



Mitchell Public Library Board of Trustees Meeting Agenda
Teen Room, Mitchell Public Library, 221 N Duff St
March 25, 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. Review of 2023 Public Library Survey Responses**

 - B. Action to Approve Funding Request for March 2024**

 - C. Action to Approve Changes to the Board's By-laws**
- 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
January 23, 2024

1. Call to Order

With Board President Nath attending the meeting via Zoom, Board member Temple presided at the meeting. Board member Temple called the meeting to order at 5:15 p.m.

2. Roll Call

The following members were present in person: Deb Everson and Ann Temple. Board members Dennis Nath and Emma DeVos attended via Zoom. Board members Diana Goldammer and 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 Everson, seconded by Nath, to approve the agenda. All members present voted "Aye". Motion passed.

4. Approval of Minutes

Board members reviewed the minutes from the November 14, 2023 board meeting. Motion by Everson, seconded by Nath, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for Decmber 2023. Kenkel and North provided additional comments regarding the written reports. Additional discussion about the library's total 2023 usage was held. Motion by Nath, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

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

Board members reviewed the November and December bank statements and financial reports. Motion by Nath, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for January 2024

Kenkel presented seven funding requests.

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 Programming	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

These funding requests are the major requests for the year. Motion by DeVos, seconded by Everson, to approve the seven funding requests. All members present voted "Aye". Motion passed.

B. Action to Approve Policy

Board members reviewed the new "3D Printer Policy". Kenkel informed board members that the proposed policy was reviewed by the city attorney. Motion by Everson, seconded by DeVos, to approve the 3D Printer Policy. All members present voted "Aye". Motion passed.

C. Sales Tax Discussion

Kenkel informed Board members that after discussions with the city's Finance Officer, it was determined that the library needs to begin submitting sales tax from used book sales. Prices for items will increase and sales tax will be included in the new prices rather than added to the price of books.

8. Committee Reports

Kenkel, Everson, and Nath discussed the second meeting of the library's Strategic Planning Committee. The committee met January 18, 2024 with two staff members from the South Dakota State Library. Committee members edited the questions for the community survey. They determined that the survey should run from approximately mid-March through the first weekend in May. The next committee meeting will be February 15, 2024.

9. Board Input

No additional Board input was given.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

12. Board members decided that no training session will be held in February due to the City Council meeting being scheduled for the third Tuesday in February. The next Board of Trustees meeting is scheduled for January 16, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Temple asked for a motion to adjourn. Motion by Everson, seconded by DeVos, to adjourn the meeting. All members present voted "Aye". Motion passed. The meeting adjourned at 6:13 p.m.

DRAFT

Mitchell Public Library Director Report March 19, 2024

1. 3D Printing

Over the past two months Zack North has tested numerous print jobs on our 3D printer to determine all of its capabilities. We've also developed a few-page procedure document for staff to follow when accepting, reviewing, and printing requests. We are close to announcing our new service. We are beginning to print prizes for our Bookopoly participants.

2. Sales Tax

We submitted sales tax from used book sales for the month of February. We write a check to the City of Mitchell, and the city submits it to the state along with other sales tax submissions.

3. County Funding

I have submitted our 2024 invoice for county support to the Auditor's office.

4. Bookopoly

Bookopoly runs through March 29. In April we will distribute prizes and do grand prize drawings.

5. State Library Training Session

State Library staff will conduct another regional training session April 3 at our library. The topic of this training day is weeding. If anyone wants to learn how to weed a library collection you can sign up for this training.

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

During January to March, I've provided daily reader advisory to children and parents/caregivers, ordered and weeded books for the children's collection, created displays, and planned & led several children's programs. I'm also in the process of planning our upcoming Summer Reading Program.

Special Events (Past and Future)

Creativity Day - Jan 20. Marica Shannon and her Art Ambassadors led the Saturday Storytime craft (glitter swirl containers). Miraculously, only a few specks of glitter landed on the carpet.

DWU Classroom Visit – Feb 21. Ada Morales and I visited Stephanie Gelderman's class at DWU to lead a bilingual storytime and to answer questions about working with families/children from other cultures.

Jumpstart – Mon. March 18. I plan to spend the day in Chamberlain for Summer Reading Program training.

Author Event – Sat. March 23. As part of Saturday Storytime, we will host local authors Richard Jelinek and Traci Loecker Davis.

Bookopoly - Jan 3- March 29. As of March 15, approx. 260 youth have picked up Bookopoly boards. Many completed boards have been returned.

Regular events

Thursday Storytime

Attendance for our weekly Thursday Storytime has grown. Our average attendance is in the mid-30's, but we had one day with over 60 parents and kids.

Bi-weekly Saturday Storytime (Bilingual)

Ada Morales and I continue to provide bilingual Saturday Storytime on a bi-weekly basis. Numbers have also been growing. In February and March, attendance was consistently in the mid-40s. Many fathers have been attending with their children.

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).

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. (In March, Ada was not able to attend, so I led Storytime entirely in English.)

We see continue to see preschoolers from these Outreach Storytimes at Saturday Storytime.

Makerspace Monday

We held Makerspace Monday on **January 22** and **February 26** with 15-20 children attending each session. (We offer morning and afternoon sessions.) Our February afternoon session was a little low (approx. 16 people) due to beautiful warm weather, but Hispanic, Native, and Caucasian families attended. Our next Makerspace Monday is scheduled for **March 25**.

Makerspace Monday – Special Education students (weekly)

MHS instructor Cindy Bierman brings three transition special education students (ages 18-21) to the library each week to use coding toys and to check out books. In February, they completed a lengthy “Wonder Blockly” code for the Dash robot. Currently, they are writing a new Blockly code. Their coding and problem-solving skills continue to improve.

