



Library Advisory Board Meeting Monday, March 17, 2025 12:30 pm Via zoom

<https://us06web.zoom.us/j/85948600690?pwd=1326mAtyXfrLnHjBtxLZLrU1aWLITc.1>

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

AGENDA

1. **Call to Order**
2. **Approval of Minutes – February 19, 2024**
3. **Public Comment- (limit to 15 minutes)**
4. **Library Reports**
 - a. Report of the Director- Jessica Spitulski
 - b. Staff Reports- none
 - 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- Karen Miller
 - c. Report of Erie Regional Library Foundation
6. **Unfinished Business- None**
 - a. Approval of Bylaw revisions
7. **New Business**
 - a. Program Policy draft presentation
8. **Adjournment**
9. **Appendix**
 - a. Announcements
 - b. News Articles

1. Call to Order
2. Approval of Minutes – February 19, 2024
3. Public Comment- (limit to 15 minutes)
4. Library Reports
 - a. Report of the Director- Jessica Spitulski
 - Staffing update
 - Construction Update
 - Summer Library Planning
 - National Library Week
 - b. Staff Reports- none
 - c. Review of Financial Report- Deana Cooper
2024 Financials Attached
 - d. Statistical and Other Reports- Deana Cooper

2024 Library Statistics		
	2023	2024
Patron Visits	423767	433938
Total Circulation	1205180	1006475
Interlibrary Loan	31953	30510
Total Programs	2028	1908
Program Attendance	39505	37399
Reference Questions	42420	61014

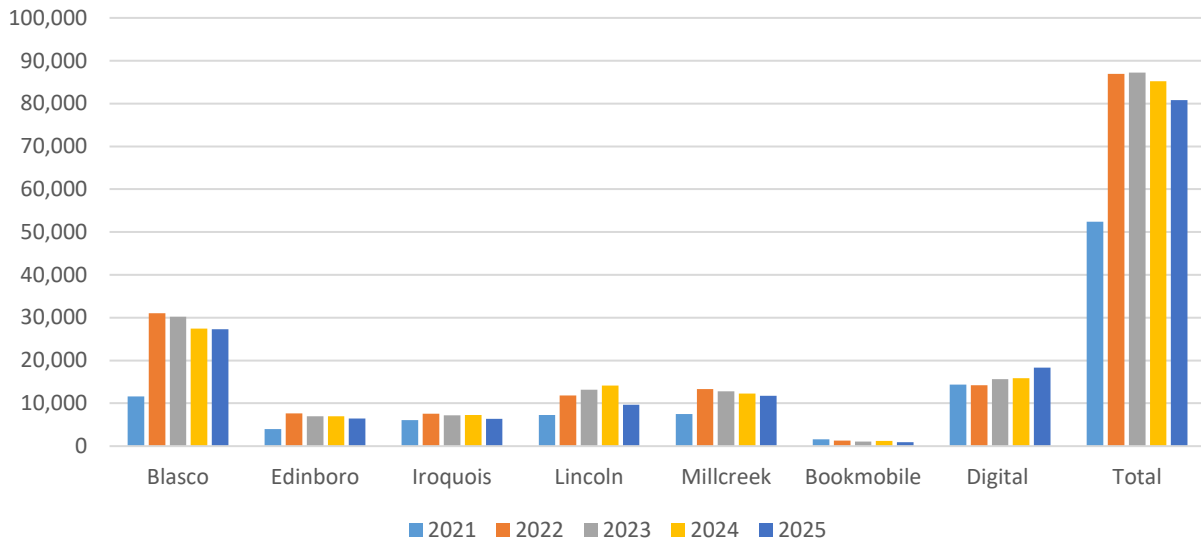
* Circulation is being reported to the state different than previous years

February 2025 Statistics

Numbers Snapshot

- **523 new cards issued, including 77 e-cards**
- **2993 WiFi logins, 3149 public PC logins across locations**
- **Patron visits- 32099 February visits.**
- **129 programs, 1625 attendees**
- **Desk questions - 1133 Directional, 1714 Collection, 656 electronic, 564program, 435 research questions totaling 4502 patron questions for February.**

Circulation Statistics February



	2021	2022	2023	2024	2025
Blasco	11,618	31,006	30,230	27,464	27,299.00
Edinboro	4,008	7,663	7,000	6,989	6,453.00
Iroquois	6,064	7,583	7,200	7,264	6,366.00
Lincoln	7,277	11,816	13,207	14,141	9,665.00
Millcreek	7,504	13,315	12,804	12,281	11,760.00
Bookmobile	1,586	1,322	1,105	1,208	927.00
Digital	14,377	14,219	15,668	15,900	18,307.00
Total	52,434	86,924	87,214	85,247	80,777.00

- Circulation reporting has been modified. May have swing from years prior to 2024.

e. Report of District Consultant-Jessica Church

Northwest Library District Services Report as of March 11, 2025

Updates for ECPL LAB Report

Submitted by Jessica Church, District Consultant

District Updates

The member libraries of the Northwest Library District met on March 4 to review and pass the 2025-2026 District Negotiated Agreement. This agreement spells out the responsibilities of the member libraries as well as the district library center (Blasco). Overall priorities include sustaining interlibrary loan delivery in both Erie and Crawford Counties, interlibrary loan shipping beyond of the counties, and hotspots. Other services that member libraries look forward to continuing include rotating collections (large print, Playaways, and Wonderbooks), professional development opportunities, consulting services, and more.

Jessica S. (as District Administrator) and Jessica C. (as District Consultant) are in the last stages of finalizing the documents and gathering the member library verification forms.

County Coordination Aid (CCA-State Aid)

Jessica C. and members of the IT team are in the final stages of the E-Rate cycle in preparation for 2025-2026 internet services. Various PLEC locations have contracts to renew with an aim 2-3 year contracts.

Side note: The U.S. Supreme Court will review a case later this month that looks at the constitutionality of the Universal Service Fund and its facilitation of funding and services. The Universal Service Fund (USF) consists of money collected from telecommunications companies that is dedicated to fulfilling the goals of universal service, such as internet to schools and libraries to serve their students and communities. In the event that a decision is made that negatively impacts the discounts received, initial CCA budgets plan for the full internet bills of all 11 PLEC locations until ECPL is confident that the discounts are in effect. Then the money is reallocated to other needs.

Out on Leave

Jessica C. will be out on maternity leave beginning in early-mid April. She is working with Jessica S. and other team members to delegate any essential duties to maintain minimum District Services while she is out. She hopes to be back in early July, eager to start implementing the new 5-year plan.

5. Board and Committee Reports

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

6. Unfinished Business- None

- a. Approval of Bylaw revisions
 - Article III
 - Article V,1
 - Article VII, Sections A and C

7. New Business

- a. Program Policy draft presentation

See attachment

8. Adjournment

9. Appendix

- a. Announcements

The next board meeting will be Monday, April 21, 2025 at 12:30p via zoom

- b. News Articles

Jet24 meteorologist host informative SKYWARN event

<https://www.yourerie.com/news/local-news/jet-24-meteorologists-host-informative-skywarn-event/>

TalkErie Interview- Jessica Spitulksi, February 24, 2025

<https://www.facebook.com/share/v/19vfRkGaUf/>