

THE Envoy

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Digital Literacy Workshops for Trustees and Directors

by Shirley Biladeau, ICfL continuing education consultant

Starting in August 2012, several public libraries began a series of workshops put on by the Idaho Commission for Libraries (ICfL) to explore digital literacy and the role libraries play in building healthy communities. The workshops provided content and activities that helped participants understand the role of technology in providing library services, the economic and budgetary impact of technology on the library, and the role libraries can take in promoting healthy communities. The director and two trustees from 26 libraries across the state were selected to participate in this pilot program.

Each library identified follow-up activities to incorporate digital literacy resources and tools

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for training trustees, staff, and community members. One of the most popular ideas was to have an "Evening With Devices" event, inviting the public to experience working with e-readers and tablets, and then a follow-up in a few months, inviting community members to bring in their devices to learn how to use them.

Participants were surveyed after the workshop with the following results:

- 94% of respondents indicated they had a better understanding of the role that technology plays in providing library services.
- 80% of respondents indicated they had a better understanding of the economic and budgetary impact of technology on the library.
- 94% of respondents indicated they had a better understanding of the library's role in healthy community development.

Comments included the following:

- "When our director comes to us with ideas that she and her staff have brainstormed, I will have

a MUCH better understanding of digital literacy as a whole, as well as the library's role in it."

- "Used foundation information as basis for making hardware purchase. Will include references to updated technology options (hardware and operating systems) in work with library patrons."
- "It has been nice to compare the devices so I can get a feel for what really works and which devices would be most useful for our library to acquire. Field testing the devices will really help me make better choices for our future acquisition of eBooks. I also appreciated the different programs available on the LiLi.org site and plan on sharing these sites with the teachers in our district."
- "Valuable for helping people see our library as a place they can learn about available options for technology use. We are also now opening our wireless service to enhance patron service. The tools will be of use to our staff

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Idaho Commission for Libraries

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Mission:

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

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The Envoy is mailed quarterly to all public library directors and trustees listed in the ICfL Library Directory. PDFs available at: <http://libraries.idaho.gov/publications/trustee-news>.

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in becoming more literate and knowledgeable at helping patrons.”

- “Rural communities now have the ability to give our tax payers hands-on experience with many devices and platforms before they spend. The family of a young man with several physical limitations has asked me to please come to their home to let him try these items before they buy one. Several people or groups now see the Library as a place with great information on the new technology and knowledgeable staff to assist them.”
- “Libraries are a cornerstone of the community, but we must keep up with the individuals within it. The younger generation is growing up with digital gadgets, so we must keep up. Also, older patrons are learning about digital devices, and we must be able to answer their questions and be a good source of information about those devices. It’s part of the services we provide now. So we need to take what we’ve learned at the workshop and make it a significant part of our service.”
- “The library is, it could be argued, the resource in the community that can best help bridge the gap between the affluent and well-connected and those who feel left behind by the rush to all-things-digital. As more information and services are available almost exclusively digitally, no one can afford to remain digitally illiterate.”

- “This program has given our libraries a huge boost to help us meet needs of many older and/or homebound people in our communities, and has given us a lot of credibility in the eyes of our City Council. Thanks!”
- “The digital environment is rooted in every aspect of our lives. Our appliances all have chips; our grandchildren see iPads as required toys; We need to either join the digital march forward or get kicked to the curb. That would mean turning over our participation to those who understand the technology. I don’t intend to be left at the curb. This workshop was a major asset in moving ahead.”

Commission staff is considering replicating the program in 2013. For more information about the program, program handouts, and available online resources, visit <http://libraries.idaho.gov/dltrustees>.



**LearningExpress
Library (LEL)
at LiLi.org**

Online Learning Centers for:

- Elementary, Middle, High School, and College Students
- GED Preparation, including prep courses and practice exams
- College Preparation, including practice exams for ACT, SAT, and GRE
- Job Search & Workplace Skills
- Popular Software Tutorials
- Professional licensing and certification test prep
- Resources for Spanish speakers
- U.S. Citizenship prep



District library elections 2013 by Jan Wall, ICfL library consultant

The following FAQs for District Library Elections have been vetted by the Secretary of State. Additional questions can be sent to your regional field consultant, the Secretary of State’s office, or your county clerk.

When can elections for bonds, levy overrides or plant facilities be held?

- Election dates are the third Tuesday in May (May 21, 2013) and the Tuesday after the first Monday in November (November 5, 2013) each year. (I.C. 34-106)

How and when do I notify the county clerk if we are having an election for a bond, or an override or plant facilities levy?

- The Secretary of State compiles an election calendar each year. Your county clerk will be contacting you before November 30 each year for information on any elections you might be holding. (I.C. 34-1405)
- If you decide to have an election during the year and did not notify the county clerk by November 30, you must let the county know at least 45 days before the election. (I.C. 34-106, 34-1404. See the official election calendar, published by the Secretary of State, for specific dates.)

When are trustee elections?

- Trustee elections will be held in May in every odd year beginning in 2011. (I.C. 33-2715 or 33-2718)

Have the terms of trustees changed?

- Yes. The regular term for a

trustee will be six years.

- During the transition, these are the terms of trustees:

For a trustee elected in:	Term ends:
2007	2013
2008	2013
2009	2015
2010	2015
2011	2017

What if a trustee resigns mid-term?

- The person who is appointed to that position will serve until the next regularly scheduled election. At that election, the trustee shall be elected to complete the unexpired term of the vacated position. (I.C. 33-2716)

Who pays for the election?

- With the exception of a district establishment election (I.C. 63-802C), the county pays election costs.

How has election notification changed?

- The county will make legal notifications for the election, including publishing the notice for petitions for candidacy. Petitions will be filed with the clerk of the district. (I.C. 34-1404)
The county will publish the notice(s) of election. (I.C. 34-1406)

Has “one nomination, no election” been amended?

- No. If there is one candidate who has been nominated, according to I.C. 33-2717 and 34-1407, no election will be conducted. Districts still must notify the county (and the

Commission for Libraries) if there will be no election.

My district is in more than one county. How will election consolidation affect me?

- I.C. 33-1401 states: Elections in a joint school district or other political subdivisions that extend beyond the boundaries of a single county shall be conducted jointly by the clerks of the respective counties, and the clerk of the home county shall exercise such powers as are necessary to coordinate the election.

How do I know what my library district is responsible for and what the county is responsible for?

- The clerk of the district is responsible for distributing and collecting petitions and acting as the liaison with the county clerk. (I.C. 34-1404)
- The clerk of the district verifies the qualifications of the nominee. (I.C. 34-1404)
- The county will provide nominating petitions and take care of the election process, including conducting the election and canvassing the vote. (I.C. 34-1401, 34-1404, 34-1410)
- The clerk of the district issues the certificate of election. (I.C. 34-1410)
- The Secretary of State will send out an election guide to the counties, who will then coordinate with districts within the county. The county will notify districts about deadlines and notification responsibilities.

The county clerk tells me that the last day to accept a declaration of intent for a write-in candidate is

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45 days before the election. But District Library Law (I.C. 33-2717A) says that the declaration of intent can be filed up to 25 days before the election. Which date is correct?

• 45 days, although this may be changed to 60 days in the 2013 legislative session. Election law takes precedence. (I.C. 34-1407) This discrepancy will be addressed in the legislative session.

Where can I find more information?

• Contact your county clerk or the Secretary of State (www.sos.idaho.gov/).

• For the most current Idaho Code citations, check online at www.legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm

Remember—any trustee who is serving out the unexpired term of a trustee who has resigned or otherwise left office also has to go through the upcoming election process. (There will be a minimum of two trustees up for election in 2013, but in some cases you might have the majority of the board up.)

A heads-up: The Secretary of State’s Office has indicated that

there will be legislation to change the deadline for write-in candidates to 60 days (instead of 45). That will most likely also change other deadlines in the process, such as petition distribution and collection.

The election information is also available on the Trustees page of the ICfL website at <http://libraries.idaho.gov/landing/trustees>. The page for trustees also includes the Trustee Manual, the Library Laws Manual and other resources.

2013 LIBRARY ELECTION TIMELINE		
Date	Activity	Code
March 8–March 15	County Clerk publishes notice of petition availability and filing deadline	34-1405
March 22	Last day candidate nomination petitions accepted with clerk of the district	34-1404
March 29	Last day to certify nominees and/or special questions (bond, override levy or plant facilities levy) to the County Clerk	34-1404
April 5	Last day to file as write-in candidate with clerk of the district	34-1407 / 33-2717A
April 5	First day to declare the election of a single candidate and the cancellation of the election	34-1407 / 33-2717
May 9	First notice of election is published by the County Clerk	34-1406
May 16	Second notice of election is published by the County Clerk	34-1406
May 14	Last day to declare the election of a single candidate	33-2717
May 17	Last day (up until 5:00 p.m.) to request “non-emergency” absentee ballots at the County Clerk’s office	34-1002
May 21	Trustee Election Day (8:00 a.m. to 8:00 p.m.)	34-106
May 31	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
June 3	Clerk of the district issues certificate of election	34-1410
September 13	Last day to certify special questions (recall, bond, override levy or plant facilities levy) to the County Clerk	34-1404
October 24	First notice of election is published by the County Clerk	34-1406
October 31	Second notice of election is published by the County Clerk	34-1406
November 1	Last day (up until 5:00 p.m.) to request “non-emergency” absentee ballots at the County Clerk’s office	34-1002
November 5	Election Day (8:00 a.m. to 8:00 p.m.)	34-106
November 15	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



2012 Idaho Library Laws now online

The latest edition of Idaho Library Laws is now online at <http://libraries.idaho.gov/node/9175>.

