

**Hamburg Public Library
Board of Trustees Meeting
October 1, 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, Debi Wahl

A quorum was present.

Board members absent: Sharon Shirk

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 5:58 P.M.

Mission Moment: Chelsea reported that the library is doing the Passport Challenge with all the other libraries in Berks County, and patrons can win prizes for visiting the other libraries in the county.

Consent Agenda: The Minutes of the September 10, 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. Discussion was made to correct the trustee attendance for September, and Dorothy asked for a motion to approve the September 10, 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.

August Financial Report: Gloria reported opening a \$30,000 checking account with Thompkins Bank.

Library Director's Report:

Library Updates and Operations:

- We were awarded a \$2,500 LSTA Sustaining Success Grant. This project will support a diversity audit of our board books and picture book collections, as well as programs for youth and parents focused on early childhood development. The grant will also allow us to expand our Learning at Home collection with additional resources.
- Met with Stephanie Williams, BCPL System Administrator, on September 9 to discuss the library's programming and future plans.

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

- Began advertising for BCPL's 4th quarter system-wide initiative, the Passport Challenge. Patrons are encouraged to visit as many libraries in Berks County as possible to earn raffle entries.
- Attended a webinar titled "Engaging Beyond Our Walls: Libraries connecting communities through outdoor games and stories"

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

- The addition project is on hold until the LSA Statewide grant announcement is made.
- Signed the roof repair contract with Leeland's State Roofing, and we're now awaiting the project's start

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

- Adult Programming
 - In September, the Spice Club featured Mexican Oregano. The take-home activity included spice samples, history, recipe cards, and cookbook suggestions.
 - The Coffee and Crime book club discussed "Mother Daughter Murder Night" by Nina Simon. It will meet on October 23rd to discuss "A Flicker in the Dark" by Stacy Willingham.
 - Crafter Hour participants created string art on September 5th, with the next meeting scheduled for October 3rd.
 - The Sit and Stitch program was relaunched with a new meeting day and time on September 26th at 6 PM. It will now be held on the 4th Thursday of each month.
- Youth Programming
 - Regular Storytime programming will restart on October 2nd.

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

- Attended Hamburg Borough Council meetings.
- Attended Cultivating a Positive Library Culture workshop on September 17th.
- Worked with Emily Riddle on planning the Bookworm Bolt 5K scheduled for October 12th. RTC sent out postcard advertisements to approximately 300 local runners.
- Annual Drive mailing was organized through RTC. Letters will be mailed to every resident within certain zip codes.

Respectfully submitted,
Chelsea Williams

In other business, Chelsea explained about a special grant for the library's laptops through the Pennsylvania Broadband Development Authority Company.

Old Business:

Bookworm Bolt: Emily reported several Platinum-level donors have helped fund the run; they include G3 Home Improvements, Liv Holistic, Blue Rocks Campground, Weis Grocery stores, and the Stabile Family. Chelsea took care of T-shirts for those who pre-paid. Chelsea ordered extra T-shirts at the reduced early order price. Chelsea will order a banner for the day of the run.

The 5 K begins at 8:30 AM. The Fun Run starts at 9 AM. Rita's Ice will be at the event, as well as Philly Pretzels.

New Business:

2025 Holiday Schedule: Dorothy asked for a motion to accept the 2025 Holiday Schedule. A motion was made and seconded. The motion passed unanimously.

2025 Operating Hours: Dorothy asked for a motion to accept the 2025 Operating House. A motion was made and seconded. The motion passed unanimously.

Groundbreaking/Anniversary Event: Our opening date was November 5, 1904, and Chelsea suggested a ceremonial groundbreaking and anniversary event for Saturday, November 9, 2024. The event will begin at 11 AM.

In further business, Chelsea will set up a Strategic Plan Meeting with the committee to discuss the plan's setup.

Dates to Remember:

- October 5 - Pie Orders Due
- October 6 to 9 – Chelsea at PaLA Conference
- October 12 - 8:30 AM-Bookworm Bolt 5K Fundraiser
- October 15 - Pie Pickups
- October 16 – 6:30 PM – Berks County Commissioner Open House at Borough Hall
- November 9 – 11 AM – Groundbreaking/Anniversary Event
- November 12 – 6 PM – Board of Trustees Meeting
- November 16 – Lucky Leprechaun Jewelry Making Fundraiser

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 6:39 PM.

Respectfully submitted,
Debi Wahl, secretary

Monthly Statistics
August 2024

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	3290	3204
Adult Card Registrations	31	30
Juvenile Card Registrations	7	4
Circulation		
Circulation of Physical Materials	5983	5715
Circulation of Other Physical Items	213	63
Circulation of Electronic Materials	878	649
Total Item Circulation	7074	6427
Circulation of Children's Materials	3281	3083
Programs		
Number of Programs for Preschool Children	0	0
Number of Programs for Children	2	1
Number of Programs for YAs	0	0
Number of Programs for Adults	2	2
Number of Programs for All Ages	1	1
Total Number of Programs	5	4
Preschool Children's Program Attendance	0	0
Children's Program Attendance	5	0
Young Adult Program Attendance	0	0
Adult Program Attendance	15	17
All Ages (General Interest) Attendance	11	7
Total Program Attendance	31	24
Grab and Go Activities		
Number of Children's Activities	1	1
Number of Adult Activities	1	1
Children's Participants	48	43
Adult Participants	40	40
Computer Usage		
PC Sessions	358	342
Wireless Count	179	
AWE Earl Literacy Sessions		83
Total Computer Usage	537	425

Hamburg Public Library
Holiday Closing Schedule 2025

New Year's Day	Wednesday, January 1, 2025
Easter Saturday	Saturday, April 19, 2025
Staff Development Day	Friday, May 2, 2025
Saturday Before Memorial Day	Saturday, May 24, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
	Saturday, July 5, 2025
Taste of Hamburg(er) Festival	Saturday, August 30, 2025
Labor Day	Monday, September 1, 2025
King Frost Parade	Saturday, October 25, 2025
	Early Dismissal – 1 PM
Thanksgiving	Thursday, November 27, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025

2025 Operating Hours

Monday: 10 AM – 5 PM

Tuesday: 10 AM – 8 PM

Wednesday: 10 AM – 5 PM

Thursday: 1 PM – 8 PM

Friday: 10 AM – 5 PM

Saturday: 9 AM – 4 PM