

Waukee Public Library  
Board of Trustees Minutes  
Wednesday, May 6, 2026  
950 S. Warrior Lane, Waukee, IA 50263

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## **1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:39 p.m.

## **2. ROLL CALL**

The following Board of Trustees members were in attendance: Melissa Marwedel, Alyssa Young, David Meyer, Emily Schultz, and Micki Henderson.

Not in Attendance: Lela Scott, Darcy Burnett

Liaisons in Attendance: Kristine Larson – Library Director

## **3. APPROVAL OF AGENDA**

Young moved to approve the agenda. Marwedel seconded the motion. Ayes 5: Nays: 0. Motion carried.

## **4. MINUTES FOR APPROVAL**

Marwedel moved to approve the May meeting minutes. Meyer seconded the motion. Ayes 5: Nays: 0. Motion carried.

## **5. PUBLIC COMMENTS**

A. No public comment.

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

Schultz moved to approve invoices. Marwedel seconded the motion. Ayes 5: Nays: 0. Motion carried.

## **7. REPORTS**

### **A. Budget Report**

- Approximately 16% of the budget remains with only a few weeks left in the fiscal year.
- Several late invoices are expected, including furniture and technology relocation expenses.

- Overall budget remains in good standing.
- The Capital Improvement Budget (CIP) totals approximately \$70,000 and covers construction, furniture, and technology expenses.
- The LED lighting project has been completed.

#### **B. Library Director Report**

- Summer Reading Challenge
  - Program runs through July 31.
  - Approximately 1,300 visitors participated in the Dinosaur Adventure Room during the first week.
  - More than 2,500 participants have already registered, compared to 3,600 total participants during the entire 2025 program.
  - Prize distribution begins June 10.
- Waukee Sesquicentennial Planning
  - Kristine Larson is serving on the committee planning Waukee's 150th anniversary celebration in 2028.
  - The library is expected to participate in community-wide activities.
  - Current discussions focus on gathering input from businesses and community organizations.
  - The vision includes a year-long celebration incorporated into existing community programming, with one dedicated celebration event.
- Staffing
  - A full-time Outreach Librarian will begin July 1.
  - The position will assume responsibility for adult outreach services.
  - This transition will allow the Adult Services Librarian to focus more heavily on programming and collection development.

#### **C. WPL Friends Foundation Report**

- Spring postcard campaign included more than 1,300 mailed postcards and generated limited response.
- One donor appears to have located and returned a previously misplaced donation envelope after receiving the postcard.
- Discussion indicated the postcard format was less effective than traditional fundraising letters.
- The Foundation is considering participation in the July 18 Arts Festival with a library tent, subject to volunteer availability.
  - Potential activities include promotion of the library and sale of library-branded merchandise.

#### **D. Personnel Committee**

- a. Did not meet.

**E. Ways and Means Committee**

a. Did not meet.

**F. Legislative Advocacy Committee**

a. Did not meet.

**8. ADJOURNMENT**

The meeting adjourned at 5:54 p.m.

**Minutes submitted by Emily Schultz, on behalf of Board Secretary**