

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT

MARCH 9, 2010

McCormick Riverfront Library

101 Walnut Street

HARRISBURG, PENNSYLVANIA

MINUTES-APPROVED AS AMENDED

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

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

Office of Commonwealth Libraries: Connie Cardillo, Supervisor, Bureau of Library Development
James Hollinger, Chief, Division of Advisory and Outreach Services
Eileen Kocher, State Aid Librarian, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Alice Lubrecht, Interim Director, Bureau of State Library
Susan Pannebaker, Director, Bureau of Library Development
Elizabeth Urling, Supervisor Outreach Services, Bureau of Library Development

Guests: Rich Bowra, Executive Director, Dauphin County Library Systems
Joy Fleming, Office of Chief Council, PDE
Helen Hohman, Consultant Special Libraries, SEPLA
Debra Kachel, Legislative Chairperson, PSLA
Lynn Moses, School Library Development Advisor, PDE
Nancy Posel, Retired Librarian
Neal Rusnov, Project Architect, DGS

WELCOME & INTRODUCTIONS

Cynthia Richey, Chair, called the meeting to order at 9:03 A.M. and welcomed all in attendance. Ms. Richey invited Council, guests and the staff of the Office of Commonwealth Libraries to introduce themselves.

Application of Sunshine Law to Council Meetings

Richey clarified the Council meetings are subject to the sunshine law which applies to all meeting topics and comments unless the meeting is in an executive session status which applies to limited set of topics. All is public and must to be reflected in the minutes.

ADOPTION OF THE MINUTES OF THE JANUARY 12, 2010 MEETING

Chair Richey called for a motion to approve the minutes of the January 12, 2010 meeting as submitted. Larry Nesbit moved and David Belanger seconded the motion. All were in favor and the minutes from the January 12, 2010 meeting were approved.

CHAIR'S REPORT – Cynthia Richey

Richey reported on the absence of two Council members: Philip Albright due to pending surgery and Ray Sobina due to the recent death of his mother. Sherri Rowe recently retired as the Chief of the Division of School District Planning and Continuous Improvement. Richey called for a motion to make a commendation for Rowe's work while at the Department of Education which included gaining an exception from the agency's comptroller to make possible the

introduction of the POWER Library. David Mitchell moved the motion with Sara Jane Cate as a second. The motion carried with Larry Nesbit opposed.

Richey requested Council participation in local events as a way to get more involved and to make it known that they are potential sources for library support within the political structure. She requested assistance from the Office of Commonwealth Libraries by sending email alerts of any upcoming local events. No events need to be assigned or an official calendar but just an awareness of community opportunities would be helpful; examples are PaLA events, Legislative breakfasts, Library Legislative days, etc.

Richey concluded her report by requesting input from Council regarding ways to approach the funding situation libraries currently face. Some suggestions include a bulleted white paper with issues that members can take along to meetings with influential candidates and points to include in letters requesting support and assigning a "rapid response team" to serve in the near future. Richey reiterated that individual contact is crucial and a library supporter on the Governor's transition team is an important goal.

COMMISSIONER'S REPORT – M. Clare Zales

Zales thanked Rich Bowra and the staff of the Dauphin County Library System for hosting Council at the McCormick Riverfront Library and for the tour given the previous evening which focused on the recent building renovations. Zales reported on the following:

- In response to Council's request that meeting materials be received earlier, meeting packets were mailed out the previous week. Council was given the option of have meeting materials sent to their home or office address.
- Zales distributed an informal summary of the Senate Appropriations Hearings (Attachment A) of February 2010. Zales was pleased with the many questions pertaining to library funding, contribution to education and to the community in the current economic downturn all of which reflected their attention to the library community's advocacy efforts.
- Zales distributed charts showing the funding of library appropriations since 2008-2009 including Governor Rendell's 2010-2011 proposed budget (Attachment B).
- Zales announced that Pennsylvania is one of 16 state finalists to receive Race to the Top funding which would set the direction of the agency for the three year duration of the award.
 - Zales shared with Council the initiative of the Office of Commonwealth Libraries to initiate a regional approach to services. An informal map was distributed grouping all 29 district library centers into eight regions. The goal is to provide flexibility in the local use of district library center funding, facilitate sharing of best practices and bringing additional staff from within the district into a region level leadership role. The regional initiative will be discussed during the next meeting of the District Library Centers and Systems.
- Zales shared with Council the Office of Commonwealth Libraries is discussing a communication vehicle to provide a common source of information from the Office of Commonwealth Libraries with the full library community and a way to file this communication. An advantage would the community would have one packaged communiqué from the Office rather than the ongoing updates, requests for information, grant application announcements etc. This is made possible within the current Commonwealth agency-wide website with the recent membership in WebJunction where much of the communicated information can be stored. This method can be a communication point for the work of the Council by distributing rather than posting minutes and agenda.

Feedback from the Council:

Richey expressed support making the point the community will not only be made aware of initiatives Council is working on but will introduce the possibility of receiving feedback and questions from the community. In response to Gallivan's question as to who would respond to questions, Richey posited they would be responded to by staff. Nesbit cautioned not to raise an expectation in the community that questions and comments would receive a response if there is not the capacity to do so. Richey clarified she viewed this as more an opportunity for a wider distribution on the work of Council and less an invitation to offer feedback or to pose questions to Council. In response to Belanger's observation that he like many are already overwhelmed with list-serve emails, Zales noted this communication tool as helping to alleviate that condition as it could package the delivery of Office of Commonwealth Libraries e-mails. Both Cate and Miller expressed support for the idea.

In conclusion, Council recommended the idea move forward.

- Zales concluded by announcing that Kurt Bodling resigned his position as Rare Books Librarian to accept a position at the George Washington Mt. Vernon Estates & Gardens in Virginia.

COMMITTEE REPORTS

Preservation-Larry Nesbit

Nesbit reported there were no financial transactions since the previous. The account has an available balance of approximately \$850,000. Nesbit requested a meeting with Alice Lubrecht to create a charge and goals of the committee. Nesbit expressed a desire to schedule regular meetings for the committee as a lack of communication has caused other issues. Nesbit offered as an example an outstanding invoice from July 2009 and a current invoice for which Mansfield does not have a contract.

This led to a discussion by Council about the fiscal relationship between Mansfield University and the Rare Books Project. It was Council's understanding the Commonwealth rather than Mansfield University contracted for services expending Capitol Preservation Committee funds placed with Mansfield University. It was Nesbit's understanding Mansfield University's procurement procedures were to apply to the distribution of the funds.

Nesbit further explained that Mansfield University negotiates the contracts and keeps the paper trail for auditing purposes. Cate reiterated her understanding was the University operated solely as the fiscal agent. Richey requested clarification regarding the process to be followed for contracting and expenditure of funds for contracted services.

IMLS Advisory Panel Update – Neal Rusnov

Background:

The ability of the IMLS project to investigate the deterioration of paper based collections has been solidified with support from Glatfelter Paper and the National Archives and Records Administration (NARA) Preservation laboratory. Glatfelter has made its research laboratories and scientist available to consult for the project's use and development. The research methodology into paper degradation is under development for the analytical testing. The methodology development processes is very complex and time consuming but necessary if any benefits from the Rare Collections Library project are to be proven scientifically.

Update:

Rusnov reported on the March 8, 2010 a meeting of the IMLS grant advisory panel held in the Rare Collections Library. During the meeting the panel received an update on the status of the research project. Continuous testing continues to verify the environment remains one of the finest preservation based environments in the Commonwealth.

Though preservation based environments are energy intensive, the Rare Collections Library has proven to be both a model preservation project and an energy efficiency project. This is notable as demonstrating that preservation is affordable will help overcome the cost factor that is seen as an impediment to preserve historic collections.

In the traditional sense of security for special/rare collections the library has been designed around controlled access. Rusnov has been working with the State Library Director, to understand if any of the controls inherent in the design of the library has impacted the State Library mission. To date no detrimental issues have been identified or has developed.

The study has been able to track the off-gassing of the collections of the Rare Collections Library identifying and isolating it from other sources of contaminates. This research cannot be done at the other sites as only at the State Library is there a separation of the resident collections from the host environments. Important aspects of the research are the costs of maintaining a facility and the level of preservation that it can provide its collections. Rusnov stated the project will have much more data and information available in the next couple of years from the research currently underway.

Nesbit requested information on the deadline for the IMLS grant which was the end of February 2010. Rusnov reported the Office of Commonwealth Libraries was not able to meet the deadline for the next IMLS grant application cycle. Until then Rusnov explained baseline environmental data as originally conceived in the grant is being collected at all project sites as data loggers were installed at the end of summer 2009.

Since Bob Gallivan had visited the sites about six months ago, Nesbit asked if anything had progressed since then. Rusnov explained no data collection beyond baseline information was collected. This next phase could not be initiated until all aspects of the analysis are documented and the model for the reverse engineering developed prior to placing the books and testing to begin. This phase of the research had to be developed in order to have meaningful results.

