

Present:

Sue Carpenter
Linda Durfee
Troy Krupica
Amy Loomis
Dennis Smith

Absent:

Also Present:

Sarah Palfrey
Kelly Funkhouser
James Spears, V

Others Present:

Bethany Winters,
Aull Center

Call to order

The regular meeting of the Board of Trustees of the Morgantown Public Library convened on January 8, 2026 via Zoom. The meeting convened at 9:01 am, Amy Loomis, President, presiding, Kelly Funkhouser, secretary.

Approval of the Minutes

- Regular Meeting January 8, 2026 - The minutes were approved as corrected. **Sue Carpenter moved. The motion passed unanimously.**

PUBLIC FORUM – None

CORRESPONDENCE AND COMMUNICATIONS –

- Sarah Cranstoun received an update form Arnettsville Community Center that they will be in contact soon regarding the Arnettsville property.
- EQT needs a signature and to pass a resolution for Sarah Cranstoun to sign the lease and have it in the name of the library board.

REPORTS

- President –
- Director – See Director’s Report –
- Treasurer –
 - Financial Statements – The financial statements were reviewed. **The financial statements were filed for audit.**
 - Approval of Checks – **Dennis Smith moved to approve checks as presented. The motion passed.**

REPORTS OF COMMITTEES

- Facilities Committee – has not met. Sarah Cranstoun has set up the landing page for the Margaret Sullivan Studios Master Facilities Report and has shared the Library Board’s priorities. Sarah Cranstoun has been invited to the City Council Meeting to share.

UNFINISHED BUSINESS –

- Unrestricted Funds Allocation – No report.
- Branding Workgroup – Sarah Cranstoun shared the New MPLS Identity Concept 4 Revisions document. Discussion followed.
- Meeting Rooms Policy – The new document was discussed. **Dennis Smith moved to approve the new Meeting Room Policy. The motion passed.**

NEW BUSINESS –

- Code of Conduct – The document was shared to Ryan Simonton, attorney for the City of Morgantown with hopes of receiving a response before the Board Meeting. Sarah Cranstoun is waiting for his response. Sarah Cranstoun will forward the document to the Board.

BOARD & DIRECTORS COMMENTS –

Sarah Cranstoun led a discussion regarding February’s meeting date. The date of the February meeting is set for Wednesday, February 18, 2026 at 12:00pm.

EXECUTIVE SESSION – Facilities – The Executive Session is not needed.

ADJOURNMENT – **Sue Carpenter moved to adjourn. The motion carried unanimously.** The meeting adjourned at 9:40 am.

NEXT MEETING – February 18, 2026, 12:00pm



JANUARY 2026 BOARD MEETING

DIRECTOR'S REPORT

Sarah Cranstoun



DECEMBER 2026 HIGHLIGHTS

The system wide program for December was “Homes for the Holidays” organized by Abby C. Nearly 200 blank paper houses were distributed across all circulating locations. Some patrons decorated their houses and returned them to the library villages. The photo on the front page of this report shows houses from Cheat.

Foot traffic and planned program numbers can be much lower in December, there is a notable upside to this reality. Multiple branch reports noted increased patron engagement and staff gratitude for the meaningful interactions they were able to foster. I love to hear so many people reflecting on this as something that strengthens their job satisfaction.

CAPL is doing great work on their non-fiction collection. Building on what they learned from a session at the fall WVLA conference, incorporating data from LibraryIQ, and integrating patron input is a model for how to revitalize a neglected part of the collection. I am so impressed with the intentional work they have undertaken and look forward to tracking the results.



It was previously reported that there had been a significant slow down in book delivery from our primary book vendor, Ingram. Looking at the first 6 months of the fiscal year compared to the last, new material additions were down more than 24% over last year. In December, Sarah S and Sarah C. made the decision to switch to a new purchasing plan through Ingram that guaranteed faster shipping with a small reduction on our standard discount. It's too soon to tell if it will be worth the added cost but just days after switching to their new program 55 boxes (862 books) of previously 'in processing' books dating back to August orders arrived. January orders were placed through both the traditional and the express ordering process to compare the systems.

DECEMBER 2025 ADMINISTRATION



The FY27 request for funding for the City of Morgantown was submitted on time. A request of \$990,000 was submitted. This is the same request as FY26. The full request was not funded for FY 26, instead we received \$966,000, the same as FY25. We have been advised that the projected FY27 budget is very tight and an increase is unlikely.

The Department of Tourism hired a new State Librarian. Sara Price started in December. She has introduced herself as Director of Library Services, West Virginia State Library. I am pleased to see the change from the very confusing Library Section. I am looking forward to meeting her early in 2026.

The notes from the last Board meeting regarding the new logo were communicated to Design it, please. We have completed three payroll period with the Time Clock Plus software. At this time we are continuing to require paper timesheets to ensure everyone is paid accurately. Compliance with the new system has improved but is still not where we are comfortable ending the paper system.

The City of Morgantown Health Insurance working group meetings have not restarted. Department Head meetings take place bi-monthly. With just two months of participation we have already experienced an increased integration of City communications and programs.

PERSONNEL -

Erin P.- PT MPL, resigned

Facility Updates - no report was submitted.



DAY OF GIVING 2025

Laura F. led our Day of Giving campaign for 2025. It was by far our most successful to date. She started with a call for quotes from patrons about what they love about the library. The response was wonderful and helped to launch the social media campaign informing our audience of the upcoming event. The approach for this year was to give examples of amounts that would help support the Summer Reading Program.

\$10 = supplies for two take-home craft kits

\$25 = seeds for a gardening class

\$50 = ingredients for a cooking demonstration

\$100 = stock an activity table at StoryFest

We set a goal of \$2,500, about \$1,000 more

than was received in 2024..

The following is a summary of GivingTuesday donations:

2025 Total (Gross): \$4,132.61

2025 Total (Net): \$3,995.30

Number of donors: 69

Average gift: \$59.89

Largest gift: \$515.38 (\$500 plus they covered PayPal fees)

2024 results:

\$1,499.86 total

Number of donors: 58

Average gift: \$25.86



GIVINGTUESDAY

“My weekly visit to the library has completely changed how I consume media. I’ve discovered things at the library that an algorithm would’ve never recommended.”

Elisha R., Morgantown Public Library patron and 2025 Local Author Fair vendor



#GivingTuesday Stretch Goal!

We've raised \$2,527!

100%

Help us with a stretch goal:
~~\$2,500~~ \$3,000!



DAY OF GIVING 2025

Communication insights:

The two-week GivingTuesday social media campaign began on Tuesday, November 18 and ended on December 2 (day-of). We also posted a wrap-up post on December 3. No posts were boosted or paid; all analytics indicate organic reach.

Instagram:

35 Posts Published

3 Reels Published

368 Post Interactions (up 65% from previous period)

Facebook:

39 Posts Published (all types)

69.6% higher median reach and engagement over previous period

100 post shares (up 15% from previous period)

Patron Point (email system):

One message was sent the afternoon of December 1 to all email subscribers.

29.9% read rate (5,663 out of 18,938), consistent with monthly newsletters

74 unique clicks on PayPal donate link

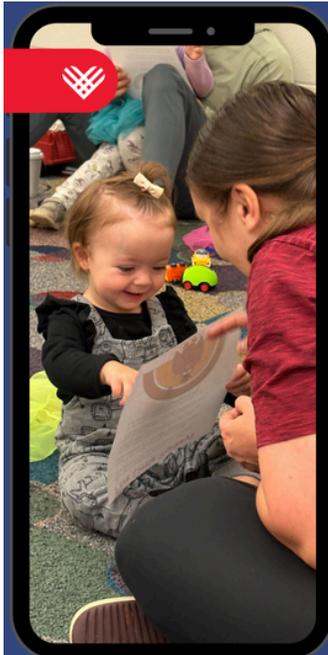
191 total unique clicks on all email links



GIVING TUESDAY

“I love having an ebook for reading on the go and an audiobook for when I can’t sit down to read. Without digital access I wouldn’t be reading as much as I do. It has helped me rediscover my love of getting lost in the written word.”

