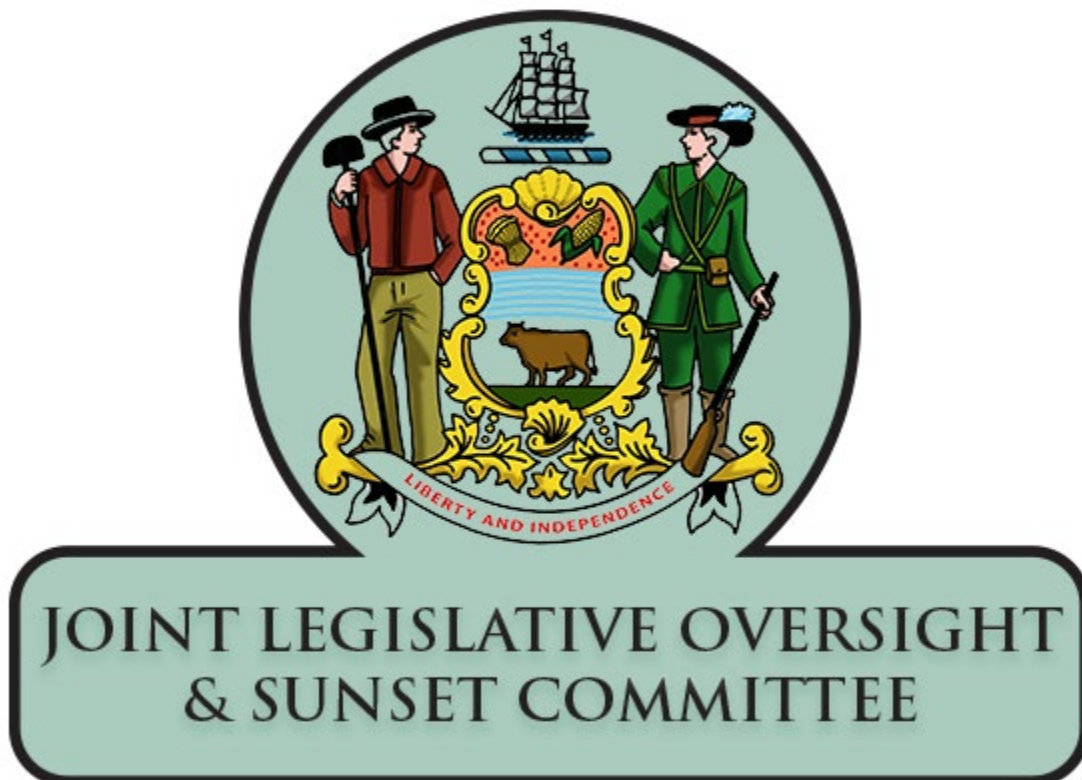


Delaware Council On Libraries Self-Report

151st General Assembly



*Respectfully submitted to the
Joint Legislative Oversight and Sunset Committee
August 2021*

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ABOUT JLOSC AND THE REVIEW PROCESS

The Joint Legislative Oversight and Sunset Committee (“JLOSC” or “Committee”) is a bipartisan body comprised of 5 members of the Senate appointed by the President Pro Tempore and 5 members of the House of Representatives appointed by the Speaker of the House.

JLOSC completes periodic reviews of state supported entities such as agencies, commissions, and boards following statutory criteria under [29 Del. Code, Chapter 102](#). The review’s purpose is to determine the public need for the entity and whether the entity is effectively performing to meet the need. The goal of the review is to provide strength and support to entities that are providing a State recognized need.

JLOSC performs its duties with support provided by the Division of Research’s dedicated and nonpartisan staff. JLOSC staff completes a performance evaluation of the entity under review and submits a Staff Report to JLOSC which includes analysis, key findings, and recommendations. Recommendations are not finalized until reviewed, discussed, and adopted by JLOSC with an affirmative vote of 7 members. In February 2022, JLOSC staff will schedule an in person public hearing for each entity under review to present to the Committee. For additional review information, please visit the Committee’s website at <https://legis.delaware.gov/Committee/Sunset>.

ABOUT THIS SELF-REPORT

The JLOSC statute requires the entity under review to supply information and materials to facilitate a legislative oversight and sunset review. Additionally, the entity under review has the burden of showing, through the statutory review criteria, that there is a genuine public need and that the entity is meeting that need.

JLOSC staff supplies each entity under review with a Self-Report template and instructions. All questions appearing in this Self-Report are from the JLOSC staff created *JLOSC Performance Review Questionnaire* (“questionnaire”) and are the same for each entity under review. All questions appearing in the questionnaire use statutory review criteria. Throughout the questionnaire, the use of the broad term “board” refers to the entity under review, which may be a board, committee, commission, or council. The entity under review supplies review information by completing this Self-Report and is responsible for its contents and for forwarding all updates or corrections to JLOSC staff in a timely manner during the entire review period.

JLOSC staff will not edit or modify the information received in this Self-Report and only check for completeness and adherence to instructions. JLOSC members will receive completed Self-Reports and updates directly from their staff. The Committee’s website will include electronic copies of all Self-Reports and any updates received from entities under review.

JLOSC PERFORMANCE REVIEW QUESTIONNAIRE

SECTION 1: AGENCY HISTORY, PURPOSE, AND FUNCTIONS

Section 1-A. Please provide a summary of your board's history. Highlight any key events.

The Council On Libraries (COL), first established in 1901 as the Delaware State Library Commission, achieved their 120th anniversary milestone during 2021 in the midst of the COVID-19 pandemic!

According to the Delaware Code, under the Department of State, Title 29, Section 8732,
The Council on Libraries shall serve in an advisory capacity to the Department and shall consider matters relating to libraries and library standards throughout the State and such other matters as may be referred to it by the Governor, the Secretary of the Department or the General Assembly. The Council on Libraries may study, research, plan and make advisory recommendations to the Governor, the Secretary of the Department or the General Assembly on matters it deems appropriate to provide the best possible library service in Delaware.

COL is advisory to the Department of State / Delaware Division of Libraries (DDL), and the charge is to develop library services as they evolve:

CHAPTER 87. DEPARTMENT OF STATE § 8731 Division of Libraries.

