

**Agenda**  
**Siouxland Libraries Board of Trustees**  
**Brandon Branch Library, 305 Splitrock Blvd, Brandon**  
**Wednesday, September 14, 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 July 13, 2022 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
  - a) Director Report – Jodi Fick
  - b) Collection Update – Jodi Fick
  - c) September Marketing Campaign – Alyisa Boysen
6. Public Input
7. Unfinished business
8. New business
  - a) Set 2023 Library Holidays and Closures
9. Other
10. Next meeting: November 9, 2022 at 4:30 p.m. at the Downtown Library, 200 N Dakota Ave, Sioux Falls, SD.
11. Adjournment



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

## MINUTES OF BOARD OF TRUSTEES MEETING

### Siouxland Libraries

Downtown Library

Wednesday, July 13, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Lorie Hogstad. Members present: In person: Lorie Hogstad, Joel Rosenthal, and Library Director Jodi Fick. On phone: Anne Land, Justine Murtha. Members absent: County Commissioner Dean Karsky and Adam Erickson. Staff present: Alysia Boysen, Anna Van Holland, Stephanie Bents.
2. Adoption of the agenda. Motion by Rosenthal and second by Murtha to adopt the agenda. Motion carried.
3. Motion by Murtha and second by Land to approve the minutes of the May 11 meeting. Motion carried.
4. Review of financial and statistical reports. The operating fund is 47% spent or encumbered. This is a little ahead of previous years because the technology budget has already been transferred to IT; in past years, this has been moved later in the year. The facilities budget is also slightly higher due to the Ronning renovation earlier in 2022. In the capital budget, Collections is 36% spent or encumbered. With on-order items, we have spent about 55%. In Technology, the vendor for self-check machines has been selected. The library has viewed presentations from two vendors for the AMH but a vendor has not been determined. The library has seen improvements in the AMH machines through the demos and we anticipate additional efficiencies.  
Statistical report: most areas of library service are seeing an increase in usage. Active cardholders are still down but we have seen a leveling off. The website is seeing a large increase in users. The website is the gateway to all library services. Ronning circulation is still recovering from the remodeling closure. For the system, circulation of physical items is running similar to the previous year with a 4% increase. The digital collection circulation is up 20%. Meeting and study room usage is coming back after COVID and this is the first year for study rooms at Ronning. Computers are all installed and the computer usage has doubled over last year. Collection statistics: items added and discarded for the physical collections are about the same keeping our total collections size of 271,040. The digital collection size is 32,937. Due to the Outreach intern position, we are seeing a 250% increase in Marketing events and a 176% increase in contacts at these events.
5. Library Director and staff reports.
  - a. Director report: In staffing, Laura Allard is the new Oak View Branch Librarian. An offer has been made for the Digital Services Librarian position. Second interviews are in process for the K-5 Librarian opening.  
Second quotes are being collected for the meeting room equipment replacement.  
Customer concerns with library programming and collection: Jodi shared information about what is happening around the country. She will continue to share information with the board as she sees them. We have noticed an increase in inquiries on how we select items, but no official complaints have been filed.  
We are continuing to look at technologies that can help us meet our customers' needs more efficiently. The library admin team has looked at Patron Point, Brodart Analytics, and Library IQ. Patron Point allows for additional communication with customers based on interest. Library IQ enables library staff to get reports on usage of libraries and helps selectors build the collection more efficiently. Siouxland Libraries is entering into an agreement with Library IQ and Brodart on a pilot program to improve the selection process.
  - b. Collections Management Update: Vega will be launched this summer. Hoopla will be able to be integrated into this catalog. We anticipate this will create an increase in usage and to help meet the demand, the number of items a card holder can borrow each month has been decreased from 6 to 5.

