# Cumberland County Library System
# Board of Trustees
# Monthly Meeting Minutes
March 21, 2011

## 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, Carlisle.

## Members Present
Nancy George, William Gould, Jane Graham, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

## Others Present
Carrie Cleary, Jonelle Darr, Sue Erdman, Bonnie Goble, Linda Rice, Susan Sanders and Denise White.

## MINUTES & TREASURER'S REPORT

## Previous Minutes
***The Library System Board unanimously approved the February 28, 2011 board meeting minutes.***

## Treasurer's Report
***The Library System Board unanimously moved to file the February 2011 Treasurer's Report for audit.*** Mr. Stoner reviewed the Balance Sheet and Income and Expense statement. The Board Treasurer also reviewed and initialed February's bank statements, cancelled check records and reconciliation reports for the system's general, money market, certificate of deposit and LSTA accounts. The executive director's expense check for February was reviewed and signed.

## 2010 Library Statistics
The 2010 annual System Office Activity Statistics were reviewed.

| **Computer Services** | **2010** | **2009** | **% Change** |
|---|---|---|---|
| Web Site Visits | 721,355 | 749,680 | -4% |
| Network Outages | 11 | 19 | -42% |
| **Technical Services** | **2010** | **2009** | **% Change** |
| Items Received | 27,918 | 26,904 | 4% |
| Titles Cataloged | 18,219 | 20,254 | -10% |
| Total Items Delivered | 28,663 | 30,915 | -7% |
| **Training Services** | **2010** | **2009** | **% Change** |
| Staff Attendance | 623 | 353 | 76% |
| Learning Hours | 370.00 | 246.50 | 50% |

| STAR Services | 2010 | 2009 | % Change |
|---|---|---|---|
| Homebound Customers | 133 | 130 | 2% |
| Collection Use | 19,508 | 20,056 | -3% |
| Volunteers | 76 | 83 | -8% |
| **Customer Self-Service** | **2010** | **2009** | **% Change** |
| Notices Delivered | 490,895 | 491,989 | 0% |
| Requests Placed | 396,361 | 410,492 | -3% |
| Total Renewals Made | 1,140,011 | 1,163,236 | -2% |
| Total Checkouts | 2,077,493 | 2,177,233 | -5% |
| Public Internet Computer Use | 155,489 | 185,526 | -16% |

Thanks to staff at Fredricksen Library, CCLS found a significant problem with a statistical report for interlibrary loans to libraries outside the Capital Area Library District. This report had been reporting incorrect information since 2004 when CCLS began using SirsiDynix's Horizon software.

The interlibrary loan report had been set up correctly in the system's SirsiDynix statistical software. However, CCLS staff have found that the report was not set up correctly by the SirsiDynix company and it was providing incorrect data. Barbara Leach, System Automation Coordinator, has retrieved data that staff believe is correct beginning in March 2009. (CCLS is unable to retrieve correct statistics prior to March 2009 since the software does not retain this information.)

Besides reporting these statistics incorrectly since 2004, these numbers were also used in the system funding formula. (Five percent of the funds are allocated to library system members and branches based upon annual levels of resource sharing. Items that are lent to other libraries are credited at two times the level of items that are borrowed.) When the correct numbers are entered into the CCLS formula for 2011, it shifts money among member libraries, with Bosler Memorial Library losing $2780 and the other libraries gaining amounts ranging from $138 to $834 (see below).

| **Interlibrary Loan 2011 Formula Calculations**<br><br>**July 2009-June 2010** | **Incorrect Resource Sharing Statistic** | **Incorrect 2011 Allocation** | **Correct Resource Sharing Statistic** | **Correct 2011 Allocation** | **Difference** |
|---|---|---|---|---|---|
| **Amelia** | **62,825** | **$12,013** | **62,787** | **$12,299** | **$ 285** |
| **Bosler** | **150,391** | **$28,748** | **132,569** | **$25,969** | **-$2,780** |
| **Fredricksen** | **179,272** | **$34,278** | **179,248** | **$35,113** | **$ 834** |
| **John Graham** | **32,707** | **$ 6,325** | **32,611** | **$ 6,462** | **$ 138** |
| **New Cumberland** | **104,779** | **$20,215** | **104,737** | **$20,700** | **$ 486** |
| **Shippensburg** | **82,219** | **$15,809** | **82,235** | **$16,193** | **$ 384** |
| **Simpson** | **149,066** | **$28,827** | **148,714** | **$29,478** | **$ 653** |

To address this error, the system board discussed whether it should:

1) **Correct the allocated amounts for this year —** If this was done, the board could leave the budget as is this year, and in future years the problem would be corrected. However, if the board corrected the error, there were several ways this could be done:
   a) Since Bosler's budget has already been adopted, the Board could hold Bosler harmless, and increase the amount transferred from the Strategic Development Fund by $2780, and allocate additional funds to member libraries. Other possible sources of these funds would be to consider using $2780 from the 90-day contingency fund, or to reduce a line item in the administrative office budget; or
   b) Reduce Bosler's budgeted allocation by $2780 and increase other member libraries as listed above.
2) **Correct the amounts allocated in 2005-2010 to member libraries —** If this was done, the Board would need to estimate the amount of the error in previous years. Based on this past year's correct statistics, this could be about $16,674. Again, if an estimate was made, the system board again could choose to reduce Bosler's allocation, or transfer additional funds from the Strategic Development Fund, the contingency fund, or reduce the system budget by an additional $16,674.

***The system board unanimously approved holding Bosler Library harmless from the system's error and using $2780 from the system's 90-day contingency fund to increase other member libraries annual 2011 allocation. The Board will not try to reallocate funds for budget years 2005-2010.***

# REPORTS

## Executive Director's Report

## Learning and Innovation

### Leadership Development

#### *New Librarian Hired*

Sharon Scott, currently employed as CCLS's Technical Services Librarian, has been promoted to Technical Services Coordinator. She will assume her new duties following Felicity Hajjar's retirement on April 11. In addition, pending approval by the County Commissioners on Monday, March 21st, CCLS has hired Peter Petruski to be its new Technical Services Librarian.

Peter Petruski (Pete) will begin work on Monday, March 28, 2011. He has an MLS from the University at Albany, and a Bachelor of English degree from SUNY at New Paltz.

#### *Capital Region Workshop (formerly Trustee Institute)*

The Capital Region is sponsoring a workshop that will be offered twice (Friday, May 6 or Saturday, May 7) for Trustees, Friends and library staff at Penn State Harrisburg campus. The workshop will feature Pat Wagner, John Houser, and Kathy Silks speaking about collaborative relationships, eBooks and PaLA's Literacies initiative. Trustees should register at: www.surveymonkey.com/s/TrusteeRegistation. There is no charge for trustee attendance.

# Financial Management

## Resource Acquisition

### *Library Tax*

The county finance office erroneously reported to CCLS that it owed us $646.11 in unpaid 2010 library tax. Now, the library system owes the county $646.11 in overpaid library taxes collected in 2010.

### *Public Library Subsidy*

Governor Tom Corbett unveiled his budget plan for Fiscal Year 2011-12. It's an austere budget that reduces overall spending from about $28.3 billion to roughly $27.3 billion and reflects the reality of the slow recovery from recession and the loss of federal stimulus funding.

The details are still being reviewed, but it appears that Governor Corbett has proposed the following for library programs:

- A reduction of $1,042,000 (-1.9%) for the Public Library Subsidy;
- A reduction of $164,000 (-7.3%) for State Library operations;
- Level funding for Library Access (includes POWER Library program), and;
- Level funding for Library Services for the Visually Impaired and Disabled.

Overall, funding for all library line items is trimmed by about 1.9%. While this is still a reduction, it does represent a stark contrast with the previous two state budgets where overall library funding was cut 35%.

## Resource Management

### *Cost Reductions, Cost Avoidance and New Income*

Chief Clerk Dennis Marion asked each county department to report what steps it has taken to reduce costs, avoid costs or development new income. The following report was sent to the County Commissioners' office:

**COST REDUCTIONS**

1. Library operating Hours were reduced by 10%. This was done to accommodate the loss of state funds. The exact amount saved is not known.

| Hours Open Annually | 2008 | 2009 | % Change 2008 to 2009 | 2010 | % Change 2008 to 2010 | Comments |
|---|---|---|---|---|---|---|
| Amelia | 3,068 | 3,038 | -1% | 2310 | -25% | Closed 1 hour earlier Mon-Wed. Closed all day Thurs. |
| Bosler | 3,392 | 3,376 | -0.47% | 3247 | -4% | Closed Sundays in summer. Includes 2 days closed for inventory |

| Hours Open Annually | 2008 | 2009 | % Change 2008 to 2009 | 2010 | % Change 2008 to 2010 | Comments |
|---|---|---|---|---|---|---|
| Fredricksen | 5,453 | 5,405 | -1% | 4977 | -9% | Closed Sat mornings. Annual hours also include East Pennsboro (closed all day Wed, Sat and Sun) |
| John Graham | 2,808 | 2,778 | -1% | 2778 | -1% | |
| New Cumberland | 2,929 | 2,745 | -6% | 2025 | -31% | Closed 1 hour earlier Mon-, Wed and 2 hours earlier on Thurs. Closed Fridays |
| Shippensburg | 3,148 | 3,148 | 0% | 3026 | -4% | Closed Tuesday mornings |
| Simpson | 3,168 | 3,168 | 0% | 3108 | -2% | Closed 4 Sundays in June and 4 added holidays |
| **TOTAL** | **23,966** | **23,658** | **-1%** | **21,582** | **-10%** | **Since 2008, 2384 operating hours lost.** |

2. Library materials expenditures were reduced by nearly 20% or $142,000 due to the loss of state funds.
3. CCLS evaluated its database subscriptions in conjunction with the Dauphin County Library System. As a result of this evaluation and price negotiations, the library system cancelled Gales' Business Resource Center in favor of Reference USA (a superior business resource that was purchased at a greatly discounted price with the Dauphin County Library System), and eliminated World Book Online in favor of Encyclopedia Britannica (a less expensive resource) . CCLS also cancelled Gale's Testing and Education Resource Center in favor of Learning Express, a product also purchased collaboratively with the Dauphin County Library System. These changes allowed CCLS to keep costs nearly the same as in 2010.
4. CCLS is also purchasing eBooks jointly with Dauphin County Library System. This approach is yielding cost savings, a wider array of choices, and opportunities for joint marketing of services.
5. Negotiated a new three-year contract for Internet and wide area network services with Level3. The new contract reduced CCLS's costs 23%, saving the system about $21,400 annually.
6. Currently finalizing periodical subscription management services for member libraries. This will reduce member library costs by as much as 18% for nearly all periodicals and provide better management of periodical subscriptions. Total annual cost savings not yet known, but will probably be in the $3,000 to $5,000 range.
7. Reorganized system administrative staffing to reduce costs. With the retirement of the Adult Outreach Services Coordinator, conducted personnel study and reduced this position to part-time, and added part-time software support for automation department. Approximate annual savings $14,000.

8. Reduced continuing education budget for staff 30% or about $3400.

**COST AVOIDANCE**

9. CCLS negotiated a 3-year maintenance agreement for its SirsiDynix Horizon enterprise system. This contract limits price increases to no more than 6%. The exact amount of cost avoidance is not known.

**NEW REVENUE SOURCES**

10. Obtained approximately $15,000 in new funding through the Cumberland County Library System Foundation. Funding applications submitted included:
    - Fowler Family Foundation One Book, One Community program grant ($3000 – Increased amount).
    - Educational Improvement Tax Credit application for 2009-10 yielded two gifts: PPG $500; United Concordia $2000. (NEW - Foundation)
    - Educational Improvement Tax Credit application for 2010-11 yielded two gifts: Giant $5000; M&T Bank $1500. (NEW - Foundation)
    - Pfizer, Inc. grant ($1400) for a consumer health information brochure. (NEW - Foundation)

## UNFINISHED BUSINESS

***Service Area Changes***

Mrs. Darr reported that Commonwealth Libraries indicates the system board has discretion in how it assigns its internal service areas, and that it does not need to follow the requirement that a municipality should be assigned to a library when 60% of its registered borrow3ers and usage come from it. **As a result, the Board agreed that West Pennsboro Township should remain split between Bosler and John Graham.**

***School District Funding***

Mrs. Darr reported that due to the proposed state budget cuts for public school districts that the Fredricksen Library Board will not request funding from East Pennboro or Camp School District. It is also not interested in pursuing a funding request with the West Shore School District. (The York County Library System is also not interested in doing this.) As a result, the system board agreed that it will not pursue making a funding request on behalf of Fredricksen and New Cumberland libraries from the West Shore Area School District.

Shippensburg Library will not be requesting additional funds of the Shippensburg School District. Should Bosler and John Graham decide to request funds from Big Spring School District, the Shippensburg Library Board will not object.

Mrs. Darr also reported that John Graham, Bosler and Amelia Givin libraries are still considering whether to request funds from their respective school districts.

A funding request letter has already been sent by the system to the Cumberland Valley School District.

***York County***
Mrs. Darr reported that she had received circulation statistics from York County Library System that seem to indicate high use from Carroll, Fairview, Franklin and Monaghan Townships. CCLS's circulation statistics are much lower because township resident use was not broken out until mid-2010. Even now, not all York County residents have been assigned to the correct their township or borough location. Thus, CCLS will not pursue requesting that Fairview Township be assigned to CCLS's service area at this time. The issue will be re-visited in early 2012.

***Capital Bond Project***
The library system board discussed the possibility of the county issuing a $2.5 million bond on behalf of the library system for capital projects. Information from member libraries was reviewed that identified the scope of projects and the financial need. The board discussed how it might strengthen the merits of such a request for the County Commissioners' review. ***The Library System Board unanimously agreed that all projects should require at least a 25% match from each library board.*** Mrs. Darr will discuss the possible project with county officials and will report back to the board when more information is available.

## NEW BUSINESS

***County Reclassification***
New 2010 census statistics for each library service area were distributed. (See attached)

Due to Cumberland County's population growth, it will be certified as a third class county in 2012. According to the *Pennsylvania Library Code* (24 P.S. Section 4303.7), if Cumberland County becomes a third class County the library system's County Coordination Aid could decrease 40%.

However, since 2004, state aid has not been allocated on the basis of the state aid formula. State aid has been calculated as a percentage increase/decrease of the amount that was received in the previous year. This means that until the state funding formula is funded at slightly higher levels, the Governor and General Assembly are unlikely to enforce the law reducing our county's percentage match. Mrs. Darr indicated that this is an issue that the Board will need to continue to monitor.

***Educational Improvement Tax Credit Program***
CCLS is one of about a dozen or so public libraries in Pennsylvania that are approved Education Improvement Organizations. CCLS has applied for and received donations from corporations eligible for Educational Improvement Tax Credits (EITC). In the last year, the library system has received about $40,880. These funds have been used to support the annual summer reading program, plus award-winning pre-k through grade 3 programs such as Literary Lunch and Passport cultural programs at member libraries.

Listed below are the amounts each library has received, either through direct EITC contributions from businesses, or through direct EITC contributions received from businesses by the CCLS Foundation.

| Library | 2010-2011 Direct Contributions | 2010-11 Through CCLS Foundation | 2010-2011 Total Received |
|---|---|---|---|
| Amelia Givin Library | -- | $ 302 | $ 302 |
| Bosler Library | $ 6,500 | $ 580 | $ 7.080 |
| Fredricksen /East Pennsboro | -- | $ 1,919 | $ 1,919 |
| John Graham | -- | $ 152 | $ 152 |
| New Cumberland | -- | $ 402 | $ 402 |
| Shippensburg Public Library | $ 25,280 | $ 499 | $ 25,779 |
| Simpson Library | -- | $ 1,836 | $ 1,836 |
| County-wide Children's Programs | -- | $ 3,000 | $ 3,000 |
| Library System Foundation | $ 910 | | $ 910 |
| TOTAL | $ 32,690 | $ 8,190 | $ 40,880 |

On March 1, 2011, the PA Senate Education Committee reported out Senate Bill 1, dealing, in part, with the Educational Improvement Tax Credit program and proposals to change that program. Senator Jeff Piccola is Chair of the Senate Education Committee.

SB 1 places the Cumberland County Library System's EITC funding at risk. This proposed legislation gives funding priority to approved school foundation programs. Then, if funding remains, second priority is given to approved pre-kindergarten scholarship programs, and after those programs are funded, last priority would be given to all other approved education improvement organizations, such as public libraries that provide educational programs for pre-school through grade 3 children.

