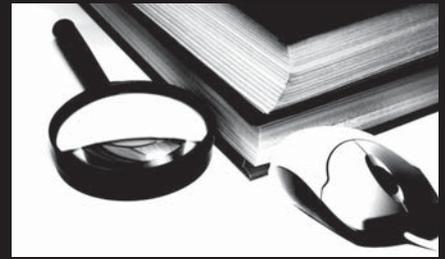


# ICFL News

Vol. 2 No. 6 Nov/Dec 2007



The Idaho Commission for Libraries Newsletter

## *Now is the time to work on LSTA grant applications*

The Idaho Commission for Libraries is returning to the competitive grant process. This process consists of a draft application due December 7, 2007 that will be evaluated by the Commission for Libraries staff. Review comments are returned to the applicant to fine tune the application. The final application is due January 22, 2008. That application will be forwarded to the Advisory Council and Board of Commissioners.

All applicants must contact their Regional Library Consultant to discuss their project and receive the FY 2008 LSTA Guide containing the Competitive Grant Application form and Eligibility Check List. Guides can also be found at <http://libraries.idaho.gov/underFundingOpportunities,LibrariesandLibrarians,LSTAGrants,andLSTAForms&Documents>.

Prequalified consortia have until November 30, 2007 to update their existing information to maintain their prequalified status. New consortia must submit the required documentation to prequalify for the upcoming Competitive Grant cycle. If your consortium intends to apply, contact Grants Officer Sonja Hudson for more information.

## **Kuna Director Ann Hankins named Librarian of the Year**

Anne Hankins was named Librarian of the Year by the Idaho Library Association at its October 4 Award Banquet. "I was so surprised," Hankins said in an interview with the Idaho Statesman. "I'm very humbled by it. It means a lot to me."

Hankins said she wanted to be a librarian ever since she was a young child. She learned to write at age four so she could sign her own library card.

In 1973, she earned a degree with a triple major at Brigham Young University: English, humanities and library science.

She didn't become a librarian right out of college though. She raised four children. Her first library job was at a school in Nampa.

In 1993, she came to work at the Kuna Library. Five years after she took the helm, district residents passed a \$1.2 million bond to build a 12,500 square foot library.

The library district extends well beyond the boundaries of the city, into unincorporated Ada and Canyon counties. Circulation in July was 32,000 items — an amazing number if you consider that the entire population of Kuna is about 14,000 residents and the library has approximately 70,000 total items.

The library is a real community center for Kuna. Part of the reason is



**Award Winners.** Kuna Trustee Florence Hawkes (left) and Kuna Library Director Anne Hankins were also honored at an open house to celebrate their awards.

the 28 children's programs the library offers. Hankins said the biggest challenge is planning services with all the growth that is going on in the area.

Kuna trustee Florance Hawkes, who has served on the Kuna Library board for 15 years, was named Trustee of the Year.

Hankins and Hawkes have worked together for many years. Hawkes encouraged Hankins to go for the \$1.2 million bond that built the existing library. Prior to the election, the library was housed at the High School and was a school-community library.

## Idaho Commission for Libraries

325 W. State St.  
Boise, ID 83702-6072  
208-334-2150  
1-800-458-3271  
<http://libraries.idaho.gov>

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

### Commissioners:

Pete Black, Bruce Noble,  
Richard Rognas, Sara Staub,  
and Larry Weeks.

### State Librarian:

Ann Joslin

### Commission Contacts:

- Erin McCusker, Southern ID, 334-2150 / 1-800-458-3271
- Frank Nelson, Eastern Idaho 525-7211 / 1-800-548-6212
- Jan Wall, Northern Idaho, 882-8882 / 1-866-212-0646
- Marj Hooper, Associate State Librarian
- Anne Abrams, Advocacy and Marketing Consultant
- Charles Bolles, Continuing Education Consultant
- Sonja Hudson, LSTA Grants
- Peggy McClendon, Reading and Literacy Programs
- Gina Persichini, Networking Consultant
- Stephanie Bailey-White, Projects Coordinator, Newsletter Editor
- Sue Walker, Talking Book Services Coordinator



# LiLI Unlimited Feature Highlight: Direct Request Interlibrary Loan

Would you like to provide a great service to your patrons and save some time too? LiLI Unlimited participants can do both by using the Direct Request feature where you access the LiLI Unlimited statewide catalog in OCLC's FirstSearch. It allows users to send an Interlibrary Loan (ILL) request to his or her home library from work, home, or wherever they access the Web.

## How it works

User search the LiLI Unlimited statewide catalog and locate a particular item. He or she can determine if the item is available at their home library by clicking on the *Libraries That Own Item* link. If the item is not available at their home library, an option is available to *Request This Item*. As an alternative, users can click on the "ILL" button at the top left of the window. The customer then fills out a web-based request form providing contact information and library card barcode information.

## Filling the Request

Clicking *Submit* forwards the request to the home library's ILL message center as a "Review Request." In addition to providing contact information for the user placing the request, the online system will include the record for the item. At this point the librarian will review the request and determine the best means of filling it.

It is important to note the process is mediated by the librarian. Mediating transactions enables the librarian to choose lending libraries that loan without fees, belong to mutual courier service, or are located in a convenient location facilitating speedy delivery of the item.

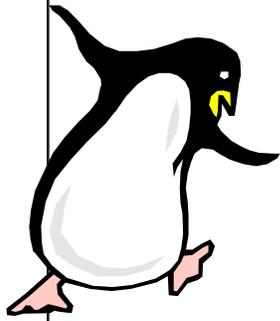
## Benefiting the User AND the Staff

Library users appreciate the easy ILL request form and the convenience of placing a request from home or work. Library staff appreciate that the system provides the record for the item. Busy ILL departments appreciate the time savings since they do not have to duplicate the patron's search. Many staff also welcome the relief of having an easy-to-read request in clear typeface; a change from those requests scribbled on too-small forms or index cards.

## Turning on the Feature

Recent enrollees in LiLI Unlimited already have Direct Request enabled. For charter members, setting up Direct Request is easy to do. Simply follow the step-by-step instructions found at <http://libraries.idaho.gov/oclc-interlibrary-loan>. Questions about using the system or accessing the Administrative module can be answered by the OCLC Western Help Desk at 800-854-5753.

# New professional books from ICFL



The Idaho Commission for Libraries Professional Development Service (PDS) provides access to numerous titles in the field of library and information sci-

ences. Free shipping to and from your library is provided!

See <http://libraries.idaho.gov/pds> for more information. The following are a few of the recent additions.

***The Academic Library and the Net Gen Student***, by Susan Gibbons (2007). Based on work-practice studies of students and faculty conducted at the University of Rochester, this guide provides analysis and explanations understanding and using the latest technologies, transforming your web site, and providing value-added services for students. (ICFL 027.7 Gibbons)

***Emotional Branding: The New Paradigm for Connecting Brands to People***, by Marc Gobé (2001). Emotional Branding (the concept) is based on the trust that a company (brand) establishes with its audience. Emotional Branding (the book) explains this process and how your organization can tap into this way of marketing your services. (658.8 Gobe)

***Beyond Bullet Points: Using Microsoft Powerpoint to Create Presentations that Inform, Motivate, and Inspire***, by Cliff Atkinson (2005). The author shares his ideas on how to improve the message you

are trying to send through your Powerpoint presentations. (ICFL 006.6 Atkinso)

***Nexus: Small Worlds and Groundbreaking Theory of Networks***, by Mark Buchanan (2003). This book investigates the principles of the emerging field of “small worlds” theory - the idea that a hidden pattern is the key to how networks interact and exchange information. The author shows us how the “small worlds” theory can be applied to everyday situations. (ICFL 302.2 Buchana)

***Straight from the Stacks: A First-hand Guide to Careers in Library and Information Science***, by Laura Townsend Kane (2003). This resource is made to help library students, paraprofessionals, and librarians with varied job information in the library field. (ICFL 020 Kane)

***Outside Innovation: How Your Customers Will Co-design your Company's Future***, by Patricia B. Seybold (2006). The author's belief is that the only way for organizations to break out of the pack is to open up their business to their customers. (ICFL 658.406 Seybold)

***Reading is our Business: How Libraries Can Foster Reading Comprehension***, by Sharon Grimes (2006). This book attempts to cultivate literacy and encourage library media specialists to resume or assume their rightful position as critical partners in the development of reading comprehension. Included in this guide is a seven-step reading strategy. Each step includes actual classroom examples for teaching students

how to understand what they read. (ICFL 027.8 Grimes)

***Electronic Records Management***, by Julian L. Mims III, editor (2006). This is a comprehensive guide to working with and managing electronic records. (ICFL 651.5 Electro)

***Preparing to Use Technology: A Practical Guide to Curriculum Integration***, by Blanche W. O'Bannon and Kathleen Puckett (2007). Concise and comprehensive guide to the technology applications that are essential skills in the classroom today. (ICFL 371.3 Obannon)

***Take Back Your Life: Using Microsoft Outlook to Get Organized and Stay Organized***, by Sally McGhee (2005). Are you buried under too much – e-mails, conflicting commitments, and endless interruptions – this author will show you how to “take control and reclaim something you thought you'd lost forever – your work life balance.” Accompanying CD also available. (ICFL 005.5 McGhee)

***Information Literacy Assessment: Standards-Based Tools and Assignments***, by Teresa Y. Neely (2006). This guide incorporates ACRL's standards for information literacy into the daily needs of school and academic librarians, LIS educators, and researchers. A variety of resources are provided creating materials and assessment tools to aid in teaching information literacy skills. (ICFL 025.56 Neely)

# ICFL responds to Read to Me questions

The Commission for Libraries (ICFL) FY2009 budget request includes funding to significantly expand the Read to Me program over a two-year period.

In response to questions from public and school librarians about the budget request, we offer the following information:

## **What's the vision?**

Through Read to Me, the Commission helps strengthen the traditional role of public libraries in working with parents, schools, and other community partners to help children become good readers. Our vision is for all parents and caregivers to nurture their children's early literacy skills so that they develop as independent readers and become lifelong learners. By establishing community partnerships and leveraging local resources, libraries will be able to serve all families in their communities.

The Read to Me program has been working with librarians for ten years to implement best practices and reach more Idaho children and families. State funding would bring additional resources to local communities so

- More Idaho children will be "ready to learn" when they begin kindergarten, and
- More Idaho early elementary children will maintain or increase their reading skills over the summer.

## **Why libraries?**

- Public libraries are already established in 140 Idaho communities. They have the infrastructure and expertise to support parents in their role as their child's first teacher.
- Idaho's libraries are the only free resource available to many children before they hit the school doors. They provide families with the tools needed to give young children a jump start on reading. They have books, librarians with early literacy expertise, and programs and services that support children's literacy development.
- Libraries are seen as friendly and inviting places to parents who may not have had positive experiences during their school years.

## **What does it mean for libraries to support early childhood literacy in their communities?**

Read to Me is a voluntary program. ICFL plans to continue to provide a variety of projects and resources that enable libraries to participate according to local needs, resources, and priorities. Libraries will have the responsibility to

- understand their community's demographics and assess community needs,
- reach more Idaho families with early literacy services,
- identify potential community partners and build relationships with them, and

- participate in professional development opportunities.

Libraries that receive grant funds are accustomed to keeping records and tracking project success. With state funds, libraries would also keep records of participation in activities and gather data to document parent and child outcomes. ICFL would consult with an evaluation expert and representative librarians to develop streamlined outcomes and would provide training for librarians in collecting data for outcomes.

## **How will the state funds be used?**

The Read to Me line item requests \$1,169,500 over two years. The funding would

- Expand First Book from 51 libraries reaching 6,250 children to more public libraries and schools to reach 11,000 children in FY09 and 22,000 in FY10.
- Expand Jump Start from 9 public libraries serving 700 children to more public and school libraries to reach 1,500 children in FY09 and 5,000 in FY10.
- Establish mini-grants for public libraries to work with community partners to implement best practices in library service to children. The request would fund 30 grants in FY09 and 70 in FY10.
- Fund three positions at the Commission to implement and sustain the expansion.

**Continued on page 7**

## Why have a fund-raising policy?

*This is part of an article by Stephanie K. Gerding, published in the September/October 2005 issue of Public Libraries. We plan on printing more of the article in future issues.*

Library policies are broad, written statements that assist in guiding the actions and decisions that support library operations. They are not detailed courses of action; they are just explanations as to why a library does something. Regulations, procedures, and guidelines are created to support, implement, and give guidance and instruction to anyone involved with the policies.

If your library, board or Friends group are involved in fund-raising, written policies and procedures should be developed for all areas of fund-raising. The answer to why you library should have fund-raising policies is pretty much the same as why the library should have any kind of policy.

- To uphold the library's mission, goals and objectives.
- To help staff, board, and volunteers know how to do their job.
- To assist the community (including donors) in knowing what to expect from the library.
- To ensure legal fund-raising practices.

### Top Ten Ways to Tell You've Got a Good Policy

1. It is in writing and easy to understand for customers and staff alike.
2. It has been created with the involvement of library leadership, frontline staff, and the governing authority.
3. It is in the best interest of all library community members. It does not discriminate
4. It is consistent with the library's mission.
5. It is brief.
6. It is reasonable.
7. It is measureable.
8. It is legal. It should comply with current local, state, and federal laws and regulations.
9. It is approved and adopted by the library's governing authority in an open public meeting.
10. It is easily available to staff and the public.



## East Bonner Board votes to pay "living wage"

The East Bonner County Library District recently made some changes to their personnel policies. Craig Hofmeister, Human Resource Manager for the Library District, conducted extensive research and discovered that Bonner County has experienced a significant increase in the cost of living in the last few years. As a result, the "living wage" workers must earn to survive has also increased. In order to attract and retain good employees, the library trustees approved a policy that increased the starting wage for all entry level positions to \$10 per hour.

"Trustees realized that paying employees a living wage would result in a far better return on investment of taxpayer dollars than paying the higher cost of employee turnover," Library Public Relations Coordinator Suzanne Sawyer said.

Library trustees also approved a policy that allows employees to convert one week of unused sick leave to personal leave once every calendar year. "Trustees believe the ability to convert unused sick time to personal leave will encourage healthy lifestyles and also reduce unscheduled absences," Sawyer said.

"The East Bonner County Library District wanted to share these changes with other libraries with the hope that it will help to interrupt a trend that could result in library workers sliding into the ranks of the 'working poor.' Employees are pleased with the changes," Sawyer said.

# School Media Center customizes website for teachers, students



by Anne  
Abrams

In Penni  
Cyr's Mos-  
cow High  
School  
Media

Center you'll

find comfortable seating for students to lounge on, complete with music by Barbra Streisand. So it's no surprise she says she has the perfect job.

"I love the kids and you stay young working with them," says Cyr, Media Generalist. "When a student stops by my desk for help in finding a book, I say, 'Yeah let's go.'"

And she's really excited about the new LiLIeAudioBooks service. The proud owner of a Zen V MP3 player, Cyr is ready to purchase three for her students to check out. She'll also synchronize the NetLibrary holdings to the media center's catalog.

Her online catalog takes center stage on her website ([www.sd281.k12.id.us/mhslibrary](http://www.sd281.k12.id.us/mhslibrary)), along with links to other resources students can access from school or home. Her website has been a work in progress over the past seven years and she has complete control over its content. She needs the ability to respond quickly to teacher requests.

"My teachers ask me to find websites to support their lesson plans," she explains. She answers those needs by creating pathfinders, finding reputable websites, and links

to the public and university libraries. Cyr constantly promotes her services to teachers in both e-mails and face-to-face. "When teachers come into the library to schedule classes, I ask them to sign in, tell me what their doing, and offer to help," she says. She also asks them to bring in their lesson plans and asks for title suggestions when purchasing books.

Cyr collaborates and team teaches with teachers as well. One unit focused on memoirs and she and the teacher bought over 100 titles so students would have many choices. Cyr did book talks, created a PowerPoint presentation, talked with the students about their selections, and helped assess the final product—students writing their own memoir. In another collaboration effort, her library showed off the final project—a graffiti wall created after she worked with the art class on a unit comparing Queen Latifah to Maya Angelou.

Her website also features selected links to the Libraries Linking Idaho Databases (LiLI-D) that students need the most. She uses scavenger hunts to teach students how to navigate the library's website, taking them to the school district (lunch menus are popular) and the databases.

"I find the Ebsco auto center really peaks the boys' interest," she says. She also teaches them how to e-mail their teachers because more and more teachers are accepting assignments that way.

## Why Audiobooks?

(from Reading Rockets <http://www.readingrockets.org/article/64>)

- ◆ Introduce students to books above their reading level
- ◆ Model good interpretive reading
- ◆ Teach critical listening
- ◆ Highlight the humor in books
- ◆ Introduce new genres that students might not otherwise consider
- ◆ Introduce new vocabulary or difficult proper names or locales
- ◆ Sidestep unfamiliar dialects or accents, Old English, and old-fashioned literary styles
- ◆ Provide a read-aloud model
- ◆ Provide a bridge to important topics of discussion for parents and children who can listen together while commuting to sporting events, music lessons, or on vacations
- ◆ Recapture "the essence and the delights of hearing stories beautifully told by extraordinarily talented storytellers" (Baskin & Harris, 1995, p. 376)



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## Library news from around the state

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Officials in Coeur d'Alene have completed building a \$6.6 million, lodge-style library. The 38,500-square-foot library had a ribbon-cutting ceremony in September. The library includes study areas and nooks for reading. The children's area has a wildlife theme. The building itself has an open feel of spaciousness, with large windows that offer views of Lake Coeur d'Alene. There is also artwork throughout the library. Voters in the city in 2004 passed a \$3 million tax levy for the library with 68 percent approval. Donations helped pay for most of the remaining expenses. (Associated Press) To take a look at some photos from the grand opening and more information about the beautiful new building, see [www.cdalibrary.org/News/PageTurner.pdf](http://www.cdalibrary.org/News/PageTurner.pdf).

Friends of the **Boise Public Library** recently gave the Boise City Council a check for \$237,000 to buy books, movies, music, and other materials for two new branch libraries scheduled to open later this year. The Friends group raises funds primarily through two annual book sales and a used-book store in the Downtown library, processing approximately 200,000 donated books each year for that purpose. (Idaho Statesman)

Hundreds of people flocked to the **Marshall Public Library** in Pocatello to commemorate its 100th anniversary during three days of celebration in mid-October. People enjoyed watching Greek and Native American dancers, and listening to music from the Old Time Fiddlers group. "This is the best event we've had so far. It's not every day that you turn 100, so we decided to go all out, and make this a wonderful celebration for the whole community to enjoy," said librarian Sheri Waite. (KIDK.com)

The **Nampa Public Library** will feature "From Page to Screen" with books and the movies made from them. There are 135 book/movie pairs available for check-out, with popular titles including *The Hobbit*, *Dr. Zhivago*, *The Scarlet Letter*, and *Ben Hur*. Patrons can check out either or both. (Nampa Press Tribune)

In celebration of National Library Card Sign-up Month, the **Portneuf District Library** held several special events and activities. Anyone signing up for a new library card in September was entered in special drawings for prizes that included books, T-shirts, movie passes, food certificates, and more. The library kicked off the Dinner & a Book with Dad program on Sept. 8. This program featured lunch, crafts, and a free book to take home. Another popular program for students in all grades, Lab at the Library, started off with a bang as ISU Professor Steven Shropshire brought hair-raising experiments with electricity and magnetism. The library highlighted National Constitution Week, Sept 17-22, with a display and a special invitation for scouts to join the library staff for tours and to work on citizenship badges. The library urged book clubs and discussion groups to check out one of the Banned Book Week book club sets. Several classic banned book titles are available with at least 15 copies of each. (Idaho State Journal)

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## Read to Me

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Continued from page 4

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### How can libraries use the mini-grants?

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Public libraries would apply on a competitive basis for \$5,000 mini-grants. Libraries would utilize the funds to increase the number of Idaho children who are prepared for school primarily by working with parents and caregivers. The proposal does not include a requirement for matching funds on the local level.

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### What is the timeline?

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We began the planning process in anticipation of receiving state funds. If state funding is appropriated, it would be available July 1, 2008. Mini-grant programs, First Book, and Jump Start would need to be geared up to begin implementation by fall. We have requested full funding for the program to be spread over two years to allow us to phase in the expansion.

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## Hear about free books, more on LIBIDAHO

To join LIBIDAHO, a free online discussion forum about libraries in Idaho send a message to [sympa@ala.org](mailto:sympa@ala.org) with the message "subscribe libidaho" in the body. Learn timely news, hear about free book offers, and share questions.

**Idaho Commission for Libraries**  
325 W. State St.  
Boise, ID 83702-6072

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## Librarians learn retailing techniques at preconference

Participants at the "Trading Spaces" Library Association Preconference are ready to apply a little retail therapy to their library buildings. The 56 attendees learned how to better meet the needs of customers by using merchandising techniques that don't cost a lot of money but do require thinking about collections and customers' needs from a retailer's point of view.

Presenters from the Mount Laurel Library in New Jersey provided examples of how they transformed their library and increased circulation by 300 percent. Several participants immediately made changes at their libraries. Those who didn't have the chance to attend the workshop may access the handouts and information at [www.sjrlc.org/tradingspaces/](http://www.sjrlc.org/tradingspaces/).



**Trading stories at Trading Spaces workshop.** Post Falls Associate Director Rebecca Melton and Meridian Library Director Patricia Younger talk about ways their libraries could adapt merchandising techniques.