



# Idaho Commission for Libraries

Base Review

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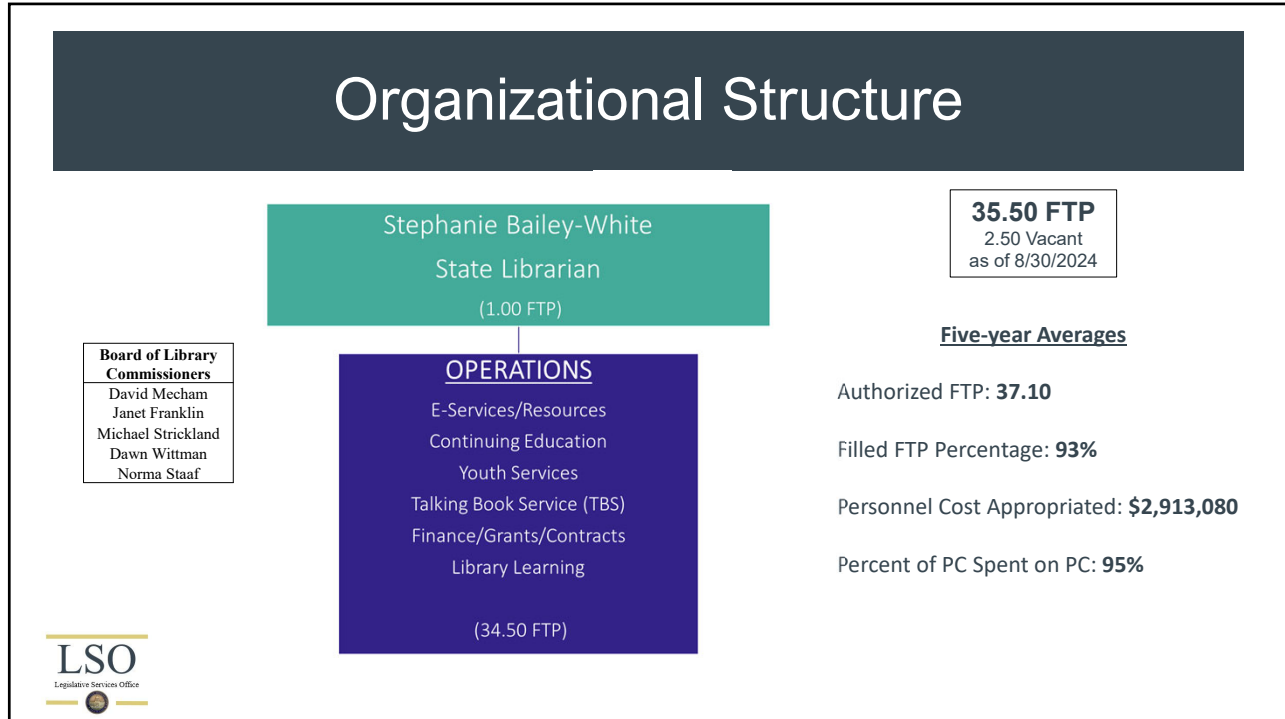
January 22nd, 2025

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## Idaho Commission for Libraries (ICfL)

The Idaho Commission for Libraries (ICfL) assists approximately 850 academic, public, and school libraries, including 147 public libraries, across the state to build the capacity to better serve their communities. ICfL provides continuing library education and consultant services to the Idaho library community, coordinates statewide library programs, administers grant programs for library development purposes, advocates for library services, and facilitates planning for library development at the local, cooperative, and state level. [Statutory Authority: Section 33-2501, Idaho Code, et seq.]

