

Agenda
Siouxland Libraries Board of Trustees
Oak View Branch – 3700 E 3rd St, Sioux Falls, SD
Wednesday, January 14, 2026 – 4:30 p.m.

1. Roll call and declaration of quorum
(Members Present, Members Absent, Guests Present)
2. Adoption/amendment of agenda
3. Approval of minutes of November 12, 2025, regular meeting
4. Public Input
5. Review of financial and statistical reports
6. Library Director and Staff reports
 - a. Director Report – Alysia Boysen
 - b. Oak View Branch Update – Jeri Light
 - c. Everybody Reads – Leah Tanis
7. Unfinished business
 - a. Circulation Policy – Aldi Bonander
8. New business
 - a. Colton Branch Agreement – Stephanie Bents
 - b. Rules of Conduct – Aldi Bonander
 - c. Discipline Policy – Aldi Bonander
9. Other
10. Next meeting: March 11, 2026, at 4:30 p.m. at the Ronning Branch, 3100 E 49th St, Sioux Falls, SD.
11. Adjournment



200 NORTH DAKOTA AVENUE • P.O. BOX 7403 • SIOUX FALLS, SD 57117-7403

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, November 12, 2025 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Murtha.
Members present: Sue Ann Lang, Justine Murtha, Kelly Thompson, Commissioner Jen Bleyenbergh and Library Director Alysia Boysen.
Members absent: Jean Bender and Adam Emerson.
Staff present: Aldi Bonander, Beth Berg, Dan Neeves, Jeri Light, Nicole Norton, Sharon Hall, Stephanie Bents.
2. Adoption of the agenda. Motion by Lang and second by Thompson to adopt the agenda. Motion carried.
3. Motion by Thompson and second by Lang to approve the minutes of the September 17, 2025 meeting with an amendment to include Tim Konda's presentation. Motion carried.
4. Review of financial and statistical reports.
 - a. Alysia Boysen gave reports on the financial and statistical reports. Digital is on an uptrend and going through that budget at a quicker rate due to demand. Oak View with the remodel is receiving an AMH (Automatic Materials Handling) machine. Operating on track with where we are at for the year. Showing a positive active cardholder number. Siouxland just launched their new library app, which will make things easier for our guests. Less open hours due to Oak View being closed for remodeling. 14% increase in digital collection. Reduction in computer usage but WiFi usage has gone up.
5. Library Director and staff reports.
 - a. Director Report – Alysia Boysen:
 - i. Oak View update: you can notice many changes already. We are one of the first city locations to use turf instead of natural grass. You can notice fun new exterior seating as well as an outdoor programming area in the backyard. 4 study rooms have been added, along with a private staff space. Substantial completion is anticipated on December 5, with a goal of reopening to the public by December 27. We are planning an open house on January 7 at Oak View.
 - b. Downtown Update – Aldi Bonander:
 - i. Bonander has been meeting with other city stakeholders to update the Rules of Conduct and Discipline policy to create a policy that is easier to understand and implement. The plan is to bring the revised policy to the January board meeting.
 - ii. Downtown reduced 8 public computers, leaving 20 public computers in the adult area. No changes in the teen or children areas. Removal of adult PCs is based on cost of replacement. No procedural changes will be needed with the reduction in PCs.
 - iii. Downtown will add an additional display and move seating with extra space.
 - iv. Downtown started a book sale on September 15, 2025. The goal for the first six months was to match Thrift Books revenue of \$800. As of Monday, November 11, the revenue is \$523.27. Ronning Branch launched its book sale on November 10th with strong guest excitement.
 - c. App & Meeting/Study Room Software – Nicole Norton:

- i. Two weeks into the software. Experiencing a few minor glitches and getting staff acquainted but guests have shown positive experiences so far. The updated library app allows guests to check items out via cell phone.
 - d. Winter Reading Preview – Jeri Light:
 - i. Program will kick off December 1, 2025. 3 primary goals: encouraging guests to read and participate in programs; explore new genres, help library staff to build relationships with guests through the program interactions.
 - ii. Prizes for completing the program include a notebook and pen for teens and adults, and a color-changing cup for kids. All winners will be entered in a drawing for a grand prize drawing at the end of the program.
 - e. Book Club Update – Jeri Light:
 - i. By far our most popular programs for adult guests. Currently in a transition process to having a volunteer facilitator to allow staff to start new book clubs due to high demand. Currently, there are 13 volunteers that will receive training on how to facilitate book clubs. Goal is to start an additional six new book clubs in order to serve approximately 80 more guests on wait lists.
- 6. Public Input. (There was no public input.)
- 7. Unfinished Business. (There was no unfinished business.)
- 8. New Business.
 - a. InterLibrary Loan Policy:
 - i. Beth Berg relayed the proposed amendments to the InterLibrary Loan policy, along with reasons behind the changes. Changes include verbiage to indicate that any charges align with Siouxland's Circulation policy, among other changes.
 - ii. Discussion around items that require additional shipping costs.
 - iii. Motion by Thompson and second by Lang to adopt the amended policy with 2 additional amendments to fix grammatical errors. Motion carried. Adoption effective Monday, November 17, 2025.
 - b. Circulation Policy:
 - i. Aldi Bonander relayed the proposed amendment to remove verbiage about payment plans. Siouxland proposes removing offering payment plans.
 - ii. Discussions on reasons to remove payment plan options.
 - iii. Motion by Lang and second by Thompson to table the amended policy. Motion carried. Will be reviewed at the January 14, 2026 board meeting.
 - c. Updated Rural Branch Hours:
 - i. Stephanie Bents and Sharon Hall spoke to the reason behind adjusting hours at Siouxland Libraries' rural locations. Rural West proposes adding 11 open hours per week. Rural East proposes adding 14 open hours per week.
 - ii. Motion by Thompson and second by Lang to adopt the amended rural branch hours. Motion carried. New hours effective January 2, 2026.
 - d. 2026 Library Board Meeting Dates:
 - i. Motion by Thompson and second by Lang to adopt the 2026 Library Board Meeting Dates. Motion carried.
 - e. 2026-2028 Technology Plan:
 - i. Nicole Norton explained additions to the new plan as well as successes from the previous plan.
 - ii. Motion by Thompson and second by Lang to adopt the 2026-2028 Technology Plan. Motion carried.
- 9. Other.
- 10. The next regular meeting will be on Wednesday, January 14, 2026, at 4:30 p.m. at the Downtown Library. 200 N Dakota Ave, Sioux Falls, SD.

- i. Motion by Lang and second by Thompson to change the location of January's Library Board meeting to the Oak View Branch rather than the Downtown Library. Motion carried.

11. Adjournment. The meeting was adjourned at 5:43 P.M.

Dan Neeves, Library Staff

Date Approved

Alysia Boysen, Library Director

DRAFT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
ACCOUNTS FOR: 253	Capital Improvement Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
076	Collections	867,000	3,136	870,136	848,899.56	620.00	20,616.55	97.6%
077	Operations	0	111,667	111,667	106,908.95	.00	4,758.05	95.7%
078	Technology	0	169,671	169,671	62,118.92	28,997.00	78,555.08	53.7%
TOTAL Capital Improvement Fund		867,000	284,474	1,151,474	1,017,927.43	29,617.00	103,929.68	91.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
048 Facilities	2,180,213	0	2,180,213	2,180,587.64	.00	-374.85	100.0%	
076 Collections	296,450	0	296,450	213,811.35	6,000.01	76,638.64	74.1%	
077 Operations	7,589,148	0	7,589,148	6,941,533.21	23,505.05	624,110.04	91.8%	
078 Technology	793,121	0	793,121	785,421.66	13,662.00	-5,962.75	100.8%	
079 Program Support	65,880	0	65,880	72,663.56	.00	-6,783.56	110.3%	
TOTAL General Fund	10,924,812	0	10,924,812	10,194,017.42	43,167.06	687,627.52	93.7%	

