

**Annual Meeting**  
**Wyomissing Public Library**  
**Meeting Date: November 15, 2011**

The Annual Meeting of the Wyomissing Public Library was held on Tuesday, November 15, 2011, in the Community Room of the library.

Meeting called to order at 5:05pm.

**Members Present:** Stacey Campbell, Cathy Ciatto, Greg Ciatto, Lynn Driben, Susan Denaro, Meghan Ehrlich, Ned Ehrlich, James Hagn, Jill Mahon, Dan Phelps, Steve Pottieger, Ann Sutherland, Laurie Waxler, Doug Weaver.

Honorary members: Geoffrey Stouidt.  
Library Director: Colleen Stamm.

Minutes from the 2010 Annual Meeting were approved unanimously.

**President's Report:**

Susan Denaro gave an oral summary of the attached written report.

**Treasurer's Report:**

A hard copy of the Treasurer's report through October 2010 was provided.

**Committee Reports:**

A hard copy of an annual report for each of the following committees listed below was distributed at the meeting. An electronic copy can be requested from the Library Director.

Community Affairs: Lynn Driben  
Membership: Barbara Kline  
Building and Grounds: Greg Ciatto  
Fund Raising: Laurie Waxler  
Nominating,: Ann Sutherland

**Library Director's Report:**

A hard copy of the library director's report was distributed at the meeting. An electronic copy can be requested from the Library Director. To supplement her written report, Colleen acknowledged the time and effort Corrine App, the Children's Librarian, has put into programming for both children and teens.

The meeting adjourned at 5:25pm.

Signed,  
Lynn M. Driben

# WYOMISSING PUBLIC LIBRARY

## Annual Association Meeting

November 15, 2011

Wyomissing Public Library  
9 Reading Blvd  
Wyomissing, PA 19610  
(610) 374-2385 [www.wyopublib.org](http://www.wyopublib.org)

**WYOMISSING PUBLIC LIBRARY  
PRESIDENT'S REPORT**

November 9, 1011

Working with the current Board of Directors and the Staff at the Wyomissing Public Library has been a wonderful experience this year. We have a rare combination of talents and dedication in our Board members that has made the sizable task of fundraising and programming so much more manageable than one would expect in this difficult economy. We have been blessed that everyone has stepped-up to carry out their assigned tasks and been able to problem solve outside the box.

Our Community Affairs Committee was chaired again this year by Lynn Driben who, with her Committee, has secured some wonderful speakers. Their programming, in my opinion, sparked two important highlights: first, the Great Discussions Series which featured about 30 people meeting regularly to discuss and debate important issues affecting our world, and Mary Rebecca Freymoyer's lecture on her teacher's trip to Cuba, which netted about 60 people attending, including many students, and was so popular she was asked to repeat it. This Committee is not resting on its laurels and has some very unique and exciting things planned to make 2012 an even bigger success.

Our Fundraising Committee was initially chaired by Mary Rebecca Freymoyer who has been succeeded by Laurie Waxler. Together, these dynamos have introduced some new fundraising activities into the mix while continuing our traditional events. They worked tirelessly on a grand Kentucky Derby Party event which netted about \$5,000.00. They are working on a holiday gift basket raffle and continue hosting the monthly pajama parties and annual rubber duck race, just to name a few.

Our Membership Committee was deftly chaired by Barbara Kline who seamlessly executed the distribution of our two, all-important Association fundraising letters. It's a very large task and thanks to Barbara's and her Committee's efforts, we appear to be on track to raise our budgeted amount this year.

Our Building and Grounds Committee was faced with massive snow storms, a hurricane and even an earthquake this year. Thanks to their keeping our building in great shape at all times, we weathered it all with very little disruption. We have had to replace stolen copper spouting but little else in the way of emergency repair. Thanks to the Borough of Wyomissing generously earmarking funds for some much-needed capital improvements anticipated to be made over the next three calendar years, they will have their hands full updating and preparing our facilities for the future.

Our Nominating Committee has been chaired the very dedicated Ann Sutherland. She and her committee have brought us several new board members and put together a wonderful slate of officers for 2012. We have been blessed that all joining our Board came in ready to roll up shirt sleeves and do the work that needs to be done to keep us moving forward in a healthy direction. This is due to this Committee spending the necessary time making sure each new addition was a good fit.

Our newest ad-hoc committee is the Centennial Committee. It is chaired by Stacey Campbell. Their energy and enthusiasm is readily apparent and they are already hard at work planning a year's worth of creative and exciting events to commemorate the Library's upcoming 100<sup>th</sup> Anniversary.

As I prepare to turn over the reigns to our in-coming President Meghan Ehrlich, I know she will enjoy working with our fine Treasurer, Steve Pottieger, who has asked insightful questions and brought us another well-planned budget for 2012. Meghan will also be blessed with an exquisite Executive Committee and Board, in addition to a great Library Staff headed by Colleen Stamm.

All-in-all, my time on the Wyomissing Public Library Board has been my most rewarding volunteer experience thanks to Colleen Stamm and my fellow Board members. I have been inspired by how this Board works in harmony and how each person has followed through with his/her commitments. I have never worked with such a fine group of people who have done all they promised and often far more. I wish everyone continued success for 2012.

Respectfully submitted,

Susan N. Denaro

**Wyomissing Public Library**  
**2011 Annual Meeting – Treasurer’s Report**  
**November 15, 2011**

**2010 Financials**

The 2010 Financial Statements were audited by the outside firm of Deysher & Hartman, CPA. There were no significant findings.

**2011 Year-to-Date and Year End Performance**

**October YTD:** There is a deficit of \$22,544 vs. a budgeted deficit of \$10,696, a difference of \$11,848.

**2011 Year End:** Based on income and expense trends from recent years we estimate a surplus for November and December of approximately \$12,000. This will net out to a 2011 year-end deficit of approximately \$10,544. This estimate is based on association dues and contribution activity of the past few years – a significant portion posts in December.

2011 year end estimated deficit:	\$10,544
2011 budgeted deficit:	<u>\$ 7,969</u>
Difference	\$ 2,575

*Notable:*

Income

Berks County Coordinated Aid	\$4,011 YTD vs. \$3,500 budgeted YTD
Photo Copier Sales	\$2,266 YTD vs. \$1,667 budgeted YTD
Meeting Room Donations	\$2,596 YTD vs. \$4,167 budgeted YTD

Expense

Supplies YTD	\$8,834 YTD vs. \$6,640 budgeted YTD
Children’s Library Supplies	\$2,379 YTD vs. \$1,660 budgeted YTD
Membership YTD	\$4,685 YTD vs. \$3,320 budgeted YTD

The committee updated a capital budget for planning purposes and the Borough of Wyomissing has granted WPL \$50,000 for 2012 towards these projects.

The prioritized project for the WPL for 2012 is the Children’s room, which is in great need of updates and improvements. Estimates for the necessary work have come in at approximately \$50,000.

**2012 Budget:**

For 2012, the library is again planning to incur a deficit. The 2012 proposed budget projects a deficit of \$13,255.

Income from fundraising/contributions budget:

Acct # Description	2011 Budget	2012 Budget
3100 Association Dues	\$40,000	\$40,000
3600 Contributions/Grants	\$ 5,500	\$ 5,500
3505 Fundraising - Main	\$10,000	\$11,000
3502 Fundraising – Children	\$ 500	\$ 600
3110 Thun Trust	\$ 1,800	\$ 1,800
3120 Berks Charitable Foundation	\$ 5,000	\$ 5,000
Total	\$62,800	\$63,900

Salaries are budgeted for a 2% increase which is in line with the borough guidelines.

**Investments:**

Long term reserves are invested in a diversified group of mutual funds, primarily through Vanguard. The current allocation is 40% stock funds, 34% bond funds and 26% in a money market fund.

Assets invested with the Berks County Community Foundation are being returned to the control of WPL. BCCF has increased their minimum (an amount above the current value of WPL's account) and have given organizations a one time opportunity to withdraw their investment. These dollars will be received within the next few months and will be added to the investments in the Vanguard account.

<u>Investment Account</u>	<u>8/31/2010</u>	<u>9/30/2011</u>
Vanguard	\$158,464	\$166,891
BCCF	<u>\$ 16,832</u>	<u>\$ 18,095</u>
	\$175,296	\$184,986

Respectfully submitted,

Steven Pottieger

10/27/2011

To: Susan Denaro and Colleen Stamm  
FROM: Lynn Driben  
RE: REVISED 2011 Annual Report for Community Affairs Committee

Susan and Colleen,

Below is the summary requested for the Annual Report.

1. Volunteer Appreciation Luncheon, Thursday, 4/14/11

The Volunteer Appreciation Luncheon was held on Thursday, 4/14/11 from 1pm to 2pm, and the Library was closed during this time so that staff and volunteers could participate. Invitations were sent to 55 volunteers, staff and board members and thirty-one people responded positively. Food was ordered from Cloud 9 for a total cost of \$206.15. Drinks, dessert, and paper products were donated by committee members. Each volunteer was asked to select a favorite book to be shelved at the library, and a book plate with the volunteer's name imprinted was placed on the cover page of each book. Susan Denaro welcomed the group and thanked them for their service to the library.

2. Cuba Photo Journey, Wed., 5/25/11 and Wed., 9/21/11

Mary Rebecca Freymoyer, a Wyomissing Area School District Spanish and ESL teacher, recounted experiences of her educator's trip to Cuba in December 2010. She described the sights of Havana, the countryside and Trinidad, a UNESCO World Heritage site. She also described the history of Cuba and the resiliency of the Cuban people. An audience of over 100 people heard the presentation over two dates.

3. Great Decisions, March through May 2011

The Library in partnership with the World Affairs Council offered an in-depth discussion of world issues currently affecting U.S. policy makers. The topics were selected by the Great Decisions editorial board and were presented through a briefing book, short video presentation and thought-provoking discussion led by a community member with interest in the subject. Topics were Rebuilding Haiti, U.S. National Security, Horn of Africa, Sanctions and Nonproliferation, Germany Ascendant and Responding to the Financial Crisis. Program was held biweekly on Wednesday evenings from 7pm – 8:30pm from 3/9/11 through 5/18/11. Thirty-seven people signed up although not all enrollees attended all the sessions. Cost was \$30 for an individual or \$35 for a couple. Program was well received and will be offered again in 2012.

4. Reading Reads Speaker Series, October 2011

The Library hosted a series of three speakers in October in partnership with the county- wide Reading Reads: Greater Reading Literary Festival. On Thursday, 10/13/11 at 7pm, local veteran and former school superintendent Dr. Carl Constein spoke on 'Piloting Dangerous Supply Missions During WWII'. On Wednesday, 10/19/11 at 7pm, Reading Eagle newspaper writer Bruce Posten spoke on 'Life As a Berks County Newspaper Writer'. On Wednesday, 10/26/11 at 7pm, Wyomissing Area School District teacher Mike Miller spoke on 'A Look Inside Japanese Schools'. The number of people who attended these three events were 18 attendees, 12 attendees, and 65 attendees, respectively.

#### 5. Holiday Table Decorating Class, Tues., 12/7/11

On Tuesday, 12/6/10 at 7pm, the Library will offer a class where participants will learn how to create a holiday tabletop decoration using evergreens, holly and more. This class will be taught by The Garden Club of Reading and the cost is \$12 per person. This class was offered again starting in 2010 after a two year hiatus.



WYOMISSING PUBLIC LIBRARY  
MEMBERSHIP COMMITTEE ANNUAL REPORT

November 15, 2011

Our year started off with \$3,400 worth of contributions from 21 individuals. This was a carry-over from the second donation request in 2010. With a healthy head-start to the year, the bi-annual Association Membership Drive letters were sent out in February and again in late September. Included with each solicitation letter was a fully addressed envelope to encourage donations and a request for people to consider increasing their level of support.

The Association letters aimed to strike a delicate balance between educating the recipients about our programming and goals while explaining need for contributions in light of the State funding cuts that have dramatically impacted our organization and budget. The first solicitation netted an instant response from 245 in the month of March for a total that month of \$17,675. The effect of the second request is now being experienced and I am pleased to report we experienced an October bump of \$5,955 from 96 individuals. As of October 31, 2011, we have received a total of \$ 34,495. Our budgeted goal is \$40,000 and we are hopeful that we will achieve it in the last two months of this year.

We sincerely thank all who have contributed.

Respectfully submitted,

Barbara Kline

**Wyomissing Public Library  
Building and Grounds Committee Report  
November 10, 2011**

Roof Repair and Maintenance:

- Bob Warko has agreed to perform routine maintenance on the roof for no charge.
- Insurance company send report for Library to replace missing roof tiles. Doug weaver obtained quote from LM Martin to repair the tiles. Cost to complete \$840.00

Miscellaneous Building and Grounds Issues:

- The berm issue has been put on hold at this time. There were some major rainstorms and we did not have any major issues with water penetration.
- Routine maintenance needs to be addressed.

In 2010, there were not any major items that needed to be addressed other than routine maintenance.

