



**Mitchell Public Library Board of Trustees Agenda**  
City Council Chambers, City Hall, 612 N. Main Street  
September 15, 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 Policy Updates**
  - B. Action to Approve Funding Request**
- 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  
July 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, Kitty Allen, Deb Everson, and Jeff Smith. Board member Megan Luther attended via Zoom. Also present was Kevin Kenkel, Library Director. New members Kitty Allen and Jeff Smith were welcomed.

**3. Approval of Agenda**

Kenkel informed Board members of an update to the library's 2027 budget request. Motion by Goldammer, seconded by Everson, to approve the agenda with the change. All members present voted "Aye". Motion passed.

**4. Approval of Minutes**

Board members reviewed the minutes from the May 21, 2026 board meeting. Motion by Goldammer, seconded by Smith, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for May and June 2026. Kenkel provided additional comments regarding the written reports. Goldammer asked Kenkel what were a couple of things he learned in a continuing education course from University of Wisconsin Madison on library space design that he just completed. Kenkel shared about mobile shelving and signage. Kenkel reviewed progress on the library's strategic plan and shared ideas about two possible locations for a drive-up book return. Kenkel reviewed statistics for May and June and pointed out that circulation for June increased significantly. June saw the highest monthly circulation since Kenkel began in July 2020. Motion by Everson, seconded by Allen, to approve the director's report. All members present voted "Aye". Motion passed.

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

Board members reviewed May and June 2026 bank statements and financial reports. Motion by Goldammer, seconded by Smith, to approve the financial reports. All members present voted "Aye". Motion passed.

## 7. Business Items

### A. Annual Meeting Actions

Kenkel presided over the selection of a Board President for the coming year. Everson nominated Dennis Nath as President for 2026-2027. Motion by Everson, seconded by Goldammer, to close nominations and elect Nath by acclamation. All members present voted "Aye". Motion passed.

At this point, re-elected Board President Nath again presided at the meeting and asked for nominations for Vice-president. Everson nominated Goldammer as Vice-president for 2026-2027. Motion by Everson, seconded by Smith, to close nominations and elect Goldammer by acclamation. All members present voted "Aye". Motion passed.

Board members reaffirmed the third Tuesday at 5:15 p.m. of each odd month as the meeting date for board meetings. Board members will continue having training sessions as needed the third Tuesday of each even month at Mitchell Public Library. These sessions will be at 5:15 p.m.

### B. Review of 2025 Library Budget Request

Kenkel presented the draft 2027 budget request for city funding. Kenkel reviewed line-item requests and pointed out that since the Board's agenda was published, he changed the requested amount for books by an additional \$500 to \$50,000. Board members affirmed the draft request. Motion by Goldammer, seconded by Allen, to affirm the library's 2027 budget request. All members present voted "Aye". Motion passed.

### C. Action to Approve Policy Updates

Board members reviewed updates to the Library Card Policy. Kenkel explained the justification for the proposed changes. Motion by Goldammer, seconded by Everson, to approve these updates. All members present voted "Aye". Motion passed.

### D. Action to Approve Funding Requests for May 2026

Kenkel presented three funding requests.

| Program/Project                    | Requestor     | Amount             |
|------------------------------------|---------------|--------------------|
| Supplies for Makers Monday Program | Rachel Soulek | \$ 300.00          |
| SD Teen Choice Award Books         | Max Velasquez | \$ 450.00          |
| Library Card Design Contest        | Kevin Kenkel  | \$ 300.00          |
| <b>Total Requested:</b>            |               | <b>\$ 1,050.00</b> |

Rachel Soulek plans to host a weekly Makers Monday program in September, October, and November. She requested funds for supplies. Max Velasquez requested funds to purchase copies of the books nominated for the 2026-2027 SD Teen Choice Award. He plans to use these books as prizes for summer reading. Kenkel requested \$300 to be used as prize money for another library card design contest. The contest will take place in the fall. Motion by Goldammer, seconded by Everson, to approve \$1,200 for these requests to cover any possible additional costs. All members present voted "Aye". Motion passed.

**8. Committee Reports**

There were no committee reports.

**9. Board Input**

Board member Goldammer welcomed the new members to the Board.

**10. Citizen's Input**

No citizen's input was given.

**11. Adjournment**

Board members will not hold a training session in August. Kenkel informed the Board about the State Library training scheduled for October 21 that will be held at Mitchell Public Library. Board members are invited to participate in this training. The next Board of Trustees meeting is scheduled for September 15, 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 6:24.

## **Mitchell Public Library Director Report**

### **September 15, 2026**

#### **1. Winter Hours**

Labor Day weekend we transitioned to winter hours.

#### **2. Holiday Closures**

The library will be closed Monday, October 12 for Native American Day and November 11, 2026 for Veterans Day.

#### **3. Sales Tax**

The July and August sales tax amounts for our used book sale were \$60.84 and \$83.46 respectively. August was an exceptional month for book sales (\$1,429.60).

#### **4. 2027 Budget Request**

In late August Stephanie Ellwein informed me that the mayor and she made no reductions to the library's 2027 budget request. This is great news!

#### **5. Summer Reading Program**

We had another successful Summer Reading Program. In both June and July library circulation was higher than the same months in 2025. In each month we had over 6,000 visitors to the library. We saw an increase in the number of minutes read by children this summer. For adults and teens, even though our circulation numbers were higher for summer 2026, we had fewer individuals participate in our reading challenge. We will need to work on increasing participation next year.

#### **6. Staff Development**

During the first week of September Rachel Soulek attended training in Reno, NV. This training was sponsored and fully paid for by the Institute of Museum and Library Services, the federal agency that supports libraries. The training dealt with offering America 250 programs. I will be attending the annual SDLA conference in Pierre September 30 – October 2. Jean Patrick will attend October 1 & 2. Jean is the final keynote speaker on October 2.

#### **7. Toy Lending Library of South Dakota**

We began checking out TLLSD toys at the beginning of August. All 20 toys that we received were checked out by the end of the month. On Tuesday, September 8 I returned our first group of toy boxes and picked up a new set of 20 toy boxes.

#### **8. 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.  
*September 2026 – We two additional technology tutorials. 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.  
*September 2026 -- We created an Instagram account in March. As of September 9, we have 52 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 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.

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 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.

September 2026 – Based on information gained from the online UW-Madison course, Library Space Design for Flexibility and Functionality, that I took this summer I think we can generate space usage ideas internally rather than hiring a consultant. When we finish weeding the adult, non-fiction section we'll be able to determine how much space we can free up and designate to

children's services. Once we know the total amount of space freed up, we can develop ideas that include space for collection and seating.

## 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.

September 2026 – So far for 2026, we have offered a combined total of 68 programs to adults, teens, and general interest (multi-ages). In 2025 we offered a total of 98 programs to these age groups. Regarding participation, we've had 1,335 participants from all three age groups. For 2025, we had 1,233 total participants. This year, while we may not reach the number of programs that we offered last year, we already have had 100 more participants this than last year. With four months remaining in the year, we should see a substantially higher participation number in 2026 than in 2025.

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.

September 2026 – Through August 2026 we've had between 35 and 40 partner programs. We will have additional partner programs in the fall.

We achieved this benchmark for 2026.

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.

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.

September 2026 – Due to heat and staff schedules, we did not participate in the September First Fridays.

For 2026 we partially achieved this strategy.
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 2026 – 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.

## September 2026 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

### Collection Development

The weeding in Adult Nonfiction is down to the last four rows of shelving (796), about on pace with what I wrote in the July update. Once the nonfiction shifting is done, I will be asking our circulation staff whether Adult Fiction or Mystery gives them more trouble when it comes to shelving things, and focus on that category first.

Rachel has been using the 3D printer to create plastic spacers for the bottom row of fiction shelving so that titles and call numbers are more easily visible: our lowest rows do not sit parallel to the floor as the four shelves above do, they sit at an angle that leads to the book being in shadow with the title and call number hard to read, especially small paperbacks. The spacers will push volumes forward so we can more easily see call numbers, if not titles. So far, our patrons don't seem to be having difficulty getting at things on the bottom shelves.

### Programming

First, the Summer Reading Program. This year's Summer Reading Program (SRP) was a bit of a mixed bag on my end. On the plus side programming felt better, with twenty-two programs held over summer and better attended. The number of people who participated in the "active" programs is seventy, and we had one hundred twenty-six participate with the take-and-make craft kits. The biggest success was the author visit by Chuck Storla, which had twenty-eight people in the Community Room. People were impressed that someone who grew up around here was nominated for an Edgar Award, and others said -that the talk itself was very funny.

The downside to the SRP is that participation in the reading challenge itself was down: eighty-seven teen logs went out and eighteen were returned, a drop from the thirty-four logs that came back last year and a genuine mystery. For adults, one hundred forty-five logs went out and fifty-seven came back, down from two hundred thirty-three and seventy-seven respectively. The logs that came back were almost all completed: I can count on one hand how many were only partially done this year. Last year there were many more that were only partially completed.

