



STATE LIBRARY RESOURCE CENTER

OVERSIGHT COMMISSION

May 24, 2023, 11:00 A.M.

VIRTUAL MEETING

Minutes Approved on 09/19/2023

CHAIRPERSON: Michael Gannon

MEMBERS PRESENT: Michael Brown, Kenny Clash, David Dahl, Heidi Daniel, Vivian Fisher, Michael Gannon, Darcell Graham, Megan Heburn, Laura Hicks, Elizabeth Huelett, Michael Johnson, Charles Kaiser, Gordon Krabbe, Paula Mitchell, Dana Newman, John Owen, Irene Padilla, Genive Purchase, Tamar Sarnoff, Liz Sundermann-Zinger, Kenneth-Wayne Thompson, Shane Williams, Candice Zhu

I. CALL TO ORDER

Chair M. Gannon called the meeting to order at 11:03 a.m.

II. WELCOME AND INTRODUCTIONS

Chair M. Gannon welcomed everyone.

III. APPROVAL OF MINUTES, MARCH 21, 2023 MEETING

Chair M. Gannon moved to approve last meeting's minutes as amended. Elizabeth Huelett moves to approve. KennethWayne Thomas seconded. All in favor.

IV. SAILOR ADVISORY COMMITTEE (SAC) REPORT

Chair Mike Gannon gave the SAC report on behalf of Daria Parry.

Chair Mike Gannon stated, "The next SAC is scheduled to meet on Friday, June 16th. Irene has written letters for reappointments and new appointments to the committee, and Daria is reviewing them now. That's the report."

Chair M. Gannon added, "We will have some folks that have finished their terms and will not be going back. We will have some new people at our next meeting. The important thing we really wanted to get to today, is the MOU approval."

V. SLRC MOU UPDATE

Liz Sundermann-Zinger led this portion of the powerpoint.

MOU Update:

- Meeting was held on May 4, 2023
- Draft was discussed
- Minor edits were accepted
- Conversation around the County Technology Plans
- Conversation around the timing of the Budget
- Goal is to report to Boards on June 14, 2023
- Finalized and enacted by July 1, 2023

Mike Gannon asked Liz to list who was at the meeting on the fourth (of May).

Irene Padilla commented, "I want to thank the staff that worked on this. It's very well done. Some of the issues that came up weren't issues that I would've thought of. XYZ..."

Irene "Perhaps we can give you a couple days. We do want your input, your insight. So please take time to look at it. We want it done by July 1, it's already almost June. Liz I don't know if you want to say anything else."

Liz Sudnermann stated, "There are some formatting issues that will be adjusted. I think if people can get to me by the end of business by next Wednesday, that will be fine."

Chair Mike Gannon stated "Just a point of clarification; do we have to officially vote at the next meeting to approve it, or does it move on to the boards?"

Irene Padilla responded "It does need to be approved by the State Library Board, I will bring this to their attention at their June 14th meeting. "

Liz Sundermann-Zinger "I don't know, I left slots for Heidi and the Board to sign and approve "

Heidi Daniel stated "The Board Chair will sign, and I will sign."

Irene Padilla "The commission abides by the MOU but doesn't approve it. The other piece that comes to mind is orientation. If we have new members coming onboard next year, we need to do a better job making sure people are aware and know this document exists so they know what the commission is responsible for."

Liz Sundermann-Zinger agrees.

Chair M. Gannon "This next part is yours Liz, the staffing update and SLRC Website."

Liz Sundermann - "We don't have a staffing update, the website update will be within the body of the annual report update."

EDIT TO Staffing Updates (Requested by Michael Gannon at 00:30:40):

- **New Positions:**
New positions have been created in the Systems Department
User Support
Project Manager
Help Desk
Contractors have been transferred to Full Time Tech Support

VI. Organizational Effectiveness - Delivery Updates

Paula Mitchell led this portion of the presentation.

Goal 1: SLRC is an adaptive Organization that fosters proactive and responsive

Delivery Update:

- SLRC is Moving forward with an expanded courier services contract with Hub City Express, Inc. starting FY2024.
- SLRC Operations Manager and MILO Manager met virtually on 4/20 with the CEO and the Head of Information & Access Services for Southern Maryland Regional Library Association to Discuss the next steps for the launch of direct MILO delivery to Southern Maryland. SMRLA is installing a shed as a delivery drop/exchange location at Fairview. Once installation is complete, SMRLA will notify SLRC to begin delivery test runs.

Paula added that after test runs, they will be ready to launch July first.

VII. MILO

Paula Mitchell led this portion...

Launching July 1st

- OCLC will be migrating the data center from the Relais office in Ottawa to the OCLC offices in Toronto in mid August 2023. This will be on a weekend and the system should be up and running by the following Monday.

VIII. Awareness - Digital Maryland

Michael Johnson led this portion of the presentation.

GOAL 2: All Maryland library staff are aware of SLRC-provided services and resources

Digital MD

- 10 New Collections Added YTD
- 15,431 Items Added YTD
- 386,849 Website Visits YTD

April 11

- Jodi Hoover represented EPFL and Digital Maryland on a panel discussion about the Black Lives Matter Memorial Fence Artifact Collection and project at George Washington University's Corcoran School of Arts & Design

Second Slide

Maryland State Publications Depository & Distribution Programm (SDDP)

- 1,848 Stat publications copies distributed YTD
- 2,085 Publications harvested electronically YTD
- 976 Records corrected metadata/broken links) YTD

Michael Johnson added: "These are individual copies, publications of government documents that are available online to everyone."

"Meta-Data Broken Links Dipped a little this quarter because of onsite projects that we're running with the Federal documents side to manage the collection, but expect it to rise to a solid average next quarter."

Next meeting we will discuss an opening on Digital Maryland the ability to download digital files copyright free.

IX. Awareness - Trainings and Public Programs

Vivan Fisher led this portion of the presentation.

Goal 2: All Maryland library staff are aware of SLRC-provided services and resources.

Training and Public Programs

- March 27 "Making A Difference: African American Women in the Civil Rights Movement at BCPL Reisterstown Branch"
- April 11 - Jodi Hoover represented EPFL and Digital Maryland on a panel discussion about the *Black Lives Matter Memorial Fence Artifact Collection* and project at George Washington University's Corcoran School of Arts & Design.
- April 12 - "Picking up STEAM": Ideas for Children's Computer Science Programming
- April 12 - LATI Training-Webinar
- April 20 - STEM/STEAM - Virtual Program for ESRL
- May 4 - "What Do You Know About Maryland at BCPL" - Perry Hall
- May 17 - "Integrating the Arts with STEM programming in the Library" - SLRC Webinar

Vivan expressed the importance of ensuring that staff attend the SLRC conference May 30th and 31st 2023.

X. TECH - CHILDREN'S CATALOG

Candice Zhu led this

Goal 3: Our communities are connected and empowered with sustainable, innovative technologies to move libraries forward and achieve digital equity.

- Children's Catalog: https://catalog.prattlibrary.org/client/en_US/kids

EPFL built this and runs it. If you have any feedback please feel free to share.

Updates:

- In the process of purchasing a Learning Management System (LMS) to help streamline delivery of training and education and to track and report the learning process and identify areas for improvement.
- Working on Pratt Data Collection and Reporting Plan. This will centralize our data and serve a variety of reporting needs. Will include a new data collection policy and data privacy policy.

Candice Zhu - added "The next thing we are working on is a centralized data collection and reporting plan." "We're currently talking to PG County to see what we can learn from them in regards to this"

Chair Michael Gannon - stated "Thanks again to the State Library Agency for the Statewide Statistics Project funding that."

XI. Training Resource and Serv

Goal 4: SLRC Training Creates a well-informed library community ready and able to provide relevant and responsive services.

Liz Sundermann led this portion of the presentation.

