

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
MARCH 14, 2006
HARRISBURG, PA**

**MINUTES
MINUTES APPROVED**

Present: Matthew Flynn, Chair
Kathryn Stephanoff, Vice Chair
James Byrnes
Sara Jane Cate
Francenia Emery
Robert Gallivan
Dr. Patricia Grey
David Mitchell
Dr. Larry Nesbit
Raymond Sobina
Susan Zug

Ex-Officio: M. Clare Zales, Deputy Secretary for Libraries & Commissioner for Libraries

Office of
Commonwealth
Libraries: Caryn J. Carr, Director, Bureau of State Library
John Emerick, Chief, School Library Services, Bureau of Library Development
William Fee, Librarian, Collection and Technical Services, Bureau of State Library
Kathleen Hale, Librarian Supervisor, Bureau of State Library
Rita Harries, Executive Secretary, Office of Commonwealth Libraries
James Hollinger, Chief, Library Improvement, Bureau of Library Development
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
Susan Pannebaker, Youth Services Advisor, Bureau of Library Development
Susan Solarczyk, Executive Assistant, Office of Commonwealth Libraries
Judith Townsend, Chief, Public Services, Bureau of State Library
Elizabeth Urling, Supervisor, Outreach Services, Bureau of Library Development

Guests: Karen Seivard, Asst. Counsel, Office of Chief Counsel, Dept. of Education

MARCH 14, 2006

Chairman Flynn convened the regularly scheduled meeting of the Governor's Advisory Council on Library Development at 10:00 a.m., March 14, 2006 in the 2nd Floor Training Room of the Rachel Carson Building, Harrisburg, Pennsylvania.

ADOPTION OF THE MINUTES OF THE DECEMBER 12-13, 2005 MEETING

Gallivan moved to approve the minutes of the December 2005 meeting. Byrnes seconded the motion. The motion carried unanimously.

DEPUTY SECRETARY OF EDUCATION/COMMISSIONER'S REPORT

Commissioner Zales' written report is made part of these minutes as "Attachment A." Zales congratulated Council members Sara Jane Cate, David Mitchell, Raymond Sobina, and Kathryn Stephanoff on their reappointment to another four-year term. Zales reported that Sobina was asked to make a presentation regarding the role of Council. Solarczyk prepared a three-page description of Council's statutory role that can be developed into a PowerPoint presentation. Sobina remarked that he was asked by the Warren District Center to speak at an April meeting and that Commonwealth Libraries graciously provided him with information.

The Governor's 2006-07 Budget includes a \$14.1million increase in the state aid to public libraries subsidy. This request is not only the largest subsidy request to date, but if funded, would restore state aid to the 2002-2003 level and include about \$200,000 in additional funding. Zales mentioned the importance of state and local investment in libraries. She suggested the need to work hard to get the Governor's budget passed and to join the Pennsylvania Library Association in calling for support of the budget. Zales solicited Council's support to advocate for the Governor's requested level of funding.

Zales mentioned that the proposed distribution of state aid has not been posted. This delay is the result of four years in which the formula was not run and is compounded by the local funding changes that have taken place in those years. Zales is meeting with Department of Education staff, the Governor's office and PaLA leadership to find the most equitable solution.

Mitchell related budget briefing information from Budget Secretary Michael Masch that indicated difficult choices the Rendell Administration made concerning library funding. With the intent to fund state aid at the highest level to date, Mitchell noted that libraries could be a target. He encouraged individuals to convey to their local representatives and senators that this money is not a windfall.

The Office of Commonwealth Libraries would like to introduce some of the concepts of the Himmel & Wilson study into this year's state aid formula and prefers this budget to pass as smoothly as possible without a need to open the Library Code. Through the action and authority of this body, Council will play an historical role in how we make the best possible investment of the \$200,000 that is coming into the appropriation this year. Legal Counsel Karen Seivard will ensure Council abides by the Library Code.

Zales informed Council of a Northampton County resident's correspondence noting the inequity of the statewide card program as it is limited to patrons who reside within a Pennsylvania municipality that funds a public library. Therefore, 3% of the population has no access to the statewide card program and their only option is to buy a library card. Card purchasers do not get the full library service package as do residents in a municipality where library service is supported with municipal dollars. Before the June GAC meeting, the Bureau of Library Development will look for some local resolution to give this resident and her daughter access to the statewide card program while giving Council latitude to address this service issue in a more comprehensive statewide approach without the pressure of trying to solve this local problem.

The Office of Commonwealth Libraries recently received an anonymous tip that someone was disgruntled with the weeding process at the State Library and threatened to invite a local television station to develop the story. Meetings were held with the Department of Education Press Office and staff from the Bureaus of Library Development and State Library to clarify the situation and prevent any possible misinterpretation. Zales reviewed the Department of General Services policy for disposal of state owned property and explained that the process is followed exactly as written. Carr responded to questions concerning the formulation of the State Library Collection Development Policy. Zales asked Council to take every opportunity to defend any criticisms they would hear regarding this issue.

Sobina requested books, especially appropriate paperback fiction, for the State Correctional Institution collections and asked that arrangements be made with a nearby institution for pickup.

COMMITTEE REPORTS

Rare Books Renovation Project – Dr. Larry Nesbit, Committee Chair

With expected completion by August 2006, the Rare Collections project is on schedule and remains within budget. Rare materials will be moved into the vault in preparation for the October 2nd dedication and for the inclusion of Rare Collections Library activities in the Capitol Centennial Celebration. Some

lighting requirements must be addressed especially since light is one of the worst enemies of rare paper-based materials. Project Architect Rusnov and the Committee are working on the lighting details.

Funding Subcommittee Report

Nesbit reported that six weeks ago he traveled to Washington, D.C. to visit members of the Pennsylvania delegation concerning Rare Collections funding. Congressman Joseph Pitts asked that we submit a \$5.5 million grant application to his office by March 1, 2006. A similar grant application was submitted to Senator Arlen Specter. It was suggested that letters of support be submitted by individuals that the Senator knows as he would value their endorsement. Representative Peter Zug, Speaker John Perzel, President Pro Tempore Robert Jubelirer, Michelle and Tom Ridge, Charles Snelling and Joe and Scott Paterno were asked to send letters. Byrnes noted that he was in contact with William George and with the Governor's office concerning a letter of endorsement. The Lieutenant Governor will also be sending a letter.

Nesbit asked Council to think of ways to recognize Rusnov for his extraordinary contribution to the Rare Books project. It is because of his support that we are on time and within budget. One suggestion was to include his name on a dedication plaque. Nesbit stated that all suggestions should be forwarded to Zales.

Mitchell reported that he has been working with Lance Simmens from the Governor's Office. Simmens toured the Rare Books Room in December and recommended that Judge Marjorie Rendell might like to see the historic volumes. Mitchell will host and facilitate her visit scheduled for 3:00 p.m. on March 28th. Mitchell has been working with the Pennsylvania Society regarding possible grant funds for the Rare Books project. The Pennsylvania Society sponsors one project each year in the amount of \$50,000 and receiving this support adds tremendous prestige to the chosen project.

Nesbit distributed minutes/report from a funding subcommittee meeting attended by Zug, Stephanoff and Byrnes. This subcommittee was appointed at the December 2005 meeting to develop new guidelines on how to expend project funds. Changes since that meeting include the realization that the Rare Collections Library maintenance will be more detailed than originally anticipated. Flynn called for a motion to accept the text from paragraph 3 to the end of the report as the new expenditure policy. Stephanoff seconded the motion. The motion passed unanimously. This report is made part of the minutes as Attachment "B."

Nesbit submitted for Council's approval a budget summary for January 1 to March 31, 2006. There are two expenditures: costs for the Washington, D.C. trip and for preservation supplies for the Rare Books collection. Mitchell moved to accept the expenditures. The motion was seconded and passed unanimously. This report is made part of the minutes as Attachment "C."

Foundation Report

Nesbit reported that until the foundation issue is resolved, Mansfield University has volunteered to accept monetary gifts on behalf of the Rare Books project. Zales is working with Seivard to develop a long-term solution. Seivard reported that because the Department of Education is a Commonwealth executive agency, the procurement rules and procurement code must be followed. The Department of General Services procurement handbook specifies exactly how these procedures are to be followed and we cannot simply choose the foundation we would like to work with. The Bureau of Management Services is currently soliciting information from Pennsylvania community foundations to see if any of them are interested. This solicitation is being done to avoid any appearance of favoritism. Replies are expected by May from the approximately 30 community foundations. The Department of Education will not pay up front for account services; all those services must be paid for from contributions to the basic fund. Following solicitation of foundations, the RFP process can begin. Flynn asked what the timeline was for this process if only one foundation is interested. Seivard replied that the process should

be relatively quick if we are able to do sole source. However, the RFP process could take five months. The Mansfield University account can be used as a temporary solution for a donor in need of a tax write-off.

BUREAU REPORTS

BUREAU OF LIBRARY DEVELOPMENT

One Book – Every Young Child (Power Point Presentation) – Susan Pannebaker

Pannebaker described that taking fifty copies of *Inside Mouse*, *Outside Mouse* to the Pennsylvania Childcare Association conference and giving away ten copies at each meal was what got this project off the ground. This was the best PR that could have been initiated to get these books into the hands of people who work with children. The Bureau has received numerous requests to purchase copies for various children's events. Pannebaker distributed handouts, one about the One Book program, and the other about the Early Learning Forum on April 6. Heather Bachman from the University of Pittsburgh will discuss supportive children's learning and Kathleen Deer from the Family Place in Middle Country, Long Island, NY will discuss how libraries can support families at the Forum.

Council is invited to the kickoff of the One Book Program during National Library Week and the Week of the Young Child. Our goal is to increase the awareness of parents, relatives and the early education community. The Verizon Foundation awarded \$40,000 to provide a copy of the book and a poster to every childcare facility in the state, a total of 9,275 facilities. On the back of the posters, childcare providers will find a list of activities to support the One Book program. The books provided to childcare centers will have a One Book and a Verizon logo affixed to them. A Verizon representative will be speaking at the kickoff reception and libraries are encouraged to invite their local Verizon representative to community events so they can become part of this community program.

This project involves numerous activities. Almost 7,000 books were sent to libraries (a minimum of five books per library) with a request that all but two of the books circulate. Large blue boxes called traveling trunks contain all sorts of "mice" items and will go to childcare, preschool facilities and to the district centers to lend to libraries. Photos will be displayed on the One Book website. Lindsay Barrett George will do 22 days of visits across the state. The Center for the Book will feature some One Book activities on their website and public television stations are also working to provide video taping of One Book activities.

A companion piece, entitled "Kindergarten, Here I Come!" was produced by the Departments of Education and Public Welfare and includes artwork by Barrett George. This is an activity guide for parents that covers an entire year of pre-school activities. Each month includes a parent topic with four weeks of activities that parents can complete with their preschoolers. These books will be available to families through childcare, Head Start, and Family Literacy providers. Public libraries will have a limited number of copies.

BUREAU OF STATE LIBRARY

Finalized SCI Policy –Caryn Carr

Carr reported that with Secretary Zahorchak's signature, the policy is complete. As requested by Council, Urling drafted a letter to all affected institution librarians explaining the policy and the methods for implementation. Townsend and Fee are working on a text DVD of frequently requested materials in order to reproduce and send these items to SCI libraries.

Vivisimo – Kathy Hale and Bill Fee

Hale and Fee provided an overview of the State Library's Ben Franklin project. The Department of Education recognized the digitization team not only for this project but also for their exemplary teamwork. The team was cited on Secretary Zahorchak's web cast to the Department of Education.

Hale explained the digitization of rare books through the State Library's webpage developed to commemorate the 300th birthday of Benjamin Franklin. Digitization is a useful way for the public to view this rare collection, but unfortunately, not everything can be digitized. Fee does the actual scanning and Kurt Bodling attaches data tags to all of the books for easy identification and access. From the opening page, links are included to historical information about the Rare Books Collection, the General Assembly Collection, the State Library, bibliographies of books by and about Ben Franklin and a link to his inventions. Actual reproduction of any page is available and the user can enlarge or move images as needed. Another Ben Franklin site can be viewed through Access PA. Zales asked Fee how Vivisimo and the accelerated search engine works. Fee explained that if a word is typed in, it brings up everything on that particular topic; then the search engine clusters the information based upon topic. This is like a small version of Google and its use is encouraged in schools and with other groups that are studying about Franklin.

DISCUSSION ITEMS

State Aid Formula Recommendations & Council's Role – James Hollinger

Hollinger reported from the Himmel & Wilson study report, that on a statewide basis, district library centers do an inequitable job of providing library development services for libraries within the districts. Two distinct categories were mentioned in the study. First, library resources deal with books and materials that are lent by the library, with reference services, and interlibrary loan delivery. Second, library development deals with consulting services, the district consultant, continuing education, promotion, planning, and marketing, which help a library grow and improve their services.

These two components are recognized in the Bureau proposal to Council. The first part of the recommendation pertains to how district center libraries report their budget to the State Aid administrator. District center libraries will divide their district budget in the same way as they expend district library center aid. One segment deals with expenses that help and strengthen it as a resource center library. The second segment deals with those expenses that are library development. It is necessary to focus on these segments so when the time comes to negotiate services and allocate district center funds, the district centers and their libraries consider the library development needs in the district and how to allocate them. It is expected that consideration of those services will result in outcomes that will improve library services for libraries in that district. Based on 2002 budget reports, districts expended an average of about 68% of their budget in resource library expenses and about 32% of their budget in library development activities; therefore, we recommend that districts use those percentages as a goal. This year will be a data gathering as districts work at this separation of library development and library resources. The Bureau will examine issues that may arise in the process.

The Himmel & Wilson study observed that in some of the 29 districts, in the area of library development, systems are in place with the capacity to do a better job than the district center. We want to provide an option. In a district where there is a strong system and where both the district center and system agree on a cooperative plan; the system would provide library development services. This is most likely to occur in those districts where the system and district have the same boundaries such as Berks and Lancaster Counties. There are some problem areas identified with the quality of district center services, but changes will require the agreement of all parties involved. During this experimental year, it may be possible to allow a system to provide library development services in the district. Guidelines must first be developed and development of those guidelines indicates a role for Council.

A definition is needed for what constitutes a strong system that would be eligible to participate in providing the service part of the district library center aid funding. Currently, the Library Code gives authority for the districts to enter into a contract with another library or entity for the provision of service. It would be helpful if

a committee would be formed with representation from Council, the Bureau and members from outside the agency to formulate guidelines over the next several months. The concept is to improve library service considering that the districts may not have the financial capacity or the infrastructure to provide the services.

At the time of designation, the libraries selected to be District Library Centers were considered to be the strongest in the Commonwealth but that is no longer the case. After a 40-year investment in each of those libraries as a resource center, there is interest in maintaining a strong resource role, but there is also a need to explore other service options.

Committee to Promulgate Guidelines - Flynn

Flynn noted that this is a much-needed committee and requested volunteers. An ad hoc committee was formed to develop District Library Center (DLC) Service Guidelines with Hollinger and Matt Kane representing the Bureau. Stephanoff will chair the committee with Sara Jane Cate, Patricia Grey, Bob Gallivan and Jimmy Byrnes as members. Flynn suggested evaluating this issue as soon as possible in order to make needed recommendations. Gallivan made a motion to for the committee to move forward. Mitchell seconded the motion.

Zales announced that the Library Journal named the Milanof-Schock Library in Mount Joy, Lancaster County as the best small library in America. A celebratory event will take place during PLA in Boston.

NEXT MEETING

June 13, 2006

Allentown Public Library

COUNCIL INVOLVEMENT - 2006

April 5-6	<i>One Book, Every Young Child</i> , State Museum
April 6	Best Practices in Early Learning & <i>One Book, Every Young Child</i>
May 1-2	Federal Legislation Day, Washington, D.C.
May 4-6	PSLA Conference-Hershey (Open Forum May 5)
May 23	PaLA Legislative Day, Harrisburg
June 13	GAC meeting hosted by the Allentown Public Library
September 12	GAC meeting in Harrisburg-Reports from library associations
October 2	Rare Books Room Grand Opening
Nov. 12-15	PaLA Conference-Pittsburgh (Open Council Meeting Nov. 12)
No December meeting	

ADJOURNMENT

Gallivan moved to adjourn. Sobina seconded the motion. Flynn adjourned the meeting at 12:00 AM.

Respectfully submitted,

Rita J. Harries, Executive Secretary
Office of Commonwealth Libraries