



**A G E N D A**

**Council on Library and Network Development**

November 14, 2008

10 a.m. until 3 p.m.

Wisconsin Reference and Loan Library

2109 South Stoughton Road

Madison, Wisconsin 53716

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|----|---|--|--|
| 1. | Call to Order   | Kathy Pletcher, Chair  |  |
| 2. | Roll Call/Determination of Quorum   | Roslyn Wise  |  |
| 3. | Welcome to Reference and Loan Library   | Sally Drew   |  |
| 4. | Adoption of Agenda  | All  |  |
| 5. | Approval of Minutes for September 12, 2008 meeting  | All  | Action   |
| 6. | Report of the Chair (10:10 a.m. – 60 minutes)<br>a) Correspondence<br>b) Vote on adoption of goals for 2008-09<br>c) Vote on adoption of revised by-laws<br>d) Continuation of Visioning Summit<br>Beginnings Report discussion | Kathy Pletcher   | Information,<br>discussion, action             |
| 7. | Library Legislation Update (11:10 a.m. – 20 minutes)<br>a. Federal<br>b. State (update on state budget requests)  | Rick Grobschmidt,<br>Mike Cross                                  | Information,<br>discussion                     |
| 8. | Report on Delivery Services Advisory Committee and Library Information Technology Advisory Committee (11:30 a.m. – 30 minutes)<br><br>Noon – Lunch – (45 minutes)   | Sally Drew and<br>Bruce Smith, South<br>Central Delivery Service | Information,<br>discussion                     |
| 9. | Discussion of School Library Media Specialist staffing issues (12:45 p.m. -- 45 minutes)  | Steve Sanders  | Information,<br>discussion, possible<br>action |

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|-----|--|---|---------------------------------|
| 10. | Federated Searching Across Databases (1:30 p.m. – 30 minutes)  | Sally Drew and Lisa Reale, BadgerLink Coordinator | Information, discussion         |
| 11. | BadgerLink Marketing (2:00 p.m. – 20 minutes)  | Sally Drew  | Information, discussion         |
| 12. | Suggestions for Future Agenda Items<br>a) Promoting the Trust for Public Lands<br>b) Presentation by representatives from the Public Service Commission (future Madison meeting) | Kathy Pletcher/All                                | Information, discussion, action |
| 13. | Future Meeting Locations and Dates<br>a) January 9, 2009 – Cottage Grove Middle School (TBC)<br>b) March 13, 2009 – TBA  | Kathy Pletcher/All                                | Information, discussion         |
| 14. | Review follow up items   | Kathy Pletcher/All                                |                                 |
| 15. | Announcements  | All   |                                 |
| 16. | Adjournment (3 p.m.)   | Kathy Pletcher                                    | Action                          |
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**COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT**

**Meeting Minutes  
November 14, 2008  
10 a.m. to 3 p.m.**

**Wisconsin Reference and Loan Library  
2109 South Stoughton Road  
Madison, WI 53716**

Members Present: Barbara Arnold, Madison  
 Donald Bulley, South Milwaukee  
 Miriam Erickson, Fish Creek  
 Bob Koechley, Fitchburg  
 Sandra Melcher, Milwaukee (arrived at 10:20 a.m.)  
 Kathy Pletcher, Green Bay  
 Susan Reynolds, Cable  
 Lisa Sterrett, Viroqua  
 Kristi Williams, Cottage Grove

Members Absent: Michael Bahr, Germantown  
Mary Bayorgeon, Appleton  
Francis Cherney, Milladore  
Catherine Hansen, Shorewood  
Lisa Jewell, Madison  
Douglas Lay, Mosinee  
John Nichols, Oshkosh  
Cal Potter, Sheboygan Falls  
Annette Smith, Milton  
Kris Adams Wendt, Rhinelander

DPI Staff: Martha Berninger  
Mike Cross  
Sally Drew  
Rick Grobschmidt  
Lisa Reale  
Steve Sanders  
David Sleasman  
Roslyn Wise

Presenters and Guests: Bruce Smith, South Central Library System Delivery Service

1. CALL TO ORDER

Chair Kathy Pletcher called the meeting to order.

2. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll; eight members were present at roll call (ninth member arrived at 10:20 a.m.). A quorum was not present.

3. WELCOME TO THE WISCONSIN REFERENCE AND LOAN LIBRARY

Sally Drew, director of the Reference and Loan Library (R&LL), welcomed the group and offered to provide a tour of the facility at some point during the day. Sally, who has been at R&LL since 1982, gave a brief history of the library and its place within the Department of Public Instruction (DPI). She also described the services provided by R&LL staff, highlighting the statewide resource sharing services, the library automation programs, WISCAT, BadgerLink, and others. DPI owns the building that houses R&LL. Bob Koechley asked if R&LL provides services to prisons; Sally responded that there is a large amount of interlibrary loan use. Mike Cross commented that the Department of Corrections might collect data on prison library services; DPI does not collect this data. A brief discussion followed. Sally commented that a presentation on library services to inmates could be added to the agenda for a future COLAND meeting if members are interested. Additional discussion took place about services provided by R&LL; Sally also mentioned the Child Care Information Center, which is housed in the R&LL building but not funded by the Department of Public Instruction (DPI). Sally also introduced her staff and the other meeting attendees introduced themselves.

4. ADOPTION OF THE AGENDA

Kathy Pletcher requested moving agenda item nine (discussion of school library media specialist situation) to follow item 5 (approval of minutes from September 12 meeting). Miriam Erickson moved to adopt the agenda for today's meeting as amended; Kristi Williams seconded the motion. Because there was no quorum, a vote to approve could not take place.

5. APPROVAL OF MINUTES FROM THE SEPTEMBER 12, 2008, MEETING

Due to the lack of a quorum, a vote to approve the minutes could not take place but no one had any comments or corrections.

6. (FORMERLY ITEM 9) DISCUSSION OF SCHOOL LIBRARY MEDIA SPECIALIST STAFFING ISSUES

Steve Sanders distributed a handout on Standard H (from the Wisconsin Administrative Code) that included some statistics on school districts with one or less full time Library Media Specialists. He also announced that Nancy Anderson, the new school library media consultant at DPI, was not able to be at the meeting today but should be able to attend the January meeting. He then briefly discussion the summary statistics on the last page of the handout and commented that 2008-09 date is not in yet; it should be in by mid-December but he doesn't expect any major changes. He remarked that, from the statistics, the average school district has 2.71 library media specialists (LMS) each, and the number of students per LMS keeps increasing. He passed around a few copies of the full spreadsheet for review by those interested. He also made note of the list of districts with one or less LMS; about half of these have no LMS. Steve noted that the school districts on the list received letters from DPI last year requesting submission of a plan to address the lack of a school library media specialist. Rick Grobschmidt referred to the brochures produced by the Instructional Media and Technology Team (IMTT) to publicize the findings of the library media specialist study are still being distributed. Copies of the brochure are available from Steve and also can be found on the IMTT webpage.

Steve continued with some discussion of Standard H and the Wisconsin Administrative Code (from page one of the handout). He commented that as school district budgets have gotten tighter, district administrators are looking for more places to cut and they look for "loopholes" in the standards. One such loophole is that there is no prescribed length of time for LMS. A discussion took place about ways to bring school districts into compliance such as combining teaching and LMS positions and issuing emergency licenses for LMS while they obtain the necessary certification. Kristi Williams asked what is done when a school district's LMS staffing level is not adequate; Steve responded that there are not too many actions the state can take. The state cannot withhold Common School Funds money; all that really can be done is to notify the district that they are out of compliance and ask them to submit a plan to come back into compliance. The state's response is generally on a case by case basis. The state superintendent could hold up to 20% of the state aids when a

school is out of compliance with one of the twenty standards or any other state requirement but that is a difficult call to make because the district is most likely out of compliance because of funding shortfalls; they don't really want to cut these positions. Discussion took place about alternative solutions to providing LMS services such as contracting with CESAs or calling upon aides and volunteers (such as parents). Rick Grobschmidt also brought up the problem of school libraries being closed (and not accessible to students) when there is no LMS available. Miriam Erickson commented about the danger of opening up the standards for amendment resulting in undesirable changes. Rick commented that DPI has been encouraging districts to comply with the standards because "it's the right thing to do." The discussion turned to the recruitment of teachers to also become certified as school library media specialists, and the educational programs currently available for those teachers who are interested in this additional certification. Kathy Pletcher mentioned that training for LMS is included in the Beginnings report; Miriam Erickson spoke in favor of a study on the economic value of school libraries (such as the one for public libraries). Lisa Solverson suggested the possibility of directors of small public libraries receiving additional training to become certified LMS. More discussion took place of college and continuing education programs currently available that provide this training, as well as discussion of alternative routes to certification. Kristi Williams asked if COLAND could put together a "timeline" that would incorporate ideas and offer a "roadmap" toward a solution. More discussion took place about required skill sets and more flexible curriculums. At the end of the discussion Miriam Erickson commented that she would like to see something come out of this discussion in the way of a study of the value of school libraries. Mike Cross commented that the LSTA Advisory Committee is looking for preliminary ideas for 2010. He mentioned that the WLA Foundation this week gave testimony in favor of a study of the impact of academic libraries in Wisconsin. He suggested COLAND could present testimony at the LSTA Advisory Committee next spring. Bob Koechley said he would work with Miriam to put together a proposal for the LSTA Advisory Committee, which will be presented to COLAND at the January meeting.

## 7. REPORT OF THE CHAIR

- a) Correspondence: The only correspondence was a response from the Governor thanking Kathy and COLAND for the letter in support of increased funding for libraries.
- b) Vote on adoption of goals for 2008-09: In the absence of a quorum, approval of this item will be deferred to the January meeting for action. Some additional changes to the goals for 2008-09 were suggested. Lisa Solverson suggested changing the first goal to "Review, revise, and adopt the final report..." changing from "Review and adopt..." Also change item six to "Review Council's role in the DPI budget preparation process," from "COLAND review its role..."
- c) Vote on adoption of revisions to by-laws: In the absence of a quorum, the vote on this item is deferred to the January meeting for action. Kathy Pletcher briefly reviewed the revised by-laws but there was no additional discussion.

d) Continuation of Visioning Summit Beginnings Report discussion: Miriam Erickson had positive comments about Kathy Pletcher's and Rick Grobschmidt's presentation on the Beginnings report at the recent WLA conference. Mike Cross took notes at the presentation and will have those written up soon. Kathy suggested putting the word "democracy" back in the vision statement because it is one of the cornerstones of the library system. Rick noted they were trying to use broader terminology in the vision statement instead of focusing on specific items. Bob Koechley noted that in Fitchburg, during a recent library referendum, they used library and "community learning center" interchangeably. Kathy noted the idea of "one card, one library" has resonated with people. Kathy also talked about some other changes in wording such as changing "infrastructure" to "robust bandwidth" and the rationale for the changes. (Rick distributed a handout of article on DLTC's strategic direction.) Mike Cross commented that COLAND has a role to play related to the soon-to-be appointed task force on public librarian certification rules (this came out of the visioning summit). These were last updated four or five years ago. He suggested this be added to COLAND's goals for 2008-09. Rick discussed some of the concerns related to the certification rules and the need to make incremental changes. Mike Cross read the statutory language related to COLAND's statutory role in making recommendations to the DLTC in regard to the development of the standards for public librarian certification. He briefly discussed the need to review the training, technology, and continuing education requirements in the certification rules. He commented that there are some librarians who have been grandfathered in and basically have a "lifetime" certification. Kathy Pletcher noted the wording to be added to the 2008-09 goals (the language to be added to the goals is "Hold a public hearing on proposed public library certification rules and make recommendations to the state superintendent").

Kathy commented that the March meeting might be a good time to review the strategic directions and determine progress. Sally Drew commented that people still seem to want to continue discussion of the Beginnings report; Kathy remarked that there might be a need to reconvene the executive planning committee for the summit. She also commented on the need for some of this work to take place in communities at the public library level (not just at the level of the DLTC).

## 8. LIBRARY LEGISLATION UPDATE

Rick Grobschmidt distributed a handout describing the state superintendent's budget initiatives and read through the items in the handout. He noted that library delivery services is a new funding category in this year's budget request. He also mentioned they did not know how much money would be in the Common School Fund this year because that is dependent on investment returns, but that these funds are required to be invested in "conservative" investments. He also mentioned that the Governor is predicting a \$5 billion budget shortfall for the next biennium at the current level of spending; there will be a \$500 million shortfall for the current biennium, resulting in newly announced travel restrictions for state employees as well as restrictions on hiring and than all new appointments must now be approved by the Department of Administration.

Rick also reported on changes to the leadership in both the state Senate and the Assembly as a result of the recent election. The Democrats maintained control of the Senate and they also now control the Assembly. Don Bulley moved to send a letter congratulating the leadership of both parties; Bob Koechley seconded the motion but no vote can be taken until the January meeting. Someone commented that WLA/WEMTA legislative day is February 3.

Moving on to Federal legislation, Mike Cross reported on the status of LSTA funding; the House, Senate, and the President have all proposed increases but the final outcome is still unknown. The legislation likely will not be passed in this session so it will be flat funded on a continuing resolution (which would mean a decrease in funding for Wisconsin). Steve Sanders distributed a handout on changes to the Children's Internet Protection Act (CIPA) and briefly discussed the information in the handout. This legislation applies to school districts; public libraries are included in a separate part of CIPA.

9. REPORT ON DELIVERY SERVICES ADVISORY COMMITTEE AND LIBRARY INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Sally Drew and Bruce Smith from the South Central Delivery Service gave a presentation on the Delivery Services Advisory Committee (DSAC) and on statewide library delivery services. Sally gave a Power Point presentation with information on the history of DSAC, which was started in 1998, and some recent accomplishments of the committee. These include a Best Practices document; a redesigned website; nomination of Bob Blitzke for the WLA Special Services Award; review of participation for technical colleges, institution libraries, and schools; and review of goals, trends, and budgets. New projects include a Power Point presentation to illustrate the Best Practices and an electronic delivery services review. Sally also described the components of the delivery system, beginning with public library systems which handle delivery services differently depending on which part of the state they are from. Some systems contract with commercial providers and some provide their own staff and services. In addition, many of the systems provide services for some correctional and social service institutions, and some private universities and technical colleges. Few school libraries participate in the delivery services unless an arrangement with a local public library has been made. WISCATILL allows schools and public libraries to cooperate so materials can be requested directly by school libraries and by mutual agreement be delivered to a public library that is participating in the delivery service. Sally and Bruce both noted that many informal agreements exist for cooperation with school libraries. Sally presented some figures for local system costs and volumes (based on Al Zimmerman's statistics): local delivery costs for public library systems for 2007 are \$4,117,400. Local volume: South Central Library System – 10,600,000; Eastern Shores Library System – 740,000; Indianhead Federated Library System – 1,390,000; Waukesha County Federated Library System – 692,000. She also talked about statewide library delivery service, with the "backbone" being provided by SCLS, and WALTCO providing connections between IFLS, NLS, NWLS, and WVLS. Sally then turned the presentation over to

Bruce Smith. Bruce discussed the new budget request for state funding to support the library delivery service (Rick mentioned this in his legislative report). He talked about the challenges being faced by courier services around the country which are losing business because of the increasing use of electronic media. He discussed the gradual decrease in volume with academic libraries, probably attributable to electronic transfer of materials. He also commented that volume is stabilizing on statewide routes and he briefly discussed the SCLS Delivery Service website. Some other discussion took place about special request services and the impact of fluctuating fuel prices on delivery service.

There was no discussion of the Library Information Technology Advisory Committee but three handouts of recent LITAC position papers were provided.

#### 10. FEDERATED SEARCHING ACROSS DATABASES

Sally Drew introduced Lisa Reale, BadgerLink coordinator, who gave a Power Point presentation on federated searching across BadgerLink databases, with a demonstration of how this functionality works.

#### 11. BADGERLINK MARKETING

Sally provided handouts on the first BadgerLink marketing plan from 2007, the 2007 marketing and communication plan, and on BadgerLink Database Access and Identity. She reviewed the items in the BadgerLink marketing plan handout and commented that most of the items on the list have been completed. Sally asked COLAND members to let her know if they have ideas to add to the Marketing and Communications Plan. There was additional discussion about the BadgerLink toolkit, getting information about BadgerLink out to new legislators, and how to let people in general know about BadgerLink.

In addition, a handout was provided on BadgerLink Database Access and Identity.

#### 12. SUGGESTIONS FOR FUTURE AGENDA ITEMS

- a) Presentation by Tom German from the Board of Commissioners of Public Lands
- b) Presentation by members of the Public Service Commission related to the Universal Service Fund; after some discussion the decision was made to hold off on this presentation.
- c) Discussion of the issue of libraries dropping periodicals, probably due to access to electronic publications, and a review of standards for materials for public libraries.
- d) Library services in correctional facilities.
- e) Presentation by Larry Nix on the history of Wisconsin libraries.

13. FUTURE MEETING LOCATIONS AND DATES

- a) January 9, 2009 – New middle school in Cottage Grove.
- b) March 13, 2009 or May 8, 2009 – Menomonee tribal college (TBD). Other suggestions: Green Bay or UW Oshkosh, International Crane Foundation, Circus World Museum library. (Suggestion from previous meeting: library in a mall or shopping center)

14. REVIEW FOLLOW UP ITEMS

Draft letter to new legislative leaders (pending vote at January meeting). Lisa Solverson also suggested individuals could write letters on their own in support of funding for library delivery service.

15. ANNOUNCEMENTS

Steve Sanders distributed copies of the school library media center/specialist brochures for those who want additional copies.

16. ADJOURNMENT

Kristi Williams moved to adjourn; Sandra Melcher seconded the motion. The motion passed and the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathy Pletcher". The signature is written in black ink on a light-colored background.

Kathy Pletcher, Acting Secretary