

**Hamburg Public Library
Board of Trustees Meeting
November 12, 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.

Board members absent:

Also present: Director Chelsea Williams, visitor Kay Fritz

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

Mission Moment: Chelsea reported that she received a card from Alice (a child patron) who made the library a special Birthday card and presented it to Chelsea at the ceremonial groundbreaking.

Consent Agenda: The Minutes of the October 1, 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. Dorothy asked for a motion to approve the October 1, 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.

October Financial Report: Gloria reported she renewed the CD's at MidPenn bank at 4.6% for three months. They matured 10/24 and 10/31.

Gloria requested approval to move restricted funds from Edward Jones into separate accounts for better practice with accounting purposes. The dividends will remain going into our general checking account. These new accounts will be with Edward Jones.

Dorothy asked for a motion to approve the moving of the restricted funds from Edward Jones into separate accounts for better practice with accounting purposes. A motion was made to approve moving restricted funds, seconded and motion passed unanimously.

Library Director's Report:

Library Updates and Operations

- Our Plan for the Use of State Aid was accepted by the Office of Commonwealth Libraries.

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

- Partnered with the Life Skills Support Teacher from Hamburg Area High School to arrange weekly volunteer opportunities for her students at the library.
- On October 31st, library staff hosted a Trick or Treat table outside, distributing children's books, candy, and information about the library's services.
- Submitted an article about the library for inclusion in the Fall/Winter edition of the Borough of Hamburg's newsletter.
- Hosted a County Commissioner Town Hall on October 16th, providing community members an opportunity to engage directly with County Commissioners and ask questions.

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

- The roof and chimney repairs have been completed.
- Laucks Architects provided an updated timeline for the bidding and construction phases.
- On November 9, we celebrated the 120th anniversary of the library's opening in 1904 and held a groundbreaking ceremony for the library addition. Attendees included staff, volunteers, story-time children, and current and former board members. Distinguished guests were State Representative Jamie Barton, who presented the library with a citation from the House of Representatives; Berks County Commissioner Dante Santoni; Upper Bern Supervisor Ray Lambert; Upper Tulpehocken Supervisor Sherry Fuhrmann; Hamburg Council Member Michael Adams; and Hamburg Mayor George Holmes.

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

- **Adult Programming**
 - Spice Club: October's feature was fennel seed, and take-home kits included spice samples, historical insights, recipe cards, and cookbook suggestions.
 - Coffee and Crime Book Club: This month, the club discussed *A Flicker in the Dark* by Stacy Willingham. The next meeting is scheduled for November 25th to explore *The Paris Apartment* by Lucy Foley.
 - Crafter Hour: Participants crafted macrame gnome ornaments on October 3rd.
 - Sit and Stitch: Met at its new time on October 24th at 6 PM and will now take place on the 4th Thursday of each month.
- **Youth Programming**
 - The following programs were aligned with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL framework:
 - Preschool/Early Elementary Storytime Experience Kits (available at the library and Redner's Market in Hamburg):
 - Snail's Numbers
 - Scarecrows
 - School-Age Grab-and-Go Kits (available at the library and Redner's Market in Hamburg):
 - Snail Subtraction
 - In-Person Preschool Storytimes:
 - Say Hello
 - Mirror Me
 - Perfect Pumpkins

- Stories and Stations: A collaborative program with the Berks County Intermediate Unit.
- **Youth Services Updates**
 - National Literacy Crisis: According to the U.S. Department of Education, 67% of America's 4th graders are not proficient readers, a trend that contributes significantly to the high school dropout rate, with 8,000 students leaving each day. Even among high school graduates, only 37% read at or above proficiency.
 - In response, we are dedicating substantial time and resources to understanding the science of reading and identifying impactful ways the library can support emerging and struggling readers in our community. We look forward to sharing progress on these initiatives.

