



# LIBRARY SYSTEM OF Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
December 14, 2016

**Attendance:**

**Board Members:** Diane Tannehill, President; Russell Miller, Vice President; André Fouchet, Treasurer; Christina Diehl, Secretary; Brandon Danz; Ken Kohlmaier;  
**Absent:** Rich Frerichs; Dennis Stuckey, Lancaster County Commissioner.

**System Staff:** Bonnie Young, Executive Director (via speaker phone); Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Coordinator; Smita Christian, Interim Accounting Manager; Amanda Hatcher, Administrative Assistant

**Guests:** Heather Sharpe, Director, Lancaster 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 Tannehill at 6:34 PM on Wednesday, December 14, 2016, at the Library System office. A quorum was present.

**Secretary's Report Minutes** Christina Diehl, Secretary, referred to the minutes of the November 16, 2016, Regular meeting as included in the Board mailing.

**Approval** The minutes were approved as presented.

**Treasurer's Report** André Fouchet, Treasurer, referred to the November 2016 financial report, as included in the Board mailing.

Andre reported that we are still up and down on savings. There will be close to a zero difference between the budget and actual. Expenses are up and down as well. There were comments and explanations on the second page of the report. There are many reasons for the fluctuations including personnel change, uncertainty about when we will receive E rate credits and budgeted moving expenses were not spent. In essence, it will be a gain.

**Motion** On motion by Andre and seconded by Russel Miller the System Board directed that the November 2016 Financial Report be filed for audit. The motion carried unanimously.

**Budget Report** Andre presented details about the 2017 budget. It is a balanced budget with a slight rise in income. The format presented will be the format of the future. Tracking will be by department rather than by accounting code. Ken, Bonnie and Smita have worked very hard. Included in the budget is \$10,000 for

Ebooks. There will be more training this year and more Book Mobile expenses. Ken agreed.

Brandon asked for an explanation behind changing the format and reorganizing the budget. Bonnie explained that it was changed to reflect departments for clarification purposes. Andre added that salaries and benefits are broken down by departments as well as training. Bonnie said that training includes human resource expenses. Brandon acknowledged the difficulty of the new budget and commended everyone. He asked about budget lines regarding the Bookmobile. Bonnie explained that the Bookmobile is a lease. She also pointed out there are different lines for Bookmobile donations vs. other donations. Andre inserted that Diane and Bonnie have worked to raise money for the Bookmobile. Bonnie commended the letter Brandon wrote – we have received donations from it. Andre asked Smita to work on the Profit & Loss statement for 2017. Smita agreed to do so.

Russell asked if the current year budget has this much detail. Andre said yes. Russell said it would be helpful for comparing from year to year. Andre stated that the budget will be presented in this condensed form but that the details are available to anyone who ask. Russell didn't think that the report in its current form is detailed enough. Andre gave the example that T & D is 16% above last year. Russell emphasized that he likes it and that it is nice to see. Brandon added the budget shows that growth is at or below inflation and it all looks good. The Bookmobile is a huge increase and we all know why. The Sierra migration is understandable. However, the IT department showing -7% is confusing. Mark explained that IT has not reduced any of its services. The IT department is fairly lean and efficient, just about as efficient as can be achieved. Andre asked Bonnie if the document should be changed and Bonnie agreed. Russell emphasized again that he is not unhappy with the document but he would like to see an explanation of actual differences.

Andre clarified that the document should show 2016 actual as well as 2017. Russell agreed that would be better and then asked if that would be all the public would see. Andre said that is all they need to see. Ken stated again that more details are there if the public wants to see them. Russell emphasized that his issue is about seeing comparisons. He is happy with the budget, just concerned with the presentation. Brandon stated that the restructure looks great. Andre emphasized again that the statement is structured by department as opposed to account numbers. Diane agreed that the new format is useful and thanked everyone for a great job. She agreed that a column for 2016 actuals would be helpful.

On motion by Andre, and seconded by Brandon the Library System Board of Directors approved the motion to accept the budget as presented. The motion carried unanimously.

**Motion**

President's Report President Diane Tannehill thanked everyone for their work. She commended Brandon on his letter again emphasizing that it has brought in funds for the Book Mobile. Diane made a special year-end thank you to all the department heads for their hard work.

Executive Director's Report Bonnie Young had no report in addition to her written report included in the Board mailing. In response to Bonnie's written report, Andre thanked Heather Sharpe for her willingness to work together on the Greenfield project. Andre also thanked Heather as well as all the directors for working together to contribute an additional \$20,000 for Ebooks, \$10,000 of which was contributed by the System.

Directors Council Report Heather Sharpe, Directors' Council Liaison, gave the Talking Points to the System Board from the December 2, 2016 meeting.

1. Member libraries will provide \$10,000 (pro-rated by 2016 Overdrive circulation per library) to enhance purchases Overdrive resources in 2017. The titles will be available to borrow countywide.
2. Mark and his team are working with Innovative to overcome a snag in the Sierra migration. They are also setting up a preview site for member library staff members.
3. LSLC, with the cooperation of LPL, is visiting Greenfield complex businesses with fundraising requests to benefit countywide services. They are also emphasizing the importance supporting their local library (LPL).

Diane commented that the Director's Council is really working well together.

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) Budget
- 2) Diane and Bonnie have visited some Greenfield business for Book Mobile funding. The rest were sent letters. There is a follow-up system. Heather will get an updated mailing list.
- 3) Wishing a Merry Christmas to all the directors (Include photo of Brandon?)

Diane ended the meeting with a gift for Brandon's new daughter. Brandon showed pictures. Magdalene is four weeks old today!

Diane asked if any of the staff members had anything to contribute. Mark Sandblade informed the board that the ILS project update launched and he is encouraged by the recent progress. Stephanie Zimmerman announced that all

the health/medical benefits have been sorted through and are in place. Bonnie told the board that she couldn't have a better staff and thanked everyone.

**Adjournment** The meeting was adjourned at 7:08 PM to executive session.

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

Next Meeting: Wednesday, January 18, 2017 at the LSLC Office

Respectfully submitted,

Amanda Hatcher,  
Recording Secretary