

## II. APPROVAL OF MINUTES

### A. April 22, 2016 Meeting

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**Suggested motion:** I move that the minutes of the April 22, 2016, Board of Library Commissioners meeting be approved as distributed in Board Document 16-40.

MSC \_\_\_\_\_

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**DRAFT MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
BLACKFOOT PUBLIC LIBRARY  
April 12, 2016**

The Idaho Board of Library Commissioners meeting was called to order at 10:08 a.m. MDT on Friday, April 22 at the Blackfoot Public Library & City Hall in Blackfoot. Participating were Sara Staub, Chair; John Held; Pat Raffee; Dave Mecham; Mark Alldredge; and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Patrick Bodily, Eastern Idaho Field Consultant; and Teresa Lipus, Public Information Specialist, serving as recorder. Attending from Blackfoot Public Library were Lisa Harral, Director; Brenda Wilcox, Librarian; and Lucien Frederick, Kathleen Pressler-Hall, Rod Lilya, and Tiffany Leavitt, city and district trustees. Blackfoot Mayor Paul Loomis also attended briefly to welcome the Commissioners.

#### I. Call to Order

##### A. Introductions - none

##### B. Revisions to Agenda

**MSC/Raffee/Held** that the board acknowledge Sara Staub and Ann Joslin for all they have done for Idaho libraries through the years.

*Motion unanimously carried*

Joslin also presented Staub with a plaque for her 15 years of service on the Idaho Board of Library Commissioners and thanked her for her great insights, sense of humor, and diplomatic approach. Joslin added that Staub's experience as a county clerk proved very valuable when she was on the committee to revise Idaho library laws in 2006. Staub said that she has been surrounded by intelligent and beautiful people and her time on ICfL's Board has been a wonderful learning experience.

##### C. Announcements - none

#### II. Approval of Minutes

##### A. February 12, 2016 meeting (Board Document 16-29)

**MSC/Alldredge/Raffee** that the minutes of the February 12, 2016 Board of Library Commissioners meeting be approved as distributed in Board Document 16-29.

*Motion unanimously carried*

### III. Open Forum – none

### IV. Legislation – Policies – Rules – Guidelines

#### A. Legislation – 2016 Session recap – information item (Board Document 16-31)

2016 legislation that may affect ICfL or the Idaho library community includes the bills summarized below. The Idaho Library Association (ILA) was instrumental in building recognition of library staff in education-related bills, and the legislation enables school library staff to be involved in school district reading and literacy improvement plans. The Commission will be involved to the extent we are able in helping school library staff learn what the legislation means for them. Although much depends on how much priority various school administrators give the legislation, it is a good first step.

- [HO 360](#) **Property Taxes** – Amends existing law to remove an exception to the rule that any taxing district must be formed or organized by the first day of January in order to make a levy for that calendar year.  
Status: Governor signed 3/1/2016. Effective: 01/01/2017
- [HO 451](#) **Education** – Repeals and adds to existing law regarding reading instruction and intervention, in support of the legislative goal that every student read at or above grade level by the end of grade 3. ICfL and ILA had representatives on the Governor’s Literacy Committee that developed the recommendation that served as the basis for the bill.  
Status: Governor signed 03/16/2016. Effective: 07/01/2016
- [HO 474](#) **Taxing Districts Budgets** – Amends existing law to require notice and a public hearing prior to a taxing district budgeting a forgone increase. This bill would require non-school taxing districts that elect to take a foregone property tax increase to hold a hearing in conjunction with their annual budget hearing.  
Status: Governor signed 03/16/2016. Effective: 07/01/2016
- [HO 526](#) **Education** – Repeals, amends, and adds to existing law to revise the calculation of the Educational Support Program; to provide for a reading assessment; and to establish provisions regarding literacy intervention programs. This is another bill reflecting recommendations of the Governor’s Literacy Committee, which had members from ICfL and ILA. It recognizes the need for appropriate literacy training for paraprofessionals, including library staff, to ensure they have the knowledge necessary to effectively assist students.  
Status: Governor signed 03/23/16. Effective: 07/01/2016
- [HO 606aa,aaS,aaS](#) **Urban Renewal** – Amends and adds to existing law. A new section, IC §50-2905A, specifies that if urban renewal funds are expended for a municipal building (such as a public library), the project must be approved in an election by at least 60% of the participating voters. Many people felt that before public buildings are built, the taxpayers should be allowed to vote on it and the interim committee met many times to address this issue. The bill does allow for urban renewal funds to be used for a library building, if approved by the voters.  
Status: Governor signed 04/05/2016. Effective: 07/01/2016
- [S1290](#) **Education** – Additional amendments require school districts to establish a plan as to how they will address college and career advising for their students and provides for a minimum reporting framework. While libraries are not mentioned, ICfL is part of a current cross-agency initiative to make college and career advising resources more easily available to students and their parents.  
Status: Governor signed 03/16/2016. Effective: 07/01/2016

- [S1333](#) **Education** – Adds to existing law to provide the Broadband Infrastructure Improvement Grant Fund and related provisions. Adds a new section in IC Chapter 56, Title 33 reflecting the recommendations of the Interim Broadband Access study committee. Public libraries that are E-rate eligible are eligible to apply for matching grants from the BIIG Fund. S1429 appropriates \$2.7 million to the Fund; the maximum grant per entity is 10% of the total cost of the project.  
Status: Governor signed 03/24/2016. Effective: 03/24/2016
- [S1334](#) **Education** – Repeals, amends and adds to existing law to establish the Education Opportunity Resource Act. This bill establishes a resource for Idaho's education and library system by providing broadband and related services to students. It defines the Education Opportunity Resource Committee, its responsibilities, powers, and membership (which includes the state librarian). It defines the responsibilities of the State Department of Education in distribution of funds, authorization of funding, and technical and other assistance. The outcome was positive in deciding how to replace the Idaho Education Network (IEN) in terms of how to support schools, and it now involves public libraries—a very positive step that we have been working on for several years.  
Status: Governor signed 03/24/2016. Effective: 07/01/2016
- [S1392](#) **Appropriations - Idaho Commission for Libraries** – Appropriates \$5,525,300 to the Idaho Commission for Libraries for fiscal year 2017; and limits the number of authorized full-time equivalent positions to 37.5.  
Status: Governor signed 03/24/2016. Effective: 07/01/2016
- [S1429](#) **Appropriations – Education Effort** – Section 1 appropriates \$180,000 from the General Fund to the Commission for Libraries to be expended for trustee and benefit payments from July 1, 2016, through June 30, 2017. Funds shall be used for reimbursement of non E-rate portion of public libraries' Internet service provider charges in accordance with the intent of the Education Opportunity Resource Act, Chapter 56, Title 33, Idaho Code (S1334). Intent language states that any services using appropriations provided for in Section 1 of this act, including Wi-Fi on personal devices, shall be compliant with Section 33-2741, Idaho Code. Any libraries requesting reimbursement must filter the public Wi-Fi. Based on a survey we did in 2014, about half were filtering and half were not. We know that some libraries will choose not to use the disbursement because of the filtering intent language.  
Status: Governor signed 04/04/2016. Effective: 07/01/2016

In response to a question about SB1333, Joslin explained that the discount for infrastructure projects will be the same as the library's E-rate discount. If libraries or schools apply for the state match, the maximum allowed is 10% of the infrastructure project cost. Universal Service Administrative Company (USAC) will match the state match. It's a three-year program; schools and libraries may not be in a position to take advantage of this the first year because they haven't planned for it. We may encourage libraries and schools to partner on build-outs.

**B. Policies – none**

**C. Rules – none**

**D. Guidelines – Talking Book Service loan periods – (Board Document 16-32)**

The Talking Book Service (TBS) recently purchased a collection of Braille books for young children. Print/Braille books allow beginning Braille readers to develop their skills and allow users to read books with others in the format with which they are most comfortable. Circulating these titles for four weeks, which is the circulation period for audio books, avoids confusion about when titles are due back to TBS. The changes in Board Document 16-32 reflect these changes.

**MSC/Held/Mecham** that the TBS Loan Guidelines as listed in Board Document 16-32 be approved.  
*Motion unanimously carried*

## V. Federal Funds

### A. Finances – FY2016 Object Transfer (Board Document 16-33)

We estimate the amount of federal funds we'll receive when we submit our budget request. We then get spending authority for those funds. 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 and trustee and benefit (T&B) 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 FY2016.

