



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 23, 2024

- 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 January 2024**

 - B. Action to Approve Policy**

 - C. Sales Tax Discussion**

Board members will discuss the need to begin submitting sales tax on certain goods in February 2024.
- 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
November 14, 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, Emma DeVos, Deb Everson, and Ann Temple. Board member Susan Tjarks was 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 DeVos, seconded by Temple, to approve the agenda. All members present voted "Aye". Motion passed.

4. Approval of Minutes

Board members reviewed the minutes from the September 19, 2023 board meeting. Motion by Temple, seconded by Everson, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for October 2023. Kenkel and North provided additional comments regarding the written reports. Additional discussion about the library's OverDrive collection was held. In October MPL shared its OverDrive holdings with other libraries in the state. Sharing its digital collection resulted in over 1,500 additional checkouts in October. Motion by Goldammer, seconded by Temple, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Kenkel submitted four bills for approval to be paid. Motion by Goldammer, seconded by Everson, to approve payment of the submitted bills. All members present voted "Aye". Motion passed.

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

7. Business Items

A. Action to Approve Policy

Board members reviewed the updated "Collection Development Policy". Kenkel informed board members that the proposed policy was reviewed by the city attorney. Motion by Goldammer, seconded by Everson, to approve the updated Collection Development Policy. All members present voted "Aye". Motion passed.

B. Action to Approve Library Closure

Kenkel shared the city's Christmas holiday schedule with Board members. City offices will be closed Friday afternoon, December 22 for Christmas Eve and Monday, December 25 for Christmas. The library will be closed on December 24 for the actual Christmas Eve. Library staff don't expect many library visitors on Saturday, December 23, therefore Kenkel requested approval to be closed Saturday, December 23. Motion by Goldammer, seconded by DeVos, to approve being closed December 23, 2023. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel, Everson, and Nath discussed the first meeting of the library's Strategic Planning Committee. The committee met October 23, 2023 with two staff members from the South Dakota State Library. The State Library will guide the committee through the strategic planning process. The next committee meeting will be in early December.

9. Board Input

DeVos shared that Mitchell Main Street and Beyond is sponsoring another window art project for beautification of downtown. This round has a literary theme. Kenkel shared that the library was contacted about participating again. We will help collect submissions.

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.

The next Board of Trustees meeting is scheduled for January 16, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

Mitchell Public Library Director Report January 23, 2024

1. 3D Printing

A 3D printer was an included item in our 2022 SD Humanities Council ARPA grant project. For our application budget we originally included a Raise3D Pro2 printer for \$4,000. After being awarded the grant we learned about a new 3D printer from Prusa Research, which is located in Prague, Czech Republic. We changed plans and ordered an Original Prusa XL printer, with the capability of two filament nozzles. The cost of this newer printer with more features was \$2,500. Due to pandemic-related supply chain issues, Prusa Research was unable to fill orders throughout 2022 and most of 2023. In December we received word that our order was in the queue to be manufactured. The printer arrived the first week of January. We are currently testing its capabilities and learning how to efficiently use it. We drafted our initial policy for 3D printing. This draft is on the agenda for approval. We want this policy in place to be ready to begin offering 3D printing services in either February or early March. We are excited about this printer.

2. Sales Tax

Earlier this month I thought that I should ask the city finance office whether the library needs to collect and submit sales tax for the services and goods it provides (e.g., copies, laminating, used books, yearly memberships, etc.). The answer I received is that we need to do this. I am working with the finance office to determine which goods and services will be included. This will be a discussion item in the agenda.

3. County Funding

I submitted our annual funding request to the Davison County Commissioners in June. I requested an additional \$1,000 from the county. For the past several years the county contributed \$6,500 to library funding. At the budget hearing in July the commissioners expressed appreciation for the library's programming. This fall I was informed that the County Commissioners approved \$7,500 in library funding for 2024.

4. Bank Account

In December the remainder of our funds were transferred to the new account and the old bank account was closed. FNBO credited the old account the earned interest before transferring the funds to the new account.

5. Microfilm Scanner/Printer

Our used digital microfilm scanner was repaired and shipped back to us in December. We received training via Microsoft Teams January 18.

January 2024 Children's Services Update
Jean Patrick, Children's Services Librarian

During November - January, I have continued to provide daily reader advisory to children and parents/caregivers. I also continue to order and weed books for the children's collection; to create displays (Christmas/holiday, MLK Day, winter sports, Bookopoly); and to plan and lead children's programs (see below):

Thursday Storytime

Our weekly Thursday Storytime continues to enjoy consistent attendance (20-30/week), even on cold and snowy days.

Bi-weekly Saturday Storytime (Bilingual)

Ada Morales and I continue to provide bilingual Saturday Storytime on a bi-weekly basis with consistent attendance of approx. 25/session. Although our Jan. 13 session was canceled because of extreme weather, we look forward to Jan. 27 when Marica Shannon and her MHS Art Ambassadors will help us celebrate Creativity Day by leading the craft.

Outreach Storytime

I continue to lead monthly 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 from the library.

Each month, I also go to **Palace City Preschool** to lead 3 sessions of Storytime (approx. 22 students per class. (Palace City Lisa Schultz does a great job of publicizing library programs with their families.)

Additionally, Ada Morales and I continue to visit the **Headstart Preschool** each month to lead two sessions of bilingual Storytime (38 students total, plus adults). As part of the Storytime, Ada teaches five words or phrases and leads conversational language activities to reinforce the learning. Note: We see Headstart students at Saturday Storytime & hope to encourage more students/families to attend.

Makerspace Monday

In December, we resumed bi-weekly Makerspace Monday (coding toys, art supplies, boxes, etc.) and plan to continue through February. Sessions are at 10:30am and 3:45pm. When weather is good, we have 15-20 at the afternoon sessions with fewer in morning.

NOTE: One of the girls who has been attending Makerspace is now participating in the LBW robotics club. Her mom said that her experiences with Makerspace at the library gave her the confidence to join.

Makerspace Monday – Special Education students

Each Monday, MHS instructor Cindy Bierman brings four transition special education students (ages 18-21) to the library to use coding toys and check out books. In Nov., students created a multi-step goal for the Dash robot. Each week following, they used the Wonder app to problem solve and create code to reach the goal. In January, they will likely extend this project.

Additional programs

Jan. 3 – March 29 – Bookopoly. As of Jan. 18, approximately 125 students have picked up Bookopoly boards. As weather improves, we hope to distribute more boards.

Jan. 27 – Creativity Day. MHS Art Ambassadors will lead the craft for Saturday’s Bilingual Storytime.

February 21 – Bilingual Storytime for DWU Students. DWU instructor Stephanie Gelderman has asked us to lead a bilingual Storytime for her education students. Ada Morales and I will also talk about how to start a bilingual storytime and how to interact with children/adults from other cultures.

