



Mitchell Public Library Board of Trustees Meeting -- January 27, 2026 Agenda

City Council Chambers, City Hall, 612 N. Main Street

January 27, 2026

- 1. 5:15 PM Call to Order**
- 2. Library - Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. Director's Report**
- 6. Financial Report & Approval Of Bills**
- 7. Business Items**
 - A. Action to Approve Funding Requests for January 2026**
 - B. Open Meetings Presentation**
- 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

November 18, 2025

1. Call to Order

President Nath attended the meeting via Zoom, so Vice President Goldammer presided over the meeting. Goldammer called the meeting to order at 5:15 p.m.

2. Roll Call

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

3. Approval of Agenda

Motion by Luther, seconded by Temple, to approve the agenda as amended. All members present voted "Aye". Motion passed.

4. Approval of Minutes

Board members reviewed the minutes from the September 16, 2025 board meeting. No changes were suggested. Motion by Luther, 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 September and October 2025. Kenkel added to the report that the library will be closed for Thanksgiving and the day after Thanksgiving so employees can have their "administrative day" off. Luther asked a couple of clarification questions relating to the reports. Kenkel highlighted that as of October 2025 the library has checked out more physical items (e.g., books, movies, audiobooks on CD, etc.) than were checked out in 2024. The Mitchell community continues to use the library more. Motion by Temple, seconded by Luther, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

No bills were submitted for approval.

Board members reviewed the September and October 2025 bank statements and financial reports. Motion by Tjarks, seconded by Temple, to approve the financial reports. All members present voted "Aye". Motion passed.

7. Business Items

A. Action to Approve Funding Requests for November 2025

Kenkel presented five funding requests totaling \$3,885.50. Two of these funding requests were for registration, hotel, and travel costs for the 2026 Public Library Association Convention in Minneapolis April 1-3, 2026 for Kenkel and Max Velasquez. One request was for purchasing 55 copies of the book for the annual "Read for the Record" event. Two requests were for makerspace programs in December and January 2026.

Board members discussed the costs for the PLA convention and decided to approve the registration fee at this point and act on the travel costs at a later date. Motion by Tjarks, seconded by Luther, to approve the PLA Convention "early bird" registration fee for Kenkel (\$364) and Velasquez (\$364). All members present voted "Aye". Motion passed.

Board members then discussed the Read for the Record funding request (\$475), the Family Ornament Makerspace funding request (\$300), and the Creativity Day funding request (\$300). Kenkel reminded board members that the Masons have pledged to cover the costs of the Read for the Record event, so that amount will be covered by a donation. Motion by Luther, seconded by Temple, to approve these three funding requests totaling \$1,075. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Goldammer thanked the library for coming to the DWU library for a library card signup drive. Luther thanked the library for collaborating with the new after-school program.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that since December is a busy month there will be no training session for board members. The next Board of Trustees meeting is scheduled for January 20, 2026 at 5:15 p.m. in City Council Chambers at City Hall.

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

Mitchell Public Library Director Report

January 27, 2026

1. Staffing

On November 13, Megan Davids submitted her resignation. Her last day of employment was November 26, 2025. During the month of December, I worked on a proposal to reconfigure that Circulation Assistant position to a new Library Programming Specialist position. We received City Council approval of this position at their January 5, 2026 meeting. The position was advertised with a closing date of January 25. We should have the position filled by the end of the month. The person will most likely begin in February.

With one of our part-time employees beginning a full-time job December 1 and only being able to work evenings and weekends, we decided that having an additional part-time staff member would be beneficial for scheduling purposes. We should have a person selected by our Board meeting.

2. Sales Tax

The November and December sales tax amounts for our used book sale were \$51.19 and \$54.63 respectively.

3. ILL Postage

ILL postage costs for November were \$63.98. ILL postage costs for December were \$97.77. Now that we are in the new fiscal year, we have postage funds again to cover the cost of shipping ILL items. Thank you for covering these costs in 2025.

4. South Dakota Community Foundation

At the end of December, we received a check for \$1,000 from the South Dakota Community Foundation out of the blue. This grant was made from the Dr. Judson & Marilyn Mabee and Dr. Kate Birkenkamp Memorial Fund. We plan to use these funds to purchase a new Nintendo Switch 2, which was released in June 2025. Our current Switch has seen good use, so we want to have the latest capabilities. The Switch 2 can be used to play our existing games as well.

5. Periodicals

Last year we decided to add digital periodicals to our holdings per our Strategic Plan. This decision included cancelling a number of periodicals and newspapers to help cover the cost of the digital periodical package subscription. Starting this month we will have print subscriptions to the *Mitchell Republic*, *Argus Leader*, *Rapid City Journal*, and *Huron*

Plainsman. Our other newspaper subscriptions will end over the next number of weeks. This is the same case for magazines. We are continuing print subscriptions to *Consumer Reports*, *South Dakota Magazine*, and a couple library-specific titles that help with collection development. We also receive a couple South Dakota related periodicals for free that will continue.

6. 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 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.
We are around 50% 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.
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.

January 2026 – We experienced higher participation for Teen programming in 2025. In 2025 we offered 35 teen programs with 377 participants. For all of 2024 we offered 11 teen programs with 199 participants.
 - d. This strategy is achieved with a minimum of 300 teen participants per year.

We achieved this benchmark for 2025.
2. Offer more adult programming.
 - a. Continually determine what topics are of interest to adults.
 - b. Develop programming for identified topics.
 - c. Offer an average of one program per month to adults beginning in 2026.

January 2026 – We experienced higher participation for Adult programming in 2025. In 2025 we offered 53 adult programs with 558 participants. For all of 2024 we offered 32 adult programs with 417 participants.

We achieved this benchmark for 2025.
3. Partner with external organizations to offer programs.
 - a. Continually identify external organizations to present programs at the library.
 - b. Contact these organizations to determine their willingness to partner on programming.

January 2026 – 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.

January 2026 – With the open Circulation Assistant position we developed a new Library Programming Specialist position to help achieve this goal. In discussions with city administration, we learned that there will be little or no support for adding a staff position to the library. With reconfiguring our current staff mix we are hopeful to achieve this goal.

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 had a library information table at the H.S. registration day. A few students stopped by. 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.

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

January 2026 Adult and YA Services Update

Max Velasquez, Adult and Young Adult Services Librarian

Collection Development

After consulting with other libraries and getting their opinions on ComicsPlus, and doing some digging on who our biggest users of graphic novels and manga are, Kevin and I decided that it would be better to go with OverDrive’s all access graphic novel collection. This has the advantage of using a platform that our patrons are already familiar with (Libby), and providing access to popular Marvel franchises, which ComicsPlus does not. In terms of cost, OverDrive’s collection is slightly more expensive.

The weeding project in Adult Nonfiction continues. I expect I have finished with most of the purchasing I need to update the collection, as most of what remains are subjects that can be considered timeless: the

arts, literature, history, geography, and biographies. The major exception are the travel guides (Fodor's, Lonely Planet, etc.) which may require some updates.

I have been doing research pertaining to getting a Nintendo Switch 2 for the Teen Room, given that the Nintendo Switch controllers were far and away the most circulated items in 2025 (at almost 150 checkouts across all four controllers). The Switch 2 is backwards compatible, so we do not need to worry about replacing the games we've purchased so far, and the controllers we have are also compatible with the new system. There have been some interesting multiplayer titles released as Switch 2 exclusives (*Mario Kart World*, *Kirby Air Riders*, *Marvel Cosmic Invasion*, *Tony Hawk's Pro Skater 3 + 4*, *Power Wash Simulator 2*, *Mario Tennis Fever*, and *Split Fiction*) that would make good additions to the collection. We would also need to purchase a new security case. The console costs \$450 and the case \$130, and the games run the gamut from \$25 (*Power Wash*) to \$80 (*Mario Kart*) for a total of \$455.

Programming

Bookopoly began on January 3rd. Things are off to a good start, and I expect to see higher numbers than last year, based on how many printings I've had to do of the adult boards so far. Unlike last year I will not be leaving teen boards at Mitchell High School, as none of those came back.

On January 6th, we hosted a writing workshop with Dr. Molly Barari, who is part of the South Dakota Humanities Council Speaker's Bureau. This workshop focused on creative life story writing and was held in a hybrid format. We had three people attend in person, and two via Zoom. On Saturday January 17, we held our winter Puzzle Swap, which was well attended by more than forty people despite the cold weather. The next swap will be held in May, with the call for puzzle donations going out early April.

The *Dungeons and Dragons* campaign module that I've been running has been more consistently attended. In order to scale up the program (a second group on a different campaign), I would need someone to serve as a second game master.

Outreach

I've approached April Johnson to see if there is any interest at Mitchell High School in having a session on how to use database resources, as I did last year. Amber Adrian at John Paul II is interested in having her students tour the library (5th and 6th graders) later this semester, so I've started on some light planning.

January 2026 Children's Services Update

Jean Patrick, Children's Services Librarian

Summary

During November–January, I've continued to plan and lead Storytimes, provide daily reader advisory to children and parents/caregivers, order books and weed the collection, create displays (Outdoor Recreation; Native American Month, Christmas/Holiday), participate in outreach programs (see below), and implement programs, including Bookopoly, Jr.

Thursday And Saturday (Bilingual) Storytimes

The attendance averages in the 20s and low 30s (children and parents) at our weekly Thursday Storytimes & bi-weekly bilingual Saturday Storytimes. The Ramos Family continues to lead the Saturday group with amazing visual aids.

Highlights:

November 13: Storytime South Dakota.

Firefighter Hunter from the Mitchell Fire Department came to Thursday Storytime on Nov. 13 to read the picture book *Lou*, by Brianna Carzoo. When he left, he turned on his lights and sirens!

December 13: Mitchell Republic interview

Jennifer Leither of The *Mitchell Republic* attended bilingual Saturday Storytime on Dec. 13 and interviewed the Ramos family. The article was posted on Dec. 24, 2025. (The original article on the Mitchell Republic Facebook page received nearly 140 likes.)

Outreach

I continue to lead Storytimes for these students:

First Lutheran Early Learning Center (43 kids/5 teachers per month). They also check out books after each storytime session.

Palace City Preschool (20 students per class/ three times per month in November).

Kernel Club Afterschool Groups (L.B. Williams-January: 6 groups, K-5, total of 114 students. G.B. Rogers-November: 2 groups, BK-3, total of 52 students)

Additional outreach:

The Kiwanis Club Storywalk Committee met at the library on Tuesday, January 5. I assisted as they chose three books for the 2026 Storywalks. They will also use the library's Community Room on February 14 at 10:30am to lead a storytime to celebrate "Read to Your Child Day."

Other Events

Dec. 18 – Holiday Ornament Makerspace

Approximately 75 children and parents/caregivers came to the library on Thursday, Dec. 18 to make six different ornaments.

Dec. 20-23 – Christmas Cards

Children decorated 25 Christmas cards and envelopes to deliver to Avera Brady residents.

Jan. 3 – March 28 – Bookopoly, Jr.

As of Jan 22, more than 200 gameboards have been distributed. A mom stopped me in the hallway to thank me. "I'm so glad the library does Bookopoly," she said. "Because of Bookopoly, my daughter has already surpassed the reading goal that her teacher set for the class. You need to know this!"

On January 10, Mitchell Christian 4th & 5th graders spent the morning at the library to begin Bookopoly, Jr. They listened to an overview, unwrapped and read Chance books, played Stump the Librarian, and checked out books. Teachers Renee Haskell and Donna DeLine plan to bring the students again before the end of March.

Upcoming Events:

Saturday, Jan. 24 – Creativity Day

Art projects will be led by MHS Art Ambassadors, Mitchell Area Arts Council, and 401 Create.

Feb. 12 – Headstart Evening

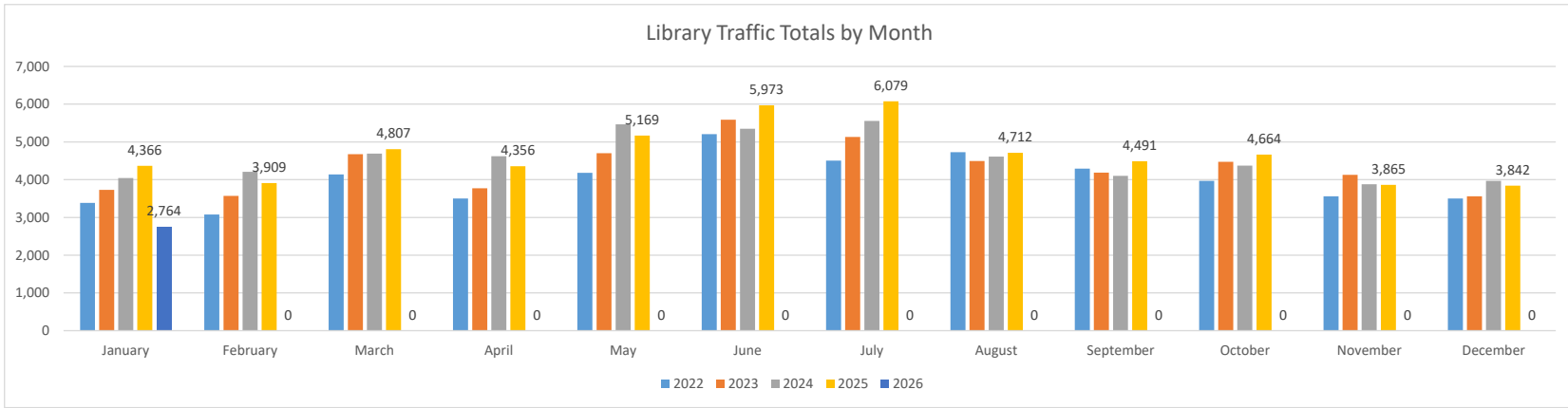
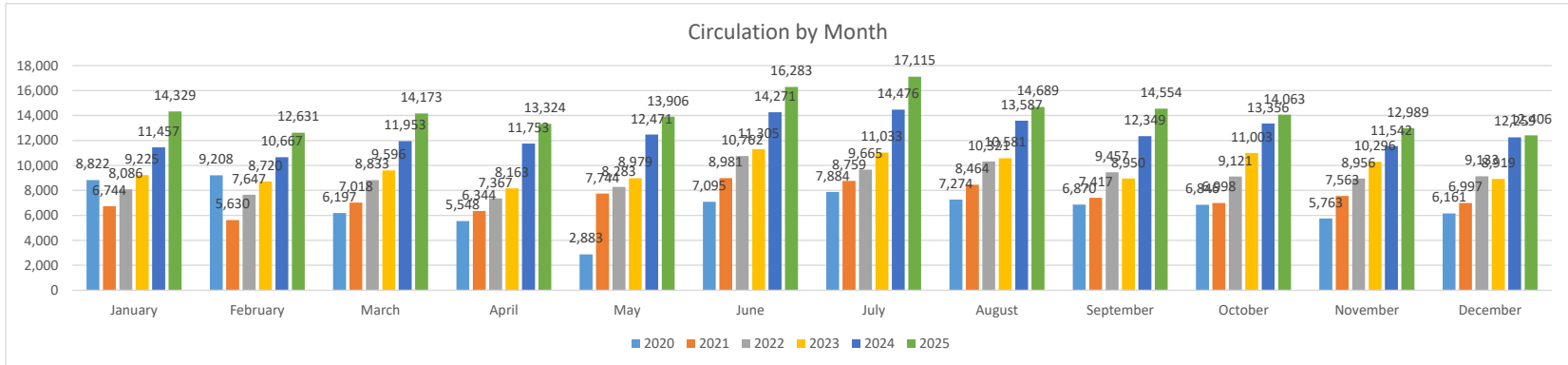
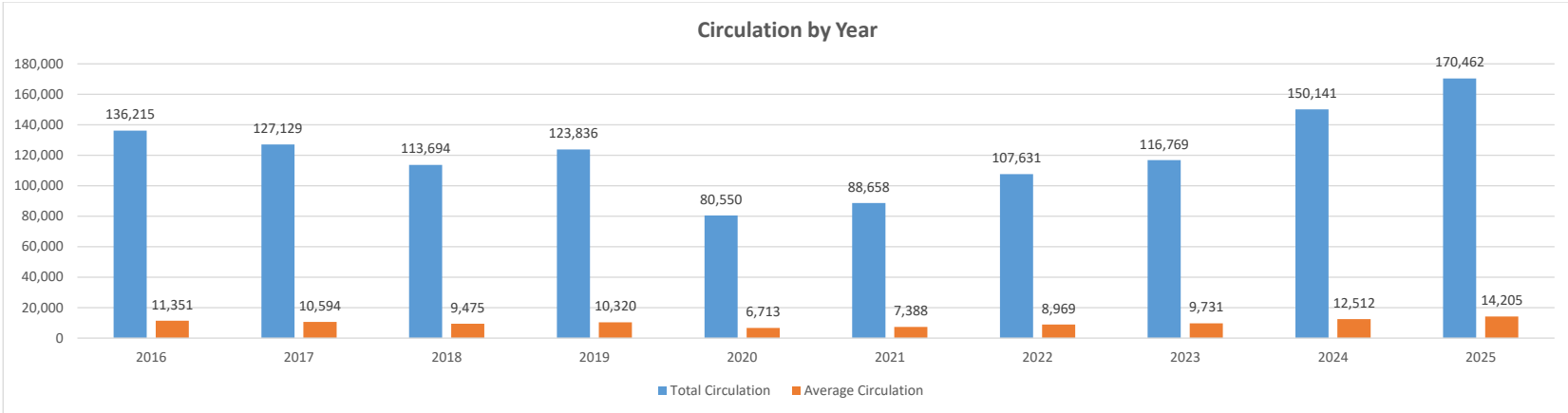
The home-based Headstart group plans to meet at the library on the evening of Feb. 12 for a storytime & craft, followed by a library tour. Between 5-10 families are expected to come.

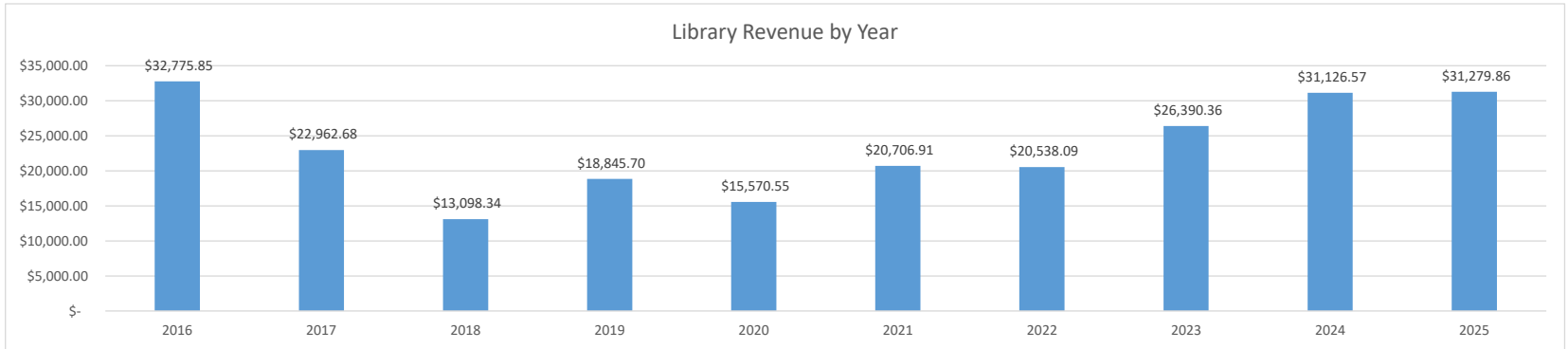
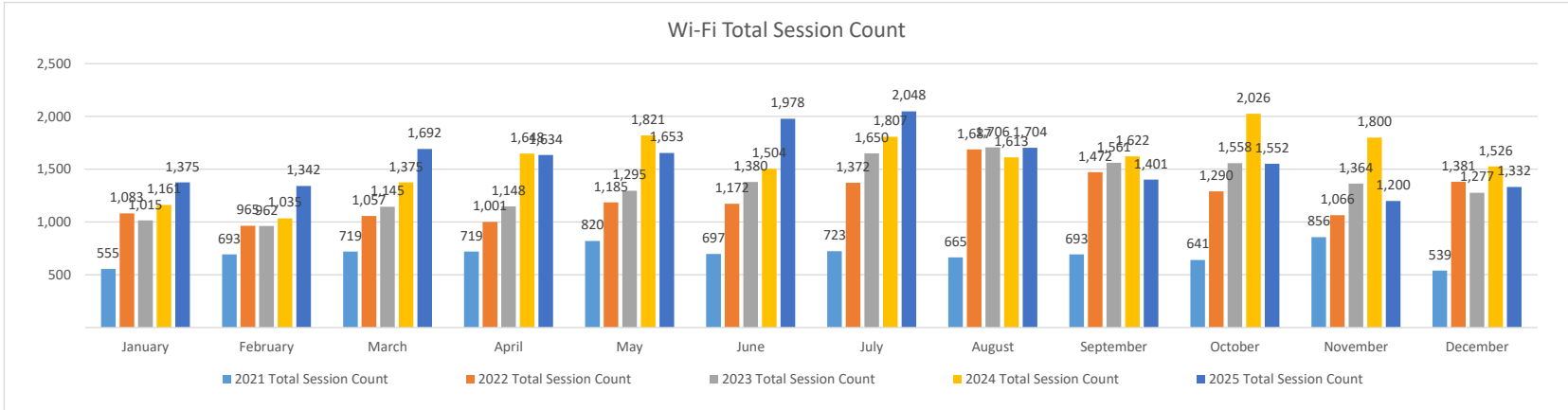
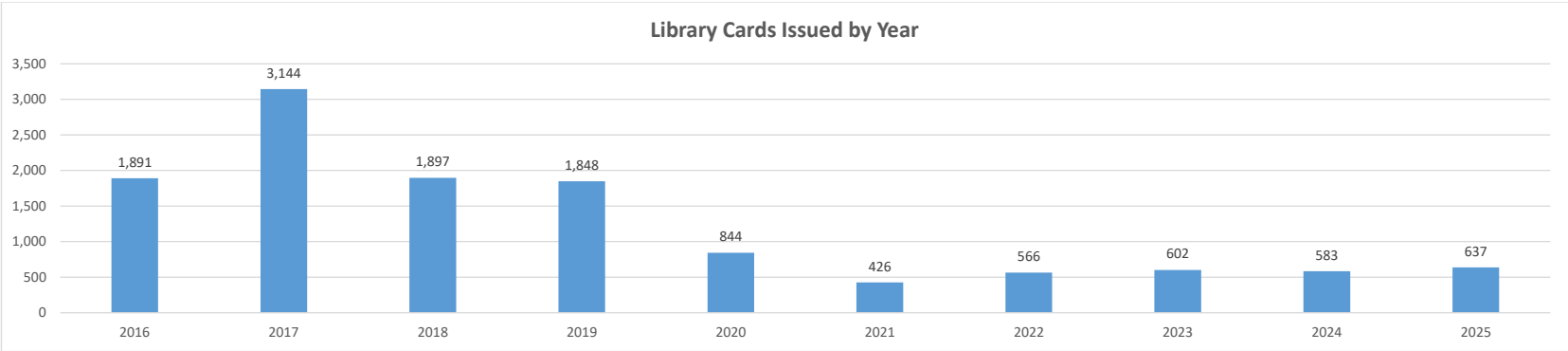
February 26 – Read for the Record Day

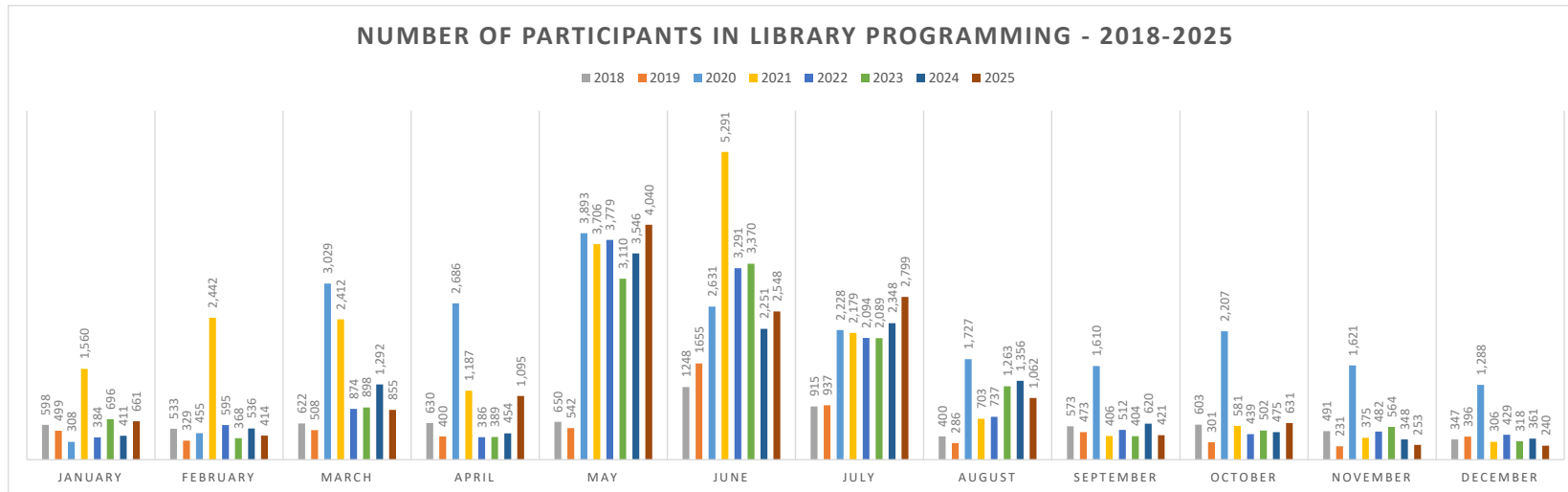
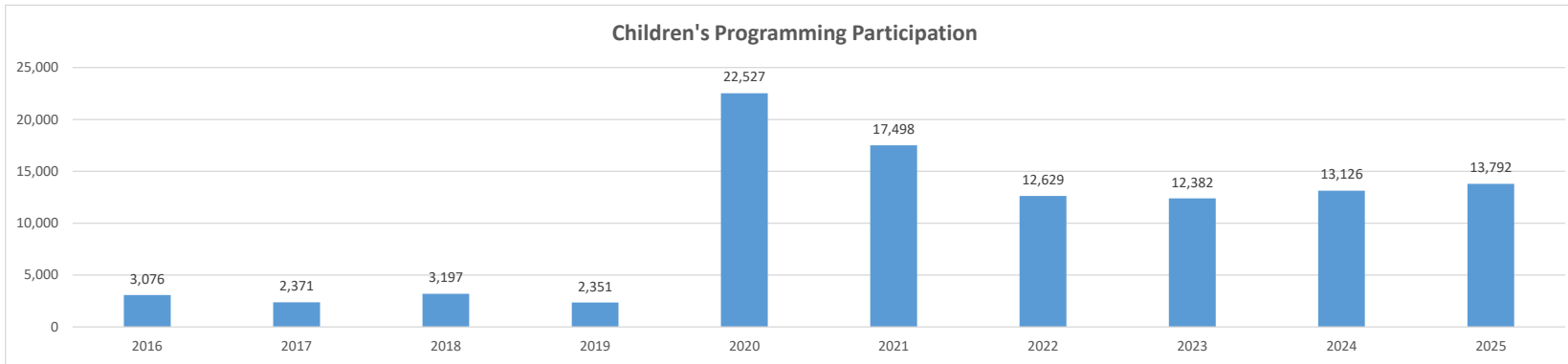
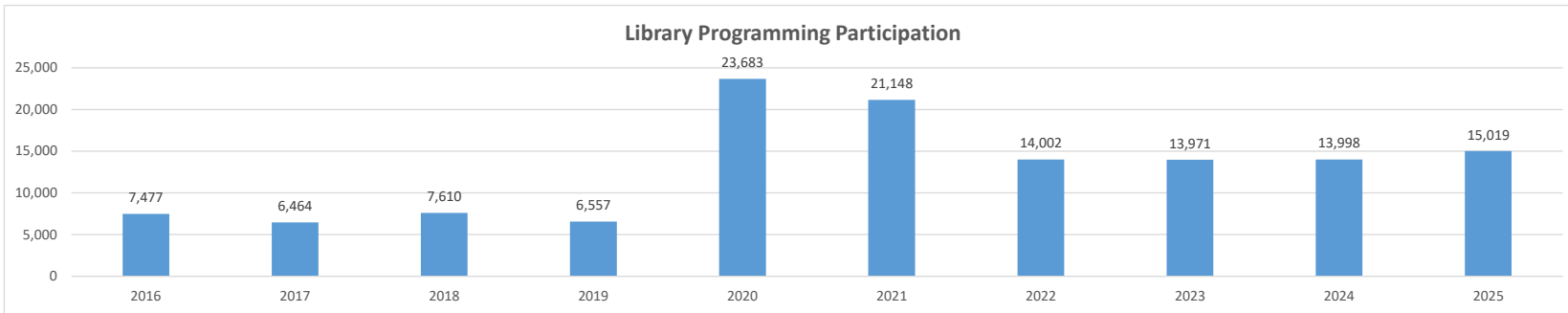
We will join more than two million readers worldwide as we read "See Marcus Grow," by Marcus Bridgewater. We have ordered copies of the book in English and Spanish to give to families.

February 27 – SDLA Jumpstart

I plan to attend the SDLA Jumpstart program in Beresford for ideas for the upcoming Summer Reading Program.







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	3,865	3,842	56,233	54,865	2%	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	5,406	5,263	5,406	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	4,210	4,170	4,210	4,389	-4%	City Residents
County Residents	737	737	739	680	686	679	680	576	572	579	582	499	582	735	-26%	County Residents
Subscription Memberships	494	497	509	476	488	499	508	500	513	518	521	503	521	491	6%	Subscription Memberships
All Others	139	138	137	137	135	135	135	132	113	101	93	91	93	181	-95%	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	12,989	12,406	170,462	150,141	14%	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	9,066	8,501	120,965	102,370	18%	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	3,923	3,905	49,497	47,771	4%	Digital Items from SDTTG
Programs Held TOTAL	22	21	25	27	35	43	50	17	26	27	16	13	322	272	18%	Programs Held TOTAL
Children	17	15	18	19	24	30	35	9	20	21	8	8	224	207	8%	Children
YA	2	1	1	3	3	6	8	5	1	1	2	2	35	11	218%	YA
Adults	1	4	5	5	6	5	7	3	4	5	5	3	53	32	66%	Adults
General Interest	2	1	1	0	2	2	0	0	1	0	1	0	10	22	-55%	General Interest
Program Attendance TOTAL	661	414	855	1,095	4,040	2,548	2,799	1,062	421	631	256	240	15,022	13,998	7%	Program Attendance TOTAL
Children	547	384	834	897	3,819	2,295	2,531	1,038	386	614	228	219	13,792	13,126	5%	Children
YA	36	6	3	58	49	72	120	12	5	3	4	9	377	199	89%	YA
Adults	8	13	18	140	137	23	148	12	12	14	21	12	558	417	34%	Adults
General Interest	70	11	0	0	35	158	0	0	18	0	3	0	295	256	15%	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	71,978	71,779	71,779	72,427	-0.9%	Collection Holdings TOTAL
Holdings added	428	211	394	503	479	459	435	179	421	401	237	163	4,310	3,940	9%	Holdings added
Holdings deleted	-695	-278	-235	-169	-296	-628	-180	-659	-372	-844	-240	-362	-4,958	-5,637	-12%	Holdings deleted
ILL Borrowing Filled	52	26	52	34	12	34	48	27	37	38	33	28	421	326	29%	ILL Borrowing Filled
ILL Lending Filled	55	56	49	56	35	34	47	61	43	70	29	49	584	719	-19%	ILL Lending Filled
Computer sessions	318	320	428	380	370	392	409	451	364	359	298	323	4,412	5,017	-12%	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	204.1	263.6	3,331	3,768	-12%	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	1,200	1,332	18,911	16,061	18%	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	20,438	20,887	374,575	287,689	30%	Facebook "People Reached"
Library website visits													10,796	10,867	-1%	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	\$ 1,678.77	\$ 1,996.65	\$ 31,279.86	\$ 31,126.57	0%	Revenue



ANNUAL REPORT

2025

www.cityofmitchellsd.gov/library

605-995-8480

221 N. Duff St, Mitchell, SD 57301



Mission

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

2025 by the Numbers

Library Collection

71,779
4,310

Total Physical Items
New Items Added

Library Visitors

56,233

Number of People
Entering the Building

Library Circulation

120,965
49,497

Physical Items
eBooks/eAudio

Library Programs

322
15,022

Number of Programs
Participants

Computer Usage

4,412
3,331

Number of Sessions
Hours of Usage

Summer Reading

692,550
1,193

Total Minutes Read
Participants

Wi-Fi Usage

18,911
22,755.5

Number of Sessions
Hours of Usage

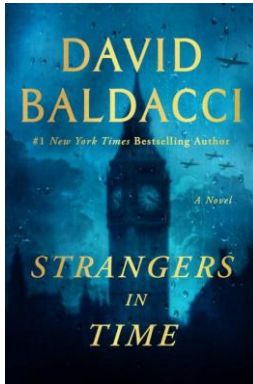
Library Card Holders

4,170
499
503

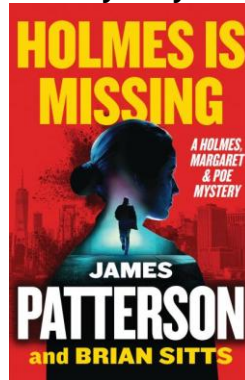
City Residents
County Residents
Non-Residents

Most Popular Titles in 2025

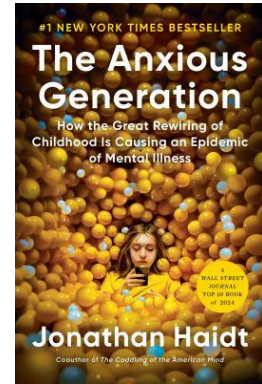
Adult
Fiction



Adult
Mystery



Adult
Nonfiction



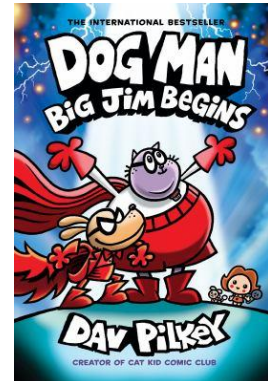
YA
Nonfiction



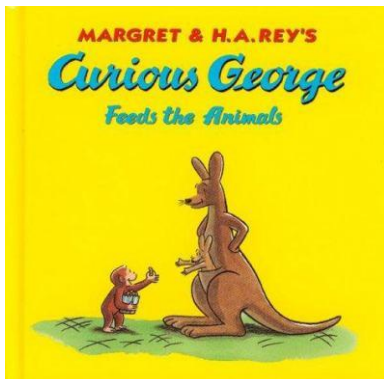
YA
Fiction



Junior
Fiction



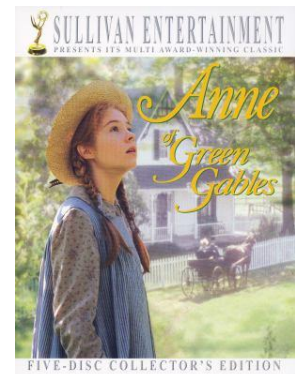
Easy
Fiction



Beginner
Reader



Movie



Services offered

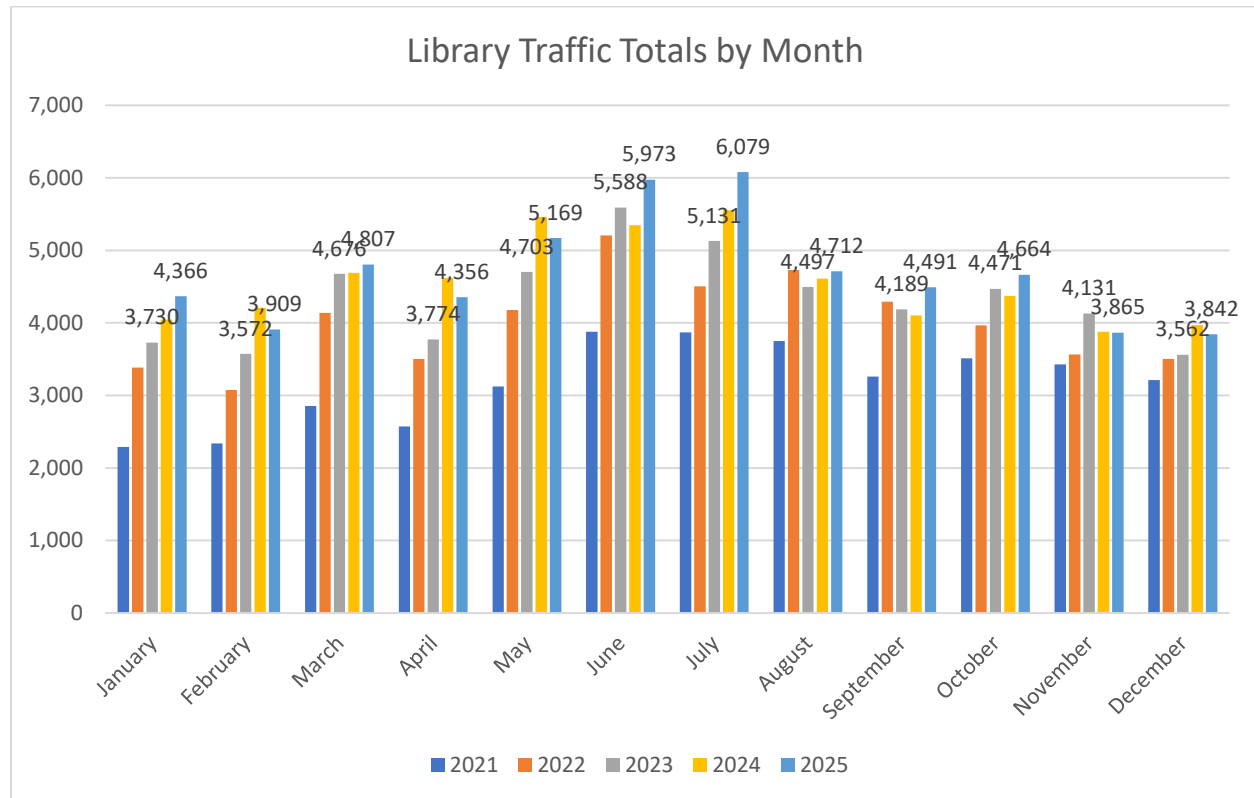
- Library books (print, eBooks, and audio) for all ages.
- Interlibrary loan service.
- Newspapers and magazines.
- Movies.
- Public use computers/Internet for all ages.
- Programming for children, young adults, and adults.
- Meeting spaces.
- Large reading area for adults.
- Teen space.
- Comfortable furniture and tables with plug-ins for laptops.
- Copy and printing services.
- Mobile printing.
- 3D printing services.
- Wi-Fi service throughout the building and parking lot.
- Used book sale.

Library Value

Based on the Library Value Calculator from the South Dakota State Library, the value of all Mitchell Public Library services used in 2025 was \$3,241,604. With an operating budget of \$927,851, the value of library use is \$3.50 for every dollar budgeted. That's a solid return on investment.

Library Traffic

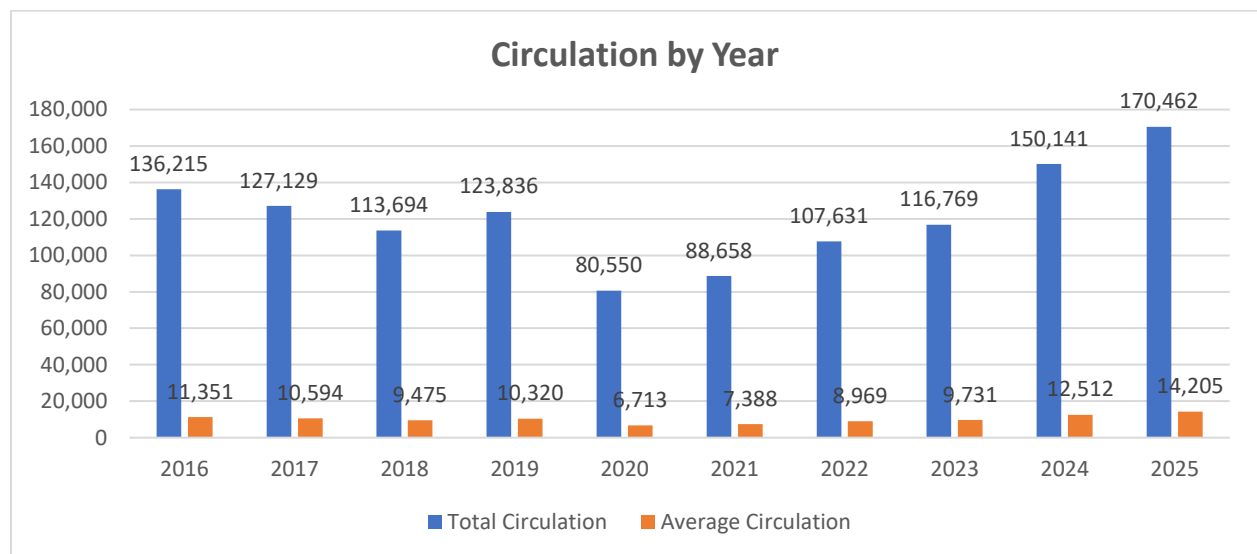
The gate count for 2025 was 56,233. The library had 1,368 (2%) more visitors in the library than in 2024. Many months saw an increase over the same month one year earlier. In July 2025 we had our first month every with more than 6,000 visits to the library.



Circulation

Residents in the Mitchell region are still reading more! Mitchell Public Library circulates (i.e., checks out) materials in a variety of formats to children, young adults, and adults. Materials from all the library's collections circulate, except items in the archives collection. Total circulation of physical and digital items in 2025 was the highest in the past ten years. This is the second year in a row for setting a new checkout record. Total circulation increased 14% from 2024 to 2025. Circulation of physical items in 2025 rose 18% from 2024, increasing from 102,370 to 120,965. Circulation of digital items in 2025 rose 4% from 2024, increasing from 47,771 to 49,497.

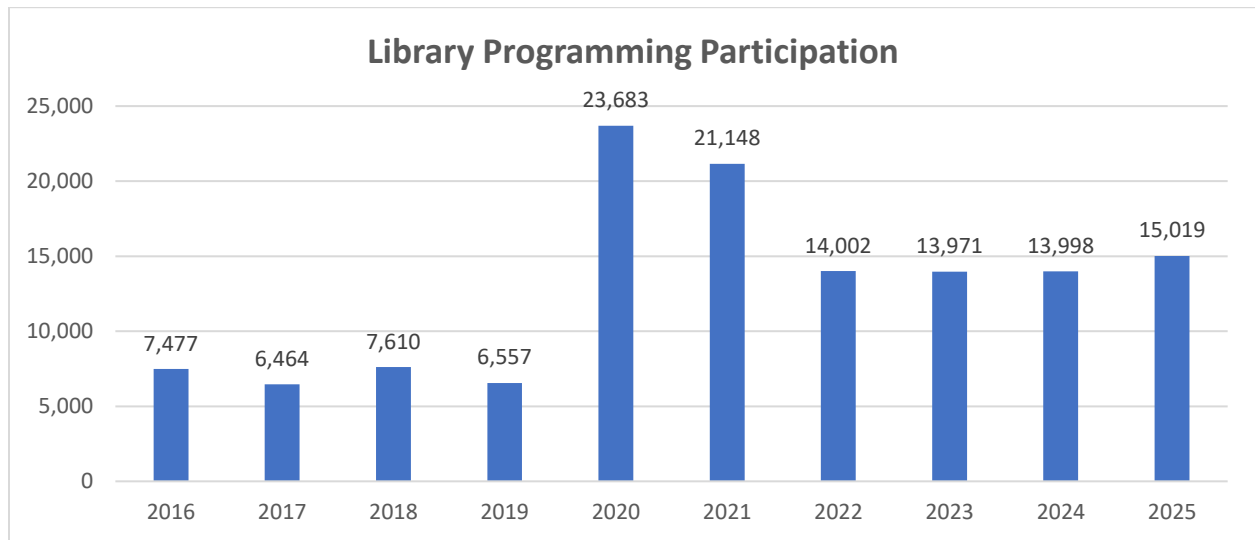
	2024	2025	Change	% Change
All Items	150,141	170,462	20,321	14%
Physical Items	102,370	120,965	18,595	18%
Digital Items	47,771	49,497	1,726	4%



Programming

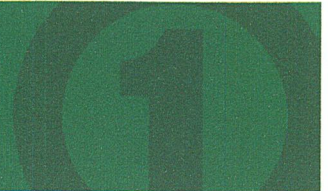
From 2022-2024, we averaged 14,000 participants per year. In 2025, we had 15,019 attend library programs.

The theme for 2025 summer programming was “Color our World”. This theme allowed a wide variety of programs relating to art. We partnered with a number of area artists to offer programming.





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



00050011

MSP 116 MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

01

Summary of Accounts - From 11/01/2025 To 11/30/2025

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/ln	733131877	\$88,259.59	\$89,056.38
Total on Deposit			\$89,056.38

The great big small bank

 800-642-0014

 fnbo.com



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

Beginning Balance	\$88,259.59
9 Credit(s) This Period	\$1,662.38
5 Debit(s) This Period	\$865.59
Ending Balance	\$89,056.38

Interest Summary**Description**

Annual Percentage Yield Earned	1.03%
Interest Days	30
Interest Earned	\$74.55
Interest Paid This Period	\$74.55
Interest Paid Year-To-Date	\$1,000.81

Deposit Activity**ELECTRONIC**

Post Date	Description	Amount
11-04	PAYPAL TRANSFER *****41127918	\$112.54
11-12	PAYPAL TRANSFER *****97853435	\$166.30
11-18	PAYPAL TRANSFER *****55285368	\$92.61
11-25	PAYPAL TRANSFER *****12973864	\$108.19
11-28	INTEREST PAYMENT	\$74.55
Total Electronic Deposits		\$554.19

Deposit Activity**PAPER**

Post Date	Description	Amount
11-03	CUSTOMER DEPOSIT	\$329.65
11-10	CUSTOMER DEPOSIT	\$194.25
11-17	CUSTOMER DEPOSIT	\$215.30
11-24	CUSTOMER DEPOSIT	\$368.99
Total Paper Deposits		\$1,108.19

Withdrawal Activity**PAPER**

Post Date	Description	Amount
11-07	Check #1456	\$350.00
11-17	Check #1460	\$43.22
11-17	Check #1461	\$43.94
11-24	Check #1462	\$103.43
11-28	Check #1459	\$325.00

The great big small bank

800-642-0014

fnbo.com



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

Post Date	Description	Amount
Total Paper Withdrawals		\$865.59

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1456	11/07/2025	\$350.00	☐	1461	11/17/2025	\$43.94
☐	1459	11/28/2025	\$325.00	☐	1462	11/24/2025	\$103.43
☐	1460	11/17/2025	\$43.22				





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



00057630
MSP 106
MITCHELL PUBLIC LIBRARY
MICHELLE BATHKE
ANN M TEMPLE
221 N DUFF ST
MITCHELL SD 57301

01

Summary of Accounts - From 12/01/2025 To 12/31/2025

Deposit Account	Account Number	Beginning Balance	Ending Balance
Premium Business Checking w/In	733131877	\$89,056.38	\$90,363.17
Total on Deposit			\$90,363.17

The great big small bank

800-642-0014

fnbo.com



Premium Business Checking w/In-XXXXXX1877

Account Summary

Description

Beginning Balance	\$89,056.38
14 Credit(s) This Period	\$2,089.90
2 Debit(s) This Period	\$783.11
Ending Balance	\$90,363.17

Interest Summary

Description

Annual Percentage Yield Earned	0.99%
Interest Days	31
Interest Earned	\$75.39
Interest Paid This Period	\$75.39
Interest Paid Year-To-Date	\$1,076.20

Deposit Activity ELECTRONIC

Post Date	Description	Amount
12-02	PAYPAL TRANSFER *****89686613	\$97.44
12-09	PAYPAL TRANSFER *****69368706	\$109.82
12-16	PAYPAL TRANSFER *****36981322	\$82.08
12-23	PAYPAL TRANSFER *****01867745	\$204.93
12-30	PAYPAL TRANSFER *****46150979	\$21.68
12-31	INTEREST PAYMENT	\$75.39
Total Electronic Deposits		\$591.34

Deposit Activity PAPER

Post Date	Description	Amount
12-03	CUSTOMER DEPOSIT	\$287.45
12-08	CUSTOMER DEPOSIT	\$333.05
12-10	CUSTOMER DEPOSIT	\$25.00
12-10	CUSTOMER DEPOSIT	\$100.00
12-15	CUSTOMER DEPOSIT	\$267.31
12-19	CUSTOMER DEPOSIT	\$25.00
12-23	CUSTOMER DEPOSIT	\$272.25
12-29	CUSTOMER DEPOSIT	\$188.50
Total Paper Deposits		\$1,498.56

Withdrawal Activity
PAPER

Post Date	Description	Amount
12-22	Check #1463	\$175.59
12-29	Check #1465	\$607.52
Total Paper Withdrawals		\$783.11

Checks Cleared

X	Check #	Date	Amount	X	Check #	Date	Amount
☐	1463	12/22/2025	\$175.59	☐	1465	12/29/2025	\$607.52



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00057630 57702515.2 0-0

Mitchell Public Library Library Board of Trustees

Profit & Loss Prev Year Comparison

January through December 2025

	Jan - Dec 25	Jan - Dec 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
County Fees	7,500.00	7,500.00	0.00	0.0%
General revenue				
3D Printing	88.13	41.94	46.19	110.1%
Book sale	9,414.14	9,182.10	232.04	2.5%
Copies	5,120.61	4,283.31	837.30	19.6%
Donations	956.21	394.51	561.70	142.4%
Earbuds	30.00	39.00	-9.00	-23.1%
Grants	0.00	1,000.00	-1,000.00	-100.0%
Interest	1,076.20	1,410.43	-334.23	-23.7%
Interlibrary loan	163.25	176.25	-13.00	-7.4%
Laminating	38.00	28.00	10.00	35.7%
Meeting room fees	225.00	328.75	-103.75	-31.6%
Paid items (Damaged/Lost Items)	945.11	1,198.41	-253.30	-21.1%
Pop machine	121.50	85.50	36.00	42.1%
Subscriptions	5,400.00	5,050.00	350.00	6.9%
Total General revenue	23,578.15	23,218.20	359.95	1.6%
Uncategorized Income	204.46	583.37	-378.91	-65.0%
Total Income	31,282.61	31,301.57	-18.96	-0.1%
Expense				
Credit Card Processing Fees	204.93	189.41	15.52	8.2%
Memberships	138.00	126.00	12.00	9.5%
Operation expenses				
3D Printer Filament	71.20	0.00	71.20	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	425.34	-361.89	-85.1%
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	491.73	444.00	47.73	10.8%
Subscriptions	-100.00	0.00	-100.00	-100.0%
Technology	0.00	3,740.00	-3,740.00	-100.0%
Total Operation expenses	1,320.06	6,985.01	-5,664.95	-81.1%
Postage and Delivery	519.18	586.52	-67.34	-11.5%
Program expenses				
Adult programming	1,661.85	1,591.95	69.90	4.4%
Children's programming	2,502.00	1,217.10	1,284.90	105.6%
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	8,071.38	6,242.72	1,828.66	29.3%
Summer Reading - Teen	1,312.84	468.92	843.92	180.0%
Total Summer Reading	11,381.34	7,739.46	3,641.88	47.1%
Teen programming	568.64	329.51	239.13	72.6%
Total Program expenses	16,173.19	10,878.02	5,295.17	48.7%
Travel Expense	700.00	372.12	327.88	88.1%
Total Expense	19,055.36	19,137.08	-81.72	-0.4%
Net Ordinary Income	12,227.25	12,164.49	62.76	0.5%
Net Income	12,227.25	12,164.49	62.76	0.5%

CITY OF MITCHELL
EXPENDITURES REPORT (UNAUDITED)
AS OF: DECEMBER 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	33,413.14	440,597.31	409,329.86	65,988.14	86.12
101-45500-41110 OVERTIME	0	0.00	115.13	42.31 (	42.31)	0.00
101-45500-41120 PART-TIME	45,250	3,128.20	37,453.83	40,223.70	5,026.30	88.89
101-45500-41200 SOCIAL SECURITY/MEDICARE	39,804	2,743.00	35,146.95	33,185.19	6,618.81	83.37
101-45500-41300 RETIREMENT	28,519	1,773.62	26,307.17	24,331.05	4,187.95	85.32
101-45500-41500 GROUP INSURANCE	130,960	320.04	84,212.27	85,644.38	45,315.62	65.40
101-45500-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>10,368.71</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	719,851	41,378.00	634,201.37	592,756.49	127,094.51	82.34
<u>CURRENT EXPENSES</u>						
101-45500-42200 PROFESSIONAL SERVICES	325	0.00	345.00	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	6,228.33	2,381.34	5,118.66	31.75
101-45500-42600 SUPPLIES & MATERIALS	12,000	1,611.55	10,998.46	11,690.32	309.68	97.42
101-45500-42661 POSTAGE	1,600	0.00	1,642.67	1,600.48 (	0.48)	100.03
101-45500-42690 MINITEX FEES	5,800	483.19	5,528.11	6,233.04 (	433.04)	107.47
101-45500-42691 DATABASE SYS UPDATE	1,900	350.00	1,866.00	2,282.00 (	382.00)	120.11
101-45500-42692 PERIODICALS	5,250	143.00	5,047.26	3,588.18	1,661.82	68.35
101-45500-42693 E-BOOKS/AUDIO BOOKS	19,350	3,432.06	21,335.67	19,226.81	123.19	99.36
101-45500-42700 TRAVEL, CONF & DUES	1,350	0.00	635.06	1,412.32 (	62.32)	104.62
101-45500-42800 UTILITIES	43,375	6,676.80	39,187.97	43,556.40 (	181.40)	100.42
101-45500-42830 UTILITIES-WATER/SEWER	2,100	268.63	2,682.09	3,354.48 (	1,254.48)	159.74
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	0.00	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	12,965.23	100,808.19	101,787.98	5,212.02	95.13
<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	0.00	13,940.74	33,293.79	1,706.21	95.13
101-45500-43420 BOOKS	47,000	6,328.86	44,472.01	47,611.27 (	611.27)	101.30
101-45500-43421 AUDIO-VISUAL	4,000	419.09	3,196.77	2,860.96	1,139.04	71.52
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	6,747.95	61,609.52	104,874.02 (	3,874.02)	103.84
TOTAL LIBRARY	927,851	61,091.18	796,619.08	799,418.49	128,432.51	86.16
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	927,851	61,091.18	796,619.08	799,418.49	128,432.51	86.16

WARNING 911 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

January 2026 Funding Requests

We are submitting seven funding requests this month.

Program/Project	Requestor	Amount
PLA Conference Attendance	Kevin Kenkel	\$ 1,725.00
PLA Conference Attendance	Max Velasquez	\$ 1,725.00
Bookopoly prizes for Adults/Teens	Max Velasquez	\$ 1,800.00
Adult/Teen Summer Reading Programming	Max Velasquez	\$ 3,000.00
Bookopoly prizes for children	Jean Patrick	\$ 1,550.00
Children's Summer Reading Programming	Jean Patrick	\$ 9,100.00
Total Requested:		\$ 18,900.00

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, meals, and travel reimbursement for mileage (\$0.50/mile) to Minneapolis. Pre-registration was paid by January 9, 2026. The remainder of these funds will be paid in April 2026.

Early Bird registration	\$ 364.00
Hotel costs with parking	\$ 865.00
Meals	\$ 196.00
Travel (600 miles total)	\$ 300.00
Total	\$ 1,725.00

Total amount requested: \$1,725

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.

I am requesting funding for the registration fee, a hotel for three nights, meals, and travel reimbursement for mileage (\$0.50/mile) to Minneapolis. Pre-registration was paid by January 9, 2026. The remainder of these funds will be paid in April 2026.

Request

Early Bird registration	\$	364.00
Hotel costs with parking	\$	865.00
Meals	\$	196.00
Travel (600 miles total)	\$	300.00
Total	\$	1,725.00

Total request: \$1,725

Funding Request: Prizes for Adult and Teen Bookopoly Programs

Max Velasquez, Adult and Young Adult Services Librarian

DESCRIPTION

Following the example of the Summer Reading Program, I will be using used book sale coupons for the majority of the prizes for Bookopoly this year. I will be supplementing them with coupons for Michelle's Mad Batter (remnants from the Summer Reading Program). Used book sale coupons will be given out for each set, and on the fourth will be accompanied by the patron's choice for a coffee coupon. The drink coupons will be for four property sets.

For the teenagers I will reach out to Mya's for boba coupons again, and these will be given for three property sets (teen participation is substantially lower compared to the summer program, no surprise given that school is in session).

As most of the books on the used book sale will be of less interest to teenage participants, I want to revitalize our prize books with entrants for the South Dakota Teen Choice Award this year. I want to buy three copies of each of the twenty-four titles. Assuming \$12 per copy, that would be \$864 through our vendor. Just in case of variances, I would like to set \$1,000 aside for that.

I will be doing another Mitchell Bucks drawing for both age groups, with two different pools. For the adults, I want to have five \$15 cards, three \$30 cards, and one \$50 card. For the teenagers, I would like to use the same structure. In total this would be \$430 (10 cards at \$15 for \$150, six at \$30 for \$180, two at \$50 for \$100). While teen participation is much lower than adult, I believe that if we take away incentives it could drop further. The entry structure will be the same as in 2025: registration, each property set, and challenge completed will provide a single entry for the drawing on a scale. The first five entries will go into the \$15 pool, the next five will go into the \$30 pool, and the remainder will go into the \$50 pool. With how the boards are configured, there are a total of fifteen entries possible.

Finally, I would like to set aside \$370 to cover any extra costs for vouchers. Michelle's were \$4 each, and Mya's were \$7.

REQUEST

Total: **\$1,800** (\$55 less than 2025)

Mitchell Bucks: \$430

Prize books: \$1,000

Just in case: \$370

Funding Request: Summer Reading Program 2026 for Adults and Teens

Max Velasquez, Adult and Young Adult Services Librarian

DESCRIPTION

The primary adult prize will continue to be book sale coupons, given at set time intervals. It will work out to more coupons overall (nine instead of five). I would like to purchase sports bags through CSLP, which cost \$2.25 per and are sold in individual units.

For teen prizes, I will be featuring boba coupons again, but I will be asking Mr. Espinosa for less than last year: 60 coupons, instead of 80, as we had quite a few left over.

For both age groups, I will continue with the Mitchell Bucks drawings. Based on the number of reading logs to come back last year (34 from the teenagers and 77 from the adults, about one in three for both age groups) I would like to have a 5-3-1 arrangement for the teens and a 7-5-3 for the adults, with the amounts being \$15, \$30, and \$50.

For a general fund for programming and other incentives, I am asking for \$2000, to be split between the two age groups: \$1200 for adults, and \$800 for teens.

REQUEST

Bags: \$350.00 (150)

Mitchell Bucks: \$650 (\$420 for adults, \$230 for teens)

Other incentives, programming funds: \$2,000 (\$1200 for adults, \$800 for teens)

Total requested: \$3,000.00 (\$100 more than 2025)

Funding Request: Prizes for Children's Bookopoly Programs

Jean Patrick, Children's Services Librarian

The 5th annual Bookopoly Jr takes place Jan. 3 – March 28, 2026. Once again, I'd like to award prizes to children who return completed and partial game boards. Last year, approximately 100 children completed their boards. As of January 22, over 200 boards have been distributed, putting us at pace with last year to distribute 300 boards. Note: Remaining prizes, books, and supplies will be used for the upcoming Summer Reading Program.

Thank you for considering this request.

Vinyl for house stickers -- \$50

Paperback books for prizes - \$300

Prizes from Oriental Trading Company - \$450

Filament for 3-D printer prizes - \$50

Prizes from local businesses (partnerships) – \$500 (I anticipate this amount to be less)

Cash prizes - \$200 (10 names will be drawn from those who complete boards - \$20/each)

Total Amount Requested: \$1,550 (\$250 more than 2025)

Funding Request: Summer Reading Program 2026 for Children

Jean Patrick, Children's Services Librarian

The 2026 theme for the Summer Reading Program is "Unearth a Story." Once again, the program will continue for 8 weeks (June & July) with additional independent activities in August. Below is my request for funding. NOTE: Any remaining prize books, art supplies, prizes, etc. will be used in the coming year for programs and Storytimes.

Thank you for considering this request.

Programs/Presentations

We plan to provide 8 weekly programs for children/families during June and July, as well as assorted art classes. This year's requested amount is lower than other years because we are not booking a high dollar program.

Amount Requested: \$2,400

Supplies from CSLP (Collaborative Summer Library Program)

As in previous years, I plan to purchase posters, reading logs, bookmarks, bags, pencils, signs, decorations, etc. from CSLP (Collaborative Summer Library Program) to promote the Summer Reading Program and to encourage participation. This money will also be used to order CSLP Summer Reading tee-sheets for the staff. (Note: CSLP prices have jumped in price.)

Amount Requested: \$1,500

Prize Books from Scholastic Literacy Partnership and Ingram

As in other years, I plan to give away prize books to children who complete their CSLP sticker chart. (A completed chart equals 1000 minutes of reading.) This requested amount is higher than last year because books are increasing in price.

Amount Requested: \$2,100

Art Supplies for Storytime Crafts and other Activities

I plan to offer Storytime for at least 8 weeks (3 weeks of Outdoor Storytime at Hitchcock Park & 5 weeks of Indoor Storytime at the Library), as well as weekly Outreach Storytime for a local preschool(s). A craft will be included with each storytime.

Amount Requested: \$600

Tree Mural on bricks in children's area

I plan to ask Stan Sherwood to again paint murals in the children's area. This summer, I'll request that he paint the area under the Series books to resemble earth & fossils and to paint two brick pillars at the east side of the Children's area to resemble trees. These are ideas that Stan and I mused about last summer.

Similar to last year, Stan will give children the opportunity to paint bricks, allowing them to create a bond with the library that will last for years to come.

Amount requested: Labor and supplies: \$1,200 (\$1000 labor, plus \$200 supplies)

Reading incentive prizes – Oriental Trading Company & 3-D prints

I plan to order a large quantity of small items from Oriental Trading to use as prizes for Bingo Cards* and “Stump the Librarian.” I also will order filament to create 3D dinosaur skulls and bones to use as reading incentives. (New for 2026)

Note: “Bingo” cards require children to complete reading, language, & art activities. They effectively encourage kids/families to visit the library throughout the summer.

Amount Requested: \$650

End-of-Summer Prizes for “Extra-Mile” Readers

Each summer, approximately 20 children exceed Summer Reading Program expectations by completing an “August Summer Challenge.” As a reward, I plan to give each of these children a \$15 Mitchell gift card.

Amount Requested: \$300

Volunteer gifts

Without the help of volunteers, I would not be able to have successful Summer Reading Programs. I would like to thank volunteers at the end of the summer with Mitchell gift cards.

Amount Requested: \$350

Total amount requested: \$9,100 (\$150 more than 2025)



Open Meetings Laws in South Dakota

Updated
November 2025

SDCL 1-25-13

In 2025, the legislature enacted SDCL 1-25-13 which requires an annual review of:

- (1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and
- (2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

Open Meeting Basics

South Dakota political subdivisions exercising sovereign power are required to follow the state's open meetings laws. This includes ensuring official meetings are open to the public, providing adequate notice to the public of meetings, and allowing public comment periods at official meetings.

This presentation is intended to highlight common issues, not cover all open meetings laws in detail.

For more information, please refer to the South Dakota Attorney General's Office brochure entitled "Conducting the Public's Business in Public" which has been provided for review.

Who must follow open meetings laws?

SD open meetings laws apply to political subdivisions of South Dakota which exercise sovereign power.

This means that any public body of the City that has the authority to exercise sovereign power, such as implementing taxes, creating regulations, imposing penalties, etc., must comply with the open meetings laws. Public bodies that are advisory only are not required to comply with the open meetings laws.

Each public body of the city that has the authority to exercise sovereign power must also review the open meetings laws annually.

What are open meetings?

Open meetings include all official meetings of the political subdivision. This is when a quorum of members are present and official business or public policy of the body is discussed or decided.

Open meetings include in person meetings, but also teleconferences, group texts, and group emails that include a quorum where official business or public policy of the political subdivision is discussed or decided.

How is the public notified?

Generally, a political subdivision is required to post a notice for an official meeting at least 24 hours in advance. Less than 24 hours' notice is permitted under certain circumstances, but as much notice as possible should still be provided.

The notice must include the date, time, and location of the meeting and the items proposed to be discussed. The notice must be posted at political subdivision's principal office and on its official website. It must also be delivered to all local news media that have asked to be notified.

The political subdivision is also required to provide meeting materials on its website at least 24 hours in advance or when the materials are provided to board members, whichever is later.

How can the public participate?

The public is entitled to attend open meetings and may record the meetings if the recording is reasonable, obvious, and not disruptive.

The political subdivision must also allow public comment at official meetings, except for those held exclusively for certain purposes. The political subdivision may limit public comment as to the time allowed for each topic, and as to the total time allowed for public comment.

The public is not entitled to attend or participate in a political subdivision's executive sessions.

When can a meeting be closed?

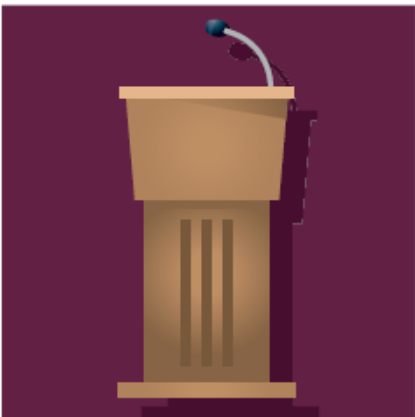
A political subdivision can hold private, executive sessions that are closed to the public and media. SDCL 1-25-2 provides several categories of discussions that may be done in executive session. Executive session may also be held when the federal or state constitution or federal or state statutes require or permit it.

To enter executive session, the political subdivision must make a motion to enter executive session and cite the statute that applies to the discussions to be held. Discussions in executive session are limited to the cited statute.

No action may be taken during executive session. Any action to be taken relative to matters discussed in executive session must be done once the political subdivision has returned to open session.

Questions/Comments/Discussion

For more information, please refer to the South Dakota Attorney General's Office brochure entitled "Conducting the Public's Business in Public" and South Dakota Codified Laws Chapter 1-25.



Conducting the Public's Business in Public

A guide to South Dakota's
Open Meetings Laws
(Revised 2025)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

Published by:
South Dakota NewsMedia Association
1125 32nd Ave. Brookings, SD 57006

Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A: South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A: The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A: Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys or Deputy State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an "official meeting" in SDCL 1-25-12(1) specifically includes meetings conducted by "electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]" A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or any audio and visual recording must be made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?

A: Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.

PERTINENT S.D. OPEN MEETINGS STATUTES
(other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS. An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

1-25-2. EXECUTIVE SESSION. Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,

and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC Members. The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

1-25-12. DEFINITIONS. Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS. Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.