

# SIoux RAPIDS MEMORIAL LIBRARY

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## **AGENDA: LIBRARY BOARD MEETING**

Tuesday, November 12, 2024 at 6 p.m.

At the Sioux Rapids Memorial Library

### **CALL MEETING TO ORDER**

### **APPROVE AGENDA**

- A. Approve minutes from previous meeting
- B. Approve monthly bills/financial report

### **DISCUSSION AND ACTION ITEMS**

- C. Board CE report
- D. Home Delivery Project
- E. Law Changes Regarding Public Meetings
- F. Tier Status Date Change
- G. New Space for Library
- H. Director's Report
  - Cataloging update
  - Projects
  - Events & programming
  - Bethany's CE

### **ADJOURNMENT**

# MINUTES NOVEMBER 12, 2024

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## ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		present
Denise Pierce		present
Eric Waldstein		present
Lacy Garberding	City Council Liaison (non-voting)	
Bethany Peat	Library Director (non-voting)	present

## MEETING CALLED TO ORDER AT 5:59 PM

### PREVIOUS MONTH'S MINUTES

Motion to approve bills by Denise, seconded by Suzie, approved unanimously.

### BILLS

Motion to approve bills by Denise, seconded by Suzie, approved unanimously.  
(See attached)

## DISCUSSION AND ACTION ITEMS

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### BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz		None
Jamie Dorenkamp		None
Suzie Haight		None
Denise Pierce		None
Eric Waldstein		None

### HOME DELIVERY PROJECT

No new patrons showed interest in delivery project. Project tabled until next school year.

### LAW CHANGES REGARDING PUBLIC MEETINGS

- Changes we instituted on a temp basis for COVID regarding allowing people to remote in for meetings are now permanent.
- There may be some changes in how things are recorded in minutes so that they match the new State Definitions:
  - Zoom or video call-ins are “remote participation;”
  - Phone call (audio only) is considered “teleconference participation”
  - These types of participation are to be noted in the minutes rather than “present;” anyone participating in those ways is considered present.
  - “Hybrid meeting” means a meeting involving both remote participation and in-person participation by members.
  - “Virtual meeting” means a meeting involving real-time interaction using integrated audio, video, and other digital tools, in which participants do not share physical location.

## **TIER STATUS DATE CHANGE**

- Our new renewal date is Feb 2028.

## **NEW SPACE FOR LIBRARY**

- West of city hall
- Framed out
- Staff have some concerns:
  - lack of storage space
  - no office/staff space
  - no public meeting held
- Ceiling tile project with art teacher Madison Standley in the works

**DIRECTOR'S REPORT** given by Bethany, see attached.

Motion by Denise, seconded by Suzie for **ADJOURNMENT at: 6:33 pm**

# DIRECTOR'S REPORT – NOVEMBER 12, 2024

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## CATALOGING UPDATE (numbers as of 11-1-2024)

- **Total Completed: 7798**
- **Fiscal 2025: 608**
- **October 2024: 231**

## Projects:

- Library Statistics Report for FY2024 completed and turned in at County Librarians meeting 11-6-24. Copy appended to this report.
- Annual meeting with County Supervisors upcoming- Tuesday, Nov. 19 @ 9:30 am
- Learned how to run weeding lists from Atrium, saved a template, & taught Holly; 3-step weeding (currently necessary in transitional period) of picture books in-process.

## October Stats:

- Door Count: 234
- Computer Use: 38 sessions
- New materials (including donations): 210
- New patrons: 3
- Withdrawn materials: 262
- Reference questions: 31
- Website visits according to Matomo: 173
- Checkouts:
  - Adult materials: 51
  - Serials & magazines: 31
  - Teen materials: 15
  - Children's materials: 167
  - **Total: 285**

## Events & Programming:

- There were a total of **31 events** during the month of October, including all of the normal clubs, the author talk with Michelle Cowan, the Pumpkins event, and trick-or-treating, with a **total attendance of 190**.
- **Passive** (patron-directed, no set time) **programs** such as the daily challenge, puzzle table, STEAM toys & games, postcard exchange, makerspace, and the guessing contest had **345 users** in the month of October.