March 14 – I plan to attend Jumpstart training in Chamberlain to help prepare for the 2024 Summer Reading Program.

Grants

Items have been purchased from the \$15,000 Sam F. Weller Foundation grant money. Items include one-sided shelving for the graphic novels, zig-zap display shelving, two dual rotating book towers for chapter books, small round display tables, and display shelving for new books.

January 2024 Adult and Young Adult Services Update

Zack North, Adult Services Librarian

Programs

POETRY

Bruce Roseland, Marcella Remund, Barbara Duffy, and other poets with the South Dakota State Poetry Society will join us on February 8th at 6:30 PM.

AUTHOR

David Fierst, Author of *Hidden Disgrace*, is presenting on February 12th via Zoom. He is presenting his event for free. His only ask was that we purchase a copy of the book which we had already done.

Operations

3D PRINTER

I've been working to get the 3D printer ready for launch. We've been testing the printer to see what it's capable of and determine what limitations we have with it.

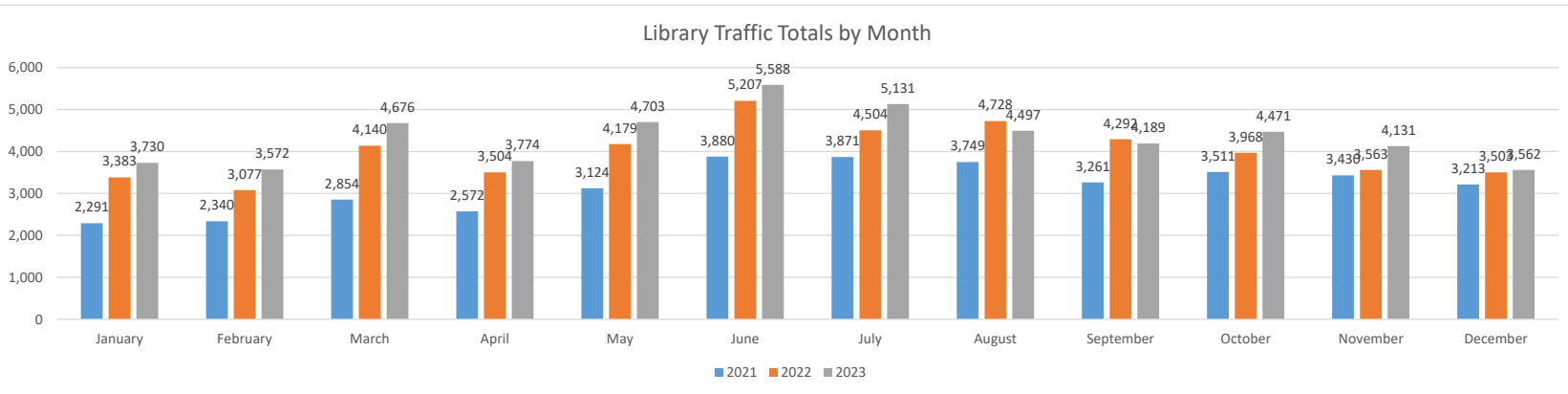
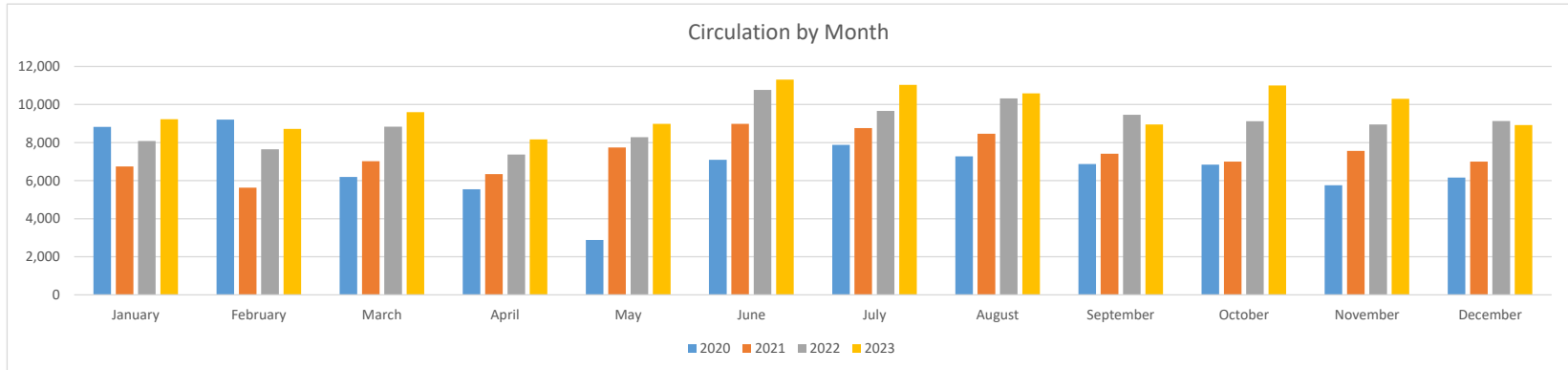
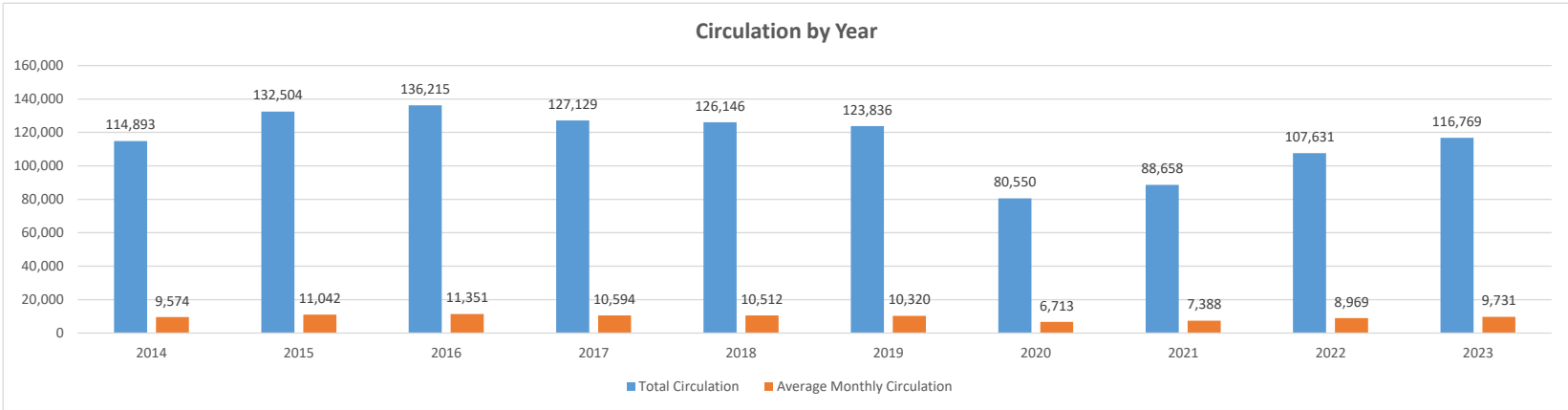
JANUARY

