



Municipal Community Library Advisory Group meeting
May 13, 2026

JJ Wilson called the meeting to order at 4:03 p.m.

Present: JJ Wilson, Tara Baird, Mary Jemin, Jessica Salaiz, Nick Prince (ex-officio, town council), Ken Dayer (library director), Lillian Galloway (library assistant director)

Absent: Nancy Stephens

Agenda: JJ asked for a motion to approve the agenda. Ken requested that an item be added under New Business: "library services and hours." JJ moved to approve the agenda as amended and Tara seconded the motion. The rest of the group voted in favor. The agenda was approved.

Minutes: JJ proposed corrections to the March 11, 2026 minutes. Lillian made notes of the corrections to be made. JJ made a motion to approve the minutes as corrected, and Tara seconded. Minutes were approved as amended.

No Public Input

Memorial Report

There is no update to the Memorial report this month. As of the last report, there was \$79,054.07 in the Memorial account.

Friends of the Library Report

The May 13 FOL board meeting was cancelled. There was a sale on May 9, which raised between \$1,200 and \$1,400.

Foundation Report

The financials are about the same as previous. The stock gains have mostly made up for the costs of the renovations.

Many of the members of the Foundation board are looking into retiring from the board. Recruitment of hopeful new members has begun to replace those leaving. Some will stay long enough to help ease the transition of the new members. JJ asked what the minimum requirements are, to be a part of the board. Ken said that they must have an active library card, therefore they must meet residency requirements. JJ asked how many members their board has. It is a minimum of 5 members, full complement is 7. Referrals of hopeful new members should be given to Ken or Lillian. Ken is reaching out to prospective new members, a few at a time.

392 Fund Report

No report at this meeting.

Library Director's Report

Excellent attendance by students from 5 schools (WNMU Child Development Center, Sixth Street, Jose Barrios, Montessori, Aldo) coordinated by Karyn Little. Outreach has been going very well.

April was the first month that the digital circulation has surpassed the physical without any extenuating circumstances. This could be a possible trend and will continue to be monitored.

The summer reading program preparation is not completely finalized, but mostly completed. The advisory group members had an opportunity to review the reading logs and activities calendar. Tara asked the team to check bold font on the bottom left corner of the teen bingo card. Group members expressed positive comments.

Nick noted that as of January 2026 the library had to reduce the hoopla borrowing limit from 5 borrows per month to 4 borrows per month. He asked if we anticipate more limitations on digital services as usage increases, for budget reasons. Ken said that no more reductions in services are needed right now. This would be revisited later if needed.

Old Business

Regarding Foundation-funded upgrades, the flooring replacement is done, and the interior doors will be replaced soon. We have new meeting room furniture, and everything is looking good. Public Services Manager Lorrie coordinated the projects and chose the furniture.

New Business

Library community survey

The group discussed the results of the library community survey so far. Data was sent out ahead of the meeting. JJ asked whether there were any surprises or trends that stood out. Lillian noted that there is no longer such a pronounced distinction in age among digital services users. Several years ago, older respondents typically borrowed physical items and used digital services less than younger respondents. Now, older respondents are also frequent users of digital services. JJ asked how the data is used. Ken said it will help us analyze trends and decide what requests we can fulfill. For example, after the last survey we made some adjustments to collection development and added color printing. Sometimes the statistics don't support a change that is requested in the survey. Sometimes survey respondents state that we should have evening open hours for working people. However, when we have had evening open hours, very few people have used the library in those time slots. Several years ago we shifted Saturday hours to 10am-3pm, instead of 9am-2pm, because people requested later Saturday hours.

Services/hours

We have been asked to not open our clerk position this year. On Saturdays and Mondays someone always has to be on call in case someone calls in sick. We have library clerks who are non-exempt union staff, and upper level staff who are exempt, non-union. Only the upper level staff can cover and be on call when we are short-staffed, because the library clerks cannot work any overtime. Some of the upper level staff are already scheduled to work on the days when the schedules get tough, so there are only a couple people left to fill in. From mid-August through October Ken was on call almost every Saturday. If anyone is out on a Monday, particular exempt staff have to be on call. We cannot continue indefinitely in this way.

We are re-evaluating our services and schedules. As physical usage of the building and circulation of physical items has lessened over time, the work load for clerks has been decreasing. The work load for upper level staff has been increasing, and they work more desk shifts due to lacking a clerk. We are considering tasks to drop, such as reducing our use of social media.

We are considering whether to change the library open hours. There are two scenarios:

1. Keep the current open hours. We would have to live with unexpected cancellation of programs and outreach, and unexpected closures. If we had closures, they would most likely happen between 12pm and 2pm (lunch rotations), between 5pm and 6pm, Saturdays, and part of the day on Mondays. These cancellations and closures would happen if we had people call in sick. There was one person out every day of 53 weeks in 2024 (note that there are 52 weeks in a year). In 2025 we were down one person for 9 months of the year. In 2026 we are averaging 1 person out every day so far. The absences are not evenly distributed; they tend to be clumped together, causing difficulties in covering our open hours or accomplishing scheduled programs and outreach.
2. Close on Mondays, open Tuesday – Saturday. In this scenario we might increase the time open on Saturday slightly. We have created a theoretical schedule that would have the library open 43 hours a week. Currently we are open 48 hours a week. In this scenario we would have two staff present on Mondays to conduct business with City Hall and accomplish necessary planning. The rest of the library staff would work Tuesday through Saturday, and there would be robust staff coverage on those days to enable more programs and outreach. We could hold events at the library and offsite, even sometimes overlapping our commitments.

Any changes to the schedule would occur after the summer reading program ends.

One advisory group member requested a written summary of the possibilities, and another suggested that the library explain the change and the reasons on the radio if we decide to make a schedule change.

JJ moved to adjourn the meeting and Tara seconded. Meeting adjourned at 4:50pm.



Nancy Stephens, Chair

Attest:



Ken Dayer, Library Director