

Agenda
Siouxland Libraries Board of Trustees
Prairie West Branch – 7630 W 26th St, Sioux Falls, SD
Wednesday, July 9, 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 May 14, 2025, regular meeting and June 11, 2025, special meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report
 - b) Summer Reading Update – Nicole Norton
6. Public Input
7. Unfinished business
8. New business
9. Other
10. Next regular meeting: September 10, 2025 at 4:30 p.m. at the Hartford Branch of Siouxland Libraries
11. Adjournment



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MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, May 14, 2025 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Justine Murtha. Members present: Lorie Hogstad, Anne Land, Justine Murtha, Joel Rosenthal, County Commissioner Jen Bleyenbergh and Library Director Jodi Fick. Members absent: Adam Emerson Staff present: Aldijana Bonander, Alysia Boysen, Amy Larsen, and Dan Neeves
2. Adoption of the agenda. Motion by Lori Hogstad and second by Anne Land to adopt the agenda. Motion carried.
3. Motion by Anne Land and second by Lori Hogstad to approve the minutes of the March 12, 2025, meeting. Motion carried.
4. Review of financial and statistical reports.
 - a. Capital Improvement Fund: significant encumbering with courier truck and shelving signage on order. AV equipment upgrades for Prairie West also on order. The collection capital budget right on track with 34% spent/committed.
 - b. General Fund: 34.5% spent, with a couple software packages encumbered. Right on track.
 - c. Statistical Reports: physical circulation is running 1.5% less than last year, while digital circulation increases. Overall circulation is up 2.7% up year-to-date. Meeting Room use is leveling off. Programs continue to be strong.
5. Library Director and staff reports.
 - a. Director Report
 - i. Staffing update: one Oak View Library Associate resigned effective May 9. We have another Library Associate who recently announced her intention to retire effective June 18 from Rural East locations. Due to sales tax revenue being lower than anticipated, all open positions will remain open for 90 days before a replacement start date. Director positions will not have the 90 day delay.
 - ii. Board Member asked if the library is considering reducing hours based on budget projection. It is on the table and library administration is looking at options to save budget to compensate for property tax cap and lower sales tax revenues. Library Director explained the process of budget recalibrating for the city. Any significant changes in operations and hours will come to the library board for approval. Discussion back and forth about county and city agreement and equitable access.
 - iii. Summer Reading Program: media briefing next Wednesday at 10:30 AM. Guests are already coming in asking for logs. This year's theme: Color Our World.
 - iv. Pack the Library Day is Saturday, May 31 for a 30th Year Anniversary event for the Siouxland Libraries system. Library will also be selling new limited edition bookmarks for revenue and to build excitement. The goal is to get 2,025 people in the library that day. It is a stretch goal.
 - v. Oak View building renovation is on track. Bidding will close at the end of June and the hope is to have construction start in September. We anticipate that the branch will be closed until mid-December. The project includes improvements to landscaping

and sidewalks, adding study rooms, and enclosing the staff area. The project also includes landscape improvements to the Ronning Branch Library.

- vi. New Library App coming: the new app will be available through the library's major vendor, and the change is coming sooner than expected. This is because text by email is being eliminated by phone companies by mid-June. The library will be unable to send texts. The library is anticipating the new app will send push notifications and allow for a reduced disruption in notification services.

6. Public Input. (There was no 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.
 - i. Appeals to decisions on obscene materials must go through the library's governing body. Other appeals will continue to go through the Library Board. Library Director has a meeting scheduled for next Wednesday with City and County officials to confirm the definition of "governing body." Updates to the Collection Development Policy will follow.
 - ii. Following the meeting next Wednesday, a special Library Board meeting will be held to approve the revised Collection Development Policy. Discussion on possible dates for special meeting occurred.

8. New Business.

- a. Adopt proposed Meeting and Study Room Policy revision
 - i. Three library staff members worked to strengthen the policy, including a notice that outside organizations cannot use the library or city logos to promote their events. Other edits: clarified language to simplify the message and clearly identify breaks between study room use. Discussion on the changes between Library Board and Library Director.
 - ii. Adoption of the revised Meeting and Study Room Policy. Motion by Lori Hogstad and second by Joel Rosenthal to adopt the Meeting and Study Room Policy. Motion carried.

9. Other.

- a. Motion by Anne Land and second by Lori Hogstad to enter Executive Session under SDLA-1-25-2(1) to discuss personnel matter. Motion carried. Executive Session started at 5:20 PM and ended at 6:20 PM. Motion by Hogstad and second by Land to direct Board chair to notify Mayor of board's recommendation for library director. Motion carried.

10. The next regular meeting will be on Wednesday, July 9 at 4:30 PM at the Prairie West Branch Library.

11. Adjournment. The meeting was adjourned at 6:27 P.M.

Dan Neeves, Library Staff

Date Approved

Jodi Fick, Library Director



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MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, June 11, 2025 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Justine Murtha.
Members present: Adam Emerson, Lorie Hogstad, Anne Land, Justine Murtha, Joel Rosenthal, County Commissioner Jen Bleyenbergh and Library Director Jodi Fick.
Members absent: None
Staff present: Alysia Boysen, Aldijana Bonander, Hannah Voudry
2. Adoption of the agenda. Motion by Lorie Hogstad and second by Joel Rosenthal to adopt the agenda. Motion carried.
3. Public Input
 - a. None.
4. New business
 - a. Motion by Rosenthal and second by Hogstad to adopt the proposed Collection Development Policy, with an effective date of June 12, 2025. Motion carried.
5. Next regular meeting: July 9, 2025, at 4:30 p.m. at the Prairie West Branch Library.
6. Adjournment. The meeting was adjourned at 4:49 P.M.

