



Mitchell Public Library Board of Trustees Meeting Agenda

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

November 14, 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 Policy

B. Action to Approve Library Closure

The library will be closed Monday, December 25 and Friday afternoon, December 22. The Friday afternoon closure will be for the half-day holiday for Christmas Eve. The library will also be closed Sunday, December 24 for the actual Christmas Eve. We are requesting to be closed Saturday, December 23. We expect very few people would come to the library that Saturday. It makes more sense to be closed and allow staff to spend time with their families.

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
September 19, 2023

1. Call to Order

Board President Nath called the meeting to order at 5:15 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Diana Goldammer, Deb Everson, and Ann Temple. Board members Emma DeVos and Susan Tjarks were excused. Also present was Kevin Kenkel, Library Director and Zack North, Adult 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 July 18, 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 August 2023. Kenkel and North provided additional comments regarding the written reports. Kenkel verbally informed board members of holiday closures in October and November. These include October 9 (Native American Day), November 10 (in observance of Veteran's Day), November 23 (Thanksgiving), and November 24 (administrative day off). Motion by Everson, 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 July and August bank statements and financial reports. Kenkel submitted one bill for approval to be paid. Motion by Goldammer, seconded by Temple, to approve the financial reports and to approve payment of the submitted bill. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for September 2023

Kenkel presented four funding requests from Zack North totaling \$1,160.06. Three requests were for supplies for upcoming programs. These amounts were \$36.00, \$51.98, and \$72.08. The fourth request in the amount of \$1,000 was for series of programs in November 2023 discussing and celebrating Native American History Month. Motion by Goldammer, seconded by Everson, to approve these four funding requests. All members present voted "Aye". Motion passed.

B. Action to Approve Policy

Board members reviewed the proposed "Nintendo Switch Borrowing Policy". Kenkel informed board members that the proposed policy was reviewed by the city attorney. Motion by Goldammer, seconded by Temple, to approve the new Nintendo Switch Borrowing Policy. All members present voted "Aye". Motion passed. The policy will be posted online when all the equipment is in place.

C. Discussion of Strategic Planning Process

Kenkel reviewed the first action to be accomplished in the upcoming strategic planning process: forming the planning committee. Kenkel recommended that the planning committee have seven members consisting of a library board member, the city council representative on the library board, the library director, a library staff member, and three community members. Board members agreed this membership is appropriate. Kenkel will work with Board President Nath to select committee members.

D. Discussion of Uniform Policy

Kenkel reviewed the city's "uniform" policy with board members highlighting the contractual allowance that full-time staff members may use to purchase office shirts with the city logo. Kenkel stated that the library needs to follow this policy, but that in years past the library has used all its supplies budget account on needed supplies for the library. He asked board members if the Board would be willing to supplement the library's supplies account if needed. Everson recommended that the staff uniform allowance should be taken from the library supplies account, and that if the library needs additional supplies the Board could consider a funding request for supplies. Goldammer suggested that since the union contract does not cover part-time staff the Board could pay for one "logoed" shirt for each part-time employee if they want one. Kenkel pointed out that city policy requires that employees return all uniform items when their employment with the city ends.

8. Committee Reports

There were no committee reports.

9. Board Input

Goldammer asked that at next year's National Library Week in April the Library Board sponsor an appreciation event for the library staff. Everson stated that the library staff is doing a great job and that the library looks inviting.

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 6:33 p.m.

Board members will meet October 17, 2023 at 5:15 p.m. at Mitchell Public Library for board training. The next Board of Trustees meeting is scheduled for November 21, 2023 at 5:15 p.m. in City Council Chambers at City Hall.

Mitchell Public Library Director Report

November 14, 2023

1. Building Updates

Johnson Controls installed our new HVAC controls in early October. The tech had to return for some additional programming, but things seem to be working properly now.

On Friday, November 10 the carpets in the library were professionally cleaned. As far as I can determine, the carpets haven't been shampooed since the building renovation in 2015.

2. OverDrive Collection

At the SDLA conference we learned more about the ability to share our library's OverDrive collection with other libraries in the state. Other libraries our size have been doing this for years, which has benefited our patrons. We decided to reciprocate and share our collection, and did so at the beginning of October. In the first month experienced an increase of 1,544 more checkouts of our digital collection. Zack North will provide more details in his report.

3. Library Hours

Everything is going well with our new hours. We have people come in right at 9:00 am. We've heard no complaints about closing at 8:00 pm.

4. 2024 Budget Update

City Council is continuing their work on the 2024 budget. There have been no changes to the proposed library budget.

5. Bank Account

In November we are transitioning to our new FNBO account. Part of our funds were transferred to the new account, so we can begin writing checks on that account. The other part of our funds will remain in the old account to cover any outstanding checks. Once all outstanding checks have cleared the bank our remaining funds will be transferred to the new account, and the old account will be closed.

6. SDLA Conference

Denny, Zack North, and I attended this year's conference. There many interesting sessions. Zack was surprised to receive the New Librarian of the Year award.

7. Programming

For Native American Heritage Month Zack North planned a series of four presentations by Sean Flynn, Brad Tennant, Verna K. Boyd, and Geraldine Goes in Center. Eighteen people attended Sean Flynn's presentation. Twenty-six people attended Brad Tennant's talk.

8. Microfilm Scanner/Printer

We sent the used digital microfilm scanner we received to the manufacturer for recertification. They informed me that there are some connection issues with it and are working to determine what it will take to fix it.

November 2023 Children's Services Update
Jean Patrick, Children's Services Librarian

As the Children's Services Librarian, I provide daily reader advisory to children and parents, manage the collection (order & weed books), create displays (Halloween & Native American Heritage month), and plan & lead children's programs (see below).

Thursday Storytime

Our weekly Thursday Storytime continues to have strong attendance. At the end of September and early October, we had two sessions with over 50 attendees. As the weather has cooled, attendance has averaged 30 attendees.

Also, we held two Storytimes on Oct. 26 (morning & after-school bilingual) to celebrate Read for the Record Day & distributed 27 free copies (1 per family) of the picture book *With Lots of Love*. Our attendance for both sessions was just over 50.

Bi-weekly Saturday Storytime (Bilingual)

Ada Morales and I continue to provide bilingual Saturday Storytime on a bi-weekly basis.

Attendance ranges from 15-40 with people from several backgrounds attending.

We also provided an after-school bilingual Storytime on Oct. 26 to celebrate Read for the Record. Our Spanish-speaking families were especially appreciative of the Spanish editions that we distributed.

Outreach Storytime

I've been leading monthly outreach Storytimes for First Lutheran Early Learning Center (at the library) with an average attendance of 44 preschoolers. These students also have the experience of selecting and checking out books.

Each month, I also go to Palace City Preschool to lead three sessions of Storytime (approx. 22 students each).

On Nov. 7, Ada Morales and I traveled to Headstart to lead two sessions of bilingual Storytime (approx. 20 each, plus adults). Many of the kids wanted to "come to our house" (the library). Our Headstart visits will continue each month

Additional Outreach

Sept. 18 – I led a discussion about new children’s books and trends, followed by a library tour for the Lewis & Clark Reading Council. Teachers/school librarians from Corsica, Parkston, & Bridgewater attended.

Oct. 2 – Ada Morales and I led a bilingual Storytime for 12 education students in Stephanie Gelderman’s class at DWU. Ada also provided insights about ways they can help students adapt to a new culture.

Oct. 11 – Approximately 80 students in grades 2-5 (plus teachers) from Longfellow Elementary walked to the library for a Fall field trip. Teachers arranged the tour so that students would know where the library is located. (They’ve noticed that many children/parents do not know where the library is located.)

Additional programs

Each Monday, MHS instructor Cindy Bierman brings four transition special education students (ages 18-21) to the library for a short program with our coding toys. Students also have the experience of independently checking out books. In October, they spent three weeks writing and recording (with one of the robots) their own “12 Sounds of Halloween” book.

Upcoming programs

We plan to resume Makerspace Mondays in December and January for elementary grade students to provide opportunities to experiment with coding toys and creative makerspace materials (paints, boxes, beads, etc.)

In December, we may have a Saturday Storytime featuring a local children’s author.

Grants

Materials we purchased with the Stephanie Davis Miller grant (\$1500) are in use. After Storytime, kids spontaneously play with the puppet theater and puppets. Kids also love the height appropriate face-out bin shelving in the Beginner Reader area.

We are also in the process of spending the Sam F. Weller Foundation grant money. Shelving for the graphic novels has been ordered.

November 2023 Adult Services Update

Zack North, Adult Services Librarian

For my November 2023 report I spent much time analyzing our OverDrive usage. Therefore, I didn’t put together my normal including programming and operations.

