

**Hamburg Public Library
Board of Trustees Meeting
September 12, 2023**

Mission: The Hamburg Public Library provides services and programs to our community to encourage coming together, forming connections, engaging in lifelong learning, and finding inspiration. We believe in honoring yesterday, embracing today, and inspiring tomorrow.

Board members present: Bob Angelo, Dorothy Brobst, Gloria Hess, Christine Roth, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Emily Riddle

Also present: Director Chelsea Williams and Mary Himmelberger.

Call to Order: President Bob Angelo called the meeting to order at 6:00 P.M.

Mission Moment: Chelsea reported that 6 people signed up for library cards during Hamburger Fest, including a father and son who were very excited to sign up for the library.

Consent Agenda: The Minutes of the August 8, 2023, Board of Trustees Meeting and The Director's Report. Bob asked if anyone wanted to remove an item to discuss, question, or to register a vote against. A question of grammar, as well as two dates, were reviewed and corrected. Bob asked for a motion to approve the corrected August 8, 2023, Board of Trustees Meeting Minutes and The Director's Report. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported the auditors did the audit and they found no issues with the financial report. A motion was made and seconded to accept the financial report and carried unanimously.

Respectfully submitted,
Gloria Hess, Treasurer

Correspondence: None

Director's Report:

Library Updates and Operations

- Aimee Brown and Daniel Mills have accepted positions as Library Assistants. Aimee's first day was September 6 and Daniel's first day was September 12.
- Unfortunately, library assistant Gail Grill passed away on August 20th.
- The new State Aid Library Subsidy Application (SALSA) was submitted to the district for review.
- The 2022 Audit was submitted to the Reading Library District and the Berks County Library System.
- Attended BCPL Board Meeting on August 16.

Goal I: Increase awareness and use of the Library and its resources

- Submitted information about the library to be included in the Fall/Winter edition of the Borough of Hamburg's newsletter.
- We had a library outreach table at the Taste of Hamburg(er) Festival, providing information about the library, programs, and services. Six people signed up for library cards.
- Kathi Shaffer and I conducted a tour of the library for State Representative Jamie Barton and one of his staffers on August 23. We spoke about library services, programming and our expansion plans.
- Attended a community conversation with Comcast, Wyomissing Foundation, and the Berks County Digital Equity Coalition on August 9, focusing on increasing availability and knowledge on broadband internet.
- Met with Stephanie Adam regarding a potential partnership between the library and the Hamburg Strand movie theater.

Goal II: The library will be a comfortable place for the community to come together.

- Attended Hamburg Borough Property Committee meeting on August 8 and a Hamburg Borough Council meeting on August 22 regarding the library addition.
- The Hamburg Borough Council passed a resolution supporting our application to the Keystone Grant and guaranteeing the use of the building as a library for at least 50 years.
- Becky and I met JC Laucks regarding the library interior August 9.
- Spoke with Creative Library Concept, a library design firm regarding their process.
- Submitted a Sketch Plan for review by the Hamburg Planning Commission.
- Began working on the Keystone Grant for Public Library Facilities Grant.

Goal III: The library will foster a love of lifelong learning.

- Added additional board games, Tonie boxes, and items, such as birding binoculars, wand scanner, and luggage scale to the Library of Things collection.
- Began circulating passes to the Hands on House Children's Museum of Lancaster and the Reading Science Center.
- Adult Programming
 1. Our Spice Club selection for August was Rosemary, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
 2. The Coffee and Crime book club discussed *Along Came a Spider* by James Patterson. The next meeting will be September 25th at 10AM and the book selection is *Shady Hollow* by Juneau Black.
 3. Crafter Hour met on September 7th, where participants learned about and tried their hand at Huichol yarn painting in honor of Hispanic Heritage Month. The next Crafter Hour will be on October 5th at 6 PM, focusing on wool felting.
- Youth Services Updates
 - Summer Learning Program 2023
 - We are thrilled with the learning, fun, and outcomes achieved throughout our 8-week Program. It was a busy and exciting summer at our Library!
 - We had 292 youth (ages 0 to 18) enrolled in our Program this year.
 - We received a great deal of encouraging feedback from participants and their families. In our end-of-program survey, 98% of responses were very positive (with answers of strongly agree or agree).

- Our summer programming had a wide reach, with 52 youth services programs being offered to the community's youth in June and July.
 - Of the 52 programs offered, 22 were in-person events.
 - Total attendance/participation for all summer programs was 3,214.
 - While most of our youth services programs were held on-site at the Library, the First Reformed UCC Church in Hamburg once again graciously allowed us to hold our larger programs in their auditorium. One of these programs alone drew 265 attendees! We continue to be so appreciative of this successful community partnership.
- Summer Learning Program 2024
 - Our theme next year is called "Adventure Begins at Your Library."
- Play and Grow Grant
 - We are pleased to have participated in the Play and Grow grant opportunity offered by the Pennsylvania Department of Education. Throughout Spring 2023, we took part in training focusing on early childhood development and best practices in library programming and collection development for young children. Our final presentation and grant reporting obligations were finalized this summer, and we are so excited to utilize the \$2,000+ worth of early childhood materials and resources we received that were funded through Play and Grow.
- Looking Ahead to September 2023 and Beyond
 - We will continue to offer both in-person story times, as well as grab-and-go kits during the coming months.
 - Like last year, in-person story times will be our emphasis, with grab-and-go kits being offered usually once per month. Kits will again be available at both our Library and Redner's Market in Hamburg.
- Youth Programming
 - Builder's Club met on August 26 and the next meeting is September 23 at 11AM. We are adding a weekday session at the request of some local families. Our first day time session will be September 27 at 2pm.
 - Family Game Night met on August 17 and 7 people attended. The next meeting will be September 21 at 6pm.

Goal IV: Ensure long term sustainability for the library through continued governance and funding development.

- I attended Effective Library Leadership for Reducing and Responding to Staff Stress and Trauma training
- I conducted interviews for open library assistant positions.

Chelsea also reported that a new program called Sit and Stitch will soon begin for those that desire to bring knitting to the library in a fellowship setting.

Respectfully submitted,
Chelsea Williams

MONTHLY STATISTICS – AUGUST 2023

	<u>2023</u>	<u>2022</u>
Reference Questions		
People Count	3204	3409
Adult Card Registrations	30	12
Juvenile Card Registrations	4	8
<u>Circulation</u>		
Circulation of Physical Materials	5715	5860
Circulation of Other Physical Items	63	
Circulation of Electronic Materials	649	587
Total Item Circulation	6427	6447
Circulation of Children's Materials	3083	2884
<u>Programs</u>		
Number of Programs for Preschool Children	0	0
Number of Programs for Children	1	0
Number of Programs for YAs	0	0
Number of Programs for Adults	2	1
Number of Programs for All Ages	1	1
Total Number of Programs	4	52
Preschool Children's Program Attendance	0	0
Children's Program Attendance	0	0
Young Adult Program Attendance	0	0
Adult Program Attendance	17	3
All Ages (General Interest) Attendance	7	48
Total Program Attendance	24	52
<u>Grab and Go Activities</u>		
Number of Children's Activities	1	1
Number of Adult Activities	1	2
Children's Participants	43	48
Adult Participants	40	80
<u>Computer Usage</u>		
PC Sessions	342	524
Wireless Count		138
AWE Earl Literacy Sessions	83	52
Total Computer Usage	425*	714

Library:

President's Report: Bob thanked the board members who attended the Borough Council meeting in August 2023, expressing that the support was greatly appreciated and showed our solidarity with future projects. Bob also thanked the board members and library staff for their help at Hamburger Festival. Baked goods were a hit, as was bottled water. Bob reminded us we will have three vacancies at the end of 2023. Two trustees should be from Hamburg borough and one from Upper Bern.

Old Business: Chelsea reported that Hamburger Festival received \$153 in donations for the library building fund and \$315 for baked goods at the sale. \$50 was paid to the OTF for the table space.

Library Expansion: Chelsea is meeting with Pete Laucks tomorrow to help finish the Keystone Application Grant information, including the specs and cost. Christine volunteered to write the letter of support for the grant application process. Chelsea reported that Representative Jamie Barton also wrote a letter of support for the application process. Chelsea reported the sketch plan was submitted, which will be reviewed by the planning commission for next month. For the sketch plan there is a cost to have the borough engineer view the plan at \$2500.

Chelsea reported that any money previously paid to the architect will be applied to the matching fee to receive the grant money from the state.

Bob reminded us that the grant must be in by October 15, 2023, and we cannot begin to use the money until April 2024.

Chelsea spoke with Creative Library Concepts and she and Becky, as well as board trustees, Dorothy, Gloria and Kathi will work with the shelving company to create a cohesive layout and make suggestions they feel will work within the parameters given. There is no cost for this service, they only ask that when we are ready to order furniture and shelves, we do this through them.

Sharon asked about a committee for the capital fund campaign. Chelsea suggested that The committee could also be business people from the community. The discussion on the committee personnel for the capital fund campaign is tabled until October's meeting.

Bob talked about having a plaque presented for Gail Grill in memory of her hard and dedicated work in the library. Chelsea suggested a memorial bench dedicated to Gail to replace the bench that needs repair. Chelsea will look into all the necessary information.

New Business:

Fundraising: Pie sale pickup date is Tuesday October 24, 2023. Steve of Deitsch Eck will make the pies the day before, Sharon will pick up with help from volunteers and bring to the library for delivery. The maximum Steve will bake is 200 pies and he needs a total count of each type of pie

the week prior. Sharon asked if Steve preferred pre-pay sales, but he prefers to settle the cost after the sale is over. The pies are \$20 each and the library receives \$5 per each 10-inch sized pie sold. They include Apple Crumb, Pumpkin and Shoofly Pie.

Sharon checked with Sweet Treats and feels the owner will be interested in a fundraiser for the library in the spring.

Chelsea suggested a flyer at the beginning of the year with the dates for each restaurant sale set for consumer planning.

Bob reported that Chelsea is having Halloween on the 31st of October at the library. Trick or treating is from 6 – 8 PM and will be done outside the library, weather permitting.

Bob asked the trustees for input to Chelsea's evaluation. Please send any comments via e-mail by the end of the month.

Dates to Remember:

October 10th, 6PM-Board of Trustees Meeting

October 24th, 10AM- Understanding Financial Statements for Directors & Trustees virtual training

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:57 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary