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The Board of Library Commissioners is the agency of state government with the statutory authority and responsibility to organize, develop, coordinate and improve library services throughout the Commonwealth. The Board advises municipalities and library trustees on the operation and maintenance of public libraries, including construction and renovation. It administers state and federal grant programs for libraries and promotes cooperation among all types of libraries through regional library systems and automated resource sharing. It also works to ensure that all residents of the Commonwealth, regardless of their geographic location, social or economic status, age, level of physical or intellectual ability or cultural background, have access to essential new electronic information technologies and significant electronic databases.

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Elia D. Marnik, *Reading*
Emily M. Salaun, *Needham*

Robert C. Maier
Director

Board Adopts Strategic Planning Process

Following several months of discussion, the Massachusetts Board of Library Commissioners (MBLC) voted on April 7, 2005, to move forward with a Strategic Planning Process. Under the direction of Commissioner **John Arnold**, MBLC Chairman, the Commissioners and Management Team of the Board reviewed the results and history of the last MBLC Strategic Planning effort that was done in 1993, read up on some of the current thinking regarding strategic plans and worked to develop some ideas for how to best proceed.

Under the Strategic Planning Process adopted, a Three Phase Process: (1) define and select key issues, (2) develop specific goals and objectives for the key issues and (3) implement the goals and objectives is planned.

1. Define and select key issues

In Phase 1, the Commissioners will work to define and select the key issues that need to be addressed in the Strategic Plan. Input from the Board and staff, the library community and the public will be gathered. The outcome of this phase will provide a framework to guide the work in Phase 2.

“It is my belief that the Commissioners should be actively involved in deciding on the key issues facing the agency and topics that affect our ability and the manner in which we use state and federal funding to support individual libraries statewide,” said MBLC Chairman Arnold. Phase 1 will concentrate on hearing as many different points of view as possible. This will entail a review of the *strengths, weaknesses, opportunities, threats* and *challenges* faced by the MBLC.

Through meetings with various constituencies, the following questions may be asked:

- What services provided by the MBLC or funded by the MBLC have helped your library or organization be successful?
- What needs does your library or organization have that are not addressed by a Board service?
- What services currently provided by the MBLC would provide greater benefit to your library or organization if they were emphasized more or better implemented?
- What programs or services not currently provided by the MBLC would help your library or organization be successful if they were provided?
- What challenges do you encounter when you present the case for state funding for library services?

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Dunbar Appointed to the Board



Richard D. Dunbar

Richard D. Dunbar of West Springfield has been appointed by Governor **Mitt Romney** to a three-year term on the nine-member Massachusetts Board of Library Commissioners.

“I look forward to the opportunity to serve the Commonwealth and contribute to the effectiveness of the Massachusetts Board of Library Commissioners in providing oversight to strengthen the free public library system of the Commonwealth, and to utilize my experience to assist in this endeavor,” said Dunbar.

Dunbar is currently the Vice President of Financial Operations at the Springfield Museums Association that operates the Connecticut Valley Historical Museum, George Walter Vincent Smith Art Museum, Museum of Fine Arts, Springfield Science Museum, and the Dr. Seuss National Memorial Sculpture Garden. As chief financial officer for the past 25 years, Dunbar was also affiliated with the Springfield City Library until 2003 when the City of Springfield commenced operations for the library system.

A graduate of Elmira College in New York, Dunbar is a past treasurer of the Springfield Girls Club Family Center, past president of the Rotary Club of Great Barrington, and a member of the American Association of Museums and the New England Association of Museums.

Planning and Design Grant Awarded to Egremont

The Massachusetts Board of Library Commissioners voted to award an additional Planning and Design Grant from the 2004-2005 Grant Round to the Town of Egremont for \$20,000 at its Board Meeting on May 5, 2005. This is in addition to the 13 municipalities who were awarded Planning and Design Grants in January 2005.

A Project for Planning and Design does not involve actual construction, but proposes to develop a Building Program, architectural plans and cost analyses of options and alternatives, site investigation, and preparation of schematic drawings for a future project. The 1,265 square-foot Egremont Free Library was built in 1830 as a school and became a library in 1887 serving an agrarian community of approximately 500. This grant will investigate current and future population needs, as well as examine the present and alternate sites for future growth.

Board Meeting Highlights

The **March** meeting of the Massachusetts Board of Library Commissioners (MBLC) was cancelled.



The **April 7th** meeting of the Massachusetts Board of Library Commissioners (MBLC) was held at the Perkins School for the Blind in Watertown where **Steven Rothstein**, President, welcomed those present, and introduced **Kim Charlson**, Director of the Talking Book Library.

MBLC Chairman **John Arnold** welcomed new Commissioner **Emily Salaun** of Needham, and appointed Commissioner **George Comeau** secretary pro tem. He also stated that he would be sending a letter of thanks to former Commissioner **Deborah Hill Bornheimer** for her years of service to the Board.

In the first action before the Board, **Ellie Chesebrough**, Chair of the Board of Trustees of the Simon Fairfield Public Library in Douglas, presented a one day "request for extension of the time to confirm local funding for Douglas under the Massachusetts Public Library Construction Program" that was approved.

