

Library Advisory Committee Meeting, September 10, 2025

Meeting Attendees:

In person: JJ Wilson, Mary Jemin, Lillian Galloway

Virtual via Zoom: Jessica Salaiz, Nancy Stephens.

Also present: John Young, Library Clerk

Meeting called to order by Nancy Stephens at 4:03 PM.

Motion made by Nancy Stephens to approve the meeting's agenda.

Motion seconded by JJ Wilson.

Vote called, no one voted nay, and the agenda was approved.

A motion was made to approve the minutes of the previous meeting by Mary Jemin.

The motion was seconded by Nancy Stephens.

The vote was called, no one voted nay, and the minutes of the previous meeting were approved.

A request was made for public input, but as there were no members of the public present either physically or virtually, no input was forthcoming.

The next item was the library report, delivered by Lillian Galloway, assistant director.

Starting with the Memorial Fund report, Lillian mentioned specifically that the Memorial Fund budget was increased by \$500 to reflect spending on janitorial supplies and \$7891.58 for the OCLC annual subscription.

Ken committed \$15,000 of the Memorial fund for furniture expenses. Some has been spent, for a new cabinet and desk for the children's librarian's office to revamp the space for the incoming children's librarian. Ken increased the supplies budget significantly due to increased cost of office supplies.

JJ asked if the funds added or expended were itemized, due to a highly specific number in the books section. Lillian explained that the amount in the books budget is specifically defined by damaged or lost items that patrons have paid for, and that the amount carries over year to year. The furniture committed funds are a non-rounded number because of the amounts spent subtracted from the \$15,000 committed.

Lillian then explained that the usage of the Memorial Fund for the OCLC subscription was necessitated by a delay in sufficient documentation from the vendor for the library to use state GO Bond funds for that expense, so the Memorial Fund was used instead. The vendor representative provided an incorrect quote amount. This had to be corrected, and after that, the date on the document had to be corrected. By the time proper documentation was received from OCLC, it was too late to obtain approval to use GO Bond funds. Several attendees expressed their desire to avoid this problem and discussed proactive outreach to OCLC to prevent the issue arising in the future. JJ asked for Lillian to follow up with Ken on the possibility.

A short discussion on GO bond funds occurred; GO bond funds will be wrapping up in April for the 2022 GO bond, and there is an anticipated gap before the next GO bond is funded.

The next item on the agenda was the Friends of the Library report.

The March and May book sale revenue was discussed.

The Foundation had \$822,844 as of August 31.

\$3,000 was used for student interns over the summer who each worked 80 hours. In addition, the budget for the T-Mobile hotspot used for outreach was sourced from the Foundation.

The next item on the agenda was the 392 Fund report.

The entry for the lift was the remainder of what was owed for the replacement of the handicapped lift. The new lift began active service on June 11.

Next on the agenda was the Librarians' Report. Lillian wanted to highlight a few things, first being the resignation of the previous Children's Librarian, Abigail Kipp. While this resignation left a gap in staffing, a new clerk was hired and started in August, ameliorating the loss somewhat. There is hope that interviews for a new children's librarian can begin as soon as this month, September. The lack of staffing, especially specialist staffing for the children's area, leads to a shortage of events, though baby time and storytime are still going strong, and several community partners have chipped in to assist with after-school programs.

There are currently five candidates for the children's librarian position.

Old business

There was no old business to discuss

New business

FY 2024-25 statistical review

Lillian presented detailed library stats for the 2024-2025 fiscal year. It began with a discussion of physical and digital attendance. Lillian pointed out that digital attendance has lower duplication than physical, as the digital services can sort out unique visitors while physical attendance counts the same people repeatedly each day they visit. The same person may be counted several times a day if they go in and out of the building several times during the day. Reports from FY 23 and later have included "outside" as a new attendance category for offsite events, because attendance at events outside the library building is one way that patrons are using our services. The last two years' numbers have been fairly similar, so it appears that attendance has stabilized to a new post-pandemic normal.

The circulation number included both physical and digital circulation. Physical circulation of library materials has trended downwards over the years, with data from the 2019-2020 fiscal year omitted from the data set due to excessive noise. There was a brief discussion of circulation by category, specifically the biographies having significantly increased circulation due to additional books being added to the biography category by the cataloger.

Discussion of digital circulation followed, including both total circulation and circulation by service. Libby dominates, but Hoopla is rising. A discussion of the different platforms continued, including the New York Times and Kanopy. The newest addition to the library's digital services is Educate Station. Additional discussion continued on the percentage of circulation that is digital.

Cost per circulation is a number calculated to help determine the cost-effectiveness of each subscription service the library has. Libby is very cost-effective. Hoopla cost per circulation rose slightly, likely due to a larger number of bestsellers on the platform, which have a higher borrow cost. Flipster cost per circ is rising because the cost of the magazines on the platform rises in tandem with the costs of the print subscriptions. We are pleased that Rocket Languages usage has risen, leading to a lower cost per circulation. We would like to find ways to reach more users for Kanopy.

The next category was programs, and the numbers were broken down and discussed. The "All Ages" category was broken out from children's programming in the last few years. Attendance at in-person library events is staying steady, and the library considers the numbers to be healthy, considering changes in the habits of community members post-pandemic.

Next was a presentation of the Summer Reading Program registration numbers.

Following was a discussion on the closure of Jose Barrios and Sixth Street elementary schools, which will likely drop in-building attendance, as both schools had taken advantage of their proximity to the library to do visits on foot, without requiring transport to move their students. This led to a discussion on district bus availability and whether the more distant schools might be able to visit the library via bus trips. This will likely be addressed by the new children's librarian, though Lillian mentioned having a more extensive list of contacts with the schools than she had in the past, including principals which should be very helpful in arranging events and visits.

Lillian also raised the possibility of more offsite activities to increase engagement, especially incorporating the new rec center and the city parks. This will become more important, because families have more choices of activities to do with their free time, including the new rec center and a potential splash pad area in the future.

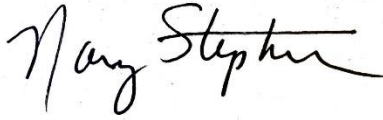
There was also discussion of more schedule flexibility for in-building programs and potentially having activities available at the library building that could be done anytime in addition to the scheduled events.

Lillian also said that the library plans to work with partner organizations for next year's Summer Reading Program, to offer two or three-day "camps" in which kids would participate in a series of related activities/projects instead of just one 1-hour craft or experiment. The community has been enthusiastic about past Clay Fest and Southwest Women's Fiber Arts Collective projects because they are well-conceived and implemented.

JJ had to depart at 4:47

Adjournment was at 4:51

Next month's meeting date is unsure.



Nancy Stephens, Chair

Attest:



Ken Dayer, Library Director