

**Hamburg Public Library
Board of Trustees Meeting
December 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, Mary Himmelberger, Mark Jensen, Emily Riddle, Kathi Shaffer, Sharon Shirk, Debi Wahl

A quorum was present.

Board members absent:

Also present: Director Chelsea Williams

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

Mission Moment: This past month, Chelsea helped a community member who was opening a new business. Chelsea provided multiple resources to help the community member with her business questions.

Consent Agenda: The Minutes of the November 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. Dorothy asked for a motion to approve the November 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.

November Financial Report: Gloria reported that the building fund increased nicely in a previous high-yielding CD. Now that it has matured, Gloria suggested moving \$60,000 into a new CD with high-yield opportunities. Gloria checked with several institutions, and the highest yield at this point is 4.45 percent. After discussion, Dorothy asked for a motion to move \$60,000 from the building fund to the high-yield CD for three months. A motion was made to approve the funds to the new CD, and the motion was seconded. The motion passed unanimously.

Respectfully submitted,
Gloria

Library Director's Report:

Library Updates and Operations

- Submitted all documentation required as part of the Berks County Public Library Uniform Requirements and Responsibilities.
- Attended a District/System Director's Meeting

- Becky Hartman attended District/System Youth Services Meeting
- Submitted proof of our participation in the 4th Quarter System Wide Initiative

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 for her students to volunteer at the library. Students will be volunteering weekly.
- Attended a webinar on the PA Navigate database and how it can be used to help community members connect with resources they need.
- Dorothy Brobst and I attended an Our Town Foundation networking event at State Street Lanes.

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

- Laucks Architects provided an updated timeline for the bidding and construction process. The Invitation to Bid was advertised in the Reading Eagle on December 7. Bids are due by January 17, 2025, at 3:00 PM, and will be opened at 3:30 PM the same day.
- Noelle Miller and I met with employees from Hazel’s Cafe to plan a new offsite book club. Meetings are tentatively scheduled for the third Wednesday of each month at 6:00 PM at Hazel’s Cafe, where the drink menu will be available for purchase.
- The library received a grant for 30 laptops from the ARPA Capital Projects Fund Digital Connectivity Technology Program. These laptops will be available for checkout and used in future technology classes.
- Attended a meeting of the Digital Navigation Committee as part of the Berks County Digital Equity Coalition.
- Attended a meeting of the Reading Library District Equity, Diversity, and Inclusion Committee.

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

- Adult Programming
 - ◆ In November, the Spice Club featured Jerk Seasoning. The take-home activity included spice samples, history, recipe cards, and cookbook suggestions.
 - ◆ The Coffee and Crime book club discussed “The Paris Apartment” by Lucy Foley. It will next meet on January 27th to discuss “The Last Thing He Told Me” by Laura Dave.
 - ◆ Crafter Hour participants created beaded snowflakes on December 5th.
- Youth Programming
 - ◆ 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

- Vroom, Zoom, Trucks
 - 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)
 - Season of Giving
- ◆ Youth Services Updates/News
 - Science of Reading
 - Because of my background in education and the work our Library is doing to support literacy, District Library Youth Services Consultant, Marissa Guidara, asked that I create a presentation about the science of reading to share with Berks Youth Services Librarians.
 - I was so pleased to speak about this important topic and did so on November 26, 2024, at our bi-monthly youth services meeting. My science of reading presentation, which was just under two hours in length, included the following topics—
 - Our national literacy crisis
 - Literacy statistics, including specific information about literacy in the US, and in Pennsylvania, as well as about the disparity in literacy among races
 - Definition of the science of reading and common misconceptions
 - Science behind learning to read and behind academic learning in general
 - Learning spoken language vs. learning to decode written language
 - Reading skills required for skilled reading
 - Brain architecture for reading and changes in the brain during the learning to read process
 - Cognitive load theory
 - Science's implications for instructional best practices
 - Explicit instruction
 - History of teaching reading in America and beyond and its impact on students and outcomes
 - The three cueing system
 - Science of reading and equity
 - Outcomes of recent focus on the science of reading
 - State legislation and its impact on reading instruction
 - Pennsylvania Act No. 135 of 2024

- Implications for Youth Services Librarians
 - I was thrilled that my presentation was so well received and that Youth Services Librarians found it to be helpful. I am so excited to see its impact on literacy in Berks County. Literacy is our greatest civil right.

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

- The Jewelry Class Fundraiser with Lucky Leprechaun raised \$60. Participants enjoyed the event, and we look forward to future collaborations with Lucky Leprechaun.
- The mini book sale raised \$128.
- Attended all Hamburg Borough Committee and Council Meetings to stay informed and maintain the library's presence in local governance.
- Prepared the 2025 budget for board approval.
- Drafted an updated service policy for board approval.

Respectfully submitted,
Chelsea Williams

Correspondence: Chelsea shared that the correspondence received is noted in her Director's Report and is for the 30 laptops from the ARPA Capital Projects Fund Digital Connectivity Technology Program that the library has been selected to receive.

Chelsea will also write a grant for the library to receive hotspots, which patrons can borrow for home internet access.

Reports:

President's Report: Dorothy noted that we had an executive session before the meeting, during which we discussed library personnel contracts.

Old Business:

Library Addition: Chelsea shared that invitations for bids for the library addition were placed in the Reading Eagle. There will be a walkthrough on Thursday, January 9, at 9 AM. The architect and any interested contractor may come, take measurements, and view the library's construction needs. Bids are due Friday, January 17, 2025, at 3 PM and will be read at a public meeting at 3:30 PM at either the library or the borough. Board members are encouraged to attend at that time.

Chelsea also reported that donations from the library's yearly fundraiser letter have started to come in.

Trustee Application: Dorothy asked for a motion to receive Kay Fritz as a library board member. The motion was made and seconded. The motion carried unanimously. The trustees and staff are glad to welcome Kay as a trustee for the Hamburg Library.

New Business:

2025 Budget: Gloria and Dorothy, as well as the entire board of trustees, viewed the 2025 budget. There are limited changes for 2025. After the discussion, Dorothy asked if there were any questions about the 2025 budget. There being none, Dorothy asked for a motion to accept the 2025 Budget. The motion was made and seconded. The motion carried unanimously.

Service Policy: Chelsea explained that the Service Policy is updated every three years. Some adjustments were made to make the Service Policy more user-friendly. Dorothy asked if there were any questions. There being none, Dorothy asked for a motion to accept the Service Policy. The motion was made and seconded. The motion carried unanimously.

In further business, Chelsea gave us her holiday schedule and explained if there were any concerns, we may reach out to her as needed.

Dates to Remember

- December 12, 6 PM - Visit with Santa
- December 24-25 - Library Closed
- December 31-January 1 - Library Closed
- January 14, 6 PM - Board of Trustees Meeting

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 6:36 PM.

Respectfully submitted,
Debi Wahl, secretary

Monthly Stats
November 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	3128	3205
Adult Card Registrations	32	15
Juvenile Card Registrations	5	8
<u>Circulation</u>		
Circulation of Physical Materials	4910	5431
Circulation of Other Physical Items	189	71
Circulation of Electronic Materials	696	590
Total Item Circulation	5795	6092
Circulation of Children's Materials	2687	2910
<u>Programs</u>		
Number of Programs for Preschool Children	2	2
Number of Programs for Children	2	2
Number of Programs for YAs	0	0
Number of Programs for Adults	3	3
Number of Programs for All Ages	2	1
Total Number of Programs	9	8
Preschool Children's Program Attendance	40	61
Children's Program Attendance	13	8
Young Adult Program Attendance	0	0
Adult Program Attendance	26	19
All Ages (General Interest) Attendance	75	7
Total Program Attendance	154	95
<u>Grab and Go Activities</u>		
Number of Children's Activities	4	4
Number of Adult Activities	1	1
Children's Participants	88	88
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	259	236
Wireless Count	145	109
AWE Earl Literacy Sessions		53
Total Computer Usage	404	398