

Governor's Advisory Council on Library Development
December 7, 2023: 10:00a.m.

Virtual Meeting

Minutes

GAC Members Present: David Belanger, Mary Garm, Dale Hamby, Rebecca Long, Allison Mackley, Beth Mellor, Barbara Zaborowski

GAC Member Absent: Robert Lambert

Office of Commonwealth Libraries (OCL): Susan Banks, Deputy Secretary; Demetrice Barbour, Admin Assistant; Carrie Cleary, Executive Assistant; Sara Deegan, Library Dev. Supervisor; Amy Geisinger, Data Coordinator; Sarah Greene, Bureau Director State Library; Corri Hines, School Age Services Advisor; Abbey Lukiewski, Statewide Services Advisor; Julie Moore, Professional Development Advisor; Heather Warren Smith, Early Childhood Services Advisor

Guest presenters: Penn West Clarion Graduate School of Library and Information Science – Rhonda Clark and Xiaofeng Li

Attendees: Kathleen Arthur, Brenda Beikert, Holly Bennet, Carolyn Blatchley, Janet Bowen, Rachel Brehm, Christi Buker, Coreena Byrnes, Jessica Church, Brady Clemens, Jennifer Coleman, Brianna Crum, Maria Cuccaro, Katherine Dannehl, Brandt Ensor, Sue Erdman, Adam Gilbert-Cole, Alexandra Godfrey, Erin Halovanic, Elizabeth Henry, Erin Joyce, Laura Keller, Kelli Knapp, Michele Kushmeder, Leslie LaBarte, Anny Laepple, Allison Latagliata-Young, Michele Legate, Rob Leshner, Jennifer Long, Jill McConnell, Ryan McCrory, Ed Miller, Glen Miller, Jessica Miller, John Miller, Cheryl Napsha, Amber Osborne, Maryam Phillips, Jennifer Powell, Tracey Reed, Amy Resh, Wendy Rote, Lauren Sands, Joseph Sherwood, Shelby Smith, Denise Sticha, Janine Strohm, Jeffrey Swope, Karla Trout, Becky Wanamaker, Stephanie Williams, Lynn Williamson, Jennifer Wright

1. Welcome & Introductions

Call to Order & Introductions – Mary Garm, Chair. Meeting opened at 10:03a.m.
a. Other GAC members in attendance were introduced.

2. Approval of Minutes of the October 1, 2023 meeting: Approved as distributed.

3. Chair's Report – Mary Garm

- a. Garm shared highlights from **written report attached**.
- b. Garm shared that Belanger and Werner had resigned. Belanger has agreed to serve until a replacement is found.

4. Deputy Secretary's Report – Susan Banks

- a. Banks shared highlights from **written report attached**.

5. Bureau Reports from the Office of Commonwealth Libraries

- a. Bureau of Library Development – Susan Banks shared highlights from the report written by Heather Sharpe, Director **written report attached**.
- b. Bureau of State Library – Sarah Greene, Director shared highlights from **written report attached**.

6. Public Comment on Agenda Items Only: None

7. **Presentation:** Garm introduced Penn West Clarion Graduate School of Library and Information Science faculty, Rhonda Clark and Xiaofeng Li.
 - a. See [copy of presentation slides attached](#).
 - b. GAC members discussed with Clark and Li topics such as student concerns; data integrity and information literacy; local archives and makerspace projects; and library and fiscal management.
8. **Committee Assignments and Officers for 2024**
 - a. Garm shared the draft of committee assignments [as attached](#).
 - b. Garm explained the makeup of the GAC Executive Committee.
 - i. Motion to accept Hamby as Vice Chair of GAC made by Zaborowski, seconded by Long. Motion carried.
 - ii. Motion to accept Mackley as at large member of Executive Committee made by Zaborowski, seconded by Mellor. Motion carried.
9. **Committee Reports**
 - a. **Bylaws:** No Report
 - b. **Communications:** No Report
 - c. **Education and Advocacy:** Mellor and Everton shared plans for their committees to submit a report to the Governor about libraries that will be heavy with graphics and data to highlight the importance of library impact and the range of library services. The message will be about the vital importance of libraries to their communities.
 - d. **Guidelines and Policies:** Belanger reported work on the library hours guidelines, which are about closings and holidays. They expect a draft perhaps in April.
 - e. **Planning:** No report
 - f. **Ad Hoc Committee / Statute and Regulations:** Garm shared that an early draft of rewritten regulations is being reviewed at PDE. The next step will be an exposure draft, hopefully in early 2024. While that goes on, Sharpe and BLD Team are working on clarifying documents. Discussion will continue and communications will be forthcoming so that the library field has a shared voice before future steps.
10. **Community Conversation** – Mellor talked about the process of communications for understanding potential changes to the regulations and discussed the transparency of the process, the forums that PALA has held, and other small and large group conversations.
11. **Public Comment**
 - a. **Katherine Dannehl**, Pennsylvania Integrated Library System (PaILS) gave a brief update that the integration with Access PA will go live February 8. There are 160 libraries, and adding more soon, will be moving towards 200.
 - b. **Maryam Phillips**, HSLC, explained that POWER Library completed fall training in 9 locations with 10 events. There is a new librarian's hub in POWER Library at <https://librarians.powerlibrary.org/home>.
 - c. **Christi Buker**, Pennsylvania Library Association (PaLA), talked about the importance of communications to representatives and senators to ensure the library funding in the state budget could be distributed. Frontline Online registration is open. There will be a Friends and Trustees Institute on Saturday, March 23, 2024.
12. **Adjourn:** Garm shared the tentative dates for 2024 meetings. Meeting adjourned at 11:48a.m.

Next Business Meeting: February 1 (virtual)

Meeting minutes respectfully submitted,

Demetrice Barbour, Administrative Assistant and Carrie Cleary, Executive Assistant, Office of Commonwealth Libraries.

Governor's Advisory Council on Library Development
Chair's Report
December 7, 2023

Changing of the Guard

In 2024, we will say farewell to David Belanger, who has served as Vice Chair and Chair of the Guidelines Committee for many years. His dedication to Council, his wisdom and experience, and his ability to translate many opinions into coherent written guidance will be greatly missed. He has agreed to stay on until his replacement is seated, so we hope to have another meeting or two with him prior to his actual departure.