Grants

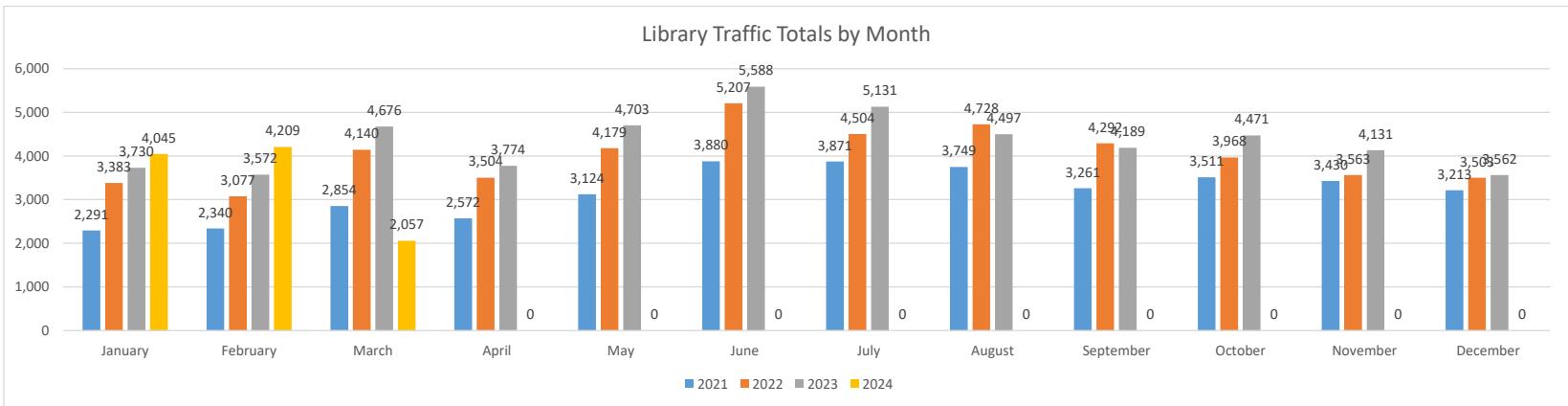
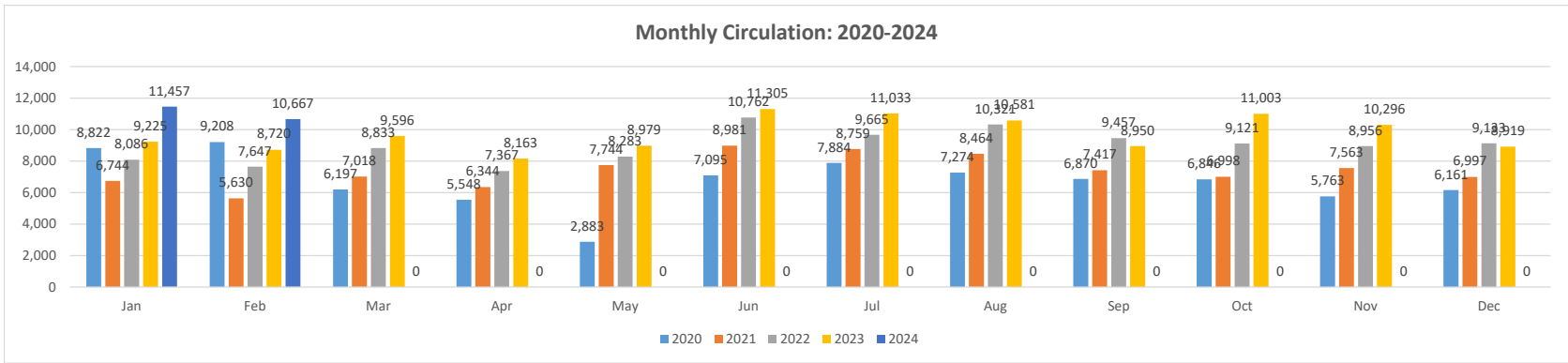
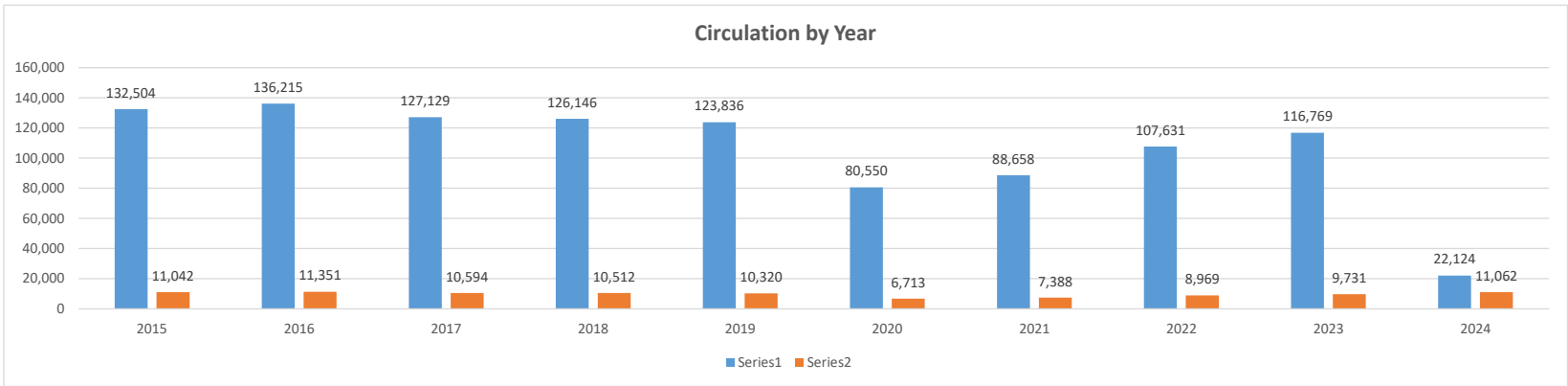
We’ve received most of the items we purchased from \$15,000 Sam F. Weller Foundation grant, including the one-sided graphic novel shelving, the three mobile double-sided shelving unit (royal blue and maple), two small round tables, and three colorful display shelves (red, teal, lime green). We’re also using the zig-zag shelf-top units for Audio books. The only items that haven’t arrived are the dual rotating book towers for paperback series.

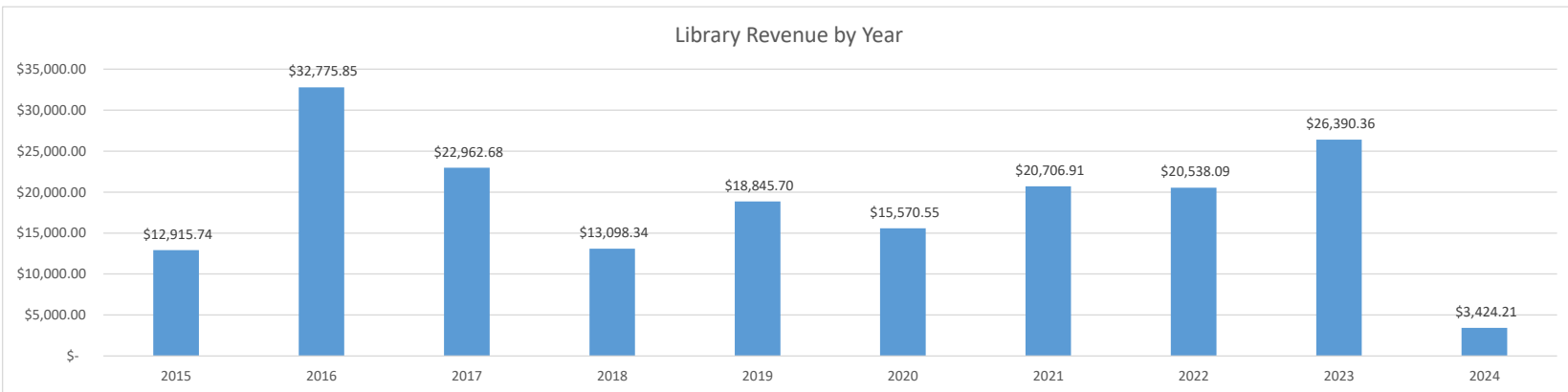
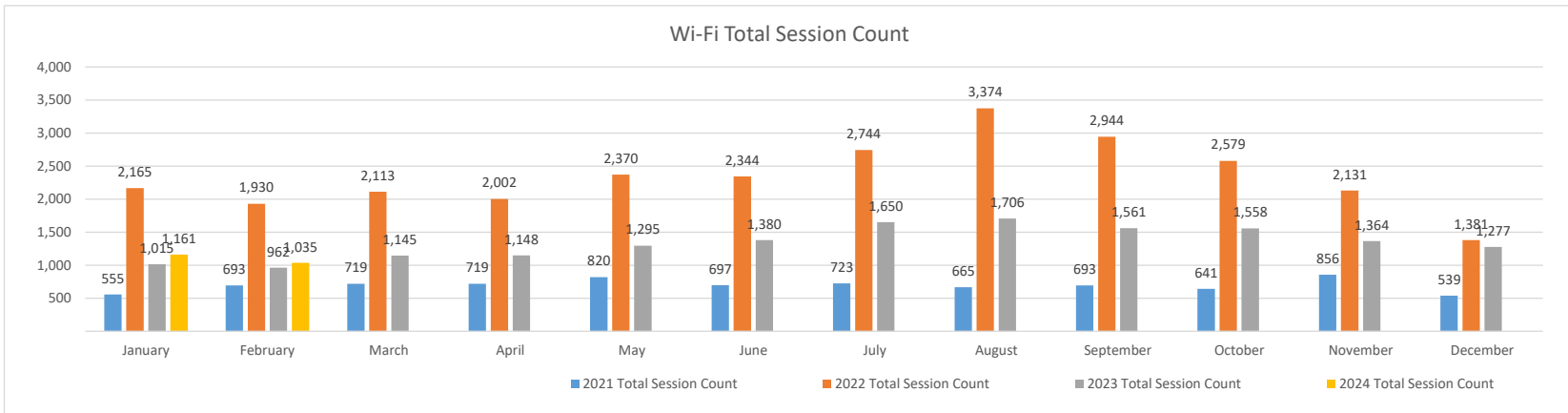
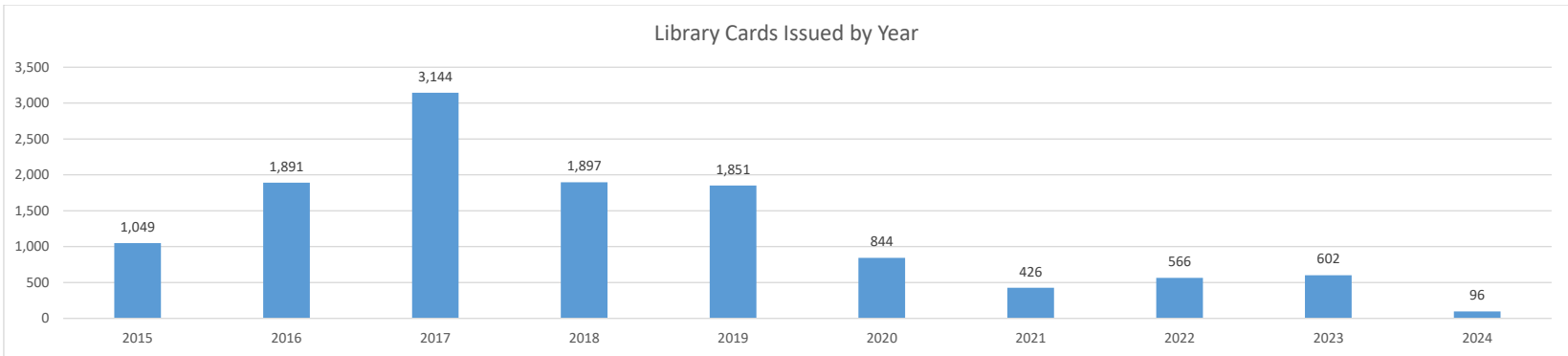
Note: Because of the new purchases, we’ve moved low round tables and kidney tables to the Community Room for Storytime. The kids love having height-appropriate furniture.

