

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
November 21, 2011**

**Call to Order**

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

**Members Present**

Paul Fisher, Nancy George, William Gould, Jane Graham, Jim Smith, Elizabeth Stone and Kevin Stoner.

**Others Present**

David Cubie, Jonelle Darr, Bonnie Goble, Linda Rice, Susan Sanders and Denise White.

**MINUTES & TREASURER'S REPORT**

**Previous Minutes**

*After noting the correction to the spelling of Marcey Whiteside's first name, the Library System Board unanimously approved the October 17, 2011 board meeting minutes.*

**Treasurer's Report**

Mr. Stoner reviewed the Balance Sheet and Income and Expense statement for the month of October. ***The Library System Board unanimously moved to file the October 2011 Treasurer's Report for audit.*** The Board Treasurer reviewed and initialed October's bank statements, cancelled check records and reconciliation reports for the system's general, money market, and LSTA accounts.

***On behalf of the Finance Committee, Mr. Stoner recommended to the system board that it transfer a minimum of \$245,000 up to a maximum of \$300,000 to cover the projected \$321,637 operating deficit in 2012. The minimum amount, \$245,000, is 9.8% of the Strategic Development Fund balance and is a 3.8% increase in the use of county and state funds. The Finance Committee felt that the gap between the amount transferred and the actual projected deficit would be made up through either lower than projected expense, or in increased donations. With no further discussion, the system board unanimously approved the Finance Committee's recommendation.*** The recommendation will go to the County Commissioners for their approval at their next meeting, Monday, November 28<sup>th</sup> at 2:00 p.m. Mr. Stoner and Mrs. Darr plan to make the request.

The next meeting of the Finance Committee will be held Monday, November 28<sup>th</sup> at 4:00 p.m. to review the proposed 2012 library administrative system budget.

**REPORTS**

**Executive Director's Report**

## **Learning and Innovation**

### **Leadership Development**

#### ***2011 Staff Development***

CCLS provided 5 hours of continuing education to staff on October 19, 2011. Fredricksen Library provided the site for the day, with 151 staff members and four presenters attending. The entire day cost about \$2250, with the average cost per staff member being \$14.08 per person. The goals for the day were to:

- Ensure staff members from all CCLS facilities earn a percentage of the state required continuing education hours. (Goal: 50% of the 8 annual hours for library directors; 50% of the 6 biennial hours required for most other staff.)
- Improve knowledge and use of system wide policies, procedures and resources in an effort to deliver consistent and high quality services to internal and external customers.
- Understand the importance of services we provide to the community, and be able to describe them in context of the benefit or experience.
- Build a toolkit of information and resources to improve personal performance.
- Bring staff from all CCLS member libraries together for a shared learning and social experience.

## **Financial Management**

### **Resource Acquisition**

#### ***2011 and 2012 Library Tax Collections – Problems?***

The County budgeted \$3,198,253 for 2011 library tax receipts. As of November 8, 2011, \$3,106,040.27 was collected, a difference of \$92,212.73. The system office actually collected \$30,000 more in October 2011 than in October 2010. If prior years are any guide, receipts in November and December should yield the budgeted amount.

As for 2012, CCLS plans to budget the same amount as in 2011. However, Dana Best, County Finance Director, is not certain that CCLS will meet that number because appeals are eroding the tax base a little more than normal and tax base growth is slow.

Best reports that one thing that is helping the library system meet the 2011 budget is that a lot of properties were added late in 2010. This meant that these new 2010 tax bills were paid after February 2011. Thus, CCLS experienced a little boost in 2011. She says that the “good news is that the assessment office will be adding properties over the next 2 months and, hopefully, we will have another boost.” She advises that she is cautiously comfortable with budgeting the same amount for library taxes in 2012 as in 2011. However, CCLS should have an alternate plan ready if tax receipts come up short in 2012.

#### ***Library System Foundation***

Giant Markets (Ahold) has donated \$10,000 in EITC funds to support the library system’s 2012 summer reading program.

## **Resource Management**

### ***Budget Variances***

At last month’s board meeting, a few questions were asked about the over-expenditures for unemployment insurance (5120) and advertising (5442). Findings are listed below:

- **Unemployment Insurance (5120):** In 2010, the state increased the unemployment insurance rate, doubling the cost due to the number of people who needed unemployment payments and the length of time people were able to obtain unemployment compensation. So, instead of paying only \$80 per employee, we now pay \$160 per employee. I'll correct this in our budget for next year. (Note: I was mistaken when I stated that the county self-insures unemployment insurance. It pays the state's standard unemployment insurance rates.)
- **CCLS's Advertising (5442):** This category was under-budgeted this year. This line item will need to be adjusted upward next year, probably to at least \$500. We have spent \$215 in legal advertisements (about \$100 more than what we had planned to spend; newspaper rates have increased.) We had expected to cancel our yellow pages advertising for library services in the Verizon and CenturyLink telephone directories. Instead, we learned in early 2011 that we had a contract with CenturyLink that required one more year of payments. So, we spent \$444 in yellow page advertisements for the CenturyLink phone directory. The contract has already been cancelled for next year. In addition, the \$228.96 that we will be spending with Verizon this year is not for yellow pages advertising, it is simply to be listed in the white pages (since the library system is out of Verizon's service area, there is a charge if we want to be listed.) I decided it would be best to continue that expense. We also spent \$100 for a job advertisement for one of the two open professional positions that we had.

The differences that these two line items will make in our total overall budget are negligible, and should be made up by lower than expected costs in other areas.

