

**Hamburg Public Library
Board of Trustees Meeting
March 11, 2025**

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: Gloria Hess, Mary Himmelberger, Mark Jensen, Emily Riddle, Kathi Shaffer, Debi Wahl

Absent: Dorothy Brobst, Kay Fritz, Sharon Shirk

A quorum was present.

Also present: Director Chelsea Williams

Call to Order: Vice-President Kathi Shaffer called the meeting to order at 5:59 P.M.

Mission Moment: Chelsea explained that this time of year, library staff spend a lot of time helping seniors with tax services. They also work with AARP to coordinate free tax help for seniors.

Consent Agenda: The Minutes of the February 11, 2025, Board of Trustees Meeting and the Director's Report were presented. Kathi asked if anyone wanted to remove an item to discuss, question, or register a vote against. After some discussion and information, Kathi requested a motion to approve the February 11, 2025, Board of Trustees Meeting Minutes and the Director's Report. A motion was made to approve the consent agenda, the December 2024, January 2025 and February 2025 financial report. The motion was seconded. The motion passed unanimously.

**Library Director's Report:
Library Updates and Operations**

- Submitted the 2024 State Annual Report to the District for review.
- Submitted the 2023 audit to the County and District.

Priority 1: Increase Community Engagement and Awareness

- Partnered with the Life Skills Support Teacher from Hamburg Area High School to arrange weekly volunteer opportunities for her students at the library.
- Coordinated with AARP volunteers to provide information about free tax services to seniors.

Priority 2: Adapt to the Community's Evolving Needs

- Electrical bids for the library addition were due on February 28 at 3 p.m. Three companies submitted proposals.
- Issued a contract award notice to the lowest bidders for general contracting, mechanical, plumbing, and electrical work.

- Attended the Trauma-Informed Library Management workshop on February 25.
- Received 30 laptops through the Digital Connectivity Technology Program grant. The library system IT department is preparing them for circulation. Approximately 15 laptops will be ready by the end of April, the rest available after May.

Priority 3: Promote Lifelong Learning and Literacy

- Adult Programming
 - The Coffee and Crime book club discussed *How to Solve Your Own Murder* by Kristen Perrin. The next meeting will be held on March 24th and will discuss *The 7 ½ Deaths of Evelyn Hardcastle* by Stuart Turton.
 - Crafter Hour participants created pom-pom birds on March 6th.
 - Sit 'n' Stitch, a program that invites the community to craft together, met on February 27th.
- The following programs offered youth experiences per Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.
 - In-Person Preschool Storytimes
 - Cute and Loveable
 - Stories and Stations (partnership with the Berks County Intermediate Unit)
 - It's a Mystery
 - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
 - Ll is for Lion
 - The children's educational computers were replaced with a new free program, ABC Mouse.

Priority 4: Ensure Long-term Sustainability

- Collaborated with the Hamburg Borough Manager on the Employee Lease Agreement and Building Lease.
- Began establishing new financial and bookkeeping procedures.
- Revised the Reference Policy for board approval.
- Attended PANO's webinar: PA's New Annual Report: What PA Libraries Need to Know.
- Submitted an application for PA Sales Tax Exemption.
- Applied for several grants.

Respectfully submitted,

Chelsea Williams

Correspondence: There was no correspondence.

Reports:

Treasurer's Report: Gloria reported that all the nonrestricted funds from Edward Jones's investment account were put into a money market account at Edward Jones at 4.6 %. The matured CD money was also put into a money market account at Edward Jones at 4.6%. The money market interest rate will fluctuate.

President's Report: Kathi reported that several members were able to attend the March 5 BCPL award ceremony. We were very happy to see that Chelsea received the Outstanding Library Director award.

Old Business:

Library Addition: Chelsea reported that the library received the electrical bids and submitted a notice to proceed to each lowest bidder. The original bid included the elevator in a different area, but due to construction issues, the elevator will be moved to an area better suited for its use. When needed, the board will implement a change order so that construction can begin as scheduled.

Chelsea and Gloria are also checking into other financing options and grants to help with finances for the addition and handicap accessibility.

New Business:

Township Meetings: Chelsea updated the board with the addresses, days, and times for the local township meetings. Our goal is to keep the local township supervisors informed about how many programs and individual people the library supports daily to the community at large.

Pot Pie Dinner Volunteers: A sign-up sheet was available for trustees to sign up for the March 15 dinner at the High School. The Hamburg Grange is sponsoring this fundraiser, and all proceeds will be donated to the library. There was also a sign-up sheet for desserts. The grange requested 5 – 6 volunteers. Entry is at the back lot of the high school cafeteria.

Reference Policy: Chelsea reviewed the Reference Policy with some slight changes. Chelsea asked for any questions from the board. There being none, Kathi asked for a motion to approve the changes to the Reference Policy.

In further business, prior to March meeting, President Dorothy Brobst had requested a vote via email to approve submitting a letter of intent to the following contractors:

- General Construction – L&K Construction Services, 1 Field of Dreams Drive, Pottsville, PA 17901 Amount: \$1,812,000.00
- Plumbing Construction – K.C. Mechanical Services, Inc., 732 Allegheny Rd., Mt. Bethel, PA 18343 Amount: \$94,000.00
- Mechanical Construction – The Warko Group, 18 Morgan Dr., Reading, PA 19608 Amount: \$356,016.00
- Electrical Construction – Billitier Electric, Inc., 760 Brooks Ave., Rochester, NY 14619 Amount: \$176,800.00

A vote was taken via email, and the vote was unanimous to send the letter of intent to all contractors. 3/6/2025

Dates to Remember

- March 15, Hamburg Grange Pot Pie Fundraiser
- April 8, 6 PM, Board of Trustees Meeting

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 6:42 PM.

Respectfully submitted,
Debi Wahl, secretary

Monthly Stats
March 2024

| | <u>2025</u> | <u>2024</u> |
|---|-------------|-------------|
| Reference Questions | | |
| People Count | 2624 | 2582 |
| Adult Card Registrations | 25 | 12 |
| Juvenile Card Registrations | 2 | 3 |
| Circulation | | |
| Circulation of Physical Materials | 4334 | 4780 |
| Circulation of Other Physical Items | 177 | 62 |
| Circulation of Electronic Materials | 703 | 842 |
| Total Item Circulation | 5214 | 5684 |
| Circulation of Children's Materials | 2289 | 2455 |
| Programs | | |
| Number of Programs for Preschool Children | 3 | 3 |
| Number of Programs for Children | 2 | 3 |
| Number of Programs for YAs | 0 | 0 |
| Number of Programs for Adults | 4 | 2 |
| Number of Programs for All Ages | 1 | 1 |
| Total Number of Programs | 10 | 9 |
| Preschool Children's Program Attendance | 73 | 61 |
| Children's Program Attendance | 7 | 30 |
| Young Adult Program Attendance | 0 | 0 |
| Adult Program Attendance | 34 | 10 |
| All Ages (General Interest) Attendance | 15 | 13 |
| Total Program Attendance | 129 | 114 |
| Grab and Go Activities | | |
| Number of Children's Activities | 2 | 2 |
| Number of Adult Activities | 0 | 1 |
| Children's Participants | 48 | 48 |
| Adult Participants | 0 | 40 |
| Computer Usage | | |
| PC Sessions | 306 | 205 |
| Wireless Count | 134 | 119 |
| AWE Earl Literacy Sessions | | 57 |
| Total Computer Usage | 440 | 381 |