



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 15, 2023

Attendance:

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

Absent: Cody Diehl; Marianne Clay Strittmatter; Ray D'Agostino, Lancaster County Commissioner.

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

Guests: Ryan McRory, Lititz Public Library; Linda Kean, Manheim Community Library; Ali Salimbeni, Manheim Township Public Library; Jonathan Hollinger, Pleasant View Retirement Community; Connie Kelly, Manheim Community Library; Esther Martin, Manheim Community Library; Kim Walsh, Manheim Community Library; Mary Martin, Manheim Community Library; Vicki Breinich, Manheim Community Library; Ken Hameloth, Board President, Manheim Community 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 6:46 PM on Wednesday, November 15, 2023, at the Pleasant View Retirement Community Board Room. A quorum was present.**

Mission Minute

Linda Kean began by reporting on Manheim Community Library. She has been the director since September 2023. The library's service area has over 21,000 people within three municipalities. They have been in the Manheim Borough building since the 1970s. Her main goal as a director is to get over fifty percent of residents to be library cardholders, as only one in four residents in the library's service area currently have cards. She discussed the impending move to their new location, a process that has been in the works for around twenty years.

Consent Agenda:

Secretary's Report **Minutes of the October 2023 Regular Meeting. Approved as presented.**

President's Report

Dale told the board about the upcoming grand reopening of the State Library in the Forum Building in Harrisburg on April 26<sup>th</sup>. The library will be opened to the public for tours, and there will be various events throughout the day. He recommended that the board members plan to attend. Dale thanked Ed and Kerri for attending Quarryville's board meeting on Monday. Alexandra talked about the importance of remaining calm and tactful when addressing political issues regarding libraries.

Executive Director's Report

Alexandra asked how to donate to the Bookmobile for the Extra Give on Friday, and Karla explained that there were options on the ExtraGive site as well as on the system's website.

Dale talked about the Kristin Hannah author event that is coming up in February. He and Karla attended the fall author event last week, and he recommended that the board members go to

the next one. The event is a great way for the friends of the libraries to raise support for the libraries.

Dale asked why all the school districts aren't listed in the Overdrive portion of the department report. Brenda stated that all the school districts have access to the system's Overdrive materials through the Sora app, available through their school library. Not all schools take advantage of the collection. Only those who do show up on the system's circulation reports.

**Motion to Approve**      **Matt moved that consent agenda be approved as presented. Rob seconded. The consent agenda was approved as presented.**

Discussion:

**Treasurer's Report**      Financial report for November 2023. Rob shared three points; the district funding is continuing to be delayed but the system will be able to support itself through the end of the year. The system's E-Rate application is currently being processed. The Be Ready Rover is being funded by the Steinman Grant through the end of the year and funding in 2024 has not been secured yet.

There was a brief discussion regarding the ongoing state budget crisis. The enabling legislation remains outstanding to allow for the budget dollars to be released. The district budget has been unfunded since July 1, and the LSLC has been funding the essential portions of the budget until the state funding arrives. Questions were raised about sufficient reserve funding to support the libraries should the budget continue to be delayed into 2024. There is a plan to collect data from the libraries regarding their budget needs, and also to free up LSLC reserve funds should that become necessary.

**Rob moved to accept the Treasurer's report. Alexandra seconded. The report was approved.** In light of the ongoing budget delay, Karla said that to preserve cashflow, some budgeted expenditures for 2023 have been delayed. She requested that any unspent funds for the 2023 budget be carried over to 2024, to allow for those expenditures to take place.

**Rob moved for any unspent funds from 2023 to be carried over to the 2024 budget. Alexandra seconded. The motion passed.**

It was noted that Overdrive purchasing, which had been curtailed due to the budget, has been resumed.

**Manheim Community Library Building Plan**      Jonathan shared Manheim Community's new library plan, which will be in Pleasant View's cultural center. This is part of a larger initiative for Pleasant View to become a community space. Ken reported on the plan for the new building. The new space will triple the space that the library has currently. The library has been asked to raise \$1.5 million to help supplement Pleasant View's fundraising. Ken mentioned that they anticipate additional staffing will be needed for the new facility, but they are unsure exactly how much. Questions were raised by the LSLC Board regarding building logistics such as Wi-Fi for the shared spaces, parking, the project timeline, moving plans, and the impact on the LSLC IT budget. The MCL/Pleasant View team answered each question posed. **Rob moved to approve the plan as presented, Matt seconded. The motion passed.**

**County Coordination Plan**      Ed explained the plan breakdown. This aid is given to support county wide library efforts. Ed covered how much funding the system is getting and how the funds will be used. The plan has been sent to the directors and will be discussed at the next Director's Council meeting. **Matt moved to approve the county coordination plan and Rob seconded. The plan was approved as presented**

Lancaster District Comprehensive Plan and Service Area Study	The board met with Kim Zablud and Tony Ross from Advancing with Purpose last week. The GIS data from county planning is the last piece needed before moving forward. Matt expressed his appreciation for the participation of the LSLC team to help with the study. The timeline of events has been pushed back a little bit because of how busy county planning is and Karla anticipates having the project completed by the end of January as opposed to December. Karla stated that since the plan is not completed yet, the consultants do not recommend changing the funding formula for 2024. <b>Rob moved to keep the funding formula the same for 2024 and Alexandra seconded. The motion passed.</b>
Lancaster District Update	The system and district will not be asked to request waivers for this year.
Financial Health Committee	Dale and Cody began working on the committee. Dale covered the different data that the committee will work with. Some of the data is in the state report and other information will need to come from the libraries. Matt suggested they add liabilities to the data they are collecting. Dale is open to any further parameters. Dale's goal is to see where libraries need the most support to hopefully figure out more sustainable funding for the libraries.
Director's Council Report	Nothing to report as there was no meeting.
3-Point Summary to Directors' Council	The Board chose the following three points to include in the summary for reporting to the Directors' Council: <ol style="list-style-type: none"><li>1) No change to funding formula 2024.</li><li>2) Approved Manheim Community's building plan.</li><li>3) As the state budget impasse continues, the system will send out a survey to the libraries to see their funding needs going into 2024.</li></ol>
Public Comment	Ali Salimbeni talked about the different aspects of the funding formula and how MTP hopes to see changes in 2025.
Adjournment	<b>Rob moved to adjourn the meeting. Alexandra seconded. The meeting was adjourned at 8:02 pm.</b>

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

Next Meeting: Wednesday, January 17, 2024, 6:30 PM

Respectfully submitted,

Alexandra Godfrey,  
Secretary

Transcribed by  
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Administrative and Financial Assistant