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MINUTES of the MEETING of the
ERIE COUNTY PUBLIC LIBRARY ADVISORY BOARD

THURSDAY, July 18th 2019
Admiral Room, Blasco Memorial Library

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CALL TO ORDER:
Felix Lohitai called the meeting to order at 12:04 p.m. NO QUORUM

MEMBERS PRESENT:
William Conway, Martha Knuth, Felix Lohitai, Mary Ann Tempestini

MEMBERS ABSENT: Julie Boam (excused), Liz Allen (excused), Heather Canfield (excused), Devi Subedi, Trevor Pearson.

OTHERS PRESENT:
Sheryl Thomas (Assistant Director), Alyssa Johnson (Administrative Officer II), Marcia Wilking (District Services Consultant), Deana Cooper (Business Office Manager), Peg Shenefelt (President of the Friends).

APPROVAL OF MINUTES: June 20, 2019
NO QUORUM. Minutes will be approved via electronic vote.

HEARING OF CITIZENS: None

REPORT OF THE COUNTY COUNCIL LIAISON: None

FRIENDS OF THE LIBRARY UPDATE (Peg Shenefelt):
- Peg introduced herself, took office of President of the Friends of the Erie County Public Library in July 2019.
- After receiving the final official totals, she reported that the Friends had earned a net proceeds of $41, 085 from The Great American Book Sale—an amount down several thousand dollars from prior year. This past year, the group had over 100 volunteers that were extremely helpful including volunteers from Erie County Adult Probation, who helped provide physical assistance in moving books.
- Fall Book Drive dates have been announced: September 14, 2019 from 10am to 2pm. This annual collection allows patrons to donate books/ DVD/ Audiobooks/ Puzzles to the Friends for use during subsequent sales. Participants simply drive their vehicle through the garage area of Blasco Library, volunteers will unload their donations, and donors receive a receipt for tax purposes. There is a challenge to notify participants in advance of the process; many attempt to park and walk over donations.
- There were no questions from the board.

REVIEW OF THE FINANCIAL REPORT (Deana Cooper):
Board financials were sent in advance of the meeting for review. Deana remarked that we are on target for this time of year. She provided an overview of the budget timeline and announced that her department has begun projections for the 2020 budget.

REPORT OF THE EXECUTIVE DIRECTOR (Blane Dessy, provided by Sheryl Thomas):
Sheryl read the report provided by the Executive Director.
- Staffing Updates:

- o Onboarding our new Outreach Services Manager, Marcus Yuille, who is joining us from the JFK Center and District Attorney Office Internship.
  - o Onboarding a new Library Clerk-Floater, Jillian Rhen.
  - o Lori Metalonis retired on July 10th from her position in Youth Outreach. Her position will be posted once the job description has been updated.
- Construction: The door between the Community Classroom and the Idea Lab has been installed. This will provide convenient access for programming and was funded through the Beehive grant.
- Master Plan Updating: The Library team has met with Bostwick to review the cost estimates and scope of work from Phases III and IV of the Blasco Master Plan. As the plan was written in 2015, there is some need to requote figures and to add components originally omitted (such as the Heritage Room). As the plan is updated, we will solicit and welcome input from Board and Staff.
- Werkbot: Local consulting firm Werkbot Studios has been working with Sheryl and Alyssa to bolster our social media presence and make better use of the monthly Newsletter. Their strategies will help the library to better engage our patrons and community.
- E-Card: e-Card was launched at a press event on July 10th. Since the announcement, there have been lots of signups including 20 just this morning. The word is out, and much farther than we thought! 2 individuals from Florida requested to enroll; the e-card is for Erie County residents only. Marcia reported that the residency restriction is due to a limiting agreement with our ebook providers. Discussion followed regarding patron relocation and the expiration of the e-card.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

The statistic reports were sent in the advance agenda packet.
- Sheryl called attention to the wifi login-ins being up 31% in the past month, noting that this is a trend. Circulation statistics are doing well, no marked changes. Program attendance statistics have no major changes, all library locations will be hosting Elephant & Piggie next week so there may be an uptick in next month's statistics.
- Additional report on Computer Technology Equipment Usage was included, recently created for assessing our tech needs in the upcoming budgets.
  - o Laptop usage corresponds to how many laptops are checked out for use within each branch—they are checked out when the available desktop computers are full or when a patron elects to use an alternate work space within the library (laptops cannot be removed from library premises).
  - o Wi-fi usage is definitely trending up across all branches
  - o No questions from the board

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

10. District Consultant Report
Marcia Wilking

- District Library Center
  - o Began the new Fiscal Budget on 7/19. Huge thank you to everyone in the ECPL business office who helped get the 2018-2019 budget all that wrapped up.
  - o Report on the previous fiscal year should be due soon.
- State
  - o The proposed increase to library funding was passed. At this time, I do not yet have details on how the money will be allocated and dispersed to libraries.
- Advocacy

- o Please send a thank you letter your PA senator and Representative thanking them for the increase in funding. A template you can use or adapt is attached.
- District Library News
  - o Conneaut Lake has hired a new director
  - o Springboro has achieved their Gold Star in PA Forward
- Thank You Letters
  - o Marcia has provided template letters to thank our local legislators for their role in securing increased library funding at the state level.
  - o Patron Letter template included below
  - o Board Thank You letter to representatives, to be signed at end of meeting
- District Consultant Summit
  - o Marcia will be in State College, PA next week to attend the District Consultant Summit

Letter template to send Thank You (as individuals) for library funding

[Date]

[Name of Staffer, if applicable]
The Honorable [first name, last name]
Pennsylvania House of Representatives (or Pennsylvania Senate)
[Office number and Building]
Harrisburg, Pennsylvania 17120

Dear Representative (or Senator) [last name]:

I am writing to express my appreciation for the 2019-2020 Pennsylvania budget's support of libraries.

