

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
September 15, 2008, Revised**

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.

Introductions: Bonnie Goble, the new Fredricksen Library director was introduced.

Members Present: Nancy Besch, Nancy George, Jane Graham, William Gould, Jim Smith, Alicia Stine (alternate), and Elizabeth Stone.

Others Present: Nan Cavanaugh, Jonelle Darr, Sue Erdman, Bonnie Goble, Linda Rice, Susan Sanders and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the August 19, 2008 board meeting were approved as submitted.

Treasurer's Report

The Library System Board unanimously moved to file the August 2008 Treasurer's Report for audit. The Board Treasurer reviewed and initialed August's bank statements, cancelled check records, and reconciliation reports for the system's foundation account. Bank statements for the system's general operating account and LSTA account have not been received yet for reconciliation. These reports will be reviewed by the Board Treasurer at the next meeting.

Reports

Executive Director's Report

Leadership Development

Clarion Intern

Sarah Weeks, currently a reference librarian and local system administrator at Fredricksen Librarian as well as an MLS candidate at Clarion University, has agreed to serve as an (unpaid) intern with the library system's automated services staff. She will work at the system office about 12 weeks, one day a week. Sarah began her work on September 4.

County Commissioner Barbara Cross

The CCLS Executive Director and Board Treasurer provided County Commissioner Barbara Cross with a library system orientation earlier this month.

Hampden Township

Mrs. Darr was contacted by Hampden Township Commissioner Al Bienstock who asked how library tax funds from Hampden Township are spent. He wanted to be able to assure his fellow commissioners that the Fredricksen Library was receiving the full value of Hampden's tax dollars. In response, Mrs. Darr sent Mr. Bienstock several documents. Mrs. Darr will let Nancy Besch and Alicia Stine know if additional questions are asked.

2009 System Priorities

A draft list of *2009 System Priorities* was distributed. The document will be reviewed and discussed at next month's system board meeting.

Financial Management

Resource Acquisition

LSTA Grant Applications

Three grant applications were submitted to Commonwealth Libraries. The first grant submitted was from the Simpson Library for a video game collection; the second grant was from the system for books for families of young children with special needs; and the third grant was for system wide staff training and laptop computers. CCLS will learn the status of these grants in February or March 2009.

Annual Audits Now Complete

All member library audits and annual reports have been filed with the state.

Collection Development Requirement Nearly Missed

After reviewing each library's final 2007 state annual report, CCLS learned that the system barely met the state's required 12% collection development expenditure percentage. The system came in just under the wire at 11.93%. This was largely due to the fact that the Fredricksen Library spent only 9.39% of its 2007 operating expenditures on collection development. Fredricksen had the same problem in 2006 when it spent only 10.58% of its operating budget on collection materials. The former director, Darlene Ford, assured CCLS that spending 12% would be accomplished in 2007; unfortunately this did not happen.

To prevent this from occurring again in 2008, the CCLS Executive Director has discussed the problem with Fredricksen's Treasurer Alicia Stine, President Debbie Lupold and Reference Manager Donna De Ninno. The CCLS Executive Director has also asked each member library to double check their expenditure levels for 2008 to be certain that everyone is on target for spending no less than 12% in 2008.

If CCLS does not meet this expenditure level, it will need to seek a waiver from meeting state standards and submit a plan of action to rectify the problem in order to qualify for state aid in 2009-2010.

Needs Assessment

For future grant funding applications, the foundation board is interested in accomplishing a needs assessment of operating fund or project needs from member libraries. The CCLS

Executive Director discussed this issue with the member library directors and has recommended that the administrative office hire a local consultant who is experienced with grant writing to assist CCLS with documenting member library needs. For an approximate cost of \$2500, the consultant would meet with directors as a group and individually to identify project funding needs. The needs would be documented and then appropriate funding sources sought. Mrs. Darr plans to proceed with this plan in late 2008.

Resource Management

Building Plans

The County plans to replace its fiber ring that links all county buildings by July 2009. CCLS notified the County IMTO of the system's impending move and was told that CCLS's costs for the new fiber ring could be included in this upgrade plan if CCLS's move occurred before work on the new ring was complete. However, if CCLS's moved occurred after July 2009, then CCLS would be responsible for moving the circuit to its new location.

Realtor Bill Shearer notified CCLS that Jim Kravitz, owner of the building on Cherry Street is reviewing CCLS's building program statement with his engineers.

In addition, the CCLS Executive Director has met with Dennis Marion to discuss CCLS's space needs. Currently, the county is doing a building needs assessment and "shuffling" county departments. Mr. Marion had commented that space may be available at the former Claremont Nursing Home tower facility.

Processes and Evaluation

Strategic Marketing

Success by Six Leadership Council

The CCLS Executive Director spoke about the library system's children's services for the Success by Six Leadership Council on September 8, 2008.

One Book, One Community Program

The *One Book, One Community* program was launched on Wednesday August 27, 2008 4:00 pm at the Pequea Valley Community Library in Intercourse PA. The book's author, Tom Bailey, will be making visits to four CCLS libraries. The book's title is *The Grace that Keeps This World*.

Unfinished Business

Advocacy Group and Legislative Breakfast Scheduled

A revised Advocacy Committee roster was distributed. Names are still needed from Bosler and Amelia Givin's friends groups.

The system's 17th annual legislative breakfast is scheduled for Thursday, October 23, 2008, 7:30 to 9:00 am. The breakfast will be held at the Simpson Public Library.

Revised Bylaws

After review of last month's meeting changes and additions to the Bylaws, the system board unanimously approved the revised Bylaws. [See Attachment B]

Audit Request for Proposals

Three proposals were received in response to CCLS's RFP for auditing services: Brown, Schultz, Sheridan, Fritz (Camp Hill, PA); Brown & Associates, LLC (Hunt Valley, MD); and Smith, Elliott, Kearns & Company, LLC (Carlisle, PA). Two companies, Boyer & Ritter and Waggoner, Frutiger & Daub declined to respond indicating that they could not complete the audit by the mid-March date. A committee of Nancy Besch (Chair), Jonelle Darr, Alicia Stine, Judy Yaw and Denise White reviewed the proposals and recommended that the board engage Smith, Elliott, Kearns & Company based on the company's experience, references and proposal. Although Smith, Elliott, Kearns & Company was not the lowest bidder Mrs. Darr will contact the firm asking them to lower their fee. A final pricing proposal will be brought to the system board at its next meeting.

Mrs. Darr has also contacted the county's Controller's Office and spoke with Mike Clapsadle and Al Whitcomb to see if the county could conduct the library system's audit. After considering the request, the Controller's office declined due to its current workload. However, the library system may wish to ask again in the next few years.

CCLS Formula Review Committee Update

Meeting highlights and excerpts from the Formula Review Committee were distributed. For full-text reading, minutes will be distributed upon request. Directors will begin working on formula concepts at their September and October meetings. The Formula Review Committee tentatively plans to meet again in November.

Finance Committee Update

Mrs. Besch reported that the Finance Committee met on September 9, 2008 to review five-year financial projections (2009-2013) and recommended distributions for member libraries and the system office. The committee recommended several changes and revised documents were distributed to the board. The revised projections indicate that the system's first operating fund deficit will occur in 2010. Transfers from the strategic development fund will cover operating fund deficits in years 2010 and 2011. However, there will be an insufficient amount of funds available to cover operating cost deficits in 2012 and 2013.

Mrs. Darr reported that following the Finance Committee meeting, she discovered that a full 3% cost of living was not budgeted for member libraries and the system office in 2008. She explained that the system's 2008 budget was based on increasing library tax allocations 3%, not increasing both the library tax and state aid totals by 3%. This resulted in a 1.97% overall cost of living allocation increase in 2008, not a 3%. (The total amount budgeted for 2008 member library allocations was \$2,584,396.) If a full 3% cost of living increase were to be allocated, an additional \$26,011 in member library allocations should be approved for 2008. This would make the 2008 total amount paid to member libraries \$2,610,407.

The system board discussed this, and the possibility of granting a 5% cost of living increase in 2009 to member libraries and the system office. Based on allocating the additional \$26,011 and granting a 5% cost of living increase, the board learned that the system would experience its first operating deficit in 2011. Strategic Development Funds would offset the operating deficit projected for 2011. However, there would be insufficient funds to cover the deficit projected for 2012.

Therefore, the system board unanimously rejected allocating the additional \$26,011 for 2008 and agreed to transfer that amount money into the Strategic Development Fund. In addition, the system board approved a 3% percent cost of living increase for 2009 to member libraries and the system office. (The 3% increase will be based on the corrected \$2,610,407 allocation amount for 2008.)

The CCLS Executive Director will meet with Dennis Marion and County Finance Director, Dana Best, to see if the financial projections are in keeping with county projections. Following this, the CCLS Executive Director and board representatives will meeting individually with county commissioners to apprise them of the library system's situation. [See revised projection narrative and charts, Attachment C, D and E.]

Finally, Mrs. Darr reminded the system board that it has \$1,075,000 in Strategic Development Funds invested in a two year certificate of deposit that will mature in November 2009. ***The System Board unanimously approved the Finance Committee's recommendation to invest the remaining Strategic Development Funds (\$882,225) in a higher yielding certificate of deposit that would mature within the next 12-14 months.*** The committee will begin investigating local area banks to see who offers the best rate.

District News

The Capital Area Library District received an LSTA grant to purchase a new federated search engine called "WebFeat". Webfeat will allow customers to search the catalog and all reference databases from a single search box on the library system website.

The district negotiated has a contract with OverDrive for downloadable audio books rather than continue its subscription agreement with NetLibrary. OverDrive has a much better title selection and is also compatible with iPods. District Consultant, Carrie Haverman, is working on service implementation.

The district plans to review the district delivery agreement for 2009. The CCLS Executive Director expects the cost for this service will increase.

The district has begun investigating joint technology projects (such as an integrated library system to replace Horizon) with Cumberland, York, Dauphin, Lancaster and Lebanon counties. Mrs. Darr noted that in Pennsylvania, Berks, Dauphin, Centre and Cumberland Counties use the Horizon system.

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors Concerns

There were no visitor concerns.

Adjournment

The meeting adjourned at 5:45 p.m. The next meeting of the Cumberland County Library System will be held on Monday, October 20, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.