

APPROVED 01-23-2025
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, December 12, 2024, 6:30 p.m.
EPLS Keystone Branch

Members Present

Patti Baker; Kathy Burrer; Linda Chapin; Kevin Collins; Marcia DeJonge; Eileen French; Linda Gribben; Sylvia Hack; Theresa Henderson; Mary Karleskint; Debby Krejsa; Sherry Marang; Paula Pietch; Marianne Sommerfelt; Jennifer Starkey (Director, EPLS); Carrie Tilley (Keystone Branch Manager); Iris Tewksbury; Peg Yunker; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:35 p.m.

Approval of Minutes from October 17, 2024 Meeting

Kathy Burrer made a motion to approve the October 17, 2024 minutes. Marianne Sommerfelt seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President Report – Wendi Zwaduk

Wendi Zwaduk reviewed with the Friends (via Power-Point presentation) the Friends' year-end report for 2024.

Wendi then shared with the Friends the following update and informational item:

- Wendi received from Frank Szuchs ((Facilities and Technology Director) and Debby Perkins (EPLS Chief Fiscal Officer) a library copy card with a print bar code for the Friends Officers. If any of the Friends need to make necessary copies for organizational purposes, they can provide the items to be copied to Wendi.
- Wendi and Kevin Collins (new member) represented the Friends of EPLS Keystone Library at Christmas in the Village that took place on Sunday, December 1, 2024, from 1:00 p.m. – 3:00 p.m. at the LaGrange Village Municipal Building. A table for the Friends was set up just outside of the gymnasium where most of the activities took place. Membership applications were made available to visitors; Friends fact sheet of accomplishments was listed for viewing purposes; YA books were provided to children to take home.

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that we had two new members that joined us at the book sale in November. We now have a total of 35 yearly members; 4 corporate members, and 19 lifetime members; for a total of 58 members.

Treasurer Report – Marcia DeJonge

Marcia DeJonge provided a verbal summary of the Fall Book Sale (admissions, book sales, basket raffles, and library donations). Proceeds totaled \$5,913.02. Marcia then proceeded to give the Treasurer's Report. Deposits totaling \$6,183.02 included membership dues; Book Sale proceeds; and cash drawer monetary returns. Expenses totaling \$399.78 included leaves for membership tree, Book Sale Finder Ad; cash drawer monetary start up; and post office box rental. The ending

APPROVED 01-23-2025
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, December 12, 2024, 6:30 p.m.
EPLS Keystone Branch

balance as of December 12, 2024 is \$12,982.11. Marcia informed the Friends that their CD matured so it was renewed for five months at 3% interest.

Sunshine Committee Report – Linda Chapin

Linda Chapin reported that the Friends received a thank you note from Eileen French's family thanking them for the donation to the Herrick Memorial Library and the Wellington Schools Endowment Fund in memory of their mother who recently passed away. Linda mentioned that the Sunshine Fund needs to be replenished, and donations from the membership are welcomed at the January 16, 2025 Friends meeting.

EPLS Director Report – Jennifer Starkey

Jennifer Starkey reported that EPLS budget for 2025 was passed by their Board of Trustees. EPLS is working with the Ohio Library Advocacy Council and the State Legislature on allocating a percentage for the libraries' budgets. The West River Branch parking lot is being paved. Helping Hands fundraising will begin again this spring. Tiles with children's handprints will be displayed in early summer in the Children's Room at the cost of donating \$50.00 a tile. Jennifer thanked the Friends for all the work they do for helping the library in so many ways.

OLD BUSINESS

Book Collection and Sorting - Book collection and sorting will start up again in March of 2025.

Feedback on 2024 Fall Book Sale (November 14 – 17, 2024)

Wendi Zwaduk read a thank you letter to the Friends from library patrons (a husband and wife) who attend the Friends Fall Book Sales. Wendi then proceeded to share the wrap-up report on the Fall Book Sale which included some of the following: number of visitors to the sale each day/time (a total of 612 compared to 497 in 2023); revenue from donations per day (a total of \$5,883.02); advertising expenses (a total of \$213.00); helpful suggestions on advertisement; denomination requirements; table signage; maps outlining sections; book displays; puzzles/games/records prices; and deals on Sunday. Report with details will be filed in the Friends Office.

Wendi also mentioned that the leftover children's books were donated to a Christian school in West Virginia (thanks to Rhonda Smith, Board of Trustees). At this time in the meeting, Theresa Henderson explained to the Friends the process for donating bibles and religious literature (i.e. for schools and churches) to Mission Cry (Christian Resources International) that is based in Michigan and is run by volunteers around the country. They have a drop-off donation site in Ashland, Ohio, and are thinking about having a drop-off site in Lorain County. Theresa then passed around a sheet of items that they will accept.

Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi Zwaduk made posts on the Friends Facebook Page for their Fall Book Sale. Articles and ads were also placed in the Rural Urban Record to promote attendance at the sale. Wendi informed

APPROVED 01-23-2025
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, December 12, 2024, 6:30 p.m.
EPLS Keystone Branch

the group that as of January 1, 2025, she will be resigning from her long-standing position on the publicity committee, and the Friends will need to find a replacement.

Nominations for the Position of Secretary for 2025-2027 Term – Still Seeking

Feedback on Tree Lighting Program at Keystone Branch (December 5, 2024)

Carrie Tilley (Keystone Branch Manager) provided feedback on the December 5, 2024 Tree Lighting program. The attendance was exceptional with 73 visitors during the program. Space was filled for the pottery painting event hosted by Art Shack Pottery. Local business K'n'J Bakery provided sweet treats. The hot chocolate was provided by the Keystone Branch. Holiday craft stations were set up in the study rooms. And Santa drew a lot of young folks to the library.

Thank You Basket from Friends for Library Staff and for LaGrange Village Staff

Carrie Tilley and Wendi Zwaduk will get together next week to plan the food items for a basket in January. A donut tray will also be provided in January for the LaGrange Village Staff.

NEW BUSINESS

Review of 2025 Friends Proposed Budget (Draft)

The Friends reviewed their draft budget for 2025. Kathy Burrer made a motion to approve the 2025 Budget. Debby Krejsa seconded the motion. Vote on the Motion: Unanimous Approval.

Review of 2025 Friends Calendar of Events (Draft)

The Friends reviewed their draft calendar of events for 2025. Sylvia Hack made a motion to approve the 2025 Calendar. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

EPLS Foundation Donation

The Friends received a letter from the EPLS Foundation asking for a donation for 2025 (the Friends donated \$100.00 last year). Kathy Burrer made a motion for the Friends to donate \$100.00 to the EPLS Foundation. Debby Krejsa seconded the motion. Vote on the Motion: Unanimous Approval.

ADJOURNMENT

Kathy Burrer motioned to adjourn the meeting. Debby Krejsa seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:39 p.m.

Respectfully submitted by Mary Karleskint, Secretary 12/29/2024