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Susan Dyson - Vice President
Stephen Murray - Treasurer
Rebecca Doster - Secretary
Jennie Barbieri
Diana Reeves
James Adams
Lois Morgan - Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: 01/25/2023 Time: 5:30 PM Location: Morgan Center of MTPL

Meeting called to order at 5:32 PM by Susan Dyson with Roll Call and Agenda Review

Members Present: Susan Dyson, Rebecca Doster, Laura Slaymaker, James Adams, Diana Reeves, Stephen Murray, Barry Kauffman, Liaison of the BOC

Members not Present: Jennie Barbieri

Staff Members Present: Joyce Sands, Library Director; Virginia Border, Administrative Assistant; Rennae Newman, Grant Writer/Fundraiser, Karen Rezendes, Assistant Director, Tracy Nonamaker, Manheim Township Director of Finance

Public Comment- No public present

Agenda: No additions to the Agenda

December 2022 Meeting Minutes - Motion to approve by James Adams, seconded by Susan Dyson, and unanimously approved.

Election of 2023 Manheim Township Public Library Foundation Board Officers – MOTION to approve slate of officers made by James Adams.

Susan Dyson – President
James Adams – Vice-President
Stephen Murray – Treasurer
Rebecca Doster – Secretary

Motion was seconded by Laura Slaymaker and unanimously approved.

2022 Amazon Book Sales Report – Amazon Sales Coordinator, Martha Matt, reported net sales of the Amazon Book Sale program of \$22,807.30 representing the sale of 2056 items, 305 items over 2021. This is \$795.00 over the net in 2021. So far in 2023, 160 items have been sold on Amazon.

It was also reported that in July of 2022, there was a substantial increase in postage. Whereas in 2021, the average postage of an item to ship was \$3.63, in 2022 it cost \$4.26 for shipping. As a result, the decision was made in 2023 to raise the postage charged to customers from \$3.99 to \$4.29 for shipping.

Included in the items sold were 37 collectible books (books autographed) and the highest priced item in 2022 was a 2-volume set of "Atlas Shrugged", bringing \$250.00.

The MTPL Amazon Sales Team provided over 2500 hours in 2022, and this program has raised approximately \$213,000.00 since the program's inception in 2013. The MTPLFB expressed a sincere thank you for the hard work of the 13 dedicated volunteers.

Martha Matt suggested that the Board urge the Township to set up an Ebay account to sell what Amazon does not. Rennae Newman explained why it is beneficial to have an Ebay account. No action was taken at this time.

Guest Visit - Karla Trout, Executive Director, Library System of Lancaster County (LSLC). Highlights included several updates from a visit in August 2022. A meeting will be held next week with Lancaster County Planning to look at what they have done with the data provided to them by LSLC. LSLC has broadened their search and Karla believes they have found a consulting group to begin the LSLC/Lancaster District Comprehensive Plan & Service Area Study. She expects to sign the contract in February. Karla confirmed that they still plan to complete the Comprehensive Plan in 2023 to impact 2024 funding.

LSLC distributed \$75,000 in reserve funds to libraries using a formula that was an equal share plus \$250 per public computer.

Lancaster County increased its regular allocation of funds for libraries by \$50,000. These funds will be distributed to libraries based on the existing County funding formula, which is 20% equal and 80% assigned service area.

LSLC received County ARPA funds to replace Wi-Fi access points at libraries, update LSLC data center, and create a failover data center for redundancy.

Karla stated that LSLC will be assisting libraries with their audits in 2023. They are still working out the details. It will be a staged process. Possibly LSLC and five libraries will be included the first year. Joyce Sands asked if MTPL will be reimbursed for the cost of its audit since it is included in the Township audit. Karla reiterated that details have not been worked out.

The Office of Commonwealth Libraries requires all State Aided libraries to submit annual audits. MTPL missed the deadline and will not receive their designated State Aid until the MTPL audit is completed and submitted. We remain the only library that has not submitted its audit. This is due to Manheim Township not having its yearly audit complete. Funds will be released to the other libraries that have submitted their audits. Tracy Nonamaker, MT Director of Finance will try to facilitate the submission of the required audit to LSLC.

Fundraising Report – Rennae Newman, Grant Writer/Fundraiser The final amount from Extraordinary Give for 2022 was \$15,962.00, released to the MTPLF checking account after the stretch pool dollars were tabulated.

It is estimated that the bulk of the 2022 Annual Appeal has been received in the amount of 14,185.00. This is a decrease of approximately 26% from 2022; however, the number of donors has increased from the previous year. The average gift in 2021 was \$152.50 and \$106.65 in 2022.

February is “Love Your Library” month, where patrons are encouraged to share what they love about our library. Some of the activities include a T-shirt sale. The shirt was designed by MTPL staff and available on the website.

Patron donations have allowed staff to add 1400 items to the MTPL collection, representing \$16,875.00 in savings to the library.

Committee Reports

Executive Committee – no report

Finance Committee – no report.

Facilities – The Tell Café is experiencing issues with the new vending machines. The MT Food Services Manager will be investigating solutions.

Pulkrabek Committee – All confirmations and contracts are in order for the first of the Pulkrabek Enrichment Series, at the Morgan Center of MTPL on February 23, 2023 at 5:00 PM. Expectation is a full house for both events so registration is on the MTPL website. Advertisement for this event will begin in a few days.

The next event will be on April 1, performed by “Theater of the Seventh Sister”.

The final event of the year will be in October for a “Solar Eclipse Event” Details to follow at a later date.

Next meeting: February 15, at 5:00 PM in the Morgan Center

Endowment Committee – Final review of the promotional letter is now completed and Declan Murphy, MT Communications Specialist will facilitate printing.

The Endowment Committee met on January 23 for database creation training. Katy Basile, Adult Services Manager led the training using “A to Z Databases”.

MOTION to approve the promotional flyer made by Rebecca Doster, seconded by Stephen Murray and unanimously approved.

MOTION to expend funds for printing and mailing of the promotional letter, not to exceed \$1,600.00 made by Rebecca Doster, seconded by Stephen Murray and unanimously approved.

MOTION to create a data base mailing list for promotional purposes of the Endowment Fund made by Laura Slaymaker and seconded by Susan Dyson.

Reconsideration was given to the date of the “Kick Off” event for the fund. The committee felt, and it was agreed by the MTPLFB, to reschedule the “Kick Off” Event for the Endowment Fund to June to facilitate more timely planning. It was suggested by Rennae Newman, Grant Writer/Fundraiser to piggyback the event with the Pop-Up Silent Auction Event planned for June 23-30. It was agreed to plan for this revision.

Personnel, Compensation and Benefits- no report

Nominating- no report

Library Director’s Report –The full Library Director’s report is attached to the MTPL Foundation Board materials.

Old Business – no report

New Business –

Three Points for the Board of Commissioners

- 1) Pulkrabek Enrichment Series opening, February 23, 2023, at 5:00 PM in the MTPL Morgan Center
- 2) \$213 K raised since 2013 with Amazon Book sale program
- 3) In 2022, 67% of the items circulated were from the Juvenile Collection.

Meeting adjourned by unanimous consent at 7:09 PM

Next Meeting-The next meeting will be held **February 15, 2023, at 5:30PM**. The meeting will be held in the Morgan Center in the Library.

Recorded by Rebecca Doster