Aldijana Bonander, Library Staff

Date Approved

Jodi Fick, Library Director

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
253 Capital Improvement Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
048 Facilities	0	0	0	.00	.00	.00	.00	.0%
076 Collections	867,000	3,136	870,136	388,694.84	.00	481,441.27	44.7%	
077 Operations	0	111,667	111,667	100,250.00	.00	11,417.00	89.8%	
078 Technology	0	169,671	169,671	49,455.59	40,660.33	79,555.08	53.1%	
TOTAL Capital Improvement Fund	867,000	284,474	1,151,474	538,400.43	40,660.33	572,413.35	50.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000 Undefined	0	0	0	.00	.00	.00	.0%
048 Facilities	2,180,213	0	2,180,213	1,081,833.03	.00	1,098,379.76	49.6%
076 Collections	296,450	0	296,450	106,615.99	11,000.00	178,834.01	39.7%
077 Operations	7,589,148	0	7,589,148	3,395,220.90	67,750.49	4,126,176.91	45.6%
078 Technology	793,121	0	793,121	688,548.36	224,491.70	-119,919.15	115.1%
079 Program Support	65,880	0	65,880	21,980.90	525.00	43,374.10	34.2%
TOTAL General Fund	10,924,812	0	10,924,812	5,294,199.18	303,767.19	5,326,845.63	51.2%

Siouxland Libraries Summary Report - June 2024

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			255,913	250,551	2.1%
New Cardholders	1,161	1,346	5,333	5,547	-3.9%
Active Cardholders			83,360	87,542	-4.8%
Total Walk-in Visitors	74,993	72,423	466,630	417,014	11.9%
Website Sessions	40,016	42,813	235,649	246,807	-4.5%
Library Catalog Sessions	6,744	8,927	39,403	46,185	-14.7%
Mobile App Users	22,355	18,125	109,930	101,882	7.9%
Total Digital Sessions	89,210	100,154	507,582	565,443	-10.2%
Total Hours Open	1,926.50	1,907.75	11,929.25	12,000.00	-0.6%
Resources Used					
Circulation					
Baltic	943	749	4,675	3,773	23.9%
Bookmobile	4,859	3,844	31,796	25,864	22.9%
Brandon	10,898	11,300	54,736	52,874	3.5%
Caille	30,224	28,947	150,742	159,962	-5.8%
Colton	701	980	3,805	4,311	-11.7%
Crooks	1,478	1,526	7,435	7,691	-3.3%
Downtown	21,870	22,957	124,866	133,962	-6.8%
Garretson	751	727	3,957	3,112	27.2%
Hartford	1,504	1,534	7,998	9,050	-11.6%
Humboldt	405	492	1,970	2,671	-26.2%
Oak View	10,165	11,327	49,997	59,516	-16.0%
Prairie West	24,830	24,261	122,208	121,674	0.4%
Ronning	38,001	35,803	188,797	176,568	6.9%
Valley Springs	187	203	754	975	-22.7%
Siouxland Use Garretson School	13	16	298	399	-25.3%
Total Circulation	146,829	144,666	754,034	762,402	-1.1%
Digital Resource Use					
OverDrive eAudio	25,240	20,596	142,409	120,863	17.8%
Hoopla eAudio	4,330	4,976	30,643	27,922	9.7%
OverDrive eBook	17,687	16,282	105,972	101,273	4.6%
Hoopla eBook & Comic	2,395	1,869	14,063	10,748	30.8%
Hoopla Movie, TV, Music, Binge Pass	3,069	1,061	9,500	5,771	64.6%
OverDrive Magazine	6,745	4,935	40,826	33,572	21.6%
Total Digital Circulation	59,466	49,719	343,413	300,149	14.4%
Total Circulation All Materials	206,295	194,385	1,097,447	1,062,551	3.3%
Interlibrary Loans					
Materials loaned	45	72	431	455	-5.3%
Materials borrowed	570	604	3,448	3,842	-10.3%
Meeting & Conference Room Use					
Total Meeting Room Use	330	322	2,352	2,411	-2.4%
Total Study Room Use	885	945	5,890	6,234	-5.5%
Total Computer Sessions	11,754	12,425	67,081	68,864	-2.6%
Wi-Fi Use	51,383	42,268	281,174	300,306	-6.4%
Programming					
			-	-	

Siouxland Libraries Summary Report - June 2024

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	34	513	37	384	226	3,855	142	2,768	59.2%	39.3%
Total Teen programs	28	341	32	256	96	1,018	81	779	18.5%	30.7%
Total Children's programs	47	1,308	58	2,266	210	8,489	202	6,956	4.0%	22.0%
Total Early Learning programs	102	3,000	95	2,664	664	15,421	623	14,553	6.6%	6.0%
Total programs	211	5,162	222	5,570	1,196	28,783	1,048	25,056	14.1%	14.9%
Total One-to-One Programs	80		96		1,026		475		116%	
Collection Statistics										
Items added	1,628		1,684		10,968		11,801		-7.1%	
Items discarded	670		1,824		12,812		10,858		18.0%	
Total physical items in collection					270,277		265,026		2.0%	
Digital items added	4,071		1,545		23,025		9,806		134.8%	
Digital items discarded	3,800		2,390		20,909		8,454		147.3%	
Total Digital eBooks & eAudio					40,798		37,720		8.2%	
Total collection size					311,075		302,746		2.8%	
Outreach										
Library volunteer hours	203.25		222.00		1,121.25		1,037.10		8.1%	
Marketing events (booths, etc.)			4		12		19		-36.8%	
# of contacts at Marketing events			1,424		1,328		2,799		-52.6%	