



Mitchell Public Library Board of Trustees Agenda
City Council Chambers, City Hall, 612 N. Main Street
July 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. Annual Meeting Actions**

Board members will elect officers and set the meeting times for 2026-2027.
 - B. Review of 2027 Library Budget Request**
 - C. Action to Approve Policy Updates**

The text highlighted in gray is the current policy. The text highlighted in yellow is the new, proposed language.
 - D. Action to Approve Funding Requests for July 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
May 21, 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, and Megan Luther. Board members Deb Everson, Ann Temple, and Susan Tjarks were excused. Also present was Kevin Kenkel, Library Director.

3. Approval of Agenda

There were no changes to the agenda. Motion by Goldammer, 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 March 17, 2026 board meeting. Motion by Luther, seconded by Goldammer, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for March and April 2026. Kenkel provided additional comments regarding the written reports. He informed Board members about a continuing education course on space design from University of Wisconsin Madison that could be beneficial for the strategic plan. Kenkel pointed out that circulation and visits to the library for March and April increased again compared to the same months in 2025. Motion by Luther, seconded by Goldammer, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Board members reviewed the March and April 2026 bank statements and financial reports. Motion by Goldammer, seconded by Luther, 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 one funding request.

Program/Project	Requestor	Amount	
Nintendo Switch 2 Tournaments	Max Velasquez	\$	150.00
Total Requested:		\$	150.00

Max Velasquez plans to host two Nintendo tournaments this summer, one in June and one in July. We will offer \$75 in prizes for each tournament. Motion by Goldammer, seconded by Luther, to approve this funding request. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Board member Goldammer asked about the possibility of somehow partnering with Guild Hall on a gaming program. Luther asked about how we thank volunteers. Goldammer asked about having a year-long budget proposal for 2027 board funds. Kenkel shared that the touring schedule for this year's One Book South Dakota is limited, so Mitchell won't be part of the tour. We can request books from the SD Humanities Council. Kenkel also noted that Board member Temple plans to resign from the Board.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

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

There being no further business President Nath called the meeting adjourned at 6:04.

Mitchell Public Library Director Report

July 21, 2026

1. Winter Hours

Labor Day weekend we will transition to winter hours. After that weekend, we will be open on Sundays and we will again be open evening hours Tuesdays, Wednesdays, and Thursdays until 8:00 pm.

2. Holiday Closures

The library will be closed Monday, September 7 for Labor Day.

3. Sales Tax

The May and June sales tax amounts for our used book sale were \$61.80 and \$58.84 respectively.

4. Building Related

The library's carpets were professionally cleaned July 3. With being closed on that Friday and Saturday we had extra time for the carpets to dry.

5. Summer Reading Program

We are having another successful Summer Reading Program. In June library usage increased from both May 2026 and June 2025. For the first in the month of June since we installed the people counter (in Fall 2020) we had over 6,000 visitors to the library. This is actually only the second month for that many people entering the library. In June we also had our highest monthly circulation since I began in 2020: 18,586. Circulation was 26.4% higher than in May 2026 and 14.1% higher than in June 2025.

6. Library Space Design for Flexibility and Functionality Course from UW-Madison

This six-week course was worthwhile. I learned about some current library design ideas that we hopefully can incorporate as we repurpose space. The course finished up July 17.

7. Toy Lending Library of South Dakota

We had someone who donated \$4,000 to the Toy Lending Library of SD so our library could become a partner with that organization. We plan to pick up our first group of 20 toy boxes this month and get these toys processed for checking out.

8. 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.
July 2026 – We 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.
July 2026 -- We created an Instagram account in March. As of July 10 we have 40 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.
July 2026 – We are around 67% of the adult nonfiction collection weeded. Max is committed to finishing this by the end of the year. We will be a year behind on this strategy.
 - 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.
July 2026 – I am waiting for the City Engineer to stop by the library to review the spots where we are considering placing an outdoor book return.
 - 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.

July 2026 – In June we had a donor come forward willing to pay the \$4,000 fee for joining the South Dakota Toy Lending Library. We have signed the agreement with that organization. We will be picking up our first set of toy boxes sometime in July.
 - c. Schedule six “partner” programs in 2026.

July 2026 – For Summer Reading Program we have numerous partners.
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.

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 3rd quarter of 2026.

July 2026 – We participated in the June First Fridays events during the summer to promote Summer Reading Program. We took books along to have them available for check out.
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).

July 202 – We have partnered with Mitchell School District’s Scholar Program to hold numerous programs.

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

July 2026 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Development

Nonfiction weeding continues. I have reached the 770s. As things slow down for Summer Reading, the pace ought to pick up until it's time to worry about the Winter Reading Challenge.

Kevin and I have talked about space in other areas of the adult collection, and as part of that we've decided to start using the bottom rows of the Adult Fiction shelving. Currently, the only place in the adult area that uses the bottom shelf is Science Fiction, as the readership skews younger. This will create more work for staff as we both expect that patrons will need help retrieving things from the bottommost shelf, but it will immediately create space in Adult Fiction.

Programming

The Write Your Way workshop series concluded with the program held on July 13th. I think these have been well received, and being able to retain them via unlisted YouTube links allows us to start building resources for new writers. When the Library hosted local authors Mark Cornelius and Traci Loecker, something that came up was that there isn't a local space for writers to meet up and talk about their projects or to seek advice in person. What there is around here is done over Zoom. After trading a few more emails with Mark and Traci, we decided to set up a recurring meeting/workshop once a quarter here at the Library for local authors to get together and discuss writing. The next meeting will be held September 22nd at 5:30pm.

We will be holding another author visit on August 1st, with mystery writer Chuck Storla. Mr. Storla grew up in Mitchell and graduated from Mitchell High School as part of the class of 1971. He will be discussing his book *Murder Two Doors Down*, a nominee for this year's Lilian Jackson Braun Memorial Award (part of the Edgar Awards) and the First Novel category of the Georgia Author of the Year Awards.

The 2026 Summer Reading Program is marching on. On the adult side, we had 29 people sign up on Kickoff Day, and 18 teenagers. **86 teen** and **142 adult logs** have gone out as of the writing of this report. As we have not had any participants from the Aurora Plains Academy this year, I expect our teenage participation to be lower than it was previously, but the transient nature of that group also meant we generally didn't get logs back. We had **14 adults** and **3 teenagers** sign up for the Summer Reading Program through the ReaderZone app, but I will need to double check against the paper logs as they come back to make sure nobody is double dipping. People did seem interested in the app when I brought it up to them (I made a point of being at the front counter more often for the first couple weeks of the Summer Reading Program so I could do that), especially when they were told that it could log titles when you scanned the ISBN. Participation in programs associated with the SRP is up compared to last year, though I haven't compiled all the numbers yet. A proper accounting and comparison to 2025 will be in the September report.

July 2026 Children's Services Update

Jean Patrick, Children's Services Librarian

Summary

During the months of May-July, I've been swamped with Summer Reading Program responsibilities, including the planning, marketing, and implementation of programs, storytimes, outreach, and art classes. I also continue to provide daily reading advisory to children and parents/caregivers, order books, weed, and create displays.

Thursday Storytime, Saturday Bilingual Storytime, & Outreach Storytime

During June & July, I've been leading the following Storytimes:

- Thursday Storytime w/craft (2 sessions per week, including 3 weeks of Outdoor Storytime)
- Saturday Bilingual Storytime w/craft (bi-weekly)
- Weekly Outreach Storytime sessions w/craft for First Lutheran Early Learning Center & Mitchell Christian Summer Care (Preschool & PreK)

Storytime attendance ranges from mid-20s – mid-60s per session. Also, the Mitchell Summer Scholars have visited two times (program & tour) with approx. 80 students per visit.

Weekly Programs

During the summer, we've provided weekly children's programs related to the Summer Reading theme of "Unearth a Story." Five of these speakers/programs had 200 or more total attendees.*

- Goats with local livestock producer Andi Herbst*
- Snakes with Zoo-Man Brent Mielke*
- The Mammoth Site with Seth Vandenberg, Paleontologist & Education Director (Zoom Tour)*
- Rock & crystal presentations with Rachel Diamond (including phosphorescent rocks)*
- Rock Cycle presentation with Sioux Empire Gem & Mineral Society speaker
- Touch-a-truck with Mitchell Street Crew*
- Tour of Mitchell Indigenous Archeological Site (Christian New, archeologist & director)
- Indoor Planetarium & fossils (including replica of T-rex skull) with Dr. Mike Farney & Dr. Joan Lubben of DWU

Spanish Lessons

This summer, Eze & Gina Ramos volunteered to teach a week-long Spanish class for older kids (ages 8-up). During the week of July 13-17, they led a daily hour-long class that included conversational Spanish, games, and pinata building. Eze and Gina attempted to speak to us only in Spanish, even during the pinata session. ("My head is about to explode!" said one happy 8-year-old.)

Art Programs

Children have received summer art lessons from April Geist (vegetable printing) and Danna Kolbeck (watercolor). We also had an Art Afternoon in June where kids made several open-ended art projects, including pool-noodle dinosaurs. "We are so glad we came," said a grandma with two elementary age kids. No one wanted to leave.

Upcoming Programs

- Stan Sherwood – Mural beginning Mon. July 20
- 401 Create Lifequest Artists – Watercolor project on Fri. July 17
- Art Afternoon with artist Emilie Jenks – Flower-pot windchimes on Wed. July 22
- Art Morning with April Geist – Sand art on Fri. July 24

Parents and children are extremely appreciative of these art opportunities. Kids are excited about getting to help paint the mural again.

Summer Reading Incentive Programs, Sponsors, And Participation

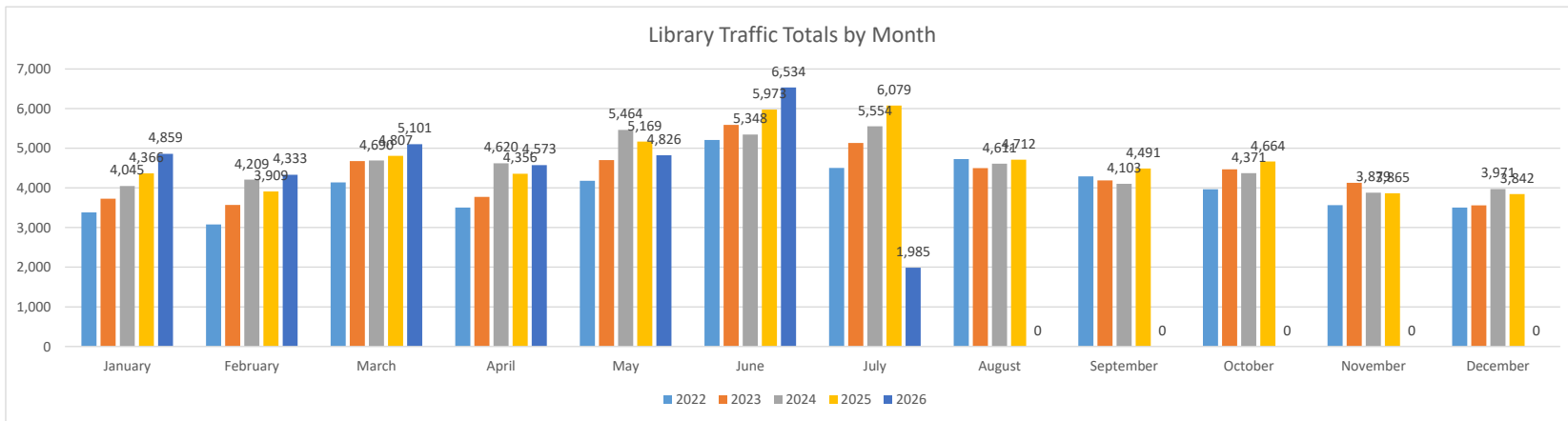
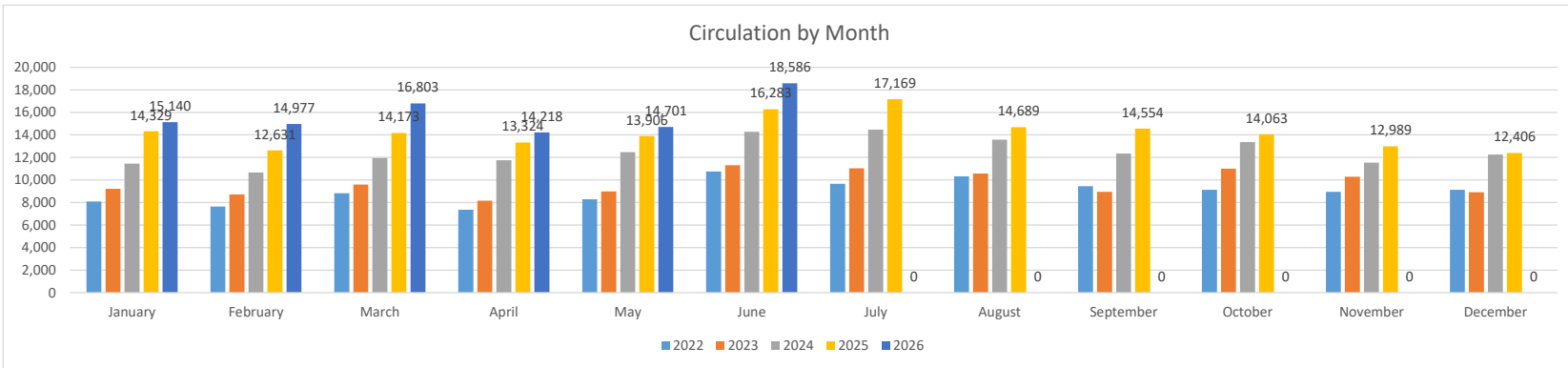
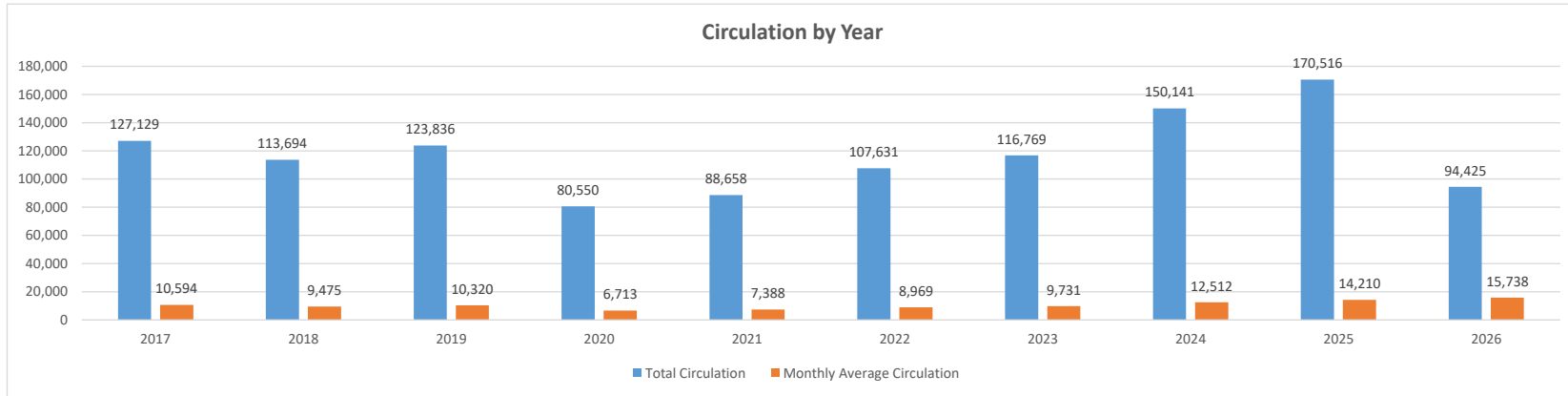
Reading incentives include the ever-popular Bingo Cards (language, reading, art, & research activities); the Reading Reward Card (ice cream!); and the Reading Sticker Chart (Goal: 20 min daily for 50 days.) New sponsors in 2026 include Arby's and the Corn Palace.

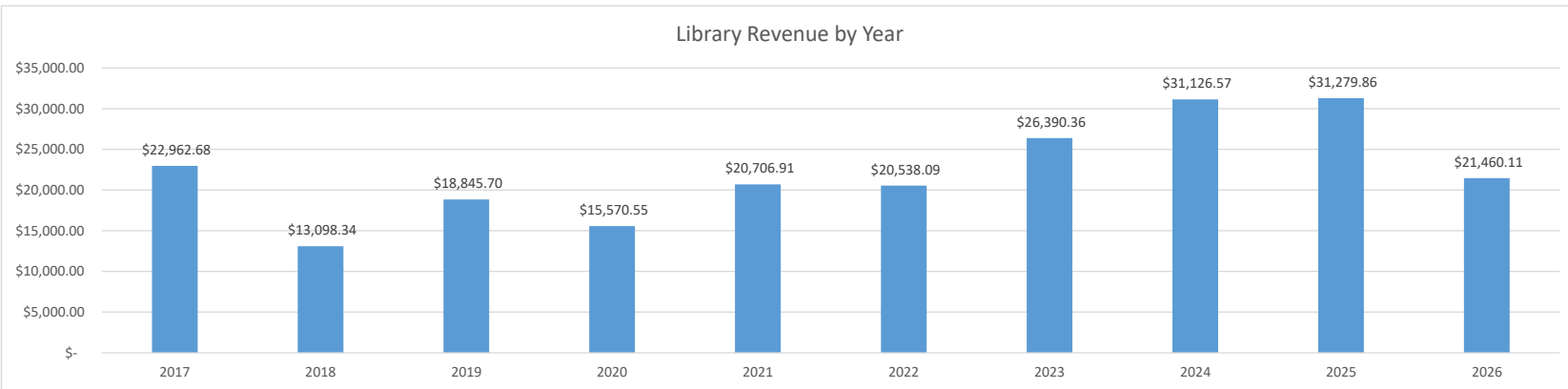
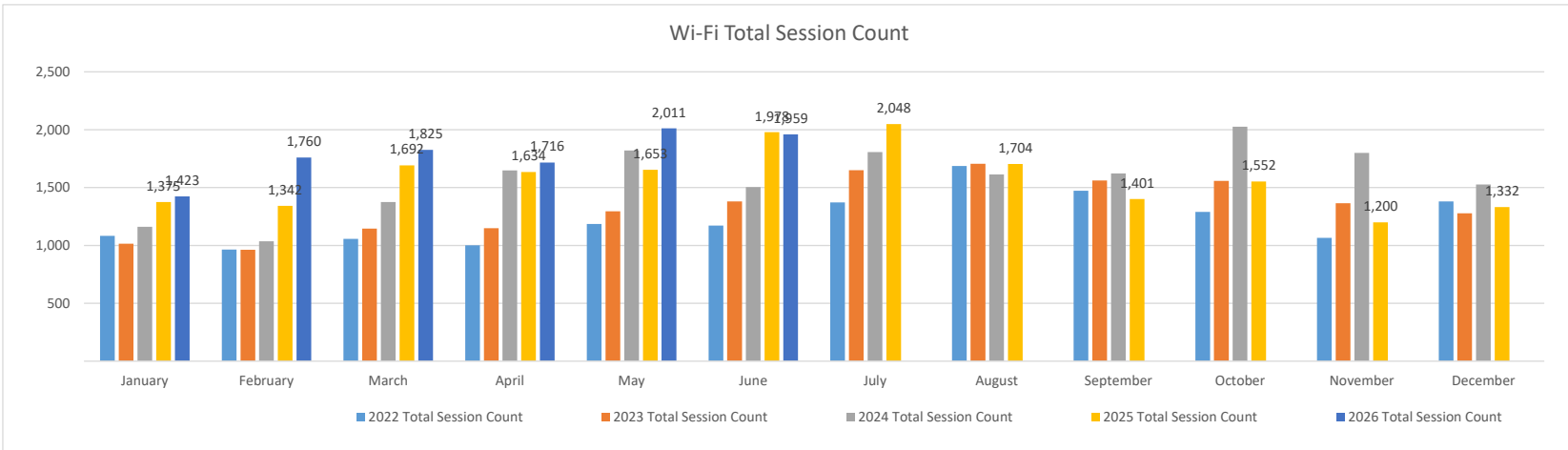
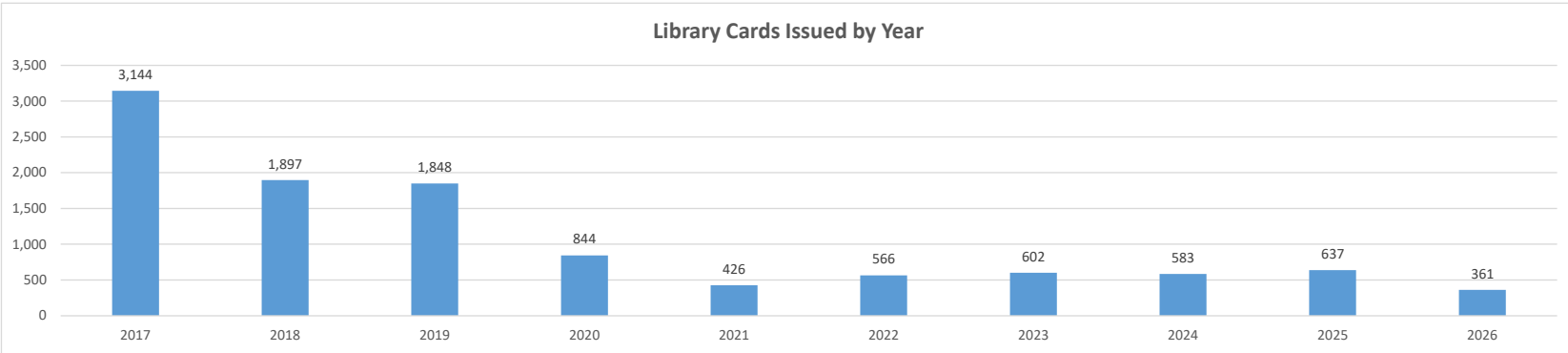
Participation and registration are slightly higher than in 2025. Final counts will be tallied at the end of August.

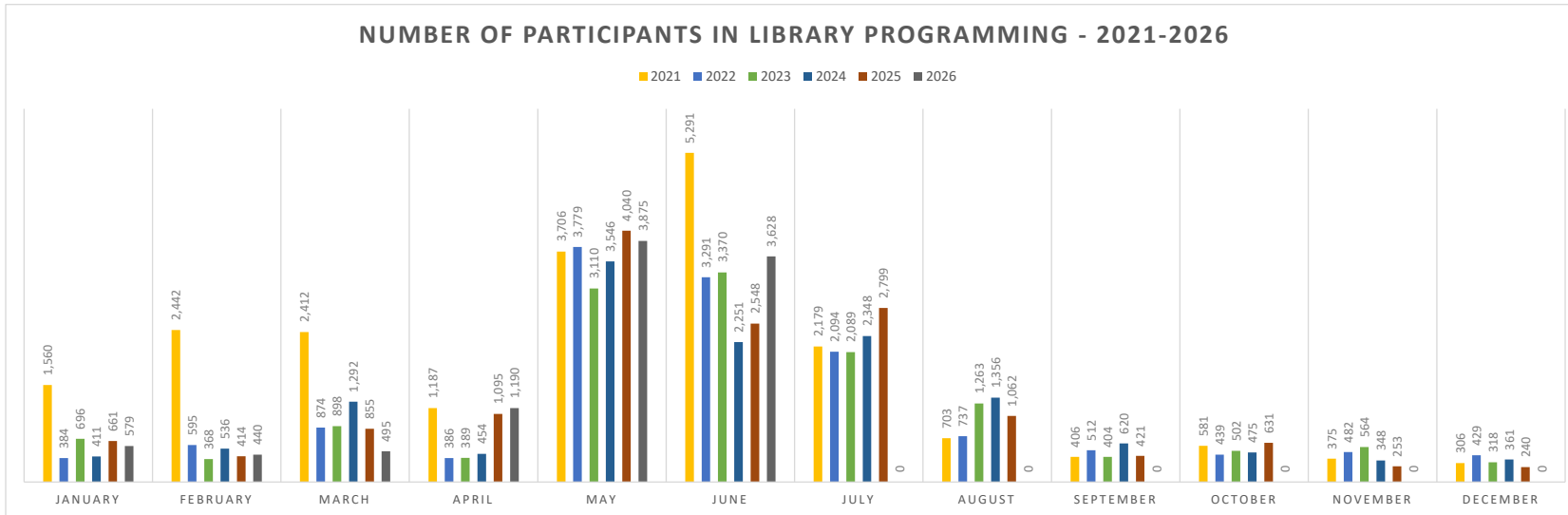
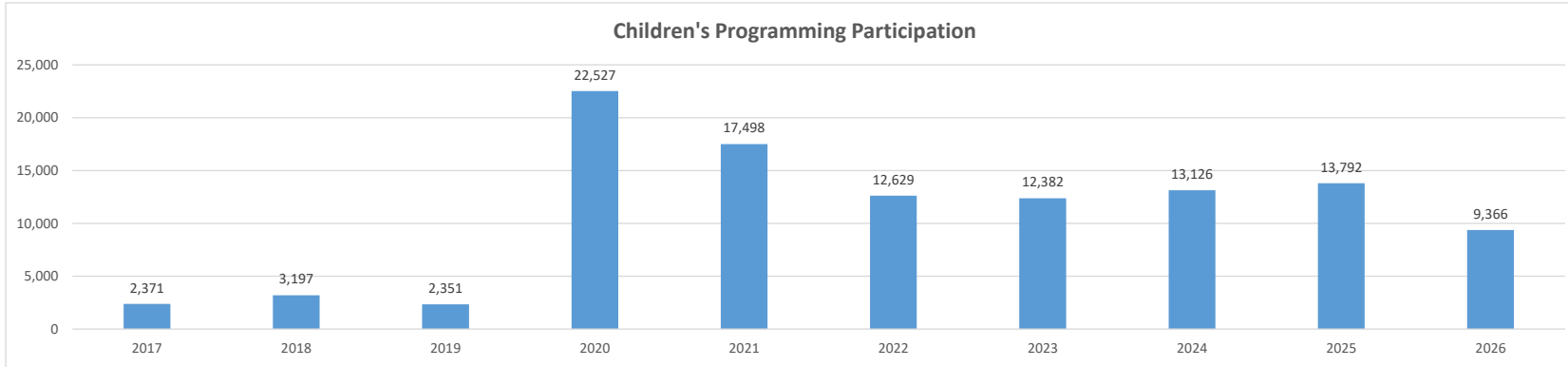
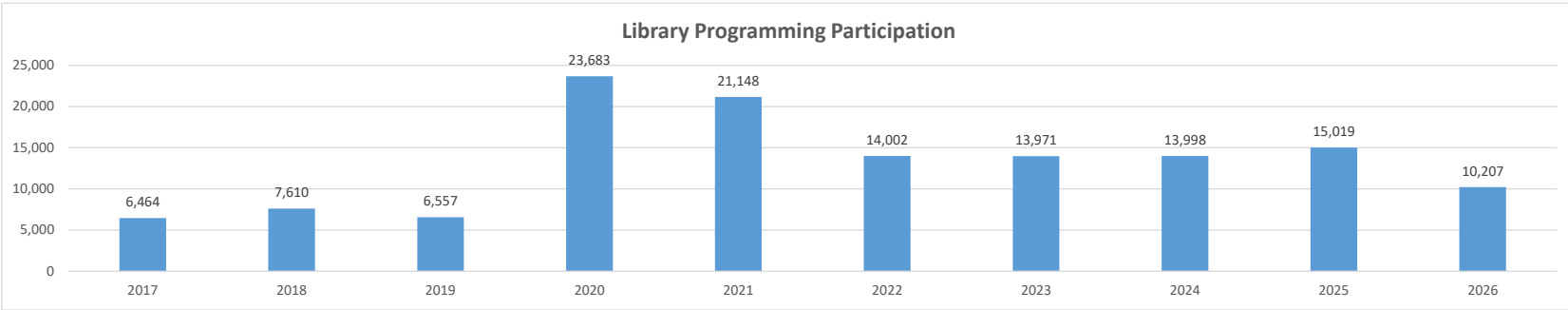
Mitchell Public Library Statistics for 2026



