

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: June 27, 2023 5 PM

Community Room (In Youth Department) and Zoom

Board Members Present	Board Members Absent	Staff Present
President: S. Holloway Vice President: D. Arms Treasurer: S. Dolan Secretary: S. Drauschak Board member: Board member: D. Spence Board member: M. Hedgepeth Board member: T. Brown	B. Brogley	Executive Director: M. Lipsky Staff member: M. Velez Guests: J. Steinman

A quorum was met: Yes

Meeting recorded: Yes

Meeting called to order at: 5:00 PM

Welcome and Introductions

Action Item

- **S. Drauschak made a motion recommending J. Steinman become a member of the PrPL Board of Directors, class of 2026, with her term ending June 30, 2026. Seconded by S. Holloway and passed unanimously.**
- S. Drauschak explained the classes and handed out a chart with the class information, Board terms, and term ending dates. The information is included in the Governance committee summary.

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from May 23, 2023 were reviewed.

- **Motion was made by D. Arms to approve the minutes as presented to submit for audit. Seconded by S. Dolan and unanimously passed.**

New Business:

- **Virtual Board Retreat: Tuesday, August 8, 2023 from 3:00 PM – 5:30 PM.**
 - S. Holloway reminded everyone that **all Board members need to complete the Pottstown Regional Public Library Overall Board Assessment Survey by midnight on Thursday, July 6, 2023.** See S. Holloway's email from June 12, 2023 for link to survey.
 - If you do not have a good internet connection, you may come to the library to Zoom for the Retreat, and also complete the surveys.

- The retreat will be tailored to our library and our needs. **The Pottstown Regional Public Library Individual Member Self-Reflection** should be completed before August 8, 2023. These results will not be shared with the full Board. The results will be used by each member to identify his/her own personal strengths and areas to build. Results will come back via email so Board members can monitor their own individual goals and progress.
- **Funding Updates**
 - **PA Forward:** We were informed we have been selected to record our Sing-a-long Storytime for the PA Forward Niche Academy! We will receive a \$1000 stipend!
 - **Fronheiser:** The trust was dissolved, and we will receive 40% (\$49,000 - \$53,000). There are no restrictions on how the funds can be used. This will be discussed with the Finance committee at their next meeting.
 - **PNC_Thomas Taylor:** Our grant request for \$10,000 was awarded for updates to furniture, more signs, etc.
- **Potential new Board member**
 - J. Steinman gave M. Lipsky the name of another potential new Board member – R. Bouher. S. Drauschak will reach out him.
- **Bingo night**

On July 21st the library will host bingo for adults only. M. Bealer, Adult Program Coordinator has secured all of the prizes for each of the ten rounds via donation. The prizes are worth from \$100 - \$400. Now it is our turn to help. Please consider one or more of the options below.

 - **Option 1: Free**
Share/spread the word about this event by telling your friends, family, anyone you know. See the Bingo flyer on the library's website. J. Steinman will include information about Bingo night in Hobart Run's June minutes.
 - **Option 2: \$5 Entry Fee and \$5 per card per round (10 Rounds)**
Purchase a ticket for yourself and/or family and friends as well as bingo cards. This can be done at the front desk or at <https://pottstown-regional-public-library.square.site/>
 - **Option 3: Pretzels/Drinks/Snacks**
Donate - the team needs funds to purchase Philly Pretzel Factory pretzels to sell that evening, as well as bottled drinks, chips, etc. If you wish to make a donation of a product, please contact M. Bealer directly 610-970-6551 x102 or email: mbealer@mclinc.org
 - M. Lipsky and M. Bealer are working out the details for In-Kind donations for things such as a monetary donation for the pretzels.
 - We have the license needed for the event. The library will be borrowing chairs from Pottstown Borough. We are hoping for 100-150 people. Spread the word!

Old Business

- Rotary Duck tickets will be sold through Thursday, June 29, 2023. We have approximately 70 more tickets to sell to reach our goal of 300 tickets. Board members are encouraged to purchase tickets. If we sell 300 tickets, we receive \$4.00 per ticket sold. If we sell fewer than 300 tickets, the library receives \$3.50 per ticket sold.

Executive Director Report – M. Lipsky, Executive Director

- See attached June 2023 Executive Director Report.
- See attached library department reports.

- S. Drauschak appreciates the department reports – great job – staff!
- D. Arms likes the “Chat with a Librarian” program. Montgomery County as a district will be participating, and PRPL has been selected to be among the first group to join in.
- D. Arms thought the 99% inspection grade for the Passport department was fantastic! Board members agreed!

Committee Reports:

- **Development Committee Report – D. Arms, Chairperson**
 - Development committee met on Thursday, June 15, 2023 by Zoom.
 - The committee had previously discussed researching grants the library can apply for. TCN has a database that is searchable. Staff will let us know how we can assist.
 - Duck tickets are still for sale.
 - The Taylor Thomas grant was received this year for furniture replacement, signage, etc.,
 - M. Lipsky attended a conference recently and made connections to help with advocacy.
 - A bequest is still in the process of being verified but it looks like the value is significantly more than we first thought.
 - D. Arms had more thank you notes to be written. He had the envelopes addressed with stamps. S. Dolan volunteered to stay after the meeting and complete the thank you notes.
- Bingo – Adult Programming
 - Many hands make light work, consider helping with Adult Bingo on 7/21 in the evening
 - There will be a Bingo Committee meeting on June 21st at 3:30 in the MakerSpace for anyone who might want to attend.
 - M. Lipsky will send updates as to what help is needed for the event.
- Amazing Raise
 - TCN has changed how they do the Amazing Raise. They have offered to write 2 grant proposals or review/edit up to 5 grant proposals and do research for grants we could apply for. M. Lipsky also noted that she is requesting their assistance in planning for social media marketing.
- How do we cultivate individual donors
 - The library is and needs to be seen as an anchor institution in town, it is the only public place that is open to everyone, and literacy is the key to workforce development.
 - Consider donations outside of books – T. Brown mentioned how many donors supported replacing the auto program’s floors at Pottstown High School.
 - We need to have training for the entire board on how to engage with potential donors
 - Inviting top donors to lunch, and also inviting them to be members of the strategic planning committee.
- Sponsorships
 - A. Jacobs Greenly had previously suggested program sponsorships from businesses. M. Lipsky is going to be looking into sponsorship levels, etc. so that we can get this rolling.
 - T. Brown mentioned that another non-profit has a policy that X% of each donation goes to general operating expenses. The committee recommended M. Lipsky find sample policies and come up with something similar, to be presented to the Board of Directors for consideration/review.
 - M. Lipsky is adding a page to the website to recognize donors/sponsors.
- Presentation to Townships/Borough
 - We discussed making presentations to funding townships/borough to show everything that the library does/has done. Starting with Lower or West would be a good idea as a “test run” before going to Upper Pottsgrove township.
- Next Development committee meeting will be Thursday, July 13, 2023 at 10 AM via Zoom.

- **Finance Committee Report – S. Dolan, Chairperson**
 - The Finance committee did not meet in June.
 - D. Spence had several questions about the budget and budget sheets we received. She pointed out that the Net Income on the Profit & Loss sheet and the Net Income on the Balance sheet should match, and they do not match. M. Lipsky will investigate with the bookkeeper.
 - D. Spence questioned the fundraising of the staff. Staff fundraisers include the chocolate candy bars sold at the circulation desk; the library logo t-shirts, mugs, and tumblers; Bingo night; and the Gachapon in the Children and Youth department. More staff fundraisers will occur later in the year – for example the Cookie Walk in December. Board members are encouraged to support the staff fundraisers.
 - D. Spence would like to see budget items not divided by 12. She feels each month needs its own unique cost based on prior years and future predictions.
 - S. Dolan commented we used to receive a “year-to-date” sheet, and maybe this would be helpful to receive again.
 - M. Lipsky pointed out that 12% of the PrPL budget must be spent on new materials or we will lose state funding. New materials are added every month and cannot be cut.
 - Everything is costing more – utilities, supplies, etc. We need more fundraising, sponsors, and increases from our four service areas – (Borough of Pottstown, Lower Pottsgrove township, West Pottsgrove township, and Upper Pottsgrove township).
 - A suggestion by T. Brown – maybe the treasurer could highlight any problem areas after the Finance committee has their quarterly meeting. More discussion is needed at the next Finance committee meeting.
 - Next Finance committee meeting will be Monday, August 7 at 4:30 PM

