

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
**November 26, 2024 @ 5:30 pm**

- I. Call to Order & Introductions  
*The meeting was called to order at 5:32 p.m. Present: Abby Vosters, Art Biermeier, Diane Graff, Sara Cummings, Miriam Schilling, Cindy Krueger, and Kelli Mountford.*
- II. Approval of agenda  
*The agenda was approved as written*
- III. Approval of open minutes from October 22, 2024.  
*The minutes were passed as written*
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
  - A. **Financial monthly report for October 2024 - Action**  
*Biermeier moved to approve the October 2024 monthly invoices as presented. Cummings seconded. The motion passed unanimously.*
  - B. **2025 Budget – Informational**  
*Mountford informed the Library Board that the City Council voted and passed the 2025 budget with \$19885.00 from the fund balance.*
  - C. **Policy 430 Computer Use – Action**  
*Krueger moved to approve Policy 430 Computer Use with the updated changes. Graff seconded. The motion passed unanimously.*
  - D. **Policy 506 Equipment Use – Action**  
*Cummings moved to remove Policy 506 Equipment Use. Schilling seconded. The motion passed unanimously.*
- VII. New Business
  - A. **Furnace Proposals – Action**  
*Mountford stated City Finance and City council approved the replacement of six furnaces at the library using Computer Aid dollars. Jensen's proposal costing \$32,623.00 was chosen. Cummings moved to accept the City Council approving the replacement of 6 furnaces. Biermeier seconded. The motion passed unanimously.*

**B. 2025 Hours Closed dates – Action**

*(Closed 1/1, 4/18 & 4/19, 5/24 & 5/26, 7/4 & 7/5, 8/30 & 9/1, 11/27 11/28 & 11/29, 12/24 & 12/25, 12/31 open ½ day. 2 staff in-service days one in January 1/20 and one in August 8/6)*

*Cummings made a motion to accept the 2025 closed dates. Biermeier seconded. The motion passed unanimously.*

**C. 2025 Annual Addendum Bridges Library System – Action**

*Biermeier moved to accept the 2025 Annual Addendum for the Bridges Library System. Cummings seconded. The motion passed unanimously.*

**D. 2025 Contract for Jefferson County Library Services – Action**

Cummings moved to table the 2025 Contract for Jefferson County Library Services until the January meeting when Mountford will have received the documents from Jefferson County. Graff seconded. The motion passed unanimously.

**E. Review and Discuss Library Board Trustee Handbook Chapter 15 “The Library Board and the Public Records Law” – Informational**

VIII. Future agenda items – 2024 and 2025 Budget, 2025 Contract for Jefferson County Library Services

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

The next board meeting will be held on Wednesday, January 22, 2025, at 5:30 p.m. in the Hyer Conference Room.

X. Adjournment

Biermeier moved to adjourn at 5.55 p.m. Krueger seconded. The motion passed unanimously.

Respectfully Submitted,  
Kelli Mountford

NOVEMBER 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	2274	
	% of Change	-8.67%	-8.64%	-8.78%	-8.70%	-8.94%	-9.05%	-8.48%	-8.54%	5.32%	4.69%	-2.90%	-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	4186	
	% of Change	-1.47%	47.70%	-14.03%	5.20%	-11.69%	-5.41%	10.37%	-1.73%	2.92%	4.41%	10.92%	-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	723	
	% of Change	28.55%	42.15%	26.24%	9.55%	-0.25%	9.91%	9.10%	-7.60%	-10.67%	-1.67%	-16.90%	-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	1922	
	% of Change	8.71%	59.57%	90.20%	22.07%	26.88%	25.83%	16.58%	-21.72%	12.56%	-11.34%	-4.99%	-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	11	11	
	% of Change	14.29%	500.00%	-11.11%	16.67%	16.67%	0.00%	350.00%	0.00%	266.67%	57.14%	0.00%	-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	82	
	% of Change	197.06%	319.35%	33.82%	40.48%	-9.40%	8.82%	25.00%	-10.98%	-32.56%	-57.39%	-41.43%	-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	188	
	% of Change	-23.73%	30.22%	1.11%	-5.21%	5.15%	-9.78%	3.06%	0.91%	32.98%	31.65%	-3.59%	-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	119	
	% of Change	5.00%	0.00%	-29.63%	32.61%	38.54%	-42.62%	21.74%	-42.73%	33.82%	21.31%	29.35%	-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	22	18	
	% of Change	-4.76%	150.00%	0.00%	10.53%	-21.74%	-20.83%	5.26%	0.00%	-9.52%	-21.43%	-30.77%	-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	244	122	
	% of Change	-16.49%	247.73%	54.62%	41.23%	-5.47%	4.74%	97.89%	48.60%	39.09%	34.07%	-6.87%	-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	3	
	% of Change	0.00%	100.00%	0.00%	0.00%	0.00%	-18.18%	11.11%	0.00%	33.33%	0.00%	0.00%	-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	29	
	% of Change	-24.24%	8.33%	28.00%	2400.00%	48.84%	-0.60%	31.71%	-37.70%	-12.90%	12.82%	-6.45%	-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	14	
	% of Change	15.38%	54.55%	30.77%	12.50%	-15.79%	-15.15%	6.45%	-6.67%	-5.88%	-22.73%	-17.65%	-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	591	429	
	% of Change	7.31%	33.33%	21.78%	35.96%	2.58%	8.74%	30.01%	2.91%	5.84%	29.61%	40.66%	-100.00%