



200 NORTH DAKOTA AVENUE • P.O. BOX 7403 • SIOUX FALLS, SD 57117-7403

Agenda
Siouxland Libraries Board of Trustees
Prairie West Branch Library, 7630 W 26th St, Sioux Falls, SD
Wednesday, January 11, 2023 – 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 November 9, 2022 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) One Book Siouxland Update – Jodi Fick
 - c) Review Library Policies List and recommend review schedule – Jodi Fick
6. Public Input
7. Unfinished business
8. New business
 - a) Set Special Meeting date in February for Strategic Plan Review
9. Other
10. Next regular meeting: March 8, 2023 at 4:30 p.m. at the Downtown Library, 200 N Dakota Ave, Sioux Falls, SD.
11. Adjournment



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MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, November 9, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Hogstad. Members present: Lorie Hogstad, Anne Land, Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick. Members absent: Adam Emerson, County Commissioner Dean Karsky. Staff present: Dan Neeves, Alysia Boysen, Monique Christensen. Guests: Jill Callison
2. Adoption of the agenda. Motion by Rosenthal and second by Murtha to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Murtha to approve the minutes of the September 14, 2022 meeting. Motion carried.
4. Review of financial and statistical reports. Operating: 77% has been spent and we're working with finance to do projections through the end of the year. Capital: Collections is spent or encumbered with \$171,000 on order. Technology projects in progress include the AMHs, Self-checks and AV equipment for 3 city branches. We've ordered two additional scan stations so all Sioux Falls locations will have this service. Statistical summary – use continues to increase across all categories. Checkout of physical items is fairly flat with Ronning being closed for 3 months. Digital circulation is up 20% over last year. Meeting and study room use continues to go up. Marketing events – 4 in October with over 3000 people interacted with. To date we've attended 69 marketing events with over 7000 interactions. Wi-Fi use count went up. The previous counting system was Ruckus reports; now we are using Who-fi which allows us to compare with other libraries as they use the same system. Teen had a large increase in programming.
5. Library Director and staff reports. Director report – Oct 21 was fall staff day and was held at the Museum of Visual Materials. 70 staff attended and the agenda included extra time for staff to network with staff from other locations. We had several one topic presentations including a presentation by the Mayor on relationship sway. Administration and Communications teams are planning 2023 communication initiatives. On Tuesday Nov 15 there's a community meeting on the future of aquatic locations in Sioux Falls; depending on direction of the aquatic facilities, a library storefront may be one of the features in an indoor recreation center/pool. The parent child workshop early literacy program is returning since COVID. This program is for a parent and child, is 5 weeks for 1 hour, including play stations, a child development expert, learning about the importance of play, and the expert interacting with each family. It is aimed at low income but not exclusive. We've launched the new catalog interface called Vega. Major improvement is a single record for a title with tabs for each format. Strategic Plan is nearly complete. We could do a special meeting or present at the next library board meeting.. Hogstad will come up with a plan for when we will present to the board. Staffing – Full time we have 2 Rural West openings, 1 Oak View, and 1 Downtown, contingent offers out on all of those. Three accepted offers and are awaiting screenings and there are two on the eligible list. Three part-time openings in the system. Read for the Record went very well with kids watching the videos that were recorded at school, on Keloland Living, Facebook live, storytimes, and in library bookwalks. Technology plan – Alysia Boysen reviewed the Technology Plan for 2023-2025, which was reviewed in October by a committee that included library, finance, web team and IT. It includes items accomplished in 2022. Overdue Fee Proposal – Monique Christensen reviewed the proposal to stop charging fines for adult materials that are returned late. Children and teen materials do not have overdue fines.
6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.

- a) December 24 closing, Motion by Murtha and second by Rosenthal to close the library on Dec 24. Motion carried.
 - b) Motion by Land and second by Murtha by to approve the 2023 board meeting schedule. Motion carried.
 - c) Motion by Rosenthal and second by Land to approve Siouxland Libraries Technology Plan 2023-2025. Motion carried.
 - d) Motion by Rosenthal and second by Land to approve the elimination of overdue fees proposal for adult materials effective December 1, 2022. Motion carried.
 - e) Hartford operating agreement. Motion by Land and second by Murtha to approve the Hartford operating agreement. Motion carried. This agreement updates the square footage and changes the ownership of the facility to the City of Hartford.
9. Other.
10. The next regular meeting will be on Wednesday, January 11 at 4:30 PM at the Prairie West Branch.
11. Adjournment. The meeting was adjourned at 5:28 P.M.

