Board Document 17-25

II. APPROVAL OF MINUTES
A. December 2, 2016 Meeting

Suggested motion: I move that the minutes of the December 2, 2016, Board of Library Commissioners meeting be approved as distributed in Board Document 17-25.

MSC _____

DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
December 2, 2016

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MST on Friday, December 2, 2016 at the Idaho Commission for Libraries in Boise. Participating were: John Held, Chair; Pat Raffee; Janet Franklin; Mark Alldredge; Dave Mecham, participating by telephone; and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were: Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Service Manager; Stephanie Bailey-White, Read to Me Coordinator/incoming Deputy State Librarian; and Donna Eggers, Public Information Specialist, serving as recorder.

I. Call to Order by John Held

- **A.** Introductions
  Joslin introduced Stephanie Bailey-White, who will be the Commission's Deputy State Librarian, as of December 11, 2016.
- B. Revisions to Agenda – none
- C. Announcements -- none

II. Approval of Minutes

- **A.** August 26, 2016 meeting (Board Document 17-16)
  MSC/Raffee/Mecham that the minutes of the August 26, 2016 Board of Library Commissioners meeting be approved as distributed in Board Document 17-16.
  Motion unanimously carried.

III. Open Forum – none

IV. Legislation – Policies – Rules – Guidelines

- A. Legislation – none
- B. Policies – none
- C. Rules – none
- D. Guidelines -- none

V. Federal Fund

- A. Finances -- none
- **B.** Program

1. **LSTA 5-year evaluation – information item**

   By statute, state library agencies are required to conduct a five-year evaluation of the Library Services and Technology Act (LSTA) funds. The evaluators focused on five areas: the summer reading program; the continuing education/staff development program; the Talking Book Service, which is currently entirely on federal funds; the Read to Me early literacy program; and the Teens and Technology program. The evaluators were impressed with the Commission's planning, implementation, and evaluation process, which includes the results in a continuous improvement loop.

   As part of this evaluation process, there is a survey in progress for the library community to respond to which centers on Read to Me, continuing education, and MakeIt. In mid-December, three on-line focus groups will be available, as well, focusing on LSTA in general, continuing education, and Read to Me.

   The results of the evaluation will be available in January. The Commission will use the results and any recommendations in the development of the next LSTA five-year plan.

   In regard to the survey, Held noted that the answers go directly to the consultants, without passing through the Commission first, and that the respondents remain anonymous.

C. Grants

1. **LSTA applications received – information item (Board Document 17-18)**

   In regard to the funds earmarked for continuing education, Joslin noted that the Commission has awarded more than half the funds but we are not half-way through the fiscal year. Held asked if this was representative of prior years. Joslin said the earmarking was similar, but the expenditures vary with the applications received, which are evaluated on a first-come, first-served basis. Sometimes the distribution of funds comes down to geography, i.e., if a conference is held in Salt Lake, there will be more applications than for one held in Florida.

   Held asked if there was a feel for how to get the most "bang for the buck." Joslin noted the Commission's Continuing Education Consultant, Shirley Biladeau, follows up with each participant to determine what improvements have been implemented as the result of the continuing education experience.

   Raffee asked if there were any parts of the state that did not apply for these grants. Joslin noted that the smallest libraries were the smallest users. Also, historically, not a lot of school libraries applied, although that number is increasing.

   Raffee noted that this might be an area to train trustees on. Joslin noted there will be training for public library trustees in August.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. **FY2018 budget submission & process – information item (Board Document 17-19)**

Joslin noted the Board approved the budget request before it was submitted. There were a few changes in the final submission, which are reflected in Board Document 17-19.

Joslin and other staff have met with Senator Thayn, Vice-Chair of the Senate Education Committee, who is working on a bill that would provide support to parents who want to do more in regard to early literacy in their own homes. The Commission provided Senator Thayn with information about the Read to Me program and other ways libraries support early literacy.

Joslin announced that the Joint Finance Appropriations Committee (JFAC) is changing its format for agency presentations. Instead of a formal PowerPoint, it will be more of a conversation, which will include Joslin and the Commission's Legislative Budget Analyst, Robyn Lockett. Lockett will present the facts of the budget request, and Joslin will explain the "how and why" of the budget request. This format is designed to be more interactive than in the past, as well as, give the Committee members more in-depth information. There may now also be questions and answers throughout. Joslin noted that of the 10 Senate members on JFAC, seven will be new to the Committee. Joslin said the timing of the Commission's budget hearing was unknown.

2. Audit report – information item (Board Document 17-20)
   Joslin noted that the report speaks for itself, and that the debriefing session with the on-site auditors was glowing. Two things the auditors mentioned as outstanding were the fiscal booklet and the management control system. There were no audit findings or recommendations. The report verified that the issue discovered during the previous audit had been addressed.

B. Program

C. Grants

1. **Education Opportunity Resource (EOR) Broadband update – information item (Board Document 17-21)**
   Joslin noted this is the first year the Commission has State funds to help reimburse public libraries for the costs associated with broadband. Board Document 17-21 shows each library's estimated monthly charges, the discount, rate, and the amount paid out in the first quarter.

   Many libraries are getting more broadband for the same or less cost. Last year, the average cost per megabit was almost $34, this year it is $12.20. And a number of libraries have jumped to 100 megabits per second (mbps) from speeds of 20 or 60 mbps. There are nine additional libraries that participated in E-rate this year over last, with 68 out of 103 jurisdictions applying for E-rate. For the libraries that have not applied, there is an opportunity to discuss the pros and cons of the E-rate program with them.

   There are some larger city libraries, including Boise, Idaho Falls, Pocatello, Coeur d'Alene, and Lewiston, that are part of their city's broadband network. They are already getting good bandwidth per dollar so are not applying for E-rate discounts.

The process is more labor intensive than anticipated, and the Commission only received funding for the reimbursements, not the labor associated with administering the program. Mecham noted that there should be funds available for the administration of the program. Joslin added that the Commission's Northern Field Office Consultant and E-rate Coordinator, Jan Wall, devotes most of her time to E-rate during certain windows of the process.

VII. State Librarian's Report

Joslin noted the work contributed by the Commission's School Library Consultant, Jeannie Standal, in regard to the creation of the State plan for the implementation of the Every Student Succeeds Act (ESSA), which is the successor to the federal No Child Left Behind program. In ESSA, the school library and/or librarian are listed as programs eligible for federal support. This was not the case in No Child Left Behind. Standal is working with a group to ensure the inclusion of libraries and librarians in the State of Idaho's ESSA plan. Mecham offered his assistance. Joslin noted the group would contact him.

A. Operations

1. **Agency Profile & Performance Measurement Report – information item (Board Document 17-22)**

   It is required that this document be submitted with the Commission's budget request.

   Held noted that library attendance has remained level over the last four years. Joslin said that, nationally, librarians complain that these statistics do not accurately measure what public libraries are doing. For example, in regard to attendance, many libraries conduct programs in the community, but those attendance numbers would not be reflected in these statistics. Mecham noted that it is just the circulation of books that is counted, while things like use of the library network and outreach programs are not included. Mecham added that the actual check-out of books may be down, but that is not an accurate reflection of how libraries are being used.

B. Management Team members' reports – information items

Bradshaw: The Let's Talk about It program begins its 31st year in Idaho. It brings adult reading/discussion groups together with humanities scholars in public libraries to discuss fine literature. Sixteen libraries participated in the 2016-2017 program year. The Commission is again participating in Letters about Literature, a writing/reading contest for students in grades 4 through 12. The Commission will sponsor a luncheon to host the winners. The Commission has 88 active volunteers, who have donated 6,300 hours, so far this calendar year. Usually by the end of the State fiscal year, the volunteers have contributed about 10,000 hours, which is the equivalent of 4 to 5 full-time positions. The date for the Commission's Volunteer Appreciation Luncheon has yet to be set. It is held in the spring, to coincide with Volunteer Week.

Dubois: The Commission has completed its electrical and IT infrastructure upgrades, including the new network switch and voice-over IP phone system.

Bailey-White: The Public Library Director's Summit will be held in March.

C. Personnel

1. **Personnel report – information item (Board Document 17-23)**
   The promotion of Bailey-White to Deputy State Librarian opens a Project Coordinator position, which may be re-defined.

   Recruitment continues for the new Library Consultant position, which will focus on broadband and emerging technology. It will remain open until filled.

2. Evaluation process for State Librarian
   Joslin asked the Board if any changes were needed to the evaluation process for the State Librarian. Held said the process works well. Mecham, Raffee, and Alldredge agreed. Held appointed Mecham and Alldredge as the evaluation committee. Joslin will get her self-evaluation to the Board in January.

D. State Librarian's travel report

E. Other

VIII. Old Business

A. LiLI Unlimited update – information item

At the last Board meeting, a request was made for an update on LiLI Unlimited.

Background: In 2003, the Commission conducted a pilot with 10 libraries to use OCLC's WorldCat to both catalog their own materials and borrow items from other libraries. Based on the success of the pilot, in 2004, the Commission began a three-year phased implementation for all libraries that chose to participate. The Commission agreed to pay the interlibrary loan service costs, and the participating libraries, on a sliding scale, paid their cataloging costs. For the first year, $333,000 was requested to fund the State share of what became LiLI Unlimited. The Commission was awarded $300,000 for the program. At the peak of participation, almost 200 libraries used the service. Now, 158 libraries use it.

The vendor, OCLC, has continued to raise its prices – making the current situation unsustainable. The Commission's LiLI Steering Committee recommended a two-tiered system: libraries that are high-volume users of cataloging and interlibrary loan would continue as they are now; low-use libraries would use a centralized intermediary, likely the Commission. Feedback is being gathered from the library community in regard to the two-tiered model. The Commission is working to identify a solution by the time the current contract with OCLC expires, June 30, 2017.

B. Agency culture update – information item (Board Document 17-24)

As part of its succession planning, the Commission is working to define the agency culture. Board Document 17-24 consolidates feedback from staff, the management team, and the Board, as related to the culture. The document includes both positive comments (plusses) and negative ones (deltas). Joslin noted that many of the deltas concerned communication and meetings. She noted that the Commission utilizes facilitation techniques from Interaction Associates that focus on agenda planning, collaborative problem-solving and decision-making, along with meeting follow-up. A group of staff members is attending Interaction training next week, and they will be asked for recommendations on how to improve agency meetings.

Raffee noted one of the deltas was interacting with the Board and asked what that might look like. Joslin said that was not clear, but it could include a meet-and-greet, as well as staff presentations. Held suggested that one staff member per Board meeting could give a brief presentation about their role.

VIII. New Business

IX. Executive Session

X. Adjournment

Held adjourned the meeting at 12:14 p.m. MST.

Next scheduled meeting: February 10, 2017 -- Boise