

# Services to Libraries Report

## March 2014 – May 2014

### What Will Your Library Do When the Big One Hits

by Jeff Martin, Library Development Program Manager

Libraries big and small are integral members of their communities. When the Big One hits, how will your library respond as a member of the community?

At a minimum, if the library is damaged, as when the 2001 Nisqually earthquake struck, staff will be assigned to pick up, clean up, and re-shelve items and possibly repairing physical damage to the structure and its service infrastructure. Have you talked about how you would go about addressing this type of need? Who would be assigned? At what point do you use a contractor to assist in repairs? Does library staff understand how to evacuate people from the building? Have your staff attended training on these topics? Do you have a written plan listing critical phone numbers and service providers? Do you have a phone tree to contact staff in an emergency?

But that is only half the question. How would your library support your community in an emergency big or small? Do you offer up a portion of the library, assuming it can be occupied, as a command center for disaster relief? Are your computers and other resources available for community members to talk to loved ones, search for resources, and apply for aid? Can community members come in to get a cup of coffee and perhaps just come out of the cold and warm up?

Sno-Isle Libraries responded to the Oso / SR 530 mudslide tragedy on March 22, 2014 acting as a community resource ([www.sno-isle.org/research/landslide](http://www.sno-isle.org/research/landslide)). They compiled information on the tragedy, announced schedules for community meetings, pulled together news content from other organizations, gathered and made available research on this type of event, posted information on disaster preparedness and survival, and featured advice for coping with trauma and grief for a variety of audiences including parents with children (Sesame Street, Here for Each Other was new to me).

So is your library prepared? How will you and other staff react? Does everyone know their roles whether it is for the library's own recovery or for how your library will support the community during an event big or small?

### Projects

**Work on any project is done as much behind the scenes as is visible. It takes a "village" to accomplish the work and be successful in moving the project forward toward the achievement of goals and objectives. This list of projects and activities is not exhaustive but rather gives a glimpse to the types of things happening with the use of LSTA and other funding.**

**Credit needs to be given to our support staff, our graphic designer, supervisors and managers, the Washington State Librarian, Rand Simmons, executive management, communications staff, the Secretary of State, Kim Wyman, and last but not least our Administrative Division staff including IT, HR and Budget and Fiscal. Without this support, we could not be nearly as successful in our endeavors. So as you read through this, think not only of those listed but also those in the background who are working just as hard but are not the visible face of the projects and activities.**

Project Name, Project Manager with lead participants	Summary of Activities During March 2014 Through May 2014
<p><b>2014 Digital Literacy, Broadband, and Washington Rural Heritage Grant Cycles Activity</b></p> <p>Jeff Martin, Leanna Hammond, and Staci Phillips with Gary Bortel, Jennifer Fenton and Evan Robb</p>	<ul style="list-style-type: none"> <li>• Updated grant guidelines and applications for: <ul style="list-style-type: none"> <li>○ 2014 Broadband: Overall funding for the cycle is \$100,000. There is a limit of \$10,000 per application. Two applications were awarded a total of \$17,355 in funding. Agreement development is underway.</li> <li>○ 2014 Digital Literacy: Overall funding for the cycle is \$75,000. There is a limit of \$7,500 per application. Eighteen applications were received requesting \$118,591. Application review teams have been formed. A review kick-off meeting takes place on May 9, 2014.</li> <li>○ 2014 Washington Rural Heritage: Overall funding for the cycle is \$50,000. There is a limit of \$10,000 per application. The application deadline is Friday, May 9, 2014.</li> </ul> </li> </ul>
<p><b>2013 Digital Literacy Grant Cycle</b></p> <p>Jennifer Fenton with Leanna Hammond and Staci Phillips</p>	<ul style="list-style-type: none"> <li>• Ten grants were awarded; agreements were developed and signed; implementation by the subgrantees is moving forward. The subgrantees are: <ul style="list-style-type: none"> <li>○ Seattle Public Schools</li> <li>○ Whitman County Rural Library District</li> <li>○ Central Valley School District, Greenacres Elementary School</li> <li>○ Asotin County Library</li> <li>○ Grays Harbor College, John Spellman Library</li> <li>○ Wahluke School District, Wahluke High School</li> <li>○ North Thurston School District, Komachin Middle School</li> <li>○ Spokane County Library District</li> <li>○ Bellingham Technical College Library</li> <li>○ Auburn School District</li> </ul> </li> <li>• The Washington State Library is now monitoring subgrantee activity, processing grant claims, and reviewing report submissions. The end of the period of performance for subgrantees is August 15, 2014.</li> </ul>
<p><b>Ask WA</b></p> <p>Nono Burling</p>	<ul style="list-style-type: none"> <li>• Created a spreadsheet with cost predictions for 2015 to share with member libraries.</li> <li>• Conducted Advisory Committee meeting on April 14, 2014.</li> <li>• Worked with Carol Bonnefil and Lee Anne Flandreau to sort out problems with Ask WA Spanish.</li> <li>• Signed Ritzville Library onto the program.</li> <li>• Worked with member libraries to resolve problems.</li> <li>• Kept scheduling calendar updated.</li> <li>• Worked with Shoreline CC on marketing plan.</li> <li>• Wrote and sent Ask WA newsletter.</li> </ul>

	<ul style="list-style-type: none"> <li>• QP 24/7 Advisory Board meeting held April 4, 2014.</li> <li>• Anticipate several site visits in May 2014.</li> </ul>
<p><b>Connecting the Dots:</b></p> <p>Diane Hutchins with Martha Shinnors</p>	<ul style="list-style-type: none"> <li>• Co-presented work on Project VIEWS/Connecting the Dots at WLA.</li> <li>• Held 2nd advisory committee meeting for Connecting the Dots.</li> </ul>
<p><b>Consulting work with Boards, library directors, and Friends of the library groups.</b></p> <p>Carolyn Petersen</p>	<ul style="list-style-type: none"> <li>• A video, “Poetry of Irrigation” made what was to be a simple instructional video intended for a WLA preconference into an example which may be used for the promotion of the State Library (See WSL staff in unexpected roles—see if you can spot who truly is the Dust Demon, Famine, and the chorus of grass and sedges).</li> <li>• Developing two trustee trainings: <ul style="list-style-type: none"> <li>○ Skagit Valley libraries on May 10<sup>th</sup>.</li> <li>○ Bellingham and Whatcom County Libraries on June 4<sup>th</sup>.</li> </ul> </li> <li>• The Lincoln County and Ritzville Biannual meeting will be held on May.22<sup>nd</sup>.</li> <li>• The Tribal librarians’ face to face annual meeting will be held on May 16<sup>th</sup>.</li> </ul>
<p><b>Continuing Education Grants &amp; ITCE Grants</b></p> <p>Jennifer Fenton, Staci Phillips, and Leanna Hammond</p>	<ul style="list-style-type: none"> <li>• Twelve Continuing Education Grants totaling \$12,193 were awarded March 10, 2014 through April 23, 2014. CE Events include: <ul style="list-style-type: none"> <li>○ DrupalCon 2014</li> <li>○ Digital Directions 2014</li> <li>○ International Society for Technology in Education</li> <li>○ 2014 International Conference of Indigenous Archives, Libraries and Museums</li> <li>○ Managing locally-produced born-digital media content.</li> <li>○ Book Expo 2014</li> <li>○ COSUGI 2014 Conference Customer User Group Meeting</li> <li>○ UX for Libraries – User Experience Training</li> </ul> </li> </ul>
<p><b>Gadget Menagerie</b></p> <p>Jennifer Fenton with Nono Burling, Evelyn Lindberg, and Joe Olayvar</p>	<ul style="list-style-type: none"> <li>• Each workshop consisted of offering several current mobile devices for attendees to learn and explore. These devices represent the 3 major operating systems; Microsoft’s Windows 8 RT, Apple’s iOS, and a variety of Android based systems.</li> <li>• Gadget Menagerie includes both staff and public programs which have been extremely well received. The Gadget Menagerie has been getting a lot of press and is a featured program for Library 21. The Menagerie will wrap up in July although the bulk of the programs end in May.</li> <li>• The Gadget Menagerie is being held at public, academic and college libraries around the state.</li> <li>• 13 Staff Trainings for Gadget Menagerie (March 18-April 23), 196 attendees.</li> <li>• 8 Public/Student Trainings for Gadget Menagerie (March 18-April 23), 129 attendees.</li> </ul>

