



Mitchell Public Library Board of Trustees Agenda
City Council Chambers, City Hall, 612 N. Main Street
July 15, 2025

- 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 2025-2026.
 - B. Review of 2026 Library Budget 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
Community Room, Mitchell Public Library, 221 N. Duff Street
May 13, 2025

1. Call to Order

Board President Nath called the meeting to order at 5:17 p.m.

2. Roll Call

The following members were present in person: Dennis Nath, Deb Everson and Diana Goldammer, Ann Temple, and Susan Tjarks. Board member Emma Shears attended via Zoom. Also present was Kevin Kenkel, Library Director.

3. Approval of Agenda

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

4. Approval of Minutes

Board members reviewed the minutes from the March 18, 2025 board meeting. No changes were needed. Motion by Everson, seconded by Temple, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for April 2025. Kenkel provided additional comments regarding the written reports. Additional discussion about federal funding to the SD State Library and its effects on Mitchell Public Library was held. Motion by Temple, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Board members reviewed the March and April 2025 bank statements and financial reports. Discussion on interlibrary loan and the library's postage account was held. Motion by Goldammer, seconded by Temple, to authorize Kenkel to use Board funds to pay for postage costs after the postage budget is expended later this year. This authorization is through 12/31/2025. All members present voted "Aye". Motion passed. Motion by Tjarks, seconded by Everson, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Bylaws Updates

Board members reviewed updates to the Board Bylaws. Motion by Everson, seconded by Goldammer, to approve these updates. All members present voted "Aye". Motion passed.

B. Action to Approve Policy Updates

Board members reviewed updates to the Collection Development Policy, the Confidentiality Policy, the Library Room Use Policy, and the Public Computer Use Policy. Board members also reviewed the Rules of Conduct Policy with no updates. No changes were recommended. Motion by Goldammer, seconded by Tjarks, to approve these updates. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Goldammer asked about the Little Free Library in the courtyard across Corn Palace. Kenkel informed Board members that library staff recently added books in preparation for the summer months. Over the winter, few books were removed from the Little Free Library. Kenkel expects more books taken as the tourist picks up. Library staff will regularly check the Little Free Library over the summer months to make sure it has plenty of books.

Temple commented that she liked the April training at which Board members were trained on circulation desk functions.

Board members and Kenkel thanked Emma Shears for her five years of service on the Library Board of Trustees. Shears chose to not be reappointed to another term, so this meeting was her last meeting. Shears commented on appreciating the improvements to the library during her time on the Board.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that there will be no Board training in June. Library staff will be busy with the Summer Reading Program.

The next Board of Trustees meeting is scheduled for July 15, 2025 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 6:28 p.m.

Mitchell Public Library Director Report July 15, 2025

1. Sales Tax

The May and June sales tax amounts for our used book sale were \$52.20 and \$44.01 respectively.

2. Summer Reading Program

We had a successful SRP registration week. The live goats always draw people to the library. On Wednesday, May 28 we had 586 people in the library, four more than last year. We had higher daily traffic in the library in June. Of all the weekdays we were open in June, there was only one weekday that we had less than 200 in the library. For June, we had a traffic count of 5,973, compared to 5,348 for June 2024. Jean and Max will provide a few more details in their reports.

3. Board Membership

Megan Luther joins the board at our July meeting.

4. Library Accreditation

In June I submitted the application for library accreditation through the State Library. We currently have "Essential Level" accreditation. We applied for "Enhanced Level" accreditation, which requires meeting all the Essential standards and all but two of the Enhanced standards. There are two standards that we haven't met yet:

- a. 43. The library evaluates one program annually in terms of outcomes achieved. Three evaluations total for three-year renewal cycle. **REQUIRES DOCUMENTATION.**
- b. 55. Library has a technology plan in place that is adopted by the Library Board and evaluated every three years. The technology plan includes a timeline and proposed annual budget for library technology improvements. **INCLUDE A COPY OF TECHNOLOGY PLAN OR MEETING MINUTES AT WHICH PLAN WAS REVIEWED.**

5. 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.

July 2025 – Pride Neon from Sioux Falls provided the lowest quote for a digital sign. The order was signed and submitted in June, after receiving approval from City Council for the purchase. The sign will be located at the corner of Third Avenue and Sanborn Boulevard. A linden tree was removed and relocated elsewhere in town by the Parks Department July 8.
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.
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.

Goal B

Maximize library space

Strategies

1. Reorganize collection to create more space for children’s collection.
 - a. Weed adult nonfiction collection significantly by the end of 2025 to reduce the footprint of the collection. The goal is to empty three rows of nonfiction shelves.

We have approximately 40% of the adult nonfiction collection weeded.

- b. Reorganize children's collection to expand into the emptied adult nonfiction space by the end of 2nd quarter 2026.
2. Reorganize collection to create space for an "intermediate" collection.
 - a. Determine what titles from the existing collections would be candidates for an intermediate collection by the 3rd quarter of 2026.
 - b. Determine what space would best accommodate a standalone intermediate collection by the 3rd quarter of 2026.
 - c. Reorganize children's and YA collections to create an "intermediate collection" by the end of 4th quarter 2026.
3. Install better lighting around the interior perimeter.
 - a. Lights will be installed by 4th quarter of 2025.

July 2025 – The track lighting was installed in June. The inside perimeter of the library is so much brighter! I also submitted a grant application for a T-Mobile Hometown Grant for funding to upgrade our fluorescent bulbs to LED bulbs. Funding decisions will be announced in early August.

This strategy is achieved.
4. Provide a drive-up book return to patrons.
 - a. Determine feasibility of moving the east, outdoor book return to a drive-up location by 2nd quarter 2026.
 - b. If feasible, move the east, outdoor book return to a drive-up location by 3rd quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
 - a. Determine affordability of a subscription to OverDrive's digital periodicals by 4th quarter of 2025.

July 2025 – The cost of an annual subscription from OverDrive for their periodical service is \$2,000. This subscription was ordered July 1. We will announce this in our Summer newsletter. Anyone who uses Libby has access to the magazine collection. As of July 8, there were 81 magazine checkouts.
 - b. Determine if any newspaper subscriptions can be discontinued by 4th quarter of 2025.

July 2025 – We will cancel the *Capital Journal*, *Star Tribune*, *Yonkton Daily Press*, *Wall Street Journal*, *USA Today* and *Huron Daily Plainsman*. This will save more than enough to cover the cost of the new digital magazine collection. We checked other libraries' holdings to see if they have subscriptions to any of these newspapers. Most do not. We will maintain subscriptions to the *Rapid City Journal*, *Sioux Falls Argus Leader*, and *Mitchell Republic*.
 - 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.

July 2025 – We are experiencing higher participation for Teen SRP. As of the first week of July we have 102 teenagers registered for SRP. At the same period in 2023 we had 81 teens registered.
 - d. This strategy is achieved with a minimum of 300 teen participants per year.
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.

July 2025 – We are experiencing higher participation for Adult SRP. As of the first week of July we have 225 teenagers registered for SRP. At the same period in 2023 we had 111 adults registered.
3. Partner with external organizations to offer programs.
 - a. Continually identify external organizations to present programs at the library.

July 2025 – Max Velasquez has scheduled a book club at the new Palace City Brewery. This is scheduled for July 24 at 7:00 pm.
 - b. Contact these organizations to determine their willingness to partner on programming.

July 2025 – Amber Hiles, a middle school teacher, planned to hold a writing camp in the library this summer.
 - c. Schedule six “partner” programs in 2026.
4. Request funding to hire an additional library position (e.g., a programming/outreach assistant).
 - a. By the end of 2nd quarter 2027, have increased programming and participation that would support the need for the additional position.
 - b. Submit a funding request for an addition position by 2nd quarter 2027 for the FY2028 budget process.
 - c. This strategy is achieved when such request is submitted, but ultimately achieved when the funding request is approved through the city budget process and the position is filled.

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.

July 2025 – We participated in the First Fridays event June 6 to promote Summer Reading Program. Three staff members, Rachel Soulek, Stacie Rothlisberger, and Angie Putnam created a human slot machine with book covers.



- b. Select a variety of books that could be available for checkout at a “pop-up” library.
 - c. This strategy is achieved when we have taken the “pop-up” library to three events by 3rd quarter of 2026.
 2. Develop better connections with area schools.
 - a. Continually identify individual teachers at area schools who would be interested in having a library presentation in their class.

Our meeting with Amber Hiles was a good opportunity to establish a relationship with the Mitchell Middle School language arts program.
 - b. Schedule and conduct presentations in those teachers’ classrooms (this also supports the strategy of offering more young adult programming).
 - c. This strategy is achieved when we have conducted a minimum of four presentations per year through the 2027-2028 academic year.

July 2025 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Management

I was able to resume the Adult Nonfiction weeding in June as the planning of summer activities gave way to the execution of said activities. The 500s and 600s have seen the largest change, as I was able to remove a lot of old and outdated medical and health books, which were replaced by a limited selection of current material that should see us in good stead for years to come. It's unlikely that any section of nonfiction after 697 will need to see such an extensive update. The planned order after Adult Nonfiction has concluded remains the same: YA Nonfiction, A-Romance, A-Science Fiction, YA-Fiction, A-Fiction, A-Mystery, and A-Western. Shifting will follow weeding, as will the creation of an intermediate reader section in the YA collection.

Programming

The Summer Reading Program has exceeded my expectations. The total signups at the time this was typed were **225** adults, and **102** teenagers. Reading logs are expected back beginning July 23rd. More details about the Summer Reading Program will be provided in the next board meeting. I have been focusing more heavily on programming for teenagers over the summer than the rest of the year, as they are more likely to have time to participate. The alcohol ink coaster craft for the teens was especially successful, as it brought in people I'd not seen around the library before. A couple of the attendees signed up for the SRP after hearing about the boba prize.

After getting the schedule sorted out, I have started a *Dungeons and Dragons* campaign with several of the young adult participants of previous *D&D* programming. It will be interesting to see how it develops.

The concert by Curtis and Loretta overlapped with a couple of youth sports events, so turnout was lower than expected.

The Wisdom Writing Workshop had a bit of a speedbump in that one of the presenters was unable to attend (this was known about well ahead of time), which also complicates things slightly for the South Dakota Humanities Grant that was awarded for the program (the other presenter was funded by SDSU Extension). The Humanities scholar has reached out about doing virtual workshops later this year, which sounds like the best option: if they're virtual, we can hold two workshops here at the library instead of one in person (\$25 each for virtual, \$50 for in person, the grant covering \$50).

Outreach

As part of the Summer Reading Program, I made connections with several businesses for prizes: Michelle's Mad Batter, Hot Shots Espresso, and Mya's Teriyaki. Their contribution was invaluable and I hope to have them on board in the future, Mya's in particular for YA. We are holding a Books and Brews event at Palace City Brewing later this month, where I and several patrons will be discussing *James* by Percival Everett. I've also been working out the details with Doreen Nelson about running a book club as part of the newcomer events the Mitchell Chamber of Commerce holds for people who have recently moved to the city.

May 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During May-July, I've been consumed with the Summer Reading Program, including tours and presentations during May and programming during June and July. I also continue to provide reader advisory to children and parents/caregivers; order and display books; engage with kids who love to "stump" me; and create weekly Bingo cards with art, language, and kindness activities.

Summer Reading Program (Theme: Color Our World)

The Summer Reading Program began on May 28 and May 31 with a kick-off featuring Andi Herbst and her goats. Over 300 children registered for SRP at these events alone! June and July have featured weekly large group programs for children (as many as 165 in attendance), along with small group programs with artists April Geist (collage), Emilie Jenks (beading), and Danna Kolbeck (watercolor).

We also have enjoyed partnerships with 401 Create, the Mitchell Area Council for the Arts, Mitchell Prehistoric Indigenous Archeological Site (formerly known as the Prehistoric Indian Village), and the Mitchell Dairy Queen (see below). These partnerships align with the library's strategic planning goal of forming partnerships within the community.

As of July 10, over 800 children have received Summer Reading Program packets (ice cream charts & daily reading sticker charts). I will submit a full report for the Sept. board meeting after the SRP has concluded.

Thursday and Saturday Storytimes

During the summer, I provide two sessions of weekly Thursday Storytime and two sessions of bi-weekly Saturday Storytime. This continues through July 31. Outdoor Storytime (June 12 & 26) was especially successful, with kids participating in outdoor games and messy nature painting at Hitchcock Park (20-40 in each session). Also, Dairy Queen invited me to lead Storytime at their restaurant on June 18 (3 morning sessions) and June 30 (2 morning sessions), with 57 people attending total.

UPCOMING EVENTS –July - August 2025

July 14-18 - Mural

Artist Stan Sherwood plans to paint a mural in the children's area and will allow kids to participate. ALSO, on Wed. July 16, reporter Dave Hauck from Dakota News Now will come to Mitchell to do a story that features the mural and emphasizes the positive things that libraries do.

NOTE: Our vision for the mural project includes additional murals, i.e., making trees out of the

pillars with leaves and sky reaching the soffit. We likely will ask for additional funding for this extended project.

July 18 – Watercolor class

On Friday, July 18, local artist Danna Kolbeck will lead a tube watercolor session for the kids who were on the waiting list from her June 27 session. (28 kids are on the waiting list!)

July 25 – Starr Chief Eagle

Lakota Hoop Dancer Starr Chief Eagle will perform at the Corn Palace Plaza on Friday, July 25 (workshop at 10am & full presentation at 6:30pm). All ages are invited to this free event. Starr performed for us in 2021 and 2023, and we are excited to host her again.

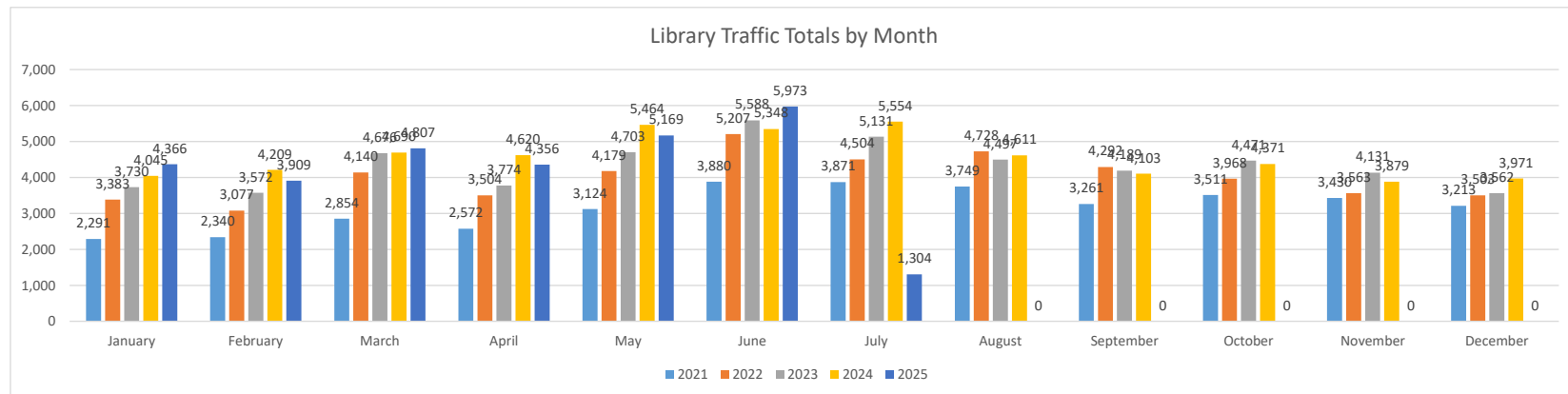
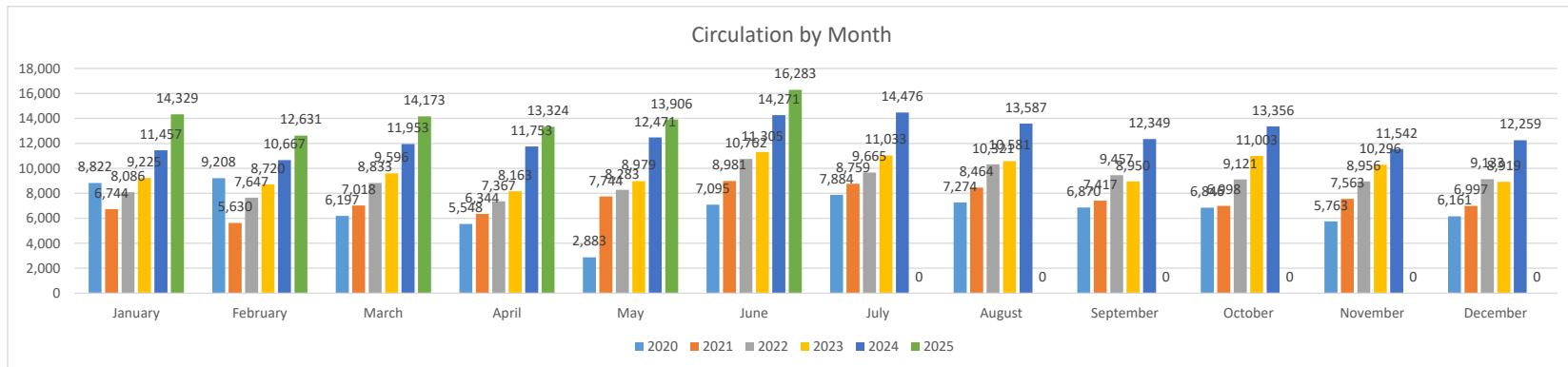
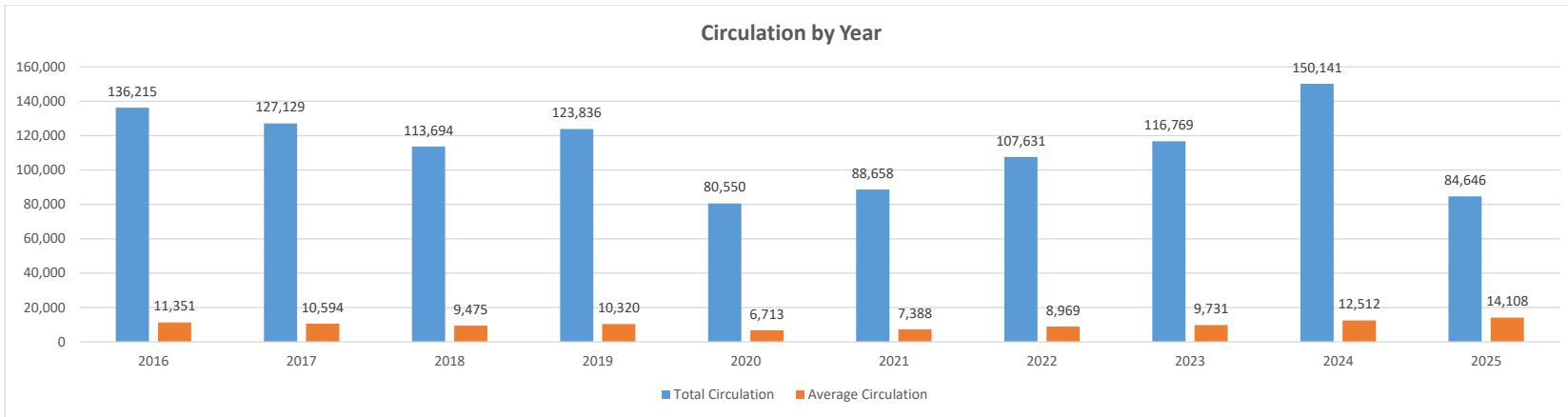
August Challenge

