

Agenda
Siouxland Libraries Board of Trustees
Downtown Library, 200 North Dakota Ave, Sioux Falls
Wednesday, March 13, 2024 – 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 10, 2024 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) Washington Pavilion Partnership – Alysia Boysen
 - c) Statements of Concern – Jodi Fick
 - d) Proposed Meeting and Study Room Policy – Dan Neeves
6. Public Input
7. Unfinished business
 - a) Meeting and Study Room Policy
8. New business
9. Other
10. Next regular meeting: May 8, 2024 at 4:30 p.m. at the Hartford Branch Library, 119 N Main Ave, Hartford, SD.
11. Adjournment



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

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Caille Branch Library

Wednesday, January 10, 2024 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:42 PM by Rosenthal. Members present: Adam Emerson, Lorie Hogstad, Anne Land, Joel Rosenthal, County Commissioner Jen Bleyenbergh and Library Director Jodi Fick. Members absent: Justine Murtha
Staff present: Alysia Boysen, Sharlene Lien and Dan Neeves
2. Adoption of the agenda. Motion by Hogstad and second by Emerson to adopt the agenda. Motion carried.
3. Motion by Emerson and second by Hogstad to approve the minutes of the November meeting. Motion carried.
4. Review of financial and statistical reports. Preliminary year-end financial reports were presented. 94.5% of the operation budget was spent in 2023. There will be a few more invoices paid as finance finishes up the year. Siouxland Libraries saw personnel savings due to retirements. \$135,000 was also transferred into the budget in April to account for an additional cost of living increase in salaries. In Technology the library had decreased spending due to reduction of maintenance costs for AMH. In the Capital Budget, 98.7% of the Collection budget was expended. Materials that had been delayed due to vendor issues started arriving in December. In Operations, the funds are for shelving replacements which will occur in 2024. In Technology, 80.4% of the budget was expended.

Statistical report. Siouxland Libraries continues to see a significant increase in use of library services and circulation. Fick highlighted use of Electronic Resources: all databases are seeing significant usage. In the first year with JobNow, over 1,000 people uses the database over 3,500 times. Anecdotaly, customers have reported success in acquiring jobs after using resources and skills gained from JobNow. LinkedIn Learning had a 142% increase in people logging in; this is expected to continue to grow as staff begin to promoting the service directly to local businesses on-site and offer training. Mango Languages is also having good numbers. Value Line offers stock market information; use in 2023 is up 133% over 2022.

5. Library Director and staff reports.
 - a. Director Fick reported:
Remodel at the Garretson library: The library was closed for two weeks at the end of the year for new paint and carpet. Reopened January 2. The location is awaiting additional shelving, but the branch is back open. The remodel is a joint project with the City of Garretson.
Staffing: Finishing up performance impact reviews with all full-time staff. There are currently three full-time openings (Library Associate and Assistant Director) and one part-time opening (Baltic Branch). Kathy Faith, part-time staff member at Baltic for over 34 years, retired in November. The library will be hiring a library intern as part of the City of Sioux Falls Ascend program. This position closes on January 31, and we currently have 13 people interested.
Rural locations have moved to the City phone system, decreasing the cost of phones and improving the ability to transfer calls between locations. All Siouxland Libraries, except Brandon Branch, are on the City of Sioux Falls phone system.
Expanded Access: In 2024, additional rural locations will have Expanded Access. Some of the

equipment is on-order and Alysia Boysen is project manager for the installation.

- b. Meeting Policy and Study Room Policy report – Dan Neeves and Sharlene Lien. The intent is to help clarify the existing meeting room policy and increase use of the rooms by rooming some restrictions. The policy added clarity for private social gatherings. The policy was reviewed and questions were answered. No action was taken and the Policy will move to unfinished business at the March meeting.
 - c. One Book Siouxland update. On January 3, a media briefing was held where Director Fick announced the title and the author spoke about the book. Don't Look Back. Achut Deng lives in Sioux Falls and works at Smithfield. The public is excited about the book, with all 150 physical copies of the title checking out within days of the announcement. Staff are additional additional copies of the digital editions as needed. Achut Deng will speak on the last Saturday of April at the Multicultural Center.
 - d. Everybody Reads. This is the third year of this partnership with the Sioux Falls School District, encouraging everyone to read! This year's theme is "Rain or Shine Everybody Reads" with books read being counted with paper raindrops on displays in public and school libraries. Superintendent Stavim and Mayor TenHaken are recording a promotion to the program. Over 300,000 books were read last year.
6. Public Input. (There was no public input.)
 7. Unfinished Business.
 - a. Approval of Bulletin Board Policy, Motion by Hostad and second by Land to approve the Bulletin Board Policy with a February 1, 2024 effective date. Motion carried.
 8. New Business. (There was no new business.)
 9. Other.
 10. The next regular meeting will be on Wednesday, March 13 at 4:30 PM at the Downtown Library.
 11. Adjournment. Motioned by Emerson and seconded by Rosenthal. The meeting was adjourned at 5:27 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:	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	98,635.91	.00	761,215.55	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	115,775.91	610,907.20	1,154,510.69	38.6%

