

## LiLI Board Meeting March 6, 2002

### Attendance:

Dawn Wittman – Lewiston City Library  
Marsha Beckwith – Meridian School District  
Ruth Funabiki – University of Idaho Library  
Paul Krause – Lewis Clark State College  
Kay Flowers – Idaho State University Library  
Charlie Bolles, Idaho State Library  
Gina Persichini – Idaho State Library  
Frank Nelson – Idaho State Library  
Jane Houston – Idaho State Library

Karen Ganske – Nampa Public Library  
Tom Olson – Boise School District  
Ron Force – University of Idaho  
Tim Brown – Boise State University  
Dan Lester – Boise State University  
Ann Joslin – Idaho State Library  
Sonja Hudson – Idaho State Library  
Jan Wall - Idaho State Library

### LiLI Website - Gina

Michael added a site map to the LiLI website to assist in locating items. He has also added a section of the website with cataloging resources. Cataloging staff at ISL and LCSC assisted in locating and reviewing some of the links.

### **Dan Lester is currently in the process of getting the website usage statistics back online.**

We are trying to determine how the LiLI website should be archived and if there are any guidelines for that practice. Two ISL staff members attended a records management training session. We were hoping some information would come out of that meeting, but have learned only that Idaho Code requires archiving within the next 6 months, but presents no guidelines or procedures. The group came to consensus that when ISL sets its policies and procedures to address this issue, the same policies and procedures will be applied to the LiLI website.

### Status Reports

#### ILL/CatExpress Pilot Project

Since the 17% budget cut, progress on this project was stopped, as there are unanswered questions that would impact the future or necessity of the project. Work will resume when answers to the questions are reached. Gina explained that there is no existing state guideline/code for ILL. These guidelines would be general and very broad in nature. Gina will identify websites containing examples of these guidelines and send with the minutes of this meeting. **The group was asked to review the websites and be prepared for a discussion on the topic at the next meeting.** (See last page of minutes.)

#### Resource Sharing Training

Gina will present resource sharing training at some of the ILA Spring conferences in April and May. A draft brochure has been developed identifying and responding to the myths of resource sharing. Copies of the draft were provided to the group. They will be mailed to all publicly funded libraries.

The brochure is an attempt to show librarians that have concerns regarding resource sharing that it is a benefit to their organization. It will also help librarians respond to those questions from board members.

#### Idaho courier backbone update

The group feels the courier system is operating ok at this time. Concern was voiced that persons contacting Orbis with complaints were being directed to the courier, and it was felt that Orbis should be responsible for contacting the courier with concerns and achieving some resolution. It appears that Orbis might be lax in their administration procedures. The participant list at LCSC took some time to be updated. It was felt that statewide training with participating libraries would help with many of the procedural problems. **Gina requested that drop sites develop a list of questions and answers to develop a Q&A flyer for incoming participants.**

ISL has agreed to be the courier link between Boise Public and BSU in case Boise Public and/or the Lynx! libraries choose to participate in courier activities. The courier in Twin Falls, Idaho Falls, and Pocatello, are currently carrying academic traffic only. College of Southern Idaho does not want to deal with anything but academic traffic. **It was agreed to promote the courier service/participants on LibIdaho, and to develop courier page on the LiLI website.**

#### Electronic Resources/Collection Development Librarian

With the Governor's recommended and Legislatively approved 17% holdback, the State Library lost 2 librarian positions. However, in spite of the budget reductions, the State Library was able to fill the Electronic Resources/Collection Development position. This was Karen Ford's position that was restructured. Charlotte Fowles of South Dakota, has accepted the position and will begin service April 10<sup>th</sup>. She will be working on the State Library web-site as well as the LiLI web-site. This will be a continuing evolving job description. Her first major project will be the process for re-bidding the databases.

#### LiLI – D evaluation and automation survey

The State Library is required to evaluate the services that were funded through LSTA. However, with the number of surveys associated with the evaluations that were in process, Gina was reluctant to include one more for networking. The time now has come to do a survey that will identify the database usage and the current state of automation within the libraries. **She will be developing the survey to be sent out later in 2002 to public as well as school libraries. The State Department of Education will be contacted to collaborate on the school portion of the survey.**

A prior survey was sent out a number of years ago. **Tom Olson and Marsha Beckwith will investigate to see if they can provide a copy to Gina.** A database will be created for the information received in the survey and updated.

