

**Wyomissing Public Library
Board Meeting
Monday, January 16, 2023**

The meeting was called to Order at 7:03 p.m. by Marge Vath

Board Members Present: Connie Aikman, Jana Barnett (Borough Council), Kara DeJohn, Joe DeMarte, Mary Zervanos Dialectos, Ann Dybalski, David Fake, David Hershey, Diane Hollinger, Vicki Jenckes, Danielle Nuhfer, Lindsay Romeo, Michelle Van Buren, Marge Vath, David Walker

Library Director: Colleen Stamm

A MOTION was made by Jana Barnett to approve the December, 2022 Board Meeting minutes and it was seconded by Connie Aikman. The motion was carried unanimously.

President's Report: Marge Vath

1. Marge distributed a printed 'Public Display Policy' which was approved at the December Board meeting. She asked Board members to put it in their Board notebook.
2. Marge also distributed a list of 2023 Board Meeting Dates, and an updated list of Board members.
3. Marge presented changes for the Employee Handbook, which included clarification on vacation for full-time and part-time employees.
 - a. Vicki Jenckes inquired if there is a financial impact for full time vacation on the library. Colleen Stamm clarified that there wasn't a financial impact; the library doesn't have to pay part-time employees to cover shifts when full-time employees take vacation or sick time.
 - b. A MOTION was made by Vicki Jenckes to approve the Employee Vacation section of the Employee Handbook; and it was seconded by David Walker. The motion was carried unanimously.

Treasurer's Report: Vicki Jenckes

1. The Operating Budget and Cash Flow spreadsheet was distributed via email. Vicki stated that the library finished 2022 with a surplus of \$12,672. We did not receive the funding for the ARP-IMLS grant in 2022; and was not reimbursed for the cost of the self check-out station. This funding will come in 2023. Vicki said that things are looking good, other grants have come in as expected. Our 2022 budget was almost at the projected budget. Vicki noted that we had some increases with our budget (Internet usage) and the Borough of Wyomissing has graciously approved the Library for additional funding in 2023.
2. Vicki announced that 2023 is not an audit year, instead we will have a financial review done.
3. Vicki said that the 2023 raises were created and the Executive Board has approved them. The start date will be retro-active to January 1, 2023.

Finance Committee: No Report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for December, 2022
 - a. Materials circulation: 3,058 items. That was a 0% decrease compared to the same month last year.

- b. Overdrive eBooks: 387 downloads; that was a 2% decrease compared to the same month last year.
 - c. People: 3,048 people entered the library; that was a 30% increase compared to the same month last year.
 - d. Computer Users: Colleen is having trouble getting the reports from software system we use to track computer users. Colleen will report these figures after this problem is fixed.
 - e. Children’s programming: 671 patrons participated in the children’s activities; that was a 54% increase compared to the same month last year.
 - f. Children’s Recorded Programs: 0 Total Views
 - g. Adult Programming: 108 patrons took part in our activities.
 - h. AWE Early Literacy Stations: 113 accesses; a 24% increase compared to the same month last year.
 - i. Wireless Internet Users: 169 people used the library Wi-Fi access; a 32% decrease compared to the same month last year.
 - j. Hoopla: there were 278 accesses for the month; a 3% increase compared to the same month last year.
2. Other
- a. Sensory Friendly Storytime – Colleen announced that Wyomissing Public Library is working with Mifflin Community Library, West Lawn Library and Reading Public Library on a rotating schedule to offer Sensory Friendly Storytime on Tuesday. Wyomissing Library kicked off the program on January 3. This new offering will also be in conjunction with Amy Sharkey who will aid in assisting all children to get the most out of storytimes.
 - b. Jana Barnett inquired if the library had statistical goals for the library based on pre-covid numbers to where we are currently or if things should be shifted to gain public attendance. Colleen stated that while there are no goals per se, Colleen has implemented some new materials and subjects to gain interest. Colleen also mentioned that she had a meeting recently with other colleagues and it has been noted that statistics are down in other public libraries compared to pre-covid statistics. Jana asked if we could make adjustments in staffing to meet the less demand and she would like to see a plan in place to increase statistics. Colleen noted that staffing is currently “down a staff member” and we cannot decrease business hours due to State library code. Mary Dialectos asked if this has ever happened in the past, and Colleen noted that since 2017 the trend for circulated print materials has been on the decline, but the eBooks and eMaterials have been increasing. David Walker asked if people are borrowing less materials, what implication does that have for the library. Marge Vath stated that we did ask the Borough of Wyomissing for an increase in our budget to help off-set the cost of eMaterials which was approved to keep the library’s circulation current.
3. Personnel – No report.

Committee Reports:

- 1. **Fundraising/Community Affairs:** Ann Dybalski
 - a. Kentucky Derby - the committee is still searching for a house for Derby Party, the committee has a few leads for houses. Vicki Jenckes has volunteered to be the chairperson for the Derby Committee. Looking for a committee from a home by February 1.
 - b. Corporate sponsorship is a future possibility and is being evaluated.

- c. Volunteer Luncheon - Late April, possibility utilizing local caterer again for a boxed lunch. Hope to have invitations out by mid-March.
 - d. Individual leaders for other fundraising activities - Ann mentioned that it is a bit too early in the year to really hammer out the year's details.
2. **Association Communication:** Lindsay Romeo
 - a. The committee is brainstorming 2023 Association flier theme for publication March 2023; possibly 'throwback superhero'. Kara DeJohn mentioned that when the QR code is scanned, the option to 'become an Association member' is not a choice. Colleen Stamm will add this choice to online donation website.
3. **Nominating:** Diane Hollinger
 - a. No report

Unfinished Business

1. None

New Business

1. For future meetings, Marge Vath would like Board members to think about the recent article in the newspaper about public libraries going 'fine free'.

Meeting adjourned at 8:05 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, February 20, 2023 at 7:00 p.m.