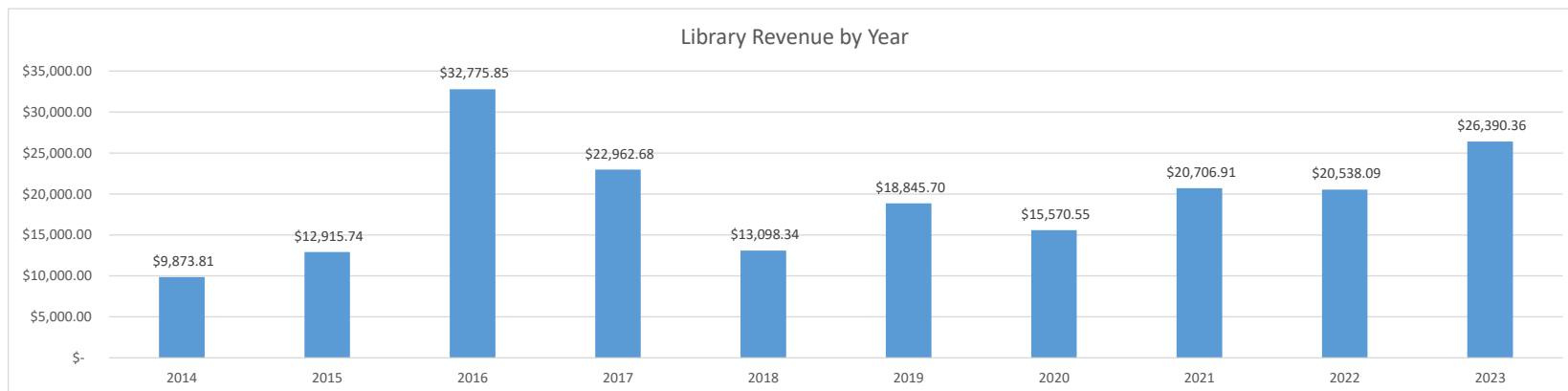
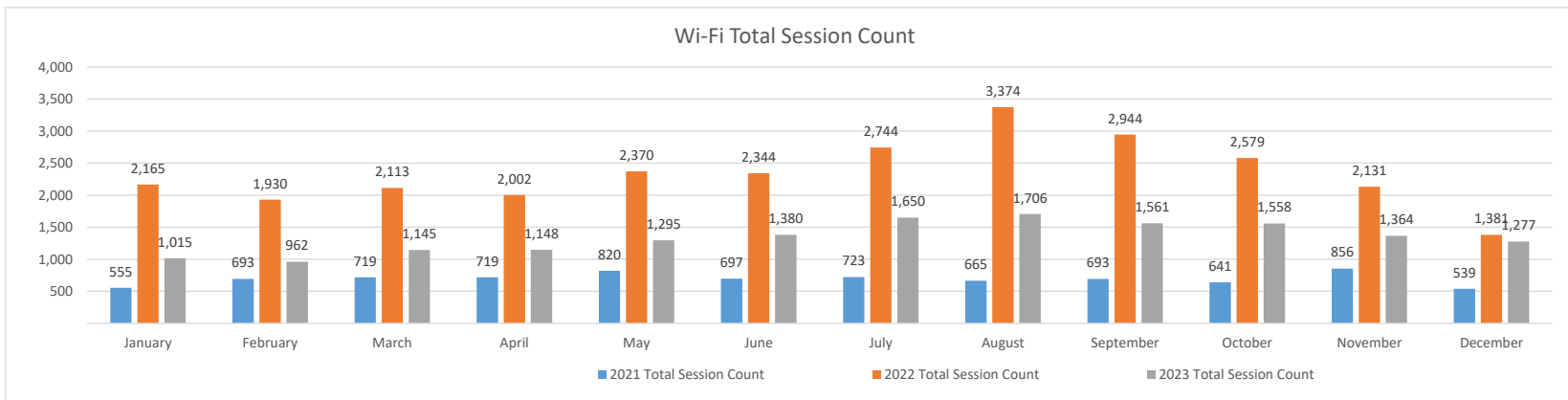
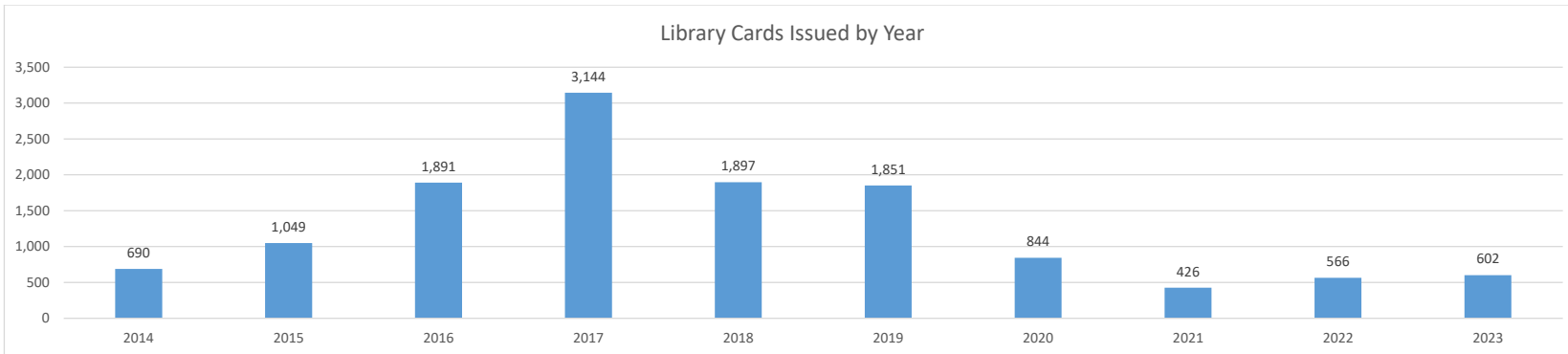
I've been focusing on getting other projects and Bookopoly completed for the month of January. Programming will resume in full force for February and beyond.