Monique Christensen, Library Staff

Date Approved

Jodi Fick, Board Secretary

DRAFT

Siouxland Libraries Summary Report - December 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
People Served / Visitors										
Service area population					241,518		230,819		4.6%	
New Cardholders	519		459		9,775		7,731		26.4%	
Active Cardholders					87,386		89,354		-2.2%	
Total Walk-in Visitors	50,823		42,226		718,190		525,483		36.7%	
Website Sessions	36,890		27,731		428,325		363,543		17.8%	
Library Catalog Sessions	24,967		28,279		349,765		364,367		-4.0%	
Mobile App Users (inconsistent data)	2,626		2,135		31,260		6,561		376.5%	
Total Digital Sessions	64,483		58,145		809,350		734,471		10.2%	
Total Hours Open	1,862.00		1,862.50		22,942.60		22,567.00		1.7%	
Resources Used										
Circulation										
Baltic	702		1,047		10,102		12,089		-16.4%	
Bookmobile	1,790		4,275		51,470		49,500		4.0%	
Brandon	6,497		5,744		92,926		87,362		6.4%	
Caille	21,751		18,718		312,207		262,641		18.9%	
Colton	833		844		8,981		9,242		-2.8%	
Crooks	1,263		1,056		17,011		17,396		-2.2%	
Downtown	20,437		19,339		279,184		267,863		4.2%	
Garretson	444		381		4,833		5,023		-3.8%	
Hartford	1,400		740		15,254		11,337		34.6%	
Humboldt	314		277		4,341		4,016		8.1%	
Oak View	7,923		8,009		134,605		112,591		19.6%	
Prairie West	16,786		15,705		229,252		225,502		1.7%	
Ronning	23,804		25,001		262,369		347,974		-24.6%	
Valley Springs	102		144		1,772		2,226		-20.4%	
Siouxland Use Garretson School	47		56		277		395		-29.9%	
Total Physical Circulation	104,093		101,336		1,424,584		1,415,157		0.7%	
Digital Resource Use										
OverDrive eAudio	12,570		10,266		150,398		120,787		24.5%	
Hoopla eAudio	3,096		1,741		29,454		22,084		33.4%	
OverDrive eBook	13,205		11,425		152,349		131,574		15.8%	
Hoopla eBook	1,357		850		12,192		10,838		12.5%	
Hoopla Movie, TV, Music, Comic	1,451		878		11,465		11,520		-0.5%	
RB Digital Magazine, Comic	-		-		-		1,342			
OverDrive Magazine	1,595		1,307		18,054		11,557		56.2%	
Total Digital Circulation	33,274		26,467		373,912		309,702		20.7%	
Total Circulation All Materials	137,367		127,803		1,798,496		1,724,859		4.3%	
Interlibrary Loans										
Materials loaned	67		51		1,949		1,997		-2.4%	
Materials borrowed	544		470		5,765		5,392		6.9%	
Meeting & Conference Room Use										
Total Meeting Room Use	208		225		3,443		2,040		68.8%	
Total Study Room Use	701		422		8,048		3,004		167.9%	
Total Computer Sessions	7,207		5,724		106,721		61,955		72.3%	
Wi-Fi Use	46,284		5,000		201,806		52,624		283.5%	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	19	830	16	189	224	4,376	163	2,076	37.4%	110.8%
Total Teen programs	4	78	5	53	70	1,020	35	171	100.0%	496.5%
Total Children's programs	19	741	2	14	155	6,099	66	2,554	134.8%	138.8%
Total Early Learning programs	48	1,154	54	706	801	20,116	369	7,402	117.1%	171.8%

