

**Wyomissing Public Library**  
**Annual Meeting**  
**Monday, December 21, 2020**

The Annual Meeting of the Wyomissing Public Library was held on Monday, December 21, 2020 via Zoom.

The meeting was called to Order at 7:17 p.m. by Marge Vath.

**Board Members Present:** Sharon Scullin, Connie Aikman, Diane Hollinger, Lindsay Romeo, Mark Ratcliffe, Marge Vath, Jeff Herb, Anthony LaParo, Lauren Oswald, Ann Dybalski, Kara DeJohn, Dave Hershey, Amy Auchenbach.

**Library Director:** Colleen Stamm

Minutes from the 2019 Annual Meeting were approved.

**President's Report: Marge Vath**

A hard copy of the President's report was provided. Contact the library director to request a print or electronic copy.

**Treasurer's Report: Vicki Jenckes**

A hard copy of the Treasurer's report was provided. Contact the library director to request a print or electronic copy.

**Committee Reports:**

A hard copy of an annual report for each of the following committees listed below was distributed at the meeting. Contact the library director to request a print or electronic copy.

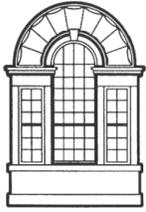
- **Fundraising/Community Affairs:** Amy Auchenbach
- **Membership:** Lindsay Romeo
- **Nominating:** Diane Hollinger
- **Finance:** Vicki Jenckes

**Library Director's Report:**

A hard copy of the library director's report was distributed at the meeting. Contact the library director to request a print or electronic copy.

The meeting adjourned at 7:30 p.m.

Minutes submitted by Colleen Stamm



# WYOMISSING PUBLIC LIBRARY

Annual Association Meeting

December 21, 2020

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

## WYOMISSING PUBLIC LIBRARY 2020 ANNUAL MEETING

PRESIDENT'S REPORT – DECEMBER 21, 2020

What an unusual year this has been and one that surely will go down in history. As I write this we are in the 10<sup>th</sup> month of the Covid-19 Pandemic with the number of people contracting the disease continuing to rise.

We began this year with great enthusiasm. We had a full board and the ability to establish several new committees with many talented members. The Finance committee was rejuvenated as was the Corporate Sponsorship Committee. We established a Strategic Planning Committee to study the results of the patron survey and began looking at how the library could address certain needs and plan for the next 3 – 5 years. The goal of the committee is to keep the library relevant for the next generation.

In early March the number of Covid-19 cases began to rise across the United States. The Governor of PA put restrictions on people gathering and the libraries were closed. Our Library Director, Colleen Stamm, was quick to inform our patrons that they could still access the many digital resources of the library from their homes. A digital library card was established for those who didn't have a regular library card. Several of the library staff began working from home to maintain certain aspects of the library's activities. Our children's librarian recorded weekly story times for our young patrons and posted them on-line for families to access. Our adult program coordinator began offering a book club and various speakers on-line through a ZOOM account. All Board and committee meetings were cancelled through June.

Throughout the months our Library Director, Colleen, made sure we applied for the various Federal, State and local grants and loans available to keep the library's finances stable. She also followed closely all the regulations for deep cleaning, sanitizing, mask wearing and staff protection. In June a limited number of staff returned inside the library and a Grab and Go service was established to allow some book circulation as patrons were not yet allowed inside the library. Summer reading was established as a virtual program. In October the library building opened to patrons for a limited number of hours following all CDC and State guidelines for staff and patron safety.

The Board of Trustees resumed monthly meetings in September via Zoom. Since many patron activities for the Fall were cancelled the Board focused on updating the Board by-laws and various required library policies. Zoom meetings will continue for the foreseeable future.

As I write this a vaccine against Covid-19 appears ready for limited distribution. All library patron activities will remain limited and mostly digital at least through Spring 2021.

Respectfully submitted,

Margaret M. Vath

**Wyomissing Public Library  
Annual Meeting – Treasurer’s Report  
December 21, 2020**

**2019 Financials:**

The 2019 Financial Statements were reviewed by the outside firm of Long Barrell & Co., Ltd. There were no significant findings. The Library received a full audit of the 2018 financials, so we are in compliance with all conditions to receive continued state aid.

**YTD 2020 (subject to audit):**

November 2020: there is a YTD deficit of \$3,707 vs. a budgeted income of \$25,237. This has been a year like no other. We received \$41,180 as a PPP loan which is not expected to be repaid.

<u>2020 Income-YTD 11/30</u>	Actual	Budget
Association Donations	\$ 20,910.00	\$ 45,833.33
Sponsorship	\$ 1,800.00	\$ 4,583.00
Contributions and Grants	\$ 60,940.00	\$ 4,583.00
Fundraising-Main Library	\$ 1,237.00	\$ 17,417.00
Book Fund	\$ 1,413.00	\$ 3,208.00
Meeting Room Donations	\$ 1,809.00	\$ 2,475.00
Wyomissing Borough Funding	\$ 158,125.00	\$ 158,125.00
	\$ 246,234.00	\$ 236,224.33

<u>2020 Expenses-YTD 11/30</u>		
Salaries & Benefits	\$ 205,372.00	\$ 229,167.00
Professional Fees	\$ 5,980.00	\$ 5,500.00
Library Materials	\$ 41,777.00	\$ 42,167.00
Fundraising Expenses	\$ 1,198.00	\$ 4,583.00
Membership	\$ -	\$ -
Maintenance	\$ 99,753.00	\$ 11,000.00
	\$ 354,080.00	\$ 292,417.00

**2021 Budget:**

For 2021, the library has submitted the budget as 2020, with minor changes. The COVID crisis prevented us from making a better forecast. The Board acknowledges that it has it work cut out. With a new vaccine becoming available, the Board believes that 2021 will enable the Library to reach their goals for fundraising. It has been confirmed the Borough of Wyomissing has increased their support of the Library to compensate for the expected shortfall in state funding.

For full disclosure, the Chair of the Boro Finance Committee has been notified that there may be an upside on State Aid. When/If that happens, the Boro should have the opportunity to modify their funding.

Income from fundraising/sponsorship/contributions budget:

Acct#	Description	Budget	Budget
		2020	2021
3105	Boro. Of Wyomissing	\$ 172,500.00	\$ 200,000.00
3300	Stae Aid	\$ 39,833.00	\$ 16,594.00
3100	Association Dues	\$ 50,000.00	\$ 50,000.00
3200	Corporate Sponsorship	\$ 5,000.00	\$ 10,000.00
3600	Contributions/Grants	\$ 5,000.00	\$ 5,000.00
3505	Fundraising-Main	\$ 19,000.00	\$ 15,000.00
	Miscellaneous	\$ 40,936.00	\$ 37,800.00
	Total	\$ 332,269.00	\$ 334,394.00

**Investments:**

Long Term Reserves are invested in a diversified group of mutual funds and stocks through Vanguard. A large balance is kept at Customer’s Bank to assist with any funding shortfalls. Comparative balances were not available at the time of the report. The following reflects balances available from the November 2020 Balance Sheet.

Investment Account	11/30/2020
Customers Bank	\$ 62,024.28
Vanguard	\$ 123,080.31

Respectfully Submitted,

Victoria Jenckes

Wyomissing Public Library  
Fundraising/Community Affairs Committee Report 2020

This year's committee members included Connie Aikman, Amy Auchenbach (chairperson), Ann Dybalski, Dave Hershey, Adriane Hoke, Lauren Oswald.

1. Volunteer Luncheon (April) – Cancelled due to COVID-19
2. 10<sup>th</sup> Annual Kentucky Derby Party (May) – Hosts Stephanie Rawden & Mark Ratcliffe – originally postponed until September, but later had to cancel due to COVID-19
3. 4<sup>th</sup> of July Duck Race – Cancelled due to COVID-19
4. Block Party/Yard Sale (August) – Cancelled due to COVID-19

5. Election Day Mystery Bag Book Sale and Cookie Sale  
November 3, 2020

Thank you to the library staff and volunteers for creating bags of books; to Greg Ciatto for getting the cookies; to Sharon Scullin for coming up with the event idea and also organizing the cookies and fliers; and to Amy Auchenbach, Dave Hershey, Lindsay Romeo, Adriane Hoke, Ann Dybalski, Lauren Oswald, and Mark Ratcliffe for volunteering to work the book/cookie stand.

Total income \$ 695.20  
Expenses \$ 43.97  
Net Profit \$ 651.23

6. Lighting of the Greens (December) – Cancelled due to COVID-19
7. Holiday Basket Raffle (November-December) – Cancelled due to COVID-19
8. Trolley Tour (December) – Cancelled due to COVID-19

9. Moe's Neighborhood Pop-up Fundraiser  
Tuesday, December 22, 2020; 5:30-6:00 p.m.

Thank you to Lauren Oswald for organizing this fundraiser with Moe's Southwest Grill. The Library will receive \$5 for each Family Taco Kit sold. The library has advertised this fundraiser on our website, in our weekly email newsletter, and on our Facebook page.

Respectfully submitted,  
Amy Auchenbach

Wyomissing Public Library  
Membership Committee Annual Report

The Association Flier was sent out on September 11, 2020. We had reworked the previous years letter style campaign into a double-sided color flier with Alan Shirk of Shirk Communications. We ordered 10,000 pieces and mailed 8,314 fliers.

In addition to the mailing, the flier was also attached to a free cookie handed out on November 3 (Election Day) of this year in hopes that the sweet treat would tempt more patrons to join the Association. A follow up letter style ask was sent out to past donors in December.

Association membership is down compared to last year. The goal of reworking the flier was to give a more eye-catching appeal with a more direct relationship of how Association-donated monies are distributed within the Library. Unfortunately, the global pandemic had decreased extra funds patrons may have otherwise earmarked for the library. We have hope that the flier is a good method and would be open to trying that route next year.

As of November 6, the library raised \$12,000 in Association donations. We are currently \$38,000 short of our target of \$50,000 for 2020. Again, we attribute this to the pandemic.

Committee members: Lindsay Romeo (chair), Kara DeJohn

Respectfully submitted,

Lindsay Romeo

WYOMISSING PUBLIC LIBRARY  
NOMINATING COMMITTEE REPORT

At the January Board Meeting the following people were nominated and approved to serve on the Board of Directors:

Anthony LaParo – Voting Board Member

Connie Aikman – Voting Board Member

Jean Hornberger – Voting Board Member

Lauren Oswald – At-Large Board Member

Ann Dybalski – At- Large Board Member

At the February Board meeting, Dave Hershey was nominated and approved to serve as an At-Large Board Member.

Jean Hornberger resigned from the Board in September. Lauren Oswald was moved to a Voting Board Member position in October.

Respectfully submitted,

Diane Hollinger

Wyomissing Public Library  
2020 Annual Meeting-Finance Report

December 21, 2020

Once again, the Finance Committee was resurrected into a standing committee. Members include Jeff Herb, Ann Dybalski and Vicki Jenckes, Chair.

- On what turned out to be the lowest close of the stock market in March 2020, the Finance Committee met to discuss our investments. While we arrived at recommendations, it was decided to delay any action until the effects of the pandemic could be determined.
- At the September Board Meeting, the Finance Committee submitted a motion to realign some of the investments in the Vanguard Account. In addition, it was recommended that any donations of securities be sold in a timely manner to maintain the investment goals.
- On July 2020, the Executive Committee met to discuss the 2021 budget. Because it was difficult to predict the economic environment in 2021, it was decided to submit a budget showing the same expenses as submitted for 2020. We agreed to request additional funding from the Boro to offset the expected revenue lost from the State of PA.
- Vicki Jenckes presented the 2021 budget for approval at the Board meeting on September 21,2020. After some discussion, the budget was approved by the Board. The budget was formally submitted to the Borough for their review.
- After the public comment period, the Library was notified that the Borough Council of Wyomissing approved our request for additional funding. Further information was received from the State of PA that indicated that the 2019 funding level might be continued. For full disclosure, the Borough Financial Council President was notified that the Library could receive more State aid.

Respectfully submitted,

Vicki Jenckes

**Wyomissing Public Library**  
**Annual Meeting**  
Librarian's Report  
December 21, 2020

It has been a strange and unusual year at the library. It looked as though 2020 was going to be a good year for the library, but on Friday, March 13 everything I know about library service changed. On that day, I received communication from the Pennsylvania Office of Commonwealth Libraries that we were to suspend library service beginning March 14, 2020 due to the COVID-19 pandemic. I initially thought it was going to be a brief two-week closure, but later learned that the library would not reopen until June 22, 2020. Even though the staff were not physically present at the library building during the closure, we were able to provide many services to our patrons including:

- Online virtual materials for check-out including downloadable e-books, e-audiobooks, comics, and movies for all ages. We circulated over 2,100 items during this time period, which was a 49% increase in virtual check-outs compared to 2019.
- We were able to provide access to vital resources and information through our social media sites and our weekly e-newsletter.
- We were able to offer more than 30 virtual programs for 890 children and adults on social media and Zoom.
- Our Wi-Fi remained accessible outside the building 24/7. More than 100 people took advantage of this service.

All the library staff did an amazing job learning how to support our community in this new virtual environment. Ann Sheehan, Adult Programming Coordinator, quickly learned how to meet online via Zoom and finished our Great Decisions series virtually. Kristine Seibert adapted quite well and began recording storytimes that were uploaded to the library's YouTube channel. Kristine also hosted live virtual storytimes on social media. Jonathan Moore learned how the library could offer virtual library cards for patrons who wanted to use our online resources. Jonathan also kept the library's website up-to-date throughout the entire closure. We all learned how to keep the Wyomissing community engaged while they were quarantining at home throughout the pandemic.

On June 5, 2020, Berks County entered the "Yellow Phase" of the pandemic and we were able to welcome staff back to the library. Staff learned how to offer contactless Grab-and-Go service for patrons to check out materials in a safe manner.

Despite the pandemic, we had a positive summer. With guidance from the State of Pennsylvania and our District Librarian Consultant, we held our Summer Learning Program virtually this year. Our Children's Librarian, Kristine Seibert, seamlessly converted our annual summer program to a virtual platform. During the 6-week program, we had 116 participants age 1-18 years old. Kristine also hosted 32 programs throughout the summer including weekly storytimes, 3 book clubs for school age children and teens, and a virtual author visit with Toni Yuly. We also partnered with Yocum Institute for Arts Education to bring students in grades K-12 Art-ventions: Fairy & Gnome gardens. We had a total of 470 children and teens participate in these programs.

Our Program Coordinator, Ann Sheehan, has been tirelessly reworking our programming for the adults in our community this year. We have been able to offer virtual programs such as an obituary writing workshop, Feng Shui, the 100<sup>th</sup> Anniversary of Women's Suffrage, a memoir writing workshop, and monthly Film Club and Book Club discussions, among others. Since the library reopened we've been able to offer weekly in-person Qigong sessions outdoors. To date, we have educated and entertained 3,179 individuals at children, teen, and adult programs.

The library remains a valuable part of our community. Both children and adults are using our library more than ever for traditional services as well as programming and online resources. In order to remain relevant and valuable in our community, we should continue the traditions of the past while keeping an eye on the future and the needs of our patrons.

Respectfully submitted by,  
Colleen Stamm