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AUTHOR Joslin, Ann
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ABSTRACT

Based largely on recommendations from a 1986 strategy study, this long range plan for the improvement of library services in Idaho addresses goals and activities for the years 1989-1991. It is intended to support the direction of library development begun in 1984 to improve services to the user and to meet Library Services and Construction Act (LSCA) priorities where they coincide with needs in Idaho. Section I describes the purpose and development of the plan, while Section II provides information on the administration of the plan, including its goals, policies and priorities, criteria and procedures, coordination of library programs, dissemination of LSCA information, and evaluation of the LSCA program. User and library needs are discussed in Section III, which covers the library public; unserved areas; public, academic, school, special, and institutional libraries; the State Library Agency; and the Library for the Blind and Physically Handicapped. The discussion of public libraries includes library users; special populations (illiterate, disadvantaged, limited English speaking, elderly, and handicapped); community information referral centers; and major urban resources libraries. Interlibrary cooperation is reported in Section IV under the headings of resource sharing, automation, and networks, and Section V presents the long-term plan. Goals and activities of the plan are presented under three headings: Title I, Public Library Services; Title II, Public Library Construction; and Title III, Interlibrary Cooperation and Resource Sharing. Appendixes contain the minimum eligibility requirements for participation in the LSCA grant program and an outline of Title II hearing procedures. (SD)

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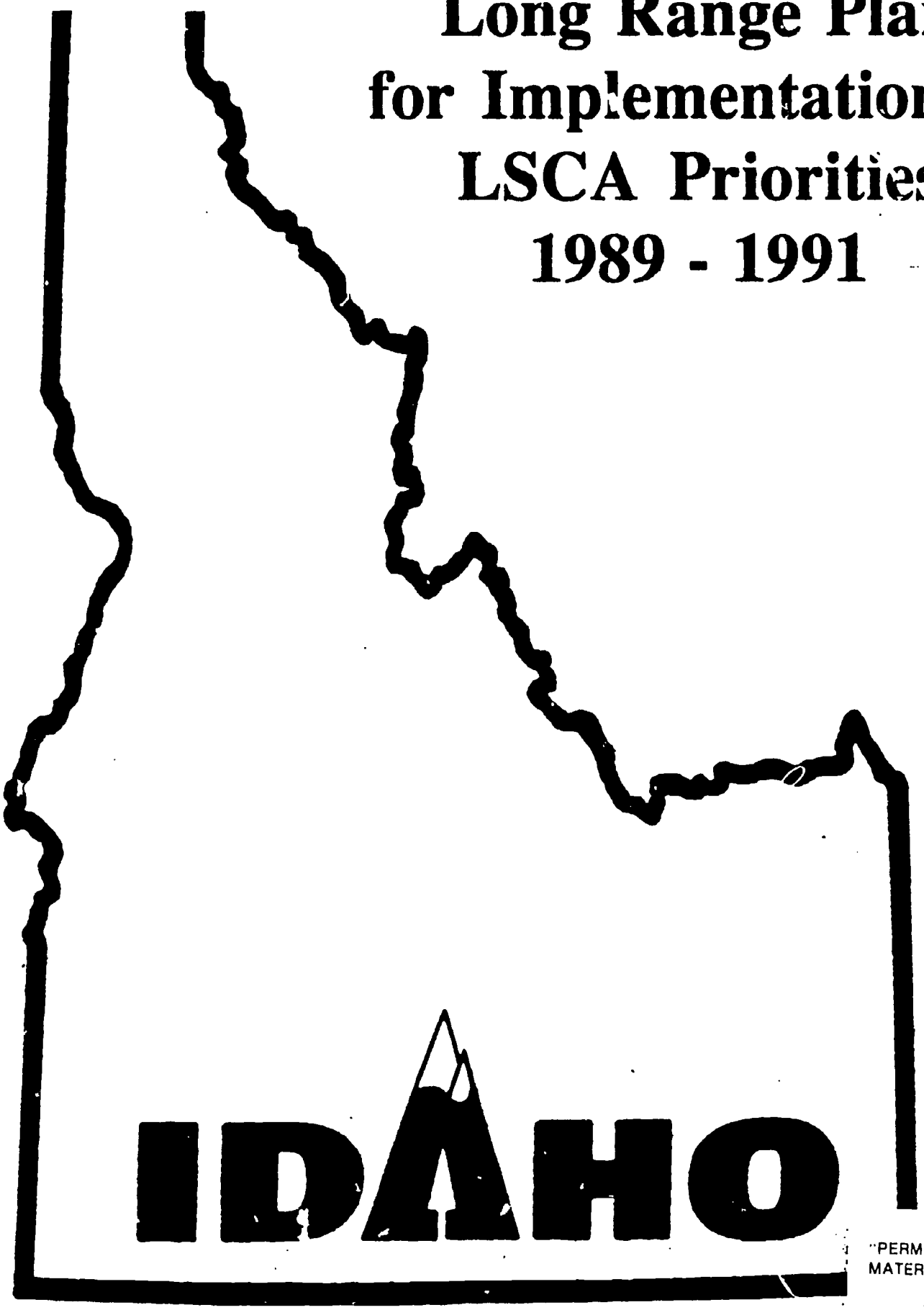

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IDAHO STATE LIBRARY

LONG RANGE PLAN

FOR IMPLEMENTATION OF LSCA PRIORITIES

1989 - 1991

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Idaho State Library
325 W State Street
Boise, Idaho

June 1988

LONG RANGE PLAN
1989 - 1991

TABLE OF CONTENTS

Introduction iii

I. Purpose and Development of the Plan 1

II. Administration of the Plan
- A. State Library 1
- B. Idaho State Library Advisory Council 3
- C. State Library Approach to Development 3
- D. Program Goals 4
- E. Policies and Priorities 5
- F. Criteria and Procedures 6
- G. Coordination of Library Programs 9
- H. Dissemination of LSCA Information 10
- I. Evaluation of the LSCA Program 10

III. User and Library Needs
- A. Users: The Library Public 11
- B. Unserved Areas 14
- C. Public Libraries 14
  - 1. Library Users 15
  - 2. Special Populations 16
    - a. Illiterate 17
    - b. Disadvantaged 18
    - c. Limited English Speaking 18
    - d. Elderly 19
    - e. Handicapped 20
  - 3. Community Information Referral Centers 20
  - 4. Facilities 21
  - 5. Major Urban Resource Libraries 21
  - 6. Metropolitan Libraries 22
- D. Academic Libraries 22
- E. School Libraries 23
- F. Special Libraries 24
- G. Institutional Libraries 24
- H. Physically Handicapped (BPH) 25
- I. State Library Agency 26

IV. INTERLIBRARY COOPERATION 27
A. Resource Sharing 27
B. Automation 27
C. Networks 28

V. THE PLAN 29
Title I, Public Library Services
1.10 Areas Without Public Library Services 29
1.20 Areas With Inadequate Public Library Services 30
1.30 Services To Special Populations 34
1.31 Literacy Programs 34
1.32 State Institutional Library Services 35
1.33 Services To Physically Handicapped 35
1.34 Services To Other Special Populations 36
1.35 Services To Indian Tribes 36
1.40 Strengthening the State Library Agency 36
1.50 Major Urban Resource Libraries 37
1.60 Strengthening Metropolitan Public Libraries 38
1.70 Community Information Referral Centers 38
1.80 Administration 38

Title II, Public Library Construction
2.10 Construction Projects 40

Title III, Interlibrary Cooperation and Resource Sharing
3.10 Planning of Cooperative Library Networks 42
3.20 Planning For Statewide Resource Sharing 42
3.30 Establishing, Expanding, and Operating Library Networks 44

APPENDIX
A. Minimum Eligibility Requirements 47
B. Title II Hearing Procedure 51

INTRODUCTION

This document is part of an ongoing planning process for the improvement of library services in Idaho that began in 1986 with the State Library Strategy Study. The Study assessed the role of the State Library in meeting the needs of the library community for continuing education, consulting services, and automation assistance. The results of the Strategy Study were disseminated widely throughout the library community in 1987, and are available from the State Library.

This Long Range Plan is largely based on the recommendations of the Strategy Study, and addresses goals and activities for the years 1989 through 1991. As stated in Section I of the Plan, it is intended to support the direction of library development begun in 1984 to improve services to the user and to meet federal funding priorities where they coincide with needs in Idaho. The Plan will be reviewed annually by the State Library Development Division, the State Library Advisory Council, and the State Library Board for its relevance to the changing needs of the library community.

The Plan is not only for use by the State Library, but by the library community in developing Library Services and Construction Act (LSCA) grant projects and proposals. Each year an LSCA allocation plan that addresses specific portions of the Long Range Plan will be distributed to the library community with an invitation to apply for grant funds. Using this process, library development at the statewide level should complement and support that at the local and regional levels.

Sections II through IV of the Plan provide background information about LSCA administration, user and library needs, and interlibrary cooperation in Idaho. Section V is the plan itself, with goals and activities arranged under the federally established LSCA priorities.

The State Library Board, the Development Division, and the Advisory Council trust that this Plan will be helpful to you in planning projects over the next three years to improve library services to your current and potential users.

IDAHO STATE LIBRARY
LONG RANGE PLAN

IMPLEMENTATION OF LSCA PRIORITIES
1989 - 1991

I. PURPOSE AND DEVELOPMENT OF THE PLAN

The Idaho Long Range Plan for Library Development, 1989-1991, was prepared as required by and in support of the Library Services and Construction Act (LSCA), as amended by P.L. 98-480.