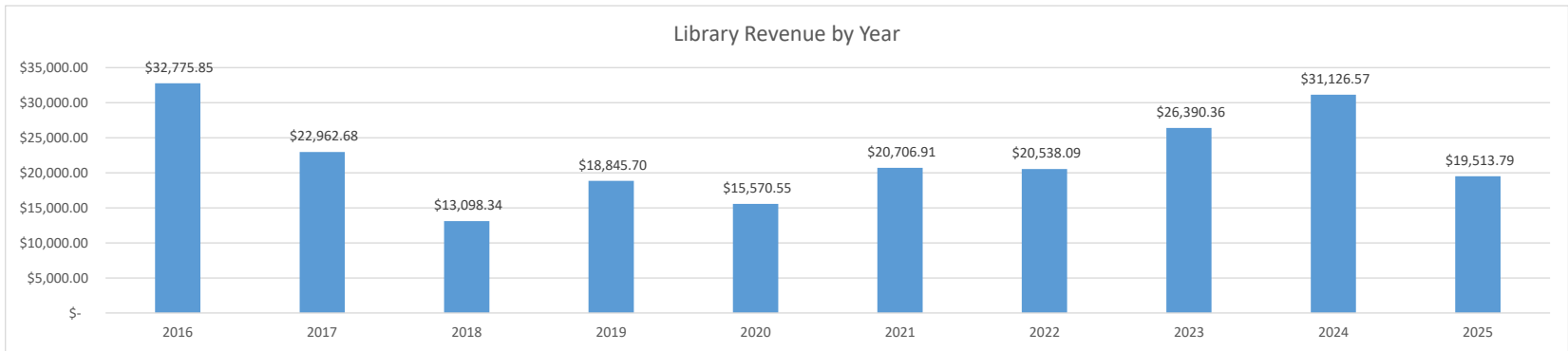
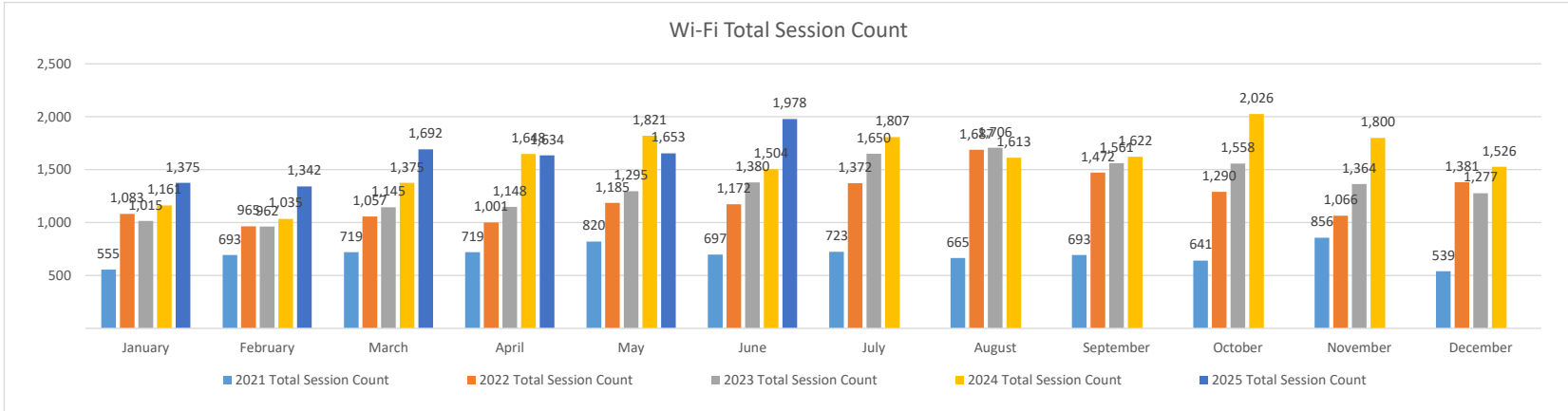
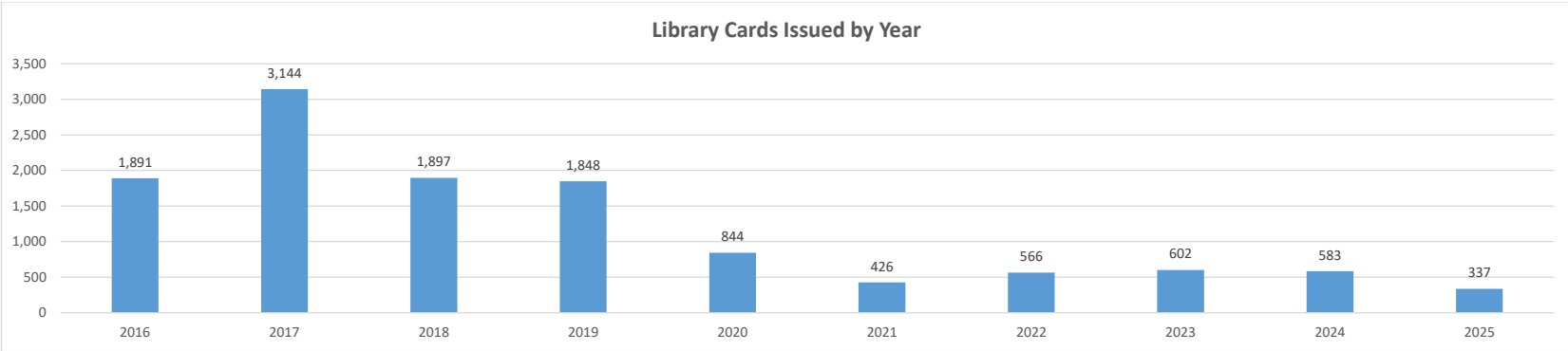
Children will have the opportunity to go the extra mile and complete a packet of reading & art activities during the month of August.

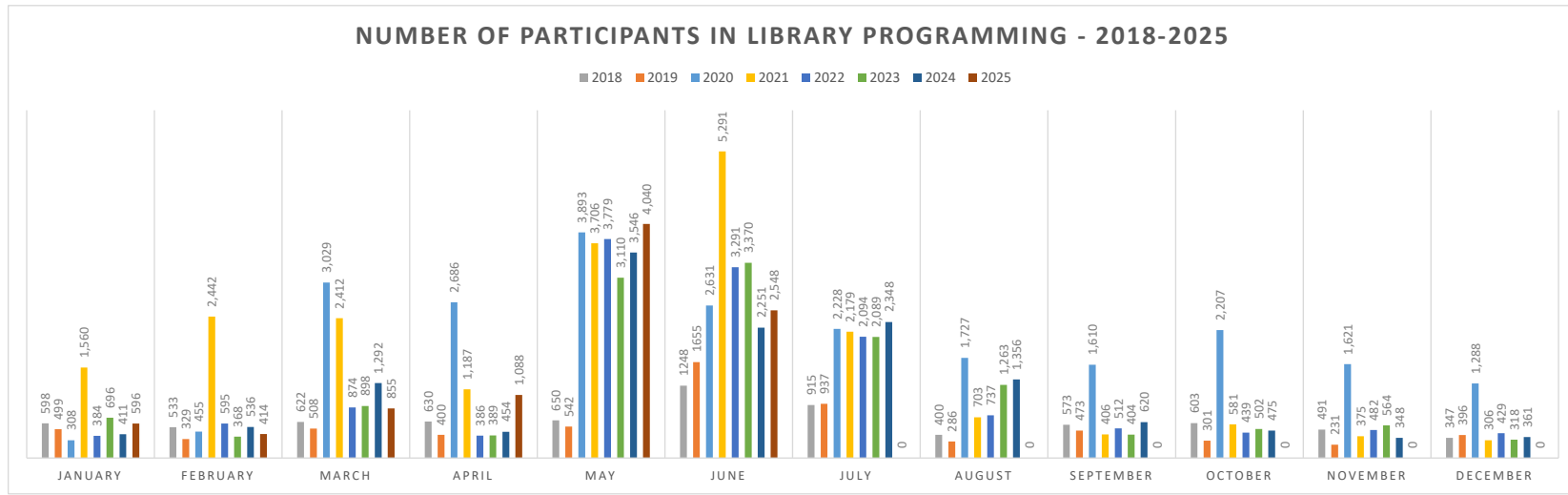
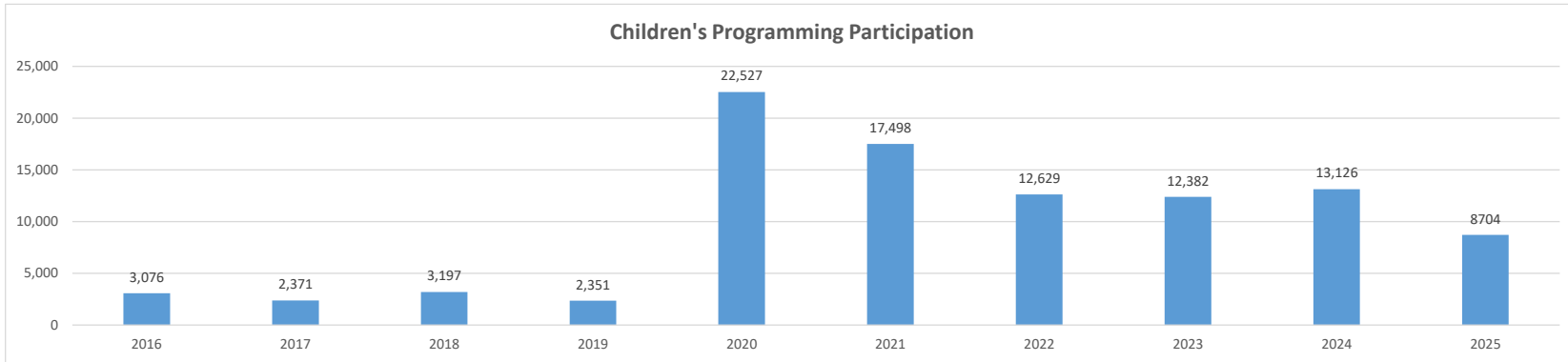
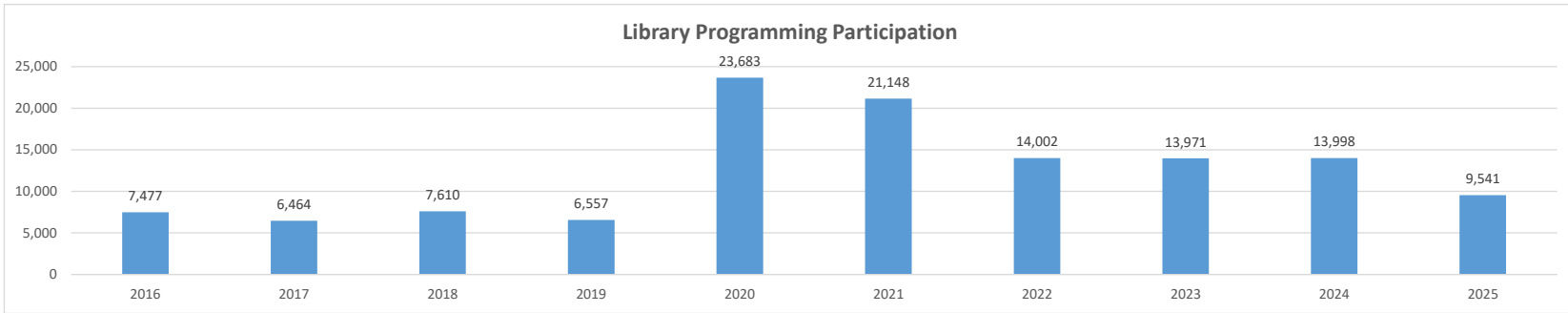
Mitchell Public Library Statistics for 2025



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024	Change	Library Statistics for 2025	
Gate Count	4,366	3,909	4,807	4,356	5,169	5,973	1,304	0	0	0	0	0	29,884	54,865	-46%	Gate Count	
Registered Patrons TOTAL	5,827	5,845	5,887	5,400	5,459	5,515	0	0	0	0	0	0	5,400	5,796	-7%	Registered Patrons Total	
City Residents	4,457	4,473	4,502	4,107	4,150	4,202	0	0	0	0	0	0	4,107	4,389	-7%	City Residents	
County Residents	737	737	739	680	686	679	0	0	0	0	0	0	680	735	-8%	County Residents	
Subscription Memberships	494	497	509	476	488	499	0	0	0	0	0	0	476	491	-3%	Subscription Memberships	
All Others	139	138	137	137	135	135	0	0	0	0	0	0	137	181	-32%	All Others	
All Items Circulated TOTAL	14,329	12,631	14,173	13,324	13,906	16,283	0	0	0	0	0	0	84,646	150,141	-44%	All Items Circulated TOTAL	
Physical Items	9,814	8,749	9,905	9,286	9,641	12,093	0	0	0	0	0	0	59,488	102,370	-42%	Physical Items	
Digital Items from SDDTG	4,515	3,882	4,268	4,038	4,265	4,190	0	0	0	0	0	0	25,158	47,771	-47%	Digital Items from SDDTG	
Programs Held TOTAL	19	21	25	25	35	43	0	0	0	0	0	0	168	272	-38%	Programs Held TOTAL	
Children	14	15	18	17	24	30	0	0	0	0	0	0	118	207	-43%	Children	
YA	2	1	1	3	3	6	0	0	0	0	0	0	16	11	-45%	YA	
Adults	1	4	5	5	6	5	0	0	0	0	0	0	26	32	-19%	Adults	
General Interest	2	1	1	0	2	2	0	0	0	0	0	0	8	22	-64%	General Interest	
Program Attendance TOTAL	596	414	855	1,088	4,040	2,548	0	0	0	0	0	0	9,541	13,998	-32%	Program Attendance TOTAL	
Children	482	384	834	890	3,819	2,295	0	0	0	0	0	0	8,704	13,126	-34%	Children	
YA	36	6	3	58	49	72	0	0	0	0	0	0	224	199	13%	YA	
Adults	8	13	18	140	137	23	0	0	0	0	0	0	339	417	-19%	Adults	
General Interest	70	11	0	0	35	158	0	0	0	0	0	0	274	256	7%	General Interest	
Collection Holdings TOTAL	72,160	72,093	72,252	72,586	72,769	72,600	72,600	72,600	72,600	72,600	72,600	72,600	72,600	72,427	0.2%	Collection Holdings TOTAL	
Holdings added	428	211	394	503	479	459	0	0	0	0	0	0	2,474	3,940	-37%	Holdings added	
Holdings deleted	-695	-278	-235	-169	-296	-628	0	0	0	0	0	0	-2,301	-5,637	-59%	Holdings deleted	
ILL Borrowing Filled	52	26	52	34	12	34	0	0	0	0	0	0	210	326	-36%	ILL Borrowing Filled	
ILL Lending Filled	55	56	49	56	35	34	0	0	0	0	0	0	285	719	-60%	ILL Lending Filled	
Computer sessions	318	320	428	380	370	392	0	0	0	0	0	0	2,208	5,017	-56%	Computer sessions	
Computer use by hours	232.5	254.8	323.4	286.0	276.9	293.7	0.0	0.0	0.0	0.0	0.0	0.0	1,667	3,521	-53%	Computer use by hours	
Wi-Fi Sessions	1,375	1,342	1,692	1,634	1,653	1,978	0	0	0	0	0	0	9,674	16,061	-40%	Wi-Fi Sessions	
Facebook "People Reached"	12,100	12,010	14,034	11,081	14,110	23,698	0	0	0	0	0	0	87,033	287,689	-70%	Facebook "People Reached"	
Library website visits														10,867	10,867	-100%	Library website visits
Revenue	\$ 1,675.96	\$ 2,151.85	\$ 2,183.42	\$ 9,055.68	\$ 2,213.35	\$ 2,233.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,513.79	\$ 31,126.57	-37%	Revenue	

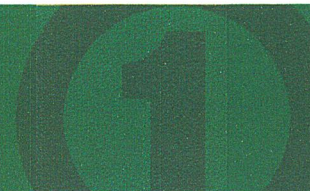








1620 Dodge St.
 Stop Code 3148
 Omaha, NE 68197



00036991
 MSP 82

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

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Summary of Accounts - From 05/01/2025 To 05/31/2025

Important Notice Regarding Interest Rates:

Interest rates for consumer interest-bearing accounts may fluctuate daily and vary based on the primary account holder's county of residence. If you move within our service area, your rates may change according to your new county.

For questions, contact us. Thank you for being our customer.

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$116,270.01	\$117,573.69
Total on Deposit			\$117,573.69

Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$116,270.01
9 Credit(s) This Period	\$2,196.08
5 Debit(s) This Period	\$892.40
Ending Balance	\$117,573.69

Interest Summary

Description	
Annual Percentage Yield Earned	1.11%
Interest Days	31
Interest Earned	\$109.35
Intered Paid This Period	\$109.35
Interest Paid Year-To-Date	\$505.53

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
05-06	PAYPAL TRANSFER *****96964561	\$99.62
05-13	PAYPAL TRANSFER *****48308970	\$102.09
05-20	PAYPAL TRANSFER *****97367384	\$243.51
05-27	PAYPAL TRANSFER *****43146766	\$102.65
05-30	INTEREST PAYMENT	\$109.35
Total Electronic Deposits		\$657.22

**Deposit Activity
PAPER**

Post Date	Description	Amount
05-07	CUSTOMER DEPOSIT	\$389.45
05-12	CUSTOMER DEPOSIT	\$330.92
05-19	CUSTOMER DEPOSIT	\$458.70
05-27	CUSTOMER DEPOSIT	\$359.79
Total Paper Deposits		\$1,538.86

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
05-02	Check #1408	\$117.05
05-22	Check #1413	\$175.00
05-27	Check #1414	\$439.21
05-30	Check #1415	\$80.00
05-30	Check #1418	\$81.14



1620 Dodge St.
Stop Code 3148
Omaha, NE 68197



00045496
MSP 108
MITCHELL PUBLIC LIBRARY
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ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

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Summary of Accounts - From 06/01/2025 To 06/30/2025

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.

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$117,573.69	\$86,677.28
Total on Deposit			\$86,677.28

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$117,573.69
11 Credit(s) This Period	\$2,339.45
14 Debit(s) This Period	\$33,235.86
Ending Balance	\$86,677.28

Interest Summary

Description

Annual Percentage Yield Earned	1.11%
Interest Days	30
Interest Earned	\$99.62
Interest Paid This Period	\$99.62
Interest Paid Year-To-Date	\$605.15

Deposit Activity

ELECTRONIC

Post Date	Description	Amount
06-03	PAYPAL TRANSFER *****98109334	\$146.76
06-10	PAYPAL TRANSFER *****52531011	\$73.90
06-17	PAYPAL TRANSFER *****01152892	\$166.07
06-24	PAYPAL TRANSFER *****46282169	\$78.77
06-30	INTEREST PAYMENT	\$99.62
Total Electronic Deposits		\$565.12

Deposit Activity

PAPER

Post Date	Description	Amount
06-02	CUSTOMER DEPOSIT	\$273.06
06-11	CUSTOMER DEPOSIT	\$446.84
06-16	CUSTOMER DEPOSIT	\$361.10
06-23	CUSTOMER DEPOSIT	\$27.25
06-23	CUSTOMER DEPOSIT	\$261.17
06-30	CUSTOMER DEPOSIT	\$404.91
Total Paper Deposits		\$1,774.33

Withdrawal Activity

PAPER

Post Date	Description	Amount
06-06	Check #1419	\$200.00
06-11	Check #1420	\$400.00
06-16	Check #1421	\$150.00

Premium Business Checking w/In-XXXXXX1877

Continued

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
06-17	Check #1422	\$1,273.95
06-17	Check #1424	\$108.08
06-17	Check #1425	\$93.65
06-17	Check #1426	\$300.00
06-20	Check #1416	\$415.55
06-20	Check #1428	\$200.00
06-24	Check #1431	\$28,225.00
06-24	Check #1432	\$52.20
06-25	Check #1423	\$1,296.09
06-26	Check #1417	\$297.75
06-27	Check #1427	\$223.59

Total Paper Withdrawals \$33,235.86

Checks Cleared

X	Check #	Date	Amount
<input type="checkbox"/>	1416	06/20/2025	\$415.55
<input type="checkbox"/>	1417	06/26/2025	\$297.75
<input type="checkbox"/>	1419	06/06/2025	\$200.00
<input type="checkbox"/>	1420	06/11/2025	\$400.00
<input type="checkbox"/>	1421	06/16/2025	\$150.00
<input type="checkbox"/>	1422	06/17/2025	\$1,273.95
<input type="checkbox"/>	1423	06/25/2025	\$1,296.09

X	Check #	Date	Amount
<input type="checkbox"/>	1424	06/17/2025	\$108.08
<input type="checkbox"/>	1425	06/17/2025	\$93.65
<input type="checkbox"/>	1426	06/17/2025	\$300.00
<input type="checkbox"/>	1427	06/27/2025	\$223.59
<input type="checkbox"/>	1428	06/20/2025	\$200.00
<input type="checkbox"/>	1431	06/24/2025	\$28,225.00
<input type="checkbox"/>	1432	06/24/2025	\$52.20

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Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

May 2025

	May 25	May 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	8.52	28.23	-19.71	-69.8%
Book sale	821.40	511.75	309.65	60.5%
Copies	500.80	278.75	222.05	79.7%
Donations	16.49	16.50	-0.01	-0.1%
Earbuds	5.00	1.00	4.00	400.0%
Grants	0.00	500.00	-500.00	-100.0%
Interest	109.35	128.89	-19.54	-15.2%
Interlibrary loan	11.50	8.75	2.75	31.4%
Laminating	19.00	21.00	-2.00	-9.5%
Paid items (Damaged/Lost Items)	85.81	77.49	8.32	10.7%
Subscriptions	625.00	525.00	100.00	19.1%
Total General revenue	2,202.87	2,097.36	105.51	5.0%
Uncategorized Income	10.48	17.68	-7.20	-40.7%
Total Income	2,213.35	2,115.04	98.31	4.7%
Expense				
Credit Card Processing Fees	17.27	14.66	2.61	17.8%
Operation expenses				
Meals and Entertainment	63.45	0.00	63.45	100.0%
Sales Tax	81.14	33.88	47.26	139.5%
Total Operation expenses	144.59	33.88	110.71	326.8%
Program expenses				
Children's programming	175.00	147.50	27.50	18.6%
Summer Reading				
Summer Reading - Adult	383.80	50.00	333.80	667.6%
Summer Reading - Children	571.51	2,878.85	-2,307.34	-80.2%
Summer Reading - Teen	409.50	0.00	409.50	100.0%
Total Summer Reading	1,364.81	2,928.85	-1,564.04	-53.4%
Teen programming	4.25	0.00	4.25	100.0%
Total Program expenses	1,544.06	3,076.35	-1,532.29	-49.8%
Total Expense	1,705.92	3,124.89	-1,418.97	-45.4%
Net Ordinary Income	507.43	-1,009.85	1,517.28	150.3%
Net Income	507.43	-1,009.85	1,517.28	150.3%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

June 2025

	Jun 25	Jun 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	15.00	5.26	9.74	185.2%
Book sale	870.80	784.05	86.75	11.1%
Copies	333.61	299.30	34.31	11.5%
Donations	20.65	59.20	-38.55	-65.1%
Earbuds	5.00	4.00	1.00	25.0%
Interest	99.62	121.28	-21.66	-17.9%
Interlibrary loan	10.00	9.00	1.00	11.1%
Laminating	3.00	0.00	3.00	100.0%
Meeting room fees	100.00	0.00	100.00	100.0%
Paid items (Damaged/Lost Items)	112.21	50.20	62.01	123.5%
Subscriptions	725.00	625.00	100.00	16.0%
Total General revenue	2,294.89	1,957.29	337.60	17.3%
Uncategorized Income	38.01	5.05	32.96	652.7%
Total Income	2,332.90	1,962.34	370.56	18.9%
Expense				
Credit Card Processing Fees	14.45	12.70	1.75	13.8%
Operation expenses				
3D Printer Filament	-21.00	0.00	-21.00	-100.0%
Sales Tax	52.20	0.00	52.20	100.0%
Technology	0.00	3,740.00	-3,740.00	-100.0%
Total Operation expenses	31.20	3,740.00	-3,708.80	-99.2%
Program expenses				
Summer Reading				
Summer Reading - Adult	458.10	0.00	458.10	100.0%
Summer Reading - Children	3,987.26	933.39	3,053.87	327.2%
Total Summer Reading	4,445.36	933.39	3,511.97	376.3%
Total Program expenses	4,445.36	933.39	3,511.97	376.3%
Total Expense	4,491.01	4,686.09	-195.08	-4.2%
Net Ordinary Income	-2,158.11	-2,723.75	565.64	20.8%
Net Income	-2,158.11	-2,723.75	565.64	20.8%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

