

MINUTES
CITY OF LAUREL
Library Board
11/12/2019 06:07 PM
Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair	X Arthur Vogeles
X Bill Hanson, Vice-Chairman	Samantha Barnhart – via phone
X Nancy Schmidt, Secretary	Clair Killebrew – Foundation Liaison
Emilie Eaton	

OTHERS PRESENT:

1. **Public Input**

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. No one addressed the Board.

2. **General Items**

- a. Arthur motioned the Library Board minutes for October 2019 be accepted as presented, Bill seconded the motion; motion passed.
- b. The only correspondence received was the Federation and Library Aid Grant monies from the Montana State Library. These funds will be deposited in their respective accounts with the Clerk/Treasurer's office.
- c. Circulation Report -Traffic: up 15 %; circulation: all items circulated totaled 4,642 (including 557 eBooks), book circulation was up 7.3%, media circulation was up 12.4%, eBook checkouts for this month was 14.3% of total book circulation, we circulated 848 items to partners and 206 items from other libraries; computers: internet use up 31.7%, children's use was down 28.6%, wi-fi use was up 74%; patron cards: city registrations made up 58.6% of library users, county patrons 36.9% and non-resident registered patrons 4.5%. There were 46 tech assists in October.

3. **New Business**

- a. Mike has been looking at statistical reports for the library website during September and October. These numbers are giving us a good idea which phrases are getting the most hits and redirecting to our site for searches of laurel library,

Montana and laurel Montana library. Our best click-through rate is our web address using www.laurelpubliclibrary.org. Most of the searches are done by US residents with Australia and Japan as the next highest country searches. The most-used device for searches on our library were tablets with a click-through rate of 33.8%. Our statistical reports are now available through the

- b. We've been using library donation money to help supplement our expenses for October. There has been about \$2,000 used to date on books, newspaper subscription, t-shirts for library staff and volunteers. As the need arises more funds will be used within reason.
- c. The library IT will be moving away from the City at the end of November/beginning of December. When the City changed to the new IT, the expenses for the library increased over 70% per month since April. I've asked for the library to be removed from Systems Tech support. The library will be doing its own tech support for email, office software and firewall.

4. Old Business

- a. There were no questions about the invoices submitted for payment for October 2019.
- b. Personal time has finally been added to the timesheets for library staff. With these added hours, everyone will be encouraged to take a few hours here or there to use them before the end of June 2020.
- c. Foundation Business: t-shirts were purchased for library staff. The sizes ended up being larger than anticipated so a second print run would be ordered in smaller sizes. Extra t-shirts would be sold as a fundraiser. The amount in the Foundation account needs to be spent down to below \$10,000 so we don't have to pay taxes. The book sale netted \$1,166.87. Suggestions for spending some of these monies will be made to Clair for Foundation consideration.
- d. It is time for annual statistics for the library. The numbers are due to the State Library December 2, 2019. Nancy is planning on working on them the week of November 18th, 2020.

5. Other Items

- a. Upcoming Items:

Holidays – the library will not be closed on the Saturday after Thanksgiving; there are several patrons that like to come into the library on Saturday even if it is a holiday weekend. We will close early on both Christmas Eve and New Year's Eve.

6. Announcements

- a. Next regular meeting is Tuesday, December 10, 2019 at 6:00 pm in the Community Room of the Laurel Public Library.

Bill motioned to adjourn the meeting at 6:49 pm, Arthur seconded the motion; motion passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy L. Schmidt".

Nancy L Schmidt
Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.