



Mitchell Public Library Board of Trustees Meeting -- November 18, 2025 Agenda
City Council Chambers, City Hall, 612 N. Main Street
November 18, 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 November 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
September 16, 2025

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, Megan Luther, and Susan Tjarks. Board members Deb Everson and Ann Temple were excused. Also present was Kevin Kenkel, Library Director.

3. Approval of Agenda

Kenkel informed the Board that he had a bill for approval to add to the agenda. Motion by Goldammer, seconded by Tjarks, to approve the agenda as amended. All members present voted "Aye". Motion passed.

4. Approval of Minutes

Board members reviewed the minutes from the July 15, 2025 board meeting. No changes were suggested. Motion by Tjarks, 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 July and August 2025. Kenkel provided additional comments regarding the written reports. Kenkel shared that the new digital sign was installed Monday, September 15 and power was connected today, September 16. Therefore, Strategy A.1 from the Strategic Plan is achieved. He informed Board members that the library's postage budget has been spent, so the Board bank account will pay for postage costs the remainder of the year per the May 13, 2025 Board decision. Motion by Tjarks, seconded by Luther, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

Kenkel submitted one bill for approval. This bill is for the replacement cost of an interlibrary loan book borrowed from Mayville State University Library that was lost in the mail when returned. Motion by Luther, seconded by Goldammer, to approve payment of this bill. All members present voted "Aye". Motion passed.

Board members reviewed the July and August 2025 bank statements and financial reports. Motion by Tjarks, seconded by Luther, to approve the financial reports. All members present voted “Aye”. Motion passed.

Board member Tjarks asked about the status of the library’s 2026 budget request. Kenkel informed Board member that most of the requested increases to the library’s budget were approved, so the 2026 budget will support library operations.

7. Business Items

A. Action to Approve Funding Requests for September 2025

Kenkel presented two funding requests totaling \$838.00. These funding requests are for covering transportation costs (\$700) to the 2025 MPLA/SDLA/NDLA tri-conference in Grand Forks, ND October 1-3 for Kenkel and Jean Patrick, and renewing Board member’s SDLA memberships (\$138). Motion by Tjarks, seconded by Luther, to approve these funding requests. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

No Board input was given.

10. Citizen’s Input

No citizen’s input was given.

11. Adjournment

Board members determined that the October Board training session will be October 21 at 5:15 pm in the library. The next Board of Trustees meeting is scheduled for November 18, 2025 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 5:57 p.m.

Mitchell Public Library Director Report

November 18, 2025

1. Staffing

On November 13, Megan Davids submitted her resignation. Her last day of employment will be Wednesday, November 26, 2025. We will review our staffing needs and determine if filling this position meets our needs, or if developing a position related to programming better meets our needs.

2. Sales Tax

The September and October sales tax amounts for our used book sale were \$43.22 and \$43.94 respectively.

3. ILL Postage

ILL postage costs for September were \$177.83. ILL postage costs for October were \$103.43.

4. Library Computers

Support for Windows 10 ended in October. We had seven staff computers and eight public computers still on Windows 10. In late summer I asked Andrew Schneider, city IT administrator, about the plan for upgrading machines to Windows 11. During the first week of November, he provided me guidelines and instructions for upgrading our staff and public computers. Based on the age of hardware in these computers, one staff computer and one public computer were not capable of upgrading to Windows 11. All others have been upgraded.

After discussing our public computer needs with the library staff, we determined that we can reduce the number of public computers by two based on recent and current usage patterns. We have three computers dedicated to the children's area and three computers in the teen room. We will take one computer from the children's area to replace the staff computer and one computer from the teen room to replace the general public computer that are not capable of running Windows 11. We will monitor computer usage to determine if we need to add back computers in these areas in the future.

5. 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 20th 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.

As I reported in September, 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. We are submitting a funding request to purchase the 55 copies of books. We will let the Masons know the amount of the purchase so they can donate their funds.

6. Baker & Taylor

Baker & Taylor (B&T) has been one of our book vendors, primarily for children's books. They have struggled since the pandemic. For the past year it has taken longer to receive books from B&T. You may have heard that in October B&T announced that they will cease operations. They announced this October 6. On that day more than 500 employees were laid off. When we heard this news, we discussed our options and decided that we would begin ordering children's books from Ingram, the vendor we primarily used for adult and YA materials. With already having an account with Ingram we were able to transition immediately and not have any disruptions.

7. Review of Open Meeting Rules

Last session the SD Legislature passed a law that requires us to review open meeting laws on an annual basis. The first review needs to be done prior to the end of June 2026. We need to conduct this review/training at one of our meetings so it can be documented in our meeting minutes. We will do this review at either our January or March 2026 meeting.

8. Strategic Plan

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

Mitchell Public Library Strategic Plan, 2025-2028

Mission Statement

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

Goals and Strategies

Goal A

Improve marketing/advocacy of library services

Strategies

1. Install digital sign along Sanborn Boulevard to promote library services.
 - a. Sign will be installed by fourth quarter 2025.
This strategy is achieved.
2. Provide “how to” information on the library’s website.
 - a. Determine what “how to” questions get asked the most and what would be helpful as a “how to” in either print or video format.
 - b. Create a “how to” document for each identified topic.
 - c. Create a “how to” video for each identified topic.
 - d. Publish “how tos” to the library website through 2028.
 - e. This strategy is achieved when the “how to” documents and videos are published online.
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. This strategy 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.
We are reviewing the requirements of establishing an Instagram account.

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.

November 2025 – we are around 50% of the adult nonfiction collection weeded. This work has slowed down recently due to staffing issues.

- b. Reorganize children’s collection to expand into the emptied adult nonfiction space by the end of 2nd quarter 2026.
2. Reorganize collection to create space for an “intermediate” collection.
 - a. Determine what titles from the existing collections would be candidates for an intermediate collection by the 3rd quarter of 2026.
 - b. Determine what space would best accommodate a standalone intermediate collection by the 3rd quarter of 2026.
 - c. Reorganize children’s and YA collections to create an “intermediate collection” by the end of 4th quarter 2026.
3. Install better lighting around the interior perimeter.
 - a. Lights will be installed by 4th quarter of 2025.
This strategy is achieved.
4. Provide a drive-up book return to patrons.
 - a. Determine feasibility of moving the east, outdoor book return to a drive-up location by 2nd quarter 2026.
 - b. If feasible, move the east, outdoor book return to a drive-up location by 3rd quarter 2026.
5. Investigate offering digital periodicals via OverDrive/Libby.
 - a. Determine affordability of a subscription to OverDrive’s digital periodicals by 4th quarter of 2025.
This strategy is achieved.
 - b. Determine if any newspaper subscriptions can be discontinued by 4th quarter of 2025.
This strategy is achieved.
 - c. This strategy is achieved when a decision is made to either subscribe or not subscribe to this resource.
This strategy is achieved.
6. Investigate options for conducting a space analysis.
 - a. By 3rd quarter 2026 determine the scope of a space analysis and determine if a request for proposal is necessary.
 - b. Identify library consultants who specialize in space analyses by 4th quarter 2026.
 - c. Draft document to request information/proposal from consultants by 4th quarter 2026.
 - d. Obtain proposals/pricing from multiple consultants by May 1, 2027.
 - e. Submit funding request for a consultant by 2nd quarter 2027.
 - f. Determine if funding is available for conducting such a study by 4th quarter 2027.
 - g. This strategy is achieved when a decision is made to either contract for a space analysis study or not.