## **Customer Services**

### **Core Library Services**

#### ***Bosler Memorial Library Breaks Ground***

Bosler Memorial Library had a wonderful groundbreaking ceremony on Friday, November 4, 2011. Many dignitaries, including our three county commissioners, attended the event.

#### ***20<sup>th</sup> Annual Legislative Breakfast***

The system's 20<sup>th</sup> annual legislative breakfast was held on November 18, 2011 at the New Cumberland Library's Foundation House. About 51 people were in attendance. All three County Commissioners were present, plus County Commissioner-Elect, Jim Hertzler. With the exception of Representatives Rob Kauffman, Stephen Bloom, Scott Perry and Senator Rich Alloway, all of Cumberland County's state legislators were present. Buck Swisher also attended on behalf of Congressman Platts. Joe Sterns attended on behalf of Senator Toomey.

## **Processes and Evaluation**

### **Efficient, Cost-Effective Processes**

#### ***Move to 1250 Ritner Highway***

Most of our time this past month has been spent planning and executing our move to 1250 Ritner Highway. The move itself was largely successful with staff unpacked and ready to work within a day of moving. However, CCLS's telecommunications provider, Level (3), did not configure the network lines correctly, and staff were without phone or computer network

connectivity for four days, plus the weekend. Currently, Mrs. Darr is still working with Level 3 to get network connectively at the Bosler Library for the library system's servers.

**UNFINISHED BUSINESS**

**1601 Ritner Highway Building Update**

Mrs. Darr distributed shared building costs other county offices at the 1601 Ritner Highway building. The data was prepared by county's Finance Officer, Dana Best.

<b>PAYMENTS IN LIEU OF RENT</b>				
<b>Costs to be Amortized by County</b>	<b>Total</b>	<b>Library 28%</b>	<b>Common Area 3%</b>	<b>County 69%</b>
Cost of Building	\$ 2,000,000	\$ 560,000	\$ 60,000	\$ 1,380,000
Cost of Note	8,432	2,361	253	5,818
Interest Expense	360,000	100,800	10,800	248,400
Environmental Site Assessment	30,833	8,633	925	21,275
Electrical	125,000	35,000	3,750	86,250
Mechanical	270,000	(Stimulus Funds)	(Stimulus Funds)	270,000
Roofing	95,000	26,600	2,850	65,550
Exterior Façade	400,000	112,000	12,000	276,000
Fire Alarm System	28,650	8,022	860	19,769
Pole Lighting	25,700	7,196	771	17,733
Paving	98,000	27,440	2,940	67,620
Construction Labor	130,000	36,400	3,900	89,700
Common Area Allocation		49,524	(99,048)	49,524
<b>Total Costs</b>	<b>\$ 3,571,615</b>	<b>\$ 973,976</b>	<b>-</b>	<b>\$ 2,597,638</b>

<b>ANNUAL PAYMENTS</b>	<b>Total Cost</b>	<b>Annual Amortization</b>			
		<b>15 years</b>	<b>20 Years</b>	<b>25 Years</b>	<b>30 years</b>
Cost	973,976	\$64,932	\$48,699	\$38,959	\$32,466
Monthly Payment		\$5,411	\$4,058	\$3,247	\$2,705

**Costs above do not include items listed below:**

Mezzanine, mechanical and server room costs will be allocated at 33% County and 67% Library. Costs added in future.

Need to determine and include allocation methods in lease agreement:

Landscaping, Mowing, Maintenance, Snow Removal, Trash, Cleaning, Water, Sewer

Billed Direct and not included in Payments in Lieu of Rent: (included in 2011-2012 CADM Operating Budget)	Total	Library	Common Area	County
		28%	3%	69%
Carpet	\$ 74,667	\$ 32,713		\$ 41,954
Security Access Control	54,894	17,018		37,876
Construction Materials	63,050	18,200		44,850
Construction Labor	126,100	36,400		89,700
Change Orders				

Mr. Fisher and others commented that the library system should request the longest terms possible (30 years) from the county commissioners. Also costs such as paving, exterior façade, pole lights, roofing etc. should be negotiated.

## NEW BUSINESS

### ***2012 Proposed Library System Budget***

Mrs. Darr reviewed the proposed 2012 administrative office budget. Mrs. Stone asked if local libraries should include costs for eBooks, or if the system should. Mrs. Darr said that she believed the system should fund this purchase because it is working with Dauphin County Library System, and member libraries would not want to pay for additional eBook platform fees that run from \$15,000 to \$20,000 annually. Mrs. Darr said that she would be reviewing the budget with the member library directors and would discuss the issue with them. It will also be reviewed with the Finance Committee and system administrative staff. Changes to the budget are expected.

The proposed budget will be reviewed again and adopted at the Library System's December Board meeting. A copy of the proposed budget will be sent to board members prior to the meeting.

### **System Board Officer Nominating Committee**

Miss George appointed the Marcey Whiteside and Kevin Stoner to the officer nominating Committee. They will bring a slate of officers for 2012 at the December meeting. Current officers include:

- Nancy George, President
- Bill Gould, Vice-President
- Kevin Stoner, Treasurer

All officers are eligible to serve another term. The slate of officers will be voted at the January 2012 meeting.

### **System Board Member Nominations**

Mrs. Darr will forward the following nominations to the County Commissioners for consideration: (All terms would expire 12/31/2014):

- Sue Simmons (Simpson)
- Kevin Stoner (Amelia Givin)

- Johanna Reeder (alternate, John Graham)
- Linda Ries (alternate, New Cumberland)

**UPDATES**

**Library News**

News from member libraries was shared.

**Adjournment**

The meeting adjourned at 5:08 pm.

The next meeting of the Cumberland County Library System will be held on Monday, December 19, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.