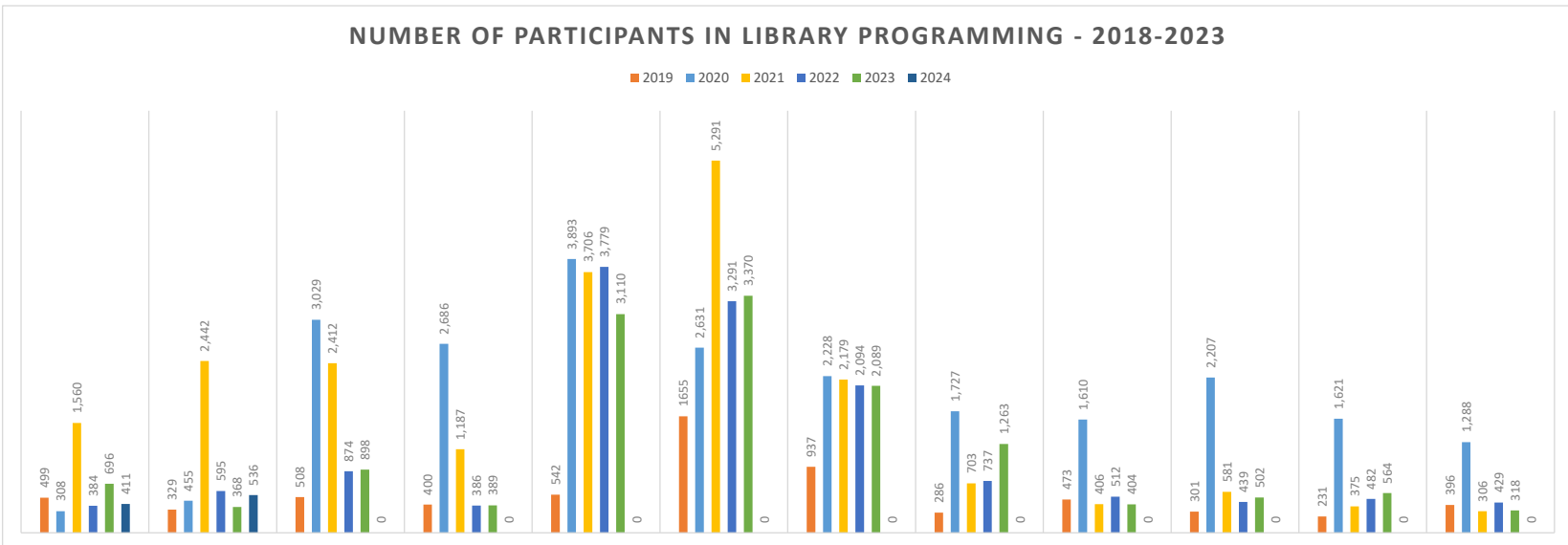
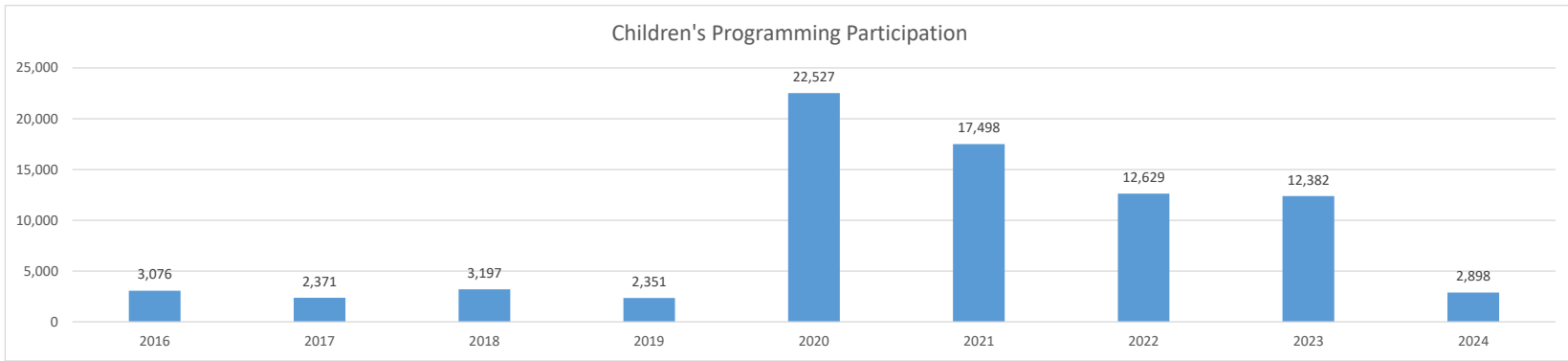
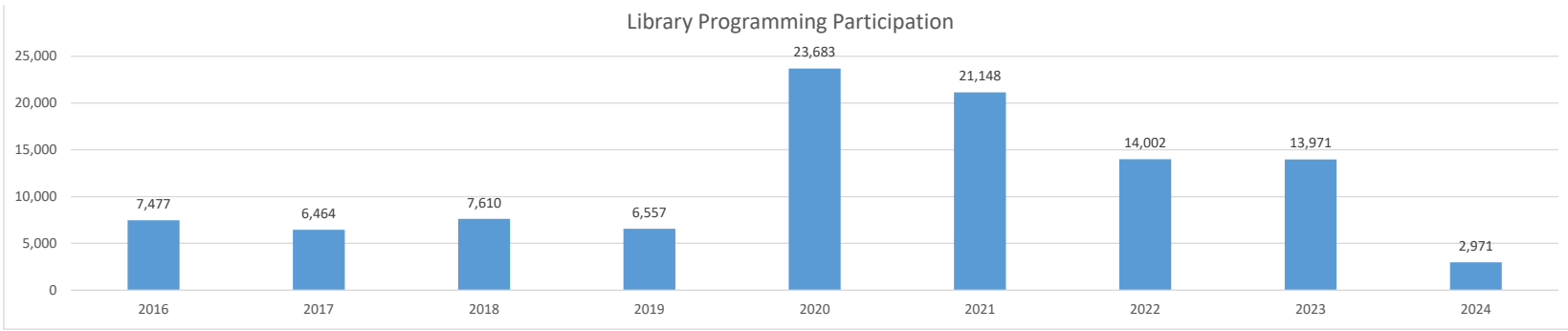
Mitchell Public Library Statistics for 2024



Library Statistics for 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023	Change	Library Statistics for 2024	
Gate Count	4,045	4,209	2,057	0	0	0	0	0	0	0	0	0	10,311	52,024	-80%	Gate Count	
Registered Patrons TOTAL	7,610	6,861	0	0	0	0	0	0	0	0	0	0	0	9,463	-38%	Registered Patrons Total	
City Residents	5,012	4,433	0	0	0	0	0	0	0	0	0	0	0	6,466	-46%	City Residents	
County Residents	800	707	0	0	0	0	0	0	0	0	0	0	0	767	-8%	County Residents	
Subscription Memberships	484	454	0	0	0	0	0	0	0	0	0	0	0	642	-41%	Subscription Memberships	
All Others	1,314	1,267	0	0	0	0	0	0	0	0	0	0	0	1,588	-25%	All Others	
All Items Circulated TOTAL	11,457	10,667	0	0	0	0	0	0	0	0	0	0	22,124	107,631	-79%	All Items Circulated TOTAL	
Physical Items	7,128	6,866	0	0	0	0	0	0	0	0	0	0	13,994	85,249	-84%	Physical Items	
Digital Items from SDTTG	4,329	3,801	0	0	0	0	0	0	0	0	0	0	8,130	22,382	-64%	Digital Items from SDTTG	
Programs Held TOTAL	22	26	0	0	0	0	0	0	0	0	0	0	48	277	-83%	Programs Held TOTAL	
Children	18	17	0	0	0	0	0	0	0	0	0	0	35	207	-83%	Children	
YA	0	1	0	0	0	0	0	0	0	0	0	0	1	18	-94%	YA	
Adults	2	3	0	0	0	0	0	0	0	0	0	0	5	47	-89%	Adults	
General Interest	2	5	0	0	0	0	0	0	0	0	0	0	7	5	40%	General Interest	
Program Attendance TOTAL	411	536	0	0	0	0	0	0	0	0	0	0	947	14,002	-93%	Program Attendance TOTAL	
Children	395	479	0	0	0	0	0	0	0	0	0	0	874	12,629	-93%	Children	
YA	0	0	0	0	0	0	0	0	0	0	0	0	0	371	-100%	YA	
Adults	8	15	0	0	0	0	0	0	0	0	0	0	23	481	-95%	Adults	
General Interest	8	42	0	0	0	0	0	0	0	0	0	0	50	521	-90%	General Interest	
Collection Holdings TOTAL	73,228	73,410	73,410	73,410	73,410	77,010	77,010	77,010	74,623	74,623	74,623	74,623	74,623	90,278	-17.3%	Collection Holdings TOTAL	
Holdings added	254	501	0	0	0	0	0	0	0	0	0	0	0	755	4,789	-84%	Holdings added
Holdings deleted	-1,150	-319	0	0	0	0	0	0	0	0	0	0	0	-1,469	-23,566	-94%	Holdings deleted
ILL Borrowing Filled	32	24	0	0	0	0	0	0	0	0	0	0	56	326	-83%	ILL Borrowing Filled	
ILL Lending Filled	67	49	0	0	0	0	0	0	0	0	0	0	116	719	-84%	ILL Lending Filled	
Computer sessions	412	427	0	0	0	0	0	0	0	0	0	0	839	4,886	-83%	Computer sessions	
Computer use by hours	320.34	334.75	0.00	0.00	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	655	3,521	-81%	Computer use by hours	
Wi-Fi Sessions	1,161	1,035	0	0	0	0	0	0	0	0	0	0	2,196	16,061	-86%	Wi-Fi Sessions	
Facebook "People Reached"	15,560	14,502	0	0	0	0	0	0	0	0	0	0	30,062	287,689	-90%	Facebook "People Reached"	
Library website visits														11,491	-100%	Library website visits	
Revenue	\$ 1,814.98	\$ 1,609.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,424.21	\$ 26,390.36	-87%	Revenue





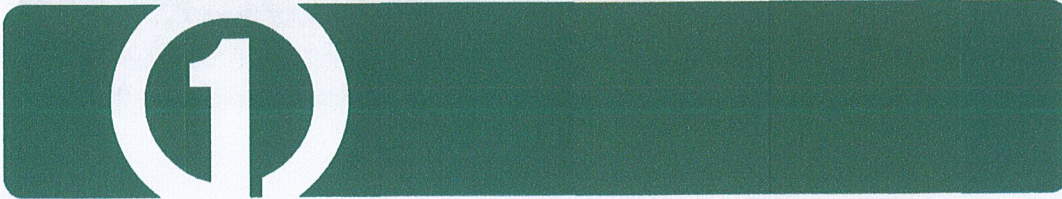


Approval of Bills – January 2024

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

Lincoln City Libraries (damaged ILL)	\$16.95
Davison County Department of Equalization (address list)	\$20.00
City of Mitchell (Feb. sales tax from used book sales)	\$38.82
South Dakota Humanities Council	\$50.00
Amazon	\$79.90
Total	\$205.67

1. We borrowed a book from Lincoln City Libraries. 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.
2. We obtained a list of Davison County residents who live outside the City of Mitchell. We intend to send out a postcard announcement to these addresses informing non-Mitchell, county residents about the library's community survey. For city residents we will include an announcement in the April 2024 water bills.
3. We have begun collecting and submitting sales tax from our used book sales. The February 2024 sales tax amount was \$38.82.
4. I used my discretionary spending authority to approve a request from Zack North to arrange a Humanities Council Speaker. The program to be offered is entitled "Going Out Green: 21st Century Natural Burial Options in South Dakota" by Anne Dilenschneider. This program will be offered in April.
5. I also used my discretionary spending authority to purchase black postcards to print an announcement about the community survey. These will be sent to the addresses obtained from the county's Department of Equalization. We will still need to pay for postage for these postcards.



Contact Information

 800.262.9611

 fnbo.com



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

MSP 18
 134019

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



STATEMENT SUMMARY		January 1, 2024 through January 31, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	94,634.22	96,436.85
Total on Deposit			\$96,436.85

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Premium Business Checking w/In xxxx1877 \$96,436.85			Account Detail	
Beginning Balance	\$94,634.22	Items Enclosed	6	
Total Deposits	12 for \$1,802.63	Days in Statement	31	
Total Withdrawals	0 for \$0.00	Annual Percentage Yield Earned	1.46%	
Ending Balance	\$96,436.85	Interest Earned this Statement	\$117.23	
		Interest Paid this Statement	\$117.23	
		Interest Paid YTD	\$117.23	

Premium Business Checking w/In xxxx1877 \$96,436.85

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	01/02	01/02	Paypal Transfer *****39061585	93.79
<input type="checkbox"/>	01/09	01/09	Paypal Transfer *****86107170	63.12
<input type="checkbox"/>	01/16	01/16	Paypal Transfer *****24567725	51.27
<input type="checkbox"/>	01/23	01/23	Paypal Transfer *****60717171	9.45
<input type="checkbox"/>	01/30	01/30	Paypal Transfer *****96995246	188.87
<input type="checkbox"/>	01/31	01/31	Interest Payment	117.23
Total Electronic Deposits				\$523.73

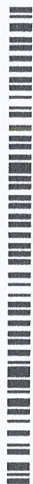
Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	01/03	01/03	Customer Deposit	280.48
<input type="checkbox"/>	01/08	01/08	Customer Deposit	221.80
<input type="checkbox"/>	01/17	01/17	Customer Deposit	223.20
<input type="checkbox"/>	01/22	01/22	Customer Deposit	0.25
<input type="checkbox"/>	01/22	01/22	Customer Deposit	256.80
<input type="checkbox"/>	01/29	01/29	Customer Deposit	296.37
Total Paper Deposits				\$1,278.90

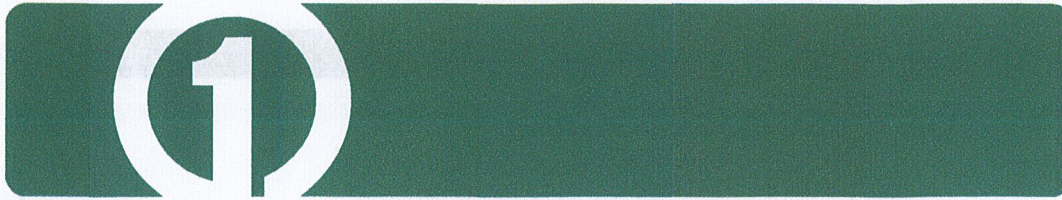
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Contact Information

800.262.9611

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Stop: 3118/83
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85342

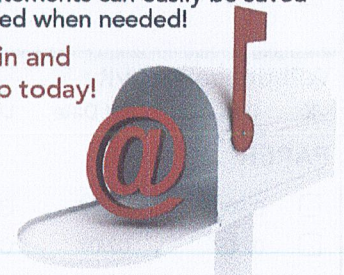
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301



STATEMENT SUMMARY		February 1, 2024 through February 29, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	96,436.85	97,993.02
Total on Deposit			\$97,993.02

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We have made some updates to our Consumer Deposit Agreement as of 01/11/2024 to clarify some of our existing practices. Please see below for details. If you would like a copy of the full Consumer Deposit Agreement, please visit a branch, call the Customer Care Center, or visit the fnbo.com website (<https://www.fnbo.com/content/dam/fnbo/documents/terms/deposit-agreement-fnbo.pdf>).

