Idaho Commission for Libraries

Why Make a Transition Notebook?

If your library director were to depart or become incapacitated with little or no warning, how would the new (or interim) director learn to run the library? You never know what might happen tomorrow, so it is critical to the library's continued well-being to leave a Transition Notebook. When the unforeseen happens, your staff and board will need this information as well.

The Transition Notebook is a place to gather everything you can think of that your successor (or interim administrator) might need to know. As you are assembling the contents of your Transition Notebook, please take some time to remember what it was like to be the new person and how helpful and considerate it would have been if someone had left crucial information for you in a neatly organized format. It is best not to assume that the new person or the board even knows how to turn the lights on.

This list is a work in progress, so please be sure to keep it current and add items as you think of them.

Please report any errors, omissions, or expired links to kevin.tomlinson@libraries.idaho.gov.

Idaho Commission for Libraries

Notes:

ICfL

This section contains information about the Idaho Commission for Libraries (ICfL), its services, and its programs.

Q What is the Idaho Commission for Libraries?

A The Idaho Commission for Libraries assists Idaho libraries to build the capacity to better serve their communities. Effective July 1, 2006, the Idaho State Library became the Idaho Commission for Libraries. The ICfL's chief administrative officer is the State Librarian, who reports to a five-member board, the Board of Library Commissioners, whose members are appointed by the Governor of Idaho. For more information, see chapter 25, title 33, Idaho Code: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH25/.

Q Who is your Area Field Consultant at the Idaho Commission for Libraries?

A Idaho's libraries are served by the ICfL's two Area Field Consultants, each responsible for approximately one-half of the state. ICfL Area Field Consultants provide consulting services for library development, operations, and support, including library law, open meetings law, trustee issues, trustee orientation, policy formation, best practices, strategic planning, succession planning, and library districting. You can refer to the map below to determine which Area Field Consultant serves your area.

Q What is the difference between the Idaho Commission for Libraries and the Idaho Library Association?

A These are two distinct organizations, both supporting libraries in Idaho. The Idaho Commission for Libraries is a state agency, established in 1901. 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 (IMLS). Each state in the union, along with U.S. Territories, administers LSTA grants to its state's publicly funded libraries through its state library agency, such as the ICfL in Idaho. The Commission also accepts contributions from individuals and corporations. As a tax-funded agency, the ICfL does not provide legal advice and does not lobby.

A The Idaho Library Association (ILA) is a non-governmental professional organization whose membership is made up of library staff and administrators, library trustees and friends, volunteers, and those who wish to support the advancement of libraries in Idaho. The ILA's work is funded through member dues, contributions, and its annual conference. Founded in 1915, the Association's activities have varied over the years, but

its central focus has always been to support the role of Idaho libraries. For more information on the Idaho Library Association, visit http://www.idaholibraries.org/.

Idaho Commission for Libraries

ICfL Consulting Areas

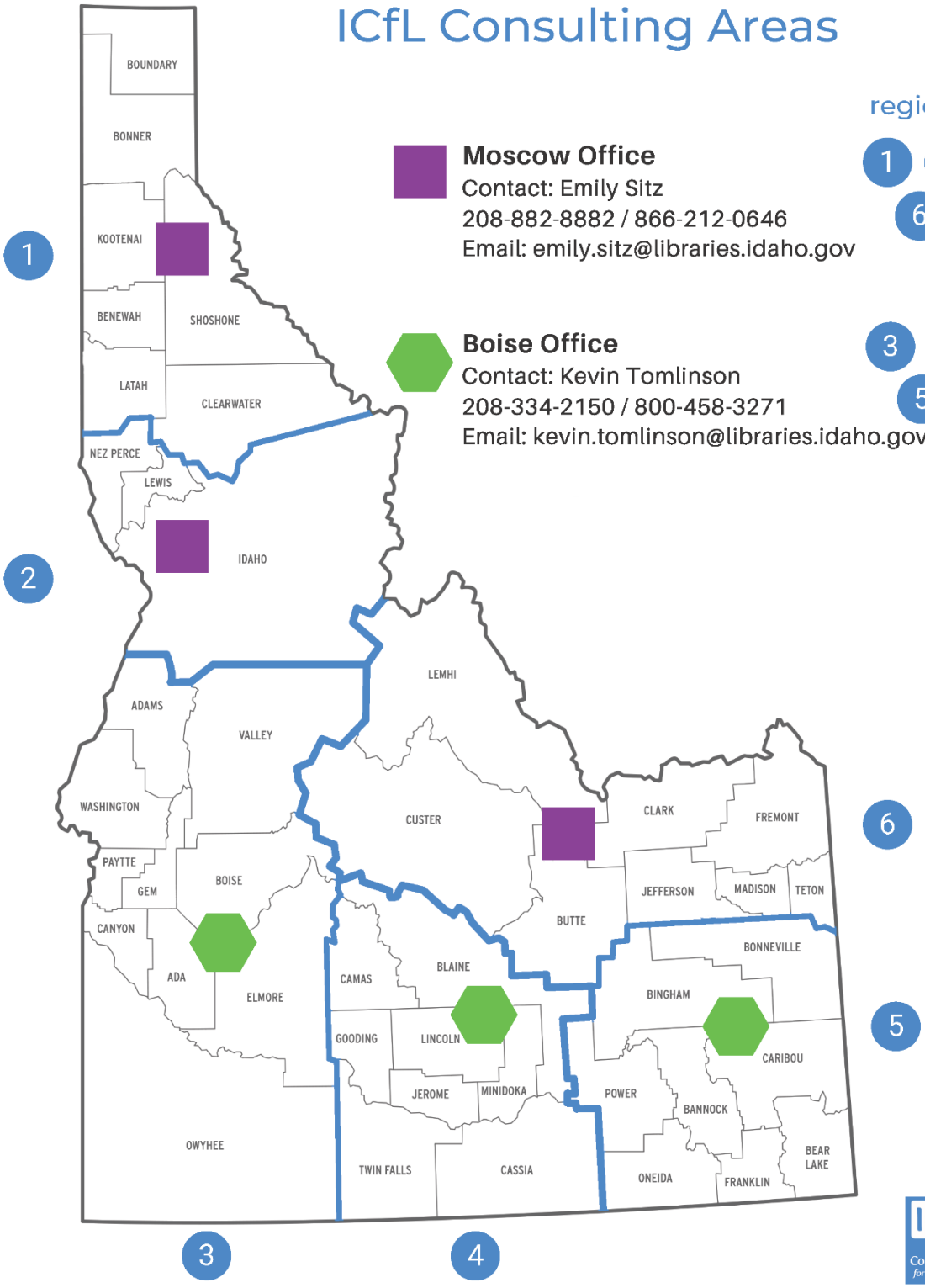
regions

Moscow Office
Contact: Emily Sitz
208-882-8882 / 866-212-0646
Email: emily.sitz@libraries.idaho.gov

1 2 6

Boise Office
Contact: Kevin Tomlinson
208-334-2150 / 800-458-3271
Email: kevin.tomlinson@libraries.idaho.gov

3 4 5



Last updated 20200715

Idaho Commission for Libraries

Notes:

ICfL Services and Programs Provided to Idaho Libraries

Area Field Consultants for Public Libraries

Consulting services for library development, operations, and support.

- **Emily Sitz**: Emily.Sitz@libraries.idaho.gov or 208-882-8882 or 866-212-0646
    - Regions I, II, and VI
    - This area comprises the counties of Benewah, Boundary, Bonner, Butte, Clark, Clearwater, Custer, Fremont, Idaho, Jefferson, Kootenai, Latah, Lemhi, Lewis, Madison, Nez Perce, Shoshone, and Teton.
- Southern Idaho Contact: **Kevin Tomlinson**: Kevin.Tomlinson@libraries.idaho.gov or 208-334-2150 or 800-458-3271
    - Regions III, IV, and V
    - This area comprises the counties of Ada, Adams, Bannock, Bear Lake, Bingham, Blaine, Boise, Bonneville, Camas, Canyon, Caribou, Cassia, Elmore, Franklin, Gem, Gooding, Jerome, Lincoln, Minidoka, Oneida, Owyhee, Payette, Power, Twin Falls, Valley, and Washington.

Broadband / E-rate / EOR Consulting Services

Consulting for public libraries to acquire and maintain appropriate internet service for the library and its patrons, along with assistance in navigating the regulatory, accounting, infrastructure, and federal (E-rate) and state (EOR) funding components of that ongoing process.

- **Dylan Baker**, Broadband Consultant: Dylan.Baker@libraries.idaho.gov or 208-639-4167
- **Tiffany Duke**, Office Specialist II: Tiffany.Duke@libraries.idaho.gov or 208-639-4158

Idaho Commission for Libraries

Continuing Education (CE) and Training

Online and face-to-face learning opportunities for Idaho library staff and grants for professional development programs and first-time conference attendance.

- **Annie Gaines**, Continuing Education Consultant: Annie.Gaines@libraries.idaho.gov or 208-639-4151

eBranch

Library websites hosted on https://lili.org, enabling the staff of Idaho libraries to establish a web presence with a minimum of specialized software or technical knowledge.

- **Doug Baker**, Web Developer: Doug.Baker@libraries.idaho.gov or 208-639-4173

Emerging Trends

Support to libraries in their role as informal education sources that facilitate growth, change, and knowledge in their community members in a myriad of ways, including emerging trends like virtual reality, STEM programming, and makerspaces, along with other types of trends, such as the state's growing population of mid-life adults.

- **Deana Brown**, Emerging Trends Consultant: Deana.Brown@libraries.idaho.gov or 208-639-4156

Idaho Library Statistics

Annual comprehensive compilations of services and programs, staff, collections, service area populations, funding, technology, connectivity, use, and expenditures for Idaho public libraries.

- **Jamie Mott**, State Data Coordinator: Jamie.Mott@libraries.idaho.gov or 208-639-4164
- **Karen LaMotte**, Technical Records Specialist: Karen.LaMotte@libraries.idaho.gov or 208-639-4146

Libraries Linking Idaho (LiLI) Services

Through LiLI at https://lili.org, Idaho residents have free, 24/7 access to a wide range of online tools that support and enhance their education, business, and recreational needs. Includes: LiLI Databases (full-text content from trusted sources); LiLI Express (reciprocal borrowing between participating libraries); and ShareIdaho (Idaho's group services agreement with the Online Computer Library Center [OCLC] to provide resource-sharing and cataloging services to Idaho libraries.)

- **Allison Floyd**, LiLI Librarian; Program Leader, ShareIdaho; Program Administrator, [STACKS]: Allison.Floyd@libraries.idaho.gov or 208-639-4135

Library Services and Technology Act (LSTA) Grants

Federal funds awarded to the ICfL from the Institute of Museum and Library Services (IMLS) through its Library Services and Technology Act (LSTA). These grant funds are utilized in support of the ICfL's programs and services.

- **Jamie Mott**, Grants Contracts Officer: Jamie.Mott@libraries.idaho.gov or 208-639-4164

Make It at the Library

Support to Idaho libraries in emerging technologies and the creation of maker spaces, which include such subjects as coding, 3D printing, and video production, and facilitates critical thinking and the 21st-century skills that employers desire.

- **Deana Brown**, Emerging Trends Consultant: Deana.Brown@libraries.idaho.gov or 208-639-4156

Partnerships

The ICfL develops and maintains partnerships among Idaho libraries, agencies, organizations, and nonprofits which leverage resources for the benefit of communities throughout the state.

- **Randy Kemp**, Program Supervisor: Randall.Kemp@libraries.idaho.gov or 208-639-4149

Idaho Commission for Libraries

Youth Services

Programming, training, and resources providing support to Idaho libraries and their community partners as they work to help parents and caregivers foster children's literacy skills and provide effective tween and teen services, bridging the gap between children's and adult services.

- **Jennifer Redford**, Youth Services Consultant: Jennifer.Redford@libraries.idaho.gov or 208-639-4147
- **Staci Shaw**, Youth Services Consultant: Staci.Shaw@libraries.idaho.gov or 208-639-4178
- **Kristina Taylor**, Project Coordinator: Kristina.Taylor@libraries.idaho.gov or 208-639-4136

School Libraries

Resources and services, such as Summer Summit, that help school library staff develop and sustain current, innovative programs that support students and teachers.

- **Jeannie Standal**, School Library Consultant: Jeannie.Standal@libraries.idaho.gov or 208-639-4139

Talking Book Service (TBS)

The Idaho Talking Book Service equalizes access to information for any Idaho resident who is unable to read standard print, hold a book, or turn pages due to a temporary or permanent physical limitation. Audio books and magazines can be lent free of charge to any Idaho resident who is unable to read standard print, hold a book, or turn pages due to a temporary or permanent physical limitation.

- **LeAnn Gelskey**, Talking Book Service Program Supervisor: LeAnn.Gelskey@libraries.idaho.gov or 208-639-4148

Other Services

- **Legislative Issues**:
  - **Kevin Tomlinson**, Area Field Consultant: Kevin.Tomlinson@libraries.idaho.gov or 208-334-2150
- **Public Information**:
  - **Donna Eggers**, Public Information Officer: Donna.Eggers@libraries.idaho.gov or 208-639-4183
- **Public Records Requests**:
  - **Randy Kemp**, Records Custodian: Randall.Kemp@libraries.idaho.gov or 208-639-4149
- **[STACKS] Idaho's Digital Repository/State Documents**:
  - **Allison Floyd**, Program Administrator, [STACKS]: Allison.Floyd@libraries.idaho.gov or 208-334-2150
- **Summer Reading Support**:
  - **Staci Shaw**, Youth Services Consultant for Summer Reading: Staci.Shaw@libraries.idaho.gov or 208-639-4178
- **Volunteer Opportunities at the ICfL and Questions Regarding Effective Utilization of Volunteers**:
  - **Colleen Clark**, Volunteer Services Coordinator: Colleen.Clark@libraries.idaho.gov or 208-639-4169
- **Web Team**:
  - **Ben Bibikov**, Graphic/Web Designer: Ben.Bibikov@libraries.idaho.gov or 208-639-4172
  - **Doug Baker**, Web Developer: Ben.Bibikov@libraries.idaho.gov or 208-639-4173

Idaho Commission for Libraries

Notes:

Idaho Commission for Libraries

Local Policies

This section is for your library's job descriptions; vision, mission, and core value statements; policies; board bylaws; strategic plan; other plans.

- The job description for your library director – for examples see https://www.webjunction.org/documents/webjunction/Library_Director_Job_Descriptions.html;
- The job descriptions for your library staff members – for examples see
  - https://www.webjunction.org/explore-topics/job-descriptions.html;
  - http://www.maine.gov/msl/libs/admin/jobdesc.shtml
  - http://msl.mt.gov/Library_Development/Standards/Position_Descriptions/
- The job description for your library trustees – for an example see https://www.statelibraryofiowa.org/ld/t-z/Trustees/gov/job
- The job description for your library's city council liaison[1] (does not apply to district libraries);
- Your library's vision statement and/or mission statement, and/or service vision statement, and/or core values statement[2];

[1] According to section 33-2604, Idaho Code, "A member of the city council shall not be one (1) of the five (5) appointed trustees of the library board, but each year the council shall appoint one (1) of its members to be a liaison to the board, without voting rights."

[2] A library's vision statement is a broad view of how it is going to leave an impact on customers and the greater community. The library's mission statement, on the other hand, tells a) what the library does, b) how this is done, c) for whom it is done, and d) what value the library brings to the community. A library's mission statement does not have to look like any other library's mission statement. The important thing is to figure out what is important to the library's community and start from there. A customer service vision statement is one that clearly defines the type of customer service employees are expected to provide. In some organizations, this is a standalone statement that is separate from the mission, vision, and values statements. It can also be integrated into one or more of the other statements.

- Your library's policies[3], your board's bylaws[4], your library's strategic plan[5], any other plans the new or interim director should know about, and the dates these documents were created and modified;

- Your library's emergency preparedness plan[6], or where to find it;

- Every library needs a set of written policies to guide staff decisions. Library policy defines the context of the library's operation. The library director implements policies set by the board. The board works with the library director to adopt, amend, or retire library policies. This is one of the most important functions of the library board. A library policy is only a policy once it has been approved by the library's governing board in an open meeting held according to Idaho's Open Meetings Law, chapter 2, title 74, Idaho Code. The most common library policies include:

    - 3-D Printer and Maker Policy

    - Acceptable Conduct Policy (sometimes known as Patron Conduct Policy)

    - Circulation [of Library Materials] Policy or Lending Policy

    - Collection Development and Management Policy (sometimes known as the Collection Development Policy or Materials Selection Policy)

    - Confidentiality of Patron Records

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[3] Library policy defines the framework of the library's operation. The library director implements policies set by the board. The board works with the library director to adopt, amend, or retire library policies. This is one of the most important functions of the library board. A library policy is only a policy once it has been approved by the library's governing board in an open meeting held according to Idaho's Open Meetings Law, chapter 2, title 74, Idaho Code.

[4] Just as important as policies are the board's bylaws, the rules that govern how the board operates. Boards that create good bylaws for themselves can operate with greater efficiency, consistency, and objectivity. Bylaws describe the offices of the board, duties of each office, the rules under which regular and special meetings will be held, the standing committees of the board (if any), and any other permanent operating procedures for the board itself.

[5] If your library needs to create or modify its strategic plan, your ICfL area field consultant can help with development or revision.

[6] For more information, visit http://www.ala.org/pla/resources/tools/directors-managers-administrators/emerency-preparedness.

- Gifts and Sponsorship Policy (sometimes two separate policies) – see http://www.ala.org/altaff/files/trustees/orgtools/policies/sponsorship.doc
- Internet Use and Safety Policy – see the requirements in Idaho Code section 33-2741: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2741/
- Meeting Room Policy – see the Washington State Library's Public Library Policies page and click on Facilities Use: https://www.sos.wa.gov/library/libraries/libdev/policies.aspx.
- Unattended Children and Vulnerable Adults Policy – see the policy of the Akron-Summit County Public Library for an example: https://www.akronlibrary.org/about/policies/unattended-children-vulnerable-adults
- United for Libraries offers links to several sample policies on their website: www.ala.org/united/trustees/policies.
- The Washington State Library offers samples of library policy and H.R. forms on their website: https://www.sos.wa.gov/library/libraries/libdev/policies.aspx.

- A copy of the *Idaho Ethics In Government Manual* or a link to the online version: https://www.ag.idaho.gov/content/uploads/2018/04/EthicsInGovernment.pdf;

Idaho Commission for Libraries

Notes:

Idaho Commission for Libraries

Your Library Board

This section is for information regarding your library trustees, including who they are, how to contact them, their terms of office, what committees they serve on, and what information they expect to receive before each board meeting.

- A list of your library's board members including contact information and the expiration date of each trustee's term[7];
- When there are changes on your board, please let the ICfL know, so that the *Library Directory* can be updated accordingly. What to report:
    - The new trustee's name
    - Name of the trustee who has been replaced
    - The expiration year of the new trustee's term
    - The new trustee's mailing address for receiving *The Envoy*, the ICfL's newsletter for public library trustees.
    - Please report these changes to Tina Schilling: Tina.Schilling@libraries.idaho.gov and remember to cc: your ICfL Area Field Consultant
    - The Idaho Commission for Libraries does not collect any other information about trustees. Only ICfL staff can view trustee information in the *Library Directory*. This information is not visible to the public. The ICfL does not share trustee information with anyone outside the agency.
- A list of your library board's officers and their committee assignments;
- A list of the library board's committees and the purpose of each committee;

[7] For city libraries, appointments to complete an unexpired term shall be for the remainder of the term only [Idaho Code section 33-2605]. For district libraries, any person appointed to fill a vacancy on the library board shall serve until the next election of public library district trustees following the appointment [I.C. § 33-2716].

- If your board's treasurer is bonded, where to find the paperwork [see Idaho Code section 33-2722];
- A copy of the Trustee Roles and Responsibilities document: https://libraries.idaho.gov/wp-content/uploads/Trustee-Roles-and-Responsibilities-20190213-1.pdf;
- Your board's annual meeting schedule;
- Your board's meeting minutes for the past year and where to find board minutes from previous years;
- An explanation of how citizens become trustees and where to find the corresponding legal citations:
    - For city libraries:
        - https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH26/SECT33-2604/
        - https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH26/SECT33-2605/
    - For district libraries:
        - https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2715/
        - https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2716/
        - https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2717/
- Where to find the oath of office for new trustees. See chapter 4, title 59, Idaho Code: https://legislature.idaho.gov/statutesrules/idstat/Title59/T59CH4/;
- Positive tips about working with your library board that you would like to pass on to your successor;
- When the library director is evaluated and what criteria the board uses. See

- http://www.ala.org/united/sites/ala.org.united/files/content/trustees/short-takes/Short%20Takes%208.pdf
- https://www.statelibraryofiowa.org/ld/t-z/Trustees/trusthandbook14/evaluating-the-library-director
- http://msl.mt.gov/Library_Development/Standards/Documents/EvaluatingtheLibraryDirector.pdf
- https://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/hiring_and_evaluating_director/

- A list of the documents that should be included in your pre-meeting board packets (fiscal report, statistical report, program report, *etc*.) and how to distribute the packets to the board and, if yours is a city library, to the council liaison (U.S. Mail, email, other).

Idaho Commission for Libraries

Notes:

Idaho Commission for Libraries

Library Law and Intellectual Freedom

This section is for the foundational (intellectual freedom) documents of libraries, library elections, Idaho's Open Meetings Law and its requirements, information on the library's attorney, the Idaho Counties Risk Management Program (ICRMP), Idaho's library laws, Idaho's Public Records Act, and records retention guidelines.

- ALA's Intellectual Freedom documents, which are located at the bottom of the right-hand column on ICfL's Trustees landing page: https://libraries.idaho.gov/trustees/;
- An explanation of elections relevant to the library, *e.g.*, trustee[8], plant facilities[9], construction bond[10], levy override[11], and the applicable legal citations;
- How to meet the agenda and notice posting requirements for regular, special, and emergency meetings and instructions for going into executive session – there are checklists at the back of the *Idaho Open Meeting Law Manual*: https://www.ag.idaho.gov/content/uploads/2018/04/OpenMeeting.pdf;
- How many trustees make a quorum[12];

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[8] Elections for district library trustees are held in May of odd-numbered years: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2716/. See *The Idaho Trustee Manual: A Guide for Public Library Trustees*: https://libraries.idaho.gov/wp-content/uploads/2018/08/Trustee-Manual-20180531.pdf.

[9] District libraries may create a plant facilities reserve fund and hold an election to authorize the levy: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2729/. For more information, see the *Idaho Trustee Manual: A Guide for Public Library Trustees*.

[10] A taxing district, such as a library district or city, may hold an election for the approval of a building bond: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2728/. See the Trustee Manual for more information.

[11] A taxing district may hold an election for a temporary (two-year) levy override (which requires a simple majority to pass): https://legislature.idaho.gov/statutesrules/idstat/Title63/T63CH8/SECT63-802/; or for a permanent levy override (which requires a supermajority of 66.7% to pass): https://legislature.idaho.gov/statutesrules/idstat/Title63/T63CH8/SECT63-802/.

[12] For a city library, a quorum shall consist of three (3) voting members, but a smaller number may adjourn: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH26/SECT33-

- The name of and contact information for your library's attorney and where legal fees are accounted for in the library's annual budget;
- What ICRMP[13] does for your library and how to contact them: https://www.icrmp.org/;
- The most current edition of *Idaho Library Laws*: https://libraries.idaho.gov/files/IdahoLibraryLaw_2020.pdf;
- Open Meeting Law Worksheets:
    - Open Meeting Law Checklist for Regular Meetings
    - Open Meeting Law Checklist for Special Meetings
    - Executive Sessions
        - Open Meeting Law Checklist for Executive Sessions
        - Executive Session Motion and Order
    - Motion and Order to Amend Agenda
    - Curing Process Flowchart
- The *Idaho Public Records Law Manual* or a link to the online version: https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf;
- Record retention guidelines.
    - Library policies: Do not discard. Retired policies and older versions of current policies can help future boards understand how, when, and why policy changes were made and when policies were created. There may also be answers to these questions in the board's meeting minutes.

2606/; for a district library, a quorum shall consist of three (3) members, but a smaller number may adjourn: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2719/.

[13] The Idaho Counties Risk Management Program provides property and liability insurance coverage and risk management resources to Idaho local governments.

- Library board bylaws. Do not discard. Older versions of board bylaws are also a good source of historical information.
- Minutes of library board meetings: Do not discard. Meeting minutes are an invaluable source for learning about the library's history.
- E-rate documents: All applicants and service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of universal service for a period of at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.
    - The current document retention requirement became effective upon announcement in the *Federal Register*[14] on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's *5th Report and Order* (FCC 04-190[15]).
    - For example, if a service provider provides recurring internet access to an applicant for Funding Year 2018 (July 1, 2018 – June 30, 2019), both the applicant and the service provider must retain all records on this transaction until at least June 30, 2029.
- Human Resources Documents:
    - Time periods for retaining records set forth in statutes are minimums. Since these records are critical to the employer if its compliance with federal or state law is questioned or if it must defend itself against employment-related litigation, employers may want to retain employment-related records for longer periods. Moreover, the penalties for not keeping required records may be severe.
    - Your library's H.R. professional or attorney should be able to answer your questions about human resources records retention.

[14] http://www.gpo.gov/fdsys/pkg/FR-2014-11-20/pdf/2014-27462.pdf

[15] http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-04-190A1.pdf

Idaho Commission for Libraries

Notes:

State of Idaho
Office of the Attorney General

OPEN MEETING LAW CHECKLIST

Regular Meetings

Meeting Date and Time:

Meeting Location: _____

_____

_____

[Idaho Code § 74-203(4) and (5)]

Before Meeting

- ❑ Meeting Notice posted 5 or more calendar days prior to the meeting date. [Idaho Code § 74-204(1)]
- ❑ Agenda Notice posted at least 48 hours prior to the meeting. [Idaho Code § 74-204(1)]
- ❑ Posting of Amended Agenda [Idaho Code § 74-204(4)]

During Meeting

- ❑ First: Any agenda amendments? [Idaho Code § 74-204(4)(b) and (c)]
- ❑ Secretary or other person appointed to take minutes. [Idaho Code § 74-205(1)]

After Meeting

- ❑ Minutes available to the public within a reasonable time after the meeting. [Idaho Code § 74-205(1)]

State of Idaho
Office of the Attorney General

OPEN MEETING LAW CHECKLIST

Special Meetings

Meeting Date and Time:

Meeting Location: _____

_____

_____

[Idaho Code § 74-203(4) and (5)]

Before Meeting

- ❑ Meeting and Agenda Notice posted **at least 24 hours** prior to the meeting. [Idaho Code § 74-204(2)]
- ❑ City Libraries: Special meetings may be held from time to time as the board may determine, but written notice thereof shall be given to the members at least two (2) days prior to the day of the meeting. [Idaho Code § 33-2606]
- ❑ District Libraries: Special or adjourned meetings may be held from time to time as the board may determine, but written notice thereof shall be given to the members at least two (2) days prior to the day of the meeting. [Idaho Code § 33-2719]
- ❑ Notification provided to the news media. [Idaho Code § 74-204(2)]
- ❑ Posting of Amended Agenda [Idaho Code § 74-204(4)]

During Meeting

- ❑ First: Any agenda amendments? [Idaho Code § 74-204(4)(b) and (c)]
- ❑ Secretary or other person appointed to take minutes. [Idaho Code § 74-205(1)]

After Meeting

- ❑ Minutes available to the public within a reasonable time after the meeting. [Idaho Code § 74-205(1)]

State of Idaho
Office of the Attorney General

OPEN MEETING LAW CHECKLIST

Executive Sessions

Session Date and Time:

Session Location: _____

_____

_____

[Idaho Code § 74-203(4) and (5)]

Executive Session Only

- ❑ Meeting and Agenda Notice posted **at least 24 hours** prior to the session. [Idaho Code § 74-204(3)]
- ❑ Posting of Amended Agenda [Idaho Code § 74-204(4)]

Executive Session During Regular or Special Meeting

- ❑ Motion to enter Executive Session to discuss one of the exemptions listed in Idaho Code § 74-206.
- ❑ ⅔ vote to enter Executive Session reflected in regular/special meeting minutes. [Idaho Code § 74-206(1)]

During Session

- ❑ First: Any agenda amendments? [Idaho Code § 74-204(4)(b) and (c)]
- ❑ Secretary or other person appointed to take minutes. [Idaho Code § 74-205(1)]

After Session

- ❑ Minutes must reference statutory subsection authorizing executive session and identify purpose and topic of session. [Idaho Code § 74-205(2)]
- ❑ Minutes available to the public within a reasonable time after the meeting. [Idaho Code § 74-205(1)]

>> SAMPLE FORM <<

Public Agency: , Idaho (name of county, city, district, etc.)

Governing Body: (i.e., "Board of County Commissioners", "City Council", etc.)

Meeting Date, Time and Location: _____

EXECUTIVE SESSION MOTION AND ORDER

_____ (print name), (print title), MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206, CONVENE IN EXECUTIVE SESSION TO: (identify one or more of the following)

- ❑ Consider personnel matters [Idaho Code § 74-206(1)(a) & (b)]
- ❑ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- ❑ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- ❑ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- ❑ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- ❑ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]

Purpose/Topic summary (required): _____
AND THE VOTE TO DO SO BY ROLL CALL.

CONVENE AT: _____

ADJOURN AT: _____

YES NO ABSTAIN

_____, Chair (print name)

_____, Member (print name)

_____, Member (print name)

Clerk/Deputy Clerk: _____
(Signature)

>> SAMPLE FORM <<

Public Agency: , Idaho (name of county, city, district, etc.)

Governing Body: (i.e., "Board of County Commissioners", "City Council", etc.)

Meeting Date, Time and Location: _____

MOTION AND ORDER TO AMEND AGENDA

(less than 48 hours before regular meeting or 24 hours before special meeting)

_____ (print name), (print title), MOVES THAT THIS GOVERNING BODY, PURSUANT TO IDAHO CODE § 74-204, AMEND THE AGENDA FOR THIS MEETING AS FOLLOWS:

_____

_____

_____

_____

_____

Good faith reason item not included in posted agenda (required):

_____

_____

_____

_____

YES NO ABSTAIN

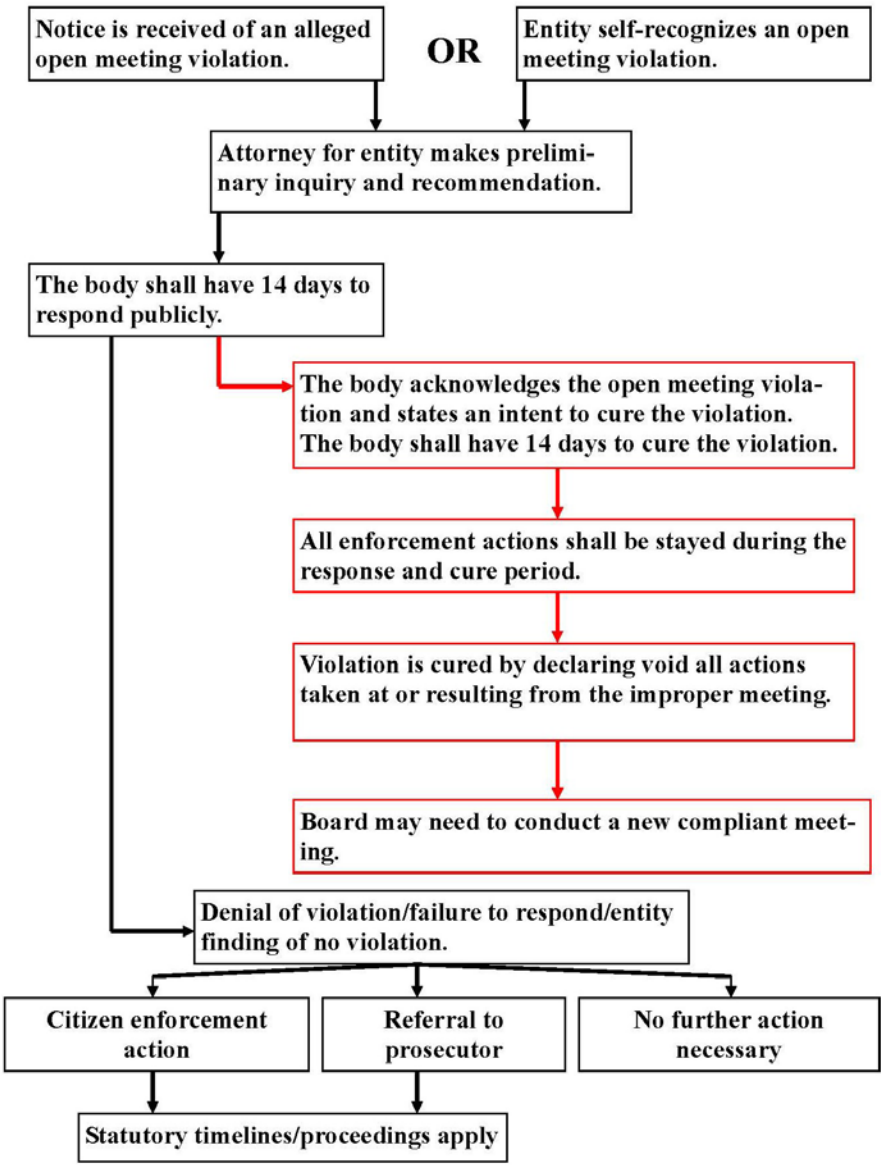
_____, Chair (print name)

_____, Member (print name)

_____, Member (print name)

Clerk/Deputy Clerk: _____
(Signature)

Curing Process – Idaho Code § 74-208(7)



Idaho Commission for Libraries

Community Partners

This section is for information on your library's community partners, contracts or memoranda of understanding with its partners, consortial memberships, events involving the library, and the library's friends group and/or foundation.

- A list of your library's community partners, what you do for them, and what you ask them for[16];
- If your library is a member of a consortium (*e.g.*, LCEI[17], LIBRI[18], LYNX![19], VMLC[20], VALNET[21]) or best practices group (*e.g.*, MVLS[22]), your responsibilities as a member, the contact person for the group, and how to reach him or her;

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[16] As trusted centers of the community, libraries are in a unique position to attract potential partners and to provide resources and benefits to organizations with common goals. In a time of diminishing funds and increasing demands, partnerships are essential to meeting community needs and to sustaining an active and engaging environment for customers. For more information, visit http://publiclibrariesonline.org/tag/community-partnerships/.

[17] The Library Consortium of Eastern Idaho is a consortium of multi-type libraries serving the public of Eastern Idaho: http://lcei.lili.org/.

[18] The LIBRI Consortium (Libraries By a River) includes Burley Public Library, DeMary Memorial Library (Rupert), and Jerome Public Library: http://libri.lili.org/.

[19] The LYNX! Consortium consists of Ada Community Library, Boise Public Library, Caldwell Public Library, Eagle Public Library, Emmett Public Library, Garden City Public Library, Hailey Public Library, Kuna Library District, Meridian Library District, Mountain Home Public Library, Nampa Public Library, and Twin Falls Public Library: http://lynx.lili.org/.

[20] The Valley Mountain Library Consortium exists to provide expanded resources and improved services through systematic interlibrary cooperation among member libraries: http://vmlc.lili.org/.

[21] The Valley Automated Library Network is a consortium of public, school, and academic libraries in Southeastern Washington and North Central Idaho working together to share resources and information services: https://sites.google.com/site/valnetconsorium/home.

[22] The Magic Valley Library System is a group of public library directors and librarians that meets on the third Tuesday of each month, February through November inclusive, to discuss topics and share ideas and information relevant to public libraries, their programs, administrators, and

- Dates of annual library, city, county, regional, and state events and programs and how your library participates in these;
- Information on your library's friends group and their tax-exempt status, such as 501(c)(3);
- Information on your library's foundation and their tax-exempt status, such as 501(c)(3);
- Contracts or MOUs[23] with local partners.

trustees: http://mvls.lili.org/. Each spring, MVLS hosts the ILA Region IV Conference in Twin Falls.

[23] A memorandum of understanding (MOU) is an agreement between two parties that is not legally binding, but which outlines the responsibilities of each of the parties to the agreement. An MOU is often the first step toward creating a legally binding contract.

Idaho Commission for Libraries

Web Presence: Connecting the Library to the World

This section is for information on your library's website, social media accounts, online public access catalog (OPAC), library terminology and jargon, E-rate and EOR records and contacts, and passwords and URL's.

- The URL for your library's homepage;
- The URL for your library's OPAC (if different from the homepage);
- A glossary of terms that explains what URL and OPAC mean, such as the link on the ICfL's Trustees landing page to the *Online Dictionary for Library and Information Science* that will help with the jargon that libraries use: https://www.abc-clio.com/ODLIS/odlis_a.aspx;
- If your library's website is an eBranch site, how to get help with the editing tools and password[24]: http://ebranch.lili.org/;
- E-rate and EOR deadlines, BTIP, and how to get help with these programs[25]: https://libraries.idaho.gov/broadband/;
- Passwords and URLs pertaining to your library's computers, online databases, annual reports, website, E-rate portal, social media accounts, Canva account, *etc.*;
- How to access your library's password manager[26], *e.g.*, LastPass, Dashlane, KeePass, 1Password.

[24] Doug Baker, Web Developer, Doug.Baker@libraries.idaho.gov or 208-334-2150

[25] Dylan Baker, Broadband Consultant, Dylan.Baker@libraries.idaho.gov or 208-639-4167

[26] A password manager assists in generating and retrieving complex passwords, potentially storing such passwords in an encrypted database or calculating them on demand: https://en.wikipedia.org/wiki/Password_manager.

Idaho Commission for Libraries

Notes:

Serving the Underserved

This section is for information on Idaho's Talking Book Service (TBS), braille materials, access and signage for everyone, and agencies that can increase your library's capacity to serve the underserved.

- Information about the Talking Book Service (TBS) and how to learn more about it[27]: https://libraries.idaho.gov/tbs/;

- Do you know how to obtain free braille materials for your library? TBS can help you with that as well. Call 208-334-2150 for more information.

- Your library's plan to provide access, signage, and appropriate technology for utilizing its catalog and collections in all formats with clear instructions and staff assistance available when necessary for the entire community, including, but not limited to: people who are deaf, hard of hearing, or deaf-blind; people who are blind or have low vision; people who use wheelchairs or other mobility devices; people with speech disabilities; people who are autistic; people with psychiatric disabilities or mental illness; people with developmental disabilities; people with learning disabilities; people with traumatic (or acquired) brain injury; people who are short of stature; people with cerebral palsy[28]; people with Tourette Syndrome[29]; people who

[27] LeAnn Gelskey, Talking Book Service Program Supervisor, LeAnn.Gelskey@libraries.idaho.gov or 208-639-4148.

[28] Cerebral palsy (CP) is a group of permanent movement disorders, each appearing in early childhood. Signs and symptoms vary among people over time. Symptoms may include poor coordination, stiff muscles, weak muscles, and tremors. There may also be problems with sensation, vision, hearing, swallowing, and speaking. Often, babies with cerebral palsy do not roll over, sit, crawl, or walk as early as other children of their age. Other symptoms include seizures and problems with thinking or reasoning, which each occur in about one third of people with CP. While symptoms may become more noticeable over the first few years of life, underlying problems do not worsen over time. Cerebral palsy is the most common movement disorder in children. It has been proposed to change the name to "cerebral palsy spectrum disorder" to reflect the diversity of presentations of CP. For more information on CP, see https://www.ninds.nih.gov/Disorders/All-Disorders/Cerebral-Palsy-Information-Page.

[29] Tourette Syndrome (TS or simply Tourette's) is a neurodevelopmental disorder with onset in childhood, characterized by multiple movement (motor) tics and at least one vocal (phonic) tic. Some common tics are blinking, coughing, throat clearing, sniffing, and facial movements. These tics are typically preceded by an unwanted urge or sensation in the affected muscles, can sometimes be suppressed temporarily, and characteristically change in location, strength, and

look different[30]; people with hidden disabilities[31]; people with HIV and AIDS[32]; people who use service animals[33]. For more information on interacting with all patrons, see:

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frequency. Tics are often unnoticed by casual observers. Tourette's is defined as part of a spectrum of tic disorders. While the exact cause is unknown, it is believed to involve a combination of genetic and environmental factors. For more information on Tourette Syndrome, see https://www.ninds.nih.gov/Disorders/All-Disorders/Tourette-Syndrome-Information-Page or https://www.webmd.com/brain/tourettes-syndrome#1.

[30] Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence, and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills. The *Collins English Dictionary* defines the term "soft skills" as "desirable qualities for certain forms of employment that do not depend on acquired knowledge: they include common sense, the ability to deal with people, and a positive flexible attitude." One's soft skills are an important component of one's individual contribution to the success of an organization. Organizations that deal with customers face-to-face are generally more successful if they promote activities for staff to develop these skills through conferences, webinars, staff in-service days, and workplace wellness programs.

[31] Hidden disabilities (or invisible disabilities) are disabilities that are not immediately apparent. For instance, some people with visual or auditory disabilities who do not wear glasses or hearing aids, or who use discreet hearing aids, may not be obviously disabled. Invisible disabilities include chronic illnesses and conditions that significantly impair normal activities of daily living. In the U.S., 96% of people with chronic medical conditions show no outward signs of their illness, and 10% experience symptoms that are considered disabling. People with invisible disabilities are protected by national and local disability laws, such as the Americans with Disabilities Act (ADA). The Rehabilitation act of 1973 has been revised numerous times such that the definition of "handicapped" includes the statement, "any person who … (C) is regarded as having such an impairment."

[32] The human immunodeficiency viruses (HIV) are two species of Lentivirus that infect humans. Over time they cause acquired immunodeficiency syndrome (AIDS), a condition in which progressive failure of the immune system allows life-threatening opportunistic infections and cancers to thrive. The management of HIV/AIDS normally includes the use of multiple antiretroviral drugs. In many parts of the world, including the U.S., HIV has become a chronic condition in which progression to AIDS is increasingly rare.

[33] Service animals are working animals that have been trained to perform tasks that assist disabled people. Service animals may also be referred to as assistance animals, assist animals, or helper animals, depending on the animal's function. Dogs are the most common service animals,

- Centers for Disease Control and Prevention: Disability Impacts All of Us: https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html;
- Disability Rights & Resources: Disability Etiquette page: https://www.disability-rights.org/?page_id=20;
- Forbes: It's Time for a Reimagining of Disability Etiquette: https://www.forbes.com/sites/andrewpulrang/2020/01/17/its-time-for-a-reimagining-of-disability-etiquette/#963a6f7d6d8c;
- Gallaudet University's Library has created a LibGuide for working with Deaf or hard of hearing patrons or with Deaf-related collections: http://libguides.gallaudet.edu/c.php?g=773982;
- MTV's "Hitting Stereotypes at Full Speed": https://web.archive.org/web/20051102113026/http://www.mtv.com/thinkmtv/features/discrimination/murderball/index3.jhtml;
- National Conference of State Legislatures: Disability 101: Employment Policies and Etiquette: https://www.ncsl.org/research/labor-and-employment/disability-101-employment-policies-and-etiquette.aspx;
- National Disability Navigator: What is Disability Etiquette? https://nationaldisabilitynavigator.org/ndnrc-materials/disability-guide/what-is-disability-etiquette/;
- World Confederation for Physical Therapy (based in London, UK): Allied Health Professions Support Service: Disability Language and Terminology: https://www.wcpt.org/sites/wcpt.org/files/files/resources/AHP_UEL_Factsheets/Factsheet-4-Disability-Language-and-Terminology.pdf;

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assisting people in many different ways. Other animals, such as horses, are allowed per the Americans with Disabilities Act (ADA) in the U.S. The service animal is not required by the ADA to wear a vest, ID tag, or a specific harness. In places of public accommodation in the U.S., only dogs (and in some cases, miniature horses) are legally considered to be service animals. For legislation concerning the rights of Idahoans with disabilities, see chapter 7, title 56, Idaho Code: https://legislature.idaho.gov/statutesrules/idstat/Title56/T56CH7/.

- Appendix A and Appendix B of the Best Practices: Services and Programming Toolkit: https://libraries.idaho.gov/best-practices/;
- The ICfL's Serving the Underserved page, currently under construction;
- ICfL's Best Practices: Services and Programming Toolkit includes information on serving all patrons: https://libraries.idaho.gov/best-practices/;
- For more information on inclusion (disability rights), see the external links at: https://en.wikipedia.org/wiki/Inclusion_(disability_rights).

Idaho Commission for Libraries

Continuing Education

This section is for information pertaining to your library's access to continuing education and grant resources, communicating with Idaho's library community via LibIdaho, and your library's professional memberships.

- Guide to CE Resources made available by the ICfL: https://libraries.idaho.gov/continuing-education/;
- How to subscribe to LibIdaho[34];
- A list of the professional organizations the director and/or library belongs to, *e.g.*, ILA[35], ARSL[36], ALA[37], PLA[38], PNLA[39], and how to access those websites and the library's membership information.

[34] LibIdaho is Idaho's email discussion list for people interested in all aspects of libraries and librarianship in Idaho. It is not necessary to be a member of the Idaho Library Association (ILA) or of the American Library Association (ALA) to join this distribution list. LibIdaho is a resource that is furnished free of charge. For more information, visit http://www.idaholibraries.org/libidaho.

[35] The Idaho Library Association: http://www.idaholibraries.org/

[36] The Association for Rural & Small Libraries: https://arsl.org/

[37] The American Library Association: http://www.ala.org/

[38] The Public Library Association: http://www.ala.org/pla/

[39] The Pacific Northwest Library Association: https://pnla.org/

Idaho Commission for Libraries

Notes:

Early Literacy

This section is for information regarding your library's early literacy programs and Summer Reading Program (SRP) deadlines.

- Information on ICfL Early Literacy programs and deadlines[40]: https://libraries.idaho.gov/rtm/;
- Information on Summer Reading Program (SRP) and deadlines[41]: https://libraries.idaho.gov/summer-reading/.

[40] Kristina Taylor, Project Coordinator: Kristina.Taylor@libraries.idaho.gov or 208-639-4136

[41] Staci Shaw, Youth Services Consultant: Staci.Shaw@libraries.idaho.gov or 208-639-4178

Idaho Commission for Libraries

Notes:

Idaho Commission for Libraries

Daily Operations, Procedures, Collection Development and Maintenance

This section is for your library's procedures for day-to-day operations, reporting on its collections, and performing interlibrary loan (ILL) functions.

- Step-by-step processes/checklists for opening and closing the library, placing a hold, making an ILL request, checking materials in and out, generating overdue notices, maintaining computers, ordering library materials and supplies, and all the routine day-to-day tasks that the new (or interim) director will be performing. Input from all library staff should be encouraged in the creation of these procedural cheat sheets[42];

- A list of all library collections and their locations in the library, including how to generate reports from your library's ILS[43];

- The date(s) of the last inventory and weeding[44] of the library's collections and the schedule for the weeding cycle;

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[42] Library policy is set by the library's board in an open meeting and carried out by the library's director and staff. Procedures for implementing board policy are created by the library's director and staff. One of the rare instances where procedure is mentioned in policy is the procedure for dealing with challenges to library materials, which is often the last section of a library's Collection Development Policy. For more information, see ICfL's *Idaho Trustee Manual: A Guide for Public Library Trustees*: https://libraries.idaho.gov/wp-content/uploads/2018/08/Trustee-Manual-20180531.pdf.

[43] The library's integrated library system (ILS) is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloging, circulation, and the provision of public access. ILS software is used to track items owned (inventory), orders placed/bills paid (acquisitions), and patrons who have borrowed (circulation and interlibrary loan). ILS vendors for public libraries include Biblionix, KOHA, Innovative Interfaces, and SirsiDynix. The Alaska State Library has assembled a list of automation options for small libraries at http://lam.alaska.gov/catresources/automation. Marshall Breeding has authored the annual Library Systems Report published by American Libraries since 2014: https://americanlibrariesmagazine.org/2019/05/01/library-systems-report-2019/.

[44] Weeding is the process of examining items in a library collection title by title to identify for permanent withdrawal those that meet the library's pre-established weeding criteria, especially when space in the stacks is limited. Public libraries usually weed routinely on the basis of circulation.

- Instructions for responding to challenges[45] to library materials or programs.

[45] A challenge is a complaint made by a library patron – acting as an individual or representing a group – concerning the inclusion of a particular item in a library collection, usually accompanied by a request that the item be removed from the library, reshelved in another section of the library, or made available only to a particular segment of the population. A challenge may also be made to a library program. Public libraries are challenged more often than other types of libraries, as they provide resources and services for a diverse clientele comprising multiple demographics. The library's best defense against challenges is an unambiguously worded collection development and maintenance policy. The American Library Association's Office for Intellectual Freedom maintains a database of challenged materials and asks that libraries report challenges by using the form at http://www.ala.org/tools/challengesupport/report or by calling 1-800-545-2433 x4226 or by emailing oif@ala.org.

Idaho Commission for Libraries

Reporting

This section is for information about your library's periodic and special reports, including the legally mandated annual report to the Board of Library Commissioners.

- A list of the monthly, quarterly, and annual reports which must be filled out, where they go, and what you need to keep for your records;
- A list of information needed to fill out your annual report and/or how to find out, including the state data coordinator's contact information[46]: https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH26/SECT33-2611/ for a city library; https://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH27/SECT33-2726/ for a district library;
- If you are uncertain how to generate reports from your library's ILS, this would be a good time to contact your vendor. The instructions can then be printed and inserted into this section.
- If you have questions about your annual report, please contact: Jamie Mott, State Data Coordinator, at Jamie.Mott@libraries.idaho.gov or at 208-639-4164.
- If you would like to request a copy of library statistics from a previous year (not the most current year), contact Karen LaMotte, Technical Records Specialist, at Karen.LaMotte@libraries.idaho.gov or at 208-334-2150.

[46] Jamie Mott, State Data Coordinator, Jamie.Mott@libraries.idaho.gov or 208-639-4164.

Idaho Commission for Libraries

Notes:

Idaho Commission for Libraries

Fiscal, Gifts, and Grants

This section is for information on your library's grant sources and grant paperwork; your library's endowments, legacies, and trusts; and public finance for library buildings.

- Commonly used past grant sources, their URLs, and where to find the files for current and past grants application and administration paperwork;
- Information about endowments, legacies, and trusts held by the library;
- Information on public finance for library buildings: https://libraries.idaho.gov/trustees/public-finance/.

Idaho Commission for Libraries

Notes:

The Library Building

This section is for information on your library's utility shutoffs, building issues, tradesmen and professionals who provide services to the library, non-electronic emergency contact information, and details of building projects.

- Location of the electrical, water, and gas turnoffs;
- A list of the worst problems of the current library building (be nice!);
- A list of the library's plumber, electrician, HVAC vendor, ISP[47], cleaning service, custodian, *etc*., and their contact information;
- Who takes care of your library's IT[48] needs and how to contact him or her;
- Name of the vendor who does your library's emergency cleanup, *e.g.*, smoke damage, water damage;
- Where your library purchases supplies for dealing with leaks, drips, spills, bodily fluids, and biohazards[49];
- Location of the library's emergency Rolodex[50], which is accessible without the internet or electricity;

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[47] Internet Service Provider, the company that supplies the library with its internet connection

[48] Internet Technology (IT)

[49] Such as New Pig: https://www.newpig.com/. Your library's emergency cleanup service should be able to tell you which situations are safe for library staff to clean up and which ones require a professional.

[50] The Rolodex, invented in 1956 by Danish engineer Hildaur Neilsen, is a rotating file device used to store business contact information. The name is a portmanteau of the words *rolling* and *index*. The Rolodex is still available for purchase (https://www.amazon.com/s?k=rolodex) and proves an invaluable resource during power and/or internet outages as well as situations where software crashes delete your data. Alternatively, business card sleeves (https://www.amazon.com/s?k=business+card+sleeves) can be added to a ring binder to serve the same purpose.

- If your library is planning – or in the midst of – a building project, a list of contact information for the key people and where to find the project documents.

History of the Library

This section is for your library's historical information and additional sources of historical information.

- A history of the library;
- Where to find additional information about the library's history.