

Municipal Library Community Advisory Group

November 12, 2025 meeting

Meeting Attendees:

Nancy Stephens, JJ Wilson, Tara Baird, Mary Jemin, Jessica Salaiz, Nick Prince, Ken Dayer (library director), Lillian Galloway (library assistant director)

Absent: None

In the absence of Nancy, JJ called the meeting to order at 4:03. Nancy arrived shortly after and took over running the meeting.

Approval of Agenda: The agenda was approved.

Approval of Minutes: JJ moved to approve the minutes, Jessica seconded. The minutes were approved.

Public input: None

Reports

Memorial Fund: There is a missing digit in the written report. The correct account total is \$787,262.01.

Friends of the Library: An advisory group member had a question – is the September book sales revenue typical? Ken said yes, mostly. There are fewer book sales now than in past years.

Foundation: Ken will give an update on changes in New Business part of the meeting.

Librarian's Report:

Our in-building physical statistics for July through October 2025 are down compared to July through October 2024. Attendance, physical circulation numbers are lower.

There are some potential reasons. Firstly, there has been less programming because we have not hired a children's librarian yet.

Secondly, there has been a significant delay in purchasing new books. We faced a problem with getting checks to vendor. The second attempt to pay the vendor cleared in late September/early October. There were fewer new books on the shelf in July, August, and September and we are catching up. Meanwhile, one of the largest library book vendors, Baker & Taylor, went out of business suddenly. Many, many libraries have been switching to Ingram, which is the vendor we primarily use. Ingram is frantically hiring. There was a 6-week delay on book orders. This is another reason we are still trying to catch up. New books drive circulation statistics.

Our children's librarian position is open. When there are delays from City Hall, it is out of our control. We have had 7 applicants; an 8th applicant is on hold until the Personnel Department gets to it. We have been recruiting.

We will receive \$10,000 from State Grants in Aid.

We are working on spending all the GO Bond funding before our spring deadline. An advisory group member had a question about our plans for spending. All expenditures must directly impact the public. We got in touch with vendors to pre-pay for multiple years, and Kanopy will be the next vendor we contact. We are spending some on the public hotspots. We may purchase books or DVDs with the remaining \$2,200. An advisory group member had a question about pre-pays – how can we pay ahead when our budgets are year-to-year? Answer: we get invoiced now for a larger amount which will cover our subscriptions for more time. The State Library approves all expenditures. Pre-paying helps cover the periods when we do not have access to GO Bond funds.

Old Business

None

New Business

1. Hoopla costs are rising: formerly \$800/month, now more like \$1,200/month. We pre-paid hoopla \$20,000 with GO Bond funds. This may cover one to one and a half years. In January, hoopla checkouts per card will be reduced to 4 per month (it has been 5 per month). Nancy asked how many people are maximizing their 5/month? Answer: quite a few. 150-160 people are using it each month. We will notify patrons and publicize the change. Audiobooks are super popular. Hoopla started adding new materials, which are higher cost per checkout. Nancy asked, what are Binge Passes? Answer: bundled episodes of TV shows and other content. Borrowing a BingePass gives access to multiple items for only one borrow.
2. We are spending some Memorial money on furniture. We have upgraded the children's office, which had a 40 or 50 year-old desk, and the office space was not ADA compliant. We purchased a new baby time toy cart. We will update the programming and outreach librarian's office.
3. The Library Foundation has chosen a new accountant. The Foundation is also making a switch from Vanguard to Charles Schwab, because they would like an agent to offer them customer service and investment strategies. There are various classes of foundations. The new accountant determined that their class is different than previously designated, because their income is largely investment returns rather than lots of donations. Their new IRS classification results in required annual spending. Looking back over a few years, adding it up, we should spend about \$40,000 this year. Our spending usually ranges in lower numbers (\$15,000 – \$25,000). We are putting together projects to spend \$40,000.

Projects:

Our work room carpet would fail a safety inspection. We will replace it. While we are at it, we are getting quotes for vinyl flooring in the large meeting room. We will also get a quote for re-flooring the whole building. The work room probably won't be \$40,000. The advisory group members had comments on flooring. Tara asked whether the tiled areas stay tile. Yes, they will. JJ asked about logistics and library service disruptions. Ken responded that we would re-carpet the work room in sections, moving furniture from one side to another. The large meeting room would close for some time. Re-flooring the whole building would require some days of closures, also done in sections. JJ stated that we would want to do this during a quieter time of year. Ken agreed, and we would try take advantage of weekends and time periods when we are already closed to the public to get the work done, but this also depends on the carpet vendor needs. Jessica asked for a clarification of the new Foundation requirements. Ken explained that the

new classification made it necessary for the Foundation to meet higher spending standards. It also requires an excise tax.

Adjournment: Adjourned 4:49 pm.



Nancy Stephens, Chair

Attest:



Ken Dayer, Library Director