#### LiLI Board Vacancy

According to the roster, 4 of members of the LiLI Board have terms expiring in June 2002. Those members are Dawn Wilson, Kay Flowers, Ruth Funabiki, and Tom Olsen. Ann reviewed the rule that members completing 1 full term as a board member could select to be re-appointed for another term if they desire. Ann will contact those members affected for their response before seeking

replacements. The ISL will seek replacement for Paul Holland, who resigned to take a new position in Wyoming.

Suggestions were requested. Erin McCusker, the Library Director of the Boise Basin Library District, was suggested as a possible candidate to fill a position on the board. **ISL will try to have those appointments on the May ISL Board agenda.**

The criteria for membership were reviewed, and it was felt that those criteria must still be upheld to maintain the participation in the group and keep the momentum going.

### Reciprocal Borrowing in Idaho

Ann shared information from a meeting with the State Library's Deputy Attorney General, discussing the reciprocal borrowing agreement. Ann came away from that meeting with the feeling that the draft language proposed by the Attorney General could be quite lengthy, but was not ready at that time. The Attorney General's draft document will be provided at a later meeting.

### **LSTA Updates**

#### 2002 Appropriation and Projects

We are looking at balance of \$209,621.36 remaining in the 2002 award that is unallocated. We are open to suggestions of suitable projects for which these funds were requested.

Suggestions were:

- A server for the Garden Valley, Horseshoe Bend, Boise Basin group
- A New LiLI Server and give Garden Valley the old server. The LiLI Website needs optimal server capabilities to enhance the services available.
- Money to migrate Garden Valley, Horseshoe Bend, and Boise Basin into another group such as LYNX or Catalyst, rather than purchasing a server for them,
- Purchasing software that universalizes separate Endeavor systems for a virtual catalog. Orbis and Washington are currently using similar software from III. This could bring ISU, Uof I, BSU, & LCSC, and WIN into one catalog for smaller libraries to join. It could set up basically three regional networks for small libraries to link into. This software costs about \$50,000 or \$25,000 for each module. We may need to rework the work plan so the smaller libraries can see how easy it is to join the network. The match requirement could mean the project would be less than the \$80,000 to \$90,000 to make the above mentioned networking project work. There would still be money for smaller libraries.
- We might want to take a few steps back to automate small libraries to join larger networks at a later date.
- Fund the migration of Southwest Idaho to Endeavor. This would put all academics, except CSI, on the same system, the beginnings of a true statewide system adding incentives for other networks to join. This would cost around \$500,000. With this project, BSU and ISL would have to come up with match. Don't know the possibilities of getting these funds. A discussion about not having a competitive grant cycle with 2003 funds was suggested. The CIPA hearing is scheduled for March 25. This legislation could impact multi-type library systems because it requires those who receive Federal money to filter Internet connections.

Other suggestions will be welcomed. We will be going to State Board April or June.

### **LSTA Priorities for 2003**

The State Library has 2 high priorities, which sometimes poses a difficulty. Does the group have suggestions for rewording the priorities?

- A concern with the current priorities is that there may not be many grant applications in the open competitive grant cycle for 2003 funds.
- A suggestion was made a third lower priority be made to automate smaller libraries with the intent that they join a network at a later date.
- Decreasing the required match for network projects was another suggestion.
- It was suggested that a priority of technology applications be added. This would cover improved access to information and enhanced services for distance learners. I.e. virtual reference.
- Presently we describe the priority as services as well, so do we need to add a priority?
- It was recommended that the sentence under Priorities bullet 2 in the LSTA guide page 3 read, **“Establishment, enhancement, or expansion of the services or infrastructure of a library network.”**
- It was further suggested that the last two bullets under the above statement be switched. Bullet 1 beginning **A network consists of a minimum...**, bullet 2 beginning **The LiLI Board has identified statewide networked services to include virtual catalog...**, and bullet 3, **Infrastructure includes governance, organizational structure, administration.....** Further work on the paragraph describing services may be necessary.

The State Library's requirements were set so that LSTA would fund projects that would either establish a system that didn't exist before or enlarge an existing system. We must be careful that we do not weaken our focus just to use money. We need to encourage the smaller libraries think of projects that they can do cooperatively.

**State Library staff will reword the priorities for presentation to the LSTA Advisory Board.**

### **Courthouse Assistance Project**

Ruth provided handouts of the project description and copies of documents provided by the project. The project was funded by a grant from the State Justice Institute. The project consists of downloadable legal forms that allow the changing of key elements to form a legal document at no expense to the patron. This information was produced by attorneys and judges. Ruth advocates the use of this information by libraries that receive questions regarding such documents on a regular basis. Ruth requested the Network Advisory Boards blessing to add a Courthouse Assistance Project to the LiLI Website. Granted.

It was suggested that we find a place on the LiLI Website, promote the information in the ISL Newsletter, and post an announcement on LibIdaho. **Ruth will be working with Pat Costello and Michael Samuelson to get this on the LiLI web site.** The information will be cataloged so it will show up in OCLC. Many of these documents are produced in Spanish.

## **LiLI Work Plan**

Gina proposed the LiLI web site become an information point itself. The first step was the development of cataloging information that has been done and the addition of the Courthouse Assistance program. In order to do this, she added on page 3 of the Work Plan an activity to develop a clearinghouse of web-accessible information resources arranged by topic. This would make the LiLI Website available so that if someone wants to create a web resource, it allows him or her to mount it to LiLI. The addition of that activity did not fit with the stated outcome. Therefore, the outcome was changed to read: The LiLI Website serves the Idaho library community and the citizens of Idaho as an information access point. It provides information on the work of the LiLI Board, state and regional library networking, Idaho libraries and library services, and about Idaho. The web site provides access to online information resources and LiLI services, such as LiLI-D, and LiLI-Z.

Two activities were added to page 4 of the work-plan: (1) Identify free web-accessible information resources and coordinate access to them via the LiLI web-site, and (2) Investigate the feasibility of statewide virtual reference service to supplement local services.

There was discussion about the importance of maintaining links on the LiLI website. Further discussion about the investigation of statewide virtual reference noted that there are important issues to investigate with the various methods of providing virtual reference. There was agreement on the suggested changes in the work plan.

Discussion noted that the Technical Support section on page 11 of the work plan might need revision at the next meeting.

## **Library Networks**

### VALNet, CIN, WIN – Paul Krause

The group consists of 33 agencies at 70 locations in ten northern Idaho and two eastern Washington counties. Approximately 190,000 patrons, 2.4 million bibliographic records, and 5 separate databases have been set up. The courier system is working well. All pieces of the cataloging system should be in place by fall. LCSC plans to download its records this summer.

### EILNET – Frank Nelson

The network is 80% live. Its Website is on LiLI. A handful of the libraries are still loading records to get on the system. The broadcast search capability is still not functioning; however, a Z39.50 BookWhere search is working. Only nine public libraries in eastern Idaho are not part of the EILNet group. Three libraries came on without grant assistance. Two more are coming online with the Fremont County Library District grant and they are getting calls from interested libraries in the Magic Valley area. Unfortunately, all of the schools originally involved with the project have since left. The group has a pilot courier project in the works and hopes to connect to the Idaho courier backbone in the future.

### Lynx – Karen Ganske

The group is revising its governance documents and the lawyers are reviewing them. They have begun to bill each of the member libraries to establish funds for future upgrades etc. The Boise City branch library development will impact the Lynx project, but it's not clear at this point how. The group is considering expanding its courier service through the existing relationships.

### WELCOM – Sonja Hudson

This project started as a group of women with very little experience or knowledge with networking or computerization. They relied on vendors' advice to get started. LightSpeed managed the group's website, but they have since taken control of their own website maintenance. Buhl Public and Filer Public libraries are now online and visible. Castleford School District is still in the process of getting wired in. The tower to connect Hollister will be up soon.

They have taken steps to make the consortium self-governing with a Joint Powers Agreement, a bank account and membership fees to generate the necessary funds for future maintenance. They are looking at Kimberly and Jerome to join in the future. Plans are underway to move the server into the Buhl High School to be managed by the IT person there. They have also expressed an interest in the EILNet group.

### LongPin Libraries/SWNet (name undetermined) – Gina

Since McCall and Cascade got approval from their boards to automate, the libraries decided to join an existing network and are now talking with other libraries in the Long Pin area to join with them. Currently, they are in a planning stage to identify goals and purposes. It is not yet clear what their final options are or what the network will look like. The group is investigating both VALNet and Lynx, but the individual libraries may move in different directions. Money is an issue as well as traffic, services, courier, and many more questions that need answers before a decision can be made. They are considering a Just-in-Time LSTA grant for this summer.

