

## V. Operations Report

### A. State Librarian and Management Team Reports

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#### Report from State Librarian Dylan Baker

- The Idaho Commission for Libraries launched our Idaho Library Needs Assessment Survey on February 2. This is the first phase of our multiyear needs assessment project. Jamie S., Talela, William, and Public Library Consultant Clay Ritter have collaborated with me throughout this process. The survey is open to the entire Idaho library community through March 31. We expect to share preliminary aggregate results at the April board meeting.
- I held one-on-one listening sessions with all ICfL employees in January. ICfL staff shared their questions, concerns, and suggestions with me as I began my transition into the state librarian role. The collective themes included appreciation for and concerns about staff telework, as well as suggestions on our vacant positions, external communications, and improving internal collaboration and coordination. I intend to make these one-on-one staff listening sessions an annual event to ensure I am hearing directly from all ICfL employees at least once a year.
- I've been focused on the 2026 Idaho Legislative Session to stay informed about any issues affecting ICfL's budget and any legislation that would impact our agency or libraries. I have been in regular communication with our Division of Financial Management (DFM) Analyst and our Legislative Services Office (LSO) Analyst regarding our budget and all agency and library issues.

#### Report from Financial Manager Jamie Smith

- The federal government temporarily and partially shutdown at the end of January due to budget conflicts. The final budget package included the Institute of Museum and Library Services (IMLS, our LSTA grantor), and we were happy to see that funding approved on February 3. We should see the LSTA26 allotment information in the next few months and are expecting level funding.
- The Joint Finance-Appropriations Committee (JFAC) requested additional budget reduction plans for FY2026 and FY2027 that include an additional 1% budget reduction and an additional 2% budget reduction for both years. Here is a summary of what we submitted:
  - FY2026: For a 1% reduction, we will have salary savings from Stephanie's retirement/Dylan's lower salary and holding the adult services consultant position open through the end of the FY. For a 2% reduction, in addition to the above, hold the deputy state librarian position open through April or early May.
  - FY2027: The 1% or 2% reduction would be achieved by eliminating 1-2 Libraries Linking Idaho (LiLI) database contract(s), resulting in an estimated savings of \$50,000 - \$100,000. The specific contract selected for elimination would be based on usage data, cost per use, and contract terms to identify the most cost-effective option while minimizing service impacts.
- The fiscal team completed the "payment integration" phase of implementing the grant management system, Euna (formerly known as AmpliFund). We haven't experienced the savings in staff time we were expecting, which may be due to the front loading of a system implementation. We surveyed the subgrantees and received 46 responses indicating mixed results – some love it, some find "overly complicated." We shared the results with Euna and are working together to determine how to achieve our goal of streamlining and time

savings along with addressing our customer needs.

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

- The E-Services team has been hard at work planning the second road show that will take place throughout the month of April. This road show will be in conjunction with the regional public library director summits. We will be visiting Inkom, Jerome, Payette, Lewiston, and Sandpoint. Some of the topics for the E-Services road show will include AI, LiLI, and Web Accessibility. We plan to invite the board to attend and will send registration information once finalized.
- I've been working with the IT team with the Secretary of State's office to come up with a game plan for the HVAC closure. I think we have a really good plan that will allow our teams to have access while using their space and their team to have access while they are in our space later this summer.
- The ICfL recording studio is finishing up existing projects and then will go into "maintenance mode" where it is just maintained and one-off projects are approved. We are currently in conversation with a couple Idaho tribes about letting them utilize the studio to record their materials.

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

- In August, we formed a short-term committee called CoCo, the Committee on Collaboration and Connection, in response to the results from our annual employee satisfaction survey. As the committee facilitator, I'm working with a team of seven ICfL staff members to enhance collaboration across the agency and create additional opportunities for staff to connect.
- We submitted our quarterly report for the Capital Projects Fund in January. Our Facilities Improvement Grant recipients shared their progress at the end of December. On January 5, the Inkom Branch of the South Bannock Library District opened to the public on a limited basis.
- In early February, School Library Consultant Jeannie Standal, Outreach and Community Engagement Consultant Kristina Taylor, and Project Coordinator Ismael Mendoza Medina staffed an ICfL table at the Northwest Resettlement Conference in Boise. Youth Services Consultant Staci Shaw staffed a table at Idaho Early Learning Day at the Capitol building.
- In February, the ICfL will host day-long workshops for library staff in Boise, Inkom, and Lewiston. During the mornings, Youth Services Consultant Jennifer Redford will facilitate Summer Learning Workshops. In the afternoons, Youth Services Consultant Staci Shaw will facilitate early learning workshops titled *Sound Strategies: Music in Action*. Participants may register for either workshop or attend both. Workshops will be supported by Management Assistant Masha Velichko.
- The YS Team is already busy preparing for the HVAC closure.
- We are currently collecting School Library Statistics for the third year. The survey will be open to schools until April 30.