



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
November 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 Policy Updates**

 - B. Action to Approve Funding Requests for November 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
September 19, 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, Diana Goldammer, Ann Temple, and Susan Tjarks. Board member Emma DeVos was excused. Also present was Kevin Kenkel, Library Director.

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 July 16, 2024 board meeting. Motion by Everson, seconded by Tjarks, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for July and August 2024. Kenkel provided additional comments regarding the written reports and read a letter that Jean Patrick received from a young boy. Motion by Everson, seconded by Tjarks, 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 July and August 2024 bank statements and financial reports. Motion by Goldammer, seconded by Temple, to approve payment of the submitted bills and to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for September 2024

Kenkel presented two funding requests totaling \$676.00. These funding requests are for renewing Board member's SDLA memberships and to allow Board President Nath to attend the SDLA 2024 annual conference in Aberdeen, SD September 25-27. Motion by

Goldammer, seconded by Everson, to approve these funding requests. All members present voted "Aye". Motion passed.

Kenkel also presented a request to pre-approve all future sales tax submissions from the library's used book sale. Motion by Goldammer, seconded by Tjarks, to pre-approve these payments. All members present voted "Aye". Motion passed.

Kenkel presented two possible future funding requests to gauge Board members' level of support. One proposal is for a possible program in April 2025. The other proposal is for paying half of the cost of a new exterior, digital sign for the library. Board members discussed both proposals and expressed willingness to grant approval in the future for both ideas.

B. HB 1197 Discussion

Kenkel presented proposed changes to the library's Collection Development Policy that he drafted to meet the requirements of HB 1197 Section 2(2). This law 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". Kenkel informed Board members that he asked City Attorney Justin Johnson to review the proposed updates, and that Johnson approved the language. Board members expressed support for the proposed changes to the policy. Kenkel will bring the updated policy to the November 2024 Board meeting for formal approval.

8. Committee Reports

Kenkel reported on the Strategic Planning Committee's two meetings in August. The committee will meet next in October.

9. Board Input

No Board input was given.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that the October training session for Board members will be October 23 at 10:30 am at the library. The library is hosting the State Library's fall regional training. The topic will be grants. The next Board of Trustees meeting is scheduled for November 19, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:10 p.m.

Mitchell Public Library Director Report November 19, 2024

1. Staffing

We hired Max Velasquez to fill the Adult and Young Adult Services Librarian position. Max began at the library September 30. See his report for more information about his background. Max has gotten up to speed quickly and is getting to know the community.

Denny Geidel, our maintenance/custodian employee, will retire next month. His last day will be December 20.

2. October Training

The State Library's fall 2024 regional training was held at Mitchell Public Library October 23. Both Denny Nath and I participated in this training regarding grants.

3. Time Off

I have had to take time off this month to care for my wife after her surgery. I appreciate everyone's support during this time.

4. Strategic Planning

The strategic planning committee met October 8 to review our list of goals/actions that we developed from the SWOT analysis. We prioritized items from the list. The library staff went through the same exercise. The staff's prioritized list was combined with the committee's list. The committee met October 30 to select the top four goals to be included in the strategic plan.

November 2024 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

About Me

As Kevin said that part of the reason for me to be at this meeting is to introduce myself to you all, here goes: my name is Max Velasquez, and I moved here from the city of El Cerrito in the San Francisco Bay Area at the end of September. I have worked in libraries at the professional and paraprofessional level, beginning with jobs at the University of Hawaii at Manoa in Honolulu before moving to the Hawaii State Public Library System, mostly at the Kaimuki regional branch in Honolulu. At the University I was a paraprofessional, first as a student doing circulations and reference work along with whatever projects the Music Librarian had for me, and after graduating mostly doing circulations work with some stacks management projects. With HSPLS I wore several different hats, mostly as an Adult or Young Adult librarian, with brief stints as a Children's librarian and library technician.

Collection

Currently working on weeding nonfiction (300+) and replacing with updated materials in the adult section. Once the weeding has concluded, the collection will be shifted in order to compress it. The end goal is to create more space for the children's collection. The next section to be weeded will be the young adult nonfiction: at a glance, there is a lot of old material in there, and it doesn't circulate very well (more on that later). The space created will be used to house an "intermediate" fiction section for those readers who are between Juvenile and YA. I will be reserving a shelf to create a space for oversized materials and test prep materials. I have already done a shift in the YA fiction, and my next planned update in there is to consolidate series in book order, as that is feedback that has come up multiple times. Filling holes in series that we own is also a priority. I've consolidated the Spanish language materials in one area to create growth room in the YA graphic novels and manga area, and I've been ordering materials for the manga section that have had series on different streaming platforms, as media tie-ins tend to drive interest.

For displays, I've done a Halloween and horror theme for October, and a Native American Heritage month display for November, in both the adult and YA sections. December is up in the air, as doing one themed around the holidays feels like a bit of a cheat when we already have a Christmas section. I'll be keeping lists of what I use so I can (hopefully) avoid reusing books year after year.

Programming

Adult: We had the musicians Kerry Grombacher and Aspen Black perform in the library's community room on the 7th of October. Considering the lead time, I was happy with the size of the attending group, which numbered 30 (mainly older adults). The next program we have is a presentation by Lyle Miller about his art for Native American Heritage Month, on the 23rd at 2pm. The puzzle swap is making a return in January, and we've already started preparing for it with fliers and vouchers. Quite a few puzzles have been dropped off already. Bookopoly preparations are under way, and I've been revising the boards so they aren't entirely the same as last year. This also dovetails with collection stuff, as there are additions to be made so patrons aren't rereading the same few books. Prizes will be similar to 2024 Bookopoly, although I would like to have travel mugs instead of open enamel mugs, and I have a funding request for the prizes after this report. Rachel Soulek and I have been talking about doing two sessions of each book club, one during the day (noon, as our mystery club meets then) and one during the

evening (6pm, when the fiction club meets), as some patrons have expressed an interest and regrets that they can't make the other club (a split between work and family commitments for those who can't make days, and an antipathy to driving at night or pushing their supper or their family's supper back for the other group). Longer term, I'm looking at the logistics involved in spinning up a seed library. The Sioux Falls library had one in 2023 but didn't pursue it in 2024, and I'd like to know why before putting much more time and any amount of money into it. If the answer to why they stopped is something other than a lack of community interest, I expect to start the seed library in April.

YA: In October we had a Halloween themed take-and-make (little clay ghosts) with a dozen participants. I do not think I will be putting anything on in the month of November, but I would like to do something related to Dungeons & Dragons during the month of December, probably a character creation session. Materials for this would be easy, as templates are available online, and it would be easy to do as a recurring program so many months apart. I've been working on the Teen bookopoly boards alongside the adult boards. I'd also like to do another painting night, but without the Bob Ross trappings that would get us a letter from a lawyer. As Zack had a successful Smash Bros. tournament with the Switch, those could be made a recurring thing after more outreach is conducted.

Outreach

Met with Tara Waters at Mitchell High School. She is happy to put out fliers and information about programs at the Mitchell Public Library, and had some useful information about the high school library. Still need to reach out to the English and Language arts teachers, mean to do so in December. I will prepare a presentation about resources the library has that the students might find useful (eResources and how to get at them, how to use Libby, using the 3D printer, the fact that we have a Nintendo Switch, new books and a wider variety for the SAT and ACT, and whatever the teachers ask that I include) and use the opportunity to push programs, such as by leaving some Bookopoly boards at the library. Most likely the presentations will be done in January after the new semester begins, as I don't want to impede limited class time leading up to final exams. My plans over the coming months are to spin the Teen Advisory Board back up, and to get in touch with the librarian and English teachers at the middle school. I also want to talk with some of the businesses on Main Street and through the chamber of commerce to see what kind of prizes we can swing for Bookopoly and the Summer Reading Program.

Operations

I ran two reports for each bloc to pull these numbers. The first was for item circulations by class from November 2023 to November 2024, and the second was for between November 2022 and November 2023.

Checkouts	2022-23	2023-24	Difference
Adult Nonfic	2,707	2,647	-2.21%
Adult Fic (all)	12,847	14,009	+9.04%
Audiobooks	796	393	-50.62%
Board games	436	530	+22.56%
DVDs	822	805	-2.07%
Large print	2,011	2,321	+15.42%
YA Fiction	2,808	3,035	+8.08%
YA Nonfic	117	140	+19.66%
AFic (ebook)	8,882	9,715	+9.38%
ANF (ebook)	895	1,143	+27.71%
YAFic (ebook)	1,067	806	-24.46%
YANF (ebook)	26	36	+38.46%
Audiobooks (Libby) (A)	10,167	11,871	+16.76%
Audiobooks (Libby) (YA)	1,257	1,384	+10.1%

Checkouts are in most cases up, with the largest gains in print materials being in large print and fiction. Note that this is all kinds of fiction lumped together. A closer look at fiction shows a large jump in Romance (248 more) and a large dip in Westerns (147 less), with modest upward bumps in Mystery and Science Fiction, and a large bump in general Fiction (884 more). Board games are also up. Adult nonfiction is down slightly, and audiobooks have seen the largest drop, falling by about half. YA nonfiction also saw a jump relatively speaking, but in terms of actual numbers it doesn't move very much. This isn't especially surprising given today's culture and is why I will be severe in weeding that section.

Adult ebooks had good growth, with nonfiction having the widest margin for both adult and young adult. Adult saw 248 more checkouts compared to last year, YA 10. Adult fiction checkouts grew proportionally about the same as print, while YA slipped by 261. Audiobooks saw strong growth with both demographics, being 1,704 items (adult) and 127 (YA). My hunch in the difference between hard copies of audiobooks and electronic loans is that CDs as a format are less convenient and less accessible, as CD players themselves are becoming less common in cars as auto manufacturers make them optional upgrades.

November 2024 Children's Services Update

Jean Patrick, Children's Services Librarian

During September-November, I've continued to plan/lead Storytimes, provide daily reader advisory to children and parents/caregivers, order and weed books, and create displays (Hispanic Heritage Month, Outdoor Fall Activities, Halloween, and Native American Heritage Month). I also attended the South Dakota Library Association conference in Aberdeen on Sept. 25-27.

Thursday and Saturday Storytimes

Attendance has been large at Thursday and Saturday Storytimes in September and October (some sessions with more than 50 children/parents/caregivers). Since then, attendance at Storytime has tapered, which is normal for this time of year. Rachel Soulek subbed for me on Oct. 31 while I was on vacation and on Nov. 14 while I was ill.

At Thursday Storytime on Oct. 24, we celebrated **Read for the Record Day** (64 children/parents at morning session & 16 children/parents at a special afternoon session). A native Chinese speaker attended the afternoon session with her daughter & was able to teach us pronunciations for the words and phrases in *Piper Chen Sings*. We gave away paperback copies of *Piper Chen Sings* to each family that attended. (Thank you for the funding!)

Outreach Storytime

Children from First Lutheran Early Learning Center have been coming to the library for a monthly Storytime and to check out books (43 kids/5 teachers per month). I have been going to Palace City Preschool three times per month (22 kids/session) and to Headstart twice each month (approx. 46 kids per month).

Other Outreach

DWU instructor Stephanie Gelderman and approximately 20 students from her Human Relations class came to the library on Oct. 9 to learn about our children's bilingual collection (Spanish) and our children's books by Native American authors. Since then, I've noticed more DWU students using our children's collection.

Upcoming Events – December & January

- Because of illness, I've postponed **Storytime South Dakota** (a new November event encouraged by the state library) to December. I've invited Mayor Jordan Hanson to read to the kids on Thurs. Dec. 12. He is looking forward to participating.

-On Dec. 3, I will be leading a program for the **James Valley Community Center** with readings from Christmas books.

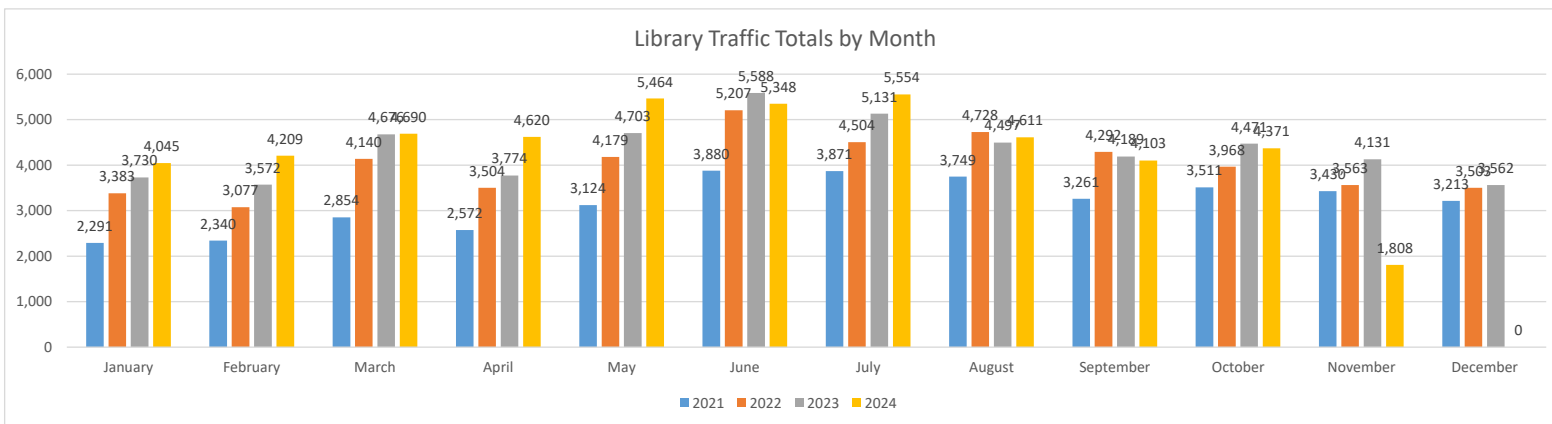
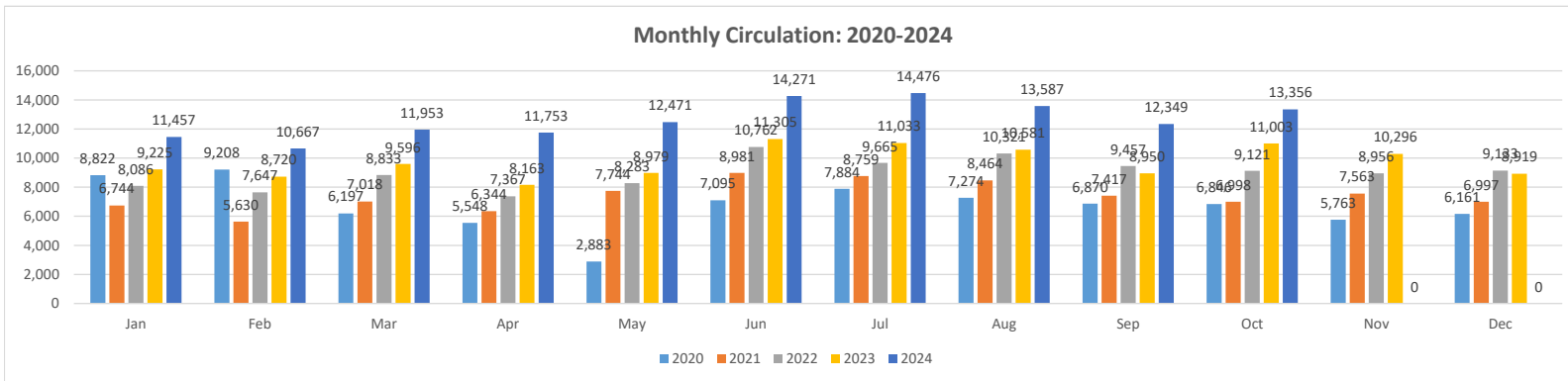
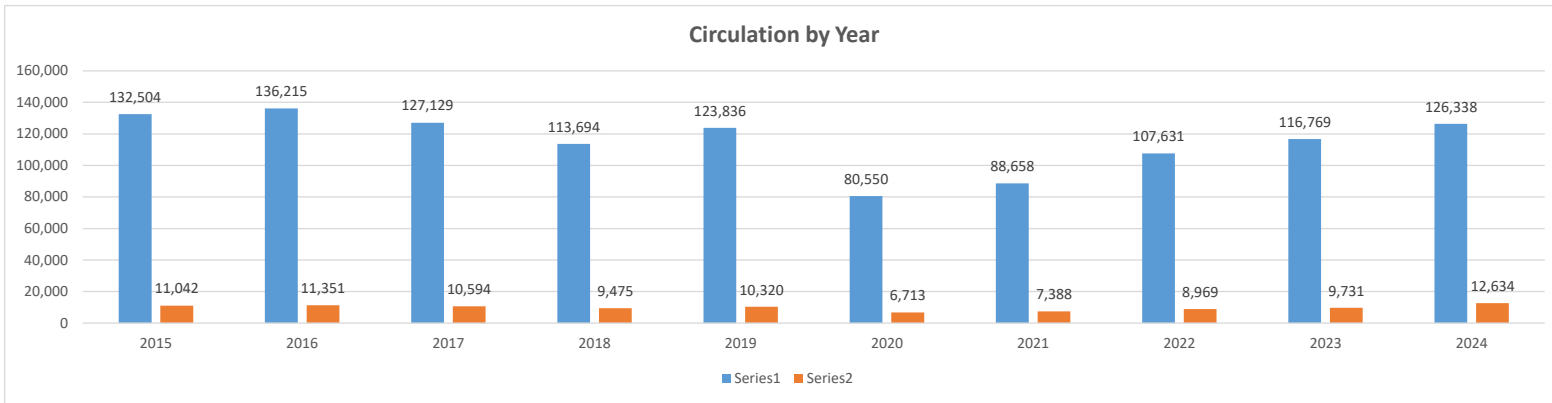
- Also in December, I am planning a **Family Ornament Makerspace**, possibly with Max Velasquez to bring in adult participants. Date TBA. (*See Funding Request.*)

