

The Oelwein Public Library Board of Trustees will meet on Wednesday, October 8, 2025, at 5:00 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications – City Administrator, Dylan Mulfinger

Trustee Training: Changing the Library Ordinance

Director's Report: Window Repairs, Charging Bench Battery, Foundation CD's, Annual Survey, Projection Grant Report, Holocaust Programs, PEO Presentation, Paranormal Program, Incident Analysis Class, Enrich Iowa Funds, Director Vacation

Friends' Report: Book & Bake Sale October 23-25

Unfinished Business

New Business

Review Plan of Service

Proposed FY27 Budget

Proposed FY27 Bequest Request

Proposed FY27 CIP

Estimate for Window Cleaning

Estimate for Carpet Cleaning/Upholstery

Windowsill Repair

Policy Review: Job Description: Library Director

Adjournment

September

Circulation:

25 September: 3180

24 September: 3594

Computer Use:

25 September: 89 Wireless: 700

24 September: 104 Wireless: 728

Reference Questions:

25 September: 448

24 September: 509

Attendance:

25 September: 1939

24 September: 2174

New Patrons:

25 September: 22

24 September: 27

Program Attendance:

25 September: 73

24 September: 38

Passports:

25 September: 12

24 September: 3

Acquisitions:

Books 48

Movies 6

Audio 0

BRIDGES Downloads: 583

eBooks: 274

Audio: 292

eMagazines: 17

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (Iowa Code 392.5)

For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

The Oelwein Public Library Board of Trustees met on Wednesday, October 8, 2025, at 5:00 p.m. at the Oelwein Public Library.

Present: Mars, VanDenHul, Franzen, Seeders, and Macken

Absent: Ingersoll, Kerns

Vice-president VanDenHul called the meeting to order at 5:02 p.m.

Agenda and Minutes Approved: Mars made a motion to approve the agenda and the minutes. Seconded by Franzen. Motion carried.

Correspondence and communications:

- A Thank you note was received for allowing the display for the National Day of Remembrance for Murder Victims.
- A thank you was received from the PEO Club in appreciation for the program on the Cemetery Walk.
- City Administrator, Dylan Mulfinger, spoke to the trustees on the upcoming FY27 budget cycle. The State of Iowa has a goal of reducing property taxes which means less revenue for the cities. Information was distributed on how the city plans on addressing a \$300,000 reduction to the General Fund.

Trustee Training: The board reviewed the requirements needed to change the Library Ordinance.

Director's Report:

- Dubuque Glass installed a new sill for the windows on the west side of the building. The wood frames supporting the windows are green treated wood and were not damaged by the water infiltration.
- The Charging Bench battery no longer holds a charge and needs to be replaced. The director is working with the company to send a replacement battery which should be covered under warranty.
- The Oelwein Public Library Foundation's four \$10,000 CDs were renewed.
- The Annual Survey is complete except for information to be received from city hall on benefits and building insurance. The deadline is October 31.
- The final Grant Report for the meeting room projection equipment upgrades was sent to the Fayette County Community Foundation.
- A guest speaker will give a program on the Holocaust October 13 at 6:00 p.m. The program is sponsored by the Oelwein Genealogy Club.
- The director gave a presentation to the PEO Club on the Cemetery Walk. Presentation
- A local author gave a program on his book about his paranormal experiences.
- An Incident Analysis Class will be held at the library for city department heads on October 14.
- The Enrich Iowa Funds of \$2,532.70 were received.
- The director will be on vacation October 15-17.
- Baker and Taylor, the library's main book jobber and offered the State of Iowa discount, was unable to complete the sale of their company as the buyer did not want to take on the company's debt. The company will be completely shut down by January. This is affecting libraries nationwide. Our library staff immediately cancelled all orders, back-ordered items, and standing orders. The director has contacted other book sellers. Brodart is not taking on any new clients at this time, Ingram has not responded, and MicroMarketing has set up an account with our library. This company is reputed to have excellent service, but not as deep a discount nor free shipping. For now, staff have found good discounts through our Amazon account for books on many of the back-ordered books and has placed an order to clean up some of the backlog.

Friends' Report:

- The Book & Bake Sale will be on October 23-25 during regular library hours.

Bills: Mars made a motion to approve the list of bills. Seconded by Franzen. Motion carried.

Review Plan of Service: The board reviewed the goals and objectives set for 2023-2028.

Proposed FY27 Budget: The board reviewed the proposed budget for FY27. The \$30,000 reduction in the library's budget was reflected in the salary line. Mars made a motion to approve the proposed library budget of \$321,727.00. Seconded by Franzen. Motion carried.

Proposed FY27 Bequest Request: Mars made a motion to approve the request to have \$50,000 available from the Bequest Fund for FY27 for special projects. Seconded by Franzen. Motion carried.

Proposed FY27 CIP: The board reviewed the Capital Improvement projects proposal for the next five years. Projects include working through the roof priority list, repairing the sills on the east windows, and replacing a set of computers. Items for consideration in the future is replacing the HVAC system and masonry repairs and maintenance. Franzen made a motion to approve the CIP plan. Seconded by Mars. Motion carried.

Estimate for Window Cleaning: An estimate was received from Midwest Janitorial on cleaning the windows. Another company is sending an estimate. The board will discuss the estimates at the November meeting.

Estimate for Carpet Cleaning/Upholstery: Midwest Janitorial sent an estimate for cleaning the carpeting and chair upholstery. The board would like to compare the estimate with another company.

Windowsill Repair: The director will get an estimate for the cost of replacing the damaged laminate on the interior of the west windows that were recently repaired.

Policy Review: Franzen made a motion to approve the Job Description for the Library Director as reviewed. Seconded by Mars. Motion carried.

Adjournment: Mars made a motion to adjourn the meeting at 6:03 p.m.

Respectfully submitted,
Susan Macken

Next Meeting: Wednesday, November 12, 5:00