



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

## MINUTES OF BOARD OF TRUSTEES MEETING

### Siouxland Libraries

Downtown Library

Wednesday, May 11, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:34 PM by Lorie Hogstad. Members present: In person: Lorie Hogstad and Library Director Jodi Fick. On phone: Adam Emerson, Anne Land, Justine Murtha, and Joel Rosenthal. Members absent: County Commissioner Dean Karsky. Staff present: 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 Land to approve the minutes of the March 9 meeting. Motion carried.
4. Review of financial and statistical reports. After four months we've expended 33% of the budget. We are on track. In Capital, Collections is the books and AV. We received a \$50,000 supplement for this year. \$36,000 will be used to add picture books with built-in audio. Current collection is 700 titles with 95% checked out; the supplement will double the size of the collection. \$14,000 will go to children's audio book, teen collections and graphic novels. Selectors met with teens who helped identify the top 15 manga series.. Statistics – we are in recovery mode, and use is still increasing but not as dramatic as before. Total circulation is up 4%. We went to full hours in April of 2021 so we are now comparing apples to apples. Meeting room use is up; study rooms did not open until summer last year. Computer usage is also up with majority of computers back in service. We continue to have some computer issues. The dry air of the winter caused static problems with the payment kiosk. TBS sending equipment to ground the kiosks. Programming continues on a limited basis.
5. Library Director and staff reports. Staffing: Librarian Jenna Neugebauer is moving to HR. We have a Branch Librarian opening, James Borchert transferred to Caille so the opening is at the Oak View Branch. The first round of applications did not have enough strong candidates so we are readvertising the position. Jane Taylor will be returning on as part-time Branch Librarian at Oak View until replacement is hired. There are two library associate positions open Downtown. We are planning to hire a 40-hour temporary staff member for the summer. We will also have a summer intern through the city's Ascend program who will be working with outreach and bookmobile. The building that houses the Hartford Branch is up for a possible sale, but we don't anticipate less space and may have more with the new owner. The RFP for self-checks and AMHs is moving along. We had visits from the vendor and toured all the sites. There is a hiccup with the AMH portion of the AMH so we will be putting out another RFP for the AMH portion. Joel shared his thoughts on OneBook and Jodi suggested that for future author events we explore filming it. Vernon Brown is reaching out to a few contacts to see if he can bring the author back to South Dakota for another event.
  - a. Strategic Planning Process Update – team reviewed final draft. The four goal areas that provide themes for the objectives are Community Hub/Cultural Connector, Traditional and Emerging Services, Flexible Spaces, and Sustainability. Library IQ analyzed who uses the library. 42% of households are active borrowers (three year time frame). Library IQ is finalizing the plan and it will be shared with the entire board at a special meeting. Library IQ also did some market analysis, segmented those who use us by education, income, own/rent etc. This will give us a better understanding of who our customers are.
  - b. Ronning Renovation Update – renovation is nearly complete. The library reopens on Monday, May 16. An open house is planned for Wednesday, June 1 from 4-7 p.m. and announcements will be sent to 10,000 households in the Ronning service area. There are a few pieces left to complete including the moveable walls, downspouts, and the damaged pillar by the front doors.

- c. Summer Reading Program Update - The summer reading program themed “Oceans of Possibility” is scheduled to begin June 3 with a kick-off event at the Downtown Library. There are logs for each age group and a variety of prizes. Many local businesses provided prizes for the program.
  - d. Scaling for Growth Update – Earlier this year leadership from each city department presented on how they plan for growth in the city. This started with water, sewer, etc. then moved on to more public facing departments. For Library, Civic Analytics mapped out what would be a 6-minute drive to each City Branch. (Fire uses a 4-minute drive time to plan for a fire station.) Nearly all of the city is within a 6-minute drive with just a few areas on the northwest, east and south outside of that boundary. For kids that are unable to drive the 6-minute drive is the equivalent of a 12-minute bike ride or a 45-minute walk. We also looked at size of building per service area used the standard of .6 sq ft per pop. All are undersized for the 6-minute drive service population except Downtown. In the Strategic Plan Survey most customers indicated that they were willing to drive to another location for special programs or service. With Downtown having space for larger programs and no parking meters, the undersized branches are not as big of a concern as it could be.
6. Public Input. (There was no public input.)
  7. Unfinished Business. (There was no unfinished business.)
  8. New Business. (There was no new business.)
  9. Other.
  10. The next regular meeting will be on Wednesday, July 13, 2022 at 4:30 PM at the Crooks Branch.
  11. Adjournment. The meeting was adjourned at 5:27 P.M.

\_\_\_\_\_  
Monique Christensen, Library Staff

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Jodi Fick, Board Secretary