

Eldora Public Library
Board of Directors Meeting
Tuesday, January 28th, 2025- 5p.m.

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

Minutes were approved. Bills were approved.

Old Business

- The new boiler was installed last week and went well.
- The former contact at Siemens is no longer there. Joan will continue to try to wrap up the communication and determine if we must pay them.
- Passport system is running, Catie is a trainer, and Jessi is working on her training.
- Parking signs for reserved library parking are up on the street. Joan plans to have Jessi and Catie park in the lot during their pregnancies due to safety.

New Business

- Joan was pleased with the budget meetings. She asked for an increase for Jessi's pay to be closer to the state average of \$18.88. She also asked for an increase for Catie to get closer to the state average of \$15. We should still anticipate some cuts from the city.
- A \$1,500 grant was received from the Church Women United. Joan purchased some magnetic block tiles and has about \$1,000 remaining to spend.
- Summer reading planning is moving along with 4 programs scheduled. Joan will continue to fill in with free or inexpensive programs.
- After School Program will go through April and then be finished due to staff maternity leaves.
- Friends purchased a screen that is in one of the individual rooms. It can be easily pulled down and put back up for passport photos.
- Adventure pass will soon return. Kiwanis will pay up to \$1,000 for the pass.

Director's Report

- Monthly circulation was 1,070 with 8 new cards issued.
- Dementia program welcomed 6 people.
- After school is steady at 25-28 children, and teen room has 2-4 generally.
- Joan joined an ARSL (rural libraries) partnership committee
- Community room use is up. Mostly non-profits, but all are pleased it is utilized.
- Joan is going to try an adult coloring club after a patron has asked many times.

- The library will be closed on Monday Feb. 18th. This is also a no school day, so note, there will be no STEM Day.
- Joan will also be gone February 18 and 19. Melissa Steiner will fill in.
- The next meeting will be Tuesday February 25 at 5 p.m.

Eldora Public Library

Board of Directors Meeting

Tuesday, February 25th 2025 – 4:30 PM

In attendance: Kristen Gehrke, Emily Stoulil, Joan Grothoff, Bob Alpers, Jerry Trittien

No public comments. Minutes were approved. Bills were approved.

Old Business

- Still no word from Siemens about the disputed bill.
- Jessica is trained on passports. No one has come in yet, but several have picked up applications.
- 2nd budget meeting is rescheduled for Thurs. at 12:30. Aaron indicated Joan need not be there, but she plans to attend. She is looking for staff raises.
- Joan will hear back from HCCEF in March about the grant for a new drinking fountain.

New Business

- The Friends of the Library have agreed to pay the start-up fee for the new Adventure Pass company called Local Hop. Cost is \$450. Kiwanis will give \$1,000 toward venues.
- Jessica and Melissa will attend a STEM fair on March 3rd in Johnston. The fair is free, but Jessica will be paid wages and milage.
- Ther personnel committee approved hiring Brenda Rotgers as a sub for Catie. She will start training in March. She will be available to work some Saturdays.
- Joan has an online conference on Friday called Big Talk for Small Libraries. There is no cost, but hopefully useful information.
- After school is rowdy some days. Kids not following the rules may be removed.
- The Hoopla money is going fast.
- The Board approved the service contract for the HVAC system. The contract is for \$2,100.
- The Board discussed setting a schedule for the replacement of Library computers.

Director's Report

- Joan read to 6 classes for World Read Aloud Day.
- Blind Date with a Book ends Feb. 28th. So far, 20 slips have been returned. Gifts will be Love a Latte gift certificate, chocolate, and a book.
- The Book Club still meets once a month. There are 10-12 each month.

- Some kids were at the Library for 3.5 hours on an early out day on Feb. 14th. Parents are supposed to have a back-up plan for weather events.
- The Juvenile Non-Fiction section has been reclassified. Joan will be looking for books to fill any gaps in subjects.
- Nonfiction reading challenge is beginning for all ages. Check out 12 nonfiction books, return, and receive a small prize.
- ABC reading challenge is beginning also. Read a book starting with every letter of the alphabet. This challenge will last all of 2025.
- Spring Break week is March 17th-21st. Library will have activities for families throughout the week. Activities include scavenger hunt, games, STEM activities, ect.
- Joan will attend the HCLA meeting in Hubbard on March 18th.
- The Book Sale is tentatively set for late April.

The next Board of Directors meeting will be on March 25th.

Eldora Public Library

Board of Directors Meeting

Tuesday, March 25, 2025 – 5 p.m.

In attendance: Mary Swartz, Emily Stoulil, Joan Grothoff, Jerry Trittien, Betsy Kuecker, Kristen Gehrke, Bob Alpers, Carey Callaway Morton, Michelle Kelley

Minutes were approved. Bills were approved.

Old Business

- Siemens still has not replied. We continue on without paying that bill until we know or hear more.
- Three passports and one photo have been completed as a part of the new passport service. Joan provided all Hardin County libraries with a flier to advertise the service.
- The library received a Hardin County Endowment grant for the water bottle filling water fountain. The grant is for \$1,875, and the fountain costs \$2,097.60. The Friends will cover the rest of the cost. Awards night is Thursday, April 3 at 5:30 p.m.
- Brenda Rotgers started as a sub recently and is doing well.
- Joan attended a city budget meeting on February 27. Finance committee suggested moving Jessi up to \$16.50 per hour and Catie to \$12 per hour. At this meeting, no concerns were brought up.

New Business

- Games are now in circulation thanks to a gift from Lora Camacho. Checkout requires more detail work but is going well.
- Summer Reading is ready.
- Unifirst rug service will end. City will now own the rugs. Staff will vacuum them more often as needed, and the city workers will powerwash the rugs as needed.
- The pergola cover was destroyed over the winter, and Joan will look at replacement costs to reorder.
- Melissa and Brenda will help cover a few days in mid-April (around April 15) when Joan is away.
- Two maternity leaves will come soon. Catie is off starting April 10. Brenda will cover shifts. Jessi is due April 29, and will make decisions about leave later. Melissa will cover for her. She is able to work 29 hours per week since anything over 30 requires city

insurance. As a result, Joan may adjust hours in May because she will absorb Saturday hours and other time. Hours may be M 9-6, T-F 9-5.

- Just today, Dr. Z sent an email to the city asking if the library would consider allowing the director to serve as the 'librarian of record; for the Eldora schools. What was proposed was 2 hours per week at an hourly rate of \$29,48 for a total salary of \$2,653.20. Pro-rated health insurance contribution would be included at \$885.03 for 45 weeks. FICA would be \$202.97 and IPERS would be \$250.66. Total cost for the school would be \$3,991.66. Many questions about the expectation and responsibilities remain. Joan will reach out to Dr. Z with those and communicate with the board as needed.

Carey Calloway Morton and Michelle Kelley – City-Library Finances

Carey attended as the city council finance committee representative and Michelle Kelley attended as the city clerk and treasurer. Carey explained the role of HF718 and how it now limits the property tax rate for cities. In short, several property taxes were combined and the rate of taxation was also limited.

Carey explained that larger towns or cities or even those that are growing with new construction or businesses will be less affected.

Additionally, she did some more general explaining of how municipal budgets operate, noting that cities are allowed to operate at a deficit as long as they are working to pay down their debts. Eldora has done this in many of its endeavors over the years, so there are problems within city spending and management that have now come to a head because the city cannot raise tax rates to compensate for its usual ways of managing money.

As a result, the library is one of the departments the city proposes for budget cuts. The cuts proposed are library hours reduced to 40 hours per week verses 45 and that the library assistant be moved to a part-time position.

Proposed library hours would be Monday 9-6, T-Th 9-5, Friday 9-1, and Saturday 9-12. Joan would begin this July 14 to get through summer reading first.

Part-time library assistant hours would be either T-Th 9-5 or a combination of M-Th and an occasional Saturday. The position can work up to 29 hours per week. Catie will continue to work Monday and Wednesday, 5 hours per day and the occasional Saturday.

Melissa and Brenda will also work some Saturdays.

Joan will continue to work M-F but now with Monday and Friday mornings alone. She will work some Saturdays and will likely come in before opening hours to do some of her management work since she will take on more library operation tasks.

Director's Report

- Circulation was 960 with 6 new library cards issued.
- 23 slips for Blind Date with a Book were submitted, and Jacque Dalton's name was drawn for the Love-a-Latte gift card, goodies from Backwoods Gallery, and a book.
- Jessi and Melissa attended the STEM fair, but most items showcased seemed too expensive.
- Joan attended a webinar on Adult Summer Programming (great ideas at low cost – 1.5 hours continuing ed) and Big Talk for Small Library Conference online (also great ideas – 8 hours continuing ed).
- The Hardin County Library Association met with 3 libraries absent. Hubbard and Ackley also reported small cuts. Radcliffe reports no cuts, and Steamboat is unsure of her budget because she is new.
- 29 kids did the Leprechaun hunt, 4 did chalk art. STEM Day was during a snow day, and 22 took and made kits.
- National Library Week is April 6-12. There will be an open house with refreshments on April 9.
- Dispelling Hospice Myths Program will be April 8th at 10:20.
- The last teen room will be March 31 and the last after school kids club will be April 9. Both due to maternity leaves.
- Joan is working on local groups and individuals to provide free programs during April.