**MSC/Raffee/Held** that the SFY2016 appropriation for the federal fund be adjusted by transferring residual funds from personnel and T&B to operating and from operating to capital outlay.  
*Motion unanimously carried*

### B. Program – none

### C. Grants – none

#### 1. LSTA applications received – information item (Board Document 16-34)

Library Services and Technology Act (LSTA) grant applications since February 12, 2016 are included in Board Document 16-34. Some library staff members are using the grants to help complete masters degrees and others are for first-time conference attendees. We have nearly expended all of our grant funding earmarked for this program for the year. Raffee requested that, in the future, these CE grant snapshots include the expenditures to date and balance remaining.

## VI. General Fund and Miscellaneous Revenue Fund

### A. Finances

#### 1. FY2016 – object transfer (Board Document 16-35)

We project approximately \$53,800 in FY2016 salary savings, primarily from holding positions vacant to stay within our appropriation. Our FY2017 appropriation includes a 3% increase in personnel funds. The Governor charges agency directors with determining how best to distribute the money. There are also restrictions on bonuses - how many and the amount we can award. We are using the ongoing increases to acknowledge performance and longevity. Our Change in Employee Compensation (CEC) Plan has been approved by the Division of Financial Management (DFM) and the Division of Human Resources (DHR). Our salary savings have decreased in the last couple of years as we have adjusted which positions are paid from state versus federal funding. To fill one long-term vacancy we are creating a consultant position that will include broadband expertise.

We do not anticipate expending all personnel dollars for the FY2016 pay increase, so we are developing a spending plan to meet unmet operating and capital needs. 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 FY2016.

**MSC/Mecham/Held** that the FY2016 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. FY2017 appropriation – information item (Board Document 16-36)**

The FY2017 appropriation for the agency increases our personnel funds by \$62,400 for a 3% Change in Employee Compensation (CEC), \$77,200 for the 27th payroll, \$2,100 for position reclass, as well as an increase in benefit costs of \$39,300. The increase in operating funds includes \$12,800 for general and contract (LIL databases) inflation and a \$2,000 decrease in indirect cost recovery expenses. The increase in capital funds support the replacement of a car, network switch, and telephone system for a total of \$143,200. A trailer bill to our appropriation added \$180,000 in T&B to reimburse the non E-rate portion of public libraries' Internet service.

Some of the increases are one-time funding. Miscellaneous revenue is primarily donations but also includes some grant funds that are spent shortly after we receive them, such as the Fred Meyer Foundation grant for Summer Reading books. The Legislature has to grant us spending authority for LSTA funds, and when we are submitting our budget request we don't know what our LSTA allotment will be. We estimate LSTA funding and also allow for money from other federal grants, such as the National Endowment for the Humanities (NEH).

**B. Program – none**

**C. Grants**

**1. FY2017 Read to Me mini-grant – information item (Board Document 16-39)**

We just sent out award letters this week to the school libraries receiving this year's Read to Me mini-grants. We have \$200,000 to award annually and this year we received 74 applications requesting over \$300,000, demonstrating that the need is still great.

**VII. State Librarian's Report**

**A. Operations – Information item**

**1. Annual Statistics presentation – Patrick Bodily**

Field consultant and state data coordinator (SDC) Patrick Bodily described how annual public library statistics are collected and compiled. Each state has an SDC and a form for collecting data. The SDCs compile the data and send them to the Institute of Museum and Library Services (IMLS) so there is a federal repository of the data. The SDCs act as "middlemen" so IMLS doesn't have to contact each library directly. A super majority vote from the SDCs is required for changes (both additions and deletions) to the statistics that are collected. Baker & Taylor builds the online form for Idaho with input from the SDC and State Librarian, who discuss the upcoming changes and how they will work.

Idaho Code requires the survey to be submitted by January 1, but we have to make exceptions when city libraries haven't been given their numbers in time. We currently open the form on November 1 but would like to make it available in early October to give libraries longer to complete it. We are always working toward making the process simpler for the libraries and have also simplified the printed annual statistics report to make it easier for libraries to find information that supports their funding requests.

Libraries can use IMLS's Compare Public Libraries tool at [harvester.census.gov/imlscompare/](http://harvester.census.gov/imlscompare/) to compare their statistics with other libraries similar in size, population, etc. Libraries can also use the Public Library Association's (PLA) Project Outcome tool and process for measuring and analyzing outcomes in seven categories at [www.projectoutcome.org/](http://www.projectoutcome.org/).

**B. Management Team members' reports –**

**Bradshaw:** April 10-16 was Volunteer Appreciation Week, and ICfL volunteer coordinator Sheila Winther did a great job rallying staff to honor our volunteers with a Volunteer Café throughout the week, a Volunteer Appreciation luncheon at the Capitol on Thursday, and a tour of the Military Museum. Our 92 volunteers donated 8,700 hours, the equivalent of over 4 FTEs.

**Dubois:** We are starting to look at the FY2018 budget, which is due in a few months. We will have electrical infrastructure changes in the next couple of months as Idaho Power will be moving equipment out of our basement and we may be shut down for three to five days. We are still determining how to handle this upcoming closure. We are working on getting a new phone system. Division of Purchasing did a recent review of our processes and we anticipate a positive report. Two weeks ago we finished our two-year audit. Our new processes have eliminated some issues that we had three years ago, and we are told this will be a positive audit.

**C. Personnel report – none**

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

**E. Other – none**

**VIII. Old Business – none**

**A. Draft Strategic Priorities – discussion item (Board Document 16-26 Rev.)**

The purpose of this document is to change the conversation about Idaho libraries – from a nostalgic character in our past to essential players in our state's future – and to help focus the library community's collective outreach to key policy and decision makers about how libraries uniquely contribute to society in the digital age. With permission from the American Library Association (ALA), we used their Policy Revolution! Agenda as a model. We shared this document at the Public Library Director Summit in January and incorporated their input into this current draft, including renaming it from strategic "agenda" to strategic "priorities." Joslin also worked with ICfL's school library consultant and Read to Me team to flesh out the school library section, and will take it to the Summer Summit to get input from school librarians. Eventually we will take this to academic librarians.

We will use this document to help the library community do a more effective job in promoting itself to the public and give state and local policy makers a better, more current understanding of what libraries do today. We have a state strategic plan and a five-year LSTA plan, but this document recognizes state and local issues that are topics of broad concern. Libraries are already major players in early literacy, education, workforce development, and are increasing their role in economic development and rural sustainability. Makerspaces at libraries foster both lifelong education and workforce development. We want policy makers to better understand libraries' contributions in the digital age.

**B. Aspen Report – discussion item (Board Document 16-37)**

The Aspen Institute Communications and Society Program, in partnership with the Bill & Melinda Gates Foundation, created the Aspen Institute Dialogue on Public Libraries to help advance the work that public libraries are doing to address community challenges. The Report, available at

<http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries/2014/report>, addresses public libraries and identifies actions the Commission might take, either directly or by encouraging local library staff and boards to take action. Former ALA president Maureen Sullivan led discussion at the Public Library Director Summit on the 15 action items for community, policymakers, and library leaders. She feels that starting with public library directors is a very good way to start the discussion.

Mecham noted that libraries are very effective at reaching their target audiences and contribute to communities because what they offer is personalized and self-driven. Libraries are a terrific investment because they are broad-spectrum assets to their communities.

## **IX. New Business**

### **A. Commissioner term –**

Sara Staub's term as 2<sup>nd</sup> Congressional District Representative ends June 30, 2016. She has opted not to seek reappointment. The Commission advertises for commissioner applications, the Board selects who to interview and sends recommended names to the Governor, and the Governor appoints the commissioner. The process can be lengthy. The Board discussed some desirable qualifications and promotional methods to get the word out to potential candidates.

### **B. FY2017 meeting schedule (Board Document 16-38)**

The FY2018 meeting dates are tentative. The FY2016 August and October meeting dates in Board Document 15-38 have been changed from the original FY2016 tentative meeting schedule. The August meeting is for approval of our budget request for FY2018. The October meeting includes the Board Tour, but if there is interest in moving the tour from fall to spring we can do that. The February meeting includes a performance review for the State Librarian. In June we ask for approval for the strategic plan.

**MSC/Held/Mecham** that the FY2017 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 16-38 be approved.

*Motion unanimously carried*

### **D. Next meeting – June 3, 2016, Boise**

## **X. Executive Session – none**

## **XI. Adjournment**

**MS/Raffee** to adjourn the meeting at 12:08 p.m. MDT.