

**Agenda**  
**Siouxland Libraries Board of Trustees**  
**Crooks Branch Library, 900 N West Ave, Sioux Falls**  
**Wednesday, July 13, 2022 – 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 May 11, 2022 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
  - a) Director Report
  - b) Collection Management Update
  - c) 2023 Budget Request Update in preparation for Joint Meeting of City Council/  
County Commissioners on Tuesday, August 23 at 5 p.m.
6. Public Input
7. Unfinished business
8. New business
  - a) Library Hour Changes for Select Branches
  - b) Election of Officers
9. Other
10. Next meeting: September 14, 2022 at 4:30 p.m. at the Brandon Community Library,  
305 S Splitrock Blvd, Brandon, SD.
11. Adjournment



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## MINUTES OF BOARD OF TRUSTEES MEETING

### Siouxland Libraries

Downtown Library

Wednesday, May 11, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:34 PM by Lorie Hogstad. Members present: In person: Lorie Hogstad and Library Director Jodi Fick. On phone: Adam Emerson, Anne Land, Justine Murtha, and Joel Rosenthal. Members absent: County Commissioner Dean Karsky. Staff present: Monique Christensen.
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 Land to approve the minutes of the March 9 meeting. Motion carried.
4. Review of financial and statistical reports. After four months we've expended 33% of the budget. We are on track. In Capital, Collections is the books and AV. We received a \$50,000 supplement for this year. \$36,000 will be used to add picture books with built-in audio. Current collection is 700 titles with 95% checked out; the supplement will double the size of the collection. \$14,000 will go to children's audio book, teen collections and graphic novels. Selectors met with teens who helped identify the top 15 manga series.. Statistics – we are in recovery mode, and use is still increasing but not as dramatic as before. Total circulation is up 4%. We went to full hours in April of 2021 so we are now comparing apples to apples. Meeting room use is up; study rooms did not open until summer last year. Computer usage is also up with majority of computers back in service. We continue to have some computer issues. The dry air of the winter caused static problems with the payment kiosk. TBS sending equipment to ground the kiosks. Programming continues on a limited basis.
5. Library Director and staff reports. Staffing: Librarian Jenna Neugebauer is moving to HR. We have a Branch Librarian opening, James Borchert transferred to Caille so the opening is at the Oak View Branch. The first round of applications did not have enough strong candidates so we are readvertising the position. Jane Taylor will be returning on as part-time Branch Librarian at Oak View until replacement is hired. There are two library associate positions open Downtown. We are planning to hire a 40-hour temporary staff member for the summer. We will also have a summer intern through the city's Ascend program who will be working with outreach and bookmobile. The building that houses the Hartford Branch is up for a possible sale, but we don't anticipate less space and may have more with the new owner. The RFP for self-checks and AMHs is moving along. We had visits from the vendor and toured all the sites. There is a hiccup with the AMH portion of the AMH so we will be putting out another RFP for the AMH portion. Joel shared his thoughts on OneBook and Jodi suggested that for future author events we explore filming it. Vernon Brown is reaching out to a few contacts to see if he can bring the author back to South Dakota for another event.
  - a. Strategic Planning Process Update – team reviewed final draft. The four goal areas that provide themes for the objectives are Community Hub/Cultural Connector, Traditional and Emerging Services, Flexible Spaces, and Sustainability. Library IQ analyzed who uses the library. 42% of households are active borrowers (three year time frame). Library IQ is finalizing the plan and it will be shared with the entire board at a special meeting. Library IQ also did some market analysis, segmented those who use us by education, income, own/rent etc. This will give us a better understanding of who our customers are.
  - b. Ronning Renovation Update – renovation is nearly complete. The library reopens on Monday, May 16. An open house is planned for Wednesday, June 1 from 4-7 p.m. and announcements will be sent to 10,000 households in the Ronning service area. There are a few pieces left to complete including the moveable walls, downspouts, and the damaged pillar by the front doors.

