

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
October 18, 2010**

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:00 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members Present

William Gould, Jane Graham, Alicia Stine, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

Others Present

Jonelle Darr, Sue Erdman, Dennis Marion, Susan Sanders and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System Board unanimously approved the September 20, 2010 board meeting minutes.

Treasurer's Report

The Library System Board unanimously moved to file the September 2010 Treasurer's Report for audit. Mr. Stoner reviewed the Balance Sheet and Income and Expenses.

The system board approved, with Mr. Stoner abstaining, the Executive Committee's action to deposit the proceeds of the Susquehanna Bank certificate of deposit at F&M Trust in the library system's collateralized money market account (currently earning 1.44% interest, no penalty for withdrawal). The system office will query banks again at the beginning the year for better investment rates.

The library system's application to join the Pennsylvania Local Government Investment Trust (PLGIT) was approved. With the exception of New Cumberland, member libraries are not eligible to join, but may invest money through the library system in PLGIT. Current rates are posted at: <https://www.plgit.com>. Mrs. Darr and Mrs. White will meet with a PLGIT representative on Tuesday, October 19th to review available services and investment opportunities.

The board Treasurer reviewed and initialed the month of September bank statements, cancelled check records and reconciliation reports for the system's general, Money Market, certificate of deposit and LSTA accounts. The executive director's expense reimbursement request for October 2010 was also reviewed and a check signed.

REPORTS

Executive Director's Report

Learning and Innovation

Leadership Development

Staff Training

A system-wide staff development day was held on Thursday, October 14th at the Fredricksen Library, Camp Hill. About 140 staff members attended the event. Programs included Martin Kearney from the PA Human Relations Commission, Stress Relief for a Busy Library Staff (yoga); Highlights of the CCLS Intranet and Website; and five individual sessions focusing on CCLS's policies and services. Mrs. Darr thanked Fredricksen staff for their support with event logistics.

Trustee and Staff Library Tour

Eight people (4 trustees and 4 staff) toured the libraries in the western and central parts of the county on October 1st. A similar tour will be scheduled in the spring of 2011 for the libraries located in the eastern part of the county.

Financial Management

Resource Acquisition

Foundation Activities

The CCLS Foundation received two unsolicited gifts via the Educational Improvement Tax Credit (EITC) program. Gifts were from Giant Foods (\$5,000) and M&T Bank (\$1,500). The funds will be used for the 2011 summer reading program.

Local Municipal Breakfasts

Bosler and Simpson libraries held breakfasts for local municipal and school district officials in October. Both were well attended and the presentations from staff, trustees and library patrons were inspiring.

2010 CCLS Legislative Breakfast

The Library System's annual legislative breakfast will be held at Fredricksen Library on Friday, November 5th at 7:30 a.m. To date, 25 people plan to attend. Member library board presidents, friends' presidents, CCLS finance committee members and CCLS Foundation board members were invited to attend along with county, state and federal officials.

Finance Committee Report

Mr. Stoner reported that the Finance Committee met on October 13. It reviewed each library's relative cash position and any reserves held by member libraries.

The Finance Committee then reviewed the impact upon each library of three budget scenarios:

Budget Scenario 1 Summary:

- 1) Distribute all state and county tax dollars received.
- 2) Transfer or withdraw \$0 funds to/from the Strategic Development Fund.

- 3) Estimated increase in distributions: about 2.3%

Budget Scenario 2 Summary:

- 1) Distribute all state and county tax dollars received.
- 2) Plus, withdraw \$106,408 funds from the Strategic Development Fund.
- 3) Estimated increase in distributions: 5%

Budget Scenario 3 Summary:

- 1) Each library identified how much additional funds (if any) would be required to meet all state operating hour and collection development standards.

Under scenario 1, Mrs. Darr reported that the county's final 2011 library tax projection provided more funds (approximately \$35,000) than was originally projected. As a result, slightly more funds would be distributed under scenario 1, and under scenario 2, only \$75,000 in strategic development funds would need to be withdrawn instead of \$106,408.

After review and discussion, the Finance Committee unanimously recommended Scenario 2 to the system board, which includes a withdrawal of approximately \$75,000 from the strategic development fund. This scenario would allow the system to meet its state standards without waivers.

The system board unanimously approved distributions to member libraries as listed in the second scenario. A request for use of about \$75,000 in strategic development funds will be forwarded immediately to the County Commissioners for review. (See final page of minutes for distribution plan.)

In addition, the Finance Committee recommended that the system develop a three-year plan for the use of the strategic development fund for review by county commissioners. This plan will be forwarded to the commissioners for review later in the year.

UNFINISHED BUSINESS

Capitalization Policy Revisions

The system board unanimously approved the Capitalization Policy revision in order to comply auditor recommendations. The policy outlines how the library system would add, remove and dispose of fixed assets.

CCLS Fund Balance Policy

The Finance Committee recommended that 4% of the system's annual operating expenditures be used as a trigger to begin drawing upon the 90-day contingency fund. ***Since two board members did not receive copies of the attachment for review prior to the meeting, the board tabled any action until the November meeting (moved by Mrs. Whiteside, seconded by Mrs. Stine).***

York County Borrower Update

Statistics clearly indicate that residents of Fairview Township (York County) primarily use Cumberland County libraries, rather than York County libraries. Service to Monaghan Township is also very high.

Mrs. Darr reported that Fairview Township provides \$5000 per year for the Red Land Community Library (located to its south in Newberry). In addition, the Red Land Community Library receives \$19,000 in county taxes to serve Fairview Township and 7 additional communities. The System Board asked the New Cumberland Board to discuss these findings and make a recommendation to the system board regarding service to northern York County.

Options mentioned included:

- Requesting an expansion of New Cumberland's service area to include Fairview Township.
- Requesting an expansion of New Cumberland's service area to include West Shore School District. This would include the boroughs of Lemoyne, New Cumberland, Wormleysburg, Goldsboro and Lewisberry plus Fairview, Newberry and Lower Allen Townships.
- Obtaining additional funding from New Cumberland borough
- Obtaining funding from York County Library System
- Charging out-of-county/district borrowers for added value services, such as holds, transfers of materials, interlibrary loans, programs, etc.
- Increasing private fund raising

NEW BUSINESS

Nominations

Nominations are needed from member libraries by November 15th to fill the terms listed below that expire on 12/31/2010:

1. William Gould (Shippensburg)
2. Elizabeth Stone (New Cumberland)
3. Linda Basler (Shippensburg-Alternate)
4. Paul Fisher (Fredricksen-Alternate)
5. Jeff Wood (Bosler-Alternate)

Nominating Committee

President William Gould appointed a 2011 CCLS board officer nominating committee of Elizabeth Stone, Nancy George and William Gould. President William Gould and Vice President Nancy George are ineligible to serve another term as president and vice president respectively.

Public Library Funding in the U.S.

Reviewed and discussed the handout "Public Library Funding in the United States and Cumberland County".

UPDATES

Library News

News from member libraries was shared.

Adjournment

The meeting adjourned at 5:10 p.m.

The next meeting of the Cumberland County Library System will be held on Monday, November 15, 2010 at the Cumberland County Library System's administrative office at 4:00 p.m.

CUMBERLAND COUNTY LIBRARY SYSTEM

Prepared: September 2, 2010

2011 Cumberland County Tax Dollars - Finance Comm. Recommendation, October 13, 2010

Distribute all state and county tax dollars received. Transfer about \$75,000 in funds from the Strategic Development Fund.

	Reference Resource Ctrs. (8%)	Equalization (18%)	Resource Sharing (5%)	Programs (5%)	Circulation Desk Activity (64%)	CCLS 2011 Formula Allocation Total	2011 State Aid Required Payment	2011 Annual County Tax Payment	2011 Monthly County Tax Distribution
Amelia Givin	\$ -	\$ 75,196	\$ 12,013	\$ 11,935	\$ 97,539	\$ 196,683	\$ 46,197	\$150,486	\$ 12,540
Bosler	\$116,971	\$ 75,196	\$ 28,748	\$ 18,453	\$ 356,347	\$ 595,715	\$ 139,919	\$455,796	\$ 37,983
Fredricksen	\$116,971	\$ 75,196	\$ 34,278	\$ 38,412	\$ 608,816	\$ 873,673	\$ 205,204	\$668,469	\$ 55,706
John Graham	\$ -	\$ 75,196	\$ 6,325	\$ 2,724	\$ 35,450	\$ 119,695	\$ 28,113	\$ 91,582	\$ 7,632
New Cumberland	\$ -	\$ 75,196	\$ 20,215	\$ 13,871	\$183,956	\$ 293,237	\$ 68,874	\$224,363	\$ 18,697
Shippensburg	\$ -	\$ 75,196	\$ 15,809	\$ 15,089	\$160,337	\$ 266,431	\$ 62,578	\$203,853	\$ 16,988
Simpson	\$ -	\$ 75,196	\$ 28,827	\$ 45,729	\$ 429,090	\$ 578,841	\$ 135,955	\$ 442,886	\$ 36,907
TOTAL	\$ 233,942	\$ 526,369	\$ 146,214	\$146,214	\$1,871,535	\$ 2,924,274	\$ 686,840	\$2,237,434	\$186,453

