

**WEST HARTFORD PUBLIC LIBRARY BOARD AGENDA
VIRTUAL MEETING**

Monday, July 25, 2022 - 6:30 p.m.

**This meeting can be viewed live on West Hartford Community Television at
www.whctv.org and www.youtube.com/whctv5**

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF THE CONSENT AGENDA (Items 4, & 8ai, 8aii)
4. APPROVAL OF THE MINUTES of the MEETING of June 27, 2022
5. CHAIR'S REPORT
6. OLD BUSINESS
7. NEW BUSINESS
8. DIRECTOR'S REPORTS
 - a. June documents submitted:
 - i. Library Administrative report
 - ii. Budget report
 - b. Current Monthly Briefing
9. EXECUTIVE SESSION
 - a. Director's Review
10. ADJOURNMENT
 - a. Next Meeting is scheduled for September 26, 2022

**Individuals who wish to comment on an agenda item, may do so by sending an email to
Board@westhartfordlibrary.org on or before July 22, 2022.**

**Any Individual With A Disability Who Needs Special Assistance To Participate In The Meeting Should Contact
Suzanne Oslander, Department of Social Services 561-7580, Five Days Prior To The Meeting**

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VIRTUAL MEETING**

Monday, June 27, 2022 - 6:30 p.m.

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www.whctv.org and www.youtube.com/whctv5

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF THE CONSENT AGENDA (Items 4, & 8ai, 8aii)
4. APPROVAL OF THE MINUTES of the MEETING of May 23, 2022
5. CHAIR'S REPORT
6. OLD BUSINESS
 - a. Gertrude Blanks Storytelling Event
 - b. Library Issues and Trends – Digital Equity
7. NEW BUSINESS
 - a. Summer meeting calendar
8. DIRECTOR'S REPORTS
 - a. April documents submitted:
 - i. Library Administrative report
 - ii. Budget report
 - b. Current Monthly Briefing
9. ADJOURNMENT
 - a. Next Meeting is scheduled for (to be determined at meeting).

**Individuals who wish to comment on an agenda item, may do so by sending an email to
Board@westhartfordlibrary.org on or before June 24, 2022.**

**Any Individual With A Disability Who Needs Special Assistance To Participate In The Meeting Should Contact
Suzanne Oslander, Department of Social Services 561-7580, Five Days Prior To The Meeting**

Town of West Hartford
Library Expenditures
FY22 June 2022

	<u>GENERAL FUND</u>				<u>% OF BUDGET SPENT</u>
	<u>BUDGET</u>	<u>ENCUMBERED</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	
Expenditures					
Library Personal Expenses	\$2,379,131.00		\$2,364,393.33	\$14,737.67	99%
Library Non Personal Expenses	\$652,637.00		\$616,342.97	\$36,294.03	94%
Social Security Expenses	\$ 179,342.00		\$ 155,499.97	\$23,842.03	87%
TOTAL EXPENDITURES FUND 1	\$3,211,110.00		\$3,136,236.27	\$74,873.73	98%

June Administrative Report

Library Statistics

- Total Circulation: 56,871 (12% increase from June 2021)
- Smart Locker: 139 locker retrievals; 134 unique users
- Curbside appointments: 81
- New Cards: 531 (includes many cards created for Hall HS students)
- Study Pod Reservations: 69
- Collection Items Added: 2,721
- ILL: 22 requests to borrow; 21 items supplied to other libraries

New Library/Community Center

The first meeting of the Elmwood Community Center & Library Advisory Committee was held on June 30th at the Elmwood Community Center. Tecton Architects introduced the Advisory Committee to their team, the goals of the project, and the role of the Advisory Committee. They also collected an initial list of ideas for what the committee would like to see in the new facility. The committee will meet again in August, September, and October.

