

**LIBRARY COUNCIL  
OF WASHINGTON**

**FY2009 LSTA**

**Gathering  
Ideas For Future  
Statewide Projects**



**Supported with Library Services  
and Technology Act funding  
provided by the federal Institute of  
Museum and Library Services**

The Library Council is working to identify ideas for the use of federal Library Services and Technology Act (LSTA) funding in 2009.

The Library Council of Washington (LCW) wants your help to identify these ideas.

The strongest ideas will be consistent with both the priorities and the guiding principles as listed on page 4.

WASHINGTON STATE LIBRARY



*Washington*  
**Secretary of State**  
SAM REED

January 03, 2008

## GUIDELINES

For a number of years, the Library Council of Washington has requested proposals from the library community for the use of federal Library Services and Technology Act (LSTA) funding. These proposals have provided the basis for the development of numerous statewide projects including the Connecting Learners to Libraries, Information Literacy in Washington Community and Technical Colleges, Statewide Catalog, Washington Preservation and Washington Rural Heritage projects.

Again this year the Library Council wants to hear your thoughts and ideas about how LSTA funding should be used in Washington State. Ideas for projects that use LSTA funding should be **statewide in scope**. Ideas may target specific needs, take advantage of emerging technology or other opportunities, or target a specific segment or user group of the Washington library community. The resulting projects could range from technical assistance and training, to the development of services and collaborative efforts, to competitive grant programs. **The strongest ideas will be consistent with both the priorities and the guiding principles listed on page 4.**

Project abstracts from FY2006, FY2007 and FY2008 are listed on the Library Council of Washington web pages located at <http://www.secstate.wa.gov/library/libraries/dev/council/>. Project abstracts from FY1998 through FY2005 may also be found at this site.

The format for gathering your ideas is contained within the next section. If you have questions about the process, please feel free to contact your Library Council of Washington representative. Contact information for the Council may be found at: <http://www.secstate.wa.gov/library/libraries/dev/council/>. You may also contact Jeff Martin, the Washington State Library staff contact for this process, at [jmartin@secstate.wa.gov](mailto:jmartin@secstate.wa.gov) or at 360.704.5248.

This is a competitive process in the sense that there is no guarantee that an idea will receive funding for implementation. If accepted, ideas for projects will be more fully developed by Washington State Library staff. As a project is being developed, a staff person may contact you to discuss the idea in more detail. If an advisory committee is formed to guide the development of the project, you will be invited to participate in that committee.

The following dates should be noted for ideas submitted for consideration within the FY2009 LSTA funding cycle:

- January 14, 2008: Guidelines and forms available for distribution. Information posted to the Washington State Library website for review and download.
- February 22, 2008: Deadline for submitting ideas.
- March 2008: State Library staff will review ideas against the listed priorities and guiding principles.
- March 18, 2008: The Library Council initially reviews and discusses the ideas gathered from the library community.
- May 21, 2008: The Library Council reviews and ranks the ideas. Final decisions regarding the ranking of ideas will then be made by the State Librarian and Secretary of State, or their designees, after considering the recommendation of the Library Council.
- June – September 2008: State Library staff develop the ideas to form a plan for implementation. The ranked list of approved ideas will be developed into projects to the extent that resources are available to support their implementation.
- September 17, 2008: The Library Council reviews and comments on the implementation plan.

Library Council of Washington  
Gathering Ideas for Future Statewide Projects  
FY2009 Process

- October 1, 2008: Federal fiscal year 2009 begins. When federal LSTA funding becomes available, new projects may begin. Over the last several years, funding has not become available until after the start of the new year. For FY2009 funding, the date for funding availability is anticipated to be January – March 2009.

Please submit proposals by February 22, 2008, to:

Anne Yarbrough  
Office of the Secretary of State  
Washington State Library Division  
Post Office Box 42460  
Olympia, Washington 98504-2460

## Library Council of Washington Priorities

The Library Council of Washington has identified these specific areas as critical to the advancement of library services, or as filling gaps in service which need to be addressed at a statewide level. Priorities are not listed in a particular order. Priorities are subject to review and change over time.

1. Increase information access for the people of Washington
2. Advance literacy in the state of Washington
3. Demonstrate how libraries educate, empower and elevate people, communities, and democratic society by providing free and equitable access to all types of information.
4. Serve underserved, unserved, and culturally diverse communities and populations
5. Enhance the skills and knowledge of library staff
6. Preserve library collections

## Principles

The Library Council of Washington has agreed upon these general concepts to guide decisions on how to use LSTA funding.