<p><b>Downloadable Audiobooks and eBooks for Washington Libraries</b></p> <p>Will Stuivenga</p>	<ul style="list-style-type: none"> <li>• Dealt with WDLC (Washington Digital Library Consortium) management issues, including inadequate funding, and an issue relating to a sexually explicit title preview.</li> <li>• Provided eBook and audiobook title counts to the WSL data coordinator (Evelyn) for the two vendor contracts I manage (OverDrive, Recorded Books).</li> <li>• Provided usage statistics to the Library Development Program Manager.</li> </ul>
<p><b>Early Learning</b></p> <p>Martha Shinnors with Diane Hutchins</p>	<ul style="list-style-type: none"> <li>• Worked with Diane Hutchins on Projects Views – Connecting the Dots advisory committee planning and implementation – May 14-16; included conference calls with UW research staff.</li> <li>• Co-presented program on early learning with Diane Hutchins and Ivette Bayo, UW at WLA, 5/2/14 – “Library Early Literacy -The Proof Is In”.</li> <li>• Conference calls with Wendy Loosle, Dept. of Early Learning, Susan Yang, Thrive by Five WA, and Diane Hutchins regarding a possible STEM grant.</li> <li>• Facilitated a meeting with Susan Yang, Thrive by Five WA, Liisa Potts and Bob Butts, Office of Superintendent of Public Instruction and Dept. of Early Learning, and Diane Hutchins, to discuss early learning, library and school collaboration.</li> <li>• Thrive by Five early learning leadership luncheon with Jeff Martin, Rand Simmons, and Diane Hutchins.</li> </ul>
<p><b>K-12 – Teacher Librarian Common Core Cadre (TLC3)</b></p> <p>Martha Shinnors</p>	<ul style="list-style-type: none"> <li>• Met twice with Jennifer Maydole in regard to question on copyright analysis and compliance for TLC3 training materials.</li> <li>• Contract amendment to extend contract date finished for Jennifer Maydole.</li> <li>• 3 meetings with Marianne Hunter on year two training, Daycamp curriculum review, new curriculum development, and procuring summer training sites.</li> <li>• Conference call with Josh Sadow-Hasenberg (SPL), Ron Wagner and Roz Thompson (TLC3 trainers) to review/revise our WLA presentation, Demystifying Common Core for Public Librarians.</li> <li>• Planned and hosted a one day planning/training session at WSL for the 2014 TLC3 trainers.</li> <li>• Identified and contacted 10 possible hosting sites for June training</li> <li>• 13 sites for August grade level training secured and trainers committed.</li> <li>• Contracts for 15 trainers for summer 2014 training in place</li> <li>• Evaluations and training materials identified.</li> </ul>
<p><b>Koha ILS Proof of Concept Project</b></p> <p>Gary Bortel</p>	<ul style="list-style-type: none"> <li>• Six instances of Koha are currently configured for small public libraries in the state. These include: <ul style="list-style-type: none"> <li>○ Cathlamet Public Library</li> <li>○ Davenport Public Library</li> <li>○ Kalama Public Library</li> <li>○ Odessa Public Library</li> <li>○ Ritzville Public Library</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Sprague Public Library</li> <li>● All locations continue to input records for their collections.</li> <li>● Harrington Public Library has asked to join this project bringing the total number of participating libraries to seven.</li> <li>● 2 site visits were conducted – Kalama &amp; Harrington.</li> </ul>
<b>Microsoft IT Academy</b> Elizabeth Laukea	<ul style="list-style-type: none"> <li>● Supported with funds from the Washington state legislature and discounts from Microsoft.</li> <li>● We have on-board almost 400 public, tribal, and community and technical college libraries.</li> <li>● As of the end of February 2014, 3 months after our launch, we have almost 5,500 people registered with an IT Academy site statewide, a number that has grown by a little more than 1,000 users each month.</li> </ul>
<b>Program Management</b> Jeff Martin, Gary Bortel, Carolyn Petersen, Martha Shinnars	<ul style="list-style-type: none"> <li>● Provided new employee orientation and support for Staci Phillips, AA3, who started March 24, 2014.</li> <li>● 13 annual staff evaluations completed.</li> <li>● Desk manual completed by Martha Shinnars in anticipation of retirement.</li> <li>● Two departures: Ross Fuqua, Digital Projects Librarian, and Allyson Ruppenthal, LSTA Grants Manager.</li> </ul>
<b>Public Library Statistics</b> Evelyn Lindberg	<ul style="list-style-type: none"> <li>● Ongoing collection of and consultation on survey submissions.</li> <li>● Data review process has begun for eventual submission to the Feds, IMLS by way of Census, in late June/early July.</li> </ul>
<b>Rural and tribal libraries</b> Carolyn Petersen	<ul style="list-style-type: none"> <li>● As the chair for conference of the Association for Rural and Small Libraries which will be held in September in Tacoma this year, March and April were particularly hectic months. The time was spent finishing up program choices, keynote addresses, solidifying costs for conference food and transportation, and the myriad other details which staging a conference for 400 attendees involves. The CE opportunities for rural and small libraries in Washington will be rich. More information is located at <a href="http://arsl.info/category/conferences/conference-2014/">http://arsl.info/category/conferences/conference-2014/</a>.</li> <li>● A promotion to use CE grants and ARSL scholarships to attend ARSL launches May 1st.</li> </ul>
<b>Social Media and Library 21 Initiative</b> Nono Burling with Evan Robb and a host of contributors.	<ul style="list-style-type: none"> <li>● Daily (M-F) posts to FB and Twitter. Wrote one blog post, facilitated, edited and posted 6 other blog posts. Added 2 new and expanded several Pinterest boards.</li> <li>● Worked with a team to produce the “Mysteries of WA State Library” video.</li> <li>● Met with Social Media team to devise a plan for the future (4/17).</li> <li>● Met with Shawn Schollmeyer to assess video equipment.</li> <li>● Attended a Library 21 meeting.</li> <li>● Added 56 new Facebook “likes” 3/10-4/21.</li> <li>● Totaled 1,163 likes on May 1, 2014.</li> </ul>

	<ul style="list-style-type: none"> <li>• Added 32 new Twitter “followers 3/24-4/21.</li> <li>• Managed and was the main editor of the WSL Blog- Between the Lines.</li> </ul>
<p><b>State Programs Report (SPR) / Measuring Success (IMLS)</b></p> <p>Jeff Martin, Diane Hutchins, Jeremy Stroud, Leanna Hammond, and Staci Phillips with all LSTA project managers as contributors.</p>	<ul style="list-style-type: none"> <li>• Attended two Measuring Success webinars with representatives from other pilot states to discuss adjustments to reporting framework functionality.</li> <li>• Created a parallel internal reporting mechanism to capture and compile LSTA project information for use in 2012 State Programs Report.</li> <li>• Used SPR reporting framework to enter data for Connecting the Dots project.</li> <li>• Project managers are in the process of completing LSTA reports for the SPR.</li> <li>• Attended a SPR Update webinar on April 30, 2014.</li> <li>• Entered information on CE grants into the SPR reporting system.</li> <li>• Deadline for complete submission of the SPR is May 30, 2014.</li> </ul>
<p><b>Statewide Database Licensing (SDL)</b></p> <p>Will Stuiwenga</p>	<ul style="list-style-type: none"> <li>• Added the final member (for now), representing hospital and special libraries, to the SDL Advisory Committee; began planning for an online Advisory Committee meeting.</li> <li>• For several small libraries for which Evelyn is creating Drupal-based web sites, set up ProQuest library card bar code style authentication.</li> <li>• Provided usage statistics to the Library Development Program Manager.</li> </ul>
<p><b>Summer Reading</b></p> <p>Martha Shinnors</p>	<ul style="list-style-type: none"> <li>• Announced Teen Video Challenge winner, Ellensburg.</li> <li>• Work with Nono Burling on publicity.</li> <li>• Facilitated the certificated and awards to the teen winner and her public library.</li> <li>• Attend the annual CSLP meeting; submitted a proposal for a research project – literature search, meta-analysis and final product on white paper on summer reading, how children learn to read and what’s needed for life long readers.</li> <li>• Proposal and funding approved by the board – expected start date mid-June 2014.</li> <li>• 3 meetings with Bob Butts and Lisa Potts (and others) at OSPI to discuss creating community based teams to explore how best to create additional summer reading opportunities for children; focus will be on public and school library collaboration and community engagement with a goal of a hosting a fall 2014 session to plan for summer 2015.</li> </ul>
<p><b>Technology Consulting</b></p> <p>Gary Bortel with Joe Olayvar</p>	<ul style="list-style-type: none"> <li>• Ten surplus laptops total were donated to the Pend Oreille County Library District &amp; the Spokane Tribal College Library for use with the MS IT Academy project. Site visits to deliver these laptops to Newport and Wellpinit.</li> <li>• Filter configuration and desktop computer configuration. Site visits to Sprague and Castle Rock to complete this work.</li> </ul>

<p><b>Trainings: Webinars/In-person Workshops and WebJunction</b></p> <p>Jennifer Fenton</p>	<ul style="list-style-type: none"> <li>• 5 WSL Webinars, 62 attendees.</li> <li>• 2 Mental Health First Aid Full-Day Workshops, 33 attendees.</li> <li>• 4 WebJunction Webinars, 26 attendees from Washington libraries.</li> <li>• 104 WebJunction Course enrollments.</li> <li>• 4 New Lynda.com accounts.</li> <li>• 36 Lynda.com Course Enrollments.</li> </ul>
<p><b>WaRP (the Washington ReadyWeb Project)</b></p> <p>Evelyn Lindberg</p>	<ul style="list-style-type: none"> <li>• Ongoing maintenance and incremental development of Drupal websites.</li> <li>• Slideshow functionality to be rolled out.</li> <li>• Improved accessibility to Statewide Database Licensing resources made available.</li> </ul>
<p><b>Washington Public Library Trustee Wiki</b></p> <p>Diane Hutchins with Carolyn Petersen and Jeremy Stroud</p>	<ul style="list-style-type: none"> <li>• Responded to complex reference question regarding use of meeting rooms in libraries.</li> </ul>
<p><b>Washington Rural Heritage</b></p> <p>Evan Robb and Ross Fuqua</p>	<ul style="list-style-type: none"> <li>• Project management and training: <ul style="list-style-type: none"> <li>○ Answered questions regarding 2014-2015 grant opportunity from prospective applicants.</li> <li>○ Performed sub-grantee monitoring site visits at two locations: Clear Lake/Sedro-Woolley Public Library and Port Angeles Public Library.</li> <li>○ Held preliminary meeting with 2014-2015 WRH Grant Review Committee (May).</li> </ul> </li> <li>• Project promotion: <ul style="list-style-type: none"> <li>○ Presented Digital Collections for the Olympic Peninsula: An Overview of Washington State Library Digitization Initiatives at North Olympic Library System’s Staff Day. April 25, 2014. NatureBridge, Lake Crescent, WA.</li> <li>○ Presented Chronicling Washington: Digital Initiatives at the State Library at Washington Library Association Conference, 2014. May 2, 2014. Wenatchee, WA.</li> <li>○ Presented Managing Digital Collections with Open Source Solutions: Library of Congress’ Viewshare for the Washington State Library’s Digital Initiatives at American Alliance of Museums Annual Meeting. May 20, 2014. Seattle, WA.</li> </ul> </li> <li>• Digitization, collection management &amp; administration, website design: <ul style="list-style-type: none"> <li>○ Added approximately 2,000 newly digitized items to the WRH repository from current sub-grantees.</li> </ul> </li> </ul>

**Publications** (provide bibliographic information on publications outside of your project areas, and state your responsibility – e.g., co-author, editor, etc. If there were co-authors, please provide their names):

- Edited and published WSL Updates weekly via e-mail distribution list and blog (Between the Lines), Diane Hutchins and Will Stuiivenga.
- Edited and released (including layout and content, writing the “Chair’s Column”) the Spring 2014 issue of the WLFFTA Advocate, [www.wla.org/assets/WLFFTA/wlffta\\_spring\\_2014\\_advocate.pdf](http://www.wla.org/assets/WLFFTA/wlffta_spring_2014_advocate.pdf), Will Stuiivenga.
- Washington Reads book review (Border Songs by Jim Lynch) posted to the blog; another review (Truth Like the Sun by Jim Lynch) submitted; not yet posted, Will Stuiivenga.
- Facebook posting: Busman’s Holiday: site visit to Ocean Shores Library while on vacation, Will Stuiivenga.
- Daily (M-F) posts to FB and Twitter. Wrote one blog post, facilitated, edited and posted 6 other blog posts. Added 2 new and expanded several Pinterest boards, Nono Burling.

**Other Services to the Profession or Community** (provide one or two sentence summary including dates; include presentations):

- Continue to work closely with CE Coordinators Cohort (newly re-named) and advise on several projects, Jennifer Fenton.
- Continue to serve on the LEARN RT for ALA. Begin term as President at ALA Annual, Jennifer Fenton.
- Working with WLA President and Student IG on new mentorship program for WLA. Recruited board members for the new WLA Interest Group, LiFE (Leadership is For Everyone) and will serve as co-chair for the first year, Jennifer Fenton.
- Currently serving as a member of two WLA committees: Member Services Committee, Marketing/Communications Committee, Will Stuiivenga.
- Served on the interview team for an agency Fiscal Analyst 2 position, Will Stuiivenga.
- Presented Digital Collections for the Olympic Peninsula: An Overview of Washington State Library Digitization Initiatives at North Olympic Library System’s Staff Day. April 25, 2014. NatureBridge, Lake Crescent, WA, Evan Robb.
- Presented Chronicling Washington: Digital Initiatives at the State Library at Washington Library Association Conference, 2014. May 2, 2014. Wenatchee, WA, Evan Robb.
- Presented Managing Digital Collections with Open Source Solutions: Library of Congress’ Viewshare for the Washington State Library’s Digital Initiatives at American Alliance of Museums Annual Meeting. May 20, 2014. Seattle, WA, Evan Robb.
- Co-presented work on Project VIEWS/Connecting the Dots at WLA, Diane Hutchins.