

Agenda
Siouxland Libraries Board of Trustees
Oak View Branch Library – 200 N Dakota Ave, Sioux Falls
Wednesday, December 9, 2020 – 4:30 p.m.
(Regular meeting rescheduled from November 18)

1. Roll call and declaration of quorum
(Members Present, Members Absent, Guests Present)
2. Adoption/amendment of agenda
3. Approval of minutes of September 9, 2020 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) COVID-19 and library services – Jodi Fick
6. Public Input
7. Unfinished business
8. New business
 - a) Approve 2021 Library Board Meeting Schedule
 - b) Approve Library Open Hours
9. Other
10. Next meeting: January 13, 2020 at 4:30 p.m. at the Downtown Library
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, September 9, 2020 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Beddow. Members present: Jean Beddow, Alexandra Hartzler, Lorie Hogstad, Anne Land, Joel Rosenthal, and Library Director Jodi Fick. Members absent: County Commissioner Cindy Heiberger. Staff present: Monique Christensen, Justin Stevenson, Dan Neeves.
2. Adoption of the agenda. Motion by Hartzler and second by Hogstad to adopt the agenda and approve the minutes of the July 8, 2020 meeting. Motion carried.
3. Minutes approved above.
4. Review of financial and statistical reports. Through end of August 60% of budget has been spent. We still have some holdbacks that may be released. Some savings are due to part-time staff wages who did not work for 3 months. In the Facilities area we are out to bid on the Oak View roof. Estimates are high with interior work to be done as well. We have permission to look at a Ronning remodel and will scope the project for possible 2021 remodel. Areas of concern at Ronning are functionality and noise which could entail significant work. In the Capital budget, projects include Oak View fiber and Collection monies which includes a 275,000 holdback. We've asked to have 100,000 back if monies come in as expected. The holdback affects customers with a hold ratio of 6 holds before purchasing more copies instead of 4. It will take 25,000 to bring back the ratio to 4. New bookmobile and Courier truck are also this year. Self-check moved from Caille to Crooks saving some money. We are getting ready for expanded access at Crooks. Circulation is down 51%, digital circulation is up 30%. Wi-Fi use is down 54%. Fick shared a chart that shows a monthly comparison to last year. The chart shows when we had eMaterials only, then curbside, then opening in June with 25% hours, in July with 50% and August 84%.
5. Library Director and staff reports. Staffing: part-time staff back. They went through reonboarding with managers including new safety measures and refresher training. A handful did not return and we are currently hiring for some of the positions. Krystal Pederson has resigned; she's moving to a new field of personal development. Facilities – Oak View roof is out for bid, possible Ronning remodel which will be a huge win at this busy branch. New Bookmobile is here. Boysen did a good job specing the truck. Bookmobile services have changed during COVID, daycare drop-offs instead of visits to the truck and less visitors on the truck at a time. Touch a Truck 6-8 Friday, September 11. Collections – RBdigital was bought by Overdrive. We are starting an online library card campaign "how much has your library card saved you." It will feature stories of families. It will show what they saved so far this year and since April 2015. We want to show the library's value, featuring ideas of sustainability and decluttering. This is also library card sign-up month. COVID update – Eight public computers have been installed at the Downtown Library and four at Oak View. Mobile printing is available at Caille, Downtown, and Ronning. Downtown staff are training other locations. Rural locations are next, then more Downtown, following by the rest of the city locations. Prairie West and Oak View branches were well prepared for afterschool students. We communicated with

families and schools. We increased the staff due to the anticipation of large numbers of students and we had handfulls. We are working on a promotion to support schools virtual learning as well as homeschool and distance learning. We are quarantining for seven days following guidelines that the virus was detectable on library materials at six days. We have 14 fine free days built in so no fines are charged. Notices still happen, people check accounts so we are getting more complaints. Seating – a committee has been selected to research best practices to add seating safely. Brandon has seats for students. Library website – Stevenson showed members some of the upcoming changes to the website which should launch in October. It should be cleaner, easier to discover, and have searchers finding things they weren't expecting - serendipity. Board asked, "how will we know if it is better." Stevenson has been tracking visits to pages and will continue to track to see if any pages are boosted or suffering. We have a plan for new permanent Library hours that will be presented at a feature board meeting for approval. We want to see how the changes we've made so far are working. We know that the 9:00 am opening has been appreciated.

