

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
January 28, 2008**

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 Besch, Nancy George, Jane Graham, William Gould, James Smith, Elizabeth Stone and Judy Yaw.

Others Present: Nan Cavanaugh, Jonelle Darr, Sue Erdman, Darlene Ford, Susan Sanders, Linda Rice, Alicia Stine (alternate, Fredricksen), and Denise White.

Received Appointments for 2008-2010 System Board

Received Commissioners' appointments of the following people for library system board terms in 2008-2010:

1. William Gould (Shippensburg)
2. Elizabeth Stone (New Cumberland)
3. Alicia Stine (alternate-Fredricksen)
4. Linda Basler (alternate, Shippensburg)
5. Jeff Wood (alternate, Bosler)

Election of Officers

As presented by the Nominating Committee in November 2007, the System Board unanimously elected the following people to serve one-year terms: President: William Gould; Vice-President: Nancy George; and Treasurer: Nancy Besch.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the December 17, 2007 board meeting were approved as submitted.

Treasurer's Report

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

Reports

Executive Director's Report

Learning and Innovation

Leadership Development: The system administrative office worked with the Capital Area Library District to send four librarians to the American Library Association's annual exhibits in Philadelphia this past weekend. The librarians visited the exhibits to learn

about new integrated library system software features and other library product innovations.

Financial Management

Resource Acquisition

Debt Collect and Unique Management Services

The use of Debt Collect software and Unique Management Services has had a positive impact on the number of overdue accounts and the amount of money collected.

For the period of June 11 (when CCLS started using Unique Management's services) through the end of December 2007:

- 61% of CCLS's accounts that are \$25 or more have been collected. Only 48% of these accounts had been collected for a similar period last year (July-December 2006)
- 58% of the money owed to CCLS's member libraries for accounts \$25 or more was collected. Only 36% of the money owed to CCLS's member libraries was paid during a similar period last year (July-December 2006)
- After Unique's charges of \$4052 were paid, CCLS's member libraries netted \$33,528 in fines paid. This compares to \$22,746 for a similar period last year (July-December 2006)

The system administrative office will continue to evaluate the effectiveness of Debt Collect software and Unique Management Services in six month intervals during 2008.

Resource Management

Formula Review Committee

The committee's first meeting will be March 31, 2008 at 5:30 p.m. at the Bosler Memorial Library. All but one member, Bruce Darney from New Cumberland, is available to attend. Gerald Gorelick will facilitate the meeting. A light supper will be available at 5:00 pm for those reserving one.

Reference Resource Center Committee

With Carrie Haverman facilitating, staff from the administrative office and the two reference resource centers have met twice to discuss the role of reference resource centers in Cumberland County. Ideas from these two meetings will be discussed with directors in January and February. The committee plans to have some recommendations ready for the Formula Review Committee to consider later this spring.

2007 Audit Begins

The audit began January 15, 2008. There are new audit standards this year that require auditors to document and focus their audit procedures on the organization's internal controls, more so than required in previous years. The administrative office expects a number of recommendations regarding its small office's internal controls. It is likely that the auditor will recommend that we return to having two signatures on checks and that the treasurer regularly review bank statements. At Mrs. Darr's request, ***the system board approved that one of the CCLS Board Officers who is approved to***

sign checks review and authorize the executive directors' monthly business expense reimbursement on a monthly basis. Any other recommendations that the auditor makes in their final report will be addressed later this year.

Program Statistics Error

The Shippensburg Public Library has discovered that it made an error in reporting its program attendance statistics for 2007. Shippensburg found that it under-reported its program attendance. Since part of the error was made during the first two quarters of 2007, the correction has the potential to affect the system's allocation formula for 2008. The net affect of including 369 additional people attending Shippensburg programs on the overall formula would be for Shippensburg to receive about \$371 more and all other libraries to receive slightly less. It is both the executive director's and Shippensburg director's Susan Sanders recommendation that the formula allocation for 2008 not be adjusted. Other libraries should not be penalized for Shippensburg's error in underreporting its activity. With this recommendation, **the system board agreed that the CCLS Formula Allocation for 2008 stand as adopted in the December 2007 budget and not include Shippensburg's additional program attendance for January-June 2007.** Mrs. Darr noted that annual reports to the State Library will report the correct program attendance figures for the library.

Central Pennsylvania Energy Consortium (CPEC)

Mrs. Darr reported that as a result of joining the Central Pennsylvania Energy Consortium and participating in its electricity audit program, the system administrative office has received a \$1,369.21 check for overcharges in hidden sales tax. The sales tax exemption will produce an ongoing saving of \$480 a year. A better rate classification for the library system was also obtained which will reduce future PP&L costs \$840 a year.

Mrs. Darr and Mrs. Besch recommended that each library consider participating in the consortium and taking advantage of the electricity audit which is conducted by Richard's Energy Group. (John Graham, Fredricksen and the administrative office are already participating.) Mrs. Darr noted that CPEC is now able to accommodate smaller volume natural gas customers and it is taking steps to help reduce the impact of electricity rate caps expiring in 2010. Contact information for member libraries is:

Paul L. Zeigler
Central Pennsylvania Energy Consortium
PO Box C
New Cumberland, PA 17090
Phone: 717-920-8420
Fax: 717-920-8421

Frank J. Richards, P.E.
Richard's Energy Group:
3901 Nolt Road, Bldg. 1
Landisville, PA 17538
Phone: 717-898-6330
Fax: 717-898-6331
Cell: 717-471-5222
www.richardsenergy.com

Since the system is a member of CPEC, member libraries do not need to pay \$100 to join. Member libraries will need to pay \$100 for the electricity audit.

Advocacy for Resources

Rendell Administration Budget Proposal

Governor Rendell will announce his proposed budget (including library services on February 5. The library community is not anticipating any change. The executive director will be meeting with the PaLA Legislative Committee on February 7 to help determine the library community's response to the Governor's proposal.

Customer Services

Core Library Services

Constituent Letter

The directors have all commented on Mr. Ober's letter requesting a change to the system's fine rate policy for video recordings. Each director has indicated that it would be unwise to change the policy at this time because:

- 1) Fine revenue is an important component of each library's budget,
- 2) Video recording collections are still in high demand and fines encourage quick return of materials.
- 3) The system's fine policy fine rates were reviewed recently (January 2007).

With this recommendation, the executive director was directed to respond to Brian Ober's (Mechanicsburg, PA) letter objecting to the library system's \$2 video recording fines.

Information Technology Services

December Ice Storm Affects Library Network

The library system lost wide area network services at all its libraries for about one day due to the December 2007 ice storm. The administrative office will request a credit of \$920 from Level3 per the terms of its services contract. Fredricksen Library was the most hard-hit of all. It was without electricity for about 3 days, and the storm caused a power surge to travel through the electric lines, thereby 'frying' 16 of its 59 networked catalog computers. The library system's computer technicians were able to return 15 of the 16 machines to working order within a day. The administrative office's total out-of-pocket computer-related loss due to the storm will be about \$1600.

Processes and Evaluation

Service Evaluation & Improvements

PaLA Publishes Article Critical of CCLS Catalog

An article was published in the *PaLA Bulletin* this month entitled "Fishy Classification: Organization of Aquarium Literature in the Cumberland County Library System" that has caused some angst among our professional technical services staff. Unbeknownst to anyone on the library system's staff, Richard Paone, a Dickinson Law School cataloger, wrote an article about one of his lifelong pet peeves: how public libraries classify materials on aquariums and aquarium fishes. Library system staff talked with the author of the article and to Glenn Miller, Executive Director of PaLA and editor of the *Bulletin*. Glenn was embarrassed noting that he had not read the article, and was now going to need to put some better editing practices in place to prevent mistakes like this from occurring again. In addition, Richard Paone has already issued an apology letter to the library system.

Strategic Service Promotion

Executive Director Starts Blog

To promote the library system and communicate with library members, the executive director started a blog entitled *Libraries, Books & Technology: Musings and News from the CCLS Executive Director*. It is linked from the library system's homepage and may be found at: <http://librariesbookstechnology.blogspot.com/>.

Statistical Reports

The Library System Board received statistical reports from the system administrative office for December 2007.

Board Planning Calendar

The Library System Board received an addendum for the 2008 Board Planning Calendar.

Unfinished Business

2008 Library System Priorities

The Library System Board received a document listing the library system's 2008 Library System Priorities. Mrs. Darr noted that the document had been reviewed and approved by the member library directors.

Integrity and Commerce Bank Proposals

Integrity Bank has offered the library system an interest bearing checking account with no fees. Its interest rate would be based on either 1) the 91-day Treasury bill, plus .40 basis points with no interest threshold or ceiling, or 2) the 91-day Treasury bill, plus .25 basis points with a 4.25% minimum threshold. Both Integrity account options would be reviewed after three years.

Currently, Commerce Bank (where the library system's operating account currently is located) offers the library system a 91-day Treasury bill, plus .25 basis points with a threshold of 4.25% and a ceiling of 5.25% without a 'Rapid Deposit' service.

After reviewing the proposals, the board felt that the financial package offered by Integrity was not a sufficient enough improvement to merit changing operating bank accounts. The Board also noted that Integrity Bank does not have any convenient offices in Carlisle. ***Thus, the system board unanimously rejected Integrity Bank's cash management services proposal for CCLS's operating accounts.***

Advocacy Committee

Mr. Gould reminded members that Advocacy Committee representatives are still needed from Amelia Givin's and Bosler's board and friends' groups. A nomination is also still needed from the Shippensburg Library board.

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors Concerns

There were no visitor concerns.

Adjournment

The next meeting of the Cumberland County Library System will be held on Monday, February 25, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.