

Idaho Board of Library Commissioners Regular Meeting – Minutes

Thursday, August 13, 2026 - 10 a.m. MDT / 9 a.m. PDT

On Zoom, with livestream access
at the Idaho Commission for Libraries,
325 W. State Street, Boise, Idaho 83702

Attendees

- Idaho Board of Library Commissioners: Chair Michael Strickland, Vice Chair Dawn Wittman, Janet Franklin, Dave Mecham, Norma Staaf
- Idaho Commission for Libraries staff: State Librarian Dylan Baker, Deputy State Librarian John Thill, Financial Manager Jamie Smith, Development Services Program Supervisor Talela Florko, E-Services Program Supervisor William Lamb, Youth Services Consultant Staci Shaw, and (serving as recorder) Public Library Program Specialist Allison Maier
- Other: Brooke Dupree, Legislative Services Office

I. **Call to Order** Wittman called the meeting to order at 10 a.m. MDT.

A. Introductions Attendees introduced themselves.

B. Agenda Review (Board Document 27-02) There were no amendments to the agenda.

C. Announcements There were no announcements.

II. **Minutes Review / Approval**

A. June 11, 2026, Minutes – Action Item (Board Document 27-01) Mecham moved to accept the minutes from the June 11, 2026, board meeting. Franklin seconded. *Motion carried unanimously.*

III. **Federal Fund**

A. Finances – FY2027 Federal Program Budgets (Board Document 27-03)
Baker said the document outlines the ICfL's internal federal program budget for fiscal year 2027. It is based on the agency's spending authority for federal funds, which primarily come from the Institute of Museum and Library Services. One change includes shifting from a Creative Aging Grant to a new Library Enhancement Grant. The new grant will allow libraries to support a broader range of projects within federal guidelines.

B. Program – ICfL CPF Annual Report 2026 (Board Document 27-04)
i. **Presentation by Development Services Program Supervisor Talela Florko** Florko presented highlights from the ICfL's 2026

Capital Project Fund annual performance report. The ICfL received \$3.5 million in American Rescue Plan Act funds to support library capital projects. The ICfL used the funds to award 15 grants in 2023 and eight more in 2025. The goal was to distribute funds across the state. The awards impact approximately 7% of Idaho's population. Most of the projects are complete with the remaining four nearing completion. Florko shared photos and updates from projects at St. Maries Public Library, Tri-Community Library in Fernwood, Clearwater County Free Library District in Weippe, Cascade Public Library, Homedale Library District, Wilder Public Library, Garden City Public Library, Hailey Public Library, Burley Public Library, and South Bannock Library District's Inkom branch.

- C. Grants – Continuing Education (CE) Grant Awards (Board Document 27-05)** Baker said these are some of the ICfL's most popular grants. The grants are continuously open for applications. This fiscal year, the ICfL increased the maximum amount for First-Time Conference Attendance Grants from \$1,125 to \$1,250. This makes the amount consistent with the ICfL's other non-group CE Grants. The ICfL also removed a 25% match requirement that had been in place for some of the CE Grants. The requirement had been a barrier for some libraries.

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

A. Finances

i. FY2027 General Fund Program Budgets (Board Document 27-06)

Baker said this board document outlines the ICfL's internal budget for state general funds. Like many state agencies, the ICfL had to absorb a 5% cut. This was taken out of the operating budget. The ICfL has moved away from bringing library staff to Boise for statewide training. It is focusing instead on less expensive regional training.

ii. FY2026 Education Opportunity Resource (EOR) Reimbursements (Board Document 27-07)

Baker said the EOR state broadband reimbursements supplement internet and related costs for libraries in support of the federal E-Rate program. It is very popular and successful.

Lamb said 74 Idaho libraries participated in E-Rate in fiscal year 2026. The ICfL provided \$231,000 in EOR payments to keep internet costs at a net zero for those libraries. The ICfL provided an additional \$223 reimbursement check to each of those libraries to cover technology expenses. This was new and modeled after the Idaho State Department of Education's approach. The ICfL provided an additional \$27,000 in content filtering and mobile hotspot

reimbursements.

Wittman asked about recent news that E-Rate could be eliminated. Lamb said the Federal Communications Commission issued a notice in June requesting public comment about revising or sunsetting the E-Rate program. Baker sent a letter to Idaho's congressional leaders. The ICfL also informed libraries that receive E-Rate about the comment period. The FCC has already received comments about the potential impact of changing the program. This will be the main topic at a broadband conference Lamb is attending in October.

iii. **Library Services Improvement Fund (LSIF) Approval**

Consideration – Action Item (Board Document 27-08) Baker noted that LSIF funds are spent at the discretion of the board. This request marks the eighth year of a successful partnership with the Idaho Lottery Commission for the Bucks for Books program. The Idaho Lottery provides \$50,000 to purchase books for elementary schools.

Mecham moved that, upon receipt of funds from the Idaho Lottery Commission, expenditures of up to \$50,000 be approved for implementing the Bucks for Books partnership from the LSIF. Franklin and Strickland seconded. *Motion carried unanimously.*

B. Program – Bucks for Books Summary Report 2025-26 (Board Document 27-09) Baker said the annual report highlights information and anecdotes from another successful year of the Bucks for Books program. The ICfL was able to supplement the fiscal year 2026 funds from the Idaho Lottery with an additional \$21,000 to purchase more than 5,000 books for elementary school libraries.

C. Grants – School Library Access Mini-Grant Awards (Board Document 27-10) Baker said the School Library Access Mini-Grants are another way to supplement school library collections. The ICfL receives a \$200,000 state appropriation for the grants. It awarded grants to 24 elementary schools and 18 secondary schools.

Wittman asked about libraries that applied but did not receive a grant. Florko said it is a competitive grant, and the ICfL considers factors including the library's current budget and the percentage of students who qualify for free and reduced lunch.

V. Operations Report

A. State Librarian and Management Team Reports (Board Document 27-11)

- i. Baker provided his report to the board:
 - The ICfL returned to the office in June after a building closure

and celebrated a postponed annual employee appreciation week.

- The ICfL is awaiting results from the 2026 State of Idaho Employee Engagement Survey. One hundred percent of ICfL's staff participated in the survey.
- At the July all-staff meeting, Baker announced two guiding ICfL principles for the coming fiscal year: Empathy and simplicity.
- Baker is traveling to Reno in September for a regional Institute of Museum and Library Services America250 convening. He is attending the Chief Officers of State Library Agencies' annual meeting in Kansas in the middle of October. He will attend the Idaho Library Association Conference after that.

ii. Thill provided his report to the board:

- Thill is working on updates to the state strategic plan based on feedback from the ICfL's needs assessment survey.
- Thill will lead a simplicity task force to look at ways to make processes easier, especially for small and rural libraries.
- Public Library Consultant Clay Ritter and Public Library Program Specialist Allison Maier continue work on an online Library Knowledge Base.
- Jennifer Redford has moved to Thill's team as the new library development consultant.
- Continuing Education Consultant Annie Gaines is working on updated LiFT training courses used by library staff across the country. The courses have already seen more than 15,000 registrations and 10,000 completions.

iii. Smith provided her report to the board:

- Jamie Thill has been promoted from grants officer to the new financial strategy library consultant position.
- The ICfL closed out fiscal year 2026, reverting just \$1 to the general fund.
- Fiscal year 2027 started July 1 with a maintenance-only budget and the 5% holdback. This will be the new baseline going forward. The ICfL is now working on its fiscal year 2028 budget request.

iv. Lamb provided his report to the board:

- The ICfL finalized a memorandum of understanding with the Utah State Library for another year of the Talking Book Service. ICfL staff will meet Utah staff in Salt Lake this fall.
- Members of the E-Services team have created an in-house

document repository system for state agencies. Staff are currently testing the system and moving over documents. Shifting to the new system will save about \$12,000 a year. It will also save staff time in the future.

- Digital Skills Library Consultant Chelsea Summerlin and Graphic/Web Designer Haley Westbrook are leading an AI working group to develop best practices for Idaho libraries.

v. Florko provided her report to the board:

- The ICfL submitted its quarterly report and annual performance report for the Capital Project Fund.
- Outreach and Community Engagement Consultant Kristina Taylor co-presented a session about the Indigenous Idaho program at the American Library Association Annual Conference. The program will soon be available nationally on Niche Academy.
- Youth Services Consultant Staci Shaw and administrative assistants are busy preparing to send books to libraries for the My First Books program.
- Dr. Rick Stoddart started as the new school library consultant in June.
- Florko has coordinated local library tours for ICfL staff, most recently at the Mountain Home Air Force Base Library.

B. Commissioners' Report

- i. Staaf is planning a display booth for the Idaho County Fair that will celebrate the freedom to read.
- ii. Strickland said the teen-focused Tech Titans program has been very successful. It is a collaboration between the Glen Allen Project and the Marshall Public Library in Pocatello. Strickland has also been filling free little libraries in the area.

C. Personnel Report (Board Document 27-12) Baker noted staffing updates mentioned earlier in the meeting: Redford has shifted to a new role as library development consultant. Jamie Thill is the new financial strategy library consultant. The ICfL will work to fill the grants officer position shortly.

D. Other – ICfL Strategic Plan (Board Document 27-13) John Thill said the ICfL's strategic plan is updated on an annual basis for the state plan. The ICfL's needs assessment of Idaho libraries was critical in developing some of the new areas of the plan. Staffing, funding, facilities, and marketing were the most common challenges identified by libraries. They have also been impacted by larger societal trends such as the decline in long-form reading, new accessibility requirements for websites and digital documents, and a decline in social connection.

Thill outlined the new objectives in the ICfL's strategic plan. They are:

- Providing the new Library Enhancement Grant.
- Helping libraries develop sustainable revenue streams, which will be a big focus for the new financial services consultant.
- Continuing to organize the Teen Reading Challenge.
- Supporting social well-being programs.
- Supporting mid-career leadership development.
- Supporting libraries with their annual budgeting process.
- Supporting facilities planning and management.
- Developing a communications plan to guide ICfL marketing.
- Supporting library website accessibility.
- Analyzing and evaluating the Talking Book Service contract.

The updated plan includes new titles for several staff positions. The new plan also removes objectives related to creative aging and tech refresh programs, a teen advisory group, Talking Book Service learning opportunities and related staffing, STEM learning development, volunteer recruitment, and a review of existing ICfL positions.

Baker said the ICfL has sent the strategic plan to the Idaho governor's office, which needs to sign off on it. The plan will then be included in the ICfL's budget submission on September 1.

VI. Legislation, Policies, and Guidelines

A. Legislation

B. Policies – Delegated Authority Policy – Action Item (Board Document 27-14) Baker said considerations for the new policy came up in recent weeks, with a private donor interested in establishing a grant for public libraries. The donor is working with a foundation that would enter an MOU with the ICfL. Under Idaho Code, those kinds of agreements are the purview of the board. This policy would delegate authority to the state librarian to act on the board's behalf and move more quickly through the process. The policy was crafted with input from the Idaho Attorney General's Office.

Wittman and Staaf proposed having more time to review the policy before deciding. Mecham agreed. Baker will include the policy on the agenda for the board's October meeting.

C. Guidelines

VII. Old Business

VIII. New Business

- A. FY2027-28 Regular Board Meeting Schedule – Action Item (Board Document 27-15)** Baker said the updated schedule would move the October board meeting to the same week as the Idaho Library Association (ILA) Conference. Board members could travel to Boise to attend both. The schedule also includes a tentative meeting schedule for fiscal year 2028.

Franklin moved to approve the schedule as presented. Mecham seconded.
Motion carried unanimously.

- IX. Strategic Issues** Baker said the next board meeting would include information on an ICfL digital resources survey and the ICfL's performance report. The board will review several existing policies. The board will also designate time to discuss the ILA Conference.

- X. Public Comment**
There was no public comment.

- XI. Meeting Evaluation / Adjournment** The meeting adjourned at 11:53 a.m. MDT.