



A G E N D A

Council on Library and Network Development

November 11, 2005, 10 a.m. – 3 p.m.
Board Room, Verona School District Offices
700 North Main Street
Verona, WI 53593

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|-----|--|--|-------------------------|
| 1. | Call to Order | Kathy Pletcher, Chair | |
| 2. | Roll Call/Determination of Quorum | Barbara Arnold,
Secretary | |
| 3. | Welcome to Verona High School (VHS)
(10 minutes) | Kelly Myers, VHS
Principal, VHS; Cara
Cavin, VHS LMC
Director, and Dean
Gorrell, Superintendent,
Verona School District | Information |
| 4. | Adoption of Agenda | All | Action |
| 5. | Approval of Minutes for September 9, 2005
meeting | All | Action |
| 6. | Correspondence | Kathy Pletcher | Information, discussion |
| 7. | Library Legislation Update (15 minutes)
a. State
b. Federal | Rick Grobschmidt,
DLTCL | Information, discussion |
| 8. | Report on the Interlibrary Loan Workgroup (20
minutes) | Sally Drew | Information, discussion |
| 9. | Discussion of future WISCAT technology
scenarios (20 minutes) | Sally Drew | Information, discussion |
| 10. | Presentation on cooperation between Verona
Public Library and the schools (20 minutes) | Susan Hedrick,
Director, Verona Public
Library | Information, discussion |
| | Lunch (45 minutes) | | |
| 11. | Tour of Verona High School Library Media
Center (weather permitting – requires walk
across football field to high school building) (40 | Cara Cavin | Information, discussion |

minutes)

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|-----|---|----------------|-------------------------|
| 12. | Update on E-rate and BadgerNet (10 minutes) | Bob Bocher | Information, discussion |
| 13. | DLTCL Library Team Reports (15 minutes each) | | Information, discussion |
| | 1) Public Library Development | Mike Cross | |
| | 2) Instructional Media and Technology | Donna Steffan | |
| | 3) Reference and Loan | Sally Drew | |
| 14. | Future Meeting Dates | Kathy Pletcher | Discussion, action |
| | a) January 13, 2006 – Promega, Fitchburg | | |
| | b) March 10, 2006 – Reference & Loan Library, Madison | | |
| | c) May 12, 2006 – UW-Platteville (date tentative) | | |
| 15. | Announcements | All | |
| 16. | Adjournment | Kathy Pletcher | Action |

COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT

**Meeting Minutes
November 11, 2005**

10 a.m. – 3 p.m.

Verona School District Administrative Offices
Board Room
700 North Main Street
Verona, WI 53593

Members Present: Barbara Arnold, Madison
Michael Bahr, Germantown
Mary Bayorgeon, Appleton
Don Bulley, South Milwaukee
Francis Cherney, Milladore
Bob Koechley, Fitchburg
Douglas Lay, Mosinee
Kathy Pletcher, Green Bay
Calvin Potter, Sheboygan Falls
Susan Reynolds, Cable
Lisa Solverson, Viroqua
Linda Stelter, Eau Claire
Kristi Williams, Cottage Grove

Members absent: Miriam Erickson, Fish Creek

Catherine Hansen, Shorewood
Lisa Jewell, Superior
Pat LaViolette, Green Bay
John Nichols, Oshkosh
Kris Adams Wendt, Rhinelander

DPI Staff: Mike Cross
Bob Bocher
Sally Drew
Rick Grobschmidt
Donna Steffan
Roslyn Wise

Guests: Kelly Meyers, building principal, Verona High School
Linda Christianson, director of instruction, Verona School District
Cara Cavin, Verona High School Library Media Specialist
Sherry Holley, former staff member currently working on Educ. Admin. degree
Susan Hedrick, director, Verona Public Library

1. CALL TO ORDER

Kathy Pletcher called the meeting to order.

2. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll; ten members were present at roll call so a quorum was present. Three more members arrived shortly after the meeting began

3. WELCOME TO VERONA HIGH SCHOOL/VERONA SCHOOL DISTRICT

Kelly Meyers, Verona High School principal, introduced Cara Cavin, VHS library media; Linda Christenson, director of instruction for the Verona School District; and Shelley Holley, a former special education teacher currently working on a degree in administration. Kelly then welcomed the group to Verona High School and the Verona School District. Linda Christenson welcomed the group on behalf of Dean Gorrell, superintendent of the Verona School District.

4. ADOPTION OF AGENDA

Doug Lay moved that the agenda for today's meeting be adopted as presented; Kristi Williams seconded the motion. The motion carried.

5. APPROVAL OF MINUTES FROM THE SEPTEMBER 9, 2005 MEETING

The final version of the minutes was distributed at the beginning of the meeting. Kathy Pletcher noted typographical errors on pages 4, 5, and 6. These typos will be corrected in the official minutes. Kristi Williams brought up the issue of responsibility for producing COLAND correspondence because of a note in the draft version of the minutes which indicated it was unclear from the meeting notes who would be drafting a letter on AB 40 and who would receive the letter. Kathy explained the procedure for drafting correspondence, with input from Roslyn Wise and Rick Grobschmidt. Mary Bayorgon moved to approve the minutes with the minor corrections noted; Kristi Williams seconded the motion, and the motion carried.

6. CORRESPONDENCE

No new correspondence was reported.

7. LIBRARY LEGISLATION UPDATE

Rick Grobschmidt reported on state library legislation, starting with AB 40, which is the legislation that will allow local law enforcement agencies to keep a larger portion of funds obtained through drug seizures and fines, rather than having it go into the Common School Fund. The bill passed the assembly last spring and then was sent to the finance committee, where it passed on a straight party line vote. The bill came up on the senate calendar just before the COLAND meeting; Senator Hansen from Green Bay presented a letter from COLAND opposing AB 40 on the Senate floor during the discussion. The bill passed the Senate without any amendments and is on the way to the Governor. The fiscal impact of the bill is as yet unknown. Next Rick reported on AB 152 which is currently before the Assembly. This bill will allow county clerks to keep a larger share of money collected from fines and forfeitures as a "handling fee," up to 20% from the current 10%. For fines and forfeitures

that are 60 days late the share would increase to 30%. Passage of the bill would have a significant fiscal impact on the CSF; based on 2003 figures the fiscal impact would be a loss of between \$1.29 million and \$2.59. He passed out copies of a letter from the state superintendent to members of the state assembly opposing the bill. The fiscal impact of AB 152 would also potentially have a negative economic impact on communities and school districts that obtain low-interest loans from the CSF; there would be less money available for loans for economic development projects. Michael Bahr had a question about how the CSF works; Rick gave a brief explanation of how the funds are invested and the interest on the principal is made available in the form of low interest loans. The proceeds from these loans are then distributed to school library media centers. Michael also asked if some potential borrowers are upset at the possibility of lower amounts being available for loan. Rick said he could not answer but could find out from the Board of Commissioners of Public Lands.

Cal Potter brought the discussion back to AB 40 and suggested that COLAND send a letter to the governor reiterating its opposition to AB 40 and asking that he veto the bill. Kathy Pletcher shared comments from a conversation she had with Rep. Hansen on the issue and the consensus seems to be that the governor will not veto the bill because he expects that a veto would be overridden. Kathy commented that COLAND should go ahead and send a letter anyway so the governor will be aware of its position. Cal mentioned that the fact that the passage of AB 40 would set a precedent for future groups wanting to take money from the CSF and that this precedent should be mentioned in the letter. Cal then moved that COLAND should send a letter to the governor, Kristi Williams seconded the motion, and the motion carried.

Cal asked about the current status of AB 152. Rick reported the bill had just passed the Assembly with 59 votes in favor and that it will now go to the Senate committee. There was a discussion about involving groups such as the Alliance for Cities, League of Municipalities, School Boards Association, and other economic development groups into the argument for opposing the bill. Kathy

Pletcher asked if Libby will send a letter in opposition and Rick indicated that she probably will. Cal moved that COLAND send a letter to the Senate opposing the bill, Kristi Williams seconded, and the motion carried. There was additional discussion about including these other groups, and about the possibility of Libby sending a letter to some of these groups. Lisa Solverson asked about the number of school districts relying solely on the CSF for their library materials budget; Rick said at present more than 50% of school districts rely on the CSF for 90% or more of their library materials budgets and that the number is increasing. A suggestion was made that a list of these school districts, broken down by legislative district, be sent along with the letter. Rick said he would talk to someone on the school finance team about doing this.

Rick also reported that the Library Task Force bills (SB 272 and 273) both passed the Senate on voice votes and have been sent to the Assembly. A proposed amendment to remove Section 10, which grants permissive authority to public library system boards to implement a reciprocal borrowing reimbursement plan, from SB 272 was tabled. A similar amendment is expected to be come before the Assembly. Rick then discussed two other bills that are in process. AB 483 (related to maintenance of effort requirement) is still in committee, and the other bill, SB 258, which would require parental permission to check out R-rated videos, is up for a public hearing on November 15. A substitute amendment has been introduced which would require that an adult can indicate at the time of application whether or not their child can check out R-rated videos. COLAND has already sent a letter of opposition to SB 258 to the state superintendent.

On the federal level, DPI is still waiting to hear about LSTA appropriations. Wisconsin has always received a little more each year, but there is concern that Congress will take some of the funding back to pay for hurricane relief. He mentioned that Bob Bocher will give an update on the E-rate program later in the meeting.

8. REPORT ON INTERLIBRARY LOAN WORKGROUP

Sally Drew reported on the findings of the Interlibrary Loan workgroup. For the benefit of those who were not on COLAND at the time the workgroup started, she provided some background. She said that the Division appointed an Interlibrary Loan Work Group in May, 2005, as part of the year-long planning effort related to selection of the next generation automated system for statewide resource sharing. The planning included the needs assessment performed by Russell Consulting, vendor demonstrations, presentations before various library groups, and a Request for Information to get a range of potential costs. The automated vendor contracts will need to be re-bid during 2006 in order to have vendors selected by January 2007. The ILL work group met once a month between May and September. The group's charge was to develop the purpose, goals, and principles for a statewide interlibrary loan system which involves all types of libraries. The group was responsible for making recommendations to revise the interlibrary loan guidelines last updated in 1996. The group developed a purpose for statewide interlibrary loan, reviewed interlibrary loan patterns for different types of libraries, reviewed the roles of the Reference and Loan Library, reviewed the purpose of the state level contracts and the potential need to reimburse libraries for interlibrary loan, discussed patron generated interlibrary loan, and discussed technology scenarios and needed functionality for a future automated resource sharing system. Sally provided the committee with two documents developed by the Interlibrary Loan Work Group: *Wisconsin Interlibrary Loan Guidelines* and *ILL Work Group Meetings Summary*, which were mailed to members in their meeting packets. The heart of the ILL document is on pages 6-7 of the guidelines. She asked for comments from the group. There were some questions and some discussion about distribution of the document and about ordering the document. Sally responded with a description of the groups who have had opportunities to review the draft. She explained the document will be distributed to various library groups and will be available on the website; she also said she is hoping for an endorsement from COLAND. After more brief discussion, Barbara Arnold moved that COLAND endorse the revised Interlibrary Loan Guidelines, and Cal Potter seconded the motion. Kathy Pletcher asked for discussion of the motion; new member

Susan Reynolds asked a question about costs for local libraries. Sally explained how costs are managed and how the service is funded. Michael Bahr asked a question about how the delivery system works and why some libraries do not use the system. Sally briefly explained how the delivery system works and possible reasons why individual libraries and school libraries may not use the delivery system. Mary Bayorgeon commented that special libraries do not usually participate in the van delivery system because their needs are different. Sally suggested that a presentation of the delivery system might be possible at a future COLAND meeting. There was more discussion about reasonable and unreasonable ILL requests, and about anticipated changes for the next decade. Mary Bayorgeon asked if the work of the ILL workgroup is finished; Sally said yes but that changes can still be made to the ILL document. Kathy Pletcher asked for a vote on the motion to endorse the Wisconsin Interlibrary Loan Guidelines, 2005; the motion carried.

A suggestion was made that the rest of Sally's report be deferred until after the presentation by the director of the Verona Public Library (agenda item 10). Before going to that presentation, Kristi Williams made a comment about how much technology has changed since the creation of WISCAT and whether or not it is appropriate to continue to use LSTA money for this purpose. Sally said she will talk about that during her presentation. Several other members commented that they share that concern.

10. PRESENTATION ON COOPERATION BETWEEN VERONA PUBLIC LIBRARY AND THE SCHOOLS

Mike Cross introduced Susan Hedrick, director of the Verona Public Library. Rick Grobschmidt suggested that everyone introduce themselves and explain their connection to libraries. Susan gave a presentation on cooperation between school and public libraries, which is part of the mission of most public libraries. Serving the needs of area school children is an important role for

public libraries. One way is to be available as a research resource for students, in the use of computers and the Internet, as well as a source of books for reading for pleasure. She commented on how helpful BadgerLink has been as a research tool for students. She also talked about how the library tries to work with area teachers to try to have adequate research materials available for all students to use for assigned projects. The summer reading programs are another way most libraries support education and learning for school children. The library tries to get information about the summer reading programs out to schools so that all kids, not just the ones whose parents bring them to the library, know about the program. She hopes to also be able to meet with new teachers, possibly by participating in new teacher orientation days, to let them know how valuable the library can be for students and teachers. She also talked about the role the library plays in assisting home schoolers and distance learning students in ways such as proctoring exams. She also talked briefly about the technology that will be available in the new library facility which is currently being built. The Verona library currently has 23 computers; 33 more computers will be added in the new facility. Cal Potter asked how the new library is being financed; Susan explained that the city council approved \$6.4 million, although the library is attempting to do some fundraising which might reduce that amount. The Verona public library service population is about 10,000 but a number of Madison residents also use this library. The \$6.4 million is for building and furniture only; it does not include library materials. The library will attempt to do some fundraising for this purpose. New facility will also have two self-check machines which will help reduce the workload for their small staff. The new library will also be built with the infrastructure for using an RFID system (Radio Frequency Identification system with a computer chip in each book for automatic check-in) when that technology becomes more feasible in a few years.

New facility should be ready in the next few months.

After Susan's presentation, Kathy Pletcher suggested that the group take a 15-minute break and work through lunch.

RETURN TO ITEM 8 – ILL WORKGROUP

Sally Drew finished her report on the work of the ILL workgroup. She reviewed the summary of their work that was included in the member packets.

9. DISCUSSION OF FUTURE WISCAT TECHNOLOGY SCENARIOS

Sally Drew gave a PowerPoint presentation about the potential technology scenarios that could be used for a future resource sharing system. She provided handouts on the RFP process and on WISCAT/WISCAT ILL. This is part of the process for putting together a request for proposals that will be sent out to potential vendors in the near future. She described the functions, advantages and disadvantages of the following technology scenarios: Physical union catalog, virtual catalog, hybrid union/virtual catalog, interlibrary loan management system, full portal functionality, and a statewide integrated library system. She provided a summary of the meetings that had been held so far with various library groups and their reactions to the scenarios. She indicated that the Interlibrary Loan Work Group and the public library system interlibrary loan staff expressed a preference for a hybrid union/virtual catalog. The public library system directors recommended use of OCLC services, leaned against relying solely on virtual catalog technology, and thought that the concept of statewide circulation system might still be a long-term rather than short term goal. Sally then provided cost data from four potential vendors that had been developed as a result of a Request for Information process. COLAND members had a number of questions and comments during Sally's presentation, particularly about how the request for proposal process works, how to write the request for proposal, the desirability of one technology over another, and how new systems can interface with existing technology.

11. TOUR OF VERONA HIGH SCHOOL LIBRARY MEDIA CENTER

Cara Cavin, Library Media Center Director for Verona High School, gave some brief background on Verona High School, which has 1,450 students. She then led the group on a tour of the high school complex.

RETURN TO ITEM 9, DISCUSSION OF FUTURE WISCAT TECHNOLOGY SCENARIOS

After the tour, Sally finished her report on the technology scenarios. There was further discussion among the group about ensuring that the concerns of all affected groups are taken into account in the RFP selection process. COLAND will be kept up to date as the RFP process continues.

12. UPDATE ON E-RATE AND BADGERNET

Bob Bocher gave a brief update on both programs. He provided a short background on the E-rate program, which is a federal program dispensing \$2.25 billion contributed to the Federal Communications Commission by telephone companies, distributed in the form of discounts to schools and libraries on telecommunication and internet services. The level of funding for individual schools and libraries varies, based on a community's level of affluence as indicated by participation in the federal school lunch program. Wisconsin received about \$30 million in E-rate discounts statewide. It is a non-competitive program but it does require school districts and libraries to fill out a number of complex forms. The FCC has issued a notice indicating there will be a comprehensive review of the program. DPI submitted comments with suggested changes; he asked that COLAND send a letter endorsing these comments. Cal Potter moved that a letter be sent; Bob Koechley seconded the motion. After a brief discussion clarifying who is currently paying into the fund, the motion carried.

Bob Bocher continued with a report on the BadgerNet (statewide) telecommunications network serving schools, higher education, state government agencies. Current contracts expire at the end

of 2005. New contracts were signed last March and now they are in the implementation phase.

Ninety-eight percent of Wisconsin libraries are now part of the system; 80% will be converted to the new BadgerNet network during the May-June timeframe.

13. DLTCL LIBRARY TEAM REPORTS

Mike Cross, PLDT director, gave a quick report on a DPI news release on public library statistics, which was suggested at a previous COLAND meeting. He passed out copies of the release. He also reported that the LSTA advisory committee will meet at the end of November; a public hearing will be held as part of the meeting which will be an opportunity to present ideas for LSTA categories for 2007. He also briefly discussed a recent situation regarding the Brown County library and passed out copies of a letter from a DPI attorney.

Donna Steffan reported on the activities of the Instructional Media Technology Team. She also thanked COLAND for its support of and efforts to protect the Common School Fund. She provided a handout summarizing the team's current activities, along with a handout about an online learning symposium at Marion College in Fond du Lac, and a handout related to Ed Tech funding. She briefly discussed current team activities including E-rate training, the Combined Information and Technology Planning workshops, and the School Library Impact Research Study.

Sally Drew did not provide any further information on team activities.

Rick Grobschmidt reported that interviews for the IMT director have been completed and that a decision will be made in the next couple of weeks.

4. FUTURE MEETING DATES

- a) January 13, 2006 – Meeting will be held at Promega in Fitchburg.
- b) March 10, 2006 – Meeting will be held at the Reference and Loan Library.
- c) May, 2006 – Tentatively planned for UW-Platteville.

5. ANNOUNCEMENTS

- a) Kris Adams Wendt was not able to attend because of a library budget meeting.
- b) Rick Grobschmidt reviewed action items from today's meeting. They are: letter to Governor asking for veto of AB 40; letter to state senate opposing AB 152 to include list of schools by legislative district; request to state superintendent to communicate with interested groups about protecting CSF; letter to FCC regarding E-rate comments.

6. ADJOURNMENT

Doug Lay moved to adjourn the meeting; Bob Koechley seconded. The meeting was adjourned.

Respectfully submitted,



Barbara Arnold, Secretary