



Washington
Secretary of State
STATE LIBRARY

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Library Council of Washington

July 13, 2004

Room 413

Washington State Library

6880 Capitol Boulevard S, Tumwater, WA

LCW PRESENT

Carol Cahill, Public Libraries
Kevin Comerford, Information Technology
Eve Datisman, School Libraries
Leonoor Ingraham-Swets, Academic –2 Year
Yazmin Mehdi, Cultural Diversity
Lisa A. Oberg, Special Libraries
Lethene Parks, Rural Libraries

Linda Pierce, Academic 4-Year
Deborah L. Reck, Disadvantaged
Kevin Stevens, Information and Technology
Jan Walsh, Ex-Officio, State Librarian, WSL
Jan Weber, School Libraries
Bruce Ziegman, Public Libraries

WSL PRESENT

Rand Simmons, Library Development
Program Manager
Jeff Martin, LSTA Administrator
Karen Goettling, Consultant
Anne Yarbrough, Secretary Administrative

SPECIAL GUESTS

Gary Bortel, WSL Consultant

WELCOME

The Library Council of Washington meeting was called to order by Carol Cahill, chair.

Carol shared several beautiful rare books that the Port Townsend Library is donating to the State Library's Rare Book Collection: *Picturesque California: The Rocky Mountains and the Pacific Slope*, edited by John Muir (2 volume set), and *Wild Flowers of the Pacific Coast*. These are just a few of the many old books Port Townsend Library recently found buried in a vault, long forgotten.

APPROVAL OF MAY 11, 2004 MEETING NOTES

The May 11, 2004 meeting notes were approved without changes.

REVIEW MEETING AGENDA

The meeting agenda was reviewed and a correction was made: Jan Walsh will introduce the Washington Electric Library (WELL); the agenda listed Rand Simmons.

REVIEW OF ONGOING PROJECTS PROPOSED FOR CONTINUANCE IN FY2005

Rand provided an overview of the proposed 2005 LSTA projects.

The 4% allowed by the federal government for administration, currently used to support LSTA grant staff and Council costs, will support agency costs beginning with the new biennium. Library Development operations budget will then absorb the costs for LSTA staff and Council. The proposed budget for the remaining funds, including Core Programs (CE, ITCE, and SDL) and Projects, totaled \$1,717,737. All budgets are on the table, except Marketing, which OSOS did not want cut.

Information was provided on funding for the proposed projects and also on five "pending projects" for which there is no funding identified at this time. Each proposed and pending project and budget was reviewed and discussed. See Attachment A for details of the discussion.

Council will continue to consider these proposals and make their recommendations at the September meeting. Council asked for more detailed information on CE.

There was consensus that 2004 variance money could be used this fall without waiting for next meeting's approval.

Assignments:

- Rand will provide Council with additional information on CE.
- At Leonoor's request, Rand will send OBE piece of Connecting Learners IL proposal to Lynn Olson.
- Karen will send out info regarding the Marketing firm GA Creative.

Council found the new 2-page project proposal format used this year to be very useful. In the future, they would like to see stronger outcomes and inputs, the number of years the project has been funded, and a potential for alternative funding.

HOW WE WORK TOGETHER AND ENVISIONING THE FUTURE OF COUNCIL

Rand and Karen Goettling led the discussion on how LCW and WSL staff work together:

Policy clarification on Council and staff roles:

- LCW will work at a policy level advising the State Librarian and the OSOS on the use of federal funds.
- LCW will recommend major directions within the priorities they establish for the use of LSTA funding. The State Librarian and the Secretary of State, or his designee, will approve the directions.
- Staff will be responsible for developing and implementing the directions. The State Librarian, and when warranted, OSOS Executive Management, will approve project budgets and associated workplans to implement directions.

Council reached consensus on these policies.

Soliciting and Reviewing Ideas, Allotting Funds

Jeff provided the results of the Urban Onion subcommittee's discussion on soliciting and reviewing ideas:

1. The Library Council of Washington establishes broad LSTA program directions using the LSTA five-year plan and the development of priorities and principles for the use of LSTA funds.
2. Staff and Council solicit new ideas throughout the year for use of the following

year's funding. A formal process to solicit ideas may be used to provide greater awareness and encourage input from the library community.

Ideas may come from members of the library community, the Library Council of Washington, Library Development staff, the State Librarian, the Secretary of State, or Office of the Secretary of State (OSOS) Executive Management.

3. Staff collects the ideas and develops a package for review. An initial internal review process is conducted before the package is sent to Council.
4. The package which includes the recommendations and comments of Library Development staff, the State Librarian, and the Assistant Secretary of State is forwarded to Library Council for its review and recommendation.
5. Council recommendations are made and presented to the State Librarian and the Assistant Secretary of State for their consideration and approval. Ideas may be approved for multiple years and may utilize targets to indicate when the project should wind down.
6. Staff develops the approved ideas into a project. Internal approval from the State Librarian and/or the Secretary of State or his designee (i.e., the Assistant Secretary of State) allows project implementation to proceed.
7. Projects are developed to the extent that funds are available. A report is provided to Council to indicate how many of the approved ideas are able to be addressed with available funds. Annual progress reports are provided to Council for their information and review. If satisfactory progress is not made, recommendations for change may be made by the Library Council of Washington, Library Development staff and management, the State Librarian, the Secretary of State, or Office of the Secretary of State (OSOS) Executive Management.

Council reached consensus on this general direction for selecting and reviewing ideas.

Council further discussed how new ideas would be solicited:

- How to solicit ideas will be a challenge, especially to fit in priorities.
- Need to keep process simple.
- Need to publish LCW's priorities so the library community will know what they are.
- Need to listen to needs and concerns, not just "solicit".
- When ideas are submitted, respond with a thank you letter so submitters know they've been heard.
- Those who submit an idea could be invited to sit on the advisory committee if the idea is developed into a project.
- Develop a proposal/idea template and post it to the webpage.
- Conduct survey for ideas at WLA, etc.
- Point to the Council's principles and priorities.
- Need to be realistic and transparent about how long a project takes.
- Need a statement up front, i.e., "LSTA funds are intended to the purpose of...."
- With short term funding (don't use the term "seed money"), establish goals.
- Catalogue all ideas in a "parking lot" and list those we're going ahead with because they meet priorities.
- We need to be clear about who is advising whom.
- Need to establish realistic and appropriate timeframes and evaluative data

- each year.
- Statewide impact vs. continual new projects.
- Concern that people will expect their suggestions to happen; set up false expectations.
- Concern that some librarians won't have access to Council.

There was a discussion on the working definition of several words from the Council's priorities and principles list ("access", "information", "literacy", "collectively", and "statewide") since these words can mean different things to different people.

Assignment: The Urban Onion subcommittee will discuss and define these words for the September meeting.

FILLING UPCOMING COUNCIL VACANCIES – APPOINTMENT OF SUBCOMMITTEE

Jeff discussed the upcoming Council vacancies. Carol has completed her second term; Nola Sterling and Yazmin Mehdi declined reappointment; and Eve Datisman has accepted reappointment; therefore, there will be three Council vacancies next year. Vacancy announcements will be posted in August, applications will be due in September, and the Nominations subcommittee will review the applications and make their recommendations at the November meeting. The Nominations subcommittee will also make recommendation for the election of officers for the next year.

Assignment: Lisa Oberg, Eve Datisman, and Kevin Stevens, and Kevin Comerford volunteered as members of the Nominations subcommittee.

NCLIS HEALTH INFORMATION AWARD

WSL nominated the University of Washington Health Sciences Libraries for the National Commission on Libraries and Information Science's (NCLIS) Consumer Health Information award. There will be an official ceremony tentatively late in August.

IMLS EVENT, CREATING AND SUSTAINING A NATION OF LEARNERS

Idaho and Washington will be participating in a special event promoting IMLS, held in Coeur d'Alene, Idaho, August 6, 2004. Dr. Robert Martin, Director of IMLS, will introduce IMLS and the purpose of this agency. A panel including IMLS library and museum staff along with representatives of the Washington and Idaho State Libraries will provide an overview of programs and services at the federal level and in each state. A second panel including local library and museum representatives who have worked with LSTA funding will discuss how federal dollars are at work in each state. Members of Congress will be introduced. LCW members are among the invitees to this special event.

WASHINGTON ELECTRONIC LIBRARY (WELL)

Jan announced that a decision package for WELL (the **W**ashington **E**lectronic **L**ibrary) is being prepared for submission to the legislature. WELL will provide Web resources, full-text magazines, newspapers, electronic books, government and consumer data, and related online services. A one-stop search, it will be a browsable portal of trustworthy information selected, organized, and maintained by expert librarians at the WSL. The Library is asking for feedback from the information community.

CENTRAL FILTERING DEMONSTRATION

Gary Bortel, WSL consultant, provided a demonstration of the central filtering system that he developed for the State Library to offer to small libraries needing assistance to become CIPA compliant. Currently, there are seven sites using the system, which is a low budget approach requiring only one server and filtering software. A committee made up of the participating libraries, plus one member of the State Library, will decide

what sites should and should not be blocked. CIPA requires that public libraries and school libraries block visual images that are obscene, pornographic, or harmful to minors.

PROQUEST DEMONSTRATION

The ProQuest demonstration was postponed until another date, due to lack of time.

INFORMATION SHARING AND UNFINISHED BUSINESS

Library Council was directed to the following information in the agenda packet:

- COSLA notes – Gates Foundation
- Planning for state funded library support
- Preservation training evaluations
- Library development summary report
- IMLS Primary Source Newsletter

WRAP UP; ITEMS FOR NEXT AGENDA

- Review Projects Budgets and Make Recommendations
- Envisioning the Future of Council, cont.
- How Council and Staff Work Together, cont.