

THE STATE LIBRARY



Washington
Secretary of State
SAM REED

Library Council of Washington

November 6, 2003

Microsoft Studios

Redmond, WA

LCW PRESENT

Carol Cahill, Public Libraries

Kevin Comerford, Information Technology

Nancy Graf, School Libraries

Leonoor Ingraham-Swets, Academic –2 Year

Yazmin Mehdi, Cultural Diversity

Lisa A. Oberg, Special Libraries

Lethene Parks, Rural Libraries

Deborah L. Reck, Disadvantaged

Jan Walsh, Ex-Officio, State Librarian, WSL

Sharon Winters, Information Technology

Bruce Ziegman, Public Libraries

WSL PRESENT

Rand Simmons, Library Development

Program Manager

Jeff Martin, LSTA Administrator

Karen Goettling, Consultant

Anne Yarbrough, Secretary Administrative

Buff Hirko, Consultant, VRS Project

SPECIAL GUESTS

Allyson Carlyle, iSchool

WELCOME AND INTRODUCTIONS

The Library Council of Washington meeting was called to order by Sharon Winters, Chair. Sharon welcomed today's guests, Buff Hirko, WSL Consultant, and Allyson Carlyle, sitting in for Mike Eisenberg. She welcomed Yazmin back from maternity leave and thanked Kevin Comerford for inviting the Council to the Microsoft Studios.

Kevin welcomed the Council and gave a brief overview of the Microsoft Studios Archives.

APPROVAL OF SEPTEMBER 4, 2003 MEETING NOTES

The September 4, 2003 meeting notes were approved after minor changes were requested.

Council recognized Anne's ability to develop meeting notes that are well written with an appropriate level of summarization.

Jeff referred Council to the comments provided in the handout materials on those FY2004 Proposals removed from further consideration on the 1st and 2nd vote (see Attachment A). Council agreed with the draft with one addition: the Council noted that not all Washington colleges participated in ORCA and this proposal.

REVIEW MEETING AGENDA

The agenda was reviewed; one item was added regarding the State Board of Education's discussion of School Library WACs.

LIBRARY DEVELOPMENT PROGRAM STAFFING

Rand Simmons provided an overview on the Library Development Programs' workload and budget allocation from the \$1.8 million LSTA funds. A total of 48% of permanent staff time is devoted to Initiative management (23%) and support (25%)—no other activity is higher. In the context of the overall FFY2003 allocation, the budget for these activities is 22.4% (management, 11.1%; support 11.3%).

DEBRIEFING ON FY2004 PROPOSAL PROCESS

Sharon Winters led a discussion on this year's proposal process using a 3 phase approach: summarize, discuss, and decide. Some of the discussion included:

- Ongoing projects should be funded as programs, not initiatives, i.e., SDL. What other funding sources are available?
- Multi-year projects are difficult to plan when there is no guarantee of continuing funding, and they often prevent new initiatives from being funded. A 3-4 year limit on multi-year projects was suggested.
- Proposal authors felt alienated from the process and wanted to advocate for their projects in person.
- Sponsorship by Council didn't work well this year—some felt they weren't the best advocates because there was not enough time to understand the initiatives they were sponsoring; some were stronger "pitchmen" than others and therefore their initiatives were funded. Is that how we want our decisions driven?
- Council needs to really define their priorities; there are too many proposals for the limited funds available—developing a focus is critical. Start at the end and decide the results we are looking for, then decide on the direction or theme.
- Council should look back on what has been funded in the past, what worked, how long initiatives should be funded. The December 2003 OBE training should help WSL staff and Council evaluate initiatives.
- We need to take concepts and ideas from the field and develop proposals and priorities; this could be accomplished in part by conducting a yearly workshop.
- Disappointment was expressed from the field on the limited grant opportunities this year.
- Libraries feel the proposal process takes too much time. This is difficult to resolve since there are often delays in receiving the funds from IMLS.
- If there's no funding for new initiatives, let everyone know upfront. If we have no new proposals next year, then there will be time to focus on setting themes and establishing appropriate processes.
- It's difficult to do library development when 70% of effort goes into initiatives. It's hard to do long range planning since we are so initiative driven.
- Need role definition for Council and Library Development: Council sets direction or theme; Library Development staff consults and screens proposals for those that meet the direction Council sets. This would reduce the number of proposals Council would need to consider, and would better focus Library Development staff efforts and enable them to provide upfront consulting to proposals from the field.

Sharon appointed a committee to work on the issues and bring their suggestions back to the January LCW meeting.

Assignment: Deborah, Kevin, Bruce, and Leonoor, and Carol were appointed to this committee. In January, they will bring back recommendations on strategic direction for the role of the Council and details on proposal processes. Jeff Martin and Rand Simmons will serve as staff.

Jan thanked the LCW for being open to change and not being "wed" to the old ways. Council expressed gratitude for Library Development bringing their feedback to the proposal process.

RECOMMENDATION FOR APPOINTMENTS

The nomination committee reviewed the applications for the Information Technology and School Libraries vacancies and made their recommendations.

While only one application was received for the Technology vacancy, the committee found the applicant, Kevin Stevens, Seattle Public Library, extremely well qualified and believed he was the right person for the position and therefore recommended him. Council members voted to approve.

There were 3 applicants for the School Libraries vacancy: Jennifer Maydole, North Central Educational Service District; Geneva Norton, Shoreline S.D.; and Jan Weber, Kennewick S.D. Although the committee found all 3 to be good candidates, they recommended Jan Weber for the position. Jan brings a wealth of experience both at the national and at the local level. Council members voted to abide by the recommendation of the nomination committee.

Assignment: Jan Walsh will forward Council's recommendation to Secretary of State Sam Reed for final approval. After final approval, Jeff will notify applicants and Council that the appointment process has been completed.

ADVISORY COUNCIL

The Council wanted to send thank you notes to the advisory committees serving under the Early Learning initiative, which has ended.

Assignment: Martha Shinnors, WSL Early Learning project manager, will prepare thank you letter for Sharon's signature.

SCHOOL BOARD RE: SCHOOL LIBRARY WACS

Jan reported that Sam Reed, and Mike Eisenberg met with Superintendent of Public Instruction Terry Bergeson regarding the State Board's decision to eliminate the School Library WACs. Terry said she supported—and always had supported—keeping school libraries in the WACs and phoned that message into the WLMA Conf. The letter writing campaign to the State Board was great a great success and, with Terry's support, the State Board agreed to keep the WACs in place. They are currently under review to make them even better.

ELECTION OF OFFICERS

Nominations for the next Chair and Vice-Chair were opened. Carol Cahill was nominated for Chair, accepted the nomination, and was unanimously approved. Bruce Ziegman was nominated for Vice-Chair but declined. Yazmin Mehdi was then nominated for Vice-Chair, accepted the nomination, and was unanimously approved. Their term begins January 1, 2004.

A discussion followed on how to proceed with election of officers next year. It was decided a nomination committee should be appointed next fall to make recommendations and to check if those recommended were interested in accepting the nomination. The nominees' resumes and other information will then be placed in the November agenda packet for review; elections will be conducted at that meeting.

PRESENTATION TO RETIRING COUNCIL MEMBERS

Jan presented a Certificate of Appreciation to Nancy Graf and Sharon Winters for their service on the Council. Nancy and Sharon both rotate off the Council December 31, 2003. The certificate, signed by Jan and Secretary of State Sam Reed, states in part: "You have made a significant contribution towards promoting access to library services and information resources for all people of Washington State." Jan pointed out that both not only

represented their constituents well, but were also able to look at the big picture. Nancy commented that “with this type of process, we are making it happen for every library”.

TOUR OF HOST FACILITY

Kevin Comerford provided a virtual tour and a physical tour of the Microsoft Studio Library. The Microsoft Studio is the largest media center at Microsoft and contains 3 TV sound studios, an audio group, a special efforts group, an animation group, and the largest digitization archive in the country. Commercials, documentaries, news releases, training, and videoconference are all produced here. The archives contains 4 film vaults housing 8 million files, with 30,000+ new files added per month of original material; and a music library of over 120,000 items.

UPCOMING OUTCOME BASED EVALUATION (OBE) TRAINING

Jeff Martin spoke about the upcoming OBE training provided by IMLS and WSL. IMLS currently reports to Congress in OBE terms; therefore, the state libraries need to provide information on their project to IMLS in those same terms. This training will be beneficial in evaluating statewide projects and can also be transferred to the local library level to support their efforts with the legislature, management, etc. A select group has been invited to participate, including Council members, WSL Library Development staff, participants in statewide initiatives, LSTA grantees, and a few other interested libraries. WSL LSTA funds will pay for the training facilities; lunches and refreshment breaks for the two-day training; and travel costs for Council members, Library Development staff; and the Connecting Libraries and Schools Through Info Lit project advisory committee. Other attendees can apply for CE grants to cover 50% of their travel costs. At the end of the training, a draft evaluation plan that feeds into the 5-year evaluation, and a draft evaluation of the Connecting Libraries Initiative will have been produced. The IMLS consultant will provide follow-up support over the following year. The registration is free; participants must register through IMLS.