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	202,126.77	.00	1,810,421.45	10.0%
076 Collections	242,600	0	242,600	48,167.72	.00	194,432.28	19.9%
077 Operations	6,762,939	0	6,762,939	819,283.27	67,655.16	5,876,000.46	13.1%
078 Technology	688,504	0	688,504	50,509.87	137,514.62	500,479.51	27.3%
079 Program Support	53,856	0	53,856	3,639.50	850.00	49,366.50	8.3%
TOTAL General Fund	9,760,447	0	9,760,447	1,123,727.13	206,019.78	8,430,700.20	13.6%

Siouxland Libraries Summary Report - February 2023

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			250,551	241,518	3.7%
New Cardholders	727	739	1,523	1,499	1.6%
Active Cardholders			84,343	88,007	-4.2%
Total Walk-in Visitors	68,991	60,010	130,516	120,542	8.3%
Website Sessions	38,287	36,250	81,113	75,857	6.9%
Library Catalog Sessions	7,239	27,434	15,603	57,859	-73.0%
Vega Library Catalog	26,100		56,900	-	#DIV/0!
Mobile App Users	16,416	2,786	34,055	5,763	490.9%
Total Digital Sessions	88,042	66,470	187,671	139,479	34.6%
Total Hours Open	1,942.50	1,776.25	3,972.00	3,716.75	6.9%
Resources Used					
Circulation					
Baltic	533	787	1,150	1,649	-30.3%
Bookmobile	4,691	1,353	9,468	2,627	260.4%
Brandon	7,495	7,169	15,146	14,256	6.2%
Caille	24,585	23,862	50,265	48,504	3.6%
Colton	610	856	1,178	1,571	-25.0%
Crooks	1,093	1,159	2,278	2,500	-8.9%
Downtown	21,873	22,119	43,599	44,438	-1.9%
Garretson	561	330	977	758	28.9%
Hartford	1,599	1,339	3,051	2,970	2.7%
Humboldt	495	517	977	990	-1.3%
Oak View	9,304	8,751	17,798	16,829	5.8%
Prairie West	18,299	17,211	36,792	35,159	4.6%
Ronning	26,144	21,479	52,113	48,106	8.3%
Valley Springs	146	111	268	223	20.2%
Siouxland Use Garretson School	123	43	225	79	184.8%
Total Circulation	117,551	107,086	235,285	220,659	6.6%
Digital Resource Use					
OverDrive eAudio	19,034	13,153	39,023	27,677	41.0%
Hoopla eAudio	4,282	2,996	8,063	5,856	37.7%
OverDrive eBook	16,443	14,075	34,871	29,718	17.3%
Hoopla eBook	1,438	1,179	2,736	2,483	10.2%
Hoopla Movie, TV, Music, Comic	1,155	1,110	2,314	2,081	11.2%
OverDrive Magazine	6,278	1,657	13,135	3,656	259.3%
Total Digital Circulation	48,630	34,170	100,142	71,471	40.1%
Total Circulation All Materials	166,181	141,256	335,427	292,130	14.8%
Interlibrary Loans					
Materials loaned	45	73	98	156	-37.2%
Materials borrowed	631	530	1,282	1,123	14.2%
Total Meeting Room Use	466	304	913	583	56.6%
Total Study Room Use	1,091	723	2,445	1,367	78.9%
Total Computer Sessions	9,070	8,650	18,598	17,439	6.6%

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	20	306	16	211	34	487	31	473	9.7%	3.0%
Teen Programs	10	120	7	92	19	195	12	151	58.3%	29.1%
Children's Programs	29	778	24	737	48	1,269	37	1,445	29.7%	-12.2%
Early Learning programs	101	2,319	62	1,664	190	4,115	131	3,091	45.0%	33.1%
Total Programs	160	3,523	109	2,704	291	6,066	211	5,160	37.9%	17.6%
Total One-to-One Programs	69		76		127		147		-14%	
Collection Statistics										
Items added	2,738		1,094		5,305		1,599		231.8%	
Items discarded	1,653		1,212		6,854		2,107		225.3%	
Total physical items in collection					270,572		266,209		1.6%	
Digital eBooks & eAudio added	2,383		301		5,209		1,128		361.8%	
Digital eBooks & eAudio discarded	1,050		438		3,159		833		279.2%	
Total Digital eBooks & eAudio					40,732		35,946		13.3%	
Total collection size					311,304		302,155		3.0%	
Outreach										
Library volunteer hours	139.50		98.00		279.50		193.00		44.8%	
Marketing events (booths, etc.)	3		1		3		3		0.0%	
# of contacts at Marketing events	255		30		255		30		750.0%	