Nikki Drake, digital library patron and on-air radio personality



GIVING TUESDAY

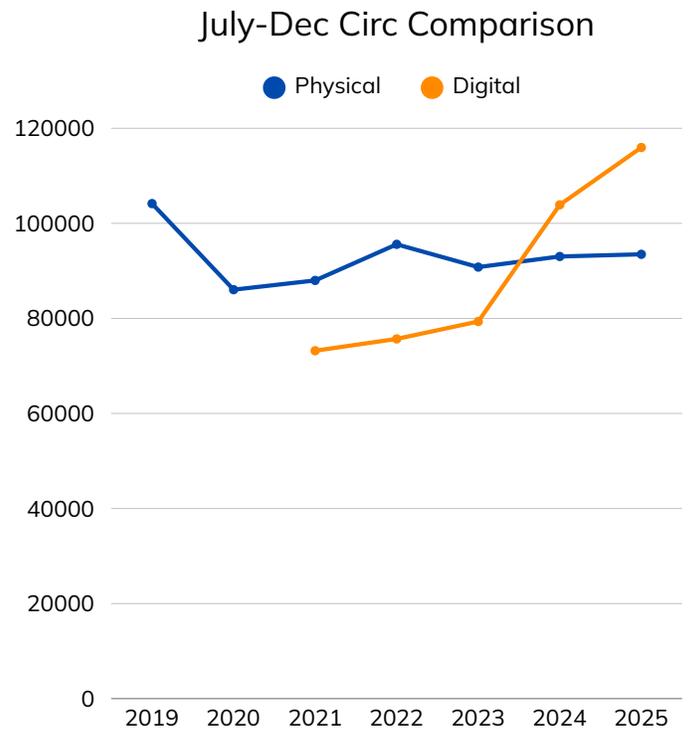
“Having a library card is like having a valid passport—it opens up so many possibilities, so many opportunities for joy.”

Julie P. and daughter Millie, Cheat Area and Morgantown Public Library patrons



6 MONTH COMPARISON

A number of years ago we started tracking comparisons of the first 6 months of the fiscal year as a quick snapshot of statistics. We chose to look at this segment because it excluded the 2-3 months of atypical time in 2020 that had a long closure of all physical buildings. As we get further from that anomaly it remains a useful comparison tool to track the growth and recovery of physical and digital circulation. It's easy to get dismayed at the decline of physical visits and the erratic nature of program attendance but there is hope that people continue to find us for the first time and stay dedicated patrons in the total circulation numbers. Over the past 4 years the combined circulation number has increased 28%. This is really extraordinary when the generally accepted narrative is that people don't read any more.



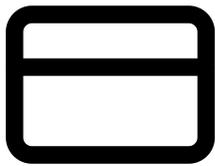


Morgantown Public Library System

Enriching our community through open access to information, resources, and experiences

Aull Center | Arnettsville | Cheat Area | Clay-Battelle | Clinton District | Morgantown

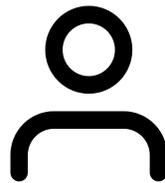
Dec 1, 2025 - Dec 31, 2025



New Cards

125

↓ -105 from previous year



Visits

8,385

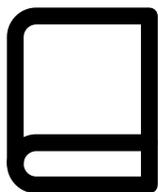
↓ -432 from previous year



Reference Questions

566

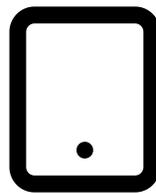
↑ 87 from previous year



Items Borrowed

12,547

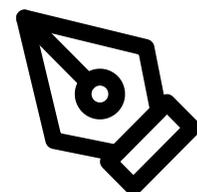
↓ -317 from previous year



Digital Borrows

18,674

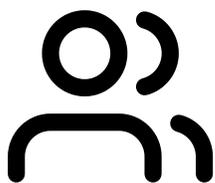
↑ 863 from previous year



Notary Services

136

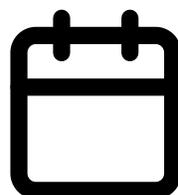
↑ 40 from previous year



Program Attendance

776

No data from previous year



Programs

46

No data from previous year



Computer Sessions

584

↓ -134 from previous year

Arnettsville Public Library
12/25 Branch Report

Good riddance to the snowy, cold and crazy month of December. Snow days kept folks away from the library like on Monday, Dec. 15 when school was closed due to weather and road conditions, only two folks visited the library and they were already volunteering in the building. When the roads are bad, folks don't venture out in the rural areas. Plus folks were busy getting ready for the holidays. The library also had internet issues for the last two weeks of the month and the computers were down for public use and library use. (Comcast showed up on January 2 and fixed the problem)

