

## **Harrisburg Community Library Board Agenda**

**Thursday, February 8, 2024**

**5 p.m., Harrisburg Community Room**

**Roll Call and declaration of quorum.**

**Amendment/Adoption of Agenda.**

**Reading and approval of minutes of previous meeting.** January 2024 minutes.

**Financial and statistical report update.** December 2023 financial report. January 2024 financial report.

**Library Director/Staff Reports:**

January 2024 Attendance:

- 400 Adults
- 352 Children
- 786 Total (in library attendance)
- 74 Phone Calls
- 22 New Memberships
  - 36 Adults
  - 21 Children

January 2023 Attendance:

- 333 Adults
- 267 Children
- 600 Total (in library attendance)
- 6 New Memberships

January 2024 Computer Use: 9 sessions

January 2024 Crafts: 38

**Public Input:** (Comments limited to 10 minutes)

**Unfinished Business:**

Winter Storytime:

- Tues, Jan 30 – 8 children, 6 adults
- Sat, Feb 3 – 5 children
- Tues, Feb 5 – 11 children, 7 adults

Take Your Child to the Library Day: Review the survey results from the Donuts and Puzzles Party. Review overall attendance for the library from Take Your Child to the Library Day.

- 14 Adults

- 23 Children
- 37 Total

Monthly Teen/Adult Programming: Review the January Craft Night Survey report. Discuss upcoming teen/adult programming, including SDHC speakers C.K. Van Dam and Dr. Brad Tennant.

Community survey: Finalize details of the community survey, including edits, survey “host” organizations/businesses, and survey timeline. Discuss how many surveys should be printed and if HCL should print the survey or have survey printed by a printer/office company. Printing 300 copies by Sisson Printing would cost \$213.40. Printing 358 copies by Office Max would cost \$526.95 before 2/24 (current sale).

2024 Goals: Discuss goals for the HCL for 2024.

Collection Development Policy: Discuss edits to the draft collection development policy.

New library space updates: Discuss any updates on the new library space.

**New Business:**

SDLA: The City has tentatively offered to sponsor up to two board members to attend the annual SDLA conference in September.

Circulation and Materials Policy: We will discuss the draft circulation and materials policy, and the Board will bring edits for the March meeting.

Jo Helland: We will discuss Jo Helland becoming an official full-time employee with benefits.

**Other:**

Social media updates: Review Facebook statistics. Determine if the library should move ahead to create an Instagram account.

Monthly newsletter: Determine if the library should move ahead to create a newsletter.

**Set Date for Next Meeting:** March 14, 2024 at 5 p.m.

**Adjournment.**