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# Consolidated Fund Analysis

Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate
A Beginning Free Fund Balance	\$63,713	\$28,846	\$72,274	\$48,336	\$41,336
B Receipts and Transfers	\$23,502	\$761,198	\$553,415	\$13,000	\$15,000
C Cash Expenditures & Agency Request**	\$58,369	\$717,770	\$585,066	\$20,000	\$20,000
<b>Ending Free Fund Balance (A+B-C)</b>	<b>\$28,846</b>	<b>\$72,274</b>	<b>\$40,623</b>	<b>\$41,336</b>	<b>\$36,336</b>
Miscellaneous Revenue	\$28,846	\$72,274	\$40,623	\$41,336	\$36,336
<b>Ending Free Fund Balance</b>	<b>\$28,846</b>	<b>\$72,274</b>	<b>\$40,623</b>	<b>\$41,336</b>	<b>\$36,336</b>

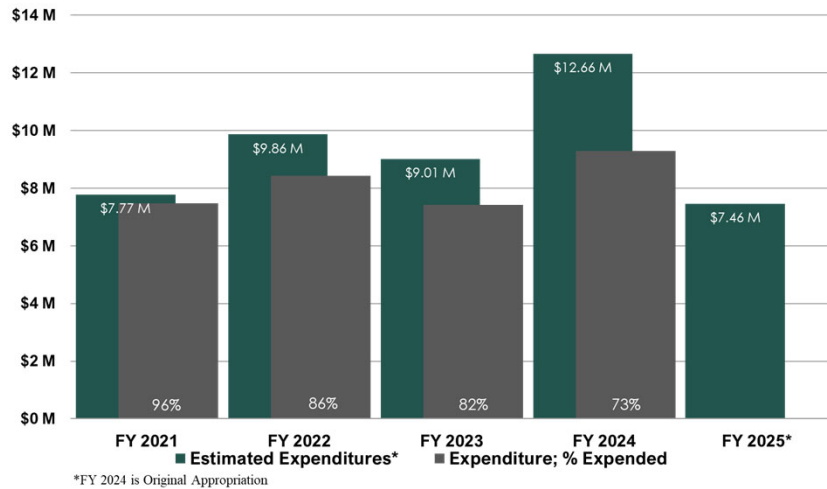
\*\* Estimate based on request.



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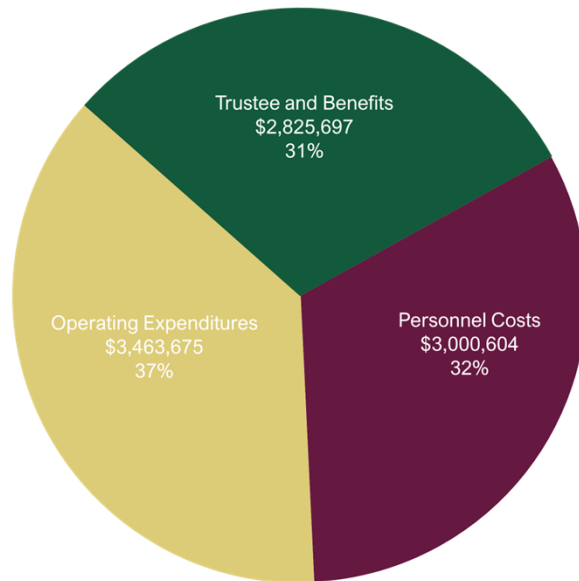
# Five-Year Expenditures

## Estimated and Actual Expenditures



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# FY 2024 Expenditures



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## Five-Year Base Snapshot

Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025*
1. Total FTP	37.50	37.50	37.50	35.50	35.50
2. <b>Current Year Base</b>	<b>5,878,800</b>	<b>5,891,700</b>	<b>6,001,600</b>	<b>6,358,600</b>	<b>6,518,000</b>
3. Benefits Costs	(10,300)	8,800	17,200	27,000	(11,400)
4. Inflationary Adjustments	54,100	54,000	37,100	22,900	
5. Statewide Cost Allocation	2,400	1,000	(6,500)	20,000	83,700
6. CEC	49,300	46,100	189,200	113,800	26,200
7. <b>Total Ongoing Maintenance Change</b>	<b>95,500</b>	<b>109,900</b>	<b>237,000</b>	<b>183,700</b>	<b>98,500</b>
8. <b>% Chg from Current Year Base (line 7 / 2)</b>	<b>1.6%</b>	<b>1.9%</b>	<b>3.9%</b>	<b>2.9%</b>	<b>1.5%</b>
9. Ongoing Enhancements	(82,600)		120,000	(24,300)	92,500
10. <b>Total Ongoing Enhancements Change</b>	<b>(82,600)</b>	<b>0</b>	<b>120,000</b>	<b>(24,300)</b>	<b>92,500</b>
11. <b>% Chg from Current Year Base (line 10 / 2)</b>	<b>(1.4%)</b>	<b>0.0%</b>	<b>2.0%</b>	<b>(0.4%)</b>	<b>1.4%</b>
12. <b>Next Year Base (line 2 + 7 + 10)</b>	<b>5,891,700</b>	<b>6,001,600</b>	<b>6,358,600</b>	<b>6,518,000</b>	<b>6,709,000*</b>
13. <b>Total Base Change (line 12 - 2)</b>	<b>12,900</b>	<b>109,900</b>	<b>357,000</b>	<b>159,400</b>	<b>191,000</b>
14. <b>% Chg from Current Year Base (line 13 / 2)</b>	<b>0.2%</b>	<b>1.9%</b>	<b>5.9%</b>	<b>2.5%</b>	<b>2.9%</b>

