



Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 18, 2024

Attendance:

- Board Members: Matthew Eberts, President; Theia Hofstetter; Tess Wallace; Andrew Welk; Kristin Staley; Ray D'Agostino, Lancaster County Commissioner.
Absent: Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary.
- System Staff: Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.
- Guests: Joseph McIlhenney, Milanof-Schock Library; Joyce Sands, Manheim Township Public Library; Josh Redd.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Matt Eberts at 6:31 PM on Wednesday, September 18, 2024, in the LSLC board room. A quorum was present.

Library Story Matt started the meeting with a story from the Ephrata Library which offers several technology classes, from beginner to advanced for patrons. They also provide individual technology tutoring. These programs can help patrons develop skills for employment.

Presentation of the Audit Olivia Metz and Sean Smith from Ross Buehler Falk and Company came to present the 2023 audit draft to the board. It was once again a clean audit with no findings. Theia moved to approve the presented draft of the audit. Andrew seconded. The audit was approved as presented.

Consent Agenda:

- Secretary's Report** Minutes of the August 2024 Regular Meeting. There were no changes made.
- President's Report** There were no questions on Matt's report.
- Executive Director's Report** Karla reported that she and Casey have been working on the budget for 2025 which will be presented to the board in October. Karla has also been working with numerous library boards to help with personnel and board issues. She, along with Mark, have been involved with Manheim Community's new building project. Mark commended the libraries for their cooperation with the new Microsoft contract.
- Theia asked about the process behind the libraries and the district submitting the SALSA. The libraries submit their State Aid Library Subsidy Application (SALSA) to the district for review before submitting them to the state. The district submits a separate SALSA to the state. Theia asked if there was a separate deadline for each, and Karla replied that a district is allowed to impose an earlier deadline for the libraries to allow time for District review before the submission deadline. Karla believes that all the SALSAs have been approved.
- Theia asked about the discussion libraries are having regarding eBook purchasing and sharing and where the discussions are held, which are at the Director's Council meeting. Kristin asked why there are libraries not open to sharing their eBook materials, which Karla indicated comes from the portion of the funding formula that rewards libraries for lending materials.

Theia asked what the process of training looks like for the libraries. Libraries report their training through the system's learning management system.

Theia asked what the Homeless Library Academy is; Kerri explained that it is training for library staff for serving patrons of different demographics, including unhoused patrons.

Theia asked about the medical renewal and when the ancillary rates will come in. Karla believes that they have just come in. She is not anticipating an increase in benefits larger than eight percent. Matt asked if it were feasible to cover benefits for the member libraries, which is not possible because each library is an independent legal entity with its own tax ID.

Motion to Approve

Theia moved that consent agenda be approved as presented. Tess seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report

Theia presented the financial report for August. Theia reported that the district aid has arrived. Between the time that the district fiscal year begins to the reception of the funds, the system covers the district expenses.

Theia reported that Inter Library Loan delivery costs also include deliveries for holds within the county as well as outside (ILL).

Theia reported on an increase in community relations in September, which included the renewal for the member libraries movie licensing and Pennsylvania Association of Nonprofit Organizations (PANO).

Theia discussed the different financial reports that will be presented to the board, and at which point in the year the board will receive them. She specifically mentioned the statement of activity detail, which is provided quarterly, as it was presented in the September board financials.

Theia moved to approve the financial report for September. Andrew seconded. The report was approved.

Lancaster County
2025 Budget
Grant Request

Every year the system must submit a budget grant request to the county. The request includes funding for the system as well as the member libraries on separate budget lines. Karla explained that her request will not change from last year's request. On October first there is a recessed budget work session where Karla will present the budget request to the commissioners. Theia stated that the ARPA grant has replaced some IT expenses, allowing the system to cover other expense increases, which is part of the reason why the system is not requesting an increase in funding. Theia moved to approve the county grant request for 2025. Kristin seconded. The county budget grant request was approved as presented.

Andrew asked why the budget is not approved before submitting the grant request. Karla explained that there are certain expenses that the system cannot get an estimate on for the draft budget before the request. Casey, Karla, and Theia have come together to create an estimated budget for next year to base the request on and will work on refining the budget to present to the board at the October meeting. Casey also does a preliminary budget framework for the request which she subsequently uses with the managers to create the draft of the budget. Theia asked if it would be helpful for the rest of the board to see the framework that Casey puts together. The board would like to see the framework and first draft in the future.

Lancaster District
Update

There were no updates from the district.

Membership
Agreement

Karla shared that there is limited information that she has on the creation of the current membership agreements, but she has reached out to a director that was present during the negotiations in hopes of learning more.

Theia's main concern is the process and policy behind the member agreements, especially when there are inconsistencies. She wants clarification on the policy and process for the membership agreements. There was no extensive documentation other than the notes that Karla has posted on the SharePoint. Karla does not believe there is a policy for the agreement outside of the board's policy. There are some documents that she believes hints at the process but nothing concrete. Karla also mentioned that she can request guidance from Office of Commonwealth Libraries and other federated library systems in PA to see what their policies regarding their membership agreements look like.

Theia would like to see a procedure for creation and approval of membership agreements created since the agreement update will be forthcoming. Theia believes that this should be under the purview of the policy committee which means she would like to add the system membership back to the policy committee.

Theia moved to have the membership agreement added back into the policy committee, specifically for the first point in the policy's purpose document to read "Review current organizational policies and procedures, including the By-Laws and System Membership Agreement, and from time to time, as needed, draft new or update existing ones". Tess seconded.

Matt asked what Theia would want from the committee. She would want the committee to be involved in the process of updating the membership agreement. Andrew stated that the committee would present a membership agreement to the board and, if approved, would then present it to libraries who would come back with their opinions on the agreements. Karla's main concern is having a cooperative process rather than a prescriptive one, resulting in an agreement that the board creates without the libraries input. Ray stated that he believes that usually an organization providing the services starts the process and brings an agreement to the other party for negotiations. Theia stated that the agreement would be based on the current agreement that has already been approved by the libraries.

The final vote was 4 in favor and 1 against. The motion carries.

Director's Council
Report

There was no meeting so there is nothing 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 system's audit was approved. The system intends to continue paying for member library audits.
- 2) The board approved the county grant request.
- 3) *There was no third point.*

Public Comment

Adjournment

Andrew moved to adjourn the meeting. Theia seconded. The meeting was adjourned at 7:46 pm.

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

Next Meeting: Wednesday, October 16, 2024, 6:30 PM

Respectfully submitted,

Matt Eberts,
President
(in the absence of the Secretary)

Transcribed by
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Administrative and Financial Assistant