

# THE Envoy

Vol. 4, No. 2, Spring 2012



## July or October: what's your deadline?

by Kevin Tomlinson, ICfL library consultant

The deadline is fast approaching. As we prepare to comply with Idaho's new law regarding Internet use in public libraries, here are a few tips to help you get up and running.

### What is the deadline?

That depends.

#### • Beginning October 1, 2012:

All public libraries in Idaho receiving public money and governed by the provisions of Chapter 26 (city libraries) or Chapter 27 (district libraries) of Title 33, Idaho Code, will need to comply with Idaho Code 33-2741 regarding Internet access policies.

• **By July 1, 2012:** All public libraries receiving E-Rate funding for Internet must comply with CIPA requirements for Internet safety.

*In addition to complying with Idaho Code 33-2741, public libraries receiving E-Rate funding must comply with CIPA requirements.*

The Idaho Commission for Libraries (ICfL) has assembled a compliance checklist to help public libraries ensure that they have completed the relevant steps toward compliance. This checklist will help you understand the difference between the two sets of requirements and how to comply with one or both of them. To download a copy of the checklist, visit <http://libraries.idaho.gov/files/FilteringLawChecklist20120213.doc>.

### How do we know what our policy should include?

ICfL made two templates

available for libraries that do not already have an Internet access policy in place. One template is for public libraries that receive E-Rate funds; the other is for all other public libraries. The templates are on ICfL's *Internet Use in Public Libraries - Policy & Procedure Resources* page at <http://libraries.idaho.gov/InternetUsePolicies>. To use the templates, simply fill in the blanks.

### Once our new policy goes into effect, do we need to do anything else?

The new law requires that the library's board of trustees review the policy at least once every three years. Best practice is to review your library's policies annually, in order to keep them timely and relevant. The board's annual meeting is the time of year when many libraries review, amend, repeal, or adopt bylaws, policies, and procedures. However, reviewing your library's policies on a rotating basis can make this task

*continued on page 2*

#### Inside this issue:

Internet filtering	2
Funding public libraries, part 2	3-4
Save the date: college and career ready summit	4
Let's Talk About It applications	4
Project Compass convening	5
Trustee Update sessions	6

**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.

**Commissioners:**

John Held, Dave Mecham, Bruce Noble, Sara Staub, and Larry Weeks

**State Librarian**

Ann Joslin

**Commission Contacts:**

- Danna Angevine, state publications, cataloging, and acquisitions librarian
- Dian Scott, office services supervisor
- Erica Compton, reading programs coordinator
- Frank Nelson, southeastern Idaho library consultant
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- Glynda Pflieger, school library consultant
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- Shirley Biladeau, continuing education consultant
- Sonja Hudson, grants/contracts officer
- Staci Shaw, reading programs coordinator
- Stephanie Bailey-White, reading programs coordinator
- Sue Walker, Talking Book Service consultant
- Teresa Lipus, public information specialist

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>.

**Internet Use** *cont'd from page 1*

easier. By reviewing one or two policies each month, instead of all of your policies at once, the board can create a cycle of monthly housekeeping, as opposed to a yearly chore.

**What kind of language should we add about unacceptable behavior and consequences?**

One way for the library's trustees to make this task easier is to add any language pertaining to behavior, penalties, and consequences to your Acceptable Behavior Policy. By using ICfL's Internet access policy templates "as is" and not adding any additional language, you can streamline the process of complying with I.C. 33-2741. Every library should have an Acceptable Behavior Policy, so this is an opportunity to create one or to revise your existing Acceptable Behavior Policy.

Having an Acceptable Behavior Policy enables the public library to maintain a safe and healthy environment in which library users and staff can be free from harassment, intimidation, and threats to their safety and well-being. In order to protect all library users' right of access to library facilities; to ensure the safety of users and staff; and to protect library resources and facilities from damage; the library's board of trustees may impose reasonable restrictions on the time, place, or manner of library access. Including language that covers acceptable behavior when using the library's

public access computers and when accessing the Internet is an appropriate addition to your library's Acceptable Behavior Policy.

For more information on the American Library Association's Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage, see [www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=13147](http://www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=13147).

**Internet Filtering**

In addition to having an Internet access policy in place, Idaho Code 33-2741 requires that technology protection measures (filters) be in place by October 1, 2012, to protect against visual depictions that are child pornography, obscenity, or harmful to minors. See I.C. 33-2741(7) for a definition of terms.

The filters *must* be in place on computer workstations provided by the library and used by minors. Computers used by adults, but not by minors, *may* be filtered, but it is not required. Libraries should take care to use filters in accordance with the library's mission.

Visit <http://libraries.idaho.gov/InternetUsePolicies> for more information about policies, Internet safety, and filters.



## Funding public libraries, part 2 by Kevin Tomlinson, ICfL library consultant

*The Winter 2012 Envoy included an article called "Funding public libraries." The following article is a continuation of that discussion, with information on the process of forming a library district.*

City libraries are funded by city governments for the purpose of serving those who live within the city limits. The creation of library districts is the only way in which all Idahoans can receive public library service. The number one priority of the Idaho Commission for Libraries is that all Idahoans have local access to library services. Idaho Code specifies that the only way residents living outside of incorporated areas can receive tax-supported library services is to reside within a library district.

There are four methods of library districting in Idaho:

- **Establishment:** The registered voters within a proposed library district may vote to create a library district where none existed before by means of:
  - Creation of a district where no library currently exists, or
  - Creation of a district for the purpose of converting a city library to a district library, usually including the city limits and a specified area around the city, or
  - Creation of a district for the purpose of joining the resources of two or more city libraries and the contiguous untaxed area between and around the cities.
- **Annexation:** An existing library

district may add contiguous unserved territory to the district, either through an election or a petition.

- **Combination:** A library district may add a city that operates a city library, which chooses to become part of the district. This means combining multiple library policies and procedures into a single set of policies and procedures.
- **Consolidation:** Two or more contiguous library districts may combine to become one larger district. This may be accomplished by a vote of the library boards and by an order of the county commissioners. An election is not necessary. A districting effort that consolidates two or more libraries can often create better library service by eliminating duplication of services and creating economies of scale.

According to Idaho Code, any proposed library district shall have a population of more than 1,500 and an annual budget of not less than \$25,000 from *ad valorem* revenues (property taxes, to you and me). Any proposed library district not meeting the above criteria may apply to the Board of Library Commissioners for an exemption. If your community meets these requirements, read on.

Based on your assessment of community needs and attitudes, will the creation of a new library district meet those needs? It is important to take the time to assess public interest among a broad

sample of your community. You might think of public library service as a public good, but others in the community may not feel this way. This is particularly true when tax dollars are involved.

When assessing public interest in a library district, informal conversations about improving library service should become more deliberate over time. Talk about library service with your friends or in the groups to which you belong. Do other people join in the conversation, or do they quickly change the subject? Remember: Community members who perceive a need for improved library service will often volunteer to help you with the districting effort. And don't forget to find out about the history of library services in your area. If there is no library service now, was there ever a library in your community? If so, why did it close? If there is a library now, is there anything in its history that would indicate problems for a districting effort? Is there any history of antagonism among libraries in your area? Being familiar with history helps avoid mistakes.

You will also need to do a self-assessment to determine your own commitment to the districting project. The creation of a new library district can be a time-consuming process and is not always easy, so individuals and groups need to determine whether they are willing to put in the time and effort needed to work toward completing a project of this scale. Take your time to work through the assessment phase and be honest with

*continued on page 4*

**Funding Public Libraries**

*cont'd from page 3*

yourself in your self-assessment. Districting is an important decision and will require considerable time and effort from those involved.