We also wish Sue Werner well, as she completes her term on Council. Sue joined us as a Trustee member, and her position on the Board of the Schlow Memorial Library is coming to an end, just as her first term here is ending. She came onto Council as the COVID-19 pandemic was beginning, and her time with us has mostly been virtual. We know that Sue will continue her important work with nonprofits in her hometown, including advocating for library services.

Later in the December meeting, we'll discuss changes in leadership for the Executive Committee and some standing committees. Our Council members, who are all volunteers, bring great value to this organization, and I truly appreciate their willingness to share their time and talent in the service of Pennsylvania's libraries.

Mansfield Funds

On November 8, 2023, HSLC officially became the depository for funds for the Rare Books Library. Since 2002, the money had been held by Mansfield University on behalf of the Governor's Advisory Council on Library Development (GAC). The transfer of responsibility for Rare Books funds was spearheaded by Sarah Greene, Bureau of State Library; Maryam Phillips, HSLC; and leadership of the GAC, along with State Librarian Sue Banks. The completion of the move was several years in the making, and it is gratifying to know that the money is now with HSLC.

Planning for 2024

Plans are underway to develop a special communication about Pennsylvania libraries to be shared with Governor Shapiro that will coincide with the Grand Reopening of the State Library of Pennsylvania in April. The Communications, Education and Advocacy, and Planning Committees will all have a hand in producing it.

Governor's Advisory Council Meeting

Thursday, December 7, 2023

Deputy Secretary's Report:

- **PDE** – OCL staff will be working with members of the OESE Curriculum development staff to produce content to share in preparation for the celebration of Pennsylvania's 250th anniversary of statehood. We hope to share our primary sources and unique materials through digital interfaces and locations that can support work in the classrooms and in libraries. We intend to have OCL staff present at next year's SAS Institute to introduce the resource collections and hope to introduce them widely thereafter.
- **PA Humanities – Declaration of Independence at 250** – The Office of Commonwealth Libraries is partnering with PA Humanities in a National Leadership Planning Grant from the IMLS to pilot a program to convene conversations around the Declaration of Independence at 250 at the local level with libraries as hosts. The program will train local library leaders and partners to facilitate those convenings, with the hope that those conversations will help community leaders and activists to discover shared values and understanding for the future, as well as an appreciation of our past.



- **COSLA Update:** Five PA State Librarians met in Newport, RI at the 50th Anniversary celebration of Chief Officers of State Library Agencies. Deputy Secretary Banks, Glenn R. Miller, M. Clare Zales, Sara Ann Parker and Stacey Aldrich raised a glass to 35 years of service to the Commonwealth in the Office of Commonwealth Libraries.

- **Master Plan on Older Adults** – Deputy Secretary Banks' representation of PDE on the planning committee for the Master Plan has resulted in a number of priority initiatives in the areas of Aging in

the Community, Education and Navigation and Unlocking Access – involving libraries at local level supporting aging populations in a wide variety of ways including volunteering, employment, digital navigators and digital literacy. All of the initiatives explored would expand the capacity of libraries to involve and serve those populations through an infusion of new financial resources from colleague agencies.

- **PHMC and opening of the PA State Archives** – On the day after the GAC meeting at which this report will be shared, the new Pennsylvania State Archives building will be opened officially with a ribbon cutting on Friday, December 9, 2024. This is just the first of many changes to come for our colleague agencies within the Pennsylvania Historical and Museum Commission, on which Deputy Secretary Banks represents the Secretary of Education. More information to come on their plans and timelines.
- **Grand Reopening of the State Library of PA** – Planning process continues for a day of celebrating the renovation and restoration of service at the State Library of Pennsylvania. We will have ceremonies and speakers, tours, exhibits and interactive programs that celebrate the Library and the history of libraries and librarians in Pennsylvania. We'll also celebrate and acknowledge the land on which the library stands and the communities that made way for this historic resource.
- **New Regulations for Pa Code Title 22, Part IX.** – The first draft of the new language is being reviewed by PDE Policy and Legal. We feel confident that we will have a fresh edition of the draft ready to be circulated with stakeholders as the "exposure draft" for feedback. That feedback will then be used to make further edits, aiming to have draft language for submission to the Independent Regulatory Review Commission (IRRC). The goal is to be as sure as we can that there is nothing in the draft language that will be controversial enough to derail or delay the process of adoption of new regulations, once it's submitted to the IRRC.

- **Update on Cooperation with DHS:** DHS had received a grant to distribute Air Purifiers. Likely these will be released in 2024 for public libraries who submitted the online form as funding allows in priority order as shared [in the Compendium](#). OCL will continue to share information as it is received.
- **Broadband and Digital Equity Update:** The [Pennsylvania Broadband Development Authority](#) is implementing the [Commonwealth of Pennsylvania Statewide Broadband Plan](#) and working towards [Internet For All](#). [BEAD \(Broadband Equity Access and Deployment\) Volumes 1 and 2](#) and the draft [Digital Equity Plan](#) are available for review. Libraries are encouraged to: 1) Provide comments to the [Statewide Digital Equity Plan](#), 2) Consider plans to submit a Multipurpose Community Facilities Improvement grant proposal (guidelines were approved at the [last board meeting](#) and will be posted soon—grant period opens in January) 3) Continue to promote the [Affordable Connectivity Program](#) 4) Be a strong community anchor institution and engage and understand community internet needs while you build relationships with partner organizations and 5) Ensure your library has the fastest and most reliable internet connection with well-planned and future ready public access technologies and that staff are able to assist patrons with digital literacy needs.

Bureau of Library Development Report

Governor's Advisory Council Meeting

December 7, 2023

FEDERAL FUNDING/PROGRAMS

LSTA

- **Statewide Library Service Grants**
 - FY 2024-25 applications for **new Statewide Library Service Grants** will open in the spring of 2024. Applicants will have one (1) month to apply. Interested organizations are encouraged to view the [Get Ready to Apply webinar](#) on the [PA Staff Academy](#). Grant guidelines, timeline, and other useful information can be viewed on the [Statewide Library Services LibGuide](#). Awarded contracts will run from July 1, 2024-June 30, 2025.
- **Youth Services and Professional Development 2024 Local Library Grants**
 - FY 2024-25 applications for **Local Library Grants** specific to youth services and professional development will open in early 2024. Libraries interested in applying for local library grants are encouraged to [get ready to apply](#) before the applications open.
- **Youth Service**
 - The PA One Book Committee has chosen *Slug in Love*, written by Rachel Bright and illustrated by Nadia Shireen, as the 2024 PA One Book Early Literacy selection. The PA One Book program is entering its eighteenth year promoting the value and benefits of reading early and often to preschoolers.
 - The Office of Commonwealth Libraries (OCL) is one of five state library agencies joining the IMLS grant-funded initiative [Building Equity-Based Summers \(BEBS\) Through Libraries & Communities](#) to equip library staff to create summer programs and services that are equitable and promote equity across the communities served by their library. OCL is seeking five public libraries that possess the drive, commitment, and capacity to sustain transformational change to summer services through an eight-week virtual work group. Interested libraries can view more information [here](#). The application closes on Monday, December 18, 2023.
 - The youth services advisory team selected candidates for the Pennsylvania Summer Library Program 2024 Showcase on the [PA Staff Academy](#). Selections were based on responses to the Pennsylvania Summer 2023 Impact Report. The 2024 Showcase will feature early childhood, school age, young adult, and intergenerational programs in addition to ideas for the "[Adventure Begins at Your Library](#)" 2024 program theme. The 2024 Showcase will be accessible mid-Winter 2024.
- **Professional Development**
 - To ensure OCL is investing in statewide training that is relevant to the needs of the library community, a [Professional Development Recommendations](#) form is available.
 - Libraries are encouraged to bookmark the following sites and refer to them frequently to stay up to date on available workshops and webinars:
 - [PA Library Staff Academy](#)
 - [Pennsylvania Library Association](#)
 - [WebJunction](#)
 - A few remaining workshops are available before the end of the year. A full listing can be found in [this Compendium post](#).
 - New content has been added to the [PA Library Staff Academy](#). Visit the [Newly Added](#) category to see all recently added tutorials. For an extended learning experience, the following pathways are available for a deep dive into these topics.
 - [Management 101: Essential Skills for Managers](#)
 - [Performance Management in 5 Parts](#)
 - [Project Management for Nonprofits](#)
 - The [3-part Readers Advisory workshop series with Becky Spratford](#) is also now available on the [PA Library Staff Academy](#).

STATE FUNDING/PROGRAMS

Regulations, Policy, and Guidelines

- While regulatory draft documents are under PDE review, the internal regulations work group continues to meet weekly. The current task is to prepare supporting documents for clarification.
- BLD is working with PDE Policy on developing a comprehensive arrangement for policy and guidance documents.
- Committee work continues on updating the library closings and holidays guidelines.

State Aid

- **The PA General Assembly hasn't passed the enabling legislative language necessary for OCL to make FY23-24 public library subsidy payments; therefore, district library center aid hasn't been processed.**
- The State Aid Library Subsidy Application (SALSA) closed October 1st. Reviews are complete, and approval emails were sent on November 27. The Plan for State Aid for Public Libraries & Federated Systems report opened on October 30 and closed on December 1st. Reviews of completed plans are already underway.
- Libraries are encouraged to review their listing on the [Public Library Directory](#). Updates/Changes should be submitted [via this form](#). *The Library Status Form on Power Library is no longer available.*
- Plans for State Aid for Statewide Library Resource Centers are open and will close on December 7th.
- The Annual Report - PA Public Library Data Survey on LibPAS will be disabled for updates on Friday, December 8, 2023.

Keystone Grants for Public Library Facilities

- The 2024 grant round application closed in October. Twenty-one applications were submitted requesting nearly \$5.3 million in Keystone funding. The review process will conclude in mid-December, and applicants are expected to be notified in February. Awarded contracts will run from April 1, 2024-September 30, 2025.

OPERATIONS/PERSONNEL

Rebuilding of the BLD team continues.

- Administration & Data Unit
 - Education Administration Specialist – *interviews complete*
 - Administrative Assistant – *to be posted*
- Programs and Advising Unit
 - Accessible Adult Services Advisor – *interviews in progress*
 - Operations and Relationships Advisor – *interviews in progress*

The Compendium (compendium.ocl-pa.org) is BLD's primary communication channel. Please subscribe to ensure you receive the most up-to-date information.

To contact BLD, refer to the information on the following page.

Shared Email Accounts

Electronic Mailing Lists	To subscribe or unsubscribe from mailing list subscriptions	ra-lists@pa.gov
BLD grant and contract administration	Library Service and Technology Act (LSTA) grants and programs State funded grants (Library Access , Library of Accessible Media for Pennsylvanians)	ra-edbldadmin@pa.gov
Keystone	Keystone Grants for Public Library Facilities	ra-keystone@pa.gov
Public Library Subsidy	State aid eligibility, standards, and payments Public library reporting and data collection	ra-stateaid@pa.gov
BLD – General	All other requests or questions	ra-libdev@pa.gov

Bureau of Library Development Contact List

Staff Member	Title	Email/Phone
Heather Sharpe	Director	hsharpe@pa.gov (717) 783-0565
VACANT	Assistant Director	
Matt Spiegel	Clerical Assistant 3	mspiegel@pa.gov (717) 783-5738
Programs and Advising Unit		
Sara Deegan	Supervisor – Programs and Advising Unit	sdeegan@pa.gov (717) 705-6522
Corri Hines	School-Age Services Advisor	cohines@pa.gov (717) 783-5746
Ed Lupico	Keystone Grants and Library Facilities Advisor	elupico@pa.gov (717) 783-5747
Heather Smith	Early Childhood Services Advisor	sheather@pa.gov (717) 783-4830
Julie Moore	Professional Development Advisor	Julmoore@pa.gov (717) 525-5834
VACANT	Operations and Relationships Advisor	
VACANT	Accessible Adult Services Advisor	
Administration and Data Unit		
Hadiyah Cleveland	Supervisor – Administration and Data Unit	hcleland@pa.gov (717) 787-9253
Amy Geisinger	State Data Coordinator	ageisinger@pa.gov (717) 783-6931
Mike Reilly	State Aid Administrator	michreilly@pa.gov (717) 783-5745
Abbey Lukiewski	Statewide Services Advisor	alukiewski@pa.gov (717) 787-3124
GJ Hinkley	Management Technician	ghinkley@pa.gov (717) 783-6901
VACANT	Education Administration Specialist	
VACANT	Administrative Assistant	

**GAC, Bureau of State Library Report
December 7, 2023 Meeting**

Forum Move is Complete!

The State Library's move back into the Forum Building was complete as of November 10th. All the newspapers and microfilm have been returned and placed in the new high density shelving areas. All the books, except for a section of the 800's, have been returned and reshelved. Due to a loss of stack space during construction some of the books in the mid to late 800s have had to be stored in a DGS warehouse in Mechanicsburg, PA. The staff are working on a plan to shift the collection to reintegrate these items.

All State Library staff have moved into their new workspace at the Forum Building. Everyone is working on finishing the setup of the Main Reading Room and the new Digitization Lab. The rest of OCL and PDE has fully moved into the building also.

The State Library plans to reopen on Tue, January 9, 2024. This date was pushed back at the request of the Department of General Services to accommodate the installation of door hardware that secures the building stairways. When the Library reopens, we will resume our previous hours of Tue 10-4, Wed 10-8, Thursday 10-4.

Staffing Update

Sarah Stegall has been hired as the new Library Assistant 2 for Public Services. Sarah graduated from Clarion University with a Bachelor's degree in Library Science. She previously worked at the Dauphin County Library System McCormick Riverfront Library. She is excited to join the team at the State Library and serve our patrons and politicians. Her personal interests include creating digital art, discussing media she enjoys with friends, and writing short stories when she has the time.

Michael Lear has been promoted to Librarian Supervisor 1 for Rare Collections. Michael has been with the State Library for 4 years and in that time has done a tremendous amount of work developing and promoting Rare Collections.

The State Library has been able to add a new position to the complement. It will be a new Library Assistant 2 position for Rare Collections. The position will work with the Rare Collections team and be responsible for the day to maintenance of the State Library Newspaper Collection. If you are interested, please watch for the job announcement coming soon.

Submitted by Sarah Greene, Director, Bureau of State Library
11/29/2023

**Governor's Advisory Council on Library Development
2024 Committee Assignments**

Executive Committee

Mary Garm, Chair
Dale Hamby, Vice Chair
Allison Mackley
Susan Banks, State Librarian

Bylaws

Allison Mackley, Chair
Barbara Zaborowski

Communications/Education & Advocacy

Beth Mellor, Co-Chair
Marsha Everton, Co-Chair
Barbara Zaborowski
Rebecca Long
Dale Hamby

Guidelines and Policies

Rebecca Long, Chair
Allison Mackley
Dale Hamby
Robert Lambert

Planning

Barbara Zaborowski, Chair
Rebecca Long
Marsha Everton
Beth Mellor
Allison Mackley
Dale Hamby

Statute and Regulations (Ad Hoc)

Allison Mackley
Dale Hamby
Barbara Zaborowski
Beth Mellor

Chair is ex-officio on all committees.



Library and Information Science Program

December 7, 2023

Agenda

- Pennwest LIS program vision, mission, and goals
- Pennwest LIS students
- Students' needs and interests
- Effect of our program on libraries (and librarians) in PA and elsewhere
- Preparation of librarians for the real world
- Current topics

PennWest LIS Program Vision, Mission, and Goals

- VISION
 - The vision of the department is to provide information for life.
- MISSION
 - The department prepares students for proactive engagement in the information professions.
- GOALS
 - The goal of the department is to educate students in accessing, evaluating, managing, communicating, creating and adapting the information environment for changing user groups.



PennWest LIS Students

- Current enrollment – 321 students
- Applications still coming in
- Students from all around the US and some abroad
- A historical overview

Enrollment as of Fall 2011-2023	
<u>Year</u>	<u>Total</u>
2011	512
2012	474
2013	400
2014	367
2015	325
2016	338
2017	337
2018	364
2019	383
2020	359
2021	383
2022	334
2023	321

Population: MSLS_CILS MSLS_LIIS

Source: STUPWFALF20xx

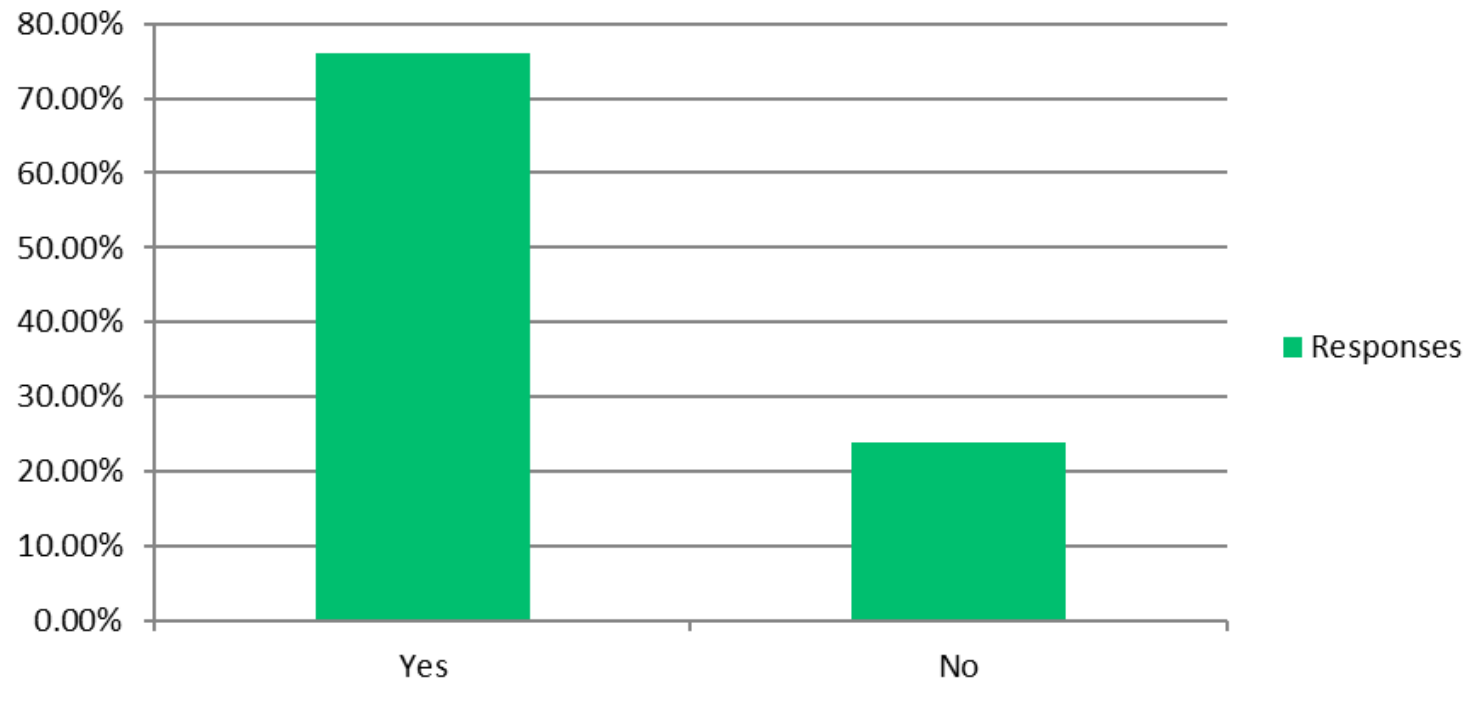
Report date: 09/26/2023

PennWest LIS Students from PA

Code	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
PA	134	141	172	157	167	170	188	200	187	196	1712

Selected
Entrance
Survey 2023-
2024 Results

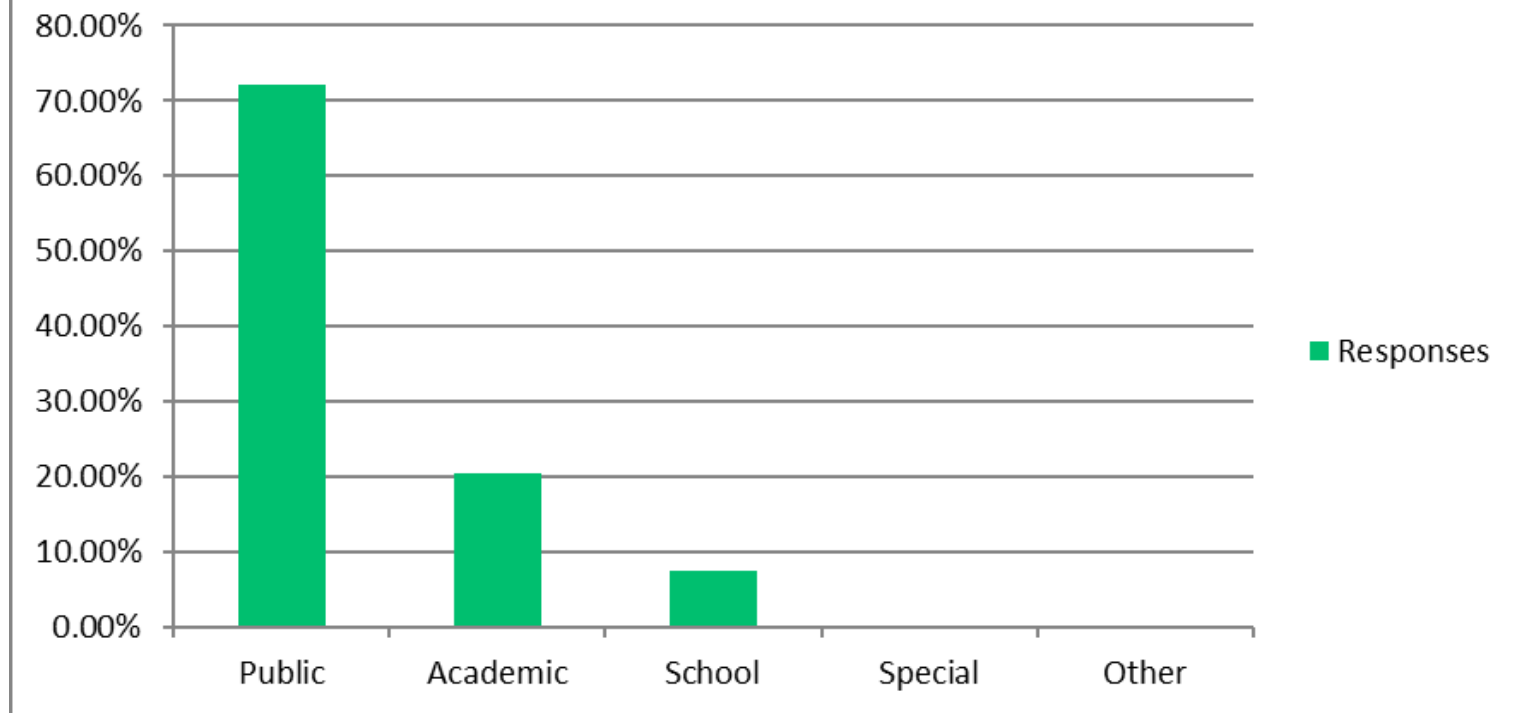
Have you been employed in a library
before entering PennWest's program?



Responses: 71

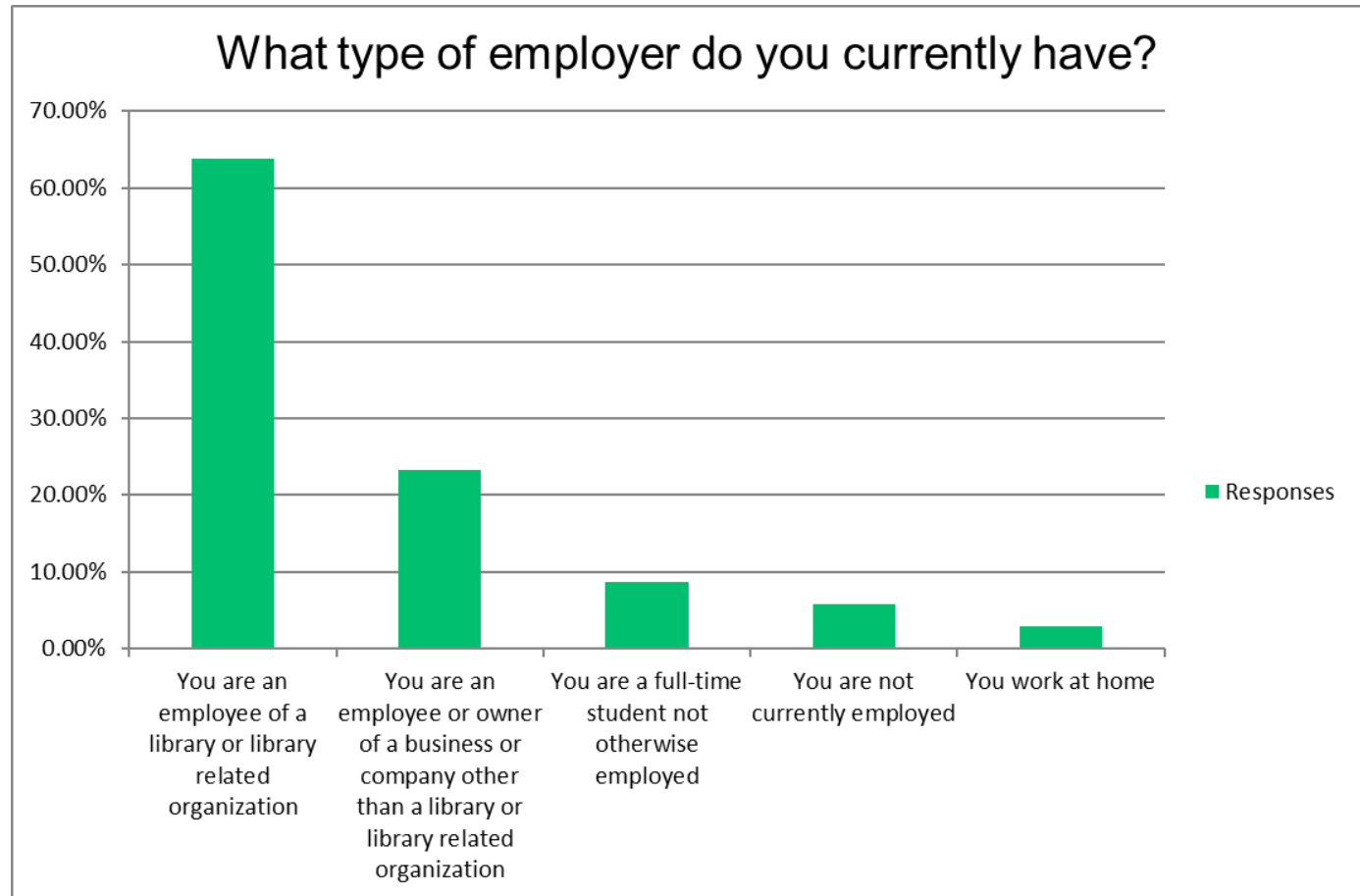
Selected
Entrance
Survey 2023-
2024 Results

If you have been employed, select library type:



Responses: 54

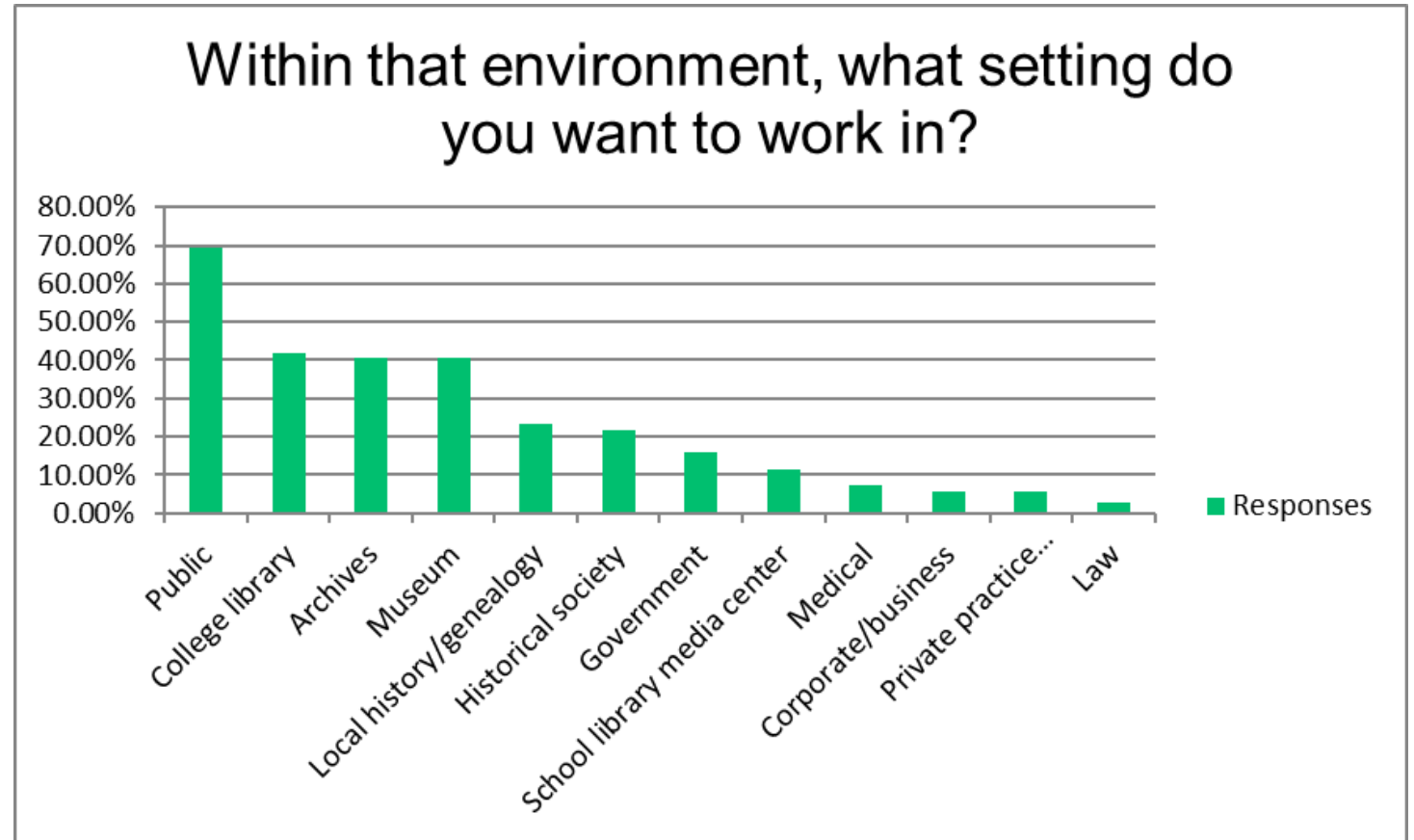
Selected Entrance Survey 2023- 2024 Results



Responses: 69

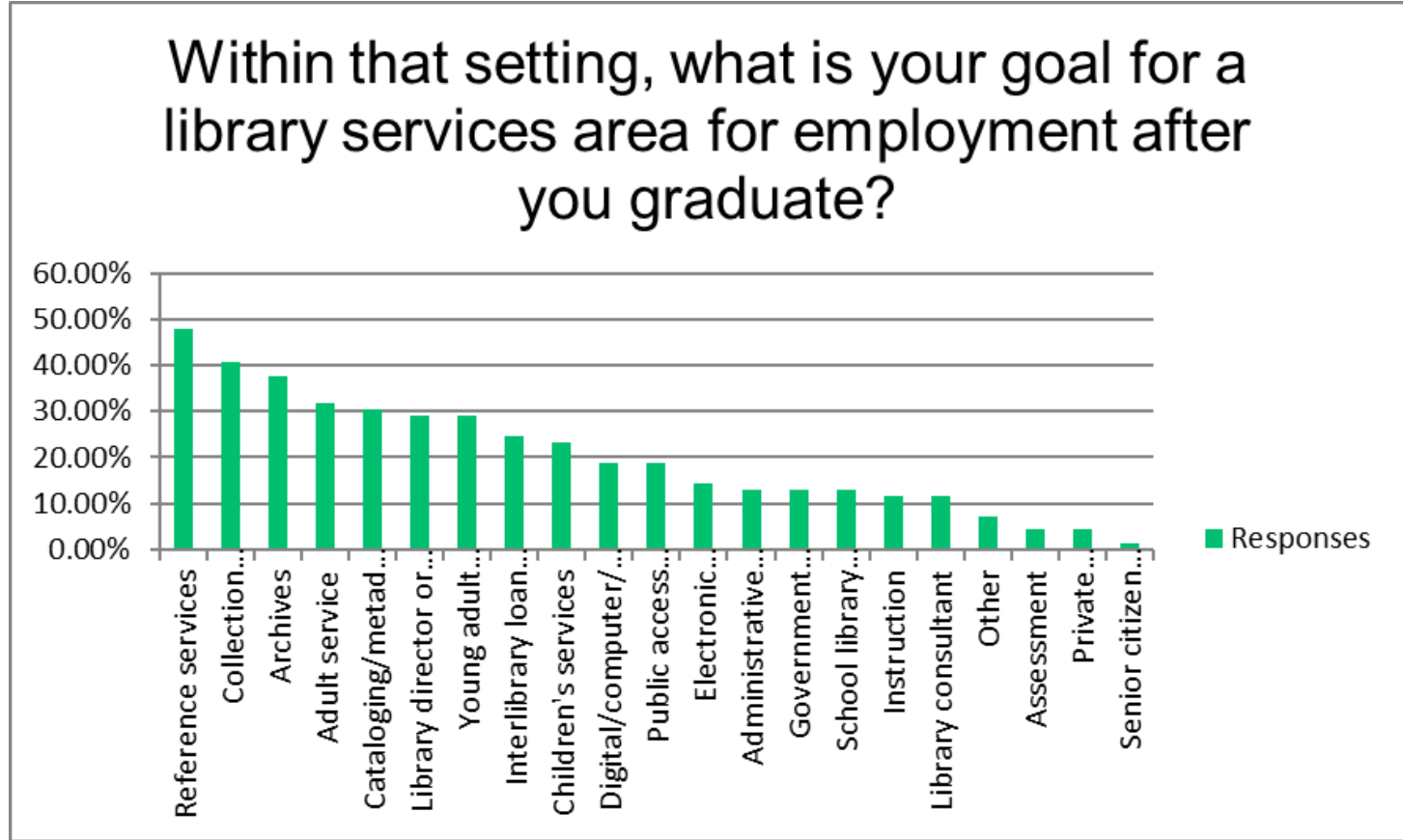
Selected Entrance Survey 2023-2024 Results

