**Horsham Township Library**

**Board of Directors Meeting Minutes**

**January 25th, 2023**

The Board of Directors of the Horsham Township Library met Wednesday, January 25, 2023 in the Library’s Meeting Room. The meeting was called to order at 7:03 PM.

The following people were present: Milt Kunz, Janet Whiteside, Kelly Boetefuer, Marie Clark and library director Regina Vesley. Cindy Weinrich was absent.

**Minutes**

Minutes from meeting were approved with minor revisions after a motion by Milt Kunz and a second by Kelly Boetefuer.

**Financial Report**

Library Director Regina Vesley began her report by noting that that the library roof needs to be replaced in 2023, and the initial estimate was $340,000. The library is using American Rescue Plan grant funds to fund the repair work. The roof replacement is scheduled to begin over the summer.

Ms. Vesley also noted that State Aid may be delayed due to the Township’s delayed 2021 audit. The funds will be released once the audit is received.

A copy of the full financial report is attached.

**Librarian’s Report**

Ms. Vesley highlighted the upcoming programming for the library, including a new Family Night series of programs, gaming times for seniors and adults, and a Senior Health series. Additionally, Ms. Vesley noted that the library had an overall increase in circulation of 198% over 2021. The theme for the Summer Reading Challenge is “All Together Now” and will focus on programs bringing the community together. The Summer Reading Challenge will be in a hybrid format offering both virtual and paper options to participate. Adult programing will include two different presenters, and the Senior Game Days and Movies will continue through the summer.

The Program Porch will be fully installed well before Summer Reading begins and our Opening Party on Fri, June 16 will serve as the ribbon-cutting for the space. We will have a live character visit for picture opportunities with attendees, a mini-Touch-A-Truck, and a large-scale craft inside.

The 2023 Farmers Market season will have two indoor winter dates, February 26 and March 19 from 10:00 a.m. until 1:00 p.m. During the summer, the market will make use of the indoor space as well as the outdoor space. In addition, the market will be bringing in an additional assistant manager (Rob Jacobus), a crossing guard, and a public works employee for the clean up after each market. Pickleball courts will now be locked during market hours and unlocked at 1:00pm.

**Unfinished Business**

The library is working with public works to either replace the broken flagpole rope or replace the entire flagpole with a pole with an interior rope.

An electrician will be coming out to assess the lighting outage at the base of the sign.

**New Business**

The Board voted unanimously to allow staff to remove postings on the Community Bulletin Board after six months.

**Announcements**

We applied for, and are awaiting a decision on, a StoryWalk grant application in the amount of $500. The application period closed on January 18, 2023.

Ms. Vesley is the new MCLINC reference committee liaison and will be working on the MCLINC strategic plan this year.

**Adjournment and reminder of next meeting**

There being no further business the meeting adjourned at 8:15 PM. The next meeting will be held March 22, 2023 at 7:00 PM.

Respectfully submitted,

Kelly Boetefuer

**Director’s Report January 25, 2023**

**Financial Report**

2023 budget items of note:

* *Library roof-needs replaced in 2023 due to an abundance of leaks. The initial estimate was $340,000 and more estimates have been sought. John Rawluk from Public Works is heading up the search and American Rescue Plan grant funds are slated to be used for the repair work.*
* *State Aid is potentially going to be delayed due to the townships delayed 2021 audit. I’ve plead our case that we had 3 people in the position of Director of Finance that year and they’re still catching up and the audit is currently wrapping up, I’m currently in waiting to see if they’ll accept a draft version.*

**Director’s Report**

**Winter/Spring programming-** Story time remains the same structure as 2022. Ellyn is adding a new Family Night series of programs on Thursday nights. These programs will vary and include special themed story times (guest reader, stuffed animal sleepover, pajama story time, etc.) some movie nights, and character nights to try to expand what we offer working families. Saturday story times will continue as well and lego club has been re-added to the calendar, now on Saturdays.

Two gaming times have been added, Friday mornings we host Senior Game Day in the meeting rooms and Wednesday nights are Game Night where we make board games available to any to use throughout the library or residents can bring their own, we currently have a mahjong group meeting during this time.

Senior Health series is moving forward, we hope to find an audience to be able to continue offering it through the Montco Office of Senior Services but they require ten pre-registered to hold a program. We are also continuing with Senior movies once a month midday.

New series for adults-Adult Night Out began this month. Aimed at parents to have a craft program for themselves, not children. Last night was Galentines day crafts and next month is abstract paint night.

**2022 recap**

**By the Numbers**

Total 2022 Circulation-288,984 (an overall increase of 198% over 2021)

Total circulation of digital items (overdrive/Libby and Hoopla) 24,132

Total physical collection size – 264,862 items

Total digital collection size – 1.4 million items

Total pavilions permits issued- 360

Total community center rental permits issued-58

New patron cards issued 820

Total programs held – 348

Total attendance – 7,332

\*Note-the state annual report is reportedly drastically changing this year. I don’t have our full stats pulled yet as I do not know what they will be asking for-I have a training session on the new report tomorrow and next Wednesday.

**Summer Reading 2023 Planning Status** Friends approved budget of $6,180

Theme:

The CSLP provided theme all libraries will be following is "All Together Now". Much of our programming this summer will focus on bringing our community together at the library with fun programs throughout the summer. Story Time will continue throughout the summer and we'll have regular projects for families to complete in the library. Our Teen Action Board will be very active with a number of teen volunteer lead programming, further bridging the gap between our youngest and oldest patrons.

Hybrid:

Our Summer Reading Challenge will still be hosted virtually on Beanstack but we are bringing back a paper option this year to hybridize our program and welcome even more participants to the challenge.

Adults:

Bryan is focusing on adult programming this year, hoping to bring new faces into the library via fun, engaging programs planned intentionally to induce "FOMO" (Fear of Missing Out). For Summer, we've added a new section to our funding requests to the Friends called "Adult Presenters" and the Friends have granted us money to hire local artist Taylor Rae Cole to run two painting courses (we've hired Taylor before many times and patrons love her) and local improv artist Siobhan O'Hara (ComedySportz Philadelphia, The Lab Comedy Theater Ambler, coauthor of The Comedy Improv Handbook) for a performance with improvisers from The Lab Comedy Theater Ambler. We're hoping these programs will continue the momentum we're building throughout the year with these "leave the kids at home" programs.

Seniors:

We're going to continue the Senior Game Days and Senior Movies through the summer in hopes that we can continue to be a place where seniors can stay social and remain active in their community. Senior Game Day is every Friday morning and Senior Movies play once a month.

Program Porch:

Our Program Porch will be fully installed well before Summer Reading begins and our (first ever) Opening Party on Fri, June 16 will serve as the ribbon-cutting for the space. We'll have a live character visit for picture opportunities with attendees, a mini-Touch-A-Truck, and a large-scale craft inside where everyone will leave a cut-out handprint spelling out HTL in support of the "All Together Now" theme. Throughout the summer we'll host Story Time and outdoor STEM programs run by teen volunteers.

**2023 Farmers Market** – Met with Township, myself and Kathy end of December to talk about the future of the market. Updates for 2023 season include 2 indoor winter dates, use of indoors for summer season, hiring an additional assistant manager (Rob Jacobus) crossing guard, and a public works employee for the clean up after each market. Pickleball courts will now be locked during market hours and unlocked at 1pm.

**Unfinished Business**

* **Facilities** Working with public works on either replacing the broken flag pole rope or getting a new flag pole that has an interior rope to stop this from happening. Would also solve our bees nest issue. The ground lights around our digital sign are all out, electrician figuring out if this is a bulb problem or something larger.

**New Business –** Community bulletin board is back and we’re starting fresh. Would like to propose a board vote on a 6 month mas on postings to the board.

**Announcements –** StoryWalk Grant-$500 to add a non-permanent storywalk to the library grounds this summer. Application period closed out 1/18 now waiting to hear on awards. Intention is to have a new story posted each week throughout summer reading that ends at the outdoor space to promote awareness.

I am the new MCLINC reference committee liaison and will be working with that committee as well as the Directors on contributing to the MCLINC strategic plan this year.