

Joseph T. Simpson Public Library Board of Trustees Handbook 2018

Adopted November 28, 2017

Revised October 25, 2018

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Mission

Adopted April 10, 2018

Joseph T. Simpson Public Library is a community center for learning and leisure.

Vision

Adopted April 10, 2018

Simpson Public Library is a dynamic community asset that inspires lifelong learning, advances literacy, and connects people with resources for knowledge, discovery, and enrichment.

Standards for Excellence®

Joseph T. Simpson Public Library received Standards for Excellence accreditation on September 18, 2015, and is the first public library in Pennsylvania to achieve accreditation. This accreditation expires in October 2018. An application for reaccreditation was submitted June 30, 2018. After review by PANO staff, additional materials will be provided by October 31, 2018.

Pennsylvania’s nonprofit sector serves the public interest and plays an essential role in our society and economy. Working constructively to strengthen communities across the Commonwealth, nonprofits enrich our lives in a variety of ways by creating a broad array of benefits to society in fields such as, religious, scientific, economic, health, cultural, civil rights, environment, and education.

The Pennsylvania Association of Nonprofit Organizations (PANO) leads Pennsylvania’s Community Benefit Sector to achieve its fullest potential. PANO aims to raise the level of accountability, transparency, and effectiveness of all nonprofit organizations to foster excellence and inspire trust.

The Standards for Excellence code (Standards, or code) provides a framework and step-by-step guidelines to achieve a well-managed and responsibly governed organization.

The code builds on the legal foundations of nonprofit management, governance, and operations to embrace fundamental values such as honesty, integrity, fairness, respect, trust, compassion, responsibility, and transparency. The code consists of six Guiding Principles covering 27 topic areas with specific performance benchmarks that characterize effective, ethical, and accountable organizations.

PANO encourages all nonprofit organizations to adopt the Guiding Principles of the Standards for Excellence code. By implementing the performance benchmarks in the code, nonprofit organizations will meet the highest ethical standards for effective service in the public interest.

Standards For Excellence® — Six Guiding Principles (2.0)

Mission, Strategy, and Evaluation

Guiding Principle: Nonprofits are founded for the public good and operate to accomplish a stated purpose through specific program activities. A nonprofit should have a well-defined mission, and its programs should effectively and efficiently work toward achieving that mission. Nonprofits have an obligation to ensure program effectiveness and to devote the resources of the organization to achieving its stated purpose.

Leadership: Board, Staff, and Volunteers

Guiding Principle: Nonprofits depend on effective leadership to successfully enact their missions and programs. Effective leadership consists of a partnership between the board and management, each of which plays an essential role. Understanding and negotiating these shared and complex elements of leadership is essential to the organization's success. A nonprofit's employees and volunteers are fundamental to its ability to achieve its mission.

Board members are in a position of trust to ensure that resources are used to carry out the mission of the organization. An organization's board leadership should consist of volunteers who are committed to the mission and who demonstrate an understanding of the community served. An effective nonprofit board should determine the mission of the organization, establish management policies and procedures, assure that adequate human and financial resources are available, and actively monitor the organization's allocation of resources to effectively and efficiently fulfill its mission. For membership organizations, board members are directly responsible to the members.

Nonprofits should also have executive leadership that carries out the day-to-day operations of the organization, ensures financial and organizational sustainability, and provides adequate information to the board of directors. An organization's human resource policies should address both paid employees and volunteers and should be fair, establish clear expectations, and provide meaningful and effective performance evaluation.

Legal Compliance and Ethics

Guiding Principle: Nonprofits enjoy the public's trust and therefore must comply with a diverse array of legal and regulatory requirements. Organizations should conduct periodic reviews to address regulatory and fiduciary concerns. One of a leadership's fundamental responsibilities is

to ensure that the organization governs and operates in an ethical and legal manner. Fostering exemplary conduct is one of the most effective means of developing internal and external trust as well as preventing misconduct. Moreover, to honor the trust that the public has given them, nonprofits have an obligation to go beyond legal requirements and embrace the highest ethical practices. Nonprofit board, staff, and volunteers must act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. A nonprofit should have policies in place, and should routinely and systematically implement those policies, to prevent actual, potential, or perceived conflicts of interest. Ethics and compliance reinforce each other.

Finance and Operations

Guiding Principle: Nonprofits should have sound financial and operational systems in place and should ensure that accurate records are kept. The organization's financial and nonfinancial resources must be used in furtherance of tax-exempt purposes. Organizations should conduct periodic reviews to address accuracy and transparency of financial and operational reporting and enact safeguards to protect the integrity of the reporting systems.

Resource Development

Guiding Principle: The responsibility for resource development is shared by the board and staff. Nonprofit organizations depend on an array of sources of financial support. An organization's resource development program should be maintained on a foundation of truthfulness and responsible stewardship. Its resource development policies should be consistent with its mission, compatible with its organizational capacity, and respectful of the interests of donors, prospective donors, and others providing resources to the organization.

Public Awareness, Engagement, and Advocacy

Guiding Principle: Nonprofits should represent the interests of the people they serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers, and stakeholders to participate in the public affairs of the community. When appropriate to advance the organization's mission, nonprofits should engage in promoting public participation in community affairs and elections. As such, they should communicate in an effective manner to educate, inform, and engage the public.

What Does Board Service Entail? *(From boardsource.org)*

- I. **Establish Organizational Identity**
 - A. Ensure effective planning
 - B. Determine mission and purposes, and advocate for them
- II. **Ensure Resources**
 - A. Select the executive director
 - B. Ensure adequate financial resources
 - C. Build a competent board
 - D. Enhance the organization's public standing

III. Provide Oversight

- A. Support and evaluate the executive director
- B. Monitor and strengthen programs and services
- C. Protect assets and provide financial oversight
- D. Ensure legal and ethical integrity

IV. Legal Duties of a Nonprofit Board Member

- A. Care — pay attention to the organization's activities and operations
- B. Loyalty — put the interests of the organization before personal and professional interests
- C. Obedience — comply with applicable federal, state, and local laws, adhere to the organization's bylaws, and remain the guardians of the mission

Board of Trustees Size

The Joseph T. Simpson Public Library Board of Trustees is composed of 13 citizens who are committed to the mission and vision of the library. The bylaws require a minimum of 9 and maximum of 15 trustees. While our bylaws do not require that trustees live within our service area, the trustees feel strongly that this is an important prerequisite. Trustees serve three-year terms with a limit of three consecutive terms of service. At all board meetings, a majority of the total number of trustees shall constitute a quorum. A majority is defined as more than half of the total number of directors.

The Borough of Mechanicsburg Council appoints a library liaison from current council members. The liaison receives copies of the board meeting minutes and electronic newsletters and updates council on current library activities. Currently our borough liaison is Scott Pellman.

Board Job Descriptions

Job Description — Board Member

Adopted September 10, 2013; revised April 11, 2017

I. Organization

- A. Prepare for meetings by reviewing and commenting on minutes and notes
- B. Stay informed about what is going on in the library
- C. Work in good faith with staff, Friends of the Library, and other trustees as partners toward achievement of library goals
- D. Ensure the executive director has the moral and professional support needed to further library goals
- E. Participate in the annual review process to assess the executive director's performance
- F. Assist with selection of the executive director when necessary, including establishing the executive director's responsibilities by consensus and undertaking a careful search to find the most qualified individual
- G. Ensure effective organizational planning by actively participating in an overall planning process and assisting in implementing and monitoring the plan's goals
- H. Articulate prerequisites for board member candidates and recruit and orient new board members

- I. Complete the individual self-assessment and board self-assessment to evaluate individual and board performances annually
- J. Determine, monitor, and strengthen the library's programs and services
- II. **Finance**
 - A. Ensure that adequate resources are provided to fulfill the library's mission
 - B. Participate in fundraising
 - C. Identify and assist in cultivation of potential donors
 - D. Make a personal financial contribution to the library at a level that is meaningful to individual
 - E. Support the activities of the Friends of the Joseph T. Simpson Public Library
 - F. Provide proper financial oversight, including assisting in development of the annual budget and ensuring that proper financial controls are in place
- III. **Advocacy**
 - A. Understand and promote the library's mission
 - B. Be familiar with the library's programs and operations
 - C. Advocate on behalf of the library
 - D. Represent the library to the general public and elected officials through personal, community, professional, and social networks
 - E. Enhance the library's public standing by clearly articulating the library's mission, accomplishments, and goals to the public and garnering support from the community
- IV. **Ethics**
 - A. Sign an annual conflict of interest disclosure statement
 - B. Act in the best interests of the library and, in the event of a conflict of interest, abstain from voting or attending any discussion related to the conflict
 - C. Ensure adherence to legal standards and ethical norms and maintain accountability
- V. **Time Commitment**
 - A. Attend all board meetings and when not able to attend, notify the executive director or board president in advance of the meeting. A trustee who fails to attend three regular meetings of the board in any calendar year without notifying the executive director or the president of the Board of Trustees will be removed from the board.
 - B. Attend all committee meetings and when not able to attend, notify the executive director or committee chair in advance of the meeting (time varies depending on the committee)
 - C. Attend annual planning retreat
 - D. Attend and assist with various library events (time varies)

Joseph T. Simpson Public Library
Job Description — President

Adopted September 10, 2013; revised September 9, 2014

- I. **Organization**
 - A. Preside at all meetings of the board using parliamentary procedures
 - B. Develop agendas for meetings in concert with the executive director
 - C. Ensure that board matters are handled properly, including preparation of pre-meeting materials and committee functioning
 - D. Participate in orientation of new board members

- E. Appoint all committees (in concert with the executive director)
 - i. Recommend to the board which committees are to be established
 - ii. Seek volunteers for committees and coordinate individual board member assignments
 - iii. Ensure that each committee has a chairperson, and maintain contact with chairpersons to be sure that their work is carried out
 - iv. Identify committee recommendations that should be presented to the full board
 - v. Solicit feedback from committee chairs to assess effectiveness of committees and committee members
- F. Determine whether executive committee meetings are necessary and convene the committee accordingly
- G. Serve as a member, ex officio, of standing and ad hoc committees
- H. Ensure the effective action of the board in governing and supporting the library, including oversight of board affairs and representation of the board as a whole, rather than as an individual supervisor to staff
- I. Review with the executive director any issues of concern to the board
- II. **Signature Authority**
 - A. Sign, or give permission to the executive director to sign, all deeds, contracts, mortgages, and bonds, unless otherwise ordered by the board
- III. **Advocacy**
 - A. Speak to the media and the community on behalf of the library (as does the executive director)
 - B. Represent the library in the community
- IV. **Personnel**
 - A. Establish a search and selection committee (usually acts as chair) for hiring an executive director
 - B. Conduct board discussions regarding evaluation of executive director candidates and negotiation of compensation and benefits package and convey information to the board
 - C. Conduct annual performance appraisal of the executive director with input from the board, including presentation to the board of compiled feedback prior to conveying evaluation results to the executive director
 - D. Work with the finance committee annually to develop a compensation/benefits package recommendation for the board's consideration

