



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 28, 2025

- 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 January 2025**
- 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
November 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, and Ann Temple. Board member Emma DeVos attended via Zoom. Board member Susan Tjarks was excused. Also present was Kevin Kenkel, Library Director and Max Velasquez, Adult and Young 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 September 19, 2024 board meeting. Motion by Goldammer, 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 September and October 2024. Kenkel introduced Velasquez to board members. Kenkel and Velasquez 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

Board members reviewed the September 2024 bank statements and September and October 2024 financial reports. Motion by Temple, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Policy Updates

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”. These policy updates were initially reviewed by board members at the September 2024 meeting. Kenkel reminded Board members that he asked City Attorney Justin Johnson to review the proposed updates, and that Johnson approved the language. Motion by Goldammer, seconded by Temple, to approve the updated Collection Development Policy. All members present voted “Aye”. Motion passed.

B. Action to Approve Funding Requests for November 2024

Kenkel presented two funding requests totaling \$900.00. The first funding request was for a \$300 honorarium for Lyle Miller, Sr. for his Native American art presentation November 23. The second request was for \$600 to purchase supplies for a family ornament makerspace program in December. Motion by Goldammer, seconded by Everson, to approve these funding requests. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel reported on the Strategic Planning Committee’s two meetings in October. He also reported on the goals and action items that the committee identified for the strategic plan.

9. Board Input

No Board input was given.

10. Citizen’s Input

No citizen’s input was given.

11. Adjournment

Due to the Martin Luther King Jr. holiday the third week in January 2025, the next Board of Trustees meeting is scheduled for January 28, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:02 p.m.

Mitchell Public Library Director Report January 28, 2025

1. Staffing

Denny Geidel, our maintenance/custodian employee, retired in December. We are in the hiring process to replace Denny. We have one interview scheduled for Friday, January 24.

2. Sales Tax

The November and December sales tax amounts for our used book sale were \$36.73 and \$44.43 respectively.

3. South Dakota State Library

The SD Library Association is actively lobbying state legislators regarding the proposed reduction in staff and services at the State Library. The State Library is critical to the success of libraries across the state. You can find out more about advocating for the State Library at <https://www.sdlibraryassociation.org/page/Advocacy>. Please contact our state legislators and request that they support maintaining State Library services.

4. Strategic Planning

Under committee reports I have shared the draft goals of the strategic plan. Earlier this month George Seamon provided me feedback on the draft. He recommended that we add specificity to the plan. I am working on that now, and will review the details with the committee soon. The goal is to present a plan to the Board in March for approval.

January 2025 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Management

The weeding of adult nonfiction continues, being in the low 600s. Priority and order for weeding the remaining collections is as follows: YA nonfiction will be next, followed by Adult romance, Adult science fiction, YA fiction, Adult fiction, Adult mystery, and Adult western. YA nonfiction will be much faster due to the smaller size of the collection. The fiction weeding will be more straightforward than nonfiction, as I can rely more heavily on a report of materials that haven't circulated in the last few years. Compare to nonfiction, where I have to evaluate on a subject-by-subject basis or even title-by-title whether we should keep a given book. Another long-term project that Jean and I will be chipping at this year is creating a section for those readers who aren't sure whether they should be grabbing materials out of the Young Adult or Children's section (early middle graders is who I was thinking of). The working name is the Intermediate section, and it will be shelved in YA, on the same row as the nonfiction section. Jean and I need to put our heads together to decide what precisely will fit the category, as there is only so much shelf space I can set aside for it. I will subdivide it for graphic novels. Michelle and I will also be working on getting books in a series rearranged so that they are shelved in sequence order rather than strictly by Dewey number, as that was something that came up in patron feedback.

For displays, we had one for holiday books in the adult section, but the YA section was used for the cookbooks we ordered as part of the large December materials order. Our new nonfiction section was full to bursting, and I thought it would be good to showcase the cookbooks specifically where they can be displayed covers forward and near a table so patrons could leaf through them. The adult display space will be used through the end of March for books related to the winter reading challenge. The Black History Month display will be housed on one of the shelves set aside for the YA section. I will be using the other shelf for the Librarian's Pick books for Bookopoly.

When the December book orders were being prepared, Kevin and I spoke about shifting some funding from the physical materials outlay to digital, and with the proposed cuts to the state library I think it makes even more sense to do so. Our digital collection saw some of the largest growth by percentage, and if we are no longer part of a digital consortium, it would make sense for us to put more emphasis on those materials. It will not be able to make up the entire loss, hardly a drop in the bucket, but we can mitigate as best we can. I do not have a percentage or amount in mind at this time, but it is a conversation to be had once the state budget has been finalized and I want it on our collective radar.

Programming

In November, we had a presentation from Lyle Miller (Senior) about his art and its themes. Attendance was lower than expected at five total attendees (three adults, two teens). I did not hold programs in December. We have kicked off our winter reading challenge, Bookopoly, which began on the 4th of January. The boards have been circulating well, and I dropped off thirty of the Teen boards at Mitchell High School with Tara Waters, the librarian. Two of the tweaks I made to the teen board are meant to encourage use of the 3D printer and the Nintendo Switch. The funding proposal for prizes follows this report, and I will have teens and adults in the same pool. We held a puzzle swap on January 18th: we received 140 donations prior to the swap day, and another 20 on the day of. The first hour of the swap was opened to people who had received vouchers for donating their own puzzles, after which it was opened to cash sales. We only had one person come in with cash, and that was because they had lost

their vouchers. The remainder of the puzzles will be given over for the book sale, and the program will be repeated in May (date pending, but it will be before Memorial Day). Total attendance was forty people (thirty adults, three teens, seven children).

I have gotten most of the foundational preparation for a seed library done (staff procedures, documents on how to prepare and dry seeds, setting aside storage space, and a detailed inventory of seeds we've received so far). What remains to be done is ordering supplies and more seeds, for which I've created a funding proposal. I made the decision to have the seed library *not* require a library card to use for two reasons: the first is that it can serve as an outreach tool, and the second is that if a community organization wants to run it on our behalf in the future or take it over altogether, there is no risk of library records being available to the general public. We will have a borrowing log with a person's name and email address, but that will be the extent of the information we retain. There will be some limits on how many packets of seed a patron can withdraw, as the program will by necessity function on an honor system. I have decided to set the launch date to mid-March so that people can sow longer growing seeds indoors. I will run seed donation days in August and September to "close" the seed library until the next growing season. From March to August the seeds will be stored upstairs in an old card catalog, and the rest of the year in a filing cabinet in the basement to provide the most consistent storage environment possible.

I will be doing Dungeons and Dragons programming in February, starting with character creation sessions. One will be for adults, the other teens. I will be reaching out to the Guild Hall game store ahead of the sessions to promote them. I have a funding proposal attached for the few supplies we need to run the program. This will be very easy to run as a recurring program, as the other materials are printouts that I have saved. Likewise, the creative nature of it lends itself well to the theme of the upcoming summer reading program. If there is sufficient interest, I will run one-off campaigns with the participants. If there's a lot of interest, I will ask at the Guild Hall if they have anyone that would be willing to assist, as one session can last two to three hours. Should they be willing, I would like to provide them with an honorarium.

There is one "leftover" program that Zack had set up for the previous summer that he didn't have a chance to run, thanks to the various forms of chaos he had to endure in August. I emailed the participants he specified but have not heard back from any of them. I will be proceeding as though they will all be involved, and should it not happen, these supplies can be repurposed for another summer reading program. The tie die program will be held in March on a weekend.

I am piloting additional sessions of the book clubs. There has been interest in both groups of participating in the other, but because of the times they operate at the groups haven't really crossed (some people work during the day, some people don't like to drive at night). The normal meetings for fiction and mystery are the first and third Mondays of the month, at 6pm and noon respectively. The pilot sessions for fiction will run on the second Mondays of February, March, and April at noon. The pilots for mystery will run on the fourth Mondays of February, March, and April at 6pm. February will have both sessions of mystery on the fourth Monday to account for President's Day. Should these extra meetings have sufficient attendance, I will make them permanent.