The ReaderZone app didn't see much usage, despite promoting it during sign-ups. The app is simple to use, so I don't think that was the issue. My intuition is that after installing it, the app faded into the background for people and they didn't get around to entering time, as there was a fair amount of interest in the app when the Summer Reading Program was getting started. Speaking for myself, it wound up being more onerous than a paper log and I'd simply forget to log my time or the books I'd read (I keep my reading logs and Bookopoly boards on my refrigerator so they're impossible to forget about for long). If the State Library continues to provide ReaderZone I'll offer it as an alternative to paper logs, but I don't think I'll be as forward in pushing it next year.

We've held a number of writing workshops here recently, and I'm doing my best to continue that in an effort to establish the library as a place for local writers to meet up and talk shop. We will be hosting Mark Cornelius and Traci Loecker on a quarterly basis, with the next meeting being September 22<sup>nd</sup> at

5:30pm. I'll be hunting around for more writing workshops that we can have in here virtually, the way we hosted Ms. Esposito.

Looking towards winter and the end of the year, I have been trying to figure out how I can get more teenagers to participate in the winter challenge. The big barrier is time, and their lack of it during a school semester. What I've settled on is giving them something altogether different that isn't as constrained, so I've been working to come up with a challenge derived from UNO rather than Monopoly that offers more freedom of choice. In essence, the reader will pick a common link between what they're reading and what follows, with each link used once to keep someone from sticking to a single series: if someone starts with *The Hunger Games*, they might pick *Divergent* with the link being that both novels are dystopian settings. There will be four different color rows, linked up by "wild" spaces that allow for a new start if the reader chooses. The number of spaces will be similar to the number of Bookopoly tiles, with the option for the reader to continue on. This way they can more easily incorporate their classroom reading, where with Bookopoly the chances of that were lower.

## Partnerships for 2026

### Program presentations/partnerships

Gabrielle Esposito, *Write Your Way* workshop series

Leacey Brown, *Heirlooms Writing Workshop* (last year)

Molly Barari, memoir-focused workshop (she would've been half of the *Heirlooms* workshop but couldn't make it for health reasons; she made up for it by providing two other virtual workshops, including one early this year)

STAR Net (virtual program about the Artemis mission)

Jill Nick (Jodi Culliney's author visit was partly managed by Jill's book club, and she approached us initially)

Chuck Storla, author

Mark Cornelius and Traci Loecker (the writing group meet-ups)

Palace City Brewing

Mitchell Chamber of Commerce (program for newcomers group)

### Summer Reading Program prize sponsors

Mya's Teriyaki

Michele's Mad Batter

Odyssey Luxury Five Theatre

Wendy's

Hot Shots Espresso

Scooter's Coffee

Arby's

Bradley's Restaurant

## September 2026 Children's Services Update

Jean Patrick, Children's Services Librarian

### Summary

During mid-July through mid-September, I completed the children's Summer Reading Program activities,

gathered Summer Reading Program statistics, and started the children's Storytime programs for fall. I also continue to provide reader advisory to children and parents/caregivers, order books, and weed the collection to allow space for new books.

### Thursday Storytime, Saturday Bilingual Storytime, & Outreach Storytime

Our Summer Storytimes concluded on Thursday, July 31 with 45 children and parents/caregivers attending on the final day. Our weekly Thursday Storytime begins again on Sept. 10. Biweekly Saturday Storytime begins Sept. 19.

Outreach Storytimes have been scheduled for the upcoming year (Sept – April) with First Lutheran and Headstart. (Palace City schedule has yet to be arranged.) I've also offered storytime sessions to members of the Little Kernels daycare staff but have not heard back from an administrator.

### Summer Reading Program

As mentioned in the July 2026 board update, the Children's Summer Reading Program included Reading Sticker Charts, Reading Reward Cards (ice cream treats), Bingo cards, art classes, and interactive presentations/speakers which fit the theme of "Unearth a Story." Topics included geology, archeology, paleontology, anthropology, herpetology, and entomology.

The final two weeks of July included two afternoons of Art Club Classes (2 sessions each) with 401 Create/Lifequest, an Art Afternoon with local artist Emilie Jenks, and Sand Art with art educator April Geist. We also had an insect presentation with local teenager Brady Weigandt, founder/director of the SD Entomological Society and founder of a new species of wasp. Also, mural work is underway with Stan Sherwood.

Also, 15 kids completed the "August Challenge" (3 pages of challenges). One of the challenges was to "unearth a story" from their family history from someone 50 years or older. It was great to see family history written in a child's handwriting. "I found out stories that I had never heard," said a parent of one of the children.

### Summer Reading Program - Statistics

The children's programs concluded with a total of **10,762 participants** (5,188 program attendees; 5,574 self-directed program participants).

295 children completed their Reading Sticker charts (1,000 min per chart), totaling **295,000 minutes**. Over 500 children participated in the Reading Reward Charts (ice cream charts), totaling **208,000 min. minutes**.

Overall, 870 Summer Reading Program packets were distributed, with 686 formal registrations.

### Upcoming Events/Programs

Weekly and bi-weekly Storytime - Beginning Sept 10 & 19  
Outreach Storytime - Beginning Sept 21  
Presentation for Lewis & Clark Reading Council – Sept 21  
Presentation for DWU Education Students – Sept 29

Presentation for SDLA conference in Pierre – Oct. 1  
401 Create After School Art Club – October (Date TBD)

## Partnerships for 2026

### **PARTNERSHIPS for 2026**

Kevin asked me to list the groups and businesses the children's department has partnered with during 2026:

#### **Outreach Storytime & Thursday Storytime**

First Lutheran Early Learning Center (1 session/month Jan-May, Sept-Dec; 4 sessions/month June & July)  
Palace City Preschool (3 sessions/month Jan-May; Oct-Dec)  
Headstart (upcoming - 2 sessions/month Sept-Dec)  
Mitchell Christian Summer Care (4 session/month June & July)  
Mason Resurgam Lodge No. 31 (1 session in February – Storytime & Book donation for Read for the Record)

#### **Area Schools**

Mitchell School District – Afterschool Programs

L.B. Williams (24 storytime sessions K-5)

Mitchell School District – Summer Scholars Program (1 program session & 1 tour session during summer)

John Paul II – Summer Academy (2 program sessions & 3 storytime sessions)

Mitchell Christian 4<sup>th</sup> and 5<sup>th</sup> grade – Bookopoly (onsite and guided participation – 2 sessions)

Mt Vernon School – Session for Kindergartners about library, books, writing; Summer Reading Program talks for Gr. 1-4.

#### **Bookopoly Prize Sponsors**

Subway - cookies

Cotton Candy Dreams - (cotton candy sold to library at discount)

#### **Summer Reading Program prize sponsors**

County Fair Food & Fuel – ice cream cones

Coborns – large decorated cookies

Culvers – ice cream cones

Dairy Queen - sundaes

B&G Milky Way – slushies & ice cream cones

Arby's – French fries

Zesto of Mitchell - colliders

SD State Fair/Midwest Bath – child's pass to SD State Fair

Corn Palace – popcorn balls (one to eat; one to share)

#### **Summer Program presentations/partnerships**

Andi Herbst, local livestock producer (2 goat sessions for Summer Reading Kick-off in May)

Brent Mielke aka "Zoo Man" from Sleepy Eye, MN (2 presentations in June)

The Mammoth Site of Hot Springs, SD (2 video presentations in June)

Rachel Diamond of RMD Crystals of Mitchell (3 presentations in June & July)

City of Mitchell Street Department (1 Touch-a-Truck in June)

South Dakota Gem & Mineral Society (1 session in June)  
Mitchell Indigenous Archaeological Site (1 session in July)  
Dakota Wesleyan University – Dr. Mike Farnery & Dr. Joan Lubben (4 sessions in July)  
Brady Weigandt – Founder/Director of SD Entomological Society (1 session in July)  
Local artists: April Geist, Emily Jenks, Danna Kolbeck (9 sessions during June & July)

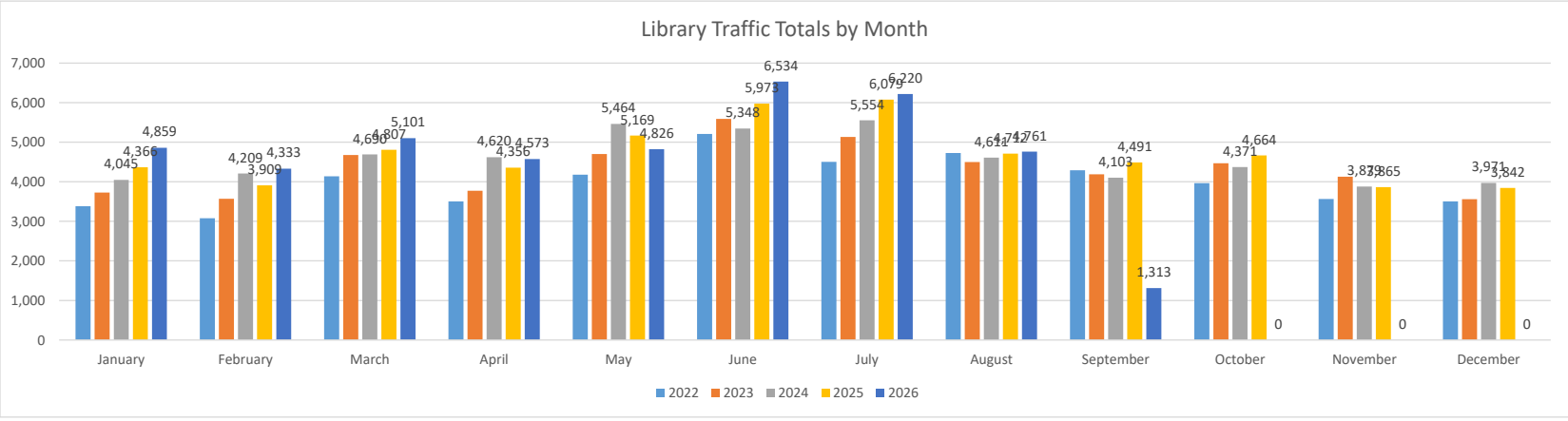
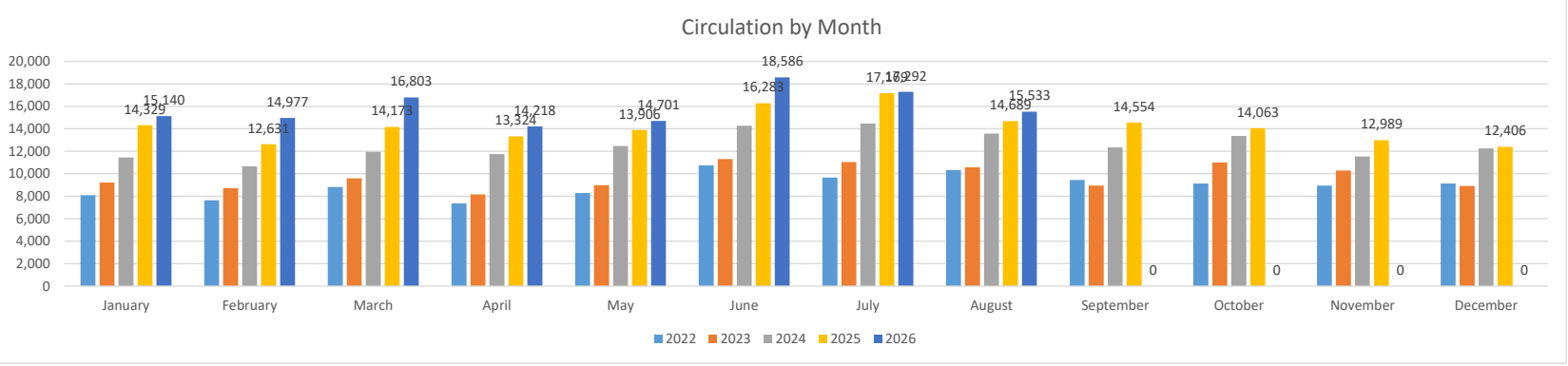
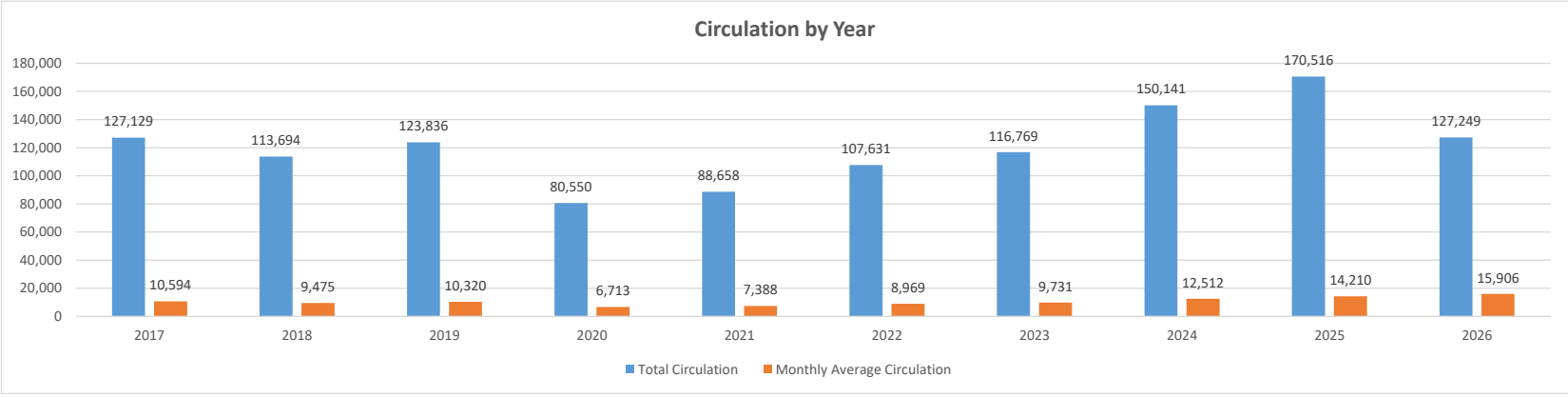
**Other Program partnerships**

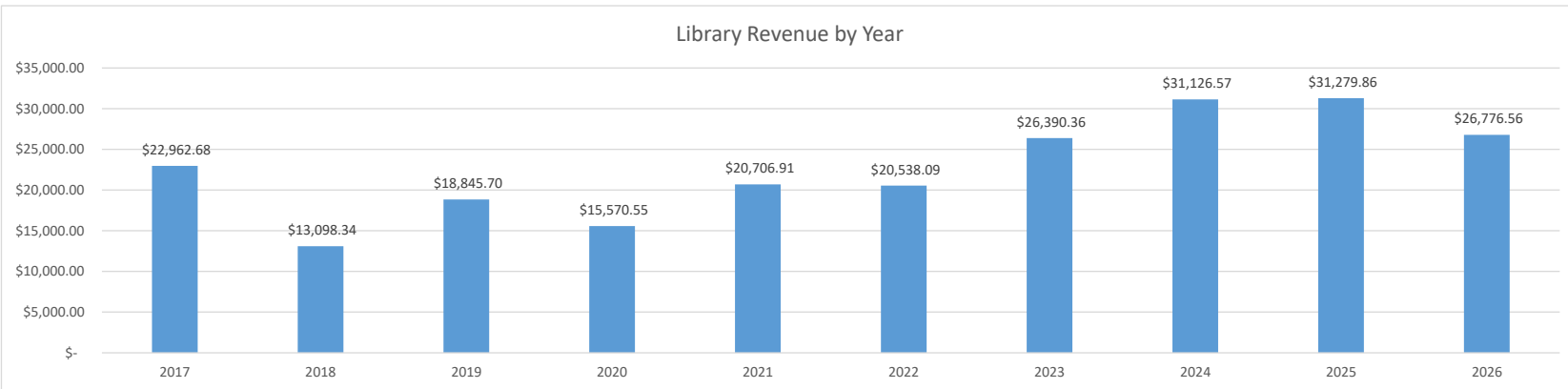
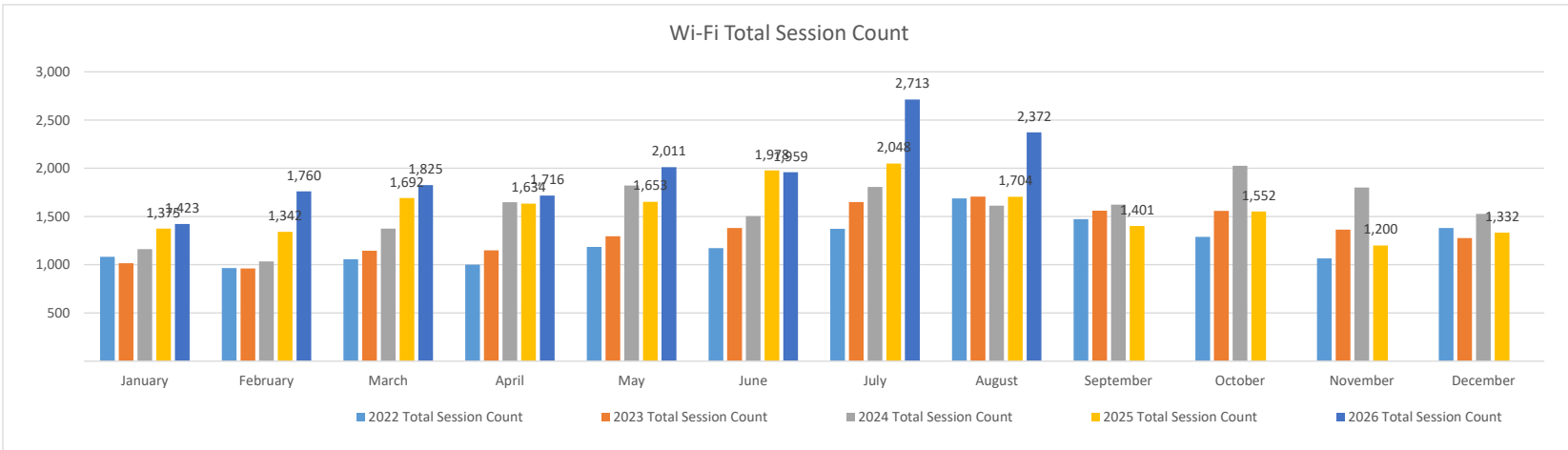
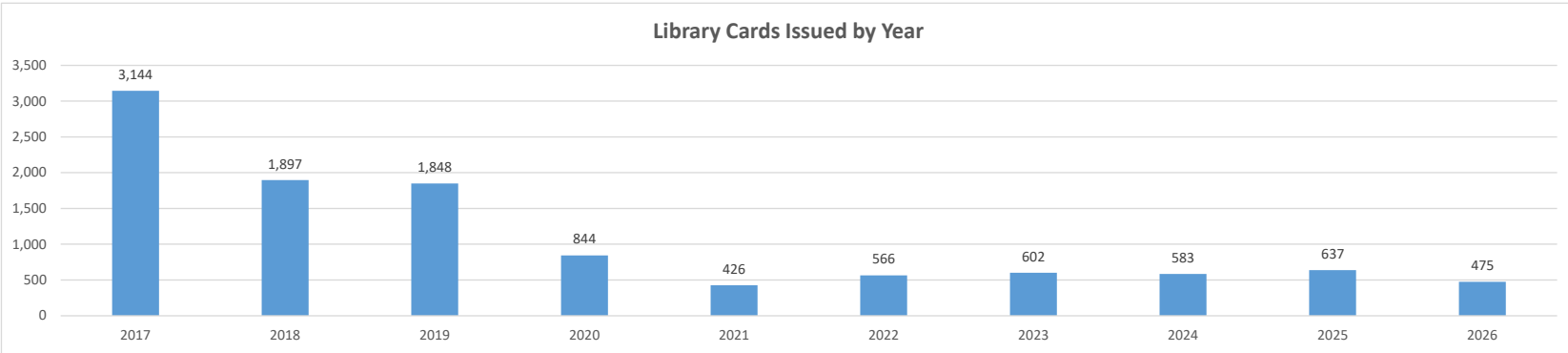
Kiwanis Storywalk Committee (3 storywalks so far)  
Dakota Wesleyan Univ. Education Students (presentation in Sept)  
401 Create/Lifequest (Creativity Day in January; 4 art club sessions in July; 1 art session likely in October)  
Mitchell Art Ambassadors from Mitchell High School (Creativity Day in January)

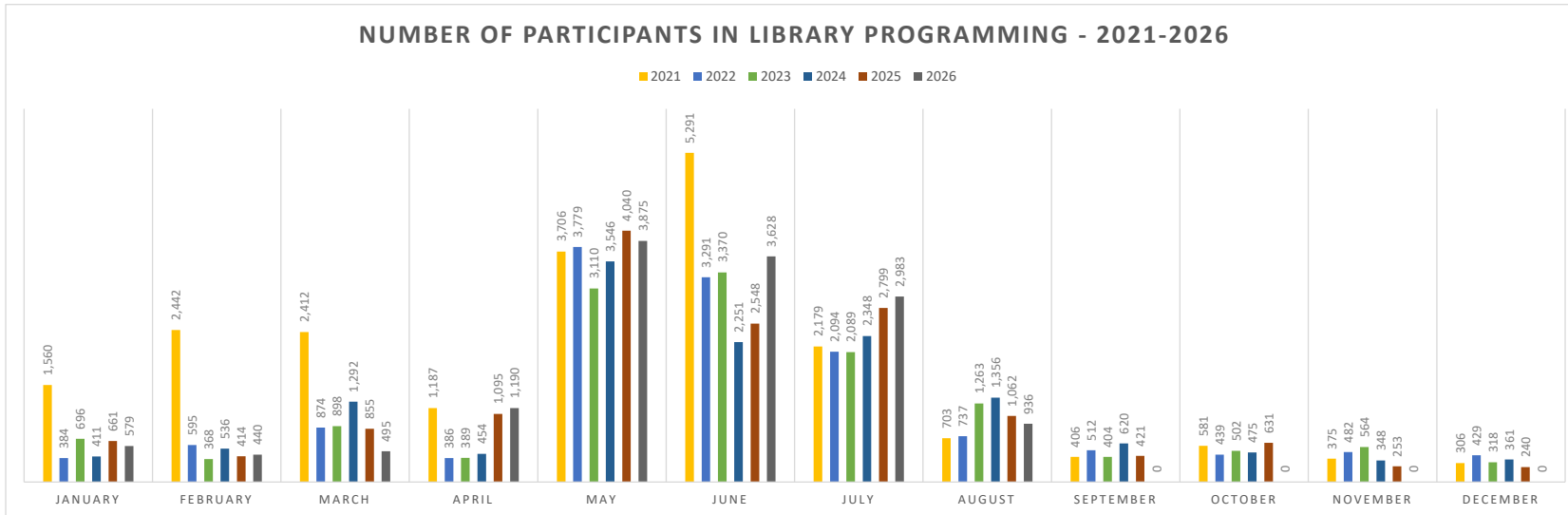
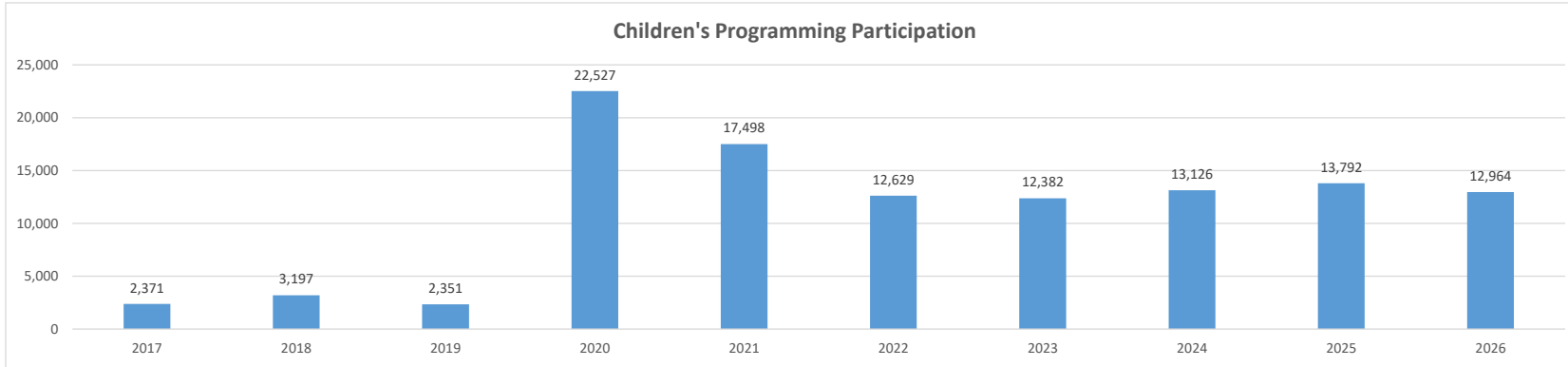
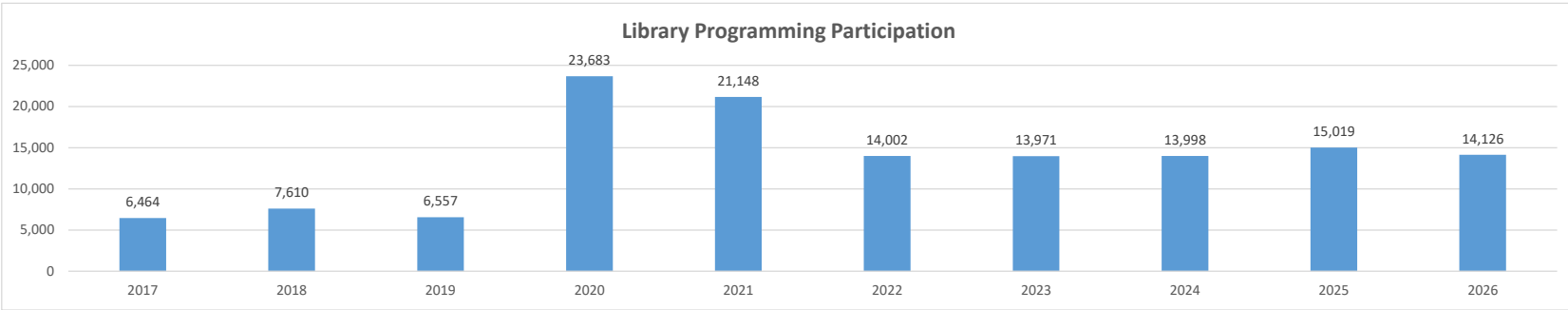
Mitchell Public Library Statistics for 2026



