

**Governor's Advisory Council on Library Development**

July 10, 2018  
Green Room, Forum Building  
Office of Commonwealth Libraries  
Harrisburg, Pennsylvania

***Final Minutes***

Present: David Belanger  
Robert Gallivan  
Mary Garm  
Louis LaBar  
Robert Lambert  
Barbara Zaborowski

Excused: Marsha Everton  
Allison Mackley  
Sharon McRae  
Olga Negron  
Larry Nesbit  
Patrick Oates

Office of  
Commonwealth  
Libraries:

Jonelle Darr, Executive Assistant, Office of Commonwealth Libraries  
Cindy Heasley, Administrative Assistant, Office of Commonwealth Libraries  
Glenn Miller, Deputy Secretary, Office of Commonwealth Libraries

Guests: Christi Buker, Executive Director, Pennsylvania Library Association  
Brianna Crum, District Consultant, Capital Area Library District  
Brian Dawson, former Bureau Director, Bureau of Library Development  
Alice Lubrecht, former Bureau Director, Bureau of State Library  
Maryam Phillips, Executive Director, Hosting Solutions & Library Consulting  
Joe Sherwood, Executive Director, Chester County Library System  
Scott Thomas, Executive Director, Pennsylvania Integrated Library System  
Karla Trout, Executive Director, Adams County Library System  
Ann Bruner, Community Outreach & Engagement Administrator, Dauphin County Library System

1. Welcome & Introductions

Garm called the meeting to order at 9:00 AM. Council and staff in attendance gave introductions. New council member Barbara Zaborowski was welcomed to her first meeting.

2. Approval of the Minutes of the May 4, 2018 Meeting

Robert Gallivan moved that the minutes of the May 4, 2018 be approved as submitted. Motion seconded by Louis LaBar. Motion carried unanimously.

### 3. Chair's Report – Mary Garm

Garm provided a summary of Secretary Rivera's visit, noted Cranberry Township Public Library's improvement project, the 10<sup>th</sup> Anniversary of the Pennsylvania Library Association's Academy of Leadership Studies (PALS), and the Nominating Committee's upcoming meeting. Please review **attachment (A)** for more details.

### 4. Deputy Secretary's Report – Glenn Miller

Deputy Secretary Miller reported on the on-time passage of the state budget with level funding for three line items and a modest increase for the State Library which will simply offset the costs of a new labor agreement. The State Aid Office is processing payments to District Library Centers and is on schedule.

Miller provided an update on the search for a new Director of the Bureau of State Library and thanked the GAC for their recognition of Alice Lubrecht. The search for a new Director of the Bureau of Library Development (BLD) has commenced. Concerning the upcoming renovation of the Forum Building, he hopes to bring Alice Lubrecht back as an annuitant to handle transitional operations, digitization, and statewide partnerships.

He noted that PALS is now in its tenth year and many graduates are working in library management. The program provides training for new librarians, new directors, and paraprofessionals, and participants pay to attend. Mary Garm added that PALS is now run by alumni with support from federal funding through the Office of Commonwealth Libraries.

He reported that the Pennsylvania School Librarians Association (PSLA) released their annual library staff report with data from all 500 school districts. Overall, there was a slight uptick in hiring school librarians but widespread use of certified librarians covering multiple buildings. Twenty-two school districts had no librarians at all.

Miller also updated the Council on the "Turning Outward" training in partnership with the Harwood Institute; the IMLS Gold Medal awarded to the Reading Public Library; the upcoming Computer Science for All Summit; and the growth of the Pennsylvania Integrated Library System Consortium.

#### Questions:

Mary Garm asked if there were any early trends or feedback on the Turning Outward initiative? Jonelle Darr answered that Blossburg is a standout. Blossburg's mayor is a participating member of their team. Altoona is connecting with diverse communities such as the homeless individuals and immigrants. Library staff went into the community and talked to individuals, not just program directors. Altoona's committee has a librarian and community leaders on their Harwood panel.

### 5. Commonwealth Libraries Bureau Reports:

#### a. Bureau of State Library Report – Alice Lubrecht

Lubrecht reported on some of the recent library activities including

- A presentation by Travis Kurowski of York College on Rare Comics/Graphica focused on the work of Steve Ditko, a Pennsylvania native and co-creator of Spiderman.