Job Description — Vice President

Adopted September 10, 2013

- I. **Organization**
 - A. Perform duties of the president when the president cannot be available (see president description)
 - B. Work closely with the president and executive director
 - C. Work closely with the president to develop and implement officer transition plans
 - D. Perform other responsibilities as assigned by the board

Job Description — Secretary

Adopted September 10, 2013; revised April 11, 2017

I. Minutes

- A.** Keep an accurate record of the proceedings of all meetings of the board including date, time, location of meeting, list of items discussed, list of reports presented, text of motions presented, and description of their disposition
- B.** File a copy of the minutes with the executive director
- C.** Maintain a list of board members who are present and absent at each meeting
- D.** Send minutes electronically to board members following meetings
- E.** Send minutes to Friends of the Library board members following approval of minutes at the monthly board meetings

II. Signature Authority

- A.** Sign corporate documents as needed

Job Description — Treasurer

Adopted September 10, 2013

I. Finance

- A.** Oversee fiscal policies and procedures of the library, including internal controls, investments, and cash management
- B.** Review annual budget with the executive director and present budget for approval to the board in conjunction with the finance committee
- C.** Meet annually with the auditor in conjunction with the finance committee to review and accept annual audit
- D.** Ensure, in conjunction with the finance and endowment committees, sound management and maximization of cash and investments

II. Organization

- A.** Develop financial policies and procedures as required and review existing policies and procedures
- B.** Manage the board's review of, and action related to, the board's financial responsibilities
- C.** Chair the finance committee and prepare agendas for meetings, including an annual calendar
- D.** Serve as the library representative on the Cumberland County Library System finance committee

III. Reporting

- A.** Ensure that appropriate financial reports are provided to the board, reviewing comparisons of budget to actual income and expenses
- B.** Report to the board on key financial events, trends, and concerns, and provide an assessment of fiscal health at each board meeting

Board Member Commitment to Serve

Adopted September 12, 2006; revised April 11, 2017

I understand that as a member of the Board of Trustees of the Joseph T. Simpson Public Library, I have a legal and ethical responsibility to ensure that the library does the best work possible in pursuit of its goals. I believe in the vision and the mission of the library, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a library trustee, I commit to doing the following:

1. To represent the library to the general public and elected officials through my personal, community, professional, and social networks.
2. To attend all board and all committee meetings and support special events. When I am not able to attend, I will notify the executive director or president in advance of the meeting. A trustee who fails to attend three regular meetings of the board in any calendar year without notifying the executive director of the library or the president of the Board of Trustees will be removed from the board.
3. To attend the board meeting prepared to discuss the items on the agenda and having read the meeting materials in advance.
4. To make a personal financial contribution to the library at a level that is meaningful to me and to actively participate in library fundraising activities.
5. To support the activities of the Friends of the Joseph T. Simpson Public Library.
6. To act in the best interests of the library and excuse myself from discussions and votes where I have a conflict of interest.
7. To stay informed about what's going on in the library. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
8. To work in good faith with staff and other trustees as partners toward achievement of our goals.

In turn, the library will be responsible to me in several ways by:

1. Sending, without request, timely financial reports and an update of library activities that allow me to meet the "prudent person" standards of the law.
2. Providing opportunities to discuss with the executive director and the board president the library's programs, goals, activities, and status; additionally, I can request such opportunities.
3. Helping me perform my duties by keeping me informed about issues in the library field in which we are working, and by offering me opportunities for professional development as a board member.
4. Working in good faith with me towards achievement of the library's goals.

Print Name

Signature

Date

Background Clearances Requirements

In compliance with the Pennsylvania Child Protection Services Act, volunteers, including members of the Joseph T. Simpson Public Library Board of Trustees, are required to provide current background checks with the Pennsylvania State Police and the ChildLine and Abuse Registry if you are 18 years of age or older.

If you have NOT consistently resided in Pennsylvania for the past 10 years, the FBI (fingerprinting) clearance report is also required. If you have lived in Pennsylvania for the past 10 years, then you need to print and sign a disclosure statement.

Any clearances obtained within the past 60 months are acceptable documents for the library. Please provide a copy of the clearances to the executive director. Currently, the cost for the two Pennsylvania requests is free for volunteers. There is a fee for fingerprinting.

For the Pennsylvania Criminal Background Request: <https://epatch.state.pa.us/Home.jsp>

For the Child Abuse Background Request: <https://www.compass.state.pa.us/cwis/public/home>

For the FBI Background Request: https://www.pa.cogentid.com/index_dpwNew.htm

Board of Trustees Meetings

Joseph T. Simpson Public Library Board of Trustees meets on the second Tuesday of the month at 7:00 pm in a library meeting room. The Board of Trustees does not meet in February, July, August, and December. In October, the board meeting is held on the third Tuesday and in November it is held on the fourth Tuesday. Meetings usually last 60 to 90 minutes.

| 2018 Board Meeting Schedule | | | |
|-----------------------------|----------|----------------------------|------------------------------|
| January 9 | April 10 | | |
| | May 8 | September 11 | November 27 (fourth Tuesday) |
| March 13 (retreat) | June 12 | October 16 (third Tuesday) | |

In March, the board holds an evening (four to five hours) retreat. Committees meet as needed during the day and evenings. Frequency of committee meetings is dependent upon the needs of each committee.

If you are unable to attend a Board of Trustees meeting, please notify by email the executive director and board president in advance of the meeting.

Board of Trustees Meeting Packets

Meeting packets are generally available on the Thursday prior to the Tuesday board meeting. Meeting materials are sent via email in PDF form. Upon request, materials will be printed for trustees to pick up at the library. Items in the PDF file or printed packet are arranged in the order in which they appear on the agenda. Items to be picked up by trustees are placed on the "Trustee Mail Shelf" behind the main circulation desk.

Trustee Attendance at Friends Board Meetings

Trustees each take a turn at attending one of the Friends board meetings, which are held on the 1st Monday of the month at 7:00 pm. The Friends board does not meet in July and December and meets on the second Monday in September because of the Labor Day holiday. The Friends also rotate attendance at trustees meetings. This reciprocal arrangement allows both groups to be aware of each other's activities and to report back to their respective group. This is done in the format of a brief oral report. Friends board meetings are held in the tutoring rooms on the upper level.

Board of Trustees Committees

Adopted August 8, 2017; effective January 1, 2018

The Board of Trustees has eight committees. They are:

- I. **Business and Individual Solicitations** — Includes identifying and soliciting businesses and individuals for donations and sponsorships, developing lists of giving opportunities and sponsorship packages.
- II. **Executive** — Composed of the president, vice president, secretary, treasurer, and immediate past president, if currently serving on the board. This committee meets quarterly with the executive director to review projects, goals, and priorities.
- III. **Finance** — Develops budget, monitors income and expenditures, makes investment decisions, and develops long-term financial projections. Meets with auditor and reviews audit. Develops plan for promoting, overseeing, and increasing the endowment fund.
- IV. **Governance** – Nominates individuals interested in serving on the Joseph T. Simpson Public Library Board of Trustees. Nominates trustees to serve as officers. Responsible for ensuring all board members comply with board policies. Provides education opportunities and resources for trustees to become more informed about the library. Develops long range plans for the library and monitors progress of existing plans. Reviews and revises bylaws as needed. Oversees annual self-assessment of the board and individual members. Oversees Standards for Excellence accreditation, keeps policies updated, and monitors progress in achieving recommendations and requirements received by the Standards for Excellence Review Committee. (revised September 11, 2018)
- V. **Operations** — Develops and reviews library policies and makes recommendations and revisions, as needed. Evaluates executive director. Handles personnel issues and concerns. Works with executive director on staff compensation levels in conjunction with the finance committee.
- VI. **Program Evaluation** — Reviews and evaluates six program areas: programs for children, teens, adults, technology, collections, and events. Reviews relevant data and outcomes in determining program value and return on investment.
- VII. **Property** — Oversees maintenance of and renovations to the library.
- VIII. **Public Relations and Marketing** — Includes library booths at community events, publicity, promotion, Municipal, School, and Elected Officials Breakfast, holiday cards, and e-newsletter. Coordinates visits to municipalities and school districts to provide information on

library services. Includes advocacy activities including periodically contacting federal, state, and local officials to discuss issues that affect public libraries and to promote library needs and services.

Committee Procedures

Adopted February 17, 2017

Ad hoc committees are appointed as needed to plan and conduct special events such as the Summer Learning Program Kickoff, Run for Reading, and Bowling for Books.

- I. The executive director and board president, in consultation with committee chairs, develop a meeting schedule for the upcoming year.
- II. Approximately one week prior to each scheduled committee meeting, the chair sends a meeting reminder with the proposed agenda and meeting materials to each committee member, board president, and the executive director. If the chair is unable to send the reminder, the chair may request the executive director to do so.
- III. Notes of the meeting are taken by either a committee member or the chair. An attendance chart should be included with notes.
- IV. Within one week of the meeting, the committee member taking the notes will type and email the notes to the chair, committee members, and executive director for review.
- V. After the notes are reviewed, revised notes are emailed by the chair to all committee members, the executive director, and the president.
- VI. By the first Tuesday of the month, the chair submits the committee report electronically for the monthly board packets to executive director.
- VII. By December 15 at the latest, the chair will submit a few paragraphs summarizing the yearly work of the committee to be included in the annual report.
- VIII. Each committee has a work plan that is updated annually by the committee.

Joseph T. Simpson Public Library Bylaws Adopted October 16, 2018

ARTICLE I – NAME

The name shall be the JOSEPH T. SIMPSON PUBLIC LIBRARY, a no stock, non-profit corporation to exist perpetually.

ARTICLE II – MISSION AND VISION

The Joseph T. Simpson Public Library, as a member of the Cumberland County Library System, supports the Cumberland County Library System in their mission of planning, developing, coordinating and providing comprehensive public library services for residents through a cooperative network of public libraries.

Section 1 - **Mission:** Joseph T. Simpson Public Library is a community center for learning and leisure.

Section 2 – **Vision:** Simpson Public Library is a dynamic community asset that inspires lifelong learning, advances literacy, and connects people with resources for knowledge, discovery, and enrichment.

ARTICLE III – MEMBERSHIP

Each holder of a current card issued by the Joseph T. Simpson Public Library and/or each annual contributor shall be considered a member of the Library.

ARTICLE IV – TRUSTEES

Section 1 – The management of the affairs of the Library shall be vested in a Board of Trustees.

Section 2 – An Executive Committee shall be composed of the President, Vice-President, Treasurer, Secretary, and Immediate Past President, if still serving on the Board of Trustees. It shall be empowered to transact necessary business and emergency business. Emergency business shall be defined as that on which a decision must be made promptly in order to protect the property or interest of the Library. The Executive director is an ex-officio member of the Executive Committee. A minimum of three members of the Executive Committee, or their assistants, must be present for a quorum, not counting the executive director.

Section 3 – The elected Board of Trustees shall consist of no less than nine (9) nor more than fifteen (15) members.

Section 4 – Vacancies on the Board may be filled by Board appointment.

Section 5 – Additional Trustees may be appointed to the Board by Local Governing Bodies upon mutual agreement between the Library Board of Trustees and the Officials of the Governing Body.

Section 6 – Trustees shall serve for a term of three (3) years. Terms shall be staggered so that the terms of no more than 1/3 of the Trustees shall expire in one year. Trustees are limited to serving three consecutive terms for a maximum of nine years unless a trustee has served a partial or incomplete term after being appointed to complete such term.

Section 7 – A trustee appointed to fill a term left empty by the resignation or removal from office of a trustee may complete that term and then serve up to three consecutive terms thereafter.

Section 8 – A Trustee may be removed, without cause, as determined by a two-thirds vote of the Board present at any meeting at which there is a quorum. The Board of Trustees will remove and replace a Trustee for failure to attend three board meetings in any calendar year (without prior notice to the board president or executive director), or upon a felony conviction of the trustee, or upon entry of a court order declaring the trustee to be of unsound mind.

ARTICLE V – ORGANIZATION

Section 1 – Immediately following the Annual Meeting of the membership, the elected Board of Trustees shall meet for the purpose of organization and to act upon any business that might come before the Board.

Section 2 – The Board of Trustees shall elect from its members a President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and such other officers as may be deemed necessary by the Board to serve until the next Annual Meeting of the members.

ARTICLE VI – OFFICERS

Section 1 – The President is a voting member of the Board and shall preside at all meetings of the Board, appoint all committees, and in general, assume all the duties of the office. The President may sign or give permission to the executive director to sign all deeds, contracts, mortgages, bonds, unless otherwise ordered by the Board. The President shall be a member, ex officio, of standing and special committees.

Section 2 – It shall be the duty of the Vice-President to act as President of the Board if, for any reason, the President is prevented from discharging the duties of the office.

Section 3 – The Secretary shall keep a correct record of the proceedings of all the meetings of the Board, including Board attendance, ~~monthly~~. A copy of the minutes shall be filed by the Secretary with the Board and executive director.

Section 4 – The Assistant Secretary shall assume the duties of the Secretary in the absence of the Secretary.

Section 5 – The Treasurer shall be responsible for all financial affairs of the Library and shall present a written financial report at each regular meeting. A copy of the written financial report shall be filed by the Treasurer in a designated file in the Library. The Treasurer shall relinquish the financial records of the Library, annually, for the purpose of audit, as requested, and shall turn over any and all funds, records, and properties of the Library to his or her successor when authorized to do so.

Section 6 – The Assistant Treasurer shall assume the duties of the Treasurer in the absence of the Treasurer.

Section 7 – The President, Treasurer, Assistant Treasurer, and Executive Director are authorized check signers on library accounts and are authorized to open and close accounts, renew Certificates of Deposits and transfer funds with the prior knowledge and approval of the Finance Committee. Two signatures are required on checks issued over \$5000.

ARTICLE VII – COMMITTEES

Section 1 - Committee Appointment

The President shall appoint such standing, special, or ad hoc committees that are deemed necessary for the work of the Board. The President and executive director are ex officio members of each committee. Each committee shall be chaired by a member of the Board, but members of the library may also be asked to serve on committees.

Section 2 – Board Member Committee Responsibilities

Board members appointed to committees are expected to attend all committee meetings and perform all assigned committee work in a timely manner.

Section 3 - Executive Committee

The Executive Committee shall be composed of the President, Vice-President, Treasurer, Secretary, and Immediate Past President, if still serving on the Board of Trustees.

ARTICLE VIII – MEETINGS

Section 1 – There shall be an Annual Meeting each year of the members to be held in January as set by the Board of Trustees.

Section 2 – Notice of the Annual Meeting shall be given by public notice, stating place and time of the meeting in a newspaper of local circulation.

Section 3 – The paramount order of business at the Annual Meeting of the membership shall be the election of Trustees, the presentation of the Annual Report, the Annual Treasurer's Report, and any other business lawfully brought before the members.

Section 4 – The Board of Trustees shall hold no less than six (6) regular meetings each calendar year. The place and time of the meetings will be set by the Board.

Section 5 – At all Board meetings, a majority of the total number of trustees, shall constitute a quorum. A majority is defined as more than half.

Section 6 – A trustee who fails to attend three (3) regular meetings of the Board in any calendar year without notifying the executive director or the president of the Board of Trustees will be removed from the Board.

Section 7 – Special and extra meetings of the membership and/or Board of Trustees may be called by the President when deemed necessary, or upon written request from no less than three (3) Trustees, or upon written request from no less than fifty (50) members, therein stating their reason for the request.

Section 8 – Members of the Board may participate in meetings of the Board via electronic means with prior notification to the President or Executive Director.

ARTICLE IX - THE EXECUTIVE DIRECTOR

Section 1 - The Board of Trustees shall employ a professionally qualified person, as required by Commonwealth Libraries, to serve as Executive Director.

Section 2 - As agent of the Board of Trustees, the Executive Director shall supervise the other members of the staff, coordinate the work of volunteers, and foster relations with the Friends of the Joseph T. Simpson Public Library and the public. The Executive_Director shall have custody of the building, grounds, furniture, equipment and other library materials, and shall be responsible for their proper operation, use and care, as well as for the maintenance of appropriate institutional records in the best tradition of the library profession.

Section 3 - The executive director shall submit to the Board of Trustees each calendar month a written report on the operations of the library, shall advise the Trustees on professional matters, and in general, except when excused shall attend the Board's meetings.

Section 4 - The executive director shall be accountable to the treasurer each month for the petty cash fund and for fines, fees, cash contributions and other cash received at the library.

ARTICLE X – FISCAL POLICIES

The Board of Trustees is responsible for and shall receive, deposit, invest, disburse, and otherwise manage the funds of the Library.

ARTICLE XI – PERSONAL LIABILITY OF DIRECTORS

No Trustee shall be personally liable for monetary damages which result from any action taken or from failure to take any action in his role as Trustee of the Library unless: 1) The said Trustee has breached his fiduciary duty, failed to act in good faith or failed to act in the best interest of the Joseph T. Simpson Public Library; and 2) the above breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. This exemption from personal liability shall not apply to any Trustee who is deemed liable pursuant to criminal statute or who may be liable for payment of any local, state, or federal taxes.

ARTICLE XII – DISSOLUTION

The Joseph T. Simpson Public Library prohibits the use of any surplus funds for private inurement to any person in the event of a sale or dissolution of the institution.

ARTICLE XIII – RULES OF ORDER

ROBERT’S RULES OF ORDER, NEWLY REVISED shall be followed in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Library may adopt.

ARTICLE XIV – AMENDMENTS

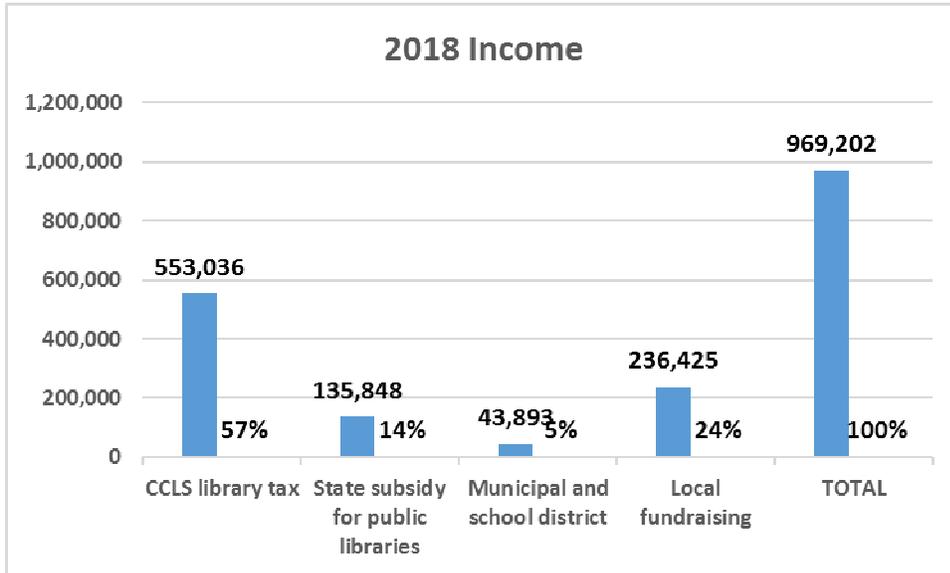
The Bylaws may be amended by a two-thirds vote of the Trustees of the Board, provided that the proposed amendment has been presented to the Board at the Meeting prior to that at which action is to be taken, or has been submitted in writing to each member of the Board at least ten (10) days prior to the vote.

Library Funding

2018 Joseph T. Simpson Public Library Operating Budget

Income: \$969,202 Expenses: \$969,202

Joseph T. Simpson Public Library receives 75% of its income from these governmental sources:



Fiscal Year

The library's fiscal year is January 1 to December 31. Greenawalt and Company, P.C., is under contract to provide auditing services for year-end 2017. Operating income is deposited at Members 1st. Monies from the building/capital fund are deposited with Orrstown Bank. A money market account is held with F&M Trust and an investment account is held with Orrstown Bank.

Designated Fund Policy

Adopted June 11, 2013; revised October 17, 2017

Designated funds are resources received by Joseph T. Simpson Public Library that may or may not have limitations or stipulations placed on them by external agencies or donors but are internally restricted by the Joseph T. Simpson Public Library board for a specific purpose. Currently, the Joseph T. Simpson Public Library has six designated funds:

I. Operating Fund

- A. **Purpose:** The purpose of the Operating Fund is to have funds available for the general operations of the library throughout the budget year.
- B. **Anticipated Uses:** Operating funds are used for budgeted items approved during the budget process. Income covers all budget categories in the approved operating budget. Expenses cover items such as payroll, materials purchases, building maintenance, supplies, fundraising expenses, utilities, and program expenses.

