Agenda
Siouxland Libraries Board of Trustees
Hartford Branch – 119 N Main Ave Suite A, Hartford, SD
Wednesday, September 17, 2025 – 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 July 9 regular meeting

4. Review of financial and statistical reports

5. Library Director and Staff Reports

   a)   Director Report – Alysia Boysen

   b)   2026 Library Budget - Tim Konda

   c)   Rural West Branch Services – Tricia Bates

   d)   Summer Reading Program Wrapup – Nicole Norton

   e)   Scary on the Prairie Preview – Kim Koblank

6. Public Input

7. Unfinished business

8. New business

   a)   Programming Policy

   b)   2025 Library Holidays Update

   c)   2026 Library Holidays and Closures

9. Other

10. Next meeting: November 13, 2025, at 4:30 p.m. at the Downtown Library, 200 N Dakota Ave, Sioux Falls, SD.

11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Prairie West Branch
Wednesday, July 9, 2025 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Murtha.
   Members present: Adam Emerson, Lorie Hogstad, Jean Bender, Justine Murtha, Joel Rosenthal, County Commissioner Jen Bleyenberg, and Library Director Alysia Boysen.
   Members absent:
   Staff present: Aldijana Bonander, Daniel Neeves, Nicole Norton, Sharlene Lien, Stephanie Bents
   Public present: Sue Ann Lang

2. Adoption of the agenda. Motion by Hogstad and second by Rosenthal to adopt the agenda. Motion carried.

3. Motion by Emerson and second by Rosenthal to approve the minutes of the May 14 meeting and June 11 meeting. Motion carried.

4. Review of financial and statistical reports.

   a. Director Alysia Boysen reviewed budget and statistics. Capital: New courier truck has recently been received. Technology budget shows $40k encumbered for Oak View patron induction for automated returns. Operating: working through magazine and newspaper renewals and determining based on customer need. Technology budget shows overspent by $120k. That is due to a new contract that will replace current software and combine with another company. It's encumbered but won't be spent until next year. Statistical Report: physical circulation continues to trend downward while digital circulation increases. Programs still in high demand for all ages. This is typical during financially challenging times when families look for free entertainment. Question regarding K-5 programs down from this month last year. Reasoning due to spreading out programs over June and July because Reading Bridge programs are no longer available. Question regarding changes to grant funding through the Humanities Council and funding adult programming. We shouldn't experience much change based on grant funding.

5. Library Director and staff reports.

   a. Director Report
      i. Oak View update: Mayor TenHaken gave out a STICR rock to the Oak View team because of their efforts with the afterschool children. Over 50% fewer incidents and suspensions because of a proactive approach building relationships and staffing stations.
      ii. Oak View renovation: bidding for renovation came back favorable. All requested improvements will move forward this fall. We will also use the Lansky donation to make improvements to the outdoor courtyard and make a usable Birth-5yrs space. We anticipate an August 18 closure for the renovation. We hope to reopen mid-December.
      iii. Library budget update: needing to recalibrate due to property tax cap law. Alysia will make official announcements next week, as will the Mayor regarding budget impacts for 2026. Alysia will present budget to City Council on Aug 19 and to the joint City/County meeting the following Tuesday, Aug 25.
      iv. Discussion about how Oak View staff could continue to serve the afterschool kids during the renovation.

b. Summer Reading Update – Nicole Norton
   i. Our biggest initiative of the year: May 23 through August 15. We extended the program for 2 additional weeks this year. Based on last year's statistics, we should surpass registrations and finishers. We are already beyond last year's numbers of finishers. There are a number of large cartooning programs throughout the system next week for school-aged children.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.
9. Other.
   a. Thank you to Joel and Lori for their time serving on the Library Board.
10. The next regular meeting will be on Wednesday, September 10, 2025 at 4:30 PM at the Hartford Branch.
11. Adjournment. The meeting was adjourned at 5:03 P.M.

_____
Daniel Neeves, Library Staff

_____
Date Approved

_____
Alysia Boysen, Library Director

Siouxland Libraries Summary Report - August 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	1,150	1,159	7,300	7,654	-4.6%
Active Cardholders			83,301	86,696	-3.9%
Total Walk-in Visitors	**69,413**	**72,025**	**616,200**	**569,886**	**8.1%**
Website Visits	37,361	42,891	312,513	332,113	-5.9%
Library Catalog Sessions	6,206	7,966	52,464	62,565	-16.1%
Mobile App Users	21,905	17,486	154,711	137,760	12.3%
Total Digital Sessions	**86,229**	**99,143**	**684,347**	**764,607**	**-10.5%**
Total Hours Open	1,910.50	2,113.75	15,973.25	16,202.25	-1.4%
Resources Used					
Circulation					
Baltic	791	510	6,509	4,907	32.6%
Bookmobile	4,054	4,354	42,426	35,361	20.0%
Brandon	10,169	10,569	76,057	75,542	0.7%
Caille	28,494	26,373	209,519	217,864	-3.8%
Colton	625	912	5,157	6,065	-15.0%
Crooks	1,518	1,519	10,549	10,886	-3.1%
Downtown	22,896	22,235	170,042	180,636	-5.9%
Garretson	729	575	5,520	4,364	26.5%
Hartford	1,629	1,472	11,348	12,410	-8.6%
Humboldt	301	395	2,666	3,668	-27.3%
Oak View	6,201	10,052	66,704	81,351	-18.0%
Prairie West	20,773	22,039	167,148	169,510	-1.4%
Ronning	36,476	32,781	264,597	248,191	6.6%
Valley Springs	142	116	1,050	1,287	-18.4%
Siouxland Use Garretson School	28	20	346	419	-17.4%
Total Physical Circulation	**134,826**	**133,922**	**1,039,638**	**1,052,461**	**-1.2%**
Digital Resource Use					
OverDrive eAudio	25,321	21,849	193,728	164,731	17.6%
Hoopla eAudio	4,441	4,984	39,526	38,157	3.6%
OverDrive eBook	16,800	16,011	140,567	134,131	4.8%
Hoopla eBook, comic	2,372	1,964	18,852	14,644	28.7%
Hoopla Movie, TV, Music, Bingepass	1,295	1,072	10,333	7,841	31.8%
OverDrive Magazine	6,968	3,936	54,389	42,126	29.1%
Total Digital Circulation	**57,197**	**49,816**	**457,395**	**401,630**	**13.9%**
Total Circulation All Materials	**192,023**	**183,738**	**1,497,033**	**1,454,091**	**3.0%**
Interlibrary Loans					
Materials loaned	65	72	585	603	-3.0%
Materials borrowed	611	600	4,597	5,036	-8.7%
Meeting & Conference Room Use					
Total Meeting Room Use	**296**	**330**	**3,040**	**2,831**	**7.4%**
Total Study Room Use	**790**	**861**	**7,742**	**7,379**	**4.9%**
Total Computer Sessions	**11,406**	**13,261**	**91,703**	**96,233**	**-4.7%**
Wi-Fi Use	**47,266**	**42,043**	**379,969**	**386,264**	**-1.6%**

Siouxland Libraries Summary Report - August 2025

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Programming										
Total Adult programs	26	249	26	365	289	4,703	194	3,980	49.0%	18.2%
Total Teen programs	4	135	6	33	128	1,518	105	1,130	21.9%	34.3%
Total Children's programs	9	566	8	931	253	9,926	223	7,956	13.5%	24.8%
Total Early Learning programs	93	2,131	93	2,198	869	20,183	822	19,168	5.7%	5.3%
Total programs	132	3,081	133	3,527	1,539	36,330	1,344	32,234	14.5%	12.7%
Total One-to-One Programs		298		182		1,494		2,748	-46%	
Collection Statistics										
Items added		1,447		1,678		15,398		15,976	-3.6%	
Items discarded		1,518		2,051		16,853		14,907	13.1%	
Total physical items in collection						270,666		265,152	2.1%	
Digital eBooks & eAudio added		1,922		5,282		29,111		18,577	56.7%	
Digital eBooks & eAudio discarded		2,066		3,177		27,084		13,833	95.8%	
Total Digital eBooks & eAudio						40,709		41,112	-1.0%	
Total collection size						311,375		306,264	1.7%	
Outreach										
Library volunteer hours		245.75		201.25		1,607.25		1,468.10	9.5%	
Marketing events (booths, etc.)		3		8		15		34	-55.9%	
# of contacts at Marketing events		399		747		1,727		4,915	-64.9%	

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT

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	578,653.05	.00	291,483.06	66.5%
077 Operations	0	111,667	111,667	100,480.23	.00	11,186.77	90.0%
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	741,252.20	28,997.00	381,224.91	66.9%

Report generated: 09/02/2025 09:35
User: C7092
Program ID: glytdbud

Page   1

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT

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	1,417,437.50	.00	762,775.29	65.0%
076 Collections	296,450	0	296,450	130,805.16	25,977.00	139,667.84	52.9%
077 Operations	7,589,148	0	7,589,148	4,451,203.94	52,621.25	3,085,323.11	59.3%
078 Technology	793,121	0	793,121	711,366.98	67,827.85	13,926.08	98.2%
079 Program Support	65,880	0	65,880	29,731.79	1,207.99	34,940.22	47.0%
TOTAL General Fund	10,924,812	0	10,924,812	6,740,545.37	147,634.09	4,036,632.54	63.1%

Siouxland Libraries Program Policy

Siouxland Libraries supports its mission of connecting people to a world of information and ideas to enrich their lives by developing and presenting programs that provide additional opportunities for information, learning and entertainment. Programming is an integral component of library service that:

- Expands the library's role as a community resource
- Introduces customers and non-users to library resources
- Provides opportunities for lifelong learning
- Provides opportunities for social engagement
- Expands the visibility of the library

Responsibility

Ultimate responsibility for programming at the Library rests with the Director of Siouxland Libraries, who administers under the authority of the Library Board of Trustees. The Director, in turn, delegates the authority for program management to the Senior Librarian who oversees this responsibility through the Program Librarians and designated staff.

The Program Librarians utilize library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers and accompanying resources:

- Alignment with the Library's mission and goals
- Relevance to community needs, interests, and issues
- Budget, staffing, and program space availability
- Presentation quality
- Presenter background/qualifications in content area
- Treatment of content for intended audience
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collection, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural

institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present the programs do so as part of their regular job and are not hired as outside contractors for programming. Anyone interested in presenting a library program may submit a **Program Proposal Form** that will be reviewed according to the above criteria.

General Guidelines

All library programs are open to the public. The Library's philosophy of open access to information and ideas for everyone extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and

program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space and resources are limited. Age requirements for attendance at programs targeted to specific age groups may be imposed. Programs may be held at any Library location or off site. Any sales of products at programs must be approved by the Library Director. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

The Library may publicize programs under its sponsorship. In the case of cooperative publicity for co-sponsored programs, final copy must be approved before the inclusion of the library's name or logo. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Reconsideration of Programs

The Library welcomes expressions of opinion from customers concerning programming. If customers question a library program, they should first address the concern with a Library manager. Customers who wish to continue their request for review of Library programs may submit a **Statement of Concern form**. Requests for review of programs will be considered in the same manner as requests for review of library materials as outlined in the Library's Collection Development Policy.

Effective: February 2, 2020.

Approved by the Library Board of Trustees on January 8, 2020.

2025 Library Holidays and Closures

Days with an * are set by the Library Board of Trustees.
All other days are set by AFSCME Contract.
_____

LIBRARY CLOSED DATES:

New Year's Day	Wednesday, January 1	Closed
Martin Luther King Day	Monday, January 20	Closed
Presidents' Day	Monday, February 17	Closed
Easter Sunday	Sunday, April 20*	Closed
Spring Staff In-service	Friday, May 2*	Close at Noon
Memorial Day Weekend	Sunday, May 25* Monday, May 26	Closed Closed
Juneteenth	Thursday, June 19	Closed
Independence Day	Friday, July 4	Closed
Labor Day Weekend	Sunday, August 31* Monday, September 1	Closed Closed
Native American Day	Monday, October 13	Closed
Fall Staff In-service	Friday, October 24*	Close at Noon
Veteran's Day	Tuesday, November 11	Closed
Thanksgiving	Thursday, November 27	Closed
Christmas Eve	Wednesday, December 24*	Closed
Christmas	Thursday, December 25	Closed
Day After Christmas	Friday, December 26	Closed
New Year's Eve	Wednesday, December 31*	Close at 5 pm

Approved by Library Board of Trustees on September 11, 2024.

2026 Library Holidays and Closures

Days with an * are set by the Library Board of Trustees.
All other days are set by AFSCME Contract.
_____

LIBRARY CLOSED DATES:

New Year's Day	Thursday, January 1	Closed
Martin Luther King Day	Monday, January 19	Closed
Presidents' Day	Monday, February 16	Closed
Easter Sunday	Sunday, April 5*	Closed
Spring Staff In-service	Friday, May 1*	Close at Noon
Memorial Day Weekend	Sunday, May 24* Monday, May 25	Closed Closed
Juneteenth	Friday, June 19	Closed
Independence Day	Friday, July 3 Saturday, July 4	Closed Closed
Labor Day Weekend	Sunday, September 6 Monday, September 7	Closed Closed
Native American Day	Monday, October 12	Closed
Fall Staff In-service	Friday, October 23*	Close at Noon
Veteran's Day	Wednesday, November 11	Closed
Thanksgiving	Thursday, November 26	Closed
Christmas Eve	Thursday, December 24*	Close at 5 p.m.
Christmas	Friday, December 25	Closed
New Year's Eve	Thursday, December 31*	Close at 5 pm

Approved by Library Board of Trustees on .