

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
August 25, 2011**

The Idaho Board of Library Commissioners meeting was called to order at 9:19 A.M. MDT on Thursday, August 25, 2011 at the Idaho Commission for Libraries via conference call. Participating were: John Held, Chair; Sara Staub; Dave Mecham; Larry Weeks; and State Librarian Ann Joslin. Also attending the meeting were: Robyn Lockett, Legislative Budget Analyst; Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Dian Scott, Office Services Supervisor, serving as recorder; Teresa Lipus, Public Information Specialist; Katy Place, Financial Technician; and Roger Dubois, Administrative Services Manager.

**I. Call to Order**

**A. Introductions**

**B. Revisions to Agenda - None**

**C. Announcements - None**

**II. Approval of Minutes**

**A. June 3, 2011 meeting (Board Document 11-47)**

**MS/Staub/Mecham** that the minutes of the June 3, 2011, Board of Library Commissioners meeting be approved as distributed in Board Document 11-47.  
*Motion unanimously carried*

**III. Open Forum - None**

**IV. Legislation, Policies, Rules**

**A. Legislation– none**

**B. Policies – none**

**C. Rules – none**

**V. Library Services and Technology Act (LSTA) (Board Document 12-02)**

**A. Finances**

**1. FY2010 LSTA proposal**

Joslin introduced Board Document 12-02 and recommended the expenditure of up to \$80,000 from LSTA for the LiLI Unlimited program because of the stressed state operating budget this year. LiLI Unlimited is a priority for the agency because it is a resource for all libraries in the state. Mecham asked for the basis of the amount of \$80,000, and Joslin explained that is our estimate of what will not be expended from

the approved budgets for the competitive grants and the state administered projects. Staub asked if this is legitimate use of LSTA funds. Joslin confirmed that LiLI Unlimited is addressed in our LSTA plan. Hooper confirmed LiLI Unlimited addresses a priority for LSTA. Held asked if we use that amount for LiLI Unlimited, will there be any remaining FY2010 LSTA, and Dubois responded that all unobligated LSTA would be applied to the LiLI Unlimited costs. Joslin also pointed out that end-of-year LSTA funds had been used the past couple of years in this way. However, our LSTA appropriation for FY11 is about \$70,000 less than FY10 so this may be the last time we can use LSTA to help cover LiLI Unlimited costs.

**MS/Weeks/Staub** that the expenditure of up to \$80,000 in FY2010 LSTA funds to support the FY2012 LiLI Unlimited program be approved.

*Motion unanimously carried*

**B. Program - none**

**C. Grants - none**

## **VI. General Fund and Miscellaneous Revenue Fund**

### **A. Finances**

#### **1. FY2013 budget submission – information item (Board Document 12-03)**

Joslin noted that at the June meeting the Board approved five enhancement proposals for the FY13 budget submission; the deadline to submit the budget is September 1. Joslin reviewed changes since the approval of the requests.

- In the Read To Me (RTM) Program, rather than use some of the \$199,000 for RTM Jump Start Kindergarten, the coordinators would like to purchase a collection of online picture books for all public libraries in the state. Such a service would reach many more of the target audience for early literacy materials and increases the request by only \$1,000.
- The amount requested for the digital librarian position is higher to reflect the increase for benefits and, at DFM's direction, figuring the salary at 80 percent of market.
- The request for increased spending authority for LSTA has been removed. With the reduction in the Idaho allotment for federal FY2011 and the expectation of further reductions in federal FY2012, it is not likely we will need increased spending authority for LSTA.
- We now anticipate needing more spending authority for BTOP grant funds in FY2013. We had planned that most libraries receiving broadband upgrades would have their service started by the end of July but that is not the case, so we will not spend as much for monthly Internet charges in FY2012 as anticipated. We are estimating carrying over approximately \$700,000 in BTOP funds and will need spending authority for that amount in FY2013.

#### **2. FY2012 object transfers and LSIF authorization (Board Document 12-04)**

General fund. Joslin explained the need for an object transfer from Operating to Capital because of an annual lease of \$2,300 for a copier which falls under Capital. Joslin asked for \$5,000 to be moved to Capital for the lease and in case there is a critical need for equipment before the end of the year.

**MS/Mecham/Weeks** that the FY2012 state general fund appropriation be adjusted by transferring up to \$5,000 from Operating to Capital Outlay.

*Motion unanimously carried*

ARRA fund. Joslin noted that when the FY2012 budget request was submitted we asked for BTOP spending authority in both operating and capital with the assumption that computers were capital, and they are not. Since no other capital expenditures are anticipated, that spending authority needs to be moved to operating for the current year.

In response to a question, Dubois noted that leases are viewed differently than computers. Computers are considered obsolete after three years, whereas the copier lease is for 4 years and for much more expensive equipment and therefore is considered capital.

**MS/Staub/Weeks** that the FY2012 Federal American Reinvestment Fund appropriation be adjusted by transferring \$400,000 from Capital Outlay to Operating.

*Motion unanimously carried*

Library Services Improvement fund. Joslin noted that we are beginning the second year of the BTOP project, and the Gates Foundation, as primary provider of matching funds, is very impressed with our progress. Comments from the Foundation are in Board Document 12-04. The second half of the Foundation's matching grant funds will be received in the near future, and spending authority will be necessary for up to \$307,550 in FY2012.

Weeks asked for a definition of Erate and Joslin explained it is the federal program that coordinates vendor discounts on telecommunications and Internet services for public schools, libraries, and hospitals.

Mecham asked if there are plans to publish the Gates Foundation's comments about our BTOP project; Joslin pointed out Lipus will be working on that. Joslin also reported that she sent letters recently to BTOP partners Roger Madsen, IDOL; Mike Rush, SBOE; and Peter Merrill, Idaho Public Television, passing on the accolades the project has received at the national level. Joslin acknowledged the work of 16 staff members who have played roles in implementing this project so far.

**MS/Weeks/Mecham** that expenditures of up to \$307,550 from the Library Services Improvement Fund be approved for implementation of the BTOP "online @ your library" project in FY2012.

*Motion unanimously carried*

**B. Program – none**

**C. Grants – none**

**VII. State Librarian’s Report**

**A. Operations - none**

**B. Management Team members’ report – none**

**C. Personnel report – none**

**D. State Librarian’s travel report – none**

**E. Other – none**

**VII. Old Business - None**

**IX. New Business**

The Fall Board Tour is being planned at this time. Bradshaw is arranging the tour, working with Frank Nelson in the eastern office to secure hosts and sites. Details will follow. The tour will be Thursday and the meeting will be on Friday, October 13 and 14.

Bradshaw noted that Board will be paid for today’s meeting and that a previous double payment will be corrected with the October meeting.

**X. Executive Session - none**

**XI. Adjournment**

**MS/Weeks/Mecham** to adjourn the meeting at 9:50 A.M. MDT.