



# LIBRARY SYSTEM OF Lancaster County

Library System of Lancaster County  
Minutes of the Regular Board of Directors Meeting  
July 18, 2018

## Attendance:

**Board Members:** Christina Diehl, President; Jeanne Grimsley, Vice President; Diane Tannehill, Secretary; Rich Frerichs; Elizabeth A. Flaherty, Shel Lundquist (via speakerphone), Dennis Stuckey, Lancaster County Commissioner.

Absent: Ken Kohlmaier, Treasurer

**System Staff:** Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; Johanne Shutter, Accounting Manager ; Amanda Hatcher, Administrative Assistant.

**Guests:** Kristin Fernitz, Strasburg-Heisler Library Director; John Murr, CPA, Sager Swisher & Company, LLC

## Call to Order

The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Diehl at 6:30 PM on Wednesday, June 20, 2018, at the Library System office. A quorum was present.

## Secretary's Report Minutes

Diane Tannehill, Secretary, referred to the minutes of the June 20, 2018, Regular meeting as included in the Board mailing.

## Motion

Diane motioned that the minutes be approved as presented. Elizabeth seconded. The minutes were approved as presented.

## Treasurer's Report

Ken Kohlmaier is absent so we will review the financial report next month.

## 2017 Audit

Detailed copies of the audited financial statements for the fiscal years ending December 31, 2016 and 2017 were distributed to the board members and John Murr reviewed the documents. John issued an unmodified report with no findings, and he had positive things to say about our accounting practices.

### 2017 highlights included:

- The report is comparative, reflecting financial information for both 2016-2017.
- John reviewed the balance sheet and noted a change from last year in deferred revenues.
- John further explained that "assets – liabilities = equity".
- John noted that the organization's financial position is very strong, reflecting a positive balance of assets and equity to liabilities.
- The statements show an increase of \$130,000 over last year's revenue and about \$20,000 less in expenses.
- Explanation of cash flows. Indication of strong cash reserves, which means we don't have to borrow any money for operating expenses.
- Notes on the financial statements - simply an explanation of certain accounting practices. These include specific requirements for nonprofits and stipulations for grant requirements.

- Mark gave his helpdesk philosophy.
- Every IT department has a helpdesk.
- Our goal is to support and protect the library's business.
- Reduce cost, increase business or increase velocity of work.
- "A bad system will defeat a good person every time." –W. Edwards Deming
- We now have one phone number and have simplified the way we can be contacted.
- We have now defined what IT "severity" means so that the libraries know the best method to reach us.
- The web portal is independent of library software systems so that if our systems are broken, we can still get the message.
- Showed the desktop icon that will take you <sup>to</sup> the help desk IT as well as make it easy for member libraries to access what they need.
- We receive 10-20 help desk request per day.
- The libraries can opt out of the desktop icon.

Director's Council Report      The Director's Council did not meet in July. We are happy to have Kristin Fernitz, Director of the Strasburg-Heisler library join us.

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) Audit turned out well  
2) IT presentation on their support center  
3) Popularity of STIG

Public Comment      We're having a STIG meeting Tuesday – you should come! They've been ongoing for a little over a year.

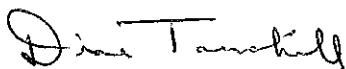
Adjournment      Elizabeth motioned to close the meeting. Rich seconded. The meeting adjourned at 7:25 pm.

Thanks to Shel for taking time to phone in and join us.

Thanks to Johanne for a great job!

Minutes and Financials are available at  
<http://tinyurl.com/LSLCBoardDocs>  
Next Meeting: Wednesday, August 15, 2018, 6:30 PM

Respectfully submitted,



Diane Tannehill,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant