

Mitchell Public Library Board of Trustees Meeting Agenda
August 20, 2019, 4:30 p.m.--Council chambers, Mitchell City Hall.

1. Call To Order

Flemmer
Margheim
Rice
Sivik
Taylor
Temple

Guests:
Jessica Pickett, Community Services Director

2. Approval Of The Minutes

Documents:

[MITCHELL PUBLIC LIBRARY \(JULY 2019\).PDF](#)

3. Set The Date Of The Next Library Board Meeting.

September 17, 2019, 4:30 p.m.-- Council Chambers--Mitchell City Hall.

4. Financial Report

1. Trustee account.
2. Monthly City budget.
3. City bills.

Documents:

[FINANCIAL REPORT FOR AUGUST 2019.PDF](#)

5. Director's Report

1. Statistics.
2. Utilities.
3. Additional items.

Documents:

[DIRECTORS REPORT FOR AUGUST 2019.PDF](#)

6. Communication & Correspondence

7. Unfinished Business

1. Goals--continued discussion.
 - a. Professional services search update.
 - b. Enhanced status.

Documents:

[GOALS--JUNE 2018 TO DECEMBER 2019.PDF](#)

8. New Business

1. SDLA conference.
2. Purchase of Acquisitions Module for Atrium.
3. Election for Vice-President.

9. Board Input

10. Citizen's Input

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 Jackie Hess, Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.

Mitchell Public Library Board of Trustees meeting, Tuesday, July 16th, 2019.

The Mitchell Public Library Board of Trustees met on Tuesday, July 16th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall. Board President Sivik called the meeting to order at 4:40 p.m.

Members present: Nath, Rice, Sivik, Taylor, Temple.

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director.

Minutes. The minutes of the June 2019 meeting were approved. **M/S/P**—Temple, Nath.

Financial report. The Trustees report and monthly budget statement was approved. **M/S/P**—Temple, Nath.

Director's report. The Director's report was approved as given. In addition to the statistical report, the following information was given. It was a successful Summer Reading Program. Over 1,600 people attended programs for adults and children.

The Dairy Queen Story Time was very positive. Between 35 -50 people attended.

Luke McCullough, Library Technician/Circulation Assistant resigned his position and will be leaving on Friday, August 9th. He will be studying philosophy at the University of Strasbourg in Strasbourg, France.

Unfinished business. Goals were discussed. The goals of setting up a Library Foundation and re-establishing the Friends of the Library group have been moved up to the completed list.

The topic of developing a separate family Children's Library is now at the front of the list.

New business. The Library Board was given a list of items to be sent to surplus.

Bills. The following bills were approved for payment: **M/S/P**—Taylor, Rice.

AM Best Co., Inc. 194.95; Ameripride Services, Inc. 76.32; Baker & Taylor 1,363.22; Better Containers, MFG, Co. 283.15; Blackstone Publishing 140.79; Stu Campbell 60.64; Center Point Large Print 89.28; City of Mitchell 191.10; Demco Inc. 70.84; Gale 549.53; Grey House Publishing 1,158.00; Gumdrop Books/Central Programs 16.99; Information Today 301.53; Ingram Library Services 208.25; Innovative Office Solutions 310.28; JCL Solutions 184.80; Jones Supplies 132.52; Cynthia Meinen 69.80; Mid-America Books; 268.30; Mitchell Technical Institute 29.12; Overdrive Inc. 2,033.99; Penworthy 237.48; Recorded Books 832.20; Salem Press 196.58; SD Magazine 25.00; Sebco Books 160.83; Thune True Value Hardware 22.97; Yankton Daily Press & Dakotan.

There being no further business, the meeting adjourned at 5:30 p.m. The next regularly scheduled meeting will be held on Tuesday, August 20th, 2019, at 4:30 p.m. in Council Chambers at Mitchell City Hall.