Mrs. Darr contacted the Pennsylvania Library Association and alerted them of the problem. She is also working with Commissioner of Libraries Clare Zales who is working with the Department of Education policy director. Mrs. Darr also spoke with Senator Vance about the bill. Senator Vance plans to vote against it due to its provisions for school vouchers. She believes the bill is likely to pass the Senate, but perhaps not the House. Vance said that she wishes that the EITC portion were separate from the bill, and agrees that libraries should not be lumped in the same category as charter schools and that libraries should not have third priority after pre-K scholarships and school foundations.

CCLS Board members asked Mrs. Darr to write to the following people to express the board's concerns:

- Secretary of Education Tomalis
- Senator Vance
- Senator Piccola, Chair of Senate Education Committee
- Copies to PaLA and Commissioner of Libraries Zales.

## UPDATES

### Library News

News from member libraries was shared.

## Adjournment

The meeting adjourned at 5:30 pm.

The next meeting of the Cumberland County Library System will be held on Monday, April 18, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.

## Cumberland County Library System Service Area *3/9/2011 -- corrected totals 3/25/2011*

| Pennsylvania Municipalities, Total Decennial Population, 2010 & 2000 | | Census: April 1, 2010 | | Census: April 1, 2000 | | Change: 2000 to 2010 | |
|---|---|---|---|---|---|---|---|
| **Location** | **Designated Library** | **Number** | **Munic. Pop. Rank** | **Number** | **Munic. Pop. Rank** | **Number** | **Percent** |
| **Pennsylvania** | | **12,702,379** | **-** | **12,281,054** | **-** | **421,325** | **3.4%** |
| **Cumberland County** | | **235,406** | **-** | **213,674** | **-** | **21,732** | **10.2%** |
| **Amelia Givin Library** | | | | | | | |
| Dickinson township (AME) | Amelia Givin | 2,612 | 543 | 2,351 | 586 | 261 | 11.1% |
| Mount Holly Springs borough | Amelia Givin | 2,030 | 1,228 | 1,925 | 1,261 | 105 | 5.5% |
| South Middleton township (AME) | Amelia Givin | 7,332 | 155 | 6,470 | 164 | 862 | 13.3% |
| **Total Amelia Givin Library** | | **11,973** | | **10,746** | | **1,228** | **11.4%** |
| **Bosler Library** | | | | | | | |
| Carlisle borough | Bosler | 18,682 | 101 | 17,970 | 90 | 712 | 4.0% |
| Cooke township | Bosler | 179 | 2,486 | 117 | 2,527 | 62 | 53.0% |
| Dickinson township (BOS) | Bosler | 2,612 | 543 | 2,351 | 586 | 261 | 11.1% |
| Lower Frankford township | Bosler | 1,732 | 1,359 | 1,823 | 1,308 | -91 | -5.0% |
| Middlesex township | Bosler | 7,040 | 394 | 6,669 | 391 | 371 | 5.6% |
| North Middleton township | Bosler | 11,143 | 216 | 10,197 | 229 | 946 | 9.3% |
| South Middleton township (BOS) | Bosler | 7,332 | 155 | 6,470 | 164 | 862 | 13.3% |
| Upper Frankford township | Bosler | 2,005 | 1,241 | 1,807 | 1,316 | 198 | 11.0% |
| West Pennsboro township (BOS) | Bosler | 2,781 | 509 | 2,632 | 515 | 149 | 5.7% |
| **Total Bosler Library** | | **53,505** | | **50,035** | | **3,470** | **6.9%** |
| **Fredricksen Library** | | | | | | | |
| Camp Hill borough | Fredricksen | 7,888 | 335 | 7,636 | 325 | 252 | 3.3% |
| East Pennsboro township | Fredricksen | 20,228 | 83 | 18,254 | 86 | 1,974 | 10.8% |
| Hampden township | Fredricksen | 28,044 | 47 | 24,135 | 53 | 3,909 | 16.2% |
| Lemoyne borough | Fredricksen | 4,553 | 622 | 3,995 | 696 | 558 | 14.0% |
| Lower Allen township | Fredricksen | 17,980 | 110 | 17,437 | 98 | 543 | 3.1% |
| Wormleysburg borough | Fredricksen | 3,070 | 893 | 2,607 | 1,003 | 463 | 17.8% |
| **Total Fredricksen Library** | | **81,763** | | **74,064** | | **7,699** | **10.4%** |
| **John Graham Library** | | | | | | | |
| Lower Mifflin township | John Graham | 1,783 | 1,339 | 1,620 | 1,408 | 163 | 10.1% |
| Newville borough | John Graham | 1,326 | 1,579 | 1,367 | 1,537 | -41 | -3.0% |
| North Newton township | John Graham | 2,430 | 1,084 | 2,169 | 1,168 | 261 | 12.0% |
| Penn township | John Graham | 2,924 | 931 | 2,807 | 945 | 117 | 4.2% |
| West Pennsboro township (JGR) | John Graham | 2,781 | 509 | 2,632 | 515 | 149 | 5.7% |
| **Total John Graham Library** | | **11,244** | | **10,595** | | **649** | **6.1%** |
| **New Cumberland Library** | | | | | | | |
| New Cumberland borough | New Cumberland | 7,277 | 379 | 7,349 | 340 | -72 | -1.0% |
| **Total New Cumberland Library** | | **7,277** | | **7,349** | | **-72** | **-1.0%** |

