



## **Monroe City Library Board Meeting Minutes October 13, 2025**

**Monroe City Library | 49 North Main | Monroe, Utah**

### **In attendance:**

Council Member Erica Sirrine, Vice-Chair Jennifer Nackowski, Secretary Lori Epling, Board Member Dawn Van Nosedol, and Library Director Shelly Monroe.

**Absent:** Chair Linda Midgley, Board Members Cindy Tripp-Kent and Noelle Smith.

The meeting was called to order by Vice-Chair Nackowski at 5:10 pm.

### **Invocation:**

An invocation was given by Council Member Sirrine.

### **Minutes:**

Secretary Epling made a motion to approve the minutes of July 14, 2025, as written. Board Member Van Nosedol seconded the motion. The vote to approve the minutes of July 14, 2025, as written, was unanimous.

### **Accessibility Ramp:**

Director Monroe stated that Chair Midgley submitted the interim report to the American Library Association Board following the meeting at the senior center on June 18, and the report was accepted. The Board has been unable to identify a contractor able to construct the ramp within the available budget. As prefabricated ramp materials can be purchased online, Director Monroe and Chair Midgley plan to meet with John Draper, Public Works Director, next Monday (October 20) to determine whether the City can assemble the components in-house. Director Monroe noted that the ramp must be completed by April 2026 to meet funding requirements. The Board expressed its appreciation to Chair Midgley for her continued leadership and efforts in bringing this initiative closer to completion.

### **Board Member Terms:**

Director Monroe reported Board Member Noelle Smith is eligible for an additional three-year term, should she wish to continue serving. Director Monroe attempted to contact her by phone to confirm her interest, but was unable to reach her. The Board agreed to reappoint Board Member Smith for another term, pending her confirmation. Director Monroe will follow up with her.

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#### **Beehive Library Consortium (Libby) Update:**

Director Monroe reported that Libby, the statewide digital library system, has become increasingly expensive to maintain. The annual cost of the program is approximately \$700,000, with the state contributing about \$500,000 toward that total. Individual libraries contribute based on usage and size. Previously, contributions were determined under a tier system, but this system is being discontinued. Going forward, contributions will be based on circulation.

For 2024, Monroe City Library recorded 7,853 Libby circulations, representing 0.11% of the total state circulation. The library's contribution was \$600. Under the new circulation-based formula, the annual contribution will increase to \$850, with a potential further increase in 2026. The Libby Consortium meets twice each year to review contributions and other topics, striving to maintain fairness among smaller libraries. Currently, patrons may check out up to 15 items and place 10 holds in Libby, though these limits may change in 2026.

Council Member Sirrine asked whether the library could absorb the increased cost within its current budget. Director Monroe confirmed that it could. The Board then discussed possible ways to help fund the increase. One idea was to charge Libby users a nominal annual fee (e.g., \$5–\$10). Director Monroe noted this would be difficult to implement since most Libby users access the system remotely rather than visiting the library in person. Additionally, such a fee could discourage use and drive patrons to neighboring libraries, negatively impacting Monroe's circulation numbers.

Discussion followed regarding library funding sources—whether they are supported primarily by property or sales tax. Richfield City discontinued charging for library cards, citing sales tax revenues as a contributing factor to its funding. Council Member Sirrine will verify the funding source for Monroe Library. It was also noted that understanding the demographics of Libby users would help determine whether any type of user fee would be reasonable. Director Monroe will obtain a list of Libby users for further discussion.

As an alternative, the Board discussed fundraising opportunities. Suggestions included hosting a spring or summer fair or expanding the annual book sale to include library-themed merchandise such as bookmarks, totes, book lights, or t-shirts, potentially funded by local businesses through sponsorships.

#### **Patron Card Fees:**

Director Monroe noted that non-residents are currently charged \$10 for a two-year library card. The Board asked how many individuals are paying this fee and how that number compares with previous years. Director Monroe will research and report back at the next meeting for further discussion.

