Governor's Advisory Council on Library Development

TUESDAY JANUARY 13, 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 September 28, 2014 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. Audit Requirement for State Aid

5. Continuing Education (CE) Guidelines for Public Library Staff (Attachment C)

6. York County Library System – Martin Library – District Library Center

7. Strategic Plan for the Governor's Advisory Council– Cynthia Richey

8. The Governor's Advisory Council's Platform – Cynthia Richey

9. Public Comments
   a. District Library Center Presentation, Barbara McGary

10. Adjourn

Meeting Schedule for 2015

March 10, 2015	Forum Building, Harrisburg
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.

Attachment A

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
SEPTEMBER 28, 2014
The Hickory Room, Level 3
LANCASTER, PENNSYLVANIA

MINUTES-APPROVED

Present:	David Belanger Marsha Everton Dr. Robert Gallivan Mary Garm Allison Mackley Sharon McRae David Mitchell Dr. Larry Nesbit Cynthia Richey
Members Excused:	Louis LaBar
Ex-Officio:	Stacey Aldrich, Deputy Secretary & Commissioner for Libraries
Office of Commonwealth Libraries	Brian Dawson, Director, Bureau of Library Development Sandra Edmunds, Annuitant, Division of Subsidies & Grants, Bureau of Library Development Rita Jones, Assistant to the Deputy, Office of Commonwealth Libraries Jarrid Keller, Executive Assistant, Office of Commonwealth Libraries Alice Lubrecht, Director, Bureau of State Library
Guests:	Maryam Phillips, Executive Director, HSLC Kathy Silks, Project Manager, PA Forward – Pennsylvania Library Association

1. Welcome & Introductions

Richey called the meeting to order at 9:04 AM and welcomed all in attendance. Council members, staff and guests introduced themselves.

2. Approval of Minutes of the June 10, 2014 Meeting

MOTION:	Approval of the minutes with edits as noted below
MOVED BY:	Robert Gallivan
SECONDED BY:	Larry Nesbit
VOTE:	Unanimous

Edits

- Last paragraph on page 2 under Chair's Report – The task force will include: Deb Kachel and David Belanger as Co-Chairs and Allison Mackley with Stacey Aldrich as ex-officio (replace Marsha Everton).
- Page 3 under comments; Chartreuse Houston Library, should be Chartiers Houston Library
- Maryann Yonki was guest that requested a copy of the State Aid to Local Libraries draft under comments from observers

3. Chair's Report – Cynthia Richey

Richey began by reporting that she composed a letter on behalf of the Council to elected officials requesting an increase of library funding. Richey is continuing to work on a piece for the Compendium that introduces the GAC members to the community by way of bios for all Council members. Richey reported on the recent statewide regional libraries meeting. Belanger will be working with a joint task force comprising GAC and PSLA members to develop a "white paper" presented graphically (similar to that which had been done in California) about the role all libraries play in the lives of Pennsylvanians. Input from all library types will be solicited to create the best possible document. David Belanger, Allison Mackley, and Stacey Aldrich will serve on the task force, as will Deb Kachel for PSLA. We will ask PaLA to participate, too.

Richey summarized the strategic planning session which took place the previous day, Saturday September 27th from 2:00-5:00 pm. The session was facilitated by two presenters from Principled Design: Despina Papadopoulos and Miriam Songster. Discussion topics included:

- Identifying values and goals for the Council
- The roles of the GAC
- Building relationships with the community
- Overhauling the Library Code
- Creating a structure for supporting the State Library as the "flagship" for the state

The conversation will continue at a strategic planning session scheduled for December 3rd. In the meantime, a report of the September 27th session will be written and sent out from Principled Design.

4. Power Library – Maryam Phillips

Phillips gave a demonstration of the POWER library website: http://powerlibrary.org She highlighted features from the website including: chat with a librarian, how to get a Power Library eCard to use the resources, the digital repository, the find a library by zip code feature, and the information available for librarians.

Comments:

- Nesbit asked about Access PA membership to which Phillips replied that approximately 2600 libraries are represented. Even though over 500 libraries have been lost (cancelled memberships) since 2009; in the past several weeks school libraries have been returning. Only a handful of academic libraries are enrolled, although 70% of schools K-12 are represented.
- Aldrich commented on the challenge of maintaining the subscriptions to the Power Library e-resources. The funding fluctuates year-to-year and the subscriptions must be renewed and paid for yearly. If the funding drops, there is not enough to support all of the databases. Aldrich reported that many school librarians have told her that they do not train students how to use the databases because they don't know if they will be there next year.
- Mitchell commented that it can be difficult to get people to use these and suggested using PSLA to target specific districts that have kids with a school library and train them to use
- Garm suggested promoting more of what is available, perhaps a monthly email with tidbits of information
- Aldrich thanked Maryam for working on a short timeline to improve access to Power Library by creating a more user friendly interface and integrating all of the online services supported by Power Library.
- Phillips mentioned that she had presented the website to high school students from the Philadelphia area and most did not know this resource existed. She concluded that this is a great first step for having everything together.
- Silks suggested presenting to PA Forward's five literacy teams as a way to think about how to connect parents to these resources for their school aged children. Phillips agreed that they will work together on this idea.

5. PA Forward – Kathy Silks

Silks presented an update on the PA Forward project put forth by the Pennsylvania Library Association. PaLA has developed an action plan and Silks remarked that four members of the steering committee are seated at the table. She explained that the project goal is to give libraries power to enable progress and change people's lives by linking to necessary skills. These needed skills make up the five essential literacies – which include basic, informational, civic and social, health and financial literacy. PA Forward provides tools for libraries to focus on programs and methods supporting the literacy needs of their community. The action plan for PA Forward includes:

- Training sessions for librarians to get libraries engaged in the project. One session is scheduled during this conference.
- Connecting and building relationships with statewide businesses and agencies.
- Getting the message out to those in power and also so other states can adopt these concepts

Silks is open to ideas and suggestions and is willing to set up training to those interested. She concluded by thanking Mary Garm, David Belanger, Allison Mackley, and Stacey Aldrich for serving on the steering committee for PA Forward.

6. Overview and Update on State Library Projects – Stacey Aldrich

Aldrich presented an overview of current projects at the State Library, her report is attached (Attachment A).

a. Broadband – Aldrich thanked Carrie Cleary for managing this project and also thanked Bill Fee, Jarrid Keller, and Bob Kuntz for their contributions. This has been a complex project with short timelines.
b. Trustee Town Hall Meetings – Aldrich held 9 meetings across the state in August 2014 with a total of 348 people participating. Aldrich's presentation is attached to her report, and was designed to not only be informational but also get input into the learning needs of trustees. In order to better support the needs of trustees, a Trustee Institute will be developed with the assistance of a small task force.
c. Pilot Projects – The State Library is interested in supporting the development of new ideas for structures that support better public library access. There have been several projects that have been supported this year to support conversation and action.
    - Pike/Wayne County – The Pike/Wayne county project was designed to build collaboration across county borders by creating one shared ILS. The project has been very successful and should be completed by the end of September.
    - Fayette County – completed a strategic planning process and are building the final plan and action steps for working to improve library services in Fayette.
    - Mercer County & Venango – after a consultant reviewed both counties, a report was created with several models for consideration, Aldrich plans to visit the libraries to discuss next steps
    - York – The York project was designed to analyze the issue of libraries serving a majority of patrons outside their service area and county to due proximity. What needs to be considered in terms of funding and support? A final report will be shared at the end of September with information on work they completed to consider new models of service
d. Digitization Projects – The State Library met with interested parties in August to participate in the Digital Public Library of America (DPLA). This national project is designed to make digital collections from libraries across the U.S. accessible. In October, the State Library will convene a small group to build a planning strategy for PA. Work is also underway with the Internet Archive on a project to provide traveling digitization workstations to public libraries, making these special collections more accessible across the state.
e. Storytelling Toolkit – the toolkit was distributed to those in attendance which was created as a way for libraries to communicate more effectively internally and externally through storytelling methods. Three

training sessions were held in September with a total of 154 people participating. Aldrich thanked Diana Megdad for organizing the events across the state.

f. State Library Staffing – Aldrich introduced Brian Dawson as the new Director for the Bureau of Library Development. Other positions that were recently filled include: Hadiyah Cleveland (LSTA Coordinator), Linda Pierce (Fiscal Technician), Stacey Mulligan (Keystone Advisor), and Sandy Edmunds returned as an annuitant to finish work on regulations and provide support as new staff transition.

g. LSTA – with the new staff on board, the State Library will be putting forth a competitive LSTA process with approximately $500,000 available for projects aligning with the goals of the State Library's LSTA Five Year Plan.

h. Public Library Code – work continues on updating language for regulations to support the Public Library Code and the process continues to gain input from various groups and incorporating the feedback received. Draft language is attached to report for the Council to review. More input is expected by the New Year.

i. State Library Updates – a consultant was hired to complete an assessment of the systems involved in maintaining the Rare Collections Library. He completed a report and has offered some recommendations for improvement to include the increase of the temperature and humidity levels in the vault areas to better preserve and make collections more easily accessible. Staff is going to work on following through with the suggestions offered by the consultant.

Lubrecht reported that the State Library held its first "Batman Day" with a turnout of over 200 attendees. The State Library offered free giveaways and displayed some of its original Steve Ditko collection of comic books and graphic novels. She also reported that Penn Live completed a photo session of the rare collections library as part of their series entitled *Hidden Treasures of the Capitol*.

Discussion continued about the library code and process with questions regarding feedback and comment stages. Mackley requested an update on the now vacant school library advisor position. Given the nature of the position, and the challenge of one person supporting all of the school libraries, the State Library is considering a different approach. There is thought to work with the school library community to identify most important projects and then hire consultants to work on those focused projects. Aldrich is reviewing options with the new Director of the Bureau of Library Development, Brian Dawson. Mitchell commented that the school library community needs good support so they don't feel like a "step-child." Nesbit suggested Deb Kochel as a consultant since her project of emerging school library leadership was supported this year. Aldrich agreed and stated that she wants to ensure that there is support for the school libraries and librarians.

7. <u>Bylaws – Robert Gallivan</u>

Gallivan presented a draft with suggested changes to bring it into agreement with the new code language.

Suggested changes include:

- Use consistency throughout the document; change Office of Commonwealth Libraries to The State Library
- Another inconsistency is Deputy Secretary and State Librarian; change to State Librarian
- Committees do not align with current practice; so a suggestion was made to disband the executive committee.
- Merge State Library and Preservation committees into one

Richey determined that in certain instances, such as when a new State Librarian is hired, the executive committee is important, it was decided that this committee should remain.

MOTION:	Motion to keep executive committee, combine State Library/Preservation into one committee, and update inconsistencies in nomenclature as well as typos and format
MOVED BY:	Mary Garm
SECONDED BY:	Robert Gallivan
VOTE:	Unanimous

8. Policy Task Force – Mary Garm

Garm reported that the task force has not met so no report is available. She plans to have a meeting of the task force in the near future and offer a report and request for action at the January 2015 meeting.

9. Certification Discussion – Stacey Aldrich & Sandy Edmunds

Aldrich reported that in the Public Library Code there is a provision that enables the State Librarian can assess and test those library directors that do not have the listed qualifications as a director for State Aid. She said that out of the 445 public libraries only about 11 do not meet the director qualifications. She has heard the challenges from many of these librarians and the trustees. In many cases, the library directors have been doing the work for many years. In order to bring these 11 libraries into compliance, Aldrich suggested creating a small team made up of staff and Council members that would do an assessment by visiting the library itself. The Director would be asked to put together a portfolio of the work they have done, and then the small team would visit with the Director and follow up with questions. If there are additional training needs identified for the Director, the State Library would support efforts to receive the necessary training. Aldrich noted that this is a one-time offer to bring all libraries into compliance for State Aid. In the future, library boards will be expected to ensure that new library directors can meet the requirements for State Aid. The State Library will be putting together a process and presenting to the GAC for approval in the spring.

Mackley suggested using available standards in order to list competencies which could be used for baseline coursework to put in the portfolios. Belanger asked if an extension will still exist when libraries hire someone new. Extensions will be available, but will not be supported forever so that the requirements are never met. Extensions are monitored and progress is required on meeting the requirements within a timely manner. Garm requested an update on those library directors that were having trouble providing documentation of their degrees or training due to the fact that they had been done so long ago, and in some cases programs no longer exist.. Edmunds reported that she is working with several similar cases and was able to track down transcripts with the Department of Education (PDE). Edmunds elaborated by explaining that PDE has notebooks kept on file so a name and approximate date could be used to track down the originals documents.

MOTION:	Create small team to work on assessment to be overseen by State Librarian
MOVED BY:	Mary Garm
SECONDED BY:	David Belanger
VOTE:	Unanimous

10. Rare Book Report – Larry Nesbit

Nesbit presented a report on the Rare Books funds and distributed the attached budget outline (Attachment B). No transactions were completed since the last report. Nesbit provided some historical facts since some new staff and Council members were present. He explained that these funds were obtained through a partnership with the Capitol Preservation Committee led by Ruth Ann Hubert-Kemper. Kemper was able to create a line item in the budget affording the State Library the ability to use funds held in an account at Mansfield University without having to follow strict state guidelines in spending and approval processes. The attention was gained due to the fact that at the time the project began, Susan Zug (spouse of Peter Zug, Pennsylvania legislator) was a member of this Council. This connection was very important to getting this project underway.

MOTION:	Accept the budget report as presented
MOVED BY:	Robert Gallivan
SECONDED BY:	David Belanger
VOTE:	Unanimous with abstention from Nesbit

11. Meeting Schedule for 2015

As discussed, another strategic planning session is scheduled held in Harrisburg on December 3, 2014. The 2015 meeting schedule will stand as outlined on the agenda:

January 13, 2015	Forum Building, Harrisburg
March 10, 2015	Forum Building, Harrisburg
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

12. Comments from Observers

The floor was opened to observers for any comments or questions, none were presented.

13. Adjourn

MOTION:	Adjourn the meeting at 11:35 A.M.
MOVED BY:	Robert Gallivan
SECONDED BY:	Mary Garm
VOTE:	Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries

ATTACHMENT B

Governor's Advisory Council Meeting
State Library Report
January 13, 2015

STATEWIDE PROJECTS

Broadband

For the past year, we have been working on supporting the increase of broadband connectivity in public libraries in Pennsylvania. We have been doing that through the support of a micro-grant broadband program and training for library directors, staff and trustees.

The Broadband Micro-grant program is designed to help libraries improve their access to broadband, wireless, and resources to measure connectivity. It requires libraries to:

1. Complete a Technology Assessment
2. Complete a Initial Project Review Form
3. Once reviewed by technical staff, complete an application for funding
4. Meet a 5% match
5. Complete project by December 30, 2014

We received a total of about 148 project applications, and were able to fund 84 projects that increased connectivity capacity in 139 library branches across the state. With the total funding of $917,162, awarded libraries were able to increase bandwidth, upgrade workstations and laptops, add tablets and other internet devices to their service offerings, upgrade network hardware and software, increase Wi-Fi access and measurement, upgrade back-up UPS, improve physical spaces and housing of technology, and hire professional IT staff to help them improve capacity.

We are reviewing all of the applications that we were unable to fund, to see if there are methods we can find to support them in the future.

There will be a project wrap-up webinar for the library community on January 27, 2015. It will include an overview and discussion of the results of the project and what we have learned from this project. More information will be sent out soon.

Again, I would like to thank Carrie Cleary for her fantastic work on this project. She has navigating and organized a big initiative and dedicated her time and efforts to supporting all of the libraries that participated in this project. The project was also fortunate to have many other people who have helped to make this project successful. My heartfelt thanks also go to Bob Kuntz, Jarrid Keller, Bill Fee, Chris Alberts, Cathy Low, and Sue Suleski.

Based on the recommendations from our experts, we are in the process of building next steps.

Demographic Profiles

The State Library of Pennsylvania, in partnership with the Pennsylvania State Data Center, has produced the following online reports to help develop a comprehensive picture of the demographics of Pennsylvania, and to facilitate greater understanding of how these demographic characteristics can be used to design library services that effectively support the needs of our Pennsylvania communities.

Demographics for all state aided public libraries are available on the Power Library Portal Librarian Section under Special Projects: Office of Commonwealth Libraries.

The State Library of Pennsylvania has been honored to join a national project called ilead. It is a technology leadership program designed to give library staff the technical skills and knowledge they need to be leaders in developing innovative technology programs and services to benefit their communities. The program was created by the Illinois State Library, who applied for an Institute for Museum and Library Services (IMLS) grant to expand the program nationally. We are grateful to Anne Craig, State Librarian of Illinois, for her leadership in the development of ilead and enabling Pennsylvania to benefit from this wonderful program.

Diana Megdad and Brian Dawson are working on this project, and five teams from across the state will begin their ilead experience in March 2015.

Keystone Grants

The State Library received a total of 40 Keystone grants requesting a total of $7,376,847. All requests have been carefully reviewed, award recommendations have been presented to the Acting Secretary of Education, and approval has been made to move forward. Thirty-five grants are being funded at a total of $6,664,072. Notification are in the process for being sent to the libraries.

The State Library launched a competitive LSTA grant process this fall. We have received 80 grant requests for a total of $1,966,074.98. The grants are currently being reviewed and awards up to $400,000 will be made in upcoming weeks.

In December, President Barack Obama signed into law a $1.1 trillion spending bill to fund the federal government through the end of September 2015. This bill included $154,848,000 for the Grants to States program, which is the same level as the FY 2014. IMLS will be sending out allotment tables soon, which will verify the funding that each state will receive. In FY 2014, Pennsylvania received $5,494,791.

Public Library Code

We are getting closer to sharing language for input on new regulations. We have almost completed the language for districts and are beginning work on systems. The final step is to make sure we have addressed everything, and then we will deploy a strategy of meetings, webinars, and an online feedback opportunity. All input will be reviewed and appropriate changes will be made before submitted through the formal process. We have a target of February 2015 to begin getting input from the library community.

STATE LIBRARY

IT Library

The State Library was able to reclassify our only IT position into a Librarian/IT position. This enables the Library to have a person who not only manages technology, but also is involved in planning for new technology innovations. We are pleased to announce that Bill Fee accepted this position and began in October 2014. Bill Fee has been with the State Library for many years and has been leading our digitization efforts. His technology experience, insatiable appetite for learning, and innovative ideas are going to help the State Library improve its technology greatly.

Farm Show

We are excited to report that this year, the State Library has a booth at the Pennsylvania Farm Show. Our booth title is Find the Unexpected at the State Library of Pennsylvania. We will have a monitor with 30 images from our special Steve Oitko comic book collections to share just a taste of the wonderful things you can find in the Library. I am grateful to my colleagues at the California State Library for assisting us in the creation of the 30 images, and also the pamphlet we will be handing out at the booth. Thank you to Jarrid Keller, Olena Bilyk, Vincent Beiderbecke, and Matt Bartoc.

Maker Space and Old Tech Shop

The State Library is a curator of materials that are by, for, or about Pennsylvania. We are expanding our curating to tools for people to be creators and curators of their own information. In February, the State Library will open a Maker Space with a 30 Printer and the technology needed to support its use. The space will also contain an Old Tech Shop space, so that people can bring old floppy disks, zip drives, or other old storage to be able to access the files that they may no longer have access to because they do not have the old technology.

We have plans to also incorporate parts of our collection to inspire the use of this space and the technologies.

We hope this space will also serve as a model for other libraries statewide.

FOR DISCUSSION BY THE GOVERNOR'S ADVISORY COUNCIL

Audit Requirements for State Aid

As a part of current regulations for public libraries and the receipt of State Aid, there are audit requirements. The highlighted area of the regulations below sites the requirements.

§ 131.32. Proofof eligibility.
To show that the library meets the requirements for eligibility in Article III of The Library Code (24 P. S. §§ 4301-4304), supporting documents shall be submitted as follows
(1) Percentage State aid documentation. The library board shall submit two copies of the resolution prepared by a county official certifying to the amount of those funds appropriated by the county government in the current year to the library as a county library. The copies of the resolution shall accompany or precede the application for State aid.
(2) Per capita State aid documentation. Per capita State aid documentation shall conform with the following: For expenditures made during a fiscal year completed prior to the October 1 deadline for filing the application for State aid, an independent auditor's report, performed in accordance with generally accepted auditing standards, of the entire operation, 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 shall accompany or precede the application for State aid. The audit shall be filed every year for libraries which receive annually $50,000 or more in State income or every third year, with a financial review filed in the years that an audit is not required, for libraries which receive annually less than $50,000 in State income. Libraries which have total operating expenditures of less than $50,000 and which receive annually less than $15,000 in State income shall have 2 years from the effective date of this section to comply. Because State aid and Federal funds do not constitute local financial effort, local financial effort will be determined by subtracting the total amount of State aid and Federal funds paid to the library during its fiscal year from the total expenditures of the library that year. The balance remaining shall be regarded as the local effort of the library for that year, less expenditures that are declared ineligible by this chapter. State aid shall be considered fully spent at the end of each year in which it is received by a library.

I have received letters and spoken with library directors, trustees, district consultants and legislative staffers regarding the challenges of the audit for small libraries. One library that I spoke with said that it cost of an audit is $3500, which was 1/3 of their total allotment of State Aid. The same library said that even the simple financial review that is required in years the audit is not can cost just as much. It does not seem reasonable to expect libraries that receive such small sums, and need the funding most, are expected to expend so much on this process. We believe that we can still ensure accountability, but lessen the costs for the libraries, so that the funding can go to supporting communities.

ATIACHMENT B

We would like to request support from the GAC to pursue a new model that will require libraries under a certain threshold to fill out a special financial report of spending that is signed and notarized. The State Library would do rotating yearly audits of these reports, which would include visits and requests for back-up documentation for the submitted reports. We hope a new process will lessen the burden, but also ensure the accountability of the funding.

With the GAC's support, we will continue to develop the new model and present in March.

Pennsylvania Department of Education
Office of Commonwealth Libraries
Bureau of Library Development

Continuing Education (CE) Guidelines for Public Library Staff

Preamble

Act 37 of 1999, amending The Library Code (24 P.S. 4101 - 4503) and created the requirement for public library staff to receive continuing education (CE) on a regular basis in order for the public library to qualify for state aid. The standard was added to the law because quality public library service relies heavily on an informed, skilled public library workforce. The purpose of requiring continuing education is to enhance staff performance for improved public library service in the Commonwealth. By issuing these Guidelines, the Office of Commonwealth Libraries seeks to clarify the continuing education requirements for public library boards, directors and staff members.

Every day, on the job, good employees continually learn new knowledge and skills that help them perform better in our changing environment. Indeed, the information explosion, knowledge-based economy and the rapid pace of technological change propel everyone who wants to remain relevant on the job into lifelong learning. However, when faced with such an exponential growth in knowledge, more formal continuing education also has a valuable role to play in keeping employees up-to-date. These guidelines make a distinction between the ongoing informal education process involved in living a life and the more formal continuing education programs designed to impart specific knowledge or skills to the learner.

Guidelines

1. Definitions

a) Continuing education – Education needed and/or required to maintain or upgrade skills within the broad area in which one works. Education used to prepare an employee for greater responsibility or to fulfill job requirements. Continuing education for the purposes of these guidelines denotes formalized teaching with an instructor and learning objectives.
b) Hour of continuing education - One sixty-minute period during which the provision of continuing education is going on. The time employees spend traveling to sites, following registration procedures, at meals or at receptions do not contribute to continuing education hours.
c) Year – The annual period covered by the library's fiscal year, usually either January 1 to December 30 or July 1 to June 30.
d) Workshop - A continuing education program, typically lasting less than one day to about one week, which is designed to teach practical skills or impart knowledge in a specialized area. A workshop is given to a group of people, has a defined subject area, learning objectives, and a beginning and an end.
e) Conference - A formal, planned gathering, typically of people in a profession or occupation, with a program that may include informative sessions, workshops, vendor exhibits, and social activities. Certain sessions and workshops at conferences may be considered continuing education programs if they meet Office of Commonwealth Libraries criteria for approval.
f) Library director - The head librarian, chief executive or administrator of a library, library system or library system member.
g) g. Library staff - For purposes of these guidelines only, paid library employees who work 20 hours per week or more.
h) h. Professional associations - Nonprofit membership organizations typically comprised of people who are all in the same profession or occupation.

DRAFT

i) On-the-job training - Instruction often provided by a supervisor or co-worker on an informal basis to employees while they are working, on the job, to instruct them in the performance of new or changing duties or in the use of technology.
j) Consultation - The provision of advice and counsel by an individual or group of individuals such as a consulting firm to another individual or small group such as a library board. District Library Center consultant librarians typically offer such advice and counsel on an ongoing basis to local librarians, trustees and others involved in the provision or support of library service.
k) In-service training - Formal training sessions, similar to workshops, provided by an employer in the work setting for employees. Typically such training is done in a group setting, with instructional objectives, in a defined subject area, with a beginning and an end.

2. What are the CE requirements?

a) For a public library or public library system to receive Quality Libraries Aid, "the library director of the local library or library system shall annually attend at least eight hours of continuing education programs approved by the Office of Commonwealth Libraries." (Education Code (24 PA.C.S.) - Public Library Code, §9334(c)(5).

b) For a public library or public library system to qualify for Incentives for Excellence Aid, "the local library or member library within a library system shall require at least six hours of continuing education every two years for paid staff working at least 20 hours per week in direct support of the library service." (Education Code (24 PA.C.S.) - Public Library Code, §9335(b)(4)).

3. What kinds of CE programs will be approved by the Office of Commonwealth Libraries?

a) Courses taken for credit from post-secondary institutions including colleges, community colleges, and business or technical schools or
b) Workshops, conferences and institutes given by or funded by the Office of Commonwealth Libraries or
c) Other workshops, including those offered at professional conferences, when approved by the Office of Commonwealth Libraries according to the following criteria:
   i. The continuing education program has stated learning objectives and a clear beginning and end.
   ii. The program of instruction or education is presented in a formal, classroom-like environment.
   iii. The program is presented by a qualified instructor or facilitator who has knowledge of the subject matter.
d) Continuing education programs presented through other media, such as video conferences, the Internet and other emerging technologies according to the following Office of Commonwealth Libraries criteria:
   i. The program is presented by an accredited post-secondary institution or
   ii. The program is presented by a qualified instructor as approved by the library board or the library director, the district library center consultant librarian or the system and
   iii. Programs must be a workshop or course, with learning objectives, a beginning and an end, and access to an instructor.
   iv. Documentation is required for continuing education (such as an electronic confirmation or a certificate of completion from the provider.)

DRAFT

4. What kinds of CE content/courses are acceptable?

a) The CE content or course must be related to the library director's or staff member's job or deemed appropriate by the library administration.
b) The content should expose the director or library staff member to external people and ideas, i.e., people and ideas outside of the employee's library.
c) The content should be intended to improve the director's or staff member's job performance.
d) Workshops conducted or organized by District Library Consultants at district meetings may be counted toward an employee's continuing education hours.
e) Workshops and sessions held at professional conferences may be counted toward an employee's continuing education hours provided the Office of Commonwealth Libraries approves them.

5. What kinds of activities may not be counted towards fulfillment of the continuing education requirement?

a) Consultations between the library director or library staff and the District Library Center Consultant may not be counted towards fulfillment of the CE requirement.
b) Consultations between the library director or library staff and an outside consultant such as a building consultant or a planning consultant may not be counted towards fulfillment of the CE requirement.
c) On-the-job training and staff orientation cannot be counted towards an employee's continuing education hours.
d) Meetings, including district meetings where formal instruction does not occur, committee meetings of professional associations, internal or external committee meetings, meetings of work groups or task forces may not be counted toward fulfillment of the CE requirement.

6. How is mandatory continuing education hours counted?

a) Local libraries and library systems must have written verifiable records of the hours that library directors and library staff receive continuing education each year.
b) The hours must be documented and verified in accordance with guideline number 8, below.
c) For purposes of tabulating continuing education hours of employees, local libraries and library systems should use the library or library system's fiscal year.
d) Continuing education counts only during the one or two fiscal year period it is received by the employee and may not be cumulated to fulfill future year requirements. For example, a staff member who receives twelve hours of continuing education within one library fiscal year satisfies the requirement that the staff member receive at least six hours every two years. However, the "extra" six hours received above the minimum required may no be cumulated and "carried over" to meet requirements in future years.

7. Who is responsible for paying the costs associated with continuing education?

a) Library staff must follow the continuing education policies and procedures of the local library or system.
b) Tuition charges and other costs associated with the provision of CE to library directors and library staffs are the responsibility of the library and may be paid out of library operational funds, including state aid.
c) Attendance at required continuing education programs should be considered part of an employee's regular, paid work hours.

DRAFT

8. What kind of documentation and verification should a library or library system keep?

a) Libraries and library systems should keep on file documentation that offers reasonable proof that the library director and library staff have received the required number of hours of continuing education each one or two year period.
b) All continuing education files must be made available for inspection by the district library center or the Office of Commonwealth Libraries.
c) The following documents may be used to verify the employee has received the continuing education as required:
    i. Transcripts of courses or
    ii. A copy of the completed course exam or a report by the employee on the CE program or
    iii. Certificates or confirmations of completion (paper or electronic) issued by the CE provider.
    iv. The district system administrator, library director or a library board member must review a report by employee.

DRAFT

York County Libraries
ANSWERS FOR LIVING. KNOWLEDGE FOii LIFF..

William H. Schell, *President*

Pa Department of Education
Office of Commonwealth Libraries
Attn:Stacey A.Aldrich,Deputy Secretary
607 South Drive,Forum 200
Harrisburg PA 17120-0600

December 30,2014

Dear Stacey,

This is to request your review of our intent to integrate the operations of Martin Library into the York County Library System as a branch library,per the attached MOU and implementation plan.As such we also request your approval to transfer the designation of the York District Library Center from Martin Library to the York County Library System.

Our Boards will vote on the MOU at our January 27, 2015 Board meeting,and upon approval the MOU will become effective at our Annual Board meeting on April 28,2015.

Please let us know your questions or comments.We would be happy to meet with you for further discussion; please confirm if you would like us to attend your Jan 13 GAC meeting (time and location).

Thank you very much for your review and consideration of this request.

Sincerely,

Martin Library Association and the York County Library System

York County Libraries

ANSWERS FOR LIVING. KNOWLEDGE FOR LIFE.

and

MARTIN LIBRARY

159 East Market Street, York

717•846•5300

Memorandum of Understanding

Converting Martin Library to a Branch of the System

September 15, 2014

-Draft-

York County Library System and
The Martin Library Association

DRAFT

MEMORANDUM OF UNDERSTANDING

Converting Martin Library to a Branch of the System

Integration Structure

The boards of directors of York County Library System (YCLS) and the Martin Libraty Association (MLA) intend to fully integrate the operations of Martin Library into YCLS as a branch library to better fulfill their individual missions, protect and grow their assets, and ensure effective collaboration in the future. To accomplish these objectives, the operations of Ma1iin Library will become a branch of the York County Libraiy System.

Governance

In this integration, three members will resign from the MLA board of directors and join six members of the YCLS board. While all YCLS board members are appointed by the York County Commissioners, they are nominated by a Joint Nominating Committee of the YCLS and MLA boards. The Matiin Librmy Association board will continue to serve as the board of the Mmiin Library Association which will maintain its core purpose of raising funds for the benefit of public libraries in York County. This advancement capacity (asset management and development) will be consistent with the purpose of the Mmiin Library Association as defined in the current Exchange of Services Agreement.

Management

Bill Schell serves as President of the York County Library System and Executive Director of the Ma1iin Library Association. Future Presidents of YCLS will also serve as Executive Director of MLA.

Asset Management

Each organization will retain ownership and oversight responsibility of its cash and investment assets under its 50l(c)3. The Finance Com mittee, along with expe1i suppoti, will confirm the handling of assets of the two organizations. An asset reserve study and facilities audit will be conducted as part of this committee's work. All cash assets designated for endowment and/or other designated purposes will be used for the purposes for which they were donated. The organizations will have the ability, with approval of their boards, to take distributions as needed to fulfill their missions, as long as those purposes are consistent with the intentions of donors.

Additional Items

YCLS will determine the disposition of the *Library Company of York*. It will further define the scope of services to be performed for its members and it will affirm the positioning of the DLC. MLA will explore rebranding itself as a foundation.

YCLS will create, fund, and market the 1h branch libraiy, an expanded virtual library to serve the entire county.

York County Library System &
The Martin Library Association

Implementation Plan to Convert Martin Library to a Branch of the System

September 15, 2014

Objective/action steps	Accountable person	Target date
1. Implementation Plan -Activities to be Addressed before the Integration Jul 1, 2014 -December 31, 2014 .		
1.1 With legal help, determine how the operational component of Martin Library (without assets) transitions to a branch of YCLS, and how the Martin Libraty Association with assets, as a 501(c)3, transitions to its new responsibilities.	Bill Schell	Oct 2014
1.2 Modify bylaws of each organization accordingly. Address tbe relationship between the YCLS President and the MLA board; and the MLA board with the YCLS Board.	Bill Schell, John Senft	Oct 2014
1.3 Communicate plans to the State Librarian and Chair of the Governor's Advisor Council for library development. Recommend the placement of the DLC, for State Library determination.	Trish Calvani, Marsha Everton	Oct 2014
1.4 Confirm with the County Solicitor and the Commissioners if an update of the county's resolution and ordinance is necessary.	Bill Schell, Trish Calvani	Nov 2014
1.5 Prepare a package of information, including MOU and bylaws, for distribution to the boards in preparation for a board vote.	Susan Davidson	Dec 2014
1.6 Determine the legal disposition/dissolution of the Library Company of York, for board vote and implementation.	Bill Schell, John Senft, Susan Davidson	Dec 2014
1.7 Secure MLA & YCLS board approval of the MOU and modification of respective bylaws.	Tony Pantano, Tim Tate	Jan 2015
1.8 Implement the conversion of ML as a branch.	Bill Schell, Susan Davidson	April 2015

Objective/action steps	Accountable person	Target date
2. Implementation Plan -Activities to be addressed following the Integration.		
2.1 Create, fund, brand and market the 7'" branch library, an expanded virtual librmy.	**Lora-Lynn Kahler, Marsha Everton**	**Jan 2015 - Dec 2015**
2.2 Secure a consultant to peifonn an asset reserve study and facilities audit.	**Susan Davidson, Rob Bowen**	Jan 2015 – **June 2015**
2.3 Communicate the conversion of ML as a branch and its benefits to the librmy community: Advisory Conncil, member library boards, branch support groups, libraty directors, and library staff.	Bill Schell	**Jan 2015 – Dec** 2015

HANDOUTS

STRATEGIC DIRECTIONS

2015

Introduction

The Governor's Advisory Council (GAC) for Library Development consists of 12 members that are appointed by the Governor. In order to represent the community, three members are trustees of local libraries, six professional librarians, and three laypeople. It is an innovative group that must leverage their extensive knowledge and understanding of library services, library patrons, library personnel, library policy, and PA politics to design and effectively advocate for solutions that serve their constituents.

Strategic Planning Process

In the Fall of 2014, the GAC began a strategic planning process to develop focused directions to guide the support and development of libraries statewide.

The process began with the identification of seven key focus areas: community, access, leadership, library code, funding, and the State Library. From these focus areas, six strategic directions were developed, which create a path for movement forward.

Each GAC member is dedicated to one or more of the strategic directions, and will be working over the next year to implement.

Strategic Directions

Create new support and funding streams for the State Library

Establish a State Library Foundation

Raise the profile of the GAC as experts and advocates for PA libraries

Communicate more effectively the role of the GAC

Engage actively in advocating for libraries through media opportunities

Develop sustainable and long-term commitment for Power Library

Inform through data the value of Power Library

Actively engage with stakeholders to build support

Raise the awareness of the role all libraries play in the lives of PA citizens

Create informational presentations that show the value of libraries in communities

Build a more relevant, flexible, and up-to-date Library Code

Create a process to engage the library community to design the elements of a library code that will be adaptable to a ever changing future

Update all GAC Guidelines & Policies

Review and update all guidelines and policies

Communicate all changes and make accessible

Governor's Advisory Council

Cynthia K. Richey, Chair

Mary O. Garm, Vice Chair

David Belanger

Marsha M. Everton

Robert Gallivan

Louis W. LaBar

Allison J. Mackley

Sharon McRae

David Mitchell

Dr. Larry Nesbit

Stacey A. Aldrich, Ex Officio

Secretary of Education, Ex Officio

Governor's Advisory Council Meeting

January 13, 2015

Report on October 2014 All District Meeting

Presented by Barbara McGary, North Central Library District Administrator, Williamsport, Pennsylvania

I am here to share with you a summary report of the All District Meeting that was held at the headquarters of the North Central Library District on October 28, 2014.

The following 20 District Library Centers were represented:

Altoona, Aliquippa, Central PA, Chambersburg, Doylestown, Easton, Johnstown, Lancaster, Lebanon, Montgomery County, New Castle, North Central, North East Library, Philadelphia, Pottsville, Reading, Seneca, Wilkes-Barre, Washington, and Chester County.

We wanted to make the best use of our time together so the meeting was facilitated by Karen Temple, previous District Consultant from North Central who donated her time and expertise.

The purpose of the meeting was to foster communication between district administrators and district consultants across Pennsylvania, to work together to create a common core statement on the power of district library centers to move both libraries and communities forward and to share this common core message with the State Librarian as she contemplates the needed changes to public libraries and develops her vision of the future of libraries.

It was my hope to give the district library centers the chance to develop a collective voice on the strength that already exists from the district library program in order for the future vision to capitalize on these strengths as they develop overall structural changes to make libraries and communities stronger.

Whatever structure may be invented in the future of libraries there are essential services currently provided by the district center program to libraries and communities that would make Pennsylvania much less if they were lost.

In summary these are a few of those essential services which strengthen libraries and communities:

Districts are local, trusted, cost-effective change agents because they provide:

- Access to Resources that otherwise would not be available: Contracts to provide multiple counties/communities access to eBooks, high-end databases; collection sharing; delivery services, homebound and bookmobile services, and more.
- Innovation and Leadership: With the power to unite people and provide leadership for large-scale project management across counties and communities to bring best practices in library services e.g. EDGE assessment, Preschool Connection Grants, joint broadband activities and more.
- Human Support: Hands on approach of district consultants to provide one-on-one support and encouragement to librarians, staff and boards for board development, human resources, fiscal and strategic planning, and non-profit best practices.

ALL-DISTRICT MEETING
James V. Brown Library, Williamsport, October 28, 2014

Present:

Agatha Lyons	Amy Geisinger	Barbara McGary	Bernice Crouse
Catherine Alloway	Chris Snyder	Dana Brigandi	Denice Bigham
Denise Sticha	Donald Root	Ed Miller	Frank Kasprowicz
Jean Ann Towle	Jennifer Knisely	Jodi Oliver	John Finnerty
Joseph Sherwood	June Houghtaling	Karen Temple	Kelli Knapp
Kathleen Yerger	Laura Bailey	Linda Helms	Linda Filkosky
Linda Nicholson	Lyn Meek	Martina Kominiarek	Mary Maguire
Mary Ann Yonki	Mary Lou Repsher	Melinda Tanner	Michele Legate
Michelle Hawk	Nancy Smink	Richard Miller	Sandra Collins

Karen Temple, facilitator, introduced herself and the purpose of the meeting.

What Districts Do for Community

1. eBooks with OverDrive
2. More programs as group
3. Project management of large-scale projects
4. Databases
5. Library leadership
6. Delivery of materials/equal access
7. Size of collection
8. Hub of high-speed Internet for community
9. Specialized programs to fit community needs
10. Business resources
11. Regional cooperation between industry, etc.
12. Reference expertise
13. ILL
14. Trainings
15. Technical support (technology and professional)
16. Sign up for ACA and other social services
17. Outreach to homebound
18. County info to community
19. Lobbying/advocacy
20. Grant expertise and connecting with smaller boards
21. Innovation
22. Local history and genealogy
23. Meeting space
24. Work from home space
25. Partnerships with other nonprofits and chambers
26. Aid to small businesses
27. Workforce development
28. Stable employer in community
29. Stable environment
30. Customer for local businesses
31. Economic and social partnerships

What Districts Do for Libraries

1. District consultants provide one-on-one support and encouragement
2. Training to staff and boards
3. Human resources support
4. Joint purchasing and licensing
5. Support for strategic planning
6. eRate
7. Clearinghouse for state info (interpretation and application)
8. Coordinated programs

9. Employment search firm
10. Grant/state report expertise
11. ILL
12. Public relations and education of municipal representatives
13. Training push
14. Mediation between executive director and board of trustees
15. Transportation and access to training
16. Localized training
17. Youth services coordination
18. ILS
19. Legal advice
20. Leadership with enthusiasm
21. Education, communication and enlightenment of goals
22. Facilitator and networking among libraries
23. District grants
24. Crisis intervention (Staff, county commissioners, boards, etc.)
25. Information gathering and problem solving
26. Consultants move staff forward through motivation and leadership
27. Support for new library directors, especially in rural areas
28. Delivery service
29. Fostering innovation
30. Assisting board in hiring qualified people as an objective, impartial and independent person
31. Explaining library code to board, donors, library, county commissioners, etc.
32. Accountability (oversight for submitting documents, keeping the libraries in check)
33. Local person who understands community and state requirements and can work as a liaison to build ongoing relationships

Notes about message

- Tell individual library stories about how districts are cost-effective change agents.
- District-wide grant provided training with Michael Kumer and each library got six hours of professional training to improve the board as a unit.
- Innovative technology, shared resources and introducing new concepts.
- Can help get dedicated taxes/millage increases
    - Uniting libraries and municipalities
    - Lycoming County
    - Union County
- Educate individual libraries about state library code
    - Coach each at library level
    - Local expert for municipality
- Impact in community for library users
    - Outreach
    - PNC Foundation grant for kids
    - eBooks
    - Getting materials to the homebound, ill, etc.
    - District grant provided services to underserved area

- Library development
- Preschool connections
  - Targeted population
  - Project manager
  - Provided transportation
- Senior spaces
- Family Place
- Summer reading
  - Keystone Grant process
  - United libraries with hands-on training
- Horsham, new library story
  - Worked with township commissioners, chamber, senior citizens and community leaders to establish a new library
- Broadband

Strong resource collection

- Be a library advocate and representative for services in your community
- Provided large-scale EDGE assessment and training
- District consultants provided support to hire system administration and find financial support
- Districts are effective project managers for state and local initiatives including technology and outreach

Overall message

Districts are local, trusted cost-effective change agents.

Districts are effective project managers for state and local initiatives including technology and outreach.

District consultants served as project managers for large-scale EDGE assessment and training for all library staff in 40 libraries in 11 counties.

- North Central District
- Central District

District consultants provide support to systems and individual libraries for leadership, human resources and financial advice, such as advocacy to county commissioners, municipalities and school districts.

An LSTA district-wide grant for board development training and one-on-one 6-hour training with each board changed the nature of their board.

- Washington
- Central PA
- Altoona

District worked with community leaders, such as township commissioners, chamber and seniors, to create a new library in Horsham, where there previously were no services.

- Library development within the state

District library centers have the power to unite multiple counties and multiple individual libraries to take advantage of large, statewide initiatives.

- Preschool connections
- Senior spaces
- Family Places
- Summer reading program
- Keystone
- Broadband

Future discussion/meeting topics

System vs. district services
What's wrong with our structure
District administrator/consultant message

Recorded and submitted by Dana Brigandi, leadership assistant, James V. Brown Library.