Governor's Advisory Council on Library Development
Chair's Report
January 10, 2017

Welcome

Welcome to Jonelle Darr, the new Executive Assistant to Deputy Secretary Glenn Miller. Jonelle served as the Administrator of the Cumberland County Library System for many years, and she is much admired among Pennsylvania librarians. We look forward to working with her as she helps to advance the goals and programs of the Office of Commonwealth Libraries.

Thanks

Thank you to David Belanger for leading the team that brought to completion the revision of the DLC Negotiated Guidelines, which we will discuss at today's meeting. Thanks, also, to the members of the Office of Commonwealth Libraries staff who worked diligently on this process: Brian Dawson, Alice Lubrecht, Anne Kruger, Beth Bisbano, and Linda Rohm. Glenn Miller and I also participated in the review of the guidelines.

PA Organizational Partners

Each year, at the Pennsylvania Library Association Conference, the GAC hosts an open forum where our statewide organizational partners are invited to provide a brief report on their activities. This year, at our regular business meetings, we will invite those partners to our meetings to give us a broader view of their missions and to open the floor for conversations with them. We will begin at this meeting with a report from PAILS, the Pennsylvania Integrated Library System.

Congratulations

As you may remember, GAC member Allison Mackley was one of twelve finalists for the Pennsylvania Teacher of the Year Award. Nominations come from around the state and can be made by students, parents, educators or community members to recognize outstanding achievement inside the classroom and in the community. While the award ultimately went to another teacher, Michael Soskil from Wallenpaupack Area School District, Allison's presence on the list of finalists was a prize in itself. Congratulations, again, Allison, on this outstanding achievement.

Governor's Advisory Council Meeting
January 10, 2017
Green Room / Forum Building / Harrisburg, PA

Highlights / Deputy Secretary & Commissioner for Libraries

State Budget
Much concern exists heading into the 2017-18 state budget cycle as the next fiscal year will begin with a budget shortfall estimated to be in a range between $600 million on the low side and more than $2 billion on the high side. New library initiatives and restored funding will be more difficult in the face of these budget realities.

LSTA in Pennsylvania
The review of the Office of Commonwealth Libraries' (OCL) LSTA Five-Year Plan (2013-2017) began in November of 2016 and is expected to be completed in the spring. The review's report will help to inform the development of Pennsylvania's next Five-Year Plan covering 2018-2022, a process that it is expected to begin this summer.

Every Student Succeeds Act (ESSA)
The Pennsylvania Department of Education (PDE) continues to work on the development of a state plan to implement the new Every Student Succeeds Act (ESSA) which took effect on October 1, 2016. A series of statewide public meetings is underway to engage the public on provisions of the new federal law, and to seek feedback. The most recent meeting took place on January 4 at the Bucks County Free Library, Quakertown Branch. A final state plan is expected to be in place in time for the 2017-18 school year.

Status of Regulations
Action on new regulations to address the 2012-enacted changes to The Library Code will begin this month. OCL staff initially will meet with staff from PDE's Office of Chief Counsel for a full overview of the legal process.

Certification Committee
I have established a certification committee consistent with provisions in regulation under Title 22, §133.3. The committee will review certification issues on a case-by-case basis and make recommendations to me for disposition, and may also be asked to offer advice on certification issues as new regulations are considered. The committee consists of Mary Garm, Lackawanna County Library System, Melinda Tanner, Washington District Library Center, and Brian Dawson, OCL Bureau of Library Development.

Collaborations
Priorities for 2017 will include continued pursuit of collaborations in the following areas:

- Workforce development, with the Department of Labor and Industry
- Pre-K and early learning, with PDE's Office of Child Development and Early Learning
- STEM and Maker Spaces, with PDE's Office of Elementary and Secondary Education

Pennsylvania Department of Education
Office of Commonwealth Libraries
Revised June 3, 2003
Approved by the Governor's Advisory Council on Library Development, June 10, 2003
Proposed re-organization 8/4/16
Revision 12/5/2016

Guidelines for Negotiating Agreements
For District Library Center (DLC) Services

In partnership with the Office of Commonwealth Libraries, Pennsylvania's District Library Centers (DLCs) identify and support the resource and service needs of residents and libraries in designated areas across the state. They do this by negotiating priorities with local libraries and collaborating with those libraries to provide cost-effective ways to deliver modern library service, in accordance with the provisions of the Public Library Code.

A) NEGOTIATION TEAM

1. The following parties will negotiate the agreement:

    a. The Office of Commonwealth Libraries (OCL) district liaison and/or other staff designated by the Deputy Secretary of Education, Commissioner for Commonwealth Libraries.

    b. The DLC administrator, the consultant librarian and other staff designated by the DLC administrator.

    c. Representatives of the member libraries. This may be:
        i. The directors of each member library and the county library system administrator(s); or
        ii. The District Advisory Council; or
        iii. In larger districts, a representative body may be selected to conduct negotiations. This body may be called the District Executive Committee (DEC), to distinguish them from advisory groups such as the District Advisory Council (DAC). (22 Pa.Code§141.22(b)(3)) The DEC negotiates with the DLC representatives to create an agreement that will be approved by OCL and to which the DLC and local libraries will be bound.

B) RESPONSIBILITY OF DISTRICT LIBRARY CENTER

1. The DLC must provide the negotiators with all pertinent information regarding the costs of district services, quantitative measures of the amount of service delivered during the previous year and a proposed district budget at least two weeks in advance of the initial negotiation session.

2. Each DLC sets the salaries and benefits for personnel employed by the DLC who provide district services. The pay schedule and individual staff responsibilities of district library center personnel are not to be included in district negotiations.

3. The DLC must provide service in accordance with the terms of the agreement to all member libraries in the district, regardless of whether they ratified the agreement, so long as they comply with member library responsibilities.

4. The DLC must maintain state aid eligibility and must meet standards for public library and District service as required by the Public Library Code and the Pennsylvania Code.

C) RESPONSIBILITY OF MEMBER LIBRARIES

1. A member library is a public library that meets all standards, receives state aid and is located within the geographic service area of the district.

2. Member libraries must maintain state aid eligibility and shall meet standards for public library service as required by the Public Library Code and the Pennsylvania Code.

3. Member libraries are responsible for filing all annual reports and documents required by OCL or by the DLC in a timely fashion.

4. Member libraries must agree to comply with interlibrary loan, delivery and other procedures, as appropriate within a district, and as included in the negotiated agreement.

5. Member libraries must actively support and participate in the district program.

6. In the event a member library fails to comply with the responsibilities listed above, the DLC, working in consultation with the OCL liaison, has the right to limit or suspend district services.

D) CONTENT OF THE AGREEMENT

1. The agreement is to be based on the template as provided by OCL. Other agreed-to provisions may be added to address local needs.

2. The level of district services provided to different libraries or geographic areas of the district is left to individual districts to negotiate, working with the advice and counsel of their OCL liaisons.

3. The agreement must provide for some level of service to non-state-aided public libraries. The Public Library Code does not specify this service must be on a par with the service provided to state-aided libraries.

4. Each DLC may designate up to five percent of district funds to support administrative costs. If so designated, administrative costs must be itemized in the budget. Examples of administrative costs are supplies used to support the district program, a portion of utilities and portions of the salaries of administrative staff, such as the director and secretary.

E) PROCESS

1. A draft agreement will be developed by the DLC.

2. All three parties will take an active part in negotiations. The initial meeting shall include a review and evaluation of the DLC's Five Year Plan.

3. Negotiators and their roles
    a. DLC administrator and consultant librarian
    Role: To ensure the agreement is feasible within the amount of district aid projected; to ensure the needs of the DLC as a resource are addressed; to work for an agreement that meets local and state priorities for the improvement of public library service.

    b. Library system administrators, directors or representatives of local member libraries
    Role: To articulate the needs of member libraries; to prioritize those needs within the context of available funds; to recognize and agree to member library responsibilities in accomplishing the goals of the district program.

    c. Office of Commonwealth Libraries liaison
    Role: To represent the interests and policies of the OCL; to bring a broader perspective and a knowledge of what may or may not have worked in other districts; to act as a mediator, if necessary; to work for a document that can be approved by the Deputy Secretary.

4. Full membership in the district is limited to state-aided public libraries. Only full members are permitted to negotiate and/or vote upon the agreement.

5. Ratification
    a. The agreement is first approved by the District Administrator, which may include board review.

    b. The agreement is then voted on by those named in E(3)(b) above. A simple majority is required to move the agreement process to the next step.

    c. The agreement is then sent to state aided libraries in the District for signatures, which may include board review. While consensus is the goal, ratification is achieved when a simple majority of eligible libraries have signed the agreement. NOTE: In some districts, steps (b) and (c) may be

combined.

d. Ratified agreements are not final until approved by the Deputy Secretary. The DLC must send the agreement to the OCL for review and approval as part of the process of applying for district aid.

e. When the DLC receives a letter of approval, the agreement is final.

6. Modifications to the agreement may take place in the event of changes in state aid, unanticipated budget balances, or emergency needs. The process for addressing modifications may be addressed in the agreement. Any modifications shall be reviewed and approved by the DEC and OCL.

7. In the event of an impasse in the ratification process:
   a. The OCL liaison will act as mediator and engage all parties to attempt to resolve the impasse.

   b. If the OCL liaison cannot resolve the impasse, the Library Development Director and then the Deputy Secretary may intervene to work with the parties to find a solution. Decisions by the Deputy Secretary will be final.

   c. Either party may appeal the decision to the Governor's Advisory Council on Library Development (GAC). The GAC shall review the situation, including a review of the status of the DLC itself.

   d. If no District Aid is paid due to lack of an approved agreement, the DLC will have the option of withholding all or part of District services until an agreement is reached.

F) FAILURE TO PERFORM

1. In the event a member library or libraries feel the DLC is failing to perform in accordance with the terms of the agreement, the following procedure may be used to register and, if necessary, appeal a complaint:

   a. A representative of the member library or libraries first discusses the complaint with the district consultant and/or the DLC administrator.

   b. If the DLC is unable or unwilling to resolve the issue to the satisfaction of the member library, the library shall submit a formal complaint, in writing, to the OCL liaison. The liaison meets with the complainant, the DLC administrator and, if appropriate, the group that negotiated the agreement to try and reach consensus.

   c. If the OCL liaison cannot resolve the dispute, the Library Development Director and then the Deputy Secretary may intervene to work with the parties to find a solution. Decisions by the Deputy Secretary will be final.

d. If a DLC fails to perform in areas mandated by standards or to meet other conditions of state aid eligibility, those complaints may be appealed to the GAC by either the district library center or the complainant.

2. Among the consequences of DLC nonperformance may be the OCL withholding district aid, the DLC being required to return district aid previously received, and the possible loss of DLC designation.

Pennsylvania Department of Education
Office of Commonwealth Libraries

APPLICATION INSTRUCTIONS FOR REQUEST OF WAIVER OF STANDARDS

Introduction

Dependent upon a reduction in State Aid, Act 126 of 2014[1] provides that the State Librarian *may,* upon application by the board of directors of a local library, waive statutory and regulatory standards relating to hours of operation, staffing, continuing professional development, collections expenditures and any other standards related to library operations.

Libraries seeking a waiver must submit a verified application. In accordance with 24 P.S. 9332(c), this form is intended to facilitate the submission of information libraries must provide in their application for a waiver if they become out-of-compliance with applicable standards and, if approved, maintain eligibility for state-aid. Applications for waiver must specify the need for the waiver and provide supporting data and information to explain the benefits to be obtained by the waiver.

In requesting and seeking approval for a waiver, the board of directors of a local library may adopt a resolution to apply for a waiver of such standards if meeting the standards places an *economic hardship on the library's operating budget.* The duration of the waiver is limited to the fiscal year in which it is requested. Please note that the board of directors may not adopt policies or procedures for which a waiver is being sought unless and until approval is received from the State Librarian.

The following recommendations and instructions are intended to guide libraries through the process of applying for a waiver of standards.

Instructions

1. Please review The Public Library Code and Title 22 of the Pennsylvania Code.

2. An application for a waiver of standards must be adopted by a resolution of the board of directors at a regularly scheduled meeting of the board. Please submit documentation that the resolution has been adopted including the date and signature of the President of the board of directors.

3. An application for waiver must be complete before it will be considered by the Department of Education, Office of Commonwealth Libraries, Bureau of Library Development. Please withhold submission of an application until it is completed in its entirety.

4. Retain a copy of all application materials for your records.

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[1] The Public Library Code, 24 C.S. §§9301 to 9376

5. **Submit the completed application for waiver of standards form, with original signatures, and all required attachments to the following address**:

Sandra Edmunds
Chief, Division of Subsidies and Grants
Office of Commonwealth Libraries
Bureau of Library Development
607 South Drive
Forum Building
Harrisburg, PA 17120-0600

6. Applications for waiver of standards must be received by January 31, 2014.

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

APPLICATION FOR REQUEST OF WAIVER OF STANDARDS

Please provide the following information about the person completing this form:

Name: Click here to enter text. Date: Click here to enter text.

Title: Click here to enter text.

Telephone Number (with area code): Click here to enter text. E-mail address: Click here to enter text.

A. Information about the Library (*Complete all applicable information.)*

Name of Library: Click here to enter text. AUN: Click here to enter text.

Street address: Click here to enter text.

City: Click here to enter text. State:Click here to enter text. Zip Code: Click here to enter text.

Mailing address (if different):

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Telephone number (with area code): Click here to enter text.

Website address: Click here to enter text.

Name of Library Director: Click here to enter text.

Telephone Number (with area code):Click here to enter text. E-mail address: Click here to enter text.

Service Area Population: Click here to enter text.

Library System:Click here to enter text. System Administrator: Click here to enter text.

County: Click here to enter text. District Library Center: Click here to enter text.

B. Determination (*Complete all applicable information.)*

WAIVER REQUEST IS FOR REPORTING YEAR _____.

1. Economic Hardship Determination

Does meeting the standards place an economic hardship on the operating budget? ☐ YES ☐ NO

Has total revenue decreased from the previous year? ☐YES ☐ NO

Have total expenditures increased from the previous year? ☐ YES ☐ NO

Is the increase in expenditures greater than the total revenue? ☐ YES ☐ NO

Percent budget decreased: Click here to enter text.

2. Construction/Repair/Renovation

Does the project interfere with normal library operations? ☐ YES ☐ NO

3. Natural Disaster / Community Emergency

Does the situation interfere with normal library operations? ☐YES ☐ NO

Describe the circumstances of the library's economic hardship or situation associated with the closure (must be completed).

Click here to enter text.

C. Categories of Standards

Please identify all categories of standards for which a waiver is currently being requested and attach supporting documentation as requested below.

☐ **Hours of operation**

- Is this the first time the library has requested a waiver for this standard ☐ YES ☐ NO
- If no, please indicate the number of consecutive years in which the library has requested a waiver for this standard. Click here to enter text.
- Indicate the number of hours below the standard:
  Weekly: Click here to enter text. Weekend: Click here to enter text.

- What is the amount of additional funds that would be needed to meet this standard? Click here to enter text.

Please attach the current schedule of library hours and the schedule of hours reflecting a decrease.

☐ **Staffing**

- Is this the first time the library has requested a waiver for this standard? ☐ YES ☐ NO
- If no, please indicate the number of consecutive years in which the library has requested a waiver for this standard. Click here to enter text.
- Indicate the total weekly hours worked by all paid staff members. Click here to enter text.
- Indicate the base number of hours per week for full time (minimum 35 hours per week) Click here to enter text.
- What is the amount of additional funds that would be needed to meet this standard? Click here to enter text.

☐ **Continuing Professional Development – Director**

- Is this the first time the library has requested a waiver for this standard? ☐ YES ☐ NO
- If no, please indicate the number of consecutive years in which the library has requested a waiver for this standard. Click here to enter text.
- What is the amount of additional funds that would be needed to meet this standard? Click here to enter text.

☐ **Continuing Professional Development – Staff**

- Is this the first time the library has requested a waiver for this standard? ☐ YES ☐ NO
- If no, please indicate the number of consecutive years in which the library has requested a waiver for this standard. Click here to enter text.
- What is the amount of additional funds that would be needed to meet this standard? Click here to enter text.

☐ **Collections expenditures** (§9335(b)(3) Incentive for Excellence Aid)

- Is this the first time the library has requested a waiver for this standard? ☐ YES ☐ NO

- If no, please indicate the number of consecutive years in which the library has requested a waiver for this standard. Click here to enter text.

- What is the total amount expended on collections? Click here to enter text.

- What is the percentage of operating budget attributable to collection expenditures? Click here to enter text.

- What is the amount of additional funds that would be needed to meet this standard? Click here to enter text.

D. Need for Waiver

Describe measures the library has taken to fulfill the standard(s).

Click here to enter text.

E. Benefits to be Obtained by the Waiver

Please explain the benefits to be obtained by the waiver and include any supporting data and/or information.

Click here to enter text.

F. Board Resolution (*Provide evidence that the board of directors adopted a resolution to apply for a waiver of standards. Please attach the resolution or board minutes evidencing a resolution was adopted by the board*).

Date of Board Resolution: Click here to enter text. Name of President of Board: Click here to enter text.

Was the Resolution adopted at a regularly scheduled meeting? ☐ Yes ☐ No

H. Verification

On behalf of the above named library or library system, and with the authorization of its Board of Directors, we the undersigned, hereby submit this request and certify that to the best of our knowledge the responses herein provided as part of this application are correct and truthful. We understand the library or library system will not be eligible for consideration for State Aid if the request is not approved by the State Librarian.

_____	_____
President, Board of Library Directors	Library Director or System Administrator

PLEASE SUBMIT COMPLETED FORM:

Via email to RA-stateaid@pa.gov

OR

Mail to:

State Aid Office
Office of Commonwealth Libraries
PA Department of Education
Room 220, Forum Building
607 South Drive
Harrisburg, PA 17120-0600

paILS | SPARK

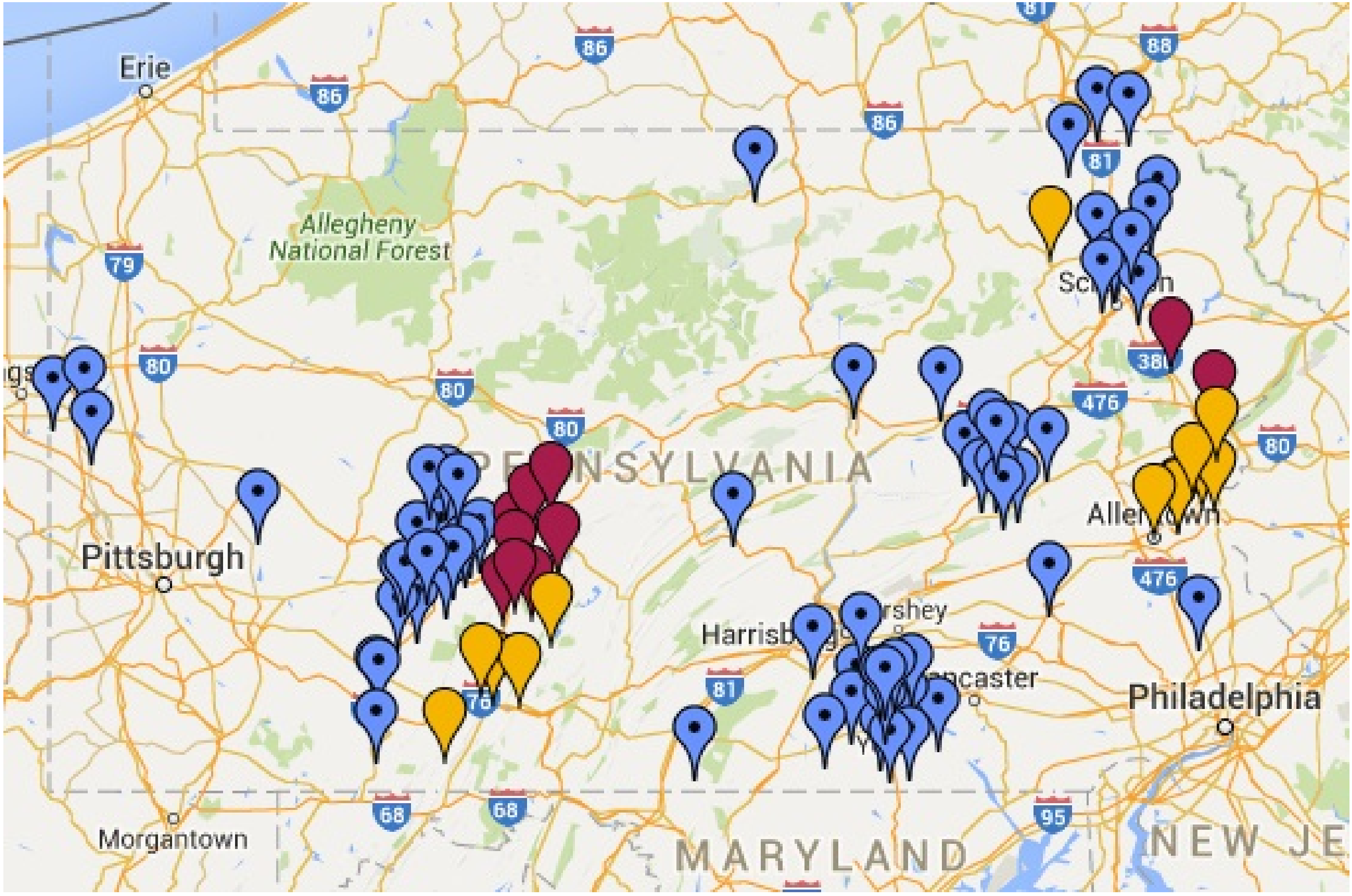
What is SPARK?

- Circulation
- OPAC
- Cataloging
- Serials Control
- Reports
- Notifications
- Acquisitions

What is SPARK?

What is SPARK?

- Open Source
- Shared
- 103 Libraries throughout PA


Erie
Allegheny
National Forest
Pittsburgh
Harrisburg
Hershey
Lancaster
Allentown
Philadelphia
Morgantown
MARYLAND
NEW JE
86
88
81
79
80
476
76
68
95

History

What is SPARK?

- Circulation (2016): 3,961,984
- Items (Current): 3,356,011
- Patrons (Current): 735,544
- Population Served: 3,148,885
- Money Saved by SPARK Libraries: $525,000 (estimate)

What is SPARK?

PaILS

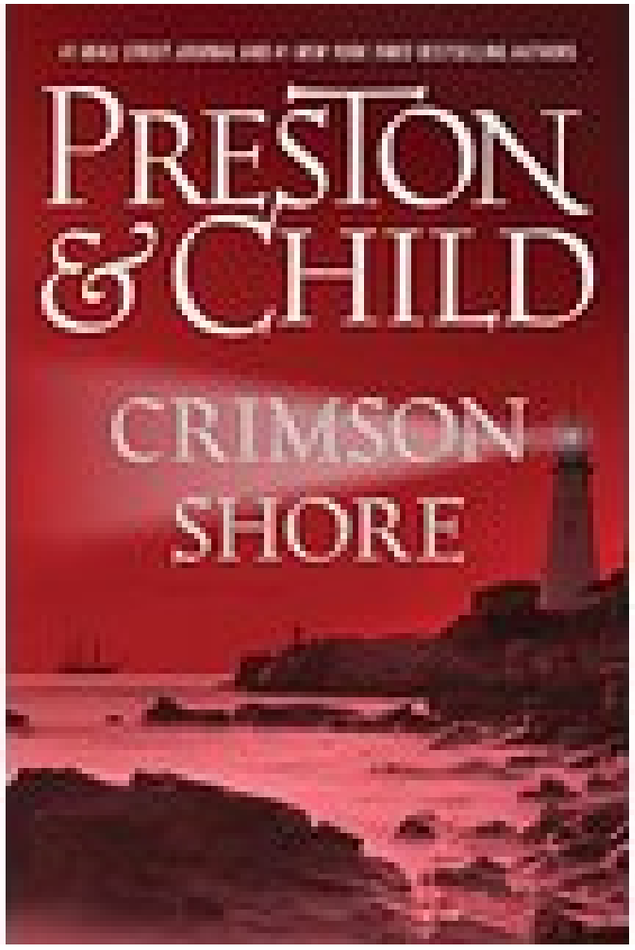
- Board Members: 9
- Staff Compliment: 2
- PaLA Partnership

PENNSYLVANIA
LIBRARY
ASSOCIATION

Funding

- LSTA funds migration costs and 79 percent of SPARK operations.
- Membership Fees

Open Source



Open Source

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"__target_circ_patron_barcode_circ".usr )
LEFT JOIN actor.card AS "__target_circ_patron_barcode_ac" ON (
"__target_circ_patron_barcode_ac".id =
"__target_circ_patron_barcode_au".card )
LEFT JOIN action.circulation AS "__target_circ_copy_barcode_circ" ON (
"__target_circ_copy_barcode_circ".id = "atul".target_circ )
LEFT JOIN asset.copy AS "__target_circ_copy_barcode_acp" ON (
"__target_circ_copy_barcode_acp".id =
"__target_circ_copy_barcode_circ".target_copy )
LEFT JOIN action.hold_request AS "__target_hold_patron_barcode_ahr" ON
( "__target_hold_patron_barcode_ahr".id = "atul".target_hold )
```

Open Source

Firefox

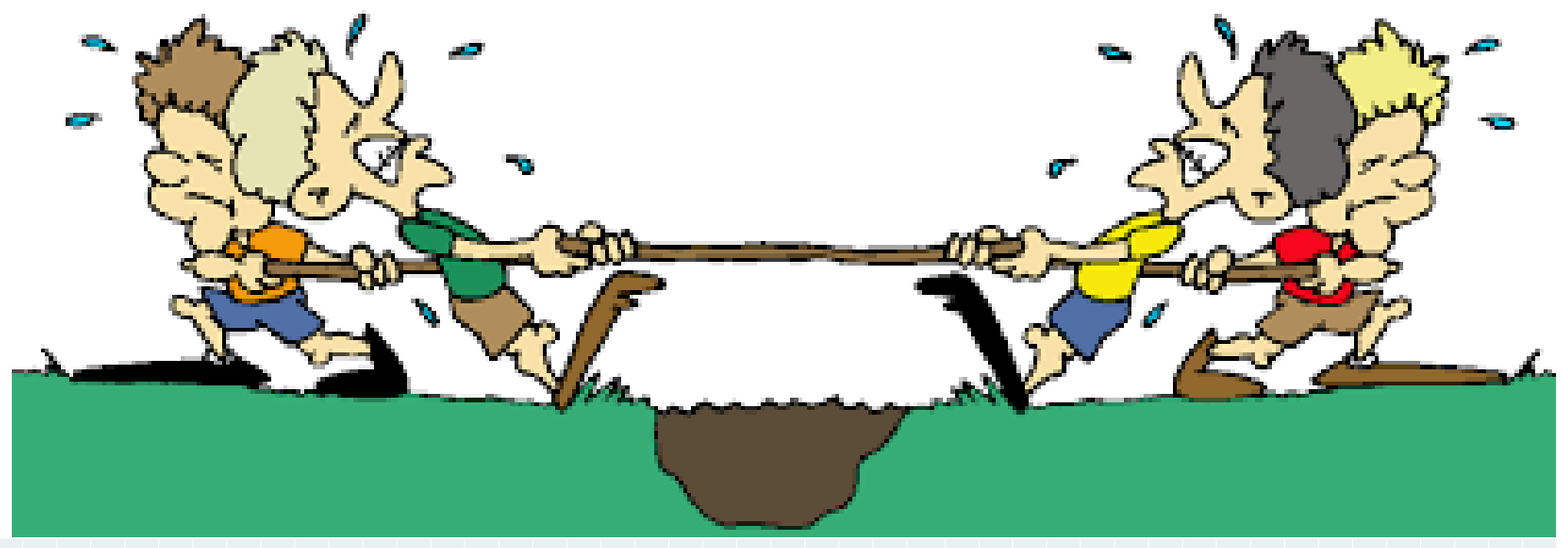
Linux

Membership

- Email Lists
- Committees
- Voting Rights
- Access to Other Members / Experts
- Migration Commitment

Consortium

- Shared Cataloging
- Resource Sharing (Mostly within Systems)
- Other Benefits



2017

- Development Projects
- Strategic Plan
  - Greater Involvement from Members
  - Communication
  - Staffing
  - Financial Stability
  - National Leader
- 11 New Libraries

Questions

HSLC /POWER Library Report to GAC

Submitted by Maryam Phillips, Executive Director

January 10, 2017

Past

- Two significant retirements in 2017: Dennis Gormley (Digital Collections Manager) and Cindy Pitchon (Director of Library Services)
- Currently re-organizing the Network Services Team to re-distribute PA Photos and Docs assignments, and recruiting for new Director of Library Services

Present

- Offering Z39.50 connections to Access PA, allowing librarians to electronically download MARC records from SHAREit directly into local ILS
- Kick off webinar for Scan PA pilot will take place on January 23
    - Positions PA libraries as history and cultural archive centers for their communities
    - Increases the number of PA Photos and Documents collections, which will be harvested and further promoted by DPLA

Future

- In process of transitioning to a new authentication system for e-resources
- Effective July 1, 2017
- Plan to retain services of IU29 for e-resources training and support