

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on January 4, 2017

A meeting of the South Sioux City Library Advisory Board was held January 4, 2017. The meeting was called to order at 5:35 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Mary Macomber, Ardel Bengtson, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Helen Sorensen to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – Some Christmas cards and thank-yous were received.

Librarian Report:

- Stats - Usage has been down, quite possibly due to the loss of patrons who lived outside the city. Only a few have taken advantage of the library card scholarship program. This may be because people are not aware of it. Consideration should be given to a way of making those who are eligible aware of the program. Perhaps this could be accomplished through the schools.

Committee Reports – none

Unfinished Business

- Budget – Income toward the end of 2016 was up, perhaps due to library card fees. More recently the monthly income has been down. The advisory board will continue to monitor the budget in the interest of future planning.
- Library policies -
 - Advocacy Policy - Tabled until next meeting

New Business

- Grants – The library has applied for two large grants. If awarded the STEM grant from the Nebraska Library Commission, we would be one of four libraries to receive advanced technology equipment for a maker space. Space would either need to be allocated in the library or in a separate building.

- Some Upcoming Programs for 2017
 - Third Thursday cooking will explore cooking recipes.
 - Lost in the Stacks will highlight undiscovered collections such as college classes on DVD and how-to books
 - Odessa is developing programs tailored to children with autism.
- City Administrator Lance Hedquist has suggested we might wish to explore the possibility of creating a library district. Sally will contact Lance regarding coming to a future advisory board meeting to explain the concept further.

Adjournment

- **Moved by Jan Johansen and seconded by Mary Macomber to adjourn. Motion carried. Meeting adjourned at 6:38.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on February 1, 2017

A meeting of the South Sioux City Library Advisory Board was held February 1, 2017. The meeting was called to order at 5:32 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Ardel Bengtson, Randy Meyer (5:34), Library Director Dave Mixdorf, and City Manager Lance Hedquist.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Helen Sorensen to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – KTIV News did a news story about the library card scholarships.

Librarian Report:

- Stats - Numbers continue to be down, especially in check-outs. This probably represents the loss of county patrons. Use of library computers has declined as the ratio of patrons using their own electronic devices to those using library computers is about twenty to one. It would be helpful to have an accurate way of measuring how much this library service is being used. Attendance at activities and events remains the same. Between 16 and 18 non-resident cards were taken out in January. One library card scholarship was given from the library, and four from Lewis and Clark School.
- Federal funding for the maker space grant was withdrawn, so no grants will be awarded in Nebraska. A smaller state grant for maker space for kids was received, and materials have been arriving. A federal grant for traveling maker space equipment is still a possibility.

Committee Reports – none

Unfinished Business

- Helen Sorensen reported that the school students are collecting information to put in the packets about states.
- Helen has talked to Becky Eckhardt, and the teachers are enthusiastic about the possibility of having Odessa visit the autistic classes.
- Discussion of the budget, Advocacy Policy, and final approval of the Circulation Policy will be carried over to next meeting.

New Business

Library District - City Manager Lance Hedquist explained the legality of forming a library district, some of the possible options for doing this, and the approvals that would be needed. Funding would come from a tax levy on the library district. The library would then be governed by an autonomous board. One possible approach would be to choose one residential area adjacent to South Sioux City, investigate the cost in taxes to become part of a library district, and determine whether or not the residents would be supportive of the idea.

Adjournment

- **Moved by Jan Johansen and seconded by Mary Macomber to adjourn. Motion carried. Meeting adjourned at 6:38.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on March 1, 2017

A meeting of the South Sioux City Library Advisory Board was held March 1, 2017. The meeting was called to order at 5:35 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Mary Macomber, Ardel Bengtson, Library Director Dave Mixdorf, and guest Sandy Amaro.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and seconded by Ardel Bengtson to accept the minutes as disseminated. Motion carried.**

Correspondence and Communications: – A thank-you was received from Shirley Sides for the Gary Sides Memorial Records Room dedication day. Over 107 people attended the dedication. The room is already being used, primarily by people from out of town who come to do research.

Librarian Report:

- Stats - Some numbers have gone up while others have gone down. Afternoon attendance has remained the same. Morning attendance has gone down with the loss of older people who live in the county. Kid and adult attendance remain the same. Use of the meeting room is four times what it was eight years ago.
- More money is being taken in than in the past. Library deposits are now \$400 to \$500 from printing and library cards.
- Cardinal Festival day will be June 10. There will be a meeting of the festival committee Thursday. The library will again be in charge of the drive-in movie.
- The library has received a \$5000 library improvement grant. The grant will be used to purchase a microfilm reader which will be capable of searching microfilm documents, printing, and transferring them to computer. The board will explore the possibility and cost of having some of the microfilm digitized.
- Dave presented the state of the library report to the City Council this week.
- On Thursday Dave will attend the PTLIS bylaws committee meeting in Columbus.
- On Monday, March 14 Dave will be presenting a talk on books to education classes at the College Center.
- Dave will also be presenting at the Garden Show on the 25th.
- Dave has been appointed the president of the Pioneer Library Automation Consortium.

Committee Reports – none

Unfinished Business

- The Advocacy Policy is tabled.
- Ten families have now taken advantage of library card scholarships. There is still scholarship money available.
- Formation of a library district appears to be too complex to pursue at this time.
- We have received no information regarding the traveling maker space grant.

New Business - none

Adjournment

- **Meeting adjourned at 6:07.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on April 5, 2017

A meeting of the South Sioux City Library Advisory Board was held April 5, 2017. The meeting was called to order at 5:30 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Mary Macomber, Helen Sorensen, Ardel Bengtson, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **There being no corrections, the Minutes, as disseminated, were approved.**

Correspondence and Communications: – none.

Librarian Report:

- Stats - There has been a decrease in check-outs as a result of the loss of county patrons. Morning attendance continues to be low with the loss of older people from the county. Attendance at other times remains the same. Program attendance has been up and down, with Nebraska 150 events contributing to the attendance numbers. It was suggested that information about the library scholarship program be posted at the Senior Center. There is still scholarship money available.
- Shirley Sides and Marian Cain are in the process of developing a historic bus tour of the county.
- Dave is now president of KOHA.
- Dave's contribution to Cardinal Festival on behalf of the library will be the drive-in movie and the barbecue contest.
- The book chosen for One Book, One Siouxland is *Shoeless Joe*.
- There will be an unveiling of the equipment purchased with the children's grant on Monday, April 24.
- On May 10 Odessa will begin the autism programming.
- The Children's Mobile Museum will visit Scenic Park the last week in April. Arrangements are being made by the South Sioux City Area Chamber of Commerce.

Committee Reports – none

Unfinished Business

- Advocacy Policy - copies of the advocacy policies under consideration were distributed and will be discussed at the next meeting.

- **Library District - Moved by Ardel Bengtson and Seconded By Jan Johansen that we not pursue the formation of a library district because it appears to be too complex to consider at this time. Motion carried.**

New Business

- Library Advocacy Day will be later in April. Anyone interested in attending should contact Dave so that he can make arrangements.
- Odessa will be attending the American Library Conference in June in Chicago. Dave will attend the Association for Rural and Small Libraries Conference in September in Utah. The Nebraska Library Conference will be in Kearny. It is not yet decided who will attend.
- A copy of the by-laws was disseminated for consideration at the next meeting.

Adjournment

- **Meeting adjourned at 6:07.**

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD

Meeting on May 3, 2017

A meeting of the South Sioux City Library Advisory Board was held May 3, 2017. The meeting was called to order at 5:37 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Ardel Bengtson, Vickie Hirschert, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. **Moved by Jan Johansen and Seconded by Ardel Bengtson to approve the minutes as disseminated. Motion carried.**

Correspondence and Communications:

Two thank-yous were received from visiting college students studying library science.

Librarian Report:

Stats - Check-outs continue to be down. Library use is down during some times. After school use has been largely high school students studying. Numbers are not yet in for the Children's museum, which was well attended.

Friday will be the unveiling of the exploratory materials purchased with the \$2500 library improvement grant and \$500 from the library budget. The materials have already been a big draw for children and families.

Odessa will be attending the AALA conference in Chicago in June. Dave will be attending the Association of Rural and Small Libraries conference in Utah in September.

Committee Reports – none

Unfinished Business

Advocacy Policy - Upon discussion, it was **moved by Helen Sorensen and seconded by Sally Reinert to form a committee to draft an Advocacy Policy. Motion carried.** Jan and Sally will serve on the committee and will prepare a draft for the next meeting.

Library District - Ardel and Helen met with Carol Schuldt. Public Works is interested in discussing library districts, as is Jason Bowman. Consideration should be given to the inclusion of Dakota City, Jackson, and the county in the discussion.

Scholarships - Information about library card scholarships needs to be shared with the senior center.

By-laws. The library board will begin considering what changes, if any, should be made to the existing by-laws. Under consideration are length and staggering of terms.

New Business

Becky Eckhart would like to discuss the possibility of a toy lending library. The primary purpose would be to make toys available for parents of special needs students to check out. Helen and Odessa will be meeting with Becky to discuss this further.

The city owns the old telephone company building. This might be a possibility for off-site storage and book sales.

Adjournment

o There being no further business, the meeting was adjourned at 6:52.

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on July5, 2017

A meeting of the South Sioux City Library Advisory Board was held July 5, 2017. The meeting was called to order at 5:30 by board secretary Sally Reinert, who stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Present were board members Sally Reinert, Jan Johansen, Helen Sorensen, Vickie Hirschert, Mary Macomber, and Library Director Dave Mixdorf.

Minutes: Minutes of the previous meeting were disseminated. One spelling error was noted. **Moved by Jan Johansen and Seconded by Helen Sorensen to approve the minutes with the correction. Motion carried.**

Correspondence and Communications: – none

Librarian Report:

- Stats continue to reflect the drop in patrons from the county. Attendance is noticeably down on some mornings. There have been fewer check-outs. At other times attendance is good. The pattern of library use is changing, with more use of books and periodicals in the library, continued internet use, but less library computer use, as two thirds of patrons now bring their own devices.
- Use of the history collection continues. This pattern is anticipated as well with the new aviation history collection.
- Odessa attended the AALA conference in Chicago and will be sharing information about the conference at the August meeting.

Committee Reports: – none

Unfinished Business:

- Advocacy Policy - The Advocacy Policy, as developed by the committee, was presented. **Following discussion it was moved by Mary Macomber and seconded by Helen Sorensen to approve the proposed policy. Motion carried.**
- Scholarships - Dave shared information about the library card scholarship program with the senior center. Families from Lewis and Clark school continue to take advantage of the scholarships. The library will have a table at school registration and will share information about the scholarship program there.
- By-laws. The library board will discuss bylaws and any suggested changes at the August meeting.

New Business:

- The library has received a \$5500 grant, and has used \$2000 from its budget to purchase a microfilm reader that will allow copying from microfilm.
- The library will be applying for the Innovation Studio Grant for the traveling maker space.

Elections:

- **Jan Johansen has agreed to continue to serve on the board.**
- **On unanimous votes, Helen Sorensen will serve as president and Sally Reinert will serve as secretary of the board.**

Adjournment:

There being no further business, the meeting was adjourned at 6:10.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on October 4, 2017

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held October 4, 2017. Present were board members Sally Reinert, Ardel Bengtson, Vicki Hirschert, Jan Johansen, Mary Macomber, Helen Sorensen, and Library Director, Dave Mixdorf. Randy Meyer was absent. President Helen Sorensen called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of September 13 were distributed. The minutes were approved as read.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed.

Dave will be attending the Nebraska Library Conference in Kearney.

Unfinished Business:

None

New Business:

Patrons have been unable to log in to the computers for the past three weeks. Dave has attempted to call the software company currently being used. The company has been unresponsive. Dave will be looking for a different company to handle our log in system.

Unattended Child, Programming, Reference Service, Challenged Materials, and Customer Complaint policies will be reviewed at our November meeting.

The name of the Unattended Child policy will be changed to Child Safety Policy.

Library Board Certification CEU credits were discussed.

Library Advocacy day will be in February. Dave requested that some of the board members attend.

A motion by Jan, seconded by Mary, was made to adjourn. The meeting adjourned at 5:55.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on November 1, 2017

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held November 1, 2017. Present were board members Sally Reinert, Jan Johansen, Mary Macomber, Helen Sorensen, Children's Librarian, Odessa Meyer, and Library Director, Dave Mixdorf. President Helen Sorensen called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance.

Minutes: Moved by Jan Johansen and seconded by Mary Macomber to approve October minutes as disseminated. Motion carried.

Odessa Meyer reported on the Children's Library programs.

- The library has applied for a small grant to purchase incentive items for the 1000 Books Before Kindergarten program. The program is intended to serve 100 families over the next five years.
- Odessa will be doing an outreach program with Beyond the Bell for all five schools.
- Toy check-out will be available through the library. Odessa will be working with families and early childhood education teachers. The library will be housing the toys but they will not be part of the library collection.

Correspondence and Communications:

None

Librarian report:

- A \$500 donation was given to the library in memory of longtime Friends member Dorothy Wilcox. The donation will be used to purchase books chosen by the book club that are not currently in the library collection.
- Stats – Morning use of the library continues to be down. Library computers are being used less as students more frequently bring their own devices to the library. Other use numbers remain steady.

Committee Reports: none

Unfinished Business:

Randy Meyer has tendered a letter of resignation from the board.

Policy reviews:

- **Child Safety Policy (formerly Unattended Child Policy): Moved by Jan Johansen and seconded by Mary Macomber to approve with the title change. Motion carried.**
- **Programming Policy: Moved by Mary Macomber and seconded by Sally Reinert to approve with no change. Motion carried.**

- Reference Service Policy: Reference to use of the microfilm reader, and the Sides History Room was added. Regarding referring research to a local archivist, the word “will” is changed to “may.” Changes to the policy will be reviewed at the next board meeting prior to approval.
- **Challenged Materials Policy: Moved by Mary Macomber and seconded by Jan Johansen to approve changes in the submission form and no changes to the policy. Motion carried.**
- Customer Complaint Policy: The word “customer” will be changed to “patron,” and the policy reviewed at the next meeting prior to approval.

Microfilm digitizing project:

The cost from Advantage Companies for digitizing microfilm is \$125 per roll, with possibly better pricing for larger quantities of film. The company would also host the newspapers on their website for a one time fee of \$750. The board will explore which rolls of microfilm should be digitized, and possible grant funding for the project.

New Business:

The 2018 calendar was discussed. It appears the only conflicting date is July 4.

Adjournment: **Moved by Jan Johansen and seconded by Mary Mary Macomber to adjourn. The meeting was adjourned at 6:27.**

President

Secretary