



**Mitchell Public Library Board of Trustees Agenda**  
City Council Chambers, City Hall, 612 N. Main Street  
May 13, 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 Bylaws Updates**
  
  - B. Action to Approve Policy Updates**
- 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  
March 18, 2025

**1. Call to Order**

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

**2. Roll Call**

The following members were present in person: Dennis Nath, Deb Everson and Diana Goldammer. Board members Ann Temple, Emma Shears, and Susan Tjarks were excused. Also present was Kevin Kenkel, Library Director.

**3. Approval of Agenda**

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

**4. Approval of Minutes**

Board members reviewed the minutes from the January 28, 2025 board meeting. Motion by Everson, seconded by Goldammer, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for February 2025. Kenkel provided additional comments regarding the written reports. Additional discussion about the 2025 Legislative session was held. Motion by Goldammer, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

**6. Financial Report & Approval of Bills**

Board members reviewed the January and February 2025 bank statements and financial reports. Motion by Goldammer, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

**7. Business Items**

**A. Review of 2024 Public Library Survey Responses**

Board members reviewed the responses to the 2024 Annual Public Library Survey that is submitted to the South Dakota State Library. Board members commented on the variety of statistics that are collected for this survey. Board saw no items needing correction.

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

Kenkel presented three funding requests.

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

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

**C. Action to Approve Library Strategic Plan**

Board members reviewed the proposed 2025-2028 Strategic Plan. Kenkel reviewed the plan and provided explanation regarding various items in the plan. Board members asked questions about a number of items. Kenkel explained that a number of items are already under way. Motion by Goldammer, seconded by Everson, to approve the 2025-2028 Strategic Plan. All members present voted "Aye". Motion passed.

**8. Committee Reports**

There were no committee reports.

**9. Board Input**

Goldammer thanked everyone on the Strategic Planning Committee for their work in creating the strategic plan.

**10. Citizen's Input**

No citizen's input was given.

**11. Adjournment**

Board members asked about training in April. Suggestions for training included a tour of updates to the library, training on how to check out materials, and having some sort of recognition for National Library Week. Kenkel will work with library staff to come up with a National Library Week recognition at which Board members can attend and participate.

The next Board of Trustees meeting is scheduled for May 20, 2025 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:24 p.m.

## Mitchell Public Library Director Report

### May 13, 2025

#### 1. Staffing

Ella Pospisil, our high school part-time staff member, will be leaving the library in May. She graduates from Mitchell Christian High School May 17. Ella originally planned on working through the summer before leaving for college. Her father obtained a job in Watertown, so their family will be moving May 20. At this point, we don't plan to hire another part-time employee.

#### 2. Sales Tax

The March and April sales tax amounts for our used book sale were \$43.25 and \$37.89 respectively.

#### 3. Supplemental Budget

The City Council approved the 2025 Supplemental Budget. The library ended up with three amounts included in this budget ordinance: \$5,000 for part-time wages, \$35,000 for furniture & equipment, and \$15,000 for building. We'll be able to schedule more part-time hours, especially during the summer. The \$15,000 is additional funding for the track lighting project. There was an error on the original quote that didn't include the actual lights. The \$35,000 will help pay for the digital sign we plan to install.

#### 4. IMLS/South Dakota State Library

As you know, SDLA worked hard to convince state legislators not to follow Governor Noem's proposed cuts to the State Library. Through state-wide efforts, the cuts to the State Library were not as drastic as proposed. A few days after the legislative session ended the President announced plans to gut the Institute of Museum and Library Services. This has caused great uncertainty for the continuation of federal grants to the states for library services. Due to this uncertainty, the State Library did not renew the contract for the library courier service, which ran through the end of April 2025. Libraries were informed in mid-April to stop sending items through the courier service. Since then, we've had to mail interlibrary loan books to all SD libraries. This has increased our postage costs significantly.

#### 5. Board Membership

Our May 2025 Board meeting will be Emma Shears' last meeting. She is going off the Board. In the last year two individuals expressed interest in serving on the Library Board of Trustees. I submitted both of those names to the mayor and city administrator. The mayor nominated Megan Luther to serve as a Board member. The City Council approved her

nomination at their May 5, 2025 meeting. Megan will join the Board at our July meeting. Thanks to Emma for her years of service.

#### 6. Library Accreditation

This summer we will need to re-apply for library accreditation through the State Library. We currently have “Essential Level” accreditation. We will apply for “Enhanced Level” accreditation, which requires meeting all the Essential standards and all but two of the Enhanced standards. There are two standards that we haven’t met yet:

- a. 43. The library evaluates one program annually in terms of outcomes achieved. Three evaluations total for three-year renewal cycle. **REQUIRES DOCUMENTATION.**
- b. 55. Library has a technology plan in place that is adopted by the Library Board and evaluated every three years. The technology plan includes a timeline and proposed annual budget for library technology improvements. **INCLUDE A COPY OF TECHNOLOGY PLAN OR MEETING MINUTES AT WHICH PLAN WAS REVIEWED.**

#### 7. Strategic Plan

See the attached implementation plan with comments for an update on plan progress.

## Mitchell Public Library Strategic Plan, 2025-2028

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### *Mission Statement*

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

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### *Goals and Strategies*

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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.  
**May 2025 – Quotes have been requested from one Mitchell signs company and two Sioux Falls companies. The two Sioux Falls companies have submitted quotes.**
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.  
**We have approximately 35% of the adult nonfiction collection weeded. Once Summer Reading Program is finished, weeding will resume.**

- b. Reorganize children's collection to expand into the emptied adult nonfiction space by the end of 2<sup>nd</sup> 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 3<sup>rd</sup> quarter of 2026.
  - b. Determine what space would best accommodate a standalone intermediate collection by the 3<sup>rd</sup> quarter of 2026.
  - c. Reorganize children's and YA collections to create an "intermediate collection" by the end of 4<sup>th</sup> quarter 2026.
3. Install better lighting around the interior perimeter.
  - a. Lights will be installed by 4<sup>th</sup> quarter of 2025.  
**May 2025 – Materials have been ordered.**
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 2<sup>nd</sup> quarter 2026.
  - b. If feasible, move the east, outdoor book return to a drive-up location by 3<sup>rd</sup> quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
  - a. Determine affordability of a subscription to OverDrive's digital periodicals by 4<sup>th</sup> quarter of 2025.  
**May 2025 – The cost of an annual subscription from OverDrive for their periodical service is \$3,000.**
  - b. Determine if any newspaper subscriptions can be discontinued by 4<sup>th</sup> quarter of 2025.  
**May 2025 – We are beginning to discuss which newspaper subscriptions can be cancelled.**
  - 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 3<sup>rd</sup> 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 4<sup>th</sup> quarter 2026.
  - c. Draft document to request information/proposal from consultants by 4<sup>th</sup> quarter 2026.
  - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
  - e. Submit funding request for a consultant by 2<sup>nd</sup> quarter 2027.
  - f. Determine if funding is available for conducting such a study by 4<sup>th</sup> 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.  
*The schedule for our 2025 Summer Reading Program is set. See included flyer.*
- 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.  
*The schedule for our 2025 Summer Reading Program is set. See included flyer.*
3. Partner with external organizations to offer programs.
  - a. Continually identify external organizations to present programs at the library.  
*May 2025 – We have discussed the possibility of testing out scheduling a book club at the new Palace City Brewery. On May 5 we met with Amber Hiles, a middle school teacher, to discuss a middle school creative writing class for the summer.*
  - 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.  
*May 2025 – We participated in the First Fridays event May 2 to promote Summer Reading Program. We were prepared to register individuals for library cards, but had no one complete the registration.*
  - b. Select a variety of books that could be available for checkout at a “pop-up” library.  
*We also took a variety of books to have available for checkout for anyone interested, though no one checked out any books.*
  - c. This strategy is achieved when we have taken the “pop-up” library to three events by 3<sup>rd</sup> 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.  
**Our meeting with Amber Hiles was a good opportunity to establish a relationship with the Mitchell Middle School language arts program.**
- 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.

## May 2025 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

### Collection Management

The Adult Nonfiction weeding project is about 35% complete. In the run up to the Summer Reading Program, stacks management has taken a back seat to program planning and other preparations. I expect to resume working on it in late July or early August as Summer Reading draws down, which will allow me to finish before the end of the year and begin working on the other sections: Young Adult Nonfiction will be first, followed by Adult Romance, Adult Science Fiction, YA Fiction, Adult Fiction, Adult Mystery, and Adult Western. Following the weeding will be a large scale shifting.

