

The monthly meeting of the Manheim Township Public Library Board was held on December 10, 2008 in the Manheim Township Municipal Building. The meeting was convened at 5:30 by President Gary Graziano. All members were present but Steve Bussanmas. Commissioner Carol Simpson was also present for part of the meeting. A motion to approve the 12/3 meeting minutes was made and the motion passed unanimously. The next meetings are schedule for January 14, January 28 – work session, and February 11. No members of the public attended the meeting. Larry Gagnon informed the board that he will be out of town from January 28 – February 11.

The 501(c)(3) organizational meeting was conducted. William McCarty, Esq., Hartman, Underhill and Brubaker, presented the Board with the 501(c)(3) bylaws. A motion was made and the Board voted unanimously to accept the bylaws with changes. The MTPLB will become a 501(c)(3) organization officially on January 1, 2009.

A motion was made to elect Marylou Barton as secretary to the Board. The motion passed unanimously.

Katrina Anderson, Executive Director of the Manheim Township Public Library, gave a report to the Board. Report #16 is attached.

Committee Business:

Facilities Committee

Design Development is proceeding on track. Requests for state, county and local approvals have been submitted. A meeting will be held 12/16/08 with the architects to discuss the next round of plans. RFP for Design and Construction Manager will be forthcoming.

Capital Campaign

We are within \$350,000 of what is needed to build a furnish the new library. The Public Phase begins in January. Promotional literature was passed out to the Board. Specifications for in-kind donations were discussed briefly. We would like to use thermal heat in the building to gain long term heating expense savings.

Promotion Committee

No report.

Library System of Lancaster County (LSLC)

Bob Sabatelli reported that the County Commissioners reduced the Library budget by \$150,000. A discussion ensued about the amount of tax dollars from Manheim Township residents that is in the Library System of Lancaster County budget. Katrina will have Jill Brewster run some figures for us. Jim Martin will compose the appropriate letter regarding the use of these funds. The annual LSLC meeting will be held January 20 at the Greenfield offices. It will begin at 6:30 PM.

President's Report

President Graziano reminded the Board that a slate of officers needed to be presented at the January 14, 2009 Board meeting. A motion was made that the following slate of officers be recommended: President, Gary Graziano; Vice President, David Miller; Secretary, Marylou Barton; Treasurer, Jim Martin. The motion passed unanimously.

#### Planning Committee

A motion was made and passed unanimously that a Planning Committee be formed. Board members volunteering to serve on the committee were Lois Morgan, Larry Gagnon, Jim Martin, Marylou Barton and Katrina Anderson. The Committee was tasked with guiding the development of an ongoing strategic plan and preparing an annual report of the plan.

The next work session, January 28, will focus on staffing the new library.

The meeting was adjourned at 7:20.

Respectfully submitted,

Marylou Barton  
Secretary

## MTPL Activities & Accomplishments Report #16 - November 2008

### Operations

*Use Statistics – 2008( year-to-date) vs. 2007 (8 months total)*

Key Measure	2008	+/- vs. '07	Key Measure	2008	+/- vs. '07
Cardholder Residents*	17,482	10%	Items Circulated	<u>100,449</u>	25%
New Cardholders	1,647	88%	Avg. Items/Visitor	2.0	-14%
Visitors	53,951	67%	Avg. Items/Borrower	3.4	-12%
Borrowers	29,252	56%	Items in Collection	25,054	15.1%
Computer Users	5,183	42%	Items Added	3,289	
Program Attendees	2,544	698%	Collection Turns	8.0	4.9
Hours of Operation**	2,544	46%	Avg. Visits/Hr. Oper.	21.2	27%
Staff Hours	5,951	70%	Avg. Staff/Hr. Oper.	2.3	16%
Volunteer Hours	4,070	30%	Avg. Vols./Hr. Oper.	1.6	-11%

\*Library System of Lancaster County cardholders who are MT residents \*\*Average = 53 hours/week

Twice as many people visited the MTPL through November 2008 than in the eight months it was open in 2007. November's patron count was up 28% from year-ago but followed the same seasonal pattern as year-ago (i.e., down vs. October) because we were open only 21 days due to the Thanksgiving holiday. In most months we are open approximately 27 days. At the end of November, 17,482 residents held library cards and the number of visitors for the month was running at an annual rate of ~ 53,951, 67% greater than 2007. The number of borrowers was running at a rate of 29,252 (94/day), computer users at a rate of 5,138, and program attendees at a rate of 576. 112 new cardholders were registered – an annual rate of 1,344. Items circulated were running at 84,372 - up 24% from 2007 – approximately 2 checkouts per visitor and about 3.4 checkouts per borrower. Total items circulated exceeded 100,000 titles.

*Performance vs. Budget – 2008 year-to-date (end of November )*

Expense	Annual Budget	YTD Actual	Revenue	Annual Budget	Current Forecast
Staff	130,600	NA	Aid	30,000	NA
Collection	20,400	NA	MT Transfer	197,800	NA
Rent & Utilities	54,500	NA	Donations	1,000	NA
Other Operating	29,900	NA	Fees & Fines*	6,000	NA
			Misc.	600	NA
<b>TOTAL</b>	<b>\$235,400</b>			<b>\$235,400</b>	

NA = Not available at this time \*Outstanding fines = \$27,210 (includes replacement value of past due items)

### Director's Report

November programs included:

- Regular Adult Book Discussion Group at Stauffer Mansion
- Special Adult Book Discussion held at Landis Homes for Nat'l Hospice Month

- Children's Fall Story Time

#### **Friends of the Library**

The Friends appropriated \$2,700 toward the operating budget of the library. They are looking for board officer candidates and will be joining Pennsylvania Citizens for Better Libraries in 2009.

#### **Board of Trustees**

- Met to begin outlining 2010 staffing needs, justifications and job descriptions.

#### **Capital Campaign Committee**

- The capital campaign is >50% toward it's original \$2.7MM goal and is >75% of the way toward the \$1.7MM needed to fit-out a pared-down program and collection.

#### **Facilities Committee**

- The architectural firm of Kimmel-Bogrette + Site began design development for the new library. By month-end they had undertaken a graded site plan, revised floor plans, including a basement plans, and four exterior elevations.
- The committee worked with MT staff to solicit proposals for a Design & Construction Project Manager. A decision re: scope and firm will be made in December.

#### **Promotion Committee**

- The library's Food for Fines program, which, this year, benefits the Water Street Rescue Mission received good press and brought in >300 lbs. of food.
- Work was begun on a mailer for the Public Phase of the Capital Campaign.

#### **Finance Committee**

- The committee reviewed expenses-to-date and developed strategies to comply with Commonwealth standards requiring an additional \$8,000 of material purchases by year end so that MTPL will be eligible for up to \$100,000 in state aid in 2010.

#### **Personnel Committee**

- Upon budget approval, new staff needed on 2009 will be advertised.

*Submitted: December 11, 2008*

CC:

MTPL Board of Trustees

- M. Barton
- S. Bussanmas
- L. Gagnon
- G. Graziano
- J. Martin
- D. Miller
- L. Morgan
- R. Sabatelli – ex officio

MTPL Staff

- K. Anderson

MT Board of Commissioners

- R. Casselbury
- L. Downing
- M. Flannigan
- N. Keebler
- C. Simpson

MT Staff

- L. DiPerna
- M. Rimer