

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 15, 2005

Attendance:

Board Members: Voting: Fay Snyder, President; Greg Diehl, Secretary/Treasurer; Glenn Landis; Robert McCarthy; Marianne Melleby; Kay Rohrer. Absent: Janet Chalfant; Vice President.  
Non-voting: Patricia Cox; Joe Duff, Bernard Gordon; Dale Reinecker; Bud Rettew. Absent: Sue Leggett.

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Susan Nevin, Acquisitions Manager; Mary Lou Walker, Cataloging Manager. Absent: Renee Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Administrator, Elizabethtown Public Library; Todd Fabian, Director, ELANCO Library; Larry Lawrence, President, Lancaster County Library Board; Virginia McGrath, Advocate, Adamstown Area Library; Roseanne Perkins, Director, Adamstown Area Library; Carol Szutowicz, President, Ephrata Public Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Snyder at 7:07 PM on Tuesday, March 15, 2005, at the Library System office. A quorum was present.

General Comment Ginny McGrath expressed her support for the referendum, and her opinion that Lancaster County's libraries can no longer depend on County funding remaining stable.

Secretary's Report  
Minutes

**Approval**

Greg Diehl, Secretary/Treasurer, referred to the minutes of the February 15, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the February 2005 financial report, as included in the Board mailing. He noted that County funds were not received in January, and two payments were received in February. The e-rate refunds impacted the expenses, and distribution was routine. The report was

reviewed by the Finance Committee and found to be in order. After discussion, the following motion was made.

- Motion** On motion by Greg Diehl, the System Board of Directors directed that the February 2005 Financial Report be filed for audit. Motion carried 6 – 0.
- District Center Library Larry Lawrence, President, Lancaster County Library Board, reported for Debra Rosser-Hogben, Acting District Administrator. 1) He asked that nursing homes not be forgotten as a target group for the referendum campaign. 2) He reported that the District Consultant position was posted, as of February 28. Two interviews are scheduled so far. 3) A meeting was held with Barbara Cole, Director, Bureau of Library Development, Commonwealth Libraries, on March 10. Susan Hauer attended to represent the System, and Larry Lawrence, Debra Rosser-Hogben and Pat Ditzler represented the District Library. The parameters of the District Consultant position and the results of the Himmel and Wilson Library Consultants study of the library districts in Pennsylvania were discussed. 4) The deadline for the District Negotiated agreement is May 24. Debra Rosser-Hogben, Todd Fabian, Roseanne Perkins and Herb Landau will meet to develop the agreement and budget.
- Directors Council Report Todd Fabian, Director, ELANCO Library and Directors Council Liaison to the System Board, reported that the Directors Council adopted the following: 1) The agreement attached to the Distribution Formula, as developed; and 2) The e-reserves pilot program be implemented in two phases - Phase I, Education and Registration, begun by April 1, 2005; Phase II, actual implementation on June 1, 2005. Using e-reserves, a patron can reserve items off-site from home, office, or school computer.
- Committee Reports  
Funding Task Force – Referendum Update Susan Hauer reported that a meeting was held with the Chief Election Clerk for Lancaster County regarding the library referendum question for the May primary ballot. Dwight Yoder, Attorney with Gibble Kraybill and Hess, reviewed the question and made recommendations. At its meeting tomorrow, the Commissioners will vote on whether to put the referendum question on the ballot. The wording is as follows:
- “Are you in favor of supporting and maintaining public libraries within Lancaster County through a new library tax of one-quarter (1/4) of a mil on taxable property?”*
- The political committee, PLEDGE (Public Libraries Enrich Democracy Growth Education) has formed to campaign for the passage of the referendum. The committee consists of fundraising, volunteer

coordination, database, event coordination, research and public relations. The chairs of the committees met and have begun the campaign.

Bernie Gordon, Chair, Fundraising for PLEDGE, noted that the committee chairs will collectively act as the project coordinator. He reviewed the budget and highlighted the major expenses expected: two post card mailings, a banner for each library and the bookmobile, printed materials in the form of brochures, stickers, bookmarks, a 3 – 5 minute video, a poll card, election day refreshments for volunteers, and the possibility of a newspaper insert.

Greg Diehl reported on a proposal from the Finance Committee that the System pay up to 75% of the upfront campaign expenses, to be reimbursed to the System when the Fundraising Committee raises the necessary funds. After discussion, the following motion was made.

**Motion**

It was moved by Greg Diehl that the Library System expend up to \$25,000, taken from savings, for the upfront campaign expenses. The funds will be reimbursed to the System from the money raised by PLEDGE. Motion carried 5 – 0, with 1 abstention.

Gordon explained that for the referendum to pass one more yes vote would be needed than no votes. All registered voters may vote on the library referendum question, and need not be a member of a party.

Old Business

Distribution  
Formula Vote

Kay Rohrer, Convener, Funding Task Force, reported that the Distribution Formula is a starting place, and that no formula will suit everyone. Two libraries are net lenders, but their percentage increase is less than the others. There was discussion and explanation of why the criteria used was chosen. The formula, as presented, is based on the following criteria:

Formula: Equal – 30%; 2004 Circulation – 35%; 2000 Population – 25%; 2004 Municipal Funding – 10%; and \$500,000 distribution from the System based on Local Financial Effort per capita, with the following stipulations: 1) There will be a mediated annual review of the distribution formula; 2) There shall be a quarterly review of resource sharing; 3) If population is used in 2007 and beyond, service areas need to be redrawn on the basis of library data and statistics; and 4) Member libraries' unbudgeted county funding that cannot be spent in that funding year shall be available to member libraries by application to the System Board.

Rohrer noted that the referendum and distribution formula are not about each individual library, but all libraries in Lancaster County. After further discussion, the following motion was made.

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<b>Motion</b>	It was moved by Bud Rettew that the System Board accept the Distribution Formula as presented. Motion carried 4-2.
New Business	None.
Next Meeting	The next meeting is scheduled for Tuesday, April 19, 2005, 7:00 PM, Library System office.
Adjournment	There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary