

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT

JUNE 14, 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
Cynthia Richey
Raymond Sobina

Member Excused: Larry Nesbit

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

Office of Commonwealth Libraries: Constance 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, Director, Bureau of State Library
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
Susan Pannebaker, Director, Bureau of Library Development

Guests: Kathy Silks, *PA Forward*, Pennsylvania Library Association

WELCOME & INTRODUCTIONS

Richey called the meeting to order at 9:32 AM and welcomed all in attendance. Council members, staff and guests introduced themselves.

1. Approval of Minutes of the March 8, 2011 Meeting

MOTION: Approval of the minutes as submitted
MOVED BY: Philip Albright
SECONDED BY: Lou LaBar
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Chair Richey began her report by having a moment of reflection to formally acknowledge the passing of Matthew Flynn, former Chair of the Governor's Advisory Council for twenty years. She thanked Council for their contributions for the sympathy flowers. Garm added that the funeral cards with a plaid border matching Mr. Flynn's tie in the photo was a nice touch as, when asked his favorite color, his response was plaid.

Richey thanked Clare, the Bureau of State Library and the Bureau of Library Development staff members for presenting an informative New Member Orientation held the previous day. She reminded those in attendance to submit a paragraph to the Deputy's Office with recommendations and suggestions for improvement. Richey thanked all Council for attending the Open Forum held in April during the Pennsylvania School Librarian's Association (PSLA) Annual Conference in Hershey. Eleven Council members were present. Doug Francis, PSLA President, and Mary Frances Cooper of the Carnegie Library were very interested in the topics

presented and are excited about the possibility of moving the School Library Division back under the Office of Commonwealth Libraries.

Richey extended a thank you to everyone who wrote to legislators and elected officials on behalf of library advocacy. Richey encouraged everyone to keep up their support as it is very important to continue. Richey concluded by announcing that there will be two Council vacancies as Helen Miller and Philip Albright have elected not to renew their terms. She requested any recommendations for potential candidates, one trustee and one lay person position be sent to Clare.

3. Commissioner for Libraries Report – M. Clare Zales

Zales began by expressing her deepest sympathies for the passing of Matt Flynn, former Chair of the Governor's Advisory Council, and adding his notable accomplishments were published in a recent issue of the *Compendium*. His wit and humor will live on in his daughter who delivered a wonderful eulogy at his funeral.

The 2011-2012 budget is moving along with libraries under the radar. Zales cautioned library funding may be tapped to cover funding for higher education as they are advocating against cuts so advocates should not let up. On the federal side, a waiver is in progress for the maintenance of effort because of a \$9 million decrease.

In state funding in 2009-2010 Zales submitted language to be included with the distribution formula to allow district library center aid to reflect changes in district designation made by Council. If accepted, the new language will carry forward so future changes in district designation will be recognized in the public library subsidy payment. Council will be requested to demonstrate their support of the value of this additional language. One of the negatives of reduced funds for school districts is the unavoidable fact that some districts will withhold their support of libraries. Recent statistics show that there has been an increase in usage in public libraries up from 2007. Kocher distributed the list of districts that are most affected by this. (Attachment A).

Mitchell commented on the major structural change public education will be experiencing. He suggested looking at more creative solutions moving forward to adapt our education to our society. Mitchell recommended a summit or forum to reconsider the role of and significance of libraries in the future of Pennsylvanians. Mitchell offered the example of clarifying the value of school district support of public libraries.

Zales reported on her attendance at a two day program given by Online Computer Library Center, Inc. (OCLC) that convened state librarians in Columbus, Ohio to discuss the role of libraries in the future. School libraries, public libraries and the role of the state library were topics discussed; a report will be issued and available for reference.

Zales shared a press release from 3M which highlighted the Rare Collections Library within the State Library as their model for their fire detection and suppression system which were used in the design. A tour of the Rare Collections Library was recently given for Mrs. Corbett, Mrs. Cawley, and Secretary Philips, Department of General Services which highlighted this national recognition.

Zales report is provided in print and was distributed (Attachment B).

COMMITTEE REPORTS

4. Legislative Committee-Mary Garm

Garm announced, as a new Chair of the Legislative Committee, that she would like to schedule a meeting of the Legislative Committee over the summer to discuss the expectations of the committee, the history and what should be accomplished by the committee. She explained that some specific action items have been identified and would like to explore the types of advocacy that the Council as a whole can accomplish in order to take on a leadership role. Garm would also like to coordinate with the *PA Forward* program, as presented by Kathy Silks, to recognize common goals.

5. District Library Center Committee-Jim Hollinger

Hollinger distributed a written report (Attachment C), which summarized a situation occurring in Berks County that began with the City of Reading filing for Act 47 relief in 2010. Due to the rapidly declining fiscal situation, the Berks County Community Foundation assigned a library task force to conduct a study and the task force concluded with several recommendations. One of which was to move the district library center from Reading Public Library to the Berks County Library System. Hollinger explained that in his meetings with those involved, most seem interested in this change. The Board of Directors of Berks County is expected to submit a request in writing to the Office of Commonwealth Libraries in the near future.

Hollinger reported on the progress of the change in district library center designation from the Monessen public library to the Westmoreland County library system. Hollinger had lunch and a tour with Dave Zilka, acting Library Director for the Monessen public library. He observed the beginning of a million dollar renovation of the building and reported that Mr. Zilka had positive feedback and is very positive about the future. Richey commented on the process that the Council was involved in and thanked Sobina and Albright as well as Commissioner Zales for their work in facilitating the transition.

Hollinger reported on the fact that libraries in the Butler County Library System and several Armstrong County Libraries are refusing to sign the district negotiated agreement prepared by the New Castle library. The libraries' goal is to focus attention to their grievances from the new system administrator Peggy Tseng, which they feel will occur by refusing to sign the agreement. Hollinger understands they have some valid concerns but disagrees with this approach. Richey explained that by not signing the agreement funding can be withheld.

Zales explained that new language is being introduced which will provide a consequence for these actions and Council will be receiving more information and will potentially plan a trip to this district. Mitchell asked if there has been political interest. Hollinger replied no.

6. State Library/Preservation Committee-Helen Miller

Miller distributed a written report (Attachment D). Miller highlighted the current administrative transition and given the budget restrictions the committee discussed how the cuts would affect the library operations budget. Two library supervisors who are at the top of the salary scale are expected to retire and the hiring of entry level librarians as replacements will allow for savings and the possibility of hiring another clerical staff member. Promotion of the State Library continues to be a struggle. One of the challenges for staff is cataloging the collection and the time involved to do so.

Four main goals moving forward have been identified:

- A focus on the items in the collection most often used which are genealogy, historical newspapers, the law library documents, rare collections and popular online databases.
- Six legislative offices have their own researchers. These users should regard the State Library as useful and would advocate as such.
- Training should continue on use of collection and the use of databases.
- Accurate statistics are needed to measure use since funding is typically based on use.

Mitchell requested names of those legislative researchers so an in-service can be held to educate them on using the State Library. Lubrecht noted she has been working with the Press Office from PDE and the Governor's Office to educate the interns (classes given by Kathy Hale) on using the resources in the State Library. A discussion took place regarding the use of Lubrecht's PowerPoint used during the Council's orientation as an educational tool for interns, trustees, and the general public to reach new patrons. A suggestion was made to videotape the presentation that went along with the PowerPoint and post to Web Junction.

Zales explained that as a result of the committee's discussion; the mission statement was revised to remove the term "major research library" and changed the relationship with school, public and academic libraries to reflect the organizational relationship Office of Commonwealth Libraries no longer has with school libraries. The PowerPoint included the revised mission statement and will be sent out to the entire Council for comments.

ADHOC COMMITTEE REPORTS

7. Joint State Government Commission Report on Library Code – Mary Garm, David Belanger

Belanger reported on the meeting held by the Committee the previous week. A letter was drafted to send to Senator Pileggi (Attachment E). Belanger explained he and the Pennsylvania Library Association (PaLA) met with Pileggi's staff several months ago and was told that this report would not be addressed until after the budget was passed. Belanger summarized the letter's points and requested comments and input from Council. Another suggestion by Belanger is the creation of a platform to have to refer to or attach to the letter. Garm emphasized the important change of having this Council act as the point of contact for the guidelines and Miller liked that the point was spelled out.

Belanger suggested nametags for Council members to wear as identification when approaching politicians and other organization members. Zales explained an attempt was made previously for Council members to have an identification badge for hotel reservations and other travel arrangements but was unsuccessful. Another attempt will be made.

8. Marcellus Shale impact on Libraries – Dr. Larry Nesbit

Due to the absence of Dr. Nesbit, this report will be postponed to the October meeting.

ACTION ITEM

9. Approval of Interlibrary Loan Guidelines

A document outlining Interlibrary Loan Guidelines (ILL) was distributed for approval (Attachment F). Pannebaker commented on the changes to the previous ILL guidelines which include flexibility such as:

- The types of items requested; any format can be requested and it is up to the borrowing library to fulfill the request.
- Multiple copies of one title can now be requested which will align with the idea of encouraging reading groups since previously there was a limit on the number of copies that could be requested of a particular title

Pannebaker thanked Tina LaMark of the Carnegie Library of Pittsburgh who served as Chair of this Committee which started meeting last year. The Committee included school, academic and public librarians. Their next task is to complete a procedures manual for interlibrary loan as a tool for new librarians. The guidelines will be sent out to the list-serves and posted on Web Junction once approved. Pannebaker concluded by thanking Annette McAlister for her work on moving this forward after the retirement of Elizabeth Urling. Hollinger commented on the hope that libraries will continue to offer this service free of charge.

