

**Hamburg Public Library
Board of Trustees Meeting
January 10, 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: Bob Angelo, Dorothy Brobst, Gloria Hess, Emily Riddle, Christine Roth, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Kathi Shaffer

Also present: Director Chelsea Williams

Call to Order: President Bob Angelo called the meeting to order at 6:07 P.M.

Mission Moment: Chelsea reported that Tabby helped a senior gentleman vote for the first time in his life.

Consent Agenda* The Minutes of the December 13, 2022, Board of Trustees Meeting. 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 December 13, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: The report will be given at the February meeting.

Correspondence: There was no correspondence

Director's Report:

Library Updates and Operations

- Our Uniform Requirements and Responsibilities were completed and submitted to the Berks County Public Libraries.
- Cindy Jones has submitted her resignation and her last day is January 11.
- Gail Grill, substitute library assistant, accepted a permanent regular position.

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

- We created a Read a New Book display. This included bookmarks which list popular authors and titles and that give book recommendations.
- We will be partnering with AARP to provide information about no cost tax preparation for seniors. We will provide the intake paperwork necessary for their tax preparation appointment as we have hosted in the past.

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

- I had a phone meeting with MMS Advancement Associates, a professional fundraising organization to discuss a capital campaign.

- I worked with Peter Laucks of Laucks Architects to continue on Phase 2 of the library addition project.
- The Berks County Library System joined Hamburg Public Library in going fine-free beginning January 1st. This program also includes a fine amnesty program which erases all previous fines as well as a large publicity campaign to encourage the community to come back into the library.

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

- Added a number of educational kits and games to the Learning at Home collection. These were purchased with funds given by the St. John’s Lutheran Church Youth Group and a generous donor.
- Adult Programming
 - September Take Home Activities
 - Spice Club-Berbere
 - Craft Take Out-Snowflake Brooches
 - 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 *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.
- Youth Programming
 - In-Person Preschool Storytime
 - Topic—Mmm, Cookies!
 - Content Area Learning—retelling a story by ordering events in the story; acting out a story; sorting by color; identifying one’s own written name; social emotional learning (using manner words in the appropriate social situations)
 - 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; reciting a poem; singing a song; participating in an organized group learning activity; creating a craft
 - In-Person School-Age Outreach Storytime
 - Topic—Christmas on the Farm
 - Content Area Learning—identifying rhyming words in a poem; saying “Merry Christmas” in Spanish
 - 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; fine motor skills; creating a craft

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

- Awarded a \$2,000 Play and Grow grant from the Office of Commonwealth Libraries. This grant focuses on creating family friendly spaces and programs within the library. It also provides a number of training opportunities. We were 1 of 21 libraries selected.

Monthly Statistics December 2022

	<u>2022</u>	<u>2021</u>
Reference Questions		
People Count	2441	2306
Adult Card Registrations	13	7
Juvenile Card Registrations	4	7
<u>Circulation</u>		
Adult AV	1186	1456
Adult Print	1444	1473
Ebook Circulation	446	427
Juvenile AV	250	209
Juvenile Print	1891	1460
Circulation of Children's Materials	2141	1669
Circulation of Physical Materials	4771	4598
Total Item Circulation	5217	5070
<u>Programs</u>		
Number of Programs for Preschool Children	1	6
Number of Programs for Children	1	2
Number of Programs for YAs	0	2
Number of Programs for Adults	0	1
Number of Programs for All Ages (General Interest)	1	
Total Number of Programs	3	11
Preschool Children's Program Attendance	7	408
Children's Program Attendance	20	45
Young Adult Program Attendance	0	40
Adult Program Attendance	0	50
All Ages (General Interest) Attendance	43	
Total Program Attendance	70	543
<u>Grab and Go Activities</u>		
Number of Children's Activities	0	
Number of Adult Activities	1	
Children's Participants	0	
Adult Participants	40	
<u>Computer Usage</u>		
PC Sessions	281	221
Wireless Count	103	101
AWE Earl Literacy Sessions	25	0
Total Computer Usage	409	322

2022 Year in Review

	<u>2022</u>	<u>2021</u>
Reference Questions	3328	2028
People Count	34369	28227
Adult Card Registrations	199	162
Juvenile Card Registrations	93	103
<u>Circulation</u>		
Adult AV	13910	12953
Adult Print	19117	17369
Ebook Circulation	6303	5620
Juvenile AV	3336	2702
Juvenile Print	26337	21791
Circulation of Children's Materials	29673	24493
Circulation of Physical Materials	62700	54815
Total Item Circulation	69002	60435
<u>Computer Usage</u>		
PC Sessions	3906	2504
Wireless Count	1538	1146
AWE Earl Literacy Sessions	356	0
Total Computer Usage	5800	3560

<u>2022 Programs</u>	
Number of Programs for Preschool Children	14
Number of Programs for Children	6
Number of Programs for YAs	2
Number of Programs for Adults	15
Number of Programs for All Ages (General Interest)	6
Total Number of Programs	43
Preschool Children's Program Attendance	423
Children's Program Attendance	386
Young Adult Program Attendance	51
Adult Program Attendance	125
All Ages (General Interest) Attendance	390
Total Program Attendance	1375
<u>Grab and Go Activities</u>	
Number of Children's Activities	103
Number of Adult Activities	23
Children's Participants	3557
Adult Participants	912

Respectfully submitted,

Chelsea Williams

Library: In December the people count was 2441, and the total item circulation was 5217. Program count was 3 and the total program attendance was 70. In the Grab and Go Activities, there were no Children's Participants and 40 Adult Participants. The total computer usage was 409 sessions.

2022 Year in Review: In 2022 the people count was 34369 and the total item circulation was 69002. The total number of programs was 43 and the total program attendance was 1375. In the Grab and Go Activities, there were 3557 Children's Participants and 912 Adult Participants. There were 5800 computer usage sessions.

President's Report:

Bob reported the following: All the forms from Fulton Bank have been delivered and will be kept at library for signatures.

Bob also reported that he completed Chelsea's yearly review.

Old Business:

2022 Annual Fund Drive: Chelsea's updated numbers, in 2021 the fund drive brought in \$17,217 with 195 donors. 2022 totaled \$20,057 with 251 donors. While there was only a small increase in amount of donations, there was an increase in the number of donors.

Library Expansion: Chelsea reported that Pete Laucks sent preliminary renderings of the proposed interior and exterior of the expansion. He also distributed Requests for Proposals to 3 structural and 3 MEP engineers. The next steps will be to schedule a meeting to look over the development of the project and meeting with Borough.

New Business:

Conflict of Interest Policy: Chelsea presented the policy that was approved last year and explained that the purpose of this policy is to protect the Hamburg Public Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a board member, officer, member of a committee with governing board-delegated powers, or employee who is considering a proposed transaction or arrangement for the Organization; or might result in a possible excess benefit transaction. The policy was reviewed. Motion was made to approve the Conflict of Interest Policy. The motion was seconded and passed unanimously. Each board member will sign a copy of the Conflict of Interest Policy and return to Chelsea.

In further business, Bob discussed the volunteer requirement and expectations for trustees for the year. Policy is in place for volunteers to review and sign and return to Chelsea.

In further business, Chelsea explained that she met with Amy Burkhardt the borough manager and received updated information and clarification on setting pay standards for the employees of the library, with the library having greater liberty in setting pay scale.

Chelsea reset the call list from the security company to call in order first Bob, Chelsea, and lastly Kathi in case of emergency at the library.

Finally, Bob welcomed Emily to the board and thanked Christine for all her years of excellent service as secretary of the board.

Dates to Remember:

February 14, 6 P.M. - Hamburg Public Library Board meeting. Kathi will run meeting as Bob has prior engagement.

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:55 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary