



Mitchell Public Library Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
March 18, 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. Review of 2024 Public Library Survey Responses**

 - B. Action to Approve Funding Requests for March 2025**

 - C. Action to Approve Library Strategic Plan**
- 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
City Council Chambers, City Hall, 612 N. Main Street
January 28, 2025

1. Call to Order

With Board President Nath attending the meeting via Zoom, Board member Temple presided at the meeting. Board member Temple called the meeting to order at 5:17 p.m.

2. Roll Call

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

3. Approval of Agenda

There were no changes to the agenda. Motion by Nath, 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 November 19, 2024 board meeting. Motion by Everson, seconded by Temple, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for December 2024. Kenkel and Patrick provided additional comments regarding the written reports. Additional discussion about the library's total 2024 usage was held. Motion by Everson, seconded by Nah, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Board members reviewed the November and December 2024 bank statements and financial reports. Motion by Tjarks, seconded by Shears, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for January 2025

Kenkel presented eight funding requests.

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

These funding requests are the major requests for the year. Motion by Everson, seconded by Tjarks, to approve the seven funding requests. All members present voted "Aye". Motion passed.

8. Committee Reports

Kenkel provided an update on the library’s strategic planning process and shared a draft of the plan’s goals. Board members discuss the draft goals and expressed support. Kenkel is working on developing more specificity for an implementation plan, which will include timelines and benchmarks. Kenkel plans to have the planning committee meet in February to review the more detailed plan and plans to bring the plan for approval at the March 2025 Board meeting. Tjarks asked about the supplemental appropriation request for a digital sign. Kenkel shared that he has to submit that request by January 31.

9. Board Input

No additional Board input was given.

10. Citizen’s Input

No citizen’s input was given.

11. Adjournment

12. Board members decided that no training session will be held in February. The next Board of Trustees meeting is scheduled for March 18, 2024 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Temple declared the meeting adjourned at 6:15 pm.

Mitchell Public Library Director Report

March 18, 2025

1. Staffing

Quincy Salmen, our new maintenance/custodian employee, began working in February. Quincy is excited to be working at the library.

2. Sales Tax

The January and February sales tax amounts for our used book sale were \$41.52 and \$40.12 respectively.

3. Supplemental Budget

The City Council will be voting on the 2025 Supplemental Budget at their March 17 meeting. The library has two amounts included in this budget ordinance: \$5,000 for part-time wages and \$35,000 for furniture & equipment. These two amounts are covered by savings in the 2024 group insurance account. We'll be able to schedule more part-time hours, especially during the summer. The \$35,000 will help pay for the digital sign we plan to install.

4. South Dakota State Library

The SD Library Association actively lobbied 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. I attended SDLA's day at the state capital February 5. The House Education Committee held a hearing on HB 1041, a bill to revise the responsibilities of the State Library. HB 1041 is a companion bill to the proposed budget cut to the State Library. It was obvious from the comments from members of the House Education Committee that citizens from across the state had contacted legislators in support of the State Library. Through the efforts of librarians and library supporters, it appears that there will be fewer cuts to the State Library.

5. HB 1239

Representative Soye introduced HB 1239 that removes the affirmative defense for librarians and educators. The bill would allow librarians and educators to be criminally charged with disseminating material harmful to minors. Potential penalties include 30 days imprisonment and \$500 fines or a maximum penalty of one year in jail and a \$2,000 fine for circulating library materials. The bill passed the House Education Committee 10-5 and the whole House 38-32. The bill was assigned to the Senate Judiciary Committee. The bill passed the Senate Judiciary Committee 5-2. In the Senate the bill was significantly amended to restore the affirmative defense for librarians and educators and to require that our policy must allow for an individual to appeal to the governing body of the public library to determine whether any matter or material is obscene. Our policy

already allows for an appeal to the Library Board. I will need to consult with our city attorney to determine if we will need to add another level of appeal to the City Council. The amended bill also states that “any determination made by the governing body as to whether any matter or material is obscene is subject to judicial review in a court of competent jurisdiction.” This will need to be added to our policy if the Governor signs the bill into law.

6. Strategic Planning

The Strategic Planning Committee met February 27 for a final review of the proposed strategic plan. The plan is on the Board’s agenda for discussion and approval.

March 2025 Adult and YA Services Update **Max Velasquez, Adult and Young Adult Services Librarian**

Collection Management

Usage of the Nintendo Switch in the Teen Room has been going up steadily since the New Year. Not enough to seriously consider buying more games, but if interest keeps going up it may be worth considering buying a Nintendo Switch 2 in 2027. As the Switch 2 will be backwards compatible we will not need to replace every game we’ve bought thus far if we choose to go that route.

No updates on the weeding project, nor the creation of the intermediate section. The Christmas fiction and nonfiction sections have been consolidated on the wall shelving near the Adult NF 970s, with the large print nonfiction being moved to the wall shelving between the entrances to Archives and the Teen Room. This puts all of the large print in the same general area of the library and gives Jean some shelf space to work with.

Programming

The *Dungeons & Dragons* programming is off to a good start, with eleven participants in two sessions so far, and one more character creation session before I start running games in April. The next session is for teens and tweens, scheduled on Tuesday the 18th at 3:45, half an hour after school lets out; the general sentiment is that this could get attendees that can’t manage it on the weekends because of extracurriculars. Hopefully we won’t get hit with another cold snap, which I think contributed to the numbers on Saturday February 15th. After the last tween and teen session, I’ll do character creation once every month or two. Actual games will happen twice a month, possibly more depending on the number of groups interested.

The seed library will be launching on the 15th of March. Preparations proceed apace: adding a few more varieties of seeds to the inventory and drying guide, and getting the seeds themselves portioned out for lending. There is an opportunity for collaborative programming here, and I hope to have at least two this summer, preferably three or four. If there isn’t interest from the Mitchell Garden Club, I will at least run the seed donation drive when it’s time to “close” the seed library in August.

I'm waiting for more data on the extra session pilots for the book clubs, but attendance so far hasn't risen enough that I'd want to make the second mystery session permanent. I am leaning towards keeping the second fiction session, but I will be waiting until May to make up my mind.

Bookopoly will be concluding March 29th. Prizes will be ordered in the next couple of weeks, and I will have registration and participation numbers in April. The number of boards printed is 150 each of the Adult (10 went to Tara Waters at Mitchell HS) and Teen boards (90 were kept here at the library, 40 went to April Johnson at Mitchell HS, and 20 went to Tara Waters at Mitchell HS). Some boards have already been returned.

As the Nintendo Switch is seeing more use, one thing I'd like to do as a passive program similar to the Words with Friends setup we have is add a white board to the teen room, next to the TV—this would be to track high scores and times. A literal leader board. A marker and eraser could be tied to the board so they don't get misplaced.

We will be holding a writing workshop in June, put on by South Dakota Humanities Scholar Molly Barari and Leacey Brown, a gerontologist who works with SDSU Extension. The theme is wisdom writing, which will give patrons the opportunity "to use writing to explore your own mental and emotional development as you have gotten older."

Outreach

I touched base with Tara Waters about whether Bookopoly boards have been picked up by students and staff (no participants) and to have fliers put up related to teen programming. No other teachers at the high school have reached out with interest in a presentation on library resources, but I'll ask Gretchen Smith again after Spring Break. I spoke with staff at The Guildhall on 12th and Main about collaborating on *Dungeons & Dragons* programming, and they are open to it. I emailed Pam Catalano of the Mitchell Garden Club to see if she or any club members would be interested in collaborating with programs tied in to the seed library. Someone also mentioned the SDSU Extension as a possible collaborator on gardening programs, so I will be reaching out to them in the near future.

