

Agenda
Siouxland Libraries Board of Trustees
Downtown Library – 200 N Dakota Ave, Sioux Falls
Wednesday, May 10, 2021 – 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 March 10, 2021 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) COVID-19 and library services – Jodi Fick
 - b) American Rescue Plan Act Grant Application – Alysia Boysen
 - c) Video Phones – Carin Schleicher
 - d) Director Report – Jodi Fick
6. Public Input
7. Unfinished business
8. New business
9. Other
10. Next meeting: July 14, 2021 at 4:30 p.m. at the Downtown Library
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, March 10, 2021 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Beddow. Members present: Jean Beddow, Adam Emerson, Lorie Hogstad, Anne Land, Joel Rosenthal, County Commissioner Cindy Heiberger and Library Director Jodi Fick. Staff present: Alysia Boysen, Beth Berg, and Monique Christensen
2. Adoption of the agenda. Motion by Hogstad and second by Land to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Hogstad to approve the minutes of the January meeting. Motion carried.
4. Review of financial and statistical reports. In operating, we've expended 13% of the operating budget. In Capital 10% is expended – the Collections books/AV budget includes the amount approved of \$765,000, plus \$226,000 that carried forward from 2020. This larger amount has created the opportunity to add new collections such as the early learning reading kits and to increase some of our special collections including Games. The remaining money from purchasing the courier truck in 2020 will be used for additional vehicle expenses. Self-check for the Crooks branch will carry forward to 2022. Final 2020 report for Operating Expenses finished at 96% expended. Money not spent goes back into the general fund. Statistical Report of multiple types of library use reflects the impact of Covid. We are seeing some rebound. Circulation at Colton is at pre-COVID levels. Circulation at Valley Springs is not showing recovery yet. Bookmobile not on the road but still did 50% of the business it had done last year. Additional programming statistics are included in the report.
5. Library Director and staff reports. Student success card project – the goal is that every child in Sioux Falls School District will have a library card which allows checkout of two children's books or magazines items at time. The pilot is planned for May with three schools. We will expand in fall if all goes well. In addition, through Public Library Connect, the Sioux Falls School District students will soon have direct access to public library eBooks. The public is being invited to vote on their favorite library card design beginning March 15; top four will be made into cards. Jean Beddow's term on the Library Board expires in June. In July we will have election of officers. Reading Bridge tutoring will be back this July with 1-2 students per tutor. Over 700 children participated in the program the last few years; because of COVID restrictions we are planning for about a quarter of that.
 - a. COVID and services – Fick reported on status of current operations: March 29 open full hours, expect at Hartford which will continue Expanded Access and curbside pick-up. Seating- all locations have some seating by March 15; this will gradually increase based on customer use. Programming – in person programs are starting back up if they are outside, or participants and staff can safely social distance inside. Meeting rooms – some meeting rooms will be available for public use by May. Mask mandate ends in Sioux Falls on Friday at midnight; masks will now be encouraged. Staff continue to wear mask when not able to social distance. Customers can be asked to wear a mask if staff have to help them within the 6 feet.

- b. Mobile hot-spot – Alysia Boysen gave an update on a pilot to check out Wi-Fi hot spots to the public. The Wi-Fi hot spots are intended to be a temporary solution for customers who do not have home internet access. Goal is to use these for short term needs like resumes, applications, getting internet hooked up or other services– take hot spot and do in the comfort of your own home. We’ll bring the Mobile Hotspot policy in May. The pilot includes surveying customers on use and benefits. Currently 30% of people in Sioux Falls do not have stable Internet access at home.
 - c. Collection Development Policy in practice – Beth Berg updated the library board on how the Collection Development Policy applied to whether or not to pull six titles that Dr. Seuss Enterprises will no longer be publishing due to racial imagery. The policy provides a framework for building the collection as well as maintenance of the collection and was approved by the Library Board at their July 2020 meeting. The library owns copies of all six titles - all copies are checked out with 45 holds. In deciding if the titles should remain in the collection, we follow the policy. The section on managing the collection requires removing items that are factually inaccurate, unused, irrelevant to community, or obsolete. It does not address pulling items that have racial imagery. The policy also supports the Freedom to Read Act and the Library Bill of Rights. Policy doesn’t support removing the books, and also states that parents are responsible for determining what their children read. In displays, programming, and reader’s advisory, staff are directed to select materials from the collection that are inclusive.
6. Public Input. (There was no public input.)
 7. Unfinished Business. (There was no unfinished business.)
 8. New Business.
 9. Other. Fick announced information about a webinar for librarians and trustees called “The Importance of Strategic Planning on Thursday, May 13 at 10:30 a.m. online. Registration information will be sent out once available.
 10. The next regular meeting will be on Wednesday, May 10, 2021 at 4:30 PM at the Downtown Library.
 11. Adjournment. The meeting was adjourned at 5:40 P.M.

Monique Christensen
Library Staff

Date Approved

Jodi Fick
Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	765,000	226,063	991,063	222,786.94	.00	768,275.81	22.5%
077 Operations	0	15,834	15,834	.00	.00	15,834.00	.0%
078 Technology	0	10,500	10,500	.00	.00	10,500.00	.0%
TOTAL Capital Improvement Fund	765,000	252,397	1,017,397	222,786.94	.00	794,609.81	21.9%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	1,720,785	0	1,720,785	589,360.36	29,243.79	1,102,180.79	35.9%
076 Collections	197,000	0	197,000	37,022.88	.00	159,977.12	18.8%
077 Operations	6,181,604	0	6,181,604	1,731,627.84	10,879.08	4,439,097.15	28.2%
078 Technology	540,550	0	540,550	238,657.00	30,262.00	271,631.00	49.7%
079 Program Support	79,625	0	79,625	12,335.14	1,735.00	65,554.86	17.7%
TOTAL General Fund	8,719,564	0	8,719,564	2,609,003.22	72,119.87	6,038,440.92	30.7%

Siouxland Libraries Summary Report - April 2021

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			230,819	225,916	2.2%
New Cardholders	383	147	1,591	1,603	-0.7%
Active Cardholders			95,005	103,840	-8.5%
Total Walk-in Visitors	37,587	-	137,934	193,995	-28.9%
Website Sessions	29,711	16,656	120,486	125,288	-3.8%
Library Catalog Sessions	30,783	16,017	132,558	114,335	15.9%
Total Digital Sessions	60,494	32,673	253,044	239,623	5.6%
Total Hours Open	1,976.00	0.00	6,820.00	5,193.05	31.3%
Resources Used					
Circulation					
Baltic	1,138	-	4,200	2,993.00	40.3%
Bookmobile	3,189	-	14,364	17,223.00	-16.6%
Brandon	6,231	47	25,562	19,216.00	33.0%
Caille	20,679	308	86,238	70,723.00	21.9%
Colton	703	8	2,837	1,840.00	54.2%
Crooks	1,622	8	6,614	4,373.00	51.2%
Downtown	20,726	694	87,725	73,111.00	20.0%
Garretson	362	-	1,778	1,473.00	20.7%
Hartford	994	5	3,722	2,782.00	33.8%
Humboldt	322	1	1,663	1,314.00	26.6%
Oak View	9,307	257	35,893	27,102.00	32.4%
Prairie West	16,614	241	67,388	55,953.00	20.4%
Ronning	26,293	807	103,202	81,529.00	26.6%
Valley Springs	273	4	689	735.00	-6.3%
Siouxland Use Garretson School	61	-	181	353.00	-48.7%
Total Circulation Physical Items	108,514	2,380	442,056	360,720	22.5%
Digital Resource Use					
cloudLibrary eAudio	-	4,932	-	18,244	-100.0%
RB Digital eAudio	-	4,001	-	14,463	-100.0%
OverDrive eAudio	9,424		37,002	-	#DIV/0!
Hoopla eAudio	1,789	1,611	7,084	5,972	18.6%
cloudLibrary eBook	-	14,685	-	47,211	-100.0%
OverDrive eBook	10,083		43,396	-	#DIV/0!
Hoopla eBook	891	1,351	3,756	4,201	-10.6%
Hoopla Movie, TV, Music, Comic	913	1,668	4,007	5,242	-23.6%
RB Digital Magazine, Comic	-	1,878	1,342	6,615	-79.7%
OverDrive Magazine	745		3,147	-	#DIV/0!
Total Digital Circulation	23,845	30,126	96,587	101,948	-5.3%
Total Circulation All Materials	132,359	32,506	538,643	462,668	16.4%
Interlibrary Loans					
Materials loaned	456	-	764	149	412.8%
Materials borrowed	89	-	1,473	2,006	-26.6%
Meeting & Conference Room Use					
Downtown (3)	70	45	271	334	-18.9%
Total Computer Sessions	3,733	-	11,812	29,896	-60.5%
Wi-Fi Use	3,989	2,237	13,740	27,121	-49.3%

Siouxland Libraries Summary Report - April 2021

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	1	9	-	-	2	23	97	1,250	-97.9%	-98.2%
Total Teen programs	-	-	-	-	-	-	36	370	-100.0%	-100.0%
Total Children's programs	-	-	-	-	-	-	127	2,833	-100.0%	-100.0%
Total Early Learning programs	5	255	-	-	16	832	283	6,739	-94.3%	-87.7%
Total programs	6	264	-	-	18	855	543	11,192	-96.7%	-92.4%
Total One-to-One Programs	36		-		142		99		43%	
	Recorded	Views	Recorded	Views	Recorded	Views	Recorded	Views	Recorded	Views
Total Recorded Programs	11	1,766	-	-	46	1,766	-	-	#DIV/0!	#DIV/0!
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Live Virtual Programs	12	148	-	-	240	148	-	-	#DIV/0!	#DIV/0!
Total On-Demand Programs	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Virtual Programs	23	1,914	-	-	286	1,914	-	-	#DIV/0!	#DIV/0!
Collection Statistics										
Items added	1,956		575		7,582		4,850		56.3%	
Items discarded	3,734		731		14,861		8,730		70.2%	
Total physical items in collection					268,855		276,753		-2.9%	
Digital eBooks & eAudio added	738		585		2,125		1,764		20.5%	
Digital eBooks & eAudio discarded	293		459		1,426		786		81.4%	
Total Digital eBooks & eAudio					33,767		24,861		35.8%	
Total collection size					302,622		301,614		0.3%	

2021	January	February	March	April
Library Card Holders	96,068	95,494	95,788	95,005
Percent of Population (230,819)	42%	41%	41%	41%
New Cards Issued	436	562	396	383

Library Visitors - to buildings, website, library catalog



Circulation of Library Materials (physical & virtual)

