



October 15, 2025

Meeting Room A, Burlington Public Library

Regular Meeting – 4:30 p.m.

BOARD MEMBERS:

Jennifer McMillan – President

Becky Godfrey – Vice President

Mary Weinand

Roger Hatteberg

Brandon Orth

Amanda Mansheim

Todd Chelf

Convene

Jennifer McMillan called the meeting to order Wednesday, October 15, 2025 at 4:30 p.m.

Members Present

All present roll call - Jennifer McMillan, Becky Godfrey, Mary Weinand, Roger Hatteberg, Brandon Orth, and Todd Chelf.

Members Absent

Amanda Mansheim

Staff Present

Library Director Brittany Jacobs, Sara Garland, Kathy Gerling, Becky Nelson, Sam Watson, Joe Burgus

Liaison's Present

None

Guests Present

Miqueas Schaller (library intern) and Jeremy Kemp.

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on October 10, 2025.

Approval of October 15 agenda and September 17, 2025 minutes

Todd Chelf moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Becky Godfrey; motion approved unanimously.

Communication, Correspondence, & Public Address

Brittany introduced Miqueas Schaller, one of the library's fall interns sponsored by the Foundation. Miqueas is working at the Sterling Lord Readers and Writers Festival this fall doing a project in both English and Spanish languages, amongst many other projects during his time at the library. Thanks to the Foundation, we have doubled the amount of student interns and now have funding for eight per year.

Brittany also introduced staff member Joe Burgus, who is the library's graphic designer, and who created the design for the bookmobile. He was given public recognition for his amazing design work.

BURLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

OCTOBER 2025

Jennifer welcomed guest Jeremy Kemp to the meeting.

Brandon mentioned that his daughter appreciates staff member Sam Watson, the library's Public Services Manager.

Board Training

a. State Library of Iowa

<https://statelibraryofiowa.gov/funding-grants/e-rate>

Brittany talked about the E-Rate program and how the loss of E-Rate federal funding will affect the library's hotspot collection. The Burlington Public Library E-Rates at 90%, which is tied to the level of poverty in our area. We currently have 82 hotspots in the collection and there is a long hold list for these units. Due to the loss of federal funding, we will be eliminating all hotspots from our collection at the end of calendar year 2025. Currently, the hotspots are the only thing up for E-Rate removal. The library's internet is also E-Rated, a little less at 80%. To qualify for E-Rate funding, we also must adhere to the Child Internet Protection Act (CIPA) and run an in-house filter system on our internet. If a patron is concerned about this filter, they can have staff remove the filter on the adult side of the library only. The library's internet provider is LISCO, and they automatically discount our bills each month to account for E-Rate.

There was a question about the cost of the hotspot program without the E-Rate discount. Brittany will find out.

b. American Library Association E-Rate & Universal Service

<https://www.ala.org/advocacy/federal-resources/broadband-policy/erate>

Approval of September expenditures

Brittany went over this month's expenditures.

Baker & Taylor is closing very quickly. They have been one of the largest book suppliers since the 1800's. We started transferring a lot of our book purchases to Ingram in the Spring. We will look at other book suppliers as well to be good stewards of tax dollars.

Brittany explained the "outstanding encumbrances" on the Budget Control Status Report for period 4/26. The YTD budget percentage includes amounts in the budgeted outstanding encumbrances line that haven't been spent yet, so we are sitting at much less than 39% of our allotted budget. Sara will put together a report each month removing these encumbrances to get a better feel for the current condition of our budget.

The City is still finalizing the FY25 budget, but we went ahead and included the Budget Control Status Report for period 13/25 in the board packet. We came in under budget, with \$286.86 remaining in our budget, after removal of some payroll and longevity expenses that were funded by the City's general fund, even though our budget wasn't amended to reflect this.

Brittany explained the September 2025 Financial Receipt Report. A \$10,000 donation was received from a private donor as captured in the memorial line. \$24,000 of the Friends receipts is a grant from the Murray Foundation for the library to supplement programming and outreach. Discussion of memorial monetary donations and some of the stipulations they come with.

Roger Hatteberg moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

Liaison Reports

a. West Burlington Liaison, Rebecca Teater

No update

b. Friends Liaison, Anita Wagner

Anita was unable to attend so Brittany gave an update in her absence. The September book sale brought in \$3,184 and they sold out of all their books. On average, 10,000 books are brought up for sales. They started calculating an estimate of funds raised per volunteer hour worked and this last book sale came up with \$11.60/per volunteer hour. \$24,000 Murray Grant funneled through the Friends' group to the library for programming and outreach.

President's Report, Jennifer McMillan

Jennifer reported there was a good turnout at the recent Trustee-led Banned Book Club. The next meeting is on November 8th. The tree planting as part of the summer reading initiative will occur this weekend. Budget season will be picking up soon as well as the legislative season. Jennifer went over the committee changes as follows:

Advocacy: Mary, Amanda, Brandon

Building: Becky, Todd, Jennifer

Finance: Brandon, Mary, Rodger,

Personnel and Policy: Roger, Jennifer, Todd

Board Committees

Advocacy Committee

This committee will have a different focus each month. A council meeting attendance sheet was passed around for meeting signup.

Building Committee

The committee met with Brian Fleming, (formerly with Precision), to discuss solar PPA options. The committee would like to get a new bid with fewer solar panels and explore getting solar panels over the parking lots. Discussion of advantages and disadvantages with leasing a solar PPA verse buying the system. Mary suggested the library go with the leased solar PPA as there are less management responsibilities with that option.

Finance Committee

No update.

Personnel and Policy Committee

No update.

Discussion of September 2025 Library Services Report & Use Statistics

Brittany went over her report included in the packet. Looking to find someone to outfit the bookmobile. Book Talks started back up this fall - those have been on hold for a couple years due to SF476. We are funneling more funds for e-resources vs. print content. E-magazines on Libby will be the first to go if the State must cut funds.

Old Business

a. Strategic Plan Update

Upcoming staff training day November 11. This staff day will focus on the aging population. There will be a field trip to Heart Song and staff will receive training to receive their dementia friendly library certification.

Adjournment

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:40 p.m. Second by Becky Godfrey; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director