I am planning out summer reading programming with a mix of take and makes (YA) and in house programming (YA and adult). I have attached a funding proposal for the summer reading program for prizes and for the programs that I have priced out so far. Loretta Simonett and Curtis Teague, who

performed at the Corn Palace in 2023 (Kevin set things up), are interested in coming back to the Public Library. We will host them in the community room rather than at the Corn Palace this year. Their fee was split evenly between the library and the Arts Council (a total of \$600), and Loretta has assured me that there is no need to apply this year as they already have funds from the Arts Council set aside. We will need to prepare the other half of the honorarium. They will be in town on the 14th or 21st of June, depending on their schedule: they will be performing in Aberdeen and Brookings as well, so I am awaiting a final date.

Outreach

I emailed Gretchen Smith at Mitchell High School asking if any of the teachers would be interested in having me come by to do a presentation. I have done two presentations about databases, citations, and library resources for April Johnson so far, and am awaiting word from McKinsey Tate to do presentations in her class. I mentioned the 3D printer and Nintendo Switch specifically, so hopefully we see an uptick in the use of both (I have noticed more middle graders using the Switch, I don't know if that's from word of mouth or having the teen Bookopoly boards posted). I left Bookopoly boards and library card applications with Ms. Johnson, and asked her to bring unused ones to Ms. Waters.

Kevin was approached by Michelle Drew, the service coordinator at Greenridge Apartments on North Kimball Street, about a presentation on library services, hours, and how to sign up for a card. I'll be taking her up on that in May. The community is a mixture of adults with disabilities over 30, and elderly.

January 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During November–January, I've continued to plan/lead Storytimes, provide daily reader advisory to children and parents/caregivers, order and weed books, create displays, participate in outreach programs, and prepare and lead programs, including Bookopoly, Jr.

Thursday and Saturday Storytimes

Attendance has tapered during the winter months at our weekly Thursday Storytimes & biweekly Saturday Storytimes, with most sessions in the high 20s and low 30s. On Dec. 12, we welcomed Mayor Jordan Hanson as part of a **South Dakota Storytime** event. After reading two books to the kids, he decided to stay for crafts and make reindeer antlers. (A Facebook photo of the event had a reach of more than 6800 views and a reach of 2,775!)

Outreach Storytime

I continue to lead a monthly Storytime for **First Lutheran Early Learning Center** (43 kids/5 teachers per month). They also stay to check out books. I also go to **Palace City Preschool three** times per month (22 kids/session) and to **Headstart** two times each month (approx. 42 kids/5 teachers per month). I also had an opportunity to talk with one of the teachers from **Little Learners** (the daycare on the bypass) about providing Storytimes for their students. She plans to talk with her director and get back to me with information.

Events

December 2024

Dec. 1 - Approximately **40 DWU basketball players** (women & men) came to the Library Community Room to read to First Lutheran students in the Community Room.

Dec. 3 - I visited **James Valley Community Center** to read Christmas stories and poems.

Dec. 15 - We held a **Christmas Ornament Makerspace** which included 53 participants (and an abundance of glitter). I was happy to see new faces at the event. Many people expressed how much they loved this event & hope we'll do it again next year.

January 2025

Jan 13 - I spoke to the **Exchange Club** (approx. 25 people) about library services and the importance of the library in my life as an author.

Jan 14 – **Headstart** held an evening family meeting at the library. I provided a story, song, craft, and information about the library. Only 10 people were present, likely due to cold temps. However, one of the families got a library card. Also, Headstart teacher Shelley Steiner will be sending 1000 Books Before Kindergarten information and Storytimes schedules to all of their families.

Bookopoly, Jr. 2025

As of Jan 15, we've given away more than 200 boards. (This number is higher than last year at this time.) On Friday, Jan. 10, twenty-six 4th & 5th graders and teachers from **Mitchell Christian School** came to the library to learn about our services and to begin work on their Bookopoly boards. They stayed for nearly two hours! They plan to return to the library in March to return their completed boards.

UPCOMING EVENTS – Jan– March 2025

January 25, 10-noon: The library is hosting a **Creativity Day Celebration** with the help of area artists, the Mitchell Area Council for the Arts, 401 Create, and Mitchell High School Art Ambassadors.

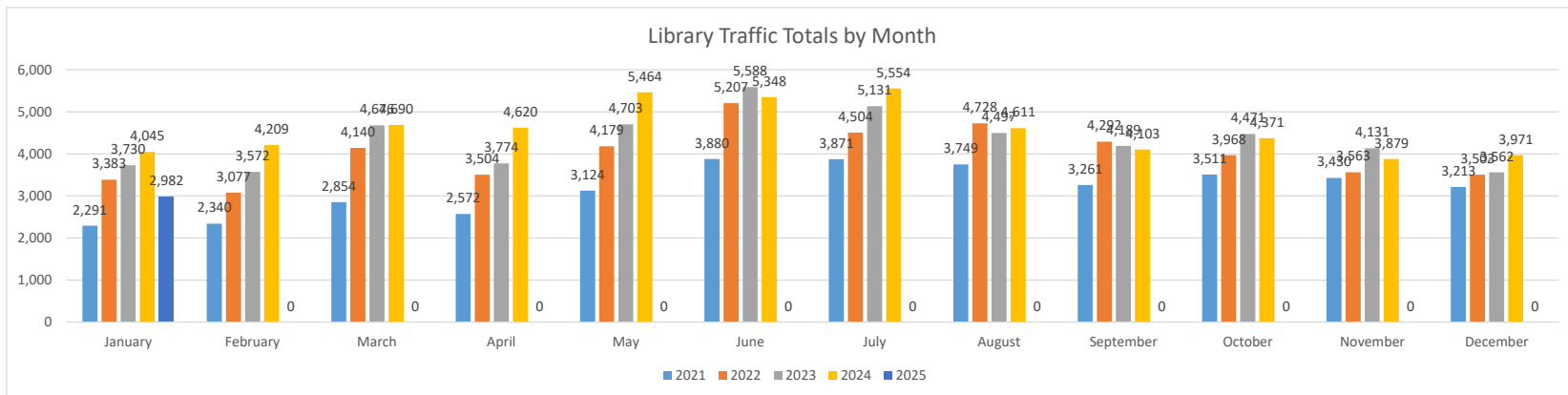
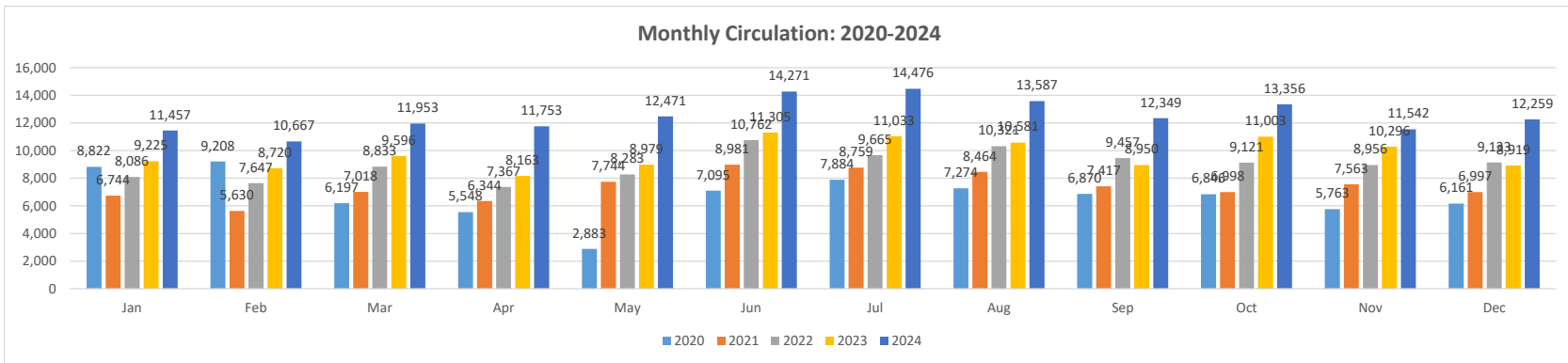
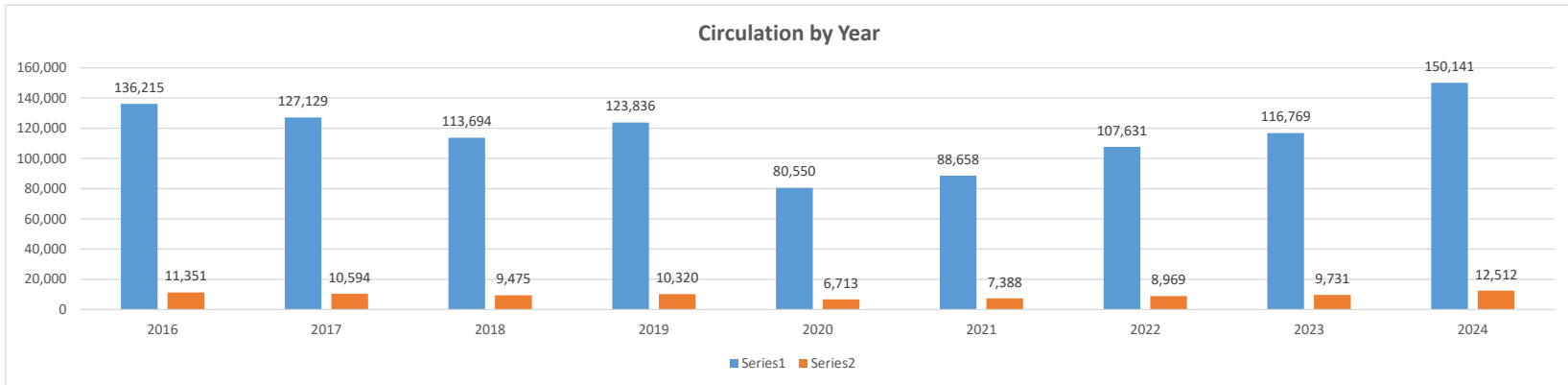
February 11: I've been invited to give three presentations at **Gertie Belle Rogers** about my work as an author and about the library.

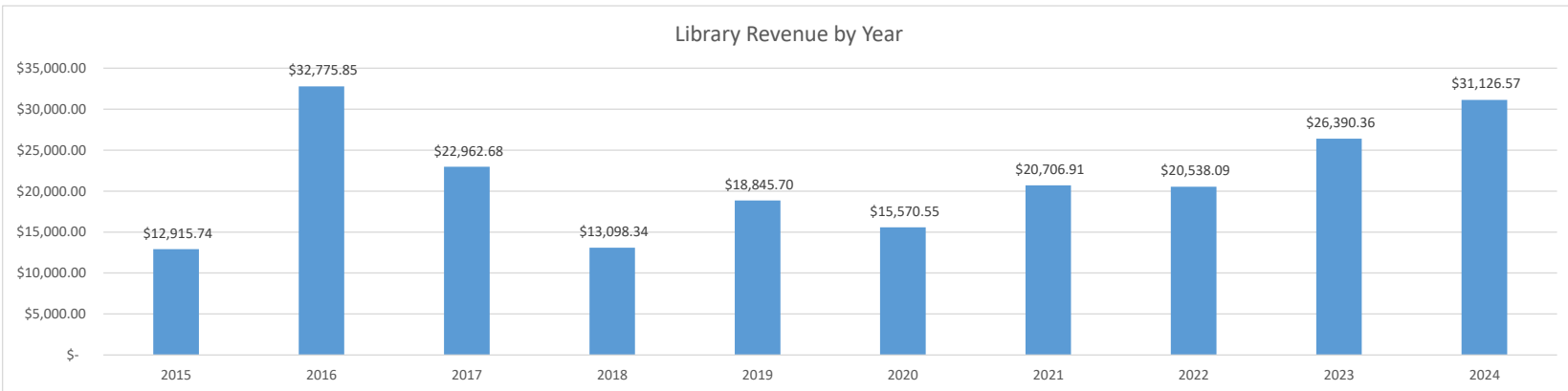
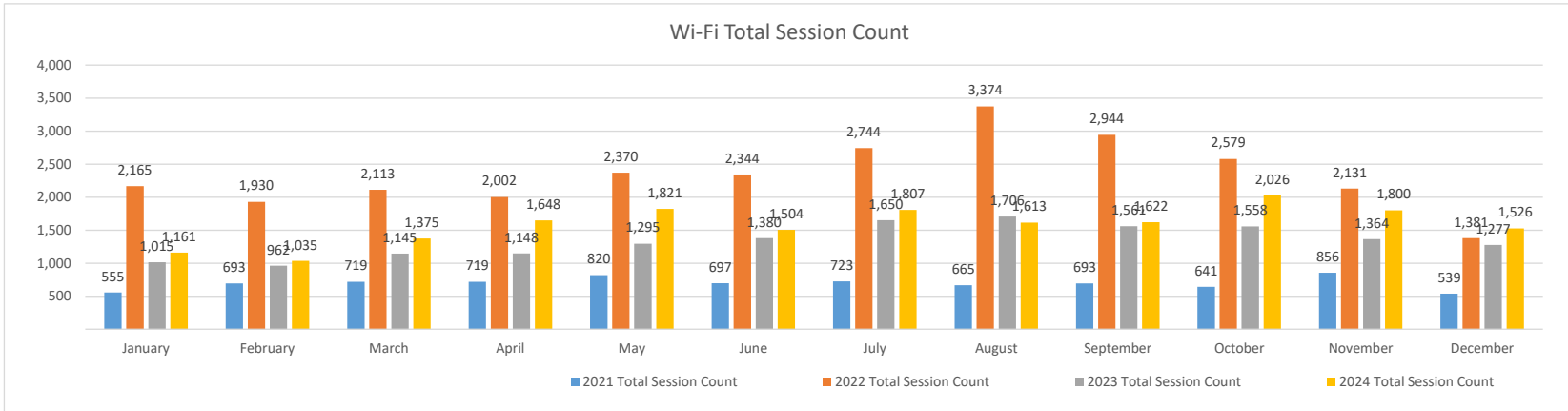
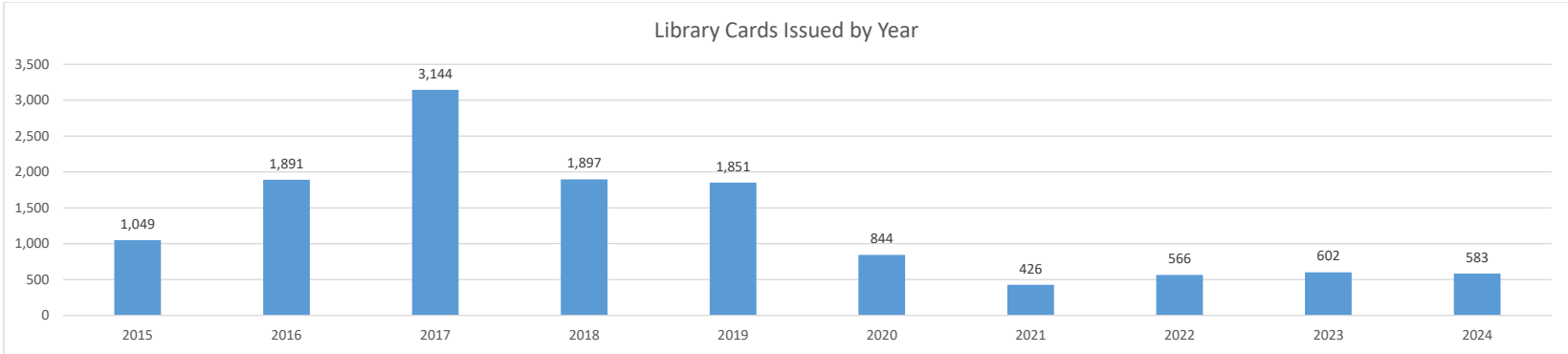
February 27: Students from Stephanie Gelderman's **DWU Human Relations Class** plans to visit the library to learn about books for Spanish readers/families and books by Native authors.

