

West Hartford Public Library Board Agenda

Virtual Meeting

Monday, May 22, 2023 - 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 April 24, 2023 Meeting.
5. Chair's Report
6. Old Business
 - a. FY24 Budget Update – Laura Irmscher
 - b. Policy Review: Circulation Policy
7. New Business
 - a. Late opening for Active Shooter Training
8. Director's Reports – Laura Irmscher
 - a. April documents submitted:
 - i. Library Administrative report
 - ii. Budget report
 - iii. Quarterly Statistics
 - b. Library Updates
9. Adjournment
 - a. Next Meeting is scheduled for June 26, 2023.

Anyone requiring auxiliary aid or service for effective communication or modification of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.

Public Comment Instructions: Individuals who wish to comment on an agenda item, may do so by sending an email with the subject "public comment" to Board@westhartfordlibrary.org on or before May 19, 2023.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, April 24, 2023, 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:40 p.m. Present, via Town of West Hartford Microsoft Teams were Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and E.J. Greenspan, Library Director Laura Irmischer, Janet Valencis, and Heidi Reagan recorder.

2. PUBLIC COMMENT - none

3. APPROVAL OF THE CONSENT AGENDA (Items 4 & 8a i, 8a ii)

MOTION: On a motion made by Gail Crockett and seconded by E.J. Greenspan, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of February were approved as part of the consent agenda.

5. CHAIR'S REPORT

- a. Welcome to Heidi Reagan, who will be replacing Janet Valencis as the Library's Office Operations Specialist. Thanks to Janet Valencis for all her efforts over the years, on behalf of the Board.
- b. Laura Irmischer referenced the Director's goals and noted that updates will be available as things progress. The Board offered help whenever needed.

6. OLD BUSINESS:

- a. FY24 Budget Update – Laura Irmischer

The FY24 Budget was present to the Human and Community Services Committee. The budget is expected to remain level in the upcoming year, with the exception of Human Resources expenditures. Laura expects that the Librarian II position will be funded.

- b. Library E-Book Bill – Laura Irmischer

Two new bills have been introduced to improve the licensing terms of libraries for E-Books. HB 6800 is with the Planning and Development Committee, while the second bill is still stalled. Laura encouraged the Board to talk about the situation with local representatives.

7. NEW BUSINESS

- a. There is no new business at this time.

8. DIRECTOR'S REPORT

a. Current Month Briefing.

- i. The Library's Circulation Policies are being reviewed currently. Proposed changes will be available at the May meeting.
- ii. It is National Library Week. Tuesday, April 25 is National Library Worker Day.
- iii. WHPL is sponsoring the Gertrude Blanks Storytelling Program, to be held at First Church on Tuesday, June 13, 2023.
- iv. The Grant for Faxon Fun was approved and received for \$5000.
- v. The Noah Webster Library building is currently receiving some much-needed upgrades
- vi. The Seed Library was a huge success thanks to a robust publicity campaign.

9. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 7:10 pm. The next scheduled Board Meeting is May 22, 2023, at 6:30 pm.

Respectfully submitted,

Eileen Daly, Secretary Pro Tem
West Hartford Library Board

"This meeting was held remotely and the public had the ability to view the meeting in real-time live on West Hartford Community Television at and www.youtube.com/whctv5.

April Administrative Report

Library Statistics

- Total Circulation: 57,696 (6% increase from April 2022)
- Smart Locker: 168 locker retrievals (2nd highest monthly total since the service began)
- Curbside appointments: 44
- New Cards: 247
- Study Space Reservations: 101
- Collection Items Added: 1,722
- Notary: 31 patrons served
- Tech Help: 9 patrons helped
- Studio 20 South visits: 28
- Local History: 31 reference transactions

FY24 Budget Update

Town Council approved the FY24 budget, including funding the vacant Librarian II position and the library's fine-free proposal. Recruitment will begin soon for the Programs, Publicity, and Outreach librarian. The next step for our fine-free proposal is to update the Circulation Policy and present it to the Library Board for their consideration. Once the policy change is approved, we will work on a roll-out strategy to make sure staff and the public are informed of the changes.

Faxon Fun

Thanks to a generous \$5,000 grant from the Stanley D. and Hinda N. Fisher Fund at the Hartford Foundation for Public Giving, we will be hosting Faxon Fun again this summer. From July 10 – August 3rd, children entering grades 1-3 and 4-6 can attend two-week sessions that feature a variety of fun and enriching programs like visits from Mad Science, ambassador animals from Forest Park, and much more. Registration begins on May 17 in the evening at the Faxon library.

