

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
August 20, 2007**

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:05 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members: Nancy Besch, Nancy George, William Gould, Jane Graham, Sandy Pepinsky (alternate), Jim Smith and Liz Stone.

Others: Nan Cavanaugh, Jonelle Darr, Judy Dillen, Sue Erdman, Carrie Haverman, Linda Rice, Susan Sanders, and Denise White.

Previous Minutes

The Library System Board minutes for July 16, 2007 were approved as submitted.

Treasurer's Report

The Library System Board unanimously moved to file the July 2007 Treasurer's Report for audit.

Executive Director's Report

Learning & Innovation

Leadership Development

Board members were encouraged to attend the fund raising district workshop on Tuesday evening, September 25th. Carrie Haverman distributed additional flyers regarding the workshop. This workshop will help lay the groundwork for using the system's new development software. Attendance is limited to 60 people.

Innovation & Trends: Home Schooling in Cumberland County

As part of its five-year planning process, CCLS contacted each of the nine county school districts to obtain information on the number of students currently being schooled at home. Presently, over 800 children are home schoolers, a trend that has become more prevalent especially in the western parts of the County. While this is less than 2 percent of the county's 54,249 students over the age of three, it still is a growing number. Of Cumberland County's 54,249 school age children, 41% are in elementary school, 21% are in high school, 4% are in kindergarten and 5% are in preschool.

Information Technology: LSTA Grant Application for Web Site

Mrs. Darr reported that directors have agreed to CCLS's application for an LSTA grant (up to \$100,000) to develop a web site that has newer functionality that libraries require, including e-commerce for fine payments, online library card

registration, built-in event listings, content for teens, kids and seniors, RSS feeds, etc. To obtain information for the grant application, a Request for Information (RFI) document was developed and sent to three area web site design companies: JPL Productions, Pipeline, and andCulture. Mrs. Darr noted that the grant project requires no matching money.

Financial Management

Resource Acquisition: E-Rate Funding

CCLS now has six libraries approved for E-Rate funding in 2007-2008. This brings the total amount available to \$61,557.

E-Rate Funding:	
Amelia S Givin Free Library	\$ 812
Bosler Memorial Library	\$ 1,812
Cleve J. Fredricksen Library	\$ 3,151
Cumberland County Library System	\$ 52,156
John Graham Public Library	\$ 504
Joseph T Simpson Public Library	\$ 1,138
<u>New Cumberland Public Library</u>	<u>\$ 1,984</u>
Total to Date	\$ 61,557

Resource Acquisition: Foundation Non-Profit Status

The Cumberland County Library System Foundation’s application for non-profit status from the Internal Revenue service was submitted on August 8, 2007. The Library System owes Bruce Darkes and his company BMC its thanks for the time they donated toward preparing this 62-page application. The IRS filing fee of \$300 was paid out of the Foundation’s account.

Resource Management: Collection Services Begin

Twenty-three customers were referred to Unique Management Services by seven libraries this past week for collection. Referrals were made by:

- Bosler – 3 customers
- East Pennsboro – 2 customers
- Fredricksen – 19 customers
- John Graham –1 customers
- New Cumberland – 2 customers
- Shippensburg – 2 customers
- Simpson – 4 customers

Customer Services

Core Library Services

Output measure survey reports (attachments D1 and D2 in the Board packet) were corrected and redistributed at the system board meeting. These reports list the results of customer surveys (Output Measures Surveys) that were completed earlier in 2007. Over 2600 surveys were completed by customers who answered questions about what they were looking for, whether or not they found what they were seeking on our shelves, and what other services they used during their visit. The survey results have a sampling margin of error of +- 2%.

Library System Service Statistics

Mrs. Darr distributed a summary of member library first and second quarter service statistics. An error was noted and the reports will be corrected for later distribution.

Board Planning Calendar

The CCLS Board Planning Calendar was reviewed. All new items are in "bold" print.

Processes and Evaluation

Communications

Library directors were asked to complete a meeting evaluation form to determine how effective their monthly meetings are. The results were satisfactory.

Service Evaluation & Improvements: Development Software

Set-up of the development software database has started. The final version of the library card holder database has been imported into CCLS's computer server today. Mrs. Darr will be preparing a list of database clean-up projects to address problems with data that could not be fixed during the conversion process. The database should be ready for use by those who have received training in September.

Service Evaluation & Improvements: Wide Area Network Upgrade

Library system members are uniformly pleased with the recent major upgrade to the system's wide area network. Network speed has increased significantly.

Service Evaluation & Improvements: WAN Outstanding Issues Update

CCLS technology staff are investigating the costs involved in moving the Library System's Internet connection from the County courthouse to the Library System's facility and providing its own firewall services. This is the only way that the Library System can obtain the full 6 MB of Internet service bandwidth from Level 3.

Mrs. Darr reported that the County will permit the library system to have an external IP address to set-up a virtual private network (VPN). A VPN will allow staff access to library system software such as Horizon and Blackbaud's Raiser's Edge software.

Strategic Service Promotion: *One Book, One Community Begins*

This year's One Book, One Community program began Wednesday, August 8, 2007 with the announcement of the selected title: *Curious Incident of the Dog in the Night-Time* by Mark Haddon.

Eight counties collaborated to develop this year's program: Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York. In addition to the program's traditional posters and bookmarks, a few new promotional items were developed by the planning committee this year: tote bags (available for purchase at Simpson Public Library and John Graham Public Library), window clings (available at all libraries), and large outdoor vinyl banners promoting the program. One of these will be hanging at each library, including the Cumberland County Courthouse.