| 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       | 6,220       | 4,761       | 1,313  | 0      | 0      | 0           | 42,520       | 56,233       | -24%   | Gate Count                  |
| Registered Patrons TOTAL    | 5,328       | 5,365       | 5,426        | 5,457       | 5,507       | 5,586       | 5,637       | 5,196       | 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       | 4,470       | 4,091       | 0      | 0      | 0      | 0           | 4,218        | 4,170        | 1%     | City Residents              |
| County Residents            | 501         | 503         | 505          | 507         | 514         | 519         | 524         | 492         | 0      | 0      | 0      | 0           | 501          | 499          | 0%     | County Residents            |
| Subscription Memberships    | 520         | 527         | 543          | 553         | 563         | 572         | 575         | 545         | 0      | 0      | 0      | 0           | 520          | 503          | 3%     | Subscription Memberships    |
| All Others                  | 89          | 89          | 89           | 88          | 87          | 86          | 68          | 68          | 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      | 17,292      | 15,533      | 0      | 0      | 0      | 0           | 127,250      | 170,462      | -25%   | All Items Circulated TOTAL  |
| Physical Items              | 10,345      | 10,391      | 11,776       | 9,553       | 10,005      | 13,979      | 12,533      | 10,938      | 0      | 0      | 0      | 0           | 89,520       | 120,965      | -26%   | Physical Items              |
| Digital Items from SDTTG    | 4,795       | 4,586       | 5,027        | 4,665       | 4,696       | 4,607       | 4,759       | 4,595       | 0      | 0      | 0      | 0           | 37,730       | 49,497       | -24%   | Digital Items from SDTTG    |
| Programs Held TOTAL         | 25          | 21          | 20           | 31          | 35          | 49          | 53          | 11          | 0      | 0      | 0      | 0           | 245          | 322          | -24%   | Programs Held TOTAL         |
| Children                    | 18          | 16          | 13           | 24          | 25          | 35          | 40          | 6           | 0      | 0      | 0      | 0           | 177          | 224          | -21%   | Children                    |
| YA                          | 3           | 0           | 2            | 4           | 3           | 5           | 3           | 2           | 0      | 0      | 0      | 0           | 22           | 35           | -37%   | YA                          |
| Adults                      | 3           | 5           | 4            | 3           | 4           | 5           | 5           | 3           | 0      | 0      | 0      | 0           | 32           | 53           | -40%   | Adults                      |
| General Interest            | 1           | 0           | 1            | 0           | 3           | 4           | 5           | 0           | 0      | 0      | 0      | 0           | 14           | 10           | 40%    | General Interest            |
| Program Attendance TOTAL    | 579         | 440         | 495          | 1,190       | 3,875       | 3,725       | 3,062       | 936         | 0      | 0      | 0      | 0           | 14,302       | 15,022       | -5%    | Program Attendance TOTAL    |
| Children                    | 509         | 393         | 402          | 898         | 3,735       | 3,429       | 2,899       | 699         | 0      | 0      | 0      | 0           | 12,964       | 13,792       | -6%    | Children                    |
| YA                          | 11          | 0           | 8            | 108         | 26          | 21          | 15          | 90          | 0      | 0      | 0      | 0           | 279          | 377          | -26%   | YA                          |
| Adults                      | 16          | 47          | 15           | 184         | 42          | 20          | 18          | 147         | 0      | 0      | 0      | 0           | 489          | 558          | -12%   | Adults                      |
| General Interest            | 43          | 0           | 70           | 0           | 72          | 255         | 130         | 0           | 0      | 0      | 0      | 0           | 570          | 295          | 93%    | General Interest            |
| Collection Holdings TOTAL   | 71,987      | 71,671      | 71,451       | 71,832      | 71,597      | 71,718      | 71,181      | 70,940      | 70,940 | 70,940 | 70,940 | 70,940      | 70,940       | 71,779       | -1.2%  | Collection Holdings TOTAL   |
| Holdings added              | 674         | 407         | 157          | 598         | 238         | 249         | 350         | 220         | 0      | 0      | 0      | 0           | 2,893        | 4,310        | -33%   | Holdings added              |
| Holdings deleted            | -466        | -723        | -377         | -217        | -473        | -128        | -887        | -461        | 0      | 0      | 0      | 0           | -3,732       | -4,958       | -25%   | Holdings deleted            |
| ILL Borrowing Filled        | 39          | 29          | 32           | 34          | 34          | 32          | 44          | 9           | 0      | 0      | 0      | 0           | 253          | 421          | -40%   | ILL Borrowing Filled        |
| ILL Lending Filled          | 53          | 78          | 65           | 56          | 27          | 43          | 46          | 20          | 0      | 0      | 0      | 0           | 388          | 584          | -34%   | ILL Lending Filled          |
| Computer sessions           | 323         | 316         | 381          | 336         | 353         | 427         | 431         | 359         | 0      | 0      | 0      | 0           | 2,926        | 4,412        | -34%   | Computer sessions           |
| Computer use by hours       | 245.6       | 226.1       | 274.0        | 252.5       | 226.6       | 319.8       | 319.7       | 230.3       | 0.0    | 0.0    | 0.0    | 0.0         | 2,094        | 3,331        | -37%   | Computer use by hours       |
| Wi-Fi Sessions              | 1,423       | 1,760       | 1,825        | 1,716       | 2,011       | 1,959       | 2,713       | 2,372       | 0      | 0      | 0      | 0           | 15,779       | 18,911       | -17%   | Wi-Fi Sessions              |
| Facebook "Views"            | 43,250      | 49,183      | 72,203       | 35,058      | 46,769      | 118,708     | 95,380      | 33,112      | 0      | 0      | 0      | 0           | 493,663      | 374,575      | 32%    | 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 | \$ 2,011.46 | \$ 3,304.99 | \$ -   | \$ -   | \$ -   | \$ 1,770.33 | \$ 28,546.89 | \$ 31,279.86 | -9%    | Revenue                     |









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



00064525

NSP 21

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

01

### Summary of Accounts - From 07/01/2026 To 07/31/2026

#### 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      | \$93,272.14       | \$91,866.45        |
| <b>Total on Deposit</b>        |                |                   | <b>\$91,866.45</b> |

The great big small bank

 800-642-0014

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



## Premium Business Checking w/In-XXXXXX1877

### Account Summary

#### Description

|                          |                    |
|--------------------------|--------------------|
| <b>Beginning Balance</b> | <b>\$93,272.14</b> |
| 10 Credit(s) This Period | \$1,986.71         |
| 10 Debit(s) This Period  | \$3,392.40         |
| <b>Ending Balance</b>    | <b>\$91,866.45</b> |

### Interest Summary

#### Description

|                                |          |
|--------------------------------|----------|
| Annual Percentage Yield Earned | 0.95%    |
| Interest Days                  | 31       |
| Interest Earned                | \$74.48  |
| Interest Paid This Period      | \$74.48  |
| Interest Paid Year-To-Date     | \$503.95 |

### Deposit Activity ELECTRONIC

| Post Date                        | Description                   | Amount          |
|----------------------------------|-------------------------------|-----------------|
| 07-07                            | PAYPAL TRANSFER *****85624296 | \$116.88        |
| 07-14                            | PAYPAL TRANSFER *****43121021 | \$206.24        |
| 07-21                            | PAYPAL TRANSFER *****97437324 | \$278.20        |
| 07-28                            | PAYPAL TRANSFER *****47881789 | \$132.32        |
| 07-31                            | INTEREST PAYMENT              | \$74.48         |
| <b>Total Electronic Deposits</b> |                               | <b>\$808.12</b> |

### Deposit Activity PAPER

| Post Date                   | Description      | Amount            |
|-----------------------------|------------------|-------------------|
| 07-06                       | CUSTOMER DEPOSIT | \$266.40          |
| 07-13                       | CUSTOMER DEPOSIT | \$27.00           |
| 07-13                       | CUSTOMER DEPOSIT | \$362.75          |
| 07-20                       | CUSTOMER DEPOSIT | \$258.54          |
| 07-27                       | CUSTOMER DEPOSIT | \$263.90          |
| <b>Total Paper Deposits</b> |                  | <b>\$1,178.59</b> |

### Withdrawal Activity PAPER

| Post Date | Description | Amount   |
|-----------|-------------|----------|
| 07-01     | Check #1511 | \$420.00 |
| 07-10     | Check #1500 | \$500.00 |
| 07-14     | Check #1512 | \$61.80  |
| 07-14     | Check #1513 | \$58.84  |

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Premium Business Checking w/In-XXXXXX1877

Continued

Withdrawal Activity

PAPER

| Post Date               | Description | Amount     |
|-------------------------|-------------|------------|
| 07-15                   | Check #1514 | \$1,496.14 |
| 07-17                   | Check #0    | \$75.00    |
| 07-22                   | Check #1516 | \$450.00   |
| 07-24                   | Check #1515 | \$113.54   |
| 07-29                   | Check #1517 | \$76.36    |
| 07-29                   | Check #1518 | \$140.72   |
| Total Paper Withdrawals |             | \$3,392.40 |

Checks Cleared

| X                        | Check # | Date       | Amount   |
|--------------------------|---------|------------|----------|
| <input type="checkbox"/> |         | 07/17/2026 | \$75.00  |
| <input type="checkbox"/> | 1500    | 07/10/2026 | \$500.00 |
| <input type="checkbox"/> | 1511    | 07/01/2026 | \$420.00 |
| <input type="checkbox"/> | 1512    | 07/14/2026 | \$61.80  |
| <input type="checkbox"/> | 1513    | 07/14/2026 | \$58.84  |

| X                        | Check # | Date       | Amount     |
|--------------------------|---------|------------|------------|
| <input type="checkbox"/> | 1514    | 07/15/2026 | \$1,496.14 |
| <input type="checkbox"/> | 1515    | 07/24/2026 | \$113.54   |
| <input type="checkbox"/> | 1516    | 07/22/2026 | \$450.00   |
| <input type="checkbox"/> | 1517    | 07/29/2026 | \$76.36    |
| <input type="checkbox"/> | 1518    | 07/29/2026 | \$140.72   |

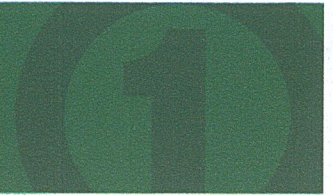


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1601 Dodge St.  
Stop Code 3148  
Omaha, NE 68197-3148



0004544  
HSP 17

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

01

### Summary of Accounts - From 08/01/2026 To 08/31/2026

| Deposit Account                | Account Number | Beginning Balance | Ending Balance     |
|--------------------------------|----------------|-------------------|--------------------|
| Premium Business Checking w/In | 733131877      | \$91,866.45       | \$93,075.65        |
| <b>Total on Deposit</b>        |                |                   | <b>\$93,075.65</b> |

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## Premium Business Checking w/In-XXXXXX1877

### Account Summary

#### Description

|                          |                    |
|--------------------------|--------------------|
| <b>Beginning Balance</b> | <b>\$91,866.45</b> |
| 11 Credit(s) This Period | \$3,283.89         |
| 13 Debit(s) This Period  | \$2,074.69         |
| <b>Ending Balance</b>    | <b>\$93,075.65</b> |

### Interest Summary

#### Description

|                                |          |
|--------------------------------|----------|
| Annual Percentage Yield Earned | 0.95%    |
| Interest Days                  | 31       |
| Interest Earned                | \$74.45  |
| Interest Paid This Period      | \$74.45  |
| Interest Paid Year-To-Date     | \$578.40 |

### Deposit Activity ELECTRONIC

| Post Date                        | Description                   | Amount          |
|----------------------------------|-------------------------------|-----------------|
| 08-04                            | PAYPAL TRANSFER *****09532269 | \$163.86        |
| 08-11                            | PAYPAL TRANSFER *****67092110 | \$109.83        |
| 08-18                            | PAYPAL TRANSFER *****20677314 | \$121.07        |
| 08-25                            | PAYPAL TRANSFER *****72283374 | \$224.03        |
| 08-31                            | INTEREST PAYMENT              | \$74.45         |
| <b>Total Electronic Deposits</b> |                               | <b>\$693.24</b> |

### Deposit Activity PAPER

| Post Date                   | Description      | Amount            |
|-----------------------------|------------------|-------------------|
| 08-03                       | CUSTOMER DEPOSIT | \$387.10          |
| 08-10                       | CUSTOMER DEPOSIT | \$515.70          |
| 08-14                       | CUSTOMER DEPOSIT | \$678.55          |
| 08-17                       | CUSTOMER DEPOSIT | \$328.95          |
| 08-24                       | CUSTOMER DEPOSIT | \$412.85          |
| 08-31                       | CUSTOMER DEPOSIT | \$267.50          |
| <b>Total Paper Deposits</b> |                  | <b>\$2,590.65</b> |

### Withdrawal Activity PAPER

| Post Date | Description | Amount   |
|-----------|-------------|----------|
| 08-03     | Check #1507 | \$150.00 |
| 08-04     | Check #1519 | \$228.76 |
| 08-06     | Check #1521 | \$215.00 |

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## Premium Business Checking w/In-XXXXXX1877

Continued

Withdrawal Activity  
PAPER

| Post Date               | Description | Amount     |
|-------------------------|-------------|------------|
| 08-07                   | Check #1508 | \$200.00   |
| 08-07                   | Check #1523 | \$100.00   |
| 08-07                   | Check #1526 | \$100.00   |
| 08-07                   | Check #1529 | \$29.46    |
| 08-11                   | Check #1520 | \$93.25    |
| 08-14                   | Check #1527 | \$100.00   |
| 08-18                   | Check #1522 | \$100.00   |
| 08-18                   | Check #1532 | \$63.78    |
| 08-24                   | Check #1531 | \$271.50   |
| 08-26                   | Check #1528 | \$422.94   |
| Total Paper Withdrawals |             | \$2,074.69 |

## Checks Cleared

| X                        | Check # | Date       | Amount   |
|--------------------------|---------|------------|----------|
| <input type="checkbox"/> | 1507    | 08/03/2026 | \$150.00 |
| <input type="checkbox"/> | 1508    | 08/07/2026 | \$200.00 |
| <input type="checkbox"/> | 1519    | 08/04/2026 | \$228.76 |
| <input type="checkbox"/> | 1520    | 08/11/2026 | \$93.25  |
| <input type="checkbox"/> | 1521    | 08/06/2026 | \$215.00 |
| <input type="checkbox"/> | 1522    | 08/18/2026 | \$100.00 |
| <input type="checkbox"/> | 1523    | 08/07/2026 | \$100.00 |

| X                        | Check # | Date       | Amount   |
|--------------------------|---------|------------|----------|
| <input type="checkbox"/> | 1526    | 08/07/2026 | \$100.00 |
| <input type="checkbox"/> | 1527    | 08/14/2026 | \$100.00 |
| <input type="checkbox"/> | 1528    | 08/26/2026 | \$422.94 |
| <input type="checkbox"/> | 1529    | 08/07/2026 | \$29.46  |
| <input type="checkbox"/> | 1531    | 08/24/2026 | \$271.50 |
| <input type="checkbox"/> | 1532    | 08/18/2026 | \$63.78  |

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

July 2026

|                                 | Jul 26           | Jul 25           | \$ Change      | % Change      |
|---------------------------------|------------------|------------------|----------------|---------------|
| <b>Ordinary Income/Expense</b>  |                  |                  |                |               |
| <b>Income</b>                   |                  |                  |                |               |
| General revenue                 |                  |                  |                |               |
| 3D Printing                     | 0.10             | 0.00             | 0.10           | 100.0%        |
| Book sale                       | 900.05           | 793.93           | 106.12         | 13.4%         |
| Copies                          | 350.66           | 431.35           | -80.69         | -18.7%        |
| Donations                       | 1.25             | 147.35           | -146.10        | -99.2%        |
| Earbuds                         | 1.00             | 0.00             | 1.00           | 100.0%        |
| Interest                        | 74.48            | 81.15            | -6.67          | -8.2%         |
| Interlibrary loan               | 5.00             | 7.00             | -2.00          | -28.6%        |
| Paid items (Damaged/Lost Items) | 187.82           | 88.73            | 99.09          | 111.7%        |
| Pop machine                     | 27.00            | 36.00            | -9.00          | -25.0%        |
| Subscriptions                   | 400.00           | 450.00           | -50.00         | -11.1%        |
| <b>Total General revenue</b>    | <b>1,947.36</b>  | <b>2,035.51</b>  | <b>-88.15</b>  | <b>-4.3%</b>  |
| Uncategorized Income            | 64.10            | 34.31            | 29.79          | 86.8%         |
| <b>Total Income</b>             | <b>2,011.46</b>  | <b>2,069.82</b>  | <b>-58.36</b>  | <b>-2.8%</b>  |
| <b>Expense</b>                  |                  |                  |                |               |
| Credit Card Processing Fees     | 24.75            | 15.73            | 9.02           | 57.3%         |
| Operation expenses              |                  |                  |                |               |
| 3D Printer Filament             | 0.00             | -4.70            | 4.70           | 100.0%        |
| Sales Tax                       | 120.64           | 44.01            | 76.63          | 174.1%        |
| <b>Total Operation expenses</b> | <b>120.64</b>    | <b>39.31</b>     | <b>81.33</b>   | <b>206.9%</b> |
| Program expenses                |                  |                  |                |               |
| Summer Reading                  |                  |                  |                |               |
| Summer Reading - Adult          | 450.00           | 0.00             | 450.00         | 100.0%        |
| Summer Reading - Children       | 2,963.77         | 2,947.61         | 16.16          | 0.6%          |
| Summer Reading - Teen           | 75.00            | 280.00           | -205.00        | -73.2%        |
| <b>Total Summer Reading</b>     | <b>3,488.77</b>  | <b>3,227.61</b>  | <b>261.16</b>  | <b>8.1%</b>   |
| <b>Total Program expenses</b>   | <b>3,488.77</b>  | <b>3,227.61</b>  | <b>261.16</b>  | <b>8.1%</b>   |
| <b>Total Expense</b>            | <b>3,634.16</b>  | <b>3,282.65</b>  | <b>351.51</b>  | <b>10.7%</b>  |
| <b>Net Ordinary Income</b>      | <b>-1,622.70</b> | <b>-1,212.83</b> | <b>-409.87</b> | <b>-33.8%</b> |
| <b>Net Income</b>               | <b>-1,622.70</b> | <b>-1,212.83</b> | <b>-409.87</b> | <b>-33.8%</b> |

**Mitchell Public Library Library Board of Trustees**  
**Profit & Loss Prev Year Comparison**  
**August 2026**

|                                 | Aug 26          | Aug 25          | \$ Change       | % Change      |
|---------------------------------|-----------------|-----------------|-----------------|---------------|
| <b>Ordinary Income/Expense</b>  |                 |                 |                 |               |
| <b>Income</b>                   |                 |                 |                 |               |
| General revenue                 |                 |                 |                 |               |
| 3D Printing                     | 21.20           | 5.40            | 15.80           | 292.6%        |
| Book sale                       | 1,473.70        | 765.50          | 708.20          | 92.5%         |
| Copies                          | 506.90          | 459.45          | 47.45           | 10.3%         |
| Donations                       | 703.65          | 17.45           | 686.20          | 3,932.4%      |
| Earbuds                         | 0.00            | 1.00            | -1.00           | -100.0%       |
| Interest                        | 74.45           | 81.49           | -7.04           | -8.6%         |
| Interlibrary loan               | 11.00           | 33.50           | -22.50          | -67.2%        |
| Laminating                      | 1.00            | 2.00            | -1.00           | -50.0%        |
| Paid items (Damaged/Lost Items) | 132.14          | 82.67           | 49.47           | 59.8%         |
| Subscriptions                   | 375.00          | 525.00          | -150.00         | -28.6%        |
| <b>Total General revenue</b>    | <b>3,299.04</b> | <b>1,973.46</b> | <b>1,325.58</b> | <b>67.2%</b>  |
| Uncategorized Income            | 5.95            | 7.99            | -2.04           | -25.5%        |
| <b>Total Income</b>             | <b>3,304.99</b> | <b>1,981.45</b> | <b>1,323.54</b> | <b>66.8%</b>  |
| <b>Expense</b>                  |                 |                 |                 |               |
| Credit Card Processing Fees     | 21.10           | 17.35           | 3.75            | 21.6%         |
| Operation expenses              |                 |                 |                 |               |
| Meals and Entertainment         | 29.46           | 0.00            | 29.46           | 100.0%        |
| Sales Tax                       | 63.78           | 0.00            | 63.78           | 100.0%        |
| <b>Total Operation expenses</b> | <b>93.24</b>    | <b>0.00</b>     | <b>93.24</b>    | <b>100.0%</b> |
| Program expenses                |                 |                 |                 |               |
| Summer Reading                  |                 |                 |                 |               |
| Summer Reading - Adult          | 439.60          | 405.00          | 34.60           | 8.5%          |
| Summer Reading - Children       | 271.50          | 0.00            | 271.50          | 100.0%        |
| Summer Reading - Teen           | 664.91          | 333.80          | 331.11          | 99.2%         |
| <b>Total Summer Reading</b>     | <b>1,376.01</b> | <b>738.80</b>   | <b>637.21</b>   | <b>86.3%</b>  |
| <b>Total Program expenses</b>   | <b>1,376.01</b> | <b>738.80</b>   | <b>637.21</b>   | <b>86.3%</b>  |
| <b>Total Expense</b>            | <b>1,490.35</b> | <b>756.15</b>   | <b>734.20</b>   | <b>97.1%</b>  |
| <b>Net Ordinary Income</b>      | <b>1,814.64</b> | <b>1,225.30</b> | <b>589.34</b>   | <b>48.1%</b>  |
| <b>Net Income</b>               | <b>1,814.64</b> | <b>1,225.30</b> | <b>589.34</b>   | <b>48.1%</b>  |

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

January through August 2026

|                                 | Jan - Aug 26     | Jan - Aug 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                     | 30.35            | 35.92            | -5.57           | -15.5%        |
| Book sale                       | 8,131.47         | 6,056.18         | 2,075.29        | 34.3%         |
| Copies                          | 3,283.02         | 3,636.31         | -353.29         | -9.7%         |
| Donations                       | 1,330.08         | 823.55           | 506.53          | 61.5%         |
| Earbuds                         | 3.00             | 26.00            | -23.00          | -88.5%        |
| Interest                        | 578.40           | 767.79           | -189.39         | -24.7%        |
| Interlibrary loan               | 90.00            | 123.00           | -33.00          | -26.8%        |
| Laminating                      | 14.00            | 29.00            | -15.00          | -51.7%        |
| Meeting room fees               | 100.00           | 100.00           | 0.00            | 0.0%          |
| Paid items (Damaged/Lost Items) | 995.42           | 562.97           | 432.45          | 76.8%         |
| Pop machine                     | 117.00           | 90.00            | 27.00           | 30.0%         |
| Subscriptions                   | 4,275.00         | 3,775.00         | 500.00          | 13.3%         |
| <b>Total General revenue</b>    | <b>18,947.74</b> | <b>16,025.72</b> | <b>2,922.02</b> | <b>18.2%</b>  |
| <b>Uncategorized Income</b>     | <b>328.82</b>    | <b>141.46</b>    | <b>187.36</b>   | <b>132.5%</b> |
| <b>Total Income</b>             | <b>26,776.56</b> | <b>23,667.18</b> | <b>3,109.38</b> | <b>13.1%</b>  |
| <b>Expense</b>                  |                  |                  |                 |               |
| Continuing Education            | 275.00           | 0.00             | 275.00          | 100.0%        |
| Credit Card Processing Fees     | 185.80           | 131.81           | 53.99           | 41.0%         |
| Operation expenses              |                  |                  |                 |               |
| 3D Printer Filament             | 0.00             | 82.26            | -82.26          | -100.0%       |
| Checks                          | 59.90            | 0.00             | 59.90           | 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         | 29.46            | 63.45            | -33.99          | -53.6%        |
| Miscellaneous                   | 150.00           | 0.00             | 150.00          | 100.0%        |
| Repairs and Maintenance         | 0.00             | 392.60           | -392.60         | -100.0%       |
| Sales Tax                       | 499.75           | 303.42           | 196.33          | 64.7%         |
| <b>Total Operation expenses</b> | <b>1,467.11</b>  | <b>1,219.81</b>  | <b>247.30</b>   | <b>20.3%</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         | 1,782.87         | -280.16         | -15.7%        |
| Program supplies                | 55.76            | 59.36            | -3.60           | -6.1%         |
| Summer Reading                  |                  |                  |                 |               |
| Summer Reading - Adult          | 1,698.70         | 1,997.12         | -298.42         | -14.9%        |
| Summer Reading - Children       | 7,993.47         | 7,506.38         | 487.09          | 6.5%          |
| Summer Reading - Teen           | 1,110.26         | 1,023.30         | 86.96           | 8.5%          |
| Summer Reading - Other          | 200.00           | 0.00             | 200.00          | 100.0%        |
| <b>Total Summer Reading</b>     | <b>11,002.43</b> | <b>10,526.80</b> | <b>475.63</b>   | <b>4.5%</b>   |
| Teen programming                | 927.23           | 568.64           | 358.59          | 63.1%         |
| <b>Total Program expenses</b>   | <b>13,853.13</b> | <b>14,599.52</b> | <b>-746.39</b>  | <b>-5.1%</b>  |
| Travel Expense                  | 2,723.50         | 0.00             | 2,723.50        | 100.0%        |
| <b>Total Expense</b>            | <b>18,602.31</b> | <b>15,951.14</b> | <b>2,651.17</b> | <b>16.6%</b>  |
| <b>Net Ordinary Income</b>      | <b>8,174.25</b>  | <b>7,716.04</b>  | <b>458.21</b>   | <b>5.9%</b>   |
| <b>Net Income</b>               | <b>8,174.25</b>  | <b>7,716.04</b>  | <b>458.21</b>   | <b>5.9%</b>   |

CITY OF MITCHELL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2026

101-GENERAL

LIBRARY

| DEPARTMENTAL EXPENDITURES                | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>YTD ACTUAL | CURRENT<br>YTD ACTUAL | BUDGET<br>BALANCE | % YTD<br>BUDGET |
|------------------------------------------|-------------------|-------------------|--------------------------|-----------------------|-------------------|-----------------|
| <u>SALARIES</u>                          |                   |                   |                          |                       |                   |                 |
| 101-45500-41100 SALARIES                 | 439,661           | 32,408.33         | 265,422.43               | 262,792.98            | 176,868.02        | 59.77           |
| 101-45500-41110 OVERTIME                 | 250               | 0.00              | 42.31                    | 0.00                  | 250.00            | 0.00            |
| 101-45500-41120 PART-TIME                | 42,500            | 3,289.99          | 25,772.75                | 27,099.47             | 15,400.53         | 63.76           |
| 101-45500-41200 SOCIAL SECURITY/MEDICARE | 36,491            | 2,636.66          | 21,355.25                | 21,140.80             | 15,350.20         | 57.93           |
| 101-45500-41300 RETIREMENT               | 26,071            | 1,944.49          | 15,927.78                | 15,767.63             | 10,303.37         | 60.48           |
| 101-45500-41500 GROUP INSURANCE          | 114,646           | 3,016.02          | 75,095.52                | 61,644.21             | 53,001.79         | 53.77           |
| 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           | 43,295.49         | 403,616.04               | 388,445.09            | 271,173.91        | 58.89           |
| <u>CURRENT EXPENSES</u>                  |                   |                   |                          |                       |                   |                 |
| 101-45500-42200 PROFESSIONAL SERVICES    | 325               | 0.00              | 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             | 3,604.30          | 1,526.34                 | 7,374.15 (            | 274.15)           | 103.86          |
| 101-45500-42600 SUPPLIES & MATERIALS     | 12,500            | 434.03            | 7,178.61                 | 6,085.01              | 6,414.99          | 48.68           |
| 101-45500-42661 POSTAGE                  | 2,000             | 215.16            | 1,600.48                 | 988.91                | 1,011.09          | 49.45           |
| 101-45500-42690 MINITEX FEES             | 5,965             | 6,596.04          | 5,749.85                 | 6,596.04 (            | 631.04)           | 110.58          |
| 101-45500-42691 DATABASE SYS UPDATE      | 2,000             | 0.00              | 1,932.00                 | 206.00                | 1,794.00          | 10.30           |
| 101-45500-42692 PERIODICALS              | 4,500             | 0.00              | 2,064.20                 | 2,000.00              | 2,500.00          | 44.44           |
| 101-45500-42693 E-BOOKS/AUDIO BOOKS      | 20,350            | 1,057.92          | 10,996.20                | 10,789.18             | 9,560.82          | 53.02           |
| 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            | 3,437.67          | 26,363.81                | 26,259.49             | 21,200.51         | 55.33           |
| 101-45500-42830 UTILITIES-WATER/SEWER    | 3,100             | 0.00              | 1,002.30                 | 1,362.70              | 1,737.30          | 43.96           |
| 101-45500-42902 COMPUTER SOFTWARE        | 2,120             | 0.00              | 268.18                   | 243.80                | 1,876.20          | 11.50           |
| 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>3,530.00</u>          | <u>3,530.00</u>       | <u>20.00</u>      | <u>99.44</u>    |
| TOTAL CURRENT EXPENSES                   | 112,320           | 15,345.12         | 62,761.97                | 65,735.28             | 46,584.72         | 58.53           |
| <u>CAPITAL OUTLAY</u>                    |                   |                   |                          |                       |                   |                 |
| 101-45500-43300 BUILDING                 | 10,000            | 0.00              | 21,108.00                | 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            | 3,103.63          | 30,379.96                | 31,028.71             | 15,971.29         | 66.02           |
| 101-45500-43421 AUDIO-VISUAL             | 3,000             | 212.99            | 1,448.84                 | 1,898.03              | 1,101.97          | 63.27           |
| 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            | 3,316.62          | 52,936.80                | 42,708.54             | 17,291.46         | 71.18           |
| TOTAL LIBRARY                            | 831,939           | 61,957.23         | 519,314.81               | 496,888.91            | 335,050.09        | 59.73           |
|                                          | =====             | =====             | =====                    | =====                 | =====             | =====           |
| TOTAL EXPENDITURES                       | 831,939           | 61,957.23         | 519,314.81               | 496,888.91            | 335,050.09        | 59.73           |

\*\*WARNING\*\* 925 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

### Approval of Bills – September 2026

There are three bills needing approval for payment that haven't received previous approval.

|                                      |          |
|--------------------------------------|----------|
| American Girl (Kirsten and Josefina) | \$349.00 |
| American Girl (Kaya and Addy)        | \$329.55 |
| Fee for Denis Mahowald banjo program | \$100.00 |
| Total                                | \$778.55 |

1. Megan and Justin Luther offered to pay for four American Girl dolls that the library would purchase, catalog, and make available for checkout. The dolls have been purchased and are in the process of being cataloged. We will start checking them out this fall. We greatly appreciate the Luther's support of the library.
2. Rachel Soulek scheduled a program for September 13. Denis Mahowald, from Huron, gave a banjo performance and demonstration. The fee for this program was \$100, which I approved.

## Circulation Policy

Mitchell Public Library makes a large investment of public funds so area residents have a wide variety of stimulating materials available to use. The library is free and open to all for in-house use. Circulation policies are intended to provide library users equal access to these materials and to protect library materials from damage.

### Loan Periods

Below are loan periods for physical items that may be checked out from Mitchell Public Library.

| Material                 | Loan Period | Renewals     | Restrictions        | Borrowing Limits |
|--------------------------|-------------|--------------|---------------------|------------------|
| Books                    | 2 weeks     | Yes -- Twice |                     | 150 items        |
| Movies/Videos            | 1 week      | Yes -- Twice | Must be 18 or older | 5 items          |
| Magazines                | 1 week      | Yes -- Twice |                     | 10 items         |
| Interlibrary Loans       | Varies      | Varies       |                     | Varies           |
| Audiobooks               | 2 weeks     | Yes -- Twice |                     | 50 items         |
| Kits                     | 2 weeks     | Yes -- Twice |                     | 50 items         |
| Board Games              | 2 weeks     | Yes -- Once  | Must be 13 or older | 1 item           |
| Newspapers               |             |              | Non-circulating     |                  |
| Telescope                | 1 week      | No           | Must be 18 or older | 1 item           |
| Toy Lending Library Toys | 3 weeks     | No           | Must be 18 or older | 1 item           |
| State Park Pass          | 3 days      | No           | Must be 18 or older | 1 item           |
| Archival collections     |             |              | Non-circulating     |                  |

### Holds

Mitchell Public Library patrons may reserve materials (i.e., place a hold on an item). The request may be made by phone, in person, or online through the library catalog. Patrons will be notified when the reserved material is available. Items will be held for five days. If not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

### Renewals

Renewals are allowed as listed in the above chart. Renewal periods are the same length as the original checkout period. Renewals may be requested in person, by telephone, or through the library's online catalog. *If a hold has been placed on an item a renewal will not be granted.*

### Overdue Materials

The library will attempt to send courtesy reminders to valid text numbers or email addresses before items are due. If items are not returned, an overdue notice will be sent via email or regular mail two weeks after the due date. If items are still not returned after four weeks overdue, a bill for the replacement cost of the item will be sent to the patron via regular mail. If the item is returned in good condition after this bill is sent, this replacement fee will be removed from the patron's account. If items are not returned the patron is responsible for paying the replacement cost of the item. Patrons are responsible for knowing the due dates of the materials they

checkout. Failure to receive a reminder or mailed notice does not alter the patron's responsibilities.

### *Lost Materials*

Items will be considered lost after being overdue for more than four weeks, or when the library is notified by a patron that an item is lost. Patrons are responsible for the replacement cost of any lost items. The library will not accept a replacement copy purchased by the patron. Replacement fees are not refundable.

### *Damaged Materials*

Mitchell Public Library recognizes that normal use causes wear and damage to library materials. In general, such normal wear and tear will incur no penalty or fee. Wear and damages occurring through misuse or negligence may incur the following penalties:

- If the damage is repairable, no charges will be assessed. Additional occurrences of such misuse or negligence may cause checkout privileges to be revoked at the discretion of the Library Director, or the Director's designee.
- If the damage is beyond repair and necessitates replacement of the item, the patron will be charged the library's replacement cost of the item. The library will not accept a replacement copy purchased by the patron. Patrons will be allowed to keep damaged materials after they have paid the replacement fees, and after the library has withdrawn the materials from the collection. There is one exception to patrons being allowed to keep damaged materials after paying the replacement fee. If the damaged material(s) pose a health hazard (e.g., containing mold) library staff will dispose of the item(s).

### *Restrictions of Borrowing Privileges*

A library account will be blocked from checking out additional materials if there are any overdue items on the account or an associated account. A library account will also be blocked if there are outstanding fees of \$5.00 or more on the account or on an associated account. A patron's privilege to check out library materials may be suspended at the Director's discretion based upon the patron's pattern of misuse.

Exceptions to this policy may be made at the discretion of the Library Director or the Director's designee.

## 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~~ **at least every three years** 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.

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.

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.

## **September 2026 Funding Requests**

We are submitting one funding request for \$350 this month.

### **Request for Funds: Native American Heritage Month Program**

**Rachel Soulek, Program Specialist**

#### **BACKGROUND:**

For Native American Heritage Month in November, we plan to have Kenny Miller present a program. Kenny Miller is a traditional Lakota dancer who grew up in Mitchell. He is now an award-winning champion dancer who loves to share his culture and help foster connections for future generations.

#### **PROGRAM DESCRIPTION:**

Kenny will perform a healing dance. He will be wearing full regalia and speak about Lakota art and language. He will explain the regalia and his journey of becoming a warrior and leader.

#### **REQUESTED FUNDS:**

Appearance fee – \$300.00

Gas stipend – \$50.00

Total requested: \$350.00