



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
September 19, 2024

- 1. 5:15 PM Call to Order**
- 2. Library - Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. Director's Report**
- 6. Financial Report & Approval Of Bills**
- 7. Business Items**
 - A. Action to Approve Funding Requests for September 2024**

 - B. HB 1197 Discussion**
- 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
July 16, 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, and Ann Temple. Board members Emma DeVos, Diana Goldammer, and Susan Tjarks 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 Temple, 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 May 21, 2024 board meeting. Motion by Temple, seconded by Everson, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

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

6. Financial Report & Approval of Bills

Kenkel submitted two bills for approval. Board members reviewed the May and June 2024 bank statements and financial reports. Motion by Temple, seconded by Everson, to approve payment of the submitted bills and to approve the financial reports. All members present voted "Aye". Motion passed.

Nath asked Kenkel to add an action item to the next Board meeting to discuss and possibly grant pre-approval of future monthly sales tax payments rather than doing so at every meeting.

7. Business Items

A. Annual Meeting Actions

Kenkel presided over the selection of a Board President for the coming year. Temple nominated Dennis Nath as President for 2024-2025. Motion by Everson, seconded by Temple, to close nominations and elect Nath by acclamation. All members present voted "Aye". Motion passed.

At this point, re-elected Board President Nath again presided at the meeting and asked for nominations for Vice-president. Everson nominated Goldammer for 2024-2025. Motion by Temple, seconded by Everson, to close nominations and elect Goldammer by acclamation. All members present voted "Aye". Motion passed.

Board members reaffirmed the third Tuesday at 5:15 p.m. of each odd month as the meeting date for board meetings. Board members will continue having training sessions as needed the third Tuesday of each even month at Mitchell Public Library. These sessions will be at 5:15 p.m.

B. Action to Approve Funding Requests for July 2024

Kenkel presented three funding requests totaling \$1,475.00. These funding requests are for purchasing additional board game shelving, an author visit by Arley Fadness, and books for the 19th annual Read for the Record event in October 2024. Motion by Everson, seconded by Temple, to approve these funding requests. All members present voted "Aye". Motion passed.

C. Review of 2025 Library Budget Request

Kenkel presented the draft 2025 budget request for city funding. Board members reviewed and asked questions about a number of items. Board members affirmed the draft request. Motion by Everson, seconded by Temple, to approve the annual budget request. All members present voted "Aye". Motion passed.

D. HB 1197 Discussion

Kenkel reviewed discussions he has had the past two months with directors of other large public libraries in South Dakota and the city attorney, Justin Johnson. Kenkel shared Johnson's recommendation to use the library's existing challenge process as the measure to meet the requirements of HB 1197 Section 2(2). This section requires public libraries in South Dakota to "Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials". Board members expressed their approval of this approach. Kenkel will begin drafting necessary changes to the library's policies to meet this statutory requirement.

E. Action to Update Library Hours

Kenkel presented a proposal to change the library's Friday hours from 9:00 am – 6:00 pm to 9:00 am – 5:00 pm. Kenkel shared that library traffic during the Friday 5:00 hour is less and that this change will allow for staff meetings at 8:00 am Friday mornings, which will benefit department communication. Motion by Temple, seconded by Everson, to approve the change to library hours as proposed. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel reported that 470 people completed the community survey for strategic planning. The survey ended up running longer than originally planned in order to obtain more responses. The staff survey ran through the end of May. Kenkel will schedule a meeting with the strategic planning committee hopefully in August to begin reviewing collected data.

9. Board Input

Temple and Everson thanked Nath for agreeing to serve as President for another year. Nath complimented library staff on increased circulation numbers and quality programming offered to the community.

10. Citizen's Input

North informed Board members that sometime in the next few months he will submit his resignation in order to join his partner who took a position in Michigan. Board members thanked North for his service and all of the improvements he helped implement at the library.

11. Adjournment

With summer schedules board members decided to not have an August training session. The next Board of Trustees meeting is scheduled for September 17, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:18 p.m.

Mitchell Public Library Director Report September 19, 2024

1. Staffing

We hired Megan Davids to fill the Circulation Specialist position. Megan worked at the City Landfill for ten years before joining the library staff. Megan began at the library August 5.

Zack North's last day was August 13. We had 17 applications, with two applicants having an MLIS. We hired Max Velasquez, who has an MLIS. He will be moving to Mitchell from California to begin work around September 30. We are looking forward to being fully staffed again. While we are short staffed, we've still hosted the two adult book clubs in September thanks to Rachel Soulek. I have been selecting books to order his past month.

2. South Dakota Library Association Annual Conference

Currently, Jean Patrick is registered to attend this year's SDLA conference, which is scheduled for September 25-27. I will decide the week of the conference whether I will attend or not. The conference is in Aberdeen this year.

3. October Training

Mitchell Public Library is again hosting the State Library's regional training in October. This year's session will be Wednesday, October 23 starting at 10:00 am. This fall's training topic is grants. Sharon Chontos of Sage Project Consultants will lead this training. Sharon specializes in grant research, proposal development, reporting and evaluation. We will consider this the Board training for October. If you want to attend, please register at <https://sded.sd.gov/browse/division-of-the-state-library/courses/2024-fall-regional-library-training-grants-october-23-mitchell>.

4. CARE Event

The library is participating in the CARE (Community Access Resource Expo) event hosted by Mitchell Area Inclusion Coalition at the Corn Palace September 17. The expo is intended for newer residents of Mitchell to learn about various resources and service organizations in the community. The library will have a booth so we can share our story. Jean Patrick will also conduct a storytime for children at the event.

5. Strategic Planning

The strategic planning committee met August 15 and 29 to review responses from the community survey. State Library George Seamon led us through the review process. For the meeting on the 29th he had us do a SWOT analysis based on the survey results. We didn't meet in September due to busy schedules. We plan to meet next in early October. George wants to attend the next meeting in person.

September 2024 Children's Services Update

Jean Patrick, Children's Services Librarian

During July-Sept, I've been wrapping up the Summer Reading Program and beginning our Fall programs. I've also continued with daily reader advisory to children and parents/caregivers, ordering books, creating displays, and planning/leading Storytimes. During the last week of September, I plan to attend the annual SD Library Association Conference in Aberdeen.