- Nine weeks of summer classes will take place in the Makerspace run by Bill Fee and Ellen Shenk.
- Interns from the Pennsylvania House of Representatives visited the Rare Collections Library and its historical documents.

b. Bureau of Library Development - Glenn Miller

Miller noted that the statistics from library annual reports have been pulled together and the 2016 data was successfully uploaded to the federal government. This data is used for planning and advocacy purposes. Other BLD topics included:

- The Keystone Grant deadline was June 16 and more than 40 applications were received.
- Susan Pannebaker is in the middle of the first year of Summer Learning Program which encourages libraries to provide broader services and combines reading with hands-on learning. This first year will provide baseline data and training will be emphasized.
- Library participation in the Summer Nutrition Program includes 110 libraries this year, up from 43 in 2015.
- District negotiations continue for a few District Library Centers. All 29 DLCs submitted reports and payments are expected to proceed in a timely manner.
- Stacey Mulligan, Library Development Advisor with OCL, presented “Libraries as Partners” at the PA Workforce Development conference.
- The one and a half-day District Consultant summit will be held in late July to provide networking opportunities and to share and discuss library issues.

6. Public Comment on Agenda Items Only

No comments.

7. Special Guest: Judd R. Pittman, Special Consultant to the Secretary of Education for STEM

Pittman emphasized that PDE is focusing on developing career-ready students and that libraries can play an important role in filling some crucial gaps in the educational system. STEM and computer science fields will experience significant growth through 2026. Pittman promoted the upcoming Computer Science for All Summit and noted that 290 libraries currently offer STEM programs and dedicated spaces. His PowerPoint presentation is **attached (B)**.

8. Regulations Review Process – Glenn Miller and Jonelle Darr

Miller noted that the Library Code was revised in 2012 but that updated regulations have not yet been drafted. This is a massive, labor-intensive project and internal work has begun but staff limitations slow the process. It is hoped that the process will move forward once some key staff positions are filled.

9. POWER Library Update – Glenn Miller and Jonelle Darr

Through a competitive bidding process, Gale has been approved as the new POWER Library provider. It is a two-year contract with three one-year renewals. Comptroller approval is expected soon. Work on the transition from EBSCO to Gale has begun, and HSLC is working with them. Extensive training for librarians and teachers will be offered in the fall.

#### 10. Statewide Library Card Guidelines – David Belanger

Belanger stated that updating the guidelines began about a year and half ago. A focus group recommended changes and there have been several iterations. The committee will be finishing up the document, then make it available for public comment, and hopes to seek approval this fall. The document has been slimmed down from seven pages to two. Mary Garm thanked David Belanger for his and the committee's effort to bring the guidelines up to date.

#### Questions and Comments:

Christi Buker asked if there was a defined public comment time? David Belanger answered that there is not. This document will be a guideline, not a regulation. If no issues arise from the District Consultant Summit (late July) the process might be shorter.

Mary Garm commented that technology advances make this a faster process. David Belanger agreed and elaborated that the current database of libraries and cardholders is easier to work with. HSLC will work with OCL to find the best technology option. The hope is that this may allow the guidelines to be more patron-friendly.

Brian Dawson asked David Belanger if he would like one card for use anywhere in the state? David said yes, it would be a great option for a patron to have one card, not multiples. Most Interlibrary Loan System (ILS) can accept any barcode, so there should not be a need for patrons to get additional cards.

Brian Dawson then asked how the public will be notified of the review process? Glenn Miller anticipates a comment period of 30 days once there is a specific item to consider. Mary Garm added that communication with the library field is not specified by law or regulation.

#### 11. LSTA Spotlight: Digitization – Alice Lubrecht

Lubrecht gave an update that focused on digitization efforts, current projects, and copyright issues. **Attachment (C)** has more information.

#### 12. Recognition of Alice Lubrecht on her retirement – Mary Garm and Glenn Miller

Mary Garm read aloud the resolution, which honored Alice Lubrecht for her contributions to libraries over the years. Lubrecht thanked Glenn Miller and the GAC for their support.

#### 13. Rare Books Fund Update

Alice Lubrecht provided an update on behalf of Larry Nesbit, who was unable to attend. About \$3,000-worth of rare books will be added to the collection and some past payment issues have been resolved.

#### 14. Committee Reports

- a. Bylaws – Robert Gallivan – no report
- b. Legislative – Robert Lambert

Lambert asked Christi Buker to talk about the Pennsylvania Library Association's upcoming conference in Harrisburg this October. Buker explained that the conference's focus would be on

promoting public awareness of libraries and what they do. Activities include a session on advocacy training and a press conference in the East Wing Rotunda. Primary issues to focus on include increased state funding for public libraries and a requirement for at least one certified librarian in every school.

Questions:

Garm asked when the conference registration will open? Buker answered that it will open on July 21 with early bird pricing continuing until August 31, 2018.

c. Policies – David Belanger

As noted earlier, Belanger stated that progress is being made on guidelines for statewide library cards. In addition, the Pennsylvania Department of Education (PDE) requires that all documents posted on state websites must meet ADA accessibility guidelines. The GAC may need to approve updated policies at future meetings.

d. Communication – Marsha Everton

Mary Garm provided an update on behalf of Marsha Everton, who was unable to attend. Diana Megdad, Public Library Advisor at OCL, is profiling a member of the GAC each month. The first posting was an overview about the GAC,( <https://compendium.ocl-pa.org/governors-advisory-council-on-library-development/>) and member Mary Garm was featured on July 23. A different member will be featured monthly.

15. Interlibrary Delivery Service – Barbara Zaborowski

Barbara Zaborowski provided an Interlibrary Delivery Service (IDS) update. IDS facilitates transmission of Interlibrary Loan (ILL) items. It is partly funded by the Office of Commonwealth Libraries and was incorporated in 1977 as a 501(c)(3) organization with an elected board of directors. Currently, there are 329 members—178 full members and 151 affiliate members. Through PALCI, there are also seven out-of-state members. Previously only full members could ship and receive, but IDS is changing this policy to allow every member to ship and receive. This will allow the ILL process to be streamlined. UPS was the primary shipper for six years, but two years ago the contract went to Nationwide Shipping. The switch to Nationwide had no impact on shipping cost. School libraries are being encouraged to become involved. A pilot to provide residential service is in process. A PowerPoint is **attached (D)**.

Questions:

Mary Garm asked whether IDS gets any state funding? Glenn Miller replied that it is funded as a part of the Library Access line item in the budget. Garm also asked about the makeup of the Board? Barb Zaborowski replied that it has members from public and academic libraries, but it's tough to get school libraries represented. The Board meets quarterly, and members are elected to rotating 3-year terms. Members who seek a second term can run unopposed for the second term.

16. Public Comment

Scott Thomas provided a brief update on PAILS. He reported that 114 libraries currently use the system with 14 more waiting to go live. Thomas believes 144 libraries will be live on the SPARK

system by the end of 2019. SPARK is an Evergreen open-source system and Thomas noted that PaLLS will be the host for the 2019 national Evergreen conference scheduled for next April 23-27 at Valley Forge.

Maryam Phillips provided an HSLC update. Key staffer Alan Simon retired at the end of June with 30 years of service to HSLC. They are working on preparing the rollout of new Gale databases, selecting a vendor for the PA Photos and Documents service, investigating technology to support a statewide library card, and developing a discovery layer for POWER Library. Review **attachment (E)** for further information.

Christi Buker reminded everyone that Pennsylvania Library Association is conducting a membership drive from July 15 through September 15. This allows new, first-time members to join at a 10% discount.

Brian Dawson asked what direction the State Library is taking concerning staff and digitization? Glenn Miller responded that they are trying to step up the digitization pace due to the upcoming renovation in 2019. It is hoped that Alice Lubrecht will come back part-time to prioritize digital material. Some staff responsibilities will be re-organized. Dawson also asked if mobile digitization units out in the field will be increased? Miller responded that it depends largely on dollars and circumstances in the field.

Glenn Miller noted that the next GAC meeting will be on October 14, at the Harrisburg Hilton during the PaLA annual conference. There will be a business meeting, Open Forum, and possibly a planning session.

#### 17. Adjourn

Barbara Zaborowski moved that the meeting be adjourned. Motion seconded by Robert Gallivan. Motion carried unanimously.

Respectfully submitted,

Cindy Heasley, Administrative Assistant  
Office of Commonwealth Libraries