

**Wyomissing Public Library  
Board Meeting  
Monday, September 18, 2023**

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

**Board Members Present:** Jana Barnett (Borough Council), Kara DeJohn, Joe DeMarte, Mary Zervanos Dialectos, David Fake, Jeff Herb, Diane Hollinger, Vicki Jenckes, Lindsay Romeo, Michelle Van Buren, Marge Vath, David Walker

**Library Director:** Colleen Stamm

A MOTION was made by Mary Zervanos Dialectos to approve the June, 2023 Board Meeting minutes and it was seconded by Diane Hollinger. The motion was carried unanimously.

**President's Report:** Marge Vath

1. Marge kindly reminded Board Members that they need to make a donation to the Association before the end of the year.
2. Marge also reminded Board members that we need contributions of alcohol for the Basket of Cheer by the October Board meeting.

**Treasurer's Report:** Vicki Jenckes

1. See the Operating Budget & Cash Flow spreadsheet for details.
2. Vicki reported that the library received funding from the library's foundation at the Berks County Community Foundation.
3. Vicki stated that the only outstanding item was the audit/financial review. Colleen Stamm added that the review was completed this month, and the accountant was paid in September.

**Finance Committee:** Vicki Jenckes

1. There was some discussion about the future of library fundraisers and the impact it will have on the library's budget.

**Librarian's Report:** Colleen Stamm

1. Library Usage Statistics for August, 2023
  - a. Materials circulation: 4,790 items. That was a 4% decrease compared to the same month last year.
  - b. Overdrive eBooks: 711 downloads; that was a 52% increase compared to the same month last year.
  - c. People: 4,107 people entered the library; that was a 2% decrease compared to the same month last year.
  - d. Computer Users: there were 230 accesses for the month; that was a 15% decrease compared to the same month last year.
  - e. Children's programming: 921 patrons participated in the children's activities; that was an 8% decrease compared to the same month last year.
  - f. Children's Recorded Programs: 0 Total Views
  - g. Adult Programming: 240 patrons took part in our activities; a 27% increase compared to the same month last year.
  - h. AWE Early Literacy Stations: 258 accesses; a 17% increase compared to the same month last year.
  - i. Wireless Internet Users: 196 people used the library Wi-Fi access; a 9% decrease compared to the same month last year.

- j. Hoopla: there were 369 accesses for the month; a 12% decrease compared to the same month last year.
2. Other
- a. Jana Barnett stated that the Board doesn't seem to address that the statistics seem to fluctuate and whether there should be plans to implement in these instances where statistics have decreased. Marge suggested discussing these numbers at year end. David Walker inquired about revisiting strategic plan actions from pre-COVID. Jana replied that due to the numbers we have become a Children's Library. Jana also suggested that we need to re-evaluate staffing. Colleen reported the state mandates hours and the staff is at a skeleton crew already and technically down a staff member. David Walker, Jana and Marge agree that the Board should make more of a plan to do 'something with the numbers' and maybe reinstitute a sub-committee to address the changes to these numbers. Colleen suggested we look at budgeting more money for programming for adults.
  - b. Summer Reading Programs - Colleen reported that 274 children participated in the Summer Quest Program (for children and teens) and 42 adults participated in the Summer Reading Program (for adults); 316 participants total.
  - c. Country Meadows sponsorship – They renewed their sponsorship for another year and committed to donating \$1,000. They will be providing quarterly programs with the help of Ann Sheehan, our adult programming coordinator.
  - d. Outreach at The Highlands - September 1<sup>st</sup> we started a pilot program at The Highlands. So far, we had 28 people register for new library cards, and several existing patrons update their library cards. The library is currently delivering books/materials twice a week, Wednesdays and Fridays.
  - e. "Encouragement" yard signs – The Library is working with the Wyomissing Area School District on a project to raise funds for mental health programming and materials at both locations. The signs were paid for by a donation from a community member. So far, the library has sold 32 signs at \$10 each. This fundraiser will run until the supply is exhausted.
3. Personnel - None

### **Committee Reports:**

- 1. **Fundraising/Community Affairs:** Vicki Jenckes reported due to Ann Dybalski's absence
  - a. Duck Race – In the future we should put out more signage at businesses along Penn Avenue leading up to the Duck Race.
  - b. Block Party - Very busy event. The event is billed as a 'community fun' event rather than a fundraiser.
  - c. Holiday Gift Baskets – We need contributions from Board members. Marge asked Board members who know someone or a business to contribute a basket or items for a basket by October 16. Please email Ann Dybalski with contacts for Holiday Baskets so we don't ask the same person/business several times.
  - d. Trolley Tour – The event will take place Friday, December 8. The trolley has been reserved. Joe DeMarte is working on getting someone to perform the role of Santa at the event.
- 2. **Association Communication:** Lindsay Romeo
  - a. Lindsay said that the committee will soon start working on the Fall letter.
  - b. Marge Vath announced that Diane Hollinger and her have created a plan to contact library patrons who live outside the Borough of Wyomissing for potential Association donations. After some discussion, Joe DeMarte asked Marge to send over the list and he will put together a preliminary cost to include these patrons in the Spring mailing.

3. **Nominating:** Diane Hollinger
  - a. The committee will start advertising the 2024 Board openings in October. Marge circulated a spreadsheet with updated terms for existing members.
  - b. Diane Hollinger announced that she will be stepping down from the Board at the end of this year.

**Unfinished Business**

None

**New Business**

1. David Walker reported that the Berks County Library System (BCPL) is switching to SPARK, and they will be using the same circulation system as the Wyomissing Library. Colleen Stamm added that she recently met with representatives from BCPL and discussed the possibility of sharing materials beginning in Spring 2024; after BCPL switches to SPARK.

Meeting adjourned at 7:57 p.m.

Meeting Minutes submitted by Lindsay Romeo

**Next Board Meeting:** October 16, 2023, 7:00 p.m.