

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
July 20, 2020**

**MEMBERS PRESENT**

Paul Fisher, Linda Ries, William Gould, Jonathan Williams, Sherwood McGinnis, Kevin Stoner

**MEMBERS ABSENT**

John McCrea

**OTHERS PRESENT**

Carolyn Blatchley, Jennifer Martek, Bonnie Goble, Jeff Swope, Sue Erdman, Jean Foschi

**CALL TO ORDER**

Cumberland County is following the guidelines of Governor Wolf's Coronavirus Green Phase. The CCLS Board meeting was held online via "Go to Meeting". A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:00pm.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the June 15, 2020 Board meeting minutes.*

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

The System Board reviewed the following financial statements for the month of June 2020:

- Balance Sheet (B1)
- Income and Expense (B2)
  - YTD software expenses are \$145,000 over budgeted expenses; this is due to the timing of the purchases.
  - Actual vs budgeted Cumberland Country Tax Revenue Distributions for June were double the budget. Two payments were sent in June: June 12<sup>th</sup> and 22<sup>nd</sup>.
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
- Smart Pay Deposit Report (B6)

Paul Fisher questioned when the auditors would be finishing their report; Carolyn has spoken to the auditors. The MD&A is the final piece needed to complete the audit.

*The Library System Board unanimously approved the June 2020 financial statements to be filed for audit.*

## REPORTS

### 3. FINANCE COMMITTEE (JONATHAN WILLIAMS)

The Board received, reviewed and discussed the written June 22, 2020 Finance Committee meeting summary.

The Board discussed the possibility of asking the county for a 2021 conditional grant. A project would need to be identified.

### 4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

The Board received, reviewed and discussed the written Executive Director's Report. The full report has been archived and is available on the library system intranet. Highlights of the report are included as an addendum to these minutes.

## UPDATES

### 5. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00pm. The next meeting of the Cumberland County Library System will be held on Monday, August 17<sup>th</sup> at 4:00 pm.

*Transcribed by Jennifer Martek, administrative assistant*

*Submitted by Carolyn Blatchley, executive director*

### MEETING DATES REMINDER:

PSBA has canceled all outside conference room rentals through August 2020; all CCLS meetings through that time period will be online.

#### **CCLS Board Meetings**

**(4:00pm, 3<sup>rd</sup> Monday monthly)**

- 8/17/2020
- 9/21/2020
- 10/19/2020
- 11/16/2020
- 12/21/2020

#### **CCLS Finance Committee**

**(4:00pm, Mondays, as needed)**

- 8/31/2020
- 11/2/2020

## **ADDENDUM TO THE CCLS BOARD MEETING MINUTES 7/20/20**

### ***Executive Director Report Highlights:***

- **Capira Mobile App Development**  
Staff at member libraries are cooperatively working on our mobile app, to debut in December.
- **Strategic Planning Preparation**  
Carolyn Blatchley met with the strategic planning consultant and worked out the specifics of how the process will be structured. Steering committee members are being selected, and we are brainstorming for participants such as focus group members, interviewees and survey participants.
- **RFID Project Resumes**  
Approximately 500,000 RFID tags arrived and are in storage. Our vendor mk Solutions has set up the remote communication tool between their location and our server. The conversion stations will most likely be delivered in August.
- **Cataloging Numbers Improve**  
As of July 15 there were 1,249 items on the floor with a backlog of 30 days. This number fluctuates daily as materials are received and distributed daily, but it is well below the averages of over 3,500 items and 56 days recorded in January and continues to drop.
- **Unemployment Costs Rise with Furloughs**  
The Lead Senior Financial Manager for the County reached out to let us know that unemployment costs rose because of the furloughs. For June the amount is \$1,300 that the Library System would owe the County, but they have delayed billing in hopes that unemployment compensation charges will be covered in whole or in part by another funding source.
- **Notification of 2020 Tax Revenue Shortfall Potential**  
The Lead Senior Financial Manager for the County reached out to let us know tax monies are lagging behind this year. The County will evaluate when the face period ends, in hopes that citizens are delaying payments for a few months and will make their payments before the face period ends. If not, there may be a reduction in the County tax payment to libraries on one of our last checks of the year.
- **Notification of 2021 State Funding**  
The 2020-2021 Pennsylvania state budget was passed and signed into effect on May 29. Given the uncertainty of income tax and other revenues, the budget only covers the first five months of the fiscal year and provides flat funding for the majority of all lines. With the amount of unemployment claims in PA, and lost sales tax and other revenues, it may be hard to maintain level funding across the entire budget even with federal support for some budget lines. It is unclear at this time whether the normal distribution of funds will occur to Districts and Systems or if it will be modified.
- **2021 Budget Creation**  
CCLS Administrative staff will begin working on the 2021 budget. County budgets are due on August 21. While the County expects to end 2020 in a strong fiscal position, the effects of COVID-19 are negatively impacting the County finances and may have long term impacts on the overall financial position.