- **Governance Committee Report – S. Drauschak, Chairperson**
 - The Governance committee met on Thursday, June 15, 2023 at 9 AM by Zoom.

- **New Potential Board Members:**
 - **Governance committee will recommend at the Board meeting on June 27, 2023 that J. Steinman become a member of the PrPL Board of Directors. S. Drauschak will email her to let her know.**
 - M. Lipsky and S. Drauschak will reach out to potential new Board members and invite them to the next Board meeting or set up a meeting time with them. (E. Mortenson, J. Good, M. Shuman, B. Odiale, and A. Ferencin)
 - T. Strayer – reached out to M. Lipsky. She responded that she lives in Royersford and works in Phoenixville. She is not eligible to be a PrPL Board member according to PrPL By-Laws – must live or work in funding areas of PrPL however, she could be a committee member.

- D. Arms suggested we recommend J. Steinman at the beginning of the Board meeting instead of waiting for the Governance committee report. We agreed with the suggestion. M. Lipsky will put the vote at the beginning of the Board meeting.

- We discussed Board terms and classes for Board members. See below.

Board Member	Joined Board	Class of	Term Ends	Term 1	Term 2
S. Holloway		2023	12/31/2023	2018-2020	2021-2023
D. Arms	Oct. 2021	2024	12/31/2024	2022-2024	
S. Drauschak	Oct. 2019	2025	12/31/2025	2020-2022	2023-2025
S. Dolan		2023	12/31/2023	2018-2020	2021-2023
B. Brogley		2023	12/31/2023	2018-2020	2021-2023
D. Spence	Sept. 2022	2025	12/31/2025	2023-2025	
M. Hedgepeth	Feb. 2023	2026	6/30/2026	2024-2026	
T. Brown	May 2023	2026	6/30/2026	2024-2026	
J. Steinman	June 2023	2026	6/30/2026	2024-2026	

- M. Lipsky will share the progress of her yearly goals at the July Governance meeting.

Review of Policies

- All Board members were sent an updated digital copy of the PrPL By-Laws that were approved on May 23, 2023. (Wording of Section 4.1 and 4.2 of the By-Laws of the PrPL was changed and approved.)
- All Board members were sent an updated digital copy of the PrPL Board of Directors Responsibilities that was approved on May 23, 2023. (Wording of Board Terms/Participation of the PrPL Board of Directors Responsibilities was changed and approved.)
- The Job Description of PrPL Board Members was changed from sixteen Board members to eleven to match the By-Laws. See attached Job Description.
- J. Carraghan is reviewing the wording of the PrPL Board By-Laws, according to the most recent, authorized edition of *Robert's Rules of Order*. M. Lipsky will share any recommendations with the Governance committee at the next meeting.

Overview of Upcoming Governance Events

- An event in the fall when the library receives the "Gold star" in the PA Forward Star Program. We could also honor past Board presidents at the event (W. Yohn and others). Groups/people to invite: Friends of the Library; Borough Council and the mayor; Township commissioners and township managers; School Boards and superintendents for Pottstown and Pottsgrove School Districts; library staff – give them certificates recognizing their hard work and dedication to the library. Library could print invitations and Board members address them. More discussion at the July meeting.
- Next Governance Committee Meeting will be by Zoom on Thursday, July 13, 2023 at 11 AM.

- **Property Committee Report – B. Brogley, Chairperson**

- Did not meet in June.
- No report.
- Next Property committee meeting will be Monday, August 7, 2023 at 5:30 PM.

- **Strategic Planning Committee Report – M. Lipsky**

- Next meeting in June – TBD.
- No report.

- **Liaison Reports:**
- **Friends of the Library Report**
 - No report
- **Townships, Borough, School Districts, Student Liaisons**
 - M. Lipsky will be meeting with the Superintendents of both Pottstown School District and Pottsgrove School District to set up a program for students to get patron cards for the PrPL.

Public Comments:

- No comments.

Announcements, Other Business

- We were asked to read an article from the June issue of The Walrus called: “Have You Been to the Library Lately?” https://thewalrus.ca/future-of-libraries/?utm_source=pocket-newtab The focus of the Canadian article, which applies to all libraries in North America, is that libraries have become the “last public space,” and are facing many challenges as “the social safety net has frayed” leaving libraries providing a safe place for many facing homelessness, job losses, mental illnesses, and other social problems. Some libraries in Canada have even started to add social workers to their staff. M. Lipsky has had our library staff participate in Ryan Dowd training – which is an empathy-driven approach that provides best practices for library staff on how to understand the homeless population and serve them better.
- D. Spence shared that she is on the county’s task force on homelessness and will keep us informed of the task force’s progress.
- D. Arms suggested that we explore the idea of setting up an emergency fund for PrPL staff.
- D. Spence would like to explore an activity that the Exeter Community Library sponsored: Book It 5K & 1 Mile Fun Run. J. Steinman and M. Lipsky, who have previous experience organizing 5K runs, expressed their concern about how many people it takes to run a 5K event and all the behind the scenes work that a 5K requires for the amount of profit that can be made. D. Spence will reach out to the Exeter Community Library for information.

Meeting adjourned at: 6:05 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: Thursday, July 13, 2023 at 10 Am by Zoom – 2nd Thursday of the month

Governance Committee: July 13, 2023 at 11 AM by Zoom.

Finance Committee: Monday, August 7, 2023 at 4:30 PM in the Library Mezzanine. Prepare recommendation to approve April, May, June financial reports to recommend for Audit, budget review, and start 2024 budget.

Property Committee: Monday, August 7, 2023 5:30 PM in the Library Mezzanine

Friends of the Library Meeting: Monday, July 17, 2023 at 10:15 AM in the Library Mezzanine

Board of Directors Meeting: Tuesday, July 25, 2023 at 5 PM in the Library Community Room.

Board Virtual Retreat (Zoom): Tuesday, August 8, 2023 3:00 PM – 5:30 PM.

**Appointments with Executive Director as needed: to schedule, email: mlipsky@mclinc.org
Or text: 610-334-2409**

Minutes submitted by: S. Drauschak Secretary of the PrPL BOD

Director's Report 2023– M. Lipsky, Executive Director

Director's Report June 27th, 2023 – M. Lipsky, Executive Director

To shorten the report, I will only include the heading and “No Change” to the areas where the information is the same as the previous month. Feel free to ask questions if needed.

Operations Update:

- **Summer Reading** Challenges Have begun! Sign up today! <https://ppl.beanstack.org/>

Trustee Notes

- **Welcome** T. Brown!
- **Retreat: Tuesday, August 8, 3 - 5:30 pm - See the email sent from S. Holloway and look for these forms**
 - The deadline for them to complete the overall board assessment is **midnight on Thursday, July 6.** [Pottstown Regional Public Library Overall Board Assessment Survey](#)
 - Individual Board Member Self-Reflection survey **prior to your retreat.** [Pottstown Regional Public Library Individual Member Self-Reflection](#)

Technology Update

- No Changes.

Building Updates

- **The Envelope Proposal** was signed and submitted. They do not want the money right away.

Funding Updates

- **PA Forward:** We were informed we have been selected to record our Sing-a-long Storytime for the PA Forward Niche Academy! We get a \$1000 stipend!
- **PLA & AT&T:** We were awarded a grant through The Public Library Association and AT&T to fund a digital literacy series. I believe the amount is \$6000, but we haven't received the official paperwork.
- **Fronheiser:** The trust was dissolved, and we were promised a third. According to the paperwork, Wells Fargo opened an investment account in our name with approx. \$135,000. There are fees, and since it is in the market there was a loss. This will be discussed with the Finance committee at the next meeting.
- **PNC-Thomas Taylor** – Our grant request for \$10,000 was awarded for update to furniture, more signs, etc.

