

Agenda
Siouxland Libraries Board of Trustees
Downtown Library – 200 N Dakota Ave, Sioux Falls, SD
Wednesday, May 14, 2025 – 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 March 14, 2025 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report
6. Public Input
7. Unfinished business
 - a) Update on Library Materials Appeals process and set Special Meeting date to approve changes to the Collection Development Policy
8. New business
 - a) Adopt proposed Meeting and Study Room Policy revision
9. Other
 - a) Executive Session under SDLA-1-25-2(1) to discuss personnel matter
10. Next regular meeting: July 9, 2025 at 4:30 p.m. at the Prairie West Branch Library
11. Adjournment



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

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Oak View Branch Library

Wednesday, March 12, 2025 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Murtha.
Members present: Adam Emerson (via phone), Anne Land, Justine Murtha, Joel Rosenthal, County Commissioner Jen Bleyenbergh and Library Director Jodi Fick.
Members absent: Lorie Hogstad
Staff present: Aldijana Bonander, Alysia Boysen, Amy Larsen
2. Adoption of the agenda. Motion by Rosenthal and second by Land to adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Emerson to approve the minutes of the January 8, 2025, meeting. Motion carried.
4. Review of financial and statistical reports.
Financial Report: In the Capital Fund, Collection has spent 9.4% of the 2025 budget. The original appropriated budget was \$867K, \$3,136 was added to the budget from what remained of 2024. In Operations, the replacement vehicle for courier has been ordered, expected delivery in June. e bookmobile will come out of the operations budget. General Fund: Fick explained what expenses are covered in each of the program areas.
Statistical Summary Report: Active card holders continue to go down 6.2%. Circulation of digital collections continues to increase. Programming numbers and attendance are increasing. Adult increased by 166.7%, Teen decreased by -11.3%, After school increased by 166.5%, and Early Literacy increased by 6%.
5. Library Director and staff reports.
 - a. Director Report
Jodi Fick announced her intent to retire this summer. Library Board responsibility in replacement is to make a recommendation to the Mayor. HR will be leading the selection and hiring process. Jodi along with the rest of Administration is working with Finance to ensure a smooth transition. Mid-Management offsite was March 11. The management team met to define three-year goals, one-year goals, and quarterly tasks. In addition, each manager shared a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for their areas to assist in determining goals.
Budget – Administration has started working on the 2026 budget; first draft is due end of March.
Staffing Update: Prairie West Library associate resigned. The position has been posted and once filled, will be at the Downtown Library as a library associate from the Downtown Library has transferred to Prairie West.
 - b. Oak View Renovation Update – Amy Larsen updated the board on the planned improvements and timeline for the Oak View Remodel. Architecture Inc. is designing the project. Plan to bid this summer with construction in the fall. The branch will be closed during construction for approximately 2-3 months. The major pieces of the remodel include Outdoor – concrete improvements, heated concrete, increased parking, additional bike racks, outdoor seating, reduction in landscaping with easier maintenance. Enclosed Courtyard at the back of the building. Interior: replacement of front doors and flooring. Addition of family restroom and mother's room, enclosed staff area. Addition of 4 study rooms and a smaller quiet room.

- c. 30th Anniversary Plans – Alysia Boysen updated the board on the plans to celebrate the 30th Anniversaries for Siouxland Libraries and the Ronning Branch and the 20th anniversary for Oak View. June 1st is the official anniversary for Siouxland. May 31 (Pack the Library Day) there will be programs at all open locations for guests to enjoy. Ronning will have a celebration in August or September as the branch opened in September 1995.
6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.
9. Other.
 - a. Discussion of 2025 Legislative session actions that affect the library. HB 1239 amended SD Codified Laws 22-24-55 and 22-24-56 to “allow for an individual to appeal to the governing body of the public library, as defined in 14-2-27, to determine whether any matter or materials is obscene. Any determination made by the governing body as to whether any matter or material is obscene is subject to judicial review in a court of competent jurisdiction.” Library admin is working with City Attorney’s Office to determine changes needed to current policy and procedure and will bring recommendations to the next Library Board meeting.
10. The next regular meeting will be on Wednesday, May 14, 2025, at 4:30 PM at the Garretson Branch Library.
11. Adjournment. The meeting was adjourned at 6:02 P.M.