Mitchell Public Library Statistics for 2023

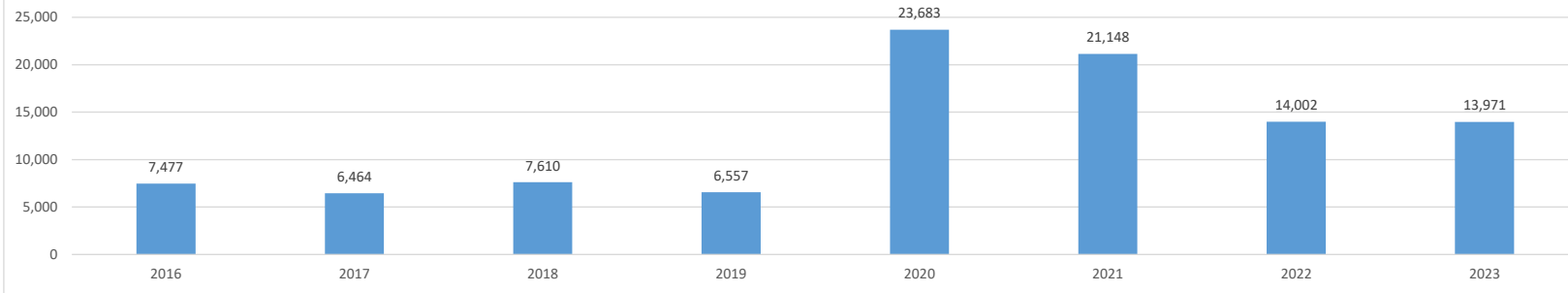


Library Statistics for 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022	Change	Library Statistics for 2023
Gate Count	3,730	3,572	4,676	3,774	4,703	5,588	5,131	4,497	4,189	4,471	4,131	3,562	52,024	48,048	8%	Gate Count
Registered Patrons TOTAL	9,463	9,488	9,459	9,464	9,247	9,274	9,236	9,104	9,029	8,717	8,481	7,608	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	5,725	4,994	6,466	6,515	-1%	City Residents
County Residents	767	769	773	767	778	781	785	786	789	796	798	797	767	768	0%	County Residents
Subscription Memberships	642	648	654	643	533	531	540	543	545	530	518	497	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	1,440	1,320	1,588	1,590	0%	All Others
All Items Circulated TOTAL	9,225	8,720	9,596	8,163	8,979	11,305	11,033	10,581	8,950	11,003	10,296	8,919	116,770	107,631	8%	All Items Circulated TOTAL
Physical Items	6,791	6,517	7,202	5,897	6,776	9,043	8,697	8,143	6,685	7,115	6,668	5,350	84,884	85,249	0%	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	3,628	3,569	31,886	22,382	42%	Digital Items from SDTTG
Programs Held TOTAL	29	25	23	19	31	48	43	15	25	30	26	19	333	277	20%	Programs Held TOTAL
Children	19	13	11	11	24	34	33	9	14	15	16	15	214	207	3%	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	3	1	49	47	4%	Adults
General Interest	4	4	1	1	2	3	1	0	7	9	7	3	42	5	740%	General Interest
Program Attendance TOTAL	696	368	898	389	3,110	3,370	2,089	1,263	404	519	564	318	13,988	14,002	0%	Program Attendance TOTAL
Children	589	291	636	286	3,028	2,886	2,000	1,165	330	430	439	302	12,382	12,629	-2%	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	27	6	662	481	38%	Adults
General Interest	78	14	16	16	40	91	18	0	54	49	98	10	484	521	-7%	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	74,339	74,124	74,349	90,278	-17.6%	Collection Holdings TOTAL
Holdings added	156	242	517	263	307	252	240	214	317	383	249	364	3,504	4,789	-27%	Holdings added
Holdings deleted	-706	-501	-345	-1,000	-1,377	-7,124	-599	-4,820	-4,181	-657	-259	-579	-22,148	-23,566	-6%	Holdings deleted
ILL Borrowing Filled	31	16	37	27	29	23	19	36	34	31	17	28	328	326	1%	ILL Borrowing Filled
ILL Lending Filled	67	55	64	42	72	26	49	76	68	45	17	23	604	719	-16%	ILL Lending Filled
Computer sessions	304	352	438	384	474	402	374	487	403	464	451	353	4,886	4,452	10%	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	320.8	260.3	3,521	2,553	38%	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	1,364	1,277	16,061	25,980	-38%	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	14,897	13,715	287,689	140,519	105%	Facebook "People Reached"
Library website visits													11,491	13,994	-18%	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	\$ 1,712.13	\$ 1,865.42	\$ 26,390.36	\$ 20,538.09	28%	Revenue