## Upcoming Special Events:

- No special events planned; only clubs and regular monthly events.
- Craft for Nov. 26 switched because we made catapults at Pumpkins event.
- No book club on election day (cancelled).
- Game club that would normally fall on Thanksgiving moved to Friday morning at 10.

## BETHANY'S CE REPORT

1 hr- Escape This: Creating DIY Escape Rooms for Your Library

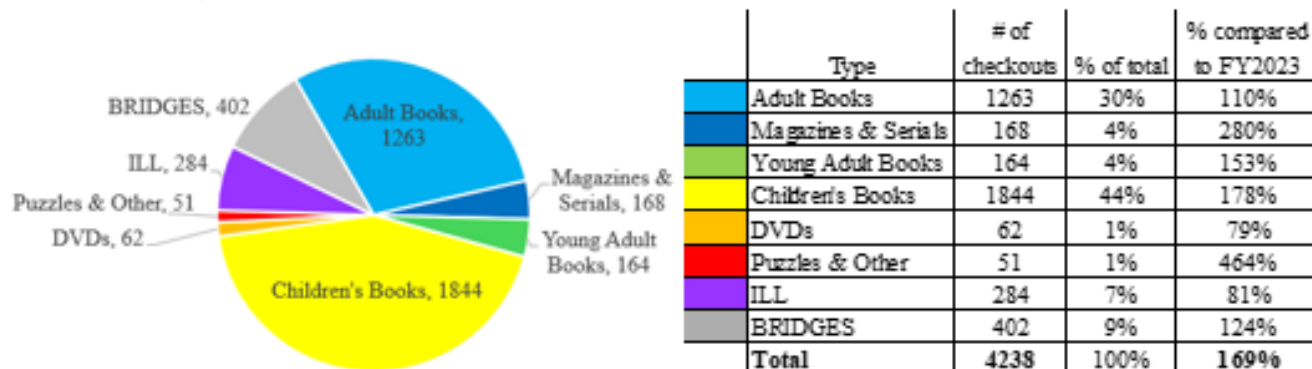
# SIoux RAPIDS MEMORIAL LIBRARY

215 – 2<sup>nd</sup> St. · P.O. Box 445 · Sioux Rapids, IA 50585  
 712-283-2064 · [sxrlibrary@gmail.com](mailto:sxrlibrary@gmail.com) · [www.siouxrapids.lib.ia.us](http://www.siouxrapids.lib.ia.us)  
 Director: Bethany Peat

**↑ 639** Registered Borrowers  
 Up 9%

**2190** Library Visits  
 in FY 2024

## CIRCULATION



**TOTAL CIRCULATION UP 169% IN FY2024!**

**THAT'S 5 CHECKOUTS IN FY2024 FOR EVERY 3 IN FY 2023!**



## PROGRAMMING

- Summer Reading Program
- Special Events such as Centennial Celebration, Author Talks, Eclipse activities

### Weekly:

- Craft Club
- Puzzle Club/Lego Club
- Game Club
- Storytimes (2)

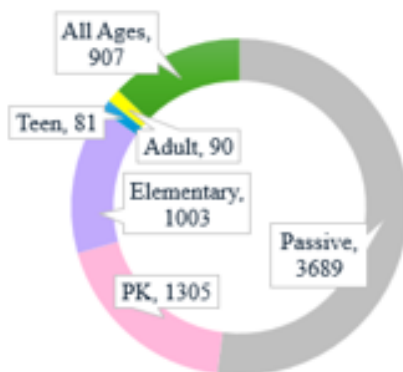
### Monthly:

- Book Club
- Adult Make & Take Club
- Trivia Night

### Passive Programs include:

- Reading Logs/1000 Books Before Kindergarten
- Coloring Sheets & Makerspace
- STEAM Toys & Games
- Puzzle Table
- Daily Challenge
- Poem Jar (April only)
- Eclipse Glasses & Handout (spring 2024 only)

Age Group	Programs Offered
PK	113
Elementary	93
Teen	7
Adult	73
All Ages	143
<b>Total</b>	<b>429</b>



**TOTAL ATTENDEES:**

**7075**

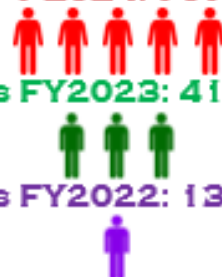
**PROGRAM ATTENDANCE:**

**UP 169%!**

**ATTENDANCE  
 FY 2024: 7075**

**Vs FY2023: 4180**

**Vs FY2022: 1366**



## OTHER STATISTICS FOR FY2024

### Accessibility

	<u>FY2024</u>	<u>FY2023</u>
Regular Hours per week	30	30
Summer Hours per week	28	28
Public Internet Access	Yes	Yes

### Service Statistics

	<u>FY2024</u>	<u>FY2023</u>
Hours of Service	1341*	1421
Service Population (city)	775	775
Registered Borrowers	639	580
Yearly visits to the library	2190	2921
Reference Questions	298	409

*\*Lower open hours for FY2024 reflects a large number of weather closures during the winter and being closed for a week due to the flood in June 2024.*

### Employees

	<u>FY2024</u>	<u>FY2023</u>
Number of Employees	2	2
Employee Work Hours	2101	2180

### Computer Usage

	<u>FY2024</u>	<u>FY2023</u>
Number of Public Computers	5	5
Number of Kindles & Tablets	7	6
Computer Sessions	182	371
Wifi Usage Sessions	672	783
Total Usage Sessions	854	1154
Website visits	1840	1838

## STATISTICS WHICH SURPRISED THE LIBRARY STAFF:

**Circulation and program attendance both increased by the same overall percentage.**

What are the odds of that? I triple-checked the numbers.

**The number of adult book checkouts went up in FY2024...**

despite the deaths of two library patrons who were averaging 16 items a week (800 annually) in checkouts. Our prediction was that area of circulation would show a substantial drop this year compared to FY2023.

**Passive programming usage nearly doubled in FY2024...**

despite the death of a patron who was coming in daily to work the puzzles, which we expected to cause a drop of 300 or more in passive program usage.

**How much the annual library visits dropped in FY2024**

- We expected a drop of 300 or more annual visits due to patron deaths.
- We expected a drop in visits due to the many days that we had to close early, open late, or close for the day due to the weather last winter.
- We didn't expect those factors to lower the number by over 700 visits, especially when library visits generally seem about the same as last year on a day-to-day basis and our program attendance and circulation have both increased.

Sioux Rapids Memorial Library  
NOVEMBER 2024 Claims Report

Bills Paid After Meeting October Meeting

Alliant Energy-October	\$124.69
Everttek-October	\$57.48

<b>Total</b>	<u><b>\$182.17</b></u>
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Bills Needing Approved for Payment

JCL Solutions - lables	\$44.99
GCF Leasing	\$121.18
JCL Solutions - paper towels	\$43.11
Baker & Taylor - Books	\$17.29
Baker & Taylor - Books	\$27.60
Baker & Taylor - Books	\$160.74
Baker & Taylor - Books	\$109.57
Bethany Peat - (Milage Reimbursement)	\$63.40
Baker & Taylor - Books	\$60.23

<b>Total</b>	<u><b>\$648.11</b></u>
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Handwritten signatures and initials, including a large signature at the top, a signature with a horizontal line, and several other signatures and initials below.

# Community State BANK

www.ecommunitybank.org

PHONE 712-843-2211 208 MAIN ST. ALBERT CITY, IA 50510  
 PHONE 712-852-2201 2407 MAIN ST. EMMETTSBURG, IA 50538  
 PHONE 712-845-2827 102 S. 3RD ST. LAURENS, IA 50554  
 PHONE 712-425-3498 802 INMAN ST. MALLARD, IA 50562  
 PHONE 712-283-2593 123 MAIN ST. SIOUX RAPIDS, IA 50585  
 PHONE 712-282-3030 1812 HWY BLVD. SPENCER, IA 51301  
 PHONE 712-858-4321 115 MAIN ST. WEBB, IA 51366 MEMBER FDIC

CITY OF SIOUX RAPIDS  
 MEMORIAL LIBRARY  
 PO BOX 473  
 SIOUX RAPIDS, IA 50585

Page: 1  
 PERIODIC STATEMENT  
 Date: Oct 31, 2024  
 Period: Oct 01, 2024  
 to Oct 31, 2024  
 (31 days)

### Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 10/31
Business Savings	SV-0000650226	33.93	10,350.45

### ACCOUNT #: SV - 0000650226 Business Savings

City Of Sioux Rapids  
 Memorial Library

Enclosures: 0

#### Beginning Balance

as of 10/01/24	
Deposits & Other Credits	10,347.38
Charges & Fees	3.07
Checks & Other Debits	0.00
Average Balance	0.00
<b>Ending Balance</b>	<b>10,347.38</b>
as of 10/31/24	10,350.45

#### Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
10/31		Interest Credit		3.07

#### Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
10/31	10,350.45				



**REVENUE REPORT**  
**CALENDAR 10/2024, FISCAL 4/2025**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4300	INTEREST	25.00	3.07	13.35	53.40	11.65
001-410-4310	LIBRARY RENTAL FEES	.00	.00	.00	.00	.00
001-410-4440	ENRICH IOWA LIBRARY GRANT	700.00	481.36	481.36	68.77	218.64
001-410-4441	BV CO Foundation Grant	.00	.00	.00	.00	.00
001-410-4470	LIBRARY SERVICE CONTRACT	8,300.00	4,173.50	4,173.50	50.28	4,126.50
001-410-4700	LIBRARY CONTRIBUTIONS	500.00	.00	.00	.00	500.00
001-410-4705	LIBRARY DONATIONS	2,500.00	.00	.00	.00	2,500.00
001-410-4799	LIBRARY MISC REVENUE	1,000.00	147.49	195.99	19.60	804.01
	DIFFERENCE	13,025.00	4,805.42	4,864.20	37.35	8,160.80
	PROOF	13,025.00	4,805.42	4,864.20	37.35	8,160.80

**REVENUE & EXPENSE REPORT**  
**CALENDAR 10/2024, FISCAL 4/2025**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
001-410-4300	INTEREST	3.07	13.35	25.00	11.65
001-410-4310	LIBRARY RENTAL FEES	.00	.00	.00	.00
001-410-4440	ENRICH IOWA LIBRARY GRANT	481.36	481.36	700.00	218.64
001-410-4441	BV CO Foundation Grant	.00	.00	.00	.00
001-410-4470	LIBRARY SERVICE CONTRACT	4,173.50	4,173.50	8,300.00	4,126.50
001-410-4700	LIBRARY CONTRIBUTIONS	.00	.00	500.00	500.00
001-410-4705	LIBRARY DONATIONS	.00	.00	2,500.00	2,500.00
001-410-4799	LIBRARY MISC REVENUE	147.49	195.99	1,000.00	804.01
	GENERAL TOTAL	4,805.42	4,864.20	13,025.00	8,160.80
	TOTAL OF ALL REVENUE	4,805.42	4,864.20	13,025.00	8,160.80

**G/L REVENUE HISTORY REPORT**  
**FROM 10/2024 TO 10/2024**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2025 TO 4/2025)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-410-4300	INTEREST		
10/31/24	GL2641 COMMUNITY STATE BANK	LIB MM INTERST	3.07
	ACCOUNT TOTAL		----- 3.07
001-410-4440	ENRICH IOWA LIBRARY GRANT		
10/14/24	GL2614 STATE OF IOWA	LIBRARY COLLECT FY DIRECT STATE AID	481.36
	ACCOUNT TOTAL		----- 481.36
001-410-4470	LIBRARY SERVICE CONTRACT		
10/14/24	GL2614 BUENA VISTA COUNTY	LIBRARY COLLECT 1ST HALF FY 2025 ALLOCATION	4,173.50
	ACCOUNT TOTAL		----- 4,173.50
001-410-4799	LIBRARY MISC REVENUE		
10/03/24	GL2611 OCTOBER PETTY	LIBRARY COLLECT COPIES AND FAXES	21.04
10/03/24	GL2611 CENTURY LINK REFUND	LIBRARY COLLECT	74.55
10/31/24	GL2636 THRIFT BOOKS GLOBAL LLC	LIBRARY COLLECT SELL BOOKS	51.90
	ACCOUNT TOTAL		----- 147.49
		REPORT TOTAL	----- 4,805.42