The Plan is intended to support the direction of development begun in 1984 to improve library services to the user and to meet federal funding priorities where they coincide with needs in Idaho. It is based on library needs identified at the local level during the 1986-87 Strategy Study, with additional input provided by the Idaho State Library Development Division staff and the Idaho State Library Advisory Council.

The Long Range Plan will be reviewed and revised annually by the Development Division staff and the Advisory Council.

II. ADMINISTRATION OF THE PLAN

II. A. THE IDAHO STATE LIBRARY

The Idaho State Library is the state library administrative agency for the State of Idaho and as such has the statutory authority and responsibility for leadership in the development and improvement of Idaho library resources and services.

The statutory framework within which the State Library Board of Trustees operates is detailed in *Idaho Code* Title 33, Chapter 25. The Board operates according to by-laws, policies, and rules promulgated under the Idaho Administrative Procedures Act.

The Board consists of four members. Three members are appointed by the State Board of Education for terms of 3 years; the Superintendent of Public Instruction serves as an ex-officio member of the Board.

The mission of the State Library is to promote the fulfillment of the information needs of the people of Idaho through the provision and coordination of effective services and resources, in accordance with *Idaho Code* Title 33, Chapters 25-27.

The State Library supports statewide library development by:

1. Coordinating statewide plans involving all types of libraries and all service and support areas.

2. Drafting, reviewing, monitoring, and advocating for or against legislation at the local, state, and federal levels.

3. Administering state, federal, and other funds allocated for library development purposes.

4. Coordinating and promoting continuing education and staff development opportunities for library personnel and their governing boards.

5. Providing and coordinating consultant services on matters relating to libraries.

6. Conducting research to better understand and improve library services within Idaho.

7. Coordinating public awareness programs to promote the availability and usefulness of library and information resources.

The State Library provides information services by:

1. Developing, maintaining, and providing access to a collection of materials that accurately reflects the needs of its clientele.

2. Providing reference and referral service.

The organization of the State Library reflects the mission and goals of the agency. It consists of two divisions, Library Development and Information Services, and one section, Support Services.

The State Library receives an annual appropriation from the State general account for personnel, operating, capital outlay, and trustee and benefit programs. Two State Library activities are funded in part with LSCA Title I funds. Administration of the LSCA program involves planning, implementing, evaluating, and publicizing all activities related to the use of the federal funds in Idaho, and includes support of the Advisory Council and a grants officer. LSCA funds are also occasionally used to strengthen the ability of the State Library to meet the information needs of the people of the State.

II. B. IDAHO STATE LIBRARY ADVISORY COUNCIL

The Idaho State Library Advisory Council is appointed by the Idaho State Library Board to carry out two responsibilities:

- advise the State Library administrative agency on the development of, and policy matters arising in the administration of, the LSCA State plan, and
- assist the State Library administrative agency in the evaluation of activities assisted under the Act.

The Advisory Council provides input to the State Library Board in the following areas:

- the Long Range Plan for library development,
- the annual LSCA State plan,
- the LSCA allocation plan,
- evaluation of LSCA grant applications, and
- other projects assigned by the State Library Board.

The Advisory Council has nine members appointed for 3-year terms. Representation on the Council includes library users, public libraries, academic libraries, school libraries, special libraries, state institutional libraries, and libraries serving the handicapped.

II. C. STATE LIBRARY APPROACH TO DEVELOPMENT

The State Library Development Division exists to implement the statutory responsibilities and policies of the Board related to statewide development of library services. The State Library's approach to library development is based on the following assumptions:

1. The primary impetus and responsibility for improved library services must come from the local level. The State Library role is to support, not to replace, local effort.

2. Individual libraries are strengthened by greater self-sufficiency rather than dependence. Increases in the levels of planning and basic library skills at the local level are priorities for increasing self-sufficiency.

3. Cooperative projects improve services locally and statewide.

4. Use of development funds should focus on improvement of services to the user through both innovative and practical projects, but state and federal funds must not replace local funds.

5. Libraries in the state are in different stages of development and have chosen different roles for themselves; programs may be developed to address those differences.

6. A threshold population-financial base, measured by local support per capita, is needed for the provision of adequate library services.

7. Two-way communication between the library community and the State Library is needed for successful statewide library development.

II. D. PROGRAM GOALS

The 1986-87 statewide Strategy Study identified considerable need in the library community for additional continuing education, consulting services, and automation assistance to improve local services. The focus for development during the next three years will be in these areas.

In addition to these areas, work will be done to improve local and cooperative planning and collection development, and to strengthen statewide programs that lead to better services at the local level.

Based on the development needs identified above, six program goals have been developed for the 1989-1991 planning period.

- Improve the ability of libraries to provide services to their targeted clientele and special population groups.

- Improve the ability of libraries to access resources.

- Improve the ability of library personnel and governing boards to manage their local resources effectively.

- Improve the ability of individual libraries to work cooperatively with other libraries and other agencies to provide better service to users statewide.

- Increase the percentage of Idaho citizens who have access to and make use of tax supported library services.

- Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.

Implementation of activities to achieve these goals will be influenced by the assumptions underlying library development described in Section II. C above.

II. E. POLICIES AND PRIORITIES

According to *Idaho Code* 33-2701, "It is hereby declared to be the policy of the state of Idaho, as a part of the provisions for public education, to promote the establishment and development of free library service for all the people of Idaho." Other policies, procedures, and rules governing the State Library are collected in the State Library Board Manual.

In working to achieve the program goals for the 1989-1991 planning period, the State Library will focus on the following LSCA priorities:

Title I:

- Areas with inadequate public library services
- Strengthening the state library agency
- Administration

Title II:

- Construction

Title III:

- Planning of cooperative library networks
- Planning for statewide resource sharing
- Establishing, expanding and operating library networks

Other Title I LSCA priorities to be addressed include:

- Areas without public library service
- Services to the disadvantaged
- Services to the physically handicapped
- State institutional library services
- Major urban resource libraries
- Limited English speaking proficiency
- Services to the elderly
- Community information referral centers
- Literacy programs
- Services to the handicapped

The following methods for addressing the focus LSCA priorities, based largely on the recommendations of the Strategy Study, are incorporated into the Long Range Plan (Section V).

- Provide and facilitate continuing education for staff and governing boards
- Provide and facilitate consulting services to complement the continuing education program
- Provide and strengthen assistance in planning for and application of automation to library services
- Strengthen and facilitate planning at the local level and among library jurisdictions

- Strengthen and facilitate collection development at the local and cooperative levels
- Provide coordination of statewide programs for libraries

II. F. CRITERIA AND PROCEDURES

Criteria for participation and procedures for granting funds under the State Library administered LSCA program have been developed for each title.

Title I Criteria for Participation

Libraries providing public library services are eligible to submit applications in a grant cycle based on an annual allocation plan. Other agencies wishing to improve public library services are encouraged to participate as co-applicants.

Applications must be complete, document a problem, describe activities proposed to solve the problem, detail anticipated expenditures, describe project evaluation, and be received at the State Library before the deadline.

Public libraries applying for LSCA funds must meet the Minimum Eligibility Requirements as outlined in APA 30.00.D.1, Participation in grant programs (see Appendix A).

Local matching funds, unless otherwise stated, must equal at least 25% of the total amount of the project.

The total amount of grant awards is determined each year based on the availability of LSCA funds and the established priorities of the program.

Title I Procedures for Granting

Invitation to apply is mailed to all public libraries.

Libraries submit intent to apply forms describing their projects for review by appropriate State Library staff to determine eligibility.

The State Library invites a full application from and assigns a staff member to each eligible project.

The Advisory Council reviews the full applications and makes recommendations for funding to the State Library Board.

The State Library Board approves projects not exceeding the amount of LSCA Title I funds available for Idaho.

The State Librarian awards funds to approved projects.

After signing of a grant agreement, LSCA funds are paid to the subgrantee upon receipt of required documentation.

A project is considered complete when activities are finished and required reports are submitted by the subgrantee.

Title II Criteria for Participation

Libraries providing public library services are eligible to submit applications in a grant cycle based on an annual allocation plan.

Applications must be complete, document a need, describe the solution, detail anticipated expenditures, and be received at the State Library before the deadline.

Public libraries applying for LSCA funds must meet the Minimum Eligibility Requirements as outlined in APA 30.00.D.1, Participation in grant programs (see Appendix A).

A library seeking Title II grant funds must have a written building program on file with the State Library.

Local matching funds must equal at least 50% of the total amount of the project.

The total amount of grant awards is determined each year based on the availability of LSCA funds and the established priorities of the program.

Title II Procedures for Granting

Invitation to apply is mailed to all public libraries.

Libraries submit preliminary applications to the State Library for review by appropriate staff to determine eligibility.

Members of the Advisory Council visit proposed project sites, review preliminary applications, and recommend projects for preliminary approval to the State Library Board. Development Division staff also visit proposed project sites.

Those libraries granted preliminary approval by the State Library Board are invited to submit full applications.

Completed grant applications are reviewed by the State Librarian and appropriate staff.

The State Librarian approves projects not exceeding the amount of LSCA Title II funds available for Idaho.

The U.S. Department of Education accepts the approved projects.

The State Librarian issues a letter of award to libraries with approved projects.

After signing of a grant agreement, LSCA funds are paid to the subgrantee upon receipt of required documentation.

A project is considered complete when construction is finished, required reports are submitted by the subgrantee, and the State Library or its contractor has inspected the site.

A library whose application for a subgrant is denied may request a hearing before the State Library Board by following the LSCA Hearing Procedure as outlined in APA 30.00.D.2 (see Appendix B).

Title III Criteria for Participation

Any type of library or combination of libraries and institutions may apply for grants that promote statewide resource sharing and/or the improvement of library services through cooperative library networks.

Applications must be complete, document a problem, describe activities proposed to solve the problem, detail anticipated expenditures, describe project evaluation, and be received at the State Library before the deadline.

Public libraries applying for LSCA funds must meet the Minimum Eligibility Requirements as outlined in APA 30.00.D.1, Participation in grant programs (see Appendix A).

Local matching funds, unless otherwise stated, must equal at least 25% of the total amount of the project.

The total amount of grant awards is determined each year based on the availability of LSCA funds and the established priorities of the program.

Title III Procedures for Granting

Invitation to apply is mailed to Idaho academic, special, school, and public libraries.

Subsequent procedures for granting Title III funds are the same as for Title I funds.

II. G. COORDINATION OF LIBRARY PROGRAMS

While the State Library takes responsibility for supporting statewide library development, it does not have statutory authority over any type of library. Public libraries are either independent taxing districts or entities within city governments. School libraries fall under the jurisdiction of local school boards and the State Department of Education. Academic and special libraries, whether public or private, are the responsibility of their respective parent institutions. The public academic libraries are also answerable to the State Board of Education in some matters.

Coordination of library-related programs with and among libraries in the state is accomplished in part through representation on the Advisory Council from all types of libraries and through State Library membership in and work with the Idaho Library Association. In addressing specific issues of statewide importance, the State Library also convenes groups representative of the library community to assist in developing plans and programs. As of the spring of 1988, task forces are working in the following areas: automation, district law review, continuing education, summer reading, and collection development.

Coordination of services and programs among all types of libraries within an area, whether it be local, regional, statewide, or interstate, is encouraged by the State Library.

The State Library facilitates coordination among other state agencies dealing with library services. The state institutional libraries participate in a grant program offered by the State Library to improve services to their residents. The State Library cooperates with the Commission for the Blind in efforts to improve services to the certified sight-impaired population served by both agencies. The State Library is an agency under the Board of Education, and maintains contact with the Education staff member assigned to school library media centers. Cooperation among academic libraries, both state and private, is facilitated by the Idaho Council of State Academic Libraries (ICOSAL).

On an ongoing basis, the State Library works to identify opportunities to cooperate with other agencies and organizations to promote library development in the state.

II. H. DISSEMINATION OF LSCA INFORMATION

The State Library is striving to improve its dissemination of information related to the LSCA program in Idaho. Activities projected for the 1989-1991 planning period include:

- Distribution of the Long Range Plan to all libraries
- Annual announcement to all libraries of availability of LSCA funds
- Annual distribution of an allocation plan
- Publication and distribution of an annual summary of LSCA activity
- Distribution of other information related to LSCA programs, projects, and evaluations through the monthly *ISL Newsletter*, appropriate library journals, and available electronic media
- Maintenance of individual project descriptions, evaluations, and other documentation at the State Library for review by interested parties

II. I. EVALUATION OF THE LSCA PROGRAM

Evaluation of the LSCA program in Idaho takes place on several levels. The State Library must evaluate the overall progress of the program in achieving its long term goals, success of individual subgrantee projects, and the agency's effectiveness in administering the program. Individual libraries must evaluate the success of the statewide program as well as their individual subgrantee projects in achieving better services at the local level.

Subgrantees under Titles I, II, and III are required to submit quarterly and/or final reports which include a narrative describing the successes and problems in the project and an accounting of LSCA and local project funds.

The State Library, through the grants officer and consultants assigned to the projects, monitors activities during the course of the grant year. The State Librarian, the Associate Director for Library Development, and the Development staff assess the progress made toward the long term goals and the administration of the program. During the 1989-1991 planning period, the Advisory Council will become more involved in the evaluation process.

III. USER AND LIBRARY NEEDS

III. A. USERS: THE PUBLIC LIBRARY

According to the US census, the population of Idaho in 1980 was 943,935. Provisional estimates for 1986 showed an increase to 1,003,000, but the population decreased in 1987 to 998,000. That population is spread over 82,677 square miles in an average density of 12 people per square mile. Idaho's 44 counties range in population from 700 (Camas and Clark Counties, 1986) to 193,800 (Ada County, 1986).

The primary employers in Idaho are agriculture and food processing; mining; timber and related industries; other manufacturing (machinery and high technology, chemicals, printing and publishing); travel and tourism; and State and Federal governments.

The following tables, based on 1980 U.S. Census data, summarize demographic and social characteristics of the citizens of Idaho.

Table 1
POPULATION: URBAN & RURAL

Total People	943,935
Urban	509,800
Inside urbanized areas	188,530
Central cities	148,791
Urban fringe	39,739
Outside urbanized areas	321,270
Places of 10,000 or more	194,787
Places of 2,500 to 10,000	126,483
Rural	434,135
Places of 1,000 to 2,500	57,063
Other rural	377,072

Table 2
RACIAL AND ETHNIC GROUPS

	Hispanic	White	Black	Asian	Amer. Indian Eskimo, Aleut
Urban	20,035	479,257	2,361	4,235	3,460
Rural	16,525	408,434	309	2,168	6,466
Total	36,560	887,691	2,670	6,403	9,926

Table 3
INDIAN TRIBES
(from Idaho Blue Book 1987-1988)

Tribe	1985 Population
Kootenai	110
Coeur d'Alene	1,100
Nez Perce	2,900
Shoshone-Bannock	3,302
Shoshone-Pauite	476

Table 4
INCOME
Income in 1979 Below Poverty Level

	Total	# Below Poverty Line	% Below Poverty Line
Persons	926,257	116,808	12.6
Urban	495,638	58,337	11.8
Rural	430,619	58,471	13.6
Families	248,258	23,883	9.6
Urban	132,397	11,100	8.4
Rural	115,861	12,783	11.0

Table 5
LANGUAGE SPOKEN AT HOME

	Age 5 - 17	Age 18 & Older
Total Persons	213,569	636,858
Language		
English only	203,641	599,234
Chinese	66	564
French	410	2,053
German	600	4,689
Greek	83	325
Italian	47	797
Philippine	13	148
Polish	--	166
Spanish	7,138	19,930
Other specified	1,387	8,471
Unspecified	134	481

Table 6
ABILITY TO SPEAK ENGLISH

Total persons 5 years and older	850,427
Speak only English at home	802,875
Speak language other than English at home	47,552
Speak English very well	29,436
Speak English well	10,416
Speak English not well or not at all	7,700
5-13 years	717
14-17 years	454
18-24 years	1,758
25 years\+	4,771

Table 7
LEVELS OF EDUCATION

	Persons	Percent
Persons 25 and older	514,365	100.0
Years of Education		
0-4	8,038	1.6
5-8	56,792	11.0
9-11	70,351	13.7
12	187,912	36.5
1-3 college	109,859	21.4
4+ college	81,413	15.8

Table 8
DISABLED

	Urban	Rural	Total
Total persons 16 - 64	316,487	258,918	575,405
With a work disability	26,215	24,088	50,303
Total persons 65+	50,122	38,849	88,971
With a public transport disability	5,886	3,629	9,515

Table 9
PERSONS OVER 60

Age	60 - 64	65 -74	75 - 84	85 +
Urban	19,707	31,635	16,593	5,847
Rural	18,490	26,657	10,319	2,629
Total	38,197	58,292	26,912	8,476

III. B. UNSERVED AREAS

As of January 1988, it was estimated that approximately 15%, or 149,700 citizens of Idaho, pay no taxes for public library services. Some progress has been made since 1985 in reducing the number of unserved citizens, but two impediments still exist:

- Many of the large property holders object to paying a disproportionate amount of property tax to support library services, and
- Procedures for establishing a library district and adding an unserved area to an existing district can be cumbersome and confusing.

See 1.10 of Section V, The Plan, for goals and activities to meet the needs of unserved persons.

Needs of the Unserved

- Access to tax supported library services
- Cost effective delivery of library services
- Reasonable distribution of taxes for library support

III. C. PUBLIC LIBRARIES

Public libraries are those that serve free of charge all residents of a community or district, and receive financial support in whole or in part from public funds. The public libraries in Idaho fall into three categories of governance:

Type	Board authority	Number
City	Appointed by city council	67
District	Elected by district residents	44
School/Comunity	School district board	5

Idaho also has approximately 10 volunteer libraries that offer service to a community but receive no public funds.

The 1986 public library statistics showed that 114 public libraries served a total population of 920,203, including those served through contract and as non-residents (this figure includes counting some users twice). Individual public libraries serve populations ranging from 85 to 114,000. More than half of the public libraries serve fewer than 5,000 people.

Year	Libraries Reporting	Total Expenditures	Holdings	Circulation
1985	113	$8,122,829	2,296,797	4,782,657
1986	114	$9,336,190	2,578,327	5,561,394
1987*	103	$9,171,339	2,641,447	5,366,273

*Volunteer libraries not included in figures.

