

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting June 18, 2025

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), David Donahue (Secretary), Tatyana Hoelcel and Vincent Surra

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library), Caitlyn Haley (Assistant Director, Red River Regional Library) and Jan Hodgson (Vice-President, Friends of the Library)

Absent: Karyl Kirkland, Lekeshia Hicks and Commissioner Lisa Prichard

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:03 p.m.

Motion to approve May 21, 2025 minutes as presented

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Treasurer's Report (Full report included in packet). Presented by Mike Steele.

MUNIS has been updated with the correct figures, including personnel. The library is slightly under budget at 88.33% vs the goal of 91.67%. Revenue was over budget at 101.08% vs. 91.67% due to higher library fines and fees combined with the full amount received from the County and additional funds received from Gracey. Salaries & Benefits are slightly below budget at 85.40% vs 91.67%. Operating Services were under budget 79.56% vs. 91.67% as several projects are in progress and unused funds will be moved to different budget lines. Supplies/ Utilities were under budget 78.26% vs 91.67% with remaining funds spent out in June. Equipment costs were under budget 81.36 vs. 91.67% as larger purchases are made from this line item, more infrequently.

Acceptance of the March financial statements as reported.

Motion: Vincent Surra

Seconded: David Donahue

Motion carried unanimously

B. Budget Amendments Needed

With the additional 1% received from the Gracey fund, money is available for transfer to the operating budget. Funds are needed to cover fees for the migration of the Library's operating system from an internal server to the cloud. Additional funds are needed in 53060 (Bank Charges) to cover the fees associated with accepting credit card payments. Negotiations are in progress with credit card vendors to reduce these fees for next Fiscal Year. A net change to the budget will occur; the money added to 44570 (Contributions & Gifts- Gracey) will be used for the increase to 53170 (Data Processing Services) and 53060 (Bank Charges).

1. Amend revenue code 44570- (Contributions & Gifts- Gracey) by adding \$13,700.00 to the current budget of \$123,000.00 to make the total in that revenue code \$136,700.00.
2. Amend expense code 53170- (Data Processing Services) by adding \$13,000.00 to the current budget of \$83,400.00 to make the total in that expense code \$96,400.00.
3. Amend expense code 53060- (Bank Charges) by adding \$700.00 to the current budget of \$10,800.00 to make the total in that expense code \$11,500.00.

Motion to approve budget amendments to both Revenue and Expenses totaling \$13,700.00.

Motion: Mike Steele

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report

Statistics - Circulation is up 10% from May of last year, and up 5% so far, this fiscal year. Print materials continue to be the highest circulating format at 56%, with downloadable materials coming second at 38% and A/V materials are holding at 6% last month. 2,721 items were checked out from Hoopla plus an additional 241 Hoopla flex items were borrowed in May. 1,585 visitors attended 80 group meetings at their library over the last month. In May, our patron count was 24,216, an increase of 3,000 library visitors from April. We had 26,975 patrons visit our website and 766 new cards were made. 2,223 patrons used our computer lab and 2,680 Wi-Fi users were tallied last month.

Staffing – Following the final decision on the FY 25/26 budget by the County Commission, approved new positions will be posted in July to allow for time to hire and train staff members before the North Branch opens in the Fall.

Programming – 2,873 children under 5 and their parents attended story times, craft times and special programs in May. 6 individual story time and craft time events had over 100 participants, with 138 children and parents turning up for a single craft time on May 28th! 546 elementary age children (including Tweens) attended events last month. 157 Teens grades 7-12 attended 22 programs over the last month. 43 patrons attended adult programs in May. 1,361 patrons joined us at programs for all ages. 87 children read to the dogs of Tender Paws in May and 64 people attended the Moms & Muffins Mother's Day story time.

Special Events– 407 patrons were present at Heritage Fest on May 3rd. 331 patrons of all ages followed the Yellow Brick Road to the Wicked Oz Fest on May 17th. Summer Reading kicked off with the annual Touch-A-Truck event on June 7th where 4,713 patrons of all ages descended upon the library's parking lot to learn about, touch, and explore trucks and utility vehicles from departments and organizations across Montgomery County. This was a 2,000 visitor increase from 2024's Touch-A-Truck event!

Community Outreach & Support –

The library hosted 300 Kindergarteners and First Graders of Rossvie Elementary School who received a story time and learned about the library. Library staff members attended the Family Literacy Night at Montgomery Central Elementary School and had a table at the "Harold and the Purple Crayon" Movie Night at the Downtown Commons, interacting with 230 community members at these two events.

Partnerships- VITA prepared 15 tax returns in May and assisted 3 additional patrons addressing IRS letters for previously filed returns. Christina Riedel was invited to speak to and train library workers around the State at two separate events in May. She was one of the presenters at the virtual Stone's River Regional training on Library Safety & Security on May 22nd. Christina then delivered the closing keynote address in person at the Southern Library Support Staff Conference at Vanderbilt on May 29th. The Library has partnered with APSU to host an intern, paid by APSU, who works as a children's tutor. The intern, Faith, has been doing a wonderful job and will be working additional hours over the summer to tutor even more children.

Building Maintenance- Repairs continue to occur on the HVAC. While replacing a coil on the second floor, some of the ceiling tiles and metal supports were damaged. Trane worked with County Maintenance to repair this damage at no cost to the Library.

North Branch Updates – The installation of Fiber Internet for the North Branch is nearing completion and will be activated soon. The RFID gates were installed on June 2nd. We are working with County IT to get quotes and purchase the owner responsibility items for the Branch. These include phones, wireless access points, switches and other items. A refrigerator has been purchased for the North Branch as well and purchases for additional appliances and equipment are in progress.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)

Cecilie emailed the Regional Director's Report to all trustees before the meeting. The 2026 Technology Grant is open for submissions and the deadline to apply is July 7th. Two final Trustees still need to complete the Trustee Certification and the deadline for this is June 30th. Staff should complete all of their required continuing education hours by June 30th. The Standards Survey is open and due by July 15th. The deadline for the Title VI Survey is August 1, 2025. The Official Service Area form was distributed to the Board and signed by Quentin Humberd.

Friends of the Library Report- presented by Jan Hodgson (Vice-President, Friends of the Library)

The Booktique raised \$10,743.00 this fiscal year. The two book sales brought in \$14,505.00 in profits and an additional \$606 was raised by book bag sales. The next book sale will be October 23-26th. Christina Riedel is working with the Friends in conjunction with Kyle Pearce to look at opportunities and volunteer recruitment for assistance with the Booktique and Book Sales. There will be no Friends meeting in July and no Friends representative at the Board of Trustees meeting.

Committee Reports

A. Budget Committee will meet again in November or December.

A meeting of the Budget Committee will be called in November or December in preparation for requesting additional budgetary increases in January.

Old Business

A. Confirmation of Trustees beginning additional term.

The following Trustees are eligible to serve an additional term and all three have agreed to continue to serve on the Library Board.

- a. Dr. Quentin Humbert (2nd Term)
- b. Mike Steele (2nd Term)
- c. Lekeshia Hicks (1st Term)

B. Vote on continuation of Officers for FY 25/26.

As there were no nominations from the floor, a vote was taken to approve the recommendation for the current slate of Officers to continue for FY 25/26.

- a. Chair: Dr. Quentin Humbert
- b. Vice-Chair: Dee Wagstaff-Williams
- c. Secretary: David Donahue
- d. Treasurer: Mike Steele

Motion to approve slate of Officers for FY 25/26 as presented.

Motion: Vincent Surra

Seconded: Tatyana Hoelcel

Motion carried unanimously

C. Library Director Evaluation: completed and copies distributed to Board.

The evaluation of Christina Riedel has been completed with positive results. The final evaluation included comments compiled from individual Trustee's evaluations. Final copies of the document were distributed to Christina and all Trustees.

D. Letters sent to County Mayor for Commission Reports.

Official letters will be sent to the County Mayor to confirm the Trustees and Officers continuing their terms for FY 25/26.

New Business

A. Fundraising Opportunities: Options & Speakers Bureau

Christina Riedel has met with both the Friends and the Foundation to discuss fundraising and support options and opportunities including fundraising events, mailing campaigns, and potential endowments. There is the possibility of a joint Foundation and Friends fundraising event with the profits split between the two organizations. Christina has a presentation that will be used for community advocacy as well as consistent marketing and messaging. She wants to use the momentum of the North Branch opening to continue to secure support of the Library for the future.

Motion to adjourn

Motion: Mike Steele

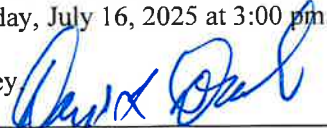
Seconded: Vincent Surra

Motion carried unanimously

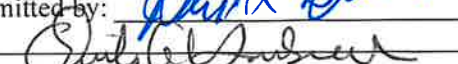
The meeting was adjourned at 4:06 pm.

Our next meeting is Wednesday, July 16, 2025 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by: 

Secretary

Approved by: 

Board Chair