\*Next Year Base not set. Ongoing Original Appropriation used instead.



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## 2024 Budget Enhancements

Ongoing Enhancement Name	Type	Amount
Kindergarten Readiness Program Subgrants	Enhancement	\$40,000
ITS Virtual Hard Drive Storage	Enhancement	\$6,000
DHR Consolidation	Enhancement	(\$57,100)
FY 2024 IT Consolidation	Enhancement	(\$13,200)
<b>Total Ongoing Base Change from Enhancements</b>		<b>(\$24,300)</b>



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## 2025 Budget Enhancements

Ongoing Enhancement Name	Type	Amount
Summer STEM Programs	Enhancement	\$40,000
Additional 2% CEC	Enhancement	\$52,500
<b>Total Ongoing Base Change from Enhancements</b>		<b>\$92,500</b>

Onetime Enhancement Name	Type	Amount
Digital Access for All Idahoans Grant	Enhancement	\$750,000
<b>Total Onetime Base Change from Enhancements</b>		<b>\$750,000</b>



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## 2026 Budget Request

Ongoing Enhancement Name	Type	Amount
Broadband Reimbursement	Enhancement	\$42,400
Federal Subgrants to Local Libraries	Enhancement	\$40,000
Digital Access for All Idahoans Grant	Enhancement	\$2,500,000
<b>Total Ongoing Base Change from Enhancements</b>		<b>\$2,582,400</b>

Onetime Enhancement Name	Type	Amount
Reappropriation ARPA Capital Projects Fund		\$0
<b>Total Onetime Base Change from Enhancements</b>		<b>\$0</b>

The Governor recommends these enhancements.



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Please feel free to contact me with  
any questions at (208) 334 - 4743 or  
[bdupree@Lso.Idaho.gov](mailto:bdupree@Lso.Idaho.gov)



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## Key Indicators

Cases Managed and/or Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
LiLI Databases Full Text Views <sup>1</sup>	8,743,716	9,052,172	7,805,526	7,841,063
LearningExpress Library Site Visits	5,851	2,978	2,238	2,799
LearningExpress Library Learning Resources <sup>2</sup>	NA*	NA*	NA*	NA*
Talking Book Service Patrons	3,101	3,105	3,163	3,286
Talking Book Service Circulations	193,370	273,892	247,219	218,384
Attendance at Public Libraries <sup>3</sup>	4,532,137	3,784,794	4,974,031	5,725,604
Continuing Library Education				
- Events Sponsored	49	52	101	119
- Participants	1,377	1,296	2,707	2,413
E-Course Completions	12,673	10,590	10,714	12,437

<sup>1</sup> Full text views are a more accurate indicator than logins due to the way stats are now collected.

<sup>2</sup> The number of resources provided can also be counted in diverse ways and is not a very meaningful metric.

<sup>3</sup> Because of the October 1-September 30 fiscal year, the latest data available from public libraries lags one year.



