

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, January 9, 2024 at 6 p.m.

At the Sioux Rapids Memorial Library – Meeting Room

CALL MEETING TO ORDER

APPROVE AGENDA

- A. Approve minutes from previous meeting
- B. Approve monthly bills/financial report

DISCUSSION AND ACTION ITEMS

- C. Board Elections for President, Vice President, and Secretary
- D. Board CE report
- E. Policy review: Handbook
- F. Updated Bylaws Approval
- G. Long Range Plans Approval
- H. E-Rate discussion and Approval
- I. Budget Approval
- J. Petty Cash/Incoming Monies Procedures
- K. Digitizing Newspapers – informational
- L. Delivery program followup
- M. Director's report
 - Cataloging update
 - Grants & Donations
 - Cadman Check
 - Events & programming
 - Festival of Trees
 - Book Club
 - Make & Take Club
 - Trivia Night
 - Chromebook Donation from Sioux Central

ADJOURNMENT

MINUTES – JANUARY 9, 2024

ROLL CALL:

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

MEETING CALLED TO ORDER AT 6:03 PM

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

BILLS APPROVED unanimously.

DISCUSSION AND ACTION ITEMS

BOARD ELECTIONS

President:

Nominations: Dorothy Machholz

Dorothy Machholz elected by a vote of 4 (not including herself)

Vice President:

Nominations: Jamie Dorenkamp

Jamie Dorenkamp elected by a vote of 4 (not including himself)

Secretary:

Nominations: Denise Pierce

Denise Pierce elected by a vote of 4 (not including herself)

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz	Online ~12-10-23	Boardroom training series - Budget
Jamie Dorenkamp		
Suzie Haight	incomplete	Boardroom training series - Budget
Beth Fraser	Online ~12-10-23	Boardroom training series - Budget
Denise Pierce	incomplete	Boardroom training series - Budget

Board CE to be measured in hours per fiscal year.

POLICY REVIEW: HANDBOOK

Emailed to board for review Monday 1-8-2024

No major changes to any policies within, this only represents approval as a whole prior to Bethany posting online.

Updates to Bylaws not approved yet, ergo handbook as whole not approved. The board thinks the rest of the handbook looks good. See more at Bylaws.

Dorothy to make schedule to revisit/update policies on a 2-3 year calendar.

Approval vote on Changes to ILL policy to not use college libraries:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Beth Fraser	X		
Denise Pierce	X		

Approval of handbook as a whole tabled until the February meeting after approval of bylaws.

UPDATED BYLAWS APPROVAL

Several board members think the updated version prepared by Bethany is too wordy; all board members have copies of 2021 version and 2024 version. Board members are to submit their proposed changes to the 2024 version to Dorothy no later than the February Board meeting, at which point the board will vote on a version to be approved.

LONG RANG PLANS APPROVAL

As discussed at the November meeting, section added to deal with the creation of a Friends group.

Long Range Plans Approval vote:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Beth Fraser	X		
Denise Pierce	X		

Bethany will post on the website and send to Ginny for inclusion in the newspaper.

E-RATE DISCUSSION AND APPROVAL

- The comparison charts between vendors are copied below—1 chart for each offered speed by Evertex.
- To be eligible for the Erate discount, we must go with the company receiving the most points on the rubric, but we can choose the speed.
- Dorothy to contact IGL/Premier to see if replacing router helps with internet lag problems prior to getting new service/erate funding.
- Erate funding is available by fiscal year, so the application being filed January-March would cover fiscal year 2025, which for purposes of erate is called “funding year 2024” (which FCC abbreviates “FY2024”).
- The funding year 2024 FCC Form 471 application filing window is open January 17, 2024 through March 27 to file their FY2024 FCC Forms 471.
- Board expressed concerns with choosing higher speed immediately and suggested starting with a lower speed and then bumping up as needed.
- Further discussion tabled until February pending more information (Bethany to get).

E-Rate Bid Evaluation Matrix 2024 – 2025

Services Requested: Internet Provider

Factors to Consider	Total Points Available	<u>Everttek</u>		Premiere (IGL's replacement)		<u>Cytranet</u>	
Cost of Eligible Goods & Services (at speed 50/50Mbps)	30	\$58 + \$4 Protection Plan + \$100 Install	30	Not available; best speed is 25/6Mbps	0	not offered for our situation; they would require us to be at higher speeds 100mb-10000mb with the number of devices we're running	0
Prior Experience with Vendor	25		0		0		0
Availability of Services in Area	15	local company	15	local company	15	would most likely partner with CenturyLink in our area	15
Local or In State Preference	10		10		10		0
Flexible Invoicing (BEAR 472/SPI 474)	15	SPI	15	N/A	0	unknown	0
Customer Service	5	easy to contact by phone or email; responds quickly to questions	5	responds to phone queries	2	does not respond quickly to queries	0
Total	100		75		27		15

E-Rate Bid Evaluation Matrix 2024 – 2025

Services Requested: Internet Provider

Factors to Consider	Total Points Available	<u>Everttek</u>		Premiere (IGL's replacement)		<u>Cytranet</u>	
Cost of Eligible Goods & Services (at speed 100/100Mbps)	30	\$83 + \$4 Protection Plan + \$100 Install	30	Not available; best speed is 25/6Mbps	0	\$709/month + \$299 router + \$550 installation + \$349 router installation	3
Prior Experience with Vendor	25		0		0		0
Availability of Services in Area	15	local company	15	local company	15	would most likely partner with CenturyLink in our area	15
Local or In State Preference	10		10		10		0
Flexible Invoicing (BEAR 472/SPI 474)	15	SPI	15	N/A	0	unknown	0
Customer Service	5	easy to contact by phone or email; responds quickly to questions	5	responds to phone queries	2	does not respond quickly to queries	0
Total	100		75		27		18

E-Rate Bid Evaluation Matrix 2024 – 2025

Services Requested: Internet Provider

Factors to Consider	Total Points Available	<u>Everttek</u>		Premiere (IGL's replacement)		<u>Cytranet</u>	
Cost of Eligible Goods & Services (at speed 250/250Mbps)	30	\$108 + \$4 Protection Plan + \$100 Install	30	Not available; best speed is 25/6Mbps	0	\$1065/month + \$299 router + \$550 installation + \$349 router installation	2
Prior Experience with Vendor	25		0		0		0
Availability of Services in Area	15	local company	15	local company	15	would most likely partner with CenturyLink in our area	15
Local or In State Preference	10		10		10		0
Flexible Invoicing (BEAR 472/SPI 474)	15	SPI	15	N/A	0	unknown	0
Customer Service	5	easy to contact by phone or email; responds quickly to questions	5	responds to phone queries	2	does not respond quickly to queries	0
Total	100		75		27		18

E-Rate Bid Evaluation Matrix 2024 – 2025

Services Requested: Internet Provider

Factors to Consider	Total Points Available	<u>Everttek</u>		Premiere (IGL's replacement)		<u>Cytranet</u>	
Cost of Eligible Goods & Services (at speed 500/500Mbps)	30	\$158 + \$4 Protection Plan + \$100 Install	30	Not available; best speed is 25/6Mbps	0	\$1368/month + \$299 router + \$550 installation + \$349 router installation	3
Prior Experience with Vendor	25		0		0		0
Availability of Services in Area	15	local company	15	local company	15	would most likely partner with CenturyLink in our area	15
Local or In State Preference	10		10		10		0
Flexible Invoicing (BEAR 472/SPI 474)	15	SPI	15	N/A	0	unknown	0
Customer Service	5	easy to contact by phone or email; responds quickly to questions	5	responds to phone queries	2	does not respond quickly to queries	0
Total	100		75		27		18

BUDGET DISCUSSION AND APPROVAL

Areas on the budget that need to change:

Contractual Services

- As stated in November, current copier contract exceeds total budget for this year.
- Library included in City Hall's plan covered by Keith Stober/ hourly rate is \$120 to have him come and look at things. Bethany would advise upgrading internet before having him come so lag times are not driving up price of service.

Internet/Telephone:

- Petition to include bundle phone and internet service in this area and switch over to Evertex's VOIP service; Evertex's VOIP could use existing hardware and save us \$70-75/month over current CenturyLink plan.
- Discussion regarding fax services:
 - Should we continue them? If we switch to Evertex for phone, then a new phone number will need to be assigned for the fax number, as well as associated costs:
 - a) Traditional fax \$26.95 monthly and requires a \$100.00 at installation.
 - b) E-FAX \$16.50 monthly, would run basically as a computer program where computer sent the fax after item scanned in.
 - Currently fax usage *averages* 0-2 faxes /month.
 - What other options are available?
 - a) City hall does have a fax machine available for public use.
 - b) Many businesses allow citizens to send faxes.

General discussion seemed in favor of discontinuing fax service at the library if/when we switch to Evertex; further discussion tabled.

Wages/Salary

Comments:

- 3% wage increase is expected amount by city.

Library Operating Supplies

- Currently covers everything from janitorial supplies such as TP and trash bags to office supplies to cataloging supplies to shelving to tech supplies to promotional items (magnets, pencils handed out at TCD) to pizza party at end of SRP to toys and games not available for checkout.
- Right now, using up consumables the library already had and focusing on donations for most projects. Not a sustainable model long-term because we're using up stored supply and some things just won't be donated (e.g. printer paper, labels for books, salt for sidewalk).
- Needs to be increased to match inflation.
 - Inflation rate 2020- 1.23%
 - Inflation rate 2021- 4.7%
 - Inflation rate 2022 – 8.0%
 - Inflation rate 2023 – 3.1%
 - Total increase of cost of goods over last 4 years: 17%
- Propose increasing budget by 20% to cover inflation through 2024 (expected 2024 inflation rate is 3-5%)

- YTD expenditures on budget form don't match Bethany's numbers because she has "spent" money on supplies for things like the summer reading program, which although ordered have not yet been shipped or billed for. The number should be just over \$2000 when those expenditures are included.

Library Materials

- Covers anything that patrons check out. Prices of these items have been increasing as well due to inflation.
- Reminder: To continue receiving state funding, 3% of collection (~667 items) must be new each year. Current budget does not cover purchasing that many new items; have been supplementing with donations and trades with other libraries. This is also a big reason why SRML has been buying more paperbacks rather than hardcovers; many paperbacks are only half the price of hardcovers of the same book.
- **Average costs (from SLJ):**
 - Children's Fiction Hardcovers: \$19 Paperbacks \$9
 - Children's Nonfiction Hardcovers: \$20 Paperbacks \$10
 - Young Adult Fiction Hardcovers: \$20 Paperbacks \$13
 - Young Adult Nonfiction Hardcovers: \$27 Paperbacks \$17
 - Adult Fiction Hardcovers: \$28 Paperbacks \$19
 - Adult Nonfiction Hardcovers: \$30 Paperbacks \$23
 - Most puzzles range from \$8-\$25
 - Most DVDs cost between \$5 and \$20 each
- We do get a discount on most items ordering through Baker & Taylor because of a State contract. However, estimating an overall average cost of \$10/item with the discounts is conservative. To buy our minimum number of new items, we would need a budget of \$6670. Even if the library expects to receive donations of 100 usable items per year, the budget should then be increased to at least \$5670.
- At the current funding level, we get \$5.99/book we're expected to buy.

Comments:

- Board reluctant to ask for more money in this area because they do not want city council to cut the budget.
- Jim said that budget in this area unlikely to be increased because not overspent in previous years.

Postage

- Most postage expenditures are return ILL to colleges. (Other public libraries' materials are returned by IA Shares, which is free to us.)
- Number of items ILL'd from university libraries has increased drastically in FY2024. May need to increase budget to \$100+ if trend continues.
- Currently no fee to patrons for getting materials by ILL. Discussion whether fee (\$3/book in the 1990s) should be reinstated, and if so, for all materials or only those from college libraries. If so, should the fee be increased to \$5-6/book to cover actual costs?

Comments:

Board decided to change policy to not get ILL materials from college libraries, eliminating postage cost concerns. See additional information under Handbook.

Approval vote for Dorothy to present budget suggestions to city council as noted on (attached) supplementary form:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Beth Fraser	X		
Denise Pierce	X		

PETTY CASH/INCOMING MONIES PROCEDURES

Per City Hall's request, the library will be changing procedures regarding incoming monies and the petty cash form in the following ways:

- The library will no longer place any monies in the cash tin or record them on the petty cash sheet except for items which should go into the petty cash account.
- The library will find/create/purchase another tin or pouch to keep any and all fundraiser monies in. There will also need to be a separate sheet recording those incoming monies.
- The library will find/create/purchase another tin or pouch to keep any and donation monies in until the end of shift, and immediately bring those items to City Hall at the end of the day. There will also need to be a separate record of those incoming monies.

Technically, as this is a PROCEDURE and not a POLICY, it does not affect the board. Included for transparency reasons and because city hall contacted Dorothy rather than Bathany.

DIGITIZING NEWSPAPERS- INFORMATIONAL

- Ginny is willing to allow digitalization projects to use her copies of newspapers since 1999 if and only if they are returned.
- Questions regarding whether digitalization process is done through library or newspaper and what the process is.
- Discussion tabled until February when Dorothy will present additional information.

DELIVERY PROGRAM FOLLOWUP

Discussion tabled until February.

Beth Fraser resigns from the Library Board, effective immediately. Board members to bring suggestions for her replacement to February board meeting.

DIRECTOR'S REPORT – JANUARY 9, 2023

CATALOGING UPDATE (numbers as of 1-5-24)

- **Fiscal YTD:** (6357-4501=) **1856**
- **November/December:** (6357-6054) = **303**

GRANTS & DONATIONS

\$50 earmarked check received 1-3-2023 from Steve Cadman to buy Nonfiction books in honor of Pixie Jensen.

Grant updates:

- Moore Foundation / Eclipse glasses--have not arrived yet
- Library Telescopes of IA / telescope for checkout -has not arrived yet
- Sioux Central donation of 3 chromebooks without chargers—Bethany needs to research chargers needed and get them before any more can be done.

EVENTS

- Make & Take December 7 – 3 participants
- Festival of Trees & Book Giveaway- 160 total visitors, 34 books given away (16-Picture Books, 2 Easy Readers, 6 Juvenile Fiction, 4 Young Adult, 4 Graphic Novels, and 2 Adult Fiction books.)
- Christmas Game Club event – 7 participants, 10 prizes awarded
- Make & Take January 5- only 1 participant

UPCOMING EVENTS

- Trivia Night January 18
- Make & Take February 1

BETHANY'S CE REPORT:

CE courses completed:

- 11-16-2023 How to Train Your Community on Libby
- 12-13-23 Pop YS Live (December 2023): Best Books of the Year

Upcoming:

- January 10, 2024- Pop YS Live- Displays: The Good, The Bad, and The Ugly

ADJOURNMENT AT: 8:20 PM

Sioux Rapids Memorial Library
JANUARY 2024 Claims Report

Bills Paid After November's Meeting

Century Link - December	\$86.82
GFC Leasing (Coper Contract 01/05/24 - 02/04/2024)	\$121.18

Total

\$208.00

Bills Needing Approved for Payment

Baker & Taylor (Books)	\$37.03
Baker & Taylor (Books)	\$57.18
January Century Link	\$88.90
GFC copier contract - January	\$121.18

Total

\$94.21

Bud A. Purr

Dorothy Macdonald

Steph [Signature]

BUDGET WORKSHEET
CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
001-410-6010 LIBRARY WAGES - FULL TIME	17,609.83	21,011.45	25,000.00	9,529.58	^{5%} <u>25,300</u>
001-410-6020 LIBRARY WAGES - PART TIME	2,334.75	6,613.69	9,000.00	3,247.17	<u>9,052</u>
001-410-6240 LIBRARY MEETING/MILEAGE EXP	134.69	50.69	800.00	134.37	<u>800</u>
001-410-6310 LIBRARY BUILDING MAINTENANCE	287.13	729.25	1,000.00	16.47	<u>1000</u>
001-410-6371 LIBRARY UTILITIES	2,968.47	3,171.37	3,400.00	1,036.56	<u>3400</u>
001-410-6373 LIBRARY TELEPHONE + Internet	1,026.19	999.81	1,000.00	433.65	1000 (421-1559) 1000
001-410-6499 OTHER CONTRACTUAL SERV	1,697.64	2,819.54	2,600.00	2,351.42	<u>3600</u>
001-410-6502 LIBRARY MATERIALS	3,712.38	4,328.45	4,000.00	2,231.83	<u>4000</u>
001-410-6507 LIBRARY OPERATING SUPPLIES	3,064.35	<u>1,951.05</u>	4,000.00	868.92	<u>4000</u>
001-410-6508 POSTAGE	30.75	93.95	100.00	36.05	<u>120⁰⁰</u>
001-410-6599 LIBRARY FUNDRAISER	.00	841.71	1,000.00	492.70	500 ← 1000
001-410-6770 LIBRARY CAPITAL OUTLAY Bldg	3,335.52	.00	3,000.00	.00	<u>6000</u>
001-410-6771 LIBRARY CAPITAL IMPROVEMENT Furniture	8,706.87	1,796.35	.00	.00	<u>0</u>
<hr/>					
LIBRARY TOTAL	44,908.57	44,407.31	54,900.00	20,378.77	<hr/>
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GENERAL TOTAL	44,908.57	44,407.31	54,900.00	20,378.77	<hr/>
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BUDGET WORKSHEET
CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
001-410-4300 INTEREST	2.04	17.17	6.00	14.64	<u>25</u>
001-410-4310 LIBRARY RENTAL FEES	.00	.00	.00	.00	<u>0</u>
001-410-4440 ENRICH IOMA LIBRARY GRANT	706.08	607.12	650.00	806.42	<u>700</u>
001-410-4441 BV CO Founddation Grant	.00	1,800.00	.00	.00	<u>0</u>
001-410-4470 LIBRARY SERVICE CONTRACT	8,100.00	8,100.00	8,100.00	4,173.55	<u>8300</u>
001-410-4700 LIBRARY CONTRIBUTIONS	605.04	1,311.28	350.00	470.77	<u>500</u>
001-410-4705 LIBRARY DONATIONS	2,256.58	3,045.25	3,000.00	1,912.50	<u>2500</u>
001-410-4799 LIBRARY MISC REVENUE	3,552.20	1,679.65	2,000.00	152.97	<u>1000</u>
GENERAL TOTAL	15,221.94	16,560.47	14,106.00	7,530.85	<u>25</u>
TOTAL OF ALL REVENUE	15,221.94	16,560.47	14,106.00	7,530.85	<u> </u>

talk to Mandy RE

.00