



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, January 14th, 2021**  
**MINUTES**

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**Call to order:** 5:34 p.m.

**In attendance:** Jessica Bylund, Isaac Huffman, Lyne Olson, Frank Replier, and Katy Armagost

**Collection Update:**

- **Weeding**
  - The library collection is getting large enough that the staff needs to spend more time reviewing current inventory.
  - Parenting books are a key section to reevaluate.

**Budget Report:**

- **Revenue**
  - Tax dollars for the end of the year came in a little ahead of budget. With about \$60,000 more than budgeted collected.
  - In all the library collected 98% of revenue for 2020. Very good considering the pandemic
  - Grant money received in 2020 was credited to special Covid accounts and is not accurately reflected in the budget.
- **Expenditures**
  - Expenditures are considerably down for 2020. The library utilized only 73% of its total budget.
  - 2020 Budget Adjustments targeted 80% utilization. So we saved the city an additional 7% (\$80,000 or so).

**Questions:**

- Frank inquired about other departments utilization. Isaac stated although he was not sure about other departments utilization the library was likely the most frugal department in the city.

**Statistics:**

- The library ended up with just about 50% of normal circulation for the year. Climbing out a month with almost no circulation (when the library was closed) and two months of 30% utilization. 50% utilization shows strong growth in the last few months.

- Outreach and marketing to the Hispanic population will be key in growing utilization in the coming months. That collection is not circulating in the manner we would like in the community.

#### Questions:

- Jessica inquired about is we honor most patron requests. Isaac noted that the library adds most patron requested material to the library. The main exceptions come when format or availability are limited. The library will also limit materials based on purchase price.

#### Director's Report:

- **New Building**
  - The library (really the Mayor's hard work) has gotten close to a deal on the land for the new Library Commons project. A framework is placement we might have an agreement to approve by the end of the month.
- **Building Updates**
  - The library front desk is finally close to installation. The project should finally be finished in the first week of February.
  - There will also be a number of mobile shelving options that should greatly enhance the libraries usability.
  - We will install the new book drop as we get closer to opening.
- **Staffing**
  - The library is looking forward to re-hiring. The key goal is figure out the right projects. At the moment we are leaning towards completing the RFID conversion for the library.
- **Seed Library**
  - We have large seed donations that are allowing the seed library to grow. We will roll out new curbside seed delivery shortly.

#### Advice

- **Board Members:**
  - The board recommended the mayor interview the library board member applicants
- **Fine Free Policy:**
  - The board recommend the fine free policy go to final reading at the next board meeting
- **Free Trail:**
  - The board approved a motion to continue a one-month free trial period indefinitely for the out of district cards. A report of statistics about this program will be presented this year
- **Volunteer Cards:**
  - The board approved a extension of the volunteer cards for all volunteers that would return when the city allows volunteers again.

## Round Table

- Katy
  - Announced the end of her service
    - An announcement will be made at the beginning of February regarding the vacancy
    - The vacancy will be filled via formal process (announcement, application submission, board review of applicants and recommendation to mayor, mayor will interview and appoint new board member)
  - Katy will focus on caregiving for her husband at this time.
- Lyne
  - Has been enjoying ebooks and audio books
  - Lyne's Little Free Library
    - Got a great donation of YA books
    - She would like to see more children's titles (especially Spanish ones)
    - She also reminded us that adding the Kulshan Creek Station is a good idea
- Frank
  - Is traveling and potentially will miss the February meeting. We may have to delay or hold a meeting without a quorum in February.
- Jessica
  - Has been continuing to use the library heavily
  - Noted that more ways to browse the library collection would be appreciated. It is hard to find certain titles without the random discovery of titles on the shelf.

**Meeting Adjourned at 6:41 p.m.**

**Next Meeting: February 11th, 2021 at 5:30 p.m.**

Callie Shoemaker, Library Assistant