



**Mitchell Public Library Board of Trustees Meeting Agenda**  
City Council Chambers, City Hall, 612 N. Main Street  
May 21, 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 Request for May 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**  
Mitchell Public Library, 221 N. Duff Street  
March 25, 2024

**1. Call to Order**

Board President Nath called the meeting to order at 5:16 p.m. This meeting was originally scheduled for March 19, 2024. Due to a lack of quorum on March 19 the Board meeting was rescheduled to March 25, 2024.

**2. Roll Call**

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

**3. Approval of Agenda**

There were no changes to the agenda. Motion by Goldammer, seconded by Everson, to approve the agenda. All members present voted "Aye". Motion passed.

**4. Approval of Minutes**

Board members reviewed the minutes from the January 23, 2024 board meeting. Nath requested a correction to the date for the future March meeting. Motion by Everson, seconded by Goldammer, to approve these minutes as amended. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for January and February 2024. Kenkel and Patrick provided additional comments regarding the written reports. Motion by DeVos, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

**6. Financial Report & Approval of Bills**

Kenkel submitted five bills for approval to be paid. Board members reviewed the January and February 2024 bank statements and financial reports. Motion by Goldammer, seconded by Everson, to approve payment of the submitted bills and approval of the financial reports. All members present voted "Aye". Motion passed.

## **7. Business Items**

### **A. Review of 2023 Public Library Survey Responses**

Board members reviewed the responses to the 2023 Annual Public Library Survey that is submitted to the South Dakota State Library. Board members commented on the variety of statistics that are collected for this survey. Board saw no items needing correction.

### **B. Action to Approve Funding Requests for March 2024**

Kenkel presented one funding request of \$1,887.32. This funding request is for children's furniture including two small stools, one table, and eight children's height chairs. Motion by Goldammer, seconded by DeVos, to approve this funding request. All members present voted "Aye". Motion passed.

### **C. Action to Approve Changes to the Board's By-laws**

Board members reviewed a proposed change to the Board's By-laws. Kenkel informed board members that he learned from research, that the Board itself can determine the number of members required for a quorum at meetings. Reducing the quorum requirement from four to three will allow the Board to hold meetings when three members are absent. Board members found this a reasonable change. Motion by Everson, seconded by DeVos, to approve this change to the Board By-laws. All members present voted "Aye". Motion passed.

## **8. Committee Reports**

Kenkel discussed the third meeting of the library's Strategic Planning Committee. The committee met February 15, 2024. Committee members performed final edits to the questions for the community survey. Kenkel setup the survey in Survey Monkey in both English and Spanish. Kenkel informed Board members that an announcement about the survey will be included in April water bills for city residents. A postcard announcing the survey was mailed to county residents outside of Mitchell. The survey will run through the first weekend in May to capture attendees at May's First Fridays event. The committee will meet again after the survey closes to begin analyzing responses.

## **9. Board Input**

No additional Board input was given.

## **10. Citizen's Input**

No citizen's input was given.

## **11. Adjournment**

Kenkel announced that Board training in April will correspond with the State Library's regional training to help at Mitchell Public Library April 3. The topic of this training is weeding library collections. Board members are invited to participate. The next Board of

Trustees meeting is scheduled for May 21, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 5:57 p.m.

DRAFT

## Mitchell Public Library Director Report May 21, 2024

### 1. 3D Printing

Over the past two months we promoted our 3D printing service. The newspaper published a story about this new service, and about our community survey. We are receiving print requests from the public now.

### 2. County Funding

We received \$7,500 from Davison County for 2024.

### 3. Staffing

We will have a part-time position opening up this summer. Denise Van Meter will be resigning to move to Kentucky.

### 4. Summer Reading Program

We are gearing up for this year's SRP. Jean Patrick is visiting schools this month to promote SRP. Both Jean Patrick and Zack North have their schedules planned for SRP.

### 5. HB 1197

The SD Legislature passed [House Bill 1197](#) this year. This bill has implications for public and school libraries with deadline for implementation January 1, 2025. The portion of HB 1197 that affects public libraries states:

#### **Section 2. That § 22-24-56 be AMENDED:**

**22-24-56.** Each public library in the state shall:

(1) Equip each public access computer with software that will limit minors' ability to gain access to obscene matter or material, as defined by § 22-24-27, or purchase internet connectivity from an internet service provider that provides filter services to limit access to obscene material; and

(2) Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials. The public library shall:

(a) Publish the policy on the official website of the political subdivision that maintains the library; or

(b) Publish the policy annually in a legal newspaper designated by the governing body of the political subdivision that maintains the library pursuant to § 7-18-3 or 9-12-6.

State Librarian George Seamon will be holding informational sessions to discuss public and school library compliance with HB 1197. I plan to attend the May 22 session to learn more about the requirements of this bill.

## May 2024 Adult and Young Adult Services Update

Zack North, Adult Services Librarian

### Programs

- 129 Adults participated in Bookopoly.
- 89 teens participated in Bookopoly.
- I've attached the Summer Reading Program schedules. One event has already been reworked on the Teen schedule to reduce our liability.
- The Nintendo Switch is in the teen room and ready for teens to use. We'll be making an announcement soon. With the arrival of the 3D printer, getting video gaming up and running was postponed.
- I applied for a license from Nintendo to host Super Smash Bros Tournaments again. The requirements for community tournaments changed in November 2023. The license will be valid for ten events in a year if approved. The downside is that the license would be tied to my name as a representative of the organization. The license is not transferrable. If I were to leave in the next year, a new application would need to be done by the person who would organize those events.

### Operations

- Partially organized and described the library history collection in our archive. I should have the collection fully described by the end of May. I keep finding materials hidden away in the archive and basement corners.
- I completed the implementation of Electronic Data Interchange (EDI) ordering with our Ingram vendor. This allows them to input invoices into our Atrium system and expand the usability of the acquisitions module.
- The 3D printer is running and taking requests. We have completed nine requests thus far.
- I reworked the 3D print request process to make it more accessible and automated. Front desk staff can now access the queue, see prints in progress, and update prints that have been picked up. The system is highly automated, so staff only need to click one button on the tracker to update a request completely. The system will also notify us when items are nearing the end of the 14-day window to pick up the items.
- Adult Nonfiction is being weeded.
- Reference is being weeded heavily.
- Adult fiction has been shifted again to use the entirety of the shelf space dedicated to that collection.
- We've had an uptick in archives requests.

- Kevin and I updated the computers to have the latest version of the ransomware prevention software. We determined that four computers need to be updated. One of the old computers will be used for a digital signage display by the circulation desk.
- I'm struggling to keep up with the demand for digital titles. Some new tools created by Overdrive make it easier for us to identify high-interest items and enable a cost-per-circ model to allow patrons faster access.
  - As of May 16th, *The Women* by Kristen Hannah had 22 reserves on the audiobook and 18 reserves on the ebook. The consortia copies have 369 and 404 reserves, respectively.
  - The number of total reserves MPL patrons have on Libby/Overdrive continues to hover around 1000.
- Circulation
  - Adult Fiction Print is up 13.7% compared to last year this time.
  - Young Adult print is up 1.9% compared to last year this time.
  - Adult ebook usage is up 6% compared to last year this time.
  - Board game usage is up 45% compared to last year this time.

## Operations

- I have been assigned to the ALA Diversity Committee. That assignment will begin in June.
- I've completed the required reviews for the SDLA Teen Choice Awards Committee. I look forward to seeing what the committee selects as the nominees at the June 14<sup>th</sup> meeting.
- The South Dakota Legislature is undertaking a summer study of artificial intelligence and regulating internet access by minors. Their first meeting is on the 18<sup>th</sup> at 9:00 am. The part about regulating internet access for minors could affect libraries.

### **May 2024 Children's Services Update** **Jean Patrick, Children's Services Librarian**

During March-May I've provided daily reader advisory to children and parents/caregivers, ordered and weeded books for the children's collection, created displays, planned & led Storytimes and Summer Reading Program, and added shelving with grant funds from the Sam Weller Foundation.

## Summer Reading Program

We have a full slate of activities and reading incentives planned for children and families for the Summer Reading Program. Kick-off date is Wed. May 29 and Sat. June 1, featuring Andi Herbst and her goats. In June and July, we'll have eight weeks of large group events, art classes, and storytimes (indoor and outdoor), and other activities. Seven business from Mitchell will again

provide ice cream or other treats for the Reading Reward Card. (The children's handout is included in this report.)

## Promotion for Summer Reading Program

I spoke to students at LB Williams and Longfellow schools about the Summer Reading Program. Flyers were delivered to all Mitchell students, including students from GBR, John Paul and Mitchell Christian. Rachel Soulek and I also participated in First Friday on Friday, May 3. We plan to publicize Summer Reading Program events and activities on the city website, Facebook, and additional online, radio, and physical locations.

## Recent Events

Bookopoly (Jan. 3-March 29) was extremely successful. 100 children completed their entire boards (up from approx. 70 children last year). 37 children completed partial boards. We also had a children's author event on Sat. March 23 featuring local authors Traci Kay Davis and Richard J. Jelinek. More than 65 people attended.

## Storytimes (Thursday, Bilingual, Outreach)

We continue to have weekly Thursday Storytime (avg attendance in low 30s), bi-weekly Bilingual Saturday Storytime (avg attendance in the 40s), and monthly Outreach Storytime for First Lutheran, Palace City, and Headstart (avg. attendance approx. 140 students). Preschoolers from these outreach events often bring their parents to Saturday Storytime.

## Makerspace Monday

Our March 25 Makerspace was cancelled due to snow, however, special education students from the PACT continued to come each Monday with MHS educator Cindy Bierman. Their final session was May 13, followed by graduation on May 15. The students demonstrated their coding abilities with a demonstration of the Dash robot at their graduation ceremony. Two Makerspace days are scheduled for Summer Reading Program.

# ADVENTURE — BEGINS AT — YOUR LIBRARY™ ADULT SUMMER READING PROGRAM

May 29th - Summer Reading Kickoff  
June 3rd @ 6 PM - Fiction Book Club  
June 24th @ Noon - Mystery Book Club  
June 24th @ 5 PM - National Parks Trivia Night  
July 6th @ 6 PM - Fiction Book Club  
July 15th @ Noon - Mystery Book Club  
July 15th @ 6 PM - One Book South Dakota Book Discussion  
July 22nd to 26th - Library Olympics  
July 22nd @ 6 PM - Detective Dress-Up Social Hour

*READ BOOKS, WIN PRIZES  
EXPERIENCE NEW IDEAS*

# ADVENTURE

BEGINS AT

# YOUR LIBRARY™

TEEN SUMMER READING PROGRAM

May 29th - Summer Reading Kickoff

June 10th to June 21st - Milk Tea Take and Make

June 22nd @ 2 PM - Silent Library

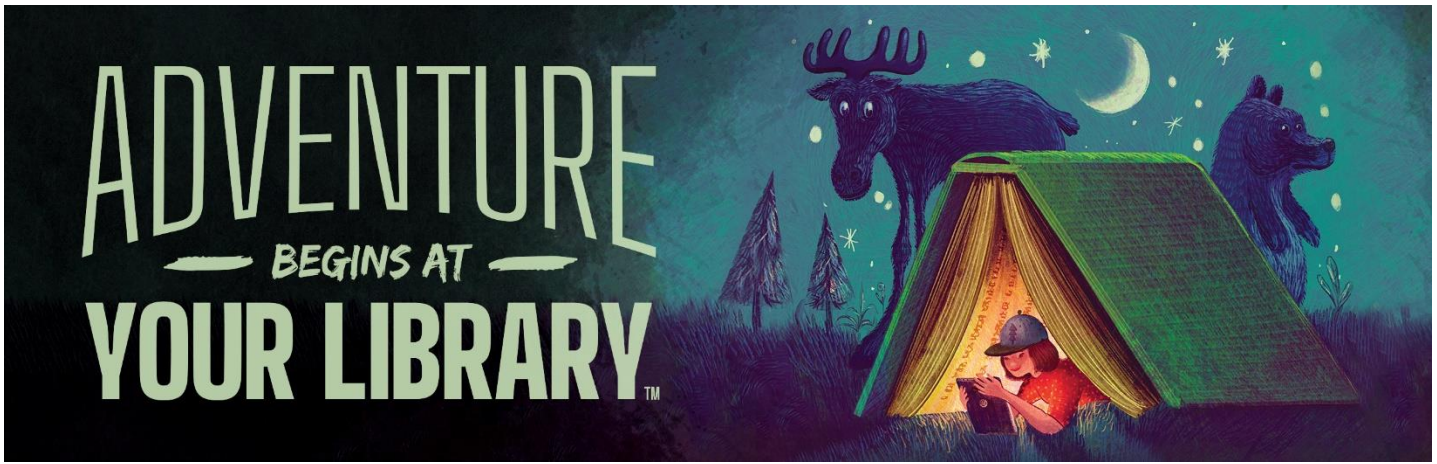
July 6th @ 2 PM - Fantasy Map Craft

July 20th @ 1 PM - Pinhole Camera Craft

July 22nd to 26th - Library Olympics

July 29th @ 5 PM - D&D Character Creation

READ BOOKS, WIN PRIZES  
EXPERIENCE NEW IDEAS



**FREE! All ages!**

**Mitchell Public Library  
Summer Reading Program**

**KICK-OFF AT THE LIBRARY**

**Wed. May 29 & Sat. June 1 – 10-noon**

Pet real goats & pick up your reading charts to earn free books, ice cream, & treats. Get a library bingo card, too!

**FREE Programs for Kids & Families**

**Wed. June 5, 10am** – Learn from archeologists at the final year of the Big Dig. (*Prehistoric Indian Village, 3200 Indian Village Rd.*)

**Wed. June 12, 10am & 6:30pm**  
See & touch an alpaca! (*Corn Palace Plaza*)

**Tues. June 18, 9:30am-noon**  
Meet Laura Klock and her motorcycle. (*Library*)

**Wed. June 26, 10:30am & 12:30pm**  
Create on the 605 Magic Art Bus. (*Library*)

**Tues. July 2, 10:30am**  
Marvel at magician, Jeff Quinn (*Corn Palace Plaza*)

**Tues. July 9, 10:30am, 1pm, 2pm**  
Experience an indoor planetarium. (*Library*)  
(*Pre-register at library or call 995-8480.*)

**Fri. July 12, 10am**  
Learn outdoor survival skills. (*Corn Palace Plaza*)

**Tues. July 16, 10am**  
Laugh with Duke Otherwise, musician from Madison, Wisconsin. (*Corn Palace Plaza*)

**Mon. July 22 – Library Olympics begin! (*Library*)**

**Art Classes & Creative Makerspaces**

\*Limited to 25 children per class. Please pre-register at the library or call 605-995-8480.

