



LIBRARY WORK GROUP CHARGE

ADOPTED BY BOROUGH COUNCIL: AUGUST 25, 2021

BACKGROUND: The Borough of Hanover's Guthrie Memorial Library is a vital and historic community asset, serving the children, young adults, adults, and seniors of the Borough of Hanover and its adjoining municipalities. Borough Council is undertaking several initiatives to plan for the physical, financial, legal and operational challenges faced in the administration of the Library by Borough Council, the Library Board of Governors, and the Hanover Public Library Association (HPLA) as the Library's overseers, responsible parties and supporters.

PURPOSE: The purpose of the Work Group is to bring together community leaders interested in the future of the Library to review and integrate Borough Council's various Library initiatives, make recommendations to Borough Council and establish an integrated, forward-looking plan for a sustainable library, taking into account the following:

1. **Library Governance:** With the support of the Borough Solicitor, the Work Group will establish a written understanding of the roles of all parties in decision-making for the Library.
2. **Regional Relations:** The Work Group will consider 1) how the Library is used by adjoining municipalities, 2) the ideal levels of public and private support for the use of the Library by geographic area and develop a plan and public message for increasing the financial support of the Library over a multi-year period.
3. **Library Operations:** The Work Group will consider the alternative levels and costs of Library programs and hours and consider alternatives for a smaller library and the cost and benefits of each alternative.
4. **Library Building:** The Work Group will review the building plan and options, including the transfer of certain Borough offices to the Library, as recommended by Borough Council's Public Works and Facilities Committee and will provide its recommendation to Borough Council.
5. **Library Budget:** The Work Group will review the Library's current financial plan and develop a long-term financial plan for the Library, considering the costs of alternative levels of Library operation and considering all revenue components, including but not limited to state and county funding, Borough and other municipal funding, HPLA endowment funding, and private fund-raising.

MEMBERSHIP: The Committee will be comprised of five (5) voting members including three (3) members appointed by Borough Council President, one (1) member appointed by the Library Board of Governors, and one (1) member appointed by the Hanover Public Library Association (HPLA). Ex-officio members will include the Library Director, the Borough Manager and one representative of York County Libraries.

TIMETABLE AND REPORTS: The Chair of the Work Group will report to Borough Council at its January, April and July 2022 meetings. All work will be completed by June 30, 2022, unless extended by Borough Council.