Summer Reading Program

We completed the Summer Reading Program on Sept. 3. Kids read over 293,000 minutes with the incentive of the Reading Reward Cards (the Ice Cream charts). Also, 209 kids completed their reading charts. (Each chart represented 50 days of reading/listening for 20 minutes or more.) Additionally, 17 young people completed the reading and writing activities for the August Challenge.

Storytimes (Thursday, Saturday, Outreach)

On September 5 & 7, we began our weekly Thursday Storytime and bi-weekly Saturday Storytime sessions. We are averaging 35 children and parents/caregivers at each session.

On September 16, we began Outreach Storytime with the First Lutheran Early Learning Center preschoolers (43 kids and 5 aides). I will also be reaching out to Headstart and Palace City to schedule their monthly Storytimes. I also hope to branch out to other area preschools this year.

Additional Outreach

On Sept. 10, I spoke with approximately 50 DWU education students about children's books, writing, and the library. On Sept. 17, teachers from the Lewis & Clark Reading Council came to the library to learn about new books and trends for Fall 2024.

More outreach dates:

Sept. 17 - CARE (Community Access Resource Expo) event at Corn Place.

Sept. 19 - Literacy evening at Hitchcock Park

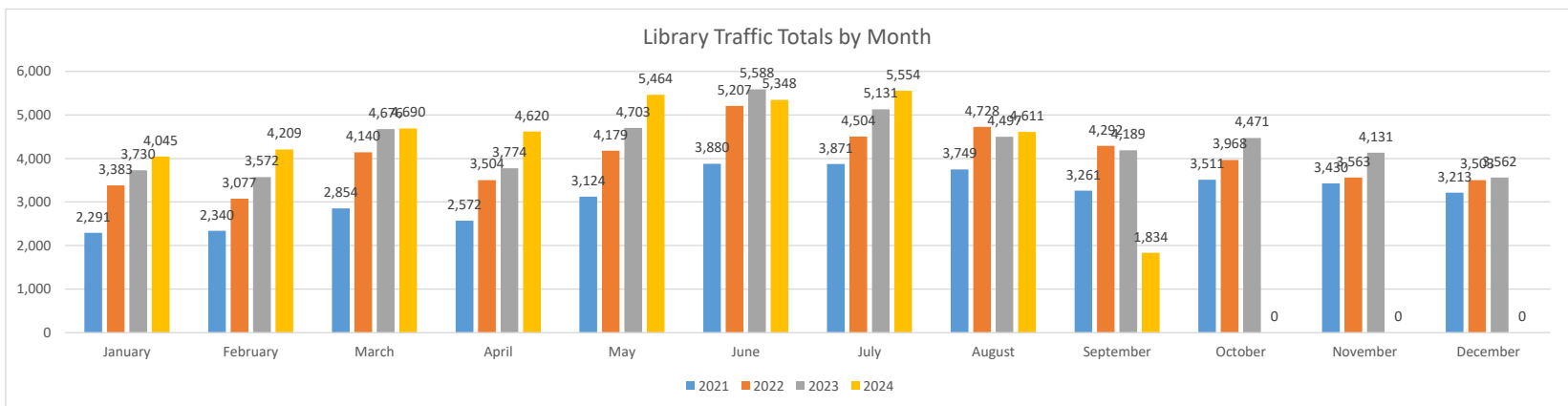
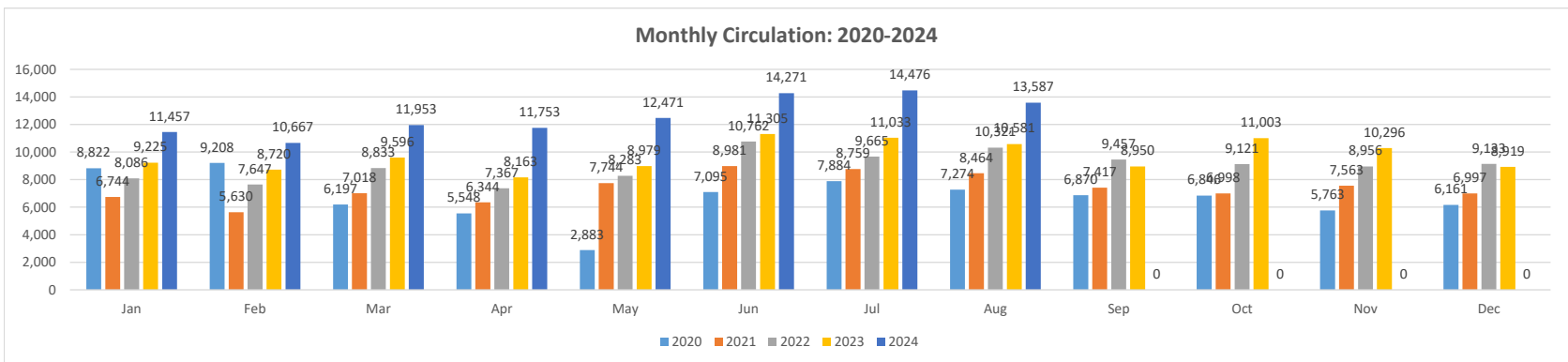
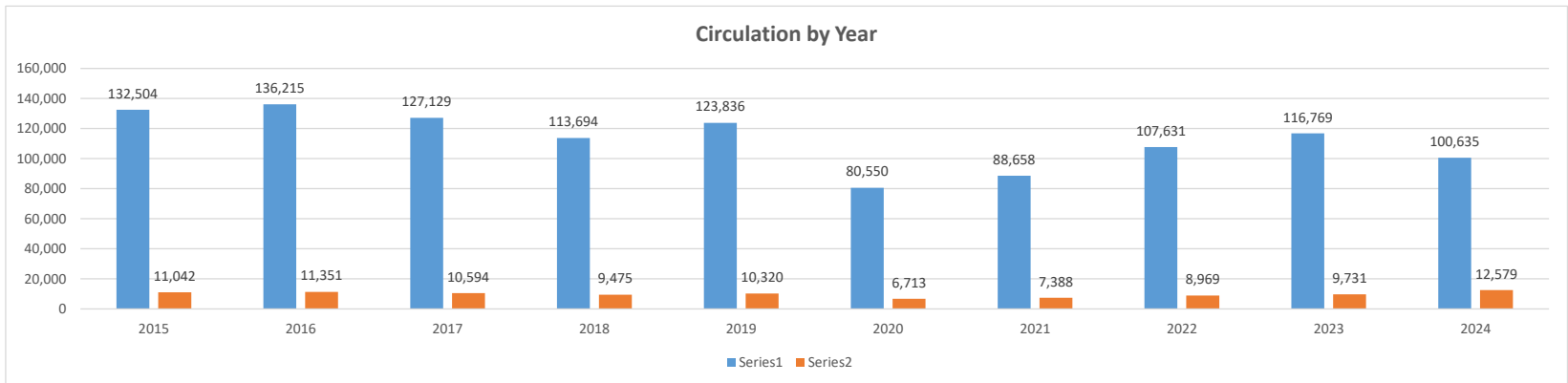
Oct. 9 - Stephanie Gelderman's DWU education student visit Mitchell Public Library