The next item approved was "the revised FY2006 Library Services and Technology Act, Program and Budget," as presented by **Beth Wade**, Grants Manager. Ninety-one applications were received as opposed to 84 last year, she said. "Requests significantly exceeded the amounts previously budgeted in six categories, with all the others within or close to budget. However, the total requests exceeded the amount budgeted."

Two action items were presented by **Robert C. Maier**, MBLC Director. The first was to approve the "Renewal of the Board Policy on Budget Revisions for Regional Library Systems." Several of the Massachusetts Regional Library System administrators present stated that the current policies were working fine, and the Board voted to renew the policy for another five years as required by statute.

The second item presented by Director Maier, along with Chairman Arnold, was a *Proposed Strategic Planning Process*. "It has been more than 10 years since a strategic plan has been adopted by the Board," said Maier. "Since August of 2004, the Board has been discussing how to proceed in finding out what issues and topics should be included and the procedure for tackling those issues. We are looking for a three step process," he continued, "1) Define and select key issues, 2) Develop specific goals and objectives, and 3) Implement the goals and objectives." Chairman Arnold stated that he and Director Maier had already begun to gather some information in information gathering meetings with both the Administrators of the Massachusetts Regional Library Systems and the Resource Sharing Networks. Following some discussion by the Board about the timetable and key publics who might need to be included, the Board unanimously voted to approve the proposed "MBLC Strategic Planning Process, and authorized work to begin on Phase 1: Defining Key Issues." (See Story on Page 1)

Chairman Arnold then brought before the Board the names of four individuals for Commendations: **Margaret Atkins**, Trustee of the Middleborough Public Library; **Angela Ayre**, Coordinator of the Literacy Project at the Cambridge Public Library; **Henry Bazan**, former Trustee of the Chicopee Public Library, and **Lynne Weintraub**, Coordinator of the Jones Library E.S.L. Center in Amherst. Both Ayre and Weintraub were 2004 Massachusetts Literacy Champions of the Massachusetts Literacy Foundation, and Bazan and Weintraub were long-time trustees of their libraries. The Board unanimously voted to award them all "Commendations for their contributions to literacy and libraries in the Commonwealth."

Following these actions, several reports were made.

Director Maier announced that **Shelley Quezada**, MBLC Consultant to the Underserved, and he had been meeting with **Diantha Schull**, President of the Americans for Libraries Council, about a program called *EqualAccess Libraries* that is being offered to Massachusetts through the Council's program arm, Libraries for the Future. "The EqualAccess concept helps libraries take full advantage of emerging electronic resources, raise educational achievement and encourage economic development. Further information will be available once MBLC works out a formal agreement to implement the program," said Maier.

Perkins President Rothstein made a presentation on their proposal for an increase in state funding for the Braille and Talking Book Library program. "Perkins serves more than 16,000 residents throughout the Commonwealth and offers Braille, large print and audio versions of more than 75,000 popular titles," he said. "The proposal is to increase statewide funding from \$1,678,550 to \$2,385,800 that would allow an increase in service to 23,000 users."

Kim Charlson, Director of the Talking Book Library at Perkins, gave an overview of the past year's activities that included the 175th anniversary of the founding of the school. Among some of the highlights were the awarding of commendations to mail carriers from the United States Postal Service who help deliver materials free-of-charge to patrons; contracting to provide talking book service to patrons in Rhode Island; the construction of an elevator in the shipping area of the library; and working with the Massachusetts Commission for the Blind to help identify new users for *Newline*[®], a toll-free telephone service that allows patrons to hear daily and weekly newspapers, that she then demonstrated.

In other reports, Chairman Arnold stated he had presented two workshops on the "Economic Value and Today's Public Library," as well as participating in the "Library as Commons" conference presented by the Southeastern Massachusetts Regional Library System.

Director Maier updated the Board on the
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Regional Library Systems and Library of Last Recourse
State Aid to Public Libraries
Statewide Services to Libraries and Library Users

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For further information contact David Gray at david.l.gray@state.ma.us or by calling 617-725-1860.

Board Once Again Promotes Summer Reading

Following last summer's first-ever statewide promotion of the Summer Reading Adventure, the Massachusetts Board of Library Commissioners is once again teaming up with theaters, TV and newspapers to promote the 2005 Statewide Summer Library Adventure.

Working with the advertising and multicultural marketing firm, Argus, two advertisements have been developed that will appear in movie previews across the state, as well as in some newspapers who are also helping to sponsor the reading program in their areas.

Using this year's theme *Going places @ your library*, the ads encourage kids to "Join the Summer Reading Adventure and experience going away without having to travel farther than your local library." The ads will begin appearing in 31 theaters with 370 screens on June 10th and run through June 14th. (For a complete list of the theaters, locations and their dates, go to the MBLC Web site, www.mass.gov/mblc).

In addition to the movie ads, the MBLC is working with Univision- Boston (WUNI-27) that provides Spanish language programming from Providence to Worcester



Going places @ your library®

Pile on the excitement.

Join the Summer Reading Adventure and experience going away without having to travel farther than your local library.

Explore. Imagine. Discover.

