

MINUTES

Eldora Public Library Board of Trustees

January 31, 2023

PRESENT: Jerry Trittien, Kristin Gehrke, Emily Stoullil, Joan Grothoff, Mary Swartz, Joe Herring, Betsy Kuecker. NOT PRESENT: Rex Lawler.

MINUTES were amended to clarify discussion surrounding the assistant librarian position. Mary moved. Joe seconded. Bills were approved.

Director's Report

- 1,686 total for circulation in January. Six new library cards.
- Book club had 10 members present with good discussion.
- Lego and Bee Bot are growing. 16 last Wednesday.
- Board game club has 3-4 members.
- Blind date with a book is going well.
- After a successful origami class with 5, Joan may add more adult craft days in the future.
- Community room was booked 15 times in January, including meetings, birthday parties, probation officer.
- Valentine guessing jar with candy is open until Feb. 15.
- Joan will attend several webinars about adult and child programming.
- Library will be closed Feb. 20 for President's Day.

Old Business

- Budget meeting went better than expected. Some money was returned to the budget.
- New book rack arrived January 30. Catie and Joan assembled it.
- After review, Joan does not recommend Hoopla for our library at this time.
- There have been some issues with unsupervised children after school. Joan is looking at other library expectation policies for after school time. Something will be implemented and communicated with the board.

New Business

- Joan recommends combining the assistant director and children's librarian as one position. The full-time position that offers benefits will appeal toward someone who can add value to that position. Joan will bring some job descriptions to the next meeting.
- City department heads were asked to provide evaluations for Aaron Budweg. Joan was honest with her feedback and experience with him.
- Joan completed the Hardin County Endowment grant for early review. She requested partial funding for a solar bench for charging devices.
- Baker and Taylor suggested Joan look at Dollar General grants to fund some book purchases. She tried several years and did not receive the grant, but feels more confident with support.

- \$1,000 was given in memory of Arvin Haywood. Joan would like to buy a DVD/VHS converter.
- Summer Reading will kick off with a Renaissance festival in the parking lot. Tuesday, June 7 is the date. Joan wants to host a meal.
- Joan is reading to 9 classes on Feb. 1 for World Read Aloud Day.

Next meeting: Tuesday, February 21 at 5 p.m.

Submitted by Betsy Kuecker

MINUTES

Eldora Public Library Board of
Trustees February 21, 2023

PRESENT: Jerry Trittlen, Emily Stoullil, Betsy Kuecker, Kristin Gehrke, Mary Swartz, Joe Herring, Joan Grothoff

MINUTES were approved. Bills were approved Director's Report

- Four kids correctly guessed the number of valentine candies in the jar. Theodore Garrison won in a draw off.
- Twenty people read a book with the Blind date. Drawing for prizes will be on February 28th.
- Joan attended a webinar about adult programs for summer. Many good ideas from the webinar.
 - Catie had parents sign a rule sheet for Wednesday programs. This will help keep the kids in order.
- Friends of the Library gave \$3,000 for the summer reading program.
- Joan read to 9 different classrooms for World Read Aloud day.
- Library has 43 new library cards from late fall until now!
- Kevin Wood, from Illinois, will present a program on Abraham Lincoln: A new Birth of Freedom on March 7th.
- Sheila Craig will present "Remembering the Apron" on March 28th.
- Historian, Kathy Wilson will present "He had a Dream: Mark Twain" on March 29.
- Library will have activities during Spring break.
- Joan will be on vacation from March 12-19. Catie will help more in Joan's absence.

Old Business o Job description sheets were handed out for the position of Assistant Director/Youth Services Coordinator and for the position of Youth Service Assistant. Next month the Library will vote whether to approve these policies .

- A new "Unattended Children's Policy" was approved by the library board.
- Library has applied for a Hardin County Endowment grant. The grant is is \$3,300 for a Solar Bench.

New Business

- Library has purchased a new vacuum from SAMS. The motor went bad on the old vacuum.
- Sunday Register got stolen one Sunday morning.
- Friends of Library is having a t-shirt fundraiser. Friend will make a \$7 profit on each shirt. Profits will go to the Dolly Pardon Imagination program.
- Lucas, a Life Skills student, has been helping in the library for one hour a week. Lucas is a senior and will graduate this Spring from high school.
- Eldora library is sharing their Memorial day story walk at Pine Lake with Ackley library. Ackley will display the story walk in June during Sauerkraut Days.
- Additional cuts to the library budget are a possibility according to the City Council.

Next Meeting: March 28, 2023

Submitted by Rex Lawler

Minutes of Eldora Public Library Board of Trustees-March 28, 2023

Present: Joan Grothoff, Kristin Gehrke, Jerry Trittlen, Emily Stoullil, Mary Swartz

There were no Public Comments. Minutes and Bills were approved.

Old Business: Friends T-Shirts are available. One style was slightly changed.

Life Skills student is working out well.

The City Council cut our budget \$2600 due to the Legislature fixing a prop tax error.

Our HCCEF grant for a solar bench was denied.

Joan has sent a letter to Church Women United asking for a donation.

Kristin is working on a grant from Thrivent for food for our Summer Reading kickoff.

Joan discussed after school programs and kids not being picked up on time.

New Business:Joan has subscribed to the Hoopla digital service with \$2000 in the account.

Each library card can check out 5 items a month. The cost will be split with

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The Friends if they agree.

The HCLA decided at their meeting to consider changing the formula used

To divide the County appropriation.

The Board reviewed and approved updated job descriptions for Assistant
Director and Youth Services Coordinator

Joan has upcoming jury duty. Hours may need to be adjusted if necessary.

There will be a Story Walk for the Pine Lake Festival but no special programs.

Early street work may cause additional parking problems.

Director's Report: Kevin Woods Abraham Lincoln program had 91 present. Many home-schoolers

Were in attendance. They used the Community Room for lunch. Parking was a
Problem as usual.

It was a busy Spring Break with over 400 on the door count.

There were 12 people for craft day, 22 for slime day, 23 hunted Leprechauns,
And 20 took take and make kits.

Sheila Craig had a remembering the apron program with 19 attending on the 28th.

Joan is preparing for National Library Week April 23-29. There will be refreshments.

There are no speakers lined up for April as of yet.

**Eldora Public Library Board of
Directors Meeting
Tuesday, April 25, 2023 - 5 p.m.**

In attendance: Mary Swartz, Emily Stoullil, Joan Grothoff, Jerry Trittlen, Joe Herring, Betsy Kuecker,
Bob Alpers.

Mary moved to approve the minutes. Joe seconded.

Old Business

- Joan received \$1,000 from Church Women United. This will be added to the Friends account for youth programming.
- Hoopla is in the words. Friends sponsored this with \$1,000, and the library budget will fund the other \$1,000. New Providence will be included, but not other local areas.
- Joan will be serving jury duty.
- After school and parking issues are solid for the time being.
- Joan will work with Kristin to secure a Thrivent grant to fund the food for the summer reading kickoff.

New Business

- Susan officially submitted her resignation. Her last day will be August 17, 2023.
- Joan will advertise the assistant librarian position in the newspaper, Facebook and on the state's Library Talk site.
- Joan also learned she can add Imagination Library for New Providence residents.
- Joan suggests moving our Saturday hours to 9 a.m. to 12 p.m.
- ISU Extension is presenting about inexpensive children's programming at the Conrad Library, 10-12 p.m. this Thursday.
- Joan will attend a library's directors round table on May 10.

Director's Report

- April has brought 8 new library cards. There were more than 1,200 check outs.
- Chandra Kyte from city hall resigned. Joyce Lawler and Wendy Bradley are filling in until a replacement is hired.
- Greenbelt Bank donated children's award winning books for the year.
- The library open house will be tomorrow, April 26, from 9 a.m.-1 p.m.
- Emily's Papercrafts will also be here at 10 a.m.
- Emily Herring will present about backyard birds this Friday, April 28 at 10:30 a.m.

- Catie will read at the Eldora Children's Center a few times each month.
- The library also received some games and kits to borrow from the state library. These will be used for the after school program.
- May will kick off summer reading. Elementary classes will visit the library, and library staff will go to Good Shepherd.
- The last day of school is Tuesday, May 23, and summer reading will start the Tuesday after Memorial Day.
- Summer reading will include five programs. Story Walk will be at Pine Lake the week of Memorial Day.
- More inexpensive programs and visit may also be included.
- Catie may work some more hours during summer reading, as the budget allows.

The next meeting will be Tuesday, May 30 at 5 p.m.

Eldora Public Library

Board of Directors Meeting

Tuesday May 30, 2023 minutes

Attending: Kristin Gehrke, Emily Stoullil, Jerry Trittlen, Mary Swartz, Joan Grothoff

Meeting called to order 5:03 p.m.

Jerry moved, Emily seconded and all in favor approving minutes and bills.

Old business:

Kristin completed \$250 Thrivent grant. Joan will buy food and paper products for summer reading kickoff.

3 New Providence kids have been added to Dolly Parton Imagination Library.

Starting Saturday June 3rd Saturday library hours will be 9:00-12:00.

Hoopla begins June 1

Joan has been excused from jury duty for June.

Bob Alpers is new library board member.

Joan attended director round table and received good information.

New business:

Joan had 2 interviews for Susan's position.

Summer reading sign up has started

Story walk is currently at Pine Lake and will be taken down Wednesday and taken to Ackley for Saurkraut days.

Joan is new HCLA president.

Community agencies use the community room occasionally. Heart and Solutions has asked to use the room on a more regular basis. Joan will contact the agency for more information.

Aaron is resigning from library cleaning late July to attend Northwestern in Orange City this fall. Catie has requested to take over cleaning duties.

Jackie and Dave Winters received grant for a STEM cart filled with activities.

Lynn and Ralph Albee have been working on landscaping around the library. They will spend up to \$300 for supplies.

Director's report:

outdoor furniture is out

222 students from elementary visited library for summer reading information.

10 people attended Jane Granzow's presentation on Norway

Summer reading kickoff is Tuesday June 6.

Joan provided the board with the June calendar of activities. Wings is supporting Dancing Horses program financially and providing pizza for the pool party.

Summer reading will run for 6 weeks.

Library will be closed July 4 for the holiday.

Next meeting: June 27, 2023 at 5:00.

minutes submitted by: Mary Swartz, fill in secretary

**Eldora Public Library Board of
Directors Meeting
Tuesday, June 27, 2023 - 5 p.m.**

In attendance: Mary Swartz, Emily Stoulil, Joan Grothoff, Jerry Trittien,
Betsy Kuecker, Kristin Gehrke

Jerry moved to approve the minutes. Emily seconded.

Old Business

- Hoopla is operational with approximately 7 participants. Kristin suggested sharing it more widely with adults in the fall.
- Lynn and Ralph Allbee continue to take great care of the landscaping. We may touch base with them on the east side of the building for a revamp.
- Satuci is using the community room, and it is going well.
- Saturday hours were changed to close at noon. It is going well; no complaints.
- STEM cart is here. More items are held in the back due to small pieces, but they are shared with families and during events.

New Business

- Tiffany Lorenzen will be the new Assistant Director. She begins August 28, but will train with Susan prior to that date.
- Susan's last day is August 18. A reception will be held August 17.
- Catie will take over cleaning as Aaron Swartz finishes the first week of August.
- Joan shared issues with the Des Moines Register delivery. It should come with the Monday mail, but was missed. She will continue to communicate with delivery as needed.

Director's Report

- 10 new cards were issued. More than 1,700 books were checked out.
- 119 are enrolled in summer reading. 98 are actively submitting logs.
- 135 people attended the kickoff medieval circus event with supper.
- 4-H programs have brought in 20-25 people.
- Magician Jonathan May welcomed 85 attendees.
- Grout Museum had 43.
- SOAR had 75.
- Maker space craft time had 57 attend.
- Storytime has picked up with some regular attendees. 10-20 come each week.

- Next summer reading program is Dancing Horses on Thursday, June 29 at 5:30 p.m.
- July brings the art show on July 6, Feller Express Dinosaurs on July 11 and science experiments on July 12.
- Summer Reading Pool Party is on Saturday, July 15 from 10 a.m. until noon.

The next meeting will be Tuesday, July 25 at 5 p.m.

MINUTES
Eldora Public Library Board of Trustees
July 25, 2023

PRESENT: Kristin Gehrke, Jerry Trittlen, Emily Stoullil, Joe Herring, Bob Alpers, and Joan Grothoff

MEMBERS OF THE PUBLIC: One member of the public was present but slept and snored for the duration of the meeting.

MINUTES from the June 27th meeting were approved. BILLS were approved.

Old Business

- The DSM Register is now being mailed instead of delivered. Sunday editions arrive on Monday.
- Satuci has asked to continue using the meeting room on Mondays 9-3 through Aug and Sept. Joan has requested a payment of \$100/month for use of the room as this is an unusual volume of usage.
- Hoopla has 14 active participants
- New end caps for the shelves are supposed to arrive 2nd week of August

New Business

- Police caught and pressed trespass and criminal mischief charges on two individuals who attempted to break in and vandalize the library last month
- Dolly Parton book program participation gained 10 new enrollees last week
- Good Shepherd Preschool will use the library to do a PJ reading party in the fall
- Summer reading program has concluded and went very well. Participation increased significantly with many favorable reviews
- New ENP Elementary Principal Cassandra Albright will read to the kids for story time 7/26/23.
- The Friends are purchasing two new chairs for the teen area
- The Library will partner with the school to make PC's available for student registration. The school will provide a step-by-step guide.
- Adult programming will resume Sept. 2nd with two programs per month booked going forward
- A suggestion was made for the Finance committee to do an audit of the Friends group financial ledger just to make sure things are all in order as they have received a lot of donations lately
- With Rex Lawler's retirement from the board, new member Bob Alpers will be assigned to the Building and Grounds committee. Joe Herring will move from Building & Grounds to join Jerry T. on the Finance Committee.
- The City of Eldora HR is looking at using performance reviews to dictate salary/wage increases; there are still questions about FTE vs. hourly employees and how this will work. More info will be forthcoming.

Director's Report

- Numbers on circulation check-outs, renewals, and new cards continue to be strong
- July programs had very good attendances with 250 at the horse show, 95 kids at the Feller Express Dinosaur, 85 at the pool party for summer youth reading, and more. Joan was very pleased with summer reading program participation.
- A Story Walk will be set up on the courthouse square this week for the Pine Lake Festival (thanks Bill Grothoff!)
- Joan will ask Susan if she's comfortable having the newspaper out to do a photo/story on the Story Walk (chosen by her) since she'll be retiring after 20 years of public Library service.
- Board members, Friends, anyone who wishes to contribute towards a gift for Susan can stop by the library and give Joan cash. Different gift ideas were discussed; Joan will choose.
- The Friends will have their book sale around the second week of September
- Tiffany Lorenzen will start training August 1st and will work varying part-time hours until starting full-time Aug. 28th.

August 17th, 2-4 PM - Susan's retirement reception; her last day is 8/18.

Next Meeting: August 29th, 2023

Submitted by Joe Herring

**Eldora Public Library Board of
Directors Meeting
Tuesday, August 29, 2023 - 5 p.m.**

In attendance: Mary Swartz, Emily Stoulil, Joan Grothoff, Jerry Trittlen,
Betsy Kuecker, Kristin Gehrke

Minutes were approved and seconded.

Old Business

- End cap shelves arrived and are leading to more checkouts for books displayed.
- Satuci is continuing to use the community room and has paid some rent. Some issues with usage but it is managed by Joan.
- The Friends audit was completed.
- New chairs were added to the teen area, and some teaching about proper use has been necessary.
- Tiffany Lorenzen, Children's Librarian and Assistant Director, began her work. Joan is pleased with her skill level and enthusiasm.

New Business

- Satuci requested those on the sex offender list be allowed to attend meetings on library grounds. This will not be honored.
- The city of Eldora will not require new physical capability and drug testing for employees. Tiffany will take part in this. Current employees are 'grandfathered' in.
- After school hours have been acceptable so far. There are several families who send children to stay in the library for several hours after school. Joan will continue to manage and monitor, asking for support or guidance when warranted.
- Catie has taken on the cleaning and is doing well.
- Saturday shifts will rotate among all library employees now that Susan has retired. This system seems to be a good option for all.
- Air conditioner bids came in much higher than expected, ranging from \$100,000 up to \$160,000. Joan will seek a few more bids and continue conversation with the city employees who help manage city properties.

Director's Report

- Monthly circulation was 1,657.
- Story time and teen time will begin post-Labor Day.

- STEM cart day brought in a few visitors. Pizza Party with a Hero was well-received. Our new shelves were included in a webinar on wedding books.
- Hardin County Library Association will meet September 12, and Joan will report back. ● Good Shepherd will visit the library on September 14.
- September library programs include Karla Knutson (Kix 101 Country Music Tours) and Visiting the Beyond on September 19.
- Joan will attend a learning circuit on September 28 in Cedar Falls.

The next meeting will be Tuesday, September 26 at 5 p.m.

MINUTES
Eldora Public Library Board of Trustees
September 26, 2023

PRESENT: Kristin Gehrke, Jerry Trittlen, Emily Stoullil, Joe Herring, Mary Swartz, and Joan Grothoff

MEMBERS OF THE PUBLIC: None

MINUTES from the August 29th meeting were approved. BILLS were approved.

Old Business

- Air conditioner bids – Young (Waterloo) has thus far submitted the only realistic bid at \$59,833. J&T out of Hubbard is working on a revision to theirs. No response as of yet from the Wellsburg company. Joan will work to get final bids in. The board would like to decide and select a bid by the October meeting. The City will need to help cover the expense
- Satuci looks to extend use of the community meeting room into October. They gave \$80 for damaged chair.

New Business

- Joan received a \$1,500 grant that she applied for from Church Women United. This will be used to update children's nonfiction books
- Staff have been updating the After School programming, with Picasso tiles, perler beads, and a puppet theater
- Staff will offer monthly programming/activities geared for families on no school in-service days
- A \$400 donation was received from Rotary/Sno cone sales that will go toward early reader chapter books
- The Friends book sale made \$675 and was donated to the library for new book purchases
- Misc updates to magazine subscriptions are being made to save costs & consolidate
- Joan will ask Catie if she can spread hours out among three days/week to help wrangle after-school crowd, which has grown this year
- Joan met with Hardin Co Librarians. She is looking to get the IF newspaper to release password protection before paying to add newspapers. Due to our paper being once/week, it would cost us \$109/yr to update.

Director's Report

- Numbers on circulation check-outs, renewals, and new cards & attendances for Sept. programs were provided
- Tiffany is reading to kids at Tiger Den each Friday; Catie is reading to kids at children's center on Wednesdays
- Joan will attend Learning Circuit
- October after school club calendar is out
- Joan will be gone Oct. 17-22
- Seeking one more program for October
- Halloween event on 10/31 will include decorating cookies, a story walk outside, a craft activity, and treats. Volunteers are welcome to help

Next Meeting: Will be held October 24th 2023 in observance of Halloween on the final Tuesday of the month

Submitted by Joe Herring