

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
March 16, 2009**

**Call to Order**

The regular meeting of the CCLS Board was called to order by President William Gould at 4:06 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, Marcey Whiteside and Judy Yaw.

**Others Present**

Jonelle Darr, Sue Erdman, Bonnie Goble, Linda Rice, Susan Sanders, and Denise White.

**Statement of Financial Interests:**

Statement of financial interests were completed by each system trustee. Completed forms will be forwarded to the County Commissioners Office.

**Minutes & Treasurer's Report**

**Previous Minutes**

*The minutes from the January 26, 2008 board meeting were approved as submitted.* There was no February meeting.

**Treasurer's Report**

*The Library System Board unanimously moved to file the February 2009 Treasurer's Report for audit.* Mrs. Darr noted that the 2008 audit and final year end reports should be available by April 2009. A final 2008 Treasurer's Report will be distributed once the year-end adjustments have been made.

The Board Treasurer also reviewed and initialed January's and February'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 and February 2009 was also signed.

**Reports**

**Executive Director's Report**

**Advocacy**

**2009-2010 State Budget**

The Governor's proposed budget cuts 5.1% from state support for library services, or \$4,790,000. These cuts not only reduce library services, they also will trigger the loss of

nearly one million dollars in federal funds. Even worse, the 5.1% cut includes a 51% cut to state library operations. The State Library is south central Pennsylvania's only public research library. A cut of this magnitude will virtually eliminate all library operations.

The Pennsylvania Library Association is advocating for level funding in order to meet some part of the rising demand for hours and access to computers, training classes, current books, publications, and DVDs.

Library advocate Linda Humes, Glenn Miller, PaLA's lobbyist Amber Squires, and the system director met with Senator Vance to discuss the situation on March 13, 2009. Senator Vance was supportive, but could not promise any changes would be made. Mrs. Darr encouraged advocates to send letters to legislators in the coming months for that support PaLA's position. (Talking points were distributed in the board packet).

Also, at the *Sentinel* newspaper's request, Bill Gould and Mrs. Darr also submitted an Op/Ed piece on how needed libraries are right now and what the funding cuts will mean. It was published on March 1, 2009.

### ***Economic Stimulus Funds***

CCLS is slowly learning whether or not economic stimulus funds are actually going to be available for libraries, especially for library capital projects.

To date, the only promising lead is that an additional \$130 million will be allocated nationally for the United States Department of Agriculture's Rural Community Facilities Program. The USDA's Community Programs includes the Community Facilities Guaranteed Loan Program, the Community Facilities Direct Loan Program, and the Community Facilities Grant Program. These programs help develop essential community facilities for public use in rural areas.

Mrs. Darr has been in touch with local USDA district office (Lori Kuhn at 218-3002, ext 124). She indicated that based on its population and median income:

- **Amelia Givin** is not eligible for a grant, but is eligible for a loan.
- **Bosler** is eligible for a grant and a loan
- **Shippensburg** is eligible for a grant and a loan.

Ms. Kuhn does not yet know how much additional stimulus funds its agency will receive, but in the past, the agency has made grants in the \$50,000 to \$100,000 range and loaned up to \$3,000,000 in funds at 4.5%, with up to 40 years for financing construction. Applications are accepted on a continuous basis and prevailing wage rates do not apply currently.

### ***Issue to Monitor: Consumer Product Safety Improvement Act***

*(Excerpt from American Library Association Washington Office website)*

Last August, Congress passed "The Consumer Product Safety Improvement Act of 2008" (CPSIA). This Act seeks to decrease the levels of lead and phthalates in products intended for children age 12 and under. It will be enforced by the Consumer Product Safety Commission (CPSC).

In the past, books have been considered an unregulated product since they are generally considered safe and are not subject to the same rules and regulations as toys and other objects on the U.S. market. However, under the CPSC General Counsel's interpretation of the CPSIA, books would be subject to the same testing standards as children's toys. In practice, this means that libraries could face barring children age 12 and under from using library books that have not been tested and proven safe.