Folks came out for the programs though. Our last Senior Lunch & Learn of the year was held on Wednesday, Dec. 3 at noon. We had about a dozen folks in attendance for the roast beef dinner. We hosted an Ugly Sweater Party and played some Christmas Trivia games. We had some special guests. We met the new Extension Officer from WVU, Carmen Fullmer who joined us for the luncheon accompanied by Heather Tanton from WVU Extension too. Plus we had a visit from Joan Miller from WesBanco who talked about Senior Banking Scams and provided the group with all sorts of useful information.

Craft Class was held on Wednesday, December 17 and had 14 folks in attendance. Special guest Nicole Renner taught us how to make String Art Christmas Trees. They were really nice and the sound of all of us hammering on the projects could be heard throughout the building.

Movie Night was moved up one week and the group watched "The Best Christmas Pageant Ever" which we all surprisingly enjoyed. There were five folks in attendance.

Goals:

- *Start Weeding for the new year. Begin in Young Adult area
- *Find wooden shelving units for the Used Book Sale Area in the hallway to replace old tables and old shelves.
- *Organize craft class supplies

CAPL Manager's Report

December 2025

It was a fantastic last month of 2025 at Cheat! We were definitely feeling the holiday cheer and hope that our patrons could tell! Seeing the main room decorated with snowflakes always makes me happy. Outside of trying to make sure everyone saw a smiling face at the desk, we worked on a good bit of moving books and shuffling things around!

We've seen more interest in non-fiction books at CAPL, which I believe is partially inspired by Caleb and his expertise in that area! I've mentioned it before, but I was also really inspired by a panel on non-fiction from WVLA in the fall. I think that non-fiction materials have not been much of a focus for us here for a while, and that definitely contributed to a lack of checkouts or general interest here. Caleb has brought a lot to the table in terms of knowing about non-fiction materials and recommending them to patrons! I was really excited to use some donation money to assist in growing our collection with some more poignant and interesting titles. In addition to adding to the collection more purposefully, Caleb also spread the adult non-fiction titles out and moved biographies to the end of the section. This created more room for children's non-fiction, as well as made the adult non-fiction look better than it has in a LONG time! There are face outs and clearly marked numbers, which I hope go a long way towards brightening up the space and creating more interest!

In general, thanks to Library IQ, I feel like we've been more focused on working towards figuring out why things check out, or why they don't! I've really appreciated our staff's general creativity towards thinking about what books we get, how they are displayed, and how we can try to change how patrons view items on our shelves. I love that everyone has been so receptive and interested in what Library IQ offers and what we can learn from it! With this information, we've been able to make displays that showcase what people are most interested in, including "Best of 2025" displays that show what has been most popular at our location. The end of the year is always a good time to look back at how we do things, and I'm very happy to be including IQ in how we're moving forward in 2026!

Again, generally, I want to congratulate the CAPL staff for being a light in our community during the holiday period. We embody the idea that kindness is key and that we never know what someone is going through, and I love how we try to spread happiness at all times throughout the year, but especially during the holidays!

Staff Rundown

- Michelle, as always, has been doing an amazing job with storytime and playgroup!
- Hayley has been working on moving things in the children's area, and her relocation of the vox books has stayed a hit!
- Caleb has been working on the non-fiction section as mentioned, and also made a new area for superhero movies!
- Jessika has been doing fantastic work with Dial-A-Story, and I'm really excited to see how she grows it!

Goals

1. Continue to weed and delete.
2. Move books around and create new displays!

CBPL Board Report

December 2025

December has been a great month in Blacksville! We kicked off the beginning of the month in the Blacksville Christmas Parade. Library staff play a huge role in parade planning and preparation. This was our first evening parade and the biggest since we have started in assisting with this event. Over 60 participants who mostly all lit up their vehicles and floats for a magical evening.