Staff & Volunteers

- **Staff Changes:** Along with the Assistant Directors, I am evaluating the best use of our staff time and positions. I will be presenting a recommended change to take place either late August or January 2024.
- **Job Openings:** We will reevaluate the positions open and post any open positions in late May.
- **Passports:** See report
- **Notary:** We have 3 commissioned Notary Publics in the building
- **Department Changes:** No Change
- **Staff Status:** We remain at 18 regular staff. This does not include me or the 2 seasonal employees which make a total of **21 on the rolls.** Plus Hilda! So 22.
- **Volunteers:** No Change.

Continuing Education & Meetings Attended since last Board meeting

- **Community Meetings:**
 - 6-7-23 Pottstown Community Leaders Breakfast- attended by J. Carraghan & M. Bealer due to conference.
 - 6-7-23 – Borough Council Committee of the Whole – Submitted a report due to conference.
 - 6-14-23 TriCounty Chamber Economic Luncheon.
 - 6-16-23 – TriCounty Chamber Ambassador Meeting.
 - 6-17-23 - 5 staff and I attended the Juneteenth Celebration and had a table/display.
 - 6-21-23 – Met via Zoom with Bruce Christman RE: Envelope Proposal.
 - 6-21-23 – BINGO Meeting with staff.
 - 6-22-23 - TriCounty Chamber Mixer 5:30 PM.
 - 6-26-23 – Friends of the Pottstown Library Meeting.
- **MCLINC Directors & District Meetings:**
 - 6-13-23 – MCLINC Directors Meeting.
 - 6-28-2023 - District meeting in person.
- **Webinars/Training:**
 - 6-5 to 6-9 Attended the Pennsylvania Library Association Academy for Leadership Studies = 21 CE credits.
 - 6-27-23 Strategic Planning Made Easy Webinar.
- **Staff Meetings Scheduled:**
 - one-on-one meetings were held May 25th and May 31st. All staff were met with. This month's meetings are scheduled for this week with all staff.
 - I meet with the Assistant Directors every Tuesday.
 - J. Carraghan and N. Forst meet with the circ supervisors and youth supervisors every other week.
 - Staff meeting was held 6PM Thursday June 1st.
 - Next Staff In-Service day is August 14th.
- **MLIS update** –I have a sealed copy of my transcript in my personnel file. Diploma is still not here 😞 As soon as my diploma arrives, I will hang it in my office! 😊
- **Conferences:**
 - ALA conference - I **do not** plan on attending this year. It is in Chicago.
 - PLA conference is every other year, so it won't be until 2024 in Columbus OH.
 - PALA Leadership Institute – This conference is a continuation of the Director's Institute from last year. I will be in Harrisburg from June 5th through the 9th for an intensive leadership bootcamp for library leaders.
 - PALA Conference 2023 in the Poconos in October. Registration has just opened. I am asking department heads to look over the class offering and let me know if they would like to attend this year. I will report back.

Article: Please Read before the Meeting: https://thewalrus.ca/future-of-libraries/?utm_source=pocket-newtab

Library Department Reports

Adult Programming May 2023 Report: M. Bealer, Adult Programming Coordinator

Programs

In May, we hosted 17 sessions of regular, recurring programs, and 5 standalone events for a total of 22 programs. In conjunction with State Representative Joe Ciresi's office, we hosted an event for county homeowners and veterans on May 11. At this event, homeowners were able to sign up for a county program to protect their property against fraud, and veterans were able to apply for a veterans' discount ID card. This was an extremely well-attended event with 43 participants.

May was the last month for our Adult Springtime Bingo Beanstack reading challenge. It was very well attended in its final month with 41 registered participants. Several of our recurring programs have continued to have steady attendance: Mahjong, Pottstown Writer's Group, and Afternoon Adult Crafting. The majority of these participants are returning attendees who seem to genuinely enjoy their experiences at these programs. In Afternoon Adult Crafting, we made macramé feathers on May 5, and macramé plant hangers on May 19 (picture 1).

Outreach/Community Connections

On May 13, The Boyertown Museum of Historic Vehicles provided an all-ages program for our patrons about bookmobiles and the history of traveling books. We hosted a specialty book club to discuss *The Comic Book Guide to Growing Food* on May 2 as a part of the Longwood Gardens Community Read program. As mentioned, we partnered with State Representative Joe Ciresi's office for the homeowners and veterans' event on May 11. In June, we will be partnering with them again to provide our patrons office hours with Ciresi's office.

Book Displays

Our free-standing book display was decorated and curated for National Paranormal Day, which is celebrated on May 2. It included a variety of fiction, non-fiction, Playaways, and DVDs related to all things unexplained, supernatural, and paranormal (pictures 2 & 3).

The wall-anchored book display remained the display associated with our spring Beanstack reading challenge, featuring a plethora of recommended springtime reads and eye-catching visuals.

Picture 1:



Picture 2:



Picture 3:



Youth Services Report June 2023: C. Johnson, Youth/Teen Librarian

- Outreach Pottstown Parks & Rec. 6/13 and 6/27 10:00 at Lincoln Ele.; Storytime and a game
- Pottsgrove Parks & Rec. 6/22 and 6/29 10:00 at Lower PG Ele.; Storytime and a game
- Mosaic Garden Thursdays at 10:30 at Chestnut St. Garden; Storytime and a craft
- Pottstown Play Streets 6/15 5:30 at Maple St. Park; Library promotion partnered with Pottstown Children's Discovery Center (Beth invited us to join)

- 3 Successes: Free Lunches provided by Pottstown Cluster on Wednesdays now through Aug. 2 – we hosted our first free lunch of the summer, and it was a success. We were supposed get 10 meals, and they were able to give us 20 this week. That is not guaranteed every week, but we are grateful for extras. Patrons voiced satisfaction with the lunches, saying they were delicious and good quality ingredients. Our staff was also impressed with the food, the nice containers, and the fact that there's no more red tape for sharing food or taking food home.
- The Floor is Lava 6/6 – kids had to make their way across the Community Room floor and back, using hula hoops and cushions in one direction and foam tiles coming back. This challenge was geared for ages 6-11, but some kids ages 3-5 had fun with parental assistance and some teens challenged themselves by limiting their safe spaces even further. (26 total attendees)
- Harry Potter Escape Room 6/9 – K. Dunbar created a district resource we borrowed. This was a Harry Potter themed Escape Room. Kids had to solve riddles and puzzles to progress from clue to clue and "escape" the

Community Room before time ran out. Familiarity with the Harry Potter series was not necessary to participate (it was an aesthetic theme only). Kids of all ages attended, and parents had fun helping younger kids figure puzzles out. We had a “photo booth” when they finished – I brought in some Harry Potter items to pose with, and participants signed a guest book for other libraries to see how much fun they had. The Escape Room kit was easy enough to set and reset. Seeing how K. Dunbar did it, I’d like to investigate options for creating our own escape rooms. (18 total attendees)

- Wood burning craft 6/5 – M. Velez ran a STEM craft, using scorch pens and a blow dryer to create cool designs on pieces of wood. The attendees were mostly teens (our teen programs are not usually so successful). They even asked if we would host this program again – I am looking into replacing supplies. (16 total attendees).
- 3 Upcoming Author Visits – local authors will be visiting on July 12, 14, 19, 22, and 28. Their visits will include a read-aloud, Q&A, and an activity or craft! (All at 2:00)
- Kit’s Interactive Theatre – July 26 at 2:00 PM. Kit was here for her “Grace the Pirate” show last year, and this year she is returning for a “Mother Nature” story, which kids AND parents get to help tell with costumes, dancing, and more!
- YWCA Programs – on Mondays and Thursdays, the YWCA is partnering with us to offer fun activities at the library. Mondays will be physical activity games, and Thursdays will be an extension to our already popular Lego club.

The Floor is Lava



Harry Potter Escape Room



Statistics Report for May 2023: N. Forst

General:

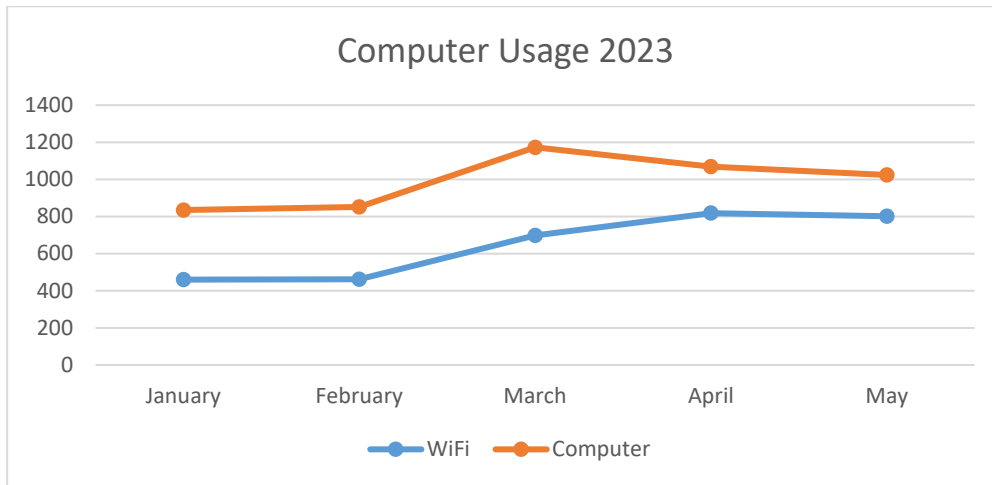
In May, we were open for 25 days, a total of 225 hours, and had 5,520 patrons cross through the doors. We added 608 items in May for a Year to date total of 2,391 items added into our collection. We deleted 293 items in May for a Year to date total of 1,052 items weeded from our collection. Total Items in Collection is at 61,825 as of June 1st, 2023.

Cataloging:

In May, M. Velez and N. Forst worked on getting copy/original cataloging completed on a variety of items.

Computer usage:

For computer usage we had 1,024 sessions in the library and another 802 accessed our Wi-Fi.



E-Resource Usage:

Tumblebooks was 0. We are going to increase promotion of tumblebooks for the summer and see if we can get some usage out of it.

Mango Languages: 31 different sessions

Ancestry In library use: 36 different searches completed.

Head of Circulation Report for June Board Meeting: J. Carraghan

- We are continuing to process the orders from the “Fill the Shelves” fundraiser. We have moved all advertising for this effort to regular advertising. (Not Mother’s Day themed.) We are going to have a holiday-themed push for this program around Thanksgiving through the winter holiday season.
 - Most donations received in May have been processed or are finishing processing at this point. Donors will receive a letter signed by both M. Lipsky and myself. The honored party/parties will receive a hand-written letter of gratitude from me.
 - We have had another memorial “Fill the Shelves” donation at the end of May/beginning of June.
- We have continued our cleanup of the records sent by MCLINC for confirmation/deletion.
 - In part inspired by the number of expired registrations that have been cleared up, I am moving toward a greater card sign-up outreach over the next year. A little over 35% of residents in our service area have a PRPL card. M. Lipsky, N. Forst, and I have started discussions on advertising and advocating to increase the number of registered users in our immediate service areas.
- I have been assigning research projects and trainings to Circulation staff over the past month as an effort to increase staff familiarity with resources.
- We had our first meeting with District Consultant, T. Reed, to begin participating in “Chat with a Librarian.” Montgomery County as a district will be participating, and PRPL has been selected to be among the first group to join in. There will be meetings in late June and early July to set up the schedule for our operators and pursue further training.
- Circulation Staff has been working on a significant re-shelving and cleanup project on both the Main Floor and Balcony levels.
 - The aisle formerly used as storage for the Friends of the Library is currently being used as an “overflow” section for materials that have been found damaged or are candidates for replacement. This space will soon become a location for audiobooks and other materials once further cleaning and reorganization has been done.
- Z. Lipsky has begun splitting time between the YSD and Main Floor. As such, he has been able to assist in a great many projects that would not have been able to move forward without his help.