(a) In addition to any other power granted or duties imposed under this title, the Division of Libraries shall exercise general direction and control over the furnishing of library services within this State. The Director of the Division shall be the State Librarian, who shall be a graduate of a school accredited by the American Library Association. The Division of Libraries shall have the following functions and duties:

- (1) To provide information, resource materials and library services to state agencies, state and local governmental units and their subdivisions and, in the Department's discretion, to organizations in need of library services;
- (2) To coordinate library services statewide in order to assure to every Delaware citizen free and equal access to services, resources and guidance in the use of such for lifelong learning, continuing self-educational, political, cultural, economic, recreational and intellectual enrichment;
- (3) To receive, accept, administer and expend any money, materials or other aid granted, appropriated or otherwise provided by local, state or federal governments, or by any source, public or private, in accordance with the terms thereof, and for the purposes provided hereinafter;
- (4) To foster the recruitment, development and maximum utilization of library personnel throughout the State;
- (5) To encourage broad community participation in library development, program planning and the implementation of such plans;
- (6) To establish and promote cooperation among all types of libraries (including but not limited to public, academic, school, and special) at all service levels;

- (7) To ensure the State's compatibility to and reciprocity within an international information resources network;
 - (8) To administer the Statewide Delaware Library Network and the Statewide Delaware Library Consortium;
 - (9) To provide online access at each public library in state government to local, state, and federal documents and resources;
 - (10) To coordinate the provision of accessible library and information services for individuals with disabilities and to serve as the Delaware Regional Library for the Library of Congress Network of Libraries for the Blind and Physically Handicapped;
 - (11) To stimulate every Delaware library patron to fully utilize the State's cultural resource materials and technologies, and to maintain the individual's privacy, acceptable use, and right of access to those materials, and technologies;
 - (12) To offer resources which supplement and reinforce local libraries;
 - (13) To collect, compile, research, publish and disseminate information, including statistics, affecting the efficient operation of the State's library system;
 - (14) To recommend legislation to achieve meaningful statewide library development and use;
 - (15) To establish, interpret and administer standards of effective library services;
 - (16) To enter into contracts and agreements to provide or to obtain library services and materials; and
 - (17) To perform all other activities pertinent to the organizational function of library services.
- (b) Every state agency shall provide the Department with access to electronic copies of all publications issued by such agencies for the purpose of making accessible to Delaware and other citizens resource materials published at the expense of the State.

The Delaware State Library Commission, now known as the Council On Libraries, was established in 1901. *Delaware Libraries 1901 to 2001: Celebrating 100 Years Serving Our Community* was published in honor of the centennial, highlighting the first 100 years of development of library services in Delaware. During the past 20 years (2001 to 2021), the Delaware Library Consortium was formed and a strong statewide library facility and technology infrastructure was established! The libraries and their partners continue to capitalize on this infrastructure with equitable services to ensure Delawareans and their communities achieve their full potential. The dream of Delaware libraries is to help our state become an even more vibrant and prosperous place where all dreams are realized.

The Council On Libraries' *Guiding Principles* in advising DDL and carrying out their functions are:

- Ensure state-of-the-art library facilities and services
- Establish and implement overarching policies and guidelines and protect Intellectual Freedom
- Represent and anticipate the needs of the public
- Assure parity in representation among libraries across the state
 - Safeguard nonpartisan equity in support for libraries
 - Provide a Forum where libraries throughout the state have a common ground and equal voice to address concerns and ensure excellence in library service statewide
 - Act as arbitrator and adjudicate decisions that can't be resolved in other levels

There are advantages and disadvantages of being a small state, and no single library ever can afford all the resources it needs to serve its community. Early this century Delaware libraries banded together to develop a single statewide catalog, sharing 2.5 million books and more for the benefit of Delawareans. A shared catalog enables collections with broader and deeper information, to support Delawareans' brainpower! The Delaware Library Consortium was officially established in the Delaware Code under Governor Carney.

COL provides leadership and vision for this theme of unifying seamless collaboration, continuously expanded by DDL, and which benefits libraries in many ways to support equity, economy of scale savings, state-of-the-art technologies, and the best possible library services. Achieving and sustaining this united consortium of libraries requires ongoing negotiation among a potpourri of library governance. COL also represents the diversity of perspectives within the overarching collective vision for the good of all.

The Delaware Library Consortium statewide facilities ecosystem and technology infrastructure proved itself invaluable during the pandemic. One of the first emergency initiatives was installing wireless in library parking lots throughout the state, which enabled internet access for the public even while libraries, and all other public spaces, were closed. Other library "pandemic pivots" are featured in the FY2021 Annual Report. As the pandemic subsides, librarians serve as Second Responders and will be critical in recovery as well.

Section 1-B. What are the main functions of this board? Does this board issue any advisory or policy opinions? If so, where can they be found?

The main function of the Council On Libraries (COL) is advisory to the Delaware Division of Libraries (DDL). COL also advises the Secretary of State, the Governor, and the Legislature. The COL webpage is <https://libraries.delaware.gov/col>

The roles and responsibilities of COL are advisory to DDL and include these primary areas:
Primary Legislative Directives / Main Functions (detailed below)

1. Library Standards / Library Service Areas
 2. Library Construction
 3. Federal Library Services & Technology Act (LSTA)
 4. Delaware Library Consortium / Library Technologies
 5. Intellectual Freedom
-
1. Library Standards Formula / Library Service Area (Title 29, Section 6602 Contracting for Library Services) – COL reviews and approves the annual Library Standards allocations to public libraries. COL is responsible for establishing Library Service Areas, which will be under review once the new 2020 Census population numbers are released.
 2. Library Construction (Title 29, Section 6604A Library Construction, Review of Proposals) – COL annually reviews Library Construction applications and makes Recommendations and Prioritizations to DOS. COL review ensures library capacity to operate the facility and services, to raise the required match, and is one way of ensuring equity among the counties for library services.
 3. Delaware Library Consortium / Library Technologies (Title 29, Section 6601B Delaware Public Library Technology Assistance Act) – COL ensures consistent and equitable

services statewide and is noted as an arbiter among unique member types (public, academic, school, and special libraries) in the Delaware Library Consortium. To date negotiations have been amicable. This act should be updated to be in alignment with the establishment of the Delaware Library Consortium (Title 29, 8731(8))

4. Federal Library Services & Technology Act – COL oversees and provides input into the LSTA Evaluation and Planning process, and participates in biannual (June/December) Library Town Meetings for insight into trending needs and hot topics at the local level. 20 U.S.C. § 9121. LSTA incorporates the ongoing Grants to States program. 20 U.S.C. § 9141.

[Grants to States Manual | Institute of Museum and Library Services \(imls.gov\)](#)

Under the Grants to States program, the LSTA authorizes the Director of the Institute of Museum and Library Services (IMLS) to provide funds to a State Library Administrative Agency (SLAA). 20 U.S.C. § 9133(a). The statute defines an SLAA as “the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State.” 20 U.S.C. § 9122(4). Each State must certify that its designated SLAA has the fiscal and legal authority and capacity to administer all aspects of the LSTA. 20 U.S.C. § 9122(5). In addition, each State must identify the State’s library needs, describe activities to be supported with the assistance of Federal funds, and assure IMLS that the State will establish policies, priorities, criteria and procedures to implement the LSTA Grants to States program. *Id.*

To assist it in carrying out the LSTA program, each State may establish a State advisory council that is broadly representative of the library entities in the State, including public, tribal, school, academic, special, and institutional libraries, and libraries serving people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers. 20 U.S.C. § 9151.

Also in the Grants to States manual, under the “Five Year Plan and Evaluation” section, is the [2023-2027 Five Year Plan Guidelines](#). Pages 5 and 6 discuss stakeholder involvement and communication/public availability requirements.

5. Intellectual Freedom

DE CIPA (Children’s Internet Protection Act) Title 29, Chapter 66C, Internet Acceptable Use Policy (AUP) <https://lib.de.us/files/2015/12/DLCAcceptableUse.pdf>

COL and the Delaware Library Association provide objectivity for challenges to library materials, access to the internet, and more. Public libraries adhere to the principles espoused in the American Library Association’s *Library Bill of Rights*, *The Freedom to Read Statement*, *The Freedom to View Statement*, *Equity, Diversity, and Inclusion* and the *Diverse Collections* statements, and the *Code of Ethics* (<https://www.ala.org/advocacy/intfreedom>).

Section 1-C. What condition(s), situation(s), and/or problem(s) existed prior to the creation of this board that directly led to its creation? Please provide specific examples.

The Delaware State Library Commission, now known as the Council On Libraries, was established in 1901. *Delaware Libraries 1901 to 2001: Celebrating 100 Years Serving Our*

Community was published in honor of the centennial, highlighting the first 100 years of development of library services in Delaware. Libraries are a legacy organization, and support achievement and heritage in every stage of life and across generations.

Public libraries are, fundamentally, about equity. Public libraries ensure that everyone has access to information regardless of economic circumstances. Public libraries are societies' great equalizers, between the haves and have nots, so that all may be informed. The ongoing role of the Council On Libraries is to ensure libraries continue the collaboration and bold progress for generations, and centuries, to come.

When libraries were first formed, information was contained in books; books is the format for which libraries are best known. Literacy is still today a foundational equity issue that libraries support. As information formats evolve, libraries continuously evolve to support the public's use of continuously evolving information for education, health, work, and throughout life.

Today the challenges of ensuring equity, overcoming misinformation, and protecting democracy are more critical now than ever --

- Libraries are essential in a democracy to ensure that residents have equal access to information they need to form sound opinions and make informed decisions about their government
- Libraries provide materials and programs to improve literacy, educational achievement, healthy living, and lifelong learning
- Libraries provide materials and programs to support individuals and communities in achieving their full potential

Section 1-D. To what extent has the existence and functioning of this board alleviated each of these condition(s), situation(s), and/or problem(s)? Please provide specific examples.

In Delaware, equity is not solved. Library staff see an increase in the diverse needs on the frontline each time there is a crisis or downturn in the economy.

Libraries and library systems continue to evolve, and the Council On Libraries unifies decision-making, ensuring quality business practices across the state. Progress has been made in library development, particularly for public libraries, over the past 120 years, and more is possible today. A next step is capitalizing on the statewide library infrastructure with partner organizations to provide holistic services to get to the solutions and impact needed. The next frontier is to develop more seamless and holistic services across all types of libraries.

Public libraries are:

- Driven by a cadre of 500 professional librarians and library staff
- Designed for state-of-the-art community services
- Located strategically within approximately 7 miles of every Delawarean
- Providers of standardized technology with fast and reliable internet access
- Partners with hundreds of organizations for community services

Section 1-E. Would the condition(s), situation(s), and/or problem(s) described in question “1-C” above recur or worsen, in the absence of the board?

Yes, COL plays a critical role in Delaware to ensure parity for libraries and equity and quality for Delawareans. Parity for libraries must be sustained to support libraries’ work on equity.

Section 1-F. Are there any recent condition(s), situation(s), and/or problem(s) that further justify the need for the board’s existence?

Yes, COL will continue to support parity among libraries as they serve Delaware’s equity work.

COL will advise on current conditions, situations, and problems including:

- Libraries’ Second Responder role, providing services to help individuals and communities to recover from the pandemic and future crises and challenges.
- COL will be reviewing Library Service Areas to address the new Census population numbers. The Library Service Areas and population numbers are used in the formula to distribute Library Standards funding.
- COL is advisory to the new Delaware Communities of Excellence Collaborative, a national Baldrige and collective impact initiative with Delaware Libraries as the backbone and initially focused on Equity through Literacy. Key charter partners include Literacy Delaware and the Sussex County Health Coalition. DNREC is involved with interest in Environmental Literacy. Digital Literacy, Financial Literacy, Health Literacy, and other literacies will also be addressed. Kids Count is preparing a report regarding a proposed Literacy Dashboard.
- COL will advise and be involved in solutions for the lack of coordination and opportunity for improvement of library services across state departments (such as Department of Education school libraries, Department of Correction, additional academic libraries). The next frontier is to develop more seamless and holistic services across all types of libraries.
Example: Delaware public libraries have made great strides in the past 120 years. However, Delaware school libraries have been in crisis for decades and they continue to decline. DOS funded the *Delaware School Libraries Master Plan* in 2016 that contains 10 recommendations for improving school libraries. Although it’s obvious to librarians, it seems not so obvious to others that the condition of school libraries has negatively impacted the educational Reading Scores to date. Delaware is not effectively raising readers, however this situation can be solved with authority and support!

As librarians see a need, they present it to COL. COL reviews, questions, and provides an impartial assessment of the need from the public perspective. COL also raises issues for consideration by the library community. If COL endorses the need, COL’s role is to support the Delaware library community in bringing it to fruition. COL facilitates the conversation between the professionals, the public, state government, and more.

Section 1-G. Are there any functions of this board that are outdated and no longer needed? If so, please explain and provide examples.

No, however there are areas of the Delaware Code that need to be updated.

- Update Delaware Code Public Library Technology Assistance Act, 29 Del. C. Ch. 66B, to reflect the Delaware Library Consortium.
- Update and move library references under Department of Education to Department of State

SECTION 2: MISSION, GOALS, OBJECTIVES, & AUTHORITY

Section 2-A. What is the mission of this board? Does the enabling legislation accurately reflect the mission?

According to Title 29, Section 8732 of the Delaware Code, under the Department of State, The Council on Libraries shall serve in an advisory capacity to the Department and shall consider matters relating to libraries and library standards throughout the State and such other matters as may be referred to it by the Governor, the Secretary of the Department or the General Assembly. The Council on Libraries may study, research, plan and make advisory recommendations to the Governor, the Secretary of the Department or the General Assembly on matters it deems appropriate to provide the best possible library service in Delaware.

COL believes that the mission in the legislation is sufficiently broad and reflects the mission in general. COL would also appreciate receiving recommendations for their consideration.

Section 2-B. Please identify and explain the board's goals and objectives, in order of priority.

The primary goals and objectives of COL are ensuring parity for libraries and equity and quality for Delawareans. The shared strategic objectives of Delaware libraries are included in the LSTA Strategy Map, currently under review for the LSTA 5 Year Evaluation and Planning. A priority is for the progress in unified collaboration to continue while addressing changes in the environment due to COVID, etc.

The roles and responsibilities of COL are advisory to DDL and include these primary areas:

Primary Legislative Directives / Main Functions (detailed above)

- Library Standards / Library Service Areas
- Library Construction
- Federal Library Services & Technology Act (LSTA)
- Delaware Library Consortium / Library Technologies
- Intellectual Freedom

Section 2-C. Please describe the internal performance evaluation system that the board uses to measure the attainment of its goals and objectives.

DDL, COL, and the library community use the required federal 5 Year LSTA Evaluation and Planning processes to encompass all of library development planning and evaluation. The evaluations are conducted by external consultants and include input from the public and the library community.

Section 2-D. Does the board collect any data sets? If so, please identify and explain.

COL uses library data which is collected and managed by DDL. Several library data sets are included in Open Data Delaware and Kids Count repositories, as well as the federal IMLS.gov. Shared data is used to make collective decisions. More expertise and support for data analysis would be helpful.

Section 2-E. Does the board conduct any research? If so, please explain and provide the location of research reports (if produced).

DDL conducts or arranges for research as needed or requested. Discussions with COL for vital feedback occur throughout the process. Reports are posted on the Planning for the Future section on DDL's website <https://libraries.delaware.gov/planning-future/>

Examples:

- The most recent report was conducted by the Institute for Public Administration at the University of Delaware, *Mapping Delawarean's Basic Needs: Asset Mapping Shows Need and Opportunity for Streamlined Service Provision*, June 2020.
- The current research project underway is conducted by Kids Count at the University of Delaware for the Delaware Communities of Excellence Collaborative. Kids Count is developing a white paper on a proposed Literacy Dashboard to support collective impact among organizations that are supporting early literacy. The initial dashboard will be expanded to include the entire literacy continuum from birth to adult.
- The UD Institute for Public Administration also conducted the *Delaware School Libraries Master Plan* which was presented to DOE in 2016. No action has been taken on the recommendations to date.

Section 2-F. Has the State Auditor or any other external organization recently audited and/or evaluated the board or any of its programs? Please identify some of the major conclusions and/or recommendations. Provide links to all reports.

N/A

Section 2-G. In general, how do other states carry out similar functions?

Other states have similar functions. Some boards are governing and some are advisory to the State Library Agency (SLA). All states are required to have an SLA in order to receive federal LSTA funding, with an advisory board of stakeholders to be involved in planning and development.

Section 2-H. Are your board's functions similar or overlapping of other state or federal entities? If so, discuss how the board coordinates its services with other state or federal entities sharing similar objectives. Please explain why the functions are best placed within this board or why you feel they should be placed elsewhere.

COL plays a critical role within the Delaware library community. The four statewide entities that oversee and/or advocate for libraries include:

- COL – provides leadership for advisory, policy, funding, and service recommendations and ensures equity in library services statewide
- Delaware Division of Libraries – provides oversight for trends in library development
- Delaware Library Association – is the professional organization for library staff
- Friends of Delaware Libraries – advocates for libraries

All four entities provide an essential perspective that enables libraries to evolve effectively on behalf of Delawareans.

SECTION 3: ACCOMPLISHMENTS

Section 3-A. List and briefly explain the board’s most significant accomplishments.

Libraries and library systems continue to evolve, and the Council On Libraries unifies decision-making, ensuring quality business practices across the state. Here are highlights from the past 20 years:

- The COL *Statewide Master Plan for Library Services & Construction* gave Delaware a roadmap for public library construction. The Master Plan identified in general systematic terms how many libraries Delaware should have, where they should be located, and how large they should be within a Tier of library sizes. Library square footage more than doubled toward the goal of 1SF per capita, and facilities were updated to support maker and other technologies. Most recently, Delaware is first in the nation to develop plans for Outdoor Library Spaces, in response to COVID.
- The Delaware Library Consortium was established with COL support, including the Delaware Library Network for internet access, the Delaware Library Catalog, universal library card, statewide transit, shared library program calendar, shared online databases and eMedia collection, the public library PC Replacement program, statewide library data collection, and so on.
- The annual Summer Library Reading Program, now in its 43rd year, is the longest running statewide summer library reading program in the nation. The newest program for preschoolers is Dolly Parton’s Imagination Library; all Delawareans under age 5 are eligible.
- The Ada Leigh Soles Librarian Archivist Scholarship Loan Program was expanded from Master’s Degrees in Library Science to include the on-ramp through Bachelor’s degrees as well as beyond, to Doctoral degrees. The Scholarship Loan program enables Delaware to “grow our own” library professionals.

SECTION 4: CHALLENGES

Section 4-A. List and briefly explain 3 to 4 challenges the board is currently facing.

As noted earlier, COL will advise on current conditions, situations, and problems including:

- Libraries’ Second Responder role, providing services to help individuals and communities to recover from the pandemic and future crises and challenges.
- COL will be reviewing Library Service Areas to address the new Census population numbers. The Library Service Areas and population numbers are used in the formula to distribute Library Standards funding.

- COL will advise and be involved in solutions for the lack of coordination and opportunity for improvement of library services across state departments (such as Department of Education school libraries, Department of Correction, additional academic libraries). The next frontier is to develop more seamless and holistic services across all types of libraries.
Example: Delaware public libraries have made great strides in the past 120 years. However, Delaware school libraries have been in crisis for decades and they continue to decline. DOS funded the *Delaware School Libraries Master Plan* in 2016 that contains 10 recommendations for improving school libraries. Although it's obvious to librarians, it seems not so obvious to others that the condition of school libraries has negatively impacted the educational Reading Scores to date. Delaware is not effectively raising readers, however this situation can be solved with authority and support!

SECTION 5: OPPORTUNITIES FOR IMPROVEMENT

Section 5-A. List and briefly explain several opportunities for improvements. Please prioritize.

In recent years, the Office of Boards & Commissions approached DDL/COL about changes to authorization regarding board membership, which should be revisited. For county representation, COL would like the County Librarians to be listed as COL members, and would like equal representation by county.

COL would appreciate expert assistance with updates to the Delaware Code, to achieve consensus in updating library references under Department of Education and moving them under DOS.

Section 5-B. In the past 5 years, have you recommended any changes to the Legislature, Governor's Office, or other State entity to improve the board's operations? If so, please explain and provide the outcome or current status?

Discussion with the Office of Boards & Commissions about changes to authorization regarding board membership, currently on hold.

SECTION 6: COMPOSITION & STAFFING

Membership:

Section 6-A. How is board membership defined? Please explain and provide the section(s). Examples include statute, regulations, or by-laws.

Title 29, Section 8732 states,

The Council on Libraries shall be composed of 2 members who shall be elected annually by each County Library Advisory Board and who shall serve at its pleasure and 7 members appointed by the Governor. Of the 7 members appointed by the Governor, 3 members shall be appointed for a term of 1 year, 2 members shall be appointed for a term of 2 years and 2 members shall be appointed for a term of 3 years; at no time shall there be more than a bare majority representation of 1 major political party, but any person who declines to state a political affiliation shall be considered eligible for appointment as a member; and after the initial appointments, all terms shall be for 3 years. No member shall be appointed for more than 2 consecutive terms. The Chairperson of the Council shall be chosen by the members of the Council from among its members and shall serve in that capacity for a term of 1 year and shall be eligible for reelection.

Section 6-B. Are there special qualifications for board membership?

See section 6-A

Section 6-C. Who has member appointment authority? Where is this defined?

Defined in Delaware Code Title 29, Section 8732
Governor, Boards & Commissions – 7 positions
County Library Advisory Boards – 6 positions

Section 6-D. What is the designated term of office for board members? Where is this defined?

Defined in Delaware Code Title 29, Section 8732
3 years

Section 6-E. How many members currently serve on this board? Are there any vacancies? If so, indicate the length of time each vacancy has existed and the reasons why. Has the board or support staff advised the Governor’s Office or appointing authority of the vacancies?

Currently 9 members serve on COL and there are 4 Governor vacancies which need to be filled. The Boards & Commissions Office met with COL in 2018 to recommend changes to the appointments; COL was not in favor of all of the recommendations. Met with Lori James, Director of Boards and Commissions 7/7/2021, who will discuss with JLOSC

Section 6-F. Can this board create subcommittees or task forces? If “yes” please address the following questions:

- 1. Describe the process and site the board document (statute, regulations, or by-laws) that permits this.**

COL creates temporary subcommittees under Roberts Rules of Order. The most recent subcommittee was reviewing Delaware Code to update and move outdated items that are listed under Department of Education to DOS. Consensus has not been reached on all of the updates.

- 2. Provide a brief history on how many have been created in the past 5 years, and indicate where meeting documents can be found.**

The most recent subcommittee was reviewing Delaware Code to update and move outdated items that are listed under Department of Education to DOS. Consensus has not been reached on all of the updates.

A draft document was distributed for input, documents are not posted for general public review and input until a consensus draft is reached.

- 3. If final reports were issued, please provide their location.**

n/a

4. If there are current subcommittees or task forces currently meeting and conducting business; include information on membership, duties, and where meeting documents can be found.

The current subcommittee is drafting the Self-Report for Overview and Sunset Review, and consists of COL members who are available to attend, DDL staff, and Kevin Swed, Appoquinimink Library Manager.

Draft documents are posted at <https://guides.lib.de.us/col>

Section 6-G. Include a current membership roster with this Self-Report. This is a separate request from the list of supporting documents included in the Self-Report instructions. This current membership roster must indicate the following for each member:

- **First and last name, and their city and state of residence.**
- **Position held (i.e., Chair, President, Co-Chair, Secretary, etc.).**
- **Professional or public member.**
- **Their profession or occupation.**
- **Original appointment date, expiration date, and number of terms served.**

To satisfy this current membership roster request, you may do one of the following:

- **Complete the included table below.**
- **Delete the included table below, build your own table, and place in this section.**
- **Delete the included table below and attach a document to the Self-Report and label in the appendices section.**

Member's Name and City and State of residence.	Position Held	Professional or Public Member	Profession or Occupation	Original Appointment Date	Appointment Expiration Date	Number of Terms Served
Kay Bowes NCC	Governor's	Public	Retired Librarian	11/17/2017	11/17/2023	2
Carol Fitzgerald Sussex	Governor's	Public	Retired Librarian	4/29/2016	4/29/2019	2
Ilona Holland Sussex	Governor's	Public	Author,	8/5/2015	8/5/2021	2
Vacant	Governor's					
Vacant	Governor's					
Vacant	Governor's					
Vacant	Governor's					
Diana Brown	NCC	Professional	NCC Community			

			Services Manager			
Judy Taggart	NCC	Public				
Hilary Welliver Chair FY2022	Kent	Professional	Kent County Librarian			
Peg Prouse	Kent	Public	Retired Librarian			
Kathy Graybeal	Sussex	Professional	Sussex County Librarian			
Mary Schwanky Vice Chair FY2022	Sussex	Public				

Meeting Frequency:

Section 6-H. How frequent are meetings held? Is meeting frequency defined anywhere such as the statute or by-laws? If so, provide document name and section information.

COL meets the first Thursday of the month. The June and December meetings are replaced by the Delaware Library Town Meetings for LSTA input, professional development, etc.

Section 6-I. Can the board hold special or emergency meetings? If so, describe the protocol involved in requesting and holding a special or emergency meeting.

COL can hold special or emergency meetings as outlined in Roberts Rules of Order

Meeting Order and Quorum:

Section 6-J. For meeting order, does the board follow Mason’s Manual of Legislative Procedure or Roberts’ Rules of Order? Is this defined in statute, regulation, or by-laws?

Roberts Rules of Order, not defined

Section 6-K. How is meeting quorum defined and where is the definition located?

Half plus one, Roberts Rules of Order

Member Removal:

Section 6-L. Is there a mechanism for member removal? If so, how are members removed and who has the authority to remove a member? Using the process described, has there ever been an instance of member removal, and if so, briefly describe the nature of events that led to the member removal.

Members are removed for excessive absences. Members are removed by the county library advisory boards or by the Office of Boards and Commissions.

Member Compensation:**Section 6-M. Are board members compensated? If so, how are they compensated?**

No, COL members are not eligible for compensation but can receive mileage expenses, 29 Del. C. § 8732(d).

Member Training and Handling Conflicts of Interest:**Section 6-N. Are board members offered any special training opportunities? Is training required or voluntary?**

COL is offered opportunities to participate in library conferences and other professional development opportunities. Training is voluntary.

Section 6-O. Has a Deputy Attorney General (“DAG”) reviewed the provisions of the Public Integrity Act with board members to ensure that they are complying with the provisions in the law? If so, what is the frequency of this review?

The DAG has reviewed draft legislation and policies as needed upon request.

Section 6-P. Please explain how board members avoid conflicts of interest.

In voting, COL members abstain from casting a vote for issues that directly affect libraries that they represent as that applies.

Section 6-Q. Has the Public Integrity Commission (“PIC”) provided training or clarification to board members or issued any advisory opinions on board activities? If so, please explain the details. Provide a link to the information or attach relevant information to this report.

No, COL has not met with PIC but would be open to that training.

Support Staff:**Section 6-R. Is there dedicated support staff *directly* assisting the board? If so, what state agency or entity supplies the support staff?**

- If this question is applicable answer all questions in this section.
- If not applicable, state that no support staff exists for question Section 6-R and explain how board duties are divided among members, skip to questions Section 6-Y and Section 6-Z below.

The State Librarian and Administrative Specialist from DDL provide assistance to COL as needed.

Section 6-S. How many employees are employed by the state agency or entity supplying support staff? (skip if not applicable)

DDL has 15 state positions.

Section 6-T. Does the state agency or entity supplying support staff offer internships? If so, do interns provide support services to the board? (skip if not applicable)

DDL has AmeriCorps VISTAS and sometimes Interns that provide services for libraries, not COL.

Section 6-U. What is the size of the support staff *directly* assisting the board? How many are merit, appointed, exempt, temporary, casual seasonal, or contract employees? For contract employees indicate who holds the employment contract. Highlight support staff responsibilities, indicate who performs each and the percent of staff time spent on each responsibility. (skip if not applicable)

2 -- the State Librarian (appointed) and Administrative Specialist (merit) from DDL provide assistance to COL as needed.

The State Librarian prepares the agenda and collects information needed for discussions (2%)

The Administrative Specialist makes arrangements for meetings, manages the recording, drafts the meeting notes (5%)

Management Analyst(s) – provides state aid spreadsheet and data

Administrative Librarian – manages Construction Applications

Section 6-V. Who supervises the support staff *directly* assisting the board? (skip if not applicable)

The State Librarian reports to the Secretary of State and supervises the Administrative Specialist.

Section 6-W. How is the support staff *directly* assisting the board recruited and hired? Is there an orientation session for new hires? (skip if not applicable)

The State Librarian is appointed by the Secretary of State.

The Administrative Specialist is hired through the standard merit hiring process. A desk manual provides instructions regarding COL support.

Section 6-X. What training opportunities are available to support staff *directly* assisting the board? (skip if not applicable)

DDL provides extensive professional development opportunities for all library staff.

Section 6-Y. Is the effectiveness of the board hindered by a lack of staff assistance or dedicated support staff? Please explain. What steps, if any, have been taken to address any staffing issues? (all entities under review answer this question)

More research and data analysis could be conducted with more resources.

Section 6-Z. Please identify, list, and briefly describe any executive orders, interagency agreements, management directives, administrative circulars, or like documents that directly impact the functioning of the board. (all entities under review answer this question)

N/A that we are aware of.

SECTION 7: FREEDOM OF INFORMATION ACT (“FOIA”) COMPLIANCE

Section 7-A. How does the board respond to FOIA requests?

No FOIA requests have been received to date; COL/DDL would receive guidance from the DOS FOIA Coordinator and legal support if necessary from the DAG.

Section 7-B. When and where are the meeting agendas posted?

COL meetings, agendas, and approved meeting notes are posted on the State Public Meeting Calendar.

Section 7-C. Are meeting minutes regularly transcribed? When and where can the public obtain copies of meeting minutes?

Meetings are recorded but not transcribed. Meeting minutes are posted on the State Public Meeting Calendar. COL/DDL follows the Records Retention policy for submission of documents to the Delaware Public Archives for storage.

Section 7-D. Are meetings recorded? If so, indicate whether it’s an audio or video recording and is the recording posted online for the public? If the recordings are not posted online, are instructions provided to the public on how to request recordings?

Meetings are recorded by audio, and by zoom during COVID, and they are posted online.

Section 7-E. Within the past 3 calendar years, has the agency conducted executive sessions or other closed meetings? If yes, please indicate the date of each and the nature of the meeting. Are minutes of executive sessions or other closed meetings available to the public?

No, COL has not conducted executive sessions or closed meetings during the past 3 calendar years.

Section 7-F. Has the agency ever received any complaints that they were violating FOIA? If so, please list and include the result of the hearing or the review.

No, COL has not received complaints regarding FOIA.

SECTION 8: ADMINISTRATIVE PROCEDURES ACT COMPLIANCE

Section 8-A. Does the board promulgate rules or regulations in accordance with the Administrative Procedures Act?

COL’s governing statute at Section 8732, Title 29 of the Delaware Code does not authorize rule or regulations. Similarly, Chapters 66A (Library Construction), 66B (Public Library Technology Act), and 66C (Delaware Children’s Internet Protection Act) do not authorize rules or regulations.

Section 8-B. Has a DAG assigned to this board reviewed the current rules and regulations for compliance with the governing statute?

See response to Section 8-A

Section 8-C. Is the board considering any changes to its current rules and regulations? If "yes" please address the following questions:

No, COL has not issued Rules or Regulations

- 1. What is the status and nature of the planned changes?**
- 2. Have the proposed changes been reviewed and approved by the agency's Deputy Attorney General?**
- 3. Have the proposed changes and the public hearing date been published in the Register of Regulations?**

SECTION 9: COMPLAINT AND DISCIPLINARY PROCESS

Section 9-A. Please describe in detail the complaint process utilized to resolve disputes between the board and the public, including how complaints are filed, who investigates complaints, and how long investigations proceed.

Concerns are relayed to the COL by the State Librarian as they arise.

Section 9-B. What are some of the most common complaints received by the board? Please identify where the complaints originate (i.e., public, media, Attorney General's Office, consumer groups, etc.).

Complaints and concerns are infrequent, originating from library boards and leadership, and generally concern the need for additional funding.

Section 9-C. Have any complaints been filed with the Attorney General's Office? If so, have they been resolved?

Not that we are aware of.

Section 9-D. Are there any Delaware Attorney General's Opinions that affect the functioning of the board? If so, please provide the date and number.

Not that we are aware of.

Section 9-E. Are there any recent judicial decisions (state or federal) that directly affect the functioning of the board?

Executive Order or Legislative changes regarding public meetings during the pandemic

Section 9-F. What specific disciplinary actions were taken by the board as a result of complaint investigations? (i.e., license revocation, license suspension, formal reprimand, penalty, etc.).

N/A

Section 9-G. Please describe in detail the process utilized for determining appropriate disciplinary actions taken against individuals licensed, employed, or monitored by the board. Include the appeals process, if applicable.

N/A

Section 9-H. If applicable, provide the following complaint data for calendar years 2018, 2019, 2020, and 2021 (to date):

	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020	Current Calendar Year 2021
Total Number of Complaints Received by the Board				
Total Number of Complaints Investigated				
Total Number of Complaints Found Valid				
Total Number of Complaints Forwarded to the Attorney General				
Total Number of Complaints Resulting in Disciplinary Action				

COL has reviewed and provided guidance in previous years' for challenges to books, decisions regarding patron behaviors (policy is procedural) and banned versus barred consequences, and challenges to unfiltered internet access.