**Fri. June 21 & Fri. July 19 – 10:30am & 2pm**

Invent & create at Makerspace! (*Library*)

**Fri. June 28 – 10:30am & 2pm (Ages 7-up)**

Make a collage with art educator, April Geist.

**Thursday Storytime**

**10:30am & 11:30am**

Stories, activities, crafts, & fun!

**June 6** – Storytime (*Library*)

**June 13, 20, 27** - Outdoor Storytime  
(*Hitchcock Park shelter between tennis courts*)

**July 11, 18, 25, & Aug. 1** – Storytime (*Library*)



**Saturday Storytime – 10:30am**

Stories in English & español, crafts, & fun!

**June 15, 29 & July 13, 27** (*Library*)

**For updates, please visit**

[www.facebook.com/mitchellpubliclibrary](http://www.facebook.com/mitchellpubliclibrary)

[www.cityofmitchellsd.gov/library](http://www.cityofmitchellsd.gov/library)



**Mitchell Public Library**

**221 N. Duff**

**Mitchell, SD 57301**

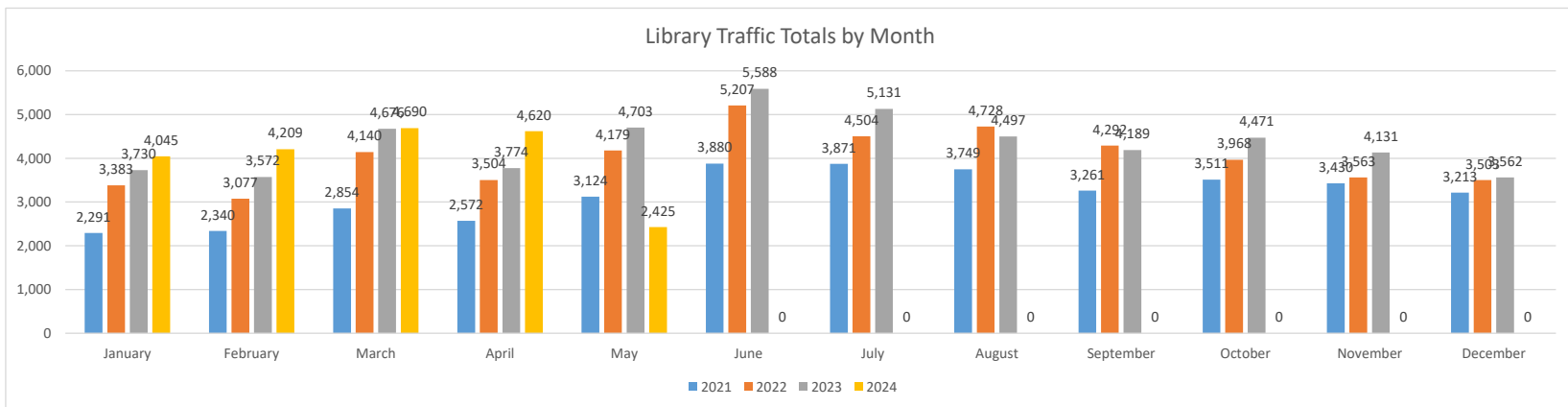
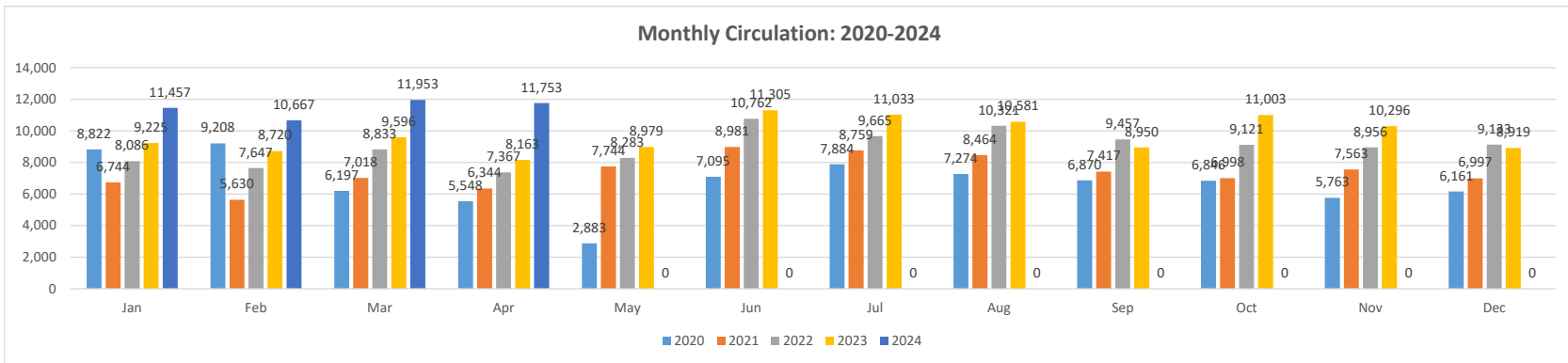
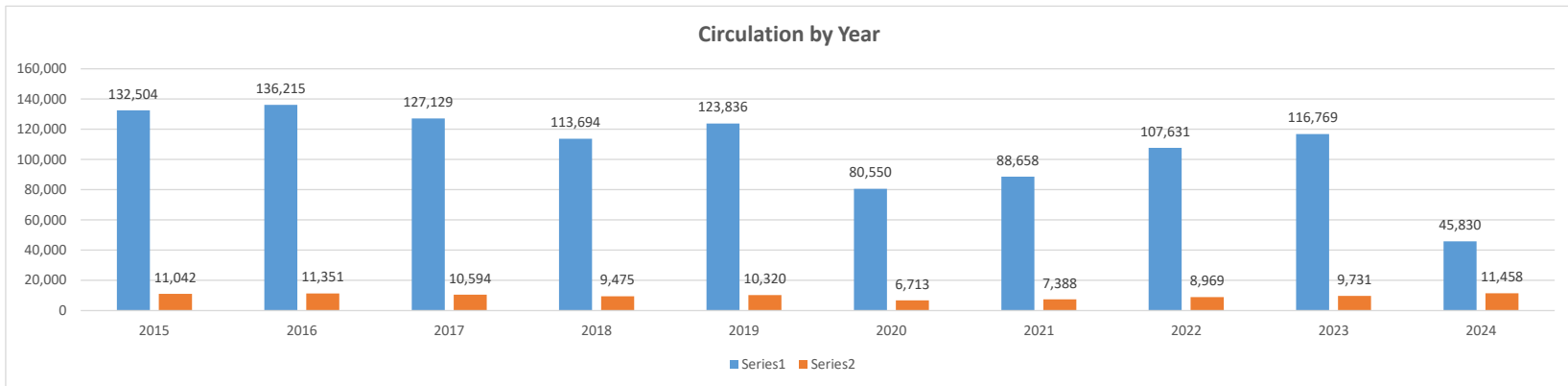
**605-995-8480**

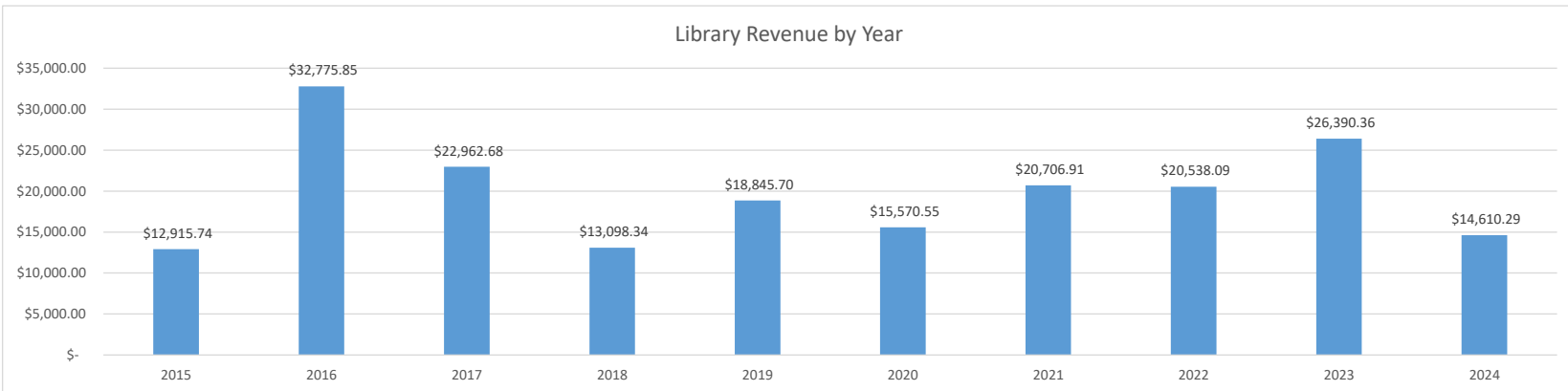
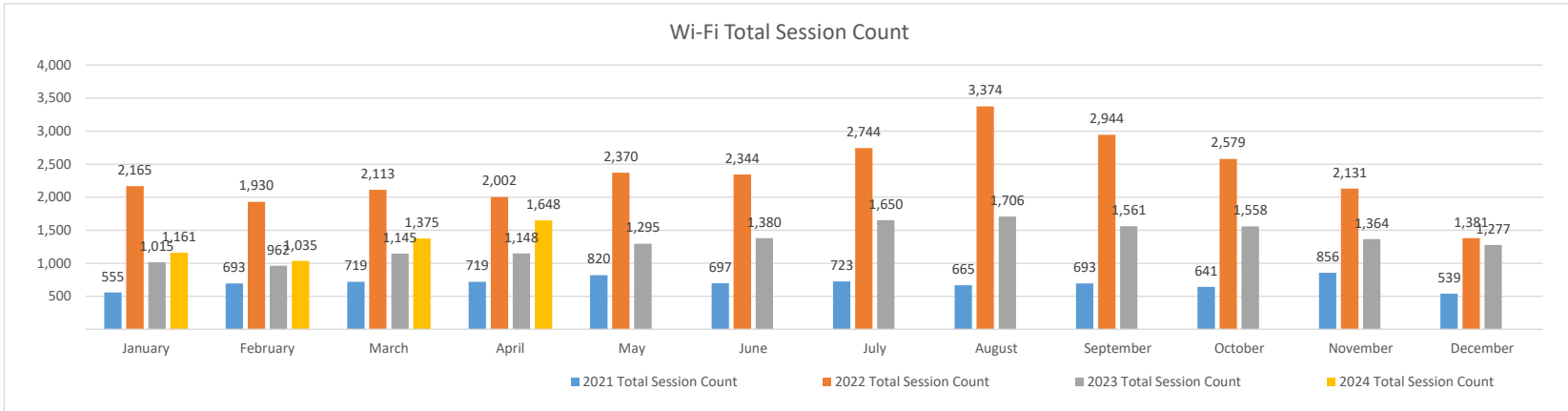
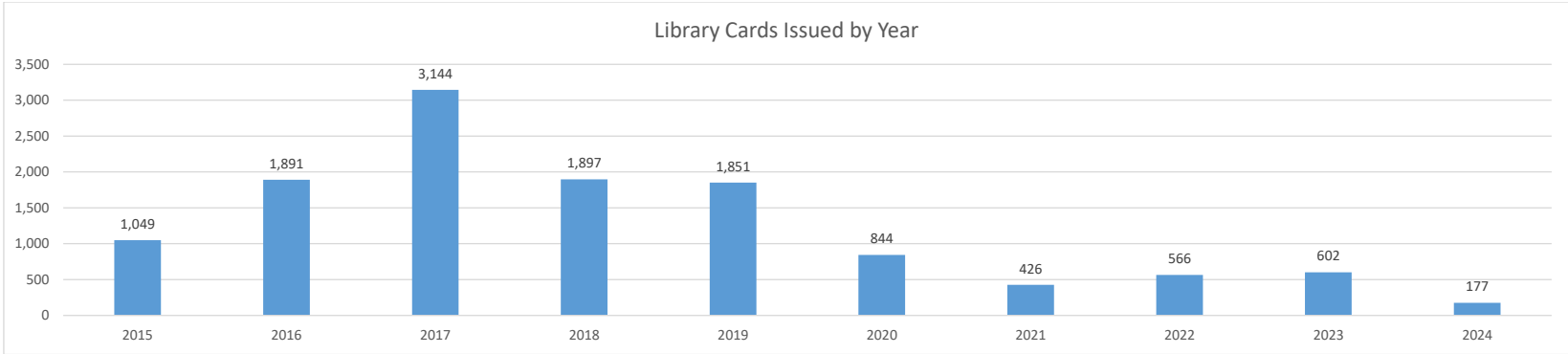
**Summer Hours: Mon 9-8; Tues-Fri 9-6; Sat. 9-5**

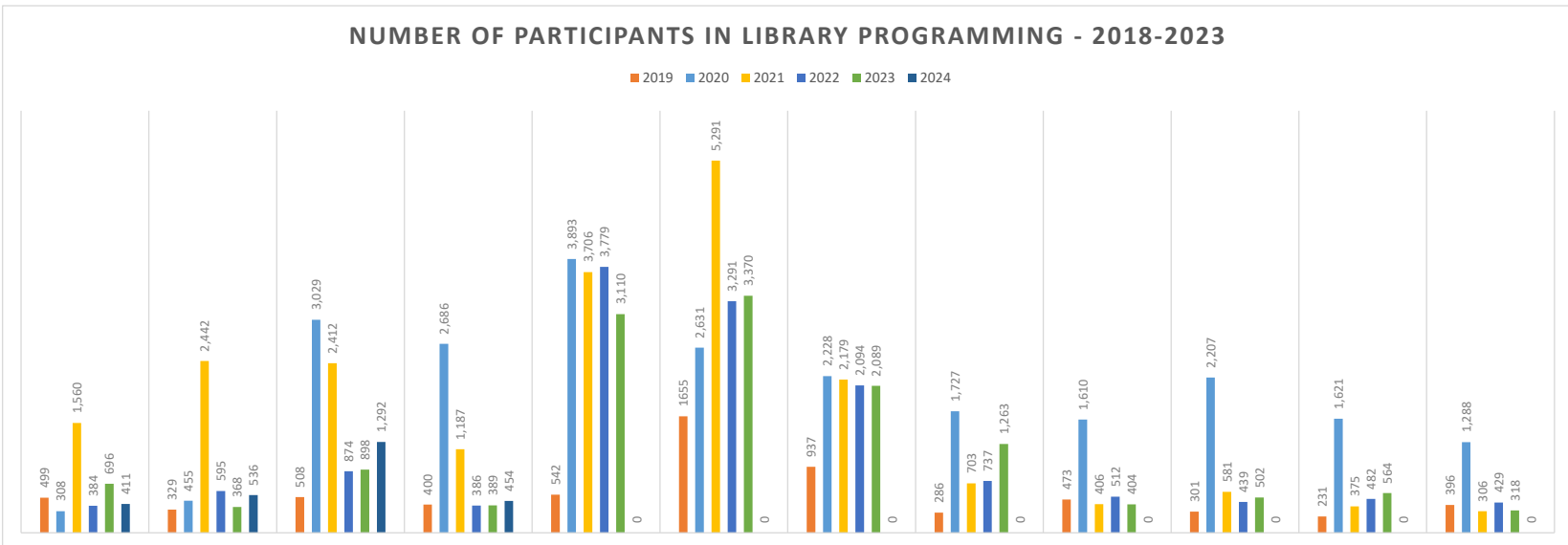
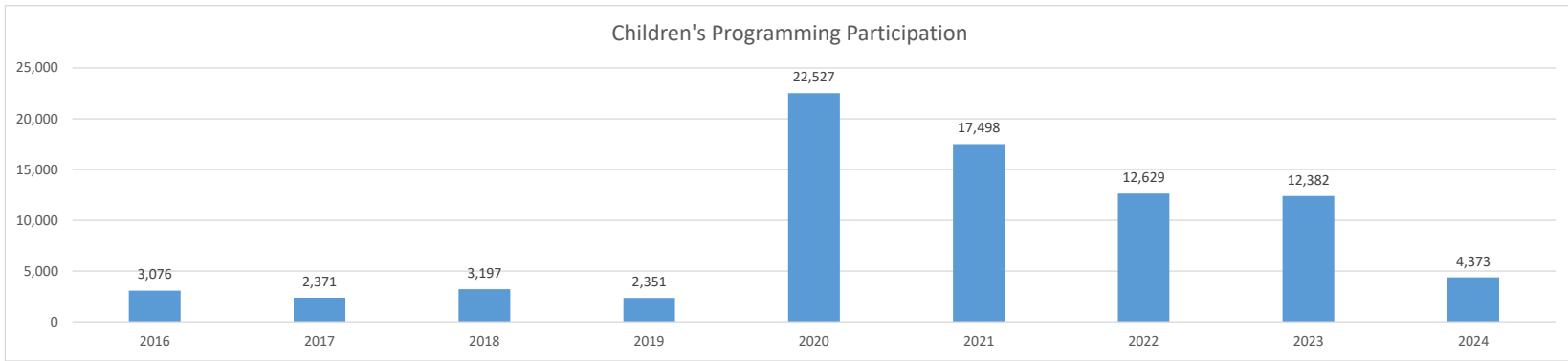
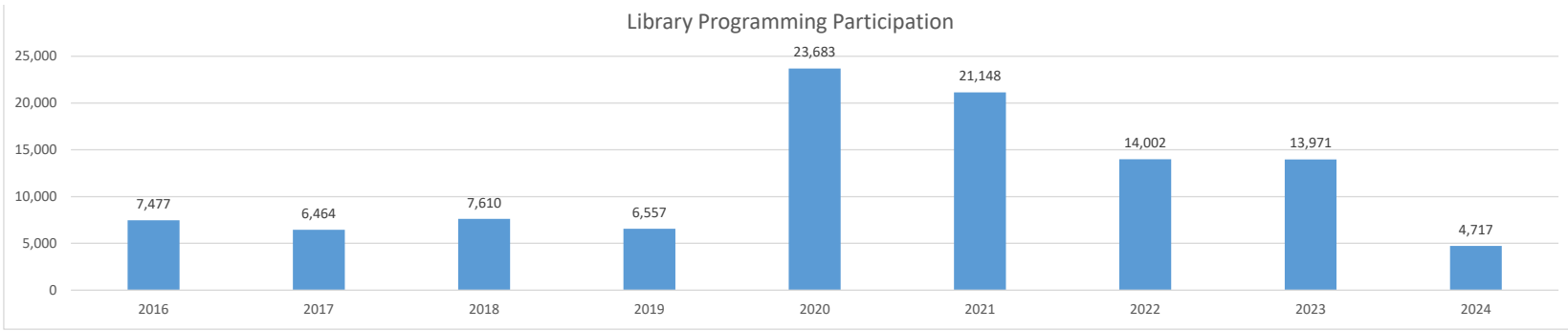
Mitchell Public Library Statistics for 2024



Library Statistics for 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023	Change	Library Statistics for 2024	
<b>Gate Count</b>	4,045	4,209	4,690	4,620	2,425	0	0	0	0	0	0	0	19,989	52,024	-62%	Gate Count	
<b>Registered Patrons TOTAL</b>	7,610	6,861	6,300	6,215	0	0	0	0	0	0	0	0	0	9,463	-38%	Registered Patrons Total	
City Residents	5,012	4,433	4,427	4,363	0	0	0	0	0	0	0	0	0	6,466	-46%	City Residents	
County Residents	800	707	697	698	0	0	0	0	0	0	0	0	0	767	-8%	County Residents	
Subscription Memberships	484	454	456	453	0	0	0	0	0	0	0	0	0	642	-41%	Subscription Memberships	
All Others	1,314	1,267	720	701	0	0	0	0	0	0	0	0	0	1,588	-25%	All Others	
<b>All Items Circulated TOTAL</b>	11,457	10,667	11,953	11,753	0	0	0	0	0	0	0	0	45,830	107,631	-57%	All Items Circulated TOTAL	
Physical Items	7,128	6,866	7,854	7,801	0	0	0	0	0	0	0	0	29,649	85,249	-65%	Physical Items	
Digital Items from SDTTG	4,329	3,801	4,099	3,952	0	0	0	0	0	0	0	0	16,181	22,382	-28%	Digital Items from SDTTG	
<b>Programs Held TOTAL</b>	22	26	24	22	0	0	0	0	0	0	0	0	94	277	-66%	Programs Held TOTAL	
Children	18	17	17	14	0	0	0	0	0	0	0	0	66	207	-68%	Children	
YA	0	1	2	2	0	0	0	0	0	0	0	0	5	18	-72%	YA	
Adults	2	3	3	4	0	0	0	0	0	0	0	0	12	47	-74%	Adults	
General Interest	2	5	2	2	0	0	0	0	0	0	0	0	11	5	120%	General Interest	
<b>Program Attendance TOTAL</b>	411	536	1,292	454	0	0	0	0	0	0	0	0	2,693	14,002	-81%	Program Attendance TOTAL	
Children	395	479	1,050	425	0	0	0	0	0	0	0	0	2,349	12,629	-81%	Children	
YA	0	0	96	3	0	0	0	0	0	0	0	0	99	371	-73%	YA	
Adults	8	15	138	18	0	0	0	0	0	0	0	0	179	481	-63%	Adults	
General Interest	8	42	8	8	0	0	0	0	0	0	0	0	66	521	-87%	General Interest	
<b>Collection Holdings TOTAL</b>	73,228	73,410	73,137	72,540	72,540	76,140	76,140	76,140	74,623	74,623	74,623	74,623	74,623	90,278	-17.3%	Collection Holdings TOTAL	
Holdings added	254	501	198	315	0	0	0	0	0	0	0	0	1,268	4,789	-74%	Holdings added	
Holdings deleted	-1,150	-319	-471	-912	0	0	0	0	0	0	0	0	-2,852	-23,566	-88%	Holdings deleted	
<b>ILL Borrowing Filled</b>	32	24	21	20	0	0	0	0	0	0	0	0	97	326	-70%	ILL Borrowing Filled	
<b>ILL Lending Filled</b>	67	49	40	74	0	0	0	0	0	0	0	0	230	719	-68%	ILL Lending Filled	
<b>Computer sessions</b>	412	427	456	483	0	0	0	0	0	0	0	0	1,778	4,886	-64%	Computer sessions	
<b>Computer use by hours</b>	320.34	334.75	374.00	368.13	0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	1,397	3,521	-60%	Computer use by hours	
<b>Wi-Fi Sessions</b>	1,161	1,035	1,375	1,648	0	0	0	0	0	0	0	0	5,219	16,061	-68%	Wi-Fi Sessions	
<b>Facebook "People Reached"</b>	15,560	14,502	15,747	13,755	0	0	0	0	0	0	0	0	59,564	287,689	-79%	Facebook "People Reached"	
<b>Library website visits</b>														11,491	-100%	Library website visits	
<b>Revenue</b>	\$ 1,814.98	\$ 1,609.23	\$ 1,302.12	\$ 9,883.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,610.29	\$ 26,390.36	-45%	Revenue







### Approval of Bills – May 2024



There are four payments needing approval that haven't received prior approval.

Jimmy Johns	\$190.00
Postal Solutions	\$586.52
City of Mitchell (Mar. sales tax from used book sales)	\$41.61
City of Mitchell (Apr. sales tax from used book sales)	\$33.88
Total	\$852.01

1. In early April we hosted the State Library's spring regional training session. Like last fall, the State Library asked us to pay for the participants' lunches. The amount this spring was \$190. The State Library would then reimburse us with a mini-grant. Last fall the mini-grant was \$300. This spring they increased the mini-grant amount to \$500, which we've received already.
2. The Postal Solutions amount of \$586.52 was for bulk mailing costs to mail postcards to Davison County residents living outside of Mitchell announcing the community survey for our strategic planning process.
3. The March 2024 sales tax amount was \$41.61.
4. The April 2024 sales tax amount was \$33.88.



Contact Information

 800.262.9611  
 fnbo.com



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

MSP 180  
 45540

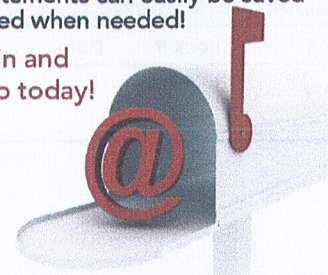
MITCHELL PUBLIC LIBRARY  
 MICHELLE BATHKE  
 ANN M TEMPLE  
 221 N DUFF ST  
 MITCHELL SD 57301



STATEMENT SUMMARY		March 1, 2024 through March 31, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
<b>Deposit Accounts</b>			
Premium Business Checking w/ln	733131877	97,993.02	98,439.32
	<b>Total on Deposit</b>		<b>\$98,439.32</b>

**Fast. Simple. Safe.**  
 Receive quick access to your monthly statement with Paperless Statements. Past statements can easily be saved or printed when needed!

Log in and sign up today!



Premium Business Checking w/ln xxx1877 \$98,439.32		Account Detail	
Beginning Balance	\$97,993.02	Items Enclosed	5
Total Deposits	7 for \$1,292.70	Days in Statement	31
Total Withdrawals	3 for \$846.40	Annual Percentage Yield Earned	1.46%
<b>Ending Balance</b>	<b>\$98,439.32</b>	Interest Earned this Statement	\$120.74
		Interest Paid this Statement	\$120.74
		Interest Paid YTD	\$349.55

Premium Business Checking w/In xxxx1877 \$98,439.32 Continued

Deposit Activity						
X	Date	Post Date	Description			Amount
<b>ELECTRONIC</b>						
<input type="checkbox"/>	03/05	03/05	Paypal Transfer *****19235604			158.71
<input type="checkbox"/>	03/12	03/12	Paypal Transfer *****62420269			43.34
<input type="checkbox"/>	03/19	03/19	Paypal Transfer *****04906634			37.98
<input type="checkbox"/>	03/26	03/26	Paypal Transfer *****46693073			53.87
<input type="checkbox"/>	03/29	03/29	Interest Payment			120.74
<b>Total Electronic Deposits</b>						<b>\$414.64</b>

Deposit Activity						
X	Date	Post Date	Description	Deposit #		Amount
<b>PAPER</b>						
<input type="checkbox"/>	03/04	03/04	Customer Deposit			238.11
<input type="checkbox"/>	03/18	03/18	Customer Deposit			639.95
<b>Total Paper Deposits</b>						<b>\$878.06</b>

Withdrawal Activity						
X	Date	Post Date	Description			Amount
<b>PAPER</b>						
<input type="checkbox"/>	03/04	03/04	Check Image Check # 1335			20.00
<input type="checkbox"/>	03/08	03/08	Check Image Check # 1336			38.82
<input type="checkbox"/>	03/19	03/19	Check Image Check # 1337			787.58
<b>Total Paper Withdrawals</b>						<b>\$846.40</b>

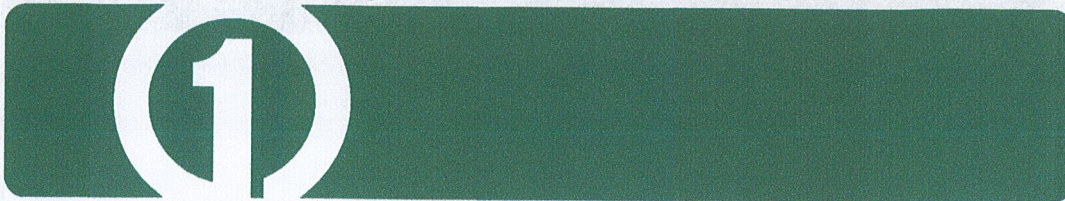
Balancing Checklist											
X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1335	03/04	20.00	<input type="checkbox"/>	1336	03/08	38.82	<input type="checkbox"/>	1337	03/19	787.58

45540

07 240330 PAGE 00001 OF 00003

COLR123B 8110 5021 124

0-0



Contact Information



800.262.9611



fnbo.com



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

MSP 121  
26771

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



STATEMENT SUMMARY		April 1, 2024 through April 30, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
<b>Deposit Accounts</b>			
Premium Business Checking w/In	733131877	98,439.32	106,616.14
<b>Total on Deposit</b>			<b>\$106,616.14</b>

**Fast. Simple. Safe.**  
Receive quick access to your monthly statement with Paperless Statements. Past statements can easily be saved or printed when needed!

Log in and sign up today!