## **WorldCat**

### Usage Reports

A table of usage was provided. Usage from December to January increased. Training was provided, so January is more representative of the use that can be expected. The maximum number of ports seems to be upper-most in the minds of libraries, but when you consider that the number of turnaways is most likely one or two individuals trying to access a number of times in a row, we don't feel it's a problem. We are at capacity only .31% of the time.

### Training Update

We are going to have more WorldCat training to demonstrate new features. There is money in the CE budget after April. BCR and OCLC will be providing prices. The OCLC trainer will customize the training for our needs, and the prices are comparable. No dates have been set. WorldCat training is targeted for dates during semester break before the fall semester. Gina will go to the libraries to set up.

## **LiLI – D**

The LiLI-D Annual Report, created by Michael Samuelson, was provided. In regards to outreach to schools, Gina talked with Dawn Wilson of the Department of Education about doing more promotion with the schools. A mailing to the school media generalists went out last week. Dawn provided the mailing labels. The flyers included an updated list of LiLI mentors' names and phone numbers. The LiLI Mentors training will be held off until the new database contract is finalized.

### Funding and New Contract – Charlie

The funding for LiLI-D amounts to \$500,000 this year. This is a base amount. We hope to fold World Cat into the database RFP. Overall, our entire budget situation is lousy. We fared better than the majority of the agencies. We were given the Governor's recommendation and did not get further reductions from the Legislature. The 17% reductions are a \$500,000 hit. We lost 3 positions. Our total operating funds for 2003 is significantly less and Read to Me is totally removed. We are looking at 5 areas of the library for reduction, based on several criteria - the Government Information Center being our first. All of LDD personnel and travel is being used as match for LSTA, so if we reduce there we reduce LSTA funds. We have no money to maintain and support new computer hardware. The positions given up to date were vacant positions. However, it is clear that the CE position is an important part of what the State Library does, so we will be filling that position.

During the database bidding process, it is unclear what the role of this board will be, and how important the current mix of databases is. We may not be able to afford two general databases like we have now with Gale and EBSCO, and the usage statewide is split half-and-half. If it is determined that we can only retain a portion of the databases currently provided, it is unclear how we will determine which are essential and which are lower priority. We would like to provide a representative sample when reviewing the bids, but we would like to have a recommendation from the Schools of a database that will meet their needs and what the impact will be if we change databases. We heard after the first RFP that SIRS would have been a better choice for the school library audience.

Due to budget cuts, the academic libraries are reducing the number of paper subscriptions in favor of electronic databases. The students will use what's there, but we need to emphasize the schools' needs in our selection of a database. If we have one general interest source rather than two, we might have more money to select a more in depth topic for an additional database. Are we interested in trying to identify a subject area that libraries wish to have more information? We also want to write the RFP so that vendors can provide separate or more options so we can selectively choose what we need to put a package together. We would be glad to hear suggestions for more in-depth topics.

In retrospect, having a contract for two years renewable for 2 more saved ISL a lot of headaches, and also maximized our resources. This also locks in the databases for more than one year, going a long way to lock in a price as well. We will take a close look at the past 4 years data and provide that info to every group involved in the process.

Suggestions for database topics:

- A discrete encyclopedia (i.e. World Book)
- Government
- Health and Business are two that might be a great value in the new database options.

**Next Meeting Date**

Tuesday June 4<sup>th</sup>, 9:00 AM, at the Statehouse Inn

**Adjourn**

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**ILL Code Websites**

Nebraska Library Commission  
Interlibrary Loan Code for Nebraska  
<http://www.nlc.state.ne.us/ref/tnebill.html>

Vermont Interlibrary Loan Code  
<http://bailey.uvm.edu/vla/illcode.html>

Michigan Interlibrary Loan Code: Protocols & Guidelines  
<http://www.libofmich.lib.mi.us/publications/ill.html>

New Hampshire Interlibrary Loan Protocol Manual  
<http://www.state.nh.us/nhsl/protocol/>

Kansas Interlibrary Loan Code  
<http://skyways.lib.ks.us/KSL/kild/illcode/kscode.html>

Interlibrary Loan Manual for Nevada Libraries  
<http://dmla.clan.lib.nv.us/docs/nsla/ill/manual/in-main.htm>