

Harrisburg Community Library Board Agenda

Thursday, January 9

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum.

Amendment/Adoption of Agenda.

Reading and approval of minutes of previous meeting. December 2024 minutes.

Financial and statistical report update. December 2024 financial report.

Library Director/Staff Reports:

December 2024 Attendance:

- 440 Adults
- 352 Children
- 792 Total (in library attendance)
- 53 Phone Calls
- 12 New Memberships
 - 18 Adults
 - 6 Children

December 2023 Attendance:

- 343 Adults
- 305 Children
- 648 Total (in library attendance)
- 38 Phone Calls
- 7 New Memberships

December 2024 Computer Use: 14

December 2024 Crafts and Passive Programs: 221

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Christmas Murder Mystery (12/14) - Adults: 8
- Robotics (12/18) - Children: 10

Upcoming

- Teen/Adult Craft Night: Tiny Paint Night (1/14)
- Robotics (1/15)
- Library Closed (1/18 - 1/20)
- Tiny Art Exhibition (1/21)
- Take Your Child to the Library Day and Family Puzzle Competition (2/1)

Collection Development Policy: Review changes to the Collection Development Policy.

New Business:

2025 Goals: Discuss goals for the library for the next year.

Other:

City update and meeting Amanda Mack (City Administrator).

State Library update.

Set Date for Next Meeting: Thursday, February 13, 2025 at 5pm in the Heritage Community Room.

Adjournment.

Harrisburg Community Library Board Minutes

Thursday, January 9

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum. Rob Doyen, Stephanie Bouza, Eve Langerock, Andrea Irish, Sarah Christenson, Kevin Maxwell (Alderman), Lisa Groon (School Board Representative), Amanda Mack (City Administrator), and Cheyenne Chontos (Director).

Amendment/Adoption of Agenda. Motion by Langerock to approve the agenda, seconded by Maxwell. Motion approved.

Reading and approval of minutes of previous meeting. Motion by Maxwell to approve the December 2024 minutes, seconded by Langerock. Motion approved.

Financial and statistical report update. December 2024 financial report.

Library Director/Staff Reports:

December 2024 Attendance:

- 440 Adults
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Programming Update:

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Upcoming

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- Robotics (1/15)
- Library Closed (1/18 - 1/20)
- Tiny Art Exhibition (1/21)
- Take Your Child to the Library Day and Family Puzzle Competition (2/1)

Collection Development Policy: Reviewed changes to the Collection Development Policy. Motion by Groon to approve the changes to the Collection Development Policy, seconded by Bouza. Motion approved.

New Business:

2025 Goals: Discussed goals for the library for the next year. Board members will discuss and reviews 2025 goals at the February meeting.

Other:

City update and meeting Amanda Mack (City Administrator). Mack started with the City on December 30. Mack was previously with the City of Watertown.

State Library update. Chontos will post facts regarding the State Library re: the Governor's budget proposal and HB 1041 to the library's social media accounts.

Set Date for Next Meeting: Thursday, February 13, 2025 at 5pm in the Heritage Community Room. Andrea.

Adjournment. Motion by Maxwell to adjourn the meeting at 5:45pm, seconded by Bouza. Motion approved.

Harrisburg Community Library Board Agenda

Thursday, February 13

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum.

Amendment/Adoption of Agenda.

Reading and approval of minutes of previous meeting. January 2025 minutes.

Financial and statistical report update. December 2024 financial report. January 2025 financial report.

Library Director/Staff Reports:

January 2025 Attendance:

- 487 Adults
- 447 Children
- 934 Total (in library attendance)
- 46 Phone Calls
- 14 New Memberships
 - 26 Adults
 - 18 Children

January 2024 Attendance:

- 400 Adults
- 352 Children
- 786 Total (in library attendance)
- 74 Phone Calls
- 22 New Memberships

January 2025 Computer Use: 20

January 2025 Crafts and Passive Programs: 170

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Storytime (1/14) - Adults: 6, Children: 10
- Teen/Adult Craft: Tiny Paint Night (1/14) - Adults: 7, Teens: 8
- Lincoln County 4-H Robotics (1/15) - Children: 6
- Storytime (1/21) - Adults: 2, Children: 3

- Tiny Art Exhibition (1/21) - Adults: 8, Children: 4
- GFP Homeschool Class (1/23) - Adults: 9, Children: 30
- Storytime (1/28) - Adults: 7, Children: 14
- Take Your Child to the Library (2/8) - TBD
- Evening Storytime (2/10) - Adults: TBD, Children: TBD
- Storytime (2/11) - Adults: TBD, Children: TBD

Upcoming

- Library Closed (2/15 - 2/17)
- Lincoln County 4-H Robotics (2/19)
- Hot Sauce Shakespeare Challenge (2/20)
- SDHC Speakers Bureau: Dr. Axton Betz-Hamilton – Victim Voices (3/5)

Annual report review: Review and approve the annual report for 2024. Report highlights:

- Circulation
 - o 2023 - 41,236
 - o 2024 - 49,450
 - o 19.92% growth
- Number of Programs
 - o 2023 - 33
 - o 2024 - 79
 - o 139.39% growth
- Program Attendance
 - o 2023 - 659
 - o 2024 - 1,320
 - o 100.3% growth
- In-Person Library Visits
 - o 2023 - 12,442
 - o 2024 - 14,170
 - o 13.89% growth

2025 Goals: Discuss goals for the library for 2025.

New Business:

Swank: Determine if the library should invest in Swank streaming/licensing for one year at the cost of \$550.

Other:

City update.

State Library update.

Set Date for Next Meeting: Thursday, March 13, 2025 at 5pm in the Heritage Community Room.

Adjournment.

Harrisburg Community Library Board Minutes

Thursday, February 13

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum. Rob Doyen, Stephanie Bouza, Eve Langerock, Sarah Christenson, Kevin Maxwell (Alderman), Heath VonEye (Deputy City Administrator), and Cheyenne Chontos (Director).

Amendment/Adoption of Agenda. Motion by Langerock to approve the agenda, seconded by Bouza. Motion approved.

Reading and approval of minutes of previous meeting. Motion by Bouzato approve the January 2025 minutes, seconded by Christenson. Motion approved.

Financial and statistical report update. December 2024 financial report. January 2025 financial report.

Library Director/Staff Reports:

January 2025 Attendance:

- 487 Adults
- 447 Children
- 934 Total (in library attendance)
- 46 Phone Calls
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January 2025 Computer Use: 20

January 2025 Crafts and Passive Programs: 170

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Storytime (1/14) - Adults: 6, Children: 10
- Teen/Adult Craft: Tiny Paint Night (1/14) - Adults: 7, Teens: 8
- Lincoln County 4-H Robotics (1/15) - Children: 6
- Storytime (1/21) - Adults: 2, Children: 3
- Tiny Art Exhibition (1/21) - Adults: 8, Children: 4
- GFP Homeschool Class (1/23) - Adults: 9, Children: 30
- Storytime (1/28) - Adults: 7, Children: 14
- Take Your Child to the Library (2/8) - Adults: 3, Children: 5
- Evening Storytime (2/10) - Adults: 3, Children: 4
- Storytime (2/11) - Adults: 1, Children: 1

Upcoming

- Library Closed (2/15 - 2/17)
- Lincoln County 4-H Robotics (2/19)
- Hot Sauce Shakespeare Challenge (2/20)
- SDHC Speakers Bureau: Dr. Axton Betz-Hamilton – Victim Voices (3/5)

Annual report review: Reviewed and approved the annual report for 2024. Chontos will submit to the South Dakota State Library. Report highlights:

- Circulation
 - o 2023 - 41,236
 - o 2024 - 49,450
 - o 19.92% growth
- Number of Programs
 - o 2023 - 33
 - o 2024 - 79
 - o 139.39% growth
- Program Attendance
 - o 2023 - 659
 - o 2024 - 1,320
 - o 100.3% growth
- In-Person Library Visits
 - o 2023 - 12,442
 - o 2024 - 14,170
 - o 13.89% growth

2025 Goals: Discussed goals for the library for 2025.

New Business:

Swank: Determined that the library should invest in Swank streaming/licensing for one year at the cost of \$550.

