

**2019  
ANNUAL  
REPORT**

**MITCHELL  
PUBLIC  
LIBRARY**

**PREPARED BY:**

**JACKIE HESS, DIRECTOR**

**MITCHELL PUBLIC  
LIBRARY**

**Goals—June 2018 to December 2019 completed.**

- Complete Active Shooter Policy.
- Amend and review the Issuing Library Cards Policy.
- Review and amend the Collection Development Policy.
- Review and amend Gifts policy for donations. Develop and create Fees policy.
- Review and amended overdue notice policy
- Set up a Library Foundation.
- Re-establish the Friends of the Library Group.

**Fee structure.**

No fines charged for overdue materials since April 1, 2018.

Handling fee for lost or damaged books: \$5.00 per patron.

Interlibrary loan charge: \$1.00 per title.

Fees for out-of-county residents--\$15.00 per family per year.

**Revenue—2019.**

The Mitchell Public Library Board has 1 checking account. **Balance: 18,922.21.**

**Breakdown:**

Book sale:	\$ 3,767.27
Copies:	\$ 4,254.16
County Fees:	\$ 6,500.00
Donations:	\$ 909.50
Earbuds:	\$ 325.15
Handling Fees:	\$ 5.00
Interest:	\$ 43.90
Interlibrary loan:	\$ 266.75
Paid items:	\$ 421.91
Pop machines:	\$ 138.40
Research fees:	\$ 5.00
Subscriptions:	\$ 2,280.00
Card replacement:	\$ 4.00
Uncategorized inc.:	\$ 1.87
Total:	\$18,922.21



**Circulation.** The circulation figures for 2019 had decreased by 4,141 from 2018.

All library materials circulate except reference materials and South Dakota materials.

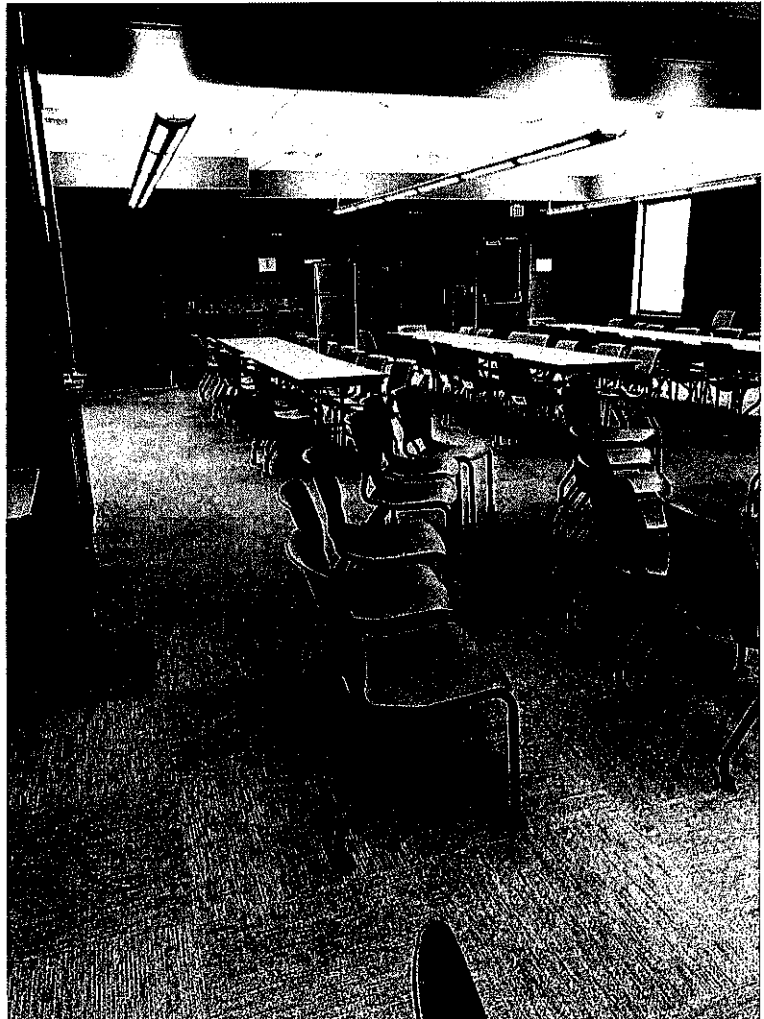
All library items are classified into 55 item classes plus circulation numbers from the electronic databases such as Dearreader.com, Overdrive and RB Digital.

All items except DVD's circulate for 2 weeks. DVD's circulate for 1 week.

### **Meeting rooms.**

During the construction and remodeling project of 2013-2015, the meeting room space doubled at the Library. The Library offers the meeting rooms to any educational, non-profit organization at no cost. For-profit organizations are charged \$25.00 per hour or any part thereof. With a signed policy form, an organization can use the meeting room(s) any time the Library is open until 15 minutes before closing. Library programming is held in these rooms and have first priority in scheduling events.

In 2019, there were 344 groups that used the Library's meeting rooms with 6,557 people attending.



## **Programs and activities.**

**Story Time.** The Children's Librarian prepares the Story Time program. Each Story Time has a sing-along, a story and a craft to make and take home. The age is from 2-5 years. 2,351 children, parents, grandparents and older siblings attend Story Time.

**Mystery Book Club.** In 2019, the Mystery Book Club reached 14 participants. They met on the 4<sup>th</sup> Monday of every month except May and December at noon. The Book Club read titles from authors such as, C.J. Box, John Sandford, Louise Penny, etc. The Book Club is open to everyone. The library provides copies of the books through Interlibrary Loan and returns them as soon as the meeting is concluded. Mystery Book Club has been in existence since 2008.

**Summer Reading Program.** The theme for the 2019 Summer Reading Program was, "A universe of stories." The Summer Reading Program kicked off on Thursday, May 30<sup>th</sup> with Story Time and a visit from Buddy the goat out near the parking lot. On Friday, May 31<sup>st</sup>, kids could test their rocket-launching skills by launching plastic water bottle rockets into the air.



The Library was fortunate to schedule many special programs. Special program included Dennis Warner, songwriter and singer, Science Steve from the National Science Foundation, Dr. Lucie Poulet from the Kennedy Space Center, local author Deb Whatley, Mitchell native and photographer for NASA and author Katrina Willoughby, retired D.W.U. professor Mike Farney. Wrapping the Summer Reading Program were the Rodeo performers.

The programs were very well received by the public. The total number of people attending the 15 programs was 1,474.

### **Dr. Lucie Poulet**

### **Story Time at Dairy Queen.**

At the request of Dairy Queen, the Library was asked to provide a Story Time at the Mitchell store. It was well-received. Each Story Time participant child got a free ice cream cone. The total number of participants for the 6 Dairy Queen Story Times was 177.

## FY2019 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields:  
[shawn.behrends@state.sd.us](mailto:shawn.behrends@state.sd.us) / 605-280-5834 / toll free 800-423-6665

### SECTION A. – GENERAL INFORMATION

Library Name	County
MITCHELL PUBLIC LIBRARY	DAVISON

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

#### Contact

Library Director	Email address of director
Jackie Hess	jhess@cityofmitchell.org
Library Phone	
6059958480	

#### Admin

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

#### Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	15,680
Estimated population of total service area <i>Estimate the population you actually serve.</i>	15,704

What does the library charge for a nonresident library card?	\$15
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#### Outlets

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

Building/remodeling of library	Building/remodeling explanation	Total square footage main library
No		28,128

#### Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	City (exactly)

## Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday	2:00	5:00	3.00
Monday	10:00	9:00	11.00
Tuesday	10:00	9:00	11.00
Wednesday	10:00	9:00	11.00
Thursday	10:00	9:00	11.00
Friday	10:00	6:00	8.00
Saturday	10:00	6:00	8.00

<b>Total hours open per week</b>	<b>63.00</b>
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## SECTION C. -- PERSONNEL

## Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field
1	74,839.00	40	Masters of Library Science	39

## Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE
6	200	240	6.00

## All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE
5	105	2.63	8.63

## Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source
1		9

## Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
2	41.0

## ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week - ALA-MLS librarians	FTE librarians ALA-MLS librarians
0	0	0.00

## SECTION D -- INCOME

## Operating Income received during fiscal year

Operating income – City/Town	\$698,873
Operating income – County	\$6,500
Operating income – School District	\$0
Operating income – Tribal Appropriation	\$0
Operating income – College Appropriation	\$0
Operating income – Other Contracts (other libraries or towns)	\$0
Local Government Revenue	\$705,373
State Appropriations	\$0
Federal Income	\$0
What amount of federal operating income is from LSTA grants?	
Other Operating Income	\$12,422
<b>Total Operating Income</b>	<b>\$717,795</b>

## Capital Income

Local government capital income	\$0
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
<b>Total capital income</b>	<b>\$0</b>

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## SECTION E -- EXPENDITURES

## Staff Expenditures

Salaries and Wages for Library Staff	\$383,260
Total employee benefits	\$152,369
Total all salaries and benefits	\$535,629

## Collection Expenditures

Print materials expenditures	\$53,849
Electronic materials expenditures	\$18,616
Other materials expenditures	\$14,514
Total expenditures for library materials	\$86,979

## Other Operating Expenditures

All other operating expenditures	\$68,934
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<b>Total operating expenditures</b>	<b>\$691,542</b>
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If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.

Overspent in several areas including books, utilities, supplies. Spent close to without going over in other line items of the budget.

## Capital Expenditures

Capital expenditures on facility	\$0
Capital expenditures on technology	\$0
Other capital expenditures	\$0
<b>Total Capital Expenditures</b>	<b>\$0</b>

<b>Total Expenditures</b>	<b>\$691,542</b>
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## SECTION F – LIBRARY HOLDINGS

## Books

Books (print)	70,447
Ebooks accessed through SDTG	24,318
Other ebooks units* owned, leased, licensed	1,261
<b>Total Ebooks</b>	<b>25,579</b>

## Subscriptions

Current print serial subscriptions	24
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## Audio, Video, Other

Audio – physical units*	18,909
Audio – downloadable units* accessed through SDTG	8,730
Other downloadable audio units* owned, leased, or licensed	7,671
<b>Total downloadable audio</b>	<b>16,401</b>
Video – physical units*	881
Video – downloadable units*	0
Other (films, multimedia kits, maps)	270

## Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	2
State licensed electronic collections (databases)	58
<b>Total licensed electronic collections (databases)</b>	<b>60</b>

<b>Total Holdings</b>	<b>132,571</b>
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## SECTION G – SERVICE ACTIVITIES

## Library Service Indicators

Annual public services hours per year (ALL outlets)	3,825
Annual total attendance in the library	61,028
Annual total reference transactions completed	16,566
Registered users	11,708

## Collection Use

## Circulation of Physical Materials

Books	81,967
Magazines and other print items not included above	9
Non print physical items	25,399
<b>Total Physical Item Circulation</b>	<b>107,375</b>

## Circulation of Electronic Materials

Ebooks	5,460
Audiobooks (and music)	10,454
Video	12
Use (circulation) of Electronic Materials	15,926

## Electronic Collection (database) Use

SDSL-provided electronic collections use	421
Other electronic collection use	11,229
<b>Successful Retrieval of Electronic Information</b>	<b>11,650</b>

<b>Total Circulation of Materials</b>	<b>123,301</b>
Children's Materials Circulated	48,928
<b>Total Electronic Content Use</b>	<b>27,576</b>
<b>Total Collection Use</b>	<b>134,951</b>

## Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK	85	2,453
--Kindergarten thru age 11	47	2,049
<b>Children Ages 0-11</b>	<b>132</b>	<b>4,502</b>
<b>Young Adult Ages 12-18</b>	<b>106</b>	<b>913</b>
<b>Adult Ages 19 and over</b>	<b>13</b>	<b>276</b>
<b>Total</b>	<b>251</b>	<b>5,691</b>

## One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	67
Has the library hosted a summer reading program in the past year?	Yes

## Makerspaces

What types of tools and materials do the library's makerspaces include?	Water rocket, magnetic sculpture, flip chex, space & science, paper airplanes, lock box Interlocking 3-D puzzle.
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## Internet

Total number of Internet computers for use by general public	19
Annual number of public access/ internet use sessions (30-minute sessions)	37,045
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	4,279
URL of the library's webpage	s://www.cityofmitchell.org/156/Library
Annual Website Visits	
Does the library actively maintain a social media presence?	Yes

## Library Policies and Practices

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

## Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total	533	333
In-state total	382	780
<b>Total ILLs</b>	<b>915</b>	<b>1,113</b>

## SECTION H – LIBRARY TRUSTEES

## Library Board Members

Name	Office Held	Term Expires
Carolyn Sivik	President	2021
Dennis Nath	Vice President	
Steve Rice	City Council Rep.	
Ann Temple	Trustee	
David Margheim	Trustee	
Jim Taylor	Trustee	

## Library Board Information

Trustee meetings held per year	Monthly
Trustees appointed by what governing body?	City Council
Trustee meeting schedule	of the month at 4:30 p.m. City Council Chambr
Date of last public library board meeting	2020-02-18
Are you aware of and do you comply with the SD Open Meetings law?	Yes
Does the library board need training in any of the following areas?	

## Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	Yes
President's name and address	* * * * *
Does your library have a Library Foundation?	Yes
President's name and address	* * * * *

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

## Library policies &amp; Plans

Has the library board reviewed the following policies and plans in the past year?	
Library bylaws	Yes
Public service policies	No
Collection development policy	No
Public computer / Internet use policy	No
Nonresident policy including reevaluating amount of nonresident fee	No
Disaster plan	We do not have
Technology plan including timetable for software and hardware updates	Yes
We need more information/examples on how to write the following plans/policies:	Disaster, public service and technology plans

## Narrative listing any special events

In 2019, the Library hosted Dennis Warner for the first time. Great program. The Library also hosted C. M. Wendelboe, author. Good program. The hosted a program for a foreign-exchange student who gave a program including food about her country of Tajikistan. Summer reading program brought some great people. Dr. Lucie Poulet from the Kennedy Space Center, presented programs for children and adults on what it took to be an astronaut and possibly go to Mars. Science Steve did experiments, retired professor from D.W.U. did 2 programs on astronomy, Katrina Willoughby, a former resident and NASA photography gave programs for adults and children. A fun and rewarding SRP. Over 1,600 people attended the programs.

Librarian or staff member completing the survey	Jackie Hess
President of Board of Trustees/ or Director of Institution	Carolyn Sivik

## Supplemental Questions

## 2020 Survey of Library Staff Pay

Comparison data from SD public libraries is available upon request to public libraries & their stakeholders.

	Lowest hourly wage	Highest hourly wage	List the job titles of staff reported in this row. (List up to five for each category.)
Librarians (reported in C06)	\$23,881.00	\$29.46	Reference/Asst. Dir., Adult Circulation, Children's Lib. Tech Serv.
Other library staff (reported in C10)	\$9.85	\$10.85	Library Asst. II (5)
ALA-MLS Librarians (reported in C19)	\$21.89	\$22.17	Tech Serv & Circ. Asst.

## 2020 Supplemental Internet Questions

What type of broadband connection does your library currently have? (select highest capacity if more than one type)	Fiber Optic
Who pays for the library's broadband service?	Library
Who is/are your broadband service provider(s)? (you may have different landline and wireless providers)	Mitchell Telecom
What is the average age of the library's public computers?	older than 5 years
Does the library have access to local IT personnel when needed?	Always
Describe the technology support available to your library:	municipal government or agency
May SDSL staff contact your library's IT support person (or your Internet service provider, if you don't have IT support) if we have questions about your library's broadband service?	Yes

IT support person or business SDSL staff may contact if we have technical questions about your library's broadband service:

Name	Position / Title	Phone number	Email address
Andrew Schneider	IT Specialist		aschneider@cityofmitchel

## SELECTED KEY RATIOS – FY 2019

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area that the library serves.*	Your library FY 2019	Your library FY 2018	Statewide average FY 2018
<b>Population used for per capita ratios*</b> <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>	15,680	15,603	762,122
<b>Financial Measures</b>			
<b>Local government operating revenue per capita</b> <i>All income from local government sources divided by LSA. This is the best single measure of the library's local financial support.</i>	\$44.99	\$43.24	\$34.47
<b>Total operating revenue per capita</b> <i>Includes income from state, federal, and miscellaneous sources.</i>	\$45.78	\$44.08	\$36.28
<b>Total operating expenditures per capita</b>	\$44.10	\$41.00	\$34.85
<b>Collection expenditures per capita</b> <i>This is the dollar amount spent per resident on new library materials.</i>	\$5.55	\$5.84	\$4.59
<b>Service Measures</b>			
<b>Registered borrowers per capita**</b> <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users.</i>	0.75	0.66	0.49
<b>Library visits per capita</b> <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	3.9	4.1	5.0
<b>Total circulation per capita</b> <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>	7.9	8.5	7.7
<b>Public internet uses per capita</b> <i>The average number of sessions (measured in 30 minute units) per resident that the library's public computers were used.</i>	2.4	2.4	1.3
<b>Collection and Circulation Ratios</b>			
<b>Circulation turnover</b> <i>The number of circulation transactions divided by the total number of items in the library's collection. It is an indicator of how often each item is checked out. Low turnover rate may also indicate that the library should consider "weeding" its collection of outdated and unused materials.</i>	0.93	1.03	1.1
<b>Circulation of children's materials as a % of total circulation</b> <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	39.7%	37.2%	41%
<b>Circulation of electronic materials as a % of total circulation</b> <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>	12.9%	10.0%	11.8%
<b>Library Program Ratios and Totals</b> <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
<b>Total program attendance per capita</b> <i>Ratio of people in the community who attended library programs.</i>	0.36	0.36	0.44
<b>Children's attendance per program</b>	34.1	41.1	21.6
<b>Young adult attendance per program</b>	8.6	13.4	13.9
<b>Adult attendance per program</b>	21.2	4.7	14.8

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

\*\*The library's registered borrower records should be purged of inactive users at least every three years.

## ANNOTATIONS (attached to individual questions on the annual report form)

## Salaries and Wages for Library Staff (#350)

Included part-time.--2020-03-07

## Books (#450)

Weeded in children's department. Deleted titles too worn to fix and did not replace.--2020-03-10

## Daytime Phone

Preferred contact method--e-mail.--2020-03-10

## Trustee's Daytime Phone

Preferred contact method--e-mail.--2020-03-10

Preferred contact method--e-mail.--2020-03-10

Preferred contact method--e-mail.--2020-03-10

Preferred contact method--e-mail.--2020-03-10

## Collection development policy

earlier years--2020-03-10

## Public computer / Internet use policy

earlier years--2020-03-10

## Nonresident policy including reevaluating amount of nonresident fees

earlier years--2020-03-10

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SECTION B. – OUTLET / BRANCH INFORMATION -- FY 2019

B01. Location		MITCHELL PUBLIC LIBRARY		
B02. Address		B03. City	B04. Zip Code	B05. Zip +4
221 N DUFF STREET		MITCHELL	57301	
B06. County		B07. Phone Number	B08. Outlet Code	
DAVISON		6059958480	Central Library	
B09. Square footage of branch / outlet		B10. Number of bookmobiles in outlet record		
28,128		0		
B11. Total public service hours OPEN per year		B12. Total number of weeks per year branch is open		
3,825		52		
B13. Branch Librarian			B14. Total Branch Staff paid	
Jackie Hess			9	
B15. Total hours open during typical week		B16. Total days open during typical week		
63		7		

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