

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
June 19, 2006**

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.

Members Present

Nancy Besch, Nancy George, William Gould, Johanna Reeder (alternate), James Smith, Alicia Stine (alternate), Elizabeth Stone and Judy Yaw.

Others Present

Nan Cavanaugh, Jonelle Darr, Judy Dillen, Sue Erdman, Darlene Ford, Carrie Haverman, Linda Rice, Susan Sanders, and Denise White

Previous Minutes

The Library System Board minutes for May 15, 2006 were approved.

Treasurer's Report

The System Board unanimously accepted the May 2006 Treasurer's Report as presented.

Executive Director's Report**Pennsylvania Humanities Council**

Ms. Darr reported that she has agreed to serve a three-year term on the Pennsylvania Humanities Council beginning November 1, 2006.

Finance Management, Support & Cost-Effectiveness

Tentative Public Library Subsidy Distribution: If Governor Rendell's 2006-2007 budget Public Library Subsidy request is approved (\$75.5 million), tentative distribution figures from Commonwealth Libraries indicate that CCLS's 2007 allocation would be:

Distributed
to member
libraries

Public Library Subsidy	2005-2006 Total	2006-2007, Total (projected)	Increase \$ (projected)	Increase % (projected)
Quality Aid	\$ 334,860	\$ 402,310	\$ 67,450	20%
Equal Grants	15,088	18,368	3,280	22%
Incentive Aid	457,984	533,399	75,415	16%
County Coordination Aid	413,526	636,490	222,964	54%
Total	\$1,221,457	\$1,590,567	\$ 369,110	30%

This would be a significant increase in aid to member libraries, and an even more significant increase in county coordination aid. This distribution is determined by the state's allocation formula for services. (A brochure explaining this distribution was distributed by Ms. Haverman. It is also available online at:

http://www.statelibrary.state.pa.us/libraries/lib/libraries/2006_State_Subsidy_Brochure.pdf)

Before receiving these funds, the Library System Board must agree to a County Coordination Aid plan, which will be due in September 2006. Discussions with library directors on how the County Coordination Aid might be used will be held at the next county Library Directors' meeting in June.

Foundation Organization: The Commissioners' office continues its review of the foundation's bylaws. A response is expected the week of June 19, 2006. Bruce Darkes has begun work on the IRS application.

Development Software: Six companies have indicated that they will send development software proposals. The companies are:

1. Softrek Corporation (Pledgemaker)
2. Kintera, Inc.
3. Metafire Information Systems, Inc. (ResultsPlus!)
4. eTapestry
5. SofterWare, Inc./DonorPerfect
6. Blackbaud

Two companies (Araize and MicroEdge) have declined to respond. The deadline for proposal responses is July 10, 2006.

Library Service

Circus Read In: Cumberland County had great participation numbers for the **Ringling Brothers and Barnum & Bailey Circus Read-In** during May 2006. A total of 753 children registered. Of those, 260 completed the program and were entered into a drawing for free circus tickets at each library.

The Carlisle Sentinel newspaper featured a color photo of one of our librarians, Melissa Killinger of the Bosler Library, and a little girl wearing their Ringling Brothers and Barnum & Bailey clown nose (May 6, 2006). The photos were taken as part of Carlisle's First Friday celebration. The partnership with Ringling Brothers was a real success.

Summer Reading Program: The 2006 summer reading program, **Paws, Claws, Scales and Tales** is well underway at each library. As part of the county wide program, Beastmaster Bill will perform at each of CCLS's libraries June 21-23, 2006.

One Book, One Community: The kick-off for this year's **One Book, One Community** program will be held at Whitaker Center on July 26, 2006. Whitaker's KiteFest exhibition will be still be running. Refreshments will be served courtesy of library friends

groups and the Robert and Beverly Fowler Family Foundation. Board members were invited to attend.

Technical Services: The Technical Services Department has nearly completed a turnaround time study to determine how quickly material is received, cataloged and processed for member libraries. Preliminary data indicates that materials not in demand at libraries require about 6 to 7 weeks to move through the department. This is actually an improvement, because earlier this year, the time required to receive, catalog and process materials was about 3 months. Once this study is complete, we plan to have a consultant from PALINET visit CCLS to recommend changes that would shorten the time it takes for materials to reach library shelves.

Information Technology Services

Telephone Messaging Service: Most of the configuration for the new telephone messaging service, including telephone scripts and service menu options, has been completed for CCLS's new telephone messaging system. CCLS expects to receive the new telephone messaging server the week of June 26. Installation will begin then, with testing done on 'dummy' customer accounts.

Email Notice Service: To date, 3539 customers have signed up for the email notice service. Since the beginning of April, 9627 courtesy reminders, 8565 hold notices and 158 first overdue notices have been emailed. In addition, there have been about 533 'bouncebacks', due to typographical errors in email addresses, or other common email service problems (such as mailboxes that are too full, etc.)

