

Date: Wednesday, July 17, 2024

Call to Order

Held in-person at Library

Meeting called to order 7:02pm by S. Burke

Voting Board Members:

Attending: S. Bednar (Treasurer), S. Burke (President), T. Carr, P. Deibler, J. Dlugosz, J. Esbenshade, L. Reinsfelder (Vice President), L. Vescovich (Secretary)

Absent: None

Non-Voting Board Members: None

Also Attending: A. D'Agostino (Director), J. Watson (Asst Director), Mark Mooshian (Library Patron)

Welcome and Introduction of Guests

- Mark Mooshian

Approval of Agenda

- Motion to approve 07/17/2024 Regular Meeting Agenda MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 06/19/2024 Regular Meeting Minutes MOVED by J. Dlugosz, SECONDED by L. Vescovich, and PASSED.

Current Business

- **Treasurer Report** (S. Bednar)
 - Presented "Treasurers Report 2024-07-17".
 - Motion to accept the "2024-06 Finance Report" MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Motion to approve movement of up to \$95,000 from the ELANCO Library Flex Fund to the ELANCO Library Operating Account either at once or in stages between 07/18/2024 through 12/31/2024 MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED. Satisfies Policy EL-302 Fiduciary; Investment of Cash

Reserves Adopted 04/20/2021 and Policy EL-304 Fiduciary; Capital Reserve Fund Adopted 04/20/2021.

- Continuing to work on providing proposed changes to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments”

- **Director’s Report** (A. D’Agostino)
 - Presented “Directors Report 2024.07”: Highlights include:
 - ELANCO Library use is up dramatically.
 - Circulation more than doubled from May 2024 to June 2024. (7,930 to 16,993, a 114.29% increase).
 - The library’s visitor count increased by 66.32% from May to June (door counts of 4,209 and 7,005).
 - 117 new library cards were issued in June.
 - Program attendance for June 2024 is up by 23% over June 2023 (and up by 151.95% from May 2024).
 - Planning September 2024 to December 2024 in-house programs and outreach events. Due to increased interest and attendance at outreach events and smaller-than-expected attendance at in-house programs recently, planning to schedule more outreach events and a lighter in-house program lineup.
 - Library System of Lancaster County (LSLC) updates:
 - Beginning 07/01/2024, NJR Possible Management, LLC began providing the crate delivery service between LSLC libraries.
 - LSLC funds available for purchase of eBooks and eAudiobooks has been dwindling while demand continues to grow. One proposal solution is requesting member libraries to contribute funds toward these purchases.
 - ELANCO Library is serving as an unofficial “cooling center”. People needing respite from heat are invited to hang out at the Library when Library is open.
 - Completed the State Aid Subsidy Application (SASA) required by the Office of Commonwealth Libraries

- **Assistant Director Report** (J. Watson)
 - Presented “7-24Assistant Directors Report”.

- **Marketing/Fundraising/Special Events Committee Report** (S. Burke)
 - General Fundraising
 - Presented “Fundraising Report 7.15.24”.
 - Goal is to send out annual appeal letter 08/01/2024 to targeted mailing of approximately 1,000 residents and businesses including donors who have given in the last five years and new 2023/2024 homeowners.
 - Children’s renovation remaining budget appeal sent out via constant contact.
 - Secured the fall bingo date of 11/03/2024 with American Legion. In process of getting prize basket donations. Board members can contribute to a basket or volunteer to assemble a basket if they choose.

 - Grants (L. Reinsfelder)
 - Continuing to pursue grant opportunities.

- Endowments
 - Nothing new to report.
- Municipalities
 - Caernarvon Township Meeting 07/01/2024 attended by S. Burke.
 - Earl Township Meeting 07/01/2024 attended by L. Reinsfelder.
 - East Earl Township Meeting 07/09/2024 attended by S. Bednar.
 - New Holland Borough Council Meeting 07/02/2024 attended by L. Vescovich.
 - Terre Hill Borough Meeting 07/09/2024 attended by J. Dlugosz and S. Burke.
- **Governance Committee Report** (L. Vescovich)
 - Revisions to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments” pending input from Treasurer.
 - Continuing to work on new capitalization policy.
- **Management Committee Report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-07-16(1435)”.
 - Reviewed “ELANCO Library Maintenance One-Time Items 2024-07-16(1400)”.

New Business

- **New Holland Band Meeting**
 - S. Burke, A. D’Agostino, and J. Watson met with New Holland Band 07/16/2024. New Holland Band signed a lease with New Holland Historical Society that includes moving many of the museum artifacts out of the Library. New Holland Band In process of proposing a new Sublease to replace the “SubleaseAgreement ELANCO Library_NH Band 1997-07-01 Sgnd 1997-06-24”. Would revise the leased building premises.
- **Upcoming Board Meetings**
 - Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 08/21/2024 in-person at Library.
- **Correspondence**
 - None.

Adjournment

Motion to adjourn MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED. Adjourned at 8:05pm.

Minutes by: L. Vescovich