This year's major sponsors include WGAL TV 8, Acorn Press, the Robert H. & Beverly U. Fowler Family Foundation, Isaac's Restaurant and Deli, K & L Gates LLP, and Readings and Greetings. Glatfelter, a local paper company, is providing copies of this year's book for outreach purposes throughout the eight counties.

District News

Ms. Haverman reported that the Capital Area Library District will apply for an information access LSTA grant for Web Feat Enterprise a federated search engine. The product is entirely web-based. The objectives of the grant are to:

- Simplify patron access to electronic resources and-library catalogs by creating an easy-to-use federated search interface for each library.
- Increase knowledge of available library resources.
- Reduce the amount of library staff time spent on gathering statistics for electronic resource use.
- Reduce the amount of library staff time inputting intra-district and inter-library loan requests.

The district has a new library advisor from the Office of Commonwealth Libraries, Anne Kruger. Anne toured Amelia, Bosler, John Graham, Shippensburg and the System office earlier this month.

Unfinished Business

Five Year Plan Update

Mrs. Darr reported that once the final copy of the five year plan is received from the Ivy Group, she and a member of the planning committee will visit each member library board and the county commissioners in September and October.

Bylaws Revision as proposed June 18, 2007

The system board unanimously approved the proposed changes to the Bylaws (see below).

ARTICLE VIII – COMMITTEES

A. *This system shall have, but not be limited, to the following standing committees:*

1. Executive Committee

This committee shall be composed of the President, Vice-President, and Treasurer. This committee regularly reviews system operations, programs, and finances, and annually evaluates the System's Executive Director. It shall be empowered to transact emergency business anytime. All emergency actions of the Executive Committee shall be reviewed and ratified by the board at its next regularly scheduled meeting.

2. Finance Committee

This committee shall be chaired by the Library System Treasurer, and composed of the treasurer, or their designee, of each member library. This committee shall act as a clearinghouse for systemwide financial matters and shall be responsible for recommending the ways and means of obtaining and allocating funds in support of the CCLS.

Finance Committee Report

A draft of the Finance Committee meeting minutes from July were distributed along with financial projections through 2011. These figures project that a deficit will occur in 2010 of -\$187,728. Another deficit will occur in 2011 of -\$1,380,959. The Library

System's Strategic Development Fund likely will be able to cover those two deficit amounts, with a remaining balance at the close of 2011 of \$1,597,489. It is unlikely that the Strategic Development Fund's closing balance for 2011 will cover the probable deficit amount that is expected in 2012.

A similar analysis was done in 2003. At that time, the projected deficit for 2009 was expected to be -\$1,327,013, and for 2010 a projected deficit of -\$3,338,022. These deficits would have been covered by the Strategic Development Fund, leaving the Strategic Development Fund with a closing balance of \$1,541,817 at the end of 2010. This amount was not projected to cover the even larger deficit amount expected for 2011.

Based on these two analyses, it appears that CCLS has been successful in delaying significant deficits by at least one year through the establishment of a Strategic Development Fund and limiting growth of member library and system office tax allocations to about 3% per year.

The Finance Committee will meet again on September 25th at 5:00 p.m. at the Administrative Office. Financial projections for 2008 will be discussed.

Advocacy

The system's annual legislative breakfast will be held Thursday, October 11, 2007 at New Cumberland Public Library's Foundation Hall, 7 to 9 am. Mrs. Darr asked Board members to attend this event.

Advocacy Committee names include:

- Fredricksen/East Pennsboro: Barbara Neff and Linda Milano
- John Graham: Sara Ann Arbegast
- New Cumberland: D.J. Landis and Joan Aufiero

Appointments are still needed from Amelia Givin, Bosler, Simpson and Shippensburg. The Committee will have its first meeting in late September.

New Business

Actions

The following actions were unanimously approved by the system board:

- 1. *Approved the Community Revitalization Assistance Program Grant Funding Contract for \$10,000 (Senator Vance's legislative initiative grant for materials to help new immigrants).***
- 2. *Approved the 2008 County Coordination Aid Plan***
- 3. *Approved the submission of the following LSTA Grant Applications:***
 - *The Joseph T. Simpson Public Library plans to submit a \$20,000 LSTA grant application for the purchase of materials classified in the 700's of the Dewey Decimal System. This includes fine, decorative, literary, performing, and recreational arts.*
 - *The Cumberland County Library System plans to apply for up to \$100,000 in LSTA grant funds to a develop a web site that has the functionality and*

content that member libraries require, including e-commerce for fine payments, online library card registration, built-in event listings, content for teens, kids and seniors, RSS feeds, etc.

- *The Cleve J. Fredricksen Library plans to submit a \$25,000 LSTA grant application for the purchase of business-related books.*

Fall Tour Date Set

The system board tentatively selected Thursday, October 18, 2007 for a morning tour of libraries at the eastern end of the county.

STAR Outreach Services Update

Nan Cavanaugh, STAR Services Coordinator, provided an overview of CCLS's Outreach Services Department. Nan also reported that the last shipment of library materials, cassette players, and one computer was made to Katrina-stricken Buras, Louisiana.

Adjournment

The meeting adjourned into an Executive Committee session to discuss the executive directors' annual evaluation at 5:40 p.m. The next meeting of the Cumberland County Library System will be held on Monday, September 17, 2007 at the Cumberland County Library System administrative office at 4:00 p.m.