

# THE Envoy

Vol. 8, No. 1, Winter 2016



## Public Library Directors' Summit: A Summary by Shirley Biladeau, continuing education consultant

Idaho Commission for Libraries (ICfL) hosted the first Idaho Public Library Directors' Summit on January 27 and 28, 2016.

Thirty-eight public library directors from throughout Idaho met for two days in Boise to connect, communicate, and create. This meeting provided a venue for public library directors to network and identify policy issues that specifically impact public libraries, as well as initiate a Community of Practice.

Informed library leaders are essential to the sustainability of

public libraries in Idaho. Some quotes from the 2005 "Idaho 2020 Futures Conference" still resonate today:

"The biggest single threat to what libraries are to become is indifference. If people don't care, if they don't come, if they don't pay attention to us, if they don't support us, if they don't think what we do is important, then it's over." - Joe Janes

"Leaders think for themselves, and they don't always do what they're told. They learn, and weigh, and decide. They create the future." - Tresse to Rachel in *Building Harlequin's Moon*, by Nevin and Cooper

The first day of the summit began with Maureen Sullivan, of Maureen Sullivan Associates and former ALA President, who presented the keynote focusing on the value of community engagement. Prime take-aways included: 1) turn outward, 2) community engagement is important, 3) everyone is



Sharing Challenges Facing Public Libraries

motivated to make a difference for others, and 4) we need to tell our story. Sullivan also introduced the *Aspen Institute Action Guide*, a step-by-step process for evaluating the library's resources in order to take the next step in engaging the community.

Participants spent time identifying the challenges facing public libraries in today's fast-paced environment. A summary of those challenges can be found at [libraries.idaho.gov/pldirectors](http://libraries.idaho.gov/pldirectors). Emerging themes include the need for board engagement, as well as moving the perception of libraries from "nice" to "necessary." The first day was capped with dinner

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**Idaho Commission for Libraries**

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<http://libraries.idaho.gov>

**Mission:**

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

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Mark Alldredge, John Held, Dave Mecham, Pat Raffee, and Sara Staub

**State Librarian**

Ann Joslin

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- Patrick Bodily, eastern Idaho library consultant
- Roger Dubois, administrative services manager
- Shirley Biladeau, continuing education consultant
- Staci Shaw, reading programs coordinator
- Stephanie Bailey-White, reading programs coordinator
- Sue Walker, Talking Book Service consultant
- Tammy Hawley-House, reading programs/teen activities coordinator
- Teresa Lipus, public information specialist

**Directors' Summit continued from page 1**

and a library showcase, where the participants shared the great things their libraries are doing in their individual communities.

The second day of the summit started with Phil Eastman, of Leadership Advisors Group, who focused on leadership change engagement. This presentation provided a wealth of information in regard to what library leaders can do to take the first step.

Next, an informative session on privacy and security issues in the library was presented by Alison Macrina, of Library Freedom Project. More information can be found at [libraryfreedomproject.org/Idaho](http://libraryfreedomproject.org/Idaho).

Finally, the summit concluded with an in-depth discussion on the Strategic Priorities being developed by the Commission to provide a road map for addressing statewide issues that impact public libraries. Participants provided input as to areas of need and identified those areas that are relevant to their communities. Artifacts from the event, along with resources for public library

directors are available at [libraries.idaho.gov/pldirectors](http://libraries.idaho.gov/pldirectors). If your library director has not yet joined the Idaho Public Library Directors' Community of Practice, he or she can go to [www.facebook.com/groups/publiclibrarydirectors/](http://www.facebook.com/groups/publiclibrarydirectors/) to connect with colleagues throughout the state and "create the change!" This is a great place to ask questions, share information, and connect with other Idaho public library directors.

Finally, if you are looking for resources that assist in the journey as a public library director (particularly for directors new to the community), be sure to check out these two valuable resources:

- New Public Library Directors' 101 Series: short (10-20 minute) webinars on the basics of being a public library director. [www.cosla.org/content.cfm/id/public\\_library\\_director\\_101\\_series](http://www.cosla.org/content.cfm/id/public_library_director_101_series)
- Public Library Directors' Survival Guide: a libguide full of resources for all aspects of working in a public library. [guides.lili.org/survival\\_guide/public\\_library](http://guides.lili.org/survival_guide/public_library)

**Updated Library Laws Manual Online**

The 2015 edition of the Library Laws Manual is available online at [libraries.idaho.gov/node/9175](http://libraries.idaho.gov/node/9175). It can also be accessed from the Trustees page at [libraries.idaho.gov/landing/trustees](http://libraries.idaho.gov/landing/trustees) (Idaho Library Laws). Important changes include new Title 74 ("Transparent and Ethical Government") and the extension of the expanded income tax credit for charitable deductions.