Next up finishing out the remainder of 2025 with some incredible storytimes. Staff, children, and adults have been enjoying Friday mornings with positive attendance and feedback. We hosted 2025 Miss Clay District Fair Queen for a pajama reading party. It was so much fun!

We also hosted our 1st Family Christmas Craft Night. We had several Christmas ornament making stations as well as sugar cookie decorating.

We are all looking forward to returning next month after the holidays refreshed and ready to kickoff an amazing 2026 at the Library!

FACILITIES

- Storage-has been an ongoing struggle. We really need to come up with something to assist in our minimal storage options. We normally have to remove everything from the closet to access anything on the shelves.
- Waiting for installation of new flooring in closet.
- Possible tree trimming needed by old trailer behind library

EDUCATION

- none

PLANNING AND ORGANIZING

- Summer Reading Planning is under way!
- Next Adult Craft Night

ALL OF THE FOLLOWING GOALS ARE ON-GOING!

- Weeding

CBPL Board Report December 2025



**CDPL
Manager's Report
December 2025**

- Thank You - a very sincere thank you to the board for again providing holiday enhancement pay. We at CDPL appreciate the gesture so much.
- Thank you to Sarah C and James for filling in for CDPL while Linda was out for medical reasons. Both Sarah and James sacrificed professional and personal time to make sure CDPL could stay open. Days covered: Janet 12/18; James 12/23 and Sarah C. 12/27 and 12/30
- Thank you to Sarah B and John Fox for processing ALL of the new books as quickly as humanly possible!
- Abigail Hopkins, age 5, when choosing candy sent to us from downtown, out of the dish, one for her brother and then said to her mom as she chose one for herself "because you know me."
- Linda created a very festive atmosphere in CDPL for the month of December!



- Pre-School Story
 - We had 4 story times in the month of December. We had zero attendance for the first two weeks of December. The 19th we had 1 child and the 26th we had 3, both times were our regular attendees.
 - Lila was given the opportunity to attend story time at the beginning of December but she chose to take a bath instead, I can't say I blame her!
 - The 26th date gave the parents time to catch up and visit with each other, which I consider a bonus of story time. When it's small numbers I give the children the opportunity to choose what we do with our time, in addition to reading.
 - Having attended both Cheat and CDPL story times, Mary distinguishes the two locations as the library with toys (Cheat) and the library with books (CDPL).
 - Adding toys to our location is definitely on our to do list, it's just deciding what would be best in the space we have.
 - The floor puzzles continue to be a big hit!
- Library Lattes and Laughs
 - 14 adults, 1 staff
 - We read "One Big Happy Family" by Susan Mallery, which wasn't quite the happy go lucky Christmas reading I was hoping for! It was a good book and very representative of family. We had raspberry chocolate bars and traditional English Mince Pies which were delicious!

General Administration

- New to our Collections
 - Adult Fiction 18
 - Adult Non-Fiction 2
 - YA 3
 - Graphic Novels 3
 - Children 7
 - Children Non-Fiction
 - ER
 - Easy/Picture Books 1
 - Boardbooks
 - VOX Books
 - DVDs
 - Audiobooks

Planning, Organizing, Processes, and Evaluation

- Began prepping for SRP 2026

Facility Needs

1. New circulation desk computer
2. New laptop with Sierra installed to facilitate more than one person working at CDPL at a time

3. Update front corner to the right off the door - proposal will be created with a realistic timeline and detailed description of work done
4. Shelving/storage for Library of Things

Long and Short Term Goals

1. Create yearly calendar with ideas including but not limited to: green book shelves, white display in front on circulation desk, 2 cork boards, book trails, social media posts
 - a. A basic calendar has been set up and reviewed by CDPL staff, we will move forward with creating an action plan.
2. Weed - On going
3. Train Leslie and Linda to record stories for Dial A Story
4. After painting has been completed we will be:
 - a. Add new shelves above the Easy books to hold 12 New Easy Books (with signage to let patrons know they can TAKE the books off the shelves)
 - b. Move our existing artwork to above the computers.

Morgantown Public Library
James Spears, Assistant Director
Monthly Report
December 2025

December was a slower month for Public Services, as expected given the winter weather and the holiday season. This did not stop the Public Services team from doing what they do best: providing patrons with great experiences. Many patrons flocked to the library just before Christmas to stock up on video games and manga before the holiday break.

The slower pace also allowed us to engage more with patrons individually. Library Assistant Tessa S. shared that she's been working with a patron who's been coming in every Saturday asking for different manga and comics. They now know each other well enough to catch up on each other's week and discuss their favorite series. It is very exciting to see our team putting effort into building relationships with each library patron. We never know what our patrons might need outside of books; sometimes they visit simply for the chance to share a conversation. Tessa noted that these interactions appear to be particularly important and meaningful to this individual.

Team Updates

This month, we continued to respond to team changes and shifting schedules. Library Assistant Erin P. resigned in mid-December. Erin has been a valuable member of Public Services for almost two years; we are all sad to see her leave and wish her the best of luck in her future endeavors. Several other team members' schedules will be changing in the new year, and we have been managing the many moving pieces. We posted a temporary library assistant position to help fill the schedule and hope to have the role filled early next month.

Team Member Projects & Programs

Youth Services Specialist Jenean S. organized another programming huddle this month for all programming team members at MPL. Jenean has taken the lead on organizing these meetings on a regular basis. This month, the agenda focused on upcoming programming for the spring months and a brief discussion of summer reading ideas. The meeting was another great opportunity for everyone to share and bounce ideas off one another.

Jenean also reported that youth programming was very successful despite the usual seasonal lull. She hosted two *Five Nights at Freddy's* parties that were well-attended and enjoyed! At both parties, kids enjoyed making "Chica's cupcakes" (the teen party actually ran out of them) and took turns playing the Switch game, helping each other navigate the levels.

Another major program led by Jenean this month was a Swiftie party. The cultural staying power of Taylor Swift was evident in the patrons' reactions. Nearly 40 people of all ages attended. Jenean wrote:

"The photo booth and friendship bracelet station never seem to get old, the cat ornaments and Eras bookmarks were surprise hits, and everyone loved the ball toss with Travis Kelce's face on it. The scavenger hunt gained some momentum this year, too: we had 37 completed papers by the end, which is more than double from last year. There were several kids who were almost hyperventilating when they walked in because they were so excited."

The Swiftie parties remain fan favorites, so we will definitely need to keep an eye out for Taylor Swift's next album!

Library Specialist Bonnie D. and Jenean hosted another AstroCamp session for tweens. While attendance was lower than hoped, the enthusiasm from the patrons was off the charts! In the new year, Bonnie and Jenean plan to take AstroCamp into schools to expand its reach and build momentum for in-house programs. They will be meeting with Marketing Manager Laura F. in January to create a webpage listing AstroCamp lessons that teachers can request for their classes.

ILL Coordinator Crystal L. and Evening Supervisor Shelby D. took the lead on Christmas decorations this year. They did an excellent job, and both floors looked very festive. I appreciate them taking on this task; many of the decorations can remain up through the winter months.

Evening Supervisor Shelby D. also designed a holiday-themed display. The display encouraged patrons to "unwrap the gift of reading" and was quite popular. She wrote: "One patron said they really enjoyed it because they liked the book they got, but wouldn't have picked it for themselves. They ended up getting another one when they returned the first."

Shelby also presented another edition of her popular winter program, *Come Hygge*, focused on coziness and well-being. The program was even more successful than expected. Despite snowy weather, attendance doubled compared to last year. Participants worked on puzzles, colored, and read by a digital fireplace (streamed via Kanopy).

Other Updates

We have almost completed all team member check-ins! As of the end of December, only one meeting remains outstanding. Given the holiday scheduling challenges, I consider this a big win.

These meetings provided a valuable chance to catch up on how everyone is doing and discuss their needs. The process reminded me how vital it is to maintain these regular touchpoints.

Evening Supervisor Shelby D. and I continued weeding the adult fiction collection. While we did not make as much progress as intended in December, we will continue through next month. We are pushing our target start date for shifting the collection toward the end of next month. Shelby and I also discussed a more sustainable approach to weeding, evaluating how frequently we run new lists and how we set our priorities.

Goals for January 2026

- Continue weeding in adult fiction to prepare for shifting.
- Catch up on projects and tasks delayed by the holidays.
- Review and hire a temporary library assistant.