

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting July 16, 2025

Present: Dr. Quentin Humberd (Chair), Mike Steele (Treasurer), David Donahue (Secretary), Commissioner Lisa Prichard, Tatyana Hoelcel and Vincent Surra

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist) and Cecilie Maynor (Director, Red River Regional Library)

Absent: Dee Wagstaff-Williams (Vice-Chair), Karyl Kirkland, and Lekeshia Hicks

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 June 18, 2025 minutes as presented

Motion: Vincent Surra

Seconded: Lisa Prichard

Motion carried unanimously

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

The fiscal year-end total was 97.55% vs the goal of 100%. Revenue was over budget at 101.08% vs. 100% due to higher library fines and fees combined and an additional 1 % distribution from Gracey. Salaries & Benefits were slightly below budget at 99.51 % vs 100%. Operating Services were under budget 84.51 % vs. 100%; Supplies/ Utilities were under budget at 94.45% vs 100% and Equipment costs were under budget at 81.36 vs. 91.67%. Final invoices for several year-end purchases had not been received at the time of this report.

Acceptance of the June financial statements as reported.

Motion: David Donahue

Seconded: Tatyana Hoelcel

Motion carried unanimously

B. End of Year Summary of Budget

The Library did well with spending for FY 24/25. The final totals for all line items were close to 100%, and spending was less than revenue.

C. 2025/2026 MOE Discussion of Timeline

The MOE was sent out by Cecilie Maynor to all Trustees before the Board Meeting. Christina Riedel spoke with A&B and the MOE for FY 25/26 will be \$4,099,487.00. The MOE document was signed by Dr. Quentin Humberd and will be passed onto the County for review and signing

by Mayor Golden. Cecilie cautioned not rushing into signing the MOE to ensure that the figures entered are correct and that the document has been fully reviewed by the Board and/or the Budget Committee.

Director's Report

Statistics - Circulation is up 8% from June 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 AN materials are holding at 6% last month. 2,708 items were checked out from Hoopla plus an additional 270 Hoopla flex items were borrowed in June. 1,125 visitors attended 80 group meetings at their library over the last month. In June, our patron count was 23,962. We had 27,283 patrons visit our website and 959 new cards were made. 2,171 patrons used our computer lab and 2,572 Wi-Fi users were tallied last month.

Staffing-All of the new positions for the North Branch, except the drivers, have been posted. Interviews are beginning this week and the positions should be able to be filled soon. There are several opportunities available for internal and external candidates and we will be bringing them on board in enough time to help with the transition and shelving of the materials in the North Branch. The basic operating systems standards (BOSS) manual is being completed to ensure that we have the foundation for orientation and training programs for all staff within the library. We are creating a SharePoint site specifically for Library staff which will include much needed information, training, policies, procedures and meeting notes to keep staff members informed and increase communication between departments. Kyle Pearce has been doing a wonderful job onboarding, training, and coordinating our volunteers! The Library has utilized 4,176 volunteer hours over the last year which has saved the County over \$62,000.00.

Summer Reading Program - Summer Reading started off with a bang as the Touch-A-Truck event had 4,723 attendees of all ages! It continued strong throughout June. As of July 15\ 11,871 people have attended Summer Programs at the Library; this is 78% of the total for the entire summer of 2024 (which was 15,157). 3,242 kids under 5 and their parents have attended story times and craft times. 8 craft times had over 100 attendees with the highest attendance of 176 on June 24th! A total of 520 have joined us for Monday Storytimes at the Downtown Commons. 1,322 school age children (including Tweens & Lunch Bunch) turned up for programs. 127 Teens & 131 adults also visited us for events in June and 6,147 attended All Ages events.

Special Events- The presenters at the Downtown Commons and the Library have been well attended with 200- 300 attendees at each event. 182 people came to the Dads & Donuts special Father's Day program on June 14th . 2,064 children and adults registered for the Summer Reading Program through ReadSquared as of the end of June.

Community Outreach & Support - 62 Children from Creekstones Academy and Kiddie College visited the library for field trips and story times in June. The Family Time Unplugged program series has been a success with programs and story times provided by community

members and organizations. Collaborators include local author, Deanna Robinson, Conchetta Willis and representatives from the Paris Landing State Park and the Wade Bourne Nature Center. We have had over 200 attendees for this program series. The Library fed 1,205 children in June through the Lunch Bunch program, a collaboration with Established Hands Ministries.

Partnerships- VITA was at the library 3 Fridays in June, which wraps up the post-season tax assistance for 2025. VITA prepared taxes for 1,039 community members in 2025. The Library has agreed to provide space in the Brown Harvey Sr. Genealogy Room for FEMA and other disaster relief groups to assist Montgomery County residents who were impacted by the April floods. FEMA set up their equipment on June 25th and began providing assistance on June 27th. Representatives are available during the times when the Library is open.

Building Maintenance- HVAC repairs continue as several areas of the library, including the area occupied by FEMA, are without fully functioning A/C. A maintenance ticket has been submitted to Trane and hopefully the repairs will be completed soon. During a recent visit, Mayor Golden and other county administrators discussed the HVAC needs with Christina and checked in with FEMA, which allowed them to better understand the issues we are experiencing with our Trane products.

North Branch Updates - Progress on the North Branch continues and many technology components have already been installed.

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 MOE form for FY 25/26 was distributed. This deadline for submitting this completed and signed document is October 31, 2025. The Library Board and/or Budget Committee are encouraged to review the MOE before it is sent to the Board Chair and Mayor for signatures. The Standards Survey has been submitted. The Tennessee Trustee Workshop will be September 10th at Brentwood Library. The application for the 2026 Technology Grant has been submitted. The Title VI survey is due by August 1, 2025.

Friends of the Library Report

There was no Friends of the Library Report this month as the FOL Board does not meet in July.

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. Christina Riedel will continue to monitor and document the needs and concerns of the library after the opening of the North Branch.

Old Business

A. Commission approved additional terms July 7, 2025.

The Montgomery County Commission approved the following Trustees to begin serving an additional term at the Commission Meeting on July 7th.

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

New Business

A. Renovations & HVAC Replacement

Christina Riedel is looking at options for renovations to the Main Branch as well as long-term replacement or repairs of the HVAC system. Some of these items, such as the HVAC, will be requested by the County through Capital Outlay while Special Projects and Grants will be utilized for other projects.

Motion to adjourn

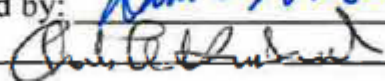
Motion: Lisa Prichard

Seconded: Tatyana Hoelcel

Motion carried unanimously

The meeting was adjourned at 3:47 pm.

Our next meeting is Wednesday, August 20, 2025 at 3:00 pm.

Transcribed by Jessica Hartley
Respectfully submitted by:  Secretary
Approved by:  Board Chair