

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY  
Board of Trustees Meeting February 21, 2024

Present: Dr. Quentin Humberd (Chair), Tracy Provo Knight (Vice-Chair), Daisy Crowley (Secretary), Mike Steele (Treasurer), Dee Wagstaff-Williams, Karyl Kirkland, Susan Lawrence and David Donahue

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Jan Hodgson (Vice President, Friends of the Library) and Cecilie Maynor (Director, Red River Regional Library)

Absent: Commissioner Lisa Prichard and Jennifer Ford (President, Friends of the Library)

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:05 p.m.

**Motion to approve January 17, 2024 minutes as presented**

**Motion: Tracy Provo Knight**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

**Treasurer's Report** (Full report included in packet). Presented by Mike Steele

The total for December was slightly over budget at 59.69% vs. the goal of 58.34%. Revenue was well over budget at 86.88% vs. 58.34% as library fees continue to increase and the first three distributions from Montgomery County have been received. Salaries & Benefits were over budget 65.12% vs. 58.34% due to a budget cleanup needed from HR. Operating Services were well under budget 36.25% vs. 58.34% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 49.17% vs 58.34% due to conservative spending. Equipment costs were significantly under budget 2.95% vs. 58.34% but will increase as equipment purchases are in progress.

**Acceptance of the January financial statements**

**Motion: Susan Lawrence**

**Seconded: Karyl Kirkland**

Motion carried unanimously

Christina Riedel presented an update on the progress of the FY 22/23 Audit by Stone, Rudolph & Henry. The library's portion of the audit is complete and the auditors are finishing up the last review with the County.

**Director's Report**

**In Depth with Heath Edwards, Senior Systems Support Tech.** Heath has been in the IT industry for over 20 years. He is the point person for all of the library's computer/technology related issues, including the software and hardware needed to run the critical library systems. Heath is responsible for dealing with the day to day issues of the technology including regular maintenance and upgrades as well as keeping abreast of trends and changes to keep the library relevant, looking towards the future and continuing to meet the needs of the community. Currently Heath is undertaking a full collection inventory. He is also in charge of maintaining the physical technology inventory and replacing items as needed. Heath's favorite aspect of his position are the people, both fellow staff and patrons, and learning new things.

**Statistics** - Circulation is up 6% from last January. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 32%. 2,734 items in January were checked out from hoopla and an additional 177 hoopla Flex titles were also borrowed. 66 outside groups reserved the meeting rooms in January with an attendance of 964 people. 740 new patrons signed up for library cards last month. The use of our Wi-Fi was 2,478 which surpassed the 2,068 total users of our computer lab last month. The use of our local databases, including hoopla, was 4,052 in January. Over 25,833 individuals visited the library during January 2024.

**Staffing** –Bonnie Lee was selected to fill our full-time Public Services Associate position that coordinates services for teens at our library with a start date of February 12<sup>th</sup>. We have also filled the 24-hour PSA position for the Public Services Department; Anna Romero Garcia, former library volunteer, also joined our team on February 12<sup>th</sup>. The Shelves interviews have been completed and we hope to have two new Shelves within the next month. Anita Crum is moving on from her part-time position at our library with February 18<sup>th</sup> as her last day with us. She will be pursuing full-time employment. We appreciate her service and creativity when assisting with adult programming. Her departure leaves one part-time PSA position left to fill with an amazing number of competitive applications being submitted. In response to questions by the auditor, a thorough inventory of the library collection was begun by Heath Edwards, Senior Systems Support Tech, on January 24<sup>th</sup> and is well on its way to being completed. Christina Riedel was able to attend the Strategic Planning training session held February 13<sup>th</sup> at the Red River Regional Library.

**Programming** –Even with multiple days closed for holidays and inclement weather, our early childhood development programs brought in 1,760 participants last month. The total attendance of library programs for all ages was 2,625 in January. The library held 11 programs for adults consisting of craft/DIY events, computer and genealogy classes, a book club and a game night. The Mini-MBA with BizVets Connect returned to the library starting January 20th.

**Holiday & Special Events**—1,396 community members attended our Harry Potter Night signature event on February 1<sup>st</sup> 4:30-7:30pm. We received excellent public feedback during and after the event. The presence of a live owl was a wonderful addition to the evening festivities. The next several months will be very busy with programming. We will be celebrating Black History Month with special storytimes on February 17<sup>th</sup>, two African American Genealogy classes (February 10<sup>th</sup> and 24<sup>th</sup>) and a performance by the Burt Elementary Step team also on February 24<sup>th</sup>. There will be a Pokemon event on February 27<sup>th</sup> and a Barbie themed program on March 6<sup>th</sup>. Spring Break will kick off with Lock-Ins for Tweens on March 1<sup>st</sup> and Teens on March 2<sup>nd</sup> and will conclude with a special collaborative program with Parks and Rec at the Downtown Commons on March 8<sup>th</sup>, featuring performers from the Country Music Hall of Fame and Museum.

**Community Outreach & Support** – Stephanie Miller with Clarksville Now promoted our Community Kindness Challenge by interviewing Christina Riedel in a Facebook live promotion and Q&A session. Christina Riedel signed an amended contract with FEMA to use the large meeting room to provide resources to our community members recovering from the effects of the tornado until February 26<sup>th</sup>. During a three-month period, FEMA will have used the Library over 600 hours, providing services to the local community. The Something's Brewing program series continues in February at Pizza Artista. The library will host field trips from four Head Start classes and visit three elementary schools this month.