Additional training and programs:

- SLRC Staff viewed hundreds of hours of Niche Academy content to select the best programs for Statewide learning.
These programs are live on Niche now.
- SLRC Conference: Creating safer spaces will be virtual on Tuesday, May 30 and in-person Wednesday, May 31.

Liz Sundermann added that staff went through some poor programming so you don't have to. Reminder that SRLC Conf is virtual Tuesday and in person Wednesday. Last count 150 registered in person, good number, we're pleased with it. Good presenters. Reminder your staff.

END of Presentation

XII. Fiscal report

Gordon Krabbe led this portion of the meeting.

Gordon Krabbe reported: “This is a financial report from April 30th 2023. There are timing issues that we often go through every year. We have not made payment to the Baltimore County Public Library for example for the delivery component. There are other footnotes to go through as well. FY23. Billing issues with the city with the company that provides chilled water to the central library, we’ve had to absorb some of that additional cost. Victoria made a note that we intend to cap expenses at 10% rate, which means we do not need to request an exception from the State with regard to any over expenditure. The first column gives you a sense of what the overall budget is for those activities. The next one is the MOU State, the current MOU state percentage, and then you multiply to get the cost. The columns there on out are the actual costs incurred through April 13th. The last column is the percent of the annual total cost. We do not anticipate any issue fully expanding the grant and meeting all of the requirements that we have.”

Irene Padilla, “For the State auditors who want to look at the numbers, can we clarify maybe a little more how much Pratt is actually absorbing?”

Gordon Krabbe - “They won’t see any costs that exceed 110%. They’ll see we absorbed those costs in other areas either with City General Fund or with Private Funding to cover any overages. The SLRC Grant doesn’t cover what it needs to cover and we need to make some difficult decisions and manage it as effectively as we can. I am confident that we will have the numbers the auditors need to see.”

Irene Padilla - “This isn’t necessarily a year for them to come and audit but you never know”

Chair M. Gannon - asked “I have a question about footnote number 3, it says these costs are hired due to creation of new positions, How many, and what are they?”

Gordon Krabbe - replied “We’ve created some additional positions within the Systems Department to better Systems and Sailor to enable us to manage the network and our own services internally, we can get you and the commissioner a full list of the additional positions we created, it’ll impact fiscal year 24 as well.”

Heidi Daniel - stated, “I think Candice and I can help. We added some end User Support positions to help with efficiency and effectiveness, and keeping delivery happening. Did we also add a Program Manager to keep programs?”

Candice Zhu - added “Yes, we had the Project Manager and we also added the Help Desk Position. We also transferred some of the contract positions over to full time for the Tech Support Area.”

Chair Michael Gannon - requested, “Can we have those positions added to the minutes?”

Next Slide

SLRC - FY 24 SLRC Budget Cost Spreadsheet

Gordon Krabbe - "This spreadsheet is intended to demonstrate the funding surefall based on the proposed MOU formula. First Column is GHF, Second column is proposed MOU percentages, unfortunately that adds to \$14.47million, the grant is only \$12mil. We had to work on a balanced budget which you can see here (points to 12mil number - column 3). This is a draft. The city budget is still being reviewed. The city council has some additional authority in terms of reallocating monies. It's been a tough year, Kerwin hit Baltimore City in a way they didn't expect. To say anything, FY24 is going to be a challenging year.

The next chart, cost by object. This is expenditure, the balance of Salary Benefit, at the object of expenditure to balance the grant of 12,145,304. The estimated FTE supported by this funding is 102. These cost centers don't include any costs related to branch libraries, maintenance of those branch libraries. This is all related to SLRC. If you look at 23-24, it's a bit of apples and oranges. The FY23 was old percentages and the FY24 is the new percentages and MOU, we're trying to make that MOU effective July 1st.

Significant items we did, Victoria undertook a massive restructuring of the budget. For example she moved a lot of positions out of other activities and into the SLRC management office. Vivan position may have been budgets to the African American Department, in the current Fiscal Year she's under Liz. You heard Paula talk about deliveries, those are budgeted. There is some swing in SLRC and SAILOR."