Aldijana Bonander, Library Staff

Date Approved

Jodi Fick, Board Secretary

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT



FOR 2025 04

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	867,000	3,136	870,136	247,485.51	.00	622,650.60	28.4%
077 Operations	0	111,667	111,667	.00	108,250.00	3,417.00	96.9%
078 Technology	0	169,671	169,671	.00	38,177.92	131,493.08	22.5%
TOTAL Capital Improvement Fund	867,000	284,474	1,151,474	247,485.51	146,427.92	757,560.68	34.2%

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
048 Facilities	2,180,213	0	2,180,213	693,864.59	.00	1,486,348.20	31.8%
076 Collections	296,450	0	296,450	52,865.65	12,575.00	231,009.35	22.1%
077 Operations	7,589,148	0	7,589,148	2,004,216.55	81,523.64	5,503,408.11	27.5%
078 Technology	793,121	0	793,121	678,991.52	223,647.10	-109,517.71	113.8%
079 Program Support	65,880	0	65,880	15,350.09	1,425.00	49,104.91	25.5%
TOTAL General Fund	10,924,812	0	10,924,812	3,445,288.40	319,170.74	7,160,352.86	34.5%

Siouxland Libraries Summary Report - April 2025

	This Month		This Month		This YTD		Last YTD		% Change YTD	
People Served / Visitors										
Service area population	737		770		255,913		250,551		2.1%	
3,075					3,040		1.2%			
82,796					89,322		-7.3%			
Total Walk-in Visitors	78,009		73,498		311,043		273,878		13.6%	
Total Digital Sessions	74,446		93,739		332,080		370,175		-10.3%	
Total Hours Open	2,084.25		2,073.50		8,033.00		8,090.50		-0.7%	
Resources Used										
Circulation										
Baltic	904		678		2,857		2,409		18.6%	
Bookmobile	6,960		4,832		24,223		18,650		29.9%	
Brandon	8,726		9,117		34,240		32,742		4.6%	
Caille	24,249		26,149		94,956		103,492		-8.2%	
Colton	701		736		2,511		2,761		-9.1%	
Crooks	1,250		1,316		4,730		4,962		-4.7%	
Downtown	20,354		23,440		82,915		89,562		-7.4%	
Garretson	712		458		2,655		1,842		44.1%	
Hartford	1,230		1,449		5,052		5,878		-14.1%	
Humboldt	248		350		1,220		1,727		-29.4%	
Oak View	7,646		9,841		31,273		37,585		-16.8%	
Prairie West	19,894		20,053		76,597		76,164		0.6%	
Ronning	30,860		28,773		117,741		110,224		6.8%	
Valley Springs	128		168		477		586		-18.6%	
Siouxland Use Garretson School	38		66		260		357		-27.2%	
Total Circulation Physical Items	123,900		127,426		481,707		488,941		-1.5%	
Digital Resource Use										
OverDrive eAudio	23,347		20,226		92,246		79,625		15.9%	
Hoopla eAudio	4,952		4,752		21,618		18,144		19.1%	
OverDrive eBook	16,793		16,185		70,656		68,413		3.3%	
Hoopla eBook & comic	2,294		1,763		9,180		7,066		29.9%	
Hoopla Movie, TV, Music, Binge Pass	1,179		1,021		5,095		3,726		36.7%	
OverDrive Magazine	6,702		3,150		27,069		22,799		18.7%	
Total Digital Circulation	55,267		47,097		225,864		199,773		13.1%	
Total Circulation All Materials	179,167		174,523		707,571		688,714		2.7%	
Meeting & Conference Room Use										
Total Meeting Room Use	441		584		1,643		1,727		-4.9%	
Total Study Room Use	1,047		1,600		4,135		4,493		-8.0%	
Total Computer Sessions	11,092		12,034		43,751		44,683		-2.1%	
Wi-Fi Use	54,571		54,157		173,113		207,049		-16.4%	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	41	798	31	906	153	2,706	82	1,983	86.6%	36.5%
Total Teen programs	14	102	10	84	55	491	39	382	41.0%	28.5%
Total Children's programs	29	720	43	1,142	114	5,069	114	3,081	0.0%	64.5%
Total Early Learning programs	133	2,726	116	2,550	471	10,389	417	9,519	12.9%	9.1%
Total programs	217	4,346	200	4,682	793	18,655	652	14,965	21.6%	24.7%
Total One-to-One Programs	211		100		684		325		110%	

