

Wyomissing Public Library
Board Meeting
Tuesday, June 17, 2014

Meeting called to order at 4:35pm

Members Present: Laurie Waxler, Terri Stallone, Kevin Wagner, Dan Rothermel, Doug Weaver, Louise Cramp, Alan Miller, James Hagn, Thomas Moll (Borough Representative)

Library Director: Colleen Stamm

President's Report: Laurie Waxler

1. Sara Cosentino (Board vice president) submitted her resignation to the board. She felt she is unable to commit the time necessary to be the incoming Library Board president. The Nominating Committee will need to fill the Vice President position as well as a voting board position.
2. The position of Community Affairs chairperson now needs to be filled due to Sara's resignation. Laurie Waxler has stepped in to keep the committee on track, specifically in setting up the October Speaker Series.
3. Laurie & Colleen are meeting with the police & fire department about our August Block party. It will have to be a smaller affair due to the street construction. Tom Moll made note that this year is the 100th anniversary of the Wyomissing Police Department.

Treasurer's Report: Dan Rothermel

1. Our Year-To-Date deficit is \$11,537. In March and April, we had made gains on the deficit but we backslid in May, losing an additional \$512. In summary: we are holding expenses pretty flat but are having a harder time raising revenue.
2. Income: Our YTD income is behind last year by \$8,105. The most significant items were the Association Dues (\$7,543 behind last year) and Contribution and Grants (down \$2711 so far). A bright spot is the increase in funding we have received from the Borough, which gives us an additional \$833 per month (\$10,000 for the year).
3. Expenses: Our expenses are lower than 2013 by \$2,565. Notable in May were the Library Materials that were less by \$2,881, however this is just a timing issue with purchased books (due to Colleen's maternity leave), the amount spent each year is determined by the state. Maintenance is down by \$2,573, Purchase-Designated Funds is down by \$1,784, Membership expense is up by \$1,613 (mailing related), and Other & Internet Services is up by \$1,613.

Librarian's Report: Colleen Stamm

1. First Energy is donating 10 gently used laptops to the library, the operating system and software will need to be provided by the library.

2. Colleen, with the help of Beth Rothermel, is in the process of applying for a Technology Grant. The grant would cover the expenses for children's computers/tablets, set up for the new laptops (from FirstEnergy), technology classes and a new server.
3. The people counter located at the children's entrance is broken. Bill Murray inspected the broken unit and recommended options for a new receiver/transmitter. A new unit was ordered and should arrive soon.
4. Child Abuse Check's will be required for all Library staff for a cost of \$200.
5. Corinne Brumbach, Children's Librarian, is currently working on completing the American Library Association's Certified Public Library Administrator Program. Thus far, she was completed the following courses: *Library and Personal Management, Budget and Finance for Libraries, Planning and Management of Library Buildings.*
6. Library Usage Statistics:
 - a. Materials- circulation for May was 6,943 items. This was a 4% increase over last May.
 - b. Overdrive eBooks- Overdrive had 75 downloads, the most so far.
 - c. People- 4,266 people entered the library for an 11% decrease.
 - d. Computer Users- there were 473 computer users in May for a 15% decrease. We are finding more people are bringing their personal laptops to the library and accessing our wi-fi. Johnathan is working on limiting the bandwidth for these users. It was proposed that the library begin changing the access password every month.
 - e. Children's Programming- there were 1,404 patrons who participated in programs for a 2% increase. Corinne Brumbach has also begun outreach programs to attract more children to the library. These included story time at Babies R Us, Yocum Institute and the Wyomissing Hills Elementary Center.
 - f. Adult programming- 64 adults participated in programs, a 48% decrease.
 - g. One-Click downloadable Audio- there were 14 downloads showing a 27% increase. This was a service that the Wyomissing Library decided to discontinue to due lack of usage however the county will now cover the cost.
 - h. AWE Early Literacy Stations- there was 184 users for the month of May showing a 12% decrease.

Committee Reports:

Community Affairs: Laurie Waxler

The Committee is trying to confirm a slate of five speakers for the October Speaker Series. If you have any suggestions for speakers please contact Laurie. Please note that we cannot pay the presenters but they can bring their books to sell. The speakers generally speak

for 45 minutes then follow up with a Question and Answer session.
Three speakers have been confirmed so far.

Membership: no report

Building and Grounds: Doug Weaver

The Library roof sustained considerable damage from the hail storm. All damage costs are covered under insurance less the \$2,500 deductible. If the roof needs to be replaced the borough has requested it be replaced with slate. Once all of the bids are received, the replacement decisions will be made jointly with the library and Borough. Samples of roofing materials were displayed to show the different options.

Nominating: James Hagn

James Hagn presented the following motion which passed unanimously: The nominating committee moves that Bryan Stephen join the Wyomissing Public Library as a full voting member with his term beginning in September.

Fundraising: Terri Stallone

July 4th Duck Race: Sign up sheet was passed to help at the Stone house with selling and racing of ducks. Board members must pre-sell as many ducks as they can. Numbered duck sheets are available at the Library front desk.

Holiday Baskets: The Board discussed options for this year's basket raffle. It was suggested for us to have another mystery wallet basket this year. Please email any suggestions to Terri. Colleen will email a solicitation letter and donation receipt for basket donations. The Board was asked to get donations from local businesses where they shop.

Finance: No report

Personnel: Nothing to report

Unfinished Business: Information regarding the Trolley Tours and the Holiday Gift baskets should be submitted as soon as possible so it can be included in the September newsletter.

New Business: none

Meeting adjourned at 5:40pm
Minutes submitted by Terri Stallone

Next Executive Board Meeting; July 8th @ 5:00pm
Next Board meeting: TBA