



# MINUTES

## Cumberland County Finance Meeting

December 15, 2021 at 1:30 p.m.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.ccpa.net](http://www.ccpa.net)

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**Present:** Commissioners Gary Eichelberger, Jean Foschi, and Vincent T. DiFilippo.

**Staff Present:** Stacy Snyder, Chief Clerk; Tamie Hershey, Deputy Chief Clerk; Theresa Kissinger, Executive Assistant; Megan Fogelsanger, IMTO; Carolyn Blatchley, Library System.

**Staff Present via Zoom:** Kirk Stoner, Planning; Dana Best, Finance; Samantha Krepps, Communications; Holly Sherman, Human Resources; Melissa Calvanelli, Court Administration.

**Others Present:** Jeff Swope, Bosler Library.

**Others Present via Zoom:** Toby Fauver, Rockland Consulting.

**Call to Order:** Commissioner Eichelberger called the meeting to order.

**Public Comment:** None.

**Approval of Minutes:** Commissioner DiFilippo made a motion to approve the December 8, 2021 meeting minutes. Commissioner Foschi seconded the motion and it unanimously carried.

### **Topics of Discussion:**

**Discussion of the Updated Cumberland County American Rescue Plan Funds Plan:** Toby Fauver explained the updated memo for the Cumberland County American Rescue Plan Funds. He indicated changes to the plan have been added in the matrix to goal three where a bullet was added to the objective called County-wide grant opportunities for businesses, municipalities, and non-profits. Based on feedback Toby is recommending Option A, that was presented at the November, Finance Meeting. He indicated he would like the Commissioners to accept the plan and the next step would be an online survey available to the public and stakeholders to gather input. He discussed plans for the coming year to establish teams, identify potential projects, develop projects and grant programs. He added the plan would include the Commissioners' approval for each grant program, to review and score the applications, and to award and administer grant performances.

**Discussion of and Possible Motion to Approve the Cumberland County Library System Conditional Funding Request for 2022:** Carolyn Blatchley discussed the presentation for the Library System's 2022 proposed goals and the breakdown for the potential conditional grant funding of \$100,00.00 (see attached). Discussion ensued.

Commissioner Foschi made a motion to approve the Cumberland County Library System conditional funding request for 2022 as presented today by Carolyn Blatchley, Executive Director of the Cumberland County Library System. Commissioner DiFilippo seconded the motion and it unanimously carried.

**Other Business:** None.

**Adjourn:** There being no other business to come before the board, Commissioner DiFilippo made a motion to adjourn.

Respectfully Submitted,

Theresa Kissinger,  
Executive Assistant

## 2022 Proposed Goals for County Conditional Grants

<b>Performance Issue</b>	<b>Goal</b>	<b>Potential Conditional Grant Funding</b>
A. Library of the Future / Operational Efficiency	Provide a single, complete office productivity platform for the library system and its member libraries to include Outlook and Microsoft 365.	\$25,000
B. Digital Inclusion and Security	Invest in cybersecurity measures to include a liabilities study, insurance to address data breaches and hacking attacks, security awareness training, and policy revisions that promote safety.	\$25,000
C. Quality of Life	Create and expand partnerships with social service and social work departments in the county to increase the breadth of services available to county residents through library spaces.	\$20,000
D. Quality of Life	Perform a community needs analysis based on 2020 census figures to expand and diversify services provided by the library system and its member libraries.	\$20,000
E. Children's Literacy / Lifelong Education	Enhance library system and member library involvement in public and private schools throughout Cumberland County.	\$10,000
<b>TOTAL:</b>		<b>\$100,000</b>

- A. Due to changes in Microsoft infrastructure, the 2021 Outlook and Office upgrade for Cumberland County employees has forced the staff of member libraries off the County's Microsoft tenant. Previously the Library System purchased Outlook and Office licenses for staff, but did not operate an independent Exchange server or pay for security and administration of email. It was essentially a low-cost service provided by the County.

The Library System will be migrating all staff to an Outlook tenant operated by the Library System and completely separated from the County. In doing so, the Library System is required to purchase licenses and security, as well as an entire upgrade to M365. Training will be crucial. The cost of this project is estimated at \$90,000 for the first 12 months, and \$50,000 for subsequent years. We are asking for an award of \$25,000 to complete this project.

- B. While working to move Outlook and upgrade Office to the M365 environment, and also creating new goals in a 2022-26 strategic plan, the Library System realized a need to increase cybersecurity measures. This may include a liabilities study, the purchase of insurance to

## 2022 Proposed Goals for County Conditional Grants

address data breaches and hacking attacks, providing security awareness training to key staff, and possible policy revisions that promote safety toward the integrity of our network. We have not estimated all costs for this project, but some of them are included in the costs above to implement Outlook and M365. We are asking for an award of \$25,000 to complete this project.

- C. Public libraries across the nation are finding that when they work with social service and social work departments to use library spaces to increase the breadth of services available to residents, both entities experience great success. Our new strategic plan puts a focus on projects that enhance the quality of life for our residents. It could be anything from counseling to wellness checks; community programming to distribution of tools and information such as COVID home tests. It may also include working with private industries.

Mental health services, services for people in need of housing, parolees, and survivors of abuse or disaster are all examples of groups who are served by the County where a department might benefit from a community library partnership. Library staff would meet with staff of key County departments to determine the right collaborative fit for any of our locations and begin implementing these measures in 2022. We are asking for an award of \$20,000 to complete this project.

- D. The Library System has noticed a shift in the cultural make-up of its users, but does not have the data to fully understand what kinds of services may need to be expanded or enhanced. In 2022, we will perform a community needs analysis based on released 2020 census figures to expand and diversify services provided by the Library System and its member libraries. This is in line with one of the goals in our next strategic plan and will prepare us to be ready for a changing future. We are asking for an award of \$20,000 to complete this project.

- E. In the Library System's next strategic plan there is a focus on working with public and private schools in Cumberland County to maximize use of our resources and provide alternative ways for children to learn in and outside the classroom. Partnerships will help learners access library materials and benefit from learning and research databases. By meeting with school officials in 2022, providing communications and strengthening relationships in individual ways, we believe member library staff and school officials will determine specific needs and ways to collaborate. We are asking for an award of \$20,000 to complete this project.