Information regarding inactive accounts has been added.

Inactive Accounts. In some situations, we will consider your account inactive. This may occur on accounts with a line of credit attached if there is no balance and no activity on both the account and the attached line of credit. We may stop sending statements to Inactive Accounts.

Information regarding postdated checks has been updated to provide more clarity.

Postdated Checks. Postdated checks are permitted, but not recommended. We are not responsible for waiting to honor the check unless you place a stop payment order for the check. The normal stop payment rules will apply. You are responsible for requesting the cancellation of the stop payment order when you are ready to have the check paid.

85342

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Premium Business Checking w/In xxxx1877 \$97,993.02			Account Detail
Beginning Balance	\$96,436.85	Items Enclosed	7
Total Deposits	10 for \$1,598.12	Days in Statement	29
Total Withdrawals	2 for \$41.95	Annual Percentage Yield Earned	1.46%
Ending Balance	\$97,993.02	Interest Earned this Statement	\$111.58
		Interest Paid this Statement	\$111.58
		Interest Paid YTD	\$228.81

Deposit Activity						Amount
X	Date	Post Date	Description			Amount
ELECTRONIC						
<input type="checkbox"/>	02/06	02/06	Paypal	Transfer *****45714541		76.89
<input type="checkbox"/>	02/13	02/13	Paypal	Transfer *****86736108		57.39
<input type="checkbox"/>	02/20	02/20	Paypal	Transfer *****26109988		102.63
<input type="checkbox"/>	02/27	02/27	Paypal	Transfer *****62788207		95.51
<input type="checkbox"/>	02/29	02/29	Interest Payment			111.58
Total Electronic Deposits						\$444.00

Deposit Activity						Amount
X	Date	Post Date	Description		Deposit #	Amount
PAPER						
<input type="checkbox"/>	02/06	02/06	Customer Deposit			9.00
<input type="checkbox"/>	02/06	02/06	Customer Deposit			312.62
<input type="checkbox"/>	02/12	02/12	Customer Deposit			271.50
<input type="checkbox"/>	02/20	02/20	Customer Deposit			315.10
<input type="checkbox"/>	02/26	02/26	Customer Deposit			245.90
Total Paper Deposits						\$1,154.12

Withdrawal Activity						Amount
X	Date	Post Date	Description			Amount
PAPER						
<input type="checkbox"/>	02/02	02/02	Check Image Check # 1333			25.00
<input type="checkbox"/>	02/07	02/07	Check Image Check # 1334			16.95
Total Paper Withdrawals						\$41.95

Balancing Checklist											
X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1333	02/02	25.00	<input type="checkbox"/>	1334	02/07	16.95				

Our current policy is to make funds from the first \$250 of deposits of checks available on the day we receive the deposit. Effective 02/14/2024, our policy will be updated to make funds from the first \$500 of deposits of checks (in person, via ATM or via mobile app) available on the day we receive the deposit. Cash back that you receive from a deposit will not count against this \$500. Some exceptions may apply. See account agreement and disclosures for details.

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January 2024

	Jan 24	Jan 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	629.30	373.70	255.60	68.4%
Copies	364.80	210.45	154.35	73.3%
Donations	36.20	561.05	-524.85	-93.6%
Earbuds	0.00	4.00	-4.00	-100.0%
Interest	117.23	95.01	22.22	23.4%
Interlibrary loan	17.00	26.00	-9.00	-34.6%
Paid items (Damaged/Lost Items)	40.58	49.73	-9.15	-18.4%
Pop machine	0.00	13.50	-13.50	-100.0%
Subscriptions	600.00	485.00	115.00	23.7%
Total General revenue	1,805.11	1,818.44	-13.33	-0.7%
Uncategorized Income	9.87	14.81	-4.94	-33.4%
Total Income	1,814.98	1,833.25	-18.27	-1.0%
Expense				
Credit Card Processing Fees	12.35	7.13	5.22	73.2%
Operation expenses				
Lost/Damaged ILL books	41.95	0.00	41.95	100.0%
Office supplies	0.00	129.84	-129.84	-100.0%
Total Operation expenses	41.95	129.84	-87.89	-67.7%
Program expenses				
Children's programming	0.00	378.59	-378.59	-100.0%
Teen programming	0.00	108.51	-108.51	-100.0%
Total Program expenses	0.00	487.10	-487.10	-100.0%
Total Expense	54.30	624.07	-569.77	-91.3%
Net Ordinary Income	1,760.68	1,209.18	551.50	45.6%
Net Income	1,760.68	1,209.18	551.50	45.6%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

February 2024

	Feb 24	Feb 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	665.00	548.75	116.25	21.2%
Copies	366.20	271.10	95.10	35.1%
Donations	28.25	8.92	19.33	216.7%
Earbuds	5.00	7.00	-2.00	-28.6%
Interest	111.58	93.68	17.90	19.1%
Interlibrary loan	19.50	12.00	7.50	62.5%
Laminating	0.00	3.00	-3.00	-100.0%
Meeting room fees	50.00	0.00	50.00	100.0%
Paid items (Damaged/Lost Items)	77.68	10.19	67.49	662.3%
Pop machine	9.00	0.00	9.00	100.0%
Subscriptions	250.00	425.00	-175.00	-41.2%
Total General revenue	1,582.21	1,379.64	202.57	14.7%
Uncategorized Income	27.02	44.52	-17.50	-39.3%
Total Income	1,609.23	1,424.16	185.07	13.0%
Expense				
Credit Card Processing Fees	11.11	8.12	2.99	36.8%
Operation expenses				
Miscellaneous	20.00	0.00	20.00	100.0%
Total Operation expenses	20.00	0.00	20.00	100.0%
Program expenses				
Teen programming	0.00	0.00	0.00	0.0%
Total Program expenses	0.00	0.00	0.00	0.0%
Total Expense	31.11	8.12	22.99	283.1%
Net Ordinary Income	1,578.12	1,416.04	162.08	11.5%
Net Income	1,578.12	1,416.04	162.08	11.5%

FY2023 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields.

