



Library Advisory Board Meeting

Thursday, May 18, 2023

Locations: Lincoln Branch Library

Groves
Rosenthal
Pearson

Murphy
Tempestini
Knuth

Boam
Conway
Aoh

AGENDA

1. ***Call to Order***
2. ***Approval of Minutes – April 20, 2023***
3. ***Library Reports***
 - a. **Staff Reports- Shane Donaldson**
 - b. **Report of the Director**
 - c. **Review of Financial Report- Deana**
 - d. **Statistical and Other Reports- Sheryl**
 - e. **Report of District Consultant**
4. ***Board and Committee Reports***
 - a. **Report of County Council Liaison**
 - b. **Report of Friends of the Library**
 - c. **Report of Erie Regional Library Foundation**
5. ***Unfinished Business-***
6. ***New Business***
 - a. **Policies- Sheryl Thomas**
7. ***Adjournment***
8. ***Appendix***
 - a. **Announcements-**
 - b. **News Articles**

1. Call to Order

2. Approval of Minutes – April 20, 2023

3. Library Reports

a. Staff Reports- Shane Donaldson
Summer Reading Challenge

b. Report of the Director

Connections-

Board Member update – Julie Boam has represented District 1 for the last six years. Her second term is up at the end of May. We thank her for her dedication and passion for the Library. Her insight, expertise and compassion for the Erie Community has been a valuable asset to the Board. Effective, June 1, Bonnie Barthelmes will represent District 1 on the Library Advisory Board.

Bill Conway was also reappointment to a second term for District 4,

Library interview with Joel Natalie – On Tuesday, April 18, Karen along with Librarians, Abby Fetzner and Joan Duke sat down for an interview on Talk Erie with Joel Natalie. Librarians did a great job promoting the library, highlighting current and upcoming programs along with the many services and resources available at the library. Listen/watch their segment at <https://fb.watch/k0Zkn498Ow/>

Friends of the Library Book Drive – The Friends had their semi-annual book drive at the Blasco Library on Saturday, April 29 from 10am -2pm. They collected over three trucks of donated materials. THOUSANDS of items were collected by dozens of volunteers – including a fantastic group of High School students from Fairview. The materials collected are organized and sold throughout the year during the Friends book sales. Proceeds from the sales go towards funding all Library Programming.

Friends of the Library May Book Sale– the Friends had a spring book sale in the Admiral room on May 4 through the May 6. They raised a total of \$4,887.21 and almost \$500 in sales at the Bayfront Bookstore.

PALA Presentation– On April 13, Karen was a presenter at the Pennsylvania Library Association NW Chapter Spring Workshop. This workshop took place at Clarion University. Her presentation focused on proactivity and preparation for future challenges. The steps taken now can help with mitigating issues in the future.

National Network of Library Medicine Partner Program–the Library collaborated with “All of Us,” for Citizen Science Month to offer a free Health Screening Day on Saturday, April 22. The Library used grant funds to market the event and purchase health and medical oriented books to add to the collection. There was a great turnout with close to fifty attendees.

Collections-

Opioid Settlement Grant –the Library applied for a \$20,000 grant from the Opioid Settlement fund. We received word this week that we are being awarded the full amount. The grant will provide \$10,000 to purchase collection and distribution materials that focus on addiction, recovery and other related materials. The remaining funds will be used for marketing and programming.

Due to the pandemic, the natural lifecycle of a printed book has been interrupted. As a result, there are many more books on our shelves than should be (some should have worn out, gotten lost, etc.). We are looking into how a Summer Reading Challenge may benefit all the libraries in Erie County.

Capacity-

Bookmobile Stop Update–The bookmobile is having a bigger impact in Erie County! We have added two new stops at ECAT and at Sarah Reed. At the end of April, we also delivered trees through a Neighborhood Forest program (run through the Library) introducing many new patrons to the bookmobile. In addition, we had a pop up at the Western Reserve and met nine new patrons!

District Strategic Plan– Rethinking Libraries started their tours of both the Erie and Crawford County libraries. Bob and Randy toured Edinboro to talk about facility configuration along with the available space next to the branch at Culbertson Square. They toured the Raymond M. Blasco MD Memorial Library and commented on what a jewel the library is in the community. They did note, the Children’s Department is very much in need of a renovation. “It is a pale appendage to an otherwise vibrant offering”. More motivation to begin planning for this renovation!

The entrance to the Iroquois Library in Lawrence Park was a topic of discussion. The library may need County assistance to work directly with PennDOT. Unfortunately, local efforts haven’t been successful.

Security Camera Update– With the reward of the Keystone grant, the Library is working with Operations to prepare the bid for new security cameras in the Blasco lobby. The RFP is anticipated to go out in May.

Mulch Fires at Blasco–Blasco experienced a handful of mulch fires on Wednesday, April 12. Landscapers were in the process of laying the mulch that day when a fire was noticed by a patron. The patron called 911 and the fire department arrived to put out the smoldering fire. As the day progressed, other small fires were reported but were easily handled by a member of maintenance. The Library is known to have mulch fires during the dry times. The County may want to consider an alternative to mulch for future landscaping.

Joint Operating Committee (JOC) Update – The JOC continues to meet to discuss action items and issue related to the joint space. They have agreed to move forward with a Bid for an Armed Guard. The armed guard will be contracted out and would cover the full hours of operation at the Library. The guard would also patrol the Maritime Museum, the Planning Department and Veterans Affairs when they officially relocate. The RFP went out on April 27 and will come down on May 16. There is an addendum in the RFP with the allowance of “less than lethal” proposal options.

Blasco Front Door Installation– Installation on the new front doors at Blasco occurred at the end of April. Funds for these improvements were from the 2021 Pennsylvania Department of Education Keystone Grant and

matched by the County. In addition to the doors, the Keystone grant funded the second floor bathrooms and elevator upgrade. The elevator upgrade is anticipated to begin in the next few weeks.

Personnel Updates– the Library is in the process of onboarding a full time clerk for the Iroquois Branch along with a Per Diem Clerk. The Library currently has posted a full time Library Clerk at Millcreek and Per Diem Van Driver.

Retirements- Robin Heald from the Lincoln Branch is retiring after 21+ years. Her last day will be June 2. She plans to stay on as a per diem. Her position will be posted once lateral transfers are complete.

Social Media & AV Coordinator - Positions and duties in the Business Office have been reorganized to change the Office Manager/Executive Secretary (Nicole's old position) to a new Social Media & AV Coordinator. This position will be the point person for all Blasco room rentals and AV equipment questions/use. It will also spearhead library social media efforts and strategies. This position is posted until 5/22/23.

c. Review of Financial Report- Deana
No report available

d. Statistical and Other Reports- Sheryl

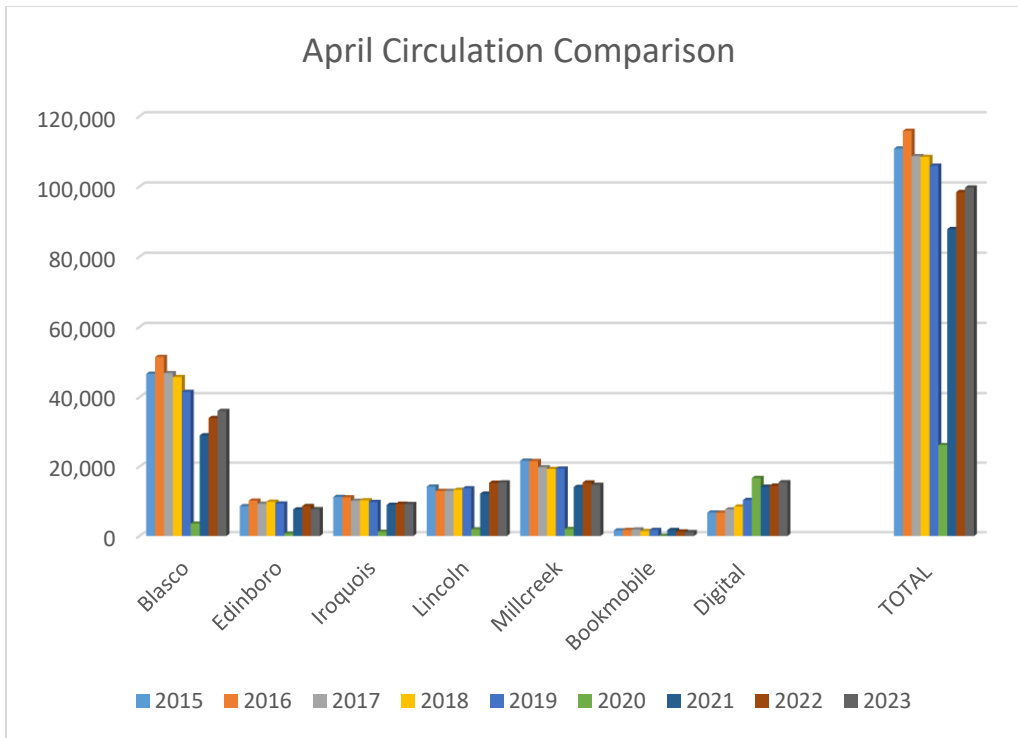


April 2023 Statistics

Numbers Snapshot

- **471** new cards issued (↑11%)*, including **40** e-cards (↓46%)
- **4,105** WiFi logins (↓3%), **3,454** public PC logins across locations (↑27%)
- **36,133** patron visits (↑33%), **22,484** at Blasco (↑45%) and **13,649** at branches (↑17%)

Circulation



	2015	2016	2017	2018	2019	2020	2021	2022	2023
Blasco	46,639	51,440	46,815	45,707	41,479	3,576	28,988	33,980	35,995
Edinboro	8,587	10,196	9,300	9,885	9,364	680	7,666	8,611	7,712
Iroquois	11,246	11,164	10,164	10,302	9,812	1,237	8,962	9,276	9,209
Lincoln	14,239	12,982	12,994	13,298	13,738	1,919	12,197	15,316	15,422
Millcreek	21,704	21,590	19,805	19,296	19,427	2,023	14,130	15,386	14,733
Bookmobile	1,619	1,754	1,891	1,444	1,731	54	1,712	1,312	1,135
Digital	6,765	6,721	7,654	8,478	10,379	16,710	14,191	14,493	15,484
TOTAL	110,799	115,847	108,623	108,410	105,930	26,199	87,846	98,374	99,690

e. Report of District Consultant

District Services Report as of May 16, 2023
Updates for CCFLS Board Report
Submitted by Jessica Church, District Consultant

Strategic & Facilities Planning

ReThinking Libraries, the organization selected to help libraries begin their strategic or facilities planning processes, provided two webinar sessions (duplicate content) for directors and boards, with the recording for first session uploaded to the [District Project Page](#). Two members of their team completed week #1 of site visits during the week of May 8 (most of Erie County with stops at Linesville and Shontz), and two members will be out the week of May 22 to complete site visits around the rest of Crawford County and Union City.

During the site visits, the ReThinking Libraries team members have a few general questions to start, but each library's conversation has been different based on their specific needs. Topics include community needs, community perception of the library, the library's strengths, and the library's challenges.

District Negotiated Agreement 2023-2024

The District Advisory Council met Thursday, May 4. Those in attendance passed the negotiated agreement and the district budget for 2023-2024. Signature sheets will go out for directors the week of May 15 to finalize the document and submit to the Office of Commonwealth Libraries.

For 2023-2024, the District will be focusing on the strategic planning and implementation processes with member libraries, expanding Interlibrary Loan delivery into Crawford County, revamping the rotating large print and Playaway/Wonderbook collections, and streamlining other current procedures, along with the regular tasks completed at the District level.

In/Around September, following the first District Advisory Council meeting of the fiscal year, we'll have a non-profit education session to go over changes in non-profit laws, maintaining non-profit status, and other related topics. Date and location to be determined, but that will be shared out as soon as its arranged so folks can put it on their calendars. Stay tuned for more information.

4. Board and Committee Reports

- a. Report of County Council Liaison
- b. Report of Friends of the Library
- c. Report of Erie Regional Library Foundation

5. Unfinished Business- None

6. New Business- None

7. Adjournment

8. Appendix

- a. Announcements-

The next board meeting will be on Thursday, June 15 at noon via zoom.

- b. News Articles

Entertainment and more around Erie not to miss the week of April 20-27

April 20, 2023 | Erie Times-News (PA)

LIBCON Erie: Monday through April 29, various Erie County Public **Library** sites. Family-friendly event with cosplay, games, workshops, crafts, food trucks and more. Free. eriecounty-pa.libguides.com/LibConErie/Home