

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT**  
**JANUARY 12, 2010**  
**Room 317, Forum Building**  
**HARRISBURG, PA**

**MINUTES-APPROVED**

Present: Cynthia Richey, Chair  
David Belanger  
Sara Jane Cate  
Dr. Robert Gallivan  
Helen Miller  
David Mitchell  
Dr. Larry Nesbit  
Raymond Sobina

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

Office of  
Commonwealth  
Connie Cardillo, Supervisor, Bureau of Library Development  
James Hollinger, Chief, Division of Library Improvement  
Eileen Kocher, State Aid Librarian, Bureau of Library Development  
Rita Jones, Executive Secretary, Office of Commonwealth Libraries  
Alice Lubrecht, Director, Bureau of State Library  
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries  
Susan Pannebaker, Director, Bureau of Library Development

## **WELCOME & INTRODUCTIONS**

Cynthia Richey, Chair, called the meeting to order at 10:05 A.M. and welcomed all in attendance. Ms. Richey invited Council and the staff of the Office of Commonwealth Libraries to introduce themselves.

## **ADOPTION OF THE MINUTES OF THE OCTOBER 19, 2009 MEETING**

Chair Richey call for a motion to approve the minutes of the October 19, 2009 meeting as submitted. David Mitchell moved and David Belanger seconded the motion. Discussion followed led by Larry Nesbit who questioned the general accuracy of the minutes and in particular the October 19, 2009 minutes which he described as inaccurately capturing the discussion. Zales explained the minutes are intended to be a fair and accurate depiction of what is discussed in the meeting. The minutes are posted on the website and meetings are published in accordance with the Sunshine law so all discussions are made public. Nesbit requested the following amendment to the October 19, 2009 minutes as noted below. Amending language is underlined.

### Use of 2009-2010 program funds-Clare Zales

Sobina and Miller requested an opinion from Zales if she has gathered an opinion from the community on what they value. Zales recommended approximately \$1.8 million to \$2 million (of the appropriated \$3 million) be invested in maintaining the on-line category including maintaining virtual reference (AskHerePA); then a split of the remaining \$1 million to \$1.2 million for IDS and POWER Library. Nesbit pointed out that the reduced funds should be used as an opportunity to demonstrate the consequences of cuts, not to "patch the boat."

Nesbit requested minutes and the agenda be sent to Council with more time to review the materials and especially materials related to action items. Richey reiterated Nesbit's point and invited Council to make recommendations for agenda items.

The motion to approve the minutes of the October 19, 2009 meeting as amended. The motion carried unanimously.

## **COMMISSIONER'S REPORT – M. Clare Zales**

Commissioner Zales made the following personnel announcements:

- Susan Pannebaker has been appointed Director of the Bureau of Library Development and is no longer in an acting status.
- Alice Lubrecht accepted the position as interim director of the Bureau of State Library effective December 21, 2009 replacing Caryn Carr who accepted the position as Special Assistant to Secretary of Education Gerald L. Zahorchak. Zales thanked Kathy Hale who served as acting Bureau Director of the State Library for the period between Carr's departure and Lubrecht's appointment.
- Matthew Kane concluded his annuitancy as Executive Assistant effective December 10, 2009. Zales is seeking recommendations for an Executive Assistant.
- Sherri Rowe, Chief of the Division of School Planning and Continuous Improvement within the PDE Bureau of Teaching and Learning, will retire January 15, 2010. Rowe was responsible for the agency's school library program.

Commissioner Zales shared the following results and impacts of the library appropriations in the 2009-2010 budget:

- November 27, 2009 an announcement was sent to the full library community regarding the allocation of the Library Access appropriation which was reduced by 72% from \$10.5 million to \$3 million. In general, the response was supportive of the priorities that will continue to be funded: POWER Library, Interlibrary Delivery and all components of the Electronic Library Catalog. There was also general regret the Statewide Library Card, Pennsylvania's reciprocal borrowing program could no longer be funded.
- The 53% reduction to the Electronic Library Catalog from \$3.5m to \$1.7 million is severe to the degree the Executive Director, Joe Scorza, finds he has no option but to increase membership. He is analyzing now the different options considering both a flat increase and a sliding scale increase. This increase will take into consideration libraries are less able to absorb an increase at this time yet the appropriated amount is simply insufficient to maintain the catalog.
- Budgetary reserves were assigned to both the State library operating budget (\$24,000=1%); and to the Library Access appropriation (\$30,000=1%). Subsidy and the Libraries for the Blind and Physically Handicapped were not impacted. Level funding is the goal and the Governor's announcement is scheduled for February 9, 2010.

