



**Mitchell Public Library Board of Trustees Agenda**  
City Council Chambers, City Hall, 612 N. Main Street  
September 16, 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. Action to Approve Funding Requests for September 2025**
- 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**  
Mitchell Public Library, 221 N. Duff Street  
July 15, 2025

**1. Call to Order**

Board President Nath called the meeting to order at 5:15 p.m. New board member Megan Luther was welcomed to the Board.

**2. Roll Call**

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

**3. Approval of Agenda**

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

**4. Approval of Minutes**

Board members reviewed the minutes from the May 13, 2025 board meeting. Motion by Everson, seconded by Luther, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for May and June 2025. Kenkel provided additional comments regarding the written reports and projects from the strategic plan. Motion by Luther, seconded by Everson, to approve the director's report. All members present voted "Aye". Motion passed.

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

Board members reviewed the May and June 2025 bank statements and financial reports. Motion by Everson, seconded by Luther, to approve payment of the submitted bills and 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 2025-2026. Motion by Everson, seconded

by Luther, 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 for 2025-2026. Motion by Luther, seconded by Everson, 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 2026 budget request for city funding. Board members reviewed and asked questions about a number of items. Board members affirmed the draft request.

Due to poor audio quality for Nath’s Zoom connection, board member Everson was asked to run the remainder of the meeting.

**8. Committee Reports**

There were no committee reports.

**9. Board Input**

Luther asked about progress on the window in the children’s area that shattered in June. Kenkel informed board members that the replacement window was ordered, but hasn’t arrived yet.

**10. Citizen’s Input**

No citizen’s input was given.

**11. Adjournment**

The next Board of Trustees meeting is scheduled for September 16, 2025 at 5:15 p.m. in City Council Chambers at City Hall. With summer schedules there will be no August training session.

There being no further business, Board member Everson declared the meeting adjourned at 6:03 p.m.

## Mitchell Public Library Director Report September 16, 2025

### 1. Sales Tax

The May and June sales tax amounts for our used book sale were \$50.61 and \$50.54 respectively.

### 2. Summer Reading Program

We had a successful Summer Reading Program. Below are the participation numbers that we submitted for the State Library's SRP survey.

Program attendees for all ages: 4,482

Self-directed activity participants: 2,514

Reading challenge participants: 1,193

Minutes read (as reported by our reading logs): 692,550 minutes

Last year we had 963 reading challenge participants. Last year's reading logs totaled 512,900 minutes. We experienced a 23.9% increase in reading challenge participants and a 35% increase in minutes read.

### 3. Read for the Record

For the past several years we have participated in the Read for the Record event in October. This year is the 20<sup>th</sup> annual Read for the Record. Jumpstart, the entity that organizes this event is moving it to February and having smaller lead up events through the fall and early winter. We normally purchase 55 (50 English and five Spanish) copies of the Read for the Record book to give out to participants. We expect to do the same this year.

September 9, I was approached by a member of the Masons in town, which is looking for a literacy program to support. I shared information about Read for the Record. They have already decided to support this program.

### 4. 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.  
*September 2025 – A large hole (approximately 4’x6’x5’) was dug for the sign. Concrete was poured into this hole the first week of September. Power is run to the sign location. Our sign should be installed either the second or third week of September. This strategy is nearly achieved.*
2. Provide “how to” information on the library’s website.
  - a. Determine what “how to” questions get asked the most and what would be helpful as a “how to” in either print or video format.
  - b. Create a “how to” document for each identified topic.
  - c. Create a “how to” video for each identified topic.
  - d. Publish “how tos” to the library website through 2028.
  - e. This strategy is achieved when the “how to” documents and videos are published online.  
*I have begun drafting a “Tutorials” page for our website. The page is public with six topics. More topics will be added in the future.*
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.  
*We are reviewing which social media platform will be the best option for this strategy.*

#### **Goal B**

Maximize library space

#### **Strategies**

1. Reorganize collection to create more space for children's collection.
  - a. Weed adult nonfiction collection significantly by the end of 2025 to reduce the footprint of the collection. The goal is to empty three rows of nonfiction shelves.  
*We are close to 50% of the adult nonfiction collection weeded.*
  - b. Reorganize children's collection to expand into the emptied adult nonfiction space by the end of 2<sup>nd</sup> quarter 2026.
2. Reorganize collection to create space for an "intermediate" collection.
  - a. Determine what titles from the existing collections would be candidates for an intermediate collection by the 3<sup>rd</sup> quarter of 2026.
  - b. Determine what space would best accommodate a standalone intermediate collection by the 3<sup>rd</sup> quarter of 2026.
  - c. Reorganize children's and YA collections to create an "intermediate collection" by the end of 4<sup>th</sup> quarter 2026.
3. Install better lighting around the interior perimeter.
  - a. Lights will be installed by 4<sup>th</sup> quarter of 2025.  
*This strategy is achieved.*
4. Provide a drive-up book return to patrons.
  - a. Determine feasibility of moving the east, outdoor book return to a drive-up location by 2<sup>nd</sup> quarter 2026.
  - b. If feasible, move the east, outdoor book return to a drive-up location by 3<sup>rd</sup> quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
  - a. Determine affordability of a subscription to OverDrive's digital periodicals by 4<sup>th</sup> quarter of 2025.  
*This strategy is achieved.*
  - b. Determine if any newspaper subscriptions can be discontinued by 4<sup>th</sup> quarter of 2025.  
*September 2025 – We have canceled the Capital Journal, Star Tribune, Yankton Daily Press, Wall Street Journal, USA Today and Huron Daily Plainsman for 2026. We will maintain subscriptions to the Rapid City Journal, Sioux Falls Argus Leader, and Mitchell Republic.*  
*This strategy is achieved.*
  - c. This strategy is achieved when a decision is made to either subscribe or not subscribe to this resource.  
*This strategy is achieved.*
6. Investigate options for conducting a space analysis.
  - a. By 3<sup>rd</sup> quarter 2026 determine the scope of a space analysis and determine if a request for proposal is necessary.
  - b. Identify library consultants who specialize in space analyses by 4<sup>th</sup> quarter 2026.
  - c. Draft document to request information/proposal from consultants by 4<sup>th</sup> quarter 2026.
  - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
  - e. Submit funding request for a consultant by 2<sup>nd</sup> quarter 2027.
  - f. Determine if funding is available for conducting such a study by 4<sup>th</sup> quarter 2027.
  - g. This strategy is achieved when a decision is made to either contract for a space analysis study or not.

## Goal C

Expand library programming that engages patrons of all ages

### Strategies

1. Offer more young adult programming.
  - a. Continually determine what topics are of interest to teens.
  - b. Develop programming for identified topics.
  - c. Offer this programming to teens, focus on summer reading programming in 2025, 2026, and 2027.

September 2025 – We are experiencing higher participation for Teen programming in 2025. Through August 2025 we have offered 29 teen programs with 356 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.
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.

September 2025 – We are experiencing higher participation for Adult programming in 2025. Through August 2025 we have offered 36 adult programs with 499 participants. For all of 2024 we offered 32 adult programs with 417 participants.
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.

September 2025 – Max Velasquez held a book club at the new Palace City Brewery July 24. Though only three people attended, Geri Beck requested to continue this program. Another Books and Brews is scheduled for October 30 at the Brewery.
  - 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 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.

## 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 3<sup>rd</sup> quarter of 2026.
  2. Develop better connections with area schools.
    - a. Continually identify individual teachers at area schools who would be interested in having a library presentation in their class.
    - b. Schedule and conduct presentations in those teachers’ classrooms (this also supports the strategy of offering more young adult programming).

September 2025 – Max Velasquez had a library information table at the H.S. registration day. A few students stopped by. We were contacted by McGovern Library staff to offer a library card sign up session sometime this fall. We are working with them to determine a date for this event.

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

## September 2025 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

### Collection Management

The weeding project has made it up to the 640s. Given the Adult Nonfiction collection is backloaded (the 900s stretch over four rows of shelving), think of it as being 45% complete. I expect to finish the first pass and shift ahead of the Winter Reading Challenge. After updating the sections for mental and physical health (mainly the low 600s), replacements and updated materials for the Adult Nonfiction collection are being left for purchase in 2026, as these are of a less time sensitive nature. Exceptions will be made for things like NOLO legal books and test prep materials. Entirely new material for Adult Nonfiction will be ordered as normal.

### Programming

Our final number of participants in the 2025 summer reading program stands at **227 adults and 108 young adults**. I noticed several reading logs came in without a prior registration form, so it's possible the true number of participants is higher. Compare these numbers to 2024, which stands at **108 adults and 44 young adults**. The number of people who returned their reading logs is **77 adults and 34 young adults**, or about 1 in 3 with both age groups. In the case of adult participants, I thank our staff for pushing much more heavily with parents at our kick-off events, and for the teenagers I ascribe it to a combination of the Mya's voucher, the grand prize drawing, and a push by staff to engage with older siblings during kick-off events. The coffee vouchers were popular as well, and we purchased more from Michelle's Mad Batter to meet demand. Extras will be used during Bookopoly this winter. As part of the summer reading prizes for teenagers, I set up tie dye programs in early and mid-August for people who met or exceeded the 600 minutes threshold. For those that weren't interested, I offered an extra Mya's voucher. Extra Mya's vouchers will be given away to teenage patrons over the next couple of months, as the graphics specifically mention the Summer Reading Program.

### Outreach

The attendance at the Books and Brews event was lower than expected, for a couple of reasons: the first is the RSVP on the flier, which scared some people away or kept them from committing that far in advance, and the other being a live music event that made parking at Palace City Brewing and The Depot next to impossible. Geri Beck (whom I coordinated the event with) very much wants it to continue, so I will be running this book club on a quarterly basis. Future events will have the advertising phrased differently so as to avoid the first problem, and I will work more closely with the Geri and the brewery to avoid the second. The next one will be held on October 30<sup>th</sup>, and we will be reading *The Final Girl Support Group* by Grady Hendrix.

Following Zack's example, I had a table at the high school registration. I brought along materials related to the Teen Advisory Board and the South Dakota Teen Choice Awards. Engagement, unfortunately, was minimal.

In early November (exact date to be determined) I will spend a few hours at Dakota Wesleyan University doing a library card sign up drive.

## September 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During July-Sept, I've been wrapping up the Summer Reading Program and starting Fall programs. Meanwhile, I continue to order, display, and weed books for the children's collection. I also continue to provide reader advisory for kids, parents/grandparents, and teachers.

### Summer Reading Program Recap

We are thankful for another successful Summer Reading Program. A total of approximately 875 children picked up packets throughout the summer. Many parents and children expressed how much they loved the programs and hands-on art activities.

As of mid-September, we've received 251 completed **Reading Sticker Charts**, representing 251,000 minutes of reading. (This chart records a minimum of 20 minutes of reading for 50 days. However, many of our readers read much more.) As a result of the **Reading Reward Card** (a.k.a. the Ice Cream Chart), kids accumulated 183,700 minutes of reading. Also, 16 kids completed the **August Challenge**, an "extra mile" packet for ambitious readers.

In addition to indoor and outdoor Storytimes, our **Summer Programs** included the ever-popular goat petting with the ever-patient Andi Herbst. Other programs included the following: magician Jeff Quinn; graphic novelist & artist Hope Larson; 11-year-old author/illustrator Scarlett Radke & her steer; two Art Afternoons with a variety of art activities, including guidance from artists Andie Starr and Emilie Jenks; two tube watercolor classes with Danna Kolbeck; two collage classes from April Geist; and a hoop dancing workshop & performance from Starr Chief Eagle.

We also enjoyed **partnerships** with local organizations and businesses. These included the Mitchell Area Council for the Arts (two sessions from the 605 Magic Art Bus); Mitchell Prehistoric Indigenous Archeological Site (two sessions from director Christian New); 401 Create (art activities from Jessica Callies and a Lifequest resident); Dairy Queen of Mitchell (two mornings of storytimes at DQ with free coupons); and the Corn Palace Stampede Rodeo Committee (Rodeo Storytime with rodeo clowns and special event performers). Also, seven local businesses provided ice cream and other treats for the Ice Cream charts.

Also . . . Local artist Stan Sherwood continues to paint the **mural** on the north wall of the children's section. He has gone the extra mile by painting small hidden pictures for viewers to find. (Please come to the library to test your skills! 😊)

Meanwhile, more than 150 kids have painted individual bricks for the background of the mural. "This is so cool," said one boy – after he realized I was really giving him permission to put paint

on the wall. Dakota News Now also aired a feature on KSFY about the mural and the library on Tues. Aug. 4. Several kids and parents were interviewed.

*NOTE: A montage of our Summer Reading Activities can be viewed on Facebook. (Thank you, Rachel Soulek, for putting this together!)*

#### Current and Upcoming Programs

##### **Storytimes**

We resumed Thursday Storytime on Sept 11 with approximately 35 parents and children present. Saturday Storytime begins Sept. 20 and will continue bi-weekly. Also, monthly Outreach Storytimes will be offered to First Lutheran Early Learning Center, Palace City Preschool, Little Learners, and Headstart.

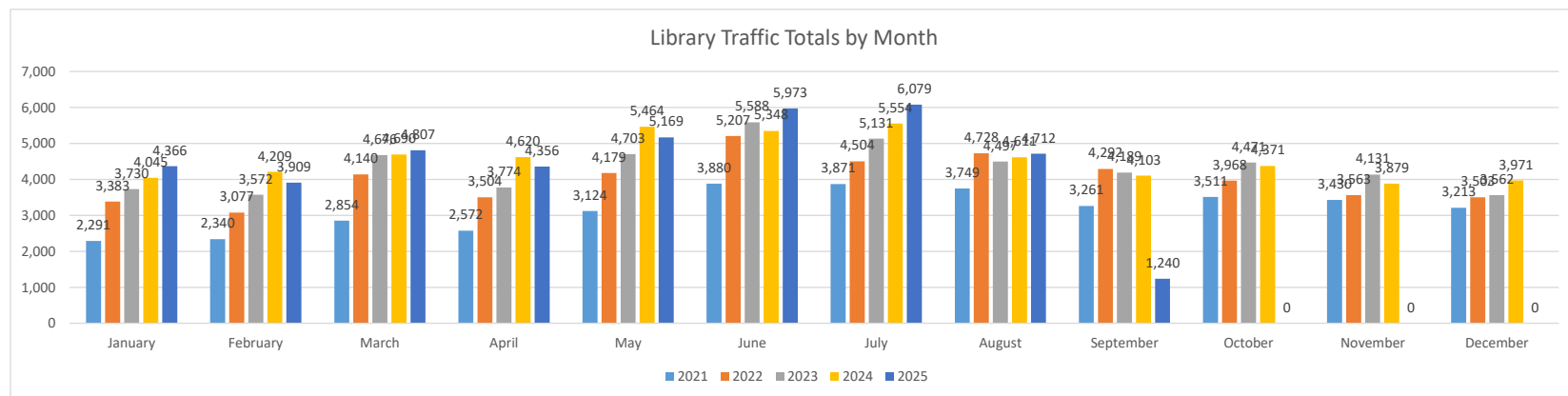
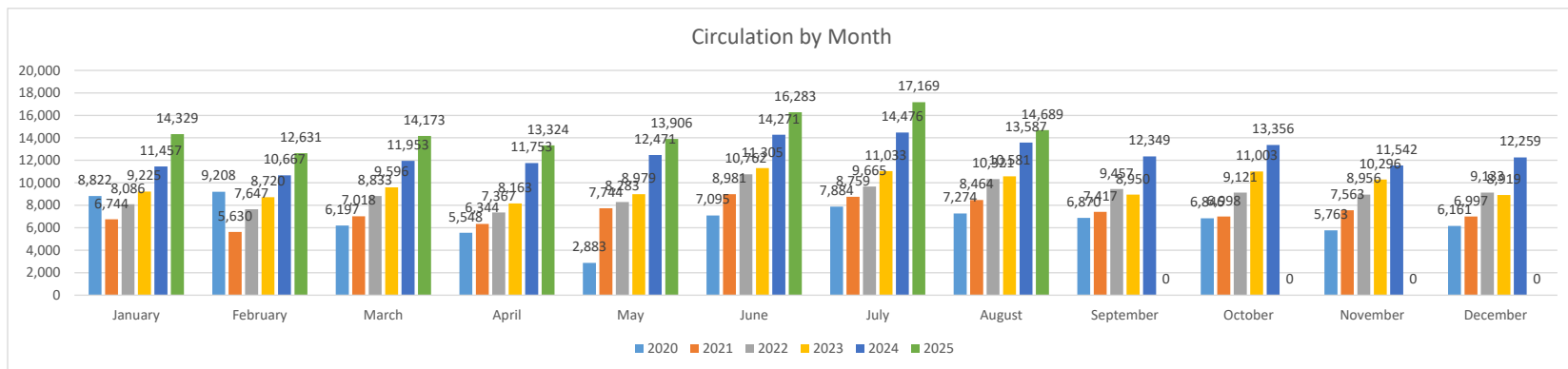
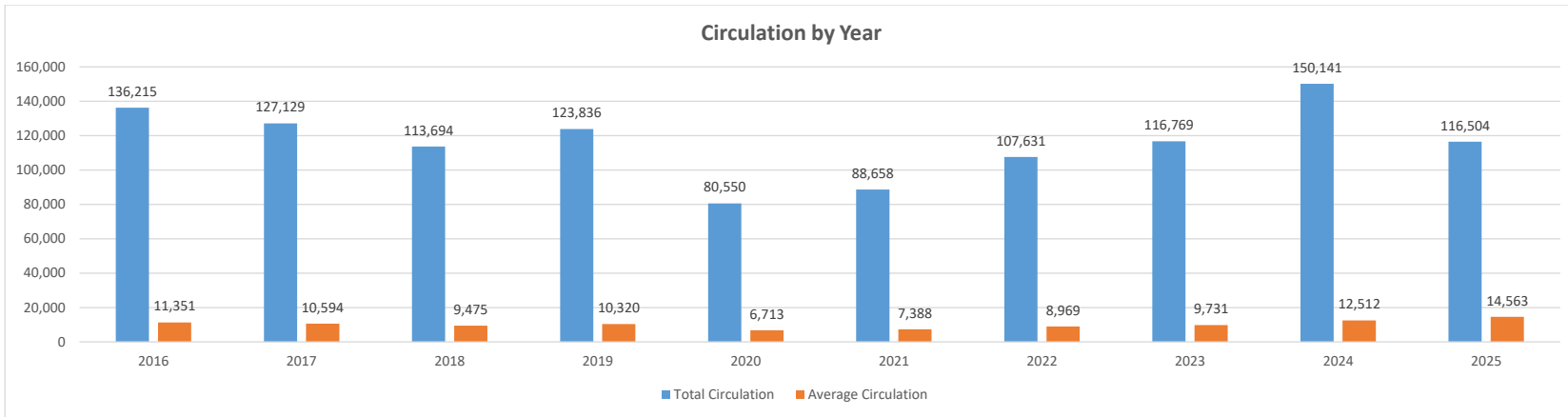
##### **Other programs**

