

December 10, 2022  
STLA Meeting Minutes

Present Board Members - Sherry Auman, Jen Yetter, Andrea Dillaway-Huber, John Emerick, Laurel Quigley, Donna Bird, and Lisa Hoopes

Others Present - Barbara Kline and Doug Sherry

Meeting called to order at 6:58 PM

Motion to approve consent agenda made by Donna, motion passed.

**Director's Report** - no additional comments

**BCPL:** 2023 meeting dates are: 2/15, 5/17, 8/16, and 11/15. Awards Ceremony 3/23.

**New Business -**

John, Jen, and Donna have been approved to renew their positions on the Board.

Motion made by Donna to authorize Herbein & Co to conduct audits at both libraries; motion carried.

Board Policies (Personnel and Service Policies). Motion made by Laurel to approve the revised policies; motion carried.

No insurance meeting necessary.

**Old Business -**

Authorizing 2023 meeting dates (see attached). Donna made a motion to authorize; motion carried.

Hours and holiday schedule for 2023 (see attached). Andrea made a motion to authorize; motion carried.

Short labels. Barb is waiting to send until they are printed so we only pay for one mailing.

Township Funding - \$30,000 was questioned by Supervisors. Doug gave a breakdown and then asked for a \$15,000 increase. Still waiting to hear from John.

Lisa made a motion to allow Jestyn to make whatever negotiations that may exist with respect to Kelly and the space extension, and to execute the Lease Extension when the Board is satisfied. In addition, the Board granted the Executive Committee the authority to consummate the transaction; motion carried.

Reviewed the proposed 2023 budget. Motion was made by Donna to approve the preliminary budget and grant Doug and Barb the authority to make any necessary changes; motion carried.

**Solicitor Comments** - covered in New Business

**Around the table** -

Meeting adjourned at 7:24 PM- motion made by Donna; motion carried.

Respectfully submitted,

Sherry Auman

2023 STLA meetings

2nd Thursday of the month at 7:00 at the West Lawn, Wyomissing Hills Library

January 12, 2023

February 9, 2023

March 9, 2023

April 13, 2023

May 11, 2023

June 8, 2023

July 13, 2023

August 10, 2023

September 14, 2023

October 12, 2023

November 9, 2023

December 14, 2023

## SPRING TOWNSHIP LIBRARY ASSOCIATION

\*State Holiday standard: A library may be closed for up to twelve (12) days per year for holidays

\* \*Holidays are in addition to the 10-week seasonal reduction in hours permitted each year.

Hours: SST – Mon & Tue: 9-7; Wed: 9-5; Thu: 9-4; Fri: 9-3; Sat: 8-3 (48 hours)

SWL – Mon: 10-5; Tue: 10-8; Wed: 10-8; Thu: 9-5; Fri: 9-3; Sat: 9-4 (48 hours)

### 2023 Library Holidays

New Year's Day Monday, January 2 (Observed)

President's Day Monday, February 20

Easter Weekend Friday, April 7 Saturday, April 8 Saturday,

May 27 – Open 9-1 Memorial Day Monday, May 29

\*Saturday hours change to 9-1 for July and August

Independence Day Tuesday, July 4 Saturday,

September 2 – open 9-1

Labor Day Monday, September 4

Columbus Day Monday, October 9

Wednesday, November 22 – open until 3pm

Thanksgiving Thursday, November 23

Friday, November 24

Christmas Day Saturday, December 23

Monday, December 25

Spring Twp Library Association 2023      2 Branches  
Budget    Combined

Local Government Revenue	\$ 215,000.00
Revenues - County of Berks	\$ 87,255.94
Revenues - State of PA	\$ 94,279.06
Interest Revenue	\$ 165.00
Sales - Copies	\$ 3,947.00
Sales - Books	\$ 4,874.00
Revenue from Fund Drives	\$ 9,000.00
Contributions/Gifts/Donations	\$ 12,000.00
Lost Book Charges	\$ 600.00
Proctoring Fees	\$ 100.00

Total Revenues	\$ 427,221.00
	\$ 427,221.00

Wages	\$ 222,707.00
Payroll taxes fees & Expenses	\$ 32,702.91
PA Sales & Use tax	\$ 724.00
Materials & Maintenance	\$ 54,839.00
Programs & Events	\$ 1,160.00
Furniture & Equipment	\$ 4,500.00
Office Supplies	\$ 1,000.00
Lease of Other Equipment	\$ 4,817.00
Facilities	\$ 81,838.50
Insurance	\$ 6,865.00
Postage	\$ 900.00
Telephone & Telecommunications	\$ 2,844.00
Continuing Ed	\$ 100.00
Audit	\$ 7,450.00
Dues	\$ 150.00
Criminal Background Checks	\$ 600.00
Cost of Raising Money	\$ 4,000.00

Total Expenses	\$ 427,197.41
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Net Income	\$ 23.59
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