

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Monday, December 9, 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. Computers
- E. Update Job Ad for Director posting
- F. Exit Interview with Bethany
- G. Director's Report
 - Cataloging update
 - Projects
 - Space Needs Analysis
 - Events & programming
 - Bethany's CE

ADJOURNMENT

MINUTES DECEMBER 9, 2024

ROLL CALL:

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

MEETING CALLED TO ORDER AT 5:56 PM

PREVIOUS MONTH'S MINUTES

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

BILLS

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

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz		none
Jamie Dorenkamp		
Suzie Haight		
Denise Pierce	12-9-2024	Check It Out – 1 hr, Emergency Response- ½ hr, Digital Spaces- ½ hr.
Eric Waldstein		

COMPUTERS

- As of October 2025, Windows 10 will no longer function. This affects several library computers.
- Dorothy was able to get a good deal on replacement computers—3 All-in-Ones and an updated tower to go with the office computer. On sale for 40 hours, replacing now to get best price. (~\$2300 for all) (see attached)
- Mandy to get tax removed.
- Vote to approve expenditure:

	Yes	No	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Denise Pierce	X		
Eric Waldstein			Not present

UPDATE JOB AD FOR DIRECTOR POSTING

- Dorothy will email board updated job posting for review before next board meeting.

EXIT INTERVIEW WITH BETHANY

- Bethany moving on to FT position with paid vacation & sick leave, benefits
- New job also better matches long-term career goals

DIRECTOR'S REPORT given by Bethany, see attached.

Motion by Jamie, seconded by Dorothy for **ADJOURNMENT at: 6:31 pm**

DIRECTOR'S REPORT – DECEMBER 9, 2024

CATALOGING UPDATE (numbers as of 12-1-2024)

- **Total Completed: 7907**
- **Fiscal 2025: 723**
- **November 2024: 115**

Projects:

- E-Rate form 470 (related to continuing funding through next fiscal year) filled out and submitted.
- Book giveaway @ community movie— 37 people received books
 - Friends of Algona Public Library donated 50 new books towards this project
- Creating procedure handbook for successor

Space Needs Analysis

- Shelving habits will need to change to be ADA compatible or the shelves will need to be modified.
- Will need more shelves in new space. Recommendations:
 - Add wall shelving brackets similar to what Newell has.
 - Modify existing shelves so that the instead of the second shelf from the bottom being 17” from the floor, it’s now the bottom shelf at 9”, which will drop the top shelf to an acceptable use height. Bottom shelves are below 9” minimum height and should not be used to be ADA compatible, so this will actually add shelves at acceptable heights.
- Telehealth meetings, exam proctoring, private space for business zoom meetings – currently, people who come in and ask to use a library space for this use a laptop or their own device in the basement community meeting room. The activity room in the new space will not be acceptable for telehealth and test proctoring because it is not considered private with people coming through for restrooms. Make recommendation to add private room with noise dampening and at least one of the computers.
- Teen space: requests have been made for a game space for teens, add it to plan before moving to new space.

November Stats:

- Door Count: 152
- Computer Use: 15 sessions
- New materials (including donations): 195
- New patrons: 2
- Withdrawn materials: 339
- Reference questions: 45
- Website visits according to Matomo: 180
- Checkouts:
 - Adult materials: 34
 - Serials & magazines: 4
 - Teen materials: 18
 - Children’s materials: 110
 - DVDs: 12
 - ILL: 12
 - **Total: 190**

Events & Programming:

- There were a total of **26 events** during the month of November with a **total attendance of 104**.
- **Passive programs** had **268 users** in the month of November.

Upcoming Events and Dates to Remember:

- Extra craft club for Saturday before Christmas (since no craft club following 2 Tuesdays)
- Holiday Party Dec. 23 from 3-6 pm.
- Books normally due during holiday break will instead be due January 6 (Holly's first day back).
- Bethany's last day: Dec. 23
- January Book Club & Make Take Clubs events cancelled and removed from online calendar.

BETHANY'S CE REPORT:

No CE during November

Sioux Rapids Memorial Library
DECEMBER 2024 Claims Report

Bills Paid After Meeting NOVEMBER Meeting

Alliant Energy-November	\$161.04
Evertex-November	\$57.48
Postage - October Petty Cash	\$5.51

Total \$224.03

Bills Needing Approved for Payment

Bethany Peat - (Milage Reimbursement)	\$52.79
GCF Leasing	\$121.18
Sioux Central Yearbook	\$220.00
Baker & Taylor - Books	\$200.25
Baker & Taylor - Books	\$47.98
Menards - Christmas Program	\$34.18
Evertex - December 01, 2024	\$57.48
Bethany Peat - Make & Take Classes	\$18.19
Postage - November Petty Cash	\$0.73
Menards - Clocks	\$7.98
Baker & Taylor - Books	\$37.91
Baker & Taylor - Books	\$218.85
Total	<u>\$1,017.52</u>

Doreen Mackinay
Stacy
[Signature]
[Signature]

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HP Envy Desktop TE01-4000 PC
6V9T7AV_1

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Stephanie Dunne
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ORDER SUMMARY

Total Savings \$1,690.00

+ Shipping fees

Sub-total

\$2,319.92

Shipping

Free

Estimated Tax

~~\$162.39~~

Based on: 50585 - Change

Total

\$2,482.31



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STANDARD

A PC recommendation from HP.com

From: myhpsales@hp.com
To: dkwdkw1010@yahoo.com
Date: Friday, December 6, 2024 at 09:55 AM CST

*All in One
8 GB Memory
2 50 GB Storage*

A PC recommendation from HP.com

HP.com Store

Dorothy has sent you this Configuration

Hello,
I customized this PC on HP.com and wanted to share it with you. View the product details below.
View the product details below.



HP Envy Desktop TE01-4000 PC
Product #: 6V9T7AV_1
~~\$1064.98~~ **\$614.98**

Primary Specs

Operating system	Windows 11 Home
Processor	Intel® Core™ i5-13400 (up to 4.6 GHz with Intel® Turbo Boost Technology, 20 MB L3 cache, 10 cores, 16 threads)
Memory	16 GB DDR4-3200 RAM (2 x 8 GB)
Storage	512 GB PCIe® NVMe™ M.2 SSD
Graphics card	Integrated Graphics
Base	HP ENVY Desktop PC

Additional Specs

Chassis and Power supply	Front Bezel Nightfall Black Plastic with 400 W 80 Plus Gold certified power supply
Networking	Realtek RTL8852BE Wi-Fi 6 (2x2) and Bluetooth® 5.3 compatible combo (supporting gigabit data rate)
Productivity software	Microsoft Office Home and Student 2021 - Save 10%
McAfee AI-Powered security software	Security Software Trial
Keyboard and mouse	HP 310 Black Wired Keyboard and mouse combo
Base Unit	BU RCTO Envy TE01-4 UMA H670 US
Country kit	CKIT HP ENVY 23C1 CTO US
Cycle AV	23C1 Cycle AV
Game Pass	PC Game Pass DA 3M
OpSysSW Localization	OSLOC US
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Technical AV 2	FLAG ENERGY STAR Qualified
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