

**Date:** Wednesday, December 18, 2024

**Call to Order**

Held in-person at Library

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

Voting Board Members:

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

Non-Voting Board Members: None

Also Attending: A. D’Agostino (Director), J. Watson (Asst Director)

**Welcome and Introduction of Guests**

- None.

**Approval of Agenda**

- Motion to approve 12/18/2024 Regular Meeting Agenda MOVED by T. Carr, SECONDED by P. Deibler and PASSED.

**Approval of Minutes of Previous Meetings**

- Motion to approve 11/20/2024 Regular Meeting Minutes MOVED by L. Reinsfelder, SECONDED by P. Deibler, and PASSED.

**Current Business**

- **Treasurer Report** (S. Bednar)
  - 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 2024.12".
  - Planned Programs & Events for January 2025 to May 2025.
    - Adds Local History / Genealogy Programs
    - Provides 3 storytimes / early literacy programs per week instead of 2.
    - Includes Research / Information Literacy Programs for homeschooling parents, designed to increase awareness of & access to available library resources (online & physical).
  - Developed survey to collect opinions on ELANCO Library and gather information to determine how we can better serve and support students, parents, and teachers in ELANCO School District. Obtained permission to distribute from Dr. Snopkowski, ELANCO School District Superintendent. Sent flyer home with each student at Blue Ball Elementary and New Holland Elementary. Building Principals shared the link to the survey in their weekly messages.
  - Developed survey to collect opinions on ELANCO Library and gather information to determine how we can better serve and support students, parents, and teachers who homeschool. Distributed it to ELANCO Library's homeschool email distribution list. Arranged for Coalition of Homeschoolers Across Lancaster County to distribute it to their email list and in their SCRAWLS newsletter.
  - The Community Involvement Club at New Holland Elementary School focused on ELANCO Library this Fall. They are having a 'penny wars' fundraiser at the school to benefit the library, and they organized and hosted bake sale and coffee sale at the Library on 12/13/2024 with all proceeds benefiting the Library.
  - Office of Commonwealth Libraries is providing a statewide subscription to Homeless Library Academy by Ryan Dowd, a resource which provides libraries with empathy focused de-escalation and conflict resolution training. Assigned most useful/relevant training to Library Assistants for completion by 12/31/2024.
  
- **Assistant Director Report (J. Watson)**
  - Presented "12-24Assistant Directors Report".
  - Partnering with Parents as Teachers and Community Action Partnership to participate in a Winter and Spring Play and Learn program series (January 2025-May 2025).
  - Working with Lafayette 200 project to distribute information about the event series. Library will be a drop off location for art pieces.
  
- **Marketing/Fundraising/Special Events Committee Report (S. Burke)**
  - General Fundraising
    - Presented "Fundraising Report 12.17.24".
    - Established two bingo dates for 2025. Confirmed with the American Legion and Mike Martin for 03/30/2025 and 10/19/2025.
    - Continuing to obtain details for the Buy A Brick program.
    - Working on establishment of Friends of the Library bookshelf where patrons can purchase books whenever Library is open.
    - Continuing to finalize ELANCO Library brochure. Final comments received.
    - PA State Senator 36th District Ryan Aument visited Library 11/21/2024.
    - PA State Representative 43rd District Keith Griener visited Library 12/06/2024.

- Grants (L. Reinsfelder)
  - Continuing to pursue grant opportunities.
  - See “Directors Report 2024.12” appendix for Grants Update.
- Endowments
  - Nothing new to report.
- Municipalities
  - Caernarvon Township Meeting 12/09/2024 attended by S. Burke.
  - Earl Township Meeting 12/02/2024 attended by L. Reinsfelder.
  - East Earl Township Meeting 12/10/2024 attended by S. Bednar.
  - New Holland Borough Council Meeting 12/03/2024 attended by P. Deibler.
  - Terre Hill Borough Meeting 12/10/2024 attended by J. Dlugosz.
- **Governance Committee Report** (L. Vescovich)
  - Revisions to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments” pending input from Treasurer.
- **Management Committee Report** (L. Vescovich)
  - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-12-18(1350)”.
  - Reviewed “ELANCO Library Maintenance One-Time Items 2024-12-18(1250); 2024”.

**New Business**

- **2025 Budget**
  - Treasurer presented “2025 Working budget report draft 4 - 12.13.2024” having the following four scenarios:
    - 2025 Proposed Salary 5%  
Total Expenditures \$384,863; Total Circulation Expenditures \$45,000  
Adjusted Net Operating Revenue (-\$116,636)
    - 2025 Proposed Salary 2.5%  
Total Expenditures \$378,471; Total Circulation Expenditures \$45,000  
Adjusted Net Operating Revenue (-\$110,244)
    - 2025 Proposed Salary 3%  
Total Expenditures \$372,748; Total Circulation Expenditures \$38,000  
Adjusted Net Operating Revenue (-\$104,521)
    - No Change In Salary and circ  
Total Expenditures \$359,904; Total Circulation Expenditures \$38,500  
Adjusted Net Operating Revenue (-\$91,677)
  - Motion to approve “2025 Proposed Salary 3%” scenario with an increase in “Total 53000 Circulation Expenditures” to \$38,500 MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
    - Total Expenditures \$373,248
    - Adjusted Net Operating Revenue (-105,021)

- **Upcoming Board Meetings**

- Next Board of Trustees Annual Meeting scheduled 6:00pm Wednesday 01/15/2025 in person at Library.
- Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 01/15/2025 in-person at Library.

- **Correspondence**

- None.

**Adjournment**

Motion to adjourn MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.  
Adjourned at 9:19pm.

Minutes by: L. Vescovich