



# Library Advisory Board Meeting Monday, April 20, 2026 12:30 pm Via zoom

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

District 1-Fischer (President)	District 4- Howells (Vice-President)	District 7- Aoh (Secretary)
District 2- Shoemaker	District 5- Bennett	At-Large- vacant
District 3- Kubiak	District 6- Grove	At-Large- Groves

## AGENDA

1. **Call to Order**
2. **Approval of Minutes – March 16, 2026**
3. **Public Comment- (limit to 15 minutes)**
4. **Library Reports**
  - a. Report of the Director- Jessica Spitulski
  - b. Staff Reports- Alyssa Johnson
  - c. Review of Financial Report-
  - d. Statistical and Other Reports-
  - e. Report of District Consultant-Jessica Church
  - f. Report of County Council Liaison- Terry Scutella
  - g. Report of Friends of the Library- Karen Miller
  - h. Report of Erie Regional Library Foundation- Melissa Heerboth
5. **Unfinished Business-**
  - a. None
6. **New Business-**
  - a. Laptop policy revision
7. **Adjournment**
8. **Appendix**
  - a. Announcements
  - b. News Articles

1. Call to Order

2. Approval of Minutes – March 16, 2026

3. Public Comment- (limit to 15 minutes)

4. Library Reports

a. Report of the Director- Jessica Spitulski

- Upcoming Library Closures  
Staff Training Day, May 13- all locations open at 1pm.
- Children’s Renovation Update
  - General Contractor Bids is currently open. Closes on April 22 at 12pm.
  - April 17 collection move
- HIRT Auditorium- no update
- National Library Week
- Strategic Planning Process
- Staffing Updates-
  - New Delivery Driver-

b. Staff Reports- Alyssa Johnson

- Earth Day
- HistErie
- Summer Library Program

c. Review of Financial Report-

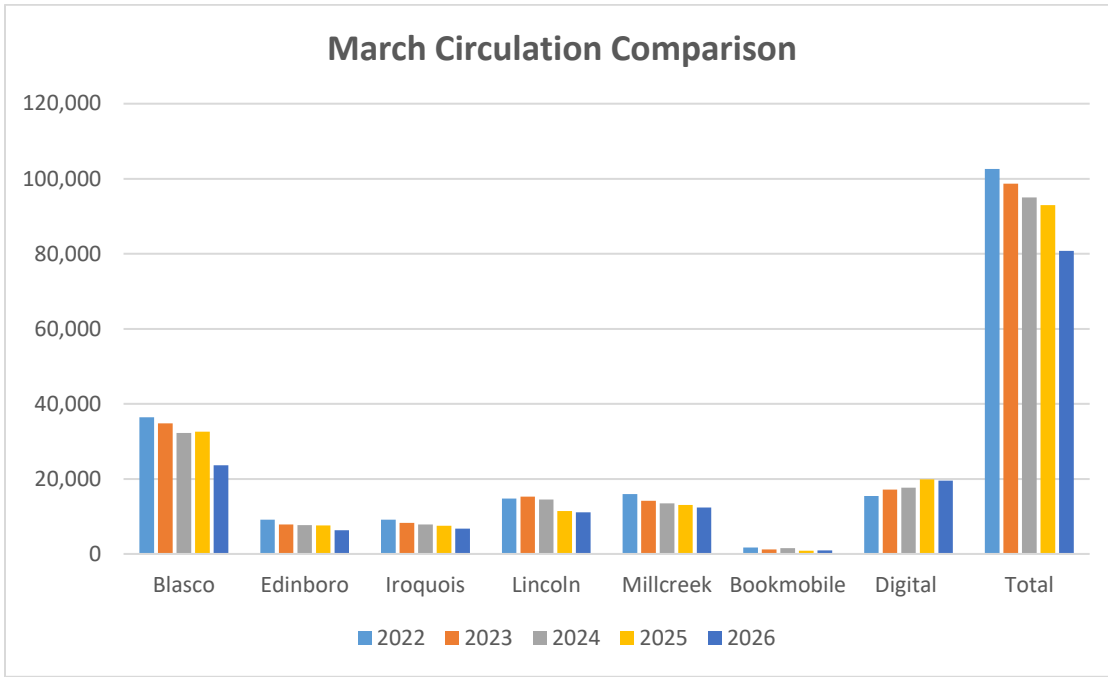
- 2026 March Financials

d. Statistical and Other Reports-

**Numbers Snapshot**

- 570 new cards issued
- 2353 WiFi logins, 2960 PC users
- 32,460 Patron visits ↓1% from March 2025
- **150 programs, 2188 attendees.**
- Desk questions

Month	Type	Directions	Collection	Electronic	Program	Research	Total
March	In person	940	1370	606	492	410	3818
March	Online		3	0	204	0	207
March	phone	362	399	226	188	282	1457
		<b>1302</b>	<b>1772</b>	<b>832</b>	<b>884</b>	<b>692</b>	<b>5482</b>



\* 9/2/25 Bayfront Road closure. \* Jan 2026- reduced public parking at Blasco

	2022	2023	2024	2025	2026
<b>Blasco</b>	36,412	34,792	32,283	32,550	23,610
<b>Edinboro</b>	9,123	7,830	7,705	7,629	6,350
<b>Iroquois</b>	9,139	8,272	7,861	7,501	6,740
<b>Lincoln</b>	14,754	15,291	14,524	11,465	11,102
<b>Millcreek</b>	15,985	14,163	13,462	13,066	12,389
<b>Bookmobile</b>	1,677	1,212	1,497	897	979
<b>Digital</b>	15,478	17,135	17,683	19,887	19,574
<b>Total</b>	102,568	98,695	95,015	92,995	80,744

e. [Report of District Consultant-Jessica Church](#)

**District Services Report as of April 17, 2026**

**Updates for ECPL LAB Report**

**Submitted by Jessica Church, District Consultant**

**District Negotiated Agreement 2026-2027**

The District Advisory Council met and approved the District Negotiated Agreement on Tuesday, April 7. The goals for the upcoming year’s agreement are to pull back from programming, as all the libraries have their own or shared initiatives established and the size of the territory is broad, and redirect funds toward professional development and Libby content. We hope to provide more opportunities for boards, directors, and staff to build their base and next-level knowledge and skills as well as provide more

financial support for the ever-growing interest in Libby e-books and audiobooks. Funds will support content for both Erie and Crawford, which users in either county can access using their home library card thanks to the reciprocal lending agreement.

### Redistribution of District Kits and Materials

Over the years, the District accumulated numerous programming kits and materials to be borrowed by member libraries as needed. These kits covered a wide array of interests including numerous themed Storytime bins, robots, hot sauce making, candle making, board games, and so much more. With the reduced focus on programming, almost all materials have been redistributed to member libraries for direct use at their locations and to share upon request.

- f. Report of County Council Liaison- Terry Scutella
- g. Report of Friends of the Library- Karen Miller
- h. Report of Erie Regional Library Foundation- Melissa Heerboth

### 5. Unfinished Business-

- a. None

### 6. New Business-

- a. Laptop policy revision

SECTION:  
COMPUTERS

LOAN OF LAPTOP

NUMBER:

798

REVIEWED:

March 26, 2026

EFFECTIVE DATE:

April 20, 2026

PAGE:

1 OF

1

Laptop computers are available to check out for use within the library at Erie County Public Library locations. The user agrees to assume any and all liability for the cost of repair or replacement in the event of damage, negligence or theft while in the user's possession. The user assumes all risk related to or arising out of use of library owned computer equipment, including but not limited to the posting of personal and financial information. The following rules apply:

1. Patrons aged 18 years and older must present a library card.
2. Patrons aged 13 to 17 must have on file with the library, a Laptop Parental Consent form with the signature of a parent or legal guardian in order to use a laptop. The parent must be present at the library to complete the consent form. By signing, the parent agrees to take full financial responsibility for the laptop and its components any time their child uses it. Once the Laptop Parental Consent form is on file at the library, the patron (dependent) must present their library card when the laptop is checked out.
3. A laptop may be checked out for a period of 2 hours once a day. A late fee of \$2.00 per hour, or a fraction thereof, will be charged to the user if the laptop is returned late. Time extensions (renewals) may only be authorized at staff discretion. Patron may only have one laptop checked out at a time.