[Briefly list why your library is important to you. This should 1-3 reasons. "My local library is important because…" or "I go to the library to…"]

[Your local library name] is a vital part of our community and this funding increase is important to ensuring its continued operation.

The legislature's continued financial investment in libraries is critical to this community and to our entire state.

Sincerely,

[your name and any credentials]

PA Representative	PA Senator
Brad Roae (R)	Daniel Laughlin (R)
Curtis G. Sonney (R)	Michele Brooks (R)
Parke Wentling (R)	
Patrick J. Harkins (D)	
Robert E. Merski (D)	
Ryan A. Bizzarro (D)	

STAFF PRESENTATIONS: (Sheryl Thomas)
Sheryl provided updates on the Bookmobile Study. This study will be used to inform budget requests as the ECPL looks to replace our existing bookmobile.
Findings:
- General library trend has moved from an oversized mobile book library to a smaller more diverse vehicle.
- Current bookmobiles are adding mobile wifi, technology, resume workshops, STEM/STEAM/STREAM materials & programming.

- Her recommendation will be to acquire 1 vehicle (or more) to house print materials *and* additional technology, plus programming. Having a smaller vehicle will lend a versatility, but we still want to keep the books in bookmobile.
- ECPL will seek to evaluate the current bookmobile routes to determine their effectiveness in serving our county population. The evaluation will also unveil which stops are used by patrons to browse & select new materials versus the stops that are used to mostly deliver library holds placed by patrons in advance.
- By decreasing the overall size of the vehicle, we hope to increase the number of willing staff drivers. This will help fill potential shift vacancies and increase the overall capacity.
- ECPL will be adding the bookmobile request to our 2020 budget.
- No questions or comments from the board.

REPORT OF COMMITTEES: none

PETITIONS AND COMMUNICATIONS:
There are several news releases included.

BOARD DEVELOPMENT AND ACTIVITIES: none

UNFINISHED BUSINESS:
June meeting minutes will be emailed to board members and approved through electronic vote.
Branch Programming Space policy revision will be sent for electronic vote.
Reservations Policy revision will be sent for electronic vote.

NEW BUSINESS:
Branch Programming Space Policy revision (Presented via electronic vote)
Reservation Policy, Room 219 (Presented via electronic vote)

The next Advisory Board meeting is August 15, 2019.

ADJOURNMENT: The meeting adjourned at 12:24 p.m.

In the News

Erie County Public Library launches e-Card program

Erie, PA – The Erie County Public Library has launched an e-Card initiative, which allows county residents who do not have a library card to register for a library card online, giving them access to vast digital resources available free of charge.
County residents seeking to get a library card no longer have to go to an Erie County Public Library location to register. They can register online at http://erielibrary.org/services/get-a-library-card.

The e-Card will allow residents to use all digital resources provided by the Erie County Public Library, including e-books, audiobooks, streaming video and music, local and national newspapers, online courses, research databases and more.

 "The e-card is a new step in bringing the library to your home or mobile device, particularly for those who cannot visit the public library," said Blane Dessy, director of the Erie County Public Library. "If you're too far from a library, don't have transportation, or are unable to visit the library, this is the solution. We're especially excited to work with local school districts, senior living centers and other community organizations to bring library access to those who may not otherwise have it."

After a county resident registers online for an e-Card, a library card will be mailed to their residence within a week. They can then use the card to access digital resources available at www.erielibrary.org. Cardholders may opt to convert their e-Card to a standard library card by visiting an Erie County Public Library location with proof of address.

Library patrons who currently have a library card do not have to register for an e-Card, as they already have access to the library's digital services.

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Erie County Libraries roll out new online program

LOCAL NEWS
Posted: Jul 10, 2019 / 05:50 PM EDT / Updated: Jul 10, 2019 / 05:50 PM EDT

Residents throughout Erie County are now able to access all of the County Library's resources online.

The library's new e-card service, where residents can access books, movies, and other materials online, launched today.

The Executive Director of the Library said she hopes to reach people in rural areas, children who are home schooled, and people with disabilities.

During an e-card informational session, community leaders spoke about the importance of all residents being able to access information.

"Now for example, if a person is interested in genealogy, they can use our genealogy databases for free simply by getting and e-card," said Blane Dessy, Executive Director, Erie County Library.

If you have a traditional library card, you do not need to get an e-card to access the library's online resources.

News Segment aired WJET: July 10th, 2019
https://www.yourerie.com/news/local-news/erie-county-libraries-roll-out-new-online-program/

Electronic Vote Results:

Approve *June 2019 Meeting Minutes*:

Name	Yes	No
Allen	X	
Boam	X	
Canfield	ABSTAIN	
Conway	X	
Knuth	X	
Lohitai	X	
Pearson	X	
Subedi	ABSTAIN	
Tempestini	X	

Approve *Branch Programming Space Policy* revision

Name	Yes	No
Allen	X	
Boam	X	
Canfield	X	
Conway	X	
Knuth	X	
Lohitai	X	
Pearson	X	
Subedi	X	
Tempestini	X	

Approve *Reservations Policy, Room 219*

Name	Yes	No
Allen	X	
Boam	X	
Canfield	X	
Conway	X	
Knuth	X	
Lohitai	X	
Pearson	X	
Subedi	X	
Tempestini	X	