

**Agenda**  
**Siouxland Libraries Board of Trustees**  
**Prairie West Branch Library – 7630 W 26<sup>th</sup> St, Sioux Falls**  
**Wednesday, November 13, 2019 – 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 September 11, 2019 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
  - a) Library Program Policy draft – Monique Christensen and Lucy Wang
6. Public Input
7. Unfinished business
8. New business
  - a) Approve 2020 Library Board meeting schedule and locations
9. Other
10. Next meeting: January 8, 2019 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**

**Downtown Library**

**Wednesday, September 11, 2019 – 4:30 p.m.**

1. Roll Call and declaration of quorum. The meeting was called to order at 4:34 PM by Jean Beddow. Members present: Jean Beddow, Alexandra Hartzler, Lorie Hogstad, Anne Land, Joel Rosenthal, County Commissioner Cindy Heiberger and Library Director Jodi Fick. Staff present: Monique Christensen, Krystal Pederson, Jenna Neugebauer
2. Adoption of the agenda. Motion by Hartzler and second by Hogstad to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Beddow to approve the minutes of the July 11, 2019 meeting. Motion carried.
4. Review of financial and statistical reports. 67% of the year is completed with 64% of the budget expended. If you compare to the last report, a number of areas now have significant money spent. One area is technology. Many of our IT needs are paid through a revolving fund and the transfer of money to the revolving fund has taken place. Program support expended a large amount for paying summer reading tutors. 704 children received tutoring. This year showed a much higher percentage of students made it to either all sessions at least half of the sessions. In Capital, a bid for the new Bookmobile was accepted. It is higher than budgeted with a larger truck that will be more efficient and flexible. There is savings in three other projects which will fund the shortfall in the bookmobile line. For statistics we continue to see a decline in circulation. This is often the case when the economy is good. Library card users and digital use continues to maintain or increase. There was a short discussion on how we can reach people who are not using the library. Krystal shared a change in school schedules at the Sioux Falls School District: school library visits will receive the same amount of time as other specials such as gym, music and art. A suggestion was made to partner in a more significant way. We currently partner with the Brandon schools for Summer Reading Program with strong superintendent support. We will be meeting with Dr. Ann Smith with the Sioux Falls School District to see how we can partner next summer.
5. Library Director and staff reports. Budget follow up – 2020 budget presentation was informative. One city councilor asked for us to be open on Martin Luther King Jr Day. Park and Recreation will open the community centers on federal holidays when schools are open. This is an appropriate solution as they already have a relationship with the school. Fick shared information about Peakon, a tool to measure employee engagement based on the research that shows that engaged employees are better employees. This will help managers get more feedback on specific drivers and we will be able to focus on areas that need work. Staff are our most valuable resource. Peakon began with a pilot in January with three departments. Each department receives a score. The City's goal is to attain a Peakon score of 8.5 or higher. The pilot was 7.7. Second group of departments includes the library. Our overall score is 8.1 after one survey of staff. Our areas of strength are: Meaningful work, Strategy and Reward. Our areas to work on are: Flexibility, Recognition and Environment. Storm update – Trees down and roof damage at Caille. Oak View is not water tight so

we had roof leaks and minor tree damage. Staffing update – Beth Berg was promoted from Downtown Library Associate to Librarian – Collection and Cataloging. Karen Scarborough, Caille Library Associate, is retiring October 18. Garretson was closed for a week in August for street and sidewalk work on both sides of the branch. Oak View will close for up to 2 weeks for carpet replacement in October.

Library Program Policy – Monique explained what a Library Program Policy is and why the library needs one. This document will help us guide the programmers as we plan programs, it will be a resource for people who want to present or suggest programs, and it will define the process that customers can use if they object to a program. Library staff, led by Monique, will draft a Library Program policy, and bring it to the library board for review, adjustments, and final approval.

Early Literacy BHAG (Big Hairy Audacious Goal)– Jenna shared a presentation on the reason behind our BHAG, current status, and where we are headed. Some of the main reasons are: 90% of brain development happens between birth and age 5. There is a 30-million word gap between those who have access to early learning resources and those who do not. 32% of kindergartners in Sioux Falls are not school ready. Our goals include: intentional literacy planning, sharing the why in storytimes, bookmobile expanding, looking at the community what do they need, finding the school district gaps, making the website a central resource – make us experts by sharing knowledge through the early literacy newsletter, a marketing campaign. We're planning daycare trainings with Sanford Spectacular Saturdays. For Kindergarten readiness we'll look at partnerships to learning. The BHAG action committee meets and puts together proposals twice a month.?