4. Laptops will be available on a first come, first serve basis. There will be no reservations.
5. Users are expected to have a working knowledge of the computer and Windows operating system. Staff are not available to assist users who are unfamiliar with computers.
6. It is the responsibility of the user to provide a USB storage device to save any work done on the laptop. Any data saved to the laptop's hard drive will be erased when the computer is shutdown. Patrons are not permitted to download, install and/or save any software or files on library computers.
7. Laptops should not be left unattended in the library and may not be taken outside of the building. Users are responsible for the replacement cost of the computer if it is lost or stolen while in their possession.
8. The user will be responsible for the cost of repair for any damage caused to the laptop while it was in their possession. The cost may include parts and labor up to the replacement cost of the laptop which is \$3,000. Once the patron has been informed of the cost of repair or replacement, library privileges will be suspended until the payment has been made.

## 7. Adjournment

## 8. Appendix

### a. Announcements

**The next board meeting will be Monday, May18, 2026, at 12:30pm @ Iroquois Branch**

### b. News Articles

## **Spring cleaning? Donate unwanted books, help Erie County libraries**

April 16, 2026 | Erie Times-News (PA)

Author/Byline: Erie Times-News | USA TODAY NETWORK | Page: A2 | Section: News

390 Words | Readability: Lexile: 1250, grade level(s): 11-12

[Read News Document](#)

If bookshelves are on your spring-cleaning list, the Friends of the Erie County Library has a helpful solution.

The Friends will host a drive-thru book drive April 25 from 10 a.m. to 2 p.m. at Flo Fabrizio Ice Arena, 527 W. 38th St.

The Friends will accept used books, audiobooks, CDs, DVDs, vinyl records and puzzles.

What's not accepted: Readers' Digest condensed books, encyclopedias, textbooks, magazines and VHS or cassette tapes. Water-damaged, moldy or nicotine-stained items also are not accepted.

How you can help make the book drive a success

Donors should drive into the arena lot's entrance on West 38th Street nearest the Erie Zoo, then turn right and join the line that will proceed to the front door of the ice rink. Don't park, stay in your car and watch for volunteers who will keep traffic flowing and accept donations. You'll exit onto Cherry Street.

Packing donations in bags or boxes you don't mind donating, too, will make the process simpler.

Donations can't be accepted in cars carrying dogs or cats, for their safety and volunteers'.

How book drive donations are used

The Friends of the Erie County Library are a nonprofit staffed entirely by volunteers who raise funds for use in the library and bookmobile and for programming at the library system. The Friends' efforts also support staff training days and the Idea Lab at Blasco Library.

The Friends put on a handful of sales each year including the flagship Great American Book Sale, its largest fundraiser. Donations help provide the books, puzzles and other items sold at those events.

Other ways to donate books

The Friends also run the Bayfront Bookshelf bookstore in the lobby of Blasco Library, 160 E. Front St. One bag or box of donations can be taken to the Bayfront Bookshelf. Hours are 11 a.m.-3 p.m. Monday through Saturday and 1-3 p.m. Sundays.

If the Bayfront Bookshelf is closed but the Blasco Library is open, the bag or box can be left with the circulation desk.

Erie County library branches also can accept donations of no more than five books. Call the branch you mean to visit before donating.

Another book drive is planned for fall on a date to be announced.

Caption:

Your donations on April 25 during a drive-thru book drive at Flo Fabrizio Ice Arena will help outfit the stock of future book-sale fundraisers like the annual Great American Book Sale.