

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
January 26, 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, Jane Graham, William Gould, Alicia Stine (alternate), Elizabeth Stone, and Marcey Whiteside.

## **Others Present**

Nan Cavanaugh, Jonelle Darr, Sue Erdman, Bonnie Goble, Dennis Marion, Linda Rice, Susan Sanders, and Denise White.

## **Received Appointments for 2008-2010 System Board**

Received Commissioners' appointments of the following people for library system board terms in 2009-2011:

1. Appointed: Marcey Whiteside (Simpson)
2. Re-appointed: Judy Yaw (Amelia Givin)
3. Re-appointed: Dr. Marian Peifer (New Cumberland, alternate)
4. Re-appointed: Johanna Reeder (John Graham, alternate)

## **Election of 2009 Officers**

The meeting opened with the election of 2009 Board officers. As presented on the nominating slate in November 2008, ***the system board unanimously elected the following people to serve one-year terms: President: Bill Gould; Vice-President: Nancy George; and Treasurer: Nancy Besch.***

## **Minutes & Treasurer's Report**

### **Previous Minutes**

***The minutes from the December 15, 2008 board meeting were approved as submitted.***

### **Treasurer's Report**

***The Library System Board unanimously moved to file the December 2008 Treasurer's Report for audit.*** The Board Treasurer reviewed and initialed December'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 January 2009 was also signed.

## Reports

### **Finance Committee Report**

#### ***Finance Committee Report***

No report. The Committee's next meeting is Tuesday, January 27, 2009.

### **Executive Director's Report**

#### **Learning and Innovation**

#### **Leadership Development**

#### ***Assistant Director***

Jackie Barton has been appointed assistant director of the Fredricksen Library.

### **Financial Management**

#### **Resource Acquisition**

#### ***Senator Vance Grant for \$40,000***

Senator Vance has indicated her intention to make a \$40,000 grant available from the state's Community and Economic Development Department for the library system. She wants each local library to receive a flat \$5000. After consulting with the library directors, Mrs. Darr plans to submit an application requesting funds for adult print materials at each library. The funds would be expected in early 2010.

#### ***State Legislative Directory Updated***

A new state legislative directory was distributed.

#### ***Beatrice Kelley Estate***

After review by Asst. Solicitor Steve Tiley, Mrs. Darr signed a release and indemnification agreement for partial distribution of \$125,000 from the Kelley estate. Mrs. Darr reported that Mr. Tiley advises that the system should not spend any of these funds until the final Court accounting occurs and a release form is signed that voids the partial distribution release agreement. (Until the final release is signed, the estate has the right to ask for a reimbursement should the executrix find that an error was made.) Mrs. Darr reports that Ms. Balaban has listed the house with Jack Gaughen for \$110,000. Ms. Balaban believes the final estate value may be as much as \$300,000. Mrs. Stine said that once the system is able to use these funds, she recommends that the funds be distributed equally among the member libraries. In addition, Ms. Balaban has requested that a small memorial gift be used at the Fredricksen Library.

#### ***Dauphin County Library System Budget***

Richard Bowra, Executive Director of the Dauphin County Library System, reports that Dauphin County has given the library system an increase of about \$250,000 (that includes funds for some new initiatives), which will grow to an aggregate of \$1.9 million more above the current millage for 3 years. (The allocation was made from the county's general fund. DCLS will get a lump sum increase of \$1.7 million in January to invest and grow to the \$1.9 for the 3 -year period.) DLCS does not plan to go back until county fiscal year 2012 for additional support. Mr. Bowra says that they achieved this increase through a combination of things, including several one-on-one meetings with

each Commissioner and a thorough review of DCLS's budget by the Chief Clerk, Deputy Clerk, and Budget Office. This information showed that DCLS had raised \$10 million in the past 6 years - so they were not looking for the county to be the sole provider.

## **Resource Allocation**

### ***New Direction for Formula Review***

Mrs. Darr reported that until December the system's library directors had been working to identify and refine elements that might be used in a new formula. However, in light of the nation's current economic environment with the probability of more state funding cuts and the system's deficit forecast beginning in 2010, the directors agreed that exploring a new funding formula that is based on a circulation-driven methodology was not the best use of their time.

The directors have agreed to discuss how the funding formula might be used as a management tool that shapes the system's services within its limited financial resources. Rather than have the library system's patrons determine how funds are allocated through circulation-driven measures, the system will experiment with looking at the resources available, determining individual library service costs and allocating funds accordingly. For example, which libraries should offer extended service hours to provide the best service possible to our county's citizens? Shouldn't the library system coordinate service hours and do its best to provide convenient locations for expanded hours across the county?

To explore this idea, the directors are developing three budget scenarios that will identify service levels and the funds needed to support those services:

1. Continue business as usual scenario;
2. A scenario that cuts service hours moderately;
3. A scenario that cuts both service hours and collections.

Mrs. Darr said that once this information is compiled, it will help the system to:

1. Understand its financial situation clearly;
2. Develop a service plan;
3. Better coordinate the system's service response to its financial situation;
4. Present the system's service and funding options to our County Commissioners for their consideration.

Budget templates have been provided to each library so that the system is compiling information in a similar way. The directors will review this information at their February meeting.

Following that, the Finance Committee and Directors have tentatively agreed to meet on Tuesday, March 31, 2009 at 5 pm to discuss the scenario planning. Ms. Darr anticipates that meeting will be facilitated by Gerry Gorelick.

## Customer Services

### Online Services

#### *Website Project*

Work is continuing at a fast pace on the website redesign project. CCLS is currently working with its grant-funded designers and usability consultant to refine the design and the site's contents. CCLS's vendor, CivicPlus, has not met the planned timeline, thus the new site's go live date is May 1, 2009 rather than April 1, 2009.

In addition, the system used grant funds to purchase two new online services:

1. **Online library card fee payment:** After extensive research and vendor testing, CCLS has used grant funds to purchase EnvisionWare software and a computer server to facilitate online payment of library fines and fees by credit card.
2. **Online donations:** After extensive research and vendor testing, CCLS has used grant funds to purchase Blackbaud Raiser's Edge NetSolutions service. This service will allow people to make online donations to libraries, including online memorial gifts. In addition, the service will be able to support online memberships for friends' groups and library merchandise sales.

## Unfinished Business

### *Designated Fund Policy*

**The System Board unanimously approved the Designated Fund Policy as amended.** Under the Strategic Development Fund section, "Who Approves Fund Use" shall read "Any expenditures of the principle in fund must be approved by the Library System Board and be acceptable to the Board of Commissioners. (See attached.)"

### *Policy Change Recommendations*

**The System Board unanimously approved the following policy additions and changes:**

- a. **Extended Loans (Vacation Loans):** Extended loans (also known as vacation loans) may be requested for periods no longer than six weeks for materials that are not in high demand. Video recordings **and electronic games** are generally not available for extended loan periods.
- b. **Other Registration Fees:** People not eligible for free registrations may purchase a non-resident library card for \$5 per month. Non-resident cards are intended for use while **temporarily** living in or visiting Cumberland County. Non-resident cards must be purchased in person. **If an individual who paid a non-resident fee permanently moves to Cumberland County, any remaining months for which he/she paid for non-resident service may be refunded by the library at which the fee was paid.**

## **For Your Information**

The following documents were distributed:

- 2008 Board Planning Calendar
- 2008 System Priorities Annual Report
- 2009 Library Board Roster
- Revised State Aid Distribution

## **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 4:50 p.m. The next meeting of the Cumberland County Library System will be held on Monday, February 23, 2009 at the Cumberland County Library System administrative office at 4:00 p.m.