### Programming

Bookopoly finished on a high note, in that one of the prizes turned out to be cheaper than when initially priced out thanks to a sale. This allowed us to increase the number of Mitchell Bucks cards for the participants while coming in under budget. Prizes were well received, and we have some leftover mugs that can be used at a later date. Participation among adults was 123 people, and among teenagers was 51 people. Not all of the boards that went out were returned, but that was expected.

After trial runs for the extra sessions of the two books clubs, I've decided to keep running second sessions for fiction but not for mystery. Attendance has been consistent for the extra fiction group, but only one person showed up to the evening mystery session across three months. Dates and times for adult and teen programs for the Summer Reading Program are locked in. I will be holding my programs on Mondays for the adults and Wednesdays for the teenagers, which will allow Jean the community room on Saturdays. The exception is the musical performance from Curtis and Loretta, but that will be happening at 2pm on June 14<sup>th</sup> so getting the space ready for a concert will not be any kind of issue. I've included the adult programming schedule with this report.

In scheduling the teen programming, I opted to put the craft programs at 2pm and the book clubs at 4pm to make things a bit more equitable for the grand prize drawing: some people may work the first shift, while second shifts at restaurants generally start at 4pm. As additional entries into the drawing depend on attending programs, I didn't want people to feel like they didn't have an opportunity to participate on account of their jobs. Two titles for the teen book club have been sourced from the South Dakota Teens Top Ten List for this year, and I will be ordering copies from our vendor, but I'll be holding off on ordering the August title as I want the participants to decide what we'll be reading. The teen programming schedule, book club flier, and grand prize drawing announcement are included with this report. I sent these to April Johnson at the Mitchell High School at the end of April, along with the adult programming schedule.

The *Dungeons and Dragons* programming has been consistently attended, so I will be starting the games in the near future, once the participants can agree on a date and time. I had hoped to collaborate with Aurora Plains Academy and Steppingstones with *D&D* programming, but I've not heard back from either organization. While disappointing, it isn't surprising, given the nature of their services.

The seed library was recently featured in the Mitchell Republic's spring supplement on April 23<sup>rd</sup>, which I found exciting. We've received several donations of seed from patrons.

## Outreach

On Tuesday, May 6 I gave a presentation at the Greenridge Apartments. This presentation went well, with eight residents signing up for library cards after I was done speaking. I also provided handouts for the upcoming puzzle swap and writing workshop, as I think they would find them interesting. I've been in touch with several local businesses to procure prizes for Summer Reading: Hot Shots Espresso is willing to donate vouchers, Michelle's Mad Batter is interested in a reimbursement arrangement, and Mya's Teriyaki is interested in collaborating as well. I'm still waiting to hear back from a couple of other businesses. I'd like to spread it around by offering choices between the different parties so as to avoid accusations of favoritism or impropriety.

I would like to reach out to Palace City Brewing about hosting a book club session this summer, unrelated to the fiction clubs we currently run, as a way of reaching people who don't normally participate in library events. There are two ways we could do it: the first is to order a dozen copies of a popular author's latest work (to be kept by the participants), leave it with the staff at Palace City to pass out to interested customers and have the discussion on a set day, or in a read-and-talk format where a group gets together to talk about whatever they've read recently, want to read soon, or would never pick up again except to use as a fly swatter. The advantage of the read-and-talk is that there is no cost outlay to consider.

Doreen Nelson with the Chamber of Commerce has also approached me about hosting something for a newcomer event. This would be some time next year, as the slate this year is set, but the Chamber would be willing to foot the cost of materials. The newcomer group fluctuates in size, but when I've participated in events the number hovers around 20: a bit unwieldy if it's one whole group, but I could cover one half and Doreen the other.



# COLOR OUR WORLD™

## Upcoming Events

### ADULT SUMMER READING PROGRAM

May 28th - Summer Reading Kickoff

June 2nd @ 6 PM - Fiction Book Club

June 3rd @ 2pm: Wisdom Writing Workshop\*

June 9<sup>th</sup> @ Noon - Fiction Book Club

June 14th @ 2pm - Concert: Curtis and Loretta

June 16th @ Noon - Mystery Book Club

June 23<sup>rd</sup> @ 7pm - Alcohol ink coaster marbling\*

July 7th @ 6 PM - Fiction Book Club

July 14th @ Noon - Fiction Book Club

July 14<sup>th</sup> @ 7pm - Journal marbling\*

July 21<sup>st</sup> @ Noon - Mystery Book Club

\*Registration required

READ BOOKS

WIN PRIZES

EXPERIENCE NEW IDEAS



# COLOR OUR WORLD™

## Upcoming Events

### TEEN SUMMER READING PROGRAM

May 28th - Summer Reading Kickoff

June 2nd-21st: Fiddle key ring craft kits available

June 11th @ 4pm: Teen Book Club- "A Long Stretch of Bad Days"

June 18th @ 2pm: Locker Lamp craft

June 25<sup>th</sup> @ 2pm: Alcohol ink coasters

July 7th-25th: Infinity cube craft kits available

July 9th @ 4pm: Teen Book Club- "The Do-Over"

July 16<sup>th</sup> @ 2pm: Journal marbling

July 23<sup>rd</sup> @ 2pm: Squeegee Art

Registration strongly recommended--supplies are limited.

**READ BOOKS, WIN PRIZES, EXPERIENCE NEW IDEAS**

# TEEN BOOK CLUB

2nd Wednesday of June, July, and August  
starting at 4:00 PM.

Selections will be made from the SD Teen  
Choice Award list: June's title is *A Long  
Stretch of Bad Days* by Mindy McGinnis  
(nom.), and July's is *The Do-Over* by Lynn  
Painter (won). August TBD.

Contact Max (605-995-8480) for more details.  
Registration required. Books are yours to keep.

# Summer Reading Prizes FOR TEENS

We will be holding a drawing for a grand prize in August: the winner will be given the choice between a **GoPro Hero 12 bundle**, or an **XP Pen Artist Pro V2 drawing tablet with 13.3" screen**, and a **perpetual license for Clip Studio Paint**.

Entries are earned by:

- Meeting the 1,500 minutes goal
- Participating in teen programming at the Library in June and July
- Participating in the teen book clubs



With the programs we have planned so far, you have up to nine entries in the drawing. There may be more.

## May 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During March-May, 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 wrap up the 2025 Bookopoly program. Most of all, I'm gearing up 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, which is normal for this time of year. Saturday Storytime has been high. Often, 50 or more children and parents/caregivers are present.

### Outreach Storytime

In addition to the normal Outreach Storytime preschools (see below), I visited the **Mount Vernon kindergarten** class on April 24 to talk about writing, books, and the upcoming Summer Reading Program. I also visited the **Upland Colony** (northeast of Mitchell) on April 25 to talk about books, writing, and the upcoming Summer Reading Program. The visit also allowed me to meet the 3<sup>rd</sup>-5<sup>th</sup> grade students, who all participated in Bookopoly (and wrote some great thank you notes for the prizes!!) During the visit, I was able to encourage all grades to participate in Bookopoly in 2026.

I continue to lead a monthly Storytime at the library for **First Lutheran Early Learning Center** (43 kids/5 teachers per month). Each month, I also go to **Palace City Preschool** (3 sessions – each class 22 kids/2 teachers) and to **Headstart** (3 sessions - approx. 42 kids/5 teachers per month). I also promote the Summer Reading Program to these groups.

### PAST EVENTS: March – May 2025

- **Bookopoly Jr** concluded with high numbers. 324 game boards were distributed. Of these, 102 children completed their entire Bookopoly boards. Another 44 kids completed partial boards. Parents and kids tell me they like Bookopoly because it helps them read “lots of different kinds of books.” I'd like to give a huge shout-out to Rachel Soulek for custom-making the 3-D printer prizes (shark, dog, or bookmark in the child's choice of color).

- **More Bookopoly joy...** An unexpected plus happened at Crazy About Cupcakes. (They helped provide cupcake prizes for the completed boards.) One of the employees told me how she loved asking kids what books they had read & how much she enjoyed hearing them answer. How cool that kids are learning to have book conversations at a local business! This adds to the tapestry of literacy in our community.

- On **Tuesday, April 10**, I attended a City Park Board meeting with Linda McEntee (Kiwanis Club) to help describe details of the **StoryWalk structures** that the Mitchell Kiwanis Club will be purchasing for Patton Young Park. Although Kiwanis is spearheading the project, they've asked the library to help provide guidance with book selection. Currently (as of early May), flags are being placed at Patton Young Park for the frames.
- On **Saturday, April 19**, the Mitchell Area Council of the Arts and 401 Create provided Easter-themed craft activities from 11:00am-1:00pm (following Saturday Storytime). Approx. 120 kids and parents/caregivers attended, including many new faces.