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## Performance Measures

Performance Measure	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
<b>Goal 1</b>						
Build the institutional capacity of libraries to better serve their communities.						
1. Percentage increase in interlibrary loans through ShareIdaho (formerly LILI Unlimited) (to/from)	actual	-22.65% (59,195)	15.04% (68,098)	-5.22% (64,541)	-0.72% (64,075)	
	target	1% annual increase	1% annual increase	1% annual increase	1% annual increase	
2. New measure: Percentage of libraries with speeds greater than 10 Mbps	actual	57 of 104 54.81% 4.96% decrease	100 of 147 68.03% 24.1% increase	133 of 162 82.09% 20.7% increase	142 of 169 84.02% 1.93% increase	
	target	2% annual increase	2% annual increase	2% annual increase	2% annual increase	
3. New measure: Percentage of e-rate libraries with speeds greater than 25 Mbps	actual	51 of 67 76.12% 2.28% decrease	61 of 72 84.72% 11.3% increase	64 of 70 91.43% 1.16% increase	69 of 71 97.18% 11.4% increase	
	target	2% annual increase	2% annual increase	2% annual increase	2% annual increase	
4. Percentage of participants who indicate they have made changes in their library procedures or services as a result of training or continuing education activities	actual	77.1%	62%	63%	75.4%	
	target	80% or higher/year	80% or higher/year	80% or higher/year	80% or higher/year	
<b>Goal 2</b>						
Support the role of libraries in preparing Idahoans to be college and career ready.						
5. Percentage increase in registrations at Summer Reading Programs	actual	-53.0% (49,164)	41.8% (69,725)	16.5% (81,232)	1.5% (82,422)	
	target	3% annual increase	3% annual increase	3% annual increase	3% annual increase	



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## Performance Measures (continued)

Performance Measure	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
<b>Goal 3</b>						
Ensure equitable access to information and library services for Idahoans with disabilities, those in rural communities, English-language learners, people living in poverty, and other underserved populations.						
6. New measure: Percentage increase in the number of Idahoans registering for Talking Book Services.	actual	-34.4% (355)	17.5% (417)	16.1% (484)	-6.0% (455)	
	target	2% annual increase	2% annual increase	2% annual increase	2% annual increase	

**Performance Measure Explanatory Notes**

Percentage of participants who indicate they have made changes in their library procedures or services as a result of training or continuing education activities: Increased proportional attendance at ICFL training and continuing education activities by library staff without decision-making authority or responsibility.



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## FY 2024 Expenditures – Personnel Costs

32.3% of Total Expenditures

**Gross Salary and Wages: \$2,092,147**  
 Employees \$2,078,751  
 Temporary Employees \$13,396



**Employee Benefits: \$908,457**

Other Employee Benefits	\$477,038
Employer Retirement Contribution	\$233,940
Social Security and Medicare	\$154,869
DHR	\$39,623
Workers Compensation	\$2,987

A Total of \$3,000,604 Was Expended on Personnel Costs



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## 5-year Expenditures - Operating Expenditures

37.3% of Total FY 2024 Expenditures

Expenditure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% of Total
Computer Supplies	\$40,956	\$43,877	\$29,365	\$217,456	\$732,772	21.2%
Specific Use Supplies	\$267,518	\$428,684	\$1,149,693	\$619,683	\$721,692	20.8%
General Services	\$32,020	\$19,424	\$37,453	\$87,739	\$537,273	15.5%
Computer Services	\$1,251,987	\$3,175,551	\$1,292,194	\$1,343,664	\$333,723	9.6%
Rental Costs	\$298,467	\$279,825	\$277,847	\$296,575	\$295,902	8.5%
Professional Services	\$47,470	\$61,075	\$86,679	\$303,262	\$286,106	8.3%
Repair & Maintenance Services	\$22,470	\$82,355	\$55,606	\$29,751	\$161,990	4.7%
Employee Travel Costs	\$68,218	\$4,855	\$34,419	\$95,789	\$117,906	3.4%
Employee Development	\$24,019	\$21,895	\$12,322	\$42,168	\$101,346	2.9%
Miscellaneous Expense	\$134,979	\$13,101	\$44,427	\$174,034	\$70,973	2.0%
Communication Costs	\$36,872	\$39,794	\$40,740	\$33,003	\$46,251	1.3%
Administrative Services	\$44,403	\$35,484	\$51,695	\$65,523	\$36,258	1.0%
Administrative Supplies	\$31,889	\$28,308	\$31,257	\$16,678	\$11,670	0.3%
Insurance Costs	\$9,740	\$10,168	\$11,089	\$5,220	\$4,096	0.1%
Manufacturing and Merchant Costs					\$3,768	0.1%
Fuel & Lubricants	\$3,406	\$213	\$1,346	\$3,371	\$1,703	0.0%
Repair & Maintenance Supplies	\$2,732	\$1,008	\$2,038	\$448	\$147	0.0%
Utilities					\$98	0.0%
Institution & Resident Supplies		\$72	\$142	\$57		-
<b>Total</b>	<b>\$2,317,146</b>	<b>\$4,245,690</b>	<b>\$3,158,312</b>	<b>\$3,334,420</b>	<b>\$3,463,675</b>	<b>-</b>



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## 5-year Expenditures— Trustee & Benefit Payments

30.4% of Total FY 2024 Expenditures

Expenditure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% of Total
Fed Payments To Subgrantes	\$147,572	\$67,580	\$1,867,818	\$69,925	\$2,283,099	80.8%
Non Fed Payments To Subgrantees	\$513,000	\$598,884	\$602,005	\$1,126,600	\$542,598	19.2%
<b>Total</b>	<b>\$660,572</b>	<b>\$666,464</b>	<b>\$2,469,823</b>	<b>\$1,196,525</b>	<b>\$2,825,697</b>	<b>-</b>



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## 2021 Budget Enhancements

Ongoing Enhancement Name	Type	Amount
OITS 1 - Operating Costs	Enhancement	\$500
2% General Fund Reduction & Exemptions	Enhancement	(\$83,100)
<b>Total Ongoing Base Change from Enhancements</b>		<b>(\$82,600)</b>



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## 2022 Budget Enhancements

No Ongoing Enhancements



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## 2023 Budget Enhancements

Ongoing Enhancement Name	Type	Amount
Broadband Reimbursement	Enhancement	\$40,000
Bilingual/Bicultural Project Coordinator	Enhancement	\$50,000
Federal Subgrants to Local Libraries	Enhancement	\$30,000
<b>Total Ongoing Base Change from Enhancements</b>		<b>\$120,000</b>



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## Agency Funds – Sources and Uses

### **GENERAL FUND (10000)**

**SOURCE:** The General Fund consists of, "moneys received into the treasury and not specially appropriated to any other fund" (§67-1205, Idaho Code). Approximately 48% of the General Fund is derived from individual income tax, 41% from sales tax, 6% from corporate income tax, and 5% from other sources. For a more detailed description of the sources of the General Fund, see the Governor's General Fund Revenue Book.

**USES:** Generally used to maintain basic operations at the Commission, such as personnel costs, library on-line services and databases, supplies, office space, telephone, postal, insurance, and educational materials (Section 33-2501, Idaho Code).



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## Agency Funds – Sources and Uses

### **LIBRARY IMPROVEMENT FUND (30400)**

**SOURCE:** The Library Services Improvement Fund shall have paid into it such appropriations as may be provided or other moneys and donations described in Section 33-2506, Idaho Code. The balances in the Library Services Improvement Fund shall be invested by the State Treasurer according to the provisions of Section 67-1210, Idaho Code and all interest earned on the investments shall be returned to the Library Services Improvement Fund. Grant moneys received from the Gates Foundation are also deposited into this fund. Other grant and foundation funds have been deposited here, as have funds transferred from other state agencies.

**USES:** The purpose of the Library Services Improvement Fund is to further the development of library services for all the people of Idaho. Moneys are appropriated to, and are expended by, the Commission for Libraries Board for library development purposes; the board establishes the criteria upon which actual need is determined (Section 33-2506(4c), Idaho Code).



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## Agency Funds – Sources and Uses

### **FEDERAL GRANT FUND (34800)**

**SOURCE:** Federal grant moneys include the Library Services & Technology Act (LSTA) as authorized by the Museum and Library Services Act (20 USC §9101 et seq.). The grant is administered by the Institute of Museums and Library Services (IMLS). Additional moneys are received from the National Endowment for the Humanities (NEH) General Programs, as well as other federal grant sources.

**USES:**

LSTA: Priorities include expanding services for learning and access to information and educational resources in a variety of formats - in all types of libraries - for individuals of all ages in order to support individual needs for education, life-long learning, workforce development, and digital literacy skills; and provide training and professional development (including continuing education) to enhance the skills of the current library workforce and leadership and advance the delivery of library and information services. The commission implements these priorities through statewide library programs and services, and grants to Idaho libraries consistent with the IMLS-approved five-year state plan.

NEH: To plan and implement humanities programs in Idaho libraries.



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## Agency Funds – Sources and Uses

### **MISCELLANEOUS REVENUE FUND (34900)**

**SOURCE:** Miscellaneous revenue includes patron donations (Section 33-2503(3), Idaho Code) and donations received to support other services. Grant and foundation funds may also be deposited here. Funds received may be matched with federal grants.

**USES:** Receipts are used within individual programs. For example, donations received by the Talking Book Service are used to purchase supplies or equipment within that program.



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## Agency Funds – Sources and Uses

### **AMERICAN RESCUE PLAN (ARPA) FUND (34400)**

**SOURCE:** The American Rescue Plan Act (ARPA) was passed by Congress and signed into law on March 11th, 2021 (Public Law No. 117-2). As part of ARPA, a State Fiscal Recovery Fund (SFRF) was created for all states to address the impacts of the COVID-19 health emergency; Idaho received an SFRF allocation of \$1,094,018,353. Funds can be expended for testing, supplies, premium pay for workers, lost tax revenue, and for sewer, water, or broadband infrastructure projects. These funds must be obligated for expenditure by December 31, 2024, and expended by December 31, 2026. Pursuant to S1204 of 2021, all moneys from this fund are subject to Legislative appropriation.

**USES:** Funds can be expended for testing, supplies, premium pay for workers, lost tax revenue, and for sewer, water, or broadband infrastructure projects. These funds must be obligated for expenditure by December 31, 2024, and expended by December 31, 2026. Pursuant to S1204 of 2021, all moneys from this fund are subject to Legislative appropriation.



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## Agency Funds – Sources and Uses

### **FEDERAL COVID-19 RELIEF FUND (34500)**

**SOURCE:** In response to the COVID-19 pandemic, Congress passed and the President signed into law six pieces of legislation. The first five include: (1) Coronavirus Preparedness & Response Supplemental Appropriations Act (P.L. 116-123); (2) Families First Coronavirus Response Act (P.L. 116-127); (3) Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law No. 116-136); (4) Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and (5) Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (P.L. 116-260). These acts included funding and fiscal relief for individuals, businesses, and state, local, territorial, and Tribal governments to address the effects of the COVID-19 pandemic. As part of the first five pieces of federal legislation, Idaho received an allocation of nearly \$10.7 billion.

Some CARES Act moneys were approved by both the Division of Financial Management and the Idaho Board of Examiners as noncognizable (AKA "non-cog") expenditure adjustments pursuant to Section 67-3516(2), Idaho Code. A new fund, CARES Act – COVID 19, was created by the Office of the State Controller to account for these noncognizable funds. Other CARES Act moneys were approved through legislative appropriation from the Federal COVID-19 Relief Fund, which was created by the passage of S1034 of 2021. The Legislature appropriated the sixth federal COVID-19 relief act, the American Rescue Plan Act (ARPA), in a separate fund.

**USES:** Funds were to be used for necessary expenditures directly related to COVID-19; expenditures that were not accounted for in the most recently approved budget for state FY 2020 or for FY 2021; and for COVID-19 related expenditures that were incurred between March 1, 2020 and December 30, 2020.

The ICfL was awarded Idaho's portion of the funds appropriated to the Institute of Museum and Library Services (IMLS) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to address digital inclusion and related technical support in the context of workforce development and/or broadband availability. The ICfL staff offered a portion of this funding as competitive mini-grants (\$250-\$1,000 per location) to address digital inclusion needs for public libraries (including branches and bookmobiles) and special libraries. The ICfL approved grants for 92 libraries ranging from \$250 to \$1,000.



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