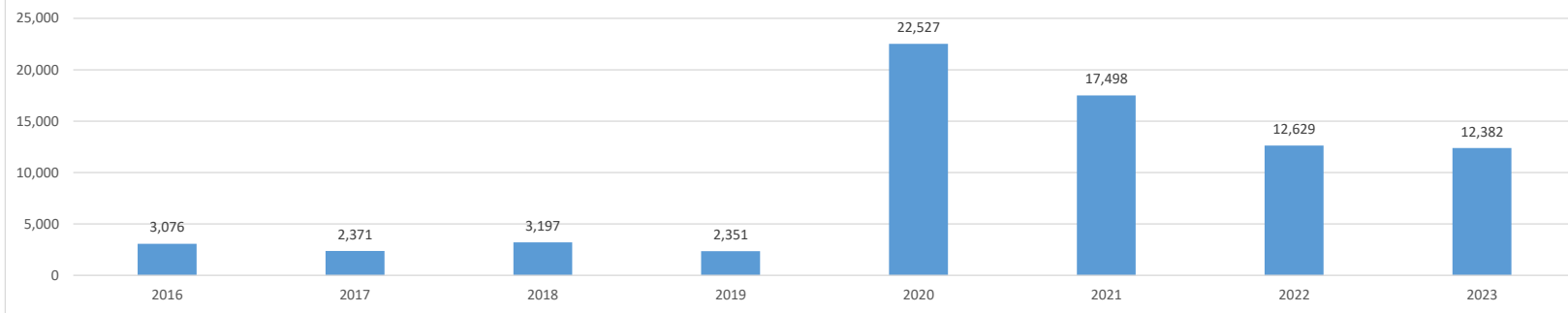




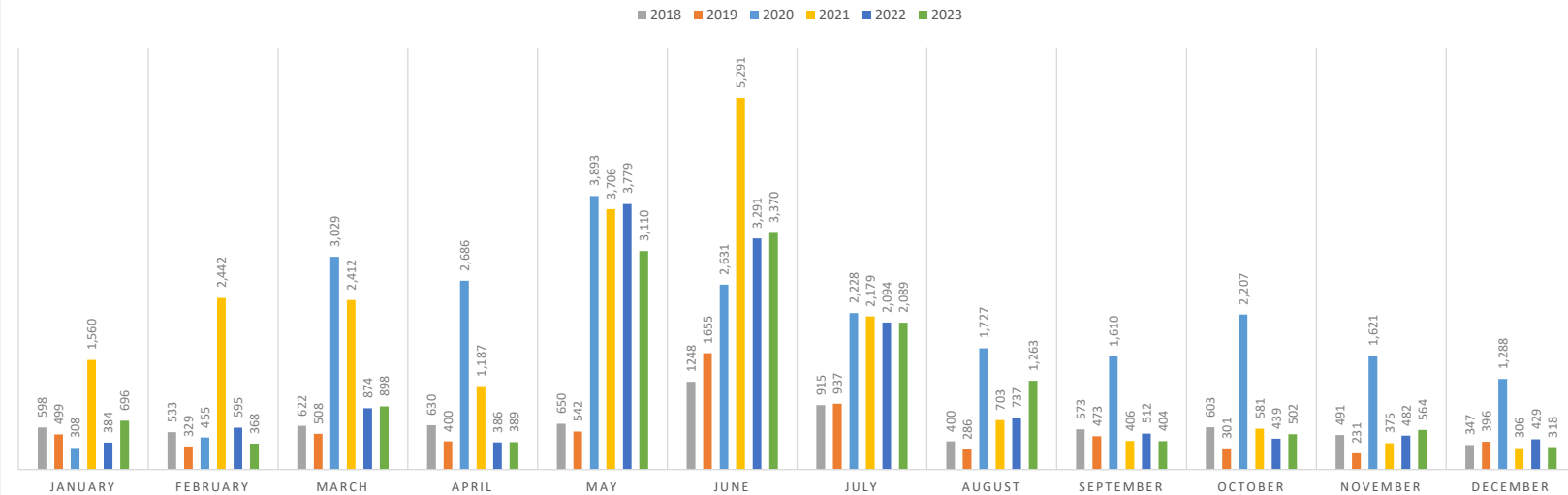
Library Programming Participation



Children's Programming Participation



NUMBER OF PARTICIPANTS IN LIBRARY PROGRAMMING - 2018-2023



Approval of Bills – January 2024

There is one bill needing approval for payment that haven't received previous approval.

College of Southern Idaho Library	\$25.00
Total	\$25.00

1. We borrowed a book from the College of Southern Idaho Library. Unfortunately, our patron damaged this ILL book. We paid the bill to the lending library and charged the patron this amount. Our patron has already submitted payment.



Contact Information

 800.262.9611

 fnbo.com



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

MSP 60
228684

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



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STATEMENT SUMMARY		December 1, 2023 through December 31, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	140783	43,113.56	0.00
Total on Deposit			\$0.00

Premium Business Checking w/In xxxx0783 \$0.00			Account Detail	
Beginning Balance	\$43,113.56	Items Enclosed	0	
Total Deposits	1 for \$34.26	Days in Statement	20	
Total Withdrawals	1 for \$43,147.82	Annual Percentage Yield Earned	1.46%	
Ending Balance	\$0.00	Interest Earned this Statement	\$34.26	
		Interest Paid this Statement	\$34.26	
		Interest Paid YTD	\$1,176.81	
Deposit Activity				
X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	12/21	12/21	Interest Payment	34.26
Total Electronic Deposits				\$34.26

Premium Business Checking w/In xxxx0783 \$0.00

Continued

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	12/21	12/21	Close Account	43,147.82
Total Paper Withdrawals				\$43,147.82

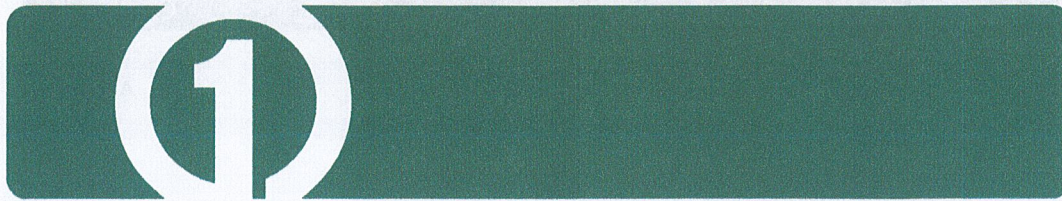
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07 231230 PAGE 00001 OF 00002


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Contact Information

 800.262.9611

 fnbo.com



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

MSP 61
 228880

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



STATEMENT SUMMARY		December 1, 2023 through December 31, 2023	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	49,717.94	94,634.22
Total on Deposit			\$94,634.22

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Premium Business Checking w/In xxxx1877 \$94,634.22		Account Detail	
Beginning Balance	\$49,717.94	Items Enclosed	9
Total Deposits	12 for \$45,106.26	Days in Statement	31
Total Withdrawals	2 for \$189.98	Annual Percentage Yield Earned	1.46%
Ending Balance	\$94,634.22	Interest Earned this Statement	\$81.32
		Interest Paid this Statement	\$81.32
		Interest Paid YTD	\$130.80

Premium Business Checking w/In xxxx1877 \$94,634.22

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	12/05	12/05	Paypal Transfer *****55559309	169.21
<input type="checkbox"/>	12/12	12/12	Paypal Transfer *****11153772	133.90
<input type="checkbox"/>	12/19	12/19	Paypal Transfer *****66701045	91.53
<input type="checkbox"/>	12/26	12/26	Paypal Transfer *****07052091	85.89
<input type="checkbox"/>	12/29	12/29	Interest Payment	81.32
Total Electronic Deposits				\$561.85

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	12/04	12/04	Customer Deposit	360.25
<input type="checkbox"/>	12/08	12/08	Customer Deposit	142.40
<input type="checkbox"/>	12/11	12/11	Customer Deposit	416.09
<input type="checkbox"/>	12/18	12/18	Customer Deposit	253.36
<input type="checkbox"/>	12/21	12/21	Funds Transfer Credit	43,147.82
<input type="checkbox"/>	12/26	12/26	Customer Deposit	179.49
<input type="checkbox"/>	12/28	12/28	Customer Deposit	45.00
Total Paper Deposits				\$44,544.41

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	12/11	12/11	Check Image Check # 1328	126.00
<input type="checkbox"/>	12/12	12/12	Check Image Check # 1329	63.98
Total Paper Withdrawals				\$189.98

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1328	12/11	126.00	<input type="checkbox"/>	1329	12/12	63.98				

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Mitchell Public Library Library Board of Trustees

