

**Agenda**  
**Siouxland Libraries Board of Trustees**  
**Downtown Library – 200 N Dakota Ave, Sioux Falls**  
**Wednesday, November 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 September 8, 2021 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
  - a) Director Report – Monique Christensen
  - b) Strategic Planning Process – Monique Christensen
  - c) Public Computers, Printing, Scan Stations – Alysia Boysen
6. Public Input
7. Unfinished business
  - a) 2022 Library Holidays and Closures
8. New business
  - a) Approve 2022 Board Meeting schedule and locations
9. Other
10. Next meeting: January 12, 2022 at 4:30 p.m. at the Downtown Library
11. Adjournment

**MINUTES OF BOARD OF TRUSTEES MEETING**

**Siouxland Libraries**

Downtown Library

Wednesday, September 8, 2021 – 4:30 P.M.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:35 P.M. by Lori Hogstad. Members present: Adam Emerson, Lorie Hogstad, Joel Rosenthal, and Library Director Jodi Fick. Members absent: County Commissioner Cindy Heiberger and Anne Land Staff present: Alysia Boysen
2. Adoption of the agenda. Motion by Rosenthal and second by Emerson to adopt the agenda. Motion carried.
3. Motion by Emerson and second by Rosenthal to approve the minutes of the July 14, 2021 meeting. Motion carried.
4. Review of financial and statistical reports. Through August 65% of the budget spent. A large payment out of the Technology budget was for the technology revolving fund. In Program Support, Reading Bridge tutors were paid. Collections paid database, magazine, processing supplies, many of these we are waiting on billing. Capital 55% paid from the collection budget. The actual paid is \$635,000, further along from what City Hall is showing. Including encumbered, 81% of the collection budget has been used. Vendors are struggling to fill orders due to supply and staffing shortages. Statistical reports show a 3-year comparison of circulation and library visitors. Visitor and circulation leveled off in July as compared to 2019 because of the reduction in the number of children in Reading Bridge. Circulation percent of change gives us an idea of which branches are recovering the quickest from COVID. Colton is seeing almost double the number from a year ago, circulation at Valley Springs is encouraging with more visitors from a new daycare next door. Total digital circulation is lower in eBook and eAudio compared to 2020. August was the first month that circulation of downloadable eAudio exceeded circulation of eBooks.
5. Library Director and staff reports. Reading Bridge: 21<sup>st</sup> year of the program. The program has increased from 20 kids for many years, to a large increase when Fick became director with an expansion from being hosted at just a couple of locations to all library locations. 2017 served 580, 2018 and 2019 close to 700. 2021 was 247 because of COVID. Both tutors and parents found it to be a successful program. Some parents reported kids reading scores increased when they were tested at the beginning of the school year. Michelle Lusk will be forming a non-profit for Reading Bridge. The library will be a partner but the library will not provide as the financial fiduciary. Summer Reading program – finishers 2,042. In 2020 we had 633. In 2019, 1,673. Public Computer Management Software – contract went through legal and is on the council consent agenda. The switch-over will occur before the end of the year. This software will add the ability to pay for printing with credit card. We are also replacing the document station at Downtown and adding to Caille and Oak View. Document stations allow translation to print and audio, email, scan, and fax. All public computers will be back at the libraries when the transition to TBS is completed. Staffing update: Two staff have accepted library associate positions. We will be interviewing for an open librarian position. This opening is due to Jane Taylor's retirement. Kim Koblank will move to Ronning, Sharlene Lien is moving to Prairie West and Librarian Stephanie Bents has been promoted to Rural

West branch librarian. Lucy Steiger will be moving to the K-5 Librarian position, creating an opening for a Teen Librarian. COVID update – Masks strongly encouraged for the public and staff. One employee had COVID since the last meeting. Student Success Card – Board approved to move forward last spring. In May, 1,290 cards were handed out at JFK, Hawthorne, and Terry Redlin students and 5% of the cards were activated over the summer. We also issued the card to summer school and reading bridge kids. 179 K-5 and 97 teens cards were created and they checked out a total of 1,094 items. As of 9/8/21, 71 items have not been returned; we anticipate that many of these items will come back in the next few months. Most lost items are from teens in summer school. The library will provide another update in November. The library is developing ideas to help the kids return items. SFSD partnership – The superintendent of the SFSD asked school librarians to do a challenge with the public library. A group of public and school staff are meeting this month to figure out what new things we can do or how we amplify what we are already doing, i.e., student success card. Our eMaterials vendor is the same as SFSD which means students have access to all the Siouxland materials through SORA. 248 eAudio and 571 eBooks were checked out through the school SORA from April - August. A promotion of this service will begin this fall. Strategic Planning Process – consultant has been selected. Timeline begins November and finishes in May 2022. Phase one is data collection. Focus groups will begin in January. The final plan will be used to identify 1, 3, and 5 year goals. The Strategic Planning Process will gather broad input to align the library with community needs.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business. 2022 Library Holidays and Closures. Motion by Rosenthal and seconded by Emerson to table approval of the 2022 Library Holidays and Closures in order to gather further input related to the Juneteenth holiday. Motion carried.
9. Other.
10. The next regular meeting will be on Wednesday, November 10 at 4:30 P.M. at the Downtown Library.
11. Adjournment. The meeting was adjourned at 5:40 P.M.

---

Alysia Boysen  
Library Staff

---

Date Approved

---

Jodi Fick  
Board Secretary

# CITY OF SIOUX FALLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

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	687,332.97	.00	303,729.78	69.4%
077 Operations	0	15,834	15,834	1,294.92	.00	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	688,627.89	.00	328,768.86	67.7%

# CITY OF SIOUX FALLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

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	1,359,823.65	12,000.00	348,961.29	79.7%
076 Collections	197,000	0	197,000	138,915.29	.00	58,084.71	70.5%
077 Operations	6,181,604	0	6,181,604	4,753,856.72	43,786.40	1,383,960.95	77.6%
078 Technology	540,550	0	540,550	510,634.28	69,527.22	-39,611.50	107.3%
079 Program Support	79,625	0	79,625	49,765.43	6,247.37	23,612.20	70.3%
TOTAL General Fund	8,719,564	0	8,719,564	6,812,995.37	131,560.99	1,775,007.65	79.6%

## Siouxland Libraries Summary Report - October 2021

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
<b>People Served / Visitors</b>					
Service area population			230,819	225,916	2.2%
New Cardholders	617	321	6,784	3,507	93.4%
Active Cardholders			91,683	103,840	-11.7%
<b>Total Walk-in Visitors</b>	<b>51,697</b>	<b>33,027</b>	<b>436,488</b>	<b>317,107</b>	<b>37.6%</b>
Website Sessions	29,209	30,853	306,990	311,658	-1.5%
Library Catalog Sessions	28,166	30,498	308,899	291,232	6.1%
Mobile App Users	897	725	2,564	5,991	-57.2%
<b>Total Digital Sessions</b>	<b>58,272</b>	<b>62,076</b>	<b>618,453</b>	<b>608,881</b>	<b>1.6%</b>
<b>Total Hours Open</b>	<b>1,954.00</b>	<b>1,671.50</b>	<b>18,949.75</b>	<b>10,923.55</b>	<b>73.5%</b>
<b>Resources Used</b>					
<b>Circulation</b>					
Baltic	1,063	1,355	10,163	7,486	35.8%
Bookmobile	7,502	5,363	41,140	38,533	6.8%
Brandon	6,842	6,122	74,817	46,157	62.1%
Caille	19,117	22,946	224,956	167,215	34.5%
Colton	731	825	7,704	4,641	66.0%
Crooks	1,202	1,668	15,398	13,342	15.4%
Downtown	21,503	21,908	227,424	163,688	38.9%
Garretson	398	560	4,292	3,516	22.1%
Hartford	1,023	881	9,760	6,846	42.6%
Humboldt	184	317	3,482	3,281	6.1%
Oak View	8,588	9,692	96,039	64,838	48.1%
Prairie West	18,465	16,932	192,230	127,754	50.5%
Ronning	28,408	27,732	296,325	200,096	48.1%
Valley Springs	164	145	1,950	1,429	36.5%
Siouxland Use Garretson School	71	56	295	441	-33.1%
<b>Total Physical Circulation</b>	<b>115,261</b>	<b>116,502</b>	<b>1,205,975</b>	<b>849,263</b>	<b>42.0%</b>
<b>Digital Resource Use</b>					
cloudLibrary eAudio	-	4,649	-	48,536	-100.0%
RB Digital eAudio	-	4,777	-	42,711	-100.0%
OverDrive eAudio	10,808		100,109	-	#DIV/0!
Hoopla eAudio	1,891	1,374	18,423	14,347	28.4%
cloudLibrary eBook	-	11,537	-	123,682	-100.0%
OverDrive eBook	11,272		109,562	-	#DIV/0!
Hoopla eBook	832	976	9,105	10,568	-13.8%
Hoopla Movie, TV, Music, Comic	874	1,134	9,742	12,213	-20.2%
RB Digital Magazine, Comic	-	2,074	1,342	17,734	-92.4%
OverDrive Magazine	1,276		9,086	-	#DIV/0!
<b>Total Digital Circulation</b>	<b>26,953</b>	<b>26,521</b>	<b>248,283</b>	<b>269,791</b>	<b>-8.0%</b>
<b>Total Circulation All Materials</b>	<b>142,214</b>	<b>143,023</b>	<b>1,454,258</b>	<b>1,119,054</b>	<b>30.0%</b>
<b>Interlibrary Loans</b>					
Materials loaned	79	77	2,236	226	889.4%
Materials borrowed	705	229	4,007	2,321	72.6%
<b>Meeting &amp; Conference Room Use</b>					
<b>Total Meeting Room Use</b>	<b>246</b>	<b>50</b>	<b>1,544</b>	<b>1,212</b>	<b>27.4%</b>
<b>Total Study Room Use</b>	<b>394</b>	<b>4</b>	<b>2,126</b>	<b>2,046</b>	<b>3.9%</b>
<b>Total Computer Sessions</b>	<b>6,558</b>	<b>2,411</b>	<b>49,646</b>	<b>36,701</b>	<b>35.3%</b>
<b>Wi-Fi Use</b>	<b>5,161</b>	<b>4,969</b>	<b>43,155</b>	<b>49,521</b>	<b>-12.9%</b>
<b>Programming</b>					
			-	-	

## Siouxland Libraries Summary Report - October 2021

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
<b>Total Adult programs</b>	26	372	1	9	131	1,656	103	1,427	27.2%	16.0%
<b>Total Teen programs</b>	6	16	-	-	26	96	36	370	-27.8%	-74.1%
<b>Total Children's programs</b>	9	174	-	-	58	2,480	127	2,833	-54.3%	-12.5%
<b>Total Early Learning programs</b>	73	1,315	4	192	252	5,629	292	7,074	-13.7%	-20.4%
<b>Total programs</b>	114	1,877	5	201	467	9,861	558	11,704	-16.3%	-15.7%
<b>Total One-to-One Programs</b>	81		27		1,905		187		919%	
<b>Total Virtual Programs</b>	1	4	-	-	244	10,890	-	-	#DIV/0!	#DIV/0!
<b>Collection Statistics</b>										
Items added	2,593		1,564		21,681		14,003		54.8%	
Items discarded	2,497		1,448		32,412		18,908		86.6%	
Total physical items in collection					260,866		270,879		-3.7%	
Digital eBooks & eAudio added	535		492		5,926		4,424		34.0%	
Digital eBooks & eAudio discarded	620		280		3,026		2,185		38.5%	
Total Digital eBooks & eAudio					35,285		35,113		0.5%	
<b>Total collection size</b>					<b>296,151</b>		<b>305,992</b>		<b>-3.2%</b>	

## ***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	Saturday, January 1	Closed
Martin Luther King Day	Monday, January 17	Closed
Presidents' Day	Monday, February 21	Closed
Easter Sunday	Sunday, April 17*	Closed
Spring Staff In-service	Friday, May 6*	Close at Noon
Memorial Day Weekend	Saturday, May 29* Sunday, May 30	Closed Closed
Juneteenth	Sunday, June 19* Monday, June 20	Closed Closed
Independence Day	Sunday, July 3* Monday, July 4	Closed Closed
Labor Day Weekend	Sunday, September 4* Monday, September 5	Closed Closed
Native American Day	Sunday, October 10	Closed
Fall Staff In-service	Friday, October 21*	Close at Noon
Veteran's Day	Friday, November 11	Closed
Thanksgiving	Thursday, November 24	Closed
Christmas Eve	Saturday, December 24*	Close at Noon
Christmas	Sunday, December 25* Monday, December 26	Closed Closed



**2022 MEETING SCHEDULE**  
**Siouxland Libraries Board of Trustees**

January 12	Regular Meeting – Ronning Branch – 4:30 p.m.
March 9	Regular Meeting – Downtown Library – 4:30 p.m.
May 11	Regular Meeting – Caille Branch – 4:30 p.m.
July 13	Regular Meeting – Crooks Branch – 4:30 p.m.
September 14	Regular Meeting – Brandon Library – 4:30 p.m.
November 9	Regular Meeting – Downtown Library – 4:30 p.m.