07/02/25

Accrual Basis

January through June 2025

	Jan - Jun 25	Jan - Jun 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	7,500.00	0.00	0.0%
General revenue				
3D Printing	30.52	41.40	-10.88	-26.3%
Book sale	4,496.75	4,135.00	361.75	8.8%
Copies	2,745.51	2,037.90	707.61	34.7%
Donations	658.75	172.01	486.74	283.0%
Earbuds	25.00	14.00	11.00	78.6%
Grants	0.00	500.00	-500.00	-100.0%
Interest	605.15	719.74	-114.59	-15.9%
Interlibrary loan	82.50	79.25	3.25	4.1%
Laminating	27.00	21.00	6.00	28.6%
Meeting room fees	100.00	153.75	-53.75	-35.0%
Paid items (Damaged/Lost Items)	391.57	360.24	31.33	8.7%
Pop machine	54.00	18.00	36.00	200.0%
Subscriptions	2,800.00	2,550.00	250.00	9.8%
Total General revenue	12,016.75	10,802.29	1,214.46	11.2%
Uncategorized Income	96.41	385.38	-288.97	-75.0%
Total Income	19,613.16	18,687.67	925.49	5.0%
Expense				
Credit Card Processing Fees	98.73	74.92	23.81	31.8%
Operation expenses				
3D Printer Filament	86.96	0.00	86.96	100.0%
Equipment	368.99	0.00	368.99	100.0%
Furniture	0.00	1,702.85	-1,702.85	-100.0%
Janitorial Expense	9.09	0.00	9.09	100.0%
Lost/Damaged ILL books	0.00	41.95	-41.95	-100.0%
Meals and Entertainment	63.45	227.72	-164.27	-72.1%
Miscellaneous	0.00	20.00	-20.00	-100.0%
Office supplies	0.00	79.90	-79.90	-100.0%
Repairs and Maintenance	392.60	0.00	392.60	100.0%
Sales Tax	259.41	114.31	145.10	126.9%
Technology	0.00	3,740.00	-3,740.00	-100.0%
Total Operation expenses	1,180.50	5,926.73	-4,746.23	-80.1%
Postage and Delivery	0.00	586.52	-586.52	-100.0%
Program expenses				
Adult programming	1,661.85	791.95	869.90	109.8%
Children's programming	1,782.87	570.33	1,212.54	212.6%
Program supplies	59.36	0.00	59.36	100.0%
Summer Reading				
Summer Reading - Adult	1,592.12	1,027.82	564.30	54.9%
Summer Reading - Children	4,558.77	3,812.24	746.53	19.6%
Summer Reading - Teen	409.50	468.92	-59.42	-12.7%
Total Summer Reading	6,560.39	5,308.98	1,251.41	23.6%
Teen programming	568.64	329.51	239.13	72.6%
Total Program expenses	10,633.11	7,000.77	3,632.34	51.9%
Uncategorized Expenses	-2.75	0.00	-2.75	-100.0%
Total Expense	11,909.59	13,588.94	-1,679.35	-12.4%
Net Ordinary Income	7,703.57	5,098.73	2,604.84	51.1%
Net Income	7,703.57	5,098.73	2,604.84	51.1%

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

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	475,318	31,275.95	227,151.39	202,764.80	272,553.20	42.66
101-45500-41110 OVERTIME	0	0.00	95.37	42.31	(42.31)	0.00
101-45500-41120 PART-TIME	45,250	2,937.30	18,410.46	19,754.15	25,495.85	43.66
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	2,492.55	17,783.23	16,351.02	23,452.98	41.08
101-45500-41300 RETIREMENT	28,519	1,876.54	13,503.03	12,168.36	16,350.64	42.67
101-45500-41500 GROUP INSURANCE	130,960	9,466.94	72,770.48	56,161.64	74,798.36	42.88
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	719,851	48,049.28	349,713.96	307,242.28	412,608.72	42.68
<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	7,500	0.00	1,672.74	276.34	7,223.66	3.68
101-45500-42600 SUPPLIES & MATERIALS	12,000	758.42	5,569.41	3,870.12	8,129.88	32.25
101-45500-42661 POSTAGE	1,600	382.59	807.93	1,288.35	311.65	80.52
101-45500-42690 MINITEX FEES	5,800	0.00	0.00	0.00	5,800.00	0.00
101-45500-42691 DATABASE SYS UPDATE	1,900	550.00	550.00	550.00	1,350.00	28.95
101-45500-42692 PERIODICALS	5,250	0.00	95.52	64.20	5,185.80	1.22
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	1,635.87	10,874.81	7,786.74	11,563.26	40.24
101-45500-42700 TRAVEL, CONF & DUES	1,350	0.00	0.00	250.00	1,100.00	18.52
101-45500-42800 UTILITIES	43,375	3,462.32	17,526.47	19,721.24	23,653.76	45.47
101-45500-42830 UTILITIES-WATER/SEWER	2,100	766.90	296.25	1,002.30	1,097.70	47.73
101-45500-42902 COMPUTER SOFTWARE	1,950	0.00	243.80	268.18	1,681.82	13.75
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	1,000	0.00	0.00	0.00	1,000.00	0.00
101-45500-42920 WORKSTUDY	0	0.00	0.00	0.00	0.00	0.00
101-45500-42930 ATRIUM	<u>3,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	107,000	7,856.10	37,936.93	35,377.47	71,622.53	33.06
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	15,000	0.00	0.00	0.00	15,000.00	0.00
101-45500-43400 FURNITURE & EQUIPMENT	35,000	0.00	13,940.74	0.00	35,000.00	0.00
101-45500-43420 BOOKS	47,000	3,539.89	16,223.87	20,681.15	26,318.85	44.00
101-45500-43421 AUDIO-VISUAL	4,000	22.95	1,475.39	896.48	3,103.52	22.41
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	101,000	3,562.84	31,640.00	21,577.63	79,422.37	21.36
TOTAL LIBRARY	927,851	59,468.22	419,290.89	364,197.38	563,653.62	39.25
=====						
TOTAL EXPENDITURES	927,851	59,468.22	419,290.89	364,197.38	563,653.62	39.25

WARNING 911 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

Library

Fund	Department	GL	Description	2026 Department Requested Budget	
GENERAL FUND	LIBRARY	101-45500-41110	OVERTIME	\$	-
GENERAL FUND	LIBRARY	101-45500-41120	PART-TIME	\$	47,500.00
GENERAL FUND	LIBRARY	101-45500-42200	PROFESSIONAL SERVICES	\$	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	\$	5,000.00
GENERAL FUND	LIBRARY	101-45500-42600	SUPPLIES & MATERIALS	\$	11,500.00
GENERAL FUND	LIBRARY	101-45500-42661	POSTAGE	\$	2,000.00
GENERAL FUND	LIBRARY	101-45500-42690	MINITEX FEES	\$	5,965.00
GENERAL FUND	LIBRARY	101-45500-42691	DATABASE SYS UPDATE	\$	3,500.00
GENERAL FUND	LIBRARY	101-45500-42692	PERIODICALS	\$	4,500.00
GENERAL FUND	LIBRARY	101-45500-42693	E-BOOKS/AUDIO BOOKS	\$	20,350.00
GENERAL FUND	LIBRARY	101-45500-42700	TRAVEL, CONF & DUES	\$	1,350.00
GENERAL FUND	LIBRARY	101-45500-42800	UTILITIES	\$	47,460.00
GENERAL FUND	LIBRARY	101-45500-42830	UTILITIES-WATER/SEWER	\$	3,100.00
GENERAL FUND	LIBRARY	101-45500-42902	COMPUTER SOFTWARE	\$	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	\$	3,500.00
GENERAL FUND	LIBRARY	101-45500-43400	FURNITURE & EQUIPMENT	\$	-
GENERAL FUND	LIBRARY	101-45500-43420	BOOKS	\$	47,000.00
GENERAL FUND	LIBRARY	101-45500-43421	AUDIO-VISUAL	\$	3,500.00
GENERAL FUND	LIBRARY	101-45500-43440	COMPUTER HARDWARE	\$	-
			Total	\$	208,670.00