

## II. APPROVAL OF MINUTES

### A. October 26, 2012 Meeting

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**Suggested motion:** I move that the minutes of the October 26, 2012 Board of Library Commissioners meeting be approved as distributed in Board Document 13-10.

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## DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS October 26, 2012

The Idaho Board of Library Commissioners meeting was called to order at 10:10 A.M. MDT on Friday, October 26, 2012 at the Boise Public Library! Cole & Ustick Branch in Boise. Participating were Bruce Noble, Chair; Sara Staub; Dave Mecham; Larry Weeks; John Held; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Kevin Tomlinson, Field Consultant; Glynda Pflieger, School Library Consultant; and Teresa Lipus, Public Information Specialist, serving as recorder.

### I. Call to Order

#### A. Introductions

School Library Consultant Glynda Pflieger was introduced to the board.

#### B. Revisions to Agenda

With the receipt of the federal funds for the Routes to Reading project and recent close examination of anticipated expenditures, it has been determined that the Commission's spending authority will be inadequate for State Fiscal Year 2013. This amendment to the agenda allows the Commissioners to consider spending authority issues and to take any action required to rectify the situation.

**MSC/Staub/Mecham** that the agenda be amended to add the two action items contained in proposed Board Document 13-09, Section V.A, LSTA - Finances.

*Motion unanimously carried*

#### C. Announcements

Dubois said that there have been some employee health issues with air quality in the Idaho Commission for Libraries (ICfL) building and he is working with Public Works to investigate. A vendor turned in a \$7,000 proposal to assess the situation and will be looking for any residual effect from the roof flooding of 2010 or any mold. They will look at air circulation throughout the ICfL section of the building, upstairs and down, including zones and return ducts.

Joslin handed out a copy of the *Idaho Public Library Statistics FY11 Data Digest* to each Commissioner. This booklet is a summary of the *2011 Idaho Public Library Statistics* publication.

## **II. Approval of Minutes**

### **A. June 1, 2012 meeting (Board Document 12-41)**

**MSC/Held/Weeks** that the minutes of the June 1, 2012, Board of Library Commissioners meeting be approved as distributed in Board Document 12-41.

*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)**

### **A. Finances**

Our annual budget request, submitted in September, includes our best estimate of the total federal 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 federal funds at that level regardless of the actual amount of funds we receive.

Staff's success in soliciting grants and donations means that we have received more in the federal fund this year than we have in spending authority, including a recent \$250,000 grant from the Institute of Museum and Library Services (IMLS) for the Routes to Reading project. We do not have sufficient spending authority to expend the planned expenses this fiscal year, \$142,000.

#### **1. Non-cognizable request (Board Document 13-09)**

**MSC/Mecham/Held** that the State Librarian process a FY2013 non-cognizable request in the amount of \$142,000 to increase spending authority in the federal fund to cover operating expenses through the end of FY2013.

*Motion unanimously carried*

**2. Object transfer (Board Document 13-09)**

**MSC/Staub/Mecham** that the FY 2013 appropriation for the federal fund be adjusted by transferring \$200,000 from T & B to operating.

*Motion unanimously carried*

**B. Program – none**

**C. Grants – LSTA applications received – information item (Board Document 13-02)**

The allocation plan for FY2012 did not include a competitive grant cycle because of cuts to IMLS and the move of the Talking Book Service (TBS) to federal funds. Continuing education grants continue to be popular and those requests are usually funded.

Joslin reminded the board that 20 Idaho librarians have been working toward their Master of Library and Information Science (MLIS) degrees through a separate IMLS Laura Bush grant and most have completed their programs.

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

**A. Finances**

**1. FY2014 budget submission (Board Document 13-03)**

The FY2014 budget request was prepared according to Division of Financial Management's (DFM) budget development manual. It includes the enhancement item for Community Anchor Institutions. The budget request was submitted to DFM on August 31. Although the June 1, 2012 board meeting minutes reflect that the board-approved enhancement request was \$545,000, that figure is actually \$445,400. The enhancement request builds on the advances made under our Broadband Technology Opportunities Program (BTOP) grant which will end in December 2012.

The next face-to-face board meeting (February 2013) will include BTOP highlights and accomplishments, and what we envision going forward. It has been a challenging and rewarding 2½ years.

**MSC/Weeks/Mecham** that the FY2014 agency budget request be approved as submitted to the Division of Financial Management, and that the State Librarian be authorized to make adjustments in the request as may be required by DFM.

*Motion unanimously carried*

**2. Zero Based Budget – information item (Board Document 13-04)**

DFM began implementing the Zero-Based Budget (ZBB) Initiative early in Governor Otter's term. The Commission participated in the fifth year and developed a zero-based budget for FY2014.

ICfL process: We identified three cost centers: Digital Repository, Library Development, and TBS. Using a multi-step approach we gathered data and reviewed Idaho Code, program requirements and budget expectations, activities performed, and time commitments. After compilation a gap analysis was developed and each cost center's true financial picture became clearer.

**B. Program – none**

**C. Grants**

**1. Read to Me (RTM) applications – information item (Board Document 13-05)**

This grant project is the result of our FY2013 \$100,000 enhancement request. Research shows that if kids have access to books they will read them. Because book checkout for many lower elementary grades is often restricted or even prohibited, school libraries are required to check out the books received through this grant. Pflieger described the rubric for evaluating the grant applications, noting that a requirement for school libraries was an onsite developmental preschool. The project has been successful already because some schools have changed checkout policies as a result.

We were pleased with the interest in the project, particularly the school library participation. We had 2½ times more requests than available funding.

This project is in line with our College and Career Ready efforts since it focuses on the early literacy skills that form the basis for subsequent learning.

**2. Library Services Improvement Fund request (Board Document 13-06)**

The J. A. and Kathryn Albertson Foundation awarded a portion of the cash match required for the \$250,000 IMLS National Leadership Grant for the Routes to Reading Program. Their \$30,000 match will be used to help pay for the project evaluation and some of the books for the Books to Go program.

The goal of the Routes to Reading program is to significantly increase the amount of reading done in Idaho homes and child care settings. Our renewed partnership with the Albertson Foundation supports our shared goal of increasing early childhood literacy as well as college and career readiness.

**MSC/Staub/Held** that expenditures, up to \$30,000, from the Library Services Improvement Fund be approved for expenses incurred for the Routes to Reading program over the life of the project.

*Motion unanimously carried*

**VII. State Librarian's Report**

**A. Operations - none**

**B. Management Team members' reports**

Hooper:

- We are working to fill the open position of digital librarian, updating the job description to address BTOP-related and other needs.
- IMLS approved our Library Services and Technology Act (LSTA) 5-year plan. As of October 1 we are using the 2013-2017 plan, although we are still using 2012 dollars. We'll soon start on the 4-year 2014-2017 strategic plan for the state, and the LSTA and the state plans will be aligned. We will focus on libraries as community anchors, which is also part of the Idaho library community's 2020 Vision.
- In September Hooper and other staff attended the R-Squared Risk and Reward Conference in Colorado. The focus on abundant community, creativity, and community-based action ties in with the current LSTA focus on libraries as anchor institutions.

Bradshaw:

- The Commission will be Idaho's sponsor for the National Center for the Book's "Letters about Literature" project. Students will write a personal letter to an author explaining how that author's work changed the student's view of their world. The Center will judge the first round and send us between 90 and 150 Idaho entries to judge. From those letters we will make awards in three competition levels—Grades 4-6, 7-8, and 9-10—and send the winning letters back to the Center for judging at the national level. Several years ago Idaho had a National winner. Erica Compton, Staci Shaw, Gina Persichini, Kristina Taylor, and Bradshaw are working on this project.
- Bradshaw and Hooper staffed the Idaho booth in the Pavilion of the States at the 2012 National Book Festival in September. Over 200,000 attended this Washington, D.C. event. The Commission focused on early childhood literacy, as requested by IMLS, and selected *The Birthday Box*, a bilingual board book, for the Idaho book.
- Sheila Winther and staff implemented Volgistics software for tracking volunteers. Volunteers now sign in with a touch screen and identify the project they are working on. Soon support staff will use it to track the amount of time they spend on particular projects. This software will eliminate the need for Sheila and support staff to do data entry.

Dubois:

- We hired a new grants officer, Kristina Taylor.
- We are sending the IT manager to Austin, TX for additional training on servers.

Joslin:

- Opportunities continue to increase, and we will be exploring how to integrate state and national initiatives. At the national level, the Bill & Melinda Gates Foundation and the Chief Officers of State Library Agencies (COSLA) are exploring new roles for state library agencies (SLAs), and how to build the capacity of SLAs to support libraries. The

Foundation will host a gathering for state librarians and directors of library development in conjunction with the American Library Association (ALA) Mid-Winter Conference in Seattle.

- Many national organizations, such as the Urban Libraries Council, IMLS, ALA, and COSLA are working together with a focus on digital literacy services in libraries.

**C. Personnel report – information item (Board Document 13-07)**

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

**E. Other – none**

**VIII. Old Business - none**

**IX. New Business**

**A. Next meeting – December 7, 2012, conference call.**

There are no agenda items at this time.

**X. Executive Session - none**

**XI. Adjournment**

**MS/Noble** to adjourn the meeting at 11:59 A.M. MDT.