

The Oelwein Public Library Board of Trustees will meet on Tuesday, August 13, 2024 at 5:15 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications – OHS Contemporary Affairs

Trustee Training – Library Facility – Seating

Director’s Report – Creature Feature, New Page

Friend’s Report – Annual meeting and Tea

Bills Approved –

Unfinished Business

New Business

Arborvitaes Trimmed

Donations offered – Picture, Library table

End-of-Year Budget review

Policy Review – Displays, Postings, Message Board

Adjournment

July

Circulation:	Computer Use:	Reference Questions:	Passports:
24 July: 4193	24 July: 98 Wireless: 678	24 July: 476	24 July: 7
<i>23 July: 3955</i>	<i>23 July: 96 Wireless: 702</i>	<i>23 July: 505</i>	<i>23 July: 24</i>

Attendance:	New Patrons:	Program Attendance:	Website Visits:
24 July: 2296	24 July: 22	24 July: 94	24 July: 516
<i>23 July: 2206</i>	<i>23 July: 16</i>	<i>23 July: 355</i>	<i>23 July: 615</i>

Acquisitions:	BRIDGES Downloads: 530	HOOPLA Downloads: 208
Books 134	eBooks: 310	eBooks: 40
Movies 8	Audio: 208	Audio: 134
Audio 2	eMagazines: 12	Movies: 11
		Comics: 6
		Music: 4
		TV: 13

83. The library provides adequate public reader seating space. The following table is based on the population of the city or county in which the library is located. The library should use the table below as a guideline. If the library’s population falls between two categories, then the number of seats should be adjusted accordingly. For example, if the town population is 15,000, then the number of seats per 1,000 population should be between 5 and 4.5. (Suggested guidelines taken from Public Library Space Needs: A Planning Outline, 2009 by Anders C. Dahlgren.)

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

The Oelwein Public Library Board of Trustees will meet on Tuesday, August 13, 2024 at 5:15 p.m. at the Oelwein Public Library.

Present: Franzen, Mars, Ingersoll, VanDenHul, Seeders, and Macken

Absent: Kerns

President Ingersoll called the meeting to order at 5:17 p.m.

Agenda Approved: Mars made a motion to approve the agenda. Seconded by Franzen. Motion carried.

Minutes Approved: Mars made a motion to approve the minutes. Seconded by VanDenHul. Motion carried.

Correspondence: OHS Contemporary Affairs sent a thank you for the class visit to the library on how the library is run and the library's connection to the community.

Trustee Training: The board reviewed the standard on providing adequate seating at the library facility. Libraries with populations up to 10,000 are required to have 5 seats per 1,000 population. Oelwein Library has 112 chairs suitable for adults and children available in the main public area of the library. The meeting room has 60 adult chairs and 15 folding chairs, and 16 youth chairs. The foyers have 4 bench seats. Outside has the picnic table with 3 benches, 5 metal benches, the charging bench, and 3 granite benches in the reading garden.

Director's Report:

- Creature Feature – the final creature to be featured is a monarch caterpillar.
- New Page – Erin's last day is August 20th. Linda, the new page starts training on August 13th.
- Bike Path – The cracks are sealed and sealant was sprayed on the asphalt.
- Supervisors – As requested, a letter stating how the county funds were spent was sent to the supervisors.
- The Director will start contacting contractors for inspecting the brick façade. \$10,000 is allowed for this project in the CIP.
- The Director will apply to Fayette County Community Foundation for a grant to update the technical equipment in the meeting room.

Friend's Report:

- The Annual meeting is scheduled for September 4.
- The Appreciation Tea is scheduled for September 26.

Bills: VanDenHul made a motion to approve the list of bills. Seconded by Mars. Motion carried.

Arborvitaes Trimmed: The lawn care person at one of the neighboring properties cut off all the bottom branches of the library's arborvitaes only at the back of this property stating that he thought he was doing the city a favor by mowing down weeds and eliminating mosquitoes. The Oelwein Police Department said that, since there was no criminal intent, it is a civil matter. The library board will not pursue any action.

Donations Offered: A family would like to donate a landscape painting of Italy to the library. As there is limited wall space, the library board declined. A family offered to donate a large table to the library, but has yet to submit the table's dimensions or a picture.

End-of-Year Budget Review: The board reviewed the FY24 expenses and revenues. Revenues remain consistent. The Bequest Fund increased by \$772 as interest was \$11,136 with major expenses of \$9,762. There was \$5,740 left in the utilities line. The May Solar bill of \$1,046 was not taken out of the June bills because of a billing error with BluePath. There was \$1,093 left in the line for mowing and snow removal of the lot next to the library.

Policy Review: The Displays, Postings, and Message Board policy was reviewed. The segment on the message board was eliminated since the new sign that will be installed is not a message board. VanDenHul made a motion to approve the policy as revised. Seconded by Mars. Motion carried.

Adjournment: VanDenHul made a motion to adjourn the meeting as 6:05.

Respectfully submitted,
Susan Macken

Next Meeting – September 10, 5:30