SECTION A. – GENERAL INFORMATION

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

Contact

Library Director	Email address of director
Library Phone	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	
Estimated population of total service area <i>Estimate the population you actually serve.</i>	

What does the library charge for a nonresident library card?	
--	--

Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/ remodeling of library	Building/remodeling explanation

Codes

Legal Basis Code	Geographic Code

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Total hours open per week	
----------------------------------	--

SECTION C. -- PERSONNEL

Head Librarian

Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week

Total Paid Employees

Total paid employees FTE

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income	
Other Operating Income	
Total Operating Revenue	

Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
Total capital income	

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

Other Operating Expenditures

All other operating expenditures	
----------------------------------	--

Total operating expenditures	
-------------------------------------	--

Capital Expenditures

Capital expenditures on facility	
Capital expenditures on technology	
Other capital expenditures	
Total Capital Expenditures	

SECTION F – LIBRARY HOLDINGS

Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

Subscriptions

Current print serial subscriptions	
------------------------------------	--

Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

Total Holdings	
Total Physical Items in Collection	

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	
Annual total attendance in the library	
Attendance reporting method	
Annual total reference transactions completed	
Reference transactions reporting method	

Collection Use

Circulation of Physical Materials

Books	
Magazines and other print items not included above	
Non print physical items	
Non print physical items, minus audio and video materials	
Total Physical Item Circulation	

Circulation of Electronic Materials

Ebooks	
Audiobooks (and music)	
Video	
Use (circulation) of Electronic Materials	

Electronic Collection (database) Use

SDSL-provided electronic collections use	
Other electronic collection use	
Successful Retrieval of Electronic Information	

Total Circulation of Materials	
How many of Total Circulation are children’s materials?	
Total Electronic Content Use	
Total Collection Use	

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Children ages 6-11	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Young Adults ages 12-18	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Adults ages 19+	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

General Interest	Programs	Attendance
Onsite		
Offsite		
Virtual		
Total		

Total Live Programs

Total number of synchronous program sessions	
Total attendance at synchronous programs	

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	
---	--

Self-directed Activities

How many passive activities were offered?	
Approximately how many patrons took part in these activities?	

Internet

Total number of Internet computers for use by general public	
Annual number of public access/ internet use sessions	
Computer uses reporting method	
Does the library offer public Wi-Fi service?	
Annual wireless sessions	
Wireless sessions reporting method	
URL of the library's webpage	
Annual Website Visits	

Library Policies and Practices

Does the library charge overdue fines for any physical materials?	
What automation system do you use?	
If you have an automated system, is it connected to the internet?	

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total		
In-state total		
Total ILLs		

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
	President	

Library Board Appointees

Trustees appointed by what governing body?	
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	
Trustee terms are staggered so that all terms do not expire in the same year.	
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. <i>(Optional: The governing body determines whether to appoint a representative to the library board.)</i>	

Library Board Meetings

Number of trustee meetings held per year	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name	
Does your library had a Library Foundation?	
President's name	

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Narrative listing any special events

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Supplemental Questions for FY2023

Has the library had any challenges to materials in the reporting year?	
If yes, what material and how was it resolved?	
Would the library like to schedule a visit from SDSL staff in 2024?	
List any topics you'd like covered during a visit from SDSL staff.	

Certify the Annual Report

Certification by Library Director	
Library Director (name):	
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	
Date the annual report was reviewed by the library board:	
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	
Position held:	
Date the annual report was reviewed by the governing body:	

SELECTED KEY RATIOS – FY 2023

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area the library serves. *	Your library FY 2023	Your library FY 2022	Statewide average FY 2022
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>			813,743
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>			\$37.88
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>			\$39.90
Total operating expenditures per capita			\$37.02
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>			\$4.55
Portion of the library's operating budget used for new materials			12.3%
Service Measures			
Registered borrowers per capita <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users. The library's registered borrower records should be purged of inactive users at least every three years.</i>			0.41
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			3.06
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>			0.38
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>			1.45
Collection and Circulation Ratios			
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>			6.47
Portion of the library's total circulation that is children's materials <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			41.3%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>			25.6%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>			0.32
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>			18.61

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

STATE NOTES (attached to individual questions on the annual report form)

DRAFT

SECTION B. – OUTLET / BRANCH INFORMATION

Location			
Address	City	Zip Code	
County	Phone Number	Outlet Code	
Square footage of branch / outlet	Number of bookmobiles in outlet record		
Total public service hours OPEN per year	Total number of weeks per year branch is open		
Branch Librarian	Total Branch Staff paid		
Total hours open during typical week	Total days open during typical week		

DRAFT

March 2024 Funding Requests

We are submitting one funding request this month for \$1,887.32 from Jean Patrick for children's furniture.

Children's Furniture

Jean Patrick, Children's Services Librarian

REQUEST DESCRIPTION

The grant from the Sam F. Weller Family Foundation purchased additional shelving for our children's graphic novel section. This required the removal of two ottomans that children sat on. We now need some smaller stools for children to sit on while they browse through books. Both parents and children have requested this.

The Weller Foundation grant also purchased new book display units and smaller diameter tables for the children's area. The larger diameter tables were moved to the Community Room to provide lower tables for storytime. Having children's sized furniture is proving popular for the storytime kids. Because of our increased attendance, I'd like to request an additional children's height table and chairs.

REQUESTED FUNDS:

We request \$1,887.32 to purchase addition children's furniture.

Itemized Budget

Item	Price	Quantity	Ext. Price
Soft-touch 19" square stool	\$ 243.00	2	\$ 486.00
Flower shaped table	\$ 353.00	1	\$ 353.00
Children's height chairs	\$ 61.00	8	\$ 488.00
Subtotal			\$ 1,327.00
Shipping			\$ 560.32
Total			\$ 1,887.32



Bylaws of the Mitchell Public Library Board of Trustees.

(Adopted: November 10th, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16. Revised and adopted: 10/20/2020. Revised and adopted 03/25/2024)

Article I—Name:

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

Article II—Trustees.

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. Trustees can serve no more than three (3) consecutive 3-year terms. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. The member of the governing body serving as trustee shall not be limited to any number of consecutive terms so long as the governing body continues appointing such member.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

Article III—Officers.

- Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.
- Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.
- Section 3. The chairperson shall preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, certify all bills approved by the Board, and generally perform all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson’s duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of board meetings; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; and shall notify the Mayor of any vacancies on the Mitchell Public Library Board of Trustees.

Article IV—Meetings.

- Section 1. The Board of Trustees shall meet at such time and location as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
 - b) Approval of previous meeting minutes.
 - c) Report of the Director of the Mitchell Public Library
 - d) Financial report of the library and approval of bills.
 - e) Reports of committees.
 - f) Business items.
 - g) Public presentation to, or discussion with, the Board.
 - h) Adjournment.

- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held by virtue of the provisions of Chapter 1-25, Section 2 of the South Dakota Codified Laws as currently in effect.
- Section 6. A quorum for the transaction of business at any meeting shall consist of **three** members of the Board present in person or participating telephonically or by other electronic means.
- Section 7. Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

Article V—Library Director and staff.

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Board vacancies. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

Article VI—Committees.

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of

the Board, it is granted specific power to act.

Article VII—General.

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was mailed or e-mailed to the members at least 24 hours before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which four (4) of the members of the Board shall be present and two-thirds of those present shall approve.

Mitchell Public Library Community Survey

Instructions: Please take a few minutes to fill out this survey from Mitchell Public Library. Your responses will help in planning the future of the library. The survey time is approximately 5 to 10 minutes. At the end of this form, you'll find an optional sign-up sheet to be entered in a drawing to win one of four gift cards ranging from \$25 to \$100!

This survey was developed by the Mitchell Public Library and the South Dakota State Library.

Section 1: Survey

1. If you do not use Mitchell Public Library regularly, why not? (please skip this question if you do use the library) (please mark all that apply)

- | | |
|---|--|
| <input type="checkbox"/> I don't need to use it | <input type="checkbox"/> The library doesn't have the materials I need |
| <input type="checkbox"/> I find what I need online | <input type="checkbox"/> Library staff are not helpful |
| <input type="checkbox"/> Library hours are not convenient | <input type="checkbox"/> I am physically unable |
| <input type="checkbox"/> I use another library | <input type="checkbox"/> I don't have a library card |
| <input type="checkbox"/> I prefer to buy my own books/magazines | |
| <input type="checkbox"/> Other (please specify): | |
-

2. When you visit the library do you regularly...? (please mark all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Check out books | <input type="checkbox"/> Come to browse |
| <input type="checkbox"/> Check out movies | <input type="checkbox"/> Get help answering a question |
| <input type="checkbox"/> Read magazines or newspapers | <input type="checkbox"/> Use business or employment materials |
| <input type="checkbox"/> Use library computers | <input type="checkbox"/> Attend children's programs or events |
| <input type="checkbox"/> Access the library Wi-Fi | <input type="checkbox"/> Attend teen programs or events |
| <input type="checkbox"/> Use printer/copier | <input type="checkbox"/> Attend adult programs or events |
| <input type="checkbox"/> Download books | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Read or study | |
| <input type="checkbox"/> Come for a meeting | |
-

3. Please indicate how satisfied you are with the following library services.

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	Don't Know/Don't Use
Book Collection					
Movies					
Magazines and Newspapers					
Libby eBooks and e-Audiobooks					
Board Games					
Video Games					
Large Print Materials					
Databases					
Children's Programs					
Teen Programs					
Adult Programs					
Summer Reading Programs					
Meeting Rooms					
Reading Areas					
Computer Access					
Printer Access					
Internet Access					
Staff Assistance					
Archives Services					
Library Website					
Library Facebook Page					
Librista App					
Hours of Operation					

Please share any additional comments on your satisfaction with the above resources/services or other aspects of the library:

4. Please indicate which of the following library services are important to you or your family now. (check all that are important to you now)

- | | |
|--|---|
| <input type="checkbox"/> Book Collection | <input type="checkbox"/> Children's Programs |
| <input type="checkbox"/> Magazines and Newspapers | <input type="checkbox"/> Teen Programs |
| <input type="checkbox"/> DVDs (Movies) | <input type="checkbox"/> Adult Programs |
| <input type="checkbox"/> Audiobooks | <input type="checkbox"/> Summer Reading Programs |
| <input type="checkbox"/> Downloadable eBooks & e-Audiobooks
(i.e., Libby) | <input type="checkbox"/> Homework Help (not currently
available) |
| <input type="checkbox"/> Video Games (soon to be available) | <input type="checkbox"/> Meeting Rooms |
| <input type="checkbox"/> Large Print Materials | <input type="checkbox"/> Reading Areas |
| <input type="checkbox"/> Databases | <input type="checkbox"/> Computers and Related Technology |

Please share any additional comments on the importance of the above services, or other aspects of the library, for you or your family.

5. How could your satisfaction with library services be increased?

6. What technologies would you like to see offered or more available at the library?

7. What entertainment, educational, or social activities would you like the library to offer?

8. Please add any additional comments that you feel would help us plan for the future of the library:

Section 2: About You

We would like to learn something about you. Providing the information below is optional. Your response to these final questions will help Mitchell Public Library understand the results we receive and the differing needs of our community members.

1. Do you have a current Mitchell Public Library card? Yes No

2. Do you have a library card from another library in the area? Yes No

If yes, which library? _____

3. How often do you usually visit the library?

- Weekly or more often
- About once a month
- 2-4 times a year
- Rarely
- Never

4. Are you a resident of Mitchell or Davison County? Yes No

5. What is your age group?

- Under 20-years-old
- 20 – 29
- 30 – 39
- 40 – 49
- 50 – 59
- 60 – 69
- 70-years-old or over

6. How many children age 17 or younger live in your household?

- | | |
|-------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 3 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 4 or more |
| <input type="checkbox"/> 2 | |

7. What is the highest level of education you have completed? (Select one)

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> College graduate |
| <input type="checkbox"/> High school graduate or GED | <input type="checkbox"/> Graduate/professional degree |
| <input type="checkbox"/> Vocational/technical school | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Some college | _____ |

8. How would you describe yourself? (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Full-time student | <input type="checkbox"/> Unemployed or looking for work |
| <input type="checkbox"/> Part-time student | <input type="checkbox"/> Homemaker |
| <input type="checkbox"/> Employed full-time | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Employed part-time | <input type="checkbox"/> Grandparent |
| <input type="checkbox"/> Self-employed | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Retired | _____ |

Thank you for taking the time to complete this survey. Your feedback is important to us, and we greatly appreciate your responses and comments. Survey results are one important component that will help create the plan for library services over the next three to five years.

Section 3: Prize Drawing Ticket

If you want to be included in a drawing for a thank you prize for completing this survey, please provide your name and phone number.

Name (first and last): _____

Phone number: _____

Email address: _____

Mitchell Public Library is working to develop plans for the future. In order to be user focused, the library wants to hear from community residents. The library developed a survey to gather feedback. We want to hear from people who use the library and those who do not. The survey is available at <https://www.surveymonkey.com/r/2929JZC>. You can also use your smartphone to complete the survey by scanning the QR code below.

