

LSTA Advisory Council
September 15, 2011
9:00 – 4:00
Oregon State Library, Meeting Room B9
250 Winter St., Salem, OR
Buzzy Nielsen, Chair

Chair, Buzzy Nielsen called the meeting to order at 9:01.

Member present: Chair Buzzy Nielsen, Perry Stokes, John Russell, Pam Osborne, Sharon Smith, Anne Billeter, May Garland, Karen Hill, Natasha Forrester

Staff Present: MaryKay Dahlgreen, Jim Scheppke, Ann Reed, Ferol Weyand

Guest: Caleb Tucker-Raymond, Multnomah County Library

Welcome and introductions

Review proceedings of the last meetings – May 12 and 13, 2011

Upon review, there were a couple of minor corrections. Staff will review and correct minutes (completed). Russell moved to approve as corrected. Billeter seconded. Motion passed unanimously.

Staff reports:

1. Status of use of FFY10 – MaryKay Dahlgreen

Dahlgreen noted that all the money will be spent. Starting in July 2012 Dahlgreen and Ann Reed will be making it clear upfront that the money needs to be spent and they will not be extending the grants past the end of July. The moneys must be spent by the end of September 2011.

2. FFY 2011 financial overview and draft budget plan for FFY 2012

Dahlgreen reviewed the budget explaining each of the projects listed. Stokes inquired about the spending cycle and Dahlgreen explained that FFY2011 funds must be completely spent by September 30, 2012 and FFY2012 funds have not been allocated but will expire on September 30, 2013. Scheppke noted that there could be a reduction in FFY 2012 funds.

3. LSTA Five-Year Plan evaluation update

Dahlgreen reported that we are in the middle of the Five Year Plan Evaluation and starting new Five Year Plan for 2013-2018. Nancy Bolt & Associates (Nancy Bolt and Karen Strege) were hired to evaluate the current plan. We spent \$9500 of FFY2010 money on the evaluation and our contract with Nancy Bolt & Associates is \$29,800 for the total evaluation. Dahlgreen reported on the August 2011 evaluators visit and focus groups for both the LSTA Advisory Council and the SDLAC committee. List of people that they spoke to: Ann Reed about LSTA, Jim Scheppke, MaryKay Dahlgreen, Jennifer Maurer about OSLIS and SDLAC, Katie Anderson about Youth Services, Darci Hanning about Plinkit. They spoke to Caleb Tucker-Raymond and Emily regarding L-net, and had a conversation with Roberta Richards and Donna Reed regarding the CE report from Portland State University funded by an LSTA grant. The survey will be open September 16 through October 7, 2011. Staff will send to all list serves. Six focus groups will be held in La Grande, Josephine County, Newport, Jefferson, Portland, Eugene on October 17th through 21st. Karen Strege and Nancy Bolt will be facilitating those groups. Eight to twelve people will be invited to attend each of those sessions. Draft will be delivered in December and then it will go to the OSL Board in February. Evaluation is due to IMLS on March 30, 2012.

Election of officers for coming year - Chair, Vice-Chair

Nielsen asked for nominations for Chair. Anne Billeter nominated John Russell. There were no other nominations. Vote was unanimous.

Nielsen asked for nominations for Vice Chair. Russell nominated Perry Stokes. There were no other nominations. Vote was unanimous.

Procedures review and Discussion of LSTA grant applications

Reed reviewed the review process for the Council. Nielsen reminded Council that they will not be voting on each grant, they will be discussing all grant applications and scoring each grant. The scores will then be averaged and they will vote on all of the grants in aggregate. Nielsen stated that if the Council votes to approve the grants, they will be sent forward to the Oregon State Library Board for approval at their meeting on October 21, 2011.

Decision-making about grant applications and LSTA program for FFY 2012

12-1-COR Cornelius Public Library Expanding Latino Outreach

Hill recused. Garland did not see the answer to the question regarding why this is a two year proposal. Stokes responded that they may need more time to secure funding. Neilson remarked that given this is an outreach proposal it gives them more time to do some leg work. Russell inquired regarding consecutive grants received, with the position that with LSTA being the first funder, is this kind of a continuation of this other project. Dahlgreen responded that the Council will need to decide regarding first funder. Nielsen we prefer to be first funder. Garland stated that they are not asking for much money. Billeter stated that they were very responsive to comments made. Dahlgreen reported that staff felt they responded well to concerns raised about the brief proposal.

12-1-WOU Western Oregon University Cooperative Governors' Project (Implementation Grant)

Billeter commented there was nothing included for travel and questioned whether we would be getting the right amount of benefit for the cost. Russell had some concerns regarding material in the collections, seems vague and he doesn't think they can actually do all of this in one year. Hill stated she was much more convinced with the full proposal versus the brief, but they didn't answer question regarding what other states do. Nielsen expressed concern on the framing of proposal in regards to how they were going to do all the rest of the governors after completing the three that they have identified. Russell questioned their permission to put online the post war governors. Stokes commented that the amount for supplies was low for archival materials.

2-3-MCL Multnomah County Library Listos para Aprender

Forrester recused. Billeter stated they were very responsive to comments. Hill remarked there was a lot of research in their grant application. Dahlgreen reported staff is interested in this as a good project for outcome based evaluations but staff had concerns about MCL doing the community analysis with plan/solution already created. Suggested they should modify this detailed plan should they receive different results than they expect.

12-4-OSU Oregon State University Development and Management of Oregon's Tribal Archives, year 2

Russell recused. Smith commented she liked the comment about tribal need although she still didn't see letters of support. Where were the letters of support? Billeter commented that all nine tribes should have been listed, too much assuming regarding tribes in the proposal. Not all tribes were represented in the letters. Billeter would have liked to know the needs of each tribe.

12-5-MCL Multnomah County Library Homework Help @Multnomah County Library

Forrester recused. Billeter noted that the full proposal didn't address whether there were other models around the

country. Smith commented that the applicant had done an impressive amount of research. Good opportunity for outcome based evaluation. Very valuable demonstration project.

12-5-OHU Oregon Health & Science University/Oregon National Primate Research Center Oregon National Primate Research Center Rare Book Digitization Project

Billeter appreciated finding out there was a wider audience than expected from the brief proposal. Forrester commented that it didn't seem to be lesser than Oregon oriented. Billeter liked idea of medical break throughs that have resulted, but none offered. Hill commented that the fact that Wisconsin adding this to their Infonet and primate data bases, thus adding to the value of the information.

12-5-PUL Pacific University Library Washington County Heritage Online, year 2

Billeter would like to see more historical society support. Neilsen expressed concern that each institution was digitizing their own photos and writing their own metadata, possibly resulting in hit or miss metadata. Russell expressed concern over quality control of metadata. Billeter liked promotion plan. Staff commented they appreciated partnership, everyone playing to their strengths.

12-5-UOF University of Oregon Access to Oregon Folklife Collections Project, year 2

Russell recused.
Billeter would like to have seen some letters of support. Staff no comment.

12-5-UOL University of Oregon Libraries Historic Oregonian Digitization

Russell recused. Billeter commented on the benefit to the entire state.

12-5-UOW University of Oregon. University of Oregon Libraries Special Collections and University Archives Oregon Women's Political History Collection Processing Project

Russell recused. Billeter would like to have seen more letters of support and a wider selection of materials processed. Garland asked if they need an advisory board for the project. Hill noted that they proposed student processors identify important documents. Neilsen questioned why student processors and not someone with more training. Council expressed some concern regarding what kind of students, graduate etc. Staff appreciated that they responded to comments from first proposal evaluation.

12-6-OHS Oregon Historical Society Oregon History on the Road: Two Traveling Exhibits for Libraries

Billeter commented they were really responsive to comments. Neilsen would prefer original letters of recommendation rather than "cookie cutter". Forrester and Nielsen expressed concern regarding the logistics of the traveling exhibit. Staff liked the use of the success of their previous work to justify this grant, and that they were using OHS funding to fabricate one of the exhibits.

12-6-SPL Salem Public Library Reaching Out: A Community Assessment Model

Neilsen reminded that they turned this down last year and the OSL Board asked them to reapply and respond to the comments and questions that the Council had regarding this grant. Billeter stated that they clarified the questions the Council had. Garland still thinks it a hugely ambitious project. Hill liked that their second objective specifically stated to create a community assessment toolkit that could be shared with other libraries. Staff commented on the need to

make sure the survey instrument, which will be created by another company, can be used the toolkit. Would like clarification who is creating the toolkit; Salem staff or contractor?

12-6-TPL Tualatin Public Library Welcome to your Library: Creating Ownership among Older Adults

Billeter noted a budget error on page 226 of the Council materials pointing out that the fringe benefit total should be \$13,903. Billeter noted on page 427 the library staff would track library cards issued to patrons 55+ during the grant, and inquired if there was any chance of getting pre-grant numbers of 55+ library card holders for comparison. Garland noted on page 423 having their older adults modeling good reading habits, what does that mean? Project needs training funds if they are going to be reading to children. Neilsen remarked that there is public speaking training in the budget. Forrester stated general training, doesn't specifically state early literacy training. Russell noted on page 425 under LSTA funded contractual program fees, isn't that another word for honorarium? Dahlgreen noted that they honorariums were not an allowable cost but invoicing for services is appropriate. Staff noted that it could be replicated.

Agenda Revision

The agenda was revised in light of short amount of time used for grant application review and required open forum time.

- 11:00 Libraries of Oregon demonstration
- 11:15 OLA Scholarship project report
- 11:30 Working lunch
- 11:45 Discussion of Statewide projects
- 12:15 Consideration of grant guidelines for FY2013
- 1:00 Open forum
- 1:15 L-net cost recovery discussion with Caleb Tucker-Raymond
- 1:45 Presentation of ranked grant applications
- 2:00 Plan development of new Five-Year plan
- 2:30 Presentation of recommendations for State Library Board and plan for next year meetings
- 2:35 Recognition of departing council members
- 2:40 Suggest potential new council members
- 2:50 Adjourn

Libraries of Oregon Demonstration

Dahlgreen demonstrated the Libraries of Oregon website <http://librariesoforegon.org> during the working lunch. OSU Libraries received a grant to create the Libraries of Oregon website to make LSTA funded materials available to all Oregon residents. It will be given a soft launch in early October and then will be publicized to the wider public.

Discussion of OLA Scholarship project report

Members discussed the report provided by the OLA Scholarship Committee Chair, Gary Sharp. Information that was not included in the report that Sharp shared with the Council is that out of 25 applications annually, 15-18 applicants were reviewed as eligible. An average of 4-6 applicants get a scholarship annually. Stokes stated he was impressed with the rate of graduates that stay in the state. Billeter agreed and also impressed with the amount that were able to find professional positions. Stokes noted on question number 6 the presumption that rural libraries would not be able to undertake administration of an intern. Dahlgreen remarked that Sharp most likely was referring to his library which is the North Bend Public Library. Russell stated it would be good to get this information every year should the council continue to fund it. Garland asked if the recipients knows that this is funding with LSTA money. Nielsen stated LSTA logo is posted on everything that is sent out. Billeter suggested we thank Gary Sharp for such a detailed report and request updated reports each year as the funding continues. A discussion of interships

ensued. Stokes added that the very smallest libraries that are only open limited hours a week would have difficulties having an intern. Billeter reported on an internship experience that was a lot of work, but beneficial. Council had discussion regarding internship and rural libraries. Russell suggested having internship part of the current underserved grant or possibly have another library develop a program using part of the 200K. Council discussed the benefit of an intern program by giving a good hands-on total library experience for an intern.

Discussion of Statewide projects

OLA scholarship:

Schepke inquired about the total, is it \$20,000 or \$25,000. Council discussed that it was reduced because there were more competitive grants in the past. Reed brought up the possibility of OLA funding in the future. Russell stated the need for continuing information regarding accountability of the money and funding. Schepke thought that they felt at the beginning they may have planned to do a 50/50 match with LSTA money. Dahlgreen inquired if the Council is requesting some kind of long range plan regarding funding. Schepke noted that OLA has \$15,000 in their scholarship fund and suggested that LSTA could fund at \$20,000 and OLA could fund \$5,000, each year, for the next three years. Sends strong signal to give them more incentive to find matching funds. Dahlgreen explained that \$25,000 for 2011 has already been approved, this discussion is about their 2012 request for \$25,000. Nielsen suggested that during voting on the budget a motion could be made to request a match of some sort.

OSLIS:

Billeter noted that this is a very impressive project and was impressed that so many people across the country are using OSLIS. Schepke stated that this project very important since Oregon still losing school librarians. Nielsen gave Library Development credit for getting Plone for both Plinkit and OSLIS. Facelift to the OSLIS website will be after the migration of Plinkit and OSLIS to a remote host.

L-Net:

Russell noted that the text a librarian is expensive, and inquired if they felt it was worth the cost. The Board will discuss cost recovery at either the October or December meetings, as is required by Oregon Administrative Rule. Dahlgreen reported that this council needs to make a recommendation to the board regarding cost recovery.

Oregon Battle of the Books:

They are asking for an additional appropriation of \$5,000 for the current FFY2011 contract of \$10,000 and an additional \$15,000 in FFY2012 for a total of \$25,000. Schepke reported on the success of OBOB. Russell commented on LSTA rules regarding not replacing collection books. Nielsen noted OBOB similar to SMART as an additional program for schools. Schepke suggested another funder for books such as Meyer Memorial Trust, Miller Foundation, or the Oregon Community Foundation. Nielsen stated that local fundraising for the books would be an option. Garland noted that this would be a good opportunity for local partnership and community involvement. Council received clarification regarding the request for additional funds via a phone call with Ruth Murray.

Sage:

Schepke inquired whether there is a change in the funding, previously it was 50/50 match with LSTA, is it still 50/50? Reed stated that last year they didn't report all the money Sage contributes in-kind, we need to include their in-kind in the 50/50 split. Nielsen had a question about in-kind funding, are they are going to each of the individual libraries and asking them how much they contribute in kind? Sage has added 7 more libraries to the system. Baker County Library District, Oregon Trail Library District and Hood River Library District all run couriers themselves which would be considered in-kind. Staff will request that Sage report in-kind.

Oregon Encyclopedia:

They are requesting \$20,000. Nielsen reminded Council that they approved the Oregon Encyclopedia as a statewide project at the May 2011 meeting. The Council has agreed to include Oregon Encyclopedia in the Statewide Database Licensing project. The 2011 contract already signed, but they will need to submit a full proposal for 2012. Reed reported they have their last year of competitive grant funds for 2011. Scheppke reported that they received \$20,000 from the Oregon Heritage Commission in addition to the \$20,000 they received from LSTA.

Consideration of grant guidelines for FFY 2013/Discussion on determining funding ratios and priorities for FFY 2013

Dahlgreen reported that the FFY2013 guidelines are very similar to the 2012 guidelines with correct dates for 2012 and the digitization recommendations from the May 2011 meeting. Council discussed the grant guidelines in light of the new Five Year Plan that will cover FFY 2013 LSTA grants. Reed reviewed the LSTA purposes from the reauthorized Act and has added that language as guidance for submitting brief proposals in April. The 2013-2018 LSTA Five Year Plan is due June 30, 2012 so can be the basis for the invited full grant applications.

Open forum

Nielsen called for open forum at 1 pm. No attendees.

Consideration of grant guidelines for FFY 2013/Discussion on determining funding ratios and priorities for FFY 2013 cont.

Council reviewed all changes highlighted in the guidelines. Reed suggested that the first bullet under Digitization Grants that stipulates *Open Web Access* be changed to *Free Public Access*. Scheppke questioned the last bullet on page 6 and after discussion “Partnerships **with** cultural heritage organizations...” was changed to “partnerships **between** libraries and cultural heritage organizations that promote...”

Change on D-7 indirect cost plan, Dahlgreen stated it is clarification. Reed explained federal funds cannot be matched by federal fund in regards to “LSTA funds should not be used to match federal work-study funds.”

Garland moved to recommend approval of the FFY 2013 LSTA Grant Application with noted modifications for FFY 2013 to the OSL Board. Osborne seconded. Motion passed unanimously.

Cost recovery and L-net recommendation for the Board/Conversation with Caleb Tucker-Raymond

Neilsen introduced Caleb Tucker-Raymond, project manager for L-net, and explained that because of reductions in the LSTA funding the OSL Board has asked the Council to review ways to cut costs. L-net is one of the areas where cost recovery can be explored. Caleb Tucker-Raymond briefly described L-net. Tucker-Raymond addressed the concerns the Council had raised regarding the sharp increase from \$300,000 last year to \$350,000 in this year’s request, and around \$358,000 next year. Because they submit estimates 14-18 months in advance, the estimates were based on the current year’s costs for staff, and costs were actually higher than estimated. They were unable to do all they planned because of the shortfall. They did a generous increase in the budget in many areas to focus on growing the number of patrons. Tucker-Raymond suggested that the L-net advisory group, armed with new information about the 2012 budget in Multnomah County, could work on a reduced budget plan to present to the Board. Council thanked Tucker-Raymond for coming to the meeting.

Presentation of ranked grant applications

Reed presented the spreadsheet of scores and ranking of the grant applications.

Hill moved to fund all applications scoring 7 and above. Forrester seconded. Motion passed unanimously.

Council engaged in further discussion of the two proposals with scores less than 7.

12-5-UOW – University of Oregon. Oregon Women’s Political History Collection Processing Project.

The Council discussed the areas of concern which included having students identify, screen and decide on materials to include. Are students replacing professional personnel? Hill noted student assistants will also create finding aids. Garland inquired about training and supervision for the students. Following discussion the Council decided to reconsider their recommendation not to fund the project. Billeter moved to fund. Garland seconded. Hill and Osborne voted no. Russell and Nielsen abstained. Motion passed with a majority. 5 yes, 2 no, 2 abstentions.

12-1-WOU Western Oregon University. Cooperative Governors’ Papers Project (Implementation Grant)

The Council discussed previous concerns and decided to reconsider their recommendation not to fund the project. Billeter moved to fund. Russell seconded. Motion passed unanimously.

Discussion of the FFY2012 Statewide programs.

Nielsen asked if there were any questions regarding OSLIS, Sage, and Oregon Encyclopedia.

Russell moved to fund OSLIS, Sage, and Oregon Encyclopedia. Osborn seconded. Motion passed unanimously.

OLA MLS

Following discussion Council decided to ask OLA to have a plan to help funding for 2013.

Hill moved to fund at \$25,000 for FFY 2012 and ask them to put in a plan for cost sharing with the grant amount in the FFY 2013 budget cycle. Smith seconded. Motion passed unanimously.

L-net

Tucker-Raymond will ask the Lnet Advisory council to revise the budget for FFY2012 and submit to staff by the end of September in time for the October 21, 2011 Board meeting. Council discussed cost recovery for Lnet.

Billeter moved to recommend to the OSL Board to not implement cost recovery for Lnet. Hill seconded. Motion passed unanimously.

Hill moved to invite Lnet to submit a revised 2012 grant application for approval by the OSL board. Forrester seconded. Motion passed unanimously.

Oregon Battle of the Books

It was verified that they are asking for additional \$15,000 per year for a total \$25,000. Council discussed additional funding.

Forrester moved to fund OBOB at \$10,000 in FFY 2011 and FFY 2012, as originally requested. Billeter seconded. Motion passed unanimously.

2012 Budget

Nielsen noted revisions on the budget. Carryover \$148,073 instead of \$128,073. OASL \$30,000 instead of \$40,000. Balance is \$83,080. Schepke stated that \$83,080 is a good figure to have in budget.

Russell moved to approve the 2012 budget with updates. Billeter seconded. 2012 passed unanimously.

Plan for development of new Five-Year Plan

Russell and Stokes will work with Dahlgreen on a plan for creating the 2013-2018 LSTA Five-Year Plan. LSTA Council with four retiring Councilors participating will be the planning committee. Timeline: January 2012 Council will meet by phone. March in person planning. Draft plan in April talk about it and make a recommendation at May meeting. Recommendation to the OSL Board for June 2012 meeting.

Presentation at State Library Board meeting and 2012 meeting schedule

Nielsen will present the Council recommendations at the October 21, 2012 Board meeting in Salem.

Thursday and Friday May 17 and 18, 2012.

Thursday September 13, 2012.

Recognition of members whose terms expire December 31, 2011.

Jim recognized Nielsen, Hill and Billeter.

Nielsen recognized Jim Scheppke, retiring State Librarian.

Suggest potential new Council members

Four positions will need to be filled. Please send suggestions to Reed.

Library User

School libraries

Disadvantaged persons.

Public library

Meeting was adjourned at 3:55.



Oregon

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September 1, 2011

FOR IMMEDIATE RELEASE

The Library Services and Technology Act (LSTA) Advisory Council will meet on September 15, 2011 at the Oregon State Library in Room B9 at 9:00 am. The Council will consider applications submitted for LSTA FFY 2012 grants, and develop recommendations to the State Library Board of Trustees on the funding of projects

The LSTA Advisory Council has the primary responsibility for advising the State Library Board on the use of Federal funds appropriated under the Library Services and Technology Act. The Council is comprised of 13 members representing different types of libraries, and citizens representing various library user groups. Buzzy Nielsen is the Council Chair. Open forum time is 1:00 pm, when any individual may address the LSTA Advisory Council.

For more information or call in information, contact MaryKay Dahlgreen, Library Development Program Manager, (503) 378-5012 or Ann Reed, Federal Programs Coordinator, (503) 378-5027. Sign language interpretation will be provided if requested 48 hours before the meeting. Notice prior to 72 hours before the meeting is preferred. Alternate format handouts of meeting materials may also be requested prior to 72 hours before the meeting. Requests may be made to Ferol Weyand at (503)378-2525.