

**Hamburg Public Library  
Board of Trustees Meeting  
August 12, 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

**Absent:**

A quorum was present.

**Also present:** Director Chelsea Williams

**Call to Order:** President Dorothy Brobst called the meeting to order at 5:56 P.M.

**Mission Moment:** Chelsea shared about Eli, a little boy who came to the library for story time and has passed. Bittersweet Mission Moment.

**Consent Agenda:** The Minutes of the June 10, 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. After an attendance correction, Dorothy requested a motion to approve the June 10, 2025, Board of Trustees Meeting Minutes and the Director's Report as corrected. A motion was made to approve the consent agenda. The motion was seconded. The motion passed unanimously.

**Correspondence:** Chelsea reported that the library received notification that the 2025 State Aid Library Subsidy Application (SALSA) has been approved. We are now eligible to complete the Plans for the Use of State Aid.

Chelsea reported that she received a donation bequeathed from Mr. Gilmartin, and the money will be deposited for the library's needs.

**Library Director's Report:**

Library Updates and Operations

- Attended the System/District Directors Meeting on July 22.
- 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. Paperwork has been signed and submitted for state approval.
- Submitted proof of participation in the 3rd Quarter System-wide Initiative.
- Submitted State Aid Library Subsidy Application.

### Priority 1: Increase Community Engagement and Awareness

- Attended Our Town Foundation Business Meeting on marketing
- Participated in Berks County Community Leaders Conversations, a gathering of local leaders to discuss district strengths and areas for improvement.
- The library addition was featured in the August issue of *Berks County Living* magazine.
- Hosted a Kutztown Library Science graduate student this summer, who assisted with programs, inventoried the local history collection, and conducted a diversity audit of the picture book collection.
- The library addition project was featured in the August issue of Berks County Living magazine.

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

- Oversaw library construction project: attended construction meetings, answered questions, and coordinated the builder's risk insurance application.
- Submitted request for first Keystone reimbursement.

### Priority 3: Promote Lifelong Learning and Literacy

- Adult Programming
  - Coffee and Crime Book Club: Discussed *Plum Island* by Nelson Demille and *The Stranger in the House* by Shari Lapena. The next meeting is scheduled for August 25 to discuss *The Wife Upstairs* by Rachel Hawkins.
  - Novel Brews Book Club: Met at Hazel's Cafe to discuss *Fourth Wing* by Rebecca Yarros and *Demon Copperhead* by Barbara Kingsolver. The next meeting is set for August 20 to discuss *In God We Trust* by Josh Gad.
  - Sit and Stitch: Held June 26 and July 24. Members have begun creating hats and scarves for our community giving box.
  - Crafter Hour: Participants made macramé keychains on July 3 and fabric flowers on August 7. The next meeting is on September 4.
- Youth Programming
  - The 2025 Summer Learning Program, themed *Color Our World*, launched June 9 and concluded August 2.
  - Offered in-person programs and grab-and-go activities for all age groups. A full report will be provided in September.
  - Completed final paperwork for the LSTA *Sustaining Success* grant.

### Priority 4: Ensure Long-term Sustainability

- Attended Fundraising Committee meeting.
- Worked with Gloria Hess to prepare paperwork for the Mid Penn construction loan.

- Attended You've Got a Friend: Bonding with Township Supervisors and Managers workshop with Mary Himmelberger.
- Coordinated with Emily Riddle on the Bookworm Bolt 5K fundraiser.
- Continued planning the Chapters and Chances Basket Raffle fundraiser with the Fundraising Committee.

Respectfully submitted,

Chelsea Williams

### **Reports:**

**President's Report:** Dorothy reported that she received a very nice compliment about Chelsea. Chelsea helped this person, who was very grateful for Chelsea's dedication to helping those in the community.

In further business, Dorothy shared an update regarding Chelsea's authority to handle change orders from the contractors without needing further board approval. This is to keep the construction moving forward without delays. Peter Lauck will help Chelsea with the change orders. After discussion, Dorothy asked for a motion to approve Chelsea's authority to handle change order approvals as needed to help expedite the building construction. The motion was made, seconded, and passed.

**Treasurer's Report:** Gloria moved matured CDs into a money market checking account at Mid Penn Bank on July 31, 2025, at .50 percent interest. This was done to use existing money before mortgage funds, per the mortgage agreement.