The state's population distribution, combined with financial and geographic variances, affect the type, quality, and variety of library services offered by individual public libraries. Three major avenues exist to supplement local efforts and to provide levels of service beyond the scope of local libraries: cooperation between libraries, the LSCA program administered by the State Library, and the provision of consulting services and backup reference services by the State Library.

III. C. 1. Library Users

Users in Idaho, as in other states, deserve library services adequate to meet their information needs. See 1.20 of Section V, The Plan, for goals and activities to meet these needs.

User Needs

- Materials for recreational and cultural purposes
- Business information
- Occupational and employment information
- Legal, consumer, and health care information
- Information about community resources and services
- Basic and high interest/low vocabulary materials
- Materials supporting or supplementing other programs
- Current and accurate materials
- Materials in a variety of formats and points of view
- Timely response to information and materials requests
- Trained staff
- Understandable arrangement and organization of materials
- Knowledge of library resources and programs

- Accessible hours
- Accessible library location, facilities, and parking
- Adequate and easy to use facilities

Library Needs

- Ability to meet range of user capabilities and interests
- Adequately trained and sufficient staff
- Adequately compensated staff
- Informed, articulate, and independent Board of Trustees
- Adequate, appropriate, and accessible library facilities
- Adequate financial resources
- Long range planning and systematic assessment of library effectiveness
- Coordination and cooperation between libraries and other information providers, community services agencies, business and industry
- Access to and utilization of technology
- Community understanding of library role and function
- Effective publicity programs
- Ability to develop and implement alternative programs of service delivery
- Access to collections and resources beyond the scope of the local library
- Access to quantitative/qualitative standards by professional organizations that can be effectively used at the local level
- Technical assistance, facilitation services, and informational resources from the State Library

III. C. 2. Special Populations

Although Idaho has a fairly homogeneous population, there are a number of special population groups who do not have access to adequate public library services. Those groups include:

- Illiterate
- Disadvantaged
- Limited English speaking
- Elderly
- Handicapped
- Institutionalized
- Physically handicapped

With the exception of the blind and physically handicapped, no special population group has access to library services through a coordinated statewide program. In most cases, there are other public and/or private agencies with which the State Library and/or local libraries could develop coalitions to improve delivery of library services to the various populations.

In addition to the special populations described under Title I of LSCA, Idaho has six registered Indian tribes eligible for Title IV funds through the US Department of Education.

See 1.30 of Section V, The Plan, for goals and activities to meet the needs of special populations. Because of the work required to bring public library services to an adequate level for the typical user, improvement of services to special populations will have a lower state priority for the 1989-91 planning period.

Generally, the information needs of special populations are the same as those identified under public library user and library needs. However, the following is a more specific listing of needs for the groups served by public libraries. See Sections III.G and III.H for needs related to the institutionalized and physically handicapped.

III. C. 2. a. Illiterate

In 1987, the State Library began to formulate a program to involve public libraries in services for illiterates, which it defines as those adults whose minimal skills (below the 9th grade level) in reading, writing, or comprehension or in performing basic arithmetical computations preclude them from functioning in society without assistance from others [34 CFR 769.4(c)]. A number of public and private agencies provide services to this group, but no statewide coalition or approach exists.

See 1.31 of Section V, The Plan, for goals and activities to meet the needs of illiterate persons.

User Needs

- Access to materials in suitable format, reading levels, and subject matter
- Understanding and trained staff
- Information concerning community education and training programs
- Alternative programs and services

Library Needs

- Materials in suitable format, reading levels, and subject matter
- Access to or participation with community based training programs
- Financial support to purchase appropriate materials and to support programs
- Understanding and support of governmental officials for library participation in literacy programs
- Staff training and awareness programs
- Support and informational resources from the State Library

III. C. 2. b. Disadvantaged

Disadvantaged persons are those whose socio-economic, educational deprivation, or cultural isolation from the general community may preclude them from benefiting from public library services to the same extent as the general community benefits from these services [CFR 770.4(c)]. Disadvantages include, but are not restricted to, distance, residence, handicap, age, literacy level, and limited English speaking proficiency [34 CFR 770.10(b)(3)(ii)].

See 1.34 of Section V, The Plan, for goals and activities to meet the needs of disadvantaged persons.

User Needs

- Access to community resources
- Access to library and materials which provide basic life support information
- Use of library and informational services without incurring fees
- Trained and understanding staff
- Access to a diversity of cultural and educational materials which meet their specific needs in appropriate styles and formats

Library Needs

- Ability to hire staff that have an understanding of disadvantaged populations
- Staff training and awareness programs
- Suitable materials that are designed to meet the needs of the target population
- Administrative support for services to the target population
- Support and informational resources from the State Library

III. C. 2. c. Limited English Speaking

An individual with limited English speaking proficiency is one whose native tongue is a language other than English or comes from an environment where a language other than English is dominant, and has sufficient difficulty speaking, reading, writing, or understanding the English language to be denied the opportunity to participate fully in society [34 CFR 770.4].

See 1.34 of Section V, The Plan, for goals and activities to meet the needs of persons with limited English speaking ability.

User Needs

- Access to library and informational materials target language
- Access to library and informational materials which support transition to new cultural setting
- Access to library staff who can communicate in their language(s) or who have demonstrated sensitivity to target group(s)
- Library environment that supports use of its programs and services

Library Needs

- Access to materials for use of the target group
- Access to bilingual staff
- Financial support to purchase appropriate materials and to support programs and services for the target group
- Understanding and support of governmental officials for library services to the target group
- Support and informational resources from the State Library

III. C. 2. d. Elderly

The elderly are generally considered to be those people aged 60 years and older. Services to the elderly may include, but are not restricted to, training librarians to work with the elderly, conducting special library programs and purchasing special library materials for the elderly, paying salaries for elderly persons who work in libraries, providing to the elderly home visits by library staff, and furnishing transportation to enable the elderly to have access to library services [34 CFR 770.10(4)(ii)].

See 1.34 of Section V, The Plan, for goals and activities to meet the needs of elderly persons.

User Needs

- Materials in suitable formats on desired topics
- Trained and sensitive staff
- Home and other alternative delivery service programs
- Specific community information relating to community services for the elderly
- Accessible facilities

Library Needs

- Training and support for staff working with the elderly
- Financial support to purchase appropriate materials
- Adequate materials in appropriate formats
- Cooperative efforts to share materials and equipment
- Cooperation with other community elder organizations
- Support and informational resources from the State Library

III. C. 2. e. Handicapped

This population group includes individuals who are mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or otherwise health impaired [34 CFR 770.4(c)]. Because communication and/or mobility often present major problems for individuals with hearing, speech, cognitive, or motor impairments, they may have special information needs.

See 1.34 of Section V, The Plan, for goals and activities to meet the needs of handicapped persons.

User Needs

- Access to facilities, materials, services, and programs
- Sufficient information on how to minimize the impact of disabilities on education, employment, and personal enrichment
- Materials in appropriate formats
- Access to appropriate reading and communication aids
- Staff trained and experienced in working with the handicapped
- Access to programs which enhance employment opportunities, well-being, and participation in the community

Library Needs

- Cost-effective solutions to architectural and transportation barriers
- Financial support to purchase appropriate materials
- Staff understanding of the needs and abilities of the disabled
- Coordination with other community service providers

III. C. 3. Community Information Referral Centers

Community information referral centers (IRC) serve as linkages between citizens and community resources, including agencies, programs, services, and people.

This priority was addressed in the 1985-1988 planning period, but without a great deal of success. Libraries have found IRC projects to be very labor intensive to create and maintain, and none have yet documented overwhelming use. Until standardized programs and formats are developed, little emphasis will be placed on the development of new referral centers in the state.

See 1.70 of Section V, The Plan, for goals and activities to meet the need for community information referral centers.

User Needs

- Social services
- Clubs and organizations
- Government information
- Education and careers
- Entertainment and leisure
- Housing
- Health
- Transportation
- Financial
- Day care/ child care

- Consumer and legal information
- Misc. reference such as emergency phone numbers, counselling hotlines, etc.

Library Needs

- Trained and sufficient staff to gather, organize, and update the information
- Ready access to the information
- Method of marketing the service to the community

III. C. 4. Facilities

Most public libraries in Idaho have inadequate facilities, and are housed in buildings not designed or built as libraries. While no formal survey has been taken recently and no standards for Idaho facilities have been developed, it is clear that the typical public library suffers inadequacies in many areas.

See 2.10 of Section V, The Plan, for goals and activities to meet the need for adequate facilities.

Library Needs

- Patron seating
- HVAC systems
- Physical accessibility
- Acoustics
- Service areas
- Signs
- Storage Areas
- Utility services
- Staff work space
- Public meeting rooms
- Lighting
- Program areas
- Shelving
- Parking

Facilities that do not provide a balanced combination of function, usability, and attractiveness make it difficult to provide effective and efficient library services to a community's residents. The lack of adequate facilities is compounded by fiscal constraints and, in some communities, strong ties to existing buildings.

Many libraries recently involved in construction have not done adequate planning for it. During the 1989-1991 period, the State Library will assist local libraries in their planning for and management of construction projects.

III. C. 5. Major Urban Resource Libraries

A major urban resource library is a public library located in a city having a population of 100,000 or more, and provides services to users throughout the regional area in which it is located. Such libraries may have unique needs because of the value of their collections to individual users and to other libraries [LSCA, Section 102(a)(3)]. Idaho has one MURL, Boise Public Library, which serves approximately 103,000 people.

See 1.50 of Section V, The Plan, for goals and activities to meet the needs of major urban resource libraries.

- Materials resources developed to a depth and breadth adequate to meet the needs of individual users and other libraries
- Professional reference staff
- Bibliographic access to other library collections
- Adequate storage and user space
- Extensive hours of service
- Funding to support the services provided individuals and libraries outside the immediate financial/governmental jurisdiction
- Efficient delivery systems

III. C. 6. Metropolitan Libraries

Idaho is a rural state with one library serving 103,000 people (MURL), and only 8 other libraries serving more than 25,000 people (Ada County District, Pocatello Public, Idaho Falls Public, Consolidated Free District, Moscow-Latah County, Twin Falls Public, Bonneville County District, Lewiston City, and Nampa Public).

No need to make specific provisions for "metropolitan" public libraries in Idaho has been identified.

III. D. ACADEMIC LIBRARIES

There are 11 academic institutions in Idaho:

Institution	Funding	Years	1987 FTE Enrollment
Boise Bible College	private	4	99
Boise State University	public	4	8,164*
College of Idaho	private	4	1,207
College of St. Gertrude	private	2	30
College of Southern Idaho	public	2	1,593*
Idaho State University	public	4	5,575*
Lewis Clark State College	public	4	1,606*
North Idaho College	public	2	1,881*
Northwest Nazarene College	private	4	1,075
Ricks College	private	2	6,931
University of Idaho	public	4	7,275

* Includes enrollment in vocational programs.

The library directors of the academic institutions participate with the State Librarian in ICOSAL, the Idaho Council of State Academic Libraries.

The status and future development of the academic libraries are dependent upon the goals, objectives, and resulting curricula of the parent institution. Cooperation among the academic libraries and with the State Library has been strong, and promises to continue with the recognized need to share resources within the state.

III. E. SCHOOL LIBRARIES

Although the *Idaho Code* (33-2502) states that the State Library ". . . shall cooperate with the management of public school libraries . . .", the curriculum responsibility of the school librarian has led to separate support services for public libraries and school libraries.

The schools and libraries in Idaho's 116 public school districts are under the jurisdiction of the State Department of Education (SDE). The 1986 enrollment in 363 elementary and 214 secondary schools was 211,360.

Idaho law requires that each secondary school operate a library according to certain standards, including staffing by a properly certified professional school librarian. The law also requires that each elementary school operate a library, but does not require that the library be staffed by certified professional school librarians. In fact, most elementary school libraries are staffed by clerks, aides, or lay volunteers.

The State Department of Education assists schools in complying with state law and established professional practices by providing consultant services and inservice training for certified school librarians. It does not offer services to uncertified school library personnel.

School libraries are encouraged to cooperate with other libraries in their areas to expand their access to resources, and to participate in continuing education activities and cooperative programs sponsored by the State Library.

Library Needs

- Staff trained in basic library skills, including: management, budgeting, personnel supervision, cataloging, collection development, and use of technology
- Access to continuing education programs
- Access to collections and resources beyond the scope of the local school library
- Access to technical assistance and informational resources from the State Department of Education and/or the State Library
- Access to quantitative/qualitative library standards by professional organizations that can be effectively used by the local school district
- Support and understanding from the school administration of the importance of library services

III. F. SPECIAL LIBRARIES

A special library is defined as one maintained by an individual corporation, association, government agency, or other group for the purpose of collection, organization, and dissemination of information, and devoted primarily to a special subject with specialized service to a specialized clientele.

The State Library has identified 53 special libraries, including 26 in hospitals, 5 in government agencies, and 18 in corporations. The status and future development of special libraries are dependent upon the goals and objectives of the parent institution.

Cooperation among special libraries and with the State Library varies greatly. The medical libraries participate in the Idaho Health Information Network which is coordinated by the State Library's Health Information Consultant. The State Library Information Services Division works with several government agency libraries in identifying and locating information resources. A number staff members of special libraries are members of the Idaho Library Association and participate in local area professional organizations.

III. G. INSTITUTIONAL LIBRARIES

State institutional libraries are those that provide books, other library materials, and library services to inmates, patients, or residents of penal institutions, reformatories, residential training schools, etc., and students in residential schools for the physically handicapped operated or supported by the State [LSCA, Section 3(9)]. Idaho has six such state institutions:

Department of Corrections (1450 total residents)
- North Idaho Correctional Institution, Cottonwood (189)
- Idaho Correctional Institution, Orofino (214)
- Idaho State Correctional Institution, Boise (700)
- South Idaho Correctional Institution, Boise (220)
- Two Work Centers (127)
- Maximum Security, Boise (250 residents upon completion in 1990)

School for the Deaf and Blind, Gooding (70 residents, 55 day students)
State Hospital North, Orofino (85 residents)
State Hospital South, Blackfoot (145 residents)
State School and Hospital, Nampa (250 residents)
Youth Services Center, St. Anthony (77 residents)

Each institution is responsible for the provision of library services to its residents. None of the institutions employ a degreed librarian, and it is assumed that none meet national standards developed for institutional libraries. Four institutions participate in the State Library grant program to improve library services.

See 1 32 of Section V, The Plan, for goals and activities to meet the needs of institutionalized persons.

User Needs

- Adequate and appropriate materials on a remedial level including occupational guidance and coping skills
- Adequate and appropriate materials in a variety of formats
- Adequate and appropriate materials at a variety of skill levels
- Ability to obtain needed materials
- Ability to easily access library collections
- Foreign language materials

Library Needs

- Adequately trained and sufficient staff
- Adequate financial support
- Method of handling gift materials, especially from publisher overstock programs
- Standardization of position classification, financial support, and reporting structures
- Coordination of programs
- Communication with other libraries and librarians
- Support and understanding from institution administration of the importance of library services
- Access to quantitative/qualitative library standards by professional organizations that can be effectively used by the institution

III. H. PHYSICALLY HANDICAPPED

The State Library operates the Library for the Blind and Physically Handicapped in cooperation with the National Library Service, providing large print materials, books on tape, and machine lending services to 1700 citizens of Idaho. The State Library contracts with the Utah State Library to provide braille materials, and coordinates the efforts of volunteers to record requested materials. Under the Governor's Office, the Idaho Commission for the Blind operates the radio reading service and, until 1988, was a designated machine lending agency.

The Library for the Blind and Physically Handicapped automated its circulation and inventory functions during 1986 and 1987. In 1987, 78,875 items were circulated.

See 1.33 of Section V, The Plan, for goals and activities to meet the needs of physically handicapped persons.

III. I. STATE LIBRARY AGENCY

Since 1985, the State Library has strengthened its role as a leader in the Idaho library community. in several ways:

- The establishment of the Development Division with consulting staff,
- Change in the administration of the LSCA program to include direct grants to libraries of all types,
- Commission of the 1987 statewide Strategy Study, and
- Phased implementation of the Strategy Study recommendations.

During the 1989-1991 planning period, the State Library will continue to build on these accomplishments, as well as to provide a collection of materials and reference service to citizens of Idaho, to Idaho libraries, and to state employees.

The State Library fulfills the role of administrator of the LSCA program in Idaho. A number of improvements in administration have been made in the last 3 years, including development of application/administration handbooks for subgrantees, development of an automated tracking system for grant fiscal data, and the hiring of a full-time grants officer to monitor the program at both state and local levels.

See 1.40 and 1.80 of Section V, The Plan, for goals and activities to meet the State Library Agency and administrative needs.

State Library Agency Needs

- Adequate staff and financial resources to support: collections and services for Idaho citizens
  - Backup collection and reference service to Idaho libraries
  - Coordination of statewide library programs
  - Consultant services and continuing education programs for the library community
- Continuing education for all levels of staff
- Access to and utilization of technology
- Long range planning and systematic assessment of library effectiveness
- Understanding of the role of the State Library by the library community and community at large
- Effective publicity programs

LSCA Administration Needs

- Processes for planning for future needs
- Procedures for monitoring and evaluating current activity
- Financial support for program administration including plan development implementation, program and fiscal monitoring, evaluation, and publicity
- Financial support for the activities of the Advisory Council
- Financial support for contractual services for specific planning and management activities related to the program

IV. INTERLIBRARY COOPERATION

IV. A. RESOURCE SHARING

Because of the 1987 Strategy Study, the first statewide, multitype planning activity in over 10 years, more libraries are now aware of the need to share resources of all types.

The focus for development in all types of libraries during the next three years will be in the areas covered in the Strategy Study: continuing education, consulting services, and automation assistance to improve services locally and statewide. In conjunction with those priorities, work will be done to improve planning, the quality of resources available, the attitudes towards sharing those resources, and the procedures by which they can be effectively shared.

In Idaho, continuing education and consulting services are considered an integral part of interlibrary cooperation and resource sharing. Until certain levels of basic library skills and awareness of the benefits of planning and sharing are achieved by many libraries, the LSCA priorities in Title III cannot be adequately addressed.

IV. B. AUTOMATION

Cooperative resource sharing among libraries in Idaho is essential to the provision of adequate levels of information access for users. For the most effective resource sharing, automated technology must be used to create a network or to link a series of networks accessible on- or off-line by all libraries and their users.

Libraries in Idaho have been involved in automation for at least 10 years. A status report of library automation in the state follows. Nine libraries are currently full members of the Western Library Network. Some members also use the WLN acquisition and interlibrary loan systems. One library is a full OCLC member. The State Library uses OCLC for newspaper cataloging and, with three other Idaho libraries, for interlibrary loan through the Northwest Group Access project. Two libraries are search-only members of RLIN.

Thirty libraries use ONTYME electronic mail service for sending messages and interlibrary loan requests. Four cooperative automation systems have been established: Four public libraries share a CLSI circulation system; three public libraries share a Dynix circulation and online catalog system; four public and one hospital library share an EasyData system; and two public, one high school, and one academic library share a CLSI online catalog and circulation system.

The several academic libraries and the State Library search commercial online database systems such as DIALOG and BRS. Currently, no public library in the state offers a database search service. Some public and school libraries have automated stand alone circulation systems. Most academic and public libraries have access to microcomputers for word processing, budgeting, and/or reporting functions.

The State Library has implemented a four-year access project with LSCA funds. Project results include:

- 48 public libraries each have a microcomputer, printer, and modem (1985-1987);
- 22 libraries have undertaken retrospective conversion projects (1985-88);
- 12 will have their records added to WLN (1988);
- 90 public libraries each received a copy of the WLN Resource Directory for use in cataloging and interlibrary loan (1985-1987);
- 33 public libraries have the WLN LaserCat (CD-ROM database), card printing program, and required equipment (1987, 1988)

IV. C. NETWORKS

Recommendations from the Strategy Study led to the development by the State Library of a vision statement for automation in Idaho and 10 statewide goals. An Automation Task Force was appointed and charged with developing recommendations to create the environment described in that vision statement. Those recommendations will be developed into a statewide plan for using automation to improve library services to the users of all types of libraries.

The network(s) ultimately supported in the state must facilitate the sharing of the resources of its member libraries for the mutual (but not necessarily equal) benefit of their collective clientele. The Automation Task Force initially determined that the end product must provide:

- Quality cataloging information
- Ability to search other libraries' collections
- Electronic linkage between libraries for the exchange of information
- Document delivery system
- Technical support and maintenance

Other important elements in development and operation of a network are:

- Understanding of participant's responsibility
- Continuing education and training
- Consulting services
- Access to materials outside Idaho

The Task Force report is expected to be completed by July 1988. Implementation of the resulting plan will begin during the 1989-1991 planning period.

See 3.10, 3.20, and 3.30 of Section V, The Plan, for goals and activities related to interlibrary cooperation and resource sharing.

V. THE PLAN

The following plan describes State development goals and activities for each LSCA priority for the federal fiscal years 1989 through 1991.

TITLE I, PUBLIC LIBRARY SERVICES

Intent: To establish, extend, and improve public library services in Idaho.

1.10 AREAS WITHOUT PUBLIC LIBRARY SERVICES

Program Goal: Increase the percentage of Idaho citizens who have access to and make use of tax supported library services.

Activities:

1.10.1 Identify alternatives to property tax for funding public library services.

1.10.1.1 Modify the *Idaho Code* to allow other methods of collecting revenue with enforcement authority.

1.10.2 Identify alternatives for providing service to unserved areas.

1.10.3 Promote the establishment of districts of a size large enough to support adequate service.

1.10.3.1 Provide funds for demonstration districts.

1.10.3.2 Modify the *Idaho Code* to clarify and simplify district establishment and addition procedures.

1.10.3.3 Define a population/financial threshold needed to provide adequate service.

1.10.3.4 Provide consulting assistance to groups interested in establishing new or expanded library districts.

1.20 AREAS WITH INADEQUATE PUBLIC LIBRARY SERVICES

Program Goal: *Improve the ability of libraries to provide services to their targeted clientele and special population groups.*

Activities:

1.20.1 Promote long range planning and use of the Public Library Development Project at the local level.

1.20.1.1 Review *Standards for Idaho Public Library Services,* revise as necessary, and encourage their use.

1.20.1.2 Define and recognize several levels of library service, including minimum and exemplary.

1.20.1.3 Provide assistance to libraries in implementing a planning process.

1.20.1.4 Encourage development of cooperative projects to improve services within a defined geographic area, whether in-state or out-of-state.

1.20.1.5 Support planning for and implementation of innovative, cooperative, one-time, and/or pilot projects that improve services at the local level.

1.20.2 Promote efforts to improve funding for public libraries.

1.20.2.1 Define a population/financial threshold needed for adequate service (as defined in *Standards for Idaho Public Library Services*) and support the establishment of districts that exceed the threshold.

1.20.2.2 Evaluate alternative forms of funding for public library services, including state aid.

1.20.3 Support efforts to revise outdated sections of the *Idaho Code* related to the provision of public library service.

1.20.4 Create a model library to demonstrate the effectiveness of trained staff and board planning, state-of-the art technology, adequate funding, and community support.

1.20.5 Improve the level of collection development in public libraries.

1.20.5.1 Provide training in and motivation for collection assessment and development.

1.20.5.2 Establish criteria for collection development and offer supplemental funds to libraries that meet them.

1.20.5.3 Encourage cooperative collection development.

1.20.5.4 Encourage establishment and expansion of circuits for materials in special formats.

1.20.5.5 Promote establishment of business information centers through the grants process.

1.20.5.6 Promote and support collection development of reference materials in all formats, including print, online, and CD-ROM.

1.20.5.7 Promote and support collection development in specific subject areas as need is identified.

1.20.5.8 Identify and work with other collection development groups in the state, as appropriate.

<u>Program Goal:</u> *Improve the ability of libraries to access resources.*

<u>Activities:</u>

1.20.6 Continue and build upon current efforts to support library automation.

1.20.6.1 Review the accomplishments of the 1985-1988 Title I Access Project to determine next phase, if any.

1.20.6.2 Continue to support public library RECON and addition of holdings to larger databases.

1.20.6.3 Develop a process for converting non-hits from previous projects to MARC format.

1.20.6.4 Increase the number of public libraries that have access to inexpensive, quality cataloging and holdings information.

1.20.6.5 Improve access to resources within defined geographic areas, both intra- and interstate.

1.20.6.6 Improve access to resources statewide by linking existing systems and/or combining existing records into a central database and/or supplementing electronic access with offline, print, and fiche access.

1.20.6.7 Improve access to regional and national networks.

1.20.6.8 Implement other activities that improve services through automation in public libraries.

1.20.7 Implement the automation plan that will be developed based on recommendations of the State Library Automation Task Force relating to public libraries.

1.20.8 Provide for appropriate consulting and continuing education activities related to the implementation of the automation plan.

1.20.9 Provide a statewide communications link for the exchange of information.

1.20.9.1 Coordinate remote access to bibliographic, holdings, continuing education, legislative, state purchasing, and other types of information.

1.20.9.2 Coordinate an electronic mail system for use by public libraries.

Program Goal: Improve the ability of library personnel and governing boards to manage their local resources effectively.

Activities:

1.20.10 Implement the long range continuing education plan for public library staff and boards that will be developed via contract.

1.20.10.1 Develop a planning process to address ongoing continuing education needs of library personnel and governing boards.

1.20.10.2 Assign a staff member responsibility for the continuing education program.

1.20.10.3 Coordinate/sponsor continuing education workshops, institutes, video projects, sharing sessions, etc. for staff and governing boards.

1.20.10.4 Focus continuing education activities on basic library skills and other topics related to this plan.

1.20.10.5 Identify specific objectives for trustee education.

1.20.10.6 Develop or acquire materials and equipment needed to support the continuing education program.

1.20.10.7 Support participation in continuing education activities for individuals and groups through the grant process.

1.20.10.8 Establish a clearinghouse for continuing education activities and provide for access to it by public libraries.

1.20.10.9 Continue and expand the software library.

1.20.10.10 For mutual benefit, cooperate with neighboring states to provide continuing education activities.

1.20.11 Implement a long range consulting service plan that complements the continuing education plan.

1.20.11.1 Develop a planning process to address changing consulting needs.

1.20.11.2 Provide consistent consulting services to staff and boards in all parts of the state.

1.20.11.3 Provide consulting and facilitation services to groups of libraries.

1.20.11.4 Review subject areas of consulting services provided and revise as necessary.

1.20.11.5 Cooperate with neighboring states in the provision of consulting services to public libraries.

Program Goal: *Improve the ability of individual libraries to work cooperatively with other libraries and other agencies to provide better service to users statewide.*

Activities:

1.20.12 Encourage and facilitate development of cooperative projects between Idaho libraries and with libraries in neighboring states.

1.20.13 Encourage the sharing of materials, personnel, and other resources among those public libraries which are unable to provide those resources independently.

Program Goal: *Increase the percentage of Idaho citizens who have access to and make use of tax supported library services.*

Activities:

1.20.14 Coordinate a statewide promotion to increase public library visibility and use.

1.20.14.1 Emphasize libraries as part of the education system and their role in economic development.

1.20.15 Offer assistance to local libraries in developing PR programs.

Program Goal: *Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.*

Activities:

1.20.16 Coordinate statewide plans and programs for public libraries where broad interest and/or need exists.

1.20.16.1 Continue to sponsor the Summer Reading program.

1.20.16.2 Continue to sponsor the Let's Talk About It program.

1.20.16.3 Collect, analyze, and disseminate statistical data, including services, resources, and facilities.

1.20.16.4 Develop or implement other statewide programs as the need is identified.

1.30 SERVICES TO SPECIAL POPULATIONS

Program Goal: *Improve the ability of libraries to provide services to their targeted clientele and special population groups.*

1.31 LITERACY PROGRAMS

Activities:

1.31.1 Coordinate and support a statewide program to actively involve public libraries in literacy programs.

1.31.1.1 Provide interface with LSCA Title VI grant recipients.

1.31.1.2 Provide consulting services to libraries involved in literacy projects.

1.31.1.3 Establish an information and referral system for libraries involved in literacy projects.

1.31.2 Promote local literacy projects through the grants process.

1.31.3 Work with other literacy providers in the state to organize a coalition for more effective programs.

1.32 STATE INSTITUTIONAL LIBRARY SERVICES

Activities:

1.32.1 Improve services to residents of state institutions by developing goals for the program.

1.32.1.1 Work with institution staffs to review national library standards for appropriate population.

1.32.1.2 Revise institutional grant program to work toward accomplishment of goals.

1.32.1.3 Study the potential role of the State Library in the provision of library services to the institutionalized.

1.33 SERVICES TO PHYSICALLY HANDICAPPED

Activities:

1.33.1 Expand services to a greater number of the blind and physically handicapped population in the state.

1.33.2 Review program objectives and B&PH performance in light of national standards.

1.33.3 Work with other service groups to increase awareness of the program.

1.34 SERVICES TO OTHER SPECIAL POPULATIONS

- Disadvantaged
- Limited English-speaking proficiency
- Services to the elderly
- Handicapped

Activities:

1.34.1 Define more specifically each of the groups and identify the size of each population in Idaho.

1.34.2 Encourage libraries to formally assess information needs of special populations in the local area.

1.34.3 Promote and support through the grants process projects that include community outreach, increased awareness of the information needs of the special population groups, and cooperation with other agencies which serve them.

1.34.4 Support through the grants process projects providing materials and information services to special populations with documented need.

1.34.5 Encourage cooperative projects to address the information needs of special populations among libraries unable to provide such services and resources independently.

1.35 SERVICES TO INDIAN TRIBES

Activities:

1.35.1 Provide information to those Indian tribes requesting assistance in Title IV programs.

1.40 STRENGTHENING THE STATE LIBRARY AGENCY

Program Goal: *Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.*

Activities:

1.40.1 Provide and improve direct service to the citizens of Idaho and backup service to public libraries.

1.40.1.1 Upgrade materials, staff, and equipment needed to support direct service.

1.40.1.2 Provide inexpensive, timely access for public libraries to backup service through a toll-free or reduced fee telephone line or other appropriate system.

1.40.2 Provide and improve support of development services to public libraries.

1.40.2.1 Continue to establish and implement long range planning cycles in areas related to statewide development.

1.40.2.2 Support the continuing education of development staff in both subject content and process skills.

1.40.2.3 Provide inexpensive, timely access for public libraries to consultant services through toll-free or reduced fee telephone lines or other appropriate system.

1.40.2.4 Upgrade or supplement materials, staff, and equipment needed to provide service to library staff and boards.

1.40.3 Increase the quality and quantity of information disseminated to the library community and the public about the work and objectives of the State Library.

1.50 MAJOR URBAN RESOURCE LIBRARIES

Program Goal: Improve the ability of libraries to provide services to their targeted clientele and special population groups.

Program Goal: Improve the ability of libraries to access resources.

Activities:

1.50.1 Identify statewide needs and demands for library services by users of the State's MURL.

1.50.2 Work with Boise Public to identify objectives for the MURLs program.

1.50.3 Work toward spreading the interlibrary loan load among more public libraries and having Boise Public receiving requests directly without going through the State Library.

1.50.4 Through the grants process, strengthen Boise Public's position as a statewide resource.

1.50.4.1 Strengthen and/or develop Boise Public's reference collections in all formats, including print, online, and CD-ROM.

1.50.4.2 Strengthen and/or develop Boise Public's collections and other resources in depth not possible in other public libraries.

1.60 STRENGTHENING METROPOLITAN PUBLIC LIBRARIES

Program Goal: N/A

Activities: N/A

1.70 COMMUNITY INFORMATION REFERRAL CENTERS

Program Goal: Improve the ability of libraries to access resources.

Activities:

1.70.1 Provide information on the development of effective community information referral centers to enable citizens to easily access local cultural, educational, social, and recreational information.

1.70.2 Maintain awareness of developments in standardization of IRC formats and availability of IRC software.

1.70.3 Support development of such centers through the grants process, but not as a high priority.

1.80 ADMINISTRATION

Program Goal: Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.

Activities:

1.80.1 Administer LSCA in Idaho effectively.

1.80.1.1 Perform, coordinate, and fund tasks necessary to administer the LSCA annual program, including the support of a grants officer position.

1.80.1.2 Support activities of the Advisory Council and improve evaluative reporting to them.

1.80.1.3 Improve the planning, monitoring, and evaluation of the LSCA program in Idaho.

1.80.1.4 Develop a policy which provides for periodic review of the balance between competitive grant programs and State Library administered programs.

1.80.1.5 Develop consistent policies, procedures, and/or criteria for awarding, monitoring, and evaluating individual grants in Titles I, II, and III.

1.80.1.6 Implement a procedure for periodically gathering statewide data on which to base priorities of the LSCA program in Idaho.

1.80.1.7 Advise and inform the library community about statutory and regulatory responsibilities related to LSCA programs and priorities.

1.80.1.8 Ensure that adequate expertise is available on staff and/or by contract to review and monitor projects.

1.80.2 Improve dissemination of information about projects funded under LSCA in Idaho.

1.80.2.1 Distribute the 1989-1991 long range plan to the library community so applicants can relate their projects to it.

1.80.2.2 Distribute annually a summary of activities funded under the program.

1.80.2.3 Use the *ISL Newsletter* to publicize successful subgrantee programs.

1.80.3 Implement a procedure to amend the maintenance of effort required under the program to a realistic level.

1.80.4 Continue to establish and implement long range planning cycles in areas related to statewide development.

TITLE II, PUBLIC LIBRARY CONSTRUCTION

Intent: To encourage and promote the development of adequate physical facilities for public libraries.

2.10 CONSTRUCTION PROJECTS

- New buildings
- Acquisition, expansion, remodeling of existing buildings
- Initial equipment for the above
- Remodeling for handicapped access
- Remodeling for energy conservation
- Remodeling to accommodate new technologies
- Purchase of existing historic buildings for conversion to public libraries

Program Goal: Improve the ability of libraries to provide services to their targeted clientele and special population groups.

Activities:

2.10.1 Encourage local libraries to assess their facilities needs and develop written building programs.

2.10.2 Support construction projects through the grants process.

Program Goal: Improve the ability of library personnel and governing boards to manage their local resources effectively.

Activities:

2.10.3 Provide workshops on the administration of a federally funded construction project.

2.10.4 Provide consulting assistance to libraries developing written building programs.

2.10.5 Provide information and consulting assistance to help libraries identify their needs for improved facilities.

Program Goal: Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.

Activities:

2.10.6 Develop a statewide 3-5 year building plan which describes needs and establishes construction priorities.

2.10.6.1 Conduct a comprehensive space needs survey.

2.10.6.2 Set annual objectives and priorities for each year of the plan.

2.10.6.3 Define minimum standards for public library facilities.

2.10.6.4 Review and modify as needed State Library Agency defined requirements for participation in the Title II program.

2.10.7 Ensure that adequate expertise is available on staff and/or by contract to review and monitor projects.

2.10.7.1 Contract through Division of Public Works for staff to review plans and make site visits to completed projects.

2.10.7.2 Support the continuing education of development staff involved in construction projects.

2.10.8 Coordinate the design and implementation of a model library facility.

TITLE III, INTERLIBRARY COOPERATION & RESOURCE SHARING

Intent: To facilitate the effective coordination of library resources for public, academic, school, and special libraries through cooperative efforts.

3.10 PLANNING OF COOPERATIVE LIBRARY NETWORKS

Program Goal: Improve the ability of libraries to access resources.

Activities:

3.10.1 Encourage libraries within local geographic areas to plan formal and informal networks to facilitate sharing of materials, expertise, and other resources.

3.10.2 Develop a process through which developments in automation needs and technology can be incorporated into the statewide automation plan.

3.20 PLANNING FOR STATEWIDE RESOURCE SHARING

Program Goal: Improve the ability of library personnel and governing boards to manage their local resources effectively.

Activities:

3.20.1 Implement the long range continuing education plan for staff in all types of libraries that will be developed via contract.

3.20.1.1 Develop a planning process to address ongoing continuing education needs of personnel in all types of libraries.

3.20.1.2 Assign a staff member responsibility for the continuing education program.

3.20.1.3 Coordinate/sponsor continuing education workshops, institutes, video projects, sharing sessions, etc. for staff of all types of libraries.

3.20.1.4 Focus continuing education activities on basic library skills and other topics related to this plan.

3.20.1.5 Develop or acquire materials and equipment needed to support the continuing education program.

3.20.1.6 Support participation in continuing education activities for individuals and groups through the grant process.

3.20.1.7 Establish a clearinghouse for continuing education activities and provide access to it by all types of libraries.

3.20.1.8 Continue and expand the software library.

3.20.1.9 For mutual benefit, cooperate with neighboring states to provide continuing education activities.

3.20.2 Implement a long range consulting service plan that complements the continuing education plan.

3.20.2.1 Develop a planning process to address changing consulting needs.

3.20.2.2 Provide for consistent consulting services to all types of publicly-funded libraries.

3.20.2.3 Provide consulting and facilitation services to groups of libraries.

3.20.2.4 Support the continuing education of development staff in both subject content and process skills.

3.20.2.5 Review subject areas of consulting services provided and revise as necessary.

3.20.2.6 For mutual benefit, cooperate with neighboring states in the provision of consulting services to Idaho libraries.

Program Goal: Improve the ability of individual libraries to work cooperatively with other libraries and other agencies to provide better service to users statewide.

Activities:

3.20.3 Promote the concept of the sharing of resources among libraries of all types and sizes.

3.20.4 Encourage and support planning for cooperative collection development.

3.20.5 Plan for statewide access to a materials delivery system.

3.20.6 Encourage and facilitate cooperation and resource sharing between Idaho libraries and with libraries in neighboring states.

3.20.7 Define the role of public schools in statewide resource sharing.

Program Goal: Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.

Activities:

3.20.8 Coordinate statewide plans and programs for all types of libraries where broad interest and/or need exists.

3.20.8.1 Develop and implement a statewide promotion to increase library visibility and use.

3.20.8.2 Maintain and improve communications with the Idaho library community.

3.20.8.3 Develop a statewide resource sharing plan.

3.20.8.4 Identify statewide interlibrary and resource sharing objectives.

3.20.8.5 Facilitate multi-state planning for resource sharing.

3.20.8.6 Clarify the respective roles of the State Library and the Department of Education in providing development services to public school libraries.

3.20.8.7 Identify funding alternatives for the support of statewide resource sharing.

3.20.8.8 Collect, analyze, and disseminate statistical data related to resource sharing.

3.30 ESTABLISHING, EXPANDING, and OPERATING LIBRARY NETWORKS

Program Goal: Improve the ability of libraries to provide services to their targeted clientele and special population groups.

Activities:

3.30.1 Support implementation of innovative, cooperative, one-time, and/or pilot projects that result in benefit to users of participating libraries.

Program Goal: *Improve the ability of libraries to access resources.*

Activities:

3.30.2 Continue and build upon current efforts to support library automation.

3.30.2.1 Review the accomplishments of the 1985-1988 Title III Access Project to determine next phase, if any.

3.30.2.2 Continue to support RECON in special, school, and academic libraries and addition of their holdings to larger databases.

3.30.2.3 Develop a process for converting non-hits from previous projects to MARC format.

3.30.2.4 Increase the number of special, school, and academic libraries that have access to inexpensive, quality cataloging and holdings information.

3.30.2.5 Improve access to resources within defined geographic areas, both intra- and interstate.

3.30.2.6 Improve access to resources statewide by linking existing systems, and/or combining existing records into a central database, and/or supplementing electronic access with offline, print, and fiche access.

3.30.2.7 Improve access to regional and national networks.

3.30.2.8 Implement other activities that improve services through automation in special, school, and academic libraries.

3.30.3 Implement the automation plan that will be developed based on recommendations of the State Library Automation Task Force.

3.30.4 Provide a statewide communications link for the exchange of information among all types of libraries.

3.30.4.1 Coordinate remote access to bibliographic, holdings, continuing education, legislative, and other types of information.

3.30.4.2 Coordinate an electronic mail system for use by all types of libraries.

3.30.5 Improve the level of cooperative collection development in Idaho libraries.

3.30.5.1 Provide training in and motivation for collection assessment and development.

3.30.5.2 Establish criteria for collection development and offer supplemental funds to libraries that meet them.

3.30.5.3 Promote and support development of reference collections in all formats including print, online & CD-ROM

3.30.5.4 Establish a clearinghouse of collection development and interlibrary loan policies.

3.30.6 Encourage and support materials delivery systems through the grants process.

3.30.7 Encourage and facilitate cooperative projects with libraries in neighboring states.

3.30.8 Identify funding alternatives for the support of statewide library networking.

Program Goal: Improve the ability of library personnel and governing boards to manage their local resources effectively.

Activities:

3.30.9 Provide for appropriate consulting and continuing education related to the implementation of the automation plan, to collection development and assessment, and to other areas of cooperative activity.

Program Goal: Strengthen the ability of the State Library Agency to fulfill its role of leading and supporting statewide development of library services.

Activities:

3.30.10 Establish advisory groups as needed to provide input on automation developments.

3.30.11 Support the continuing education of ISL staff involved in automation projects.

APPENDIX A

MINIMUM ELIGIBILITY REQUIREMENTS

The following minimum eligibility requirements for participation in the State Library's LSCA grant program have been established through a rule under the Idaho Administrative Procedures Act, IDAPA 30.00 Chapter D, Participation in Grant Programs.

1. Minimum Eligibility Requirements

This rule shall become effective October 1, 1986.

An Idaho public library must meet the following minimum requirements to be eligible to apply for state-administered grants funded under the Library Services and Construction Act (P.L. 98-480, as amended).

1,1 The library must offer public library services, as defined under the Library Services and Construction Act, and meet the following criteria.

a. The library collects and organizes library materials, and provides and coordinates access to factual, imaginative, scientific, and humanistic information for its total community.

b. The library serves all residents of its community or district free of charge, and receives its financial support in whole, or in part, from public funds.

1,2 The library must have access to an operable telephone on the premises, and must have a listing for the library in the appropriate area telephone book.

1,3 The library must be open to the public at least three days a week for a total of at least 12 hours.

1,4 The library must have a permanent, paid, full-time staff position which is responsible for the administration of library services. Full-time is defined in this rule in terms of the number of hours per week that the library is open to the public, but not less than 12 hours per week nor more than 40 hours per week.

1,5 The library must have a complete "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year on file at the State Library.

1,6 The library must be legally established and operating in compliance with the *Idaho Code*, or be a non-profit association library. In either case, the library must perform the following activities listed under "Structure and Governance of Public Library Services" in *Standards for Idaho Public Library Services*:

a. Board members and library staff are familiar with Idaho laws and any other local, state, or federal laws which affect library operations, such as, but not limited to, minimum wage, unemployment compensation, criminal theft of library materials, and open public meeting law.

b. Board adopts bylaws, rules, policies, and regulations for their own guidance and for the governance of the library. Provisions are made to safeguard the library against conflict of interest.

c. Board meetings with the librarian in attendance are held no less than quarterly, at a time and place convenient for the board and for the community, in accordance with the open public meeting law.

d. The librarian and the Board jointly study, plan, and develop library policies and review them at least annually.

e. Board exercises authority, within legal limits, over the library's budget.

f. Board complies with statutory requirements as to fiscal year, audit, annual reports, and budgeting process.

g. Board assures that adequate records on library operation are kept and that complete reports are made annually to the community, the local governing authority, the Idaho State Library, and other appropriate agencies.

h. Board members and library staff actively participate in the governing process to effect change that will benefit libraries, including budget setting, administrative rule actions, and legislation at the appropriate local, state, and federal level.

i. Board annually reviews all contracts and agreements.

j. Board explores cooperative arrangements with libraries and other entities to enhance or improve library services.

1,7 The library must meet the following standards listed under "Finances" in *Standards for Idaho Public Library Services*:

a. Annually, the board proposes a budget, developed jointly by the librarian, staff, and board, sufficient to accomplish the library's goals, objectives, and long-range plan.

b. Board verifies that the library's income from taxes equals the amount due.

c. Financial reports are reviewed by the librarian and board at their regular meetings.

1,8 This section shall become effective October 1, 1987. To be eligible to receive grant funds from or through the Idaho State Library, a local public library may not charge a fee to any resident of its local jurisdiction for any basic library service. Basic library services include:

a. Usual and reasonable access during normal, posted operating hours to the collections and professional services which are ordinarily, traditionally, and routinely offered to the public in American public libraries.

b. Circulation of library materials, regardless of format.

c. Access to interlibrary loan services.

d. Reference services, regardless of format, that are provided by the librarian.

i. A complete and accurate schedule of fees charged by the library shall be submitted to the State Library annually.

ii. The local library board shall certify that it has reviewed and approved the schedule of fees.

APPENDIX B

TITLE II HEARING PROCEDURE

The following hearing procedure has been established through a rule under the Idaho Administrative Procedures Act, IDAPA 30.00 Chapter D, Participation in Grant Programs.

2. Library Services and Construction Act Hearing Procedure

An opportunity for a hearing before the State Library Board is provided for every local or other public agency whose application for funds under Title II of the Library Services and Construction Act has been denied, or for every application of a subgrant under any state-administered project under the Library Services and Construction Act who alleges violations under the provisions of 34 CFR 76.401(c).

2,1 The applicant shall request the hearing in writing within 30 days of the action of the Board.

2,2 Within 30 days after it receives a request, the Board shall hold a hearing on the record and shall review its action.

2,3 No later than 10 days after the hearing, the Board shall issue its written ruling, including findings of fact and reasons for the ruling.

2,4 If the Board determines that its action was contrary to state or federal statutes, or to regulations that govern the applicable program, the agency shall rescind its action.