

Agenda
Siouxland Libraries Board of Trustees
Crooks Branch Library, 200 N West Ave, Crooks, SD
Wednesday, May 22, 2024 – 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 13, 2024 regular meeting
4. Review of financial and statistical reports
5. Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) Review Proposed Meeting and Study Room Policy – Dan Neeves
 - c) Summer at the Bookmobile and Rural West locations – Stephanie Bents
6. Public Input
7. Unfinished business
 - a) Approval of Meeting and Study Room Policy
8. New business
9. Other
10. Next regular meeting: July 10, 2024 at 4:30 p.m. at the Baltic Branch Library, 213 St. Olaf Ave, Baltic, SD
11. Adjournment

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048	Facilities	2,134,938	0	2,134,938	633,213.68	40,826.00	1,460,898.07	31.6%
076	collections	238,350	0	238,350	105,046.42	11,000.00	122,303.58	48.7%
077	Operations	7,084,363	0	7,084,363	1,964,266.25	104,439.23	5,015,657.52	29.2%
078	Technology	815,082	0	815,082	657,382.11	26,767.88	130,931.55	83.9%
079	Program Support	62,200	0	62,200	14,133.83	1,000.00	47,066.17	24.3%
TOTAL General Fund		10,334,932	0	10,334,932	3,374,042.29	184,033.11	6,776,856.89	34.4%

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
076 Collections	921,000	11,218	932,218	263,027.49	.00	669,190.51	28.2%
077 Operations	0	100,000	100,000	.00	.00	100,000.00	.0%
078 Technology	0	194,615	194,615	24,944.00	.00	169,671.00	12.8%
TOTAL Capital Improvement Fund	921,000	305,833	1,226,833	287,971.49	.00	938,861.51	23.5%

Siouxland Libraries Summary Report - April 2024

	This Month		This Month		This YTD		Last YTD		% Change YTD	
People Served / Visitors										
Service area population					250,551		241,518		3.7%	
New Cardholders	765		698		3,035		2,926		3.7%	
Active Cardholders					83,745		89,322		-6.2%	
Total Walk-in Visitors	72,841		69,856		272,659		264,801		3.0%	
Total Digital Sessions	93,739		83,918		370,175		310,880		19.1%	
Total Hours Open	2,073.50		1,753.50		8,089.50		7,351.00		10.0%	
Resources Used										
Circulation										
Baltic	678		877		2,409		3,565		-32.4%	
Bookmobile	4,832		6,104		18,650		11,684		59.6%	
Brandon	9,117		7,753		32,742		30,473		7.4%	
Caille	26,149		24,944		103,492		101,571		1.9%	
Colton	736		609		2,761		3,062		-9.8%	
Crooks	1,316		1,127		4,962		5,005		-0.9%	
Downtown	23,440		22,177		89,562		91,032		-1.6%	
Garretson	458		405		1,842		1,535		20.0%	
Hartford	1,449		1,394		5,878		5,945		-1.1%	
Humboldt	350		619		1,727		2,102		-17.8%	
Oak View	9,841		8,924		37,585		35,101		7.1%	
Prairie West	20,053		18,706		76,164		74,652		2.0%	
Ronning	28,773		26,811		110,224		102,218		7.8%	
Valley Springs	168		134		586		515		13.8%	
Siouxland Use Garretson School	66		51		357		192		85.9%	
Total Circulation Physical Items	127,426		120,635		488,941		468,652		4.3%	
Digital Resource Use										
OverDrive eAudio	20,226		15,022		79,625		57,598		38.2%	
Hoopla eAudio	4,752		3,186		17,459		12,085		44.5%	
OverDrive eBook	16,185		14,239		68,413		59,241		15.5%	
Hoopla eBook	1,424		1,144		5,677		4,825		17.7%	
Hoopla Movie, TV, Music, Comic	1,360		925		4,930		4,020		22.6%	
OverDrive Magazine	3,150		1,840		22,799		7,454		205.9%	
Total Digital Circulation	47,097		36,356		198,903		145,223		37.0%	
Total Circulation All Materials	174,523		156,991		687,844		613,875		12.0%	
Meeting & Conference Room Use										
Total Meeting Room Use	584		394		1,927		1,388		38.8%	
Total Study Room Use	1,600		1,217		5,041		3,397		48.4%	
Total Computer Sessions	12,034		10,638		44,683		39,906		12.0%	
Wi-Fi Use	54,157		54,088		207,049		204,660		1.2%	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	31	906	28	912	82	1,983	79	1,687	3.8%	17.5%
Total Teen programs	10	84	3	40	40	382	22	277	81.8%	37.9%
Total Children's programs	43	1,142	23	560	114	3,081	80	2,557	42.5%	20.5%
Total Early Learning programs	116	2,550	93	2,373	417	9,519	319	8,885	30.7%	7.1%
Total programs	200	4,682	147	3,885	653	14,965	500	13,406	30.6%	11.6%
Total One-to-One Programs	100		75		325		307		6%	

Siouxland Libraries Summary Report - April 2024

	This Month	This Month	This YTD	Last YTD	% Change YTD
Collection Statistics					
Items added	2,974	1,466	10,846	4,133	162.4%
Items discarded	2,889	2,372	11,562	4,948	133.7%
Total physical items in collection			271,405	265,512	2.2%
Digital eBooks & eAudio added	926	413	6,673	1,656	303.0%
Digital eBooks & eAudio discarded	118	512	3,834	1,424	169.2%
Total Digital eBooks & eAudio			42,238	36,315	16.3%
Total collection size			313,643	301,827	3.9%

Siouxland Libraries

Meeting Room and Study Room Use Policy

Purpose

Meeting spaces at Siouxland Libraries are provided to support the library's mission to connect the community to ideas and information to enrich their lives.

The Meeting Room and Study Room Use Policy establishes rules and procedures for the use of the library's facilities. Use of library meeting space by any group signifies acceptance of the terms of this policy.

Siouxland Libraries reserves meeting spaces on a first-come, first-served basis, giving priority to library events and programs and City purposes.

Failure to comply with this policy or the [Rules of Conduct](#) may result in the suspension of the individual or group from using any Siouxland Libraries rooms.

Meeting Rooms

General Guidelines

Meeting rooms at Siouxland Libraries are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, and seminars.

Prohibited uses:

- Raising money
- Commercial purposes
- Personal use including weddings, receptions, or parties
- Meetings for which a fee is charged
- Tobacco/vape products, alcoholic beverages, open flames, burning incense, and lit candles

Reserving Rooms

Reservations for meeting rooms can be made in person or by phone up to three (3) months in advance for use during library open hours.

Groups are limited to five reservations at any one location per month.

Setup and clean up should be included in the time needed for the event when making a reservation and is the responsibility of the individual, group, or organization. At the end of the meeting, the room must be left in the same condition as it was found.

The library is unable to store personal property, materials, equipment and/or supplies between meetings.

Groups shall vacate meeting rooms promptly upon the reservation end time to ensure the room is available for the next group. Meetings will end fifteen (15) minutes prior to the time that the library closes to the public.

The individual who reserved the room assumes responsibility for the group's use of the room. Meeting rooms cannot be unlocked until the individual who reserved the room or established designee arrives.

The library reserves the right to deny use of its facilities and limit frequency of use so as not to interfere with regular use of the library.

Priority will be given to library programs. The library may cancel or move a reservation if the room is needed for library or City purposes. Organizations will be given advanced notice in these instances.

Using the Room

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Food and drink are allowed with the stipulation that the room users are responsible for cleanup. Group members are also responsible for the supervision of their children while using the room.

Library Endorsement

Permission to use the library meeting room does not constitute library endorsement of the group or the views espoused by the group.

Groups using the meeting room should clearly indicate in their advertisements and news releases who is sponsoring the event.

Study Rooms

General Guidelines

Siouxland Libraries' study rooms are designed to be available on a widespread and equitable basis to individuals or small groups seeking a quiet study/group project or meeting space.

Individuals or groups using study rooms must adhere to the Siouxland Libraries [Rules of Conduct](#) and this policy.

Reserving Rooms

Reservations can be made in person, by phone, or online up to one month in advance for use during library open hours.

Reservations can be made for up to two (2) hours per session. If more time is needed, individuals shall ask library staff for an extension no sooner than thirty (30) minutes before the current reservation ends. Each extension can be made for an additional two (2) hours if no one else has reserved the space.

Individuals, groups, or organizations are not permitted to schedule back-to-back reservations.

Reservations made in advance must be approved by library staff. If a reservation is made online, staff will send email confirmation when a reservation is approved.

A library card is not required to reserve a study room; however, reserving a study room with a library card makes it more convenient for individuals to manage and track reservations.

Using the Room

Responsible parties must arrive no later than fifteen (15) minutes after the booking start time or forfeit the use of the room to another group. Access to the room outside of the reserved time cannot be guaranteed.

Study rooms will be released if a user leaves it unoccupied for more than fifteen (15) minutes.

Individuals, groups, or organizations who are unable to make their reservation should call the library to cancel. Any reservation not canceled with library staff is listed as a no-show. Three (3) no-shows within a calendar year may result in a suspension of study room privileges for up to three (3) months.

The Library Director or their designee has authority to suspend an individual or group from using any Siouxland Libraries rooms.

Appeals Process:

An appeal may be made to the Siouxland Libraries' Board of Trustees for the suspension of meeting room or study room privileges.

1. An appeal to the Library Board must be in writing using the “Siouxland Libraries Meeting Room Suspension Appeal Form” available on the library website. The form must be submitted within ten (10) business days of the suspension decision. An appellant may request a printed form at any Siouxland Libraries location.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend the Library Board’s Appeal Hearing, but attendance is not required.
3. The Board’s written decision will be sent to the appellant no later than five (5) business days after the decision is made. The suspension remains in effect until the appeals decision is made.

Policy History:

Effective: XXX XX, XXXX.

Approved by the Library Board of Trustees MON DY, YEAR.

Appendix:

- Siouxland Libraries Meeting Room Suspension Appeal Form

Meeting Room Suspension Appeal Form



If your meeting room privileges have been suspended from Siouxland Libraries and you would like to appeal the decision, complete this form and submit it to:

Siouxland Libraries
Attention: Director of Siouxland Libraries
200 North Dakota Avenue
P.O. Box 7403
Sioux Falls, SD 57117-7403

Form must be complete for consideration.

A decision will be made within ten (10) days of receipt of the appeal. Until you receive the decision, your meeting room privileges are still suspended.

(Please Print Clearly)

CONTACT INFORMATION

Today's Date: _____

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Email:** _____

SUSPENSION INFORMATION

**Suspension
Start Date:** _____

**Suspension
End Date:** _____

Please explain why your meeting room privileges were suspended from the library.

(See second page.)

Please explain why the library should consider lifting the suspension.

If an ADA accommodation is needed to complete this form, please contact the Human Relations Office at 605-367-8745 or human.relations@siouxfalls.gov.

Library Use Only

Date Received: _____

Decision: Approved Declined

Date for Appeal Review: _____

Date Appellant Notified of Decision: _____

Appellant Notified of Hearing: Yes No