Commissioner Zales offered the following program update:

- Keystone letters of award will be delivered to legislators January 13, 2010 with letters to municipal officials mailed the same day. Of the approximate \$4 million dollars all funds were.
- The LSTA review process has been completed and there was a reduction in the overall amount of grant funds available and as a result not all categories were funded which will greatly impact next year's grant priorities.

Discussion: Nesbit requested clarification on the source of funds for the Keystone awards as the Keystone funds for libraries were re-directed to the general fund for 2009-2010. Zales clarified the funds awarded this cycle were not new funds, but the accumulation of unexpended or returned grant funds. Because the language in the budget bill of 2009-2010 was one-year language she remains hopeful new Keystone funds will be awarded in 2010-2011.

Belanger questioned the legality of the legislature to make this redirection of funds that were set aside for this purpose by a statewide referendum. Zales explained that it is within the authority of the Governor's office to redirect these funds.

In response to the distributed listing of Keystone grant awards, Nesbit noted that although the maximum Keystone grant is \$500,000, some awards were \$575,000. Pannebaker explained one of the goals of this cycle was to fully expend the program carryover funds. To do this for this year alone, 15% was added to each of the applications.

Nesbit noted the amount awarded to the Milton Library was not increased, but remained at \$500,000. Pannebaker explained \$75,000 was reserved for the Milton Public Library award, but because the Milton application was fast tracked to make it possible for them to also apply for a Keystone grant through the Department of Community and Economic Development, their letter of award was written before the increase was applied so at the time of the compilation, the Milton Public Library was still listed at \$500,000. A second notice will be sent to the Milton Public Library.

Mitchell suggested libraries pursue “green” dollars in addition to Keystone funding to fund projects that are energy efficient. He noted it may be necessary to identify a champion on a state and federal level to advance this idea. Zales supported the idea and offered as an example the energy efficient light bulbs that were used to replace lighting in the Main Reading Room and Law Library of the State Library.

- Michelle Switala, this year’s Teacher of the Year, will be one of our featured speakers at the Trustee Institute. She will share her experiences as a board of director of the Cranberry Public Library and her views on the role of public libraries in public education.

Council vacancies:

- The Governors’ Office is expected to appoint new members and seek reappointment of current members whose terms expire in 2010. They include David Belanger, Sara Jane Cate, David Mitchell, Cynthia Richey, and Raymond Sobina. Zales requested members to submit a letter of interest addressed to Zales stating their interest in being reappointed and what they consider their primary contributions to Council. The letters will be sent to Secretary Zahorchak and in turn forwarded to the Governors’ office. Zales offered a two week deadline for submittal so these terms can be updated in an expedited manner. The current vacancies are a lay position (vacated by Francenia Emery); a trustee slot (Matthew Flynn, former Chair); and a librarian vacancy (due to the retirement of Kathryn Stephanoff).

Discussion: Miller requested input on the characteristics of potential candidates for the vacant positions. Richey replied a combination of new and experienced members is the preference. Miller further noted because the appointments are political the preference is also to position individuals with a political voice. Miller has given recommendations and was wondering why the individual was not appointed, however, as explained by Zales the process is a lengthy one.

Nesbit explained the most successful project he has taken part in was the rare books project which was the result of the political connection of Susan Zug, spouse of Representative Zug. Richey agreed noting the rare books project was a concrete, defined project with tangible results and it can be difficult as a Council to explain the funds needed for some of the nebulous projects such as system funding guidelines.

Nesbit questioned whether the vacancy of Sheri Rowe’s position will open up the possibility of school libraries moving back into Commonwealth Libraries. Zales explained that due to LSTA expenditure restrictions, we will be able to fund the current school library position at only 50% of last year’s level and does not know if that will impact the placement of the school library program.

There was general discussion on the role of the Council in making the case for libraries with the next administration and that placing a library supporter on the governor’s transition team is desirable. Mitchell moved that Council recommend that consideration be given to having a member of the library community on the transition team of the new administration that supports libraries and our mission. Seconded by Cate. Motion passed.

## **COMMITTEE REPORTS**

### Preservation-Larry Nesbit

Nesbit distributed a summary of expenses (Attachment A). Two expenses were listed and both were for maintenance of the system. One for Sponagle installation of fans and the other for McClure to fix a vapor leak. Gallivan moved to approve the budget which was seconded by Mitchell. All were in favor and the budget was approved and accepted as presented.

Dr. Bob Gallivan gave an update on the Pennsylvania Study. Gallivan started site visits and staff from the Office of Commonwealth Libraries is working diligently assembling surrogate books for the study which represents about ten different types of paper compositions. The deterioration of the various compositions of paper will be studied under the grant.. The National Archives and Records Administration and Glatfelter Paper, a partner on this study, have conducted analytical studies to characterize the changes that take place in paper over time. In the next year or two data will become available documenting changes in compositions that are affected by the wide range of environmental components such as lighting and air quality.

Nesbit questioned how the Office of Commonwealth Libraries will be able to continue the study when the current IMLS grant, including the one year extension, will conclude September 2010. Gallivan explained other grants are being pursued that will continue the goal of the study which is to demonstrate cost effective methods to preserve rare and valuable materials. Nesbit expressed the desirability of being able to emphasize the applicability of this research to lay libraries and the general public. As examples of practical applications already in place, Zales noted the reading room and law library in the State Library has used this research to replace lights with energy efficient bulbs. Metcalf noted what was learned in lighting the rare collections library in terms of cost effectiveness and energy efficiency was applied to lighting areas of the Capitol complex.

#### District Library Center Committee-Cynthia Richey, Jim Hollinger

Hollinger met with representatives from Allentown, Bethlehem and Easton Districts (collectively referred to as ABE districts) to discuss issues related to adopting a regional approach to the provision of district services. Jennifer Stocker and Susan Gardner of Easton Area Public Library; Janet Fricker and Diane Davis of Bethlehem Public Library; and Renee Haines and Josh Berk of Allentown Public Library participated. Some issues explored included the lack of clarity on expected outcomes of this effort, the three different models of the provision of district services inherited by the relatively new directors, lack of County Coordination Aid, and the fact that a single liaison from the Office of Commonwealth Libraries would be preferable while involved in this project. The group agreed on four steps:

- 1) Continue developing continuing education offerings that are open to the libraries of all three districts.
- 2) Investigate consortia purchasing of online databases.
- 3) Create a Tri-district advisory council whose purpose will be to look for more cooperative ventures among the three districts.
- 4) Re-convene January 19, 2010. The Office of Commonwealth Libraries can assist with these efforts by working with Allentown and Bethlehem to develop a working district budget and assist in the transition to a separate district budget. Also assist by articulating some clear goals and outcomes for this effort.

Nesbit requested clarification on the guidelines for combining libraries and district centers. Guidelines should be discussed as to when it is appropriate to take this action and when it is appropriate to decline noting what is in the best interest of the library community. Richey suggested this discussion be added to the agenda for the March meeting since this is also when a progress report will be given on Monessen.

#### **ACTION ITEMS**

##### Status report on the Monessen District Library Center-Jim Hollinger

Hollinger distributed a progress report given by Peggy Tseng (Attachment B) who is doing an excellent job as Director of the Monessen District Library Center. Hollinger reported on progress made by Monessen's Public Library Board and District. One of the first significant actions taken was to separate district center funds from local library funds and make a clear distinction between the role of the district center library and Monessen as a local public library. This change was difficult and resulted in layoffs of staff but made possible the ability to increase some services as a library such as Learning Express (database) and increased delivery to both Westmoreland Fayette Counties. Hollinger noted as a local library, Monessen won the Best Practice Award for Programs that Showcase Community Collaboration. . Despite administrative and programmatic progress, economic sustainability remains in question as to whether the library can continue to

serve as a district library center. Representative Harhai and Congressman Murtha are continuing to give their support in their efforts.

The Board established a fundraising committee chaired by Susanna Swade which meets weekly and established fundraising goals. A long range plan committee was also created composed of board members, city officials and concerned citizens. They are currently working through a SWOT (Strength, Weakness, Opportunity, Threat) analysis of the local library. The third board training session with Michael Kumer was completed on Friday, January 8, 2010.

Nesbit pointed out the letter received from the Greensburg Library which explained their desire to be considered as the district library center and asked when the best possible solution be presented for Council to consider. Hollinger stated the library was given a six-month timeline which is up in March/April of this year. Mitchell pointed out the importance of recognizing some districts can be combined and some cannot because of the political landscape of the different areas involved.

#### System Distribution Formula Guidelines Committee-Cynthia Richey, Jim Hollinger

Richey explained this committee is made up of Helen Miller, Kathryn Stephanoff, Matt Kane before his retirement and Richey. Council is interested in assuring the prudent use of state funds. It was determined about one and one half years ago that state aid paid to systems was not subject to the scrutiny of a local negotiation as is the district library center aid and county coordination aid.

Hollinger explained the need for a set of guidelines to assist system boards in executing their responsibility for the distribution of state aid. It is the responsibility of the system board of directors to maximize the use of State Aid to the benefit of all residents served by the system member libraries taking into account the capacity and needs of individual member libraries. The proposed guidelines for the distribution of State Aid by Pennsylvania Public library systems are an attachment to the minutes (Attachment C).

Hollinger gave an example of why a formalized system distribution formula is needed. He described one situation where the formula was devised by the current treasurer. Once the treasurer leaves his position there are no formal guidelines or description of the formula for the distribution of system based state aid and in some cases even the Library Director is not aware of the distribution criteria.

Richey stated that a request was made to change the review period to a five-year instead of a three-year review but this proposal was left at the three-year review period because it follows along with strategic plan review periods. Belanger pointed out the five-year review period was strongly favored over the three-year proposed because of the contentiousness of the process. He also explained that the coordination of the different pieces can be difficult from an administrator's point of view because of the several plans involved such as a plan for use of county coordination, plan for district aid, and a plan for distribution of money.

Considering the influence of a change in administrations that will be taking place in the next three years, Zales explained that for this initial proposal it could be written in as a three-year review and then extend it to five years thereafter. Pannebaker further recommended wording that a review take place when there is a greater than 10% change in the public library subsidy.

Nesbit questioned the purpose of the guidelines. Richey explained it is to gain accountability for the funds. Gallivan suggested that the provision of oversight in the expenditure of funds should be stated in the purpose. Hollinger concluded that the introduction of the proposal could be expanded to include more of a description as to why we are requesting these guidelines be implemented. Richey requested that Hollinger and Zales add that accountability, oversight, and responsibility for public funds being the main reasons which should be further clarified as the intention of the guidelines.

With the retirement of Matt Kane, Jim Hollinger is now the liaison for this committee.

Richey requested a motion to approve these guidelines with the discussed changes; Gallivan moved with a second by Mitchell. All were in favor and the guidelines were approved.

#### District Library Center Structure-Susan Pannebaker

Pannebaker reported on other district library centers that have a high ratio of state aid to local aid. These include New Castle, Aliquippa and Washington district library centers. The Monessen ratio of state to local funds is 46%. Pannebaker noted the named districts have a ratio of 20%-30% in their ratios. Richey stated that this issue will be placed on the agenda for the upcoming March meeting.

#### Committee Assignments-Cynthia Richey

Richey called everyone's attention to a list of Council Committee Assignments (Attachment D) that is in need of updating.

- Cate requested David Mitchell replace her as Chair for the Legislative Committee given that Mitchell has a wider knowledge and greater contact with members of the legislature though she would like to remain as a member. Cate's request was accepted.
- Alice Lubrecht will serve as liaison for the State Library and Rare Books Restoration/Preservation and Access Committees.
- Hollinger will serve as liaison to the Bylaws committee.
- Richey suggested that Helen Miller move from the Systems Distribution of Funds to Ad Hoc committee to the District Library Center Study Ad Hoc committee.
- A motion was made by Cate and seconded by Mitchell to temporarily suspend the Systems Distribution of Funds Ad Hoc committee. All were in favor and motion was approved.

Nesbit requested clarification of the expectations of the committees. Richey explained the scope of responsibility and a charge will be discussed for each committee. Mitchell recommended a yearly meeting for this committee and other interested people to share ideas and have various organizations speak in order to educate the committee. This meeting could be in conjunction with a Council meeting by convening the committees and subcommittees the evening before the March travel meeting or the day after the PaLA Open Forum meeting to save on costs and travel time. Belanger requested information on the best time of the year, legislatively speaking, to convene this meeting. Zales suggested having this committee check-in at the fall meeting (in conjunction w/PaLA) would be a good time. Nesbit offered a suggestion that in order to establish continuity and a fluid movement for the committees that they should convene on a more regular basis rather than just once a year. Richey explained this suggestion was not intended as a once a year meeting only but as a designated meeting in addition to other discussions which could be done via conference call as an example.

Zales explained a description of each Committee and its charge and responsibilities will be discussed and worked up in a document. Miller questioned the current status of the Rare Books committee since the rare books library is now created. Zales and Gallivan noted although the rare books and newspapers were protected by rare books project, additional funding is needed to preserve remaining historic and endangered collections. It was suggested by Mitchell that it may be worth looking into the possible partnership with the [Mansfield]University for future funding. Nesbit explained that when this project was first developed he did a search of private institutions and other sources of funding but did not come up with any sources due to its location.

A motion was made by Belanger to accept these committee changes and seconded by Miller. All were in favor and the motion passed unanimously.

#### **BUREAU REPORTS**

### Web Junction-Susan Pannebaker

Web Junction is a program that was created by the Gates Foundation to share knowledge in the library community and has broadened beyond the original scope of being technology based. Pannebaker displayed the website for all in attendance and explained that each month a different library will be featured. The State Library is the first library featured and includes pictures of the ceiling, reading room, etc. Contact information and location and special offerings for the library will be included each month. There is a course network where we can have 500 seats per year and some are online courses. A \$5 charge is listed for each online course which includes a variety of subjects from customer service to technology-based offerings. We are currently working on some of our own courses including: Welcome to Pennsylvania, How PA libraries work, the role of the state library and district library centers. Pannebaker explained information made available through Web Junction will assist with new librarians that may come to Pennsylvania from another state and can anticipate the differences between where they were previously employed. A calendar will be posted for all to have access to in order to find upcoming special events. There are also general library links including the partnership pieces such as community spotlight which will change automatically without a cost to us. Zales noted the value of Web Junction increased as the Department of Education, along with all agencies, launched a new website that unfortunately is not intuitive and caused great frustration for the public to click several links before accessing the library databases. As a companion to the agency website, Pannebaker explained the Web Junction site will offer a vehicle to post pictures and links the agency website does not have the capacity to post. The URL address is [www.pa.webjunction.org](http://www.pa.webjunction.org)

### Pennsylvania Appoints Task Force to Study Statewide ILS-Susan Pannebaker

The Office of Commonwealth Libraries convened a State-wide Integrated Library System Task Force charged with evaluating the creation of a state-wide integrated library system and delivery service for public libraries in Pennsylvania; and with making recommendations with regard to organizational structure, governance, and policies technical standards. This information will assist the Office of Commonwealth Libraries in formulating a plan to make this service possible. The group held its first meeting in November 2009 with the goal of having the recommendations in place by the end of April 2010.

The goals of the State-wide Integrated Library System are:

1. Produce long term, overall, cost savings for public libraries in the Commonwealth, while improving services and timeliness in getting materials to the customer quickly,
2. Facilitate and encourage the provision of highly available, consistent, high quality and high value services to library patrons across the state, including state-wide circulation of materials,
3. Facilitate the provision of new online library services to patrons who may find visiting a physical library difficult or inconvenient.

Nesbit suggested that in addition to public libraries, school and academic libraries be considered. Pannebaker explained that although a multi-type service is a goal, in the short term it may be too expensive for schools. Pannebaker noted the system is also planned to include delivery in addition to ILS.

### One Book Every Young Child-Susan Pannebaker

The 2010 One Book, Every Young Child program will kick-off April 13, 2010 during a reception in the Capitol Rotunda from 4-6 pm. We are fortunate to receive a fifth year of funding from Verizon that will allow the mailing of a copy of the this year's book *What a Treasure* by Jane and Will Hillenbrand to each child care facility, Head Start classroom and family literacy family in the Commonwealth. Support materials are in the process of being printed, as well as button and stickers. The website should be live by the end of this month at [www.paonebook.org](http://www.paonebook.org). Will Hillenbrand, the illustrator, will be doing three weeks of visits across the state in April and May. So far over 150 libraries and other agencies have purchased more than 46,000 copies of the book.

### Rethinking LSTA Grant Program-Susan Pannebaker

Pannebaker summarized some changes that may take place with LSTA grant funds.

- Reserve funds to defray start-up costs for the ILS program.
- Create a source of funding libraries can use as the matching funds for upgrading hardware.
- Focus on more innovative projects that combine new and different ideas – Innovation has always been a goal of LSTA grant funding.
- Digitization will remain an LSTA priority with the added component of devising an educational connection by the recipient to incorporate local history and social studies.

Belanger suggested a fiber optic addition to encourage the upgrade to the most up-to-date technology.

#### State of the State Library-Alice Lubrecht

Lubrecht who is still becoming oriented to the budget and learning the new processes which were implemented since her previous service as a library director, reported on the State Library including the continued dedication of the remaining staff.

- Cross-training of personnel continues so that staff has flexibility in covering many different functions and services. Section heads are diligently looking for ways to be more efficient. They are reviewing procedures to streamline processes to be more cost-effective and less staff-intensive. An article about the Library of Congress was distributed and discussed (Attachment D).
- The agency's new web page redesign caused many problems for library users. Reference emails that come to the library via the Reference Email location on the State Library web page have been greatly reduced in number since implementation. Four were received in the month of December compared with thirty during November and many users have indicated an inability to locate the page with the RA-Ref link on it. A spreadsheet is being used to track complaints regarding the web page and during the month of December over 50 comments were recorded about the website changes. The difficulties with the new website come at the unfortunate time when the State Library staff was reviewing options for increasing access to materials and services which could be provided online for researchers throughout Pennsylvania, thus easing the problems many have with using our physical library's restricted hours.
- More rare materials are getting ready to be moved into the Rare Collections Library. The move of the pamphlet volumes is complete and newspapers are wrapped and ready to go into the repository. An inventory is being created to develop the contents of the newspaper repository. Unfortunately, many of the furloughed staff members were involved in this project so information is being reconstructed without these employees.

#### 2010 Schedule of Meetings:

March 9, 2010 – Dauphin County Library System's McCormick Riverfront Library, Harrisburg

April 16, 2010 – Open Forum during PSLA Annual Conference, State College

June 8, 2010 – Forum Building, Harrisburg

October 24-27, 2010 – Open Forum meeting will be held Sunday during PaLA Annual Conference, Lancaster. The official Council meeting will be held the following Monday at a location to be determined in the Lancaster Convention Center.

#### **ADJOURNMENT**

Gallivan moved to adjourn. Cate seconded the motion. Richey adjourned the meeting at 2:25 p.m.

Respectfully submitted,

Rita Jones, Executive Secretary  
Office of Commonwealth Libraries