



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
Wednesday, February 15, 2023  
Via LSLC Board Room

Attendance:

Board Members: Dale Hamby, President; Matthew Eberts, Vice President; Rob Morgan, Treasurer; Alexandra Barbush, Secretary; Jennifer Wood.

Absent: Ray D'Agostino, Lancaster County Commissioner.

System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.

Guests: Lissa Holland, Lancaster 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 6:39 PM on Wednesday, February 15<sup>th</sup>, via LSLC Board Room. A quorum was present.

Mission Minute

Ed reviewed the changes to the annual state reporting process. Every library that receives state aid is required to complete a report each year. The report, which is divided into nineteen sections, strives to provide a comprehensive overview of library activities. The Office of Commonwealth Libraries (OCL) then vets the information against annual library audits, and it is then compiled by the federal Institute for Museum and Library Services (IMLS). The report is a mechanism that the OCL uses to monitor library compliance with PA library statute and regulations. The data is used locally to populate our funding formulas for the member libraries.

This year the report has been revised and restructured to make the report more comprehensive and standardized. Ed found that around ninety percent of the questions had some type of change made to them. To help manage the change, the OCL has provided training, as well as making themselves more accessible to answer questions. Usually, the district consultants are tasked with answering questions, but the OCL is seeking to standardize the answers statewide, so they have taken on much of the question answering.

The libraries finished their reports on January 10, and Ed is currently going through an eighty-point verification checklist to go over the reports before sending the final report to the OCL. He will finish this process by mid-April.

Alexandra asked if it is at all associated with the GAC (Governor's Advisory Council on Library Development). It is not; the data request comes through the IMLS and the report is created on a state level through the OCL to align with our state standards and regulations.

Election of  
Treasurer

Alexandra nominated Rob Morgan, and Matthew seconded. No other nominations were made. The board unanimously voted Rob in as treasurer.

Consent Agenda:

Secretary's Report

Minutes of the January 2023 Regular Meeting. No changes were made. Alexandra talked about some highlights from the minutes, which included Shel leaving, the branding advancing, and costs of delivery increasing.

President's Report

Dale mentioned that for service area study, he wanted a few board members to join in the process to help the board get a better understanding of what is occurring.

Executive Director's  
Report

Jennifer asked about the director's issues with Beanstack. Beanstack is the program that the libraries use to keep track of reading during the Summer Reading Program (SRP). Karla explained that some patrons kept track of their progress on paper, requiring library staff to enter them by hand, taking a lot of time. Karla mentioned that Kerri and George are rolling out some Beanstack updates that will hopefully help the issues that libraries have.

Karla talked about the ongoing discussion about whether libraries, as nonprofits, are governmental agencies that must abide by the right-to-know and open meeting laws, indicating that generally they are not. The Library Code is not clear on this matter, because it is written from a position of libraries as governmental entities, rather than nonprofits that contract with government.

**Motion to Approve**

Alexandra moved that consent agenda be approved as presented. Rob seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report

Financial report for December 2022 and January 2023 was presented by Rob.

Karla noted that all state funding was sent except for Manheim Township Public Library, a department of Manheim Township Government, which has not completed their 2021 audit. They do not currently have an estimated completion time for the audit. If they do not finish their audit by the October 1 deadline, the OCL can withhold that funding until such time as the audit is completed or the fiscal year ends on June 30.

Branding

Jennifer revealed that the new logo has been selected and shared it with the board, completing the initial phase of our branding effort. The next phase is implementation. We will continue to work with Taylor Brand Group to advise us on implementation.

LSLC/ Lancaster  
District  
Comprehensive  
Plan and Service  
Area Study

Dale mentioned an update meeting Lancaster County Planning Department. It was a productive meeting that helped clarify the data analytical process. Dale and Karla also had some discussions with another consulting agency and have received a proposal from them. The Board will discuss the proposal in an Executive Session at the end of this meeting.

District Library  
Center

A committee has been created with the library directors to help with decision making regarding the increase in delivery costs. We are creating an RFP for the 2023-2024 district year. We have also been calculating the costs of bringing the delivery in-house, although there are other considerations than cost, such as space allocation. Currently, there is no extra office space to add employees, and no additional space for sorting operations. Karla spoke with several other counties that have in-house delivery. They expressed how challenging it is to manage delivery and did not recommend it to us.

Alexandra asked if we could handle an increase in delivery cost if we had no other options. If the state doesn't increase district funding, we could handle the increase only by cutting back on other district services.

- Update on Lancaster Public Library Move
- The LPL move is tentatively scheduled to begin April 24<sup>th</sup>. During the move, Comcast will run a dual circuit at the old and new location. LSLC will cover the cost for a month, and if the circuit is needed for longer than that month, LPL will be billed for the dual circuit. The system has been working extensively with LPL to help ensure a successful move.
- Director's Council Report
- The three points from the Director's Council meeting was:
1. The district is facing increased delivery costs.
  2. Libraries have been facing First Amendment audits.
  3. The directors are in the process of deciding on a logo for the eResources branding project.
- 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. LSLC recommends that libraries review their by-laws.
  2. We have elected a new treasurer.
  3. The comprehensive plan study is moving forward.
- Public Comment
- None
- Adjournment
- The meeting was adjourned at 7:46 pm.

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

Next Meeting: Wednesday, March 15, 2023, 6:30 PM

Respectfully submitted,

Alexandra Barbush,  
Secretary

Transcribed by  
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