

**Hamburg Public Library  
Board of Trustees Meetings  
November 11, 2025**

**Mission:** The Hamburg Public Library provides essential resources and programs that help our community learn, connect, and succeed.

**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 5:59 P.M.

**Mission Moment:** Chelsea reported that the Sit and Stitch group has been working on gloves and scarves for the community. A box with gloves and scarves is available for anyone in the community who is in need. Chelsea reported that the items are moving very steadily, and it is nice to think of the community being warm and cozy with these products. Chelsea also reported she is looking into the possibility of having bags filled with non-perishables for those in the community who are struggling financially and may need help with food items.

**Consent Agenda:** The Minutes of the October 14, 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 October 14, 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:** Chelsea reported she received an email that the library, along with 800 other Carnegie libraries, will be receiving \$10,000 to celebrate the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. This initiative will see each of the approximately 1,280 Carnegie libraries across the US to receive the gift. The initiative is part of a broader \$20 million effort to support civic institutions and organizations that foster civic participation and bring people together. The Hamburg Library is one of only two Carnegie Libraries in Berks County.

**Library Director's Report:**

Library Updates and Operations

- The library was closed from October 20–25 for construction work connecting the existing building and the new addition.
- The 2024 audit has been completed with no findings or concerns. It has been submitted to both the library system and district offices.

### Priority 1: Increase Community Engagement and Awareness

- Participated in Berks County Community Leaders Conversations to discuss regional strengths and improvement opportunities.
- Hosted Trick or Treat Night on October 30, distributing free books and candy to local families.

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

- Continued oversight of the library addition project, including attending construction meetings, responding to contractor inquiries, and coordinating payments.
- Met with JP Jay Associates to review space planning, shelving, and furniture for the new addition.
- Attended the PA Library Mergers and Branches for Sustainability panel with Kathi Shaffer.

### Priority 3: Promote Lifelong Learning and Literacy

- Adult Programming
  - Coffee and Crime Book Club discussed Mrs. Rochester's Ghost by Lindsay Marcotta. The next meeting is on October 27 to discuss Everyone in My Family Has Killed Someone by Benjamin Stevenson.
  - Novel Brews Book Club met to discuss Mexican Gothic by Silvia Moreno-Garcia. The next meeting is on November 19 to discuss The Power by Naomi Alderman.
  - Sit 'n' Stitch met on October 23 in the Hamburg Borough Civics Room. The next meeting is on November 25. Members continue to craft hats and scarves for the community giving box.
- 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.
    - In-Person Preschool Storytimes
      - Welcome to the Library
      - Construction Cats
      - Autumn at the Zoo
      - Stories and Stations (partnership with the Berks County Intermediate Unit)
    - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
      - Sweet Treats

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

- Updated the Display Policy, Community Agreement, Suspension of Library Services Policy, and Unattended Children Policy for board review.
- Prepared paperwork for the Borough of Hamburg DCED loan and Mid Penn Bank construction loan.
- Attended the Perry Township Supervisors Meeting on November 4 with board member Debra Wahl
- Submitted an application to the Department of State to become a passport acceptance facility.
- Attended Hamburg Borough committee and council meetings.
- Continued planning for the Chapters & Chances Basket Raffle with the Fundraising Committee

Respectfully submitted,  
Chelsea Williams

**Treasurer's Report:** No report for October 2025 as no bank statements were received for this month.

#### **Old Business:**

**Library Addition:** Chelsea reported that the contractors are now working on the siding, and it feels as though the building is moving along quickly. There was one minor change order for lighting in the crawl space for safety purposes.

**Capital Campaign:** There is a meeting for the Capital Campaign following tonight's regular board meeting.

**Fundraising:** The Chapters & Chances Baskets Fundraiser was a great success. The library raised over \$4,000 in profit. A fundraising meeting was held before the general trustee meeting, and input was shared for future basket fundraisers. Everyone agreed it was a good time for all and a great fundraiser.

**New Business:** Vice President Kathi Shaffer requested a motion to allow Dorothy to sign all necessary documents with Mid Penn Bank for the construction loan. After some discussion, a motion was made and seconded. The motion passed. The motion reads: "The Board of Trustees of the Hamburg Public Library authorizes Board President Dorothy Brobst to sign all necessary documents with Mid Penn Bank for a construction loan totaling \$875,000 to support the library addition project."

Chelsea reported there are some expenses that are associated with the loan, including title fees and bank processing fees, as well as a slight lawyer's fee.

Chelsea also reported that we received a signed lease from the borough for 25 years.

**Board Term Expirations:** Dorothy asked for a motion to accept the three board appointments, including Sharon Shirk, Mark Jensen, and Kathi Shaffer for their respective three-year terms. A motion was made and seconded. The motion passed.

**Display Policy:** Dorothy asked for a motion to accept the revised Display Policy. A motion was made and seconded. The motion passed.

**Community Agreement:** Dorothy asked for a motion to accept the revised Community Agreement. A motion was made and seconded. The motion passed.

**Unattended Children Policy:** Dorothy asked for a motion to accept the revised Unattended Children Policy. A motion was made and seconded. The motion passed.

**Suspension of Library Services Policy:** Dorothy asked for a motion to accept the revised Library Services Policy. A motion was made and seconded. The motion passed.

**Dates to Remember:**

- November 19 - 7 PM - BCPL Board Meeting
- December 6 - 10 AM – 1 PM - OTF's Christmas in the Square
- December 9 - 6 PM - Hamburg Public Library Board Meeting
- December 20 - 2 PM - 4PM - Santa Visit

**Adjournment:** A motion to adjourn the meeting was made and seconded. The motion passed unanimously, and the meeting was adjourned at 6:50 PM.

Respectfully submitted,  
Debi Wahl, secretary

**October 2025  
Monthly STATS**

	<u>2025</u>	<u>2024</u>
Reference Questions	54	73
People Count	3551	3466
Adult Card Registrations	14	17
Juvenile Card Registrations	2	7
<b><u>Circulation</u></b>		
Circulation of Physical Materials	4145	5087
Circulation of Other Physical Items	191	161
Circulation of Electronic Materials	810	783
<b>Total Item Circulation</b>	<b>5154</b>	<b>6031</b>
Circulation of Children's Materials	2274	2881
<b><u>Programs</u></b>		
Number of Programs for Preschool Children	4	4
Number of Programs for Children	0	2
Number of Programs for YAs	0	0
Number of Programs for Adults	4	5
Number of Programs for All Ages	0	1
<b>Total Number of Programs</b>	<b>8</b>	<b>12</b>
Preschool Children's Program Attendance	131	101
Children's Program Attendance	0	14
Young Adult Program Attendance	0	0
Adult Program Attendance	38	32
All Ages (General Interest) Attendance	0	13
<b>Total Program Attendance</b>	<b>169</b>	<b>160</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	48	48
Adult Participants	0	40
<b><u>Computer Usage</u></b>		
<b>PC Sessions</b>	<b>243</b>	<b>255</b>
Wireless Count	146	154
AWE Earl Literacy Sessions	22	
<b>Total Computer Usage</b>	<b>411</b>	<b>409</b>