Jackie Hess
Secretary

Director's Report
 For August 2019 meeting
 Circulation

		P-Total	Grand Total
Y2019	13,752	69,739	83,491
Y2018	13,446	70,976	84,422
Difference	306	-1,237	-931

Revenue--July 2019

Total library items: 118,215

Fines/Dntns	\$ 28.76
Copies	\$ 304.85
Subs.	\$ 240.00
Lst. Paid	\$ 29.97
I.L.L.	\$ 23.50
Earbuds	\$ 37.00
Research	\$ -
Card replmnt	\$ 1.00
Bksale	\$ 413.27
Interest	\$ 3.73
Handling fee	\$ -
Pop machine	\$ -
Unc. Income	\$ -
Total	\$ 1,082.08

Community Room totals '19	Grand Total
January 499	July 937
February 329	August
March 508	Sept.
April 400	October
May 542	Nov.
June 1655	Dec.
Total 3,933	Total 937

Cards issued '19

	Adult	Children	YA	Sub.	DWU	MTI	F.Home	A. House	Total
January	24	5	4	14	1	0	0	0	48
February	25	2	3	8	0	2	0	0	40
March	31	6	5	10	0	1	0	1	54
April	34	4	1	12	3	1	0	0	55
May	33	20	12	14	0	1	0	3	83
June	45	16	11	21	1	0	0	1	95
July									
August									
September									
October									
November									
December									
Total	192	53	36	79	4	5	0	5	374

Story Time '19	Grand Total		Dear Reader.com '19		Grand total		Grand total
January	272	July	321	January	1,187	July	1,013
February	205	August		February	1,000	August	
March	230	Sept.		March	986	September	
April	197	Oct.		April	992	October	
May	70	Nov.		May	986	November	
June	389	Dec.		June	886	December	
Total	1,363	Total	321	Total	6,037	Total	1,013

Special Groups '19

	Adult	Grp. #	Juv.	Grp. #	Teen	Grp. #	Pre-K	Grp. #	Tot. Grps.	Total #
January	16	137	1	30	1	60	7	272	25	499
February	11	94	1	20	1	10	8	205	21	329
March	12	248	1	30	0	0	7	230	20	508
April	22	171	1	30	1	2	7	197	31	400
May	9	128	2	174	8	170	3	70	22	542
June	8	239	8	840	32	187	10	389	58	1,655
July	2	75	7	300	37	241	9	321	55	937
August										
September										
October										
November										
December										
Total	80	1092	21	1,424	80	670	51	1,684	232	4,870

Computer usage '19

	Grand total		Grand total
January	3,716	July	3,634
February	3,129	August	
March	3,448	September	
April	2,944	October	
May	3,729	November	
June	3,559	December	
Total	20,525	Total	3,634

Courier Savings '19

January	\$	132.97
February	\$	122.53
March	\$	158.37
April	\$	168.53
May	\$	69.09
June	\$	173.26
July	\$	180.76
August		
September		
October		
November		
December		
Total	\$	1,005.51

Courier '19

	In	Out	Total
January	47	71	118
February	85	22	107
March	75	50	125
April	75	50	125
May	53	15	68
June	92	51	143
July	62	67	129
August			
September			
October			
November			
December			
Total	489	326	815

South Dakota Share-it/Atrium

	Borrow	Lend	Total
January	9	41	50
February	29	1	30
March	5	24	29
April	0	28	28
May	0	32	32
June	6	20	26
July	0	31	31
August			
September			
October			
November			
December			
Total	49	177	226

OCLC I.L.L. '19

	Lend	Borrow	Total
January	79	43	122
February	84	55	139
March	54	73	127
April	64	97	161
May	60	57	117
June	52	86	138
July	63	99	162
August			
September			
October			
November			
December			
Total	456	510	966

Davison County '19					Mail/Postage '19			
	YA	Adult	Children	Total	Share-it	OCLC	Total	Pstg
January	2	44	6	52	3	8	11	\$ 30.23
February	2	57	10	69	3	14	17	\$ 49.27
March	7	44	3	54	2	30	32	\$ 87.87
April	5	45	10	60	1	28	29	\$ 84.51
May	19	64	50	133	0	31	31	\$ 69.09
June	21	69	43	133	0	30	30	\$ 86.18
July	11	70	9	90	5	34	39	\$ 98.60
August								
September								
October								
November								
December								
Total	67	393	131	591	14	175	189	\$ 505.75

Wireless access session--2019		Grand total	
January	334	July	392
February	284	August	
March	352	September	
April	357	October	
May	393	November	
June	406	December	
Total	2126	Total	

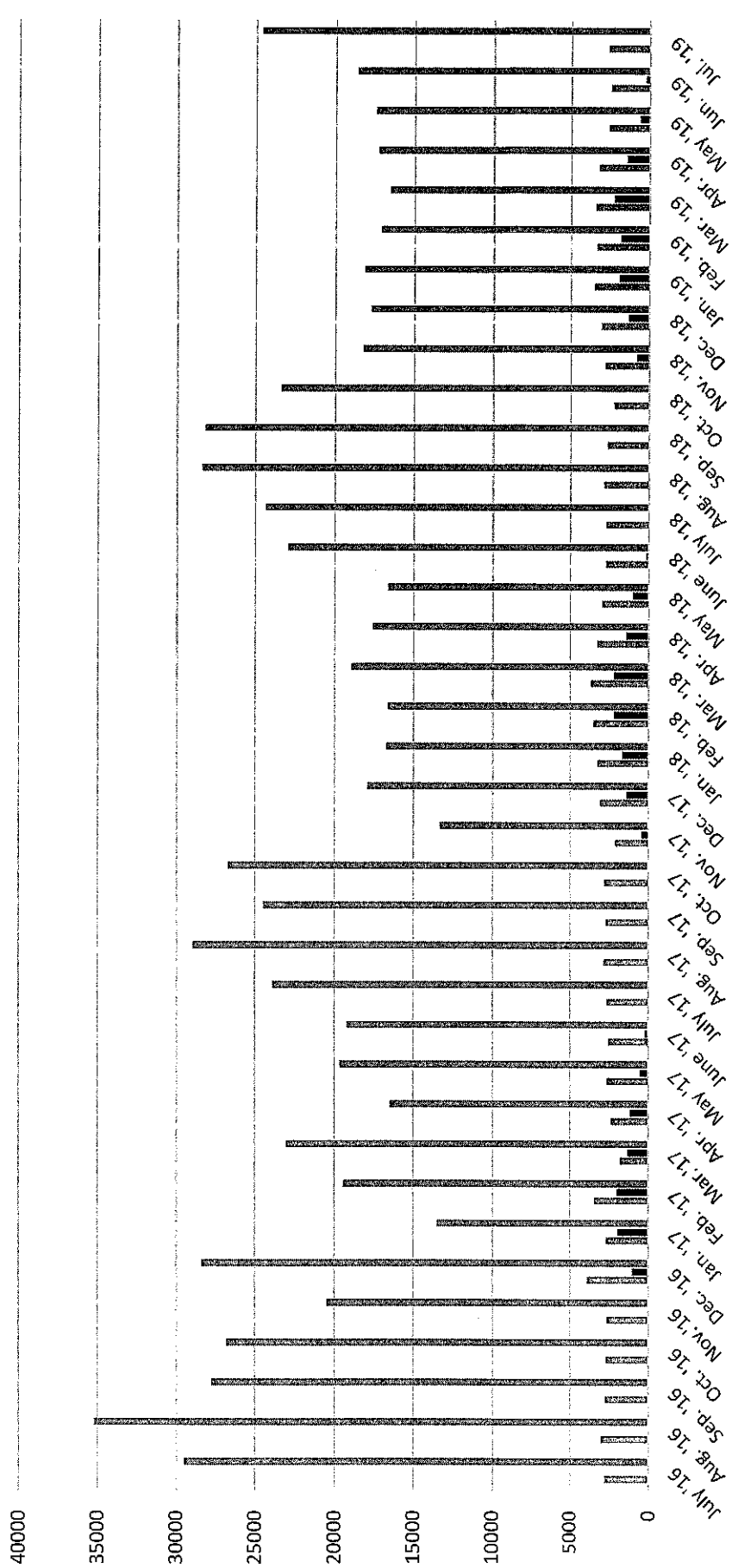
Jackie Hess, Director

Item Class '19	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Total
Ad. Chr.		33	13	6	8	13	0	5					78
Ref.		0	0	0	2	3	3	1					9
Video		0	0	0	0	0	0	0					0
Kits		20	22	8	19	44	40	31					184
Glass Case		0	1	1	2	1	1	0					6
File Mag.		0	0	0	6	0	2	0					8
Circ. Mag.		0	0	0	0	0	0	0					0
Equipment		0	0	0	0	0	2	0					2
Framed Pic.		0	0	0	17	0	0	0					17
Microfilm		3	0	0	20	25	20	22					90
YA Non-Fiction		14	12	9	20	23	30	21					129
Juv. Over.		3	0	0	1	2	2	3					11
Romance		96	66	64	66	224	105	101					722
YA		278	331	399	326	378	537	648					2897
S.F.		57	48	49	44	48	49	65					360
Cass.		0	0	18	2	0	0	0					20
CD		1644	1803	2262	2152	1991	2018	1996					13866
Easy		959	753	1030	871	894	1094	968					6569
Mystery		275	233	235	201	233	241	275					1693
Playaways		54	26	7	36	36	32	28					219
Genealogy		0	0	0	0	0	0	0					0
Western		131	83	76	56	83	39	38					506
Large Print		460	507	480	434	508	470	414					3273
Oversize		7	24	12	24	24	12	12					115
Ready Ref.		0	0	0	0	0	0	0					0
Beg. Read.		404	376	345	274	448	682	643					3172
E. Childhood		386	244	304	363	421	494	480					2692
Juv. Mys.		72	93	103	87	141	157	138					791
Adult NF		485	477	629	742	477	570	539					3919
Juv. Nfict.		491	524	508	790	760	922	946					4941
Adult Fiction		1375	1279	1230	1329	1279	1353	1540					9385
Juv. Fiction		767	657	971	948	1159	1569	1635					7706
Bound Per.		0	0	0	0	0	0	0					0
I.L.L.		34	35	40	42	95	47	35					328
Teen Quick Read		7	6	4	12	11	10	14					64
YA Cass.		0	0	0	0	0	0	0					0
YA Kits		0	0	0	0	0	0	0					0
DVD		63	108	99	71	108	89	137					675
ANF Chr.		2	1	1	1	1	0	3					9
Eoversize		0	0	0	0	0	0	0					0
Atlas Shelf		0	0	0	0	0	0	0					0
Graphic Novel		26	15	30	35	41	62	66					275
YACD		119	73	33	25	169	55	62					536
JCD		30	22	6	68	114	55	85					380
Jgraphic Novel		120	125	132	155	189	311	302					1334
Manga		12	7	30	38	7	20	24					138
Ebks-Overdrive		1348	1174	1261	1126	1203	1369	1415					8896
One-Click		61	55	67	48	48	43	41					363
DearReader.com		1187	1000	986	992	986	886	1013					7050
Zinio		9	8	10	9	12	9	6					63