01/12/24

Profit & Loss Prev Year Comparison

Accrual Basis

November 2023

	Nov 23	Nov 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	754.15	523.05	231.10	44.2%
Copies	357.05	372.60	-15.55	-4.2%
Donations	33.03	11.25	21.78	193.6%
Earbuds	0.00	10.00	-10.00	-100.0%
Interest	110.87	10.53	100.34	952.9%
Interlibrary loan	9.00	35.50	-26.50	-74.7%
Paid items (Damaged/Lost Items)	58.79	64.02	-5.23	-8.2%
Pop machine	27.00	9.00	18.00	200.0%
Subscriptions	325.00	240.00	85.00	35.4%
Total General revenue	1,674.89	1,275.95	398.94	31.3%
Uncategorized Income	37.24	13.75	23.49	170.8%
Total Income	1,712.13	1,289.70	422.43	32.8%
Expense				
Credit Card Processing Fees	12.66	6.99	5.67	81.1%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Furniture	0.00	13,919.51	-13,919.51	-100.0%
Software	1,593.10	0.00	1,593.10	100.0%
Total Operation expenses	1,593.10	13,919.51	-12,326.41	-88.6%
Program expenses				
Adult programming	163.98	0.00	163.98	100.0%
Teen programming	49.90	0.00	49.90	100.0%
Total Program expenses	213.88	0.00	213.88	100.0%
Total Expense	1,945.64	13,926.50	-11,980.86	-86.0%
Net Ordinary Income	-233.51	-12,636.80	12,403.29	98.2%
Net Income	-233.51	-12,636.80	12,403.29	98.2%

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

01/12/24

Accrual Basis

December 2023

	Dec 23	Dec 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	992.85	358.35	634.50	177.1%
Copies	338.60	227.10	111.50	49.1%
Donations	19.80	12.05	7.75	64.3%
Interest	115.58	80.27	35.31	44.0%
Interlibrary loan	17.00	13.25	3.75	28.3%
Meeting room fees	150.00	0.00	150.00	100.0%
Paid items (Damaged/Lost Items)	45.00	148.75	-103.75	-69.8%
Subscriptions	175.00	135.00	40.00	29.6%
Total General revenue	1,853.83	974.77	879.06	90.2%
Uncategorized Income	11.59	18.61	-7.02	-37.7%
Total Income	1,865.42	993.38	872.04	87.8%
Expense				
Credit Card Processing Fees	15.12	4.03	11.09	275.2%
Program expenses				
Adult programming	0.00	120.00	-120.00	-100.0%
Children's programming	0.00	34.78	-34.78	-100.0%
Summer Reading				
Summer Reading - Adult	-71.20	0.00	-71.20	-100.0%
Summer Reading - Teen	-71.20	0.00	-71.20	-100.0%
Total Summer Reading	-142.40	0.00	-142.40	-100.0%
Total Program expenses	-142.40	154.78	-297.18	-192.0%
Total Expense	-127.28	158.81	-286.09	-180.2%
Net Ordinary Income	1,992.70	834.57	1,158.13	138.8%
Net Income	1,992.70	834.57	1,158.13	138.8%

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

	Jan - Dec 23	Jan - Dec 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	6,500.00	6,500.00	0.00	0.0%
General revenue				
Book sale	8,111.16	5,667.05	2,444.11	43.1%
Copies	3,754.72	3,492.60	262.12	7.5%
Donations	777.93	764.61	13.32	1.7%
Earbuds	30.00	51.00	-21.00	-41.2%
Interest	1,307.61	133.07	1,174.54	882.7%
Interlibrary loan	217.75	248.60	-30.85	-12.4%
Laminating	20.00	5.00	15.00	300.0%
Meeting room fees	350.00	50.00	300.00	600.0%
Paid items (Damaged/Lost Items)	778.43	822.64	-44.21	-5.4%
Pop machine	117.00	117.00	0.00	0.0%
Refund	0.00	-90.65	90.65	100.0%
Subscriptions	4,585.00	2,535.00	2,050.00	80.9%
Total General revenue	20,049.60	13,795.92	6,253.68	45.3%
Uncategorized Income	196.86	259.25	-62.39	-24.1%
Total Income	26,746.46	20,555.17	6,191.29	30.1%
Expense				
Continuing Education	195.00	0.00	195.00	100.0%
Credit Card Processing Fees	134.69	67.20	67.49	100.4%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Checks	57.90	0.00	57.90	100.0%
Furniture	0.00	30,827.13	-30,827.13	-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%
Software	1,593.10	0.00	1,593.10	100.0%
Subscriptions	0.00	1,193.00	-1,193.00	-100.0%
Total Operation expenses	2,296.98	32,192.59	-29,895.61	-92.9%
Program expenses				
Adult programming	759.26	1,509.54	-750.28	-49.7%
Bilingual programming	500.00	500.00	0.00	0.0%
Children's programming	1,417.45	732.43	685.02	93.5%
Program supplies	18.99	265.24	-246.25	-92.8%
Summer Reading				
Summer Reading - Adult	1,887.80	0.00	1,887.80	100.0%
Summer Reading - Children	6,573.00	0.00	6,573.00	100.0%
Summer Reading - Teen	1,629.70	0.00	1,629.70	100.0%
Summer Reading - Other	0.00	8,226.12	-8,226.12	-100.0%
Total Summer Reading	10,090.50	8,226.12	1,864.38	22.7%
Teen programming	657.59	44.97	612.62	1,362.3%
Total Program expenses	13,443.79	11,278.30	2,165.49	19.2%
Travel Expense	460.46	0.00	460.46	100.0%
Total Expense	16,656.92	43,538.09	-26,881.17	-61.7%
Net Ordinary Income	10,089.54	-22,982.92	33,072.46	143.9%
Net Income	10,089.54	-22,982.92	33,072.46	143.9%

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: DECEMBER 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	51,702.32	387,141.98	429,819.48	1,435.52	99.67
101-45500-41110 OVERTIME	0	0.00	300.36	251.24 (251.24)	0.00
101-45500-41120 PART-TIME	34,000	3,902.63	32,269.78	33,790.49	209.51	99.38
101-45500-41200 SOCIAL SECURITY/MEDICARE	35,592	4,189.96	30,973.64	34,163.30	1,428.70	95.99
101-45500-41300 RETIREMENT	25,915	3,102.12	23,237.41	25,804.19	110.81	99.57
101-45500-41500 GROUP INSURANCE	119,618	413.59	76,009.70	82,454.86	37,163.14	68.93
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	63,310.62	557,100.91	606,283.56	40,096.44	93.80
<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	38,500	23,296.24	19,062.28	38,396.30	103.70	99.73
101-45500-42600 SUPPLIES & MATERIALS	12,500	2,234.18	13,831.46	11,892.03	607.97	95.14
101-45500-42661 POSTAGE	1,300	110.54	1,933.88	1,406.45 (106.45)	108.19
101-45500-42690 MINITEX FEES	4,800	0.00	4,995.36	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	4,697.03	4,910.31	4,764.08	235.92	95.28
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,151	1,338.84	17,017.61	15,993.89	1,157.11	93.25
101-45500-42700 TRAVEL, CONF & DUES	1,562	0.00	922.86	1,312.45	249.55	84.02
101-45500-42800 UTILITIES	41,100	6,091.54	42,142.22	42,347.80 (1,247.80)	103.04
101-45500-42830 UTILITIES-WATER/SEWER	2,000	635.45	1,948.59	3,006.06 (1,006.06)	150.30
101-45500-42902 COMPUTER SOFTWARE	1,593	5,758.17	1,939.21	7,624.97 (6,031.87)	478.62
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	132,956	44,161.99	113,856.78	139,330.63 (6,374.53)	104.79
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	15,000	140.00	4,379.21	834.41	14,165.59	5.56
101-45500-43420 BOOKS	47,000	7,432.67	44,794.64	40,231.65	6,768.35	85.60
101-45500-43421 AUDIO-VISUAL	8,500	470.60	6,697.07	6,897.93	1,602.07	81.15
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	8,043.27	64,386.61	47,963.99	22,536.01	68.03
TOTAL LIBRARY	849,836	115,515.88	735,344.30	793,578.18	56,257.92	93.38
=====						
TOTAL EXPENDITURES	849,836	115,515.88	735,344.30	793,578.18	56,257.92	93.38

WARNING 877 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

January 2024 Funding Requests

We are submitting seven funding requests this month.

