

**Hamburg Public Library
Board of Trustees Meeting
August 13, 2024**

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: Dorothy Brobst, Gloria Hess, Mary Himmelberger, Mark Jensen, Emily Riddle, Kathi Shaffer, Debi Wahl

A quorum was present.

Board members absent: Sharon Shirk

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 6 P.M.

Mission Moment: Chelsea reported she was very happy with the survey results and the positive comments about the library staff and atmosphere. It was nice to see the community feels welcomed.

Consent Agenda: The Minutes of the June 11, 2024, Board of Trustees Meeting, and The Director's Report were presented. Dorothy asked if anyone wanted to remove an item to discuss, question, or register a vote against. There being none, Dorothy asked for a motion to approve the June 11, 2024, 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.

Correspondence: Chelsea reported a letter was received informing the library has been gifted with an endowment from Dr. James Gilmartin, and we will be updated when the will is finalized. Dr. Gilmartin and his wife Pauline were both library supporters and this gift is greatly appreciated.

Treasurer's Report:

Gloria reported that she renewed our CD's with Mid Penn Bank for another 3 months at 5.1016 percent. They will mature October 29, 2024. July's interest was \$1,123.82.

Dorothy asked for a motion to accept Gloria's treasurer report. A motion was made, seconded and passed unanimously.

Gloria also transferred \$10,000.00 out of our building fund account and put that into a CD with Mid Penn Bank at the 5.1016 percent.

Dorothy asked for a motion to accept Gloria's transfer of the money for the CD with Mid Penn Bank. A motion was made, seconded and passed unanimously.

Respectfully submitted,
Gloria Hess, Treasurer

Library Director's Report

Library Updates and Operations

- Attended System/Director's Directors Meeting on July 23.
- Submitted proof of participation in the third quarter system-wide initiative
- Submitted the State Aid Library Subsidy Application to the Office of Commonwealth Libraries

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

- Worked with the Hamburg Area Historical Society to submit a Historical & Archival Records Care grant focused on surveying and digitizing our historic collections.
- Attended webinars on "Rural/Urban Library Partnerships to Support Local Economies" and "Auditing Diversity in Library Collections" webinar.

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

- I was featured in an interview on WFMZ about the library addition program, which aired on June 15.
- Attended a Capital Campaign meeting on July 25.
- Signed the roof repair contract with Leeland's State Roofing, and we're now awaiting the project's start.
- The bench purchased in memory of former employee Gail Grill has been installed, and we are now awaiting the arrival of the memorial plaque.
- Attended the Reading Library District Equity, Diversity, and Inclusion committee meeting on August 7.

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

- Adult Programming
 - 10 patrons participated in the 2024 Adult Reading Challenge, which encouraged patrons to read books from around the world and explore aspects of the library they might not be familiar with.
 - The Spice Club featured Cumin in June and Panch Phoron in July. The take-home activity includes spice samples, history, recipe cards, and cookbook suggestions.
 - The Coffee and Crime book club discussed "Back to the Garden" by Laurie King and "The Maid" by Nita Prose. It will meet next on August 26th to discuss "The Woman in the Library" by Sulari Gentill.
 - Crafter Hour made paper bead bracelets on August 1st, with the next meeting scheduled for September 5th
 - The Sit and Stitch program is currently on pause during the summer, and we will be reevaluating the day and time in the fall.
- Youth Services Updates
 - The Summer Learning Program concluded on June 27, marking a busy and exciting summer. Additional details will be provided at the September meeting

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

- Attended Hamburg Borough Council meetings
- We received 117 responses to our community survey. These responses will be used to formulate our updated strategic plan.

- Worked with E. Riddle on planning the Bookworm Bolt 5K scheduled for October 12th.
- The Red Robin Dine-In Fundraiser raised \$178.
- Currently working on applications to the Youth Led Humanities Grant through PA Humanities and the ARPA Digital Connectivity Technology Program grant through Pennsylvania Broadband Development Authority

Respectfully submitted,
Chelsea Williams

Old Business:

Strategic Plan: Chelsea reported the survey results received from the community will help in finalizing the Strategic Plan.

