

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
FEBRUARY 19, 2010**

The Idaho Board of Library Commissioners meeting was called to order at 10:04 A.M. MST on Friday, February 19, 2010 at the Idaho Commission for Libraries. Participating were: Pete Black, Chair; Sara Staub, Vice-Chair; Larry Weeks; John Held; Bruce Noble; and State Librarian Ann Joslin. Also attending the meeting were: Richard Wilson, Associate State Librarian; Pam Bradshaw, Program Supervisor; Teresa Lipus, Public Information Specialist; Stephanie-Bailey White, Project Coordinator; Staci Shaw, Project Coordinator; Dr. Roger Stewart, Read to Me Evaluator; Vicki Kreimeyer, Chair, LSTA Advisory Council; and Betty Hoffman, Office Services Supervisor, serving as recorder.

I. Call to Order, Revisions to Agenda, Announcements

Self introductions were made. Joslin introduced Dr. Roger Stewart, who has been working closely with the Read to Me coordinators doing a comprehensive evaluation of the Read to Me program. Stewart wrote the report on 2009 Read to Me (RTM) activities and is now doing a more in-depth evaluation of local RTM programs.

Stewart's general statement about the Read to Me program is "it works." He gave a preliminary report on the follow-up telephone survey of those parents who attended a RTM program and completed a survey in hard copy and provided contact information. Telephone survey calls were made from August 2009 to January 2010, in some cases representing participation 9-11 months earlier. The 150 telephone calls completed represented 40% of the parents who participated in First Books and 40% of the parents who participated in Every Child Ready to Read. Highlights of the preliminary results are as follows:

- 90% spend more time talking with their children about books they read to them
- 80% (Every Child Ready to Read), 75% (First Books) spend more time playing rhyming games with their children

The survey results are evidence that the RTM program is having lasting, long-term impacts on parent behavior as a result of the strong emphasis on parent training. The RTM program is also building the skills and experiences of the staff in local public libraries in outreach opportunities, and the increased capacity is carrying forward into other public library services. Stewart noted the legacy value of the programs within and outside the libraries. He also said librarians appreciate what the Commission does to support the RTM programs, making it a true partnership between the Commission and the libraries. Both Joslin and Stewart gave a great deal of credit for the success of the RTM programs and the high quality of service the libraries receive to Stephanie Bailey-White, Staci Shaw, Peggy McClendon, the support staff, and volunteers.

Joslin circulated a booklet summarizing the Read to Me programs. Black suggested that Senator Cameron and Representative Bell be given copies of the booklet.

II. Approval of Minutes

A. December 4, 2009 meeting (Board Document 10-24)

MSC/Staub/Weeks that the minutes of the December 4, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 10-24. Noble abstained from the vote due to his absence from the December 4, 2009 meeting.

III. Open Forum – none

IV. Legislation, Policies, Rules

A. Legislation

1. 2010 JFAC presentation – information item (Board Document 10-26)

Joslin provided the text of her presentation to the Joint Finance Appropriations Committee as shown in Board Document 10-26. She reported that she approached the presentation from the standpoint of keeping the legislators advised of the good work being done by the Commission. Two local librarians came to the presentation to show their support.

B. Policies

1. Intellectual Freedom – information item (Board Document 10-27)

Joslin provided the policy on intellectual freedom as shown in Board Document 10-27. She suggested that a review of the policy was appropriate to ensure Board agreement regarding intellectual freedom.

Joslin had a request earlier this year from a legislator for information about Internet filtering in public libraries. Her response focused on the responsibility of each individual public library board for making decisions at the local level. It appeared that legislation on Internet filtering might come forward during this legislative session, but neither Joslin nor the Idaho Library Association legislative advisor has heard anything further about the possible legislation. Joslin said, in addition to local control, it is important to teach children Internet safety rather than limiting service.

The Board confirmed its support for the policy on intellectual freedom.

C. Rules

1. Status – information item

Education Committee Administrative Rule Book, pages 81-88

Wilson reported on the rules process related to the LSTA application form and Talking Book Service (TBS) that were heard in the House and Senate Education Committees. The change to the LSTA application form involves references to annual plans and application materials. The TBS rule describes procedures to suspend service to patrons who have overdue materials. The procedure was recommended by the TBS advisory committee because of the limited inventory of materials available from the National Library Service for the new digital players. Wilson noted that it has never been necessary to suspend service to a patron for

this reason; rather, the patron does not receive additional materials until the overdue materials are returned.

Joslin thanked Bradshaw for shepherding the rules through the legislative process and Wilson for making the presentation to the Rules Committee.

V. Library Services and Technology Act

A. Finances – none

B. Program

1. State administered projects (Board Document 10-28)

Grant Number		2010 LSTA Grant Projects	2010 LSTA Budget
T10101	00	Administration	6,200.00
T10105	01	Literacy - Program Coordinator-Salary/Benefits	59,899.82
T10105	02	Literacy - Program - Literacy	-
T10105	03	Literacy –Let’s Talk About It (LTAI)	2,650.00
T10105	04	Literacy - Read to Me	157,000.00
T10106	00	Literacy - Summer Reading	129,805.00
T10107	00	Projects Coordinator	59,432.60
T10108	00	Networking	103,500.00
T10109	01	Program/Service - Development	34,400.00
T10109	02	Program/Service - Management	58,316.92
T10109	03	Program/Services - Advocacy	93,500.00
T10110	01	Continuing Education - Workshops	20,200.00
T10110	03	CE - Teleconferences	3,000.00
T10110	04	CE - Other Formats	14,000.00
T10110	05	CE - Advisory Board	1,400.00
T10110	06	CE - Professional Development	3,000.00
T10110	07	CE - WebJunction	40,000.00
T10111	00	Talking Books	48,402.00
T10112	00	Talking Books Personnel	322,600.00
T10220	00	Local Continuing Education Grants	40,000.00
		Total Budgeted	1,197,306.34
		Unobligated Funds	172,477.66
		2010 Award	1,369,784.00

Joslin presented the FY2010 LSTA budgets for State administered projects. Starting at the beginning of this State fiscal year, all TBS expenses were moved to Federal funds. The LSTA award for 2010 was slightly higher than the previous year due to funds unexpended by states over several years that reverted to the IMLS and were reallocated to the other states.

Kreimeyer expressed appreciation on behalf of Boise Public Library for Commission support for professional development and continuing education for first-time conference attendance.

MSC/Noble/Held that the FY2010 LSTA budgets for State administered projects be approved as listed in Board Document 10-28.

C. Grants

1. LSTA applications received (Board Document 10-29)

Kreimeyer, as Chair of the LSTA Advisory Council, presented the Advisory Council's recommendations. She said the Advisory Council has a diverse representation with a fresh perspective. The Advisory Council met in early February to consider the five grant applications that were submitted. The Advisory Council discussed each grant application vigorously and agreed that all five were worthy of funding. The ranking order was as follows: KSAL , Post Falls equalization of services; Challis Public Library, education outreach 2010; KSAL , Post Falls promotion of equalization of services; Boise School District, engage learning with Big6 skills; Twin Falls Public Library, Internet basics for seniors. The LSTA Advisory Council recommendation is that all five grant applications be funded in the amounts requested.

Board Document 10-29 includes a summary of the LSTA applications received since February 20, 2009 under the Just-In-Time grant process. Joslin said these small grants further professional education or first-time attendance at a conference, contribute to the ongoing learning of people in the library community, and are a very strategic approach.

Noble said that, in the spirit of full disclosure, his wife is an employee of the Post Falls Public Library, but since the library is not yet a part of the district, he did not feel the need to abstain from the vote. Other Commissioners noted relationships with some of the communities where the libraries are located, but none felt the need to abstain from the vote.

MSC/Held/Staub that the following FY2010 competitive grant applications be approved in accordance with the conditions stated in the State Librarian's notification of award and/or grant agreement.

Boise School District, \$17,083
Challis Public Library, \$7,962
Kootenai Shoshone Area Libraries, \$70,826
Kootenai Shoshone Area Libraries, \$32,437
Twin Falls Public Library, \$6,757

The Board recessed at 11:15 a.m. for a demonstration by Sheila Winther, Volunteer Coordinator, of the new TBS digital player and digital cartridges. They reconvened at 11:42 a.m.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. 2010 Budget – information item (Board Document 10-30)

Joslin presented Board Document 10-30, showing the original FY2010 General fund appropriation, the 7.5% holdback instituted by the Governor in September, and the equivalent of six furlough days proposed by the Governor. The six furlough days are figured on the General fund FTEs only, so does not include the amount for the 10 FTE on Federal funds. She anticipates that the legislature will cut more than the amount recommended by the Governor. The Commission is holding vacant positions open to cover the reductions.

Earlier in the year the management team attempted to go through a zero-based budgeting process to identify additional cuts. After three separate meetings, the management team was unable to identify additional cuts because of honing since 2002 to support the ICFL mission. It is difficult to identify additional cuts when the exact amount of the cuts is not yet known.

	FTP	PERSONNEL	OPERATING	CAPITAL	T&B	TOTAL
Original FY2010 general fund appropriation	35.5	\$1,859,600	\$1,566,400	\$0	\$0	\$3,426,000
7.5% holdback	0.0	-\$54,700	-\$202,300	\$0	\$0	-\$257,000
Proposed 6 furlough day equivalent	0.0	-\$34,700	\$0	\$0	\$0	-\$34,700
Governor's total proposed adjusted appropriation	35.5	\$1,770,200	\$1,364,100	\$0	\$0	\$3,134,300
% reduction	0.0%	-4.8%	-12.9%	0.0%	0.0%	-8.5%

2. 2011 Budget – information item (Board Document 10-31)

Joslin presented Board Document 10-31, showing the Commission's FY2011 request, the Governor's recommendation, and a brief summary of the items the Governor excluded from his recommendation. The Governor's recommendation represents a 28% cumulative cut from our original FY09 budget. The expectation is that the Joint Finance Appropriations Committee will appropriate less than what the Governor has recommended. The Commission has used LSTA funds and one-time Library Services Improvement funds, including payment for LiLi Unlimited, to help reduce the impact of these cuts.

Wilson clarified that the appropriation in Federal fund is the spending authority given by the legislature. A reduction in spending authority does not mean that we receive fewer Federal funds.

Joslin pointed out that the one-time operating reduction submitted by the Commission to reflect the change in the LiLI databases contract year ultimately appeared in the Legislative budget book but not in the Governor’s recommendation. The unusual nature of a requested one-time reduction and the differing recommendations may cause some confusion. Joslin has received informal confirmation that the LiLI database funds will be protected.

The Commission’s budget is scheduled to be set by JFAC on Friday, February 26.

	FTP	PERSONNEL	OPERATING	CAPITAL	T/B	TOTAL
Commission Request						
General	31.5	\$1,905,500	\$1,343,000	\$0	\$150,000	\$3,398,500
General 1-time		\$0	\$0	\$149,900	\$0	\$149,900
Federal	10.0	\$504,300	\$714,300	\$25,000	\$284,400	\$1,528,000
Federal 1-time		\$0	\$0	\$0	\$0	\$0
Other (Miscellaneous)		\$0	\$25,000	\$25,000	\$26,000	\$76,000
Total	41.5	\$2,409,800	\$2,082,300	\$199,900	\$460,400	\$5,152,400
Includes benefits increase, general inflation, replacement capital, 50% LiLI-D \$, 1% salary multiplier, and RTM request.						
Governor's Recommendation						
General	31.5	\$1,835,000	\$1,362,200	\$0	\$0	\$3,197,200
General 1-time		-\$120,000	\$0	\$0	\$0	-\$120,000
Federal		\$500,600	\$693,400	\$25,000	\$284,400	\$1,503,400
Federal 1-time	10.0	-\$15,500	\$0	\$0		-\$15,500
Other (Miscellaneous)		\$0	\$24,300	\$25,000	\$26,000	\$75,300
Total	41.5	\$2,200,100	\$2,079,900	\$50,000	\$310,400	\$4,640,400
Recommends making 7.5% holdback permanent, further reduction of \$71,200, benefits increase, health insurance premium holiday, no inflation, no replacement capital, full LiLI-D \$, 0% salary multiplier, no RTM increase.						
General Fund % difference: Gov Rec to Commission Request	0	-10.0%	1.4%	-100.0%	-100.0%	-13.3%
Total % difference: Gov Rec to Commission Request	0	-8.7%	-0.1%	-75.0%	-32.6%	-9.9%

3. FY2010 Object transfer (Board Document 10-35)

The Commission for Libraries will soon receive \$8,035 for Kill-A-Watt, a project to help Idahoans trying to save money and/or cut down on energy consumption, and expects to

receive \$15,000 this spring from the Fred Meyer Foundation for Summer Reading materials. Expenditures made from these two grants, in addition to previously planned expenditures for Talking Book Service outreach activities, exceed our remaining spending authority in the Revenue Fund.

Joslin requested Board approval for an object transfer of \$26,000 from Trustee and Benefit to Operating to provide spending authority to cover planned expenses for the Kill-A-Watt Project, Fred Meyer grant, and TBS outreach.

MSC/Noble/Weeks that the FY2010 state general fund appropriation be adjusted by transferring up to \$26,000 from Trustee & Benefit to Operating in the Revenue Fund.

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations – information item

Joslin provided a general report on Commission activities.

The Commission is working with the Idaho Communities Foundation on a Wal-Mart Foundation grant application. The Commission received a \$100,000 Wal-Mart grant last year that was distributed to public libraries for youth services through a competitive mini-grant program. The Commission received 50 applications totaling over \$300,000, and was able to only fund 14 of them. This year the Commission is requesting \$200,000 for a similar mini-grant program.

The Commission recently finished a major school library study, shepherded by Frank Nelson, public library consultant. This study represents only the second of its kind in the U.S and is based on perceptions of the role of the school librarian by librarians, teachers, and administrators. The group that did the study was very pleased with the response rate. Results show that the more the school librarian is recognized as a collaborator with classroom teachers, as well as an in-service provider for other teachers, and where the school administrator values the role a school librarian, student achievement is likely to be significantly higher. The report is available on the Commission website. Marj Hooper, Associate State Librarian, is working with Nelson to develop the next steps for rolling out the results of the study. The Commission is aware of at least two people who write regularly for school library publications and who are interested in writing articles for publication on aspects of the study.

The BTOP project led the Commission to an opportunity with the USDA Idaho office for stimulus funds available to rural areas for facilities and broadband. The Secretary of Agriculture made it a priority to distribute the rural facilities funding to libraries in rural areas. The Commission was contacted to help publicize the availability of funds. Lipus

notified public libraries of the opportunity via Libidaho and will be sending a flyer provided by USDA to all Idaho public libraries. An example of a public library already utilizing the funds is the Plummer Public Library. They are building a new library using local funds, USDA grant and loan funds. They would not have been able to complete the project without the USDA funds. The Commission provided the USDA with a list of shovel-ready projects compiled over a year ago for possible stimulus funding. There are numerous Idaho public libraries in some phase of planning for new or expanded facilities. Lipus said the Notice of Funding Availability will come out in two to six weeks. The facilities funds have to be distributed by the end of September 2010.

EBSCO is a major provider of library databases. ProQuest is currently the major vendor for LILI databases. EBSCO has secured sole source rights from Time Warner for general interest magazines, requiring a sizable investment on their part. Other vendors will continue to have indexing but they will no longer have full text of those magazines. There is the possibility that EBSCO prices will rise to help cover their investment in securing the sole source rights. The Commission will be going out for bid for new database contracts in 2011.

Bradshaw scheduled Joslin for presentations to the House and Senate education committees for the second week in March. Dr. Stewart will summarize his RTM evaluation findings as part of those presentations.

Joslin and others met with Idaho's First Lady in early January to review the Read to Me evaluation report. She was impressed by the results of the evaluation, especially the documented changes in parents' behavior and the effectiveness of the program. At the First Lady's request, Joslin drafted a press release, but it hasn't yet been published.

B. Management Team members' report – information item

Wilson reported that he attended the funeral of Ed Linkhart earlier in the week. Linkhart was a tremendous force in the library community whose activities had lasting effects on libraries. Wilson said Linkhart epitomized giving back to the local community.

The Commission's multi-state agreement with Washington Digital Archives (WADA) has been extended through December 2010. A decision will be needed in the near future regarding continued use of WADA for redundant backup services for Stacks, our digital repository for state publications.

The Commission is one of four states (South Dakota, Wyoming, Idaho, and Montana) participating in the SWIM scholarship program for Master of Library Science (MLS) and media specialist. The deadline for submission of applications is March 15. Idaho will select six applicants for the MLS scholarship and four for the media specialist scholarship. Wilson will travel to Bozeman, Montana in late April to choose six at-large recipients for the MLS scholarship and six at-large recipients for the media specialist scholarship. The recipients can choose to work in any of the four participating states after completing their education.

C. Personnel – information item (Board Document 10-32)

Joslin reviewed personnel changes since December 4, 2009.