Summary

Mitchell Public Library (MPL) patrons, through OverDrive/Libby, have been using digital titles owned and shared by other South Dakota libraries for years. Usage of those shared titles is approximately 30% of

the digital circulation that MPL reports and the most significant contributor to circulation growth for the last six years. On October 4th, MPL enrolled in an Advantage-Plus plan to share the titles we own with other South Dakota libraries. Sharing our titles with other libraries stretches every dollar we invest into the platform.

About OverDrive/Libby

OverDrive/Libby is a digital lending platform allowing patrons to borrow ebooks, audiobooks, magazines, and more with their library cards. The South Dakota Titles To Go (SDTTG) digital library is made possible through the South Dakota Digital Consortium. Member libraries pay an annual fee that the consortium uses to purchase titles for the shared collection. Mitchell Public Library (MPL) has participated in SDTTG since 2012.

Mitchell Public Library is an “Advantage” member of the South Dakota Digital Consortium. MPL can purchase materials exclusively for our library patrons by being an advantage member. This allows us to fill holds on materials with long wait times or buy materials unique to our digital collection.

“Advantage Plus” is a program that allows Advantage members to share their purchased titles with other libraries in a consortium.

Lending Models

OverDrive has seven lending models a publisher can use to make ebooks and eaudiobooks available on the Overdrive platform. We primarily purchase materials that are One copy/One user or Metered Access by time. Rarely do we purchase materials that are metered access by checkout or MA by time and checkout.

Expenses

Content purchased through the OverDrive platform is relatively expensive. A newly released James Patterson eBook¹ that expires in 24 months (MA by time) is \$75.00 per copy. That same title as a physical copy is \$18.00² per copy and never expires. Costs of eBooks vary by author, publisher, and metered access licensing.

Cost Per Circ Lending models typically cost \$5.50 for every patron checkout.

Patron Usage

Many of our peer libraries have been sharing their Advantage titles with the South Dakota Digital Consortium for years. Mitchell Public Library patrons have been checking out shared digital titles since 2018. In fact, titles shared by other South Dakota libraries through an Advantage Plus program have contributed the most to our growth in digital circulation statistics. From January 1st to October 31st, titles shared by other libraries and checked out by MPL patrons account for 30% of digital circulation.

¹ Obsessed by James Patterson (2023 Release)

² Price is after discount and does not include staff time and maintenance costs

Making City Dollars Go Farther

The City of Mitchell budgeted \$17,000 for eBooks and eAudiobooks in 2023. The high costs of buying OverDrive titles limit the amount we can purchase. While MPL purchases titles unique to our Advantage collection, most of what we spend is dedicated to fulfilling holds for our patrons.

As an example, *Dream Town* by David Baldacci was purchased in July of 2022 for \$75.00 with a 24-month metered access lending model. The item had six circs with MPL patrons before we shared it with the consortium collection. After sharing the title, it received five additional circulations. The overall cost per circ³ for this digital title was reduced to \$6.81 because of shared usage. For comparison, the average cost per circ for a new adult fiction title on the new books shelf is \$6.66⁴. Additionally, the Cost Per Circ model has most titles priced at \$5.50 per patron checkout.

In many cases, the titles that have many holds by MPL patrons also have a significant number of holds by patrons across the consortium. By sharing our overdrive titles, we help reduce wait times, stretch the dollars we invest into OverDrive further, and allow the consortium to develop a collection of more diverse materials.

Reciprocation

MPL has not been sharing our Advantage-owned titles while benefitting from other libraries sharing theirs. On October 4th, Mitchell Public Library started an Advantage Plus plan to reciprocate. Titles are only shared if there are no holds by MPL patrons and the item is not checked out. Approximately 2,400 digital titles were identified and shared with the rest of SDTTG at the start of this plan. The plan will run monthly and automatically share titles that fit the criteria.

Conclusion

Sharing our Advantage purchased materials with the rest of the South Dakota Digital Consortium helps achieve greater access, makes every city dollar invested go farther, and helps reduce wait times across the entire consortium. This change also reciprocates the usage that MPL patrons have been able to take advantage of for the last six years.

³ Cost per use or cost per circ is a standard metric to review the effectiveness of digital resources

⁴ Excludes staff time for processing and maintenance costs

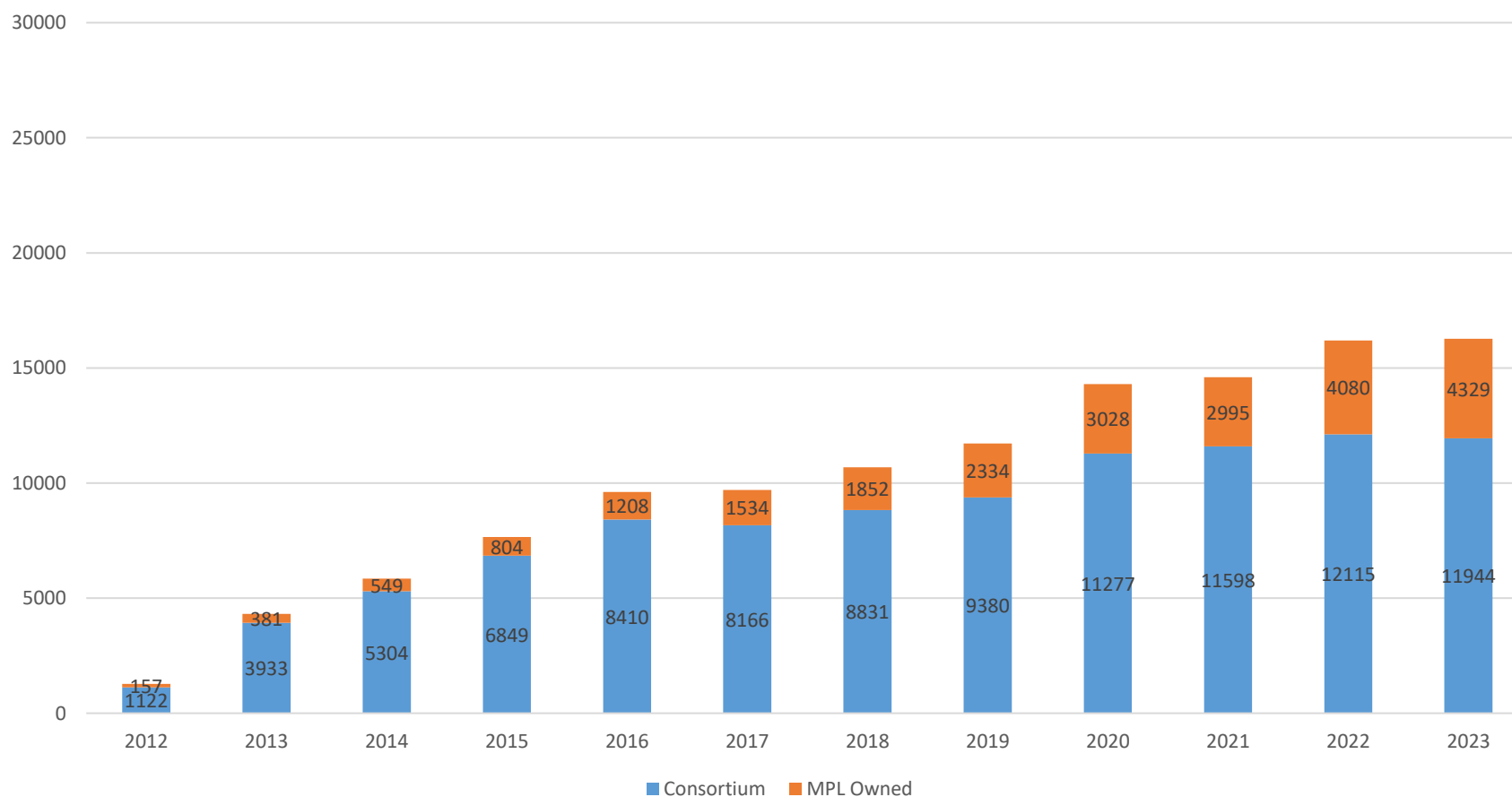
Appendix

Lending Model	Expiration from collection
One Copy/One User (OC/OU)	Never
Metered Access (MA by time)	After a set period of time
MA by checkout	After a set number of checkouts
MA by checkout (concurrent users)	After a set number of checkouts
MA by time and checkout	After a set period of time or number of checkouts (whichever comes first)
Cost Per Circ (CPC)	Never
Simultaneous Use	After a set period of time