Sponsored by your local library, the Massachusetts Regional Library Systems, and the Massachusetts Board of Library Commissioners.



Going places @ your library®

Reading brings you to new heights.

Join the Summer Reading Adventure and experience going away without having to travel farther than your local library.

Explore. Imagine. Discover.

Sponsored by your local library, the Massachusetts Regional Library Systems, and the Massachusetts Board of Library Commissioners.

and from Boston to Manchester, as a sponsor of the Summer Reading Adventure. Univision will be producing and airing two public service announcements to promote the program, as well as cover several reading events at libraries that are geared to the Hispanic population.

As the program kicks off across the state, the MBLC will be working with the regional Youth Service Consultants and other partners, to publicize and highlight various Summer Reading Adventure activities and the benefits of reading during the summer.

Spotlight on LSTA

Community Languages: Building a Chinese Collection

To **Susan Paju**, Reference Librarian at the Acton Memorial Library, it had become obvious that the Chinese population of Acton had increased during the 1990s, and they increasingly wanted more Chinese books and videos than the few the library owned. "At first I would help the patrons borrow Chinese language books from the Boston Public Library or other surrounding communities," says Paju. "I also showed patrons how they could reserve them by using the Minuteman Library Network, but I knew that without outside resources, it would take a long time to build up our collection."

Knowing that there were Library Services and Technology Act (LSTA) grants available for community language projects, Paju worked with volunteers from the newly opened Acton Chinese Language School, as well as some of her Chinese patrons, to see if the library couldn't apply for a grant to improve its services to the rapidly growing



Chinese Language Volunteer Yufen Liu, left, and Susan Paju, Reference Librarian at the Acton Memorial Library, with some of the materials they were able to purchase using LSTA funds.

Chinese community in Acton. "This really gave the library the ability to use a volunteer group to help with the grant and its implementation," Paju continued. "This let the Chinese know that we recognize that

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State Aid Q&A

Q Are waivers available for the hours open or materials expenditure standards?

A No. However, given the ongoing fiscal difficulties in Massachusetts, the Massachusetts Board of Library Commissioners (MBLC) is continuing the policy of accommodation of the standards of the State Aid to Public Libraries program.

A municipality will be certified for FY2006 State Aid to Public Libraries if it:

- meets the FY2006 Municipal Appropriation Requirement (MAR), or receives a MAR waiver,
- meets the materials expenditure and hours open standard at either a full (100%), mid-level (90%) or minimum amount (80%),
- meets all other statutory and regulatory requirements for State Aid to Public Libraries, including the education level of the library director.

Awards for municipalities meeting adjusted standards will be reduced according to the compliance with the reduced standards, and will be no less than 50 percent of the full award for meeting the minimum (80%) of both standards. Each standard that is met at a lower level will result in a 12.5 percent reduction to the full award for each level of reduction. Awards may be made in the amounts of 100, 87.5, 75, 62.5 and 50 percent.

For example, Library X serves a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend 15 percent of its budget on library materials. It was only open 45 hours and spent 14 percent on library materials, mid-level compliance for both standards. As a result, the FY2006 State Aid award will be reduced to 75 percent of the Cherry Sheet total.

For further information on this and other State Aid policies, go to www.mass.gov/mblc/grants/state_aid/policies/index.php

Q Under what circumstances would a municipality not be certified?

A There are four reasons why a municipality would not be certified:

- 1) The municipality chooses not to apply for State Aid.
- 2) The municipality is ineligible to apply for State Aid due to not meeting minimum public library standards.
- 3) The municipality is denied a waiver of the Municipal Appropriation Requirement.
- 4) The municipality is decertified due to closure of the library for reasons other than undertaking a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death.)

Lt. Governor Tours Braille & Talking Book Library

Lieutenant Governor **Kerry Healey** recently visited the Perkins School for the Blind in Watertown to learn more about the Perkins Braille & Talking Book Library and read with students.

"I was very encouraging to see both state and federal governments working together to make books on tape available to so many people with disabilities," said Healey. "I was very impressed by the efficient operation of Perkins Braille & Talking Book Library, and the extraordinary number of people served."

After touring the Library, Healey joined Perkins students in reading from text and Braille copies of Dr. Seuss' book, *Horton Hatches the Egg*, as part of Read Across America, a weeklong celebration of Dr. Seuss' birthday that promotes reading every day. "Reading with the students was a great way to pay tribute to

Dr. Seuss on what would've been his 101st birthday," said Healey. "I enjoyed meeting such bright kids who proved that there are other ways of learning that don't have to do with sight."

Celebrating its 175th anniversary, Perkins serves 60,000 people who are blind or visually impaired with multiple disabilities, here and in 55 developing countries around the world. Perkins Braille & Talking Book Library provides books on tape and in Braille to 19,000 people who can't read traditional type due to a visual, physical or learning disability.

(Photo by John Kennard)



Lt. Gov. Kerry Healey, second from left, tours Perkins Braille & Talking Book Library with Steven Rothstein, President of the Perkins School for the Blind, far left, Kim Charlson, Director of the Perkins Braille and Talking Book Library, and Robert Maier, Director of the Massachusetts Board of Library Commissioners.

(Photo by John Kennard)



Lt. Gov. Kerry Healey reads with 13-year old Anton Sviridenko at the Perkins School for the Blind.

Concordians Rededicate Library Following Its Renovation



The new entrance to the Concord Free Public Library is now on School Street and completely handicapped accessible.

On Sunday, May 1, 2005, the Concord Free Public Library hosted a rededication celebration attended by more than 125 people. Inspiring speakers included local historian and author **Doris Kearns Goodwin** and local author **Alan Lightman**. **Peggy Briggs**, Chair of the Selectmen expressed the town's appreciation for the renovation. Flowers were designed by the Concord Garden Club with music by local band Jazz Express. As with most parties, cake was served.

The historical renovation that was completed earlier this year was made possible by generous contributions of over \$7.7 million. The majority of donors were Concordians with gifts that ranged from one dollar to \$1 Million. In addition, the library received a prestigious Kresge Foundation grant of \$400,000 and town funds of \$400,000 toward the completion of the project. For more information, please check out the library's Web site at concordlibrary.org



The beautifully redone atrium in the historic Concord Free Public Library.



The special collections room of the Concord Free Public Library now allows for a climate controlled environment for its many historic papers, as well as artifacts such as Thoreau's surveying equipment, (left).



Belmont Gets Duck Parade Library Week

Youngsters from all over Belmont celebrated National Library Week by quacking the quiet of the Belmont Memorial Library. On Thursday, April 28, a duck parade and showing of the movie "Make the Grade" was shown to kindergarten and first grade children. Following the parade, the generosity of a library patron was recognized as she received a bright yellow duck costume as a gift," said **Elizabeth Moulton**, chair of the Library Week Committee, "and paraded through the library." In addition, the children made duck crafts following their parade.



Max Copes Finke, left, and Jalen Keel, right, participated in National Library Week by making ducks at the Belmont Memorial Library.



Children at the Belmont Memorial Library Library Week with a duck parade.

LIBRARY OPENINGS

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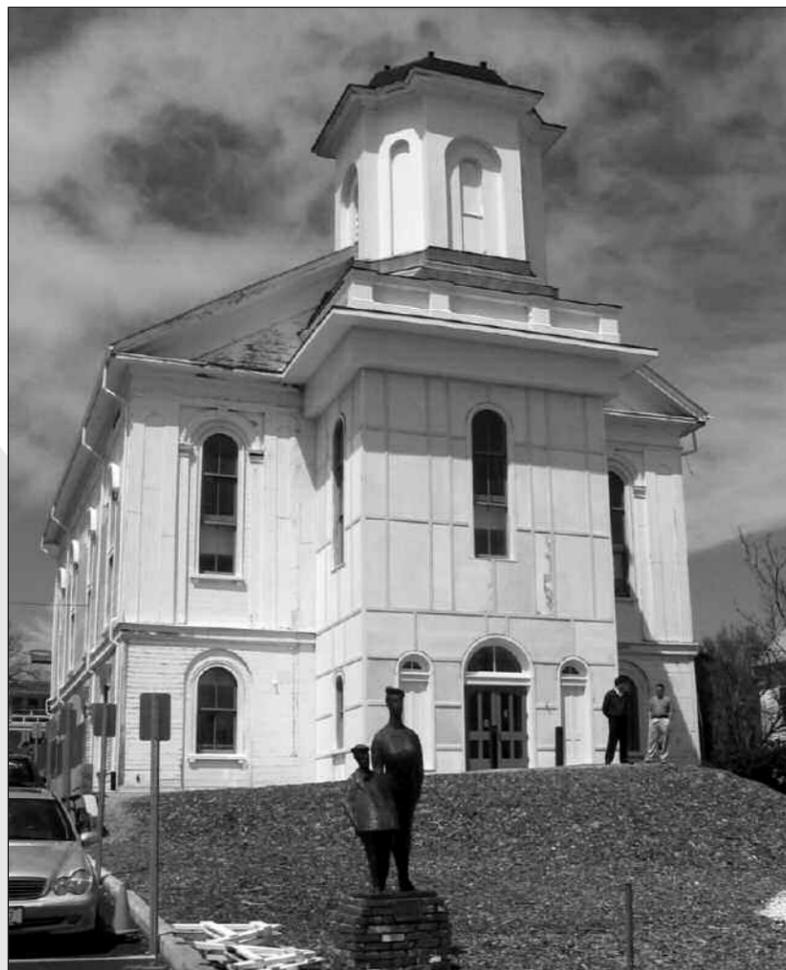
Historic Provincetown Building Reopens as Library



MBLC Assistant Library Building Consultant Anne Larsen, left, with MBLC Commissioner Edward Bertorelli, right, in the new children's room housing the Schooner Rose Dorothea of the Provincetown Public Library.

First constructed in 1860 as the Center Methodist Episcopal Church, the historic building, which for the past several years was closed, reopened in a grand way on Thursday, April 28, 2005, as the new Provincetown Public Library. Located only a few blocks from the building that had served as the library since 1873, the new library sports a water motif where, in the children's room, there is a half-scale model of the schooner Rose Dorothea as the centerpiece.

“The interior of the building was completely gutted, reconstructed and the grand staircases and vaulted ceiling in the National Historic Landmark property restored,” said Library



The new Provincetown Public Library opened on April 28, 2005. Final work on the cupola, historic façade and landscaping is ongoing.

Director **Debbie DeJonker-Berry**. Citizens and children from the town oohed and aahed at the colorful nautical theme, gorgeous views from the many large windows, as well as the amount of space the building provides following the ribbon cutting. “Completion of the landscaping, decorative front façade and lower level are awaiting further fundraising, while the former church's cupola is undergoing restoration now” said Library Trustee **Marcia Fair**.

Now the historic building that has had so many lives, first as a church, then the Chrysler Art Museum, Center for the Arts, and Heritage Museum (during which the schooner was built inside), is now beginning its next rebirth as the new Provincetown Public Library.

Western Region Holds Grand Opening



State Sen. Stan Rosenberg, WMRLS Administrator John Ramsey, State Rep. John Scibak, State Rep. Ellen Story, WMRLS President & Greenfield Public Library Director Dianne Ryan, WMRLS honored employee Donna Augustus, and USDA Rural Development State Director David Tuttle help cut the ribbon at the new WMRLS headquarters in Whately on Friday, May 13, 2005.

Under bright blue skies, librarians and local and state officials, cut the ribbon to officially open the new Western Massachusetts Regional Library System headquarters in Whately on Friday, May 13th.

First begun in 1948, author **William MacLeish** said “this building is the realization of what his father, **Archibald MacLeish** and others, had first talked about 57 years ago... an organization to pool resources and purchasing power to improve library service in western Massachusetts.



MBLC Commissioner George Comeau offering his congratulations at the opening of the new WRMLS office.



State Senator Stan Rosenberg, left, congratulating WMRLS Administrator John Ramsey, right, on the great library service provided to the western part of Massachusetts.

Board Highlights (continued from page 2)

Agency's projected move; thanked the Commissioners for their support of the Legislative Breakfasts, and said that the Regional Reference Center Committee had met twice and would be working on some proposals. He also mentioned that he, along with Commissioner **Elia Marnik** and **Dianne Carty**, MBLC Head of State Aid & Data Coordination, had met with the Newbury Town Library trustees, and a meeting with the trustees of the Field Memorial Library in Conway with State Representative **Steve Kulik**, along with himself and Dianne Carty, had also taken place to discuss State Aid. He also mentioned that the Gates Foundation may also be awarding some new grant funds to Massachusetts for outreach to both rural libraries and Spanish-speaking populations.

Maureen Killoran in her legislative report said that in the new House and Senate committee structure, library bills would be heard by the new Joint Committee on Tourism, Arts and Cultural Development. She also announced that the \$75 million library construction bond bill introduced by State Senator **Bryan Joyce**, and others, had been assigned number 1841.

In Standing Committee reports, **David Gray**, MBLC Director of Communications & Public Information, was asked to give a report of the Public Relations Committee. He reported that the Committee had met with several advertising and marketing firms in February and selected the firm of Argus, along with Solomon & McCown, to serve as the Agency's marketing and PR firm. He said that they had been working on developing the advertising for the Summer Reading Program that would be shown in movie theaters across the Commonwealth, as well as having met with the Executive Committee of the Board to begin to plan out other promotional initiatives.

Young Writers Honored at The State House

The Massachusetts Center for the Book (MCB) announced the winners of the Commonwealth's *Letters About Literature 2005* program at an award ceremony at the State House on April 6, 2005 to honor the 42 students chosen this year. As part of the Massachusetts Library Association's Library Legislative Day, a standing room only crowd of students, teachers, librarians and state legislators gathered to honor them as exceptional Massachusetts student writers.

Lieutenant Governor **Kerry Healey** congratulated the students and welcomed their families in the Great Hall of the State House. "I am so impressed with your letters," she said. "Writing is one of the most important things you can do." Others taking part included **Sharon Shaloo**, Executive Director of the Massachusetts Center for the Book and **Richard Wendorf**, Director of the Boston Athenaeum. Awards were presented by Massachusetts Board of Library Commissioner **Elia Marnik**, Chair of the MCB, and **Dr. Em Claire Knowles**, Vice-Chair of the Massachusetts Board of Com-



Lt. Gov. Kerry Healey, center, with the 2005 Letters to Literature Massachusetts Award Winners at The State House.

missioners and an Assistant Dean in the Graduate School of Library and Information Science at Simmons College.

"The letters speak volumes about the hopes, fears, challenges and triumphs of Massachusetts students," said Shaloo. "They tell a coming-of-age story for the early 21st century, and we are privileged to listen to the tale."

This year's judges – **Gwen Art**, Vice President, School Division, Houghton Mifflin Co.; **Dr. John Brereton**, Director, Calderwood Writing Initiative at the Boston Athenaeum; Dr. Em Claire Knowles; Sharon Shaloo, and **Dr. Kevin Scott Wong**, Professor of History, Williams College – recognized achievements at three levels in each of the three age-level categories.

In Level Three (Grades 9 to 12), Top Honors went to **Karen Wilfrid**, a 12th grade student from Holden, for her outstanding letter to **Katherine Mansfield** about the author's short story, *Miss Brill*. Honors in Level Three were awarded to **Rebekah Carter**, a 12th grade student from Northborough; **Tiffany CatulloRoberts**, a 10th grader from Monterey; **Alexander Chin**, an 11th grader from Shrewsbury; **Michael Hession**, an 11th grader from Milton, and **Joshua Munro**, an 11th grader from Hull.

Level Three Honorable Mentions include **Daniela Ortiz Bahamonde**, Worcester; **Christopher Bennett**, Hanson; **Micah Desmond**, Hull; **Daniel Ford**, West Yarmouth; **Matthew Knoll**, Worcester; **Ben Sherman**, Marblehead; **Jessenia Urrea**, East Boston, and **Joaquina Wilkins**, Dorchester.

Level Two (Grades 7 and 8) Top Honors went to **Katharine Henry** of Melrose, an 8th grader from Melrose, for her inspiring letter to **Frances Hodgson Burnett** about *The Secret Garden*.

Level Two Honors were awarded to **Lindsay Cagney**, 7th grader from Byfield; **Michael Chung**, 8th grader from Chelsea; **Isatu Crosby**, 7th grader from Canton; **Alexa Hilmer**, 8th grader from Orleans, and **James Kennedy**, 7th grader from Worcester.

Honorable Mentions in Level Two were accorded to **John Doisneau**, Needham; **Angelline Gould**, Plymouth; **Elizabeth Kendrick**, Boston; **Cassandra Moakley**, South Boston; **Elizabeth Munk**, East Longmeadow; **Robert Powers**, Belmont, and **Max Alexander Zeiger**, Needham.

In Level One (Grades 4 to 6), **Karlee Sullivan**, a 5th grader from Ayer was awarded Top Honors. Karlee wrote a moving letter to **Shel Silverstein** about his poem, *The Voice*.

Level One Honors were awarded to **Trevor Dixon**, a 6th grader from Wayland; **Taylor Eckstrom**, a 4th grader from Scituate; **Rachael Ferrari**, a 6th grader from Beverly; **Danielle Shea**, a 6th grader from Maynard, and **Margy Weathers**, a 5th grader from Arlington.

Honorable Mentions in Level One include **Elliot Berman**, Concord; **Adam Constantine**, Beverly; **Andrew Hurley**, Kingston; **Elena LaCourt**, Arlington; **Emily Malec-Brown**, Newton; **Jaclyn Matrisko**, Chelsea; **Lucia Millham**, Waban; **Maggie Mullins**, Andover, and **Sarah Pez-zulo**, Salem.

To read more about the program and view the letters written by this year's award winners, go to www.massbook.org.

Trustee Forum

Sixth Annual Trustee Symposium Held

The 6th Annual Trustee Symposium, sponsored by the Massachusetts Library Trustees Association (MLTA) and the Massachusetts Board of Library Commissioners (MBLC), took place on Saturday, April 9th at the Clarion Hotel in Northampton.

Although it was a lovely spring day, 80 enthusiastic library trustees attended the Symposium for a full day of workshops, sharing and conversation. They experienced presentations by two excellent speakers, and a chance to network with fellow trustees from other regions of Massachusetts.

Maureen Killoran, MBLC Head of the Public Library Advisory Unit, welcomed the attendees. **Elaine Melisi**, President of MLTA, emphasized the important role that trustees play in advocating for their libraries. She also stressed the important role that MLTA plays in supporting library trustees through continuing education and advocacy.

Robert Maier, MBLC Director, reviewed the current proposals for state funding of public libraries in Fiscal Year 2006 as adopted by the MBLC. He highlighted the importance of public library construction funding and the need for increased funds for Library Technology and Resource Sharing in the state budget.

Peter Sturges, Executive Director of the Massachusetts State Ethics Commission, provided an informative review of the ethics laws in Massachusetts and their importance in conducting governmental affairs.

After lunch which provided a chance for trustees to converse with their counterparts

from across the state, the Symposium reconvened for a workshop on "How to Handle Those Difficult Questions." **Rockie Blunt**, a professional consultant in the area of corporate communication, led this interactive session, in which he encouraged the audience to discuss difficult public relations issues that had arisen in their libraries. Trustees had an opportunity to share their thoughts on how these problems could be handled effectively, and to learn effective methods of dealing with the challenges of working with the public.

We are looking forward to next spring's Trustee Symposium. We hope to see you there.

*Maureen Killoran
Head, Public Library Advisory Unit*

Preservation Inquirer

Q We have a number of archival/manuscript materials in our local history collection. What should we do to make them available to patrons, and where should we start?

A This is often raised by public librarians since many have not received training in this area in library school.

First, one needs to begin by getting an inventory of the materials. Time and time again, librarians have said they do not have any idea what is in their local history room (LHR). By conducting an item-by-item and/or collection-by-collection inventory of the holdings, determine what needs to be approached as a collection and what appears to be a single item, begin to determine if any of the materials need conservation work, decide what kind of archival supplies may be needed, and create a written inventory of everything there. Once this has been done, it will be possible to determine the best way to gain intellectual control over these materials. There may be photographic or manuscript collections housed there, and it might be determined that a consultant is needed to provide the expertise to work with them. Perhaps the staff determines that they can address it themselves, but that they need additional training before beginning the project. However, it might also be decided that much of the material is completely out of the scope of the collection policy of the library and a new home needs to be found for the material.

Because most librarians are used to handling materials on an item by item level, there is a tendency to approach materials housed in LHR the same way. However, in many instances materials that were deposited in the LHR are not individual items but collections of papers, photographs or ephemera, in addition to books. One of the key concepts to understand in dealing with these collections is that of provenance: "the principle that records...of the same [organization/person/family, etc.] must not be intermingled with those of any other [organization/person/family, etc.]" (Bellardo, *A Glossary for Archivists, Manuscript Curators, and Records Managers*, 1992). This means that these materials must be treated as a unit or collection and not divided up into different categories based on media or cataloged individually.

For example, if John Doe were to donate his family's papers to the library, they should be arranged and described as the "John Doe Family Papers" and not divided up into his books, diaries, photographs, letters, etc., cataloged individually, and spread all over the LHR with these different types of materials. At the same time, there are instances where collections are large enough that it makes sense to divide them into the John Doe Family collection of photographs and the John Doe Family collection of manuscripts, to ensure that the materials are housed and handled properly. However, these components need to be of significant size and there needs to be a clear and distinct connection between them to allow researchers to connect all components of the collection together when conducting research.

By completing an inventory of the holdings in the LHR, it will be possible to gain a handle on the materials there and to begin to determine not only what there is but how to make it available for research. All too often valuable information has been lost because collections have been divided up and cataloged individually or housed like items together. Dealing with non-monographic materials involves a different type of training that librarians need to be aware of and realize it is important to approach them differently and in a systematic manner.

*Gregor Trinkaus-Randall
Preservation Specialist*

Board Awards Commendations

Four individuals were awarded Commendations by the Massachusetts Board of Library Commissioners at its April 7, 2005 Board Meeting. Honored were **Margaret Atkins**, former trustee, Middleborough Public Library; **Angela Ayre**, Coordinator of the Literacy Project at the Cambridge Public Library; **Henry J. Bazan**, former trustee, Chicopee Public Library, and **Lynne Weintraub**, Coordinator of the Jones Library E.S.L. Center in Amherst.

Both Ayre and Weintraub were commended for their work with literacy in the Commonwealth and for being chosen as 2004 Literacy Champions by Verizon Reads and the Massachusetts Literacy Foundation. Ayre's "willingness to find teaching methods that respond to individual student's needs...and her commitment to incorporating learner's experiences, interests and goals has truly made her a champion of adult literacy," says the Foundation. Weintraub's "15 years of service and programs of citizenship preparation, classes, individual tutoring, assistance and coaching have enabled more than 1,000 people in western Massachusetts attain citizenship," says **Beth Girshman**, Adult Services Librarian, Jones Library in Amherst.

Former trustees Atkins and Bazan have given years of service to each of their respective libraries. During her more than 30 years of service, Atkins "willingness to roll up her sleeves and do anything that needs to be done was legendary," says **Marjorie Judd**, Director of the Middleborough Public Library. "Her work as a trustee during all

these years has been exemplary and has given new trustees a role model."

Bazan, who died on February 21, 2005, "worked tirelessly with his community to facilitate the construction and realization of one of the most significant new public library buildings. His pride in the City of Chicopee, vision, energy and persistent support has truly helped library services," said **Nancy Contois**, Director of the Chicopee Public Library.

Brewer Receives MLA Library Advocacy Award

State Senator **Stephen M. Brewer** (D-Worcester, Hampden, Hampshire and Franklin) was honored with the 2005 Library Advocacy Award from the Massachusetts Library Association (MLA) on Wednesday, April 6, 2005 in the Great Hall of the State House in Boston.

"For many years, Senator Brewer has supported libraries in Massachusetts," says **Carolyn Noah**, MLA President and Administrator of the Central Massachusetts Regional Library System. "His efforts in helping to ensure funding for our Regional Library Systems has guaranteed better and more efficient library service throughout the Commonwealth through inter-library loan, staff training, cooperative purchasing and other programs. In addition, he has spoken up for libraries in the legislature, on committees, in his district and beyond," continued Noah. "The Massachusetts Library Association is proud to recognize Senator Brewer's steadfast support of the cause of education, literacy and life-long learning as it is practiced in our libraries."



Sen. Stephen Brewer receiving the 2005 MLA Library Advocacy Award from MLA President Carolyn Noah at the State House on April 6, 2005.

Senator Brewer, a graduate of the University of Massachusetts/Amherst and Assumption College, was first elected to the House of Representatives in 1989, and as a Senator in 1997. Currently he is Chair of the Bills in Third Reading Committee and Veterans & Federal Affairs Committee; Vice Chair of Public Safety & Homeland Security Committee; and a member of the Joint House & Senate Ways & Means Committee, and Environment, Natural Resources & Agricultural Committee.

The Award Ceremony is part of MLA Library Legislative Day, when library supporters from across the state gather at the State House to express to the Legislature and Executive Branch the importance of state support for libraries.

Board Meetings

MBLC Board Meeting

Thursday, June 2, 2005, 10 am
Palmer Public Library
1455 North Main Street

MBLC Board Meeting

Thursday, July 7, 2005, 10 am
Levi Heywood Memorial Library
55 West Lynde Street, Gardner

Spotlight on LSTA (continued from page 3)

they are a vital part of Acton, that the library takes their needs seriously, and that it is their library too.”

With the \$20,000 grant, along with additional money from the library and Acton Memorial Library Foundation, more than 1,000 books in both traditional and simplified Chinese, as well as almost 100 feature films and television series on DVD and Chinese VCD were purchased. “Although we could have used a vendor’s pre-selected set, we used our volunteer group to help us make selections that were of the most interest to our patrons locally.”

Circulation of these materials has been phenomenal with as much as 50 percent of the collection out of the library at any one time. “This grant really helped us jump start this collection and we hope to now be able to continually add to it. By working with the local Chinese community, the library also gained invaluable local resources. I now have a wonderful e-mail list of volunteers who are more than willing to help our staff with anything we need,” concludes Paju.

As a patron recently said, “It feels so good to see Chinese books in the library, and even though I can read books in English, I love to be able to read in my own language.”

“Chinese as a language and literary presence has achieved a very high level in history and it still has a lot of life today” says **Sarah Geary**, a member of Acton’s Chinese Selection Team. “This collection is also very much enjoyed by grandparents who are visiting here. Chinese culture emphasizes the bond between family members and usually grandparents are very involved in bringing

up the third generation. But it is hard for grandparents who don’t speak much English at all and who don’t drive and have to be stuck in an empty house when their children are busy at work and grandchildren are in school.”

ARIS Q&A

Q Our assistant director is also our children’s librarian. How should we report her position and education level on the ARIS form?

A Staff in smaller libraries sometimes work in multiple positions or are responsible for a variety of tasks that would be the responsibility of several positions in larger libraries. The position should be reported only once under the classification where it has the most hours or the most responsibility. Report the education level also only once under the same classification chosen based on hours or level of responsibility.

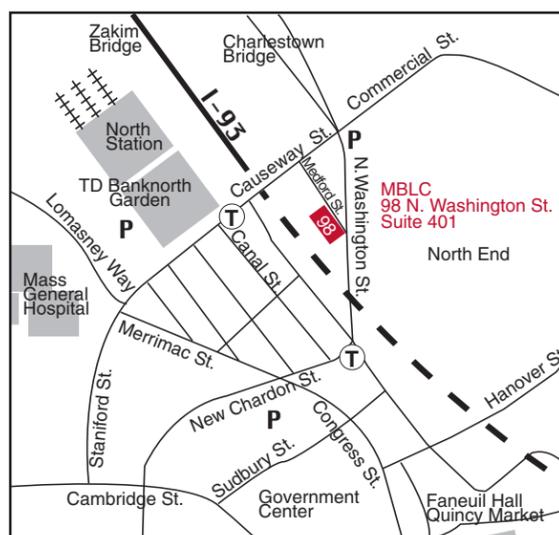
Fast Facts

The Braille and Talking Book Library at the Perkins School for the Blind in Watertown and the Talking Book Library at the Worcester Public Library sent an average of 10,684 books per week to their patrons in FY2004.

Source: MBLC FY2004 Annual Report



We’ve Moved



The Massachusetts Board of Library Commissioners has moved its headquarters. Check our Web site, www.mass.gov/mblc, for updates on phone numbers & directions.

Planning Process (continued from page 1)

The outcomes of Phase 1 will include:

- An organized set of key issues that need to be addressed specifically in a complete Strategic Plan for the Massachusetts Board of Library Commissioners.
- A specific charge (or set of charges) to a Committee (or set of Committees) to analyze and develop goals and recommendations for the specific key issues.
- The appointment of the appropriate Committee(s).
- The approval of a budget for professional facilitation of the development of the overall Strategic Plan.

2. Develop specific goals and objectives for the key issues

In Phase 2, various committees will tackle a detailed analysis of the key issues identified by Phase 1, and develop specific goals and objectives that will drive the implementation in Phase 3.

Phase 2 will begin with the full set of key issues that have been identified from Phase 1. One or more strategic planning committees will be appointed to fully analyze these issues and develop specific goals and objectives that will successfully address them according to a specific charge and committee composition.

Assuming that the Phase 2 work can begin in the fall, a target completion date for Phase 2 would be for Committee reports to be delivered to the Board in early 2006.

3. Implement the goals and objectives

Though the actual strategic plan will be completed at the end of Phase 2, the plan can only achieve its full effect by planning for a set of rigorous activities that will fully investigate the various ways to achieve the goals and objectives set out in the plan.

Phase 3 will begin with the adoption of the Strategic Planning Committee report(s) by the Board. Some Phase 3 activities may be quickly realized. Others may require alignment with legislative or funding calendars. Regardless of the timeframe, the importance of recognizing Phase 3 as a distinct phase of the process is to establish the output of the Strategic Plan as a guiding force behind the Board’s legislative, organizational and funding priorities.



MASSACHUSETTS BOARD OF
Library Commissioners

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