

**Hamburg Public Library
Board of Trustees Meeting
December 13, 2022**

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: Bob Angelo, Dorothy Brobst, Gloria Hess, Sue Leiby, Kathi Shaffer, Sharon Shirk, Debi Wahl

A quorum was present.

Absent: Christine Roth and Barbara Strunk

Also present: Director Chelsea Williams, and an observer, Emily Riddle

Call to Order: President Bob Angelo called the meeting to order at 5:59 P.M.

Mission Moment: Chelsea reported that every resident of PA is eligible for LAMP, a program that is for people with vision limitation. Chelsea helped a community member sign up and receive audio books, which was extremely rewarding.

Consent Agenda* This includes the Minutes of the November 8, 2022, Board of Trustees Meeting, and the Library Director's Report. Bob asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Bob asked for a motion to approve the November 8, 2022, Board of Trustees Meeting Minutes and the Library Director's Report. Motion to approve the consent agenda. Seconded and passed unanimously.

Financial Report: Sue reported the following:

Oct. 2022 Board Meeting Notes

Revenue:

- Rcvd \$355.00 from Friends of BCPL
- \$760.00 initial profit from Hamburger Days

Expenses:

- Pd. \$2,246.34 for window painting
- Pd. \$475.92 for Security Service Annual Contract

9/3/22 HAMBURG-ER FESTIVAL INCOME

50/50 raffle:

- Total income = \$108.00

- Amount paid to Raffle Winner = \$54.00 (Judy Betz; ticket # 933856)
- Total Library Income = \$54.00

Bake Sale:

- Total income = \$548.00
- Sales Commission paid to Our Town Foundation = \$82.00
- Total Library Income = \$466.00

Amount to be deposited to Fulton acct.:

- Profit = \$520.00
- Return of money withdrawn to make change = \$240.00
- Total Library Deposit = \$760.00

Nov. 2022 Board Meeting Notes

Revenue:

- Rcvd. \$7000. From Borough
- Rcvd \$2400.00 from Windsor Twp.
- \$19,400.99 rcvd from system
- \$437.98 rcvd. From County Coordination Aid
- \$1080.00 rcvd from annual fund drive

Expenses:

Related Information:

DEC. 2022 Board Mtg.

Revenue:

- \$100.00 rcvd from Upper Tulpehocken Twp.

Expenses:

- \$831.25 Kleckner Laucks Payment

Related Information:

- 12/12/22 Met with Gloria & Doug Sherry to share info. about how I functionally performed Treasurer responsibilities and gave them the opportunity to ask any questions they had.
- The week after Christmas I will deliver the checkbook, my key and all documentation related to my Dec. financial records to the library.

The treasurer's report will be filed subject to audit. Motion to approve the financial report as presented. Seconded and passed unanimously.

Correspondence: Chelsea reported no correspondence.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- I worked on completing our Uniform Requirements and Responsibilities checklist due to the County.
- I was elected Vice President of the Berks County Library Association.
- I attended the District Directors Meeting on 11/22.
- Becky attended the District Youth Services Meeting on 11/22.

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

- We partnered with Hamburg Borough to loan bikes to residents when the pool is closed. This continued through November. We are discussing continuing the partnership in the spring.
- We had a Visit with Santa Program on December 6. 43 people came to meet Santa and Mrs. Claus. This program attracted many non-regular library users.
- We partnered with PA CareerLink Berks County to host a Career Advisor. They were available to inform the community about their services and assist people applying for jobs.
- I submitted three nominations for the Berks County Public Libraries Annual Awards: Janet Barr for Outstanding Library Volunteer, Redner's Markets for Outstanding Local Business, and Spice Club for Outstanding Program.

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

- Our circulation continues to be up from 2021 and from 2019.
- I worked with Peter Laucks of Laucks Architects to prepare the proposal for the second phase of architectural planning for the library addition.
- We advertised the various ways to support the library for Giving Tuesday. This information is available at berkslibraries.org/hamburg/support-us.

