

# THE Envoy

Vol. 6, No. 3, Summer 2014



## ICfL Update

Idaho Commission for Libraries (ICfL) staff and Idaho librarians have been busy in the past few months with community building, literacy, professional development, and outreach activities.

**Community Building:** In May, teams from five Idaho public libraries—Eagle Public Library, East Bonner Library District, Lewiston City Library, Meridian Library District, and Portneuf Library District—met in Boise to plan for community-building projects specific to their libraries. Projects include Make It activities, strategic planning, and community awareness for the library. Pat Wagner, Pattern Research, Inc., provided a step-by-step toolkit. By the end of the summit, each library team had further clarified their project and identified a timeline and

next steps. The enthusiasm was high as they left to continue their work within their individual communities. Find resources from the summit at <http://libraries.idaho.gov/community>.

In July, an online meeting was held to share information on how the projects were progressing and prepare for the final unveiling of the projects at an online webinar in November. One deliverable from this project will be a guideline with best practices for other library teams to initiate and implement a community-wide activity.

**Leadership Advisory Group:** After the Leadership Needs Assessment Summit in April, ICfL and the Idaho Library Association (ILA) appointed 12 individuals representing the diversity of the library community to serve on the statewide Leadership Advisory Group (see <http://libraries.idaho.gov/leadership>). This group is taking the next steps in building a leadership culture within the Idaho library community.

In July, the Leadership Advisory Group held their first face-to-face meeting in Boise. The group

broke into smaller work groups to address the infrastructure, which includes current leadership development opportunities (identifying the skills that can be gained from existing opportunities), communication (getting the word out about existing leadership development opportunities), and a web portal (creating space on the ILA website and populating this space with information about leadership development). The group will continue to work on these components and report back at the next face-to-face meeting in November. Hear more from the Leadership Advisory Group at the ILA Annual Conference (see page 6).

**SPLAT Summer Adventure:** In July, the members of the Special Projects Library Action Team (SPLAT) journeyed to northern Idaho to visit small, rural libraries and share the Gizmo Garage with the library staff and their communities. Team members covered the Clearwater Memorial Library in Orofino, Plummer Public Library, Prairie-River Library District, St. Maries Public Library, and Tri-Community Library District. This

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**Idaho Commission for Libraries**

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**Mission:**

The Idaho Commission for Libraries assists libraries to build the capacity to better serve their clientele.

**Commissioners:**

John Held, Dave Mecham, Pat Raffee, Sara Staub, and Larry Weeks

**State Librarian**

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- Jan Wall, northern Idaho library consultant
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- Staci Shaw, reading programs coordinator
- Stephanie Bailey-White, reading programs coordinator
- Sue Walker, Talking Book Service consultant
- Teresa Lipus, public information specialist

The Envoy is mailed quarterly to all public library directors and trustees listed in the ICfL online library directory. PDFs are available at: [libraries.idaho.gov/publications/trustee-news](http://libraries.idaho.gov/publications/trustee-news).

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has proved to be a popular event, as both staff and the public benefit from one-on-one experiences with a variety of mobile devices, plus the expertise of the SPLAT group.

**ICfL Commissioners Changing of the Guard:** At our June Board of Commissioners Meeting, Chair Larry Weeks (Boise) handed over the gavel to Dave Mecham (Firth), who will serve as Chair for the next year. Sara Staub (Blackfoot) will serve as Vice-Chair. Pat Raffee (Post Falls) and John Held (Payette) round out the Board of Library Commissioners, which is the policymaking body for ICfL.



ICfL Commissioners Dave Mecham (L) and Larry Weeks (R)

**AmeriCorps VISTAs at ICfL:** In July, Shondell Maillo and Sabonn Dammarell began their year of service as AmeriCorps Volunteers in Service to America (VISTAs) at ICfL. They work on Read to Me, STEAM (science, technology, engineering, arts, and math), and financial literacy projects. Julie Armstrong, our AmeriCorps VISTA for the past two years, completed her VISTA service in mid-July. We are pleased that she will be able to stay on at ICfL for the next 11 months as a contracting program coordinator and continue many of the projects she started as a VISTA.

Our four VISTA Summer Associates (and the six others

that served in five public libraries around the state) ended their summer of service on August 8. They did amazing things to help minimize the summer slide and help with our Summer Literacy in the Park program. Learn more about the VISTA program at [www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista](http://www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista).

**ICfL Staff Representing Idaho**

**Libraries:** Gina Persichini, technology and access services consultant, was elected by the American Library Association (ALA) Council to the ALA Executive Board to serve a three-year term from July 2014 through June 2017. Representing small and rural library needs in the Association is a key goal for her term on the Executive Board. “I’m looking forward to providing a strong voice for Idaho libraries on issues like broadband connectivity and digital literacy, continuing education needs for rural library staff, and the important role libraries play in Idaho’s communities,” Persichini said.

Kevin Tomlinson, southwest/south central Idaho field consultant, was recently elected to the Association for Rural & Small Libraries (ARSL) Board of Directors. Tomlinson will begin his new position at the 2014 ARSL Annual Conference in Tacoma, Washington, September 3–6. More information about ARSL can be found at [www.arsl.info](http://www.arsl.info).

Stephanie Bailey-White, reading programs coordinator, has been appointed to the Governor’s Task Force for Improving Education. Bailey-White and Meridian Library District’s Natalie Nation will serve as library representatives on the Literacy Committee.



## Recent E-rate Changes, by Jan Wall, northern Idaho field consultant

The Federal Communications Commission (FCC) voted to modernize the federal E-rate program with a July 11 E-rate Order. Here are some recent changes:

### Basic telephone service:

Funding for basic telephone (including VoIP, fax, and cellular service) will be phased out, beginning in the E-rate year that starts on July 1, 2015. If you depend on E-rate to help fund basic telephone service, you will need to include more in your budget in your telephone line item. (If your line item budget includes all of your telephone costs, you will not need to change anything, but be aware that E-rate will not be funding it to the same degree as before.)

In short, beginning in July 2015, your discount rate will drop 20% each year. Example—If your current discount is 80% then this is what you can expect:

- 2015: 60% discount
- 2016: 40% discount
- 2017: 20% discount
- 2018: no discount on basic telephone (i.e., there will be no E-rate funding for this service).

This is the anticipated timeline, but the FCC will review the impact sometime in 2016-2017.

### Discount percent

Starting in 2015, each district will now have the discount percent of the headquarters (HQ) library; there will be no more shared discount or branch specific discount. If a service is specifically for one location, the discount for the administrative agency (school district location and NSLP numbers) will be applicable. This will obviously be advantageous for some libraries but not for others.

### Urban/Rural status

The Urban/Rural status of your library may change, depending on the Census definition. Again, this may benefit some libraries but not others.

### Internal connections

You will need to know your square footage; it will be asked on Form 471. The reason for that is funding for your library in Category 2 (formerly Priority 2 – internal connections) will be based upon that figure.

In the past, many libraries have been reluctant to apply for internal connections, since there were several hoops to jump through and there was little possibility of funding (especially below the 90% discount rate). What has changed (or will change before E-rate funding year 2015-2016):

- Technology plans are no longer required.
- Money has been set aside for at least the next two years to fund Category 2 (internal connections and basic maintenance of internal connections).
- The FCC's goal is to make funding available to all discount levels.
- A proposed "Preferred Master Contract" list would allow libraries to purchase internal connection components off this list and not do Form 470 to establish the service.
- There is a \$2.30 per square foot funding limit, with a "floor" (i.e., potential minimum) of \$9200 (pre-discount) per outlet. The top discount level for Category 2 is 85%. (Libraries at 90% discount for internet will receive 85% for Category 2,

but all other discount levels will remain the same.)

- A streamlined Eligible Services List\* that should make understanding what is eligible for internal connections funding clearer.

Plan ahead; if you need internal connections, or need to upgrade your internal connections, now is the time to consider it.

Form 470 for 2015-2016 is not yet available, but should be available by November. (I will post to the LibIdaho listserv when Form 470 is available.)

If you want to know more about the changes, here are some webpages that summarize them:

- E-rate Modernization Order (USAC): [www.usac.org/sl/tools/modernization-order/default.aspx](http://www.usac.org/sl/tools/modernization-order/default.aspx)
- E-rate Modernization (FCC): [www.fcc.gov/e-rate-update](http://www.fcc.gov/e-rate-update) (Click on "Summary of E-Rate Modernization Order")

\* *The Public Notice about the draft Eligible Services List is at [http://transition.fcc.gov/Daily\\_Releases/Daily\\_Business/2014/db0804/DA-14-1130A1.pdf](http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db0804/DA-14-1130A1.pdf).*

### Updated Library Law Manual Available Online

The newest edition of *Idaho Library Laws*, which incorporates the changes from the 2014 legislative session, is now available online as a PDF at <http://libraries.idaho.gov/landing/trustees>

**District libraries:** Please be sure to read the newly added 67-450E – Local Government Entities Central Registry (page 181 in the manual), since you will be required to comply with this by March 15, 2015. You will be receiving more information about this from the Legislative Services Office, and possibly from your County Clerk as well.

## Calls for Library Nominations

### Best Small Library in America Nomination—public libraries

*Postmark deadline:*

*September 10, 2014*

The Library Journal's annual award for the "Best Small Library in America," cosponsored by the Bill & Melinda Gates Foundation, honors the U.S. public library that most profoundly demonstrates outstanding service to populations of 25,000 or less. The winning library will receive a \$20,000 cash award; a feature story in the February 1, 2015, Library Journal; membership and conference costs for two library representatives

to attend the Public Library Association Biannual Conference in 2016; and a gala reception at the conference. Two finalist libraries also will be chosen. For eligibility and nomination information, see [http://lj.libraryjournal.com/awards/best-small-library-in-america-award-nomination-guidelines/#\\_](http://lj.libraryjournal.com/awards/best-small-library-in-america-award-nomination-guidelines/#_).

### 2015 National Medal for Museum and Library Service—all library types

*Nomination deadline:*

*October 15, 2014*

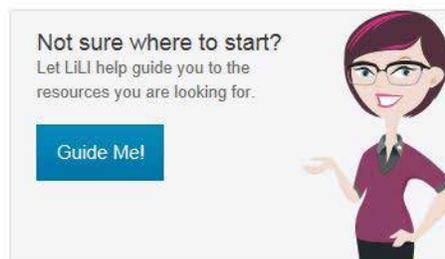
The National Medal for Museum and Library Service honors outstanding institutions that make exceptional contributions to their communities. The winners are honored at a National Medal award ceremony held in Washington, D.C. Weippe Public Library & Discovery Center won in 2011. Let's have another Idaho winner (or two) in 2015! Nominate Your Library! Nomination instructions and forms are now available at [www.imls.gov/applicants/detail.aspx?GrantId=13](http://www.imls.gov/applicants/detail.aspx?GrantId=13).

## What's New at LiLI.org?

by Gina A. Persichini, technology and access services consultant

There have been a few changes recently at LiLI.org:

- **LiLI Guide Me:** The LiLI "Guide Me" option is now available on the main site. LiLI is there to guide newcomers to a good place to start based on their information needs or task at hand.
- **New databases:** We have added databases from the EBSCO family:
  - History Reference Center, which features full text for more than 1,990 reference books, encyclopedias, and nonfiction books from leading history publishers.
  - Literary Reference Center, which provides a broad spectrum of information on thousands of authors and their works.



- NoveList PLUS, with nonfiction readers advisory.

Training on these databases will be held online in September. Go to the LiLI Training page at <http://libraries.idaho.gov/LiLITraining> to register.

### LearningExpress Library:

As of July 1, LearningExpress Library 3.0 is the only available edition of LearningExpress Library. The Splash Page with the link back to version 2.0 has been removed. If your

library is linking directly to LearningExpress from your own website, please be sure to remove the splash page. If you forget to save your custom URL and need help updating your link without the splash page, contact LearningExpress at 800.295.9556 (extension 2).

Find quick access to database tutorials at <http://guides.lili.org/LiliTutorials>. This page will always be a work in progress, but you can find quick and easy links to tutorials for LiLI Databases, especially the new products just added. This link will also be available for all visitors.

As of July 1, any LiLI.org user may access the tutorials link at the lower, right corner of [www.LiLI.org](http://www.LiLI.org).



## Interlibrary Loan—A Few Tips to Save a Few Dollars

by Gina A. Persichini, technology and access services consultant

With the migration to the new OCLC WorldShare ILL platform complete, it's a good time for some interlibrary loan (ILL) tips. And, who doesn't love reminders for saving money?

**Basic Training:** A great way to find savings in the library is to make sure you are using the tools available in an efficient manner. It's fine to stumble through to figure out how a system works, but it's never a bad idea to go through the training to make sure you aren't adding any unneeded steps. OCLC has WorldShare Interlibrary Loan Training online as a series of short videos for all the functions at [www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill.en.html#par\\_text\\_d777](http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill.en.html#par_text_d777).

**Avoiding Fees:** Sometimes a lending library may have a fee for borrowing through the ILL system. Two ways to avoid fees are:

- **Idaho libraries:** The Idaho Library Association adopted the Idaho Interlibrary Sharing Guidelines in 2005 (see <http://idaholibraries.org/files/interlibrary-sharing-guidelines.pdf>). The guidelines state that, "Idaho libraries may not charge service or delivery fees for loans to other Idaho libraries," except for special circumstances. Likewise, the Library Services and Technology Act (LSTA) Eligibility Requirements for receiving support through LSTA funds also specify that Idaho libraries will not charge interlibrary loan fees to other

Idaho libraries (see <http://libraries.idaho.gov/files/IDAPA%2030.01.01%20-%20LSTA%20Eligibility%20Requirements.pdf>).

- **Libraries Very Interested in Sharing (LVIS):** LVIS is made up of libraries that agree to loan materials to other LVIS participants with no additional fees outside the regular postage costs. There are over 2,700 LVIS members. If you aren't already a member, go to [www.cyberdriveillinois.com/departments/library/libraries/OCLC/lvis.html](http://www.cyberdriveillinois.com/departments/library/libraries/OCLC/lvis.html) and sign up; it's free!

**Managing Fees:** If a lending library does charge a fee in the ILL transaction, you may find you can cut down the costs by:

- **ILL Fee Management (IFM):** IFM is a way to run your ILL fee invoices and payments as part of your OCLC invoice. Because IFM simplifies the administrative processes associated with invoicing, some libraries will charge a lower fee if you use IFM to pay it. To learn how to use IFM as a borrower, just review the OCLC IFM Borrow Tutorial at [www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill/tutorials/borrower-using-ifm.en.html](http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill/tutorials/borrower-using-ifm.en.html).
- **Patron contribution:** While LSTA Eligibility Requirements prevent Idaho public libraries from charging a fee for access to ILL service or for the postage costs that are part of

delivering the ILL service, it is permissible to request the patron reimburse the library for all or part of the fees charged by the lending library in the transaction. It's always best to avoid those lending library fees, so refer back to the "Avoiding Fees" section of this article.

**Managing the Service:** It is a challenge to provide library services equitably among all the users. What happens if one patron is using up your postage budget with ILL requests? It doesn't happen often, but these power users can impact the library's ability to keep services available to all. We want to serve the power user, but not to the detriment of our more casual library patrons. That's why you'll see some libraries include limits in policies. Just like some libraries have limits on the number of items to check out at once, time at a public access computer, and number of holds, you may also find policies that specify a ceiling for interlibrary loan transactions within a specified period of time.

It can't be stressed enough that efficient use of the tool is going to free up more staff time and make better use of a library's limited resources. Take advantage of the OCLC WorldShare ILL training at [www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill.en.html](http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill.en.html). It includes self-paced tutorials, instructor-led courses, and previously recorded training sessions.



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## SAVE THE DATE - ILA Annual Conference, October 1–3, 2014



The Idaho Library Association (ILA) Annual Conference is in Lewiston, ID, October 1–3 at the Red Lion Hotel. A wide-

range of great programs, guest speakers, and activities will be offered for the library community. Three pre-conferences are available October 1, free with full conference registration. See [www.idaholibraries.org/conferences/ila-annual-conference/](http://www.idaholibraries.org/conferences/ila-annual-conference/).

Idaho Commission for Libraries staff will present several sessions, including:

**Making in the Library:** Sue Walker and Erica Compton,

(along with Nick Madsen, Community Library Network, and Nick Grove, Meridian Library District) will host a mini-maker event during this fun and creative preconference session, Wednesday, October 1.

**Summer Reading 2015: To Infinity and Beyond!** Staci Shaw will help you get an early start on planning for summer reading 2015. “Escape the Ordinary” and “Unmask” the upcoming summer reading theme, slogans, and artwork on Thursday, October 2.

**EatPlayGrow:** Stephanie Bailey-White combines the latest science and research from the National Institutes of Health with an arts and literacy-based pedagogy to engage families with young

children with creative programs and consistent health messages on Thursday, October 2.

**Connections that Work: Networking, Mentoring and Coaching:** Shirley Biladeau will help you discover how to make your connections count, and build a network of individuals through face-to-face and virtual connections on Friday, October 3.

In addition, the ILA-ICfL Leadership Advisory Group will unveil the components of an ongoing statewide leadership development program during their **Developing a Leadership Culture** session on Thursday, October 2.