Total		11032	10201	11445	11462	12199	13400	13752					83491

Utility costs--Jul. '16 to Jul. '19

	Cost	Gas	Electric
July '16	2795.2	23	29520
Aug. '16	3022.44	6	35200
Sep. '16	2760.64	9	27760
Oct. '16	2730.5	53	26800
Nov.'16	2641.84	12.5	20480
Dec. '16	3904.8	1050	28400
Jan. '17	2684.63	1952	13520
Feb. '17	3468.38	1998	19440
Mar.'17	1843.11	1321	23040
Apr. '17	2419.88	1147	16480
May '17	2671.92	525	19680
June '17	2556.61	206	19200
July '17	2675.98	15	23920
Aug. '17	2873.05	2	28960
Sep. '17	2740.8	15	24480
Oct. '17	2831.88	52	26720
Nov. '17	2135.24	430	13360
Dec. '17	3112.17	1402	17920
Jan. '18	3287.92	1668	16720
Feb. '18	3533.42	2183	16640
Mar. '18	3712.87	2173	18960
Apr. '18	3289.24	1448	17600
May '18	2995.53	1047	16640
June '18	2738.25	175	22960
July '18	2706.40	6	24400
Aug. '18	2878.06	3	28400
Sep. '18	2660.61	4	28200
Oct. '18	2241.87	66	23440
Nov. '18	2797.52	768	18240
Dec. '18	3050.82	1346	17760
Jan. '19	3504.76	1932	18160
Feb. '19	3360.73	1822	17120
Mar. '19	3430.50	2224	16560
Apr. '19	3209.68	1459	17280
May '19	2602.26	631	17440
Jun. '19	2477.05	246	18640
Jul. '19	2618.19	11	24640

Utility Chart--Jul. '16 to Jul. '19



Additional items for August 2019 board meeting.

1. Book vendors. We're going back to Ingram. I've switched over the Adult Collection and Media Collections and will be switching the Children's Collection over shortly. Around 2 months ago, B&T announced that they will no longer be in retail sales and have closed 2 of their four warehouses. They also will no longer provide DVD's.

In light of B&T's changes, Ingram is now growing. Many libraries are switching to Ingram. One of B&T's senior representative, Jennifer Rose, had earlier made the jump to Ingram in the same capacity. I was also made aware of the fact that B&T ordered their books from Ingram.

Ingram will offer us free shipping for over 15 books. Our boxes usually have over 15 books. In the case where less than 15 books are ordered, there will be only a \$5.00 shipping fee. This will compensate for the 42.5% discount B&T had been giving us. Last year, we saved \$1034.26.