Siouxland Libraries Summary Report - April 2025

	This Month	This Month	This YTD	Last YTD	% Change YTD
Collection Statistics					
Items added	1,983	2,974	7,818	8,279	-5.6%
Items discarded	2,346	2,889	10,409	6,361	63.6%
Total physical items in collection			269,530	266,001	1.3%
Digital eBooks & eAudio added	3,850	926	14,799	6,673	121.8%
Digital eBooks & eAudio discarded	3,047	118	13,858	3,834	261.5%
Total Digital eBooks & eAudio			39,623	39,207	1.1%
Total collection size			309,153	305,208	1.3%

Meeting and Study Room Policy Update Summary

The most significant change to the policy is the addition of the following statement located under the Library Endorsement information:

Any Library or City logo is restricted to those participating in the City's official business. The brand cannot be used to endorse any product, service or private organization unless an official partnership has been established.

This was added to alleviate any confusion about use of the Library logo for marketing purposes.

Other minor clarifications and/or additions are listed below:

Meeting Rooms

General Guidelines

- Commercial Purposes:
 - Added '**unless part of an official library program**' for clarification such as author events.

*Using the Room

The following statements were included in the study room information and have been added to the meeting room information for consistency.

- Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel.
Any reservation not canceled with library staff is listed as a no-show.
Three (3) no-shows within a calendar year may result in a suspension of study room privileges for up to three (3) months.
- The Library Director or their designee has authority to suspend an individual or group from using any Siouxland Libraries rooms.

Study Rooms

General Guidelines

Siouxland Libraries' study rooms are designed to be available to individuals or small groups seeking a quiet study/group project or meeting space.

- Original statement: Siouxland Libraries' study rooms are designed to be available **on a widespread and equitable basis** to individuals or small groups seeking a quiet study/group project or meeting space.
- Removal of the words **on a widespread and equitable basis** as deemed unnecessary after review by the City Attorney.

Siouxland Libraries

Meeting Room and Study Room Use Policy

Purpose

Meeting spaces at Siouxland Libraries are provided to support the library's mission to connect the community to ideas and information to enrich their lives.

The Meeting Room and Study Room Use Policy establishes rules and procedures for the use of the library's facilities. Use of library meeting space by any group signifies acceptance of the terms of this policy.

Siouxland Libraries reserves meeting spaces on a first-come, first-served basis, giving priority to library events and programs and City purposes.

Failure to comply with this policy or the [Rules of Conduct](#) may result in the suspension of the individual or group from using any Siouxland Libraries rooms.

Meeting Rooms

General Guidelines

Meeting rooms at Siouxland Libraries are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, and seminars.

Prohibited uses:

- Raising money
- Commercial purposes unless part of an official library program.
- Personal use including weddings, receptions, or parties
- Meetings for which a fee is charged
- Tobacco/vape products, alcoholic beverages, open flames, burning incense, and lit candles

Reserving Rooms

Reservations for meeting rooms can be made in person or by phone up to three (3) months in advance for use during library open hours.

Groups are limited to five reservations at any one location per month.

Setup and clean up should be included in the time needed for the event when making a reservation and is the responsibility of the individual, group, or organization. At the end of the meeting, the room must be left in the same condition as it was found.

The library is unable to store personal property, materials, equipment and/or supplies between meetings.

Groups shall vacate meeting rooms promptly upon the reservation end time to ensure the room is available for the next group.

Meetings will end fifteen (15) minutes prior to the time that the library closes to the public.

The individual who reserved the room assumes responsibility for the group's use of the room. Meeting rooms cannot be unlocked until the individual who reserved the room or established designee arrives.

The library reserves the right to deny use of its facilities and limit frequency of use so as not to interfere with regular use of the library.

Priority will be given to library programs. The library may cancel or move a reservation if the room is needed for library or City purposes. Organizations will be given advanced notice in these instances.

Using the Room

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or they may forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Food and drink are allowed with the stipulation that the room users are responsible for cleanup. Group members are also responsible for the supervision of their children while using the room.

Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel. Any reservation not canceled with library staff is listed as a no-show. Three (3) no-shows within a calendar year may result in a suspension of study room privileges for up to three (3) months.

The Library Director or their designee has authority to suspend an individual or group from using any Siouxland Libraries rooms.

Library Endorsement

Permission to use the library meeting room does not constitute library endorsement of the group or the views espoused by the group.

Groups using the meeting room should clearly indicate in their advertisements and news releases who is sponsoring the event.

Any Library or City logo is restricted to those participating in the City's official business. The brand cannot be used to endorse any product, service or private organization unless an official partnership has been established.

Study Rooms

General Guidelines

Siouxland Libraries' study rooms are designed to be available to individuals or small groups seeking a quiet study/group project or meeting space.

Individuals or groups using study rooms must adhere to the Siouxland Libraries [Rules of Conduct](#) and this policy.

Reserving Rooms

Reservations can be made in person, by phone, or online up to one month in advance for use during library open hours.

Reservations can be made for up to two (2) hours per session. If more time is needed, individuals shall ask library staff for an extension no sooner than thirty (30) minutes before the current reservation ends. Each extension can be made for an additional two (2) hours if no one else has reserved the space.

Individuals, groups, or organizations are not permitted to schedule back-to-back reservations. There must be at least a 2-hour block of time between advance reservations to allow other individuals to use the room.

Reservations made in advance must be approved by library staff. If a reservation is made online, staff will send email confirmation when a reservation is approved.

A library card is not required to reserve a study room; however, reserving a study room with a library card makes it more convenient for individuals to manage and track reservations.

Using the Room

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or they may forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Study rooms will be released if a user leaves it unoccupied for more than fifteen (15) minutes.

Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel. Any reservation not canceled with library staff is listed as a no-show. Three (3) no-shows within a calendar year may result in a suspension of study room privileges for up to three (3) months.

The Library Director or their designee has authority to suspend an individual or group from using any Siouxland Libraries rooms.

Appeals Process:

An appeal may be made to the Siouxland Libraries' Board of Trustees for the suspension of meeting room or study room privileges.

1. An appeal to the Library Board must be in writing using the “Siouxland Libraries Meeting Room Suspension Appeal Form” available on the library website. The form must be submitted within ten (10) business days of the suspension decision. An appellant may request a printed form at any Siouxland Libraries location.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend the Library Board’s Appeal Hearing, but attendance is not required.
3. The Board’s written decision will be sent to the appellant no later than five (5) business days after the decision is made. The suspension remains in effect until the appeals decision is made.

Policy History:

Effective: June 10, 2024.

Approved by the Library Board of Trustees May 22, 2024.

Amended and approved by the Library Board of Trustees XXX XX, 2025.

Appendix:

- Siouxland Libraries Meeting Room Suspension Appeal Form