- We will be shipping out our DVD/CD cleaner to ElmUSA for cleaning in the next week. This device was in regular use before the pandemic, and will help cut down on the number of A/V materials being repurchased or discarded due to wear-and-tear.
- We will have a table at Community Health and Dental's Community Health Fair, which will be held on August 11th. I had previously represented the library at last year's Fair, alongside N. Forst.
- We are reviewing several procedures and guidelines in our attempt to clarify our on-boarding process and staff training.
 - In the interest of staff training, I have spoken with staff members who have requested specific Polaris training, particularly with LEAP access, and will be setting up training times within the next month.

Passport Acceptance Facility Report May 2023: E. McNichol

Overview

- This month, the Department of State came for the annual facility inspection. This was the first inspection since before Covid. Our last inspection was February 2020. E. McNichol and J. Carraghan met with AFO Analyst Daniel Cook who asked several passport facility and passport appointment related questions. He also took a tour of the Passport office and checked that everything was secure and correctly handled.
- The schedule for passports was still backed up, but slowing down towards the end of the month.

Successes

- The Passport inspection was a great success. With only 1 hiccup that was fixed right away, the Pottstown Library received a "99%". After the inspection, a summary was sent to us, in it, it stated that our facility's passport application volume increased 65% from 1,307 applications in 2021 to 2,156 applications in 2022. The 2021 number of passports was low due to covid restrictions, but last year we were almost back to normal and this year, so far, has been very busy.
- In May, we had 226 first time passport applications processed with a profit of \$7,910.00 and 222 passport photos taken with a profit of \$2,886.00. A total of \$10,796.00 for the month of May.
- M. Velez did a couple of Spanish speaking passport appointments this month. She is our first Spanish speaking passport agent in the last decade (or possibly ever) and it has been very helpful.

Future

- About a year ago, I started a bulletin board for postcards sent to us by the customers who come in for a passport. So far, we have received 9.





Board of Directors Job Description

Pottstown Regional Public Library

For 100 years The Pottstown Regional Public Library has supported the communities of Pottstown Borough, Lower Pottsgrove Township, Upper Pottsgrove Township and West Pottsgrove Township. As a 501(c)(3) non-profit organization, Pottstown Regional Public Library provides a variety of services beyond circulation of materials with a focus on serving the community through programs for all ages, technology access, passport application and renewal, notary public services, and more.

Vision: PrPL advances literacy, and inspires curiosity in a welcoming, inclusive safe public space.

Mission: PrPL works to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire, and promote lifelong learning.

Board of Directors

Description

PrPL's board of directors is comprised of at least seven members and a maximum of eleven members. PrPL hosts monthly board meetings, lasting approximately 1.5 hours. Meetings may be in person or via zoom.

PrPL's Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization. The Board will support the work of the PrPL and provide mission-based leadership and strategic governance. The Board-Executive Director relationship is a partnership and the appropriate involvement of the Board is both critical and expected. PrPL board members are elected for three year terms.

Responsibilities

- Agree to a three-year board term with the option of renewal for one additional three year term.
- Make a serious commitment to participate actively in Board and other PrPL work.
- Serve as an active ambassador of Pottstown Regional Public Library.
- Be knowledgeable about PrPL's vision, mission, programs, services and events
- Prepare for and attend monthly Board meetings and important related meetings.
- Serve on one PrPL board committee: development, finance, governance, or property.
- Stay informed about Board matters, and respond to requests for feedback or decisions between meetings.
- Participate in board fund raising events.
- Understand financial statements or commit to learning about nonprofit financial oversight.
- Make an annual contribution in the amount of your choosing to PrPL.