



Patron Attendance	Patron Attendance	Books	Books	Video Other	Video Other	Cards	Cards	Fees/Fines	Sales/Gifts	
14	1	12-E	1-com	24-	1-					H.
4 new		31-A		mo	mus					
				2-tv						OD

**NOTE: 67 Books given out to children at Santa Event**

**December 2022:**

Patron Attendance	Patron Attendance	Books	Books	Video Other	Video Other	Cards	Cards	Fees/Fines	Sales/Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child			Lib
48	4	45	7	3	0	R-2	R-2		\$7	
						N-1	N-3			
17		33-A		2-mo						H.
4 new				2-tv						
										OD

**HOOPLA:** From August to December 2022.

318 circulations @ average of \$2.06/27 individuals/average of 4 new each month

Average of 12 circulations per patron; average of 27 per month

Audio books were about one-third of borrows, movies were one-third, the ebooks with a few comics, music and television borrows.

#### 4. Old Business:

- Purging library shelves - still need to have assistance purging children's non-fiction – Pam to work with Amy.
- Puppet holder will be set up on wall this week.
- Train set is partially in place but needs the second part of the set which may need cleaning/repair.

- d) First part of the Draft of Training Manual for Trustees/Volunteers was revised.
- Table of Contents will be revised later.
  - Letters were read. There was a correction on the spelling of trustee names.
  - Library Lending Procedures: Fees - CT Libraries eliminated late fees so it was agreed that the Hartland Library will eliminate late fees as well. Any reference to late fees were removed from the manual. Fines - eliminated.
  - Procedures for Overdue/Lost/Missing Books: The wording on when and how to contact patrons were kept as is except for the parts about fees. A receipt book will be purchased for use when payments are made which would only be cost of replacement. New wording is needed to indicate that decisions will be made on a case-by-case discussion with Trustees (whether or not to re-purchase if book is too old, loss of borrowing, etc.).
- The remaining pages of the Training Manual for Trustees/Volunteers will be reviewed/revised during the next trustee meeting.
- e) Communication to Patrons:  
Newsletter received with 53% opened.  
Facebook data: Post Reach-86, Followers-170, Engagements-28, 2 new likes and follows, Top Post was Hoopla. Those involved were between 45-54 years old; 75% female.  
Kene Daley (PTO president) stated that the students also use Hoopla through the school.
- d) Activities/Events: Santa/Book event was a success - 67 books were given to young children. Many parents expressed their appreciation.
- e) Automation of circulation: Connie Irwin has agreed to work with Librarika support staff on the question of whether re-labeling is necessary.
- f) Concerns of the Trustees:
- Upkeep of Building - Clearing and waxing of floors and cleaning of windows should be done in the Spring.
  - Membership in OverDrive is on schedule. We will keep both HOOPLA and OverDrive as OverDrive has newer books and we are competing with other libraries that have both. We can also request books in OverDrive so we can better provide our patrons what they are looking for.
  - Our request to Command Corp. for another camera has not been returned.

## **5. New Business:**

- a) Kene Daley asked if her college-age daughter could assist the library this summer. All agreed that it would be very helpful and we have welcomed similar requests.
- b) Andi Wright reminded trustees that the shelved books should be even with the outer edge of the shelf and not pushed back since the spines of the smaller books are not visible.
- c) Andi Wright found that some of the books in Librarika are listed by first name and then last name instead of the usual last and then first. Discussion was held around the need to correct this. It was decided that the first step was to determine if those books are still in our library since they are older books. Pam Langer will work with Andi Wright on this issue. This also is a purging opportunity as Andi Wright mentioned that some shelves were crowded.

## **6. Adjournment: at 11:01 a.m. with Motion from Amanda Lukingbeal and seconded by Andi Wright.**

**Respectfully submitted by:** Brenda Babbitt, Secretary  
Hartland Public Library Trustee