MOTION: Approve the Interlibrary Loan guidelines as presented
MOVED BY: Dr. Robert Gallivan
SECONDED BY: Philip Albright
VOTE: Unanimous

DISCUSSION ITEM

10. PA Forward – PaLA statewide initiative – Kathy Silks, PA Forward Project Manager

Silks reported on the question she posed across the state at many presentations which is: “How can Pennsylvania build a better future?” A future in which children are ready for school, adolescents are ready to move forward into a career, adults are more financially savvy, making better choices regarding their health and can be fully engaged in their community. This vision includes literacy as a basis for achievement and must involve the role of libraries. The bad news is that even with the current economic situation the literacy of the current population has not improved as exemplified by the fact that many citizens do not have an emergency plan in place nor do many of them understand the terms of their own mortgages and credit cards. The good news is that with proper funding and support we have the power to make a difference collectively. The libraries role in this across the state is the basis for *PA Forward*. Jonelle Darr, as Chair of the Task Force, gave a report last June to Council which included the concepts that have evolved into this movement. Silks hopes to inspire the Council to provide a supportive role moving forward.

Silks provided historical background on the initiative. In 2008 PaLA’s board of directors identified the goal of igniting new ideas for the direction of services. They authorized the formation of the Next Generation Library Advocacy Task Force to create a plan of action. In February they were re-branded as *PA Forward/Pennsylvania Libraries*. This new branding is short, simple, memorable, and conveys action. Most important is that it links libraries with empowering Pennsylvania’s progress and really is a key concept in this initiative. Libraries are in the position to provide the five literacy’s as no other organization is. The five literacies are: Basic Literacy, Information Literacy, Civic and Social Literacy, Health Literacy and Financial Literacy. Language is being developed to explain the importance of each of these literacies.

PA Forward is going to be publicly launched possibly mid-January at the Capitol. Five priorities have been identified which include: staffing, implementing a marketing plan, developing partnerships, creating a statewide advisory board, and developing a funding base for a 3-5 year period. The basis of this initiative is to link libraries as the only resource available to everyone to improve the five literacies. The goal is to eventually increase funding for libraries by changing the way people, especially those in a position of power, think and talk about the role of libraries.

Official website will launch in October but in the meantime, further information can be found on the PaLA website under *Libraries and 21st Century Literacies*. Kathy Silks can be reached at: Kathy@palibraries.org

Garm commented about how this initiative is a great opportunity for Pennsylvania libraries to advocate by sharing stories of happenings within their library rather than talking about figures. Garm also commented on the significance that this is the first time we are saying that we need to find partners and that it cannot be accomplished by ourselves. Silks also reiterated that partners are needed, possibly about 15, and that any suggestions are welcome. Cate suggested Verizon as a supporter. LaBar commented positively about how the framework focuses on results and likes the idea of framing a strategic plan using the five literacies. Mitchell suggested contacting the following individuals for their support as they are known library advocates:

- Senator Earl Baker from Chester County
- Former Representative Tom Stevenson of the Pittsburgh area
- Former Representative Peter Zug as his wife is a former Council member

Chair Richey thanked Kathy Silks for her presentation and concluded that since Council made a donation to both the Next Generation cause and the Ex-Libris Society she is confident they will contribute to *PA Forward*.

BUREAU REPORTS

11. Bureau of Library Development - Susan Pannebaker

Pannebaker reported on the Integrated Library System Board has been identified and their 501(c)(3) status is pending. Pennsylvania Integrated Library System Consortium is recognized by the Commonwealth as a corporation and will be filed shortly with the IRS to be recognized by the federal government. A board meeting is scheduled for June 30, 2011. The Board includes Bill Schell, of the Martin Library as president, Kathy Alloway, of the Schlow Center Regional Library as vice president, Bill Hudson, of the Library System of Lancaster County as treasurer, and Jonelle Darr from Cumberland County as secretary. The other four members include: Tim Salony of Blair County Library System, David LaFrance of Bradford County, Jodi Oliver of Beaver County, and John Brice of Crawford County Library System. Another individual will be invited to the board soon; at that point Pannebaker will formally assign a representative from the Office of Commonwealth Libraries to attend future board meetings.

The first library to join the ILS will be the millennium library in Lawrence County, New Castle which is made up of three libraries. It is expected to go live on the Evergreen System within the next month. Another 25-30 installations are planned within the next six to seven months along with nine county systems. The hardware and servers are in place and HSLC has hired programmers to assist with the transition. The hope is that the individual libraries will pay for the installation costs with LSTA funds for maintenance and upgrades. Pannebaker reported that Zales is requesting state dollars as an additional funding source.

Belanger requested information on the delivery portion of the system. Pannebaker is hoping a future committee will take on the project as nothing is currently in the works.

Pannebaker reported on the Regional Trustee Institutes which have been successful thus far. Five of eight regions have had their Institutes with a total attendance of over 425. These meetings held closer to home have been successful in generating higher attendance.

12. School Library Services Report – Susan Pannebaker

Pannebaker reported that the survey for school librarians went out in April with technical support provided by a reference account managed by Pannebaker. An outside company was hired to provide an analysis of the study and the Office of Commonwealth Libraries (OCL) funded \$12,500 of the \$25,000 cost for the report with a deadline pending the end of June. These results will provide the OCL with some baseline data to use moving forward.

Pannebaker reported that the Pennsylvania School Librarians Association, HSLC, and the Education Policy and Leadership Center (EPLC) submitted a leadership research grant proposal to IMLS to research the correlation between the school library and student test scores with an emphasis on reading and principles' attitudes toward school libraries. The status of the application will be announced before the beginning of the next school year. If funded, it will be a three year research program.

Deb Kachel and Joyce Valenza are developing a workshop entitled "Digital Collection Development" for in-service days for school librarians. Pannebaker will have a train-the-trainers workshop and then send those individuals out to the field to present these workshops on teaching digital tools to use with children from preschool age and up.

13. Bureau of State Library - Alice Lubrecht

Lubrecht reported on two librarian supervisors retiring the end of June; Randall Tenor and Sharon Anderson. She explained a reorganization of the bureau with several changes including Tom Duszak managing technical services staff (named Collections and Cataloging) and Kathy Hale managing public services staff (named Outreach and Research Services.) Their job descriptions are in the process of being updated. The Rare Books Librarian position, currently vacant, has now been approved to fill. Lubrecht is working with Deputy Zales to revise the job description in preparation for posting.

The State Library in partnership with the Pennsylvania State Archives will apply for a National Endowment for Humanities (NEH) Grant to digitize materials focusing on World War 1. William Fee completed the digitization of the *History of Hospital Train No. 52 and Its Personnel* by James Lloyd Knipe which was then loaded into the newly created World War 1 collections in the Access PA Content DM server. A list of World War 1 pamphlets which can also be digitized if the NEH grant is awarded has been developed. The timing coincides with the WW1 centennial and can be used in the planning for the upcoming events in cooperation with the State Archives. The staff is in the process of working with a contract writer to assist in preparing the actual grant application. The deadline is mid-July.

Lubrecht reported that as a test site for RDA (Resource, Description and Access) for the Library of Congress, two State Library catalogers presented a session on the new cataloging code at three locations: last fall's PaLA Conference, Lehigh Valley chapter of PaLA, and the Southwest chapter of PaLA. Library of Congress has now approved the implementation of RDA with some edits and the launch tentatively scheduled for January 2013. Tom Duszak, Mary Spila and Bill Fee were recognized for their cataloging efforts in May 2011 on the "Wall of Honor" presented by the Department of Education and displayed in a write-up by Lubrecht.

Miller questioned whether the Rare Books Librarian position will require a candidate with cataloging experience. Lubrecht explained that Tom Duszak is handling those duties and would like the Rare Books Librarian to promote the Rare Collections Library and focus more on preservation efforts and outreach. Zales commented that the plan is to begin a collaborative effort between the State Library and Bureau of Library Development to create a statewide preservation program which would get the word out about the existence of the Rare Collections Library and the benefits of this model for other libraries. Zales shared her recent visit to Ohio during which she toured their State Library and was shocked to see their rare materials handled without the precautions we have learned are so important.

14. 2011/2012 Schedule of Meetings

Richey reviewed the meeting dates as listed and also asked for suggestions for a meeting location for March 2012, Council's yearly travel meeting. Mitchell suggested Erie and Belanger suggested Longwood Gardens as he is associated with the librarian. Since Erie weather can be severe in March and Longwood Gardens is classified as a special library which would be Council's first visit to a special library, most were in agreement with Belanger's suggestion. Mitchell offered moving the following year's travel meeting to April which would be a nicer time of year for the Erie location.

October 2, 2011 – Meeting at opening of PaLA Annual Conference, State College
October 2, 2011 – Open Forum during PaLA Annual Conference, State College
January 10, 2012 – Meeting at Forum Building Room 317, Harrisburg
March __, 2012 – Meeting Date & location to be determined
April 13, 2012 – Open Forum, PSLA Annual Conference, Hershey
June 12, 2012 – Meeting at Forum Building Room 317, Harrisburg
September 30, 2012 – Open Forum, PaLA Annual Conference, Gettysburg

15. Adjourn

MOTION: Adjourn the meeting at 12:20 P.M.
MOVED BY: Mary Garm
SECONDED BY: Louis LaBar
VOTE: Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries