

Agenda
Siouxland Libraries Board of Trustees
Ronning Branch Library, 3100 E 49th St, Sioux Falls
Wednesday, January 12, 2022 – 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 November 10, 2021 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) Ronning Branch Renovation Update – Monique Christensen
 - c) Strategic Planning Process Update – Jodi Fick
 - d) Everybody Reads Update – Jodi Fick
6. Public Input
7. Unfinished business
8. New business
 - a) Approve acceptance of gift from Jim McQuestin in memory of Donna McQuestin to be used for bookmobile service.
9. Other
10. Next meeting: March 9, 2022 at 4:30 p.m. at the Downtown Library
11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, November 10, 2021 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Lorie Hogstad.
Members present: Adam Emerson, Lorie Hogstad, Justine Martha, Joel Rosenthal
Members absent: Anne Land, Jodi Fick, Cindy Heiberger
Staff present: Alysia Boysen, Dan Neeves, Monique Christensen
2. Adoption of the agenda. Motion by Rosenthal and second by Emerson to adopt the agenda. Motion carried.
3. Motion by Emerson and second by Rosenthal to approve the minutes of the September 8, 2021 meeting. Motion carried.
4. Review of financial and statistical reports. 67% of capital budget used so far. A lot of things on order, but we are struggling with supply lines. There are several titles from July or earlier that are backordered and we cancelled the orders and purchased from another source. We are 79% expended in the operating budget. Monique reviewed the Circulation statistics. It's difficult to compare 2020 to 2021. Some locations are recovering faster than others, including the Bookmobile since it's back on the road. Brandon is doing well, and Hartford has seen a big jump. Meeting Room use has seen a big increase from last year because the rooms were closed much of last year.
5. Library Director and staff reports.
 - a. Director Report: Christensen gave the director report. Staff Updates: Ronning Branch Librarian Jane Taylor retired after 31 years. Current branch librarians shifted to other locations: Prairie West to Ronning (Kim Kobblank), Rural West to Prairie West (Sharlene Lien). Librarian Stephanie Bents was promoted to the Rural West Branch Librarian position. Library Associate Aldijana Bonander was promoted to the Librarian position. Library Associate Autumn Hausman resigned. Currently advertising for two Library Associate openings and five part-time openings. Part-time starting wage is being increased to \$15 per hour, along with adjustments to all existing part-time wages beginning later this month. Ronning Renovation – project is out for bid, closing on November 18. If acceptable bids are received, approval will go to the City Council in mid-December. Construction would begin at the end of February with the library closed during Phase 1. Phase 1 is the renovation of the staff area. Phase 2 is adding study rooms. Phase 1 is expected to be completed by May 8 and Phase 2 by June 10. Contractors will communicate any potential issues with the timeline. If it cannot be finished by June 10, the project may be moved to Fall 2022 to avoid busy summer hours. During closing, Ronning staff will be reassigned to other locations.
 - b. Strategic Planning Process – Christensen. Kickoff meeting was November 4. We are currently gathering data. Monique assigned teams to gather data on statistics, marketing, staffing, facilities, programming with a November 30 deadline. The entire process will be done by late May. We will need the board members help as we put together focus groups. Hogstad and Rosenthal are on the planning team, along with library staff.

- c. Public Computers, Printing, Scan Stations – Boysen. We went live with mobile printing on November 1. Mobile printing is now available at all Sioux Falls branches and Brandon. In nine days, 620 pages have been printed to over 350 print jobs. Customers can now choose color, in addition to black and white. Documents can be sent through email, app, or through the website. Next step is to implement MyPC software, which controls computer reservations and print jobs. TBS will train a group of “super user staff” who will then train the rest of library staff on how to use the product. The library is currently running at 1/3 of the public computers – all will be in service once we are live on MyPC. Equipment for paying for printing along with Scan Stations has been delayed due to international shipping issues; it is scheduled to arrive December 20. Currently, Downtown is the only location with a Scan Station. With TBS, Scan Stations will be installed at Downtown, Oak View, and Caille libraries, and will allow for translating documents into over 60 written languages, and 33 spoken languages (audio). Scan Stations will also provide self-service faxing. Adam asked how we will market the new service to customers. Alysia talked about collaborating with the City’s Communication department to market the services to the community, local media, and school districts.
6. Board Reports. There were no board reports.
7. Public Input. There was no public input.
8. Unfinished Business.
 - a. 2022 Library Holidays and Closures. Tabled from the September board meeting. Hogstad raised the issue at the previous meeting about adjusting for the Juneteenth holiday. In 2022, this holiday falls on a Sunday, but the City closes the library on the following Monday. Should the library close on that Sunday, too? Jodi talked with HR and the Mayor about their concerns, and they are both in agreement with the library closing on the actual holiday as well as Monday, June 20. Rosenthal made a motion to take this off the table and approve. Emerson second. The motion carried.
9. New Business.
 - a. 2022 Board Meeting Schedule and Locations. Motion by Emerson and second by Murtha to approve the 2022 schedule. Motion carried.
10. Other.
11. The next regular meeting will be on Wednesday, January 12, 2022 at 4:30 PM at the Ronning Branch Library.
12. Adjournment. The meeting was adjourned at 5:12 P.M.

Dan Neeves
Library Staff

Date Approved

Jodi Fick
Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021.12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	1,720,785	0	1,720,785	1,637,185.67	9,700.00	73,899.27	95.7%
076 Collections	197,000	0	197,000	140,216.85	.00	56,783.15	71.2%
077 Operations	6,181,604	0	6,181,604	5,917,722.98	10,011.53	253,869.56	95.9%
078 Technology	540,550	0	540,550	537,632.68	68,705.75	-65,788.43	112.2%
079 Program Support	79,625	0	79,625	62,897.17	100.00	16,627.83	79.1%
TOTAL General Fund	8,719,564	0	8,719,564	8,295,655.35	88,517.28	335,391.38	96.2%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2021.12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	765,000	226,063	991,063	929,814.89	.00	61,247.86	93.8%
077 Operations	0	15,834	15,834	1,294.92	.00	14,539.08	8.2%
078 Technology	0	10,500	10,500	.00	.00	10,500.00	.0%
TOTAL Capital Improvement Fund	765,000	252,397	1,017,397	931,109.81	.00	86,286.94	91.5%

Siouxland Libraries Summary Report - December 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	459	300	7,731	4,113	88.0%
Active Cardholders			89,354	96,842	-7.7%
Total Walk-in Visitors	42,226	29,876	525,483	378,354	38.9%
Website Sessions	27,731	32,945	363,543	373,884	-2.8%
Library Catalog Sessions	28,279	29,638	364,367	349,853	4.1%
Mobile App Users (inconsistent data)	2,135	320	6,561	6,971	-5.9%
Total Digital Sessions	58,145	62,903	734,471	730,708	0.5%
Total Hours Open	1,862.50	1,561.50	22,714.00	13,939.05	63.0%
Resources Used					
Circulation					
Baltic	1,047	1,069	12,089	9,560	26.5%
Bookmobile	4,275	3,969	49,500	47,686	3.8%
Brandon	5,744	5,766	87,362	57,778	51.2%
Caille	18,718	22,775	262,641	212,474	23.6%
Colton	844	967	9,242	6,443	43.4%
Crooks	1,056	2,007	17,396	16,813	3.5%
Downtown	19,339	22,854	267,863	209,046	28.1%
Garretson	381	480	5,023	4,361	15.2%
Hartford	740	732	11,337	8,463	34.0%
Humboldt	277	409	4,016	4,008	0.2%
Oak View	8,009	8,615	112,591	81,412	38.3%
Prairie West	15,705	16,442	225,502	160,797	40.2%
Ronning	25,001	26,311	347,974	252,670	37.7%
Valley Springs	144	190	2,226	1,736	28.2%
Siouxland Use Garretson School	56	39	395	525	-24.8%
Total Physical Circulation	101,336	112,625	1,415,157	1,073,772	31.8%
Digital Resource Use					
cloudLibrary eAudio	-	1,910	-	54,790	-100.0%
RB Digital eAudio	-	-	-	44,964	100.0%
OverDrive eAudio	10,266	6,654	121,183	8,982	0.0%
Hoopla eAudio	1,741	1,571	22,055	17,292	27.5%
cloudLibrary eBook	-	4,792	-	139,156	-100.0%
OverDrive eBook	11,425	7,082	132,259	7,154	0.0%
Hoopla eBook	850	916	10,787	12,438	-13.3%
Hoopla Movie, TV, Music, Comic	878	1,026	11,494	14,578	-21.2%
RB Digital Magazine, Comic	-	1,369	1,342	21,074	-93.6%
OverDrive Magazine	1,307	-	11,669	-	
Total Digital Circulation	26,467	25,320	310,789	320,428	-3.0%
Total Circulation All Materials	127,803	137,945	1,725,946	1,394,200	23.8%
Interlibrary Loans					
Materials loaned	51	81	2,364	359	558.5%
Materials borrowed	470	357	5,025	3,000	67.5%
Meeting & Conference Room Use					
Total Meeting Room Use	225	63	2,039	1,317	54.8%
Total Study Room Use	422	4	3,004	2,055	46.2%
Total Computer Sessions	5,724	2,336	61,955	41,241	50.2%
Wi-Fi Use	5,000	4,560	52,624	58,726	-10.4%

Siouxland Libraries Summary Report - December 2021

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Programming										
Total Adult programs	16	189	-	-	163	2,076	104	1,431	56.7%	45.1%
Total Teen programs	5	53	-	-	35	171	36	370	-2.8%	-53.8%
Total Children's programs	2	14	-	-	66	2,554	127	2,833	-48.0%	-9.8%
Total Early Learning programs	54	706	3	152	369	7,402	298	7,376	23.8%	0.4%
Total programs	77	962	3	152	633	12,203	565	12,010	12.0%	1.6%
Total One-to-One Programs		63		22		2,047		235		771%
Total Virtual Programs	-	-	-	-	138	8,184	-	-		
Collection Statistics										
Items added		5,280		3,019		30,956		18,602		66.4%
Items discarded		2,475		3,296		36,131		22,978		57.2%
Total physical items in collection						266,422		271,408		-1.8%
Digital eBooks & eAudio added		449		283		6,652		4,816		38.1%
Digital eBooks & eAudio discarded		-		4,119		3,414		6,612		-48.4%
Total Digital eBooks & eAudio						35,623		31,078		14.6%
Total collection size						302,045		302,486		-0.1%
Outreach										
Library volunteer hours		56.25		54.75		1,004.25		655.50		53.2%
Marketing events (booths, etc.)				-		26		2		1200.0%
# of contacts at Marketing events				-		2,807		-		