

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JUNE 10, 2008
ROOM 317, FORUM BUILDING
HARRISBURG, PA

MINUTES-APPROVED

Present: Kathryn Stephanoff, Vice Chair
Philip R. Albright
David Belanger
Sara Jane Cate
Dr. Robert Gallivan
Helen Miller
David Mitchell
Dr. Larry Nesbit
Cynthia K. Richey
Raymond Sobina

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

Office of
Commonwealth
Libraries: Caryn Carr, Director, Bureau of State Library
James Hollinger, Director, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
Susan Pannebaker, Advisor, Bureau of Library Development
Judy Townsend, Division Chief, Bureau of State Library

Guests Tyler Loeb, Intern, Office of Commonwealth Libraries
Sheri Rowe, Chief, Division of School District Planning & Continuous Improvement
Neal Rusnov, Project Architect, Department of General Services

WELCOME & INTRODUCTIONS

Stephanoff called the meeting to order at 10AM. She began by introducing a summer intern, Tyler Loeb. Loeb is a sophomore attending Elizabethtown College with a double major in political science and economics. His assignment is to document the Rare Books project by organizing all the photographs taken into a timeline of the project.

ADOPTION OF THE MINUTES OF THE MARCH 11, 2008 MEETING

Stephanoff requested a motion to approve the minutes from the previous Council meeting which was held on March 11, 2008 at the Mt. Lebanon Public Library. Gallivan motioned approval and Richey seconded the motion. All were in favor and the minutes were approved by Council.

CHAIR'S REPORT

Due to the absence of Matthew Flynn, Stephanoff delivered the Chair's report. First was the announcement that Matthew Flynn has chosen to step down from his position as Council Chair. A map (attachment A) was distributed to display the locations of each member of Council. A replacement for Flynn is being sought after and any recommendations should be submitted to Zales' office. After discussion of possibilities, Stephanoff thanked the Council members for their suggestions.

School Librarians Annual Conference Report-Kathryn Stephanoff

Stephanoff began a discussion about the School Librarians Annual Conference held in May in Hershey. Richey is preparing an article for the School Library Magazine: "Learning and Media" in order to summarize the issues that were brought forth at the Open Forum held at the conference and discuss the next steps. Stephanoff explained that some of the issues brought up were about not enough money, not enough help or appreciation, and a lack of school libraries staffed with enough librarians. Richey's article will address possible solutions and next steps toward resolving these issues. A discussion followed regarding whether the reorganization at the Department of Education (PDE) has caused some of these issues and whether mandates by the state can help solve some of the school library issues. Concerns were expressed over the current contract between the two bureaus. Zales requested this discussion be "tabled" until her later report which includes a New Directions Agenda. This will include a new strategic plan introduced to forge a direct connection between the Office of Commonwealth Libraries and the school library community.

DEPUTY SECRETARY OF EDUCATION/COMMISSIONER'S REPORT

The first issue Zales discussed in her report was the budget. The Governor recommended a 2% increase in library subsidy which is equivalent to a \$1.5 million increase and that amount is not enough to run the incentive formula. The category, Libraries for the Blind & Physically Handicapped, has been level funded at \$2.9 million since 2001-2002 even though the program has continued to increase in cost and the number of patrons that rely on that service continues to increase. A request was made to the Secretary by the Federation for the Blind explaining that veterans among others have come to rely on the books on tape service. There has been a campaign to write letters to the Governor's office. Senator Mary Jo White is attentive to this project and is in favor of additional funding for these services. The books are currently on tape but are being transferred to a digital format using flash technology. The migration is in its third year of a five year migration process. This additional funding is necessary in order to keep Pennsylvania current with the technology. This cost is estimated at between \$200,000-\$250,000 per year as the state pays for the software to accept the new technology and the desire is to not fall behind in this migration. Mitchell suggested a letter be written and sent to Senator White from Council endorsing support for the project. Stephanoff suggested a motion be made and Mitchell made the motion with Gallivan seconding it. Council voted and all were in favor. Richey suggested this letter be used as a springboard for a letter-writing campaign to include letters from associations such as PaLA. Stephanoff stated that she, Glenn Miller, and Greenlee Corp. have had several meetings with senate and house leadership in order to request an additional \$2.5 million above the Governor's recommendation which would allow the Public Library Subsidy formula to be run. These meetings have been positive and continue to be scheduled. No news will be forthcoming until the budget is passed; however they have not received any negative reactions in these meetings. Stephanoff will report back her results.

Next Zales reported that the library subsidy distribution formula is currently under the School Code and the goal is to have it returned to the Library Code. A statement of consequence is being prepared for Secretary Zahorchak.

The next topic was Library Services and Technology Act (LSTA) Funds which are administered at the federal level by the Institute of Museum and Library Services (IMLS). This organization is more closely monitoring the spending to ascertain a match between funds and the 6 goals listed in their purpose statement. At least 96% of LSTA funds are to go towards the 6 goals and up to 4% of funds may be used for administration. The administration of these funds will greatly impact Pennsylvania since LSTA pays for all but two salaries for employees in the Bureau of Library Development, as well as two salaries for employees in the Deputy's office, all travel, copiers, supplies, phones, maintenance and all related expenses for library development. It also pays for the administration of the POWER Library, One Book Every Young Child, Family Place, and Best Practices in Children's Services, the Trustee & Friends Institute, and all the expenses for this Council, the school library program, marketing and advocacy, and more. After close scrutiny IMLS determined that many expenses were outside the goals and that a portion should be paid by the state. A preliminary analysis of the programs finds that a discrepancy of about \$500,000 exists. It is unlikely this amount can be funded without LSTA monies. Zales, Hollinger, and Cardillo have an appointment to meet with Laurie Brooks and Mary Chute at IMLS headquarters in Washington, D.C. on June 11, 2008 to discuss these funding issues. October 2008 is the deadline for compliance. There will be a need to stretch the intent

of those 6 categories as much as is allowable and fill in LSTA ineligible activities that we are doing with state funds to the extent that we can. We may need a letter writing campaign in order to support Senator Specter in his efforts of support for state libraries that are dealing with these rulings.

During the March District/System meeting, the stakeholders of the community initiated a strategic planning process being referred to as a New Directions Agenda (attachment B). The intentions are to assess the capacity of the public library community, make progress under remaining years of the Rendell Administration, and to address and resolve impediments to future opportunities. A handout was distributed which outlines the main goals in four categories. 1) Marketing and funding; 2) Governance and infrastructure; 3) Looking at needs, opportunities, challenges from a statewide perspective; 4) Support of the Governor's Education Goals, School Libraries and the Governor's "Big 10" Performance Goals. Item 4 exemplifies the importance of keeping connected to school libraries in order to share best practices to support student achievement. The Office of Commonwealth Libraries will meet and brainstorm ideas with Sheri Rowe and Ed Volbrecht to further this strategic plan. Al Weber, consulting on the New Directions Agenda, will present the plan to Council formally and allow discussion and the presentation of ideas and questions at a future meeting.

A discussion ensued as to why only public libraries are included in the plan and Zales agreed that all libraries need attention and financial support and explained that this is just the first step in the New Directions Agenda. A discussion followed Nesbit's suggestion to tap into some monies currently being paid out in certain counties that have discovered the location of sources of natural gas. Private landowners are receiving payouts on land they own, and in turn, it should follow that the Commonwealth might receive tax revenues from the owners of the land on which natural gas has been found. A suggestion was made that this "new found" money be used for libraries. Mitchell and Zales agreed that this was a good idea. Mitchell suggested State Senator Scarnati and State Representative DeWeese as individuals to contact for support for this idea.

COMMITTEE REPORTS

Rare Books Project Report-Larry Nesbit

Nesbit distributed a budget report to all Council members (attachment C). He summarized the expenses of the previous three months which included travel expenses for Metcalf & Rusnov to attend an IMLS workshop in Atlanta, some supplies, and the bulk was the match for the Conservation Center. One more check will be issued against this account to conclude the match for the "Save America's Treasures" grant. A motion to accept this budget was made by Albright and seconded by Gallivan. All were in favor and the budget was approved by Council.

