

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, June 11, 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
- E. Approve Donation Policy changes
- F. Home Delivery Project
- G. Storywalk
- H. Director's Report
 - Cataloging update
 - Grants & Donations
 - Events & programming
 - Bethany's CE

ADJOURNMENT

MINUTES JUNE 11, 2024

ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		present by phone
Denise Pierce		present
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 6:00 PM

MINUTES APPROVED by Denise, seconded by Suzie.

BILLS unanimously approved. (See attached)

Board stated they would like to have all bills to Mandy by Wednesday before board meetings.

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz	None	
Jamie Dorenkamp	6-11-2024 2.5 hours total	<ul style="list-style-type: none">Boardroom Series (October 2023): Intersections (Part 2): BudgetsBoardroom Series (April 2024): Basically Incredible Boards
Suzie Haight	None	
Denise Pierce	None	
Eric Waldstein	None	

E-RATE UPDATE

- Form 486 was filed 5-15-24.
- Bethany to arranged Evertek to begin internet service July 1; VOIP phone needs to wait minimum 10 business days after so phone install is planned for July 17.
- Next paperwork is form 470 (to be filed mid-October).

DONATION POLICY AMENDMENTS

- 11 donors added to plaque as discussed in May.
- As discussed at May meeting, language amended in donations policy:

Final language changed from:

Donors who give the library \$100 or more shall have their name added to the donor plaques.

To:

Donors (including corporate donors) who give the library \$100 or more, whether money or materials, shall have their name added to the donor plaques.

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Denise Pierce	X		
Eric Waldstein	X		

HOME DELIVERY PROJECT

- Dorothy to arrange dates for board to go door-to-door starting July 1

STORYWALK

- Will not be able to reuse Amy’s signs (broken at Flagfest) and will need to make our own.
- Board unanimously approves Bethany to go to Menards to get posts.
 - Would prefer to try to get supplies in on this FY operating budget.

DIRECTOR’S REPORT given by Bethany, see attached.

ADJOURNMENT at: 6:28 pm

DIRECTOR'S REPORT – JUNE 11, 2023

CATALOGING UPDATE (numbers as of 6-11-2024)

- **Fiscal 2024: 1812**
- **May 2024: 116**
- **Total completed since Bethany started in January 2022 : 4,570**
- **Overall monthly average: 152**
- Note the top line is the average for Luellen and all volunteers from the first item cataloged until Bethany started 1-18-2022. The library was not open the normal hours during part of that time period.

Date	Total Number Cataloged	Monthly Cataloged	Monthly Average	
9-9-2020 to 1-18-22	2544			
6-13-2022	3400			
FY 2022 by B & H	856		142.6666667	/6 mos
7-12-2022	3635	135		
1-10-2023	4501			
2-6-2023	4715	214		
6-7-2023	5302			
FY 2023	1902		158.5	/12 mos
Bethany & Holly	2758		153.2222222	/18 mos
7-11-2023	5446	144		
8-15-2023	5555	109		
9-12-2023	5696	141		
10-12-2023	5861	165		
11-13-2023	6054	193		
1-5-2024	6357	303		
2-13-2024	6481	124		
3-12-2024	6656	175		
4-5-2024	6757	101		
5-13-2024	6998	241		
6-11-24	7114	116		
FY 2024	1812	1812	151	/12 mos
Bethany & Holly	4570		152.3333333	/30 mos

Grants & Donations

- Received 20 tickets from Fridley
- Tshirts donated from Clay County Fair

Grant updates:

- Telescope here, cataloged, and article in paper + notice on facebook

Projects:

- DNS filters updated for CIPA compliance
- Computer #2 finally got Malwarebytes installed

Library website updates:

- Library card page now has link to sign up online—the google form will send an email to library when a response is logged so that we can make the card and send the person their card info the next business day.
- Kid's links (now include more links to games, virtual tours, animal livecams, and ed. materials) (This will stop me having to remake a games folder every time the someone decides to sync the browser to their personal settings when logging into email.)
- Teen Links
- Adult pages-- in process of removing dead links and organizing so that links are in alphabetical order and placed on appropriate page

EVENTS

- Book Sale—38 people came, total sales: \$234
 - Windows, screens, most chairs remain
 - 23 boxes of leftovers prescreened and shipped to Thriftbooks
 - 17 boxes of leftovers remain (rejected by Thirftbooks prescreen)
- Game Club R5-23: 2 people
- Trivia Night- May 16 @ 6pm—1 person
- Storytime F5-17: Daycare 22 people
- Storytime Library S5-18: 0 people
- Craft Club M5-20: 2 people
- Calm and Color T5-21: 0 people
- Game Club R5-23: 2 people
- Storytime F5-24: Daycare 23, Library 0
- Puzzle Club T5-28: 0 people
- Calm and Color T5-28: 0 people
- Game Club R6-6: 0 people
- Storytime F5-31: Daycare 30, Library 0
- Summer Reading Kickoff M6-3: 16 people came
- Zoo M6-3: 18 people
- Lego Club T6-4: 0 people
- Calm and Color T6-4: 1 person

- Book Club T6-4: 1 person
- SRP storytime W6-5: Daycare 31, Library 0
- Animal Bingo & Games W6-5: 31 people
- Game Club R6-6: 15 people
- Kid's statues- 13 people
- Make & Take- June 6 @ 6pm—Ceramic glazing with D&L- 4 people showed up
- SRP storytime F6-7: Daycare 17, Library 0
- SRP Craft club M6-10: 11 people
- Magic Show T6-11: 20 people

UPCOMING EVENTS

- SRP—see calendars!

Volunteers wanted:

- Obstacle course
- July 31 Library Olympics

BETHANY'S CE REPORT:

CE courses completed: none

Upcoming:

Bethany gone on vacation July 8 (Monday). Holly to cover.

Sioux Rapids Memorial Library
June 2024 Claims Report

Bills Paid After May's Meeting

Century Link - May	\$93.28
Petty Cash - May	\$8.61

Total	<hr/> \$101.89
--------------	-----------------------

Bills Needing Approved for Payment

Baker & Taylor	\$7.40
EverTek - E/Rate Invoice	\$144.66
GCF Leasing	\$121.18
Spencer Trophy & Awards	\$99.00
Baker & Taylor	\$73.72

Total	<hr/> \$445.96
--------------	-----------------------

[Handwritten signatures and notes: "Dorothy Mackay", "Suzie per phone call", "Dorothy Mackay" in red ink]