

Agenda
Siouxland Libraries Board of Trustees
Downtown Library – 200 N Dakota Ave, Sioux Falls
Wednesday, July 14, 2021 – 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 12, 2021 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) American Rescue Plan Act Grant Application
 - b) Director Report – Jodi Fick
 - c) Strategic Planning Process
6. Public Input
7. Unfinished business
8. New business
 - a) Estate of Pauline Striemer – accept bequest
 - b) Election of Officers
9. Other
10. Next meeting: September 8, 2021 at 4:30 p.m. at the Downtown Library
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, May 12, 2021 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Hogstad. Members present: Adam Emerson, Lorie Hogstad, Anne Land, Joel Rosenthal, County Commissioner Cindy Heiberger (by phone) and Library Director Jodi Fick. Members absent: Jean Beddow. Staff present: Alysia Boysen, Carin Schleicher, Monique Christensen.
2. Adoption of the agenda. Motion by Rosenthal and second by Emerson to amend the agenda date and adopt the agenda. Motion carried.
3. Motion by Rosenthal and second by Emerson to approve the minutes of the March 10, 2021 meeting. Motion carried.
4. Review of financial and statistical reports. Financial reports – Capital improvement, physical and AV materials 22% expended. Publishing world is behind due to COVID. Operating 30% spent. Majority of Program Support funds are expended in summer. Statistical report – libraries were closed in April 2020 so the year to year comparison is difficult to do now. Two charts were shared: One showed 3 years of circulation data, the other showed 3 years of library visit data. Currently 41% of the population has an active library card. Our outcome goals are to increase this. Board members shared other places to advertise such as water bills, realtors, property management companies.
5. Library Director and staff reports. COVID reopening by Jodi Fick – meeting rooms open at almost all locations, May 17 adding study rooms, switching from a focus of protecting the customer to letting the customer protect themselves. We're evaluating putting out toys. We continue to put furniture out with a goal to be done by end of May. In person programming started. Being cautious right now with more normal by fall. American Rescue Plan Act Report by Alysia Boysen – funds from the federal government, latest stimulus, each state received funds, SD received 2.2 million. SD chose to do payments to libraries by application. Projects must fit in the state's 5-year plan. One application per month \$5000 to \$100000 in \$5000 increments. We must make the initial purchase and be reimbursed. First application for us – May 17. Schedule is one week for each in this order: schools, public libraries, academic libraries. They expect less than a week turnaround for approvals. Our first application will be to replace the computer booking software, add document stations and add mobile printing at more locations. Reviewers can approve or deny any portion of the grant. Document stations allow for translation to other languages or into audio. Photo enhancements. Adding the ability to pay with credit card. Video phones report by Carin Schleicher - Schleicher researched what is available to better serve deaf and hard of hearing. Relay SD, provides technology as well as translator. Sorenson is another video relay service. There may be options for getting free technology. Library administration will consider the options and make a decision on moving forward. Directors report – Reading Bridge tutoring in 21st year. 1st year around 20 students; in 2019 had 702 students at Siouxland, 775 total including schools. Will happen this year with a reduced number of participants with the CDC guidelines. The City is currently the fiduciary agent for Reading Bridge. Bridge is pursuing a 501c3 which gives them more options for donors. We plan to continue the

partnership. 2022 budget process. Fick connected with county auditor and funding is solid. City reviewing the capital projects 2022 which include AMH and self-check replacement and improving meeting room equipment at Caille, Oak View and Ronning. Operating budget meeting with the Mayor mid-June. One Book Siouxland this year is two books based on 911 with the 20th year anniversary. There will be activities under that theme. One of the authors will do a virtual event September 18 Ronning branch renovation – finishing construction documents by early to mid-June. Bid in November, accept in January, construction in spring with opening before summer. Lead time on building materials is slow. Project includes full renovation of the staff area to accommodate the AMH plus enough workspace for all staff, a drive-up window, and adding 3 study rooms. We will move the IT closet and upgrade the lighting. Strategic planning webinar on May 13. Fick and Land are attending at the library; other board members may watch from home. Pauline Striemer, bookmobile librarian for 37 years, passed away; we will have the bookmobile at the funeral. The bookmobile now serves locations where there are additional events to draw people in like: Riverside Thrive, Hayward/Banquet West. Student success cards – cards were distributed last week and kids were squealing with joy. KELO ran a feature on the program.

