

Idaho Falls Public Library Board of Trustees Meeting Minutes
January 4, 2024

Called to order at 4:00 pm by Board Chair Rodd Rapp.

Present: Rodd Rapp, Mary Lund, Claire Pace, Hal Peterson and Councilmember Michelle Ziel-Dingman. Kristin Hall was excused. Director Robert Wright, Beth Swenson and Tyrone Dickerson were also present.

There was no public comment.

Hal Peterson moved to accept the consent agenda. Mary Lund seconded the motion. The motion passed unanimously.

Staff reports (informational items) were reviewed.

City Council liaison reviewed the resolution of support to the library from the Idaho Falls City Council.

Hal Peterson moved to approve the architect fees as presented. Mary Lund seconded the motion. The motion carried unanimously.

The library North Broadway front remodel for the children's playground was discussed. The play ground and other features will be installed first so large equipment will be able to access the front before the fence is installed. A water feature, a library sign in the Northwest corner of the front as well as other possible designs for the front of the library were discussed.

Changes in the South parking lot were discussed.

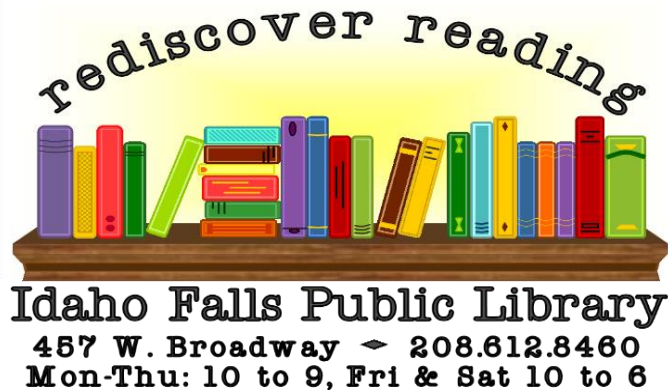
The electrical switchgear installation was discussed. Renting generators during installation is an option. GIFT transportation vehicle vinyl wrap for library advertising was discussed. HVAC parts are on the way.

At 4:29 pm Mary Lund motioned to move into executive session. Hal Peterson seconded the motion. Roll call vote was as follows: Mary Lund, yes; Hal Peterson, yes; Claire Pace, yes; Rodd Rapp, yes.

Public session resumed at 5:13 pm.

Mary Lund made a motion to allow Rodd Rapp as the representative of the Board of Trustees to deliver the performance evaluation of the Idaho Falls Library Director Robert Wright to Mark Hagedorn of the City of Idaho Falls and to determine a salary adjustment. Clari Pace seconded the motion. The motion carried unanimously.

Meeting adjourned at 5:18 pm.



January 4,2024

Personnel

Several staff were out ill during December.

Our part-time custodian position is open and we will be interviewing in the next two weeks.

Additional part-time staff were hired to work in the Children's Library, and on the second floor desk as well as to work in the administrative office.

One employee was promoted to Library Technician from Library Clerk.

Supervisory duties were shuffled as follows:

Aleisha Stout: Directly supervises 5 full-time and 6 part-time employees who work in the Children's Library and Book-drop.

Beth Swenson: Directly supervises 1 full-time employee and responsible for Adult and Young Adult Outreach and Programs.

Liza Evans: Directly supervises 3 full-time and 3 part-time employees and day to day operation of second and third floor service desks.

Kim Rafferty: Directly supervises 1 full-time employee (Custodian) and 10 part-time employees who shelve books, and collect on lost items.

Tyrone Dickerson: Directly supervises 1 full-time employee.

Robert Wright: Directly supervises 6 full-time employees and 1 part-time employee.

Jes Carter: Directly supervises 2 full-time employees

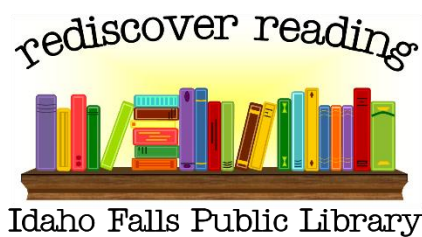
Mike Bonney: Directly supervises 1 part-time employee

Construction projects

Board needs to approve the Architectural fees submitted by AKM.