Gertrude Blanks Storytelling Event

The library held the first Gertrude Blanks Storytelling Event on June 16th. The program was held in the auditorium at First Church and featured three storytellers sharing about Gertrude Blanks and about their own lives. About 70 people attended the event and staff received great feedback from attendees. The program was recorded and made available online by WHCi and can be found here: <https://www.youtube.com/watch?v=dhUBN25pvfo>

Celebrate! West Hartford

The library hosted a booth at this year's Celebrate! West Hartford on Saturday, June 11. Library staff talked with attendees about library programs and services, and hosted a popular library Wordle game. The event was well attended and staff enjoyed being part of the Town's celebration. Thanks to staff members Maura Beaudreault, Desiree Meyer, Laura Irmscher, Rebecca Nugent, Ann Marie Salerno, and Carol Waxman for planning and staffing the event.



Recruitment

This month we welcomed more new staff to the library team. Marie Callahan joined us full time as our new library assistant in Circulation. Ashley Ewert and Erin Simmons were hired as part time children's reference librarians, and Christine Acurantes will be joining the IT team as a tech assistant. Welcome aboard!

Recruitment continues for the Local History Specialist and Studio 20 South Coordinator, with interviews planned for July.

Adult Summer Reading

The Adult Services team launched the Adult Summer Reading Challenge on June 14th, with the program running until the end of August. Participants are encouraged to read books to fulfill the many different summer reading categories. For every category completed, patrons can earn a chance to win bi-weekly and grand prizes. Patrons can also complete activities for additional chances to win. Participants who fulfill the most categories will appear on the Summer Reading Challenge Leaderboard.

As of June 30, over 70 patrons have submitted entries for the Summer Reading Challenge. We randomly selected five winners for our first set of bi-weekly prizes. The winners received gift cards to West Hartford eateries.

Building Updates

After several years of not being used, the obsolete security gates at the entrances in the Noah Webster library have been removed. Without the physical barrier of the security gates, entering the library is a more welcoming experience as visitors can see the library open to them instead of being blocked off from spaces unnecessarily. We are working with the Town to have the floor surfaces under the gates cleaned and repaired where necessary.

The Public Works Department hired a new landscaping contractor to revamp and install a new irrigation system in the Webster Walk area outside the Noah Webster building.

LCI Consortium

The library belongs to LCI, a consortium of over 30 libraries that share a catalog and other technology resources. Laura was nominated to be secretary of LCI and her term begins in July. Laura also met with a few area directors to learn more about area libraries. Sarah Kline Morgan, Director of the East Hartford Public Library, gave Laura a tour of the Raymond Library. Kate Byroade, Director of the Cragin Memorial Library in Colchester, met with Laura to discuss LCI and statewide resources available to libraries.

Notes from the Desk

Here are some stories and interactions our staff recently had with patrons at the library:

- Lauren did research on Joseph Bishop and his tobacco business for the Bishops Corner Neighborhood Association. A member of the association came in to personally thank her for the research and to drop off a thank you note.
- A patron came in from Farmington with his tween daughter looking for some historical sites in West Hartford his daughter's teacher had told her about. We showed them the local history webpage and the West Hartford Historical Touring guide and map. They asked about how to use the West Hartford Library as Farmington residents. They were excited to learn they could check out books with their Farmington cards.
- Meredith Erickson received a lovely note from a patron who overheard her assisting another patron at the computer. As the patron observed, "Meredith stepped in and was generous with her time, good nature and computer skills." Thank you, Meredith!

- Ellen brought about 40 bouquets of flowers to Charter Oak School and received the following thank you: “The flowers are amazing! The teachers love them! We even have one prek class that currently has a flower shop in dramatic play- so perfect! Thank you for bring joy to our staff today!!” Thank you, Ellen!

Adult Services & Programs

Featured Programs

- New Britain Museum of American Art’s Permanent Collection (virtual)
- Confronting Crisis in Syria (virtual)
- History’s Largest and Still Unsolved Art Heist – The Isabella Stewart Gardner Museum (virtual)
- What We Commemorate on Juneteenth (virtual)
- Heat Pump Technology (in-person)
- Taking Care of Ourselves: a workshop for immigrants on stress and anxiety (virtual)
 - The library had partnered with Golden Door, United Action CT, and the Mayor’s Youth Council for this program.

Regular Programs

- *The New Yorker* magazine discussion group (virtual)
- West Hartford Fiction Writers (virtual)
- Connecticut Screenwriters (virtual)
- Faxon Poets (virtual)
- *The Atlantic* magazine discussion group (virtual)
- Fiber Arts Book Club (hybrid)
- Night Owls Book Group (hybrid)
- Practice English classes (in-person)
- Building Connections: Book Club for Immigrants (in-person)
 - Yukio Iida visited the class on June 8th and talked about various support groups in West Hartford, especially for parents of young children and immigrants.

Branch Libraries

Bailey and Karen spent an evening at the Norfeldt School Spring Fair. They chatted with lots of families, promoted the upcoming summer programs and made 10 library cards.

Faxon Fun registration is now complete with 25 children registered starting July 5 for Grades 1-3 and 25 children starting July 18 for two weeks for Grades 4-6. Faxon Fun paid assistants and volunteers are in place, special programs including cartooning, cooking, a visit from the ambassador animals from the Zoo in Forest Park and science workshops are scheduled and so much more planned for the attendees.

The branches began distribution of weekly food backpacks to the families of children attending West Hartford Public Schools. Partnering with Fern Street, Faxon has been a participant in this program for several years but this is the first time that we will also be distributing bags at Bishops Corner. The summer program will run through the end of August.

Children's Services

Programs

- Lego Club for students in grades K-4: Children had a great time creating floating vessels with Sara which they put into a tank of water weighted down with pennies to guess how many pennies it would take to sink their creations! All Lego displays created by students in this club have been on display in the Children's Room for others to enjoy.
- Imagine Nation Museum staff taught a program about learn about creating Glow Bubbles at Noah Webster and hosted a Hovercraft program at Faxon.
- Sunny Stories, a family storytime featuring stories and music, took place on the front lawn of the Noah Webster Library.
- Tweens created Beach Cupcakes in the series Tween Tuesdays with Miss Sara.
- Children in grades K – 4 created sand art projects using colored sand and sand art boards on the NWL rear deck.

Summer program registration for all libraries took place on June 27 with most programs filling immediately. Preschool programs begin the week of July 11 and run for four weeks. This week children were invited to participate in 4th of July Lantern crafts, Hovercrafts, a Teddy Bear Campout and Sunny Stories.

Faxon hosted a Teddy Bear Sleepover on June 29th! Here are a few of our visitors:



Updates

The last day of public school in West Hartford was June 17. Children's is prepared with extra copies of the summer reading logs (all children will also be receiving these in school) and bookmarks depicting the 2022 theme of Beyond the Beaten Path. Students who return their completed reading logs to any of the West Hartford Public Libraries from August 15 – 26 will receive a paperback book as a gift from the West Hartford Library Foundation. Families are invited to attend a variety of programs throughout the summer in all library buildings. Children continue to visit the buildings to tell us where the librarians were located from the video they saw in their schools.

Teen Services

Programs

- West Hartford Libraries and Bloomfield Library hosted a virtual All CT Reads Book Discussion of Cemetery Boys. Teens received prizes including Takis (mentioned in the book), sunglasses, and Pride Month Skittles. Rachael created a Kahoot! activity that was played at the program.
- The Teen Department hosted a virtual class Modern Calligraphy with Deb Reelitz. All participants got a free brush pen and handouts and had a great time. There were many thank you's after the event.
- The Society of Women Coders' virtual 5-week series "Coding Without Borders" program will begin in July. There are currently 39 registrants from all over West Hartford, the U.S., and even other countries.

Updates

Kari Karp, Carol Waxman, and Mike Keo (Connecticut Historical Society) interviewed 13 candidates for the Mayor's Youth Council on Monday, June 20. They will grade the interviews and announce 6 new council members in mid-July.

Kari met with Deb Roe from People's Action for Clean Energy (PACE) and Chris Feely (Sierra Club) to brainstorm ideas for a video contest promoting the use of electric equipment, alternatives to gas-powered lawn care. This would be an optimal Mayor's Youth Council subcommittee topic for 2022-2023, since many members are passionate about environmental issues.

