



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 20, 2024

Attendance:

Board Members: Matthew Eberts, President; Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary; Theia Hofstetter, Treasurer; Tess Wallace; Andrew Welk; Kristin Staley; 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; 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; Jade Campos, Lancaster Newspaper.

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, November 20, 2024, via the LSLC board room. A quorum was present.

Library Story Matt reported on a story from Columbia where the library staff helped source a new walker for a patron whose previous walker had broken.

Consent Agenda:

Secretary’s Report Minutes of the October 2024 Regular Meeting. There were no questions.

President’s Report There were no questions on Matt’s report.

Executive Director’s Report Theia asked if there was a variation throughout the year for interlibrary loans and book delivery to the libraries. Karla reported that summer is usually the busiest time for delivery with other volume fluctuations throughout the year. The Interlibrary Delivery Service (IDS), which delivers interlibrary loans, is a yearly contract, so any changes in cost are yearly rather than monthly. Sorting costs related to staffing do change a bit depending on time of year and delivery volume.

Regarding the hiring of a short-term employee, it has been accounted for in the budget so changes to the budget will not be needed.

The maturing CD will be reinvested but Karla is not sure where and what the rate will be yet.

At Theia’s request, Karla will share the ARPA report for financials with her.

Theia asked how many libraries need to be converted to SharePoint, there are three libraries in the process of converting.

Theia asked how information about the Sierra upgrades is shared to the patrons. There are several avenues the libraries use like social media, on their websites, and signage in the library.

Karla shared that the county budget will have a cut of seventeen percent to the library system and the member libraries, which will equate to approximately \$360,000 for LSLC, and an additional \$38,000 for the member libraries. Casey and Karla will work on a revised budget for the board to approve in December.

**Motion to Approve**

Andrew moved that consent agenda be approved as presented. Marianne seconded. The consent agenda was approved as presented.

Discussion:

**Treasurer's Report**

Financial report for October 2024. Theia reported that there was nothing out of the ordinary in the monthly expenses. She is in the process of creating a financial manual to help guide her time as treasurer and for future treasurers. Theia moved to approve the treasurer's report. Dale seconded. The report was approved.

**Policy Committee Report**

Andrew reported on the policy changes that the committee worked on. There were a few grammatical changes that Theia suggested that Andrew would also like to include with the updates presented.

Ray discussed the citations that need to be added to the policies from the state library code, specifically from title 22 and 24. He will send his notes to Karla and the board.

Theia would like consistency throughout the policies, with a clear statement of purpose, authority, and responsibility as well as citations to library code. This will help keep the policies uniform and avoid confusion in the layout of the policies.

The board discussed the proposed policy change regarding the approval of contracts. Karla reported on the number of purchases and contracts the system deals with that would be over the proposed five-thousand-dollar limit. The board discussed the possibility of having different thresholds for budgeted, non-budgeted, and reoccurring expenses. Since the system deals with some pass-through expenses, usually the funding for member libraries, Matt asked about how that would be addressed in the policies. Ray stated that there can be continual authorization for certain expenses, which can include pass through expenses. Dale asked if employment would be included with other contracts. Since employees do not have contracts, the approval of employees is within the purview of the executive director's policy.

Andrew stated that choosing the three-year time frame for reviewing the membership agreement was a compromise between the one-year time in the policy and the five-year time frame in the membership agreement.

Moving forward the committee will look at adding consistency and code within the policies. The committee will continue to look at the contract limit and define the different expenses. Andrew plans for the committee to continue their work on the policies and when they are satisfactory, table them until the by-laws are updated and implemented, then vote on the policies.

**Local Government Funding of Member Libraries**

Matt reported that the member libraries have been seeing a decrease in municipal funding. Dale reported on the loss of funding to his home library and how that is impacting the library financially.

- Lancaster District Update  
Karla updated the board on the district advisory council, which will meet in January. The council is made up of the library directors and a member of their library's board. The council meets three times a year and discusses district services.  
  
Ed and Kerri are working on putting together a performance survey for the learning management system.
- Director's Council Report  
There was no meeting so there was nothing to report to the board.
- 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 county cut library funding by seventeen percent.  
2) The policy updates and review are ongoing.  
3) The Extra Give is on Friday.  
4) Reminder to send board members to the District Advisory Council.
- Public Comment  
Joyce Sands asked about local municipal funding relating to unserved areas. Since the county provides funds for the library system, which encompasses the entire county, there are no unserved areas, even when the municipality provides no funding for the local library.  
  
Jade asked if the policies are open to the public during revision, which they will not be. She also asked if the threshold for spending was addressed by the committee for a reason. Andrew stated that there was not a reason, the board is just being proactive.
- Adjournment  
Andrew moved to adjourn the meeting. Dale seconded. The meeting was adjourned at 7:54 pm.

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

Next Meeting: Wednesday, December 18, 2024, 6:30 PM

Respectfully submitted,

Marianne Clay Strittmatter,  
Secretary

Transcribed by  
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Administrative and Financial Assistant