

VII. OPERATIONS REPORT

A. Management Team members' reports – information item

Report from State Librarian Stephanie Bailey-White

I'm serving on the Idaho Comprehensive Literacy Plan task force, the Idaho Center for the Book board, Idaho Library Association board, and attending bi-weekly agency director HR/Governor's Office meetings. These groups have all been meeting regularly this summer.

Tribal library grants of \$10,000 each were recently awarded to the Shoshone-Bannock Tribes of the Fort Hall Reservation and the Coeur d'Alene Tribe through the Institute of Museum and Library Service (IMLS). It has been 19 years since the Shoshone-Bannock tribe received this grant, and this may be the first time the Coeur d'Alene Tribe has received funds from IMLS. ICfL consultants contacted tribal representatives and encouraged them to apply for funds. I'm very pleased to see them take advantage of these funds to better serve their communities.

I greatly appreciate of all the support from the management team, commissioners, and staff during the last month. In addition to everyone dealing with the stress of Covid-19, all have been amazingly supportive and a tremendous help to me.

Report from Deputy State Librarian Tammy Hawley-House

- A small team continues to explore the possibilities of statewide e-book support. We have met with vendors, reserved some CARES Act funding, and submitted requests for funding from IMLS and the Governor's office. We will be meeting with staff from other state libraries to learn how they are providing service.
- The new lilischools.org website has launched. Letters have been sent to principals and emails to school librarians informing them of the new website and sharing information about the new law- [Idaho Code 33-137](#).
- [LiLi](#) databases and [ShareIdaho](#) contracts have been renewed for FY20. The My Heritage genealogical database was dropped as a cost-saving measure and due to its low usage.
- School Library Consultant Jeannie Standal and Emerging Trends Consultant Deana Brown lead a team effort to hold our annual Summer Summit virtually. More than 70 school librarians attended the interactive networking and training event on July 14 and 15.
- Kevin Tomlinson has updated and published the new edition of [Idaho Library Laws](#).
- On July 30, we held our very first meet-up for academic librarians. Continuing Education Consultant Annie Gaines coordinated the event, with the help of a great team, to provide information and networking to more than 35 academic librarians across the state. We hope to make this an annual event and have reserved the MOSS Education Center in McCall for next July.
- The Eastern Field Office has officially closed. Consulting duties have been transferred to Kevin Tomlinson and Emily Sitz; the state data coordinator duties have been assumed by Jamie Mott, our grants officer.
- Grants are being accepted until August 31, 2020 from public libraries offering innovative [Kindergarten Readiness Projects](#).

- Emily Sitz and Kristina Taylor have successfully helped both the Coeur d'Alene Tribe and Shoshone-Bannock Tribe secure an IMLS grant and will continue to work with the tribes during the implementation process.
- A series of [Transforming Teen Services](#) courses for school and public library staff began in early August.
- We launched a new [toolkit](#) for school and public libraries wanting to host an author visit.
- Outside funding sources continue to be a priority. Here is a snapshot of recent requests:
 - Idaho Community Foundation; \$5,000 to facilitate partnerships with public libraries and neighborhood laundromats to bring needed literacy skills to targeted families and children who may not be regular library users. (funding declined)
 - Idaho Community Foundation: \$15,558 to provide computer kiosks at 10 libraries in hard-to-count areas to facilitate the 2020 Census count; print bookmarks to place in hard-to-count areas to facilitate census outreach. (funding approved & project completed)
 - Idaho Department of Commerce: \$2 million for the installation of network equipment and outdoor wireless access points for up to 119 rural Idaho public libraries serving communities of fewer than 10,000 people, permitting citizens to safely access open library broadband anytime, even when facilities are closed. (funding requested)
 - Idaho Lottery: \$40,000 for a grant-based program to provide books to elementary schools. Applications will open in September, with funding released in November. (funding approved)
 - Idaho State Board of Education/Lumina Foundation: \$100,000 to provide grants and training to public libraries and staff to better meet the needs of adult learners, especially veterans. (funding approved-subgrants awarded)
 - IMLS: \$100,000 to examine school librarianship in the three partner states with the goal of uncovering practical methods to provide access to effective school library program within the fiscal restrictions of rural school districts. (funding declined)
 - IMLS: \$475,000 to increase access to e-books and e-audio statewide. E-resources purchased with these funds would be available well beyond the grant period, meeting Idahoans formal and informal learning and recreational reading needs. (funding requested)
 - Metropolitan State University of Denver/Library of Congress: \$20,000 to offer a series of training sessions on teaching with primary sources directed at Idaho educators and librarians working with elementary school students. (funding approved)
 - Scentsy Foundation; \$10,000 to facilitate partnership with public libraries and neighborhood laundromats to bring needed literacy skills to targeted families and children who may not be regular library users. (funding declined)

Report from Partnerships Program Supervisor Randy Kemp

Programs

- Summer Internship grant. Mentors at the seven libraries continue to flex with changes in program delivery (with one library's intern moving out of town for family reasons). One of the interns joined the MOSS Meetup July 30 to explore what a role in an academic library might look like.
- Idaho Learning Partnership. Part of the internal team developing the program in connection with the Office of the State Board of Education. I modified curriculum created by Boise State

during a pilot phase to now deliver as webinars to Idaho librarians granted monies as part of the Idaho Learning Partnership grant.

- MOSS Meetup. Participated in planning group as well as small facilitation contributions on the day of the event (July 30).
- e-books. Member of the internal ICfL team exploring options for statewide e-book efforts.
- MVLS Session on Community Engagement. Facilitated a conversation on outreach and community engagement with the Mountain Valley Library members on June 16 (virtual).

Partnerships

- Creative Startups. A further conversation with New Mexico-based organization as they modify their "Libraries as Launchpads" training curriculum for libraries to be conveners of mentors and entrepreneurs. Possible, low-barrier-to-entry option coming in early 2021.
- Idaho Rural Partnership. Invited to join a small team that developed and launched a [survey for Idaho rural communities](#) to communicate development needs in the time of pandemic.

Organizational Learning

- Supervising Office Support team. Five new (to me) direct reports as of mid-June (formerly reported to Dian Scott until her retirement, which we celebrated June 18). Much time and energy invested in learning about workstyles, communication preferences, projects, and career objectives. Working closely with LeAnn to coordinate office coverage as well as rethink processes where appropriate (LeAnn is rapidly learning on the job with her various roles; kudos to her).
- Supervising in a Pandemic. Along with all the ICfL supervisors and HR, discussing and creatively determining healthy approaches to work onsite and remotely.
- Vacation Care. Two nights, three days in the Sawtooth Wilderness Area in late June. Marvelous.

Report from Administrative Services Manager Roger Dubois

FUNDING:

- FY2020 revenue was \$86.7M over projections.
- ICfL's FY2021 appropriation was 2% less in operating when compared to FY2020.
- An additional 5% reduction in ICfL's FY2021 appropriation was required by July 15, 2020. This resulted in a \$99,860 reduction in personnel funds (PC), \$17,200 in operating (OE), and \$90,600 in trustee and benefits (T&B).

HR:

- The FY2021 Change in Employee Compensation (CEC) was initially suspended but ultimately cancelled. Additionally, increases in employee compensation, either temporary or permanent, were suspended.
- A hiring freeze was initiated for FY2021, except for critical positions.

INFORMATION TECHNOLOGY:

- All IT purchases are reserved for essential equipment requirements. Equipment replacements are suspended through FY2022, unless existing funding is utilized.

Report from Talking Book Services Program Supervisor LeAnn Gelskey

- I'm serving on the Idaho Library Association board and attending bi-weekly conference committee meetings.
- I am enrolled in the Supervisory Academy offered by the Idaho Department of Human Resources. The classes are offered virtually and span the course of three days.
- The National Federation for the Blind Idaho Caucus was held in July, and I was asked to attend. It was very interesting, and I was grateful for the opportunity to introduce myself to the group.
- All TBS patrons have been transferred over to Scribe and things are running smoothly for the most part. Our next phase of the project is completing the processes for serial uploads. We now can send more than one month's worth of magazines at a time which our patrons are very excited about.
- I am now the lead for scheduling and coordinating office coverage. I have been working closely with Randy and he has offered much support. We are currently rethinking our phone reception processes while still maintaining exceptional customer service.
- Betty Hoshaw retired in July. Due to the spike in COVID-19 cases, her retirement party has been postponed until we can gather safely to celebrate her many years of service and dedication to the State of Idaho. We miss her but wish her the best in retirement.