Respectfully submitted,

Gloria Hess

In further business, a motion was made to approve Dorothy Brobst and Kathi Shaffer as additional signers for the account with Mid-Penn Bank. A motion was made and seconded. Motion carried unanimously.

### **Old Business:**

**Library Addition:** Chelsea reported that she had construction updates with a basic overview of the current status of the addition. Chelsea submitted our first reimbursement for the Keystone Grant.

**Capital Campaign:** A new meeting will be scheduled to move the campaign forward. Chelsea is working with a furniture supplier who will provide updates on space planning and a quote for the cost. Chelsea was hoping to apply for a grant to help with fixtures, but that will not work within the time frame. The LSA Grant will be used in the future for security features. In further business, Chelsea explained how the library could be arranged to suit the patrons' needs and make the best use of space.

## **New Business:**

**Board Meeting Schedule:** Chelsea explained it might be prudent if we adapt our meetings to every other month to free us up to attend local board meetings in our own townships. The ability to attend more township meetings will help foster a better connection between the library and our outlying townships. This would not happen until 2026 if the board decides to make this scheduling change.

**Annual Drive Letter:** The letter is well-done, and we look forward to the community receiving this letter as soon as possible. After the discussion, Dorothy asked for a motion to accept the Annual Drive Letter. The motion was made, seconded, and passed unanimously.

## **Fundraising Events:**

- 5 K, September 27, 2025: 8 AM for Fun Run. The regular run is at 8:30 AM. Different levels of sponsorship are available for \$100, \$200, and \$300.
- Pie Sale, October 8, 2025: 8 pie variations will be available. The cost is \$20 per pie.
- Basket Raffle, November 7 & 8: Baked Goods will be available at the UCC on Third Street. Winners do not have to be present to win.
- Boscov's Friends Helping Friends, a donation of \$5 goes directly to the library. This is for October 22, 2025.
- Spring of 2026, the library will have a Spring Yard Sale at the Hamburg Field House. The library will charge per table, and the sellers are responsible for their own setup and clean up.

## **Dates to Remember:**

- August 20, 7 PM-BCPL Virtual Board Meeting
- August 30<sup>th</sup>-September 1<sup>st</sup>- Library Closed
- September 9, Ever Long Records will have a Back to School Bash event that Chelsea will be attending, and school supplies will be donated
- September 12<sup>th</sup>, 6 PM- Hamburg Public Library Board Meeting
- September 27<sup>th</sup>, 8 AM-Bookworm Bolt 5K and Fun Run

**Adjournment:** A motion to adjourn the meeting was made and seconded. The motion passed unanimously, and the meeting was adjourned at 7:01 PM.

Respectfully submitted,  
Debi Wahl, Secretary

**Monthly Statistics**  
**June 2025**

	<u>2025</u>	<u>2024</u>
People Count	4437	4053
Adult Card Registrations	21	37
Juvenile Card Registrations	16	42
<b><u>Circulation</u></b>		
Circulation of Physical Materials	5185	6441
Circulation of Other Physical Items	250	193
Circulation of Electronic Materials	845	763
<b>Total Item Circulation</b>	<b>6280</b>	<b>7427</b>
Circulation of Children's Materials	3017	4136
<b><u>Computer Usage</u></b>		
PC Sessions	251	401
Wireless Count	123	130
AWE Earl Literacy Sessions	45	
<b>Total Computer Usage</b>	<b>429</b>	<b>531</b>

**Monthly Statistics**  
**July 2025**

	<u>2025</u>	<u>2024</u>
People Count	3816	4422
Adult Card Registrations	25	30
Juvenile Card Registrations	3	6
<b><u>Circulation</u></b>		
Circulation of Physical Materials	5798	6789
Circulation of Other Physical Items	254	162
Circulation of Electronic Materials	824	858
<b>Total Item Circulation</b>	<b>6876</b>	<b>7809</b>
Circulation of Children's Materials	3468	4171
<b><u>Computer Usage</u></b>		
PC Sessions	365	401
Wireless Count	130	167
AWE Earl Literacy Sessions	45	
<b>Total Computer Usage</b>	<b>540</b>	<b>568</b>