I'm trying to work out a *D&D* program with Jason Thiry at Aurora Plains Academy, as a number of our books on the game have been borrowed by them, but the logistics could be a challenge and he hasn't returned my calls. My preference would be to have a group of half a dozen come here rather than me travel there, but we'll see what happens. I will be trying the same with Stepping Stones (they've also borrowed some of those books), which has the advantage of being much closer.

March 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During January-March, 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 encourage kids with their Bookopoly boards. I've also been shelf-shifting to maximize our shelving space. In addition, I'm contacting and booking presenters for the upcoming Summer Reading Program.

Thursday and Saturday Storytimes

I continue to lead weekly Thursday Storytime and bi-weekly Saturday Storytime. Attendance at Thursday sessions is usually in the 20s, although on March 13 we had over 50 children and parents/caregivers. Saturday Storytime tends to be higher with some sessions over 60. I'm very thankful to Rachel and the desk staff for the kindness they show the kids and their families when they stay to check out books.

Outreach Storytime

I continue to lead a monthly Storytime at the library for **First Lutheran Early Learning Center** (43 kids/5 teachers per month). They stay to select and borrow books.

Each month I also lead 3 sessions of storytime at **Palace City Preschool** (22 kids/2 teachers per session) and 3 sessions each month at **Headstart** (approx. 42 kids/5 teachers per month). In addition to encouraging a love of books, I'm also seeing more Palace City and Headstart kids and families at Saturday Storytime.

So far, I've had no word from **Little Learners** about scheduling storytimes.

Past/Current Events (January-March 2025)

- The **Creativity Day Celebration** on **Sat. Jan. 25** was a huge success with over 200 kids, parents, grandparents, etc. attending. We had participation from many outside groups and individuals, including Mitchell Area Council for the Arts, 401 Create, and Mitchell High School Art Ambassadors.

- On **Wed. February 26**, students from Stephanie Gelderman's **DWU Human Relations Class** visited the library to learn about our books for Spanish-speaking families and also about books by Native authors.

- On **Fri. February 28**, I gave three presentations to the **Gertie Belle Rogers students** about being an author and about the library.

- On **Sat. March 8**, children's author **Amber Sawyer** from New Richland, Wisconsin spoke to more than 60 children and adults about her picture book, *Love to Race*, the true story of a champion harness racing horse. She also brought supplies and led a craft.

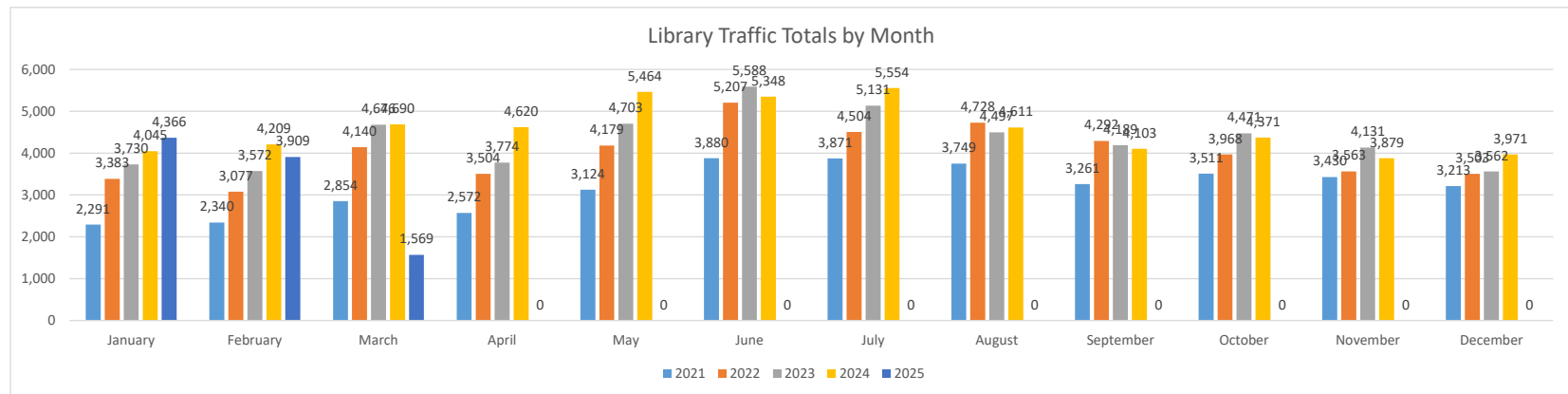
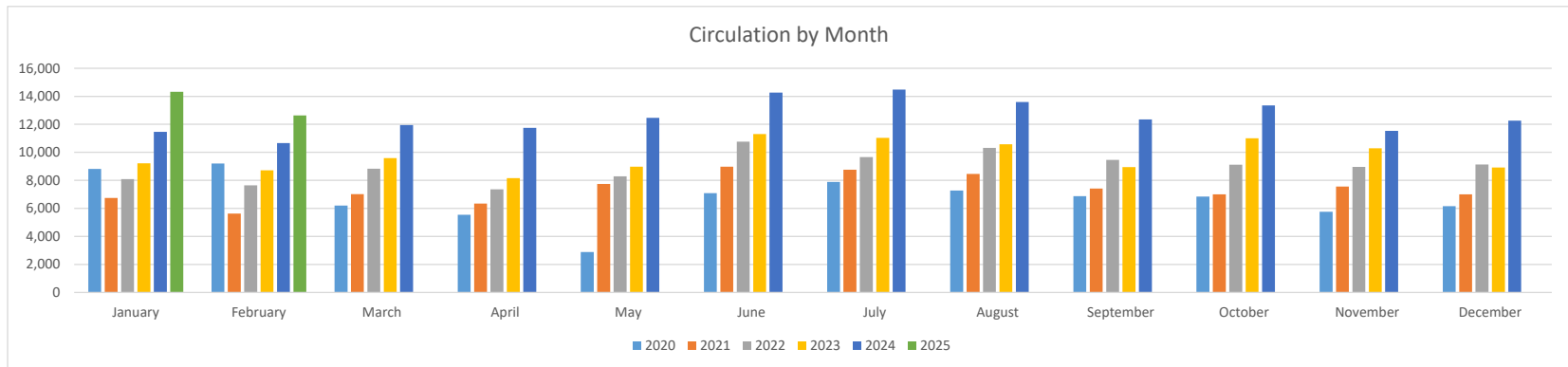
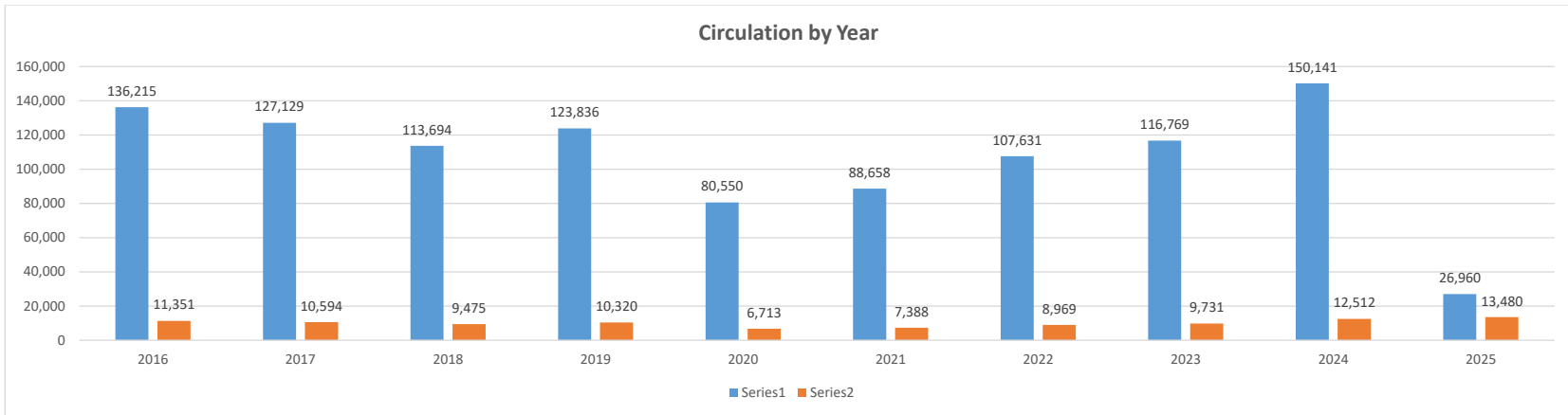
- As of **March 13**, more than 300 kids have picked up **Bookopoly Jr** boards. As we speak, they are beginning to return their completed boards. One thankful mom said to me yesterday, "Your library has so many wonderful ways to encourage kids to read."

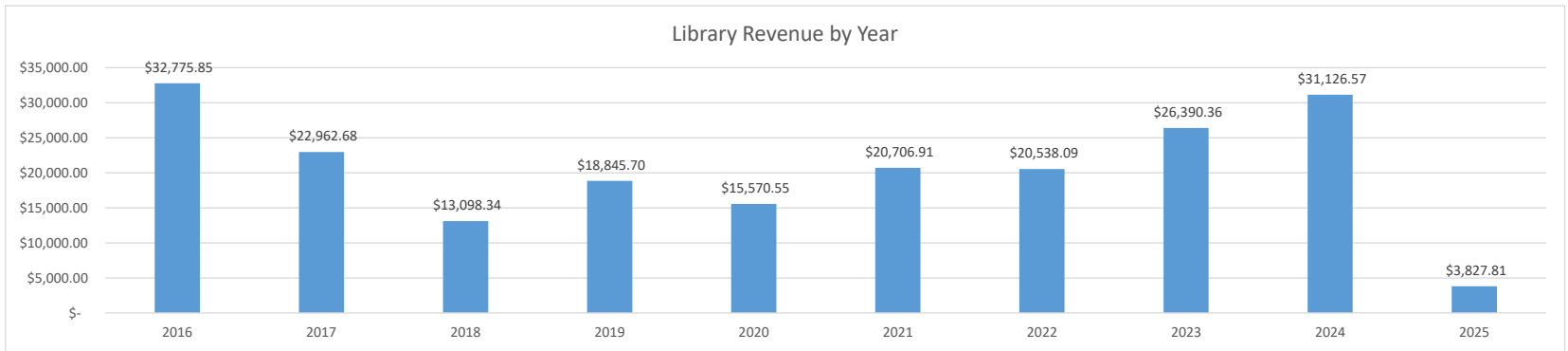
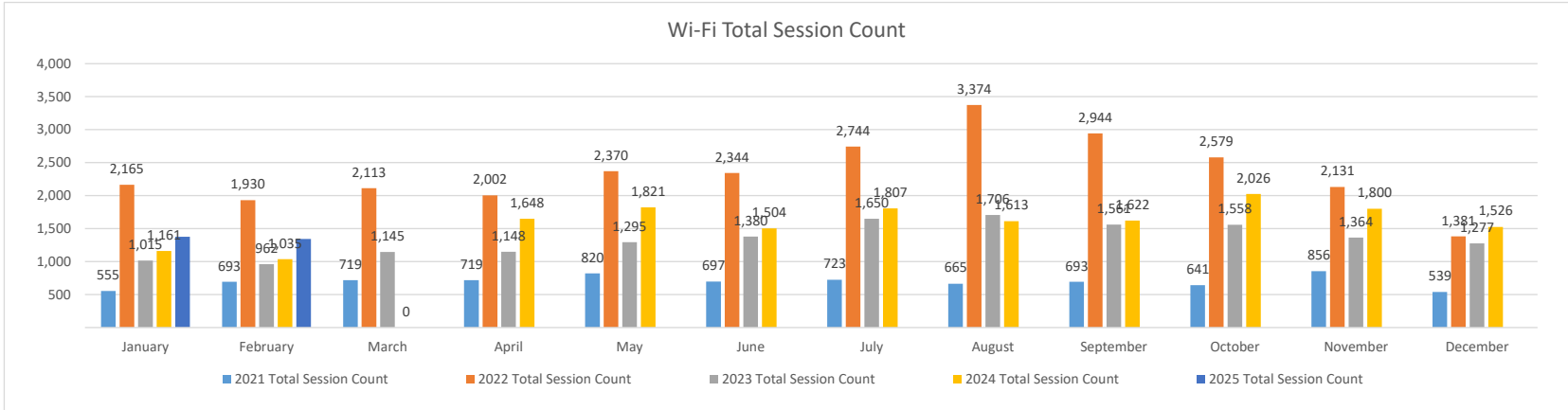
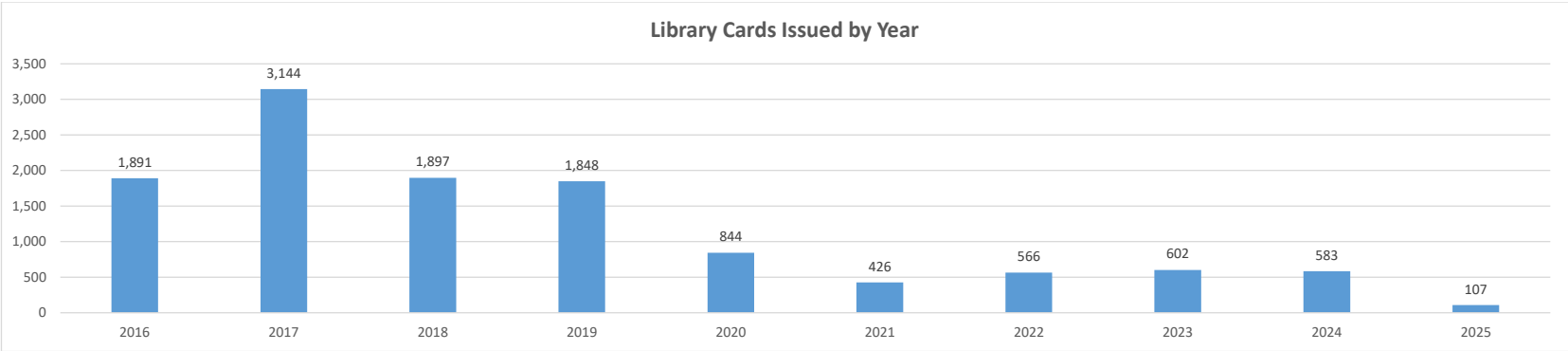
Upcoming Events (March-May 2025)

