

## VII. Operations Report

### A. State Librarian and Management Team Reports – Information item

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

- Since the last board meeting in June, I've been busy attending digital access and facilities projects meetings, learning the Luma processes, and working with Management Assistant Allison Maier on some of the fall board tour details. I'm proud of the work the fiscal team has done wrapping up FY23 and moving ahead with budget planning for FY24 while learning how to do it all from scratch with Luma. The staff has been receptive to the many changes that have been coming their way, and Financial Manager Jamie Smith has been recognized by the State Controller and others for her positive attitude.
- The annual Chief Officers of State Library Agencies meeting will be held in Rhode Island at the end of October. The group is inviting past state librarians to attend their 50th Anniversary Celebration as part of the meeting. I am planning to attend the meeting.

#### Report from Deputy State Librarian Dylan Baker

- I have been working closely with our contracted partner, Boise State University Idaho Policy Institute (BSU IPI), on developing the initial draft of the Digital Access for All Idahoans (DAAI) plan. The draft DAAI plan is scheduled to be posted on August 8, 2023, and will be available for public comment through online and paper forms through September 8, 2023. In addition to the hard work of BSU IPI in developing this draft, special thanks go to our Digital Inclusion Consultant Chelsea Summerlin, Graphic/Web Designer Haley Westbrook, Management Assistant Allison Maier, and Stephanie for their essential contributions to this draft.
- Idaho's Public Library Statistics for Fiscal Year 2022 (October 2021 - September 2022) have been certified and accepted by the Institute of Museum and Library Services. A spreadsheet of all certified statistics and an accompanying infographic are publicly available on the Idaho Commission for Libraries website: <https://libraries.idaho.gov/idaho-library-statistics>. Thank you to Public Library Consultant and State Data Coordinator Clay Ritter for all his work throughout the year working with libraries to collect, assemble, and submit these statistics.
- I have completed my Master of Library Science graduate program through Emporia State University, which I began in August 2021. I look forward to continuing to use my education to enhance my work at the ICfL on behalf of the Idaho library community. I appreciate the opportunity afforded me by ICfL's formal education assistance program to pursue this degree and the ongoing encouragement and support of my colleagues.

#### Report from Financial Manager Jamie Smith

- **Budget:** I am working on the FY25 budget request and plan to submit it by August 18, 2023. It is due September 1, 2023, so we'll have some room if anything unexpected comes up.
- **Luma is HERE!!!** It has certainly made an impact, and we are working through the chaos to ensure our internal controls and financial obligations are effectively managed. There is a lot of trial and error and changes in the system happening daily, but there's some comfort in knowing every other state agency is going through the same struggle. I think we will get comfortable in Luma in the next six months – and in 12 months, we'll be grateful for it.

- **Staffing:** With HR Modernization, HR Specialist Pete Nelson has transferred to the Idaho Division of Human Resources, but he is thankfully still on site to provide the excellent support he has provided to our agency in years past. Our Financial Specialist, Nancy Holt, retired after nearly 32 years at the ICfL! Her last day in the office was July 20, 2023, and she will be using vacation time before fully separating. We wish her the very best in her new adventure and were lucky to have her on the Fiscal Team for the tail end of her career!

#### **Report from E-Services Program Supervisor William Lamb**

- **Connecting Communities:** The application period for the second round of this project opened on July 26, 2023, and will close on August 16, 2023. This round will provide 175 Chromebooks, logoed backpacks, headsets, wireless mice, and Chromebook “how-to” guides. Participating libraries are encouraged to partner with an outside organization to expand digital inclusion and digital skills for underserved populations.
- **Connecting Idaho Students: Tablets to Teach and Transform:** A new program will provide 200 tablets to school districts throughout Idaho as an incentive to sign up for Sora by Overdrive. The purpose of this program is to expand access to e-books and digital resources in Idaho’s classrooms. Participating school districts will commit to training their staff on e-books through the Sora by Overdrive platform and on digital resources through LiLiSchools.org, so staff can pass that knowledge to students.
  - School districts may apply for one tablet per school in the district to provide training at a site level.
  - ICfL E-Resources Consultant Marina Rose will provide training and ongoing support for school districts to aid them in their digital resource training.
- **IT:** Statewide IT Modernization officially began on July 1, 2023, and it has been going well so far. Agency staff have been great at submitting IT requests directly to the Office of Information Technology Services (ITS). This has freed up some time for Library Technology Consultant Doug Baker and me to work on long-term IT projects, including cleanup of multiple years’ worth of unused email accounts and distribution lists. We are also continuing to work with ITS on upgrading our wireless access in the building and are just waiting on contractors at this point. Overall, I’m excited about the relationships we are building with them and what that looks like into the future.

#### **Report from Partnerships and Program Supervisor Amelia Valasek**

- **Facilities Improvement Grant:** The ICfL received 39 applications for Facilities and Capital Improvement Grants, requesting a total of \$13.4 million in funds. Of these, the grant review committee selected 15 projects for full or partial funding. With only \$3.35 million available to award, it was a very competitive process. The review committee consisted of Partnerships and Program Supervisor Amelia Valasek, Public Library Consultant Clay Ritter, Grants/Contracts Officer Talela Florko, Management Assistant Allison Maier, and Nampa Public Library Director Claire Connley. Each application was reviewed and scored by every member of the team according to a rubric approved by the U.S. Department of the Treasury. As part of the selection process, the review team looked at the overall score of each application and considered how well each project met all four criteria of need, quality, risk, and access. The team also considered geographic distribution in its deliberations. Applicants were notified of their selection status on August 1, 2023.
- **Youth Services (YS):** The biggest accomplishment for the YS team since the last board meeting was hosting the Summer Summit event, during which the ICfL brings in school librarians from across the state for training and networking. In other YS news, the end of summer is a time of

preparation for the team, as many major projects kick off in the fall. A few highlights are included below.

- **Summer Summit:** The following summary was provided by School Library Consultant Jeannie Standal, who oversees the event: “Summer Summit 2023 was held at the Idaho State Museum in July and included 66 in-person participants and 14 virtual participants. This year we spent a lot of time learning about augmented reality and virtual reality and how they can be a valuable tool in school. Think about experiencing a field trip without leaving the school, dissecting a specimen in biology class without the knives and chemicals, or visiting the International Space Station. Not to mention 21st century job skills like creating a VR experience. Each in-person participant received a VR headset with a few VR experiences installed, along with software to build experiences of their own. We will be hosting follow up Zoom meetings to answer questions and cover additional skills over the next school year.”
- **School Libraries:** School Library Access Mini-Grants have been awarded, sending \$200,000 to schools to buy books for their school library collections. An additional \$50,000 in Buck for Books funds from the Idaho Lottery Commission will be awarded and distributed in the fall.
- **Read to Me Rendezvous:** This event takes place every two years, with the purpose of training public library staff on early learning and literacy programming for children in kindergarten or younger. The 2023 event will take place in Boise on November 14 and 15, and commissioners are welcome to attend. Anyone interested can reach out to ICfL staff for more event details.

#### **Report from Talking Book Service (TBS) Program Supervisor LeAnn Gelskey**

- **Talking Book Service:** The 2023 Keystone Library Automation System (KLAS) Users’ Conference was held in Nashville in July. TBS Program Specialist Rachel Welker attended in person, as she is our KLAS administrator. The rest of the TBS team was able to participate in the virtual sessions. Rachel reported that it was nice to finally meet the KLAS team in person, and she felt that she learned a lot while there.
- **Let’s Talk About It:** I have been working with the financial team to streamline and strengthen our processes regarding the Let’s Talk About It (LTAI) program. It’s so wonderful to have a grants officer who is so knowledgeable, organized, and willing to assist in keeping things moving as they should. The 2023-24 LTAI program has launched. The ICfL received 26 applications and selected 15 award recipients. Also, six new scholars in northern Idaho have committed to participating in the program.
- **That All May Read:** Final grant reports are due on September 15, 2023.
- **Studio:** I am excited to report that Rachel and the volunteer team are caught up on the recording of the many magazines left in the wake of the pandemic. This makes way for books to be a priority. The books are being recorded solely in the new Hindenburg software. Rachel has worked with the volunteers, and they are all able to use the program successfully. With the current group of volunteers, they are quickly catching up with all the books that were left on the shelf.