

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
April 20, 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, Dennis Marion, Linda Rice, and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the March 16, 2009 board meeting were approved as submitted.

Treasurer's Report

Correction: The March Income Expense Report erroneously indicated the date of February 2009 rather than March 2009 (attachment B2). ***After making this change, the Library System Board unanimously moved to file the March 2009 Treasurer's Report for audit.***

As directed by the library system board last month, \$1.2 million was transferred to a collateralized money market account with F&M bank that will earn 2.50% interest through the end of the year.

Mrs. Darr noted that the 2008 audit and final year end reports should be available by May 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 March'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 March 2009 was also signed.

Reports

Executive Director's Report

Learning and Innovation

Leadership Development

MLS Intern Graduates and Gets Job

Sarah Weeks, the library system's intern from Clarion University, completed her work in March. She made valuable contributions to our new web site. Following her graduation, she was successful in getting a full-time professional position in Rapid City, South Dakota as a technical services librarian.

Library Clerk Plans to Enter Library School

Regina Robinson, one of the administrative office's part-time processing clerks, is considering library school enrollment while continuing to work for CCLS. The system should be able to accommodate her schedule with a flexible work schedule.

Trustee Training

Trustee training night will be held Thursday, April 30 at 5:30 pm (supper). The registration deadline is Friday, April 24. To date, the following people have registered:

Trustees:

Kevin Stoner	Nancy Besch
Joanne Creter	Mary Lou Pierce McLain
Nancy Cerveny	Richard Hoover
Gay Walker	Linda Willis
Alicia Stine	Jim Smith [subsequently withdrew]
Diane Myers	Liz Stone
Myra Badorf	

Staff:

Jonelle Darr	Linda Rice
Sue Erdman	Susan Sanders
Bonnie Goble	Sally Smith

Financial Management

Resource Acquisition

Beatrice Kelley Estate

To date, CCLS has received a partial estate distribution of \$250,000.

LSTA Grants

CCLS will receive funding for 2 of its 3 LSTA grant applications:

- Simpson Library — \$18,000 for video gaming materials;
- CCLS — \$10,000 for children's books about special needs.

The library system's training grant application was not funded. The letter from Commonwealth Libraries noted that the grant process was highly competitive this year

and the state had fewer funds to grant. ***The library system board unanimously moved to accept the LSTA grant funds.***

Resource Management

County Considers Third Class Status

The County Commissioners' management team is researching the impact of moving from a fourth class county to a third class county. The following information was provided to the Commissioners:

Summary

In 2009, the Cumberland County Library System received \$496,742 in state County Coordination Aid funds. According to the Pennsylvania Library Code (24 P.S. Section 4303.7), if Cumberland County became a third class County the library system's County Coordination Aid would decrease 40%. In 2009, this amounts to a -\$298,045 loss in state funds. If the state funding formula had been fully funded in 2009 (\$.50 matching state money for every County \$1), the system's County Coordination Aid would lose about \$900,000.

However, since 2004, state aid has not been allocated on the basis of the state aid formula (due to poor levels of state funding). State aid has been calculated as a percentage increase/de-crease 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.

This potential cut in State County Coordination Aid funds would have a direct effect on services provided by the system's administrative office for the public and member libraries. Funds are used for:

- Countywide computer network and online reference databases;*
- Library materials acquisitions, cataloging and processing services;*
- Delivery services to libraries;*
- Subsidies for member libraries health insurance benefits; and*
- Rental costs for library system administrative office space.*

Legal Basis of Problem

Pennsylvania's state-aided libraries are governed by the Pennsylvania Library Code. The applicable section of the Pennsylvania Library Code follows: (24 P.S. Section 4303.7):

The Library Code,

SECTION 303.7. COUNTY COORDINATION AID.

(B) In the case of a county library or a county library system in counties of the second through eighth class, State-aid shall be given in an amount measured by the amount appropriated by the county government from county moneys, either from the General Fund or a special library tax or other sources and from a district established pursuant to Section 3110-B of the Act of July 28, 1953 (P.L. 723, Number 230) known as the "Second

Class County Code,” for the support and maintenance of the county library, and shall be determined as follows:

<i>Class of County</i>	<i>Percentage Match</i>
2	5%
2A and 3	30%
4	50%
5	50%
6	100%
7	100%
8	100%

Customer Services

Core Library Services

Children’s Advocate Award

Lin Anderson, children’s librarian at Amelia Givin Library will receive Success by Six’s Children’s Advocate Award at the organization’s May 7, 2009 business leaders breakfast at the Carlisle Country Club. Board members were invited to attend. ***The library system board unanimously approved sending a congratulatory letter to Ms. Anderson.***

Best Practices for Early Learning

Last month, it was reported that Simpson was to receive a PaLA Best Practices in Early Learning award for children entering kindergarten. This was incorrect. Simpson won the award for its Kindergarten Club program instead.

Simpson’s award brings the library system’s total number of early learning awards to ten. That is a great record for the award program’s six year history:

- Shippensburg – Passport Program (2004)
- Bosler – Share a Story (2004)
- Cumberland County Library System – Getting Ready for Kindergarten School Readiness Calendar (2005)
- Fredricksen – Library for Lunch (2006)
- Amelia Givin – Born Learning® Baby Book Bag (2007)
- Bosler – Born Learning® Baby Book Bag (2007)
- Fredricksen — Mission Transition (2007)
- Shippensburg – Infant-Toddler Summer Read-to-Me (2007)
- Simpson Public – One Book, Every Young Child (2008)
- Simpson Public – Kindergarten Club (2009)

Online Services

Web Site

Thousands of hours of work have been put in by library staff over the past two months creating the system’s new web site. Usability testing occurred on April 9-10 and staff are now making changes as a result of what we learned. The public launch is

scheduled for May 11, 2009. You can see the web site as it is being produced at <http://pa-cumberlandcountylibraries.civicplus.com>.

Efficient, Cost-Effective Processes

Building Plans

Work continues with the county as part of its space planning program. The county is considering the Rufe Chevrolet facility on the west side of Carlisle (Ritner Highway/Route 11). Only a few miles from our present site, it appears to offer the library system plenty of space that is all on one floor with lots of parking. Plus, it might be available to us for about \$5/square foot (which is about the same as what CCLS currently pays now for half the space.) The county is thinking about co-locating its Election Bureau, county transportation vehicles and forensic center to the building.

Bosler is also moving forward with its plans for a building. While they have been approved for a capital campaign to proceed in 2011, they are considering expanding and building the shell now with government grants. Thus, CCLS's office space may be needed by Bosler sooner than anticipated.

Dennis Marion reviewed the plans with the board. This included the possibility of using \$2.2 million in energy efficiency and conservation economic stimulus funds for windows, insulation, HVAC etc. The board agreed that the property seemed to be a favorable location for the administrative office to be located.

Energy Efficiency and Conservation Block Grant Funds

As mentioned previously, Cumberland County is eligible to receive energy efficiency and conservation economic stimulus funds. Applications are due from the County in June. Projects need to be in the immediate future and 'shovel-ready'. A list of possible projects from member libraries was sent to the county for consideration.

Strategic Marketing

National Library Week

On April 6, 2009, the County Commissioners proclaimed National Library Week for April 12-18. It was reported that libraries were extraordinarily busy.

In the first quarter of this year:

- Library catalog search sessions are up 177% from last year's first quarter (from 1,112,707 to 2,087,668).
- Public Internet Computer use is up 33% from last year's first quarter (45,867 people used our Internet computers)
- Circulation increased 5% from last year's first quarter (683,817 items were borrowed)
- ~~Registered borrowers increased 31,759 when compared to the number of people registered on March 31, 2008. (A total of 130,008 people have library cards)~~
(Corrected, May 18, 2009)
- 3259 new library cards issued in first quarter of 2009, compared to 2220 cards issued in first quarter of 2008 — a 47% increase. (Corrected, May 18, 2009)

Excellent news coverage was received from both newspapers and television stations.

- Sentinel newspaper, front page - April 18, 2009 "Economy bolsters need for local libraries" <http://www.cumberlink.com/articles/2009/04/18/news/local/doc49e95d6ce0cf4526583843.txt>
- Patriot News - April 18, 2009 "All Are Welcome" front page. <http://www.pennlive.com/news/patriotnews/index.ssf?base/news/1240016115210360.xml&coll=1>
- WHTM TV 27 - April 14, 2009, 11 pm news and morning news - "People Flock to Local Library" <http://clkurl.com/?em613331>
- WHP TV 21 - April 18, 2009, 6/11 pm news - video link not available - Story filmed at Fredricksen on Saturday, featuring reference librarian Meaghan Sabatini and shots of people using computers and display of job searching books.

New Business

Banking Proposals

The library system board considered three proposals for its general operating account:

Commerce Bank:

- Account interest rate is a minimum of 1% and a maximum of 1.5% (federal funds less 15 points);
- No fees
- Free online ACH transfers to library accounts;
- Free Wire transfers;
- Free safety deposit box;
- All funds are collateralized under act 72.

PNC:

- Checking Account interest rate is a minimum of 1% (for three months, following that, checking account rate is guaranteed to be no lower than .25% for the remainder of the year.) There is no minimum balance required.
- Money Market Account interest rate is 2.25% (I am currently verifying the term on the MMA interest rate) (Online transfers can be made between the checking and money market account);
- No fees;
- Free online ACH transfers to library accounts;
- Free Wire transfers;
- Free safety deposit box;
- Free online deposit scanning system for faster deposits directly from our office (doesn't require visit to bank for Denise)
- All funds are collateralized under act 72.

Orrstown Bank:

- Non Profit Checking earning 1.00% guaranteed for the remainder of 2009. this is not an introductory rate, our current rat on this account is 1.00% APY (no need to transfer balances between accounts) Minimum balance of \$100,000
- No fees;
- Free online ACH transfers to library accounts;
- Free Wire transfers;

- Free safety deposit box;
- Free online deposit scanning system for faster deposits directly from our office (doesn't require visit to bank for office staff)
- All funds are collateralized under act 72.

Recommendations from the System Finance Committee were mixed. Frank Rankin recommended Orrstown. Kathy Steiner recommended Commerce. Alicia Stine recommended PNC. ***Based on the Orrstown banking relationship with the Shippensburg Library, its offer of check scanning services, and the fact that the bank is headquartered in the county and has a Carlisle branch, the system board unanimously approved changing CCLS's bank relationship from Commerce to Orrstown. Due to a conflict of interest, Judy Yaw abstained from the board's discussion and vote.***

Advocacy

Letters to legislators advocating level funding and restoring proposed cuts to the State Library were signed by system officers. Mrs. Darr also encouraged trustees to send letters to legislators. Mrs. Stine asked for a list of Appropriations Committee members to be shared. Mrs. Whiteside asked about talking points for member library boards.

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 5:10 p.m. The next meeting of the Cumberland County Library System will be held on Monday, May 18, 2009 at the Cumberland County Library System administrative office at 4:00 p.m.