

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
June 18, 2007**

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: Nancy Besch, Nancy George, William Gould, Jane Graham, and James Smith.

Others: Jonelle Darr, Sue Erdman, Felicity Hajjar, Linda Rice, Susan Sanders, Cindy Thompson, and Denise White.

President's Report

Mr. Gould asked if the Board would be interested in using a consent agenda for expediting any routine matters that do not require additional explanation such as minutes, treasurer's reports, the executive directors' report, etc. The consent agenda would likely include anything that was written and distributed in advance of the meeting. Items listed in the consent agenda would not need any discussion before a vote. Unless a board member feels that an item should be discussed and requests the removal of that item, the entire package is voted upon at once without any additional explanations or comments. Mrs. Darr commented that she thought this might be useful for the July meeting, since a lot of time must be devoted to the review of the long range plan. The board generally agreed that they would be interested in trying this if more time was needed to devote to other items.

Previous Minutes

The Library System Board minutes for May 21, 2007 were approved as submitted.

Treasurer's Report

The Library System Board unanimously moved to file the May 2007 Treasurer's Report for audit. Nancy Besch inquired the possibility of writing a single check for vendors that have numerous invoices. This will be investigated. [Note, subsequent to the meeting, Mrs. White learned of a way to accomplish this through the QuickBooks software.]

Executive Director's Report

Library Services

Technical Services Department: Felicity Hajjar, Technical Services Coordinator, provided an overview of CCLS's Technical Services department. The department is responsible for acquisitions (ordering), cataloging and processing materials for the member libraries. Besides the coordinator, the department has seven support staff and two volunteers. This includes one full-time professional cataloger, one full-time paraprofessional cataloger, one full-time acquisition's assistant, four part-time processors and two volunteers.

District Delivery: District delivery staff are working an average of more than 9-hours each day. This is due to the increased volume of materials being shared among CCLS libraries. An investigation is being made into steps that might be taken to reduce loads on especially heavy days, such as Mondays, or how to reduce the length or number of trips that must be made back and forth to the trucks. It is likely that Saturday deliveries must be considered for fiscal year 2008. Ms. Haverman estimates Saturday deliveries will cost about \$4500 annually.

Finance

Federal E-Rate Funding: Two more libraries, Amelia Givin and Bosler, have received word that their federal E-Rate funding applications were approved in the amount of \$812.04 and \$1812 respectively. This brings the total systemwide amount to \$56,422 for 2007-08. We still await word on the remaining libraries' applications.

Amelia S Givin Free Library	\$ 812
Bosler Memorial Library	\$ 1,812
Cumberland County Library System	\$ 52,156
John Graham Public Library	\$ 504
Joseph T Simpson Public Library	\$ 1,138
Total to Date	\$ 56,422

Commerce Bank Changes Interest Rate: CCLS met with its new Commerce Bank account manager, Audrey Hanna, Senior Government Banking Officer Vice President. Mrs. Hanna reported that Commerce Bank was adjusting CCLS's interest rate. CCLS's current rate is indexed to the 91-day U.S. Treasury Bill plus .40%. Effective July 1, 2007, it will be indexed to the 91-day U.S. Treasury Bill plus .25%. At Mrs. Darr's request, Commerce Bank agreed to a floor that the interest rate would not fall below, 4%, plus .25% (the same agreement offered to the County). A letter confirming these terms was received. In July, the Finance Committee will consider investing some of the system's restricted funds for short-term periods at banks that offer higher interest rates.

FICA Taxes and Tax Collection Commissions: In late 2006, the Library System received bills from the County Finance Department for Tax Collector commissions and FICA taxes; however, upon further investigation, Mrs. Darr discovered that CCLS was being double-billed. The funds had already been deducted by the County before it issued the Library Tax check to the System. Therefore, the County will reimburse the Library System for:

Month	Tax Collectors Comm.	FICA on Commission	Total
Jan.-Sept. 2006	\$17,086.00	\$1,307.08	\$18,393.08
Oct. 2006	\$112.90	\$8.64	\$121.54
Nov. 2006	\$163.62	\$12.52	\$176.14
Dec. 2006	\$402.92	\$31.36	\$434.28
Jan. 2007	\$642.80	\$49.17	\$691.97
Feb. 2007	\$5.24	\$0.40	\$5.64
Mar. 2007	\$1,182.11	\$90.43	\$1,272.54
Apr. 2007	\$3,735.55	\$285.77	\$4,021.32
Grand Total			\$25,116.51

None of these charges had been previously budgeted as 2006 or 2007 expenses by the Library System; thus, these funds are not new or additional income. However, the reimbursement for 2006 overpayment will help CCLS cover its expected 2007 loss from property tax assessments for independent living care homes.

