

# THE ENVOY Newsletter

Vol. 11, No. 3  
Fall 2019

NEWSLETTER FOR IDAHO LIBRARY TRUSTEES BY THE IDAHO COMMISSION FOR LIBRARIES

## ICfL Board Tour

Each fall, the board members of the Idaho Commission for Libraries (ICfL), along with several ICfL staff members, tour a selection of Idaho libraries to gain first-hand knowledge of the exceptional work being done in libraries throughout the Gem State and to find out about the particular challenges and opportunities faced by the libraries and communities they visit.

The following libraries were toured by the group this year:

Latah County Library District, Moscow; West Park Elementary School Library, Moscow; the Genesee, Troy, and Deary Branches of the Latah County Library District; the Tri-Community Branch of the Benewah County District Library in Fernwood; the St. Maries Public Library; and the University of Idaho Library in Moscow. Some staff also visited the Prairie River Library District in Lapwai, the Clearwater Memorial Library in Orofino, and the Lewiston City Library.

A few take-aways from the library visits include:

- Westpark Elementary School Library -- Students achieved dramatic scholastic growth after the school was awarded the ICfL's school library access mini-grant and was able to increase the quantity and caliber of books in the library.
- Latah County Library District, Moscow -- Is the only official Repair Café in Idaho.
- Latah County Library District, Genesee, Troy, and Deary -- The librarians of these branches know their communities and provide the library services and space needed in their areas.
- Benewah County District Library, Tri-Community Branch and Clearwater Memorial Public Library Planning exciting growth to better meet their communities' needs.
- And the libraries have enthusiastic and dedicated staff, board members, and, in many cases, friends' groups that greatly contribute to the libraries' success.



Clearwater Memorial  
Public Library, Orofino



Lewiston City Library

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## ICfL INFO

### Idaho Commission for Libraries (ICfL)

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208-334-2150 / 800-458-3271  
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Moscow, ID 83843  
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Northern Field Office

1820 E. 17th St., Suite 130  
Idaho Falls, ID 83404  
208-525-7211  
Eastern Field Office

<https://libraries.idaho.gov>

## MISSION

The Idaho Commission for Libraries assists libraries to build the capacity to better serve their communities.

## ICfL COMMISSIONERS

Dave Mecham, Janet Franklin, John Held,  
Pat Raffee, and Michael Strickland

## ICfL CONTACTS

### Administrators

Dian Scott, Office Services Supervisor  
Randy Kemp, Program Supervisor  
Roger Dubois, Administrative Service Manager  
Stephanie Bailey-White, State Librarian  
Tammy Hawley-House, Deputy State Librarian

### Consultants

Deana Brown, Emerging Trends Consultant  
Dylan Baker, Broadband Consultant  
Emily Sitz, Northern Idaho Library Consultant  
Jeannie Standal, School Library Consultant  
Jennifer Redford, Youth Services Consultant  
Kevin Tomlinson, Southwest/South Central  
Idaho Library Consultant  
Kristina Taylor, Youth Services Project Coord.  
Patrick Bodily, Eastern Idaho Library Consultant  
Staci Shaw, Youth Services Consultant  
Sue Walker, Talking Book Service Librarian /  
Consultant

### LiLI, Web, Volunteer, Information, & Records Specialists

Allison Floyd, LiLI Librarian  
Ben Bibikov, Web Designer  
Colleen Schowalter, Volunteer Coordinator  
Donna Eggers, Public Information Officer  
Doug Baker, Software Engineer II  
Karen Parsons, Technical Records Specialist

### Grants & Contracts

Jamie Mott, Grants/Contracts Officer

### Cataloging

Allison Floyd, State Publications, Cataloging,  
and Acquisitions Librarian

# Public Library Stats

## Due January 1, 2020

Idaho public libraries must submit their annual statistical data to State Data Coordinator Patrick Bodily by January 1, 2020.

Here is some information and examples from Patrick that might help make the process easier.

- Databases are now called “electronic collections.”
- Young adult (YA) materials can be a children’s circulation or an adult circ, but however the library chooses to count it, be consistent.
- An example regarding attendance: Say you have five children, two moms, and a teenager attend a storytime. That would be an attendance of eight for the children’s program.
- Regarding registered borrowers -- generally, you will not have more users than people who live in your area. But, if a person has a second home in your area, for library purposes, that can count if they can prove their address. A good way to prove an address is to offer to mail the patron a postcard. To keep your addresses current, purge every three years.
- “Outlets” = location.
- Be consistent from year to year regarding how you classify staff (as full-time or part-time). But that information can change. For example, OCLC charges based on full-time equivalent (FTE), so you want your FTE to be accurate.
- An ILL is different than a rotating collection. If a library has a rotating collection in their library on September 30, they count it in their collection.
- New this year -- trustee information is being requested (their name, preferred mailing address, and term expiration date). This information is only for mailing purposes. That info will NOT be published online or in the final report.
- Also new at the federal level, it is being requested that visits to public library websites be tracked. If you need help determining this number and your library utilizes the Idaho Commission for Libraries’ (ICfL) E-Branch program, contact the ICfL’s new web specialist, Doug Baker, at 208-334-2150. If your library is not an E-Branch library, contact the ICfL’s Patrick Bodily at 208-525-7211 for help tracking website visits.
- DO NOT use the Edge web browser for completing/submitted your stats. (Patrick says you might break the internet.)

# ICfL vs. ILA: Two Distinct Organizations -- Both Support Idaho Libraries

*by ICfL Library Consultant Kevin Tomlinson*

What follows is a brief clarification and summary of the similarities and distinctions between the Idaho Commission for Libraries and the Idaho Library Association. Although both organizations support libraries in Idaho, each in its own way, the missions and structures of the two are quite different.

The [Idaho Commission for Libraries](#) (ICfL) is a state agency, established in 1901, with a mission to assist libraries to build the capacity to better serve their communities. The ICfL employs 37 staff members who work to fulfil this mission through library development, the Talking Book Service, and administration and support. The ICfL is funded with state dollars and federal Library Services and Technology Act ([LSTA](#)) funds administered through the Institute of Museum and Library Services. Each state in the nation, along with U.S. Territories, administers LSTA grants to state through a State Library Agency, and the ICfL serves that function for Idaho. The ICfL also accepts contributions from individuals and corporations. As a tax-funded agency, the ICfL does not provide legal advice and does not lobby.

With these funding sources, the ICfL is able to assist Idaho's libraries with many services including broadband access, STEM programming, literacy programs, summer reading support, books for those with physical limitations, book discussion kits and speakers, monetary grants, and vendor discounts for underserved communities. In addition, the ICfL offers resource-sharing and cataloging services, the Libraries Linking Idaho ([LILI](#)) databases and services, website solutions for libraries, library development and consulting services for public and school library staff and trustees, the [STACKS] repository, and publications and newsletters designed to inform and educate those working in and supporting libraries. The ICfL sponsors many continuing education opportunities throughout the year including monthly webinars, face-to-face trainings, funding to send library staff and trustees to library-related conferences and for group training events, and also provides grants for those pursuing library science courses. A fact sheet with an overview of services and programs, along with the ICfL contacts for each, may be found at <https://libraries.idaho.gov/wp-content/uploads/ICfL-Programs-and-Services-FactSheet-20191016.pdf>.

The Board of Library Commissioners is the designated policymaking body for ICfL. The five commissioners are appointed by Idaho's Governor and include one from the northern part of the state, one from the eastern part of the state, one from the southwestern part of the state, and one from each of the state's two congressional districts.

Idaho Commission for Libraries staff members can share information about the ICfL at board or staff meetings. Public Information Officer Donna Eggers can also answer any question you have about the ICfL over the phone at 208-639-4183 or via email at [donna.eggers@libraries.idaho.gov](mailto:donna.eggers@libraries.idaho.gov).

Continued on page 4.

# ICfL vs. ILA -- Two Distinct Organizations

Continued from page 3.

Founded in 1915, the Association's activities have varied over the years, but always focused on supporting the role of Idaho libraries. ILA's current activities include:

- Maintaining relationships with library leaders and state politicians and policymakers
- Scholarships for Idaho librarians to pursue advanced educational opportunities
- Library professional development activities across the state
- Leadership development programs
- Opportunities for librarian networking, collaboration, and communication
- Working with a legislative liaison to monitor and advocate for library legislation

Each year during the first week of October, the ILA hosts its Annual Conference. This is an opportunity for library staff and trustees to attend informative sessions, network with colleagues from other organizations, meet and talk to Idaho legislators, learn from carefully selected keynote speakers about topics important to libraries, and interact with vendors of goods and services of interest to libraries.

In addition to its Annual Conference, the ILA hosts regional spring conferences around the state, providing additional opportunities for learning, sharing, and networking.

The ILA also offers [LibIdaho](#), a free email discussion list for people interested in all aspects of libraries and librarianship in Idaho. Membership is not limited to librarians, Idaho residents, or ILA members, but the list will probably be of greatest interest and value to those who are working in libraries in Idaho.

Each year, the Idaho Library Association presents its Idaho Library Awards, including:

- Idaho Public Library of the Year
- Librarian of the Year
- Trustee of the Year
- School Librarian of the Year
- Library Friend of the Year
- Legislator of the Year
- Special Services to Libraries Award
- Paraprofessional of the Year
- Book of the Year Award

ILA also sponsors two annual \$600 scholarships for those pursuing formal education opportunities.

The Library Leadership Advisory Committee (LiLAC) is a collaborative effort between the Idaho Commission for Libraries and the Idaho Library Association to support activities which promote leadership development among all members of the library community. LiLAC publishes a quarterly newsletter.

The current president of the ILA is Kate Lovan, Director of the Middleton Public Library, [klovan@mymiddletonlibrary.org](mailto:klovan@mymiddletonlibrary.org). Kate welcomes any questions about the Idaho Library Association. The ILA is always looking for people who are interested in supporting the organization by volunteering to serve on a committee or by supporting the organization with membership dues.



The Idaho Commission for Libraries (ICfL) is actively listening to your comments, suggestions, ideas, complaints, and kudos -- in person, virtually, and in other ways. Plus, you can submit feedback anytime via the form on this page: <https://libraries.idaho.gov/listening/> or by email to: [listening@libraries.idaho.gov](mailto:listening@libraries.idaho.gov).

The webpage also includes the schedule of online sessions.

All feedback may be submitted anonymously. Or, if you would like a response, please include your name and email address. The ICfL would like to hear from any trustee, any library staff member (not only the director), from any type of library.

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## WebJunction

For great library-related webinars (live and recorded), self-paced courses, training materials, and more, visit: <https://www.webjunction.org>. You will be asked to create a free account. The website includes monthly calendars of upcoming webinars. You can also select content by topic area.

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## ILA Trustee Day

At its annual conference this year, the Idaho Library Association (ILA) held the first Trustee Day, which was comprised of a track of sessions designed specifically for trustees. This initial Trustee Day is slated to be the first in a three-year pilot. Start planning for next year -- the ILA annual conference will be held in Idaho Falls in early October 2020.

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## 2020 Census -- Coming Soon

Beginning on March 12, 2020, the Census Bureau will mail every household in the U.S. an invitation to respond to the census by phone, on a paper questionnaire, or online, which is the method being encouraged. The online responses will be encrypted. It will take about 10 minutes to complete the questionnaire. Census responses are confidential.

The census is key to the allocation of billions of dollars in federal funding to states and localities.

Libraries can help bridge the digital divide -- so everyone gets counted.

For a census flyer that can be shared with library staff and patrons, visit: <https://libraries.idaho.gov/continuing-education/brochures-flyers/>. Under "flyers," click on the "2020Census" document and download.



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## Resources for Trustees

The ICfL has a “trustee” page on its website which contains a wealth of material and resources, such as: the ICfL Idaho Trustee Manual, Idaho Library Laws, the Idaho Open Meeting Law Manual, the Idaho Public Records Law Manual, along with information related to the roles, responsibilities, and competencies of trustees, a trustee toolkit for hiring a new director, and much, much more. To access this webpage, please visit: <https://libraries.idaho.gov/trustees/>.



### Contact Info Changes?

If you have changes to the contact information for your library and/or trustees, please let Tina Schilling at the ICfL know.  
Email Tina at: [tina.schilling@libraries.idaho.gov](mailto:tina.schilling@libraries.idaho.gov) or call the ICfL at: 208-334-2150 / 800-458-3271.



**Idaho Commission for Libraries** 325 W. State St. ■ Boise, ID 83702-6072 ■ <https://libraries.idaho.gov>.  
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