#### UPCOMING EVENTS – May-July 2025

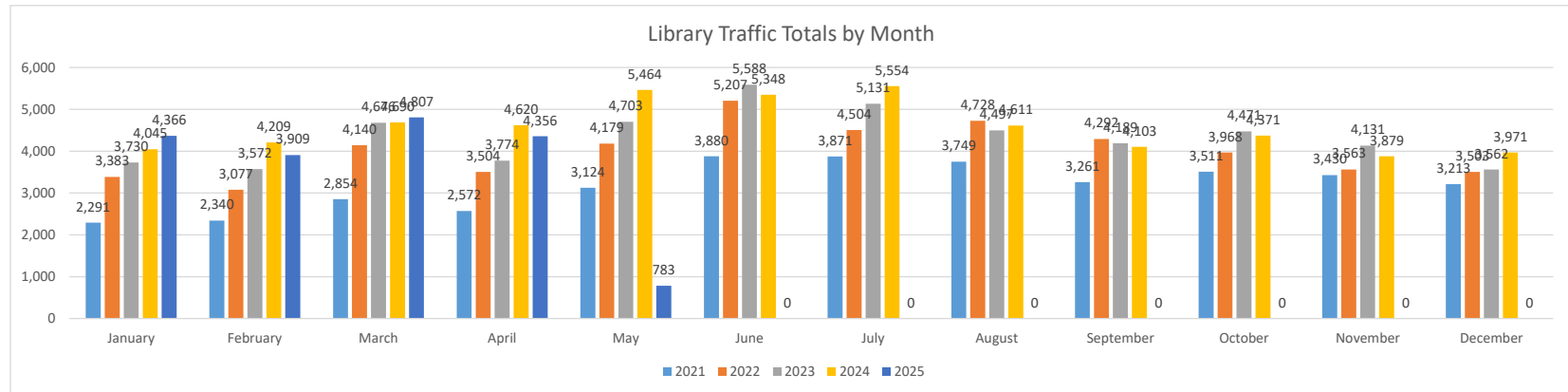
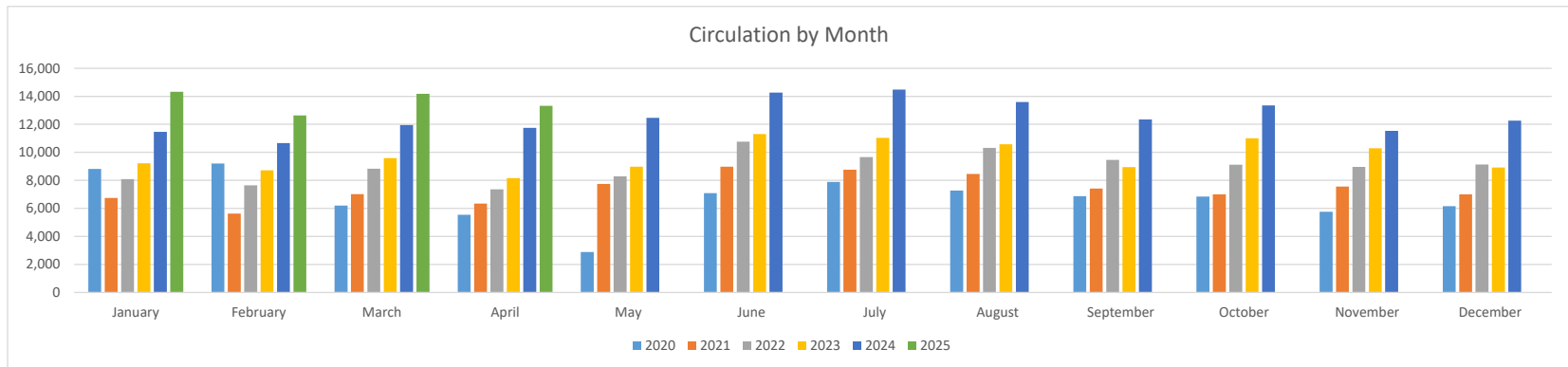
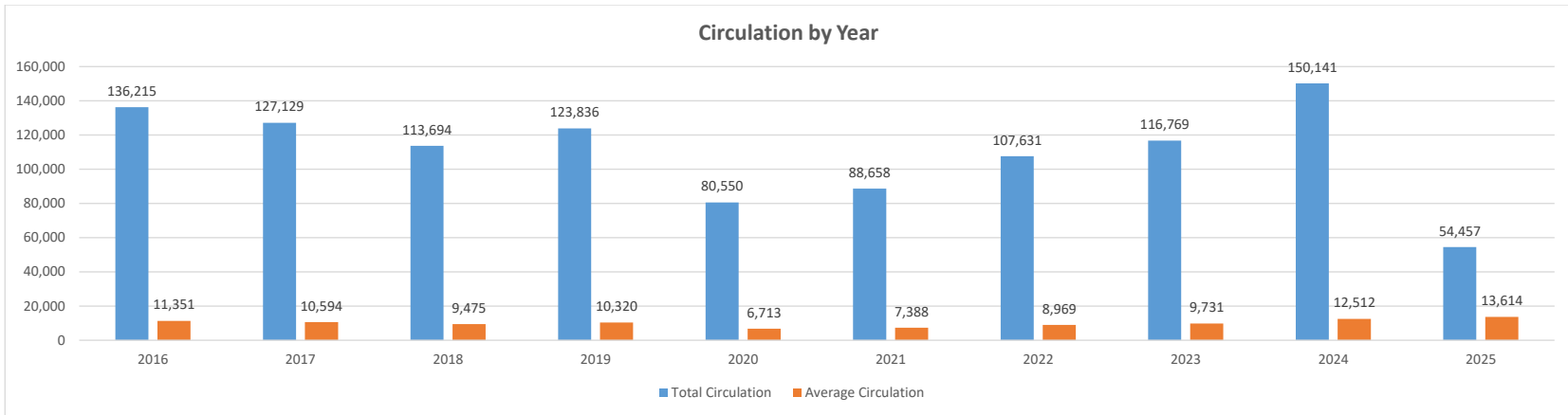
- On **May 15 & May 19**, I will be speaking to all students at Longfellow and LB Williams schools to promote the Summer Reading Program. Various classes from GB Rogers, Mitchell Christian, and possibly Rosedale Colony will be visiting the library in May to learn more about the Summer Reading Program.
- The **Summer Reading Program Kick-off** is scheduled for **Wed. May 28 and Sat. May 31** (10-noon). Children will have the opportunity to pet real goats and pick up reading charts to earn free books and ice cream. Activities and presentations for children and families will take place throughout June and July (see handout). Once again, several businesses will be providing ice cream and treats for our Reading Reward card.
- The **605 Magic Art Bus** is scheduled for two sessions on **Saturday, July 12**. (They had no dates left for May.) The Mitchell Area Council of the Arts will be paying for one session and transportation. The library will be paying for the other session. Thank you for approving our funding request at the March meeting!
- **Read for the Record** will take place in October. I plan to submit a funding request at the next board meeting.

