

V. Operations Report

A. State Librarian and Management Team Reports

Report from State Librarian Stephanie Bailey-White

- The Talking Book Service transition for patron services to be handled via the Utah State Library has gone smoothly so far. Two ICfL staff members who had not found other positions by end then of September opted to retire effective in October. LeAnn Gelskey's position was reclassified effective September 29, 2025. LeAnn and TBS Program Specialist Rachel Welker have been busy with several outreach events in September and October. Both positions were moved under the E-Services team during the reorganization.
- The dates for the Commission for Libraries and Secretary of State building's HVAC replacement are March 23 to June 2, 2026 for ICfL and June 3 to August 25 for the Secretary of State's closure. The building will be closed for staff and the public during each phase of work.
- I will be attending the annual COSLA (Chief Officers of State Library Agencies) meeting in Wilmington Delaware October 19-22, 2025. Staff from the Institute of Museum and Library Services will be presenting on the national outlook for funding and support and there are several sessions on what other State Library Agencies are working on.
- December 19, 2025 is my last official day in this role before heading out as an official retiree. I plan on putting the agenda together and being here for the December 11 board meeting.

Report from Deputy State Librarian Dylan Baker

- I attended the 2025 ARSL (Association for Rural & Small Libraries) Conference in Albuquerque, New Mexico on September 17-20, 2025. Public Library Consultant Clay Ritter and Continuing Education Consultant Annie Gaines also attended in-person, with Annie presenting a Spark Talk on the new LiFT (Library Foundational Training) program. Public Library Program Specialist Allison Maier attended virtually. Donnelly Public Library District Director Sherry Scheline will assume the role of ARSL President in 2026 after being elected Vice President/President-Elect last year.
- The ILA (Idaho Library Association) 2025 Annual Conference was held at the Idaho Falls Public Library on October 1-3, 2025. Eleven ICfL staff and two commissioners attended, presenting nine conference sessions. There were more than 130 registered conference attendees. Stephanie received an ILA Lifetime Achievement Award, which was a new award created by the ILA Awards & Scholarships Committee this year.
- I am leading planning on ICfL's annual all staff training and development day scheduled for December 2, 2025. To follow up last year's Crucial Conversations for Mastering Dialogue course provided to all ICfL employees, this year focuses on written communication, including training on plain language, accessible documents, and a generative AI overview and workshop.

Report from Financial Manager Jamie Smith

- Federal Budget Monitoring: We are closely monitoring the federal shutdown status. We have six staff funded with federal funds and we're making sure the October draw covers their payroll. We are not able to keep federal cash on hand for more than 30 days, so

balancing that requirement with the need to have funding during the shutdown could be tricky if the shutdown extends into November.

- FY2027 Budget Preparation: The FY2027 budget was successfully submitted by the deadline on August 29, then, updated last week to reflect an ongoing 3% reduction in General Fund based on guidance from the Governor's office. We chose to implement the reduction in operating expenditures and continue to provide alternative formats in professional development for the Idaho library community. We will continue to monitor contracts and other opportunities for reductions since the in-person professional development is preferred by the library community.
- Grant Management System Implementation: Grants Officer Jamie Thill and Grants Specialist Rosie Espinoza successfully implemented the new grant management system, AmpliFund. We are working to link AmpliFund to Luma to streamline the payment process.

Report from E-Services Program Supervisor William Lamb

- The TBS transition has been going smoothly. LeAnn Gelskey and Rachel Welker are getting settled into the E-Services team and are actively working on outreach to increase patrons that are utilizing the service. Additionally, since this is all new, the team is working to establish new procedures and processes for how we handle applications and communications with Utah.
- On September 15, our team submitted the final report to the Department of Education's Office of Civil Rights for our website audit. With the shutdown we don't anticipate hearing anything soon, but I did want to give kudos to Haley Westbrook, ICfL's Web/Graphic Designer, for all the work that was done to ensure our agency website is ADA accessible.
- We've been spending a lot of time recently auditing and cleaning up old agency forms to ensure those software subscriptions meet the needs of the agency long into the future. We've also been working with ITS on some new software contracts.

Report from Development Services Program Supervisor Talela Florko

- We hosted the School Library Access Grant trainings in September in Boise, Lewiston, and Idaho Falls. School Library Consultant Jeannie Standal and Youth Services Consultant Staci Shaw present these one-day trainings to grant recipients. Additional Youth Services (YS) staff traveled along to provide event support and conduct site visits. I visited six Facilities Improvement Grant recipients and six additional libraries with the rest of the crew on the Lewiston trip. In total, YS staff met with staff at 29 libraries during the two trips.
- Five YS Team members attended the Idaho Library Association conference and presented three sessions: *Library Safety Net*; *Tribal Libraries in Idaho: Program Resources for All*; and *Upgrade your Space: Construction in the Library*.
- The Idaho Teen Reading Challenge will begin in October. Through the program, schools and public libraries encourage teens to read eight books by the end of April. Last year, about 690 teens and tweens participated through 62 libraries. This program is coordinated by Youth Services Consultant Jennifer Redford.
- The Indigenous Idaho Course will be held during the month of October. The 21 participants can expect to spend about four hours per week for four weeks participating in live webinars and reviewing the asynchronous modules and readings. This program is coordinated by Outreach and Community Engagement Consultant Kristina Taylor.
- The YS Team has also been busy sending out books and materials for My First Books, Family Reading Week, the Idaho Teen Reading Challenge, and Let's Talk About It. Thanks to

Youth Services Program Specialist Josie Bradford for coordinating Family Reading Week this year and Administrative Assistants Emily Riggan and Candace Reynolds for sending these shipments to libraries!