Rusnov noted he submitted regular reports as required by IMLS summarizing all progress and updates of the different phases under the study. However these reports have not been distributed or made available elsewhere. As part of the grant requirements information concerning the study has been disseminated through several conferences with PowerPoint presentations made at the various conferences. There are readily available.

Dauphin County Library System – Welcome by Rich Bowra

Rich Bowra, Executive Director of the Dauphin County Library System, welcomed Council and guests to the McCormick Branch. He noted the library system serves 221,000 people through 22 libraries operating under a 17 member board. Recently, the board was renamed the Board Resource Committee and has stepped up their activities to bring more attention to library issues. A volunteer coordinator was hired just over a year ago to boost volunteer efforts. Bowra has five directors that report to him a total of 75 employees within the County Library System. Bowra described the funding of the System noting the recent increase awarded by the Dauphin County Commissioners increasing their support by \$1.5 million over the next three years.

Miller was impressed with the report and inquired as to how Bowra keeps the Commissioners interested and engaged in library activities. Bowra explained that considerable preparatory work is involved and an effective communication priority which includes meetings with Commissioners as candidates. They also maintain an “open book” policy allowing members to see how they spend their money and are always looking for ways to improve. Cate congratulated the Dauphin County Library System and noted how fortunate the System is to have Rich Bowra, with his considerable skills, as their director.

DISCUSSION ITEMS

Role of Council, the Office of Commonwealth Libraries and PaLA

Zales gave an overview of the role and scope of the Office of Commonwealth Libraries in relation to the budget process, program administration and provision of services of the State Library of Pennsylvania. Nancy Posel, retired librarian and Deb Kachel, chair of the School Librarian Association’s Legislative Committee, shared with council the role of the School Librarian Association and their view of Council’s involvement. This topic will be further discussed at the June meeting following a meeting by the Legislative Committee which is scheduled for April.

Nesbit asked Deb Kachel, legislative liaison for the Pennsylvania School Libraries Association, to describe some of the issues being addressed by the Pennsylvania School Librarian Association.

Kachel distributed a handout (Attachment C) showing the essential statistics describing school libraries and the lack of accountability about which most legislators are unaware. For example:

- There are no requirements for school librarians and no requirements that schools have a library.
- 40% of all PA public schools are without a librarian and school library and of those that do have a school library, most have limited access to the resources because in too many cases the librarian covers multiple school buildings.
- Despite research showing the importance of reading and exposure to literature in the early years of education, most schools do not fund a school library program for kindergarten.
- In the past five years there has been a steady decline in the library services provided in schools across the state.

When asked what can be done, Kachel said she is focusing her efforts on influencing the next administration and they are meeting now with candidates to provide information on the value and needs of school libraries. Kachel explained that most unfortunately, the current data is the result of an extremely flawed five-question survey given to principals at the end of the school year. Therefore, the next step is to draft a resolution by the House leadership and send to the legislative budget and finance committee to commission a research study on the status of school libraries in Pennsylvania. Once credible information is obtained it can then be taken as data to House & Senate to be presented. The emphasis of the study is to determine the cost of a quality school library program in 100 schools in Pennsylvania. The goal is to have a resolution agreed upon by summer 2010. The other step is to do an investment study involving other organizations.

Kachel distributed an announcement and invitation to the first PSLA / Parent Teacher Association Summit set for May 22, 2010 in Scranton including members of 16 PTA organizations. The Summit will begin with basic information about the status of school libraries and to teach parents how to initiate the conversation about what basic services to expect from school libraries. It will also include discussion of what parents want from their school libraries and how to help their children. It is Kachel's expectation this summit will be replicated as a PSLA professional development activity. Kachel concluded with an announcement of a session at the PSLA conference titled *Building Support for School Libraries - a panel discussion o what school libraries can do to build support in constituent groups.*

Richey added an Open Forum of the Council will continue the school library discussion at the PSLA Conference in April.

Larry Nesbit called on Nancy Posel asking her to report on her advocacy efforts for libraries. Posel reported her focus is to develop stable funding for community libraries. She used as an example of the need for sustaining funding the experience of a small library in Bucks County which was forced to cut \$20,000 from their book budget to keep from reducing hours. This decision was made because this library is more than books and must remain open to fulfill its role as a community center. Unfortunately, this case has not been made to the legislators of the importance of our community libraries.

Posel further noted the 1999-2000 PaLA *Platform for Twenty-First Century Libraries* called for a twenty-five million dollar increase in state level funding for public libraries for each of five years to bring libraries to where they should be and to provide the level of service our citizens deserve. Another point she emphasized was new approaches must be taken to funding as the current approaches are not working. The budget deficits left by Ridge Administration have resulted in sever cuts for libraries. Subsequent cuts by the Rendell Administration, though not sizeable enough to reduce the deficit in any meaningful way, hurt libraries tremendously. Posel concluded that the case must be made to the legislators to focus energies on a dedicated source of funding. The voters, which are the library users, must connect with their legislators as librarians have tried and failed. (Attachment D).

Zales commented to underscore two points made by Posel:

- The return by the library community of state funding investments is tangible. The increase in funding libraries received over the last twenty five years or so made possible reciprocal borrowing, expanded the capacity of the Electronic Library Catalog, established the POWER Library, expanded collections, increased staff and elevated standards of service. This combination prepared the library community to play the role it currently does as the social safety net.
- Library patrons are voters. One result of the return on investment study revealed that one half of the voting age population of Pennsylvania voters physically visited their library last year. This is considerable statewide participation and potential for support.

Richey thanked Nancy Posel for her report and explained that one of the current goals of Council is to strengthen relationships with our advocacy partners the Pennsylvania Library Association, the Pennsylvania School Librarian Association and the Pennsylvania Citizens for Better Libraries. The Council has a legislative committee chaired by David Mitchell with the charge to develop a message for the gubernatorial candidates, work on the library code, and ensure that a library supporter is on the transition team for the new administration. Richey explained that a lot of synergy is being felt currently and all have the desire to move forward.

Integrated Library System— Goals, Funding, Governance— Susan Pannebaker

Pannebaker reported there has been much progress by the ILS Task Force. The Task Force divided into two groups to focus attention of the two major aspects of the project: administration and technology. The administration group concluded ILS using open source software is a viable project for Pennsylvania which can be pilot and tested by public libraries currently operating as Millennium libraries as part of the Electronic Library Catalog project. Once the pilot is successful, other groups can join. The next goal is to bring a multi-type system into the pilot. For this to happen there must be sustainable funding to offer as open source system by HSLC.

Pannebaker reported on the Evergreen open source software and the VuFind discovery tool call which was developed at Villanova University. It has a search box similar to Google and the search engine also calls up other information related to the item similar to amazon.com.

Belanger questioned whether the software can include databases to which Pannebaker responded that yes, databases can be integrated. .

Nesbit inquired as to how the project will be funded and how funds will be dispersed. Pannebaker explained it is the task force recommendation to create a 501(c)(3) to govern the system. This is similar to the governance of Interlibrary Delivery Service. The 501(c)(3) will include the policy making and will include a board member from each region. An investment of \$450,000 in Library Services and Technology Act (LSTA) funds will defray initial costs.

Pannebaker closed by noting it is only in a statewide environment that efficiencies and full resource sharing can be accomplished and the benefits of an open source ILS can be maximized.

School Library Service Report – Lynn Moses

Moses reported:

- A school librarians' professional development workshop is scheduled for June 17, 2010 in Harrisburg. This "train-the-trainer" workshop has 25 trainers enrolled with the topic of collection development and evaluation. The list of trainers will be sent to all schools in June and again in September.
- The meeting to revise the Guidelines for PA School Library programs will be held in Grantville June 9-11, 2010. A gathering of active and retired school librarians and professors from library science programs will meet to revise and update the 2005 guidelines making a vital contribution to school libraries in PA. Mitchell questioned the issues being addressed in the guidelines, specifically whether or not library curriculum is evaluated. Moses explained the specifics such as architectural structure of the library is detailed in the guidelines.
- The recent Pennsylvania Education Technology Expo & Conference (PETE & C) held in Hershey was attended by 3,000 educators including at least 36 librarians from school and academic libraries. Only one library-related session was selected due to a change in the organization's selection committee and all 30 attendees were librarians. Moses collaborated with Dolores Fidishun from Penn State Great Valley to begin planning a Librarians Forum to be held for the first time during next year's PETE & C. Moses concluded by explaining that although her session with Connie Cardillo was selected for the ALA Conference her attendance is still pending permission from the Office of Administration.

ACTION ITEMS

Regional Restructuring – Susan Pannebaker

Pannebaker reported that several district library centers within a newly identified region already meet and share information which is something the regional structure expects to formalize. The regional approach is intended to encourage resource sharing and is not to limit any activity to the regional lines. Projects, programs and services that reach beyond regional lines continue to be encouraged.

Pannebaker shared plans to convert one of the state level district library center/system meetings into a regional meeting. Trustee Institutes can also be planned at a more local level in order to be more concentrated and the

information can be shared along the same interests and needs. This approach can maximize funding resulting in more beneficial programs and speakers.

Nesbit requested multi-type workshops at a local level that would include public, academic, and school librarians. He further recommended the LSTA grant guidelines reinforce this approach and to present it as a package rather than each one “doing its thing”. Pannebaker underscored the value of this recommendation noting there are workshops now that use this type of collaboration and they typically focus on innovation.

Richey thanked Pannebaker for scanning the environment for the programs that are in existence and for bringing it to everyone’s attention.

Guidelines on District Library Center Action – Nesbit

Nesbit requested that a philosophy be developed in order for Council to be pro-active rather than reactive in working to strengthen district library centers. Richey described the efforts by the Bureau of Library Development to develop a spreadsheet to identify how district library center funding is being spent per district. This, along with other information, can serve as a starting point in identifying districts that should be brought to the attention of Council.

Richey explained that, at times, Council must react in order to assist a district library center that is in distress. The Ad Hoc Committee on District Library Centers was identified to take this charge and develop a set of guidelines.

Monessen District Library Center: Report of Site Visit – Cynthia Richey, Jim Hollinger

Much work has been accomplished since the Council identified the Monessen District Library Center as distressed and put forward a six-month timeline with benchmarks. A long range plan was developed, accounts were set up separating local library funding from district library center funds, many fundraisers were held and meetings were held which the Mayor attended. The Board has come to realize the district library center designation may not be feasible and instead the community would benefit from a focus on keeping the library operating successfully as a local, community library.

Hollinger and Richey met with Denise Sticha, Director of the Murrys ville Library and Administrator of the Westmoreland County System, and Chuck Greenberg, Murrys ville Board President and Treasurer of the system board. The purpose of this meeting was to explore the possibility of moving district services to the system headquarters. Some concerns of this alternative were:

- Space is a significant issue. The Murrys ville library is within the Murrys ville Borough Building, and therefore has a limited footprint. The library does not have the space capacity to expand services.
- The system’s long range plan calls for a full time system administrator and a separate headquarters site. Adding district services amplifies the need for more space and staff.
- Space issues aside, consolidating district and system services would appear to yield efficiencies in service and resources.
- Space might be available in the basement of the Norwin Library.
- While the Murrys ville Library may not be a likely site for a combined system/district headquarters, Denise Sticha and Chuck Greenberg expressed strong support for the idea.
- Hollinger suggested the possibility of bringing in a consultant to meet with the various constituencies and develop recommendations for structuring a combined district/system office and placement of the office. This suggestion was received very favorably.

Hollinger and Pannebaker will discuss the possibility of funding a consulting study with LSTA funds as the next step. The suggested timeline would allow the Monessen Public Library to continue as the District Center for one additional year with the study findings reported by Spring 2010. A preliminary recommendation would then be made to the Council at their June 8, 2010 meeting, with a final recommendation at the October meeting. The transfer of district responsibilities could be made July 1, 2011 giving Monessen Public Library ample notice of the change. A motion was made by Cate to approve the timeline and seconded by Belanger. All were in favor and the updated timeline was approved.

Amendment to add an Introduction to System Distribution Formula Guidelines – Cynthia Richey

Richey explained that is an amendment to an action already presented, voted on and approved by Council. The current change was Office of Commonwealth Libraries added a paragraph at the beginning to further clarify the purpose of creating the system distribution formula guidelines. The final set of guidelines has been developed and can be distributed via email.

Charge to Committees – Cynthia Richey and each Committee Chair

Due to the fact that two Committee Chairs are absent, Ray Sobina and Phil Albright, the charges for each committee are still being developed and will be presented and discussed at the next Council meeting. Phil Albright would like to relinquish his position as Chair of the State Library Committee, due to current health issues, and Helen Miller was recommended and accepted the position. Committee assignments were discussed and the updates are attached (Attachment E).

Mitchell invited any interested Council member, not just the members of the committee, to attend the upcoming Legislative Committee meeting scheduled for April 13, 2010 in conjunction with the One Book Every Young Child kick-off event. The Committee meeting is 1:00-3:00 P.M. in the Forum Building followed by the One Book Every Young Child event in the Capitol East Wing Rotunda beginning at 4:00 P.M.

BUREAU REPORTS

Due to time constraints, the Bureau Reports were postponed until the June Meeting.

2010 Schedule of Meetings:

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 in Lancaster. The official Council meeting will be held the following Monday at a location to be determined within the Lancaster Convention Center.

ADJOURNMENT

Gallivan moved to adjourn. Cate seconded the motion. Richey adjourned the meeting at 1:05 P.M.

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries