



Library Council of Washington

January 8, 2003

Federal Home Loan Bank Library
Seattle, WA

LCW PRESENT

Carol Cahill, Public Libraries
Kevin Comerford, Information Technology
Eve Datisman, School Libraries
Nancy Graf, School Libraries
Yazmin Mehdi, Cultural Diversity
Lisa A. Oberg, Special Libraries
Lethene Parks, Rural Libraries

Linda Pierce, Academic 4-Year
Deborah L. Reck, Disadvantaged
Nola Sterling, Special Libraries
Leonoor Ingraham-Swets, Academic –2 Year
Jan Walsh, Ex-Officio, State Librarian, WSL
Sharon Winters, Information Technology

WSL PRESENT

Rand Simmons, Library Development
Program Manager
Jeff Martin, LSTA Administrator
Karen Goettling, Consultant

SPECIAL GUESTS

Joe Janes, iSchool

WELCOME AND INTRODUCTIONS

The Library Council of Washington meeting was called to order by Sharon Winters, Chair. Nola Sterling, Council member and director of library services at the Federal Home Loan Bank, welcomed the Council to the Federal Home Loan Bank. Three new Council members were in attendance, introductions of all present occurred.

NOVEMBER 7, 2002 MEETING NOTES

The November 7, 2002 meeting notes were approved without changes.

REVIEW MEETING AGENDA

The meeting agenda was reviewed and approved as written.

UPDATE ON WSL, GOVERNOR'S BUDGET, POTENTIAL IMPACT ON WSL, LCW, LSTA, AND MATCH/MOE

Jan Walsh, State Librarian, provided the Council with an update on the current status of the Washington State Library division within the Governor's proposed budget. Governor Locke proposes reducing the Library's funding by over \$5,000,000, or roughly 70%. Jan discussed the potential impact on the Library and on the use of LSTA funding. She reviewed the budgetary funding priorities and discussed where the library fit into these

priorities. A discussion on the shortfall within the 2003–2005 budget ensued and included a review of the devastating personnel reductions that would have to occur if the budget was adopted as proposed.

Jan provided an overview of the impact of the proposed budget on receipt of LSTA funding and on the generation of match and maintenance of effort. Over the next several years, federal funding within Washington State will be adversely affected with significant reductions in the receipt of LSTA funding. These reductions would be the result of an inability to generate needed maintenance of effort. In addition, the State Library would not be able to provide the required level of matching funds and this burden would be shifted, at least in part and to the extent needed, to local libraries participating in LSTA funded activities.

The Library Development program has prepared 2002 legislative district fact sheet information showing services to libraries. The fact sheets will be posted on the Web site in .pdf format. Council members asked to be notified when these are ready.

Assignments: Sharon Winters offered to write letters on behalf of the Council. Council members were encouraged to send letters to the legislative budget chairs, Senator Dino Rossi and Representative Helen Sommers.

DISCUSS DRAFT STATEWIDE INITIATIVE 2004 PROCESS

Jeff Martin, LSTA Administrator, reviewed the draft FY2004 Statewide Initiative Guidelines and Application. Suggestions were made for modification of the draft to reduce redundancy and improve ease of use. Tentative date for start up of the FFY2004 Statewide Initiative Proposal Process is early February 2003.

Assignments: A small subcommittee was formed to develop a revised draft. Members of the subcommittee are: Sharon Winters, Kevin Comerford and Jeff Martin. Once the revised draft is completed it will be sent to Linda Pierce, Eve Datisman, Nancy Graf, Yazmin Mehdi, and Lethene Parks for further review and feedback.

SUSTAINABILITY OF CURRENT INITIATIVES

Rand Simmons, Library Development Program Manager, reviewed issues surrounding the sustainability of current initiatives. How do projects continue or how do the products developed as an outgrowth of these projects remain of use over time to library staff and the Washington library community? The question was posed, “How does one project inform another?” “How do we provide continuity from one advisory committee to another?”

A number of actions were suggested to improve the sustainability of initiatives. These include:

- Develop a clearinghouse of committee members who would be available for future contact
- Develop and present project reports at the end of each year which include lesson learned
- Continue the practice of having a Council member represented on each advisory committee
- Remain mindful of products already developed. Use these products in ongoing activity and to serve additional audiences and constituencies
- Conduct final evaluations two to four years after project conclusion to more fully measure project impact

- Promote products already in existence
- Recognize the contribution of advisory committee members
- Incorporate a final report requirement into each project
- **Assignments:** Library Development staff will develop a final report at the end of each project describing project results and lessons learned. These reports will be presented to the Council at the end of each year by the project manager and the chair of the advisory/steering committee. They will prepare letters or certificates of recognition for advisory committee members who have concluded their participation and work on statewide initiative projects.

INFORMATION SCHOOL UPDATE

Joe Janes, Chair of Library and Information Science at the iSchool, reviewed the program. Applications for admission to the program continue to rise. Six degrees at various levels are now available. Access to the program includes day, evening, and distance education approaches. A portfolio requirement at the Masters Degree level has been implemented in place of a final examination. This requirement has proved useful for both faculty and students.

TOUR OF HOST FACILITY – LIBRARY

Nola Sterling, Director of Library Services, conducted a tour of the Federal Home Loan Bank facility and the library. The library serves the needs not only of the Federal Home Loan Bank but also of the 376 financial institutions that are members.

COUNCIL CONTACTS

Carol Cahill, Library Council Vice-Chair, talked about getting the word out to the various constituencies represented by the Council. The Council Contacts list was reviewed with the following updates:

Leonor Ingraham-Swets, Academic: Two-Year

WA library groups:

- Library Media Directors Council (LMDC)
- College Librarians and Media Specialists (CLAMS)

Linda Pierce, Academic: Four-Year

WA library groups:

- Association of College and Research Libraries (ACRL)
- Northwest Association of Private Colleges and Universities (NAPCU)
- Council of Presidents
- Archivists

Eve Datisman, School libraries

WA library groups:

- Washington Library Media Association (WLMA)
- Small Libraries Users Group (WLMA sub group)
- Washington Coalition Against Censorship

Nancy Graf, School Libraries

Groups:

- Washington Library Media Association (WLMA)
- Educational Service Districts (ESDs)
- Office of the Superintendent of Public Instruction (OSPI)

- Sirsi User Group list (SIRSI)

Nola Sterling, Special Libraries

WA library groups:

- Special Libraries Association (SLA) – Pacific Northwest Chapter
- Society of Competitive Intelligence Professionals (SCIP)
- County Law Libraries
- Law Libraries of Puget Sound (LLOPS)

Lisa Oberg, Special Libraries

WA library groups:

- The Information School at the University of Washington (iSchool)
- Orbis Cascade Alliance (ORCA)
- Medical Library Association – Pacific Northwest Chapter

Lethene Parks, Rural libraries

WA library groups:

- Washington Library Friends and Trustees Association (WLFTA)
- Washington State Genealogical Societies
- Museums and Historical Societies

Carol Cahill, Public libraries under 100,000

WA library groups:

- Washington Library Association (WLA)
- American Society for Information Science and Technology (ASIS&T)

Bruce Ziegman, Public libraries over 100,000

WA library groups:

- Washington Library Association (WLA)
- Public Library Directors
- Chambers of Commerce
- Association of Washington Cities (AWC)
- Washington State Association of Counties (WSAC)

Yazmin Mehdi, Cultural Diversity

WA library groups:

- National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking (REFORMA)
- Washington Talking Book and Braille Library (WTBBL)

Deborah Reck, Disadvantaged

WA library groups:

- Literacy Interest group, WLA
- ACCESS

Kevin Comerford, Information Technology

Others:

- K-20 Network (as backup to Gary Bortel)
- Washington Library Association (WLA) – Technology Resources for Information Professionals (TRIP)
- Library and Information Technology Association (LITA)

- Institute of Electrical and Electronics Engineers, Inc. (IEEE)

Sharon Winters, Information Technology

WA library groups:

- Epixtech Regional Users Group

Assignments: A Council subcommittee was formed to develop and distribute user-friendly notes of Council happenings and news for distribution to Council members for use in communicating with their constituencies. Members of the subcommittee are: Carol Cahill, Eve Datisman, and Lisa Oberg.

A standardized introductory statement for use in Library Council information releases will be developed. A standardized closing statement directing readers to additional information will also be developed.

The purpose of these actions is to better inform both constituents and LCW members by sending information out and getting feedback in.

PROJECT SPONSORS AND MEMBERSHIP ON ADVISORY COMMITTEES

Sharon Winters, Council Chair, introduced the topic. Rand Simmons provided an overview of the FY2003 LSTA Projects spreadsheet included within the agenda packet. Both the Connecting Through Information Literacy project and the Coordinated Statewide Library Marketing project will hire project managers. Current State Library staffing associated with the project will work to organize and hire the project manager(s).

Formation of project advisory committees does not conform to a single uniform process. A variety of methods have been used in the past to identify individuals serving on the committee. The only real constant is that the advisory committee normally includes project sponsors, a Library Council representative, and Washington State Library staff acting either as project manager or liaison.

It was suggested that an informational sheet on advisory groups' frequently asked questions be developed and available for use during the development of projects.

THE ROLE OF LCW BEYOND LSTA

Sharon Winters, Council Chair, opened the discussion about the role of the Library Council in statewide library development. Jan noted that the State Library no longer has a Commission. Therefore, Council will be relied upon to provide information and feedback as to the development of libraries in Washington.

It was suggested that Council review the goals from Designing Our Future, the five-year statewide library plan. How well are we meeting those goals? How can we best arrive at those goals? Leonoor suggested starting discussions of these goals at future meetings.

In a previous Council meeting, Yazmin had posed three foci: 1) Libraries as promoters of democracy, 2) Assessment, and 3) Recruitment of librarians.

Assignments: Council members will take the lead in presenting or facilitating a discussion of these foci. Carol and Linda agreed to bring a discussion of libraries as promoters of democracy to the March Council meeting.

INFORMATION SHARING AND UNFINISHED BUSINESS

- **WSL Bi-monthly reports**

The Council reviewed and discussed various bi-monthly reports.

- **IMLS Primary Source Newsletter**

It was briefly noted that information was available in the packet for review.

- **LSTA Five-Year Re-authorization Update**

It was noted that Congressional representatives could be contacted requesting that they sponsor the 2003 re-authorization legislation.

- **Report on meeting Bruce Newell, Montana State Library**

Rand Simmons provided the Council with a short overview of the meeting with Bruce Newell, director of the Montana Library Network.

- **Information Literacy Project Executive Summary and Final Report**

The Council commended Rhona Klein, project manager, and John Backes, Advisory Committee chair, for their excellent work with the project.

WRAP UP; ITEMS FOR NEXT AGENDA

The Council will reconvene March 6, 2003, in Tumwater at the Washington State Library.

Agenda items will include:

- Discussion on libraries as promoters of democracy
- Further discussion of the role of Council
- Project managers will be selected by Sharon and Rand to discuss their projects
- Report from the Assessment Committee
- Global view – Designing Our Future
- Draft of Council Contacts
- Review draft agendas for the rest of the year