



Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 16, 2024

Attendance:

Board Members: Matthew Eberts, President; Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary; Theia Hofstetter, Treasurer; Tess Wallace; Andrew Welk; Kristin Staley.
Absent: 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; Casey Trone, Financial Coordinator; Sydney Dieffenbach, Administrative Assistant.

Guests: Joseph McIlhenney, Milanof-Schock Library; Alli Salimbeni, Manheim Township Public Library; Tom Lisi, LNP.

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 7:03 PM on Wednesday, October 16, 2024, via the LSLC Board Room, following a Board education session on the LSLC funding formulas. A quorum was present.

Library Story Since the Ephrata library is located close to the Ephrata High school, they have a robust teen community that visits the library after school. The library provides programs, tutoring, and clubs for the teens as well as offering a space for them to socialize.

Consent Agenda:

Secretary's Report Minutes of the September 2024 Regular Meeting. There were three edits suggested by Theia that were updated in the draft.

President's Report Matt thanked Karla and Theia for their participation in the budget work session where Karla presented the county budget request to the county commissioners.

Executive Director's Report Dale asked Karla about her speech regarding her presidency for PALA. She reported on the content of the speech and the experience.

Dale shared that the Office of Commonwealth Libraries Bureau of Library Development is working on policies for districts, and library systems.

Theia asked about the CDs that the system has, which can be found on the balance sheets.

Theia asked about the self-service holds for Manheim Township and how many libraries take advantage of it. Mark stated that seven of the libraries currently do this. The main concern for a library offering this service is the space a library has. This helps libraries save time since patrons can pick-up their own holds without library staff assistance. In terms of IT, there are changes made to the hold slip to ensure patron privacy. The self-service checkout system allows patrons to check out the materials on their own without staff help. Previously, MTP had their own self-checkout system but has switched to the System-supported self-checkout system to save money.

Theia asked how often weeding happens on the bookmobile. There are several factors that determine when the collection is weeded, including checkouts, book condition, age, and collection space as well as the time for staff to go through materials.

Theia asked about the delayed Sierra upgrade and whether the delay affects the member libraries at all. Mark stated that the new release had some updates and feature enhancements that would be beneficial to the libraries, but there should not be substantial issues. The upgrade is still in motion, and Mark anticipates it being completed in early 2025.

- Motion to Approve** Dale moved that consent agenda be approved as presented. Theia seconded. The consent agenda was approved as presented.
- Discussion:
- Treasurer’s Report** Financial report for September 2024. Theia had nothing major to report to the board. Theia moved to approve the financial report. Dale seconded. The report is approved.
- 2025 LSLC Budget Draft** Theia presented the 2025 budget draft. Theia moved to approve the 2025 budget draft. Dale seconded. Kristin asked why there is such a difference in the public relations line from 2024 to 2025. This is because of a community relations project planned for 2024 that will not be repeated in 2025. Dale asked where savings to cover inflation were realized, they come out of the Be Ready Rover and community relations expenses. The ARPA grant also provided some savings for IT expenses which added stability to the budget. The motion 2025 budget draft was approved by the board.
- Lancaster District Update** The district is in the process of finishing the reporting cycle to the state, which will be done by the end of October. The libraries are currently working on submitting their plans for state aid for the 2024-2025 budget year.
- County Coordination Plan** The county coordination plan is a part of the state aid distribution which requires libraries in a county to collaborate on services that benefit the whole county. The main costs associated with this budget plan are IT costs like the Integrated Library System and Microsoft licensing. The plan is negotiated and approved by the libraries. Due to price increases, some expenses from the current year will no longer fall under this plan. Theia moved to approve the county coordination plan as presented. Marianne seconded. The plan was approved.
- Director’s Council Report** The three points from the last Director’s Council meeting were:
- The 2025 County Coordination Plan was approved by the libraries.
 - Consistent Summer Reading Program (SRP) start dates and prize distribution dates have been approved by the libraries.
 - The libraries voted to share eBook materials.
- 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 board approved the County Coordination Plan.
 - 2) The board approved the 2025 system budget.
 - 3) Karla presented the budget request to the county commissioners.
- Public Comment**
- Adjournment** Theia moved to adjourn the meeting. Dale seconded. The meeting was adjourned at 7:42 pm.

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

Next Meeting: Wednesday, November 20, 2024, 6:30 PM

Respectfully submitted,

Marianne Clay Strittmatter,
Secretary

Transcribed by
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Administrative and Financial Assistant