#### **Halloween Activity:**

Director Monroe reported this year's planned Halloween activity will be a "Scary Story Open Mic Night," scheduled from 5:00–7:00 p.m. to align with Main Street trick-or-treating and the Greystone's Harry Potter Night. Director Monroe has coordinated with Dixie Christopherson, the high school drama teacher, and drama students will participate, sharing stories and filling in

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between patrons. All stories will be appropriate for children, and the event will take place downstairs in the library.

Upstairs activities will include games and story time for younger children, and donuts will be served outdoors to patrons. Director Monroe noted that volunteers will be needed for the evening. Vice-Chair Nackowski volunteered, and it was emphasized that all volunteers must complete a background check. Board members are encouraged to complete background checks so they are eligible to assist with library events.

Council Member Sirrine shared information about a company her employer uses for background checks, National Credit Reporting, which could provide background checks for approximately \$40.00 per person. The logistics of conducting these background checks will be discussed at the next meeting.

#### **Library Report:**

*Trainings.* Director Monroe attended several trainings during September:

- The Utah Library Association fall workshop. Topics included staff management, censorship, and children's programming. Director Monroe reported the sessions were extremely informative and provided valuable networking opportunities with directors of similar-sized libraries. The workshop also featured a tour of the *Library for the Blind*, the largest Braille library in the world.

Director Monroe noted that a local patron in Monroe is currently utilizing the Library for the Blind's free mail service, which allows patrons to listen to books audibly. Through this program, USB drives—each containing up to five books—are mailed directly to patrons at no cost.

- Annual Director's Summit in Provo, which included crisis communication training presented by Randall Carlisle from Channel 2 News, as well as sessions on building community engagement, cyber security, and investment in local libraries. Directors shared examples of successful initiatives, such as Grantsville Library's community garden and other libraries' creative lending programs, which include items like kayaks, cake pans, and seed packets. The overall focus was on increasing public involvement and awareness of library services.

Director Monroe noted many library programs across the state rely heavily on volunteers. As a small library, Monroe Public Library will continue to benefit from volunteer support. The library currently partners with the Sevier School District Post-High Program, which provides volunteer opportunities for individuals with intellectual disabilities. Two to three students, accompanied by advisors, assist at the library every Wednesday for approximately 1.5 hours. The goal of this program is to help participants gain skills that may lead to future paid employment.

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*Story Time and STEM Activities.* September story time sessions averaged 20 children each week. To maximize available space, library staff conducted story reading in one room and crafts and activities in another. STEM activities drew between 15 and 20 participants. To ensure engagement and manage space limitations, staff divided attendees into two groups that rotated between activities. Given the size of the facility, the program is nearing full participation capacity. When weather permits, staff also utilize the adjacent park for outdoor activities.

*Summer Reading.* The Summer Reading Program averaged an attendance of 48 children. Next year the program will expand to two days each week—Tuesdays for younger children and Thursdays for older children—allowing staff to provide more individualized attention and support to each age group.

*Christmas Tree Lighting.* The annual Monroe City Christmas Tree Lighting will be held on December 1. In conjunction with the event, library staff will host a Family Craft Night at the library. Last year's activity attracted approximately 30 participants. This year's craft will include creating gift bags and ornaments for families to take home.

#### **New Business:**

Vice-Chair Nackowski stated that Magnify Monroe, a local civic organization, is coordinating efforts to repair and repaint the exterior of the library. The group is currently in the process of securing funding and obtaining project bids. The proposed plan is to match the library's exterior appearance with that of the nearby City Offices. More updates to follow at the next meeting.

#### **Next Meeting:**

Secretary Epling made a motion that the next meeting be held January 12, 2026, at 5:00 pm. Council Member Sirrine seconded the motion. The vote to hold the next meeting on January 12, 2026, was unanimous.

#### **Adjournment:**

Council Member Sirrine made a motion to adjourn. The meeting adjourned at 5:54 pm.