**BUDGET REPORT**  
**CALENDAR 10/2024, FISCAL 4/2025**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	LIBRARY WAGES - FULL TIME	25,300.00	1,913.95	7,441.73	29.41	17,858.27
001-410-6020	LIBRARY WAGES - PART TIME	9,052.00	468.66	1,720.64	19.01	7,331.36
001-410-6240	LIBRARY MEETING/MILEAGE EXP	800.00	41.27	87.82	10.98	712.18
001-410-6310	LIBRARY BUILDING MAINTENANCE	1,000.00	.00	.00	.00	1,000.00
001-410-6371	LIBRARY UTILITIES	3,400.00	124.69	789.87	23.23	2,610.13
001-410-6373	LIBRARY TELEPHONE	1,000.00	57.48	324.07	32.41	675.93
001-410-6499	OTHER CONTRACTUAL SERV	3,600.00	121.18	3,141.94	87.28	458.06
001-410-6502	LIBRARY MATERIALS	4,000.00	67.64	772.02	19.30	3,227.98
001-410-6507	LIBRARY OPERATING SUPPLIES	4,000.00	29.91	305.58	7.64	3,694.42
001-410-6508	POSTAGE	120.00	2.04	13.59	11.33	106.41
001-410-6599	LIBRARY FUNDRAISER	500.00	.00	.00	.00	500.00
001-410-6770	LIBRARY CAPITAL OUTLAY	1,000.00	.00	.00	.00	1,000.00
001-410-6771	LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00
112-410-6110	LIBRARY FICA - CITY SHARE	2,628.00	182.28	700.94	26.67	1,927.06
112-410-6130	LIBRARY IPERS - CITY SHARE	3,243.00	224.92	864.92	26.67	2,378.08
300-410-6770	LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00
	DIFFERENCE	59,643.00	3,234.02	16,163.12	27.10	43,479.88
	PROOF	59,643.00	3,234.02	16,163.12	27.10	43,479.88

**REVENUE & EXPENSE REPORT**  
**CALENDAR 10/2024, FISCAL 4/2025**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
001-410-6010	LIBRARY WAGES - FULL TIME	1,913.95	7,441.73	25,300.00	17,858.27
001-410-6020	LIBRARY WAGES - PART TIME	468.66	1,720.64	9,052.00	7,331.36
001-410-6240	LIBRARY MEETING/MILEAGE EXP	41.27	87.82	800.00	712.18
001-410-6310	LIBRARY BUILDING MAINTENANCE	.00	.00	1,000.00	1,000.00
001-410-6371	LIBRARY UTILITIES	124.69	789.87	3,400.00	2,610.13
001-410-6373	LIBRARY TELEPHONE	57.48	324.07	1,000.00	675.93
001-410-6499	OTHER CONTRACTUAL SERV	121.18	3,141.94	3,600.00	458.06
001-410-6502	LIBRARY MATERIALS	67.64	772.02	4,000.00	3,227.98
001-410-6507	LIBRARY OPERATING SUPPLIES	29.91	305.58	4,000.00	3,694.42
001-410-6508	POSTAGE	2.04	13.59	120.00	106.41
001-410-6599	LIBRARY FUNDRAISER	.00	.00	500.00	500.00
001-410-6770	LIBRARY CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00
001-410-6771	LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00
	LIBRARY TOTAL	2,826.82	14,597.26	53,772.00	39,174.74
	GENERAL TOTAL	2,826.82	14,597.26	53,772.00	39,174.74
112-410-6110	LIBRARY FICA - CITY SHARE	182.28	700.94	2,628.00	1,927.06
112-410-6130	LIBRARY IPERS - CITY SHARE	224.92	864.92	3,243.00	2,378.08
	LIBRARY TOTAL	407.20	1,565.86	5,871.00	4,305.14
	EMPLOYEE BENEFITS TOTAL	407.20	1,565.86	5,871.00	4,305.14
300-410-6770	LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00
	LIBRARY TOTAL	.00	.00	.00	.00
	CAPITAL IMPROVEMENT TOTAL	.00	.00	.00	.00
	TOTAL EXPENSES	3,234.02	16,163.12	59,643.00	43,479.88

**G/L EXPENSE HISTORY REPORT**  
 FROM 10/2024 TO 10/2024

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2025 TO 4/2025)			AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO	REF/DESCRIPTION	
001-410-6010	LIBRARY WAGES - FULL TIME				
10/14/24 PR0727				PR DT: 10/13/24	994.91
10/28/24 PR0740				PR DT: 10/27/24	919.04
	ACCOUNT TOTAL				1,913.95
001-410-6020	LIBRARY WAGES - PART TIME				
10/14/24 PR0727				PR DT: 10/13/24	230.98
10/28/24 PR0740				PR DT: 10/27/24	237.68
	ACCOUNT TOTAL				468.66
001-410-6240	LIBRARY MEETING/MILEAGE EXP				
10/18/24 AP1948	BETHANY PEAT	9-26-2024	36612	MILEAGE REIMBUSE - WEST IA TEC	41.27
	ACCOUNT TOTAL				41.27
001-410-6371	LIBRARY UTILITIES				
10/22/24 AP1951	ALLIANT ENERGY	6316711000-10/02/24	36634	UTILITIES	124.69
	ACCOUNT TOTAL				124.69
001-410-6373	LIBRARY TELEPHONE				
10/31/24 AP1957	EVERTEK, INC.	0252009373-11/01/24	36652	LIBRARY PHONE & INTERNET	57.48
	ACCOUNT TOTAL				57.48
001-410-6499	OTHER CONTRACTUAL SERV				
10/31/24 AP1957	GFC LEASING	I00962323	36655	COPIER CONTRACT 11/05-12/04/24	121.18
	ACCOUNT TOTAL				121.18
001-410-6502	LIBRARY MATERIALS				
10/18/24 AP1948	BAKER & TAYLOR	2038552695	36611	BOOKS	58.86
10/18/24 AP1948	BAKER & TAYLOR	2038578920	36611	BOOKS	8.78
	ACCOUNT TOTAL				67.64
001-410-6507	LIBRARY OPERATING SUPPLIES				
10/18/24 AP1948	BETHANY PEAT	9/18/2024	36612	SUPPLIES FOR MAKE&TAKE CLASS	29.91
	ACCOUNT TOTAL				29.91
001-410-6508	POSTAGE				
10/03/24 GL2611	LIBRARY P/C EXP			OCTOBER PETTY CASH PETTY CASH EXPENSE	2.04
	ACCOUNT TOTAL				2.04
112-410-6110	LIBRARY FICA - CITY SHARE				
10/14/24 PR0727				PR DT: 10/13/24	93.78
10/28/24 PR0740				PR DT: 10/27/24	88.50

**G/L EXPENSE HISTORY REPORT**  
 FROM 10/2024 TO 10/2024

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2025 TO 4/2025)	AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
112-410-6110	LIBRARY FICA - CITY SHARE		
	ACCOUNT TOTAL		----- 182.28
112-410-6130	LIBRARY IPERS - CITY SHARE		
10/14/24 PR0727		PR DT: 10/13/24	115.72
10/28/24 PR0740		PR DT: 10/27/24	109.20
	ACCOUNT TOTAL		----- 224.92
		REPORT TOTAL	=====
			3,234.02