"The budget does not account for any negotiated increases with the Union. Does account for the 3% Cost of Living increase for all employees, whether that's enough for employees covered will need to be seen. We'll have to wait and see about that.

Liz, do you have anything that I might have missed? Darcell? Heidi?"

Liz Sundermann - "No, I think you captured it well. We're trying to make the budget reflect the actual positions, and where they sit in the building. We want to create something that's real and comprehensible. So I won't say unfortunately, but it does make things more difficult."

Irene Padilla - "Victoria did a really good job moving things around. I prefer to see it as it actually is being expended rather than the way we envisioned things 20 years ago. I didn't get this document in the SLRC documents. Liz, can you send this to me?"

Liz Sundermann - "there were still formatting issues but I'll get it over to you by the end of the day."

Gordon Krabbe - "This is a draft, we just need authority to spend in occurrence with the budget we presented. We will need formal vote and acceptance at a later date. That's what we need here. We're happy to answer any questions folks have. If not, we need a vote."

Chair Michael Gannon - "You alluded to this Gordon, the budget is more than the State is going

to be giving. Does that mean that Pratt itself has to make up that extra money?"

Gordon Krabbe - "So... let me backup. That's if the MOU was applied the way it is ... if those percentages were applied, that's not what we're planning on. We're planning on \$12,145,304. We've already made some accommodations and adjustments. We're going to be looking at salary savings, and we're going to be looking at monitoring our expenditures for equipment. We don't foresee any \$2mil gap, we have anticipated that"

Michael Gannon - "You'll make it up by keeping positions open."

Gordon Krabbe - " We do monthly and quarterly reporting where we make decisions for the year, filling vacancies, making purchases. You go through the same thing I'm sure."

Michael Gannon - "Okay then we need to vote on this draft. Can I have a motion to accept this FY24 SLRC budget draft."

David Dahl - "I'll second."

Dana - "I'll second."

Michael Gannon "Any opposed/nay?"

Silence

Michael Gannon "Draft is approved."

Irene Padilla " My question is, what are the implications of the bill that requested additional funding for SLRC, Gordon, on FY25?"

Gordon Krabbe - "So we're working with a legislative committee to build an advocacy if you will. Invite people to tour. Our lobbyist seems to think there is support both in the Governor's office and legislature. I'm surprised, how I understand when you formulate a budget you include the funding we had hoped to get in our past session. Our lobby says no, you have plenty of time to get it fixed in the next session. I don't know what the reality is. In FY25 we're stuck. Libraries experienced an increase in funding that aren't just for salaries, but also working conditions that have a cost associated with them. To answer your question, I don't know. I'm just hoping we're successful with advocacy."

Irene Padilla - "The commission needs to be aware. It's not easy to get the General Assembly to vote on funding in the same year. If we can... what we can do on our end is let our analysts know the potential is for this to pass July 1 2024. Since there's nothing enacted we can't do more than that. If it is passed they'll just have to do it. Since your advisors are correct, the state will have to find the finances. If they have to find the money, they will."

Gordon Krabbe "Appreciate that, thank you so much"

XIII. Member updates

David Dahl:

Academic Library – “Nothing major happening, it’s the end of the Spring Semester, and heading into Summer. I think this is my last commission meeting. Thank you Irene for giving me the opportunity to participate.”

Irene Padilla - “It’s been a pleasure to work with you.”

Michael Gannon – “That’s another position we’ll need to fill.”

Irene Padilla – “They are recruiting for K-12 Rep and MSDE .. There’s not enough interest. Things are unstable in that department and people aren’t willing to take the risk.”

Liz Sundermann - “Library is a dicey place to be right now.”

Public Library Dana Newman – “Preparing for our 8th Annual Chesapeake book festival. Couple thousand people. Really excited to go back to the old format. We bring in a lot of community partners with this as well. I think this is my last meeting too. I applaud everyone at Pratt and SLRC, they do a wonderful job supporting all of the public libraries.”

