



A G E N D A

Council on Library and Network Development

January 12, 2007, 10 a.m. – 3 p.m.

By video conference (various locations)

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|-----|--|---|-------------------------|
| 1. | Call to Order | Calvin Potter,
Vice-Chair | |
| 2. | Roll Call/Determination of Quorum | Roslyn Wise | |
| 3. | Adoption of Agenda | All | Action |
| 4. | Approval of Minutes for November 10, 2006 meeting | All | Action |
| 5. | Correspondence | Calvin Potter | Information, discussion |
| 6. | Follow up to discussion on library budget from November 10 meeting – possible letter to new Attorney General and new State Treasurer | Calvin Potter | Discussion, action |
| 7. | Approve final version of COLAND’s Biennial Report on Condition of Library Services | Mike Cross | Discussion, action |
| 8. | Approve final version of State Superintendent’s Biennial Report on Resource Sharing | Sally Drew | Discussion, action |
| 9. | Presentation on LSTA five-year plan and evaluation | Peg Branson | Information, discussion |
| 10. | Presentation on Channel and Channel Weekly publications | Peg Branson, Roslyn Wise | Information, discussion |
| | Break for lunch (one hour -- on your own) | | |
| 11. | Report on December 14 meeting with Brian Vigue, aide to Governor Doyle | Calvin Potter/Lisa Jewell, Sandra Lockett, Catherine Hansen | Information, discussion |
| 12. | Presentation of governance issues related to public library system boards | Mike Cross | Information, discussion |

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|-----|---|---|-------------------------|
| 13. | Library Legislation Update (15 minutes)
a. State
b. Federal | Rick Grobschmidt | Information, discussion |
| 14. | Library Team Reports (max. 10 min. each)
1) Public Library Development
2) Instructional Media and Technology
3) Reference and Loan
a) Introduce Martha Farley | Mike Cross
Kate Bugher
Sally Drew | Information, discussion |
| 15. | Suggestions for Future Agenda Items
• COLAND strategic planning (March 2007) | Calvin Potter/All | Information, discussion |
| 16. | Future Meeting Dates
a) March 9, 2007 – Middleton (tentative)
b) May 11, 2007 – La Crosse (tentative)
c) July 13, 2007 – TBD
d) September 14, 2007 – TBD
e) November 9, 2007 – TBD | Calvin Potter/All | Information, discussion |
| 17. | Announcements | All | |
| 18. | Adjournment | Calvin Potter | Action |

COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT

Meeting Minutes

January 12, 2007

10 a.m. – 3 p.m.

by video conference

(Attendance sites listed below)

Members Present:

- Barbara Arnold, Madison (Madison Area Tech. College-Truax (MATC-Truax))
- Michael Bahr, Germantown (Milwaukee Area Tech. College-Main (MATC-Mil.))
- Mary Bayorgeon, Appleton (Fox Valley Technical College (FVTC))
- Don Bulley, South Milwaukee (MATC-Mil.)
- Miriam Erickson, Fish Creek (Sturgeon Bay High School)
- Catherine Hansen, Shorewood (MATC-Mil.)
- Lisa Jewell, Rice Lake (WI Indianhead Technical College-Rice Lake (WITC))
- Bob Koechley, Fitchburg (MATC-Truax)
- Douglas Lay, Mosinee (Northcentral Technical College-Wausau)
- Sandra Lockett, Milwaukee (MATC-Mil.)
- John Nichols, Oshkosh (FVTC)
- Calvin Potter, Sheboygan Falls (FVTC)
- Susan Reynolds, Cable (WITC)
- Linda Stelter, Eau Claire (WITC)
- Kris Adams Wendt, Rhinelander (Nicolet Area Technical College-Rhinelander)

Members absent: Francis Cherney, Milladore
Kathy Pletcher, Green Bay
Lisa Solverson, Viroqua
Kristi Williams, Cottage Grove

DPI Staff: (All attending at MATC-Truax)

Mike Cross
Sally Drew
Peg Branson
Kate Bugher
Rick Grobschmidt
Martha Farley
Roslyn Wise

1. CALL TO ORDER

In the absence of the COLAND chair, the meeting was called to order by Calvin Potter, Vice Chair.

2. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll at 10:04; fourteen members were present at roll call so a quorum was present. (Bob Koechley arrived at 10:20, so fifteen members were present for the rest of the meeting.)

3. ADOPTION OF AGENDA

Doug Lay moved to approve the agenda for today's meeting; Miriam Erickson seconded the motion. The motion passed.

4. APPROVAL OF MINUTES FROM NOVEMBER 10, 2006 MEETING

Kris Wendt commented the minutes from November 10, 2006 indicated she passed around a hand out for Library Legislative Day following the strategic planning discussion when this actually happened at the end of the BadgerLink presentation. Her comment was noted and the location of that line in the minutes will be changed. Mary Bayorgeon moved to approve the minutes; the motion was seconded by Doug Lay. There was no further discussion. The minutes were approved with the change noted.

5. CORRESPONDENCE

Copies of letters sent to Governor Doyle and to the Department of Administration Secretary Stephen Bablitch were included in everyone's meeting packets. No responses have been received from either letter. There was no other correspondence to report.

6. FOLLOW UP TO DISCUSSION ON LIBRARY BUDGET FROM NOVEMBER 10 MEETING

Cal Potter returned to the discussion, interrupted during the November 10 meeting, about sending letters explaining the Common School Fund to the newly-elected state treasurer and attorney general because both of these individuals sit on the Board of Commissioners of Public Lands, which administers the fund. Kris Wendt commented that she believed Kathy Pletcher is hoping to meet with the new attorney general on Library Legislative Day on January 23. Doug Lay moved to send letters; John Nichols seconded the motion. The motion passed.

7. APPROVE FINAL VERSION OF COLAND'S BIENNIAL REPORT ON CONDITION OF LIBRARY SERVICES

Mike Cross commented that although the report has been discussed at two previous COLAND meetings, it has not yet been formally approved. He read the statute related to the report and discussed the plan for distributing the report. It will be added to the COLAND web site, and a limited number of copies will be printed and sent to legislators, the governor, and other significant decision-makers. Cal Potter discussed the importance of getting the information in the report to members of the legislature and budget analysts at the Department of Administration, as well as to legislative council attorneys. Barbara Arnold asked that an email be sent to COLAND members when the report is posted to the web site; John Nichols suggested distributing the report at library-related annual meetings, and Cal commented that perhaps library professional groups could post a link to the report on their respective web sites. John Nichols made a motion to adopt the report; Miriam Erickson seconded the motion. The motion to adopt the final version of the biennial report passed and the report was approved.

8. APPROVE FINAL VERSION OF STATE SUPERINTENDENT'S BIENNIAL REPORT ON RESOURCE SHARING

A public hearing on the State Superintendent's biennial report took place at the November 10 meeting, but no time was available after the hearing to take questions and comments from COLAND members. Sally Drew commented that the report is supposed to be based on activities of the Division for Libraries, Technology, and Community Learning (DLTCL), and is supposed to cover the two year time period before the report and the two year time period after the report;

the last report should have covered 2003 to 2007. The current report is off schedule due to a late start. The next report should cover 2005 to 2009. She commented the report covers cooperation between all types of libraries and some sections may report on cooperation between only school libraries, or between school libraries and public libraries, or between public libraries and special libraries. It covers a wide range of activities, although primarily those in which the DLTCL is involved, with an emphasis on planning activities. COLAND is included in the section on planning. The report discusses technology and interlibrary cooperation and resource sharing. Mike Bahr suggested including the formation of COLAND's strategic planning subcommittee in the report. Sally and Cal both remarked that it would be more appropriate to include this in the next biennial report because the subcommittee formation falls outside the biennium for the report being discussed. There were no additional comments. Doug Lay moved to approve the final version of the report; Kris Wendt seconded the motion; the motion passed.

9. PRESENTATION ON LSTA FIVE-YEAR PLAN AND EVALUATION

Peg Branson, LSTA Coordinator at DPI, provided two handouts which were included in the meeting packets. The pink sheets provide a narrative and overview of the program, along with fiscal information. The green page is a timeline for the next five-year period. The evaluation for the years 2003-2007 is due to the IMLS by March 31, 2007; the new plan for the years 2008-2012 is due by June 30. The division has been soliciting ideas, suggestions, and comments on the LSTA program from a variety of groups to be incorporated in the evaluation and in the new five-year plan. At the end of 2006 a survey was made available for public library system staff members, the LSTA Advisory Committee, and for interested individuals in libraries of all types. Results of the survey will be included in the new five-year plan and in the evaluation. The division has also been working with the LSTA Advisory Committee in this process. Over 400 responses to the web-based general survey were received. Peg asked for comments regarding accomplishments from the last five years, and for ideas and suggestions for the next five-year period. Cal Potter asked for background information on the make-up of the LSTA Advisory Committee. Peg reported there are currently 14 members, representing all types of libraries around the state, with varying degrees of experience. Members, who also represent various library interest groups, are appointed to three-year terms. They are advisors to the state superintendent, who makes final decisions regarding the LSTA program in Wisconsin. Cal asked for additional questions and comments from the group. John Nichols' asked how LSTA planning fits with long-range strategic planning for libraries in the state. A brief discussion took place about what groups should be involved in a long range planning process for libraries. Cal Potter

commented that since there is not a state library board, perhaps COLAND could play a role in sponsoring a “work session” of various library groups. Mike Bahr suggested COLAND hold a planning retreat for library groups. The discussion then switched to uses for LSTA funding, such as purchasing additional bandwidth for libraries. Peg commented that some things may be legitimate uses for LSTA funds but other factors such as what would be more appropriate sources for such items must be taken into account. There was additional discussion about state funding for bandwidth and current contacts with the Department of Administration for this purpose. More discussion followed about additional uses for LSTA funding, and Peg asked for suggestions for future projects. Early, adolescent, and adult literacy projects were suggested. Rick Grobschmidt thanked Peg for her work on the LSTA program, specifically mentioning her work on the waiver of the maintenance of effort penalty that Wisconsin received last year. Cal Potter asked Rick to provide some background on the LSTA maintenance of effort issue. Rick explained that the LSTA requires states to maintain funding at the average level funding over the previous three-year period and, due to factors such as the recession in the late 1990s and the consequent need to cut state spending due to shortfalls in revenue, exacerbated by the events of September 11, Wisconsin was not able to meet this requirement. This was an unpreventable occurrence and the funding was restored. A penalty was imposed beginning in 2006, and continuing in 2007 and 2008. Last year, the division sent a letter to the Institute of Museum and Library Services, the federal agency that administers the LSTA program, explaining the reasons for the drop in state funding and requesting a waiver of the MOE requirement. The request was granted for last year, and a second waiver request letter was sent to the IMLS a few weeks ago.

Susan Reynolds shifted the discussion to funding for adult literacy programs and how to go about finding funding for these programs. A discussion followed about the need for such programs and possible resources such as non-profit literacy councils, volunteer tutors, and local technical colleges. Mike Bahr referred to the \$1 million plus from the pink LSTA handout spent on literacy programs and asked how that money is being spent. Peg responded the total is over a five-year period and that the funds were probably spent to support literacy training programs sponsored by public libraries and public library systems, English as a Second Language programs, etc. A discussion continued about literacy programs and councils around the state, going back to the mid-80s when the decision was made to have literacy efforts come through technical colleges. After some comments about LSTA funding for literacy programs, Cal suggested adult literacy programs as a topic for a future COLAND meeting with an invitation to someone from the technical colleges and someone from the Department of Administration to

participate in the discussion. Mike Cross suggested Barb Huntington could come in and discuss adult literacy programs; Sandra Locket suggested Dawn Lauber from Milwaukee Public Library, who is chair of the Greater Milwaukee Literacy Coalition could partner with Barb in the presentation. Cal closed the discussion on literacy by suggesting the topic be added to the agenda for the March meeting, and asked for any final questions or comments on the LSTA plan. John Nichols suggested as a future agenda item a discussion of possible strategic planning conferences.

10. PRESENTATION ON CHANNEL AND CHANNEL WEEKLY

Peg Branson reported on the two library news publications produced by the DLTCL, Channel and Channel Weekly. Channel is a printed newsletter which began publication in 1966, but its predecessor, the Wisconsin Library Bulletin, began in 1906. Channel's purpose is to provide information about library programs and services offered by the division, and information about technology, legislation, resources, and meetings of interest to the library community. Channel is published six times each year, and the printed version is distributed via the statewide delivery network to library trustees around the state, and sent to members of the legislature and to the governor through interdepartmental mail. Printed copies are mailed to members of COLAND and to members of the Chief Officers of State Library Agencies (COSLA); copies are also provided to the state document depository libraries. The publication is available as a PDF to library staff through the Internet. Close to 3400 people received the printed publication; an undetermined number access the PDF version. Division staff members write articles and help with proofreading; the layout duties are performed by Roslyn Wise. The electronic newsletter, Channel Weekly, was started in 1999. Channel Weekly is sent to an email distribution list once a week, usually on Thursdays but sometimes on Fridays, and features articles of a more timely nature than those published in Channel. The distribution list has over 1,000 email addresses; the publication, which is produced 49-50 weeks per year, is free and anyone can subscribe to the list. Articles in Channel Weekly frequently offer links to various web sites for more information. Peg chairs the internal committee which oversees the publication. A brief discussion followed. Rick Grobschmidt commented that budget cuts a few years ago required the number of printed and mailed copies to be decreased. He also asked COLAND members to make suggestions as to articles they would like to see in the publications. There was some discussion about changing Channel Weekly to a blog. Cal Potter asked if there is still enough funding to support producing the printed Channel six per year; Peg referred to the 2003 survey which determined six issues was probably the minimum needed to keep it a viable publication, and she commented that LSTA funds pay for printing and distribution of Channel.

11. REPORT ON DECEMBER 14 MEETING WITH BRIAN VIGUE, AIDE TO GOVERNOR DOYLE

After a break for lunch, Sandra Lockett reported the meeting with a representative from the governor's office. A recap of the meeting was included in the meeting packet. A group from COLAND, Kathy Pletcher, Sandra Lockett, Lisa Jewell, and Catherine Hansen, met with Brian Vigue, an aide to Governor Jim Doyle, to discuss library issues. Sandra described the meeting as productive; they discussed COLAND support for the state superintendent's library budget, and talked about the critical importance of libraries to the quality of life in Wisconsin. Catherine commented that Brian asked which legislators were supporters ("legislative friends") of libraries. Cal Potter commented on the importance of cultivating friends among the new legislators. Kris Wendt commented that WLA's LD&L committee has tried to identify supportive legislative; she said she will be sending to COLAND a list of legislators who have not yet been assigned a library representative contact for Library Legislative Day. Sandra Lockett reported that Brian Vigue plans to attend legislative day.

12. PRESENTATION ON GOVERNANCE ISSUES RELATED TO PUBLIC LIBRARY SYSTEM BOARDS

Mike Cross gave a presentation on governance issues related to public library system boards; the presentation had originally been scheduled for the November meeting but was deferred due to inclement weather in November. The presentation was requested as a follow up to the discussion at the September meeting related to the letter from the South Milwaukee Library Board. Mike read through the topic handout which was included in the meeting packet, describing the two types of library system boards in Wisconsin, and their general requirements. The handout also listed possible alternative governance options that have been suggested, including an allowance for a larger board, as has been suggested in Milwaukee County. There was a continued discussion about possible upcoming legislation relating to governance options. John Nichols said he thought single county governance issues related to Milwaukee County should be treated differently from those in the rest of the state. Mike Cross said currently there are no separate provisions for appointments in Milwaukee County. The discussion continued about library board and governance configurations in other counties. Cal Potter asked Mike what his intended purpose for the handout is; Mike commented that it is just a report to COLAND and that it is up to COLAND if they want to give it more study and to make their own recommendations. John Nichols said it would be helpful if Mike would explore the idea of looking at Milwaukee

differently. Mike said he could do that and would be interested in hearing any preliminary ideas they have. He commented that counties are the building blocks of library systems, and if you take them out of the equation, then who makes the appointments? He asked for comments and suggestions from COLAND. The discussion continued, with Sandra Lockett reiterating the importance of receiving input from all affected municipalities, and Mike Bahr suggesting this could be an agenda item for a strategic planning retreat. Cal suggested Mike should go ahead and put together a working paper with a list of alternatives. Mike Cross commented that if this working paper is discussing recommendations specifically for Milwaukee County, he is a little uncomfortable with COLAND making recommendations for them. Rick Grobschmidt commented that the options Mike has presented today are not DPI's options, but are options that have been suggested to DPI by others. DPI will provide resources and information but these decisions should be made at the local level. Rick said the division has not heard from any legislators who are currently looking for information related to this issue. Cal Potter's closing comment was to leave this as a working document, ready in case the issue comes up, and to send suggestions to Mike Cross.

13. LIBRARY LEGISLATION UPDATE

Rick Grobschmidt reported on federal and state library legislative activities. On the federal level, he reported the new Congress did a continuing resolution and reauthorized the LSTA for a couple of months. Wisconsin was asked if we wanted a supplemental appropriation amount; still waiting for the full appropriation. Possibility that there will be continuing appropriations for the rest of the year and Congress will work on a budget for this year, or they will work on a two-year budget. Wisconsin expects to receive at least the same LSTA amount that was appropriated last year, but is hoping for an increase; the division has planned the 2007 LSTA budget based on last year's appropriation amount. He commented he is not aware of any other federal issue, although Bob Bocher is continuing to work on E-rate; there is some optimism that, with the new congress, the E-rate program will continue, and that the process will become less labor intensive.

On the state level, the Governor's state of the state address will be January 23 (the same as Library Legislative Day); the budget address will take place in February. He also reported that the first Senate bill of the new session (SB 1) is a library bill, related to the transfer of library gift funds from a library to the library foundation. This legislation would facilitate the transfer of donated funds. Rick commented that he is not aware of any other library bills "in the hopper" at the present time. John Nichols had a question about transferring funds to a community foundation

(not a library foundation); Mike Cross responded that he would need to consult an attorney but he did not think a community foundation would qualify for this transfer of funds because it is not the same as the library foundation.

14. DLTCL LIBRARY TEAM REPORTS

Mike Cross reported on the activities of the Public Library Development Team. He referred back to his report at the previous meeting regarding Act 420, taking effect in 2008, which relates to the minimum level of cross border reimbursement amounts. The division is now starting to hear complaints from counties, although when hearings were held on the legislation there was no opposition presented. Resolutions have been passed by Columbia and Clark counties. The resolutions suggest four options: 1) county apply for an exemption from the state mandate represented by this provision of Act 420 – DPI will respond to this request for exemption when it is received; 2) Wisconsin should provide funding for these cross county payments; 3) cost of cross border payments should be exempt from any future county levy limits; 4) required cross border payments should be repealed. WLA is supporting option number 3. Mike also reported on two recent attorney general opinions on library issues that have been received. The first is related to the treatment of library surveillance tapes under Wisconsin's confidentiality law – the request came out of concerns from the Sun Prairie library, which has surveillance equipment in place. They wanted to clarify whether or not a court order would be needed for release of these records to police and other agencies; the attorney general ruled that a court order would be needed. The other opinion relates to the ability of a library board to enter into an employment contract with a library director; the attorney general agreed with DPI that the board did have the authority to do this (meanwhile, the situation in Sheboygan County which prompted the request for the AG opinion has been resolved). In response to a question from Kris Adams Wendt, Mike clarified that attorney general opinions stand, even though a new attorney general has been elected, unless and until another request for an AG opinion on the matter is requested. He concluded his report by mentioning that the LSTA annual report has been submitted by Peg Branson and Al Zimmerman; they have also submitted a letter to the IMLS requesting an MOE requirement waiver for 2008.

In the absence of Steve Sanders, Kate Bugher reported on activities of the Instructional Media and Technology Team. She reported the Common School Fund estimates for 2007 have been released but not officially announced by the State Superintendent; the total this year is \$29 million, or \$23.08 per student based on a census count of children living within a school district

ages four through twenty, not necessarily those enrolled in school (total for state 1,256,267). She also updated the group on statewide staffing; there are 1,196 FTE library media certified positions in the state this year. Out of 426 school districts in Wisconsin, 213 (50 percent) employ only one certified library media professional. Fifty of these districts employ less than one time professional LMS; 15 have no or limited professional LMS. Kate then reported on the three brochures recently produced by the Instructional Media and Technology team. The brochures are geared to specific audiences: Powerful Partnerships: The School Library Media Specialist and You, directed toward school district administrators; Measuring Up, Characteristics of Quality School Libraries, and Your Child's School Library Media Center – What Parents Should Know, directed toward parents. They have been and will be distributed at various venues and they are also available as a pdf from the IMTT website. Copies will also be included along with the minutes in the packets for the March COLAND meeting. She also reported on the upcoming WEMA conference, scheduled for March 25-27 in Madison, specifically mentioning the Legislative Forum. More information is available from the WEMA website. Her report concluded with a brief report on Project Safe Childhood, launched in 2006 as a response to Internet crimes against children.

Sally Drew updated the group on activities at the Reference and Loan Library. She introduced Martha Farley, the new head of the Reference and Interlibrary Loan unit (replacing Mary Struckmeyer). Sally also reported the new WISCAT has been implemented and seems to be running smoothly. During the time period November 27 through January 5, approximately 22,000 requests went through the system. Requests are being filtered for availability and for library policy.

15. FUTURE AGENDA ITEMS

- a) COLAND strategic planning group report – seven subcommittee members will be meeting before the March meeting and should be ready to report on the process and timetable. This group will not actually be preparing a strategic plan.
- b) Literacy
- c) Legislative issue; how much does COLAND want to be involved in responding to legislative agenda items.

16. FUTURE MEETING DATES

- a) March 9, 2007 -- Middleton (tentative)
- b) May 11, 2007 -- LaCrosse (tentative) -- Rick Grobschmidt said he would make the initial contacts for Middleton and LaCrosse; he suggested meeting at the LaCrosse Public Library. Mary Bayorgeon reminded the group that the Gunderson Lutheran Medical Center in LaCrosse has also been suggested; Barbara Arnold elaborated on the suggestion.
- c) July 13, 2007 –
- d) September 14, 2007 – Susan Reynolds suggested the new community library at Lac Courte Oreilles College as a location for the September meeting.

17. ANNOUNCEMENTS

Rick Grobschmidt announced that the State Superintendent will be reading to students at the Washington Park Library in Milwaukee as part of the Martin Luther King Jr. birthday activities; she will also be speaking at WEMA/WLA Legislative Day on January 23.

18. ADJOURNMENT

John Nichols moved to adjourn; Mary Bayorgeon seconded the motion. The motion passed and the meeting was adjourned at 2:48 p.m.

Respectfully submitted,



Michael Bahr, Secretary