SECTION 10: PRIOR JLOSC REVIEW

Section 10-A. Has JLOSC previously reviewed this board? If so, provide the year(s) of review and list all JLOSC final recommendations, indicate whether the board is complying or non-compliant with each recommendation, and explain all areas of non-compliance.

Not that we are aware of.

SECTION 11: PUBLIC INFORMATION

Section 11-A. How does your board communicate information with the public? Does your board use a website and/or social media platform(s)? If so, please list each method of communication and supply the applicable web address, handle, or username.

The COL webpage is <https://libraries.delaware.gov/col>

Typically public communications are through DDL. Exceptions are when COL conducts Public Hearings, which are announced through media releases, website postings etc.

Section 11-B. What information or educational resources are made available to the public relating to the board’s activities? Examples include newsletters, guidelines, rules and regulations, policy briefs, or other similar documents. Please indicate the method and frequency of distribution for each and identify the target group(s).

COL meetings are posted on the State Public Meeting Calendar. The meetings are also announced to the library community through library listservs, and by reaching out to groups that may be interested in a particular discussion. Reports are posted on library websites (libraries.delaware.gov, delawarelibraries.org) and distributed through listservs and social media.

Section 11-C. Does your board actively engage with the public and solicit feedback? If so, please explain. If the board has conducted surveys, please list all surveys conducted within the past 5 years and indicate where the public can find survey results.

Public input is obtained through the LSTA Planning process conducted by outside consultants. Meetings are public and there is time on the agenda for public comment.

Section 11-D. Does your board have by-laws? If so, are they available for the public (include location) and what was the last date of revision?

N/A

Section 11-E. Please complete the following 3 charts (add or delete cells as needed) with the most current information regarding interest groups, national organizations, and industry or trade publications as described in each chart heading.

Interest Groups (Groups affected by board actions or represent others served by or affected by board actions)		
Group or Association Name/Contact Person	Internet Address	Phone Number
Name of group Delaware Library Association	https://dla.lib.de.us/	n/a
Friends of Delaware Libraries Kay Bowes, President	https://lib.de.us/about-us/fodl/friends.lib.de.us	

National Organizations or other State Entities (that serve as an information clearinghouse or regularly interact with the board)		
Group or Association Name/Contact Person	Internet Address	Phone Number
Name of group IMLS (Institute of Museum & Library Services)	imls.gov	
American Library Association	Ala.org	

EveryLibrary	EveryLibraryInstitute.org	

Industry or Trade Publications		
Group or Association Name/Contact Person	Internet Address	Phone Number
Name of group	https://lib.de.us/emedial/ available for free with a DE library card Masterfile Premier, Library, Information Science & Technology database	
Library Journal		
Public Library Journal		
Public Library Quarterly		
School Library Journal		

SECTION 12: ENACTED LEGISLATION IMPACTING THE AGENCY

Section 12-A. Did legislation establish the board? If so, what year and by what legislative bill was the agency established?

1901, original legislation copied and pasted below
CHAPTER 36.

Section 1. That as soon as may be after the adoption of this Act, there shall be created and established a board to be known as -The State Library Commission for the State of Delaware. Said Commission shall be composed of nine persons to be appointed by the Governor, who shall respectively hold office for the term of five years or until their successors are duly chosen; provided, that in the first Commission created under this Act, the Governor shall appoint three members for the term of one year, three members for the term of three years, and three - members for the term of live years. All vacancies on said Commission, whether occurring by expiration of term, or otherwise, shall be filled by the Governor. No person shall be ineligible by reason of sex to serve on the Commission.

Section 2. The said Commission shall organize by the selection from its members of a chairman and Such other officers as are or may be deemed advisable; provided, that the State Librarian shall, by virtue of his office, be the Secretary of said Commission, but shall have no vote or

voice in the acts and proceedings of said Commission. No member shall receive any salary or compensation for his services as such Commissioner; but the State Treasurer shall, and he is hereby authorized and directed, to pay to the Chairman of said Commission, all reasonable and proper bills for printing, postage and stationery incurred by said Commission.

Section 3. The said Commission shall have general supervision over all libraries in this State established or maintained under the provision of this Act; and shall have the supervision and control of all circulating libraries now, or hereafter to be established under the provisions of Chapter 220, of Volume 21. of the Laws of Delaware; shall have power to require of any and all Town Library Commissions created as hereinafter such reports as are or may be deemed proper; shall make certificate to the State Treasurer- when any library is entitled to State aid, as is hereinafter provided; and shall have all further and other powers necessary and proper for the general supervision of the libraries aforesaid. The said State Library Commission shall have power to make all rules and by-laws for its own government. The said Commission shall, in the month of January in each year in which there is a regular biannual session of the General Assembly of this State, make report to said General Assembly of its doings and of any recommendations deemed advisable.

Section 12-B. Please list all legislative bills and other acts that have made substantive amendments to the board’s enabling legislation. Please indicate the bill number and date of enactment for each.

29 Del. C. 1953, § 8611; [57 Del. Laws, c. 583, § 1](#); [59 Del. Laws, c. 480, § 5](#); [68 Del. Laws, c. 149, § 6](#); [70 Del. Laws, c. 186, § 1](#);

Section 12-C. Please identify, list, and briefly describe any federal laws or regulations that guide or otherwise directly affect the functions, responsibilities, and operations of the board.

Federal Library Services & Technology Act – DDL is the official SLAA for Delaware, and COL oversees and provides input into the LSTA Evaluation and Planning process, and participates in biannual (June/December) Library Town Meetings for insight into trending needs and hot topics at the local level.

20 U.S.C. § 9121. The LSTA also incorporates the ongoing Grants to States program. 20 U.S.C. § 9141.

[Grants to States Manual | Institute of Museum and Library Services \(imls.gov\)](#)

Under the Grants to States program, the LSTA authorizes the Director of the Institute of Museum and Library Services (“IMLS”) to provide funds to a State Library Administrative Agency (SLAA). 20 U.S.C. § 9133(a). The statute defines an SLAA as “the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State.” 20 U.S.C. § 9122(4). Each State must certify that its designated SLAA has the fiscal and legal authority and capacity to administer all aspects of the LSTA. 20 U.S.C. § 9122(5). In addition, each State must identify the State’s library needs, describe activities to be supported with the assistance of Federal funds, and assure IMLS that the State will establish policies, priorities, criteria and procedures to implement the LSTA Grants to States program. *Id.*

To assist it in carrying out the LSTA program, each State may establish a State advisory council that is broadly representative of the library entities in the State, including public, tribal, school, academic, special, and institutional libraries, and libraries serving people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers. 20 U.S.C. § 9151.

