



August 4, 2014

Jeff Martin
Library Development Program Manager
Washington State Library
P.O. Box 42460
Olympia, WA 98504-2460

Dear Jeff,

Thank you for coordinating my recent site visit to the Washington State Library. I enjoyed meeting with staff, those that have been at the Library since my last visit and the new staff that were hired since that time, and learning how the State Library is carrying out the goals of the Grants to States program. I also appreciated your efforts in arranging opportunities to meet with members of the library and research community to learn how the Washington's Grants to States Program develops and carries out the Five-Year Plan.

Enclosed is the final report. It provides findings and recommendations for improving the management of the Grants to States Program.

Legal Authority and Compliance

- Certifications and assurances are in order. Property is appropriately inventoried and acquired.
- The Washington State Library has submitted Five Year Plan and has completed SAM (System for Award Management) and FFATA registration.

Administrative Items

- Recommend a conflict of interest policy for the Library Council of Washington. It should assure that any advisory recommendations for project areas of interest wouldn't result in a member receiving preferential treatment.
- Nondiscrimination policy is in place for employment. However, it is recommended that a complaint policy be put in place for the subgrant program should any unsuccessful applicant want to appeal the decision not to fund.

- Recommend that a review process be put in place to assure that prior to printing or posting, IMLS is acknowledged on publications, flyers, websites, etc.

Financial Items

- Maintenance of Effort and Match figures are appropriate. The funding level in the next year may cause the State Library to file for a Maintenance of Effort waiver.
- Communication between the Finance Officer and the Program Manager of the LSTA program is very good and appropriate records are retained.

Five Year Plan

- State Library is making progress toward the goals listed in the plan. It has a strong Early Learning component and has partnered with numerous organizations to achieve this goal. I met with a number of librarians and researchers and was impressed by the outreach that is occurring with this program.

Overall the Washington State Library is well run and has no compliance issues. The State Library has a number of interesting programs targeting various constituents. Financially, the State Library has taken numerous budget reductions resulting in a cut of library hours and staff positions. Funding continues to be a source of concern and next year the State Library may need to request a Maintenance of Effort waiver. Despite these setbacks, the State Librarian has a good working relationship with Kim Wyman, the Secretary of State, and is optimistic that funding can be restored.

Please let me know if you have any questions concerning the recommendations.

Sincerely,



Michele Farrell
Senior Program Officer

✓cc: Rand Simmons, State Librarian