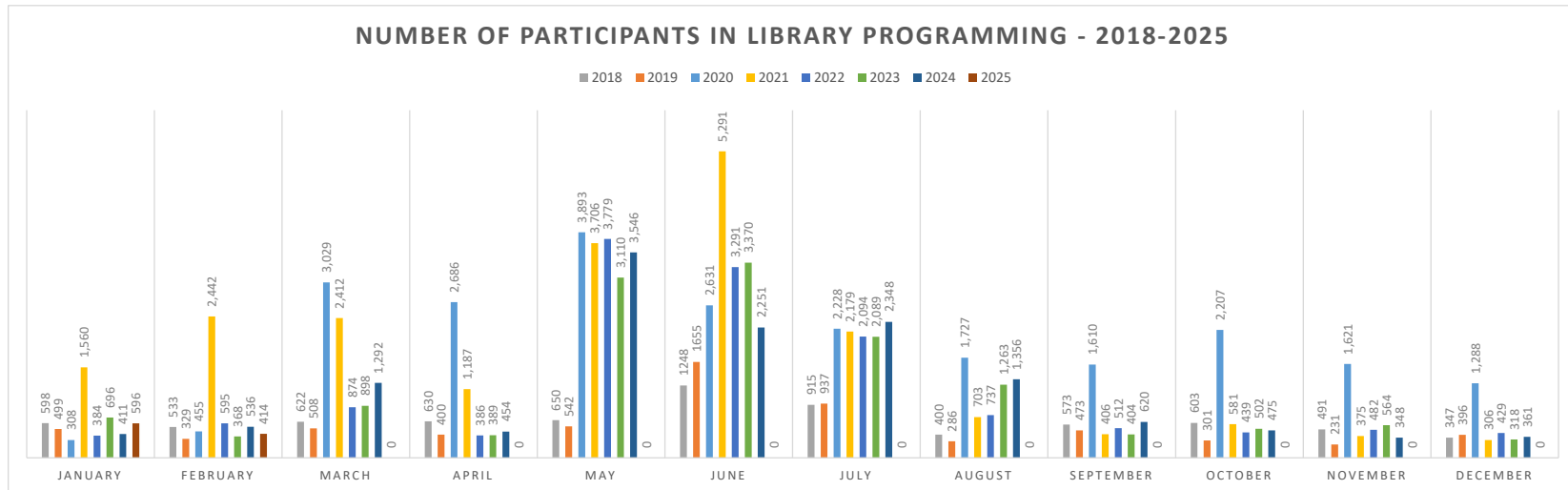
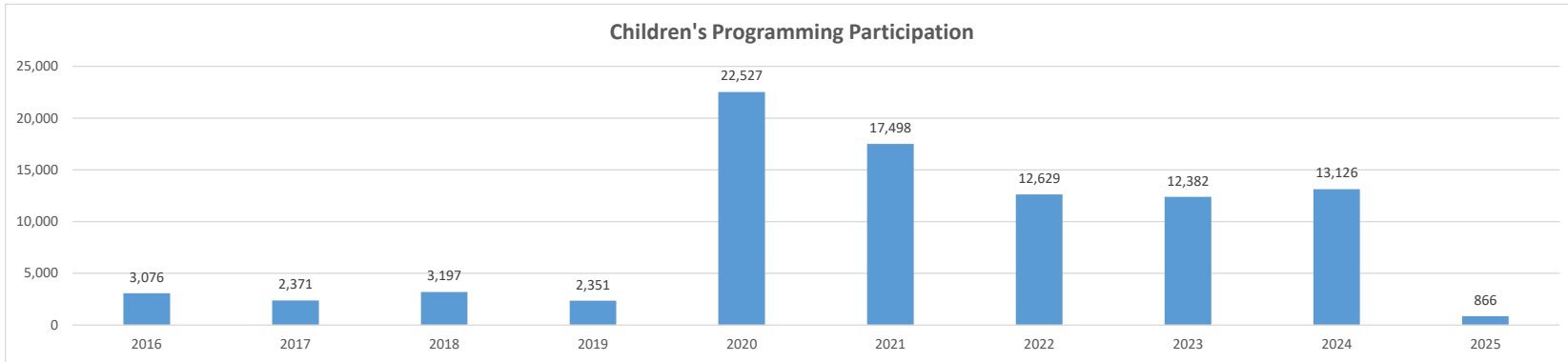
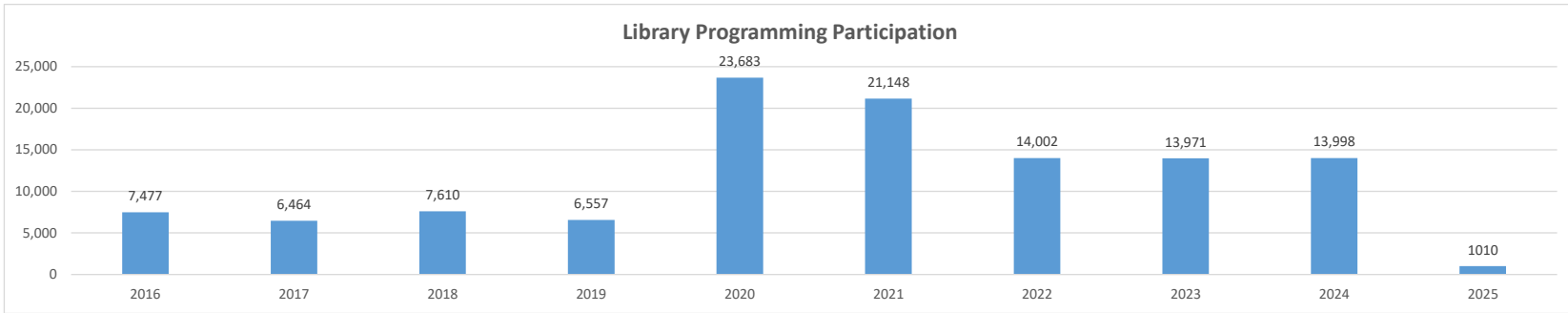
- On **Wed. March 26**, I will be attending a virtual **Jumpstart meeting** to prepare for the Summer Reading Program, led by Amanda Raiche, the children's and youth services director from the South Dakota State Library.

- On **Sat. April 19**, the Mitchell Area Arts Council and 401 Create plan to lead a two-hour **community art event** (water-color painting and guided art) following Saturday Storytime.

- On **Sat. May 17** (date tentative), the Mitchell Area Arts Council will be sponsoring the **605 Magic Art Bus** (mileage and 2-hour session) and has asked if we'd like to have it at the library. Our answer is yes, and we hope to sponsor an additional session in the afternoon. (See funding request.)







Mitchell Public Library Statistics for 2025



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024	Change	Library Statistics for 2025	
Gate Count	4,366	3,909	1,569	0	0	0	0	0	0	0	0	0	9,844	54,865	-82%	Gate Count	
Registered Patrons TOTAL	5,827	5,845	0	0	0	0	0	0	0	0	0	0	5,845	5,796	1%	Registered Patrons Total	
City Residents	4,457	4,473	0	0	0	0	0	0	0	0	0	0	4,473	4,389	2%	City Residents	
County Residents	737	737	0	0	0	0	0	0	0	0	0	0	737	735	0%	County Residents	
Subscription Memberships	494	497	0	0	0	0	0	0	0	0	0	0	497	491	1%	Subscription Memberships	
All Others	139	138	0	0	0	0	0	0	0	0	0	0	138	181	-31%	All Others	
All Items Circulated TOTAL	14,329	12,631	0	0	0	0	0	0	0	0	0	0	26,960	150,141	-82%	All Items Circulated TOTAL	
Physical Items	9,814	8,749	0	0	0	0	0	0	0	0	0	0	18,563	102,370	-82%	Physical Items	
Digital Items from SDTTG	4,515	3,882	0	0	0	0	0	0	0	0	0	0	8,397	47,771	-82%	Digital Items from SDTTG	
Programs Held TOTAL	19	21	0	0	0	0	0	0	0	0	0	0	40	272	-85%	Programs Held TOTAL	
Children	14	15	0	0	0	0	0	0	0	0	0	0	29	207	-86%	Children	
YA	2	1	0	0	0	0	0	0	0	0	0	0	3	11	-73%	YA	
Adults	1	4	0	0	0	0	0	0	0	0	0	0	5	32	-84%	Adults	
General Interest	2	1	0	0	0	0	0	0	0	0	0	0	3	22	-86%	General Interest	
Program Attendance TOTAL	596	414	0	0	0	0	0	0	0	0	0	0	1,010	13,998	-93%	Program Attendance TOTAL	
Children	482	384	0	0	0	0	0	0	0	0	0	0	866	13,126	-93%	Children	
YA	36	6	0	0	0	0	0	0	0	0	0	0	42	199	-79%	YA	
Adults	8	13	0	0	0	0	0	0	0	0	0	0	21	417	-95%	Adults	
General Interest	70	11	0	0	0	0	0	0	0	0	0	0	81	256	-68%	General Interest	
Collection Holdings TOTAL	72,160	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,093	72,427	-0.5%	Collection Holdings TOTAL	
Holdings added	428	211	0	0	0	0	0	0	0	0	0	0	639	3,940	-84%	Holdings added	
Holdings deleted	-695	-278	0	0	0	0	0	0	0	0	0	0	-973	-5,637	-83%	Holdings deleted	
ILL Borrowing Filled	52	26	0	0	0	0	0	0	0	0	0	0	78	326	-76%	ILL Borrowing Filled	
ILL Lending Filled	55	56	0	0	0	0	0	0	0	0	0	0	111	719	-85%	ILL Lending Filled	
Computer sessions	318	320	0	0	0	0	0	0	0	0	0	0	638	5,017	-87%	Computer sessions	
Computer use by hours	232.5	254.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	487	3,521	-86%	Computer use by hours	
Wi-Fi Sessions	1,375	1,342	0	0	0	0	0	0	0	0	0	0	2,717	16,061	-83%	Wi-Fi Sessions	
Facebook "People Reached"	12,100	12,010	0	0	0	0	0	0	0	0	0	0	24,110	287,689	-92%	Facebook "People Reached"	
Library website visits														10,867		-100%	Library website visits
Revenue	\$ 1,675.96	\$ 2,151.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,827.81	\$ 31,126.57	-88%	Revenue



1620 Dodge St.
Stop Code 3148
Omaha, NE 68197



00055546

MSP 78
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

01

Summary of Accounts - From 01/01/2025 To 01/31/2025

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$107,012.15	\$108,357.21
Total on Deposit			\$108,357.21

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$107,012.15
10 Credit(s) This Period	\$1,658.91
4 Debit(s) This Period	\$313.85
Ending Balance	\$108,357.21

Interest Summary

Description

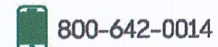
Annual Percentage Yield Earned	1.11%
Interest Days	31
Interest Earned	\$100.51
Interest Paid This Period	\$100.51
Interest Paid Year-To-Date	\$100.51

Account Activity

Post Date	Description	Debits	Credits	Balance
Beginning Balance				\$107,012.15
01-06	CUSTOMER DEPOSIT		\$233.35	\$107,245.50
01-07	PAYPAL TRANSFER *****46207530		\$100.29	\$107,345.79
01-07	Check #1388	\$172.40		\$107,173.39
01-10	CUSTOMER DEPOSIT		\$18.00	\$107,191.39
01-13	CUSTOMER DEPOSIT		\$322.77	\$107,514.16
01-14	PAYPAL TRANSFER *****96410014		\$143.10	\$107,657.26
01-16	Check #1391	\$44.43		\$107,612.83
01-21	PAYPAL TRANSFER *****43263612		\$164.62	\$107,777.45
01-24	CUSTOMER DEPOSIT		\$298.50	\$108,075.95
01-27	CUSTOMER DEPOSIT		\$171.89	\$108,247.84
01-27	Check #1390	\$55.98		\$108,191.86
01-28	PAYPAL TRANSFER *****86071969		\$105.88	\$108,297.74
01-31	Check #1387	\$41.04		\$108,256.70
01-31	INTEREST PAYMENT		\$100.51	\$108,357.21
Ending Balance				\$108,357.21

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1387	01/31/2025	\$41.04	<input type="checkbox"/>	1390	01/27/2025	\$55.98
<input type="checkbox"/>	1388	01/07/2025	\$172.40	<input type="checkbox"/>	1391	01/16/2025	\$44.43





1620 Dodge St.
Stop Code 3148
Omaha, NE 68197



00047113

MSP 65

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

01

Summary of Accounts - From 02/01/2025 To 02/28/2025

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$108,357.21	\$108,692.78
Total on Deposit			\$108,692.78

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$108,357.21
11 Credit(s) This Period	\$2,138.30
7 Debit(s) This Period	\$1,802.73
Ending Balance	\$108,692.78

Interest Summary

Description	
Annual Percentage Yield Earned	1.11%
Interest Days	28
Interest Earned	\$91.97
Interest Paid This Period	\$91.97
Interest Paid Year-To-Date	\$192.48

Account Activity

Post Date	Description	Debits	Credits	Balance
	Beginning Balance			\$108,357.21
02-03	CUSTOMER DEPOSIT		\$322.49	\$108,679.70
02-04	PAYPAL TRANSFER *****40445805		\$20.41	\$108,700.11
02-10	CUSTOMER DEPOSIT		\$316.20	\$109,016.31
02-11	PAYPAL TRANSFER *****91660683		\$251.79	\$109,268.10
02-12	Check #1389	\$199.90		\$109,068.20
02-18	PAYPAL TRANSFER *****37724238		\$87.74	\$109,155.94
02-18	CUSTOMER DEPOSIT		\$299.50	\$109,455.44
02-18	Check #1398	\$41.52		\$109,413.92
02-21	CUSTOMER DEPOSIT		\$500.00	\$109,913.92
02-25	PAYPAL TRANSFER *****78541720		\$62.75	\$109,976.67
02-25	CUSTOMER DEPOSIT		\$150.45	\$110,127.12
02-25	Check #1397	\$108.04		\$110,019.08
02-26	Check #1392	\$236.57		\$109,782.51
02-26	Check #1395	\$15.00		\$109,767.51
02-26	Check #1396	\$1,084.83		\$108,682.68
02-27	CUSTOMER DEPOSIT		\$35.00	\$108,717.68
02-27	Check #1393	\$116.87		\$108,600.81
02-28	INTEREST PAYMENT		\$91.97	\$108,692.78
	Ending Balance			\$108,692.78

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January 2025

Accrual Basis

	Jan 25	Jan 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	3.80	0.00	3.80	100.0%
Book sale	674.70	629.30	45.40	7.2%
Copies	444.05	364.80	79.25	21.7%
Donations	33.40	36.20	-2.80	-7.7%
Earbuds	8.00	0.00	8.00	100.0%
Interest	100.51	117.23	-16.72	-14.3%
Interlibrary loan	11.00	17.00	-6.00	-35.3%
Paid items (Damaged/Lost Items)	39.80	40.58	-0.78	-1.9%
Pop machine	18.00	0.00	18.00	100.0%
Subscriptions	325.00	600.00	-275.00	-45.8%
Total General revenue	1,658.26	1,805.11	-146.85	-8.1%
Uncategorized Income	17.70	9.87	7.83	79.3%
Total Income	1,675.96	1,814.98	-139.02	-7.7%
Expense				
Credit Card Processing Fees	17.05	12.35	4.70	38.1%
Operation expenses				
Lost/Damaged ILL books	0.00	41.95	-41.95	-100.0%
Sales Tax	44.43	0.00	44.43	100.0%
Total Operation expenses	44.43	41.95	2.48	5.9%
Program expenses				
Adult programming	15.00	0.00	15.00	100.0%
Children's programming	433.32	0.00	433.32	100.0%
Summer Reading				
Summer Reading - Adult	199.90	0.00	199.90	100.0%
Total Summer Reading	199.90	0.00	199.90	100.0%
Total Program expenses	648.22	0.00	648.22	100.0%
Total Expense	709.70	54.30	655.40	1,207.0%
Net Ordinary Income	966.26	1,760.68	-794.42	-45.1%
Net Income	966.26	1,760.68	-794.42	-45.1%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

February 2025

03/04/25
Accrual Basis

	Feb 25	Feb 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	673.30	665.00	8.30	1.3%
Copies	526.00	366.20	159.80	43.6%
Donations	542.55	28.25	514.30	1,820.5%
Earbuds	0.00	5.00	-5.00	-100.0%
Interest	91.97	111.58	-19.61	-17.6%
Interlibrary loan	13.00	19.50	-6.50	-33.3%
Meeting room fees	0.00	50.00	-50.00	-100.0%
Paid items (Damaged/Lost Items)	25.72	77.68	-51.96	-66.9%
Pop machine	0.00	9.00	-9.00	-100.0%
Subscriptions	275.00	250.00	25.00	10.0%
Total General revenue	2,147.54	1,582.21	565.33	35.7%
Uncategorized Income	4.31	27.02	-22.71	-84.1%
Total Income	2,151.85	1,609.23	542.62	33.7%
Expense				
Credit Card Processing Fees	13.55	11.11	2.44	22.0%
Operation expenses				
Equipment	368.99	0.00	368.99	100.0%
Miscellaneous	0.00	20.00	-20.00	-100.0%
Sales Tax	41.52	0.00	41.52	100.0%
Total Operation expenses	410.51	20.00	390.51	1,952.6%
Program expenses				
Adult programming	212.60	0.00	212.60	100.0%
Summer Reading				
Summer Reading - Adult	550.32	0.00	550.32	100.0%
Total Summer Reading	550.32	0.00	550.32	100.0%
Teen programming	60.96	0.00	60.96	100.0%
Total Program expenses	823.88	0.00	823.88	100.0%
Total Expense	1,247.94	31.11	1,216.83	3,911.4%
Net Ordinary Income	903.91	1,578.12	-674.21	-42.7%
Net Income	903.91	1,578.12	-674.21	-42.7%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

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	475,318	31,170.18	69,355.15	62,340.35	412,977.65	13.12
101-45500-41110 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
101-45500-41120 PART-TIME	40,250	3,028.20	5,555.34	5,708.25	34,541.75	14.18
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	2,495.61	5,382.52	4,964.01	34,839.99	12.47
101-45500-41300 RETIREMENT	28,519	1,870.20	4,161.32	3,740.40	24,778.60	13.12
101-45500-41500 GROUP INSURANCE	130,960	9,466.94	24,163.16	18,933.88	112,026.12	14.46
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	714,851	48,031.13	108,617.49	95,686.89	619,164.11	13.39
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	325	0.00	0.00	0.00	325.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	7,500	28.59	1,155.57	28.59	7,471.41	0.38
101-45500-42600 SUPPLIES & MATERIALS	12,000	544.85	1,522.64	544.85	11,455.15	4.54
101-45500-42661 POSTAGE	1,600	86.44	208.91	204.86	1,395.14	12.80
101-45500-42690 MINITEX FEES	5,800	0.00	0.00	0.00	5,800.00	0.00
101-45500-42691 DATABASE SYS UPDATE	1,900	0.00	350.00	0.00	1,900.00	0.00
101-45500-42692 PERIODICALS	5,250	0.00	0.00	0.00	5,250.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	1,576.36	5,197.13	4,576.36	14,773.64	23.65
101-45500-42700 TRAVEL, CONF & DUES	1,350	0.00	0.00	0.00	1,350.00	0.00
101-45500-42800 UTILITIES	43,375	3,830.23	3,323.37	3,903.85	39,471.15	9.00
101-45500-42830 UTILITIES-WATER/SEWER	2,100	0.00	0.00	0.00	2,100.00	0.00
101-45500-42902 COMPUTER SOFTWARE	1,950	268.18	0.00	268.18	1,681.82	13.75
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	1,000	0.00	0.00	0.00	1,000.00	0.00
101-45500-42920 WORKSTUDY	0	0.00	0.00	0.00	0.00	0.00
101-45500-42930 ATRIUM	<u>3,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	107,000	6,334.65	11,757.62	9,526.69	97,473.31	8.90
<u>CAPITAL OUTLAY</u>						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	789.94	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	3,795.72	5,464.29	6,865.44	40,134.56	14.61
101-45500-43421 AUDIO-VISUAL	4,000	100.77	674.77	100.77	3,899.23	2.52
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	51,000	3,896.49	6,929.00	6,966.21	44,033.79	13.66
 TOTAL LIBRARY	 872,851	 58,262.27	 127,304.11	 112,179.79	 760,671.21	 12.85
=====						
TOTAL EXPENDITURES	872,851	58,262.27	127,304.11	112,179.79	760,671.21	12.85

WARNING 907 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

FY2024 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields.

SECTION A. – GENERAL INFORMATION

Library Name	County
MITCHELL PUBLIC LIBRARY	DAVISON

Mailing Address	Street Address
221 N DUFF STREET	221 N DUFF STREET
Mailing City	Zip Code
MITCHELL	57301

Contact

Library Director	Email address of director
Kevin Kenkel	kevin.kenkel@cityofmitchellsd.gov
Library Phone	
6059958480	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1902

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	15,621
Estimated population of total service area <i>Estimate the population you actually serve.</i>	19,922

What does the library charge for a nonresident library card?	\$ \$25
--	---------

Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles
1	0	0

Building/ remodeling of library	Building/remodeling explanation
No	

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	e.g., incorporated city or village, censusdesignated),

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday	2:00	5:00	3.00
Monday	9:00	8:00	11.00
Tuesday	9:00	8:00	11.00
Wednesday	9:00	8:00	11.00
Thursday	9:00	8:00	11.00
Friday	9:00	5:00	8.00
Saturday	9:00	5:00	8.00

Total hours open per week	63.00
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SECTION C. -- PERSONNEL

Head Librarian

Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field
91,534.00	40	Masters of Library Science	31

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
5	200

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
7	105

Total Paid Employees

Total paid employees FTE
8.63

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians
2	80

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source
0	N/A	0

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
2	3.5

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$867,069
Operating income – County	\$7,500
Operating income – School District	\$0
Operating income – Tribal Appropriation	\$0
Operating income – College Appropriation	\$0
Operating income – Other Contracts (other libraries or towns)	\$0
Local Government Revenue	\$874,569
State Appropriations	\$0
Federal Income	\$0
Other Operating Income	\$23,802
Total Operating Revenue	\$898,371

Capital Income

Local government capital income	\$0
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
Total capital income	\$0

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$488,535
Total employee benefits	\$145,666
Total all salaries and benefits	\$634,201

Collection Expenditures

Print materials expenditures	\$49,519
Electronic materials expenditures	\$23,202
Other materials expenditures	\$3,197
Total expenditures for library materials	\$75,918

Other Operating Expenditures

All other operating expenditures	\$88,725
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Total operating expenditures	\$798,844
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Capital Expenditures

Capital expenditures on facility	\$16,010
Capital expenditures on technology	\$0
Other capital expenditures	\$0
Total Capital Expenditures	\$16,010

SECTION F – LIBRARY HOLDINGS & CIRCULATION

Physical Materials Holdings – This is the size of the library's physical collections

Books (print)	66,955
Magazines & newspaper subscriptions, other serials	24
Audio	3,107
Video	1,053
Other physical items	213
Total physical items in library's collection	71,352

Circulation of Physical Materials – This is the number of check-outs of the library's physical materials

Books	99,564
Magazines & newspaper subscription, other serials	51
Audio	1,053
Video	940
Other physical items	762
Total physical item circulation	102,370
Circulation of children's physical materials	64,722
Did the library offer automatic renewal for physical materials?	Yes

Circulation of Electronic Materials – This is the number of checkouts for materials available online

E-books	23,412
E-serials (magazines, newspapers, etc.)	0
E-audio (audiobooks and music recordings)	24,359
E-video	0
Total circulation of electronic materials	47,771

Total Circulation of Materials	150,141
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How is access provided for E-materials?

	Provided via the library	Provided via a collective	Provided via SDSL
E-books	Yes	Yes	Yes
E-serials	No	No	No
E-audio	Yes	Yes	No
E-videos	No	No	No
Research databases	Yes	No	Yes
Online learning platforms	Yes	No	Yes

Resource Sharing / Interlibrary Loan

	Borrowed from other libraries	Loaned to other libraries
Out-of-state total	128	128
In-state total	173	490
Total ILLs	301	618

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	5,796
Annual total attendance in the library	54,865
Attendance reporting method	Annual Count
Annual total reference transactions completed	8,268
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	82	2,879
Offsite	31	747
Virtual	0	0
Total	113	3,626

Children ages 6-11	Programs	Attendance
Onsite	51	2,479
Offsite	11	1,613
Virtual	0	0
Total	62	4,092

Young Adults ages 12-18	Programs	Attendance
Onsite	8	27
Offsite	0	0
Virtual	0	0
Total	8	27

Adults ages 19+	Programs	Attendance
Onsite	29	174
Offsite	0	0
Virtual	0	0
Total	29	174

General Interest	Programs	Attendance
Onsite	17	151
Offsite	5	105
Virtual	0	0
Total	22	256

Total Live Programs

Total number of synchronous program sessions	234
Total attendance at synchronous programs	8,175

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	0
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	0

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	-1
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Self-directed Activities

How many passive activities were offered?	35
Approximately how many patrons took part in these activities?	5,794

Internet

Total number of Internet computers for use by general public	16
Annual number of public access/ internet use sessions	5,017
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	17,563
Wireless sessions reporting method	Annual Count
URL of the library's webpage	https://www.cityofmitchellsd.gov/library

Library Policies and Practices

Does the library charge overdue fines for any physical materials?	No
What automation system do you use?	Atrium - Book Systems
If you have an automated system, is it connected to the internet?	Yes, available online

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Dennis Nath	President	2027
Dennis Nath	Trustee	2027
Deb Everson	Trustee	2027
Diana Goldammer	Trustee	2025
Emma Shears	Trustee	2025
Ann Temple	Trustee	2027
Susan Tjarks	City Council Rep.	2026

Library Board Appointees

Trustees appointed by what governing body?	City Council
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	Yes
Trustee terms are staggered so that all terms do not expire in the same year.	Yes
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	Yes
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. <i>(Optional: The governing body determines whether to appoint a representative to the library board.)</i>	Yes

Library Board Meetings

Number of trustee meetings held per year	Bi-Monthly
Trustee meeting schedule	Tuesday of odd months at 5
Date of last public library board meeting	2025-01-28
Are you aware of and do you comply with the SD Open Meetings law?	Yes

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	No
President's name	
Does your library had a Library Foundation?	No
President's name	

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Narrative listing any special events

In 2024 Mitchell Public Library began offering 3D printing services.

Supplemental Questions

Has the library had any challenges to materials in the reporting year?	No
If yes, what material and how was it resolved?	
Does your library have filtering software on its public computers or filtered internet?	Yes
Does the library have a reconsideration policy?	Yes
Does the library's reconsideration policy include a policy restricting minors' access to obscene matter or materials?	Yes
Where did you publish the policy restricting minors from accessing obscene materials?	The library's website

Certify the Annual Report

Certification by Library Director	
Library Director (name):	Kevin Kenkel
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	Dennis Nath
Date the annual report was reviewed by the library board:	2025-03-18
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	Stephanie Ellwein
Position held:	City Administrator
Date the annual report was reviewed by the governing body:	

SELECTED KEY RATIOS – FY 2024

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area the library serves. *	Your library FY 2024	Your library FY 2023	Statewide average FY 2023
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>	15,621	15,659	829,185
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>	\$55.99	\$53.42	\$39.58
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$57.51	\$54.80	\$41.12
Total operating expenditures per capita <i>This is total amount spent per resident on day-to-day operation of the library.</i>	\$51.14	\$51.89	\$39.07
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$4.86	\$4.44	\$4.55
Portion of the library's operating budget used for new materials	9.5%	8.6%	11.7%
Service Measures			
Registered borrowers per capita <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users. The library's registered borrower records should be purged of inactive users at least every three years.</i>	0.37	0.49	0.40
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	3.51	3.32	3.19
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>	0.32	0.31	0.43
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>	1.12	1.03	1.57
Collection and Circulation Ratios			
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>	9.61	7.15	6.68
Portion of the library's total circulation that is children's materials** <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	63.2%	49.3%	40.4%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>	31.8%	24.5%	24.7%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>	0.52	0.54	0.35
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	34.94	30.27	18.56

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

**FY2024 measures physical item circulation only. FY2023 measures circulation of all types of materials.

STATE NOTES (attached to individual questions on the annual report form)

DRAFT

SECTION B. – OUTLET / BRANCH INFORMATION 2024

Location	MITCHELL PUBLIC LIBRARY
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Address	City	Zip Code
221 N DUFF STREET	MITCHELL	57301

County	Phone Number	Outlet Code
DAVISON	6059958480	Central Library

Square footage of outlet	Number of bookmobiles in outlet record
28,128	0

Total public service hours OPEN per year	Total number of weeks per year outlet is open
3,138	52

Head librarian at this outlet	Total branch staff paid
Kevin Kenkel	13

Total hours open during typical week	Total days open during typical week
63	7

DRAFT

March 2025 Funding Requests

We are submitting three funding requests this month.

Program/Project	Requestor	Amount
Paint and supplies	Kevin Kenkel	\$ 500.00
YA Summer Reading Grand Prize	Max Velasquez	\$ 400.00
Magic Art Bus	Jean Patrick	\$ 400.00
Total Requested:		\$ 1,300.00

Request for Funds: Paint and Supplies

Kevin Kenkel, Library Director

DESCRIPTION:

We want to paint the bottom side of the soffit along the interior perimeter prior to having track lighting installed. This soffit is currently painted a darker color. We plan to paint the bottom side of the soffit some shade of white to brighten it. Painting before the new track lighting is installed will be easier and faster than after the lighting is installed. It's been ten years already since the 2015 renovation.

REQUESTED FUNDS:

\$500 to purchase paint and supplies.

ITEMIZED REQUEST

Item	Price	Quantity	Total
Paint	\$ 200.00	2	\$ 400.00
Painting supplies	\$100.00	1	\$ 100.00
Total			\$ 500.00

Request for Funds: 2025 YA Summer Reading Program Grand Prize

Max Velasquez, Adult and Teen Services Librarian

PROGRAM DESCRIPTION:

As an addendum for the Teen Summer Reading program, I am proposing a grand prize drawing in an attempt to generate more interest and participation in the library's offerings for teenagers. Our attendance has been improving with middle graders, but high school aged people remain elusive. I've tried reaching out through the high school with class presentations and through their library, and by putting on programs that teens have expressed an interest in before and since I've started this job, but the conclusion I've come to is that the library is not competitive for their time and not being promoted on social media they're likely to see. During the school year, teens have to worry about homework, extracurriculars, and in many cases they're working: these responsibilities leave them with little time to spare. During the summer,

not all of that applies, and I think that’s the best time to try and generate interest in the library with that age group, hopefully retaining it during the upcoming school year. As such, I would like to hold a drawing at the end of the Summer Reading Program for people who meet the highest minutes read goal in the teenage challenge (1500), with extra entries for program participants. The prize would be a choice between a GoPro Hero 12 bundle (\$380) and an XP Pen drawing tablet with a perpetual license for Clip Studio Paint (\$300 for the tablet and \$54 for the software). I chose these prizes with the theme of the Summer Reading Program (“Color Your World”) in mind. All prices assume no sales or changes between now and the drawing.

REQUESTED FUNDS:

\$400 for Teen Summer Reading Grand Prize

ITEMIZED REQUEST

Item	Price	Quantity	Total
GoPro Hero 12 bundle	\$380	1	\$380
Or, should the winner prefer			
XP Pen Artist 13.3 Pro V2	\$300	1	\$300
Perpetual license for Clip Studio Paint	\$54	1	\$54
Total amount requested rounding up	Total		\$400.00

Funding Request – Magic Art Bus
Jean Patrick, Children’s Services Librarian

PROGRAM DESCRIPTION:

On Saturday, May 17 (date tentative), the 605 Magic Art Bus will be in Mitchell to lead a two-hour session at the library. Mileage and one 2-hour session will be paid for by the Mitchell Area Council for the Arts. I request \$400 to provide an additional 2-hour session. We are excited to partner with the Mitchell Area Council for the Arts. This program certainly fits with this year’s summer reading theme of “Color Your World”.

Note: Last summer, we booked the Magic Art Bus for the 2024 Summer Reading Program and the kids loved it. (Approx. attendance 210.) The Magic Art Bus staff provided activities inside and outside the bus, as well as additional activities inside the library. (For more information, visit <https://magicartbus.com>)

REQUESTED FUNDS:

\$400 to purchase paint and supplies.

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. Provide “how to” information on the library’s website.
3. Promote library on an additional social media channel.

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 position (e.g., a programming/outreach assistant).

Goal D

Increase outreach throughout the community.

Strategies

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

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

Mitchell Public Library



Strategic Plan 2025-2028

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Goal A

Improve marketing/advocacy of library services

Strategies

1. Install digital sign along Sanborn Boulevard to promote library services.
 - a. Sign will be installed by fourth quarter 2025.
2. Provide “how to” information on the library’s website.
 - a. Determine what “how to” questions get asked the most and what would be helpful as a “how to” in either print or video format.
 - b. Create a “how to” document for each identified topic.
 - c. Create a “how to” video for each identified topic.
 - d. Publish “how tos” to the library website through 2028.
 - e. This strategy is achieved when the “how to” documents and videos are published online.
3. Promote library on an additional social media channel.
 - a. Additional social media channel will be selected and posting will begin in 4th quarter 2025.
 - b. This strategy is achieved when we have 300 followers on the additional platform.

Goal B

Maximize library space

Strategies

1. Reorganize collection to create more space for children’s collection.
 - a. Weed adult nonfiction collection significantly by the end of 2025 to reduce the footprint of the collection. The goal is to empty three rows of nonfiction shelves.
 - b. Reorganize children’s collection to expand into the emptied adult nonfiction space by the end of 2nd quarter 2026.

2. Reorganize collection to create space for an “intermediate” collection.
 - a. Determine what titles from the existing collections would be candidates for an intermediate collection by the 3rd quarter of 2026.
 - b. Determine what space would best accommodate a standalone intermediate collection by the 3rd quarter of 2026.
 - c. Reorganize children’s and YA collections to create an “intermediate collection” by the end of 4th quarter 2026.
3. Install better lighting around the interior perimeter.
 - a. Lights will be installed by 4th quarter of 2025.
4. Provide a drive-up book return to patrons.
 - a. Determine feasibility of moving the east, outdoor book return to a drive-up location by 2nd quarter 2026.
 - b. If feasible, move the east, outdoor book return to a drive-up location by 3rd quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
 - a. Determine affordability of a subscription to OverDrive’s digital periodicals by 4th quarter of 2025.
 - b. Determine if any newspaper subscriptions can be discontinued by 4th quarter of 2025.
 - c. This strategy is achieved when a decision is made to either subscribe or not subscribe to this resource.
6. Investigate options for conducting a space analysis.
 - a. By 3rd quarter 2026 determine the scope of a space analysis and determine if a request for proposal is necessary.
 - b. Identify library consultants who specialize in space analyses by 4th quarter 2026.
 - c. Draft document to request information/proposal from consultants by 4th quarter 2026.
 - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
 - e. Submit funding request for a consultant by 2nd quarter 2027.
 - f. Determine if funding is available for conducting such a study by 4th quarter 2027.
 - g. This strategy is achieved when a decision is made to either contract for a space analysis study or not.

Goal C

Expand library programming that engages patrons of all ages

Strategies

1. Offer more young adult programming.
 - a. Continually determine what topics are of interest to teens.
 - b. Develop programming for identified topics.
 - c. Offer this programming to teens, focus on summer reading programming in 2025, 2026, and 2027.
 - d. This strategy is achieved with a minimum of 300 teen participants per year.
2. Offer more adult programming.
 - a. Continually determine what topics are of interest to adults.
 - b. Develop programming for identified topics.

- c. Offer an average of one program per month to adults beginning in 2026.
- 3. Partner with external organizations to offer programs.
 - a. Continually identify external organizations to present programs at the library.
 - b. Contact these organizations to determine their willingness to partner on programming.
 - c. Schedule six “partner” programs in 2026.
- 4. Request funding to hire an additional library position (e.g., a programming/outreach assistant).
 - a. By the end of 2nd quarter 2027, have increased programming and participation that would support the need for the additional position.
 - b. Submit a funding request for an addition position by 2nd quarter 2027 for the FY2028 budget process.
 - c. This strategy is achieved when such request is submitted, but ultimately achieved when the funding request is approved through the city budget process and the position is filled.

Goal D

Increase outreach throughout the community.

Strategies

- 1. Establish a “pop-up” library to be available at various events throughout the community.
 - a. Continually identify community events at which the library can have a presence.
 - b. Select a variety of books that could be available for checkout at a “pop-up” library.
 - c. This strategy is achieved when we have taken the “pop-up” library to three events by 3rd quarter of 2026.
- 2. Develop better connections with area schools.
 - a. Continually identify individual teachers at area schools who would be interested in having a library presentation in their class.
 - b. Schedule and conduct presentations in those teachers’ classrooms (this also supports the strategy of offering more young adult programming).
 - c. This strategy is achieved when we have conducted a minimum of four presentations per year through the 2027-2028 academic year.

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

Brynna Koerner – Community Representative

Library Board

Dennis Nath – President

Diana Goldammer – Vice President

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