



Mitchell Public Library Board of Trustees Meeting -- March 17, 2026 Agenda
City Council Chambers, City Hall, 612 N. Main Street
March 17, 2026

- 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 fo Approve Funding Requests for March 2026**

 - B. Review and Approve 2025 Public Library Survey Responses**
- 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
January 27, 2026

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, Diana Goldammer, Deb Everson. Board members Megan Luther and Susan Tjarks attended via Zoom. Board member Ann Temple was 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 November 18, 2025 board meeting. Motion by Goldammer, seconded by Everson, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for December 2025. Kenkel provided additional comments regarding the written reports. Additional discussion about the library's total 2025 usage by patrons was held. Board members encouraged Kenkel to draft a press release regarding the increased usage for the year. 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 November and December 2025 bank statements and financial reports. Motion by Everson, seconded by Goldammer, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for January 2026

Kenkel presented six funding requests.

Program/Project	Requestor	Amount
PLA Conference Attendance	Kevin Kenkel	\$ 1,725.00
PLA Conference Attendance	Max Velasquez	\$ 1,725.00
Bookopoly prizes for Adults/Teens	Max Velasquez	\$ 1,800.00
Adult/Teen Summer Reading Programming	Max Velasquez	\$ 3,000.00
Bookopoly prizes for children	Jean Patrick	\$ 1,550.00
Children's Summer Reading Programming	Jean Patrick	\$ 9,100.00
Total Requested:		\$ 18,900.00

The conference attendance requests from Kenkel and Velasquez include the \$364.00 early bird registration amount already approved at the Board’s November 2025 meeting. The individual amounts requested by both for the remainder costs of the conference is \$1,361.00. The total new requested amount for the meeting was \$18,172.00. These funding requests are the major requests for the year. Motion by Everson, seconded by Goldammer, to approve the six funding requests totaling \$18,172.00. All members present voted "Aye". Motion passed.

B. Open Meetings Presentation

Library Director Kevin Kenkel reviewed the South Dakota Attorney General’s information on open meeting laws as required by state statute to be reviewed annually by certain city boards.

8. Committee Reports

There were no committee reports.

9. Board Input

Board member Goldammer expressed thanks to the volunteers who manage the used book sale for all their work in 2025. Their efforts are greatly appreciated. She also reminded library staff to share our year end report with the public.

10. Citizen’s Input

No citizen’s input was given.

11. Adjournment

Board members determined that the February training session will be held at 5:15 p.m. February 17, 2026 at the library. Kenkel will determine the topic. The next Board of Trustees meeting is scheduled for March 17, 2026 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, at 5:58 p.m. Nath call for a motion to adjourn. Motion by Goldammer, seconded by Everson, to adjourn. All members present voted "Aye". Motion passed.

DRAFT

Mitchell Public Library Director Report

March 17, 2026

1. Staffing

We filled our new Library Programming Specialist position. Rachel Soulek was selected and promoted to that position. This left our Circulation Specialist position vacant. We advertised this open position through Presidents Day and received 22 applications. We selected Tracey Steele for this position. Tracey has worked as the solo librarian at the Woonsocket Community Library. She has experience with Atrium, so training will take less time. Tracey begins employment at the library March 16, 2026.

2. Sales Tax

The January and February sales tax amounts for our used book sale were \$39.28 and \$45.29 respectively.

3. ILL Postage

ILL postage costs for November were \$63.98. ILL postage costs for December were \$97.77.

4. Carnegie Foundation Gift

At the end of December, we received a check for \$1,000 from the South Dakota Community Foundation out of the blue. This grant was made from the Dr. Judson & Marilyn Mabee and Dr. Kate Birkenkamp Memorial Fund. We plan to use these funds to purchase a new Nintendo Switch 2, which was released in June 2025. Our current Switch has seen good use, so we want to have the latest capabilities. The Switch 2 can be used to play our existing games as well.

5. Periodicals

Last year we decided to add digital periodicals to our holdings per our Strategic Plan. This decision included cancelling a number of periodicals and newspapers to help cover the cost of the digital periodical package subscription. Starting this month we will have print subscriptions to the *Mitchell Republic*, *Argus Leader*, *Rapid City Journal*, and *Huron Plainsman*. Our other newspaper subscriptions will end over the next number of weeks. This is the same case for magazines. We are continuing print subscriptions to *Consumer Reports*, *South Dakota Magazine*, and a couple library-specific titles that help with collection development. We also receive a couple South Dakota related periodicals for free that will continue.

6. Strategic Plan

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

Mitchell Public Library Strategic Plan, 2025-2028

Mission Statement

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

Goals and Strategies

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.
This strategy is achieved.
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.
I have begun drafting a “Tutorials” page for our website. The page is public with six topics. More topics will be added in the future. This is ongoing.
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.
March 2026 -- We created an Instagram account. Content will be added soon.

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 are around 60% of the adult nonfiction collection weeded.
 - b. Reorganize children's collection to expand into the emptied adult nonfiction space by the end of 2nd 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 3rd quarter of 2026.
 - b. Determine what space would best accommodate a standalone intermediate collection by the 3rd quarter of 2026.
 - c. Reorganize children's and YA collections to create an "intermediate collection" by the end of 4th quarter 2026.
3. Install better lighting around the interior perimeter.
 - a. Lights will be installed by 4th quarter of 2025.
This strategy is achieved.
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 2nd quarter 2026.
 - b. If feasible, move the east, outdoor book return to a drive-up location by 3rd quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
 - a. Determine affordability of a subscription to OverDrive's digital periodicals by 4th quarter of 2025.
This strategy is achieved.
 - b. Determine if any newspaper subscriptions can be discontinued by 4th quarter of 2025.
This strategy is achieved.
 - c. This strategy is achieved when a decision is made to either subscribe or not subscribe to this resource.
This strategy is achieved.
6. Investigate options for conducting a space analysis.
 - a. By 3rd 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 4th quarter 2026.
 - c. Draft document to request information/proposal from consultants by 4th quarter 2026.
 - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
 - e. Submit funding request for a consultant by 2nd quarter 2027.
 - f. Determine if funding is available for conducting such a study by 4th 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.

January 2026 – We experienced higher participation for Teen programming in 2025. In 2025 we offered 35 teen programs with 377 participants. For all of 2024 we offered 11 teen programs with 199 participants.
 - d. This strategy is achieved with a minimum of 300 teen participants per year.

We achieved this benchmark for 2025.
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.

January 2026 – We experienced higher participation for Adult programming in 2025. In 2025 we offered 53 adult programs with 558 participants. For all of 2024 we offered 32 adult programs with 417 participants.
 We achieved this benchmark for 2025.
3. Partner with external organizations to offer programs.
 - a. Continually identify external organizations to present programs at the library.
 - b. Contact these organizations to determine their willingness to partner on programming.

January 2026 – Max Velasquez held a second book club at the new Palace City Brewery July 24. A few people attended. We plan to try one more time to hold this program at the Brewery before deciding on whether to continue it or not.
 - 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 2nd 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 2nd 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.

March 2026 – With the open Circulation Assistant position we developed a new Library Programming Specialist position to help achieve this goal. In discussions with city administration, we learned that there will be little or no support for adding a staff position to the library. With reconfiguring our current staff mix we are hopeful to achieve this goal.

Rachel Soulek was selected for this new position. She has done more marketing for the library. She planned the author talk event featuring Jean Patrick and her new book.

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.

November 2025 – We participated in the First Fridays events during the summer to promote Summer Reading Program. We will participate again in 2026. We did take books along to have them available for check out.
 - b. Select a variety of books that could be available for checkout at a “pop-up” library.
 - c. This strategy is achieved when we have taken the “pop-up” library to three events by 3rd 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.
 - b. Schedule and conduct presentations in those teachers’ classrooms (this also supports the strategy of offering more young adult programming).

November 2025 – Max Velasquez had a library information table at the H.S. registration day. A few students stopped by. Max Velasquez went to DWU November 4 to conduct a library card drive for DWU students. We had six people complete registration forms for library accounts.

This strategy is achieved when we have conducted a minimum of four presentations per year through the 2027-2028 academic year.

March 2026 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Development

We have access to two new libraries via Libby: Siouxland and the Black Hills Library Consortium. Linking a Mitchell Public Library card is simple: use the symbol in the middle of the bottom row to add a library, search for Siouxland or Rapid City, and log in using the barcode number and password on the back of the card. Siouxland and the Black Hills consortium have slightly different rules, in that more items can be checked out on either card than with the South Dakota Digital Consortium (ten items for three weeks from Siouxland and twenty items for two weeks from Black Hills, as opposed to eight items for three weeks from SDDC).

We have stopped receiving our print subscriptions to the *Yankton Press and Dakotan* and the *Wall Street Journal*. This is a planned stoppage, as we have digital alternatives available through Libby and our database subscriptions, and people weren't reading the print copies very often (one person every couple of weeks, if that). *The Minnesota Star Tribune* and the *Capital Journal* will also be available at the Mitchell Public Library through similar means once our print subscriptions conclude.

The weeding project has gotten up to 737.4 (sculpture, for those curious). I should be able to devote more time to the project with the arrival of a new full time staff member.

Programming

On March 10th, we held a writing workshop hosted by Gabrielle Esposito, a programming librarian who works in the Hudson Valley region of New York. This was one of a series of workshops that she presents as turn-key hybrid programs. As her workshops seemed applicable for either fiction or nonfiction writing, I thought they would make a good follow up to the workshops we had hosted by Molly Barari, and I wanted to see what they were like as a possible addition to our Summer Reading Programming this year. The people who attended were pleased with the workshop, and all were interested in more. I have attached a funding proposal to host more workshops in the coming months, and settled on tentative dates and times with Ms. Esposito.

Bookopoly prizes are trickling in. Drawings for Mitchell Bucks will be held beginning April 6th, to give time for boards to be returned and because I will be at the PLA conference the last week of March.

Due to a lack of attendance, I am going back to one Fiction Book Club session per month, rather than the two sessions we've held the past year. Fiction and Mystery will both meet at noon: Fiction will be meeting on the first Monday of each month, Mystery on the third Monday, rescheduling for holidays as needed.

Outreach

Jean and I went over to the Mitchell High School Library to give Tara Waters a hand with her nonfiction collection, as well as to touch base and see what's happening there these days. This is primarily a shifting and shelf reading project, but she did ask us to set aside material that looks like it needs to be weeded. I'll be volunteering some of my time to assist.

March 2026 Children's Services Update

Jean Patrick, Children's Services Librarian

Summary

During January-March, I have focused on Bookopoly, Jr. I've also continued to plan and lead Storytimes, provide daily reader advisory to children and parents/caregivers, order books and weed the collection, create displays, and participate in outreach programs (see below). Additionally, I'm planning the upcoming Summer Reading Program ("Unearth Your Story").

Thursday And Saturday (Bilingual) Storytimes

Average attendance at Thursday and Saturday Storytime ranges from the mid-20s to low-40s per session (children and parents/caregivers).

The Ramos Family continues to lead the Saturday group. Gina (mother) provides incredible visual and take-home language aides.

Highlights:

February 26 – Read for the Record

At Thursday Storytime on Feb. 26, we joined millions of kids across the country and around the world by reading the same book on the same day (See *Marcus Grow*, by Marcus Bridgewater). Approximately 40 children and parents/caregivers attended the event.

The Freemasons Lodge #31 provided funding to provide free copies of the book. Brandon Manchester and Dean Hanson (?) participated in the event – They held the tomatoes, onions, and a pineapple! (Photos are on the Mitchell Public Library Facebook page).

Outreach

I continue to lead Storytimes for the following groups:

First Lutheran Early Learning Center (43 kids/5 teachers per month). They also check out books after each storytime session.

Palace City Preschool (3 classes each month. Approx. 16-20 kids per class).

Kernel Club Afterschool Groups -- L.B. Williams-January

January: 6 groups: total 114 students;

February: 6 groups, K-5, total 119 students.

Recent Events

Jan. 24 – Creativity Day

Approximately 145 children and parents/families attended Creativity Day. Art projects were led by the MHS Art Ambassadors and artists from Mitchell Area Arts Council and 401 Create. Many parents and kids thanked the library and artists for having this event.

Feb. 11 – Head Start Evening

Approximately 12 people attended the Home-based Head Start evening. We read books, talked about the library, made crafts, and toured the library.

Feb. 27 – Jumpstart for Summer Reading Program

On Feb. 27, I attended the Jumpstart session at the Beresford Community Library. Approx. 25 librarians from southeastern South Dakota attended the event to share ideas, resources, and program ideas.

Jan. 3 – March 28 – Bookopoly Jr.

As of March 13, more than 300 gameboards have been distributed. Completed gameboards are being returned daily. This year, kids are also tallying the number of pages they have read/listened. Amounts range from 800 - 3000 pages per child.

Mitchell Christian students returned to the library on March 10 and plan to come again later in March to work on their gameboards. Thank you to teachers Renee Haskell and Donna DeLine.

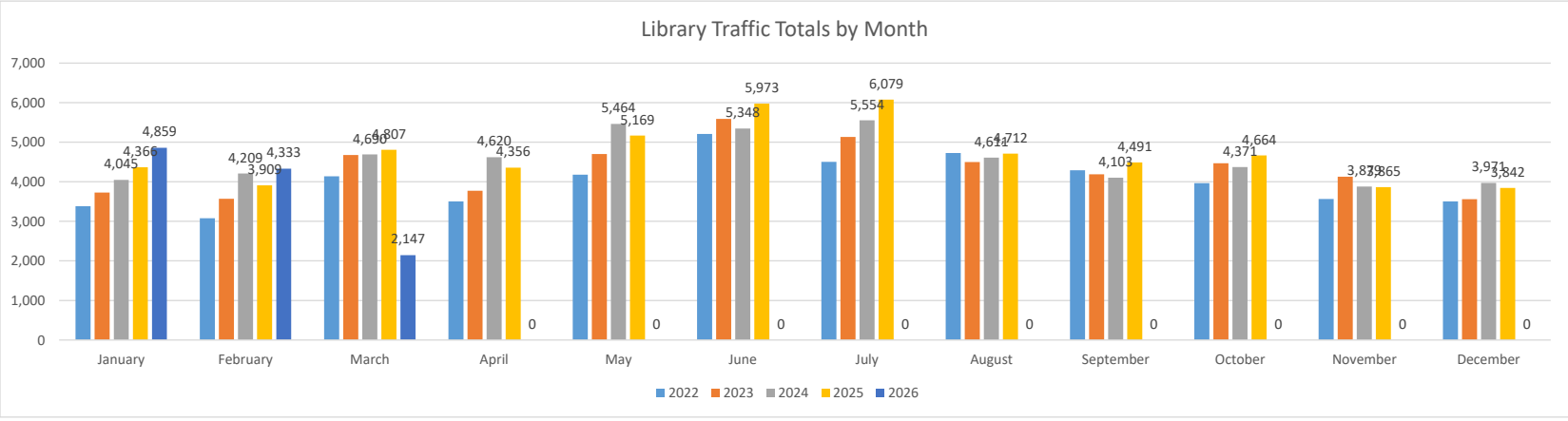
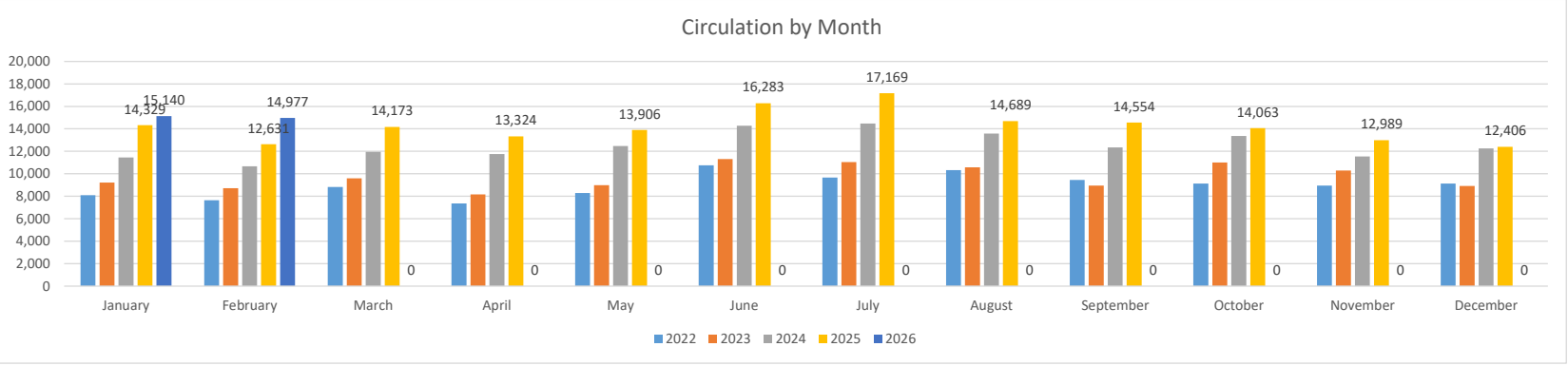
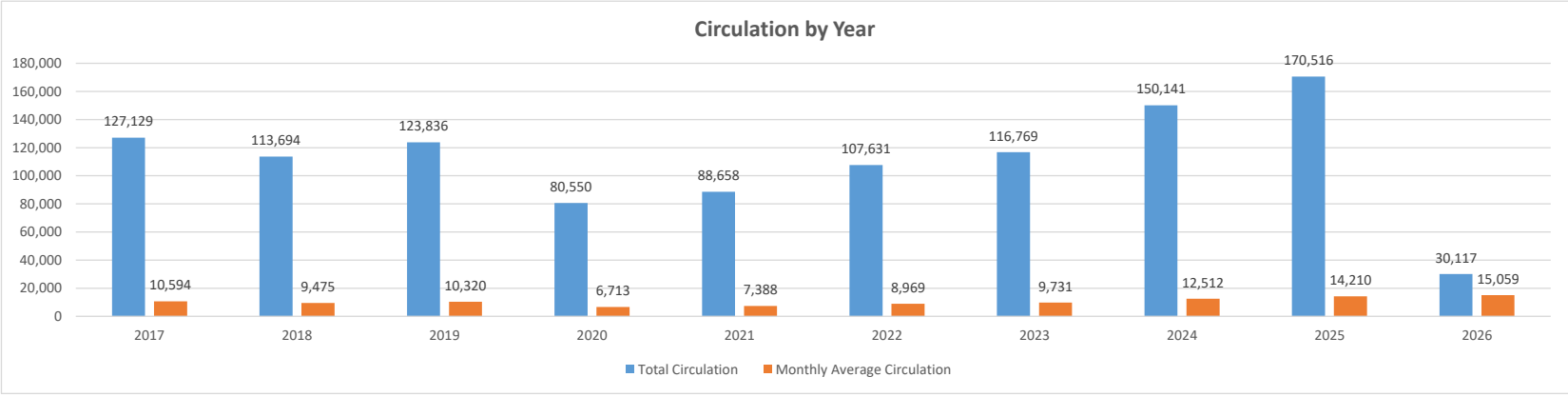
Upcoming Events:

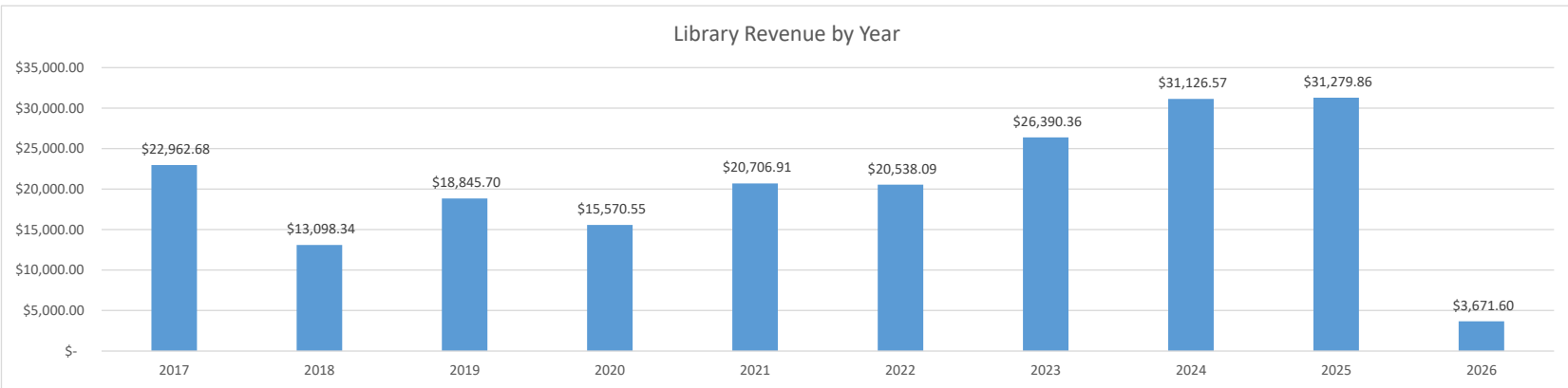
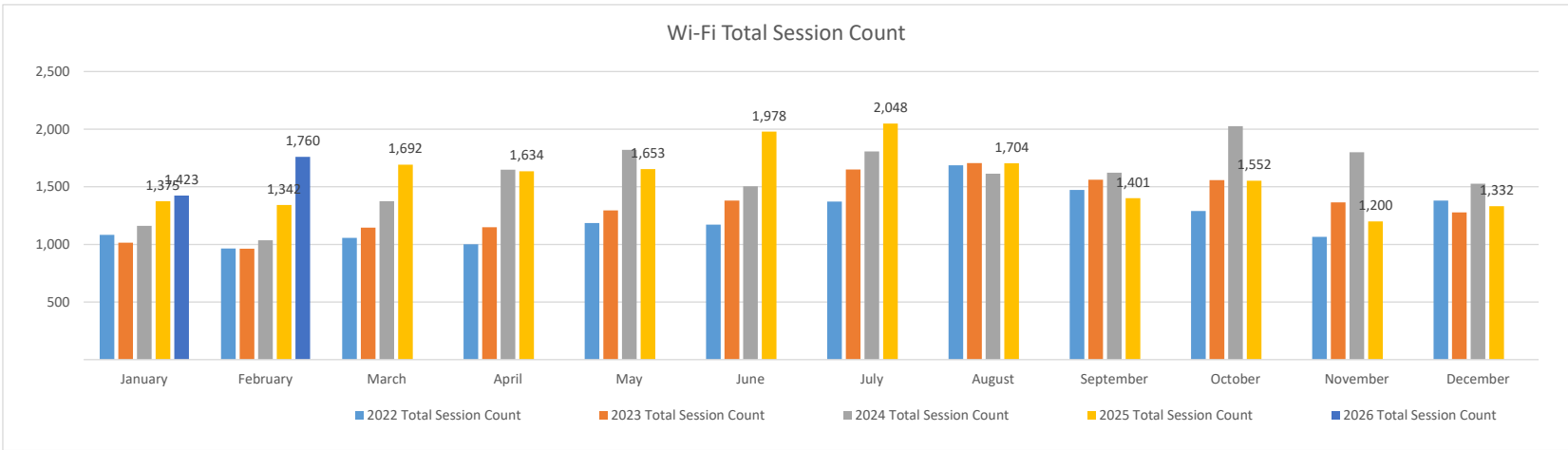
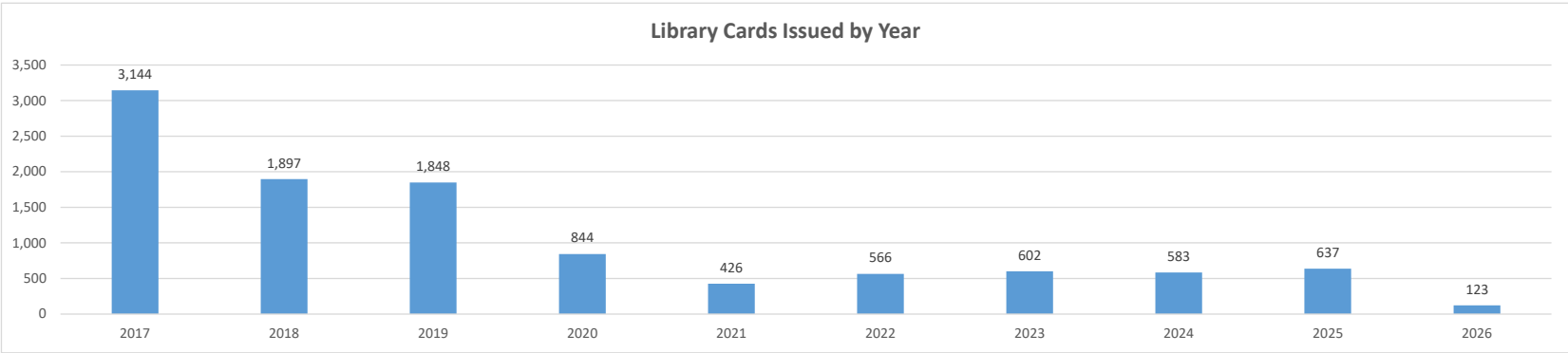
March 28 – Bookopoly Jr. conclusion

