Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
February 27, 2012

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, Suzanne Simmons, Alicia Stine, Elizabeth Stone and Kevin Stoner.

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

WELCOMED
After returning from leave, Linda Rice, Kevin Stoner, and Sue Erdman were welcomed.

MINUTES & TREASURER'S REPORT
Previous Minutes
The Library System Board unanimously approved the January 23, 2012 board meeting minutes.

Treasurer's Report
The Executive Director reviewed the Balance Sheet and Income and Expense statement for the month of January. Two corrections were noted: account number 4190, $2000 Other State Revenue will be moved to account number 4430 Contributions; and account number 4440 Grant will be moved to account number 4010-3 LSTA Simpson LSTA grant. It was also noted that final adjusting entries for 2011 are expected by next month. After these corrections, ***the Library System Board unanimously moved to file the January 2012 Treasurer's Report for audit.***

Treasurer, Kevin Stoner, reviewed and initialed January's bank statements, cancelled check records and reconciliation reports for the system's general, money market, and LSTA accounts. The executive director's expense check for February 2012 was also reviewed and signed.

REPORTS
Executive Director's Report
System Wide Trustee Training
Board members were encouraged to ask their fellow trustees to attend the trustee training on March 29th. Also, members were encouraged to register either via the paper registration form included in their board packets or online at http://www.surveymonkey.com/s/trusteetraining2012

Innovation

Software Demonstrations Scheduled

The library system has scheduled a demonstration of radio frequency identification technology and self-check stations by 3M on March 20, 2012, 1:30 pm at New Cumberland Library Foundation House for directors and member library staff. If board members are interested in attending to learn more about the benefits and costs of this technology, please contact the Executive Director.

At the close of last year, CCLS requested an initial quote from SirsiDynix to migrate to Symphony. The tentative quote was about $74,000. A new server for the system's older Horizon software would likely cost as much as $65,000. This means that moving to Symphony is worth investigating. Plus, the quote also indicated that migrating to Symphony has the potential of lowering our annual maintenance costs significantly in the second year. Thus, we are examining the possibility of migrating to Symphony very carefully. (In addition, Dauphin County Library System is also considering a similar migration and CCLS is continuing discussions to see if a shared system makes good service and financial sense.)

Therefore on May 16-17, the library system has scheduled in-depth presentations on SirsiDynix's next generation integrated library system software, Symphony, for member library directors and key management staff. The demonstrations will be held at Fredricksen Library.

Strategic Planning

Using the amount budgeted for a strategic planning consultant; Mrs. Darr obtained a proposal from Nancy Dering Mock to provide her services as a facilitator for several planning sessions with library directors, member library board members (executive committees) and system board members. (Attachment D)

Her fee of $5,280 is well under the $7500 that was budgeted for this line item. Mrs. Mock is very familiar with library services and issues, and is an experienced, excellent facilitator. ***The system board unanimously approved hiring Nancy Dering Mock as facilitator for the system's strategic planning.*** Dates will be selected and sent out. The initial session will likely be held on a Saturday morning from 9 am to 12 noon this spring.

Financial Management

Resource Acquisition

Public Library Subsidy

Governor Corbett's proposed 2013 budget would mean a loss of about $52,000 for the library system next year. Governor Corbett has proposed:

- A reduction of 5% ($2.6 million; down to $50.8 million) for the Public Library Subsidy;
- No further cut to Library Access which received a 5% freeze reduction in January; same amount for next year of $2.8 million;
- No further cut to Library Services for the Visually Impaired which received a 5% freeze reduction in January; same amount for next year of $2.5 million;

- A reduction of $114,000 (-5.5%) for operations of the State Library.

Based on the cuts that libraries have already experienced and increasing service pressures, the Pennsylvania Library Association will advocate for level funding for library services.

Keystone Grant for Bosler

Cumberland County, on behalf of Bosler Memorial Library, will receive a $36,500 Keystone Recreation, Park and Conservation Fund Grant. Bosler will match the grant dollar for dollar to replace the roof on the older section of the building. The grant will flow through the County to the library system. Since it is a smaller grant, the library system will manage the grant, and not the redevelopment authority.

Resource Management

2012 Budget Error

An error was discovered when CCLS's adopted budget was entered into the system's accounting software in late January. The subtotal for the Renovation/Relocation line items that were added ($161,382 – line item 5390) did not carry through to the overall total. This adds $161,382 to the library system's expenses.

However, the balance carryover from the prior year, which CCLS' auditors tentatively estimate at $471,426 (line item 3500), was also not included in the budget for 2012. Thus, the library system does have enough money to pay for these expenses. The renovations will leave the library system's ending unrestricted fund balance at $310,044 (line item 3600). A corrected budget document reflecting these changes is available as Attachment G.

To prevent this type of problem from occurring again, CCLS staff will enter the draft budget figures into QuickBooks in November 2012 and then again in December 2012 before the final budget is adopted. This will pick up any errors in the budget's Microsoft Excel worksheets.

SpyGlass Proposal Rejected

After further consideration, Spyglass was notified that its proposal to review the library system's telecommunications invoices and services would not be accepted because the system would be at risk for charges when it changes telecommunications providers in the next year.

Resource Allocation

EITC Funds

At its meeting on February 13, the library system foundation approved an initial distribution of $10,800 in EITC funds to benefit the summer reading program. The funds came from two companies: Ahold ($10,000) and Mid-Penn Bank ($2000). This is about 32% more in EITC funds than was received in 2011, and more than three times the amount of money distributed in 2010. (Amounts listed below).

CCLS FOUNDATION 2012 ADOPTED BUDGET – February 13, 2012	2010 FINAL	2011 FINAL	2012 ADOPTED
Amelia Givin	$ 130	$ 239.92	$ 364.74
Bosler	$ 239	$ 517.82	$ 1,186.60
Fredricksen/ East Pennsboro	$ 693	$ 1,793.74	$ 2,171.57
John Graham	$ 71	$ 89.53	$ 139.35
New Cumberland	$ 162	$ 339.64	$ 493.54
Shippensburg	$ 280	$ 436.09	$ 652.95
Simpson	$ 800	$ 1,773.27	$ 2,791.26
System Services	$ 125	$ 3,000	$ 3,000.00
Total EITC Funds	$ 2,500	$ 8,190	$ 10,800

Distributions will be based on the number of children who registered and completed the summer reading program in 2011. Since this allocation was approved, another $600 has been received from PPG. Its allocation will be approved at a spring foundation meeting.

Customer Services

Online Services

Online Payment Services

The library system quietly launched its online payment service this month. With only a link from the web site, and no news release, 23 customers used the service by Valentine's Day. A news release will be sent out in March promoting the service.

Online Fee Payments (as of 2/15/2012)	Fees Paid
Damage fees	$34.95
Debt Collect fees	$20.00
Fines	$203.68
Lost items	$21.94
Lost/Processing fees	$25.00
Total to be paid to libraries	$305.57
Convenience Fees	$34.50

Following the receipt of the bank statements, library payments will be disbursed once each month.

eBooks

Mrs. Darr shared a sample letter from a library director that informed its customers about the problems that libraries are having in acquiring eBooks. A number of major publishers refuse to sell public libraries copies of eBooks that are readily available to individuals through Amazon or Barnes and Noble. Mrs. Darr asked the library system board for its advice regarding how to inform CCLS' customers that public libraries are unable to obtain many eBooks that customers' desire due to publisher embargoes. The board recommended that

the system consider creating talking points for staff, and posting general information on the Internet about the problems with eBook licensing and purchase. At this time, an aggressive advocacy campaign will not be undertaken.

Network Service Improvements

As part of the system's eRate application for 2012-2013, Mrs. Darr obtained quotes from Level3 for new services at 1601 Ritner Highway and Bosler Library as well as quotes for increasing the bandwidth at the system's two busiest remote libraries, Fredricksen and Simpson. These two libraries regularly experience significantly slow response times on the system network. ***The system board agreed to make these service changes at Fredricksen and Simpson.***

Proposed Service Changes to Automation Telecommunications	2012 Budget	Actual Cost	Projected Erate Reimbursement	Projected Final Cost
Amelia Givin 3 Mbps	$ 6,900.00	$ 6,890.00	$ (3,445.00)	$ 3,445.00
Bosler:	25,670.20		-	-
30 Mbps Server Connection		36,561.36	(18,280.68)	18,280.68
6 Mbps Connection after Server move		8,309.40	(4,154.70)	4,154.70
East Pennsboro 3 Mbps	6,900.00	6,890.00	(3,445.00)	3,445.00
Fredricksen 3 Mbps to 6 Mbps	6,900.00	11,950.00	(4,780.00)	7,170.00
John Graham 3 Mbps	6,900.00	6,890.00	(3,445.00)	3,445.00
New Cumberland 3 Mbps	6,900.00	6,890.00	(3,445.00)	3,445.00
Simpson 3 Mbps to 6 Mbps	6,900.00	13,267.00	(6,633.50)	6,633.50
Shippensburg 3 Mbps	6,900.00	6,890.00	(3,445.00)	3,445.00
1250 Ritner Highway Connection	5,808.50	8,111.51	(4,055.76)	4,055.76
1601 Ritner Highway Connection	15,600.00	16,852.08	(8,426.04)	8,426.04
Estimated Universal Service Fund Credit	(30,000.00)		-	-
Contingency (2%)	1,333.00		-	-
Wide Area Network Telecommunications	$ 66,711.70	$ 129,501.35	$ (63,555.68)	$ 65,945.68

Later this year, the library system plans to seek bids for improvements to its entire telecommunications network, with any new services to start in July 1, 2013. Until then, the library system only can seek bandwidth improvements from its current network provider, Level3.

Processes and Evaluation

Efficient, Cost-Effective Processes

Building Construction

Construction continues at 1601 Ritner Highway. The exterior façade and windows are nearly complete, and the server room is almost ready for occupancy. (However we do not plan to move the equipment until July at the earliest).

The County has confirmed with the Borough that occupancy permits can be issued if only the library system's front portion of the building is complete. Dennis Marion has also spoken with

Facilities Maintenance Manager John Lopp about how to use more labor resources if the schedule gets any further behind.

CCLS FOUNDATION

Update

The CCLS Foundation met on February 13, 2012. The board welcomed new Shippensburg Public Library representative John Nickey. CCLSF officers were elected (President: Bruce Darkes, Vice-President: Deb Fulham-Winston, Treasurer: Nancy Cerveny, and Secretary: Ken Aungst). An at-large member was appointed to the Executive Committee: John Nickey.

The Foundation adopted a balanced budget for 2012. The board agreed to meet five times in 2012, on the second Monday of the month at 5:00 pm (February 13, April 9, June 11, September 10, and November 12). The months in between will be used for committee meetings.

On March 12th at 5:00 pm, the Foundation Executive Committee will meet to discuss possible nominations for 4 at-large board positions. Foundation board members will ask their local library boards for possible at-large foundation board member suggestions. Suggestions should be sent to Bruce Darkes (bruce@bridgeportadvisors.com) or Deb Fulham-Winston (dwfw@comcast.net) or Jonelle Darr (jdarr@ccpa.net) .

CCLS FOUNDATION

2011 System Priorities Report

2011 service statistics indicate that overall circulation declined 1% with library cardholders and library visits increased 6% and 2%, respectively. Most other indicators were up, with a few increasing significantly. (For example, program attendance by 7% and STAR services by 19%). As part of the county's planning and budgeting process, all bold-faced items were reported as primary objectives to the County Commissioners in June 2011.

NEW BUSINESS

Policies

After review, the system board unanimously adopted three revised policies:

- ***Bids, Quotes and Contracts***
- ***Confidentiality of Library Records***
- ***Employee Criminal and Child Abuse Background***

UPDATES

News from member libraries was shared.

Adjournment

The meeting adjourned at 5:05 pm. The next meeting of the Cumberland County Library System will be held on Monday, March 19, 2012 at the Cumberland County Library System's administrative office at 4:00 p.m.