

**Governor’s Advisory Council on Library Development**  
**TUESDAY MARCH 10, 2015**  
**9:00 AM**

**THE FORUM BUILDING**  
**GREEN ROOM**  
**HARRISBURG, PENNSYLVANIA**

**AGENDA**

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1. Welcome & Introductions – Cynthia Richey, Chair
2. Approval of Minutes of the January 13, 2015 Meeting (Attachment A)
3. Chair’s Report – Cynthia Richey
4. Overview and Update on State Library Projects (Attachment B)– Stacey Aldrich & Staff
  - a. Statewide Project Highlights
  - b. LSTA
  - c. Audit Requirement for State Aid
  - d. District Library Center and Library System Visits
  - e. Process for Certification Alignment
  - f. Regulations
5. Visit with Secretary of Education Pedro Rivera
6. Strategic Plan Updates– Cynthia Richey
7. The Governor’s Advisory Council’s Platform– Cynthia Richey
8. Power Library Update – Maryam Phillips
9. Public Comments
10. Adjourn

Meeting Schedule for 2015

May 1, 2015	PSLA Annual Conference, Hershey
June 9, 2015	Forum Building, Harrisburg
October 3, 2015	PaLA Conference, State College, Strategic Planning session
October 4, 2015	Meeting & Open Forum

***The Governor’s Advisory Council on Library Development formulates plans, recommends policy and advocates for strong library services and initiatives that enable all Pennsylvanians to be inspired, productive lifelong learners.***

# Governor's Advisory Council Meeting State Library Report March 10, 2015

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## STATEWIDE PROJECTS

### Broadband

Last year we completed a broadband initiative to improve access and connectivity in public libraries. Although we were able to support 84 projects and 139 branches, there is more work to be done. In upcoming months, we will be working on Broadband 2.0. This will include the following:

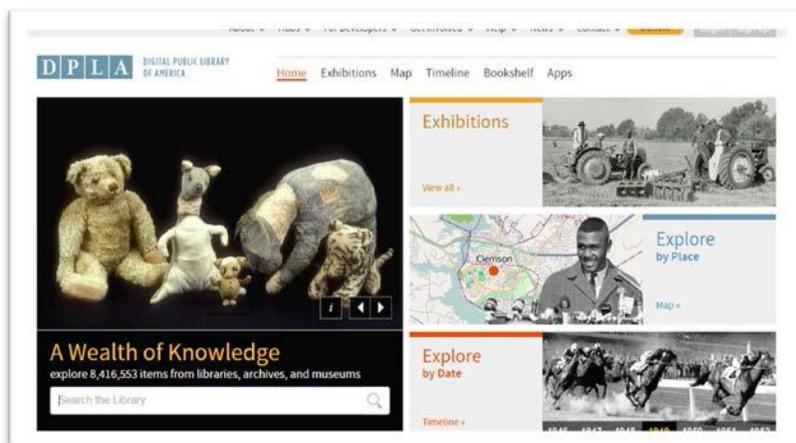
- Analysis of all of the data collected during the 2014 Broadband project
- Follow up on the collection of data from broadband project grantees
- Review and analysis of the projects that could not be funded and identify possible methods and resources to provide support
- Identify the public libraries that do not participate in e-Rate and provide direct support
- Identify additional opportunities for increasing connectivity for public libraries statewide by working with existing networks like KINBER

We must continue to ensure that public libraries have the best connectivity possible to support their communities and increase our opportunities to share more resources statewide.

### Digital Public Library of America

The following press release was put out recently, which describes a statewide initiative to organize the participation of Pennsylvania in the Digital Public Library of America. The State Library has been working collaboratively with all partners to move this initiative forward, and will be supporting coordination efforts.

PRESS RELEASE BEGINS ON  
PAGE 2



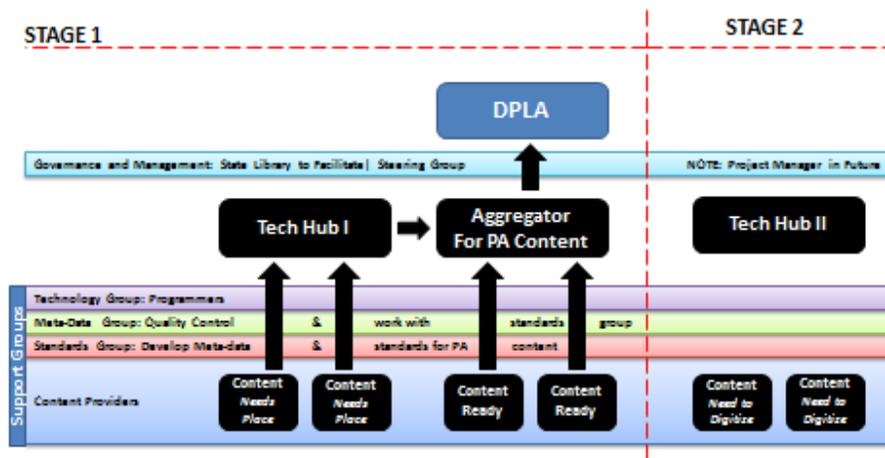
## Pennsylvania Library Leaders Announce New Initiative to Increase Access to Commonwealth’s Digital Collections

Efforts to make digital collections held by Pennsylvania libraries, museums, and related cultural heritage organizations widely and freely available via the web are underway. In August 2014, a state-wide group of library leaders from the Office of Commonwealth Libraries/the State Library, Temple University, the University of Pennsylvania, The Pennsylvania State University, the Free Library of Philadelphia, Carnegie Library of Pittsburgh, the University of Scranton, Access Pennsylvania/HSLC, the Keystone Library Network, the Interlibrary Delivery Service of Pennsylvania, Scranton Public Library, and the Pennsylvania Academic Library Consortium convened to explore opportunities and interest in collaborating to this end. The first step is the appointment of the PA-DPLA Planning Group, which is working to establish a Pennsylvania hub on the [Digital Public Library of America \(DPLA\)](#).

The PA-DPLA Planning Group has just completed a survey of cultural heritage organizations to determine which have digital collections and which are able and ready to participate in the early phases of this effort. With 207 institutions responding thus far, half of the institutions report they have digitization collections and related activities in place where the others do not. More information on the findings from this survey are available [HERE](#).

A proposed organizational model has been developed to address governance and management, technology, metadata, standards and content. Active involvement from information and collections professionals from across the Commonwealth will be needed to make this project a success. Therefore the PA Digital Listserv has been established as an open forum for discussing Pennsylvania digital collections and the PA-DPLA project, specifically.

### Proposed Model for PA Connecting to DPLA



Stacey Aldrich, Deputy Secretary of the Pennsylvania Office of Commonwealth Libraries, acknowledges the importance of this effort. "Pennsylvania is a state rich in history and culture. Our libraries and other cultural institutions have been collecting, preserving, and connecting people to the resources that tell the story of our state and country for over 200 years. This important project will make our stories more accessible and available to the world."

Through this project, PA-DPLA will become one of the partner hubs in DPLA, supporting a state-wide technology infrastructure to make the Pennsylvania digital resources available through the DPLA portal. Partner hubs in DPLA include a wide variety of institutions including the National Archives; UCLA; state-wide groups in North Carolina, Minnesota, and Georgia; and the New York Public Library to mention a few. DPLA's goal is to bring together the riches of America's libraries, archives, museums, and cultural heritage sites, and make them freely available to students, teachers, researchers, and the general public.

"This is an enormously exciting and long-awaited moment for Pennsylvania's libraries and cultural heritage organizations," notes Joe Lucia, Dean of Libraries at Temple University. "It opens a path for the global sharing of the uniquely rich materials in our collections and supports the development of educational and research applications that will serve many audiences across our state and the world, from children in Pennsylvania's K-12 classrooms to scholars of colonial American history working in offices a continent away. Our DPLA service hub project demonstrates the direct value of collaborative action by libraries and cultural institutions to serve the public good."

While this project is in the early stages, we invite libraries and all cultural institutions to get involved now and stay informed through the following channels:

### **How to Get Involved**

#### **Fill out the survey**

Have you completed the PA Digital Collections survey yet? Please do it [HERE](https://bcui.formstack.com/forms/padigitalcollectionssurvey):  
(<https://bcui.formstack.com/forms/padigitalcollectionssurvey>)

Real-time survey results are available [HERE](#)

#### **Subscribe to the PA Digital Listserv**

- Send a message to [listserv@listserv.albright.org](mailto:listserv@listserv.albright.org).
- Type SUBSCRIBE in the subject line.
- Type only SUBSCRIBE PADIGITAL Firstname Lastname in the body of the message and send.

Direct questions about the listserv to Scott Thomas at [scott@albright.org](mailto:scott@albright.org).

#### **Contact the Pennsylvania DPLA Planning Group for more information**

Email us at [dplainpa@gmail.com](mailto:dplainpa@gmail.com)

ATTACHMENT B

EDGE

Last year, Pennsylvania was one of seven pilot states to participate in the national Edge initiative. The Edge provided a technology assessment tool for public libraries to review how they use and manage technology to support their communities. We had 433 public libraries register and with over 65% completing the assessment. The results were used by many libraries to identify training needs of staff, build strategic plans for technology, and advocate for resources with stakeholders. At the State Library, we used the results to identify common areas that we could provide support. This year we will be offering basic computer competencies training to address the issue of not all front line staff having the basic technology skills to assist patrons.

We are hoping to continue support for access to Edge tools for a second year, and are in discussions with the Edge project director. There have been a lot of changes in the past year, and it would be great for libraries to take again to see progress. More information to follow soon.

LSTA

The State Library launched a competitive LSTA grant process this fall. We received 80 grant requests for a total of \$1,966,074.98. A careful review process of all projects was conducted and a total of \$413,416 was awarded to the following projects:

Grantee	Project Title	Grant
Central Columbia Elementary School	Delivering Digital Access	\$15,714
Easttown Library & Information Center	Health Literacy Collection Development	\$5,000
Central Columbia Middle School Library	Resources for Support Digital Conversion	\$5,000
Blair County Library System	Robotics Clubs	\$14,988
Central Columbia High School Library	Digital Enhancement Project	\$5,000
Annie Halenbake Ross Library	Clinton County Youth & Robotics	\$5,000
Dauphin County Library System	Media & Communication Training for Library Spokespersons	\$34,840
Lower Providence Community Library	Training in New Technology for Self Directed Learners & Library Class Instruction	\$20,951
Cambria County Library	Families Talk About Books	\$5,901
Edgewood Elementary School Library	Research & Technology in the Library and Beyond	\$33,084
Cheltenham Township Library System	Digital Media Lab	\$26,550
Schlow Centre Region Library	Digital Branch Power User Empowerment	\$50,000
Union County Library System	Broadband Connectivity for Herr Memorial Library	\$50,000
Bucks County Free Library	"My Choice" Year Round Reading Club	\$30,000
St Marys Public Library	My Money Sense	\$6,200
Beaver County Library System	Beaver County Library System ILS Upgrade	\$50,000
Upper Dublin Public Library	The UDPL STREAM Lab & The Little STREAM	\$20,500
Marywood University	Regional Archives Mapping Project	\$14,200
Lebanon Community Library	Meeting the Technology Needs of the Library Community	\$13,488
Paxinosa Elementary School	Supporting Instruction Through Non Fiction Texts	\$7,000

## **STATE LIBRARY**

### Law Library Renovations

For about a year, the Office of Preservation has been working to restore the ceiling of the Law Library and replace the lighting to replicas of the original lights. The ceiling is completed and looks gorgeous. I had no idea that the color of the ceiling is actually more of a salmon pink color. The years of smoking in the Law Library had covered the ceiling in nicotine. The lighting is still in progress with some delays in the building of the replicas.

During the project, the Office of Preservation decided to see if they could also work on cleaning the paneling and improving the electrical situation. We are currently working with them to determine if the project is feasible and the timeline.

Once we are able to move in, we will be transforming the space into a sleek news, law, and government reading and research zone.

## **THANK YOU**

I would like to take a moment to sincerely thank the Governor's Advisory Council for giving me the opportunity to be the State Librarian of Pennsylvania. It was an honor and privilege to work with each one of you. I truly appreciated your ideas, energy and support over the past almost 2 ½ years. We've accomplished a lot together, and I know that you will continue the momentum with the next fantastic State Librarian.

Although I am moving to the furthest western state of the U.S., I will always be dedicated to the success of my home state. Please don't hesitate to let me know what I can do to support you and the library community in the future. Aloha! Mahalo!

**Governor's Advisory Council for Library Development**  
**Policy for Documentation Required for Reporting Per Capita State Aid**  
**March 10, 2015**

**INTRODUCTION**

It has come to the attention of the Governor's Advisory Council that small public libraries that receive less than \$50,000 in State Aid face a financial hardship when required to provide an independent auditor's report every third year and a financial review in years that the audit is not required. It has been reported to the State Librarian that both audits and financial reviews cost the same for some libraries to complete, which can be as much as \$3500. This cost can claim one third or more of the library's total allotment of State Aid.

**PROCEDURE**

While the Governor's Advisory Council recognizes this issue, it also understands that there must be financial accountability for ensuring transparency and compliance with requirements. Therefore, the Governor's Advisory Council is recommending the following be implemented:

- If a public library receives \$50,000 or more in State Aid, they must file with the State Library an independent auditor's report, performed in accordance with generally accepted standards, of the entire operations, which includes income from all sources and related expenditures and fund balances of the library during the fiscal year ending December 31 or June 30. The audit shall accompany or precede the application for State Aid.
- If a public library receives less than \$50,000 in State Aid, they must file with the State Library the requested Annual Financial Accountability Statement, which shall accompany or precede the application for State Aid. All Annual Financial Accountability Statements shall be notarized.

This policy shall take effect State Fiscal Year 2015-2016, and will be implemented until new regulations are officially adopted.

## **DISTRICT LIBRARY CENTERS and LIBRARY SYSTEMS REVIEW**

### **INTRODUCTION**

During the course of work on the new regulations related to district library centers (DLC) and library systems, it became clear that there are many variations among organizational structures, services, communications, and how they work with member institutions. In order to more accurately understand each of these organizations and the roles they play within their communities, we are going to conduct interviews and onsite visits with each of them and their members. All of the information gathered will be used to make more strategic statewide decisions and shape future initiatives that support Pennsylvania libraries.

### **PROCESS**

#### *District Library Centers*

The State Library will set up a date for an onsite visit with the District Library Center Administrators and Consultants. During each visit, the State Library will request and discuss the following with the DLC:

- Budget and how State funding is managed
- Organizational structure
- Negotiated agreements
- Policies and Procedures
- Programs and Services
- Successes and Challenges

The State Library will also independently schedule time to speak with members of the District Library Centers.

#### *Library Systems*

The State Library will set up a date for an onsite visit with the Library System Administrator and Board Chair. During each visit, the State Library will request and discuss the following with the Library System:

- Budget and how State funding is managed – including formula for distribution of State Aid
- Organizational structure
- Member agreements
- Policies and Procedures
- Programs and Services
- Successes and Challenges

The State Library will also independently schedule time to speak with members of the Library Systems.

A final report that reviews all District Library Centers and Library Systems will be created and presented to the Governor's Advisory Council Fall 2015.

## **Governor's Advisory Council for Library Development Procedure for Library Director Certification Realignment**

### **Introduction**

During the review of public library standards, it has come to the attention of the Governor's Advisory Council that there are 12 small libraries that face significant challenges in meeting the Library Director Certification requirements.

In an effort to bring these 12 libraries into alignment with current standards, the following procedure is recommended:

- A site visit will be scheduled between the Library Director, Chair of the Board of Directors, and an evaluation team comprised of the State Librarian and a member of the Governor's Advisory Council, and a staff member from the Bureau of Library Development.
- Library Director will be asked to compile a portfolio of information for the evaluation team to review and discuss during the scheduled visit. The portfolio of information should include:
  - Organizational Structure:
    - Board of Director's By-laws
    - Budget
    - Current organizational chart
    - Staff (paid and volunteer) roster
    - Job Descriptions
    - Strategic Plan
    - Technology Plan
  - Policies:
    - Hiring Policy
    - Conflict of Interest Policy
    - ADA Compliance Policy
    - Anti-Discrimination & Anti-Harassment Policy
    - Collection Development Policy
    - Confidentiality/Privacy Policy
    - Record Retention Policy
  - Summaries of all library programming from the preceding 12 months
  - Report on all library director education and/or continuing education since beginning tenure
  - Summary of accomplishments during director's tenure
  - Summary of organizational priorities
  - Summary of self-identified areas for improvement or further professional development

The evaluation team will review all materials provided and in-person meeting notes to determine necessary actions. If areas of improvement are identified, the State Library will assist the library and /or director in meeting those needs. Once those needs have been satisfied, the process will move towards completion and a recommendation will be made to the Governor's Advisory Council that certification be granted.

If granted, the alignment will be in effect until the library director or the library board opts to terminate the employment relationship. This procedure does not grant permanent certification nor is it transferable on the behalf of the librarian or the library. At that time the Board of Directors will be responsible for hiring a candidate that is qualified and in compliance with the prevailing standards as defined by library regulations.

## LIBRARY SYSTEMS

### **Definition:**

Library system." A county-level or multicounty-level federation of at least two local libraries which:

- (1) Serves at least 25,000 people.
- (2) Has voluntarily agreed to participate in the federation.
- (3) Has delegated the policymaking functions to a system board of directors.

[24 Pa. C.S §9302]

**Purpose.** The primary purpose of library systems in Pennsylvania is to leverage resources and provide programs and services across member libraries as determined by mutual agreement of the member libraries and the Library System Board of Directors.

### **Establishment**

- The system shall be established, organized, and financially supported in conformity with The Public Library Code (24 Pa. C.S. § § 9301—9376), which is the authority for establishing library service at public expense. [22 Pa. Code §141.24(c)(1)]
- Designation as library system [22 Pa. Code §141.24(c)(6)]
  - Each municipality which maintains a library system or which contributes to the support or aids in the maintenance of a library system within the meaning of subsection above shall pass an ordinance or resolution establishing or designating the library system to be the agent of the municipality to provide library services to the residents and taxpayers thereof in accordance with section 9371 of The Public Library Code (24 P.C. S. § 9371). [22 Pa. Code §141.24(c)(6)(i)]
    - A municipality is judged to contribute to the support or aid in the maintenance of a library system when it appropriates to the library system annually an amount of money which is equivalent to 15% or

more of the system's yearly income from all local municipal sources.

[22 Pa. Code §141.24(b)(3)]

- If the library system was not established or supported by the municipality, the system board shall pass a resolution accepting the designation. [22 Pa. Code §141.24(c)(6)(ii)]
- Ineligibility
  - A library system shall lose their designation of library system when all of the members of the library system consolidate into one local library.

## Governance

- System Board of Directors. [22 Pa. Code §141.24(c)]
  - The System Board shall have bylaws that fully articulate the roles, responsibilities and process by which members are chosen for the Board.
  - Board Composition [22 Pa. Code §141.24(c)(2)(ii)]
    - The system board of directors shall be composed of nine members representative of the system membership based on population and size of member libraries.
    - The apportionment of members and the method of appointment or selection shall be subject to the approval of the State Librarian. [22 Pa. Code §141.24(c)(2)(ii)]
    - The first members shall be appointed or selected as nearly as may be 1/3 for 1 year, 1/3 for 2 years and 1/3 for 3 years. [22 Pa. Code §141.24(c)(2)(ii)]
    - All subsequent appointments or selections to fill the places of those whose terms have expired shall be for a term of three years. [22 Pa. Code §141.24(c)(2)(ii)]
    - Vacancies shall be filled for the unexpired terms. [22 Pa. Code §141.24(c)(2)(ii)]
  - The administrator of the library system shall be an ex officio member of the System Board of Directors.

Section 3. Library Systems

- The functions of the system board and the system director shall be clearly differentiated in a written statement. (22 Pa. Code §141.24(c)(8)]
- The system board of directors shall meet at least three times a year.
- The minutes of the system board shall be submitted to the State Librarian.
- Roles and Responsibilities.
  - A federated public library system board shall have authority over system-wide functions and services. The local library boards shall retain responsibility for their public libraries in all other areas.
  - System Membership.

The library system board shall:

    - Develop criteria for membership in the system. [22 Pa. Code §141.24(c)(9)]
    - Adopt policies that will be applicable throughout the system. [22 Pa. Code §141.24(c)(9)]
    - Have written agreements of participation between the system board and each local library which is a member of the system, in which the obligations, services, and contributions of each party shall be stated. Agreements shall be reviewed and renewed every three years. [22 Pa. Code §141.24(c)(3)]
  - Plan. 141.24(c)(4)
    - The library system board shall have and shall file a written plan for system-wide service and development with its local agencies and the State Library.
    - The plan shall include in its overall objectives
      - Specifications for programming and services to increasingly meet the needs of the public.
      - Ensure that each resident of the system service area be provided with direct and convenient access to library services.
      - The plan shall be reviewed annually and amended as necessary.
- Financial Responsibilities

- The system board of directors is responsible for the distribution, expenditures and reporting of state aid on behalf of the system member libraries and the overall system population they serve.
  - The system board of directors shall develop and formally adopt the formula used to distribute state aid earned at the system level with input and support from each member library board of directors.
  - The formula shall include the following criteria:
    - A baseline amount distributed to all member libraries.
    - Additional funding to those member libraries who provide a larger percentage of resources to meet the overall system requirements of state aid.
    - A 5% reduction in state aid to member libraries not meeting all eligibility standards.
  - The formula shall be submitted to the State Librarian for approval.
- The system board shall commit the system, by resolution, to participation in the District Library Center Program. [22 Pa. Code §141.24(c)(7)]
- Reporting
  - The system board shall make written financial and statistical reports at least quarterly to its municipalities and other funding agencies and to the member units of the system. [22 Pa. Code §141.24(c)(6)(ii)]
- Disputes: The State Librarian shall hear appeals in regard to disputes arising between member libraries and the board of directors that cannot first be resolved by the system board of directors. Decisions of the State Librarian will be final.

### **Structure of the Library System**

- A library system is an organization of two or more independent libraries serving not less than a total of 25,000 people which have voluntarily agreed to participate and

Section 3. Library Systems

have delegated the policy making functions to a system board of directors. [22 Pa. Code §141.24(b)(1)]

- The library system may consist of branch libraries, designated library service points and bookmobiles administered by local libraries or the library system. [22 Pa. Code §141.24(b)(2)]
- The library system may be administered by one of the following entities:
  - A local library that meets the eligibility standards for Incentive for Excellence Aid. [24 Pa.C.S. §9335]
  - An independent agency/organization that is:
    - Designated by the county(s), board of directors and/or member libraries to coordinate and support the system member libraries.
    - Administered by a System director with the Professional Librarian Certification.
- Service area [22 Pa. Code §141.24(b)(4)]
  - Effective service area shall be construed to be the geographic area from which come 60% of the member library's registered borrowers and usage.
  - Direct Service Area of the system is the sum of the total population of the direct service area of each member library with a system agreement.
- System Administrator. [22 Pa. Code §141.24(f)(2)]
  - The system shall be administered by a certified professional librarian.
  - The system administrator shall:
    - Work with member libraries to ensure all standards are being met.
    - Manage member agreement to ensure it is being honored.
    - Apply for state aid on behalf of member libraries.
    - Report required data in the form and manner required by the State Librarian.
    - Participate and support District Library Center programs and services.
    - Partner with the State Library to ensure system-wide participation in statewide initiatives.
    - Submit the Plan for the Use of State Aid in accordance with instructions provided by the State Library. [22 Pa. Code §141.11(a)]

- **Quality Libraries Aid**

- Library System. The system as a whole shall meet the following standards to be eligible to apply for Quality Libraries Aid.
  - The library system shall make a minimum financial effort of \$5 per capita for each person residing in the municipalities that will be part of the direct service area in which the library is applying for aid in accordance with 24 P.C.S. § 9334(a).
    - Exception for economically distressed municipalities.--A local library or library system which applies for State aid on behalf of an economically distressed municipality, as defined in section 9340(b) (relating to equalization aid), shall expend a minimum of \$2 per capita for each person residing in the municipality.
  - Hours are important to each community and the system shall consider community need and usage patterns in determining morning, afternoon evening (after 5:00 PM) and weekend hours. [22 Pa. Code § 141.24(d)(3)]
    - Library systems have the latitude of developing a plan to meet the hours open schedule on a system-wide basis.
    - Library systems shall establish minimum library hours per week for the system based on the following formula:

<b>Library Type</b>	<b>Total number of library units within System</b>	<b>Hours Open per week Standard</b>	<b>Number of units X hours open standard</b>
Local Libraries serving a population of less than 7,000		20	
Local Libraries serving a population of greater than 7,000		26	
Branch Libraries that meet or exceed applicable standards		20	
Bookmobiles that meet or exceed applicable standards		20	

Total Hours the Library System must be open per week			
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- The Library System shall develop a Collection Management Plan for system-wide resources. [22 Pa. Code §141.24(e)]
- Member of a Library System

Member libraries shall meet the minimum eligibility standards for local libraries to qualify for state aid:

- Governance [24 Pa. C.S. §9318]
  - Personnel
    - Certification of Library Director. [Local Library regulations]
    - Qualified Staff [Local Library regulations]
  - Continuing Education
    - Director per 9334(c) (5)
    - Staff: [Local Library regulations]
  - Collection Management Plan [Local Library regulations]
  - Trustee Training. [Local Library regulations]
  - Access [Local Library regulations]
    - Statewide Library Card
    - Technology
  - Lend materials free of charge [24 Pa. C.S. §9334(c)(2)]
  - Provide interlibrary loans free of charge [24 Pa. C.S. §9334(c)(3)]
  - Participate in the library system plan for the coordination of countywide services. [24 Pa. C.S. §9334(c)(6)]
- **Incentive for Excellence Aid**
    - Library System. The library system as a whole must meet the following standards to be eligible for Incentive for Excellence Aid.
      - The library system shall qualify for Quality Libraries Aid under section 9334 of the Public Library Code. [24 Pa. C.S. §9334]
      - The library system shall make a financial effort greater than \$5 per capita in accordance with 24 Pa. C.S. §9335(a).

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- The library system shall annually spend not less than 12% of its budget on collections in accordance with 24 Pa. C.S. §9335(b)(2)
- Hours are important to each community and the system shall consider community need and usage patterns in determining morning, afternoon evening (after 5:00 PM) and weekend hours. Library systems have the latitude of developing a plan to meet the hours open schedule on a system-wide basis.
  - Library systems shall establish minimum library hours per week for the system based on the following formula:

Library Type	Total number of library entities within System	Minimum number of Hours Open per week Standard	Number of entities X hours open standard
Local Libraries serving a population of less than 7,000		35	
Local Libraries serving a population of greater than 7,000		45	
Branch Libraries that meet or exceed applicable standards		20	
Bookmobiles that meet or exceed applicable standards		20	
Total Hours the Library System must be open per week			

- The Library System shall maintain Local Government Support in accordance with 22 P.C.S §9335(d).
- Members of a library System
  - Member libraries shall meet the minimum eligibility standards for local libraries to qualify for state aid:
    - All standards for Quality Libraries Aid.
    - Certification of the Library Director. The library shall be administered by a library director certified as a Professional Librarian [24 P.C.S. §9319.22; 22 Pa. Code §133]

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- The member library within the library system shall require at least 6 hours of continuing education every two years for paid staff in accordance with 22 P.C.S. §9335(b)(2) of the Public Library Code.

DRAFT

## BRANCH LIBRARIES

### Definitions:

- The central library unit of a local library or library system is the principal resource library or administrative center. [22 Pa. Code §141.27(b)]

### Standards:

- The local library or library system shall qualify for Quality Libraries Aid. [22 Pa. Code §141.27(c)(1)]
- The branch library is administered from a central library unit. [22 Pa. Code §141.27(a)]
- The branch library shall:
  - Have separate quarters. [22 Pa. Code §141.27(a)]
  - Have an organized collection of library materials aligned with the collection management plan of the central library unit. [22 Pa. Code §141.27(c)(3)(i)]
  - Be open and/or provide services to the public at least 20 regularly scheduled hours per week during those hours which are best suited to the needs of the residents of its service area. [22 Pa. Code §141.27(c)(2)(i)]
  - Have paid library staff working during the hours the library is open for service.
  - Have a Branch Manager who has been trained to recognize and provide for the informational, educational and recreational needs of the residents of the library's service area. The training may be provided by the administrator of the local library or library system of which the branch library is a part or by the staff of the district library center. [22 Pa. Code §141.27(c)(4)(i)]
  - Have the hardware, software, network capacity and staff expertise to meet the needs of the community based on assessment.

## BOOKMOBILES

### Definition:

A bookmobile is a vehicle especially designed and equipped with appropriate resources to support the community, such as books, other library materials, technology and programming resources administered by a central library unit. It maintains a regular schedule of community stops throughout the service area of the local library or library system which operates it. [22 Pa. Code §141.28(a)]

### Standards:

- The local library or library system shall qualify for Quality Libraries Aid in accordance with 22 P.C.S. §9334. [22 Pa. Code §141.28(b)(2)]
- The central library unit as defined in Standards of Branch Libraries must qualify for an equal distribution grant. [22 Pa. Code §141.28(b)(2)]
- The bookmobile shall:
  - Be at stops not less than 20 hours per week at times and in locations which afford all residents good access to it and which best suit their needs. [22 Pa. Code §141.28(b)(4)(1)]
  - Be staffed by paid library personnel at all stops.
    - Bookmobile staff shall be trained in basic reference work, readers advisory and technologies, along with necessary clerical duties. [22 Pa. Code §141.28(b)(6)(i)]
    - The training may be provided by the local library or library system which operates the vehicle or by the district library center. [22 Pa. Code §141.28(b)(6)(i)]
    - The person in charge shall work on it during the majority of hours that the bookmobile is at stops. [22 Pa. Code §141.28(b)(6)]
  - Provide an available collection of library materials aligned with the collection management plan of the central library unit and in a variety of formats to meet the needs of the bookmobile customers. [22 Pa. Code §141.28(b)(5)]

## **DISTRICT LIBRARY CENTERS**

Definition: A district library center is a local library or college/university library designated as such by the State Librarian and the Governor's Advisory Council on Library Development and which shall receive State aid for the purpose of making resources and services available without charge to all the residents and the taxpayers of its district as specified by section 9314(b) of The Public Library Code (24 P. S. § 9314(b)). [22 Pa. Code § 141.22 (b)(1)]

Purpose:

- The primary purpose of State aid to district library centers is to enable such libraries to exercise leadership in developing library services and programs among all the local libraries of a district to ensure statewide equity of services for all residents of the Commonwealth. [22 Pa. Code § 141.2(a)]
- Such State aid is intended to provide services and resources beyond those which a district library center offers as a college/university library or a local library receiving State financial assistance. While the extent of district services and activities shall be related to the amounts of State funds available, each district library center receiving State aid shall ensure that the needs of the district are met through appropriate services and programs as defined in the district strategic plan. [22 Pa. Code § 141.2 (b)]

Eligibility for designation as a District Library Center:

- Local Library
  - The local library shall not receive District Library Center Aid unless it can first qualify in full for Incentive for Excellence Aid and meet or surpass the minimum standards for a District Library Center. ([22 Pa. Code § 141.22(a) & (b)(2)]
    - Exception:
      - The State Librarian may waive this requirement for no more than two consecutive years upon receipt of evidence that the financial ability of the community is substantially curtailed or steps are being taken to become fully qualified during the year

succeeding the one in which the library first failed to qualify fully. [22 Pa. Code §131.17]

- The State Librarian may revoke District Library Center designation if the local library is not fully qualified for Incentive for Excellence Aid in two years.
- College or University Library [24 P.C.S §9314(a)(2-4)]
  - The college or university shall be accredited by the Middle States Commission on Higher Education or equivalent accrediting agency.
  - The college or university library shall demonstrate a history of collaboration with public libraries in the Commonwealth.
- The State Library shall enter into a five-year agreement with a local library or college/university library to provide district library services, with annual renewals based on eligibility.
- The designation of District Library Center may be revoked by the State Librarian based on the local or college/university library's inability to meet all of the requirements of the annual agreement, performance as a District Library Center or management of District Library Center funds.

Standards:

Advisory Council [22 Pa. Code §141.22(b)(3)]

- There shall be an advisory council to the District Library Center
  - The Advisory Council shall be composed of nine members who represent economic and geographic diversity of the libraries in the district. [22 Pa. Code §141.22(b)(3)]
  - The Council members will serve a term of three years.
  - The library director of the designated District Library Center shall be a permanent member of the Advisory Council.
  - The advisory council shall have bylaws that fully articulate the roles, responsibilities and process by which members are chosen for the council.

- Districts shall have the option to develop a plan of rotation of local library representation if membership is representative of the various sized libraries in the district and the various parts of the District. [22 Pa. Code §141.22(b)(3)]
- The District Library Center program manager shall convene the Advisory Council.
- The Advisory Council shall meet at least three times a year. [22 Pa. Code §141.22(b)(3)]
- Minutes of the Advisory Council shall be submitted to the State Librarian annually.
- Roles and Responsibilities [22 Pa. Code §141.22(b)(3)] The Advisory Council shall:
  - Engage stakeholders and advise the District Library Center on the needs for public library services and programs in the entire District.
  - Review the district budget. [22 Pa. Code §141.22(b)(3)]
  - Provide input into the development of district plans aligned with 24 P.C.S. §9314(b) and State Library goals.
  - Ensure that local library needs are being met through an annual survey of member libraries.
  - Evaluate the District Library Center's negotiated services and programs for continual improvement of district services.
  - Submit a minimum three-year district strategic plan to the State Librarian for approval which includes:
    - Statewide library initiatives to ensure appropriate leveraging of state funds.
    - Activities to develop communities and provide better services within the District, including funding to accomplish goals. [22 Pa. Code §141.22(b)(4)]
    - The advisory council shall evaluate the progress of the plan annually and revise as needed. Amendments to the strategic plan shall be submitted to the State Librarian for approval. [22 Pa. Code §141.22(b)(4)]

### **District Negotiated Agreement**

- A district library center shall implement a program of service to local libraries through an agreement negotiated by representatives from the district library center, local libraries, library systems and the State Library. The program shall be implemented in accordance with district library center rules and regulations issued by the State Librarian. [24 P.C.S. §9338(c)(1)]
- As part of the negotiated agreement, the district library center shall provide leadership, coordination and consultation to local libraries in the following areas:
  - Continuing education for library staff.
  - Library services to youth.
  - Library services to special populations, including, but not limited to, individuals with disabilities, homebound individuals, the elderly and individuals who are deficient in basic literacy skills.
  - Information technology and library automation.
  - Orientation and training for boards of directors of local libraries, library systems and district library centers. [24 P.C.S. §9338(c)(1)]
- The District Library Center Program Manager shall coordinate the annual negotiated agreement with district libraries for district-wide services to benefit all local libraries in accordance with section 9338(c)(1) of the Public Library Code and instructions provided by the State Library.
- Each District Library Center is entitled to an administrative fee as determined annually by the State Librarian.

### **Personnel**

- The local library or college/university library shall have a written personnel policy which includes job descriptions and classifications, a pay schedule, a retirement plan, fringe benefits, grievance procedures and a commitment to affirmative action. [22 Pa. Code §141.22(e)(1)]

- Library Director shall:
  - Ensure that all of the responsibilities of the District Library Center outlined in the agreement with the State Library are met.
  - Be responsible for fulfilling the program and services identified in the negotiated agreement
  - Hire a full-time program manager whose job responsibilities are solely related to district activities.
  - Hire other professional staff to ensure that district negotiated services are carried out.
  - Hire staff to meet all financial responsibilities as a District Library Center.
  - Meet all of the financial responsibilities and provide accounting of district library center funding yearly.
  - Keep separate accounting of District Library Center funding and expenditures.
  - Provide ongoing communication about District Library Center activities to the Board of Directors.
- District Library Center Program Manager [22 Pa. Code §141.22(e)(2)(ii)]
  - Each District Library Center shall employ a full time program manager with the following qualifications:
    - Shall be a librarian with a Professional Certificate of Public Librarianship in accordance with 22 Pa. Code §133. [22 Pa. Code §141.22(e)(2)(ii)]
    - Shall have a minimum of two years public library experience or its equivalent. [22 Pa. Code §141.22(e)(2)(ii)]
  - The District Library Center program manager shall have a job description directly aligned with the District Library Center services, activities and programs.
  - Roles and Responsibilities
    - Manage all district resources, activities and staff.
    - Ensure implementation of the district services and programs.
    - Report to the State Library annually.
    - Partner with the State Library on statewide initiatives.
    - Actively participate in statewide meetings.

- Provide leadership, coordination and consultation to local libraries in the district in accordance with section 9338(c)(2) of the Public Library Code.  
[22 P.C.S. § 9338(c)(2)]
- Other District Library Center Staff (22 Pa. Code §141.22(e)(ii))
  - The District Library Center shall hire additional staff based on the needs of the district as outlined in the strategic plan and annual negotiated agreement.
  - Professional staff with responsibility for the implementation of district negotiated services shall be provided by personnel with a Professional Certificate of Public Librarianship in accordance with 22 Pa. Code §133.
  - Support staff shall have appropriate experience and training to meet the requirements of the position.

Reporting [22 Pa. Code §141.22(b)(5)]

- All reporting shall be submitted in a form and manner designated by the State Librarian.