

## CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting August 21, 2024

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), David Donahue (Secretary), Mike Steele (Treasurer), Commissioner Lisa Prichard, Karyl Kirkland, Vincent Surra, Lekeshia Hicks and Tatyana Hoelcel

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist) and Caitlyn Haley (Assistant Director, Red River Regional Library)

Absent: Jan Hodgson and Cecilie Maynor

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:00 p.m. A request was made to keep the Board meeting as brief as possible to allow for the unveiling of the Boaz portrait scheduled at 3:30 pm.

### **Motion to approve July 17, 2024 minutes as presented**

**Motion: Mike Steele**

**Seconded: Lisa Prichard**

Motion carried unanimously

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

The total for July is under budget at 6.05% vs. the goal of 8.33%. Revenue was under budget at 1.43% vs. 8.33% as the first quarter distribution from the Gracey fund has been received, but not the payment from Montgomery County. Salaries & Benefits were slightly under budget 5.86% vs. 8.33% due to vacant positions. Operating Services were over budget 10.45% vs. 8.33% as many large service contracts are renewed early in the fiscal year. Supplies/Utilities were under budget 4.98% vs 8.33% as many invoices are received after the service month ends. Equipment costs were well under budget 0.71% vs. 8.33% as no large equipment purchases have been made so far this fiscal year.

### **Acceptance of the July financial statements as reported**

**Motion: Karyl Kirkland**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

### **Director's Report**

**Statistics** - Circulation is up 5% from July 2023. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 33%. 3,002 items were checked out from hoopla in July and an additional 215 hoopla Flex titles were also borrowed. Hoopla spending caps have been put in place to keep the monthly cost under the allotted budget. 59 outside groups reserved the meeting rooms in July with an attendance of 966 people. 996 new library cards were made in July. The use of our Wi-Fi was 2,897, which again surpassed the 2,322 total users of our computer lab last month. 24,726 individuals visited the library during July 2024.

**Staffing** – The library's own Jenna Kester was hired to fill the vacant shelver position effective August 19<sup>th</sup>, leaving an open part-time PSA position in Youth Services. Interviews for the part-time PSA position have concluded and a decision will be made shortly. The vacant Youth Services position will be posted again to allow time for additional applicants to be considered.

**Programming** –2,983 children under 5 and their parents attended story times and programs in July, including 2 story times at the Downtown Commons. 1,031 elementary age children (including Tweens) attended programs in July. 27 Tweens showed up for the end of summer lock-in on July 19<sup>th</sup>. 154 Teens grades 7-12 attended programs in July; 21 joined us for the Teen lock-in on July 20<sup>th</sup>. Total Teen attendance for June and July was 320, which is an increase of 62% from 2023. 98 adults attended library programs in July with the highest attendance at the Mocktails

and Paint event and the Murder Mystery Lock-In. 1,074 patrons attended All Ages programs in July, both inside the library and off-site.

**Summer Reading & Special Events**– A total of 15,157 patrons of all ages attended programs at the library in June and July! This is an increase of 5% from the total summer attendance of 2023, even with significantly fewer attendees at the Touch A Truck event. A total of 2,252 library patrons interacted with their library through READSquared this summer. The library would like to thank the Friends of the Library for their generous support of the Summer Reading Program. Their contribution allowed for the purchase of prizes, performers, and supplies to make this slate of programs possible. The library is planning a Bluey Bonanza for August 24<sup>th</sup> from 3-5pm which should be a very popular event. A special Grands and Greats story time will be held September 7 at 10:00 am to celebrate grandparents and great-grandparents. The library will host its first ever Hispanic Heritage event, ¡Alegria!, on September 21<sup>st</sup> from 3-5 pm.

**Community Outreach & Support** –1,700 meals were provided to children under age 18 this summer through the partnership with Established Hands Ministries. A collaboration with the Paris Landing State Park brought 157 patrons into the library for the second Nature Night of the summer. 82 children read to the therapy dogs of Tender Paws on July 13<sup>th</sup>. Christina Riedel is working on a partnership with Valerie Guzman of United Way to provide air conditioning units to community members in need. On August 9<sup>th</sup>, Christina visited Loaves and Fishes and Yaipak offices to drop off Scholastic and advanced reader books to foster children and other children supported by these agencies. The library participated in the County Connections event at Downtown Commons on July 25<sup>th</sup> and the National Night Out event at Austin Peay on August 6<sup>th</sup>.

**Building Maintenance**- Trane has been on site providing continued maintenance of the HVAC system to address high temperatures in the Young Adult area and portions of the lobby and second floor. A new intercom speaker has been purchased for the sorter room and installed by County IT, allowing staff working in this area to be kept aware of important and safety-related announcements.

**Budget Updates**- An update is needed by A&B in MUNIS to reflect the beginning personnel budget numbers for FY 24/25 as well as the 5% COLA increase. Lisa Yancey and Christina Riedel are hard at work compiling the requested documents for the Audit so that the library's books can be closed by the August 31<sup>st</sup> deadline. Christina will follow up with A&B to get the necessary budget data for FY 24/25 to complete the MOE.

**North Branch Updates** – On July 26<sup>th</sup>, Christina Riedel met with HBM architect, Kevin Kennedy, to discuss the current status and timeline of the North Branch. In addition to visiting the North branch site, they discussed the previously developed main refresh plan for the current library building.

**Regional Director's Report**- presented by Caitlyn Haley (Assistant Director, Red River Regional Library) CMCPL will receive \$19,613.01 in state funding and \$7,644.40 in annual funds to be spent on materials. These funds are distributed through the Regional Library and the deadline to spend the first quarter funds is September 30<sup>th</sup>. Caitlyn presented an overview of library staff's training completed last FY. The Trustee Workshop is coming up September 19<sup>th</sup> in Brentwood and the Public Library survey opens September 1<sup>st</sup>.

### **Friends of the Library Report**

As Jan Hodgson was unable to attend the board meeting, she sent out the FOL report via email before the meeting. In August, the FOL board approved funding \$4,810.00 for library programs and supplies from September through December. Friends income for July and August was \$224.00 from book bag sales, \$1,908.61 from the Booktique and \$1,919.74 from the Scholastic Book Fair in June. A decision was made to move \$10,000.00 from the FOL account to a 6-month CD. The book sale is coming up end of October and will run October 24-27.

### **Committee Reports- Schedule meeting with Policy Committee to review CIPA & Collection Development policies and others.**

Possible dates for the Policy meeting will be sent out to committee members via email and the committee will meet before the September Board Meeting.

**Old Business**

**A. Approval of Closed dates for 2025**

A list of proposed holiday closings was submitted for approval.

**Motion to approve closings for 2025**

**Motion: Lisa Prichard**

**Seconded: Vincent Surra**

Motion carried unanimously

**New Business**

**A. Unveiling of Boaz Portrait- Boaz Board Room**

The unveiling of the Boaz Portrait occurred following the adjournment of the meeting.

**Motion to adjourn**

**Motion: Mike Steele**

**Seconded: Karyl Kirkland**


Motion carried unanimously

**The meeting was adjourned at 3:29 pm.**

Our next meeting is Wednesday, September 18 at 3:00 pm.

Transcribed by Jessica Hartley,

Respectfully submitted by:  Vice-Chair, in lieu of Secretary

Approved by:  Board Chair