

**MEMORANDUM OF UNDERSTANDING
ON**

**The Office of Commonwealth Libraries’
Pilot Project to Transfer Duties and Responsibilities of the District Consultant to the
Library System of Lancaster County**

BETWEEN

The Office of Commonwealth Libraries, Bureau of Library Development

AND THE

Lancaster Public Library (District Library Center)

AND THE

Library System of Lancaster County

I. PURPOSE/OBJECTIVES/GOALS

This Memorandum of Understanding (MOU) describes the relationship between the parties named above, and their respective areas of responsibility. The MOU also sets out guidelines for the operation of the Office of Commonwealth Libraries' Pilot Project to Transfer Duties and Responsibilities of the District Consultant to the Library System of Lancaster County (LSLC) (hereafter referred to as the "Pilot Project).

The purpose of this Pilot Project is to test the proposition that, in a one county district/system, district consultant functions can be effectively and efficiently carried out by library system staff. It is expected that this project will end on June 30, 2009.

II. BACKGROUND

The current library district structure was developed in the late 1950's by library consultant Lowell Martin. In the Library Code of 1961, the district structure was established. There are currently 29 library districts in the Commonwealth. Library Districts range in size from single county districts to districts with as many as eleven counties.

In 2005 the Office of Commonwealth Libraries (OCL) commissioned Himmel & Wilson Library Consultants to conduct a study of the present district structure, with an emphasis on examining the impact of the development of county library systems. Among other findings, the study noted a distinction between "library support" functions and "library development" functions. The study recommended that where strong county library systems are in place, the system is best positioned to be responsible for library development (i.e., continuing education, advisory and consulting services, public relations, technology support, etc.) and the district library center for library support (i.e., interlibrary loan (ILL), reference, special collections, etc.) It is the purpose of this project to study this recommendation by implementing and assessing the results of a pilot project in Lancaster County.

A Steering Committee was appointed to outline the concepts and principles of this pilot project. These concepts were incorporated into the MOU and revised again by the Steering Committee. Members of the Steering Committee included:

Katrina Anderson, Director	Manheim Township Public Library
Barbara Basile, Director	Manheim Community Library
Deborah Beisell, Director	Elizabethtown Public Library
Donna Brice, Director	Eastern Lancaster County Library
Sandra Dinoff, Director	Strasburg-Heisler Library
Susan Hauer, Administrator	Library System of Lancaster County
Mary Ann Heltshe-Steinhauer, Comm. Rel.	Library System of Lancaster County
Jim Hollinger, Lib. Dev. Dir.	Office of Commonwealth Libraries
Bill Hudson, Deputy Admin.	Library System of Lancaster County
Matt Kane, Exec. Assist to Dep. Sec.	Office of Commonwealth Libraries
Debra Rosser-Hogben, Director	Lancaster Public Library
Joyce Sands, Deputy Director	Lancaster Public Library
Claudia Roun, Director	Christiana Public Library
Susan Tennant, Director	Lititz Public Library
BJ Urling, Supervisor Outreach Serv.	Office of Commonwealth Libraries

III. ROLES AND RESPONSIBILITIES

A. Lancaster Public Library

The Lancaster Public Library will retain the following functions:

- Serve as the District Center Library for the Lancaster District
- Duke Street Business Center
- Crate sorting/Delivery
- Interlibrary Loan
- Participate in Naturalization Ceremonies
- Participate in statewide ILL meetings
- Produce PR materials for District services – ILL, Duke Street Business Center (DSBC), Reference
- The District Center Administrator will represent the District Center with Commonwealth Libraries.

