

Spirit Lake Library Board Meeting
September 14, 2026

Present at the meeting: Christa Butler, Carolyn Butterworth, Frank Christenson, Rachel Maly, Tanner Metz.
Absent: Roger Brochshus, Matt Early, Heather Kalkhoff.

The meeting was called to order at 5:00 p.m. by president Butler. Minutes of the August 10, 2026, meeting were read by Butterworth. Christenson moved, seconded by Metz, that the minutes be approved as corrected. Motion carried.

Public Comment & Correspondence:

Rachel noted several thank-you and other notes received by the public.

Financial Reports:

Total library revenue for August was \$482.70, with expenses of \$32,019.68. Friends' revenue was \$784.75, with expenses of \$472.52.

Director's Report:

- Two new laptops and a charging cabinet were purchased, per approval by the Friends. Policies regarding this technology will be presented for board approval. The laptops will be exclusively for in-library use, and the director is researching appropriate methods of ensuring these materials are utilized appropriately.
- The tablet to be used to conduct telehealth visits has been received from Marion County Public Health. The director and assistant director will meet with that organization about the details and for training. This tablet will also be included in the laptop/library technology policy.
- The Inter Library Loan Reimbursement Report, Open Access Report, and Direct State Aid Report for the State Library have been completed by the Director.
- Rachel and Oscar will present to High School students on September 28 concerning two roles that have been designed for J-Term students: one focusing on Library Programming and Marketing and the other, on Library Administration.
- The Dickinson County staff training for Arnolds Park, Milford, and Spirit Lake libraries is set for October 21, 2026, with trustee training taking place in the evening.
- Rachel will be attending the Sioux County training day in Sioux Center on September 24, the primary topic being First Amendment Auditing.
- The Children's Literature class from Spirit Lake High School has come to the library twice since the start of school to check out materials. Each student has their own card.
- The new stools for the children's area have arrived.
- The library has purchased Microsoft Office for all of the public and staff computers, a total of 10 to 12 computers.
- A new employee has been hired for 28 hours per week.

Old Business:

- Hoopla usage and the availability of materials was discussed. Since there appears to be a seasonal difference in usage, with the daily quota being met early in the day during the summer, checkout data will be evaluated, with the possibility of adjusting the library's subscription seasonally.

New Business:

- Trustee training will be held October 21, 2026, with the topic TBD.
- The Collection Policy was reviewed. Motion by Metz, seconded by Christenson, that the first reading be approved. Motion carried.

The next regular meeting of the library board will be Monday, October 12, 2026, at 5:00 p.m. The agenda will include the second reading of the Collection Policy.

Christenson moved, seconded by Butterworth, that the meeting be adjourned. Motion carried. Meeting adjourned at 5:26 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary