MANHEIM COMMUNITY LIBRARY
LEARN. CONNECT. GROW.
15 East High Street, Manheim, PA 17545
manheimlibrary.org
717.665.6700

Board of Directors Meeting

December 16, 2024 6pm

Minutes

Call to Order: The meeting was called to order by Ken Hameloth at 6:05 PM

Members Present: Ken Hameloth, President; Barb Horst, Treasurer; Beth Sauder, Interim Secretary

Absent: Dorothy Love

Library Staff Present: none

Others: Stacey Barrick

Guests: none

Approval of Agenda: K. Hameloth made a motion to accept the agenda with the addition of voting for board officers under old business, B. Horst. seconded, all in favor- motion carried.

Public Comment: No public comments or public attendees

Approval of Minutes:
Nov. 12, 2024 meeting minutes - Motion made by K. Hameloth to accept the minutes, B. Horst seconded. All in favor. Motion carried.

Reports:

1. Treasurer Report (Barb) – Barbara Horst reviewed the YTD income statement and balance sheet; K. Hameloth motioned to accept report for audit, seconded by B. Sauder, all in favor- motion carried.

2. Director Report - Connie provided the attached report for the board

3. Friends of the Library Report (Stacey) – went over Holiday Crossings fundraiser held 12-7/12-8, Murder Mystery to be held March 30, 2025

Motions:

Old Business:

- Library construction progress – construction is moving forward and Ken is going out 12-17 to meet with Pleasant View at the site
- Business Fundraiser – letters were sent out but status of donations tabled for next meeting with Connie not present
- 2025 Budget Approval – K. Hameloth motions to approve budget based on current knowledge of income and expenses, but we will have to revise once we move to the new location. B. Sauder seconds, all in favor, motion carries.
- Resolution 2024-004 Dorothy Ruhl Legacy – B. Horst motions to have Ken Hameloth sign the resolution to discuss testamentary gift with Ameriprise Financial. B. Sauder seconds. No discussion. All in favor. Motion carries.
- Director job Announcement responses – discussed resumes received. Ken to touch base with Dorothy on interviewing potential candidates
- Voting for slate of nominations of officers for 2025 – K. Hameloth motions to accept the slate of officers from Oct. 2024 meeting. B. Sauder seconds. All in favor. Motion carries.
    - Ken Hameloth – President
    - Barb Horst – Treasurer
    - Dorothy Love – Vice President
    - Beth Sauder - Secretary

New Business:

- Office of the AG Letter – K. Hameloth motioned that we respond to the letter with the supporting documentation requested after checking with the attorney. Documentation will be sent before the January 10, 2025 deadline. B. Horst seconds. All in favor. Motion carries.
- 2023 Audit Completion -B. Horst will go back to auditor about a few of the financial statement footnote issues
- Payroll Engagement Letter – B. Horst motioned we approve using Brandt for payroll processing. B. Sauder seconds. All in favor. Motion carries.
- System Budget Cuts – handled within 2025 budget discussion
- Days closed for 2025 – K. Hameloth motioned to approve the library closing holidays proposed by the staff and they will adjust the calendar dates for 2025 from what was provided. B. Sauder seconds. All in favor. Motion carries.

K. Hameloth motioned the board go into Executive Session at 7:58 pm. B. Sauder seconded. All in favor. Motion carries.

Executive Session:

Entered into at 7:58pm to discuss personnel matters. Reconvened at 8:02pm

K. Hameloth motioned to approve bonuses discussed in Executive Session. B. Horst seconded. All in favor. Motion carries.

Adjournment

K. Hameloth motioned to adjourn at 8:07pm. B. Sauder seconded by. all in favor- motion carried.

The next library meeting is on January 13th at 6:00 PM.

The library staff continues moving forward on the weeding project. Many books have been pulled from the shelves. The project is about halfway finished. We will access to be sure the collection is looking fresh and ready for the move before deciding if a deeper weed is necessary. Connie will check in with Karla to be sure we are doing our best to meet the current model for Library book collections.

The Manheim Community Library has met all the requirements for 2024 to remain a Gold Star library in the PA Forward Program.

An article featuring our Election Day Storytime Program was featured in an article in the Lititz Record. The Election (a PA Forward requirement for Social and Civic Literacy) was held between Bluey and Peppa Pig for Favorite Book Character. Bluey won by a landslide.

Planning is continuing for programs in the 2025 year. Increased programs will mean increased staffing in some instances. This will be necessary to maintain a busy and vibrant library. Some programs that will begin/continue in January are:

2 Storytimes weekly- Monday and Tuesday Mornings

Toddler time- Friday Mornings

Crafter Noon's- 3rd Thursday of every month

Lego Lab- 2nd Thursday of every month

Drop in Computer help, offered Monday evenings

Dungeons and Dragons- 2nd Saturday of every month

Adult Book Group- 1st Thursday of every month

Adult Knitting Group- 2nd Thursday of every month

Who's At Your Feeder Program held on 12/2/24 had 13 people in attendance and received positive feedback from all. The program was presented through the Lancaster County Park System.

Crafts, Cookies, and Cocoa took place on Friday, 12/7. A local girl scout troop assisted with baking cookies, helping at various activity stations, and passing out treats. 85 people attended this event.

Currently, the library continues to run smoothly. The staff has a positive attitude and works together to solve any problems that arise.

Items needing attention:

Board approval for days closed for 2025 (attached)

Approval for Summer intern- 15 hours a week. Hope Graham was our intern last year. She is still on our payroll and interested in returning. She is a definite asset, and covers hours when Esther is not available, enabling us to do additional programs. She also assists at circ desk when needed.

The board approval for the ordering of Summer T-shirts for staff. The T-shirts would follow the theme of Summer Reading Program, Color Our World. If approved, where should this money be taken from in the budget? → Programs-exp. through budget

Scheduling needs to take place very soon for summer reading programs. A large space will be needed as program attendance is sometimes up to 75 people. How do we go about arranging this to be sure space is secured? new building ken to get scheduling

Consideration by board of renegotiating our current printer contract. We pay overages on copies made on a regular basis because our current contract's number of copies was negotiated too low.

A field trip to the new library is being requested by the staff. Could this be arranged soon? Possibly for the January staff meeting to be held on 1/8/24 at 5:00?

Could the Board provide an updated list of Board members and contact information.

Outlook

November circulation statistics

From Brenda Emerich <bemerich@lancasterlibraries.org>
Date Fri 12/6/2024 3:03 PM
To Connie Kelly <clkelly@manheimlibrary.org>

Hi, Connie,

Here are your stats for November.

Enjoy your weekend!
Brenda

Manheim Community	**Nov 2024**
Total Circulation (at Desk)	3,348
Online/Telephone Renewals	851
Total Circulation (at SelfCheck)	354
Total Circulation (all)	**4,553**
Total New Registrations	33
Online Registrations (display only)	8
Total Borrowers	799
Holds Placed	109
Holds Filled (with location's items)	373
Checkouts from Loaned Items	349
Checkouts from Borrowed Items	514

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Library Closing Dates
2024

*January 1, 2024 – New Year's Day

*January 15, 2024 – Martin Luther King Day

*February 19, 2024 – President's Day

*May 27, 2024 – Memorial Day

*July 4, 2024 – Independence Day

*September 2, 2024 – Labor Day

October 14, 2024 – Columbus Day

November 11, 2024 – Veterans Day

~~November 27, 2024 – Thanksgiving Eve~~

*November 28, 2024 – Thanksgiving Day

November 29, 2024 – Black Friday

November 30, 2024 – Saturday

December 24, 2024 – Christmas Eve

*December 25, 2024 - Christmas

December 31, 2024 – New Year's Eve

Ticket to tech by 12/20

One Day for Cleaning out Basement in anticipation of moving to new library

One Day for Staff In-Service

*Twelve-month, full-time employees will receive nine paid holidays, which are marked with an * in the list below.

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Resolution No. 2024- 004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MANHEIM COMMUNITY LIBRARY PROVIDING FOR THE ACCEPTANCE AND MANAGEMENT OF A TESTMENTARY GIFT

WHEREAS, Manheim Community library is a public library organized and operated in accordance with the statutes (24 Pa. C.S. §9301 et seq.) and regulations (22 Pa. Code §131.1 et seq.) of the Commonwealth of Pennsylvania; and,

WHEREAS, Manheim Community Library has been determined to be a tax-exempt charity under the provisions of the Internal Revenue Code [26 U.S.C. §501(c)(3)] in a determination letter issued by the Internal Revenue Service in August 1986; and,

WHEREAS, Manheim Community Library relies on the good will and generosity of the community for donations to maintain financial viability to sustain continuing operations; and,

WHEREAS, The Board of Directors of Manheim Community Library has the statutory duty to act in a fiduciary capacity [24 PA. C.S. §9353(b)] to: 1) exercise exclusive control of all funds including disbursement [24 PA. C.S. §9318(f)] and 2) hold and control all donations and administer the gifts in accordance with the terms of the donation [24 Pa. C.S. §§9353 (b) and (d)]; and,

WHEREAS, Manheim Community Library has received notification from Dawna Carr-Frenkel, Financial Advisor with Ameriprise Financial of Austin, Texas that Manheim Community Library has been named as a beneficiary of the IRA Brokerage Account of Dorothy Ruhl; and,

WHEREAS, Dorothy Ruhl was deceased on April 23, 2024 in Austin, Texas; and,

WHEREAS, Ameriprise Financial requires the execution and submission of certain documents to process the settlement of the Estate of Dorothy Ruhl and pay the portion of the IRA Brokerage Account to the Manheim Community Library as designated by the late Dorothy Ruhl; and,

WHEREAS, the President of the Manheim Community Board of Directors, Ken Hameloth, is charged with the responsibility to sign any agreements for legal representation as approved by Board of Directors; and,

NOW THEREFORE, IT IS ORDERED, that the Board President, Ken Hameloth, shall execute all necessary documents required by Ameriprise Financial; and,

BE IT FURTHER ORDERED, that upon receipt of the funds from Ameriprise Financial, the Board President, Ken Hameloth, shall deposit the funds from the IRA Brokerage Account of the late Dorothy Ruhl into the account of the Manheim Community Library at the authorized bank.

ADOPTED this 16th day of December 2024

On Behalf of the Board of Directors of
Manheim Community Library

By: _____

Ken Hameloth
President of the Board of Directors