

**Hamburg Public Library
Board of Trustees Meeting
June 14, 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, Christine Roth, Kathi Shaffer, Barbara Strunk, Debra Wahl

Absent:

Also present: Director Chelsea Williams and an observer, Sharon Shirk

Call to Order: President Bob Angelo called the meeting to order at 6:03 P.M.

Mission Moment: Chelsea reported that the start of summer reading prompted 29 people to sign up for new library cards.

Consent Agenda* This includes the Minutes of the May 10, 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 May 10, 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 for the past month:

Revenue:

- 6000.06 \$2,500.00 received from Perry Township
- 9000.05 \$500.00 grant received from County of Berks
- 9100.02 \$45.00 first-time donation received from United Way of Greater Lehigh Valley
- 9200.12 (New Line added) \$20.00 received from sale of tote bag

Expenses:

- 520.01 \$1,373.00 paid as final payment for gutter work.
 - The Borough of Hamburg will pay the remaining \$3432.50 directly as their half of the cost.
- 800.07 Accounting Fees of \$750.00 paid to Mace CPA LLC for our 2021 tax prep
 - note this is the new business name for what was Joe Martin in the past
- 800.09 \$125.00 paid for Game of Chance License
- 800.14 \$812.90 paid Postage for Annual Fund drive
- 800.27 (New Line added) \$2,100.00 paid for tote bags
- 1000.02 \$750.00 paid to architect

Related Information:

Sue noted that she overlooked one of the Edward Jones deposits to the checking acct. in preparing last month's Monthly Report. So, the library is \$132.98 richer than reflected on that report. Chelsea has made this correction. If anyone wants a copy of that revised report, Chelsea can provide that.

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 that the annual drive should be going out soon to the 8000 addresses selected.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Reduced summer hours began Saturday, June 11. Through August 13 the library will be open from 9 a.m. to 1 p.m. on Saturdays.
 - This follows the Pennsylvania Library code, which allows 10 weeks of reduced Saturday hours through the summer.
- The library gutters were replaced on May 5.
- Attended District Directors Meeting on May 24.
- Becky attended the District Youth Services Meeting on May 24.

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

- Becky worked with HASD teachers to hand out Summer Learning flyers to every student in the school district.
- Worked with the PA Department of Health to display a COVID booster shot awareness banner.

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

- The Annual Drive mass mailing was submitted to RTC and is being printed for circulation.
- Worked on planning for our Book Sale held on June 4.
- Continued working with Laucks Architects on the building expansion project.

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

- Adult Programming
 - Spice Club-Sumac
 - Craft Take Out- Kusudama Origami Flower
- Youth Programming
 - Provided free comics for children and teens in conjunction with Golden Eagle Comics for Free Comic Book Day.
 - Spring Teen Book Drops were distributed.
- Planning continued for Youth and Adult Summer Quest programs
 - Summer Learning Program is a flexible incentive program that rewards kids for completing fun learning activities. It runs from June 6 through July 30.
 - Adults can pick up a bingo card with reading prompts. Each completed bingo card counts as one entry into a prize raffle.
- The first Coffee and Crime book club will be held on June 27 at 10 A.M. As long as there is interest, the book club will continue to meet the Fourth Monday of each month.
- The Hamburg Library Book Club met May 26.

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

- Received a HASD Education Foundation Community Service grant, which will be used to purchase financial literacy materials for children.
- Created a Program Policy for board approval.

Respectfully submitted,
Chelsea Williams

Chelsea also reported that 220 children have signed up for summer reading. There is an adult summer reading program this year. Also, on the fourth Monday of every month, the “Coffee and Crime” book club will meet. The first meeting of this club will be June 27.

Chelsea reported two maintenance concerns. There is a Carpenter ant infestation, and Ehrlich extermination will be coming on Thursday. There is no AC in the adult rooms of the library because the thermostat is broken. Hannabery AC is coming to replace the thermostat on Friday.

Library: In **May**, the people count was 2581, and the total item circulation was 5186. Program count was 2, and the total program attendance was 80; however, in the Grab and Go Activities, there were 213 Children’s Participants and 72 Adult Participants. The total computer usage was 416 sessions.

President’s Report:

Bob reported the following at the Board meeting:

Thank you to all the Board members, library staff and volunteers who made the Book Sale a huge success. The Fundraising Committee outdid themselves. Special thanks to Gloria Hess for a planning job well done. Let’s do this again next year bigger and better!

Bob will continue attempting to schedule a meeting with Community Foundations to discuss fundraising. He hopes to meet sometime in July.

Bob asked the board members to schedule meetings with their respective townships to report the library’s successes and challenges over the past year. Chelsea noted that the townships are able to spend some of their American Rescue Plan funds on libraries, and that board members should remind them of this. Chelsea has information the board can take to meetings that will explain the use of funds.

Old Business:

Book Sale: Led by the fundraising committee, there was a brainstorming session on this year’s book sale and preparation for next year’s book sale. Next year’s book sale will be May 6, 2023.

On this year’s book sale, there were the following remarks:

The food truck from Candy’s didn’t make as much money as had been hoped.

The Field House rental cost \$300 and the funds for this were donated by a generous individual.

There were over 240 boxes of books not sold and a multitude of empty boxes that had to be returned to the library.

The setup went well for both the books and the baked goods.

The 50-50 raffle only made a profit of \$59 so there were some questions as to whether or not it was worthwhile.

On next year’s book sale, the following ideas were discussed:

We should start planning early to schedule use of hours and logistics and schedule for help.

Have 3 volunteers working the cash line to pay for the books.

Rent U-haul for 2 days to include the day of sale to return all empty boxes. Also, this would make removing the unsold books less difficult.

If the unsold books are to be given away for free, then the person picking up the books should bring a large enough vehicle for this.

More people are needed at the end of the sale to take the books away.

The \$125 spent for the game of chance license is still good for next year and we should try the raffle again next year.

Sell T-shirts or have t-shirts made for the Library Board to wear at fundraising events.

Have bookmarks made months in advance publicizing the book sale.

Set up tables for the use of those people who make purchases from the food truck.

Have forks and napkins at the baked goods table.

Sell bottles of water.

Have liability insurance for an event like this; we could do this with the help of the borough.

Use more social media to get volunteers to help with the book sale.

Have a formal written agreement with food vendors, charging a flat fee rather than a percentage.

Have a boy scout troop participate by making hamburgers there as a fundraiser for themselves.

Perhaps have three food trucks there: Mr. Shefter's food truck for hot foods, Candy's for ice cream and desserts, and Becky Rinehart for funnel cakes.

Hours should be 8-1 or 8-2.

Determine the time by which we have to be done at the field house.

Have a "Preview Hour."

Update on Architect: Chelsea reported that the architect is meeting with his team this week to draft some plans and will have plans by end of the June. He has reached out to State Historical Commission to see if there are any issues that need to be addressed.

New Business:

Programming Policy: Chelsea presented a new policy for library programs. Having a programming policy in place is recommended by the County. Motion to approve the programming policy as presented. Seconded and passed unanimously.

Dates to Remember:

August 9, 6 P.M.- HPL Board of Trustees Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:20 P.M.

*Vote Required

Action Items:

Board members: Contact respective townships to schedule meetings.

Bob: Contact Community Foundation to discuss fundraising.

Chelsea: Will ask Borough about use of their exterminator

Will bring to next Fundraising Committee the list of things that are covered by the game of chance license so they can determine how else it can be used during the year.

Will ask at Exeter Library if they have written agreement with food truck vendors that they would share with us

Will contact bookkeepers who ideally have worked with another library

Respectfully submitted,

Christine Roth, Secretary