- Responses: 69

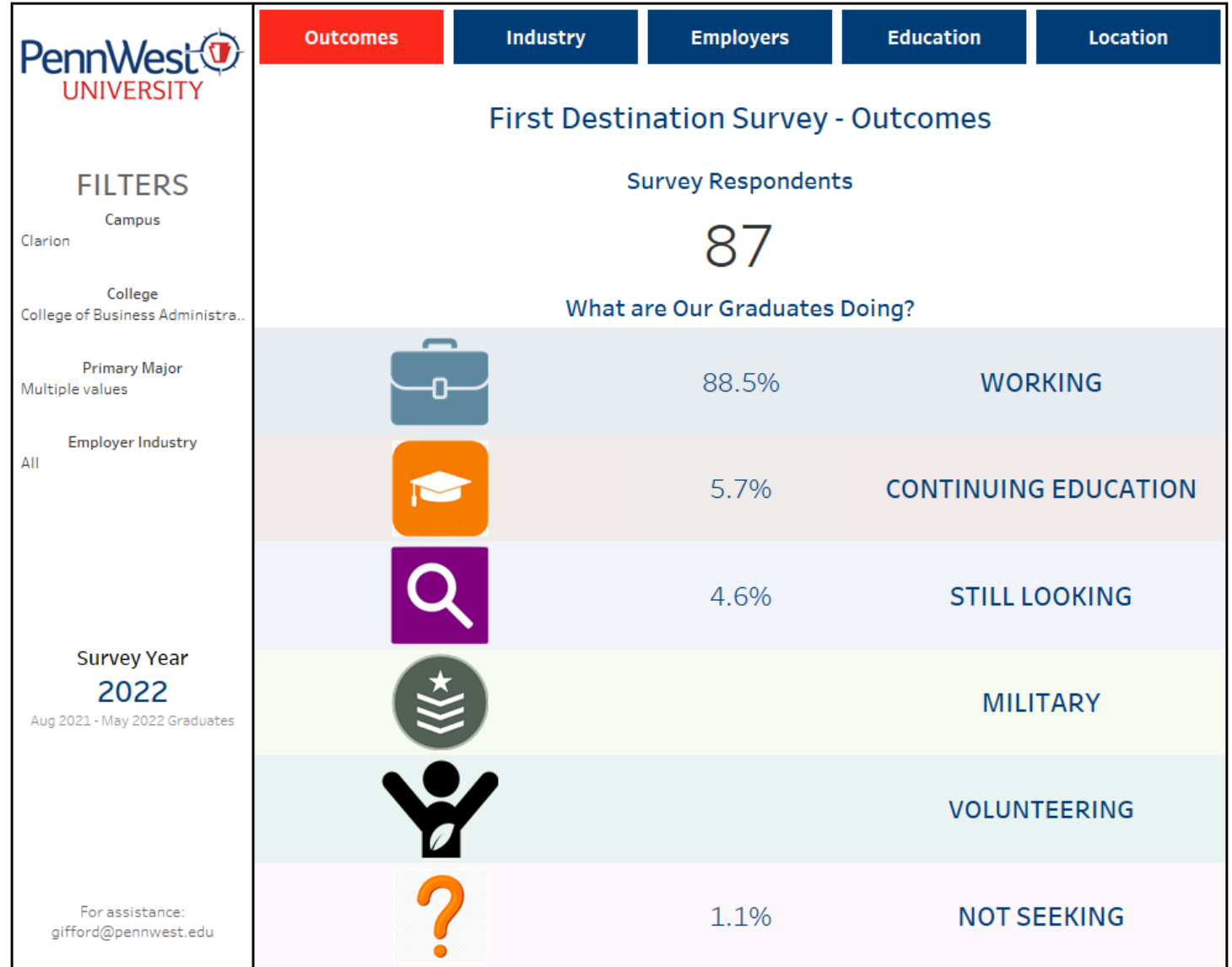


Selected Entrance Survey 2023-2024 Results

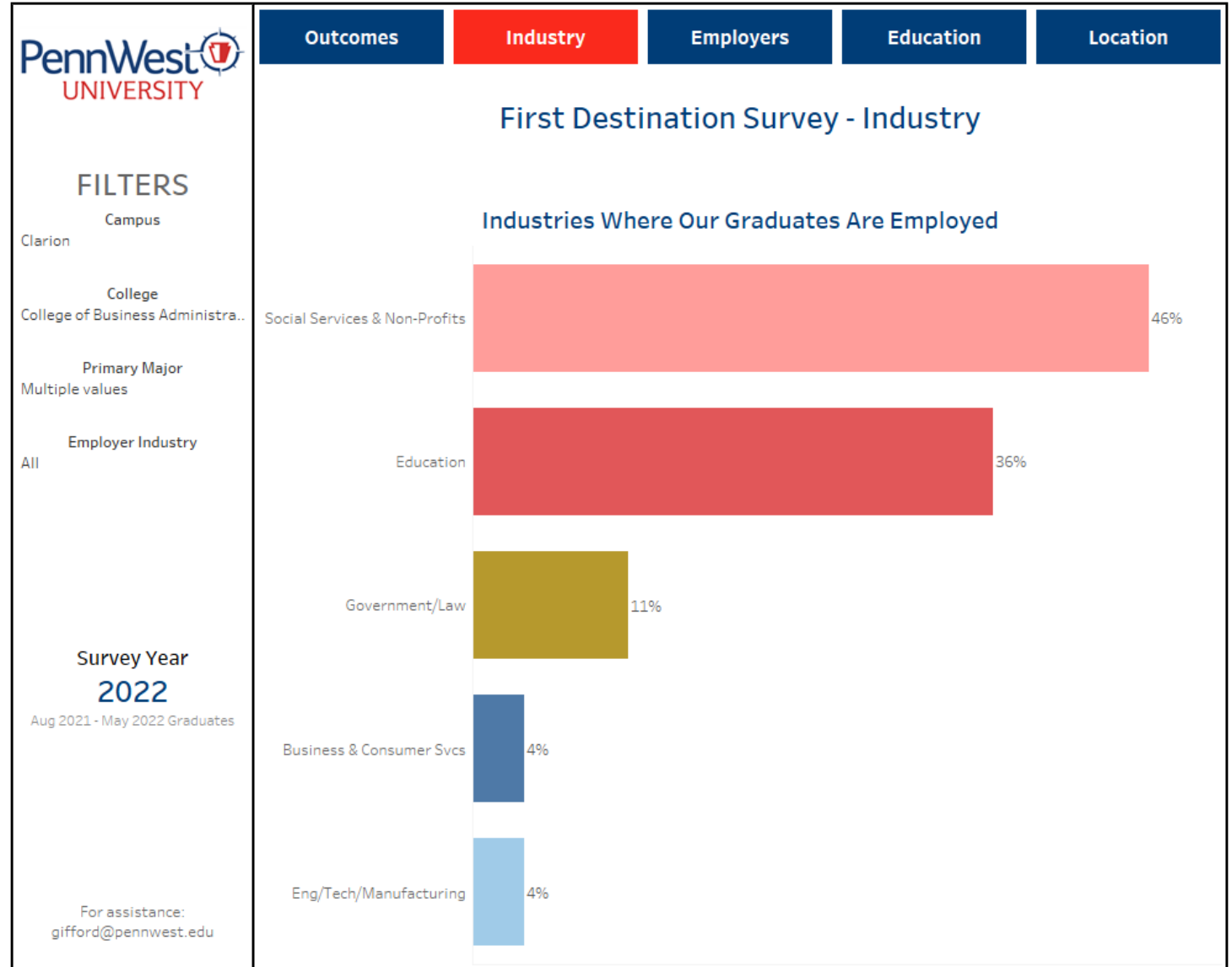
- Responses: 69



Effect of Our Program on Libraries (and Librarians) in PA and Elsewhere



Effect of Our Program on Libraries (and Librarians) in PA and Elsewhere



Preparation Librarians for the Real World



Internships



Real-world
assignments



ALA student chapter



Professional
associations



Students already
practicing in the field



Students prepared
for life-long learning

Preparation Librarians for the Real World

GENERAL MSLS

REFERENCES AND
USER SERVICES
CONCENTRATION

SCHOOL
LIBRARIANSHIP
CONCENTRATION

LOCAL &
ARCHIVAL
CONCENTRATION



Current topics - AI, management, book banning, fundraising, budgeting, dealing with boards

Prepare students to be life-long learners/professionals to keep up with changing topics

- Faculty keep up with current topics through research and professional development
- We teach the principles and fundamentals for students to adapt to the changing world
- Topics are covered across and integrated in the curriculum



We're currently in the midst of shaping our next strategic plan (2024 – 2027) and would love your input. Reach out to us and share your vision for what you believe our program can offer!



Questions?