- c. Summer Reading Program Update - The summer reading program themed “Oceans of Possibility” is scheduled to begin June 3 with a kick-off event at the Downtown Library. There are logs for each age group and a variety of prizes. Many local businesses provided prizes for the program.
  - d. Scaling for Growth Update – Earlier this year leadership from each city department presented on how they plan for growth in the city. This started with water, sewer, etc. then moved on to more public facing departments. For Library, Civic Analytics mapped out what would be a 6-minute drive to each City Branch. (Fire uses a 4-minute drive time to plan for a fire station.) Nearly all of the city is within a 6-minute drive with just a few areas on the northwest, east and south outside of that boundary. For kids that are unable to drive the 6-minute drive is the equivalent of a 12-minute bike ride or a 45-minute walk. We also looked at size of building per service area used the standard of .6 sq ft per pop. All are undersized for the 6-minute drive service population except Downtown. In the Strategic Plan Survey most customers indicated that they were willing to drive to another location for special programs or service. With Downtown having space for larger programs and no parking meters, the undersized branches are not as big of a concern as it could be.
6. Public Input. (There was no public input.)
  7. Unfinished Business. (There was no unfinished business.)
  8. New Business. (There was no new business.)
  9. Other.
  10. The next regular meeting will be on Wednesday, July 13, 2022 at 4:30 PM at the Crooks Branch.
  11. Adjournment. The meeting was adjourned at 5:27 P.M.

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Monique Christensen, Library Staff

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Date Approved

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Jodi Fick, Board Secretary

# CITY OF SIOUX FALLS

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 06

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	1,886,155	0	1,886,155	880,359.85	2,528.40	1,003,266.96	46.8%
076 Collections	232,500	0	232,500	49,161.28	13,334.00	170,004.72	26.9%
077 Operations	6,493,162	135,000	6,628,162	2,841,672.60	84,491.30	3,701,997.62	44.1%
078 Technology	623,472	0	623,472	503,051.66	29,227.11	91,193.15	85.4%
079 Program Support	50,510	0	50,510	21,518.38	700.00	28,291.62	44.0%
TOTAL General Fund	9,285,799	135,000	9,420,799	4,295,763.77	130,280.81	4,994,754.07	47.0%

# CITY OF SIOUX FALLS

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
048 Facilities	0	0	0	.00	.00	.00	.0%
076 Collections	785,000	74,718	859,718	313,557.84	.00	546,159.89	36.5%
077 Operations	0	14,539	14,539	.00	.00	14,539.08	.0%
078 Technology	978,600	10,500	989,100	.00	.00	989,100.00	.0%
TOTAL Capital Improvement Fund	1,763,600	99,757	1,863,357	313,557.84	.00	1,549,798.97	16.8%

## Siouxland Libraries Summary Report - June 2022

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
<b>People Served / Visitors</b>					
Service area population			241,518	230,819	4.6%
New Cardholders	1,257	1,102	5,002	3,497	43.0%
Active Cardholders			87,443	92,622	-5.6%
<b>Total Walk-in Visitors</b>	<b>65,737</b>	<b>50,059</b>	<b>351,282</b>	<b>227,389</b>	<b>54.5%</b>
Website Sessions	37,525	33,366	211,379	185,450	14.0%
Library Catalog Sessions	30,542	30,868	179,647	192,401	-6.6%
Mobile App Users	2,748		14,833	-	#DIV/0!
<b>Total Digital Sessions</b>	<b>70,815</b>	<b>64,234</b>	<b>405,859</b>	<b>377,851</b>	<b>7.4%</b>
<b>Total Hours Open</b>	<b>1,981.75</b>	<b>2,042.50</b>	<b>11,146.65</b>	<b>10,736.50</b>	<b>3.8%</b>
<b>Resources Used</b>					
<b>Circulation</b>					
Baltic	1,053	833	5,088	5,755	-11.6%
Bookmobile	4,153	3,593	33,928	19,642	72.7%
Brandon	10,289	9,648	46,654	42,332	10.2%
Caille	28,286	26,246	160,224	133,430	20.1%
Colton	760	942	4,947	4,664	6.1%
Crooks	1,450	1,624	8,813	9,761	-9.7%
Downtown	24,564	24,309	144,169	133,930	7.6%
Garretson	418	474	2,385	2,623	-9.1%
Hartford	1,631	978	6,759	5,493	23.0%
Humboldt	576	439	2,022	2,339	-13.6%
Oak View	12,439	11,234	77,761	55,966	38.9%
Prairie West	22,975	23,560	110,001	108,496	1.4%
Ronning	31,251	36,861	95,835	167,961	-42.9%
Valley Springs	132	177	1,038	1,027	1.1%
Siouxland Use Garretson School	7	2	122	196	-37.8%
<b>Total Circulation</b>	<b>139,984</b>	<b>140,920</b>	<b>699,746</b>	<b>693,615</b>	<b>0.9%</b>
<b>Digital Resource Use</b>					
OverDrive eAudio	12,816	9,922	70,352	57,061	23.3%
Hoopla eAudio	2,428	1,836	14,007	10,844	29.2%
OverDrive eBook	12,639	10,696	74,067	64,789	14.3%
Hoopla eBook	987	850	5,836	5,617	3.9%
Hoopla Movie, TV, Music, Comic	912	1,000	5,782	6,109	-5.4%
RB Digital Magazine, Comic	-	-	-	1,342	-100.0%
OverDrive Magazine	1,369	818	8,888	4,800	85.2%
<b>Total Digital Circulation</b>	<b>31,151</b>	<b>25,122</b>	<b>178,932</b>	<b>150,562</b>	<b>18.8%</b>
<b>Total Circulation All Materials</b>	<b>171,135</b>	<b>166,042</b>	<b>878,678</b>	<b>844,177</b>	<b>4.1%</b>
<b>Interlibrary Loans</b>					
Materials loaned	82	69	416	546	-23.8%
Materials borrowed	561	549	3,321	2,847	16.6%
<b>Meeting &amp; Conference Room Use</b>					
<b>Total Meeting Room Use</b>	<b>331</b>	<b>197</b>	<b>1,656</b>	<b>604</b>	<b>174.2%</b>
<b>Total Study Room Use</b>	<b>667</b>	<b>384</b>	<b>3,475</b>	<b>489</b>	<b>610.6%</b>
<b>Total Computer Sessions</b>	<b>10,352</b>	<b>6,595</b>	<b>49,579</b>	<b>23,093</b>	<b>114.7%</b>
<b>Wi-Fi Use</b>	<b>6,262</b>	<b>5,414</b>	<b>36,257</b>	<b>23,478</b>	<b>54.4%</b>

## Siouxland Libraries Summary Report - June 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
<b>Programming</b>										
<b>Total Adult programs</b>	25	923	22	431	111	2,303	37	685	200.0%	236.2%
<b>Total Teen programs</b>	9	116	4	21	45	606	8	33	462.5%	1736.4%
<b>Total Children's programs</b>	49	1,958	23	896	69	3,046	23	896	200.0%	240.0%
<b>Total Early Learning programs</b>	81	2,957	35	876	370	9,691	70	2,128	428.6%	355.4%
<b>Total programs</b>	164	5,954	84	2,224	595	15,646	138	3,742	331.2%	318.1%
<b>Total One-to-One Programs</b>	111		32		462		209		121%	
<b>Collection Statistics</b>										
Items added	2,383		1,775		10,456		11,723		-10.8%	
Items discarded	2,495		1,417		10,531		19,785		-46.8%	
Total physical items in collection					271,040		268,072		1.1%	
Digital items added	802		663		3,523		3,571		-1.3%	
Digital items discarded	481		325		1,632		1,009		61.7%	
Total Digital eBooks & eAudio					32,937		36,378		-9.5%	
<b>Total collection size</b>					<b>303,977</b>		<b>304,450</b>		<b>-0.2%</b>	
<b>Outreach</b>										
Library volunteer hours	104.50		131.75		552.15		484.25		14.0%	
Marketing events (booths, etc.)	18		6		21		6		250.0%	
# of contacts at Marketing events	526		371		1,026		371		176.5%	

## Recommendations for Library Hour Changes at Rural West Branches

Jodi Fick

Siouxland Libraries Library Board Meeting

July 13, 2022

We are proposing adjustments to the Hours Open at some of the rural branches to better serve the communities. The branches have been operating under the current hours since March 2021; as library users return, new patterns of use have emerged. No additional staffing is needed for the changes.

- Brandon – add three hours.
- Colton – number of open hours stays the same. Tuesday hours change to 2:00-6:00
- Crooks-Expanded Access - increase to 8:00-9:00, Monday through Sunday
- Harford-Expanded Access - increase to 8:00-9:00, Monday through Sunday
- Hartford - increase open hours by 4 from 14 to 18.
- Garretson – no increase; shift hours to another day.
- Valley Springs – no increase; shift hours to another day.

If approved, recommendation is to begin the new hours on Monday, August 22, 2022. Specific hour changes are listed below by branch.

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### Brandon:

- Staff currently work at the branch from 8:30-noon during “closed” hours.
- During the closed time, many customers try to use the library.
- The Monday morning closure was to create a staff meeting time when the library was closed. Branch staff meetings are now being held in the evening to allow part-time staff with other jobs to attend.

Current hours (55 total)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00-8:00	9:00-8:00	9:00-8:00	9:00-8:00	9:00-5:00	9:00-3:00

### Proposed hours (58 total)

<b>Monday</b>	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>9:00-8:00</b>	9:00-8:00	9:00-8:00	9:00-8:00	9:00-5:00	9:00-3:00

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### Colton:

- Customers requested that the hours on Tuesdays and Thursdays be the same.
- Busiest hours on Tuesdays are from 3:00-5:00.
- By changing the Tuesday hours to 2:00-6:00, we can offer a storytime in the morning with storyteller staffing the branch during the open hours.
- While this eliminates an early evening time, few people come from 6:00-7:00.

Current hours (13 total)

Tuesday	Thursday	Saturday
3:00-7:00	2:00-6:00	9:00-1:00

### Proposed hours (13 total)

<b>Tuesday</b>	Thursday	Saturday
<b>2:00-6:00</b>	2:00-6:00	9:00-1:00

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**Crooks:**

- No change to regular open hours.
- Use of Expanded Access is increasing and there have been no security issues to date.
- Customers would like additional time in the evenings and weekends.
- Expanded Access would continue to be closed on holidays.

**Expanded Access-Current Hours**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-5:00	8:00-5:00	8:00-5:00

**Expanded Access-Proposed Hours**

Monday	Tuesday	Wednesday	Thursday	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	<b>8:00-9:00</b>	<b>8:00-9:00</b>	<b>8:00-9:00</b>

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**Garretson:**

- Polaris stats show Saturdays in 2019 had 885 circs; in comparison, Fridays in 2021 were 448 and at the 2022 half year point, we are at 165 circs.
- In reaching out to regular customers, many said it would be easier to visit on a Saturday morning than a Friday morning.
- Staff have also expressed that it would be easier to work on Saturday than Friday as half of our part-time staff have full-time jobs.

**Current hours (13 total)**

Tuesday	Wednesday	Thursday	Friday	Saturday
3:00-6:00	3:00-7:00	3:00-6:00	9:00-12:00	

**Proposed hours (13 total)**

Tuesday	Wednesday	Thursday	<b>Friday</b>	<b>Saturday</b>
3:00-6:00	3:00-7:00	3:00-6:00		<b>9:00-12:00</b>

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**Hartford:**

- Circulation is increasing after closure from March 2020 to June 2021 due to COVID.
- Programming attendance is steadily increasing.
- Community is growing with new developments and businesses planned.
- Offering Friday hours allows staff to process book deliveries to get requests to customers faster.
- Use of Expanded Access continues to increase. Proposed would match Crooks EA hours.

**Current hours (14 total)**

Tuesday	Wednesday	Thursday	Friday	Saturday
9:00-1:00	2:00-5:00	3:00-7:00		10:00-1:00

**Proposed hours (18 total)**

Tuesday	Wednesday	Thursday	<b>Friday</b>	Saturday
9:00-1:00	2:00-5:00	3:00-7:00	<b>1:00-5:00</b>	10:00-1:00

**Expanded Access-Current Hours**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-5:00	8:00-5:00	8:00-5:00

**Expanded Access-Proposed Hours**

Monday	Tuesday	Wednesday	Thursday	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	<b>8:00-9:00</b>	<b>8:00-9:00</b>	<b>8:00-9:00</b>

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**Valley Springs:**

- Polaris stats show the highest circulation days in 2019 were Tuesdays (1,471) and Thursdays (1,070); in comparison, Friday mornings in 2021 were 473 and at the 2022 half year point, we are at 168 circulations.
- In reaching out to the few regular customers on Friday mornings, they've reported that they would be able to use the branch on Tuesday or Thursday afternoon.
- Thursday afternoon provides more opportunity for youth programming.

**Current hours (6 total)**

Tuesday	Thursday	Friday
3:00-6:00		9:00-12:00

**Proposed hours (6 total)**

Tuesday	<b>Thursday</b>	<b>Friday</b>
3:00-6:00	<b>3:00-6:00</b>	