**What activities are involved in the assessment phase?**

- Talking about library services
- Forming an exploratory group
- Creating a written vision statement
- Assessing potential costs
- Identifying and contacting potential supporters
- Identifying potential opponents
- Establishing a formal committee

- or working group
- Deciding on the proposed district's geographical area and its relations with other library entities
- Periodic reality checks, e.g., is this project possible? Do we have the energy and enthusiasm for this?

**Who are the stakeholders in this project?**

- The library director and staff
- Trustees of any local library
- City council
- County commissioners

- Local officials, political leaders
- Taxpayers: city residents, large land holders
- Educators
- Service organizations
- Business leaders
- Media leaders
- Social leaders

The next phase is a more formal planning process that requires a certain amount of commitment from those involved. Look for more information in future *Envoy* newsletters.

**Save the date: college and career ready summit August 16-17**

Did you know that nearly one in four Idaho students fails to graduate from high school with a regular diploma in four years and Idaho ranks 46th of all states in college completion at 22.3 percent?

Each type of Idaho library plays various roles to support student learning by helping prepare Idaho students to succeed in college, career, and civic life. The Idaho library community has done some preliminary work through

its College and Career Ready initiative to facilitate discussion with other community partners to address one of Idaho's gravest challenges: reducing the student dropout rate and ensuring that more students are college and career ready.

A 2012 college and career ready summit is in the works for August 16-17 at the Riverside Hotel in Garden City. Watch for coming information on how your library

can get involved at <http://libraries.idaho.gov/collegeandcareerready>.

For more background on college and career ready challenges and how Idaho libraries, working together, have the ability to change this narrative check out "College and Career Ready: Working Together for Idaho" at <http://theidaholiberalian.wordpress.com/2011/11/23/college-and-career-ready-working-together-for-idaho/>.

**Let's Talk About It 2012-2013: apply by June 22**

Idaho libraries are invited to apply for the Fall 2012 – Winter/Spring 2013 Let's Talk About It book discussion series. Libraries who participate will provide a \$100 cash match, as well as a letter of support from a community partner.

Fourteen themes and book lists are available on the ICfL website at <http://libraries.idaho.gov/landing/lets-talk-about-it>. One of this year's

three new themes, entitled "Idaho at 150," is designed to help Idaho libraries celebrate the Territorial Sesquicentennial. This theme offers titles by Idaho authors, with Idaho in the content, and/or are about Idaho history or life.

Changes in the application form now require that you fill in your theme selection(s), program dates and times, and the number of

books you will need. In the past, libraries received 25 copies of each title selected. However, if your library historically has had 10-15 people attend, please request books accordingly; this may allow us to serve more libraries each year.

The application deadline is June 22, 2012. For more information and an application visit <http://libraries.idaho.gov/landing/lets-talk-about-it>.



## Project Compass convening

by Shirley Biladeau, ICfL continuing education consultant

Four representatives from the Idaho library community and I attended a two-day conference in Washington D.C. April 25–26 on workforce development called Project Compass. This Institute of Museum and Library Services (IMLS) grant project is coordinated by WebJunction and the State Library of North Carolina.

Over 200 people representing 45 states attended the convening, which served as a capstone event for this three-year project. Since 2009, over 2,500 people throughout the United States have participated in Project Compass workshops to amplify the local library's ability to impact local workforce development.

Linda Henderson, Buhl Public Library; Cindy Erickson, Soda Springs Public Library; Brenda Ludwick; Community Library Network, Pinehurst Branch; Denise Burnett, Ada Community Library, Star Branch; and I listened to motivational speakers, shared local experiences, and identified next steps to spread the word about the project pathways. These pathways include Digital Literacy, Jobs Seekers, Financial Literacy, and Small Business Development.

The Idaho attendees will share their observations and information learned through presentations to local library boards, staff meetings, consortia meetings, and library association gatherings. They will also work to get stories from local libraries about successes using

LearningExpress Library and LiLI tools and other ways local libraries provide value-added services to their communities.

Futurist Garry Golden set the stage, describing the changing workforce and the role that public libraries can play and inspiring participants to look toward the future and possibilities for library services.

Mary Chute, representative from IMLS, talked about the role of libraries as a community anchor and asked participants to think about the role their library plays in the community. She encouraged them to focus on engaging learners in their communities and empowering learning through a variety of venues, to collect and share the stories as we build digitally inclusive communities, and to discover how community values and cultures are changing. Chute asked librarians to anticipate and lead change.

Marilyn Johnson, author of *The Book is Overdue*, provided more insight into the value of libraries, peoples' perceptions, and how to tell our story. Johnson told the story of how she was struggling to get information she needed to start her business. After going to multiple other government agencies and not making much headway, she stopped in at her local public library. Here she was met with the following comment: "Let me see how quickly I can get that for you!" And soon she was on her way to getting all the information

What makes a great story?

Marilyn Johnson provides five steps:

1. State a problem.
2. Provide a solution.
3. Have a message.
4. Have character.
5. Be passionate.

she needed to accomplish her goal. Her charge is that all people who work in a library should greet their customers with "Let me see how quickly I can get that!" to help create more positive stories and in return raise the value of their library within their community. Be sure to share the human story in regard to your library. Ask people to share their story. Give it a name and face.

Johnson said that many times she feels like a "smart girl who became a stupid adult." How many times have you gone asking for help and were not valued as a human, thereby feeling yourself become "stupid"? As librarians, we have the opportunity to help, to let people know they are valued, and to guide them through the wonderful world of information so that they come out on the other side "still smart!"

A golden nugget from this event is that "it essential that local libraries position themselves as community anchors in order to enhance their sustainability."

For more information about Project Compass activities and convening go to [www.webjunction.org](http://www.webjunction.org), then > Explore Topics > Library Service > Workforce Services.



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**This project is made possible by a grant from the U.S. Institute of Museum and Library Services.**

## Trustee Update sessions by Kevin Tomlinson, ICfL library consultant

*"If the only tool you have is a hammer, you tend to see every problem as a nail."*  
-Abraham Maslow (1908-1970)

For every job, there is an appropriate tool. In fact, some jobs require more than one tool. Being a trustee is a job, and responsibilities include more than attending a meeting once every month. But what are the duties of a trustee? How do you learn the job? What tools do you need? Where do you go when you need help?

The Idaho Commission for Libraries (ICfL) can help. We offer Trustee Update sessions for new trustees or for library boards that have not had the training or just want to refresh their skills.

When a new trustee joins the

organization, you can contact ICfL's local field consultant to schedule a Trustee Update. We will schedule a time that is convenient for your group. We come to you and provide the materials. It is usually the responsibility of the board president to contact ICfL to set up these sessions, but the library director or other members of the board may take the initiative as well.

A successful trustee begins with an understanding of libraries and the laws that govern them. With this in mind, some of the topics covered in the Trustee Update include:

- The role of the library director versus the role of the library trustee

- The library's role in the community
- The sections of Idaho Code that apply to your organization
- The elements of a meeting and Open Meeting Law
- The elements of good policy and how they affect the library
- The trustee's role as library advocate

For more information, or to schedule a Trustee Update, contact your local field consultant:

- Northern Idaho: Jan Wall at 208-882-8882 or [jan.wall@libraries.idaho.gov](mailto:jan.wall@libraries.idaho.gov)
- Eastern Idaho: Frank Nelson at 208-525-7211 or [frank.nelson@libraries.idaho.gov](mailto:frank.nelson@libraries.idaho.gov)
- South central and southwest Idaho: Kevin Tomlinson at 208-334-2150 or [kevin.tomlinson@libraries.idaho.gov](mailto:kevin.tomlinson@libraries.idaho.gov)