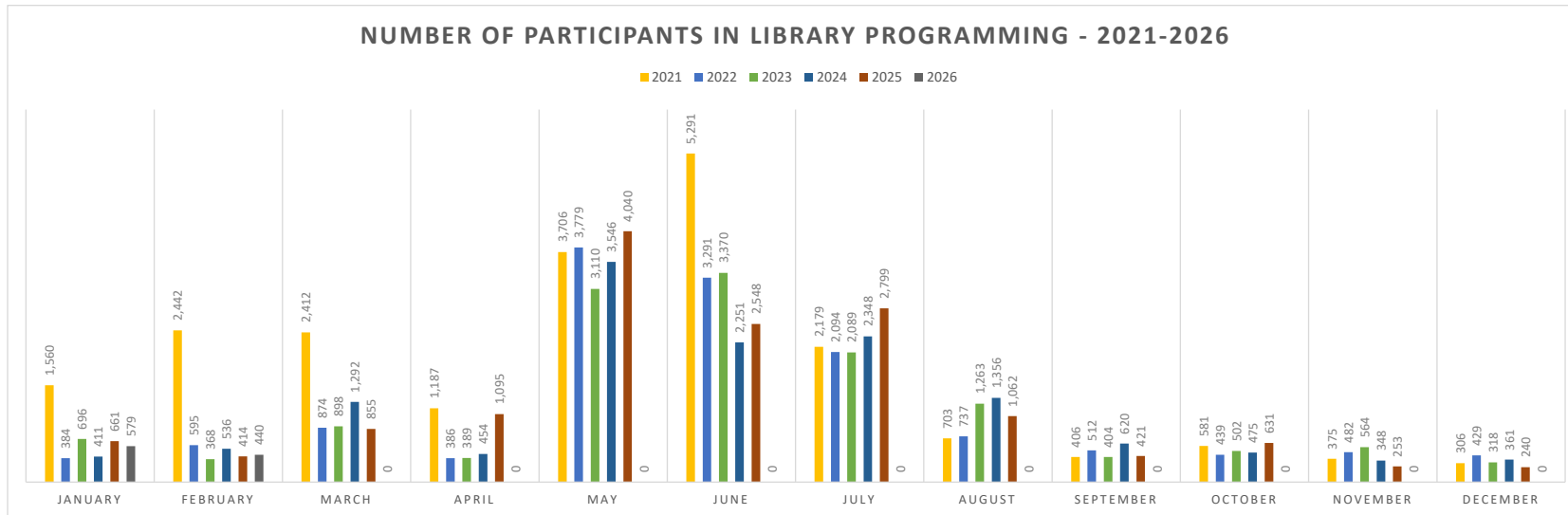
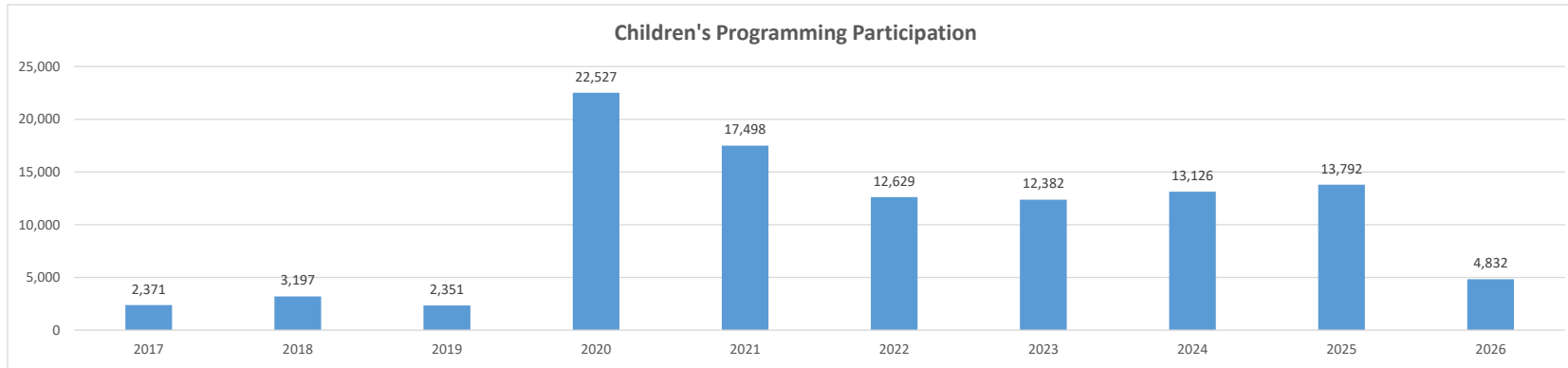
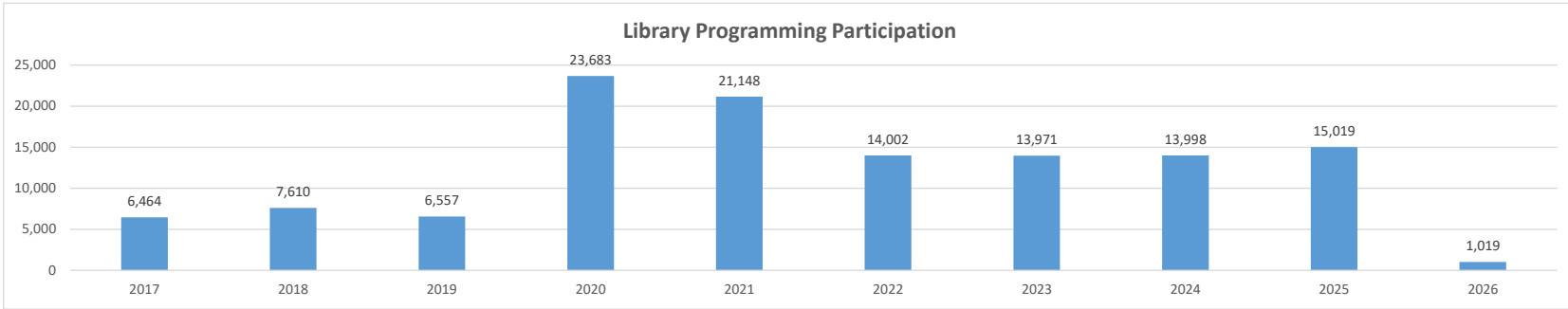
Bookopoly ends on March 28. We will keep the children's posters on the walls through April. Many of their posters have ideas for new Bookopoly squares. Kids are thrilled that we may use many of these ideas next year.

April 18 – Visiting authors at Saturday Storytime

On April 18, local authors Mark Cornelius and Tracy Loecker will read their books to Saturday Storytime attendees.







Mitchell Public Library Statistics for 2026



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026	2025	Change	Library Statistics for 2025	
Gate Count	4,859	4,333	2,147	0	0	0	0	0	0	0	0	0	11,339	56,233	-80%	Gate Count	
Registered Patrons TOTAL	5,328	5,365	0	0	0	0	0	0	0	0	0	0	5,328	5,263	1%	Registered Patrons Total	
City Residents	4,218	4,246	0	0	0	0	0	0	0	0	0	0	4,218	4,170	1%	City Residents	
County Residents	501	503	0	0	0	0	0	0	0	0	0	0	501	499	0%	County Residents	
Subscription Memberships	520	527	0	0	0	0	0	0	0	0	0	0	520	503	3%	Subscription Memberships	
All Others	89	89	0	0	0	0	0	0	0	0	0	0	89	91	-2%	All Others	
All Items Circulated TOTAL	15,140	14,977	0	0	0	0	0	0	0	0	0	0	30,117	170,462	-82%	All Items Circulated TOTAL	
Physical Items	10,345	10,391	0	0	0	0	0	0	0	0	0	0	20,736	120,965	-83%	Physical Items	
Digital Items from SDTTG	4,795	4,586	0	0	0	0	0	0	0	0	0	0	9,381	49,497	-81%	Digital Items from SDTTG	
Programs Held TOTAL	25	21	0	0	0	0	0	0	0	0	0	0	46	272	-83%	Programs Held TOTAL	
Children	18	16	0	0	0	0	0	0	0	0	0	0	34	207	-84%	Children	
YA	3	0	0	0	0	0	0	0	0	0	0	0	3	11	-73%	YA	
Adults	3	5	0	0	0	0	0	0	0	0	0	0	8	32	-75%	Adults	
General Interest	1	0	0	0	0	0	0	0	0	0	0	0	1	22	-95%	General Interest	
Program Attendance TOTAL	579	440	0	0	0	0	0	0	0	0	0	0	1,019	15,022	-93%	Program Attendance TOTAL	
Children	509	393	0	0	0	0	0	0	0	0	0	0	902	13,792	-93%	Children	
YA	11	0	0	0	0	0	0	0	0	0	0	0	11	377	-97%	YA	
Adults	16	47	0	0	0	0	0	0	0	0	0	0	63	558	-89%	Adults	
General Interest	43	0	0	0	0	0	0	0	0	0	0	0	43	295	-85%	General Interest	
Collection Holdings TOTAL	71,987	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,671	71,779	-0.2%	Collection Holdings TOTAL	
Holdings added	674	407	0	0	0	0	0	0	0	0	0	0	1,081	4,310	-75%	Holdings added	
Holdings deleted	-466	-723	0	0	0	0	0	0	0	0	0	0	-1,189	-4,958	-76%	Holdings deleted	
ILL Borrowing Filled	39	29	0	0	0	0	0	0	0	0	0	0	68	421	-84%	ILL Borrowing Filled	
ILL Lending Filled	53	78	0	0	0	0	0	0	0	0	0	0	131	584	-78%	ILL Lending Filled	
Computer sessions	323	316	0	0	0	0	0	0	0	0	0	0	639	4,412	-86%	Computer sessions	
Computer use by hours	245.6	226.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	472	3,331	-86%	Computer use by hours	
Wi-Fi Sessions	1,423	1,760	0	0	0	0	0	0	0	0	0	0	3,183	18,911	-83%	Wi-Fi Sessions	
Facebook "Views"	43,250	49,183	0	0	0	0	0	0	0	0	0	0	92,433	374,575	-75%	Facebook "People Reached"	
Library website visits														10,796		-100%	Library website visits
Revenue	\$ 1,770.33	\$ 1,901.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,770.33	\$ 5,441.93	\$ 31,279.86		Revenue

Approval of Bills – March 2026

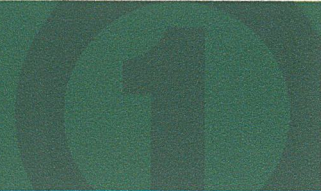
There is one bill needing approval for payment that haven't received previous approval.

Gabrielle Esposito	\$150.00
County Fair	\$55.76
Total	\$205.76

1. We scheduled a writing workshop led by Gabrielle Esposito on March 10. I approved this request from Max Velasquez as part of my spending authority. This was a Zoom session, so we didn't have any travel fees associated with this workshop.
2. We ordered cookies from County Fair to serve for Jean Patrick's talk March 2, the day her new book was released.



1601 Dodge St.
 Stop Code 3148
 Omaha, NE 68197-3148



00054489
 MSP 76
 MITCHELL PUBLIC LIBRARY
 MICHELLE BATHKE
 ANN M TEMPLE
 221 N DUFF ST
 MITCHELL SD 57301

01

Summary of Accounts - From 01/01/2026 To 01/31/2026

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$90,363.17	\$86,546.94
Total on Deposit			\$86,546.94

Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$90,363.17
10 Credit(s) This Period	\$1,753.36
7 Debit(s) This Period	\$5,569.59
Ending Balance	\$86,546.94

Interest Summary

Description	
Annual Percentage Yield Earned	0.95%
Interest Days	31
Interest Earned	\$70.98
Interest Paid This Period	\$70.98
Interest Paid Year-To-Date	\$70.98

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
01-06	PAYPAL TRANSFER *****04496721	\$171.96
01-13	PAYPAL TRANSFER *****58067724	\$88.34
01-20	PAYPAL TRANSFER *****10158613	\$159.30
01-27	PAYPAL TRANSFER *****57493013	\$88.18
01-30	INTEREST PAYMENT	\$70.98
Total Electronic Deposits		\$578.76

**Deposit Activity
PAPER**

Post Date	Description	Amount
01-05	CUSTOMER DEPOSIT	\$332.26
01-12	CUSTOMER DEPOSIT	\$393.65
01-16	CUSTOMER DEPOSIT	\$31.50
01-20	CUSTOMER DEPOSIT	\$255.82
01-26	CUSTOMER DEPOSIT	\$161.37
Total Paper Deposits		\$1,174.60

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
01-09	Check #1468	\$51.19
01-09	Check #1469	\$54.63
01-12	Check #1467	\$4,500.00
01-16	Check #1472	\$364.00

Premium Business Checking w/In-XXXXXX1877

Continued

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
01-20	Check #1471	\$364.00
01-27	Check #1466	\$138.00
01-27	Check #1470	\$97.77
Total Paper Withdrawals		\$5,569.59

Checks Cleared

X	Check #	Date	Amount
<input type="checkbox"/>	1466	01/27/2026	\$138.00
<input type="checkbox"/>	1467	01/12/2026	\$4,500.00
<input type="checkbox"/>	1468	01/09/2026	\$51.19
<input type="checkbox"/>	1469	01/09/2026	\$54.63

X	Check #	Date	Amount
<input type="checkbox"/>	1470	01/27/2026	\$97.77
<input type="checkbox"/>	1471	01/20/2026	\$364.00
<input type="checkbox"/>	1472	01/16/2026	\$364.00



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1601 Dodge St.
 Stop Code 3148
 Omaha, NE 68197-3148



00040054

MSP 74 MITCHELL PUBLIC LIBRARY
 MICHELLE BATHKE
 ANN M TEMPLE
 221 N DUFF ST
 MITCHELL SD 57301

01

Summary of Accounts - From 02/01/2026 To 02/28/2026

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.

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$86,546.94	\$88,191.17
Total on Deposit			\$88,191.17

Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$86,546.94
9 Credit(s) This Period	\$1,883.95
1 Debit(s) This Period	\$239.72
Ending Balance	\$88,191.17

Interest Summary

Description	
Annual Percentage Yield Earned	0.95%
Interest Days	28
Interest Earned	\$63.85
Interest Paid This Period	\$63.85
Interest Paid Year-To-Date	\$134.83

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
02-03	PAYPAL TRANSFER *****15395130	\$155.30
02-10	PAYPAL TRANSFER *****74328394	\$131.46
02-17	PAYPAL TRANSFER *****25746865	\$207.29
02-24	PAYPAL TRANSFER *****74368732	\$51.08
02-27	INTEREST PAYMENT	\$63.85
Total Electronic Deposits		\$608.98

**Deposit Activity
PAPER**

Post Date	Description	Amount
02-02	CUSTOMER DEPOSIT	\$359.15
02-09	CUSTOMER DEPOSIT	\$386.27
02-17	CUSTOMER DEPOSIT	\$315.80
02-23	CUSTOMER DEPOSIT	\$213.75
Total Paper Deposits		\$1,274.97

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
02-23	Check #1473	\$239.72
Total Paper Withdrawals		\$239.72

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1473	02/23/2026	\$239.72				

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January 2026

03/06/26

Accrual Basis

	Jan 26	Jan 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	0.75	3.80	-3.05	-80.3%
Book sale	614.25	674.70	-60.45	-9.0%
Copies	342.11	444.05	-101.94	-23.0%
Donations	8.40	33.40	-25.00	-74.9%
Earbuds	0.00	8.00	-8.00	-100.0%
Interest	70.98	100.51	-29.53	-29.4%
Interlibrary loan	9.00	11.00	-2.00	-18.2%
Laminating	2.00	0.00	2.00	100.0%
Meeting room fees	50.00	0.00	50.00	100.0%
Paid items (Damaged/Lost Items)	9.10	39.80	-30.70	-77.1%
Pop machine	31.50	18.00	13.50	75.0%
Subscriptions	625.00	325.00	300.00	92.3%
Total General revenue	1,763.09	1,658.26	104.83	6.3%
Uncategorized Income	7.24	17.70	-10.46	-59.1%
Total Income	1,770.33	1,675.96	94.37	5.6%
Expense				
Credit Card Processing Fees	16.97	17.05	-0.08	-0.5%
Operation expenses				
Library Conference	728.00	0.00	728.00	100.0%
Sales Tax	105.82	44.43	61.39	138.2%
Total Operation expenses	833.82	44.43	789.39	1,776.7%
Postage and Delivery	97.77	0.00	97.77	100.0%
Program expenses				
Adult programming	0.00	15.00	-15.00	-100.0%
Children's programming	0.00	433.32	-433.32	-100.0%
Summer Reading				
Summer Reading - Adult	0.00	199.90	-199.90	-100.0%
Total Summer Reading	0.00	199.90	-199.90	-100.0%
Total Program expenses	0.00	648.22	-648.22	-100.0%
Total Expense	948.56	709.70	238.86	33.7%
Net Ordinary Income	821.77	966.26	-144.49	-15.0%
Net Income	821.77	966.26	-144.49	-15.0%

Mitchell Public Library Library Board of Trustees

03/06/26

Profit & Loss Prev Year Comparison

Accrual Basis

February 2026

	Feb 26	Feb 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	3.00	0.00	3.00	100.0%
Book sale	822.50	673.30	149.20	22.2%
Copies	370.10	526.00	-155.90	-29.6%
Donations	41.10	542.55	-501.45	-92.4%
Interest	63.85	91.97	-28.12	-30.6%
Interlibrary loan	11.00	13.00	-2.00	-15.4%
Meeting room fees	50.00	0.00	50.00	100.0%
Paid items (Damaged/Lost Items)	151.70	25.72	125.98	489.8%
Subscriptions	375.00	275.00	100.00	36.4%
Total General revenue	1,888.25	2,147.54	-259.29	-12.1%
Uncategorized Income	13.02	4.31	8.71	202.1%
Total Income	1,901.27	2,151.85	-250.58	-11.6%
Expense				
Credit Card Processing Fees	17.32	13.55	3.77	27.8%
Operation expenses				
Equipment	0.00	368.99	-368.99	-100.0%
Sales Tax	0.00	41.52	-41.52	-100.0%
Total Operation expenses	0.00	410.51	-410.51	-100.0%
Program expenses				
Adult programming	150.00	212.60	-62.60	-29.4%
Children's programming	239.72	0.00	239.72	100.0%
Summer Reading				
Summer Reading - Adult	0.00	550.32	-550.32	-100.0%
Total Summer Reading	0.00	550.32	-550.32	-100.0%
Teen programming	0.00	60.96	-60.96	-100.0%
Total Program expenses	389.72	823.88	-434.16	-52.7%
Total Expense	407.04	1,247.94	-840.90	-67.4%
Net Ordinary Income	1,494.23	903.91	590.32	65.3%
Net Income	1,494.23	903.91	590.32	65.3%

March 2026 Funding Requests

We are submitting three funding requests this month.

<u>Program/Project</u>	<u>Requestor</u>	<u>Amount</u>
Desktop Computer	Kevin Kenkel	\$ 1,155.00
Laptop Computer	Kevin Kenkel	\$ 550.00
Summer Writing Workshop Series	Max Velasquez	\$ 450.00
Total Requested:		\$ 2,155.00

Desktop Computer for Workroom Area

With Rachel Soulek having the new position of Programming Specialist, she will spend a part of her work week at a desk in the workroom developing programming and marketing materials. This will allow her to work uninterrupted. We have a desk where she can work, but need a computer for her there. Andrew in IT provided this quote. New computers cost more now because they have the newer type of memory (DDR 5) which is designed for AI. Andrew tried to get a quote for a computer with DDR 4 memory, but the manufacturer that he uses only has the newer machines available.

The computer at Rachel's current desk in the circulation area will remain there. It will be a shared computer for staff to use.

Request

Desktop computer	\$ 1,155.00
Total	\$ 1,155.00

Total amount requested: \$900

Replacement Laptop for Managing Public Computer Reservation and Printing Software Description

In 2021 we obtained software to manage our public computers and manage printing from these computers. We needed a computer to the management software for these two software systems. We used a laptop already owned by the library for this purpose. The laptop was a bit slow at that time. This laptop is now nine years old and cannot be upgraded to Window 11. It's time to replace it. I am proposing purchasing a refurbished laptop that is a one or two years old. This option will be about half the price of a new laptop and will serve us for at least five years. The reason for a laptop rather than a desktop is that we don't have space at the circulation desk for a desktop and monitor.

Request

Laptop computer	\$	550.00
Total	\$	550.00

Total request: \$550

Funding Request: “Write Your Way” Workshop Series

Max Velasquez, Adult and Young Adult Services Librarian

DESCRIPTION

In late January I received an email from Gabrielle Esposito, a programming librarian in the Hudson Valley region of New York who runs writing workshops over Zoom, asking if we would be interested in hosting a program. As the writing workshops hosted by Molly Barari and Leacey Brown were well received, I reviewed her website to see the list of libraries she had worked with in the past (extensive, focused mainly in the Northeast but also as far afield as Colorado and Texas), The content of the workshops sounded interesting. I decided to take her up on her offer and hosted one of her workshops on Tuesday March 10th. The workshop ran for about 75 minutes, and focused on using the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound) to help aspiring writers stay motivated and make tangible progress in their efforts, along with several exercises to help create a roadmap. The hybrid format allows us to have people participate in the Community Room if they aren't able or comfortable with joining in over Zoom. It also allows us to record the workshops, which I received permission for from Ms. Esposito; the recordings can be hosted on a Mitchell Public Library YouTube channel as unpublished links, meaning we can share them with patrons at our discretion rather than leaving it open to the whole Internet, allowing for asynchronous participation.

Ms. Esposito's workshops are suitable for people interested in writing fiction or nonfiction, whereas the previous workshops we held focused on memoirs and family history. The workshops are all turn-key style, meaning preparation on the Public Library's part amounts to managing sign-ups, seating, and setting up a laptop. I would like to host another three of her workshops on May 11th, June 15th, and July 13th, as writing workshops would dovetail nicely with this year's Summer Reading Program theme. The workshops are titled “Finding Your Writing Voice”, “Unlock Your Memory”, and “Generative Writing Workshop”. I had a look at the South Dakota Arts Council and Humanities Council pages to see what pricing was like for writing workshops put on by people affiliated with those organizations, but the directory for the Arts Council didn't list anything and the links on the Humanities Council website weren't functional. The total cost for these three workshops would be \$450. With scheduling multiple workshops Ms. Esposito is charging \$150 per workshop rather than her normal \$175.

REQUEST

Total: **\$450** for three workshops

FY2025 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.

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
Kevin Kenkel	kevin.kenkel@cityofmitchellsd.gov
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>	15,621
Estimated population of total service area <i>Estimate the population you actually serve.</i>	19,907

What does the library charge for a nonresident library card?	\$ \$25
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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
No	

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	e.g., incorporated city or village, censusdesignated),

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday	2:00	5:00	3.00
Monday	9:00	8:00	11.00
Tuesday	9:00	8:00	11.00
Wednesday	9:00	8:00	11.00
Thursday	9:00	8:00	11.00
Friday	9:00	5:00	8.00
Saturday	9:00	5:00	8.00

Total hours open per week	63.00
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SECTION C. -- PERSONNEL

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
96,165.00	40	Masters of Library Science	32

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
5	200

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
6	103

Total Paid Employees

Total paid employees FTE
8.58

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians
2	80

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
0	N/A	0

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
5	4.8

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$877,851
Operating income – County	\$7,500
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	\$885,351
State Appropriations	\$0
Federal Income	\$0
Other Operating Income	\$23,782
Total Operating Revenue	\$909,133

Capital Income

Local government capital income	\$15,000
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$33,300
Total capital income	\$48,300

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$449,596
Total employee benefits	\$143,161
Total all salaries and benefits	\$592,757

Collection Expenditures

Print materials expenditures	\$51,199
Electronic materials expenditures	\$21,509
Other materials expenditures	\$2,861
Total expenditures for library materials	\$75,569

Other Operating Expenditures

All other operating expenditures	\$76,691
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Total operating expenditures	\$745,017
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Capital Expenditures

Capital expenditures on facility	\$54,408
Capital expenditures on technology	\$0
Other capital expenditures	\$0
Total Capital Expenditures	\$54,408

SECTION F – LIBRARY HOLDINGS & CIRCULATION

Physical Materials Holdings – This is the size of the library's physical collections

Books (print)	65,648
Magazines & newspaper subscriptions, other serials	22
Audio	2,874
Video	1,026
Other physical items	210
Total physical items in library's collection	69,780

Circulation of Physical Materials – This is the number of check-outs of the library's physical materials

Books	115,529
Magazines & newspaper subscription, other serials	22
Audio	764
Video	1,674
Other physical items	1,147
Total physical item circulation	119,136
Circulation of children's physical materials	75,343
Did the library offer automatic renewal for physical materials?	Yes

Circulation of Electronic Materials – This is the number of checkouts for materials available online

E-books	13,110
E-serials (magazines, newspapers, etc.)	1,170
E-audio (audiobooks and music recordings)	17,367
E-video	0
Total circulation of electronic materials	31,647

Total Circulation of Materials	150,783
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How is access provided for E-materials?

	Provided via the library	Provided via a collective	Provided via SDSL
E-books	Yes	Yes	Yes
E-serials	Yes	No	No
E-audio	Yes	Yes	No
E-videos	No	No	No
Research databases	Yes	No	Yes
Online learning platforms	Yes	No	Yes

Resource Sharing / Interlibrary Loan

	Borrowed from other libraries	Loaned to other libraries
Out-of-state total	218	175
In-state total	236	425
Total ILLs	454	600

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	5,263
Annual total attendance in the library	56,233
Attendance reporting method	Annual Count
Annual total reference transactions completed	11,804
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	81	2,552
Offsite	41	870
Virtual	0	0
Total	122	3,422

Children ages 6-11	Programs	Attendance
Onsite	51	3,498
Offsite	29	1,535
Virtual	0	0
Total	80	5,033

Young Adults ages 12-18	Programs	Attendance
Onsite	29	241
Offsite	3	41
Virtual	0	0
Total	32	282

Adults ages 19+	Programs	Attendance
Onsite	46	466
Offsite	5	43
Virtual	0	0
Total	51	509

General Interest	Programs	Attendance
Onsite	5	79
Offsite	4	213
Virtual	0	0
Total	9	292

Total Live Programs

Total number of synchronous program sessions	294
Total attendance at synchronous programs	9,538

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	0
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	0

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	47
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Self-directed Activities

How many passive activities were offered?	34
Approximately how many patrons took part in these activities?	5,689

Internet

Total number of Internet computers for use by general public	14
Annual number of public access/ internet use sessions	4,412
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	18,911
Wireless sessions reporting method	Annual Count
URL of the library's webpage	https://www.cityofmitchellsd.gov/library

Library Policies and Practices

Does the library charge overdue fines for any physical 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

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Dennis Nath	President	2027
Deb Everson	Trustee	2027
Dianna Goldammer	Trustee	2028
Ann Temple	Trustee	2026
Megan Luther	Trustee	2028
Susan Tjarks	City Council Rep.	

Library Board Appointees

Trustees appointed by what governing body?	City Council
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	Yes
Trustee terms are staggered so that all terms do not expire in the same year.	Yes
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	Yes
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. <i>(Optional: The governing body determines whether to appoint a representative to the library board.)</i>	Yes

Library Board Meetings

Number of trustee meetings held per year	Bi-Monthly
Trustee meeting schedule	Tuesday of odd months at 5
Date of last public library board meeting	2026-01-27
Are you aware of and do you comply with the SD Open Meetings law?	Yes

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	No
President's name	
Does your library had a Library Foundation?	No
President's name	

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

Narrative listing any special events

<p>In 2025 the library had a digital sign installed that allows us to better promote library services, programs, and resources.</p>

Supplemental Questions

Does your library offer meeting room or study spaces that can be reserved by the public?	Yes
Does your library lend devices such as laptops, tablets, and hotspots to be used outside of the library?	No
Does your library have a "library of things" that can be checked out by the public?	Yes
Does your library offer early literacy or school-readiness programs?	Yes
Does your library offer adult educational services?	Yes
Does your library offer job search or workforce support services?	No
Does your library provide assistance with wellness, consumer health information, or health insurance resources?	No
Does your library offer targeted outreach or services for underserved groups such as homeschool families, rural residents, seniors, immigrants, or people experiencing poverty?	Yes
Do you collaborate with any outside organizations to provide programming and/or services in your library?	Yes
Tell us about any special partnerships your library has with other community organizations	
Please share any feedback or stories about how the library helped individuals or groups with any of the above topics.	

Certify the Annual Report

Certification by Library Director	
Library Director (name):	Kevin Kenkel
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	Dennis Nath
Date the annual report was reviewed by the library board:	
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	Stephanie Ellwein
Position held:	City Administrator
Date the annual report was reviewed by the governing body:	

DRAFT

SELECTED KEY RATIOS – FY 2025

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 the library serves. *	Your library FY 2025	Your library FY 2024	Statewide average FY 2024
Population used for per capita ratios* <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>	15,621	15,621	826,827
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>	\$56.68	\$55.99	\$42.21
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$58.20	\$57.51	\$43.56
Total operating expenditures per capita <i>This is total amount spent per resident on day-to-day operation of the library.</i>	\$47.69	\$51.14	\$41.39
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$4.84	\$4.86	\$4.56
Portion of the library's operating budget used for new materials	10.1%	9.5%	11.0%
Service Measures			
Registered borrowers per capita <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. The library's registered borrower records should be purged of inactive users at least every three years.</i>	0.34	0.37	0.39
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	3.60	3.51	3.36
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>	0.28	0.32	0.42
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>	1.21	1.12	1.36
Collection and Circulation Ratios			
Total circulation per capita <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>	9.65	9.61	7.27
Portion of the library's total circulation that is children's materials** <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	63.2%	63.2%	52.2%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>	21.0%	31.8%	27.4%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>	0.61	0.52	0.39
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	32.44	34.94	20.00

*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.

STATE NOTES (attached to individual questions on the annual report form)

D11., Total Operating Revenue (#304)

This is correct. We had a FT position open for the last six weeks of the year. The city also had a health insurance holiday for the last four months of the year with no premiums having to be paid.--2026-02-24

G03., Annual Total Reference Transactions Completed (#502)

More patrons have been seeking assistance from a circulation desk staff member who has been here now over three years and has developed strong relationships with many patrons.--2026-03-06

I13.d, #4

I include trustee training as part of continuing education.--2026-02-24

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SECTION B. – OUTLET / BRANCH INFORMATION 2025

Location	MITCHELL PUBLIC LIBRARY
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Address	City	Zip Code
221 N DUFF STREET	MITCHELL	57301

County	Phone Number	Outlet Code
DAVISON	6059958480	Central Library

Square footage of outlet	Number of bookmobiles in outlet record
28,128	0

Total public service hours OPEN per year	Total number of weeks per year outlet is open
3,038	52

Head librarian at this outlet	Total branch staff paid
Kevin Kenkel	12

Total hours open during typical week	Total days open during typical week
63	7

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