

**Wyomissing Public Library
Board Meeting
Monday, September 19, 2016**

Meeting called to order at 7:05 pm

Members Present: Lisa Banco, Kevin Wagner, Scott Brower, Heather Miller, Louise Cramp, Lori Smerek, Sharon Gechter, Colette Huber, Brian Nugent, Greg Ciatto, Catharine Lentz, and Dan Phelps (Borough Representative)

Library Director: Colleen Stamm

A MOTION was made by Brian Nugent, to approve the minutes of the June meeting as submitted. Motion was carried unanimously.

President's Report: Brian Nugent

1. Association donations information sheet was distributed. As of September 16, we received 30,294 in donations. We hope to have 33,000-35,000 by the end of the month. In late August we mailed a letter to past donors asking them to contribute again this year. So far, we received around \$4,000 in response to this letter. A second letter for donors who haven't given in the past 3 years will be mailed by September 30. Colleen Stamm would like to have Board members personalize these letters with notes. She will notify everyone via email when letters are done. We are also planning to do another letter in November.
2. The Fall newsletter is in the process of being edited. We hope to mail the newsletter by October 4 or 5.
3. Out of the 2,500 Wyomissing households, we currently receive support from 20% of the residents. If we could increase the amount to 30%, we could potentially raise another \$90,000. For 2016, we are hoping to raise \$65,000 in Association donations.
4. Sponsorship: Our goal is to raise \$10,000. So far this year we received over \$14,000. With 3 months left this year, we hope to raise close to \$20,000. Please send Colleen Stamm a list of new potential sponsors by Friday, September 23.
5. We are sorry to report that Bryan Stephen has decided to resign from the Board. We are currently looking for a Board member who is willing to fill the Vice-president position. In addition to VP, we need chairperson for Association and Sponsorship. If you are interested in any of these positions, please contact Colleen Stamm by Wednesday, September 21.

Treasurer's Report: Kevin Wagner

1. We received the interest payment from the Berks County Community Foundation for the Wyomissing Public Library Endowment Fund.
2. Our salaries were lower than anticipated for August because our Children's Librarian resigned. Colleen Stamm is currently searching for a new person for this position.
3. 2017 Budget: We currently receive \$200,000 from the Wyomissing Borough. Next year, we are asking the Borough to increase our funding to \$220,000. Library materials was increased 13% compare to 2015--the State requires us to spend 12% of our total budget on materials. Since the budget for 2017 is higher

than the current year, we need to spend more on library materials. We added \$18,000 for infrastructure improvements. A MOTION was made by Kevin Wagner to approve the 2017 Preliminary Budget as presented. The motion carried unanimously.

Corresponding Secretary: Colleen Stamm on behalf of Karen Oxholm

1. No report.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics (August 2016)
 - a. Materials-circulation for August was 8,029 items. We circulated 14 more items than last August. There was no measureable increase.
 - b. Overdrive eBooks- Overdrive had 102 downloads: down 33% from last year. 5,807 people entered the library showing a 10% decrease.
 - c. Computer Users- there was 561 accesses for the month, a 1% increase.
 - d. Children's programming- 580 patrons participated in the children's activities for a 25% decrease. We didn't have a children's librarian for half the month. Currently, Tina Hess & Colleen Stamm are covering storytime and other children's activities.
 - e. Adult Programming- 210 patrons took part in our activities. This is a 43% increase from last August.
 - f. One Click Downloadable Audio- April had 60 downloads for a 58% increase.
 - g. AWE Early Literacy Stations- reports a 7% decrease of usage with 320 accesses.
 - h. Mango Languages- 40 patrons took advantage of the programs for a 53% decrease.
 - i. Wireless Internet Users: 255 people used the library access for a 49% increase.
2. Colleen Stamm submitted a grant to Senator Judy Schwank's office for \$9,500 for new desktop and laptop computers. Colleen hasn't heard yet if we received the grant.
3. Colleen received 10 applications for the Children's Librarian position. Of those applicants, she chose to interview 4 candidates. The interviews are scheduled for next week.

Committee Reports:

Fundraising/Community Affairs: Louise Cramp

- The Block Party was a success. This event was sponsored by Reading Orthodontic Group. The funds from the sponsorship paid for the bouncy house, dunk tank, and other miscellaneous expenses. Between the yard sale and food sales, we raised \$855 for the library.
- Holiday Basket Raffle by Lisa Banco. We will have 4 baskets this year: The Great Gatsby (holiday cheer basket), Kentucky Derby, Chocolate basket, & mystery wallet. The baskets are book themed this year. Tickets cost \$10 each or 3 for \$25. We will start selling tickets on October 16.

- Holiday Trolley Tours will be held Friday, December 9, 2016. The price of tickets was slightly increased at \$7 for adult & \$3 for a child. We also discussed ways to raise more money with this fundraiser.
- Brian Nugent asked if the number of man hours warrant the little amount of income we receive on some of our fundraisers. We should consider starting a Friends of Library to help with small/community fundraisers.

Membership: Brian Nugent

- Please refer to the President's report.

Sponsorship: Kevin Wagner

- Please refer to the President's report.

Adult Programming: Brian Nugent

- The Veteran's Speaker Series is quite popular with attendance ranging from 40-80 people. And the terrorism speaker was well received with 25 attendees. Discussed having the adult programming Coordinator, Jill Mahon, make a speech before each program about donating to the library. Catharine Lentz talked about having a "Did you know" PowerPoint presentation that would run for 15-30 minutes before the program starts. The slides would contain statistics, photos, etc.

Building and Grounds: Greg Ciatto

- We are working to complete all the roof repairs with Restore Core. We hope to have the project finished by September 30.

Nomination: Colleen Stamm on behalf of Joe DeMarte

- The Nominating Committee made a MOTION to move Greg Ciatto from an At-large position into the open voting position #3 (which was vacated by Bryan Stephen). The motion carried unanimously.
- The Nominating Committee made a MOTION to nominate Kurt Althouse to fill one of the three At-large positions beginning October 2016. The motion carried unanimously.

Finance: No report

Personnel: No report

Unfinished Business: none

New Business: none

Meeting adjourned at 8:15 pm

Minutes submitted by Colleen Stamm

Next Executive Meeting: Monday, October 10, 2016 at 7:00 p.m.

Next Board Meeting: Monday, October 17, 2016 at 7:00 p.m.