

Minutes – November 14, 2023

ROLL CALL:

<u>Dorothy Machholz</u>	President	present
<u>Jamie Dorenkamp</u>		present
Suzie Haight		present
Beth Fraser		present
Denise Pierce		present
Lynda Swanson	City Council Liaison (non-voting)	present
Bethany Peat	Library Director (non-voting)	present

Also present: Jim Wise (Mayor), Mike Katschman (City Council), Eric Boge, Tyler Hahn

MEETING CALLED TO ORDER AT: 6:00 PM.

MINUTES (as emailed) **APPROVED** unanimously.

BILLS APPROVED unanimously.

Memorial Funds: Amazon order 10-27-2023 includes large number of puzzles purchased with funds from earmarked donations for puzzles in memory of Janice Trebesch-- \$267.39 of total \$446.05. Also 4 books from Baker and Taylor totalling \$46.46 (Rainshadow Bay series). Board approved money to come out of savings/memorial account to cover.

Mike from city council discussed with Bethany that he would like her to note on purchase receipts which items ordered are made as grant requirements.

DISCUSSION AND ACTION ITEMS

FRIENDS OF THE LIBRARY GROUP DISCUSSION

with Tyler Hahn of Cherokee Public Library

Tyler told us about the Cherokee Library's friends group and gave suggestions for when we start our own, including:

- Make sure that Friends group is organized as a 501(c)3 group separate from the library. The Cherokee Library was able to get paperwork filed through John Lofflen for only \$50. The library can not provide any startup funds for the creation of a Friends group.
- The Friends group should have its own board (he recommends 2 year terms) and bylaws.
- The Friends group must meet at least once per year.
- The Cherokee Friends group is responsible for a large part of the library fundraising activities; also involved are the Keys group and Library Foundation, which was started as a separate 501(c)3 in order to save the extra money from the Cherokee Library's building project (several thousand dollars) because building funds should be the city's responsibility as the city owns the library building.
- People to speak to for more information about the building fundraising in Cherokee include Joanie Anderson and Linda Christensen.

ACCESSIBILITY PLAN / GRANTS LONG TERM PLANS

- No building grants applied for, since they would be inadequate to cover costs (as discussed by email). It was also discussed that since the city owns the building, any grants related to changing the building itself should be filled out by city hall, not Bethany.
- Plans for upgrading this building as proposed by town citizens were shared and deemed more expensive than the plans for moving the library to city hall.
- City council members Mike and Jim shared the City's long-range plan to renovate the building attached to city hall (which the city owns) and add council chambers as well as a library facility 3x as large as we currently have. Bethany requested a copy of any plans that are available.
- Denise Spoke with Kim Anderson (Sioux Central's high school counselor) about students delivering books to patrons. Bethany discussed current lack of interest shown by patrons in book delivery and the need to have students considered official library volunteers if she has to sign off on paperwork. Discussion tabled until December.
- Long term plans discussed. Decision made to remove "meeting the state minimums" from goals as it looks bad; adding goals regarding cataloging and accessibility/moving plans. Bethany to finalize, resend for consideration with final approval to come at the December meeting.

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz	October 2023 -1 hr.	Boardroom series #2: Intersections (Budgets)
Jamie Dorenkamp	October 2023 -1 hr	Boardroom series #2: Intersections (Budgets)
Suzie Haight	October 2023 -1 hr	Boardroom series #2: Intersections (Budgets)
Beth Fraser	October 2023 -1 hr	Boardroom series #2: Intersections (Budgets)
Denise Pierce	October 2023 -1 hr	Boardroom series #2: Intersections (Budgets)

ADA CHECKLIST REVIEW

(see attached for ADA Checklist coversheet)

Comments/Concerns/Changes requested: none

Board certifies it reviewed ADA checklist in the renewal process towards State Library Standards Tier 1 Status by signing the paperwork.