WASHINGTON LIBRARIAN’S INDEX TO THE INTERNET

Buff Hirko, WSL Consultant, provided a report on the Washington Librarian’s Index to the Internet (wa.lii.org), a regional information portal based on the Librarian’s Index to the Internet (lii.org). Nicknamed “Wally”, this site offers high-quality Internet resources, a regional section on Washington-specific topics, weekly mailings of newly catalogued Web sites, and special themed collections such as “Patriot Act” offerings currently posted on the parent lii.org site. Every contributor is responsible for maintaining anything they contribute. Wally was originally funded by VRS grant money in October 2002; beginning October 2003, state funding will support continued development and a marketing plan to increase use by both libraries and the public across the state. Q&A followed.

LSTA REAUTHORIZATION

Jeff Martin provided some of the highlights of the new LSTA Reauthorization, including an increased authorization from \$197 million to \$232 million for FFY2004. Congress must still make the actual appropriation for each fiscal year; the reauthorization language provides general guidance on the capped amount.

Assignment: Jeff will email his mark up of the new law to those interested in receiving the information.

WORKSHOP IN LIBRARY LEADERSHIP (WILL) EVALUATION

Karen Goettling gave a brief report on the October 2003 WILL Conference for public library trustees and directors. The evaluations were excellent, in part, because directors and boards had a lot of input into the planning. Subject titles included the US Patriot Act, CIPA, Values vs. Rights—How to Balance, Leadership, and Conflict Resolution among Board Members and Library Communities.

WASHINGTON READS

Jan spoke about the new Washington Reads: Selections from the State Librarian project, initiated in celebration of the 150th anniversary of the State Library. Every quarter, Jan will select books from the State Library collection related to Washington life. This quarter, she selected five books related to the Washington Territory: *The Northwest Coast* by James G. Swan; *James Swan, Cha-Tic of the Northwest Coast* by George A. Miles; *Ghost Canoe*, by Will Hobbs; *Boston Jane, Wilderness Days*, by Jennifer L. Holm; and for young children, *Where Do I Sleep? A Northwest Lullaby*, written by Jennifer Blomgren. This project is to increase awareness of “good reads” about the state and to encourage Washingtonians to read.

Bruce Zeigman shared the political cartoon of himself that was featured in the Nov. 5 issue of the Battle Ground newspaper, The Reflector. The cartoon was created in response to the decision by FVRL to comply with CIPA.

WRAP UP; ITEMS FOR NEXT AGENDA

WSL staff update on projects

Assignment: Send thank you letters to project managers and advisory committee members whose projects have wrapped up. Sharon Winters will sign these letters as chair of the Council.

Comments Related to Proposals Removed from Further Consideration

CTC-CART

While the review committee received more information/clarification on the proposal and was impressed with the technology, it recommended against funding the proposal because:

- ❖ The proposal impacted a limited number of libraries; other proposals were more inclusive
- ❖ Although it seemed to be a good demonstration project and potentially a great learning tool, questions remained about what was going to be done with the technology. There needed to be more discussion about how the technology would be used. The question needed to be answered about how the existing programs would be “better” as a result of this technology. Some statements were included about out-of-library use but these statements did not seem definitive – if the laptop lab stays in the library, why is it wireless; doesn't this limit bandwidth; wouldn't a hard-wired solution be better. Also if the project is considered as a demonstration project that could be duplicated elsewhere or further expanded, additional discussion needs to be included in the proposal about how project information would be shared with other libraries.
- ❖ If the primary use is to teach information literacy, would other methods be more effective and also more cost effective.

There appears to be potential in the technology in the future and the Council would be more supportive, if there is a more clearly stated and demonstrated need for the project.

COOPERATIVE AUTOMATED SYSTEMS

Although the review committee recommended funding for this proposal and funding was also recommended by the full Council on the first vote, the proposal failed on the final vote. Some of reasons it was not recommended for final funding were:

- ❖ The WSL consultant would provide a quarter-time or less service to the steering committee and a full-time consultant would be scheduled for only the last two months of the first year of the project; the consultant should be available from the start to help advise and to develop the 2005 proposal
- ❖ Formation of new consortia requires something much different than joining an existing consortia; a question remained concerning if enough time could be allotted to support those joining existing consortia and to also support the formation of new consortia.
- ❖ Looking at the proposed demand for FFY2005 LSTA funding, anticipated requests from continuing projects were larger than what was anticipated to be received; funding levels for LSTA would need to increase substantially to allow additional projects, e.g. Cooperative Automated Systems, to continue – receipt of increased LSTA funding for Washington is not anticipated for FFY2005.

On the first vote, the Council said it could be willing to support this proposal – but with no commitment to additional years until Council saw the results from the work of the steering committee. Council felt the project would need a strong steering committee for the project to be successful.

ORCA

While this is the next logical step to take and is important, it is the state's responsibility to fund this effort--not the responsibility of the State Library using federal LSTA money. Perhaps it should utilize a combination of funding from both the states of Washington and Oregon.