

MINUTES
CITY OF LAUREL
12/09/2025 06:04 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	X Kay Wilcox
X Kate Manley – Board Chair	X Paige Farmer
X Nancy Schmidt, Secretary	X Mary Nelson
X Clair Killebrew – Foundation Liaison	

OTHERS PRESENT: None

1. **Public Input**

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. No one addressed the Board.

2. **General Items**

- a. The Minutes for October and November were presented for approval. Kay motioned that the minutes for October and November 2025 be approved as presented, Paige seconded the motion. Motion passed.
- b. The foundation received a \$5,000 grant from the M. E. Webber Foundation. It was recommended by a family that is new to Laurel and related to the person that set up the foundation. We also received a \$500 donation from the Black Baud Giving Fund (via CHS Refinery) that will go to the library foundation.
- c. **Circulation Report** – (compared to the same time period as last year) *Traffic*: up 11.7%; *circulation*: all items circulated totaled 4,271 (including 567 eBooks), book circulation was down 4.8%, media circulation was down 40.4%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 1,003 items to partners and 335 items from other libraries; *computers*: internet use was up 31%, children's use was down 70%, wi-fi use was up 1.5%; *patron cards*: city patrons make up 61.2% of our registered users, county is 29%, and state/out of county has 9.9% of our registered patrons. There were 25 tech assists in November.

3. Old Business

- a. Nancy and Clair gave a quick update on the Foundation funding. The bequest received from the Virginia C Gomer trust was deposited into the library foundation account in October. In November, the foundation board requested that the bulk of the funding be moved into a money market account to help increase the funding for the future. The MOU will help us determine where the funds will be used and how much will be transferred to the regular account. The foundation board has authorized the purchase of bookshelves for the fiction section of the library. Library staff will discuss which area would be purchased in the next round of shelving orders.
- b. The final figures for the book sale are complete. We received \$2,661.32 in donation sales and received a \$525 donation for Diane Hayden. This is a total of \$3,186.32 for the book sale. Our patrons really enjoyed browsing the book sale in a leisurely fashion.

4. New Business

- a. New library cards have been ordered and are now available for our patrons. The design has been changed from a sketch of the library to the cat/book logo that many people like. The new cards are purple and gold instead of the white with red design. Patrons can request a replacement card for \$1.00. The Laurel Public Library Foundation provided the funding for the purchase of the new library cards.
- b. Board members discussed the option of pursuing a mill levy in the next calendar year. It was decided that we would ask for a meeting with the Mayor and City Attorney to start the paperwork for presentation to the Council for approval.
- c. Copies of a proposed Memorandum of Understanding between the Library and the Foundation were distributed to board members for review. Members were asked to make notations about changes before the next meeting. The MOU will be discussed at the January meeting and then sent to the city attorney for review.
- d. The “Elves on the Shelves” are here and ready to create mischief and mayhem at the library. Their activities will be posted on Facebook. They will be looking for activities to participate in for the month.

5. Other Items

- a. The Board members feel that the display case in the center of the library is starting to look ‘dated.’ They are planning to create fresh monthly displays, so our greeting area looks more up to date. They will start creating the displays in January.

- b. With the Christmas and New Year holidays falling on Thursday this year, the board members felt that it would be okay for staff to be closed for the long weekend. The library closes at noon on Christmas Eve and 2:00 pm on New Year's Eve. Staff Christmas pizza party will be on Monday, December 22nd at 3:00 pm.

6. Announcements

- a. The next regular meeting is January 13th, 2026, at 6:00 pm.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.