Kothe Memorial Library: Board of Trustees Agenda
October 13th, 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 August/September.

Library Director's Report

1. The annual survey is 2/3 completed and I am completing this with Chelsea. It is due Oct. 30th.
2. Butler County Library meeting was held in Shell Rock on October 6th. Jay Peterson from the state shared we are due for accreditation, but do not need to update our Long Range Plan. I plan to start reviewing the requirements in November to ensure policies are all up to date and to complete the ADA checklist. The form will not be available to fill out until Jan of 2027. I will also work on this with Chelsea so she has a basic understanding of how to complete this as it only comes up every three years. The state also added more agreements for purchasing with discounts. The State Library is starting to update the standards with hopes the process is completed in 2028 and are creating a task force. The last update was in 2015.
3. Butler County Grant request was made for the Study Room.
4. Our first No School Monday program from 10am to 1pm and had a least 60 attendees. Many of them were 2nd Graders on up and was nice to see a good mix of boys and girls. They had a great time making things with perler beads and were very creative. The Fire Truck came and we had 50 people in attendance. Bingo was full with 46 attending. These programs were all in one week. We also have a full Lego Club group and had a nice turnout of 11 at our Stained Glass Event, which I am also doing at Parker Place for the residents who signed up. We have a puzzle contest program coming up along with coaster program by the Extension Office. We also have an author visit with a partnership with the School and the Friends of the Library on October 13th at 6:30pm with Rebecca Knudson. The month wraps with two Early Out days towards the end of October and Trick or Read on the 31st as well as voting on the pumpkin decorating contest. We have also been busy planning our Dinovember Program in November as well as the Build A Bear program in December.
5. Tom Manifold volunteered to look at the rest of the trees that need trimming back. No water came in the bathrooms during the last heavy rain, so that is good. 20 tiles need to be replaced due to water damage. We do have extra tiles in the basement so will get them replaced.
6. A tree frog got zapped in the outside charging station, it took out a breaker. The one outlet does not appear to work in the charging station, but the other one does. At this time have not fixed it because the electrician was not even sure how to fix it and one still works so should cover the usage/need. This outlet is connected to the drinking fountain as well.
7. The Youth position with AmeriCorp, has moved to a 1/15/2027 start date and has gone out to Social Worker majors at UNI and Allen College and the AP High School. One person has expressed an interest with our AmeriCorp contact, so we are waiting to hear if that will move forward or not.

New Business:

1. Education: Closed/Executive Sessions.
2. Discuss/Approve: Designate additional agenda location for board meeting on the official library website calendar. The meeting date/location will also be listed on this calendar.
3. Thank You Cards: Jim Everts.

Adjournment

Next Board of Trustee Meeting: November 10th, 2026