

District Advisory Council Minutes – October 20, 2010

Members in Attendance:

Bonnie White Thomas Beaver Lib., Hal Pratt Bloomsburg Lib., Katie Evans Union County Lib System, Roberta Greene PLUC, Carol Roinick Sullivan County Lib, Ruth Davis Genesee Lib, Shelby Kinsey Blossburg Memorial Lib., Jody Cole Potter-Tioga Lib. System, Diane Whitaker Ross Lib., Shirley Alters JVB, Janice Trapp JVB, Karen Temple NCLD , Barbara McGary NCLD, Louise Eakin Lycoming County Lib System, Melissa Rowse Montgomery House Lib., C. Lynn Williams Priestley-Forsyth Lib., Richard Miller McBride Memorial Lib., Lydia Kegler Columbia County Traveling Lib., Jeffrey Singer Bradford County Lib, David LaFrance Bradford County Lib. System, John Meckley Milton Lib., Pam Ross Snyder County Lib System

Introduction:

Melissa welcomed everyone and all in attendance introduced themselves as well as shared a favorite Halloween Costume.

Minutes:

Minutes were approved. Due to some individuals not receiving the minutes, a sheet prepared by the DLC librarians was circulated with the request to correct any information that may not be correct to ensure accuracy.

Budget:

Barbara McGary introduced the situation with the budget and the additional 11% in funding cuts. She offered an overview and a review of the budget that had been passed prior to the additional cut of \$38,000 It was noted that in the event of a loss plus or minus 10% DAC is able to renegotiate the budget. This occurred with the officers of the committee who examined the provisions.

It was firmly stated that the District can still provide all the services within the provisions of the agreement but the money had to be taken out.

Barbara then noted that it was important to be aware of the Overhead Costs JV Brown Library funds as the district library center, which saves expense to the district. These items were broken down in a format and distributed as part of the meeting information packet. Two additional resources available to the district at no cost are the PANO membership and the Foundation Center (grant writing resources)

Following the above an overview of where the budget was trimmed and other reductions that assisted in saving some services. Noted was the trimming of the raises that had been voted into the previous budget. The question was raised if there was any way the raises could remain. Karen, Barbara and Janice Trapp offered a number of points as to why it was best and, at this point in time, important for the raises to be put on hold. Barbara went through and explained all other trimming that occurred including the collection and also noted why certain expenditures are necessary and required such as Continuing Ed. and Professional development. There was a great reduction in the area of Technology because of Charles Ormsbee's efforts in evaluating and researching options.

Also noted was the information that ILL is being re-examined and evaluated for more efficiency and better service. The group was informed that it would be changed by the next DAC meeting. A District meeting will be happening in Dec. at Brown Library to discuss and change the ILL system.

Karen Temple wished to share an opportunity that is being tried locally called Williamsport Rocks. Simply put, it is an effort to touch base with area politicians and make them aware of the community, it's opinions and needs. She noted it comes down to knocking on doors and being a visible entity. She will be offering more information in the future.

There was a motion on the floor to pass the budget: The budget was passed with 1 Nay and 1 Abstention

Regional Report:

Barbara McGary introduced the report with an explanation of the change from a Library District to the North Central Region. Because of our size, we are unique in the change state wide as our boundaries will not change. The regions are identical to the Chapters of PaLA. Reviewed were our actions taken in the form of our Strategic Plan, the formation of a Regional Council, a Peer-to-Peer Grant Writing Team, the Advocacy Training with Jeff Nischwitz and the Security Workshop with Warren Graham.

Additional thoughts included encouraging piggybacking on each other's services in our local areas. Noted was an opportunity to connect with services with the Dept. of Health. Libraries were encouraged to think of other local agencies both local and state.

The District Consultants will continue with the strategic plans of having area meetings in the north, central and southern parts of our region. For clarification: all regional meetings will also be DAC meetings

The next meeting will take place in Williamsport and will be the 1st official Regional Meeting.

December 8th 10-12am - Vendors and mainstreaming technical services (mass purchases)

1-3pm -Trustee Webinar: Governance and Conflict of Interest

Libraries are instructed to bring all costs of technical services to the meeting. This includes book purchasing, supplies (spine labels, covers, etc.) labor (time spent processing, cataloging) and anything else.

Waivers:

Make sure you understand what waivers are and used for. There has been some confusion. Waivers are used for things that affect and impact services required by state standards. The standards are Quality and Incentive for Excellence

There are 2 areas that will not be considered under any circumstances:

Furloughs: example; a library closing for 2 weeks during Christmas and New Year's holidays

Collections: cannot eliminate funding one portion of collection; example- use a grant to purchase children's books. You must spend on all categories of materials.

Spending is to stay the same for this past year. You are to apply for waivers for 2011. Even if you received waivers in 2010, you must re-submit for 2011. Waivers are being accepted now for FTE's and Hours of Operation.

Collections: You are allowed to go down to 9% on collection funds. In paragraph form cite why you need to cut. The loss of endowment funds, budget cut from state, etc. If you cut anything greater than 9% you must submit a spreadsheet of the collection distribution and describe how you plan to rebuild the collection when the funding comes back.

Hours: If you plan to cut hours of operation you must justify the reason why. Example: Safety, if the library has evening hours and has only one staff person working; that justifies closing for the safety of the staff.

Weekend hours can be cut to 4 operating hours, either Sat or Sunday. Justify the cutting of weekend hours. Be aware of other local library weekend or weekly hours and include cooperation for library availability to area residents.

Karen suggested creating a County-wide calendar for distribution offering hours of operation, programs, and events for more awareness. It was also suggested that for weekend workers within a system, it may

be advisable to compensate appropriately for the library to stay open during the weekend.

Also discussed by Karen was the discussions taking place on the revision of the Library Standards. There will be a meeting 11/20 of the Joint Government Affairs Committee. The ultimate goal is to take Library's out of the political discussion that happens every year in Harrisburg with funding. Recommendations the committee came up with were sent for deliberation. Library committee wants to update the antiquated codes to be "more with the times", condense them to 3 pages and have them regulation based. The 2 main issues are:

- a) Have a funding stream mandated by the state (example: Delaware & lottery money)
- b) Governance: (example: Boards- no grandfathering, term limits) The governance would be state-wide and mandatory to receive state funding.

Final Notes:

Melissa informed us of some great news: Philadelphia Free Library is one of 4 State-Wide Resource Centers for libraries. The library committed their funding to all of the on-line resources the state cut, such as Heritage Quest. Anyone in the state can apply for a free on-line library card and utilize the library's resources. Each person will receive a card, an access code and may utilize the library. Libraries may not link to the site. Each person must have a personal card.

There was a reminder of the upcoming PaLA Conference 10/24-27 in Lancaster
West Branch Chapter is sponsoring a Haunted Hayride 10/23 at 7pm

Pam Ross shared a library situation she is currently involved in. Someone utilizing the library's wireless bandwidth when the library was closed downloaded a movie and violated the Copyright Law. She found out when notified by the DMCA. Lawyers are involved and an investigation is going on. Per request, she will be documenting the process and information for the district.

District Meeting Adjourned at 11:25

Next 1st official Regional Meeting:

December 8th 10-12am Vendors and mainstreaming technical services (mass purchases)
1-3pm Trustee Webinar: Governance and Conflict of Interest