Capital Replacement Needs for 2011:

- Air Conditioning
  - Replacement of the 3 A/C units and blower coils for old section of the building. Luppold Heating and Cooling proposal dated 8/22/06 includes permit and engineering expense.
  - \$16,278
- Boiler
  - Replacement of current unit. Verbal quote by Blanski, Inc.
  - \$35,000

Total Capital Replacement Needs: \$51,278

The library was asked to put together a wish list for the borough for items that will need to be repaired or replaced in the near future in addition to the above capital replacement needs

That list included

1. Curb replacement \$9,095
2. Carpet replacement in the wear areas \$8,925
3. Exterior painting & power wash entire building \$6,395
4. Paint the walls, ceiling, doors, and trim in the board room \$2,725
5. Furnish and install mission style square wood slats in wood frame, painted white \$2,560
6. Mural proposal for Children's reading room \$4,200

Respectfully submitted by  
Greg Ciatto

## Wyomissing Public Library

### 2011 Annual Meeting – Finance Committee Report

November 15, 2011

#### Finance Committee

Steven Pottieger and Susan Denaro

- Met in March to complete Annual State Report
- Submitted Annual State Report in April
- Met in July for preliminary 2012 budget
- Met in August to revise budget
- Finalized budget in September
- Submitted 2012 budget to Borough of Wyomissing in October
- Received funding commitment of \$175,000 for 2012 from the Borough

## **Nominating Committee of Wyomissing Public Library Report for the Year 2011**

During 2011, the nominating committee was chaired by Ann Sutherland and joined by members Barbara Kline, Meghan Ehrlich, and Susan Denaro. The nominating committee thanks all members for their excellent recommendations for new members. The nominating committee brought nine new members to the Board of Directors of the Wyomissing Public Library in 2011: Claire Rose, Ned Ehlirch, Stacey Campbell, James Hagn, Kim Miller, Jill Mahon, Cathy Ciatto, and soon to be nominated at November meeting, Dan Rothermel and Lisa Leahman.

The Nominating Committee accepted resignations from the following members: Bob Jabubek, Blythe Radcliffe, Heidi Ziemer, Claire Rose, and Mary Rebecca Freymoyer.

**The following Honorary Members were asked again to serve as Honorary Members. Honorary Members:**

Leslie Bell

Bruce Bengtson

Ruth Anne Bengtson

Mary Capallo

Lisa Gallen

Anne Overly Moll

Thomas Moll

Judy Phelps

Thomas Roberts

Elizabeth Rothermel

Geoffrey Stoudt

Proposal: Two new Honorary Members as of January, 2012: Susan Denaro and Barbara Kline

**The Nominating Committee recommends the following slate of officers for the 2012 term.**

President: Meghan Ehrlich

Vice-President: Laurie Waxler

Treasurer: Steve Pottieger

Recording Secretary: Lynn Driben

Corresponding Secretary: Doug Weaver

## 2011 Fundraising Committee Report

PJ Party -January: \$235  
February: \$265  
March: \$275  
April: \$200  
April (Boys): \$135  
May: \$220  
November: \$250

Derby Party: \$5,438.80

Duck Race: \$1,393

Boscov's Friends Helping Friends: \$5

April Fundraiser: \$40

Birthday Parties with Miss Corinne - Children's Fundraising: \$300  
Main Fundraising: \$500

Reading Phillies: \$180 (Children's fundraising)

Total Main Fundraising: \$8,956.80

Total Children's Fundraising: \$480.00

**Wyomissing Public Library  
Annual Meeting  
Librarian's Report  
November 15, 2011**

During this past year, the library has welcomed more than 39,721 visitors into the library. Through October 2011, the library has circulated over 82,206 items. On average the library has 659 users per month. The library continues to remain a valuable part of our community.

Our Children's Librarian, Corinne App, continues to offer a wonderful variety of Children's Programming. Corinne has entertained over 6601 guests throughout the year at storytimes, craft sessions, and the summer reading program. Statistics for children's programming attendance have increased by 12% in 2011.

In 2011, Corinne continued the early literacy program, Mother Goose on Loose. This award-winning program was offered at our Library twice the year in six-week sessions that occurred in the Spring and Fall. This year's Spring program session brought in 384 children and parents which is a 273% increase over last year.

Teen participation continued to increase in 2011. In fact, it has increased 38% in comparison to 2010. Corinne continues to meet with the Teen Advisory Board to discuss and plan upcoming teen programs at the library. The Teen Advisory Board is a wonderful way for teens to connect with their community.

This year our website received a little facelift. Jonathan Moore, the Library Cataloger changed the layout of the website in order to make it more current and user friendly. The website homepage now contains a "Welcome" section where we can announce information about the library and an "Upcoming Events" section where we can advertise our upcoming adult and children's programs. In anticipation of our upcoming centennial, Jonathan also added a Historical Slideshow. Patrons can scroll through the historic photos of the slideshow and see how the library has changed in the past 100 years.

As 2011 comes to a close, it is apparent that the library remains a vital part of the community. Children and teens are using our library more than ever, and adults continue to rely on the library for traditional materials such as books and magazines. In order to remain relevant and valuable in our community, we must continue the traditions of the past while keeping an eye on the future and the anticipated needs of our patrons.

Respectfully submitted by,  
Colleen Stamm