Also in the Grants to States manual, under the “Five Year Plan and Evaluation” section, is the [2023-2027 Five Year Plan Guidelines](#). Pages 5 and 6 discuss stakeholder involvement and communication/public availability requirements.

SECTION 13: PENDING & PROPOSED LEGISLATION

Section 13-A. Please list any currently proposed legislation (state and federal) that, if passed, will directly impact the functions or operations of the board. Please indicate any bills that the board is supporting or opposed.

COL works with the Delaware Library Association Legislative Action Committee to support and monitor legislation for libraries. Currently in consideration is Federal BALA (Build America’s Libraries Act HR 1581 / S.127) which supports public library construction.

SECTION 14: FISCAL INFORMATION

Section 14-A. Complete the following chart to provide the board’s actual revenue for FY19 and FY20 and budgeted revenue for FY21. Also indicate the source of funds (i.e., general fund, federal funds, special funds, etc.).

N/A COL does not receive revenue but is supported by DDL

Revenue:

Fiscal Year	Source of Funds	Amount
FY21 (budgeted)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00
FY20 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00
FY19 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00

Section 14-B. If the board receives federal funds, including grants, please indicate the following:

- **Total amount of federal funds.**
- **Type of federal fund.**
- **State/Federal Match Ratio.**
- **State Share of Dollars.**
- **Federal Share of Dollars.**

N/A

Section 14-C. Does the board collect any fees or fines? Provide information on any fines or fees collected by the agency:

N/A

Description of Fine or Fee	Current Fine or Fee \$\$	Number of Persons or Entities Paying Fine or Fee	Fine or Fee Revenue \$\$	Where is the Fine or Fee Revenue Deposited? (i.e., general fund, special fund)

Section 14-D. Has the board conducted a financial analysis to determine if the current fees are sufficient to cover the cost of the administrative activity related to each? Do the current fees or fines need to be updated or revised? Please explain, indicating whether the fees or charges can be changed directly by the agency or if legislative approval is required.

N/A

Section 14-E. Complete the following chart to provide the board’s actual expenditures for FY19 and FY20 and budgeted expenditures for FY21. Also indicate the source of expenditures (i.e., general fund, federal fund, special fund, etc.).

Expenditures:

COL does not expend funds but is supported by DDL

Fiscal Year	Source of Funds	Amount
FY21 (budgeted)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00
FY20 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00
FY19 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00

TOTAL:	\$0.00
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**Section 14-F. Provide a detailed breakdown of FY21 budgeted expenses.
Breakdown of FY21 budgeted expenses:**

Line Item	Source(s)	Amount of Expenditures
		TOTAL

Section 14-G. Within the last three fiscal years, have there been any external factors that have positively or negatively impacted the agency’s revenue or expenditures?

N/A

SECTION 15: LICENSING PROCESS

Section 15 of the Self-Report may not be applicable. This section will apply if your board reviews applications and/or issues licenses. If you are not sure please contact JLOSC staff.

- **If this section is applicable, answer all questions in Section 15.**
- **If this section is not applicable, write below that your board does not review applications or issue licenses, and then skip to Section 16.**

COL reviews Library Construction applications, but not licenses – N/A

Section 15-A. Please list each of the licenses, certificates, or approval notices issued by the board and include the following information:

- **Indicate how many are currently licensed, and whether an individual or institution receives the license.**
- **Standard date of and requirements for renewal.**
- **Criteria for determining qualifications for licensure.**
- **Period for which a license is valid.**

N/A

Section 15-B. Please provide the following data for each license, certificate, or approval notice issued by the board during calendar years 2018, 2019, 2020, and 2021 (to date). Include additional charts, if necessary:

Name of license issued by the board: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2018	0	0	0	0	0
Calendar Year 2019	0	0	0	0	0
Calendar Year 2020	0	0	0	0	0
Current Calendar Year 2021 (to date)					

Name of license issued by the board: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2018	0	0	0	0	0
Calendar Year 2019	0	0	0	0	0
Calendar Year 2020	0	0	0	0	0
Current Calendar Year 2021 (to date)					

Section 15-C. Do licenses issued by this board have reciprocity or endorsement agreements with Delaware? If so, provide a list of all states and jurisdictions that have licensing reciprocity or endorsement agreements with Delaware. Indicate if the board requires a signed agreement or endorsement from another state or jurisdiction before a Delaware license is issued?

N/A

Application Fees:

Section 15-D. Are any application fees collected by the board? If so, complete the chart below.

N/A

Fee Type	Application Fee
Fee Type	\$0
	\$0
	\$0
	\$0
	\$0

Section 15-E. If application fees are collected, when are fees due? Where are fees deposited? What happens if the fee is not paid? Are there any reduced fee options?

N/A

Section 15-F. If application fees are collected, has the board conducted a financial analysis to determine if the current application fees are sufficient to cover the cost of processing applications? Do the current application fees need to be updated or revised? Please explain, indicating whether the application fees can be changed directly by the agency or if legislative approval is required.

N/A

Application Process:

Section 15-G: Describe the application review process. Include where applications are obtained. Who reviews applications? How are applicants informed of decisions?

N/A

Examinations:

Section 15-H. If there is an examination requirement to obtain a license, address the following questions:

1. Is the examination written, oral, or both?
2. Is a standardized national examination used?
3. Who develops and scores the exam?
4. Are all aspects of the examination validated?
5. Who administers the exam, where is it administered, and how often is the exam given?
6. During each of the previous three calendar years, how many persons sat for an exam, and of those, how many successfully passed?

N/A

SECTION 16: RECONSIDERATION, APPEAL, SANCTIONS, REVOCATION

Reconsideration:

Section 16-A: Is there a process for application or board decision reconsideration (a process prior to a formal appeal, sometimes referred to as an administrative reconsideration)? This could also apply to reconsidering budget decisions made by the board. If so, please explain.

Regarding Library Construction Applications – occasionally COL will advise that a project is not ready to be recommended which may delay the project. The project can proceed if the COL requests are met.

Appeal:

Section 16-B: Can an applicant, group, or individual appeal a board decision? If so, explain the process for appeal.

N/A

Sanctions:

Section 16-C: Can the board issue sanctions? If so, explain the sanction process.

N/A

Revocation:

Section 16-D: Does the board have a revocation process? If so, explain the process.

N/A

SECTION 17: SELF-REPORT AUTHOR(S)

Section 17-A: Include all Self-Report author(s) and contact information below.

- **All Self-Report author(s) listed below certify the information supplied in this Self-Report is correct to the best of their ability.**
 - **Reminder to entity under review: Any updates or corrections to Self-Report contents and entity information must be submitted to JLOSC staff in a timely manner during the entire period of review.**

Dr. Annie Norman, State Librarian

Section 17-B: This Self-Report was submitted to JLOSC staff on: 8/16/2021

APPENDICES

COL has not submitted any Appendix documents at time of initial submission