

Agenda
Siouxland Libraries Board of Trustees
Caille Branch Library, 4100 Carnegie Circle, Sioux Falls
Wednesday, May 11, 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 March 9, 2022 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Strategic Planning Process
 - b) Ronning Renovation Update
 - c) Summer Reading Program
 - d) Scaling for Growth
6. Public Input
7. Unfinished business
8. New business
9. Other
10. Next meeting: July 13, 2022 at 4:30 p.m. at the Crooks Branch Library, 900 North West Ave, Crooks, SD
11. Adjournment



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MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Downtown Library

Wednesday, March 9, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Rosenthal. Members present: Adam Emerson (phone), Anne Land (phone), Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick. Members absent: Lorie Hogstad, County Commissioner Dean Karsky. Staff present: Kim Koblank.
2. Adoption of the agenda. Motion by Adam Emerson to move New Business after the adoption of the agenda. No descent. Motion carried.
3. New Business- Library Technology Plan for 2022-2024- the Technology Plan and changes made were reviewed by Fick. This is the first technology plan for Siouxland Libraries. It lays out current technology as well as plans for a three-year period. The Library Technology Committee consisting of library, IT, Website, and Finance staff will review each October and present changes to the board by November each year for approval. Jodi explained how having a Technology Plan is not only useful for planning future projects, but it also helps when applying for grants. Motion by Murtha and 2nd by Emerson to accept Technology Plan as written. Motion carried.
4. Motion by Emerson and second by Murtha to approve the minutes of the January 12, 2022 meeting. Motion carried.
5. Review of financial and statistical reports. – Jodi shared the operating and capital fund reports for January – February; spending is on track. Library materials spending out of the capital budget is also on track. The remaining capital funds will cover AMH replacement and Meeting Room equipment upgrades. Jodi presented the final report on the 2021 budget. 1% of the operational budget and 5% of the capital budget remained at end of 2021. The remaining capital funds were carried forward to 2022. Statistical reports: Jodi reviewed the statistics for January and February. We are still comparing statistics to last year when the library was not fully open due to COVID. We recently received the estimated service population for Sioux Falls and Minnehaha County. A normal year sees about 3-4,000 new residents. This year, Sioux Falls and Minnehaha County has grown by about 11,000 residents for the year. Rosenthal asked how this was calculated. Service area population information is provided by City Planning and the Minnehaha County census. Library cards issued has gone up since last year, but active card holders have decreased. The active card holder number is flattening compared to January. We are dealing with the effects COVID had on our customers. Some are just starting to return now. Murtha asked if there was a specific number we hoped to see for active cards. Our goal is 41% of service population. Website, library catalog, mobile app sessions increasing. Physical circulation is similar to last year and digital circulation is increasing. Overall we had a 2% increase in circulation. For Interlibrary loan, our loaning is down due to a needed software upgrade. Meeting room and study room use increased from 2021. Computer use increased due to additional computers and upgrading to a new software. Virtual programming has stopped. In-person programming has increased. The most well attended programs are for the early learning age group (0-5 years old) which is an area we are concentrating on.
6. Library Director and staff reports. Director report: staff updates, one Library Associate has been hired, Sam Heithold. Library Associate Danielle Fritz has resigned effective March 11. We are interviewing internal candidates for a reassignment to fill this position. Librarian Sabina Mustic's last day with Siouxland Libraries will be March 18 as she moves into a Training position in Human Resources. Three part time staff started this week: Hannah Hofer, Lesley Wolles, and Meaghan Murphy. Digital Librarian position in System Support will be offered this week. Training Librarian position is currently advertised. Downtown Library parking is transitioning from metered parking to parking for two free hours. Meters will be removed and signs installed the week of March 14. Reading

Bridge Tutoring for K-5 students will be partnering with Siouxland this summer to offer K-5th Grade students free tutoring in eight 1-hour sessions for four weeks. The director has decided not to offer sessions at some rural locations due to staffing issues. Siouxland signed a contract for Vega, a software that adds a discovery layer to the catalog. It will improve searching by separating multiple formats for a single title into tabs instead of lists. It will allow us to integrate Hoopla Digital into the catalog. Items available in Hoopla use a pay per use model. As discoverability of Hoopla increases, we plan to increase the budget for this service. Staff will monitor the budget when this implements to adjust checkout parameters.

Strategic Planning Process update: Strategic Planning Committee meets on March 10th with LibraryIQ to see a presentation of all data collected from the surveys and focus groups. They will be presenting initial findings and what they recommend we incorporate into the Library Strategic Plan. The committee will review the information and decide what we will adopt. A follow up meeting will go in-depth into the plans for the topics adopted. Discussion on the focus groups: Jodi discussed the Washington High School teen groups. Groups were engaged and insightful. Strategic Planning Committee will present the final plan to board.

Everybody Reads Update: A partnership with Sioux Falls School District to highlight and promote how much reading happens in the community. For the month of March, students and citizens are encouraged to track anything read by adding a leaf to the trees at the public libraries and schools. As of March 9, 108,275 books have been read in our community. Schools are having a lot of success.

One Book Siouxland update: Winter Counts by David Heska Wanbli Weiden is this year's books. Kim Koblank discussed the campaign. Books have arrived after a delay from the publisher and vendor. A Book Discussion questions bookmark is being distributed with each book along with option to have a library staff member lead a discussion with area book clubs. Jerry Fogg Art is on display at the Downtown Library March and April. A Native American Tipi Exhibit is on display March 19 – May 19 at the Downtown Library. April 2 has events from 11 am – 4 pm at the Downtown Library focused on Celebrating Native American Culture, including Lawrence West and Kevin Locke. On April 9 from 3 – 4 pm, Anne Dilenschneider and Jerry Fogg present on the Hiawatha Indian Insane Asylum in Canton from 1902-33. The final event is Author Weiden's author talk at the Orpheum Theater on April 21.

7. Public Input. (There was no public input.)
8. Unfinished Business. (There was no unfinished business.)
9. Other.
10. The next regular meeting will be on Wednesday, May 11, 2022 at 4:30 PM at the Caille Branch.
11. Adjournment. The meeting was adjourned at 5:18 P.M.

Kim Koblank, Library Staff

Date Approved

Jodi Fick, Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	1,886,155	0	1,886,155	584,975.63	5,028.40	1,296,151.18	31.3%
076 Collections	232,500	0	232,500	47,046.61	13,334.00	172,119.39	26.0%
077 Operations	6,493,162	135,000	6,628,162	1,947,846.90	121,440.89	4,558,873.73	31.2%
078 Technology	623,472	0	623,472	406,261.44	118,953.55	98,256.93	84.2%
079 Program Support	50,510	0	50,510	15,816.92	2,800.00	31,893.08	36.9%
TOTAL General Fund	9,285,799	135,000	9,420,799	3,001,947.50	261,556.84	6,157,294.31	34.6%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	785,000	24,718	809,718	151,822.84	.00	657,894.89	18.8%
077 Operations	0	14,539	14,539	.00	.00	14,539.08	.0%
078 Technology	978,600	10,500	989,100	.00	.00	989,100.00	.0%
TOTAL Capital Improvement Fund	1,763,600	49,757	1,813,357	151,822.84	.00	1,661,533.97	8.4%

Siouxland Libraries Summary Report - April 2022

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			241,518	230,819	4.6%
New Cardholders	592	383	2,555	1,591	60.6%
Active Cardholders			87,202	95,005	-8.2%
Total Walk-in Visitors	54,765	37,587	223,987	137,934	62.4%
Website Sessions	35,684	29,711	137,775	120,486	14.3%
Library Catalog Sessions	28,356	30,783	121,256	132,558	-8.5%
Mobile App Users	2,374	-	9,602		
Total Digital Sessions	66,414	60,494	268,633	253,044	6.2%
Total Hours Open	1,753.50	1,976.00	7,351.00	6,820.00	7.8%
Resources Used					
Circulation					
Baltic	859	1,138	3,243	4,200.00	-22.8%
Bookmobile	5,724	3,189	25,293	14,364.00	76.1%
Brandon	7,711	6,231	28,728	25,562.00	12.4%
Caille	31,939	20,679	103,459	86,238.00	20.0%
Colton	823	703	3,530	2,837.00	24.4%
Crooks	1,433	1,622	6,039	6,614.00	-8.7%
Downtown	25,651	20,726	95,363	87,725.00	8.7%
Garretson	355	362	1,589	1,778.00	-10.6%
Hartford	1,088	994	4,022	3,722.00	8.1%
Humboldt	304	322	1,152	1,663.00	-30.7%
Oak View	17,103	9,307	50,108	35,893.00	39.6%
Prairie West	17,279	16,614	69,050	67,388.00	2.5%
Ronning	887	26,293	55,817	103,202.00	-45.9%
Valley Springs	164	273	780	689.00	13.2%
Siouxland Use Garretson School	15	61	110	181.00	-39.2%
Total Circulation Physical Items	111,335	108,514	448,283	442,056	1.4%
Digital Resource Use					
OverDrive eAudio	11,568	9,424	45,275	37,002	22.4%
Hoopla eAudio	2,381	1,789	9,058	7,084	27.9%
OverDrive eBook	11,985	10,083	48,968	43,396	12.8%
Hoopla eBook	935	891	3,803	3,756	1.3%
Hoopla Movie, TV, Music, Comic	871	913	3,725	4,007	-7.0%
RB Digital Magazine, Comic	-	-	-	1,342	-100.0%
OverDrive Magazine	1,640	745	6,064	3,147	92.7%
Total Digital Circulation	29,380	23,845	116,893	99,734	17.2%
Total Circulation All Materials	140,715	132,359	565,176	541,790	4.3%
Interlibrary Loans					
Materials loaned	86	89	269	397	-32.2%
Materials borrowed	572	456	2,228	1,840	21.1%
Meeting & Conference Room Use					
Total Meeting Room Use	288	78	1,048	280	274.3%
Total Study Room Use	654	-	2,261	-	#DIV/0!
Total Computer Sessions	8,230	3,736	28,947	11,824	144.8%
Wi-Fi Use	6,084	3,989	23,442	13,740	70.6%

Siouxland Libraries Summary Report - April 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	21	607	1	9	72	1,197	2	23	3500.0%	5104.3%
Total Teen programs	5	25	-	-	30	171	-	-	#DIV/0!	#DIV/0!
Total Children's programs	4	96	-	-	18	589	-	-	#DIV/0!	#DIV/0!
Total Early Learning programs	65	1,444	5	255	250	5,376	16	832	1462.5%	546.2%
Total programs	95	2,172	6	264	370	7,333	18	855	1955.6%	757.7%
Total One-to-One Programs	96		36		309		142		118%	
	Recorded	Views	Recorded	Views	Recorded	Views	Recorded	Views	Recorded	Views
Total Recorded Programs	-	-	11	1,766	-	-	46	1,766	-100%	-100%
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Live Virtual Programs	-	-	12	148	-	-	31	148	-100%	-100%
Total On-Demand Programs	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Virtual Programs	-	-	23	1,914	-	-	77	1,914	-100%	-100%
Collection Statistics										
Items added	1,444		1,956		6,512		7,582		-14.1%	
Items discarded	2,157		3,734		6,429		14,861		-56.7%	
Total physical items in collection					271,198		268,855		0.9%	
Digital eBooks & eAudio added	654		738		1,926		2,125		-9.4%	
Digital eBooks & eAudio discarded	246		106		794		376		111.2%	
Total Digital eBooks & eAudio					32,178		35,565		-9.5%	
Total collection size					303,376		304,420		-0.3%	