

THE Envoy

Vol. 9, No. 1, Winter 2017



Public Library Directors' Summit March 2 - 3, 2017

As Idahoans from across the state look longingly toward spring (which, hopefully, brings no more snow to the valleys), plans are in full force for the second-annual Public Library Directors' Summit.

The event will take place **March 2 and 3**, from 9 a.m to 3:30 p.m. It will be held at the Red Lion Downtowner in Boise.

Topics will include communication, leadership, and working boards, plus there will be time for networking, sharing, and problem-solving.

Phil Eastman, of Leadership Advisors Group, will facilitate the Summit. Eastman combines more than 30 years of leadership experience

with his passion for developing leaders. Whether speaking in front of corporate clients, or serving as a facilitator who keeps things on track and moving forward, Eastman's audiences enjoy his personable approach to dealing with complex issues in a clear, simple way.

Registration is closed for the summit, but a waitlist is available at: <https://2017plsummit.eventbrite.com>.

More information is available at: <http://libraries.idaho.gov/pldirectors>.

The first Public Library Directors' Summit took place in January 2016, with 38 directors participating. This year, 60 directors have registered for the Summit.

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2017 Event for Trustees

During the week of August 7, the Idaho Commission for Libraries will host four regional Trustee Connections meetings for public library trustees and directors. The event will run from 9:00 a.m. through 3:30 p.m. Lunch will be provided.

Registration is available at:
<https://www.surveymonkey.com/r/trusteeconnections>.

- Desired outcomes include:
- Understanding of the respective roles of trustees and directors.
 - Awareness of community-building strategies.
 - Knowledge of strategic planning tools and processes.

- August 7, 2017 --- Coeur d'Alene Public Library
- August 9, 2017 --- Middleton Public Library
- August 10, 2017 --- Twin Falls Public Library
- August 11, 2017 --- Madison Library District, Rexburg

**Sustaining our history, empowering our present,
and creating our future through partnerships.**

**Idaho Commission
for Libraries (ICfL)**

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<http://libraries.idaho.gov>

Mission:

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

Commissioners:

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

State Librarian:

Ann Joslin

ICfL Contacts:

- Ben Bibikov, web designer
- Danna Angevine, state publications, cataloging, and acquisitions librarian
- Dian Scott, office services supervisor
- Donna Eggers, public information specialist
- Edgar Correa, web developer
- Gina Persichini, technology and access services consultant
- Jan Wall, northern Idaho library consultant
- Jeannie Standal, school library consultant
- Jenner Flowers, technical records specialist
- Kevin Tomlinson, southwest/south central Idaho library consultant
- Kristina Taylor, grants/contracts officer
- Pam Bradshaw, program supervisor
- Patrick Bodily, eastern Idaho library consultant
- Roger Dubois, administrative services manager
- Shirley Biladeau, continuing education consultant
- Staci Shaw, reading programs coordinator
- Stephanie Bailey-White, deputy state librarian
- Sue Walker, Talking Book Service consultant
- Tammy Hawley-House, project coordinator

The Envoy is mailed quarterly to all public library directors and trustees listed in the ICfL online library directory. PDFs are available at: <http://libraries.idaho.gov/node/9176>.

Grant Opportunity

The Idaho Division of Career-Technical Education (ICTE) is soliciting applications for federal grants for the purpose of providing adult education and literacy activities.

Any entity with demonstrated effectiveness in this area may apply, including: libraries, local education agencies, community-based organizations, faith-based organizations, volunteer literacy organizations, institutions of higher education, public or private nonprofit agencies; and/or a consortium of such entities; and/or a partnership between an employer and such an entity.

The grants will be awarded under three funding streams:

1. Regional Adult Education and Literacy Programs
2. Adult Education for Incarcerated Individuals
3. Integrated English Language and Civics Instruction

As post-secondary institutions are the typical respondents for these grants, your library could partner with your local college or university in the grant request. There are also opportunities for a library to join with another group or agency to form a consortium and apply for a grant.

Applications are due by **March 15, 2017** (5 p.m. MT). To apply, visit: <https://cte.idaho.gov/wioa-title-ii-grant>. Or to apply and/or for more information, contact Amelia Valasek, State Coordinator for Adult Education, at amelia.valasek@cte.idaho.gov or at 208.429.5541.

Short Takes for Trustees

Short Takes for Trustees is a series of 10 short videos (8-10 minutes, each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries.

Topics in the series explain the basics, such as: what it means to be a Trustee (discussing the broad fiduciary responsibilities of governing boards and the limits of an advisory board); as well as, how to set policy; how to evaluate the library director (and why you should!); along with board self-evaluation; and the ethical and parliamentary standards for boards -- both governing and advisory.

The Idaho Commission for Libraries, through a grant from the Institute of Museum and Library Services' Library Services Technology Act, purchased access to this series for trustees and library directors through **June, 2017**. If you need the link and password to access the material, please contact Shirley Biladeau at shirley.biladeau@libraries.idaho.gov.