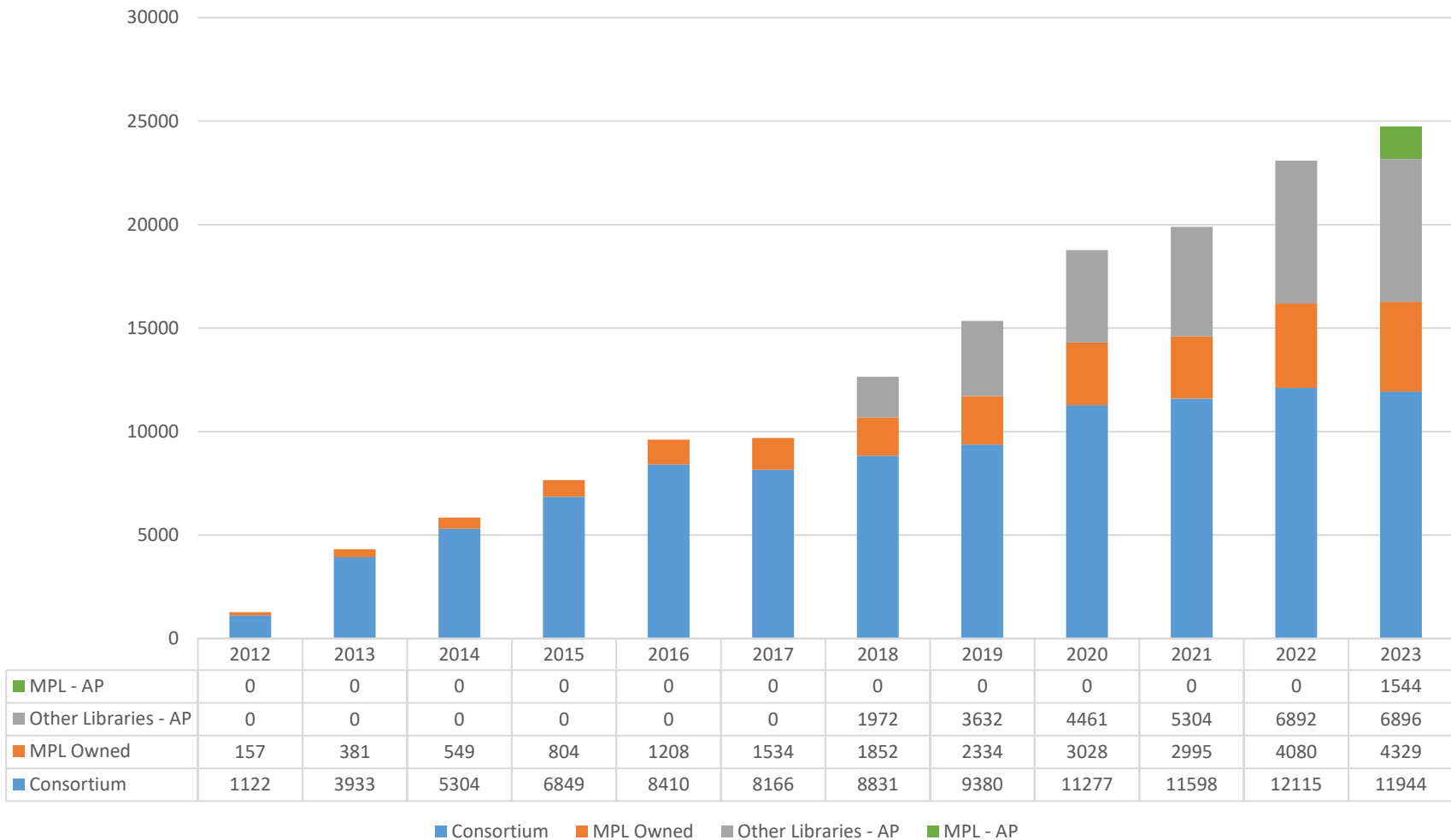
Title	Cost	Lending Model	Copies	MPL Circ	MPL \$/Circ	Shared Circ	MPL + Shared \$/Circ
Dream Town by David Baldacci	\$ 75.00	24-month MA	1	6	\$ 12.50	5	\$ 6.81
Beware the Woman by Megan Abbot	\$ 55.00	24-month MA	1	6	\$ 9.17	5	\$ 5.00
Happy Place by Emily Henry	\$ 55.00	24-month MA	3	28	\$ 5.89	8	\$ 4.58
The 23rd Midnight by James Patterson	\$ 65.00	24-month MA	1	9	\$ 7.22	0	\$ 7.22
After That Night	\$ 64.95	OC/OU	1	7	\$ 9.28	0	\$ 9.28

Library	Total	Library	Total
Watertown Regional Library	2,207	Beresford Public Library	320
Brookings Public Library	1,536	Rawlins Municipal Library (Pierre)	299
Yankton Community Library	1,109	Vermillion Public Library	100
Madison Public Library	590	Freeman Public Library	58
K.O. Lee Aberdeen Public Library	585	Grant County Public Library	53

OverDrive Statistics 2012 - October 2023 Exlcuding AP Checkouts



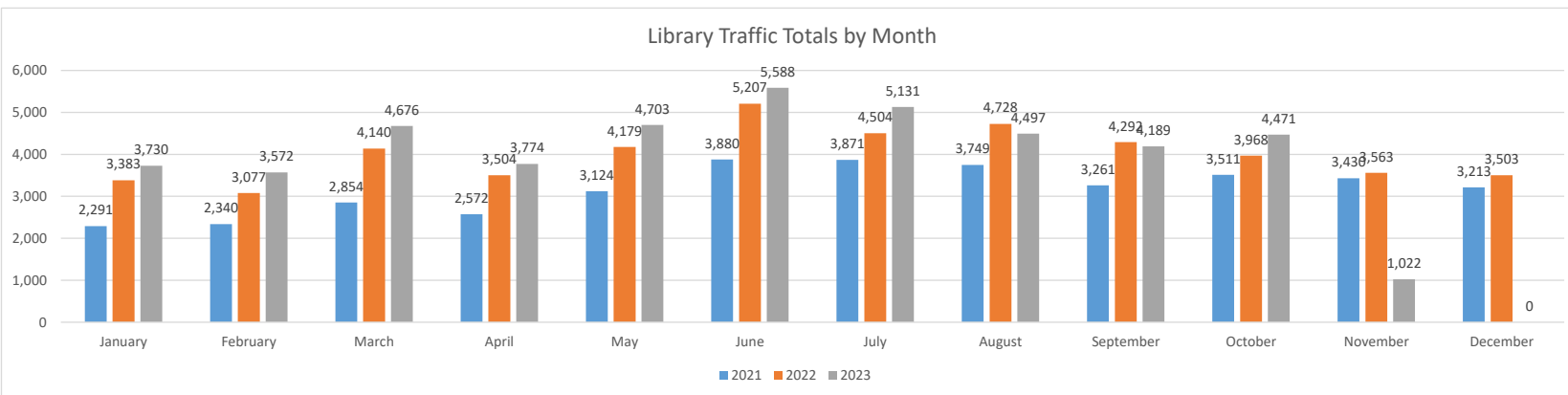
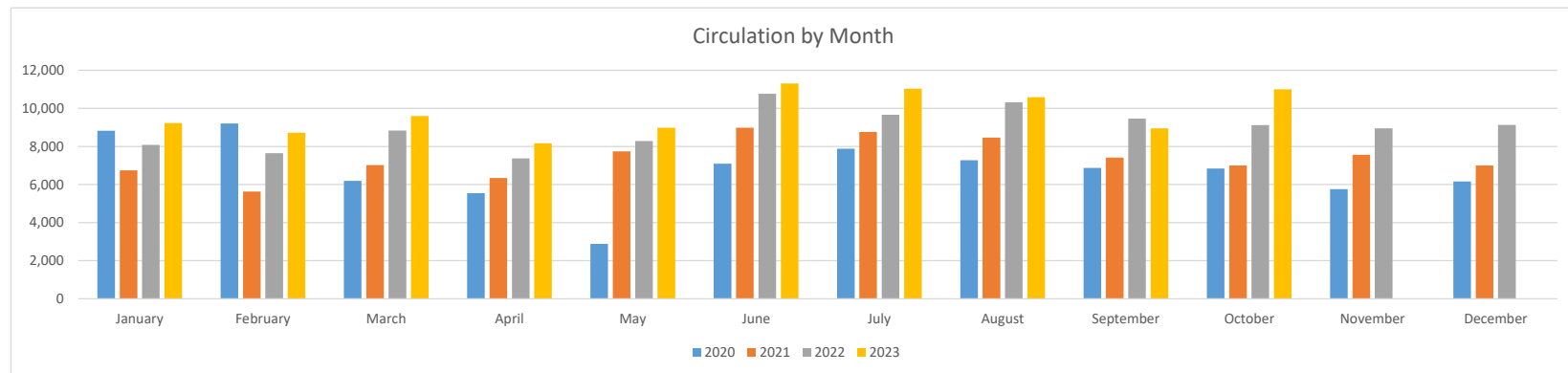
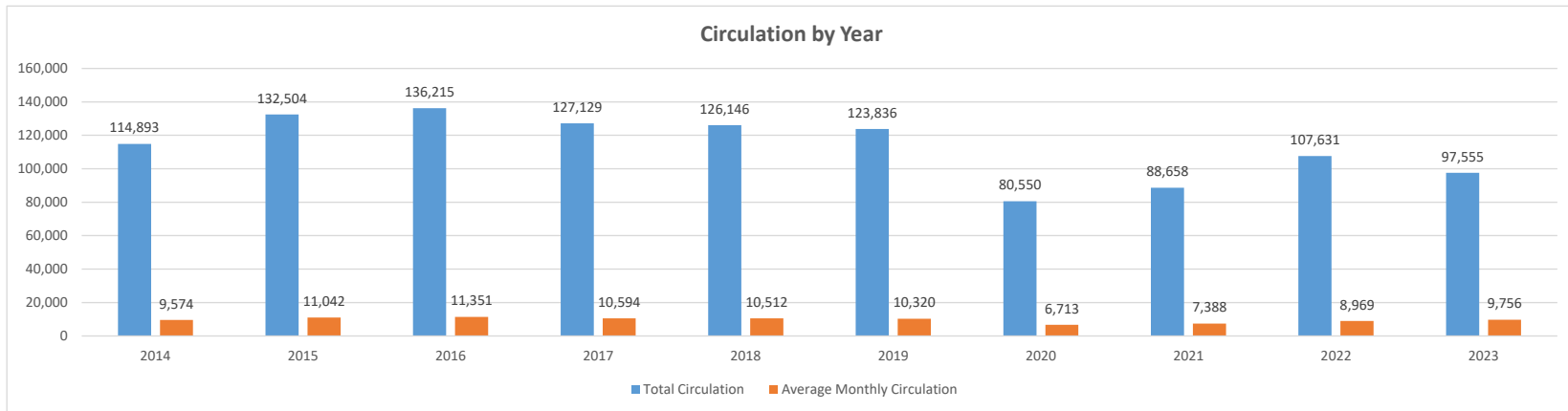
OverDrive Statistics 2012- Oct 2023

