



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
July 16, 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. Annual Meeting Actions**

Board members will elect officers and set the meeting times for 2024-2025.
 - B. Action to Approve Funding Requests for July 2024**
 - C. Review of 2025 Library Budget Request**
 - D. HB 1197 Discussion**
 - E. Action to Update Library Hours**
- 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
May 21, 2024

1. Call to Order

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

2. Roll Call

The following member was present in person: Dennis Nath, Deb Everson, Ann Temple, and Susan Tjarks. Board members Emma DeVos and Diana Goldammer were excused. Also present were Kevin Kenkel, Library Director and Zack North, Adult Services Librarian.

3. Approval of Agenda

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

4. Approval of Minutes

Board members reviewed the minutes from the March 25, 2024 board meeting. Motion by Everson, seconded by Temple, 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 March and April 2024. Kenkel and North provided additional comments regarding the written reports. Motion by Tjarks, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Kenkel submitted four bills for approval to be paid. Motion by Temple, seconded by Tjarks, to approve payment of the submitted bills. Board members reviewed the March and April 2024 bank statements and financial reports. Motion by Tjarks, seconded by Temple, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for May 2024

Kenkel presented one funding request of \$3,740.00. This funding request is for purchasing four computers to replace nine-year-old public-use computers. Motion by Everson, seconded by Temple, to approve this funding request. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel reported that 368 people completed the community survey for strategic planning. The staff survey is running through the end of May. The Strategic Planning Committee will meet in June to begin reviewing survey results, census data, and library use numbers.

9. Board Input

Tjarks asked about library budget requests for 2025. Kenkel informed board members that there will be a funding request for installing track lighting on the perimeter soffit. The perimeter of the library is dark, which makes locating books difficult. Other than that, the library's budget request will be similar to previous year.

10. Citizen's Input

Everson commented that she appreciates how good the library looks with all the updates made over the past few years.

11. Adjournment

Kenkel asked board members if they want to forego training in June. With summer schedules board members decided to not have a June training session. The next Board of Trustees meeting is scheduled for July 16, 2024 at 5:15 p.m. in City Council Chambers at City Hall. This will be the annual reorganization meeting.

There being no further business, Nath declared the meeting adjourned at 6:00 p.m.

Mitchell Public Library Director Report

July 16, 2024

1. Strategic Planning

Based on the recommendation of a strategic planning committee member, we ran the community survey longer than originally planned to attempt to gain more responses. These efforts brought in more than 100 additional responses. I will work to schedule a meeting for the committee in August to begin reviewing our collected data.

2. Staffing

Ada Morales resigned her full-time position in June. Her last day was June 18. We are currently interviewing candidates for this position.

Denise Van Meter resigned her part-time position. Liz Kitchens informed me that we can have than four part-time employees on staff, but can not schedule more than four for any one shift. At most we have two PT employees scheduled at the same time. We hired three new part-time employees, one of them a high school student. Having more PT employees will provide more flexibility in scheduling.

3. Summer Reading Program

We had a busy month in June. The weather didn't always cooperate for our planned outdoor activities. All of the outdoor story times that Jean Patrick had scheduled were moved back to the library due to rainy weather. The magician was also moved to the library from the Corn Palace Plaza due to rain. We set two daily traffic records this summer. On May 29 we had 582 people enter the library. On June 26 we had 645 people enter the library. Our previous daily record was 451 on May 31, 2023.

July 2024 Adult and Young Adult Services Update

Zack North, Adult Services Librarian

Programs

SUMMER READING PROGRAM

- Registration Numbers
 - 106 Adults
 - On par with 2023 numbers
 - 44 Teens
 - Reduced number from 2023 but in line with 2024 Bookopoly.
- Programs
 - Being flexible with weather and natural disasters
 - Trivia night was rescheduled to August 3rd.
 - Looking for a new date for the Silent Library event.
 - Take-and-make kits were a huge success

ARLEY FADNESS

Talking with Arley Fadness to figure out a time for an author presentation in September. We're looking at a September 28th date.

EXPLORING AN ANIME CLUB

Crunchyroll has a library outreach program for public libraries to host anime clubs and events. If Kevin approves moving forward with signing up for their outreach account, I plan to host the first event in August and explore outreach programs hosted by Japanese organizations to integrate cultural programming into the club.

OUTREACH TO HIGH SCHOOL

On July 31st I'll be at the High School for registration day. I'll be taking display items and a small craft with me. Last year went well but I want to include a more interactive program element to the outreach to get more attention.

Operations

CIRCULATION

- Adult Fiction
 - Continued growth in 4 of 5 adult fiction sections.
 - Romance up 40% compared to this time last year.
 - Digital increase not as strong as 2023
- Young Adult
 - Print circulation up 11.2%.¹
 - Digital at similar levels to 2023.

¹ Excludes non-fiction

July 2024 Children's Services Update

Jean Patrick, Children's Services Librarian

During May-July, the focus has been on the Children's Summer Reading Program. I've also continued with daily reader advisory to children and parents/caregivers, ordering books, creating displays, and planning/leading Storytimes.

Summer Reading Program

Approximately 800 Summer Reading packets have been distributed to children since May 20. Packets include a Reading Reward Ice Cream chart that includes treats from 7 local businesses and a reading sticker chart to encourage daily reading. Prizes for 50 days of reading include 2 free paperback books and a free admission pass to the South Dakota State Fair. (Passes are provided by the State Fair.)

Summer Reading Program Large Events

Large events have attracted healthy numbers. Between 200-300 attendees attended each of the following events: Goats with Andi Herbst, the 605 Magic Art Bus, and Magician Jeff Quinn ("His humor and interaction with kids was great!" said many parents). Between 100-200 people attended the Indoor Planetarium, the Prehistoric Indian Village, Christi Pierson and alpaca, & Laura Klock and motorcycle. Many kids and parents have voiced thanks for these weekly events.

Summer Reading Bingo Cards

The weekly Bingo cards continue to be a big hit. (327 cards were completed in June alone.) These cards encourage a variety of reading, drawing, crafts, friendly behavior, and research, as well as mini-adventures. More than a few parents have thanked the library for providing the weekly cards. ("My kids love these," said one mom. "Thank you for providing challenges that encourage kindness.")

Upcoming Summer Reading Program Events

Upcoming events include Outdoor Survival Skills from the Outdoor Campus (July 12) & Duke Otherwise, musician and entertainer from Madison, Wisconsin (July 16). We also are planning a Creative Makerspace on July 19 and a "Library Olympics" during the week of July 22-26. In August, I will provide the annual "August Challenge" for kids who wish to go the extra-mile with reading-based activities.

Storytimes (Thursday, Bilingual, Outreach)

Although all of our scheduled Outdoor Storytimes had to be moved inside because of weather, our weekly Thursday Storytime has had strong attendance, with some sessions serving over 50

people. Thursday Storytimes will continue through Aug. 1. We are especially looking forward to July 18 when the Rodeo performers will visit us.

Saturday Storytime will continue on alternating Saturdays through the end of July. At our June 29 Saturday Storytime, a native Chinese speaker taught us a variety of words in Mandarin.

We also provide Outreach Storytime to preschoolers from First Lutheran Early Learning Center (30+ students each week) and to children from Mitchell Christian's Summer Daycare (approx. 12-16 children each week).

(Note: Storytimes include two books, a song or rhyme, and a craft. Books and activities fit the Summer Reading Program theme of "Adventure Begins at Your Library."

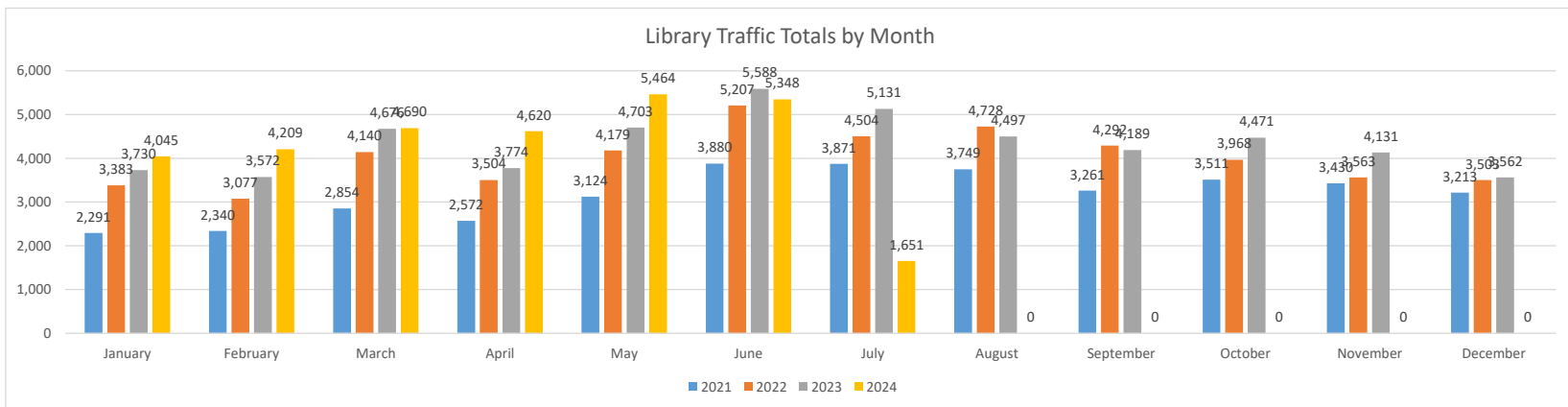
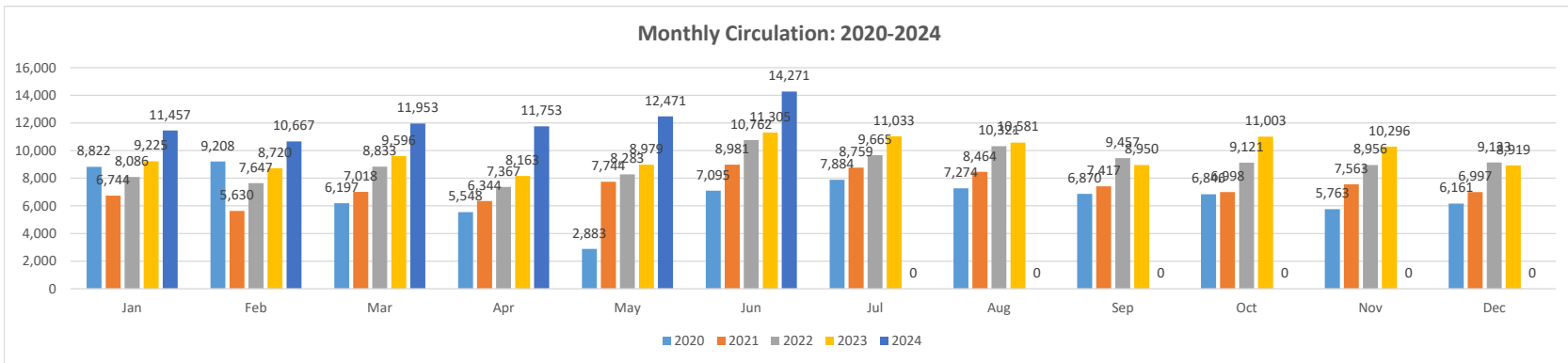
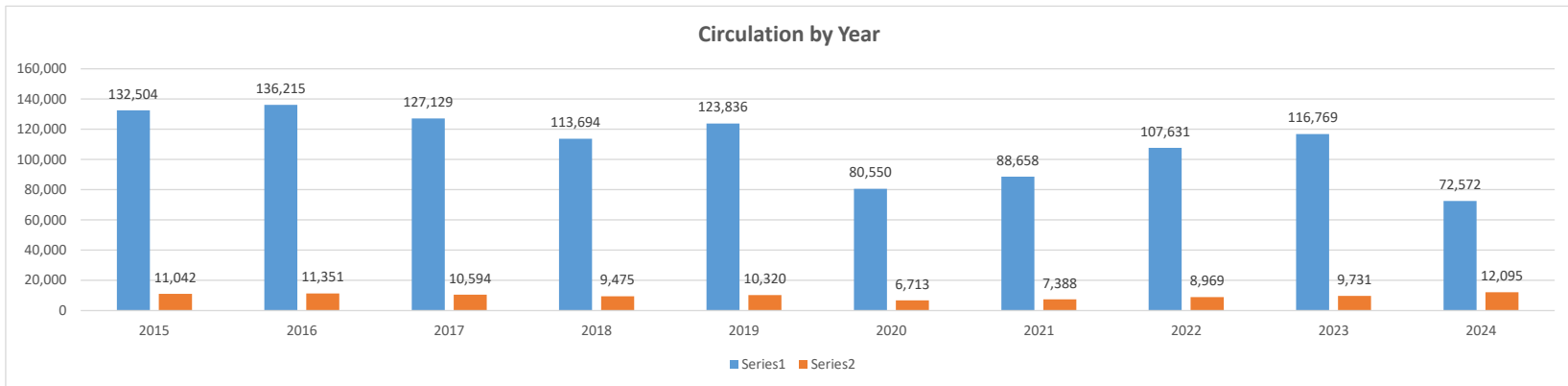
Funding Requests

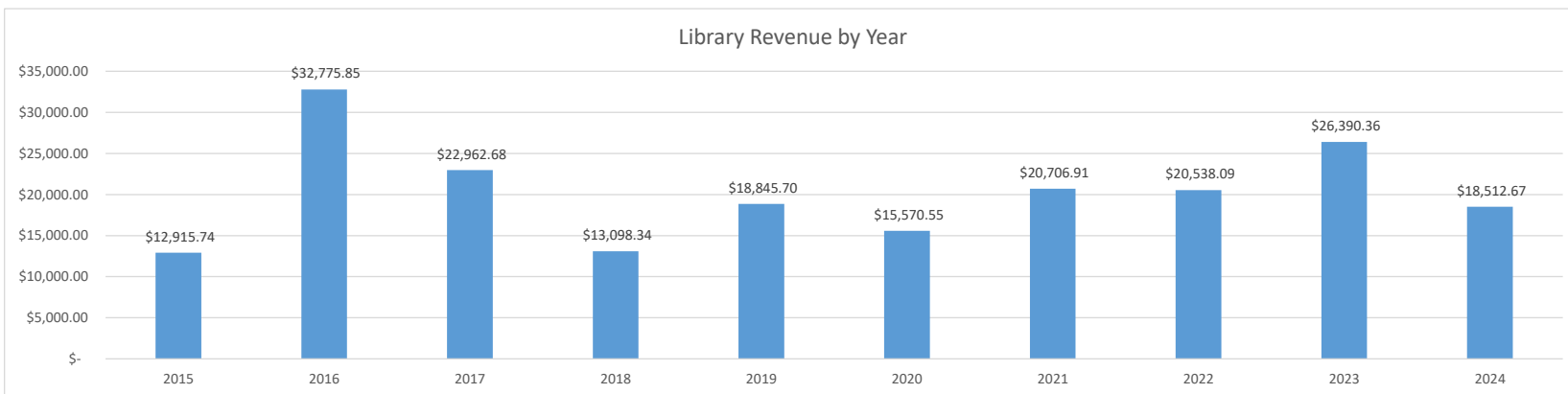
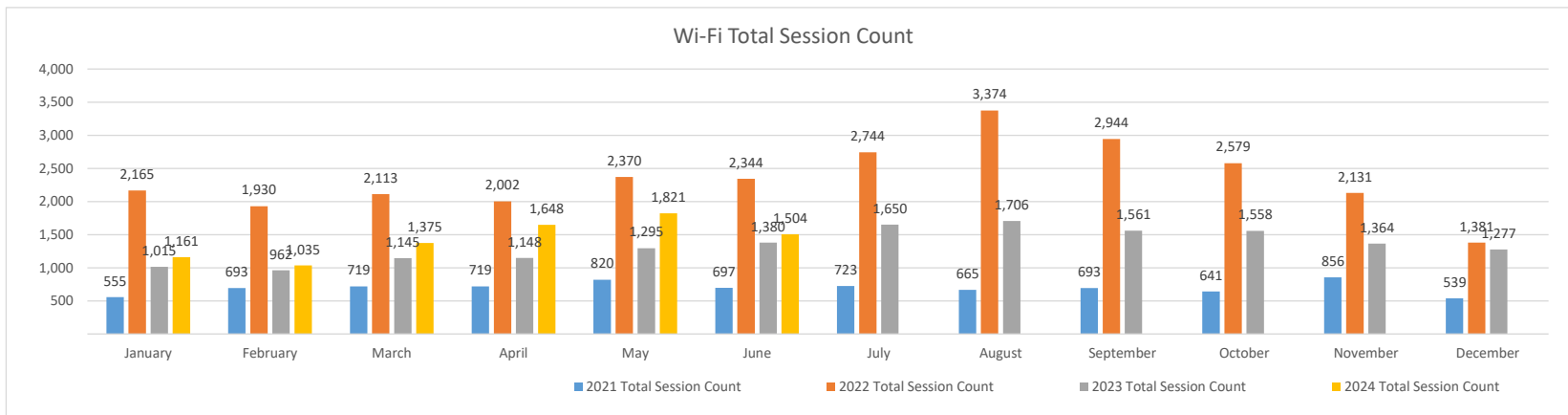
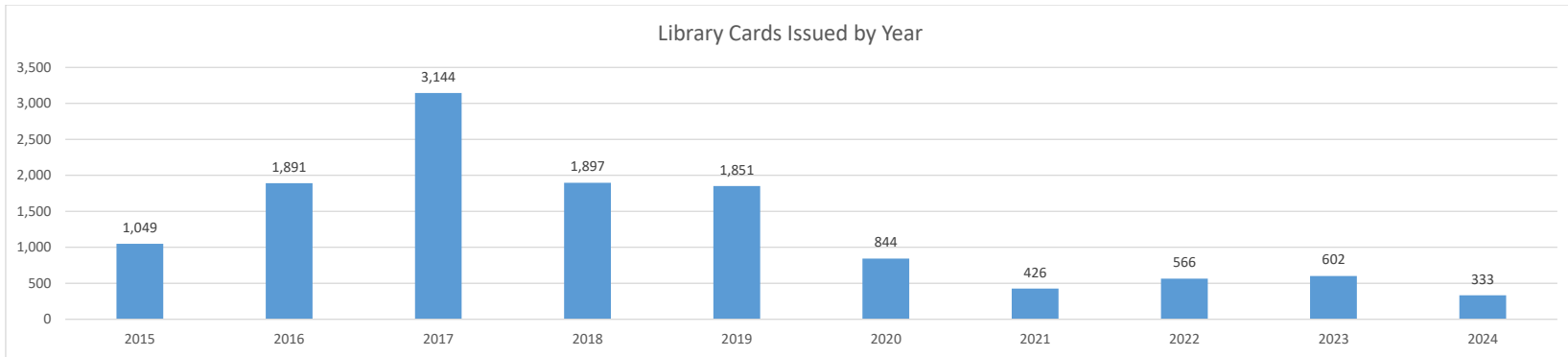
In October, we plan to participate in Jumpstart's Read for the Record. We request 50 books in English and 5 books in Spanish to give to families. (A separate funding request is included.)

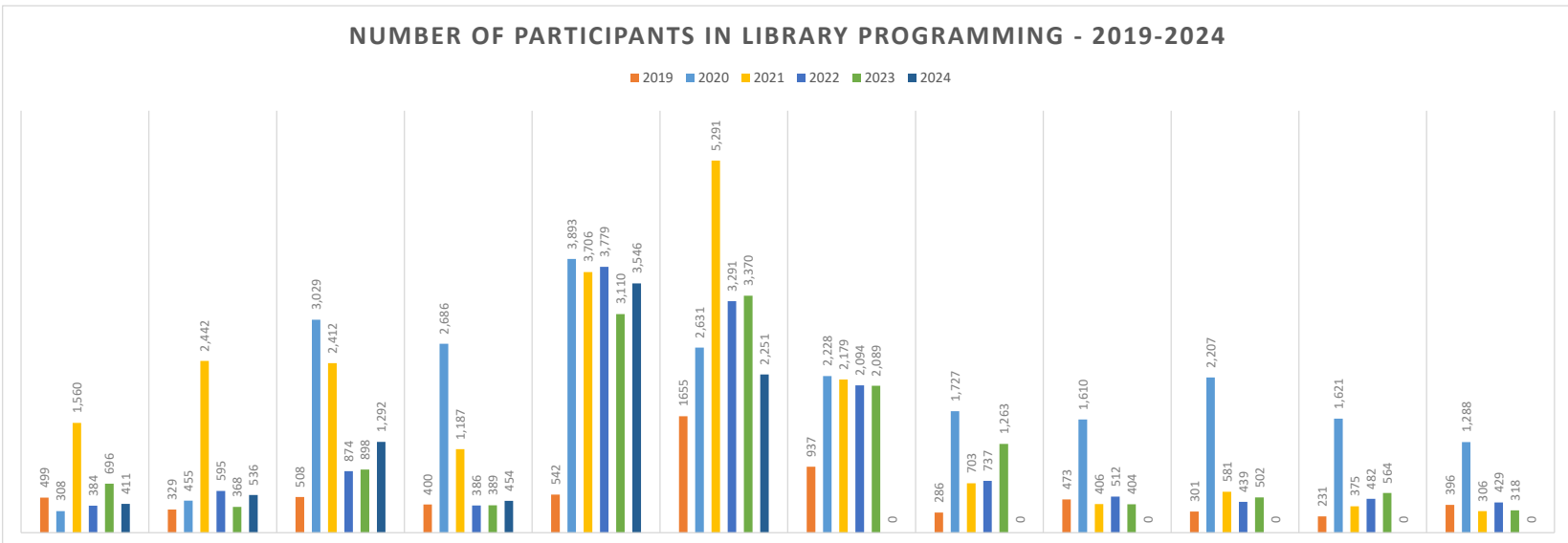
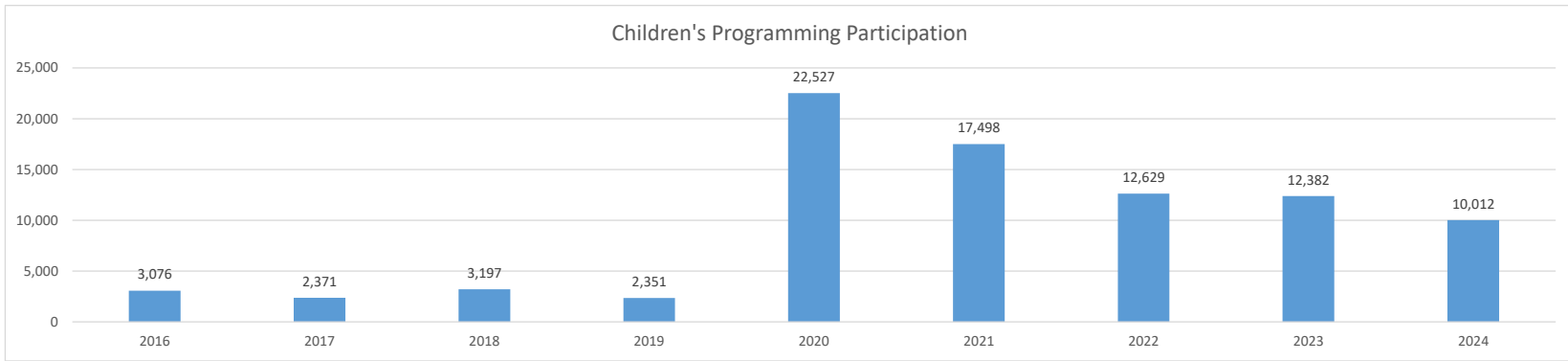
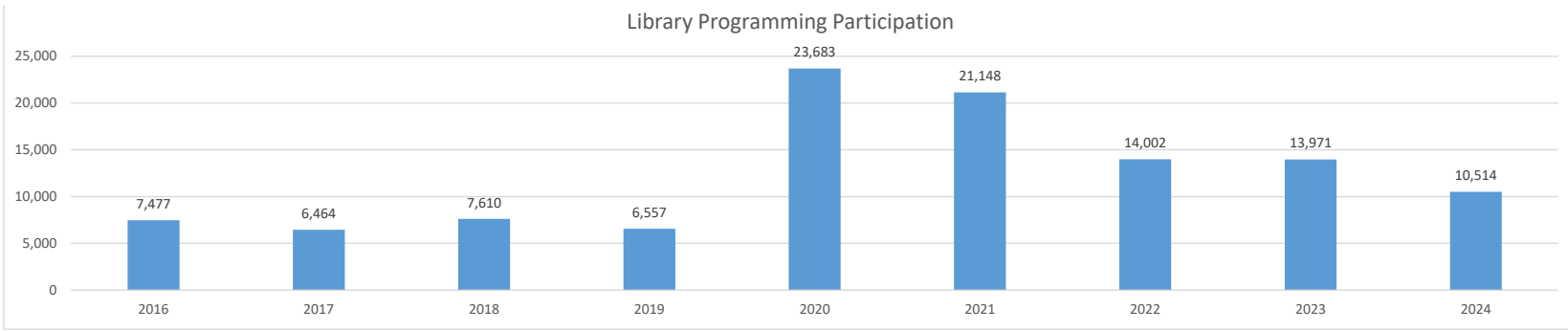
Mitchell Public Library Statistics for 2024