Goal C

Expand library programming that engages patrons of all ages

Strategies

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

November 2025 – We continue to experience higher participation for Teen programming in 2025. Through October 2025 we have offered 31 teen programs with 364 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.

November 2025 – We are experiencing higher participation for Adult programming in 2025. Through October 2025 we have offered 45 adult programs with 525 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.

November 2025 – Max Velasquez held a second book club at the new Palace City Brewery July 24. A few people attended. We plan to try one more time to hold this program at the Brewery before deciding on whether to continue it or not.
 - 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.

November 2025 – We participated in the First Fridays events during the summer to promote Summer Reading Program. We will participate again in 2026. We did take books along to have them available for check out.
 - 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.
 - b. Schedule and conduct presentations in those teachers’ classrooms (this also supports the strategy of offering more young adult programming).

November 2025 – Max Velasquez went to DWU November 4 to conduct a library card drive for DWU students. We had six people complete registration forms for library accounts. Jean Patrick works with the new after-school programs at the three elementary schools. Each month she is reading to and reaching 100-140 children through the new outreach. With this new collaboration on a monthly basis, we will achieve this strategy by the end of 2025.

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

November 2025 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Management

We are looking at a service called ComicsPlus to augment our graphic novel, manga, and comic collections for all age groups. They have an open access philosophy that's genuinely refreshing, compared to my own experiences with manga and graphic novel reader apps from different publishers: what ComicsPlus has available can be read simultaneously by multiple users and without a limit to the number of copies. Compare to Libby, which only allows one user per copy and functions more like a lease. The downside is that some of the larger publishers of graphic novels and manga are not available on this platform. The catalog updates every Wednesday. The cost is very reasonable for the amount of content: just over \$1,200 for a full year's access, with a one-time setup fee (bringing the cost for the first year to about \$1,350). Kevin and I had a Zoom meeting with a rep who was able to demonstrate the functionality of the admin controls and satisfy our concerns about young patrons accessing materials meant for older age groups. ComicsPlus can be used on an app or accessed through a web browser, so nobody has to strain their eyes reading on a cell phone screen.

The weeding project in Adult Nonfiction stands at around 50% for the first pass (646.2—adult nonfiction is backloaded and the 900s take up a lot of room). Staffing issues have slowed things down. I no longer expect to complete the first pass by the end of the year, given that the 900s will require research to weed properly.

Programming

The second session of *Books and Brews* was held at Palace City Brewing on Thursday October 28th, where we discussed *The Final Girl Support Group* by Grady Hendrix. Only two people attended this time. The next session will take place in February or March, and we will be reading a nonfiction title: *A History of the World in Six Glasses*.

I ran a couple of passive programs in October and November. The October program was a Halloween themed reading challenge, being a 4x4 bingo sheet. Engagement was solid; I made 32 sheets for people to take and 25 were gone by Halloween. The November program is ongoing, week to week, and centers around National Board Game Month. We purchased new titles for the collection: *Wyrmspan*, *Harmonies*, *Wondrous Creatures*, and *Art Society*. I'll be setting up one game per week on a table near the display shelves as a way of encouraging patrons to play before putting each one on the board game shelving.

I coordinated with Dr. Molly Barari about running two writing workshops as a way of making up for her absence from the Wisdom Writing Workshop we held back in June (she had health troubles). Rather than having her drive all the way from Rapid City for a single workshop, we agreed that two hybrid workshops would be better, as this way two topics could be covered for the same cost as her in person rate. This allowed me to stretch the grant from the South Dakota Humanities Council that little bit further. One workshop focuses on writing a family history, the other one's life story. The plan had been to do the life story writing workshop on October 28th, but Dr. Barari had to cancel at the last minute for a family emergency: we're trying to figure out when in January we can hold that session. The family history writing workshop is planned for November 18th from 11am to 12:30pm. Patrons can participate

either by coming to the library's community room or over Zoom. Those that attend in person will have legal pads and pens or pencils provided to them.

Outreach

The second session of *Books and Brews* was held at Palace City Brewing on Thursday October 30th, where we discussed *The Final Girl Support Group* by Grady Hendrix. I will try a couple more times, but given where attendance is I don't know that I will continue with the program beyond next summer.

I went to Dakota Wesleyan's library on November 4th from 11:30am to 2pm to do a library card drive. Half a dozen people signed up, an even split of faculty and students. One of the library employees mentioned towards the end that Tuesdays tend to be slower than Mondays: useful information for the next time I do another of these drives.

November 2025 Children's Services Update

Jean Patrick, Children's Services Librarian

During September-November, I have continued to order, display, and weed books for the children's collection. Currently, I'm learning to order books from Ingram because of the bankruptcy of long-time distributor Baker & Taylor. I also continue to provide daily reader advisory for kids, parents/grandparents, caregivers, and others.

Storytimes

Thursday Storytimes have continued weekly since Sept 11 (except for Oct 9 due to travel to my son's wedding). Attendance peaked in October with numbers in the 40s for each storytime. As is typical in November, attendance has dropped to the high 20s and low 30s.

On Nov. 13, we participated in **Storytime SD**. A firefighter from the Mitchell Fire Department came to Thursday Storytime to read the picture book "Lou," by Brianna Carzoo, a story about a fire hydrant. He also answered questions from children and adults, gave away plastic fire helmets, and drove away in the ambulance with the lights flashing and the siren blaring. The kids were in awe!

Bilingual Storytime

The Ramos Family (Gina, Ezequiel, and Emma) volunteered to lead Bilingual Storytime on alternating Saturdays, beginning on Oct 4. Attendance has been in the 30s-40s. Parents and kids are thrilled we are providing this again. Gina does an amazing job of making large visual aids to help the children learn vocabulary.

Outreach – Preschool Storytime

I provide monthly Storytimes for the 40+ kids from First Lutheran Early Learning Center and monthly Storytime for each of the three classes at Palace City Preschool (approx. 20-22 students in each class).

Outreach – After-school Programs (New)

I've been reading to students at the after-school program (all grade levels from LBW, GBR, and Longfellow). Each school has a different routine, but each month averages 100-140 students. The kids seem to love it, especially since I bring Gilly, the ever-popular goat puppet. I hope these regular visits to the schools will encourage kids to visit the library with their families and to participate in events such as Bookopoly and the Summer Reading Program.

Other events:

On Oct. 6, I participated in a **Community Resource Fair** at the Corn Palace Plaza, sponsored by the elementary schools in Mitchell. I distributed brochures, stickers, books, and other items to promote the library and reading.

