

Board Minutes

Monday, March 23, 2026

The Board of Trustees met in regular session on Monday, March 23, 2026 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Kay Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor, Assistant Director Joy Martinez, and guest Lisa Manis. Verna Haun was absent.

Ms. Clark called the meeting to order at 4:32 pm.

Ms. Eversoll made a motion to approve the agenda with the amendment to move “Humansville Library - Capital Improvements Project” from Old Business to New Business. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

In public comment, Lisa Manis, a prospective board member, introduced herself to those present. Ms. Manis spoke of being a Bolivar resident, regular library user, and pre-school teacher.

Minutes from the previous meeting were reviewed by the Board. Mr. Kurtz moved to approve the minutes of the February 17, 2026 meeting; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The monthly bills and financial reports were examined by the Board. Ms. Woosley made a motion to accept the financial reports as presented. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director’s Report.

Systemwide library usage for February 2026 increased 9.2% compared to February 2025. All library locations experienced increases in all statistical categories: library visits, circulation, computers and Wi-Fi use, and program attendance. Bolivar library use increased 11.7%, Fair Play increased 23.9%, and Humansville increased 42.4%.

Ms. Taylor provided an update on library programs. The Winter Reading Challenge had 2,047 participants ages 5-18 years. The reading challenge ended January 30, 2026. Distribution of rewards for participants and winners were completed by mid-March 2026. In other programming news, there are several interesting events planned in addition to the regular programming line-up: Open Art Night at Humansville on 3/30/26, Unicorn Day at Bolivar on 4/9/26, and Chickens 101 at Bolivar on 4/18/26.

In other library news, Ms. Taylor reported the libraries are performing an inventory of materials. Inventory of Bolivar owned materials is complete. Relatively few status errors were detected: 15 items were found to be “checked out”, 62 items were “missing”, and 6 items were “in transit”. 262 items were located that required cataloging corrections due to mismatched titles, call number designation, etc. The Humansville library is almost finished with inventory. The Fair Play library has not started inventory but the goal is to complete inventory of all libraries by the end of May 2026.

Ms. Taylor updated the Board on new pronouncements from FY2024 Audit report, GASB Statement no. 102 and GASB Statement no. 103. GASB Statement no. 102 is in effect for FY2025, the current audit year. The statement dictates that the Library disclose information about certain risks faced due to concentrations and constraints in their revenues and expenditures. Ms. Taylor informed the Board that she created an assessment and disclosure document for FY2025 and filed the document in the FY2025

“Financials” binder to be reviewed by the auditor. GASB Statement no. 103 addresses financial reporting model improvement and is effective for FY2026. Ms. Taylor stated she will further investigate this statement to determine the effect it will have on financial reporting to ensure successful implementation on the effective dates.

Ms. Taylor informed the Board that KPM was on-site at the Bolivar location on March 18 and March 19, 2026 to collect data for the FY2025 audit. Madison of KPM requested the May 2026 and June 2026 Board meeting dates. KPM will present the FY2025 audit report at either the May or June meeting, depending on the audit report completion timeline.

In staff news, one of the full-time staff members will be taking maternity leave tentatively starting May 24, 2026, possibly sooner. It is her intention to use the full 12-week FMLA leave. One part-time staff member submitted her resignation. She feels she is no longer able to perform her necessary duties. Two part-time staff members have expressed plans to leave employment with the Library in August 2026, one to pursue a full-time position elsewhere and the other to relocate to the Kansas City area to be near family.

Ms. Taylor shared an update on the Friends of the Library group and their contributions to Library programs and services. The Friends of the Library (FOL) have opted to forgo a Spring Booksale with plans to hold one in the fall of 2026, likely October. The FOL wrote a check to the Polk County Library in the amount of \$1,499.04. The check is to reimburse the Library for various purchases including FOL coffee bar supplies, a new Keurig K2550 with a water filtration system, a glass display cabinet to store and display SRP completion prizes, a set of polyester tablecloths for display and presentation tables, and new toys to replace worn and broken toys in the Bolivar children’s section. The FOL also pledged to contribute \$3,000 to the 2026 Summer Reading Program for prizes for participants and to sponsor a refreshments room for the June Author’s Festival event, contribution to be determined.

Ms. Taylor reported an incident that occurred on Saturday, March 21, 2026. Federal Protection reached out to Ms. Taylor on the evening of March 21, 2026 at approximately 6:18 pm to report a burglar alarm and to inquire if officers should be dispatched. Ms. Taylor requested officers be dispatched because the library closed at 5:00 pm. Bolivar Police Department responded at approximately 6:30 pm and did not locate anyone in the building but spoke to a girl who was sitting on the patio. She claimed to have seen a man exit the building around 6:15 pm. Ms. Taylor arrived on-site at 7:15 pm and walked through the building with officers to confirm nothing was missing or damaged and that no one was inside the facility. Security footage was reviewed and a man was seen exiting the bathroom hallway and heading directly for the front exit at 6:16 pm. Footage showed the man entering the building at 4:15 pm and heading directly to the restroom where he remained until he emerged at 6:16 pm. It appears that staff did not notice his presence when the library closed at 5:00 pm. Because nothing was missing or damaged, a police report was not filed. Closing procedures were immediately adapted to require that every area of the library is visually checked before staff depart each night to ensure no one is left inside the library.

Ms. Martinez reported on Polk County Library grant projects. The Library received the first payment for the Summer Reading Program grant in the amount of \$3,838.00. An interim report for the project is due on May 1, 2026. An application was submitted on behalf of the Polk County Library for a Spotlight on Literacy grant. \$2,781.81 was requested for the project. The funds were requested to purchase fifteen Penworthy STEAM kits to use in programming events and to circulate to the public. The project will create a program series intended to increase literacy skills and access to literacy resources for the target

audience, children ages 0-12 years old. Ms. Martinez also reported there is no update regarding the ongoing Tech Mini grant project. A final report is due June 15, 2026.

In new business, Ms. Taylor presented quotes and material samples obtained for a Humansville Capital Improvements Project. The project goals are to paint the library facility, remove and replace the existing flooring excluding the meeting room, and create a second public restroom by converting a closet that was once a restroom back into a restroom. The Board examined four color options for J+J carpet tiles in the Stria line. The consensus was to select the J+J Stria carpet in the color Vinyl. Three quotes for paint and four quotes for flooring were examined by with the Board.

Mr. Kurtz moved to select Bolivar Flooring with the bullnose tile base option for the flooring portion of Humansville Capital Improvements Project. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

Mr. Kurtz made a motion to select Stark Painting & Home Improvement for the paint portion of the Humansville Capital Improvements Project; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz moved to add a subcategory, "Humansville Capital Improvements", to the FY2026 Budget under "Other Expenditures" in the amount of \$30,000. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn the meeting at 5:38 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Monday, April 20, 2026 at 4:30 pm.