

## VI. Operations Report

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

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

- December and January were filled with meetings with stakeholders and library directors as the legislative session kicked off and continues. The new Joint Finance-Appropriations Committee budget presentation process seemed to work fine, and we have not received many questions about our line-item requests.
- I reviewed the ICfL's Grants to States Program Report (SPR), an excellent overview of how federal Library Services and Technology Act (LSTA) funds are utilized in Idaho to build capacity of libraries. Kudos to Grants/Contracts Officer Talela Florko, who pulled all the data and fiscal information together with assistance from project leads and Management Assistant Allison Maier. Once approved by the Institute of Museum and Library Services (IMLS), this report will be available on the IMLS website. Commissioners can also request a copy.

#### Report from Deputy State Librarian Dylan Baker

- Since submitting our Digital Access for All Idahoans (DAAI) Plan to the National Telecommunications and Information Administration (NTIA) in November, we've completed two rounds of minor edits at NTIA's request. Special thanks to Digital Inclusion Consultant Chelsea Summerlin and Graphic/Web Designer Haley Westbrook for their expedient work assisting me with these required edits. At this time, we expect that no further edits will be required for NTIA's full acceptance of our final DAAI Plan.
- I represented the ICfL and our DAAI Plan at the Idaho Cable Broadband Association (ICBA) Annual Meeting in Boise on January 18. I shared copies of our DAAI Plan summary handbooks and discussed how ICBA members could be further involved in increasing opportunities for digital access.

#### Report from Financial Manager Jamie Smith

- **Budget:** The ICfL's fiscal year 2025 budget was presented to the Joint Finance-Appropriations Committee (JFAC) on January 17 by our Legislative Services Office analyst, in line with the new JFAC budget hearing process. The process will also involve JFAC acting on the maintenance budget first, then acting on enhancements later in the session.
- **Luma:** We are continuing to experience highs and lows in our integration of Luma. The past couple of months have been a bit more challenging as we comb through all the entries from the first part of the fiscal year and work through the system to make corrections. The Fiscal Team is doing a lot of work to build their expertise in the system. I'm continuing to host monthly Luma Lunches to demonstrate processes, highlight process changes from system upgrades, and troubleshoot issues staff encounter.
- **Grants:** Through a joint effort of program leads, the Grants/Contracts Officer, Management Assistant, Deputy State Librarian, and State Librarian, our Grants to States Program Report (SPR) for the federal Library Services and Technology Act (LSTA) funding was successfully submitted!! This is a huge lift, a comprehensive report, and a great way to showcase all the wonderful work.

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

- **Event Management:** The E-Services Team is working on a self-hosted event platform to simplify event registrations and management. This will allow the ICfL to own the data that is collected. Historically we have utilized a wide variety of outside vendors for this but feel it is time to test an in-house solution. This solution will be piloted with the E-Service Road Show in the spring. If successful, it will be pushed out to anyone who would like to use it. Huge kudos to Graphic/Web Designer Haley Westbrook for all her hard work on getting this configured so we can test it.
- **Staffing:** Unfortunately, we were unable to find a candidate for the E-Services AA1 position and have reopened the job announcement. We anticipate interviewing in late February.
- **IT:**
  - I'm pleased to announce that the new wireless access points are operational, and we now have coverage throughout our whole building. While time consuming and not completely based on our original timeline, this project couldn't have been completed without our amazing contractors and the Idaho Office of Information Technology Services (ITS).
  - In conjunction with ITS, we are in the process of upgrading some additional networking hardware. Originally this was going to be a fiscal year 2025 upgrade, but we had some ITS cost-savings that allowed us to accomplish it this fiscal year.
  - Additionally, we are working with our cabling contractor to provide upgraded cabling to the Talking Book Service studio. We currently have two significant points of failure, and this new cabling will eliminate them. Completing this project now will also save us the cost of networking equipment in the future.

### Report from Partnerships and Program Supervisor Amelia Valasek

- **Facilities Improvement Grant:** Our grantees are actively working on their capital projects, with no major updates related to the subgrant portion of this project. The webinar series has been going well. Recordings of past webinars and registration for upcoming webinars can be found at <https://libraries.idaho.gov/facilities-capital-improvements/#Resources>. We are actively planning for a one-day, in-person Facilities Workshop on March 13 in Boise. Twenty-two unique libraries have registered to attend. Additional details can be found at <https://libraries.idaho.gov/event/facilities-workshop-boise>.
- **Telehealth:** The telehealth toolkit is complete and available on the ICfL website. It includes a "Getting Started" guide for libraries as well as a full suite of outreach materials libraries can utilize to promote their telehealth spaces: <https://libraries.idaho.gov/telehealth/toolkit>.
- **Youth Services:** The YS team is busy gearing up for an eventful spring with several programs opening applications and several on-the-road training events. We will have more to report at the April board meeting. We are also happy to welcome the newest addition to the YS team: Administrative Assistant Emily Riggan, who came to us from the Meridian Library District.

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

- **Talking Book Service:** One of our TBS customer service representatives gave her notice, as she is a new mom and wanted more time at home. We were fortunate to interview Dylan Richmond to fill the position, and she accepted. We will welcome her later this month.

- **Let's Talk About It:** Most of the content for the new Indigenous program theme has been created. There is still work to be done on each of the titles, but we have eager scholars ready to assist. The 2023-24 Let's Talk About It programs continue in participating libraries across the state, with most wrapping up by the end of February.
- **That All May Read:** The application period for the next round of grant funding closed on January 31. Twenty-seven libraries applied, which is down just a bit from last year. I am very excited that the Nez Perce Tribe has applied for funding, as we opened the grant to tribal libraries throughout the state. Many libraries want to focus on their large print collections and purchase new titles. Each library will have until early fall 2024 to complete the grant requirements.