Program/Project	Requestor	Amount
Community survey incentives	Kevin Kenkel	\$ 150.00
Bookopoly prizes for adults and teens	Zack North	\$ 1,500.00
Adult Summer Reading Programmin	Zack North	\$ 2,000.00
YA Summer Reading Programming	Zack North	\$ 1,500.00
Kerry Grombacher program (SDAC)	Zack North	\$ 250.00
Bookopoly prizes for children	Jean Patrick	\$ 975.00
Children's Summer Reading Programming	Jean Patrick	\$ 7,400.00
Total Requested:		\$ 13,775.00

Request for Funds: Incentives for Strategic Planning Survey

Kevin Kenkel, Library Director

PROGRAM DESCRIPTION:

Later this spring the library will conduct a patron survey as part of the strategic planning process. We have an offer from County Fair of a \$100 gift card as an incentive to increase participation. The strategic planning committee would like to offer a few more drawing incentives.

REQUESTED FUNDS:

\$150 to purchase three gift cards from the Chamber.

Itemized Budget

Item	Price	Quantity	Total
\$75 Gift Card	\$ 75.00	1	\$ 75.00
\$50 Gift Card	\$ 50.00	1	\$ 50.00
\$25 Gift Card	\$ 25.00	1	\$ 25.00
Total			\$ 150.00

Request for Funds: Bookopoly Prizes for Adults and Teens

Zack North, Adult Services Librarian

PROGRAM DESCRIPTION:

The 2024 Winter Reading Challenge continues with another year of Bookopoly. We received feedback from participants last year asking for more substantial prizes. The result has been a change to the prize structure. There will no longer be a raffle for Bookopoly prizes. Instead, the Summer Reading Program model of thresholds will be used.

Everyone:

- 1 free regular-priced book from the book sale for each property set completed
- 1 Campfire Mug with MPL branding

25%

- Campfire mug with Hot chocolate packets, cider, and other winter essentials to enhance reading days (winter care package)

100%

- Winter care package
- 1 free 3D print up to 50 grams

For comparison

- Siouxland gives away a thermos or book light as participation, and then does prize drawings.

ITEMIZED REQUEST

Title	Price	Quantity	Total
Campfire Mugs	\$900	1	\$900
Additional Materials for prizes	\$600	1	\$600
Total			\$1500.00

REQUESTED FUNDS:

\$1500 for Adult and Teen Bookopoly Prizes

Request for Funding: 2024 Adult Summer Reading Program
Zack North, Adult Services Librarian

BACKGROUND:

The 2024 theme for summer reading program is “Adventure Begins at Your Library.” The theme opens opportunities for us to host programs that are fantasy adventure, nature, or camping-themed. At this moment I do not have any specific programs/speakers lined up. There are several excellent programs from the CSLP manual that I intend to use.

Ideas that I’ve had:

- Humanities council programs on Travel (Tass Thacker)
- Sioux Falls Outdoor Campus
- Poetry Hike with Mitchell Parks and Rec
- One Book South Dakota event(s)
- Programs from the CSLP manual

There will be cost savings with supplies this year. I intend to change some of the materials I order from CSLP

REQUESTED FUNDS:

In total, I am requesting \$2,000 for the Adult Summer Reading Program. This is the same amount as for 2023 Adult SRP.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Incentives and Supplies from CSLP	\$700	1	\$700
Other Prizes	\$300	1	\$300
Events	\$1,000	1	\$300
<hr/>			
Total			\$2,000

Request for Funding: 2024 Young Adult Summer Reading Program

Zack North, Adult Services Librarian

Rachel Soulek, Circulation Assistant

BACKGROUND:

The 2023 Summer Reading Program was a massive success. The changes brought to the program helped refocus the Teen Summer Reading Program to focus on the essential foundational aspects of what an SRP should be. We look forward to expanding that in 2024.

The CSLP manual has excellent sample programs for the Teen programs that we intend to use this year. We also plan to lean more heavily into the fantasy aspect of the adventure theme with DnD and fantasy world-building programs. I plan to ask one of the Dungeon Masters at the Guild Hall shop in town to see if they would be willing to lead a character creation session or a “how to dungeon master” class. I’m hoping that this summer can serve to be a launching point for a continuing DnD program in the future.

REQUESTED FUNDS:

We request \$1,500 for incentives and events for the 2023 YA Summer Reading Program. This is the same amount as for 2023 Teen SRP.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Incentives and Supplies from CSLP	\$500.00	1	\$500.00
Events	\$1,000.00	1	\$1,000.00
<hr/>			
Total			\$1,500

Request for Funding: Kerry Grombacher
Zack North, Adult Services Librarian

BACKGROUND:

Kerry Grombacher is a singer/songwriter who performs contemporary folk and western songs on guitar and mandolin. Kerry contacted me in January that he'll be touring the state in October this year. I asked him to pencil Mitchell Public Library on his schedule for October 7th, pending the board's approval of this budget request.

Kerry is part of the South Dakota Arts Council Touring Artist Grant. He's not currently listed but will be added after the Arts Council begins its new fiscal year in July. We'll pay \$250 for his program. I talked with Sarah Carlson at the Arts Council, and she said he's a great performer and very professional.

REQUESTED FUNDS:

\$250 to cover our portion of the Arts Council grant.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Performer Fee	\$250.00	1	\$250.00
<hr/>			
Total			\$250.00

Funding Request – Children’s Bookopoly 2024
Jean Patrick, Children’s Services Librarian

Bookopoly Jr. takes place from Jan 3 – March 29, 2024. I would like to give prizes to participants who return a partial or completed Bookopoly board (24 squares). I expect our numbers will be similar to last year (approx. 70 children with completed boards; approx. 70 children with partial boards).

Below is a request for funding:

PARTIAL BOARD AND COMPLETED BOARD WINNERS:

Fidget toy	\$350
Bookopoly Jr. bookmark (laminated sheets)	\$ 25

COMPLETED BOARD WINNERS:

3-D Creation on 3-D printer (Filament)	\$150
Cupcake from <i>Crazy about Cupcakes</i>	\$250
Cash prize drawing (20 winners, \$10 each)	\$200

TOTAL AMOUNT REQUESTED: \$975

Funding Request – Children’s Summer Reading Program – 2024
Jean Patrick, Children’s Services Librarian

The 2024 theme for the Summer Reading Program is “Adventure Begins at Your Library.”
I request funding for the following items:

PROGRAMS/PRESENTATIONS

Similar to previous Summer Reading Programs, we plan to provide weekly programs for children/families for the 8-week 2024 Summer Reading Program. The requested amount is slightly larger than last summer as presenter fees continue to increase.

Amount Requested: \$3,200

SUPPLIES FROM CSLP

As in previous years, I plan to purchase posters, reading logs, bookmarks, bags, pencils, signs, decorations, etc. from CSLP (Collaborative Summer Library Program) to promote the Summer Reading Program and to encourage participation.

Amount Requested: \$1,100

PRIZE BOOKS FROM SCHOLASTIC LITERACY PARTNERSHIP AND BAKER & TAYLOR

As usual, I plan to give away books to children who complete their CSLP sticker chart. (A completed chart equals 1000 minutes of reading.)

Amount Requested: \$1,700

STORYTIME AND ART SUPPLIES

I plan to offer Storytime for at least 8 weeks (3 weeks of Outdoor Storytime at Hitchcock Park & 5 weeks of Indoor Storytime at the Library), as well as weekly Outreach Storytime for a local preschool(s). I will need ample supplies for hands-on crafts and experiments.

Amount Requested: \$400

READING INCENTIVE PRIZES – ORIENTAL TRADING

I plan to order a large quantity of small items from Oriental Trading to use as prizes for Bingo Cards and “Stump the Librarian.”

Note: “Bingo” cards require children to complete reading, language, & art activities. These cards are distributed at the library and at our large outdoor programs. These effectively encourage kids/families to visit the library throughout the summer.

Amount Requested: \$400

GLOBE

Kids often use a globe to complete Summer challenges and Bingo cards. Unfortunately, the library’s globe is very old. (It still shows a divided Germany.) I’d like to invest in a new globe (approx. \$70) and accurate globe decorations (\$20+).

Amount requested: \$100

END-OF-SUMMER PRIZES FOR “EXTRA-MILE” READERS

Each summer, approximately 20 children exceed Summer Reading Program expectations by completing an “August Summer Challenge.” To reward these students, I plan to award a \$15 Mitchell gift card – or something of similar value.

Amount Requested: \$300

VOLUNTEER GIFTS

Without the help of volunteers, I would not be able to have successful Summer Reading Programs. I would like to thank volunteers at the end of the summer with Mitchell gift cards.

Amount Requested: \$200

TOTAL AMOUNT REQUESTED: \$7,400

Mitchell Public Library 3D Printer Policy

PURPOSE

In keeping with its mission of enriching and transforming lives by connecting people to quality information and engaging experiences, Mitchell Public Library strives to offer access to interesting technologies such as 3D Printers.

3D PRINTING

3D printing, or additive manufacturing, is the process of building physical objects from digital models. Successive thin layers of material (filament) are laid down to create a physical object. 3D printing has applications in numerous fields. The library has an "Original Prusa XL" 3D printer available to the public for making three-dimensional objects in plastic. * This printer is able to print objects with two colors.

COPYRIGHT

Mitchell Public Library abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All users of the 3D printer must abide by copyright laws.

Mitchell Public Library is not responsible for the improper or illegal use of any printed 3D files submitted for printing. The printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection. Those wishing to utilize the library's 3D printer must do so for lawful purposes. Users must abide by all applicable laws and library policy.

POLICY

1. Users will NOT be permitted to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may also violate the terms of use of the manufacturer.)
 - c. Obscene or inappropriate for the library environment, or that otherwise violates any Mitchell Public Library policy.
 - d. Larger than 14.17 x 14.17 X 14.17 inches (maximum size of printer build area) (36x36x36 cm)
2. Use of the library's 3D printer is for personal use only. Printing for commercial purposes is prohibited. The library reserves the right to refuse any 3D print request.
3. Library staff do not design or assist in designing 3D print files. Any 3D drafting software may be used to create a design as long as the file can be saved in an .stl, .3mf, or .obj format. Digital designs are also available from various repositories.
4. Filament colors will vary depending upon colors stocked.
5. Final 3D prints will be weighed and users will be charged ten cents per gram. Patrons are expected to pay for completed objects and may not demand a new print in place of the

original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron.

6. The library is not responsible for any malfunctions or misprints of the 3D printer. Patrons will not be charged for any failed prints.
7. The library is not liable for any data damage, loss, or security arising from the use of its computers or network.
8. 3D items unclaimed after 14 days will become the property of the library and may be discarded or recycled. Patrons who fail to collect their 3D prints risk losing their 3D printing privileges.

PROCEDURES

1. Library patrons are allowed 3 print jobs per month.
2. Requests for prints can be made by completing and submitting a "3D Print Request Form".
 - a. This form is available online and at the library's circulation desk.
 - b. The completed form must be accompanied by the appropriate file type.
3. Library staff will review the print file(s). If a file is rejected, library staff will notify the patron.
4. Library staff will notify the patron when the print job is completed.
5. All files will be deleted from the library computer system after the print job is completed.

** Mitchell Public Library's 3D printer was funded by a South Dakota Humanities Council / National Endowment for the Humanities ARPA grant.*

Strategic Planning Committee Report

Members of the committee include Dennis Nath, Deb Everson, Megan Luther, Zack North, and Kevin Kenkel. The library's strategic planning committee held its second meeting January 18. We met with Kathleen Slocum and George Seamon from the State Library to continue our process.

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

Thursday, January 18, 2024, 6:30pm CT

1. **Review the sample community survey, staff survey, and focus group questions.**
We reviewed the community survey and recommended edits. By the end of the meeting committee members were satisfied with the questions on the survey.
2. **Next steps.** We discussed our plan going forward and our action items to do before the next meeting.
 - a. Strategic planning committee.
 - i. Determine schedule for administering surveys. Committee members discussed beginning the survey in mid-March and run through May 3 so library staff can have the survey available at the first First Friday event downtown.
 - ii. Final review of the sample community survey, staff survey, and focus group questions. Provide edits and additional questions.
 - b. SDSL and Kevin.
 - i. Kevin will edit the community and staff surveys based on committee input.
 - ii. Kevin will contact Angela Bailey at the Huron Public Library to request copies of their community survey in both English and Spanish as a way to jumpstart the translation of the survey.
 - c. Next meeting date is February 15 at 6:30 pm.