Nesbit summarized several positive occurrences regarding the Rare Books Project such as visits from several legislators: US Congressman John Murtha and PA Speaker of the House Dennis O'Brien, an article in the Patriot News, and a breakfast sponsored by Representative Clymer. Nesbit requested feedback on the next steps for progressing with the project. Richey requested clarification on a potential outcome and goal for the project. The overall goal was to use this project as a lever to continue creating a closer to ideal environment for other areas within the State Library such as the Law Library and book stack areas where conditions are continuing to cause deterioration.

Zales summarized the status of the project. Belanger reiterated the fact that the new vault is just step one and the project is far from complete. Mitchell recommended going to the bar association for funding.

IMLS Study-Robert Gallivan

Two documents were distributed (attachments D&E) labeled the Pennsylvania Study also known as the IMLS Grant. This scientific study is ready to move from the planning phase to implementation phase and soon "custom books" will be stationed at 15 sites statewide that have been selected to take part in the study. The books are actually compilations of paper that will be observed in terms of their aging properties. The

goal is to discover the processes and contaminants that have desirable and undesirable effects on the aging processes of paper. A database will be created with the findings in order to profile the environmental and atmospheric effects at each site. This study is a collaborative effort including a number of scientists, two from the National Archives, a member from the Library of Congress, Millersville University professors, a Health & Safety expert from New York City, and individuals from Glatfelter Paper.

Albright questioned whether or not digitizing the collection has been discussed. Rusnov explained that while the Library of Congress is encouraging this process, the process of digitization may destroy the original no longer leaving the artifact in tact. This project attempts to preserve the entire collection and has spent approximately \$22.50 per volume to do this. Zales understands that the purpose of a library is access. When our artifacts are in this environment they can be advertised and researchers can be allowed to use them. Once technology allows a collection to be digitized without destroying the original then this can be considered but in the meantime, there is no hurry to digitize. Senator White is interested in purchasing a camera in order to do in-house scanning of newspaper at the State Library.

Knowledge Initiative-David Mitchell

Mitchell began by mentioning that this project has had several recent set-backs. He met with the Governor and used the opportunity to give him a letter with a description of the Knowledge Initiative and its needs. The projected timeframe is within 2-3 weeks to find out if the idea will be embraced by this administration. If not, then a new proposal will be organized and presented when the new administration comes into office. Mitchell gave his thanks to Zales, Carr, Hollinger, and Nesbit for having several meetings with members of the business community such as Jim Durden, President of Dickinson College and Peter Garland from the State System. Progress has been made to “get the word out” to the business community and a new direction may be forthcoming.

Lighting of the State Library-Neal Rusnov

Gallivan summarized the issue of lighting (energy savings project) which is being presented for support by the Council. The project is concerned with energy savings in the selection of lighting in the building. The trend is to switch from incandescent bulbs to compact fluorescent bulbs because of the greater efficiency of these. Even better are LED (light-emitting-diodes) which conserve energy in their usage, they do not produce heat or emit infra-red and do not produce UV which degrades materials.

Zales noted that Rusnov has a display to show Council members to demonstrate the difference between the lighting options. Rusnov explained that the Governor implemented an ESCO Project which provided state buildings with newer lighting, however, these options might not be what is best from a conservation/preservation stand point. The project was halted in order to allow the library some time to research the best possible options for the library considering its collections and specific needs. Rusnov compared the prices of the various light bulbs versus the number of hours each burns. The LED bulbs would require a greater cost initially, however, would be most cost-effective in the long-term. Another energy efficiency would be a reduced heat output from the lamps as LED bulbs produce less heat than the other options.

A motion was made by Richey that Council support the Office of Commonwealth Libraries in pursuing options for lighting that best serves the preservation needs relating to the collection while, if possible, reducing the amount of energy required for the lamps. Belanger seconded, all were in favor and the motion passed.

System Distribution of Funds Committee-Cynthia Richey

Richey distributed the Committee Report from March (attachment F). The committee concluded that it is crucial to develop guidelines on state aid by federated library systems and met to discuss ideas and recommendations. The resulting report was developed and sent to the Association for Pennsylvania Public

Library Systems (APPLS) for review. Richey is awaiting response and feedback from APPLS before moving forward with the three sample formulas the committee has proposed for development.

District Library Center Study Committee-Jim Hollinger

Hollinger began with an update on a change that occurred last year when the District Center moved from Centre County Library in Bellefonte to Schlow Centre Region Library in State College. The move has been positive and successful. The Oil Creek District has had difficulty following guidelines and has been without a Director for about 1½ years. They have recently hired a new Director and are now open the required minimum number of hours. The District Consultant for the Lancaster Public Library has accepted a new position as Deputy Director, which is a newly created position, leaving a vacancy for the district consultant position. Hollinger decided this was an ideal time to discuss with local library directors one of the recommendations that resulted from the Himmel-Wilson Study. The recommendation was to associate the library district with the county library system instead of the district center library in order to improve communication difficulties and streamline efficiencies. The recent meetings have been successful and have had positive feedback from those in attendance. They will agree to a one year pilot program to move forward with this change. The first step is to establish a steering committee composed of people from the system, district, local libraries, and B.J. Urling and Jim Hollinger from Commonwealth libraries. The final district center to report on is the Monesson Public Library. Bonnie Young and Hollinger will be visiting in early July to discuss the issue of leadership in the district because some changes may be necessary. Hollinger may need the support of Council moving forward.

Richey questioned whether or not a trip to Oil Creek is still being planned. Hollinger replied that the situation is being monitored and a trip is still a possibility.

New Directions Agenda-Jim Hollinger

Hollinger reported on an idea he and Zales have worked on which would recognize truly good public libraries. He used the “gold crown” analogy that Hallmark has used to identify stores that offer excellent customer service. Libraries across the Commonwealth offer a great degree of variation in their services and those offering outstanding service should be publicly recognized in some way. This program would first identify those ingredients necessary for successful libraries and then compose a list of guidelines to be met for recognition. “Winners” would be given public relations kits which would advertise that they have met the guidelines for this designation of excellence. The concept is simple yet implementation will have challenges and the end result is to use this as a planning tool for libraries. Miller questioned whether smaller libraries would qualify for this designation. Hollinger replied that they would like to kick-off the program ideally in a small library. Zales explained that the public might assume that larger libraries would fall into this category but some may not. The idea is to be competitive and challenging for libraries to earn this designation.

Bureau Reports

Lincoln Bicentennial-Caryn Carr

The State Library will participate in the Lincoln Bicentennial celebration that will commence in 2009. A table will be set up in the rotunda on February 11, 2009 during which the Speaker of the House is providing a Legislative Day on the Hill as part of this celebration. The bicentennial commission will have a link to the State Library’s digital collections on their website. The State Library now appears on Google Earth. The staff provided a description and pictures to create a virtual tour for the Lincoln bicentennial site. The Library is currently working with both Dickinson and Gettysburg Colleges to create a day by day listing of activities that occurred in Lincoln’s life using several of the library’s databases.

July 9th is the first planning meeting which Carr will attend along with Townsend to discuss having an event titled "A Day in Harrisburg" in cooperation with the Pennsylvania Historical and Museum Commission (PHMC). The date and details have not been confirmed and will be announced at a future time.

Genealogy Day-Judy Townsend

The upcoming Genealogy Day is scheduled for September 20, 2008. Last year the State Library held its first-ever Genealogy Day event, which 70 people attended. Thirty societies were invited to exhibit and four information sessions were held. This year 187 historical societies have been invited and five instructional sessions are planned. They are: Genealogy on the Web, Resources available at the State Library of Pennsylvania and the Pennsylvania State Archives, African American Genealogical Research, Cemetery Records, and Eastern European Genealogical Research. Townsend reported that planning for this event is right on target: letters have been sent, invitations were mailed, rooms are reserved, and the press releases are ready. She concluded by inviting anyone present that has an interest in genealogy to attend this worthwhile and informative event.

Methodology-Caryn Carr

Carr explained the methodology used to classify materials within the general collection that are now considered rare. A grant was awarded by the Foundation for Enhancing Communities that afforded an expert to work on identifying parameters necessary for this classification. The parameters are: 1) Determine the number of libraries that have a particular title. 2) Identify imprints within the contents of the book as PA imprints, US imprints, or foreign imprints. Materials published in Pennsylvania are given higher priority on this determination list. Once these methods are employed; the items are further identified by date. Those published before 1880 and fitting the parameters are considered for inclusion in the rare books vault. A special area has been prepared for materials with leather bindings and wood pulp paper; generally those published after 1880.

School Library Services Report-Sheri Rowe

Rowe began her report by posing a question to Council. She asked everyone what they believe are the priorities for school libraries in Pennsylvania. Gallivan responded that there should be a library in every school and a competent librarian present in every library. Rowe agreed and posed a follow-up question regarding the role and responsibility of school libraries. Nesbit stated a desire to have students use information effectively and have access to information. Information literacy and the correct use of the Internet and POWER library tools were suggested as roles and responsibilities. Belanger added that students should also be encouraged to read for fun in addition to classroom assignments. Rowe agreed with these statements and explained that it is important to discuss what exists currently in instructional practice. The challenge is to instill best practices by keeping current and to integrate into school practice to help students achieve. It is essential to form a partnership between teachers and school librarians. Teachers cannot live without librarians and librarians cannot live without teachers. An exercise was given where teachers/librarians took old practices, examples of prior learning strategies, and they worked in teams to improve these "bad examples" and move them into this century. Rowe explained that it was amazing to see what could be done within a 20-30 minute session when these individuals worked together. Imagine what could be accomplished if this was a focused part of their daily work. School libraries must be recognized for the important role they play in student learning.

An update was given by Rowe regarding workshops and meetings that have been held. The summer 2007 training assessment workshop was held, a third workshop is being planned, 23 Access PA and POWER library beginner and refresher workshops were held, an Access PA issues committee meeting was held, 20 site visits for LSTA grant monitoring, spring 2008 Access PA regional directors meeting was held, over 125 applications were processed for Access PA and POWER library, 10 advisor meetings were held with the Bureau of Library Development staff, and over 5 conference presentations were made as agreed. The only contract agreement not completed was to present at school library certification student sessions at colleges and universities since no requests were received.

Discussion Items

Sobina made several comments before his departure regarding the positive direction the Council is heading. He appreciated the passion and advocacy he has seen and the enthusiasm by all those in attendance at the meeting. Sobina commented that Matthew Flynn stepping down as Council Chair is a great loss. He also offered his condolences to Sara Jane Cate for the loss of her husband, Don, and misses his presence at Council meetings.

Stephanoff brought up a request for letters of support for the Secretary's graduation competency assessment. Zales reminded Council of the Comcast interview that was viewed during the March meeting in which Dr. Zahorchak presented this program. The agency is requesting letters of support from a general cross-section of the population expressing support for the program drawing from your own perspective and background. Zales requested a copy of any letters composed. Zales explained that not all testing is equal resulting in students not being prepared with a predictable set of skills and not being able to move into either the workforce or higher education. Zales also explained that another goal of this program is to reduce the number of students that must enroll in remedial courses in their first year of college, which greatly affects their success rates.

Zales purchased a card and gift for the departure of Matthew Flynn from the Council and is accepting donations towards his gift.

Stephanoff announced that Rusnov will accompany Council to the Law Library to show the display of lights he has set up as discussed in his report. All are welcome to join him once the meeting adjourns.

2008 Council Meetings

November 9, 2008 - Pennsylvania Library Association Annual Conference in Valley Forge, PA

ADJOURNMENT

Gallivan moved to adjourn. Richey seconded the motion. Stephanoff adjourned the meeting at 1:15 pm.

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries