

VII. OPERATIONS REPORT**A. Management Team members' reports – information item**

Report from State Librarian Stephanie Bailey-White

- We hosted our first virtual ICfL “Listening Tour” on November 19. The next online session will be January 9 at 10 a.m. Tammy and I were invited to attend the first hour of a staff meeting at the College of Western Idaho Library in Nampa on November 18. I also attended a University of Idaho Library Advisory Board meeting November 1. I have learned something from each of the sessions and we’re responding to questions from the “We’re Listening” website as well. We’re compiling notes and tracking how we’re responding to questions. Public Information Officer Donna Eggers is compiling results from a communications survey that went out to the library community earlier this fall.
- I met with the Idaho Historical Society’s Director and staff on November 20th to glean more information on best practices for starting a Foundation for Idaho Libraries. Their advice was to make sure we had agency staff who could help implement a solid revenue development plan. I met with Kris Kamann, Chief Development Officer for the Idaho Community Foundation (ICF), in late November to discuss ICF-managed endowments. I’m still researching options for creating a revenue development plan for the agency but have learned a lot just from these two meetings and will continue exploring options.
- I attended the COSLA (Chief Officers of State Library Agencies) meeting November 4-6 in Hartford, CT. One take-away that I wanted to share with Commissioners involves a study on rural libraries and community wellbeing. Over 200 interviews with librarians, trustees, and community members have been conducted and Elk City, Idaho, was one of eight rural towns selected nationwide. The research is still be collected, but it dovetails nicely with some of the training Commission staff have been providing on the role of libraries in creating social connections. We discussed this study and the possibility of collaborating to better meet the needs of rural communities in a meeting with the Idaho Commission on the Arts.
- I attended the Idaho Family Reading Week (FRW) kick-off in Emmett with First Lady Teresa Little. The library was packed with children and parents. The First Lady read a story and we had the opportunity to talk about literacy. Deputy State Librarian Tammy Hawley-House (an Emmett native) and Youth Services Program Coordinator Kristina Taylor (Kristina coordinates the annual FRW celebration) also attended the event. We hope to work more closely with Teresa Little in the coming year, including inviting her to be the keynote speaker at our annual volunteer luncheon (set for June 4 to coincide with Board meeting so you can attend).
- The agency’s JFAC (Joint Finance & Appropriations Committee) budget presentation is scheduled for January 13 at 8 a.m. Commissioners are welcome to attend this or watch the live feed through Idaho Public Television.

Report from Program Supervisor Randy Kemp

Programs

- Summer Internship. Revising program based on learnings from 2019 intern experiences in order to advertise in January 2020 the availability of program again for 2020. Completed a summary report of the 2019 lessons learned and areas for improvement.
- Census 2020. Participated in the State Complete Count Committee meeting on November 13. Also, submitted a \$5,500 grant to the Idaho Community Foundation on November 25 to pay for printing and shipping of bookmarks for K-3 students in Title 1 schools. The bookmarks will have information for parents and guardians on the importance of a complete count.
- Library Leadership Advisory Committee (LiLAC). Hosted a two-hour virtual meeting of the LiLAC team on November 14.

Partnerships

- Joined Staci Shaw from the ICfL on October 17 and 25 others from various state agencies and local nonprofits to develop a multi-million dollar federal grant for preschool development. The contracted grant writer completed the proposal; submitted and waiting response.
- Library and Department of Corrections. Hosted a meeting October 22 with a librarian from Meridian Library District, director of the Ada Community Library, and Idaho Department of Corrections reentry manager to discuss deepening the connections. The MLD librarian is furthering conversations for an eventual interaction with Case Managers and others.
- Participated in a day-long Rural Summit on November 7 hosted by the Burley Public Library.
- The ICfL hosted a day-long working session on November 12 of the Idaho Workforce Development Council One-Stop and Workforce Innovation & Opportunity Act committees. I regularly participate in the One-Stop Committee activities.
- Authored a simple writeup of how the University of Idaho Extension educators are delivering programs in concert with Idaho public libraries.
- Invited to participate in a day-long workshop in Austin, TX, on regional workforce development issues (November 20). Learned of a timber-related workforce development consortia in East Texas that may have lessons for our Northern Idaho employers and educators. Reaching out for more information.
- Senior leadership from the ICfL and the Idaho Commission on the Arts met November 26 to share ideas about deepening collaboration among the two agencies (and other agencies with similar missions).

Organizational Learning

- Outstanding Board Tour in late October to Latah and Benewah counties.
- Joined the Read to Me Rendezvous day one training in Boise on November 6. The Youth Services team developed the two-day training for over 70 Idaho librarians.
- Software Engineer II (Web Developer) new hire, Doug Baker, started November 18.
- With Karen LaMotte from the ICfL, attended a Geographic Information Systems (GIS) personal training on November 15 with the State's GIS coordinator.

Report from Administrative Services Manager Roger Dubois

FUNDING:

- Based on the Governor's funding reset, our FY 2020 budgets were reduced by \$41,547:
 - General Fund, Personnel reduced by \$18,547
 - General Fund, Operating reduced by \$13,000
 - Federal Fund, Operating reduced by \$5,000 (General Fund Expense transferred)
 - General Fund, Trustee & Benefit reduced by \$5,000
- Based on the Governor's budget recommendations, we anticipate an ongoing \$85,672 reduction to our FY 2021 appropriation. All totals are approximate:
 - General Fund, Personnel reduced by \$42,766
 - General Fund, Operating reduced by \$33,854
 - General Fund, Trustee & Benefit reduced by \$9,052

INFORMATION TECHNOLOGY:

- Utilizing end-of-year funds, we'll need to purchase a few computer upgrades due to incompatibility with security software requirements. These machines were Windows 10 compliant, but since they are older, we will need to adjust our plans.
- All remaining systems need to remain functional until at least FY 2022 when our replacement schedule will resume.

PERSONNEL:

- Current fiscal year salary savings are on schedule to support the FY 2020 funding reset.
- FY 2021 turnover estimates will result in salary savings. These savings will provide some support for the appropriation reductions but will not cover all of them. We will develop a two-pronged plan for FY 2021 and future fiscal years.

Report from Deputy State Librarian Tammy Hawley-House

- The biennial Read to Me Rendezvous, held in November, included diversity, inclusion, and equity topics on Day 1, and Day 2 was focused on kindergarten readiness and community partnerships. 14 statewide organizations and agencies were represented, and they talked about how they could partner with libraries to leverage resources and achieve common goals. 70 library staff attended.
- A small group of staff are exploring ways to better serve tribal libraries. At the November Library Development Meeting, the tribal library consultant from the Washington State Library and a representative from the Institute of Museum and Library Services (IMLS) shared funding options and services to tribal libraries. We are working on identifying and reaching out to contacts of Idaho tribes to share IMLS funding options as they relate to library services.
- Another small group of staff are looking into ways to expand services to academic libraries.
- Public libraries are currently working on their annual stats with reporting due to our agency in January.
- Information from the annual CE survey included the following information:

- 82% of those surveyed have made changes in procedures or services as a result of an ICfL-sponsored training or CE activity
- Some of those changes include: adopted a Trustee job description; increased check-out through better weeding; implemented a board self-evaluation and updated our board bylaws; started outreach at the schools with lili.org and Learning Express; made tutorial videos on services/products for our patrons
- Top obstacles to participating in ICfL-sponsored professional development: time, money, lack of staffing, and distance
- Quotes for the survey:
 - “ICfL is fantastic. Your expertise, grants and training are an invaluable resource and I can't say enough good things about you. I would not be a library manager today if it were not for you. Thank you and keep up the good work.”
 - “Continuing education is a cornerstone of Librarianship, without our Library staff being able to constantly employ new ideas and practices we go from having Libraries to having nothing. Please keep up all your amazing and awesome hard work.”
 - “Futures Camp was amazing! It gave me hope in libraries again. It restored my passion and desire to work within the library world.”