

SLPL BOARD AGENDA

April 7, 2025



1. Call to order
2. Minutes **Motion**_____ **2nd**_____
3. Public Comment & Correspondence
4. Financial report **Motion**_____ **2nd**_____
 - a. March Revenues
 1. General \$307.85
 2. Friends \$918.80
 - b. March Expenditures
 1. General Fund \$29,780.65
 2. Friends \$905.82
5. Director's Report -attached
6. New business
 - a. 2nd Reading -update to Policy on Patron Behavior removing "Use of a personal electronic device at a level audible to others." **Motion**_____ **2nd**_____
 - b. Ancestry.com quote **Motion**_____ **2nd**_____
 - c. Library staffing update
 - d. Library Computer Inventory
 - e. Continuing Education: *Meet Me at the Library* by Shamichael Hallman
7. Agenda items and date for next meeting—Monday, May 5, 2025
8. Adjourn

Director's Report for April 2025

- In March, Amanda Wahlen submitted her resignation and we advertised for a part time position. Prior to the advertisement, Krista and I updated the job description to better reflect the priorities of public service and assisting the public with technology needs. At the time of this report, we are planning interviews the week of April 7th.
- The new Graphic Novel collection is underway. Check it out at the end of the YA fiction area. Krista and I are both really enjoying purchasing titles and learning more about this genre and the many types of graphic novels.
- Book club in March was a success. Members were happy to get a copy of the book for a month - and seemed very enthusiastic about my plans to create book club kits with the extra copies when we are done with them. The full list of titles for the remainder of 2025 is now available at the desk and online
- Friends also had a good meeting in March and approved our requests for summer reading support and our new movie license. We discussed ongoing support for Hoopla as a possible Friends endeavor, but tabled until the next meeting.
- Lastly, I've created an inventory of our computers within the library. We have 12-14 machines that are running on Windows 10 that will no longer be supported or updated after October 14th. I have three proposals from Business Today for used, new or refurbished computers for the board to discuss.

G/L REVENUE HISTORY REPORT

FROM 03/01/2025 TO 3/31/2025

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID			
001 GENERAL				
410 LIBRARY SERVICES				
001-410-4550 LIBRARY FEES				
3/03/25	RM2855 SP LAKE PUBLIC LIBRARY	260521	LIBRARY FEES	66.60
			GENERAL LIBRARY FEES	
3/12/25	RM2892 SP LAKE PUBLIC LIBRARY	261644	LIBRARY FEES	46.20
			GENERAL LIBRARY FEES	
3/17/25	RM2920 SP LAKE PUBLIC LIBRARY	262283	LIBRARY FEES	47.65
3/27/25	RM2948 SPIRIT LAKE LIBRARY	262872	LIBRARY FEES	18.00
			2 CHKS	
3/27/25	RM2948 SPIRIT LAKE LIBRARY	262873	LIBRARY FEES	129.40
ACCOUNT TOTAL				307.85
167 FRIENDS OF THE S.L. LIBRA				
410 LIBRARY SERVICES				
167-410-4300 INTEREST INCOME				
3/31/25	GL8092 FRIENDS/LIBRARY		MARCH INTEREST	236.55
ACCOUNT TOTAL				236.55
167-410-4705 DONATIONS & OTHER				
3/03/25	RM2855 SP LAKE PUBLIC LIBRARY	260522	FRIENDS DONATE	595.00
			FRIENDS DEPOSIT	
3/12/25	RM2892 SP LAKE PUBLIC LIBRARY	261643	FRIENDS DONATE	18.00
			FRIENDS DEPOSIT	
3/17/25	RM2920 SP LAKE PUBLIC LIBRARY	262282	FRIENDS DONATE	7.25
			FRIENDS DEPOSIT	
3/27/25	RM2948 SPIRIT LAKE LIBRARY	262874	FRIENDS DONATE	50.00
3/27/25	RM2948 SPIRIT LAKE LIBRARY	262875	FRIENDS DONATE	12.00
ACCOUNT TOTAL				682.25
DEPT: 410				1,226.65
REPORT TOTAL				1,226.65

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
001 GENERAL						
410 LIBRARY SERVICES						
001-410-6010 SALARIES						
3/05/25	PR2316			PR DT:	3/01/25	4854.89
3/19/25	PR2326			PR DT:	3/15/25	4854.89
ACCOUNT TOTAL						9,709.78
001-410-6020 PART-TIME						
3/05/25	PR2316			PR DT:	3/01/25	3902.06
3/19/25	PR2326			PR DT:	3/15/25	3516.13
ACCOUNT TOTAL						7,418.19
001-410-6320 BUILDING & GROUNDS						
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	TOWELS	80.64
3/12/25	AP8989	CINTAS CORP (CHICAGO)	4220391036	81041	RESTROOM SUPPLIES	82.66
ACCOUNT TOTAL						163.30
001-410-6371 UTILITY SERVICES						
3/05/25	AP8982	ALLIANT ENERGY ACCOUNTS P	20250305B	81028	UTILITIES	801.52
3/05/25	AP8982	BLACK HILLS ENERGY	20250305	81030	UTILITIES	458.17
3/12/25	AP8989	IA GREAT LAKES SANITARY D	20250306	81060	UTILITIES	66.89
3/12/25	AP8989	CITY CLERK	20250305	81043	UTILITIES	78.28
ACCOUNT TOTAL						1,404.86
001-410-6373 TELEPHONE						
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	MOBILE INTERNET	62.30
3/12/25	AP8989	PREMIER COMMUNICATIONS	13345977	81079	PHONE & INTERNET	246.50
ACCOUNT TOTAL						308.80
001-410-6409 CONTRACTUAL SERV/CUSTODIAL						
3/26/25	AP8999	DICKINSON CO CLEANING	20250320B	81115	JANITOR - FEBRUARY	425.00
ACCOUNT TOTAL						425.00
001-410-6499 CONTRACTUAL SERVICES						
3/12/25	AP8989	KAPP'S FIRE EXTINGUISHER	6207	81068	SERVICE/ANNUAL INSPECTION	144.50
ACCOUNT TOTAL						144.50
001-410-6504 MINOR EQUIPMENT/COMPUTERS						
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	GOOGLE	67.68
3/12/25	AP8989	BUSINESS TODAY	88020	81037	NEW COMPUTER & INSTALL	1499.00
3/12/25	AP8989	BUSINESS TODAY	88128	81037	COMPUTER REPAIR	285.00
ACCOUNT TOTAL						1,851.68
001-410-6530 BOOKS						
3/12/25	AP8989	BAKER & TAYLOR, INC.	2038853293	81035	BOOKS	112.28
3/12/25	AP8989	BAKER & TAYLOR, INC.	2038872424	81035	BOOKS	347.77

G/L EXPENSE HISTORY REPORT

FROM 03/01/2025 TO 3/31/2025

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
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001-410-6530	BOOKS					
3/12/25	AP8989	BAKER & TAYLOR, INC.	2038890692	81035	BOOKS	248.18
3/12/25	AP8989	GALE GROUP	85957013	81056	HOSTING FEE	100.00
3/12/25	AP8989	FREDERICK MICHAEL	175969	81054	BOOKS	50.00
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	BOOKS	943.96
3/12/25	AP8989	LAKEVIEW BOOKS	ARU0376035	81074	CHILDRENS BOOKS	131.94

		ACCOUNT TOTAL				1,934.13
001-410-6531	MAGAZINE SUBSCRIPTIONS					
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	WALL STREET JOURNAL	58.84

		ACCOUNT TOTAL				58.84
112 TRUST AND AGENCY						
410 LIBRARY SERVICES						
112-410-6110	CITY'S SHARE OF FICA					
3/05/25	PR2316			PR DT:	3/01/25	646.82
3/19/25	PR2326			PR DT:	3/15/25	604.38

		ACCOUNT TOTAL				1,251.20
112-410-6130	CITY'S SHARE OF IPERS					
3/05/25	PR2316			PR DT:	3/01/25	820.80
3/19/25	PR2326			PR DT:	3/15/25	785.95

		ACCOUNT TOTAL				1,606.75
112-410-6140	CITY'S SHARE EMPLOYEE HEALTH					
3/03/25	GL8075	BOOK PART SELF FUND INS			BOOK PSF INS	351.67
3/19/25	PR2326				PR DT: 3/15/25	2975.84
3/26/25	AP8999	PLIC - SBD GRAND ISLAND	20250320	81135	LIFE INSURANCE - APRIL	63.15
3/26/25	AP8999	SISCO	20250320	81138	APRIL FEES	112.96

		ACCOUNT TOTAL				3,503.62
167 FRIENDS OF THE S.L. LIBRA						
410 LIBRARY SERVICES						
167-410-6502	LIBRARY MAT'L,SERV &SUPPLIES					
3/12/25	AP8989	CENTER POINT LARGE PRINT	2146630	81039	LARGE PRINT	195.36
3/12/25	AP8989	CENTER POINT LARGE PRINT	2149516	81039	LARGE PRINT	33.32
3/12/25	AP8989	CITIBUSINESS CARD	20250306	81042	FRIENDS	127.14
3/12/25	AP8989	SWANK MOVIE LICENSING USA	3871288	81084	MOVIE LICENSE	550.00

		ACCOUNT TOTAL				905.82
				DEPT: 410		-----
						30,686.47
				REPORT TOTAL		=====
						30,686.47