6. Board Reports. (There were no board reports.)
7. Public Input. (There was no public input.)
8. Unfinished Business. (There was no unfinished business.)
9. New Business.
10. Other.
11. The next regular meeting will be on Wednesday, July 14 at 4:30 PM at the Downtown Library.
12. Adjournment. The meeting was adjourned at 5:53 P.M.

Monique Christensen
Library Staff

Date Approved

Jodi Fick
Board Secretary

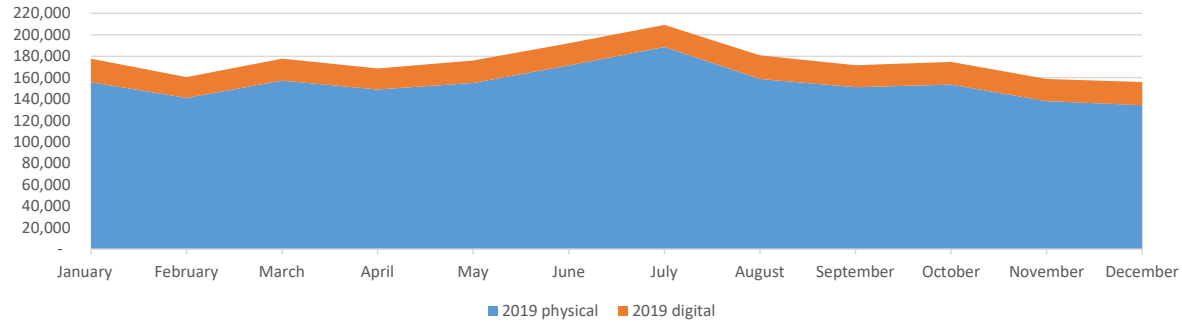
YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
048 Facilities	1,720,785	0	1,720,785	866,490.54	22,243.79		832,050.61	51.6%
076 Collections	197,000	0	197,000	38,137.03	.00		158,862.97	19.4%
077 Operations	6,181,604	0	6,181,604	2,640,258.19	15,975.23		3,525,370.65	43.0%
078 Technology	540,550	0	540,550	269,632.04	5,262.00		265,655.96	50.9%
079 Program Support	79,625	0	79,625	16,867.60	750.00		62,007.40	22.1%
TOTAL General Fund	8,719,564	0	8,719,564	3,831,385.40	44,231.02		4,843,947.59	44.4%

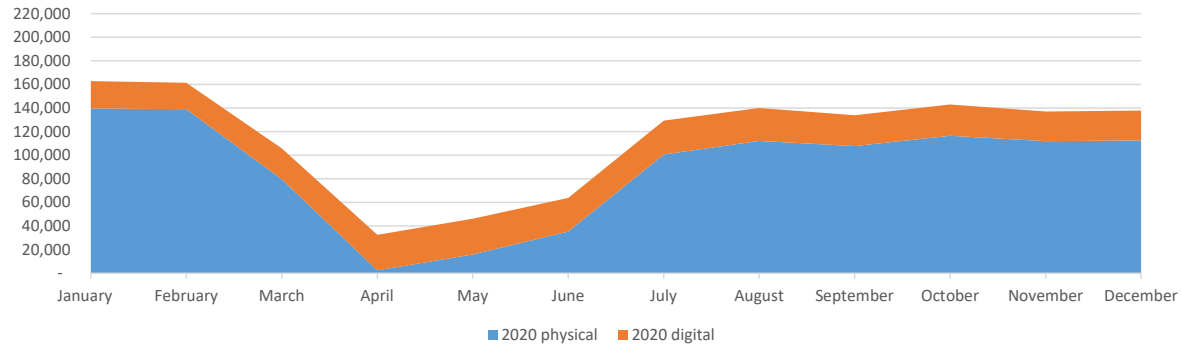
YEAR-TO-DATE BUDGET REPORT

FOR 2021 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
253	Capital Improvement Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
076	Collections	765,000	226,063	991,063	392,573.58	.00	598,489.17	39.6%	
077	Operations	0	15,834	15,834	.00	.00	15,834.00	.0%	
078	Technology	0	10,500	10,500	.00	.00	10,500.00	.0%	
TOTAL Capital Improvement Fund		765,000	252,397	1,017,397	392,573.58	.00	624,823.17	38.6%	

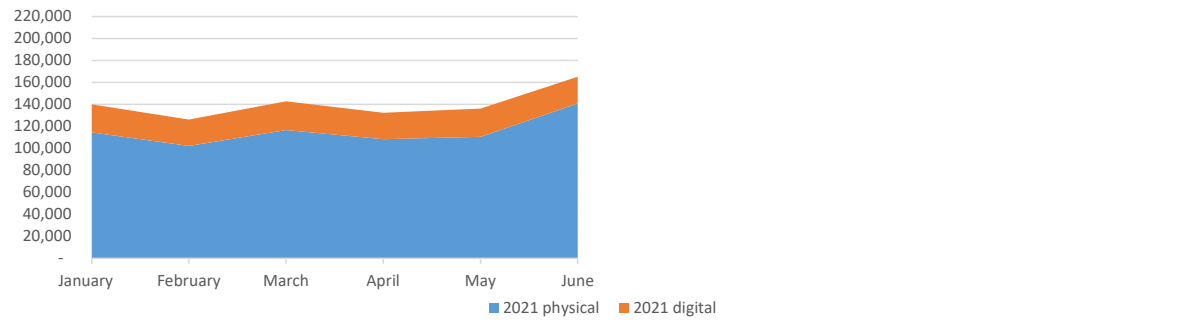
Circulation - 2019 Physical vs Digital



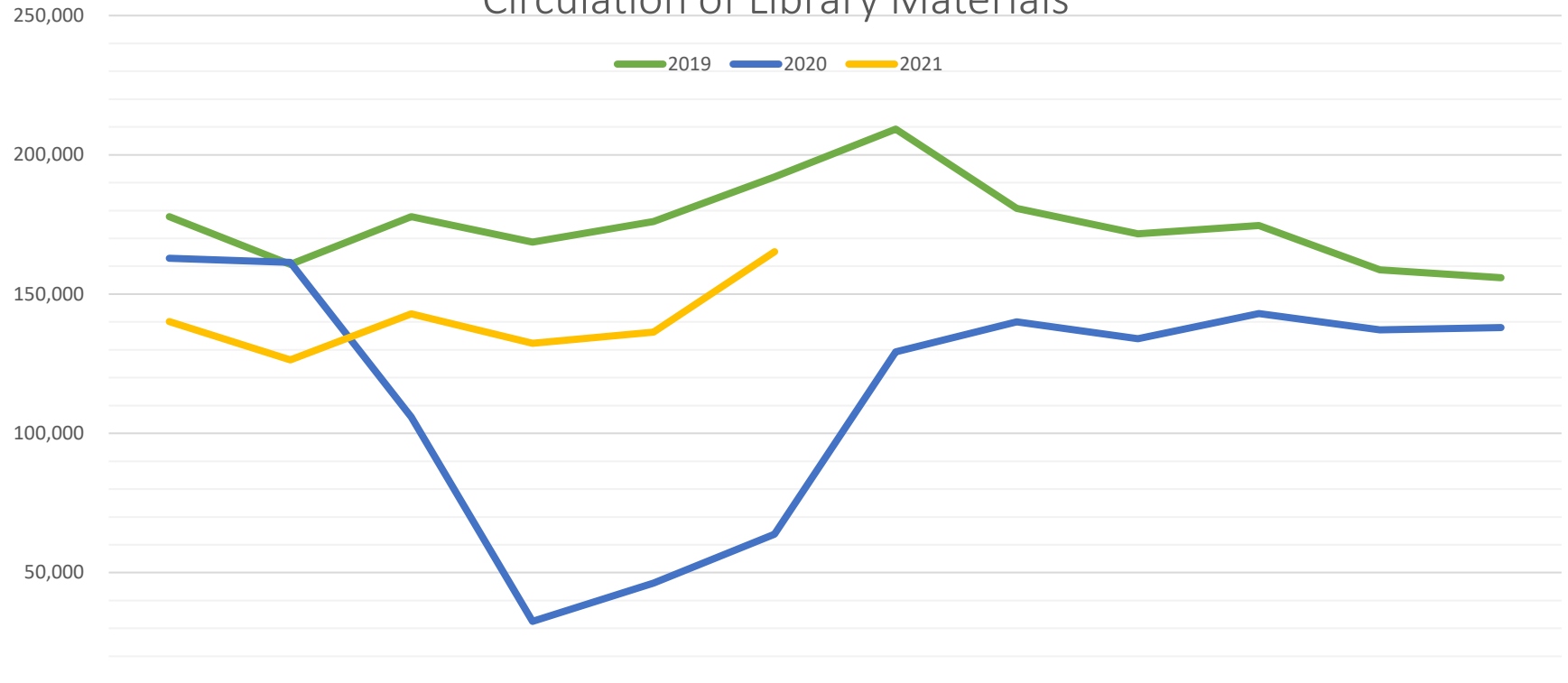
Circulation - 2020 Physical vs Digital



Circulation -2021 Physical vs Digital

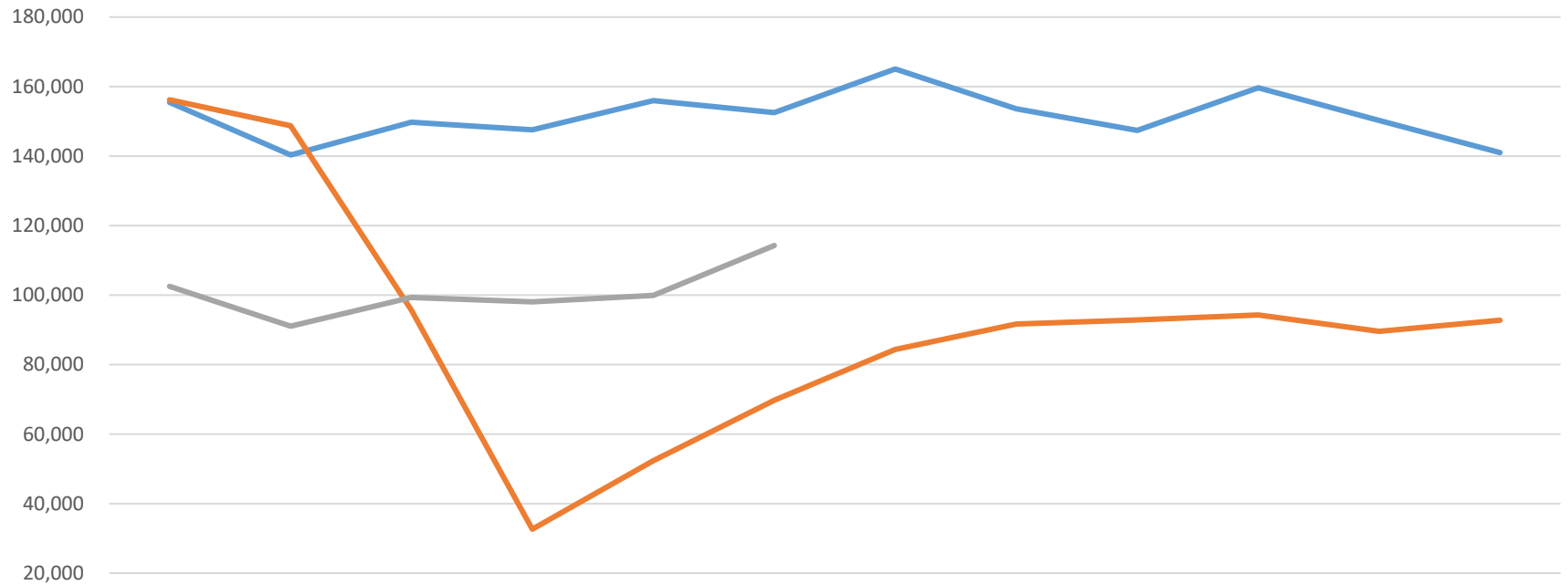


Circulation of Library Materials



	January	February	March	April	May	June	July	August	September	October	November	December
2019	177,825	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	137,945
2021	140,185	126,376	142,870	132,359	136,345	165,224						

Library Visitors - to buildings, website, library catalog



	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	92,779
2021	102,512	91,080	99,305	98,081	99,969	114,293						

— 2019 — 2020 — 2021

Siouxland Libraries Summary Report - June 2021

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			230,819	225,916	2.2%
New Cardholders	1,102	254	3,497	2,024	72.8%
Active Cardholders			92,622	103,840	-10.8%
Total Walk-in Visitors	50,059	8,074	227,389	202,069	12.5%
Website Sessions	33,366	33,287	185,450	185,117	0.2%
Library Catalog Sessions	30,868	28,447	192,401	168,647	14.1%
Total Digital Sessions	64,234	61,734	377,851	353,764	6.8%
Total Hours Open	2,042.50	329.00	10,736.50	5,522.05	94.4%
Resources Used					
Circulation					
Baltic	833	231	5,755	3,348	71.9%
Bookmobile	3,593	1,676	19,642	18,969	3.5%
Brandon	9,648	2,336	42,332	22,733	86.2%
Caille	26,246	6,829	133,430	80,998	64.7%
Colton	942	187	4,664	2,173	114.6%
Crooks	1,624	637	9,761	5,374	81.6%
Downtown	24,309	6,585	133,930	81,942	63.4%
Garretson	474	169	2,623	1,724	52.1%
Hartford	978	279	5,493	3,259	68.5%
Humboldt	439	76	2,339	1,472	58.9%
Oak View	11,234	2,111	55,966	30,456	83.8%
Prairie West	23,560	4,600	108,496	63,331	71.3%
Ronning	36,861	9,519	167,961	95,039	76.7%
Valley Springs	177	38	1,027	807	27.3%
Siouxland Use Garretson School	2	-	196	353	-44.5%
Total Circulation	140,920	35,273	693,615	411,978	68.4%
Digital Resource Use					
cloudLibrary eAudio	-	5,309	-	28,776	-100.0%
RB Digital eAudio	-	4,487	-	23,339	-100.0%
OverDrive eAudio	9,922	-	57,061	-	#DIV/0!
Hoopla eAudio	1,836	1,419	10,844	8,906	21.8%
cloudLibrary eBook	-	13,490	-	75,158	-100.0%
OverDrive eBook	10,696	-	64,789	-	#DIV/0!
Hoopla eBook	850	1,129	5,617	6,647	-15.5%
Hoopla Movie, TV, Music, Comic	1,000	1,105	6,109	7,751	-21.2%
RB Digital Magazine, Comic	-	1,599	1,342	10,204	-86.8%
OverDrive Magazine	818	-	4,800	-	#DIV/0!
Total Digital Circulation	24,304	28,538	145,762	160,781	-9.3%
Total Circulation All Materials	165,224	63,811	839,377	572,759	46.5%
Interlibrary Loans					
Materials loaned	69	-	913	149	512.8%
Materials borrowed	549	79	2,480	2,085	18.9%
Meeting & Conference Room Use					
Total Meeting Room Use	197	-	603	1,008	-40.2%
Total Study Room Use	384	-	489	2,039	-76.0%

Siouxland Libraries Summary Report - June 2021

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Total Computer Sessions	6,595		17		23,093		29,913		-22.8%	
Wi-Fi Use	5,414		2,843		23,478		32,471		-27.7%	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	22	431	-	-	37	685	97	1,250	-61.9%	-45.2%
Total Teen programs	4	21	-	-	8	33	36	370	-77.8%	-91.1%
Total Children's programs	23	896	-	-	23	896	127	2,833	-81.9%	-68.4%
Total Early Learning programs	35	876	1	25	70	2,128	284	6,764	-75.4%	-68.5%
Total programs	84	2,224	1	25	138	3,742	544	11,217	-74.6%	-66.6%
Total One-to-One Programs	32		8		209		109		92%	
Total Live Virtual Programs	5	59	-	-	389	59	-	-	#DIV/0!	#DIV/0!
Collection Statistics										
Items added	1,775		1,650		11,723		8,913		31.5%	
Items discarded	1,417		569		19,785		9,256		113.8%	
Total physical items in collection	263,535		275,441		-		-		-4.3%	
Digital items added	663		506		3,571		2,617		36.5%	
Digital items discarded	325		332		1,009		1,315		-23.3%	
Total Digital eBooks & eAudio	34,947		34,176		-		-		2.3%	
Total collection size	298,482		309,617		-3.6%		-3.6%		-3.6%	