

MINUTES  
CITY OF LAUREL  
07/07/2026 06:01 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 Comment

*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 June 2026 were presented for approval. Paige motioned that the minutes be corrected and approved, Kay seconded the motion. Motion passed.
- b. No correspondence received this month.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 27.6%; *circulation*: all items circulated totaled 5,736 (including 665 eBooks), book circulation was up 20%, media circulation was down 23.49%, eBook checkouts for this month was 12.57% of total book circulation, we circulated 1,219 items to partners and 334 items from other libraries; *computers*: internet use was down 57.1%, children's use was up 65%, wi-fi use was down 2.28%; *patron cards*: city patrons make up 61.9% of our registered users, county is 28.14%, and state/out of county has 9.97% of our registered patrons. There were 34 tech assists in June.

3. Old Business

- a. The budget has been turned into the Clerk/Treasurer's office. As soon as the budget meeting is scheduled, Nancy will let board members know so she can pass along any questions they may have about the information in the budget. By the union contract employees get an 8% raise. Non-union employees' wages haven't been determined yet.
- b. Our visit from The Lego Guy has been canceled because of a family emergency. We will try to reschedule his visit later.

- c. We had our first staff meeting a couple of weeks ago. We covered multiple topics during the meeting including “locker litter,” wage increases, book repairs, computer information at the circulation desk, and protecting patron identities during transactions. Staff asked that the meeting be held quarterly to start but increased if we have problems to discuss more frequently.
- d. Summer Reading Program has kicked off very well. We have had 219 attendees from 2 events in June. There were 132 children, 76 adults, and 11 presenters/helpers at the Book Buzz programs. Mike and Eli are currently putting together the new 3-D printer for the final program. We are planning to “dig up dinosaur bones” during the final week so Mike is looking for ‘bones’ he can print for the kids to keep.
- e. We have had 2 new shelving units delivered and put into place. We realize that we need a couple single sections to complete the amount of needed shelving in the fiction section. Total cost of the last 3 units was over \$17,000, paid for by the Foundation. We plan on ordering shelving for the non-fiction/young adult section of the library next. Since it would be best to order and install shelves all at once, we are planning to close the library for a couple of days for patron safety.

#### 4. New Business

- a. We will be updating the Community Room Rules Policy and Application at the next meeting. Nancy sent out copies of the current policy and application for review and preparation. The last update was in 2013. One issue is that there isn’t an email included with the application.
- b. Copies of the current library by-laws have been given to trustees for review. Discussion and changes will be at the August meeting. Any input will be discussed by trustees at our next meeting.
- c. Library staff have asked if we include age levels on our card applications. After discussion, it was decided that we would give three age levels on the card application for demographics. We will list them as the following: under 13, 13-17, over 18. We are also removing the ability of children getting their own card without parental/guardian signature. Without parental signature, the library has no ability to ask for recompense if items are lost or damaged.

#### 5. Other Items

- a. Upcoming Items:  
Board Concerns – Kate wants to get a banner made for the Farmer’s Market booth. We decided that it just needed our library logo. The Foundation should invest in a basic awning for the booth and our summer programming when it’s held outdoors.
- b. We currently have a practicum student interning at the library for part of the summer. Shelby will give us 60 hours of volunteer training throughout June and July as part of her practicum requirements. We look forward to teaching her about the library!

- c. Nancy reminded library trustees that we have access to the MSLearn from the State Library for training. Nancy will send out the latest trustee newsletter from MSL, so everyone has access to the learning videos.

6. Announcements

- a. Nancy will be taking vacation time off July 20<sup>th</sup> – 24<sup>th</sup>, 2026. It will be a staycation if anyone needs to contact her.
- b. The next regular meeting would normally be scheduled for August 11<sup>th</sup>, 2026, at 6:00.

Adjourned at 7:00 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.**