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Manheim Township Public Library Foundation Board Meeting

Date: 04/26/2023 Time: 5:32 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, Stephen Murray, Jennie Barbieri, Barry Kauffman, Liaison of the BOC

Members Not Present: Diana Reeves

Staff Members Present: Joyce Sands, Library Director, Karen Rezendes, Deputy Director, Tracy Nonamaker, Manheim Township Director of Finance

Public Comment- No public present

Agenda: No additions to the agenda

March 2023 Meeting Minutes - Motion to approve by Laura Slaymaker, seconded by James Adams, and unanimously approved.

Fundraising, presented by Deputy Director, Karin Rezendes

Book Buzz, April 14-17 was very successful bringing in \$1600 in three days. In order to maintain the success for the Book Spot and related activities, more donations of books and other materials are necessary.

Silent Auction – June 19 – July 1, save the date(s) The MTPLFB is reminded that it is time to solicit items for the auction. Contacts or donated item information can be forwarded to Rennae Newman, Grant Writer/Fundraiser.

Motion to approve spending the 2023 EITC contribution of \$10,000 from Orrstown Bank on the EITC-approved programs for the 2023/2024 program cycle was made by Rebecca Doster, seconded by Laura Slaymaker and unanimously approved.

Committee Reports:

Executive – no report

Finance – no report

Nominating – no report

Personnel, Compensation, and Benefits – no report

Facilities – The Fire Department responded to a call placed after a children's program due to smoke from an electrical outlet. The staff expressed their gratitude for the quick response time of the Fire Department.

Endowment – The committee met with Joyce Sands and Rennae Newman in the beginning of April to discuss postponing the "Kick-off Event". More work needs to be done on the database to build contacts for the event. Also, further clarification to better define and develop talking points of the difference between the endowment fund and the other operational fundraising endeavors of the library must be reviewed. As we develop a web and other social media presence, this is important to complete before the "Kick Off Event." Printed materials will be available to use as a development tool as we go forward. The Endowment committee will keep the MTPLFB apprised of ongoing progress.

Next meeting: Wednesday, May 3, 2023, at 10:30 at MTPL.

Pulkrabek - Alex Van Pelt is available in mid-August to discuss the Nature Walk, which will likely take place in the fall due to scheduling conflicts.

Glasses have been ordered for a solar eclipse viewing event in the fall with details coming at a later time.

Library Director's Report Highlights – MT Finance Director, Tracy Nonamaker submitted the MTPL Foundation Audit/BCO/990 to the Department of Community and Economic Development. As a result, The Educational Improvement Tax Credit (EITC) renewal application for the 2023-2024 was approved.

Tracy Nonemaker expects the 2021 MT Audit to be completed before the end of April. Once submitted and accepted by the Office of Commonwealth Libraries, MTPL's \$184,112 2023 State Aid payment will be disbursed by the Library System of Lancaster County.

Library System of Lancaster County has reported that consultants have been hired to conduct the District Comprehensive Plan and Service Area Study. At this time, implications are unclear if the recommendation that MTPL's service area is to be expanded to include other municipalities.

Karin Rezendes has been promoted to the Deputy Director position at MTPL. This realignment will encompass more of the former Administrative Assistant's position.

Other highlights of the Library Director's Report are in the Board packet of materials.

Referring to the statistics in the 2022 Annual Report submitted to the State, Jim Adams commended the library staff on the outstanding services they provide to residents.

Old Business – none

New Business – With regret, the MTPLFB received the resignation of Jennie Barbieri from the Foundation Board. Jennie has served well for over 5 years, and she will be sorely missed. The Nomination Committee of the MTPLFB, consisting of Susan Dyson, Rebecca Doster, and Laura Slaymaker will determine a meeting date as soon as possible for the purpose of reviewing the by-laws for replacement and setting a timeline for the process.

Tracy Nonamaker gave an overview of the 2021 MTPL Foundation Audit/990/BCO. Tracy is looking at a process that will be timelier for the MTPL audit completion and submission for next cycle. One challenge is the decline in the number of trained auditors in the Commonwealth due to less students majoring in Accounting. Joyce will contact the District Consultant for any additional information of this trend and how it may impact next year.

James Adams led a discussion regarding the Endowment Fund Periodic Account Review. This process is recommended by our investment manager, James Francis. As MTPLFB Treasurer, Steve Murray will perform the account review as requested on a periodic schedule suggested by Mr. Francis.

A Motion to reimburse Manheim Township \$225.00 for the annual 990 filing fee was made by Rebecca Doster, seconded by James Adams and unanimously approved.

3 Points for the Commissioners:

- 1.) In 2022, some statistics: Circulation of Physical Items, 530,338; Retrieval of Electronic Information, 306,936; Registered Users, 21,572; Circulation of Children's materials, 400,308; Total Collection use, 916,112; Annual Number of Library Visits, 142,688. We are busy!
- 2.) Book Buzz Event raised \$1600 in 3 days. The Book Spot needs more donated items.
- 3.) Postponement of Endowment "Kick Off"

Motion to adjourn at 6:12 PM by Laura Slaymaker, seconded by James Adams and unanimously approved. **Next meeting in Morgan Center of MTPL, May 24, 2023, at 5:30 PM.**

Recorded by Rebecca Doster