6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.

Motion was made by Hartzler and seconded by Rosenthal to approve donations of a Bike Fixit stations from Falls Area Bicycles and of park benches in honor of Ida Wilson. Motion carried.

Motion by Hogstad and seconded by Land to alter the October 16 staff day to the afternoon. Motion carried.

Motion by Hartzler and seconded by Rosenthal to approve the 2021 Holiday Schedule. Motion carried.

Election of officers. Hartzler nominated Jean Beddow, seconded by Rosenthal for president of the library board. Motion carried.

Rosenthal nominated Lori Hogstad, seconded by Hartzler for vice president. Motion carried.

9. Other.
10. The next regular meeting will be on Wednesday, 18, 2020 at 4:30 PM at the Downtown Branch.
11. Adjournment. The meeting was adjourned at 5:38 P.M.

Monique Christensen
Library Staff

Date Approved

Jodi Fick
Board Secretary

YEAR-TO-DATE BUDGET REPORT

FOR 2020 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
000 Undefined	0	0	0	-285.60		.00	285.60	100.0%
048 Centralized Facilities	990,283	0	990,283	625,217.01	114,312.25		250,753.27	74.7%
076 Collections	191,500	0	191,500	90,287.86	26,000.00		75,212.14	60.7%
077 Operations	6,196,580	0	6,196,580	4,630,171.12	4,962.65		1,561,446.02	74.8%
078 Technology	459,175	0	459,175	420,753.35	10,457.00		27,964.65	93.9%
079 Program Support	79,625	0	79,625	16,471.42	1,735.00		61,418.58	22.9%
TOTAL General Fund	7,917,162	0	7,917,162	5,782,615.16	157,466.90		1,977,080.26	75.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
253 Capital Improvement Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
048 Centralized Facilities	0	50,100	50,100	23,269.99	.00		26,830.00	46.4%
076 Collections	795,000	14,791	809,791	449,860.83	.00		359,929.87	55.6%
077 Operations	80,000	250,800	330,800	258,502.31	34,080.00		38,217.69	88.4%
078 Technology	10,500	0	10,500	.00	.00		10,500.00	.0%
TOTAL Capital Improvement Fund	885,500	315,691	1,201,191	731,633.13	34,080.00		435,477.56	63.7%

Centralized Facilities: Oak View Fiber
 Collections: Library Books and Media
 Operations: Bookmobile and Courier Van
 Technology: Self-Check Machine

Siouxland Libraries Summary Report - October 2020

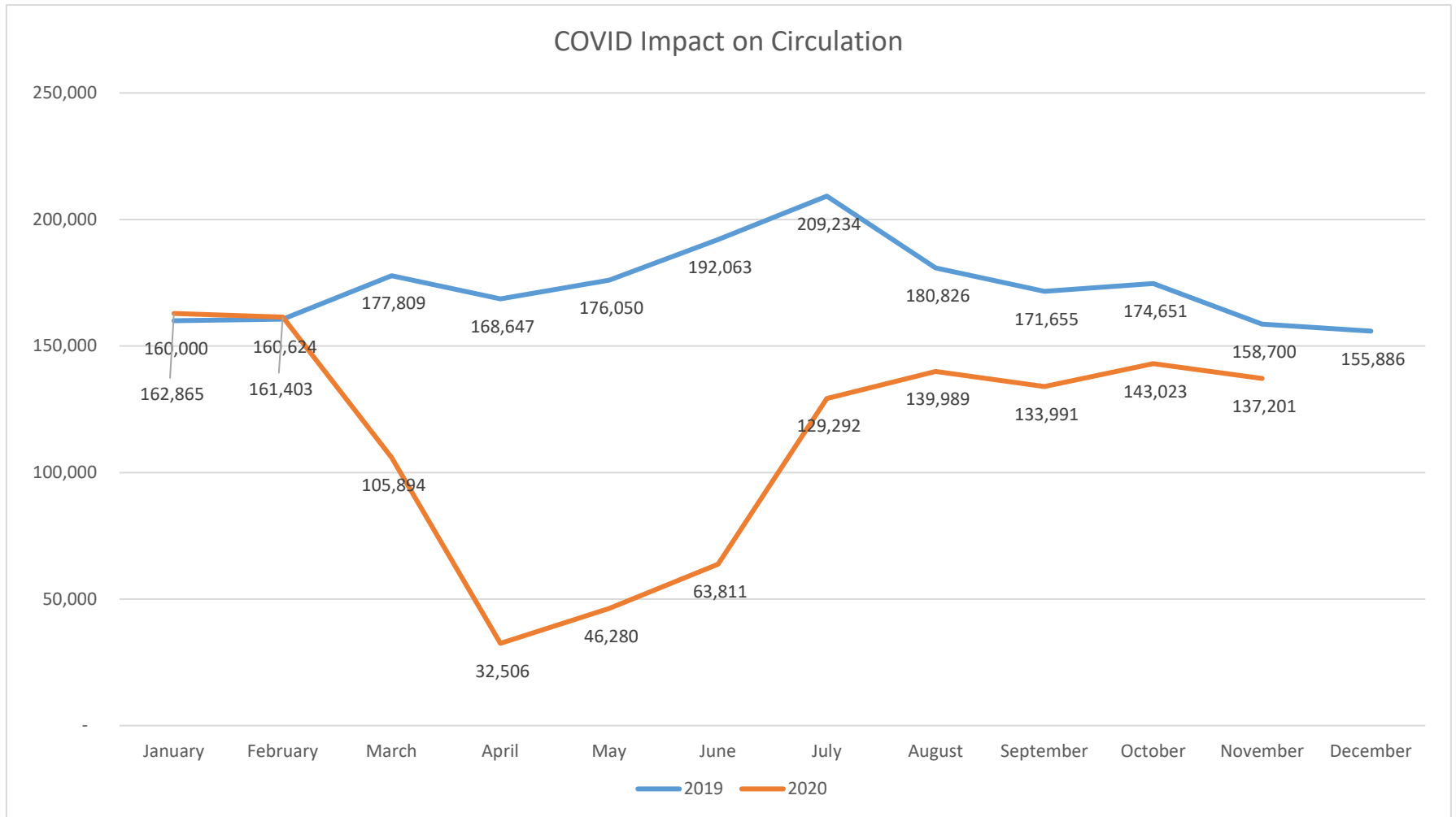
	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
Resources Used					
Circulation					
Baltic	1,355	1,075	7,486	9,787	-23.5%
Bookmobile	5,363	9,791	38,533	74,961	-48.6%
Brandon	6,122	9,159	46,157	91,505	-49.6%
Caille	22,946	29,515	167,215	317,903	-47.4%
Colton	825	833	4,641	7,677	-39.5%
Crooks	1,668	1,836	13,342	20,221	-34.0%
Downtown	21,908	29,930	163,688	320,451	-48.9%
Garretson	560	651	3,516	6,399	-45.1%
Hartford	881	1,267	6,846	12,455	-45.0%
Humboldt	317	438	3,281	5,450	-39.8%
Oak View	9,692	11,523	64,838	122,388	-47.0%
Prairie West	16,932	23,287	127,754	234,092	-45.4%
Ronning	27,732	33,706	200,096	352,546	-43.2%
Valley Springs	145	353	1,429	5,252	-72.8%
Total Physical Circulation	116,502	153,484	849,263	1,581,451	-46.3%
Digital Resource Use					
cloudLibrary eAudio	4,649	4,470	48,536	43,495	11.6%
RB Digital eAudio	4,777	2,323	42,711	19,782	115.9%
Hoopla eAudio	1,374	1,536	14,347	14,328	0.1%
cloudLibrary eBook	11,537	9,367	123,682	96,488	28.2%
Hoopla eBook	976	766	10,568	7,344	43.9%
Hoopla Movie, TV, Music, Comic	1,134	1,124	12,213	11,772	3.7%
RB Digital Magazine, Comic	2,074	1,581	17,734	14,724	20.4%
Total Digital Circulation	26,521	21,167	269,791	207,933	29.7%
Total Circulation All Materials	143,023	174,651	1,119,054	1,789,384	-37.5%
Interlibrary Loans					
Materials loaned	77	105	226	1,244	-81.8%
Materials borrowed	229	756	2,321	7,714	-69.9%