The next library board meeting will be Tuesday, April 29th at 5 p.m.

MINUTES: Eldora Public Library Board of Trustees

April 29, 2025

PRESENT: Jerry Trittien, Kristin Gehrke, Emily Stoulil, Mary Swartz, Joan Grothoff, and Betsy Kuecker

MINUTES were approved. Bills were approved.

Director's Report

Old Business

- The new water fountain was installed. The Hardin County Foundation Endowment grant paid for \$1,875. Friends of the Library will pay the remainder.
- Proposed budget was approved at the April 23 City Council Meeting.
- New rugs arrived. All is great, and we save \$60 per month by cleaning ourselves.
- A new pergola cover has been ordered at \$110. Friends of the Library will fund this.
- The passport application and photo is going well. Two were processed in April so far, and 8 photos have been taken.

New Business

- New babies have arrived! Catie's baby Edalynn came April 1. Jessi's baby Laramie came April 24. Brenda and Melissa will sub.
- ENP School Board has approved the sharing agreement for a librarian. Our board will look toward approval after a true proposal has been shared.
- Hours will change in May. Monday 9-6. Tuesday-Friday from 9-5. Saturday 9-12.
- The library will close at 1 p.m. on May 9.
- The library will be closed on May 23 at 1 p.m. And will be closed through May 26 for Memorial Day.
- Jessi is working on long overdue books, cleaning out accounts and deleting accounts that are expired but owe materials. Joan will make individual calls on the best route for specific patrons.
- Joan continues to go through the budget item by item. Everything is tight. Janitor is still to be transferred to our account. Joan will remain vigilant and continue to show up to budget meetings to maintain presence and awareness. We know libraries will continue to face cuts as the state faces cuts.

Next Meeting: Tuesday, May 20 at 5 p.m. (Changed due to Joan's travel over Memorial Day weekend.)

MINUTES

Eldora Public Library Board of Trustees

May 20th, 2025

PRESENT: Kristin Gehrke, Jerry Trittien, Joe Gerring, Mary Swartz, Emily Stoulil, and Joan Grothoff

- MEMBERS OF THE PUBLIC: Zoe Stoulil (no comment)
- MINUTES from April 29th meeting were approved with date amended.
- BILLS were approved.

Old Business:

- We are awaiting the written 28E agreement from Dr. Zellmer (SH Schools). Joan will forward copy when it arrives. She expects it to be on the City Council's June agenda.
- Library will be closed May 23 from 1:00 – May 26 for Memorial Day/reduced staff hours
- The state has announced budget cuts for certain programs:
 - Candid Foundation Directory (ending 6/30/25)
 - OCLC FirstSearch (ending 6/30/25)
 - Brainfuse HelpNow (ending 7/15/25)
 - IA Shares (Inter-Library Loan) – tough decision made to reduce from two days per week to one day per week.

New Business:

- Catie came back to work May 7th and is working reduced hours as a new mom. Brenda has been coming 10 hours per week, but that will change in June. Jessie is scheduled to be back likely mid-June.
- Melissa works 24-27 hours per week.
- City has initiated a spending freeze on all non-essential items through 7/1. The board agrees that as a rule, the library does not make non-essential purchases. The Friends will donate \$1000 to help with the book budget for the rest of the year.
- At Joan's request, the city credited janitor salaries from City Hall and PD to Misc. ling on May 2nd - \$3,534. Going forward, \$120 per pay period will be paid out for custodial billing.
- Joan attended HCLA meeting today. Eldora Public Library is the only library in Hardin County that took budget cuts.

Director's Report

- Board received updates on circulation stats, public programing.
- Had carpet cleaning done.
- Firehouse Saloon will have pasta fundraiser for Friends this Thursday night 5-8:30
- 16 elementary classrooms came to the library to learn about summer reading program.

- June hours should be same as May's reduced hours
- June 5th: kick-off to summer reading program, with Martika and Rotary Shaved Ice

Next meeting: June 24th, 2025

Submitted by Joe Herring