

**Hamburg Public Library
Board of Trustees Meeting
April 8, 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: Dorothy Brobst, Kay Fritz, Gloria Hess, Mary Himmelberger, Mark Jensen, Emily Riddle, Kathi Shaffer, Sharon Shirk, Debi Wahl

A quorum was present.

Also present: Director Chelsea Williams, Jeffrey Wessner

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

Guest Presentation: Jeffrey Wessner, Tompkins Bank

Consent Agenda: The Minutes of the March 11, 2025, 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. Dorothy requested a motion to approve the March 11, 2025, Board of Trustees Meeting Minutes and the Director's Report. A motion was made to approve the consent agenda. The motion was seconded. The motion passed unanimously.

Library Director's Report:

Library Updates and Operations

- Submitted proof of participation in the 2nd Quarter System-Wide Initiative.
- Attended the System and District Directors Meeting on March 25.
- Becky Hartman attended the System and District Youth Services Meeting on March 25.
- Received approval for our PA Sales Tax exemption.

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.
- Attended the Library Excellence Awards on March 6, along with several board members. We were proud to have multiple nominees:
 - Steve Stetzler of Deitsch Eck for Outstanding Local Business
 - Gloria Hess for Outstanding Library Trustee
 - Stories and Stations for Outstanding Youth Program
 - Myself for Outstanding Library Director — I was honored to receive the award!
- Participated in the Hamburg Grange Pot Pie Fundraiser supporting the library renovation on March 15, along with members of the board. We used this opportunity to connect with community members and discuss the upcoming expansion.
- Met with Gloria Hess, Dorothy Brobst, and Dan Bost, District Director for Senator Gebhard, to discuss the library expansion and potential funding opportunities.

- Collaborated with the Hamburg Area School District to troubleshoot student Chromebook connectivity issues. The HASD IT department prepared step-by-step instructions to assist students in connecting to the library's internet.

Priority 2: Adapt to the Community's Evolving Needs

- The Board of Trustees reviewed and approved the construction prime contracts. I signed the contracts and am awaiting the contractors' signatures.
- Coordinated a meeting with the Borough, Laucks Architects, and our general contractor to discuss construction site logistics, including parking and traffic flow.
- Working toward submission of plans for approval and permitting.
- Assisted Gloria Hess with researching potential lenders and preparing the required documentation.

Priority 3: Promote Lifelong Learning and Literacy

- Adult Programming
 - Coffee and Crime Book Club: Discussed *The 7 ½ Deaths of Evelyn Hardcastle* by Stuart Turton. The next meeting is scheduled for April 23 to discuss *The Secret History* by Donna Tartt.
 - Novel Brews Book Club: Met at Hazel's Cafe to discuss *The Paradise Problem* by Christina Lauren. The next meeting is set for April 23 to discuss *Arsenic and Adobo* by Mia P. Manansala.
 - Sit 'n' Stitch: Community crafting group met on March 27. Members have begun making hats and scarves for a community giving box, where anyone in need can take items freely.
 - Crafter Hour: Participants created pipe cleaner flower arrangements on April 3.
- Youth Programming
 - 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: Be a Bucket Filler and Rainbow of Colors themes.
 - Stories and Stations, in partnership with the Berks County Intermediate Unit.
 - Builder's Club: Children of all ages were challenged to construct skyscrapers using LEGO or jumbo Magna-Tiles.

Priority 4: Ensure Long-term Sustainability

- Collaborated with the Hamburg Borough Manager on the Employee Lease Agreement and Building Lease.
- Attended a Pennsylvania Library Association town hall on the proposed 2025–2026 state budget, library funding, and advocacy opportunities.
- Applied for several grants to support library initiatives.
- Participated in a Fundraising Committee meeting on April 1.

- Along with Dorothy Brobst, attended the Berks County Public Libraries and Reading Library District Open Forum on proposed changes to state library regulations.
- Began preparations for the annual Library Book Sale, scheduled for May 9 and 10.

Respectfully submitted,

Chelsea Williams

In further business, Chelsea explained that the Education Improvement Tax Credit (EITC) could potentially help support the Summer Reading Program. There is a detailed process involved and Chelsea will research the appropriate paperwork and fill out the application. This credit is made possible through the Commonwealth.

Reports:

Treasurer's Report: Gloria reported that she met with M&T Bank, Thompson's Bank, and Mid Penn Bank to get information for the needed construction loan.

Old Business:

Library Addition: The board was presented with detailed banking information regarding a loan to help with the cost of the building's construction. Dorothy asked for input on the best way to obtain the additional funds needed for the building. After much discussion, Dorothy asked for a motion to approve proceeding with Mid Penn Bank's loan application. A motion was made and seconded. The motion carried unanimously.

In further business, Chelsea provided the trustees with a colored photo showing the alley behind the library and how it will be rerouted during the building's construction.

Chelsea added that the basement will not be restocked with boxes left from the Book Fair so that the area may be ready for the asbestos treatment per the addition and construction.

Capital Campaign and Fundraising:

Kathi reported that Penny Hill Plant orders are due April 30. Chelsea reported that the plant sale is doing well and has been shared extensively on social media.

The Red Robin Dining Event will be held on April 23, and 20% of all dine-in sales (excluding alcohol) will be donated.

Kathi reported that the Book Sale is organized for Friday, May 9, 5 PM to 8 PM for Early Bird Sales with a \$5 admission. The regular sale is Saturday, May 10, 8 AM to 12:30 PM. The Bag Sale runs from 1 PM – 2 PM at the Hamburg Field House.

Hot food and baked goods will also be for sale.

Chelsea had volunteer times and a schedule prepared for trustees to sign up. Book donations will be accepted until May 7. After May 7, we cannot receive any donations at the library until construction is finished.

In further business, Kathi reported that a Basket Raffle, a Capital Campaign Party/Gala, and a Dine-out Around Town Fundraising Series for Summer 2025 are pending.

The Capital Campaign Fundraiser meeting has been scheduled for May 13, after the regular board meeting is adjourned.

New Business:

Advocacy: Chelsea forwarded trustees paperwork regarding State and Federal Funding for Pennsylvania Libraries. Due to some concerns and inaccurate information, Chelsea wanted to update the trustees on the policies and funding at this present time. The information was provided by The Institute of Museum and Library Services, Washington, DC.

Bylaws: The county asks that we review, modify, and accept our Bylaws yearly. To that end, Chelsea provided the trustees with the Bylaws to review. Dorothy asked for a motion to accept the bylaws as they stand. A motion was made and seconded. The motion carried.

Building Contract Information: Prior to the April 8 meeting, President Dorothy Brobst requested a vote via email authorizing Chelsea to sign the previously reviewed and approved contracts on behalf of the library. Attorney Al Shollenberger reviewed these contracts, which are standard for the industry. They are the same versions previously reviewed, now including the interest rate. A vote was taken via email, with every board member responding unanimously in favor.

In further business, Chelsea wanted to update the trustees that she will be at a special meeting in Harrisburg for Library Directors in May but will return prior to the book sale.

Dates to Remember:

- April 19, Library Closed for Easter Saturday
- April 23, 4 PM – 8 PM Red Robin Dining Fundraiser
- April 30, Penny Hill Plant Orders Due
- May 2, Library Closed for Staff Development Day
- May 9, Book Sale Set up
- May 9, 5 PM – 8 PM Early Bird Sale at Hamburg Field House; volunteers should arrive by 4:30
- May 10, 8 AM – 2 PM Book Sale at Hamburg Field House
- May 13, 6 PM Board of Trustees Meeting
- May 13, PM Capital Campaign Fundraiser meeting after Trustees Meeting is adjourned

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 7:08 PM.

Respectfully submitted,
Debi Wahl, secretary

Monthly Statistics
March 2025

	<u>2025</u>	<u>2024</u>
Reference Questions		
People Count	2822	2526
Adult Card Registrations	25	26
Juvenile Card Registrations	6	5
<u>Circulation</u>		
Circulation of Physical Materials	5118	5773
Circulation of Other Physical Items	202	47
Circulation of Electronic Materials	789	792
Total Item Circulation	6109	6612
Circulation of Children's Materials	2721	3010
<u>Programs</u>		
Number of Programs for Preschool Children	3	4
Number of Programs for Children	3	2
Number of Programs for YAs	0	0
Number of Programs for Adults	4	5
Number of Programs for All Ages	1	1
Total Number of Programs	11	12
Preschool Children's Program Attendance	89	99
Children's Program Attendance	19	21
Young Adult Program Attendance	0	0
Adult Program Attendance	38	43
All Ages (General Interest) Attendance	3	10
Total Program Attendance	149	173
<u>Grab and Go Activities</u>		
Number of Children's Activities	0	0
Number of Adult Activities	0	1
Children's Participants	0	0
Adult Participants	0	40
<u>Computer Usage</u>		
PC Sessions		212
Wireless Count		156
AWE Earl Literacy Sessions		*
Total Computer Usage		368