



Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 21, 2022
At Lititz Public Library

Attendance:

Board Members: Dale Hamby, President; Matthew Eberts, Vice President; Shel Osborn, Treasurer; Alexandra Barbush, Secretary; Rob Morgan; Jennifer Wood.
Absent: Ken Kohlmaier; Ray D'Agostino, Lancaster County Commissioner
System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Sydney Dieffenbach, Administrative and Financial Assistant; Kerri Milliken, Training and Digital Resources Librarian.
Guests: Ryan Mcrory, Lititz Public Library

Call to Order:

The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Hamby at 6:29 PM on Wednesday, September 21st, 2022, at the Lititz Public Library. A quorum was present.

Mission Minute:

Dale opened by thanking Lititz Library for having the board for the evening. Ryan talked about the building; he has been with the library for almost four years. Most of the library is still the original building which has been around for over twenty years. There was a story time going on outside before the meeting, which started due to the pandemic but has been popular enough to keep it around. There are plans to continue updating the building in the future, like the parking lot expansion that is planned for next year.

Consent Agenda:

Secretary's Report
President's Report
Executive Director's Report

Minutes of the August 2022 Regular Meeting, there were no updates to the minutes.
No questions on the report.

- Alexandra asked Karla about the county measuring the space available in the county office to help determine if there might be space for us to move there in the future. One of the challenges to moving into that building would be the volume of books that we constantly have flowing in and out because of sorting, as the building has challenges with its loading dock at the current utilization level. One benefit to moving into that space is the potential that it would be free.
- In terms of Shuts Library being closed, there is currently no staff to run the library. This would not be a member library since it is owned, operated, and run by the county. We have offered to help in whatever way we can.
- Matthew asked about the Intercourse name change and how challenging it was. Karla mentioned that it had a significant impact on the work of the IT Departments, and the hardest part of the change was that there was very little notice, as well as no legal notice that the library changed the name. Karla emphasized that libraries should consider the time and impact that changes like this will have on the system.
- Dale also mentioned that Karla has been busy putting the budget together to present to the county. There is a meeting October fourth that the board members are welcome to come to in which the budget will be presented to the county.

- Dale asked Mark about the wireless upgrade, the system provides all libraries with wireless WIFI and the LSLC will apply for E-rate funding to update the system. The current system is at the end of its maintenance life. Usage has also increased in libraries as they have continued to expand. A percentage of the libraries stated that they need more coverage. The upgrade will cost around sixty-seven thousand dollars and E-Rate may reimburse 40-50% of that expense. This is an increase in the cost since these were purchased six years ago. Dale also asked Mark if this will provide WIFI to people that use it outside, which will depend on each library building and whether the WIFI is able to reach that far.

Motion to Approve Shel moved for consent agenda be approved as presented. Alexandra seconded. The consent agenda was approved as presented.

Discussion:

Presentation of the 2021 Annual Audit Shel discussed the 2021 audit. She found no issues. Matthew asked about the FDIC insurance on the holdings and whether the cap is suggestive or a hard limit. The choice to keep our money together was purposeful and the board believes there is little risk with keeping it all in one place. Dale asked about our checks and balances, since we are such a small organization, but the auditors said that there were no issues with our current set up. The auditors stated that our QuickBooks online accounts were well detailed, and the transactions were all complete and understandable. The auditors also appreciated that they were able to grant accountants access directly to our QuickBooks Online files. Dale asked Ryan about their bookkeeping, and Ryan responded that they currently use QuickBooks desktop, but he is looking to move to QuickBooks Online soon. Matthew asked about whether the member libraries need audited, which they do, and some are struggling to find auditors. Karla would like to be able to consolidate their audits through us to have one large report and pay for it to free up their funding and help support the libraries. Ryan said that he would be open to something like that. This would also keep the audits standardized which would help when submitting the audits to the state. The auditors reminded us that there will be a new accounting standard for recording leases for 2022. They also covered the management letter, and there were no findings they had to report, there were only minor adjustments that had to be recorded, per normal, and there were no issues with management. They also featured the communication that was done to bring forth the audit. Overall, the audit was very clean. Shel motioned to accept the auditor's report. Jennifer seconded. The auditor's report was approved.

Treasurer's Report Shel presented the financial report for August. There was one adjustment to the District budget due to the increase in State Aid. Overall, expenses were lower than previous months. Dale asked about the whether the adjustment affects the fiscal year for us. Karla stated that this change is only on the District side. Any changes in the system budget will be in effect in January.

Motion to Approve Shel moved to approve the Treasurer's report. Rob seconded. Report stands approved.

District Library Center Karla talked about things continuing to go well with the District. The average number of crates coming through for daily sorting is about seventy-nine; ILLs have also been increasing. An area to watch is that individual waivers of state standards will be reinstated. In the past, there have been blanket waivers, but they are bringing back waivers that apply to specific standards, which will require more effort to receive. Ed mentioned that the waiver requests are due in November. Dale asked if we can still apply as a system for the twelve percent, and Karla said we do. Ed said that the standard regarding weekend hours would be the biggest challenge that

our libraries would be facing. There are certain standards that the state has been diligent with, such as director certification, but there seems to be a new focus on all standards. Shel asked which libraries do not meet the weekend hour requirement, Ed was not sure because all our libraries are open at some point in the weekend, but not all meet the minimum number of open hours.

Branding

Jennifer said that the Branding Committee reviewed the four RFI responses. The committee eliminated one of the responses from the running. There were three interviews with the others last Friday. Out of the three, one was eliminated and after deliberation, the Taylor Branding Group was chosen. The next step will be contacting the company and starting the process with a Brandstorming meeting. This will be happening the first week of October. Karla said the contract will be signed soon.

LSLC/ Lancaster
District
Comprehensive Plan
and Service Area
Study

Karla and Dale met with North Group, who have given us a “menu” of services. They did not offer all the services we require, so we need to continue the conversation and possibly look for additional options. Karla mentioned most of the consulting groups she spoke with indicated that the size of our project is too large and intricate for them. The challenge is figuring out how to do what we need within the means that are available around here. Data is a large part of this project, which North Group has stated is not their strong suit. So, she and Dale will be meeting next week with Lancaster County Planning Department’s data analysts to help us synthesize the data that we have. The county has a new GIS software that will also hopefully help with this process. Overall, the process is moving forward.

Director’s Council
Report

Penny was not present to report

3-Point Summary to
Directors’
Council

The Board chose the following three points to include in the summary for reporting to the Directors’ Council:

- 1) The Audit Report was presented with no findings
- 2) We have selected a branding company and are waiting on a contract
- 3) Service area study process is getting underway

Public Comment/
Good of the Cause

Alexandra discussed her investigation of more activities for board involvement in advocacy, and she will be sending out an email about how involved everyone on the board wishes to be. Karla mentioned the PALA conference is coming up in October and that the board can make appointments to visit legislators in conjunction with the conference. Ed mentioned that Kerri launched the learning management system for the first time today. At the end of next week, Flipster will be available to the public. It has not yet been advertised but there will be a press release. Ed also sees a lot of partnership opportunities with places like hospitals and doctors’ offices. Flipster also has premade marketing information that will make rollout easier. Training materials for staff have been sent out today to help staff understand and advertise the service to patrons. Ryan mentioned that Lititz shows patrons their online resources to increase outreach and digital usage. Kerri also created a SharePoint site for the board that will have past minutes and board mailings. It will make accessing these materials easier and will be the main source of communication in the future. This will be updated to make sure that it fits the needs of the board.

The location for the next board meeting has not been determined.

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Adjournment

Rob motioned to adjourn the meeting. Alexandra seconded. The meeting was adjourned at 7:51 PM.

Respectfully submitted,

Alexandra Barbush,
Secretary

Transcribed by
Sydney Dieffenbach,
Administrative and Financial Assistant

Minutes and Financials are available at
<http://tinyurl.com/LSLCBoardDocs>

Next Meeting: Wednesday, October 19th, 2022, 6:30 PM