New Hires

Erica Compton, Project Coordinator, 02/08/2010

Terminations

Erin McCusker, Public Library Consultant, moved to Arizona
Kelly Caldwell, Financial Technician, resigned

Retirements

Peggy McClendon, Literacy Project Coordinator, retired after 24 years at ICFL

Reassignments

Anne Abrams, reassigned from Advocacy Consultant to Public Library Consultant

Reclassifications

PCN 7100 from Electronic Resources Librarian to School Library Consultant

Current Vacancies

- (1) Library Consultant, PCN 6515, held open to assess priority needs
- (1) Librarian (Digital Repository), PCN 6406, held open to help meet budget cuts
- (1) Library Consultant, PCN 7100, held open to assess priority needs and help meet budget cuts
- (1) Financial Technician, PCN 1332

Other

- (1) Office Specialist 1, PCN 1105, funding given up in FY2009 to help meet budget cuts, FTP removed in current FY2011 budget process
- (3) Office Specialist 2, PCNs 1113, 1167, & 1168, given up in FY2009 to help meet budget cuts, FTPs removed in current FY2011 budget process

Joslin voiced concerns about the Commission's ability to fill current vacancies at the current pay scale.

Regarding the vacant digital depository librarian, Joslin noted that the digital repository program was well established including establishing liaisons with a majority of the state agencies and providing the ability to submit publications electronically before the departure of the two librarians who have held the position. The Commission uses software to crawl state agency websites for new digital publications. With the librarian position vacant, planned training of state agency liaisons to metatag their own publications is not taking place. One important goal is to make all state publications available through a Google search. Because only one staff member is currently creating metatags for these publications, there is a bottleneck to reaching this goal. As turnover of the liaisons takes place in the state agencies, there will be lower participation by the agencies.

Anne Abrams made a lateral move from the Advocacy Consultant position to the Public Library Consultant position. She will make advocacy expertise available statewide, similar to

Frank Nelson’s statewide statistics specialty and Jan Wall’s statewide e-rate specialty. As with all vacant positions, the Commission will analyze the need for filling the vacant Advocacy Consultant position. Although the vacant position isn’t being considered for elimination, any vacant position is highly vulnerable.

D. State Librarian’s travel report – information item (Board Document 10-33)

Joslin reported on her travel September 2009 through January 2010, noting that most expenses were paid by other organizations.

September 17-18	BCR Board, Denver, CO <ul style="list-style-type: none">• Executive Committee and Board meetings
September 30 – October 3	ILA Conference, Burley, ID <ul style="list-style-type: none">• Conference and Executive Board meeting
October 25-30	Chief Officers of State Library Agencies (COSLA), Village, NV <ul style="list-style-type: none">• Executive Board and membership meetings Western Council of State Libraries, Village, NV• Fall membership meeting
December 12-16	Gates Broadband Project Launch, Seattle, WA
January 14-18	Chief Officers of State Agencies (COSLA) Boston, MA <ul style="list-style-type: none">• Executive Board planning and membership meeting American Library Association mid-winter conference

VIII. Old Business

A. Gates Foundation partnership – information item (Board Document 10-34)

The Commission’s work with the Bill and Melinda Gates Foundation’s Opportunity Online broadband grant program is well underway. A draft of our Broadband Technology Opportunity Program (BTOP) application was submitted to the Foundation on February 18. The full application must be submitted to the National Telecommunications and Information Administration (NTIA) by March 15.

The Foundation’s support is in the form of an onsite consultant to help us develop a competitive proposal for the BTOP, matching funds if our BTOP proposal is funded, and training to help public libraries secure additional e-rate funding to sustain their improved broadband connections into the future. If our application makes it to the “due diligence” phase in which NTIA requests additional information, the Gates Foundation may provide additional consultant assistance.

If the BTOP project as it is now configured is awarded, the Commission will receive federal funds to:

- Upgrade Internet connectivity in at least 55 libraries to as much as 10 Mbps, from a median rate of 500 Kbps.
- Provide more public access computers to any of our 140 public library facilities that can accommodate them.
- In partnership with a number of state agencies, provide statewide licenses to new online resources targeting children, un- and under-employed, and adult learners supported with public information campaigns and end-user training.
- Extend the reach of our partners' current programs for un- and under-employed, and low skill workers into libraries through upgraded Internet and computing capacity.
- Develop a technical plan for each public library facility to reach 10 Mbps Internet connectivity.
- Design and deliver E-rate training to public libraries to increase their capacity to sustain higher broadband connections.

With the Foundation's support, Idaho public libraries have an unprecedented opportunity to improve access to high quality technology and to provide broadband access for their patrons that is affordable, sustainable, and scalable to meet future needs.

IX. New Business

Black appointed Staub and Held to a subcommittee to conduct Joslin's annual evaluation and report back to the full Board by the April meeting. Joslin will send her self-evaluation and priorities for the coming year to the Commissioners by the end of February. Pam Bradshaw will provide any support needed during the process.

X. Executive Session – none

XI. Adjournment

MSC/Weeks/Held to adjourn the meeting at 1:03 p.m.