Kenneth Wayne - New MLA President.

- In an earlier SLRC Meeting I said we’re installing new Kiosk and that is happening as we speak. June 2nd launch. Will follow up on the success with everyone.
- Kiosk is a redbox on steroids, we will fill this Kiosk with materials from our collection. In their branch in their neighborhood and provides wifi.
- Will be rolling out programs and services for seniors at the community center and the medical component of that center.

Regional Library - Elizabeth Hulett

- Not a lot to report. Eastern Shore still in renovations
- SMRLA is working on delivery study.
- Looking to get a consultant for Microsoft deep dive.
- Attended bill signing with Irene and Tamra and Laura on Regional Legislation.
- Preparing docs for state audit.
- I had a meeting with Donna and it went well.
- Recently had a board retreat for all 3 counties, Tamar led training. Went well, definitely recommend it. Excellent reviews

Kenneth Wayne requested Tamar to share more info about the training.

- Great news for Garret County, the application for their first Capital Grant is complete.

Dana – Recommend highly you get Tamar and use it as a springboard. It was really effective.

Irene and Tamar

Irene: Quick logistical update, 3 bills signed last week. People who want facetime with the Governor and officials, should come to bill signings.

- Confidentiality of library records was passed. We're covered as libraries (including: school, academic, and special) regarding the current turmoil of book banning.
- Had to take a bill forward to get some added language for the public library annual increases.
- Baltimore City and Readers Program Expansion and Alterations Bill will retain the current funding for their portion of the program but it gives us an additional 250k in October to award matching grants and dolly parton imagination. Irene thinks we can do more and will talk to Governor
- Bill not passed for State Library Research Center funding
- Collective Bargaining is pushed back to next assembly
- EPFL aging infrastructure not passed
- Irene will work with Pratt to figure out the infrastructure and capital grant issues

Try and work on beefing up infrastructure reporting for the state. Making it easier to understand and more comprehensive.

Preparing for Future's Conference.

Tamar Sarnoff (MSLA)

- Grant Cycle right now.
- Finishing off ARPA awards.
- Accepting applications for the new grant cycle. Submit by deadline
- Looking for ways to spread out some of the grant applications that come out around this time of year
- Hoping to announce competitive award recipients by the end of June.
- Thank you for having me for the board retreat.

John Owen (LBPD)

- Thank you SLRC team for their support for LBPD to work with marina to loan our large print books and take advantage of the collections across the state for our low vision patrons.
- Still details to work through on John's end
- Adiran Palmer new (6 month) Facilities Chief.
- Just came back from NLS conf where they introduced a new online library tool with blind and braille assistance.

Michael Gannon New business:

- Irene and Gannon to meet and discuss staffing out this commission for the next fiscal year
- Schedule upcoming meeting dates
 - Next meeting is currently set for September.
 - Set dates for next FY

Michael Gannon asked "The budget is done, right? When is the final, and is there a need to approve the final budget? What is the deal with that?"

Liz Sundermann answered – “You approved the draft. If the City comes back and.. We don’t know between City and union negotiations of salaries. But if there are major or unexpected changes, we can figure it out from there. If things are notably different we’ll come up with another draft.”

Irene Padilla added – “If we need to vote on a new thing we can wait till the September Meeting.”

Michael Gannon stated - “We can pick September Meeting”

Irene Padilla added – “ Meeting on the third? Or something about the 19th?”

Michael Gannon replied - “Why don’t we just plug that into the page, the SLRC Commission page, - we’re going to meet on the 19th at 10am.”

Gannon “Any other new business?”
Silence

XII. NEW BUSINESS

Chair M. Gannon – (See above)

XIV. ADJOURNMENT

Chair Michael Gannon asked for a motion to adjourn. The motion was seconded by Dana Newman and David Dahl. The group voted and agreed to adjourn at 12:15pm. The next meeting is scheduled for September 19th at 10:00am.

Respectfully submitted,
Jessica Russell
EPFL - SLRC