Also, the **Kiwanis Storywalk** has been completed at Patton Young Park with the help of DWU faculty and students, the Mitchell Park & Rec Department, and the Mitchell Public Library. Ribbon-cutting was held the morning of Nov. 13.

The fall/winter storywalk features the book "Little Tree," by Loren Long. As part of the committee, I'll

be suggesting ideas for future books. (The plan is to change the book three times each year.) See the article in the November 14 issue of the *Mitchell Republic*.

Upcoming events:

Holiday Ornament Makerspace (See funding request). We will invite children and families to participate in an after-school holiday ornament makerspace in December. Date TBA.

Creativity Day. We plan to join Marica Shannon and the MHS Art Ambassadors for a Saturday morning Creativity Day. Date is tentatively set for Jan. 24.

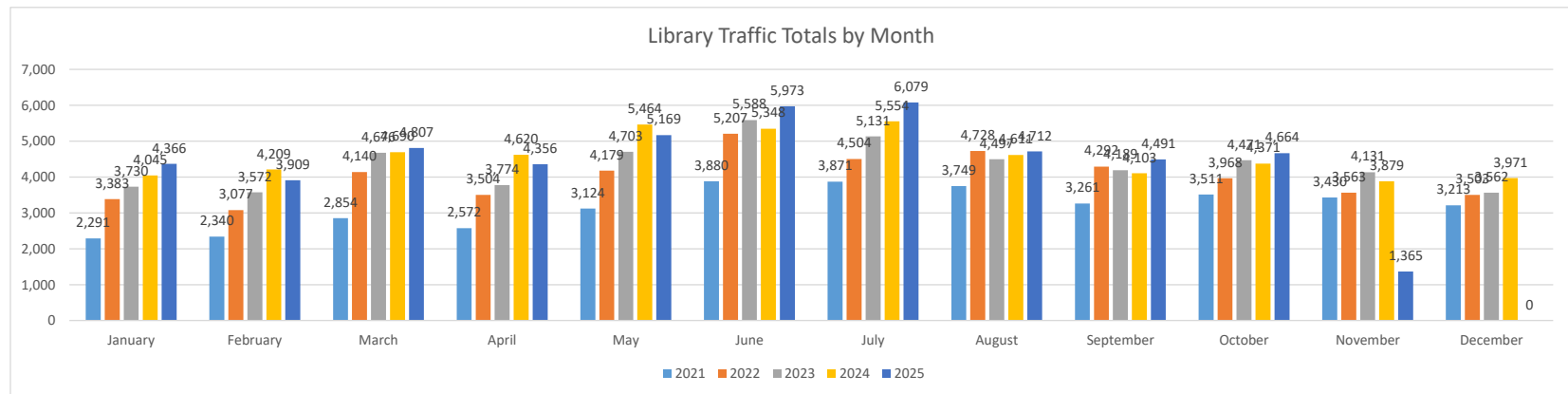
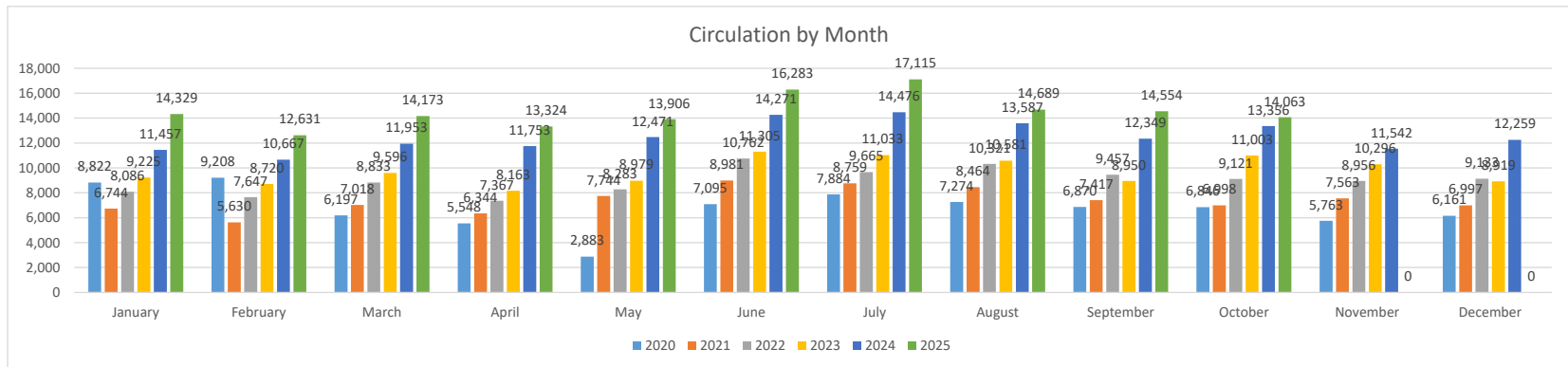
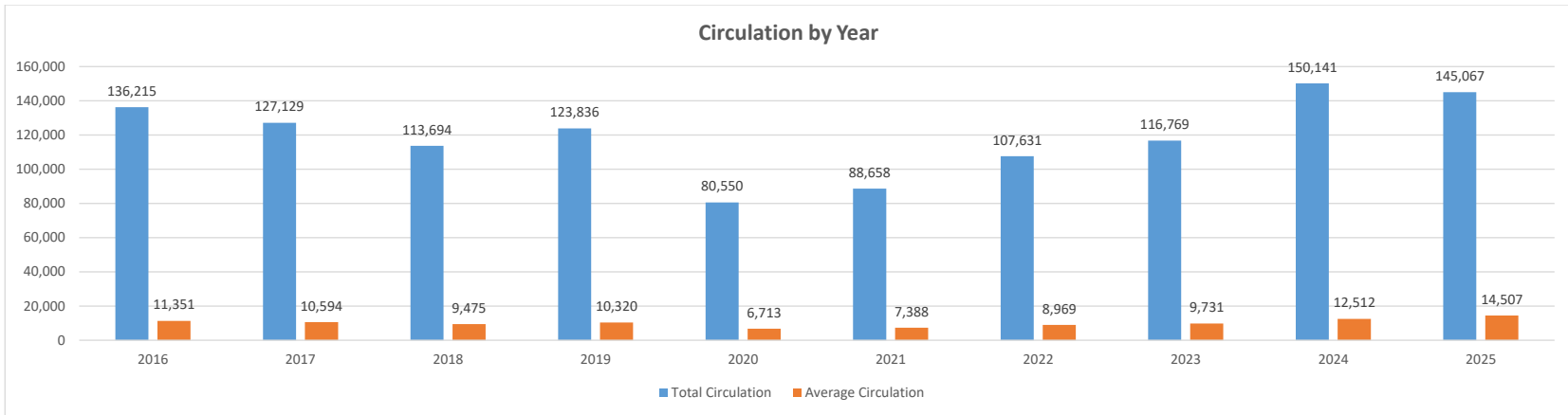
Read for the Record (See funding request). This international children's event is scheduled for Feb. 26, 2026.

