

## VIII. OPERATIONS REPORT

### A. Management Team members' reports – information item

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#### Report from Deputy State Librarian Stephanie Bailey-White

- I'm heading to meetings with COSLA (Chief Officers of State Library Agencies) and the Western Council, held in conjunction with the annual American Library Association conference June 19-25, 2019. I'm planning on meeting with Idaho's Congressional staff and/or our representative if they are available.
- I will be thanking Representative Simpson in person for his work on the House Appropriations Committee. This committee voted to increase funding for the Institute of Museum and Library Services (IMLS). The full Committee passed a number higher even than the Subcommittee offered -- \$10 million higher, with a significant portion of that for LSTA (Library Services and Improvement Act). That would bring us to the new figure needed to enact the full increase in the Grants to States minimum allotment (\$1 million per state) in one fell swoop. COSLA folks are being cautiously optimistic, "This bill needs to be voted on by the full House and the Senate has not yet begun its work on the FY20 budget. Things could change significantly, and it will be some time before this is settled. It is nice, in any case, to see that increases are on the table."
- Ann was able to provide some information about the lack of funding for Idaho elementary school library collections during the Capitol for a Day event in Emmett in April. The Idaho Lottery Commission Director, Jeffery Anderson, heard the message and has offered to work with our staff to possibly develop a game to provide funds that would go through ICfL to schools with few resources. Jeannie and I met with their marketing staff in May and are waiting to get more details about how their promotional efforts work. A secondary goal is raising awareness about the needs of school libraries.
- The ICfL staff have been planning the Futures Camp for well over a year and have put a lot of energy and care into making this a thought-provoking and interactive time to contemplate what Idaho libraries will look like in the future and what our role is in shaping that future. I am excited to hear from the featured speakers and the 80+ Idaho library staff and trustees who are attending.

#### Report from Program Supervisor Randy Kemp

- Programs
  - Summer Intern Grant. Nine libraries in the process of onboarding young adult interns for summer exploration of working in a library. I am supporting the library staffs with check-ins and resources as needed on mentoring.
  - Represented the [ICfL and libraries on the monthly Idaho Department of Commerce virtual roundtable](#) in May. Donna Eggers developed a presentation with slide deck and participated in the presentation.
  - Co-designing two Idaho Library Association pre-conference sessions for October 2019 with teams of ICfL colleagues and external partners: Trauma-Informed Library Services and Adult Services.

- Partnerships
  - IMLS Grants to States. Participated in the annual workshop and meeting in Denver in April, where I learned much about the IMLS Granting process, met IMLS staff, and gained deeper insight into the process and opportunities as a grantee of IMLS.
  - Digital Public Library of America. Attended the annual festival in Chicago in April, representing the ICfL on issues of ebooks for Idaho and long-term preservation of Idaho digital resources. One presentation at the festival encouraged the following questions: To what can the ICfL connect all residents that local libraries can't or won't? What service is in short supply?
  - Idaho Public Television. With Donna Eggers, connected with three staff members from IPTV about possible ways for both agencies to further intentionally partner.
  - University of Idaho, Inspire Idaho program. The program lead reached out to me about how libraries might support the loaning of Apple MacBooks for the cohort-based learning for the Swift app language. Dylan Baker and I have an additional call scheduled to discuss possibilities.
  - Workforce development conversation with think tank policy fellow at AEI. They are holding regional workshop later this year in Arizona, to which we will be invited.
- Organizational Learning
  - Personally Identifiable Information (PII). In conjunction with Karen Parsons, Technical Records Specialist, and earlier spurred on by Roger Dubois's convening of agency staff interacting with PII, conducting a landscape assessment of what PII the agency collects. PII is informational elements in combination such as name, SSN, address, bank information, etc.
  - Roger is training me as backup on fiscal processing procedures such as payroll, for cases where he and others are unavailable.
  - Co-facilitated with Tammy Hawley-House first all-day LiLAC meeting May 16. Constructive conversations about leadership in Idaho libraries with 17 participants.
  - Explored the possibility of submitting a budget enhancement for the History Harvest project. Determined to include it in existing budgets.
  - Submitted and reviewed several budget requests for FY 2020.

### **Report from Administrative Services Manager Roger Dubois**

#### **FUNDING:**

- We are following our normal protocols as we close out fiscal year 2019. I anticipate that we'll have few general fund dollars to revert to the state. Our projected federal fund carryover is on target for the generally accepted amount.
- The state is establishing a new transparency website that releases the majority of expenditures processed through SCO. This includes more specific information on personnel expenses, non-employee travel reimbursements, operating expenses, and trustee and benefit payments. The release was put on hold, but I expect it around the first part of June.

#### **HUMAN RESOURCES:**

- We've completed our 2020 CEC plan, which implemented the fiscal year 2020 compensation in early April. Overall, it was a very positive response.

**INFORMATION TECHNOLOGY:**

- Windows 7 is approaching the end of Microsoft support and we are working to replace or upgrade our remaining computers to Windows 10. The studio has some challenges because of some unique hardware and software, but we should be able to complete all upgrades by the end of the calendar year.