Siouxland Libraries Summary Report - December 2025

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			255,913	250,551	2.1%
New Cardholders	512	585	10,016	10,541	-5.0%
Active Cardholders			83,767	82,121	2.0%
Total Walk-in Visitors	60,166	67,138	875,184	858,150	2.0%
Website Sessions	31,559	36,161	451,062	484,727	-6.9%
Library Catalog Sessions	5,746	6,755	78,265	91,792	-14.7%
Vega Library Catalog	18,864	22,454	240,082	331,859	-27.7%
Mobile App Users (inconsistent data)	18,769	17,081	234,193	204,452	14.5%
Total Digital Sessions	74,938	82,451	1,003,602	1,112,830	-9.8%
Total Hours Open	1,716.00	1,915.00	22,861.25	24,010.25	-4.8%
Resources Used					
Circulation					
Baltic	814	704	9,685	7,576	27.8%
Bookmobile	4,114	4,256	63,950	54,461	17.4%
Brandon	8,289	8,051	112,041	111,010	0.9%
Caille	25,087	21,985	312,667	312,542	0.0%
Colton	564	724	7,574	9,050	-16.3%
Crooks	1,140	1,138	15,569	15,790	-1.4%
Downtown	20,365	20,299	256,354	264,033	-2.9%
Garretson	755	638	9,242	6,829	35.3%
Hartford	1,156	1,348	16,233	17,566	-7.6%
Humboldt	336	227	4,102	4,912	-16.5%
Oak View	1,129	7,912	69,591	116,688	-40.4%
Prairie West	17,597	17,666	241,245	243,894	-1.1%
Ronning	29,811	26,675	390,823	361,414	8.1%
Valley Springs	172	164	1,702	1,881	-9.5%
Siouxland Use Garretson School	31	69	518	742	-30.2%
Total Physical Circulation	111,360	111,856	1,511,296	1,528,388	-1.1%
Digital Resource Use					
OverDrive eAudio	23,923	21,235	291,092	249,561	16.6%
Hoopla eAudio	4,007	5,049	56,094	57,502	-2.4%
OverDrive eBook	16,725	16,662	206,611	198,431	4.1%
Hoopla eBook	2,178	2,060	27,851	22,677	22.8%
Hoopla Movie, TV, Music, Comic	1,316	1,246	15,720	12,321	27.6%
OverDrive Magazine	6,534	5,859	81,987	64,429	27.3%
Total Digital Circulation	54,683	52,111	679,355	604,921	12.3%
Total Circulation All Materials	166,043	163,967	2,190,651	2,133,309	2.7%
Electronic Resource Use (Databases)					
Argus Leader -Hist. - Number of Search	422	778	8,006	6,640	20.6%
BrainFuse - JobNow - Unique User	143	59	561	747	-24.9%
BrainFuse - JobNow - Sessions	288	257	2,127	2,905	-26.8%
LinkedIn Learning - Log-ins	413	275	2,349	2,098	12.0%
LinkedIn Learning - Hours Viewed	394	249	1,839	1,676	9.7%
Mango Language - Sessions	439	479	6,854	5,441	26.0%
Mango Languages - Hours Viewed	75	84	1,296	958	35.3%
Novelist - Unique Items investigated	1,366	1,688	9,887	13,860	-28.7%
Novelist - Number of Searches	805	991	9,052	8,835	2.5%
Value Line	180	187	2,193	2,118	3.5%
Meeting & Conference Room Use					
Total Meeting Room Use	511	307	4,690	4,319	8.6%
Total Study Room Use	929	903	11,324	11,078	2.2%
Total Computer Sessions	7,159	10,013	124,574	138,825	-10.3%
Wi-Fi Use	47,406	35,251	571,018	540,738	5.6%
Programming					

Siouxland Libraries Summary Report - December 2025

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	27	378	22	536	418	6,344	314	6,279	33.1%	1.0%
Total Teen programs	2	16	10	103	144	1,680	148	1,524	-2.7%	10.2%
Total Children's programs	14	382	20	854	317	11,356	317	12,842	0.0%	-11.6%
Total Early Learning programs	87	1,568	88	2,035	1,243	27,798	1,243	28,802	0.0%	-3.5%
Total programs	130	2,344	140	3,528	2,122	47,178	2,022	49,447	4.9%	-4.6%
Total One-to-One Programs	310		146		3,094		3,393		-9%	
Collection Statistics										
Items added	1,343		1,769		22,428		23,624		-5.1%	
Items discarded	1,872		2,424		22,149		23,022		-3.8%	
Total physical items in collection					272,400		264,685		2.9%	
Digital eBooks & eAudio added	1,903		2,642		39,370		31,363		25.5%	
Digital eBooks & eAudio discarded	2,126		2,388		37,010		24,377		51.8%	
Total Digital eBooks & eAudio					41,042		43,354		-5.3%	
Total collection size					313,442		308,039		1.8%	
Outreach										
Library volunteer hours	192.50		163.00		2,419.25		2,136.60		13.2%	
Marketing events (booths, etc.)	-		-		22		37		-40.5%	
# of contacts at Marketing events	-		-		2,467		6,351		-61.2%	

CIRCULATION POLICY

Introduction

The purpose of the Circulation Policy is to establish who may obtain a library card at Siouxland Libraries, the privileges associated with different types of cards, and the conditions under which those privileges may be suspended. A valid library card provides library guests with services which may include borrowing materials, placing holds, requesting interlibrary loans, and access to digital resources. The Circulation Policy indicates the expectations for guests prior to, during, and after borrowing items from the library.

Siouxland Libraries is free and open to all for in-house use of resources. Guests without a library card may use public computers via a guest pass. For those using their own devices, free Wi-Fi is available. Guests using computers/Wi-Fi at the library must follow the Internet Use and Safety Policy.

Library Cards

Resident

Every person who owns or rents physical property in the Siouxland Libraries' service area is entitled to a free resident library card. Siouxland Libraries serves persons in the City of Sioux Falls and Minnehaha County unless they are serviced by the Dell Rapids Carnegie Library. Residency or property ownership within this area is required and must be verified through photo identification and proof of address. RVs, PMBs, and P.O. Boxes do not qualify as physical property.

Resident Cards allow the holder to check out up to fifty library materials at a time and to access digital resources. Resident Cards are valid for three years. There is no age restriction for possessing a library card. However, individuals under 18 must have consent from a parent/legal guardian to receive a library card and the parent/legal guardian must accept responsibility for the minor's use of the library.