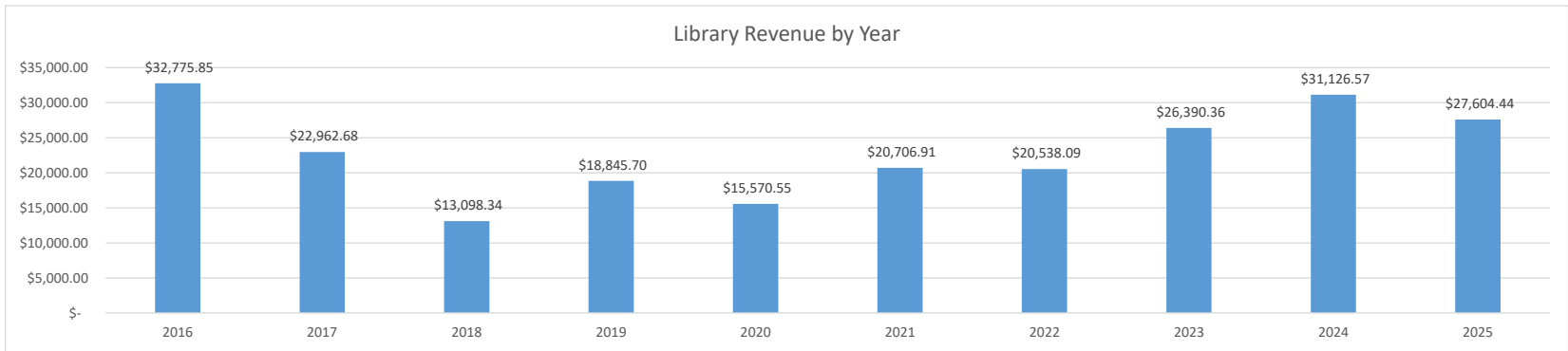
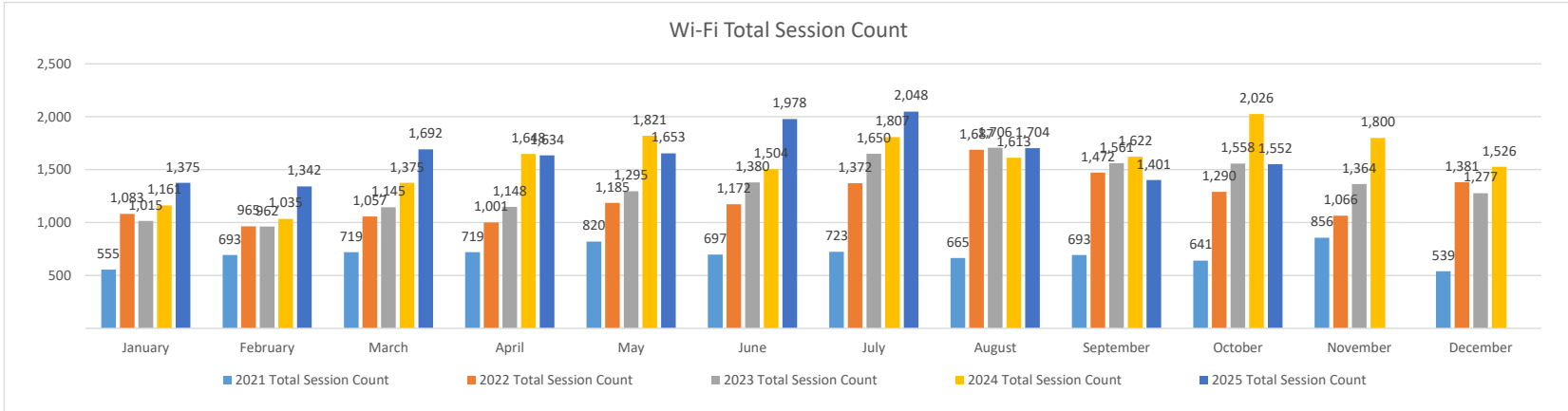
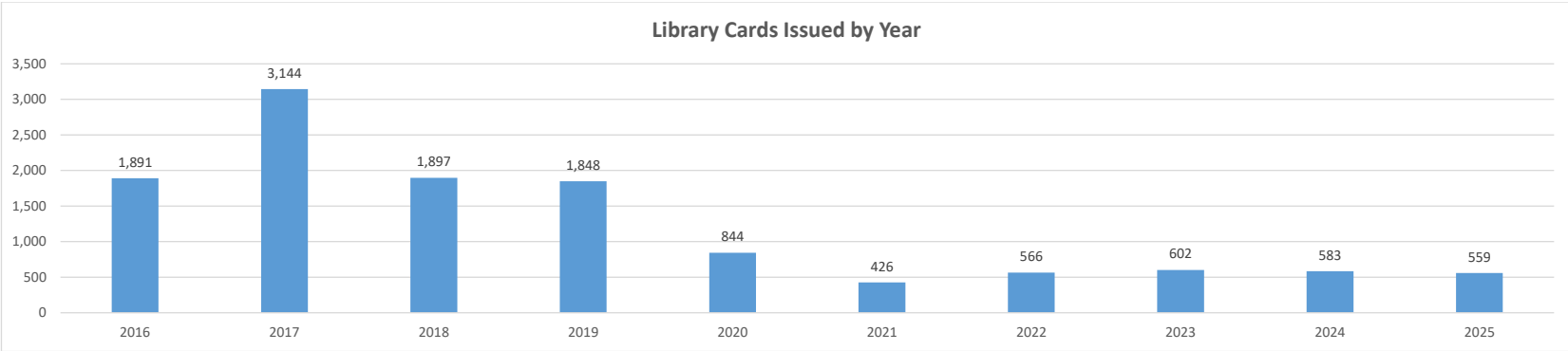
Bookopoly, Jr. For the fifth consecutive year, we plan to create a Bookopoly board and offer prizes for those who complete the challenges.

