



Library Advisory Board Meeting
Thursday, December 19th
Admiral Room, Blasco Library
12:00 pm

Allen (excused) Lohitai Pearson	Bowers (excused) Tempestini Knuth	Boam (excused) Conway Canfield
---------------------------------------	---	--------------------------------------

AGENDA

1. Call to Order
2. Approval of Minutes –November 20, 2019
3. Library Reports
 - a. Review of Financial Report (separate attachment)
 - b. Statistical and Other Reports
 - c. Report of District Consultant
4. Board and Committee Reports
5. Unfinished Business
 - a. Discuss Staff Reports from previous meeting
 - i. Library Service Points in Erie City Hospitals
 - ii. Veterans History Project
 - iii. Monthly lecture series on social issues pertinent to Erie
 - iv. Services for individuals on the Autism Spectrum
 - v. On-going online user survey
 - vi. HP and Dell Grant Opportunities
 - vii. Elf on the Shelf activities
 - b. Take Board Group Photo
6. New Business
 - a. Board Member Changes
 - b. Review Branch Study (separate attachment)
 - c. Review Collection Development Policy for January Vote
7. Adjournment
8. Appendix

1. Call to Order
2. Approval of Minutes –November 20, 2019
3. Library Reports
 - a. Review of Financial Report
 - b. Statistical and Other Reports

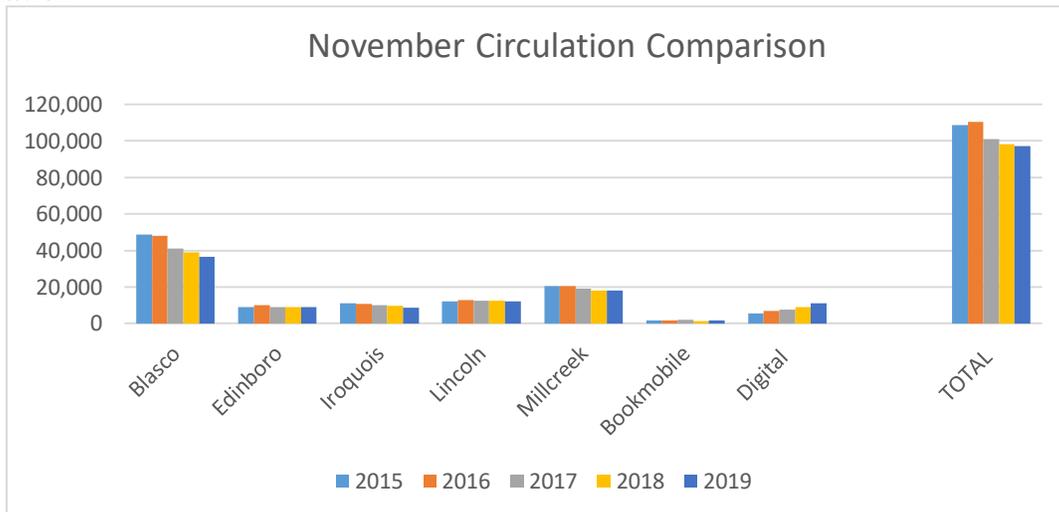


November 2019 Statistics

Numbers Snapshot

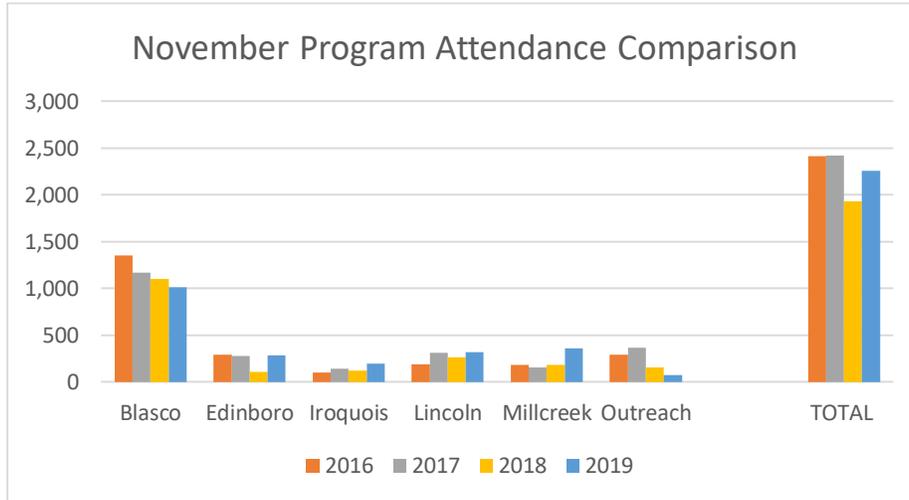
- Highest attendance events: **80** people for Blasco Concert Series Gem City Concert, **40** people for Blasco Preschool Storytime, **68** Millcreek Family Storytime, **62** Edinboro Cat Café
- **41,899** visitors in November, up 2.33% over November 2018
- **337** new card registrations, down 1.75% from last year

Circulation

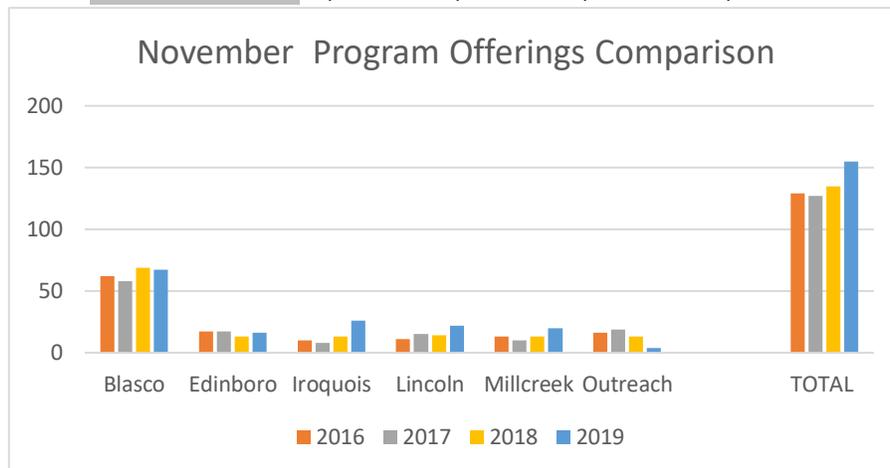


	2015	2016	2017	2018	2019
Blasco	48,847	47,987	41,205	38,911	36,570
Edinboro	9,024	9,864	8,854	8,941	8,868
Iroquois	10,996	10,600	9,928	9,520	8,535
Lincoln	12,255	12,838	12,319	12,425	12,174
Millcreek	20,596	20,606	19,035	18,019	18,186
Bookmobile	1,534	1,670	1,901	1,391	1,621
Digital	5,537	6,889	7,617	8,945	11,164
TOTAL	108,789	110,454	100,859	98,152	97,118

Programs



	2016	2017	2018	2019
Blasco	1,356	1,169	1,104	1,021
Edinboro	289	277	107	286
Iroquois	101	142	119	198
Lincoln	187	314	264	322
Millcreek	185	156	182	361
Outreach	294	367	156	76
TOTAL	2,412	2,425	1,932	2,264



	2016	2017	2018	2019
Blasco	62	58	69	67
Edinboro	17	17	13	16
Iroquois	10	8	13	26
Lincoln	11	15	14	22
Millcreek	13	10	13	20
Outreach	16	19	13	4
TOTAL	129	127	135	155

c. Report of District Consultant

District Consultant Report December 12, 2019

- District News:
 - By end of December the district will have 7 library directors with less than 1 years' experience. The last time the district had this much turnover at once was the early 90's. I will be focusing most of my efforts for the next months on supporting these new directors.
 - The conference presentation on the District's shared educational programmer was well received. Discussions stemming from that presentation are continuing and have also given us some good ideas for next fiscal year.
 - Working with several other districts across the commonwealth to meet with OCL and PaLA for their thoughts on library strategic plans
 - Per the updated District agreement, the district purchased 5 wifi hotspots for each of the 16 libraries in the district. These were put into circulation on 12/9. Now patrons anywhere in Erie or Crawford county will be able to borrow these devices.
- SNOE News
 - The MOUs (Memorandums Of Understanding) that were signed in September are bearing fruit already. Seneca District consultant Leslie LaBarte visited a library in the Erie/Crawford district as part of our consulting services MOU. We expect to make good use of this option during Marcia's maternity leave.
- Advocacy
 - At the meeting, I will have bookmarks to pass out to help spread the word about some district-funded resources.
- District Library News
 - Erie County Public Library has earned its gold PAForward star. It will be awarded officially in January.
 - The week-long drop-in kids craft for **Meadville Public Library** continue to be a big hit. This is part of their new STREAM Lab space.
 - **McCord Memorial Library** has begun working on their PAForward stars.
 - The **Union City Public Library** is advertising for a new board member.
 - **Rice Avenue Community Public Library** is hosting their local Salvation Army's Angel tree.

4. Board and Committee Reports

5. Unfinished Business

- a. Discuss Staff Reports from previous meeting
 - i. Library Service Points in Erie City Hospitals
 - ii. Veterans History Project
 - iii. Monthly lecture series on social issues pertinent to Erie
 - iv. Services for individuals on the Autism Spectrum
 - v. On-going online user survey
 - vi. HP and Dell Grant Opportunities
 - vii. Elf on the Shelf activities
- b. Take Board Group Photo

6. New Business

- a. Board Member Changes
- b. Review Branch Study (separate attachment)
- c. Review Collection Development Policy for January Vote

Erie County Public Library Collection Development Policy

Policy Overview

In accordance with the overall mission of Erie County Public Library (ECPL), the purpose of the Library's collection is to make freely available materials that will assist the community in their pursuit of ideas, passions, and actions which will improve our collective quality of life.

The primary goal of collection development is to provide the best possible collection with the resources available. Collection development includes the selection, acquiring, cataloging, and weeding of the Library's collections in all formats. We attempt, within the limits of available resources, to reflect the broad range of human experiences, knowledge, and opinions. We strive to maintain items of current and longstanding interest, provide accurate information, support educational interests, and encourage the enjoyment of reading within the community.

Collection Responsibilities & Process

Responsibility for the initial selection of library resources rests with the Library's professional staff. Designated staff are responsible for specific areas of the collection. Guidelines, policies, and procedures are set forth by the collection development manager.

In general, selection decisions will be made on the basis of expected popularity, content, currency, and ease of use. The Library will also consider the importance of emerging new trends, as well as changing information formats and technologies. Materials suggested by the public are also considered, and will be honored if the request conforms to the general selection criteria.

General Selection Criteria

Because of financial and physical limitations, the library collection must be selective rather than comprehensive in scope. Branch collections are highly selective with a strong focus on popularity, usage, and timeliness. The following criteria may be considered when selecting materials in any format:

- Present and potential relevance to community needs or interests
- Subject timeliness
- Sustained interest
- Suitability of subject, style and format for the intended audience
- Cost and levels of materials funding
- Importance as a document of the times
- Local, state or regional historical significance
- Relation to the existing collection and to other materials on the subject
- Literary merit or professional reviews
- Authority, accuracy and accessibility of presentation
- Reputation of the author, producer, publisher or creator
- Space constraints
- Physical quality of the material
- Availability

Format & Language

Materials are purchased in the most appropriate format for library use. Factors to be considered when deciding whether to add a new format to the collection include the availability of items in the format, cost per item, community demand, industry standards, and the Library's ability to acquire, process, and circulate the items in the specific format.

The Library collects materials primarily in English, with selected materials for children and adults in other languages.

Diversity

ECPL strives to reflect the needs of our community and our national landscape as closely as possible. Library collections have the ability to promote understanding and education among diverse groups, and the Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection development.

Databases & Electronic Resources

Electronic materials play an important role in the Library's collection. These materials include databases, e-books, e-audiobooks, and downloadable and streaming media. In addition to standard criteria used in selecting other formats, special selection criteria for electronic materials include ease of use, uniqueness of content, technology requirements, vendor reputation and customer service, availability for remote access, and cost.

Collection Maintenance

Professional staff regularly review materials at all locations to ensure that the collection remains vital and useful to the community. De-selection, or weeding, is an integral part of providing a relevant collection. Evaluation of materials is based on observation, statistics, and industry standards. Materials which are worn, obsolete, inaccurate, unnecessarily duplicated, superseded by a newer edition, or have ceased to be utilized may be removed from the collection. Professional staff will determine if a replacement or newer edition is needed.

Intellectual Freedom

It is in the best interest of the community that the library provide material representing all points of view in all fields, no matter how controversial or objectionable these ideas may be to some people. Individuals are free to explore a plethora of ideas in order to determine which ones are meaningful to them. The library, to the best of its ability, strives to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the Library's endorsement of the author, publisher, or subject matter.

The American Library Association's Freedom to Read Statement and Library Bill of Rights are considered to be part of the Library's collection development philosophy.

ECPL supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library material lies with his or her parents or guardian.

Request For Reconsideration

ECPL welcomes citizens' expressions of opinion concerning materials purchased. Anyone who wishes to request that a specific item be reconsidered for inclusion in the library's collection is asked to complete and sign the Request for Reconsideration Form (Appendix A). The form will be forwarded to the collection development manager and reviewed by the Request for Reconsideration Committee. The questioned material will be reviewed in its entirety. When a decision has been made regarding the retention or removal of the material, a letter will be sent to the person explaining the decision. The material will remain in the collection during the reconsideration process.

Age Level Guidance

The children's collection serves the wide range of needs and interests of children from birth to age 12 as well as materials for their parents, teachers and caregivers. The main purpose of the children's collection is to develop in children the enjoyment of reading by providing quality materials that are current, educational, and fun to read.

The young adult collection provides materials to support the interests and development of teens from ages 12 to 18. The collection is meant to support the transition from child to adult, with an emphasis on providing a wide range of materials in a variety of subjects, formats, and reading levels.

Heritage Room Collections

The Heritage Room within the Blasco Library houses the local history, maritime, and genealogy collections, as well as other materials determined to be historically significant. All materials within the Heritage Room are reference materials and may only be used within the library. The Erie County Public Library may loan these items to other libraries within the United States, based on the item's condition and rarity, and with the requirement that they will be used within the borrowing libraries.

Rare Book Collections

Rare books are items that have unusual value, and are kept in a climate-controlled, secure area of the Blasco Library. Patrons who wish to view an item in the rare book collection must fill out a request to do so (Appendix B).

We do not actively collect rare or unusual books that would require special handling. If, however, we find that a book already owned has now become rare, we will either move it to the Rare Book Collection or find an appropriate library or archive that can house it.

Unique Collections

The Library will provide selected nontraditional library materials based upon the present or potential need for access of the community. The inclusion of these materials is based upon the approval of professional staff with consideration to cost, durability, sustainability, ease of circulation, and perceived demand. The continuation of these collections will be evaluated on a regular basis.

Gifts

Gifts of books and other materials are accepted without commitments as to final disposition and with the understanding that they are not necessarily to be added to the collection. The same criteria used for the selection of all other materials will be used in evaluating gift materials. The library retains unconditional ownership of the gift and reserves the right to decide the conditions of display, housing, retention, and access to the materials. Materials not used by the library are given to the Friends of the Erie County Public Library.

The Library does not appraise books or other materials for income tax purposes. Upon request, the Library will provide the donor with a written acknowledgment of the number items received. Direct gifts of books and other materials as memorials or honor books are no longer accepted, due to space and staff limitations, however we do urge people to consider contributing instead to the Erie Regional Library Honorarium Fund.

Local Author Policy

Authors and creators who live within Erie or Crawford counties, or whose works are based in Erie or Crawford counties, may donate one copy of their material for possible inclusion in the library's collection (Appendix C).

Erie County Public Library will review donated materials, but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not included will be repurposed in accordance with our gift policy.

Policy Implementation, Evaluation and Revision

This policy was approved by the Library Advisory Board on January 11, 2018 and will be reviewed annually by the collection development manager and library director.

Erie County Public Library
Request for Reconsideration of Library Materials

Name _____ **Date** _____

Address _____ Telephone _____

Do you represent: Self Organization _____

Format of Item: Book Video/DVD Music CD Audio Book Other

Title _____

Author/Artist _____

To what in the material do you object?

Did you read, listen to or view the entire work? If not, which parts?

Would this material be suitable for some audiences?

What would you like us to do with this library material?

Signature _____

Erie County Public Library
Rare Book Viewing Request

The Rare Book Collection consists of items that, for one reason or another, have unusual value, and are kept in a climate-controlled secure area of the Blasco Library. Items in this collection may be considered rare or valuable because of age, artistic merit, or scarcity.

It is entirely up to the discretion of the Heritage Room Librarian to decide whether a particular rare book may be viewed. Decisions are made on a case-by-case basis. Some of them are so rare or in such fragile condition that we do not allow them to be viewed or handled by the public. Those items that can be viewed, must be viewed while in the Heritage Room under the supervision of Library staff or volunteers. **Rare books may not be photocopied.** You may take notes using a pencil (not pen) and notebook paper that you supply.

If you are interested in seeing an item with the designation "Rare Book," you must make an appointment to do so by filling out the following information. You will be contacted by the Reference Department within 3-5 working days.

NAME _____

ADDRESS _____

PHONE _____ BEST TIME TO CALL _____

TITLE _____

AUTHOR _____

CALL NUMBER _____

Please list your first and second choices for day of the week and time of day you would like to schedule.

1. _____

2. _____

Erie County Public Library Local Author Policy

Authors and creators who live within Erie or Crawford counties, or whose works are based in Erie or Crawford counties, may donate one copy of their material for possible inclusion in the library's collection. Erie County Public Library will review donated materials, but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not included will be repurposed in accordance with our gift policy.

Donation Guidelines

Erie County Public Library welcomes the opportunity to support and promote the creative and literary expression of our community. The following guidelines apply to works created in any format:

-Authors must reside in Erie or Crawford Counties, or their work must be based in the Erie and/or Crawford County environs.

-The library will accept one copy of each title. Authors may donate up to three titles per year.

-Materials must be bound and formatted in a way that enables circulation, ease of use, and durability. The library will only accept physical formats, i.e. books, CDs, and DVDs. Items must be in new condition.

As with all library materials, the library will apply the same inclusion and retention guidelines as stated in the general collection development policy. The library reserves the right to include or exclude any title from the collection for any reason. Materials provided to the Library may be removed for any reason, at any time.

All donated materials become the property of Erie County Public Library and cannot be returned to the donor for any reason.

The library cannot acknowledge receipt of your work, nor can we notify you of our final decision. We cannot meet with individuals to discuss their work.

Materials included in the collection will be indicated with a local collection label and will be searchable in the catalog.

The library will not provide professional reviews, promotion, or marketing of an author's work, whether the materials are included or excluded.

Questions about this policy can be sent to library-collections@eriecountypa.gov

Erie County Public Library Local Author Policy

Please complete the following form in order for your work to be considered for inclusion in the
Erie County Public Library collection.

Name:
Address:
Phone:
Email:
Website:

Title:
Publisher:
Year published:
Intended audience (adults, teens, children):
Genre:
Brief summary:

Please list any reviews or media coverage your work has received:

If nonfiction, please list your credentials or a description of your expertise in the area:

I agree to the guidelines as stated above.

7. Adjournment

8. Appendix

Edinboro encourages students' entrepreneurial spirit with Start-Up Hub

November 20, 2019 11:35 AM

Pittsburgh Post-Gazette

Students are liable to do just about anything in college, even start up a business, assuming they have time to pursue an idea and enough money and space.

On the Edinboro University campus, the last two of those needs just became less of an issue. That's because a free space dedicated to encouraging young entrepreneurs' work is now officially open.

The new Student Start-Up Hub is on the second floor of Baron-Forness Library and adjacent to the university's Center for Branding and Strategic Communication. It's a business incubator with coworking space, and it speaks to a larger push of late among colleges including the 14 state-owned universities that include Edinboro, a campus of 4,600 students 110 miles north of Pittsburgh.

They are intensifying efforts to align academic programming with workforce needs, and they have launched initiatives to encourage undergraduate research, as well as other endeavors that could lead to money-making (hopefully) ventures.

The center's first tenants, both Edinboro students from the Pittsburgh area, were showcased along with their work Tuesday afternoon at a campus event marking the center's formal debut. Hunter Klobucar, from Jeannette, and Tyler Waltenbaugh, from Leechburg, are starting "Fish Gods," a venture intended to reduce plastic pollution in local watersheds.

Tony Peyronel, Edinboro's executive director for entrepreneurial development, cited them both with pride. He noted that Mr. Waltenbaugh and he share something beyond an eye for business, noting the young man graduated from "the same tiny high school I graduated from 40 years ago."

State System of Higher Education spokesman David Pidgeon [pointed to](#) curricular and co-curricular efforts across its 14 member universities to encourage business pursuits, including a [State System challenge](#) contest that awards students \$10,000 for innovative ideas. Centers to aid business startups even beyond campuses include ones at [Clarion University](#) and [Indiana University of Pennsylvania](#) that are open to the general community.

11/25/2019 Education - Pittsburgh Post-Gazette

<https://liber.post-gazette.com/news/education/2019/11/20/Edinboro-University-State-System-startup-entrepreneur-Pennsylvania-workforce-college/stor...> 2/2

"Pennsylvania's State System universities contribute to economic development by supporting small business development and promoting business startups," the system says on its entrepreneurial assistance webpage. "Several universities operate Small Business Development Centers (SBDC), Entrepreneurial Leadership Centers and business incubators to jump-start the entrepreneurial spirit." Edinboro's new hub promises to be easy on students' budgets, giving them access to free office space and related services, including Wi-Fi, printing and copying. It will enable them to link to related facilities at other private and public campuses

It offers them connection to the Center for Branding and Strategic Communication and partner "beehives" Penn State Behrend, Gannon University, Mercyhurst University and the Erie County Public Library that focuses on regional business expansion and development. They belong to the NWPB Innovation Beehive Network, a grant-funded collaboration.

Edinboro University President Guiyou Huang also spoke at Tuesday's event.