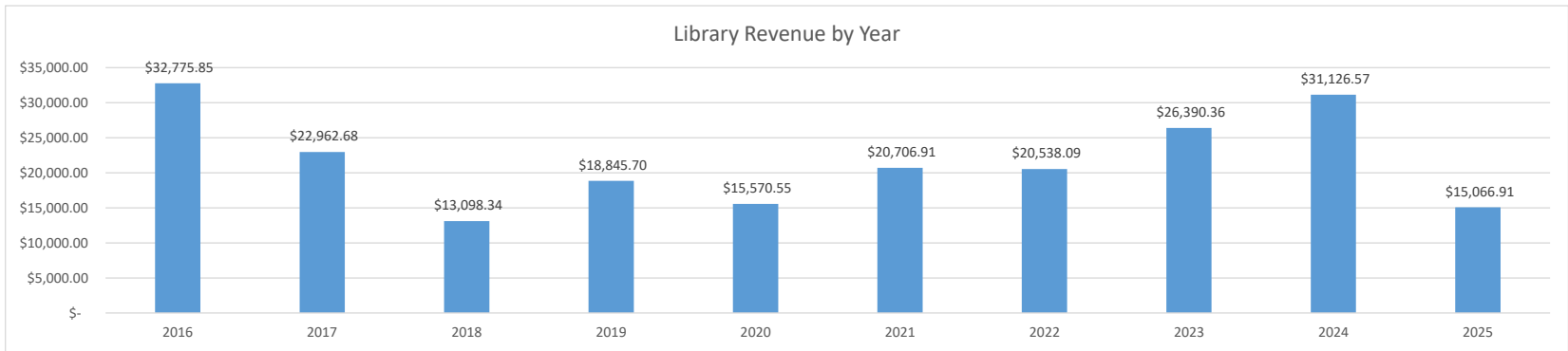
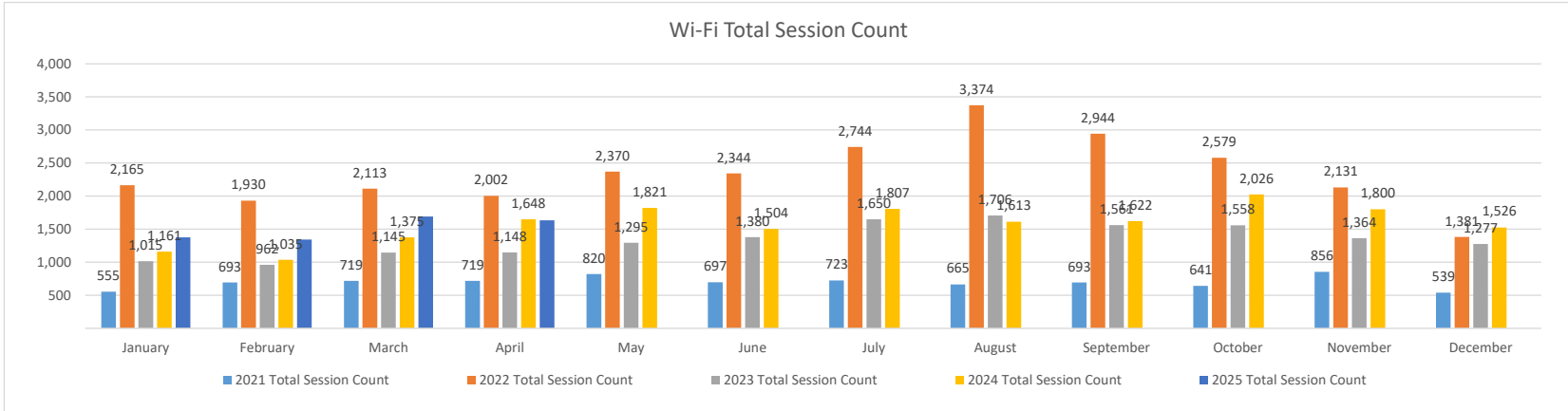
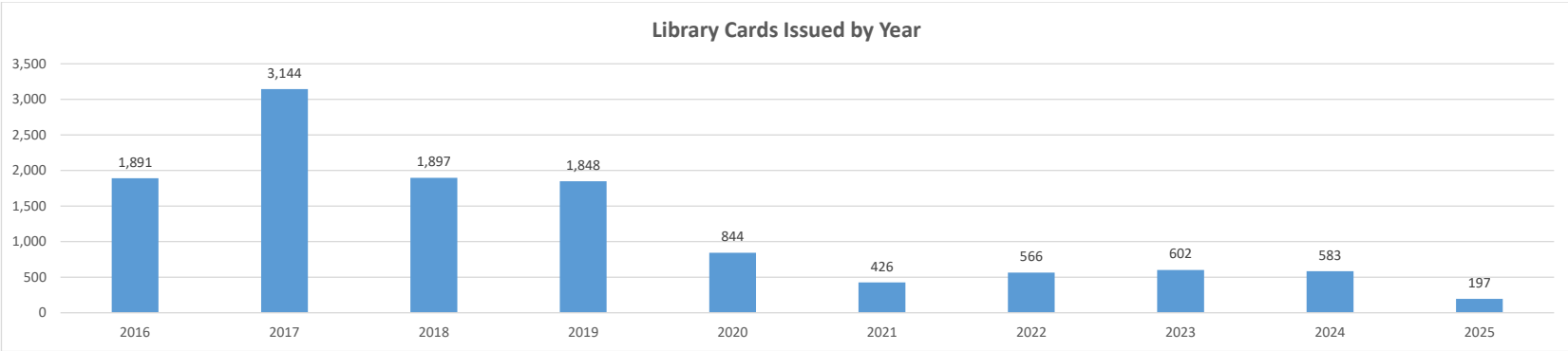


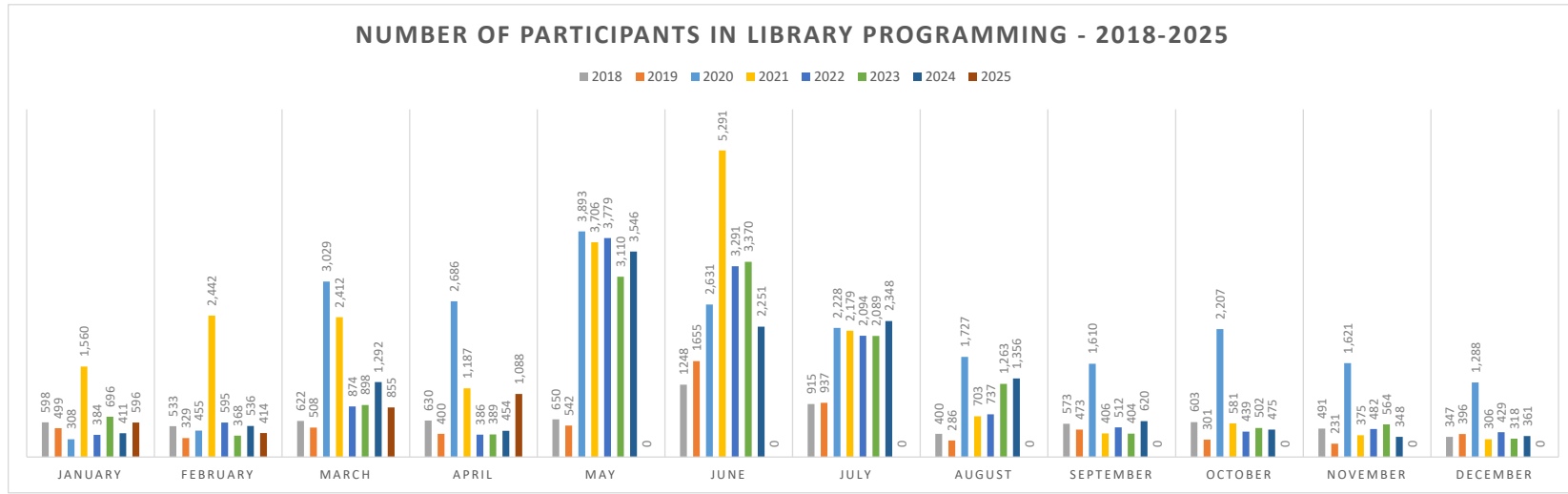
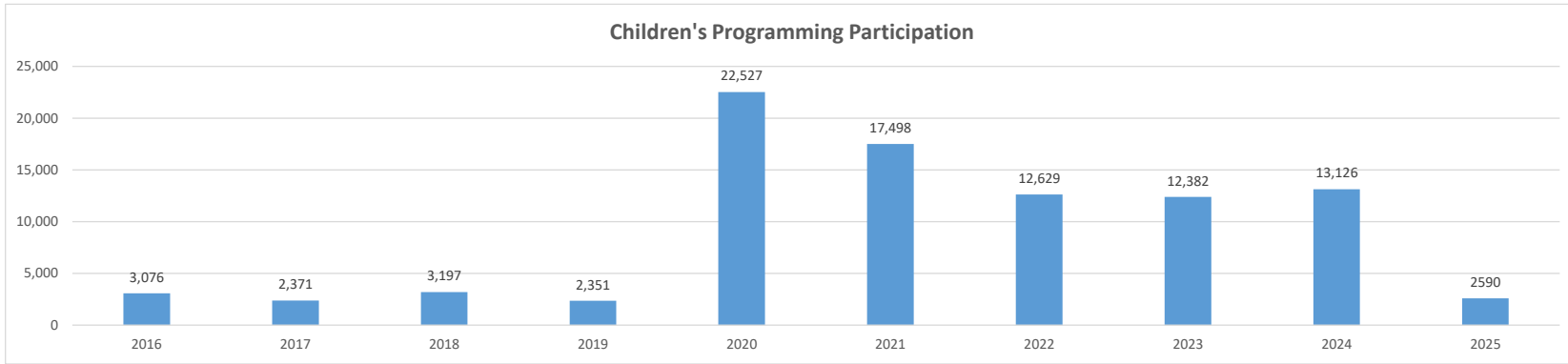
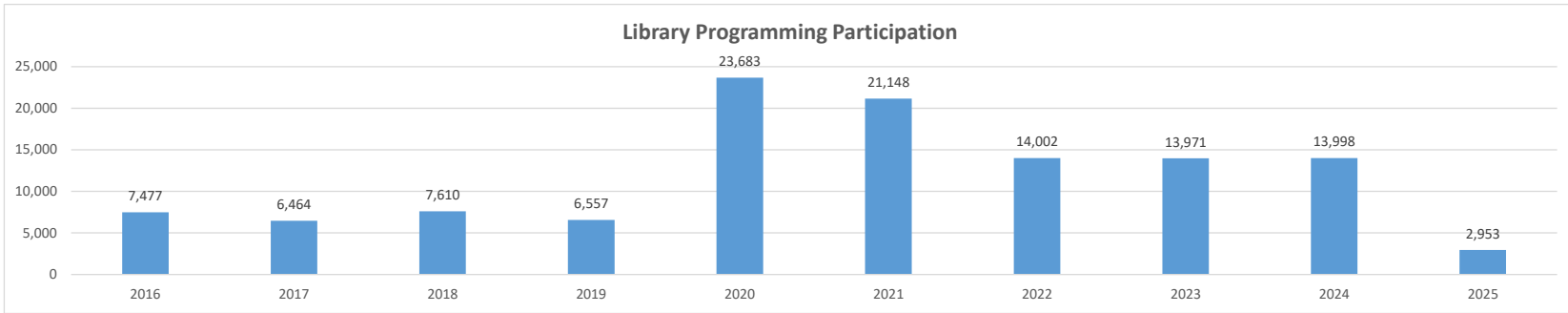
Mitchell Public Library Statistics for 2025



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024	Change	Library Statistics for 2025
<b>Gate Count</b>	4,366	3,909	4,807	4,356	783	0	0	0	0	0	0	0	18,221	54,865	-67%	Gate Count
<b>Registered Patrons TOTAL</b>	5,827	5,845	5,887	5,400	0	0	0	0	0	0	0	0	5,400	5,796	-7%	Registered Patrons Total
City Residents	4,457	4,473	4,502	4,107	0	0	0	0	0	0	0	0	4,107	4,389	-7%	City Residents
County Residents	737	737	739	680	0	0	0	0	0	0	0	0	680	735	-8%	County Residents
Subscription Memberships	494	497	509	476	0	0	0	0	0	0	0	0	476	491	-3%	Subscription Memberships
All Others	139	138	137	137	0	0	0	0	0	0	0	0	137	181	-32%	All Others
<b>All Items Circulated TOTAL</b>	14,329	12,631	14,173	13,324	0	0	0	0	0	0	0	0	54,457	150,141	-64%	All Items Circulated TOTAL
Physical Items	9,814	8,749	9,905	9,286	0	0	0	0	0	0	0	0	37,754	102,370	-63%	Physical Items
Digital Items from SDDTG	4,515	3,882	4,268	4,038	0	0	0	0	0	0	0	0	16,703	47,771	-65%	Digital Items from SDDTG
<b>Programs Held TOTAL</b>	19	21	25	25	0	0	0	0	0	0	0	0	90	272	-67%	Programs Held TOTAL
Children	14	15	18	17	0	0	0	0	0	0	0	0	64	207	-69%	Children
YA	2	1	1	3	0	0	0	0	0	0	0	0	7	11	-36%	YA
Adults	1	4	5	5	0	0	0	0	0	0	0	0	15	32	-53%	Adults
General Interest	2	1	1	0	0	0	0	0	0	0	0	0	4	22	-82%	General Interest
<b>Program Attendance TOTAL</b>	596	414	855	1,088	0	0	0	0	0	0	0	0	2,953	13,998	-79%	Program Attendance TOTAL
Children	482	384	834	890	0	0	0	0	0	0	0	0	2,590	13,126	-80%	Children
YA	36	6	3	58	0	0	0	0	0	0	0	0	103	199	-48%	YA
Adults	8	13	18	140	0	0	0	0	0	0	0	0	179	417	-57%	Adults
General Interest	70	11	0	0	0	0	0	0	0	0	0	0	81	256	-68%	General Interest
<b>Collection Holdings TOTAL</b>	72,160	72,093	72,252	72,586	72,586	72,586	72,586	72,586	72,586	72,586	72,586	72,586	72,586	72,427	0.2%	Collection Holdings TOTAL
Holdings added	428	211	394	503	0	0	0	0	0	0	0	0	1,536	3,940	-61%	Holdings added
Holdings deleted	-695	-278	-235	-169	0	0	0	0	0	0	0	0	-1,377	-5,637	-76%	Holdings deleted
<b>ILL Borrowing Filled</b>	52	26	52	34	0	0	0	0	0	0	0	0	164	326	-50%	ILL Borrowing Filled
<b>ILL Lending Filled</b>	55	56	49	56	0	0	0	0	0	0	0	0	216	719	-70%	ILL Lending Filled
<b>Computer sessions</b>	318	320	428	380	0	0	0	0	0	0	0	0	1,446	5,017	-71%	Computer sessions
<b>Computer use by hours</b>	232.5	254.8	323.4	286.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,097	3,521	-69%	Computer use by hours
<b>Wi-Fi Sessions</b>	1,375	1,342	1,692	1,634	0	0	0	0	0	0	0	0	6,043	16,061	-62%	Wi-Fi Sessions
<b>Facebook "People Reached"</b>	12,100	12,010	14,034	11,081	0	0	0	0	0	0	0	0	49,225	287,689	-83%	Facebook "People Reached"
<b>Library website visits</b>														10,867	-100%	Library website visits
<b>Revenue</b>	\$ 1,675.96	\$ 2,151.85	\$ 2,183.42	\$ 9,055.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,066.91	\$ 31,126.57	-52%	Revenue









1620 Dodge St.  
 Stop Code 3148  
 Omaha, NE 68197



00071411  
 MSP 107  
 MITCHELL PUBLIC LIBRARY  
 MICHELLE BATHKE  
 ANN M TEMPLE  
 221 N DUFF ST  
 MITCHELL SD 57301

01

**Summary of Accounts - From 03/01/2025 To 03/31/2025**

**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	\$108,692.78	\$110,058.41
<b>Total on Deposit</b>			<b>\$110,058.41</b>

The great big small bank

800-642-0014

fnbo.com



**Premium Business Checking w/In-XXXXXX1877**

**Account Summary**

<b>Description</b>	
<b>Beginning Balance</b>	<b>\$108,692.78</b>
9 Credit(s) This Period	\$2,165.82
4 Debit(s) This Period	\$800.19
<b>Ending Balance</b>	<b>\$110,058.41</b>

**Interest Summary**

<b>Description</b>	
Annual Percentage Yield Earned	1.11%
Interest Days	31
Interest Earned	\$102.33
Interest Paid This Period	\$102.33
Interest Paid Year-To-Date	\$294.81

**Deposit Activity  
ELECTRONIC**

Post Date	Description	Amount
03-04	PAYPAL TRANSFER *****41570645	\$191.89
03-11	PAYPAL TRANSFER *****90742089	\$182.96
03-18	PAYPAL TRANSFER *****39734832	\$110.82
03-25	PAYPAL TRANSFER *****86692146	\$140.22
03-31	INTEREST PAYMENT	\$102.33
<b>Total Electronic Deposits</b>		<b>\$728.22</b>

**Deposit Activity  
PAPER**

Post Date	Description	Amount
03-03	CUSTOMER DEPOSIT	\$339.78
03-17	CUSTOMER DEPOSIT	\$550.47
03-25	CUSTOMER DEPOSIT	\$327.35
03-31	CUSTOMER DEPOSIT	\$220.00
<b>Total Paper Deposits</b>		<b>\$1,437.60</b>

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
03-13	Check #1394	\$23.90
03-19	Check #1400	\$250.00
03-21	Check #1402	\$40.12
03-28	Check #1401	\$486.17
<b>Total Paper Withdrawals</b>		<b>\$800.19</b>



1620 Dodge St.  
Stop Code 3148  
Omaha, NE 68197



00055362  
MSP 77  
MITCHELL PUBLIC LIBRARY  
MICHELLE BATHKE  
ANN M TEMPLE  
221 N DUFF ST  
MITCHELL SD 57301

01

### Summary of Accounts - From 04/01/2025 To 04/30/2025

#### 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	\$110,058.41	\$116,270.01
<b>Total on Deposit</b>			<b>\$116,270.01</b>

The great big small bank

800-642-0014

fnbo.com



**Premium Business Checking w/In-XXXXXX1877**

**Account Summary**

**Description**

<b>Beginning Balance</b>	<b>\$110,058.41</b>
13 Credit(s) This Period	\$9,039.62
9 Debit(s) This Period	\$2,828.02
<b>Ending Balance</b>	<b>\$116,270.01</b>

**Interest Summary**

**Description**

Annual Percentage Yield Earned	1.11%
Interest Days	30
Interest Earned	\$101.37
Interest Paid This Period	\$101.37
Interest Paid Year-To-Date	\$396.18

**Deposit Activity  
ELECTRONIC**

Post Date	Description	Amount
04-01	PAYPAL TRANSFER *****36397080	\$88.23
04-08	PAYPAL TRANSFER *****94797152	\$53.67
04-15	PAYPAL TRANSFER *****44537226	\$150.50
04-22	PAYPAL TRANSFER *****87270418	\$89.33
04-29	PAYPAL TRANSFER *****34225597	\$50.68
04-30	INTEREST PAYMENT	\$101.37
<b>Total Electronic Deposits</b>		<b>\$533.78</b>

**Deposit Activity  
PAPER**

Post Date	Description	Amount
04-07	CUSTOMER DEPOSIT	\$295.80
04-11	CUSTOMER DEPOSIT	\$36.00
04-15	CUSTOMER DEPOSIT	\$243.78
04-18	CUSTOMER DEPOSIT	\$7,500.00
04-21	CUSTOMER DEPOSIT	\$238.91
04-22	CUSTOMER DEPOSIT	\$18.00
04-30	CUSTOMER DEPOSIT	\$173.35
<b>Total Paper Deposits</b>		<b>\$8,505.84</b>

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
04-01	Check #1399	\$50.00



## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

04/01/25

March 2025

Accrual Basis

	Mar 25	Mar 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>General revenue</b>				
3D Printing	0.00	4.13	-4.13	-100.0%
Book sale	817.00	712.75	104.25	14.6%
Copies	534.05	228.50	305.55	133.7%
Donations	23.00	13.54	9.46	69.9%
Earbuds	5.00	1.00	4.00	400.0%
Interest	102.33	120.74	-18.41	-15.3%
Interlibrary loan	23.00	7.00	16.00	228.6%
Laminating	2.00	0.00	2.00	100.0%
Paid items (Damaged/Lost Items)	94.91	23.74	71.17	299.8%
Subscriptions	575.00	175.00	400.00	228.6%
<b>Total General revenue</b>	2,176.29	1,286.40	889.89	69.2%
Uncategorized Income	7.13	15.72	-8.59	-54.6%
<b>Total Income</b>	2,183.42	1,302.12	881.30	67.7%
<b>Expense</b>				
<b>Credit Card Processing Fees</b>	20.35	9.42	10.93	116.0%
<b>Operation expenses</b>				
Office supplies	0.00	79.90	-79.90	-100.0%
Repairs and Maintenance	392.60	0.00	392.60	100.0%
Sales Tax	40.12	38.82	1.30	3.4%
<b>Total Operation expenses</b>	432.72	118.72	314.00	264.5%
<b>Program expenses</b>				
Adult programming	206.33	650.00	-443.67	-68.3%
Children's programming	810.53	0.00	810.53	100.0%
Teen programming	0.00	187.58	-187.58	-100.0%
<b>Total Program expenses</b>	1,016.86	837.58	179.28	21.4%
Uncategorized Expenses	-2.75	0.00	-2.75	-100.0%
<b>Total Expense</b>	1,467.18	965.72	501.46	51.9%
<b>Net Ordinary Income</b>	716.24	336.40	379.84	112.9%
<b>Net Income</b>	<b>716.24</b>	<b>336.40</b>	<b>379.84</b>	<b>112.9%</b>

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

April 2025

	Apr 25	Apr 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	7,500.00	0.00	0.0%
<b>General revenue</b>				
3D Printing	3.20	3.78	-0.58	-15.3%
Book sale	639.55	832.15	-192.60	-23.1%
Copies	407.00	500.35	-93.35	-18.7%
Donations	22.66	18.32	4.34	23.7%
Earbuds	2.00	3.00	-1.00	-33.3%
Interest	101.37	120.02	-18.65	-15.5%
Interlibrary loan	14.00	18.00	-4.00	-22.2%
Laminating	3.00	0.00	3.00	100.0%
Meeting room fees	0.00	103.75	-103.75	-100.0%
Paid items (Damaged/Lost Items)	33.12	90.55	-57.43	-63.4%
Pop machine	36.00	9.00	27.00	300.0%
Subscriptions	275.00	375.00	-100.00	-26.7%
<b>Total General revenue</b>	<b>1,536.90</b>	<b>2,073.92</b>	<b>-537.02</b>	<b>-25.9%</b>
<b>Uncategorized Income</b>	<b>18.78</b>	<b>310.04</b>	<b>-291.26</b>	<b>-93.9%</b>
<b>Total Income</b>	<b>9,055.68</b>	<b>9,883.96</b>	<b>-828.28</b>	<b>-8.4%</b>
<b>Expense</b>				
Credit Card Processing Fees	16.06	14.68	1.38	9.4%
<b>Operation expenses</b>				
3D Printer Filament	107.96	0.00	107.96	100.0%
Furniture	0.00	1,702.85	-1,702.85	-100.0%
Janitorial Expense	9.09	0.00	9.09	100.0%
Meals and Entertainment	0.00	227.72	-227.72	-100.0%
Sales Tax	0.00	41.61	-41.61	-100.0%
<b>Total Operation expenses</b>	<b>117.05</b>	<b>1,972.18</b>	<b>-1,855.13</b>	<b>-94.1%</b>
Postage and Delivery	0.00	586.52	-586.52	-100.0%
<b>Program expenses</b>				
Adult programming	1,227.92	141.95	1,085.97	765.0%
Children's programming	364.02	422.83	-58.81	-13.9%
Program supplies	59.36	0.00	59.36	100.0%
<b>Summer Reading</b>				
Summer Reading - Adult	0.00	977.82	-977.82	-100.0%
Summer Reading - Teen	0.00	468.92	-468.92	-100.0%
<b>Total Summer Reading</b>	<b>0.00</b>	<b>1,446.74</b>	<b>-1,446.74</b>	<b>-100.0%</b>
Teen programming	503.43	141.93	361.50	254.7%
<b>Total Program expenses</b>	<b>2,154.73</b>	<b>2,153.45</b>	<b>1.28</b>	<b>0.1%</b>
<b>Total Expense</b>	<b>2,287.84</b>	<b>4,726.83</b>	<b>-2,438.99</b>	<b>-51.6%</b>
<b>Net Ordinary Income</b>	<b>6,767.84</b>	<b>5,157.13</b>	<b>1,610.71</b>	<b>31.2%</b>
<b>Net Income</b>	<b>6,767.84</b>	<b>5,157.13</b>	<b>1,610.71</b>	<b>31.2%</b>

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Prev Year Comparison**  
**January through April 2025**

	Jan - Apr 25	Jan - Apr 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	7,500.00	0.00	0.0%
<b>General revenue</b>				
3D Printing	7.00	7.91	-0.91	-11.5%
Book sale	2,804.55	2,839.20	-34.65	-1.2%
Copies	1,911.10	1,459.85	451.25	30.9%
Donations	621.61	96.31	525.30	545.4%
Earbuds	15.00	9.00	6.00	66.7%
Interest	396.18	469.57	-73.39	-15.6%
Interlibrary loan	61.00	61.50	-0.50	-0.8%
Laminating	5.00	0.00	5.00	100.0%
Meeting room fees	0.00	153.75	-153.75	-100.0%
Paid items (Damaged/Lost Items)	193.55	232.55	-39.00	-16.8%
Pop machine	54.00	18.00	36.00	200.0%
Subscriptions	1,450.00	1,400.00	50.00	3.6%
<b>Total General revenue</b>	7,518.99	6,747.64	771.35	11.4%
<b>Uncategorized Income</b>	47.92	362.65	-314.73	-86.8%
<b>Total Income</b>	15,066.91	14,610.29	456.62	3.1%
<b>Expense</b>				
Credit Card Processing Fees	67.01	47.56	19.45	40.9%
<b>Operation expenses</b>				
3D Printer Filament	107.96	0.00	107.96	100.0%
Equipment	368.99	0.00	368.99	100.0%
Furniture	0.00	1,702.85	-1,702.85	-100.0%
Janitorial Expense	9.09	0.00	9.09	100.0%
Lost/Damaged ILL books	0.00	41.95	-41.95	-100.0%
Meals and Entertainment	0.00	227.72	-227.72	-100.0%
Miscellaneous	0.00	20.00	-20.00	-100.0%
Office supplies	0.00	79.90	-79.90	-100.0%
<b>Repairs and Maintenance</b>	392.60	0.00	392.60	100.0%
Sales Tax	126.07	80.43	45.64	56.7%
<b>Total Operation expenses</b>	1,004.71	2,152.85	-1,148.14	-53.3%
Postage and Delivery	0.00	586.52	-586.52	-100.0%
<b>Program expenses</b>				
Adult programming	1,661.85	791.95	869.90	109.8%
Children's programming	1,607.87	422.83	1,185.04	280.3%
Program supplies	59.36	0.00	59.36	100.0%
<b>Summer Reading</b>				
Summer Reading - Adult	750.22	977.82	-227.60	-23.3%
Summer Reading - Teen	0.00	468.92	-468.92	-100.0%
<b>Total Summer Reading</b>	750.22	1,446.74	-696.52	-48.1%
Teen programming	564.39	329.51	234.88	71.3%
<b>Total Program expenses</b>	4,643.69	2,991.03	1,652.66	55.3%
<b>Uncategorized Expenses</b>	-2.75	0.00	-2.75	-100.0%
<b>Total Expense</b>	5,712.66	5,777.96	-65.30	-1.1%
<b>Net Ordinary Income</b>	9,354.25	8,832.33	521.92	5.9%
<b>Net Income</b>	<u>9,354.25</u>	<u>8,832.33</u>	<u>521.92</u>	<u>5.9%</u>

