



# Library Advisory Board Meeting Wednesday, December 18, 9:00am Via zoom

<https://us06web.zoom.us/j/83819780963?pwd=OFkraXEyamdRL2tEbFNXcDJZOWswZz09>

District 1-Fischer	District 4- Howells	District 7- Aoh (President)
District 2- Rosenthal	District 5- Vacant	At-Large- Murphy (Secretary)
District 3- Vacant	District 6- Grove	At-Large- Groves (Vice-President)

## AGENDA

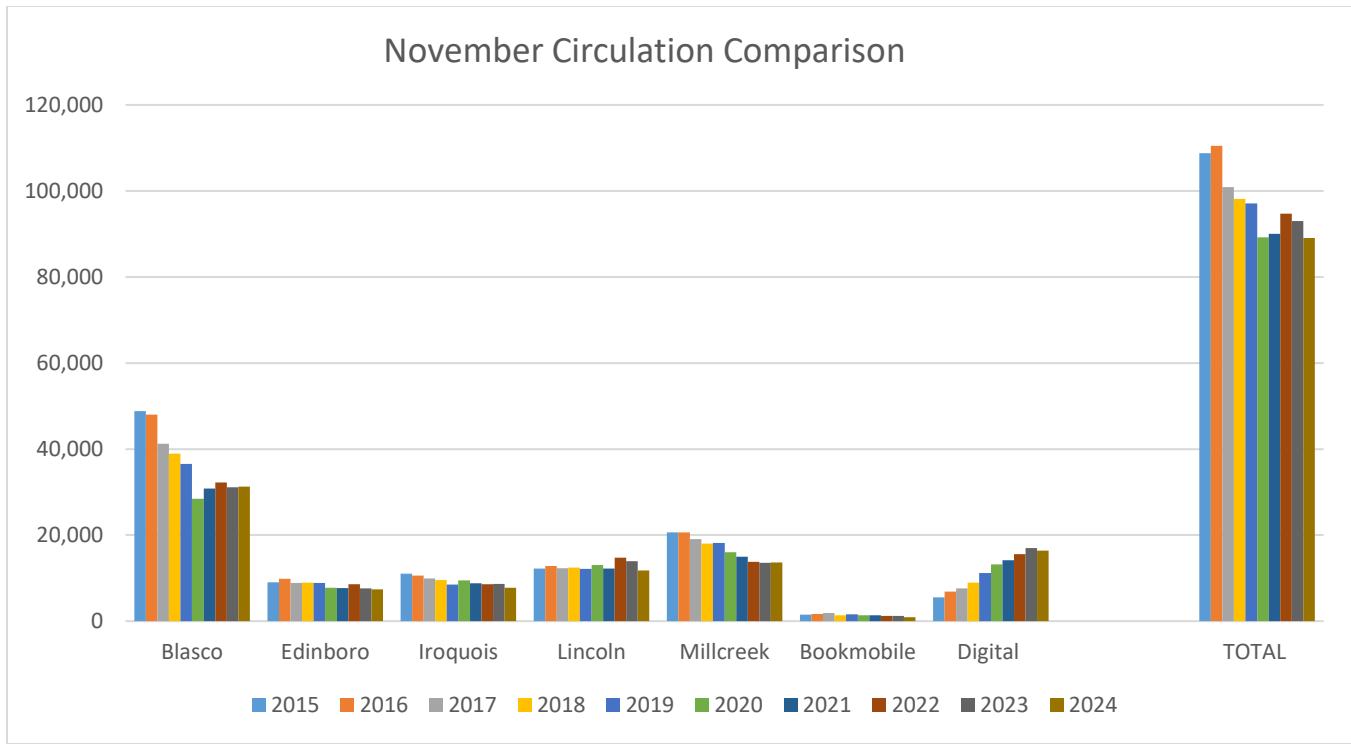
1. **Call to Order**
2. **Approval of Minutes – November 20, 2024**
3. **Public Comment- (limit to 15 minutes)**
4. **Library Reports**
  - a. Staff Report- None
  - b. Report of the Director- Jessica Spitulski
  - c. Review of Financial Report- Deana Cooper
  - d. Statistical and Other Reports- Deana Cooper
  - e. Report of District Consultant-Jessica Church
5. **Board and Committee Reports**
  - a. Report of County Council Liaison- Councilman Horton
  - b. Report of Friends of the Library- Kathleen Horan
  - c. Report of Erie Regional Library Foundation
6. **Unfinished Business- None**
  - a. Results of Electronic Officer Vote- President
7. **New Business**
  - a. Review, Discuss and approve Calendar of 2025 Board meetings.
8. **Adjournment**
9. **Appendix**
  - a. Announcements
  - b. News Articles

1. Call to Order
2. Approval of Minutes – November 20, 2024
3. Public Comment- (limit to 15 minutes)
4. Library Reports
  - a. Staff Report- None
  - b. Report of the Director- Jessica Spitulski
    - Staffing Report
      - Assistant Director of Literacy Services – Position reposted until 12/18, as an appropriate candidate has not yet been identified
      - Collection Librarian I position – Interviews were conducted last week and a candidate has been identified
      - 3 Branch Clerk positions – Interviews continue after being postponed due to weather
    - Weather Closure
      - All library locations were closed 11/30 – 12/8. Many staff worked on Thursday, 11/5 during the closure to ensure book drops were clear and patron holds were addressed. Due dates and holds were extended to ensure a positive patron experience.
    - Winter Reading Program Update
      - The Blizzard of Books program kicked off virtually on 12/2 and in-person on 12/9
    - Upcoming holiday schedule reminder
      - All library locations will close at 5pm on 12/24 and will be closed 12/25 and 12/26.
      - All library locations will close at 5pm on 12/31 and will be closed on 1/1/2025.
    - End of Year Department Status
  - c. Review of Financial Report- Deana Cooper  
Report attached
  - d. Statistical and Other Reports- Deana Cooper

## November 2024 Statistics

### Numbers Snapshot

- **406 new cards issued, including 47 e-cards**
- **3134 WiFi logins, 2918 public PC logins across locations**
- **31,526 patron visits. ↑1361 visits from 2023. Library closed 11/11, 11/28 through 11/30.**
- **November Reference Questions: 1398 Directional, 2038 Collection, 395 Electronic, 468 Program Inquiries, 389 Research**



**\*Library was closed 4 additional days this month due to holidays and weather**

e. Report of District Consultant-Jessica Church

**District Services Report as of December 16, 2024  
 Updates for ECPL LAB Report  
 Submitted by Jessica Church, District Consultant**

**District Advisory Council Meeting & 5-Year Plan Discussion**

The District Advisory Council met virtually at the beginning of December to discuss and pass the next 5-Year Plan for July 2025 – June 2030. In the last five years, so much has changed in the public library field at the local, state, and national levels, especially compared to the prior decade. Between COVID closures and service changes, director and staff turnover, rising costs, this plan reflects the need to rebuild or reinforce library foundations for future changes.

This document will influence the annual District Negotiated Agreement conversations as well as services provided by the District Library Center from year to year. Each year, we'll also take a temperature survey of DAC member input on needs based on the strategic priorities. Please see the separate attachment with the plan.

### **Public Libraries of Erie County: Van Wrap**

The newest vehicle to the interlibrary loan delivery fleet will be getting a wrap to highlight “Public Libraries of Erie County,” even listing all 7 libraries on the back. Watch for it on the road as you're out and about!

## **5. Board and Committee Reports**

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

## **6. Unfinished Business- None**

- a. Results of Electronic Officer Vote- President

## **7. New Business**

- a. Review, Discuss and approve Calendar of 2025 Board meetings.

### **2025 Anticipated Board Meeting Dates**

Board currently meets the 3rd Wednesday of the month at 9:00am

January 15, 2025 via zoom

February 19, 2025 via zoom

March 19, 2025 via zoom

April 16, 2025 via zoom

**May 21, 2025 in person**

June 18, 2025 via zoom

July 16, 2025 via zoom

August 20, 2025 via zoom

**September 17, 2025 in person**

October 15, 2025 via zoom

November 19, 2025 via zoom

December 17, 2025 via zoom

## **8. Adjournment**

## **9. Appendix**

- a. Announcements

The next board meeting will be Wednesday, January 15, 2025 at 9:00am via zoom

- b. News Articles