

**IDAHO BOARD OF LIBRARY COMMISSIONERS  
MEETING MINUTES  
AUGUST 11, 2022, 10 A.M. MDT  
HELD VIA ZOOM VIDEO CONFERENCE & AT THE  
IDAHO COMMISSION FOR LIBRARIES  
325 W. STATE ST., BOISE, ID 83702**

The Idaho Board of Library Commissioners meeting was called to order at 10:01 a.m. MDT on Thursday, August 11, 2022. Participating in the Boise office were Chair John Held, Commissioner Janet Franklin, State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, participating via Zoom were Vice-Chair Dave Mecham, Commissioner Dawn Wittman, Commissioner Michael Strickland, Partnerships and Programs Supervisor Amelia Valasek, Administrative Services Manager Jamie Smith, E-Services Program Supervisor William Lamb, TBS Program Supervisor LeAnn Gelskey. Also present at the meeting were Alex Williamson from the Legislative Services Office, Erik Olsen from the Division of Financial Management, reporter James Dawson from Boise State Public Radio, and reporter Ryan Suppe from the Idaho Statesman. Recording the meeting was Office Specialist II Josie Bradford.

**I. Call to Order**

**A. Introductions** John Held called the meeting to order at 10:01 AM MDT.

**B. Agenda Review Approval – action item (board document 23-01)**

**Franklin/Strickland** moved that the agenda for the meeting be approved.

Roll call vote: Held: aye; Mecham: aye; Wittman: aye; Strickland aye; Franklin aye  
*Motion carried unanimously.*

**C. Announcements** – Held asked if there are any handbook updates. Bailey-White stated that Bradford has been working on those, and they should be out by the end of the month.

II. Public Comment - none

**III. Minutes Review / Approval**

**A. June 9, 2022 Board Meeting Minutes – action item (board document 22-68)**

Held pointed out that on page 11, paragraph 2, there should be more clarification.

Gelskey stated that on the final sentence of page 3, the date for the final reports should be August not October.

**Wittman/Franklin** moved that the amended minutes of the June 9, 2022, Board of Library Commissioners meeting be approved as distributed in Board Document 22-68 with the noted corrections. *Motion carried unanimously.*

#### IV. Legislation - Policies – Rules

##### A. Legislation Electronic Resources Collection Development Policy – action item (board document 23-02)

Bailey-White explained that the electronic resources collection development policy was up for review as part of the annual review process for all board policies. The recommendations from staff have been highlighted. The team that reviewed this policy included E-Services Program Supervisor William Lamb, E-Resources Consultant Marina Rose, Deputy State Librarian Dylan Baker as well as Bailey-White. The highlighted parts include proposed changes, moving and shifting some wording around to make it easier to read, and adding a section pertaining to Idaho Code, Sections 33-2508, 33-137, and 18-1514, that was recommended by Idaho Legislature.

**Strickland/Mecham** moved that the Idaho Board of Library Commissioners adopt the Electronic Resources Collection Development Policy as described in Board Document 23-02.

*Motion carried unanimously*

- B. Policies
- C. Rules

#### V. Federal Fund

##### A. Finances

###### 1. FY2023 object transfer – action item (board document 23-03)

Held stated that this is the time of year when the board reviews object transfers to make sure that funds can be spent in the correct spending categories. Bailey-White explained that the ICfL is asking to move up to \$30,000 in operating to Trustee and Benefit (T&B), and that she doesn't anticipate the ICfL will need the full amount. However, this will allow flexibility with the funds if needed.

Strickland asked if these were the funds that were previously on hold. Bailey-White clarified that these funds are part of the regular federal allotment, and this is the spending category – T&B – for sub-grants. The ICfL has this amount budgeted and authority from legislature to move the funds, but during the budgeting process, it just stayed in operating. The Commission needs to get the Division of Financial Management's (DFM) permission to move it back into T&B to provide flexibility moving forward.

**Strickland/Wittman** moved that the FY2023 federal fund appropriation be adjusted by transferring up to \$30,000 in operating funds to Trustee and Benefits.

*Motion carried unanimously*

###### 2. FY2023 federal program budgets – information item (board document 23-04)

Bailey-White reported that board document 23-04 shows how the program leads have

budgeted the federal appropriation. The first line explains that the ICfL got the authority to spend about \$1.8 million. However, the actual allotment of Library Services and Technology Act (LSTA) funds from the Institute of Museum and Library Services is closer to \$1.52 million. There is an asterisk next to the T&B funds because the motion that was just made by the board allows the authority to spend up to \$30,000 more in that category, which means that operating would be decreased by up to that amount. Bailey-White stated that she is happy to answer any questions about the budgeted amount or the programs.

Franklin asked what the difference is between TBS marketing and TBS advertising. Gelskey explained that previously they had all been lumped together. However, Gelskey asked if they could be separated for her own budgeting needs. Bailey-White asked Gelskey to provide a few examples of what would be covered in marketing and what would be covered in advertising. Gelskey explained that TBS newsletters, calendars, advisory committee meetings, and outreach to health fairs and other events fall under advertising, while brochures, bookmarks, and other types of TBS hardcopy advertising fall under marketing.

Held pointed out that this budget is \$40,000 less than the allotted amount of \$1.52 million. Bailey-White explained that there is about \$23,000 earmarked for capital, and there is some that is not budgeted that will likely be used for personnel. It's also nice to have some flexibility in case something happens like the studio server goes down or other equipment needs to be replaced, so there is a little that is not budgeted for items that need to be purchased in a timely manner.

### **3. FY2024 federal LSTA budget update – information item (board document 23-05)**

Bailey-White wanted the opportunity to update the board on the FY2024 budget. She reported that President Biden's budget does include an increase in LSTA funding. The new amount includes funding for library construction, and there have been several proposals in the last few years to include up to \$10 million per state for library construction to replace aging buildings. This amount is far less than that but is a crucial first step to support the Build America's Libraries Act, which library supporters have advocated for. The last time there were federal funds available for construction was several decades ago and then the funding was moved to technology. There are states that include state-level construction funds, but Idaho is not among those, so this would be great for libraries across the state if it gets included in the final proposals. Bailey-White stated that it is likely there will be some delays on the federal budget again this year, but the ICfL is prepared to handle that if it occurs again.

Wittman asked if the Idaho congressional delegation is supporting the budget. Bailey-White, who recently visited with Idaho representatives in Washington D.C., stated that she believes they will. The library construction addition was added as a possible budget item after she had visited with legislators, but they all expressed support for a small increase in Institute of Museum and Library Service (IMLS) funding for grants to states.

Idaho's federal legislators are all aware of the great things IMLS does and what the ICfL is doing to support Idaho libraries. Bailey-White reported that her meeting with them was positive and that she was really pleased with their support for library funding.

**B. Program**

**C. Grants – Continuing Education grants – information item (board document 23-06)**

Bailey-White reported that this is another information item for the board, and this document reflects the Continuing Education (CE) grants issued since the last board meeting.

**VI. General (state funds) Miscellaneous Revenue & Library Services Improvement Funds**

**A. Finances**

**1. Year-end closing – information item**

Bailey-White asked Smith to report on year-end closing and provide information on balances that were reverted back to the state or any other pertinent items. Smith reported that the ICfL closed out the fiscal year with only \$496.08 returned to the state. Smith felt good about that amount, and she was pleased that the ICfL was also able to carry over some ARPA funds to spend this fiscal year. Bailey-White stated that she was confident with the fiscal process and there were not any issues that needed to be reported to the board.

Mecham stated that with a budget of such a large size, getting it down to so few dollars turned back is pretty good.

**2. FY2023 program budgets – information item (board document 23-07)**

Bailey-White explained that as with the federal funds, this board document shows how the state funds will be allocated. Bailey-White has been working with the project leads to create the budget. This is the actual amount that the ICfL is appropriated, so the budget shows spending categories, where the bulk of the funds will be spent, and ongoing projects.

**3. FY2024 budget submission – action item (board document 23-08)**

Bailey-White stated that this year the ICfL will be requesting an additional \$40,000 for the Kindergarten Readiness sub-grant program. This is a program that has been successful, and prior to COVID, the ICfL received more applications than could be funded. It is anticipated that the ICfL will receive more applications this year as well, and the goal is to support as many libraries as possible to help parents get their children ready for school. The youth services team has done a fantastic job with all the early literacy programs, and this is a good use of funds.

