

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
May 21, 2018**

MEMBERS PRESENT

Paul Fisher, Jonathan Williams, Bill Gould, Kevin Stoner, Jim Hutcheson, John McCrea

OTHERS PRESENT

Stephen Brayman, Vince DiFilippo, Carolyn Blatchley, Jennifer Martek, Sue Erdman, Jeff Swope, Alicia Stine

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:04 pm in the meeting room of the Cumberland County Library System, Carlisle, PA.

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the April 16, 2018 Board meeting minutes.

2. TREASURER'S REPORT (JONATHAN WILLIAMS, TREASURER)

The System Board reviewed the following financial statement for the month of April 2018:

- Balance Sheet
- Income and Expense
- Cash Report
- Accounts Receivable Summary
- Check Register
- Smart Pay Deposit Report

Items to note:

- During the month of April the final \$10,000 of the MOU was received, and a \$38,750 budgeted distribution to the libraries was completed.
- Overall, expenses in April remained consistent to the prior year costs, with the a few exceptions:
 - In 2017, the System was waiting on the Erate notification, this caused the System to pay all telecommunications at the full rate rather than the discounted amounts. Currently, the System deducts the Erate amount approved monthly.
 - During 2017, two positions remained open during this time period, which reflects the increase in 2018 salary and benefit costs.
 - Twenty-five computers were purchased in the first quarter of 2017, which reflects a higher balance in hardware than in 2018.
 - Finally, continuing education decreased during this period since only one employee attended the IUG conference in 2018, compared to 5 in 2017.

- On May 17, 2018, an entry in the amount of \$111,604 was made to correct the Technology Fund Balance at 12/31/17 to reflect the budget projected cost for 2018. This adjustment was made in accordance with the stated policy found in the Cumberland County Library System Policy Manual, Section 5-12-5-13.

After review of the reports, the Library System Board unanimously moved to file the April 2018 Treasurer's Report for audit.

REPORTS

3. FINANCE COMMITTEE (JONATHAN WILLIAMS)

- At their May 7th meeting, the committee discussed investment options for the \$1 million CD which was allowed to expire in February and was added to the money market account with F&M. This was added to the \$2 million already in the F&M money market account for a total of \$3 million.
- The committee discussed transferring \$1 million from the F&M money market to a PLGIT money market account. Funds would remain liquid, in anticipation of a raise in the interest rates from the Federal Reserve in June. PLGIT money market is paying a higher rate and funds would be in position to eventually move into a CD. \$2 million of the funds would remain with local institution F&M. (Meeting minutes were included in the Board packet.)

The Library System Board unanimously approved the Finance Committee's recommendation to transfer \$1 million from F&M money market account to a PLGIT Prime Account.

4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Constituencies

- **Summer Learning Registration Underway**

All libraries have registration and progress tracking set up with Beanstack, connected through our website. Registration start dates vary by library, ranging from May 1 – June 5. The Fundraising and Grants Coordinator has secured additional \$1200 in summer learning incentives for member libraries.

- **Policies Reviewed / Revised According to Schedule**

The CCLS Policy Review Team met to review library system policies according to the prescribed schedule. Expected consensus vote to adopt changes to one policy will take place at the May 21 Board Meeting. Explanation of the edits are found below.

Lost, Claimed Returned, and Damaged Materials – Att. E

As part of regular policy review cycle, policy review staff proposed minor revisions to this policy. The formatting of headings was changed so that it was clear they were all parts of the same policy. Language was changed to match the way our software functions:

- Customers are sent a Statement of Charges, as opposed to a Bill; they are charged the Original List Price, not Replacement Cost.
- Items that are damaged beyond repair are generally treated as Lost materials.
- Fees for minor damage to materials are not forwarded to the owning library.

Online Services

- **Upgrade to Sierra 3.4 Completed**

On May 7, CCLS performed a software upgrade to Sierra 3.4, which fixed issues with exporting bibliographic record data and provides added functionality to the Collection Agency module. It also puts us into position to easily move to Sierra 4.0, which went into general release on May 10 and will be evaluated for potential upgrade later this summer. Sierra 4.0 includes a stronger login password procedure, an improved holds process and an expanded number of codes for patron and item types, item statuses and materials types.

