

**Hamburg Public Library
Board of Trustees Meeting
September 10, 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, Emily Riddle, Kathi Shaffer, Sharon Shirk

A quorum was present.

Board members absent: Debi Wahl, Mary Himmelberger, Mark Jensen

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 6:04 P.M.

Mission Moment: Dorothy reported on Chelsea's Hamburger Fest community outreach event.

Consent Agenda: The Minutes of the August 13, 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 August 13, 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 that a letter was received from Heather Sharpe, Director of the Bureau of Library Development, Office of Commonwealth Libraries, announcing that we have been awarded the LSTA Sustaining Success Grant in the amount of \$2,500.

Treasurer's Report: Gloria reported that all bills have been paid according to schedule. The August financial report will be presented at the October meeting.

Library Director's Report:

Library Updates and Operations

- We were awarded a \$2,500 LSTA Sustaining Success Grant. This project will support a diversity audit of our board books and picture book collections, as well as programs for youth and parents focused on early childhood development. The grant will also allow us to expand our Learning at Home collection with additional resources.

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

- Staffed an outreach table at the Taste of Hamburg(er) Festival on August 31st, where we signed up community members for library cards, shared information about all the services the library offers, and received donations for the library expansion project.
- Submitted article for inclusion in Hamburg Borough's fall community-wide newsletter.
- Began advertising for BCPL's 4th quarter system-wide initiative, the Passport Challenge. Patrons are encouraged to visit as many libraries in Berks County as possible to earn raffle entries.

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

- 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.

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

- Adult Programming
 - In August, the Spice Club featured White Pepper. The take-home activity included spice samples, history, recipe cards, and cookbook suggestions.
 - The Coffee and Crime book club discussed "The Woman in the Library" by Sulari Gentill. It will meet next on September 23rd to discuss "Mother Daughter Murder Night" by Nina Simon.
 - Crafter Hour created string art on September 5th, with the next meeting scheduled for October 3rd.
 - The Sit and Stitch program is relaunching with a new meeting day and time on September 26th at 6 PM. It will now meet on the 4th Thursday of each month.

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

- Attended Hamburg Borough Council meetings
- Attended Fundraising Committee meeting on August 13th.
- Worked with Emily Riddle on planning the Bookworm Bolt 5K scheduled for October 12th. RTC sent out postcard advertisements to approximately 300 local runners.
- The Red Robin Dine In Fundraiser raised \$178.
- Submitted applications to the Youth Led Humanities Grant through PA Humanities and the ARPA Digital Connectivity Technology Program grant through Pennsylvania Broadband Development Authority.

Youth Services Librarian's Report:

Youth Services Updates and News

- Summer Learning Program 2024

- Our theme for summer learning this year was “Adventure Begins at Your Library.”
- 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 326 youth (ages 0 to 18) enrolled in our Program this year.
- Our summer programming had extensive reach, with 60 programs being offered to the community’s youth in June and July.
 - Of the 60 youth programs offered, 27 were in-person events.
 - Total attendance/participation for all youth programs this summer was 3,609.
- While many of our youth services programs were held on-site at the Library, several took place in our community.
 - The First Reformed UCC Church in Hamburg once again graciously allowed us to hold our larger programs in their auditorium. We continue to be so appreciative of this successful community partnership.
 - We are so excited to have formed a variety of new partnerships throughout our community, giving our summer participants lots of opportunities for local adventures. We planned and held library programs at the following locations in our community.
 - The Schuylkill River trail
 - Hamburg Sweet Treats Ice Cream Shop
 - Hamburg Strand Movie House
 - State Street Lanes
- Beginning this summer, the state no longer requires use of their end-of-program survey. So we created a survey for participants and/or caregivers that is more useful to us. This new format invites open-ended responses instead of numeric ratings. Questions allowed families to reflect on what they appreciated about this summer’s Program and on what they hope to see in the future.
 - We received overwhelmingly positive feedback from participants and their families.
 - The following responses offer a sampling of the feedback received about our Learning Program this summer.
 - “As an educator, summer break often led to delay and the need for repeat learning at the start of the school year. This summer program was extremely engaging and made learning fun—at times with family and friends, other times through independent learning. We loved completing the missions! They were very well organized and offered youth a very wide variety of learning activities. I was so happy to see that reading was included in each mission.”—caregiver of 9- and 10-year-old participants

- “I like to participate because it gives summer a fun, worthwhile challenge and I love reading.”—11-year-old participant
- “The activities are fun and the prizes give my kids extra motivation to read over the summer.”—caregiver of 3- and 6-year-old participants
- “This program gave us fun, educational ideas to keep our summer days interesting.”—caregiver of a 3-year-old participant
- “We loved the local connection between the library and the community!”—caregiver of a 10-year-old participant
- “It inspires my kids to read and learn!”—caregiver of 8- and 10-year-old participants
- “I like having goals to work towards. I like completing activities and checking them off.”—6-year-old participant
- “I love to read. I love the prizes. The crafts are fun to do. The activities are awesome.”—5-year-old participant
- “I learned lots of new things!”—7-year-old participant
- “Thanks for another great summer program!”—caregiver of a 9-year-old participant
- “I learned a lot and got better at reading.”—8-year-old participant
- “You are doing a fabulous job getting kids involved.”—caregiver of a 5-year-old participant
- “The program encouraged my kids to read and structured our summer schedule.”—caregiver of 4- and 11-year-old participants
- “Your program gave me great ideas and activities to do with my kids.”—caregiver of 6- and 8-year-old participants
- “It was so much fun and kept me reading and learning all summer long.”—10-year-old participant
- “The summer learning program is healthy for my brain!”—9-year-old participant
- “We couldn’t be more impressed with this summer program—valuable experiences promoting reading, learning, and fun, all right here in our community!”—caregiver of a 7-year-old participant
- “The summer learning program is fun! It gives me something to be excited for and look forward to during the summer.”—12-year-old participant
- “We love the library and the summer program! Thank you for all the work you put into it!”—caregiver of a 4-year-old participant
- “The summer learning program challenges me!”—10-year-old participant

- Summer Learning Program 2025
 - Our theme next year is called “Color Our World” and focuses on art.
- Looking Ahead at Library Programming
 - We will continue to offer both in-person storytimes, as well as grab-and-go kits during the coming months.
 - In-person storytimes will continue to 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.
 - We are planning to continue our partnership with the Berks County Intermediate Unit (BCIU) during our monthly Stories and Stations program, where a BCIU staff member will be present to answer caregivers’ questions about child development and early intervention testing and services.

Respectfully submitted,

Chelsea Williams

Additionally, Chelsea handed out a list of upcoming fundraisers.

Emily reported on Bookworm Bolt sponsors, noting that G3 Contracting is our first platinum sponsor. A discussion regarding potential sponsors followed.

Old Business:

Capital Campaign: Chelsea reported on capital campaign donations. A capital campaign committee meeting will be planned in the near future.

Annual Appeal Letter: Chelsea presented a draft of the 2024 Annual Drive Letter. A discussion ensued. Dorothy asked for a motion to table the annual drive letter. A motion was made, seconded, and passed unanimously.

New Business:

Copier Lease: Chelsea reported that the copier lease is ending in December. She presented two possible options for a new 5-year lease. Dorothy asked for a motion to approve a lease with Fraser AIS for a Sharp BP 70C31 copier at \$326.52 per month. A motion was made to approve the consent agenda, seconded, and passed unanimously.

October Board Meeting: Chelsea reported that she will be attending the PaLA conference during the next library board meeting. The board decided to move the Board of Trustees meeting to Tuesday, October 1st at 6 PM.

Summer Learning Recap: Children's Librarian, Becky Hartman, gave an overview of our 2024 summer learning season.

Dates to Remember:

- October 1st, 6PM- Hamburg Public Library Board of Trustees Meeting/
- October 5th-Pie Orders Due
- October 12th, 8:30AM-Bookworm Bolt 5K Fundraiser
- October 15th - Pie Pickups
- November 16th- Lucky Leprechaun Jewelry Making Fundraiser

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:20 PM.

Respectfully submitted,
Chelsea Williams, acting secretary

Monthly Statistics
August 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	3290	3204
Adult Card Registrations	31	30
Juvenile Card Registrations	7	4
Circulation		
Circulation of Physical Materials	5983	5715
Circulation of Other Physical Items	213	63
Circulation of Electronic Materials	878	649
Total Item Circulation	7074	6427
Circulation of Children's Materials	3281	3083
Programs		
Number of Programs for Preschool Children	0	0
Number of Programs for Children	2	1
Number of Programs for YAs	0	0
Number of Programs for Adults	2	2
Number of Programs for All Ages	1	1
Total Number of Programs	5	4
Preschool Children's Program Attendance	0	0
Children's Program Attendance	5	0
Young Adult Program Attendance	0	0
Adult Program Attendance	15	17
All Ages (General Interest) Attendance	11	7
Total Program Attendance	31	24
Grab and Go Activities		
Number of Children's Activities	1	1
Number of Adult Activities	1	1
Children's Participants	48	43
Adult Participants	40	40
Computer Usage		
PC Sessions	358	342
Wireless Count	179	
AWE Earl Literacy Sessions		83
Total Computer Usage	537	425