

Karl Junginger Memorial Library
Board of Trustees Meeting Minutes
February 26, 2025, @ 5:30 pm

- I. Call to Order & Introductions
The meeting was called to order at 5:32 p.m. Present: Art Biermeier, Diane Graff (5:45), Sara Cummings, Miriam Schilling (5:40), Cindy Krueger, Susan McDermott, Leslie Fugate, and Kelli Mountford.
- II. Approval of agenda
The agenda was approved as written
- III. Approval of open minutes from January 22, 2025.
Cummings moved to approve the January 2025 minutes. Krueger seconded. The motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
 - A. **Financial monthly report for January 2025 - Action**
Cummings moved to approve the January 2025 monthly invoices as presented. Fugate seconded. The motion passed unanimously.
 - B. **2024 Final Budget update – Informational**
Mountford presented the final 2024 budget with an amount of \$26,844.64 under expenditures, with a large amount being from Health INS.
 - C. **2025 Budget – Action**
Cummings moved to approve the newly submitted 2025 library budget with savings from staffing wages. Biermeier seconded. The motion passed unanimously.
 - D. **Furnace Update – Informational**
Mountford stated that 6 furnaces have been installed with new thermostats. The final amount paid by Waterloo City Capital funds was \$33,347.00.
 - E. **Policy 706 Volunteer policy and Volunteer Form – Action**
Cummings moved to approve Policy 706 and the form with the grammatical changes. McDermott seconded. The motion passed unanimously.

F. Policy 800 Revision of Library Policies – Action

Cummings moved to approve Policy 800 with the grammatical changes. Krueger seconded. The motion passed unanimously.

VII. New Business

A. 2024 Annual Report – Action

Cummings moved to approve the 2024 annual report as provided by Mountford. Fugate seconded. The motion passed unanimously.

B. Garman Donation – Action

Cummings moved to approve the donation from the Garman trust and to place it in the Memorial-Donation Fund Balance. Fugate seconded. The Motion passed unanimously.

C. Phone/Fax budget – Informational

Mountford explained that the phone budget will not be enough for the year if we keep the phone/fax we have without any changes. Mountford will speak with the City to see where they are at with looking into savings for the phone/fax lines.

D. Update on Legislative Day – Informational

Mountford and Biermeier attended Library Legislative Day and stated that it was a good event to attend. It is held every February, and other board members should try to attend next year to advocate for libraries.

E. Policy 402 Programs – Informational

This policy will be reviewed next month.

F. Policy 410 Circulation Policy – Informational

This policy will be reviewed next month.

G. Policy 512 Emergency Policy – Informational

This policy will be reviewed next month.

H. Read and Discuss the Library Board Trustee Handbook Chapter 17 “Membership in the Library System” – Informational

Mountford explained the benefits of the Bridges Library System, which KJML belongs to.

VIII. Future agenda items – Policies 402, 410, and 512, Phone/Fax, Garman donation, Clark Investment

IX. Date, place, and time of the next meeting

The next board meeting will be held on Wednesday, March 26, at 5:30 p.m. in the Hyer Conference Room.

X. Adjournment

Cummings moved to adjourn at 6:22 p.m. Schilling seconded. The motion passed unanimously.

Respectfully submitted,

Cindy Krueger

DRAFT

Karl Junginger Memorial Library / Mayor/Council/Board Report -FEBRUARY 2025

FEBRUARY MONTHLY STATISTICS		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Library Card Holders		2024	2370	2380	2391	2403	2415	2443	2470	2486	2436	2434	2274	2292
		2025	2301	2315										
% of Change			-2.91%	-2.73%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
NEW Library Card Holders														
NEW TO 2025 STATS														
		2025	13	18										
% of Change			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Checkouts (Circulation)		2024	4024	4344	3645	4306	3595	5529	6002	4483	3947	4284	4186	4178
		2025	4662	4182										
% of Change			15.85%	-3.73%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
eBook/Audio Checkouts (Circulation)		2024	986	887	914	826	785	710	875	778	762	882	723	747
		2025	868	856										
% of Change			-11.97%	-3.49%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Library Visits		2024	1759	1725	1864	2207	2299	3064	3030	2000	2052	2157	1922	1381
		2025	1956	1970										
% of Change			11.20%	14.20%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Meeting Room Use BY PUBLIC		2024	8	12	8	14	13	9	9	9	11	11	11	6
		2025	9	17										
% of Change			12.50%	41.67%	-100.00%	-100.00%	-72.22%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Public Computer Use		2024	101	130	91	118	106	74	75	73	87	75	82	77
		2025	77	73										
% of Change			-23.76%	-43.85%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
WiFi Use		2024	135	181	182	200	204	203	202	221	254	208	188	165
		2025	230	232										
% of Change			70.37%	28.18%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Outreach to local schools, daycares, & residents		2024	63	152	57	183	133	70	84	63	91	74	119	78
Checkouts		2025	114	186										
% of Change			80.95%	22.37%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Adult Number of Programs		2024	20	20	20	21	18	19	20	16	19	22	18	15
		2025	15	15										
% of Change			-25.00%	-25.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Adult Attendance		2024	162	153	201	161	121	265	188	159	153	244	122	147
		2025	197	103										
% of Change			21.60%	-32.68%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Teen (12-18) Number of programs		2024	4	4	3	3	3	9	10	4	4	4	3	3
		2025	4	3										
% of Change			0.00%	-25.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Attendance		2024	50	26	32	25	24	166	108	38	27	44	29	24
		2025	21	10										
% of Change			-58.00%	-61.54%	-100.00%	-100.00%	-55.81%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Children's Number of programs		2024	15	17	17	18	16	28	33	14	16	17	14	12
		2025	12	14										
% of Change			-20.00%	-17.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Attendance		2024	367	264	425	465	1035	2016	1694	425	435	591	429	393
		2025	355	329										
% of Change			-3.27%	24.62%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%