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	4,690	4,620	5,464	5,348	1,651	0	0	0	0	0	30,027	52,024	-42%	Gate Count	
Registered Patrons TOTAL	7,610	6,861	6,300	6,215	6,305	5,859	0	0	0	0	0	0	0	9,463	-38%	Registered Patrons Total	
City Residents	5,012	4,433	4,427	4,363	4,431	4,465	0	0	0	0	0	0	0	6,466	-46%	City Residents	
County Residents	800	707	697	698	712	724	0	0	0	0	0	0	0	767	-8%	County Residents	
Subscription Memberships	484	454	456	453	466	475	0	0	0	0	0	0	0	642	-41%	Subscription Memberships	
All Others	1,314	1,267	720	701	696	195	0	0	0	0	0	0	0	1,588	-25%	All Others	
All Items Circulated TOTAL	11,457	10,667	11,953	11,753	12,471	14,271	0	0	0	0	0	0	72,572	107,631	-33%	All Items Circulated TOTAL	
Physical Items	7,128	6,866	7,854	7,801	8,457	10,249	0	0	0	0	0	0	48,355	85,249	-43%	Physical Items	
Digital Items from SDTTG	4,329	3,801	4,099	3,952	4,014	4,022	0	0	0	0	0	0	24,217	22,382	8%	Digital Items from SDTTG	
Programs Held TOTAL	22	26	24	22	32	31	0	0	0	0	0	0	157	277	-43%	Programs Held TOTAL	
Children	18	17	17	14	23	28	0	0	0	0	0	0	117	207	-43%	Children	
YA	0	1	2	2	1	1	0	0	0	0	0	0	7	18	-61%	YA	
Adults	2	3	3	4	3	2	0	0	0	0	0	0	17	47	-64%	Adults	
General Interest	2	5	2	2	5	0	0	0	0	0	0	0	16	5	220%	General Interest	
Program Attendance TOTAL	411	536	1,292	454	3,546	2,251	0	0	0	0	0	0	8,490	14,002	-39%	Program Attendance TOTAL	
Children	395	479	1,050	425	3,438	2,201	0	0	0	0	0	0	7,988	12,629	-37%	Children	
YA	0	0	96	3	3	40	0	0	0	0	0	0	142	371	-62%	YA	
Adults	8	15	138	18	17	10	0	0	0	0	0	0	206	481	-57%	Adults	
General Interest	8	42	8	8	88	0	0	0	0	0	0	0	154	521	-70%	General Interest	
Collection Holdings TOTAL	73,228	73,410	73,137	72,540	72,298	76,136	76,136	76,136	74,623	74,623	74,623	74,623	74,623	90,278	-17.3%	Collection Holdings TOTAL	
Holdings added	254	501	198	315	203	369	0	0	0	0	0	0	1,840	4,789	-62%	Holdings added	
Holdings deleted	-1,150	-319	-471	-912	-445	-131	0	0	0	0	0	0	-3,428	-23,566	-85%	Holdings deleted	
ILL Borrowing Filled	32	24	21	20	12	25	0	0	0	0	0	0	134	326	-59%	ILL Borrowing Filled	
ILL Lending Filled	67	49	40	74	36	40	0	0	0	0	0	0	306	719	-57%	ILL Lending Filled	
Computer sessions	412	427	456	483	530	420	0	0	0	0	0	0	2,728	4,886	-44%	Computer sessions	
Computer use by hours	320.34	334.75	374.00	368.13	408.50	307.50	0.0	0.0	0.0	0.0	0.0	0.0	2,113	3,521	-40%	Computer use by hours	
Wi-Fi Sessions	1,161	1,035	1,375	1,648	1,821	1,504	0	0	0	0	0	0	8,544	16,061	-47%	Wi-Fi Sessions	
Facebook "People Reached"	15,560	14,502	15,747	13,755	16,500	31,606	0	0	0	0	0	0	107,670	287,689	-63%	Facebook "People Reached"	
Library website visits														11,491	-100%	Library website visits	
Revenue	\$ 1,814.98	\$ 1,609.23	\$ 1,302.12	\$ 9,883.96	\$ 1,940.04	\$ 1,962.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,512.67	\$ 26,390.36	-30%	Revenue





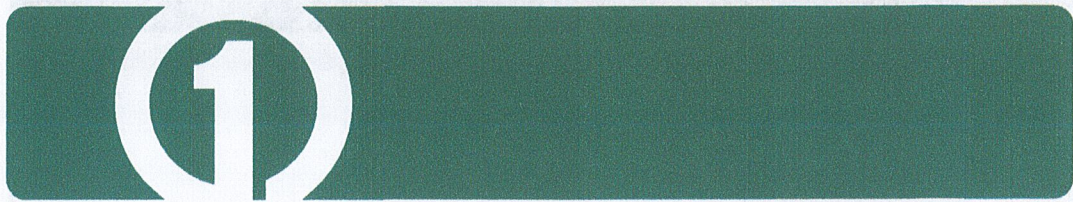


Approval of Bills – July 2024


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


City of Mitchell (May sales tax from used book sales)	\$41.90
City of Mitchell (June sales tax from used book sales)	\$44.14
Total	\$86.04

1. The May 2024 sales tax amount was \$41.90.
2. The June 2024 sales tax amount was \$44.14.



Contact Information

 800.262.9611

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1620 Dodge St
Omaha, NE 68197

HSP 122
29125

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



STATEMENT SUMMARY		May 1, 2024 through May 31, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	106,616.14	102,804.20
Total on Deposit			\$102,804.20

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Premium Business Checking w/In xxxx1877 \$102,804.20		Account Detail	
Beginning Balance	\$106,616.14	Items Enclosed	10
Total Deposits	10 for \$2,100.38	Days in Statement	31
Total Withdrawals	5 for \$5,912.32	Annual Percentage Yield Earned	1.46%
Ending Balance	\$102,804.20	Interest Earned this Statement	\$128.89
		Interest Paid this Statement	\$128.89
		Interest Paid YTD	\$598.46

Premium Business Checking w/In xxxx1877 \$102,804.20

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	05/07	05/07	Paypal Transfer *****20121344	100.42
<input type="checkbox"/>	05/14	05/14	Paypal Transfer *****63526573	134.57
<input type="checkbox"/>	05/21	05/21	Paypal Transfer *****05704484	116.72
<input type="checkbox"/>	05/28	05/28	Paypal Transfer *****44626539	133.46
<input type="checkbox"/>	05/31	05/31	Interest Payment	128.89
Total Electronic Deposits				\$614.06

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	05/07	05/07	Customer Deposit	243.09
<input type="checkbox"/>	05/10	05/10	Customer Deposit	500.00
<input type="checkbox"/>	05/14	05/14	Customer Deposit	242.36
<input type="checkbox"/>	05/21	05/21	Customer Deposit	255.70
<input type="checkbox"/>	05/28	05/28	Customer Deposit	245.17
Total Paper Deposits				\$1,486.32

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	05/06	05/06	Check Image Check # 1348	1,702.85
<input type="checkbox"/>	05/13	05/13	Check Image Check # 1350	33.88
<input type="checkbox"/>	05/20	05/20	Check Image Check # 1347	1,446.74
<input type="checkbox"/>	05/20	05/20	Check Image Check # 1349	1,049.36
<input type="checkbox"/>	05/28	05/28	Check Image Check # 1352	1,679.49
Total Paper Withdrawals				\$5,912.32

Balancing Checklist

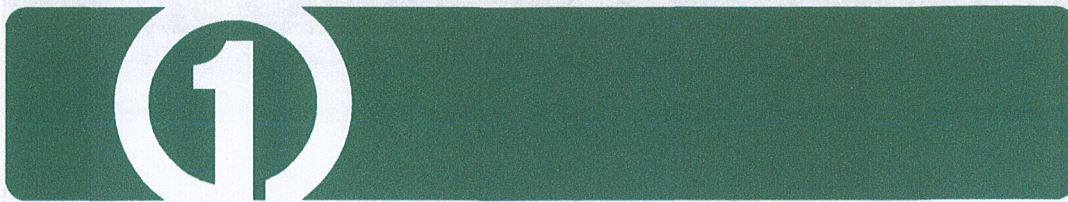
X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1347	05/20	1,446.74	<input type="checkbox"/>	1349	05/20	1,049.36	<input type="checkbox"/>	1352	05/28	1,679.49
<input type="checkbox"/>	1348	05/06	1,702.85	<input type="checkbox"/>	1350	05/13	33.88				

29125

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Contact Information



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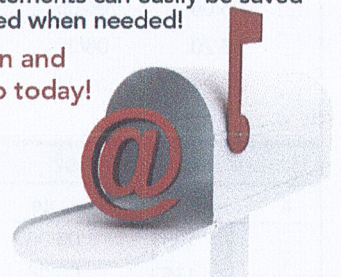
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301



STATEMENT SUMMARY		June 1, 2024 through June 30, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	102,804.20	100,452.03
	Total on Deposit		\$100,452.03

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Premium Business Checking w/In xxx1877 \$100,452.03		Account Detail	
Beginning Balance	\$102,804.20	Items Enclosed	9
Total Deposits	9 for \$1,949.64	Days in Statement	30
Total Withdrawals	5 for \$4,301.81	Annual Percentage Yield Earned	1.46%
Ending Balance	\$100,452.03	Interest Earned this Statement	\$121.28
		Interest Paid this Statement	\$121.28
		Interest Paid YTD	\$719.74

Premium Business Checking w/In xxxx1877 \$100,452.03

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	06/04	06/04	Paypal Transfer *****94887191	203.69
<input type="checkbox"/>	06/11	06/11	Paypal Transfer *****41444337	59.74
<input type="checkbox"/>	06/18	06/18	Paypal Transfer *****84934250	60.37
<input type="checkbox"/>	06/25	06/25	Paypal Transfer *****25348890	97.33
<input type="checkbox"/>	06/28	06/28	Interest Payment	121.28
Total Electronic Deposits				\$542.41

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	06/04	06/04	Customer Deposit	289.45
<input type="checkbox"/>	06/06	06/06	Customer Deposit	50.00
<input type="checkbox"/>	06/11	06/11	Customer Deposit	351.60
<input type="checkbox"/>	06/24	06/24	Customer Deposit	716.18
Total Paper Deposits				\$1,407.23

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	06/05	06/05	Check Image Check # 1354	150.00
<input type="checkbox"/>	06/06	06/06	Check Image Check # 1351	147.50
<input type="checkbox"/>	06/06	06/06	Check Image Check # 1353	50.00
<input type="checkbox"/>	06/20	06/20	Check Image Check # 1355	3,740.00
<input type="checkbox"/>	06/24	06/24	Check Image Check # 1356	214.31
Total Paper Withdrawals				\$4,301.81

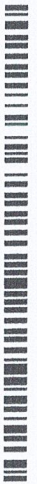
Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1351	06/06	147.50	<input type="checkbox"/>	1354	06/05	150.00	<input type="checkbox"/>	1356	06/24	214.31
<input type="checkbox"/>	1353	06/06	50.00	<input type="checkbox"/>	1355	06/20	3,740.00				

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Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

May 2024

	May 24	May 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	28.23	0.00	28.23	100.0%
Book sale	511.75	558.91	-47.16	-8.4%
Copies	278.75	262.55	16.20	6.2%
Donations	16.50	11.26	5.24	46.5%
Earbuds	1.00	4.00	-3.00	-75.0%
Interest	128.89	115.13	13.76	12.0%
Interlibrary loan	8.75	13.00	-4.25	-32.7%
Laminating	21.00	0.00	21.00	100.0%
Paid items (Damaged/Lost Items)	77.49	25.77	51.72	200.7%
Subscriptions	525.00	375.00	150.00	40.0%
Total General revenue	1,597.36	1,365.62	231.74	17.0%
Uncategorized Income	517.68	1.66	516.02	31,085.5%
Total Income	2,115.04	1,367.28	747.76	54.7%
Expense				
Credit Card Processing Fees	14.66	8.26	6.40	77.5%
Operation expenses				
Meals and Entertainment	0.00	36.00	-36.00	-100.0%
Miscellaneous	0.00	49.94	-49.94	-100.0%
Sales Tax	33.88	0.00	33.88	100.0%
Total Operation expenses	33.88	85.94	-52.06	-60.6%
Program expenses				
Bilingual programming	0.00	500.00	-500.00	-100.0%
Children's programming	147.50	0.00	147.50	100.0%
Program supplies	0.00	18.99	-18.99	-100.0%
Summer Reading				
Summer Reading - Adult	50.00	0.00	50.00	100.0%
Summer Reading - Children	2,878.85	57.74	2,821.11	4,885.9%
Summer Reading - Teen	0.00	1,138.94	-1,138.94	-100.0%
Total Summer Reading	2,928.85	1,196.68	1,732.17	144.8%
Teen programming	0.00	25.00	-25.00	-100.0%
Total Program expenses	3,076.35	1,740.67	1,335.68	76.7%
Total Expense	3,124.89	1,834.87	1,290.02	70.3%
Net Ordinary Income	-1,009.85	-467.59	-542.26	-116.0%
Net Income	-1,009.85	-467.59	-542.26	-116.0%

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

June 2024

	Jun 24	Jun 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	5.26	0.00	5.26	100.0%
Book sale	784.05	788.15	-4.10	-0.5%
Copies	299.30	405.80	-106.50	-26.2%
Donations	59.20	11.65	47.55	408.2%
Earbuds	4.00	1.00	3.00	300.0%
Interest	121.28	110.79	10.49	9.5%
Interlibrary loan	9.00	15.25	-6.25	-41.0%
Laminating	0.00	14.00	-14.00	-100.0%
Meeting room fees	0.00	50.00	-50.00	-100.0%
Paid items (Damaged/Lost Items)	50.20	123.01	-72.81	-59.2%
Pop machine	0.00	27.00	-27.00	-100.0%
Subscriptions	625.00	350.00	275.00	78.6%
Total General revenue	1,957.29	1,896.65	60.64	3.2%
Uncategorized Income	5.05	37.41	-32.36	-86.5%
Total Income	1,962.34	1,934.06	28.28	1.5%
Expense				
Credit Card Processing Fees	12.70	13.24	-0.54	-4.1%
Operation expenses				
Lost/Damaged ILL books	0.00	26.00	-26.00	-100.0%
Technology	3,740.00	0.00	3,740.00	100.0%
Total Operation expenses	3,740.00	26.00	3,714.00	14,284.6%
Program expenses				
Summer Reading				
Summer Reading - Adult	0.00	300.00	-300.00	-100.0%
Summer Reading - Children	933.39	3,022.76	-2,089.37	-69.1%
Total Summer Reading	933.39	3,322.76	-2,389.37	-71.9%
Total Program expenses	933.39	3,322.76	-2,389.37	-71.9%
Total Expense	4,686.09	3,362.00	1,324.09	39.4%
Net Ordinary Income	-2,723.75	-1,427.94	-1,295.81	-90.8%
Net Income	-2,723.75	-1,427.94	-1,295.81	-90.8%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through June 2024

	Jan - Jun 24	Jan - Jun 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	6,500.00	1,000.00	15.4%
General revenue				
3D Printing	41.40	0.00	41.40	100.0%
Book sale	4,135.00	3,613.61	521.39	14.4%
Copies	2,037.90	1,854.00	183.90	9.9%
Donations	172.01	647.10	-475.09	-73.4%
Earbuds	14.00	25.00	-11.00	-44.0%
Interest	719.74	632.74	87.00	13.8%
Interlibrary loan	79.25	113.50	-34.25	-30.2%
Laminating	21.00	19.00	2.00	10.5%
Meeting room fees	153.75	100.00	53.75	53.8%
Paid items (Damaged/Lost Items)	360.24	283.20	77.04	27.2%
Pop machine	18.00	58.50	-40.50	-69.2%
Subscriptions	2,550.00	2,260.00	290.00	12.8%
Total General revenue	10,302.29	9,606.65	695.64	7.2%
Uncategorized Income	885.38	114.35	771.03	674.3%
Total Income	18,687.67	16,221.00	2,466.67	15.2%
Expense				
Credit Card Processing Fees	74.92	57.71	17.21	29.8%
Operation expenses				
Furniture	1,702.85	0.00	1,702.85	100.0%
Lost/Damaged ILL books	41.95	26.00	15.95	61.4%
Meals and Entertainment	227.72	36.00	191.72	532.6%
Miscellaneous	20.00	163.82	-143.82	-87.8%
Office supplies	79.90	129.84	-49.94	-38.5%
Sales Tax	114.31	0.00	114.31	100.0%
Technology	3,740.00	0.00	3,740.00	100.0%
Total Operation expenses	5,926.73	355.66	5,571.07	1,566.4%
Postage and Delivery	586.52	0.00	586.52	100.0%
Program expenses				
Adult programming	791.95	445.28	346.67	77.9%
Bilingual programming	0.00	500.00	-500.00	-100.0%
Children's programming	570.33	975.26	-404.93	-41.5%
Program supplies	0.00	18.99	-18.99	-100.0%
Summer Reading				
Summer Reading - Adult	1,027.82	1,265.95	-238.13	-18.8%
Summer Reading - Children	3,812.24	4,030.02	-217.78	-5.4%
Summer Reading - Teen	468.92	1,138.94	-670.02	-58.8%
Total Summer Reading	5,308.98	6,434.91	-1,125.93	-17.5%
Teen programming	329.51	553.49	-223.98	-40.5%
Total Program expenses	7,000.77	8,927.93	-1,927.16	-21.6%
Total Expense	13,588.94	9,341.30	4,247.64	45.5%
Net Ordinary Income	5,098.73	6,879.70	-1,780.97	-25.9%
Net Income	5,098.73	6,879.70	-1,780.97	-25.9%

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JUNE 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	36,342.95	213,384.66	227,151.39	233,193.61	49.34
101-45500-41110 OVERTIME	0	0.00	251.24	95.37	(95.37)	0.00
101-45500-41120 PART-TIME	35,500	2,729.68	16,676.77	18,410.46	17,089.54	51.86
101-45500-41200 SOCIAL SECURITY/MEDICARE	37,932	2,849.68	16,767.13	17,783.23	20,148.77	46.88
101-45500-41300 RETIREMENT	27,621	2,048.77	12,818.16	13,503.03	14,117.97	48.89
101-45500-41500 GROUP INSURANCE	138,771	12,151.83	68,896.31	72,770.48	66,000.52	52.44
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	56,122.91	328,794.27	349,713.96	350,455.04	49.95
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	250	300.00	0.00	300.00	(50.00)	120.00
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	270.42	11,155.97	1,672.74	(172.74)	111.52
101-45500-42600 SUPPLIES & MATERIALS	11,000	314.37	6,269.24	5,569.41	5,430.59	50.63
101-45500-42661 POSTAGE	1,500	93.24	636.86	807.93	692.07	53.86
101-45500-42690 MINITEX FEES	5,000	0.00	2,273.45	0.00	5,000.00	0.00
101-45500-42691 DATABASE SYS UPDATE	1,650	200.00	350.00	550.00	1,100.00	33.33
101-45500-42692 PERIODICALS	5,000	0.00	38.05	95.52	4,904.48	1.91
101-45500-42693 E-BOOKS/AUDIO BOOKS	21,650	626.50	4,915.72	10,874.81	10,775.19	50.23
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	3,092.32	21,212.46	17,526.47	24,973.53	41.24
101-45500-42830 UTILITIES-WATER/SEWER	2,500	0.00	755.46	296.25	2,203.75	11.85
101-45500-42902 COMPUTER SOFTWARE	1,850	0.00	273.70	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	4,896.85	47,880.91	37,936.93	60,963.07	38.36
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	14,166	0.00	0.00	13,940.74	225.26	98.41
101-45500-43420 BOOKS	47,000	2,713.93	18,364.54	16,652.76	30,347.24	35.43
101-45500-43421 AUDIO-VISUAL	4,000	215.77	1,351.97	1,475.39	2,524.61	36.88
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	2,929.70	19,716.51	32,068.89	33,097.11	49.21
TOTAL LIBRARY	864,235	63,949.46	396,391.69	419,719.78	444,515.22	48.57
=====						
TOTAL EXPENDITURES	864,235	63,949.46	396,391.69	419,719.78	444,515.22	48.57

WARNING 881 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

July 2024 Funding Requests

We are submitting three funding requests this month: two from Zack North and one from Jean Patrick. One is for \$500 from Zack North for additional board game shelving. The second request from Zack is \$500 for an author visit. The request from Jean Patrick is \$475 for books for the annual Read for the Record event.

Request for Additional Board Game Shelving – Zack North

BACKGROUND:

In October of 2022, Mitchell Public Library established a new board game collection. The collection was the direct result of a library survey that indicated a high interest in a circulating board game collection.

We started the board game collection with a library of 39 board games. To house that collection, we purchased specialized shelving called BoxThrone. The BoxThrone shelving system is a modular system specifically designed to store games of all shapes and sizes. Between 2022 and now, the collection has expanded to 88 items. Popularity for the collection has been increasing. Comparing 2024 to Jan – Jun 2023, shows a 41% increase in checkouts for the collection.

I wish to continue expanding the collection with additional shelving to house another 30 games in our collection.

REQUESTED FUNDS:

In total, I am requesting \$500 for additional board game shelving. The shelving will cost \$449 with shipping. I'm asking for an addition \$51 if shipping/freight is more expensive.

ITEMIZED BUDGET

Title	Price	Quantity	Total
BoxThrone Tower Expansion + 32 shelves	\$349.00	1	\$349.00
Shipping/Freight	\$100.00	1	\$100.00
Funding to cover potential extra shipping costs	\$51.00	1	\$51.00
Total			\$500.00

ADDITIONAL COMMENTARY

Circulation for the collection has been on a steady increase for 2024. I have received feedback from patrons who utilize the collection heavily that a week circulation period is not enough time to read rules, play the first game, and enjoy the game for a second time. I would hope that an expansion of the circulation rules for the collection would be considered at some point in the future to increase patron enjoyment of the collection. I believe that this would also provide an increase in circulation.

Request for Funding: Author Arley Fadness – Zack North

BACKGROUND:

Arley Fadness is an author based out of Sioux Falls who recently published *The Ku Klux Klan in South Dakota*. He's been visiting libraries across the state and saw massive attendance at the Siouxland Libraries. Arley reached out about doing an event at MPL. He and I have set a tentative date in September.

Typically, we would request Arley as a speaker through the South Dakota Humanities Council. Unfortunately, SDHC has spent all of their speaker's bureau money to support the program for 2024. As such we are now the ones to cover the cost of travel and speaker fees. He plans to sell books at the event and has requested that we cover travel.

REQUESTED FUNDS:

I'm requesting \$500 to cover Arley's costs for travel and any additional fees or expenses.

Read for the Record books – Jean Patrick

In October 2024, we plan to participate in Jumpstart's 19th Annual *Read for the Record* Day which encourages children across the United States and world to read the same book on the same day. Mitchell Public Library has participated in this event since 2019 with great response from our patrons. This year's selection is *Piper Chen Sings*, by Grammy award-winning Hamilton star Phillipa Soo and Maris Pasquale Doran.

We plan to order 55 paperback books (50/English-\$350 and 5/Spanish @\$11 ea.) to give to Storytime participants and families visiting the library. Total cost is \$405 for the books, plus shipping and handling, estimated to be at least \$50 or more.

Amount requested: \$475

Library

Fund	Department	GL	Description	2025 Department Requested Budget	
GENERAL FUND	LIBRARY	101-45500-41110	OVERTIME	\$	-
GENERAL FUND	LIBRARY	101-45500-41120	PART-TIME	\$	45,000.00
GENERAL FUND	LIBRARY	101-45500-42200	PROFESSIONAL SERVICES	\$	325.00
GENERAL FUND	LIBRARY	101-45500-42300	LEGAL PUBLICATIONS	\$	-
GENERAL FUND	LIBRARY	101-45500-42310	NEWSPAPERS	\$	-
GENERAL FUND	LIBRARY	101-45500-42500	REPAIR & MAINTENANCE	\$	1,500.00
GENERAL FUND	LIBRARY	101-45500-42600	SUPPLIES & MATERIALS	\$	11,000.00
GENERAL FUND	LIBRARY	101-45500-42661	POSTAGE	\$	1,600.00
GENERAL FUND	LIBRARY	101-45500-42690	MINITEX FEES	\$	5,800.00
GENERAL FUND	LIBRARY	101-45500-42691	DATABASE SYS UPDATE	\$	1,900.00
GENERAL FUND	LIBRARY	101-45500-42692	PERIODICALS	\$	5,250.00
GENERAL FUND	LIBRARY	101-45500-42693	E-BOOKS/AUDIO BOOKS	\$	21,650.00
GENERAL FUND	LIBRARY	101-45500-42700	TRAVEL, CONF & DUES	\$	1,350.00
GENERAL FUND	LIBRARY	101-45500-42800	UTILITIES	\$	43,375.00
GENERAL FUND	LIBRARY	101-45500-42830	UTILITIES-WATER/SEWER	\$	2,500.00
GENERAL FUND	LIBRARY	101-45500-42902	COMPUTER SOFTWARE	\$	1,950.00
GENERAL FUND	LIBRARY	101-45500-42903	LIBRARY PROGRAMMING	\$	-
GENERAL FUND	LIBRARY	101-45500-42904	COMPUTER EQUIPMENT	\$	-
GENERAL FUND	LIBRARY	101-45500-42920	WORKSTUDY	\$	-
GENERAL FUND	LIBRARY	101-45500-42930	ATRIUUM	\$	3,500.00
GENERAL FUND	LIBRARY	101-45500-43400	FURNITURE & EQUIPMENT	\$	70,000.00
GENERAL FUND	LIBRARY	101-45500-43420	BOOKS	\$	47,000.00
GENERAL FUND	LIBRARY	101-45500-43421	AUDIO-VISUAL	\$	4,000.00
GENERAL FUND	LIBRARY	101-45500-43440	COMPUTER HARDWARE	\$	-
			Total	\$	267,700.00

HB 1197 Discussion

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.

First, we must note that this bill relies on the established Miller test. The three-pronged *Miller* test is as follows:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests (*i.e.*, an erotic, lascivious, abnormal, unhealthy, degrading, shameful, or morbid interest in nudity, sex, or excretion);
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way (*i.e.*, ultimate sexual acts, normal or perverted, actual or simulated, masturbation, excretory functions, lewd exhibition of the genitals, or sado-masochistic sexual abuse); and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Materials must meet all three prongs to be found obscene.

The library doesn't purchase materials that would fail this test. I consulted with our city attorney, Justin Johnson, about relying on parents to monitor and oversee what their children access and checkout from the library. He said a better approach would be to use our current Collection Development policy's section on "Expressions of Concern about Library Resources". Justin says we can use our challenge process as the method restrict minors from accessing obscene materials.

This approach relies on someone identifying and claiming that some library material is obscene. The person challenging library material would have to complete and submit our "Statement of Concern" form to begin the process. According to Justin, books don't have to be reviewed until receiving a complaint. We can use our current process, which would not impose burdens on the library.

Justification for Changing Library Hours

We propose changing library hours to the following:

Winter Hours

Mon - Thurs	9 a.m. to 8 p.m.
Friday	9 a.m. to 5 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	2 to 5 p.m.
Total hours:	63

Summer Hours

Monday	9 a.m. to 8 p.m.
Tues - Thurs	9 a.m. to 6 p.m.
Friday -Saturday	9 a.m. to 5 p.m.
Sunday	Closed
Total hours:	54

We have found that traffic on Fridays between 5:00 and 6:00 p.m. is fairly low with an average of eight. Currently one full-time staff member needs to work 9:00 – 6:00 on Fridays. Closing at 5:00 would allow all the full-time staff to work 8:00-5:00 on Fridays. This change would mean all full-time staff members would be available to schedule staff meetings at 8:00 Friday mornings. This past year we haven't been able to have regularly scheduled staff meetings with everyone present. This change would benefit communication.

Looking at other public libraries our size, Huron, Pierre, and Yankton all close at 5:00 on Fridays. Brookings closes at 5:30. Aberdeen and Watertown close at 6:00. This change would put our total hours open during the school year down one hour at 63 hours per week. We would still be open more hours per week than Aberdeen (61), Brookings (62), and Huron (60). Pierre and Yankton are open 64 hours per week. Watertown is open 66 hours per week.