

Agenda
Siouxland Libraries Board of Trustees
Downtown Library, 200 N Dakota Ave, Sioux Falls, SD
Wednesday, March 8, 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 January 11, 2023 regular meeting
4. Approval of minutes of February 8, 2023 special meeting
5. Review of financial and statistical reports
6. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) One Book Siouxland Update – Amy Larsen
 - c) Everybody Reads Update – Jodi Fick
7. Public Input
8. Unfinished business
9. New business
 - a) Approve Interlibrary Loan Policy.
10. Other
11. Next regular meeting: May 10, 2023 at 4:30 p.m. at the Colton Branch, 402 Dakota Ave, Colton, SD.
12. Adjournment



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

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, January 11, 2023 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Hogstad. Members present: Adam Emerson, Lorie Hogstad, Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick. Members absent: Anne Land, County Commissioner Dean Karsky
Staff present: Monique Christensen
2. Adoption of the agenda. Motion by Emerson and second by Rosenthal to adopt the agenda. Motion carried.
3. Motion by Murtha and second by Emerson to approve the minutes of the November 9, 2022 meeting. Motion carried.
4. Review of financial and statistical reports. Financial reports are preliminary year end reports as invoices for 2022 are still being processed. In operations, 93% of the budget was spent. In 2022, personnel costs were less than anticipated with a larger than typical number of new hires and retirements. We added a new database - Job Now which has resume review, online coaching and interview coaching. The Preliminary Capital budget is 96% spent in Collections; unspent funds can roll forward for projects that are not complete. In 2022, we began the Self Check and AMH replacement project; equipment will arrive and be installed in 2023. Meeting room equipment is also being replaced with funds not used in other projects. Work is beginning on the 2024 budget. Statistics: In addition to the regular report, there is a report of Key Performance Metrics with data for 2021 and 2022. Of note, the number of new library cards issued is higher than the estimated population increase for Sioux Falls. Circulation of physical items increased slightly but there is more increase in digital usage. Study rooms are up; we added three rooms at Ronning in May 2022. Computer use significantly up but not at the level of 10 years ago. Access to computers continues to be a need in our community.
5. Library Director and staff reports. Ronning will be closed for recarpeting, the carpet tiles are less than 10 years old and were curling at the corners. The manufacturer is replacing at no cost to the City. They contracted with Library Furniture International to move shelving. Customers will be able to use the branch on a very limited basis at the drive-up window. The Digital literacy committee is working on plans to revamp and bring back better computer instruction for the community. So far three staff members are interested in teaching classes which should begin in quarter two of 2023. We plan to add more resources on our website with Basic Technology Resources for Beginners. We also will be making sure all the staff are skilled in using our own technology and know the basics. Staffing: three library associates started in the last couple weeks; one more is starting at the end of the month. Human Resources looked at all part-time wages and increased the base to \$16 in December with a 3% cost of living at beginning of 2023. The new base pay is \$16.48. OneBook Siouxland- we're finalizing programming later this week. The title, Accidental Rancher by Eliza Blue was announced in December. 154 copies are in the system with about 20 available for checkout. Author is coming in late April to share music and stories at the Old Courthouse Museum. One of the programs will be the launch of a seed library pilot at the Ronning Branch. The Seed Library is a partnership with Common Roots Seed Library, a local organization, who will be maintaining the seeds and providing educational programming.
Review policies list- library policies are approved by the Library Board. Ideally each policy should be reviewed on a regular schedule. Jodi made recommendations to review the following policies in the next year: Interlibrary loan, meeting room, internet use and safety, age restrictions, and collection development. Murtha asked about Fine Free. The library received a lot of positive coverage on the elimination of overdue fines. In addition, we are seeing people respond by renewing cards and

coming back to the library. Staff are continuing to waive previous overdue fees on customer accounts. Patron Point a new targeted marketing service, is being utilized to inform customers of the change.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business. Motion by Murtha and second by Emerson to set a special meeting for strategic plan review on February 8, 2023 at 4:30 PM at the Downtown Library.
9. Other.
10. The next regular meeting will be on Wednesday, March 8, 2023, at 4:30 PM at the Downtown Library.
11. Adjournment. The meeting was adjourned at 5:24 PM.

Monique Christensen, Library Staff

Date Approved

Jodi Fick, Board Secretary

DRAFT



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MINUTES OF BOARD OF TRUSTEES SPECIAL MEETING

Siouxland Libraries

Downtown Library

Wednesday, February 8, 2023 – 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: Adam Emerson, Lorie Hogstad, Anne Land, Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick.
Members absent: Dean Karsky
Staff present: Alysia Boysen
Guest Present: Jill Callison
2. Adoption of the agenda. Motion by Joel Rosenthal and second by Adam Emerson to adopt the agenda. Motion carried.
3. Library Strategic Plan: Director Fick presented the Siouxland Libraries Strategic Plan 2023-2027. Last year, Siouxland Libraries contracted with LibraryIQ to assist with the Strategic Planning Process. In spring-summer, customers were surveyed with 1300 responses received. Eleven focus group meetings were held comprised of Siouxland Libraries' employees, business leaders, nonprofits, education leaders, teens at Washington High School, and general public.
A number of challenges emerged as detailed in the plan. Input from the surveys, focus groups, along with interviews with key community leaders formed the basis for the Strategic Plan.
The plan is organized in three goal areas: increase awareness, encourage learning, and ensure inviting spaces. Each area has specific strategies and objectives that will guide the library from 2023-2027; these are detailed in the written plan.
In addition, LibraryIQ also supplied an analysis of key metrics for Siouxland Libraries, comparing the library to three peer libraries: Des Moines, Washington County and Lincoln City public libraries. This information is also provided as an addendum to the report.
4. Motion by Emerson and second by Rosenthal to approve the Siouxland Libraries Strategic Plan 2023-2027.
5. Adjournment. The meeting was adjourned at 5:39 P.M.

Alysia Boysen, Library Staff

Date Approved

Jodi Fick, Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048	Facilities	2,012,548	0	2,012,548	108,210.11	.00	1,904,338.11	5.4%
076	collections	242,600	0	242,600	47,618.37	.00	194,981.63	19.6%
077	Operations	6,763,139	0	6,763,139	818,292.86	67,655.16	5,877,190.87	13.1%
078	Technology	688,504	0	688,504	43,795.24	137,514.62	507,194.14	26.3%
079	Program Support	53,856	0	53,856	3,506.75	850.00	49,499.25	8.1%
TOTAL General Fund		9,760,647	0	9,760,647	1,021,423.33	206,019.78	8,533,204.00	12.6%

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT



FOR 2023 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	821,000	38,851	859,851	98,470.89	.00	761,380.57	11.5%
077 Operations	100,000	0	100,000	.00	.00	100,000.00	.0%
078 Technology	64,400	856,942	921,342	17,140.00	610,907.20	293,295.14	68.2%
TOTAL Capital Improvement Fund	985,400	895,794	1,881,194	115,610.89	610,907.20	1,154,675.71	38.6%

Siouxland Libraries Summary Report - February 2023

	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	739	572	1,499	1,209	24.0%
Active Cardholders			88,007	88,195	-0.2%
Total Walk-in Visitors	60,010	54,469	120,542	109,597	10.0%
Website Sessions	36,250	31,084	75,857	66,911	13.4%
Library Catalog Sessions	27,434	28,133	57,859	62,434	-7.3%
Mobile App Users	2,786	2,304	5,763	4,748	21.4%
Total Digital Sessions	66,470	61,521	139,479	134,093	4.0%
Total Hours Open	1,661.00	1,776.25	3,465.00	3,716.75	-6.8%
Resources Used					
Circulation					
Baltic	787	661	1,649	1,516	8.8%
Bookmobile	1,353	5,744	2,627	12,347	-78.7%
Brandon	7,169	6,165	14,256	12,912	10.4%
Caille	23,862	20,576	48,504	40,208	20.6%
Colton	856	904	1,571	1,775	-11.5%
Crooks	1,159	1,119	2,500	3,186	-21.5%
Downtown	22,119	20,008	44,438	41,983	5.8%
Garretson	330	346	758	716	5.9%
Hartford	1,339	898	2,970	1,701	74.6%
Humboldt	517	243	990	530	86.8%
Oak View	8,751	8,689	16,829	16,415	2.5%
Prairie West	17,211	16,013	35,159	32,763	7.3%
Ronning	21,479	20,679	48,106	48,174	-0.1%
Valley Springs	111	169	223	369	-39.6%
Siouxland Use Garretson School	43	33	79	82	-3.7%
Total Circulation	107,086	102,247	220,659	214,677	2.8%
Digital Resource Use					
OverDrive eAudio	13,153	10,506	27,677	21,757	27.2%
Hoopla eAudio	2,996	2,229	5,856	4,394	33.3%
OverDrive eBook	14,075	11,287	29,718	24,251	22.5%
Hoopla eBook	1,179	921	2,483	1,939	28.1%
Hoopla Movie, TV, Music, Comic	1,110	1,019	2,081	1,885	10.4%
OverDrive Magazine	1,657	1,337	3,656	2,906	25.8%
Total Digital Circulation	34,170	27,299	71,471	57,132	25.1%
Total Circulation All Materials	141,256	129,546	292,130	271,809	7.5%
Interlibrary Loans					
Materials loaned	73	54	156	108	44.4%
Materials borrowed	530	563	1,123	1,083	3.7%
Total Meeting Room Use	304	242	583	401	45.4%
Total Study Room Use	723	579	1,367	898	52.2%
Total Computer Sessions	8,650	6,785	17,927	12,865	39.3%

Siouxland Libraries Summary Report - February 2023

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Programming					-		-			
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Adult Programs	16	211	18	194	31	473	34	358	-8.8%	32.1%
Teen Programs	7	92	7	56	12	151	14	102	-14.3%	48.0%
Children's Programs	24	737	5	104	37	1,445	9	150	311.1%	863.3%
Early Learning programs	62	1,664	54	1,015	131	3,091	114	1,951	14.9%	58.4%
Total Programs	109	2,704	84	1,369	211	5,160	171	2,561	23.4%	101.5%
Total One-to-One Programs	76		78		147		130		13%	
Collection Statistics										
Items added	1,094		2,002		1,599		3,339		-52.1%	
Items discarded	1,212		1,303		2,107		2,933		-28.2%	
Total physical items in collection					271,613		267,123		1.7%	
Digital eBooks & eAudio added	301		560		1,128		1,079		4.5%	
Digital eBooks & eAudio discarded	438		142		833		693		20.2%	
Total Digital eBooks & eAudio					38,977		36,037		8.2%	
Total collection size					310,590		303,160		2.5%	

Interlibrary Loan Policy

Purpose and Mission

Interlibrary Loan (ILL) is the borrowing and lending of materials between libraries. The purpose of offering ILL services is to obtain materials and information not available at Siouxland Libraries and to provide resources to other libraries. This service supports the library's mission by connecting users to a broader world of ideas and information. Interlibrary loan is intended to supplement information needs and is not a substitute for the library's collection. Items frequently requested will be considered for purchase.

Practices & Guidelines:

The conditions of this service are set by the [Interlibrary Loan Code for the United States](#), Copyright Law of the United States, [CONTU Guidelines](#), and by the regulations of individual libraries. Requests for copies must comply with [Section 108](#) of the U.S. Copyright Law.

Borrowing

Users

1. Siouxland Libraries cardholders with accounts in good standing may request material through ILL. Library cards with a temporary address, customers who receive homebound deliveries, deposit collection deliveries, and Student Success cards are not eligible.
2. Borrowers may have a finite number of ILL requests at a time. This number is set by ILL staff based on staffing availability and cost and will be communicated to library users.
3. ILL privileges may be restricted or suspended for the following behaviors occurring within a 12-month period:
 - Failure to pick up five or more ILL items
 - Returning five or more ILL items 30 or more days past the due date
 - Returning five or more damaged ILL items

Eligible Items

Siouxland Libraries will request materials from libraries throughout the United States. Some requests may not be filled due to high demand, copyright restrictions, unavailability, or policy restrictions from other libraries. Customers will be notified if a request cannot be filled.

1. Books, articles, magazines, DVDs, audiobooks, CD music, microfilm and other library materials not owned by Siouxland Libraries are eligible for interlibrary loan. Requests may also be placed for items that are owned by Siouxland Libraries, but meet one of the following criteria:
 - a. Items that have been lost for more than a month
 - b. Items that are being repaired
 - c. Items that have been withdrawn
2. Items must be more than one (1) year old. Newer items will be considered for purchase.
3. Siouxland Libraries does not charge a fee for ILL and tries to obtain items from libraries that also provide free services. If the item is only available for a fee, ILL staff will contact the customer for approval. Any costs will be paid by the customer. Items that require tracking or insurance will not be accepted.
4. Materials that may not be requested include, but are not limited to:
 - a. Items on order or owned by Siouxland Libraries
 - b. Items in eBook, eAudiobook, or streaming formats
 - c. New items published within the last year

Submitting a Request

Interlibrary loan is not designed for rush or urgent requests; however, every effort will be made to order ILL requests quickly. Including correct citation information, such as format, title, author, publication date, volume and page numbers will help staff process requests swiftly and accurately. Not all requests can be fulfilled. High demand items, reference materials, textbooks, course materials, rare, valuable, or archival materials are often not available through interlibrary loan.

1. Cardholders may submit ILL requests by calling or visiting any Siouxland Libraries branch or through our website at <https://www.siouxlandlib.org/interlibrary-loans>
2. Requests should be submitted as far in advance as possible. The average request time is 1-2 weeks but could take four weeks or longer.
3. Customers will be notified through their preferred notification method when materials arrive and are available for pick-up. It is the customer's responsibility to obtain the materials in a timely fashion after notification. ILL materials will remain on the hold shelf until their due date.

Loan Period and Renewals

1. Loan periods for ILL materials are defined by the policies of the lending library.
2. Interlibrary loan items must be picked up at a Siouxland Libraries location, with the exception of articles that are electronically delivered.

3. Renewals are granted at the discretion of the lending library. One request for renewal can be placed no more than seven days before the item is due. Renewal requests cannot be placed for items that are past their due date.
4. Items are considered overdue if they are not returned to Siouxland Libraries by the assigned due date.
5. Items are considered lost if they are overdue 30 or more days.
6. Items may be recalled by the lending library at any time. If an item is recalled, customers are expected to return the item as soon as possible.

Conditions of Use

Siouxland Libraries will adhere to conditions set by the lending library for the use of their materials. Some items may be available for in-library use only.

1. Lost or damaged ILL materials are subject to the lending library's rules and policies.
2. If an item is lost or cannot be returned, Siouxland Libraries will contact the lending library to determine charges for the material.
3. Customers are responsible for all fines or charges resulting from overdue, lost, or damaged ILL materials. If a fee is charged, Siouxland Libraries will pay the lending library and assign the fee to the customer's library account.

Lending to Other Libraries

Siouxland Libraries does not charge to lend items through interlibrary loan and will make every effort to supply materials from our collection to other libraries in the United States. Some items may be unavailable due to cost, uniqueness, copyright restriction, demand by Siouxland Libraries customers, or other limitations.

What can be lent and restrictions:

1. Materials that have been published or released within the last year will not be loaned through interlibrary loan.
2. Copies of magazine articles will be scanned and emailed to requesting library or customer.
3. In-state requests can be made for the Book Club to Go collection. Items must be picked up at a library that is a stop on the South Dakota intrastate courier.
4. Items in the Caille Room and Genealogy collections will be assessed on a case-by-case basis.
5. Other restricted materials include:
 - a. eContent
 - b. Games
 - c. Bins

- d. Kits
- e. Passes
- f. Items in-use or in-demand by Siouxland Libraries customers

Conditions of use and associated charges:

1. Materials will be loaned for a four-week period, except for Book Club to Go bags.
2. Renewals are available upon request.
3. Books borrowed from Siouxland Libraries remain the fiscal responsibility of the borrowing library until the item is received at Siouxland Libraries. Materials lost or damaged in the mail or other methods of transit are the responsibility of the borrowing library. Materials damaged while on loan to another library will be billed for replacement.
4. Items not returned after eight weeks past the due date will be billed to the borrowing library for the replacement cost of the item.

Proposed Effective Date: April 1, 2023.

Approved by the Siouxland Library Board of Trustees on XX/XX/XXXX.