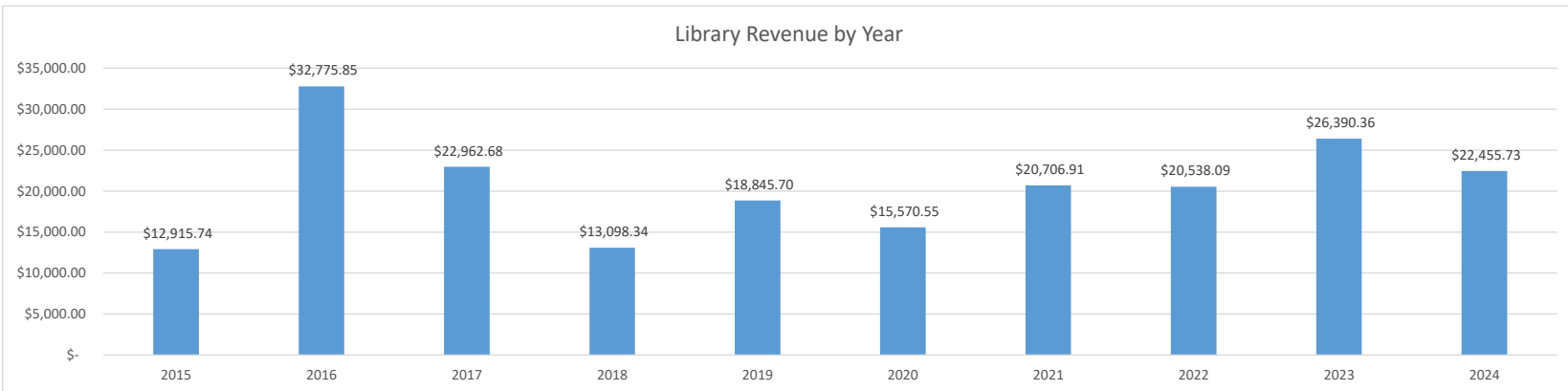
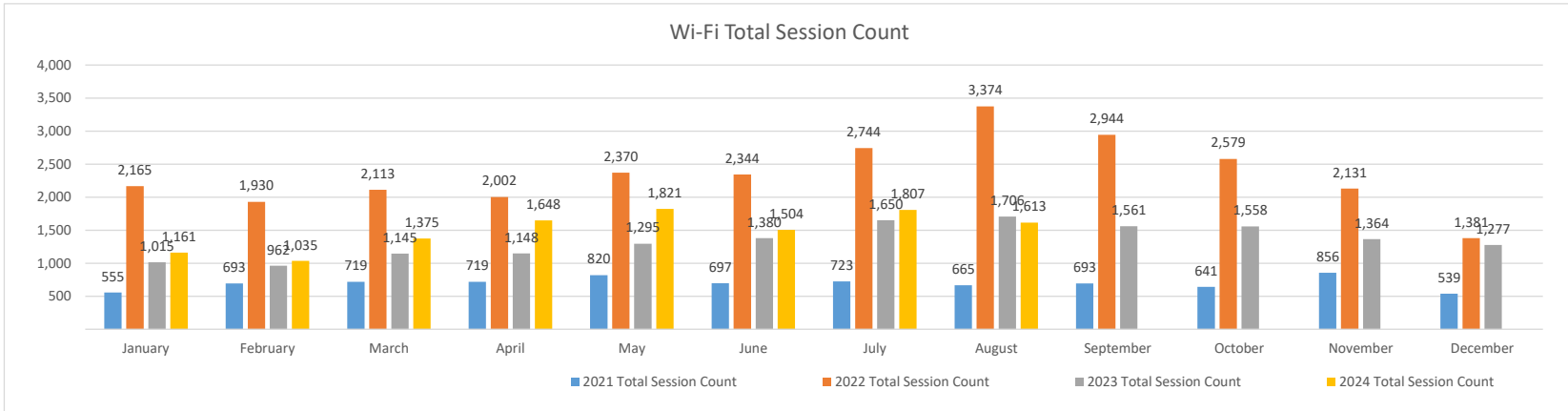
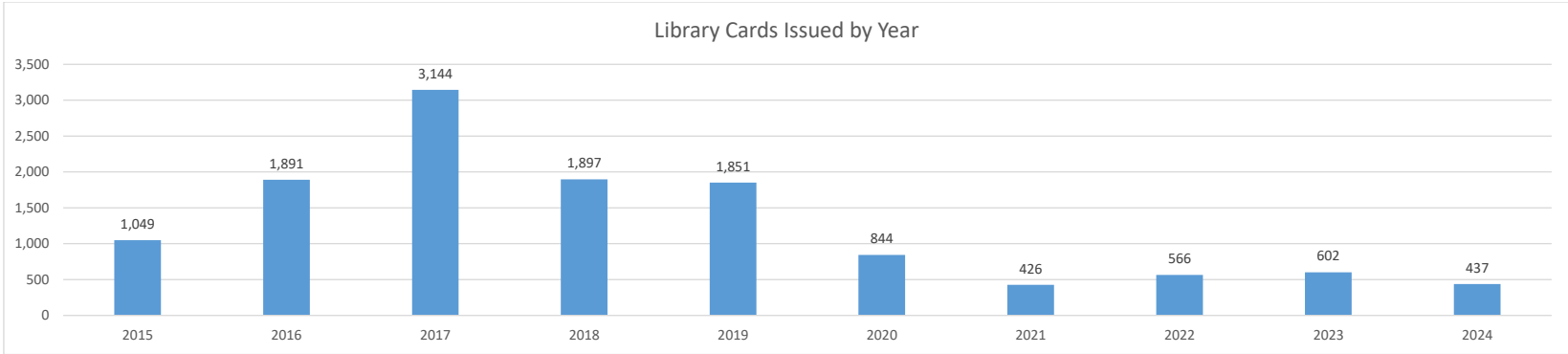
Oct. 24 - Read for the Record at Mitchell Public Library (TBA)

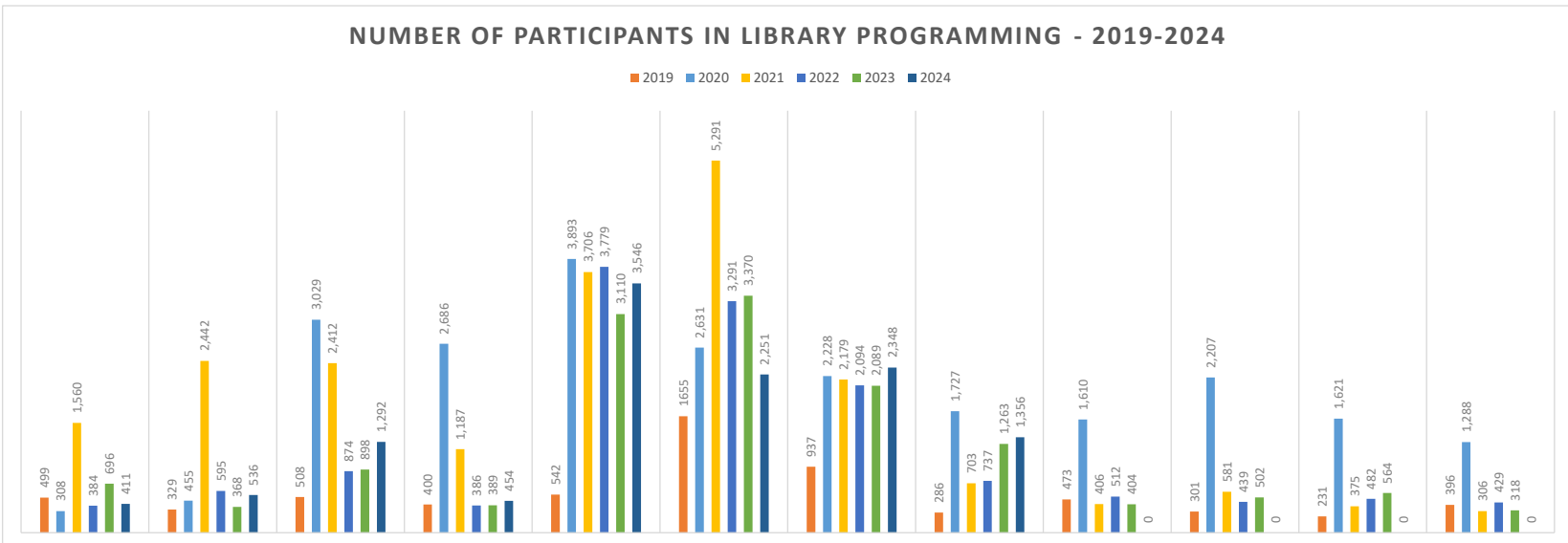
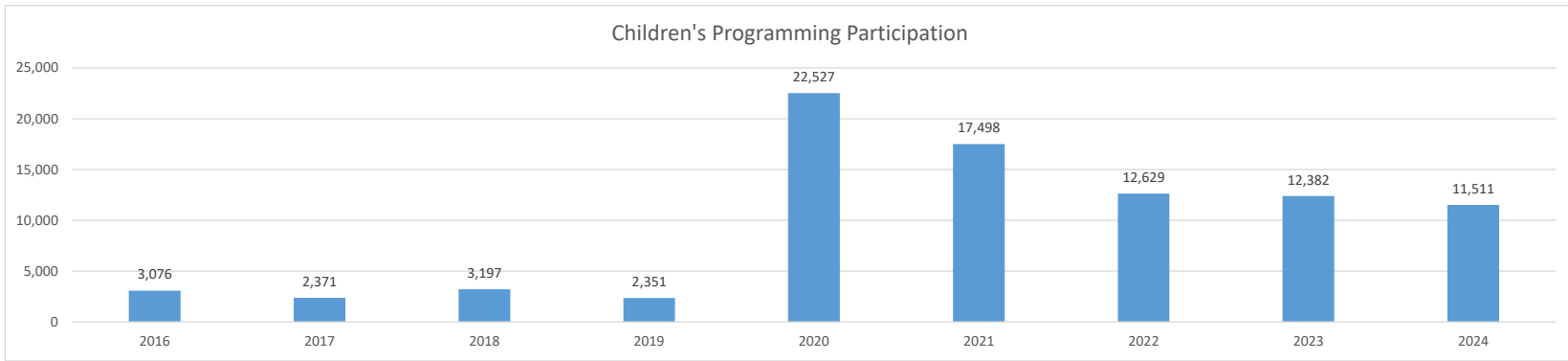
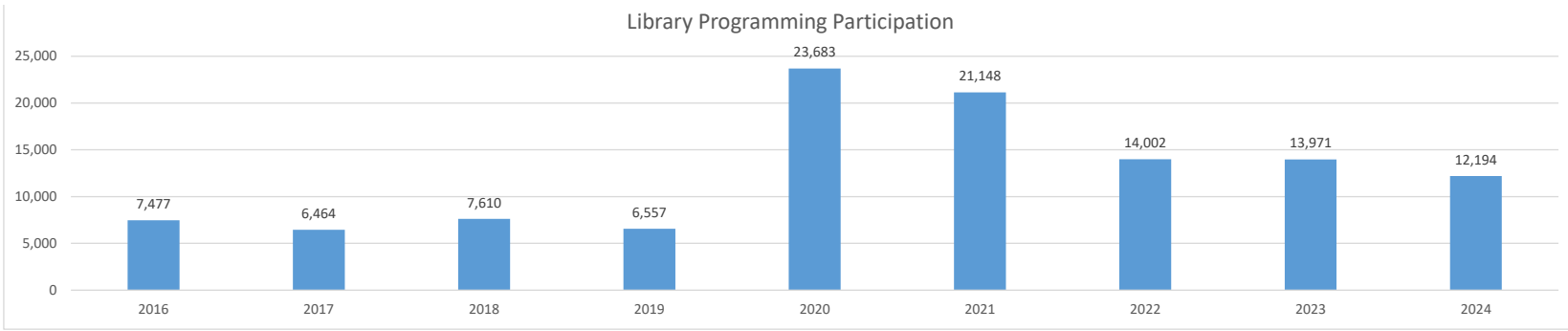
Mitchell Public Library Statistics for 2024



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	5,554	4,611	1,834	0	0	0	40,375	52,024	-22%	Gate Count
Registered Patrons TOTAL	7,610	6,861	6,300	6,215	6,305	5,859	5,800	5,861	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	4,431	4,493	0	0	0	0	0	6,466	-46%	City Residents
County Residents	800	707	697	698	712	724	724	724	0	0	0	0	0	767	-8%	County Residents
Subscription Memberships	484	454	456	453	466	475	480	483	0	0	0	0	0	642	-41%	Subscription Memberships
All Others	1,314	1,267	720	701	696	195	165	161	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	14,476	13,587	0	0	0	0	100,635	107,631	-6%	All Items Circulated TOTAL
Physical Items	7,128	6,866	7,854	7,801	8,457	10,249	10,510	9,622	0	0	0	0	68,487	85,249	-20%	Physical Items
Digital Items from SDDTG	4,329	3,801	4,099	3,952	4,014	4,022	3,966	3,965	0	0	0	0	32,148	22,382	44%	Digital Items from SDDTG
Programs Held TOTAL	22	26	24	22	32	31	36	14	0	0	0	0	207	277	-25%	Programs Held TOTAL
Children	18	17	17	14	23	28	31	9	0	0	0	0	157	207	-24%	Children
YA	0	1	2	2	1	1	3	1	0	0	0	0	11	18	-39%	YA
Adults	2	3	3	4	3	2	2	4	0	0	0	0	23	47	-51%	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	2,348	1,356	0	0	0	0	12,194	14,002	-13%	Program Attendance TOTAL
Children	395	479	1,050	425	3,438	2,201	2,324	1,199	0	0	0	0	11,511	12,629	-9%	Children
YA	0	0	96	3	3	40	14	43	0	0	0	0	199	371	-46%	YA
Adults	8	15	138	18	17	10	10	114	0	0	0	0	330	481	-31%	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	76,004	75,947	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	186	306	0	0	0	0	2,332	4,789	-51%	Holdings added
Holdings deleted	-1,150	-319	-471	-912	-445	-131	-318	-363	0	0	0	0	-4,109	-23,566	-83%	Holdings deleted
ILL Borrowing Filled	32	24	21	20	12	25	34	11	0	0	0	0	179	326	-45%	ILL Borrowing Filled
ILL Lending Filled	67	49	40	74	48	46	61	76	0	0	0	0	461	719	-36%	ILL Lending Filled
Computer sessions	412	427	456	483	530	420	513	397	0	0	0	0	3,638	4,886	-26%	Computer sessions
Computer use by hours	320.34	334.75	374.00	368.13	408.50	307.50	401.4	292.1	0.0	0.0	0.0	0.0	2,807	3,521	-20%	Computer use by hours
Wi-Fi Sessions	1,161	1,035	1,375	1,648	1,821	1,504	1,807	1,613	0	0	0	0	11,964	16,061	-26%	Wi-Fi Sessions
Facebook "People Reached"	15,560	14,502	15,747	13,755	16,500	31,606	20,682	12,502	0	0	0	0	140,854	287,689	-51%	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	\$ 2,166.87	\$ 1,776.19	\$ -	\$ -	\$ -	\$ -	\$ 22,455.73	\$ 26,390.36	-15%	Revenue







Approval of Bills – September 2024

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

City of Mitchell (July sales tax from used book sales)	\$41.90
City of Mitchell (August sales tax from used book sales)	\$66.25
Total	\$108.15

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

fnbo.com



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

MSP 119
27938

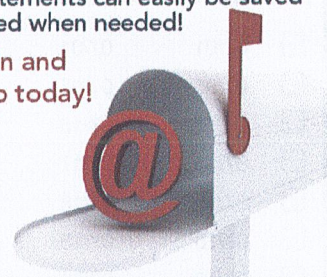
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301



STATEMENT SUMMARY		July 1, 2024 through July 31, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	100,452.03	100,102.73
Total on Deposit			\$100,102.73

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Premium Business Checking w/In xxxx1877 \$100,102.73		Account Detail	
Beginning Balance	\$100,452.03	Items Enclosed	16
Total Deposits	12 for \$2,148.34	Days in Statement	31
Total Withdrawals	10 for \$2,497.64	Annual Percentage Yield Earned	1.46%
Ending Balance	\$100,102.73	Interest Earned this Statement	\$122.71
		Interest Paid this Statement	\$122.71
		Interest Paid YTD	\$842.45

Premium Business Checking w/In xxxx1877 \$100,102.73

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	07/02	07/02	Paypal Transfer *****73666922	138.34
<input type="checkbox"/>	07/09	07/09	Paypal Transfer *****22896984	150.64
<input type="checkbox"/>	07/16	07/16	Paypal Transfer *****65671124	128.90
<input type="checkbox"/>	07/23	07/23	Paypal Transfer *****05072775	100.44
<input type="checkbox"/>	07/30	07/30	Paypal Transfer *****45448505	42.13
<input type="checkbox"/>	07/31	07/31	Interest Payment	122.71
Total Electronic Deposits				\$683.16

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	07/02	07/02	Customer Deposit	243.94
<input type="checkbox"/>	07/09	07/09	Customer Deposit	190.69
<input type="checkbox"/>	07/11	07/11	Customer Deposit	31.50
<input type="checkbox"/>	07/16	07/16	Customer Deposit	321.88
<input type="checkbox"/>	07/23	07/23	Customer Deposit	329.39
<input type="checkbox"/>	07/29	07/29	Customer Deposit	347.78
Total Paper Deposits				\$1,465.18

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	07/01	07/01	Check Image Check # 1358	600.00
<input type="checkbox"/>	07/05	07/05	Check Image Check # 1359	400.00
<input type="checkbox"/>	07/15	07/15	Check Image Check # 1360	314.00
<input type="checkbox"/>	07/17	07/17	Check Image Check # 1363	500.00
<input type="checkbox"/>	07/18	07/18	Check Image Check # 1361	44.14
<input type="checkbox"/>	07/18	07/18	Check Image Check # 1362	41.90
<input type="checkbox"/>	07/19	07/19	Check Image Check # 1357	119.08
<input type="checkbox"/>	07/19	07/19	Check Image Check # 1364	150.00
<input type="checkbox"/>	07/23	07/23	Check Image Check # 1365	150.00
<input type="checkbox"/>	07/29	07/29	Check Image Check # 1366	178.52
Total Paper Withdrawals				\$2,497.64

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1357	07/19	119.08	<input type="checkbox"/>	1361	07/18	44.14	<input type="checkbox"/>	1364	07/19	150.00
<input type="checkbox"/>	1358	07/01	600.00	<input type="checkbox"/>	1362	07/18	41.90	<input type="checkbox"/>	1365	07/23	150.00
<input type="checkbox"/>	1359	07/05	400.00	<input type="checkbox"/>	1363	07/17	500.00	<input type="checkbox"/>	1366	07/29	178.52
<input type="checkbox"/>	1360	07/15	314.00								

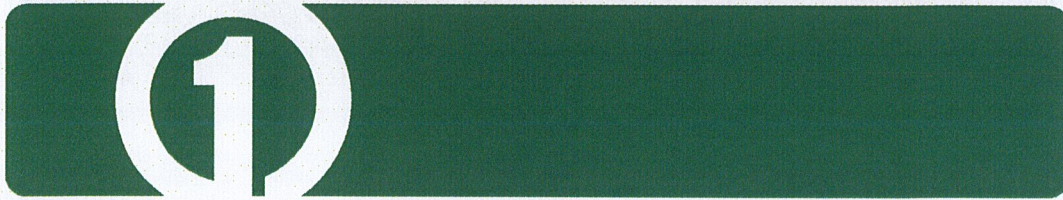
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Contact Information



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



STATEMENT SUMMARY		August 1, 2024 through August 31, 2024	
Account Description	Account #	Beginning Balance	Ending Balance
Deposit Accounts			
Premium Business Checking w/In	733131877	100,102.73	101,264.14
Total on Deposit			\$101,264.14

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Premium Business Checking w/In xxx1877 \$101,264.14		Account Detail	
Beginning Balance	\$100,102.73	Items Enclosed	7
Total Deposits	8 for \$1,757.25	Days in Statement	31
Total Withdrawals	4 for \$595.84	Annual Percentage Yield Earned	1.46%
Ending Balance	\$101,264.14	Interest Earned this Statement	\$123.70
		Interest Paid this Statement	\$123.70
		Interest Paid YTD	\$966.15

Premium Business Checking w/In xxxx1877 \$101,264.14

Continued

Deposit Activity

X	Date	Post Date	Description	Amount
ELECTRONIC				
<input type="checkbox"/>	08/06	08/06	Paypal Transfer *****94835531	25.43
<input type="checkbox"/>	08/13	08/13	Paypal Transfer *****35858926	270.46
<input type="checkbox"/>	08/20	08/20	Paypal Transfer *****77730260	122.58
<input type="checkbox"/>	08/27	08/27	Paypal Transfer *****19447350	169.63
<input type="checkbox"/>	08/30	08/30	Interest Payment	123.70
Total Electronic Deposits				\$711.80

Deposit Activity

X	Date	Post Date	Description	Amount
PAPER				
			Deposit #	
<input type="checkbox"/>	08/05	08/05	Customer Deposit	333.60
<input type="checkbox"/>	08/14	08/14	Customer Deposit	256.90
<input type="checkbox"/>	08/20	08/20	Customer Deposit	454.95
Total Paper Deposits				\$1,045.45

Withdrawal Activity

X	Date	Post Date	Description	Amount
PAPER				
<input type="checkbox"/>	08/01	08/01	Check Image Check # 1367	150.00
<input type="checkbox"/>	08/15	08/15	Check Image Check # 1369	41.90
<input type="checkbox"/>	08/26	08/26	Check Image Check # 1370	365.98
<input type="checkbox"/>	08/27	08/27	Check Image Check # 1368	37.96
Total Paper Withdrawals				\$595.84

Balancing Checklist

X	Check #	Date	Amount	X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1367	08/01	150.00	<input type="checkbox"/>	1369	08/15	41.90	<input type="checkbox"/>	1370	08/26	365.98
<input type="checkbox"/>	1368	08/27	37.96								

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

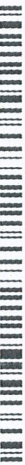
If you are an **active duty member of the United States Military**, you may be eligible for additional benefits on your account(s) under the Servicemembers Civil Relief Act (SCRA).

For additional information regarding SCRA benefits, please call 855-868-8446 or log in to the website listed on the front of your statement and click 'Resources' for more information.

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Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

July 2024

	Jul 24	Jul 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	0.10	0.00	0.10	100.0%
Book sale	817.50	663.30	154.20	23.3%
Copies	395.76	350.80	44.96	12.8%
Donations	4.50	39.34	-34.84	-88.6%
Earbuds	13.00	2.00	11.00	550.0%
Interest	122.71	112.14	10.57	9.4%
Interlibrary loan	17.00	16.00	1.00	6.3%
Laminating	1.00	0.00	1.00	100.0%
Paid items (Damaged/Lost Items)	106.95	83.80	23.15	27.6%
Pop machine	31.50	0.00	31.50	100.0%
Subscriptions	625.00	425.00	200.00	47.1%
Total General revenue	2,135.02	1,692.38	442.64	26.2%
Uncategorized Income	31.85	23.99	7.86	32.8%
Total Income	2,166.87	1,716.37	450.50	26.3%
Expense				
Credit Card Processing Fees	18.53	12.02	6.51	54.2%
Operation expenses				
Checks	0.00	57.90	-57.90	-100.0%
Miscellaneous	150.00	0.00	150.00	100.0%
Sales Tax	86.04	0.00	86.04	100.0%
Total Operation expenses	236.04	57.90	178.14	307.7%
Program expenses				
Summer Reading				
Summer Reading - Adult	0.00	585.85	-585.85	-100.0%
Summer Reading - Children	1,692.52	2,077.98	-385.46	-18.6%
Summer Reading - Teen	0.00	430.76	-430.76	-100.0%
Total Summer Reading	1,692.52	3,094.59	-1,402.07	-45.3%
Total Program expenses	1,692.52	3,094.59	-1,402.07	-45.3%
Total Expense	1,947.09	3,164.51	-1,217.42	-38.5%
Net Ordinary Income	219.78	-1,448.14	1,667.92	115.2%
Net Income	219.78	-1,448.14	1,667.92	115.2%

Mitchell Public Library Library Board of Trustees
Profit & Loss Prev Year Comparison
August 2024

	Aug 24	Aug 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	818.55	639.20	179.35	28.1%
Copies	271.15	238.87	32.28	13.5%
Donations	1.20	9.29	-8.09	-87.1%
Earbuds	2.00	3.00	-1.00	-33.3%
Interest	123.70	112.03	11.67	10.4%
Interlibrary loan	3.00	17.25	-14.25	-82.6%
Laminating	1.00	0.00	1.00	100.0%
Meeting room fees	75.00	0.00	75.00	100.0%
Paid items (Damaged/Lost Items)	56.29	211.05	-154.76	-73.3%
Pop machine	0.00	22.50	-22.50	-100.0%
Subscriptions	400.00	475.00	-75.00	-15.8%
Total General revenue	1,751.89	1,728.19	23.70	1.4%
Uncategorized Income	24.30	1.47	22.83	1,553.1%
Total Income	1,776.19	1,729.66	46.53	2.7%
Expense				
Credit Card Processing Fees	18.94	12.88	6.06	47.1%
Operation expenses				
Furniture	365.98	0.00	365.98	100.0%
Lost/Damaged ILL books	0.00	42.00	-42.00	-100.0%
Sales Tax	41.90	0.00	41.90	100.0%
Total Operation expenses	407.88	42.00	365.88	871.1%
Program expenses				
Summer Reading				
Summer Reading - Adult	0.00	107.20	-107.20	-100.0%
Summer Reading - Children	37.96	0.00	37.96	100.0%
Summer Reading - Teen	0.00	131.20	-131.20	-100.0%
Total Summer Reading	37.96	238.40	-200.44	-84.1%
Total Program expenses	37.96	238.40	-200.44	-84.1%
Total Expense	464.78	293.28	171.50	58.5%
Net Ordinary Income	1,311.41	1,436.38	-124.97	-8.7%
Net Income	1,311.41	1,436.38	-124.97	-8.7%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through August 2024

	Jan - Aug 24	Jan - Aug 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	6,500.00	1,000.00	15.4%
General revenue				
3D Printing	41.50	0.00	41.50	100.0%
Book sale	5,771.05	4,916.11	854.94	17.4%
Copies	2,704.81	2,443.67	261.14	10.7%
Donations	177.71	695.73	-518.02	-74.5%
Earbuds	29.00	30.00	-1.00	-3.3%
Interest	966.15	856.91	109.24	12.8%
Interlibrary loan	99.25	146.75	-47.50	-32.4%
Laminating	23.00	19.00	4.00	21.1%
Meeting room fees	228.75	100.00	128.75	128.8%
Paid items (Damaged/Lost Items)	523.48	578.05	-54.57	-9.4%
Pop machine	49.50	81.00	-31.50	-38.9%
Subscriptions	3,575.00	3,160.00	415.00	13.1%
Total General revenue	14,189.20	13,027.22	1,161.98	8.9%
Uncategorized Income	941.53	139.81	801.72	573.4%
Total Income	22,630.73	19,667.03	2,963.70	15.1%
Expense				
Credit Card Processing Fees	112.39	82.61	29.78	36.1%
Operation expenses				
Checks	0.00	57.90	-57.90	-100.0%
Furniture	2,068.83	0.00	2,068.83	100.0%
Lost/Damaged ILL books	41.95	68.00	-26.05	-38.3%
Meals and Entertainment	227.72	36.00	191.72	532.6%
Miscellaneous	170.00	163.82	6.18	3.8%
Office supplies	79.90	129.84	-49.94	-38.5%
Sales Tax	242.25	0.00	242.25	100.0%
Technology	3,740.00	0.00	3,740.00	100.0%
Total Operation expenses	6,570.65	455.56	6,115.09	1,342.3%
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	1,959.00	-931.18	-47.5%
Summer Reading - Children	5,542.72	6,108.00	-565.28	-9.3%
Summer Reading - Teen	468.92	1,700.90	-1,231.98	-72.4%
Total Summer Reading	7,039.46	9,767.90	-2,728.44	-27.9%
Teen programming	329.51	553.49	-223.98	-40.5%
Total Program expenses	8,731.25	12,260.92	-3,529.67	-28.8%
Total Expense	16,000.81	12,799.09	3,201.72	25.0%
Net Ordinary Income	6,629.92	6,867.94	-238.02	-3.5%
Net Income	6,629.92	6,867.94	-238.02	-3.5%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	32,060.56	279,182.92	289,791.16	170,553.84	62.95
101-45500-41110 OVERTIME	0	0.00	251.24	95.37	(95.37)	0.00
101-45500-41120 PART-TIME	35,500	3,067.72	21,758.05	24,573.17	10,926.83	69.22
101-45500-41200 SOCIAL SECURITY/MEDICARE	37,932	2,628.06	21,984.98	22,857.67	15,074.33	60.26
101-45500-41300 RETIREMENT	27,621	1,919.82	16,766.04	17,257.61	10,363.39	62.48
101-45500-41500 GROUP INSURANCE	138,771	395.15	80,805.49	82,619.87	56,151.13	59.54
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	40,071.31	420,748.72	437,194.85	262,974.15	62.44
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	250	0.00	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	0.00	14,191.97	1,672.74	(172.74)	111.52
101-45500-42600 SUPPLIES & MATERIALS	11,000	566.55	7,676.88	7,159.95	3,840.05	65.09
101-45500-42661 POSTAGE	1,500	106.94	923.59	1,121.52	378.48	74.77
101-45500-42690 MINITEX FEES	5,000	0.00	7,588.60	5,528.11	(528.11)	110.56
101-45500-42691 DATABASE SYS UPDATE	1,650	0.00	1,603.00	1,866.00	(216.00)	113.09
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	228.21	10,943.28	11,334.77	10,315.23	52.35
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	2,948.81	27,097.00	23,544.48	18,955.52	55.40
101-45500-42830 UTILITIES-WATER/SEWER	2,500	0.00	755.46	644.49	1,855.51	25.78
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>3,395.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	98,900	3,850.51	74,486.53	53,511.38	45,388.62	54.11
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	14,166	0.00	314.41	13,940.74	225.26	98.41
101-45500-43420 BOOKS	47,000	4,202.08	23,885.48	21,863.48	25,136.52	46.52
101-45500-43421 AUDIO-VISUAL	4,000	633.07	3,088.91	2,148.40	1,851.60	53.71
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	4,835.15	27,288.80	37,952.62	27,213.38	58.24
TOTAL LIBRARY	864,235	48,756.97	522,524.05	528,658.85	335,576.15	61.17
=====						
TOTAL EXPENDITURES	864,235	48,756.97	522,524.05	528,658.85	335,576.15	61.17

WARNING 897 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

September 2024 Funding Requests

We are submitting two one-time funding requests this month totalling \$676.00, a recurring funding request, and two possible future funding requests.

SDLA Membership renewals

It is time to renew board members' SDLA memberships. The current renewal rate is \$21 for trustees. There is a proposal to increase the rate to \$23 that will be voted on at the SDLA annual meeting later this month.

Amount requested: \$126

SDLA Conference attendance

Denny Nath is interested in attending this year's annual SDLA Conference. The registration fee is \$235. This includes meals. A hotel will be around \$310 for two nights. Mileage would be reimbursed at the state rate of \$0.49/mile.

Amount requested: \$550 plus mileage

Future sales tax payments

We are requesting pre-approval of future sales tax amounts that we must pay for used book sales. We submit the sales tax amount to the city's finance department, which then submits our sales tax payment as part of the city's monthly sales tax submission. Having pre-approval will streamline the process. The check for the submission will require a second signature from a Board member. This will provide oversight of the payment.

Amount requested: various amounts

Possible 2025 program – Jean Patrick

Dinosaur puppeteer Curt Strutz hopes to perform in South Dakota in April 2025, pending bookings from area libraries. It will cost \$495 for his performance if he is able to come to South Dakota. This amount includes his mileage, lodging, and expenses. At this point we are wondering if you would support this future request so we can tell Mr. Strutz Mitchell would be a yes if he is able to schedule enough sites in South Dakota for an April tour.

Potential cost of the program: \$495

Possible Sign funding

In the library's 2025 funding request to the city we included a request of \$70,000 for a digital sign that would be placed along Sanborn Boulevard. The sign would let the public know where the library is located and would be used to market library programs and resources. I was informed that this request

will not be included in the 2025 budget. There is a possibility that we could use some remaining funds from the 2024 budget to supplement our 2025 budget to help pay for the sign. The library budget should have enough funds left in its group insurance account that would cover half the cost of the sign. I am requesting that the Board consider providing \$35,000 for the other half of the sign. This would be a project for next spring, so I want to gauge support at this point for the project. I think this would be a good joint project for using Board and city funds.

Collection Development Policy

Mission Statement

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

Philosophy

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

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

Community of Mitchell and Davison County

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

Purpose of the policy

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

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

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

Authority

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

Intellectual Freedom Standards

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the library's collection. The library recognizes that some materials or content may be considered controversial or offensive. **By applying the selection criteria outlined below in this policy, Mitchell Public Library determines that the materials it purchases have literary, artistic, political, or scientific value and therefore do not meet the legal definition of being obscene.** Inclusion in the collection does not imply library approval or agreement with the contents. The library's role is to provide materials which allow individuals to freely examine topics and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others.

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

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

Scope of the Mitchell Public Library Collection

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

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

Selection of Materials

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

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

General Criteria

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

Content Criteria

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

Digital Library Criteria (additional to General and Content)

- Ease of access and use
- Hardware and software requirements, including maintenance
- Quality
- Availability to concurrent users

- Remote access
- Technical and support requirements
- Vendor data privacy practices

Gifts and Donations

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

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

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

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

Collection Maintenance

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

Mending

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

Replacement

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

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

Expressions of Concern about Library Resources

Residents of the Library's service area and non-resident cardholders have the right to challenge any resource in Mitchell Public Library's collection. **Mitchell Public Library uses the expressions of concern procedures for meeting the requirements of SD Codified Law § 22-24-56 section two. This process is how Mitchell Public Library determines if any library material is considered obscene as defined by statute.** Persons seeking reconsideration of library materials must complete a written "Statement of Concern" for each title being challenged. Single forms addressing multiple titles will be discarded.

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

Material under review will remain in circulation until a determination is made. If the challenged material is retained, Mitchell Public Library will not perform any reconsideration evaluation of the same material for a period of five years. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material. **If any material is challenged on the basis of being obscene for minors and the challenge is sustained, the material will be restricted to "adult checkout only" or removed from the collection.**

Approved 2021-03. Updated 2023-11. **Updated 2024-09.**