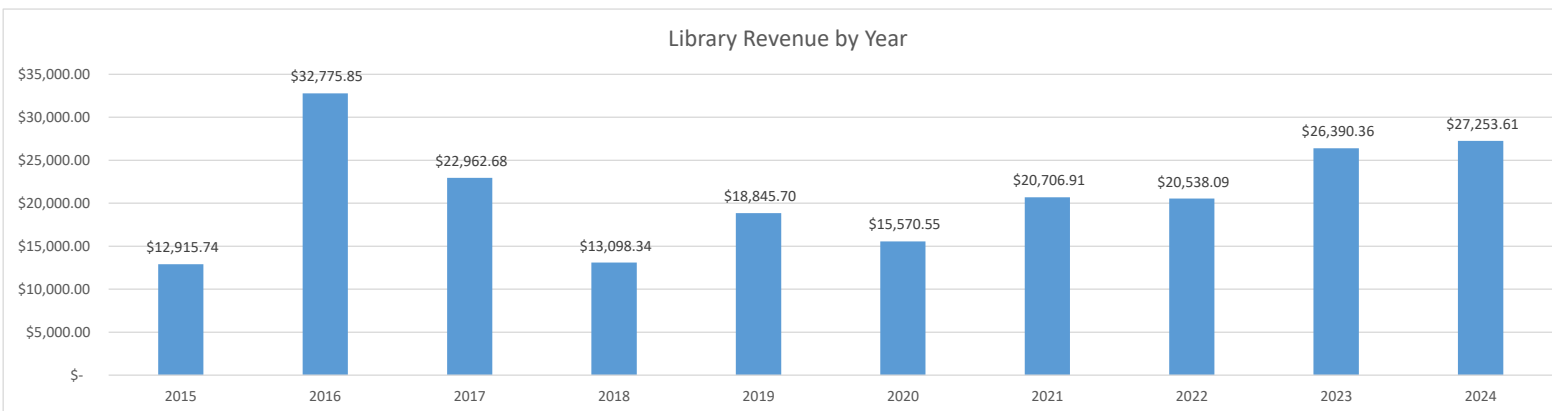
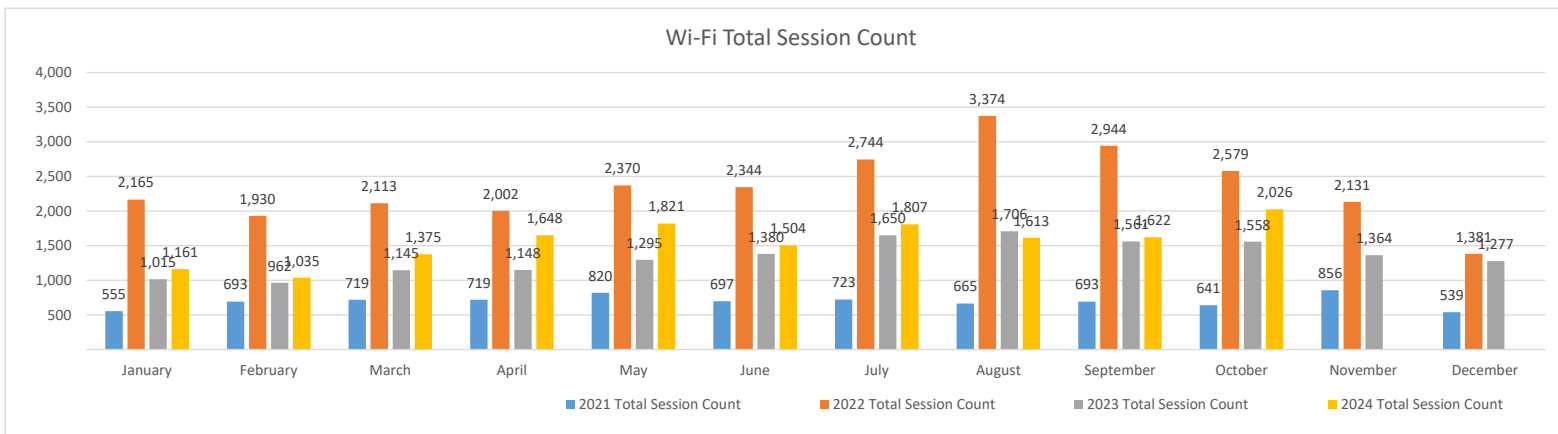
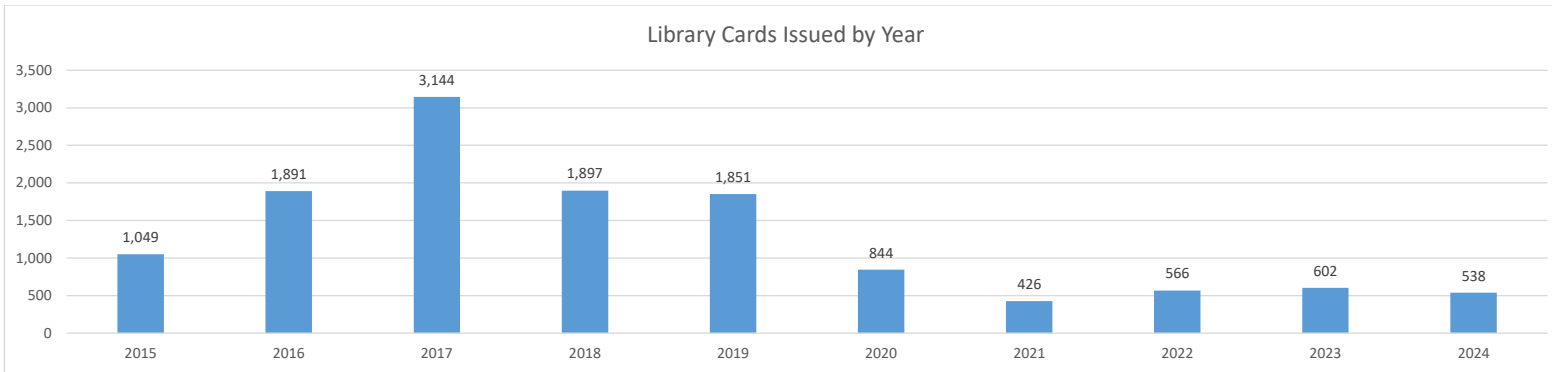
- In January, Marica Shannon, her art ambassadors, and members of the community (and possibly the Mitchell Area Council for the Arts) plan to join us for a **Creativity Day Celebration**. Date TBA (*See Funding Request.*)