- C. Fund Amount Based on:** The fund amount is based on the anticipated income and expenses for the budget year.
- D. Who Approves Fund Use:** The Board of Trustees approves the fund use through the adoption of the annual budget.
- E. Investment of Fund:** The finance committee is authorized to invest library funds as delineated below:
 - i. U.S. Treasury Bills and Notes
 - ii. Time deposit accounts — certificates of deposit (CDs) issued by local financial institutions
 - iii. Demand deposit accounts (checking or money market accounts) established by local financial institutions
 - iv. Investment account — Investment firm or manager(s) retained by the library via request for proposal process. Eligible funds with funding levels, level of risk, risk tolerance and investment vehicles will be set and reviewed annually (November) by the finance committee.
 - v. Endowment (upon approval after annual audit, at direction of the board).
- F. Fund Income:** Income derived from the operating fund is kept in the operating fund.

II. Operating Reserve Fund

- A. Purpose:** The purpose of the operating reserve fund is to have funds available to replace unexpected shortfalls in budgeted income or to meet unexpected, yet necessary, expenses.
- B. Anticipated Uses:** In recent years, the Commonwealth has sometimes delayed making state aid payments at the beginning of the calendar year, or because of cash flow problems, the Cumberland County government has sometimes delayed payment of anticipated library tax funds. In those cases, the Cumberland County Library System (CCLS) board approved the use of CCLS's contingency funds to replace state aid or county funds to ensure that the system administrative office and member libraries have sufficient income to operate. Then, when the state or county payments were received, the 90-day contingency funds were replaced.

Even with contingency funds from CCLS, it is possible that Simpson Library could need to draw on its operating reserve if the expected government income is not received in a timely fashion. In years when we anticipate ending the year with a deficit, operating reserve funds would be used to cover the shortfall.

- C. Fund Amount Based on:** The recommended fund balance is based on a minimum of three months of budgeted general library operating budget expenditures.
- D. Who Approves Fund Use:** Any expenditures from the operating reserve fund must be approved by the Library Board of Trustees.
- E. Investment of Fund:** The finance committee is authorized to invest library funds as delineated below:
 - i. U.S. Treasury Bills and Notes
 - ii. Time deposit accounts - certificates of deposit (CDs) issued by local financial institutions
 - iii. Demand deposit accounts (checking or money market accounts) established by local financial institutions

- iv. Investment account — Investment firm or manager(s) retained by the library via request for proposal process. Eligible funds with funding levels, level of risk, risk tolerance and investment vehicles will be set and reviewed annually (November) by the finance committee.
 - v. Endowment (upon approval after annual audit, at direction of the Board).
- F. Fund Income:** Any income derived from the fund may be budgeted for library operating purposes as approved by the library board or kept in the operating reserve fund.

III. Capital Fund

- A. Purpose:** The capital fund is designated for any major capital needs related to building upkeep and maintenance. A portion of the capital fund may also be used for future expansion of the library.
- B. Anticipated Uses:** It is anticipated that these funds will be used for roofing repairs, HVAC repairs and upgrades, telephone upgrades, technology upgrades, exterior stone work, signage repair and upgrades, concrete repair, parking lot repair and expansion, carpet repair and replacement, security and safety upgrades, and any other building maintenance issues that may arise.
- C. Fund Amount Based on:** The basis for the amount of money in this fund shall be determined by the long-range maintenance plan and should be maintained at a level to insure funds are available to meet maintenance needs. A recommended level of funding is \$200,000.
- D. Who Approves Fund Use:** Any expenditures from the capital fund must be approved by the executive director and treasurer in the case of building upkeep and maintenance. Major expenditures for capital projects must be approved by the library board.
- E. Investment of Fund:** The finance committee is authorized to invest library funds as delineated below:
- i. U.S. Treasury Bills and Notes
 - ii. Time deposit accounts — certificates of deposit (CDs) issued by local financial institutions
 - iii. Demand deposit accounts (checking or money market accounts) established by local financial institutions
 - iv. Investment account — Investment firm or manager(s) retained by the library via request for proposal process. Eligible funds with funding levels, level of risk, risk tolerance, and investment vehicles will be set and reviewed annually (November) by the finance committee.
 - v. Endowment (upon approval after annual audit, at direction of the Board)
- F. Fund Income:** Any income derived from the fund may be budgeted for library capital purposes as approved by the library board.

IV. Endowment Fund

- A. Purpose:** The purpose of the endowment fund is to provide a source of income to help provide library resources for future generations of library users. The endowment fund is managed by the Mechanicsburg Area Foundation, a regional foundation of the Foundation for Enhancing Communities.
- B. Fund Amount Based on:** There is no basis for the amount of money in the fund at this time. The endowment fund was established in 2011 with money remaining from a bequest to purchase sculpture for the library. Additional bequests and donations have been added to the fund since its inception.

- C. **Who Approves Fund Use:** The principal in this fund cannot be used. The board determines if large donations, such as bequests, if not restricted by the donor, will be placed in the endowment fund or in another fund.
- D. **Investment of Fund:** The funds are invested through the Mechanicsburg Area Foundation and our current investment allocation is 56% Equity and 44% Fixed Income. The finance committee can change this allocation formula once a year, no later than December 31.
- E. **Fund Income:** The finance committee determines if income earned will be reinvested in the fund or used for current library needs.

V. **Joseph T. Simpson Public Library Book Fund**

- A. **Purpose:** The purpose of the book fund is to provide a source of income to purchase library materials. The book fund is managed by the Mechanicsburg Area Foundation.
- B. **Fund Amount Based on:** This fund was established in 2000 through a \$25,000 bequest from George S. Higginbotham to purchase books for the library. George and his wife, Florence, were avid readers and loyal library patrons. He created this endowment as a meaningful way for his wife and himself to be remembered. The book fund has declined in value but is slowly growing again.
- C. **Who Approves Fund Use:** The principal in this fund cannot be used.
- D. **Investment of Fund:** The funds are invested through the Mechanicsburg Area Foundation and our current investment allocation is 56% equity and 44% fixed income. The finance committee can change this allocation formula once a year, no later than December 31.
- E. **Fund Income:** The finance committee determines if income earned will be reinvested in the fund or used for current purchases of library materials.

VI. **Olivia Louise Straub Library Endowment Fund (Donor Advised Fund)**

- A. **Purpose:** The net income from the fund shall be used by the library for the sole purpose of supporting its acquisition of books for readers of all ages that may increase understanding or appreciation of nature or the relationships between human life and the natural environments. In the acquisitions, the preference shall be given to books in print, but should other book formats evolve, some acquisitions also may be made in them. Acquisitions may include, but are not limited to, works in history, philosophy and religion, politics and economics, and local and regional studies. An appropriate bookplate shall be struck to mark the collection.
- B. **Fund Amount Based on:** This fund was established in 2007 by Dr. Carl Benton Straub as a loving tribute to his mother, Olivia Louise Straub, who taught him to read. Mrs. Straub lived in Mechanicsburg for nearly 90 years.
- C. **Who Approves Fund Use:** The principal in this fund cannot be used.
- D. **Investment of Fund:** The funds are invested through the Mechanicsburg Area Foundation using an investment allocation determined by the donor, Dr. Carl Benton Straub.
- E. **Fund Income:** Income will be used to purchase materials as described above under Purpose. In September 2017, the library received its first distribution from this fund.

Giving Opportunities — 2018

Community/Patrons

Annual Financial Donations

Simpson Signature Selections (March)
Annual Appeal (August)

Long-Term Financial Support

Endowment

Memorials and Honor Donations

Simpson Celebrity (year round)

Businesses/Individuals

Event Sponsorships

Stuffed Animal Sleepover (February)
Online Auction (April)**
Summer Learning Kickoff (June)
Run for Reading (August)*
Mayor's Award Program (August)
Bowling for Books (November)*
Family Fall Festival (November)
Family Holiday Party (December)
Gingerbread House Workshop (December)
Program Sponsorships (Children/Teen/Adults)

*Trustees help solicit sponsors. Attendance at events appreciated.

Friends

Friends Fundraising

Friends Annual Membership Drive
Book sales (three times/year)
Dine Outs (throughout the year)
Online Auction (April)**
Holly Trail House Tour (December)

**Collaborative event between Friends and Trustees.

Giving through *volunteering your time representing* Joseph T. Simpson Public Library — 2018

Community Visibility and Public Relations

Trustees + Friends + Staff Support

Township, Borough, and School District Visits by Trustees (May-August)
Earth Day Festival — Mechanicsburg (April)
Literacy Night Under the Lights (May)
Mechanicsburg Community Day (August)
Community Connections Breakfast (September)
Municipal, School, and Elected Officials Breakfast (October)
Streets of Treats — Mechanicsburg (October)
Silver Spring Township Fall Festival (October)
Wildcat Foundation Community Day — Mechanicsburg (November)

Events Trustees Are Encouraged to Attend

Board Retreat (March 2018)
Staff, Trustee, and Friends Board Breakfast and Dinner (May)
Friends Board Meeting: Sign up in October for following year

7 Monthly Board Meetings
Committee meeting frequency and times vary by committee

Insurance

The library carries the following insurance coverage:

1. Commercial property coverage for both the library and the Book Sale Center
2. Boiler and machinery coverage
3. Crime coverage (employee dishonesty)
4. Sign coverage (outdoor masonry electric sign)
5. Commercial general liability for both the library and the Book Sale Center
6. Commercial umbrella coverage
7. Directors and officers liability coverage
8. Contents coverage for the Book Sale Center
9. Cyber Liability coverage

Cumberland County Library System

Joseph T. Simpson Public Library is a member of the Cumberland County Library System (CCLS), which is a federated system of seven independent libraries. Each member library has their own board, budget, and staff and has agreed to cooperate in providing library service to the residents of Cumberland County.

As required by the Pennsylvania Library Code, the library system board has seven members. These members are appointed by the Cumberland County Commissioners.

Nominations for these appointments are made by the library system members. CCLS's bylaws call for each of the member libraries to nominate one representative and one alternate to the system board. For 2018, our representative is Jonathan Williams with Judy Souleret as our alternate. The CCLS board meets the third Monday of each month at 4:00 pm at the CCLS headquarters at 1601 Ritner Highway, Carlisle. A summary of the CCLS board meeting is distributed to local library boards and is included in your monthly board packet.

Distribution of Tax Funds

The funds generated from the CCLS tax are distributed among the seven libraries based on a distribution formula. State aid money is distributed using this same formula, as well. Statistics are gathered quarterly from each library and are compiled into an annual report. The statistics are calculated using a three-year average for the distribution formula.

The library tax is a property tax. In December 2016, the Cumberland County Commissioners increased the Cumberland County library tax by 0.023 mills, bringing it to a total of 0.166 mills. The library tax had not been increased since 2003.

Fund Allocation Goals

The CCLS's goals in allocating funds are to ensure that:

- A basic level of service is available to county residents within nine miles of their home.
- Funds are allocated as equitably as possible, with service levels being the chief indicator of funding needs.
- Library system members work together cooperatively to provide comprehensive public library services to residents.

Fund Allocation Methods

Pennsylvania state aid and Cumberland County library tax funds are allocated according to the following formula, adopted in December 2016:

Reference Resource Center — 3% (to be phased out over two years, ending December 31, 2018, at which time this 3% will be reallocated to another category in 2019)

Equalization — 14%

Poverty — 6%

Local Financial Effort — 5%

Library Hours — 2%

Library Card Holders — 10%

Circulation — 45%

Program Attendance — 10%

Computer/Wi-Fi Use — 5%

Cumberland County Library System Administrative Office Services

Overview

The Cumberland County Library System (CCLS) administrative office is a department within Cumberland County government and reports to the system board as well as the Cumberland County Commissioners' office. The CCLS's mission is to plan, develop, coordinate and provide comprehensive public library services for residents through a cooperative network of public libraries. Toward that end, the CCLS's administrative office provides:

Library Service Development, Coordination, and Evaluation

To provide library users with a consistent level of service, the system has developed and implemented standardized service policies. These policies govern circulation services, Internet and computer services, general collection development, and patron behavior. Other service policies govern minimum service standards for facilities and reference resource centers.

Information Technology Services

To make information and library services more widely available and accessible to county residents from all system facilities, CCLS maintains a 300-user countywide computer network and automated library system available to the public 69 hours per week in the library and seven days a week, 24 hours a day over the Internet. The library system software also provides Internet service, access to reference databases, circulation and bibliographic database control, and homebound services.

Web Site Services

In partnership with Cumberland County government, the administrative office developed and implemented a web site that provides users with web-based access to its library catalog and reference databases.

Technical Services (group purchasing, cataloging, and library materials processing)
To provide users with more timely and better indexing of library system materials via the countywide online catalog as well as to improve the system's cost-effectiveness, CCLS provides centralized technical services (acquisitions, cataloging, and processing) for its libraries.

Continuing Education and Training

To meet the information needs of library users in a cost-effective manner, the administrative office provides a staff training service that especially emphasizes technology skill development. This program employs a system wide Public Services and Staff Training Coordinator, establishes core competency levels for staff, and provides staff with training opportunities to meet core competency levels. It also provides continuing education opportunities for library trustees.

Systemwide Funding and Grants

The administrative office obtains countywide funding via federal grants, state grants, county government budget allocations and joint e-rate applications. The administrative office also administers federal Library Services and Technology Act grants that are obtained by member libraries. Grants that benefit a single library are written by staff from that library. Grants that benefit all libraries are written by library system staff.

Children's and Teen Services

To develop the children's services programs and collections, the administrative office regularly meets with the system's children's programmers and teen programming staff to discuss and plan services. The system regularly participates in the state's summer learning program each year.

Services for the Aged

The administrative office coordinates STAR services (Services to Adult Readers). Through a network of volunteers, the administrative office provides over 200 homebound readers with large print books and audiocassettes. It also provides large print deposit collections to about 55 elder care sites in the county (nursing homes, rehabilitation centers, etc.)

Advocacy and Public Relations

The administrative office coordinates advocacy and public relations efforts by member libraries. It sponsors an annual legislative breakfast for county, state and federal officials. It develops and prints promotional and informational brochures for library users.

Supplemental Delivery Services

The administrative office provides the Capital Area Library District with funds to increase the frequency of state-mandated delivery service from three to five days per week for its member libraries. While the state mandate only requires a one-day-per-week delivery to the system headquarters, our district has provided three-day-per-week delivery to ALL of our libraries.

Library Supplies

The administrative office provides discounted group-buying services through the state's cooperative purchasing program, Cumberland County's cooperative purchasing program and through the multi-state LYRASIS consortium for library services and office supplies.

Building Construction and Renovation

The library system board reviews and approves plans for major construction and renovation by its member libraries. It coordinates major capital campaigns among member libraries. It obtains Keystone and Recreation Act funds for member libraries.

Long-Range Planning

The library system seeks to improve its services through long-range planning. The administrative office regularly evaluates library services through library user surveys, output measures surveys, collection of service statistics, etc. It completed its most recent five-year plan in October 2012.

Cumberland County Library System Email Alerts

- Cumberland County Library Advocacy Network
- Cumberland County Libraries in the News

Sign up at <http://www.cumberlandcountylibraries.org/?q=news-and-press>

Cumberland County Library System Foundation

The Cumberland County Library System (CCLS) Foundation was established in 2006 and is a 501(c)3 non-profit organization. Linda Willis is Simpson's representative to the foundation board. According to their bylaws:

Section 2.1. Purpose. The purpose of the CCLS Foundation shall be to support the Cumberland County, Pennsylvania, Library System and member libraries.

Section 2.4. Limitations on Powers. The Foundation shall solicit donations only from sources outside of Cumberland County, Pennsylvania; or from sources within Cumberland County, Pennsylvania, for which member library(s) would otherwise be ineligible; or from sources within Cumberland County, Pennsylvania, approved by the member library(s) affected; provided, however, that the foundation may accept donations from any individual or organization, wherever the same may be located.

Cumberland County Library System Strategic Partnership Agreement with the County Commissioners

This Memorandum of Understanding (MOU) sets forth the terms and conditions between the **Cumberland County Library System Board (CCLSB)** and the **Cumberland County Board of Commissioners (CCBOC)** for purposes of establishing a strategic partnership.

Background

Whereas:

- The CCBOC recognizes the roles the CCLSB plays to ensure public libraries improve Cumberland County citizens' and taxpayers' quality of life by serving as community centers of information, technology, learning, and leisure, as well as the CCLSB's duty to serve as good stewards of the funds entrusted to it for library services.
- The CCLSB recognizes the roles the CCBOC plays to improve Cumberland County citizens' and taxpayers' well-being by identifying and prioritizing county wide needs and services, as well as its duty to serve as good stewards of county tax revenues.
- The CCLSB and the CCBOC both recognize the strategic financial and planning relationship that must be established between both parties in order to help both organizations achieve their mutual goals in the areas of educational and economic opportunity and improvements to Cumberland County's quality of life for all of their shared constituents.

Purpose

This MOU affirms the:

- CCLSB's role as a county-wide asset and county-wide service provider of the CCBOC; and
- CCBOC's role as a strategic financial and planning partner of the CCLSB.

This MOU further sets forth:

- Strategic areas of collaboration, responsibility, and mutual support;
- Processes, procedures, and conditions for each party to address and redress concerns and requests related to each other's performance of duties and fulfillment of obligations; and
- The method and metrics by which both parties will evaluate the performance of duties and fulfillment of obligations of one another.

This MOU cannot be construed to supersede nor contradict any relevant statutes or regulations of the Commonwealth of Pennsylvania, including the Pennsylvania County Code and the Pennsylvania Library Code, regarding the relationship between the parties. The terms and conditions set forth herein must therefore be considered nonbinding and the parties acknowledge and agree that neither party can use this MOU or a breach or alleged breach of this MOU to bring legal action against the other in any court of law. Notwithstanding, both parties, by signing this MOU, agree to put forth their best efforts to comply with these terms and conditions in pursuit of the common good of Cumberland County, its citizens, and taxpayers.

Partnership Goals and Activities

The CCBOC hereby affirms:

1. The importance of the CCLSB's county wide service roles in the areas of:
 - Childhood and adult literacy
 - Information technology/digital inclusion
 - Financial literacy/health literacy/civic literacy/job or career development
 - Lifelong education/entertain or stimulate imaginations
 - Safe, welcoming community gathering spaces
2. That it will work with the CCLSB to develop meaningful measures that will help to evaluate success or failure in each of the above service areas.
3. That it will actively facilitate strategic community partnerships with the CCLSB in each of the above service areas.
4. That it will actively support member library municipal funding requests.
5. That it will review and evaluate CCLSB's service goals and funding needs, appropriating County funds or adjusting the library tax when needed, but only as the CCBOC shall solely decide.
6. That it will consider regular rotations of a liaison commissioner to the CCLSB.
7. That it will collaborate with the CCLSB to advocate for full library services funding at the state level, especially restoration of the Statewide Library Card Reimbursement Program.

The CCLSB hereby affirms:

1. **The CCBOC's role in identifying and prioritizing county-wide needs and services and its stewardship of county tax revenues.**
2. **That it will provide county-wide service roles in the areas of:**
 - Childhood and Adult Literacy
 - Information Technology/Digital Inclusion
 - Financial Literacy/Health Literacy/Civic Literacy/Job or Career Development
 - Lifelong Education/Entertain or Stimulate Imaginations
 - Safe, Welcoming Community Gathering Spaces
3. That it work with the CCBOC to develop meaningful measures that will help to evaluate success or failure in each of the above service areas.
4. That it will actively work with the CCBOC to expand or establish strategic community partnerships in each of the above service areas.
5. That it will actively seek new or increased municipal funding for local member libraries and seek new or increased private funding and grants.
6. That it will actively seek areas of continuous quality improvement, striving to identify, evaluate, and implement cost efficiencies or economies of scale whenever possible.
7. That it will regularly review its organizing documents in order to adopt best practices. These documents include, but are not limited to, its bylaws, member library agreements, and member library fund allocation policies.
8. That it will collaborate with the CCBOC to advocate for full library services funding at the state level, especially restoration of the Statewide Library Card Reimbursement Program.

Reporting and Evaluation

The CCBOC and the CCLSB mutually agree to:

1. Develop and establish annual performance goals for CCLSB that are based on the county-wide service roles listed above.
2. Conduct quarterly reviews of progress toward those goals as well as the funding required to achieve them successfully.
3. Conduct regular reviews of the CCLSB's financial status, including but not limited to, the annual CCLSB audit, forthcoming year budget (prior to adoption), and long-range financial plans.

