

## V. Operations Report

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

---

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

- The ICfL’s Joint Finance-Appropriations Committee (JFAC) budget hearing was Wednesday, January 22. I answered questions with Legislative Services Office Analyst Brooke Dupree. A recording of the meeting is available at <https://legislature.idaho.gov>. The maintenance portion of the ICfL’s budget was approved by JFAC in January and awaits approval from the House and Senate. JFAC is expected to consider the ICfL’s line-item requests in mid- to late-February or early March. We hope to have an update at this board meeting.
- I’m pleased to have a new Management Assistant in place and look forward to working closely with Masha Velichko in the coming months.
- Commissioners are encouraged to explore the America250 in Idaho website at <https://america250.idaho.gov>. The American Revolution Experience traveling exhibition will be featured at the Statehouse from March 19 to April 15 and then move to eastern Idaho. Libraries and other local entities are encouraged to participate in the “Two Lights for Tomorrow” event on April 18 and 19 to commemorate the famous ride of Paul Revere. See the website for more details.

#### Report from Deputy State Librarian Dylan Baker

- We completed our internal review and scoring of the ICfL’s three Digital Access for All Idahoans (DAAI) subgrants. Applications for our two device subgrant programs, Connecting Communities and Tech Refresh, closed on December 6. Applications for our monetary subgrants closed on January 3, following a two-week extension to provide applicants with more time after we shared updated guidance on indirect costs. We had 58 applications across all three subgrant programs, with roughly half of applications representing libraries and the other half representing non-library eligible entities. Thirty of those applications were for the monetary subgrant, representing a total request of over \$3 million for digital access projects across Idaho serving all the covered populations identified in our DAAI Plan. Grants Officer Jamie Thill, Digital Inclusion Consultant Chelsea Summerlin, and I are compiling the subgrant applications we recommend to award for our federal funder, the National Telecommunications and Information Administration (NTIA), for additional required federal review. We will communicate with all applicants regarding the status of their subgrant applications by the end of February.
- I presented at the Idaho Broadband Advisory Board’s (IBAB’s) December meeting, providing an update on our DAAI work. I appreciated the engagement and interest IBAB expressed at my presentation, as I fielded several questions from board members. A copy of my slides can be found at <https://commerce.idaho.gov/broadband/idaho-broadband-advisory-board-meeting-minutes>.
- I am excited to represent Idaho and the ICfL at the Chief Officers of State Library Agencies (COSLA) Voices for Libraries 2025 event in Washington, D.C., the first week of March. ICfL Public Information Officer Donna Eggers secured meetings for me with all four of Idaho’s Congressional offices to discuss the impact of federal funding for Idaho libraries and the biggest challenges our library staff currently face in their efforts to support their communities throughout Idaho. I will also serve as Stephanie’s delegate for the COSLA

Spring Meeting that week, and I look forward to updates from the Institute of Museum and Library Services (IMLS), the National League of Cities, and others.

**Report from Financial Manager Jamie Smith**

- The ICfL budget was presented to the Joint Finance-Appropriations Committee (JFAC) on January 22, and the committee asked a number of great questions. Stephanie did an excellent job representing our agency and providing answers to their questions. The maintenance budgets for all state agencies have passed JFAC and will be considered by the House and Senate. JFAC will soon vote on line-item requests. The full legislature will then consider the requests.
- Our Grants Specialist hire made an abrupt departure after receiving a job offer for \$7 more an hour. We are currently recruiting for the position again and hope to find someone who is looking for a longer-term placement and will bring value to the team.
- A temporary Financial Technician has joined our team part-time through the end of the fiscal year to help with the backlog created from not having a Grants Specialist. While the Grants Specialist position is new, the Grants Officer workload increased with the DAAI funding, which has been the priority focus.
- The fiscal team has been busy with grants, contracts, inventory, incoming invoices, and grant draws. We're already prepping for year-end to make sure it's a smooth transition now that we know what to expect in Luma.
- The temporary freeze in federal grant funding on January 28 caused a significant amount of concern and anxiety for our staff. There are 11 ICfL staff members who are paid through federal grant funds. The Cash Management Improvement Act and subsequent agreements with grantors requires us to draw grant funds for only what will be spent within 30 days of the draw. Since the Office of Management and Budget letter instructing the funding freeze was rescinded, a lawsuit filing prohibits the freezing of federal funds and cautions grant recipients against implementing their own funding freeze in response to the President's Executive Order. We will continue to monitor the situation.

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

- The E-Services team has been hard at work finalizing upgrades for the eBranch program. This will include three new modern and ADA-compliant website themes that eBranch libraries can choose from. The ICfL currently hosts 94 eBranch websites for libraries across the state. Our team will have a tremendous workload ahead to get everyone migrated by December 31, 2025.
- Our staff tech refresh has been completed. Huge thanks to the Office of Information Technology Services (the state IT department) for their work in getting staff migrated. As you may remember, we host an ITS staff member in our office. Having that partnership has been great for both ICfL and ITS.
- I've been spending a lot of time working with the E-Services team on various projects and contracts for some of our statewide programs, along with getting our Digital Navigator Project Coordinator Allison Maier up to speed in her new role. The team is doing great things and have great ideas for future projects that I look forward to providing details on in the future.

**Report from Development Services Program Supervisor Talela Florko**

- We submitted the Library Services and Technology Act (LSTA) annual State Program Report to the Institute of Museum and Library Services (IMLS) at the end of January. The report detailed the projects and activities supported with \$1,740,506 in IMLS funding, and \$897,038 in matching state and other-source funding.
- We launched a second round of the Facilities Improvement Grant on February 1. The application is open to the 15 libraries that received an award during the 2023 Facilities Improvement Grant application cycle. Our total program budget is approximately \$175,000, and libraries may apply for awards ranging from \$5,000 to \$50,000.
- Four Summer Learning Workshops will be held during February in Nampa, Middleton, Pocatello, and Lewiston.
- The Jumpstart Kindergarten program runs throughout the year. Public libraries and schools may apply to receive books to give away at kindergarten registration and outreach events in order to promote reading and connect families with local libraries and their resources.

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

- **Talking Book Service (TBS):** The TBS customer service representatives continue to connect with parents who have yet to return the now required National Library Service Parental Acknowledgement Form for their child. There are about 35 forms left to gather. In a final attempt to collect the forms, appreciation boxes were created and shipped to those parents. Inside the boxes were fun items, such as a tumbler, bookmark, and pen and paper, along with a handwritten note asking for them to utilize the provided return envelope to return the completed form. Hopefully these boxes will get the parents' attention.
- **Let's Talk About It (LTAI):** A committee has been formed to create new content for the Idaho America250 theme. Representatives include staff from the Idaho Humanities Council, scholar Justin Vipperman, Twin Falls Public librarian Jennifer Hills, and ICfL staff. At our upcoming meeting, we will work on theme development and begin choosing titles to add to the theme. We hope to have a majority of the work completed by the first part of April as we will begin promoting the next round of programs in May.  
We are halfway through the current program. Two libraries were granted extensions into the first part of April in order to complete their third unfilled discussions. It can be tricky to fill some spots in northern and central Idaho in the winter due to adverse weather conditions. The Meridian Library District withdrew from the program due to staff turnover. Final reports are due by the end of April.
- **That All May Read:** The application period for our next round of grant funding has ended with 23 libraries applying. The review committee will meet to ensure that all applications are complete and in compliance. It is our intent to fund all that are eligible. Once again, each library is required to complete two outreach events that promote the Talking Books program. Support materials are available and can be ordered online.