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

- Represented the library at Hamburg Borough Council meetings.
- Attended a Perry Township meeting to address questions related to library service areas.
- Successfully hosted our Second Annual Deitsch Eck Pie Fundraiser, raising \$1,312.
- Launched our First Annual Bookworm Bolt on October 12th, attracting multiple sponsors and participants, netting \$735.
- Completed a draft of the new strategic plan for board review.
- Held discussions with Hamburg Borough Manager and D. Brobst to establish formal agreements between the Hamburg Library and the Borough.

Respectfully submitted,
Chelsea Williams

Correspondence: Chelsea reported that notification was received from the Office of Commonwealth Libraries that our 2024-2025 Plan for State Aid for the library has been approved.

Chelsea also reported that the library received a congratulatory letter from Upper Bern Township supervisors for 12 decades of service to the community.

In further business, Chelsea reported we did not receive the LSA grant money but will be able to reapply again. Chelsea feels it would be beneficial to wait until the addition is begun.

Reports:

President's Report: Dorothy was very pleased with the turnout of the groundbreaking, the government and township officials who attended, as well as many previous library trustees, and hopes that the momentum will continue.

Old Business:

Library Addition:

Bid Scenario 1:

- Release bidding on Monday, December 2, 2024 (this is based on advertising which needs to be verified on your end either through the library or the Borough).
- Walk-thru with contractors the week of December 9, 2024, based on your response to best day and time. Need about two hours.
- Bid due date: Friday, December 20, 2024. This allows three weeks for bidders to put together their package.
- It is common to extend bids based on questions received during the bid phase. If this happens, due to the holiday, bids would likely not be received until the week of January 6, 2025.

Bid Scenario 2:

- Release bidding on Monday, December 16, 2024.
- Walk-thru with contractors the week of January 6, 2025.
- Bid due date: Friday January 17, 2025.

Trustee Terms: Chelsea wanted to point out that Gloria and Debbie's terms on the board are over the end of 2024 but both are eligible to keep their positions. Both ladies wish to keep their seats on the board. Chelsea will inform the borough council.

New Business:

Strategic Plan: The 2025-2027 Strategic Plan was presented by Chelsea. During discussion, Dorothy asked if there were any questions or suggestions. None being given, Dorothy asked for a motion to accept the 2025-2027 Strategic Plan. A motion was made and seconded. The motion passed unanimously.

Dates to Remember:

- November 16 - Lucky Leprechaun Jewelry Making Fundraiser
- November 20 – 7 PM - BCPL Board Meeting
- November 28 – Library Closed
- December 3 – Westy Fundraiser and requires a flyer
- December 10 – 6 PM - Board of Trustees Meeting
- December 12 – 6 PM - Visit with Santa

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 6:42 PM.

Respectfully submitted,
Debi Wahl, secretary

Monthly Statistics

October 2024

	<u>2024</u>	<u>2023</u>
Reference Questions	73	43
People Count	3466	2873
Adult Card Registrations	17	22
Juvenile Card Registrations	7	6
<u>Circulation</u>		
Circulation of Physical Materials	5087	5384
Circulation of Other Physical Items	161	53
Circulation of Electronic Materials	783	554
Total Item Circulation	6031	5991
Circulation of Children's Materials	2881	2753
<u>Programs</u>		
Number of Programs for Preschool Children	4	3
Number of Programs for Children	2	3
Number of Programs for YAs	0	0
Number of Programs for Adults	5	4
Number of Programs for All Ages	1	1
Total Number of Programs	12	11
Preschool Children's Program Attendance	101	75
Children's Program Attendance	14	34
Young Adult Program Attendance	0	0
Adult Program Attendance	32	21
All Ages (General Interest) Attendance	13	12
Total Program Attendance	160	142
<u>Grab and Go Activities</u>		
Number of Children's Activities	2	2
Number of Adult Activities	1	1
Children's Participants	48	48
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	255	286
Wireless Count	154	144
AWE Earl Literacy Sessions		37
Total Computer Usage	409	467