

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
September 21, 2009**

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, Alicia Stine (alternate), Elizabeth Stone, Kevin Stoner (temporary alternate) and Marcey Whiteside.

Others Present

Karen Balaban, Nan Cavanaugh, Sue Erdman, Carrie Haverman, Jonelle Darr, Bonnie Goble, Dennis Marion, Linda Rice, Susan Sanders, Steve Tiley and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the August 17, 2009 board meeting were approved as submitted.

Treasurer's Report

The Library System Board unanimously moved to file the August 2009 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 general, LSTA and foundation accounts. The executive director's expense check for August 2009 was also signed.

Mrs. Besch asked for an explanation of "Member Library Donation Payment" on the Income & Expense Report. Mrs. White said that this is a new line item for receiving online donations from the system's website. Mrs. Darr said future donations will now pass through the Library System's Foundation account since the foundation is a 501(c)3. Payments seen on the current Income & Expense Report only occurred until a new bank account was established for the Foundation at Orrstown Bank.

Mrs. Whiteside asked for an explanation of "Statewide Library Card" on the Income & Expense Report. Mrs. Darr said that this program, also called Access PA subsidizes a portion of each library's costs for lending materials to non-residents. The Access PA payment is distributed to member libraries twice a year. Thus far, the system only received one payment for 2009. The second payment was to have been received in August this year, but was delayed due to the state budget impasse. Mrs. Darr said that this program may be eliminated from the new state budget.

Unfinished Business

Beatrice Kelley Estate

Executrix Karen Balaban provided background information to the board based on her personal knowledge of Miss Kelley. Ms. Balaban reported that Miss Kelley was a quiet and private person, from Pittston, who never married and loved to travel (primarily England and Ireland). She kept to herself, living very simply and valued her Irish heritage. Miss Kelley was also a great reader who was very fond of the East Pennsboro Branch Library where she was a regular visitor. In Miss Kelley's will, her wish was that her estate would benefit the library system where she resided.

Ms. Balaban said that estate is about to be closed once accounting papers are filed with the Attorney General. No tax liability will fall upon the library system. ***After receiving a recommendation from Stephen Tiley that the documents had been reviewed and problems were not found, the system board unanimously accepted the "First and Final Informal Account of Karen M. Balaban, Executrix for Estate of Beatrice M. Kelley, Deceased." The estate will yield \$306,050.75.***

Ms. Balaban was thanked for her time in visiting the library system board and sharing information about Miss Kelley.

Mrs. Besch made a motion to remove her tabled motion from August 17, 2009 from the table (that 10% of the total estate be awarded to the East Pennsboro Branch Library and the remaining 90% of the funds be distributed equally to the member libraries using CCLS's formula). The motion was seconded.

The system board then discussed how the funds might be used. Members agreed that a portion of the funds should be dedicated to the East Pennsboro Branch Library in recognition of Miss Kelley. Mrs. Stone felt that the money should be portioned to the member libraries because three libraries are currently involved in building projects. Miss George felt that the remainder of the money should be used to kick-start the system's Foundation, making it attractive to donors. (Mr. Tiley indicated that the library system could legally re-direct the funds to go to the Foundation). Mrs. Whiteside said that consideration should be given to including the library system office as a recipient of some of the funds, and that perhaps these funds could be re-directed to the foundation as seed money.

Mrs. Stine said that the board needs to consider Miss Kelley's state of mind as the rationale for allowing member libraries to individually decide how to use the funds rather than investing them. Mr. Gould favored having the lump sum invested rather than having small amounts distributed to member libraries. Mr. Marion suggested that regardless of how the funds were allocated, that the Foundation be used as a conduit or pass-through for the funds so that future foundation supporters would see a strong giving history.

Mrs. Besch re-proposed her resolution on behalf of the Fredricksen board that 10% of the total estate be awarded to the East Pennsboro Branch Library and the

remaining 90% of the funds be distributed equally to the member libraries using CCLS's formula.

Mrs. Whiteside amended Mrs. Besch's motion to include the system as part of formula with that portion going to the Foundation. The motion was seconded by Miss George. After further discussion, both Mrs. Besch's motion and Mrs. Whiteside's amendment were tabled. The board asked Mrs. Darr to prepare some scenarios using the formula, taking a portion from the top for the East Pennsboro Branch Library and the library system office.

System Office Building Update

Mr. Marion discussed the proposed purchase of the Rufe Chevrolet property (1601 Ritner Highway, Carlisle). The County Commissioners have entered into a sales agreement with the owner that is contingent upon approval by the Bankruptcy Court and a favorable environmental assessment. The 31,655 square foot property would be purchased at a cost of \$2,000,000 (\$63.655 sq. foot). The projected useful life of the building is 20 years after energy upgrades. All energy costs related to the upgrades are eligible for Recovery Act grant funding. The property will house the Library System, Elections and Voters Registration, and the County Transportation departments. Time frame for occupancy would be early 2011.

Advocacy Update

The eighteenth annual Legislative Breakfast will be held Friday, November 13th (7:30 to 9:00 a.m.) at the Foundation Hall of the New Cumberland Public Library. Invitations have been mailed.

The state has negotiated a budget agreement, however, no details has been released. The last updated budget information provided this past weekend calls for a 34% cut to the public library subsidy. Plus, it cuts POWER Library, Ask Here PA (online reference service), the statewide library card and interlibrary delivery even more — 73%. This will eliminate POWER Library databases from schools and public libraries; and it will likely eliminate the Access Pennsylvania statewide library card reimbursement program.

These proposed cuts mean that overall library funding would be cut 38% in the proposed agreement:

- Cumberland County's libraries will lose about three quarters of a million dollars in 2010.
- Students in Pennsylvania will not have POWER library databases anymore at their school or public library.
- In addition, the state's federal matching dollars for library services will be reduced \$3 million.

CCLS posted this information on its web site, notified its advocates, and contacted its legislators and the governor.

Reports

Executive Director's Report

Learning and Innovation

Leadership Development

PaLA Conference – Trustees Encouraged to Attend

The Pennsylvania Library Association conference will be held October 18-21 at the Harrisburg Hilton. Trustees are encouraged to consider attending the conference, especially the Sunday sessions. You can register for the day at www.palibraries.org.

PaLA Conference – System Funds Member Library Attendance

Using about \$3000 that the system usually budgets for its countywide staff in-service day, each member library was offered the opportunity to send some of its staff to the annual PaLA conference. The system was able to provide 25 scholarships to attend all or part of the conference. (A few libraries, including the system office, are sending staff using their own training funds.)

Financial Management

Resource Acquisition

PaLA NextGen Library Advocacy Task Force

Mrs. Darr is co-chairing a Pennsylvania Library Association task force that is developing a new library platform statement that the association will use with the next Pennsylvania governor. As part of that work, the association's lobbyist (Greenlee Partners) is arranging one-on-one meetings with gubernatorial candidates. Mrs. Darr has met with two candidates.

LSTA Grant Applications

The library system successfully submitted four LSTA grant applications. Funding status will not be known until March 2010.

Customer Services

Fredricksen Library Announces Hour Reductions

In response to existing and anticipated 2009 budget shortfalls, the Fredricksen Library board will reduce its hours from 69 to 65 per week (6%). Effective October 3, 2009, it will eliminate 4 hours on Saturday mornings, opening from 1 to 5 pm on Saturday. It will continue to be open 1 to 5 on Sundays.

At this time, the library is not laying off staff. Hours are being re-distributed among staff members. The library's anticipated savings will be about \$3500 in 2009 and \$15,000 in 2010.

New Cumberland Library Announces Hour Reductions

In response to existing and anticipated 2009 budget shortfalls, the New Cumberland Library board will reduce its hours from 58 to 45 per week (22%). Effective October 1, 2009, the library will close one hour earlier on Monday, Tuesday and Wednesday; two hours earlier on Thursday, and be closed on Fridays.

- Monday – Wednesday 10 AM – 8 PM
- Thursday 10 AM – 6 PM
- Friday CLOSED
- Saturday 10 AM – 5 PM

This schedule will allow the library to comply with state standards requiring 45 hours minimum. At this time, the library is not laying off staff. Hours are being re-distributed among staff members. The library's anticipated savings will be about \$4200 in 2009 and \$17,000 in 2010.

Saturday Library Delivery

In light of Fredricksen's closing on Saturday mornings, and due to anticipated budget shortfalls for the system and the district, Mrs. Darr contacted the district library center and asked them to suspend Saturday delivery to the library system beginning in October.

CPSC Issues Rule Regarding Lead Standards

On August 26, 2009, the Consumer Product Safety Commissions' (CPSC) final rule on children's products containing lead was released. In the rule, CPSC confirmed that libraries have no independent obligation to test library books for lead under the law. CPSC also announced its intention to release a Statement of Policy specifically providing guidance for libraries with regard to the treatment of older children's books that could potentially contain lead.

At this time, the American Library Association recommends that if a library is aware that any children's book does indeed contain lead above the legal limits or otherwise presents a danger to children, it should remove it from public access. At this time, CCLS staff are not aware of any such books or materials.

Processes and Evaluation

Efficient, Cost-Effective Processes

Annual Technical Services Material Turnaround Study Complete

The Technical Services Department has completed its annual material turnaround study and it reported excellent news.

When compared to last year, turnaround time for non-rush items has decreased anywhere from 36% to 83% depending upon the format of the item. Turnaround time for rush items has decreased anywhere from 11 to 21% when compared to last year. Currently, cataloging turnaround time is down to about 6 days.

While staff attribute some of this improvement to 18% fewer orders, other factors contributed to these big improvements:

- A new report that is run regularly that lists the items have been in cataloging the longest. With this report, staff can better concentrate their efforts on those items that need the most attention.
- Last year, significant time was spent on detailed series cataloging that was reflected on the spine label. By mid-year or so, the TSAT group agreed that this was not working, and it was dropped. This change has saved significant time.
- Last year, spine label modifications and a total bibliographic database reclassification project were underway, creating a significant amount of additional work.
- Last year, serials module implementation began in August, creating a significant amount of additional work.

But, most of all Mrs. Darr credits the library system office's conscientious, hard working technical services staff.

Turnaround Times Compared 2006 through 2009	Average # of days 2006	Average # of days 2007	Average # of days 2008	Average # of days 2009	Amount Reduced
BOOKS					
Copy cataloging, non-rush	29.28	29.34	47.47	11.08	-77%
Copy cataloging, rush	3.39	1.61	1.47	1.31	-11%
Added copies, non-rush	11.06	6.00	8.30	3.06	-63%
Added copies, rush	3.67	1.57	0.00	0.00	
Original cataloging, non-rush				14.00	
COMPACT DISCS					
Copy cataloging, non-rush	32.33	25.63	38.96	10.85	-72%
Copy cataloging, rush	6.90	1.29	2.08	1.86	-11%
Added copies, non-rush	6.00	11.80	18.80	3.14	-83%
Added copies, rush	0.00	2.00	0.00	0.00	
Original cataloging, rush				7.00	
DVDs					
Copy cataloging, non-rush	24.63	25.57	34.67	10.87	-69%
Copy cataloging, rush	7.50	1.75	3.00	2.36	-21%
Added copies, non-rush	6.00	24.60	3.90	2.50	-36%
KITS (CD/bk; Cass/bk)					
Copy cataloging, non-rush	31.50	33.00	41.57	11.88	-71%
Copy cataloging, rush	5.00	0.00	0.00	0.00	

New Business

Finance Committee Meeting Dates

The Finance Committee will meet September 29 and October 29.

Investment Pool for Library Funds

Discussion postponed.

Updates

District Update

The district is currently looking at budget scenarios.

News from Member Libraries

None shared.

Recognition of Visitors & Visitors Concerns

There were no visitor concerns.

Adjournment

The meeting adjourned at 5:25 p.m. The next meeting of the Cumberland County Library System will be held on Monday, October 26, 2009 at the Cumberland County Library System administrative office at 4:00 p.m.