Foundation Non-Profit Application: Mrs. Darr continues to work with Bruce Darkes to prepare the Foundation's non-profit exemption application. She expects to have a final version mailed to the Internal Revenue Service by mid-to-late June.

Development Software: In May, Library Directors and development staff from each library met to discuss the development software and its implementation. Each library outlined its goals and the kinds of lists that might be maintained in the development database. The group also decided that holding appeals at different times was a good idea. Mrs. Darr is working with Blackbaud to transfer Horizon's library card database into the Raiser's Edge software. Sara Franing and Craig Staller are assisting with the data conversion. The completion target date is mid- to late-July. Member libraries will begin to receive training in using the software later this summer.

Computer Services

Wide Area Network Upgrade: Work continues on the system's wide area network upgrade. The cutover to the higher bandwidth network is expected to occur the week of July 2, 2007. CCLS's budgeted costs for the project were \$115,596 and the projected costs are estimated to be about \$109,000. As shown on the chart below, the new service is going to significantly improve computer services at member libraries by providing more bandwidth for Horizon and Internet services.

Location	Existing Bandwidth (Mbps)	New Bandwidth (Mbps)	% Improvement
Amelia Givin	0.256	3	1072%
East Pennsboro	0.384	3	681%
Fredricksen	0.768	3	291%
John Graham	0.192	3	1463%
New Cumberland	0.768	3	291%
Shippensburg	0.256	3	1072%
Simpson	0.768	3	291%
System Internet Service	1.544	6	289%
CCLS Admin & Bosler Memorial	1.544	30	1843%

Upgraded Public Access Internet Stations: In keeping with the library system's five-year computer life cycle, CCLS is upgrading 42 public access Internet stations on the network. The new workstations will provide significantly improved capabilities for users. First, the computers will provide secure uploading and downloading capabilities. Customers can now upload or download documents from or to their personal thumb drive or floppy disk.

Second, the computers are equipped with software that allows for document editing, and viewing of Microsoft Access, Excel or Word files. This change will allow people to edit, download and send files that are now commonly used. Later this year, using CCLS's LSTA technology grant funds, the Library System will also install Microsoft Office licenses on these computers to allow for even more sophisticated editing and document creation. The software is expected to be installed by the end of 2007.

Third, the computers have much bigger graphics cards (from 8 MG to 128 MG) that allow for much faster downloading of graphics and animations.

Finally, to protect the network's vulnerability from viruses or other malicious attacks, the new computers have been configured on separate virtual local area networks (VLANs) that are segregated from staff computers. New networked printers are also being installed for the public's use.

As a result of installing new Internet computers, ***the System Board unanimously agreed to change the Computer Use Policy for printing and downloading information*** . The policy shall read:

Printing & Downloading:

Printing costs \$.25 per page. **Some types of data may be downloaded and uploaded from designated computers.** ~~To protect the integrity of the library's equipment, you may only download information onto diskettes purchased from the library at the time of your user session (\$1.00/diskette).~~

System Cooperation and Development

2002-2007 Five-Year Plan Progress: As part of the planning process for the next five years, Library System staff reviewed the system's current plan (2002-2007), to learn what the System had achieved and what was left to accomplish. An Executive Summary was distributed to the Board. Mrs. Besch asked that the date for the tax increase be listed as December 2003. This will be corrected.

2008-2013 Five-Year Plan Progress: The System's Planning Committee met jointly with Library Directors and two of its LSTA grant consultants, Nancy Davis and Janice Trapp, on May 24, 2007. Based on all the survey results, a 'balanced scorecard' approach was presented with four areas of activity:

- a. Sound Financial Management
- b. Customer Service
- c. Processes and Efficiencies
- d. Learning and Innovation

The consultants recommend that the Library System serves both member libraries and the public. Its mission is to strategically improve services to current library users by working through and with member libraries. This is accomplished through countywide service planning and coordination, advocating for increased local support, coordinating activities and sharing creative ideas, identifying service consolidation opportunities and strategically planning to serve the needs of non-users by piloting programs, pursuing emerging markets, and marketing member services. All of this will make the Library System and its services essential to as many County residents as possible. .

The plan outline was reviewed in depth, with the committee agreeing that the draft was essentially on target, but needed to be re-organized, with a new draft prepared that includes an executive summary. The consultants are now preparing that draft, which will be sent to committee members and the library directors in advance of a late June meeting.

