

The Oelwein Public Library Board of Trustees will meet on Wednesday November 6, 2024 at 5:30 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications –

Trustee Training – Approving and Monitoring the Budget

Director’s Report – New Library Page, Enrich Iowa, HVAC System Leak and Compressor, Bootlegging Program, Halloween Party, Window Repairs, Upcoming Holidays

Friend’s Report –

Bills Approved –

Unfinished Business

New Business

Review Plan of Service

FY26 Budget

FY26 Bequest Request

FY26 CIP

Policy Review – Internet Use

Adjournment

October

Circulation:

24 October: 3858

23 October: 3828

Computer Use:

24 October: 107 Wireless: 869

23 October: 113 Wireless: 757

Reference Questions:

24 October: 605

23 October: 425

Passports:

24 October: 9

23 October: 20

Attendance:

24 October: 3075

23 October: 2530

New Patrons:

24 October: 80

23 October: 320

Program Attendance:

24 October: 356

23 October: 176

Website Visits:

24 October: 809

23 October: 571

Acquisitions:

Books 144

Movies 3

Audio 3

BRIDGES Downloads: 517

eBooks: 299

Audio: 209

eMagazines: 9

HOOPLA Downloads: 167

eBooks: 16

Audio: 104

Movies: 12

Comics: 8

Music: 0

TV: 6

Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Wednesday, November 6, 2024, at 5:30 p.m. at the library.

Present: Mars, VanDenHul, Kerns, and Macken. Also, city administrator Dylan Mulfinger and Mayor Brett DeVore.

Absent: Ingersoll, Franzen, and Seeders

Vice-president VanDenHul called the meeting to order at 5:34 p.m.

Agenda and Minutes: Mars made a motion to approve the agenda and the minutes. Seconded by Kerns. Motion carried.

Communications: Mulfinger addressed the board on the upcoming budget year. The library has met the required budget reduction by not filling the part-time assistant librarian position.

Mulfinger left the meeting.

Trustee Training: The board watched a short video on “Approving and Monitoring the Budget.”

Director’s Report:

- The new library page, Lisa, started training on October 29.
- Enrich Iowa funds were received for \$2,561.25.
- There is a leak in the HVAC system and one of the compressors needs to be replaced at an estimate of \$13,954,39. The city council approved to have Waldinger Corporation do the repairs using franchise fees.
- The city council approved the whiskey tasting for the upcoming Iowa Prohibition and Bootlegging program.
- About 42 people enjoyed the Halloween Party.
- The city administrator approved having Dubuque Glass remove a west window to determine what is causing water damage to the sill. They plan on doing this November 7.
- Full-time librarians have Veteran’s Day off though the library is open. The library will be closed November 28 and 29 for Thanksgiving. The director will be on vacation November 12-21.

Friend’s Report:

- The book and bake sale went well.
- A president and vice-president need to be determined.

Bills: Bills were reviewed. Kerns made a motion to approve the bills. Seconded by Mars. Motion carried.

Plan of Service: The progress on the goals and objectives for the library were reviewed and discussed.

FY26 Budget Request: The proposed FY26 budget was reviewed. The salaries will increase by 4% as stated in the city salary resolution. Since Alliant Energy’s commercial rate for electricity will go up by 15%, the utility line request will be \$35,000. The request for material purchase will remain at \$28,000. Mars made a motion to approve the request reflecting the changes discussed. Seconded by Kerns. Motion carried.

FY26 Bequest Request: Kerns made a motion to approve the request. Seconded by Mars. Motion carried.

FY26 CIP: Capital improvements for computers, masonry, interior painting, window repairs, and roof repairs were reviewed. The interior painting proposal was removed from the CIP. The board discussed additional changes to the meeting room such as a chair rail, paint colors, and a mural in the recessed area above the sink. Macken will gather more information for the next meeting. Kerns made a motion to approve the proposed capital improvement projects request without the interior paint. Seconded by Mars. Motion carried.

Policy Review: The Internet Usage policy was reviewed. Kerns made a motion to approve the policy as reviewed. Seconded by Mars. Motion carried.

Adjournment: Mars made a motion to adjourn at 7:05.

Respectfully submitted,
Susan Macken

Next meeting: Tuesday, December 17 at 4:30.