

Elk River Free Library District

Regular Board Meeting Agenda

Changed from Wed Feb 14 to Wed. Feb. 12, 2024 5:00 PM

(Jan meeting was cancelled)

203 Main St. Elk River, Id 83827

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1. Call to Order
2. In Attendance:
3. Accept Financials/Pay Bills December **(ACTION ITEM)**
4. Accept Financials/Pay Bills January **(ACTION ITEM)**
5. Accept/Approve Minutes from Dec Meeting/ Jan Meeting was cancelled **(ACTION ITEM)**
6. New Employee 90 Day Wage ReEval **(ACTION ITEM)**
7. Approve Review of Social Media Policy **(ACTION ITEM)**
8. Approve Review of Internet Policy **(ACTION ITEM)**
9. Approve Review of Personnel Policy **(ACTION ITEM)**
10. Consider Wage Eval of Reinstated Employee **(POSSIBLE ACTION ITEM)**
11. Directors Report Discussion
12. Adjourn

Directors Report:

Still waiting for award notification on 10 or 20,000 round 2 ALA LTC Grant for back yard walks, gazebo and ballards awards in Feb 2024

New Grants applied for:

\$1000 large print circulation grant and 2 meetings for TBS (Talking Book Service) awards in Feb 2024

\$500 Summer Stem for supplies for summer reading awards in Feb 2024

Continued on back.....

Submitted form 470 at USAC for erates for 2024 – will have bids next month then need to accept and complete form 471 by march 31. This gets us \$126 from icfl for the year

reimbursed and \$588 from usac we pay 70 per month so that is a huge savings costing us only 126 a year for internet services

Applying for:

Summer innovation Programming up to 20, 000 for addition of staff and programming at our library due march 1

Summer Intern Grant through ICFL \$2000 for summer reading staff stipend and supplies not open for apps yet. coming soon

Working on Switching Banking Institutions, New account is set up – Jenny needs to stop in with ID at P1fcu to sign, working on adding vendors for bill pay need to order checks and deposit slips, slowly but surely, we are on our way. will have options at next meeting for higher interest options for chunks of our carried balances

End of year complete – lcrmp, ID 967, SIF, W3 and W2's filed and distributed to employees 4th Qtr. completed, 940 efts IRS fed, ss, med state, unemployment, SIF.

Working with Alex to keep library circulation up to snuff and improvements needed and working on doing tech training at least once a month or more if needed with staff

Kim Myers has been helping us with the electrical issues in and out of library, new door, outside lighting and indoor emergency lights and exit signage to get us up to code finally we are!!! Much Thank you to Kim!!!

Paul is going to if he has not already cut in and bolt down those new thresholds for entry door and into back room.

Working on all the other policies we should have documented in one form....

Working with Alex on things I cannot accomplish at library anymore and documenting in writing the procedures I have in place but cannot enforce/adjust.... attached is our working document..... if you wish to have access to our google workspace doc. let me know and I will show you how to access

Alex... to relieve some of your "impatience" lol i am creating this checklist.....

Please feel free to add **when you add can you use red text??? And i will begin using blue text???? That way is easy to see additions???**

So, I am not sure what the format is called but the end task will be the top tier item with all the smaller tasks sometimes in order that need to be accomplished to complete the top tier task.... This will help alleviate anxiety... it does for me. This is how i do my lists on a daily basis. And what allows me to stay on task and keeps my mind in the game.....

<https://online.fliphtml5.com/uzhhs/eezw/>

Up to a 20000 grant for programming on another doc - called - Idaho Out of School Network (ION) Summer of Innovation Grant Table of Contents 1
https://docs.google.com/document/d/1hKCVHKAyU_-jZvwVRHtuPIPuo79wbjoaZZbMs_nhljU/edit

***SOP Book for Circulation Staff**

***Outline tasks**

***Printer functions**

Print/Copy/collate/staple

Change size/direction etc.....

Fax

Scan/Send

Confirmations

***Create a step by step tutorial for each task**

***Create a Large Binder I HAVE SEVERAL with colored dividers and sleeves**

***Print and put in sleeve in proper section of Binder**

*ENTERING BOOKS INTO LIBRARIKA
STEPS: PRINTED OUT

*PRINTING BAR CODE LABELS

- STEPS: PRINTED OUT
- *REMOVING A BOOK FROM LIBRARIKA (DISCARDING)
- STEPS: PRINTED OUT
- *MOVING A BOOK TO A DIFFERENT SHELF
- STEPS: PRINTED OUT
- *HOW TO CHECK IN AND CHECK OUT MEDIA

THESE ABOVE CAN BE DONE IN A LIVE TRAINING SESSION ON A TUESDAY AND ARE THE MOST IMPORTANT - TUESDAY TRAININGS... SHOULD TRY TO DO AT LEAST ONCE A MONTH... NEED TO CHECK WITH ALL THE GIRLS TO ENSURE ALL CAN ATTEND (MARSHA IS EXCUSED IF SHE CANNOT MAKE IT) THEN WE CAN CLOSE THE LIBRARY TO THE PUBLIC AT 1PM AND TRY TO KEEP TRAINING TO A 1 TO 2 HOURS MAX....

Training Sessions: These should be once a month for 1-2 hours, depending on what is being reviewed or trained. It should be on a Tuesday or a day where all can make it and we close an hour early or on a Monday/Friday where we can be at the library an hour before opening.

- Librarika
- Computers
- Printers/Fax/other technology in library
- Book Review Tags
- Weeding
- Moving books in the library and in the system

CASH BAG

RECEIPTS/CLIP BOARD INSTRUCTIONS

MAIL

HOW TO HANDLE/KEY

BULLETIN BOARDS

HOW TO MAINTAIN/KEY

DUSTING/CLEANING LOG

INSTRUCTIONS FOR EQUIPMENT AKA DRY MOP ONLY FOR DRY...

WET MOP ONLY FOR WET... LOL VACUUM AND ROSIE

ENTRY WAYS

KEEP CLEAR OF DEBRIS/SNOW

CLOSETS:

BATHROOM:

WHATS IN IT WHERE

CIRCULATION

WHATS IN IT WHERE

ENTRY

WHAT IN IT WHERE

SCHEMATIC OF LIBRARY

AREAS

USE

SHELVES

CATEGORIES/NUMBERS

OUTSIDE

WIFI

STORYWALK

SHED/MAINTENANCE

WATER SPIGOT LOCK/KEY
SHED KEY
WATERING
PARKING

BACK ROOM

BREAK DOWN STATIONS PUT 2 IN BUSINESS CENTER UNDER CUT OUT WINDOW WALL
PUT THE 3 UNDER WINDOW ON ALLEY WALL (WILL HAVE TO MOVE THE SHELF BY A/C
UNIT) PUT THE ONE REMOVED IN FRONT CLOSET WITH OTHERS
***I HAVE TO FIND OUT IF THE MUSEUM WANTS THE MICRO FILM MACHINE AND THAT
OTHER THING..... I DON'T SEE ANY REASON TO KEEP THAT OLD ASS TYPEWRITER
EITHER.... LOL UNLESS YOU CAN THINK OF ANOTHER SOLUTION....***

CHILDREN'S SECTION -

I WILL DO A MASSIVE WEED....

MAKE THE WALL WHERE MY OFFICE IS THE JR/ADULT SECTION.... CAN USE TALLER
SHELVES HERE.... AKA SOME OF THE BROWN ONES - WE HAVE 2 EXTRA IN BACK
ROOM....

CAN MOVE THE LOWER WHITE SHELVING INTO THE BACK ROOM TO REPLACE THE
SHITTY SHELVES ON THE KIDS ROOM WALL.... OR USE OUT FRONT TO REPLACE THAT
CUBICLE WITH DVDS/NEW RELEASE - I HATE IT... LOL

THAT WILL OPEN UP THE THAT SECTION IN NATURAL LIGHT SEATING AREA TO
ENABLE MORE "SECTIONS" HISTORICAL FICTION" YOUR MORE EVOLVED
BREAKDOWNS.....

PS I AM USING YOUR LIST TO ME TO HELP US ACCOMPLISH SOME OF YOUR GOALS IN
THE LONG RUN. THIS IS JUST WHAT WE NEED TO DO TO GET THERE

YOU'RE OFFICE =

I WOULD LIKE TO CREATE A WORKSPACE FOR YOU IN MY OFFICE WHERE THAT
EXTRA DESK IS... YOU CAN HAVE THE FILE CABINET (AFTER I CLEAN IT OUT) THAT IS
IN THE LEFT CORNER ON KIDS WALL..... AND WE CAN HANG SHELVING ABOVE THAT
DESK IF YOU NEED IT..... I NEED TO KEEP FLOOR SPACE PLAN OPEN HOW IT IS FOR
ME TO GET AROUND.... AND ACCESS MY FILE CABINET

NEW RELEASE BOOKS THAT ARE NO LONGER NEW RELEASE NEED MOVED TO
SHELVES..... BOOKS ADDED SINCE OCTOBER CAN STAY. BUT EVERYTHING ELSE
NEEDS SHELVED.... I MADE ROOM I DO BELIEVE IN MOST AREAS.

THE MIDDLE SECTION OUT FRONT = SAGAS ON ONE SIDE AND NON-
FICTION ON OTHER... NEEDS A COMPLETE MAKEOVER..... I JUST THREW IT
TOGETHER....

CIRCULATION DESK SO I WANT TO TAKE THE DESK THAT IS AT CIRC DESK
AND MOVE THAT RIGHT NOW TO THE BUSINESS CENTER.... MOVE THE TABLE FROM
THE BUSINESS CENTER TO THE NATURAL LIGHT SEATING AREA IN FRONT OF THAT
WINDOW AND MOVE THAT TABLE (WHICH IS MUCH HIGHER) TO THE CIRCULATION

DESK. THERE IS A TRAY ON THAT TABLE WE CAN CONNECT ALL THOSE WIRES/EXTENSION PLUGS, ETC. AND WON'T FEEL LIKE PEOPLE ARE TOWERING OVER STAFF ON THE OTHER SIDE.....

THE BROWN SHELVING — ALL OF IT. I WOULD LIKE TO “REMOVE THE TOP TWO SHELVES..... THIS WOULD MAKE THEM EASIER TO REACH FOR STAFF AND PATRONS AND MAKE THEM SAFER.... THEY NEED SANDED AND PAINTED... THIS WOULD BE A DRAWN-OUT PROCESS BUT VERY POSSIBLE.... TO PULL OFF. I AM CURRENTLY LOOKING FOR GRANTS FOR “NEW” SHELVING....

HOURS: WORKING ON WITH THE BOARD... THIS WILL HAVE TO BE A “PATIENCE “THING FOR EXTENDED HOURS... HOWEVER. WE CAN ADD FLEX/ACTIVITIES TO EXTEND HOURS FOR STAFF

WEBSITE: YOU HAVE FREE REIGN TO UPDATE.... MUST HAVE MINUTES AND AGENDA FOR TRANSPARENT GOVERNMENT... ALSO MUST HAVE MEETING DATES AND SCHEDULED HOLIDAY CLOSURES. OTHER THAN THAT. HAVE AT IT CHICA....

EVENTS/ PROGRAMMING: THE BOARD WANTS AN AGENDA POSTED ON FLYER, WEBSITE, FACEBOOK, AND ON THAT BIG ASS CHALKBOARD OUT FRONT FOR A MONTH: SO, THE END OF EACH MONTH WOULD CHANGE FOR NEXT MONTH.... I STRUGGLE WITH THIS... HAVE NOT LIVED UP TO THE BOARD'S EXPECTATIONS IN MANY ASPECTS... WE HAVE PM'D REGARDING THE EVENTS/TARGET AUDIENCE THAT THE BOARD WANTS..... MOVIES/FLEX/SATURDAYS. ETC.... I FOUND ANOTHER GRANT I WILL SEND YOU THE INFORMATION HERE IN THE NEXT DAY OR SO....

HOURS

As of January 2024, hours have been updated. I would like to see them updated even more. Currently, Monday-Wednesday hours are 10-2, and Thursday and Friday the hours are 1-5. More universal hours are needed for consistency and availability in the community.

Libraries around the surrounding area have sporadic hours right now. Bovill alternates days where they are open 10-2 and 3-6.

Deary is the same as Bovill with hours but on opposite days.

If we had set hours for spring/summer, it would be beneficial and get more foot traffic. I believe the library needs to have set hours for Monday-Friday; 11-6 is ideal. This timeframe gives the homeschooled kids time in the morning, while also giving kids that ride the bus and/or go to school in Deary to use the library without having to rush home and only have 45 minutes (max). Hours can be adjusted in the winter months to fit high traffic recorded hours.

WEBSITE/ SOCIAL MEDIA

The Library website needs updated or a complete overhaul. It needs to

have up-to-date programs available, when they are, who is running the programs, and so on. It needs to have more information than what is currently available. Research shows other Library websites have more information as to when their hours are, programs, and other pertinent information to support patronage.

2

Elk River Library could be a hub of social media posts. Pictures or activities, events, and events that we help with or put on. We need to utilize the “younger” generations’ way of getting their news. The Library could use Social Media for new books, and patron preferences and do a poll on Facebook or Instagram. Posting pictures of new books or a “book haul” using a platform like TikTok. The idea is to make the library a fun and inviting resource for the audience; this would also serve to expand the audience served.

UP TO DATE BOOKS AND DVDS

Right now, the library uses what’s called a “bookstore” model. It’s organized and displayed like a bookstore, organized by genres. There are some books that need to be weeded out or thrown away. They are old, outdated, and/or haven’t been checked out in years. Most libraries have a rule that if something hasn’t been checked out for longer than 8 months to 1.5 years, you remove it from circulation. This frees up valuable SPACE within the Library. This way of organizing is great for our community because it allows people to go to their favorite genre, author, or even series and know exactly what they want. It’s a convenient and easy method for the patrons.

There needs to be an influx of new books. There is a need to do a book order every month, so that there is availability of books people want and/or need. It process doesn’t have to be too expensive in order to be efficient and effective. There are re-sell sites or overstock sites that we can buy from; Books-A-Million, ThriftBooks, Book Depot, and Book Outlet are options. You could also sign up for Book of the Month for the minimal cost of \$9 a month, gaining a hardback book in any genre. It would be advantageous to purchase the most popular genre that is checked out the most.

More DVD’s are needed. Purchasing from thrift stores or ask for donations; DVD’s are still very popular in the area because that is what is in trailers/motor homes. We need more kids’ selection, teens, and more adult options (that isn’t action), from the last 5-10 years in order

3

to try to stay relevant and keep up with the times.

WEEDING POLICY:

Public Library Collection Maintenance and Weeding:

Weeding and collection maintenance are based on the availability of newer, updated resources or the circulation statistics and use of materials. Policy language that references weeding should highlight objective criteria used in

making decisions, such as publication date, circulation history, and the physical condition of the resource. Public libraries may decide there are areas of the collection that are important to the community (e.g. genealogy collections and local history collections), and material may not be regularly weeded from these identified collections. The policy should note areas that are not reviewed for weeding.

While reports and automation have made weeding easier, evaluating collections should be executed with a trained librarian, as certain titles (classics, local interest, backlist for authors about to release a new title after a long hiatus) may be worth keeping on the shelves despite low usage statistics — especially if only one library in the consortium or interlibrary loan group owns and will loan a copy.

Example: Public Library Collection Maintenance and Weeding Policy

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

ALA Website.

4

EXPANDING SECTIONS AND NARROWING DOWN OTHERS

Some sections in the library are so outdated that they need to be weeded out, or even removed from circulation. The Inspirational Section altogether needs to go; ask yourself, how long has it been since anyone has checked out a book from that section? Another section that needs weeded and slimmed down is the Biographies, Auto bios, and Memoirs. Get rid of ones that haven't been checked out or have been a long time since they were. Another section that needs to be cleaned up is the children's section. Right now, it looks good and organized but we need to have displays and have popular books featured. We need to have newer books. It needs more... oomph?

Sections that need to be expanded are the Junior, Teen, and Young Adult (YA) sections. As of right now, there are no currently relevant Teen or YA sections.

Personally, I'd like to mention that the Teen and YA section of the Asotin County Library literally saved and changed my life. It spawned a love and career for books.

Adventure starts at the library, there is a need to cater to the adventurous age group more, branch out and involve those books in our library. Reading and adventure may not start until reaching high school, where there should be a pertinent option available. This includes something that either challenges young adults or transports them to another world (as an escape from reality). Another section is Thriller,

Mystery, and Detective novels. Some locals have read through the whole section; there needs to be more new books to keep them entertained and coming back. There are often times locals just come in to ask about one particular author new release(s) and but up to date material isn't available. Another section that needs to be updated is the Romance section; this section could be such a success but is outdated and has very little for the new romance books that have come out in the last 5-10 years. There has been an influx of romance readers, especially

5

in contemporary, Romantasy, and darker second-chance romances.

PROGRAMS AND ACTIVITIES

Summer

Kids Summer Program

Monthly activities for all ages (a/k/a kitchen sink day).

Fall/Winter

Right now, fall and winter don't have much scheduled. A few activities here and there; Christmas Connect, Trunk or Treat, and sporadic activities. There should be more to do; have the library be involved in the Polar plunge or other winter activities that happen.

Spring

Spring has nothing that goes on; this is because snow is still around, however activities could still

planned. We need something during these months that could involve celebrating Valentine's

Day, St. Patrick's Day, Spring Break, and Memorial Day which happen during these "off" months

that we could benefit from.

LIBRARY APPEARANCE

6

There are safety concerns surrounding the shelving units themselves. Some of the shelves are literally pulling out from the studs; other shelves are bowed and should be considered a risk as well.

Many decorative touches could be made additionally. New curtains on the windows, artwork depicting available books, as well as pictures depicting the growth of Elk River – for instance. It would be appropriate to make the building itself more inviting, so the public is enticed to use the Library as a resource.