

MINUTES  
CITY OF LAUREL  
Library Board

12/12/2023

06:06 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad	X Arthur Vogele, Board Chair
X Kate Manley	X Lela Schlitz – via Zoom
X Nancy Schmidt, Secretary	X Mary Nelson
Clair Killebrew – Foundation Liaison	

**OTHERS PRESENT:** None

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. Addressing the Board – None

2. General Items

- a. The minutes for November 2023 were presented for approval. Arthur motioned the minutes be approved as presented, Lela seconded the motion. Motion passed.
- b. Correspondence – the following were received this month: we received a letter from the VA clinic in Billings thanking us for bringing them boxes of paperbacks to share with their patients, we also received a donation from a worker at CHS Refinery via Blackbaud: Your Cause in the amount of \$200.00.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 28.2%; *circulation*: all items circulated totaled 3,874 (including 710 eBooks), book circulation was down 1.5%, media circulation was down 31.8%, eBook checkouts for this month was 19.5% of total book circulation, we circulated 963 items to partners and 234 items from other libraries; *computers*: internet use was down 7.9%, children’s use was down 50%, wi-fi use down 53%; *patron cards*: city patrons make up 66% of registered users, county is 25.3% and state/out of county has 8.7% of our registered patrons. There were 39 tech assists in November.

3. New Business

- a. It is the time of year in which we are asked to look at the amounts we charge for copies/prints, book replacement, community room fees, etc. The amount that was decided upon was printed in a new document for board approval. Arthur motioned that we approve the fees and charges as presented, Lela seconded the motion; motion passed.
- b. Just a quick reminder that we are having a Musical Storytime at the library on Friday, December 15<sup>th</sup> at 10:30 am. The program is being presented by the Billings Symphony.

Fliers will be given to preschools, daycares and kindergarten students to share with their parents. It will be held in the community room.

#### 4. Old Business

- a. Keeping board meetings on the second Tuesday of each month has been determined to be the best alternative for all members so we will keep that day as our meeting days. We will visit the meeting days again in the future if needed.
- b. The fundraiser (80's Prom) being held by the Laurel Small Business Alliance is going to benefit the library this year. It is scheduled for Saturday, December 30, 2023 at 7:00 pm. Tickets went on sale December 1<sup>st</sup> for \$25 each. There will also be a 50/50 auction, gift basket raffle, and Pac-Man wall. The members of the Small Business Alliance have requested that we use the funds for new book shelves as previously discussed.
- c. A new book shelving unit has been ordered in anticipation of the funds from the 80's Prom fundraiser. Library staff have determined that the area in most need it the fiction section. We will arrange the old shelves and discard those in the worst condition and move those in acceptable condition of areas that need more shelves.

#### 5. Other Items

- a. Upcoming Items:
  1. We will be discussing pursuing a mill levy in the next year. It is important to get the mill levy organized and, on the ballot, as soon as possible. We need to be thinking about the reasons behind our request for a specific number of mills.
  2. Nancy will be sponsoring a pizza party for library staff on Monday, December 18<sup>th</sup> at 3:00 pm if anyone is interested in joining us.

#### 6. Announcements

- a. The next regular meeting is January 9, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 6:53 pm.

Respectfully submitted,



Nancy L Schmidt  
Library Director  
Secretary for the Board

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