

Governor's Advisory Council on Library Development
Nov 18, 2021: scheduled for 9:30a.m.
Virtual Zoom Meeting

Minutes – Approved on February 10, 2022

Present: David Belanger, Marsha Everton, Robert Lambert, Alison Mackley, Beth Mellor, Susan Werner, Barbara Zaborowski

Excused: Mary Garm, Larry Nesbit

Office of Commonwealth Libraries (OCL): Susan Banks, Director, Bureau of Library Development (BLD), Carrie Cleary, Executive Assistant, Office of Commonwealth Libraries (OCL), Sarah Greene, Director, Bureau of State Library (BSL), Corri Hines, Library Development Advisor for School-Age Services (BLD), Heather Sharpe, Division Manager, Grants and Subsidies (BLD)

1. Call to Order & Introductions – David Belanger, Vice Chair, presiding in the absence of Chair Mary Garm.

2. Approval of Minutes of the September 2, 2021 Meeting – David Belanger asked if there were corrections or changes. None were noted, but a vote couldn't be taken at that time because there wasn't yet a quorum. Moments later in the meeting, Marsha Everton arrived and Belanger called for a vote was taken to approve the minutes as submitted.

3. Chair's Report – David Belanger, Vice Chair

David shared brief notes from Garm's report that representatives of the GAC had a meeting with Julie Kane of PDE's Policy Office and will use what they learned to continue discussions on statute and regulatory changes.

4. Acting Deputy Secretary's Report – Susan Banks, Acting Deputy Secretary

Banks reported on new leadership in Pittsburgh and Philadelphia. Efforts are in process to meet with the leaders of ACLA, Free Library and CLP when they are in place.

Banks written report was shared in the meeting chat and is included. Items on the [report \(included at end of minutes\)](#) were shared.

5. OCL Spotlight: Everything You Always Wanted to Know about the Office of Commonwealth Libraries – Susan Banks

See Banks [OCL Structural Overview document](#). Banks explained the organization and ecosystem in her own words. Banks will provide a glossary of terms in the future.

6. Bureau Reports from the Office of Commonwealth Libraries

a. Bureau of Library Development – Heather Sharpe, Acting Director

Sharpe shared a written report and highlighted topic areas of State Aid, IMLS funding, Keystone, and Operational Reports. Reference the [Bureau of Library Development Report](#).

b. Bureau of State Library – Sarah Greene, Director

Greene shared a written report and highlighted topic areas of Digital Collections, the Rare Collections Library, Access Services, and Community Engagement. Reference the [GAC, Bureau of State Library Report](#).

7. Public Comment on Agenda Items Only: Christi Buker noted a typo/error on the dates for the next meeting.

8. Deputy Secretary Search Committee Report–David Belanger, Committee Chair

Belanger shared that the process has been delayed because there were miscommunications and the posting needed to go through the state's processes. The position was posted again a few weeks ago. The process is accepting applications through the website announced in the postings. The posting is also on the PALA website. People were urged to continue to share the notice about this position widely. The position is planned to close in December.

9. Continuing Education Guidelines – David Belanger, Committee Chair

David introduced the Continuing Education Guidelines as they were presented and called for questions. Seeing none, a Barbara Zaborowski moved to accept the Continuing Education Guidelines. Susan Werner seconded. No discussion. Vote approved.

10. American Rescue Plan Funds Distribution Update – Heather Sharpe

Sharpe explained that about \$4.7 was allocated to OCL through the IMLS to support the work of community and library recovery and that priority spending categories were identified in the federal level guidance. In HB1348 section 136c, the Legislature outlined how these funds would be allocated. BLD, following fed and state guidelines, developed a program to award the funds. The application opened on Monday. An introductory webinar session explaining the process was offered; a recording and slides will be available soon. See full details on the website for application timelines.

11. Evolving District Services Project – Cathi Alloway, Consultant

Alloway shared updates on the project from a slide deck. So far, input from the field was gathered including suggested areas of improvement and ideas. Right now the group has drafted a mission and vision and will proceed to sort and prioritize ideas, get feedback, and issue a final report. The task force is sorting and prioritizing the ideas that came from focus

groups into categories of Library Development, Public Services, District Funding, and Accountability.

Alloway shared the draft mission: District services advance, strengthen and empower libraries and library leadership through consultation, collaboration, and resources.

Alloway shared the draft vision: Libraries will improve the lives of all Pennsylvania residents through quality services and resources provided in ways that are efficient and responsive, using measures of accountability and clear roles and expectations.

Alloway invited people to email her or David with feedback on the mission/vision.

12. Update on Lancaster Public Library and District Library Center – Karla Trout, System Administrator

Trout and Ed Miller, District Consultant and District Services Manager, shared a brief update along with Dale Hanby, Library System of Lancaster County (LSLC) Board President. LSLC has revamped their ILL system by removing fines, revising policies, and implementing a new online form to allow users to submit requests directly. Other changes include launching “Chat With a Librarian” as a district, new staff for training and digital resources training. Miller thanked the GAC for the opportunity to do the district work and stated that they are committed to the task. Dale Hamby added praise for the work that Trout and Miller and the staff have done and added that LSLC has worked with Lancaster Public Library on their building work and that LSLC is also looking for a new space for the system and the district services.

13. Reappointments and Vacancy – David Belanger: The vacancy left by Negron needs to be filled. Garm and Lambert have submitted for reappointment. Send suggestions for a new candidate to GAC members or Chair Garm.

14. 2022 Schedule and Format of Meetings – David Belanger and GAC discussion.

Tentative Ideas for next meetings dates and formats were discussed. Members discussed the benefit of online meetings is an increase of public attendees but noted that 3-hour meetings via virtual format are long and that shorter meetings may be more effective. Hybrid meeting options where you could attend in person or remotely are preferred by some. Tentatively agreed to:

- i. Early February : Virtual
- ii. During PSLA April 21-23, 2022 in Hershey
- iii. During PaLA Oct. 26-29, 2022 in Harrisburg (Corrected)

15. School Libraries Update – Corri Hines, OCL School Age Services Advisor

Hines shared the [State Survey – SLIDE \(libslide.org\)](#) and [School Librarians at the Center of School Renewal and Transformation \(psla.org\)](#). Hines shared the [PSLA written report](#). Hines shared that the Video Game Clubs of America opportunity served 11 school libraries and that next year's plans will expand the offer.

16. Rare Books Fund Update – Larry Nesbit not in attendance. Belanger relayed that there have been a few purchases and as of Nov 3, the balance was about \$190,000.

17. Committee Reports

- a. Bylaws: No report
- b. Communications: Mellor reported that they will continue to do the GAC Highlights.
- c. Education and Advocacy: Mellor has been working with focus groups with different organizations related to libraries and the actionable items will be fed into the strategic plan.
- d. Guidelines and Policies: Belanger mentioned that the CE guidelines were just approved today. He will suggest which guideline to look at next.
- e. Planning: Zaborowski shared that the Planning Committee will be doing focus groups with the College and Research Division of PaLA and PSLA to inform the GAC's strategic plan and to get broad-based feedback.

18. Public Comment

Maryam Phillips, Executive Director of HSLC, thanked the Lancaster System/District for signing up for the Chat with a Librarian model that takes the emphasis off staffing from one library to a model that shares with the whole district. She highlighted work on the refresh of the whole POWER Library Portal that includes reaching out to users, non-users, and librarians. Plans are underway to investigate ways to improve the POWER Library portal that will include surveys and focus groups. Attendees were encouraged to email support@hslc.org if you want to be in a focus group or provide special input.

Laura Ward, representing Pennsylvania School Librarians Association, shared that with the help of LSTA funding there will be upcoming continuing education programs. She shared that some school librarians are facing materials reconsideration requests and mentioned plans for an open forum with PALA as well as the upcoming staffing survey for school librarians.

Christi Buker, Executive Director of Pennsylvania Library Association, shared that the organization is hosting open forums as an opportunity to discuss issues of concern. There was a forum for director level staff (leadership) and they talked about the executive order regarding worker protection and investment. She shared that the Virtual Conference had wrapped up and

that there were about 55 people at the in-person event and that the organization is evaluating how to best host the conference in the future. Buker mentioned the broadband bill. She iterated that 2022 is a huge advocacy year for libraries and urged attendees to pay attention and plan to participate in advocacy requests.

19. Adjourn: Belanger called for adjournment at 11:27a.m.

Respectfully submitted, Carrie Cleary, Executive Assistant, Office of Commonwealth Libraries

Meeting dates for 2022 to be determined.

Banks written report:

Governor's Advisory Council Meeting

Thursday November 18, 2021

9:30 a.m.

Acting Deputy Secretary's Report:

- Commonwealth Connections - New Leadership at PDE: Hannah Barrick is the new Deputy Secretary for Administration of PDE, Casey Smith is the new Director of Press and Communications.
 - PDE Collaborations:
 - Working with the PDE Office of Data Quality to evaluate and refine some of our OCL data collection and analysis to get us ready for the future
 - Several OCL staff served as reviewers for the "Its on Us" grants for OPHE to combat sexual violence on college campuses through improved prevention, reporting and responding.
 - Carrie Cleary connecting libraries to the latest grant program for Digital Literacy from Labor and Industry's (L&I) Workforce Development Office
 - Carrie is also representing PDE, OCL and the interests of libraries on a task force convened to develop a plan for broadband expansion in preparation for the federal infrastructure funding expected.
 - Carrie is also continuing her work with KINBER in managing the Libraries Connect Communities GEER grant activities, as well as our PDE colleagues to connect public broadcasting, the IUs, schools and libraries to address access to educational resources of all kinds.
- Staff Hiring – Mike Reilly, State Aid Administrator is on board, search is opening for a Library Development Supervisor and the Administrative Assistant is on the horizon.
- OCL staff and leadership have been responding on a case by case basis to the numerous materials challenges occurring in school and public libraries. OCL will be

teaming up with PaLA and PSLA to coordinate response and support for challenged content and programs.

- Equity, Belonging and Inclusion Work – Development process for “Including You” featured at the National Communications Association Conference 11/18. Three new consultants connected to PDE’s Equity Inclusion and Belonging work will be connecting with internal and external efforts – if you are involved in or interested in working in this arena, please reach out to me.
- Upcoming cohorts of The Futures School Library Foresight Accelerator program are open to application. More info here: <https://libguides.ctstatelibrary.org/dld/FuturesSchool/Home> National and PA-specific communities of practice around strategic foresight are getting started.
- A program OCL has been funding through the LSTA Out of School Time work, Video Game Clubs of American (VGCUSA) is hosting a great event this coming Saturday, 11/20 at the Whitaker Center in Harrisburg. Details here: <https://www.vgcusa.org/egpa>

OCL Structural Overview

Governor’s Advisory Council Meeting

18 November 2021

Susan Banks, Acting Deputy Secretary, Commissioner of Libraries and State Librarian

The OCL Ecosystem –

- [GOV](#) – [LEG](#) - [COURTS](#)
- [PHMC](#), [DoH](#), [DCED](#), [DCNR](#), [PCA](#), [DHS](#), [L&I](#), [DoC](#), [OA](#), [PDE](#)
- PDE – Five deputates: OAB, OCDEL, OESE, OPHE, OCL PLUS: Policy & Leg, Communications, OCC
- (share Org Chart) OCL – State Library & Lib Development (Div of Advising and Outreach/Div of Grants and Subsidies)
- GAC (statutory advisory body) Title 24. PA. C.S., § 9312. Advisory council.
- Libraries
- Assoc. Partners – State: PaLA/PSLA/PALCI & Nat: ALA, PLA, YALSA, Core, ALSC, UFL, also ULC, COSLA and COSLINE, etc.
- Statewide Partners – HSLC, IDS, PAILS, KINBER, PHC, etc.

[The Statute](#) (Title 24, Ch 93) and the [Regulations](#) (Title 22, Part IX – State Library and Advisory Council on Library Development)

What the Statute says the Office of Commonwealth libraries does:

§ 9311. State Library and State Librarian.

(b) Powers and duties.--The State Librarian shall have the power and duty to:

(1) **Control, direct, supervise and manage the State Library** as an agency providing information and fostering continuing education in the State education program.

(2) **Maintain a law library as part of the State Library.**

(3) **Maintain a definitive, organized collection of all Commonwealth publications in the State Library**, receive copies of all publications of all agencies of the Commonwealth and provide for the distribution of those publications to other libraries.

(4) **Designate selected academic or local libraries within this Commonwealth as State government document depository libraries** under criteria and regulations approved by:

- (i) The advisory council.
- (ii) The Joint Committee on Documents, in the case of documents published under the act of July 31, 1968 (P.L.769, No.240), referred to as the Commonwealth Documents Law.

(5) **Coordinate a Statewide system of local libraries.**

(6) **Establish service standards for local libraries applying for aid** under sections 9334 (relating to quality libraries aid) and 9335 (relating to incentive for excellence aid), which standards shall recognize and encourage the use and development of current and emerging technologies and concern the following:

- (i) Minimum standards for number and quality of library staff.
- (ii) Resources of books and other materials.
- (iii) Hours of operation.
- (iv) Continuing professional development.
- (v) Collections expenditures.
- (vi) Physical facilities.
- (vii) Accessibility, including physical and electronic access to library materials.

(7) **Advise local libraries, district library centers, Statewide library resource centers**, municipalities and groups regarding:

- (i) The selection of books, cataloging and other details of library management.
- (ii) The location of new local libraries.
- (iii) Those items listed in paragraph (6).
- (iv) The best means of establishing and administering a library.

(8) **Inspect local libraries, district library centers and Statewide library resource centers** and require reports in any manner that the State Librarian deems proper.

(9) **Purchase and maintain a general collection** of books, periodicals, newspapers, maps, slides, films and other library materials for the use of State and local governments, libraries and the public generally.

(10) **Make available all library materials of the State Library for circulation** to local libraries and the public generally under rules and regulations promulgated by the State Librarian.

(11) **Promote and demonstrate library services** throughout this Commonwealth.

(12) **Collect, preserve and publish library statistics**

(13) **Study library problems** throughout this Commonwealth and make the resultant findings available to all libraries within the State that request the findings.

(14) **Conduct and arrange training programs** for and certify library personnel.

(15) Whenever necessary, for the purpose of administering the library laws of this Commonwealth, **act as arbiter in defining the direct service area of any library.**

(16) **Receive funds** allocated to the Commonwealth for library purposes by the Federal Government or private agencies **and administer those funds** in library maintenance, improvement or extension programs consistent with Federal and State library objectives.

(17) **Promote and support cooperation** among the various types of libraries in Pennsylvania for the purpose of increasing the services and resources available through libraries.

(18) Subject to approval by the advisory council, **promulgate rules and regulations** for the purpose of carrying out the library powers and duties that are imposed by law.

§ 9312. Advisory council.

(a) Creation. -- The Advisory Council on Library Development is established and administered by the department.

(b) Appointment by Governor. -- The advisory council shall consist of 12 members appointed by the Governor, as follows:

- (1) Three trustees of local libraries.
- (2) Six professional librarians.
- (3) Three laypeople.

(c) Ex officio members. -- The Secretary of Education and the State Librarian shall be ex officio members of the advisory council.

(d) Term of office. -- Each member of the advisory council shall serve for four years, from the third Tuesday of January of the year in which he takes office or until his successor has been appointed and qualified.

(e) Expenses.-- Except for reimbursement for travel and other actual expenses incurred in the performance of his duties, each member of the advisory council shall serve without compensation.

(f) Chairperson.-- The Governor shall designate one member of the advisory council as chairperson.

(g) Meetings.-- The advisory council shall meet at least four times a year at such times and places as it shall determine.

(h) Powers and duties.-- The advisory council shall have the following powers and duties:

- (1) Advise the Governor and the Secretary of Education regarding the appointment of the State Librarian.
- (2) Advise and make recommendations to the Governor, the Secretary of Education and the State Librarian regarding the general policies and operations of the State Library and the State system of aid to libraries.
- (3) Constitute a board of appeal regarding disputes arising from decisions of the State Librarian which affect the amount of a library's State aid or a library's eligibility for State aid. In any appeal, the ex officio members of the advisory council shall not have voting

rights, and a majority of the members of the advisory council shall determine the outcome of the appeal.

(4) Aid in increasing public understanding of and formulating plans for furthering the purposes of this chapter.

(5) Promulgate rules and regulations for the approval of plans for the use of State funds and for the process and procedure to appeal funding and eligibility decisions.

(6) Approve or disapprove library district service areas which are recommended by the State Librarian

Bureau of Library Development Report presented by Heather Sharpe

Bureau of Library Development Report

Governor's Advisory Council Meeting

November 18, 2021

State Aid

County Coordination Aid applications closed October 15, 2021 and are in the review process. Applications and Plans for the Use of State Aid closed November 16, 2021 and are in the review process. Library, Library System, and Statewide Library Resource Center payments expected in January 2022.

IMLS

LSTA

- Finalizing FFY20 expenditures and information for the State Program Report (SPR) to the IMLS
- FFY21 contracts being routed for final approval
- Planning for FFY22 has begun
- 5-Year Plan evaluation is in progress. A survey is open and should be shared widely.

<http://s.alchemer.com/s3/Pennsylvania-LSTA-Survey-2021>

CARES Act Funding – Grant period ended September 30, 2021. Last reimbursement payment in process.

American Rescue Plan Funds for Library Recovery (ARP-IMLS) - Application open from November 15, 2021– January 25, 2022

- Detailed information on allocation amounts and eligible organizations, application and reporting, project ideas, FAQ, and more is available at www.statelibrary.pa.gov/Libraries/Subsidies-and-Grants/ARPFunds. Questions may be sent to ra-edsubsidiesgrants@pa.gov.

Keystone

2021 grant round closed October 29, 2021

- 34 applications were received asking for more than \$10 million
- Award notification in March 2022
- Grant period - April 1, 2022 through September 30, 2023

Delta Consulting Group's (Delta) needs assessment is in progress. As of November 2, 2021, 332 public library responses and 67 municipal survey responses have been received. The survey closes November 26, 2021. Delta is also conducting interviews with previous and current grantees as well as OCL staff. In addition to the survey and interviews, Delta will analyze past funding priorities, trends in funding distribution, geographic disbursement of awards, and policies to develop a long-range plan.

Operations/Personnel

Library Advisors in Early Childhood and Advisory Services: Heather Smith and Amy Geisinger started on September 7th.

State Aid Administrator: Mike Reilly hired and started November 8, 2021.

Library Development Supervisor: Position posted internally on November 15, 2021 and will be posted externally in the near future.

Bureau of State Library Report presented by Sarah Greene

GAC, Bureau of State Library Report November 18, 2021 Meeting

DIGITAL COLLECTIONS

In the ongoing re-organization of the Digital Collection department discussed in the State Library report at the May 13, 2021 meeting, Alison Oskam has been promoted to the position of Digital Collections Supervisor. She will oversee the operations and management of the new department. Patrick Frownfelter will also be moved from Access Services to Digital Collections on December 1, 2021, to assist with State Documents and scanning operations. The RFP for a new digital asset management system and a digital preservation system is currently posted. The State Library hopes to have a new system in place sometime next year.

RARE COLLECTIONS LIBRARY

In the beginning of October 2021 one of the compressors that runs the Rare Collections chiller failed. Due to this failure the chiller was completely offline. Michael Lear worked with the Forum Construction project managers and DGS to create a temporary cooling solution so that McClure could order a replacement compressor. During this time the second compressor for the Rare Collections chiller failed therefore the State Library had to replace both compressors to the chiller. That replacement was completed last week, and the Rare Collection HVAC system is back to running within normal parameters.

ACCESS SERVICES

The State Library reopened to for in-person use on September 8, 2021. Initially, the Library was open Wednesday 10-4 and Thursday 10-4. On October 13, 2021, open hours were expanded to Tuesday 10-4, Wednesday 10-8, Thursday 10-4. The State Library will continue to review open hours based on staffing levels and COVID precautions. Patrons are required to make research appointments by completing the appointment request [form](#). ILL has returned to normal service levels post-COVID but they are still some issues retrieving items from the Forum Building due to the construction that prevents ILL requests from being fulfilled. The State Library is now providing home delivery of ILL materials through UPS to State employees.

Other items of note:

- Amy Woytovich, Genealogy Librarian, and Alison Oskam, Digital Collections Supervisor, were both presenters at the PaLA Conference in October.
- The State Library was featured in the PCN Newsletter highlighting the PA Books collection. The State Library of Pennsylvania's PCN Books Collection includes more than 900 books featured on PCN's PA Books program since 1996. The books were donated to the library in 2020 by former PCN President/CEO and the creator and longtime host of PA Books Brian Lockman who, together with State Library Supervisor for Public Services Kathy Hale, saw the value of maintaining the collection intact as an archive of books featured on the popular PA Books program

COMMUNITY ENGAGEMENT

For the months of June, July, August, September, and October the Community Engagement and Makerspace Team provided 39 virtual programs for the public and Harrisburg Homeschool Association and worked collaboratively with the YWCA to provide in-person STEM summer camp classes to underprivileged youth in Harrisburg City. Other in-person events included STEM programming at York County Library System and the Pennsylvania Commission for Women Girls in STEM Night, attended by the Governor and First Lady. The team partnered with the Pennsylvania Historical and Museum Commission on a series of monthly virtual events connecting library resources with historic sites across the State. The team also provided a variety of programs for commonwealth employees and the public such as:

- Rare Collection Series of programs based on historic and rare books from the library collections presented by Michael Lear and Jesse Noonan
- Genealogy programs presented by Kathy Hale, State Library Public Service Supervisor, and Amy Woytovich, State Library Genealogy Librarian.
- Pennsylvania authors in mystery, horror, and non-fiction genres ranging from Operation Desert Storm to the challenges of organic family farming!

You can see recordings of past programs on the state library website:

<https://www.statelibrary.pa.gov/GeneralPublic/Pages/LunchandLearn.aspx>

Submitted by Sarah Greene, Director, Bureau of State Library 11/18/2021

Written Report of Pennsylvania School Librarians Association

Pennsylvania School Librarians Association

November 2021

Report for Governor's Advisory Council

Submitted by: Laura Ward, PSLA President

PSLA Leadership Academies (LSTA Grant)

This year PSLA is offering three separate leadership opportunities for school librarians and administrators. Each of these opportunities will focus on developing and in some cases refining leadership skills and encouraging participants to continue their leadership journey.

Leading At Any Level (LAAL) is the foundational leadership workshop available to all PSLA active and associate members. Members may also invite an administrator, teacher colleague or partnering public librarian to the training. In addition, participants can earn six (6) ACT 48 hours.

Leading At Any Level, created and presented by David Bendekovic of the B. A. David Company is a 6 hour workshop designed to develop leaders at every level: school librarians, administrators, paraprofessionals, educators of school librarians, and students in school library programs. Leading At Any Level will begin on January 12, 2022.

The Leadership Institute for School Librarians (LISL) has been developed for those who aspire to lead at a higher level through strength-based and situational leadership. LISL is providing professional development, training and strategic planning as we continue our journey to focus on Equity, Diversity, and Inclusion.

For the 2021/22 Leadership Institute for School Librarians, we've partnered with the American Library Association to provide four 90-minute sessions of initial organizational training. Beginning on November 9, thirty school librarians and administrators are participating in this valuable work. Through multimedia and participatory experiences, the ALA-led training will explore cultural competence, implicit bias and privilege in the context of librarianship and the communities served by libraries. Following the initial four sessions, LISL members will work together to create PSLA's Strategic Plan for the next three years.

Finally, the School Librarians Leadership Academy will begin in March of 2022. This academy will work with librarians on identifying implicit bias, preventing and addressing microaggression, and developing accountability strategies.

PSLA Annual Conference

The PSLA Annual Conference is scheduled for April 21 – April 23, 2022 in Hershey, PA with the theme of "Beyond the Stacks." We are still anticipating being able to hold the conference in person with a virtual element offered as well. We are pleased to have Joyce Valenza as our Keynote Speaker and Printz Award winning author A.S. King as the Keynote Author at our conference this year.

American Association of School Librarians (AASL)

Representation in AASL Leadership PSLA is represented at the national level with various members on task forces and committees. Aimee Emerson, President-Elect, and Laura Ward, President, are currently delegates for our state. Aimee and Laura represented PSLA at the national conference last month. Cathi Furhman, a Past President of PSLA, continues to serve as AASL Chapter Assembly Past Chair.

PSLA Sponsored Events

As with everything else, PSLA has moved to hosting events online. PA School librarians are engaging in a number of different online events from book clubs to professional development sessions to cookie baking and recipe sharing. This has been a great way to keep members engaged and fulfill their professional development needs as well as bring some much needed levity to a unique school year.

Material Reconsideration Resource

PSLA leadership is working with OCL and PALA to find ways to support all librarians facing material reconsideration requests. This year, more and more librarians are being faced with book challenges and looking for support. The leaders from PSLA, OCL, and PALA saw this need and are working together to help all Pennsylvania librarians.