Siouxland Libraries Summary Report - October 2020

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
Computer Sessions					
Baltic	8	13	46	164	-72.0%
Brandon	26	306	573	3,095	-81.5%
Caille	-	1,550	3,337	15,614	-78.6%
Colton	14	32	42	257	-83.7%
Crooks	2	9	17	151	-88.7%
Downtown	1,907	5,471	17,686	52,616	-66.4%
Garretson	-	3	27	62	-56.5%
Hartford	3	25	63	317	-80.1%
Humboldt	-	16	32	175	-81.7%
Oak View	437	1,490	3,775	16,161	-76.6%
Prairie West	-	1,015	2,165	10,182	-78.7%
Ronning	-	926	2,194	9,491	-76.9%
Valley Springs	-	2	4	30	-86.7%
AWE Computers	-	2,682	6,740	27,943	-75.9%
Total Computer Sessions	2,411	13,540	36,701	136,258	-73.1%
Wi-Fi Use	4,969	10,360	49,521	108,088	-54.2%
Collection Statistics					
Items added	1,564	2,247	14,003	20,288	-31.0%
Items discarded	1,448	2,384	18,951	25,856	35.8%
Total physical items in collection			270,836	274,852	-1.5%
Digital eBooks & eAudio added	492	180	4,424	3,595	23.1%
Digital eBooks & eAudio discarded	280	117	2,185	678	222.3%
Total Digital eBooks & eAudio			35,113	26,754	31.2%
Total collection size			305,949	301,606	1.4%

