

**Hamburg Public Library
Board of Trustees Meeting
May 14, 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 guests Becky Wanamaker, District Consultant and Kay Fritz

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

Mission Moment: Chelsea reported the library had a visitor who grew up in Hamburg and visited the library often as a child. She told Chelsea how thankful she was for all the events and help available at the library. She had very good memories of having utilized the library during her childhood.

Consent Agenda: The Minutes of the April 9, 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 April 9, 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.

Director's Report:

Library Updates and Operation

- Attended District Interlibrary Loan Training on April 30th.

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

- Collaborated with the Life Skills Support Teacher from Hamburg Area High School to arrange weekly volunteering opportunities for her students at the library.
- Created a display for National Library Week, encouraging patron's to share why they love the library.

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

- Attended a Capital Campaign Meeting on April 11th.
 - Information about the capital campaign can be found at hamburgsnextchapter.org.
- Initiated contact with roofing companies to assess and repair any issues with the existing roof.
- Hamburg Borough Public Works department cleaned and mulched the library yard. I complemented their work to Hamburg Borough Council.
- Library Addition Project Updates
 - The Keystone Grant agreement has been signed and submitted to the state.

- The project bid specifications have been submitted to the Office of Commonwealth Libraries for approval.

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

- Adult Programming
 - a. The Spice Club featured Dukkah in April, including a take-home activity with spice samples, history, recipe cards, and cookbook suggestions.
 - b. The Coffee and Crime book club discussed "A Time for Mercy" by John Grisham and will meet next on May 20th to discuss "Where the Crawdads Sing" by Delia Owens.
 - c. Crafter Hour explored needle felting on May 2nd, with the next meeting scheduled for June 6th.
 - d. Sit and Stitch, a program that invites the community to craft together, met on April 13th.
- 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
 - Baby Animals
 - Let's Grow (partnership with Longwood Gardens)
 - Stories and Stations (partnership with the Berks County Intermediate Unit)
 - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
 - Mm is for Mushroom
 - School-Age Grab-and-Go Kit (available at both our Library and Redner's Market in Hamburg)
 - Solar Eclipse
 - School-Age Outreach Kit
 - Solar Eclipse
 - Builder's Club
 - Keva Planks and Lego
 - b. Summer Learning Program 2024
 - Our theme this year focuses on exploration and is called "Adventure Begins at Your Library."
 - The program will begin Monday, June 3.
 - A great deal of scheduling and planning have been accomplished.
 - In-person programming, as well as a variety of grab-and-go options will be offered.
 - This year we are particularly excited to include a variety of activities that represent new partnerships with small businesses in Hamburg. These events will offer participants opportunities for adventure throughout our own community.
 - Many other details including promotional materials are in progress.

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

- Coordinated the Plant Sale Fundraiser with Kathi and Olivia Shaffer.
- Worked with Gloria Hess to plan and execute the Book Sale Fundraiser.
- Attended a Tilden Township Board of Supervisors meeting on April 10th to highlight library programs and services.
- Attended a Fundraising Meeting on April 2nd.
- Attended Hamburg Borough Council meetings on April 9th and 23rd.

Respectfully submitted,
Chelsea Williams

Chelsea also reported she reached out to the Windsor Township Supervisors and is waiting to hear from them.

In further business, Chelsea reported the roof is leaking, there is water damage in the children's room and slates have been falling off the south side of the roof. Chelsea reached out to a roofing company that deals specifically with slate. After viewing the affected area, it was confirmed there is a good deal of damage that has been patched over for many years. The chimney is also in very bad shape and needs to be completely repointed. Chelsea will reach out to two other roofing companies to have three bids available.

Committee Reports:

Fundraising:

Book Fair: The book fair profit was \$5,724.81, which also included food items and drinks sold.

Penny Hill Flower Sale: Profit was \$306. It was an easy fundraiser, and we look forward to more interactive fundraising with local businesses like Penny Hill.

The 1787 Dine-In Event: Profit was \$351. This is also an easy fundraiser and a good network with another local business for the library.

The Bookworm Bolt 5K and Fun Run: A tentative date of October 12, 9 AM at the Hamburg Park is scheduled.

Chelsea asked for input on when we want to send the mass mailing for the annual fundraising drive. In further business it was discussed that it would be best to use all the fundraising money from the mass letter for the building fund.

Correspondence:

Chelsea reported we received our fully executed Keystone Grant Contract.

Chelsea received a letter from Stephanie Williams, Berks County Public Library Administrator stating that the Hamburg Public Library is in compliance with the System Membership Agreement.

Chelsea received a letter from Ed Lupico, Keystone Grant and Library Facilities Advisor, stating our bid specifications have been approved and we can move forward with the project.