- c. 2023 Budget: The library will be requested 10.7M for Siouxland Libraries and Siouxland Heritage Museum. This year includes adding a library associate at the Downtown Library. In addition, the security guard contract had a significant increase for 2023 but this is a needed position at the Downtown Library—no other significant changes for the 2023 budget. The joint budget hearing will be on Tuesday, August 23 at 5 p.m. at the Carnegie Town Hall.
6. Public Input. (There was no public input.)
7. Unfinished Business. (There was no unfinished business.)
8. New Business.
  - a. Library hours change for select branches—three additional hours for Brandon. Colton's hours will be shifting to an hour earlier on Thursday. Crooks will be adding evening hours for Expanded Access Friday-Sunday. Garretson's morning hours will be moved from Friday to Saturday. Hartford will add Friday afternoon hours. Valley Springs will move morning hours to afternoon. Rosenthal Motion. Murtha second. Motion carried.
  - b. Election of Officers. Rosenthal, Hogstad, Land are seeking to second term. Lori was nominated as Chair. Vice Chair nomination of Justine Murtha. Hogstad called for a vote to approve nominations for Chair and Vice Chair. Motion carried.
9. Other.
10. The next regular meeting will be on Wednesday, September 14, 2022 at 4:30 PM at the Brandon Community Library.
11. Adjournment. The meeting was adjourned at 5:30 P.M.

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Alysia Boysen, Library Staff

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Date Approved

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Jodi Fick, Board Secretary

# CITY OF SIOUX FALLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

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	1,198,363.29	528.40	687,263.52	63.6%
076 Collections	232,500	0	232,500	106,469.84	.00	126,030.16	45.8%
077 Operations	6,493,162	135,000	6,628,162	3,962,183.86	74,803.57	2,591,174.09	60.9%
078 Technology	623,472	0	623,472	510,629.15	39,426.00	73,416.77	88.2%
079 Program Support	50,510	0	50,510	27,746.08	1,150.00	21,613.92	57.2%
TOTAL General Fund	9,285,799	135,000	9,420,799	5,805,392.22	115,907.97	3,499,498.46	62.9%

# CITY OF SIOUX FALLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	785,000	74,718	859,718	463,141.49	.00	396,576.24	53.9%
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	99,757	1,863,357	463,141.49	.00	1,400,215.32	24.9%

## Siouxland Libraries Summary Report - August 2022

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
<b>People Served / Visitors</b>					
Service area population			241,518	230,819	4.6%
New Cardholders	1,068	971	7,013	5,250	33.6%
Active Cardholders			87,746	92,868	-5.5%
<b>Total Walk-in Visitors</b>	<b>66,641</b>	<b>52,170</b>	<b>481,037</b>	<b>332,864</b>	<b>44.5%</b>
Website Visits	39,056	31,240	285,971	248,276	15.2%
Library Catalog Sessions	31,856	29,171	241,933	250,895	-3.6%
Mobile App Users	2,794	-	20,418	n/a	
<b>Total Digital Sessions</b>	<b>73,706</b>	<b>60,411</b>	<b>548,322</b>	<b>499,171</b>	<b>9.8%</b>
<b>Total Hours Open</b>	<b>2,147.00</b>	<b>2,072.75</b>	<b>15,256.85</b>	<b>14,827.25</b>	<b>2.9%</b>
<b>Resources Used</b>					
<b>Circulation</b>					
Baltic	918	1,099	6,862	7,731	-11.2%
Bookmobile	4,052	3,665	42,150	27,809	51.6%
Brandon	9,043	8,541	65,211	60,594	7.6%
Caille	28,171	25,307	216,692	185,112	17.1%
Colton	622	737	6,160	6,261	-1.6%
Crooks	1,448	1,497	12,034	13,026	-7.6%
Downtown	25,113	24,924	194,043	183,839	5.6%
Garretson	407	424	3,325	3,424	-2.9%
Hartford	1,292	1,111	9,462	7,780	21.6%
Humboldt	436	335	2,976	2,999	-0.8%
Oak View	11,192	10,403	100,504	77,556	29.6%
Prairie West	23,149	22,398	156,106	154,968	0.7%
Ronning	31,167	34,171	160,039	238,533	-32.9%
Valley Springs	131	338	1,294	1,578	-18.0%
Siouxland Use Garretson School	11	7	133	206	-35.4%
<b>Total Physical Circulation</b>	<b>137,152</b>	<b>134,957</b>	<b>976,991</b>	<b>971,416</b>	<b>0.6%</b>
<b>Digital Resource Use</b>					
OverDrive eAudio	13,589	10,852	97,179	78,766	23.4%
Hoopla eAudio	2,456	1,967	18,816	14,599	28.9%
OverDrive eBook	13,400	11,370	101,233	87,502	15.7%
Hoopla eBook	981	968	7,733	7,491	3.2%
Hoopla Movie, TV, Music, Comic	916	1,016	7,490	8,086	-7.4%
RB Digital Magazine, Comic	-	-	-	1,342	-100.0%
OverDrive Magazine	1,342	880	11,609	6,739	72.3%
<b>Total Digital Circulation</b>	<b>32,684</b>	<b>27,053</b>	<b>244,060</b>	<b>204,525</b>	<b>19.3%</b>
<b>Total Circulation All Materials</b>	<b>169,836</b>	<b>162,010</b>	<b>1,221,051</b>	<b>1,175,941</b>	<b>3.8%</b>
<b>Interlibrary Loans</b>					
Materials loaned	83	83	1,149	1,203	-4.5%
Materials borrowed	693	657	4,103	3,587	14.4%
<b>Meeting &amp; Conference Room Use</b>					
<b>Total Meeting Room Use</b>	<b>248</b>	<b>199</b>	<b>2,164</b>	<b>1,054</b>	<b>105.3%</b>
<b>Total Study Room Use</b>	<b>589</b>	<b>455</b>	<b>4,754</b>	<b>1,352</b>	<b>251.6%</b>
<b>Total Computer Sessions</b>	<b>11,836</b>	<b>6,813</b>	<b>71,784</b>	<b>36,959</b>	<b>94.2%</b>
<b>Wi-Fi Use</b>	<b>8,361</b>	<b>4,848</b>	<b>50,537</b>	<b>32,933</b>	<b>53.5%</b>