Met with Parks and Rec Director and discussed at possibilities of playground equipment on north side (Broadway) of the library and a water feature on the corner of Broadway and Capital.

No other news on other construction projects.



Adult and Young Adult Services Report

Programs

Program attendance from October 26, 2023, to December 23, 2023:

- **Book-Making Classes:** 2 events, 48 people total
A volunteer-led program where bookmaking and pop-up techniques are taught; materials provided by IFPL. Minimal IFPL staff involvement.
- **Chapter 2 Book Club:** 1 event, 8 people total, title: *The Thursday Murder Club* by Richard Osman
A book club moderated by an IFPL staff member using the Book Club in a Bag collection.
- **Chess Club Wednesdays:** 8 events, 24 people total
A patron-led program that aims to teach people the basics of chess and inspire friendly competition. No IFPL staff involvement.
- **Chess Club Saturdays:** 8 events, 60 people total
A patron-led program that aims to teach people the basics of chess and inspire friendly competition. No IFPL staff involvement.
- **Crazy Crafters:** 7 events, 115 people total
A patron-led program where patrons can bring their current projects and socialize. No IFPL staff involvement.
- **D&D Days (Dungeons & Dragons):** 9 events, 93 people total
A patron-led program where patrons are able to gather and play through a session of Dungeons & Dragons. No IFPL staff involvement.
- **Great Book Giveaway:** 2 months, 407 entries total, sets given away: WEB Griffin, Agatha Christie, "The Book Was Better," Richard Paul Evans Christmas
Everytime a patron checks out a book from the 3rd Floor, they can ask for a ticket to put into one of two book giveaways, created from donations. Minimal staff involvement. The tickets are counted at the end of the month and a winner for each set is drawn.
- **Knit Together:** 7 events, 44 people total
A patron-led program where patrons can bring their current projects and socialize. No IFPL staff involvement.
- **Meet the Author:** 1 event, 19 people total
A program where authors can explain their work and writing process, and can offer a signing, as well. Minimal IFPL staff involvement.
- **Money Matters:** 1 event, 3 people total
An educational series on banking, mortgage, credit, insurance, etc. Minimal IFPL staff involvement.

- **Write Over Here:** 8 events, 59 people total
Patrons are encouraged to work on and share their current writing projects. An IFPL staff member leads discussions on topics pertaining to plot, characters, etc.
- **Write Over Here for Teens:** 7 events, 21 people (NEW PROGRAM!)
Patrons are encouraged to work on and share their current writing projects. An IFPL staff member leads discussions on topics pertaining to plot, characters, etc. Geared towards 12-18 year olds.
- **Trick or Treat:** Ended October 31, total entries: 299
Patrons get a ticket to enter into a drawing for a giftcard from one of four downtown businesses for each day that they check out a wrapped book, which could either be a trick or treat. Patrons are not required to read the book. Heavy IFPL staff involvement, as they wrap and decorate the books.
- **Tours/Outreach:** Night at the Museum event, 100 people
Night at the Museum is a program done by the Museum of Idaho, to promote their exhibit and introduce kids ages 8-12 to STEAM topics. Beth and volunteer Leslie led two groups of 10 kids through several paper engineering concepts (pop-up book), but flyers were given to all 100 participants.
- **Winter Reading – Teens and Adults:** 323 adults and 36 teens signed up so far since November 28, 2023
This program is structured so participants read books in different categories, in addition to learning more about their Library. Heavy IFPL staff involvement in the creation of categories, but minimal after the program is started.

Extreme Book Nerd signups (total since January 4); program ended 12/16/23

- Adult Extreme Book Nerd: 416 registered; 179 completed (43%)
- Teen Extreme Book Nerd: 101 registered, 21 completed (21%)
- Book Nerd Your Way (adult): 409 registered, 189 completed (46%)
- Book Nerd Your Way (teen): 54 registered, 17 completed (31%)
- Total registered: 931; total completed: 194 (21%)

Note: The rate of people finishing was higher than expected (368 instead of 275), so another order of Extreme Book Nerd blankets will need to be ordered so everyone who earned their prize will get one.