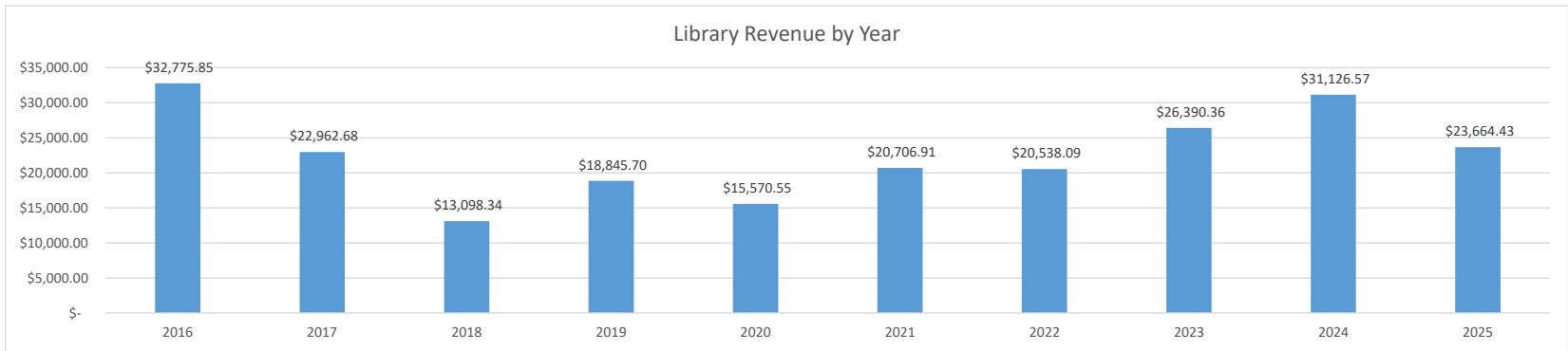
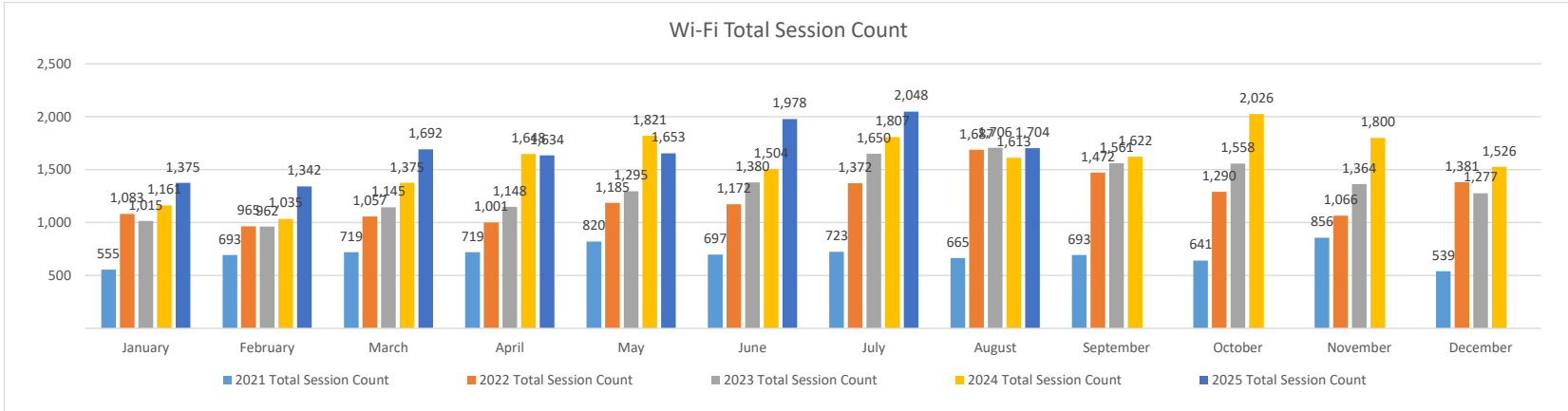
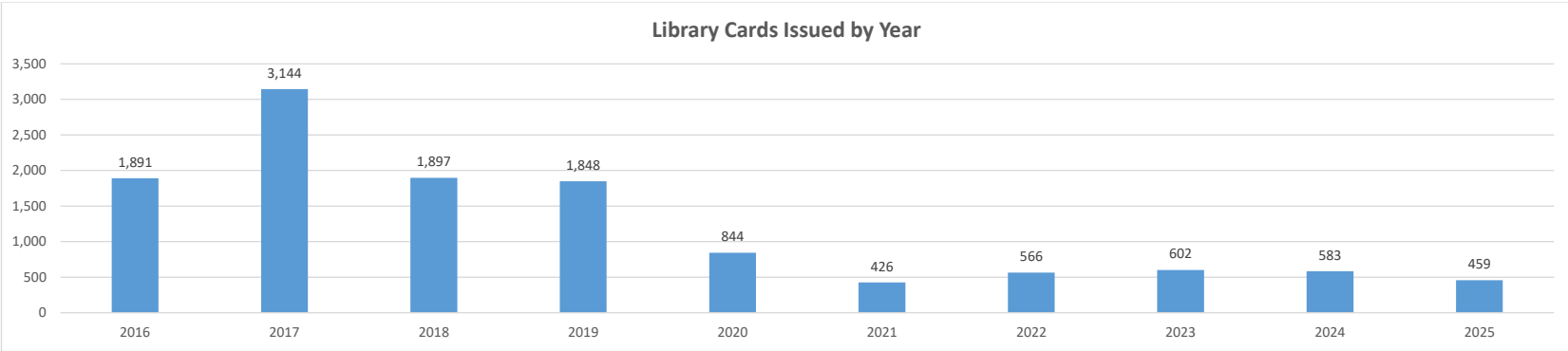
On Friday, Sept 12, I will present a session at Edgewood Assisted Living about my work as an author and librarian. On Monday, Sept. 22, I will talk to the Lewis & Clark Reading Council about new books for 2025. On Sept 18, 23, & 25), I plan to read to children at the new After-school program at LBW. On Oct. 3, I'll be giving a short session at the Tri-State Library Conference in Grand Forks, SD. Before the snow flies, I'll also be working with the Storywalk Committee to choose a book for the new Storywalk path at Patton Young Park.

