

V. Operations Report**A. State Librarian and Management Team Reports – Information item**

Report from State Librarian Stephanie Bailey-White

- The state is working through a big list of deferred maintenance, and the Commission for Libraries and Secretary of State building is on the docket for a new HVAC system. Access to the building while this work is being completed is limited or not possible and it is estimated to take up to 54 days to finish. The building will likely be closed in March and April 2026. Some staff will be working in the Secretary of State's side of the building and then we will reciprocate for their entire staff when their part of the building is being worked after our side is completed. This is not ideal, but we're working to make the best of the situation and planning some off-site meetings and trainings. Many staff will be teleworking during this time, but we have equipment and processes in place that should limit the disruption.
- I attended the Western Council of State Librarians meeting in Kansas City on June 17-18, 2025. All attendees are preparing for budget scenarios if federal Institute of Museum and Library Service funding doesn't get approved in FY26. There were many productive discussions about how different states are reorganizing services or making plans to do so.

Report from Deputy State Librarian Dylan Baker

- I joined Public Library Consultant Clay Ritter on his second annual north Idaho library field week at the end of June 2025. We visited 18 libraries between Moscow and Sandpoint, meeting with library directors, board members, and staff. Commissioner Norma Staaf joined us for one day of the tour, including Clay's board training at the St. Maries Public Library for the St. Maries and Plummer library boards. It was an invaluable use of our time to get face-to-face time with so many libraries, reinforcing the value of Clay's planning and commitment to annual library field weeks in north and east Idaho.
- The first batch of reimagined ABLE (Alternative Basic Library Education) courses, now named LiFT (Library Foundational Training), were published on July 28, 2025. Continuing Education Consultant Annie Gaines worked with an OCLC/WebJunction project team over the past year to refresh the popular ABLE program that the ICfL has provided since 1998. The six new LiFT courses cover the collection management topics previously covered by the first four ABLE courses with an improved user interface and updated content. Instead of being hosted on the ICfL's website, the LiFT courses are hosted by WebJunction. This is a benefit for learners because they can more easily track completed courses and certificates from their user accounts and also reduces the maintenance work required by ICfL staff.
- I have been working on our annual updates to the ICfL's state strategic plan and performance report. Both documents are required as part of the FY27 budget submission due at the end of August 2025. The ICfL's draft updated strategic plan was submitted to the Governor's Office for their initial review and feedback at the end of July 2025. That draft is included as a board document for this meeting, pending any feedback from the Governor's Office. The annual performance report will be included as a board document at the next regular board meeting.

Report from Financial Manager Jamie Smith

- FY25 Year-End Closeout: We successfully closed out Fiscal Year 2025 with a reversion of just \$0.53. This reflects the ICfL's commitment to fiscal responsibility and ensuring that every available dollar was invested in advancing the mission.
- Budget Contingency Planning: At the request of the Governor's Office, we have developed contingency plans for potential budget holdbacks of 2%, 4%, and 6% for both FY26 and FY27. These plans will help us remain prepared and responsive to changing fiscal conditions.
- Federal Budget Monitoring: We are closely monitoring federal budget activity, particularly regarding the Institute for Museum and Library Services (IMLS). The Trump Administration has proposed eliminating the agency's budget, allocating only limited funds to support an "orderly shutdown."
- FY27 Budget Preparation: In collaboration with the fiscal team, I am currently preparing the ICfL's FY27 budget submission, which is due August 29. Most of the required forms are expected to be available beginning August 1.
- Grant Management System Implementation: Grants Officer Jamie Thill and Grants Specialist Rosie Espinoza are in the final stages of implementing the new grant management system, AmpliFund. This system will significantly improve the efficiency and transparency of the ICfL's grant processes. One of the most important benefits is for the sub-grantees, who will now be able to submit applications, reports, and reimbursement requests, and track spending—all in one centralized platform. We're excited about the positive impact this will have across the library community.
- Closing Packages for the State Controller's Office: Another major focus for the fiscal team is the preparation and submission of closing packages to the State Controller's Office, as part of the state's Annual Comprehensive Financial Report. This is a critical step in ensuring accurate and timely financial reporting at the state level.

Report from E-Services Program Supervisor William Lamb

- With the upcoming TBS transition, we are losing access to the existing internal library circulation system that has been used to track Let's Talk About It books. Over the past month, I've been working closely with Program Supervisor LeAnn Gelskey and the team to identify a new solution. We now have a very cost-effective system in place and plan to have all the titles entered before book shipments begin this fall.
- The E-Services team is looking forward to welcoming Gelskey and TBS Program Specialist Rachel Welker to the team in the next few months. We look forward to finding new ways to collaborate around e-resources, e-books, and assistive technologies that will support both our existing E-Services programs and TBS programs.
- We recently met with an attorney from the Department of Education's Office of Civil Rights. They provided a few additional recommendations to improve ADA accessibility on our website. Haley Westbrook, ICfL's Web and Graphic Designer, is implementing those changes and we anticipate finalizing the audit within the next 60 days.

Report from Development Services Program Supervisor Talela Florko

- The Youth Services Team is busy ordering and receiving books and planning our fall shipping schedule around the upcoming HVAC/duct replacement project. The My First Books program runs October through May; Family Reading Week is in November; Let's Talk

About It will begin in October; and we also send the Summer Reading manuals for the following summer. It will be a very busy September and October! We will pause our on-demand programs including the ICfL Marketplace, Library Outreach to Children, and Jump Start Kindergarten during the HVAC project.

- We opened the vacant administrative assistant position to internal ICfL applicants in July. We are excited to announce that Candace Reynolds will join our team and officially begin in the role September 29. Candace has been a customer service representative for ICfL's Talking Book Service since 2018 and brings strong customer service skills, administrative acumen, and a commitment to fulfilling ICfL's mission.
- I have been busy with our Capital Project Fund quarterly and annual reports, which will be covered in more detail under another agenda item.

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

- As part of ongoing outreach efforts, the Talking Book Service (TBS) presented to several local Lions Clubs to raise awareness about the free library service available to Idahoans. The Lions have a long-standing commitment to supporting individuals with vision loss, making them a valuable partner in connecting eligible community members with TBS. These presentations helped foster new connections, distribute promotional materials, and encourage referrals.
- In preparation of the transition of Talking Book Service (TBS) operations to the Utah State Library, staff have been actively working to ensure a smooth handoff and maintain clear communication with patrons. Outreach to inactive patrons is underway to confirm continued interest and update records. Remaining TBS resources, including equipment and materials, are being prepared for transfer to the Multistate Center West (MSCW) for redistribution or proper handling. In addition, all active patrons received a letter and an audio recording with detailed information about the upcoming transition, including key dates, contact information for the Utah program, and assurances of continued service. These efforts are designed to keep patrons informed and supported throughout the transition.
- The application period for the 2025–2026 Let's Talk About It (LTAI) season has concluded. Twenty libraries submitted applications, and 17 were selected to participate. Of those, three libraries will present the newly developed *America250: Exploring Our Nation Through Literature* theme. Preparations are underway to match libraries with scholars and finalize program schedules. The season will run from November 2025 through April 2026.