

## **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
- 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. 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.