

Agenda
Siouxland Libraries Board of Trustees
Downtown Library – 200 N Dakota Ave, Sioux Falls
Wednesday, September 8, 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 July 7, 2021 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) Privacy Statement
 - c) Strategic Planning Process
6. Public Input
7. Unfinished business
8. New business
 - a) 2022 Library Holidays and Closures
9. Other
10. Next meeting: November 10, 2021 at 4:30 p.m. at the Downtown Library
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, July 14, 2021 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Lori Hogstad. Members present: Lorie Hogstad, Anne Land (by phone), Joel Rosenthal, and Library Director Jodi Fick. Members absent: Adam Emerson, County Commissioner Cindy Heiberger. Staff present: Monique Christensen
2. Adoption of the agenda. Motion by Rosenthal and seconded by Land to adopt the agenda. Motion carried.
3. Motion by Rosenthal and seconded by Land to approve the minutes of the May meeting. Motion carried.
4. Review of financial and statistical reports. We have 50% of the year expended but we do not have 50% of the operating budget spent. Some of the items still to come are one time fees for items such as databases, furniture and technology. In the Capital budget we have 40% spent in collections there is a lag between order and receiving. We often preorder before publication so customers can add hold requests. Currently on order is \$150,000. There's an amount remaining for courier van graphics. The statistical reports show a 3-year comparison of circulation: orange is digital, blue is physical. 2020 saw an increase in digital circulation compared to physical. 2021 digital is going down again. Charts show customers still want physical items. This led to a few comments on future libraries: Libraries are well spaced, planning has looked at how many people East of Veteran's highway, purchasing the land soon enough to be in the growth. Next chart: Circulation and visitor counts are getting closer to 2019. Tracking monthly library card issued, those numbers are higher than before.
5. Library Director and staff reports. American Rescue Plan Act – first round did not receive funding, second round we received 15,000 to purchase 4 AWE computers for the smaller rural locations. Director report – accreditation of the library might have helped with first round of funding. If we go forward with accreditation board members would need to do 15 hours of trustee training every three years between the entire board. Accreditation has three levels: Essential, Enhanced, and Exemplary. Staffing: Currently have three full-time openings. Branch Librarian Jane Taylor is retiring in October. Kim Koblack will move over to Ronning. Sharlene Lien will move to Prairie West. Interviews for the open Branch Librarian position are July 15. Two library associates are leaving Prairie West. Those will be filled by Pete Hanson and Amy Larsen. That means we will have openings at Caille and Rural West. Applications look good for these positions. One Book Siouxland: events in September, including an author discussion. We are partnering with the bloodmobile and fire's 911 warrior step event. Student Success cards has expanded from the pilot to any children or teens in the library who need a card. Last week we reached 220 cards. Reading Bridge started this week about 300 kids enrolled, capacity set for social distancing for tutors. Ronning Branch project – final meeting this month. Scope is three study rooms, staff space overhaul, new IT data room, and drive through window. We hope to begin the project in spring 2022, dependent on bids. We will minimize

the time the branch is closed to the public. 2022 library budget: \$11.1 million 6.5% increase mostly staffing, facilities, and technology. 2022 budget includes a wage increase for part-time staff. We were currently in year one of a three-year plan to increase the wages; the 2022 budget combines years two and three and would boost the starting wage to \$15.00. Facilities is switching to a centralized facilities budget similar to the revolving fund for technology. This helps even out facilities costs over multiple years. 2022 will have a higher amount to start the fund. Technology increase is due to added items during CoVid that we want to continue to use such as WebEx. Budget hearing August 24 at 5 pm at the joint meeting of the Sioux Falls City Council and Minnehaha County Commission. Some of the board attended strategic process training webinar in May. Doing this process will allow us to reassess: are we doing the right stuff, what does the community want or need, can we fulfill these needs, what is our plan for the next five years. Fick talked with Debbie Joy, consultant with Library IQ. Process takes 6 months, finish in march 2022. There has been a lot of change in the community, lots of people coming. The strategic plan process would help align us with the community's needs.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.

Motion by Land and second by Rosenthal to ask staff to continue exploration of strategic plan process options. Motion carried.

Estate of Pauline Striemer former bookmobile librarian left a bequest of 60,000 for the purchase of a bookmobile. Motion by Rosenthal and second by Land to accept the bequest from Striemer's estate. Motion carried.

Election of officers – Motion by Rosenthal and second by Land to nominate Lori Hogstad as Chair. Motion carried. Motion by Hogstad and second by Land to nominate Joel Rosenthal as vice chair. Motion carried.

9. Other.
10. The next regular meeting will be on Wednesday, September 8 at 4:30 PM at the Downtown Library.
11. Adjournment. The meeting was adjourned at 5:50 P.M.

Monique Christensen
Library Staff

Date Approved

Jodi Fick
Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

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	1,184,154.18	14,243.79	522,386.97	69.6%
076 Collections	197,000	0	197,000	67,783.07	.00	129,216.93	34.4%
077 Operations	6,181,604	0	6,181,604	3,849,702.53	11,177.00	2,320,724.54	62.5%
078 Technology	540,550	0	540,550	478,243.96	5,262.00	57,044.04	89.4%
079 Program Support	79,625	0	79,625	42,359.57	2,214.00	35,051.43	56.0%
TOTAL General Fund	8,719,564	0	8,719,564	5,622,243.31	32,896.79	3,064,423.91	64.9%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

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	545,403.82	.00	445,658.93	55.0%
077 Operations	0	15,834	15,834	.00	1,294.92	14,539.08	8.2%
078 Technology	0	10,500	10,500	.00	.00	10,500.00	.0%
TOTAL Capital Improvement Fund	765,000	252,397	1,017,397	545,403.82	1,294.92	470,698.01	53.7%

Siouxland Libraries Summary Report - August 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	971	454	5,250	2,781	88.8%
Active Cardholders			92,868	103,840	-10.6%
Total Walk-in Visitors	52,170	28,714	332,864	252,699	31.7%
Website Visits	31,240	32,382	248,276	249,789	-0.6%
Library Catalog Sessions	29,171	30,716	250,895	229,647	9.3%
Total Digital Sessions	60,411	64,965	499,171	483,185	3.3%
Total Hours Open	2,072.75	1,199.00	14,974.25	7,626.55	96.3%
Resources Used					
Circulation					
Baltic	1,099	1,092	7,731	5,025	53.9%
Bookmobile	3,665	4,268	27,809	28,347	-1.9%
Brandon	8,541	6,200	60,594	34,542	75.4%
Caille	25,307	22,102	185,112	123,170	50.3%
Colton	737	532	6,261	3,274	91.2%
Crooks	1,497	2,090	13,026	9,813	32.7%
Downtown	24,924	21,463	183,839	120,887	52.1%
Garretson	424	376	3,424	2,467	38.8%
Hartford	1,111	1,000	7,780	5,193	49.8%
Humboldt	335	455	2,999	2,330	28.7%
Oak View	10,403	8,533	77,556	46,492	66.8%
Prairie West	22,398	16,641	154,968	94,832	63.4%
Ronning	34,171	27,318	238,533	147,013	62.3%
Valley Springs	338	143	1,578	1,152	37.0%
Siouxland Use Garretson School	7	4	206	357	-42.3%
Total Physical Circulation	134,957	112,217	971,416	624,894	55.5%
Digital Resource Use					
cloudLibrary eAudio	-	5,094	-	39,195	-100.0%
RB Digital eAudio	-	4,970	-	33,156	-100.0%
OverDrive eAudio	10,852	-	78,766	-	#DIV/0!
Hoopla eAudio	1,967	1,348	14,599	11,653	25.3%
cloudLibrary eBook	-	12,467	-	100,801	-100.0%
OverDrive eBook	11,370	-	87,502	-	#DIV/0!
Hoopla eBook	968	951	7,491	8,645	-13.3%
Hoopla Movie, TV, Music, Comic	1,016	1,148	8,086	10,002	-19.2%
RB Digital Magazine, Comic	-	1,794	1,342	13,694	-90.2%
OverDrive Magazine	880	-	6,739	-	#DIV/0!
Total Digital Circulation	27,053	27,772	197,786	217,146	-8.9%
Total Circulation All Materials	162,010	139,989	1,169,202	842,040	38.9%
Interlibrary Loans					
Materials loaned		-	1,487	149	898.0%
Materials borrowed		2	2,563	2,089	22.7%
Meeting & Conference Room Use					
Total Meeting Room Use	199	63	1,053	1,112	-5.3%
Total Study Room Use	455	-	1,352	2,039	-33.7%
Total Computer Sessions	4,876	1,505	35,022	32,194	8.8%
Wi-Fi Use	4,848	3,880	32,933	39,572	-16.8%
Programming					

Siouxland Libraries Summary Report - August 2021

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	23	177	1	5	78	1,039	100	1,273	-22.0%	-18.4%
Total Teen programs	1	11	-	-	14	56	36	370	-61.1%	-84.9%
Total Children's programs	3	497	-	-	41	2,238	127	2,833	-67.7%	-21.0%
Total Early Learning programs	24	661	-	-	129	3,487	284	6,764	-54.6%	-48.4%
Total programs	51	1,346	1	5	262	6,820	547	11,240	-52.1%	-39.3%
Total One-to-One Programs	1,545		9		1,792		132		1258%	
Total Live Virtual Programs	4	25	-	-	682	25	-	-	#DIV/0!	#DIV/0!
Collection Statistics										
Items added	2,743		786		17,473		11,204		56.0%	
Items discarded	3,146		3,202		27,890		15,689		77.8%	
Total physical items in collection					261,180		271,299		-3.7%	
Digital eBooks & eAudio added	447		329		4,728		3,446		37.2%	
Digital eBooks & eAudio discarded	618		145		2,229		1,609		38.5%	
Total Digital eBooks & eAudio					34,884		34,711		0.5%	
Total collection size					296,064		306,010		-3.3%	

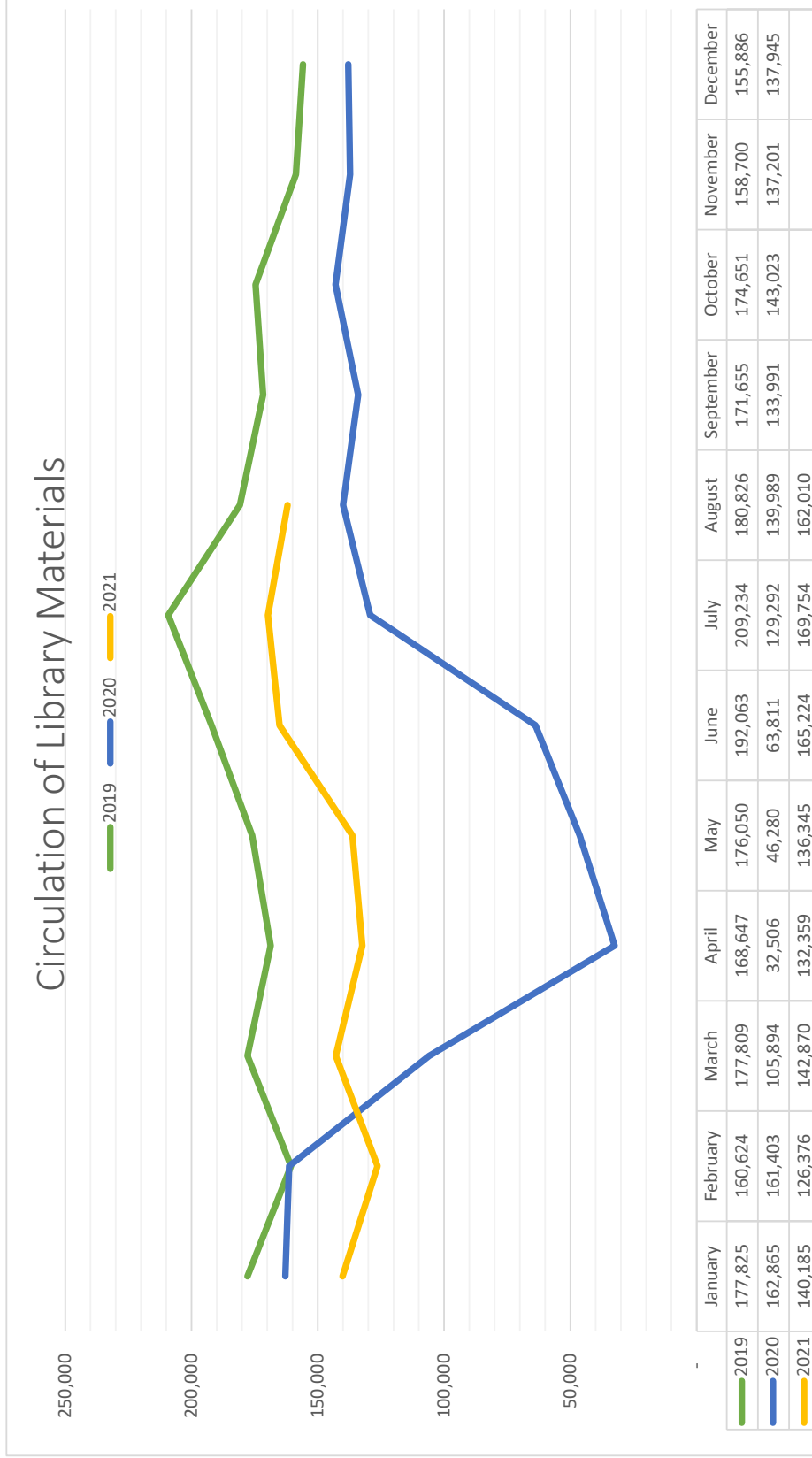
Visitors by month - physical and virtual

	January	February	March	April	May	June	July	August	September	October	November	December
2019	155,482	140,342	149,769	147,549	155,985	152,532	165,081	153,659	147,403	159,707	150,304	141,059
2020	156,211	148,753	95,756	32,673	52,407	69,753	84,358	91,706	92,866	94,333	89,574	92,779
2021	102,512	91,080	99,305	98,081	99,969	114,293	114,214	112,581				



Circulation by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2019	177,825	160,624	177,809	168,647	176,050	192,063	209,234	180,826	171,655	174,651	158,700	155,886
2020	162,865	161,403	105,894	32,506	46,280	63,811	129,292	139,989	133,991	143,023	137,201	137,945
2021	140,185	126,376	142,870	132,359	136,345	165,224	169,754	162,010				



2022 Library Holidays and Closures - Proposed

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	January 1	Closed
Martin Luther King Day	January 17	Closed
Presidents' Day	February 21	Closed
Easter Sunday	April 17*	Closed
Spring Staff In-service	May 6*	Close at Noon
Memorial Day Weekend	May 29* & 30	Closed
Juneteenth	June 20	Closed
Independence Day	July 3 & 4*	Closed
Labor Day Weekend	September 4* & 5	Closed
Native American Day	October 10	Closed
Fall Staff In-service	October 21*	Close at Noon
Veteran's Day	November 11	Closed
Thanksgiving	November 24	Closed
Christmas Eve	December 24*	Close at Noon
Christmas	December 25 & 26*	Closed
New Year's Eve	December 31	Close at 5 pm
