

**Hamburg Public Library  
Board of Trustees Meeting  
May 9, 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, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

**Absent:**

**Also present:** Director Chelsea Williams

**Call to Order:** President Bob Angelo called the meeting to order at 6:02 P.M.

**Mission Moment:** Chelsea reported that in the last two weeks a regular patron had some health issues and Chelsea was able to find resources to help the patron understand her medical information with ease and clarity.

**Consent Agenda:** The Minutes of the April 11, 2023, 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 April 11, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

**Financial Report:** Gloria purchased higher rate yielding CD's. \$2600 interest will be made at the end of the time period.

In other business, the board was informed that the county's quarterly payment was deposited. There was also a donation made toward the building fund in the total of \$5000. The 990 report was also completed. A motion was made to approve the financial report and seconded. The motion passed unanimously. A motion was made to accept the executive committee's actions regarding the change of time for the CD's and seconded. The motion passed unanimously.

**Book Fair:** Chelsea reported the 2023 Book Fair grossed \$6738.46 and after expenditures net a total of \$6217.55. This was a better fundraiser financially than previous years.

Gloria reported she has reserved the Hamburg Field House for Book Fair 2024, same weekend.

**Correspondence:** The Berks county system administrator said our annual report complies and we are good for 2023.

**Director's Report:**

## **Library Updates and Operations**

- Submitted proof of participation in the second quarter system-wide initiative to BCPL.
- I served on the District Negotiation Committee to work with the Reading District Center to prepare the 2022-2023 District Agreement.

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

- Created a new monthly programming calendar for patrons with upcoming events.
- Becky presented the history of the library and our current programs and services at the Hamburg Senior Citizen Club.
- Sent out notices to local schools inviting teachers to shop for free books following our yearly book sale.

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

- Continued working with Laucks Architects regarding the building expansion.
- Tabby Engel, Nicole Edgar, and I attended the BCPL Staff Development Day. Sessions included information about social media marketing, accessibility audits, and QPR Suicide Prevention training.

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

- Adult Programming
  - Our Spice Club selection was Cardamom. This includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks.
  - The Coffee and Crime book club discussed *The Mysterious Affair at Styles* by Agatha Christie. Their next meeting will be May 22nd at 10AM and the book selection is *The Violin Conspiracy* by Brendan Slocumb.
  - The Hamburg Library book club met on April 21st and discussed *The Ride of Her Life* by Elizabeth Letts. Their next meeting will be May 21st at 10AM and the book selection is *My Sister's Keeper* by Jodi Picoult.
  - Crafter Hour, met on May 4th. 14 people attended and made Japanese Herbariums. The next Crafter Hour will be June 1st at 6pm.
- Youth Programming
  - The following programs offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and the CASEL (*Collaborative for Academic, Social, and Emotional Learning*) framework.
    - In-Person Preschool Storytimes
      - Big, Big City Story Lab- 25 Attendees
      - Let's Eat (a Longwood Gardens Community Read program)-45 attendees
    - Preschool/Early Elementary Storytime Experience Kit
      - Springtime
    - Builder's Club met on April 22 and 14 people attended. The next meeting is May 20th at 11AM.
  - Youth Services Updates/News
    - Summer Learning Program 2023
      - Our theme this year focuses on kindness, unity, teamwork, acceptance, and understanding and is called "All Together Now."
      - The program will begin Monday, June 5.
      - A great deal of scheduling and planning have been accomplished.

- In-person programming, as well as a variety of grab-and-go options will be offered.
- Many other details, including promotional materials are in progress.

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

- Updated the organization's bylaws for board approval.
- Worked with the Fundraising Committee to prepare for the annual book sale.
- Set up a Flower Power Fundraising program, selling flowers and bulbs. People are able to purchase whatever they are interested in and the flowers will ship directly to their house. The library receives 50% of all profits.
- Attended "Planning and Leading Effective Board Meetings" training

Respectfully submitted,

Chelsea Williams

In other business, Chelsea also reported that Summer Reading Program will begin in June. The theme is All Together Now underscoring friendship and unity.

Chelsea also reported that it cost \$700 to have the bathroom toilet and sink fixed and that will be on next month's financial report.

Monthly Statistics March 2023

	<u>2023</u>	<u>2022</u>
Reference Questions		
People Count	3118	2796
Adult Card Registrations	8	12
Juvenile Card Registrations	6	8
<b><u>Circulation</u></b>		
Circulation of Physical Materials	5593	5085
Circulation of Other Physical Items	44	
Circulation of Electronic Materials	577	535
<b>Total Item Circulation</b>	<b>6214</b>	<b>5620</b>
Circulation of Children's Materials	2833	2341
<b><u>Programs</u></b>		
Number of Programs for Preschool Children	5	1
Number of Programs for Children	1	0
Number of Programs for YAs	0	0
Number of Programs for Adults	3	0
Number of Programs for All Ages	2	1
<b>Total Number of Programs</b>	<b>11</b>	<b>2</b>
Preschool Children's Program Attendance	144	24
Children's Program Attendance	21	
Young Adult Program Attendance	0	
Adult Program Attendance	19	2
All Ages (General Interest) Attendance	29	
<b>Total Program Attendance</b>	<b>213</b>	<b>26</b>
<b><u>Grab and Go Activities</u></b>		
Number of Children's Activities	4	16
Number of Adult Activities	1	2
Children's Participants	48	377
Adult Participants	40	90
<b><u>Computer Usage</u></b>		
<b>PC Sessions</b>	<b>313</b>	<b>291</b>
Wireless Count	124	131
AWE Earl Literacy Sessions	49	0
<b>Total Computer Usage</b>	<b>486</b>	<b>422</b>

## **Library:**

**President's Report:** Bob thanked everyone for their help at the book sale. Bob thanked the fundraising committee, Kathi, Gloria and Chelsea for their work in making the book fair a success and how well the students from Hamburg worked and their enthusiasm.

## **Old Business:**

**Library Expansion:** The meeting with the borough council went well. Pete made some adjustments that pleased everyone. Chelsea suggested an independent solicitor may be best to look over our lease with Hamburg Borough. Our number one goal is and will continue to be accessibility for everyone that comes to the Hamburg Library.

In other business, the borough must make an updated resolution for Hamburg Library to be able to lease this building for the next fifty years. Amy will meet with Chelsea, so we have an update by our June meeting. Chelsea reported that Peter will have the next proposal for more detailed plans, these are necessary so that we can begin the process to put the renovation project out for bid.

**New Business:** The board received information on paperwork that will permit Chelsea as Director of the Hamburg Area Library to E-Sign state grant applications and submit electronically after the approval of the board. A motion was made to approve the resolution and seconded. The motion passed unanimously.

In other new business, a motion was made to accept the two changes to the Bylaws, the motion was seconded and passed unanimously.

In other business, Chelsea reported that she and Debi Wahl attended the zoom conference on Planning and Leading Effective Board Meetings and that it was a very successful and informative meeting.

Bob reminded us that we need to pursue new volunteers for board trustees to replace those that are leaving after the end of their terms.

## **Dates to Remember:**

- May 17<sup>th</sup>, 7PM- BCPL Board Meeting
- May 27<sup>th</sup>-May 29<sup>th</sup>-Library Closed
- June 5<sup>th</sup>- Summer Learning Begins
- June 10<sup>th</sup>-Summer Saturday Hours Begin
- June 13<sup>th</sup>, 6PM-Hamburg Public Library Board Meeting

**Adjournment:** The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:56 P.M.

Respectfully submitted,  
Debi Wahl,  
Recording Secretary