

**Hamburg Public Library  
Board of Trustees Meeting  
June 10, 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:** Kathi Shaffer, Gloria Hess, Mary Himmelberger, Mark Jensen, Kay Fritz

**Absent:** Dorothy Brobst, Sharon Shirk, Emily Riddle, and Debi Wahl

A quorum was present.

**Also present:** Director Chelsea Williams, Becky Wanamaker, Mike Adams

**Call to Order:** Vice President Kathi Shaffer called the meeting to order at 6:05 P.M.

**Mission Moment:** Chelsea shared the story of a recent visit from an unhoused patron seeking assistance. The library was their first choice as a trusted community resource.

**Courtesy to the Audience:** Becky Wanamaker introduced herself and explained her role as District Consultant Librarian for the Reading Library District. Mike Adams, Hamburg Borough Council member, spoke favorably about the library director.

**Consent Agenda:** The Minutes of the May 13, 2025 Board of Trustees Meeting, April Financial Report and the Director's Report were presented. Kathi asked if anyone wanted to remove an item to discuss, question, or register a vote against. Kathi requested a motion to approve the May 13, 2025 Board of Trustees Meeting Minutes, April Financial Report 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

- Attended the System/District Directors Meeting on May 27.
- Becky attended the System/District Youth Services Meeting on May 27.
- Our Libraries Transforming Communities grant from the American Library Association has been extended through January 2026 due to the delayed start of construction.
- The Borough of Hamburg has requested an extension for the Keystone Grant for Public Library Facilities, with a proposed new end date of September 2026.

Priority 1: Increase Community Engagement and Awareness

- Partnered with the Life Skills Support Teacher at Hamburg Area High School to provide weekly volunteer opportunities for her students. We are grateful for their contributions and look forward to welcoming them back in the new school year.

- Submitted content for the Hamburg Borough community newsletter to help promote library services and upcoming events.

#### Priority 2: Adapt to the Community's Evolving Needs

- Volunteers from LCBC Church generously donated their time on May 17 to help prepare the basement and attic for construction.
- Abatement work in the basement and crawl space has been completed.
- Construction officially began on May 19 and is currently progressing.

#### Priority 3: Promote Lifelong Learning and Literacy

- Adult Programming
  - Coffee and Crime Book Club: Discussed *That Happened to the Bennets* by Lisa Scottoline. The next meeting is scheduled for June 23 to discuss *Plum Island* by Nelson DeMille
  - Novel Brews Book Club: Met at Hazel's Cafe to discuss *Stone Blind* by Natalie Haynes. The next meeting is set for June 18 to discuss *Fourth Wing* by Rebecca Yarros.
  - Sit and Stitch: Held May 15. Members have begun creating hats and scarves for our community giving box.
  - Crafter Hour: Participants made clay trinket trays on June 5.
  - An Adult Summer Reading Challenge will run alongside youth programming this summer, encouraging community-wide engagement through themed activities, reading goals, and prize entries.
- 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 Storytime
    - Builder's Club: Children were challenged to create a skyscraper with Legos
- Youth Services Updates/News
  - Our 2025 Summer Learning Program launches Monday, June 9, with the theme Color Our World, focusing on art.
  - We will offer in-person programs and grab-and-go activities for all age groups.
  - We are excited to renew partnerships from last year and to explore new collaborations and events that foster family engagement and community connection.

#### Priority 4: Ensure Long-term Sustainability

- Updated the Program Policy for board review.
- Attended the Capital Campaign Committee meeting on May 13.

- Coordinated our Annual Plant Sale Fundraiser in partnership with Penny Hill Farms. A total of 429 plants were sold and delivered on May 15, with the majority picked up by the end of the weekend.
- Worked with Gloria Hess to prepare all necessary paperwork for the Mid Penn construction loan.

Respectfully submitted,

Chelsea Williams

### **Reports:**

**Treasurer's Report:** Gloria Hess presented the commitment letter from Mid Penn Bank for a construction loan of \$875,000. A motion to authorize Dorothy Brobst to sign and submit the letter was made, seconded, and passed unanimously.

**President's Report:** Kathi had nothing to report.

**Correspondence:** Chelsea reported that the library received notice from the Office of Commonwealth Libraries that our 2024 Annual State Report was accepted and approved. The library received notice of a bequest from Mrs. Miriam Smith.

### **Old Business:**

**Library Addition:** Chelsea presented a progress report on construction and expenses to date.

### **New Business:**

**Program Policy:** Kathi asked for a motion to approve the Program Policy. The motion was made, seconded, and passed unanimously.

### **Dates to Remember:**

- July 4th-July 5th- Library Closed
- August 12th, 6PM- 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 6:45 PM.

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

**Monthly Statistics**  
**May 2025**

	<u>2025</u>	<u>2024</u>
Reference Questions		
People Count	3376	3030
Adult Card Registrations	16	27
Juvenile Card Registrations	8	4
<b><u>Circulation</u></b>		
Circulation of Physical Materials	4514	4706
Circulation of Other Physical Items	148	183
Circulation of Electronic Materials	886	846
<b>Total Item Circulation</b>	<b>5548</b>	<b>5735</b>
Circulation of Children's Materials	2328	2637
<b><u>Programs</u></b>		
Number of Programs for Preschool Children	2	2
Number of Programs for Children	1	3
Number of Programs for YAs	0	0
Number of Programs for Adults	3	3
Number of Programs for All Ages	1	1
<b>Total Number of Programs</b>	<b>7</b>	<b>9</b>
Preschool Children's Program Attendance	76	72
Children's Program Attendance	2	27
Young Adult Program Attendance	0	0
Adult Program Attendance	23	21
All Ages (General Interest) Attendance	9	14
<b>Total Program Attendance</b>	<b>110</b>	<b>134</b>
<b><u>Grab and Go Activities</u></b>		
Number of Children's Activities	2	2
Number of Adult Activities	0	1
Children's Participants	35	35
Adult Participants	0	40
<b><u>Computer Usage</u></b>		
<b>PC Sessions</b>	<b>244</b>	<b>358</b>
Wireless Count	219	139
AWE Earl Literacy Sessions	30	49
<b>Total Computer Usage</b>	<b>493</b>	<b>546</b>