Library Statistics for 2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026	2025	Change	Library Statistics for 2026
Gate Count	4,859	4,333	5,101	4,573	4,826	6,534	1,985	0	0	0	0	0	32,211	56,233	-43%	Gate Count
Registered Patrons TOTAL	5,328	5,365	5,426	5,457	5,507	5,586	0	0	0	0	0	0	5,328	5,263	1%	Registered Patrons Total
City Residents	4,218	4,246	4,289	4,309	4,343	4,409	0	0	0	0	0	0	4,218	4,170	1%	City Residents
County Residents	501	503	505	507	514	519	0	0	0	0	0	0	501	499	0%	County Residents
Subscription Memberships	520	527	543	553	563	572	0	0	0	0	0	0	520	503	3%	Subscription Memberships
All Others	89	89	89	88	87	86	0	0	0	0	0	0	89	91	-2%	All Others
All Items Circulated TOTAL	15,140	14,977	16,803	14,218	14,701	18,586	0	0	0	0	0	0	94,425	170,462	-45%	All Items Circulated TOTAL
Physical Items	10,345	10,391	11,776	9,553	10,005	13,979	0	0	0	0	0	0	66,049	120,965	-45%	Physical Items
Digital Items from SDDTG	4,795	4,586	5,027	4,665	4,696	4,607	0	0	0	0	0	0	28,376	49,497	-43%	Digital Items from SDDTG
Programs Held TOTAL	25	21	20	31	35	49	0	0	0	0	0	0	181	322	-44%	Programs Held TOTAL
Children	18	16	13	24	25	35	0	0	0	0	0	0	131	224	-42%	Children
YA	3	0	2	4	3	5	0	0	0	0	0	0	17	35	-51%	YA
Adults	3	5	4	3	4	5	0	0	0	0	0	0	24	53	-55%	Adults
General Interest	1	0	1	0	3	4	0	0	0	0	0	0	9	10	-10%	General Interest
Program Attendance TOTAL	579	440	495	1,190	3,875	3,725	0	0	0	0	0	0	10,304	15,022	-31%	Program Attendance TOTAL
Children	509	393	402	898	3,735	3,429	0	0	0	0	0	0	9,366	13,792	-32%	Children
YA	11	0	8	108	26	21	0	0	0	0	0	0	174	377	-54%	YA
Adults	16	47	15	184	42	20	0	0	0	0	0	0	324	558	-42%	Adults
General Interest	43	0	70	0	72	255	0	0	0	0	0	0	440	295	49%	General Interest
Collection Holdings TOTAL	71,987	71,671	71,451	71,832	71,597	71,718	71,718	71,718	71,718	71,718	71,718	71,718	71,718	71,779	-0.1%	Collection Holdings TOTAL
Holdings added	674	407	157	598	238	249	0	0	0	0	0	0	2,323	4,310	-46%	Holdings added
Holdings deleted	-466	-723	-377	-217	-473	-128	0	0	0	0	0	0	-2,384	-4,958	-52%	Holdings deleted
ILL Borrowing Filled	39	29	32	34	34	32	0	0	0	0	0	0	200	421	-52%	ILL Borrowing Filled
ILL Lending Filled	53	78	65	56	27	43	0	0	0	0	0	0	322	584	-45%	ILL Lending Filled
Computer sessions	323	316	381	336	353	427	0	0	0	0	0	0	2,136	4,412	-52%	Computer sessions
Computer use by hours	245.6	226.1	274.0	252.5	226.6	319.8	0.0	0.0	0.0	0.0	0.0	0.0	1,545	3,331	-54%	Computer use by hours
Wi-Fi Sessions	1,423	1,760	1,825	1,716	2,011	1,959	0	0	0	0	0	0	10,694	18,911	-43%	Wi-Fi Sessions
Facebook "Views"	43,250	49,183	72,203	35,058	46,769	118,708	0	0	0	0	0	0	365,171	374,575	-3%	Facebook "People Reached"
Library website visits														10,796	-100%	Library website visits
Revenue	\$ 1,770.33	\$ 1,901.27	\$ 10,440.32	\$ 2,292.95	\$ 2,005.05	\$ 3,050.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,770.33	\$ 23,230.44	\$ 31,279.86	-26%	Revenue









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



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MSP 71 MITCHELL PUBLIC LIBRARY
BOARD OF TRUSTEES
221 N DUFF ST
MITCHELL SD 57301

01

Summary of Accounts - From 05/01/2026 To 05/31/2026

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	\$92,160.77	\$93,278.68
Total on Deposit			\$93,278.68

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877**Account Summary****Description**

Beginning Balance	\$92,160.77
9 Credit(s) This Period	\$1,984.73
5 Debit(s) This Period	\$866.82
Ending Balance	\$93,278.68

Interest Summary**Description**

Annual Percentage Yield Earned	0.95%
Interest Days	31
Interest Earned	\$74.85
Interest Paid This Period	\$74.85
Interest Paid Year-To-Date	\$356.69

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
05-05	PAYPAL TRANSFER *****54294901	\$112.84
05-12	PAYPAL TRANSFER *****14855132	\$198.36
05-19	PAYPAL TRANSFER *****71458219	\$210.72
05-26	PAYPAL TRANSFER *****22499574	\$166.21
05-29	INTEREST PAYMENT	\$74.85
Total Electronic Deposits		\$762.98

**Deposit Activity
PAPER**

Post Date	Description	Amount
05-04	CUSTOMER DEPOSIT	\$364.80
05-11	CUSTOMER DEPOSIT	\$325.10
05-18	CUSTOMER DEPOSIT	\$220.25
05-26	CUSTOMER DEPOSIT	\$311.60
Total Paper Deposits		\$1,221.75

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
05-07	Check #1490	\$50.00
05-07	Check #1491	\$66.25
05-12	Check #1489	\$473.92
05-26	Check #1492	\$107.85
05-27	Check #1494	\$168.80

The great big small bank

800-642-0014



fnbo.com



Premium Business Checking w/ln-XXXXXX1877**Continued****Withdrawal Activity
PAPER**

Post Date	Description	Amount
Total Paper Withdrawals		\$866.82

Checks Cleared

X	Check #	Date	Amount
☐	1489	05/12/2026	\$473.92
☐	1490	05/07/2026	\$50.00
☐	1491	05/07/2026	\$66.25

X	Check #	Date	Amount
☐	1492	05/26/2026	\$107.85
☐	1494	05/27/2026	\$168.80





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



00055904
MSP 102
MITCHELL PUBLIC LIBRARY
BOARD OF TRUSTEES
221 N DUFF ST
MITCHELL SD 57301

01

Credits from purchase returns may not be displayed in the mobile app or online banking until the transaction has been posted.

Summary of Accounts - From 06/01/2026 To 06/30/2026

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$93,278.68	\$93,272.14
Total on Deposit			\$93,272.14

The great big small bank

 800-642-0014

 fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$93,278.68
12 Credit(s) This Period	\$3,020.59
14 Debit(s) This Period	\$3,027.13
Ending Balance	\$93,272.14

Interest Summary

Description

Annual Percentage Yield Earned	0.95%
Interest Days	30
Interest Earned	\$72.78
Interest Paid This Period	\$72.78
Interest Paid Year-To-Date	\$429.47

Deposit Activity

ELECTRONIC

Post Date	Description	Amount
06-02	PAYPAL TRANSFER *****80783653	\$212.92
06-09	PAYPAL TRANSFER *****47464813	\$185.23
06-16	PAYPAL TRANSFER *****05844572	\$195.61
06-23	PAYPAL TRANSFER *****61048706	\$150.05
06-30	PAYPAL TRANSFER *****19633413	\$156.47
06-30	INTEREST PAYMENT	\$72.78
Total Electronic Deposits		\$973.06

Deposit Activity

PAPER

Post Date	Description	Amount
06-01	CUSTOMER DEPOSIT	\$300.44
06-08	CUSTOMER DEPOSIT	\$396.26
06-11	CUSTOMER DEPOSIT	\$475.57
06-15	CUSTOMER DEPOSIT	\$174.50
06-22	CUSTOMER DEPOSIT	\$259.60
06-29	CUSTOMER DEPOSIT	\$441.16
Total Paper Deposits		\$2,047.53

Withdrawal Activity

ELECTRONIC

Post Date	Description	Amount
06-09	DELUXE CHECK CHECK/ACC.	\$59.90
Total Electronic Withdrawals		\$59.90

The great big small bank

800-642-0014

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**Withdrawal Activity
PAPER**

Post Date	Description	Amount
06-02	Check #1497	\$57.40
06-02	Check #1499	\$250.00
06-04	Check #1498	\$550.00
06-09	Check #1495	\$167.68
06-10	Check #1493	\$348.50
06-16	Check #1496	\$140.04
06-16	Check #1501	\$248.63
06-22	Check #1502	\$150.00
06-23	Check #1510	\$75.00
06-23	Check #1503	\$275.00
06-23	Check #1505	\$95.82
06-29	Check #1504	\$359.16
06-30	Check #1509	\$250.00
Total Paper Withdrawals		\$2,967.23

Checks Cleared

X	Check #	Date	Amount
☐	1493	06/10/2026	\$348.50
☐	1495	06/09/2026	\$167.68
☐	1496	06/16/2026	\$140.04
☐	1497	06/02/2026	\$57.40
☐	1498	06/04/2026	\$550.00
☐	1499	06/02/2026	\$250.00
☐	1501	06/16/2026	\$248.63

X	Check #	Date	Amount
☐	1502	06/22/2026	\$150.00
☐	1503	06/23/2026	\$275.00
☐	1504	06/29/2026	\$359.16
☐	1505	06/23/2026	\$95.82
☐	1509	06/30/2026	\$250.00
☐	1510	06/23/2026	\$75.00

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

May 2026

	May 26	May 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	0.40	8.52	-8.12	-95.3%
Book sale	1,014.25	821.40	192.85	23.5%
Copies	387.30	500.80	-113.50	-22.7%
Donations	3.05	16.49	-13.44	-81.5%
Earbuds	1.00	5.00	-4.00	-80.0%
Interest	74.85	109.35	-34.50	-31.6%
Interlibrary loan	12.00	11.50	0.50	4.4%
Laminating	0.00	19.00	-19.00	-100.0%
Paid items (Damaged/Lost Items)	28.95	85.81	-56.86	-66.3%
Subscriptions	475.00	625.00	-150.00	-24.0%
Total General revenue	1,996.80	2,202.87	-206.07	-9.4%
Uncategorized Income	8.25	10.48	-2.23	-21.3%
Total Income	2,005.05	2,213.35	-208.30	-9.4%
Expense				
Credit Card Processing Fees	20.32	17.27	3.05	17.7%
Operation expenses				
Meals and Entertainment	0.00	63.45	-63.45	-100.0%
Sales Tax	66.25	81.14	-14.89	-18.4%
Total Operation expenses	66.25	144.59	-78.34	-54.2%
Program expenses				
Children's programming	0.00	175.00	-175.00	-100.0%
Summer Reading				
Summer Reading - Adult	809.10	383.80	425.30	110.8%
Summer Reading - Children	1,709.74	571.51	1,138.23	199.2%
Summer Reading - Teen	295.35	409.50	-114.15	-27.9%
Total Summer Reading	2,814.19	1,364.81	1,449.38	106.2%
Teen programming	0.00	4.25	-4.25	-100.0%
Total Program expenses	2,814.19	1,544.06	1,270.13	82.3%
Total Expense	2,900.76	1,705.92	1,194.84	70.0%
Net Ordinary Income	-895.71	507.43	-1,403.14	-276.5%
Net Income	-895.71	507.43	-1,403.14	-276.5%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

June 2026

	Jun 26	Jun 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	3.60	15.00	-11.40	-76.0%
Book sale	1,130.10	870.80	259.30	29.8%
Copies	462.00	333.61	128.39	38.5%
Donations	483.37	20.65	462.72	2,240.8%
Earbuds	1.00	5.00	-4.00	-80.0%
Interest	0.00	99.62	-99.62	-100.0%
Interlibrary loan	16.00	10.00	6.00	60.0%
Laminating	2.00	3.00	-1.00	-33.3%
Meeting room fees	0.00	100.00	-100.00	-100.0%
Paid items (Damaged/Lost Items)	186.16	112.21	73.95	65.9%
Subscriptions	675.00	725.00	-50.00	-6.9%
Total General revenue	2,959.23	2,294.89	664.34	29.0%
Uncategorized Income	18.18	38.01	-19.83	-52.2%
Total Income	2,977.41	2,332.90	644.51	27.6%
Expense				
Continuing Education	275.00	0.00	275.00	100.0%
Credit Card Processing Fees	29.60	14.45	15.15	104.8%
Operation expenses				
3D Printer Filament	0.00	-21.00	21.00	100.0%
Miscellaneous	150.00	0.00	150.00	100.0%
Sales Tax	0.00	52.20	-52.20	-100.0%
Total Operation expenses	150.00	31.20	118.80	380.8%
Program expenses				
Summer Reading				
Summer Reading - Adult	0.00	458.10	-458.10	-100.0%
Summer Reading - Children	1,553.26	3,987.26	-2,434.00	-61.0%
Summer Reading - Teen	75.00	0.00	75.00	100.0%
Summer Reading - Other	200.00	0.00	200.00	100.0%
Total Summer Reading	1,828.26	4,445.36	-2,617.10	-58.9%
Total Program expenses	1,828.26	4,445.36	-2,617.10	-58.9%
Total Expense	2,282.86	4,491.01	-2,208.15	-49.2%
Net Ordinary Income	694.55	-2,158.11	2,852.66	132.2%
Net Income	694.55	-2,158.11	2,852.66	132.2%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through June 2026

	Jan - Jun 26	Jan - Jun 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	7,500.00	0.00	0.0%
General revenue				
3D Printing	9.05	30.52	-21.47	-70.4%
Book sale	5,757.72	4,496.75	1,260.97	28.0%
Copies	2,425.46	2,745.51	-320.05	-11.7%
Donations	625.18	658.75	-33.57	-5.1%
Earbuds	2.00	25.00	-23.00	-92.0%
Interest	356.69	605.15	-248.46	-41.1%
Interlibrary loan	74.00	82.50	-8.50	-10.3%
Laminating	13.00	27.00	-14.00	-51.9%
Meeting room fees	100.00	100.00	0.00	0.0%
Paid items (Damaged/Lost Items)	675.46	391.57	283.89	72.5%
Pop machine	90.00	54.00	36.00	66.7%
Subscriptions	3,500.00	2,800.00	700.00	25.0%
Total General revenue	13,628.56	12,016.75	1,611.81	13.4%
Uncategorized Income	258.77	99.16	159.61	161.0%
Total Income	21,387.33	19,615.91	1,771.42	9.0%
Expense				
Continuing Education	275.00	0.00	275.00	100.0%
Credit Card Processing Fees	139.95	98.73	41.22	41.8%
Operation expenses				
3D Printer Filament	0.00	86.96	-86.96	-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%
Meals and Entertainment	0.00	63.45	-63.45	-100.0%
Miscellaneous	150.00	0.00	150.00	100.0%
Repairs and Maintenance	0.00	392.60	-392.60	-100.0%
Sales Tax	315.33	259.41	55.92	21.6%
Total Operation expenses	1,193.33	1,180.50	12.83	1.1%
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	1,782.87	-280.16	-15.7%
Program supplies	55.76	59.36	-3.60	-6.1%
Summer Reading				
Summer Reading - Adult	809.10	1,592.12	-783.02	-49.2%
Summer Reading - Children	4,758.20	4,558.77	199.43	4.4%
Summer Reading - Teen	370.35	409.50	-39.15	-9.6%
Summer Reading - Other	200.00	0.00	200.00	100.0%
Total Summer Reading	6,137.65	6,560.39	-422.74	-6.4%
Teen programming	927.23	568.64	358.59	63.1%
Total Program expenses	8,988.35	10,633.11	-1,644.76	-15.5%
Travel Expense	2,723.50	0.00	2,723.50	100.0%
Total Expense	13,417.90	11,912.34	1,505.56	12.6%
Net Ordinary Income	7,969.43	7,703.57	265.86	3.5%
Net Income	7,969.43	7,703.57	265.86	3.5%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: JUNE 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	439,661	32,297.12	202,764.80	198,087.53	241,573.47	45.05
101-45500-41110 OVERTIME	250	0.00	42.31	0.00	250.00	0.00
101-45500-41120 PART-TIME	42,500	2,865.97	19,754.15	20,824.85	21,675.15	49.00
101-45500-41200 SOCIAL SECURITY/MEDICARE	36,491	2,524.67	16,351.02	15,899.34	20,591.66	43.57
101-45500-41300 RETIREMENT	26,071	1,937.84	12,168.36	11,885.31	14,185.69	45.59
101-45500-41500 GROUP INSURANCE	114,646	11,068.02	56,161.64	55,612.17	59,033.83	48.51
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	659,619	50,693.62	307,242.28	302,309.20	357,309.80	45.83
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	325	300.00	300.00	300.00	25.00	92.31
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	7,100	1,108.95	276.34	1,208.85	5,891.15	17.03
101-45500-42600 SUPPLIES & MATERIALS	12,500	846.21	3,870.12	4,093.69	8,406.31	32.75
101-45500-42661 POSTAGE	2,000	136.78	1,288.35	717.07	1,282.93	35.85
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	550.00	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	1,127.58	7,786.74	8,146.95	12,203.05	40.03
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	3,376.62	19,721.24	19,470.72	27,989.28	41.03
101-45500-42830 UTILITIES-WATER/SEWER	3,100	0.00	1,002.30	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	112,320	6,896.14	35,377.47	34,208.53	78,111.47	30.46
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	10,000	0.00	0.00	9,781.80	218.20	97.82
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	47,000	4,500.11	20,403.00	24,991.33	22,008.67	53.17
101-45500-43421 AUDIO-VISUAL	3,000	0.00	896.48	1,373.24	1,626.76	45.77
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	4,500.11	21,299.48	36,146.37	23,853.63	60.24
TOTAL LIBRARY	831,939	62,089.87	363,919.23	372,664.10	459,274.90	44.79
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	831,939	62,089.87	363,919.23	372,664.10	459,274.90	44.79

