

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, December 9, 2025  
950 Warrior Lane, Waukee, IA 50263

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**1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:34 p.m.

**2. ROLL CALL**

The following Board of Trustees members were in attendance: Darcy Burnett, Melissa Marwedel, Micki Henderson, David Meyer, Emily Schultz, Alyssa Young, and Lela Scott (joined late).

**Not in Attendance:** None

**Liaisons in Attendance:**

☒ Kristine Larson – Library Director

☐ Other: \_\_\_\_\_

**3. APPROVAL OF AGENDA**

Burnett moved to approve the agenda. Marwedel seconded the motion.

**Ayes: 6 Nays: 0 Motion carried.**

**4. MINUTES FOR APPROVAL**

Please note: Emily Schultz's name was misspelled in the minutes, Items 3 and 7.

Meyer moved to approve the minutes as corrected. Burnett seconded the motion.

**Ayes: 6: Nays: 0 Motion carried.**

**5. PUBLIC COMMENTS**

No public comments.

**6. ACTION ITEM – APPROVAL OF INVOICES**

Schultz moved to approve the invoices. Meyer seconded the motion.

**Ayes: 6 Nays: 0 Motion carried.**

## **7. REPORTS**

### **a. Budget Report**

- Almost halfway through the fiscal year; finances look good for this time of year.
- Library services funding typically arrives in spring.

### **b. Library Director's Report**

- Lifesize Candyland will take place Dec. 26 and 29–31.
- Winter reading program continues through Jan. 31.
- New Notice Newsletter is now available and looks great.
- Teen Librarian is leaving due to moving out of state — a significant loss and may impact teen programming.
- Building repairs ongoing.
  - Coal Mine Waukee Room technology project is complete and functioning well.
- Holiday closures upcoming; information has been posted in all communication channels.
- City staff luncheon scheduled for Thursday; library staff will attend.
- Legislative calendar begins Jan. 12.
- Impact Report – FY2025
  - 105,000 people visited the library
  - 300 patrons/day (600/day during summer)
  - 190,000 physical circulations
  - 1,600 interlibrary loans
  - 21,000 children participated in kids' programming
  - The library hosts more programs than many larger libraries, which drives increased circulation.
- Director met with two incoming city council members (Lori Lyon and Kala Anderson). Both are supportive of the library and its direction.

### **c. WPL Friends Foundation Report**

- No January meeting.
- Approximately \$4,000 raised from the fundraising letter.
- \$800 in t-shirt sales with very little effort.
- Flower Power fundraiser planned for January.

### **d. Personnel Committee**

- Did not meet.

### **e. Ways and Means Committee**

- Did not meet.

**f. Legislative Advocacy Committee**

- Did not meet.

**8. ADJOURNMENT**

The meeting adjourned at 5:48 p.m.

\*\*\* Minutes submitted by Emily Schultz, Trustee\*\*