Public Relations & Advocacy

Legislative Visits: Nan Cavanaugh reported that with the state budget approval deadline approaching (June 30), most of our Cumberland County legislators have been visited. Visits have not been made to Reps. Jerry Nailor and Bruce Smith. However, all are supportive of the \$75.5 million appropriation for the public library subsidy.

Staff Recruitment, Training & Retention

Training Materials Requested by Seattle Public Library: Recently, Horizon training materials that Carolyn Blatchley, CCLS's Training Services Coordinator, created were requested by training staff at the Seattle Public Library. This was quite a compliment to Carolyn's work since the Seattle Public Library is well known for its new building and its technology. **The Board asked Ms. Darr to commend Carolyn for her work.**

System Development & Collaboration

Long Range Planning: CCLS received long range planning consultant proposals from three firms:

- Ivy Group, Ltd.
- Joel & Sinclair Associates
- Himmel and Wilson

The Library System Board unanimously agreed to accept the Long Range Planning Committee's recommendation of The Ivy Group, Ltd. The study will use \$40,000 in LSTA funds and, as required by the grant contract, \$5000 in matching CCLS funds.

The Ivy Group was selected because:

- It addressed the project's objectives well, bringing a number of people to the process with expertise in planning, marketing, outreach to underserved communities and fund allocation.
- It proposed the most thorough methodology for obtaining citizen and community leaders' opinions, including a telephone survey that would provide statistically valid results from the county's three geographic areas.
- The committee desired a 'fresh' look at the library system's service priorities, allocation formula and outreach.

Nancy Davis is the lead consultant for the project. She is based just outside of Philadelphia in Media, Pennsylvania. Her team also includes two Pennsylvania librarians who have a great deal of expertise in the area of marketing and outreach to underserved communities (Janice Trapp, Director of the Lycoming County Library System/James V. Brown Library in Williamsport), and in the area of system fund allocation formulas (Julie Rinehart, Director of Berks County Libraries).

District Center Report

Carrie Haverman reported that if the Governor's budget request for the Public Library Subsidy is approved, Marysville-Rye Library (Perry County) will receive a significant increase (128%) in aid because it now qualifies for incentive aid. Ms. Haverman is also working with Recorded Books on the possible implementation of downloadable MP3 audio books for the district.

Ms. Haverman invited board members to attend a Trustee Training night on August 8th at the Newport Public Library. The evening will be geared toward smaller libraries.

Ms. Haverman also reported that Jonelle Darr and Sue Erdman have agreed to serve on the Capital Area District Libraries long range planning committee.

Unfinished Business

Board Nominations: The Amelia Givin Free Library has nominated Richard Henseler to serve Robert Moser's unexpired term. Mr. Henseler's name will be forwarded to the Commissioners for their approval.

New Business

Keystone Book Fair: After reviewing a May 16, 2006 letter from William J. Cologie, President of the Dauphin County Library System, regarding a proposed Keystone

Book Fair, the Library System Board unanimously agreed to support conducting a community feasibility study for an annual Keystone Book Festival.

Network Problems: Ms. Darr reported that with Mr. Gould's support, she had developed an RFP for Wide Area Network (WAN) Consulting services to evaluate CCLS's wide area network, telecommunications and Internet services infrastructure. This is being undertaken in anticipation of the expiration of CCLS's contracts for T-1 lines and Internet services in 2007, and to prepare for the next round of E-Rate applications in fall 2006.

The objective of the consulting study is to provide a more cost-effective, higher bandwidth network design that incorporates E-Rate eligible wide area network communications strategies, and to investigate the viability of Voice-Over-IP telephone services, video, and other applications or services important to CCLS's mission.

CCLS desires the Consultant to:

1. Determine CCLS's short-term and long-term (5 years) wide area network needs.
2. Identify and design a cost-effective, secure, scalable solution that is viable in south central Pennsylvania.
3. Recommend a migration/implementation plan.
4. Determine any costs to end current vendor agreements (if necessary), any migration/start-up costs, and the projected ongoing costs for service and maintenance of the new WAN.
5. Identify any potential construction costs that would be necessary due to the migration.
6. Prepare design information and specifications to be integrated into an RFP that would be released fall 2006.
7. Determine the viability and projected costs of VoIP as a telecommunications solution for the library system's administrative office and its independent libraries.

RFP responses are due in July 2006.

News from Member Libraries

News from member libraries was shared.

Adjournment

The meeting was adjourned at 5:00 p.m. The next meeting of the Cumberland County Library System will be held on Monday, July 17, 2006 at the Cumberland County Library System administrative office at 4:00 p.m.