

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

Report from State Librarian Stephanie Bailey-White

- The first week in August will be spent visiting libraries in northern Idaho starting with the Telehealth and Libraries pilot sites in Orofino and Weippe. ARPA grant site visits include Lewiston Public, University of Idaho Library, Latah County District Library, and the Post Falls School District. Visits with trustees and staff at the Community Library Network and the East Bonner County District Library, Coeur d'Alene Public Library, Clark Fork branch library, West Bonner District Library, and the Priest River Public Library are also on the itinerary. I plan on attending the Valnet meeting, the consortium of libraries in many of the counties in northern Idaho with Dylan Baker, and we'll be boxing up some more items in the Northern Field Office too.
- There has been a lot of turnover in state government positions. The ICfL has a new Division of Financial Management (DFM) Analyst, Amanda Harper. McKenzie Johnson is the agency's new contact at Governor Little's office. And Deputy Attorney General Andy Snook was recently promoted within the division. Rachel Kolts will be the agency's new Deputy Attorney General and will work closely with Andy on any transitional items. We've had meetings with all the new representatives to orient them about ICfL's mission and provide an overview of current projects and issues.
- I completed a final report for the ICfL/libraries' role in the Idaho Learning Partnership grant project. Implementing outreach and some of the program's original goals during the pandemic made things challenging, but most of the participating libraries reported positive outcomes and increased knowledge about resources available to adult learners. Computer equipment, hotspots for checkout, GED materials, and promotional materials and advertising were paid for with part of the \$100,000 grant from the Lumina Foundation and will benefit the nine pilot communities for many years.

Report from Deputy State Librarian Tammy Hawley-House

- On July 13 and 14, school librarians from across the state gathered for the annual professional development training we call Summer Summit. This was the agency's first attempt at a fully hybrid training model, with 16 attending virtually and 64 in-person. The event was held at the Boise High School Library. School Library Consultant Jeannie Standal led a team to design and deliver this professional development event. Topics included: Ages and Stage of Youth Development, Idaho Battle of the Books, Teaching with Primary Sources, and more.
- Public Library Consultant Kevin Tomlinson has completed the annual update of our Idaho Library Laws manual. The newest version can be found at https://libraries.idaho.gov/wp-content/uploads/IdahoLibraryLaw_2021.pdf.
- Continuing Education Consultant Annie Gaines was interviewed for a podcast. Her interview on the topic of library ethics can be heard at [Library Leadership Podcast](#) . Annie also presented an Info2Go webinar on this same topic on July 19. We had 95 live

participants and approximately 250 people registered. Persons who register usually do so intending to watch the recording at a later date when their schedule allows. By registering they are automatically sent the link to the recording.

- Our second annual Moss Meetup of members of the Idaho academic library community convened on July 29. Forty-eight persons registered for the three-hour networking/professional development event. Topics included: information about the five-tribes of Idaho, updates from seven of the publicly-funded colleges and universities in Idaho, and information about a new campus inclusion and diversity policy proposal from the Idaho State Board of Education. There was also time for discussion on a variety of other issues.
- As part of our five-year cycle, we are working with an independent evaluator, Standerfer Consulting, for the evaluation of our LSTA-funded services. The process will involve meetings with staff, Commissioners, focus groups with our customers, and a great deal of reviewing of internal documents. Jamie Mott, our Grants Officer, is coordinating this effort.
- We will be sponsoring registration for up to 20 attendees to attend the annual Idaho Out-of-School network conference. Youth Services Consultant Jennifer Redford serves on the Steering Committee of this statewide organization which connects hundreds of providers offering out-of-school programs and parents to statewide services.
- Later this month we will be interviewing for two positions on the Library Development Team: a Public Library Consultant, a replacement for Emily Sitz, and an ARPA-funded Bilingual/Bicultural Project Coordinator.

Report from Administrative Services Manager Jamie Smith

- **FUNDING:** HB373 established appropriations for ARPA funding in the following objects: Personnel at \$100,000, Operating at \$1,200,000, and Trustee & Benefit (T&B) at \$1,000,000. When grant requests came in at over \$2.8 million, staff requested that more operating funds go toward high priority grant projects. An object transfer was approved by the Division of Financial Management (DFM) to \$1.8 million in T&B reducing operating to \$400,000.
 - The ICfL fiscal team closed out FY21 on June 30, 2021 and reverted a total of \$2.01 back to the general account (\$0.53 in personnel, \$0.73 in operating, and \$0.75 in T&B).
 - The state has a \$900 million surplus, the largest in state history. State revenue collections exceeded \$5 billion for the first time, with 24.2% growth over the previous fiscal year. See <https://dfm.idaho.gov/> for revenue reports.
- **HR:** Governor Little has initiated the HR Modernization project to provide consistency and efficiency in human resource services delivered by executive state agencies. The HR Modernization project includes consolidation of HR staff and HR functions through the centralized agency of the Division of Human Resources. Planning has begun, but implementation will be a phased approach with the goal of full implementation by January 2023. No staffing changes are anticipated prior to July 1, 2022.
- **FACILITIES:** Several passive surveillance cameras were installed in June and we were able to pay for those at the end of the fiscal year.

Report from Talking Book Services (TBS) Program Supervisor LeAnn Gelskey

- All TBS staff participated in the KLAS Users Conference which was held virtually. KLAS is the software platform used to track patrons and books. The theme for this year was ‘Challenges, Changes, and Creativity’ and offered something beneficial for each employee.
- Mark Santangelo was recently named the Chief of Patron and Network Engagement Division for the National Library Service (NLS). He recently met with the supervisors of the network libraries included in the western conference area. During the meet and greet call, I recommended that BARD information on their website be updated as he is interested in providing greater tools for outreach and engagement. Our comments and insight were passed along to the Communications Coordinator in the hopes of bringing greater clarity to the network and ultimately for our patrons.
- The new TBS Tech Support Specialist is Megan Egbert. Her first day was August 6th. The position is flexible, part-time temporary, and ARPA-funded. We are very excited that she has accepted and is ready for the challenge of providing more tools and training to make TBS services, especially downloadable books, more accessible.

Report from E-Services Program Supervisor Dylan Baker

- Of the 106 Idaho public libraries that were eligible, 97 applied and were awarded ICfL’s ARPA OverDrive Funds opportunity. All the libraries that applied will receive \$2,000 per facility (buildings & bookmobiles) toward OverDrive e-books and e-audiobooks. Fifteen of these 97 libraries are using these funds to join OverDrive for the first time, enabling their communities to get access to the Idaho Digital E-Book Alliance (IDEA), the Idaho Digital Consortium, and six other Idaho public library OverDrive collections.
- The application window for the \$7.2 billion Emergency Connectivity Fund (ECF) for schools and libraries is open until August 13, 2021. As of July 26, three libraries are preparing applications for mobile hotspots. Unfortunately, onerous record-keeping requirements (specifically, maintaining a list of patron names of everyone who checked out devices purchased with these funds) discouraged many libraries from applying, both within Idaho and nationwide.
- Web Developer Doug Baker and LiLI Librarian Allison Floyd successfully migrated our LiLI database overviews and tutorials from our previous third-party LibGuides platform to be hosted directly on the LiLI.org website (<https://lili.org/guides/>). This migration makes these resources easier to access and use – and allowed us to cancel our LibGuides subscription. In addition, Graphic/Web Designer Ben Bibikov launched a new LiLI Promotional Materials online order form, simplifying and improving the process for library staff to order materials from ICfL to promote LiLI (<https://lilimaterials.libraries.idaho.gov/>).

Report from Partnerships and Program Supervisor Amelia Valasek

- ARPA “Students Learning/Adults Earning” grant – Grant applications were due on June 15th and we received 74 applications requesting more than \$2.8 million in funding. After reviewing the agency’s overall ARPA budget and priorities, the ICfL was able to

dedicate an additional \$800K in ARPA funds toward Learning/Earning subgrants, bringing the amount available for funding to \$1.8M. This represents the largest dollar amount ever awarded out by the ICfL.

Each application received three scores from various members of the five-person grant review team. Members of the team each reviewed between 35 and 74 applications per person. The team then met for a total of six hours over two days to review scores, discuss applications, and determine the final list of projects and amounts to be funded. In total, 48 applications received either full or partial funding. We were able to award all of the priority 1 (digital inclusion) and priority 2 (safe operations) applications that scored above the agree-upon threshold.

Our next step is to host a grant webinar for selected libraries on August 24 where we will be providing training on next steps, reporting, publicity, and other logistics required of subgrantees.

- Let's Talk About It – We have selected and confirmed the 15 libraries who will be participating in the re-launch of the LTAI program. They are listed below. Additionally, we have been moving forward with book purchasing, poster designs, and other logistics for our launch in October. Libraries will be hosting discussion sessions between late October and mid-March. We will be updating the program website with participating libraries and discussion dates once the schedule has been finalized. Next month we will begin brainstorming and planning for our spring statewide virtual program.
 - Ada Community – Connecting Generations
 - Boise Basin (Idaho City) - Tough Paradise
 - Buhl – Biographies & Autobiographies
 - Camas County (Fairfield) - Form & Fluidity: Writing in the New Millennium
 - Clearwater Memorial (Orofino) - Growing Older, Growing Wiser
 - Coeur d'Alene – Prize Winners
 - Garden Valley – Tough Paradise
 - Grangeville – Prize Winners
 - Kimberly/Hansen - Living in the Modern Rural West
 - McCall – Form & Fluidity: Writing in the New Millennium
 - Meridian (Silverstone Branch) - Starting the Conversation: Race and Racism in America
 - Mountain Home – Living in the Modern Rural West
 - Rockland – Biographies & Autobiographies
 - Salmon – The Humanity of Science & Technology
 - Valley of the Tetons (Victor) - American Voices
- Summer Internship Grant – We hosted a cohort meeting for the summer interns on July 28 where we provided additional information and guidance about libraries, library careers, and general job skills.

- Supervision & Leadership – We have hired a new receptionist/support staff member who started on June 29th. She has been settling in well and we look forward to adding new projects and responsibilities to her position as she grows more comfortable.