

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
JULY 16, 2009 SPECIAL MEETING**

The Idaho Board of Library Commissioners special meeting was called to order at 11:00 a.m. on Thursday, July 16, 2009 at the Idaho Commission for Libraries via conference call. Participating were: Pete Black, Chair; Sara Staub, Vice-Chair; Larry Weeks; Bruce Noble; John Held; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Richard Wilson, Associate State Librarian; Pam Bradshaw, Program Manager; Tanya Johnson, Senior Financial Specialist; and Betty Hoffman, Office Services Supervisor serving as recorder.

**I. Call to Order**

Joslin extended her appreciation to the Board for their flexibility in scheduling the special meeting.

**II. Library Service and Technology Act (LSTA)**

**A. Finances (Board Document 10-02)**

As we approach the end of the federal fiscal year, we have a larger balance than usual in FY2008 LSTA funds. Two contributing factors are that we received fewer competitive grant requests than expected, and we over-estimated the amount needed to cover LiLI Unlimited cataloging costs (more libraries than we expected joined to help defray the costs). If Idaho does not expend these funds, they revert to the Institute of Museum and Library Services for proportional distribution to the other states.

Currently, funding for LiLI Unlimited is split among local, state, and a small amount of federal funds. Joslin proposed using FY2008 LSTA funds to pay up to 34 percent of this year's (SFY2010) LiLI Unlimited state and local portions. Twenty-five percent would total \$202,300, and 34 percent would total \$273,100 in LSTA funds. This would give all participating libraries a one-time savings in their cataloging costs at a time many are experiencing budget cuts. It would also free up a little more in FY2010 state operating budget while keeping the majority of the LiLI Unlimited resource sharing support in the state general fund.

LiLI Unlimited is already part of Idaho's LSTA state plan, and the Commission has sufficient spending authority in the federal operating expenditure category to make this payment.

Toward the end of any federal fiscal year when we have an unexpended balance, we typically move smaller amounts of LSTA funds among projects and/or add projects from a waiting list without Board approval. Joslin is bringing the current situation to the Board's attention now for two reasons:

- The amount of money involved is larger than usual, and
- If we implement the above proposal, we must get revised billing information to the vendor by July 17, 2009.

Joslin reported that members of the LSTA Advisory Council were asked to provide their comments on the recommendation to use the unallocated balance to pay a percentage of this year's LiLI Unlimited state and local portions. Three of the members responded in support of the recommendation. One indicated that she would prefer spending the funds in a way that would benefit all libraries rather than just LiLI Unlimited participants, but she could support the recommendation. A second member concurred with the recommendation because it will benefit the

wider library community and keep the funds in Idaho. A third member said that, while not directly benefitting all libraries, the recommended use of the unallocated balance is a good mechanism for distributing the funds quickly. Joslin received no responses indicating that ICFL should not use the unallocated balance as recommended. She noted that there are currently 220 libraries across the state participating in LiLI Unlimited.

Joslin responded to questions from Commissioners:

- Because vendor invoices are still coming in and not all recipients of sub-grants have submitted their final request for reimbursement, it is difficult to determine the exact amount of expected balance. However, \$200,000 is a conservative amount to apply to LiLI Unlimited. At this level, the libraries would pay only 75 percent of their LiLI Unlimited cataloging costs. It will be made clear to the libraries that this is a one-time event.
- The recommendation will not affect the eAudiobooks service because we have already announced to the library community that this is the last year of the two-year statewide pilot. The subscription is paid through the end of September 2009 and will not be renewed. It will be up to the individual libraries to continue the service. We have polled libraries across the state to determine the interest in continuing the service on a cost-sharing basis. Although we had a fair number of positive responses, the total amount those libraries were willing to contribute to a shared license is insufficient to pay for the service.

The eAudiobooks service was initially offered as a one-year pilot to gauge the level of interest among the libraries. The pilot was extended to a second year to give libraries sufficient time to promote the service, with the idea that when the pilot was concluded we would either a) have participating libraries share the cost or b) request partial state funding and have participating libraries share the balance of the cost. It now appears that the interested libraries are not able to share the cost nor are we in a position to request state funding. Hooper will find out the exact amount for the service and provide the information to the Board.

- In contrast to the eAudiobooks service, LiLI Unlimited is a well-established program, with libraries initially phased in over a two-year period with LSTA funds. We requested state funding for the resource sharing portion, including the web-based catalog and unlimited use of the electronic interlibrary loan system. The participating libraries pay for the cataloging costs on a sliding scale, therefore virtually all of the 220 libraries that are now participating are dependent upon that service. Without LiLI Unlimited we would not have the statewide catalog. Furthermore, we are still promoting the service and recruiting more libraries to participate.

**MSC/Weeks/Staub** to authorize Joslin to expend the appropriate amount of FY2008 LSTA funds to support the LiLI Unlimited program as set forth in Board Document 10-02.

Joslin noted that she hopes to avoid being in this position next year at this time. Fewer LSTA competitive grant applications were received in both FY2008 and FY2009; since LSTA funds were focused on LiLI-U startup costs for 2 years, it is possible that some libraries have stopped thinking of LSTA for competitive grants. We plan to review the allocation plan and to promote the availability of funds. Another factor is that we don't know what the state revenues are going to be. We were very

careful with LSTA 2008 funds because we felt we might need additional funds to get through state FY2009. Information from the Governor's office continues to be dire. We won't necessarily have much advance notice if we are going to have holdbacks or budget cuts in the current fiscal year. Joslin said she is determined to keep an eye on LSTA funds this current year and to promote competitive grant applications to the library community, yet remain aware that we may need LSTA funds in reserve.

**III. Next Meeting**

The Board agreed on a tour of libraries in north Idaho on September 10, followed by the fall Board meeting on September 11. Bradshaw will contact the Board members regarding travel arrangements.

Joslin reported that she has received FY2011 budget guidelines from the Department of Financial Management (DFM). Although the guidelines don't appear very restrictive, the predictions for state revenues are dire. At next week's meeting, the management team will begin discussing the FY2011 budget request. As indicated at the June Board meeting, the Read to Me program is the priority if we request any budget enhancements. The management team will also consider personnel costs and expenses currently being funded from LSTA as part of the FY2011 budget. September 1, 2009 is the deadline for submission of the FY2011 budget to DFM. Joslin requested a mid-August meeting of the Board via conference call, assuming that she will be recommending a line item or enhancement in the FY2011 budget.

**IV. Adjourn**

**MSC/Weeks/Noble** to adjourn the meeting at 11:30 a.m.