Other:

City update: The Board met Heath VonEye, who started earlier in 2025. VonEye was previously with the City of Watertown.

State Library update: The Committee on Education unanimously recommended not passing cuts to the State Library.

Set Date for Next Meeting: Thursday, March 13, 2025 at 5pm in the Heritage Community Room.

Adjournment. Motion by Bouza to adjourn the meeting at 5:45pm, seconded by Langerock. Motion approved.

Harrisburg Community Library Board Agenda

Thursday, March 13

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum.

Amendment/Adoption of Agenda.

Reading and approval of minutes of previous meeting. February 2025 minutes.

Financial and statistical report update. January 2025 financial report. February 2025 financial report.

Library Director/Staff Reports:

February 2025 Attendance:

- 444 Adults
- 417 Children
- 861 Total (in library attendance)
- 38 Phone Calls
- 16 New Memberships
 - 25 Adults
 - 22 Children

February 2024 Attendance:

- 429 Adults
- 401 Children
- 830 Total (in library attendance)
- 49 Phone Calls
- 19 New Memberships

February 2025 Computer Use: 11

February 2025 Crafts and Passive Programs: 97

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Lincoln County 4-H Robotics (2/19) - 7 Children
- Hot Sauce Shakespeare Challenge (2/20) - 2 Adults
- Evening Storytime (3/3) - 0 Adults, 0 Children
- Storytime (3/4) - 8 Adults, 12 Children

- SDHC Speakers Bureau: Dr. Axton Betz-Hamilton – Victim Voices (3/5) - 3 Adults
- Storytime (3/11) - 11 Adults, 16 Children
- Family Movie (3/13) - TBD

Upcoming

- Monthly Movie Matinee (3/17)
- Storytime (3/18)
- Storytime (3/25)
- All Ages BINGO (3/27)
- Storytime (4/1)
- Evening Storytime (4/7)
- Storytime (4/8)

2025 Goals: Determine top priority goals for the library for 2025.

Swank update: The library has purchased an annual Swank license that covers the building for March 1, 2025 – February 28, 2026.

New Business:

HCL Internet and Computer Use Policy update: Discuss if updates should be made to the existing HCL Internet and Computer Use Policy.

Other:

City update.

HB 1239 and HB 1041 update.

Set Date for Next Meeting: Thursday, April 10, 2025 at 5pm in the Heritage Community Room.

Adjournment.

Harrisburg Community Library Board Minutes

Thursday, March 13

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum. Rob Doyen, Stephanie Bouza, Sarah Christenson, Andrea Irish, Kevin Maxwell, and Cheyenne Chontos (Director).

Amendment/Adoption of Agenda. Motion by Bouza to adopt the agenda. Seconded by Christenson. Motion approved.

Reading and approval of minutes of previous meeting. Motion by Bouza to approve the February 2025 minutes. Seconded by Irish. Motion approved.

Financial and statistical report update. Reviewed the January 2025 financial report and February 2025 financial report.

Library Director/Staff Reports:

February 2025 Attendance:

- 444 Adults
- 417 Children
- 861 Total (in library attendance)
- 38 Phone Calls
- 16 New Memberships
 - 25 Adults
 - 22 Children

February 2024 Attendance:

- 429 Adults
- 401 Children
- 830 Total (in library attendance)
- 49 Phone Calls
- 19 New Memberships

February 2025 Computer Use: 11

February 2025 Crafts and Passive Programs: 97

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Lincoln County 4-H Robotics (2/19) - 7 Children
- Hot Sauce Shakespeare Challenge (2/20) - 2 Adults
- Evening Storytime (3/3) - 0 Adults, 0 Children
- Storytime (3/4) - 8 Adults, 12 Children
- SDHC Speakers Bureau: Dr. Axton Betz-Hamilton – Victim Voices (3/5) - 3 Adults
- Storytime (3/11) - 11 Adults, 16 Children
- Family Movie (3/13) - 5 Adults, 13 Children

Upcoming

- Monthly Movie Matinee (3/17)
- Storytime (3/18)
- Storytime (3/25)
- All Ages BINGO (3/27)
- Storytime (4/1)
- Evening Storytime (4/7)
- Storytime (4/8)

2025 Goals: Determined top priority goals for the library for 2025. Top goals included:

- Increase the library's collection variety available for checkout.
- Continue to strengthen partnerships with the school district, individual schools, universities, businesses, and government entities to expand the library's impact.
- Continue to grow library programs.
- Create more opportunities for community involvement with the library.

Swank update: The library has purchased an annual Swank license that covers the building for March 1, 2025 – February 28, 2026.

New Business:

HCL Internet and Computer Use Policy update: Motion from Bouza to update HCL Internet and Computer Use Policy. Seconded by Irish. Motion approved.

Other:

City update. Amanda Mack is currently doing one-on-one meetings with City employees.

HB 1239 and HB 1041 update. Both bills were amended and passed.

Set Date for Next Meeting: Thursday, April 10, 2025 at 5:30pm in the Heritage Community Room.

Adjournment. Motion by Bouza to adjourn. Seconded by Irish. Motion approved. Adjourned at 5:35pm.

Harrisburg Community Library Board Agenda

Thursday, April 10

5:30 p.m., Harrisburg Community Room

Roll Call and declaration of quorum.

Amendment/Adoption of Agenda.

Reading and approval of minutes of previous meeting. March 2025 minutes.

Financial and statistical report update. March 2025 financial report.

Library Director/Staff Reports:

March 2025 Attendance:

- 582 Adults
- 591 Children
- 1173 Total (in library attendance)
- 40 Phone Calls
- 26 New Memberships
 - 43 Adults
 - 22 Children

March 2025 Computer Use: 25

March 2025 Crafts and Passive Programs: 109

March 2024 Attendance:

- 439 Adults
- 459 Children
- 898 Total (in library attendance)
- 37 Phone Calls
- 13 New Memberships

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Storytime (3/18) - 6 Adults, 7 Children
- Robotics Club with Lincoln County 4-H (3/19) - 5 Children
- Storytime (3/25) - 12 Adults, 20 Children
- All Ages BINGO (3/27) - 11 Adults, 15 Children
- Storytime (4/1) - 8 Adults, 13 Children
- Family Movie (4/4) - TBD
- Evening Storytime (4/7) - TBD
- Storytime (4/8) - TBD

Upcoming

- Storytime (4/15)
- SDPB Screening of *Free for All: The Public Library* (4/15)
- Robotics Club with Lincoln County 4-H (4/16)
- All Age DIY Seed Starters (4/24)
- Movie Matinee (4/28)
- Storytime (4/29)
- Evening Storytime (5/5)

New Business:

Summer Reading Program: This year's Summer Reading theme is "Color Our World." We have ordered reading logs for elementary, middle/high school, and adult levels. We will print the preschool reading logs at the library. We have reached out to local businesses for sponsorship and prize donations. We are also working on finalizing the Summer Reading calendar.

Library Training: The library will be closed Saturday, April 12 for staff training. We are getting ready for Summer Reading!

Holiday Closure: The library will be closed Friday, April 18 – Monday, April 21 for the Easter holiday.

Other:

City update.

Set Date for Next Meeting: Thursday, May 8, 2025 at 5:30pm in the Heritage Community Room.

Adjournment.