**Partnerships** – Altra Federal Credit Union will be partnering with our library to provide a financial literacy Cash Camp for elementary aged children this summer June 25<sup>th</sup> - 27<sup>th</sup> from 8-4pm. They will provide educational games, snacks and fun activities to help young ones learn about budgeting, saving and more. The Community Kindness Challenge has been successfully launched and has received positive support. Two local non-profit agencies, YAIPak and Manna Café have been featured as part of this challenge. Resources for participating in the challenge are available through the Library's website.

**North Branch Updates** – The North Branch is tentatively set to break ground in March. A ground breaking ceremony will be held to celebrate this joyous event which will be open to the public.

**Regional Director's Report**- presented by Cecilie Maynor (Director, Red River Regional Library)

Dee Wagstaff-Williams and Christina Riedel attended the Red River Regional Library in-service recently on Strategic Planning. Cecilie mentioned that it is nice to see Trustees attending the training sessions. The Construction Grant is still available to libraries and the maximum grant amount has been increased from \$100,000.00 to \$200,000.00. The Teen Summit has been cancelled, but there will be an Early Literacy Math workshop through TSLA on April 24<sup>th</sup>. There will be a four-part training series through the Regional Library on time management. Talk to Caitlyn if you are interested in attending. This year's TNLA conference will be in Franklin.

**Friends of the Library Report**- presented by Jan Hodgson

As Jennifer Ford was unable to attend, the Friends of the Library report was presented by Jan Hodgson. Booktique income from January was \$639.96. The Spring Book Sale is coming up April 25-28. Volunteers are needed to help work and set up for the sale. The Friends welcomed new Board Member, Kim Santiago. New officers will be elected in April, including a new president to replace Jennifer Ford.

## **Committee Reports**

### **A. Budget Committee Report**

The Budget Committee met February 21<sup>st</sup> directly before the Board of Trustees meeting. They reviewed the proposed budget for FY 24/25, which was presented to the full Board by Mike Steele. The suggested budget does not include capital outlay items, which will be one-time purchases for the new branch. Those requests will be presented separately to the County Budget Committee.

The proposed budget for FY 24/25 shows an expected reduction in revenue by \$47,000.00 due to the lower dispensation from the Gracey Fund. The library will continue to pursue grant opportunities where appropriate to offset some of this reduction. An additional \$1,500.00 will also be requested from the Friends of the Library for programming and supplies. Increases in the following expense line items will be requested:

- Personnel
  - 51030- Assistants: \$57,170.50 for half year Assistant Director/ Branch Manager
- Services
  - 53020- Advertising: \$500.00
  - 53050- Audit Services: \$250.00
  - 53170- Data Processing Services: \$20,000.00
  - 53180- Debt Collection Services: \$1,650.00

- 53300- Operating Lease Payments: \$500.00
- 53340- Maintenance Agreements: \$20,000.00
- 53470- Pest Control: \$180.00
- 53550- Travel: \$1,000.00
- Supplies
  - 51400- Custodial: \$300.00
  - 54220- Food: \$600.00
  - 54220-L5000: Food (FOL): \$1,000.00
  - 54320-L2000: Books & Media, Adult (physical & ebooks): \$10,000.00
  - 54350-L8000: Books & Media, hoopla: \$10,000.00
  - 54350-L5000: Office Supplies (FOL): \$500.00
  - 54540: Water & Sewer: \$600.00
- Other Charges
  - 55990: Other Charges: Director's Discretionary: \$500.00
- Equipment
  - 57090-G1320 (State Grant): \$5,000.00

**Total Revenue Expected: \$2,997.429.00**

**Total Requested Expenses (payroll & operations, including Assistant Director): \$3,166.959.50**

**Additional amount requested from County: \$169,500.50**

**Motion to approve presented FY 2024/2025 budget.**

**Motion: Tracy Provo Knight**

**Seconded: Susan Lawrence**

Motion carried unanimously

### **Old Business**

#### **A. North Branch Update**

The official ground-breaking ceremony for the North Branch is currently set for Friday, March 22 at 3:30 pm on Jordan Road. This will be a small event, not open to the general public. A save the date announcement will be sent out with official invitations to follow. Christina will request a site map from the County. Parking will be limited for this event, which will last approximately 30 minutes. Hard hats will not be required at this stage. A discussion arose whether the library could be closed the afternoon of March 22 to allow any staff members who want to attend the ground-breaking to do so.

**Motion to approve closing the library from 2:00 to 6:00 pm on Friday, March 22<sup>nd</sup>.**

**Motion: Susan Lawrence**

**Seconded: Daisy Crowley**

Motion carried unanimously.

### **New Business**

#### **A. Nominating Committee Request**

While all Board of Trustees members are currently serving their first terms, two Trustees will be leaving the Board at the end of June. Tracy Provo Knight will leave the Board one year before the end of her term and Daisy Crowley decided not to seek a second term. Dee Wagstaff-Williams will begin her second term in July. Two positions on the Board will need to be filled in the spring, with their terms starting July 1<sup>st</sup>. As per the Board By-laws, a notice will be posted in appropriate locations by March 1<sup>st</sup> announcing the Board vacancies. The Nominating Committee will meet in Early April to discuss the candidates and prepare a slate of new Trustees to be voted on at the April Board Meeting.

**Motion to adjourn**

**Motion: Mike Steele**

**Seconded: Karyl Kirkland**

Motion carried unanimously.

**The meeting was adjourned at 4:10 pm.**

Our next meeting is Wednesday, March 20, 2024 at 3:00 pm.

Transcribed by Jessica Hartley.

Respectfully submitted by: Daisy P. Crowley Secretary

Approved by: Charles L. Anderson Board Chair