B. Library System of Lancaster County

The LSLC will assume responsibility for the following functions, roles and services:

- Liaison to Office of Commonwealth Libraries
- New Director Orientation
- Safety net: neutral party to speak with when confidentiality is critical.
- Grant assistance, including LSTA and Keystone

- Library development workshops and training for staff and boards.
- Assistance in preparing required OCL reports and documentation.
- Library Code questions/interpretation, e.g., CE credit – determining eligibility of courses
- Distribution of materials from OCL, e.g., Trustee Handbook/State Code – stock and distribute
- General advisory/consulting services, e.g., weeding, space planning, staffing issues, policies
- Special projects

In addition, the LSLC will continue oversight of the following System/District programs and services as they relate to Member/District Libraries:

- Business Information Services/Database Negotiation
- Collection Development and Technical Services
- Community Services
- Information Technology
- Special Services including Bookmobile
- Training
- Youth Services

IV. EXPECTED OUTCOMES

The following section lists the major outcomes expected out of this project. Measurement of these outcomes will be incorporated into the project evaluation. The evaluation process will be designed and implemented by an independent, experienced evaluator.

- Functions moved from District to the LSLC are performed satisfactorily according to the criteria detailed in the evaluation process.
- There will be broadly agreed upon processes relative to:
 - ☆ Grants
 - ☆ Annual reports
 - ☆ Library Code and Standards
 - ☆ Communication with OCL
 - ☆ Conflict resolution
 - ☆ And other services identified in Section III B above.
- A safety net is in place to ensure confidentiality and neutrality.
- Directors know whom to ask for assistance.
- Presence of cooperation, trust and respect between and among System, District and member libraries.
- Efficient, cost effective delivery of services
- Increased clarity and focus of roles for LPL, LSLC, and OCL.

- People feel good about the process, regardless of the final decision about continuation of the project.

V. EVALUATION

- Follow through and evaluation of pilot:
 - ☆ Conducted by an independent evaluator who is a specialist in testing and measurement, with no ties to Pennsylvania libraries.
 - ☆ Evaluation methodology designed by the evaluator
 - ☆ Input from all stakeholders
 - ☆ Funding from OCL will be used to hire independent evaluator
- There will be interim evaluations and final evaluation no later than May 15.
- Final approval by Governor's Advisory Council.

VI FINANCIAL IMPACT

A. District Budget

- \$31,000 (1/2 of district consultant salary) retained by Lancaster Public Library for supervision of district services (as enumerated in III. A. above)
- The following \$31,000 (1/2 of district consultant salary) to be spent on services/resources as approved by Directors Council:
 - Transfer from System Budget to District Budget for DSBC Reference materials: \$18,700
 - Transfer from System Budget to District Budget for Harris Database: 1,300
 - Overdrive Titles available District wide 9,000
 - Contingency for District Budget 2,000
 - Total \$31,000

B. LSTA Funds (amount to be determined) -- for expenses related to planning and evaluation of the pilot project.

VII. WAIVERS

The signature of Commonwealth Libraries on this Memorandum of Understanding implies waivers of the following sections of Section 141.22(e) (2) (ii) of Title 22 of the *Pennsylvania Code*.

- Section 141.22(b) (3) -- District Advisory Council
- Section 141.22(e) (2) (ii) -- Consultant staff

VIII. DURATION

This Memorandum of Understanding will be in effect until June 30, 2009, after which a new or revised MOU will be in effect, or the aforementioned waivers of Title 22 of the *Pennsylvania Code* will terminate.

IX. SIGNATORIES

Required signatures for acceptance of this document will be the Commissioner of Libraries, and the members of the Steering Committee.

Steering Committee Signatures

Katrina Anderson, Director, Manheim Township Public Library

Barbara Basile, Director, Manheim Community Library

Deborah Beisell, Director, Elizabethtown Public Library

Donna Brice, Director, Eastern Lancaster County Library

Sandra Dinoff, Director, Strasburg-Heisler Library

Susan Hauer, Administrator, Library System of Lancaster County

Mary Ann Heltshe-Steinhauer, Comm. Rel., Lib. Sys. of Lanc. Co.

Jim Hollinger, Lib. Dev. Dir., Office of Commonwealth Libraries

Bill Hudson, Deputy Admin., Library System of Lancaster County

Debra Rosser-Hogben, Director, Lancaster Public Library

Joyce Sands, Deputy Director, Lancaster Public Library

Claudia Roun, Director, Christiana Public Library

Susan Tennant, Director, Lititz Public Library

BJ Urling, Supervisor Outreach Serv., Office of Comm. Libraries
