

**L**ibrary  
**C**ouncil of  
**W**ashington



**SOS**

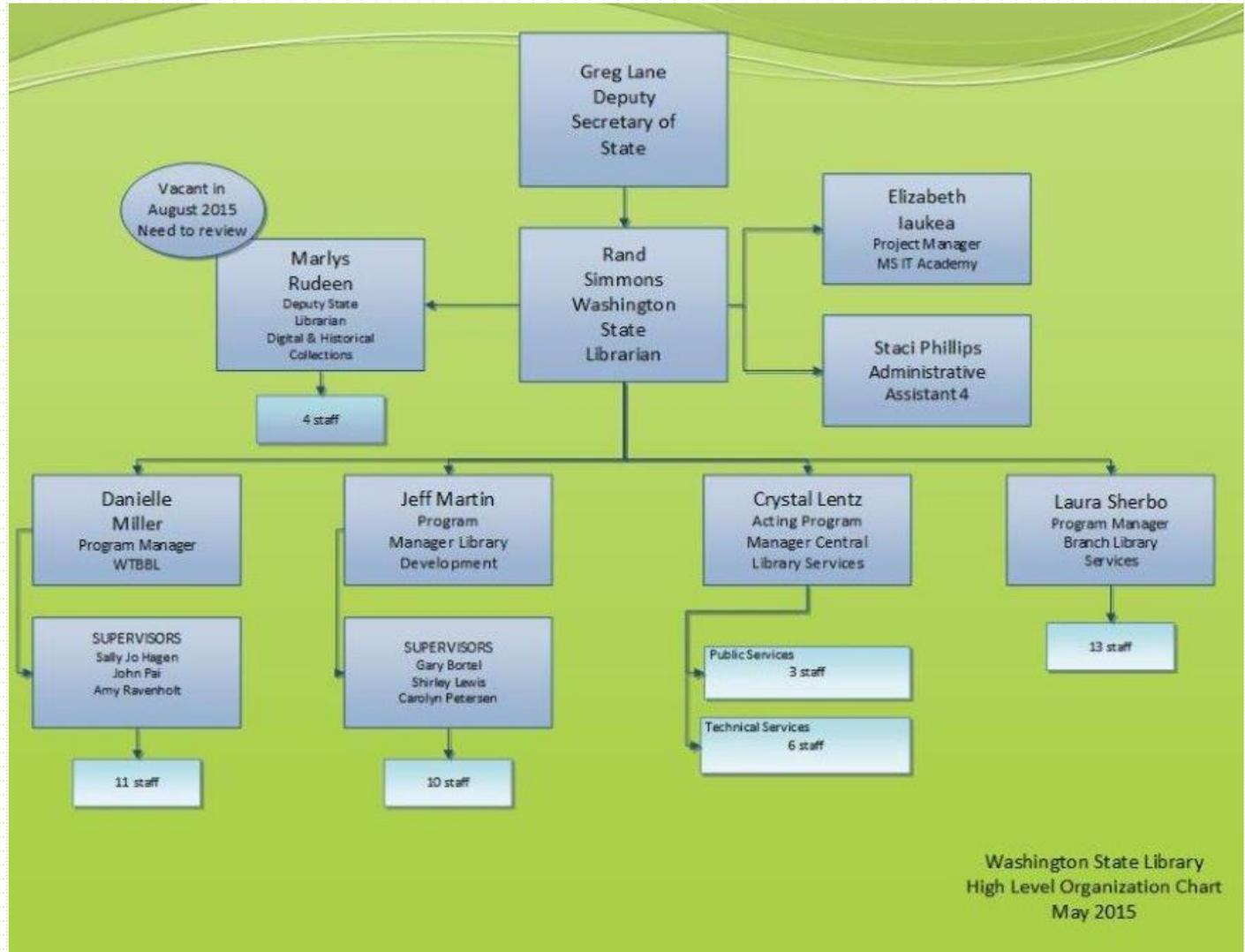
Office of the Secretary of State

Washington State Library

*Kim Wyman*

# History of the Library Council of Washington

- *The Library Council of Washington (LCW) was formed in 1998 in response to the passage of the LSTA.*
- *While LSCA was in place, the Washington Advisory Council on Libraries (WSACL) served a similar function.*
- *LCW membership is purposely balanced across library types*



Washington State Library  
High Level Organization Chart  
May 2015



# LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) STATE PROGRAM GRANTS

Federal Funding Agency – Institute of Museum and Library Services (IMLS)

Catalog of Federal Domestic Assistance #: 45.310

- More than \$3 million is received annually.
- Funds may be used directly by the State Library or re-granted to eligible libraries.
- LSTA awards cover two consecutive federal fiscal years (10/ 1 – 9/30), as noted on the previous slide.

# **LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) STATE PROGRAM GRANTS**

- An overlap exists between the first year of a new award and the second year of an existing award.
- 2014 LSTA funding not obligated by September 30, 2015, and paid out within 90 days (December 30, 2015), must be returned to the federal government.
- LSTA funds are used in Washington State to:
  - 1) Provide technical assistance, consulting, and training.
  - 2) Develop statewide projects.
  - 3) Award subgrants.

# I M L S

## R e q u i r e m e n t s

Funds must be received by the designated State Library Administrative Agency for the State, i.e., the Washington State Library.

- “Match” and “maintenance of effort” support is required.
- “Match” may originate from State, local library, or private/non-profit sources and must have been used in support of the implementation of the LSTA Five-Year Plan.
- “Maintenance of effort” is “state” funding appropriated to the State Library and expended by the State Library.

# I M L S

## R e q u i r e m e n t s

- A federally approved five-year plan must be in place to receive an award.
- The five-year plan provides the framework for use of LSTA State Program funding within the State. LSTA funds must be used in conformance with the plan, the federal LSTA State Program priorities, and must benefit end-users.
- Reporting is required: annually (the LSTA State Programs Report) and near the end of the five-year planning period (the LSTA Five-Year Evaluation).

# Finding LSTA Information on the Web

## Library Services and Technology Act (LSTA) State Program Grants

Topic	Link
Library Services and Technology Act as found within: Museum and Library Services Act of 1996 Museum and Library Services Act of 2003 Museum and Library Services Act of 2010	<a href="http://www.ims.gov/about/ims_legislative_timeline.aspx">www.ims.gov/about/ims legislative timeline.aspx</a>
Chapter 20 United States Code (USC) incorporates both the original legislation and the revisions contained within the 2003 and 2010 legislation	<a href="http://www.ims.gov/about/legislation_and_budget.aspx">www.ims.gov/about/legislation_and_budget.aspx</a>
Federal Funding Agency: Office of Library Services Institute of Museum and Library Services	<a href="http://www.ims.gov">www.ims.gov</a>
Catalog of Federal Domestic Assistance #: 45.310	<a href="http://www.cfda.gov">www.cfda.gov</a>
Library Services and Technology Act State Program Grants	<a href="http://www.ims.gov/programs/programs.shtm">www.ims.gov/programs/programs.shtm</a>
IMLS Grants – searchable database – State Library awards; projects awarded within states	<a href="http://www.ims.gov/search.asp">www.ims.gov/search.asp</a>
LSTA State Grant Programs Manual (contact LSTA Grants Manager for access)	<a href="http://stateprograms.ims.gov">stateprograms.ims.gov</a>
Information on Washington State Library LSTA Program	<a href="http://www.sos.wa.gov/library/libraries/">www.sos.wa.gov/library/libraries/</a>

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## **Article I - Mission**

*The mission of the Library Council of Washington is to promote access to library services and information resources for all people of the state of Washington. To meet this commitment, the council's membership represents the broadest possible range of library community interests.*

## **Articles II – VII**

*Information on meetings, committees, amendments, members, and officers.*

<http://www.sos.wa.gov/library/libraries/dev/council/bylaws.aspx>

**Library Council Bylaws**      **HIGHLIGHTS**

*1. Serve as an advocate and a catalyst for developing and implementing statewide programs that will improve service to all people in Washington through libraries. Advocate on behalf of Washington libraries.*

*2. Provide a forum for the library community to discuss issues of concern; keep constituents abreast of progress and regularly request their input. Encourage and support cooperation among libraries of all types throughout the state.*

*3. Advise the State Librarian and the Office of the Secretary of State on areas of need, and on library development in Washington State.*

**LCW member Roles**

- **Participate** actively in Council work.
- **Affect** broad policies and guidelines to administer federal funds.
- **Advise** the State Librarian and the Office of the Secretary of State on library development.
- **Communicate** with constituencies within the library community.
- **Maintain awareness** of current library issues, trends, and concerns as well as library development and services in Washington State.
- **Reflect** the issues, concerns and viewpoints of the constituencies' members.
- **Respond** to any requests made by the State Librarian and the Office of the Secretary of State.
- **Advocate** on behalf of libraries and champion library initiatives.

## LCW member responsibilities

FORM 028-02-1007-27361		STATE OF WASHINGTON <b>TRAVEL EXPENSE VOUCHER</b>		FORM FOR DEPOSIT TO CREDIT		MONTH/YEAR		FISCAL YEAR		OFFICIAL'S NAME	
OFFICE NAME Office of the Secretary of State, Washington State Library				SEARCH NO. 085		MORC PHONE NUMBER		MORC SECURITY NUMBER		MORC BUSINESS	
<b>TRIP INFORMATION</b>				<b>PER DIEM</b>				<b>MOTOR VEHICLE</b>			
TRIP NO.	TRIP DATE	TRIP TYPE	TRIP PURPOSE	PER DIEM RATE	PER DIEM AMOUNT	PER DIEM TOTAL	PER DIEM DEDUCTION	DATE	MILEAGE	MILEAGE RATE	MILEAGE AMOUNT
*Mileage Reading: Beginning: _____ Ending: _____											
<b>DETAIL OF OTHER EXPENSES</b>											
DATE	DESCRIPTION	AMOUNT	RECEIPT NO.	DATE	DESCRIPTION	AMOUNT	RECEIPT NO.	DATE	DESCRIPTION	AMOUNT	RECEIPT NO.
I warrant that the entries on this voucher are true and correct and that the expenses were incurred in the performance of my official duties.											
SIGNATURE				DATE				OFFICIAL'S NAME			
APPROVED BY				DATE				OFFICIAL'S NAME			

- Add date.
- Add phone number.
- Add name and address.
- Check meals not provided at meeting.
- Attach hotel receipt.
- Attach other receipts: parking, train, taxi, etc.
- Drove? Attach mapped mileage: e.g. GoogleMaps.
- Sign & date.



**Questions?**