

Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
February 22, 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

Nancy George, Paul Fisher (alternate), William Gould, Jane Graham, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

Others Present

Nan Cavanaugh, Jonelle Darr, Sue Erdman, Bonnie Goble, Dennis Marion, Linda Rice, Susan Sanders and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

On page 5, the date of the statewide Pennsylvania Library Association conference was erroneously printed as year 2020. It should be 2010. ***After this correction, the minutes of the January 25, 2009 board meeting were approved as submitted.***

Treasurer's Report

The Income and Expense Report reflected an incorrect name for the account number 4310 as "Strategic Development Fund (Integrity)". It should read account number 4311 Strategic Development Fund (Susquehanna). ***After the correction was noted, the Library System Board unanimously moved to file the January 2010 Treasurer's Report for audit.***

The Board Treasurer reviewed and initialed January's bank statements, cancelled check records and reconciliation reports for the system's general and LSTA accounts. The executive director's expense check for February 2010 was also reviewed and signed.

Mrs. Darr noted that CCLS received a donation from the McInroy-Scheffer People Trust. In the past, CCLS has received about \$1,000 annually. This year, CCLS received \$2,000. The gift was specified to be used for non-fiction material or a special book project. The system will use the gift once again for the *One Book, One Community* program. In addition, the system office received two \$100 STAR donations for large print books. One \$100 donation is reflected in the January financial report. The other \$100 donation will be reflected in next month's report.

REPORTS

Financial Management

Resource Acquisition

Governor Rendell's Budget Proposal

Governor Rendell's proposed 2010-2011 budget includes the following:

Appropriation	2008-2009 Final after Budgetary Reserve	2009-2010 Final after January Budgetary Reserve	2010-2011 Governor Rendell Proposed Budget	Decrease from final 2009-2010	Percent Decrease from final 2009-2010
Public Library Subsidy	\$75,137,000	\$60,000,000	\$58,800,000	\$1,200,000	- 2.0%
Library Services for Visually Impaired & Disabled	\$ 2,976,000	\$2,926,000	\$2,897,000	\$29,000	- 1.0%
Library Access* § POWER Library § Interlibrary Delivery § Electronic Library Catalog**	\$ 7,000,000*	\$2,970,000	\$2,970,000	-0-	- 0%
Electronic Library Catalog § ACCESS PA Database** § Ask Here Pa** § Millennium Libraries**	\$ 3,542,000	-0- **Combined with Library Access Appropriation	-0- **Combined with Library Access Appropriation	-0-	- 0%
Office of Commonwealth Libraries / State Library Operations	\$ 4,570,000	\$2,372,000	\$2,372,000	-0-	- 0%
Total	\$93,225,000	\$68,268,000	\$67,039,000	\$1,229,000	- 1.8%

*Included funding of the Statewide Library Card Program

**Combined with Library Access Appropriation beginning 2009-2010

Customer Services

Online Services

POWER Library Database Cuts

The system continues to scramble in the wake of the state's move to eliminate 20 POWER library databases. The state notified libraries on Thursday, January 28, which databases would disappear just two business days later on Monday, February 1, 2010. This required creating about 20-30 new web pages.

To let the public know what has happened and what the state may eliminate later this year as state-funded contracts expire, CCLS placed notices on the website, with links to legislative and governor contact information.

Trustee Institute for Trustees and Friends

The state's annual Trustee and Friends institute will be held Saturday, March 20 at the Holiday Inn in Grantville. This year, free attendance is limited to library board presidents, friends' presidents and library directors and it will be an all-day event rather than two half days. Mr. Gould and Mrs. Darr have registered. Mr. Stoner will check his availability and register if possible.

Hampden Township

Hampden Township Commissioners have requested that Mrs. Darr make a presentation on Thursday April 29 to discuss the library system's fund allocation formula, how and where funds are derived and the services provided by the system office. Commissioner Eichelberger will also attend the meeting. Mrs. Darr will also check with Mrs. Goble to see if Hampden Township's Fredricksen board representative, Todd Milano, will also attend.

Retirement

CCLS's STAR Coordinator, Nan Cavanaugh, has announced her retirement. Mrs. Cavanaugh has worked with the library system for 20 years. Her last day of employment will be May 7, 2010. She may continue on a contractual basis to provide support for the system's legislative breakfast, or help train a new STAR coordinator.

News Media Coverage

The library system continues to get very good news media coverage regarding its library service cuts. Senator Vance, in comments about the Governor's budget proposal, also made note of the Governor's proposed 2% cuts to library services.

Career Help PA

CCLS, as part of the Capital Area Library District, will participate in a Commonwealth Libraries pilot project called Career Help PA. This online program connects adults with career counselors who provide one-to-one career help such as help writing a resume, searching for a job or preparing for an interview. Any community member with a library card can use the new online services from the library or from home.

CCLS's new Career Help PA service will be publicly launched at a County Commissioners' meeting on Thursday, March 4. Mrs. Darr has also contacted a number of other agencies (Cumberland County Economic Development office, United Way of Carlisle and the Capital Region, as well as CareerLink) to let them know about the service.

2009 YEAR IN REVIEW

2009 Report of Activities

The system board reviewed the 2009 achievements, both in a statistical and narrative form. A few highlights included:

- Circulation increased 4% (2,759,871 items circulated)
- Library visits increased 5% (1,337,811 visits)

- Total card holders decreased 3% (94,656), however, card holders active in the past year increased 4% (47,613)
- Computer use increased 18% (185,526 people logged on)
- Program attendance increased 7% (124,857 people attended 5,139 programs. Of these, 84% were children, 4% teens, and 12% adults)
- Web site visits stayed about the same. (We moved to a different statistical vendor with the new web site, so it is difficult to compare statistics from the old and new sites.)
- Turnaround time for non-rush items to get on the shelves decreased 60%. (19.85 days for nearly 20,000 items). Rush items were still delivered in 2 days.
- STAR customers increased 15% (130 individual homebound served)

It was noted that for Technical Services, the Processing section reported incorrect numbers. The report will be corrected and re-distributed at next month's board meeting.

2010 SYSTEM PRIORITIES

Revised copies of the 2010 System Priorities have been redistributed the board meeting packet. Final changes are in red or purple font.

FOUNDATION BOARD MEETING REPORT

The Foundation Board has received its first contribution under the provisions of the Educational Improvement Tax Credit program in support of the summer reading program. PPG Industries contributed \$500.

The Foundation Board also conducted its first planning retreat on Saturday, January 30th. Facilitated by Carrie Haverman, the board made a very good start at developing a long range plan. A follow-up planning retreat is scheduled for March 6, 2010.

UNFINISHED BUSINESS

Capital Area Library District Delivery Agreement

The Capital Area Library District delivery agreement has not yet been finalized.

NEW BUSINESS

Proposed Information Technology Plan, 2010-2013

A new three-year technology plan is needed for e-Rate compliance. Mrs. Darr reported that each member library director has reviewed and approved the plan.

The system board unanimously adopted the proposed Information Technology Plan, 2010-2013.

E-Rate Contract with Level 3

Bids for the library system's Internet and wide area network services were due mid-January. Despite having received interest from several vendors, CCLS ultimately received only 1 bid. It is from the same company CCLS currently uses, Level3. ***The system board unanimously ratified the executive director's decision to extend its service agreement with Level 3 for three years at a 22.6% reduction in price.*** The contract period is July 2010-June 2013.

Library News

News from member libraries was shared.

Adjournment

The meeting adjourned at 4:50 p.m. The next meeting of the Cumberland County Library System will be held on Monday, March 15, 2010 at the Cumberland County Library System's administrative office at 4:00 p.m.