

## Harrisburg Community Library Board Agenda

Wednesday, June 4

5 p.m., Harrisburg Community Room

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** May 2025 minutes.

**Financial and statistical report update.** May 2025 financial report.

**Library Director/Staff Reports:**

May 2025 Attendance:	May 2024 Attendance:
<ul style="list-style-type: none"><li>• 655 Adults</li><li>• 855 Children</li><li>• 1510 Total (in library attendance)</li><li>• 55 Phone Calls</li><li>• 29 New Memberships<ul style="list-style-type: none"><li>○ 49 Adults</li><li>○ 35 Children</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 689 Adults</li><li>• 947 Children</li><li>• 1636 Total (in library attendance)</li><li>• 73 Phone Calls</li><li>• 24 New Memberships</li></ul>

May 2025 Computer Use: 1

May 2025 Crafts and Passive Programs: 127

**Public Input:** (Comments limited to 10 minutes)

**Unfinished Business:**

Programming Update:

Previous	Upcoming
<ul style="list-style-type: none"><li>• All Ages Craft: Decorating Pot Holders (5/13) - Adults: 7, Children: 6</li><li>• Last Day of School Party (5/21)</li><li>• Family Movie: Mufasa: The Lion King (5/22) - Adults: 1, Children: 6</li><li>• ZooMobile (5/29) - Adults: 16, Children: 25</li><li>• Evening Storytime (6/2) - Adults: 1, Children: 2</li><li>• Kids' Craft (6/3) - Adults: 5, Children: 12</li></ul>	<ul style="list-style-type: none"><li>• Family Movie with the Harrisburg Disability Awareness Commission (6/5)</li><li>• Kids' Craft (6/10, 6/17, 6/24)</li><li>• Teen Movie (6/17)</li><li>• Teen and Adult Craft: T-Shirt Tote (6/26)</li></ul>

- Traveling Animal Tales: Invertebrates (6/3) - Adults: 10, Children: 23
- Huron Library Visit (6/3) - Adults: 2, Children: 15

Ongoing

- Summer Reading Registrations (as of 6/3/2025)
  - o Preschool or 3-5 – 54
  - o Elementary – 216
  - o Middle and High School – 89
  - o Adults – 134

SD Legislature Questions: Discuss any questions we would like to pass along to Rep. Aylward.

Heritage lease update: Discuss the updates to the library space lease in the Heritage building.

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

**New Business:**

Holiday Closure: The library will be closed Thursday, June 19 in observance of Juneteenth.

**Other:**

City update.

**Set Date for Next Meeting:**

**Adjournment.**

## Harrisburg Community Library Board Minutes

Wednesday, June 4

5 p.m., Harrisburg Community Room

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

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

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

**Financial and statistical report update.** May 2025 financial report.

### Library Director/Staff Reports:

May 2025 Attendance:	May 2024 Attendance:
<ul style="list-style-type: none"><li>• 655 Adults</li><li>• 855 Children</li><li>• 1510 Total (in library attendance)</li><li>• 55 Phone Calls</li><li>• 29 New Memberships<ul style="list-style-type: none"><li>○ 49 Adults</li><li>○ 35 Children</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 689 Adults</li><li>• 947 Children</li><li>• 1636 Total (in library attendance)</li><li>• 73 Phone Calls</li><li>• 24 New Memberships</li></ul>

May 2025 Computer Use: 14

May 2025 Crafts and Passive Programs: 127

**Public Input:** (Comments limited to 10 minutes)

### Unfinished Business:

Programming Update:

Previous	Upcoming
<ul style="list-style-type: none"><li>• All Ages Craft: Decorating Pot Holders (5/13) - Adults: 7, Children: 6</li><li>• Last Day of School Party (5/21)</li><li>• Family Movie: Mufasa: The Lion King (5/22) - Adults: 1, Children: 6</li><li>• ZooMobile (5/29) - Adults: 16, Children: 25</li></ul>	<ul style="list-style-type: none"><li>• Family Movie with the Harrisburg Disability Awareness Commission (6/5)</li><li>• Kids' Craft (6/10, 6/17, 6/24)</li><li>• Teen Movie (6/17)</li><li>• Teen and Adult Craft: T-Shirt Tote (6/26)</li></ul>

- Evening Storytime (6/2) - Adults: 1, Children: 2
- Kids' Craft (6/3) - Adults: 5, Children: 12
- Traveling Animal Tales: Invertebrates (6/3) - Adults: 10, Children: 23
- Huron Library Visit (6/3) - Adults: 2, Children: 15

#### Ongoing

- Summer Reading Registrations (as of 6/3/2025)
  - o Preschool or 3-5 – 54
  - o Elementary – 216
  - o Middle and High School – 89
  - o Adults – 134

SD Legislature Questions: Discussed questions for Rep. Aylward. We will invite Rep. Aylward back in the Fall.