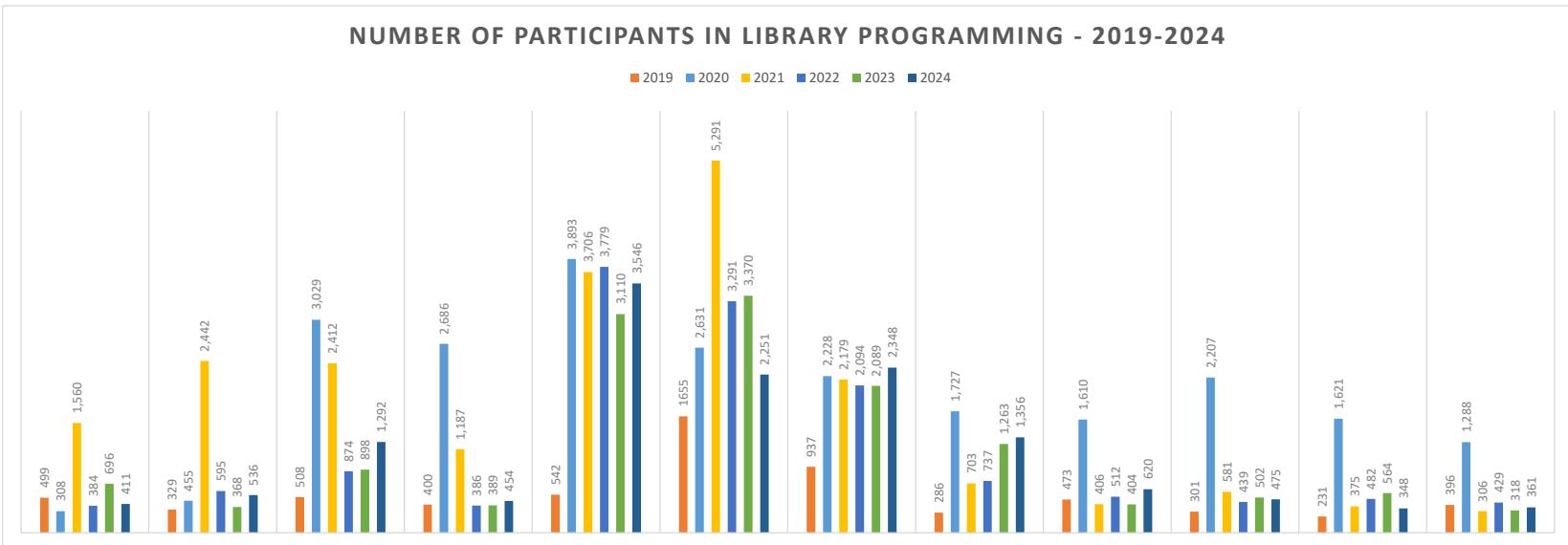
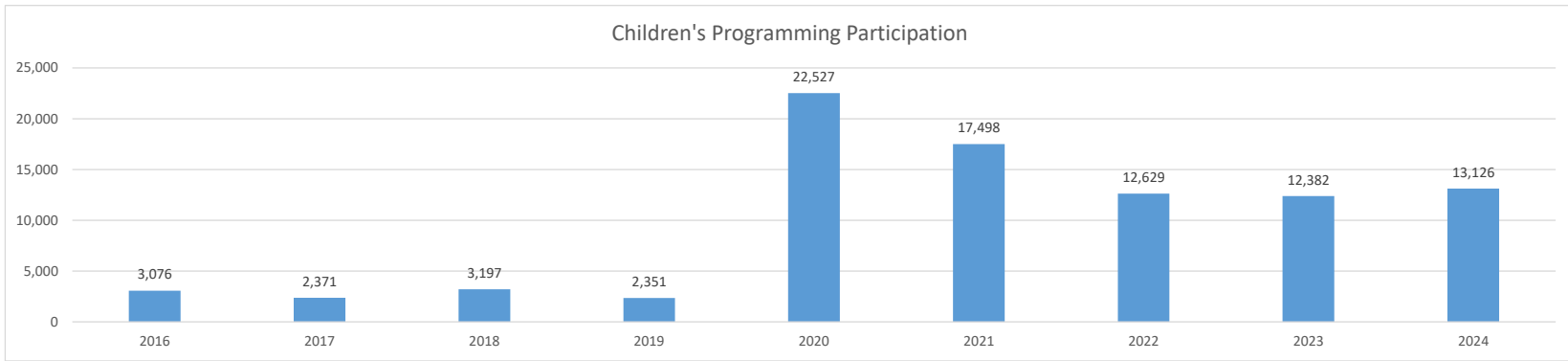
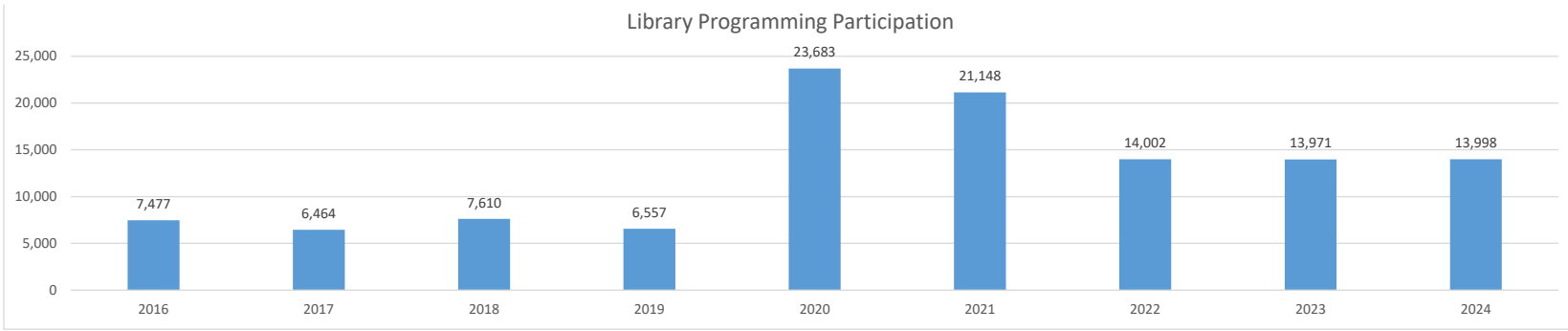
Mitchell Public Library Statistics for 2024



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	3,879	3,971	54,865	52,024	5%	Gate Count
Registered Patrons TOTAL	7,610	6,861	6,300	6,215	6,305	5,859	0	5,861	5,927	5,981	5,744	5,796	5,796	9,463	-38%	Registered Patrons Total
City Residents	5,012	4,433	4,427	4,363	4,431	4,465	0	4,493	4,553	4,604	4,369	4,389	4,389	6,466	-46%	City Residents
County Residents	800	707	697	698	712	724	0	724	731	735	735	735	735	767	-8%	County Residents
Subscription Memberships	484	454	456	453	466	475	0	483	487	486	487	491	491	642	-41%	Subscription Memberships
All Others	1,314	1,267	720	701	696	195	0	161	156	156	153	181	181	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	11,542	12,259	150,141	107,631	39%	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	7,750	8,381	102,370	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	3,931	4,022	3,792	3,878	47,771	22,382	113%	Digital Items from SDDTG
Programs Held TOTAL	22	26	24	22	32	31	36	14	16	17	16	16	272	277	-2%	Programs Held TOTAL
Children	18	17	17	14	23	28	31	9	11	13	13	13	207	207	0%	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	2	2	2	32	47	-32%	Adults
General Interest	2	5	2	2	5	0	0	0	2	2	1	1	22	5	340%	General Interest
Program Attendance TOTAL	411	536	1,292	454	3,546	2,251	2,348	1,356	620	475	348	361	13,998	13,988	0%	Program Attendance TOTAL
Children	395	479	1,050	425	3,438	2,201	2,324	1,199	539	414	329	333	13,126	12,382	6%	Children
YA	0	0	96	3	3	40	14	43	0	0	0	0	199	460	-57%	YA
Adults	8	15	138	18	17	10	10	114	46	12	14	15	417	662	-37%	Adults
General Interest	8	42	8	8	88	0	0	0	35	49	5	13	256	484	-47%	General Interest
Collection Holdings TOTAL	73,228	73,410	73,137	72,540	72,298	72,536	72,404	72,347	72,313	71,942	72,221	72,427	71,942	90,278	-20.3%	Collection Holdings TOTAL
Holdings added	254	501	198	315	203	369	186	306	264	338	552	454	3,940	4,789	-18%	Holdings added
Holdings deleted	-1,150	-319	-471	-912	-445	-131	-318	-363	-298	-709	-273	-248	-5,637	-23,566	-76%	Holdings deleted
ILL Borrowing Filled	32	24	21	20	12	25	34	11	33	24	24	41	301	326	-8%	ILL Borrowing Filled
ILL Lending Filled	67	49	40	74	48	46	61	76	58	39	5	44	607	719	-16%	ILL Lending Filled
Computer sessions	412	427	456	483	530	420	513	397	401	380	289	309	5,017	4,886	3%	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	212.0	221.6	3,768	3,521	7%	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	1,800	1,526	18,938	16,061	18%	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	9,145	10,267	179,252	287,689	-38%	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	\$ 1,539.60	\$ 2,333.36	\$ 31,126.57	\$ 26,390.36	18%	Revenue









1620 Dodge St.
Stop Code 3148
Omaha, NE 68197



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

00056541

MSP 78

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The new look is here.