Copies of the printed edition for directors and trustees were mailed to public libraries in November 2015.

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).



## Sale of Tangible Goods by a Public Library is Taxable

by Kevin Tomlinson, southwest/south central Idaho library consultant

The Idaho State Tax Commission, in its “Sales and Use Tax Administrative Rules (IDAPA)” at [adminrules.idaho.gov/rules/current/35/0102.pdf](http://adminrules.idaho.gov/rules/current/35/0102.pdf), explains that tangible goods sold by a public library are subject to Idaho’s current rate of sales tax.

A non-resident library card is a tangible good that the library sells (see **Rule 094.05.a** on page 85 of the “Sales and Use Tax Administrative Rules (IDAPA)” PDF). Remember that **Idaho Code 63-1311** at [legislature.idaho.gov/idstat/Title63/T63CH13SECT63-1311.htm](http://legislature.idaho.gov/idstat/Title63/T63CH13SECT63-1311.htm), refers to services which would otherwise be funded by property tax revenues. Since a non-resident card is neither a service nor funded by property tax revenues, a public hearing is not required to set the sale price of a non-resident card. This sale price would be determined by the library’s board of trustees, usually as part of the library’s circulation policy. Moreover, **Idaho Code 63-1311A** at [legislature.idaho.gov/idstat/Title63/T63CH13SECT63-1311A.htm](http://legislature.idaho.gov/idstat/Title63/T63CH13SECT63-1311A.htm) does not require a hearing for the purpose of setting or changing the sale price of tangible goods. It is important for the library’s staff, trustees, and policies to avoid any reference to a ‘non-resident fee.’ Remember: A non-resident library card is a tangible good that the library sells, subject to sales tax.

Many public libraries charge to replace a lost or damaged library

card. Because **Rule 094.05.a** also considers a resident library card to be a tangible good that the library sells, public libraries are also required to charge sales tax when selling a replacement card to a resident of the library’s taxing district. If the library does not charge residents for replacement cards, then the library would, of course, collect no sales tax.

Libraries that charge for photocopies are selling a tangible good which, according to Administrative **Rule 027.09.e** (see page 23), is subject to sales tax.

Libraries that charge for printing to the library’s printer(s) are selling a tangible good, subject to sales tax. See Administrative **Rule 027.09.e**, on page 23.

When a library charges for receiving a FAX, Administrative **Rule 053.02** (see page 48) considers this similar to a charge for a photocopy, which is a taxable sale of tangible personal property.

Sending a FAX, however, is a service, according to Administrative **Rule 053.01** (see page 48), and so not subject to tax.

The sale of books and calendars by the library is subject to sales tax, according to Administrative **Rule 094.05.a** (see page 85).

The sale by a library of tangible personal property such as earbuds, flash drives, pens, pencils, and

paper is subject to sales tax (see Administrative **Rule 092.05** on page 85).

The sale of tangible personal property through a vending machine is a taxable transaction (see Administrative **Rule 058.01** on page 54).

Raffle items and raffle tickets are not subject to sales tax, as the buyer is purchasing a chance to win, rather than tangible property.

For questions on collecting and submitting Idaho sales tax, please contact the Idaho State Tax Commission. The State Tax Commission’s main office is located at 800 Park Boulevard, Plaza IV; Boise, ID 83712-7742.

### Mailing address:

P.O. Box 36  
Boise, ID 83722-0410

### Web site:

[www.tax.idaho.gov](http://www.tax.idaho.gov)

### Telephone numbers for Taxpayer Services:

208-334-7660 (local)  
800-972-7660 (toll-free)

### FAX number:

208-334-7846

### e-mail address:

[taxrep@tax.idaho.gov](mailto:taxrep@tax.idaho.gov)

Main office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday except for legal holidays.

## Idaho Library Snapshot Day 2016

Idaho Library Snapshot Day is being held during National Library Week, April 10-16, 2016.

### What is it?

Idaho Library Snapshot Day is designed to capture the impact that Idaho libraries have on their communities on a typical day. Snapshot Day is also a great time to collect library user comments and take photos for your website or other promotional materials.

### How does it work?

Idaho libraries—public, school, academic, and special—document their activities for one day and enter the results on the online survey at [wsurveymonkey.com/s/IdahoSnapshot2016](http://wsurveymonkey.com/s/IdahoSnapshot2016). The information

will be compiled on a “Results” page on the Idaho Commission for Libraries website.

- Make sure staff knows the library is participating in Library Snapshot Day.
- Print the Printable Survey Form at [libraries.idaho.gov/files/IdahoSnapshotDay2016\\_PrintableSurvey.doc](http://libraries.idaho.gov/files/IdahoSnapshotDay2016_PrintableSurvey.doc) to collect statistics during Snapshot Day.
- Participate on the date you’ve selected then submit your statistics on the online survey by Friday, April 22.
- Submit any photos that you have permission to use to [teresa.lipus@libraries.idaho.gov](mailto:teresa.lipus@libraries.idaho.gov). Photo size should be about 1 MB to 3 MB.
- Watch LibIdaho listserv for a

link to the “Results” page after April 30.

See last year’s Idaho Library Snapshot Day results at [libraries.idaho.gov/page/idaho-library-snapshot-day-2015](http://libraries.idaho.gov/page/idaho-library-snapshot-day-2015).

### Why participate?

Our collective statistics, photos, and stories are a wonderfully unique way to document the growth of libraries in Idaho.

### More info:

Visit [libraries.idaho.gov/IdahoSnapshot](http://libraries.idaho.gov/IdahoSnapshot) to download tools (photo release form, library user comment form, etc.) to make your library’s Snapshot Day a success.

## LiLI Databases FY2015 Annual Report by Gina Persichini, technology and access services consultant

17% increase in use  
38 cents per login  
295 people trained

The Annual Report of the LiLI Database (LiLI-D) program for Fiscal Year 2015 can be found online at [libraries.idaho.gov/files/LiLID-AnnualReportFY2015.pdf](http://libraries.idaho.gov/files/LiLID-AnnualReportFY2015.pdf). A detailed look at the use of the databases informs Idaho Commission for Libraries’ (ICfL) program staff and stakeholders about both successes the program has achieved and areas for continued improvement.

We saw a 17% increase in the number of user sessions accessing the online tools funded by LiLI. With the ICfL’s contributions of \$708,108 in both State and grant

funds supporting the database subscriptions and content acquisition, it equates to about 38 cents per LiLI-D login. ICfL staff set up and/or delivered training and presentations on the use of LiLI, reaching 295 individuals. The LiLI Tutorials guide saw an additional 139 tutorials viewed during the year. Increases in individuals trained or informed about the availability of the databases have clearly led to increases in use of the tools.

While the report shows a number of great successes in use of LiLI-D, it also calls attention to some other interesting points. For example, use of EBSCO databases and NoveList Plus by K12 schools was much lower than

anticipated, particularly with the implementation of core curriculum standards. Of course, this suggests opportunities for more growth in the future. Research in putting together the annual report also brought to light signs that usage reports from vendors are not providing consistent data. Further, ICfL lacks meaningful data that expresses the value of the databases for those that use it.

Looking ahead, the library community can expect continued improvements in the LiLI Database program. See more at [libraries.idaho.gov/blogs/ginapersichini/lili-databases-fy2015-annual-report](http://libraries.idaho.gov/blogs/ginapersichini/lili-databases-fy2015-annual-report).



### District Libraries: 2016 Election Calendar

The 2016 election calendar and FAQs are available on the Idaho Commission for Libraries' website at *libraries.idaho.gov/landing/trustees* (under District Elections). Below are direct links to a printable election calendar for 2016 and 2016 Election FAQs:

• **2016 Calendar:**

*libraries.idaho.gov/files/2016\_Election\_Calendar\_0.pdf*

• **2016 Election FAQs:**

*libraries.idaho.gov/files/2016\_Election\_FAQs.pdf*

Also see the Secretary of State Election Calendar at *www.sos.idaho.gov/elect/2016Calendar.html*.

The next election for trustees will be in May, 2017.

Date	Activity	Code
March 18	- Last day to certify any special questions (recall, bond, override levy or plant facilities levy) to the County Clerk(s) - Last day to supply wording and resolution for any ballot questions to the County Clerk(s)	34-106
May 5 May 12	- First notice of election is published by the County Clerk(s) - Second notice of election is published by the County Clerk(s)	34-1406
May 17	<b>Election Day (8:00 a.m. to 8:00 p.m.)</b>	34-106
May 27	- Last day for the Board of County Commissioners to meet and canvass the vote - County Clerk to certify election results to political subdivision	34-1410
September 8	- Last day to certify special questions (recall, bond, override levy or plant facilities levy) to the County Clerk(s)	34-1404
September 9	- Last day to supply wording and resolution to the County Clerk(s) for a recall, bond, override levy or plant facilities levy	34-106
October 27 November 3	- First notice of election is published by the County Clerk(s) - Second notice of election is published by the County Clerk(s)	34-1406
November 8	<b>Election Day (8:00 a.m. to 8:00 p.m.)</b>	34-106
November 18	- Last day for the Board of County Commissioners to meet and canvass the vote - County Clerk to certify election results to political subdivision	34-1410

**Questions? Contact your regional field consultant, your county clerk, or the Secretary of State.**

### District Libraries: Budget Hearing Reminder, by Jan Wall, northern Idaho field consultant

As you consider agenda items for your upcoming library board meetings, don't forget to schedule your budget hearing and let your county/counties know. Your county (or counties) may already have sent you a reminder.

**District libraries must notify their county clerks by April 30 when and where the budget hearing will be held** or the district will not be able to increase the budget by the 3% allowed or to capture any revenue from new construction. In other words, your budget will be exactly the same as this year and you won't be able to recapture this lost income next year as "forgone."

Idaho Code requires the hearing and notification:

**33-2725 Library district budget –Public hearing–Notice–Adjustments** (*legislature.idaho.gov/idstat/Title33/T33CH27SECT33-2725.htm*):  
The board of trustees of each library district shall prepare for the ensuing fiscal year a budget and prior to its adoption shall have called and caused to be held a public hearing thereon at a regular or special meeting.

**63-802A Notice of budget hearing** (*legislature.idaho.gov/idstat/Title63/T63CH8SECT63-802A.htm*):  
(1) Not later than April 30 of each year, each taxing district shall set and notify the county clerk of the date and location set for the budget hearing of the district. If no budget hearing is required by

law, the county clerk shall be so notified.  
(2) Beginning in 2003, a taxing district that fails to comply with subsection (1) of this section shall be prohibited from including in its budget any budget increase otherwise permitted by either subsection (1)(a) or (1)(e) of section 63-802, Idaho Code.  
(3) If a taxing district wishes to change the time and location of such budget hearing as stated on the assessment notice, it shall publish such change of time and location in advance of such hearing as provided by law.

Please contact your Idaho Commission for Libraries regional consultant with any questions.



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**This project is made possible in part by the  
Institute of Museum and Library Services.**

## 2016 Idaho Legislative Session

The Idaho Legislature is in full swing. State Librarian Ann Joslin presented the Idaho Commission for Libraries’ (ICfL) FY2017 budget request to the Joint Finance and Appropriations Committee (JFAC) on February 12. During her presentation, she had the opportunity to showcase many accomplishments and highlights from the Idaho library community. She explained that because libraries are embedded in communities across the state, they are natural partners for the development and delivery of solutions to pressing issues, ranging from early childhood learning to STEM education, workforce development, consumer health, and rural sustainability.

Joslin described how libraries are

evolving into hubs for education, work, health, and entertainment. At the same time, she noted, the “walls” of libraries continue to expand beyond the physical space with online resources, social media, and mobile services that are changing how collections and services are accessed. Libraries are attracting people into their physical space with maker spaces, job search help, and family literacy programs.

Examples of state goals and issues that Idaho librarians are addressing in collaboration with the Commission and local partners include:

- Improving college and career readiness
- Strengthening the talent pipeline
- Supporting rural sustainability

The Legislature will be in session through March. You can monitor the action at the Statehouse by going to:

- The Idaho Legislature’s website at [legislature.idaho.gov/](http://legislature.idaho.gov/)
- Idaho Public Television’s live streaming site at [idahoptv.org/insession/](http://idahoptv.org/insession/)
- Betsy Russell’s, Spokesman Review “Eye on Boise” legislative blog at [spokesman.com/blogs/boise/](http://spokesman.com/blogs/boise/)

Throughout the year, consider inviting your local legislators to library or outreach events so they are made aware of the diverse ways the library serves the community. If you’re not sure who your legislators are, visit: <https://legislature.idaho.gov/who'smylegislator.htm>.