

**Hamburg Public Library
Board of Trustees Meeting
April 11, 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, Gloria Hess, Emily Riddle, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Christine Roth, Dorothy Brobst

Also present: Director Chelsea Williams

Call to Order: President Bob Angelo called the meeting to order at 6:04 P.M.

Mission Moment: Chelsea reported that they have started a Builder's Club for children to get together, open ended playtime. 16 people attended the first Builder's Club. A parent taught the children how to build a solid structure and this fostered fellowship and playtime between the children, none of which knew each other prior to the event.

Consent Agenda: The Minutes of the March 14, 2023, Board of Trustees Meeting. Bob asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Bob asked for a motion to approve the March 14, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Fundraising Committee: Kathi reported that Olivia invited Steph Adams to come in and talk about the different options we have when we use the movie theatre for a fundraiser.

Respectfully submitted,

Kathi Shaffer

Financial Report: Gloria reported that every bill was paid and there are no other large withdrawals for the financial report. A motion was made to approve the financial report and seconded. The motion passed unanimously.

In other financial business, Gloria reported there have been some issues with Fulton Bank, follow up to come. Gloria proposes moving 50% of our checking to a money market account. Fulton offers 3.25% for 9 months or 2.75% for 9 months with no penalty. Edward Jones offers 4.9 % for 10 months, but if money is pulled before the 10 months, the interest goes to market value. Best suggestion is M & T Bank at 3.51% for 6 months.

Chelsea reported state money, and borough money has not yet been received, which will be additional funds available.

In other business, Chelsea has spoken to the library's bookkeeper Doug Sherry who agrees with the idea of moving money to a better interest yield. Discussion followed with a motion to move no more than 50% of the checking to a better paying entity and seconded. The motion passed unanimously.

Bob informed the board that Doug's invoice will be submitted quarterly. Gloria signed his invoice for payment.

Respectfully submitted,

Gloria Hess
Treasurer

Correspondence:

Director's Report:

Library Updates and Operations

- Submitted proof of participation in the first quarter system-wide initiative to BCPL.

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

- We partnered with AARP to provide information about no cost tax preparation for seniors. We provide the intake paperwork necessary for their tax preparation appointment.
- Created a new monthly programming calendar for patrons with upcoming events.
- Met with Commissioner Lucine Sihelnik, Lynne Burns, her executive assistant, System Administrator Amy Resh, and Deputy System Administrator Stephanie Williams. I gave a tour of the library, discussed library programs and services, and presented the library expansion project.

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

- Attended a Hamburg Borough council committee meeting regarding the proposed library addition on March 14th.
- Becky and I met with Laucks Architects on March 31st to discuss next steps toward the addition.
- Attended a webinar "Universal Design at Your Library"

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

- Began a circulating board game collection.
- Adult Programming
 - a. Our Spice Club selection was Sage. This includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks.

- b. The Coffee and Crime book club discussed *The Death of Mrs. Westaway* by Ruth Ware. Their next meeting will be April 24th at 10AM and the book selection is *The Mysterious Affair at Styles* by Agatha Christie.
- c. The Hamburg Library book club met on March 24 and discussed *Where the Crawdads Sing* by Delia Owens. Their next meeting will be April 21st at 10AM and the book selection is *The Ride of Her Life* by Elizabeth Letts,
- d. Crafter Hour, met on April 6. 7 people attended and made Book Page Dahlia Wreaths. The next Crafter Hour will be May 4 at 6pm.
- Youth Programming
 - a. In-Person Preschool Storytime
 - Topic—So Cozy
 - Content Area Learning—identifying winter weather; identifying winter family activities; practicing math concepts (counting with one-to-one correspondence, ordering items by size, identifying the items in an ordered set that are largest and smallest, finding the difference in take away stories, identifying part-part-whole relationships); identifying various fruits and vegetables
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; participating in an organized group learning activity; creating a craft; identifying color.
 - b. In-Person Preschool Storytime
 - Topic—Cats
 - Content Area Learning—identifying the needs of animals and thus the responsibilities of pet owners; acting out a rhyme; completing a rhyming clue with the correct rhyming word; identifying and drawing the basic anatomy of a cat
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; acting out a song; participating in an organized group learning activity; creating a craft; identifying colors; holding scissors correctly; using scissors to cut out a shape on the lines
 - c. In-Person Preschool Storytime
 - Topic—Wash and Dry
 - Content Area Learning—identifying hanging up clothing to dry as an energy-saving alternative to using a dryer; identifying historical methods for washing and drying clothing; using clothespins and a clothesline to hang up clothing; identifying the term “pair;” pairing matching socks

- Early Learning Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; fine motor skills; singing a song; acting out a song; participating in an organized group learning activity; creating a craft; identifying colors
- d. In-Person Preschool Storytime
 - Topic—Librarian’s Choice (several loosely connected topics)
 - Content Area Learning—learning and reciting a rhyme; identifying rhyming words; identifying numbers 1 to 5; acting using motions and sounds
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; clapping to a beat; participating in an organized group learning activity; creating a craft
- e. In-Person Preschool Outreach Storytime
 - Topic—Caring and Sharing
 - Content Area Learning—social emotional learning (being a good friend, sharing with others, waiting patiently, building empathy); dividing by sharing with both even and odd numbers
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; fine motor skills; participating in an organized group learning activity; creating a craft; counting items in a set
- f. In-Person School-Age Program
 - Activity—Adopt a Yeti
 - Learning and Skills—identifying cryptozoology and various well-known cryptids; writing and/or illustrating to complete a piece of creative writing; listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; fine motor skills; participating in an organized group learning activity; creating a craft
- g. Preschool/Early Elementary Storytime Experience Kit
 - Topic—From Egg to Chicken
 - Content Area Learning—identifying and ordering the stages in the life cycle of a chicken; identifying animal babies that do and do not hatch from eggs
 - Early Learning and Skills—learning new vocabulary; listening skills; following directions; fine motor skills; creating a craft
- h. Children’s Grab-and-Go Activity
 - Topic—From Egg to Chicken

- Learning and Skills—identifying the stages in the life cycle of a chicken; reading an informational text; reading comprehension; reading a diagram; reading and following written instructions; answering multiplication facts; fine motor skills; creating a craft

In other business, Chelsea has begun creating a monthly calendar that will go to the townships, municipalities and borough to inform the community of the good things that are happening at the library.

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

- Worked with the Fundraising Committee to prepare for the annual book sale.
- Set up a Flower Power Fundraising program, selling flowers and bulbs. People are able to purchase whatever they are interested in, and the flowers will ship directly to their house. The library receives 50% of all profits.

Respectfully submitted,
Chelsea Williams

Monthly Statistics March 2023

	<u>2023</u>	<u>2022</u>
Reference Questions		
People Count	3118	2796
Adult Card Registrations	8	12
Juvenile Card Registrations	6	8
<u>Circulation</u>		
Circulation of Physical Materials	5593	5085
Circulation of Other Physical Items	44	
Circulation of Electronic Materials	577	535
Total Item Circulation	6214	5620
Circulation of Children's Materials	2833	2341
<u>Programs</u>		
Number of Programs for Preschool Children	5	1
Number of Programs for Children	1	0
Number of Programs for YAs	0	0
Number of Programs for Adults	3	0
Number of Programs for All Ages	2	1
Total Number of Programs	11	2
Preschool Children's Program Attendance	144	24
Children's Program Attendance	21	
Young Adult Program Attendance	0	
Adult Program Attendance	19	2
All Ages (General Interest) Attendance	29	
Total Program Attendance	213	26
<u>Grab and Go Activities</u>		
Number of Children's Activities	4	16
Number of Adult Activities	1	2
Children's Participants	48	377
Adult Participants	40	90
<u>Computer Usage</u>		
PC Sessions	313	291
Wireless Count	124	131
AWE Earl Literacy Sessions	49	0
Total Computer Usage	486	422

Library:

President's Report: Bob reiterated about the calendar that will be going to the different municipalities.

Bob reported there is information at Medicare.gov to help those who qualify for a monthly discount on a new or existing internet service plan through a government program called the Affordable Connectivity Program (ACP).

Old Business:

Library Expansion: Chelsea and Becky met with Pete to discuss that they and the board are very pleased with his work. The next step is a meeting on May 9, time TBA when Chelsea will present to the borough the prep work that has been done using photo boards. This is also an effort to show the support the library has received from the community at large for the changes and expansions in programming to the public.

New Business:

2022 -2024 Long Range Plan Review

Goal 1: Increase awareness and use of the library and its resources.

- **Completed:**
 - Partnered with Hamburg Borough and Bike Schuylkill to loan bikes to residents.
 - Created a regularly schedule of displays
 - Met with students at the Hamburg Area High School to discuss future teen programming and volunteer opportunities.
 - Attended Our Town Foundation networking events
 - Hosted a library outreach table at the Taste of Hamburg(er) Festival and provided information about the library, programs, and services.
- **Looking Forward:**
 - Continue to look for local organizations to partner with.
 - Identity community events to attend in different municipalities to better serve our entire service area
 - Create a social media plan to ensure regular engaging posts.
 - Create an intern program with either a college or high school student.

Goal 2: Ensure long term sustainability for the library through continued governance and funding development.

- **Completed:**
 - Developed a new trustee orientation process
 - Instituted new board member agreements and a yearly review process, after doing a board retreat
 - Awarded a Hamburg Area School District Educational Foundation Grant for children's financial literacy materials, a "Bounce Back to Storytime" grant from the Office of Commonwealth Libraries, and "Play and Grow Grant" from the Office of Commonwealth Libraries.

- **Looking Forward:**
 - Advocate to increase municipal support to \$1 per capita or \$2.50 per capita
 - Identify and apply for corporate grants

Goal 3: Be a comfortable place for the community to come together.

- **Completed:**
 - Created a Support Us page on our website listing a variety of ways the community can support the library.
 - Drafted a Community Agreement to take the place of our old Code of Conduct. This agreement shares our philosophy of service and what the community can expect from the library in addition to the behavior expectations for patrons
 - Engaged an architect to move forward planning an accessible library addition.
 - Developed a learning from home collection to better serve our large homeschool population. This includes early literacy materials, curricular materials, STEM kits and other educational activities.
- **Looking Forward:**
 - Work with Hamburg Borough to apply for a Keystone Grant for the library addition project.
 - Explore the potential popularity and need for free circulating Hotspots for wireless internet access.

Goal 4: Foster a love of lifelong learning.

- **Completed:**
 - Created new adult programming, including craft kits, a monthly spice club, and a murder mystery reading club
 - Began doing in person children's programs and outreach story times after a 2 year pause.
 - Created a circulating puzzle collection
 - Began a Library of Things, including tools such a stud finder, a thermal leak detector, and a telescope
- **Looking Forward:**
 - Submit necessary paperwork to achieve PA Forward Bronze Star status by summer 2023.
 - Launch a circulating board game collection.
 - Continue expanding our Library of Things collection and create a marketing plan to create awareness of it as a service
 - Offer programs and materials that pique curiosity, encourage exploration and engage learners of all ages

Book Sale: Friday, May 5, 2023, from 5 – 8 PM will be the preview night for those that purchase the \$5 advance tickets. Saturday, May 6, 2023, from 8 AM to 2 PM is the annual book sale. The board and other volunteers will provide food for sale. With the volunteers using personal crockpots and other items, this will be a simple way to raise extra money for the library. Sign-up sheets were made available for people to sign up for time slots and food items.

Kathi reported that teachers from the area will be invited to come and glean the books after the end of the sale.

Dates to Remember:

April 20th, 6PM-Planning and Leading Effective Board Meetings Virtual Training

April 28th – Library Closed for Staff Development Day

May 5th- Book Sale Set-up

May 5th, 5-8PM- Book Sale Preview

May 6th, 8AM-2PM-Book Sale

May 9th, 6PM- Hamburg Public Library Board Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:41 P.M.

Respectfully submitted,

Debi Wahl,
Recording Secretary