Heritage lease update: Discussed the updates to the library space lease in the Heritage building. The library will stay in the current library location. The rent has increased from \$350/month to \$1,000/month.

NDLA/SDLA/MPLA Conference: Determined which Trustees would be interested in attending the joint conference in the Fall of 2025. Currently, Irish is planning on attending and has been registered.

#### **New Business:**

Holiday Closure: The library will be closed Thursday, June 19 in observance of Juneteenth.

#### **Other:**

City update.

**Set Date for Next Meeting:** Thursday, August 14 at 5pm.

**Adjournment. Motion to adjourn by Bouza.** Seconded by Langerock. Motion passed. Meeting adjourned at 5:50pm.

## **Harrisburg Community Library Board Agenda**

**Thursday, August 14**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** June 2025 minutes.

**Financial and statistical report update.** June 2025 and July 2025 financial reports.

### **Library Director/Staff Reports:**

June 2025 Attendance:

- 713 Adults
- 1030 Children
- 1743 Total (in library attendance)
- 52 Phone Calls
- 26 New Memberships
  - o 46 Adults
  - o 36 Children

June 2025 Computer Use: 17

June 2025 Crafts and Passive Programs: 233

July 2025 Attendance:

- 784 Adults
- 1097 Children
- 1881 Total (in library attendance)
- 50 Phone Calls
- 31 New Memberships
  - o 55 Adults
  - o 36 Children

July 2025 Computer Use: 26

July 2025 Crafts and Passive Programs: 139

Outdoor Adventure Passes: 270

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

June 2024 Attendance:

- 801 Adults
- 1075 Children
- 1876 Total (in library attendance)
- 64 Phone Calls
- 24 New Memberships

July 2024 Attendance:

- 795 Adults
- 1092 Children
- 1887 Total (in library attendance)
- 90 Phone Calls
- 28 New Memberships

#### Previous - June

- Evening Storytime (6/2) - Adults: 1, Children: 2
- Kids' Craft (6/3) - Adults: 5, Children: 12
- Traveling Animal Tales: Invertebrates (6/3) - Adults: 10, Children: 23
- Huron Library Visit (6/3) - Adults: 2, Children: 15
- Family Movie with the Harrisburg Disability Awareness Commission (6/5) - Adults: 8, Children: 9
- Kids' Craft (6/10) - Adults: 7, Children: 17
- Kids' Craft (6/17) - Adults: 4, Children: 10
- Teen Movie (6/17) - Adults: 1, Children: 1
- Kids' Craft (6/24) - Adults: 6, Children: 12
- Teen and Adult Craft: T-Shirt Tote (6/26) - Adults: 3, Children: 5

#### Previous - July

- Robotics with Lincoln County 4-H (7/1) - Adults: 2, Children: 8
- Robotics with Lincoln County 4-H (7/8) - Adults: 1, Children: 7
- Storytime (7/15) - Adults: 5, Children: 9
- Robotics with Lincoln County 4-H (7/15) - Adults: 1, Children: 3
- Robotics with Lincoln County 4-H (7/22) - Adults: 0, Children: 7
- Family Movie – Dog Man (2025) (PG) (7/22) - Adults: 6, Children: 15
- All Ages Escape Room (7/24) - Adults: 12, Children: 25
- Storytime (7/29) - Adults: 2, Children: 3
- Summer Reading Party (7/31) - 50 participants
- All Ages BINGO (8/12) - Adults: 14, Children: 14

#### Upcoming

- Spice of the Month Club (TBD – September)
- Teen Advisory Board (TBD – September)

#### Summer Reading: Update on Summer Reading final numbers.

- Registrations
  - 3 – 5: 68
  - Elementary: 300
  - Middle/High School: 103
  - Adult: 160
  - Total: 631
- Finishers (#'s not complete – last day to turn in forms is 8/8)
  - 3 – 5: 47
  - Elementary: 167
  - Middle/High School: 39
  - Adult: 70
  - Total: 323

- 2024 Total Registrations: 546
- 2024 Total Finishers: 237

**New Business:**

Closure: The library will be closed Saturday, August 30 and Monday, September 1 in observance of Labor Day. The library will also be closed Tuesday, September 9 for an All Staff City meeting.

2026 Budget Request: Review the 2026 Budget Request.

Social Media: Discuss getting patron testimonies for National Library Card Sign-Up Month (September) and trustees introductions.

Fall Fun Challenge: We'll be offering a similar "Adventure" or "Challenge" pass as our Summer "Outdoor Adventure Pass." From September 1 – October 31 kids can pick up a Fall Fun Challenge booklet from the library, complete 5 of the 6 challenges, and turn it in for a prize.

**Other:**

City update.

**Set Date for Next Meeting:** Thursday, September 11, 5pm. City Hall.

**Adjournment.**

## Harrisburg Community Library Board Minutes

Thursday, August 14, 2025

5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)

**Roll Call and declaration of quorum.** Eve Langerock, Stephanie Bouza, Andrea Irish, Sarah Christenson, Kevin Maxwell (City Council), Amanda Mack (City Administrator), 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 June 2025 meeting. Seconded by Langerock. Motion approved.

**Financial and statistical report update.** Reviewed the June 2025 and July 2025 financial reports.

### Library Director/Staff Reports:

#### June 2025 Attendance:

- 713 Adults
- 1030 Children
- 1743 Total (in library attendance)
- 52 Phone Calls
- 26 New Memberships
  - 46 Adults
  - 36 Children

June 2025 Computer Use: 17

June 2025 Crafts and Passive Programs: 233

#### July 2025 Attendance:

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July 2025 Crafts and Passive Programs: 139

Outdoor Adventure Passes: 270

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- 1092 Children
- 1887 Total (in library attendance)
- 90 Phone Calls
- 28 New Memberships

**Public Input:** (Comments limited to 10 minutes)



## Unfinished Business:

### Programming Update:

#### Previous - June

- Evening Storytime (6/2) - Adults: 1, Children: 2
- Kids' Craft (6/3) - Adults: 5, Children: 12
- Traveling Animal Tales: Invertebrates (6/3) - Adults: 10, Children: 23
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- Kids' Craft (6/10) - Adults: 7, Children: 17
- Kids' Craft (6/17) - Adults: 4, Children: 10
- Teen Movie (6/17) - Adults: 1, Children: 1
- Kids' Craft (6/24) - Adults: 6, Children: 12
- Teen and Adult Craft: T-Shirt Tote (6/26) - Adults: 3, Children: 5

#### Previous - July

- Robotics with Lincoln County 4-H (7/1) - Adults: 2, Children: 8
- Robotics with Lincoln County 4-H (7/8) - Adults: 1, Children: 7
- Storytime (7/15) - Adults: 5, Children: 9
- Robotics with Lincoln County 4-H (7/15) - Adults: 1, Children: 3
- Robotics with Lincoln County 4-H (7/22) - Adults: 0, Children: 7
- Family Movie – Dog Man (2025) (PG) (7/22) - Adults: 6, Children: 15
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#### Upcoming

- Spice of the Month Club (TBD – September)
- Teen Advisory Board (TBD – September)

#### Summer Reading: Update on Summer Reading final numbers.

- Registrations
  - 3 – 5: 68
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  - Adult: 160
  - Total: 631
- Finishers (#'s not complete – last day to turn in forms is 8/8)
  - 3 – 5: 47
  - Elementary: 167

- o Middle/High School: 39
  - o Adult: 70
  - o Total: 323
- 2024 Total Registrations: 546
- 2024 Total Finishers: 237

**New Business:**

Closure: The library will be closed Saturday, August 30 and Monday, September 1 in observance of Labor Day. The library will also be closed Tuesday, September 9 for an All Staff City meeting.

2026 Budget Request: Reviewed the 2026 Budget Request. Amanda Mack (City Administrator) walked Board through the City's budget process for 2026.

Social Media: Discussed getting patron testimonies for National Library Card Sign-Up Month (September) and trustees introductions.

Fall Fun Challenge: We'll be offering a similar "Adventure" or "Challenge" pass as our Summer "Ourdoor Adventure Pass." From September 1 – October 31 kids can pick up a Fall Fun Challenge booklet from the library, complete 5 of the 6 challenges, and turn it in for a prize.

**Other:**

**Set Date for Next Meeting:** Thursday, September 11, 5pm. City Hall.

**Adjournment.** Motion to adjourn by Langerock. Seconded by Maxwell. Motion passed. Meeting adjourned at 5:35pm.

## **Harrisburg Community Library Board Agenda**

**Thursday, September 11, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** August 2025 minutes.

**Financial and statistical report update.** August 2025 financial report.

### **Library Director/Staff Reports:**

August 2025 Attendance:

- 572 Adults
- 715 Children
- 1287 Total (in library attendance)
- 48 Phone Calls
- 27 New Memberships
  - o 46 Adults
  - o 15 Children

August 2024 Attendance:

- 688 Adults
- 765 Children
- 1453 Total (in library attendance)
- 58 Phone Calls
- 20 New Memberships

August 2025 Computer Use: 18

August 2025 Crafts and Passive Programs: 92

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- All Ages BINGO (8/12) – Adults: 14, Children: 14

Upcoming

- Evening Storytime (9/15)
- Morning Storytime (9/16)
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/16)
- Robotics Club with Lincoln County 4-H (9/17)
- Teen Advisory Board Info Session (9/18)
- Morning Storytime (9/23)
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/23)
- Family Movie – How to Train Your Dragon (2025) (PG) (9/26)

- Morning Storytime (9/30)

**New Business:**

Closure. The library will be closed for about two hours on Monday, September 29 for staff training at SDSL's Branch Out. Exact time is TBD.

Internet and Computer Use Policy. Review suggested changes to the Internet and Computer Use Policy.

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

HCL Board of Trustees Bylaws. Review the suggested changes to the HCL Board of Trustees Bylaws.

Friday/Saturday Hours. Discuss potentially changing Friday hours from 10am – 7pm to 10am – 5pm and Saturday hours from 10am – 12pm to 9am – 12pm starting January 2026.

**Other:**

City update.

**Set Date for Next Meeting:** Thursday, October 9, 5pm. City Hall.

**Adjournment.**

## **Harrisburg Community Library Board Minutes**

**Thursday, September 11, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

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

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

**Reading and approval of minutes of previous meeting.** Motion by Maxwell to approve the August 2025 minutes. Seconded by Bouza. Motion approved.

**Financial and statistical report update.** Reviewed the August 2025 financial report.

### **Library Director/Staff Reports:**

#### August 2025 Attendance:

- 572 Adults
- 715 Children
- 1287 Total (in library attendance)
- 48 Phone Calls
- 27 New Memberships
  - 46 Adults
  - 15 Children

August 2025 Computer Use: 18

August 2025 Crafts and Passive Programs: 92

#### August 2024 Attendance:

- 688 Adults
- 765 Children
- 1453 Total (in library attendance)
- 58 Phone Calls
- 20 New Memberships

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- All Ages BINGO (8/12) – Adults: 14, Children: 14

Upcoming

- Evening Storytime (9/15)
- Morning Storytime (9/16)
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/16)
- Robotics Club with Lincoln County 4-H (9/17)
- Teen Advisory Board Info Session (9/18)

- Morning Storytime (9/23)
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/23)
- Family Movie – How to Train Your Dragon (2025) (PG) (9/26)
- Morning Storytime (9/30)

**New Business:**

Closure. The library will be closed for about two hours on Monday, September 29 for staff training at SDLA's Branch Out. Exact time is TBD.

Internet and Computer Use Policy. Reviewed suggested changes to the Internet and Computer Use Policy. Motion by Bouza to approve the updated Internet and Computer Use Policy. Seconded by Maxwell. Motion approved.

Collection Development Policy. Reviewed suggested changes to the Collection Development Policy. Motion by Irish to approve the updated Collection Development Policy. Seconded by Christenson. Motion approved.

HCL Board of Trustees Bylaws. Reviewed the suggested changes to the HCL Board of Trustees Bylaws. Motion by Bouza to table the discussion until the next meeting (Thursday, October 9). Seconded by Christenson. Motion approved.

Friday/Saturday Hours. Discussed potentially changing Friday hours from 10am – 7pm to 10am – 5pm and Saturday hours from 10am – 12pm to 9am – 12pm starting January 2026. Motion by Bouza to change the library's open hours from 10am – 7pm on Friday and 10am – 12pm on Saturday to 10am – 6pm on Friday and 9am – 12pm on Saturday starting January 2026. Seconded by Irish. Motion approved.

**Other:**

City update. A sales tax bound was passed, which will focus on capital improvements, including widening Willow.

**Set Date for Next Meeting:** Thursday, October 9, 5pm. City Hall.

**Adjournment.** Motion to adjourn at 5:32pm by Maxwell. Seconded by Bouza. Motion approved.

## **Harrisburg Community Library Board Agenda**

**Thursday, October 9, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** September 2025 minutes.

**Financial and statistical report update.** September 2025 financial report.

### **Library Director/Staff Reports:**

September 2025 Attendance:

- 487 Adults
- 493 Children
- 980 Total (in library attendance)
- 49 Phone Calls
- 22 New Memberships
  - o 43 Adults
  - o 19 Children

September 2024 Attendance:

- 537 Adults
- 466 Children
- 1003 Total (in library attendance)
- 53 Phone Calls
- 34 New Memberships

August 2025 Computer Use: 17

August 2025 Crafts and Passive Programs: 253

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- Evening Storytime (9/15) - 4 Adults, 4 Children
- Morning Storytime (9/16) - 5 Adults, 7 Children
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/16) - 1 Adult
- Robotics Club with Lincoln County 4-H (9/17) - 16 Children
- Teen Advisory Board Info Session (9/18) - 2 Children
- Morning Storytime (9/23) - 7 Adults, 12 Children
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 2 (9/23) - 1 Adult
- Morning Storytime (9/30) - 4 Adults, 5 Children
- Spice of the Month Club (10/6 - 1/10) - 4 Adults

## Upcoming

- Morning Storytime (10/14)
- Teen & Adult Craft: Macrame Ghosts (10/14)
- Robotics Club with Lincoln County 4-H (10/15)
- Teen Advisory Board (10/16)
- Morning Storytime (10/28)
- Preview Screening of The American Revolution, a Ken Burns Documentary with SDBP (11/6)

HCL Board of Trustees Bylaws. Review the suggested changes to the HCL Board of Trustees Bylaws.

### **New Business:**

Closure. The library will be closed on Saturday, October 11 and Monday, October 13 in observance of Native American Day.

ICMA Conference. Cheyenne Chontos will be gone Saturday, October 25 – Wednesday, October 29 for the ICMA Conference in Tampa, FL. The library is staffed for those days.

Public Library Trustee Handbook. Review Chapter 1 of the South Dakota State Library's Public Library Trustee Handbook.

### **Other:**

City update.

**Set Date for Next Meeting:** Thursday, November 13, 5pm. City Hall.

**Adjournment.**



## **Harrisburg Community Library Board Minutes**

**Thursday, October 9, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

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

**Amendment/Adoption of Agenda.** Motion by Bouza to approve the agenda. Seconded by Maxwell. Motion approved.

**Reading and approval of minutes of previous meeting.** Motion by Bouza to approve the September 2025 minutes. Seconded by Maxwell. Motion approved.

**Financial and statistical report update.** Reviewed the September 2025 financial report.

### **Library Director/Staff Reports:**

#### September 2025 Attendance:

- 487 Adults
- 493 Children
- 980 Total (in library attendance)
- 49 Phone Calls
- 22 New Memberships
  - 43 Adults
  - 19 Children

#### September 2024 Attendance:

- 537 Adults
- 466 Children
- 1003 Total (in library attendance)
- 53 Phone Calls
- 34 New Memberships

August 2025 Computer Use: 17

August 2025 Crafts and Passive Programs: 253

The Board requests that future Director reports include the previous month's circulation statistics.

**Public Input:** (Comments limited to 10 minutes) None.

### **Unfinished Business:**

Programming Update:

Previous

- Evening Storytime (9/15) - 4 Adults, 4 Children
- Morning Storytime (9/16) - 5 Adults, 7 Children
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 1 (9/16) - 1 Adult
- Robotics Club with Lincoln County 4-H (9/17) - 16 Children
- Teen Advisory Board Info Session (9/18) - 2 Children – Send flyer to Bouza
- Morning Storytime (9/23) - 7 Adults, 12 Children
- Teen & Adult Craft: Make Your Own Tic-Tac-Toe Travel Game Pt 2 (9/23) - 1 Adult

- Morning Storytime (9/30) - 4 Adults, 5 Children
- Spice of the Month Club (10/6 - 1/10) - 4 Adults

#### Upcoming

- Morning Storytime (10/14)
- Teen & Adult Craft: Macrame Ghosts (10/14)
- Robotics Club with Lincoln County 4-H (10/15)
- Teen Advisory Board (10/16)
- Morning Storytime (10/28)
- Preview Screening of The American Revolution, a Ken Burns Documentary with SDBP (11/6) - Send flyer to Rob

HCL Board of Trustees Bylaws. Reviewed the suggested updates to the HCL Board of Trustees Bylaws. Motion by Bouza to approve the updates to the HCL Board of Trustees Bylaws. Seconded by Christenson. Maxwell abstained. Motion approved.

#### **New Business:**

Closure. The library will be closed on Saturday, October 11 and Monday, October 13 in observance of Native American Day.

ICMA Conference. Cheyenne Chontos will be gone Saturday, October 25 – Wednesday, October 29 for the ICMA Conference in Tampa, FL. The library is staffed for those days.

Public Library Trustee Handbook. Began discussions on Chapter 1 of the South Dakota State Library's Public Library Trustee Handbook. The Board will further discuss and review Chapter 1 at the next meeting.

#### **Other:**

City update. The City Council will have the first budget hearing for the 2026 City budget on Tuesday, October 21 at 6pm.

**Set Date for Next Meeting:** Thursday, November 13, 5pm. City Hall.

**Adjournment.** Motion by Maxwell to approve the adjourn at 5:27pm. Seconded by Bouza. Motion approved.

## **Harrisburg Community Library Board Agenda**

**Thursday, November 13, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** October 2025 minutes.

**Financial and statistical report update.** October 2025 financial report.

### **Library Director/Staff Reports:**

October 2025 Attendance:

- 538 Adults
- 527 Children
- 1065 Total (in library attendance)
- 53 Phone Calls
- 18 New Memberships
  - o 26 Adults
  - o 7 Children

October 2025 Computer Use: 17

October 2025 Crafts and Passive Programs: 119

October 2025 Circulation:

- 3,099 Physical Check-Outs
- 944 Libby Check-Outs

October 2024 Attendance:

- 561 Adults
- 533 Children
- 1094 Total (in library attendance)
- 63 Phone Calls
- 17 New Memberships

October 2024 Circulation:

- 2,731 Physical Check-Outs
- 865 Libby Check-Outs

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- Morning Storytime (10/14) - 7 Adults, 9 Children
- Teen & Adult Craft: Macrame Ghosts (10/14) - 7 Adults, 4 Children
- Robotics Club with Lincoln County 4-H (10/15) - 14 Children
- Teen Advisory Board (10/16) - 1 Child
- Head Start Storytime (10/16) - 3 Adults, 17 Children
- Spice of the Month Club: Smoked Salt (11/3 - 11/7) - 10 Participants

- Preview Screening of The American Revolution, a Ken Burns Documentary with SDBP (11/6) - 17 Adults, 2 Children
- Storytime South Dakota with Mayor Wenck (11/10) - 2 Adults, 3 Children

#### Upcoming

- Morning Storytime (11/18)
- Robotics Club with Lincoln County 4-H (11/19)
- Teen Advisory Board (11/20)
- Teen & Adult Craft: Place Name Cards (11/24)
- Morning Storytime (11/25)
- Morning Storytime (12/2)
- Sensory Santa with the Harrisburg DAC (12/7)
- Evening Storytime (12/8)
- Spice of the Month Club: Ground Nutmeg (12/8 - 12/12)
- All Ages Craft: Decorating Ornaments (12/9)

HCL Board Bylaws Update Signature. Board President (Rob Doyen) signature for updated HCL Board bylaws.

Public Library Trustee Handbook. Review Chapter 1 of the South Dakota State Library's Public Library Trustee Handbook.

#### **New Business:**

New Email Receipt Option. Patrons can now have their receipts printed, emailed, or both. Overdue book reminder emails are now sent out every Friday.

National Music Museum Passes Available. The National Music Museum in Vermillion donated free passes to the library for checkout. We have 3 passes, and each covers regular admission for up to 4 guests.

ALA's Libraries Transforming Communities: Accessible Small and Rural Communities Grant. Currently applying for funding to replace current outdoor materials return box and add a library materials locker with electronic locks for curbside hold pick-ups.

PLA's 2026 Conference Scholarships. Jo Helland and Cheyenne Chontos applied for the PLA's scholarships for the PLA 2026 annual conference, which will be in Minneapolis, MN April 1 – 3.

SDLA/NDLA/MPLA Tri-Conference Report (Andrea Irish).

#### **Other:**

City update.

**Set Date for Next Meeting:** Thursday, December 11, 5pm. City Hall.

**Adjournment.**

## **Harrisburg Community Library Board Minutes**

**Thursday, November 13, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.** Rob Doyen, Eve Langerock, Stephanie Bouza, Andrea Irish, Kevin Maxwell (Alderman), Cheyenne Chontos (Director), and Sarah Vande Kamp (Harrisburg School Board liaison).

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

**Reading and approval of minutes of previous meeting. Motion by Maxwell to approve the** October 2025 minutes. Seconded by Bouza. Motion approved.

**Financial and statistical report update.** Reviewed the October 2025 financial report.

### **Library Director/Staff Reports:**

#### October 2025 Attendance:

- 538 Adults
- 527 Children
- 1065 Total (in library attendance)
- 53 Phone Calls
- 18 New Memberships
  - o 26 Adults
  - o 7 Children

October 2025 Computer Use: 17

October 2025 Crafts and Passive Programs: 119

#### October 2025 Circulation:

- 3,099 Physical Check-Outs
- 944 Libby Check-Outs

#### October 2024 Attendance:

- 561 Adults
- 533 Children
- 1094 Total (in library attendance)
- 63 Phone Calls
- 17 New Memberships

#### October 2024 Circulation:

- 2,731 Physical Check-Outs
- 865 Libby Check-Outs

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- Morning Storytime (10/14) - 7 Adults, 9 Children
- Teen & Adult Craft: Macrame Ghosts (10/14) - 7 Adults, 4 Children
- Robotics Club with Lincoln County 4-H (10/15) - 14 Children

- Teen Advisory Board (10/16) - 1 Child
- Head Start Storytime (10/16) - 3 Adults, 17 Children
- Spice of the Month Club: Smoked Salt (11/3 - 11/7) - 10 Participants
- Preview Screening of The American Revolution, a Ken Burns Documentary with SDBP (11/6) - 17 Adults, 2 Children
- Storytime South Dakota with Mayor Wenck (11/10) - 2 Adults, 3 Children

#### Upcoming

- Morning Storytime (11/18)
- Robotics Club with Lincoln County 4-H (11/19)
- Teen Advisory Board (11/20)
- Teen & Adult Craft: Place Name Cards (11/24)
- Morning Storytime (11/25)
- Morning Storytime (12/2)
- Sensory Santa with the Harrisburg DAC (12/7)
- Evening Storytime (12/8)
- Spice of the Month Club: Ground Nutmeg (12/8 - 12/12)
- All Ages Craft: Decorating Ornaments (12/9)

HCL Board Bylaws Update Signature. Board President (Rob Doyen) signed for updated HCL Board bylaws.

Public Library Trustee Handbook. Reviewed Chapter 1 of the South Dakota State Library's Public Library Trustee Handbook.

#### **New Business:**

New Email Receipt Option. Patrons can now have their receipts printed, emailed, or both. Overdue book reminder emails are now sent out every Friday.

National Music Museum Passes Available. The National Music Museum in Vermillion donated free passes to the library for checkout. We have 3 passes, and each covers regular admission for up to 4 guests.

ALA's Libraries Transforming Communities: Accessible Small and Rural Communities Grant. The library is applying for funding to replace the current outdoor materials return box and add a library materials locker with electronic locks for curbside hold pick-ups.

PLA's 2026 Conference Scholarships. Jo Helland and Cheyenne Chontos applied for the PLA's scholarships for the PLA 2026 annual conference, which will be in Minneapolis, MN April 1 – 3.

SDLA/NDLA/MPLA Tri-Conference Report (Andrea Irish). Andrea Irish attended the SDLA/NDLA/MPLA Tri-Conference in Grand Forks, ND in October 2025. Highlights of the conference including author talks, including from Abby Jimenez and RL Stine; teen programming suggestions, including digital-free options, cooking classes, and crafts; and meeting with librarians from around the region.

#### **Other:**

City update. The City Council plans to approve the 2026 Budget by the end of November. The Parks, Recreation and Forestry Board is planning an event at Air Madness that the library may table at. The Harrisburg School District is working on their strategic plan and would like feedback from the City and City boards.

**Set Date for Next Meeting:** Thursday, December 11, 5pm. City Hall.

**Adjournment.** Motion by Maxwell to approve the adjourn at 5:51pm. Seconded by Bouza. Motion approved.

## **Harrisburg Community Library Board Agenda**

**Thursday, December 11, 2025**

**5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** November 2025 minutes.

**Financial and statistical report update.** November 2025 financial report.

### **Library Director/Staff Reports:**

November 2025 Attendance:

- 386 Adults
- 393 Children
- 779 Total (in library attendance)
- 34 Phone Calls
- 14 New Memberships
  - o 15 Adults
  - o 24 Children

November 2024 Attendance:

- 432 Adults
- 417 Children
- 849 Total (in library attendance)
- 50 Phone Calls
- 9 New Memberships

November 2025 Computer Use: 15

November 2025 Crafts and Passive Programs: 61

November 2025 Circulation:

- 2,622 Physical Check-Outs
- 918 Libby Check-Outs

November 2024 Circulation:

- 2,618 Physical Check-Outs
- 753 Libby Check-Outs

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Programming Update:

Previous

- Morning Storytime (11/18) - 4 Adults, 6 Children
- Robotics Club with Lincoln County 4-H (11/19) - 15 Children
- Teen Advisory Board (11/20) - 1 Child
- Teen & Adult Craft: Place Name Cards (11/24) - 2 Adults, 2 Children
- Head Start Storytime (11/24) - 3 Adults, 9 Children
- Morning Storytime (11/25) - 5 Adults, 6 Children
- Morning Storytime (12/2) - 3 Adults, 5 Children
- Sensory Santa with the Harrisburg DAC (12/7) - 22 Adults, 24 Children



- Evening Storytime (12/8) - 3 Adults, 5 Children
- Spice of the Month Club: Ground Nutmeg (12/8 - 12/12) - 11 Adults
- Storytime (12/9) - 4 Adults, 4 Children
- All Ages Craft: Decorating Ornaments (12/9) - 9 Adults, 17 Children

#### Upcoming

- Morning Storytime (12/16)
- Robotics Club with Lincoln County 4-H (12/17)
- Teen Advisory Board (12/18)
- Family Movie: The Muppet Christmas Carol (12/23)
- Library Closed (12/24 - 12/27)
- Family Movie: Elf (12/29)
- Library Open from 10am – 1pm (12/31)

Public Library Trustee Handbook. Review Chapter 2 of the South Dakota State Library's Public Library Trustee Handbook.

#### **New Business:**

Review of Open Meeting Laws. Annual review of the Open Meeting Laws per SD.B. 74.

Review Collection Development Policy. Review updates to the Collection Development Policy regarding requests for reconsideration per H.B. 1239.

Furniture update. The library has put in new shelving and rugs in the children's and teen spaces.

ALA's Resilient Communities: Advancing Sustainability in and through Libraries. Cheyenne Chontos was selected as 1 of 100 public library workers across the US to participate in the ALA's Resilient Communities program from January – June 2026.

#### **Other:**

City update.

**Set Date for Next Meeting:** Thursday, January 8, 5pm. City Hall.

**Adjournment.**

## Harrisburg Community Library Board Minutes

Thursday, December 11, 2025

5 p.m., Harrisburg City Hall (301 E Willow St, Harrisburg, SD)

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

**Amendment/Adoption of Agenda.** Motion by Maxwell to approve the agenda. Seconded by Bouza. Motion approved.

**Reading and approval of minutes of previous meeting.** Motion by Bouza to approve the November 2025 minutes. Seconded by Maxwell. Motion approved.

**Financial and statistical report update.** Reviewed November 2025 financial report.

### Library Director/Staff Reports:

#### November 2025 Attendance:

- 386 Adults
- 393 Children
- 779 Total (in library attendance)
- 34 Phone Calls
- 14 New Memberships
  - 15 Adults
  - 24 Children

November 2025 Computer Use: 15

November 2025 Crafts and Passive Programs: 61

#### November 2025 Circulation:

- 2,622 Physical Check-Outs
- 918 Libby Check-Outs

#### November 2024 Attendance:

- 432 Adults
- 417 Children
- 849 Total (in library attendance)
- 50 Phone Calls
- 9 New Memberships

#### November 2024 Circulation:

- 2,618 Physical Check-Outs
- 753 Libby Check-Outs

**Public Input:** (Comments limited to 10 minutes)

### Unfinished Business:

Programming Update:

Previous

- Morning Storytime (11/18) - 4 Adults, 6 Children
- Robotics Club with Lincoln County 4-H (11/19) - 15 Children
- Teen Advisory Board (11/20) - 1 Child
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- Morning Storytime (11/25) - 5 Adults, 6 Children
- Morning Storytime (12/2) - 3 Adults, 5 Children
- Sensory Santa with the Harrisburg DAC (12/7) - 22 Adults, 24 Children
- Evening Storytime (12/8) - 3 Adults, 5 Children
- Spice of the Month Club: Ground Nutmeg (12/8 - 12/12) - 11 Adults
- Storytime (12/9) - 4 Adults, 4 Children
- All Ages Craft: Decorating Ornaments (12/9) - 9 Adults, 17 Children

#### Upcoming

- Morning Storytime (12/16)
- Robotics Club with Lincoln County 4-H (12/17)
- Teen Advisory Board (12/18)
- Family Movie: The Muppet Christmas Carol (12/23)
- Library Closed (12/24 - 12/27)
- Family Movie: Elf (12/29)
- Library Open from 10am – 1pm (12/31)

Public Library Trustee Handbook. Reviewed Chapter 2 of the South Dakota State Library's Public Library Trustee Handbook.

#### **New Business:**

Review of Open Meeting Laws. Conducted the annual review of the Open Meeting Laws per SD.B. 74.

Review Collection Development Policy. Reviewed updates to the Collection Development Policy regarding requests for reconsideration per H.B. 1239. Motion by Bouza to update the Collection Development Policy regarding requests for reconsideration per H.B. 1239. Seconded by Christenson. Motion approved.

Furniture update. The library has put in new shelving and rugs in the children's and teen spaces.

ALA's Resilient Communities: Advancing Sustainability in and through Libraries. Cheyenne Chontos was selected as 1 of 100 public library workers across the US to participate in the ALA's Resilient Communities program from January – June 2026.

#### **Other:**

City update. Cheyenne Chontos celebrated two years with the library this month. Bids for the Willow Street project will likely go out after first of the year.

**Set Date for Next Meeting:** Thursday, January 8, 5pm. City Hall.

**Adjournment.** Motion by Maxwell to adjourn the meeting at 5:26pm. Seconded by Christenson. Motion approved.