CITY OF MITCHELL  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 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	31,170.16	138,741.78	124,680.71	350,637.29	26.23
101-45500-41110 OVERTIME	0	42.31	0.00	42.31	( 42.31)	0.00
101-45500-41120 PART-TIME	45,250	3,141.55	11,193.66	11,906.50	33,343.50	26.31
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	2,545.76	10,773.43	10,007.54	29,796.46	25.14
101-45500-41300 RETIREMENT	28,519	1,872.74	8,324.53	7,483.34	21,035.66	26.24
101-45500-41500 GROUP INSURANCE	130,960	9,466.94	48,466.82	37,867.76	93,092.24	28.92
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	719,851	48,239.46	217,500.22	191,988.16	527,862.84	26.67
<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	47.75	1,316.68	76.34	7,423.66	1.02
101-45500-42600 SUPPLIES & MATERIALS	12,000	1,355.36	3,238.84	2,400.83	9,599.17	20.01
101-45500-42661 POSTAGE	1,600	148.47	477.29	617.95	982.05	38.62
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	95.52	64.20	5,185.80	1.22
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	1,574.51	8,771.53	6,150.87	13,199.13	31.79
101-45500-42700 TRAVEL, CONF & DUES	1,350	0.00	0.00	250.00	1,100.00	18.52
101-45500-42800 UTILITIES	43,375	4,373.02	11,125.67	12,654.82	30,720.18	29.18
101-45500-42830 UTILITIES-WATER/SEWER	2,100	235.40	296.25	235.40	1,864.60	11.21
101-45500-42902 COMPUTER SOFTWARE	1,950	0.00	243.80	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	7,734.51	25,915.58	22,718.59	84,281.41	21.23
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	15,000	0.00	0.00	0.00	15,000.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	35,000	0.00	13,940.74	0.00	35,000.00	0.00
101-45500-43420 BOOKS	47,000	3,524.07	9,618.67	13,217.35	33,782.65	28.12
101-45500-43421 AUDIO-VISUAL	4,000	395.16	971.69	873.53	3,126.47	21.84
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	101,000	3,919.23	24,531.10	14,090.88	86,909.12	13.95
TOTAL LIBRARY	927,851	59,893.20	267,946.90	228,797.63	699,053.37	24.66
=====						
TOTAL EXPENDITURES	927,851	59,893.20	267,946.90	228,797.63	699,053.37	24.66

\*\*WARNING\*\* 911 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT



## **Bylaws of the Mitchell Public Library Board of Trustees.**

(Adopted: November 10<sup>th</sup>, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16. Revised and adopted: 10/20/2020. Revised and adopted 03/25/2024. Revised and adopted 05/13/2025.)

### **Article I—Name:**

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

### **Article II—Trustees.**

Section 1. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. ~~Trustees can serve no more than three (3) consecutive 3-year terms.~~ shall serve no more than two (2) successive terms without at least one year intervening, unless the city council shall waive such requirement. A person appointed to fill an unexpired term may be appointed successively for two (2) complete full terms. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. The member of the governing body serving as trustee shall not be limited to any number of consecutive terms so long as the governing body continues appointing such member.

Section 2. Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

**Article III—Officers.**

- Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.
- Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.
- Section 3. The chairperson shall preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, certify all bills approved by the Board, and generally perform all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson’s duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of board meetings; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; and shall notify the Mayor of any vacancies on the Mitchell Public Library Board of Trustees.

**Article IV—Meetings.**

- Section 1. The Board of Trustees shall meet at such time and location as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.

- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
  - b) Approval of previous meeting minutes.
  - c) Report of the Director of the Mitchell Public Library
  - d) Financial report of the library and approval of bills.
  - e) Reports of committees.
  - f) Business items.
  - g) Public presentation to, or discussion with, the Board.
  - h) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held by virtue of the provisions of Chapter 1-25, Section 2 of the South Dakota Codified Laws as currently in effect.
- Section 6. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person or participating telephonically or by other electronic means.
- Section 7. Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

**Article V—Library Director and staff.**

**Section 1.** The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Board vacancies. The Director shall attend all board meetings, serving

as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

**Article VI—Committees.**

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

**Article VII—General.**

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was mailed or e-mailed to the members at least 24 hours before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which four (4) of the members of the Board shall be present and two-thirds of those present shall approve.

## **Collection Development Policy**

### **Mission Statement**

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

### **Philosophy**

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

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

### **Community of Mitchell and Davison County**

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

### **Purpose of the policy**

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

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

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

## **Authority**

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

## **Intellectual Freedom Standards**

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

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

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

## **Scope of the Mitchell Public Library Collection**

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

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

### **Selection of Materials**

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

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

### **General Criteria**

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

### **Content Criteria**

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

### **Digital Library Criteria (additional to General and Content)**

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

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

## **Gifts and Donations**

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

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

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

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

## **Collection Maintenance**

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

## Mending

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

## Replacement

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

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

## Expressions of Concern about Library Resources

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

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

- If the individual is not satisfied with the decision of the Council, the individual may seek judicial review of the matter within thirty days after receiving the written notice of the Council's decision.

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

Approved 2021-03. Updated 2023-11. Updated 2024-11. Updated 2025-05.

## Confidentiality Policy

Mitchell Public Library protects the privacy of those who use the library. Staff members and volunteers shall protect information about library patrons, their requests for information and materials, the online sites and resources they access, and their circulation history. Such information will not be transmitted to individuals or to any private or public agency without an order from a court or as otherwise required by law.

In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director, who shall in turn seek legal advice before complying with the order.

Mitchell Public Library adheres to South Dakota Codified Law 14-2-51 relating to confidentiality of library records:

### South Dakota Code

#### 14-2-51. Confidential library records

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, “personally identifiable” means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section. Source: SL 1983, ch 154, § 1.

Additionally, Mitchell Public Library observes Article VII of the American Library Association’s *Library Bill of Rights* which states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.”

Updated 6/13/2012; 5/13/2015; 11/13/19; 5/13/2025

## Library Meeting Space Use Policy

**Purpose:** In order to help achieve its mission to enrich and transform lives by connecting people to quality information and engaging experiences, Mitchell Public Library has meeting spaces available. Individuals, groups, businesses, or organizations (hereafter “groups”) may use these meeting spaces according to the following policies:

### Policies:

1. The primary meeting space available within the library is the “Community Room”. The room may be configured as one large room or as two smaller rooms. Groups may indicate a preference for a particular room configuration and room number on their room use application. **Upon approval by the Director, the “Teen Room” or the “Conference Room” may be used by the group requesting meeting space.**
2. Programs sponsored by Mitchell Public Library will receive first consideration for the use of meeting space.
3. Use of meeting spaces shall not disturb, distract, or otherwise interfere with Library functions.
4. Groups shall complete a “Meeting Space Use Application”. Applications should be completed between three (3) days and three (3) months prior to the event. Applications received less than three (3) days prior to the event may be denied. Applications made more than three (3) months prior to the event will not be accepted.
5. Light refreshments may be served, but no cooking is allowed.
6. The use of alcohol, tobacco, recreational drugs, or illegal drugs is prohibited in the library.
7. Groups should allow time for set-up, clean-up, and other related services when scheduling a room. Chairs and tables may be used, but must be placed back in their original position. All garbage must be collected and properly disposed of. All items used by the group must be removed from the library, unless other arrangements are made. Burning candles, incense, sterno, or any type of open flame are prohibited. Items may NOT be taped, stapled, tacked, nailed, or otherwise attached to the walls, windows, or doors of the meeting space.
8. Storage of items will be permitted only by separate agreement. Items brought by groups to the Library are brought at the groups’ sole risk. The Library and the City of Mitchell assume no responsibility for the preservation or protection of groups or groups’ attendees; items; or the loss, theft, or damage of items brought to or left in the Library.
9. Library staff shall maintain a master schedule for meeting spaces. Reservations shall be granted on a first-come/first-served basis. Library staff may request the first Group to be flexible with their preferred room configuration if a subsequent Group also requests to hold an event at the same time and both events can be reasonably accommodated.

10. Meeting spaces are available only during normal business hours. Meeting spaces must be vacated at least 15 minutes prior to the library closing. Mitchell Public Library reserves the right to cancel a reservation in case of emergency closing.
11. Meeting spaces are available for governmental, educational, cultural, charitable, civic, and non-profit purposes at no cost. For-profit and other entities shall be charged \$25 per hour. **The Director may approve a negotiated cost for multi-day uses.** Payment is due at the time an application is submitted **or just prior to the actual use.**
12. The following types of events are deemed to be fundamentally incompatible with library operations. Incompatibility may be due to consumer protection concerns, an appearance of improper public endorsement of a particular ideology, candidate, or cause, increased likelihood of disrupting normal library operations, or other similar issues. For example, room rentals are not available for:
  - a. Birthday parties, wedding receptions, employee banquets, catered meals, etc.;
  - b. Sermons, services, masses, or other religious events regardless of denomination;
  - c. Fundraising, campaigning, political meetings, or solicitation activities;
  - d. Multi-level marketing/pyramid schemes, sales, recruitment, or job fair activities;
13. All groups and attendees are responsible for the supervision of their children within Library premises. Meetings and events with children attending must have at least one (1) adult supervisor per ten (10) children under the age of 14.
14. The library's audiovisual equipment is available. Groups requesting use of any library equipment must indicate so on their application. Group presenting a work of intellectual property in library meeting space shall be responsible for obtaining applicable approvals, rights, or licenses.
15. Groups that do not follow the rules and policies established by the Library for the use of meeting space may have their event cancelled (prior to or during), be denied access to the room, and future applications shall be denied.
16. Groups are responsible for any and all damages caused to meeting spaces or to equipment, including any cleaning required. All charges will be based on the cost of repairs. Minimum charges for damages and clean-up will be \$25. Groups will be billed. All bills for damages must be paid before same groups may reserve or use meeting spaces in the future.
17. Groups agree that they will indemnify and hold harmless the Library and the City of Mitchell from all liabilities of any nature arising from group's use of the facility.

## Public Computer Use Policy

Mitchell Public Library has computers available for public use. Library patrons are welcome to use these computers. Library staff may restrict an individual's use of these public computers based on previous use/misuse of computer equipment, inappropriate behavior, or failure to follow library policies.

Librarians cannot act "in loco parentis" (i.e., in the place of the parent) in providing constant care and supervision of children as they explore the Internet. Mitchell Public Library supports the right for each family to decide what "appropriate Internet use" is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians. While librarians are partners with parents in guiding children to safe and appropriate use of the Internet, parents and guardians are solely responsible for supervising their children's Internet sessions and for letting their children know which materials should not be used or viewed.

In compliance with requirements of the Children's Internet Protection Act (CIPA) and SDCL 22-24-56, Mitchell Public Library filters all Internet computers and wireless signals available through the library.

The following policies regulate the use of library-owned computers:

1. The library uses computer reservation software to manage the computers. In order to log onto a computer, a user must have a valid Mitchell Public Library card or request a Guest Pass at the circulation desk.
2. Upon logging onto a library computer, all computer users must accept and abide by the Library's Public Computer Use Policy.
3. Computers are available on a first-come-first serve basis.
4. Library patrons are allowed two (2) hours per day on a computer. An additional hour may be granted at the discretion of the staff, depending on current usage and whether there are others waiting to use a computer.
5. Staff may limit the number of people around a given workstation in order to manage the noise and space around the computers.
6. Library patrons may print from public computers at a cost of \$0.10 per black and white page (per side) and \$0.25 per color page (per side). The library uses print management software. Patrons who are unfamiliar with the process may want to ask staff for help the first time. Library patrons pay for printing at the circulation desk before print jobs are sent to the printer.
7. Library patrons are not allowed to download software, apps or browser plug-ins to any library-owned computers. Customers may request that the library consider adding one of these to the public computers.
8. Any patron found intentionally loading viruses, malware, or otherwise damaging public computers will face criminal prosecution and will be financially responsible for damages, including costs of any repair or replacement needed to restore the damaged public computer to use.

9. Patrons may not attach any hardware which requires special drivers or software to library computers, other than external storage devices. Library patrons may save their work to a portable storage device or a cloud service; no documents can be saved to the computer. The library is not responsible for loss or damage to external storage devices or patron data.
10. The library reserves the right to ask any patron to turn off any sound from the computer if it is disturbing others using the library. The library does sell earbuds (headphones) that can be used with public computers.
11. Library computers shut down 10 minutes prior to closing.

### **Staff Assistance**

Staff may provide limited assistance for basic start up procedures. Staff may assist patrons with accessing certain library-affiliated websites or using installed programs. **Each patron is responsible for their own activity on a public computer and uses the public computer at their own risk.**

### **Nature of the Internet**

Mitchell Public Library has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. The Internet contains material that may be perceived as controversial, harmful, obscene, unsettling, or otherwise objectionable. Patrons are solely responsible for curating the content which they choose to see.

### **Prohibited Use**

Using a library public computer to engage in any of the following may result in that patron being permanently banned from using public computers:

- Online gambling.
- Conducting any illegal activity.
- Harassing others.
- Accessing web sites with age restrictions by patrons under the restricted age.
- Viewing adult-only oriented web sites, such as pornographic sites.
- Mining crypto currencies.

## Library Rules of Conduct

### Purpose

Mitchell Public Library is intended to be an inviting, comfortable, clean, and safe place for selecting materials, reading, studying, writing, using computers, and attending programs and meetings. Library users should conduct themselves in a manner that respects others. Behaviors that infringe on the rights of other library users or staff are prohibited.

These rules are meant to ensure that all library users may enjoy good service in pleasant surroundings. Enforcement of these rules will be conducted in a fair and reasonable manner.

Failure to comply with the library's established rules and policies could result in:

- restriction and/or termination of the use of library computers, checkout privileges, or other library privileges;
- removal from the premises;
- exclusion from the library for a period of time; or
- arrest/prosecution.

### Policy

The following actions or behaviors are examples, but not a complete list, of conduct not allowed on library property:

- Possessing, using, or being under the influence of alcohol or controlled substances.
- Using tobacco or vaping products.
- Verbally, physically, or sexually threatening or harassing other library users, volunteers, or staff. This includes stalking, lurking, bullying, obscene language, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Stealing, damaging, altering, or inappropriate use of library materials, furniture, equipment, or other property.
- Fighting or challenging to fight, running, roughhousing, pushing, shoving, or throwing things.
- Creating disruptive noise and/or disturbances which interfere with others' use of the library.
- Participating in group activities that are disruptive to the library environment.
- Sleeping (for longer than 30 minutes).
- Blocking aisles, exits, or entrances.
- Harassing or discriminating against other library users, volunteers, or staff based on race, color, religion, national origin, sex, gender, sexual orientation, ancestry, or any other protected class.
- Selling and/or soliciting for money or items or services, except as authorized by the Library Director.
- Trespassing in non-public areas, being in the library without permission of an authorized library employee before or after library operating hours, or camping on library grounds.
- Using restroom facilities for purposes other than for which they are intended.

- Leaving packages, backpacks, luggage, or any other personal items unattended. Library staff will not store items for library users. Unattended items are subject to immediate confiscation.
- Using skateboards or scooters in the library.
- Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Library Director.
- Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
- Failing to comply with a reasonable staff request intended to preserve the orderly conduct of library operations.

### **Food and Beverages**

Food and beverages in containers with lids are permitted in the library, except in the library archives or any other area that is posted as being prohibited.

### **Children in the Library**

For the safety and comfort of children, parents or responsible caregivers must supervise their child/children while in the Library. The Library is not a substitute for child care services. Children using the Library on their own must also follow the Library Rules of Conduct. Children behaving inappropriately may be required to leave. When necessary, the Library will contact law enforcement to assist a child in need of adult supervision.

### **Library Children's Areas**

Children's areas at Mitchell Public Library are intended for use by children, their parents or caregivers, and other adults accessing materials in the children's collection. Children's areas may not be used by adults as a general reading room. Adults unaccompanied by children and not actively using children's materials or resources may be asked to use other areas of the Library.