Kothe Memorial Library: Board of Trustees Agenda
November 10th, 2026 at 5:00 pm
Location: Kothe Memorial Library,
Parkersburg

Call to Order
Public Comments
***Approval of minutes of previous meeting*.**
Approve Budget Report for October.

Library Director's Report

1. I attended a purchasing web training and learned about all the Iowa Master Agreements we could possibly utilize. I currently use the ones associated with library materials, but they may have others that we could access for potential discounts.
2. Libby requires a 10 digit pin verification for security. Information was posted on the website, Facebook and Eclipse. We have had a few calls to verify their 10 digit pin. The change went into effect on Monday, November 2nd.
3. We had a number of programs in October and had our first Early Out After school sessions. The first session we had around 11 attend and the 2nd day of the same week we had 27 attendees. Most of them were 4th Graders and they really enjoy bedazzling and they spread the word, so the second session was fuller. We plan to do some bedazzling over the Christmas/New Year's break.
4. Our Trick or Read had 163 + attendees. We did change the time due to trick or treating running from 5pm to 8pm instead of 6pm to 8pm and we did see some people arrive after we had finished. This is a good number, especially when you consider we only run the program for one hour. The Friends of the Library sponsor the program.
5. Other programs: We also had a pumpkin decorating contest, made coasters with the Extension Office and also had a hand full of Class Visits. We also had our monthly bingo and partnered with the school for an author visit that brought a wide variety of ages. The kids especially enjoyed the kangaroo videos.
6. Upcoming Programs: Moose Lodge Contest, Open House December 4th & Stuff A Moose December 5th as part of the Jolly Jamboree. Plus a mock quilting program in December.
7. Assisting the school once again with Mock Interviews.
8. The Youth position with AmeriCorp, has moved to a 1/15/2027 start date and feel confident that we have someone for the position. The position will run until Mid-August.
9. It is time for staff evaluations once again and they are due the end of December.

New Business:

1. Education: Leave of Absence
2. Staffing: Discuss/Approve hiring a fill-in staff
3. Library Closed Days Review/Discuss/Approve: Thanksgiving/Christmas Hours
4. Discuss/Approve: CD
5. Discuss/Approve: Server/Battery Back Up/Camera System
6. Staffing: Discuss/Approve hiring a fill-in staff
7. Review Annual Survey Results

Adjournment
Next Board of Trustee Meeting: December 8th, 2026