

**Hamburg Public Library  
Board of Trustees Meeting  
August 9, 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, Sharon Shirk, Barbara Strunk, Debra Wahl

**Absent: None**

**Also present:** Director Chelsea Williams and an observer, Emily Riddle, and Reverend Hamm from First Reformed Church. Rev. Hamm left the meeting at 6:10 P.M. Mike Adams, representing Hamburg Borough Council, arrived at 6:14.

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

**Mission Moment:** Chelsea shared pictures from the summer reading program and the magic show and from stuffed animal story time.

Rev. Hamm expressed his gratitude to the library for having summer events and making summer reading a priority to the children. He is glad that First Reformed got to partner with us and mentioned that we are always welcome to use their space in the church whenever it is needed.

**Consent Agenda\*** This includes the Minutes of the June 14, 2022 Board of Trustees Meeting, the Minutes of June 30, 2022 Special 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 June 14, 2022 Board of Trustees Meeting Minutes, the Minutes of June 30, 2022 Special Board of Trustees Meeting, 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 two months:

**July 2022 Notes**

**Revenue:**

- 6000.01 Received \$7,000.00 3<sup>rd</sup> qtr. Donation from Borough of Hamburg
- 7000.02 Received \$1276.38 County Coordination Aid
- 9200.01 Received \$6590.00 from Annual Fund Drive
- 9200.02 Bake Sale: \$529.00 minus \$120.00 (for change) = \$409.00
- 9200.03 Book Sale: (does not include credit card sales)
  - Book sale: \$3942.50 minus \$240.00 (for change in 2 cash boxes) = \$3702.50 profit
- 9200.10 Raffle: \$238.00 minus \$120.00 (for change) minus \$59.00 to winner = \$59.00 profit
- 9200.12 Tote Bags: Sold 5 for \$100.00 total
- Credit Card Sales- Chelsea will provide this data

**Expenses:**

- 520.02 Paid \$6,181.25 to architects
- 800.14 Paid \$2,943.27 for Annual Fund Letters

## **Related Information:**

Opened a checking acct. for the Library at Fulton Bank in preparation for closing out our acct. at Wells Fargo in Aug.

- Bob asked Chelsea to contact businesses that directly billed us through our Wells Fargo acct. to change that billing to our new Fulton acct.

## **Aug. 2022 Notes**

### **Revenue:**

- 6000.04 Received \$3,604.00 from Tilden Twp.
- 7000.01 Received 3rd qtr. Payment of \$18,432.32 from State/County
- 9200.01 Received \$5,972.00 from Annual Fund Drive

### **Expenses:**

- 520.01 Paid \$785.55 on HVAC repairs
- 800.01 Paid \$1,188.95 on Summer Reading Program
- 800.11 Paid \$108.34 to other libraries for debts collected on their behalf
- 800.13 Paid \$71.93 on Ads for Fundraisers

The treasurer's report will be filed subject to audit. Motion to approve the financial report as presented. Seconded and passed unanimously.

Bob stated that because Wells Fargo is closing the Hamburg location in September, Bob and Sue opened a checking account at Fulton Bank and opened a credit card at Fulton Bank. Motion to approve the move to Fulton Bank. Seconded and passed unanimously.

**Correspondence:** Chelsea reported that we received a letter from St. John's Evangelical Lutheran Church giving us a donation of \$314 towards the continued success of youth programs offered at the library.

### **Reports:**

**Director's Report:** Chelsea reported the following:

#### **Library Updates and Operations**

- Our 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.
- Attended District Directors Meeting on 7/26.
- Ashley Shafer submitted her resignation. Her last day is August 16.
- Cindy Jones has accepted the position of Library Assistant. Her hire was submitted to Borough Council for their approval. Cindy's first day is August 16.
- Interviews are underway for the second open Library Assistant position.

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

- Partnered with Fostering Hope Berks to provide a drop-off location for donations to their foster closet program.
- Met with Amy Burkhardt, the new Hamburg Borough Manager, on 7/20. She toured the library and learned about our services.

- Becky and I met with a local author and financial advisor on 8/3 to discuss children's financial literacy materials and programming.

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

- The Annual Drive Letter has gone out and we have been receiving responses. Responses and all applicable data have been input into Little Green Light, our new donor management software.
- Bug treatment was undertaken for issues with Carpenter ants inside the building.
- Hannaberry completed emergency AC work on the HVAC system, which included a new thermostat and fixing a sensor.
- Met with Lauck Architects on 7/13 to review three renderings of the proposed library addition.

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

- Adult Programming
  - June
    - Spice Club-Pickling Spice
    - Craft Take Out- Mermaid Tail Macrame Keychain
  - July
    - Spice Club-Turmeric
    - Craft Take Out- Plarn (plastic yarn) Plant Pot
  - The Coffee and Crime book club has met twice. It will continue to meet the fourth Monday of each month.
  - The Hamburg Library Book Club met June 23. They will meet again in September.
  - Adult Summer Quest bingo had 80 entries. One of our prizes was generously donated by Copperz Brewing Company.
- Youth Programming
  - June
    - Our 8-week Program got an excellent start. We are thrilled with the community's enthusiasm and response to our program this year! Participation is higher than ever!
    - Registration and Participation in Mission Completion
      - 117 youth registered at the Library with Miss Becky on Monday, June 6, the first day of the Program. (This is an increase from last year's first-day registration of 87 youth). Additional youth have continued to register since that time at our circulation desk.
      - Participants in the Program had the opportunity to complete 12 learning missions throughout the summer. These missions included opportunities for practice with important skills, as well as suggestions for beneficial learning and life experiences to try. These activities are designed to keep youth engaged when school is not in session and thus decrease summer learning loss. They also offer families opportunities to spend quality time together, learning and having fun. Participants receive a prize, as well as a raffle ticket for each mission completed.
    - Programming
      - Programming was open to all youth, regardless of their hometown, whether they hold a library card with us, or even whether they have registered for our Mission Completion opportunity. We feel it is important that we welcome all youth to participate and are hopeful to add learning, value, and fun to the summer months for *all* interested youth!

- A variety of programming opportunities were scheduled.
  - In-Person Events
    - In-person events are being offered for the first time since Covid-19 started. This switch could occur now because (1) it is supported by current local Covid-19 data and (2) Covid-19 vaccinations have been made available to children 4 years old and younger.
    - Our in-person events have been incredibly popular this summer and have garnered a great deal of enthusiasm! All events requiring preregistration filled quickly. Events not requiring a sign-up have had very impressive attendance.
  - Grab-and-Go Kits
    - One or two Grab-and-Go Kits are available at our circulation desk each week.
    - Even though in-person events are being offered once again, grab-and-go kits continue to present a flexible programming option that is very accessible to families who have busy schedules, as they can be completed anytime.
    - We continue to receive wonderful feedback about this type of programming, and all kits are claimed very quickly.
  - Self-Service Activities
    - Self-Service Activities are available periodically throughout the summer in our Library's glass porch and at Redner's for preschoolers, school-age children, and teens.
  - July
    - Our 8-week Summer Learning Program closed on July 30. It was very successful! More details and data will be made available when information has been tabulated and submitted for our *Pennsylvania Summer Library Program 2022 Impact Report*.

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

- Attended a Fundraising Committee meeting on June 16. We discussed Hamburger Fest and the 2023 book sale.
- Prepared Sharon Shirk's new board member onboarding material

Respectfully submitted,

Chelsea Williams

**Library:** In **June**, the people count was 4203, and the total item circulation was 6862. Program count was 6, and the total program attendance was 369; however, in the Grab and Go Activities, there were 522 Children's Participants and 80 Adult Participants. The total computer usage was 493 sessions. In **July**, the people count was 3457, and the total item circulation was 7030. Program count was 10, and the total program attendance was 597; however, in the Grab and Go Activities, there were 1415 Children's Participants and 90 Adult Participants. The total computer usage was 614 sessions.

## **President's Report:**

### **Bob reported the following at the Board meeting:**

1. Bob, Chelsea, and Becky met with the architect to review 3 possible models for library addition.
2. Bob and Sue opened new bank accounts for the library at Fulton Bank. The accounts at Wells Fargo will be closed out sometime this month due to the local branch closing. We now have our checking and credit card through Fulton.

### **Old Business:**

**Library Expansion:** Chelsea presented three renderings received from the architect and mentioned that the board chose the most traditional design to match our historic building. The architect has spoken to the PA Historical and Museum Commission about their process for approval of plans. They will not get involved unless we are applying for state funds. Zoning was consulted about setbacks required. The structural engineer said the second floor is definitely strong enough to have office space and programming. Chelsea pointed out the process involves changes and revision. During the Keystone Grant process we will be told by the PA Historical and Museum Commission if any changes are required to our plans. Bob pointed out we can't even apply for grants until we know what amount we need to have matched. Bob suggested we go back to the architect so that he can start making changes needed and get another drawing done. The architect may come back for the October meeting.

**Township Meetings:** Bob mentioned the importance of letting the townships know that we get matching funds from the County. Bob will visit Windsor and Hamburg; Sue will visit Upper Tulpehocken; Debra will visit Perry; Kathi and Sharon will visit Tilden; and Chris will visit Upper Bern. In addition to explaining the importance of matching funds, we should mention all the activities at the library, such as the Spice of the Month club, grab and go activities, puzzles in circulations, and programs for all ages.

**Taste of Hamburger Festival:** Kathi stated that we will have a bake sale and sell bottles of water. There will also be a 50-50 raffle. The Library will have an information table. There will be picnic tables available and a canopy.

### **New Business:**

**Funding Formula:** Chelsea explained several charts showing how the State and County distribute funds to the libraries. She explained that the base funds are distributed by the state equally among all libraries and that additional funds are given to each library per capita divided by the per capita total. The County distribution is done differently. For example, Hamburg receives funding greater than a \$2.5 per capita average of all municipalities served because we not only get 6.53 per capita from the Hamburg Borough but we also receive \$5,000 support from the school district. The per capita is based on the 2010 census data. Hamburg's is 16,233. Our monetary support totals 41,447, which means our per capita is \$2.55. In the future the County will match \$ for \$ and our goal is to get \$1 per capita. In 2020 the township per capita was as follows: Perry- \$.56; Tilden- \$1.00 (because they contribute \$3597 for 3,597 per capita); Upper Bern- \$.58; Upper Tulpehocken \$.05; and Windsor- \$1.05. It is very important that we show more municipal support from Perry, Upper Bern, and Upper Tulpehocken townships in order to receive more matching funds from the County.

Note: Perry's per capita number is based on their support in 2020. In 2021, Perry increased their donation to \$2500. Their new per capita support is \$1.03.

**Dates to Remember:**

**August 17, 6 P.M.- BCPL Board Meeting**

**September 3, 10 A.M.- 6 P.M. Taste of Hamburger Festival**

**September 3-5- Library Closed for Labor Day**

**September 13, 6 P.M.-HPL Board of Trustees Meeting, new district consultant will be here**

**October 6, 7 P.M.- Virtual Training- “Where to Find Potential Donors to Support Your Cause”**

**Adjournment:** The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:19 P.M.

\*Vote Required

**Action Items:**

**Board members:** Contact respective townships to schedule meetings.

**Board members:** Sign up to bring baked goods and to volunteer for the Hamburger Festival

**Chelsea:** Order more clamshells and bring forks to Hamburger Festival

**Chelsea** will be scheduling people to sort books on Monday, August 22, at 10 A.M. After that first sorting session, we will start collecting books again.

Respectfully submitted,

Christine Roth, Secretary