Bailey-White explained that as reported at the last board meeting the enhancement requests are capped, and the ICfL will not seek funding for the digital e-book collection this year. The plan is to request an increase of \$40,000 to the

Commission's appropriation and focus on digital inclusion efforts. Bailey-White is hopeful that the request will garner the support needed since Governor Little is a supporter of early literacy initiatives.

**Franklin/Mecham** moved that the FY2024 agency budget request be approved as described in Board Document 23-08, including an ongoing increase of \$40,000 in the ICfL's appropriation for Kindergarten Readiness Grants and that the State Librarian be authorized to make adjustments in the request as may be required by the Division of Financial Management or the Legislative Services Office.

*Motion carried unanimously*

**4. FY2023 EOR reimbursements – information item (board document 23-09)**

Bailey-White explained that each year the ICfL provides the board with a report of how the state funds are utilized for the Education Opportunity Resource Act (EOR). These funds are allocated on top of the E-rate funds provided through the federal government. The paperwork to apply for EOR can be complicated for libraries. However, ICfL staff are always available to help. The ICfL was pleased to be able to provide libraries funding for broadband support. At the end of the year, there were some leftover funds from salary savings and from travel that did not occur due to COVID that were transferred into the budget to provide content filtering and hotspots for libraries. This year-end funding has been available the last couple of years, but the ICfL may not be able to offer it every year. The report in this board document reflects the \$60,000 that was spent on content filtering and the total spent on E-rate.

Bailey-White asked Lamb to fill in any areas she may have missed. Lamb stated that the biggest thing to note is that as of July 1, the ICfL was able to utilize E-rate and EOR funding to assist libraries in getting fiber or upgraded connections to 16 outlets. Lamb does not anticipate the ICfL meeting that same mark this upcoming E-rate cycle, but this has been a huge success, especially for very rural areas. The state funding along with the E-rate program really make a huge impact for Idaho libraries that cannot afford and/or access internet service, but through these programs can now get fiber connections. Lamb wanted to thank the ICfL staff for getting funding out to libraries and the board and legislators for supporting these programs.

- B. Program
- C. Grants

**VII. Operations Report**

**A. Management Team members' reports – information item (board document 23-10)**

**Bailey-White** reported that in June she visited Washington D.C. to meet with staffers of Idaho's congressional representatives and attended the Chief Officers of State Library Agencies (COSLA) meeting, along with a couple of other meetings.

Bailey-White also wanted to let board members know that there is a new 360-degree assessment process that the governor's office has initiated as part of the new performance review for agency directors. The governor's office is seeking feedback on Bailey-White from McKenzie Johnson from Governor Little's office, and at least one member of the Library Board of Commissioners. Board members' contact information has been provided to the governor's office, and Bailey-White wanted to make sure that board members were aware that someone from the Division of Human Resources or the governor's office may reach out to them in the next month. They will also reach out to ICfL staff, customers, and other directors or legislators to gather anonymous feedback that will be used to compile a report that will help with goal setting for the annual performance review.

**Baker** said that the state digital equity planning grant program application was submitted. It was a complicated application that required a detailed budget. Baker recently attended a State Broadband Leaders Network meeting where he met with several NTIA (National Telecommunications and Information Administration) staff including Digital Equity Director Angela Bennett. Bennett said she was pleased with the application from the ICfL. Applications from Idaho, along with 36 other states, passed through the initial review process and are now moving into a final double-check and review process. Baker had originally reported that the review process should be finalized by September 14. However, there is a strong indication that it may be finalized sooner than that. Baker is hoping to hear back soon, because it will help the ICfL prepare for the Digital Access for All Idahoans Plan.

Baker also reported that Summer Summit, the annual conference for Idaho's school librarians, was held in Lewiston on July 20. The event was led by School Library Consultant Jeannie Standal. There were many agency staff who contributed, and it turned out to be one of the most successful, well-attended, hybrid events the ICfL has held thanks to the help of the e-services team and new equipment purchases.

**Smith** reported that she has been busy working on the FY2024 budget submission. It has involved a lot of time and effort to make sure the ICfL is able to get what is needed within the 3% cap. The budget is due September 1, but the goal is to have it in by August 31.

The transition to the state's new budgeting and financial tool, Luma, is also gearing up. There is not a date set to go live, but all efforts are geared toward January 1 for phase 1 and April for phase 2. There are a lot of workbook updates needed to feed the back end of the system, and Smith has been busy getting those ready so the agency is prepared when Luma is launched.

In other updates, the fiscal team is actively working on financial and grant management work. Purchaser Sandy Hetzel is putting together a request for proposals (RFP) for the

Digital Access for All Idahoans Plan. There is also a lot of grant work being done for the Elementary and Secondary School Emergency Relief (ESSER) funding, and HR is gearing up for the HR modernization, which is set to take place during phase 2 of the Luma launch.

**Lamb** reported that the new printer is now available to be used by all ICfL staff. He gave a shout-out to ITS (Information Technology Services) for all the support they have provided in troubleshooting issues that arose during the process of setting it up.

Lamb stated that a lot of his time has been spent simplifying internal processes and seeing how the ICfL can use the existing infrastructure to make work easier for everyone. He also said that the ICfL has the approval to hire a digital inclusion consultant, and that position will be posted within the next couple of weeks.

Lamb has also started a new project with Library Technology Consultant Doug Baker, Emerging Trends Consultant Deana Brown, and Grants/Contracts Officer Talela Florko called Connecting Communities, which is intended to provide public libraries throughout Idaho with 125 Chromebooks, carrying bags, and accessories. The application for these resources is still open, so there is not a final number of libraries yet, but it directly relates to the Digital Access for All Idahoans Plan and efforts to increase digital inclusion and tech skills across the state of Idaho. Libraries will be able to work with community partners from one of the eight covered populations. This a great pilot project that will be beneficial to the community.

Mecham asked how many libraries applied for the Connecting Communities program. Lamb replied that the application closes on Monday, but so far there have been eight libraries that have applied, and they have requested 105 Chromebooks.

**Valasek** reported that the telehealth initiative is the main project she has been working on. It started as a small pilot project with Blue Cross of Idaho but continues to expand. Valasek encouraged anyone interested in the initiative to visit the [Telehealth in Libraries](#) webpage on the ICfL website that she put together. It includes comprehensive information on the Blue Cross project and the Upgrade Your Space project with the Department of Health and Welfare. There is a list of current libraries that are participating in the telehealth initiative as well as information about the big picture plan and what it looks like moving forward.

The Upgrade Your Space project will be funded through the Idaho Department of Health and Welfare (DHW). The DHW received \$500,000 in ARPA funding that staff plan to invest specifically in rural libraries to support mental health services through telehealth. The DHW staff will be doing the bulk of the work, including purchasing, requisitions, and coordinating delivery and set up. The ICfL's role is primarily to connect libraries and assist with the application process. This will enable 20 or more libraries to be equipped with digitally enabled private spaces that can be used for telehealth

consultations as well as other services such as job interviews and workforce training. Applications for the Upgrade Your Space project will open August 15.

Valasek also reported that she was closing out the American Rescue Plan (ARPA) Keep Students Learning and Adults Earning project, which was a \$1.8 million sub-granting project that went out to 50 libraries across the state. Today is the reporting deadline for libraries, and it has been exciting to see what libraries have been able to accomplish with the funds. The Jerome Public Library used the grant to fund 10 mobile hotspots that they reported are constantly checked out and have a long waitlist. They were also able to establish a digitally enabled meeting space, and usage for this room has increased since the upgrades were made. The Oneida County Library used ARPA funds to establish computer literacy classes, and the McCall Public Library used ARPA funds to install a 24/7 holds pick-up locker so that patrons can get their library materials anytime, day or night. McCall also put a laptop kiosk in the library that can be used to check out laptops. Also purchased were book buses and bookmobiles equipped with wireless internet capabilities. Due to supply chain issues, some of the vehicles are still being processed, but they will be a great resource once they are done.

**Gelskey** said she was glad to offer the That All May Read mini-grant to Idaho libraries. The grant recipients were excited to work with the ICfL to do outreach at senior centers, farmers markets, and a lot of other different locations around Idaho this summer. These grants also allowed libraries to add more titles and improve their large-print collections. Gelskey hopes that the ICfL will be able to offer these mini-grants again soon.

Gelskey is also happy to report that after a lot of work from many people, including Lamb, the recording studio is up and running. Rachel Welker, who had been a customer service representative (CSR), was promoted to the Talking Book Service program specialist and has been busy transitioning into that role and learning to oversee the volunteers and the studio. TBS has also almost fully transitioned to the Hindenburg software.

Gelskey attended the ribbon cutting of the new low vision center at the Nampa Public Library. It was amazing to see what they have done to create this resource in the corner of their adult section. Nampa staff member Laura Abbott used funds from the Welcoming Libraries grant and partnered with Together Treasure Valley to create this center that includes tactile games and resources that are great for kids and their caregivers. Gelskey was able to speak about the TBS services at the ribbon cutting, which was a good opportunity to meet new people and help spread the word about the resources the ICfL provides.

Gelskey also reported that Valasek and Bradford have been great at training and helping Gelskey get on board with the Let's Talk About It (LTAI) program. There were 24 applicants, and 15 libraries were chosen to take part in the program for the 2022-23

season. Gelskey and Bradford are in the process of assigning scholars to libraries and creating a final schedule.

Finally, Gelskey reported that there are now only three CSRs instead of four, but they have been great at picking up the extra work and making sure the TBS patrons get their books.

Olsen asked if the Idaho Educational Services for the Deaf and the Blind attended the Nampa Public Library ribbon cutting. Gelskey affirmed that they attended and presented.

**B. Personnel – information item (board document 23-11)**

Bailey-White reported that Buyer Sandy Hetzel, who has been with the agency for 25 years, will be retiring in October, so the ICfL has been working on a transition plan for that position.

The ARPA-funded temporary staff have wrapped up their projects. The ICfL has really appreciated having them on board to bridge some projects and meet some needs.

The ICfL will be interviewing for the management assistant position next week, and Bailey-White is pleased there is a good pool of candidates for that position.

The ICfL was also able to reclassify a librarian position to a digital inclusion consultant, and she is hopeful applications for that position will open early next week.

**C. Legislative Services Office audit report – information item (board document 23-12)**

Bailey-White reported that the Legislative Services Office (LSO) audit went smoothly. There were no findings and no recommendations.

Held was pleased that the ICfL passed inspection, and it was nice to see the thank you letter from Bailey-White.

Held asked if the organization chart in the report was up to date. Bailey-White replied that it was when the report was completed, but the org chart provided in the personnel report for today's meeting was the most current version.

**D. State Strategic Plan – information item (board document 23-13)**

Bailey-White said that each year the ICfL updates the State Strategic Plan, and this year Baker took the lead on preparing both the state and the federal strategic plans. Bailey-White asked the board if they had any questions about the plan.

Held stated that he noticed how Idaho failed to meet most of the 2020 educational achievement targets, and this underscores just how important early education is to Idaho families. Mecham, who is an elementary principal, stated that if a child isn't

reading proficiently by third grade, it is hard to get them caught up. Kids solidify the idea that if they struggle with reading, it just isn't for them, and it's hard to change that attitude once it is established.

Referring to the section about how the ICfL evaluates the projects, Mecham asked if the agency is good about disseminating that information so that other libraries can use the data gathered to replicate projects and take advantage of other people's experience and expertise. Bailey-White replied that Mecham made a good point, and the ICfL works to share the results of best practices and grant project outcomes, not only with libraries in the state, but also with others around the nation. A librarian from the state of Georgia recently contacted Bailey-White because they were interested in how the ICfL is operating the Libraries and Laundromats program. The Director's Summit is another opportunity that the ICfL takes to showcase the great things that are going on and share lessons learned.

Although the agency staff works hard to disseminate information, Bailey-White believes that there is always room for improvement in that area. Mecham stated that he didn't mean the question as criticism; he has just noticed that, when visiting libraries across the state over the years, how much creativity and innovation is going on in libraries that needs to be shared with the community. Bailey-White agreed that Mecham's point is a good one and something to consider in plans moving forward.

## VIII. Old Business

### A. Board appointment – information item \*discussed later in the meeting

Bailey-White reported that Strickland submitted all the required reappointment paperwork to the governor's office. She is awaiting approval, but the process can take some time. Bailey-White will check in if she doesn't hear back in a few months.