WARNING 911 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Library				2027 Department Requested		2026 Department	
Fund	Department	GL	Description	Budget		Approved Budget	
GENERAL FUND	LIBRARY	101-45500-41110	OVERTIME	\$	250.00	\$	250.00
GENERAL FUND	LIBRARY	101-45500-41120	PART-TIME	\$	45,000.00	\$	42,500.00
GENERAL FUND	LIBRARY	101-45500-42200	PROFESSIONAL SERVICES	\$	325.00	\$	325.00
GENERAL FUND	LIBRARY	101-45500-42300	LEGAL PUBLICATIONS	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-42310	NEWSPAPERS	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-42500	REPAIR & MAINTENANCE	\$	1,500.00	\$	4,500.00
GENERAL FUND	LIBRARY	101-45500-42600	SUPPLIES & MATERIALS	\$	11,500.00	\$	11,500.00
GENERAL FUND	LIBRARY	101-45500-42661	POSTAGE	\$	2,000.00	\$	2,000.00
GENERAL FUND	LIBRARY	101-45500-42690	MINITEX FEES	\$	6,820.00	\$	5,965.00
GENERAL FUND	LIBRARY	101-45500-42691	DATABASE SYS UPDATE	\$	2,065.00	\$	2,000.00
GENERAL FUND	LIBRARY	101-45500-42692	PERIODICALS	\$	4,500.00	\$	4,500.00
GENERAL FUND	LIBRARY	101-45500-42693	E-BOOKS/AUDIO BOOKS	\$	21,350.00	\$	20,350.00
GENERAL FUND	LIBRARY	101-45500-42700	TRAVEL, CONF & DUES	\$	1,350.00	\$	1,350.00
GENERAL FUND	LIBRARY	101-45500-42800	UTILITIES	\$	49,700.00	\$	47,460.00
GENERAL FUND	LIBRARY	101-45500-42830	UTILITIES-WATER/SEWER	\$	3,475.00	\$	3,100.00
GENERAL FUND	LIBRARY	101-45500-42902	COMPUTER SOFTWARE	\$	2,120.00	\$	2,120.00
GENERAL FUND	LIBRARY	101-45500-42903	LIBRARY PROGRAMMING	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-42904	COMPUTER EQUIPMENT	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-42920	WORKSTUDY	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-42930	ATRIUUM	\$	3,550.00	\$	3,550.00
GENERAL FUND	LIBRARY	101-45500-43400	FURNITURE & EQUIPMENT	\$	-	\$	-
GENERAL FUND	LIBRARY	101-45500-43420	BOOKS	\$	49,500.00	\$	47,000.00
GENERAL FUND	LIBRARY	101-45500-43421	AUDIO-VISUAL	\$	3,000.00	\$	3,000.00
GENERAL FUND	LIBRARY	101-45500-43440	COMPUTER HARDWARE	\$	-	\$	-
Total				\$	208,005.00	\$	201,470.00

Library Card Policy

Mitchell Public Library is free and open to all for in-house use. A valid library card is required to check out library materials. Library patrons are expected to present their library cards when checking out items.

Library cards/accounts need to be verified annually for the library to maintain up-to-date contact information. Individuals may register for a library card in person at the library or online at URL. Anyone registering for a library card must provide address verification and a current government, school, or employer issued photo ID. Proof of address verification includes a letter, bill, etc. addressed to the applicant. Library patrons are responsible for informing the library of address, phone, and email changes in a timely manner.

All City of Mitchell and Davison County residents may register for a library account free of charge.

Any person who resides and/or owns property within the City of Mitchell or Davison County is eligible to register for a library account free of charge.

People who live outside of Davison County may register for a library account and must pay an annual fee in order to check out library materials. This annual fee covers the entire family in one household. All those who live in the household, including children, must be listed on the account. Each family member is issued their own card upon request. The annual fee is set by the library's Board of Trustees. The current annual fee is \$25.

For any person who does not reside or own property within Davison County, registering for a library account requires payment of an annual fee in order to check out library materials. This annual fee covers the entire family in one household. All those who live in the household, including children, must be listed on the account. Each family member is issued their own card upon request. The annual fee is set by the library's Board of Trustees. The current annual fee is \$25.

Youth under 18 years of age may obtain a library card if a parent or guardian accepts responsibility for the youth's use of the card. A parent/guardian must sign the registration form for the youth. Parents/guardians are responsible for all materials that their children checkout, and for any fees incurred by their children.

Students attending Mitchell School District (MSD), Dakota Wesleyan University, or Mitchell Technical College may register for a library card. These students must present their valid student ID in order to receive a free library card. College students must provide proof of their current address and must also provide proof of their permanent address. MSD students under 18 years of age must have a parent/guardian sign the registration form like all other youth under 18 years of age.

Agency cards are issued to "organizations" such as daycares, teachers, and residential facilities in Davison County. The checkout period for agency cards is one month.

Individuals whose library cards are lost, damaged, or stolen should notify the library immediately. A replacement card will be issued free of charge.

July 2026 Funding Requests

We are submitting three funding request for \$1,050 this month.

Request for Funds: Makers Monday Program

Rachel Soulek, Program Specialist

PROGRAM DESCRIPTION:

To help achieve higher program numbers I would like to schedule a “Makers Monday” the first Monday of every month from September to November. I will offer three to four projects for each age range, but plan to focus on adults and teens. The children projects would be more sandbox-type projects. Proposed projects include: flower lanterns, Mandala rock painting, origami, mosaic crafts, bedazzled book marks/covers, custom rubber ducks, spoon rests, air clay critters, mindful coloring, bedazzled book covers, felt flowers, and foil crafts.

REQUESTED FUNDS:

I am requesting \$300 to cover supplies for this program during these three months.

ITEMIZED REQUEST

Item	Price	Quantity	Total
Supplies for September sessions	\$100	1	\$100
Supplies for October sessions	\$100	1	\$100
Supplies for November sessions	\$100	1	\$100
Total amount requested	Total		\$300.00

Request for Funds: South Dakota Teen Choice Award Books

Max Velasquez, Adult and Young Adult Services Librarian

PROGRAM DESCRIPTION:

As part of this year’s prizes for teenagers, I would like to order copies of the books nominated for the latest round of the South Dakota Teen Choice Awards. I have compiled a list of fourteen titles on Ingram, selecting paperbacks where possible as these will not be circulating copies, and made up of books that were published in 2025 or later. I would like to purchase three copies of each. It is a mix of middle grade and young adult fiction. I was unable to submit this as part of the initial Summer Reading Program funding request as the list of nominees had not been published at that time, and I will be using any books that do not get selected by our Summer Reading participants as Winter Reading prizes.

REQUESTED FUNDS:

Total: \$450

Request for Funds: Library Card Design Contest

Kevin Kenkel

PROGRAM DESCRIPTION:

Five years ago we held a library card design contest for new library cards. We want to hold another contest this fall. We will run the contest similar to our 2021 contest with three age categories: youth (up to 12 years of age), teen (ages 13-19), and adult (ages 20 and older). Winning designs will be used on new library cards. Each winner will receive a \$100 prize. We will announce the contest in September. The contest will run during October. All entries must be submitted during that month. We will put together a judging team to select the winners, which will be announced in late November or early December, and prizes will be awarded then. In either December or January we'll order 1,000 new cards of each winning design.

REQUESTED FUNDS:

I am requesting \$300 for three \$100 prizes, one for each age category.