

**Hamburg Public Library
Board of Trustees Meeting
April 9, 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, Sharon Shirk, Debi Wahl

A quorum was present.

Also present: Director Chelsea Williams and a guest, Allison Heebner.

Call to Order: President Dorothy Brobst called the meeting to order at 5:59 P.M.

Consent Agenda: The Minutes of the March 12, 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 March 12, 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.

Mission Moment: In a fun twist of the Mission Moment, Kathi shared that someone told her if she needed help with something she was working on, the staff at the Hamburg Library would be glad to help. It was nice to see that the community recognizes the efforts of Chelsea and her staff at the library to go above and beyond to help all in the community.

Director's Report:

Library Updates and Operations

- Attended the System/District Director's meeting on March 26th.
- Becky attended the System/Director's Youth Services meeting on March 26th.
- Submitted proof of our participation in the second quarter System-wide Initiative

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

- Met with the new Hamburg Borough manager to discuss the library and our addition project.
- Gave a tour of the library to Berks County Commissioner Dante Santoni, Lynne Burns, his executive assistant, and System Administrator Stephanie Williams. We discussed our services and upcoming expansion.

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

- Library Addition Project Updates
 - Construction Bid Specifications have been reviewed by Borough Solicitor and Engineer for review.

- This will be submitted to Office of Commonwealth Libraries for review.
- The Keystone Grant contract is being signed by Hamburg Borough and will be submitted to PDE.
- We received \$10,000 from the American Library Association for the Libraries Transforming Community grant. We have until September 2025 to spend this.
- Dorothy Brobst and I met with Security Services Company about security updates.

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

- Adult Programming
 - a. Our Spice Club selection for March was Marjoram, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
 - b. The Coffee and Crime book club discussed *All the Missing Girls* by Megan Miranda. Their next meeting will be April 22nd at 10AM and the book selection is *A Time for Mercy* by John Grisham.
 - c. The Hamburg Library book club met on March 29th at 10AM and discussed *All the Missing Girls* by Megan Miranda. Their next meeting will be April 26th and they will be discussing *Shattered Sword: The Untold Story of the Battle of Midway*.
 - d. Crafter Hour met on April 4th and made Tissue Paper Paintings. The next meeting will be May 2nd at 6pm.
 - e. Sit and Stitch, a program that invites to community to craft together, met on March 9th.
- Youth Services Updates
 - a. The following programs offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.
 - In-Person Preschool Storytimes
 - Books are Best
 - Who's Hatching?
 - Stories and Stations (partnership with the Berks County Intermediate Unit)
 - In-Person Preschool Outreach
 - Let's Go Sledding
 - Builder's Club
 - Marble Run and Lego

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

- Capital Campaign Updates
 - Completed the Case for Support and have printed copies available.
 - The Campaign website is live at Hamburgsnextchapter.org
 - Sent out a press release announcing the project and campaign
 - Began working on resources on advocacy and communication for trustees.
- Dorothy and I completed new trustee orientations with Mary Himmelberger and Mark Jensen.
- Attended a Fundraising Meeting on April 2nd.
- Attended the Hamburg Borough Council meetings on March 26th.
- Attended the following webinars as part of our participation in the Libraries Transforming Community grant program
 - March 14: Understanding Disability
 - March 20: Improving Services, Facilities, & Programs for People with Disabilities
 - March 28: Hosting Accessible Community Conversations

Respectfully submitted,

Chelsea Williams

In further business, Chelsea reminded us of national library week and national library worker's day. Chelsea also reported that the new website is up and working for Our Next Chapter and asked trustees to share the information.

Financial Report: Gloria reported there is a current CD for \$65,000.00 that matures 4/30/24. Gloria proposed to move this fund to a bonus rate savings account for 3 months (length allowed by bank) at 4 percent.

Gloria proposed we move \$10,000 out of the building fund to a CD in increments of \$5,000. Gloria also proposed that the trustees move \$9400 (cash) from Edward Jones account, add \$600 from the checking account and buy 2 \$5000 CD's. All CD's purchased will be for 8 months at 4 percent.

Dorothy asked for a motion to accept Gloria's three proposals. Motion was made and seconded. Motion carried unanimously.

In other business, Gloria and Chelsea spoke with the Keystone Grant Advisor from the Office of Commonwealth Libraries. The Keystone grant will be reimbursed in three \$250,000 portions. Once submitted, the reimbursement can take up to 2 months to go through. By end of the grant process, the library will need to spend a total of \$1.5 million.

Gloria talked with Tompkins Bank about securing a line of credit. It was suggested a construction loan would work better for the library. It would be less costly than a line of credit.

Monthly Statistics March 2024

		<u>2023</u>
Reference Questions		
People Count	2526	3118
Adult Card Registrations	26	8
Juvenile Card Registrations	5	6
<u>Circulation</u>		
Circulation of Physical Materials	5773	5593
Circulation of Other Physical Items	47	44
Circulation of Electronic Materials	792	577
Total Item Circulation	6612	6214
Circulation of Children's Materials	3010	2833
<u>Programs</u>		
Number of Programs for Preschool Children	4	5
Number of Programs for Children	2	1
Number of Programs for YAs	0	0
Number of Programs for Adults	5	3
Number of Programs for All Ages	1	2
Total Number of Programs	12	11
Preschool Children's Program Attendance	99	144
Children's Program Attendance	21	21
Young Adult Program Attendance	0	0
Adult Program Attendance	43	19
All Ages (General Interest) Attendance	10	29
Total Program Attendance	173	213
Grab and Go Activities		
Number of Children's Activities	0	4
Number of Adult Activities	1	1
Children's Participants	0	48
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	212	313
Wireless Count	156	124
AWE Earl Literacy Sessions	*	49
Total Computer Usage	368	486

*The system to access these statistics is unavailable as of 4/6/24

President's Report: Dorothy reported she met with the borough manager who is very enthusiastic about the library. Chelsea and Dorothy went to the OTF meeting and enjoyed the information that was given by the Center for Local Excellence, Paul Jansen via Albright.

Old Business:

Capital Campaign Committee: Chelsea reported that there is another meeting this Thursday @ 4 PM for the Capital Campaign Committee. Our Next Chapter brochures are available and will be at the meeting. Chelsea also printed out fundraising tips trustees as we start to canvas for donations for the building fund.

Volunteer Policy: A new volunteer policy was introduced. Dorothy asked for a motion to accept the new Hamburg Library volunteer policy. Motion was made and seconded. Motion carried.

Fundraising Initiatives: The fundraising committee had a meeting last Tuesday and Penny Hill fundraiser was discussed. The fundraiser is over April 15. Some discussion was made on the fundraiser and approx. 200 plants have been sold to date.

Book Sale information was updated, sign ups were for desserts and food, and times to volunteer. Kathi ordered Iced Tea and Lemonade from Guers, and we will see how they sell during the book sale.

The last hour of the book fair on Saturday, teachers will be able to show their ID and take any books they would like for their classrooms.

Chelsea asked if the trustees wanted to again sell baked goods for fundraising during Hamburger Festival. After discussion, the board decided not to hold baked goods for a fundraiser for Hamburger Festival but keep the information table to share information concerning the library.

In further business, Emily reached out to Pretzel City Sports for a possible 5K. She will have more information on exact cost for the library after a follow up call with Pretzel City. We will need between 3 – 5 volunteers. The company helps design the course and they also provide promotion, including a list of runners in the area. An October date and time TBA.

Chelsea and Dorothy will be meeting with David Shefter to use The Warehouse for galas and other events for the Capital Campaign.

Dates to Remember:

- April 14, 12PM-7PM, 1787 Dine In Fundraiser, 10% donated for all food
- April 15, Plant Orders Due
- April 29, 6PM-Virtual Right to Know Training
- May 3, 5PM-8PM- Book Sale Early Bird Sale
- May 4, 8AM-2PM- Book Sale
- May 14, 6PM- Hamburg Public Library Board Meeting
- May 15, 7PM- BCPL Board Meeting

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:58 pm.

Respectfully submitted,

Debi Wahl, Recording Secretary