**Williamsburg Public Library**

**300 State Street, PO Box 48**

**Williamsburg, IA 52361**

**(319) 668-1195**

**Board of Trustees**

**Agenda**

**January 17, 2022**

**6:30 p.m.**

**Call to Order**

**Agenda Approval**

**Minutes Approval**

**Bills Approval**

**Opportunity for Public Comment**

**City Council Report**

**Library Reports:**

* Circulation/Usage/Patron Visits
* Director Reports
* Committee Reports

1. Personnel
2. Policy
3. Budget/Building

**New Business**

1. Volunteer Policy
2. Refunding Iowa County Heartland Quilters
3. Deductible Reimbursement FT Staff
4. Fall Tuition Reimbursement
5. Artificial Christmas Tree & Wreath
6. Summer Employment
7. Trustee Handbook Education: Ch 6 Developing and Adopting Policies

**Old Business**

1. Bookdrop Update
2. Security Update

**Agenda Items for Next Meeting**

* Seeking input from the board of trustees

**Upcoming Meetings**

**Adjourn**

The Williamsburg Library Board of Trustees met on November 15, 2021. Trustees present were Heitmann, VonStein, Wichmann, Claypool, Engel, Gragg, Heitmann and Rodemeyer. Also present was Briana White, library director; Anne Zalenski, Rick McMann, city representatives.

Meeting called to order by President VonStein.

Motion by Wichmann, seconded by Claypool to approve agenda. Motion carried

Motion by Engel, seconded by Claypool to approve minutes. Motion carried.

Motion by Engel, seconded by Claypool to approve bills. Motion carried.

The director reported that she had completed 90-day reviews of the new hires. She is also working on a report for the county supervisors.

The budget committee will meet with Briana to discuss the budget.

Discussion was held on the automatic flushes in the restrooms. They are not working properly and the director would like to replace the flush valves with manual ones. Motion by Wichmann, seconded by Engel to replace the automatic flush valves with manual flush valves. Motion carried.

Santa Claus has indicated to the library director that he would like to meet with the children some time during the month of December. Time and date to be decided.

Discussion was held on a security plan for the city. The director will check with the city on a security plan, as well as with our ITT person on cameras at the doors and trouble buttons.

Chapter 5 of the handbook on approving and monitoring the budget was reviewed by the board.

No meeting will be held in December.

There being no further business, meeting was adjourned.

Kathryn Heitmann, Secretary

The Williamsburg Library Board of Trustees did not hold a meeting in December of 2021.

Kathryn Heitmann, Secretary

**Monthly Statistical Report-WPL**

**December 2021**

**Presented at the January 17th Board Mtg.**

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| --- | --- | --- |
| **Circulation Overview** | **December 2021** | **December 2020** |
| Print Books | 1243 | 508 |
| # ILLed from WPL | 18 | 17 |
| # ILLed to WPL | 143 | 70 |
| Bridges | 632 | 664 |
| DVDs | 199 | 106 |
| Puzzles and Games | 6 | 5 |
| TOTAL NUMBER OF LENT ITEMS | 2241 | 1370 |

|  |  |  |
| --- | --- | --- |
|  | **December 2021** | **December 2020** |
| Patron Visits | 3396 | N/A |
| Meeting Room Usage | 13 | N/A |
| Reference? | 8 | 54 |
| Directorial? | 18 | 15 |
| **Programming Highlights**  **Adult programming highlights from November & December:**  November’s Ackerman Winery program was a fun event. Twelve people were able to attend an informative program complete with historical photos of the Amanas. A tasting segment followed the program and the 2021 holiday wine labels were revealed. This program was the first known partnership between Ackerman and the Library. The library received multiple compliments for including and supporting locally-owned grown and produced Iowa County goods, so we will continue cultivating local resources and knowledge and bringing that into the library for our patrons.  The second event in the Dyslexia series was well received with 16 people in attendance. One family drove thirty minutes to attend after hearing about the program from Decoding Dyslexia Iowa marketing. It is great to see Williamsburg put on the map for new and innovative services.  The public was thrilled to share holiday music with Peggy Wardenburg and Karin Malloy again this year. This continues a long-standing tradition nearing ten years of music with Peggy and Karin in the library. The three events drew 70 attendees who enjoyed sing-alongs, requests, and childhood favorites.  Looking ahead, the library will be trying a new adult gaming series on Sundays in January. January is Financial Wellness Month and Chris Perez, Financial Advisor with Edward Jones, will be presenting on financial wellness Tuesday, Jan. 25 at 6:30 p.m. The library will also be installing a light therapy lamp, purchased by the Friends group, for patrons as a way to educate the public on the seasonal affective disorder. The lamp and educational materials will be located on the first floor and a newspaper article will be submitted to the newspapers to get the word out.  Respectfully submitted,  Shelley Anderson  **Youth Programming from November & December :**  Hello Board Members! Happy New Year! We had a great December for youth programming with Santa’s Visit (194), Tuesday & Thursday Storytimes (5-7), and Early Out Lego Club (25). On Social Media, we featured our library elf Duncan, who entertained us with his adorable antics.  January youth programming will feature our Tuesday & Thursday Storytimes, Early Out: Movie Madness, Early Out: Lego Club, and Family Fun Night which is back on Mondays. Our first Family Fun Night of 2022 will be a Lunar New Year’s party on Monday, January 31st at 6:30-7:30 pm.  In the Children’s Area, Friends of the Library gifted us with a brand new LEGO table and there are plans in the works to add more “toys” to the area.  -Ann Egley- YS Librarian | | |