There have been substantive changes since the previous 2006 Idaho Library Laws manual, such as open meeting law, audit requirements, and election procedures.

Some handy features include the following:

- Since it is a PDF document, you can put it on one of your mobile devices.
- The links are live and will

take you to Idaho Code on the Legislature's website.

- The Table of Contents and Index are hyperlinked to the appropriate section within the manual.

We hope you find this useful. Since this is an electronic document, it will be kept current as code changes. Please familiarize yourself with the contents. As always, contact your regional field consultant with any question or comments.

ICfL Commissioners visit SW Idaho libraries

The Idaho Commission for Libraries (ICfL) Board of Commissioners visited public and school libraries in southwest Idaho on their annual fall library tour. The board, which is designated as the policymaking body for ICfL, visits libraries in a different area of the state each year.

This year's visit included Centennial High School, Payette Public Library, Garden Valley District Library, and Eagle Public Library on October 25, with a tour and a regularly scheduled board meeting at the Boise Public Library!

Cole & Ustick branch Friday, October 26. The Commissioners toured new or recently remodeled facilities in Boise, Garden Valley, and Payette. The Cole & Ustick branch, with a LEED® Gold Certification, opened in June 2009. In February 2011, the Garden Valley library moved to its new home overlooking the Middle Fork of the Payette River. And, Payette recently received a U.S. Department of Agriculture grant/loan and passed a bond to build their addition, which doubled the capacity of their library.

ALTAFF is now "United for Libraries"

In the 2012 election of the American Library Association, the members of ALTAFF (the Association of Library Trustees, Advocates, Friends and Foundations) voted to change its name to "United for Libraries: Association of Library Trustees, Advocates, Friends and

Foundations," with the expectation that the organization would be known simply as "United for Libraries." Members hope the name enables them to engage many more members, Friends of Library groups, Boards of Trustees, and those who use and love their local, school, and/or academic libraries.

Deadline to submit data for the FY 2012 public library annual report is January 31, 2013.

The online report form is available at <http://collect.btol.com>

Forgot your username or password? You can contact Frank Nelson or Debby Wylie:

208-525-7211 or 800-548-6212
frank.nelson@libraries.idaho.gov
debby.wylie@libraries.idaho.gov

At Centennial High School Library, teacher-librarian Gena Marker presented an overview of how libraries of all types work together with ICfL. During the Eagle Public Library tour, the Commissioners met new director Steve Bumgarner and learned about projects he has implemented since his arrival a few months ago.

See photos of the board tour at: www.flickr.com/photos/icflphotos/sets/72157631891124394/.

The new name is easy to remember and thoroughly inclusive. Uniting library supporters is a chief goal of the group, which believes that the best future that libraries of all types have is working together to strengthen all voices on the local, state, and national levels. See more at www.ala.org/united/.

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Legislative Open Houses by Jan Wall, ICfL library consultant

Now that the dust has settled from the election, you might consider a legislative open house, inviting all of your legislators. Visit www.sos.idaho.gov/elect/RESULTS/2012/General/tot_leg.htm if you're not sure who your legislators are.

Here are some suggestions for what you might do:

- Show off LearningExpress Library, LiLI.org, and Scout.
- Describe the success you've had using youth workers to train on digital literacy.
- Show resources such as databases and eBooks.
- Present a slideshow of pictures from storytimes, summer reading, or other programs.
- Highlight successes at your library; share inspiring anecdotes.
- Be ready with an answer if they

ask if you have any special concerns.

With some advance notice, if you have the software, create a READ poster of them with their favorite book. Or if they're willing, have them read a pre-selected book at storytime (and take lots of pictures, which you can frame and give to them).

Some legislative districts may have multiple libraries, so make sure that you coordinate with other libraries to make sure you aren't duplicating presentations. Or better yet, work together on the open house and presentation(s)!

There are some great ideas on Advocacy (and other topics) at the conference page for the

Association of Rural and Small Libraries at <http://arsl.info/category/handouts/>.

E-rate deadlines

Form 471

Window opens: Wednesday, December 12, 2012, noon EST

Window closes: Thursday, March 14, 2013, 11:59 EDT

Form 470

Absolute deadline: Thursday, February 14, 2013

Apply Online at
www.sl.universalservice.org/menu.asp.

Email Jan Wall at
jan.wall@libraries.idaho.gov
with any questions.