Capital Campaign: Mary reported that the Capital Campaign is building steam and while there have been some “no” responses, there have been some nice donations as we continue to work toward a fully handicapped building that is available for everyone to enjoy. Mary suggested the possibility of a “Gift Program” for anyone who would like to have money donated for a birthday wish, Christmas blessing or special event. In return, donors would be recognized for their special donation to the library.

New Business:

Bookworm Bolt: October 12, 2024, is the date for the 5 K. Pre-registration will close on September 25, 2024. Pre-registers will receive a T-Shirt. Runners can still register that day as well, but to receive a T-Shirt requires pre-registration. We are looking for donors for the 5 K. Pretzel City will email a blast for the 5 K to all the runners on their roster for the library. RTC will print up postcards for the 5 K and will mail them for the library at their non-profit rate.

Dorothy asked for a motion to pay for postage through RTC for the postcards. A motion was made, seconded and passed unanimously.

Annual Appeal Letter: Chelsea will write up the annual fundraising appeal letter and email to board members to view for input.

Dates to Remember:

- August 21 – 7 PM, BCPL Board Meeting
- August 31 – 10 AM – 6 PM Taste of Hamburg(er) Festival
- August 31 – September 1 – Library Closed for Labor Day Holiday
- September 10 – 6 PM, Hamburg Public Library Board Meeting

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 6:45 PM.

Respectfully submitted,
Debi Wahl, Recording Secretary

Monthly Statistics June 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	4053	4489
Adult Card Registrations	37	19
Juvenile Card Registrations	42	26
<u>Circulation</u>		
Circulation of Physical Materials	6441	6095
Circulation of Other Physical Items	193	48
Circulation of Electronic Materials	763	540
Total Item Circulation	7427	6683
Circulation of Children's Materials	4136	3429
<u>Programs</u>		
Number of Programs for Preschool Children	2	2
Number of Programs for Children	5	4
Number of Programs for YAs	3	2
Number of Programs for Adults	2	2
Number of Programs for All Ages	4	7
Total Number of Programs	16	17
Preschool Children's Program Attendance	124	109
Children's Program Attendance	357	286
Young Adult Program Attendance	88	67
Adult Program Attendance	17	15
All Ages (General Interest) Attendance	283	640
Total Program Attendance	869	1117
<u>Grab and Go Activities</u>		
Number of Children's Activities	20	20
Number of Adult Activities	1	1
Children's Participants	1648	1582
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	401	417
Wireless Count	130	141
AWE Earl Literacy Sessions		131
Total Computer Usage	531	689

Monthly Statistics July 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	4422	2287*
Adult Card Registrations	30	23
Juvenile Card Registrations	6	6
<u>Circulation</u>		
Circulation of Physical Materials	6789	5845
Circulation of Other Physical Items	162	53
Circulation of Electronic Materials	858	608
Total Item Circulation	7809	6505
Circulation of Children's Materials	4171	3442
<u>Programs</u>		
Number of Programs for Preschool Children	2	0
Number of Programs for Children	6	2
Number of Programs for YAs	1	2
Number of Programs for Adults	2	3
Number of Programs for All Ages	4	3
Total Number of Programs	15	10
Preschool Children's Program Attendance	52	0
Children's Program Attendance	249	72
Young Adult Program Attendance	20	50
Adult Program Attendance	15	37
All Ages (General Interest) Attendance	261	80
Total Program Attendance	597	239
<u>Grab and Go Activities</u>		
Number of Children's Activities	14	10
Number of Adult Activities	1	1
Children's Participants	527	450
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	401	293
Wireless Count	167	129
AWE Earl Literacy Sessions		82
Total Computer Usage	568	504