

THE ENVOY Newsletter

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QUARTERLY NEWSLETTER FOR IDAHO LIBRARY TRUSTEES BY THE IDAHO COMMISSION FOR LIBRARIES

Free Money



We thought that might get your attention. Seriously, there is free money available to libraries to pay for Internet service. So, why wouldn't you take advantage of it? Maybe you think E-rate and EOR are too complicated. That the process takes too much time. That your library's Internet is just fine as it is -- and it's already free. Or, maybe, you just can't stand one more acronym.

Well, stick with us here, and let's see if we can't clarify a few things and possibly change your mind on some others.

Now, we'll be up-front about it . . . Yes, there are hoops to jump through. But the Idaho Commission for Libraries (ICfL) can, and will, help you jump through each and every hoop, each and every time. Even if you already participate and need help every year when it's time to apply. The ICfL's Broadband Consultant, Dylan Baker, loves hoops. And broadband. And he knows a LOT about all of it.

E-rate* is the federal mechanism to help ensure that schools and libraries can obtain high-speed Internet access and telecommunications at affordable rates. E-rate funding is administered as a **discount** from the service provider. It ranges from 20 to 90 percent of the cost of the service.

The portion of the costs not discounted (covered) under E-rate can then be eligible for reimbursement under the State of Idaho's Education Opportunity Resource (**EOR**) Act. Through EOR, a public library can be reimbursed for the non-E-rate portion of its Internet services. And, the requirement that was present for the first year of EOR, which mandated libraries filter their Wi-Fi, is NO LONGER a requirement.

So, for example, if you apply and receive a discount on your Internet bill of 80 percent under E-rate, you would then apply to get the remaining 20 percent reimbursed under Idaho's EOR program -- bringing your cost to **zero**.

Total Broadband Costs	\$5,000
E-rate Discout of 80%	- \$4,000
Remaining Balance	\$1,000
EOR Reimbursement	- \$1,000
Balance Due	\$0

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ICfL INFO

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<http://libraries.idaho.gov>

MISSION

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

ICfL COMMISSIONERS

Dave Mecham, Janet Franklin, John Held,
Mark Alldredge, and Pat Raffee.

ICfL CONTACTS

Administrators

Ann Joslin, State Librarian
Dian Scott, Office Services Supervisor
Roger Dubois, Administrative Service Manager
Shirley Biladeau, Program Supervisor
Stephanie Bailey-White, Deputy State Librarian

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Dylan Baker, Broadband Consultant
Emily Sitz, Northern Idaho Library Consultant
Gina Persichini, Continuing Education
Consultant
Jeannie Standal, School Library Consultant
Kevin Tomlinson, Southwest/South Central
Idaho Library Consultant
Kristina Taylor, Youth Services Project Coord.
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Staci Shaw, Youth Services Consultant
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Consultant
Tammy Hawley-House, Youth Services
Consultant

Web, Information, & Records Specialists

Ben Bibikov, Web Designer
Donna Eggers, Public Information Specialist
Edgar Correa, Web Developer
Jenner Flowers, Technical Records Specialist

Grants & Contracts

Jamie Mott, Grants/Contracts Officer

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Danna Angevine, State Publications, Cataloging,
and Acquisitions Librarian

Libraries Host Technology Funding Workshops

The Idaho Small Business Development Center (SBDC), headquartered in the College of Business and Economics at Boise State University, has teamed up with the Idaho National Laboratory and the Idaho Department of Commerce to bring a series of small business funding workshops to communities across Idaho. The Idaho Small Business Innovation Research (SBIR) **Road Tour** highlights state and national grant programs, as well as local business resources, for Idaho's technology entrepreneurs and small business owners.

Researchers and small technology firms can learn how to access **\$2.5 billion** in grants through the SBIR and Small Business Technology Transfer (STTR) programs. These programs, funded through the Small Business Administration, encourage domestic small businesses to engage in high-growth technology research and development with potential for commercialization in the market.

Three of the events were, or will be, held at public libraries. But whether your library is hosting one of these SBIR Road Tours or not, you can still help get the word out to your community about the workshop in your area and/or the program, in general.

As libraries continue to redefine their roles, often based on the needs of their patrons and communities, hosting and/or communicating these types of events will showcase your library as being at the forefront of economic development in your area of the state and supporting budding entrepreneurs.

Entrepreneurs and small business owners can register to attend a workshop at: idahosbdc.org/roadtour. For more information, contact Idaho Small Business Development Program Manager, Dave McEwen, at: DaveMcEwen@boisestate.edu.

Upcoming Workshops:

October 19, 2017

Lewiston Public Library

October 20, 2017

Coeur d'Alene Public Library

Amy Campbell, Marshall Public Library (Pocatello):

"It was a nice group of people, and I saw a few lightbulbs turn on as I was talking about library services. A local businessman connected with me so he and his wife could learn more about Learning Express and Imagine Academy."

Free Money

Cont'd from Cover Page.

Sounds simple, right? Fill out a couple of forms and you've got your Internet paid for -- forever, right? Well, no. You have to apply each year. And since you only complete each form once a year, it can be challenging to remember how to do it by the next time. Or maybe you have different staff members completing the forms from year to year.

Insert groaning and muttering here. Perhaps we've reached the problem . . . Too many forms, deadlines, confusion, and aggravation. Yes, there are forms and deadlines, but Dylan will help you through any and all confusion and/or aggravation. Whether you are new to E-rate or have forgotten where to start, Dylan is happy to help. He will get on the phone, and/or computer, and walk through every step with you (or the appropriate member of your staff). Dylan even has a screen-sharing tool, so he can see exactly what you are looking at on your computer screen as you fill out the electronic E-rate form.

The other common reason many Directors have for not exploring E-rate and EOR is that their library already receives free Internet through a city contract or other mechanism. But what is the quality of that free Internet service? Is it really such a great deal if it's so slow that only one or two patrons or staff members can be on the Internet at a time?

E-rate and EOR present the opportunity for a library to increase its bandwidth and have a higher quality connection -- without being limited by budget. Mostly. The State's EOR funding is a true reimbursement. Meaning, the library does have to be able to cover the first six months of that portion of the cost before their reimbursement arrives. The ICfL administers the reimbursement and issues those checks twice a year. So, for the library, the EOR portion is an up-front cost.

If you are ready to pursue E-rate and/or EOR, or if you just have questions, please contact the ICfL's Broadband Consultant, **Dylan Baker**, at 208-639-4167 or via email at: dylan.baker@libraries.idaho.gov. Dylan can help you or your staff through this process so your library can have the best Internet available for your patrons and staff -- at little or no cost. (There is an extended version of this article, including deadlines, at: http://libraries.idaho.gov/files/Nexus-newsletter-Summer2017Finalrev1_1.pdf)

*The E-rate program is formally known as the Schools and Libraries Program.

Trustee Connections Workshops

Held at Four Locations Around the State

In August 2017, the Idaho Commission for Libraries (ICfL) hosted four Trustee Connections workshops for public library directors and trustees at sites in Coeur d'Alene, Twin Falls, Rexburg, and Middleton. There were more than 130 participants among the four locations, representing more than 50 district and city libraries.

The event focused on leadership development, community-building tactics, and strategic planning. Phil Eastman, of Leadership Advisors Group, served as facilitator. At each site, the ICfL's library consultant for that area was available to answer specific questions from the libraries in that region. The attendees also learned from each other, as most have similar questions, concerns, and opportunities.

One exercise the participants completed involved determining whether the trustees or the director (or both) has primary responsibility for a variety of duties and processes, such as the day-to-day running of the library (the director) and approving policy (the trustees).

More examples from this activity, along with further explanations, may be found on Page 4 of this newsletter. Also, the following link will take you to one of the documents utilized at the workshops: <http://libraries.idaho.gov/files/TrusteesRolesandResponsibilities.pdf>.

Whose Job Is It?

How much do you know about the delineation of the roles and responsibilities of your library's director and its board of trustees? See how you do at answering these questions and then move on to the quiz on Page 5. To see the entire document, visit: <http://libraries.idaho.gov/files/TrusteesRolesandResponsibilities.pdf>.

Q. Who determines and adopts the collection development policy -- the director or the board?

A. The board approves policy.

It is only a policy if the board votes on it in an open meeting. Directors do not make policy; they implement policy set by the board. Some directors will make a rule and then bring it to the board after the fact. It cannot be done that way. It is the board's job to explain and defend the policies they have approved. The board cannot explain or defend something of which they are unaware. The board sets policy. The director carries it out.

Of course, boards do need input from the director, and often the staff, to make good policies that will work well for the library. Typically, the director has been at the library for a number of years and is going to have more institutional knowledge about how situations came to be, why a policy was adopted or changed, etc. Every policy should be dated with the original adoption date, plus the date(s) of any alterations. Also, by including the dates of any alterations, you can determine at which board meeting this decision was made, should you need to find out why a policy was changed.

Q. Who regularly reviews policies?

A. The board.

Part of the trustees' job is to review policies on a regular basis -- ideally, once a year.* Over time, policies can become irrelevant or out-dated. But, if you wait and try to review all of the policies at once, that becomes an overwhelming job. If you develop a calendar for the process, and review one or two policies a month, that will be much more manageable. And, remember, not all policies will even need to be changed or updated.

(*Exception: The Internet Safety Policy, required by 33-2741 (1)(b)(i), must be reviewed at least once every three years.)

Q. Who attends all board meetings?

A. It is a power and duty of both the director and the board to attend all board meetings.

In fact, it is stated in Idaho law. It is not permitted to exclude a director from a board meeting -- unless what is being discussed is the director's evaluation or disciplinary action against the director.

Q. Who is responsible for the day-to-day running of the library?

A. The director.

The director is the person who was hired to run the library and is responsible for the day-to-day operations. The board ensures that the library is running properly, but the director runs the show. These boundaries are an important part of ensuring that the director can effectively do what they were hired to do -- run the library on a daily basis.

The Idaho Commission for Libraries (ICfL) has a variety of resources and information available on its website at: <http://libraries.idaho.gov/landing/trustees>. You will find the Idaho Trustee Manual, the Idaho Open Meeting Law Manual, the Idaho Library Laws Manual, and much more.

As you may know, the ICfL has three dedicated area field consultants. Please refer to Page 5 of this newsletter to determine which consultant covers your region of the state. They are an excellent resource for your library and its board.

How Knowledgeable Are You About Roles & Responsibilities?

Take this Quiz and Find Out.

1. The library's board of trustees work to _____

- a. hand-deliver books to patrons.
- b. fill in the potholes in the parking lot.
- c. secure adequate funding for the library.
- d. convince the local bakery to carry library-shaped cookies.

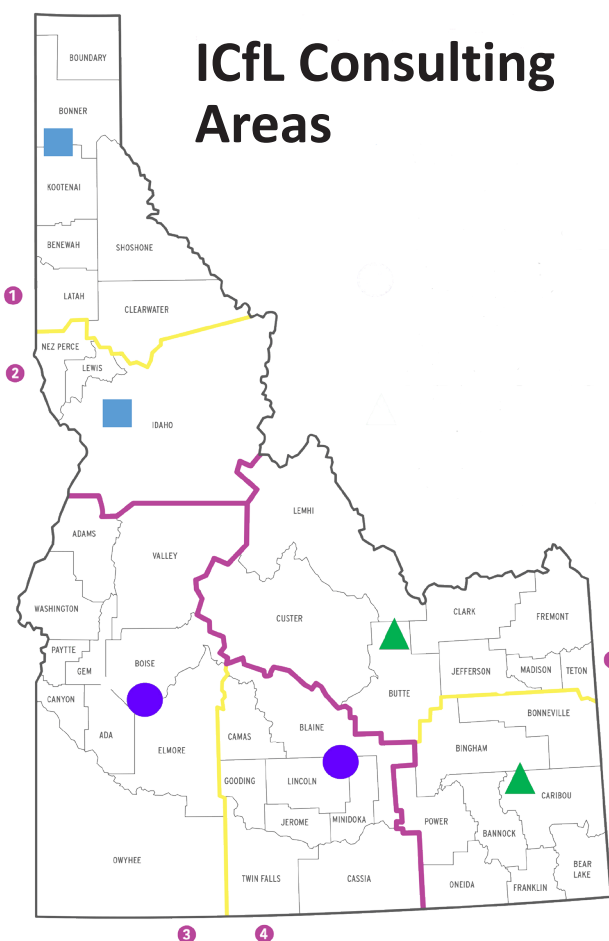
2. The library's director recommends _____

- a. what toppings to add to the pizza being ordered for lunch.
- b. needed policies.
- c. which font the City should use on its website.

3. Both the library's board and its director _____

- a. know local, State, and national laws affecting the library.
- b. know the best place in town to find a breakfast special.
- c. know that the ICfL provides them with a variety of resources, materials, and assistance.

(Answers below.)



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Contact: Emily Sitz
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Eastern Office
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To access this map, please visit:
<http://libraries.idaho.gov/files/ConsultingAreaMapAug2017.pdf>

Answers:

- 1. c
- 2. b
- 3. a and c -- and, likely, b, as well



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2017 Trustee Connections Workshops

A Library Trustee . . .

is the most important volunteer position in the library.

Also, it is the only one that is **not** supervised by the library director or their designee. Because it is not possible to supervise one's supervisor, it is important that each library trustee respect boundaries by not volunteering for other jobs within the library until after their term on the board has ended.

Middleton



Coeur d'Alene

Changes to Contact Info

If you have a new trustee and/or the contact information for a trustee has changed, please contact Tina Schilling at the Idaho Commission for Libraries with that information.

Tina's email is: tina.schilling@libraries.idaho.gov.
Or the phone number is 208-334-2150 / 800-458-3271.



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