Premium Business Checking w/In xxxx1877 \$106,616.14		Account Detail	
Beginning Balance	\$98,439.32	Items Enclosed	15
Total Deposits	13 for \$9,869.28	Days in Statement	30
Total Withdrawals	8 for \$1,692.46	Annual Percentage Yield Earned	1.46%
<b>Ending Balance</b>	<b>\$106,616.14</b>	Interest Earned this Statement	\$120.02
		Interest Paid this Statement	\$120.02
		Interest Paid YTD	\$469.57

Deposit Activity						Amount
X	Date	Post Date	Description			Amount
<b>ELECTRONIC</b>						
<input type="checkbox"/>	04/02	04/02	Paypal	Transfer	****86122564	90.14
<input type="checkbox"/>	04/09	04/09	Paypal	Transfer	****37221552	28.00
<input type="checkbox"/>	04/16	04/16	Paypal	Transfer	****79826122	139.46
<input type="checkbox"/>	04/23	04/23	Paypal	Transfer	****21679484	118.48
<input type="checkbox"/>	04/30	04/30	Paypal	Transfer	****63827036	50.74
<input type="checkbox"/>	04/30	04/30	Interest Payment			120.02
<b>Total Electronic Deposits</b>						<b>\$546.84</b>

Deposit Activity						Amount
X	Date	Post Date	Description			Amount
<b>PAPER</b>						
					<b>Deposit #</b>	
<input type="checkbox"/>	04/02	04/02	Customer Deposit			541.05
<input type="checkbox"/>	04/05	04/05	Customer Deposit			9.00
<input type="checkbox"/>	04/09	04/09	Customer Deposit			240.55
<input type="checkbox"/>	04/15	04/15	Customer Deposit			322.23
<input type="checkbox"/>	04/17	04/17	Customer Deposit			300.00
<input type="checkbox"/>	04/19	04/19	Customer Deposit			7,500.00
<input type="checkbox"/>	04/29	04/29	Customer Deposit			409.61
<b>Total Paper Deposits</b>						<b>\$9,322.44</b>

Withdrawal Activity						Amount
X	Date	Post Date	Description			Amount
<b>PAPER</b>						
<input type="checkbox"/>	04/08	04/08	Check Image Check # 1339			79.90
<input type="checkbox"/>	04/11	04/11	Check Image Check # 1340			190.00
<input type="checkbox"/>	04/12	04/12	Check Image Check # 1341			41.61
<input type="checkbox"/>	04/16	04/16	Check Image Check # 1338			50.00
<input type="checkbox"/>	04/19	04/19	Check # 1346			300.00
<input type="checkbox"/>	04/19	04/19	Check Image Check # 1343			586.52
<input type="checkbox"/>	04/19	04/19	Check Image Check # 1345			37.72
<input type="checkbox"/>	04/25	04/25	Check Image Check # 1344			406.71
<b>Total Paper Withdrawals</b>						<b>\$1,692.46</b>

Balancing Checklist											
X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1338	04/16	50.00	<input type="checkbox"/>	1341	04/12	41.61	<input type="checkbox"/>	1345	04/19	37.72
<input type="checkbox"/>	1339	04/08	79.90	<input type="checkbox"/>	1343	04/19	586.52	<input type="checkbox"/>	1346	04/19	300.00
<input type="checkbox"/>	1340	04/11	190.00	<input type="checkbox"/>	1344	04/25	406.71				

26771 07 240501 PAGE 00001 OF 00004 COLR123B 8110 5021 124

0-0

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

March 2024

04/26/24

Accrual Basis

	Mar 24	Mar 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>General revenue</b>				
3D Printing	4.13	0.00	4.13	100.0%
Book sale	712.75	580.05	132.70	22.9%
Copies	228.50	427.70	-199.20	-46.6%
Donations	13.54	9.42	4.12	43.7%
Earbuds	1.00	7.00	-6.00	-85.7%
Interest	120.74	108.90	11.84	10.9%
Interlibrary loan	7.00	25.25	-18.25	-72.3%
Meeting room fees	0.00	50.00	-50.00	-100.0%
Paid items (Damaged/Lost Items)	23.74	18.55	5.19	28.0%
Subscriptions	175.00	375.00	-200.00	-53.3%
<b>Total General revenue</b>	1,286.40	1,601.87	-315.47	-19.7%
Uncategorized Income	15.72	15.70	0.02	0.1%
<b>Total Income</b>	1,302.12	1,617.57	-315.45	-19.5%
<b>Expense</b>				
Credit Card Processing Fees	9.42	9.83	-0.41	-4.2%
<b>Operation expenses</b>				
Office supplies	79.90	0.00	79.90	100.0%
Sales Tax	38.82	0.00	38.82	100.0%
<b>Total Operation expenses</b>	118.72	0.00	118.72	100.0%
<b>Program expenses</b>				
Adult programming	650.00	0.00	650.00	100.0%
<b>Summer Reading</b>				
Summer Reading - Adult	0.00	815.95	-815.95	-100.0%
<b>Total Summer Reading</b>	0.00	815.95	-815.95	-100.0%
Teen programming	187.58	0.00	187.58	100.0%
<b>Total Program expenses</b>	837.58	815.95	21.63	2.7%
<b>Total Expense</b>	965.72	825.78	139.94	17.0%
<b>Net Ordinary Income</b>	336.40	791.79	-455.39	-57.5%
<b>Net Income</b>	<b>336.40</b>	<b>791.79</b>	<b>-455.39</b>	<b>-57.5%</b>

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

05/07/24

April 2024

Accrual Basis

	Apr 24	Apr 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	6,500.00	1,000.00	15.4%
General revenue				
3D Printing	3.78	0.00	3.78	100.0%
Book sale	832.15	764.05	68.10	8.9%
Copies	500.35	276.40	223.95	81.0%
Donations	18.32	44.80	-26.48	-59.1%
Earbuds	3.00	2.00	1.00	50.0%
Interest	120.02	109.23	10.79	9.9%
Interlibrary loan	18.00	22.00	-4.00	-18.2%
Laminating	0.00	2.00	-2.00	-100.0%
Meeting room fees	103.75	0.00	103.75	100.0%
Paid items (Damaged/Lost Items)	90.55	55.95	34.60	61.8%
Pop machine	9.00	18.00	-9.00	-50.0%
Subscriptions	375.00	250.00	125.00	50.0%
<b>Total General revenue</b>	<b>2,073.92</b>	<b>1,544.43</b>	<b>529.49</b>	<b>34.3%</b>
Uncategorized Income	310.04	0.25	309.79	123,916.0%
<b>Total Income</b>	<b>9,883.96</b>	<b>8,044.68</b>	<b>1,839.28</b>	<b>22.9%</b>
<b>Expense</b>				
Credit Card Processing Fees	14.68	11.13	3.55	31.9%
Operation expenses				
Furniture	1,702.50	0.00	1,702.50	100.0%
Meals and Entertainment	227.72	0.00	227.72	100.0%
Miscellaneous	0.00	113.88	-113.88	-100.0%
Sales Tax	41.61	0.00	41.61	100.0%
<b>Total Operation expenses</b>	<b>1,971.83</b>	<b>113.88</b>	<b>1,857.95</b>	<b>1,631.5%</b>
Postage and Delivery	586.52	0.00	586.52	100.0%
Program expenses				
Adult programming	141.95	445.28	-303.33	-68.1%
Children's programming	422.83	596.67	-173.84	-29.1%
Summer Reading				
Summer Reading - Adult	977.82	150.00	827.82	551.9%
Summer Reading - Children	0.00	949.52	-949.52	-100.0%
Summer Reading - Teen	468.92	0.00	468.92	100.0%
<b>Total Summer Reading</b>	<b>1,446.74</b>	<b>1,099.52</b>	<b>347.22</b>	<b>31.6%</b>
Teen programming	141.93	419.98	-278.05	-66.2%
<b>Total Program expenses</b>	<b>2,153.45</b>	<b>2,561.45</b>	<b>-408.00</b>	<b>-15.9%</b>
<b>Total Expense</b>	<b>4,726.48</b>	<b>2,686.46</b>	<b>2,040.02</b>	<b>75.9%</b>
<b>Net Ordinary Income</b>	<b>5,157.48</b>	<b>5,358.22</b>	<b>-200.74</b>	<b>-3.8%</b>
<b>Net Income</b>	<b>5,157.48</b>	<b>5,358.22</b>	<b>-200.74</b>	<b>-3.8%</b>