### Projects that receive LSTA funding should:

- Fall within the Council priorities as noted above.
- Address a severe problem, provide a significant opportunity, or substantially advance library development in Washington State.
- Emphasize statewide efforts and provide statewide benefit.
- Emphasize advancing libraries collectively and supporting the common good for all libraries.
- Promote resource sharing, and encourage partnership and collaboration.
- Increase the relevance of libraries in their communities.
- Provide the potential for a significant positive impact within two years. Impacts should be measurable using outcomes or other standard evaluation tools.
- Include specific, realistic and appropriate timeframes. If the project is to continue to utilize LSTA funding beyond the specified timeframes, the project should first have tried to identify a non-LSTA funding source for its continuance. If no other source of funding is found, the project must then seek re-approval and be judged in light of the needs of other ongoing projects and new opportunities.
- Provide for annual evaluations and provide annual project progress reports for use in Council decision-making processes.

## Working Definitions

**Collectively** (as used in the principles statement, “Advance libraries forward collectively”): Collectively may be defined as advancing all libraries forward statewide in a uniform fashion.

**Demonstration/best practices:** When a project or subgrant is completed, it is evaluated and analyzed, the lessons learned are reported and are used to provide guidance to other libraries conducting similar projects or undertaking similar grants.

**Lifelong learning:** Providing for the needs of all learners, whether formal or informal, helping to raise the aspirations and achievements of individuals of all ages and abilities.

**Literacy:** Includes **basic literacy** (the ability to use, understand, and apply print, writing, speech, and visual information in order to communicate and interact effectively); **reading** (the ability to decipher print and other forms of notation, to understand written language and its construction, and to comprehend the meaning of the written word); and **information literacy** (the ability to formulate and analyze an information need; to identify and appraise sources; to locate, retrieve, organize, and store information; to interpret, analyze, synthesize, and evaluate that information critically; and to evaluate whether the information need has been satisfied).

**Statewide Project:** A statewide effort which is funded with LSTA funds and coordinated at the state level by the Washington State Library for the advancement of libraries in the state. These are projects which are purposely designed to have statewide impact as opposed to projects which advance the needs of a few libraries. However, statewide can also refer to projects which advance all libraries in a specific constituent group, e.g., school libraries, public libraries, or small rural libraries.

## **GATHERING IDEAS FOR FUTURE STATEWIDE PROJECTS**

The Library Council of Washington is looking for your help in identifying ideas for the use of federal Library Services and Technology Act (LSTA) funding to meet statewide library needs and opportunities.

Project name (a short descriptive title)

\_\_\_\_\_

Library, group, or person submitting proposal \_\_\_\_\_

Library Name, if different \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

1. Briefly describe your idea for the use of LSTA funding (limit your response to approximately ½ page):

2. Briefly describe why funding of this idea is important to the Washington library community (limit your response to approximately ½ page):

3. Briefly describe the outcome that is expected should the idea be funded. In other words, how will we know if the project has been successful and has achieved its goals? (limit your response to approximately ½ page):

## General Information

Which library types are intended as the primary beneficiaries of this project? (check all that apply)

- Academic (private and public two-year and four-year academic institutions)
- Public (libraries organized under RCW 27.12)
- School (private and public K-12 schools)
- Special (business and industry, law, medical, other government, tribal, other)
- If other, specify: \_\_\_\_\_

The intended beneficiaries of the project? (check the primary beneficiary)

- Library staff
- Library users or potential library users
- A specific group of staff or users, or a potential user group. Name the target beneficiaries(s): \_\_\_\_\_  
(e.g., children, adults, disadvantaged, remote access library users, unserved community members, reference staff, IT staff, students)

The activities needed to implement this project are envisioned to include (check all that apply):

- User training
- Staff training
- Grants
- Development of best practices
- Demonstration of emerging technology or practices
- Other, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Considering the outcome desired, how long should the project continue? \_\_\_\_\_  
(Note that most projects are from one year to four years in length.)

Which Library Council priorities support the idea you are submitting (check all that apply)

- Increase information access for the people of Washington
- Advance literacy in the state of Washington
- Demonstrate how libraries educate, empower and elevate people, communities, and democratic society by providing free and equitable access to all types of information.
- Serve underserved, unserved, and culturally diverse communities and populations
- Enhance the skills and knowledge of library staff
- Preserve library collections