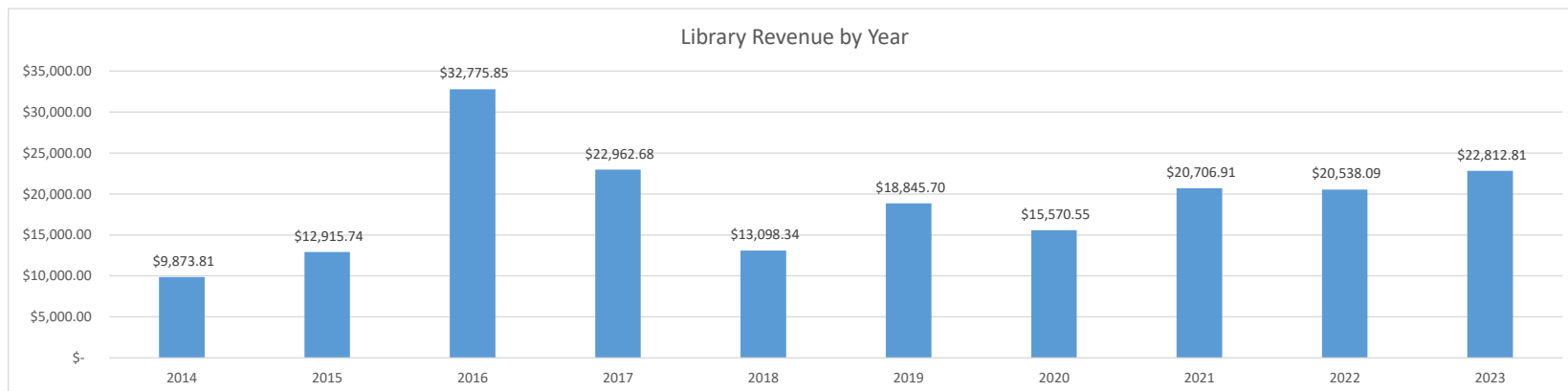
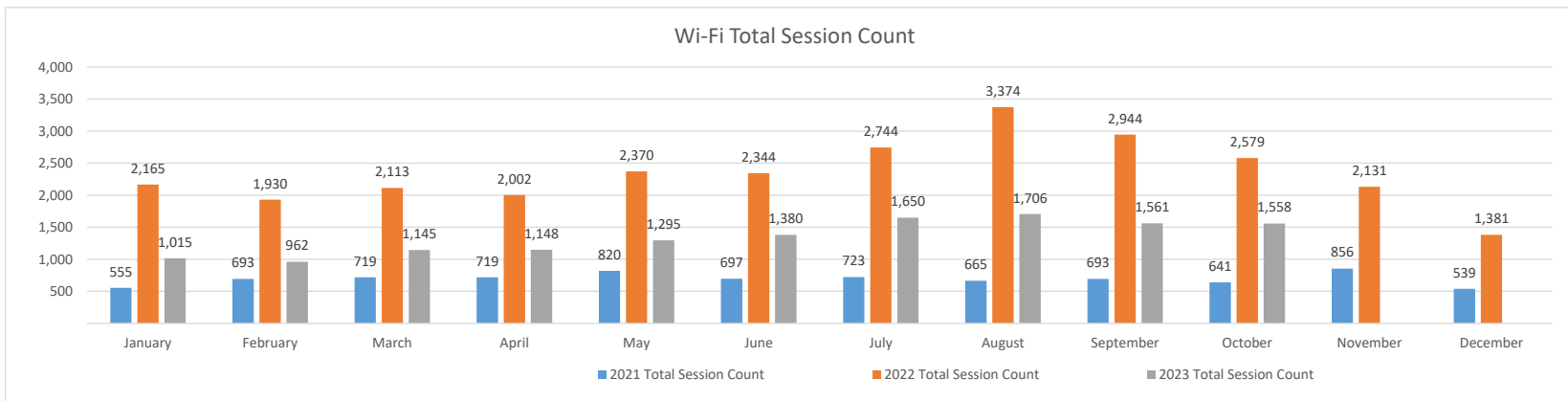
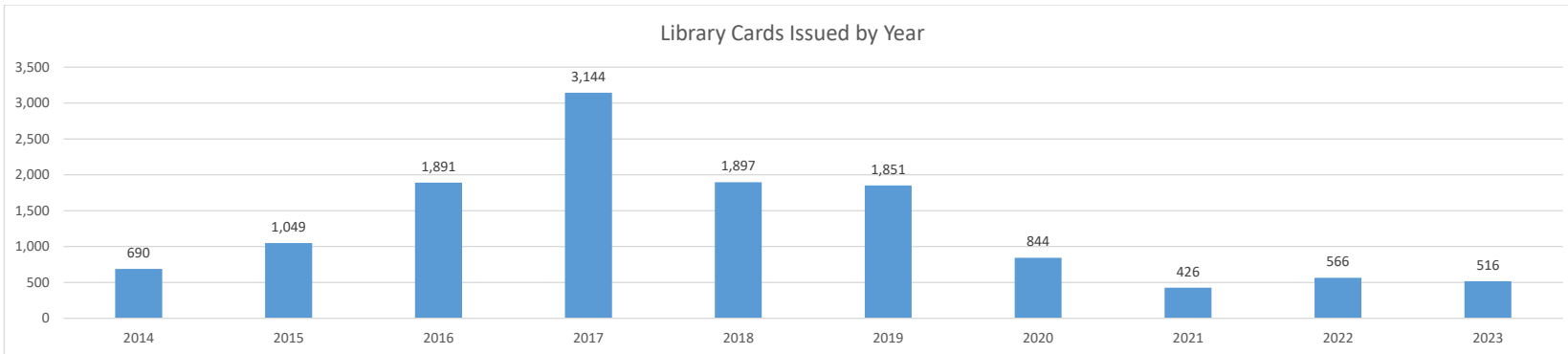


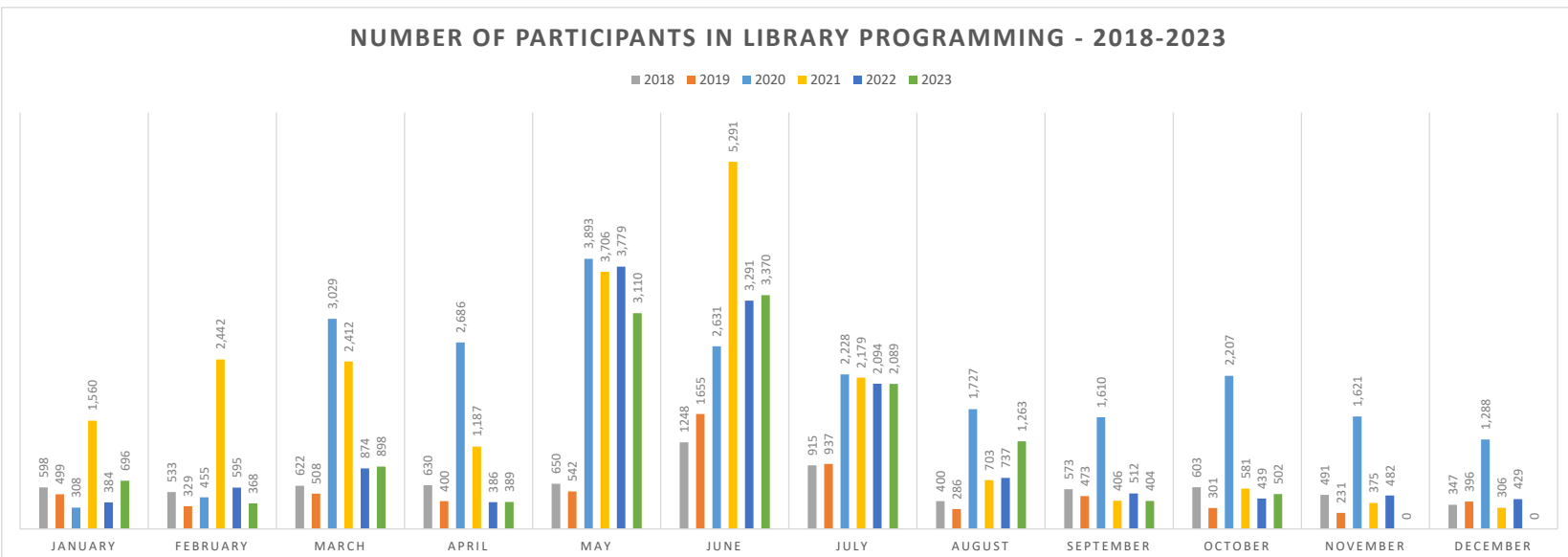
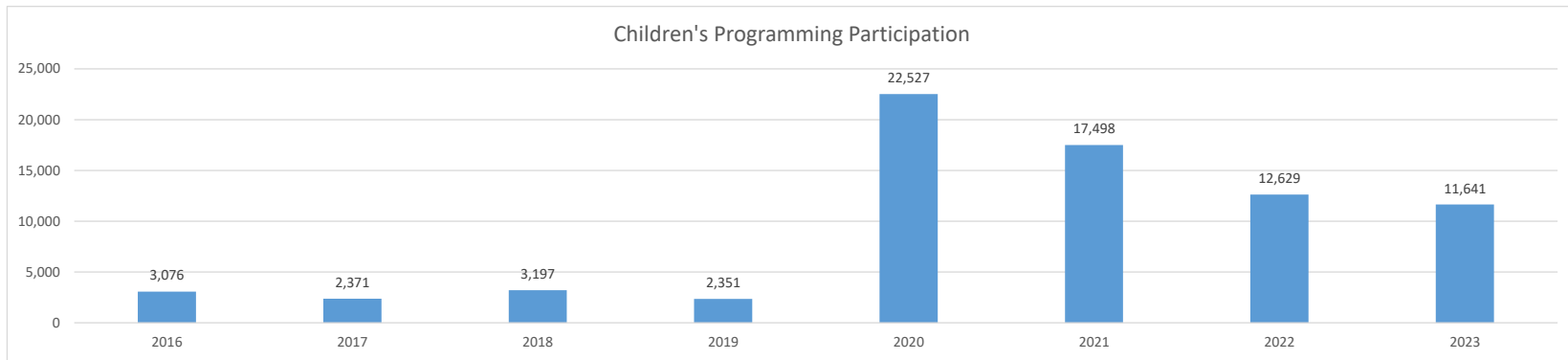
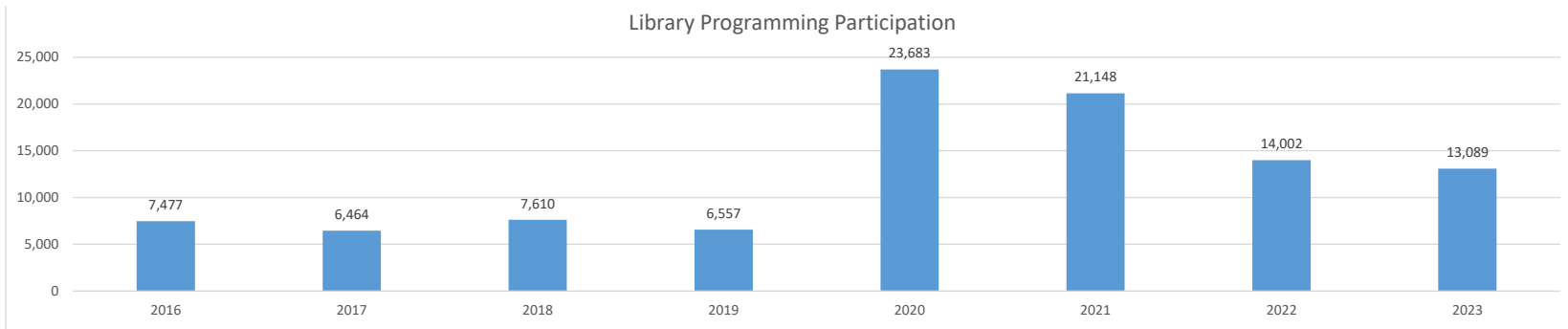
Mitchell Public Library Statistics for 2023



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	4,189	4,471	1,022	0	45,353	48,048	-6%	Gate Count
Registered Patrons TOTAL	9,463	9,488	9,459	9,464	9,247	9,274	9,236	9,104	9,029	8,717	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	6,167	5,931	0	0	6,466	6,515	-1%	City Residents
County Residents	767	769	773	767	778	781	785	786	789	796	0	0	767	768	0%	County Residents
Subscription Memberships	642	648	654	643	533	531	540	543	545	530	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	1,528	1,460	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	8,950	11,003	0	0	97,556	107,631	-9%	All Items Circulated TOTAL
Physical Items	6,791	6,517	7,202	5,897	6,777	9,043	8,697	8,143	6,685	7,115	0	0	72,867	85,249	-15%	Physical Items
Digital Items from SDTTG	2,434	2,203	2,394	2,266	2,203	2,262	2,336	2,438	2,265	3,888	0	0	24,689	22,382	10%	Digital Items from SDTTG
Programs Held TOTAL	29	25	23	19	31	48	43	15	25	30	0	0	288	277	4%	Programs Held TOTAL
Children	19	13	11	11	24	34	33	9	14	15	0	0	183	207	-12%	Children
YA	4	4	4	2	2	4	4	1	1	2	0	0	28	18	56%	YA
Adults	2	4	7	5	3	7	5	5	3	4	0	0	45	47	-4%	Adults
General Interest	4	4	1	1	2	3	1	0	7	9	0	0	32	5	540%	General Interest
Program Attendance TOTAL	696	368	898	389	3,110	3,370	2,089	1,263	404	519	0	0	13,106	14,002	-6%	Program Attendance TOTAL
Children	589	291	636	286	3,028	2,886	2,000	1,165	330	430	0	0	11,641	12,629	-8%	Children
YA	16	44	99	18	25	134	37	70	3	14	0	0	460	371	24%	YA
Adults	13	19	147	69	17	259	34	28	17	26	0	0	629	481	31%	Adults
General Interest	78	14	16	16	40	91	18	0	54	49	0	0	376	521	-28%	General Interest
Collection Holdings TOTAL	92,220	91,961	92,133	91,396	90,326	87,054	86,695	82,089	74,623	74,349	74,349	74,349	74,349	90,278	-17.6%	Collection Holdings TOTAL
Holdings added	156	242	517	263	307	252	240	214	317	383	0	0	2,891	4,789	-40%	Holdings added
Holdings deleted	-706	-501	-345	-1,000	-1,377	-7,124	-599	-4,820	-4,181	-657	0	0	-21,310	-23,566	-10%	Holdings deleted
ILL Borrowing Filled	31	16	37	27	29	23	19	36	34	31	0	0	283	326	-13%	ILL Borrowing Filled
ILL Lending Filled	67	55	64	42	72	26	49	76	68	45	0	0	564	719	-22%	ILL Lending Filled
Computer sessions	304	352	438	384	474	402	374	487	403	464	0	0	4,082	4,452	-8%	Computer sessions
Computer use by hours	243.00	289.23	309.12	262.38	375.54	268.36	249.5	339.5	279.1	324.6	0.0	0.0	2,940	2,553	15%	Computer use by hours
Wi-Fi Sessions	1,015	962	1,145	1,148	1,295	1,380	1,650	1,706	1,561	1,558	0	0	13,420	25,980	-48%	Wi-Fi Sessions
Facebook "People Reached"	21,491	18,383	20,096	21,795	20,642	37,141	32,555	15,522	18,526	52,926	0	0	259,077	140,519	84%	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	\$ 1,553.85	\$ 1,923.03	\$ -	\$ -	\$ 22,812.81	\$ 20,538.09	11%	Revenue





