



Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 15, 2024

Attendance:

Board Members: Matthew Eberts, President; Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary; Theia Hofstetter; Tess Wallace; Andrew Welk; Ray D'Agostino, Lancaster County Commissioner.

Absent:

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 and Outreach Coordinator; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.

Guests:

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Eberts at 6:30 PM on Wednesday, May 15th, in the LSLC board room. A quorum was present.

Mission Minute Matt mentioned organizing a board orientation for the new board members.

Consent Agenda:

Secretary's Report Minutes of the March and April 2024 Regular Meeting. There is a correction to the April minutes where Matt's name was mentioned instead of Dale for Vice-President, that will be updated in the minutes.

President's Report Matt talked about ensuring the board is an advocacy board to help boost people's understanding of how valuable library services are to patrons.

Executive Director's Report No questions were raised.

Motion to Approve Dale moved that consent agenda be approved as presented. Marianne seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report Financial report for April 2024. Rob resigned from his position on the board as he is moving out of state. Matt thanked Rob for his service. The board will need to elect a new treasurer. Matt reported that the system's fifteen-month CD will mature in June. LSLC received an EITC donation from S&T for the summer reading program. LSLC has begun to purchase items budgeted with 2023 funds that were carried over to 2024 due to the state budget delay. Dale asked if the system is on track for the EITC and E-Rate funding. Casey stated EITC donations usually come later in the year so there is time to meet what was budgeted. E-Rate is based on the Comcast bill from IT, which is refunded near the end of the year. Karla and Mark explained to the board how the E-rate program works. LSLC is currently getting around a sixty percent refund through the program.

Marianne moved and Andrew seconded to approve the treasurer's report. The report was approved.

Governor's Advisory
Council Update

Dale explained what the Governor's Advisory Council on Library Development (GAC) does, which provides council to the governor and the Office of Commonwealth Libraries regarding libraries matters in the state. Currently, the GAC is working on the revision of the library regulations, and on creating new guidelines. Dale anticipates the approval of the new regulations will take at least two years. The GAC just completed a report for the governor regarding the libraries in the state.

LSLC/Lancaster
District
Comprehensive
Plan and Service
Area Study

Karla reported on the process of getting the plan together. The plan has been in process for around a year through Advancing with Purpose. We also worked with the county planning department, who used the LSLC Integrated Library System (ILS), Sierra, data to map out where patrons live and what service areas they belong to. The consultants recommended not changing the service areas as they believe the change would not be beneficial to the libraries. Ray asked whether the libraries were involved with the study; each library director was interviewed. Ray also asked if the municipalities were involved, which they were not, as that was outside of the scope of the project. Ray's concern was regarding municipalities that are funding libraries that they don't feel are in their service area. Karla stated that municipalities can choose where they send their funding, and they often do so. Karla discussed the needed balance between funding libraries based on where patrons choose to go and ensuring disbursement of library services throughout the whole county.

Theia asked if the project looked at patron's inter-library loans, which it did not. Ed explained the difference between intra-library loans, or holds, which are materials that the libraries share within the system while inter-library loans are from outside the county. Ed also talked about the cost related to inter-library loans, which tend to be higher than that of holds.

Marianne asked about applying fees to inter-library loan; the state requires materials to be free to patrons, but fees can be applied in some cases.

Dale explained that the system's job is to serve the libraries, enabling them to serve the community, rather than providing direct service to patrons, except for the Bookmobile. Karla also mentioned the new plan's updated mission statement will better align with the system's work of support the libraries.

Matt asked how the plan will be used going forward. The plan has high level objectives and goals that will need to be distilled down to the next level to specific actions.

Lancaster District
Update

The annual district negotiations were recently completed, and the directors ratified the new plan and budget. The biggest increase in cost was in the delivery contract. Currently, the system has two bids with the contract anticipated to be signed within the next week. The increase in delivery means a decrease in the budget for eResources, including databases, eBook, and audiobooks. Kerri has an eResources committee that will decide how to allocate the decreased eResource funds. Andrew asked if the contract needed to come to the board for approval. Karla explained that the board has authorized her as the contract signer for any items that fall within the approved budget.

June/July Board
Meeting Dates

Matt stated that the June board meeting falls on a system holiday and gave alternative dates. The board decided the June meeting will be on the 26th and there will be no July meeting.

Director's Council
Report

Nothing to report as there was no meeting.

Board of Directors

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- 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) There are three new board members.
 - 2) The comprehensive plan was presented to the board.
- Public Comment Andrew requested the budget to be put on SharePoint.
- Adjournment Andrew moved to adjourn the meeting. Marianne seconded. The meeting was adjourned at 7:46 pm.

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

Next Meeting: Wednesday, June 26th, 2024, 6:30 PM
In the LSLC Board Room

Respectfully submitted,

Marianne Clay Strittmatter,
Secretary

Transcribed by
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Administrative and Financial Assistant