Mitchell Public Library Statistics for 2024

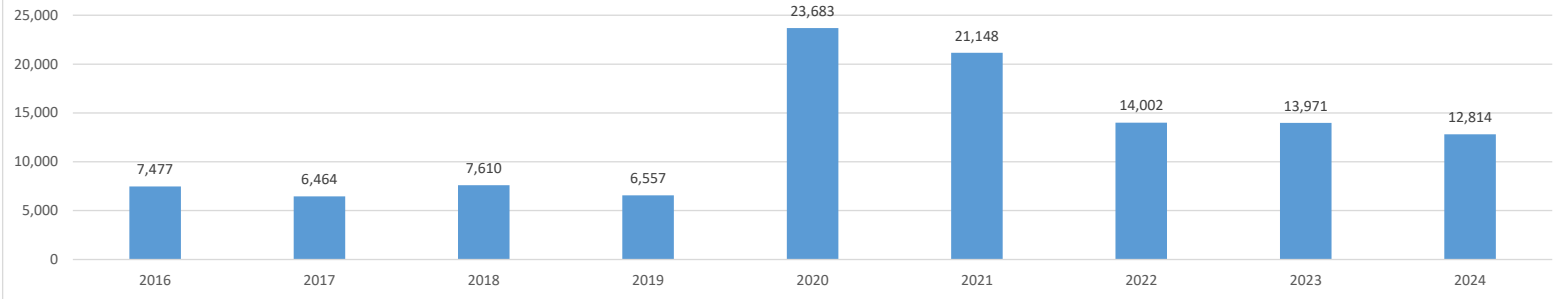


Library Statistics for 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023	Change	Library Statistics for 2024
Gate Count	4,045	4,209	4,690	4,620	5,464	5,348	5,554	4,611	4,103	4,371	1,808	0	48,823	52,024	-6%	Gate Count
Registered Patrons TOTAL	7,610	6,861	6,300	6,215	6,305	5,859	5,800	5,861	5,927	5,981	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	4,553	4,604	0	0	0	6,466	-46%	City Residents
County Residents	800	707	697	698	712	724	724	724	731	735	0	0	0	767	-8%	County Residents
Subscription Memberships	484	454	456	453	466	475	480	483	487	486	0	0	0	642	-41%	Subscription Memberships
All Others	1,314	1,267	720	701	696	195	165	161	156	156	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	12,349	13,356	0	0	126,340	107,631	17%	All Items Circulated TOTAL
Physical Items	7,128	6,866	7,854	7,801	8,457	10,249	10,510	9,622	8,418	9,334	0	0	86,239	85,249	1%	Physical Items
Digital Items from SDTTG	4,329	3,801	4,099	3,952	4,014	4,022	3,966	3,965	3,931	4,022	0	0	40,101	22,382	79%	Digital Items from SDTTG
Programs Held TOTAL	22	26	24	22	32	31	36	14	16	0	0	0	223	277	-19%	Programs Held TOTAL
Children	18	17	17	14	23	28	31	9	11	0	0	0	168	207	-19%	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	3	0	0	0	26	47	-45%	Adults
General Interest	2	5	2	2	5	0	0	0	2	0	0	0	18	5	260%	General Interest
Program Attendance TOTAL	411	536	1,292	454	3,546	2,251	2,348	1,356	620	0	0	0	12,814	14,002	-8%	Program Attendance TOTAL
Children	395	479	1,050	425	3,438	2,201	2,324	1,199	539	0	0	0	12,050	12,629	-5%	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	46	0	0	0	376	481	-22%	Adults
General Interest	8	42	8	8	88	0	0	0	35	0	0	0	189	521	-64%	General Interest
Collection Holdings TOTAL	73,228	73,410	73,137	72,540	72,298	76,136	76,004	75,947	74,623	74,252	74,252	74,252	74,252	90,278	-17.8%	Collection Holdings TOTAL
Holdings added	254	501	198	315	203	369	186	306	264	338	0	0	2,934	4,789	-39%	Holdings added
Holdings deleted	-1,150	-319	-471	-912	-445	-131	-318	-363	-298	-709	0	0	-5,116	-23,566	-78%	Holdings deleted
ILL Borrowing Filled	32	24	21	20	12	25	34	11	33	24	0	0	236	326	-28%	ILL Borrowing Filled
ILL Lending Filled	67	49	40	74	48	46	61	76	58	39	0	0	558	719	-22%	ILL Lending Filled
Computer sessions	412	427	456	483	530	420	513	397	401	380	0	0	4,419	4,886	-10%	Computer sessions
Computer use by hours	320.34	334.75	374.00	368.13	408.50	307.50	401.4	292.1	268.2	259.2	0.0	0.0	3,334	3,521	-5%	Computer use by hours
Wi-Fi Sessions	1,161	1,035	1,375	1,648	1,821	1,504	1,807	1,613	1,622	2,026	0	0	15,612	16,061	-3%	Wi-Fi Sessions
Facebook "People Reached"	15,560	14,502	15,747	13,755	16,500	31,606	20,682	12,502	11,082	7,904	0	0	159,840	287,689	-44%	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	\$ 2,610.91	\$ 2,186.97	\$ -	\$ -	\$ 27,253.61	\$ 26,390.36	3%	Revenue

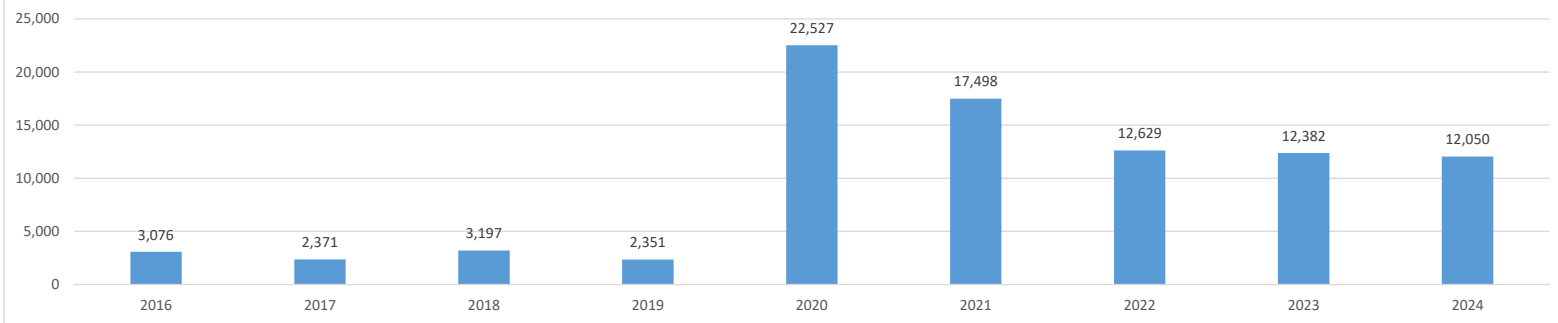




Library Programming Participation

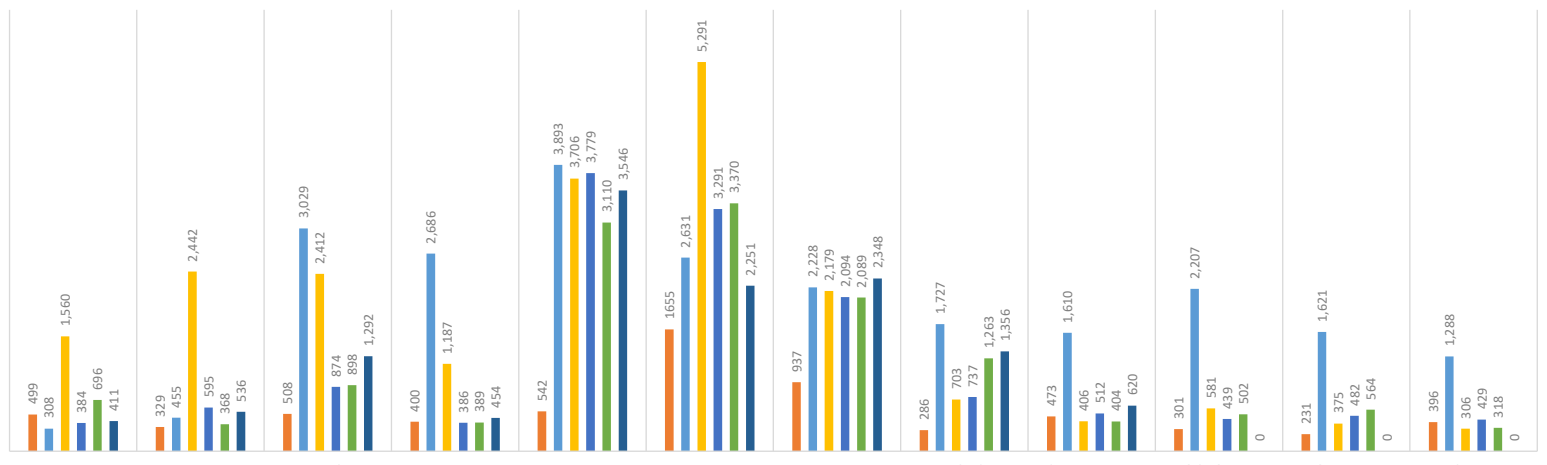


Children's Programming Participation



NUMBER OF PARTICIPANTS IN LIBRARY PROGRAMMING - 2019-2024

2019 2020 2021 2022 2023 2024





Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$101,264.14
10 Credit(s) This Period	\$2,589.75
3 Debit(s) This Period	\$669.58
Ending Balance	\$103,184.31

Interest Summary

Description

Annual Percentage Yield Earned	1.46%
Interest Days	30
Interest Earned	\$121.70
Interest Paid This Period	\$121.70
Interest Paid Year-To-Date	\$1,087.85

Account Activity

Post Date	Description	Debits	Credits	Balance
	Beginning Balance			\$101,264.14
09-03	PAYPAL TRANSFER *****68059298		\$160.91	\$101,425.05
09-04	CUSTOMER DEPOSIT		\$576.80	\$102,001.85
09-10	PAYPAL TRANSFER *****17818993		\$149.09	\$102,150.94
09-10	CUSTOMER DEPOSIT		\$286.05	\$102,436.99
09-16	CUSTOMER DEPOSIT		\$305.00	\$102,741.99
09-16	Check #1372	\$170.00		\$102,571.99
09-17	PAYPAL TRANSFER *****64246509		\$93.74	\$102,665.73
09-24	PAYPAL TRANSFER *****07120008		\$236.63	\$102,902.36
09-24	CUSTOMER DEPOSIT		\$350.23	\$103,252.59
09-25	Check #1373	\$66.25		\$103,186.34
09-25	Check #1374	\$433.33		\$102,753.01

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Continued

Account Activity

Post Date	Description	Debits	Credits	Balance
09-30	CUSTOMER DEPOSIT		\$309.60	\$103,062.61
09-30	INTEREST PAYMENT		\$121.70	\$103,184.31
	Ending Balance			\$103,184.31

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1372	09/16/2024	\$170.00	<input type="checkbox"/>	1374	09/25/2024	\$433.33
<input type="checkbox"/>	1373	09/25/2024	\$66.25				



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Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

September 2024

	Sep 24	Sep 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	1,271.00	673.70	597.30	88.7%
Copies	471.45	243.10	228.35	93.9%
Donations	19.30	10.96	8.34	76.1%
Earbuds	1.00	0.00	1.00	100.0%
Interest	121.70	109.74	11.96	10.9%
Interlibrary loan	41.00	25.00	16.00	64.0%
Laminating	2.00	1.00	1.00	100.0%
Meeting room fees	100.00	100.00	0.00	0.0%
Paid items (Damaged/Lost It...	186.96	5.00	181.96	3,639.2%
Pop machine	0.00	9.00	-9.00	-100.0%
Subscriptions	375.00	375.00	0.00	0.0%
Total General revenue	2,589.41	1,552.50	1,036.91	66.8%
Uncategorized Income	21.50	1.35	20.15	1,492.6%
Total Income	2,610.91	1,553.85	1,057.06	68.0%
Expense				
Credit Card Processing Fees	21.16	9.92	11.24	113.3%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Library Conference	0.00	50.00	-50.00	-100.0%
Sales Tax	66.25	0.00	66.25	100.0%
Total Operation expenses	66.25	50.00	16.25	32.5%
Program expenses				
Adult programming	250.00	0.00	250.00	100.0%
Children's programming	433.33	0.00	433.33	100.0%
Summer Reading				
Summer Reading - Children	425.00	465.00	-40.00	-8.6%
Total Summer Reading	425.00	465.00	-40.00	-8.6%
Total Program expenses	1,108.33	465.00	643.33	138.4%
Total Expense	1,321.74	524.92	796.82	151.8%
Net Ordinary Income	1,289.17	1,028.93	260.24	25.3%
Net Income	1,289.17	1,028.93	260.24	25.3%

Mitchell Public Library Library Board of Trustees

11/14/24

Profit & Loss Prev Year Comparison

Accrual Basis

October 2024

	Oct 24	Oct 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	725.20	774.35	-49.15	-6.4%
Copies	430.10	372.30	57.80	15.5%
Donations	6.70	18.41	-11.71	-63.6%
Earbuds	8.00	0.00	8.00	100.0%
Interest	113.78	114.51	-0.73	-0.6%
Interlibrary loan	8.00	20.00	-12.00	-60.0%
Laminating	1.00	0.00	1.00	100.0%
Paid items (Damaged/Lost It...	367.49	91.59	275.90	301.2%
Pop machine	36.00	0.00	36.00	100.0%
Subscriptions	425.00	550.00	-125.00	-22.7%
Total General revenue	2,121.27	1,941.16	180.11	9.3%
Uncategorized Income	65.70	6.87	58.83	856.3%
Total Income	2,186.97	1,948.03	238.94	12.3%
Expense				
Continuing Education	0.00	195.00	-195.00	-100.0%
Credit Card Processing Fees	32.15	14.38	17.77	123.6%
Operation expenses				
Lost/Damaged ILL books	14.99	0.00	14.99	100.0%
Meals and Entertainment	368.91	198.32	170.59	86.0%
Sales Tax	54.53	0.00	54.53	100.0%
Total Operation expenses	438.43	198.32	240.11	121.1%
Program expenses				
Adult programming	250.00	150.00	100.00	66.7%
Children's programming	0.00	442.19	-442.19	-100.0%
Teen programming	0.00	54.20	-54.20	-100.0%
Total Program expenses	250.00	646.39	-396.39	-61.3%
Travel Expense	372.12	460.46	-88.34	-19.2%
Total Expense	1,092.70	1,514.55	-421.85	-27.9%
Net Ordinary Income	1,094.27	433.48	660.79	152.4%
Net Income	1,094.27	433.48	660.79	152.4%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

11/14/24

January through October 2024

Accrual Basis

	Jan - Oct 24	Jan - Oct 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	7,767.25	6,364.16	1,403.09	22.1%
Copies	3,606.36	3,059.07	547.29	17.9%
Donations	203.71	725.10	-521.39	-71.9%
Earbuds	38.00	30.00	8.00	26.7%
Interest	1,201.63	1,081.16	120.47	11.1%
Interlibrary loan	148.25	191.75	-43.50	-22.7%
Laminating	26.00	20.00	6.00	30.0%
Meeting room fees	328.75	200.00	128.75	64.4%
Paid items (Damaged/Lost I...	1,077.93	674.64	403.29	59.8%
Pop machine	85.50	90.00	-4.50	-5.0%
Subscriptions	4,375.00	4,085.00	290.00	7.1%
Total General revenue	18,899.88	16,520.88	2,379.00	14.4%
Uncategorized Income	1,028.73	148.03	880.70	595.0%
Total Income	27,428.61	23,168.91	4,259.70	18.4%
Expense				
Continuing Education	0.00	195.00	-195.00	-100.0%
Credit Card Processing Fees	165.70	106.91	58.79	55.0%
Memberships	126.00	0.00	126.00	100.0%
Operation expenses				
Checks	0.00	57.90	-57.90	-100.0%
Furniture	2,068.83	0.00	2,068.83	100.0%
Library Conference	0.00	50.00	-50.00	-100.0%
Lost/Damaged ILL books	56.94	68.00	-11.06	-16.3%
Meals and Entertainment	596.63	234.32	362.31	154.6%
Miscellaneous	170.00	163.82	6.18	3.8%
Office supplies	79.90	129.84	-49.94	-38.5%
Sales Tax	363.03	0.00	363.03	100.0%
Technology	3,740.00	0.00	3,740.00	100.0%
Total Operation expenses	7,075.33	703.88	6,371.45	905.2%
Postage and Delivery	586.52	0.00	586.52	100.0%
Program expenses				
Adult programming	1,291.95	595.28	696.67	117.0%
Bilingual programming	0.00	500.00	-500.00	-100.0%
Children's programming	1,003.66	1,417.45	-413.79	-29.2%
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	5,967.72	6,573.00	-605.28	-9.2%
Summer Reading - Teen	468.92	1,700.90	-1,231.98	-72.4%
Total Summer Reading	7,464.46	10,232.90	-2,768.44	-27.1%
Teen programming	329.51	607.69	-278.18	-45.8%
Total Program expenses	10,089.58	13,372.31	-3,282.73	-24.6%
Travel Expense	372.12	460.46	-88.34	-19.2%
Total Expense	18,415.25	14,838.56	3,576.69	24.1%
Net Ordinary Income	9,013.36	8,330.35	683.01	8.2%
Net Income	9,013.36	8,330.35	683.01	8.2%

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: OCTOBER 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	32,264.13	345,139.09	351,889.81	108,455.19	76.44
101-45500-41110 OVERTIME	0	0.00	251.24	95.37	(95.37)	0.00
101-45500-41120 PART-TIME	35,500	3,038.11	27,151.33	30,410.38	5,089.62	85.66
101-45500-41200 SOCIAL SECURITY/MEDICARE	37,932	2,640.74	27,324.21	27,935.07	9,996.93	73.65
101-45500-41300 RETIREMENT	27,621	1,935.85	20,723.39	20,983.53	6,637.47	75.97
101-45500-41500 GROUP INSURANCE	138,771	368.24	81,627.68	83,352.61	55,418.39	60.06
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	40,247.07	502,216.94	514,666.77	185,502.23	73.51
<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	2,253.64	14,918.19	4,854.20	(3,354.20)	323.61
101-45500-42600 SUPPLIES & MATERIALS	11,000	342.84	9,169.03	7,933.78	3,066.22	72.13
101-45500-42661 POSTAGE	1,500	174.63	1,248.60	1,418.22	81.78	94.55
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	125.30	38.05	220.82	4,779.18	4.42
101-45500-42693 E-BOOKS/AUDIO BOOKS	21,650	1,795.34	12,774.30	15,817.94	5,832.06	73.06
101-45500-42700 TRAVEL, CONF & DUES	1,000	520.06	390.00	635.06	364.94	63.51
101-45500-42800 UTILITIES	42,500	3,131.48	33,112.41	29,823.05	12,676.95	70.17
101-45500-42830 UTILITIES-WATER/SEWER	2,500	0.00	2,370.61	1,753.44	746.56	70.14
101-45500-42902 COMPUTER SOFTWARE	1,850	1,672.77	1,866.80	1,916.57	(66.57)	103.60
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>3,395.00</u>	<u>105.00</u>	<u>97.00</u>
TOTAL CURRENT EXPENSES	98,900	10,016.06	88,474.59	75,462.19	23,437.81	76.30
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	14,166	0.00	694.41	13,940.74	225.26	98.41
101-45500-43420 BOOKS	47,000	4,954.48	28,900.84	29,716.27	17,283.73	63.23
101-45500-43421 AUDIO-VISUAL	4,000	152.77	5,359.68	2,321.12	1,678.88	58.03
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	5,107.25	34,954.93	45,978.13	19,187.87	70.56
TOTAL LIBRARY	864,235	55,370.38	625,646.46	636,107.09	228,127.91	73.60
=====						
TOTAL EXPENDITURES	864,235	55,370.38	625,646.46	636,107.09	228,127.91	73.60

WARNING 901 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

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.**

November 2024 Funding Requests

We are submitting two funding requests this month totaling \$900.00.

Native American Month Presentation

For National Native American Month we have schedule local Native American artist Lyle Miller, Sr. to offer a presentation November 23 at 2:00 pm. Lyle's fee is \$300.

Amount requested: \$300

Family Ornament Makerspace - Jean Patrick, Children's Department

I am requesting funding for supplies for a Family Ornament Makerspace in December (possibly with Max Velasquez to bring in adult participants) and for art supplies for a Creativity Day celebration in January with Marica Shannon and members of the Community. Any leftover supplies from the December Makerspace will be available for Creativity Day and future Makerspaces. Thanks for considering this request.

Total request: \$600

Note: In January, I plan to submit my funding request for the 2025 Summer Reading Program.