

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
February 28, 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

William Gould, Jane Graham, Alicia Stine, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

Others Present

Jonelle Darr, Gary Eichelberger, Bonnie Goble, Don Mowery, Linda Rice and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System Board unanimously approved the January 24, 2011 board meeting minutes.

Treasurer's Report

The Library System Board unanimously moved to file the January 2011 Treasurer's Report for audit. Mr. Stoner reviewed the Balance Sheet and Income and Expenses.

The board Treasurer reviewed and initialed January's bank statements, cancelled check records and reconciliation reports for the system's general, money market, certificate of deposit and LSTA accounts. The executive director's expense check for February was also reviewed and signed.

The current ending balances on the *Cash on Hand* report were incorrect. The ending balances should have read: Current--\$4,930,496.11 and Interest--\$4,040.62.

REPORTS

Executive Director's Report

Learning and Innovation

Leadership Development

Felicity Hajjar Retirement (April 9)

Felicity Hajjar, CCLS's Technical Services Coordinator since 2003, has announced that she will retire on Friday, April 8, 2011. Felicity has been with the Library System since the inception of its central technical services department in January 2001. Prior to that, she worked at Bosler Memorial Library as its assistant director and head of technical services for five years.

While she's been with CCLS, she has accomplished an astonishing number of things for us:

- Maintained a 2-day turnaround time for items requested by the public.
- Reduced technical services turnaround time for new materials by 60% in 2009.
- Completed the process of standardizing library materials processing in 2009.
- Implemented the Horizon serials module software in 2008 and Horizon acquisitions and cataloging software in 2005.
- Established ongoing authority control services for our bibliographic database in 2006.

Her retirement party will be April 8th at the California Café (6:00 p.m.). ***The system board agreed that each would contribute \$10-\$20 towards a retirement gift.***

Since her announcement, I have promoted Sharon Scott, our current Technical Services Librarian, to Felicity's position, effective April 10th. We are currently advertising for a new Technical Services Librarian and will be conducting interviews the week of February 21st.

Since we will have two 'new' people in the department, I have requested that the County create a temporary 2-week bridge position for the Technical Services Librarian. This will allow us to hire and begin training the new Technical Services Librarian before Felicity retires in April.

Financial Management

Resource Acquisition

2010 County Library Tax Funds

At last month's meeting, it was reported that the library system owed the county \$5167 for library taxes that had been overpaid to system office in 2010. The county has now closed its books, and it turns out that the system does not owe the county any money. The county will actually be forwarding a payment to the system of \$646.11.

Bosler Receives LSTA Collection Development Grant

The system board unanimously accepted to receive a \$5000 LSTA collection development grant for Bosler's consumer health collection in 2011-12.

York County Library System Funding Request

York County Library System declined to help support for library services supplied to York County residents. On behalf of the system board, Mrs. Darr will write a letter to the Governor Advisory Council requesting that Fairview Township be part of the New Cumberland Public Library's service area.

School Funding Requests

Mrs. Darr compiled a report for each school district on its residents' use of library system resources. A report for the Cumberland Valley School District was sent, along with a letter requesting \$3 per capita support to the school board president. As discussed at the last director's meeting, individual library boards will be asked to discuss the possibility of sending similar requests to their local school districts. Currently, the Joseph Simpson library will not be making a request since they already received support from the Mechanicsburg School District. Also, the Shippensburg Library will not be making a request to the Shippensburg School District due to its capital campaign.

McInroy-Sheffer People Trust

The McInroy-Sheffer People Trust continued the tradition of its support for the library system. It increased its support by \$500 to \$2500. The funds will be used to support the purchase of the online *Encyclopedia Britannica*.

Resource Management

Periodical Subscription Services

CCLS will be implementing a periodical subscription management service from W.T. Cox. W.T. Cox has offered an 18% discount and online management services in which this would be a significant saving (except for Bosler who is already using W.T. Cox) for the member libraries.

2010 Audit

We have received drafts of the 2010 audit. Denise and I will review them, and then I will need to write the Management Discussion and Analysis. At this time, I have scheduled the auditors to come to the board's May 16th meeting to review their findings.

Customer Services

Core Library Services

Complaint about Book

This past month Anna Keller, a Shippensburg library patron, made a complaint about a children's book *The Boy Who Lost His Face* by Louis Sachar. The book is classified as juvenile fiction at the Shippensburg Library and the John Graham Library. Keller is a homeschooling mom who is encouraging her 7-year-old daughter, a second grader, to read above her age level. When her daughter chose the book, Keller briefly looked at it, noting that Sachar is an award-winning author. However, after her daughter came to her asking what a particular hand gesture meant in the book, Keller took a closer look and found words and topics that were objectionable for a 7-year old.

The story is about a group of young boys. One of them receives a curse from an elderly woman he has helped his schoolmates attack, and he learns to regret his weakness in pandering to others for the sake of popularity before new friends and a very nice girl help him to be a stronger, more assertive person. According to our professional review resources the “dialogue (including name calling, street language, and obscenities) and brief chapters will make this a book for which young patrons will reach.” It is recommended for grades 4-8.

According to the American Library Association (ALA), the book is on its 100 most frequently challenged book list due to its themes of the occult, youthful sexuality and slang.

Mrs. Keller does not want the book removed from the library, but she has suggested that we consider labeling it in some manner so as to warn parents. She has suggested that we label all the books that are on the ALA’s 100 Most Frequently Challenged books list.

When I discussed the issue with Mrs. Keller, I made the point that we believe it is the parent’s responsibility to help their child choose books. (Our collection development policy states that “Parents and guardians have the responsibility and right to guide their own children’s use of the library and its resources.”) If she wants her child to read above her age level, then perhaps she should consider printing out her own list of frequently challenged books and referring to it. I also suggested some other sources that she could use to determine the content of books. She still believes that we should consider labeling the books.

ALA keeps a number of lists of books that have been challenged. I’ve included on Attachment L, its most recent list for the period 2000-2009 (there is another list published on its web site for 1990-1999). I’ve also included on Attachment L a portion of our collection development policy, The Library Bill of Rights, along with an interpretation of the policy that discusses labeling of materials.

Library Service Areas

When compiling this year’s annual statistics, I looked at the service area statistics for each library and it looks as if the system board must consider changing the designated service areas of several libraries.

The Library Code says that a municipality should be assigned to a library when “60% of the unit’s [municipality’s] registered borrowers and usage” come from it. According to recent circulation and borrower statistics (Attachment I):

- Penn Township, currently split between Shippensburg and John Graham libraries, should be assigned to John Graham. John Graham provides 64% of its circulated items
- West Pennsboro Township, currently split between John Graham and Bosler, should be assigned to Bosler. Bosler provides 73% of its circulation.

Two other municipalities that are currently divided between libraries should remain split:

- South Middleton Township should remain split between Amelia Givin and Bosler.
- Dickinson Township should remain split between Amelia Givin and Bosler.

Since the system’s funding formula no longer relies on service area statistics, this will not affect system funding for these libraries. But it may affect any local fundraising that is done by the library, or approaches that are made to municipalities for local funding.

Online Services ***eBooks***

The new eBook collection is now listed with direct links to the books in our online catalog. Without any promotion, in December Cumberland County users borrowed 180 items and in January they borrowed 968 items. Currently 318 patrons are using the collection.

Processes and Evaluation

Effective Internal Communications

Board Intranet

The results of the board survey regarding the Intranet are listed on Attachment H. It is clear from the responses that board members are interested in having a site established. Now, we are working with the library directors to determine if an Intranet site is established for their board, whether or not they will use it regularly. To date, the Simpson and Library System Foundation boards have expressed clear interest in having such a site established.

Efficient, Cost-Effective Processes

New Building

The layout for the new building has been finalized. We received our portion of the architect's bill which was less than expected - \$4056.

NEW BUSINESS

Beatrice Kelley Estate – Final Payment

The system office received its final payment in the amount of \$499.28 from the Beatrice Kelley Estate. The system board agreed to distribute the funds according to the previous action taken at the December 2009 board meeting, ***that 10% of the funds to Fredricksen Library for the sole benefit of its East Pennsboro Branch, and the remaining balance to be distributed to member libraries via the current system allocation formula.*** Funds will be distributed the week of January 31, 2011.

System Office Building Update

CCLS staff reviewed the Ritner Building's architectural drawings. All current office furniture can be used, thus eliminating the purchase for new.

Over Payment on Library Tax Dollars

Mrs. Darr was notified by the county's Finance Department that they have over estimated the amount of 2010 library tax dollars. Thus, the county has over paid the system by \$5,167.60. The county will be billing the system office for this amount.

Board Internet Website Survey

Board members were encouraged to complete the survey for the Board Internet Website.

UPDATES

Library News

News from member libraries was shared.

Adjournment

The meeting adjourned at 4:50 p.m.

Attachment A

The next meeting of the Cumberland County Library System will be held on Monday, February 28, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.