

**Hamburg Public Library  
Board of Trustees Meeting  
March 12, 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.

**Also present:** Director Chelsea Williams

**Call to Order:** President Dorothy Brobst called the meeting to order at 5:59 P.M.

**Mission Moment:** Chelsea reported she was able to help one of the regular patrons sign up for The Library of Accessible Media for Pennsylvanians (LAMP). Chelsea explained LAMP is a program funded through the Pennsylvania Office of Commonwealth Libraries. Chelsea was happy to be able to help this patron to receive the large print book mailed home.

**Consent Agenda:** The Minutes of the February 13, 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. There being none, Dorothy asked for a motion to approve the February 13, 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.

**Correspondence:** Chelsea received notification from The Berks County Public Library (BCPL) to remind the designated trustee and alternate to mark attendance at all meetings.

Chelsea shared the official letters for both the Libraries Transforming Communities (LTC) Grant and the Keystone Grant that the library will receive.

Chelsea received a request from Our Town Foundation for donations for their Basket Bingo Fundraiser. This year the library will again participate in putting together a basket from the library for OTF's fundraiser.

**Financial Report:** Gloria reported a new toilet was purchased for \$825. The library received \$31,707.52 from the country. Gloria also reported that all scheduled bills were paid. Gloria reported there is a CD that will mature in April. Discussion should soon take place to renew and if so, how long and amount of deposit. Gloria also recommended we apply for a line of credit or a standard loan. Discussion needs to take place about how much we need to apply for. The money will be used for the new building construction. Bills will be paid from the line of credit/loan and reimbursed from the grant(s) received. Gloria also reported that there is \$66,336.04 in the checking account and our building fund has a balance of \$10,715.27.

Respectfully submitted,  
Gloria Hess, Treasurer

## Monthly Statistics February 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	2582	2384
Adult Card Registrations	12	23
Juvenile Card Registrations	3	0
<u>Circulation</u>		
Circulation of Physical Materials	4780	5090
Circulation of Other Physical Items	62	13
Circulation of Electronic Materials	842	516
<b>Total Item Circulation</b>	<b>5684</b>	<b>5619</b>
Circulation of Children's Materials	2455	2540
<u>Programs</u>		
Number of Programs for Preschool Children	3	2
Number of Programs for Children	3	1
Number of Programs for YAs	0	0
Number of Programs for Adults	2	3
Number of Programs for All Ages	1	1
<b>Total Number of Programs</b>	<b>9</b>	<b>7</b>
Preschool Children's Program Attendance	61	72
Children's Program Attendance	30	12
Young Adult Program Attendance	0	0
Adult Program Attendance	10	17
All Ages (General Interest) Attendance	13	6
<b>Total Program Attendance</b>	<b>114</b>	<b>107</b>
<u>Grab and Go Activities</u>		
Number of Children's Activities	2	2
Number of Adult Activities	1	1
Children's Participants	48	48
Adult Participants	40	40
<u>Computer Usage</u>		
PC Sessions	205	311
Wireless Count	119	79
AWE Earl Literacy Sessions	57	44
<b>Total Computer Usage</b>	<b>381</b>	<b>390</b>

## Director's report:

### Library Updates and Operations

- The Hamburg Borough Council voted to move forward consolidating the two lots for the library addition. I received a copy of the updated deed for our records.
- The annual state report was completed and submitted to the district for review.
- Christine Roth was named Trustee of the Year by the Berks County Public Library Advisory Board in recognition of her outstanding leadership in a member library.

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

- Participated in the Kutztown University Communication Design Designathon. Kutztown Communication Design students designed a logo for our capital campaign.
- Continued working BCIU's Digital Navigator to introduce him to potential community partners. The Digital Navigator will hold regular office hours at the library on Tuesdays and Thursdays.

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

- Met with Laucks Architects regarding the building expansion on February 21st.
- Construction Bid Specifications have been submitted to the Borough Solicitor and Engineer for review.
- The Capital Campaign committee met on March 5. We approved the Case for Support and Naming Opportunities documents.
- Coordinated with AARP volunteers to provide information about free tax services to seniors.