Visit fnbo.com/newstatements for a simple guide to help you navigate your new bank statement.

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.

Summary of Accounts - From 11/01/2024 To 11/30/2024

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$103,818.87	\$105,046.26
Total on Deposit			\$105,046.26

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$103,818.87
8 Credit(s) This Period	\$1,527.39
1 Debit(s) This Period	\$300.00
Ending Balance	\$105,046.26

Interest Summary

Description	
Annual Percentage Yield Earned	1.25%
Interest Days	30
Interest Earned	\$106.57
Interest Paid This Period	\$106.57
Interest Paid Year-To-Date	\$1,308.20

Account Activity

Post Date	Description	Debits	Credits	Balance
	Beginning Balance			\$103,818.87
11-04	CUSTOMER DEPOSIT		\$314.05	\$104,132.92
11-05	PAYPAL TRANSFER *****12396293		\$58.10	\$104,191.02
11-12	PAYPAL TRANSFER *****66052265		\$119.78	\$104,310.80
11-19	PAYPAL TRANSFER *****19977167		\$39.28	\$104,350.08
11-20	CUSTOMER DEPOSIT		\$511.09	\$104,861.17
11-25	CUSTOMER DEPOSIT		\$224.30	\$105,085.47
11-26	PAYPAL TRANSFER *****74485381		\$154.22	\$105,239.69
11-26	Check #1383	\$300.00		\$104,939.69
11-29	INTEREST PAYMENT		\$106.57	\$105,046.26
	Ending Balance			\$105,046.26

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1383	11/26/2024	\$300.00				



1620 Dodge St.
Stop Code 3148
Omaha, NE 68197



00087916
MSP 111 MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

01

Funds Availability reminder: Funds from the first \$500 of deposits of checks made in person at a branch, at an ATM or via mobile deposit will be available on the day we receive the deposit (cash back that you receive from a deposit will not count against this \$500).

This policy is disclosed and available in our Deposit Agreement. While we have occasionally made exceptions to our funds availability policy, due to heightened fraud to protect you and the bank, we wish to reiterate our commitment to this policy.

Summary of Accounts - From 12/01/2024 To 12/31/2024

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.

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$105,046.26	\$107,012.15
Total on Deposit			\$107,012.15

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$105,046.26
13 Credit(s) This Period	\$2,321.86
3 Debit(s) This Period	\$355.97
Ending Balance	\$107,012.15

Interest Summary

Description

Annual Percentage Yield Earned	1.14%
Interest Days	31
Interest Earned	\$102.23
Interest Paid This Period	\$102.23
Interest Paid Year-To-Date	\$1,410.43

Account Activity

Post Date	Description	Debits	Credits	Balance
	Beginning Balance			\$105,046.26
12-02	CUSTOMER DEPOSIT		\$186.05	\$105,232.31
12-03	PAYPAL TRANSFER *****51918932		\$26.90	\$105,259.21
12-04	CUSTOMER DEPOSIT		\$500.00	\$105,759.21
12-04	Check #1384	\$44.24		\$105,714.97
12-09	CUSTOMER DEPOSIT		\$376.84	\$106,091.81
12-10	PAYPAL TRANSFER *****25397228		\$101.51	\$106,193.32
12-16	Check #1386	\$36.73		\$106,156.59
12-17	PAYPAL TRANSFER *****93861091		\$39.13	\$106,195.72
12-17	CUSTOMER DEPOSIT		\$150.00	\$106,345.72
12-17	CUSTOMER DEPOSIT		\$247.25	\$106,592.97
12-19	Check #1385	\$275.00		\$106,317.97
12-23	CUSTOMER DEPOSIT		\$220.54	\$106,538.51
12-24	PAYPAL TRANSFER *****52649581		\$65.06	\$106,603.57
12-30	CUSTOMER DEPOSIT		\$218.75	\$106,822.32
12-31	PAYPAL TRANSFER *****91906583		\$87.60	\$106,909.92
12-31	INTEREST PAYMENT		\$102.23	\$107,012.15
	Ending Balance			\$107,012.15

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1384	12/04/2024	\$44.24	<input type="checkbox"/>	1386	12/16/2024	\$36.73
<input type="checkbox"/>	1385	12/19/2024	\$275.00				

Mitchell Public Library Library Board of Trustees

01/07/25

Profit & Loss Prev Year Comparison

Accrual Basis

November 2024

	Nov 24	Nov 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	0.44	0.00	0.44	100.0%
Book sale	612.25	754.15	-141.90	-18.8%
Copies	318.05	357.05	-39.00	-10.9%
Donations	15.20	33.03	-17.83	-54.0%
Earbuds	1.00	0.00	1.00	100.0%
Interest	106.57	110.87	-4.30	-3.9%
Interlibrary loan	12.00	9.00	3.00	33.3%
Paid items (Damaged/Lost Items)	62.69	58.79	3.90	6.6%
Pop machine	0.00	27.00	-27.00	-100.0%
Subscriptions	400.00	325.00	75.00	23.1%
Total General revenue	1,528.20	1,674.89	-146.69	-8.8%
Uncategorized Income	11.40	37.24	-25.84	-69.4%
Total Income	1,539.60	1,712.13	-172.53	-10.1%
Expense				
Credit Card Processing Fees	12.21	12.66	-0.45	-3.6%
Memberships	0.00	126.00	-126.00	-100.0%
Operation expenses				
Meals and Entertainment	-171.29	0.00	-171.29	-100.0%
Sales Tax	44.24	0.00	44.24	100.0%
Software	0.00	1,593.10	-1,593.10	-100.0%
Total Operation expenses	-127.05	1,593.10	-1,720.15	-108.0%
Program expenses				
Adult programming	300.00	163.98	136.02	83.0%
Teen programming	0.00	49.90	-49.90	-100.0%
Total Program expenses	300.00	213.88	86.12	40.3%
Total Expense	185.16	1,945.64	-1,760.48	-90.5%
Net Ordinary Income	1,354.44	-233.51	1,587.95	680.0%
Net Income	1,354.44	-233.51	1,587.95	680.0%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

December 2024

01/07/25

Accrual Basis

	Dec 24	Dec 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	802.60	992.85	-190.25	-19.2%
Copies	358.90	338.60	20.30	6.0%
Donations	175.60	19.80	155.80	786.9%
Grants	500.00	0.00	500.00	100.0%
Interest	102.23	115.58	-13.35	-11.6%
Interlibrary loan	16.00	17.00	-1.00	-5.9%
Laminating	2.00	0.00	2.00	100.0%
Meeting room fees	0.00	150.00	-150.00	-100.0%
Paid items (Damaged/Lost Items)	57.79	45.00	12.79	28.4%
Subscriptions	275.00	175.00	100.00	57.1%
Total General revenue	2,290.12	1,853.83	436.29	23.5%
Uncategorized Income	43.24	11.59	31.65	273.1%
Total Income	2,333.36	1,865.42	467.94	25.1%
Expense				
Credit Card Processing Fees	11.50	15.12	-3.62	-23.9%
Operation expenses				
Sales Tax	36.73	0.00	36.73	100.0%
Total Operation expenses	36.73	0.00	36.73	100.0%
Program expenses				
Children's programming	213.44	0.00	213.44	100.0%
Summer Reading				
Summer Reading - Adult	0.00	-71.20	71.20	100.0%
Summer Reading - Children	275.00	0.00	275.00	100.0%
Summer Reading - Teen	0.00	-71.20	71.20	100.0%
Total Summer Reading	275.00	-142.40	417.40	293.1%
Total Program expenses	488.44	-142.40	630.84	443.0%
Total Expense	536.67	-127.28	663.95	521.7%
Net Ordinary Income	1,796.69	1,992.70	-196.01	-9.8%
Net Income	1,796.69	1,992.70	-196.01	-9.8%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through December 2024

	Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	6,500.00	1,000.00	15.4%
General revenue				
3D Printing	41.94	0.00	41.94	100.0%
Book sale	9,182.10	8,111.16	1,070.94	13.2%
Copies	4,283.31	3,754.72	528.59	14.1%
Donations	394.51	777.93	-383.42	-49.3%
Earbuds	39.00	30.00	9.00	30.0%
Grants	1,000.00	0.00	1,000.00	100.0%
Interest	1,410.43	1,307.61	102.82	7.9%
Interlibrary loan	176.25	217.75	-41.50	-19.1%
Laminating	28.00	20.00	8.00	40.0%
Meeting room fees	328.75	350.00	-21.25	-6.1%
Paid items (Damaged/Lost Items)	1,198.41	778.43	419.98	54.0%
Pop machine	85.50	117.00	-31.50	-26.9%
Subscriptions	5,050.00	4,585.00	465.00	10.1%
Total General revenue	23,218.20	20,049.60	3,168.60	15.8%
Uncategorized Income	583.37	196.86	386.51	196.3%
Total Income	31,301.57	26,746.46	4,555.11	17.0%
Expense				
Continuing Education	0.00	195.00	-195.00	-100.0%
Credit Card Processing Fees	189.41	134.69	54.72	40.6%
Memberships	126.00	126.00	0.00	0.0%
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	425.34	234.32	191.02	81.5%
Miscellaneous	170.00	163.82	6.18	3.8%
Office supplies	79.90	129.84	-49.94	-38.5%
Sales Tax	444.00	0.00	444.00	100.0%
Software	0.00	1,593.10	-1,593.10	-100.0%
Technology	3,740.00	0.00	3,740.00	100.0%
Total Operation expenses	6,985.01	2,296.98	4,688.03	204.1%
Postage and Delivery	586.52	0.00	586.52	100.0%
Program expenses				
Adult programming	1,591.95	759.26	832.69	109.7%
Bilingual programming	0.00	500.00	-500.00	-100.0%
Children's programming	1,217.10	1,417.45	-200.35	-14.1%
Program supplies	0.00	18.99	-18.99	-100.0%
Summer Reading				
Summer Reading - Adult	1,027.82	1,887.80	-859.98	-45.6%
Summer Reading - Children	6,242.72	6,573.00	-330.28	-5.0%
Summer Reading - Teen	468.92	1,629.70	-1,160.78	-71.2%
Total Summer Reading	7,739.46	10,090.50	-2,351.04	-23.3%
Teen programming	329.51	657.59	-328.08	-49.9%
Total Program expenses	10,878.02	13,443.79	-2,565.77	-19.1%
Travel Expense	372.12	460.46	-88.34	-19.2%
Total Expense	19,137.08	16,656.92	2,480.16	14.9%
Net Ordinary Income	12,164.49	10,089.54	2,074.95	20.6%
Net Income	12,164.49	10,089.54	2,074.95	20.6%

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

101-GENERAL
 LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES	460,345	37,073.02	429,819.48	440,597.31	19,747.69	95.71
101-45500-41110 OVERTIME	0	0.00	251.24	115.13 (115.13)	0.00
101-45500-41120 PART-TIME	35,500	2,699.00	33,790.49	37,453.83 (1,953.83)	105.50
101-45500-41200 SOCIAL SECURITY/MEDICARE	37,932	2,988.31	34,163.30	35,146.95	2,785.05	92.66
101-45500-41300 RETIREMENT	27,621	2,224.38	25,804.19	26,307.17	1,313.83	95.24
101-45500-41500 GROUP INSURANCE	138,771	429.83	82,454.86	84,212.27	54,558.73	60.68
101-45500-41700 COMPENSATED ABSENCES	<u>17,000</u>	<u>10,368.71</u>	<u>0.00</u>	<u>10,368.71</u>	<u>6,631.29</u>	<u>60.99</u>
TOTAL SALARIES	717,169	55,783.25	606,283.56	634,201.37	82,967.63	88.43
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	250	45.00	0.00	345.00 (95.00)	138.00
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	435.13	38,396.30	5,289.33 (3,789.33)	352.62
101-45500-42600 SUPPLIES & MATERIALS	11,000	2,511.25	11,949.97	10,953.89	46.11	99.58
101-45500-42661 POSTAGE	1,500	40.31	1,426.47	1,598.10 (98.10)	106.54
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	4,826.44	4,764.08	5,047.26 (47.26)	100.95
101-45500-42693 E-BOOKS/AUDIO BOOKS	21,650	2,551.15	15,993.89	21,335.67	314.33	98.55
101-45500-42700 TRAVEL, CONF & DUES	1,000	0.00	1,312.45	635.06	364.94	63.51
101-45500-42800 UTILITIES	42,500	6,227.91	42,347.80	39,097.97	3,402.03	92.00
101-45500-42830 UTILITIES-WATER/SEWER	2,500	928.65	3,006.06	2,682.09 (182.09)	107.28
101-45500-42902 COMPUTER SOFTWARE	1,850	0.00	7,624.97	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	2,516.68	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	17,565.84	141,925.27	99,690.05 (790.05)	100.80
CAPITAL OUTLAY						
101-45500-43400 FURNITURE & EQUIPMENT	14,166	0.00	834.41	13,940.74	225.26	98.41
101-45500-43420 BOOKS	47,000	12,668.75	40,231.65	44,472.01	2,527.99	94.62
101-45500-43421 AUDIO-VISUAL	4,000	671.67	7,001.93	3,196.77	803.23	79.92
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	13,340.42	48,067.99	61,609.52	3,556.48	94.54
TOTAL LIBRARY	881,235	86,689.51	796,276.82	795,500.94	85,734.06	90.27
<hr/>						
TOTAL EXPENDITURES	881,235	86,689.51	796,276.82	795,500.94	85,734.06	90.27

WARNING 901 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

January 2025 Funding Requests

We are submitting seven funding requests this month.

Program/Project	Requestor	Amount
iPad and Case for POS System	Kevin Kenkel	\$ 400.00
Bookopoly prizes for adults and teens	Max Velasquez	\$ 1,855.00
Adult/Teen Summer Reading Programming	Max Velasquez	\$ 2,900.00
Tye Die Supplies	Max Velasquez	\$ 175.00
Building Seed Library	Max Velasquez	\$ 350.00
Dungeons & Dragons Program Supplies	Max Velasquez	\$ 75.00
Bookopoly prizes for children	Jean Patrick	\$ 1,300.00
Children's Summer Reading Programming	Jean Patrick	\$ 8,950.00
Total Requested:		\$ 16,005.00

Request for Funds: New iPad and Case for POS System Kevin Kenkel, Library Director

DESCRIPTION:

Our current iPad that we use for our POS system is a 5th generation unit, from 2017. The version of iOS on this machine is 16.7.10. It cannot be updated to the latest version (currently version 18.2.1). Apple is not releasing any updates to version 16. Lately we have had problems with the receipt printer not being recognized at times. This requires intervention to get the printer recognized again. This happens once or more per week.

According to Apple, the 5th generation iPad and iPadOS 16 are end-of-life. We're certain this is why we're experiencing printer recognition issues. It's time to upgrade our POS iPad. We decided on a 10th generation iPad rather than a higher end unit. We will also need a new security case due to the larger size of the current iPads.

REQUESTED FUNDS:

\$150 to purchase three gift cards from the Chamber.

Itemized Budget

Item	Price	Quantity	Total
iPad – 10 th gen.	\$ 299.00	1	\$ 299.00
Tablet POS Stand	\$ 101.00	1	\$ 101.00
Total			\$ 400.00

Request for Funds: Bookopoly Prizes for Adults and Teens

Max Velasquez, Adult and Teen Services Librarian

PROGRAM DESCRIPTION:

As the Bookopoly program was well received, I've decided to keep the tradition going. A threshold structure makes the most sense as it guarantees all participants something, though I will also be including a raffle as part of it as additional prizes. The additional prizes will be Mitchell Bucks, which the winners will be able to use at their discretion here in town. The denominations will be \$15 (5), \$30 (3), and \$50 (1). We currently have four of the \$15 cards on hand from a previous program that were not used. We will also have coupons for a free item from the book sale for registration.

Prize structure: For each set of properties the patron completes, they will be able to select a drink packet. The exception will be the sixth set, which will be a travel mug with Mitchell Public Library branding. There are a total of eight sets, so I want to order seven varieties of drink—these are hot chocolate and a cider. I will allow for one flavor substitution per patron. For the raffle: registration, each property set, and challenge completed will provide a single entry for the drawing on a scale. The first five entries will go into the \$15 pool, the next five will go into the \$30 pool, and the remainder will go into the \$50 pool. With how the boards are configured, there are a total of fifteen entries possible. My reasoning is that I'd rather not have someone who registered and didn't participate claim one of the bigger ticket prizes, but every participant will get at the very least a free item from the book sale and an entry for a \$15 card. Teens and adults will be in the same prize pool. Staff will be ineligible for the grand prize but may otherwise participate.

Should participation be higher than anticipated I will make a request in March to cover the cost of more prizes, including scaling up the number of Mitchell Bucks cards.

ITEMIZED REQUEST

Item	Price	Quantity	Total
Travel mugs (Qty: 100)	\$810	1	\$810
Additional prizes	\$890	1	\$890
Mitchell Bucks	\$155	1	\$155
Total			\$1,855.00

REQUESTED FUNDS:

\$1,855 for Adult and Teen Bookopoly Prizes

Request for Funding: 2024 Adult/Teen Summer Reading Program

Max Velasquez, Adult and Teen Services Librarian

BACKGROUND:

I have priced out some of activities for the 2025 Summer Reading Program. Currently I have two take and make programs for teenagers, two crafts for teens alone, and two crafts for teens and adults. I do intend to add at least one more adult program to the list, but I will be requesting funds for additional programs in April. I will be splitting the teen and adult groups for the two programs in the interest of keeping the crowd size manageable. Prices are according to Amazon and Menard's. The programs are itemized, but the total request will be rounded up to account for any price variations that may occur.

The two take and makes are a fidget key ring and an origami cube. Per craft, the key rings use five round rings and twelve beads. The origami cube uses six 3x3" squares of paper and sixteen 2x2" squares.

The two teen exclusive programs are a decorated locker light (small lampshade) and squeegee art. The light requires a motion sensor puck-shaped lamp, three triple-A batteries, 2" plastic rings, pipe cleaners, colored sharpies, clothes pins (we have a box), and laminate sheets. The squeegee art needs waterproof paper, tempera paint, squeegees or plastic rulers, and painter's tape (we have rolls on hand).

The mixed age crafts are alcohol ink marbling on coasters, and marbling the edges of journals. The coasters require 4x4 cork squares, 4x4 ceramic tiles, a set of alcohol inks, isopropyl alcohol (91%), eyedroppers or pipettes, nitrile gloves, disposable cups, straws, and a sealant spray such as Krylon. The journal marbling will require carrageenan (lambda grade), acrylic paints, pipettes, journals, masking tape, and plastic trays to hold the marbling medium. I will require sign-ups for the tile and journal marbling, but I want to have extra journals on hand to accommodate a handful of walk-ins for either age group.

For prizes, I will be speaking with Crazy About Cupcakes and Mya's about a prize donation or reimbursement setup for the teenagers. The library has come to an arrangement with the cupcake shop before, where the coupons we provide at the library are later totaled up and reimbursed, and I would like to engage Mya's for a similar arrangement with bubble tea for a teen prize. The bubble tea is on the expensive side (\$7.80 for the drink and \$0.90 for a topping), but I will be positioning it towards the upper end of the prizes, and the cupcake vouchers towards the lower end. The number of teen participants last summer was 45. I will have a better sense of the cost after Bookopoly concludes and I count the boards. I am still coming up with prizes for both age groups and am asking for \$250 to be set aside as other incentives; I'll ask for more in April if necessary. For the top completion prize for both groups, I have selected a 32oz vacuum flask. The flasks run \$20 each on Amazon.

I'll be doing another tiered drawing for Mitchell bucks, but instead of grouping the teens and adults together I will have them in their own pools: the adult pool will be identical in size to the winter layout (5-3-1 at \$15, \$30, and \$50), and the teen layout in a 3-2-1 arrangement in the same denominations. As with the high end Bookopoly prize, staff will not be eligible for the \$50 card.

REQUESTED FUNDS:

In total, I am requesting \$2,900 for the Adult and Teen Summer Reading Programs.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Supplies	\$900	1	\$900
Prizes	\$1,700	1	\$1,700
Events	\$300	1	\$300
<hr/>			
Total			\$2,900

Request for Funding: Tie Dye Supplies
Max Velasquez, Adult and Teen Services Librarian

DESCRIPTION:

This program is a remnant of Zack’s for the teens who completed their summer reading challenge in 2024. I will be holding it in March. There were eleven people who completed the challenge, so the supply cost reflects that. The kit Zack selected is suited for six, so I will be needing two. The shirts themselves cost \$4/per, regardless of size, but as I do not know the participants, I will order sixteen to cover sizes. Zack had also contacted Tanya Kitto at Your Shop about having vinyl printed to the t-shirts (Mitchell Public Library logo), and the rate was \$0.25 per square inch.

REQUESTED FUNDS:

We request \$175 for this event.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Shirts (4 sm, 6 med, 4 lg, 2 XL)	\$64.00	1	\$64.00
Tie dye kits (Qty: 2)	\$58.00	1	\$58.00
Soda ash (fabric prep)	\$19.00	1	\$19.00
Vinyl printing at Your Shop (estimate)	\$34.00	1	\$34.00
<hr/>			
Total			\$175.00

Request for Funding: Building a Seed Library
Max Velasquez, Adult and Teen Services Librarian

DESCRIPTION:

A seed library doesn’t require too much funding to establish. I have reached out to Seed Savers Exchange through their Herman’s Garden program, which sells seeds at a deep discount through High

Mowing Seeds (50 packets for \$7.05, 200 packets for \$10.05, plus shipping and handling in both cases). I'm trying to secure other donations or discounts and expect a similar price point as Seed Savers. I am looking at a couple of commercial outlets for seeds for varieties that will almost certainly not be included in any donation or low-cost bundles: Hawaii Gardener (four types and two packets of each at \$2.75 per envelope) and True Leaf Gardener (cost varies, mostly at \$3.99 per packet and bundles for \$23, not completely sure what varieties yet). Hawaii Gardener is on there because the varieties they deal in are selected for heat tolerance, though they will likely need more water to compensate for the difference in humidity in the early summer; I also think the novelty of certain varieties such as Hawaiian chili peppers will appeal to our patrons. The inability to anticipate what we'll receive as donations is why I would like to leave a slush fund for seeds. I won't be buying tree seeds given the time investment, but won't turn them away as donations if we receive them nor will there be expectations that they be returned. Once we have the seeds, preserving them will be straightforward, as we can portion them out into resealable plastic bags and keep those in empty drawers of the card catalogs in the staff area during the sowing season, and in a filing cabinet in the basement the rest of the year; in an airtight, dark, climate-controlled environment, seeds can last anywhere from one to five years depending on the variety. When patrons return seeds, assuming the attrition isn't bad (whether because things don't germinate, plants aren't allowed to go to seed, or there are issues with collection), the library should be self-sustaining after the first season. If attrition is bad and seed returns or donations from patrons aren't forthcoming, High Mowing Seeds allows for one purchase annually and Baker Creek Heirloom Seed Company does one donation annually, and we can restock that way. In all likelihood I will ask Baker Creek for a donation annually simply for more variety.

The other materials we would need are small bags (the U-Line S1292 is specifically mentioned in a couple of places—it's 3"x4", plastic, resealable, and comes in at a thousand bags per carton and \$18 per carton), envelopes for patrons to donate seeds in (U-Line S-6286 are 3 1/8" x 5 1/2", 500 to a box and \$24 per box if we order three boxes), and labels for those envelopes (U-Line S-5488 are 3x5" and adhesive backed, 400 to a box, and \$28 per box if we order four boxes). The other supplies are things we have in the library already: a binder and dividers to track borrowing and seed inventory, a box in which to accept returns or donations of seed, and pencils or markers for patrons to write on the envelopes.

I've mostly worked out processes and procedures, and expect to launch the library on March 15th. To promote the program, I'll be reaching out to the Mitchell Garden Club and getting fliers to local nurseries.

REQUESTED FUNDS:

We request \$350 for this collection/program.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Seeds	\$100.00	1	\$100.00
Supplies	\$250.00	1	\$250.00
Total			\$350.00

Request for Funding: Dungeons and Dragons Supplies
Max Velasquez, Adult and Teen Services Librarian

DESCRIPTION:

Most of what is required for *Dungeons and Dragons* are the rule and settings books, which have been procured as part of our materials budget and in some cases donated. Handouts can be printed as needed from files I've saved to the library server. There are a few things we need before I can start running programs but they are inexpensive, those being dice, storage bags, and dice trays. These would be noncirculating items, only to be used during programming or in house should patrons want to play. The dice I have my eye on is 20 sets of 7 for \$25. The dice trays are to contain them so they don't go bouncing across the floor when they fall from the table after a roll, and cost \$28 for 8. The storage bags are \$8 for eight bags. One set of dice and one bag would also be used as a replacement for a D&D starter kit that was received as a donation containing everything but the dice. The remaining dice can be portioned out into the other seven bags and labeled.

REQUESTED FUNDS:

We request \$75 for this program.

ITEMIZED BUDGET

Title	Price	Quantity	Total
Supplies (e.g., dice, dice trays, storage bags, etc.)	\$75.00	1	\$75.00
<hr/>			
Total			\$75.00

Funding Request – Children’s Bookopoly Jr. 2025
Jean Patrick, Children’s Services Librarian

Bookopoly Jr takes place from Jan. 4 – March 29, 2024. I would like to give prizes to children who return completed and partial game boards. In 2024, 100 children completed the entire board, while 37 children turned in partial boards. Our numbers for 2025 will likely be higher: As of January 15, over 200 boards have been distributed, which is ahead of last year at this time. *Note: Remaining prizes and books will be used for the upcoming Summer Reading Program.*

I want to note that Wendy’s is donating Frosties (\$240 value) for prizes.

Below is a request for funding:

SUPPLIES:

Vinyl for house stickers \$50

PRIZES FOR PARTICIPANTS:

Paperback books \$250
Prizes from Oriental Trading Company \$450
Cupcakes from *Crazy about Cupcakes* \$350 (likely will be less)
Cash prize drawing (10 winners, \$20 each) \$200
(for completed boards)

TOTAL AMOUNT REQUESTED: \$1,300

Funding Request – Children’s Summer Reading Program – 2025
Jean Patrick, Children’s Services Librarian

The 2025 theme for the Summer Reading Program is “Color Our World.” As in other years, the program will be 8 weeks (June & July) with additional independent activities for August. Below is my request for funding. (Any remaining prize books, art supplies, prizes, etc. will be used in the coming year for programs and Storytimes.) Thank you for considering this request.

PROGRAMS/PRESENTATIONS

Similar to previous Summer Reading Programs, we plan to provide 8 weekly programs for children/families during June and July. This year’s amount is slightly higher than last summer due to rising presenter fees. (One of the presenters I’ve invited is Hoop Dancer Starr Chief Eagle. If she accepts, her honorarium will be a minimum of \$700-\$800.)

Amount Requested: \$3,400

SUPPLIES FROM CSLP

As in previous years, I plan to purchase posters, reading logs, bookmarks, bags, pencils, signs,

decorations, etc. from CSLP (Collaborative Summer Library Program) to promote the Summer Reading Program and to encourage participation.

Amount Requested: \$1,300

PRIZE BOOKS FROM SCHOLASTIC LITERACY PARTNERSHIP AND BAKER & TAYLOR

As usual, I plan to give away books to children who complete their CSLP sticker chart. (A completed chart equals 1000 minutes of reading.) Book prices have increased, so this amount is higher than last year.

Amount Requested: \$1,900

ART SUPPLIES FOR STORYTIME AND OTHER ACTIVITIES

I plan to offer Storytime for at least 8 weeks (3 weeks of Outdoor Storytime at Hitchcock Park & 5 weeks of Indoor Storytime at the Library), as well as weekly Outreach Storytime for a local preschool(s). Since this year's theme emphasizes art, I also plan to offer "Come & Create" activities for all ages.

Amount Requested: \$600

MURAL ON BRICKS IN CHILDREN'S AREA

I've talked with Stan Sherwood of Mitchell (who has done murals at LB Williams) about the possibility of painting a mural on the bricks in the children's area. Stan also would involve children by allowing them to take part in some of the painting. This would allow children to have a physical connection with the library that will last for years to come.

Amount requested: \$500, plus supplies (total approx. \$700)

READING INCENTIVE PRIZES – ORIENTAL TRADING COMPANY

I plan to order a large quantity of small items from Oriental Trading to use as prizes for Bingo Cards and "Stump the Librarian."

Note: "Bingo" cards require children to complete reading, language, & art activities. These cards are distributed at the library and at our large outdoor programs. These effectively encourage kids/families to visit the library throughout the summer.

Amount Requested: \$500

END-OF-SUMMER PRIZES FOR "EXTRA-MILE" READERS

Each summer, approximately 20 children exceed Summer Reading Program expectations by completing an "August Summer Challenge." As a reward, I plan to give each of these children a \$15 Mitchell gift card.

Amount Requested: \$300

VOLUNTEER GIFTS

Without the help of volunteers, I would not be able to have successful Summer Reading Programs. I would like to thank volunteers at the end of the summer with Mitchell gift cards.

Amount Requested: \$250

TOTAL AMOUNT REQUESTED: \$8,950

Mitchell Public Library



Strategic Plan 2025-2028

Mitchell Public Library Strategic Plan, 2025-2028

Mission Statement

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

Goals and Strategies

Goal A

Improve marketing/advocacy of library services

Strategies

1. Install digital sign along Sanborn Boulevard to promote library services.
2. Promote library on an additional social media channel.
3. Provide “how to” information on the library’s website.

Goal B

Maximize library space

Strategies

1. Reorganize collection to create more space for children’s collection.
2. Reorganize collection to create space for an “intermediate” collection.
3. Install better lighting around the interior perimeter.
4. Provide a drive-up book return to patrons.
5. Investigate offering digital periodicals via OverDrive/Libby.
6. Investigate options for conducting a space analysis.

Goal C

Expand library programming that engages patrons of all ages

Strategies

1. Offer more young adult programming.
2. Offer more adult programming.

3. Partner with external organizations to offer programs.
4. Request funding to hire an additional library (split current adult and young adult services librarian position into two separate positions).

Goal D

Increase outreach throughout the community.

Strategies

1. Develop better connection with high school.
2. Establish a “pop-up” library to be available at various events throughout the community.

Planning Committee

Kevin Kenkel – Library Director

Zack North – Former Adult and Teen Services Librarian

Rachel Soulek – Circulation Assistant

Dennis Nath – Library Board Member

Deb Everson – Library Board Member

Susan Tjarks – City Council Member

Megan Luther – Community Representative

Bryнна Koerner – Community Representative

Library Board

Dennis Nath – President

Diana Goldammer – Vice President

Deb Everson

Emma Shears

Ann Temple

Susan Tjarks – City Council Liaison