

**Idaho State Library**  
**LiLI ADVISORY BOARD MEETING**  
**March 3, 2005 ~ 9:00 am – 4:00 pm**

**Participants:**

Ruth Funabiki, Univ of Idaho Law  
Sue Niewenhaus, Lewis Clark State College  
Edit Szanto, College of Southern Idaho  
Julie Woodford, Burley Public Library  
Cora Caldwell, Gooding High School  
Joe Reiss, Post Falls Public Library  
Mary Nate, Bear Lake Co. District

Kay Flowers, Idaho State University  
Ron Force, University of Idaho  
Mary DeWalt, Ada Community Library  
Marcia Beckwith, Boise School District  
Tim Brown, Boise State University  
Ann Joslin, State Librarian

Dan Lester, Boise State University

Kathleen O'Connor, Washington Idaho Network (WIN)

Gina Persichini, Networking Consultant  
Stephanie Kukay, Research Librarian  
Sonja Hudson, Grants Officer  
Charlie Bolles, Associate State Librarian  
Michael Samuelson, Web Design Specialist

Erin McCusker, Field Consultant  
Jan Wall, Field Consultant  
Frank Nelson, Field Consultant  
Marj Hooper, Continuing Education Consultant

**LiLI Unlimited**

**Implementation Status Report.** Gina shared a handout detailing the milestones achieved to date with the LiLI Unlimited implementation and details of the next steps in the implementation process.

**Interlibrary Sharing Guidelines.** A workgroup made up of Marcia Beckwith (Boise Schools), Deborah Babbitt (Nampa Public) and Gwen Pittam (BSU) created a draft of ILL Guidelines. The draft was distributed to the Advisory Board before the meeting. The draft is based upon guidelines or ILL codes currently in place in Illinois and Montana, plus ILA's 1983 Idaho ILL Code.

Question: Is there a place to go for ILL policies for an individual library?

Answer: The OCLC system has a place for each library to enter their policies for lending.

LSTA eligibility requirement says "the library loans its materials to other Idaho libraries without charge." While this statement is true in the practice of loaning books, some libraries charge fees for photocopies. How can we make the statement and the practice consistent?

- Photocopies are quite costly for us.
- Difference in definition of "loaning." Some define loaning to mean both returnable materials and non-returnable like copies, but others see the two as different.
- There are no definitions in the LSTA documents regarding this.

Since it seems apparent that the practice of charging fees for photocopies is not going to change, do we have a recommendation for how we can make the LSTA statement and the practice uniform?

Suggestion: How about, loan requests that result in a non-returnable product other than a loan have charges?  
Suggestion: In ILL Guidelines, use statement “Libraries are encouraged but not mandated to absorb the cost of covering photocopy services...”

Other comments about the draft guidelines:

- Add to ILL Guidelines (Fees Section) that the borrowing library is responsible for fees to ship materials back to the lending library.
- Do we need to identify that recouping costs charged by the lending library is allowable for passing on to the patron.
- Note that postage costs are not to be passed on to patron.
- Delete Item H under “Borrowing Libraries” section. The expectation is that libraries will use OCLC. If OCLC is not available to the borrowing library, they are to check with the potential lending library to determine what formats are acceptable for sending requests.
- ISL staff are investigating the development of a SABLE online course on Interlibrary Loan. The SABLE course would be best to refer to a statewide document that is not tied to a specific project like LiLI Unlimited. Recommending that we ask ILA to adopt this draft of Idaho ILL Guidelines in place of the 1983 ILL Code currently in place.

*Next Step: Gina will make recommended changes and send to working group for review.*

*Next Step: Gina will bring revised draft to the ILA Board with a request that they adopt it in place of the 1983 Idaho ILL Code.*

*Next Step: ISL staff will look into adding a glossary for the eligibility requirements for LSTA to clarify restrictive language.*

**Batch loading.** Libraries are starting to work with OCLC to arrange batch loading of their holdings into the LiLI-U database. Consortia have been inquiring how best to do a batchload when not all members of the consortium/shared system are participants of LiLI Unlimited. Gina provided a handout with a summary of how we propose those situations can be addressed. The bulk of the statement says:

*“Idaho libraries that are not participants of LiLI Unlimited and so are not profiled by OCLC as part of the Idaho group will be billed the per-record fees if they choose to add holdings with their symbol to the WorldCat database. OCLC will not charge set up and processing fees for group batch process where at least one member of the group is a LiLI Unlimited participant and profiled under the Idaho group as such.*

*Consortia may consider the following options when adding holdings of both participating and non-participating libraries to the OCLC WorldCat database:*

- *Non-participants will be billed for their portion (per-record fees, not processing or set-up fees) for records added to their OCLC Symbol.*
- *As an accurate database is a benefit to all libraries in the consortium, the consortium may choose to assist those non-participants with their fees.*
- *If neither the non-participating library nor the consortium is interested in or able to cover the per-record fees for adding those holdings to WorldCat, the consortium may choose to load holdings only for those member libraries that are LiLI-U participants.”*

Agreement on statement.

**Enhancing the Statewide Database.** LiLI Unlimited means that we are going to have more libraries looking to do some retrospective conversion projects to get their holdings into the statewide database. We briefly discussed this at the last meeting, but we'd like to capture some brainstormed ideas here to use for possible development of a pilot project in the future. Beyond Retrospective Conversion, libraries that are strictly copy-catalogers with OCLC will have some original materials in their collection. These materials are particularly valuable to the statewide database and we will want to encourage contribution of those records to the database.

All participated in a brainstorm exercise to capture ideas that might help in the enhancement of the statewide LiLI-U database. Details of the brainstorm exercise are in a separate document and available by request. Contact Gina Persichini if interested.

### **Courier Service**

Ruth reporting. Ruth, Julie and Kay volunteered to investigate a possible RFQ to bring courier service to libraries in southern Idaho. They have decided to wait to see the results of the Orbis RFP process before moving ahead with our own RFQ.

Gina reported that Orbis released their RFP this week. The RFP included 6 drop sites in southern Idaho as "preferred" but not required. Orbis is mailing the RFP to more than 30 potential vendors and will post it to their Website.

If the Orbis RFP is not successful in adding southern Idaho, we will pursue our own RFQ. Ruth volunteered to work on that effort.

### **LiLI Databases**

**LiLI Database Annual Report.** Michael provided a handout with the 2004 Annual Report (available on [lili.org](http://lili.org)) and provided a summary of highlights of the report.

**LiLI Statewide Media Campaign.** Anne Abrams gave a presentation on the results of the statewide media campaign launched in 2004. The marketing campaign activities included an evaluation that showed LiLI-D users were learning about the service through the media campaign's activities and that the campaign, overall, was a success.

**LiLI-D Training Results.** Marj Hooper provided a summary of training events for LiLI-D.

- In the past, the only hands-on training provided was during Summer Institute and during individually-requested sessions at regional meetings or in-service trainings. In 2004/05 Charlotte developed and delivered "Harnessing the Power of Information: LiLI Databases." This was the first series brought on the road by the State Library that included hands-on training. Trainings were held in November 2004 and February 2005 in 7 locations, with 105 people from all types of the libraries attending.
- The 2005 Summer Institute will include a 2-day mini-track for "LiLI Guides." Target audience is elementary library personnel.
- The 2005 Summer Institute School track "Building Strong Foundations" will also include a full day of hands-on LiLI-D training.

## State Library Update

Anne Abrams introduced and showed a video produced by ISL to inform Trustees and Legislators about the services of the Idaho State Library.

State Librarian, Ann Joslin, presented an update on other ISL happenings:

- The State Library is finishing the installation of the new Talking Book recording studio which gives us the ability to make digital recordings for use by Talking Book patrons.
- The State Library is planning a Futures conference later this year. Those interested in participating in the 2-day Think Tank in August can find the application form on the ISL website. A series of regional meetings will follow in the fall, and a final Futures document will be developed by the end of the year.
- Several planning processes are going on within the State Library with the purpose of aligning specific services with our mission of “Building Capacity of libraries to serve their clientele.”
  - An outside consultant has completed her analysis of our professional library science collection. Her report will go to the collection development team who will make recommendations for future collection development.
  - With the help of an advisory committee, a planning process is underway to define how the library community might meet the information needs of Idaho’s print-impaired residents. We have been and will continue providing NLS (National Library Service) service to this clientele and will be moving to increase the capacity of local libraries to serve this clientele as well.
  - A similar planning process with an advisory committee is being considered to reshape our approach to state government information and to define how the library community might enhance access to these resources. Recommendations from this planning process may include changing the state depository statute and/or requesting additional state funding to meet the requirements of the statute.
- The Joint Finance-Appropriations Committee (JFAC) recommended a 2.3% increase in general account funds for the State Library over our FY05 budget. The increase does not include increases in personnel, which the legislature plans to address in a separate bill outside individual agency budgets. It also does not include the requested funds to cover the annual increase in the license fees for the LiLI Databases. It is JFAC’s intent to instead increase the amount earmarked in the Public Schools Technology budget from \$300,000 to \$350,000. That additional \$50,000 will cover the license fee increase and free up \$24,500 in the State Library’s budget for materials and equipment. The State Historical Society is scheduled to vacate its space in the building we share by October 2005. We have asked to take over that space, which would require another \$61,000 in rent, and JFAC included that amount in its budget bill for the State Library.
- We received notification of our FY2005 LSTA Allocation in late January. Of the total \$1,150,464, approximately \$170,000 will be used to support LiLI Unlimited. Also in January, the LSTA Advisory Council made its recommendations to the State Library Board for grant awards; 4 of the Board’s grant awards support regional networking activities.
- For FY2006 the President is recommending an increase for IMLS programs, including LSTA. The estimate for Idaho’s allocation is approximately \$1,303,000. Phase III and IV of LiLI Unlimited implementation will need at least \$334,000 from LSTA. In addition, we are planning a major marketing initiative in the same year, although the budget for that may change according to what we have available.
- A report to the Idaho Council for Technology in Learning (ICTL) by John Luthy about the status of the statewide telecommunications network was forwarded to members of the LiLI Advisory Board. Luthy’s discussion paper seems to be a good assessment of what has happened, what has not happened and what

needs to happen. He recommends that ICTL, which is advisory to the State Board of Education, take a leadership role in moving forward.

**LiLI Express** LiLI Express went live January 1, 2004. A follow-up survey was sent to the 51 participating libraries. Gina reported on the results of the evaluation survey. Observations include:

- While 39% (20) of participating libraries responded to the survey, only 11 of them were able to provide information regarding patron satisfaction due to lack of use at the local library.
- The Hansen and Kimberly libraries clearly show the value of the reciprocal borrowing agreement where libraries are in relatively close proximity. While between the two libraries only 3 borrowing cards were issued, they had 39 items circulate as a result. Comments indicate a very positive experience for their patrons.
- Marshall Public library issued LiLI Express borrowing cards to patrons visiting from area libraries with which they have existing reciprocal borrowing agreements. They are believed to be the only library that substituted the statewide program agreement in place of existing local agreements.
- Where Marshall Public Library issued 1,177 borrowing cards to reciprocal users, data was not kept to determine the number of items circulated to those card-holders.
- North Idaho libraries were eager to participate, but existing local reciprocal borrowing agreements made it unnecessary to utilize the statewide program.

Gina indicated a desire to learn more from libraries who are not participating in LiLI Express. We would like to know how we can modify, expand or make LiLI Express more attractive to the rest of the library community.

### **Updates From Around the State**

- Ron Force reported that the University of Idaho is in a project with State Fish and Game to get SF&G documents digitized. Five hundred documents are up and running. There were about 1,000 documents that weren't in the state depository system. The project creates digitized documents, indexes them, then the full text is mounted on the internet.
- University of Idaho is also a participant in a nationwide government virtual reference program among Federal Depository Libraries.
- Kay Flowers reported that the digitization project for which the Idaho State University library received LSTA funds is going forward. Staff will be making presentations at the regional ILA meetings. They are moving forward and are looking for partners to expand statewide.
- Kathleen O'Connor, from WIN (Washington Idaho Network) reported that one of the issues surrounding WIN has been lending to patrons under 18 years old. The members recently agreed that patrons in the database who are under 18 (or whose records do not indicate an age) will be allowed 3 requests at any one time. They are now able to move ahead with the implementation of Universal Borrowing, which allows more extensive patron holds than are available now. WIN is also moving the databases to a new server today and are preparing to welcome 12 new libraries to their network.
- Joe Reiss (Post Falls Public Library and member of CIN, Cooperative Information Network) reported that they are looking forward to welcoming a new Library Director in their region at the Coeur d'Alene Public Library.
- At the Post Falls Public Library, they noticed that some of the businesses in the area were providing free wireless access. The library put some wireless cards in some old computers. They approached those businesses to see about putting one of the library's computers in their place of business so customers without their own computers could make use of the access. The computers are branded with the

library's logo, open to the library's Website, and they've even provided literature about the LiLI Databases alongside the computers.

- Edit Szanato from the College of Southern Idaho reported that their library, Twin Falls Public Library, and the Burley Public Library will be joining AnswerXpress, an existing cooperative virtual reference program thanks to funding through an LSTA grant.
- College of Southern Idaho is also experimenting with e-books. They now have audio books and e-reserves available to their patrons.
- Mary DeWalt, from Ada Community Library and a member of the Lynx Consortium, reports that the consortium is working on the RFP for a new ILS. They expect the ILS will be live by April or May 2006. The consortium is also revisiting their member agreement, and is interested in bringing new libraries on board.
- The Ada Community library received a CE grant for Spanish language training course. The course focuses on language, grammar, and vocabulary specific to libraries so that library staff may better serve their Spanish-speaking patrons.
- At Boise State University, Tim Brown reported they are doing a project to digitize the documents of Frank Church.
- Gina reported that the Valley Mountain Library Consortium is taking steps to apply, as a group, for funding through the Idaho Community Foundation to enhance their collections. They also recently completed their Strategic Plan and an Action Plan for the coming year.
- Michael Samuelson reported that the ISL staff recently moved the LiLI Server to the State Library from Boise State University where it has been housed since the beginning of the LiLI.

### **OCLC Environmental Scan: Pattern Recognition (The Social Landscape)**

Participants had a discussion about "The Social Landscape," just one section of the 2003 OCLC Environmental Scan. The discussion is part of a regular 30-minute break from the business of the LiLI. This portion of the meeting serves to provide an opportunity to think about and discuss issues that affect library services and networking activities.

### **LiLI Work Plan**

Gina provided a handout that summarized the accomplishments among all LiLI programs and services in the past year. Noting completed activities and ongoing activities, Gina prepared a draft of the LiLI Work Plan for 2005. The draft was presented to the LiLI Advisory Board and comments were requested:

- Under Continuing Education, could we consider using something like Web-X, Camtasia, or other online methods of delivering training on use of LiLI services?

**Next Meeting Date** – Wednesday, July 20th

### **Agenda Items for next meeting:**

- Courier service
- Demo of Universal Borrowing
- Talking Books demo of LOBE project
- Report on implementation of Phase 2 of LiLI Unlimited
- CE Break: Environmental Scan section "The Economic Landscape"