

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT**  
**JANUARY 13, 2009**  
**Room 317, Forum Building**  
**HARRISBURG, PA**

**MINUTES-APPROVED**

Present: Kathryn Stephanoff, Acting Chair  
David Belanger  
Dr. Robert Gallivan  
Helen Miller  
David Mitchell  
Dr. Larry Nesbit

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

Office of  
Commonwealth Caryn Carr, Director, Bureau of State Library  
James Hollinger, Chief, Division of Library Improvement  
Rita Jones, Executive Secretary, Office of Commonwealth Libraries  
Matthew Kane, Assistant to Deputy, Office of Commonwealth Libraries  
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries  
Susan Pannebaker, Director, Bureau of Library Development  
Judy Townsend, Division Chief, Bureau of State Library

Guests: Sheri Rowe, Chief, School District Planning & Continuous Improvement, PDE

## **WELCOME & INTRODUCTIONS**

Acting Chair Stephanoff convened the regularly scheduled meeting of the Governor's Advisory Council on Library Development at 10:00 am in Room 317 of the Forum Building in Harrisburg.

## **ADOPTION OF THE MINUTES OF THE JUNE 12, 2007 MEETING**

Stephanoff called the meeting to order at 10 am and requested a motion to approve the minutes of the November 2008 meeting as submitted. Gallivan moved and Belanger seconded the motion. The motion carried unanimously. Stephanoff announced that Matthew Kane, Executive Assistant to Clare Zales, was acting on her behalf as ex-officio for the meeting until she was available to attend the meeting. Ms. Zales was attending a mandatory budget meeting with Dr. Zahorchak, Secretary for Education.

## **COMMISSIONER'S REPORT**

The Commissioner's report was delivered by Matthew Kane. Kane discussed the 2008-2009 budget and the upcoming 2009-2010 budget. The full State Aid appropriation is on target to be paid January 21<sup>st</sup>. The February payment of Statewide Library Card Program reimbursement is on target but will reflect a 6% reduction of \$290,000. The state aid subsidy was reduced \$613,000 which is a .8% reduction making the library subsidy the only subsidy impacted by the budgetary reserve.

The agency recognizes reports of historically high activity at public libraries across the state in newspapers, TV and radio coverage, however, the community can expect significant budgetary impacts next year. With the exception of an \$11,000 increase to the LBPH this year, no library appropriation received an increase since 2002-2003 and the state aid formula has not been run since that year, meaning the payment to be made in January 2009 is based on the expenditures, services and status of libraries in 2001. The Office of Commonwealth Libraries is working with the

agency and the Governor's Office in order to develop language that will keep standards in effect and allow for a proportional consequence when certain standards cannot be met.

The rare books have been moved into the vault and a Certificate of Occupancy is in progress in order to formally announce the library is open for business and our rare books librarian can move into his office. Currently, the fire and smoke detection system contractors are working on confirmation that systems meet all codes. Also needed is verification to the Department of Labor and Industry that the lighting in the storage areas will allow books to be located, pulled and returned, which requires a mapping of the area and identification of materials.

Zales highlighted some other projects underway such as the strategic plan in which the trustee certification committee has been developing recommendations of what it takes for a library board to gain certification. A committee led by Diana Megdad has a goal of identifying creative funding strategies to share with libraries using a best practices approach. Hollinger is making progress on the "gold crown" recognition for library services. Also, work in underway to issue an RFP to design an information/orientation statewide curriculum for new librarians and library directors.

In closing, the Farm show is currently underway. The Office of Commonwealth Libraries has a booth at the show and again this year is highlighting the POWER Library and the contribution and services of the State Library and our local public libraries.

## **COMMITTEE REPORTS**

### Rare Books Renovation Committee Project Report-Larry Nesbit

Nesbit distributed the budget for the project for review and approval. Three new expenditures were listed and a motion was made by Gallivan to approve which was seconded by Belanger. All were in favor and the budget was approved by Council (attachment A).

Nesbit presented the ideas of forming an "ad hoc" committee and a use policy or protocol for the viewing of the rare books collection. The ad hoc committee would discuss guidelines for the wise and productive spending of budgeted funds now that the project is past the construction phase. David Belanger, Robert Gallivan, Caryn Carr, and Kathryn Stephanoff volunteered to join Larry Nesbit on this committee which Nesbit will convene until a chairperson is selected at the first meeting.

Kane informed Council that the construction phase for improvements to the law library will still need to be completed but those plans are currently on hold. Mitchell questioned the progress of the newspaper move and the relocation of the not-so-rare books into the newer areas. The newly formed committee will also brainstorm plans to seek private funding since "champions" of the project such as Speaker O'Brien, Representative Zug, and the late Lt. Governor Catherine Baker Knoll are no longer spearheading the project on the political front.

### IMLS Study-Robert Gallivan

Gallivan gave an update on progress made on the IMLS environmental study on preservation and paper aging. He summarized the most recent developments such as the addition of Allentown Public Library as one of the testing sites, the purchase of testing equipment, and the analytical work being accomplished at Millersville University. In order to store the samples, a certificate of occupancy must be obtained.

Gallivan explained that an application has been submitted for an extension in order to continue the sampling and testing at the various 15 sites across the state. Baseline data has been established and the groundwork has been laid for a long-term study since results are not apparent right away with the aging properties of paper. The sites are being studied to compare their results with the conditions in the rare books vault.

Currently, the issue being worked on in the new vault is the fire-suppression systems which are composed of a non-destructive material in the event of a fire. Procedures are underway in order to establish a system that will not destroy the rare books in the event of an emergency. The 2009 Symposium, which will present the study to the public, is tentatively scheduled to begin on September 15, 2009 in Harrisburg.

#### Knowledge Initiative-David Mitchell

Mitchell updated Council on the Knowledge Initiative project which is currently on hold since the \$6 million necessary is not possible with the current budget. Mitchell has recently met several new House and Senate members and hopes to forge future networks before the 2011 Governor race. He suggested that Council members begin a discussion now in order to put into position proponents for moving forward with the project at a later date when the time is right.

#### **ACTION ITEMS**

#### Assessment of the Monessen District Library Center-Jim Hollinger

Hollinger distributed a two-page memo (attachment B) summarizing the issues with the Monessen District Library Center. Hollinger presented background, facts from the district visit, the initial findings and initial recommendations. The initial recommendation to dissolve the Monessen district and form a new Westmoreland District will be considered and voted on at the next Council meeting.

#### Adoption of Youth Services Guidelines-Susan Pannebaker

Pannebaker distributed a draft of the Youth Services Guidelines for review and discussion (attachment C). The guidelines, once adopted by Council, will be published and made available for reference to all libraries for their youth programs. Pannebaker explained that through her experience she has noticed the lack of guidelines these programs have to refer to, such as job descriptions and interview questions for example. Adoption of these guidelines would give public libraries basic pieces on which to build a successful staff and program for youth services within PA libraries. Initially the document would be published in the PaLA Bulletin and mailed out to all libraries. Belanger recommended reviewing it at the Annual Trustees Institute to make interested parties aware. A motion was made by Gallivan to accept and was seconded by Mitchell.

#### Amendment to Calendar to Add on Meeting-Kathryn Stephanoff

An item for discussion was the addition of another meeting to the 2009 calendar. September 15, 2009 was suggested by Zales in addition to January 13, March 10, and the open forums scheduled during PSLA Conference and the PaLA Conference. A motion was made by Stephanoff and seconded by Mitchell and all were in favor. The additional meeting is now added to the 2009 calendar.

#### **BUREAU REPORTS**

#### One Book Every Young Child-Susan Pannebaker

The kick-off for the 2009 One Book Every Young Child Program is scheduled for March 31<sup>st</sup> in the Capitol Rotunda from 4 to 6 PM. Author and illustrator for this year's book entitled "If You Were a Penguin" will be present to autograph copies of the book. The following day, April 1, 2009, is the Annual Early Learning Forum which will highlight the "reach-out and read" program. This program distributes books to babies and pre-schoolers at every well-baby visit with their family pediatrician thus allowing children to build a home library.

#### Trustee Institute-Susan Pannebaker

Pannebaker reported that registration is currently open for the Trustee Institute meetings and speakers have yet to be announced. The April 3-4 meeting is being held in Pittsburgh and the April 24-25 meeting is to be held in Grantville, PA.

#### Keystone Program Application Cycle-Susan Pannebaker

The recipients of the 2008 Keystone Awards are listed in the Commissioner's report and include nine applications ranging from \$19,955 for new handicapped accessible doors and sidewalk to \$500,000 for new construction and renovations. These nine awards totaled \$2,774,469 out of the 16 applications received. Beginning with the 2009 Keystone grant round applicants are required to attend either the in-person workshops, or participate in the webinar. These workshops were held around the state in the fall and the webinar will be held on January 22, 2009. Also new is that a letter of intent must be sent which is due on January 30, 2009.

#### Converting the Main Reading Room Collection from Dewey to LC-Judy Townsend

Townsend reported on the reclass process currently underway within the State Library. Thirteen staff members are re-labeling at the rate of approximately 400-500 labels per week. The entire project consisting of a customized scheme, a book-borrowing policy, re-labeling, and re-shift of materials could be a five year project.

#### Newspaper Acquisition-Caryn Carr

Carr updated Council on several gifts which were received into the collection including Huntingdon County and Amish newspapers. The first was discovered in the attic of gas station in Newville, PA and was picked up by staff in November. The Amish newspaper, Die Botschaft, is published weekly and back issues are being donated to the State Library.

#### School Library Services Report-Sheri Rowe

Rowe continues to encourage and support the Ask Here PA program and announced the addition of 33 new Access PA members and 11 new POWER Library members. Rowe commended Lynn Moses for her hard work on the integration between school libraries and classroom work. Twenty-three fall training sessions are scheduled for HSLC on Access PA, and as part of "Classrooms for the Future" a Fall Boot-Camp session is being planned. This month's session focuses on teaching strategies for the partnership between coaches and librarians.

#### Next Meeting-March 10, 2009 (Invitation to Host)

The March meeting will be a travel meeting and Stephanoff requested an invitation to host. Nesbit suggested the meeting take place in Williamsport since the local library just finished a new children's wing which would be nice for Council to tour. All were in favor and Council approved the travel meeting location at the JV Brown Library in Williamsport, PA for March 10, 2009.

### **2008 Council Meetings**

March 10, 2008 – Council Meeting (JV Brown Library Williamsport, PA)

April 30 – May 2, 2009 – School Librarians Annual Conference Open Forum

June 16, 2009 – Council Meeting

September 15, 2009-Council Meeting (additional meeting added to calendar)

October 18-21, 2009 – Pennsylvania Library Association Annual Conference (Harrisburg)

### **ADJOURNMENT**

Stephanoff moved to adjourn. Gallivan seconded the motion. Stephanoff adjourned the meeting at 12:10 p.m.

Respectfully submitted,

Rita Jones, Executive Secretary  
Office of Commonwealth Libraries

# Attachment A

UPDATED 1/6/09

## RARE BOOKS PROJECT SUMMARY

	FY 2000/01	FY 2001/02	FY 2002/03	FY 2003/04	FY 2004/05	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	TOTAL
Bal. forward		\$92,072.49	\$167,046.52	\$16,352.82	\$9,357.51	\$400,830.94	\$778,850.13	\$430,389.66	\$532,192.65	
<b>INCOME:</b>	\$100,000.00	\$100,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$395,000.00	\$2,995,000.00
<b>EXPENSES:</b>										
Postage, UPS		\$30.86		\$13.78	\$84.74	\$4.81	\$0.00	\$0.00	\$0.00	\$134.19
Telecom							\$0.00	\$0.00	\$0.00	\$0.00
Advertising						\$261.16	\$0.00	\$0.00	\$0.00	\$261.16
Printing & Duplicating				\$158.00			\$0.00	\$0.00	\$0.00	\$158.00
Travel	\$151.31	\$2,486.96	\$461.14	\$2,051.66	\$4,164.02	\$5,759.05	\$4,085.20	\$2,727.89	\$0.00	\$21,887.23
Office Supplies		\$1,346.47	\$232.56	\$638.12	\$2,900.62	\$6,809.06	\$2,625.44	\$3,259.23	\$665.20	\$18,476.70
Specialized Services	\$5,793.17	\$15,451.32	\$550,000.00	\$402,533.00	\$1,377.19	\$6,941.59	\$724,031.16	\$258,381.00	\$1,620.00	\$1,966,128.43
Other misc services							\$4,620.02	\$6,113.89	\$206.40	\$10,940.31
Food		\$45.00		\$1,086.25		\$2,205.14	\$1,208.74	\$0.00	\$0.00	\$4,545.13
Other current charge							\$0.00	\$0.00	\$0.00	\$0.00
Library Books				\$514.50			\$0.00	\$0.00	\$0.00	\$514.50
Equipment & Furnishings	\$1,983.03	\$5,665.36					\$11,889.91	\$27,715.00	\$9,400.00	\$56,653.30
<b>Balance</b>	\$92,072.49	\$167,046.52	\$16,352.82	\$9,357.51	\$400,830.94	\$778,850.13	\$430,389.66	\$532,192.65	\$915,301.05	\$915,301.05

6

UPDATED 1/6/09

	Carryforward Funding **	FY 2008/09 Budget (new funding)	Expenditures 7/1/08-9/30/08	Expenditures 10/1/08-12/31/08	Expenditures 1/1/09-3/31/09	Expenditures 4/1/09-6/30/09	Year End Payable ck. Not issued as of 6/30/09	6/30/2009 Available Balances
Postage	295.19							295.19
Telecom	100.00							100.00
UPS	0.00							0.00
Advertising	3.84							3.84
Duplicating & Printing	0.00							0.00
Travel	10,686.91							10,686.91
Office Supplies	11,042.94		581.26	83.94				10,377.74
Specialized Services	342,513.17	395,000.00	1,620.00					735,893.17
Other Miscellaneous Services	0.00							0.00
Maint. Supplies & Services	0.00			206.40				(206.40)
Equip & Furnishings < \$5,000 *	0.00		4600	4800				(9,400.00)
Food Service	446.12							446.12
Other Current Charge	159,104.48							159,104.48
Library Books	0.00							0.00
EDP Equipment > \$5000 *	8,000.00							8,000.00
Furniture & Furnishings	0.00							0.00
	532,192.65	395,000.00	6,801.26	5,090.34	0.00	0.00	0.00	915,301.05

\*Due to an accounting policy change instituted during FY 2002, all assets purchased with a value less than \$5,000 were moved from a fixed asset to an operating expense object code.

\*\* ADJUSTED CARRYFORWARD FUNDING TO REFLECT 2008/2009 BUDGET SPLITS. THE OVERALL AMOUNT IS EQUAL TO FY 08 ENDING BALANCE

If you place your computer cursor over the red arrows, you will be able to view the detail behind the numbers.

## Attachment B

January 13, 2009

**To: Governor's Advisory Council**  
**From: Jim Hollinger, Chief, Division of Library Improvement**  
**Subject: Monessen District Status Report**

### Background

The Monessen District is composed of four state-aided libraries in Fayette County and nineteen state-aided libraries in Westmoreland County. Fred Natale has been Director of the Monessen Library and District Center since 1983, but retired in the beginning of January.

The Office of Commonwealth Libraries has been hearing complaints from a number of libraries about the performance of the Monessen District Center. In 2007, one library refused to sign the District Services Agreement. In 2008, four libraries refused to sign, and additional libraries indicated they signed under duress. (They were told by Monessen that they would not receive any services if they refused to sign the agreement.) Many of the issues concerned the apparent refusal of Monessen Library to answer questions posed by libraries concerning the expenditure of District funds.

Things came to a head when staff requested a meeting with the board without the presence of the library director, Fred Natale. Senior staff shared a number of significant concerns with the Board. At the request of the Board, Hollinger had a conference call with six board members in December of 2008. The director retired at the end of the year.

### District Visit

Hollinger, Pannebaker and Young went to visit the Monessen District on January 6 and 7, partially at the request of the Monessen Library Board and to do some initial fact finding. Staff met separately with the following stakeholder groups:

- Denise Sticha, Director, Murrysville Library and Westmoreland County Federated Library System;
- Peggy Tseng, District Consultant and Interim Director, Monessen Public Library;
- The Monessen Public Library Board;
- State Representative Ted Harhai (at his request);
- Directors from Fayette and Westmoreland County Libraries; and
- Diane Ambrose, Director, Citizens Library (Washington District Center) and District Consultant Melinda Tanner

### Initial Findings

- The Monessen Public Library staff and some board members want us to retain Monessen as the District Center.

- It is apparent to Commonwealth Library staff that District Center Aid was used primarily to enable Monessen to meet its normal operating expenditures.
- There are financial concerns about the viability of the library to continue as a local library, let alone as a district library center.
- Under the leadership of Denise Sticha and the Westmoreland County Federated Library System Board, the system has undertaken and completed an automation project and continues to work at ways to develop the services and resources of the Westmoreland County libraries. In spite of the current economic climate, the system was able to get an increase of \$30,000 from the County Commissioners.
- There is a willingness of the Westmoreland County system to take on District functions and services.
- Fayette County libraries would likely be second priority if Westmoreland were to take over district responsibilities.
- There is a willingness of the Washington District to absorb the Fayette County libraries into their District.
- The district funds presently assigned to the Monessen District would be sufficient to fund a separate Westmoreland County district and an enlarged Washington District.
- The population of and number of libraries in Westmoreland County are sufficient to support a one county district for Westmoreland County.
- Washington District has plans to automate the libraries in its present district of Greene and Washington Counties, and would include the four state-aided Fayette County libraries in its automation plans.

#### Initial Recommendation

1. Dissolve the Monessen District.
2. Effective July 1, 2009, assign Fayette County to the Washington District and increase DLC Aid to Citizens Library by the amount generated by the population of Fayette County.
3. Rename the Washington District the Southwest PA District or similar designation.
4. Form a new Westmoreland District, with the Westmoreland County Federated Library System as the District Center.
5. Use LSTA funds as appropriate to fund the transition of the various entities:
  - Planning and collection support to strengthen Monessen as a local public library;
  - Automation support for Citizens library to include the Fayette County libraries.
6. Commonwealth Libraries staff will continue to look at the financial implications and other details of implementing the above recommendations.
7. Commonwealth Libraries staff and GAC members will visit stakeholder groups impacted by the above move some time in February.
8. The GAC will act on a final recommendation at its March meeting.