



A G E N D A
Council on Library and Network Development
November 9, 2007, 10 a.m. – 3 p.m.
Rosemary Garfoot Public Library
2107 Julius Street
Cross Plains, WI 53528

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|-----|--|--|-------------------------|
| 1. | Call to Order | Kathy Pletcher, Chair | |
| 2. | Roll Call/Determination of Quorum | Roslyn Wise | |
| 3. | Welcome to the Rosemary Garfoot Public Library | Pam Bosben, Director,
Rosemary Garfoot Public Library | |
| 4. | Adoption of Agenda | All | Action |
| 5. | Approval of Minutes for September 14, 2007 meeting | All | Action |
| 7. | Changes to Common School Fund (10:10) | Kate Bugher | Information, discussion |
| 8. | Report on Greener Pastures workshops and ALA/Gates broadband study (10:30) | Bob Bocher, John DeBacher | Information, discussion |
| 9. | Library Legislation Update (11:00)
a) State
b) Federal | Rick Grobschmidt | Information, discussion |
| 10. | Presentation on Rosemary Garfoot Public Library and tour of library (11:20) | Pam Bosben | Information, discussion |
| | Lunch break (noon) | | |
| 12. | State of Wisconsin Request for Proposal (RFP) process (12:45) | Maralee Thomas,
Purchasing Agent,
Department of Administration | Information, discussion |
| 6. | Report of the Chair (1:30)
a) Correspondence
b) Visioning conference planning discussion
c) Other | Kathy Pletcher | Information, action |

13. Suggestions for Future Agenda Items (2:30)	Kathy Pletcher/All	Information, discussion, action
14. Future Meeting Locations and Dates a) January 11, 2008 – by video conference or in Madison b) March 14, 2008 – Hartford Public Library	Kathy Pletcher/All	Information, discussion
15. Review follow up items	Kathy Pletcher/All	
16. Announcements	All	
17. Adjournment (3:00)	Kathy Pletcher	Action

COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT

Meeting Minutes

November 9, 2007

10 a.m. to 3 p.m.

Rosemary Garfoot Public Library

2107 Julius Street

Cross Plains, WI 53528

Members Present: Barbara Arnold, Madison
Michael Bahr, Germantown
Mary Bayorgeon, Appleton
Donald Bulley, South Milwaukee
Francis Cherney, Milladore
Miriam Erickson, Fish Creek
Bob Koechley, Fitchburg
Douglas Lay, Mosinee
Kathy Pletcher, Green Bay
Calvin Potter, Sheboygan Falls
Susan Reynolds, Cable
Lisa Solverson, Viroqua
Kris Adams Wendt, Rhinelander
Kristi Williams, Cottage Grove

Members Absent: Catherine Hansen, Shorewood
Lisa Jewell, Rice Lake
Sandra Lockett, Milwaukee
John Nichols, Oshkosh
Linda Stelter, Eau Claire

DPI Staff: Bob Bocher
 Kate Bugher
 Mike Cross
 John DeBacher
 Sally Drew
 Rick Grobschmidt
 Roslyn Wise

Presenters and Guests: Pam Bosben, director, Rosemary Garfoot Public Library
 Maralee Thomas, purchasing agent, WI Department of Administration

1. CALL TO ORDER

Kathy Pletcher called the meeting to order.

2. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll. A quorum was present.

3. WELCOME TO THE ROSEMARY GARFOOT PUBLIC LIBRARY

Kathy Pletcher introduced Pam Bosben, director of the Rosemary Garfoot Library, who welcomed the group. She told the group that the new library is the first LEED-certified (Leadership in Energy and Environmental Design) public library in Wisconsin; LEED is a ratings systems for which you acquire points through the United States Green Building Council. She will give a tour of the facility later in the meeting.

4. ADOPTION OF THE AGENDA

Miriam Erickson moved to adopt the agenda; Kristi Williams seconded the motion. The motion passed and the agenda for today's meeting was approved.

5. APPROVAL OF MINUTES FROM THE SEPTEMBER 14, 2007, MEETING

Doug Lay moved to approve the minutes from the September 14 meeting; Barbara Arnold seconded the motion. There was some discussion about holes in the minutes because of problems with the tape recording. Susan Reynolds added the name of Wobegonce White, who gave the blessing at the beginning of the meeting (name missing from draft minutes), and there was no mention of a motion

to approve the minutes from the July meeting. Apparently the agenda item was overlooked during the meeting so it will be added to the agenda for today's meeting. Barbara Arnold then moved to approve the minutes as corrected and Doug Lay seconded. The motion passed and the minutes with the corrections noted were approved. Kristi Williams moved to approve the minutes from the July meeting; Lisa Solverson seconded the motion and the minutes were approved.

6. CHANGES TO COMMON SCHOOL FUND

Kate Bugher reported on revisions to the list of items eligible for purchase with Common School Fund (CSF) monies. She provided a handout with a list of the changes; the list is also available on the CSF website. The revisions were made by a workgroup convened by DPI, made up of library media specialists, school administrators, and classroom teachers from around the state, nominated by their respective associations (such as WEMTA and WEAC). The list of recommended changes was sent to and approved by the state superintendent.

The changes to the list went into effect at the beginning of the school year. Highlights from the list are: 1) library automation software, its components, and its license fees are now eligible. The justification is that these search systems have become key pieces of school library instructional programs. These systems are how students now learn to search for information in a school library media center. The licensing fee is considered an integral part in maintaining these systems so these fees can also now be paid with CSF money. Administrative functions (such as textbook managers) of these systems are not eligible for purchase with CSF money. 2) Instructional research software such as draft writers and citation generators are now eligible. 3) Rebinding of library books can now be paid for with CSF money because this is seen as the same as replacing a book; nowadays, most books sent for rebinding are those that are out of print and cannot be purchased. 4) Up to ten copies of a single title per library can be purchased and paid for with CSF monies (these can not be "classroom" sets). This had not been spelled out in the previous list of eligible items.

The existing guidelines still apply: purchases must still be approved by the school library media specialist and items purchases must still be physically housed in the school library media center. Interlibrary loan fees are not eligible as a CSF purchase; the consensus was that for most libraries this is such a small amount of money it's not worth the trouble to keep up with as a CSF purchase. Also, textbooks cannot be purchased with CSF money. WISCAT can be paid for with CSF money but delivery fees would not be eligible. Kate commented that there are a lot of gray areas and in many cases it's up to the library media specialist to make the final determination about eligible

purchases. Rick Grobschmidt remarked on the hard work of Kate and the CSF workgroup, which met and made these decisions during a single one-day meeting. The discussion continued about legislative changes impacting the CSF such as AB 40, which was signed into law in 2006, and this year's state budget which allows up to 25% of a school's CSF money to be used to purchase school library computers and related software (see third page of handout provided). Rick also commented that the impact of AB 40 will not be known for several years. Kate commented that \$4 million of CSF money in the budget for 2008 is carry-over from previous years. Rick commented there will be an additional \$6 million for this year (on top of the current \$29 million), and an additional \$11 million for 2008-09. Further discussion centered on tracking CSF computer purchases to make sure the computers are appropriately used by the schools (not initially purchased for the library then moved to another part of the school the next year). DPI's school management services team will need to come up with appropriate budget codes for these purchases.

7. REPORT ON GREENER PASTURES WORKSHOPS AND GATES/ALA BROADBAND STUDY

John DeBacher reported on the Rural Library Sustainability program, funded by the Bill & Melinda Gates Foundation and coordinated through WebJunction. The program was driven by the need to help public libraries identify the issues in maintaining public access computing (PAC). In Wisconsin the program was called "Greener Pastures." Seven areas of sustainability were addressed. John and Bob Bocher went to Seattle in October 2006 for a two-day training in these areas. Rural libraries were identified as any library serving a population of less than 25,000 or located in an area designated as 'rural' by the last census; in Wisconsin this would apply to 320 out of 388 public libraries, many of which are actually in urban areas. The program addressed support for computer maintenance, upgrades, and funding, which leads into advocacy and outreach. Ten workshops were held around the state, with Bob coordinating and John doing the actual training (with the assistance of Esmerelda, the Chicken). A wrap-up workshop was held in May 2007, just before the Wisconsin Association of Public Libraries conference.

DPI is using the balance of the funds to pay for library staff in rural libraries around the state to take WebJunction and Ed2go courses. Bob Bocher described this portion of the program and provided a handout with information about signing up for the courses. Public library staff and trustees in libraries serving fewer than 25,000 people (90% of the libraries in the state) can sign up for the continuing education courses. John DeBacher mentioned that in 2009 there will be another round of Gates funding for computers.

Bob Bocher then turned the discussion to the Public Library Connectivity Study, which was conducted by the American Library Association (ALA) and funded by the Bill & Melinda Gates Foundation. The ALA has been conducting these studies since 1994. Bob provided a handout with a summary of the project. He reported that connectivity for basic Internet service is no longer a problem for most public libraries, but the quality of that connectivity is a problem, particularly related to speed and broadband capacity. Connectivity is less of a problem in some states, such as Georgia and Missouri, and more of a problem in others, such as Idaho. In some states, such as Wisconsin, the situation is mixed. All public libraries in Wisconsin have broadband connectivity (although some people in their homes may not). ALA approached the Gates Foundation about funding this study to begin to help resolve these problems. Bob discussed the information summarized in the handout, and he talked about the reasons for some of the issues libraries face regarding connectivity problems. Areas with strong regional library consortia tend to have better access than those without. Bob is a member of the ALA committee doing the study and will attend a meeting in December which will explore these issues. Bob and Rick Grobschmidt met with Oskar Anderson of the Department of Enterprise Technology to discuss the state's perspective on connectivity issues. The discussion continued about problems with connectivity in different parts of the state; Kris Wendt commented that she wanted the record to show that many people still have dial-up access in their homes. Bob indicated that nearly half of the libraries reported inadequate bandwidth, and that streaming media, interactive websites, and gaming require increase in the speed of connection. There was also discussion about maintaining the computers purchased with Gates funding in 2003, especially for high-poverty areas. Kris Wendt asked if the poverty guidelines have been revised; Bob commented that a 10% poverty level is still the standard but that Gates is willing to consider other factors. Kathy Pletcher closed the discussion by asking Bob to come to the January meeting to continue the discussion about accessibility and connectivity.

8. LIBRARY LEGISLATION UPDATE

Rick Grobschmidt began his report by thanking Bob Bocher and John DeBacher for their work on the Gates programs; Barb Huntington is also working on a Gates-funded Spanish Language Outreach project. He also thanked Bob for his work with the e-rate program and commented that Bob is considered a national expert on e-rate. Rick reported that he and Bob have met with the CIO for the Dept. of Administration, Oskar Anderson, to discuss the bandwidth issue. Oskar Anderson will also meet with the state superintendent's cabinet on November 20. Rick also reported that there is an item in the state budget that allows more e-rate funding to be used to help subsidize the

bandwidth capacity for libraries. Bob Bocher commented that the DOA was sent a list of about 90 libraries in Wisconsin that are having bandwidth problems. Rick continued that in rural areas, high speed internet service in the libraries is vital because so many people cannot get it in their homes and businesses.

Rick turned to a discussion of the state budget, which has now been passed. He provided a handout summarizing library funding included in the biennial budget, most of which have been discussed and supported by COLAND during the last couple of years. Library issues were included in both the state superintendent and the governor's budgets, and they ended up being included in both the Assembly and Senate versions of the budget, thanks in some part to the work and support of COLAND. The legislature also added some library items during the budget process; these are listed on the back page of the handout.

Kris Adams Wendt moved for COLAND to send letters to the legislative leadership thanking them for their efforts on behalf of libraries, and to send letters to the new leadership in the legislature. Don Bulley seconded the motion. The motion passed. Barbara Arnold also asked to recognize Cal Potter for his leadership and advice.

Rick asked Mike Cross to review a second handout which lists the status of pending, non-budget, state library legislation. Mike briefly discussed each item in the handout, including SB-1, SB-214, and AB 420. There was then some discussion, initiated by Barbara Arnold, about the Wisconsin Way effort and whether or not this is something COLAND should have on its radar. Kris Wendt had some knowledge of it; it is a coalition of several organizations which has been holding public hearings around the state centered on the contentious nature of the tax debate currently going on in Wisconsin. Kris thinks this is something COLAND should know about. Rick then briefly reported on the federal issues; he noted that there has been an increase proposed for LSTA but there has been no agreement as yet. He also commented that the LSTA Advisory Committee will meet next week.

9. PRESENTATION ON THE ROSEMARY GARFOOT PUBLIC LIBRARY AND TOUR OF LIBRARY

Pam Bosben gave a brief presentation about the library and referred the group to a self-guided tour publication that is available. She highlighted the building's "green" aspects and talked about it being an LEED certified building.

10. STATE OF WISCONSIN REQUEST FOR PROPOSAL (RFP) PROCESS

Kathy Pletcher introduced Maralee Thomas, procurement specialist for the Wisconsin Department of Administration (DOA). Maralee talked about the state procurement (purchasing) process and she distributed two handouts: a summary of the state purchasing process and a comparison sheet for the RFB (request for bid) and RFP (request for proposal) processes. She commented that for state agencies, there are state laws governing nearly everything they do, and that the rules and policies are designed to hold up in court if state purchases are ever challenged by a vendor. She also reported that the DOA has delegated purchasing authority to statewide agencies and institutions; not all agencies have the same purchasing policies but all must be consistent with state law and Bureau of Procurement rules. Some policies are based on best practices where there may not be a law but from experience agencies have found this is the best way to do something. State purchasing policies can now be found online. She then went through her handout, making comments and answering questions as appropriate. She particularly highlighted the sealed bid process' Cost Benefit analysis for purchases over \$25,000, which she described as inefficient in many cases because of this low dollar amount, although there are positive aspects such as forcing agencies to think about business cases for spending money. The Cost Benefit Analysis also includes a review by Human Resources for any bargaining unit implications (to make sure the state is not contracting out at the expense of state employees). She also highlighted methods of procurement: Request for Bids (RFB), Request for Proposals (RFP), and Waiver of the bidding process (sole source). This last requires the approval of the governor if over \$25,000 and can take six to twelve weeks. Steps for each of these processes are outlined in the handout. The RFP process was of particular interest to the group. Throughout this process the committee can ask for more information from any or all of the vendors; the committee members must usually sign confidentiality agreements. Awards are based on the highest point total, not necessarily the lowest cost. She also spoke briefly about RFIs (Request for Information) which are an informal process which does not provide any information related to costs. Normally, sole source procurements are approved only when competition does not exist that will meet the needs or there are proprietary conditions. Requirements may not be restrictive beyond real need and the best interest of the state. The WISCAT project would not be considered sole source because competition exists for most needs of the contract; OCLC meets some specific needs of some customers on a proprietary basis, but not all needs statewide. Only state agencies must follow

the state purchasing requirements, although counties and municipalities do have some requirements related to building projects that must be followed. There are also provisions for emergency procurements, such as when a vital piece of equipment (like a heater) breaks down. There was some discussion about unique purchasing situations such as when a sole source purchase might be challenged. If there are vendor responses to the legal notice indicating that there are other sources, the contract would be bid. Maralee continued her report with a brief discussion of other elements to consider in state purchasing, including using minority vendors, prompt payment rules, Affirmative Action rules, vendor setoff program, and the use of state prison industries. DOA procurement officers do not deal with construction and road projects.

11. REPORT OF THE CHAIR

Kathy Pletcher's report included correspondence (of which there was none), and an update on planning for the visioning conference. She reported that an executive planning committee has been appointed and held their first meeting on October 8. During the first meeting the group drew up a mission statement and identified some key questions to be sent out to the library community. They also identified a process for gathering ideas, and the web site has been put up. A nomination form is included on the web site. No press release has gone out as yet but there was an item in Channel Weekly; there will also be an announcement in the WLA newsletter (among others). A section on resources will also be added to the web site. The summit is tentatively planned for May 5-6, and several conference facilities have been contacted. The executive planning committee will meet again on November 16. At this meeting they will identify criteria for selecting participants, and at a December meeting narrow down the list of nominees. Invitations will go out in early January. The committee is also looking at hiring a facilitator and choosing a keynote speaker, as well as starting to plan the agenda. Miriam Erickson asked to see the mission statement; Mike Bahr read from the summit web site, with Kathy Pletcher identifying the key themes. The discussion continued with comments and questions about possible keynote speakers, and possible recommended reading to prepare for the summit. Kathy reported that they plan to include a "virtual library" on the web site. Miriam Erickson asked if, at the end of the summit, any action items will be identified. Kathy commented that it will be important to do that, although she does not know how many or to what extent. Kathy added that she will try to keep COLAND members informed as the planning process continues.

12. SUGGESTIONS FOR FUTURE AGENDA ITEMS

The state superintendent is expected to attend the January meeting so the meeting will be held in Madison (probably at DPI). There was some discussion about possible alternative locations in the Madison area, such as at a school library. A tangential discussion took place about the best time of year to meet at a school library, the Monona Grove High School specifically, and it was decided to try to meet there in July. The discussion continued about holding the September meeting in Rhinelander, and when or if to hold a meeting in May (because the regular meeting date is so soon after the summit). Topics to be covered at the January meeting with the state superintendent include an update on the visioning summit, and her thoughts on school library media specialist staffing, school funding (which is the next budget round likely to include), 21st century skills (and schools), and No Child Left Behind/basing assessments on individual performance rather than large group evaluations. Other topics outside the discussion with the state superintendent are bandwidth and connectivity issues (Bob Bocher), and a report on the efforts of the Wisconsin Way group. It was decided that Jim Wood would be an appropriate person to make this report and it was decided this would be better for the March meeting. Mike Bahr suggested “alternate arrangements for library systems.” Other topics included a visioning summit update and a report on the resource sharing subcommittee by John Nichols. Cal Potter suggested a tour of the library division areas in GEF 3; Rick Grobschmidt also suggested a tour of the offices of the Board of Commissioners of Public Lands, also in GEF 3.

13. FUTURE MEETING LOCATIONS AND DATES (from discussion during previous item)

- a) January 11, 2008 – Madison
- b) March 14, 2008 – Hartford
- c) May 2008 – to be decided
- d) July 11, 2008 – Monona Grove High School – tentative – to be determined
- e) September 12, 2008 – Rhinelander – tentative – to be confirmed

14. REVIEW FOLLOW UP ITEMS

Actions items from the meeting are two letters: thank you letters to members of the legislature for their support of library issues in the state budget, and congratulatory letters to the new legislative leaders.

15. ANNOUNCEMENTS

Susan Reynolds gave an update on the tribal library situation. She reported that Louise Robbins from UW-Madison will work with the LCO Community College Library to put together a group to do some strategic planning for tribal libraries.

Barbara Arnold announced that her retirement party will be held December 14.

Rick Grobschmidt commented on the two DPI brochures that were handed out, one is about 21st century skills and the other addresses the New Wisconsin Promise.

Kristi Williams brought up the school library media specialist staff situation and wants to know if there can be some kind of information about this brought up at the school boards association meeting in January. Rick mentioned three DPI brochures addressing the imports of library media specialists. A lengthy discussion followed about the importance of school library media specialists and about how to get this message across to school board members. A tangential discussion took place about getting people to use BadgerLink, and getting libraries to add BadgerLink, identified as a state supported resource, to their web pages.

16. ADJOURNMENT

Barbara Arnold moved to adjourn; Kristi Williams seconded the motion. The meeting was adjourned at 3 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael Bahr". The signature is written in a cursive, slightly slanted style.

Michael Bahr, Secretary