National Library Workers Day

April 25th was National Library Workers Day. From ALA, NLWD is "a time to recognize library professionals for their expertise and leadership skills in transforming lives and communities through education and lifelong learning. The day also reminds the public that library workers serve as community compasses that lead users to endless opportunities for engagement, enrichment, and development."

At the Town Council meeting on 4/25, Mayor Cantor acknowledged National Library Workers Day and spoke of her appreciation for the West Hartford Public Library staff who serve their community every day.

As Library Director, I am sincerely grateful for the excellent, dedicated staff at the library. We have a truly wonderful library system because of the hard work, passion, and creativity of all of our library staff. I'd also like to thank the Professional Development Committee for providing breakfast treats in recognition of National Library Workers Day!

Staff Update

Recruitment

We're pleased to have several new staff join our team over the last several weeks:

Beth Cunningham – Office Assistant, Circulation

Amy Gallent – PT Office Assistant, Circulation

Deborah McGrath – PT Page, Circulation

Heidi Reagan – FT Office Operations Specialist, Admin

Drew Roosa – PT Office Assistant, Circulation

Meredith West – PT Office Assistant, Circulation

Amal Zubeidy – PT Office Assistant, IT

Departures

We said goodbye to these staff members and wish them all the best:

Amber Ferriere – PT Office Assistant, Circulation

Hilary Mauro – PT Librarian, Reference (leaving in July)

May GOAT – Ann Marie Salerno

Ann Marie is an integral part of our library, and I would like to pass the goat on to her. Ann Marie is one of the most hard-working people I know. Have you ever walked by Ann Marie knee deep in books in the loading dock, only to moments later hear her in the middle of a friendly conversation with a patron at the customer service desk? How does she go from one task to another so quickly? (I don't know the answer, but maybe the goat can get some inside information for us this month!!)

Ann Marie is kind, smart, and funny, and she spoils us all with delicious food. I hope the goat can keep up with her!

-Lauren



Community Engagement & Outreach

Laura, Pramod, and Ann Marie gave a presentation at the Senior Citizens Advisory Commission meeting held at the Bishops Corner Senior Center on Tuesday April 17. Highlights of the presentation were our e-library collection, Homebound Services and our resources for new citizens and non-English speakers. The group was very engaged and had a lot of great questions and feedback.

Ellen Philips facilitated a 2023 West Hartford Special Education PTO Book Talk on the evening of April 26. Dr. Eli R. Lebowitz, author of *Breaking Free of Child Anxiety and OCD*, was the guest speaker.

Carol spent the evening of April 26 at Braeburn School's Multicultural Family Night to offer library cards and meet and greet families.



On Wednesday, April 26th, residents from Brookdale Assisted Living paid a visit to the library. These residents use the Homebound Service and wanted to visit the library in person. Ann Marie assisted them with finding what they needed and was so happy to get a chance to meet the residents face to face. They presented Ann Marie with a plant and a thank you card in appreciation of her ongoing assistance.

From Our Patrons

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

- Over this past year, Lauren notarized several documents for a high school senior applying to colleges. This week, Lauren notarized the student's final document for the college she has chosen to attend; it was great to see this student so excited about her future!
- Girls Who Code held their last meeting on 4/25 and received this note from an attendee's mom:

"Thank you so much for putting together such a great learning experience for the girls. Kausar really enjoyed the program, since it was the last session she was a little sad when she got home today. Hopefully you guys will arrange more of these programs so the girls can learn more. I also wanted to extend my thanks to all the helpers - they did a wonderful job with quite a bit of dedication. See you at graduation."

Studio 20 South Highlights

- Assisted in several VHS conversions and Cricut projects
- Hosted two sisters doing a Gilmore Girls podcast, an ongoing follow-up project to the podcasting workshop that they took here in the last two months.
- 3D printed several trinkets for patron Easter egg prizes

Adult Services & Programs

Featured Programs

- Author Talk: A Place Called Home with David Ambroz (virtual)
 - Attendance: 21
 - David gave an absolutely amazing author talk on Tuesday to a group of very engaged patrons. He's given this talk hundreds of times before and it felt like the first time that night. In fact, he even got emotional talking about his mom and cried a little. From a patron:

Great talk, thanks for hosting!
And thank you to David for amplifying this issue. It was especially helpful for me to learn how, like with so many inequities, the focus needs to be on changes to the foster system and addressing poverty rather than on individuals who survive this and manage to thrive.
- Four Critical Components to a Successful Retirement (in-person)
 - Attendance: 30
 - Michael Alimo, of USA Financial and Tax Services, gave a presentation about retirement. Mike has been giving presentations here for about 6-7 years.
- Film and Discussion: Putin and the Presidents (virtual)
 - Attendance: 26
 - Professor Olena Lennon, native of Ukraine and professor at the University of New Haven, chose the movie and led a wonderful question / answer / comment discussion for about a half an hour. This is the first in a series of four films.
- Assyrian Mythology With Storyteller Tom Lee (in-person)
 - Attendance: 28
 - A *Celebrate All of Us* afternoon program geared to adults and facilitated by Sara Bartelmo was held at the Bishops Corner Branch Senior Center. Storyteller Tom Lee brought Assyrian Mythology to life for his audience.
- Classics of Modern Short Fiction (in-person)
 - This course is a unique opportunity to study and discuss a variety of the seminal authors of the last two centuries by reading their short fiction. Led by writer, editor, and professor Joseph Reynolds, the seminar is driven by open forum

discussion and everyone will have the opportunity to articulate their perspective and debate a wide range of interpretations.

- o A patron wrote in the night after one of the discussions: "Thank you for the stimulating programs you provide to the community!"

Total Attendance for Featured Programs: 105

Regular Programs

- *The New Yorker* magazine discussion group (virtual)
- West Hartford Fiction Writers (virtual)
- Connecticut Screenwriters (hybrid)
- Faxon Poets (hybrid)
- *The Atlantic* magazine discussion group (virtual)
- Fiber Arts Book Club (hybrid)
- Cookbook Club (in-person)
- Shakespeare Book Club (in-person)

Total Attendance for Series Programs: 138

- Cookbook Club welcomed Lisa, the Baking Coach to our monthly meeting. She demonstrated how to make raviolis from scratch to the group of sixteen members in attendance. Here is a thank you received from one of the group's members and her grandson: "Last night's demonstration has inspired my grandson to make more raviolis. We have set up Wednesday for our own trial."

Local History

The Local History Room had 31 visitors and researchers, with 10 virtual/phone reference requests in April. The main research requests were around house and architectural history, with yearbooks and general browsing being the other major draws. There was one patron that spent a day researching Civil War soldiers from West Hartford for a potential book. The scanner also received regular use with a patron scanning historic family photos from 1880s-1980s over several days. We continue to see progress on the Biographic File project and Library Photograph project from Joanna and Kyrá.

Children's Services & Programs

Programs

Two Spring Planting programs were held during School Spring Vacation week with educator Kelsey Olquin, who read stories about seeds, explained different shapes and types of seeds and demonstrated how to plant. Each child took home a plant to nurture.

Professor Eric Galm of Trinity College and his **The Trinity Samba Ensemble** - a drumming and singing ensemble that performs Afro-Brazilian music featured during the annual *carnaval*

celebrations, visited on the evening of April 12 in Blue Back Square as a featured program for Celebrate All of Us.



Ballet Theater Company's rendition of Cinderella was held on the evening of April 19 at the West Hartford Conference Center. The performance consisted of excerpts from the ballet which will be performed at the Bushnell Center for Performing Arts at the end of this month. The program was generously funded by the Ellen Jeanne Goldfarb Memorial Charitable Trust Dance Grant.



At Sara's Tween Tuesday program this month, attendees spent an afternoon exploring the science of polymers to make slime, followed by engineering a circuit using the slime to function as a conductor to light up an LED.

Branch storytimes filled up quickly again! Bishops Corner has a nice mix of returning families and new faces for Mother Goose on the Loose, Bouncing Babies and Family Storytime. Faxon

has a new preschool painting program (Preschool Picassos!) as well as Mother Goose, Stay and Play and Tween Den.

Updates

Library staff took part in filming a video for Oceans of Possibilities, the summer 2023 reading program. Pramod took video in all three libraries. Other guests included Ellen's son Colin, Bailey's children Abigail and Joseph and Emily's son Nick. The video, which features our collections, programming, and summer specials, will be viewed in all elementary school classes in June.

Teen Services

Mayor's Youth Council applications are due May 31 for the 2023-2024 school year. MYC is a council of 18 student members in grades 9-12 who represent different public, private, and home schools in West Hartford. They meet twice a month (1 council meeting, one work session) from September – May to help plan and facilitate community impact projects that improve the quality of life of West Hartford youth. They also work with local departments and organizations to help with town-wide initiatives as they arise. More information and applications can be found here: <https://www.westhartfordlibrary.org/teens/mayors-youth-council/>

Town of West Hartford
Library Expenditures
FY23 April 2023

GENERAL FUND					
	BUDGET	ENCUMBERED	EXPENDITURE	BALANCE	% OF BUDGET SPENT
Library Personal Expenses	\$2,640,978.00		2,070,155.00	\$570,823.00	78%
Library Non Personal Expenses	\$652,637.00		498,424.00	\$154,213.00	76%
Social Security Expenses	\$ 198,319.00		143,916.00	\$54,403.00	73%
TOTAL EXPENDITURES FUND 1	\$3,491,934.00		\$2,712,495.00	\$779,439.00	78%

West Hartford Public Library

POLICY MANUAL

Title: Circulation Policy (DRAFT)

Revised by the West Hartford Library Board, February 24, 2020

REGISTRATION

A West Hartford Public Library card may be used to borrow materials at any public library in the state of Connecticut that participates in borrowIT CT. Any person eighteen years of age or older or the parent/guardian of any person under eighteen years of age with a West Hartford Public Library card is responsible for all materials and associated fees charged to their card. Cardholders are responsible for notifying the West Hartford Public Library of card loss or changes in contact information.

Any person for whom West Hartford is the principal place of residency will be issued a library card upon request for three years. To obtain a library card:

ADULTS: Adults will need to present a photo ID and proof of residency.

TEENS: Teens, 13 to 17 years old, may apply for their own library card by showing proof of residency.

CHILDREN: Children age 12 and under may obtain a card when accompanied by a parent or guardian. The parent/guardian must provide proof of residency.

STUDENT RESIDENTS: Students attending school in West Hartford who do not have a current card from another public library in Connecticut may apply for a card while they attend school in West Hartford.

TEMPORARY RESIDENTS: Any person who is temporarily living in West Hartford may register as a temporary user for up to one year. A temporary resident must provide identification, showing a permanent out-of-state address. A refundable deposit of \$20.00 is required. A temporary West Hartford Public Library card may be used only at the West Hartford Public Library. Only 2 items may be borrowed concurrently on a temporary card. When the patron is ready to leave town and has returned all materials and settled all fees and fines, the deposit will be refunded in exchange for the card.

CONSORTIUM LIBRARIES: Library Connection, Inc. (LCI) is a consortium of public and academic libraries that share an integrated library system. Anyone with an LCI member library card may use that card at the West Hartford Public Library.

RESIDENTS OF OTHER CONNECTICUT TOWNS: Any person who resides in a Connecticut town other than West Hartford may borrow materials from West Hartford Public Library by presenting a valid card from their hometown public library and identification.

LOANS

The circulating collection is available for loan. An item in circulation is considered on loan until it is returned intact. Materials may be borrowed for one loan period. Materials may be renewed for two additional loan periods, with the exception of reserved items. Some materials are not eligible for renewal due to limited availability.

INTERLIBRARY LOANS: An interlibrary Loan (ILL) transaction is a request to borrow material not owned by the West Hartford Public Library or held by any member library in the consortium. All ILL materials must be returned to a West Hartford Public Library location.

deliverIT CT: The West Hartford Public Library complies with the deliverIT CT guidelines as adopted by the Connecticut State Library. DeliverIT CT is the Connecticut State Library Delivery System for library materials. Any materials may be returned to any participating Connecticut library. The borrower is responsible for the materials until they are returned to the owning library.

FEES AND FINES

As of July 1, 2023, the West Hartford Public Library will not charge fines for most overdue library materials. Some late fees may still apply for equipment or specialty loans. See the library website or ask a staff member for a full list of applicable fees. If materials are borrowed from other libraries, fines may be charged based on the policy of the owning library.

Library users are responsible for returning materials on or before their due date. Notices and bills are sent to borrowers with overdue materials as a courtesy. Prompt payment of overdue fines or replacement costs for lost or damaged materials is expected. No refunds of these charges will be made if the lost material is later found. Borrowing privileges are suspended if there is an overdue item for which the replacement cost has been assessed or a maximum fine has been reached. At the Library's discretion, a same-title replacement in brand new condition may be accepted instead of the replacement fee.

Revised and adopted by the West Hartford Library Board February 24, 2020. Previous revisions adopted September 23, 2019, January 28, 2019, October 29, 2018, April 25, 2016, October 26, 2015, June 22, 2015, February 24, 2014, August 16, 2013, June 27, 2011, February 22, 2010, February 26, 2007, and October 19, 1999. Also includes addenda dated October 15, 2002, April 26, 2001, January 14, 1997, March 19, 1996, April 20, 1995; and incorporates *Fees and Fines Policy* revised February 26, 2007 and June 20, 2000; *Collection of Fees and Fines and Court Entry Fees* adopted October 17, 1995; *Circulating CD-ROMS Policy* adopted January 14, 1997; *Vacation Loan Policy* adopted July 23, 1997; *Payments for Lost Materials*, March 21, 1995 and *Teacher Loan Policy* adopted August 22, 1995.