

D R A F T

SWING

FALL MEETING
NOVEMBER 1, 2002

Van Dyke Center
Emory and Henry College

Present: Ann Matthews (SW VA Mental Health Inst/Wash. Co. PL), Kelly McBride (Russell Co. PL), Patty Greavey (Emory & Henry Coll.), Janet Kirby (E & H Coll.), Barbara Stepp (Blacksburg HS/Montg. Co. Schools), Joan Boone (Wash. Co. PL), Pat Hatfield (Smyth-Bland RL); Lorraine Abraham (E & H Coll.), Joel _____ (Averitt Coll.), Brenda Collins (Hillsville Elem./Carroll Co. Schools), Mary Haviland (LOV Bd. of Trustees), Julie Roberson (King Coll.), Ann fisher (Radford PL), Dianne Hollandsworth (Radford PL), Laura Bryant (Galax-Carroll Co. RL), Janis Augustine (Salem PL), Naydene Shenk (New River CC), John Cotham (Mt. Empire CC), Debbie Gilley (Powell Valley HS/Wise Co. Schools), Linda Dobbins (E & H Coll.), Laurie Roberts (Tazewell Co PL), Matt Pletier (King Coll.), J. J. Cromer (Wash. Co. PL), Steve Vest (Botetourt Co PL), Duncan Parsons (NE State TN. CC), Charlotte Parsons (Wash. Co. PL), Dot Ogburn (Pulaski Co. PL).

The fall meeting of SWING was called to order by President Janis Augustine at 10:15 AM on Friday, November 1, 2002 at the Van Dyke Center of Emory and Henry College.

President Augustine introduced Ron Brown of the Bureau of Census who presented the program "Navigating the U. S. Census". Mr. Brown began by saying as of April 1st, 281 million people were counted for the census data. As of today's meeting 288 million have been counted. The population of the World is at six (6) billion. The Bureau of Census keeps tabs on the United States' and the World's population. It changes every 59 minutes.

The Bureau of Census counts everyone—legal or illegal. Citizens overseas in the military or serving as missionaries are counted as well as the prison populations in their particular communities where located. College students are counted in the communities where they attend school. As the Census Bureau does not collect social security numbers, specific information on individuals is not shared outside the agency. In fact, they are not allowed to give specifics even to the President of the United States as such action is punishable by fine. Only aggregate information is shared with anyone or agencies. Mr. Brown mentioned that in the Census 1990, Virginia lost a rather large sum of dollars (nearly nine (9) million) due to an undercount; so it is important to be counted.

Mr. Brown then reviewed some of the summary files of the data tabulated. He stated Summary Files 1 and @ are just general information. Summary File 3 from the 2000 Census is the most detailed file, and this information is generally wanted by everyone. Summary File 3 Data is used for research papers, EEO and Affirmation Action information and for general information. He then reviewed the Bureau's web page. He stated it is always a work in progress and is user-friendly. There are lists to other government sites as well. The Bureau of Census does research for other organizations for a fee as well as providing free information. The Census Bureau will no longer provide information in a hard copy. It will now be available online and in CD format. The Staff will continue to help citizens free of charge. Mr. Brown stated we should contact the Regional Office in Charlotte, North Carolina when needed at 704-344-6144 and ask for Mr. Ken Wright, the Information Services Supervisor.

Mr. Brown demonstrated the online files available. He went over the short (7 questions) and the long (34 questions) census data forms. He discussed the collection of the data, the characteristics (social, economic and housing) that are determined by the survey. He stated the forms do change somewhat from survey to survey. He stated the problems occurring with the Census survey question in 1990 determined

D R A F T

the order of questions in Census 2000 particularly on the ethnic origin and race questions. With there being more caregivers in our communities due to extended families, there were new questions also for Census 2000.

Mr. Brown reported the census data is turned over to the National Archives after a period of time. Confidentiality is kept for 72 years as this is considered to be the average life expectancy. 1930 Census data was just released in 2002.

Congress approves everything that the Bureau of Census does, even the questions on the survey. These are approved two years before the census is taken. The Office of Management & Budget determines what changes are made to present to Congress. The types of revisions to the questions are generally based on the requests for information. Population and Housing tables were reviewed. Mr. Brown stated the Census Bureau does current research for the Department of Labor, particularly on employment status. This type of research is done after the census has been completed and the data tabulated. The Bureau tries to give up-to-date data. This type of information is available every year instead of every ten years. They also track data that aids in planning for community infrastructure such as roads, water, housing, bi-lingual citizens. Much of this information aids in the determination of the type of businesses, the education, and for genealogy as well as verification of births. Mr. Brown mentioned that the current research shows the most migration has occurred in the South and out West.

Most information can be given to individual citizens, but if relative of an individual need it, they must have legal documents.

The web site for the Bureaus of Census and its data files is www.census.gov. Mr. Brown reviewed the American Fact Finder on the site where data is released on a flow basis state by state from August to September. The data included is basic facts, geographic comparisons tables, quick tables, data sets, searches and thematic and reference maps. The website also has all the summary files. The American Community Survey is done every two-three years and this information is available also. He gave performance tips on how to use the web page (need the browser version of Netscape 4.7 or 5.0, enable java script and accept cookies—usually the default settings.) He suggested reviewing the site tour, looking at the FAQs and use the help file also.

Mr. Brown stated the State Data Centers can provide information as they have been trained by the Bureaus of Census. The Census Information Centers that are repositories for data are located at universities and colleges. Radford University is an available center for the Southwest Virginia area. Dr. Kathy Jordan is the contact person at RU.

Mr. Brown reminded everyone to compare the data carefully from census to census due to the changes that occur in the questions from survey to survey. Be aware of how much information you are requesting as that determines the amount of information received and the speed that you get the information. The online searches have keyword searching and help screens always available. One is always able to print or download information to a disc or email it. For a direct connection to the Factfinder, use the URL: factfinder.census.gov.

Mr. Brown closed by saying that the Census Bureaus has been affected by funding shortfalls at the national level. The services that the Bureau offers will be up to Congress. Mr. Brown gave the following information as ways to contact him for further information and assistance or call the Regional Office: email: ronald.e.brown@census.gov; phone: 804-550-2124 from *-11:00 AM; pager: 24/7 1-877-365-1591 or cell phone: 704-996-4758.

The members of SWING then adjourned for lunch at 12:00 Noon in the Emory & Henry College Faculty Dining Room.

SWING BUSINESS MEETING

- I. Call to Order:** SWING President Janis Augustine call the business portion of the fall meeting to order at 1:00 PM at the Van Dyke Center at Emory and Henry College.
- II. Introductions:** President Augustine introduced and welcomed Ms. Mary Haviland of Abingdon, VA who is a member of the Library of Virginia Board of Trustees. She is a member of the Public Library Development Committee and the Archival and Information Services Committee.
- III. Minutes:** The minutes were posted prior to the meeting on the SWING web page and also were mailed to members of SWING.

President Augustine entertained the motion to accept the minutes of the spring meeting on April 17, 2002 at Radford University's King Center/Business Assistance Center. Lorraine Abraham made the motion that was seconded by Laura Bryant to approve the minutes as presented. The minutes were approved unanimously.

- IV. Treasurer's Report:** Treasurer Pat Hatfield distributed the written report that showed a balance after deposits of \$19,691.22. Expenditures of \$6,565.60 between 5/31/02 and 11/02/02 leave the current balance as \$13,125.62. Treasurer Hatfield pointed out that SWING handled funds for the Wild Turks regional libraries for their staff development activity that is indicated in the report. A question was raised as to whether raising the dues hurt the number of memberships. Treasurer Hatfield did not feel the memberships were hurt as they were up in some areas such as community colleges.

Brenda Collins made the motion to accept the Treasurer's report as presented. Kelly McBride seconded the motion. The Treasurer's Report was accepted as presented unanimously.

- V. Budget 2002-2003:** President Augustine presented the proposed SWING Budget for 2002-03. She stated this budget was similar to last year's. SWING is still in a period of continued recovery; therefore this is still a conservative budget.

President Augustine went over the changes in the proposed budget from last year: 1) the increase in PR—an ad to be placed in VIRGINIA LIBRARIES this year to promote SWING membership; 2) a line item for Conference Travel was placed even though funds will not be committed until next year; 3) costs on the VLA server—as only one payment has been made, a reminder payment was worked out with VLA to pay off SWING's portion.

President Augustine reported that the Conference Travel item is to allow for rental of a van or pay gas expenses of a library's van to take SWING members to VLA and to the Paraprofessional conferences to help libraries out with travel expenses and to encourage attendance. Lorraine Abraham has received confirmation of the use of the Emory & Henry College van for conference travel.

President Augustine called for question; as there was none, she entertained for a motion to approve the Proposed Budget. Kelly McBride made the motion with Lorraine Abraham seconding it. The Budget for 2002/2003 was approved.

- VI. Executive Committee Report:** President Augustine reported that the Executive Committee has met twice (July & September). They have embarked on getting the VLA server paid off and moving the web site to King College. The web site will be redesigned and set up so

D R A F T

the Executive Committee can update. There will be minimal maintenance costs. The timeline is for the web sit to be up in January 2002 in its new format.

President Augustine further stated that the Contracts Administrator, Karen Dillon is resigning effective June 2003. SWING will advertise the position in February 2003 and hopefully be able to hire someone by March 2003. There will be an overlap with the new person so that Ms. Dillon can assist with training on the contracts procedures. The job posting will be on Jobline and with various purchasing departments for libraries and governments. The job description includes an average of five hours per week to carry out the duties. If anyone knows of any interested/qualified persons, please refer them to the SWING Executive Committee.

President Augustine reported that the State Budget cuts are affecting the Infopowering funds that provided the electronic databases to libraries. For now some of the LSTA funds are covering the databases. It has been suggested that SWING book at RFPs for electronic resources contracts if the State Library cannot continue funding. For now the databases have been confirmed through 2003/ SWING is also proposing that VIVA and Find-It Virginia be continued if possible and share resources where possible.

President Augustine stated that SWING would approach vendors who have been awarded contracts about contributing to the scholarship program.

Friday, April 11th has been set for the spring meeting date. The place to be announced later.

- VI. Contract Administrator's Report:** Karen Dillon reported that she talked with several vendors while attending VLA. They were interested in pursuing contracts with SWING. She also talked with Ingram regarding the past misunderstandings on terminology used by SWING. Ms. Dillon further reported that evaluation of vendors in February is required by the Virginia Procurement Law.

There were questions on B & T discounts and for Ingram for straight 25-30% discounts for schools as elementary schools particularly like Ingram. Ms. Dillon will check on these requests.

Names of vendors have been collected for RFPS that are due in May 2003. They will reviewed in the summer, approved by Fall 2003 and in place by January 2004.

- VII. Scholarship Committee Report:** Chair Steve Vest reported the committee has increased its membership. Kelly McBride and Barbara Stepp are now serving as members with him.

The Committee has met and reviewed the scholarship process and application forms. The Committee recommends the following changes:

- 1) Deadline dates are now July 1 and November 1 to make a more timely use of the scholarship for fall and spring semesters.
- 2) Applicants must submit a cover letter with application.
- 3) The form now will include financial information on actual expenses.
- 4) There is now a life-time cap of \$1,000.00 for a recipient to receive money from SWING.
- 5) Grade reports need to be sent to the Scholarship Committee.
- 6) Change in the wording on the application form to show acceptance in a graduate or information studies program.
- 7) There will be confidentiality regarding applications.

D R A F T

- 8) New number for scholarships to be awarded—two in the fall and two in the spring. The amount received will be determined by the Budget and the available funds.

Chair Vest reported that there were three (3) applicants this year and two were awarded as one applicant had previously been awarded a SWING scholarship. The scholarships for this year have been awarded to Robin LaPrele who is a reference librarian at the Wythe-Grayson Regional Library attending the University of Tennessee programs and to Lynn Bartlett who is a reference supervisor at Bluefield College Library attending the University of South Carolina program.

Chair Vest reported that the Committee discussed other possibilities of smaller scholarships or stipends for textbooks/travel for study. The Committee needs to look further at seeking sponsorships. Copies of the revised application form will be put on the web site.

Spring scholarship deadline will be December 1, 2002. Information will be sent through the SWING Listserv.

The Committee's report was accepted by acclimation of members present.

VIII. Legislative Report: Charlotte Parsons distributed a summary sheet from the Library of Virginia of how the budget cuts thus far have affected them. \$16 Million has been cut in State Aid to Public Libraries. 85% of State Aid is used for library books and other materials. This reduction is being felt across the state.

There has been a legislative conference call with VLA liaison to define strategies. The current cuts are only taking care of about 50% of the budget problems. Governor Warner did the maximum cut he is allowed by law. More cuts probably will come in January 2003 when the General Assembly reconvenes. The secretary of Finance has label State Aid to Libraries as a program to eliminate.

All libraries need to make an appeal to the public with the cuts to local libraries and to the State Library. Libraries need to work as partners. Letters need to be sent to the Governor and the Legislative representatives to keep State Aid in tack or at least keep the cuts equal to those of other agencies being cut.

The State Library is doing an informal survey of how cuts have impacted the libraries. If you have not received and filled this survey out, please do so as soon as you get it. Statistics need to be kept and tracked to show a better picture than just talking about the dollars.

Ms. Mary Haviland, State Library Trustee, reported that financial picture is still very grim. It has been very painful at LOV in doing the budget cuts and has been very devastating to many folks there. In January, it will be critical for all members of the Library World to show full force in Richmond—to write letter, send emails, etc.

Legislative Day is set for January 16, 2003. The State Library's and VLA's Legislative Workshop is set for December 5th at the State Library. It will be important to be there. The State Library and VLA are in the process of trying to set up a teleconference. Southwest Higher Education Center and Emory & Henry College are possible sites. The Patriot Act Workshop will be the day before the Legislative Workshop.

IX. Old Business: None

X. New Business:

- A) Program Ideas for Spring:** Charlotte Parsons distributed a sheet of continuing education options for SWING members. She stated she called SOLINET for information and prices for programs on cataloging, PC maintenance, and preservation. They want around \$11,000 to do such programs. SOLINET will give a better price if they are guaranteed a number of participants.

Income needs to be generated beyond what SWING contributes for the workshops to happen. CE classes do offer training but also an opportunity for networking. It appears libraries will need to pay a registration/workshop fee or seek vendor sponsorships for workshops/seminars.

Suggestions were made to look at area folks at nearby community colleges, colleges and universities that could provide workshops on requested topics. Marketing of workshops need to be done—especially on the hands-on training. Timely topics listed are 1) book repair and preservation/archival skills and 2) PC maintenance and AV repair.

Ms. Parsons will need some feedback as to registration fees and whether \$25.00 per person is reasonable. At this time, the consensus was the fee would be reasonable. She will work on setting up workshops on book repair and archival skills, PC maintenance and AV repair and cataloging.

XI. Announcements:

1. Lorraine Abraham announced that Emory & Henry College has a 15-passenger van to take folks to the Paraprofessional Conference. They will follow the I-81 corridor on the way. If anyone is interested, the cost will average about \$.221/2 per mile.
2. Donald McCabe, a Civil War author, will be at Smyth-Bland Regional Library on November 7th at 7:30 PM.
3. Friends of Salem Library will be sponsoring Lee Smith at Roanoke College on November 12th.
3. Thanks to Lorraine Abraham and Emory & Henry College for hosting SWING and making the meeting and lunch arrangements.

- XII. Adjournment:** President Augustine adjourned the fall meeting at 2:05 PM. The spring meeting will be April 11, 2003 at a place to be announced.

Respectfully submitted,

Janis Augustine, President

Dot M. Ogburn, Secretary

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