## Siouxland Libraries Summary Report - August 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
<b>Programming</b>										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
<b>Total Adult programs</b>	19	434	23	177	150	3,010	78	1,039	92.3%	189.7%
<b>Total Teen programs</b>	1	26	1	11	54	803	14	56	285.7%	1333.9%
<b>Total Children's programs</b>	5	552	3	497	83	3,966	41	2,238	102.4%	77.2%
<b>Total Early Learning programs</b>	83	2,295	24	661	523	13,719	129	3,487	305.4%	293.4%
<b>Total programs</b>	108	3,307	51	1,346	810	21,498	262	6,820	209.2%	215.2%
<b>Total One-to-One Programs</b>	335		1,545		1,670		1,792		-7%	
<b>Collection Statistics</b>										
Items added	2,226		2,743		14,273		17,473		-18.3%	
Items discarded	2,888		3,146		15,467		27,890		-44.5%	
Total physical items in collection					269,921		265,717		1.6%	
Digital eBooks & eAudio added	672		447		4,788		4,728		1.3%	
Digital eBooks & eAudio discarded	255		618		2,391		2,229		7.3%	
Total Digital eBooks & eAudio					33,443		36,315		-7.9%	
<b>Total collection size</b>					<b>303,364</b>		<b>302,032</b>		0.4%	

## **2023 Library Holidays and Closures**

Days with an \* are set by the Library Board of Trustees.  
All other days are set by AFSCME Contract.

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### **LIBRARY CLOSED DATES:**

New Year's Day	Sunday, January 1*	Closed
	Monday, January 2	Closed
Martin Luther King Day	Monday, January 16	Closed
Presidents' Day	Monday, February 20	Closed
Easter Sunday	Sunday, April 9*	Closed
Spring Staff In-service	Friday, May 5*	Close at Noon
Memorial Day Weekend	Sunday, May 28*	Closed
	Monday, May 29	Closed
Juneteenth	Monday, June 19	Closed
Independence Day	Tuesday, July 4	Closed
Labor Day Weekend	Sunday, September 3*	Closed
	Monday, September 4	Closed
Native American Day	Monday, October 9	Closed
Fall Staff In-service	Friday, October 20*	Close at Noon
Veteran's Day	Friday, November 10	Closed
	Saturday, November 11*	Closed
Thanksgiving	Thursday, November 23	Closed
Christmas Eve	Sunday, December 24*	Closed
Christmas	Monday, December 25	Closed