

Agenda
Siouxland Libraries Board of Trustees
Garretson Branch – 601 N Main St, Garretson, SD
Wednesday, July 8, 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 May 13, 2026, regular meeting
4. Public Input
5. Review of financial and statistical reports
6. Library Director and Staff reports
 - a. Director Report – Alysia Boysen
 - b. Garretson Branch Updates – Mayor Bruce Brown
7. Unfinished business
8. New business
 - a. Election of Officers
 - b. Expanded Access Guest Agreement – Amy Larsen
 - c. Policy on Age Restrictions – Amy Larsen
 - d. Siouxland Libraries Privacy Statement – Amy Larsen
 - e. Temporary Hartford Hours – Alysia Boysen
 - i. Extend hours to 8 p.m. on July 30, Aug. 27, and Sept. 24
9. Other
10. Next meeting: September 9, 2026, at 4:30 p.m. at the Brandon Community Library, 305 S Splitrock Blvd, Brandon, SD.
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING Siouxland Libraries

Humboldt Branch – 201 S Main St, Humboldt, SD
Wednesday, May 13, 2026 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:59 PM by Murtha. Members present: Justine Murtha, Kelly Thompson, Jen Bleyenbergh, and Sue Ann Lang, and Library Director Alysia Boysen.
Members absent: Adam Emerson and Jean Bender
Staff present: Alysia Boysen, Dan Neeves, Amy Larsen, Aldi Bonander, Nicole Norton, Leah Tanis, Tim Stolp
Public Present: none
2. Adoption of agenda. Motion by Thompson and second by Lang to adopt the agenda. Motion carried.
3. Motion by Lang and second by Thompson to approve the minutes of the March 11, 2026, meeting. Motion carried.
4. Public Input. (There was no public input.)
5. Review of financial and statistical reports.
 - a. Boysen reviewed current financial performance and library usage trends. Budget areas are generally on track. Several branches reported changes in usage patterns, and overall community engagement continues to grow.
6. Library Director and Staff reports
 - b. Director Report – Alysia Boysen
 - i. Boysen provided updates on current projects, collection work, staffing changes, and ongoing efforts to support literacy.
 - c. Prairie West/Humboldt Branch Update – Tim Stolp
 - i. Stolp gave updates on programming for the summer planned for Prairie West and Humboldt branch.
 - d. Everybody Reads Wrap-up – Leah Tanis
 - i. Tanis provided an after report on the 2026 Everybody Reads participation and partners.
 - e. Summer Reading Program – Leah Tanis
7. Tanis gave a preview of the Summer Reading that begins May 22, and the theme is Unearth a Story.
8. Unfinished business (none)

9. New business

f. 2027 Budget – Alysia Boysen

- i. Boysen presented a preliminary budget overview for the upcoming fiscal year, including major capital and operational priorities. The Board discussed the proposal and approved a recommendation for the City's consideration.
- ii. Motion to recommend the 2027 budget to the City of Sioux Falls by Thompson and seconded by Lang. Motion carried.

10. Other (none)

11. Next meeting: July 8, 2026, at 4:30 p.m. at the Garretson Branch, 601 N Main, Garretson, SD.

12. Adjournment

- g. The meeting was adjourned at 5:49 P.M.

Nicole Norton, Library Staff

Date Approved

Alysia Boysen, Library Director

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06								
ACCOUNTS FOR: 253	Capital Improvement Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
076	Collections	863,529	15,420	878,949	340,083.36	.00	538,865.83	38.7%
077	Operations	100,000	0	100,000	.00	.00	100,000.00	.0%
078	Technology	0	100,191	100,191	23,941.00	5,056.00	71,194.00	28.9%
TOTAL Capital Improvement Fund		963,529	115,611	1,079,140	364,024.36	5,056.00	710,059.83	34.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06								
ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
048 Facilities	2,242,034	0	2,242,034	1,039,922.69	.00	1,202,110.87	46.4%	
076 Collections	290,081	0	290,081	92,231.28	21,726.00	176,123.72	39.3%	
077 Operations	7,685,355	0	7,685,355	3,468,981.20	73,335.33	4,143,038.59	46.1%	
078 Technology	850,432	0	850,432	754,042.96	27,773.25	68,615.49	91.9%	
079 Program Support	65,880	0	65,880	11,415.44	4,807.98	49,656.58	24.6%	
TOTAL General Fund	11,133,781	0	11,133,781	5,366,593.57	127,642.56	5,639,545.25	49.3%	

Siouxland Libraries Summary Report - June 2026

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			260,740	255,913	1.9%
New Cardholders	1,085	1,161	4,743	5,397	-12.1%
Active Cardholders			86,686	83,360	4.0%
Total Walk-in Visitors	67,036	74,993	410,937	466,630	-11.9%
Website Sessions	37,716	40,016	210,235	235,649	-10.8%
Library Catalog Sessions	6,232	6,744	34,870	39,403	-11.5%
Vega Library Catalog	20,179	20,095	118,596	122,600	-3.3%
Mobile App Users	29,541	22,355	149,305	109,930	35.8%
Total Digital Sessions	93,668	89,210	513,006	507,582	1.1%
Total Hours Open	2,119.75	1,926.50	12,484.75	11,933.00	4.6%
Resources Used					
Circulation					
Baltic	897	943	4,590	4,675	-1.8%
Bookmobile	6,034	4,859	31,094	31,796	-2.2%
Brandon	12,180	10,898	54,189	54,736	-1.0%
Caille	28,323	30,224	152,333	150,742	1.1%
Colton	654	701	3,659	3,805	-3.8%
Crooks	1,576	1,478	7,636	7,435	2.7%
Downtown	21,342	21,870	119,453	124,866	-4.3%
Garretson	782	751	4,792	3,957	21.1%
Hartford	1,585	1,504	7,822	7,998	-2.2%
Humboldt	362	405	1,803	1,970	-8.5%
Oak View	9,200	10,165	43,860	49,997	-12.3%
Prairie West	23,053	24,830	114,970	122,208	-5.9%
Ronning	36,423	38,001	188,602	188,797	-0.1%
Valley Springs	207	187	1,101	754	46.0%
Siouxland Use Garretson School		13	142	298	-52.3%
Total Circulation	142,618	146,829	736,046	754,034	-2.4%
Digital Resource Use					
OverDrive eAudio	29,638	25,240	164,712	142,409	15.7%
OverDrive eBook	18,230	17,687	106,475	105,972	0.5%
Kanopy	984		4,645	-	
OverDrive Magazine	7,109	6,745	41,761	40,826	2.3%
Total Digital Circulation	55,961	57,660	339,718	341,607	-0.6%
Total Circulation All Materials	198,579	204,489	1,075,764	1,095,641	-1.8%
Materials loaned	50	45	431	431	0.0%
Materials borrowed	552	570	3,589	3,448	4.1%
Argus Leader -Hist. - Number of Searches	744	437	3,522	5,410	-34.9%
BrainFuse - JobNow - Unique User	46	42	308	283	8.8%
BrainFuse - JobNow - Sessions	2	269	241	1,395	-82.7%
LinkedIn Learning - Log-ins	324	126	1,066	1,129	-5.6%
LinkedIn Learning - Hours Viewed	281	83	933	926	0.8%
Mango Language - Sessions	546	566	3,752	3,695	1.5%
Mango Languages - Hours Viewed	100	88	737	659	11.8%
Novelist - Unique Items investigated	510	1,328	5,771	7,488	-22.9%
Novelist - Number of Searches	361	800	3,381	5,750	-41.2%
Value Line	198	172	1,163	1,101	5.6%
Westlaw -Transactions	85		333	-	#DIV/0!
Total Meeting Room Use	613	330	3,485	2,352	48.2%

Siouxland Libraries Summary Report - June 2026

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Total Study Room Use	1,211		885		6,637		5,890		12.7%	
Total Computer Sessions	10,064		11,809		52,510		67,127		-21.8%	
Wi-Fi Use	37,928		51,383		243,337		281,174		-13.5%	
Total Adult programs	55	516	34	513	237	2,810	226	3,855	4.9%	-27.1%
Total Teen programs	18	116	24	281	47	335	92	958	-48.9%	-65.0%
Total Children's programs	39	2,000	50	1,354	188	6,471	215	8,562	-12.6%	-24.4%
Total Early Learning programs	119	2,997	102	3,000	708	13,798	664	15,421	6.6%	-10.5%
Total programs	231	5,629	210	5,148	1,180	23,414	1,197	28,796	-1.4%	-18.7%
Total One-to-One Programs	678		80		3,145		1,026		207%	
Collection Statistics										
Items added	2,530		1,628		9,443		9,350		1.0%	
Items discarded	3,663		670		16,422		8,792		86.8%	
Total physical items in collection					265,142		264,873		0.1%	
Digital items added	2,863		4,071		15,715		19,007		-17.3%	
Digital items discarded	2,592		3,800		15,294		17,335		-11.8%	
Total Digital eBooks & eAudio					39,103		37,767		3.5%	
Total collection size					304,245		302,640		0.5%	
Library volunteer hours	195.50		232.00		1,137.00		1,150.00		-1.1%	



Expanded Access Application & Terms & Conditions Form

Baltic • Colton
Crooks • Garretson
Hartford • Humboldt

Eligibility: Expanded Access to Library facilities is available for Siouxland Libraries' guests who meet the following requirements:

- Hold a valid Siouxland Libraries' Card in good standing.
- Present valid photo ID (e.g. Driver's License, Passport, Student ID, etc.).
- Are 18 years of age and older [children under 18 must be accompanied by a parent or guardian at all times and the parent or guardian will be considered the main user].
- Complete the Expanded Access Terms & Conditions Form.

Please see reverse side to agree to the Terms & Conditions.

Please Complete the Following:

☐ I am 18 years of age or older

Guest Name (Please print)

Mailing Address

Phone Number

Email

Select a Pin [must be minimum of 4 numbers and not already used in the Expanded Access database]:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please select your choice:

- ☐ I will wait for my badge now.
 - ☐ I will pick up my badge before the library closes today.
 - ☐ I will pick up another day the library is open.
-

For Staff use:

Polaris/LEAP ID: _____

Library Card Expiration Date: _____

- ☐ Gallagher Account & Badge Created. Badge given to customer [Date/Initials] _____
- ☐ Demonstrated badging in/out, self check process.
- ☐ Form Scanned to SharePoint: All Staff/EA folder [Date/Initials] _____

DRAFT



Expanded Access Application & Terms & Conditions Form

Baltic • Colton
Crooks • Garretson
Hartford • Humboldt

Terms & Conditions

Please read carefully:

- I understand that all library policies are in effect during expanded access hours including the library's Rules of Conduct and Internet Usage policy listed on the website: www.sioxlandlib.org.
- I accept responsibility for the space, equipment and furniture in the branch during my access time.
- I am aware that library staff may not be present.
- I am aware that I will not have access to restrooms at the Hartford Branch.
- I understand that I may not open the library branch, allow other individuals to enter the facility unless they are my minor children, or allow my card to be used by any other user.
- I understand that children under 18 must be accompanied by a parent or guardian at all times.
- I understand that I will have access to the library phone to summon 911 in an emergency or to contact library staff for remote assistance.
- I understand that the Expanded Access Hours are subject to change.
- I understand that I may not enter restricted areas.
- I understand that the space is monitored by security cameras.
- I understand that if announcements are made during the course of expanded access, I must immediately comply with any directions.
- I understand that access may be revoked for violating library policy.
- I am aware that if I lose this card there will be a \$5 replacement fee.
- I understand that the Expanded Access card expires when my library card expires.
- I understand that the Expanded Access card will be moved to inactive status if not used for one year. I will need to visit the library during open hours to reactivate it.

I understand the **Expanded Access Terms & Conditions** and agree to abide by them.

Guest Name (Please print)

Guest Signature

Date

POLICY ON AGE RESTRICTIONS



Siouxland Libraries places no age restrictions on the use of its print and nonprint collections by minors.

It is our policy that parents, and only parents, may restrict access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children.

The Library and its staff are responsible for providing equal access to library materials and services for all library guests.

Adopted by the Siouxland Libraries Board of Trustees [DATE]

Privacy Statement

Siouxland Libraries

1. INTRODUCTION

Siouxland Libraries values the privacy of its guests and safeguards confidential information to the greatest extent possible. This statement discloses the privacy practices for the Siouxland Libraries website and app, and applies solely to information collected by this website or the app.

2. INFORMATION COLLECTION AND USE

Siouxland Libraries, as a department of the City of Sioux Falls, will use reasonable efforts to ensure that it will collect only the personally identifying information of its guests necessary to provide or improve library services. The Library will not sell, exchange, or otherwise distribute this information to others. The Library collects no personal information from website guests, but does use IP addresses to help gather broad demographic information. The Library uses Google Analytics and Siteimprove to collect statistical information.

The Library uses this information to help make our site more useful to guests and to learn about the number of guests to our site and the types of technology our guests use.

3. E-MAILS AND WEB FORMS

Personally identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services to you, update library account record, or to respond to your questions or comments.

If you provide contact information, Siouxland Libraries may contact you to clarify your comment or question, or to learn about your level of guest satisfaction with library services.

Any credit card information you provide for fines and fees or services is secure and used only for that intended purpose.

4. THIRD PARTY LINKS

The Siouxland Libraries website and app provides links to, and may be linked from, other websites, including, but not limited to, product websites and apps that library guests can opt into. The Library has no control over the nature, content, privacy practices, and availability of those sites. The Library provides links for guest convenience, and the inclusion of any links does not imply a recommendation or endorse the views expressed within them.

Siouxland Libraries assumes no responsibility if a guest discloses personally-identifiable information through other websites or online communities. Guests are encouraged to become familiar with privacy practices of other sites they visit, including linked sites.

5. CONFIDENTIALITY OF LIBRARY RECORDS

Siouxland Libraries respects the right of privacy of all its guests regarding the use of the library.

South Dakota Codified Law 14-2-51. Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a person.

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, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

6. REVISIONS

Siouxland Libraries reserves the right to change or modify this privacy statement at any time.

Issued: September 2021

Amended and adopted by the Siouxland Libraries Board of Trustees [DATE]