

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JANUARY 25, 2011
Room 317, Forum Building
HARRISBURG, PENNSYLVANIA

MINUTES-APPROVED

Present: Philip Albright
David Belanger
Sara Jane Cate
Dr. Robert Gallivan
Mary Garm
Louis LaBar
Barbara May
Helen Miller
David Mitchell
Dr. Larry Nesbit

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

Office of Commonwealth Libraries
Constance Cardillo, Supervisor, Bureau of Library Development
Eileen Kocher, State Aid Librarian, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Alice Lubrecht, Director, Bureau of State Library
Diana Megdad, Advisor, Bureau of Library Development
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
Susan Pannebaker, Director, Bureau of Library Development
Bonnie Young, Supervisor, Bureau of Library Development

Guests: Amber Benson, GreenLee Partners
Angie Gohn, GreenLee Partners
Sarah Hockenberry, Office of Chief Council, PDE

WELCOME & INTRODUCTIONS

Mary Garm, Vice Chair, called the meeting to order at 9:35 A.M. and welcomed all in attendance. Cindy Richey injured herself while shoveling snow and was unable to attend the meeting. Council members, staff and visitors introduced themselves and were welcomed by Garm.

ADOPTION OF THE MINUTES OF THE OCTOBER 24, 2010 MEETING

Garm requested a motion to accept the minutes for the October 24, 2010 meeting as submitted. LaBar motioned with a second by Albright. All were in favor and the minutes passed.

CHAIR'S REPORT – Cynthia Richey

Garm explained that the Chair's report will be deferred and given at the following meeting. Richey asked Garm to 1) make Council aware of the recent report from the Joint State Government Commission on recommendations for revision of the Library Code. Belanger will meet with Senator Pileggi in the near future for his feedback on the results; and 2) the public library community and Council were honored to have David Mitchell and Cindy Richey serve on Governor Corbett's transition team as this was a wonderful opportunity to advance the role and needs of libraries.

COMMISSIONER'S REPORT – M. Clare Zales

Zales announced the arrival of the incoming Secretary of Education, Ronald J. Tomalis. Mr. Tomalis served as Executive Deputy Secretary under Secretary Hickok. Secretary Designate Tomalis hoped to attend this meeting but had

schedule conflict. Amy Morton, previously interim Deputy for Elementary and Secondary Education, will be the Executive Deputy for the Secretary. Carolyn Dumaresq will serve as Deputy for Elementary and Secondary Education. Dr. Dumaresq worked with the Department of Education 25+ years ago. Most recently she served as president of the Pennsylvania State Education Association (PSEA). Incumbents are serving in the remaining deputy positions.

Zales will have her first meeting with the Secretary shortly during which she expects to focus on: The condition of the library community and its ability to move forward and play a significant role in the Administration's education agenda; and the success of the Rare Collections Library, initiated in 1998, as a national model in the preservation of rare materials.

Zales will share with the Secretary an historic perspective of the funding of library appropriations from the last budget of the Casey Administration through the last budget of the Rendell Administration (Attachment A). Also to be shared is an eight year look-back of statistical indicators of changes within the library community (Attachment B).

This data shows that despite the decreased funding, we are serving a greater percentage of the population; the number of professional librarians increased slightly with the number of volunteers also increasing. Circulation has increased and so has inter-library loan. Local government funding increased which can be viewed as an indicator of community value of the library. This figure has to be viewed cautiously; however, as an increase in local government support is not the common experience of libraries. Other Revenue increased which includes local fundraising efforts which is another positive indicator. Expenditures on materials decreased, which is a worrisome indicator, as study after study verifies circulation increases where there is a strong, current collection.

Nesbit observed Zales is representing to the Secretary only the public library community when the school and academic communities must also be represented stressing we must think always of the full library community of the Commonwealth. Pannebaker responded the agency collects some data on school libraries though not as comprehensively. Pannebaker added the inter-library loan figures that include activity among school and academic is available through HSLC's website.

Helen Miller asked for clarification as to how the number of full-time professional librarians can increase with salaries and benefits overall decreasing. Zales explained the number of "other staff" has decreased which gives the impression professional librarians' salary and benefits increased, but it actually means there is fewer "other staff".

The Office of Commonwealth Libraries sent out a Survey Monkey questionnaire to gather data on the number of full-time and part-time positions that were lost over the last two years and how much of increased library activity is the result of job-seekers using the library for job searches, resume updates, etc.

Zales recommended Council become familiar with the statistics from the "Snapshot" day. Though collected in 2009, the numbers are still relevant in showing the activity in all types of libraries.

For Council's reading the article "Words that Work" (Attachment C) was shared showing how words are used to communicate a positive spin.

Nesbit asked if the transition report has been released. Zales explained that report has not been made public. Mitchell shared the decrease in local government funding to libraries was part of the transition team report. Mitchell added the overarching intent of the transition team document was to focus on areas needing attention the first 90 days of the administration and less on issues and policies.

Nesbit asked if under the new Secretary now would be a good time to request school libraries be returned to the library depute from the elementary and secondary education depute. Zales explained every new administration conducts a reorganization and there will be opportunity for Council to advise the Secretary of the benefits of that change in organization.

COMMITTEE REPORTS

Legislative Committee-Dave Mitchell

Mitchell reported the committee had a productive meeting Monday, January 24, 2011. The main topic was the change of administration and some of the upcoming challenges. The Joint State Government Committee (JSGC) report requested by Senator Pileggi was discussed. A committee was formed with David Belanger as chair that includes Mary Garm and Lou LaBar to discuss the results of the report and how to structure the organization moving forward. Belanger will meet with Senator Pileggi and then convene the committee to act on some of the structural recommendations given in the report.

District Library Center Committee-Susan Pannebaker

Pannebaker provided an update on the move of the District Library Center designation from Monessen Public Library to the newly formed Westmoreland County District Library Center. Pannebaker noted that no negative feedback has been received during the transition. She was pleased to report the delivery was moved from Monessen Library to the Norwin Library shortly after the first of the year. Pannebaker expressed admiration and gratitude for the leadership of Denise Sticha, Director of the Westmoreland County Federated Library System, who was instrumental in assisting during the transition. Pannebaker requested a letter of appreciation from Council to Sticha. With Jim Hollinger from the Bureau of Library Development on medical leave, Sticha worked with great independence on handling the many details. Albright inquired as to how Monessen is doing on its own as a public library. Pannebaker explained once Hollinger returns he will check offer a report on the library.

Cate made a motion for a letter of appreciation to be sent from Council to Denise Sticha for her leadership and assistance with the transition of the district library center designation from the Monessen Public Library to the Westmoreland County Library System. Belanger seconded. All were in favor and a motion passed.

Zales thanked and congratulated Council on this successful district library center transition that has been in motion for two years. This action can give hope to struggling districts and offer an alternative service delivery model.

Nesbit requested Council develop or be provided with a philosophy that can be used as a framework from which to identify districts in distress and to move proactively. Zales referred to the criteria Jim Hollinger developed that included indicators of a functioning district. Garm commented background information would be helpful along with Hollinger's study to give an overall sense of who is doing well and who is not and why. Pannebaker noted many indicators were financially based with Belanger noting some district situations need to be considered on a case-by-case basis. Miller commented on the value of clarity in this area so Council members are equally conversant on what constitutes an adequate or distressed district library center.

State Library/Preservation Committee-Helen Miller, Larry Nesbit

Helen Miller announced the Committee is planning to meet February 25, 2011.

Nesbit distributed the financial summary of activity on the Capitol Preservation Funds placed with Mansfield University (Attachment D). He called Council's attention to the \$36,000 expended during this reporting period. A discussion followed regarding the balance in the account noting expenses continue to be charged yet no new funds were deposited. At the current rate of expenditure, Nesbit projects the account will be depleted in four or five years. Nesbit provided the background the account was established and funded by the Capitol Preservation Committee under the executive directorship of by Ruthann Hubbert-Kemper. The fund was allocated \$400,000 annually but no allocation was made in recent years. Miller questioned how to receive another allocation. Nesbit explained the funding initiated the preservation work and was not optimistic it would be funded in this financial climate. LaBar questioned the expenses listed as "equipment & furnishings". Nesbit explained they are updates to environment systems. Zales explained that with the new administration, especially the new Lieutenant Governor's interest in history, there is hope this or a new appropriation can be established. She further explained Council can begin an initiative to make the case that either a one-time allocation or a yearly line item is a worthy investment. Garm requested information on a strategy to use when working this initiative and working with the Lt. Governor. Mitchell commented that in prior visits he has had with both the Governor and the Lt. Governor this is already in the works and the project is already "on the table."

By-Laws Committee-Raymond Sobina, Barbara May

Due to the absence of Ray Sobina, Barbara May spoke on behalf of the By-Laws Committee. May explained that she was given the task of updating the by-laws which were last published in 2007. May explained that one recommendation she has is regarding the language and that it would be helpful to include a definition of terminology (glossary) page. Another suggestion is to make sure the by-laws are in compliance with the Library Code which should be on hold until the process is finished.

ACTION ITEMS

Approval of Public Library Board Development Program – Cynthia Richey

Pannebaker announced that the Public Library Board Development Program was distributed by mail to all Council members in the form of a DVD and written guidelines for review and discussion.

Bonnie Young from the Bureau of Library Development who is responsible for this project explained the two year process of creating the program began with a committee, interviews of trustees and much editing. The program is designed to be presented to the trustees as a voluntary learning experience. LaBar commented his enthusiasm for the program and questioned how soon it could be released at the local level. Pannebaker hoped that with some additional edits and tweaking that it could be ready for release by April 2011. A discussion followed regarding the logistics of how and when to present the program and monitoring trustee participation. Young explained the final copy will be in the form of a notebook so individual libraries can add or delete pages as necessary to personalize the program and keep it current. Miller commented that she wished the video was more diverse so as to be applied to all libraries. Belanger explained those included in the DVD were the trustees who responded to the request to participate and be filmed.

A motion was made by Belanger to approve the distribution of the DVD as presented with written guidelines once edited. Albright seconded. All were in favor and the motion was approved by Council.

Approval of Committee Assignments – Cynthia Richey

The item was tabled for discussion at the following meeting.

DISCUSSION ITEMS

Council Report to Joint State Government Commission: Council recommendations for transition of administration

Zales explained the task given to the JSGC to review the Library Code and distributed the summary of recommendations from the Commission's final report. (Attachment E). Zales explained there was much discussion with the JSGC on proposed certification standards for public library trustees. The Commission questioned the authority of state government to impose standards on a 501(c)(3) board. The goal was for criteria to be developed, approved, recommended and then tested and applied on a voluntary basis.

Zales requested to delay any further discussion until it can be reviewed by legal council at PDE. Belanger reported he will meet with Senator Pileggi with the next couple weeks to get his analysis of the study and will report to Council in March. Belanger also suggested the Legislative Committee work closely with PaLA and PCBL to coordinate their response in order to speak with one voice.

Mission of Commonwealth Libraries – Dr. Larry Nesbit

Nesbit read the mission statement of the Office of Commonwealth Libraries listed on the *Compendium* and felt it does not accurately reflect the work of the Office. Zales read the mission statement as follows:

“The Office of Commonwealth Libraries, within the Pennsylvania Department of Education, operates a major research library and leads the development of the state's public, school, academic and special libraries to meet the information, education and enrichment needs of its residents.”

Zales explained the reasoning behind each of the segments of the mission statement and supported the involvement with school and academic libraries with an itemization of funds directed toward the development of all types of libraries (Attachment F). Nesbit commented that the lead/develop connection is overstated and that school and academic libraries are not represented adequately. Nesbit suggested either changing the mission statement to accurately reflect the work or change the work to reflect the statement. He suggested the topic become a task for the newly combined State Library/Preservation Committee. Zales added the mission statement must incorporate the entire Office of Commonwealth Libraries and be reviewed by the Department of Education. Garm suggested a representative from the Office of Commonwealth Libraries work with the committee to modify the mission statement and requested a report at a future meeting.

Funding for public libraries impacted by Marcellus Share – Dr. Larry Nesbit

Nesbit distributed a written report (Attachment G) explaining the potential of the Marcellus Share Fund and how it could impact and assist libraries. Nesbit suggested forming a sub-committee for guidance in creating a plan of action for libraries in the process of acquiring these funds. A discussion followed relating to the scope of influence, category of funds and resulting in the formation of a task force to investigate the need and potential for public libraries: Nesbit (Chair), LaBar, and an Office of Commonwealth Libraries liaison.

Preservation Conference highlights – Dr. Bob Gallivan

Gallivan distributed a booklet that included copies of all of the slide presentations from the Preservation Conference which was held at the Forum Building September 16, 2010. He reported the conference was very successful with approximately 75 attendees. Gallivan reported that two main components were highlighted that day which included:

- The Rare Collections Library has taken preservation to a higher level. It is a model for future generations to study and learn.
- The energy and efficiency levels that were created result in preservation being cost effective.

Gallivan explained that as a result of this project, Neal Rusnov, project architect, has made lighting improvements within the Capitol.

Garm thanked Gallivan for the compilation and suggested a future tour of the Rare Collections Library especially for the new Council members.

Update on Office of Commonwealth Libraries' recommendation for Libraries for the Blind & Physically Handicapped services – Helen Miller

Zales described the history of the national program and Pennsylvania participation in the provision of library services from Pennsylvania's two regional libraries for the blind and physically handicapped associated with the Free Library of Philadelphia and the Carnegie Library of Pittsburgh.

Currently the National Library Service (NLS) provides books on cassette tapes, tape players, free postage and Braille to patrons who cannot use a traditional book for whatever reason. Pennsylvania provides the facility and staffing at the two locations. For the past four years, the NLS has been transitioning into a digital version which would replace the cassette tapes. An additional \$200,000 in state and LSTA funds has been invested in the transition to prepare both locations for the digital version. The annual appropriation from the Commonwealth of \$2.8 million is the only state support of this program. Zales explained the transition to the digital format provided an ideal timing to conduct a study to maximize the technology and funding. The study was conducted by Community Services Analysis LLC (CSACO) which made three recommendations.

This report was prematurely shared with the Philadelphia Inquirer which included an article on the consequences to the Philadelphia library December 25, 2010 (Attachment H). Zales explained the contacts with the libraries and their respective boards which shaped the final decision. The changes summarized by Zales include a concentration of the services provided by the NLS which is the distribution of, application for and administrative services related to audio materials will be centralized at the Pittsburgh location. Distribution of Braille will be

distributed exclusively by the Philadelphia location. Other materials purchased by local funds will remain at the local libraries. The Philadelphia library will be charged with developing a statewide outreach program as Pennsylvania reaches only 10% of the population in need of this specialized service. This change is expected to increase costs at the Pittsburgh location and decrease costs at the Philadelphia location which will be represented the distribution of the Libraries for the Blind and Physically Handicapped appropriation for 2011-2012.

To implement these changes a Task Force, chaired by Mary Garm, will be convened with representative members from both the Carnegie Library and Free Library of Philadelphia. The Task Force is expected to convene sometime in mid-February. A statement will be released to the public and will hopefully quell concerns.

Miller commented that although the move will not happen overnight the lesser funds to be distributed to the Free Library of Philadelphia would place a burden that organization. Zales expressed a desire to initiate the change in July of 2011 expecting it will take time for the full transition to occur.

Pannebaker concluded this discussion by demonstrating the new digital player.

BUREAU REPORTS

Bureau of Library Development - Susan Pannebaker

Pannebaker report on highlights of what she learned at the American Library Association Midwinter Conference held in San Diego, California. A major topic of discussion was e-books, resources and readers. Discussions about the different formats for readers indicated support for open systems that use e-pub software rather than the tight DRM like the music companies have used. Amazon's Kindle is the only reader thus far that uses the DRM model. The Nook and Sony E-reader use the e-pub software which allows users to download books from other sources such as the library, whereas the Kindle is limited to offerings from Amazon.

Pannebaker consulted with a number of publishers regarding purchasing and making their materials available. With the exception of one children's publisher, others do not have a platform that can be used on a statewide basis. Many schools have invested in the I-pad and I-pod Touch and are looking for resources to use with them. The hope is to find items they can use and are also available to be downloaded on regular computers for those that do not have the latest technology.

Pannebaker attended the COSLA (Chief Officers of State Library Agencies) meeting on behalf of Deputy Zales. An interesting fact she picked up is of the 19 bestsellers more were sold in electronic format than in book format. A negative aspect of the rise in e-books is that libraries will lose the income from "used book sales" as the number of books purchased in print decline over time. On the positive side, the popular Nook, Sony E-reader and Kindle will encourage even reluctant readers to take an interest in reading.

Belanger commented that as a result of a Verizon grant, his library will be creating an "I-pad Lab" which is an exciting project for the staff and community.

Nesbit questioned if it will load in AccessPA. Pannebaker explained this is not possible yet but they are working on an application to make this possible.

Pannebaker concluded her with two personnel items. 1) Jim Hollinger is on medical leave and will be out of the office for approximately 4-6 weeks; 2) Elizabeth Jean Urling retired December 31, 2010.

A motion was made by Gallivan that a letter of congratulations be sent to Urling thanking her for her fine work and dedication to libraries. Albright seconded. Council approved and the motion passed unanimously.

Bureau of State Library - Alice Lubrecht

Lubrecht reported a change in service hours of the State Library beginning January 4, 2011 from 9:00 – 4:00 to 9:30-5:00. The days of service remain the same (Tuesday, Wednesday and Thursday). This change allows library staff additional time in the morning to complete back office activities and gives additional time at the end of the day for researchers to visit the library.

