

Mitchell Public Library Director Report
Aug 17, 2021

1. We finally received the grant documents/contract for our round 2 ARPA grant Wednesday afternoon, August 11. I was able to submit a last minute agenda item for the August 16 City Council meeting to receive council approval to accept this grant. After the grant contract is signed and returned we should be able to begin making purchases for this project.
2. Programming updates
We experienced high participation for our summer programming. We had nearly 5,300 total participants in June, and nearly 2,200 total participants in July. We had over 4,000 participants attend children's programming in June and over 1,700 attendees in July. From 2012 to 2019 we did not have that many attending children's programs for the entire year. For the two months we had over 500 attendees at young adult programming and over 350 attendees at adult programming. It certainly was a wonderful return to face-to-face programming. By the end of August we need to submit our summer programming participation numbers to the State Library.
3. POS testing
After a month of testing the PayPal POS system, we are ready to recommend purchasing standalone equipment to replace our inefficient and inaccurate paper system. This is included in our funding requests. Attached to this report is an addendum containing an actual sales report that we received from PayPal. We have a much better idea of how many items are purchases from the used book sale and how much our copy and print services are used. We've had only a few card transactions thus far, but those patrons appreciated being able to pay by either credit or debit card. We have entered the current century.
4. Meeting Room
In August we began allowing groups to reserve and use the community room. Thus far we have had a few reservations. The library will be using this space for face-to-face programming again. We asked Andrew Schneider to create an online calendar for the room. Zack North created an online request form. Both of these are located on the library's website (<https://www.cityofmitchell.org/582/Community-Room>) where the public can view if the space is available and submit a reservation request without coming to the library.
5. Statistics reports
You will see a new table reporting library statistics in addition to the same reports normally submitted. This new format is borrowed from the Huron Public Library. We will be interested in hearing feedback from board members about which format you prefer.
6. SDLA membership
All of your SDLA membership applications have been sent to the SDLA Executive Secretary/Treasurer. In the next couple of weeks you should receive information about your membership.
7. Library cards
We are running low of library cards for patrons. Instead of ordering a generic card available from our Atrium vendor, I asked Zack North to design a new card with Mitchell branding. We received approval for the design from Stephanie Ellwein. We found a less expensive printer and ordered 2,000 cards for about half the price of the last 1,000 cards ordered from our Atrium vendor.

Mitchell Public Library Director Report Addendum

PayPal Here sales for 8/6/21 - 8/10/21 Prepared for Mitchell Public Library Board of Trustees on Aug 11, 2021 at 9:27 AM

88 Gross Sales: \$180.55

Discounts: (\$0.00)

Taxes: \$0.00

Tips: \$0.00

Total Collected: \$180.55

Fees: (\$0.06)

0 Refunds: \$0.00

Net Collected: \$180.49

Sales by payment type:

86 Cash: \$163.15

1 Check: \$15.00

1 Card (ICC): \$2.40

Items sold:

6 BS - Audio: \$6.00

18 BS - Children's Book: \$4.50

25 BS - DVD: \$25.00

27 BS - Hard Cover Book : \$27.00

19 BS - Magazine: \$1.90

73 BS - Soft Cover Book: \$18.25

430 C - B&W Copy/Print: \$43.00

17 C - Color Copy/Print: \$4.25

3 LF - Subscription : \$45.00

5 M - Donation: \$1.65

4 M - Headphones: \$4.00