



**Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main
Date: June 15, 2021
Time: 5:00 p.m.**

1. Call To Order

2. Roll Call

3. Approval Of The Agenda

4. Approval Of The Minutes

Documents:

[LIBRARY BOARD MINUTES - MAY 18 2021.PDF](#)

5. Director's Report

Documents:

[LIBRARY DIRECTOR REPORT - JUNE 2021.PDF](#)
[ADULT SERVICES UPDATES - JUNE 2021.PDF](#)
[LIBRARY_STATS_2021-05_GRAPHES.PDF](#)
[LIBRARY_STATS_2021-05_TABLES.PDF](#)
[TRAFFIC_REPORT_2021-MAY.PDF](#)
[WHOFI_TRAFFIC_REPORT_2021-MAY.PDF](#)

6. Financial Report & Approval Of Bills

Documents:

[FNBO_STATEMENT_2021-05.PDF](#)
[P AND L_2021-05.PDF](#)
[BALANCE_SHEET_2021-05.PDF](#)
[RG EXPENDITURES REPORT - 2021-05.PDF](#)
[GL DETAIL VS BUDGET - 2021-05.PDF](#)

7. Business Items

A. Discussion Of Library Budget Requests For 2022

Departmental budget requests will be due in August. For capital outlay items we are considering the following requests:

Computer hardware: \$3,000 -- This will allow for purchasing four computers per year on a seven-year replacement cycle.

AudioVisual: \$14,000 -- This is the same amount as the current year. This pays for physical A/V items such as movies and audio books.

Books: \$45,300 -- We are requesting the same amount as the current year. This is for physical print books for all age groups.

Furniture & Equipment: \$26,000 -- This amount is for end panels for our shelving (\$23,000). Having end panels on our shelves provides a much more finished appearance, and is the standard in libraries. We also are requesting \$3,000 for three new outdoor benches so patrons can sit outside and utilize our Wi-Fi.

For Current Expenses we plan to request increases in a few accounts based on need and usage. We are requesting \$1,080 for Workstudy, \$500 increase for Travel & Conferences, \$1,850 increase for eBooks/eAudioBooks, \$1,140 more for Databases to cover Newspaper Archive, \$2,000 for Supplies & Materials.

For Salaries we plan to request \$10,500 for Part-time Employees to get us back closer to previous funding levels.

B. Discussion Of Library Hours

Documents:

[LIBRARY COMPARISONS.PDF](#)

C. Discussion Of POS Systems (Possible Action Item)

Documents:

[PROPOSAL FOR OBTAINING A POS SYSTEM - JUNE 2021.PDF](#)

D. Library Card Design Contest (Possible Action Item)

We propose holding a library card design contest. This would be a way to create interest and excitement about the library. We will need to develop contest rules. Typically, such contests have prizes. We envision three categories of youth, teen, and adult.

We would spend the summer planning the contest and developing contest rules. Submissions would be accepted during a one-month period, probably October. We would promote the contest to art teachers in the Mitchell School District to encourage youth and teen participation. Voting would occur after the submission period ends. We would plan to have the new cards available at the start of 2022.

E. Review Of COVID-19 Policies

Documents:

[PANDEMIC LIBRARY OPERATIONS - JUNE 2021.PDF](#)

8. Committee Reports

9. Board Input

10. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

11. Adjournment

The next Board meeting will be July 20, 2021 at 5:00 p.m. in City Council chambers.

Individuals with disabilities who require special assistance to take part in this meeting may contact the Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.

