



Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 17, 2024

Attendance:

Board Members: Dale Hamby, President; Matthew Eberts, Vice President; Rob Morgan, Treasurer; Alexandra Godfrey, Secretary; Marianne Clay Strittmatter; Cody Diehl; Ex Officio: 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; 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

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 6:30 PM on Wednesday, January 17, 2024, via Zoom. A quorum was present.

Mission Minute Dale thanked Karla for five years of service to LSLC. Karla thanked the board and the system’s staff for making her time at LSLC such a success.

Consent Agenda:

Secretary’s Report Minutes of the November 2023 Regular Meeting. No questions were raised.

President’s Report There is still a vacancy on the board. The slate of officers needs to be prepared for the April meeting. He requested anyone interested in being an officer to reach out to him.

Dale spoke about the LNP article regarding library funding in the county.

Dale encouraged the board to attend a virtual library Friends and Trustees Institute to be held on March 23.

The Office of Commonwealth Libraries is putting together a publicly available directory of libraries for PA, and Dale would like to ensure that the information for Lancaster County is correct.

Executive Director’s Report Alexandra asked Ed about the sorting and delivery graph, she asked what each of the colors in the graph meant. Each color refers to a different year of data.

Dale asked Ed about the waivers for the state report. Libraries will need to submit waivers for weekend hours. Waivers are not available for directors that are still getting their certifications, but libraries can request an extension of time to meet that standard.

Dale thanked Ed for his work in the LNP article.

Dale asked Mark about his work with SpyGlass Group and what exactly that means for the system’s current phone setup. Mark explained that the process is used to look at telecommunication spending, which can help negotiate the different rates or manage phone lines that aren’t used.

Marianne would like to talk to George and Karla about the Be Ready Rover program.

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

Discussion:

Treasurer's Report Financial report for January 2024. Rob updated the board on the cash flow issues that were occurring at the end of the year due to the state budget delay. The state budget was completed. District funding for 2023-2024 has been received, and funding will be forthcoming for the libraries. The LSLC financials show an end of year surplus, but this is not final, as there are still some 2023 expenses to be paid. The completed 2023 report is anticipated in time for the February meeting. All funds from previous years have been rolled into 2024. Rob moved to approve the financial report. Cody seconded. The report was approved.

LSLC/Lancaster District Comprehensive Plan and Service Area Study Our consultants from Advancing with Purpose, Kim Zablud and Tony Ross, are reporting their initial findings from the study to the library directors tomorrow. The meeting will only be between the directors and the consultants, with no one from LSLC present. The consultants are also planning a meeting with the LSLC leadership team to work on the comprehensive plan goals and objectives. Karla thanked the commissioners for allowing Lancaster County Planning to work on the data analysis part of the study. The consultants are planning to have the study completed by the end of February.

Lancaster District Update The district is half-way through their budget year and on track to spend their full budget. There are extra funds provided by the state; Karla is working with Kerri and the eResources Committee to develop a plan for those funds. Delivery is going well, and sorting is at full staff, with a new sorter joining the team. Ed reported that the annual reports are coming up, which will be taking up a lot of time for Ed as well as the directors. The negotiation of next year's delivery contract is approaching. Ed is hopeful that the system will stick with Bridge Possible for the next fiscal year.

Financial Health Committee Dale reported on his meeting with Cody, where they developed a list of data points they hope to collect. The idea is to look at what the financial situation for each library looks like across the system. Cody added that they are still determining what fiscal year they are collecting data from. Karla recommended looking at 2022, since 2023 data won't be available until later this year. Alexandra asked how the data would be collected. Dale stated that they plan to gather what they can from the state report and reach out to the directors for the rest. Matt suggested asking about each library's reserves to help benchmark the libraries for the county. Dale is planning for their aggregated data to be shared with the libraries. Dale and Cody are open to suggestions for other data points to gather.

Director's Council Report The director's chose to share these four points from the December 2023 meeting:

- Lititz is going fine free for Juvenile/YA materials in 2024.
- Manheim Community thanks the board for approving their building plans.
- LSLC will provide the libraries with the Employee Retention Tax Credit application assistance, if requested.
- The libraries thank the board for their commitment to funding through the state budget delay.

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 directors may be receiving questions from the financial health committee soon.
- 2) Karla had her five-year anniversary at LSLC.

3) There is still an opening on the board, preferably to be filled by someone from an outlying municipality.

Public Comment Ray wished the board a happy new year and is looking forward to seeing the results of the comprehensive plan.

Casey let the board know that the first county funding payment arrived and has been distributed to the member libraries today.

Adjournment Rob moved to adjourn the meeting. Cody seconded. The meeting was adjourned at 7:33 pm.

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

Next Meeting: Wednesday, February 21, 2024, 6:30 PM

Respectfully submitted,

Alexandra Godfrey,
Secretary

Transcribed by
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