MINUTES
CITY OF LAUREL
01/13/2026 06:00 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad
X Kate Manley – Board Chair
X Nancy Schmidt, Secretary
X Clair Killebrew – Foundation Liaison
X Kay Wilcox
X Paige Farmer (and Ada)
X Mary Nelson - online

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. None

2. General Items

   a. The Minutes for December 2025 were presented for approval. Paige motioned that the minutes be corrected and approved, Katie seconded the motion. Motion passed.

   b. There wasn't any correspondence to share with the Board members.

   c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 9.5%; *circulation*: all items circulated totaled 5,110 (including 574 eBooks), book circulation was up 29.8%, media circulation was up 65.7%, eBook checkouts for this month was 12.2% of total book circulation, we circulated 1,281 items to partners and 322 items from other libraries; *computers*: internet use was up 37.5%, children's use was up 217%, wi-fi use was up 2.96%; *patron cards*: city patrons make up 60.2% of our registered users, county is 29%, and state/out of county has 11% of our registered patrons. There were 21 tech assists in December.

3. Old Business

   a. The Memorandum of Understanding between the Laurel Public Library Board of Trustees and Laurel Public Library Foundation Board Members was discussed. Nancy suggested changes to the MOU in Section 13.0 Annual

Disbursement to the Library: change from "equal to at least 5%" of the corpus of the endowment to "no more than 10%" of the corpus of the endowment. Kate also suggested that the library website be updated to include the Foundation information.

b. The Collection Management Policy decreased from a 10 page document to a 4 page document. Section 3: Community and User Groups Defined was removed from the original policy because of lack of verification and repetition of users. Current information is available on the census as statistical details. Board members voted that we use a basic statement clarifying our patronage to include "all library patrons". The "Gifts Material Form" and "Materials Reconsideration Form" were made into separate policies to make it easier for library staff and patrons to

4. <u>New Business</u>
   a. Board members discussed whether a mill levy would be a good option for the library. It was noted that the county and the Laurel schools may be pursuing mill levies this year. Board members discussed the pros and cons of pursuing a mill levy this year versus waiting for a few years. It was decided that the library would move forward with a mill levy on the November ballot. Nancy will contact the city personnel about the details.
   b. The board members discussed creating a depreciation reserve account for unexpended funds at the end of the fiscal year. Kate had sent out an email asking for information but hadn't received any responses from City personnel. Nancy stated that she would contact Cara Orban at the State Library to find out how we move forward with creating this fund. It was suggested that our Facebook page have a weekly "Did you know?" segment to help get more information out to the residents about the services we offer.
   c. Stacey with Laurel Outlook has contacted us about taking the old Outlook Archives into our history section of the library. The Laurel Outlook is closing its office in Laurel, so they need a place for them to go. This will include ALL paper copies of the Outlook and Laurel Sentinel from 1906 to current year. We may have to reorganize some areas in the community room, so we have storage for them, but they are going to be an asset to the library. At the rate the library is growing, we may need to consider switching to a different building in the future. It was observed that the library is in desperate need of more storage space.
   d. Board members reviewed the Schedule of Fees & Charges for 2026/2027. Different options were discussed for making changes to our fees. Items discussed were increasing per cost fee for copies/prints, postage costs, lost item costs and fees, receiving faxes, and library card replacement fees. Paige

motioned that we increase the community room use fee from $3.00 per hour to $5.00 per hour for "profit users". Katie seconded the motion, passed unanimously.

5. Other Items
    a. Just a quick reminder that the next federation meeting is being held in Forsyth on Saturday, April 11th. Nancy encouraged all trustees to attend, if possible, for training.
    b. One issue that the library seems to have experienced lately is the number of patrons who are becoming habitual losers of library items. Our current policy through the check-out system is that they only pay a replacement fee for items that are lost or damaged plus a $5.00 processing fee. Library staff have asked if we could use the reinstatement fee for their account that is continually allowing items to move past the "assumed-lost" and then the system moves them to "lost." The patron will continue to be barred from use until the items are returned, paid for, or replaced.

6. Announcements
    a. The next regular meeting is March 10th, 2026, at 6:00 pm.

Adjourned at 7:40 p.m.

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.