Lubrecht explained that due to furloughing of staff in 2009 digitization uploads had stopped. They started again the last week of January. With the exception of small items done in-house to respond to reference questions, staff will now process the several drives of both in-house and outsourced scanned images that were not uploaded to the AccessPA Digital Repository previously.

Lubrecht traveled to Annapolis with David Haury, State Archivist, to attend a session on Preserving America's Digital Heritage. The session highlighted a multi-state project led by Washington State to provide long-term access to electronic state government information and records. The project is partly funded by the Library of Congress and is looking for additional state partners willing to continue to fund the project once the Library of Congress grant expires. Lubrecht explained that Pennsylvania is not ready to commit to such a project due to internal questions and current state law and regulation, however, both Lubrecht and Haury were impressed with the concept and planning.

Lubrecht and Heidi Mays, House Archivist participated in making the Assembly *Bible* available for swearing in ceremonies for the Speaker of the House. Mays and Lubrecht will develop a written protocol for the protection of this Bible during future ceremonies.

Two volumes of a general store ledger dated from the early to mid 19th century arrived as a donation on December 31, 2010. Staff from the Pennsylvania Historical and Museum Commission (PHMC) was contacted for assistance in verifying where the volumes originated as the donor indicated that they were from a Columbia County store, which has yet to be confirmed. Once origin is confirmed a final decision can be made about where to house the volumes.

Library classes for the Office of Administration (OA) Academy continue under the leadership of Kathy Hale. In addition, a series of specialized classes were held for the Dept. of General Services Office of Procurement and brown bag training for the Department of Health will be broadcast on the Health Department's intranet. The OA Academy course will be offered four times this spring.

The Thirteenth Tale was the selection for the second book discussion for state employees held by Hale and Lubrecht on January 13, 2011. The group included six people in response to an ad placed in the Commonwealth Employees newsletter. The next title selected is *The Hamster Revolution* and will meet during National Library Week in April. Though the participation numbers in the actual discussion groups are small, there are many, many more employees who are participating by reading the book and are enthused about the book club.

Lubrecht reported the leadership in various agency-based libraries in Harrisburg needs to be addressed. As staff is reduced the access to some of the library collections has been completely closed, as is the case with the Department of Environmental Protection's library, there is an opportunity for the State Library to step in and assist. Belanger questioned whether a catalog is shared between the State Library and the other department libraries. Lubrecht replied that most, but not all, have a shared catalog. Those who share are available for inter-library loan requests which have been an issue.

Lubrecht concluded her report by announcing several upcoming events:

- The Attorney General's Consumer Fair in the Capitol in March
- The Pennsylvania Historical and Museum Commission's Charter Day in March
- Presentations: Pennsylvania Community College Library Consortium at State Library, Central Pennsylvania ILL group at Penn State Harrisburg, PaLA Lehigh Valley Chapter at Northampton Community College, PaLA Southwest Chapter at Seton Hall

School Library Services Report – Susan Pannebaker

Pannebaker was informed by Deb Kachel that at the January State Board Meeting, Adam Schott was given permission to fund a portion of the school library survey (\$12,500) and he proposed an equal match with private funds. Pannebaker offered LSTA funds for the match to facilitate release of the survey. Pannebaker stressed the importance of releasing the survey as soon as possible to allow schools and the administration to compile the information. The analysis of the survey would come later.

Following Lynn Moses's retirement from her position as school library development advisor in August 2010, Pannebaker met with the Assistant Bureau Director and Division Chief of the Bureau of Teaching and Learning to assume most of Moses' duties in the short term. Most questions related to teacher certification as evidenced by Urling's phone log. This experience provided valuable insight into the involvement of this position in the school library program.

2011 Schedule of Meetings:

Garm made the announcement that four Council members have terms that are due to expire: Philip Albright, Helen Miller, Robert Gallivan and Larry Nesbit. Members seeking re-appointment are to submit a letter of intent to Deputy Secretary Zales including their major accomplishment while serving on Council and a resume. This recommendation will be forwarded to the Secretary of Education who will review and make recommendation to the Governor's Office of Boards and Commissions for appointment.

March 2011 – School Library, TBD, York or Lancaster

April 29, 2011 – Open Forum, PSLA Annual Conference, Hershey Lodge

June 14, 2011 – Forum Building, Harrisburg

October 2, 2011 – Open Forum, PaLA Annual Conference, State College

ADJOURNMENT

Gallivan moved to adjourn. LaBar seconded the motion. Garm adjourned the meeting at 1:25 P.M.

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries