II. APPROVAL OF MINUTES
A. April 20, 2012 Meeting

Suggested motion: I move that the minutes of the April 20, 2012 Board of Library Commissioners meeting be approved as distributed in Board Document 12-30.

MSC _____

DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
April 20, 2012

The Idaho Board of Library Commissioners meeting was called to order at 10:00 A.M. MDT on Friday, April 20, 2012, at the Idaho Commission for Libraries via conference call. Participating were: John Held, Chair; Sara Staub; Dave Mecham; Larry Weeks; Bruce Noble; and State Librarian Ann Joslin. Also attending the meeting were: Robyn Lockett, Budget Analyst, Legislative Budget Office; Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

A. Introductions

The Board welcomed Robyn Lockett, Budget Analyst, from the Legislative Budget Office.

B. Revisions to Agenda - None

C. Announcements

Joslin leaves Sunday, April 22, for Washington, D.C. to participate in ALA National Legislative Day. Bradshaw arranged visits with all four legislative offices and at this time it appears that three of the four members of Congress will be available to meet with Joslin. Wednesday, April 25, is an all-day Chief Officers of State Library Agencies (COSLA) meeting.

II. Approval of Minutes

A. February 17, 2012 meeting (Board Document 12-20)

MSC/Noble/Staub that the minutes of the February 17, 2012, Board of Library Commissioners meeting be approved as distributed in Board Document 12-20.

Motion unanimously carried

Weeks noted that the minutes for the February 17, 2012 meeting were done well and delivered a useful level of detail.

III. Open Forum - None

IV. Legislation, Policies, Rules

A. Legislation – 2012 Session – Information item (Board Document 12-22)
Field consultant Jan Wall monitors legislation and identifies legislation that is the most significant or impactful for the Commission and/or the Idaho library community. Staub noted that the Elections bills helped to clarify previous legislation. Held noted that HB 519 Site Improvements was made effective retroactively. Joslin explained that by declaring an emergency, retroactive application is provided. Staub expressed concern that this bill is costly to taxing districts including library districts and there were no provisions made to recoup that money.

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances

1. Object transfer (Board Document 12-23)
Our annual state budget request includes an estimate of the total federal funds we will receive and expend in the state fiscal year beginning 10 months in the future. That estimate includes amounts for Personnel, Operating, Capital, and T&B. Passage of our annual appropriation gives us spending authority for up to those amounts in each category, regardless of the actual amount of our LSTA allotment.

As we approach the end of state fiscal year 2012, we see that we over-estimated the amounts in Personnel (now 10 FTE) and T&B (grants to libraries), and under-estimated the amount in Operating (statewide programs, state-administered projects, and Talking Book Service). Moving spending authority from Personnel and T&B to Operating will help us get through the final three months of the fiscal year without needing an increase in overall spending authority in the federal fund.

The Commission implemented the Legislature-approved 2% pay increase, gave employees with lower-comp ratios a permanent increase to 80%, and awarded some one-time bonuses. We still have personnel costs and grant reimbursements to pay out, and will know the exact amounts for transfer closer to the end of the

fiscal year.

Lockett was glad to hear about the pay increases, because the Legislature wanted agencies to be able to provide these to state employees.

MSC/Noble/Weeks that the FY 2012 appropriation for the federal fund be adjusted by transferring residual funds from Personnel to Operating and from Trustee and Benefit to Operating.

Motion unanimously carried

B. Program – 5 year evaluation – information item

Joslin said that the complete evaluation report will soon be available on our website. Because of the way the funding is spent, it's really a 3.5-year evaluation on our five-year plan.

Hooper summarized the evaluation, which covers our FY2008, FY2009, and FY2010 plan for federal dollars: The overall evaluation was very positive. The plan was written in calendar year 2007 and speaks to how staff carries out programs. There were very few things that weren't achieved.

The evaluation noted that ICfL provides useful models of Outcome Based Evaluation (OBE) and easy-to-use survey forms that we should share with other state library agencies (SLAs).

Key recommendations included:

- Expanding the use of OBE. (With some programs, this is challenging.)
- Expanding BTOP partnerships into the new five-year plan.
- Growing the Continuing Education (CE) program.
- Increasing communication and promotion. (It's an ongoing challenge to get the word out to our clients, the librarians, about our services. Often they do see the information in LibIdaho emails, blogs, newsletters, and outreach events, but are not tuned in until they need that specific information.)
- Prioritizing goals in our new five-year plan. The seven programs evaluated were Continuing Education (CE), e-Branch, Libraries Linking Idaho (LiLI) Unlimited and networking services, LSTA Competitive grants, Read to Me (RTM), the Talking Book Service (TBS), and Tweens &Teens. Survey respondents and focus group participants ranked RTM first and CE second. LiLI and TBS tied for third.
- Eliminating or re-envisioning the competitive grant program.

Held said it sounded like ICfL did well and Joslin said we are pleased with the findings of the report. The evaluation team really reached out to the library community for their comments.

C. **Grants - none**

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. **General fund object transfer (Board Document 12-24)**
   Joslin noted this is another request to move funds. ICfL was appropriated $1,638,400 in the general fund for Personnel in FY2012. We projected we had approximately $66,874 in salary savings from vacant positions. Because we have salary savings, and as reported to the Commissioners at the February 17 meeting, Management Team recommended bringing all staff performing satisfactorily up to 80% of market rate as well as implementing the 2% across-the-board Change in Employee Compensation funded by the Legislature. Our average length of service is 12 years and our average comp ratio is .81.

   We have processed the increases and are giving bonuses as well. To gain maximum flexibility in anticipation of year-end closing, we are requesting approval of an object transfer in order to move any unexpended Personnel balances to Operating and/or Capital Outlay, and to move any unexpended Operating funds to Capital Outlay for priority equipment purchases prior to the end of FY2012.

   MSC/Staub /Weeks that the FY2012 state general fund appropriation be adjusted by transferring any unexpended Personnel funds to Operating and/or Capital Outlay, and transferring any unexpended funds in Operating to Capital Outlay.

   Motion unanimously carried

2. **Miscellaneous revenue fund non-cognizable request (Board Document 12-25)**
   Joslin explained that non-state funds are defined as non-cognizable when there was incomplete knowledge of the level of revenues available and expenditures required at the time of the state appropriation process. Our annual budget request, submitted in September, includes our best estimate of the total miscellaneous revenue funds we will expend in the fiscal year beginning 10 months in the future, and passage of our annual budget caps our spending authority for miscellaneous revenue funds at that level regardless of the actual amount of funds we receive.

   Staff's success in soliciting grants and donations means that we've received more in the miscellaneous revenue fund this year than we have in spending authority, including a recent $10,000 grant from the Fred Meyer Foundation for the purchase of summer reading books. We do not have sufficient spending authority to expend

this $10,000, and will approach our current limit with other planned expenditures for the Talking Book Service and Let's Talk About It program.

The State's non-cognizable request process allows an agency to address the need for additional spending authority when the level of revenues available and expenditures were not known at the time the Legislature passed the budget. If approved by the Board of Library Commissioners, this request will be submitted to the Division of Financial Management for consideration.

MSC/Noble/Mecham that the State Librarian process a FY2012 non-cognizable request in the amount of $23,000 to increase spending authority in the miscellaneous revenue fund to cover operating expenses through the end of FY2012.

Motion unanimously carried

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations - none

B. Management Team members' report – information item

State Controller's Office (SCO) evaluation: Joslin reported that we were contacted by the State Controller's Office to evaluate how we do internal controls. Dubois said that he had recently updated the responsibilities and procedures booklet and we welcomed their evaluation. When our accountant left last summer we played catch up because there hadn't been a lot of cross-training. Now the fiscal team is doing that.

We're on the third version of the responsibilities and procedures booklet. Hooper noted that these procedures translate into changes for all staff, although we realize it's better for the agency so we can be fiscally responsible.

Volunteer Appreciation Week: Bradshaw said that ICfL was completing Volunteer Appreciation Week, Celebrating People in Action. Volunteer Coordinator Sheila Winther has done a great job, as always. Staff provided snacks and beverages for the Volunteer Café throughout the week and the Volunteer Appreciation team decorated the ICfL downstairs and arranged a tour of the Idaho Historical Society, which 20 volunteers attended.

Volunteer Liz Carpenter has now logged in 4,757 hours. In 2011, 94 volunteers (including Commissioner Larry Weeks) donated nearly 10,000 hours of their time, the equivalence of almost five positions.

The one-day event, normally held during Volunteer Appreciation Week, will this year be a June 14 lunch picnic. Bradshaw invited the Board to participate. Hooper added that ICfL volunteers tell us they appreciate having meaningful work to do here.

Digital literacy training: Shirley Biladeau and Gina Persichini developed digital literacy training packets for the Idaho Office for Refugees and will "train the trainers" to help other refugees develop digital literacy skills. Biladeau and field consultants Kevin Tomlinson, Frank Nelson, and Jan Wall are developing a trustee digital literacy training project that includes a "Technology Petting Zoo" for participating libraries.

Broadband Technology Opportunities Program (BTOP): Joslin said that the BTOP project has been extended, with funds to be expended by November 30 and activities wrapped up by the end of December. BTOP initiatives will continue after the grant period with a combination of state and federal funds.

Printed procedures manual for IT and fiscal: Dubois initiated the printed procedures manual for IT and fiscal procedures and it's proving to be extremely useful.

C. Personnel report – information item (Board Document 12-26)

In addition to the regular report items, Joslin incorporated a summary of the 2% increases into the report. With the ongoing increase that the Board approved for State Librarian at the last meeting we accomplished meeting the 2% for all employees funded by the Legislature.

Staub noted that we didn't use all of the personnel savings and Joslin said that's why we requested the object transfer.

D. State Librarian's travel report – none

E. Other – none

VII. Old Business

IX. New Business

A. Board member appointment (Board Document 12-27)

John Held's first term as 1st Congressional District Representative ends June 30, 2012. If the Board of Library Commissioners endorses his nomination for reappointment, a

resume, a letter of interest, and the Commissioners' recommendation will be submitted to the Governor's office for consideration. Joslin noted this is the same process we have been using since the agency became self-governing in July 2009.

MSC/Staub/Mecham that the Idaho Board of Library Commissioners endorse the nomination for reappointment of John Held as the Board's 1st Congressional District Representative for a term beginning July 1, 2012 and ending June 30, 2017.

Motion unanimously carried

B. STACKS Digital Repository annual report (Board Document 12-28)

Joslin noted that Danna Angevine provided the STACKS report and recommendations. We continue to hear from agency liaisons that STACKS is much improved over the old repository and much appreciated. We are doing the best we can with the staff we have keeping up with state publications.

The Board approved the following exemptions at its June 2010 meeting because we did not then have the technology to capture or process these formats efficiently or cost-effectively:

- Dynamic websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in a public archive or repository

To date, no state agency has requested exemption of a specific publication or class of publication.

Held was impressed that the repository was used 68% more in the first few months of this year than it was last year. Joslin said colleagues from other states are struggling with how to deal with state publications. We're fortunate that in 2008 our legislature saw the need to move to digital and the money was there to fund it. When we're ready for the next step, we'll establish an advisory committee to help prioritize what past state documents that are currently only in paper should be digitized.

MSC/Mecham/Staub that the following classes of publications be exempted from the Digital Repository through June of 2013 because of the current inability to efficiently or cost-effectively capture or process these formats:

- Dynamic websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in a public archive or repository

Motion unanimously carried

C. FY2013 meeting schedule (Board Document 12-29)

Joslin thanked the board for being flexible about the board meeting/tour dates in October. Held said that the Payette Public Library board and staff are excited about the October tour and the library expansion should be completed in 60 to 90 days. We may tour the Payette Library Thursday and have the Board Meeting in Boise on Friday.

MSC/ Noble/Weeks that the FY2013 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 12-29 be approved.

Motion unanimously carried

D. Next meeting – June 1, 2012, Boise

Bradshaw said she would send hotel confirmations to the Board members as soon as they are available.

X. Executive Session - none

XI. Adjournment

MS/Held/ to adjourn the meeting at 11:06 A.M. MDT.