Director's Report - November 14, 2023

CATALOGING UPDATE (numbers as of 11-13-23)

- **YTD:** (6054-4501=) **1553**
- **October:** (6054-5861) = **193**

BRIDGES PRICE INCREASE & BUDGET CONCERNS

Price of BRIDGES increasing for FY 2025 & 2026: ~\$480/yr (**increase of about \$23** for us)

New fee model leaves the \$300 base fee intact and increases the per capita portion from the current 21¢ to 24¢ /person. This amount will remain the same for FY25 and FY26. This increase will be used to try to address wait time issues for some books being very long.

COPIER pricing- old copier- no monthly charge; this one is \$121.18/month which comes to \$1454/yr

By comparison yearly rates for other contractual services (total of ALL= \$1624):

\$795.00		July	Book Systems, Inc	Atrium subscription
\$457.08		July	OverDrive	Overdrive/BRIDGES subscription fee
\$372.26		August/Sept.	Malwarebytes	1 yr subscription DNS monitoring & endpoint protection

The copier contract has already pushed us over budget in Contractual Services for the year and the copier still doesn't work as it's supposed to.

GRANTS & DONATIONS

Report on method used to disburse Memorials given as earmarked donations:

1. All memorial checks go into the savings account.
2. Purchases are made according to donor wishes for earmarked donations.
3. Bills are submitted with notation on the bills that they are to cover memorial items from earmarked donations.
4. When bills are approved, the bill sheet and/or minutes should include a notation about the board approving withdrawal of the finds to cover those items.

Janice Memorial Funds:

There are discrepancies among records; Mandy and Bethany are working to resolve the problem. Donations received -total \$580 according to Bethany's records, \$510 of which was earmarked for collection/puzzle

100.00	July	Joleen Anderson	frame in some way.
100.00	July	Martha Landsness	Joleen Anderson Check- Mandy put in August budget rpt as
310.00	8/27/2023	Bonnie Jacobsen	part of collections 7/31
20.00	8/3/2023	John D. Pritchard	Martha check- don't know where this money is
50.00	8/4/2023	Ann Waldstein	Bonnie check—don't know where this money is, Mandy is

looking based on copy of check I sent her

Waldstein and Pritchard checks went to savings account as not made out to SRML.

Pritchard and Waldstein checks were not made out to the library but signed over to us and thus placed in the savings account.

So far, have spent:

Frame - \$21.24 on frame @ Walmart 8-23-23 (framing one of the puzzles was suggested by Bonnie)

Books-\$46.46 for Rainshadow Bay series (Coble books Janice requested before death that she never got to read—rec'd 10-2, 9-11, 9-11, 10-2 so will all be paid in FY2024)

Puzzles – \$267.39 from Amazon order 10-27-2023

Total spent: \$335.09 / \$510 earmarked

Photos added to facebook as items added to collection. All puzzles already stickered and cataloged.

Helen Babcock

- Sons gave her personal library to us
- All 188 books have been assessed for collection
- 29 retained and stickered; some already cataloged and rest will probably be finished this week
- The rest were either: recycled (moldy, would contaminate other books)
- Added to prize bins (if in good shape but duplicates of books in our collection)
- Added to book sale pile (if duplicates/not meet collection addition policy standards, e.g. too old)
- Pictures of new books for collection sent to Ginny for inclusion in paper.

Grants applied for:

- Moore Foundation / Eclipse glasses-approved
- Library Telescopes of IA / telescope for checkout -approved.
 - Other materials we were required to buy to complete the checkout kit (red light headlamp, fanny pack, Constellation guide) already ordered and received.
 - Library Telescopes of IA group to receive the telescopes (all 100 of grant) this week and fit them for library use; delivery TBD, will be FY 2024.

EVENTS

- Trick or Treat @ Library & costume contest – 34 kids & teens did challenge for prize
- Costume Contest – 24 participants in costume, have received 299 votes as of 10-13-2023. Last day for voting =Wednesday 10-15. Berkley pretty much guaranteed to win with 120 votes and next closest people having 29, 25, 21 votes. Will award a 1st, 2nd, and 3rd place.

UPCOMING EVENTS

- Trivia Night this Thursday, Nov 16 @6pm – prizes Christmas themed ; no Dec. Trivia Night. Next Trivia Night to be January 18th.
- Vendor fair Fri/Sat after Thanksgiving—will not be happening, no one wanted to coordinate. Monthlong pop-up shop in Storm Lake seems to be dealing with several of the vendors.
- Festival of Trees—December 2. Board approved doing a book giveaway this year with the tree being a ladder with wrapped books, using the wrapping paper from the closet that has not been used for fundraisers in past. Estimated 50 books needed.

WHOFI:

	October-2023	September-2023	October-2022
Total Session Count	59	49	52
Total Visits	53	48	-
Unique Visitors	19	11	15

STATS SHEET FOR COUNTY AUDITORS:

Shared with board, in house, and on facebook. See attached report.

BETHANY'S CE REPORT:

CE courses completed:

- 10-23 BRIDGES user mtg

Upcoming: • Libby/ebook training on “how to train your patrons” this Thursday the 16th.

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MORE DISCUSSION AND ACTION ITEMS

COMPUTERS

- Donation of 5-10 laptops from Sioux Central
 - May need charging cords
 - Will likely not get MS office, only run google docs/sheets/etc.
- Bethany still working on issues as they come up
- Dorothy has not had time to work on the tablets she took home to try to help with.
- The city council is going to check to see if their contract with Keith Stauber covers the library (since we are a department of the City), and if not, if it can be expanded to get Bethany some tech help.
- Dorothy proposed that the library get high speed internet to help cover needs with more devices; Mike mentioned can get phone service with it for around \$6; Bethany supported the idea with hopes that phone can be replaced with library cell so that all 2-step verifications can be sent to library phone rather than her personal phone. Earlier this year, Evertex quote was \$60/mo for library. +\$6 for phone = \$66, which is less than the \$88/mo library currently pays just for phone service from IGL. Bethany to send FCC grant link to Mandy.

OFFICER ELECTION TO COME IN DECEMBER

ADJOURNMENT

Motion Denise, seconded Beth @ 7:55.

ENDNOTES & ATTACHMENTS

Sioux Rapids Memorial Library
November 2023 Claims Report

Bills Paid After October Meeting

Century Link - October	\$86.28
Baker & Taylor (Books)	\$117.92
Alliant Engery - October	\$127.98
GFC Leasing (Copier Contract 11/5-12/04)	\$121.18
Menards - (toilet flapper)	\$16.47
Credited back the toilet brought for the library	(\$152.58)

Total

\$317.25

Bills Needing Approved for Payment

GFC Leasing (Copier Contract 12/08-01/05)	\$121.18
Baker & Taylor (Books)	\$294.47
JCL Solutions	\$22.12
Alliant Engery	\$174.25
Bethany Peat - (Mileage Reimbursement Storm Lake)	\$25.94
Sioux Food - (100th Birthday, buns, ketchup, mustard, ect)	\$49.28
Bethany Peat - (Program supplies 84.62 & Lib. Mat. 361.43)	\$446.05

Total

\$1,133.29

Doreen Yule
Denise Reed
Stacy
Bob & Jan
[Signature]

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design

Project

Building Sioux Rapids Memorial Library

Location 215 - 2nd St., Sioux Rapids IA 50585

Date 11-8-2023

Surveyors Bethany Peat

Contact Information 712-283-2064

sxrlibrary@gmail.com

36" min



An accessible route from site arrival points and an accessible entrance should be provided for everyone.



Institute for Human Centered Design
www.HumanCenteredDesign.org

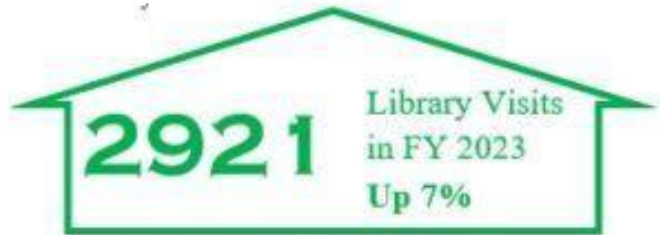
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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

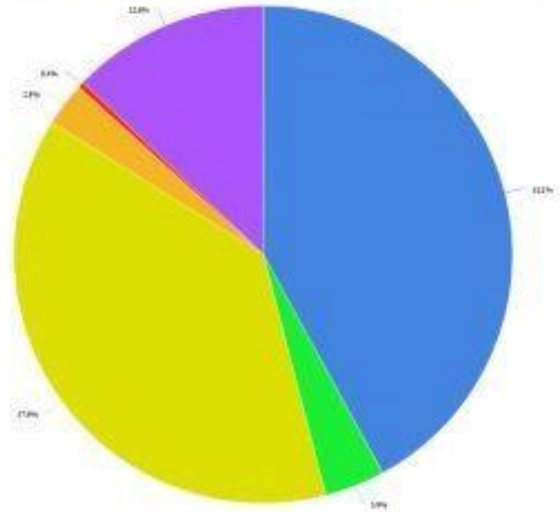
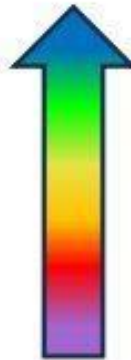
SIoux RAPIDS MEMORIAL LIBRARY

215 – 2nd St. · P.O. Box 445 · Sioux Rapids, IA 50585
 712-283-2064 · sxrlibrary@gmail.com · www.siouxrapids.lib.ia.us
 Director: Bethany Peat



CIRCULATION

Type	#	%
Adult Books	1149	42.1%
Young Adult Books	107	3.9%
Children's Books	1036	37.9%
DVDs	78	2.9%
Puzzles & Other	11	0.4%
ILL	351	12.8%
Total checkouts:	2502	



UP 25% FROM FY2022

PROGRAMMING

Types of Programming:

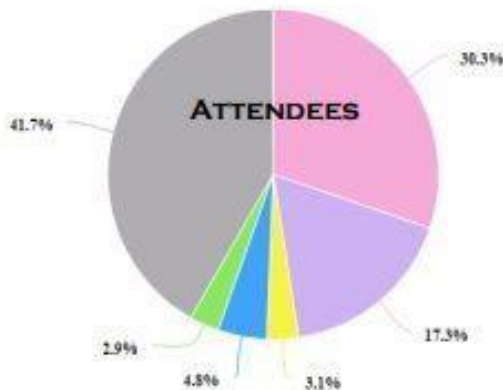
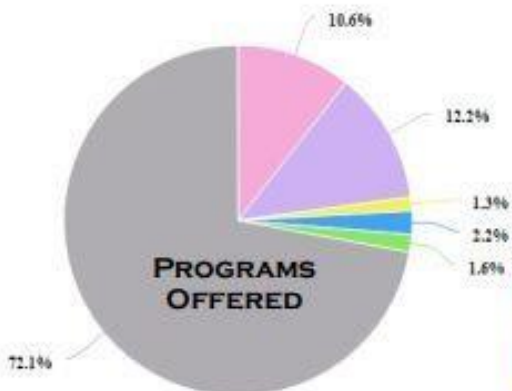
Weekly:

- Craft Clubs
- Puzzle Club
- Game Club
- Storytimes (2)

Monthly:

- Book Club
- Adult Make & Take Club
- Trivia Night
- Summer Reading Program

Age	Programs Offered	Attendees
Passive	801	1743
PK	118	1266
Elementary	136	722
Teen	14	128
Adult	24	201
General	18	120
Total	1111	4180



TOTAL PROGRAM ATTENDANCE

UP 306%

(EVERY 1 IN 2022 = 3 PEOPLE IN 2023)