## 2020-2021 Annual Report

HSLC spent the vast majority of its time during the year fulfilling the deliverables associated with hosting and administering the POWER Library on behalf of the Office of Commonwealth Libraries. These services include but are not limited to: maintaining a shared resource management system to facilitate interlibrary lending of materials, providing virtual reference services by library professionals, coordinating access to electronic resource subscriptions, hosting digital image collections from Pennsylvania libraries and other non-profit organizations, providing training to library professionals, maintaining an archive of documentation and other resources for librarians and managing access to all services provided within the POWER Library portal. Over 2,900 Pennsylvania libraries currently participate in the ACCESS PENNSYLVANIA / POWER* Library program including state-aided public libraries, K-12 school libraries, academic libraries, and other libraries with special collections. In addition, HSLC provides support for interlibrary loan services to PA State Correctional Institutions.

Domains supported included: www.powerlibrary.org; https://kids.powerlibrary.org; and https://teens.powerlibrary.org.
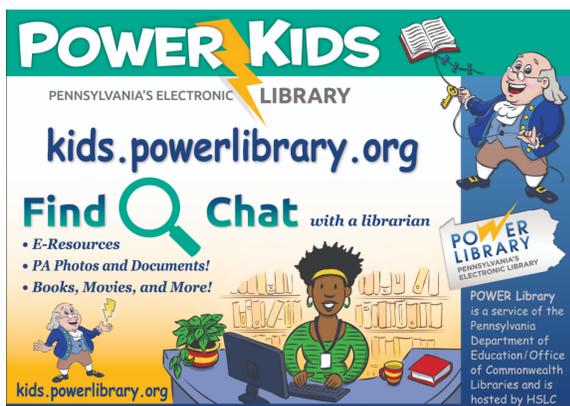
POWER Library Services of Note between July 2020 – June 2021:

The statewide catalog currently includes 7.8M bibliographic records and 40.1M item records. The request fulfillment rate ranges between 80-85%.

HSLC launched the POWER Library OER Lesson Plans Hub to support PA educators through this unprecedented school year and beyond. The hub is populated with lesson plans created specifically for POWER Library application that are ready to download and use.

The resume builder tool hosted by HSLC was promoted. The easy fill-in-the-blank resume builder allows users to add information (contact information, experience, education, etc.) and leads to a finished resume in PDF format that can be saved or emailed. The Resume Builder is included in the list of PA Job Resources at: https://powerlibrary.org/job-resources/

Fall Training was conducted virtually in October 2020. Nearly 600 librarians attended the following sessions, which were repeated three times: Building Digital Services with POWER Library; Virtual Access to Historical and Cultural Collections with PA Photos and Documents; and Using POWER Library and OER for Pandemic Instruction and Beyond.

HSLC developed single sign-on capabilities for school districts to implement student access to POWER Library e-resources from home while learning in a virtual environment.

Social media outreach was expanded via Facebook (facebook.com/powerlibrary), Twitter (@powerlibrary) and Instagram (@powerlibrarypa).

The Chat with a Librarian service was expanded to include Text a Librarian and Email a Librarian. The Chat with a Librarian page is found at: https://powerlibrary.org/chat/.

New videos were produced by HSLC staff for the general public to introduce the four core services within the POWER Library, and POWER Library overall. These whimsical videos feature a unique character for each service that provides an introduction to the service. The videos are available at: https://powerlibrary.org/videos/

"African American History and Culture" was added as a new subject heading available to enhance discovery of related collections available in PA Photos and Documents.

Coronavirus Pandemic (COVID-19)

The advent of the COVID-19 pandemic forced a statewide shutdown in March of 2020, and the closure of schools and businesses lasted until June 2020. HSLC did not change the overall mission or operations of HSLC, as our non-profit has a focus on technology, and this focus was needed even more than ever as the pandemic worsened. HSLC became a full-time remote workforce effective March 2020, and will remain so until health and safety conditions improve to a level where in person attendance and travel are viable.

Standards

HSLC is now accredited by the Standards for Excellence Institute®, a national initiative established to promote the highest standards of ethics, effectiveness, and accountability in nonprofit governance, management, and operations, and to help all nonprofit organizations meet these high benchmarks.

Services

HSLC added a single sign-on authentication via email for public schools where students were learning virtually (from home). In-person training of librarians was suspended and online training sessions were offered instead in the spring and fall. The POWER Library was exhibited virtually at conferences.

HSLC offered support services to the follow non-profit organizations and efforts:

- Library of Accessible Media for Pennsylvanians (LAMP) – HSLC hosts the website at mylamp.org.
- PA Liberty (paliberty.net) – a cooperative effort of Pennsylvania libraries to create an affordable ebook platform.
- PA Public Libraries – HSLC continued the group purchase program for Beanstack, an online reading challenge software, enabling these libraries to offer an alternative to traditional summer reading clubs.
- PA Black Librarians' Caucus – HSLC continued to support the caucus by serving as a fiscal agent.

Financial Statements

HOSTING SOLUTIONS AND LIBRARY CONSULTING

STATEMENT OF FINANCIAL POSITION - MODIFIED CASH BASIS

JUNE 30, 2021

Assets	
Cash and cash equivalents	$ 1,058,145
Property and equipment, at cost:	
Condominium and fixtures	1,026,689
Computer and equipment	515,904
Land	81,653
Purchased software	37,754
	1,662,000
Less: accumulated depreciation	(1,203,179)
Total property and equipment	458,821
Total Assets	$ 1,516,966

Net Assets	
Without donor restrictions	$ 1,516,966
Total Net Assets	$ 1,516,966

HOSTING SOLUTIONS AND LIBRARY CONSULTING

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions
Support and Revenue:	
Pennsylvania Department of Education:	
Access Pennsylvania Database	$ 1,663,896
POWER Library	398,604
Miscellaneous	7,010
Interest	1,608
Subscription revenue	667,717
Total support and revenue	2,738,835
Expenses:	
Program services	2,181,032
Management and general	480,541
Total expenses	2,661,573
Change in Net Assets	77,262
Net Assets:	
Beginning of year	1,439,704
End of year	$ 1,516,966

HOSTING SOLUTIONS AND LIBRARY CONSULTING
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
YEAR ENDED JUNE 30, 2021

Program services:	
Salaries	$ 722,715
Payroll taxes	56,906
Employee benefits	140,683
Advertising	255
Contract labor	54,021
Depreciation and amortization	75,461
Dues and publications	208
Facilities and equipment maintenance	57,574
Office expense	67,248
Payroll services	134
Software maintenance	904,318
Subscriptions	67,199
Telephone	26,578
Training	1,481
Travel	1,931
Utilities	4,320
	$ 2,181,032

Management and general:	
Salaries	$ 240,905
Payroll taxes	19,824
Employee benefits	70,180
Advertising	2,166
Bank charges	2,955
Condominium fees	29,219
Condominium repairs and maintenance	13,805
Depreciation	16,564
Dues and publications	3,993
Facilities and equipment maintenance	951
Insurance	16,219
Legal and accounting	20,554
Office expense	22,402
Payroll service	2,145
Retiree benefits	9,507
Software maintenance	4,554
Subscriptions	156
Training	730
Travel	396
Utilities	3,316
	$ 480,541