

**Wyomissing Public Library  
Board Meeting  
Tuesday, January 20, 2015**

Meeting called to order at 7:05 pm

**Members Present:** Laurie Waxler, Heather Miller, Lori Smerek, Louise Cramp, Doug Weaver, Laura Cibulsky, Bryan Stephen, Joe DeMarte, Alan Miller and Terri Stallone.

**Library Director:** Colleen Stamm

**President's Report:** Laurie Waxler

1. The grant requests to the Wyomissing Foundation and the Comcast Corporation have been submitted and we are waiting for the responses.
2. Jonathan Moore received a bonus for his outstanding performance this past year. In addition to regular his responsibilities, Jonathan invested a great deal of time in both researching and building our new website in 2014.
3. The February mailing is being compiled and will be posted to our entire community in February. It will include a letter from the Library President, information on upcoming events (Great Decisions, Children's programs, Derby Party), a financial statement and a list of the library supporters who donated \$100 or more.
4. In the New Year the board will be trying to understand why we have less donors than past years and implementing new ways to market our Library.
5. Joie Formando, Children's Librarian, has received accolades from the public. She presented to the Executive Board her goals for the Summer Reading Program. She will be hosting a "Parents' Night Out" fundraiser on February 13<sup>th</sup> with a movie and activities for the children.

**Treasurer's Report:** Kevin Wagner

The Actual YTD deficit for the library was only \$427, the best the library has done in years. The total for the Association Dues was down \$2,428 from last year. There are a number of Association donations that were dated for 2014, but weren't received until 2015. These contributions will be posted on the 2015 budget. It is important to note the Berkshire Charitable Foundation gave \$20,000 in 2014, which is \$10,000 more than our budgeted amount, combined with the unexpected salary savings from the temporary loss of the Children's Librarian allowed us to balance the budget.

The Blue Mountain Foundation granted the Library \$3,000 in January 2015, we had requested \$1,000 in 2014. The 2015 Balance sheet will reflect this donation.

**Corresponding Secretary:** No Report

**Librarian's Report:** Colleen Stamm

1. Library Usage Statistics:
  - a. Materials-December saw a 3% decrease in circulation. Overall circulation decreased 6% for the 2014 calendar year. Overall, 2014 was a trying year because of the street closing and the building renovations and repairs. Many other local libraries are experiencing similar decreases in circulation.

- b. Overdrive eBooks- Overdrive had 98 downloads an increase of 188% for the December. For 2014, there was 983 downloads which is a increase of 446% compared to the previous year.
- c. People- 4,403 people entered the Library in December which is a 75% increase from 2013. However, the yearly total was 49,608 for a 6% decrease compared to 2013. You can see in the monthly totals that the people counters weren't functioning properly for a portion of the year.
- d. Computer Users- 364 users in December which resulted in a 27% decrease. Overall there were 5366 users which is decrease of 23%.
- e. Children's Programming- 623 patrons participated in December programs for a 25% decrease. The year ended with a 13% annual decrease in participation. Some of this decrease can be attributed to delay in hiring a person for the Children's Librarian position.
- f. Adult Programming- 43 adults participated in programs compared to 78 in 2013 (45% decrease). Overall there were 1305 patrons that attended programs, which is a decrease of 13%.
- g. One-click downloadable audio- there were 32 downloads in December which is a 68% increase. There were 203 downloads for 2014 which is a 40% increase compared to 2013.
- h. AWE Literacy Stations- there were 170 users for the month of December for a 17% decrease from 2013. The yearly tally was 2,628 which resulted in a 6% increase.

### **Committee Reports:**

#### Community Affairs: Louise Cramp

- Great Decisions will be presented in March and April. Four moderators have been confirmed but four more are needed. Board chaperones will be needed for the check in and introduction if the new Adult programmer position is not filled by that time.
- The Volunteer Luncheon is scheduled for April 7<sup>th</sup>.

#### Membership: Laurie Waxler

- The committee is working on compiling a corporate 'sponsorship package' that will be used to entice donors of \$500 or more.

#### Building and Grounds: Doug Weaver

- A leak was discovered last week after Restore Core replaced the roof. Upon further inspection it was determined that there are cracks in the cornice and the water is seeping in through the deteriorating grout. Restore Core will supply a proposal for repair the exterior work separately. We may need our insurance adjuster to come out and take another look at the water damage. There has been no discussion with Restore Core on the financial responsibility of the interior water damage.
- The roof replacement should be completed in about three weeks. Exterior copper gutters will replace the built-in gutters on the rear of the old section of the building. The new copper gutters will cost \$9,900. The library will submit the invoice for this project to Borough for payment using the funds set aside for capital improvements.

#### Nominating: No Report

Fundraising: Terri Stallone

- Kentucky Derby '15 planning is underway. The February Mailing will include a 'save the date' advertisement for the event. The venue is still undetermined.
- The committee will research the possibility of having an indoor miniature golf party in the Library. This event would be held in 2016. The construction of the course could be an Eagle Scout Project.

Finance: No Report

Personnel: Laurie Waxler

- The library has advertised for a new staff position. The new position responsibilities are Adult Programming/Library Assistant. Colleen Stamm is currently interviewing candidates.

**Unfinished Business:** none

**New Business:**

- Giftworks, a software program designed to manage donors, streamline accounting, simplify correspondence and much more, was purchased by the library. Laura Cibulsky has been working to upload our current donor list. Training will be necessary to become fluent with the software. We are hoping Judy can fulfill the role of managing this donor database.

Meeting adjourned at 8:30 pm

Minutes submitted by Terri Stallone

Next Executive meeting: February 10, 2015 at 5:00pm

Next Board Meeting: February 17, 2015 at 7:00pm