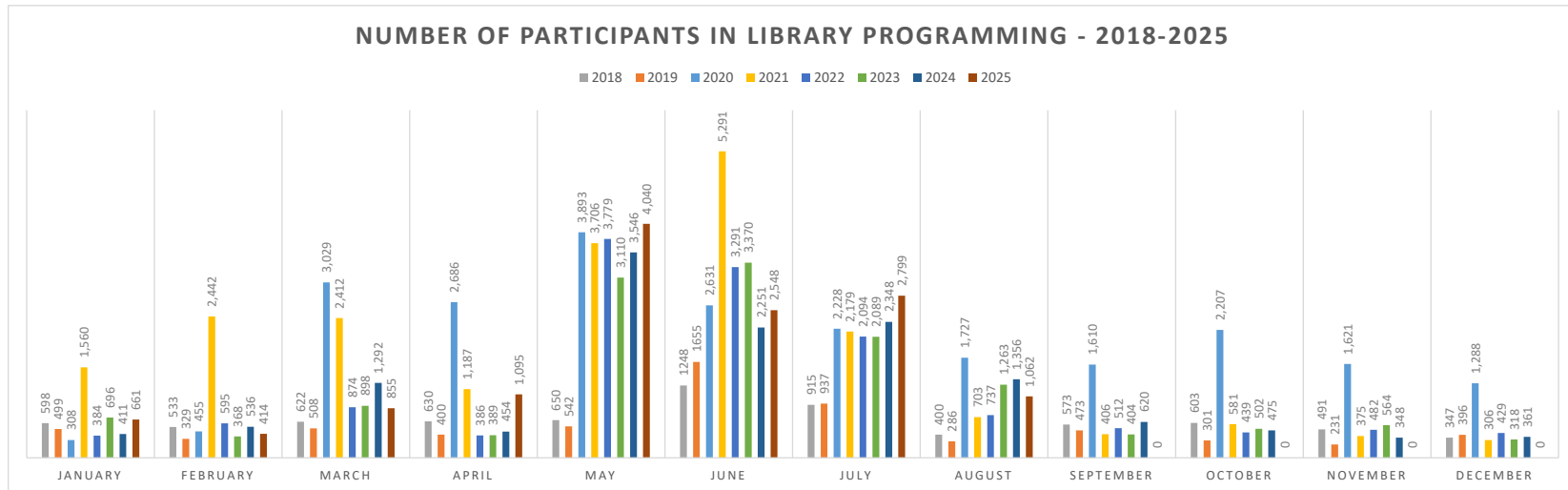
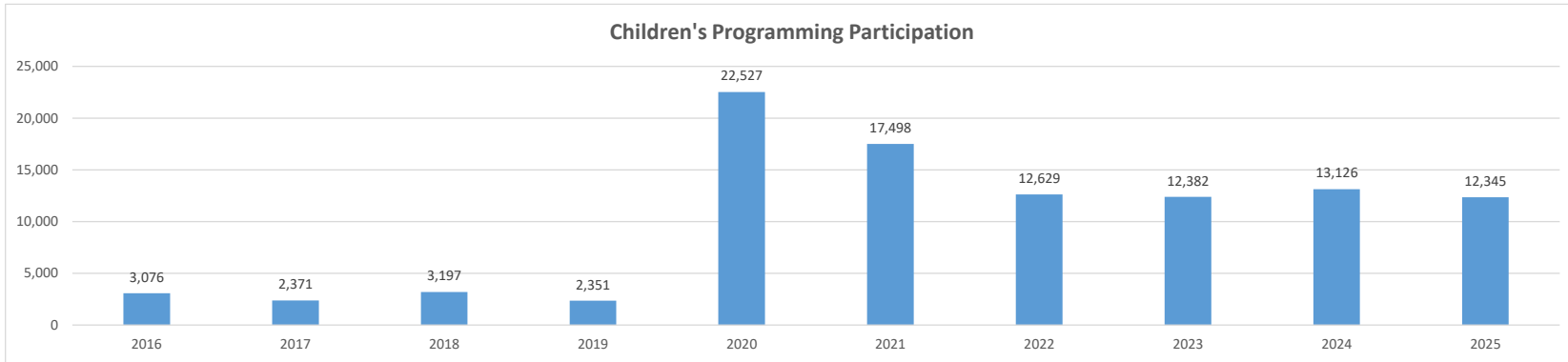
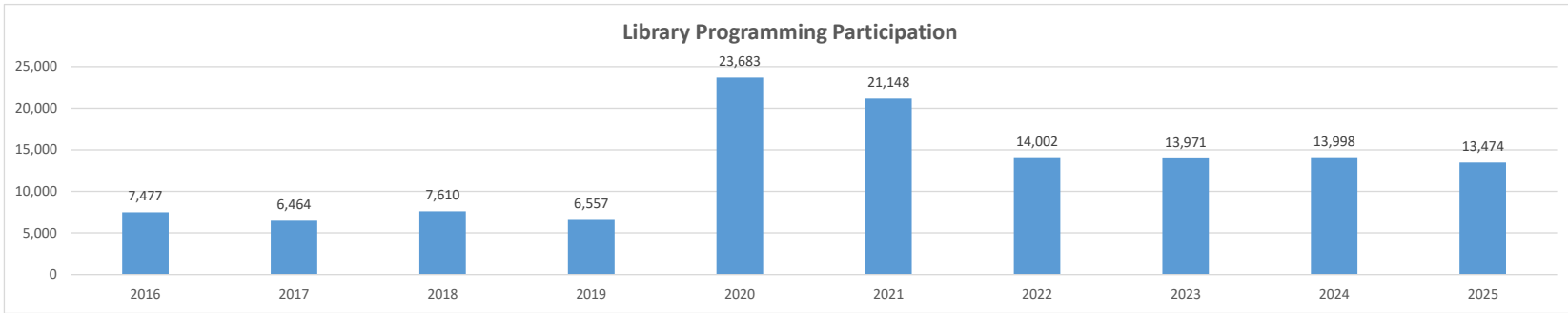
Mitchell Public Library Statistics for 2025



Library Statistics for 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024	Change	Library Statistics for 2025	
<b>Gate Count</b>	4,366	3,909	4,807	4,356	5,169	5,973	6,079	4,712	1,240	0	0	0	40,611	54,865	-26%	Gate Count	
<b>Registered Patrons TOTAL</b>	5,827	5,845	5,887	5,400	5,459	5,515	5,580	5,329	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	4,257	4,121	0	0	0	0	4,107	4,389	-7%	City Residents	
County Residents	737	737	739	680	686	679	680	576	0	0	0	0	680	735	-8%	County Residents	
Subscription Memberships	494	497	509	476	488	499	508	500	0	0	0	0	476	491	-3%	Subscription Memberships	
All Others	139	138	137	137	135	135	135	132	0	0	0	0	137	181	-32%	All Others	
<b>All Items Circulated TOTAL</b>	14,329	12,631	14,173	13,324	13,906	16,283	17,169	14,689	0	0	0	0	116,504	150,141	-22%	All Items Circulated TOTAL	
Physical Items	9,814	8,749	9,905	9,286	9,641	12,093	12,887	10,523	0	0	0	0	82,898	102,370	-19%	Physical Items	
Digital Items from SDDTG	4,515	3,882	4,268	4,038	4,265	4,190	4,282	4,166	0	0	0	0	33,606	47,771	-30%	Digital Items from SDDTG	
<b>Programs Held TOTAL</b>	22	21	25	27	35	43	50	17	0	0	0	0	240	272	-12%	Programs Held TOTAL	
Children	17	15	18	19	24	30	35	9	0	0	0	0	167	207	-19%	Children	
YA	2	1	1	3	3	6	8	5	0	0	0	0	29	11	164%	YA	
Adults	1	4	5	5	6	5	7	3	0	0	0	0	36	32	13%	Adults	
General Interest	2	1	1	0	2	2	0	0	0	0	0	0	8	22	-64%	General Interest	
<b>Program Attendance TOTAL</b>	661	414	855	1,095	4,040	2,548	2,799	1,062	0	0	0	0	13,474	13,998	-4%	Program Attendance TOTAL	
Children	547	384	834	897	3,819	2,295	2,531	1,038	0	0	0	0	12,345	13,126	-6%	Children	
YA	36	6	3	58	49	72	120	12	0	0	0	0	356	199	79%	YA	
Adults	8	13	18	140	137	23	148	12	0	0	0	0	499	417	20%	Adults	
General Interest	70	11	0	0	35	158	0	0	0	0	0	0	274	256	7%	General Interest	
<b>Collection Holdings TOTAL</b>	72,160	72,093	72,252	72,586	72,769	72,600	72,855	72,375	72,375	72,375	72,375	72,375	72,375	72,427	-0.1%	Collection Holdings TOTAL	
Holdings added	428	211	394	503	479	459	435	179	0	0	0	0	3,088	3,940	-22%	Holdings added	
Holdings deleted	-695	-278	-235	-169	-296	-628	-180	-659	0	0	0	0	-3,140	-5,637	-44%	Holdings deleted	
<b>ILL Borrowing Filled</b>	52	26	52	34	12	34	48	27	0	0	0	0	285	326	-13%	ILL Borrowing Filled	
<b>ILL Lending Filled</b>	55	56	49	56	35	34	47	61	0	0	0	0	393	719	-45%	ILL Lending Filled	
<b>Computer sessions</b>	318	320	428	380	370	392	409	451	0	0	0	0	3,068	5,017	-39%	Computer sessions	
<b>Computer use by hours</b>	232.5	254.8	323.4	286.0	276.9	293.7	340.0	337.7	0.0	0.0	0.0	0.0	2,345	3,521	-33%	Computer use by hours	
<b>Wi-Fi Sessions</b>	1,375	1,342	1,692	1,634	1,653	1,978	2,048	1,704	0	0	0	0	13,426	16,061	-16%	Wi-Fi Sessions	
<b>Facebook "Views"</b>	27,892	22,226	28,005	23,096	31,059	50,096	51,631	28,114	0	0	0	0	262,119	287,689	-9%	Facebook "People Reached"	
<b>Library website visits</b>														10,867		-100%	Library website visits
<b>Revenue</b>	\$ 1,675.96	\$ 2,151.85	\$ 2,183.42	\$ 9,055.68	\$ 2,213.35	\$ 2,332.90	\$ 2,069.82	\$ 1,981.45	\$ -	\$ -	\$ -	\$ -	\$ 23,664.43	\$ 31,126.57	-24%	Revenue	









1620 Dodge St.  
 Stop Code 3148  
 Omaha, NE 68197



00036096  
 MSP 61 MITCHELL PUBLIC LIBRARY  
 MICHELLE BATHKE  
 ANN M TEMPLE  
 221 N DUFF ST  
 MITCHELL SD 57301

01

**Summary of Accounts - From 07/01/2025 To 07/31/2025**

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$86,677.28	\$86,644.95
<b>Total on Deposit</b>			<b>\$86,644.95</b>

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

**Account Summary**

Description	
<b>Beginning Balance</b>	<b>\$86,677.28</b>
11 Credit(s) This Period	\$2,058.79
7 Debit(s) This Period	\$2,091.12
<b>Ending Balance</b>	<b>\$86,644.95</b>

**Interest Summary**

Description	
Annual Percentage Yield Earned	1.11%
Interest Days	31
Interest Earned	\$81.15
Interest Paid This Period	\$81.15
Interest Paid Year-To-Date	\$686.30

**Deposit Activity  
ELECTRONIC**

Post Date	Description	Amount
07-01	PAYPAL TRANSFER *****98148482	\$78.15
07-08	PAYPAL TRANSFER *****56483505	\$144.07
07-15	PAYPAL TRANSFER *****05971087	\$128.76
07-22	PAYPAL TRANSFER *****53880787	\$84.54
07-29	PAYPAL TRANSFER *****00213522	\$77.47
07-31	INTEREST PAYMENT	\$81.15
<b>Total Electronic Deposits</b>		<b>\$594.14</b>

**Deposit Activity  
PAPER**

Post Date	Description	Amount
07-07	CUSTOMER DEPOSIT	\$338.18
07-11	CUSTOMER DEPOSIT	\$36.00
07-14	CUSTOMER DEPOSIT	\$298.88
07-17	CUSTOMER DEPOSIT	\$100.00
07-28	CUSTOMER DEPOSIT	\$691.59
<b>Total Paper Deposits</b>		<b>\$1,464.65</b>

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
07-01	Check #1430	\$150.00
07-11	Check #1437	\$44.01
07-15	Check #1438	\$362.50

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

**Continued**

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
07-17	Check #1436	\$150.00
07-22	Check #1435	\$159.61
07-22	Check #1441	\$150.00
07-28	Check #1442	\$1,075.00
<b>Total Paper Withdrawals</b>		<b>\$2,091.12</b>

**Checks Cleared**

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1430	07/01/2025	\$150.00	<input type="checkbox"/>	1438	07/15/2025	\$362.50
<input type="checkbox"/>	1435	07/22/2025	\$159.61	<input type="checkbox"/>	1441	07/22/2025	\$150.00
<input type="checkbox"/>	1436	07/17/2025	\$150.00	<input type="checkbox"/>	1442	07/28/2025	\$1,075.00
<input type="checkbox"/>	1437	07/11/2025	\$44.01				



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1620 Dodge St.  
Stop Code 3148  
Omaha, NE 68197



00049929  
MSP 69  
MITCHELL PUBLIC LIBRARY  
MICHELLE BATHKE  
ANN M TEMPLE  
221 N DUFF ST  
MITCHELL SD 57301

01

**Summary of Accounts - From 08/01/2025 To 08/31/2025**

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$86,644.95	\$87,699.75
<b>Total on Deposit</b>			<b>\$87,699.75</b>

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

**Account Summary**

Description	
<b>Beginning Balance</b>	<b>\$86,644.95</b>
9 Credit(s) This Period	\$1,964.10
7 Debit(s) This Period	\$909.30
<b>Ending Balance</b>	<b>\$87,699.75</b>

**Interest Summary**

Description	
Annual Percentage Yield Earned	1.11%
Interest Days	31
Interest Earned	\$81.49
Interest Paid This Period	\$81.49
Interest Paid Year-To-Date	\$767.79

**Deposit Activity  
ELECTRONIC**

Post Date	Description	Amount
08-05	PAYPAL TRANSFER *****58016260	\$174.31
08-12	PAYPAL TRANSFER *****08010386	\$87.62
08-19	PAYPAL TRANSFER *****55848470	\$164.24
08-26	PAYPAL TRANSFER *****03207378	\$93.64
08-29	INTEREST PAYMENT	\$81.49
<b>Total Electronic Deposits</b>		<b>\$601.30</b>

**Deposit Activity  
PAPER**

Post Date	Description	Amount
08-04	CUSTOMER DEPOSIT	\$418.80
08-11	CUSTOMER DEPOSIT	\$276.51
08-19	CUSTOMER DEPOSIT	\$324.24
08-25	CUSTOMER DEPOSIT	\$343.25
<b>Total Paper Deposits</b>		<b>\$1,362.80</b>

**Withdrawal Activity  
PAPER**

Post Date	Description	Amount
08-04	Check #1444	\$280.00
08-12	Check #1439	\$50.10
08-13	Check #1434	\$150.00
08-15	Check #1440	\$50.40
08-21	Check #1433	\$100.00



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

**Continued**

**Withdrawal Activity**  
**PAPER**

Post Date	Description	Amount
08-25	Check #1445	\$160.00
08-27	Check #1446	\$118.80
<b>Total Paper Withdrawals</b>		<b>\$909.30</b>

**Checks Cleared**

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1433	08/21/2025	\$100.00	<input type="checkbox"/>	1444	08/04/2025	\$280.00
<input type="checkbox"/>	1434	08/13/2025	\$150.00	<input type="checkbox"/>	1445	08/25/2025	\$160.00
<input type="checkbox"/>	1439	08/12/2025	\$50.10	<input type="checkbox"/>	1446	08/27/2025	\$118.80
<input type="checkbox"/>	1440	08/15/2025	\$50.40				



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## Mitchell Public Library Library Board of Trustees

09/02/25

## Profit &amp; Loss Prev Year Comparison

Accrual Basis

July 2025

	Jul 25	Jul 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>General revenue</b>				
3D Printing	0.00	0.10	-0.10	-100.0%
Book sale	793.93	817.50	-23.57	-2.9%
Copies	431.35	395.76	35.59	9.0%
Donations	147.35	4.50	142.85	3,174.4%
Earbuds	0.00	13.00	-13.00	-100.0%
Interest	81.15	122.71	-41.56	-33.9%
Interlibrary loan	7.00	17.00	-10.00	-58.8%
Laminating	0.00	1.00	-1.00	-100.0%
Paid items (Damaged/Lost Items)	88.73	106.95	-18.22	-17.0%
Pop machine	36.00	31.50	4.50	14.3%
Subscriptions	450.00	625.00	-175.00	-28.0%
<b>Total General revenue</b>	<b>2,035.51</b>	<b>2,135.02</b>	<b>-99.51</b>	<b>-4.7%</b>
Uncategorized Income	34.31	31.85	2.46	7.7%
<b>Total Income</b>	<b>2,069.82</b>	<b>2,166.87</b>	<b>-97.05</b>	<b>-4.5%</b>
<b>Expense</b>				
Credit Card Processing Fees	15.73	18.53	-2.80	-15.1%
<b>Operation expenses</b>				
3D Printer Filament	-4.70	0.00	-4.70	-100.0%
Miscellaneous	0.00	150.00	-150.00	-100.0%
Sales Tax	44.01	86.04	-42.03	-48.9%
<b>Total Operation expenses</b>	<b>39.31</b>	<b>236.04</b>	<b>-196.73</b>	<b>-83.4%</b>
<b>Program expenses</b>				
<b>Summer Reading</b>				
Summer Reading - Children	2,947.61	1,692.52	1,255.09	74.2%
Summer Reading - Teen	280.00	0.00	280.00	100.0%
<b>Total Summer Reading</b>	<b>3,227.61</b>	<b>1,692.52</b>	<b>1,535.09</b>	<b>90.7%</b>
<b>Total Program expenses</b>	<b>3,227.61</b>	<b>1,692.52</b>	<b>1,535.09</b>	<b>90.7%</b>
<b>Total Expense</b>	<b>3,282.65</b>	<b>1,947.09</b>	<b>1,335.56</b>	<b>68.6%</b>
<b>Net Ordinary Income</b>	<b>-1,212.83</b>	<b>219.78</b>	<b>-1,432.61</b>	<b>-651.8%</b>
<b>Net Income</b>	<b>-1,212.83</b>	<b>219.78</b>	<b>-1,432.61</b>	<b>-651.8%</b>

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

August 2025

09/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>General revenue</b>				
3D Printing	5.40	0.00	5.40	100.0%
Book sale	765.50	818.55	-53.05	-6.5%
Copies	459.45	271.15	188.30	69.4%
Donations	17.45	1.20	16.25	1,354.2%
Earbuds	1.00	2.00	-1.00	-50.0%
Interest	81.49	123.70	-42.21	-34.1%
Interlibrary loan	33.50	3.00	30.50	1,016.7%
Laminating	2.00	1.00	1.00	100.0%
Meeting room fees	0.00	75.00	-75.00	-100.0%
Paid items (Damaged/Lost Items)	82.67	56.29	26.38	46.9%
Subscriptions	525.00	400.00	125.00	31.3%
<b>Total General revenue</b>	1,973.46	1,751.89	221.57	12.7%
<b>Uncategorized Income</b>	7.99	24.30	-16.31	-67.1%
<b>Total Income</b>	1,981.45	1,776.19	205.26	11.6%
<b>Expense</b>				
<b>Credit Card Processing Fees</b>	17.35	18.94	-1.59	-8.4%
<b>Operation expenses</b>				
Furniture	0.00	365.98	-365.98	-100.0%
Sales Tax	0.00	41.90	-41.90	-100.0%
<b>Total Operation expenses</b>	0.00	407.88	-407.88	-100.0%
<b>Program expenses</b>				
<b>Summer Reading</b>				
Summer Reading - Adult	100.00	0.00	100.00	100.0%
Summer Reading - Children	0.00	37.96	-37.96	-100.0%
Summer Reading - Teen	178.80	0.00	178.80	100.0%
<b>Total Summer Reading</b>	278.80	37.96	240.84	634.5%
<b>Total Program expenses</b>	278.80	37.96	240.84	634.5%
<b>Total Expense</b>	296.15	464.78	-168.63	-36.3%
<b>Net Ordinary Income</b>	1,685.30	1,311.41	373.89	28.5%
<b>Net Income</b>	1,685.30	1,311.41	373.89	28.5%

## Mitchell Public Library Library Board of Trustees

## Profit &amp; Loss Prev Year Comparison

January through August 2025

	Jan - Aug 25	Jan - Aug 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
County Fees	7,500.00	7,500.00	0.00	0.0%
<b>General revenue</b>				
3D Printing	35.92	41.50	-5.58	-13.5%
Book sale	6,056.18	5,771.05	285.13	4.9%
Copies	3,636.31	2,704.81	931.50	34.4%
Donations	823.55	177.71	645.84	363.4%
Earbuds	26.00	29.00	-3.00	-10.3%
Grants	0.00	500.00	-500.00	-100.0%
Interest	767.79	966.15	-198.36	-20.5%
Interlibrary loan	123.00	99.25	23.75	23.9%
Laminating	29.00	23.00	6.00	26.1%
Meeting room fees	100.00	228.75	-128.75	-56.3%
Paid items (Damaged/Lost Items)	562.97	523.48	39.49	7.5%
Pop machine	90.00	49.50	40.50	81.8%
Subscriptions	3,775.00	3,575.00	200.00	5.6%
<b>Total General revenue</b>	<b>16,025.72</b>	<b>14,689.20</b>	<b>1,336.52</b>	<b>9.1%</b>
<b>Uncategorized Income</b>	<b>138.71</b>	<b>441.53</b>	<b>-302.82</b>	<b>-68.6%</b>
<b>Total Income</b>	<b>23,664.43</b>	<b>22,630.73</b>	<b>1,033.70</b>	<b>4.6%</b>
<b>Expense</b>				
Credit Card Processing Fees	131.81	112.39	19.42	17.3%
<b>Operation expenses</b>				
3D Printer Filament	82.26	0.00	82.26	100.0%
Equipment	368.99	0.00	368.99	100.0%
Furniture	0.00	2,068.83	-2,068.83	-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	170.00	-170.00	-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	303.42	242.25	61.17	25.3%
Technology	0.00	3,740.00	-3,740.00	-100.0%
<b>Total Operation expenses</b>	<b>1,219.81</b>	<b>6,570.65</b>	<b>-5,350.84</b>	<b>-81.4%</b>
Postage and Delivery	0.00	586.52	-586.52	-100.0%
<b>Program expenses</b>				
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%
<b>Summer Reading</b>				
Summer Reading - Adult	1,692.12	1,027.82	664.30	64.6%
Summer Reading - Children	7,506.38	5,542.72	1,963.66	35.4%
Summer Reading - Teen	868.30	468.92	399.38	85.2%
<b>Total Summer Reading</b>	<b>10,066.80</b>	<b>7,039.46</b>	<b>3,027.34</b>	<b>43.0%</b>
Teen programming	568.64	329.51	239.13	72.6%
<b>Total Program expenses</b>	<b>14,139.52</b>	<b>8,731.25</b>	<b>5,408.27</b>	<b>61.9%</b>
<b>Uncategorized Expenses</b>	<b>-2.75</b>	<b>0.00</b>	<b>-2.75</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>15,488.39</b>	<b>16,000.81</b>	<b>-512.42</b>	<b>-3.2%</b>
<b>Net Ordinary Income</b>	<b>8,176.04</b>	<b>6,629.92</b>	<b>1,546.12</b>	<b>23.3%</b>
<b>Net Income</b>	<b>8,176.04</b>	<b>6,629.92</b>	<b>1,546.12</b>	<b>23.3%</b>

CITY OF MITCHELL  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 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	31,381.71	289,791.16	265,422.43	209,895.57	55.84
101-45500-41110 OVERTIME	0	0.00	95.37	42.31	( 42.31)	0.00
101-45500-41120 PART-TIME	45,250	2,921.50	24,573.17	25,772.75	19,477.25	56.96
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	2,499.46	22,857.67	21,355.25	18,448.75	53.65
101-45500-41300 RETIREMENT	28,519	1,882.88	17,257.61	15,927.78	12,591.22	55.85
101-45500-41500 GROUP INSURANCE	130,960	9,466.94	82,619.87	75,095.52	55,864.48	57.34
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	48,152.49	437,194.85	403,616.04	316,234.96	56.07
<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	7,500	1,250.00	1,672.74	1,526.34	5,973.66	20.35
101-45500-42600 SUPPLIES & MATERIALS	12,000	1,180.52	7,159.95	7,178.61	4,821.39	59.82
101-45500-42661 POSTAGE	1,600	199.69	1,121.52	1,600.48	( 0.48)	100.03
101-45500-42690 MINITEX FEES	5,800	0.00	5,528.11	5,749.85	50.15	99.14
101-45500-42691 DATABASE SYS UPDATE	1,900	0.00	1,866.00	1,932.00	( 32.00)	101.68
101-45500-42692 PERIODICALS	5,250	0.00	95.52	2,064.20	3,185.80	39.32
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	1,607.06	11,334.77	10,996.20	8,353.80	56.83
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	3,385.38	23,544.48	26,363.81	17,011.19	60.78
101-45500-42830 UTILITIES-WATER/SEWER	2,100	0.00	644.49	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>3,530.00</u>	<u>0.00</u>	<u>3,530.00</u>	<u>( 30.00)</u>	<u>100.86</u>
TOTAL CURRENT EXPENSES	107,000	11,152.65	53,511.38	62,761.97	44,238.03	58.66
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	15,000	21,108.00	0.00	21,108.00	( 6,108.00)	140.72
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	3,937.18	21,863.48	30,395.46	16,604.54	64.67
101-45500-43421 AUDIO-VISUAL	4,000	255.69	2,148.40	1,448.84	2,551.16	36.22
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	25,300.87	37,952.62	52,952.30	48,047.70	52.43
TOTAL LIBRARY	927,851	84,606.01	528,658.85	519,330.31	408,520.69	55.97
=====						
TOTAL EXPENDITURES	927,851	84,606.01	528,658.85	519,330.31	408,520.69	55.97

\*\*WARNING\*\* 921 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

## September 2025 Funding Requests

We are submitting three funding requests this month. See below.

### Travel costs to SDLA Conference in Grand Forks, ND for Jean Patrick and Kevin Kenkel

Jean and I will be attending the SDLA/NDLA/MPLA Tri-Conference in Grand Forks, ND in early October. I will travel there on Wednesday, October 1. Jean will conduct story time on Thursday, October 2, and then will drive to Grand Forks. She presents on Friday, October 3. The total round-trip miles for each of us will be 700 miles. We are requesting mileage reimbursement at \$0.50 per mile for each. The library's travel budget will cover the registration and hotel costs for us, but we don't have enough to cover this travel cost.

Amount requested: \$700

### SDLA Memberships for Board Members

For the past number of years we have paid for SDLA memberships for Library Board members. The membership cost for each Trustee is \$23.

Amount requested: \$138