

Trustee Waters

AYE

Motion carried.

Policy Review –

- A. **Discussion/Possible Action Item:** Review Policy Section 3.00, Number 3.02

Director Hochstrasser explained that the Lynx Library Consortium is currently reviewing the current vendor used for Inter-Library Loan requests and the price sharecost. She has been reviewing the number of requests made within the last year when the library started providing courier services and noticed a dramatic decrease in requests due to the collection availability through courier. The number of requests not currently available through the consortium could easily be purchased using collection development budgeting and potentially discontinue inter-library loan services. As of right now, the policy was just presented as a review, and an updated date will be reflected on the policy.

Old Business –

- A. **Discussion/Action Item:** Decision regarding current quote for Commons Furniture CIP budget

Director Hochstrasser explained that she had asked for an estimate for 20 chairs to place in the study area of the library, same style, with installation and delivery included. The CIP budget currently is set for \$6,000.00 and the quote was over by \$140.00. Director Hochstrasser proposed using the budgeted amount of the CIP but asked if the overage amount could be itemized in Buildings & Grounds Budget line.

Trustee Waters made the motion to approve the quote with the contingency that the total amount could be approved by the City Treasurer and a memo be drafted for the city council noting the itemized budget.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Chair Mercado

AYE

Secretary/Treasurer Mattern AYE

Trustee Sisson AYE

Trustee Waters AYE

Motion carried.

B. Discussion Item: Nonresident Card Rate Increase Public Hearing
Updated Date - February 11th, 2025 @ 5pm, City Council Chambers,
160 South 3rd East Mountain Home, Idaho.

a. Delay was needed to make sure it was posted in the newspaper for two cycles before it was brought before the council for a public hearing and potential approval.

New Business –

A. Action Item: Items removed from the consent agenda.

B. Discussion/Action Item: Potential Partnership with University of Idaho to extend Digital Navigator Program

Director Hochstrasser explained that this program has been currently running the last two years with funding provided by grant partnerships with the University of Idaho, AmeriCorps for year one and using the Idaho Commission for Libraries assistance this current year. Now the University of Idaho Extension office is planning to see if this program can be funded for another year. They approached the director to see if the library could apply for a grant to help match costs. Director Hochstrasser explained how the past two years of hosting the county's digital navigator has been a tremendous help for patrons and staff and asked the board if she could look into the possibility of applying due to the split timeline of the grant potentially having to looking at grant funds from more than one fiscal year. The board suggested reaching out to the city treasurer and grants officer to asset the timeline and current grant budget.

C. Discussion/Action Item: CIP & 2026/2027 Budget Planning

Director Hochstrasser had the board help evaluate the current CIP 10 year plan and assess what items should take priority while other

items mapped out for later years. Chair Mercado asked Director Hochstrasser on her recommendations for FY26 and she suggested focusing on repairing the parking lot and sidewalks. She initially wanted to see if the commons flooring could be refinished with the same epoxy used for the bathroom remodel. However vendors haven't responded with a potential quote though the project may need to take place during the following fiscal year. Vice Chair McCarthy volunteered a couple of vendors to get quotes for the parking lot project and Councilman Harjo offered to reach out to other departments to see what parts they could potentially complete.

Chair Mercado concluded the board meet next month to finalize CIP and start the budgeting process in order to complete by April 15th.

Director Report –

Old Business

Part-time position – We are excited to share that we have a new part time employee. Her name is Maya Carrico and she will be helping us provide coverage, especially on Saturdays and Mondays.

Passport Service – Currently there are 30 appointments registered the next couple of months with some additional open slots available. We've also received phone calls asking if we could possibly take walk-in passport photos. Kuna Library provides walk-ins when agents aren't currently busy with an appointment so we will follow that practice. <https://mhlibrary.org/passport-services/> During the report, Chair Mercado reminded Director Hochstrasser of the budgetary plan to make sure we are working to make up the difference calculated from collecting passport revenue before the end of the fiscal year. Director Hochstrasser said she will advertise more heavily and open more appointment times to reach the budget coverage needed.

Privacy Pod – Our new city building maintenance employee has been so helpful in dedicating time to work on projects needed at the library. One of the big tasks I have wanted is to change the locking system for the privacy pod to a key fob that patrons can check out when they reserve time in the Wakely Room. Guy is in the process of completing this task along with fixing our staff and emergency doors, toilet nozzles, finding potential vendors for CIP projects, etc. We're so glad to have him help keep our library running smoothly.

Library Board Trustee Term Approved – City Council approved Laurel Waters to sit on the Mountain Home Public Library Board for a 5-year term ending in 2030. We're happy she's able to continue as a Trustee.

Nonresident Card Rate Increase Public Hearing Date – Unfortunately, the Public Hearing had to be pushed back to February 11th, 2025 @ 5pm, City Council Chambers, 160 South 3rd East Mountain Home, Idaho.

CIP Computer Lab Update – City IT is progressively working on setting up the new computers for the lab and then will work on the staff computers.

New Business

January Stats –

of Teen/Adult Circ.: 269/1,760
of Youth Circ.: 2,217
of items cataloged: 82
of computer sessions: 800
of RA: 5,968
of items checked IN: 3,021
of items checked OUT: 4,246
of eBooks checked out: 519
of eAudios checked out: 1,012
of patron visits (door count): 6,662
of notarizations: 22
of Passport applications processed and mailed: 14

of proctored tests: 2
of new/ renewed cards: 253
Staff training: ML: 2, 0, MB: 0, MF: 2, JM: 1, BG: 0, AR: 2, SH: 5, MM: 2
Total # of items owned: 43,207
Total # People Booked/Attended a Librarian: 0
YS Self-Checkout
Renewals/Checkouts: 22/259
Circ Self-Checkout
Renewals/Checkouts: 7/1,589
Courier Circulation: 1,275
Privacy Pod Reservations/Unique Users: 21/4
Number of items found on the shelf not checked in =3

Digital Navigator Monthly Stats –

- **September:** 12 sessions for a total time of 15 hrs with 25 people assisted
- **October:** 22 sessions over 22.5 hrs with 24 people (174 total if you include participants from the senior center)
- **November:** 17 sessions over 19.75 hrs and 34 people helped
- **December:** 15 sessions over 13.25 hrs and 54 people

Grants –

Currently applying for the following Idaho Commission for Libraries grants for fiscal year 2024/25:

- **Connecting Communities Grant**
 - Additional questions were asked to clarify our objectives for this grant, but we have yet to hear back on their verdict.
- **Tech Refresh Digital Access Program Grant**
 - Currently in the processing stage to determine who receives this award.

Update on applied grant:

- **Public Library Association Digital Navigator Workshop Pilot Incentive, supported by AT&T**

Collaboration has started to involve our Teens Teach Tech Grant by utilizing the curriculum provided by this pilot incentive as well as having our Digital Navigator, Alyssa on hand to co-teach the following classes.

- **Computer & Web Basics**
 - February 4th @ 5pm
- **Internet Basics & Walmart's Website/App**
 - February 7th @ 10am
- **Smartphone Basics & Ida App**
 - February 8th @ 11am
- **Intro to Canva**
 - February 11th @ 5pm
- **Email Basics & Albertson's App**
 - February 14th @ 10am
- **Smartphone How To**
 - February 18th @ 5pm
- **Interactive Phone Photography**
 - February 25th @ 5pm
- **Learn Libby**
 - February 28th @ 10am

Friends of the Mountain Home Public Library

MyHeritage Database

The library was able to get in touch with ProQuest who provides library subscription access to Ancestry/HeritageQuest/Fold3 Databases. Below is the annual combined subscription cost. We asked the Friends to help contribute towards the cost of this resource. We have members of the Friends to regularly attend the monthly Family History classes at the library and their contribution gives our budget assistance to pursue purchasing an additional annual subscription towards another requested database known as MyHeritage. Total Subscription Cost = \$6,186.76 (ProQuest \$3,936.76 + MyHeritage \$2,250.00)

Proposed Amount for Friends to contribute = \$1,500.00

Remaining Library budget purchase = \$4,686.76

The Friends had another great book sale in January. We truly appreciate their dedication and continued support!

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 6:20p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Chair