State Librarian’s Presentation to JFAC

State Librarian Ann Joslin presented the Idaho Commission for Libraries’ (ICfL) FY2018 budget request to the Joint Finance and Appropriations Committee (JFAC) on January 17.

The format for the agency reporting process changed this year to be interactive and give the committee members, many of whom joined JFAC this session, more detailed information about agencies and their budgets.

The ICfL’s Legislative Services Office Analyst Robyn Lockett presented the ICfL’s budget and answered questions from the legislators.

Joslin gave a historical overview of the Commission and outlined ways its budget

is utilized, such as through programs like Read to Me and Make It at the Library.

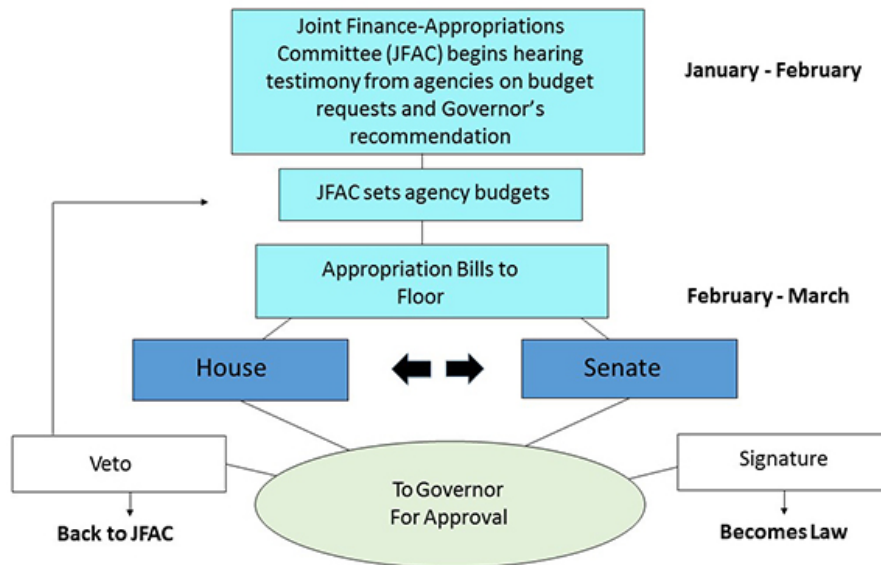
One committee member inquired as to how many people, statewide, utilize Maker/STEAM programs in libraries. He was informed that each year more libraries participate in the initiative and that in excess of 30,000 Idahoans have been involved in “Make It” projects over the five-year span of the program.



Whether through books, computing, Internet access, and as places for hands-on learning, libraries have always helped people explore ideas. Libraries continually evolve to not only meet, but exceed, the needs of their communities.



Idaho State Capitol
Boise, Idaho



2017 Idaho Legislative Session

This Legislative Session runs through March and may be monitored at:

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

Throughout the year, consider inviting your local legislators to your library and/or outreach events so they can see, firsthand, how the library serves the community.

If you are uncertain who your legislators are, visit: <https://legislature.idaho.gov/>.

Who is Responsible for Those Who Cannot Be Responsible for Themselves?

By Kevin Tomlinson, ICfL Library Consultant, Southwest/South Central Region

Public libraries endeavor to create a welcoming and safe environment for all. In order to lay the groundwork for this atmosphere, most libraries have rules of conduct or an acceptable behavior policy, which is often simply a list of unacceptable behaviors. These policies often do not account for the fact that the responsibility for the care, safety, and behavior of children and vulnerable adults using the library rests with the parent, legal guardian, or caregiver -- not library staff.

It is important to train staff as to the library's policies in regard to behavior and the consequences for violating those policies. Attaining competency in this area is equally important for the library's board members, who approve the library's policies and then explain and defend those policies to the community.

A library policy on unattended children and vulnerable adults should address:

- How long library staff members are required to wait with the child/vulnerable adult after closing time.
- How many times staff members will attempt to contact the custodial parent.
- At what point library staff are required to call the police or sheriff.
- How old a minor must be before he or she is allowed to be responsible for younger siblings.

This policy needs to be in place so staff may help educate parents, caregivers, and teachers who wish to bring their classes to the library.

Some good examples of policies regarding unattended children and vulnerable adults may be found at:

The Akron-Summit County Public Library, Akron, OH: <http://www.akronlibrary.org/about/policies/unattended-children-vulnerable-adults>.

Everett Public Libraries, Everett, MA: <http://www.noblenet.org/everett/policies.html>.

Falmouth Public Library, Falmouth, MA: <http://www.falmouthpubliclibrary.org/wp-content/uploads/2016/01/Unattended-Children-2016.pdf>.

Weslaco Public Library, Weslaco, TX: <http://www.weslaco.lib.tx.us/circulation/policies.html>.

The DeKalb Public Library, Decatur, GA: <http://dekalblibrary.org/about-us/policies>.

Your library's director and board may also develop guidelines so staff know how to proceed if they suspect a child or vulnerable adult has been abused, abandoned, or neglected. All states, including Idaho, have statutes identifying persons who are required to report suspected child maltreatment or the mistreatment of a vulnerable adult to the appropriate agency. You may print out the summary from the Child Welfare Information Gateway and keep it at your library's service desks and in your succession planning notebook: https://icdv.idaho.gov/conference/handouts/2014/5_mandatory_reporting_summary.pdf.

Having a policy in place concerning child and vulnerable adult safety -- and training your library's staff to implement the policy -- will help create a more pleasant environment for all library users and staff. For further information on this topic, please visit: <http://libraries.idaho.gov/blogs/kevintomlinson/who-responsible-those-who-cannot-be-responsible-themselves-library>.

2017 District Library Election Information

Your county clerk should have contacted you for information about the trustee election in May, 2017. Remember that you will have one trustee position (for a trustee who was elected in 2011) up for election, and possibly others who took the place of a trustee who resigned mid-term.

The timeline and the FAQs are on the ICfL Trustees webpage at: <http://libraries.idaho.gov/landing/trustees> and at the Library Law webpage at: <http://libraries.idaho.gov/node/9175>. Information about the November, 2017 election is also included. (These documents have been reviewed by the Secretary of State for accuracy.)

Idaho Day is March 4, 2017

March 4th, the official Idaho Day, was established to commemorate the creation of the Idaho Territory by President Abraham Lincoln on that day in 1863.

Idaho Day is a day for communities to come together and celebrate the Gem State. It is also a great time to learn more about Idaho's rich history. For example, did you know that Idaho's state seal is the only one in the United States created by a woman?



This year's theme for Idaho Day is "Idaho the Beautiful." For more information visit: <http://libraries.idaho.gov/blogs/donnaegggers/idaho-day-march-4-2017>. If you would like to share your "beautiful idaho" via social media, use: #myidaho; #beautifulidaho; or #idabeauty. Get ready to wear your royal Idaho blue and celebrate our state!

National Library Week and Snapshot Day Coming in April

National Library Week is coming soon -- **April 9 - 15, 2017**. First observed in 1958, National Library Week is a campaign sponsored by the American Library Association and libraries across the country. Each April, the contributions of our nation's libraries and librarians are celebrated and library use is promoted. All types of libraries -- school, public, academic, and special -- participate. "Libraries Transform" is this year's theme.

Part of the fun during National Library Week is **Snapshot Day**. Libraries select one day during National Library Week that best represents their library's activities, and they document all of the happenings. Idaho Library Snapshot Day is designed to capture the impact that Idaho libraries have on their communities during a typical day. It is also a great time to collect comments and take photos for your website or other promotional materials.

How does it work? Idaho libraries -- public, school, academic, and special -- document their activities for one day and enter the results on the online survey at <https://www.surveymonkey.com/r/IdahoSnapshotDay2017> by Friday, April 28, 2017. The results will be compiled and posted on the Idaho Commission for Libraries' website.

Things to do. Make sure staff knows the library is participating and which day has been chosen. Print the Survey Form at <http://libraries.idaho.gov/blogs/donnaegggers/national-library-week-and-snapshot-day-are-coming-soon> to collect statistics during Snapshot Day, along with other documents and information to make your Snapshot Day even easier to conduct.

After the fun. You may send in some of your photos (that you have permission to use) to: donna.egggers@libraries.idaho.gov. Photo size should be between 1 MB and 3 MB.

Why participate? Our collective statistics, photos, and stories are a wonderfully unique and telling way to showcase the growth and importance of libraries in Idaho.



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More Idahoans Attending Public Library Programs Than Ever Before

Idahoans are making good use of the 147 public libraries throughout the state. For fiscal year 2015, there were more than 8.6 million visits to public libraries in Idaho. And the number of patrons visiting libraries and attending library programs has never been higher and is among the highest, per capita, of all states.

According to statistics gathered by the Institute of Museum and Library Services in fiscal year 2014, Idaho libraries had the 5th highest circulation of children’s materials and attendance at children’s programs. And attendance at young adult programs was not far behind, with a ranking of 7th in the nation, per capita, and has increased 42 percent over the past five years.

State Librarian Ann Joslin said, “It is so exciting to see library usage by the youngest in our state at an all-time high. As children and young adults partake in library programs in record numbers throughout Idaho, it is encouraging to see that participation in initiatives such as Make It at the Library, along with reading and literacy, are helping to educate and inspire the next generation of Idahoans.”

While attendance at adult programs was 39th in the nation, per capita, -- the same as our ranking of population compared to other states -- turnout at adult programs has increased by 35 percent in Idaho during the past five years.



ICfL Project Coordinator, Tammy Hawley-House (left) and State Librarian Ann Joslin (right) utilize STEM Matters Day 2017 as a way to engage the next generation in science, technology, engineering, and math, in fun, challenging, and innovative ways.