2. Summer Reading Programs were great! Katrina Willoughby presented on Monday, July 1st with an adult program on NASA and the International Space Station. 75 attended that program. She presented 2 programs for children. One focused on her photos in her book, the other on photography 27 and 37 attended those programs respectively.

Dr. Mike Farney was a hit on Wednesday, July 10th. He did two shows. They were both planet walks. 52 for the first show and 91 for the second show.

The rodeo performers on July 17th signaled the end of the Summer Reading Program. Over 80 people attended the performance.

A great time was had by all.

3. We had the police remove a patron for indecent exposure. The patron denied the accusations while talking to detectives. A right of no trespass was issued. The patron is no longer allowed to visit the library.
4. On Wednesday, August 7th, the Support Staff section of the South Dakota Library Association presented 1 of 4 sessions of "Branch Out" in Mitchell. Branch Out is a one-day session for library support staff who don't get the opportunity to go to the annual conferences. Jean Patrick, Cindy Meinen and myself attended. The event was held out at McGovern Library on the DWU Campus. The agenda is at the back of the packet. There were 30 registrations, 29 attended.
5. Visited with Marie Gibson from Atrium. She suggested that with using the Acquisitions module, we could easily monitor the orders that come in. I checked with Atrium and the Acquisitions Modules are not a part of our package. The cost is around \$3,000. We can discuss this under New Business if you would like.

2019

Branch Out

Mitchell Location, McGovern Library, DWU Campus

- 9:40am** Check In Coffee, water, morning refreshments
- 10am** Welcome and morning stretch with Josh
(Jackie and Susie)
- 10:15am** Personality testing (Susie)
- 11:00am** Dealing with Difficult Patrons (Tracy Bailey)
- 12pm** Lunch
Roundtable discussion about Computer safety
(Jackie and Susie)
- After lunch** Second stretching video with Josh (Susie)
- 1:00** Sanitation practices (Jackie)
- 1:30pm** Programming on a small budget (Tammy Wollschlager)
- 2:30pm** Dessert and Networking
- 3:00pm** Head for home

While the event is designed with support staff in mind, all are welcome

Goals—June 2018 to December 2019

Accomplishments—2017 through May 2018.

- Reviewed and amended the Internet policy.
- Revised the meeting room policy
- Successfully integrated Public School students in grades 6-12 with ID cards.
- Eliminated fines.

Goals—June 2018 to December 2019 completed.

- Complete Active Shooter Policy. **Completed date: June 2018.**
- Amend and review the Issuing Library Cards Policy. **Completion date: August 2018.**
- Review and amend the Collection Development Policy. **Completion date: August 2018.**
- Review and amend Gifts policy for donations. **Review date: August 2018. Completion date: August 2018.**
- Develop and create Fees policy. **Review date: September 2018. Completion date: November 2018.**
- Review and amended overdue notice policy. **Review date: September 2018. Completion date: November 2018.**
- Set up a Library Foundation. **Completion date: July 2019.**
- Re-establish the Friends of the Library Group. **Completion date: July 2019.**

Goals—June 2018 to December 2019.

- To evaluate and make recommendations regarding current and future use of space for library tasks, library patrons, and library programming in order to better match progressive library services, space and resources to the community's needs, interests and priorities including the possibility of creating a dedicated children's library and also a coffee area which are objectives prioritized by the Library Board. This is at the top of the list. **Completion date: December 2019.**
- Build a succession plan for a new Library Director. Current Director will prepare a binder listing, daily, monthly, and yearly tasks. **Review date: October 2018. Completion date: December 2018.**
- Establish home-bound program for shut-ins using the Mitchell Volunteer program in addition to the assisted living facility and the retirement home. **Completion date: 2019.**
- Assign a staff person to coordinate a comprehensive publicity plan for the Library including a quarterly newsletter. **Completion date: 2019**
- Public survey regarding library services. **2019.**

- Upgrade Library to “Enhanced” status according to South Dakota State Library accreditation standards.

On-going and 5-year goals.

- Review of ILS system. **2019.**
- Review at least 1 public program each year.
- Electronic stations for Makerspace and check-out station.
- Develop 1 unique program for adults every 2 months. Facebook survey can be created to provide feedback.
- Review operating procedures.
- Provide training for employees when necessary.
- Develop a quarterly newsletter.