

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT

JANUARY 13, 2015

Green Room, Forum Building

HARRISBURG, PENNSYLVANIA

MINUTES-Approved

Present: David Belanger
Marsha Everton
Dr. Robert Gallivan
Mary Garm
Louis LaBar
Allison Mackley
Sharon McRae
David Mitchell
Dr. Larry Nesbit
Cynthia Richey

Ex-Officio: Stacey Aldrich, Deputy Secretary & Commissioner for Libraries

Office of
Commonwealth
Libraries

Brian Dawson, Bureau Director, Bureau of Library Development
Sandra Edmunds, Library Development Advisor, Bureau of Library Development
Rita Jones, Administrative Officer, Office of Commonwealth Libraries

Guests: Cathi Alloway, Director, Schlow Center Region Library
Rich Bowra, Dauphin County Library
Susan Davidson-Linton, Director of Finance, York County Library System
Barbara McGary, Executive Director, James V. Brown Library
Richard Miller, Director, Osterhout Free Library
Bonnie Powers, Capital Area Library Director, Dauphin County Library System
Jim Reinmiller, Director, Hazleton Area Public Library
Joe Sherwood, Executive Director, Chester County Library System
Mary Ann Yonki, District Consultant, Osterhout Free Library

1. Welcome & Introductions

Richey called the meeting to order at 9:00 AM and welcomed all in attendance. Council members, staff and guests introduced themselves.

2. Approval of Minutes of the September 28, 2014 Meeting

MOTION: Approval of the minutes as submitted (attachment A)
MOVED BY: Marsha Everton
SECONDED BY: Louis LaBar
VOTE: Unanimous

3. Chair's Report – Cynthia Richey

Richey summarized the year 2014 and the work completed by the Council. She highlighted the EDGE project, Broadband initiative and reported on the Trustee Town Hall events. Richey reported that another highlight of the year was welcoming three new members to the Council. Consultants from Principled Design led a strategic planning session in September during which priorities were discussed and a strategic plan was begun. The support of the State Library was among the top priorities discussed as we move into 2015.

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

See attached report in print (attachment B).

5. Continuing Education (CE) Guidelines for Public Library Staff – Stacey Aldrich

Attachment C has proposed changes highlighted. Most are changes in outdated language and additional extra sentences were removed. A discussion took place regarding the process for how training is approved. Aldrich explained that the process needs to be worked out, for example. It was mentioned that peer reviews are very helpful for providing feedback on training sessions.

MOTION: Make suggested changes to continuing education guidelines for public library staff
MOVED BY: Robert Gallivan
SECONDED BY: Marsha Everton
VOTE: Unanimous

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

Susan Davidson-Linton presented to the Council the request to add Martin Library to the York County Library System as a branch library. Letter of request, memorandum of understanding (MOU) and implementation plan distributed at meeting.

Comments and questions from Council were addressed. Davidson-Linton stressed to constituents that services will not change, those involved do not have any concerns or hesitation, and Martin will have representation on the proposed combined board. It was suggested that the timing of the change coordinate with the beginning of the fiscal year with the effective date July 1, 2015. Both boards will meet and vote at their meeting on January 27, 2015.

MOTION: Approval to change designation of Martin Library into York County Library System as a branch library.
MOVED BY: Louis LaBar
SECONDED BY: Mary Garm
VOTE: Unanimous with one abstention (Marsha Everton)

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

The strategic plan that was devised yesterday, January 12, 2015, was distributed to all in attendance. (See attachment) Richey thanked Marsha Everton for the contact used for the September strategic planning session, Principled Design. The plan was summarized at the meeting and teams were formed to move forward with next steps.

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

Richey spoke about creating a message for the new administration. She explained that the message should present areas for action with libraries at the forefront of the agenda. Areas to focus on have been identified:

- * Libraries should be a state investment as they are powerful spaces that enhance lives
- * The Library Code needs to be improved
- * Every school needs a qualified school librarian to support students
- * Consistent continued support of POWER Library
- * An investment in the State Library is necessary to preserve as the “flagship” for libraries across the state

Richey plans to involve the Pennsylvania Library Association in the creation of the platform and will contact Glenn Miller for support.

9. Public Comments

Barbara McGary presented a report on the importance and value of district library centers and consultants (attachment D). Richey thanked McGary for her enthusiasm and for the summary provided of the district meeting.

Cathi Alloway explained that she was in attendance in order to support McGary’s message. She stated that districts are scared that they may be eliminated. Alloway was glad to hear the Council state that district library center work is appreciated and supported. She commented that the quality library will not exist if this layer is removed.

Joe Sherwood commented that the report of a strategic plan by the GAC is great news and a good way to move forward. He stated he is personally disappointed, however, since the public was not allowed any input in the document presented at the meeting.

Richey stated that elements are included in the document that came from public comments. She thanked all visitors for their comments.

10. Adjourn

MOTION:	Adjourn the meeting at 10:45 A.M.
MOVED BY:	Louis LaBar
SECONDED BY:	Marsha Everton
VOTE:	Unanimous

Respectfully submitted,

Rita Jones, Assistant to the State Librarian
Office of Commonwealth Libraries

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.

ATTACHMENT B

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.](#)

iLead

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.

LSTA

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.

ATTACHMENT B

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 3D images from our special Steve Ditko 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 3D 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 3D 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. Proof of 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.

ATTACHMENT 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.