



Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 19, 2025

Attendance:

Board: Matthew Eberts, President; Dale Hamby, Vice President; Theia Hofstetter, Treasurer; Andrew Welk; Kristin Staley; Ray D'Agostino, Lancaster County Commissioner.
Members: Absent: Marianne Clay Strittmatter, Secretary; Tess Wallace.
System Staff: Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.
Guests: Ali Salimbeni, Joyce Sands, Manheim Township Public Library; Jade Campos

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 6:31 PM on Wednesday, February 19, via the LSLC board room. A quorum was present.

Library Story: Matt shared a thank you note that the Lititz Library received from a patron thanking them for the library services that the library offers to families.

Consent Agenda:

Secretary's Report: Minutes of the December 2024 Regular Meeting. No changes were made.
President's Report: There were no questions for the president's report.
Executive Director's Report: Karla reported that the governor has appointed a new secretary of education for the state. The governor's budget for the year did not have an increase in library funding. The Pennsylvania Library Association will be advocating for an increase for this year and next, Karla will let the board know when the request is sent and what they can do to assist with the advocacy efforts.

Dale mentioned that the trustee training was worthwhile last year and recommends that other board members attend. Karla will let the board know the registration deadline.

Theia asked if the system does any advocating to legislators. The system does not as a whole; Karla usually asks the board members individually to reach out and welcomes any offers to connect with legislators.

Kristin asked if there were any issues with Adamstown, as their director recently resigned after a short time as director. Karla stated that it was a personal issue rather than a library issue.

Theia asked why there has been a spike in book ordering while receiving is down. Karla stated that while libraries tend to order more in the new year, our book supplier is facing delays and staffing issues.

Karla explained the Interlibrary Loan staffing challenge to the board. The main ILL staff member has gone on leave and the part-time staff member who had planned to cover ILL in her absence has accepted a full-time job elsewhere. Ed will be working on ILL in the interim along with Julie, who volunteers to assist once she is trained.

Karla explained the relationship between the system and the Shuts Library, which is owned by the County of Lancaster and operated as a collaborative effort between the county and the system. Dale asked if they must meet the state library standards, which it does not, because it does not receive state aid.

Theia asked about the new loan rules that are going into effect. Karla explained that the directors agreed to standardize the loan rules for a more consistent experience for patrons. They will be going into effect in early March. Kristin asked if there will be fine rate increase, which there will not be.

Theia asked about whether the SRP presenters are funded by the system. The system funds certain programs while the libraries have additional programs that they pay for themselves. For system provided programs, we negotiate the presenter contracts and pay for the presenters directly. Kerri explained that some presenters will go to every library while other presenters will only be at specific libraries to ensure that there is variety and equity for the libraries.

Ray asked how the loan rules are implemented. Karla explained that the libraries agree on what rules they would like for different categories of items. Those rules are developed as a table in the integrated library system.

Kristin asked if other museum passes will be removed from circulation. Most of the other passes are covered by a grant and donations from the museum. The system is in talks with Make717 about the potential for keeping the passes despite the system being unable to pay for them. There was a discussion about sponsorships and fundraising for the museum passes and in general that followed.

Motion to Approve

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

Discussion:

Treasurer's Report

Theia moved to approve the financial report for December 2024, Dale seconded. Theia reported on the end of year financials, including donations and their origin. Theia asked if there are certain requirements for EITC donations, and Karla explained the requirements and process around that program. Patrons are also able to donate to direct programs or expenses that the system uses. Karla discussed the marketing campaign that is being launched which she hopes will raise awareness of the good work of our libraries and increase use and support. The report was approved as presented.

Theia moved to approve the January 2025 financial report. Dale seconded. Theia reported that interest income will be incorporated into the budget. The system received the Extra Give funds in January as well as other donations. The ARPA and STEM grants were finished in 2024 and will therefore not be in the 2025 budget. The report was approved as presented.

Theia reported the funds that are being rolled over from the 2023 and 2024 budgets into the 2025 budget or placed in reserves.

**Lancaster District
Update**

There is an upcoming District Advisory Council meeting which includes directors and library board members.

The libraries are working on their annual state reports. They are due to the system on March 10th. The system will then review the reports between then and April 14th and submit them to the Office of Commonwealth Libraries for final review before being submitted to the federal government.

Board Policy Committee	Andrew has no new updates on the policies. He will meet with Karla tomorrow to finish cleaning up the policies so they can be set aside until the bylaw review is completed. The committee will meet on January 26 th to begin their work on the bylaws, which he anticipates presenting to the board in March.
Director's Council Report	<p>The Directors Council had the following three points to report to the board:</p> <ul style="list-style-type: none">• Discussion regarding home library and p-types will continue.• IT is working on the Windows 11 update.• Sustainable funding will be discussed at the District Advisory Council meeting.
3-Point Summary to Directors' Council	<p>The Board chose the following three points to include in the summary for reporting to the Directors' Council:</p> <ul style="list-style-type: none">• The state report deadline for the libraries is March 10th.• The public awareness campaign is launching soon.• The Friends and Trustee Institute will be March 15th.
Public Comment	Dale discussed his trip to DC to advocate for PA libraries. Dale also discussed the costs of audits.
Adjournment	Andrew moved to adjourn the meeting. Theia seconded. The meeting was adjourned at 7:41 pm.

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

Next Meeting: Wednesday, March 19, 2025, at 6:30 PM

Respectfully submitted,

Matt Eberts,
President

Transcribed by
Sydney Dieffenbach
Administrative and Financial Assistant