

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, August 13, 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. Staff Evaluations
- E. Home Delivery Project
- F. Window
- G. Director's Report
 - Cataloging update
 - Projects
 - Events & programming
 - Bethany's CE

ADJOURNMENT

MINUTES AUGUST 13, 2024

ROLL CALL:

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

MEETING CALLED TO ORDER AT 6:12 PM

MINUTES APPROVED unanimously.

BILLS unanimously approved. (See attached)

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

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

- Upcoming opportunity: Boardroom Series (August 2024): Introducing the Public Library Compensation Toolkit (Live Webinar) on Aug 22, 2024, 6:00 PM – 7:00 PM
- This webinar will introduce attendees to a new resource from the State Library.

STAFF EVALUATIONS

- Bethany's evaluation session with Holly pushed back because of flood to July 31; rating satisfactory.
- Dorothy moved to approve the director's annual review, with an satisfactory rating.
Motion approved unanimously
- 3% raises for Bethany and Holly went into effect July 1.

HOME DELIVERY PROJECT

- No outreach done by board since previous meeting due to health issues.
- Checkin at September meeting.

WINDOW

- Window on east side of building broken by fishing lure
- No proof of who caused damage
- City hall/maintenance team to fix or replace pane and screen.

DIRECTOR'S REPORT given by Bethany, see attached.

ADJOURNMENT at: 6:47 pm

DIRECTOR'S REPORT – AUGUST 13, 2024

CATALOGING UPDATE (numbers as of 8-1-2024)

- **Total Completed: 7225**
- **Fiscal 2025: 35**
- **July 2024: 35**

Projects:

- Storywalk: signs I made broke when hammered into ground; Amy had fixed hers; did a 1-day event Monday 8-5 with an attendance of approximately 15 people.
- Reports to state for Direct Aid and Open Access completed. Iowa Library Directory Trustee information (required by state) updated.
- WhoFi reports also finished. Working with whofi rep on making question set to replace paper daily tracker sheet that will automate filling out some report forms in future.

End of fiscal year reporting:

- **433 programs fiscal year 2024 with a total of 3720 attendees.**
- Books purchased by patron request: 40 in FY2024
- Books sourced by ILL for patrons on request in FY2024: 239
- New to our library:
 - Donated: 748 items (62% of total)
 - Amazon: 52
 - B&T: 252
 - Goodwill: 47
 - Lib & Ed Services: 68
 - Many Hands: 45
 - Newspapers/subscriptions: 2
 - Total of all new items: 1,214 items
 - I used all budget funds for library materials and sourced what I could secondhand (Many Hands, Goodwill) or at steep discounts (Baker & Taylor, Lib & Ed Services). Budget is inadequate in this area for the task of buying as many up-to-date and popular items as patrons would like to see. Patrons have been encouraged to make use of BRIDGES and ILL in order to access new materials not on our shelves.
- BRIDGES use has nearly doubled in the last 2 years I've been here.

Bridges Use			
FY	2022	2023	2024
all materials	207	323	402
New users			10

- Special events this FY included:
 - Centennial celebrations in October both here and at the Legion with additional displays for over 2 weeks.
 - Eclipse programs in partnership with Sioux Central ended up with event attendance of 879.

EVENTS

UPCOMING EVENTS

- August 15 Trivia Night
- Approximately 2 week programming break while Bethany plans and resets for next year
- Clubs and recurring activities to start Sept. 3 with school year hours (open Saturdays).
- Working on planning a “Read to a dog” event this fall. Craft club to be separated by week with projects for different age groups. Storytime at daycare moving to Wednesdays.

BETHANY’S CE REPORT

8-8-24: Intro to Public Library Compensation Toolkit (1 hr.)

Sioux Rapids Memorial Library
July 2024 Claims Report

Bills Paid After June Meeting

Century Link - June	\$94.17
Petty Cash - July	\$9.90
Alliant Energy-July	\$187.39

Total	<u>\$291.46</u>
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Bills Needing Approved for Payment

Baker & Taylor	\$14.37
Baker & Taylor	\$15.17
GCF Leasing	\$121.18
Bethany Peat (Reimbused Operating Supplies)	\$119.67
Overdrive	\$479.52
Baker & Taylor	\$317.17
Book Systems, Inc (Atrium)	\$795.00
Malware Bytes	\$583.10
Evertex-Aug	\$57.46

Total	<u>\$2,502.64</u>
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Stacy
Dowdley *Maibach*
Walt



Customer Receipt
(For use by Rural Carriers and Highway Contract Routes only)

Amount (Written Out)

/100 Dollars

<input type="checkbox"/> Check Here for Temporary Receipt (Payment Received -- Total Cost Not Yet Calculated)	Amount (In Numbers) \$ 62.60/100
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Purpose

By (Signature) <i>S Briese</i>	Date (MM/DD/YYYY) 7/24/24
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PS Form 1096, October 2009 PSN 7538-02-000-7346



Customer Receipt
(For use by Rural Carriers and Highway Contract Routes only)

Amount (Written Out)

/100 Dollars

<input type="checkbox"/> Check Here for Temporary Receipt (Payment Received -- Total Cost Not Yet Calculated)	Amount (In Numbers) \$ 3.30/100
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Purpose

postcard exchange

By (Signature) <i>S Briese</i>	Date (MM/DD/YYYY) 7/19/24
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PS Form 1096, October 2009 PSN 7530-02-000-7346

**REVENUE REPORT
CALENDAR 7/2024, FISCAL 1/2025**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4300	INTEREST	25.00	4.74	4.74	18.96	20.26
001-410-4310	LIBRARY RENTAL FEES	.00	.00	.00	.00	.00
001-410-4440	ENRICH IOWA LIBRARY GRANT	700.00	.00	.00	.00	700.00
001-410-4441	BV CO Founddation Grant	.00	.00	.00	.00	.00
001-410-4470	LIBRARY SERVICE CONTRACT	8,300.00	.00	.00	.00	8,300.00
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	6.50	6.50	.65	993.50
	DIFFERENCE	13,025.00	11.24	11.24	.09	13,013.76
	PROOF	13,025.00	11.24	11.24	.09	13,013.76

**REVENUE & EXPENSE REPORT
CALENDAR 7/2024, FISCAL 1/2025**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
001-410-4300	INTEREST	4.74	4.74	25.00	20.26
001-410-4310	LIBRARY RENTAL FEES	.00	.00	.00	.00
001-410-4440	ENRICH IOWA LIBRARY GRANT	.00	.00	700.00	700.00
001-410-4441	BV CO Founddation Grant	.00	.00	.00	.00
001-410-4470	LIBRARY SERVICE CONTRACT	.00	.00	8,300.00	8,300.00
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	6.50	6.50	1,000.00	993.50
	GENERAL TOTAL	11.24	11.24	13,025.00	13,013.76
	TOTAL OF ALL REVENUE	11.24	11.24	13,025.00	13,013.76

G/L REVENUE HISTORY REPORT
FROM 07/2024 TO 7/2024

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2025 TO 1/2025)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
001-410-4300	INTEREST		
7/31/24	GL2590 COMMUNITY STATE BANK	LIB MM INTERST	4.74
	ACCOUNT TOTAL		4.74
001-410-4799	LIBRARY MISC REVENUE		
7/05/24	GL2579 PETTY CASH - JUNE	LIBRARY COLLECT PETTY CASH OVERAGE JUNE 2024	6.50
	ACCOUNT TOTAL		6.50
	REPORT TOTAL		11.24

BUDGET REPORT
CALENDAR 7/2024, FISCAL 1/2025

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	LIBRARY WAGES - FULL TIME	25,300.00	1,436.74	1,436.74	5.68	23,863.26
001-410-6020	LIBRARY WAGES - PART TIME	9,052.00	.00	.00	.00	9,052.00
001-410-6240	LIBRARY MEETING/MILEAGE EXP	800.00	21.55	21.55	2.69	778.45
001-410-6310	LIBRARY BUILDING MAINTENANCE	1,000.00	.00	.00	.00	1,000.00
001-410-6371	LIBRARY UTILITIES	3,400.00	187.39	187.39	5.51	3,212.61
001-410-6373	LIBRARY TELEPHONE	1,000.00	94.17	94.17	9.42	905.83
001-410-6499	OTHER CONTRACTUAL SERV	3,600.00	121.18	121.18	3.37	3,478.82
001-410-6502	LIBRARY MATERIALS	4,000.00	167.68	167.68	4.19	3,832.32
001-410-6507	LIBRARY OPERATING SUPPLIES	4,000.00	.00	.00	.00	4,000.00
001-410-6508	POSTAGE	120.00	.00	.00	.00	120.00
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	109.91	109.91	4.18	2,518.09
112-410-6130	LIBRARY IPERS - CITY SHARE	3,243.00	135.63	135.63	4.18	3,107.37
300-410-6770	LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00
	DIFFERENCE	59,643.00	2,274.25	2,274.25	3.81	57,368.75
	PROOF	59,643.00	2,274.25	2,274.25	3.81	57,368.75

REVENUE & EXPENSE REPORT
CALENDAR 7/2024, FISCAL 1/2025

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
001-410-6010	LIBRARY WAGES - FULL TIME	1,436.74	1,436.74	25,300.00	23,863.26
001-410-6020	LIBRARY WAGES - PART TIME	.00	.00	9,052.00	9,052.00
001-410-6240	LIBRARY MEETING/MILEAGE EXP	21.55	21.55	800.00	778.45
001-410-6310	LIBRARY BUILDING MAINTENANCE	.00	.00	1,000.00	1,000.00
001-410-6371	LIBRARY UTILITIES	187.39	187.39	3,400.00	3,212.61
001-410-6373	LIBRARY TELEPHONE	94.17	94.17	1,000.00	905.83
001-410-6499	OTHER CONTRACTUAL SERV	121.18	121.18	3,600.00	3,478.82
001-410-6502	LIBRARY MATERIALS	167.68	167.68	4,000.00	3,832.32
001-410-6507	LIBRARY OPERATING SUPPLIES	.00	.00	4,000.00	4,000.00
001-410-6508	POSTAGE	.00	.00	120.00	120.00
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	2,028.71	2,028.71	53,772.00	51,743.29
	GENERAL TOTAL	2,028.71	2,028.71	53,772.00	51,743.29
112-410-6110	LIBRARY FICA - CITY SHARE	109.91	109.91	2,628.00	2,518.09
112-410-6130	LIBRARY IPERS - CITY SHARE	135.63	135.63	3,243.00	3,107.37
	LIBRARY TOTAL	245.54	245.54	5,871.00	5,625.46
	EMPLOYEE BENEFITS TOTAL	245.54	245.54	5,871.00	5,625.46
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	2,274.25	2,274.25	59,643.00	57,368.75

G/L EXPENSE HISTORY REPORT
 FROM 07/2024 TO 7/2024

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2025 TO 1/2025)				AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO	REF/DESCRIPTION		
001-410-6010	LIBRARY WAGES - FULL TIME					
7/08/24 PRO677				PR DT: 7/07/24		498.07
7/22/24 PRO680				PR DT: 7/21/24		938.67
	ACCOUNT TOTAL					1,436.74
001-410-6240	LIBRARY MEETING/MILEAGE EXP					
7/22/24 AP1913	BETHANY PEAT	06/17/2024	36417	MILEAGE TO MENARD'S 4 SUPPLIES		21.55
	ACCOUNT TOTAL					21.55
001-410-6371	LIBRARY UTILITIES					
7/22/24 AP1913	ALLIANT ENERGY	6316711000-07/03/24	36415	UTILITIES		187.39
	ACCOUNT TOTAL					187.39
001-410-6373	LIBRARY TELEPHONE					
7/26/24 AP1915	CENTURY LINK	333785515	36436	LIBRARY PHONE		94.17
	ACCOUNT TOTAL					94.17
001-410-6499	OTHER CONTRACTUAL SERV					
7/26/24 AP1915	GFC LEASING	I00937362	36441	COPIER CONTRACT 08/05-09/04/24		121.18
	ACCOUNT TOTAL					121.18
001-410-6502	LIBRARY MATERIALS					
7/22/24 AP1913	BAKER & TAYLOR	2038349696	36416	BOOKS		145.91
7/22/24 AP1913	BAKER & TAYLOR	2038378775	36416	BOOKS		7.40
7/22/24 AP1913	BAKER & TAYLOR	20384031893	36416	BOOKS		14.37
	ACCOUNT TOTAL					167.68
112-410-6110	LIBRARY FICA - CITY SHARE					
7/08/24 PRO677				PR DT: 7/07/24		38.10
7/22/24 PRO680				PR DT: 7/21/24		71.81
	ACCOUNT TOTAL					109.91
112-410-6130	LIBRARY IPERS - CITY SHARE					
7/08/24 PRO677				PR DT: 7/07/24		47.02
7/22/24 PRO680				PR DT: 7/21/24		88.61
	ACCOUNT TOTAL					135.63
				REPORT TOTAL		2,274.25

DIRECTOR EVALUATION

- **No official form was used**
- **Bethany:** overall satisfactory review
 - Board is happy that Bethany continues to learn and adapt
 - Good work quality – gets reports done on time for various reporting agency requirements Focus area of improvement as we have talked about is catalog
 - We have talked to Bethany in the past year about getting bills and reports to Mandy sooner and improvements have been made in this area. We did suggest that she scan/email bills to Mandy as soon as she gets them at the library to make this be even better.
 - Board appreciates that Bethany has occasionally kept the library open even when Sioux Central has had weather closings or early outs. Board would like Bethany to watch what the weather is in SR when these early closures happen and adjust library opening/closing based on what the weather actually is in town.
 - Bethany does a good job offering many programs on a wide variety of topics
 - Board would like to see more programs geared towards teens and an overall goal of increasing teen use of the library year-round.
 - The board has talked to Bethany about re-evaluating some of the programs set up and make changes due to attendance/lack of. Bethany has since looked at and made changes to repeating programs that were ongoing in the library to see if that helps with participation.
 - Bethany has done well at staying within the set budget. She had some struggles in the beginning of the year with using city accounts for the bulk of purchasing so there was no sales tax charged.....this has improved the last few months.

Library Board Members in attendance:

Dorothy Machholz _____

Suzie Haight _____

Eric Waldstein _____

Library Director:

Bethany Peat _____

Date: August 14, 2024 discussed with Bethany

September 10, 2024 signed by those at the meeting in August.