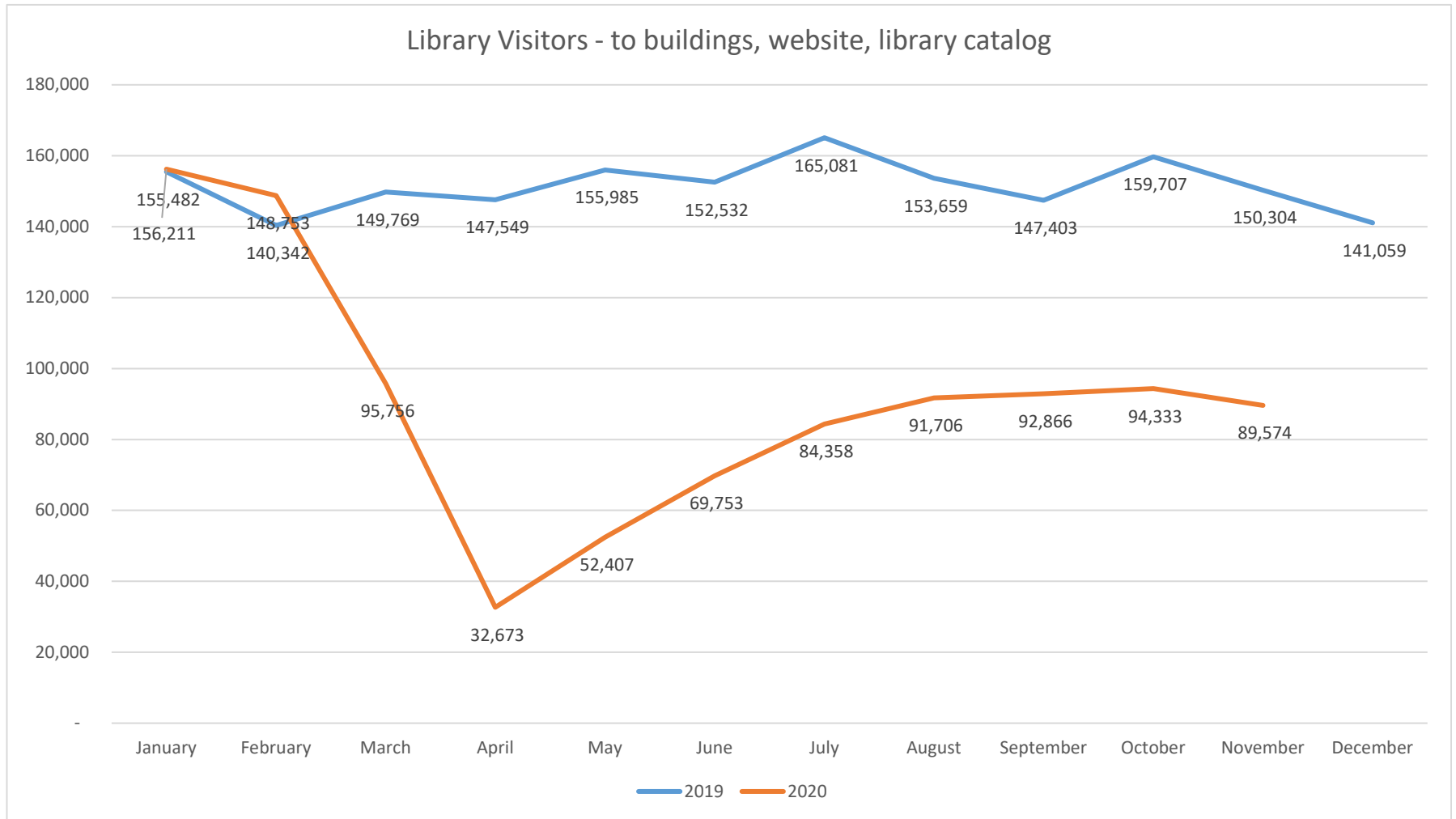
Circulation by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2019	160,000	160,624	177,809	168,647	176,050	192,063	209,234	180,826	171,655	174,651	158,700	155,886
2020	162,865	161,403	105,894	32,506	46,280	63,811	129,292	139,989	133,991	143,023	137,201	



Visitors by month - physical and virtual

	January	February	March	April	May	June	July	August	September	October	November	December
2019	155,482	140,342	149,769	147,549	155,985	152,532	165,081	153,659	147,403	159,707	150,304	141,059
2020	156,211	148,753	95,756	32,673	52,407	69,753	84,358	91,706	92,866	94,333	89,574	





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

2021 MEETING SCHEDULE

Siouxland Libraries Board of Trustees

January 13	Regular Meeting – Downtown Library – 4:30 p.m.
March 10	Regular Meeting – Downtown Library – 4:30 p.m.
May 12	Regular Meeting – Downtown Library – 4:30 p.m.
July 14	Regular Meeting – Downtown Library – 4:30 p.m.
September 8	Regular Meeting – Downtown Library – 4:30 p.m.
November 10	Regular Meeting – Downtown Library – 4:30 p.m.

Siouxland Libraries

Proposal for Library Open Hours - post COVID

All Locations	Hrs/Wk
Original	503
Current	384
Proposed	464

Analyzed circulation, computer use, meeting room use, study room use, visitor traffic in buildings by hour, open hours at libraries in similar communities

Downtown	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-6:00	9:00-5:00	1:00-5:00	69
Current	9:00-6:00	9:00-6:00	9:00-6:00	9:00-6:00	9:00-6:00	9:00-5:00	1:00-5:00	57
Proposed	9:00-8:00	9:00-8:00	9:00-8:00	9:00-8:00	9:00-6:00	9:00-5:00	1:00-5:00	65

Downtown: Close 1 hour earlier Monday - Thursday

Caille	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-6:00	10:00-5:00	1:00-5:00	63
Current	9:00-2:00	9:00-8:00	9:00-2:00	9:00-8:00	9:00-2:00	9:00-5:00	1:00-5:00	49
Proposed	9:00-6:00	9:00-8:00	9:00-8:00	9:00-8:00	9:00-6:00	9:00-5:00	1:00-5:00	63

Oak View	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-6:00	10:00-5:00	1:00-5:00	63
Current	9:00-2:00	9:00-8:00	9:00-2:00	9:00-8:00	9:00-2:00	9:00-5:00	1:00-5:00	49
Proposed	9:00-8:00	9:00-8:00	9:00-6:00	9:00-8:00	9:00-6:00	9:00-5:00	1:00-5:00	63

Prairie West	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-6:00	10:00-5:00	1:00-5:00	63
Current	9:00-8:00	9:00-2:00	9:00-8:00	9:00-2:00	9:00-2:00	9:00-5:00	1:00-5:00	49
Proposed	9:00-8:00	9:00-6:00	9:00-8:00	9:00-8:00	9:00-6:00	9:00-5:00	1:00-5:00	63

Ronning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-6:00	10:00-5:00	1:00-5:00	63
Current	9:00-8:00	9:00-2:00	9:00-8:00	9:00-2:00	9:00-2:00	9:00-5:00	1:00-5:00	49
Proposed	9:00-8:00	9:00-8:00	9:00-8:00	9:00-6:00	9:00-6:00	9:00-5:00	1:00-5:00	63

City Branches: Open earlier by one hour Monday -Saturday, close earlier by one hour Monday - Thursday.

Caille close at 6 p.m. on Monday, Prairie West on Tuesday, Oak View of Wednesday, Ronning on Thursday.

Rural East Branches

Parameter: no more than 3 locations open at same time.

Baltic	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	3:00-7:00	2:30-6:30		2:30-6:30		9:00-12:00		15
Current	2:30-6:30		9:00-12:00	2:30-6:30		9:00-12:00		14
Proposed	2:30-6:30		9:00-12:00	2:30-6:30		9:00-12:00		14

Brandon	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-5:00	10:00-5:00		54
Current	12:00-8:00	9:00-5:00	9:00-5:00	9:00-8:00	9:00-5:00	9:00-2:00		51
Proposed	12:00-8:00	9:00-8:00	9:00-8:00	9:00-8:00	9:00-5:00	9:00-3:00		57

Brandon: Closed Monday morning, Open one hour earlier remainder of week.

Garretson	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original		1:00-6:00	2:00-7:00	1:00-6:00		10:00-1:00		18
Current		3:00-6:00	3:00-7:00	3:00-6:00	9:00-12:00			13
Proposed		3:00-6:00	3:00-7:00	3:00-6:00	9:00-12:00			13

Valley Springs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	3:00-6:00	3:00-6:00	3:00-6:00	3:00-6:00				12
Current		3:00-6:00			9:00-12:00			6
Proposed		3:00-6:00			9:00-12:00			6

Rural West Branches

Parameter: no more than 3 locations open at same time. Rural West also includes Bookmobile.

Colton	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	3:00-6:00	3:00-6:00	2:00-7:00			9:00-12:00		14
Current		3:00-7:00		2:00-6:00		9:00-1:00		12
Proposed		3:00-7:00		2:00-6:00		9:00-1:00		12

Crooks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	10:00-8:00	10:00-6:00	10:00-6:00		10:00-5:00	10:00-1:00		36
Current	3:00-7:00		10:00-1:00		1:00-5:00	10:00-1:00		14
Proposed	3:00-7:00	1:00-5:00	10:00-1:00	10:00-1:00	1:00-5:00	10:00-1:00		21

Crooks: Expanded Access available

Hartford	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original		2:00-7:00	2:00-7:00	2:00-7:00	10:00-1:00	10:00-1:00		21
Current		9:00-1:00	2:00-5:00	3:00-7:00				11
Proposed		9:00-1:00	2:00-5:00	3:00-7:00		10:00-1:00		14

Hartford: Expanded Access available

Humboldt	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Original	3:00-6:00		5:00-8:00		3:00-6:00	9:00-12:00		12
Current	2:00-6:00		3:00-7:00		10:00-1:00			10
Proposed	2:00-6:00		3:00-7:00		10:00-1:00			10

Expanded Access:	8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-5:00	8:00-5:00	8:00-5:00	
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