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Prev Year Comparison**  
**January through April 2024**

05/07/24

Accrual Basis

	Jan - Apr 24	Jan - Apr 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	6,500.00	1,000.00	15.4%
<b>General revenue</b>				
3D Printing	7.91	0.00	7.91	100.0%
Book sale	2,839.20	2,266.55	572.65	25.3%
Copies	1,459.85	1,185.65	274.20	23.1%
Donations	96.31	624.19	-527.88	-84.6%
Earbuds	9.00	20.00	-11.00	-55.0%
Interest	469.57	406.82	62.75	15.4%
Interlibrary loan	61.50	85.25	-23.75	-27.9%
Laminating	0.00	5.00	-5.00	-100.0%
Meeting room fees	153.75	50.00	103.75	207.5%
Paid items (Damaged/Lost Items)	232.55	134.42	98.13	73.0%
Pop machine	18.00	31.50	-13.50	-42.9%
Subscriptions	1,400.00	1,535.00	-135.00	-8.8%
<b>Total General revenue</b>	6,747.64	6,344.38	403.26	6.4%
<b>Uncategorized Income</b>	362.65	75.28	287.37	381.7%
<b>Total Income</b>	14,610.29	12,919.66	1,690.63	13.1%
<b>Expense</b>				
Credit Card Processing Fees	47.56	36.21	11.35	31.3%
<b>Operation expenses</b>				
Furniture	1,702.50	0.00	1,702.50	100.0%
Lost/Damaged ILL books	41.95	0.00	41.95	100.0%
Meals and Entertainment	227.72	0.00	227.72	100.0%
Miscellaneous	20.00	113.88	-93.88	-82.4%
Office supplies	79.90	129.84	-49.94	-38.5%
<b>Sales Tax</b>	80.43	0.00	80.43	100.0%
<b>Total Operation expenses</b>	2,152.50	243.72	1,908.78	783.2%
<b>Postage and Delivery</b>	586.52	0.00	586.52	100.0%
<b>Program expenses</b>				
Adult programming	791.95	445.28	346.67	77.9%
Children's programming	422.83	975.26	-552.43	-56.6%
<b>Summer Reading</b>				
Summer Reading - Adult	977.82	965.95	11.87	1.2%
Summer Reading - Children	0.00	949.52	-949.52	-100.0%
Summer Reading - Teen	468.92	0.00	468.92	100.0%
<b>Total Summer Reading</b>	1,446.74	1,915.47	-468.73	-24.5%
<b>Teen programming</b>	329.51	528.49	-198.98	-37.7%
<b>Total Program expenses</b>	2,991.03	3,864.50	-873.47	-22.6%
<b>Total Expense</b>	5,777.61	4,144.43	1,633.18	39.4%
<b>Net Ordinary Income</b>	8,832.68	8,775.23	57.45	0.7%
<b>Net Income</b>	<b>8,832.68</b>	<b>8,775.23</b>	<b>57.45</b>	<b>0.7%</b>

CITY OF MITCHELL  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

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	460,345	34,709.05	131,269.23	138,741.78	321,603.22	30.14
101-45500-41110 OVERTIME	0	0.00	173.01	0.00	0.00	0.00
101-45500-41120 PART-TIME	35,500	2,918.49	10,260.39	11,193.66	24,306.34	31.53
101-45500-41200 SOCIAL SECURITY/MEDICARE	37,932	2,704.28	10,277.11	10,773.43	27,158.57	28.40
101-45500-41300 RETIREMENT	27,621	2,082.55	7,886.56	8,324.53	19,296.47	30.14
101-45500-41500 GROUP INSURANCE	138,771	12,151.83	45,943.79	48,466.82	90,304.18	34.93
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	700,169	54,566.20	205,810.09	217,500.22	482,668.78	31.06
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	250	0.00	0.00	0.00	250.00	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	1,500	0.00	949.23	1,316.68	183.32	87.78
101-45500-42600 SUPPLIES & MATERIALS	11,000	1,074.00	3,547.58	3,238.84	7,761.16	29.44
101-45500-42661 POSTAGE	1,500	181.58	449.84	477.29	1,022.71	31.82
101-45500-42690 MINITEX FEES	5,000	0.00	1,515.60	0.00	5,000.00	0.00
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	350.00	350.00	1,300.00	21.21
101-45500-42692 PERIODICALS	5,000	95.52	38.05	95.52	4,904.48	1.91
101-45500-42693 E-BOOKS/AUDIO BOOKS	21,650	1,941.25	4,915.72	8,771.53	12,878.47	40.52
101-45500-42700 TRAVEL, CONF & DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
101-45500-42800 UTILITIES	42,500	3,538.52	13,596.76	11,125.67	31,374.33	26.18
101-45500-42830 UTILITIES-WATER/SEWER	2,500	0.00	211.63	296.25	2,203.75	11.85
101-45500-42902 COMPUTER SOFTWARE	1,850	243.80	29.95	243.80	1,606.20	13.18
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-42920 WORKSTUDY	0	0.00	0.00	0.00	0.00	0.00
101-45500-42930 ATRIUM	<u>3,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	98,900	7,074.67	25,604.36	25,915.58	72,984.42	26.20
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	14,166	1,895.10	0.00	13,940.74	225.26	98.41
101-45500-43420 BOOKS	47,000	2,525.70	12,005.10	9,618.67	37,381.33	20.47
101-45500-43421 AUDIO-VISUAL	4,000	184.97	756.05	971.69	3,028.31	24.29
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	65,166	4,605.77	12,761.15	24,531.10	40,634.90	37.64
TOTAL LIBRARY	864,235	66,246.64	244,175.60	267,946.90	596,288.10	31.00
=====						
TOTAL EXPENDITURES	864,235	66,246.64	244,175.60	267,946.90	596,288.10	31.00

\*\*WARNING\*\* 879 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

## May 2024 Funding Requests

We are submitting one funding request this month for \$3,740.00 from Jean Patrick for children's furniture.

### Computer Replacements

#### REQUEST DESCRIPTION

The library has four public computers that are nine years old and were running Windows 8.1. Recently, one of our security software products (SmartShield) was upgraded by the manufacturer. This software doesn't allow any unauthorized programs to be installed on the computer. In other words, it blocks viruses, malware, and ransomware from being installed. The new version no longer works on Windows 8 computers. We tried upgrading these computers to Windows 10, which worked. When we installed the new version of SmartShield the computers wouldn't boot up. After nine years of use it is time to upgrade these last four machines.

#### REQUESTED FUNDS:

We request \$1,887.32 to purchase four replacement computers.

#### Itemized Budget

Item	Price	Quantity	Ext. Price
DakTech Mini or Micro PC	\$935.00	4	\$3,740.00
<b>Total</b>			<b>\$3,740.00</b>