## Cumberland County Library System Service Area *3/9/2011 -- corrected totals 3/25/2011*

| Pennsylvania Municipalities, Total Decennial Population, 2010 & 2000 | | Census: April 1, 2010 | | Census: April 1, 2000 | | Change: 2000 to 2010 | |
|---|---|---|---|---|---|---|---|
| **Location** | **Designated Library** | **Number** | **Munic. Pop. Rank** | **Number** | **Munic. Pop. Rank** | **Number** | **Percent** |
| **Shippensburg Public Library** | | | | | | | |
| Hopewell township | Shippensburg | 2,329 | 1,123 | 2,096 | 1,193 | 233 | 11.1% |
| Newburg borough | Shippensburg | 336 | 2,350 | 372 | 2,330 | -36 | -9.7% |
| Shippensburg borough | Shippensburg | 4,416 | 649 | 4,467 | 623 | -51 | -1.1% |
| Shippensburg township | Shippensburg | 5,429 | 521 | 4,504 | 615 | 925 | 20.5% |
| Southampton township | Shippensburg | 6,359 | 443 | 4,787 | 571 | 1,572 | 32.8% |
| South Newton township | Shippensburg | 1,383 | 1,548 | 1,290 | 1,593 | 93 | 7.2% |
| Upper Mifflin township | Shippensburg | 1,304 | 1,589 | 1,347 | 1,552 | -43 | -3.2% |
| Orrstown borough (Franklin) | Shippensburg | 262 | 2,405 | 231 | 2,445 | 31 | 13.4% |
| Shippensburg borough (Franklin) | Shippensburg | 1,076 | 1,747 | 1,119 | 1,718 | -43 | -3.8% |
| Southampton township (Franklin) | Shippensburg | 7,987 | 328 | 6,138 | 439 | 1,849 | 30.1% |
| **Total Shippensburg Library** | | **30,881** | | **26,351** | | **4,530** | **17.2%** |
| | | | | | | | |
| **Simpson Public Library** | | | | | | | |
| Mechanicsburg borough | Simpson | 8,981 | 289 | 9,042 | 265 | -61 | -0.7% |
| Monroe township | Simpson | 5,823 | 481 | 5,530 | 485 | 293 | 5.3% |
| Shiremanstown borough | Simpson | 1,569 | 1,438 | 1,521 | 1,455 | 48 | 3.2% |
| Silver Spring township | Simpson | 13,657 | 172 | 10,592 | 220 | 3,065 | 28.9% |
| Upper Allen township | Simpson | 18,059 | 108 | 15,338 | 123 | 2,721 | 17.7% |
| **Total Simpson Public Library** | | **48,089** | | **42,023** | | **6,066** | **14.4%** |
| | | | | | | | |
| **Total CCLS Service Area** | | **244,731** | | **221,162** | | **23,569** | **10.7%** |

*Source: U.S. Census Bureau,Census 2000 & 2010 Redistricting Data (Public Law 94-171) Summary File.*