

Karl Junginger Memorial Library
Board of Trustees Meeting Minutes
October 22, 2024 @ 5:30 pm

- I. Call to Order & Introductions
The meeting was called to order at 5:34 p.m. Present: Abby Vosters, Art Biermeier, Diane Graff, Leslie Fugate, and Kelli Mountford.
- II. Approval of agenda
The agenda was approved as written
- III. Approval of open minutes from September 24, 2024.
The minutes were passed as written
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
 - A. **Financial monthly report for September 2024 - Action**
Biermeier moved to approve the September 2024 monthly invoices as presented. Fugate seconded. The motion passed unanimously.
 - B. **2025 Budget – Action**
Biermeier moved to approve the KJM Library 2025 budget with \$19885.00 from the fund balance with Mountford looking into the Clark fund to see about obtaining extra funds from the trust. Fugate seconded. The motion passed unanimously.
 - C. **Policy 515 Meeting Room – Action**
Biermeier moved to approve Policy 515 Meeting Room with the updated changes and the Meeting Room fee increasing for all private gatherings from \$20 to \$30 an hour and Program with the sole purpose of sales or profit from \$30 to \$40 an hour. Effective as of October 23, 2024. All patrons who have reserved the room prior to October 23, 2024, will be grandfathered in and will pay the prior amounts. Graff seconded. The motion passed unanimously.
 - D. **Policy 425 Outreach Service and Application – Action**
Fugate moved to approve Policy 425 with grammar changes. Graff seconded. The motion passed unanimously.
- VII. New Business
 - A. **Discuss possible changing day for Library Board Meetings (Cummings) – Action**

Biermeier moved to change the monthly library board meetings to every fourth Wednesday of the month at 5:30 pm beginning January 2025. Fugate seconded. The motion passed unanimously.

B. Policy 430 Computer Use – Informational

This policy will be reviewed next month.

C. Policy 506 Equipment Use – Informational

This policy will be reviewed next month.

D. Review and Discuss Library Board Trustee Handbook Chapter 14 “The Library Board and the Open Meetings Law” – Informational

VIII. Future agenda items – Policies 430, 506, Budget 2025, Closed hours for 2025, Annual Addendum Bridges Café Costs, and Contract for Jefferson County Library Services.

IX. Date, place, and time of the next meeting
The next board meeting will be held on Tuesday, November 26, at 5:30 p.m. in the Hyer Conference Room.

X. Adjournment
Biermeier moved to adjourn at 6:22 p.m. Graff seconded. The motion passed unanimously.

Respectfully Submitted,
Kelli Mountford

OCTOBER MONTHLY STATISTICS		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Library Card Holders	2023	2595	2605	2621	2632	2652	2686	2699	2718	2313	2325	2342	2361
	2024	2370	2380	2391	2403	2415	2443	2470	2486	2436	2434		
	% of Change	-8.67%	-8.64%	-8.78%	-8.70%	-8.94%	-9.05%	-8.48%	-8.54%	5.32%	4.69%	-100.00%	-100.00%
Checkouts (Circulation)	2023	4084	2941	4240	4093	4071	5845	5438	4562	3835	4103	3774	3289
	2024	4024	4344	3645	4306	3595	5529	6002	4483	3947	4284		
	% of Change	-1.47%	47.70%	-14.03%	5.20%	-11.69%	-5.41%	10.37%	-1.73%	2.92%	4.41%	-100.00%	-100.00%
eBook/Audio Checkouts (Circulation)	2023	767	624	724	754	787	646	802	842	853	897	870	774
	2024	986	887	914	826	785	710	875	778	762	882		
	% of Change	28.55%	42.15%	26.24%	9.55%	-0.25%	9.91%	9.10%	-7.60%	-10.67%	-1.67%	-100.00%	-100.00%
Library Visits	2023	1618	1081	980	1808	1812	2435	2599	2555	1823	2433	2023	1617
	2024	1759	1725	1864	2207	2299	3064	3030	2000	2052	2157		
	% of Change	8.71%	59.57%	90.20%	22.07%	26.88%	25.83%	16.58%	-21.72%	12.56%	-11.34%	-100.00%	-100.00%
Meeting Room Use BY PUBLIC	2023	7	2	9	12	10	9	2	9	3	7	11	9
	2024	8	12	8	14	13	9	9	9	11	10		
	% of Change	14.29%	500.00%	-11.11%	16.67%	16.67%	0.00%	350.00%	0.00%	266.67%	42.86%	-100.00%	-100.00%
Public Computer Use	2023	34	31	68	84	117	68	60	82	129	176	140	75
	2024	101	130	91	118	106	74	75	73	87	75		
	% of Change	197.06%	319.35%	33.82%	40.48%	-9.40%	8.82%	25.00%	-10.98%	-32.56%	-57.39%	-100.00%	-100.00%
WiFi Use	2023	177	139	180	211	194	225	196	219	191	158	195	175
	2024	135	181	182	200	204	203	202	221	254	208		
	% of Change	-23.73%	30.22%	1.11%	-5.21%	5.15%	-9.78%	3.06%	0.91%	32.98%	31.65%	-100.00%	-100.00%
Outreach to local schools, daycares, & residents Checkouts	2023	60	152	81	138	96	122	69	110	68	61	92	51
	2024	63	152	57	183	133	70	84	63	91	74		
	% of Change	5.00%	0.00%	-29.63%	32.61%	38.54%	-42.62%	21.74%	-42.73%	33.82%	21.31%	-100.00%	-100.00%
*2024 Add in Outreach to the Schools and daycare													
Adult Number of Programs	2023	21	8	20	19	23	24	19	16	21	28	26	15
	2024	20	20	20	21	18	19	20	16	19	21		
	% of Change	-4.76%	150.00%	0.00%	10.53%	-21.74%	-20.83%	5.26%	0.00%	-9.52%	-25.00%	-100.00%	-100.00%
Adult Attendance	2023	194	44	130	114	128	253	95	107	110	182	131	106
	2024	162	153	201	161	121	265	188	159	153	195		
	% of Change	-16.49%	247.73%	54.62%	41.23%	-5.47%	4.74%	97.89%	48.60%	39.09%	7.14%	-100.00%	-100.00%
Teen (12-18) Number of programs	2023	4	2	3	3	3	11	9	4	3	4	3	3
	2024	4	4	3	3	3	9	10	4	4	4		
	% of Change	0.00%	100.00%	0.00%	0.00%	0.00%	-18.18%	11.11%	0.00%	33.33%	0.00%	-100.00%	-100.00%
Attendance	2023	66	24	25	1	3	167	82	61	31	39	31	37
	2024	50	26	32	25	24	166	108	38	27	44		
	% of Change	-24.24%	8.33%	28.00%	2400.00%	48.84%	-0.60%	31.71%	-37.70%	-12.90%	12.82%	-100.00%	-100.00%
Children's Number of programs	2023	13	11	13	16	19	33	31	15	17	22	17	13
	2024	15	17	17	18	16	28	33	14	16	17		
	% of Change	15.38%	54.55%	30.77%	12.50%	-15.79%	-15.15%	6.45%	-6.67%	-5.88%	-22.73%	-100.00%	-100.00%
Attendance	2023	342	198	349	342	1009	1854	1303	413	411	456	305	278
	2024	367	264	425	465	1035	2016	1694	425	435	425		
	% of Change	7.31%	33.33%	21.78%	35.96%	2.58%	8.74%	30.01%	2.91%	5.84%	-6.80%	-100.00%	-100.00%