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

- Adult Programming
  - a. Our Spice Club selection for February was Mustard, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
  - b. The Coffee and Crime book club discussed *1st to Die* by James Patterson. Their next meeting will be March 25 at 10 pm and the book selection is *All the Missing Girls* by Megan Miranda.
  - c. The Hamburg Library book club met on February 23 at 10 pm and discussed *To Catch a Spy* by James Olson.
  - d. Crafter Hour met on March 7 and made Rag Wreaths. The next meeting will be April 4 at 6 pm.
  - e. Sit and Stitch, a program that invites to community to craft together, met on February 10.
- Youth Services Updates
  - a. 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
      - Let's Go Sledding
      - Someone to Love

- 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)
  - There's No Place Like Home
- Builder's Club
  - Wedgits and Lego

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

- Presented about our 2023 achievements and 2024 goals at the Hamburg Borough Safety and PR committee meeting on February 27.
- Presented about our 2023 achievements and 2024 goals at the Perry Township Board of Supervisors' committee meeting on March 5.
- The library was awarded a \$750,000 Keystone Grant for Public Library Facilities toward the library addition project.
- The library received a \$10,000 Libraries Transforming Communities: Accessible Small and Rural Committees grant for the library addition project.
- Attending an orientation webinar for the ALA Libraries Transforming Communities grant.

Respectfully submitted,

Chelsea Williams

**Old Business:**

**Capital Campaign Committee:**

Sharon reported the committee met on Thursday, and viewed the pamphlet that Chelsea created for Our Next Chapter under the Capital Campaign. The cost for printing is \$2.10 per booklet from RTC Direct Mailing in Shoemakersville.

Sharon also reported that Pete Schlenker has agreed to join the Capital Campaign Committee for the library building construction.

Chelsea will update the trustees on ways to support the Capital Campaign Committee and utilize language/promotion ideas. Chelsea will be sending a media press release. Chelsea will also create an independent page linked to the Hamburg Library website dedicated to the Capital Campaign updates.

**Township Meetings:**

Chelsea attended the Hamburg Borough meeting and shared library updates and yearly statistics.

Chelsea attended the Perry Township Supervisor's Committee Workshop Meeting and shared the "Year in Review" pamphlet and explained the funding breakdown when the township donates money to the Hamburg Library. The supervisors were grateful for the information and pleased at the number of attendees and books and other materials that are circulated monthly.

**Strategic Plan:**

Chelsea reminded us we need to work on the strategic plan to give the community time to respond so we can create a long-range plan. Some necessary items to be included in the past are no longer helpful and the Strategic Plan must be updated.

**New Business:****Grant Updates:**

Chelsea reported the trustees should read through the contract for the Keystone Grant to help us understand the terms and timeline of the grant, as well as regulations and limitations.

Libraries Transforming Communities (LTC) checklist for the Round 2 Grantees was received by Chelsea and the trustees each received a copy.

**Fundraising:**

1787 Brewing will be promoting a 10% food fundraiser for the library on April 14, 2024.

The Penny Hill fundraiser will continue through April 15, 2024. Members of the greater community have already ordered from this sale, and we look forward to this fundraising being beneficial to both the library and Penny Hill.

Chelsea reported that the bulb sale that the library did last year has begun for 2024. It is an easy fundraiser for all participants and the library will receive 50% of all sales.

In other business, Chelsea asked the trustees to consider a bonus for National Library Worker's Day for the employees. After discussion, the trustees voted to award a \$150 bonus to each of the six library employees for National Library Worker's Day.

Dorothy asked for a motion to give each library employee a bonus of \$150. The motion was seconded and carried unanimously.

**Dates to Remember:**

- March 30, Library is closed
- April 7 – 13, National Library Week
- April 9, National Library Worker's Day
- April 9, 6 pm, Hamburg Public Library Board Meeting
- April 14, 1787 Dine Out Fundraiser

**Adjournment:** The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:48 pm.

Respectfully submitted,

Debi Wahl, Recording Secretary