Harrisburg Community Library Board Minutes

Thursday, April 10

5:30 p.m., Harrisburg Community Room

Roll Call and declaration of quorum. Rob Doyen, Eve Langerock, Andrea Irish, Sarah Christenson, Kevin Maxwell (City Council), Lisa Groon (Harrisburg School Board), Cheyenne Chontos (Director).

Amendment/Adoption of Agenda. Motion by Langerock to adopt the agenda. Seconded by Irish. Motion approved.

Reading and approval of minutes of previous meeting. Motion by Christenson to approve the March 2025 minutes. Seconded by Langerock. Motion approved.

Financial and statistical report update. Reviewed the March 2025 financial report.

Library Director/Staff Reports:

March 2025 Attendance:

- 582 Adults
- 591 Children
- 1173 Total (in library attendance)
- 40 Phone Calls
- 26 New Memberships
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March 2025 Computer Use: 25

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March 2024 Attendance:

- 439 Adults
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- 898 Total (in library attendance)
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- 13 New Memberships

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- Storytime (3/18) - 6 Adults, 7 Children
- Robotics Club with Lincoln County 4-H (3/19) - 5 Children
- Storytime (3/25) - 12 Adults, 20 Children
- All Ages BINGO (3/27) - 11 Adults, 15 Children
- Storytime (4/1) - 8 Adults, 13 Children
- Family Movie (4/4) - 3 Adults, 4 Children

Upcoming

- Storytime (4/15)
- SDPB Screening of *Free for All: The Public Library* (4/15)
- Robotics Club with Lincoln County 4-H (4/16)
- All Age DIY Seed Starters (4/24)
- Movie Matinee (4/28)
- Storytime (4/29)

- Evening Storytime (4/7) - 2 Adults, 2 Children
- Storytime (4/8) - 11 Adults, 19 Children
- Evening Storytime (5/5)

New Business:

Summer Reading Program: This year's Summer Reading theme is "Color Our World." We have ordered reading logs for elementary, middle/high school, and adult levels. We will print the preschool reading logs at the library. We have reached out to local businesses for sponsorship and prize donations. We have received sponsorships from The Dapper Dog, Showplace Cabinetry, BJ Construction, and Albers Electric. We have also received prize donations from Fareway and GreatShots. Harrisburg Family Chiropractic and MidAmerican Energy have also reached out and plan to be sponsors. We are also working on finalizing the Summer Reading calendar. The Board is interested in having a reading competition on who can read the most pages over the summer.

Library Training: The library will be closed Saturday, April 12 for staff training. We are getting ready for Summer Reading!

Holiday Closure: The library will be closed Friday, April 18 – Monday, April 21 for the Easter holiday.

Other:

City update. The End of School Party will be May 21 from 1:30 – 3pm at Lake Ole. The library will be participating.

Set Date for Next Meeting: Thursday, May 8, 2025 at 5pm in the Heritage Community Room.

Adjournment. Motion by Groon to adjourn. Seconded by Langerock. Motion approved. Adjourned at 5:55pm.

Harrisburg Community Library Board Agenda

Thursday, May 8

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum.

Amendment/Adoption of Agenda.

Reading and approval of minutes of previous meeting. April 2025 minutes.

Financial and statistical report update. April 2025 financial report.

Library Director/Staff Reports:

April 2025 Attendance:

- 553 Adults
- 551 Children
- 1104 Total (in library attendance)
- 49 Phone Calls
- 25 New Memberships
 - 45 Adults
 - 23 Children

April 2025 Computer Use: 15

April 2025 Crafts and Passive Programs: 105

April 2024 Attendance:

- 501 Adults
- 599 Children
- 1100 Total (in library attendance)
- 57 Phone Calls
- 10 New Memberships

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

Previous

- SDPB Screening of *Free for All: The Public Library* (4/15) - Adults: 3
- Robotics Club with Lincoln County 4-H (4/16) - Children: 6
- All Age DIY Seed Starters (4/24) - Adults: 5, Children: 7
- Storytime (4/29) - Adults: 6, Children: 7
- Evening Storytime (5/5) - Adults: 2, Children: 3

Upcoming

- All Ages Craft: Decorating Pot Holders (5/13)
- Last Day of School Party (5/21)
- Family Movie: Mufasa: The Lion King (5/22)
- Traveling Animal Tales: Invertebrates (5/29)
- ZooMobile (5/29)
- Evening Storytime (6/2)
- Kids' Craft (6/3)

- Robotics Club with Lincoln County 4-H (5/7) - TBD
- Family Movie with the Harrisburg Disability Awareness Commission (6/5)

New Business:

Reinstatements: Reinstatement of Andrea Irish and Sarah Christenson.

Summer Reading Program: Review Summer Reading Program events, reading challenge, and sponsors.

Holiday Closure: The library will be closed Saturday, May 24 – Monday, May 26 for the Memorial Day weekend.

NDLA/SDLA/MPLA Conference: Determine which Trustees would be interested in attending the joint conference in the Fall of 2025.

Other:

Rep. Aaron Aylward.

Heritage lease update.

City update.

Set Date for Next Meeting:

Adjournment.

Harrisburg Community Library Board Minutes

Thursday, May 8

5 p.m., Harrisburg Community Room

Roll Call and declaration of quorum. Eve Langerock, Andrea Irish, Sarah Christenson, Kevin Maxwell (City Council), Lisa Groon (Harrisburg School Board), Cheyenne Chontos (Director).

Amendment/Adoption of Agenda. Motion by Maxwell to adopt the agenda. Seconded by Langerock. Motion approved.

Reading and approval of minutes of previous meeting. Motion by Maxwell to approve the minutes of the April 2025 meeting. Seconded by Irish. Motion approved.

Financial and statistical report update. April 2025 financial report.

Library Director/Staff Reports:

April 2025 Attendance:

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April 2025 Crafts and Passive Programs: 105

Public Input: (Comments limited to 10 minutes)

Unfinished Business:

Programming Update:

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- Family Movie: Mufasa: The Lion King (5/22)
- Traveling Animal Tales: Invertebrates (5/29)
- ZooMobile (5/29)

- Evening Storytime (5/5) - Adults: 2, Children: 3
- Robotics Club with Lincoln County 4-H (5/7) - 7Children
- Evening Storytime (6/2)
- Kids' Craft (6/3)
- Family Movie with the Harrisburg Disability Awareness Commission (6/5)

New Business:

Reinstatements: Reinstatement of Andrea Irish and Sarah Christenson. Motion by Langerock to reinstate Andrea Irish and Sarah Christenson onto the Board. Seconded by Bouza. Motion approved.

Summer Reading Program: Reviewed Summer Reading Program events, reading challenge, and sponsors.

Holiday Closure: The library will be closed Saturday, May 24 – Monday, May 26 for the Memorial Day weekend.

NDLA/SDLA/MPLA Conference: Discussed which Trustees would be interested in attending the joint conference in the Fall of 2025. Since ND is the host location, NDLA will be offering credit through Valley City State. More information will be coming.

Other:

Rep. Aaron Aylward. Trustees will collaborate on any questions they would like to pass onto Rep. Aylward.

Heritage lease update. The Harrisburg School District has sent the City of Harrisburg a proposal that starting July 1, 2025 the rent for the Harrisburg Community Library space within the Heritage building will increase to \$1,000 per month. Rentals for the Board Room and Community Room will also increase to \$35 per hour.

City update. The Last Day of School Party, hosted by the Harrisburg Parks, Recreation, and Forestry Department, will be on May 21 at 1:30pm. The library is planning on having a table and doing a Book Walk for the event.

Set Date for Next Meeting: Chontos will send out a survey to determine the date of the next meeting.

Adjournment. Motion by Bouza to adjourn. Seconded by Maxwell. Motion approved. Adjourned at 5:48 pm.