Photos from recent programs, pages 2-6



Figure 1 / Bookmaking, November 15, 2023



Figure 2 / Bookmaking, November 15, 2023



Figure 3 / Chess Club, November 15, 2023



Figure 4 / Night at the Museum, December 8, 2023



Figure 5 / Night at the Museum, December 8, 2023



Figure 6 / Cardmaking, December 6, 2023



Figure 7 / Cardmaking, December 6, 2023



Figure 8 / Cardmaking, December 6, 2023

Upcoming programs

- Blind Date with a Book, February 1-29
 - Patrons can check out a mystery book and enter to win one of four giftcards from fabulous downtown businesses
- Book/Card Making Classes, Wednesdays, 6:30pm
 - January 17: Pop-up Valentines
 - February 21: Celtic star book
 - March 20: Traditional Japanese styles – flutter and stab
- Chapter 2 Book Club, Tuesdays, 7pm
 - January 9: *The Warmth of Other Suns* by Isabel Wilkerson
 - February : TBA
 - March: TBA
- Extreme Book Nerd
 - Kickoff, Wednesday, January 3, 7pm
 - Special preview for our TENTH year of Extreme Book Nerd. Participants will be able to see the categories, get sign up prizes, munch on cookies, talk with other Book Nerds, and find out more about Literary Society
 - Officially begins on Thursday, January 4, 12:01am
- Family Game Night (NEW PROGRAM!)
 - Families can gather and use our incredible array of board games and puzzles
 - Thursdays, 6:30pm
- Literary Society, Thursdays, 7pm (NEW PROGRAM!)
 - Patrons will convene to talk about their favorite books in a specific genre or category
 - January 18: Historical fiction, led by Liza
 - February 15: Romance, led by Lisha
 - March 21: Fantasy, led by Melissa (tentative)
- March Madness, March 4-30
 - 2nd/3rd Floor staff have picked 16 books to go head to head in a bracket voted on by patrons
- Meet the Author
 - Saturday, January 13, 1:30pm: T.K. Arispe
- Money Matters, Wednesdays, 6:30pm
 - January 10: Auto insurance (with new instructor Brenden Craft)
 - February 21: Budgeting
 - March 13: Home insurance
- Teen Winter Writing Camp
 - Teens will participate in a mini camp covering the art of short stories
 - January 8-12, 4:30-5:30pm
- Teen Spring Break Writing Camp
 - Teens will participate in a camp focused on novel-length writing
 - March 18-22, 1-4pm

- Write Over Here
 - Tuesdays, 7pm
- Write Over Here for Teens
 - Thursdays, 4:30pm

Upcoming special events in 2024

- March 11-April 29: Creative Aging
 - IFPL is working with The Art Museum of Idaho to provide artist-led workshops geared towards older learners. The workshops will be centered on basic drawing and art history; details are still being ironed out.
 - Grant from Idaho Commission for Libraries and Idaho Commission on the Arts; one of five locations in Idaho selected.
- New programs in the works for 2024
 - April: National Library Week (celebrated all month, maybe)
 - One Shot D&D: Patrons will learn the basic of Dungeons & Dragons with short campaigns

Outreach

Events

- November 16, 2023, Greater Idaho Falls Chamber of Commerce Business After Hours
 - Met with Chamber members in a casual situation; discussed several programs coming up and was offered the help from the Chamber

Meetings

- November 17, 2023, FamilySearch Center
 - Met with outreach coordinator for the Center to see what they have to offer, plus brainstormed some ideas of partnerships. Will make them a brochure so their patrons can see what we have available, and discussed doing presentations at the Library.

Upcoming

- January 18, 2024, 5:30-7:30pm, Mobile Family Resource Center
 - United Way of Idaho Falls with Bonneville County hosting an event at A.H. Bush Elementary; the organizations were awarded a grant from the Idaho Children's Trust Fund Family Resource Center Grant with support from the Idaho Department of Health and Welfare to provide resources and services to families to prevent child abuse and neglect.

Staff

Staffing

- Staff schedules changed on November 6 to accommodate larger changes throughout the library. The main phone line has been moved to the 3rd Floor desk, which necessitates having extra staff to be able to help patrons as well as answering the phone. The change has been going well and staff are adapting quickly.
- Aeryle Kuehn resigned on December 12, 2023

Meetings

- Meetings held on November 27 and December 18. Topics included answering the phone, using the cash register, upcoming programs, and various resources available to patrons that staff should know about.

Professional development included:

- *The 7 Habits of Highly Effective People: 30th Anniversary Edition* by Stephen R. Covey, with Sean Covey
- Creative Aging informational webinar and check-in
- LITT Chats provided by ICfL
- Lunch & Learn by the City of Idaho Falls – covered new p-card system and evaluations
- Distracted Driving webinar – required by ICRMP

Miscellaneous

Our staff is awesome! – Recent stories from staff members

- The first patron I had this morning came to the library just to tell us thank you for having Libby available. He went on and on about how much he loves it and how many books he has been able to check out etc. Then he said “well that's the only reason I came in” and he left. – Reported by Lisha Hansen, 10/27/23
- On Friday, November 2, 2023, Liza helped a recently-released prisoner who had never used computer and had no email in his attempt to apply for a job. Liza helped set up email and send job application, and the gentleman was just so grateful that someone took the time to help him. – Reported by Beth Swenson, 11/4/2023
- Last week I was helping a patron find a book set in Antarctica for her Book Nerd Challenge. I recommended *Where'd You Go, Bernadette*, but it was checked out on Libby. I checked the other libraries available to us, found it somewhere and told her she could check it out from there. She had no idea she could access the other libraries, and was so excited she started

jumping up and down. She was with her sister; she started tearing up, she was so happy. They both use audiobooks a lot while working, and being able to access more titles meant so much to them. They are so grateful for our services. – Reported by Liza Evans, 11/6/2023

- I went to Deseret Book twice this week on Library business; each visit, employees told me how much they loved our library. One even had one of our books in her apron pocket, and told me how she and a friend used to go to the library during their lunch breaks. The next day, another employee told me that she used us heavily during Covid. I also visited with volunteers with the FamilySearch Center, and many of them told me how much they enjoyed the library. – Reported by Beth Swenson, 11/17/2023
- Email from patron, received by Liza 11/22/2023
 - Liza,
Thank you so much again for the book nerd challenge. It has brought joy to my life and inspired me to try new authors and books I would not have known about or considered before. You and your staff have always been kind, courteous and helpful whenever I have had questions.

As I live outside your area and cannot have a library card there is no way in the system to quantify my participation and the effect your library has had on me. Hopefully you can figure out a way to add me to your numbers because your public library has made a difference in my world and I know that boards and administration want quantifiable numbers.

I would like show my appreciation by doing something for the library staff to recognize their hard work. How many are on staff there?

Thank you again!

Karri Hoopes

We were asked by people in the Idaho library community to gather responses from patrons about the impact of libraries. Here are those responses:

- We haven't always had a library near us in places we have lived in the past. That is not right! We need libraries. People need to read more and play with their "toys" less. There is so much you can learn from books. And if you don't know what would be a good book to read, the librarians are always happy to suggest books to you. We have a great library in Idaho Falls, Idaho. The librarians are kind and helpful. They know their patrons. They know you! They know their BOOKS!! I read about 100 books a year

including books on Libby (another resource offered at our library). I could not afford to buy all these books. But we can get them at our library. Thank you, Idaho Falls Public Library!

Cathy Johnson, Idaho Falls

- A few years ago, I was a young mom new to the area. Not knowing anyone in town, attending story time gave us the opportunity to meet families in the same phase of life.

While the library is a great place for books and other resources, it gave me a sense of community in a time where I was looking for belonging.

Years later, my kids are all avid readers who love the library not just for the books, but for the awesome programs offered free of charge!