- **Departments Collaborate on Database Clean-up Projects**

The Collection Services staff conducted a large-scale clean-up of bibliographic call numbers, and the subfield F will be indexed in May. These two projects make materials easier to locate on printed lists and by customers using Encore. It also improves statistics and query results for staff. As required by PA Library Code, the Information Technology staff completed the purge of library cards that are 3-years old or older and not being used. The Public Services & Training Services coordinator is orchestrating a clean-up of item records for the items that are in a Lost / Billed status for more than one year.

- **Access to Library Apps Added to Website Navigation**

Information Technology and Public Service staff are working together to provide the public with access to library apps for mobile devices. *This is related to Performance Issue E in the 2018 Conditional Grant Goals.*

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Customer Feedback

- **Futures Task Group Progress**

The Executive Director worked with CCLS Solicitor, County Solicitor and Chief Clerk on an amendment to the 2016 MOU in order to address the complicated process of creating the FTG. The language approved by the CCLS Board was taken to the County Commissioners. 18 direct invitations were sent to garner community interest in FTG participation. At the suggestion of the Cumberland County Commissioners, CCLS will also use a press release and social media to solicit participation.

Cost Effectiveness

- **Progress Toward Customer-friendly Library Card Registration with Reduced Paper**

The Public Services & Staff Training Coordinator worked with the Circulation & Public Services Team and the Information Technology Coordinator to revise the library card registration form. Registration questions have been reduced to fit on a half-sheet, and training is being designed to teach staff to perform registration functions without the need for paper – in a conversational format. The online forms have been simplified for

both self-registration and staff data entry. *This is related to Performance Issue F in the 2018 Conditional Grant Goals.*

- **Progress toward Greater Efficiency in Selection and Acquisition of Materials**

The Executive Director and Collection Services staff worked with three vendors to work toward greater efficiency in selection and acquisition of materials. *This is related to Performance Issue G in the 2018 Conditional Grant Goals.*

- Met with Baker & Taylor to negotiate a greater discount on children's materials (40%, which is up from our previous 21% discount), and are exploring cost-cutting measures with Baker & Taylor processing and invoicing.
- Worked with Ingram to set up an account which will be used to fill back-orders. Items will be priced with the standard discount and processed by the vendor with order records, MARC records and electronic invoicing directly through Sierra (as we already do with Baker & Taylor.) This reduces the need for local processing and manual data entry, while making materials available to libraries and borrowers more quickly. Ingram includes video games.
- Met with Barnes & Noble to discuss discounts and efficiencies on large-scale orders, and orders that can't be filled through other vendors. Barnes & Noble cannot provide order records, MARC records, materials processing or electronic invoicing.

Public Relations

- **SmartALEC Publicly Announced**

After a quiet roll-out of the SmartALEC service for cloud printing occurred in March, CCLS issued a May press release. The service appears to be running well. *This is related to Performance Issue B in the 2018 Conditional Grant Goals.*

SOUND FINANCIAL MANAGEMENT

Funding/Resource Acquisition

- **EITC Application Submitted**

The Fundraising and Grants Coordinator submitted the CCLS Foundation's EITC annual report and renewal application on May 1st – the first date available to apply. Support materials for making EITC asks were also sent to all Foundation Board members. *This is related to Performance Issue A in the 2018 Conditional Grant Goals.*

- **Dollar General Literacy Foundation Grant Secured**

The Fundraising and Grants Coordinator successfully secured a \$2,000 grant for the Amelia Givin Summer Learning Program from the Dollar General Literacy Foundation. *This is related to Performance Issue A in the 2018 Conditional Grant Goals.*

- **Grants in Progress**

The Fundraising and Grants Coordinator has 13 major grant applications open. *This is related to Performance Issue A in the 2018 Conditional Grant Goals.*

- **Attendance at National Library Legislative Day**

The Executive Director was able to attend National Library Legislative Day in Washington DC on Tuesday, May 8 (attended briefing online Monday, May 7.) She met with staff from the offices of Senator Robert Casey, Jr., Senator Pat Toomy, Representative Lou Barletta and Representative Scott Perry. The top issues were:

- Support for the reauthorization of the Museum & Library Services Act (S. 2271)
- Protection for the Institute for Museum and Library Services (IMLS) and hundreds of millions of dollars dedicated to America's libraries through the Library Services and Technology Act (LSTA).
- Support to the Federal Depository Library Program (FDLP) Modernization Act (H.R. 5305)
- Co-sponsorship of the Marrakesh Treaty Implementation Act by members of the Senate Judiciary or Foreign Relations Committees.
- Request for a Resolution of Disapproval under the Congressional Review Act (CRA) to overturn the FCC's disturbing rulemaking to restore Net Neutrality.

Impressively, two days after the visits, Senator Casey signed on as a co-sponsor to the re-authorization of the Museum & Library Services Act (S. 2271) and one week later Congress issued a Resolution of Disapproval under the Congressional Review Act (CRA) to (unsuccessfully) overturn the FCC's disturbing rulemaking to restore Net Neutrality. Both of these measures were bi-partisan efforts.

- **Conditional Grant Approval Sought**

The Executive Director attended the May 16 County Finance Meeting to ask for the First Amendment to Memorandum of Understanding to be adopted by the County. This document was drafted by the CCLS Solicitor and County Solicitor. It contains the 2018 Performance Issues, Goals and Potential Conditional Funding and was endorsed by Chief Clerk Stephen A. Brayman and Director of Finance Dana Best.

It was reviewed at the May 17 Commissioners workshop. Discussion and approval to accept language changes will take place at the May 21 Commissioners Meeting, and the document will be forward to the Cumberland County Library System Board for review.

Resource Management

- **2017 Audit**

Fiscal Technician and Executive Director are working on the financial, statistical and narrative portions of the Management Discussion & Analysis for the 2017 Audit. Through this process we found that our Technology Fund balance was not adjusted at the end of 2017 to reflect our budgeted expenses for 2018. In accordance with our policy and in consultation with our auditor, we made an adjustment of \$111,604 to the Unassigned Fund balance to reflect the corrected Technology Fund Balance on the 2017 audit.

Resource Allocation

- **Eight \$25 Donations Distributed to Member Libraries**

The Fundraising and Grants Coordinator secured a \$200 cash gift from Costco which was distributed in equal parts to member libraries for Summer Learning Program assistance.

- **2018 County Tax Allocation (5th of 12 Payments)**

An allocation of \$234,450 in Cumberland County Library Tax dollars was distributed to libraries on May 16, 2018 with the electronic transfer taking place on May 18, 2018.

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Trustee Training Completed**

A CCLS Trustee Orientation session was held on Tuesday, April 24 for 10 participants from Bosler, Fredricksen and New Cumberland libraries, as well as staff from Cumberland County Library System. Two additional people registered but did not attend.

- **Interviewed, Hired and Trained a New Library Assistant**

Pierre Hazan, a former information services member from Bosler Library who has also worked in technical services and interlibrary loan at the Gettysburg College library, was selected to fill a vacancy for a library assistant in the processing area. Pierre will also be devoting hours to the Finance department and Information Technology department as they relate to routine processes.

- **One Staff Member Attended Innovative User Group Conference**

The Acquisitions Assistant attended the IUG Conference. She was able to network with other professionals and vendors in the industry to find out what is happening for tools, technologies, and processes. Her discussion created a forum for team members to discuss improvement in our efficiencies, workflow and processes. She was able to talk with our partners/vendors and meet with exhibitors who can fill our needs.

- **Staff Resignation**

Sherrri Miller, Cataloging Librarian, submitted her resignation notice in order to pursue a more lucrative opportunity closer to home. Her last day will be June 8. We wish her well!

New Technologies

- **Three Staff Participated in KINBERCON18**

A statewide IT conference for advanced networking community discussions, workshops, and training on cybersecurity was held in Harrisburg, and made affordable through negotiation of Commonwealth Libraries. Three CCLS staff members attended technical training focused on innovations in next generation networks and network based technologies. *This is related to Performance Issue C in the 2018 Conditional Grant Goals.*

Innovation & Partnership

- **District Negotiation Process Completed**

The District Executive Committee met on May 3, 2018 to develop an agreement which must be approved by the District Library Center and a majority of the member libraries. Upon ratification by the majority of the member libraries and subsequent approval by the Office of Commonwealth Libraries, the agreement will be in effect for all public libraries in the Capital Area Library District for the term of the agreement. The District Executive Committee included the following CCLS representatives: Carolyn Blatchley (System Headquarters) Jody Cole (Shippensburg), Bonnie Goble (Fredricksen), Kate Pursel (New Cumberland) and Jeffrey Swope (Bosler).

NEW BUSINESS

5. PROPOSED POLICY EDITS (CAROLYN BLATCHLEY)

On a motion by Kevin Stoner, seconded by John McCrea, the Library System Board

unanimously approved the policy revision proposed in the Executive Director's Report: "Lost, Claimed Returned & Damaged Materials".

6. CLOSURE OF LIBRARIES NOVEMBER 7, 2018 FOR STAFF DEVELOPMENT DAY (CAROLYN BLATCHLEY)

On a motion by Jim Hutcheson, seconded by Bill Gould, the Library System Board unanimously approved closing all libraries on November 7, 2018 for Staff Development Day.

Local library boards will also need to approve this closure.

7. JOHN GRAHAM LIBRARY'S EXPANSION PROJECT (JOHN MCCREA)

John McCrea shared a letter from the board of John Graham Library, formally requesting approval of their construction/expansion project as is required by CCLS policy provisions. The cost estimate of \$300,000-\$350,000 is preliminary and subject to change. The library intends to pursue a grant from the USDA to help fund the project.

On a motion by Kevin Stoner, seconded by John McCrea, the Library System Board unanimously approved John Graham Library's expansion project.

OLD BUSINESS

8. FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING (CAROLYN BLATCHLEY)

The amendment is necessary in order to revise the process for establishing the Futures Task Group:

The FTG will consist of at least nine (9) members. Persons interested in serving as members shall be notified of such opportunity by, among other methods, public advertisement. Interested volunteers shall submit letters of interest and brief biographical information to the Board of the Library System for consideration with final consideration and approval by the County Board of Commissioners. Meetings of the FTG will be chaired by Library System staff, with representatives selected from the Board of the Library System, member libraries, Cumberland County government, and the community at large. The FTG will exist for the purpose of advising "library of the future" strategies in both the CCLS strategic plan and the County Strategy.

In addition, the Conditional Grant goals for 2018 are included in the updated MOU. These goals were previously approved by the System Board and were reviewed by the Commissioners. At their May 21st meeting, the Commissioners unanimously rejected the goal for library's to provide programming related to the opioid crisis, which was worth \$10,000; the Commissioners feel that this goal duplicates other County efforts. The total amount available in conditional grants for 2018 is \$100,000. This does not reflect the \$10,000 re-allocated from 2017 and previously approved by the Commissioners.

On a motion by Kevin Stoner, seconded by Jim Hutcheson, the Library System Board unanimously approved the First Amendment to the Memorandum of Understanding.

Kevin Stoner and Jonathan Williams volunteered to review/select applicants for the Futures

Task group. Paul Fisher will serve as an ex-officio member of this group, as he is able.

9. LIBRARY SYSTEM LEGISLATIVE BREAKFAST DATE (CAROLYN BLATCHLEY)

After consulting with the Commissioners and the calendar for the State Legislature, October 30 or 31 appears to be the best dates for the event. This is one week before the election; the System Board did not have any concerns with either of these dates.

Invitations will be sent to federal and state legislators, local county officials (Commissioners, Treasurer, Controller, Finance Director, Chief Clerk), local newspaper editors, selected state officials and library leaders such as the PA Secretary of Education, Commonwealth Libraries Commissioner, PaLA Executive Director, System board members, local library board presidents, local library directors and system headquarters staff.

The first choice for venue is Bosler Library in Carlisle; however, Bosler is also hosting the Staff Development Day one week later.

UPDATES

10. NEWS FROM COUNTY COMMISSIONERS

News from the County Commissioners was shared.

11. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- **6/18/2018 - CANCELLED**
- 7/16/2018
- 8/20/2018
- 9/17/2018
- 10/22/2018 (exception)
- 11/19/2018
- 12/17/2018

CCLS Finance Committee

(4:00pm, 1st Monday as needed)

- 6/4/2018
- 7/2018 (NO MEETING)
- 8/6/2018
- 9/2018 (NO MEETING)
- 10/1/2018
- 11/5/2018
- 12/2018 (NO MEETING)

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 pm. The next meeting of the Cumberland County Library System will be held on Monday, July 16th at the Cumberland County Library System's headquarters office at 4:00 pm.