

January 26, 2022

Call to Order: 6:05pm

Attendance:

Kathleen
Carol
Barb
Sydney
Sam
Eric
Pam

No public comment

Question: Where to find the agenda/minutes: Minutes/Agenda on the library website

Approval of the minutes from December

Kathleen motions

Sydney Seconds

Motion passes

President's Report:

Sam has no report and we did introductions/background for the new board members.

Treasurer's Report:

- Financials are for November as we won't have anything from ACLA until mid Feb – for the Dec 21 and Jan 22 due to the audit.
- Our overall cash balance is just over \$900K and continues to increase slightly each month.
- Revenue is \$25K over budget due to individual contributions of approx \$24K and additional grant money which we are still spending out some year end grants.
- Expenses are \$64K less than budget, mostly due to personnel costs being \$58K lower than planned. Programming expenses are lower than expected by about \$8K and collection expenses are lower than expected both because what we budgeted was offset by contributions that were earmarked for those specific areas. Operations costs are right at budget.
- Collections expense is at 14% which is close to the 12% goal by year end. This may be a challenge to get to our goal due to overall expenses being lower than anticipated (making the collections percent higher) so not a problem!
- One more thing to note is that we are scheduled to receive our 1st 2022 quarterly payment from the supervisors in March so we should be on the lookout for that.

Comment: Intentional about our savings over the past several years. Do not want to cut services or staffing.

Question: Distribution of funds

1. Township approximately \$46,000 quarterly
2. Portion from the State: Variable based on approved formula and tax revenue
3. Portion from the table gaming: Variable based on approved formula and tax revenue
4. RAD funds : Variable based on approved formula and tax revenue – will continue to go down based on the formula being based on the distressed libraries.

8-12% of funds come from “Fundraising” sources is not a match compared to the other incomes. Want to begin promoting bequests. Targeted grants from FedEx and other larger corporations cannot use on anything.

Need to continue to negotiate with the Supervisors on decisions to begin starting a formal capital campaign. \$20,000.00 match grant with the township. Cannot apply until we reach that amount in fundraising.

Motion to approve the report:
Kathleen

Carol second

Library Director’s Report:

2021 Wrap up with end of year financial and audit. State report has been started and will be completed before the March due date. Green sheet to Dawn in February.

Waiting on year end stats with ACLA

First quarterly payment from Moon in March – started to receive 2022 RAD/Table gaming funds

Fully established with First Nonprofit to handle unemployment claims.

Corporate donations/Grades

Carry over restricted funds from 3 2021 grades (Leonard, FedEx, Eaton) received late which is why they are still a carry over

Rebecca Jacoby to secure Eaton funds – restricted typically for STEM/STEAM MIDA requests send in January with a \$6,000 ask – directed to specific projects

1. 1000 Books before K program
2. 100 Books Before Graduation
3. Digital Gaming Collection based on mental health and social interactions
4. BOB sponsorship at ALL Levels.

Received \$6000 from Norbell Foundation for general operation purposes/ as needed use- have received smaller grants from them in the future – save and use to show use with an impact report for their monies.

COVID-19 Protocols and practices

Implemented updated guidelines for staff based on CDC, Allegheny County Health Department, ACLA and local medical organization best practices

Masking continues for staff and is highly encouraged for patrons/visitors

In-person, virtual and hybrid programming is happening at all levels and curbside/lobby service is still offered as requested

Question: Sanitary procedures – at the start was 72 hour quarantine, wipe down books, etc. at the start of the pandemics. Shared toys are currently not out, continue to wipe down high touch surfaces. Cleaning and sanitizing of books on a regular basis but not necessarily daily. Magazines are in suppression for 2021. Can now start to slowly add those periodicals. No sanitizing is required now for the books. No more Covid sick days so try to give staff work from home to get some of their hours.

MTPL & Consortium highlights:

Battle of the books return

Cornell hosting Teen Feb/March

MAMS Kids March/April

Working with West Region Libraries to established stard virtual and distance presentation

Dogs of Chernobyl hit 36 participants

Partnering with MAHS students to develop a 22 Zoom Wellness Series

“Health, Happy Hearts” in Jan with 40 participants

RAD experience Passes are available to all cardholders across the county and targeted ads coming from CLP- use the library card to get free/discounted tickets to various event. Waiting on those marketing materials because it has been launched at the end of the year and in was in Beta. Just went live.

Library Lovers Month coming in Feb

“Sweet On”... Boxes for Sale

3D printed merchandise available

Circulation Desk content for \$1 donations

Friends

Attending monthly meetings with Friends

Library Staff will be contributing a basket to Downton Abbey Tea

Working with Kathy Woodruff to help secure book donations for Kindergarten Roundup.

Fundraising

Contacted Four-Twelve Project about a dine-to-donate event in March/April

Planning for Book Bag/Bake Sale May

Moe's fundraiser sold 50 kits/\$500

Jessica Waychoff to plan a spring photo fundraiser

Motion to accept the report:

Kathleen

Sydney -2nd

Report passes

Reports:

Personnel – no report

Fundraising: Moe's fundraiser sold out allotted for 50 kits. Working on Valentine's Day idea with Tarot card readings with Roxanne – donates her time. Carol also has a source for those. 412 Project – 25% of the cut. Photos – 40% of each session – Barb also suggested her husband. Link'd in photo shoot suggestion. Library Lover's month received what you get for donations.

Friends of the Library is it's own non-profit but will work together for helping events

Building Improvement- No updates this month. Eric will be emailing the Supervisors for dates to further discuss options

Finance: No report

Bylaws: No report

Grants: No report

Strategic Plan: No report. Will need to review in 2 years.

Community Outreach: No report. Kathleen went to the Friends meeting. Downton Abbey Tea. Would like us to save our donation for the fall. They will ask in the fall for their author talk. Ladies literary luncheon. We will formally ask for monies for specific events/items etc. and they can pass or deny. Excited about the new year for the library. It is important for them to be a part of our communications. Library will help acquire cheaper Kindergarten Round-up groups. They will help us staff events. Eric asked about sales for the Downton Abbey event but they are still deciding how to sell the tickets and what resource to use.

Old Business: None

New Business:
Reorganize committees.

Fundraising:
Kathleen – Chair
Barb
Carol
Sydney

2nd Monday of the month at 6:30 – Zoom meetings

Finance:
Sydney – Chair
Sam
Pam

2nd Wednesday of the month

Bylaws:
Sam- Chair
Pam
Eric

Rolling/as needed dates

Personnel:
Sam – Chair
Pam
Kathleen

Need to review/update the Personnel handbook

Building Improvements:
Eric – Chair
Pam
Sam

Dates TBD based on Supervisors meeting

Meeting:

February 16, 2022 at 6:00 pm Sky Room

Motion to Adjourn:
Sydney
Barb 2nd

Conclusion is 7:29 pm