I'm always amazed at the amount of love and work the librarians put in to give our community amazing resources. The library really does have something for everyone.

Erica Eaton

- My first memory of the Idaho Falls Public Library is a day in the summer of 1947. I had turned six years old in February and was old enough to get a library card. I started with first readers and picture books and went on to bigger and better things

When I graduated from high school, I went to work for Argonne National Laboratory as a secretary at "the site". What a terrific job that was and what fascinating people I met. One thing I learned was that most of them were readers and we made good use of the library. It was fun to talk stories and books with people at work. It was the first time I had talked with someone outside my immediate family about what I was reading.

When I married, I inherited a family of boys. They not only used the school libraries but we made many trips to the Idaho Falls Public Library. We shared with each other and it made us a family of readers. Idaho Falls Public Library has always been in the lives of my family and mine. At 82, I'm happy to say that I am still a reader and am proud to have been an EXTREME BOOK NERD since its inception.

Sincerely yours, Sharen Green Peterson

- So many of my memories involve the welcoming joy, security & comfort of the public library: The joy of story time & classes as a child, research & the discovery of reading as a student, learning how to make & fix things in life-from car, home repair, new cuisines & unlimited other interests. I have had the pleasure of enjoying endless entertainment & increased knowledge from borrowed books, magazines & music during my lifetime. As a commuter, I saved thousands of dollars by borrowing audiobooks through the years. As a traveler I seek out libraries for local information, a place of belonging & computers as needed. I love participating in the various classes, groups & challenges offered by IFPL and they have brought me many new interests & new friends. To me, the library is one of the greatest resources a city can offer. A diverse & well supported library is a sign of a healthy thoughtful community. You can feel the difference of a town that encourages their library & the citizens. The public library is the only local community resource that is truly welcoming to all and willing & able to offer something uniquely individual to each member of the community at all ages, economic levels & abilities. A healthy, well stocked & staffed library is both a necessary & treasure for a well rounded educated life, community & state.

Britt Drewes-Conley, Idaho Falls, ID

- My public library is so important to me that when my county library decided to part ways with the city library my wife and I decided to pay extra to be able to keep using the city library. I haven't lived in Idaho that long (only 12 years) but since retiring, the library has become a central part of my life. It is one of the reasons I stay in Idaho instead of moving.

Our librarians are great. They make you feel welcome, know their patrons, are willing to help, give great suggestions on what to read, and help us stay abreast of current events that affect the libraries all over the nation. Our library has activities for all ages. In addition to its yearlong challenge, it offers seasonal challenges. These challenges have led me to read genres and things I wouldn't have read otherwise. Even though I have been exposed to many cultures and lifestyles I feel my library has helped me to become a better world citizen.

David Johnson, Idaho Falls

- The library with all its books provides a way to travel to different lands, times, and even don different identities and experience "life in their shoes". What I have learned from these books has made me more appreciative of the life that I have.

Even though the library houses books, it is a small community where like-minded people come together to discuss books, to learn different hobbies i.e. cake decorating and just get together to have fun and enjoy each other's company. Some of my closest friends have been through library sponsored activities.

Cindy Johnson

Sdfasdfa

December 13, 2023

Mr. Robert Wright
Idaho Falls Public Library Director
City of Idaho Falls
457 W. Broadway
Idaho Falls, Idaho 83402

RE: PROFESSIONAL DESIGN PROPOSAL 2
IDAHO FALLS PUBLIC LIBRARY MISCELLANEOUS PROJECTS

Dear Robert,

AKM Architecture, P.A. (AKM) appreciates the opportunity to submit a Fee Proposal for furnishing design services for (2) two more miscellaneous projects of the Idaho Falls Library. First Project was the Sound Booth/3-D expansion which is completed. The Second and Fourth Projects were put on hold. The Third project was the Garage and Dock remodel which has been revised. The Fifth project is to replace the existing hard ceiling on the Lower Level with new suspended 2x2 acoustical ceiling.

Scope of Work:

Each project will require different efforts. No. 3 will have the removal of the existing concrete dock, stairs and concrete wall in order to install new stairs, railing, new book lift, widen and replacement of the existing exterior man door and frame and re-building the wall between dock and work room. The overhead doors will be replaced as well. No. 5 will require removal of existing ceiling and installation of new grid and tiles along with remounting all the lights, diffusers, fire sprinkler heads and other devices. These efforts will include architectural, structural, mechanical and electrical engineers.

Opinion of Probable Construction Costs:

To be conservative for a construction budget for the (2) projects, my opinion of probable costs would be approximately \$200,000.00. I have requested a budget number for the scissor lift which you were planning to buy and have the General Contractor install.

Professional Design Fee:

Based on the Project Scope, AKM proposes a "Not to Exceed" fees of **Fifteen Thousand Two Hundred and Seventy Dollars (\$15,270.00)**.

This effort includes field measuring the existing conditions, design preparation of Construction Documents, City review for permits and assistance during bidding. All site observation during construction will be done on an "hourly" rate on an as-needed basis above the base fees.

Please call me if you have questions and/or need any clarifications after reviewing this proposal.

Respectfully yours,

Roxane L. Mitro
AKM Architecture, P.A.

cc: File

rediscover reading



Idaho Falls Public Library

Children's Department Report

January 2024

Program Review (average attendance)

- Book Babies, Monday: 33
- Storytime, Tuesday: 43
- Storytime, Thursday: 15
- Little Makers: 32
- STEAM Club, Thursday: 32
- Book Babies, Wednesday: 24
- Storytime, Wednesday: 31
- Dance Party, 11/13/23: 45
- STEAM Club, Tuesday: 4

Recent Programs

- Pop in and Play, 2 sessions, total: 123
- Santa Storytime, 2 sessions, total 391
- Family STEAM Adventures, Taiko Drum Group, 12/4/23: 130
- Learn Coding Systems, 12/11/23: 16
- Pop in and Play, 2 sessions, total: 123
- Hot Chocolate Surprise, total: 100
- Family Winter Reading sign-ups: 196

Month Long Activities

November: Art Scavenger Hunt
Total participants: **573**
Weekly Average: 96

December: Candy Cane Caper
Total participants: **288**
Weekly Average: 96

December: Send Santa a Letter
Total participants: **258**
Weekly Average: 65

December: Grinch crafts
Total participants: **426**
12/18 to 12/30

Upcoming Programs

- Kids Book Club, begins in January
- January all month program: Puzzle it Out
- 1/9/24, Hockey Storytime
- 1/9/24, Pop in and Play
- 1/17/24, Dance Party
- 1/24/24, Pop in and Play
- 1/27/24, Princess Storytime



Princess Storytime



Grinchy Christmas Crafts





Santa Storytime



Santa Storytime



Santa Storytime



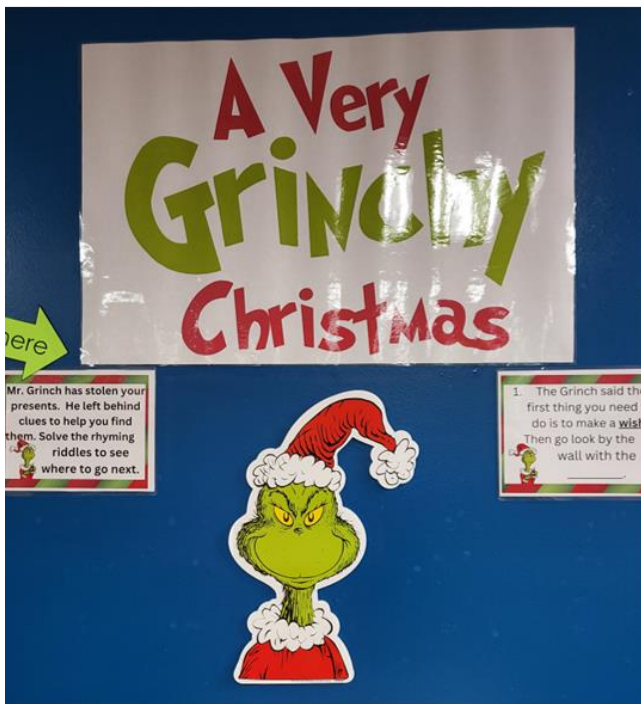
Santa Storytime



Santa Storytime



Santa Storytime



Grinchy Christmas Crafts





Family STEAM Adventure,
Making Butter



Taiko Drum Group,
Caroling and Hot Cocoa



Hot Chocolate Surprise



Halloween Storytime

Account Balance Inquiry

Fiscal Year: Fund: Dept/Div: **Library Administration**

Description	Budget	Current	Year-To-Date	Encumbered	Committed	Available	% Used
Salaries & Wages:	1,659,881.00	211,860.58	290,634.32	.00	290,634.32	1,369,246.68	17.5
Benefits:	803,351.00	84,629.96	119,887.34	.00	119,887.34	683,463.66	14.9
Current Operating Expense:	1,320,302.00	123,391.37	170,688.42	99,796.32	270,484.74	1,049,817.26	20.5
Capital Outlay:	330,000.00	.00	4,297.50	193,400.00	197,697.50	132,302.50	59.9
	2,250.00	187.50	375.00	.00	375.00	1,875.00	16.7
Debt Service:	.00	.00	.00	.00	.00	.00	.0
Operating Transfers Out:	.00	.00	.00	.00	.00	.00	.0
Interfund Transfers:	.00	.00	.00	.00	.00	.00	.0
Department Totals:	4,115,784.00	420,069.41	585,882.58	293,196.32	879,078.90	3,236,705.10	21.4

Makerspace Information

November

	Attendance	Certifications	Uses
Coding for Kids	33		
Brickfast Club	39		
Audio Room		3	4
Filament 3D Printers		10	45
Resin 3D Printers		1	7
Glowforges		9	17
Cricuts		1	1
Sewing Machines		1	1
Totals	72	25	75

December

	Attendance	Certifications	Uses
Coding for Kids	28		
Brickfast Club	51		
Tech For Teens	1		
Audio Room		10	11
Filament 3D Printers		7	51
Resin 3D Printers		2	22
Glowforges		8	28
Cricuts		5	7
Sewing Machines		1	2
Totals	80	33	121

Equipment Added

4x4 Audio Mixer
5 Wireless Mics: 3 Handheld / 2 Lapel
Donation: Resin Wash and Cure Station

Equipment Removed

None

Library Attendance

November	December
19,753	18,587

Self-Check - Item Check Out Count

November	December
40,315	33,992

Computer Room Sessions

November	December
1,463	1,437

Staff - Item Check Out Count

November	December
19,325	17,816

Items Added

November	December
1,221	1,378

Number of Items Checked In

November	December
60,544	55,087

Items Deleted

November	December
1,379	900

Items changed to Lost

November	December
554	641

Website Users

November	December
5,800	5,600

New Cards Issued

BTYPE	November	December
fee	23	23
feeRest	2	7
feeUnre	6	8
ill	4	0
int	23	21
intRest	137	122
po	4	15
poUnre	2	1
tax	136	120
taxRest	16	15
taxUnre	30	24
	383	356

Cards Renewed

BTYPE	November	December
fee	59	15
feeRest	1	0
feeUnre	33	5
ill	6	0
int	0	1
intRest	0	0
po	3	2
poUnre	0	0
tax	82	52
taxRest	3	5
taxUnre	18	9
	205	89

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Statistics Year to Date Fiscal Year 2024

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Description	Oct-23	Oct-22	Nov-23	Nov-22	Dec-23	Dec-22
Checkouts	60,551	52,569	59,606	51,679	51,986	48,767
In House	3,508	3,742	2,896	3,714	2,500	3,689
Electronic	22,528	24,916	22,246	19,362	22,632	19,715
Total Usage	86,587	81,227	84,748	74,755	77,118	72,171

Total FY24	Total FY23	Difference	% Different
172,143	153,015	19,128	12.50%
8,904	11,145	(2,241)	-20.11%
67,406	63,993	3,413	5.33%
248,453	228,153	20,300	8.90%