In the past, very few recalls have actually involved books. And, when recalls have involved books, it's not because of the books themselves but rather the toys that were attached to the books that were considered potential choking hazards. In spite of this information, the standard hardcover and paperback books would be subject to the same testing standards as children's toys under the new legislation.

As a result of this issue, the Association of American Publishers (AAP) has tested books and found that lead levels were far below the future legal requirements at the full implementation of the regulations three years from now. However, the advisory opinion from the CPSC says that not only must the testing be done by one of their certified labs but that this legislation also is retroactive, and every book must be tested.

To prevent this from happening, ALA has been in discussion with attorneys, other associations and the sponsors of the original bill. ALA's analysis is that neither the law nor the legislative history indicates any Congressional intention to include books and even textbooks in the law.

Originally, the new regulations barring children from using non lab-tested books were to take affect February 2009. After receiving numerous complaints about these regulations, the CPSC has delayed implementation of the regulations for further review until February 10, 2010.

## Financial Management

### Resource Acquisition

#### *2009-2010 ERate Funding Applications*

The library system submitted applications for eRate subsidies from the federal government totaling \$54,979.55 for the period July 2009 through June 2010.

Member library funding requests	Funding Request	Discount Rate
Amelia	\$ 809.82	50%
Bosler	\$ 1,518.00	50%
Fredricksen	\$ 2,191.20	40%
East Pennsboro	\$ 444.00	50%
John Graham	\$ 648.96	50%
New Cumberland	\$ 1,740.42	50%
Shippensburg	\$ 1,180.20	50%
Simpson	\$ 842.40	50%
Administrative	\$ 44,762.15	49%
<b>Total</b>	<b>\$ 54,979.55</b>	

### ***\$40,000 DCED Application Submitted***

At the request of Senator Pat Vance, a \$40,000 Community Revitalization grant from the Department of Commerce and Economic Development application was submitted for adult print materials, with an emphasis on nonfiction.

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

Beatrice Kelley's home was sold on February 27. The net proceeds were \$74,525.69. Executrix Karen Balaban reports that she still has boxes of papers to go through, needs to file the 2008 income tax returns, must file the inheritance tax return (even though no tax is due), must obtain the life insurance proceeds (waiting for response from Baltimore Life), and she is working to get Chase to forgive the unauthorized charges made by Beatrice's nephew. To date, the system has received one distribution of \$125,000 and has been notified of a second \$125,000 distribution that is forthcoming.

### ***Foundation Board Meeting***

The Foundation Board met on February 24, 2009. Elected officers include:

- Debbie Fulham-Winston, President
- Bruce Darkes, Vice-President
- Nancy Cerveny, Treasurer
- John McCrea, Secretary.

Ms. Fulham-Winston has volunteered her time to do a library funding needs assessment and some grant prospect research for the library system.

## **Customer Services**

### **Emerging Library Audiences**

#### ***Library Materials that Support Immigrants***

The library system completed its \$10,000 DCED Community Revitalization grant project to purchase materials that will support the needs of newly arrived immigrants to our community. A final grant report was submitted this month. About 270 titles were purchased on a variety of topics including: preparation for citizenship, language materials, materials about American culture. In addition to books, quite a number of titles are in DVD or CD formats.

### **Online Services**

#### ***Web Site Development Continues***

Due to delays caused by our web site software company, our web site launch date has been delayed to May. We are now working on writing and designing content for the site and plan to have much of the content up by the end of March. User testing of the new site will occur in early April.

### ***Keystone Library Network***

As a first step in exploring how we will replace the system's Horizon Integrated Library System server in 2010, Bill Gould arranged for a meeting with Shippensburg University's computer center. They provide the servers for the Keystone Library Network, which is a consortium of academic libraries (State System of Higher Education

libraries, The State Library, Geneva College and Harrisburg University of Science and Technology) that use one automated system (ExLibris Voyager system). We plan a follow up meeting to discuss possible costs of joining the consortium and whether or not our functionality needs match with the network's academic library focus.

### ***County Network Upgrade***

Currently, CCLS is connected to the County Courthouse via a fiber ring. This contract has been extended into 2010 to allow adequate time to set up a new wireless antennae network. The transition is planned for summer 2010.

The County plans to work with Bosler to seek a zoning change that will allow for an antenna to be mounted on its roof (approx 6' high.) The antenna will not be visible from the street. It will be mounted on a sled that will not penetrate the roof.

If the CCLS office moves, this would require the system office to lease a connection back to Bosler. Moving the 'sled' to our new location (if an antenna was allowed) would be more expensive.

## **Processes and Evaluation**

### **Efficient, Cost-Effective Processes**

#### ***Building Plans***

After reviewing the architectural drawings that the developer for the Cherry Street building prepared, CCLS has concluded that the second floor of the building does not offer sufficient space for its operations. The developer has been notified that we are not interested in the space.

The director continues to work with the county as part of its space planning program. The courthouse will see significant shifts in office space when a sixth county judgeship is added to the building in 2012. This will require finding additional space for some county operations. The library system offices could be part of this mix.

#### ***Strategic Marketing***

The New Cumberland Public Library has once again been honored by its listing in a new national index of libraries, the Library Journal Index of Public Library Service 2009. Dubbed "America's STAR Libraries", each public library in the US was given a score based on a the library's standing on circulation per capita, visits per capita, program attendance per capita and public internet computer use per capita when compared with similar size libraries.

The New Cumberland Public Library received three stars (number 21 on the list) for libraries with budgets between \$400,000 and \$999,999. Only two other libraries in Pennsylvania were listed. (*Library Journal*, February 15, 2009, p. 26-33). The board congratulated the New Cumberland Library.

Mrs. Darr also acknowledged that the Simpson Library has been mentioned about its Friends strategy plan in the book "*Even More Great Ideas for Library and Friends*".

## **New Business**

### ***Transfer of Funds***

***The system board unanimously approved to put a partial portion of the reserve funds (\$1.2 million) in a certificate of deposit or money market at the financial institution offering the highest percentage of return on the investment.***

### ***Commerce Bank Changes Interest Rate***

Effective March 9, 2009, Commerce Bank has reduced CCLS's operating account interest to a minimum of 1% and a maximum of 1.5% (Federal funds less 15 points).

### ***Best Practices in Early Learning***

Simpson Public Library will receive the Pennsylvania Library Association's Best Practices in Early Learning Award for its Kindergarten Connection Program.

As previously mentioned in the November's meeting minutes, the administrative office planned to hold its annual Legislative Breakfast in the spring rather than the fall of 2009. However due to scheduling conflicts for elected officials the legislative breakfast will be pushed sometime after August.

### ***Right-To-Know***

CCLS received a right-to-know request for copies of the system office's fuel bills from 2008 to present. The request came from Barley Snyder, LLC of York, Pennsylvania.

### ***Trustee Institute***

This year's Trustee Institute will be held Friday and Saturday, April 24 and 25<sup>th</sup> at the Holiday Inn, Grantville. Mrs. Darr encouraged trustees to attend these free seminars.

### ***Trustee Training***

Mrs. Darr and Ms. Haverman will offer an orientation for new library trustees on Thursday, April 30<sup>th</sup> at Comfort Inn Suites, Carlisle.

### ***National Library Week***

Cumberland County Commissioners will issue a National Library Week proclamation on Monday April 6, 2009 at 2:00 p.m. in the commissioner's hearing room, 2<sup>nd</sup> floor. Board members were asked to attend.

## **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 4:55 p.m. The next meeting of the Cumberland County Library System will be held on Monday, April 20, 2009 at the Cumberland County Library System administrative office at 4:00 p.m.