Siouxland Libraries Summary Report - December 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Total programs	90	2,803	77	962	1,250	31,611	633	12,203	97.5%	159.0%
Total One-to-One Programs	54		63		1,923		2,047		-6%	
Total Virtual Programs	-	-	-	-	-	-	101	-		
Collection Statistics										
Items added	4,951		5,280		28,141		30,956		-9.1%	
Items discarded	2,605		2,475		22,444		36,131		-37.9%	
Total physical items in collection					276,812		270,959		2.2%	
Digital eBooks & eAudio added	515		449		6,803		6,652		2.3%	
Digital eBooks & eAudio discarded	246		-		3,740		3,414		9.5%	
Total Digital eBooks & eAudio					34,109		37,054		-7.9%	
Total collection size					310,921		308,013		0.9%	
Outreach										
Library volunteer hours	62.25		56.25		1,245.00		1,004.25		24.0%	
Marketing events (booths, etc.)	-		-		69		27		155.6%	
# of contacts at Marketing events	-		-		7,128		3,317		114.9%	

Siouxland Libraries - Key Performance Metrics

Library Use - Year	2022	2021	% up/down
New library cards issued	9,775	7,731	up 26.4%
Visitors to our libraries	718,190	525,483	up 36.7%
Visits to our website, catalog & app	809,350	734,471	up 10.2%
Circulation of physical materials	1,424,584	1,415,157	up 0.7%
Circulation of digital materials	373,912	309,702	up 20.7%
Total circulation of physical/digital	1,798,496	1,724,859	up 4.3%
Meeting room use	3,443	2,040	up 68.8%
Study room use	8,048	3,004	up 167.9%
Computer Use	106,721	61,955	up 72.3%
Wi-Fi Use	201,806	52,634	up 283.5%
Programs - Number	1,250	633	up 97.5%
Programs - Attendance	31,611	12,203	up 159%
Marketing events	70	27	up 159%
Contacts at Marketing events	7,372	3,317	up 122%
Volunteer Hours	1,245	1,004	up 24%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

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	1,792,579.25	.00	93,575.96	95.0%
076 Collections	232,500	0	232,500	283,636.69	.00	-51,136.69	122.0%
077 Operations	6,493,162	135,000	6,628,162	6,035,189.48	14,500.58	578,471.46	91.3%
078 Technology	623,472	0	623,472	585,231.15	46,918.53	-8,677.76	101.4%
079 Program Support	50,510	0	50,510	58,829.60	550.00	-8,869.60	117.6%
TOTAL General Fund	9,285,799	135,000	9,420,799	8,755,466.17	61,969.11	603,363.37	93.6%

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT



FOR 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	785,000	74,718	859,718	824,575.81	.00	35,141.92	95.9%
077 Operations	0	14,539	14,539	.00	.00	14,539.08	.0%
078 Technology	978,600	10,500	989,100	142,987.20	628,047.20	218,065.60	78.0%
TOTAL Capital Improvement Fund	1,763,600	99,757	1,863,357	967,563.01	628,047.20	267,746.60	85.6%

Siouxland Libraries: Policy List

Library policies are approved by the Board of Trustees for Siouxland Libraries. Policies are available for review on the Library Website or by request from library staff.

Current Library Policies	Description	Adopted or last reviewed
Age Restrictions	Defines that library does not restrict access to library collections based on age.	8/29/2003
Collection Development Policy	Defines collection selection and management guidelines. Includes Gifts and Donations and process to request reconsideration of library materials.	7/8/2020
Exhibits and Displays	Sets parameters for the public to have exhibits and displays at the Library	11/8/2006
Internet Use and Safety Policy	Defines responsibilities of public to use internet at library. Includes information on filtering on library computers.	5/9/2018
Meeting Room Policy	Defines who can use meeting rooms, and parameters for reserving and using the rooms.	3/8/2017
Rules of Conduct	Defines rules for how individuals shall conduct themselves when in the library.	5/9/2018
Discipline Policy	Defines progressive discipline and appeals process if people violate the Rules of Conduct	7/19/2018
Library Program Policy	Defines types of programs library offers and who can attend. Includes process if any persons object to a program.	1/8/2020
Privacy Statement	Defines what information is collected when using library resources. Includes Confidentiality of Library Records.	9/1/2021
<i>Interlibrary Loan Policy</i>	<i>New policy defining parameters for Interlibrary Loan - when we borrow books from other libraries for Siouxland patrons.</i>	<i>March 2023 - proposed review date</i>