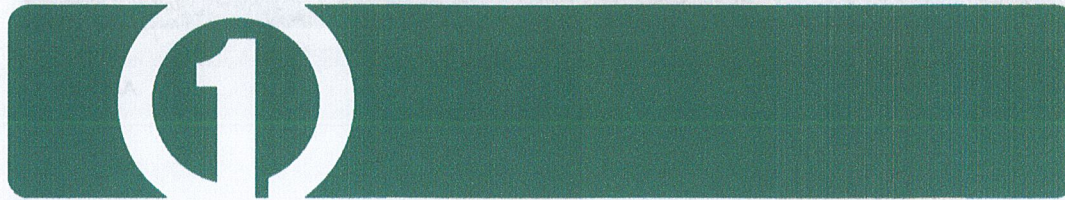


Approval of Bills – November 2023

There are four bills needing approval for payment that haven't received previous approval.

Beeswax sheets for candle making – from Amazon	\$63.98
SDLA membership fees for six board members	\$126.00
Quiznos	\$234.32
Envisionware subscription	\$1,593.10
Total	\$2,017.40

1. The beeswax sheets are for adult programming.
2. SDLA memberships are up for renewal.
3. The Quiznos payment was for participant lunches for the State Library's regional training in October that our library hosted. The State Library asked us to pay the bill. They said they will reimburse us with a mini-grant of \$300. They are still working with another state department to process our reimbursement funds. We are free to use the excess funds as we see fit.
4. The Envisionware subscription was not included in our 2023 budget from the city. City administrators asked that this payment be made by the Board this year. This item was approved to be in next year's library budget.



Contact Information



800.262.9611



fnbo.com



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

MSP 58
228140

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



STATEMENT SUMMARY		September 1, 2023 through September 30, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	91,412.62	92,956.55
Total on Deposit			\$92,956.55

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 \$92,956.55			Account Detail
Beginning Balance	\$91,412.62	Items Enclosed	6
Total Deposits	11 for \$1,543.93	Days in Statement	30
Total Withdrawals	0 for \$0.00	Annual Percentage Yield Earned	1.46%
Ending Balance	\$92,956.55	Interest Earned this Statement	\$109.74
		Interest Paid this Statement	\$109.74
		Interest Paid YTD	\$966.65

Premium Business Checking w/In xxxx0783 \$92,956.55

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	09/05	09/05	Paypal Transfer *****94897568	30.82
☐	09/12	09/12	Paypal Transfer *****33025685	49.19
☐	09/19	09/19	Paypal Transfer *****67811939	62.76
☐	09/26	09/26	Paypal Transfer *****00500499	183.56
☐	09/29	09/29	Interest Payment	109.74
Total Electronic Deposits				\$436.07

Deposit Activity

X	Date	Post Date	Description	Amount
			PAPER	
			Deposit #	
☐	09/07	09/07	Customer Deposit	9.00
☐	09/07	09/07	Customer Deposit	306.61
☐	09/12	09/12	Customer Deposit	257.05
☐	09/19	09/19	Customer Deposit	1.00
☐	09/19	09/19	Customer Deposit	166.10
☐	09/25	09/25	Customer Deposit	368.10
Total Paper Deposits				\$1,107.86

228140

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COLR123B 8110 5021 124



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Contact Information



800.262.9611



fnbo.com



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

MSP 192
52380

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



STATEMENT SUMMARY

October 1, 2023 through October 31, 2023

Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	92,956.55	93,261.23
Total on Deposit			\$93,261.23

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Premium Business Checking w/In xxxx0783 \$93,261.23

Account Detail

Beginning Balance	\$92,956.55	Items Enclosed	9
Total Deposits	10 for \$1,933.65	Days in Statement	31
Total Withdrawals	5 for \$1,628.97	Annual Percentage Yield Earned	1.46%
Ending Balance	\$93,261.23	Interest Earned this Statement	\$114.51
		Interest Paid this Statement	\$114.51
		Interest Paid YTD	\$1,081.16

Premium Business Checking w/In xxxx0783 \$93,261.23

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
☐	10/03	10/03	Paypal Transfer *****46501999	50.32
☐	10/10	10/10	Paypal Transfer *****88354550	94.99
☐	10/17	10/17	Paypal Transfer *****26856031	78.79
☐	10/24	10/24	Paypal Transfer *****62356090	98.84
☐	10/31	10/31	Paypal Transfer *****00716910	143.11
☐	10/31	10/31	Interest Payment	114.51
Total Electronic Deposits				\$580.56

Deposit Activity

X	Date	Post Date	Description	Amount
			Deposit #	
PAPER				
☐	10/03	10/03	Customer Deposit	251.56
☐	10/17	10/17	Customer Deposit	448.64
☐	10/23	10/23	Customer Deposit	401.67
☐	10/30	10/30	Customer Deposit	251.22
Total Paper Deposits				\$1,353.09

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
☐	10/02	10/02	Check Image Check # 1319	465.00
☐	10/10	10/10	Check Image Check # 1321	50.00
☐	10/20	10/20	Check Image Check # 1323	198.32
☐	10/26	10/26	Check # 1327	473.46
☐	10/27	10/27	Check Image Check # 1324	442.19
Total Paper Withdrawals				\$1,628.97

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1319	10/02	465.00	☐	1323	10/20	198.32	☐	1327	10/26	473.46
☐	1321	10/10	50.00	☐	1324	10/27	442.19				

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

	Sep 23	Sep 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	673.70	474.35	199.35	42.0%
Copies	243.10	221.35	21.75	9.8%
Donations	10.96	373.30	-362.34	-97.1%
Earbuds	0.00	7.00	-7.00	-100.0%
Interest	109.74	4.03	105.71	2,623.1%
Interlibrary loan	25.00	23.00	2.00	8.7%
Laminating	1.00	0.00	1.00	100.0%
Meeting room fees	100.00	0.00	100.00	100.0%
Paid items (Damaged/Lost Items)	5.00	33.36	-28.36	-85.0%
Pop machine	9.00	22.50	-13.50	-60.0%
Refund	0.00	-14.99	14.99	100.0%
Subscriptions	375.00	300.00	75.00	25.0%
Total General revenue	1,552.50	1,443.90	108.60	7.5%
Uncategorized Income	1.35	32.64	-31.29	-95.9%
Total Income	1,553.85	1,476.54	77.31	5.2%
Expense				
Credit Card Processing Fees	9.92	7.75	2.17	28.0%
Operation expenses				
Library Conference	50.00	0.00	50.00	100.0%
Subscriptions	0.00	1,193.00	-1,193.00	-100.0%
Total Operation expenses	50.00	1,193.00	-1,143.00	-95.8%
Program expenses				
Adult programming	0.00	319.10	-319.10	-100.0%
Bilingual programming	0.00	0.00	0.00	0.0%
Children's programming	442.19	0.00	442.19	100.0%
Summer Reading				
Summer Reading - Children	465.00	0.00	465.00	100.0%
Summer Reading - Other	0.00	180.00	-180.00	-100.0%
Total Summer Reading	465.00	180.00	285.00	158.3%
Total Program expenses	907.19	499.10	408.09	81.8%
Total Expense	967.11	1,699.85	-732.74	-43.1%
Net Ordinary Income	586.74	-223.31	810.05	362.8%
Net Income	586.74	-223.31	810.05	362.8%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

October 2023

	Oct 23	Oct 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	774.35	414.30	360.05	86.9%
Copies	372.30	246.10	126.20	51.3%
Donations	18.41	58.30	-39.89	-68.4%
Earbuds	0.00	2.00	-2.00	-100.0%
Interest	114.51	4.14	110.37	2,665.9%
Interlibrary loan	20.00	24.85	-4.85	-19.5%
Paid items (Damaged/Lost Items)	91.59	61.65	29.94	48.6%
Pop machine	0.00	18.00	-18.00	-100.0%
Subscriptions	550.00	210.00	340.00	161.9%
Total General revenue	1,941.16	1,039.34	901.82	86.8%
Uncategorized Income	6.87	47.91	-41.04	-85.7%
Total Income	1,948.03	1,087.25	860.78	79.2%
Expense				
Continuing Education	195.00	0.00	195.00	100.0%
Credit Card Processing Fees	14.38	4.85	9.53	196.5%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Furniture	0.00	519.86	-519.86	-100.0%
Library Dues	0.00	126.00	-126.00	-100.0%
Meals and Entertainment	198.32	0.00	198.32	100.0%
Total Operation expenses	198.32	645.86	-447.54	-69.3%
Program expenses				
Adult programming	150.00	27.99	122.01	435.9%
Children's programming	442.19	394.79	47.40	12.0%
Summer Reading	0.00	150.00	-150.00	-100.0%
Teen programming	54.20	44.97	9.23	20.5%
Total Program expenses	646.39	617.75	28.64	4.6%
Travel Expense	460.46	0.00	460.46	100.0%
Total Expense	1,640.55	1,268.46	372.09	29.3%
Net Ordinary Income	307.48	-181.21	488.69	269.7%
Net Income	307.48	-181.21	488.69	269.7%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January 1 through November 8, 2023

	Jan 1 - Nov 8, 23	Jan 1 - Nov 8, 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	6,500.00	6,500.00	0.00	0.0%
General revenue				
Book sale	6,364.16	4,903.60	1,460.56	29.8%
Copies	3,059.07	2,995.80	63.27	2.1%
Donations	725.10	743.76	-18.66	-2.5%
Earbuds	30.00	41.00	-11.00	-26.8%
Interest	1,081.16	42.27	1,038.89	2,457.8%
Interlibrary loan	191.75	214.35	-22.60	-10.5%
Laminating	20.00	5.00	15.00	300.0%
Meeting room fees	200.00	50.00	150.00	300.0%
Paid items (Damaged/Lost Items)	674.64	657.29	17.35	2.6%
Pop machine	90.00	108.00	-18.00	-16.7%
Refund	0.00	-90.65	90.65	100.0%
Subscriptions	4,085.00	2,190.00	1,895.00	86.5%
Total General revenue	16,520.88	11,860.42	4,660.46	39.3%
Uncategorized Income	148.03	228.57	-80.54	-35.2%
Total Income	23,168.91	18,588.99	4,579.92	24.6%
Expense				
Continuing Education	195.00	0.00	195.00	100.0%
Credit Card Processing Fees	106.91	58.40	48.51	83.1%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Checks	57.90	0.00	57.90	100.0%
Furniture	0.00	16,907.62	-16,907.62	-100.0%
Hosted meetings	0.00	28.47	-28.47	-100.0%
Library Conference	50.00	0.00	50.00	100.0%
Library Dues	0.00	126.00	-126.00	-100.0%
Lost/Damaged ILL books	68.00	17.99	50.01	278.0%
Meals and Entertainment	234.32	0.00	234.32	100.0%
Miscellaneous	163.82	0.00	163.82	100.0%
Office supplies	129.84	0.00	129.84	100.0%
Subscriptions	0.00	1,193.00	-1,193.00	-100.0%
Total Operation expenses	703.88	18,273.08	-17,569.20	-96.2%
Program expenses				
Adult programming	595.28	1,389.54	-794.26	-57.2%
Bilingual programming	500.00	500.00	0.00	0.0%
Children's programming	1,859.64	697.65	1,161.99	166.6%
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	6,573.00	0.00	6,573.00	100.0%
Summer Reading - Teen	1,700.90	0.00	1,700.90	100.0%
Summer Reading - Other	0.00	8,226.12	-8,226.12	-100.0%
Total Summer Reading	10,232.90	8,226.12	2,006.78	24.4%
Teen programming	607.69	44.97	562.72	1,251.3%
Total Program expenses	13,814.50	11,123.52	2,690.98	24.2%
Travel Expense	460.46	0.00	460.46	100.0%
Total Expense	15,406.75	29,455.00	-14,048.25	-47.7%
Net Ordinary Income	7,762.16	-10,866.01	18,628.17	171.4%
Net Income	7,762.16	-10,866.01	18,628.17	171.4%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 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	32,978.09	308,294.67	345,139.09	86,115.91	80.03
101-45500-41110 OVERTIME	0	0.00	300.36	251.24 (	251.24)	0.00
101-45500-41120 PART-TIME	34,000	2,787.88	26,053.53	27,151.33	6,848.67	79.86
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	2,676.14	24,586.55	27,324.21	8,267.79	76.77
101-45500-41300 RETIREMENT	25,915	1,978.68	18,506.59	20,723.39	5,191.61	79.97
101-45500-41500 GROUP INSURANCE	119,618	413.59	75,220.16	81,627.68	37,990.32	68.24
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	40,834.38	460,129.90	502,216.94	144,163.06	77.70
<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	89.99	17,396.08	14,918.19	1,581.81	90.41
101-45500-42600 SUPPLIES & MATERIALS	12,500	648.06	12,002.44	9,169.03	3,330.97	73.35
101-45500-42661 POSTAGE	1,300	184.13	1,320.78	1,248.60	51.40	96.05
101-45500-42690 MINITEX FEES	4,800	0.00	4,237.56	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	333.98	11,222.71	12,774.30	4,376.70	74.48
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	922.86	390.00	1,172.00	24.97
101-45500-42800 UTILITIES	41,100	3,010.23	32,884.62	33,112.41	7,987.59	80.57
101-45500-42830 UTILITIES-WATER/SEWER	2,000	0.00	1,367.01	2,370.61 (	370.61)	118.53
101-45500-42902 COMPUTER SOFTWARE	0	0.00	1,939.21	1,866.80 (	1,866.80)	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	1,758.00	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>3,395.00</u>	<u>3,395.00</u>	<u>105.00</u>	<u>97.00</u>
TOTAL CURRENT EXPENSES	109,363	4,266.39	88,446.27	88,474.59	20,888.41	80.90
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	15,000	0.00	4,003.20	694.41	14,305.59	4.63
101-45500-43420 BOOKS	47,000	2,685.37	33,243.94	28,900.84	18,099.16	61.49
101-45500-43421 AUDIO-VISUAL	8,500	643.58	4,620.18	5,359.68	3,140.32	63.06
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>8,515.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	70,500	3,328.95	50,383.01	34,954.93	35,545.07	49.58
TOTAL LIBRARY	826,243	48,429.72	598,959.18	625,646.46	200,596.54	75.72
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	826,243	48,429.72	598,959.18	625,646.46	200,596.54	75.72

WARNING 937 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Collection Development Policy

Mission Statement

Mitchell Public Library enriches and transforms lives by connecting people to quality information and engaging experiences.

Philosophy

The primary way the library fulfills its mission is through its carefully selected and managed print and online collections. These collections are a major asset and are the library's most-used resource. Library staff members thoughtfully select, acquire, organize, maintain, and provide access to these varied materials that address cultural, informational, educational, and recreational needs and interests of a diverse community.

Collection management embraces the principles of intellectual freedom, the right to read, and equal access for all. The library strives to include a variety of viewpoints across a broad spectrum of opinion and subject matter, in formats suitable to a variety of learning and recreational interests and skill levels. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public, while recognizing the needs of special populations and strategically targeted groups. As these needs evolve and change, the collection will also evolve and change.

Community of Mitchell and Davison County

The Mitchell Public Library serves not only the city of Mitchell, but also the citizens of Davison County. The population of Mitchell, South Dakota is approximately 15,660. The total population of Davison County is approximately 19,975. The three communities located in Davison County are Mitchell, Ethan, and Mt. Vernon. The main industries are agriculture, tourism, and manufacturing. The population is predominately white—92.3%. 4.3% of the population is Hispanic. 3.4% of the population is Native American and the remainder of the population is Black, Asian, mixed race and Native Hawaiian. 89.9% of the population of Davison County has a high school education while 22.8% of the population have a bachelor's degree or higher. The median income per household is \$50,900. The figures are from the U.S. Census Bureau's QuickFacts website and are current as of 2022.

Purpose of the policy

This policy provides structure and guidance for effective management of all aspects of a library's collection. The policy establishes guidelines for the acquisition and management of information and services for the benefit of library customers. The purposes of this policy are

- to guide the library staff in the selection and management of materials.

