

Library Advisory Board meeting minutes 10/19/21

Present: Don Hopkins; Charlene Adams, Jamie Frick, Mayla

Absent: Eva Journey

Minutes were not available ahead of time for September meeting.

Report of the Librarian:

Numbers as reported on the Director's report. Megan will begin adding a line under Resource Sharing to add the number of items lent to other consortium libraries and the number of items borrowed from consortium libraries. The Resource Sharing Savings cost listed shows the price of the item that is borrowed from another library and assumes that SHPL would have saved that cost by not buying the book ourselves. The Consortium will be putting a proposal in front of the County Council to pay a portion of the Consortium's cost, this might allow the Consortium to add another day of delivery service.

Tuesdays continue to be our busiest day. We have seen good turnout by adding 2 additional services hours from 10-12 on Tuesdays. Wednesdays and Thursdays average exactly the same number of users over the month of September.

Harvest Festival, the Library/Kid's Zone area was busy almost the entire day. Lots of prizes were handed out to kids of all ages. We need to think about doing something for tween/teen ages next year. Possibly a scavenger hunt or something.

Summer Reading turnout was low this year, but those that participated were happy. We knew it was going to be lower than normal turnout due to everything going on.

Halloween Storytime will be at the Police Department on October 29<sup>th</sup> at 3pm, right before Downtown Trick or Treating starts.

Several projects are happening within the library. We created a Kid's section of DVDs that are rated G or PG. Parents are liking having this separate section. The entire DVD collection is now alphabetical by title, making it easier to find a particular title for patrons.

The Mystery collection has been weeded and missing titles in a series have been ordered.

With Lagea's help we are increasing our presence on social media. The Library website has been updated. If you see any issues on the website, please let Megan or Lagea know, and we can update it.

**Fiscal report by Finance Dept/Brandon:**

Packet has the most recent budget report through September. Revenues are up over last year. Expenditures are down due to open positions not being filled for most of the year and certain work not being done during that time. Revenues are expected to be up 1% for the year. This could amount to an additional \$10,000 for the library for the fiscal year. Discussion about compression ensued. The library is estimated to be losing \$72,000 due to compression. The City continues to be conservative in the property tax estimates when budgeting.

Discussion about the minutes for the last meeting that were not available before this meeting.

### **New Business:**

#### *Fine free:*

Proposal from Megan to eliminate late fines for library materials. Graphic was included with the packet about the toll that fines take on library staff time and mental health. Libraries have found that by eliminating fines more items get returned by patrons. Fines also target those least able to pay for the fine and those most in need of library services. SHPL has been fine free during some summer's and during part of COVID times.

Hopkins was not in favor of going fine free, as fines teach responsibility and get the books back to the library in a timely manner.

Adams proposed testing going fine free for a period of time and seeing how it goes.

Finance reports that fines and fees have brought in only \$5000 every year for at least the last five years. This includes fees for replacement of items.

Megan stated that we will not be eliminating fees for replacing lost items and that patrons will be charged for the full cost of an item if they do not bring it back after 30 days overdue. We are just proposing eliminating the overdue fines. Right now, you cannot check out any items if you owe over \$3. You cannot renew your card without paying off all fines. Patrons have left without checking out items or renewing their card if they could not pay the amount due that day.

Board discussion ensued about length of time to trial going fine free. Given the options of 3 months or 6 months. The board verbally agreed to try going fine free for three months. Megan will then report back with how the public has received this and if circulation or visits to the library have gone up.

#### *Space issues:*

In addition to creating a Kid's DVD section we will also be relocating the DVDs slightly. The Audiobooks will also be slightly moving. Come by the building and check out the changes.

#### *Building issues:*

This will be a new topic that Megan will talk about each month so that the Board is aware of what is happening with the building and current issues staff and patrons face.

In September we had several overflowing toilet issues. It was discovered that the toilet in the Men's bathroom was not commercial grade. The toilet will be replaced but is currently on backorder.

The handicap door lock was also not functioning, and staff or emergency services had no way to unlock the door in case of an emergency. The door lock and handle have now been replaced and we will have access in case of an emergency.

#### *Programs:*

There are currently no live programs happening within the library. We are working on offering a passive program every month. Currently we have coloring sheets that people can pick up, when they return a

colored sheet, we will display it in the library and offer the artist a prize. We had a family of 5 come in this morning to show off their artwork! The pages are available for all ages and cover a variety of coloring skills.

**Other topics:**

The Library Advisory Board is still in need of another Board member. The Board can appoint someone to finish out an unexpired term if someone leaves during their term. Currently the empty position expired in July. The majority of the Board members will need to live within City limits. The vacancy is listed on the website. Discussion ensued about if anyone knew someone to apply for the position.

Adjourn meeting

End of meeting at 5:14