Agenda
Siouxland Libraries Board of Trustees
Caille Branch Library, 4100 S Carnegie Circle, Sioux Falls
Wednesday, January 10, 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 November 8, 2023 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) One Book Siouxland Report

   d) Everybody Reads Report

6. Public Input

7. Unfinished business

   a) Approval of Bulletin Board Policy

8. New business

9. Other

10. Next regular meeting: March 13, 2024 at 4:30 p.m. at the Downtown Library, 200 N Dakota Ave, Sioux Falls, SD.

11. Adjournment

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Downtown Library
Wednesday, November 8, 2023 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:32 PM by Joel Rosenthal. Members present: Lorie Hogstad (phone), Anne Land, Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick. Members absent: Adam Emerson, County Commissioner Jen Bleyenberg. Staff present: Alysia Boysen, Lucy Steiger

2. Adoption of the agenda. Motion by Hogstad and seconded by Murtha to adopt the agenda. Motion carried.

3. Motion by Murtha and seconded by Hogstad to approve the minutes of the September 13 meeting. Motion carried.

4. Review of financial and statistical reports. Director Fick reported that the Capital Budget is 74% spent. Funds remaining at end of year for projects not completed can be carried forward. The Collection line is at 75% spent. The Technology line includes new self-checks for four rural branches to allow for Expanded Access at these locations. The Operating budget is 77% spent. Statistical Reports: Majority of data points are trending up. The number of active cardholders continues to remain flat while number of new cardholders is increasing. Library catalog use continues to increase with the addition of the Vega version. Digital circulation has seen significant increase this month. Digital magazines are now being auto-delivered to customers similar to traditional magazine subscriptions.

5. Library Director and staff reports.

    Staff News: Kathy Faith has decided to retire. She has worked at the Baltic Barnch for 34 years. An open house in her honor is planned at the Baltic Branch on November 18. New Library Associate hired for the Oak View Branch - Molly Hill. Managers are working to complete Performance Impact annual reviews for all full-time staff. In January, library staff will receive a 3.5% cost of living wage increase. Fall staff inservice was held on October 20. Emily Harris and Jeri Light are attending the Library Marketing & Communication Conference in Indianapolis this week. Next Wednesday, all library staff emails will switch to firstname.lastname@siouxfalls.gov. There will also be a launch of a new siouxfalls.gov website. The library website is also being worked on with a planned launch for late December.

    In Book processing, we are seeing significant delays with our items. Brodart is unable to perform the cataloging and processing work we have contracted with them to do because of VPN issues. Temporarily, items are being sent to Siouxland Libraries unprocessed and library staff will process and catalog. The Ronning Children's area received a refresh this month with new décor and interactives. In Adult Programming, socializing type programs are seeing popularity including murder mysteries, board game battles, and speed friending. The One Book Siouxland title will be announced in early January. The author is planning to attend the announcement. The Winter Reading Program will start in December.

    Proposed Bulletin Board Policy was discussed by Lucy Steiger. She shared updates from the existing procedures we did have. This policy will be brought to the January meeting for approval.

6. Public Input. (There was no public input.)

7. Unfinished Business. (There was no unfinished business.)

8. New Business.
    a. The 2024-2026 Technology Plan was presented by Alysia Boysen. It includes information on upcoming projects and a list of accomplishments from 2023. Motion to approve by Hogstad seconded by Rosenthal. Motion carried.
    b. The 2024 Library Board Meeting Schedule was presented by Fick. Motioned to approve by Land seconded by Hogstad. Motion carried.

9. Other.

10. The next regular meeting will be on Wednesday, January 10, at 4:30 PM at the Caille Branch.

11. Adjournment. The meeting was adjourned at 5:23 P.M.

_____
Alysia Boysen, Library Staff

_____
Date Approved

_____
Jodi Fick, Board Secretary

CITY OF SIOUX FALLS

YEAR-TO-DATE OPERATING BUDGET REPORT:
Preliminary 2023 Year-end

FOR 2023 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	2,012,548	0	2,012,548	1,930,566.32	.00	81,981.90	95.9%
076 Collections	242,600	0	242,600	343,075.88	.00	-100,475.88	141.4%
077 Operations	6,762,939	135,000	6,897,939	6,317,381.25	30,252.21	550,305.43	92.0%
078 Technology	688,504	0	688,504	626,398.26	12,837.41	49,268.33	92.8%
079 Program Support	53,856	0	53,856	86,690.95	.00	-32,834.95	161.0%
TOTAL General Fund	9,760,447	135,000	9,895,447	9,304,112.66	43,089.62	548,244.83	94.5%

YEAR-TO-DATE CAPITAL BUDGET REPORT:
Preliminary 2023 Year-end

FOR 2023 12

ACCOUNTS FOR: 253 Capital Improvement Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
076 Collections	821,000	38,851	859,851	848,632.97	.00	11,218.49	98.7%
077 Operations	100,000	0	100,000	.00	.00	100,000.00	.0%
078 Technology	64,400	856,942	921,342	716,109.12	24,944.00	180,289.22	80.4%
TOTAL Capital Improvement Fund	985,400	895,794	1,881,194	1,564,742.09	24,944.00	291,507.71	84.5%

Siouxland Libraries Summary Report - December 2023

	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	721	519	10,166	9,775	4.0%
Active Cardholders			84,935	87,386	-2.8%
Total Walk-in Visitors	**56,924**	**50,823**	**788,469**	**718,206**	**9.8%**
Website Sessions	35,652	36,890	438,744	428,325	2.4%
Library Catalog Sessions	8,249	24,967	272,145	349,765	-22.2%
Vega Library Catalog	27,800		193,000	-	#DIV/0!
Mobile App Users (inconsistent data)	14,335	2,626	88,603	31,260	183.4%
Total Digital Sessions	**86,036**	**64,483**	**992,492**	**809,350**	**22.6%**
Total Hours Open	1,846.45	1,862.00	23,276.95	22,942.60	1.5%
Resources Used					
Circulation					
Baltic	675	702	9,942	10,102	-1.6%
Bookmobile	3,048	1,790	43,577	51,470	-15.3%
Brandon	7,472	6,497	100,741	92,926	8.4%
Caille	23,630	21,751	316,590	312,207	1.4%
Colton	507	833	8,246	8,981	-8.2%
Crooks	1,075	1,263	14,016	17,011	-17.6%
Downtown	21,197	20,437	279,759	279,184	0.2%
Garretson	200	444	5,381	4,833	11.3%
Hartford	1,363	1,400	19,708	15,254	29.2%
Humboldt	373	314	5,650	4,341	30.2%
Oak View	9,085	7,923	115,179	134,605	-14.4%
Prairie West	17,503	16,786	240,243	229,252	4.8%
Ronning	26,292	23,804	332,676	262,369	26.8%
Valley Springs	212	102	1,580	1,772	-10.8%
Siouxland Use Garretson School	66	47	664	277	139.7%
Total Physical Circulation	**112,698**	**104,093**	**1,493,952**	**1,424,584**	**4.9%**
Digital Resource Use					
OverDrive eAudio	17,966	12,570	195,199	149,054	31.0%
Hoopla eAudio	3,994	3,096	42,048	29,550	42.3%
OverDrive eBook	16,134	13,205	184,100	152,239	20.9%
Hoopla eBook	1,343	1,357	14,720	12,252	20.1%
Hoopla Movie, TV, Music, Comic	1,232	1,451	12,244	11,698	4.7%
OverDrive Magazine	6,232	1,595	37,618	18,146	107.3%
TotalDigital Circulation	**46,901**	**33,274**	**485,929**	**372,939**	**30.3%**
Total Circulation All Materials	**159,599**	**137,367**	**1,979,881**	**1,797,523**	**10.1%**
Electronic Resource Use (Databases)					
BrainFuse - JobNow - Unique User	86	-	1,098	-	#DIV/0!
BrainFuse - JobNow - Sessions	341		3,538	-	#DIV/0!
LinkedIn Learning - Log-ins	484	119	2,119	874	142.4%
LinkedIn Learning - Hours Viewed	390		1,564	-	#DIV/0!
Mango Language - Sessions	441		2,260	-	#DIV/0!
Mango Languages - Hours Viewed	77		353	-	#DIV/0!
Novelist - Unique Items investigated	1,510	1,329	12,882	10,583	21.7%
Novelist - Number of Searches	1,125		12,036	-	#DIV/0!
Value Line	191	134	2,060	884	133.0%
Meeting & Conference Room Use					
Total Meeting Room Use	**330**	**208**	**4,139**	**3,442**	**20.2%**
Total Study Room Use	**1,044**	**701**	**10,920**	**8,079**	**35.2%**
Total Computer Sessions	**9,430**	**7,207**	**125,667**	**106,721**	**17.8%**
Wi-Fi Use	**52,049**	**46,284**	**640,593**	**253,750**	**152.5%**

Siouxland Libraries Summary Report - December 2023

	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	20	543	19	830	286	5,291	224	4,376	27.7%	20.9%
Total Teen programs	20	183	4	78	119	1,563	70	1,020	70.0%	53.2%
Total Children's programs	20	1,025	19	741	270	9,409	155	6,099	74.2%	54.3%
Total Early Learning programs	71	1,653	48	1,154	1,000	27,597	801	20,116	24.8%	37.2%
Total programs	131	3,404	90	2,803	1,675	43,860	1,250	31,611	34.0%	38.7%
Total One-to-One Programs		88		54		896		1,923	-53%	
Collection Statistics										
Items added		4,205		4,951		23,490		28,141	-16.5%	
Items discarded		2,811		2,605		19,844		22,444	-11.6%	
Total physical items in collection						275,767		272,121	1.3%	
Digital eBooks & eAudio added		1,844		515		13,054		6,803	91.9%	
Digital eBooks & eAudio discarded		1,394		246		10,417		3,740	178.5%	
Total Digital eBooks & eAudio						41,751		38,682	7.9%	
Total collection size						**317,518**		**310,803**	2.2%	
Outreach										
Library volunteer hours		157.75		62.25		1,773.35		1,245.00	42.4%	
Marketing events (booths, etc.)		1		1		43		70	-38.6%	
# of contacts at Marketing events		53		244		12,082		7,372	63.9%	

Siouxland Libraries Meeting Room and Study Room 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 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.

Repeated failure to comply with this policy or the [Rules of Conduct](#) will result in a three (3) month suspension of the group from using any Siouxland Libraries rooms.

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

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.

All activities held in the library's meeting rooms must be open to everyone.

Prohibited uses:

- Raising money
- Commercial purposes
- Private social gatherings
- Groups whose meetings are closed to the general public
- Meetings for which tuition, membership fees, or other fees are charged or may be recouped through sales or commissions at a later date
- Tobacco/vape products, alcoholic beverages, open flames, burning incense, and lit candles

Reserving Rooms

Reservations for meeting rooms can be made up to three months in advance for use during library open hours.

Groups are limited to one meeting room reservation at any one location once a week.

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, limit frequency of use, and accommodate requests 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 2 hours per session. If more time is needed, individuals shall ask library staff for an extension no sooner than 30 minutes before the current reservation ends. Extensions will be made if no one else has reserved the space.

Individuals, groups, or organizations are limited to one (1) active reservation at a time, per day.

Reservations made in advance must be approved by library staff. 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

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 three (3) month suspension of study room privileges.

Appeals Process:

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

(Details to be added on the process. 1/8/24)

Siouxland Libraries Bulletin Board Policy

Purpose:
Siouxland Libraries recognizes its role as a source of community information. Most locations have bulletin boards to provide display space for relevant community information.

Policy:
Bulletin boards will be used for the following types of information:
- Postings of library programs or programs co-sponsored by the Library.
- Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to citizens
- Postings announcing community services and volunteer opportunities
- Nonpartisan election information

Bulletin boards may not be used for the following types of information:
- Commercial notices, solicitations, business cards, third-party job postings, and retail advertising
- Personal notices of items for sale
- Personal solicitations for fundraisers (i.e., walkathons, auctions, galas, etc.)
- Materials that support or oppose any political candidate or ballot measure
- Materials that support or oppose a specific religious conviction

Posting Guidelines:
- All postings must be approved by the branch manager or designated staff member.
- All postings must be appropriate for viewing by all ages.
- All postings must be of a reasonable size, preferably 8 ½ x 11 or smaller.
- Due to limited space, priority is given to library postings.
- The library reserves the right to remove any posted item. Materials posted or left for free distribution without approval will be discarded.
- The library may limit the length of time any item may remain on display.
- The library does not assume responsibility for material that is damaged or stolen.

Permission to post does not in any way constitute library endorsement of a group's policies or beliefs. The purposes, objectives, or views of groups using the bulletin board space shall not be advertised in any way to suggest that they are endorsed by Siouxland Libraries.

Effective _____

Adopted by the Siouxland Libraries' Library Board of Trustees on _____