

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting August 20, 2025

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

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

Absent: Karyl Kirkland and Commissioner Lisa Prichard

As there were no requests for public comment, Dr. Quentin Humbert (Chair) called the meeting to order at 3:06 p.m.

Motion to approve July 16, 2025 minutes as presented

Motion: Mike Steele

Seconded: Lekeshia Hicks

Motion carried unanimously

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

This report reflects the first month of the new FY. The grand total was 7.53% vs the goal of 8.33%. Revenue was significantly under budget at 1.14% vs. 8.33% as the first Gracey distribution was received, but not the County contribution. Salaries & Benefits were slightly over budget at 8.70% vs 8.33% as FY 25/26 personnel numbers have not been updated in MUNIS. Operating Services were over budget at 10.69% vs. 8.33% as some Maintenance Agreements renew early in the FY. Supplies/ Utilities were significantly under budget at 1.48% vs 8.33% as many invoices are received after the service month ends. Equipment costs were well under budget at 1.18% vs. 8.33% as no large equipment purchases have been made so far this FY

Acceptance of the June financial statements as reported.

Motion: Tatyana Hoelcel

Seconded: Vincent Surra

Motion carried unanimously

B. Budget Amendments Needed- Audit Services

For the past several years, the audit fees from Stone, Rudolph & Henry have increased by \$250 each year, but with the new audit contract, the fees are increasing by \$750 for 2025. An additional \$500.00 is needed in this expense line to accommodate the new fee schedule. There will be no net change in the budget.

1. **Amend expense code 57190- (Office Equipment) by removing \$500.00 from the current budget of \$3,000.00 to make the total in that expense code \$2,500.00.**
2. **Amend expense code 53050- (Audit Services) by adding \$500.00 to the current budget of \$12,750.00 to make the total in that expense code \$13,250.00.**

Motion to accept budget amendments as presented.

Motion: Vincent Surra

Seconded: Lekeshia Hicks

Motion carried unanimously

Director's Report

Statistics – Last month 66,157 items were borrowed by library patrons inside the library and through READS. 3,489 items were checked out from Hoopla plus an additional 297 Hoopla flex items were borrowed in July. 974 visitors attended 69 group meetings at their library over the last month. In July, our patron count was 17,861. We are looking into replacing our people count sensor with a new system as our current sensor is older technology and not transmitting consistently. We had 912 new cards made last month. 30,337 people visited our website in July. 2,261 patrons used our computer lab, and 2,894 Wi-Fi users were tallied last month.

Staffing – We have filled all open positions except for our Delivery Drivers and one 24-hour Public Service Associate position to replace an internal candidate who was promoted. 7 new staff members started work on August 4th and more will begin their journey as part of our library team on August 18th and 25th. We have had the most applicants ever for some of these new positions and it is encouraging to know how many community members want to work at the library.

Programming – The library offered 135 total programs last month with 5,496 patrons in attendance. 3,531 children under 5 and their parents attended story times, craft times and special programs in July. 9 individual story or craft times events had over 100 participants, with 132 children and parents turning up for a single-story time on July 25th! 1,243 elementary age children (including Tweens) attended events last month. 136 Teens grades 7-12 attended programs over the last month. 115 patrons attended adult programs last month and 858 patrons joined us at programs for all ages. We fed 1,124 children during the Lunch Bunch program in July.

Special Events – 237 children and parents attended a library Dance Party on July 11th. 223 patrons attended a musical instrument petting zoo put on by the County Music Hall of Fame and Museum on July 18th at the Downtown Commons. A total of 2,307 children and adults registered for this year's Summer Reading Program through the ReadSquared software. Summer Reading ended with total attendance for June and July 18,551! This is an increase of 3,354 attendees from the Summer of 2024!

Community Outreach & Support – Christina Riedel presented to the Hilldale Kiwanis Club on August 7th and that same day spoke to the Mayor's Montgomery County Emerging Leaders high school students about all that their library has to offer. Laura Hoffman and Christina Riedel participated in the National Night Out Event on August 5th at ASPU connecting with 187 community members that evening.

Building Maintenance – Repairs continue to occur on the HVAC. Christina Riedel met with Mayor Golden, Marc Harris, Brad Heflin and others concerning possible support for long term solutions to ongoing building maintenance issues on July 31st.

North Branch Updates – The furniture is set to be delivered August 12th quickly followed by equipment and the collection arriving August 14-15th. We are prepping for our Grand Opening festivities and working hard on developing the staff scheduling patterns to support serving our community.

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 Tennessee Support Rankings were distributed for FY 2024/2025. Montgomery County is currently 25/95 in terms of per capita income, but 39/95 in terms of library support. These numbers should change with next year's report due to the increases approved this FY for the Branch Library. The Public Library Survey opens September 1st and the deadline for submission is September 30th. The Trustee Workshop will be September 10th from 9:00 am to 3:00 pm at the Brentwood Library.

Friends of the Library Report – presented by Jan Hodgson (Vice-President, Friends of the Library)
The Booktique brought in \$1,565.00 in June and July. The Scholastic Book Fair raised \$2,024.00 for the Friends. At the August meeting, the FOL Board agreed to fund \$5,955.00 for items on the library's wish list. The Fall Book Sale is coming up October 23-26 with setup October 20-22. Volunteers are needed to help with setup and working the sale. The question was raised about whether there would be a book sale at the North Branch; while none are planned at this time, the possibility of a pop-up sale exists. The Imagination Library Spelling Bee was a success.

Committee Reports

A. Policy Committee Meeting Needed

A meeting of the Policy Committee was scheduled for Wednesday, September 17th directly before the Board Meeting. While all policies were updated last FY, Policies 2.00- Collection Management and 3.07- CIPA Internet Safety must be reviewed annually as part of Library Standards. The Policy Committee meeting will be posted to be in compliance with the Open Meetings Act.

Old Business

A. Approve 2026 Library Closing Dates

The list of Holidays for 2026 was presented. The specific dates are based on the guidelines in the Employee Handbook.

Motion to accept 2026 Closing Dates as presented

Motion: Tatyana Hoelcel

Seconded: Vincent Surra

Motion carried unanimously

New Business

A. North Branch Grand Opening- Overview of Event Activities

An invitation was sent out to Library and Community supporters for the North Branch Library Grand Opening on Saturday, September 13th. The ribbon cutting for invited guests will be at 9:00 am and the festivities will open to the public at 10:00 am. There will be food trucks, games, activities, a magician and balloon animals, tours, and opportunities for staff interaction until 2:00 pm.

B. Special Projects Fund Request- Van Wrap, Van Detailing & Library Banner Reprint.

A request was made to use up to \$5,000.00 of Special Projects funds for a Van Wrap, Van Detailing and printing of historical library banners.

Motion to use up to \$5,000.00 of Special Projects funds for the van wrap, detailing and banner printing.

Motion: Vincent Surra

Seconded: David Donahue

Motion carried unanimously

C. Trustee Email Addresses for Library Website

There was a discussion about posting email addresses for Library Trustees on the website. A decision was made to create a general email address that will be used for all Trustees, instead of including individual email addresses.

Motion to adjourn

Motion: Mike Steele

Seconded: Tatyana Hoelcel

Motion carried unanimously

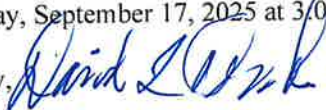
The meeting was adjourned at 4:22 pm.

Our next meeting is Wednesday, September 17, 2025 at 3:00 pm.

Transcribed by Jessica Hartley,

Respectfully submitted by:

Approved by:



Secretary

Board Chair