Non-Resident

Library card applicants who do not live in the library service area will be required to purchase a Non-Resident Card that enables full borrowing privileges. The fee is based on Sioux Falls City Ordinance 133-99. Non-Residents may be exempt from the fee if they meet one of these exceptions as established by the Library Board:

- Non-residents who pay property taxes in the library service area
- Any non-resident student, teacher, or school staff who attends or is employed by a school district in the libraries' service area
- Any non-resident student who attends and resides at a university or technical college in the libraries' service area
- City of Sioux Falls and Minnehaha County employees

3-Item Limit Card

Library card applicants who reside in the City of Sioux Falls or Minnehaha County without a permanent address or proof of address may apply for a 3-Item Limit Card. This card allows the holder to check out up to three library materials at a time and to access digital resources. These cards are valid for one year.

Business Cards

Any institution, business, or school located in the Siouxland Libraries service area can apply for a Business Card. These cards allow authorized guests full access to library materials and services. Business Cards are valid for one year.

Registration

Guests may apply for a library card on Siouxland Libraries' website or in-person by visiting any library branch.

Applicants who request a library card from Siouxland Libraries must show government issued photo identification and verification of residency or proof of renting/ownership of physical property in Sioux Falls or Minnehaha Country.

Examples of acceptable photo identification:

- Driver's license
- Military identification
- Passport
- Tribal ID

Examples of acceptable address verification:

- Valid government-issued ID with current address
- Current bank statement, utility bill, paycheck, or mail with name
- Vehicle registration
- Post office verification of address
- Current preprinted checks

Non-Resident applicants must either pay the non-resident fee or show proof of their exempt status. Examples of acceptable proof of exempt status:

- Current tax receipt, showing property taxes paid to the City of Sioux Falls or Minnehaha County
- Current student identification showing enrollment at a school district in the library's service area
- Current receipt of housing fees and student identification showing enrollment at a university or technical school in Sioux Falls or Minnehaha County
- Current employment identification at the City of Sioux Falls or Minnehaha County or a school district in the library's service area

By accepting a library card, the guest agrees to:

- Accept responsibility for all activities and transactions in the library
- Abide by all Siouxland Libraries policies
- Pay any fees due to lost or damaged materials
- Provide timely notification to Siouxland Libraries of a change of address, change of contact information, or loss of card
- For minors, the parent/legal guardian assumes full responsibility for minor's access and borrowing of library materials.

Converting a 3-Item Limit Card into a Resident Card

To convert a 3-Item Limit Card into a Resident Card, the card holder must show proof of Sioux Falls or Minnehaha County residency.

Library Card Renewal

Once a card expires, the card holder will not be able to checkout, renew library materials, or access digital library resources.

Cards may be renewed in-person at any Siouxland Libraries branch or over the phone. Renewals require identity verification. All fees must be paid before a card can be renewed.

Updating Account Information

The library must be notified of any changes to the guest's name and addresses. Updating account information, such as name, address, or email address, can be changed in-person at any library branch or over the phone. Guests may submit a request online to change information. In-Person information updates require the library card or photo ID. Information updates over the phone require the library card number and verifying identification.

Lost Library Card

Guests are expected to report lost cards promptly. Identity verification is required to receive a replacement library card.

Checkout Privileges

Any individual with a Siouxland Libraries card that is in good standing may check out library materials. To be in good standing, guests must have no more than \$10 in charges or no lost material regardless of the value of the lost material.

All materials will have an assigned due date based on the item. Items checked out from one Siouxland Libraries branch may be returned to any other Siouxland Libraries branch.

Non-Circulating Materials

Newspapers, reference and genealogy materials, and Caille Room materials are not available for checkout. These materials are available for use within the library only.

Holds

Guests may place a hold on circulating materials by requesting the item online, calling, or asking a staff member to place the hold. This process reserves the item for pickup when it becomes available. To place a hold, a Siouxland Libraries card and PIN will be needed. Guests will receive a courtesy notice that the item is ready for pickup at the selected branch. The library will make two efforts to notify guests that a hold is available. Guests may check their accounts online to view the status of a hold.

Held items must be checked out before leaving the library. If items are not picked up after seven open days, the item will be loaned to the next guest on the hold list or returned to the shelf. A guest may request a new hold be placed on the item and they will be added to the bottom of the hold list.

Renewals

Most items may be renewed up to three times provided the library card is in good standing and no other guests have a hold on the item. Siouxland Libraries allows for automatic renewals, which occur on the due date. Items may be manually renewed by phone, in-person, or online.

Interlibrary Loan

The Interlibrary Loan Policy provides guidelines for the requesting and borrowing of materials between libraries.

Library Notices

At checkout, a receipt will be offered that lists the due date for items. Guests may also check their due dates online with their library card number and PIN.

Overdue notices are a courtesy that Siouxland Libraries gives to guests. Failure to receive a notice does not exempt guests from the obligation to return library materials or from fees. The library attempts to notify the guest three days before an item is due. Once library material is overdue, a notice will be sent 7 and 14 days after the item was due. At 30 days overdue, the item will be considered lost, and the guest will be sent a bill notification that requests the return of the item or payment for its cost.

Library Fines & Fees

Late Fees

Siouxland Libraries does not charge late fees on any library material. In respect to this, guests are expected to be aware of due dates and return library materials promptly.

Lost Materials

Library materials will be declared lost if they are not returned to the library within 30 days after the due date. Once an item is declared lost, the guest will be billed the price of the item.

If the item is returned within 30 days of being declared lost, the charge will be removed from the guest's record.

If a guest pays for a lost item, the item is theirs to keep. The library will not provide refunds once payment is made for a lost item. Guests are urged to search thoroughly for items before paying the replacement fee.

Damaged Materials

An item is considered damaged when it is not returned to the library in the condition in which it was borrowed, excluding normal wear-and-tear.

It is the guest's responsibility to return items in the same condition in which they were borrowed or be subject to a replacement fee for the damaged item. It is the responsibility of the guest to report any existing damage when an item is checked out. Once a guest has paid for damaged materials, the guest is allowed to keep those materials. Library staff will decide if the same item(s) or another selection will be bought. A guest must seek library approval before purchasing a new copy as a replacement.

Missing Parts

If items are returned with a missing part or parts, guests will be billed for the replacement of the missing items. The return of missing parts will result in the associated fees being cleared.

Return Disputes

If a guest believes they have returned materials that are overdue on their account, staff can place the item in the status “Claims Returned.” Items stay on Claims Returned for 60 days from when the guest notified the library. While staff search for the materials during this 60-day period, the guest may continue to check out library materials. Guests will be restricted from borrowing if they have three or more items in the Claims Returned status. Items that are not found after 60 days will be considered lost. The library will send a bill indicating the amount due to replace the item.

Collection Agency

Accounts owing \$75.00 or more will be sent to the library’s collection agency 30 days after the balance reaches \$75. A \$20 collection fee will be charged to the guest’s account. Accounts sent to the collection agency must be paid in full before further borrowing, auto-renewal, and online privileges are restored. The collection notice will come from the collection agency, but payments should be made directly to Siouxland Libraries, not the collection agency. Accounts sent to the collection agency are not reported to credit bureaus.

Health and Safety Suspensions

It is the responsibility of Siouxland Libraries to maintain a clean and healthy environment for all library guests and to protect the city and county’s investment in library collections, equipment, and property. To fulfill this responsibility, the library may restrict a guest’s ability to borrow materials and/or visit the library facilities when such use may jeopardize the health and safety of library guests and property.

Situations where the borrowing of materials may be suspended due to health and safety include, but are not limited to:

- Evidence that items on loan to a guest have been returned with insects that are known to be damaging to library materials or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs, and some types of beetles
- Evidence that items on loan to a guest have been returned with excessive staining or exposure to bodily fluids or pet matter

Access to Library Materials

Siouxland Libraries supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail.

Minors Accessing Library Materials

Individuals under 18 must have parental consent to possess a library card.

Siouxland Libraries selects and provides access to materials that are appropriate and suitable to the informational desires and needs of the community. The decision of what a minor may read and access is the full authority of their parent or legal guardian. It is the right and responsibility of parents/legal guardians to guide and establish appropriate use of the library for their child. Parents/Legal Guardians are accountable for selecting materials for their child that are consistent with personal and family values and are expected to monitor and supervise their child's use of the library's resources. Parents/Legal Guardians are cautioned that the libraries' resources may contain materials that some find controversial.

Siouxland Libraries' Collection Development Policy provides a comprehensive explanation of the library's guidelines for the selection of suitable and worthy materials as defined by local community standards.

Privacy Statement

Siouxland Libraries values the privacy of its users and safeguards confidential information to the greatest extent possible in accordance with South Dakota Codified Law 14-2-51. All library records containing personally identifiable information are confidential. Any information contained in library records may not be released except by court order or upon the request of a parent/legal guardian of a minor who is under eighteen years of age.

No library records or information derived during the use of library resources shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The library does not collect data on a guest's reading history by default. Guests have the option to start recording their reading history.

Effective on January XX, 2026.

Approved by the Library Board of Trustees on January XX, 2026.

**OPERATING AGREEMENT BETWEEN THE CITY OF COLTON, SOUTH DAKOTA
AND SIOUXLAND LIBRARIES**

This Agreement made and entered into on _____, by the City of Colton, a South Dakota municipality (hereinafter "the City") and Siouxland Libraries, a public library established by an intergovernmental agreement between the City of Sioux Falls and Minnehaha County (hereinafter "Siouxland Libraries")

WHEREAS, the City and Siouxland Libraries are legally authorized to enter into intergovernmental agreements for services or for the exercise of joint or common powers, pursuant to SDCL 1-24-3, entitled "Joint Exercise of Governmental Powers" and SDCL 14-2-29, entitled "Public Libraries";

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the parties agree as follows:

1. General

- 1.1. The parties agree to furnish, equip, staff, operate and maintain a library facility with property owned by the City and located at 402 S. Dakota Avenue, Colton, SD. The responsibilities in respect to this joint project shall be as provided in this Agreement (hereinafter "Agreement").
- 1.2. The Library shall be open for use to members of the general public, in accordance with the policies contained in this Agreement and such additional policies as may be developed pursuant to authority granted in this Agreement.
- 1.3. The primary purpose of the Library shall be equally to serve the educational, recreational, and information needs of the general public using the facility. Related secondary activities and facilities may also be provided as set forth herein and by the Agreement of the parties.
- 1.4. The hours of operation of the Library shall be set by the Siouxland Libraries Library Board. The Library will be closed on legal holidays and other days as approved by the Siouxland Libraries Library Board.
- 1.5. Both parties must follow all applicable federal, state, and local laws and ordinances.

2. Definitions

- 2.1. Unless otherwise required for the context or expressly provided in this Agreement, the following terms shall have the meanings ascribed to them as indicated herein:
- 2.1.1. "Facility" means the library facility described in section 1.1, including rooms, work areas, restrooms, and meeting areas.
 - 2.1.2. "Library Board" means the Board of Trustees of the Siouxland Libraries.
 - 2.1.3. "Siouxland Libraries" means Library established by a Joint Cooperative Library Agreement between the City of Sioux Falls and Minnehaha County.
 - 2.1.4. "City" means the City of Colton.
 - 2.1.5. "Library" means the Siouxland Libraries - Colton Branch.

3. Facility

- 3.1. The City shall be responsible for providing the Facility and shall consult with the Siouxland Libraries to ensure the adequacy and acceptability of the facility for contemplated uses.
- 3.2. The Facility shall include, but shall not be limited to, the following, all which shall be at the sole expense of the City, unless otherwise provided herein, or elsewhere in this Agreement:
- 3.2.1. A room within the City's building located at 402 S. Dakota Avenue consisting of approximately 1,763 interior square feet and common areas consisting of accessible restrooms.
 - 3.2.2. A concrete slab on which to attach an outdoor book return.
 - 3.2.3. Adequate interior and exterior lighting.
 - 3.2.4. Adequate interior and exterior signage which shall be mutually agreed upon by the parties. The costs of agreed upon interior and exterior signage shall be the responsibility of the City.

3.3. No rental fee shall be charged by the City for the use of the Facility.

3.3.1. In the event additional space is needed or the existing space needs to be renovated, the parties shall mutually agree on changes to the space. The costs of agreed upon additional space shall be the responsibility of the City.

4. **Furnishings, Equipment and Supplies**

4.1. Furnishings will be provided by Siouxland Libraries.

4.2. Equipment necessary for library services will be provided by Siouxland Libraries.

4.3. Equipment needed for the heating/cooling/security/lighting of the facility will be provided by the City. Equipment needed for security shall be mutually agreed upon by the parties. Currently, security cameras and a monitoring system are in place that have been provided by Siouxland Libraries. Siouxland Libraries is not required to have security cameras and a monitoring system at the Siouxland Libraries-Colton Branch.

4.4. Office, programming, and library supplies necessary for library services will be provided by Siouxland Libraries.

5. **Revenues**

5.1. Fines and other miscellaneous revenues will be retained by Siouxland Libraries.

5.2. Gifts and memorial money given for library services and programming shall be administered by Siouxland Libraries and used to fulfill obligations associated with the receipt of such funds.

5.3. Gifts and memorial money given for operation and improvements to the facility shall be administered by the City and used to fulfill obligations associated with the receipt of such funds.

6. **Automation and Telecommunications**

6.1. Siouxland Libraries will provide the library automation system for the Library.

6.2. Telecommunications costs will be provided by Siouxland Libraries.

6.3. Telephone service will be provided by Siouxland Libraries.

7. **Staffing**

7.1. Siouxland Libraries shall provide a librarian and other staff as necessary to perform the mission of the Library.

8. **Maintenance and Repair**

8.1. Utilities shall be the responsibility of the City.

8.2. Mowing, snow removal, internal and external building and grounds maintenance shall be the responsibility of the City.

8.3. Siouxland Libraries shall provide cleaning services, including garbage disposal two times per week. If additional minor cleaning work is necessary, Library employees shall assume responsibility for such work.

9. **Materials Collections**

9.1. Selection shall be performed by Siouxland Libraries' staff according to the Siouxland Libraries' Collection policy. Siouxland Libraries shall be responsible for the purchase and disposal of all library materials. Siouxland Libraries shall be responsible for handling complaints about Siouxland Libraries' materials.

10. **Ownership of Property and Materials**

10.1. Ownership of all library materials, equipment, and furnishings provided or purchased by the Siouxland Libraries shall be retained by the Siouxland Libraries and shall be identified as such.

10.2. In the event of termination of this agreement, all library materials, equipment, and furnishings shall remain in ownership of Siouxland Libraries.

11. **Governance**

11.1. Nothing contained herein shall be construed to limit the powers and duties of the Library Board or to delegate such powers and duties as granted to them in 14-2-40, 14-2-41.

11.2. Standards for the operation of the Library shall be consistent with the standards established for the operation of other Siouxland Libraries facilities, including hours of operation, staff qualifications, materials selection guidelines, and circulation policies.

12. Term, Termination and Review of Agreement

- 12.1. The term of this Agreement shall be perpetual, unless terminated by either party as hereinafter provided.
- 12.2. The Agreement may be terminated by any party for cause, or for any or no reason upon giving six months' written notice.
- 12.3. The parties agree to evaluate the effectiveness of this agreement on an annual basis after the start of this agreement.
- 12.4. The Agreement may be modified at any time with mutual written agreement of the parties.

13. Insurance

- 13.1. Siouxland Libraries shall maintain commercial general liability insurance covering their activities within the facility and name the City as an additional insured, if the policy allows naming the City as an additional insured.
- 13.2. To the extent permitted by law, Siouxland Libraries shall fully defend and indemnify the City for any and all claims for damage or injury to persons or property arising out of Siouxland Library's use of the property, except to the extent the same is the result of negligent acts of the City.
- 13.3. Siouxland Libraries shall be responsible for insuring its contents which are located in the facility being provided by the City.
- 13.4. The City shall maintain commercial general liability insurance covering the building and naming Siouxland Libraries as an additional insured, if the policy allows naming Siouxland Libraries as an additional insured.

14. Funding

- 14.1. The provision by Siouxland Libraries of any furnishings, equipment and supplies, automation and telecommunications equipment, staffing, materials or any other expense is contingent upon approval of the Siouxland Libraries' annual budget by the City of Sioux Falls and Minnehaha County.
- 14.2. The provision by the City of Colton of the facility is contingent upon approval of the City of Colton's annual budget by the Colton City Council.

RULES OF CONDUCT

The Library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers and Wi-Fi, and attending Library-authorized programs and meetings. Library users should conduct themselves in a manner that respects other users. Behaviors that infringe upon the rights of Library users or staff are prohibited.

- These rules are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
- Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff, security officers, and/or law enforcement are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to a lifetime ban, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.
- Individual users have the right to request an administrative review of an exclusion order that is for a period greater than two weeks.

The following actions are examples, but not a complete list, of conduct not allowed on Library property:

- Failing to comply with a reasonable staff request.
- Possessing, using, or being under the influence of alcohol or controlled substances.
- Using tobacco or vapor products.
- Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, staring, lurking, bullying, obscene language, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment.
- Fighting or challenging to fight, running, roughhousing, pushing, shoving, or throwing things.
- Creating disruptive noises and/or disturbances that interfere with others' use of the Library.
- Participating in group activities that are disruptive to the Library environment.
- Sleeping, or appearing to be sleeping.
- Lying on the floor or furniture or otherwise using Library furniture, fixtures, or space not as intended.
- Loitering or blocking high-traffic areas, such as doorways, stairways, window wells, or entrances/exits.

- Harassing or discriminating against Library users, volunteers, or staff based on race, color, religion, national origin, sex, gender, gender identity, sexual orientation, ancestry, or any other protected class.
- Selling items or services, except as authorized by the Library Director.
- Trespassing in non-public areas, being in the Library without permission of an authorized Library employee before or after Library operating hours or, camping on Library grounds.
- Soliciting, panhandling, or behavior that disturbs or intimidates others.
- Personal grooming, including bathing, shaving, shampooing, doing laundry, or tending to other hygiene practices in or outside the Library's restroom.
- Being inappropriately dressed when entering or being in the Library. (A top, bottoms, and shoes are required).
- Having untreated open sores and/or wound care.
- Collection of bodily fluids.
- Entering the Library with personal hygiene/odor that is a nuisance to others.
- Wearing accessories and clothing that conceal a person's identity, unless worn for religious or health purposes. Refusal to remove these items will result in being asked to leave the property.
- Leaving packages, backpacks, luggage, or any other personal items unattended. Library staff will not store these items for Library users. Unattended items are subject to immediate confiscation.
- Personal items exceeding 26" x 24" x 14" are not permitted inside the Library. Items left unattended on Library property or any City property will be confiscated. Confiscated items will be held in the lost and found for seven (7) days. Items contaminated with bodily fluids or pests (including bed bugs or lice) will be disposed of immediately. Exceptions are made for medical equipment, items used to transport Library books and materials, or as authorized by Library staff.
- Bringing more than three (3) items of baggage per person when entering the Library. Exceptions are made for medical equipment, items used to transport Library books and materials, or as authorized by Library staff.
- Using wheeled devices in the Library or in prohibited areas on Library grounds, except as authorized by law.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director. Emotional support animals are not considered service animals and are therefore not permitted.
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policy.

Food and Beverage

The consumption of food, within reasonable limits, at the discretion of Library staff, is allowed in the café (Downtown Library) or designated areas, as approved by staff. Beverages in containers with lids are permitted in the Library, except in areas posted as prohibited, such as the Caille Room at the Downtown Library.

Children in the Library

Children using the Library on their own must follow the Library Rules of Conduct. Children behaving inappropriately may be required to leave. Children must be able to self-manage while using the Library.

For the safety and comfort of children, parents or responsible caregivers should be with their child/children while in the Library. Parents are responsible for supervising their children in the Library. The Library is not a substitute for childcare services.

When necessary, the Library will contact law enforcement to assist a child who needs adult supervision.

Library Children's Areas

Children's and teen areas at Siouxland Libraries are intended for use by children and teens, their parents or caregivers, and other adults accessing materials in the children's and teen collections.

Adults may not use the children's or teen areas as a general reading space. Adults who are unaccompanied by children and not actively using children's or teen library materials or resources will be asked to use other areas of the Library.

Adopted by the Library Board of Trustees, January xx, 2026

DISCIPLINE POLICY

This discipline policy is to be used as a guideline. Siouxland Libraries reserves the right to use discretion in situations not clearly stated within this policy.

Library staff or their representatives have the right to enforce the Rules of Conduct using discipline procedures outlined below. Consequences range from a one-day suspension to a permanent ban from Siouxland Libraries. The length of suspension is dependent on the severity of the violation or history of abuse. Suspension from the library applies to all library branches.

Behavior not allowed on library property is defined in the Siouxland Libraries' Rules of Conduct.

Discipline Procedures

Minor Violations

Minor violations are non-violent, not related to illegal substances, and not harassing in nature.

Non-violent

- Failing to comply with a reasonable staff request
- Running, roughhousing, or throwing objects
- Disruptive noises (e.g., yelling, loud conversations, phone calls on speaker)
- Disruptive group activities (gatherings that disturb others)
- Sleeping, or appearing to be sleeping

Not related to illegal or controlled substances

- Inappropriate use of restrooms (e.g., loitering, misuse of facilities)
- Unauthorized use of wheeled devices (e.g., skateboards, scooters, bikes inside)
- Bringing in non-service animals (emotional support animals not permitted)

Not harassing in nature

- Inadequate clothing or poor hygiene that disturbs others
- Leaving unattended personal items in public areas
- Blocking aisles, exits, or entrances

Major Violations

Major violations are harmful, illegal, or harassing in nature.

Harm to self or others

- Fighting, physical assault, or violent behavior
- Possession or use of weapons (illegal use or possession)
- Self-harm or threats of self-harm

Illegal activity

- Alcohol or controlled substances (possession, use, distribution, or being under the influence)
- Tobacco or vapor product use inside or on library property
- Trespassing after being banned or asked to leave

Harassing, threatening, and indecent behavior

- Verbal, physical, or sexual harassment or threats
- Offensive touching, and obscene acts such as sex acts and indecent exposure
- Theft, vandalism, or intentional property damage
- Hate speech (slurs, discriminatory remarks, or intimidation)
- Selling, soliciting, or panhandling on library property

Response to Standards of Behavior Violations

Minor Violations

- First-time offense: Guest will receive one verbal warning.
- Second-time offense: Guest will be asked to leave the building and library property for 24 hours.
- Repeat offense (within 6 months): Guest will receive an immediate 2-week ban. Additional repeat offense will be for an extended period, which may be one month, six months, or one year, depending on severity and frequency.

Major Violations

- First-time offense: Guest will be asked to leave the building and library property immediately for a period of two weeks or longer.
- Police may be called if the situation involves illegal activity, violence, or safety threats.
- Repeat major violations (within 6 months): Guest will be suspended for an extended period, which may be one month, six months, one year, or a permanent ban, depending on severity and frequency.

Appeals Process

An appeal may be made to the Siouxland Libraries' Board of Trustees for a library suspension longer than two weeks.

1. An appeal to the Library Board must be in writing using the “Siouxland Libraries Ban Appeal Form” available on the library website. An appellant may request a printed form at any Siouxland Libraries location.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend at the Library Board’s Appeal Hearing, but attendance is not required.
3. The Board’s written decision will be sent to the appellant no later than five (5) days after the decision is made. The ban remains in effect until the appeals decision is made.

View the Siouxland Libraries [Ban Appeal Form](#).

Adopted by the Library Board of Trustees, January xx, 2026