

Idaho Board of Library Commissioners Special Meeting Minutes

Friday, April 11, 2025, 10 a.m. MDT / 9 a.m. PDT

Zoom, with livestream access at

Idaho Commission for Libraries, 325 W. State Street, Boise, ID 83702

Attendees:

- Idaho Board of Library Commissioners: Chair Dave Mecham, Vice-Chair Janet Franklin, Michael Strickland, Dawn Wittman, and Norma Staaf
- Idaho Commission for Libraries (ICfL) staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, E-Services Program Supervisor William Lamb, Development Services Program Supervisor Talela Florko, Public Library Consultant Clay Ritter, Digital Inclusion Consultant Chelsea Summerlin, and (serving as recorder) Management Assistant Masha Velichko
- Division of Financial Management: Deputy Administrator/State Financial Officer Justin Collins, Financial Management Analyst Sr. Katharine Hoehne
- Press: Idaho Press Statehouse Reporter Laura Guido, Idaho Education News Reporter Emma Epperly

I. Call to Order

Mecham called the meeting to order at 10 a.m. MDT.

A. Introductions Attendees introduced themselves.

B. Agenda Review / Approval – Action Item (Board Document 25-40) Wittman moved to approve the April 11, 2025, meeting agenda. Franklin seconded.
Motion carried unanimously.

II. General (state funds), Miscellaneous Revenue, and Library Services Improvement Fund (LSIF)

A. Finance – LSIF Approval Consideration – Action Item (Board Document 25-41)

Bailey-White shared context regarding the Institute of Museum and Library Services (IMLS). Most IMLS staff were on administrative leave and then permanent leave after the executive order that came out a few weeks ago. Since then, three states had their federal Grants to States awards discontinued. With the shortage of IMLS staff there are issues with regular draws not being processed in a timely matter. The ICfL can only request a draw every 30 days. Ten out of 35 ICfL staff are federally funded. If the agency has to halt some services and reduce personnel, there are concerns about the costs of paying out vacation time and providing the required 15 days notice.

The good news is that several states have gotten their federal draws this week. The ICfL

is hopeful it will receive a draw any day now. The ICfL will continue spending its

current award through August or September. The ICfL has the Library Services and Improvement Fund (LSIF), and the Division of Financial Management provided approval to spend these funds on personnel if needed. The current balance of the LSIF is \$329,000. This cushion will help in case the ICfL does not receive federal draws in a timely manner.

There is news coming in daily. A lawsuit from 20 state attorney generals has been filed and the court hearing is next Friday. Bailey-White is happy to send more information and links. People will be able to watch it live, as it's being held in person. This case will give the ICfL more information regarding the next fiscal year.

Due to the Joint Finance–Appropriation Committee's intent language, state agencies that are currently receiving federal funds cannot shift them to state funds. For example, if the ICfL doesn't get the next federal fiscal year's award, then the Idaho Talking Book Service (TBS) would have to be shut down until the next legislative session. Twenty-eight percent of the ICfL budget is from the Library Services and Technology Act (LSTA) fund. There will be several other programs that would have to be looked at, existing personnel duties that would have to be moved, and reductions in personnel. The ICfL management team has been meeting with the Idaho Division of Human Resources (DHR) to explore various scenarios. It is a challenging time.

Motion: Staaf moved that expenditures of up to \$300,000 be approved to cover personnel costs over the next two to three months from the Library Services Improvement Fund. Strickland seconded. *Motion carried unanimously.*

Wittman asked earlier if the board tour is scheduled to continue. Bailey-White confirmed that it will take place in two weeks, along with the next board meeting at the Idaho State University library. Hopefully, there will be better news by then.

Franklin asked if the federal funds don't go through and programs are shut down, then would the ICfL would have to wait until the next legislative session to ask for them to be restored with state funds? Bailey-White said yes. A supplemental request could start in January, and then the ICfL, potentially, wouldn't have to wait until July 2025. Hopefully, the legislators would hear from the TBS patrons about the value and preservation of the program, which has been ongoing for more than 50 years, and the approval and funds would come through.

Staaf asked who is suing whom regarding the lawsuits. Bailey-White said there are several lawsuits currently in motion. The one going forward next week is from 20 state attorneys general; it is led by the Rhode Island attorney general and focuses on the IMLS Grants to States. The American Library Association (ALA) also has a lawsuit that asks for IMLS staff to be returned to their jobs.

Staaf asked if the lawsuit covers all states or just those from the 20 states that filed suit. Bailey-White says it covers all Grants to all States in the nation. It is a statutory responsibility of the IMLS.

II. Public Comment

There were no public comments.

III. Meeting Evaluation / Adjournment

Mecham moved to adjourn. Strickland seconded. Mecham adjourned the meeting at 10:15 a.m. MDT.

Next Regular Meeting: Friday, April 25, 2025 – 10 a.m. MDT
ISU Eli M. Oboler Library, Room 212, 850 S 9th Ave, Pocatello, ID 83201

Draft

Idaho Board of Library Commissioners Regular Meeting Minutes

Friday, February 21, 2025, 10 a.m. MST
Idaho Commission for Libraries,
325 W. State Street, Boise, Idaho 83702

Attendees:

- Idaho Board of Library Commissioners: Chair Dave Mecham, Vice-Chair Janet Franklin, Michael Strickland, Dawn Wittman, and Norma Staaf
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Financial Manager Jamie Smith, E-Services Program Supervisor William Lamb, Development Services Program Supervisor Talela Florko, E-Resources Library Consultant Marina Rose, and (serving as recorder) Digital Navigator Project Coordinator Allison Maier

I. Call to Order

Mecham called the meeting to order at 10:04 a.m. MST.

A. Introductions Attendees introduced themselves.

B. Agenda Review / Approval – Action Item (Board Document 25-34) Franklin moved to approve the February 21, 2025, meeting agenda. Strickland seconded. *Motion carried unanimously.*

C. Announcements – Idaho Board of Library Commissioners regional map – Information Item Bailey-White introduced a new resource illustrating the regions each commissioner represents in Idaho. The map includes each commissioner's information and photo. It is available at <https://libraries.idaho.gov/board-of-commissioners>.

Bailey-White reported the ICfL has a new Management Assistant on board.

II. Minutes Review / Approval

A. December 12, 2024, Minutes – Action Item (Board Document 25-24) Franklin moved to approve the minutes of the December 12, 2024, board meeting. Staaf seconded. *Motion carried unanimously.*

III. Federal Fund

A. Finances – Update on federal funding sources and reauthorization of the Museum and Library Services Act – Information Item Bailey-White noted concerns from commissioners about federal funding freezes. She said the ICfL's Institute of Museum and Library Services (IMLS) Grants to States funding was frozen for a day. There do not appear to be issues with the funding currently. IMLS funds are up for reauthorization this year. Baker will be meeting with Congressional representatives in Washington, D.C., about the funding.

Bailey-White said the ICfL's capital projects funds from the U.S. Department of the Treasury are out the door. Funding for the Digital Access for All Idahoans (DAAI) Plan comes from the National Telecommunications and Information Administration (NTIA). The ICfL is proceeding with subgrants with DAAI funding already allocated. There is less certainty about future funding opportunities.

Bailey-White noted concern for Idaho partners awaiting word on whether competitive grant funding from the NTIA will come through.

Bailey-White said 11 staff members at the ICfL are federally funded, so this news can cause anxiety.

- B. Program – Presentation on LiLI Databases and Idaho Digital E-Book Alliance (IDEA) from E-Resources Library Consultant Marina Rose – Information Item** Rose shared information about the Libraries Linking Idaho (LiLI) databases, which were established to help K-12 schools in Idaho with limited resources. LiLI includes 150 academic research and learning databases. The LiLI website – lili.org – also includes webinars, tutorials, and promotional materials. Most of the databases are funded through federal dollars, with some additional state funding. LiLI for Schools – lilischools.org – offers a streamlined way for students to access databases relevant to their grade level and topics of interest.

Rose also provided information about the Idaho Digital E-Book Alliance (IDEA). It is a partnership between schools and public libraries throughout the state. The collection is also available to Idaho residents who do not live within a public library district. Users can access the IDEA collection through the Libby or Sora apps. It includes more than 25,000 e-book and audiobook titles.

Bailey-White noted about 20% of Idaho's population lives outside of a library taxing jurisdiction. Rose, Lamb, and Bailey-White explained efforts to spread the word to Idahoans eligible to utilize the IDEA collection.

C. Grants

- i. Continuing Education Grant Awards – Information Item (Board Document 25-35)** Bailey-White noted the board recently approved additional Library Services and Improvement Funding to meet the demand for Continuing Education Grants this year. The board document outlines the most recent awards and budget balances.

Mecham asked about retention of professional librarians in the Treasure Valley. Bailey-White said libraries encourage pathways for library science degrees, and staff tend to stay in the area.

- ii. **Welcoming Libraries Grant Awards – Information Item (Board Document 25-36)** Bailey-White said these \$1,000 grants support efforts to make libraries more welcoming, particularly to youth and through outreach. Grant applications included outreach to Latine populations. Many libraries that take the ICfL’s Indigenous Idaho course apply for the grant to build up relevant collections and programs.

Mecham asked about data on the grant’s impact. Bailey-White said grantees submit interim and final reports. Outcome information is usually more anecdotal.

Staaf asked about the number of declined applications. Bailey-White said funding was limited. Florko said the ICfL utilizes a scoring rubric when it receives more applications than it can fund. Higher scoring applications are typically the ones that are funded.

IV. General (state funds), Miscellaneous Revenue, and Library Services Improvement Fund (LSIF)

- A. Finances**
- B. Program**
- C. Grants**

V. Operations Report

A. State Librarian and Management Team Reports – Information Item (Board Document 25-37)

Bailey-White provided her report to the board:

- The ICfL’s budget hearing in the Joint Finance-Appropriations Committee (JFAC) went well. Bailey-White and Baker met with legislators and provided information about the role of individual library boards in establishing policies. They discussed the role of the ICfL and libraries in digital access efforts. They also provided information about ICfL subgrant recipients.
- Bailey-White is excited to have new Management Assistant Masha Velichko on board.
- She expects a robust agenda for the April board meeting.

Baker provided his report to the board:

- The ICfL received 58 applications across its three DAAI subgrant opportunities, including 30 for the monetary grant. About half of applicants were eligible entities outside of the library community. The ICfL has received \$6.3 million in funding for the next five years and hopes to offer grant opportunities in multiple years. The ICfL intends to

finalize its list of grantees and notify applicants at the end of February. NTIA and additional federal agencies will review the ICfL's selected grantees before funding is awarded.

- Baker presented to the Idaho Broadband Advisory Board in December, highlighting the ICfL's work and answering questions.
- He will be in Washington, D.C., the first week of March for the Chief Officers of State Library Agencies (COSLA) Voices for Libraries event. He will meet with all four Idaho Congressional offices to highlight the impact of federal funding and the ICfL's work.

Smith provided her report to the board:

- The ICfL is awaiting a budget-setting date in JFAC for its line items.
- The ICfL is in the process of hiring a new Grants Specialist.
- The fiscal team is busy with grants, contracts, inventories, and invoices. Smith expects a smoother transition at the end of this fiscal year because the team is now familiar with the Luma system.
- The federal funding freeze at the end of January was alarming to many ICfL staff members. The ICfL has not received updated information from grantors on what to expect going forward.

Lamb provided his report to the board:

- The ICfL's Library Technology Consultant and Graphic/Web Designer are updating website templates for the eBranch program. The ICfL hosts 94 eBranch websites for libraries across Idaho through the program. Accessibility and Americans with Disabilities Act compliance are priorities for the updates.
- A technology refresh for ICfL staff is complete, with a replacement cycle in place for future years.
- The ICfL continues to host an Office of Information Technology Services staff member.
- He is onboarding the new Digital Navigator Project Coordinator.
- He is working on contracts with vendors.

Florko provided her report to the board:

- The ICfL submitted its Library Services and Technology Act (LSTA) State Program Report to the IMLS at the end of January. The report detailed projects and activities supported with more than \$1.7 million in IMLS funding, along with matching funds from the state and other sources. The IMLS is now reviewing the report.
- The ICfL launched a second round of the Facilities Improvement Grant. The small pool of money is available to the 15 grant recipients from the first round to cover add-on or complementary projects. Applications close in March.
- The Youth Services team is hosting regional Summer Learning Workshops in Nampa, Middleton, Pocatello, and Lewiston.
- Florko highlighted the Jump Start Kindergarten program, which supports libraries working with local schools on outreach. Last year, the ICfL

provided about 11,600 books through the program, reaching just over 8,900 children at 184 schools. Fifty-six libraries participated, issuing 158 new library cards.

B. Personnel Report – Information Item (Board Document 25-38)

VI. Legislation, Policies, and Guidelines

A. Legislation – Update on 2025 session, budget and bills that may affect the ICfL and/or libraries – Information Item Bailey-White said legislation was introduced that would change the threshold for an initial petition to form a library district from 50 voters to 20% of area voters. Legislation related to library directors has also been introduced. The ICfL's priority is getting its budget passed.

B. Policies

C. Guidelines

VII. Old Business

VIII. New Business - Review agenda for April 2025 board tour of Eastern Idaho libraries – Information Item (Board Document 25-39) Bailey-White said most locations are confirmed for the board's tour of eastern Idaho libraries. This includes the April board meeting at the Idaho State University Eli M. Oboler Library. The ICfL will be in touch with commissioners to confirm travel details and share information about the libraries. She will invite legislators and local trustees to join the visits.

IX. Strategic Issues

X. Public Comment

There were no public comments.

XI. Meeting Evaluation / Adjournment

Bailey-White noted the February board meeting may shift to a virtual format in the future, with weather often impacting travel.

Strickland moved to adjourn. Mecham adjourned the meeting at 11:18 a.m. MST.

Next Regular Meeting: Friday, April 25, 2025 – 10 a.m. MDT
Idaho State University Eli M. Oboler Library