear uniform shirts as they choose. Custodial staff members may wear jeans or appropriate work pants. Full-time employees may wear casual business dress or jeans and a business-appropriate shirt. Jeans may not have holes, tears, or look extremely worn out. Part-time employees may wear jeans and a business-appropriate shirt.

Employees shall return all uniform items covered and paid for under the uniform allowance that are no longer suitable for wear to their immediate supervisor. Upon termination of employment, all employees shall return all uniform items covered and paid for under the uniform allowance to their immediate supervisor.