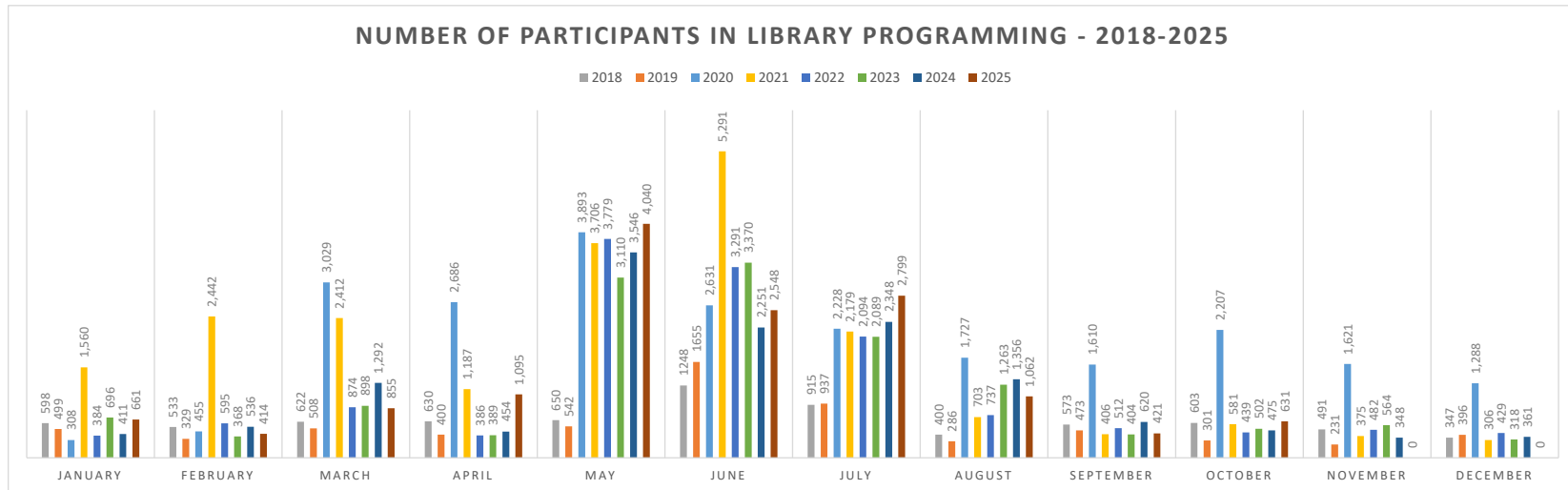
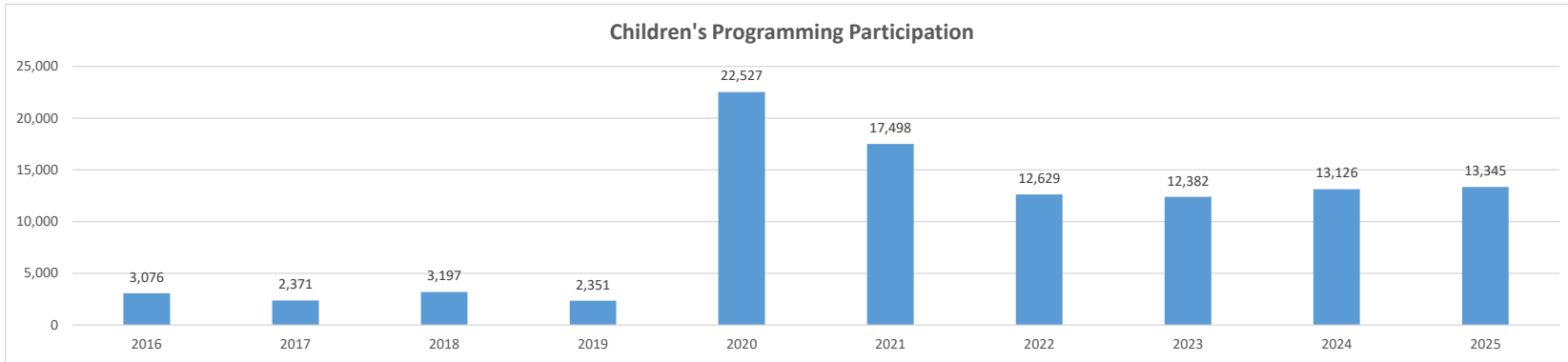
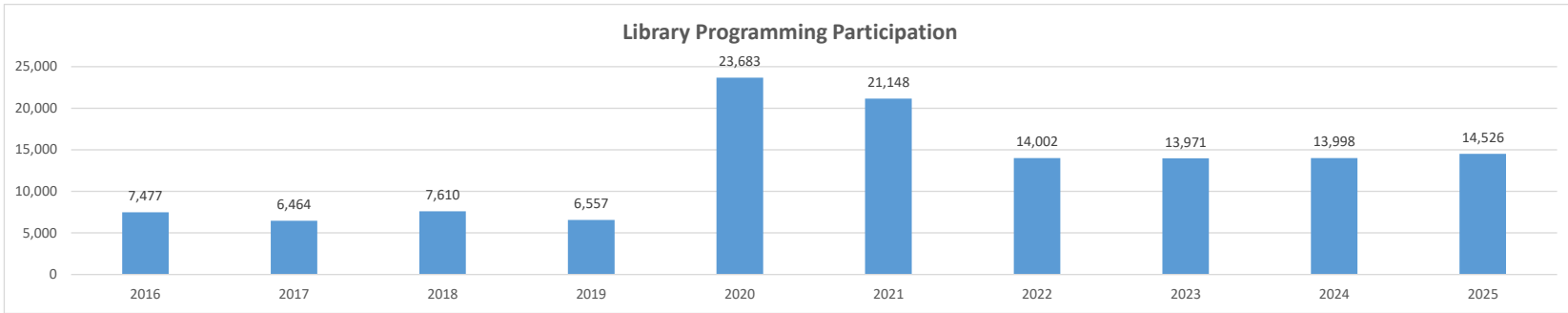
Mitchell Public Library Statistics for 2025



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	6,079	4,712	4,491	4,664	1,365	0	49,891	54,865	-9%	Gate Count
Registered Patrons TOTAL	5,827	5,845	5,887	5,400	5,459	5,515	5,580	5,329	5,373	5,401	0	0	5,401	5,796	-7%	Registered Patrons Total
City Residents	4,457	4,473	4,502	4,107	4,150	4,202	4,257	4,121	4,175	4,203	0	0	4,203	4,389	-4%	City Residents
County Residents	737	737	739	680	686	679	680	576	572	579	0	0	579	735	-27%	County Residents
Subscription Memberships	494	497	509	476	488	499	508	500	513	518	0	0	518	491	5%	Subscription Memberships
All Others	139	138	137	137	135	135	135	132	113	101	0	0	101	181	-79%	All Others
All Items Circulated TOTAL	14,329	12,631	14,173	13,324	13,906	16,283	17,115	14,689	14,554	14,063	0	0	145,067	150,141	-3%	All Items Circulated TOTAL
Physical Items	9,814	8,749	9,905	9,286	9,641	12,093	12,833	10,523	10,540	10,014	0	0	103,398	102,370	1%	Physical Items
Digital Items from SDTTG	4,515	3,882	4,268	4,038	4,265	4,190	4,282	4,166	4,014	4,049	0	0	41,669	47,771	-13%	Digital Items from SDTTG
Programs Held TOTAL	22	21	25	27	35	43	50	17	26	27	0	0	293	272	8%	Programs Held TOTAL
Children	17	15	18	19	24	30	35	9	20	21	0	0	208	207	0%	Children
YA	2	1	1	3	3	6	8	5	1	1	0	0	31	11	182%	YA
Adults	1	4	5	5	6	5	7	3	4	5	0	0	45	32	41%	Adults
General Interest	2	1	1	0	2	2	0	0	1	0	0	0	9	22	-59%	General Interest
Program Attendance TOTAL	661	414	855	1,095	4,040	2,548	2,799	1,062	421	631	0	0	14,526	13,998	4%	Program Attendance TOTAL
Children	547	384	834	897	3,819	2,295	2,531	1,038	386	614	0	0	13,345	13,126	2%	Children
YA	36	6	3	58	49	72	120	12	5	3	0	0	364	199	83%	YA
Adults	8	13	18	140	137	23	148	12	12	14	0	0	525	417	26%	Adults
General Interest	70	11	0	0	35	158	0	0	18	0	0	0	292	256	14%	General Interest
Collection Holdings TOTAL	72,160	72,093	72,252	72,586	72,769	72,600	72,855	72,375	72,424	71,981	71,981	71,981	71,981	72,427	-0.6%	Collection Holdings TOTAL
Holdings added	428	211	394	503	479	459	435	179	421	401	0	0	3,910	3,940	-1%	Holdings added
Holdings deleted	-695	-278	-235	-169	-296	-628	-180	-659	-372	-844	0	0	-4,356	-5,637	-23%	Holdings deleted
ILL Borrowing Filled	52	26	52	34	12	34	48	27	37	38	0	0	360	326	10%	ILL Borrowing Filled
ILL Lending Filled	55	56	49	56	35	34	47	61	43	70	0	0	506	719	-30%	ILL Lending Filled
Computer sessions	318	320	428	380	370	392	409	451	364	359	0	0	3,791	5,017	-24%	Computer sessions
Computer use by hours	232.5	254.8	323.4	286.0	276.9	293.7	340.0	337.7	254.8	263.7	0.0	0.0	2,863	3,521	-19%	Computer use by hours
Wi-Fi Sessions	1,375	1,342	1,692	1,634	1,653	1,978	2,048	1,704	1,401	1,552	0	0	16,379	16,061	2%	Wi-Fi Sessions
Facebook "Views"	27,892	22,226	28,005	23,096	31,059	50,096	51,631	28,114	31,207	39,924	0	0	333,250	287,689	16%	Facebook "People Reached"
Library website visits														10,867	-100%	Library website visits
Revenue	\$ 1,675.96	\$ 2,151.85	\$ 2,183.42	\$ 9,055.68	\$ 2,213.35	\$ 2,332.90	\$ 2,069.82	\$ 1,981.45	\$ 2,210.51	\$ 1,729.50	\$ -	\$ -	\$ 27,604.44	\$ 31,126.57	-11%	Revenue

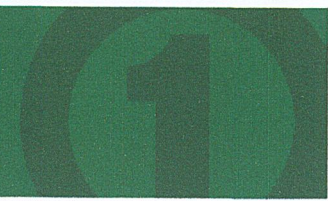








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Omaha, NE 68197



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MSP 101
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
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MITCHELL SD 57301

01

Summary of Accounts - From 09/01/2025 To 09/30/2025

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	\$87,699.75	\$88,164.28
Total on Deposit			\$88,164.28

Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$87,699.75
14 Credit(s) This Period	\$2,189.16
5 Debit(s) This Period	\$1,724.63
Ending Balance	\$88,164.28

Interest Summary

Description	
Annual Percentage Yield Earned	1.11%
Interest Days	30
Interest Earned	\$79.62
Interest Paid This Period	\$79.62
Interest Paid Year-To-Date	\$847.41

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
09-02	PAYPAL TRANSFER *****54315021	\$124.85
09-09	PAYPAL TRANSFER *****15981671	\$113.60
09-16	PAYPAL TRANSFER *****64756699	\$114.75
09-23	PAYPAL TRANSFER *****12972614	\$96.90
09-30	PAYPAL TRANSFER *****64028228	\$190.71
09-30	INTEREST PAYMENT	\$79.62
Total Electronic Deposits		\$720.43

**Deposit Activity
PAPER**

Post Date	Description	Amount
09-02	CUSTOMER DEPOSIT	\$371.59
09-08	CUSTOMER DEPOSIT	\$230.25
09-11	CUSTOMER DEPOSIT	\$35.00
09-15	CUSTOMER DEPOSIT	\$240.21
09-18	CUSTOMER DEPOSIT	\$25.00
09-22	CUSTOMER DEPOSIT	\$266.10
09-29	CUSTOMER DEPOSIT	\$276.38
09-30	CUSTOMER DEPOSIT	\$24.20
Total Paper Deposits		\$1,468.73

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
09-02	Check #1447	\$460.00
09-11	Check #1449	\$101.15
09-17	Check #1448	\$231.04
09-25	Check #1452	\$232.44
09-29	Check #1443	\$700.00
Total Paper Withdrawals		\$1,724.63

Checks Cleared

X	Check #	Date	Amount
<input type="checkbox"/>	1443	09/29/2025	\$700.00
<input type="checkbox"/>	1447	09/02/2025	\$460.00
<input type="checkbox"/>	1448	09/17/2025	\$231.04

X	Check #	Date	Amount
<input type="checkbox"/>	1449	09/11/2025	\$101.15
<input type="checkbox"/>	1452	09/25/2025	\$232.44



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



00051189
 MSP 75 MITCHELL PUBLIC LIBRARY
 MICHELLE BATHKE
 ANN M TEMPLE
 221 N DUFF ST
 MITCHELL SD 57301

01

Summary of Accounts - From 10/01/2025 To 10/31/2025

Account Type	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$88,164.28	\$88,259.59
Total on Deposit			\$88,259.59

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description	
Beginning Balance	\$88,164.28
11 Credit(s) This Period	\$1,711.93
7 Debit(s) This Period	\$1,616.62
Ending Balance	\$88,259.59

Interest Summary

Description	
Annual Percentage Yield Earned	1.05%
Interest Days	31
Interest Earned	\$78.85
Interest Paid This Period	\$78.85
Interest Paid Year-To-Date	\$926.26

**Deposit Activity
ELECTRONIC**

Post Date	Description	Amount
10-07	PAYPAL TRANSFER *****31000106	\$66.86
10-14	PAYPAL TRANSFER *****80974181	\$184.18
10-21	PAYPAL TRANSFER *****30700677	\$120.93
10-28	PAYPAL TRANSFER *****79637766	\$171.69
10-31	INTEREST PAYMENT	\$78.85
Total Electronic Deposits		\$622.51

**Deposit Activity
PAPER**

Post Date	Description	Amount
10-06	CUSTOMER DEPOSIT	\$313.50
10-09	CUSTOMER DEPOSIT	\$31.50
10-09	CUSTOMER DEPOSIT	\$50.00
10-14	CUSTOMER DEPOSIT	\$217.07
10-20	CUSTOMER DEPOSIT	\$182.00
10-27	CUSTOMER DEPOSIT	\$295.35
Total Paper Deposits		\$1,089.42

**Withdrawal Activity
PAPER**

Post Date	Description	Amount
10-01	Check #1450	\$240.00
10-06	Check #1451	\$23.00
10-17	Check #1454	\$26.92

Premium Business Checking w/In-XXXXXX1877

Continued

Withdrawal Activity
PAPER

Post Date	Description	Amount
10-21	Check #1429	\$250.00
10-27	Check #1455	\$150.91
10-27	Check #1457	\$350.00
10-28	Check #1453	\$575.79
Total Paper Withdrawals		\$1,616.62

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
<input type="checkbox"/>	1429	10/21/2025	\$250.00	<input type="checkbox"/>	1454	10/17/2025	\$26.92
<input type="checkbox"/>	1450	10/01/2025	\$240.00	<input type="checkbox"/>	1455	10/27/2025	\$150.91
<input type="checkbox"/>	1451	10/06/2025	\$23.00	<input type="checkbox"/>	1457	10/27/2025	\$350.00
<input type="checkbox"/>	1453	10/28/2025	\$575.79				



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Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

September 2025

11/04/25

Accrual Basis

	Sep 25	Sep 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
3D Printing	38.40	0.00	38.40	100.0%
Book sale	890.70	1,271.00	-380.30	-29.9%
Copies	422.15	471.45	-49.30	-10.5%
Donations	17.45	19.30	-1.85	-9.6%
Earbuds	2.00	1.00	1.00	100.0%
Interest	79.62	121.70	-42.08	-34.6%
Interlibrary loan	11.00	41.00	-30.00	-73.2%
Laminating	0.00	2.00	-2.00	-100.0%
Meeting room fees	25.00	100.00	-75.00	-75.0%
Paid items (Damaged/Lost Items)	187.16	186.96	0.20	0.1%
Subscriptions	525.00	375.00	150.00	40.0%
Total General revenue	2,198.48	2,589.41	-390.93	-15.1%
Uncategorized Income	12.03	21.50	-9.47	-44.1%
Total Income	2,210.51	2,610.91	-400.40	-15.3%
Expense				
Credit Card Processing Fees	21.35	21.16	0.19	0.9%
Memberships	0.00	126.00	-126.00	-100.0%
Operation expenses				
Lost/Damaged ILL books	23.00	0.00	23.00	100.0%
Sales Tax	101.15	66.25	34.90	52.7%
Total Operation expenses	124.15	66.25	57.90	87.4%
Postage and Delivery	173.94	0.00	173.94	100.0%
Program expenses				
Adult programming	0.00	250.00	-250.00	-100.0%
Children's programming	0.00	433.33	-433.33	-100.0%
Summer Reading				
Summer Reading - Children	240.00	425.00	-185.00	-43.5%
Summer Reading - Teen	289.54	0.00	289.54	100.0%
Total Summer Reading	529.54	425.00	104.54	24.6%
Total Program expenses	529.54	1,108.33	-578.79	-52.2%
Total Expense	848.98	1,321.74	-472.76	-35.8%
Net Ordinary Income	1,361.53	1,289.17	72.36	5.6%
Net Income	1,361.53	1,289.17	72.36	5.6%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

October 2025

11/04/25

Accrual Basis

	Oct 25	Oct 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
General revenue				
Book sale	659.37	725.20	-65.83	-9.1%
Copies	357.30	430.10	-72.80	-16.9%
Donations	5.85	6.70	-0.85	-12.7%
Earbuds	0.00	8.00	-8.00	-100.0%
Interest	78.85	113.78	-34.93	-30.7%
Interlibrary loan	13.50	8.00	5.50	68.8%
Laminating	2.00	1.00	1.00	100.0%
Meeting room fees	50.00	0.00	50.00	100.0%
Paid items (Damaged/Lost Items)	44.16	367.49	-323.33	-88.0%
Pop machine	31.50	36.00	-4.50	-12.5%
Subscriptions	475.00	425.00	50.00	11.8%
Total General revenue	1,717.53	2,121.27	-403.74	-19.0%
Uncategorized Income	11.97	65.70	-53.73	-81.8%
Total Income	1,729.50	2,186.97	-457.47	-20.9%
Expense				
Credit Card Processing Fees	17.57	32.15	-14.58	-45.4%
Operation expenses				
Lost/Damaged ILL books	0.00	14.99	-14.99	-100.0%
Meals and Entertainment	0.00	368.91	-368.91	-100.0%
Sales Tax	0.00	54.53	-54.53	-100.0%
Total Operation expenses	0.00	438.43	-438.43	-100.0%
Postage and Delivery	177.83	0.00	177.83	100.0%
Program expenses				
Adult programming	0.00	250.00	-250.00	-100.0%
Total Program expenses	0.00	250.00	-250.00	-100.0%
Travel Expense	700.00	372.12	327.88	88.1%
Total Expense	895.40	1,092.70	-197.30	-18.1%
Net Ordinary Income	834.10	1,094.27	-260.17	-23.8%
Net Income	834.10	1,094.27	-260.17	-23.8%

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through October 2025

	Jan - Oct 25	Jan - Oct 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	7,500.00	0.00	0.0%
General revenue				
3D Printing	74.32	41.50	32.82	79.1%
Book sale	7,606.25	7,767.25	-161.00	-2.1%
Copies	4,415.76	3,606.36	809.40	22.4%
Donations	846.85	203.71	643.14	315.7%
Earbuds	28.00	38.00	-10.00	-26.3%
Grants	0.00	500.00	-500.00	-100.0%
Interest	926.26	1,201.63	-275.37	-22.9%
Interlibrary loan	147.50	148.25	-0.75	-0.5%
Laminating	31.00	26.00	5.00	19.2%
Meeting room fees	175.00	328.75	-153.75	-46.8%
Paid items (Damaged/Lost Items)	794.29	1,077.93	-283.64	-26.3%
Pop machine	121.50	85.50	36.00	42.1%
Subscriptions	4,775.00	4,375.00	400.00	9.1%
Total General revenue	19,941.73	19,399.88	541.85	2.8%
Uncategorized Income	165.46	528.73	-363.27	-68.7%
Total Income	27,607.19	27,428.61	178.58	0.7%
Expense				
Credit Card Processing Fees	170.73	165.70	5.03	3.0%
Memberships	0.00	126.00	-126.00	-100.0%
Operation expenses				
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	23.00	56.94	-33.94	-59.6%
Meals and Entertainment	63.45	596.63	-533.18	-89.4%
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	404.57	363.03	41.54	11.4%
Technology	0.00	3,740.00	-3,740.00	-100.0%
Total Operation expenses	1,343.96	7,075.33	-5,731.37	-81.0%
Postage and Delivery	351.77	586.52	-234.75	-40.0%
Program expenses				
Adult programming	1,661.85	1,291.95	369.90	28.6%
Children's programming	1,782.87	1,003.66	779.21	77.6%
Program supplies	59.36	0.00	59.36	100.0%
Summer Reading				
Summer Reading - Adult	1,997.12	1,027.82	969.30	94.3%
Summer Reading - Children	7,746.38	5,967.72	1,778.66	29.8%
Summer Reading - Teen	1,312.84	468.92	843.92	180.0%
Total Summer Reading	11,056.34	7,464.46	3,591.88	48.1%
Teen programming	568.64	329.51	239.13	72.6%
Total Program expenses	15,129.06	10,089.58	5,039.48	50.0%
Travel Expense	700.00	372.12	327.88	88.1%
Total Expense	17,695.52	18,415.25	-719.73	-3.9%
Net Ordinary Income	9,911.67	9,013.36	898.31	10.0%
Net Income	9,911.67	9,013.36	898.31	10.0%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 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	47,380.00	351,889.81	344,271.04	131,046.96	72.43
101-45500-41110 OVERTIME	0	0.00	95.37	42.31 (42.31)	0.00
101-45500-41120 PART-TIME	45,250	4,912.85	30,410.38	33,694.50	11,555.50	74.46
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	3,946.74	27,935.07	27,814.77	11,989.23	69.88
101-45500-41300 RETIREMENT	28,519	2,842.80	20,983.53	20,658.69	7,860.31	72.44
101-45500-41500 GROUP INSURANCE	130,960	380.94	83,352.61	84,943.40	46,016.60	64.86
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	59,463.33	514,666.77	511,424.71	208,426.29	71.05
<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	0.00	4,854.20	1,526.34	5,973.66	20.35
101-45500-42600 SUPPLIES & MATERIALS	12,000	1,644.61	7,933.78	9,799.47	2,200.53	81.66
101-45500-42661 POSTAGE	1,600	0.00	1,418.22	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	29.00	220.82	2,093.20	3,156.80	39.87
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	3,237.90	15,817.94	14,595.38	4,754.62	75.43
101-45500-42700 TRAVEL, CONF & DUES	1,350	404.14	635.06	1,184.14	165.86	87.71
101-45500-42800 UTILITIES	43,375	3,646.85	29,823.05	33,577.82	9,797.18	77.41
101-45500-42830 UTILITIES-WATER/SEWER	2,100	2,083.55	1,753.44	3,085.85 (985.85)	146.95
101-45500-42902 COMPUTER SOFTWARE	1,950	0.00	1,916.57	2,024.61 (74.61)	103.83
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	1,000	608.00	0.00	608.00	392.00	60.80
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>3,395.00</u>	<u>3,530.00 (</u>	<u>30.00)</u>	<u>100.86</u>
TOTAL CURRENT EXPENSES	107,000	11,654.05	75,462.19	81,607.14	25,392.86	76.27
<u>CAPITAL OUTLAY</u>						
101-45500-43300 BUILDING	15,000	0.00	0.00	21,108.00 (6,108.00)	140.72
101-45500-43400 FURNITURE & EQUIPMENT	35,000	28,800.79	13,940.74	28,800.79	6,199.21	82.29
101-45500-43420 BOOKS	47,000	4,549.76	29,716.27	38,208.27	8,791.73	81.29
101-45500-43421 AUDIO-VISUAL	4,000	359.43	2,321.12	1,972.22	2,027.78	49.31
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	33,709.98	45,978.13	90,089.28	10,910.72	89.20
TOTAL LIBRARY	927,851	104,827.36	636,107.09	683,121.13	244,729.87	73.62
=====						
TOTAL EXPENDITURES	927,851	104,827.36	636,107.09	683,121.13	244,729.87	73.62

WARNING 909 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

November 2025 Funding Requests

We are submitting five funding requests this month totaling \$2,771.50 or \$3,885.50, depending on if Max Velasquez receives a grant from the Public Library Association.

2026 Public Library Association Conference attendance – Kevin Kenkel

It has been several years since I attended a national library conference. We typically reserve the library's travel budget for sending two staff members to the annual SDLA conference. The Public Library Association conducts a national conference every other year. In 2026 it will be held in Minneapolis April 1-3. With being that close transportation costs will be less. I am requesting funding for the registration fee, a hotel for three nights, and travel reimbursement for mileage (\$0.50/mile) to Minneapolis. I will cover meal costs and mileage from Minneapolis home to Mitchell. Pre-registration will be paid in January 2026. The remainder of these funds will be paid in April 2026.

Early Bird registration	\$	364.00
Hotel costs with parking	\$	811.00
Travel (300 miles one way)	\$	150.00

Total amount requested: \$1,325

Read for the Record books – Jean Patrick

Jumpstart's Read for the Record® is the world's largest shared reading experience, uniting millions to read the same book on the same day and raise awareness of early literacy. . Mitchell Public Library has participated in this event since 2019 with great response from our patrons. We plan to participate in Jumpstart's 20th Annual Read for the Record® Day which encourages children across the United States and world to read the same book on the same day. This year's Read for the Record® is scheduled for February 26, 2026. The selected book is *See Marcus Grow*, written by Marcus Bridgewater and illustrated by Reggie Brown. *See Marcus Grow* is a vibrant picture book that introduces young readers to the wonders of gardening while exploring themes of curiosity, discovery, nurturing and growth. In this story, the young character named Marcus learns from his grandmother in her garden. The book beautifully illustrates the parallel between plant care and human development, sharing the wisdom that both children and seedlings need "water and air and sunshine. And space to grow."

We again plan to order 55 copies (50/English-\$350 and 5/Spanish @\$11 ea.) to give to Storytime participants and families visiting the library. Total cost is \$405 for the books, plus shipping and handling, estimated to be at least \$60 or more.

Amount requested: \$475

Public Library Association Conference, April 2026 – Max Velasquez

Description

As part of my professional development, I would like to attend the 2026 Public Library Association conference in Minneapolis. The sessions I plan to attend lean towards young adult services, with a

couple for adult services and about the changing landscape of intellectual freedom as it concerns library services. The big advantage to attending in person is the networking opportunity it represents. There is an early bird member discount provided one registers before January 9th, 2026.

For three nights in Minneapolis, the hotel I'm considering costs \$850 for three nights, and an additional \$40 per day for parking, bringing the total to \$970. For fuel, I am asking for \$0.50 per mile, one way: I intend to spend some time in Minneapolis after the conference concludes on Friday, so carpooling with Kevin isn't a good option. I have applied for a scholarship from the conference organizers, which would cover registration, membership for a full year with the PLA (and American Library Association), and provide a \$750 travel stipend. The results of that application will not be made available until early December, but if I obtain the scholarship, the funds I would be asking for are for mileage and to bridge the difference for the hotel and parking costs. Should I not receive that scholarship, I will obtain a PLA membership on my own in order to get the early bird registration. Pre-registration will be paid in January 2026. The remainder of these funds will be paid in April 2026.

Request

Registration: \$364 (early bird member)

Hotel: \$970 (three nights, Tuesday through Friday)

Mileage: \$151.50 (303 miles to downtown Minneapolis from Mitchell)

Total request: \$1485.50 (\$371.50 with scholarship)

Family Ornament Makerspace – Jean Patrick

I request funding for supplies for a **Family Ornament Makerspace** in December, similar to the event we held in December 2024. Any leftover supplies from will be available for Creativity Day and future Makerspaces. Thank you for considering this request.

Amount requested: \$300

Creativity Day – Jean Patrick

I request funding for supplies for the annual **Creativity Day** to be held Saturday, January 26. We plan to partner with Marica Shannon and the MHS Art Ambassadors and 401 Create. Any leftover supplies will be used for future Makerspaces. Thank you for considering this request.

Amount requested: \$300