

**Hamburg Public Library
Board of Trustees Meeting
May 13, 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, Emily Riddle, Kathi Shaffer, Sharon Shirk,

Absent: Mark, Jensen and Debi Wahl

A quorum was present.

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 6:01 P.M.

Consent Agenda: The Minutes of the April 8, 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 April 8, 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

- Nicole Edgar, Noelle Miller, Aimee Brown, and I attended Berks County Public Library Staff Development Day
- I attended the Director's Institute, a three-day training conducted by the Pennsylvania Library Association, in Harrisburg.

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.
- I was interviewed about the capital campaign and library addition by Berks County Living. We will be featured in the August issue.
- Attended the Hamburg Grange meeting on April 24, where they presented a \$4,000 check from their pot pie fundraiser. We are grateful for their generous support.
- Spoke at the Hamburg Rotary meeting about the library's goals. The Rotary Club contributed \$2,500 to the capital campaign, and we deeply appreciate their support.

Priority 2: Adapt to the Community's Evolving Needs

- Dumpster and fence permits have been approved, and the general construction permit is pending.
- A construction kick-off meeting was held on April 30 with our contractors, architect, and representatives from the Borough of Hamburg. The borough has generously offered the use of their space for our ongoing construction meetings.
- Fence was installed on May 12, with construction expected to begin on May 19.
- Assisted Gloria Hess with researching potential lenders and preparing the necessary documentation in support of the capital campaign and upcoming loan for the addition project.

Priority 3: Promote Lifelong Learning and Literacy

- The 30 laptops received through the Pennsylvania Broadband Authority have been configured and cataloged. Internal lending procedures are currently being finalized.
- Adult Programming
 - Coffee and Crime Book Club: Discussed *The Secret History* by Donna Tartt. The next meeting is scheduled for May 19 to discuss *What Happened to the Bennets* by Lisa Scottoline.
 - Novel Brews Book Club: Met at Hazel's Cafe to discuss *Arsenic and Adobo* by Mia P. Manansala. The next meeting is set for May 21 to discuss *Stone Blind* by Natalie Haynes.
 - Sit and Stitch: Held April 24. Members have begun creating hats and scarves for our community giving box.
 - Crafter Hour: Participants made alcohol ink bookmarks on May 1.
- 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: Clean Up and Plants of All Colors (partnership with Longwood Gardens),
 - Stories and Stations conducted in partnership with the Berks County Intermediate Unit.
 - School-Age Outreach: Me on the Map
 - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg): Beautiful Birds

- Builder’s Club: Children designed their own versions of the library addition using LEGO and Young Architects Design Blocks.
- Youth Services Updates/News
 - Summer Learning Program 2025
 - Our theme this year focuses on art and is called “Color Our World.”
 - The program will begin Monday, June 9.
 - 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 for youth of all ages.
 - We are excited to continue partnerships formed last year with businesses in Hamburg, as well as to try out some new partnerships and events. We value the unique opportunity we have to offer chances for families to enjoy time together and with others throughout our own community.
 - Many other details including promotional materials are also in progress.

Priority 4: Ensure Long-term Sustainability

- Attended the Office of Commonwealth Libraries’ statewide gathering on March 28 to meet with department staff and colleagues across the state.
- Developed cash flow projections for our operating budget, including a loan repayment scenario, and identified potential budget reductions and revenue opportunities.
- Updated the Collection Development Policy for board review.
- Coordinated our Annual Book Sale (May 9–10), which was a major success thanks to our dedicated volunteers.
- Coordinated our Annual Plant Sale Fundraiser with Penny Hill Farms, selling 429 plants.
- Attended the “Keeping the Library Workplace Legal” webinar.

Respectfully submitted,

Chelsea Williams

Reports:

Treasurer’s Report: Gloria reported that she renewed the CDs at Mid-Pennsylvania Bank for another 3 months at 4.25 percent. Gloria also reported that the Book Fair fundraiser was a great success, with the largest total ever raised, \$7,969.50.

Respectfully submitted,

Gloria Hess

President's Report: Dorothy thanked everyone for their hard work at the Book Sale.

Correspondence: Chelsea reported that the library received a thank-you letter from the Hamburg Arts Alliance for the donation of a basket to their event. Additionally, the library received a notice from Stephanie Williams, System Administrator, confirming our compliance with the System Membership Agreement and that we had met the 2024 Incentive for Excellence Standards.

Old Business:

Plant Sale: Chelsea reported that 429 plants were sold. Delivery is scheduled for Thursday, May 15, and pickup from purchasers will be on Friday, May 16. Volunteers are requested to assist with unloading and organizing the delivery.

Library Addition: The construction fence has been installed, and the general contracting building permit is complete. Construction is scheduled to begin on Monday, May 19. According to the current timeline, the exterior of the addition is expected to be completed by September. The construction fence will then be condensed to allow better site access.

Renovations to the second floor of the existing library and completion of the addition are expected by the end of December. The library will relocate from its current location on the first floor to the new addition during the first week of January. The first floor will then be remodeled, with completion anticipated by the end of January.

New Business:

Cash Flow and Budget Review: A Discussion took place on the prepared cash flow documentation. Chelsea will start the Hotspot Lending Program this year.

Collection Development Policy: Following a discussion and an additional provision that a Statement of Concern Form may only be submitted by individuals residing within the Hamburg Public Library service area, Dorothy made a motion to approve the Collection Development Policy. The motion was made, seconded, and passed unanimously.

Dates to Remember:

- May 16, Plant pick-up at the library
- May 21, 7 PM BCPL Board Meeting
- May 24 to May 26, Library Closed for Memorial Day
- June 10, 6 PM Hamburg Public Library Board Meeting

Adjournment: A motion to adjourn the meeting was made and seconded. The motion passed unanimously, and the meeting was adjourned at 7:07 PM.

Respectfully submitted, with thanks to Chelsea for taking notes in my absence,
Debi Wahl, secretary

Monthly Statistics
April 2025

	<u>2025</u>	<u>2024</u>
Reference Questions	52	69
People Count	2762	3188
Adult Card Registrations	25	27
Juvenile Card Registrations	8	4
<u>Circulation</u>		
Circulation of Physical Materials	4589	5390
Circulation of Other Physical Items	174	185
Circulation of Electronic Materials	858	798
Total Item Circulation	5621	6373
Circulation of Children's Materials	2315	2751
<u>Programs</u>		
Number of Programs for Preschool Children	3	3
Number of Programs for Children	3	2
Number of Programs for YAs	0	0
Number of Programs for Adults	4	4
Number of Programs for All Ages	1	1
Total Number of Programs	11	10
Preschool Children's Program Attendance	104	81
Children's Program Attendance	17	16
Young Adult Program Attendance	0	0
Adult Program Attendance	32	23
All Ages (General Interest) Attendance	2	12
Total Program Attendance	155	132
<u>Grab and Go Activities</u>		
Number of Children's Activities	2	7
Number of Adult Activities	0	1
Children's Participants	48	119
Adult Participants	0	40
<u>Computer Usage</u>		
PC Sessions	315	347
Wireless Count	65	128
ABC Mouse Early Literacy Sessions	35	*
Total Computer Usage	404	475