

# SIoux RAPIDS MEMORIAL LIBRARY

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## **AGENDA: LIBRARY BOARD MEETING**

Tuesday, May 14, 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. E-Rate / CIPA Compliance
- E. Review Internet Policy
- F. Update to Handbook: Grievance Policy
- G. Lights
- H. Storywalk
- I. Delivery Program
- J. Sponsors/Donations
- K. Director's Report
  - Cataloging update
  - Grants & Donations
  - Tier paperwork submitted
  - Events & programming
  - Bethany's CE

### **ADJOURNMENT**

# MINUTES MAY 14, 2024

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## ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		absent
Denise Pierce		present
Eric Waldstein		absent
Lacy Garberding	City Council Liaison (non-voting)	present
Jim Wise	Mayor (non-voting)	absent
Bethany Peat	Library Director (non-voting)	present
Clayton McGuire	(police)	Joined at 6:09

## MEETING CALLED TO ORDER AT 6:00 PM

MINUTES APPROVED by Jamie, seconded by Dorothy.

BILLS unanimously approved.

## 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		
Denise Pierce	None	
Eric Waldstein		

### E-RATE UPDATE

- Determination Letter received. Form 486 must be filed within 120 days, so no later than August 22.
- PUBLIC HEARING earlier tonight for CIPA compliance. Meeting began at 5:30; no one showed up; closed at 5:38.
- Vote taken for Bethany to arrange Evertex to begin service July 1:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Denise Pierce	X		

### REVIEW INTERNET POLICY

New Filter settings:

- Absolutely no:
  - Adult themes, nudity, and porn
  - Chat rooms
  - Questionable content: deceptive ads, drugs, hacking, hate & extremism, profanity, unreliable information

- Tobacco

Board has voted on the optional blocking issues:

- Allowed:
  - shopping and e-commerce sites
- Partial allowance:
  - social networks: only facebook to be allowed
- To be Blocked:
  - lingerie & swimwear
  - LGBTQ, Sexuality
  - instant messengers, P2P

Vote taken:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Denise Pierce	X		

- Board has reviewed current internet and computer use policies to make sure they meet all CIPA requirements.

### **GRIEVANCE POLICY**

To be added to handbook under personnel policy.

Amendments approved attached to minutes.

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Denise Pierce	X		

### **LIGHTS**

- Jim recommends switching basement to LED fixtures
- City maintenance to begin switching this summer, most likely June.

### **STORYWALK**

- Working with Amy Forrette (Ag in the Classroom educator, doing storywalk in Spencer in June) on Storywalk project so we don't have to make own temporary posts.
- Route has been changed to go from library to pool along Thomas St.
- Bethany to get authorization from homeowners/city council (as owners of land pool is on)

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Denise Pierce	X		

### **DELIVERY PROGRAM FOLLOWUP**

- Names to be split among board members in July to knock on doors and ask people if they're interested.
- Bethany to review list of names, list those who have a library card.

## **SPONSORS/DONATIONS**

SRP Sponsors or Businesses who donate towards other projects (e.g. Newspaper project) to be added to the donor plaque because many times the prizes donated worth more than \$100, especially when they give multiple years.

SRP Donors Include:

- Casey's
- Wagon Wheel
- Keune (giant bear)
- Fridley Theatres
- Pizza Hut

Other business donors include:

- Ranco
- Community State Bank
- Modern Woodsman
- CHICS Club (books in honor of new babies> earmarked donations over multiple years)

People who give property (e.g. large numbers of books) in excess of the \$100 value shall also be added to the donor plaque. Donor policy to be updated to reflect this with Bethany bringing finalized version to board next month.

Includes:

- Randy Essing

Private Donors that need to be added to the plaque:

Robert Reno

Bethany to bring plaque with list of names to be added to Spencer Trophy to try to get hose added in current fiscal year.

Donation plaques to be added to wall behind circulation desk.

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

**ADJOURNMENT at: 7:30 pm**

## DIRECTOR'S REPORT – MAY 14, 2023

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### CATALOGING UPDATE (numbers as of 5-11-2024)

- **Fiscal YTD:** (6998-5302=) **1,696**
- **April:** (6998-6757) = **241**
- **Total completed since start of project in 2021: 6,998**

The cataloging numbers I present you each month are only the tip of the iceberg and are presented as an easy way to show progress without wasting time on additional record-keeping.

Cataloging numbers do not reflect:

- when items previously miscataloged are fixed
- when items previously cataloged are updated (to reflect that they won an award, are now part of a series, etc.)
- when items are added to the catalog temporarily because they are ILL
- when staff learn new processes such as merging records that helps with cataloging
- when staff access catalog to delete duplicate records either because duplicate copies weren't known to exist or items miscataloged or both
- when Bethany sets up a new account with a company to buy books from and has to add a corresponding Vendor in the catalog
- When items are donated, they need to be gone through before being cataloged to make sure that they're current, in good condition, and otherwise meet the library's acquisition standards. When we have a large donation (dozens or hundreds of items), we generally work through checking these a box or 2 at a time. But it can take a long time to go through 40 or 50 books to check whether they should be kept... and that might show up as lower numbers one month and higher the next because we went through the whole box in month a and actually assigned them a number in month b—but were working on cataloging those items in both months.
- Also with large donations, we make donation stickers to go in the books, which doesn't take long, but I'm going to mention it as one more thing that takes time in the cataloging process but doesn't necessarily split evenly between months or get reflected in the number count. Adding one more sticker to every book might not seem like it's going to take a lot of time... until you multiply by 50 or 100.
- Weeding done before we tackle a section for cataloging... which is doing things in the right order to lower overall workload. For instance, we went through all of the NF and BIO sections before Holly started cataloging them to get rid of the things that hadn't been used for years or decades before we started assigning them numbers. Going through the books before we start cataloging that shelf saves time in the long run because we don't waste time putting books in the computer that need to be weeded. As with the large donation example above, weeding first takes time and effort but speeds up the process for that section of books later, and the process may not be completed during a calendar month.

Furthermore, there is an ebb and flow to library programs and projects. Other things to consider before you start assuming that just because the number this month is lower than last month's, we've stopped working on the project:

- All "months" between meetings are not the same length. You are not always judging 30 days of cataloging... sometimes you get a April 9<sup>th</sup> to May 14<sup>th</sup>, which was 35 days and sometimes you get a Feb 13<sup>th</sup> to March 12<sup>th</sup>, which was only 28 days. That's a 25% difference in length of time being measured.

- While weeding is a continuous process, more does happen in the spring before the book sale and because the shelves are getting more crowded and need to be thinned out to make room for new books. This leaves less time for cataloging.
- In months when there are more extra programs scheduled (not clubs), there's less time for cataloging not only because of the programs themselves but also because of preparation.
- Prep for very large programs (e.g. eclipse, SRP) requires more time and effort and thus, less cataloging happens. I start prepping for SRP in January at the latest.... And there are many librarians who start in September. By March, most are done planning and have moved on to prepping. This year, we had a lot going on with the eclipse that took time out of my days, for everything from coordinating with Kari at the school to organizing a schedule, to haranguing my contact at the Moore Foundation to see why our glasses still weren't here, to actually getting materials ready. After talking with Scott about counts because of feedback in the SEAL forum, he said I should not be counting it as one big event, but as 20 events (with 6 more cancelled due to weather). With a total of **879 participants**—this attendance is equal to 83% of last year's summer reading program attendance on one day! So yes, it had a lot of prep, but there was a big payoff, and it was a once-in-twenty-some years chance.
- When staff are gone to conferences (spring) / training (year-round) / director roundtables (spring) / county meetings (fall/winter/spring)... that time is not available for cataloging. Even when the meeting itself only takes an hour, I usually have reports to prep or notes to organize and share with Holly about how the training is going to impact the running of the library to make it better.
- When staff do projects like switching a section to bins (example: ER bins in March) or organizing the closets (ongoing, but I did spend 3 days on it in March/April) so items can be easily found and inventoried and used and neater so there's space for everything, that takes away time for cataloging. But you know what? The patrons even notice that. When I was working in the closet, one of the kids came over and exclaimed "I can see the back wall now!" Because things were put away. Not just that the closet was de-trashified, but actually organized. Which kind of goes back to prepping for SRP.
- On a similar note, the filing cabinet has been driving Bethany nuts since she arrived and in April she went through the first two drawers, organizing them so things were all filed the same way and things could be found again. And that took time away from cataloging, but it needed to be done. If things had been filed properly in the first place, it would have been a good resource to look for things for the Library's history project last year or to know that ERATE paperwork had been filed for the library in the past—the records existed, they just weren't usable because no one knew they existed and they weren't findable. So you know: the bottom 2 drawers and the other file cabinet are on the to-do list.

The constant harping by the board about cataloging numbers (and always that they aren't good enough) does nothing but anger the librarians. The state expectation for a library with staff working 40 hours a week (combined estimate for myself and Holly) is 75 books per month. We regularly have double that or more. We are going as fast as we can while maintaining the quality of the catalog.

## GRANTS & DONATIONS

Received 20 tickets from Fridley

For SRP:

- Caseys will sponsor cones
- Wagon Wheel will be donating kids' meals again
- Pizza Hut—have ~40 coupons
- IA Cubs tickets for as many kids reach goal of 1000 minutes by August 2
- D&L to donate ceramics for prizes for Top Dogs

- Have also tried to arrange: Browns Theatre, Axaholics, Kings Point/Pirate Cove,

### **Grant updates:**

Telescope ready for pickup in Omaha

### **Projects:**

Library website updates:

- Minutes added
- Board members list added to include Eric
- SRP page and signup form updated and signups sheet for this year created; SRP signups now live
- Volunteer call for SRP posted

### **EVENTS**

- Author talk with Ann Hanigan Kotz—April 17— 0 attendees
- Trivia Night- April 18 @ 6pm — 3 attendees
- Pie & Poetry Slam—Thurs, April 25, 6-7:30pm—15 participants
- Make & Take- May 2- Collages! @ 6pm
- Eclipse—after talking with Scott, activities should be counted separately counted as 20 events with a total of **879 participants**—note, this attendance is equal to 83% of last year’s summer reading program attendance on one day!

### **UPCOMING EVENTS**

- Trivia Night- May 16 @ 6pm
- Make & Take- June 6 @ 6pm—Ceramic glazing with D&L
- SRP—see calendars!
- Some weekly clubs moving to NOON for SRP :
  - Mondays @ NOON – Elem. Craft club
  - Tuesdays @ NOON—puzzle and lego club
  - Thursdays @ NOON– game club—all ages
- Other times for summer:
  - Tuesdays @ 5—Calm and Color (teen/adult coloring)
  - Fridays @ 10:30am—storytime at the library

Volunteers wanted:

- Obstacle course
- July 31 Library Olympics—need to recruit volunteers

### **BETHANY’S CE REPORT:**

#### **CE courses completed:**

Pop YS CON—Ames –April 14 (5 hours training)

County Librarian’s meeting—last week (1 hour)

Director Roundtables—earlier today (3 hours)

9 hours total.

### **Upcoming:**

Bethany gone on vacation afternoon of July 5 (Friday/will still be here in the morning) to July 8 (Monday). Holly to cover the 8<sup>th</sup>.

Add to personnel policy

Update as of 5-14-24

Grievance Procedures:

insert @ end of page 31 in handbook

If an Associate has an issue with the Director, they are to bring it to the attention of the Director and discuss it to come to a compromise that works for both. If the issue continues and the associate doesn't feel that they are getting a satisfactory resolution from the meetings/conversations with the director, they are to ask for a meeting with the President and Secretary of the Sioux Rapids Memorial Library Board about the grievance. The Board President and Secretary will meet with the associate and the director to discuss the issue and mediate for a workable solution for all involved. The meeting will be documented as to the date, time, place, persons present, and very brief notation of the topic of the meeting. This handwritten documentation will be signed and dated by all present and copies will be placed in the personnel files at City Hall.

insert @ end of page 30 in handbook

If the Director has issues with the Library Board that can't seem to be worked out between all members, the Director may request a meeting with the President and Secretary of the Board with the Mayor of Sioux Rapids and the City Clerk who handles personnel issues for the City. The Mayor will be the mediator between the Board and the Director to come to a workable solution to the issue. The meeting will be documented as to the date, time, place, persons present, and brief notation of the topic of the meeting. This handwritten documentation will be signed and dated by all present and copies will be kept at City Hall in the personnel files.



**Sioux Rapids Memorial Library  
May 2024 Claims Report**

**Bills Paid After April's Meeting**

Alliant Energy - April	\$245.00
Century Link - April	\$93.46
Petty Cash - Books	\$20.00

<b>Total</b>	<b>\$358.46</b>
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**Bills Needing Approved for Payment**

Hanigan Writing Service	\$14.22
JCL Solutions - (\$16.68 Operating Supplies, \$44.08 Building Maintaince)	\$60.76
JCL Solutions - (\$78.26 Operating Supplies, \$126.17 Building Maintaince)	\$204.43
Baker & Taylor	\$15.17
GCF Leasing	\$121.18
Bethany Peat - Mileage Ames Conference	\$191.26
Bethany Peat - Mileage BV County Lib. Mgt/Director's Roundtables @ Lakeview	<del>\$122.75</del>
Sanford Museum	\$200.00
Alliant Energy	\$186.45
Baker & Taylor	\$26.34
Northwest Fire - CO2 Fire Extinguisher (Building Maintaince)	\$210.00
Baker & Taylor	\$109.17
<b>Total</b>	<b>\$1,435.00</b>

*Donna Marshall*  
*Donna Marshall*  
*[Signature]*