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

- Adult Programming
 - September Take Home Activities
 - Spice Club-Garam Masala
 - Craft Take Out-Corn Husk Dolls
 - This was our last Adult Craft Take Out. Beginning in February 2023, we are starting a new program, Crafter Hours. This will be an in-person craft program for adults. We will hold it the first Thursday of each month at 6pm.
 - The Coffee and Crime book club discussed *As the Wicked Watch* by Tamron Hall. Their next meeting will be January 9th at 10AM and the book selection is *Rest You Merry* by Charlotte McLeod.
 - The Hamburg Library Book Club discussed *The Thursday Murder Club* by Richard Osman.
- Youth Programming

- In-Person Preschool Storytime
 - Topic—Caring and Sharing
 - Content Area Learning—social emotional learning (being a good friend, sharing with others, waiting patiently, building empathy); dividing by sharing with both even and odd numbers
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; participating in an organized group learning activity; creating a craft; counting items in a set
- In-Person Preschool Storytime
 - Topic—Fall
 - Content Area Learning—identifying seasonal changes in weather and in nature; identifying fall family activities
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; creating a craft
- In-Person Preschool Storytime
 - Topic—Turkeys
 - Content Area Learning—cultivating gratitude; identifying the basic anatomy of a turkey; identifying letter names and sounds; identifying initial consonants in words
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; participating in an organized group learning activity; creating a craft
- Teen Grab-and-Go Kit
 - Topic—Corn Husk Dolls
 - Content Area Learning—learning about corn husk dolls and their place in Native American history; creating a corn husk doll
 - Basic Skills—following directions; fine motor skills
- Preschool/Early Elementary Storytime Experience Kit
 - Topic—The Grinch
 - Content Area Learning—identifying rhyming words; social emotional learning (valuing relationships over material possessions)
 - Early Learning and Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; fine motor skills

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

- Began working with Doug Sherry, our new bookkeeper, on getting our QuickBooks account set up and ready for 2023.
- I worked on drafting the 2023 Budget for Board approval.

- I provided support and materials to trustees presenting at municipal meetings.

Respectfully submitted,

Chelsea Williams

Chelsea also reported that

Library: In **November**, the people count was 2715, and the total item circulation was 5721. Program count was 6, and the total program attendance was 66; in the Grab and Go Activities, there were 77 Children's Participants and 90 Adult Participants. The total computer usage was 465 sessions.

President's Report:

Bob reported the following:

1. Received letter from Borough about my term. Notified the Borough that I would serve 1 additional year.
2. Contacted Donna Falco at Fulton Bank. We will need a copy of Gloria's driver's license and her social security # to register her as new treasurer with Fulton Bank. Kathi and I will also have to sign. Once we get those to Donna she will prepare for our signature.
3. Any mileage reimbursements from Library staff attending approved meetings should be submitted monthly and not at the end of the year. Also, it would be helpful if staff is able to carpool.
4. Thank you to Sue Leiby for all of her assistance as treasurer and Board member over the last few years. Her support and direction helped us to be where we are today. Thank You. Bob presented Sue with a certificate for her work over the years.
5. Happy Holidays to all and may the New Year bring us joy, peace and hope.

Old Business:

2022 Annual Fund Drive: Chelsea reported she did not run a report but has everything entered and will have the report for the January 2023 meeting. A short explanation was that while there were multiple new donors, the gifts were relatively small. Chelsea has been given some fundraising ideas for raising donations, which she will share with the report. Per Sue, December 2021 donations totaled \$16,122.15. This year, including October's donations, we have received \$17,417. \$3756.17 was spent on the mailing. The board will decide if it is financially feasible to do outside mailing in the future or look into using volunteers to help decrease costs.

Library Expansion Architectural Phase 2: The proposed fee for Phase 2 is \$12,000. This phase includes an Opinion of Probable Cost from the architect. Chelsea said there is an option to hire someone for a more detailed cost breakdown for an additional fee. A motion was made to vote on the proposal for the library expansion. Motion was seconded and passed with Sue Leiby abstaining. In other expansion business, Chelsea has received a commitment for a donation to be made with hopes that will be matched by the donor's employer.

New Business:

2023 Budget: The 2023 Budget was provided for perusal. Periodicals last year totaled \$1752 and at this time for 2022 are \$300 under the budgeted \$1700. Chelsea explained that the Renner Periodical Fund was restricted by the library board to be used for periodical purchases and proposed the board lifting the restriction to allow Renner Fund income to be used for general operating expenses.

A motion was made and seconded to remove the restriction from the Renner Fund. Motion carried with Sue Leiby abstaining. A motion then was made and seconded to approve the budget for 2023. Motion carried with Sue Leiby abstaining.

2023 Budget Changes:

This narrative document explains any changes made between the 2022 and 2023 budget.

In general, budget lines for the 2023 budget have been condensed from previous budgets. This is both for clarity and to make sure our budget lines match the Annual State Report.

Revenue

County Coordination Aid-The County increased the reimbursable amount for 2023.

Renner Fund- This fund was Board designated for periodical purchases. I am recommending the board vote to lift the restriction and use the income for general operating expenses. Periodical prices have dropped dramatically, and we no longer need a dedicated fund to cover the costs.

General Donations- I combined previous "general donation" line item with "Thrivent", "Lions Club Shoemakersville", "Blue Mountain Wildlife", "Hamburg Senior Citizens", "Walmart", "Hamburg Grange", "Hamburg Game Association", "Hamburg Lions Club", "Friends of Berks County Libraries", "Berks Co. Pomona Grange", "Hamburg Rotary Club", and "Lions Club Hamburg". These donations are not guaranteed year to year, and additional donors might be added year to year. Individual donors and individual donor histories can be charted in our donor management software, Little Green Light.

Board Fundraising- This is a general budget line for any board led fundraising opportunities. The specific events will still be tagged in Quickbooks and Doug will run us a report of the Revenue and Expense of each specific fundraiser after the fact. This allows for new fundraisers to be planned even if they have not been planned in December.

Expenditures

Salaries- These numbers figure a .50 increase for each staff member.

Benefits

Workers Comp- We didn't budget enough in 2022. This number is assuming expenses based on the 2022 actual numbers.

Dues and Clearances-The library has historically paid for the director’s Berks County Library Association dues. Additionally, I’m proposing we designated money to cover the cost of staff’s required clearances because they are necessary for their employment.

Books & Materials

Other collections- This would be used for the purchases of stem kits, homeschool curriculum, board games, and Library of Things items.

Audio Books- Decreased due to the decline in popularity of this collection.

Museum Passes- I am proposing this change to go back to 3 Reading Museum Passes (\$675) and add a Reading Science Center Pass (\$300). This is based on circulation and availability of current passes.

Processing Supplies- Renamed from “Library Supplies” moved to this category because they are counted toward our collection expense on the Annual State Report.

Operating Expenses

Advertising- Combines “Job Ads”, “Ads for Fundraisers”, and “Ads for Programming”

County Coordination Aid- The County increased our reimbursable amount for 2023.

Fundraising Expense -Combined so we are not pigeonholed into specific fundraisers. This is also a specific “Cost of Raising Money” asked on 990 and State Report

Budgeted for 2022

Game of Chance License	125.00
Annual Fund Drive	3,000.00
Hamburger Days	1,500.00
Bus Trip fundraisers	700.00
Book Sale	1,500.00
Bake Sale	100.00
Red Robin Fundraiser	500.00
Raffles	100.00
Total Budgeted 2022	7,525.00

Proposed decrease for 2023 because we are not doing an EDDM annual drive letter.

Mileage-The IRS mileage rate increased in 2022. We did not budget enough for required Director and Youth Services bi-monthly district meetings and conference travel in the 2022 budget.

Outreach-New category. For expenses related to outreach events like Hamburger Fest, Trunk or Treat, Halloween, or other events.

Professional Development- This includes the cost of PALA conference as well as Mental Health First Aid Training class for all staff members.

Programming- Combines “Programming Supplies” and “Speakers and Programs”

Software- Increase covers Little Green Light donor database, QuickBooks online subscription, and our website domain license.

Summer Reading Program- Increase to bring in more presenters and due to the increase in participation.

Supplies- Combines Custodial and Office Supplies Line.

Facilities

Building Maintenance-Combines “Rugs” “Furnace and AC” and “General”

Security Service Contract-We were notified the price will be increase next year

Renovation Expenses- The cost of the next phase of Architectural planning

Budgetary Reserve- Surplus for our Budgetary Reserve

Museum Passes: Bob asked if anyone uses the museum passes and Chelsea stated there is always a waiting list for the passes.

Santa Claus Event: Compliments were given for Santa and Mrs. Claus who visited the library and brought a stuffed animal for each child that attended. It was a very enjoyable event.

New Trustees: Bob reminded trustees that we are always looking for new board members to help expedite when a board member retires from service.

Dates to Remember:

December 24- 26 Library Closed

December 31- January 2- Library Closed

January 10, 6 P.M.- Hamburg Public Library Board meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:46 P.M.

*Vote Required

Respectfully submitted,

Debi Wahl,

Acting as Recording Secretary

For Christine Roth