

**Hamburg Public Library
Board of Trustees Meeting
February 14, 2023**

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, Emily Riddle, Christine Roth, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Bob Angelo

Also present: Director Chelsea Williams and Becky Wanamaker, District Consultant Librarian

Call to Order: Acting President Kathi Shaffer called the meeting to order at 6:01 P.M.

Mission Moment: Chelsea reported it was exciting to be able to give each child who attended Storytime in January a donated book and stuffed sloth animal at that event.

Consent Agenda: The Minutes of the January 10, 2023, Board of Trustees Meeting. Kathi asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Kathi asked for a motion to approve the January 10, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported only on December report. Although the 2022 donation was received in 2023 from the Hamburg Area High School it will be counted in 2022's funding report. January and February financial reports will be given next month. A motion was made to approve the December financial report and seconded. The motion passed unanimously.

Correspondence: There was no correspondence.

Director's Report:

Library Updates and Operations

- Attended an Office of Commonwealth Libraries state report training on January 26th. The report has been completely reworked for 2022.
- Tabitha Engel and I attended court on January 30 regarding the previously banned patron's trespassing charge. The patron did not appear for court and the case is currently inactive.

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

- We partnered with AARP to provide information about no cost tax preparation for seniors. We provide the intake paperwork necessary for their tax preparation appointment.

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

- I worked with Peter Laucks of Laucks Architects to continue on Phase 2 of the library addition project. We had a meeting on January 23rd to discuss the interior rendering of the expansion and the engineer bidding process. I will be meeting with Amy Burkhardt, Hamburg Borough Manager, and Bryce Zohner, Hamburg Borough Building Code Official/Zoning Officer, to discuss the project next week.

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

- Adult Programming
 - Our Spice Club selection was Sichuan Peppercorn. This includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks. This selection tied into the celebration of Lunar New Year.
 - The Coffee and Crime book club discussed *Rest You Merry* by Charlotte McLeod. Their next meeting will be February 27th at 10AM and the book selection is *Valentine Murder* by Leslie Meier.
 - The Hamburg Library book club met on January 24 and discussed recent reads. Their next meeting will be February 24th at 5PM and the book selection is *Signs: the Secret Language of the Universe* by Laura Lynne Jackson.
 - Our new adult craft program, Crafter Hour, started on February 2nd. It will be the first Thursday of the month at 6pm. X people came to the first Crafter Hour, and each made a tobacco basket.
- Youth Programming
 - In-Person Preschool Storytime
 - Topic— “I Can”
 - Content Area Learning—social emotional learning (self-confidence; valuing one’s own accomplishments; trying and learning new things; having a growth mindset; understanding how daily routines help us care for ourselves and others); reading sight words in sentences; acting out action verbs.
 - 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
 - In-Person Preschool Storytime
 - Topic—Winter
 - Content Area Learning—identifying seasonal changes in weather and in nature; identifying winter family activities; acting out action verbs; identifying defining features of snowflakes
 - 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; identifying colors
 - Preschool/Early Elementary Storytime Experience Kit
 - Topic—Polar Bears
 - Content Area Learning—learning about the term *adaptation* (in relationship to animals’ physical features); identifying polar bears’ adaptations; making and capturing winter memories with family.

- Early Learning and Skills—reciting a poem; playing a literacy-building game; learning new vocabulary; listening skills; following directions; fine motor skills; creating a craft.
- Children’s Grab-and-Go Activity
 - Topic—Lunar New Year
 - Learning and Skills—reading nonfiction; using comprehension strategies to understand what is read; learning about other cultures; fine motor skills.
- Youth Services Updates/News
 - We are thrilled to have been selected through an application process, as recipients of social emotional resources by the Slumberkins company. (Learn more about the company and its offerings at www.slumberkins.com) Our children’s department received a storybook, affirmation card, and character creature set to gift to story time attendees, at no cost to us. Since these Slumberkins resources supported the learning we planned for our January 11, 2023, story time, each child in attendance that day received a set, with each set valued at \$48.00. Pictured below are the sloth storybook, affirmation card, and character creature each child received, as well as few of the attendees that day. We love providing resources and materials to the children in our community!

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

- Met with Doug Sherry, our bookkeeper, and Gloria Hess to discuss updated cash management procedures.
- Our 2022 financial documents were submitted to Hamburg Borough for our annual audit.
- Created two board orientation manuals.
- Wrote an updated inclement weather policy and submitted it to the Board for approval at the February meeting.

Chelsea also reported several libraries are offering Hot Spots for people without internet. She would like to try a one-year program with seven available Hot Spots. There is a grant available to help with funding. If successful, it may be something the board wants to budget for next year. The total cost is \$945. Time slots would be put aside for people to come in to learn how to use the program. Chelsea will apply for the grant and give updates at the next meeting.

Chelsea also reported that the Monthly stats have been updated to reflect how the state report is documented.

Respectfully submitted,

Chelsea Williams

Monthly Statistics - January 2023

	<u>2023</u>	<u>2022</u>
Reference Questions		
People Count	2870	2174
Adult Card Registrations	12	9
Juvenile Card Registrations	6	3
<u>Circulation</u>		
Circulation of Physical Materials	5008	4847
Circulation of Other Physical Items	4	
Circulation of Electronic Materials	543	484
Total Item Circulation	5555	5331
Circulation of Children's Materials	2380	1911
<u>Programs</u>		
Number of Programs for Preschool Children	2	1
Number of Programs for Children	0	0
Number of Programs for YAs	0	0
Number of Programs for Adults	2	1
Number of Programs for All Ages	1	0
Total Number of Programs	5	4
Preschool Children's Program Attendance	47	10
Children's Program Attendance	0	0
Young Adult Program Attendance	0	0
Adult Program Attendance	8	3
All Ages (General Interest) Attendance	9	0
Total Program Attendance	64	13
<u>Grab and Go Activities</u>		
Number of Children's Activities	5	10
Number of Adult Activities	1	2
Children's Participants	116	228
Adult Participants	40	70
<u>Computer Usage</u>		
PC Sessions	318	211
Wireless Count	99	118
AWE Earl Literacy Sessions	62	0
Total Computer Usage	479	329

Respectfully submitted,
Chelsea Williams

Library:

President's Report:

Kathi reported the following: The long range plan will be put off until March so that Bob can be in attendance.

Old Business:

2022 Annual Fund Drive:

Library Expansion: Chelsea and Becky met with Pete to discuss newest renderings of the interior and the next stage of the library expansion. In order to get the engineer's quotes updated, more detailed renderings had to be done. Pete will also have a quote for phase three, which includes the detailed architectural plans that go out for bid and the other engineers needed for expansion. Chelsea will meet with the borough next week.

New Business:

Conflict of Interest Policy:

Inclement Weather Policy: Chelsea explained the policy has been updated to reflect changes in contact personnel. This is a new policy. A motion was made and seconded to accept the new policy; motion passed unanimously.

In further business, Becky Wanamaker, District Consultant Librarian thanked us for having her in attendance. Becky said that Chelsea explained about the grants she is going to try to receive for the library expansion. Becky explained that these grants are time consuming and the process to apply for the Keystone Grant and finally find out the outcome could take a year. Chelsea reported the borough is supportive of these grants.

Dates to Remember:

February 15, 7 P.M. – BCPL Board Meeting (Virtual)

March 14, 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 6:26 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary