

**Hamburg Public Library  
Board of Trustees Meetings  
October 14, 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, Kathi Shaffer, Sharon Shirk, Debi Wahl

**Absent:** Emily Riddle

A quorum was present.

**Also present:** Director Chelsea Williams

**Call to Order:** President Dorothy Brobst called the meeting to order at 5:59 P.M.

**Mission Moment:** Chelsea reported that Storytime started two weeks ago, and a father who brings his daughter to all the Storytime events was at the park before Storytime. The dad started talking to a mom who was at the park with her child and he encouraged her to bring her daughter to Storytime at the library. It is stories like this that are heartwarming and remind us why we work diligently to provide a better and fully accessible addition to the library.

**Consent Agenda:** The Minutes of the September 9, 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. There being none, Dorothy requested a motion to approve the September 9, 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.

**Correspondence:** Frieden's Church in Shartlesville hosted the worship service at the Fiddle Fest in Shartlesville, and graciously donated the offering taken during the service to the library.

**Library Director's Report:**

Library Updates and Operations

- Met with Berks County Public Libraries system administrator to discuss current projects and long-term goals.
- Submitted proof of participation in the fourth-quarter system-wide initiative.

Priority 1: Increase Community Engagement and Awareness

- Participated in Berks County Community Leaders Conversations to discuss regional strengths and improvement opportunities.

- The library will host Trick or Treat Night on October 30, giving away candy and free books to local families.

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

- Continued oversight of the library addition project: attended construction meetings, addressed contractor questions, and coordinated payments.
- Cleared the attic in preparation for interior work and organized collection shifts to accommodate construction.
- Met with JP Jay representatives regarding space planning, shelving, and furniture for the new addition.
- Prepared 10 mobile hotspots for circulation. These will rent for \$40 per month and include unlimited data.
- Noelle Miller and Nicole Edgar attended a book repair training hosted by Berks County Public Libraries to support our collection maintenance and preservation efforts.

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

- Adult Programming
  - Coffee and Crime Book Club discussed *None of This Is True* by Lisa Jewell. The next meeting is October 27 to discuss *Mrs. Rochester's Ghost* by Lindsay Marcotta.
  - Novel Brews Book Club met to discuss *Legends and Lattes* by Travis Baldree. The next meeting is October 15 to discuss *Mexican Gothic* by Silvia Moreno-Garcia.
  - Sit 'n' Stitch met on September 25. The next meeting will be October 23 in the Hamburg Borough Civics Room.
  - Crafter Hour explored the Victorian craft of hairwork. The next session is scheduled for November 6.
- Youth Programming
  - The following program offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.
    - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
      - Librubru the Library Monster

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

- Attended the Fundraising Committee meeting on September 30.
- Attended the Tilden Township meeting with Sharon Shirk on September 10.
- Attended Hamburg Borough committee and council meetings.
- Coordinated with Emily Riddle on the Bookworm Bolt 5K fundraiser.

- Continued planning the Chapters & Chances Basket Raffle with the Fundraising Committee.
- Worked with Sharon Shirk on the Deitsch Eck Pie Sale fundraiser.
- Coordinated the Annual Drive mailing. Thank you to our volunteers for their help!

Respectfully submitted,

Chelsea Williams

**Treasurer's Report:** Gloria reported that signature cards were signed with Mid-Penn Bank to provide for simpler money transfers from the library's Edward Jones account to the Mid-Penn Bank account to pay for the building fund expenses.

### **Old Business:**

**Bylaws:** Chelsea requested that the number of meetings for the board be amended to reflect the availability for board members to attend their township meetings, to foster a closer relationship between the local townships and the library. The change will have us meeting in July, which has not been a month that the library has met in the past. Trustee meetings will continue to be on the second Tuesday in the corresponding months: January, March, May, July, September, November.

Also, the annual meeting, which has always been held after the regular January meeting, will be held prior to the regular meeting in January.

Dorothy asked for a motion to amend the Bylaws to reflect the two noted changes beginning in January of 2026. The motion was made and seconded. The motion was carried.

**Library Addition:** Chelsea reported that the contractors will be cutting openings between the library and the addition. At that time, the library will be closed. Expected dates are October 20 – 27, 2025. Then the contractors will tentatively seal the holes so that there will be no construction debris and noise conflict between the new and old buildings.

In further business, Chelsea handed out project overview information to show recent progress. Sump pumps are installed and running. The electric's new main panel is in place, and the elevator service inspection is scheduled for October 14. The trustees were also informed about several change orders that took place.

**Capital Campaign:** Donations from the fundraising letters are coming into the library. And a new date for the Capital Campaign committee to meet will be decided on.

### **New Business:**

**Furniture Proposal:** Chelsea reported that she gave the number of books per genre to the furniture company staff. They explained how many shelves are required to carry those numbers, with room to grow. After much discussion, Chelsea suggested we table a vote regarding

purchases for the furniture until she can go through the items line by line, and trustees will receive updated costs via email.

**Update for the furniture proposal:** An email was sent by Chelsea to each trustee on October 15, 2025, with the updated furniture costs for the bookshelves as a single purchase. The trustees voted via email, responding to “all” with either a yes or a no to the purchase of the bookshelves. All trustees responded with a yes to the purchase of the shelves. The vote carried.

**Fundraising:** The Bookworm Bolt raised approximately \$1500. The pie sale was a success, and we were permitted to order 115 total, and all were sold. The Basket Raffle fundraiser is going well, and there are close to 70 items available for raffle.

In further business, Chelsea requested that the trustees consider paying the part-time staff for the week of closure due to the construction. After some discussion, Dorothy asked for a motion to pay the library staff for the week that the library is closed for construction. Motion was made and seconded. Motion carried.

In further business, Chelsea asked trustees to contact their local representatives and request that they pass the budget, as the lack of a budget will seriously affect the library's funds that are distributed.

In further business, Chelsea shared information with the trustees regarding a new trustee manual from the State. The manual is available: <https://pa-gov.libguides.com/public-library-operations-board-governance/public-library-trustee-manual>

**Dates to Remember:**

- October 30, 6 PM – 8 PM – Trick or Treat at the Library
- November 5, 6 PM - Library Mergers and Branch for Sustainability Presentation
- November 7 and 8 – Chapters and Chances Basket Raffle Fundraiser
- November 11, 6 PM – Hamburg Public Library Board Meeting
- November 19, 7 PM – BCPL Board Meeting

**Adjournment:** A motion to adjourn the meeting was made and seconded. The motion passed unanimously, and the meeting was adjourned at 6:46 PM.

Respectfully submitted,  
Debi Wahl, secretary

**September 2025  
Monthly STATS**

	<u>2025</u>	<u>2024</u>
Reference Questions		
People Count	3204	3037
Adult Card Registrations	34	12
Juvenile Card Registrations	6	2
<b><u>Circulation</u></b>		
Circulation of Physical Materials	4631	5159
Circulation of Other Physical Items	177	161
Circulation of Electronic Materials	834	783
<b>Total Item Circulation</b>	<b>5642</b>	<b>6031</b>
Circulation of Children's Materials	2529	2881
<b><u>Programs</u></b>		
Number of Programs for Preschool Children	0	0
Number of Programs for Children	2	2
Number of Programs for YAs	0	0
Number of Programs for Adults	3	4
Number of Programs for All Ages	1	1
<b>Total Number of Programs</b>	<b>6</b>	<b>7</b>
Preschool Children's Program Attendance	0	0
Children's Program Attendance	7	13
Young Adult Program Attendance	0	0
Adult Program Attendance	29	16
All Ages (General Interest) Attendance	6	10
<b>Total Program Attendance</b>	<b>42</b>	<b>39</b>
<b><u>Grab and Go Activities</u></b>		
Number of Children's Activities	0	4
Number of Adult Activities	1	1
Children's Participants	0	80
Adult Participants	40	40
<b><u>Computer Usage</u></b>		
PC Sessions	322	309
Wireless Count	168	176
AWE Earl Literacy Sessions	15	
<b>Total Computer Usage</b>	<b>505</b>	<b>485</b>