### B. Final review of the ICfL LSTA Strategic Plan – action item (23-14)

Bailey-White stated that every five years the ICfL is required to do a LSTA Strategic Plan that aligns with the State Strategic Plan. The plan focuses on the vision statement which reads, "Libraries are the catalyst that keep students learning, adults earning, and improves the health and well-being of Idahoans." Baker took the lead in preparing this plan, and Bailey-White asked him to talk about preparing it.

Baker explained that during the last board meeting, he provided most of the high-level information about the plan. This plan was due June 30, and the ICfL submitted it before then. However, just last week, Baker heard back from IMLS and they asked for one minor revision to include state agency coordination efforts. Baker was happy to add in a paragraph about all the state agencies and offices the ICfL works with, so that is why this document was revised since it was sent out. Following approval from the commissioners, Baker will send the plan back to IMLS for approval.

**Franklin/Mecham** moved to approve the revised ICfL LSTA Strategic Plan as distributed in board document 23-14.

*Motion carried unanimously*

Franklin noticed that Strickland's reappointment had been skipped on the agenda, so it was revisited.

## IX. New Business

### A. Digital Inclusion at Your Library survey results and next steps – information item (23-15)

Bailey-White explained that this report was created in preparation for the Digital Access for All Idahoans Plan. This report includes a needs assessment and a “snapshot in time” baseline information about practices in the Idaho library community. This report has been a great tool for the e-services team to use in their planning and in directing their focus and energy. It will also be helpful in directing the statewide plan.

Bailey-White said that the report shows there are still quite a few needs in the Idaho community for IT support. The ICfL will also focus on getting the word out about the Affordable Connectivity Program (ACP). This month, marketing materials about the ACP are being sent out to every public library in Idaho.

Bailey-White asked Lamb to provide some highlights from the report. Lamb said that a survey was sent out to 105 libraries, to which there was a 90% response rate. Lamb said that high response rate is great and will provide some good baseline information for the Digital Access for All Idahoans Plan. Of the respondents, 75% of the libraries supported the ICfL creating a statewide digital inclusion training program and providing tech skill resources and trainings to staff.

Lamb said one thing the ICfL has already initiated to address this need is the creation of a website for library staff and the public that contains information about digital skills, computer support, Chromebook information, and other foundational skills. Library Technology Consultant Doug Baker is building that page, which will have its own domain name like lili.org does, for example. It will be called idahodigitalskills.org, and plans are to brand it in a similar way as LiLI.

Lamb said the comments about what could be added to LiLI were interesting. There were a wide variety of responses, including adding online learning through LinkedIn Learning, résumé building, and tutoring software. Some of these things the ICfL may be able to incorporate with digital access funds. However, ongoing support of these services may be an issue and may be very expensive.

Lamb also pointed out that this survey was sent in February, and one of the responses was the need for faster internet access. Lamb was pleased to report that the e-services team has been able to meet this need for many libraries since then. However, there is still a great demand for improved internet connectivity across the state at libraries and schools.

Lamb mentioned that a lot of the bookmobiles and book buses with wireless connectivity that were funded through the ARPA grants will also be eligible for E-rate.

Mecham asked if Lamb could tell how people felt when they responded to the surveys. For example, do people see the ICfL as a resource, or did they just use the survey as an opportunity to complain. Lamb replied that, overall, library staff are supportive and responsive to the ICfL as a resource. Lamb said that having worked as a library director, he knows there just is not enough time or resources to be able to provide those extra services, so having the ICfL available to take over things like training and helping with technical resources is invaluable.

Mecham stated that the response rate speaks highly of how the library community feels about the ICfL. Held stated that he had the same thought as Mecham about the response rate.

X. Strategic Issues

**XI. Meeting Evaluation / Adjournment**

Strickland thanked Bailey-White and all the staff at the ICfL for the diligence they have taken in navigating the complex, sometimes hostile terrain, and reaching out to meet the needs of everyone in the state of Idaho.

**Mecham** moved to adjourn the meeting. Meeting adjourned at 11:18 a.m.

Next meeting: October 20, 2022, in Boise, at 10 a.m. MDT