Funding

Both parties commit to regularly review and discuss the CCLSB's funding needs each quarter, giving full consideration to appropriate means to support the reasonable financial needs of CCLSB in its charge to serve the citizens of Cumberland County. Special consideration will be given when the following conditions, or others not specifically listed below that both parties agree to be similar and appropriate, exist:

- The rate of inflation exceeds the rate of increase in current revenue levels to the point of impairing CCLSB's ability to meet its obligations set forth in this MOU;
- Major revenue reductions from noncounty sources occur;
- Regulatory mandates change and are imposed with no provisions for funding the level of effort required to comply with said requirements;
- Mutually agreed upon new service initiatives or new technologies are introduced which no existing funding source(s) can cover; or
- Mutually agreed upon facility improvements are required that no existing funding source(s) can cover.

When these or other conditions exist that effect the CCLSB's ability to achieve its service goals, the CCBOC agrees to give ample consideration to the CCLSB funding needs as part of its overall annual Cumberland County budget development process.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the CCBOC and CCLSB at any time.

This MOU shall become effective upon signature by the authorized officials from the CCBOC and CCLSB and will remain in effect until modified or terminated by either partner or by mutual consent.

Fund Restrictions

Library Tax

In accordance with the Pennsylvania Library Code, all income from the county library tax shall be used for the support and maintenance of library services. Funds **may not** be used for capital/construction expenses.

State Aid

In accordance with the Pennsylvania Library Code, state funds shall not be expended for any of the following purposes:

- Payment of rent to any municipality or to the library board of trustees.
- Investment purposes, including stocks, bonds, long term notes, real estate for income, or appreciation or any expense in connection with such real estate already owned.
- Any other purchases for long-term income or capital appreciation.
- Any library expenditure prohibited under the Pennsylvania Library Code.

Public Library Subsidy from the State

The State Subsidy to Public Libraries Program is designed to stimulate local financial support of public libraries and to provide a reliable level of quality public library service across the Commonwealth. Local communities are responsible for funding basic library services. Since public libraries are a local initiative in Pennsylvania, the program is based on providing incentives for local financial support of library service. In return, the Commonwealth enters into a funding partnership with the library, augmenting the basic services a library provides through local support.

Participation in the state subsidy program requires a commitment in local funds of \$5.00 per capita of the library's service area population. While those local funds may come from fundraising or from local government, the funding formula emphasizes the importance of local government contributions by leveraging them to maximize the return in state dollars. Pennsylvania's public libraries have a history of strong local fundraising.

In addition, Pennsylvania ranks among the highest of the 50 states in state support for libraries. However, it is in local government support that Pennsylvania ranks in the bottom 10 of the 50 states. The state aid formula is specifically designed to provide an incentive to local governments to increase their financial support to local libraries.

Note: This formula has not been used since 2003.

Simpson Public Library Service Areas

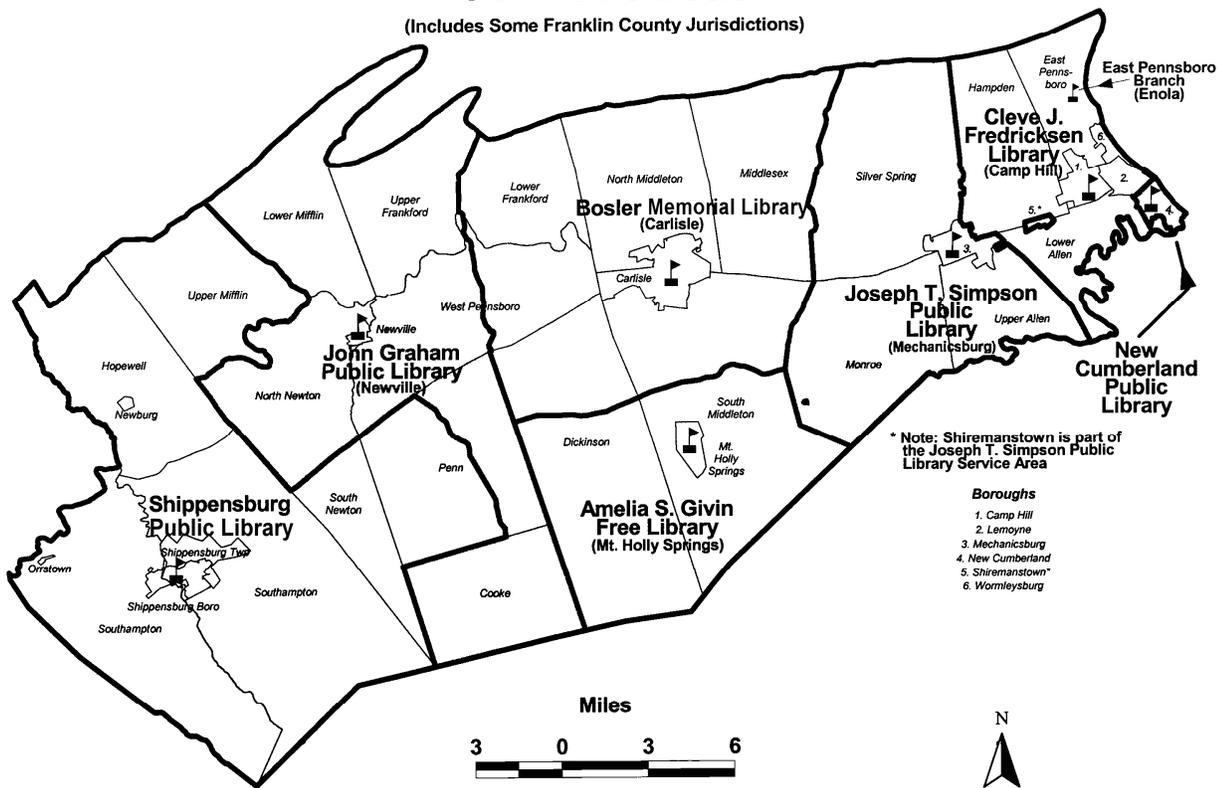
Service areas are determined by the county library system and are used for distribution of state aid and county library tax monies. Our service area consists of the following municipalities:

| | |
|-----------------------------------|--------------------------------------|
| Mechanicsburg Borough (pop. 8981) | Shiremanstown Borough (pop. 1569) |
| Monroe Township (pop. 5823) | Silver Spring Township (pop. 13,657) |
| | Upper Allen Township (pop. 18,059) |

The total population residing in Joseph T. Simpson Public Library's service area is 48,089. *Population figures are from 2010 Census.*

Cumberland County Library System Service Areas

(Includes Some Franklin County Jurisdictions)



Prepared by the Cumberland County GIS Office

Library Hours

Monday through Thursday 10 am to 9 pm
 Friday 10 am to 5 pm
 Saturday (Sept.-June) 10 am to 5 pm
 Saturday (July-Aug.) 10 am to 2 pm
 Sunday (Sept.-May) 1 pm to 5 pm
 Sunday (summer) Closed — Memorial Day weekend through Labor Day weekend

Library Cards

All Cumberland County residents are eligible for a free library card from any Cumberland County Library System library. Identification is required, and customers under the age of 17 need a parent or guardian signature in order to get a library card. Parental permission is required for customers under the age of 17 to use the Internet. As of year-end 2017, we had 23,888 card holders who had checked out at least one item in the past three years.

Library Fees

The library strives to provide as many services as possible free of charge to its customers. We do, however, charge fees for the following:

| Item | Fee |
|--|---|
| Overdue fines/fees on materials (except videos and DVDs) — materials are loaned free of charge for a two-week period | 30 cents per day late |
| Overdue fines/fees on videos and DVDs — videos and DVDs are loaned free of charge for a seven-day period | \$2 per day late fee |
| Lost library card | Replacements cards are \$3 each |
| Photocopier | 25 cents per page for black-and-white 50 cents per page for color |
| Color printing from public computer terminals | 25 cents per page |
| Lost materials — items checked out but never returned | Cost of item |
| Meeting room | Free use by eligible community and nonprofit groups; rental fee per use for others: \$50 for up to two hours; \$75 for two to four hours, and \$100 for over four hours |
| Test proctoring | \$15 per day |
| Holds not picked up | 50 cents per item |

Library Statistics

Collection Size — At the end of 2017, the library had approximately 105,000 items in its collection including books, magazines, books on CD, educational software on CD-ROM, DVDs, board books, and puppets.

Circulation — Circulation refers to the number of items checked out by customers and is one method by which public libraries measure their level of service.

| | |
|------|---------|
| 2017 | 533,745 |
| 2016 | 527,367 |
| 2015 | 526,698 |
| 2014 | 556,528 |
| 2013 | 584,236 |
| 2012 | 575,875 |
| 2011 | 587,577 |
| 2010 | 601,455 |
| 2009 | 616,493 |
| 2008 | 575,747 |
| 2007 | 524,456 |

Number of Programs

| | Children | Teen | Adult |
|------|----------|------|-------|
| 2017 | 1907 | 79 | 237 |
| 2016 | 1268 | 81 | 208 |
| 2015 | 1258 | 82 | 173 |
| 2014 | 1450 | 63 | 152 |
| 2013 | 1248 | 39 | 66 |

Program Attendance

| | Children | Teen | Adult |
|------|----------|------|-------|
| 2017 | 37,239 | 1477 | 4056 |
| 2016 | 31,783 | 1316 | 3084 |
| 2015 | 33,051 | 1129 | 3065 |
| 2014 | 39,433 | 932 | 2575 |
| 2013 | 34,701 | 380 | 1011 |

Library Services and Resources

I. Digital Services

- A. Access to computers with high-speed internet and office software
- B. Free Wi-Fi access
- C. Mobile hot spots to borrow
- D. Computer and technology classes
- E. Online databases
- F. Printing, faxing, and scanning (fee required)

- II. **Educational Programs**
 - A. Develop early literacy skills in children from birth through age 6 through curriculum aligned with the Pennsylvania Learning Standards for Early Childhood
 - B. Educational, recreational, and summer learning programs for children, teens, and adults
 - C. Intergenerational programs for learning and leisure
- III. **Collections**
 - A. Regular and large-print books
 - B. Magazines and newspapers
 - C. Movies, TV shows, music, and audiobooks
 - D. eBooks and eAudiobooks to download to your devices
 - E. Access to materials from other libraries
- IV. **Additional Services**
 - A. Personalized book and movie recommendations
 - B. Test proctoring services (fee required)
 - C. Delivery service to homebound adult readers
 - D. Tax forms (in season)
- V. **Community Gathering Space**
 - A. Comfortable seating areas
 - B. Quiet study areas
 - C. Meeting rooms

Library Staff

The library staff is comprised of 38 people — four full-time (FT) and 34 part-time (PT) staff for a full-time equivalent (FTE) of 19.39. In addition to the staff, more than 70 people regularly volunteer at the library, assisting with shelving, shelf reading (putting books in order), book processing, processing items on hold, and mending books. Also, numerous individuals assist throughout the year on special projects.

Staff positions include:

| | |
|---|--|
| Administrative Assistant (PT) | Facilities Manager (PT) |
| Adult Programming Coordinator (PT) | Library Aides (17 PT positions) |
| Assistant Director (FT) | Library Aides (2 PT seasonal positions) |
| Bookkeeper (PT) | Reference Librarians (2 PT positions) |
| Children's Services Coordinator (FT) | Technical Services Manager (PT) |
| Children's Programmers (3 PT positions) | Technical Services Assistant (FT) |
| Custodians (2 PT positions) | Volunteer Coordinator/Reference (PT) |
| Development Coordinator (PT) | Young Adult Programmer/Digital Services/Reference (PT) |
| Executive Director (FT) | |

Executive Director Job Description

Joseph T. Simpson Public Library

Adopted August 14, 2012; updated October 13, 2015

- I. **Summary of Responsibilities**
 - A. **Full Time (37.5 hours per week):** Supports and promotes the mission of the library. Works in partnership with the Board of Trustees regarding budget, policy, and facility issues. Works under the direct supervision of the Board of Trustees. Oversees the day-to-day operations of the library. Serves as the official spokesperson for the library. Requires attendance at daytime, evening, and weekend meetings in addition to regularly scheduled public service time.
 - B. Exempt.
- II. **Education**
 - A. Master's Degree in Library Science required.
- III. **Required Knowledge, Skills, and Abilities**
 - A. Establish and maintain effective relationships with community, civic, and professional groups and Friends of the Library.
 - B. Communicate with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
 - C. Develop and administer a budget.
 - D. Lead, direct, and evaluate staff.
 - E. Provide effective and quality library service in accordance with the library's customer service philosophy.
 - F. Exhibit excellent verbal and written communication skills.
 - G. Possess experience and knowledge of public library collection development practices, technology services, library programming, and fundraising.
 - H. Operate computers and knowledge of relevant software and hardware.
 - I. Demonstrate strong public speaking skills.
- IV. **Essential Duties and Functions**
 - A. Provide leadership, management, and motivation to all staff.
 - B. Plan and evaluate, with staff and Board of Trustees, the development of services, programs, and staffing to achieve library goals and objectives.
 - C. Develop, administer, and evaluate annual budget for Board of Trustees approval and oversee expenditures.
 - D. Implement decisions of the Board of Trustees and the Cumberland County Library System Board of Trustees.
 - E. Oversee hiring, training, and evaluation of library staff.
 - F. Oversee fundraising activities and events.
 - G. Direct overall maintenance of building and grounds in conjunction with the property committee.
 - H. Promote library at civic, educational, and community functions.
 - I. Serve as library liaison to Board of Trustees and Friends of the Joseph T. Simpson Public Library Board of Directors.
 - J. Analyze library use, evaluate trends, and recommend appropriate courses of action that fulfill the library's mission and goals. Formulate library goals and objectives and develop policies and programs accordingly.
 - K. Oversee continuing education opportunities for all staff to meet annual continuing education requirements.

- L. Facilitate staff and team meetings.
 - M. Prepare and distribute regular reports of library activities.
 - N. Prepare grant proposals and assist in procuring supplemental funding for the library.
 - O. Other duties and responsibilities may be added at the Board of Trustees' discretion.
- V. Working Conditions and Physical Demands**
- A. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift, and carry.
 - B. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
 - C. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.
- VI. Employment Clearances**
- A. Must have FBI criminal history, Pennsylvania Child Abuse, and Pennsylvania State Police Criminal History clearances that qualify the individual for employment as outlined in the library system's employee clearances policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Library History

1960s

The Mechanicsburg Area Public Library was founded in 1961 and was located at 26 W. Simpson St. in half of a double house. In 1962, the library purchased the former Church of the Brethren and moved to 51 W. Simpson St. In 1969, the library purchased the church's former parsonage at 209 S. Frederick St.

1970s

An addition was built in 1974 linking the church to the adjacent house.

1980s

The Friends of the Library was organized in 1980.

1990s

In 1991, the house was renovated to provide a local history area and staff workspaces. In 1994, the library purchased the former Home and Hearth Craft Store. A \$1.2 million dollar capital campaign was launched in 1995 to fund the new library, and construction began in April 1996. On December 26, 1996, Mechanicsburg Area Public Library opened the doors to its new facility.

2000s

Recognizing a need for additional parking, the Library purchased an adjacent parking lot from Wilcox Forging Company in August 2001 for \$190,000. During the renovation project in 2003, this parking lot was paved, a connecting sidewalk created, and parking lot lighting installed. This provided an additional 50 parking spaces. A steering committee was assembled in October 2002 and a capital campaign was launched in early 2003.

A naming gift of \$500,000 was secured on January 7, 2003, which changed the name of the Mechanicsburg Area Public Library to the Joseph T. Simpson Public Library. At the end of 2003, just over \$1.3 million was raised with this capital campaign. In March 2004, the renovations to the library were completed.

The upper level of the library was renovated and opened to the public in late 2003, and renovations to the main and lower levels were completed in early 2004. In 2009, the exterior stonework was repointed.

2010s

In 2010, library sculptures were purchased with funds from the Mary Ann Landis Alexander bequest. In 2011, the library celebrated its 50th anniversary with a variety of special events and programs throughout the year. In 2014, a Seed Library was established. In 2015, Simpson Library received Standards for Excellence accreditation from the Pennsylvania Association of Nonprofit Organizations. In November 2017, Simpson Library was one of 17 libraries selected by Commonwealth Libraries to participate in a two-year project with the Harwood Institute for Public Innovation. The Harwood Institute is a nonpartisan, independent nonprofit that teaches, coaches, and inspires people and organizations to solve pressing problems and change how communities work together using an approach called Turning Outward — using the community as the reference point for your organization’s choices and judgments.

History of Library Facility at 16 N. Walnut St.

The stone structure beside the Cumberland Valley Railroad is believed to have been built as early as 1840 by Thomas B. Bryson. It is listed on an 1867 surveyor’s map as a grain warehouse and is listed in the 1872 Cumberland County Atlas as a grain store. On June 28, 1863, confederate soldiers entered Mechanicsburg and occupied the town for three days. During that time, Brigadier General J.B. Jenkins used the stone grain store as a hospital for his sick and ailing soldiers. When they left Mechanicsburg for Gettysburg on June 30, they took from the granary ample grain for their horses. Later, Mr. Bryson sold the stone structure to Abner B. Harnish, who operated a business until he sold the building to Jacob H. Koller. Years later, Mr. Koller sold the property to the Pennsylvania Railroad. Headquarters for an egg business for a time, in most recent years it was owned by the Walton’s, who operated their Home and Hearth Craft Store. The Walton’s sold the building to Mr. and Mrs. Ralph E. Wax, Jr., from whom the Mechanicsburg Area Public Library purchased it for \$260,000 in April of 1994. Renovations to the building began in April 1996 and the new library opened on December 26, 1996.

Friends of the Joseph T. Simpson Public Library

Mission: The purpose of the Friends of the Joseph T. Simpson Public Library is to provide financial support and to promote the Joseph T. Simpson Public Library.

Vision: The Friends of the Joseph T. Simpson Public Library will enhance the resources and services of the library through fundraising, advocacy, education, and community outreach.

Friends History and Purpose

The Friends were organized in 1980 and they have their own 501(c)3 status. The purpose of this organization is to maintain an association of persons and organizations interested in books and libraries to focus public attention on library services, facilities, and needs and to enlarge public support, understanding, and use of the library.

Friends of the Library share a passion for libraries and a desire to help their library meet the challenges of the day, as well as remain vital far into the future. The primary purpose of a Friends group is to be of service to the library through:

1. **Fundraising** — Friends of the Library raise funds for projects, programs, or acquisitions not included in the general library budget.
2. **Services** — There is no limit to the services that a dedicated volunteer group can provide.
3. **Promotion** — Each Friend is a walking promotional vehicle for the library to its community.
4. **Advocacy** — An informed, active citizen lobby provides the public library with its strongest allies.
5. **Community Involvement** — A Friend’s group is validation of the public library’s importance to its community.

Friends Board of Directors

The Board of Directors consists of 15 members, each serving a term of three years, with one-third of the terms expiring each year. All terms begin in January. Directors may serve up to two consecutive three-year terms.

Friends Board Meetings

The Friends Board meets once a month at 7:00 pm on the first Monday of the month. The Friends Board does not meet in July and December and meets on the second Monday in September because of the Labor Day holiday. Meetings are typically 60 minutes in length.

| 2018 Board Meeting Schedule | | | |
|-----------------------------|---------|--------------|------------|
| January 8 | April 2 | August 6 | November 5 |
| February 5 | May 7 | September 10 | |
| March 5 | June 4 | October 1 | |

Friends Attendance at Trustees Meetings

Friends board members each take a turn at attending one of the trustees meetings, which are held on the second Tuesday of the month at 7:00 pm. The Board of Trustees does not meet in February, March, July, August, and December. The October meeting is held on the third Tuesday, and the November meeting is held on the fourth Tuesday. The trustees also rotate attendance at a Friends meeting. This reciprocal arrangement allows both groups to be aware of each other's activities and to report back to their respective group. This is done in the format of a brief oral report. Friends board meetings and trustee meetings are held in library meeting rooms.

Friends Fiscal Year

The Friends fiscal year is from January 1 to December 31.

Friends Membership

Membership as of October 25, 2018, was 626 members. Membership renewal letters are sent in January of each year. Membership dues rates are as follows:

| | | |
|------------------|--------------|------------------|
| \$20 Contributor | \$50 Sponsor | \$250 Benefactor |
| \$30 Donor | \$100 Patron | |

Trustees are strongly encouraged to join the Friends of the Library.

Friends Events

The Friends conduct four major events each year:

1. **Membership drive** in January (renewal letters sent to current Friends members)
2. **Book sales** at the Book Sale Center, 114 N. York St., in February, June (on Jubilee Day), and October
3. **Online auction** in April (joint fundraising project between the Friends and the Board of Trustees with proceeds split 50-50)
4. **Holly Trail House tour** on the first Sunday of December (not being held in 2018)

In addition, they sponsor several dine-outs each year at area restaurants to benefit the Friends of the Joseph T. Simpson Public Library.

Friends Fundraising Activities

| Activity and Income | Membership Drive | February Book Sale | Jubilee Day Book Sale | October Book Sale | Ongoing Book Sale | House Tour | Online Auction |
|---------------------|------------------|--------------------|-----------------------|-------------------|-------------------|------------|----------------|
| 2008 | 26,516 | 8,252 | 11,282 | 10,227 | 5,779* | 5,649 | |
| 2009 | 27,223 | 9,505 | 12,111 | 10,857 | 5,765 | 7,747 | |
| 2010 | 45,466 | 10,818 | 12,252 | 12,254 | 4,806* | 7,539 | |
| 2011 | 34,385 | 13,095 | 11,514 | 13,012 | 4,780* | 7,869 | |
| 2012 | 39,107 | 12,406 | 13,016 | 12,106 | 4,095* | 9,015 | |
| 2013 | 39,064 | 10,070 | 12,086 | 11,210 | 3,859* | 7,771 | 8,663 |
| 2014 | 34,872 | 10,070 | 12,121 | 11,796 | 3,577* | 12,945 | 10,038 |
| 2015 | 25,139 | 10,333 | 11,964 | 11,283 | 4,064* | 10,000 | 12,735 |
| 2016 | 36,234 | 11,389 | 11,333 | 9,617 | 4,434* | 10,915 | 10,516 |
| 2017 | 34,398 | 10,283 | 10,622 | 9,165 | 4,430* | 9,861 | Not held |
| 2018 | | 9,102 | 9,269 | | | Not held | 18,804** |

* Income from these sales is deposited directly into the library's operating budget and sales tax is paid by the library on these items.

** Proceeds split 50-50 between Friends and Library.

Friends Financial Support to the Library

The Friends make an annual commitment to the library's operating budget and spread out their contribution on a monthly basis. In 2018, the Friends will provide \$42,000 in operating support.

Requests for purchase are submitted to the Friends board by the executive director on a periodic basis to purchase additional items (furniture, equipment, materials, etc.) or fund specific programs (speaker's fees for children's programs, continuing education programs for staff, etc.) Over time, the Friends have established line items in their budget for requests that they typically fund each year, which enables them to plan and project where their funds will go and determine what funds will be available for new projects.

Book Sale Center

The Friends lease approximately 2500 square feet of warehouse space at 114 North York St., Mechanicsburg, from Ingenuity Partners since June 1, 2016, with a three-year lease agreement. The Book Sale Center serves as the storage, sorting, and donation drop-off location. People are able to drop off their book donations 24/7 using the enclosed shed at the Book Sale Center location.

Members of the Book Sale Committee empty the shed at least once a day. Book sorting is typically done once a week. A monthly sorting schedule is distributed and those on the sorting committee who are able to attend sort books during those times. More frequent sorting is often scheduled immediately prior to a book sale.

Friends' members are invited to Preview Night. For two hours the evening before the sale, members can shop without the crowds purchasing a limit of 25 items.

Memorandum of Understanding

Trustees and the Friends of the Joseph T. Simpson Public Library

Adopted by the Joseph T. Simpson Public Library Board of Trustees on March 9, 2017.

Adopted by the Friends of the Joseph T. Simpson Public Library Board of Directors on April 5, 2017.

The Friends of the Library organization is dedicated to raising awareness of library services and resources, volunteering, fund raising, and promotion to support the Joseph T. Simpson Public Library. The Friends organization is committed to supporting the goals and mission of the Simpson Library. As a non-profit, 501(c)3 organization, it is a legally distinct entity and not a legal part of the Library.

The Library will agree:

1. To include the Friends in the long-range planning process to ensure that the Friends are aware of the goals and direction of the library.
2. To share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss opportunity areas for the Friends to support these initiatives.
3. To supply the Friends with a wish list prior to scheduled meetings that indicates the anticipated needs for Friends support.
4. To include a member of the Friends organization as a nonvoting presence at all trustee meetings and to allow room on the agenda for a Friends report.
5. To provide the Friends with available resources to assist them with promotion by providing space on the local library website, in the library newsletter, and in library promotional materials.
6. To provide public space for Friends membership brochures and promotional materials.
7. To provide the Friends with reasonable and available space in the library for Friends related work and office needs as well as the use of library meeting rooms at no charge.

The Friends will agree:

1. To publicly support the Library and its policies and mission.
2. To include a member from the library's administration and a trustee as a nonvoting presence at all Friends meetings and to allow room on the agenda for a library report.
3. That any and all monies raised, net of Friends' operating expenses, will be spent exclusively for library programs, services, the library's capital needs, and other library needs.
4. That the trustees have the final say in accepting or declining any and all gifts made to the library.
5. To engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

Roles and Responsibilities of the Executive Director, Trustees, and Friends

| | Executive Director | Trustees | Friends |
|---|---|--|---|
| Administrative | Administer daily operations of the library, including personnel, collection development, fiscal management, maintenance of buildings and grounds, and programming; act as technical advisor to the board and Friends. | Recruit and employ a qualified executive director; maintain an ongoing performance appraisal process for the director. | Support quality library service in the community through fund-raising, volunteerism, and serving as advocates for the library's programs and services. |
| Library Policies | Apprise board of need for new policies as well as policy revisions; implement the policies of library as adopted by the board; keep Friends apprised of all library policies. | Identify and adopt written policies to govern the operations of the library. | Support the policies of the library as adopted by the library board; periodically review the bylaws, mission, and vision for the Friends |
| Short-Term and Long-Range Planning | Coordinate and implement short-term and long-range planning process with board, Friends, staff, and community. | Ensure the library has a long-range planning process with implementation and evaluation components; process should include input from Friends, community, and staff. | Provide input into the library's long-range planning process and support the library in carrying out their plan; work with executive director on long-range planning for the Friends. |
| Marketing and Public Relations | Coordinate and implement an ongoing marketing and public relations program. | Ensure that the library has an active marketing and public relations program. | Promote the library's programs and services to the public and the role that the Friends play in providing these programs and services. |
| Fiscal Responsibilities | Prepare an annual budget for the library in consultation with the board; present current report of expenditures against budget at each board meeting; make Friends aware of the special financial needs of the library. | Secure adequate funds to carry out the library's programs and services; assist in the preparation of the annual budget; develop long-range financial projections. | Conduct fund-raising that complements the library's mission and provides funding for special library projects. |
| Legislative Responsibilities | Educate board and Friends regarding current local, state, and federal library laws and pending library legislation. | Be familiar with local, state, and federal library laws and pending library legislation; serve as advocates for library issues; represent the library program to legislators. | Serve as advocates for local, state, and national library issues; represent the library program to legislators. |
| Meetings | Provide written reports at and participate in all board and Friends meetings; ensure that there is a staff liaison to the Friends. | Attend and participate in board meetings and see that accurate records are kept on file at the library; appoint a liaison to the Friends' board to attend their meetings. | Maintain a liaison to the board of trustees to attend all their meetings. |
| Networking | Affiliate with state and national professional organizations and attend professional meetings and workshops; be active in community organizations, too. | Attend state sponsored trustee meetings and workshops, and support the efforts of the Pennsylvania Library Association, Pennsylvania Citizens for Better Libraries, and Association of Library Trustees, Advocates, Friends and Foundations. | Affiliate with state and national organizations such as Pennsylvania Citizens for Better Libraries and Association of Library Trustees, Advocates, Friends and Foundations and attend their workshops; support the efforts of the Pennsylvania Library Association. |

Professional Associations

The library, library staff, or the Friends are members of the following organizations:

- American Library Association
- Mechanicsburg Chamber of Commerce
- Mechanicsburg Museum Association
- Mechanicsburg North Rotary Club
- Pennsylvania Association of Nonprofit Organizations (PANO; www.pano.org)
- Pennsylvania Citizens for Better Libraries (www.pcbllpa.org/)
- Pennsylvania Library Association (www.palibraries.org)
- United for Libraries (www.ala.org/united/)
- West Shore Chamber of Commerce

Capital Area Library District Services

For more information, contact Brianna Crum, District Consultant

101 Walnut St. Harrisburg, PA 17101 bcrum@dcls.org

717-234-4961 x106

<http://capitalarealibrarydistrict.org/>

Dauphin County Library System (DCLS) is a District Library Center designated by the Office of Commonwealth Libraries to take a leadership role in coordinating library services. There are 29 District Library Centers throughout the Commonwealth. DCLS and its participating public libraries form the Capital Area Library District, a service area comprised of the public libraries in Cumberland, Dauphin, and Perry counties.

Delivery

- DCLS operates a daily delivery service to DCLS and Cumberland County Library System (CCLS). (Two days per week to CCLS is funded by CCLS.) They also offer two to three days per week deliveries to Hershey, Middletown, Perry County, and Harrisburg Area Community College.

Online Resources

- Provide online resources, such as Morningstar and HeritageQuest databases, and OverDrive e-audiobooks and e-books to district libraries.

Interlibrary Loan (ILL)

- Process interlibrary loan requests for district libraries for materials that patrons want but are not owned by any library in the district.

Liaison to Commonwealth Libraries

- Assist with Library Services and Technology Act grant applications by writing supporting letters for libraries.
- Help with filing annual report and other state mandated paperwork.
- Work to ensure compliance with state aid standards.

Continuing Education and Professional Development

- Host a multidistrict workshop with state funds each year.

Consulting Services: Just Ask!

- Serve as an information source, consultant, facilitator, or mediator for policies/procedures, strategic planning, board development, e-rate, programming, fundraising, service to youth, etc., for your library.

Trustee Resources

Useful Websites for Library Trustees

| | |
|---|--|
| American Library Association (ALA) | www.ala.org |
| BoardSource | www.boardsource.org |
| Cumberland County Library System (CCLS) | www.cumberlandcountylibraries.org |
| Joseph T. Simpson Public Library | www.simpsonlibrary.org |
| Pennsylvania Citizens for Better Libraries (PCBL) | www.pcbllpa.org/ |
| Pennsylvania Library Association (PaLA) | www.palibraries.org |
| United for Libraries | www.ala.org/united/ |

Effective Advocacy Tips from Stephanie Vance

<http://www.advocacyguru.com>

The average time for a meeting with an elected official is 7.5 minutes, so you need to make sure you get your point across and keep having additional meetings.

- Leaders ask themselves the question "Are they from my district" and "How does this affect my district" when receiving correspondence, making decisions, and casting votes. It's good to demonstrate the impact on the official's constituency.
- At a meeting with an elected official, don't just go out to educate; always ASK for something, e.g., support increased funding for libraries, provide a quote or contribution to a newsletter, make a site visit, or give your library an official resolution, etc.
- Find the pet issue of your elected official and find a way to relate it to libraries. When you talk to them about something they want to talk about, they'll listen. Make connections between their interests and libraries.
- Always follow-up after meetings. Persistence matters and can help you build long term relationships.
- Send a thank you note after a meeting. Compliment staff who were helpful.