

MINUTES OF BOARD OF TRUSTEES MEETING
Siouxland Libraries
Prairie West Branch
Wednesday, July 12, 2017

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Jean Beddow. Members present: Jean Beddow, Jed Huisman, Alexandra Hartzler, Becky Thurman, Craig DeJager, County Commissioner Dean Karsky, and Senior Librarian Monique Christensen.
Members absent: Jodi Fick
Staff present: Krystal Pederson
Media present: none
Guests present: none
2. Adoption of the agenda. Motion by Jed Huisman and second by Becky Thurman to adopt the agenda. Motion carried.
3. Motion by Craig DeJager and second by Becky Thurman to approve the minutes of the May 10 meeting. Motion carried.
4. Review of financial and statistical reports. Christensen reviewed the financial report, noting that 50% of the year is complete, and approximately 40% of the operating budget has been spent. She added that when accounting for budget holdbacks, the library is on track. 20% of the program support budget has been spent. Reading Bridge will account for a large portion of that after it is completed in early August. Christensen and Pederson shared information on the history of the Reading Bridge program. The Capital budget is at 44%. Christensen noted that the magazines are renewed annually at the end of the year, which affects the timing of some of those expenditures. The microtower projects for Crooks and Hartford branches were completed. This project increase the connectivity strength for staff and customers, and was a large portion of the Technology portion of the Capital Budget. Part of the funding for this project was secured through an E-rate grant. Christensen also reported that library staff is working on presenting the 2018 budget to the mayor for approval. In the development for future budgets, library staff have been working with Finance to streamline purchases including book shelving, in order to make more effective use of shelving purchases. For example, nearly all library branches have the same color and type of library shelving, enabling them to share pieces amongst branches when replacements or updates are needed. The draft budget for 2018 includes a \$12,000 decrease from the 2017 budget. The operating total is 7,300,000, and the capital total is 892,000. Christensen reviewed the statistical reports. She noted that June 2017 marks one year from the start of the automatic renewal process. Previous circulation reports showed higher data due to the automatic renewals. Starting from June 2017, we now have a more accurate month to month representation when comparing on a month-month basis. Circulation is up 20% overall. Hartzler asked if there are specific goals for circulation, and Christensen explained that it's a part of the overall service picture, and the main goal is to maintain or increase circulation levels. Hoopla, a digital resources, shows a decrease in circulation due to the need to manage the available budget with the

demand for customer resources. One-Click digital has recently released an update to their app. Christensen explained the recent expansion of access made for library computer users. As computer use has been declining, Fick recently instituted new guidelines for computer user. With customer access and need as a high priority, she instituted changes that remove barriers for customers with fees and without access to get a library card. Staff report that this is a positive change and have seen an uptick in computer use. Christensen noted that Valley Springs has doubled computer use on the most recent report. She noted that Caille and Prairie West experienced an increase in meeting room use. At Caille, this is due to their addition of study rooms. Pederson noted that at Prairie West, they are currently experiencing a high demand for study room's use by private tutors.

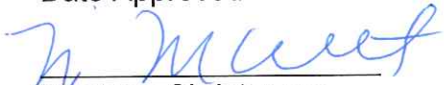
5. Library Director, Staff and Board Member Reports. The recent staff opening at Prairie West was filled by Barbara Koob, a former Sioux Falls school district teacher. Betsy Rice is working on developing a newsletter using Emma software. They anticipate a launch in September. The library will offer the newsletter to individuals who have used their library account in the last year, with an option to opt out if they do not wish to receive the newsletter. Hartzler asked questions regarding the purpose of the newsletter. Its primary function will be to promote library services and programs. Beddow commented that it is a well needed way for the community to stay informed about things going on in the libraries. Christensen shared copies of Rice's publication "Stories from Siouxland." She shared a story about a customer at the Ronning library who was inspired to create a whimsical wall hanging for the library based off a book he borrowed. Christensen shared information on an upcoming program presented by Barb Wigg, Reading Bridge Coordinator. This program will give parents advice on how to help children maintain reading skills. She gave an update on the removal of the sidewalk "library" sign at the Downtown Library. More improvements to this project may happen during the 2018 Dakota Ave. Road Diet. In August, the library's computer software, Polaris, will get an upgrade. One feature will be a responsive design for library catalog when viewed on a mobile device. Library staff have been using Communico, event and room reservation software, for approximately 2.5 months. They anticipate rolling out public bookings after working out some logistical issues with equipment bookings. Christensen reviewed state law regarding Confidentiality of library records. She shared a dot map which shows representative data from Feb-Mar 2017 regarding where library customers live and where they borrow items. She shared information on the progress of the current Summer Reading program, noting that a return to the former method has been well received by customers.
6. Public Input. (There was no public input.)
7. Unfinished Business.
8. New Business. Christensen submitted a copy of the 2018 Holiday hours and Closures for approval and answered questions regarding Christmas and New Year's holidays, and provided clarifying details regarding Library Staff Day. Motion by Dean Karsky and second by Becky Thurman to adopt the 2018 holiday hours and closures. Motion carried. She opened nominations for Library Board offices of president and vice president. Motion by Karsky and second by Thurman to nominate Beddow for a second term as board president. Motion carried. Motion by DeJager and second by Karsky to nominate Huisman for a second term as board vice president. Motion carried.
9. Other.
10. The next regular meeting will be on September 13, 2017 at 4:30 PM at the Crooks Branch.
11. The meeting was adjourned at 5:25 PM.



Krystal Pederson
Library Staff

9/13/17

Date Approved



Monique Christensen
Board Secretary

