



## **Mitchell Public Library Board of Trustees Meeting -- May 21, 2026 Agenda**

City Council Chambers, City Hall, 612 N. Main Street

May 21, 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 to Approve Funding Requests for May 2026**
- 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  
March 17, 2026

**1. Call to Order**

Board member Luther called the meeting to order at 5:15 p.m.

**2. Roll Call**

The following members were present in person: Diana Goldammer, Deb Everson and Megan Luther. Board members Denny Nath attended via Zoom. Board members Ann Temple and Susan Tjarks were excused. Also present was Kevin Kenkel, Library Director. Vice-president Goldammer arrived a few minutes after the start of the meeting. Once she arrived, she presided over the rest of the meeting.

**3. Approval of Agenda**

There were no changes to the agenda. Motion by Everson, seconded by Luther, to approve the agenda. All members present voted "Aye". Motion passed.

**4. Approval of Minutes**

Board members reviewed the minutes from the January 27, 2026 board meeting. Motion by Everson, seconded by Luther, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for January and February 2026. Kenkel provided additional comments regarding the written reports. Kenkel pointed out that circulation and visits to the library for January and February increased again compared to the same months in 2025. Kenkel also shared that approximately 70 people attended Jean Patrick's author talk March 2. Motion by Luther, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

**6. Financial Report & Approval of Bills**

Kenkel submitted two bills for approval.

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

These bills were for a writing workshop in March and cookies for Jean Patrick’s author talk the day her new book was released. Motion by Everson, seconded by Goldammer, to approve payment of this bill. Board members Goldammer, Everson, and Nath voted “Aye”. Board member Luther abstained. Motion passed.

Board members reviewed the January and February 2026 bank statements and financial reports. Motion by Luther, seconded by Everson, to approve the financial reports. All members present voted “Aye”. Motion passed.

**7. Business Items**

**A. Action to Approve Funding Requests for March 2026**

Kenkel presented three funding requests.

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

The desktop computer is for Rachel Soulek’s new position. The laptop is to replace an old laptop used for managing our public computers and public printing. The summer writing workshop series will be conducted as part of our summer reading program. Motion by Goldammer, seconded by Luther, to approve the three funding requests totaling \$2,155.00 with allowing additional funds if the cost of a refurbished laptop ends up being higher than the requested amount. All members present voted "Aye". Motion passed.

**B. Review and Approve 2025 Public Library Survey Responses**

Board members reviewed the responses to the 2025 Annual Public Library Survey that will be submitted to the South Dakota State Library before then end of March. Board members commented on the variety of statistics that are collected for this survey. Board members requested that Kenkel add answers to two optional questions relating to special partnerships with other community organizations and any stories how the library helped individuals or groups in 2025. Board members wanted Kenkel to highlight partnerships with preschools in town and with the Mitchell School District’s new after-school program. They also want Kenkel to share that the library was able to restart our bilingual story time every other Saturday. Motion by Everson, seconded by Luther, to approve the responses to the 2025 Public Library Survey with the additions requested. All members present voted “Aye”. Motion passed.

**8. Committee Reports**

There were no committee reports.

**9. Board Input**

Board member Goldammer expressed thanks for the completion of the annual survey and all the work the library staff accomplishes. Luther informed Kenkel that the library's hours are incorrect on the library's entry in Google Maps. Kenkel said he would get that fixed the next day.

**10. Citizen's Input**

No citizen's input was given.

**11. Adjournment**

Board members decided to not hold a training session in April. The next Board of Trustees meeting is scheduled for May 21, 2026 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, at 6:15 p.m. Goldammer called for a motion to adjourn. Motion by Luther, seconded by Everson, to adjourn. All members present voted "Aye". Motion passed.

DRAFT

## Mitchell Public Library Director Report May 21, 2026

### 1. Summer Hours

Memorial Day weekend we will transition to summer hours. Starting that weekend, we will be closed on Sundays through Labor Day weekend. Starting after Memorial day we will have shortened evening hours Tuesdays, Wednesdays, and Thursdays. On those evenings we will close at 6:00 pm.

### 2. Holiday Closures

The library will be closed Monday, May 25 for Memorial. The library will be closed Friday, June 19 for the Juneteenth holiday. In July, we will be closed both the 3<sup>rd</sup> & 4<sup>th</sup>. Since Independence Day is on a Saturday, the city gives the workday before (i.e., Friday) as the day off for the holiday. We will also be closed July 4, since it's the actual holiday.

### 3. Sales Tax

The March and April sales tax amounts for our used book sale were \$58.69 and \$66.25 respectively.

### 4. Building

As you know, we received \$10,000 from the Carnegie Corporation as part of its program to celebrate the 250<sup>th</sup> anniversary of the founding of the nation. We decided to use these funds to replace digital controls in our rooftop HVAC units so we have better control of our heating and cooling. For whatever reason, after the 2015 renovation the library had HVAC controls from three different manufacturers, which didn't give us the greatest integration. Now all our HVAC controls are from one company, so we have much better control over our system.

### 5. Strategic Plan

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

## Mitchell Public Library Strategic Plan, 2025-2028

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### *Mission Statement*

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

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### *Goals and Strategies*

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#### **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.  
*May 2026 – I have drafted a number of “Tutorials” page for our website. The page is public with seven topics and links to ten technology tutorials from PLA. 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.  
*May 2026 -- We created an Instagram account in March. We now have 23 followers.*

#### **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.

May 2026 – We are around 67% of the adult nonfiction collection weeded.

- b. Reorganize children’s collection to expand into the emptied adult nonfiction space by the end of 2<sup>nd</sup> 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 3<sup>rd</sup> quarter of 2026.
  - b. Determine what space would best accommodate a standalone intermediate collection by the 3<sup>rd</sup> quarter of 2026.
  - c. Reorganize children’s and YA collections to create an “intermediate collection” by the end of 4<sup>th</sup> quarter 2026.
3. Install better lighting around the interior perimeter.
  - a. Lights will be installed by 4<sup>th</sup> 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 2<sup>nd</sup> quarter 2026.
  - b. If feasible, move the east, outdoor book return to a drive-up location by 3<sup>rd</sup> quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
  - a. Determine affordability of a subscription to OverDrive’s digital periodicals by 4<sup>th</sup> quarter of 2025.  
This strategy is achieved.
  - b. Determine if any newspaper subscriptions can be discontinued by 4<sup>th</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> quarter 2026.
  - c. Draft document to request information/proposal from consultants by 4<sup>th</sup> quarter 2026.
  - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
  - e. Submit funding request for a consultant by 2<sup>nd</sup> quarter 2027.
  - f. Determine if funding is available for conducting such a study by 4<sup>th</sup> 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.  

May 2026 – After attending the MPL Conference in Minneapolis and hearing ideas from other libraries, I contact AARP South Dakota to inquire about the possibility of partnering with them. We are waiting to hear from them about scheduling a phone call or Zoom meeting to discuss ideas.
    - c. Schedule six “partner” programs in 2026.  

May 2026 – We partnered with the Chamber earlier this year to arrange a book talk by Noel Hamiel. Noel presented on his *South Dakota Mathis Murders: Horror in the Heartland* book that was published in 2022. On Tuesday, May 26 we are partnering with the organization STARNet to host their virtual “The Story of a Mission to the Moon” about the Artemis 2 mission to the moon.
4. Request funding to hire an additional library position (e.g., a programming/outreach assistant).
    - a. By the end of 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

We partially achieved this strategy.

#### 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.
  - 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 3<sup>rd</sup> quarter of 2026.

May 2026 – We participated in the May First Fridays events during the summer to promote Summer Reading Program. We took books along to have them available for check out and actually checked out our first three books from our “pop-up” library.
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.

## May 2026 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

### Collection Development

The biggest developments have been on the electronic side of the collection. Part of that is the acquisition of the Nintendo Switch 2 and half a dozen games for it. In keeping with the pattern established with the original Switch games, these are all multiplayer titles. The other part of it is that patrons have been steadily signing up for the Black Hills and Siouxland collections via Libby since the reciprocal agreements were established.

Adult nonfiction has been weeded up to 745.5 (calligraphy). I've slowed down on acquiring replacement materials, as I'm not going to be getting rid of as many arts and crafts books, books related to sports, or literature books compared to other Dewey numbers; more of the remaining space to be created will come from biographies and history. I've also been weeding in the adult fiction collection in a bit more of a piecemeal matter, as some of our part time staff have mentioned that it's getting difficult for them to find space in certain sections when new material transitions into the general collection.

### Programming

Based on the number of blank boards left in the library compared to the total number printed out for Bookopoly, we had 155 people participate on the adult side and 69 on the teen side. Last year we had 123 adults and 51 teens participate. This year, I did not send a pile of teen boards to Mitchell High School as Ms. Waters had told me that nobody had gone for them last year. I did send a flier with a sample on it for her to post.

We have a couple of programs in the back half of May, in addition to the "perennial" programs. We will be holding another puzzle swap on Saturday, May 23<sup>rd</sup>, from 9am to 11:30am. There will be a virtual program about the Artemis II mission on Tuesday May 26<sup>th</sup>, from 3:30 to 4:15. Like the writing workshops, patrons can come to the Community Room or listen in from home once we have been provided with a link to the stream. Half of the stream will pertain to the mission, the other half will be a Q&A with Dr. Paul Byrne of Washington University in St. Louis.

Preparations for this year's Summer Reading Program are in full swing. We have several writing workshops scheduled from May to July (and Rachel and I figured out what went wrong with recording the first one), a coffee and pastries night with a pair of local authors set for June 22<sup>nd</sup> (talking about their process and how they get their work out into the world, mainly), several themed crafts in the library and as take-and-makes, and a themed puzzle solving contest. The schedule hasn't been settled for all programs yet as I am soliciting community feedback to find out what works best, in the hopes of having higher attendance than last year. We will be holding a kickoff event for the adults and teens on Wednesday, May 27<sup>th</sup>, overlapping with the kids' kickoff.

### Outreach

We had a class visit from John Paul II at the end of April for a library scavenger hunt, and a Lifequest group came in a few days later for a tour of the library. I'm working with Geri Beck to get one of our Summer Reading craft programs held at Palace City Brewing in the evening (a painting craft), and Rachel and I are working with several businesses around town for more Summer Reading prizes.

## May 2026 Children's Services Update

Jean Patrick, Children's Services Librarian

### Summary

During the months of March-May, I've been wrapping up details from Bookopoly Jr and planning for the upcoming Summer Reading Program. I continue to plan and lead Storytimes, provide daily reader advisory to children and parents/caregivers, order books and weed the collection, create displays, and provide outreach.

### Thursday And Saturday (Bilingual) Storytimes

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

- The Ramos Family continues to lead the Saturday Storytime group. During May sessions, we've added puppet shows. Also, Gina Ramos continues to provide language activities that allow individual interaction.

- On Sat. April 18, we hosted authors Traci Loecker and Mark Cornelius for readings from their children's books, followed by a craft. Approximately 34 people attended.

### Outreach Storytime

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 each month.

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

Kernel Club Afterschool Program: L.B. Williams, 6 grade levels (K-5) – Approx 120 kids total per month.

### Bookopoly Jr.

Totals from Bookopoly Jr were extremely successful. 329 gameboards were picked up by kids. 147 children completed their entire gameboard. 25 children completely partial boards. (In previous years, approximately 100 kids completed boards.)

- I also asked kids to tally the number of pages of the books they read or listened to. They read/listened a total of 220,292 pages! (One little guy still enjoys being called "Mr. 853" for the number of pages he listened to.)

### Summer Reading Program Promotion

I've spoken to all students at Mt. Vernon School, Longfellow, L.B. Williams. Classes from Sanborn Central, Mitchell Christian, John Paul II, and GB Rogers have visited the library for tours & to learn about the Summer Reading Program.

### Summer Reading Program

Kick-off dates for children's Summer Reading Program are Wed. May 27 and Sat. May 30 with a goat petting zoo. (Thanks to Andi Herbst for bringing goats each year). On this date, reading charts will be distributed. Seven local businesses will be sponsoring treats for the Reading Reward Card: County Fair Food & Fuel, Coborns, Culvers, Dairy Queen, B&G Milkyway, Arby's, and Zestos.

A variety of programs, art classes, and storytimes will be offered each week throughout June and July. (See handout.)



**Kids' Summer Reading Program  
Mitchell Public Library – 2026**

**Pet the Goats!**  
**Summer Reading Program Kick-off**  
**Wed. May 27 & Sat. May 30**  
**10am–noon**  
**Library Parking Lot**

**Pick up your reading charts to earn  
 free books, prizes & ice cream!**

**FREE FUN! Library Community Room**

**Tues. June 2 - 1:30pm & 3pm – Zoo-Man!**

See live reptiles & other amazing critters.

**Wed. June 10 - 10:30am & 1:30pm**

Mammoth Site Live Zoom Tour. Learn about prehistoric mammals found near Hot Springs, South Dakota. Ask questions, too!

**Tues. June 16 - 10:30am & 1:30pm**

Examine rocks & crystals up-close with Rachel Diamond. Tumbled rocks, too!

**Wed. June 24 - 10am-noon**

Touch-a-truck at Library Parking Lot.



**Wed. July 1 - 10:00am**

Free tour of Mitchell Archeological Site. (3200 W. Indian Village Rd.)

**Wed. July 8 - Indoor Planetarium, Dinosaurs & Fossils with DWU's Dr. Farney & Dr. Lubben.**

*Times will be posted. Please pre-register.*

**Tues. July 14 - 10:30am** – More crystals with Rachel Diamond. See them glow in UV light!

**ART FOR ALL – COME CREATE!**

**Art Afternoons - June 17 & July 22, 1-3pm**  
**Wall mural - Kids help paint starting July 23.**

**Art classes from local artists in June & July.**

*Check website & Facebook for details.*

**Beginning Spanish class with craft – July 13-17**

*Times to be announced. Ages 8 & up.*

**THURSDAY STORYTIME**

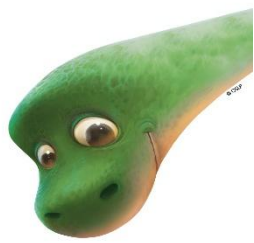
**Thursday Storytime at Library**

May 28, June 4, 11, July 9, 16, 23, 30  
 10:30am & 11:30am

**Outdoor Storytime at Hitchcock Park**

*(Shelter between tennis courts)*

June 18, 25, & July 2  
 10:30am & 11:30am



**SATURDAY STORYTIME**

**Saturday Storytime at Library**

**(Stories in English & Spanish)**

June 13, 27 & July 11, 25 – 10:30am

**Rocks & stories – Date TBA**

Aletha Hoogeterp, Sioux Empire Gem & Mineral Society

**UPDATES & MORE INFORMATION**

Follow us on Facebook & Instagram

[www.cityofmitchellsd.gov/library](http://www.cityofmitchellsd.gov/library)

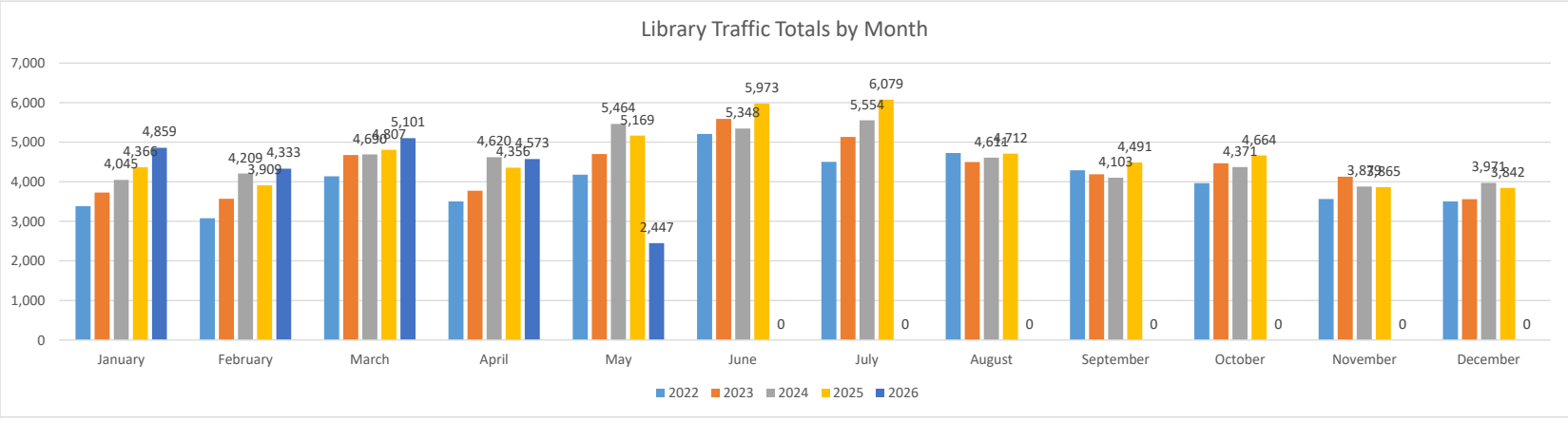
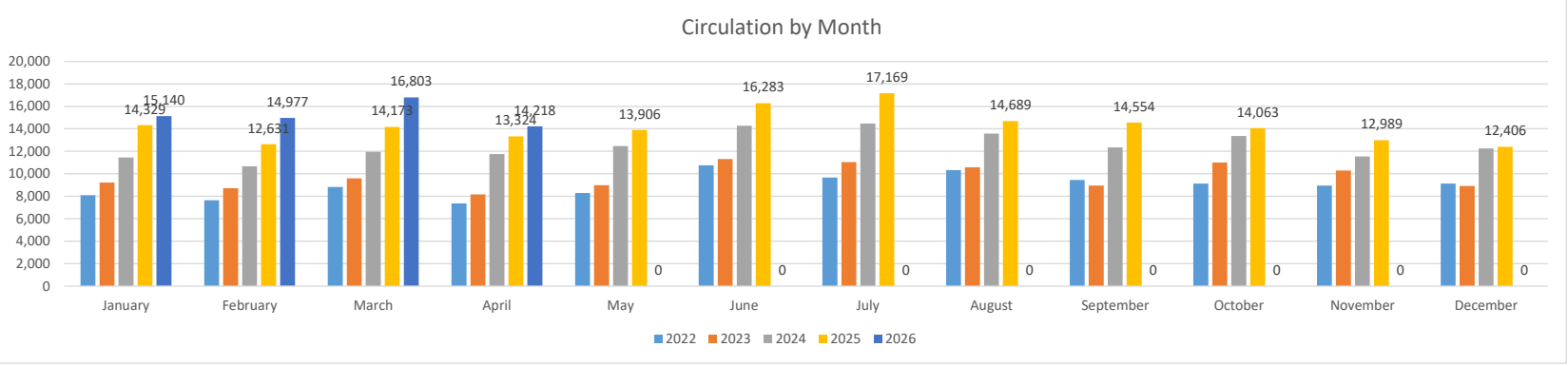
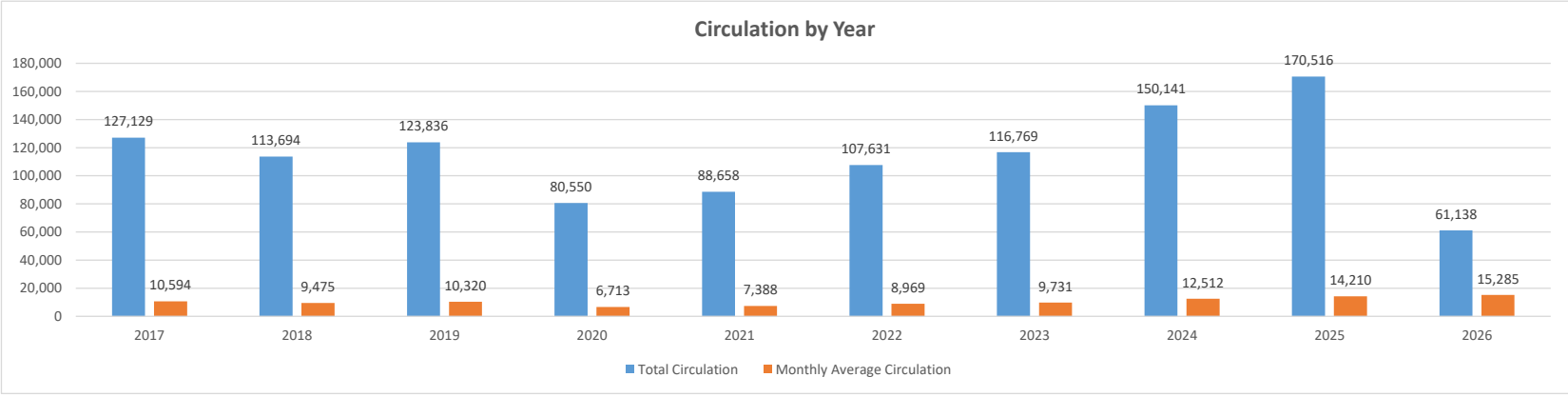


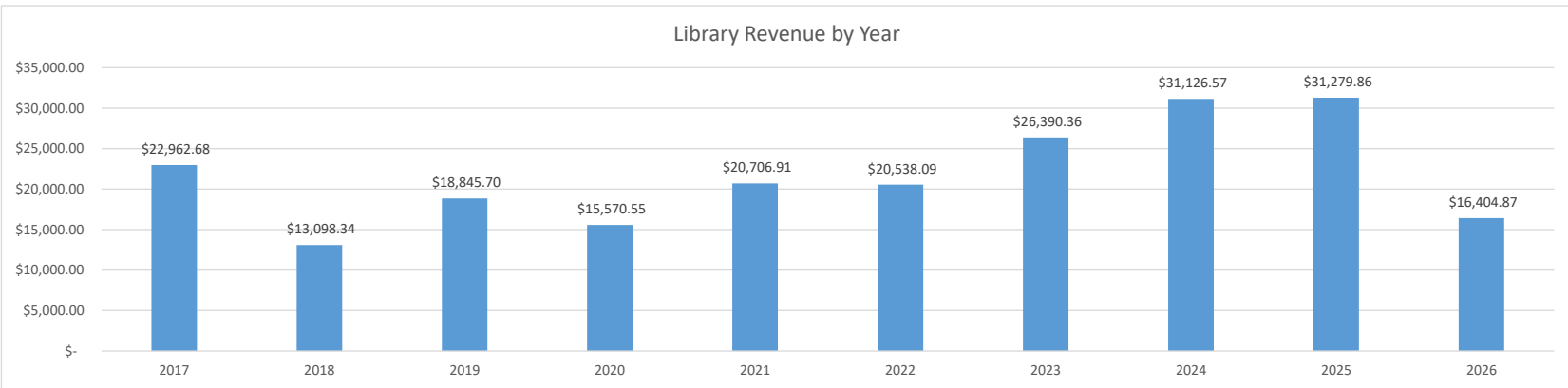
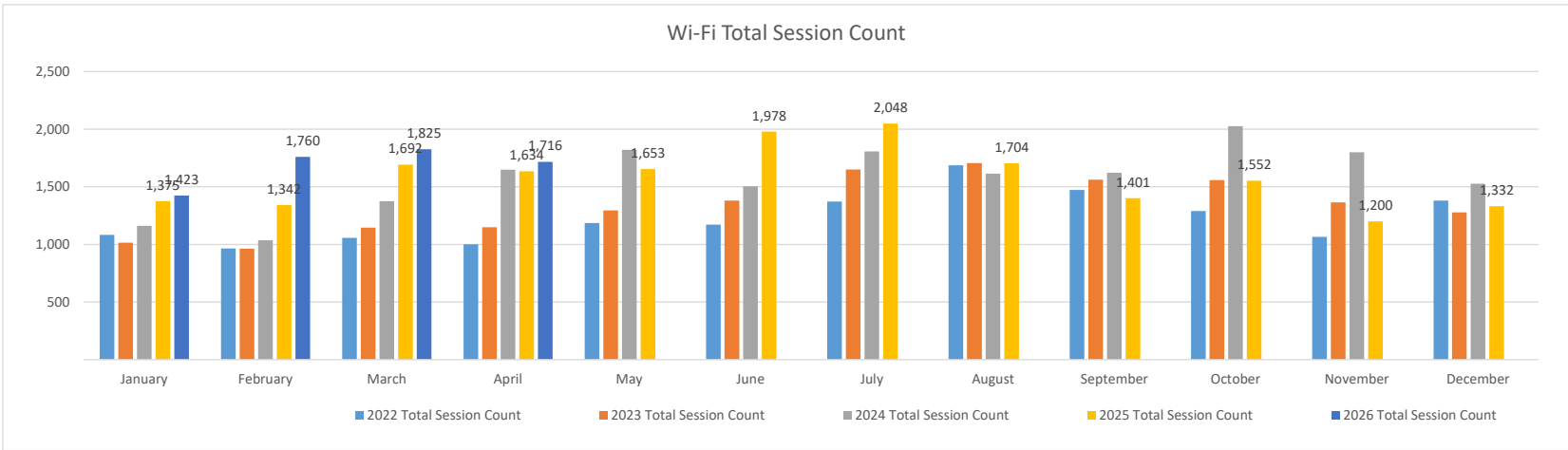
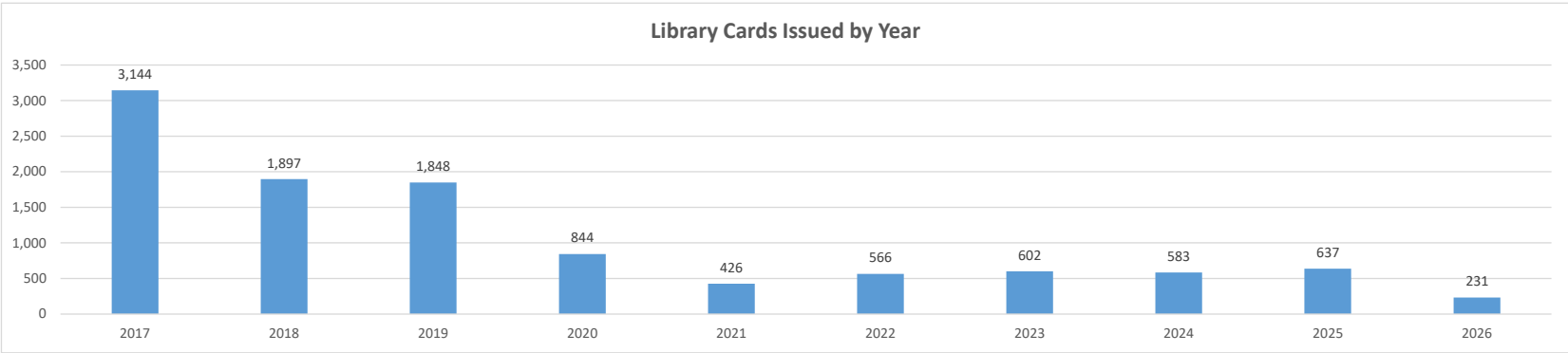
**Mitchell Public Library**  
**221 N. Duff St.**  
**Mitchell, SD 57301**  
**605-995-8480**

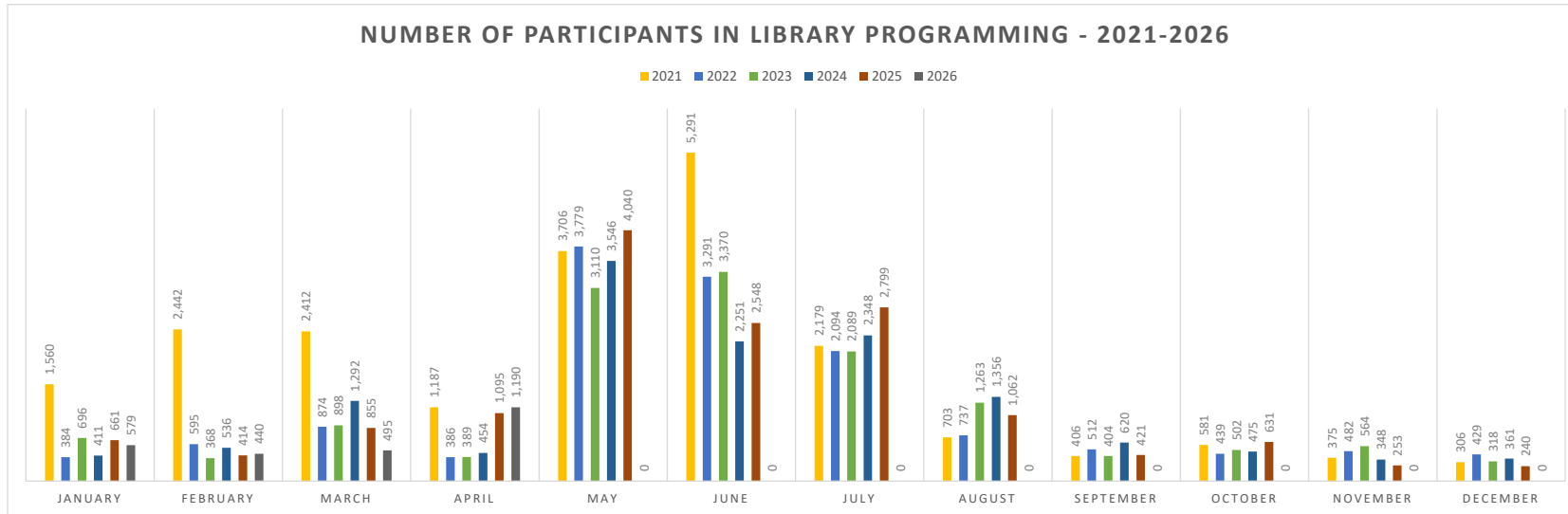
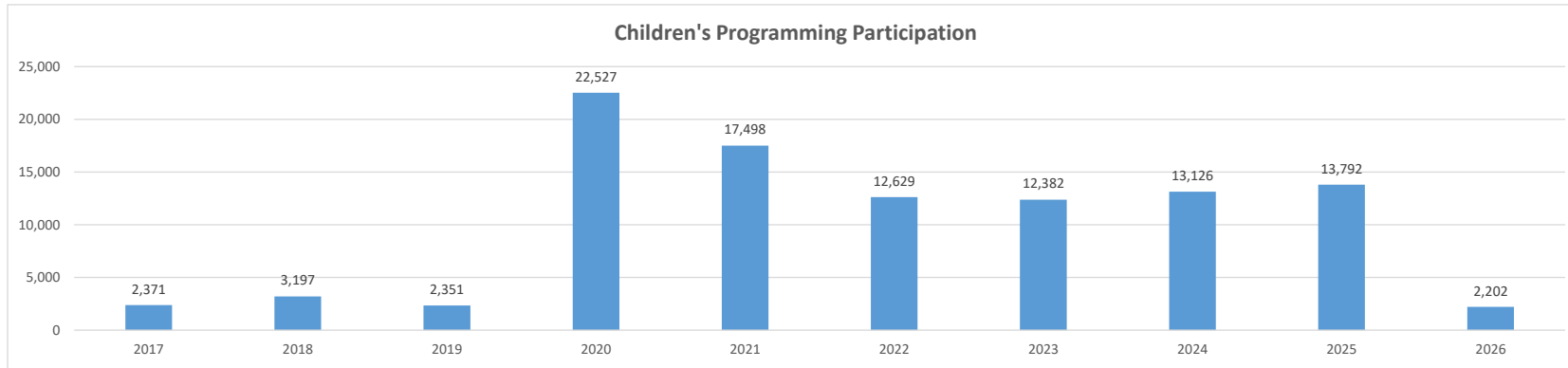
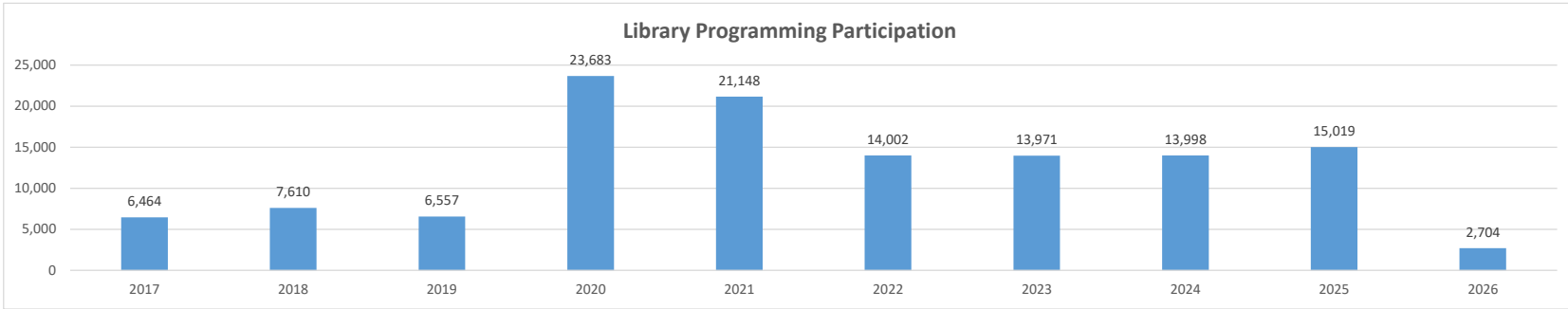
Mitchell Public Library Statistics for 2026



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026	2025	Change	Library Statistics for 2025	
<b>Gate Count</b>	4,859	4,333	5,101	4,573	2,447	0	0	0	0	0	0	0	21,313	56,233	-62%	Gate Count	
<b>Registered Patrons TOTAL</b>	5,328	5,365	5,426	5,457	0	0	0	0	0	0	0	0	5,328	5,263	1%	Registered Patrons Total	
City Residents	4,218	4,246	4,289	4,309	0	0	0	0	0	0	0	0	4,218	4,170	1%	City Residents	
County Residents	501	503	505	507	0	0	0	0	0	0	0	0	501	499	0%	County Residents	
Subscription Memberships	520	527	543	553	0	0	0	0	0	0	0	0	520	503	3%	Subscription Memberships	
All Others	89	89	89	88	0	0	0	0	0	0	0	0	89	91	-2%	All Others	
<b>All Items Circulated TOTAL</b>	15,140	14,977	16,803	14,218	0	0	0	0	0	0	0	0	61,138	170,462	-64%	All Items Circulated TOTAL	
Physical Items	10,345	10,391	11,776	9,553	0	0	0	0	0	0	0	0	42,065	120,965	-65%	Physical Items	
Digital Items from SDTTG	4,795	4,586	5,027	4,665	0	0	0	0	0	0	0	0	19,073	49,497	-61%	Digital Items from SDTTG	
<b>Programs Held TOTAL</b>	25	21	20	31	0	0	0	0	0	0	0	0	97	272	-64%	Programs Held TOTAL	
Children	18	16	13	24	0	0	0	0	0	0	0	0	71	207	-66%	Children	
YA	3	0	2	4	0	0	0	0	0	0	0	0	9	11	-18%	YA	
Adults	3	5	4	3	0	0	0	0	0	0	0	0	15	32	-53%	Adults	
General Interest	1	0	1	0	0	0	0	0	0	0	0	0	2	22	-91%	General Interest	
<b>Program Attendance TOTAL</b>	579	440	495	1,190	0	0	0	0	0	0	0	0	2,704	15,022	-82%	Program Attendance TOTAL	
Children	509	393	402	898	0	0	0	0	0	0	0	0	2,202	13,792	-84%	Children	
YA	11	0	8	108	0	0	0	0	0	0	0	0	127	377	-66%	YA	
Adults	16	47	15	184	0	0	0	0	0	0	0	0	262	558	-53%	Adults	
General Interest	43	0	70	0	0	0	0	0	0	0	0	0	113	295	-62%	General Interest	
<b>Collection Holdings TOTAL</b>	71,987	71,671	71,451	71,832	71,832	71,832	71,832	71,832	71,832	71,832	71,832	71,832	71,832	71,779	0.1%	Collection Holdings TOTAL	
Holdings added	674	407	157	598	0	0	0	0	0	0	0	0	1,836	4,310	-57%	Holdings added	
Holdings deleted	-466	-723	-377	-217	0	0	0	0	0	0	0	0	-1,783	-4,958	-64%	Holdings deleted	
<b>ILL Borrowing Filled</b>	39	29	32	34	0	0	0	0	0	0	0	0	134	421	-68%	ILL Borrowing Filled	
<b>ILL Lending Filled</b>	53	78	65	56	0	0	0	0	0	0	0	0	252	584	-57%	ILL Lending Filled	
<b>Computer sessions</b>	323	316	381	336	0	0	0	0	0	0	0	0	1,356	4,412	-69%	Computer sessions	
<b>Computer use by hours</b>	245.6	226.1	274.0	252.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	998	3,331	-70%	Computer use by hours	
<b>Wi-Fi Sessions</b>	1,423	1,760	1,825	1,716	0	0	0	0	0	0	0	0	6,724	18,911	-64%	Wi-Fi Sessions	
<b>Facebook "Views"</b>	43,250	49,183	72,203	35,058	0	0	0	0	0	0	0	0	199,694	374,575	-47%	Facebook "People Reached"	
<b>Library website visits</b>														10,796	-100%	Library website visits	
<b>Revenue</b>	\$ 1,770.33	\$ 1,901.27	\$ 10,440.32	\$ 2,292.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,770.33	\$ 18,175.20	\$ 31,279.86	-42%	Revenue









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



00071210  
 MSP 104 MITCHELL PUBLIC LIBRARY  
 MICHELLE BATHKE  
 ANN M TEMPLE  
 221 N DUFF ST  
 MITCHELL SD 57301

01

**Summary of Accounts - From 03/01/2026 To 03/31/2026**

**Envelope Change Notice**

Your FNBO statements will soon arrive in standard envelopes (previously 6x9). Statements over 6 pages will be sent in a flat envelope. This eco-friendly change reduces waste while delivering the same statement information you need to effectively manage your money and stay on top of your finances.

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$88,191.17	\$98,314.93
<b>Total on Deposit</b>			<b>\$98,314.93</b>

The great big small bank

800-642-0014

[fnbo.com](http://fnbo.com)



**Premium Business Checking w/In-XXXXXX1877**

**Account Summary**

**Description**

<b>Beginning Balance</b>	<b>\$88,191.17</b>
15 Credit(s) This Period	\$10,414.09
4 Debit(s) This Period	\$290.33
<b>Ending Balance</b>	<b>\$98,314.93</b>

**Interest Summary**

**Description**

Annual Percentage Yield Earned	0.95%
Interest Days	31
Interest Earned	\$72.30
Interest Paid This Period	\$72.30
Interest Paid Year-To-Date	\$207.13

**Deposit Activity**

**ELECTRONIC**

Post Date	Description	Amount
03-03	PAYPAL TRANSFER *****44126901	\$148.00
03-10	PAYPAL TRANSFER *****01888130	\$176.93
03-17	PAYPAL TRANSFER *****57335862	\$92.84
03-24	PAYPAL TRANSFER *****10514289	\$179.00
03-31	PAYPAL TRANSFER *****65120863	\$165.72
03-31	INTEREST PAYMENT	\$72.30
<b>Total Electronic Deposits</b>		<b>\$834.79</b>

**Deposit Activity**

**PAPER**

Post Date	Description	Amount
03-02	CUSTOMER DEPOSIT	\$390.39
03-04	CUSTOMER DEPOSIT	\$25.00
03-04	CUSTOMER DEPOSIT	\$30.00
03-04	CUSTOMER DEPOSIT	\$198.26
03-09	CUSTOMER DEPOSIT	\$398.70
03-16	CUSTOMER DEPOSIT	\$347.55
03-23	CUSTOMER DEPOSIT	\$346.55
03-30	CUSTOMER DEPOSIT	\$342.85
03-30	CUSTOMER DEPOSIT	\$7,500.00
<b>Total Paper Deposits</b>		<b>\$9,579.30</b>



**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
03-11	Check #1475	\$39.28
03-11	Check #1476	\$45.29
03-17	Check #1474	\$150.00
03-26	Check #1477	\$55.76
<b>Total Paper Withdrawals</b>		<b>\$290.33</b>

**Checks Cleared**

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1474	03/17/2026	\$150.00	<input type="checkbox"/>	1476	03/11/2026	\$45.29
<input type="checkbox"/>	1475	03/11/2026	\$39.28	<input type="checkbox"/>	1477	03/26/2026	\$55.76



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



00053682  
 MSP 71

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

01

**Summary of Accounts - From 04/01/2026 To 04/30/2026**

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$98,314.93	\$92,160.77
<b>Total on Deposit</b>			<b>\$92,160.77</b>

The great big small bank

800-642-0014

[fnbo.com](http://fnbo.com)



**Premium Business Checking w/In-XXXXXX1877**

**Account Summary**

**Description**

<b>Beginning Balance</b>	<b>\$98,314.93</b>
10 Credit(s) This Period	\$2,263.44
12 Debit(s) This Period	\$8,417.60
<b>Ending Balance</b>	<b>\$92,160.77</b>

**Interest Summary**

**Description**

Annual Percentage Yield Earned	0.95%
Interest Days	30
Interest Earned	\$74.71
Interest Paid This Period	\$74.71
Interest Paid Year-To-Date	\$281.84

**Deposit Activity  
ELECTRONIC**

Post Date	Description	Amount
04-07	PAYPAL TRANSFER *****23657705	\$475.10
04-14	PAYPAL TRANSFER *****79100518	\$98.79
04-21	PAYPAL TRANSFER *****33592009	\$218.74
04-28	PAYPAL TRANSFER *****85420549	\$222.26
04-30	INTEREST PAYMENT	\$74.71
<b>Total Electronic Deposits</b>		<b>\$1,089.60</b>

**Deposit Activity  
PAPER**

Post Date	Description	Amount
04-06	CUSTOMER DEPOSIT	\$283.35
04-08	CUSTOMER DEPOSIT	\$58.50
04-13	CUSTOMER DEPOSIT	\$236.70
04-20	CUSTOMER DEPOSIT	\$311.59
04-27	CUSTOMER DEPOSIT	\$283.70
<b>Total Paper Deposits</b>		<b>\$1,173.84</b>

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
04-09	Check #1478	\$579.99
04-13	Check #0	\$200.00
04-13	Check #1479	\$712.23
04-13	Check #1482	\$1,400.00

**Premium Business Checking w/In-XXXXXX1877**

**Continued**

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
04-14	Check #1480	\$1,495.20
04-16	Check #1484	\$312.00
04-17	Check #1483	\$1,323.50
04-17	Check #1486	\$58.69
04-24	Check #1487	\$390.99
04-28	Check #1481	\$430.00
04-28	Check #1485	\$1,155.00
04-29	Check #1488	\$360.00

**Total Paper Withdrawals \$8,417.60**

**Checks Cleared**

X	Check #	Date	Amount
<input type="checkbox"/>		04/13/2026	\$200.00
<input type="checkbox"/>	1478	04/09/2026	\$579.99
<input type="checkbox"/>	1479	04/13/2026	\$712.23
<input type="checkbox"/>	1480	04/14/2026	\$1,495.20
<input type="checkbox"/>	1481	04/28/2026	\$430.00
<input type="checkbox"/>	1482	04/13/2026	\$1,400.00

X	Check #	Date	Amount
<input type="checkbox"/>	1483	04/17/2026	\$1,323.50
<input type="checkbox"/>	1484	04/16/2026	\$312.00
<input type="checkbox"/>	1485	04/28/2026	\$1,155.00
<input type="checkbox"/>	1486	04/17/2026	\$58.69
<input type="checkbox"/>	1487	04/24/2026	\$390.99
<input type="checkbox"/>	1488	04/29/2026	\$360.00

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## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

05/05/26

Accrual Basis

March 2026

	Mar 26	Mar 25	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	0.00	7,500.00	100.0%
General revenue				
3D Printing	1.30	0.00	1.30	100.0%
Book sale	1,143.25	817.00	326.25	39.9%
Copies	475.80	534.05	-58.25	-10.9%
Donations	59.21	23.00	36.21	157.4%
Earbuds	0.00	5.00	-5.00	-100.0%
Interest	72.30	102.33	-30.03	-29.4%
Interlibrary loan	17.00	23.00	-6.00	-26.1%
Laminating	6.00	2.00	4.00	200.0%
Paid items (Damaged/Lost Items)	186.06	94.91	91.15	96.0%
Subscriptions	775.00	575.00	200.00	34.8%
<b>Total General revenue</b>	<b>2,735.92</b>	<b>2,176.29</b>	<b>559.63</b>	<b>25.7%</b>
Uncategorized Income	204.40	9.88	194.52	1,968.8%
<b>Total Income</b>	<b>10,440.32</b>	<b>2,186.17</b>	<b>8,254.15</b>	<b>377.6%</b>
<b>Expense</b>				
Credit Card Processing Fees	26.23	20.35	5.88	28.9%
Operation expenses				
Repairs and Maintenance	0.00	392.60	-392.60	-100.0%
Sales Tax	84.57	40.12	44.45	110.8%
<b>Total Operation expenses</b>	<b>84.57</b>	<b>432.72</b>	<b>-348.15</b>	<b>-80.5%</b>
Program expenses				
Adult programming	0.00	206.33	-206.33	-100.0%
Children's programming	0.00	810.53	-810.53	-100.0%
Program supplies	55.76	0.00	55.76	100.0%
Summer Reading				
Summer Reading - Children	1,495.20	0.00	1,495.20	100.0%
<b>Total Summer Reading</b>	<b>1,495.20</b>	<b>0.00</b>	<b>1,495.20</b>	<b>100.0%</b>
Teen programming	712.23	0.00	712.23	100.0%
<b>Total Program expenses</b>	<b>2,263.19</b>	<b>1,016.86</b>	<b>1,246.33</b>	<b>122.6%</b>
<b>Total Expense</b>	<b>2,373.99</b>	<b>1,469.93</b>	<b>904.06</b>	<b>61.5%</b>
<b>Net Ordinary Income</b>	<b>8,066.33</b>	<b>716.24</b>	<b>7,350.09</b>	<b>1,026.2%</b>
<b>Net Income</b>	<b>8,066.33</b>	<b>716.24</b>	<b>7,350.09</b>	<b>1,026.2%</b>

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

April 2026

05/05/26

Accrual Basis

	Apr 26	Apr 25	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	0.00	7,500.00	-7,500.00	-100.0%
<b>General revenue</b>				
3D Printing	0.00	3.20	-3.20	-100.0%
Book sale	1,033.37	639.55	393.82	61.6%
Copies	388.15	407.00	-18.85	-4.6%
Donations	30.05	22.66	7.39	32.6%
Earbuds	0.00	2.00	-2.00	-100.0%
Interest	74.71	101.37	-26.66	-26.3%
Interlibrary loan	9.00	14.00	-5.00	-35.7%
Laminating	3.00	3.00	0.00	0.0%
Paid items (Damaged/Lost Items)	113.49	33.12	80.37	242.7%
Pop machine	58.50	36.00	22.50	62.5%
Subscriptions	575.00	275.00	300.00	109.1%
<b>Total General revenue</b>	2,285.27	1,536.90	748.37	48.7%
<b>Uncategorized Income</b>	7.68	18.78	-11.10	-59.1%
<b>Total Income</b>	2,292.95	9,055.68	-6,762.73	-74.7%
<b>Expense</b>				
Credit Card Processing Fees	29.51	16.06	13.45	83.8%
<b>Operation expenses</b>				
3D Printer Filament	0.00	107.96	-107.96	-100.0%
Janitorial Expense	0.00	9.09	-9.09	-100.0%
Sales Tax	58.69	0.00	58.69	100.0%
<b>Total Operation expenses</b>	58.69	117.05	-58.36	-49.9%
<b>Program expenses</b>				
Adult programming	215.00	1,227.92	-1,012.92	-82.5%
Children's programming	1,262.99	364.02	898.97	247.0%
Program supplies	0.00	59.36	-59.36	-100.0%
Teen programming	215.00	503.43	-288.43	-57.3%
<b>Total Program expenses</b>	1,692.99	2,154.73	-461.74	-21.4%
<b>Travel Expense</b>	2,723.50	0.00	2,723.50	100.0%
<b>Total Expense</b>	4,504.69	2,287.84	2,216.85	96.9%
<b>Net Ordinary Income</b>	-2,211.74	6,767.84	-8,979.58	-132.7%
<b>Net Income</b>	<b>-2,211.74</b>	<b>6,767.84</b>	<b>-8,979.58</b>	<b>-132.7%</b>

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

January through April 2026

	Jan - Apr 26	Jan - Apr 25	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	7,500.00	0.00	0.0%
General revenue				
3D Printing	5.05	7.00	-1.95	-27.9%
Book sale	3,613.37	2,804.55	808.82	28.8%
Copies	1,576.16	1,911.10	-334.94	-17.5%
Donations	138.76	621.61	-482.85	-77.7%
Earbuds	0.00	15.00	-15.00	-100.0%
Interest	281.84	396.18	-114.34	-28.9%
Interlibrary loan	46.00	61.00	-15.00	-24.6%
Laminating	11.00	5.00	6.00	120.0%
Meeting room fees	100.00	0.00	100.00	100.0%
Paid items (Damaged/Lost Items)	460.35	193.55	266.80	137.9%
Pop machine	90.00	54.00	36.00	66.7%
Subscriptions	2,350.00	1,450.00	900.00	62.1%
<b>Total General revenue</b>	<b>8,672.53</b>	<b>7,518.99</b>	<b>1,153.54</b>	<b>15.3%</b>
<b>Uncategorized Income</b>	<b>232.34</b>	<b>50.67</b>	<b>181.67</b>	<b>358.5%</b>
<b>Total Income</b>	<b>16,404.87</b>	<b>15,069.66</b>	<b>1,335.21</b>	<b>8.9%</b>
<b>Expense</b>				
Credit Card Processing Fees	90.03	67.01	23.02	34.4%
Operation expenses				
3D Printer Filament	0.00	107.96	-107.96	-100.0%
Equipment	0.00	368.99	-368.99	-100.0%
Janitorial Expense	0.00	9.09	-9.09	-100.0%
Library Conference	728.00	0.00	728.00	100.0%
Repairs and Maintenance	0.00	392.60	-392.60	-100.0%
Sales Tax	249.08	126.07	123.01	97.6%
<b>Total Operation expenses</b>	<b>977.08</b>	<b>1,004.71</b>	<b>-27.63</b>	<b>-2.8%</b>
Postage and Delivery	97.77	0.00	97.77	100.0%
Program expenses				
Adult programming	365.00	1,661.85	-1,296.85	-78.0%
Children's programming	1,502.71	1,607.87	-105.16	-6.5%
Program supplies	55.76	59.36	-3.60	-6.1%
Summer Reading				
Summer Reading - Adult	0.00	750.22	-750.22	-100.0%
Summer Reading - Children	1,495.20	0.00	1,495.20	100.0%
<b>Total Summer Reading</b>	<b>1,495.20</b>	<b>750.22</b>	<b>744.98</b>	<b>99.3%</b>
Teen programming	927.23	564.39	362.84	64.3%
<b>Total Program expenses</b>	<b>4,345.90</b>	<b>4,643.69</b>	<b>-297.79</b>	<b>-6.4%</b>
Travel Expense	2,723.50	0.00	2,723.50	100.0%
<b>Total Expense</b>	<b>8,234.28</b>	<b>5,715.41</b>	<b>2,518.87</b>	<b>44.1%</b>
<b>Net Ordinary Income</b>	<b>8,170.59</b>	<b>9,354.25</b>	<b>-1,183.66</b>	<b>-12.7%</b>
<b>Net Income</b>	<b>8,170.59</b>	<b>9,354.25</b>	<b>-1,183.66</b>	<b>-12.7%</b>

CITY OF MITCHELL  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2026

101-GENERAL  
 LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SALARIES</u>						
101-45500-41100 SALARIES	434,261	32,185.89	124,680.71	117,455.93	316,805.07	27.05
101-45500-41110 OVERTIME	250	0.00	42.31	0.00	250.00	0.00
101-45500-41120 PART-TIME	42,500	3,310.94	11,906.50	12,862.26	29,637.74	30.26
101-45500-41200 SOCIAL SECURITY/MEDICARE	36,491	2,554.60	10,007.54	9,450.43	27,040.57	25.90
101-45500-41300 RETIREMENT	26,071	1,931.16	7,483.34	7,047.39	19,023.61	27.03
101-45500-41500 GROUP INSURANCE	114,646	8,369.45	37,867.76	33,475.21	81,170.79	29.20
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	654,219	48,352.04	191,988.16	180,291.22	473,927.78	27.56
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	325	0.00	0.00	0.00	325.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42500 REPAIR & MAINTENANCE	4,500	0.00	76.34	99.90	4,400.10	2.22
101-45500-42600 SUPPLIES & MATERIALS	11,500	695.25	2,400.83	2,080.05	9,419.95	18.09
101-45500-42661 POSTAGE	2,000	107.69	617.95	421.59	1,578.41	21.08
101-45500-42690 MINITEX FEES	5,965	0.00	0.00	0.00	5,965.00	0.00
101-45500-42691 DATABASE SYS UPDATE	2,000	0.00	0.00	0.00	2,000.00	0.00
101-45500-42692 PERIODICALS	4,500	0.00	64.20	0.00	4,500.00	0.00
101-45500-42693 E-BOOKS/AUDIO BOOKS	20,350	1,414.78	6,150.87	5,794.71	14,555.29	28.48
101-45500-42700 TRAVEL, CONF & DUES	1,350	0.00	250.00	0.00	1,350.00	0.00
101-45500-42800 UTILITIES	47,460	4,002.81	12,654.82	12,564.25	34,895.75	26.47
101-45500-42830 UTILITIES-WATER/SEWER	3,100	0.00	235.40	271.25	2,828.75	8.75
101-45500-42902 COMPUTER SOFTWARE	2,120	0.00	268.18	0.00	2,120.00	0.00
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-42920 WORKSTUDY	0	0.00	0.00	0.00	0.00	0.00
101-45500-42930 ATRIUM	<u>3,550</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,550.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	108,720	6,220.53	22,718.59	21,231.75	87,488.25	19.53
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	10,000	0.00	0.00	0.00	10,000.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	3,516.72	12,939.20	16,765.08	30,234.92	35.67
101-45500-43421 AUDIO-VISUAL	3,000	237.19	873.53	845.91	2,154.09	28.20
101-45500-43440 COMPUTER HARDWARE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	60,000	3,753.91	13,812.73	17,610.99	42,389.01	29.35
TOTAL LIBRARY	822,939	58,326.48	228,519.48	219,133.96	603,805.04	26.63
=====						
TOTAL EXPENDITURES	822,939	58,326.48	228,519.48	219,133.96	603,805.04	26.63

\*\*WARNING\*\* 911 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

## May 2026 Funding Requests

We are submitting one funding request for \$150 this month.

### Request for Funds: Nintendo Tournaments at the Library

Max Velasquez, Adult and Teen Services Librarian

#### PROGRAM DESCRIPTION:

As we have the Switch 2 up and running, I'd like to hold a couple of tournaments over the summer to promote it. The first would be in June, where the game would be Mario Kart World, and the second would be a Super Smash Bros. tournament in July. I would like to offer cash prizes for the 1<sup>st</sup> and 2<sup>nd</sup> places in both tournaments, at \$50 for first place and \$25 for second. These would be separate from summer reading programming.

#### REQUESTED FUNDS:

\$150 to be split between the two tournaments at \$75 each.

#### ITEMIZED REQUEST

Item	Price	Quantity	Total
June tournament prizes	\$75	1	\$75
July tournament prizes	\$75	1	\$75
Total amount requested	Total		\$150.00