Chelsea received a thank you letter from the Hamburg Arts Alliance for donating to their Bingo fundraiser.

Financial Report: Gloria reported that \$65,000 that was deposited into CD's at M&T Bank matured and were cashed in per motion made during the April 9 meeting. Gloria deposited the money at Mid Penn Bank at 5.2 percent for 3 months. The CD's at M&T Bank closed out at \$67,612.92 resulting in a profit of \$2,612.92.

In other financial business, per the motion made in April, Gloria moved \$10,000 from the library building fund into Mid Penn Bank as a CD under the same terms and conditions.

Respectfully submitted,

Gloria Hess, Treasurer

President Report: Dorothy reported that she attended the Hamburger Fest meeting at OTF and met Lynn who is working at OTF. Lynn is very interested in our gala for the building fund and looks forward to a partnership between the library and OTF in the future.

Old Business:

Strategic Plan: Chelsea drafted an anonymous community survey for the library to include the community in helping us plan the library's future with their input. Chelsea will have this finished in time to hand out to families during the summer learning program for the children. Chelsea suggested giving the community the month of June to allow the community time to return responses to the library.

Capital Campaign: Chelsea reminded us that all board members are responsible for helping raise funds for the Capital Campaign. A personal connection does help garner more interest in donations. The key is consistent networking with the groups we are soliciting for the Capital Campaign fund.

In further business, Chelsea reported she wants to check with the borough to see if they would like to put out the bidding process for the addition.

Chelsea will also work on a second press release for the building fundraiser. The first press release was not picked up by the news media.

Monthly Statistics April 2024

	<u>2024</u>	<u>2023</u>
Reference Questions	69	59
People Count	3188	2262
Adult Card Registrations	27	15
Juvenile Card Registrations	4	1
<u>Circulation</u>		
Circulation of Physical Materials	5390	4414
Circulation of Other Physical Items	185	40
Circulation of Electronic Materials	798	577
Total Item Circulation	6373	5031
Circulation of Children's Materials	2751	2202
<u>Programs</u>		
Number of Programs for Preschool Children	3	2
Number of Programs for Children	2	0
Number of Programs for YAs	0	0
Number of Programs for Adults	4	4
Number of Programs for All Ages	1	2
Total Number of Programs	10	8
Preschool Children's Program Attendance	81	70
Children's Program Attendance	16	0
Young Adult Program Attendance	0	0
Adult Program Attendance	23	39
All Ages (General Interest) Attendance	12	21
Total Program Attendance	132	130
<u>Grab and Go Activities</u>		
Number of Children's Activities	7	2
Number of Adult Activities	1	1
Children's Participants	119	48
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	347	254
Wireless Count	128	114
AWE Earl Literacy Sessions	*	62
Total Computer Usage	475	430

*The system to access these statistics is unavailable as of 5/11/24

New Business:

eGrants eSignature Resolution: Chelsea is applying for a special grant for Federal money for the library. The grant is for play and grow, early childhood learning items. The resolution gives Chelsea the ability to sign it on line so that it does not have to be mailed.

Dorothy asked if there was a motion to accept the eGrants eSignature Resolution. The motion was made and seconded. Motion carried.

Travel Policy for Federal Funds: The purpose of this policy is to establish standards and controls for the reimbursement of library staff and board members for actual expenses such as transportation, lodging, subsistence and related items that are incurred in the conduct of authorized library business when using federal funds according to this policy.

Dorothy asked if there was a motion to accept the Travel Policy for Federal Funds motion. The motion was made and seconded. Motion carried.

Cash Management Procedure for Federal Funds: The purpose of this policy is to detail the responsibilities of the Hamburg Public Library and Hamburg Public Library staff for receiving government grants. The Hamburg Public Library will maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

Dorothy asked if there was a motion to accept the Cash Management Procedure for Federal Funds. The motion was made and seconded. Motion carried.

Bid Procurement Policy for Federal Funds: The purpose of these procedures is to establish standards and controls for the purchase of goods and services for the Hamburg Public Library when federal funds are being used. These procedures are intended to facilitate full and open competition and cost-effective purchases, as well as to ensure proper accountability.

Dorothy asked if there was a motion to accept the Bid Procurement Policy for Federal Funds. The motion was made and seconded. Motion carried.

In further business, Chelsea presented the information on the Return-on Investment Presentation which will be an in-person event @BCPL System Headquarters in June. There is a place to register on line.

Dates to Remember:

- May 15, 7PM- BCPL Board Meeting
- June 4, 6-8PM-ROI Presentation, In Person BCPL Headquarters
- June 6, 1-3PM--ROI Presentation, In Person BCPL Headquarters
- June 11, 6PM- Hamburg Public Library Board Meeting

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:43 p.m.

Respectfully submitted,
Debi Wahl, Recording Secretary