Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
July 15, 2019

MEMBERS PRESENT

Paul Fisher, Bill Gould, C. Lu Conser, John McCrea, Jonathan Williams, Linda Ries

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Linda Noggle, Vince DiFilippo, Jeff Swope, Alicia Stine, Kevin Stouffer, Jean Foschi

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:00pm in the meeting room of the Cumberland County Library System, Mechanicsburg, PA.

MINUTES & TREASURER'S REPORT

1. **PREVIOUS MINUTES**

   The Library System Board unanimously approved the June 17, 2019 Board meeting minutes.

2. **TREASURER'S & FINANCE COMMITTEE REPORTS (JONATHAN WILLIAMS, TREASURER)**

   The System Board reviewed the following financial statements for the month of June 2019:
   - Balance Sheet
   - Income and Expense
     - Year-to-year comparison shows a small increase in county tax revenue. More interest is being earned on accounts.
     - No unusual expenses.
   - Cash Report
   - Accounts Receivable Summary
   - Check Register
   - Smart Pay Deposit Report

   After review of the reports, the Library System Board unanimously moved to file the June 2019 Treasurer's Report for audit.

REPORTS

3. **2018 AUDIT PRESENTATION (KEVIN STOUFFER OF SMITH ELLIOTT & KEARNS)**

   Mr. Kevin Stouffer, of Smith, Elliott & Kearns, LLC, presented an overview of the 2018 Cumberland County Library System audit. Their presentation summary stated that CCLS received an unmodified audit opinion. This is the best opinion possible and affirms that the financial statements are materially correct. Additionally, there were no findings or recommendations. Copies of the 2018 Cumberland County Library System Audited

Financial Statement, along with SEK's management and communications letters to the board were distributed.

Overall increase in fund balance for 2018 was $480,159. The increase in fund balance was most significantly caused by the following:
- o Program Revenues increased approximately 5% due to the County Conditional grant of $90,000, which was offset by a decrease in LSTA grants.
- o General Revenues increased approximately 11% due to a slight increase in the Cumberland County Tax revenue and the receipt of a bequest in the amount of $320,000.
- o Program Expenditures increased approximately 1% which was mostly due to an increase in personnel from the filling of a position during 2018.

On a motion by Jonathan Williams, seconded by Linda Ries, the Library System board unanimously approved the 2018 Cumberland County Library System Financial Audit Report.

4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)
CUSTOMER SERVICES
Online Services – Provide customers with innovative, effective online library services
- **Upgrade of Public Catalog**
Information technology staff performed an upgrade to Encore 4.9 – the online public catalog software – to fix errors in reporting materials as lost and billed.
- **Server Room Move and New Wide-Area Network**
Information technology staff worked Sunday, June 30 and Monday, July 1 to successfully move all server room equipment from the Ritner Highway campus to the Bent Creek office. The wide-area network came up on July 1 as scheduled with minimal disruption for member library staff and customers.
- **Internet Filter Replacement**
As discussed in the June report, our new, no-cost Internet filter solution through the Capital Area Intermediate Unit is being turned on the week of July 15, 2019.

Library Roles and Initiatives – Explore and evaluate new library service roles and initiatives
- **New Databases – Expanded, but Delayed by Commonwealth Libraries**
As discussed in the June report, Library System Headquarters staff produced public relations materials to announce new databases previously planned for release on July 1 through POWER Library. While not yet released, the list of new databases has since expanded beyond Auto Repair Source and Small Engine Repair Reference Center to also include GreenFILE (a database covering the environment), LISTA (access to publications in the field of Library Science), and Teacher Reference Center.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)
Cost Effectiveness – Evaluate and adopt efficient, cost-effective library processes.
- **Radio Frequency Identification (RFID) Request for Proposal (RFP) Issued**

An RFP for RFID was issued on June 22 with announcements made on our website, direct sends to five vendors, and contact with vendors at the American Library Association exhibits hall. Two vendors have posed questions to be answered on the RFP website, and two vendors have made arrangements to visit our libraries to assess the project. The expected selection date is July 31, pending board approval.

Promote Library Services – Promote the value of library services strategically and effectively

- **STAR Brochure Revised and Ordered**
  The brochure for library services available to adult residents of Cumberland County who are unable to visit their public library regularly due to age, chronic illness or disability has been updated to reflect enhancements to the program since 2014. It will be printed and distributed in the month ahead.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition – Obtain adequate resources

- **State Budget Adopted; $5M Increase for Public Libraries**
  Governor Tom Wolf signed the new $34 billion budget into law on June 28, 2019. It provides an increase of $5 million dollars to the state public library subsidy, however, no details on the distribution have been released at the time of this writing. This is the first significant increase since 2007 (the only other increase was less than $1 million in 2015.) It brings the funding line to a total of $59.47 million. This increase happened under the leadership of Representative Stan Saylor, Chair of the House Appropriations Committee, with support of the Legislative Committee of the Pennsylvania Library Association, library advocates and lobbyists. Library board members were informed by email and asked to send notes of thanks to Representative Saylor.

- **CCLSF Approved for Additional EITC Funding**
  The Cumberland County Library System Foundation (CCLSF) has received approval for School-Year STEM contributions from approved corporations as part of the Commonwealth's Educational Improvement Tax Credit (EITC) program. This funding is for free programs and activities designed to foster critical thinking, collaboration, group communication, and evidence gathering and evaluating skills while exploring science, technology, engineering, and math that are offered in the afterschool hours and evening as well as on weekends, when public schools are closed and students do not have access to their school libraries. The Foundation issued a press release and will be creating a distribution formula for any funding that it obtains through this program. The Foundation's brochure has been updated to reflect this second EITC funding opportunity.

- **eRate Funding**
  Cumberland County Library System has been approved for $72,032.11 in eRate Funding for the fiscal year 2019, thanks to the careful and accurate completion of our application by Barbara Leach, our information technology coordinator. This amount will be reflected as a 57% discount to our annual cost through Comcast for wide-area network services from the time period of July 2019 – June 2020.

- **Recruited a Volunteer Cataloger**
  A former CCLS cataloging librarian is volunteering approximately 4 hours a week to assist

with the backlog of materials in cataloging created by staffing issues.

Resource Management – Manage resources effectively

- **Completions on the Library System Headquarters Office**
  Jennifer Martek directed move-in completions related to the office, including minor handy-person projects, release of surplus furniture and obtaining adequate key coverage.

- **Smart Pay Questions Answered**
  At last month's board meeting, questions were raised concerning the percentage of funds being allocated to merchant processing fees for Smart Pay in relation to the total funds deposited. This was investigated, and the answer lies in the timing. The report provides the deposit amount for the current month, and merchant processing fees paid on the previous month's deposit amount. The percentage of processing fees paid in April looked particularly high on the report prepared June 4, 2019 because there was significantly more money deposited in April than in May, therefor higher processing fees paid to the vendor. The Deposit amount reflected the lower income for May. Smart Pay merchant processing fees have only increased modestly in the last 7 years based on credit card percentage increases. Linda Noggle revised this report for future meetings to better reflect the timing of these transactions.

Resource Allocation – Allocate resources equitably

- **Second June and Single July County Funding Distributed to Member libraries**
  County funds were distributed to member libraries according to the funding formula on July 3 (originally scheduled for June 28) and July 12.

LEARNING, INNOVATION & TECHNOLOGY

Leadership – Develop leadership among staff and board members

- **Attendance at American Library Association Conference**
  Regina Robinson represented Cumberland County Library System at the 2019 American Library Association Annual Conference in Washington D.C.

New Technologies – Embrace new technologies

- **Text Messaging Service for Circulation Notices**
  Carolyn signed a nondisclosure agreement with a company called Shoutbomb to explore integration of text messaging services with Sierra. We are collecting specification documentation to interact with the company. They give us ample time to live-test and we are only billed if / when we decide to go live with their solution. This is a 3rd party service used by lots libraries around the country, and works with Innovative Interfaces. We've been eyeing Shoutbomb up for two years now, and it appears to be efficient and affordable. Computer services staff will be integral to the set-up, and member library staff will play a key role in assisting with testing the service to see if it is something we want to start spending money on.

UPDATES

5. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

News from Cumberland County was shared.

6. NEWS FROM VISITORS

News from member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:50pm. The next meeting of the Cumberland County Library System will be held on Monday, August 19th at the Cumberland County Library System's headquarters office at 4:00pm.

MEETING DATES REMINDER:

CCLS Board Meetings
(4:00pm, 3rd Monday monthly)
- 8/19/2019
- 9/16/2019
- 10/21/2019
- 11/18/2019
- 12/16/2019

CCLS Finance Committee
(4:00pm, 1st Monday quarterly)
- 8/5/2019
- 10/7/2019 (exception, budget mtg)
- 11/4/2019