6. Public Input. (There was no public input.)
7. Unfinished Business.  
Adoption of Revised By-Laws – Motion by Hartzler and second by Hogstad to adopt the by-laws motion. Carried by unanimous vote.
8. New Business.
9. Other.
10. The next regular meeting will be on Wednesday, November 13, 2019 at 4:30 PM at the Prairie West Branch.
11. Adjournment. The meeting was adjourned at 5:38 P.M.

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Monique Christensen  
Library Staff

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Date Approved

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Jodi Fick  
Board Secretary

## Siouxland Libraries Budget Report

January 1, 2019 - October 31, 2019: 83% of year completed

### OPERATING BUDGET

Category	2019 Budget	Spent & Encumbered	% Used
<b>Operating Expenses</b>			
Collections	180,550	110,931	61.4%
Facilities	949,511	698,979	73.6%
Operations & Personnel	5,960,976	4,561,795	76.5%
Program Support	73,770	65,954	89.4%
Technology	505,247	508,555	100.7%
<b>TOTAL OPERATING</b>	<b>7,670,054</b>	<b>5,946,214</b>	<b>77.5%</b>

Gifts and Memorials	5,000	0	0.0%
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### CAPITAL BUDGET

Category	2019 Budget	Spent & Encumbered	% Used
Collections	755,000	583,315	77.3%
Equipment - Downtown Meeting Rooms	89,500	56,300	62.9%
Bookmobile	185,000	250,800	135.6%
Facilities - Prairie West Fiber	69,218	51,145	73.9%
Facilities - Oak View Fiber	100,000	63,950	64.0%
<b>TOTAL CAPITAL</b>	<b>1,198,718</b>	<b>1,005,510</b>	<b>83.9%</b>
<b>TOTAL EXPENSES</b>	<b>8,873,772</b>	<b>6,951,724</b>	<b>78.3%</b>

## Siouxland Libraries Summary Report - October 2019

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
<b>People Served / Visitors</b>					
New Cardholders	704	747	7,051	7,433	-5.1%
Total Cardholders			97,122	93,356	4.0%
<b>Total Walk-in Visitors</b>	<b>86,773</b>	<b>83,233</b>	<b>803,928</b>	<b>837,057</b>	<b>-4.0%</b>
Website Visitors	23,341	25,305	231,352	256,146	-9.7%
Mobile App Users	1,770	1,475	16,677	13,282	25.6%
<b>Resources Used</b>					
<b>Circulation</b>					
Baltic	1,075	1,292	9,787	11,821	-17.2%
Bookmobile	9,791	10,309	74,961	81,004	-7.5%
Brandon	9,159	9,239	91,505	96,088	-4.8%
Caille	29,515	32,302	317,903	325,553	-2.3%
Colton	833	600	7,677	6,162	24.6%
Crooks	1,836	1,930	20,221	21,130	-4.3%
Downtown	29,930	35,895	320,451	360,080	-11.0%
Garretson	651	729	6,399	8,188	-21.8%
Hartford	1,267	1,521	12,455	26,383	-52.8%
Humboldt	438	674	5,450	5,843	-6.7%
Oak View	11,523	13,925	122,388	141,446	-13.5%
Prairie West	23,287	23,726	234,092	246,627	-5.1%
Ronning	33,706	32,778	352,546	348,044	1.3%
Valley Springs	353	601	5,252	5,137	2.2%
<b>Total Circulation</b>	<b>153,364</b>	<b>165,521</b>	<b>1,581,087</b>	<b>1,683,506</b>	<b>-6.1%</b>
<b>Digital Resource Use</b>					
cloudLibrary eAudio	4,470	4,549	43,495	38,393	13.3%
cloudLibrary eBook	9,367	9,649	96,488	94,719	1.9%
Hoopla	3,426	3,141	33,444	28,054	19.2%
RB Digital eAudio	2,323	1,982	19,782	16,642	18.9%
RB Digital Magazines	1,581	1,268	14,724	8,277	77.9%
<b>Interlibrary Loans</b>					
Materials loaned	105	150	1,244	1,302	-4.5%
Materials borrowed	756	814	7,714	7,738	-0.3%
<b>Total Circulation All Materials</b>	<b>175,392</b>	<b>187,074</b>	<b>1,797,978</b>	<b>1,878,631</b>	<b>-4.3%</b>
<b>Meeting &amp; Study Room Use</b>					
Brandon	19	13	150	143	4.9%
Caille	303	259	2,494	2,362	5.6%
Colton	8	15	97	116	-16.4%
Downtown	519	498	4,427	3,928	12.7%
Oak View	161	159	1,388	1,414	-1.8%
Prairie West	208	207	1,896	1,912	-0.8%
Ronning	49	25	264	297	-11.1%
<b>Total Meeting &amp; Study Room Use</b>	<b>1,267</b>	<b>1,475</b>	<b>10,717</b>	<b>10,477</b>	<b>2.3%</b>

## Siouxland Libraries Summary Report - October 2019

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
<b>Computer Sign-ups</b>										
Baltic	13		11		164		184		-10.9%	
Brandon	306		434		3,095		3,773		-18.0%	
Caille	1,550		1,722		15,614		16,447		-5.1%	
Colton	32		15		257		173		48.6%	
Crooks	9		9		151		162		-6.8%	
Downtown	5,471		5,776		52,616		52,166		0.9%	
Garretson	3		9		62		82		-24.4%	
Hartford	25		12		317		336		-5.7%	
Humboldt	16		17		175		163		7.4%	
Oak View	1,490		1,837		16,161		19,298		-16.3%	
Prairie West	1,015		1,136		10,182		10,710		-4.9%	
Ronning	926		972		9,491		10,099		-6.0%	
Valley Springs	2		2		30		85		-64.7%	
AWE Computers	2,682		2,406		27,943		23,944		16.7%	
<b>Total Computer Sign-ups</b>	<b>13,540</b>		<b>14,358</b>		<b>136,258</b>		<b>137,622</b>		<b>-1.0%</b>	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
<b>Total Adult programs</b>	49	862	37	510	436	6,213	335	4,922	30.1%	26.2%
<b>Total Teen programs</b>	13	105	13	86	148	1,414	197	3,112	-24.9%	-54.6%
<b>Total Children's programs</b>	59	1,166	73	3,437	405	8,562	616	13,227	-34.3%	-35.3%
<b>Total Early Learning programs</b>	146	2,917	154	3,720	1,355	27,908	1,317	27,691	2.9%	0.8%
<b>Total programs</b>	267	5,050	277	7,753	2,344	44,097	2,465	48,952	-4.9%	-9.9%
<b>Total One-to-One Programs</b>		127		84		4,072		4,387		-7%
<b>Outreach</b>										
Marketing events (booths, etc.)		1		1		13		10		30.0%
# of contacts at Marketing events		405				1,755		-		
<b>Collection Statistics</b>										
Items added		2,247		4,247		20,288		22,739		-10.8%
Items discarded		2,384		2,474		25,856		20,157		59.5%
Total physical items in collection						277,136		283,232		-2.2%
Digital eBooks & eAudio added		180		373		3,595		5,441		-33.9%
Digital eBooks & eAudio discarded		117		34		678		1,080		-37.2%
Total Digital eBooks & eAudio						32,151		28,327		13.5%

## 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 entertainment
- 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 Assistant Director, 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
- 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 a customer questions a library program, he/she should first address the concern with a Library staff member. 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 reconsideration of library materials as outlined in the Library's Collection Development Policy.

Effective: MM/DD/YEAR.

Approved by the Library Board of Trustees on Date XX, 2020.



**2020 MEETING SCHEDULE**  
**Siouxland Libraries Board of Trustees**

- |             |   |
|-------------|---|
| January 8   | Regular Meeting – Downtown Library – 4:30 p.m.      |
| March 11    | Regular Meeting – Oak View Branch – 4:30 p.m.       |
| May 13      | Regular Meeting – Garretson Branch – 4:30 p.m.      |
| July 8      | Regular Meeting – Valley Springs Branch – 4:30 p.m. |
| September 9 | Regular Meeting – Downtown Library – 4:30 p.m.      |
| November 11 | Regular Meeting – Caille Branch – 4:30 p.m.         |