- to inform the public about the principles upon which library materials are selected and managed.

Authority

Final authority for the determination of the Collection Development Policy lies with the Mitchell Public Library Board of Trustees and the Library Director. The Library Director may delegate to other qualified staff the authority to interpret and guide the application of the policy in making day-to-day decisions. Unusual issues are referred to the Library Director and the Board of Trustees.

Intellectual Freedom

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the library's collection. The library recognizes that some materials or content may be considered controversial or offensive. Inclusion in the collection does not imply library approval or agreement with the contents. The library's role is to provide materials which allow individuals to freely examine topics and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others.

Library staff will assist families to identify appropriate materials based on their individual preferences and views. Parents and guardians are responsible for deciding what library items are appropriate for their children. The reading, viewing, and listening activities of minors are the responsibility of their parents, who guide and oversee their own child's development. The library encourages parents to help their children choose items that match their own family's values. Mitchell Public Library does not intend to intrude in that relationship.

The Mitchell Public Library Board of Trustees adopts as part of its policy the following American Library Association documents: the [Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors](#). Furthermore, the Library complies with South Dakota Codified Law regarding library materials.

Scope of the Mitchell Public Library Collection

The scope of the library's collection is varied to address a population diverse in socio-economic position, educational attainment, interests, and that is becoming more diverse in ethnicity. As the communities in Davison County change, the scope of the collection will change to meet new or different community needs and interests.

Library collections will maintain materials on many topics and viewpoints; will include different formats, diverse in languages and reading level; and will keep materials that have historical, cultural, or archival significance.

Selection of Materials

Customer demand and interest, both expressed and anticipated, is the main driving force in the selection of materials and formats. Any Mitchell or Davison County resident may request resources for selection. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, provides a choice of materials or formats on a particular subject, and assures that multiple viewpoints are expressed.

Library staff use a set of criteria to guide selection decisions. Not all criteria need apply to each selection decision.

General Criteria

- Customer requests / potential appeal to a wider audience
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, awards, and reviews
- Price of material
- Relevance to current trends and events
- Relation to the existing collection

Content Criteria

- Competence, reputation and qualifications of author, illustrator and/or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Represents a diverse point of view
- Representative of subjects, genres, or trends of lasting interest
- Sustained interest or demand
- Usefulness of the information
- Relevance to local, regional, or state history

Digital Library Criteria (additional to General and Content)

- Ease of access and use
- Hardware and software requirements, including maintenance
- Quality
- Availability to concurrent users
- Remote access
- Technical and support requirements
- Vendor data privacy practices

Gifts and Donations

Mitchell Public Library is grateful for gifts and donations, and its collection is enriched by contributions from individuals and organizations. The generosity and cooperation expressed by these gifts is appreciated. Unconditional gifts, donations and contributions to the library may be accepted by the Director of behalf of the Mitchell Public Library Board of Trustees. No gifts or donations conditionally made will be accepted without the approval of the Library Board.

The library accepts materials in good condition that fit within the scope of the collection. The same criteria used when selecting new materials for purchase will govern the acceptance of gifts by the library. In accepting any gift, the library reserves the right to decide whether a book or other gift will be added to its collection. If donated material is useful but not needed, it may be disposed of at the discretion of the Director or placed in the book sale. Often, items contributed to the library cannot be used to fullest advantage because the materials are

- a duplicate of an item the library already owns.
- outdated, but not of historic value.
- in poor physical condition.
- outside the scope of the library's collection.

Generally, the library does not accept donations of materials with restrictions or requests that require special housing, or which prevent the addition of the gift into the general library collection.

Collection Maintenance

An attractive, timely, and useful collection is maintained through a continual weeding, withdrawal, and replacement process. The Mitchell Public Library continually evaluates its collection to keep it current. The Mitchell Public Library uses the CREW method (Continuous Review, Evaluation and Weeding) for this purpose. The benefits of collection maintenance include more shelf space, time saved in looking for materials, identifying items that require mending, a more appealing collection, and an enhanced reputation for the library in having a current collection. The Adult Services Librarian is responsible for evaluating and weeding the adult collection. The Adult Services Librarian is responsible for evaluating and weeding the young adult collection. The Children's Librarian is responsible for evaluating and weeding the children's collection. Fiction items that are weeded from the collection are sent to the book sale. Non-fiction items, depending on content, may be sent to the book sale, or disposed of through other methods.

Mending

In general, the library puts minimal effort in repairing library materials. Minor repairs will be made if popularity warrants.

Replacement

Withdrawn, lost, or damaged materials are not automatically replaced. Replacement of such materials depends upon several factors including, but not limited to:

- current demand.
- usefulness or accuracy of the publication.
- more recent acquisitions.
- number of holdings in the subject area.
- availability of newer editions.

Expressions of Concern about Library Resources

Residents of the Library's service area and non-resident cardholders have the right to challenge any resource in Mitchell Public Library's collection. Persons seeking reconsideration of library materials must complete a written "Statement of Concern" for each title being challenged. Single forms addressing multiple titles will be discarded.

- The Library Director or designee will evaluate the material, with consideration to the above selection criteria, journal reviews, community demand, the library's mission, and other resources.
- The Library Director will issue a written response to the customer explaining the library's decision.
- If the individual is not satisfied with the decision, a written appeal may be submitted within ten business days to the Library Board of Trustees.
- The Library Board will notify the individual of when the Board will address the appeal.
- The decision of the Library Board is final.

Material under review will remain in circulation until a determination is made. If the challenged material is retained, Mitchell Public Library will not perform any reconsideration evaluation of the same material for a period of five years. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.

Approved 2021-03. Updated 2023-11.

Strategic Planning Committee Report

Members of the committee include Dennis Nath, Deb Everson, Susan Tjarks, Megan Luther, Gina Gomez, Brynna Koerner, Zack North, and Kevin Kenkel. The library's strategic planning committee held its first meeting October 23. We met with Cheyenne Chontos and Kathleen Slocum from the State Library to begin our process. Below are the notes from the first meeting. Subsequent to this meeting I learned that Cheyenne Chontos accepted the director position at Harrisburg Public Library, so she won't be working with us. Kathleen Slocum will guide us.

Mitchell Public Library and South Dakota State Library: Strategic Planning Meeting Meeting Notes

Monday, October 23, 2023, 6:30pm CT

1. **Overview of the outcomes of the strategic planning process.** We discussed the deliverables and outcomes of the planning process, including the strategic plan, dashboard, implementation plan, and community-building.
2. **Overview of the strategic planning process and approximate timeline.** We looked over the Strategic Planning Table and Timeline document for an overview of the planning process and accompanying timeline.
3. **Discussed and began Step 1: Pre-Planning and the Planning Team.** We discussed and began working on the action items under Step 1. We used the Strategic Planning Checklist document to discuss the details of each action item. Step 1 action items include:
 - a. Create a strategic planning team or committee and choose a chair that will lead the process, such as the library director or board chair. This has already been accomplished.
 - b. Create a list of community organizations to include in the strategic planning process. The strategic planning committee is currently working on this.
 - c. Discuss process and expectations for outcomes and lay out a projected timeline of the project. We covered this during the meeting.

- d. The facilitator will review key documents. Cheyenne and Kathleen are currently working on this.

4. Data and community input.

- a. Gather library data and trends for the last 3 – 5 years. Cheyenne and Kathleen will work with Kevin on the trends.
- b. Gather US Census data and updates and the companion American Community Survey for demographic information. Cheyenne and Kathleen will work with Kevin on the Census data.
- c. Determined that the following data gathering tools would be used:
 - i. Community survey. Yes; the strategic planning committee will begin editing the sample community survey and brainstorming new questions.
 - ii. Staff survey. Yes; the strategic planning committee will begin editing the sample staff survey and brainstorming new questions.
 - iii. Focus group(s). Yes; the strategic planning committee will begin editing the sample focus group questions and brainstorming new questions.
 - iv. Key stakeholder interviews. No, we will not be doing stakeholder interviews unless the focus groups do not get enough participants.

5. Next steps. We discussed our plan going forward and our action items to do before the next meeting.

- a. Strategic planning committee.
 - i. Brainstorm local organizations, stakeholders, groups, etc. that may be helpful in the strategic planning process.
 - ii. Review the sample community survey, staff survey, and focus group questions. Provide edits and additional questions.
- b. SDSL and Kevin.
 - i. Cheyenne will send Kevin the meeting notes and sample community survey, staff survey, and focus group questions to send out to the committee.

- ii. Collect the library data trends.
 - iii. Collect the US Census data.
- c. Next meeting date is TBD.