Following the June committee meeting, the plan will again be revised, and then presented to the System Board at its July meeting by Nancy Davis. After the System Board presentation, the Planning Committee will review it with member library boards in September and October, review it again with the System Board in November and then ask the System Board to adopt a final version in December. The System Board will also review the draft with the Commissioners' in August in to receive their comments.

Board Planning Calendar: As a result of the Finance Committee meeting and a recent system trustee training, Mrs. Darr developed a Board Planning Calendar. It lists events and activities that will (or have) occur(ed) in 2007, and important activities that take place at each meeting. It was noted that advocacy activities were erroneously omitted from the calendar. Advocacy activities include: February: the governor announce state budget; May/June: legislative visits occur; and Sept-November: CCLS holds its annual Legislative Breakfast. Board members were asked to share the calendar with member library boards.

CCLS Quarterly Newsletter: The quarterly CCLS newsletter *Off the Shelf* was distributed. The newsletter outlines accomplishments that have occurred throughout the system. The next newsletter will be produced by September 2007. Board members were asked to share the newsletter with member library boards.

Finance Committee Report

Mrs. Besch reported on the Finance Committee meeting which occurred on May 22, 2007. After reviewing and discussing bylaws revisions proposed by both the Fredricksen Library and the CCLS Executive Committee, the Finance Committee recommends that the following bylaws revision be adopted:

ARTICLE VIII – COMMITTEES

A. This system shall have, but not be limited, to the following standing committees:

1. Executive Committee

This committee shall be composed of the President, Vice-President, and Treasurer. This committee regularly reviews system operations, programs, and finances, and annually evaluates the System's Executive Director. It shall be empowered to transact emergency business anytime. All emergency actions of the Executive Committee shall be reviewed and ratified by the board at its next regularly scheduled meeting.

2. Finance Committee

This committee shall be **[chaired by]** ~~composed of the [Library S]~~ system Treasurer, and ~~[composed of] the chief financial officers~~ **[treasurer, or their designee,]** of **[each]** member libraries **[library]**. This committee shall act as a clearinghouse for systemwide financial matters and shall be responsible for recommending the ways and means of obtaining and allocating funds in support of the CCLS.

Mr. Gould noted that CCLS's bylaws require that amendments be submitted in writing thirty days prior to the meeting. Thus, the proposed amendment will be voted upon at the next board meeting that occurs 30 days after June 18, 2007 (August 20, 2007).

Mrs. Besch reported that the Finance Committee recommends that it begin reviewing the System's fund allocation policy. Mrs. Darr reported that in addition to the Finance Committee's recommendation, that the System Planning Committee will be recommending that the System's fund allocation policy be reviewed by the Finance Committee, plus the member library directors, system executive director and designated at-large members who have expertise in needed areas. In addition, the Planning Committee recommends that the policy review be facilitated by a neutral third party.

The Library System Board unanimously approved that a review of the System's fund allocation policy begin in January 2008. This review would be led by the Finance Committee, including the member library directors, system executive director and designated at-large members who have expertise in needed areas. In addition, the policy review should be facilitated by a neutral third party. The goals of the committee would be to educate staff and trustees about funding formulas used by other library systems, to agree upon indicators that will be incorporated in the CCLS distribution formula and to recommend an equitable fund allocation strategy to the System Board.

Finally, Mrs. Besch reported that the Finance Committee recommended that Mrs. Darr propose a plan that would involve the Finance Committee in regular reviews of the system's finances, including budgets, financial reports, and long term financial projections. ***The following plan was proposed and approved unanimously by the system board:***

July 24, 2007 4 pm, Administrative Office	System Finance Committee Meeting >Begin Preparing Long Range Financial Projections for System >Discuss Commerce Bank interest rate changes
September 13, 2007 4 pm, Administrative Office	System Finance Committee Meeting >Reviews Tentative Library Tax and Public Library Subsidy Distribution Amounts >Finalizes Long Range Projections
November 12, 2007 4 pm, Administrative Office	System Finance Committee Meeting >Reviews Draft System Budget

Unfinished Business

Library System Foundation Board Appointments: An appointment is needed from the Amelia Givin Free Library to serve on the system's Foundation Board. .

New Business

District Library Services Agreement & Budget for 2007-08: ***The system board unanimously approved the Agreement for District Library Services for 2007-08 negotiated by the District Library Negotiating Team.***

Adjournment

The meeting was adjourned at 5:20 p.m. The next meeting of the Cumberland County Library System will be held on Monday, July 16, 2007 at the Cumberland County Library System administrative office at 4:00 p.m.