



# Idaho Commission For Libraries

Base Review

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Deputy Division Manager

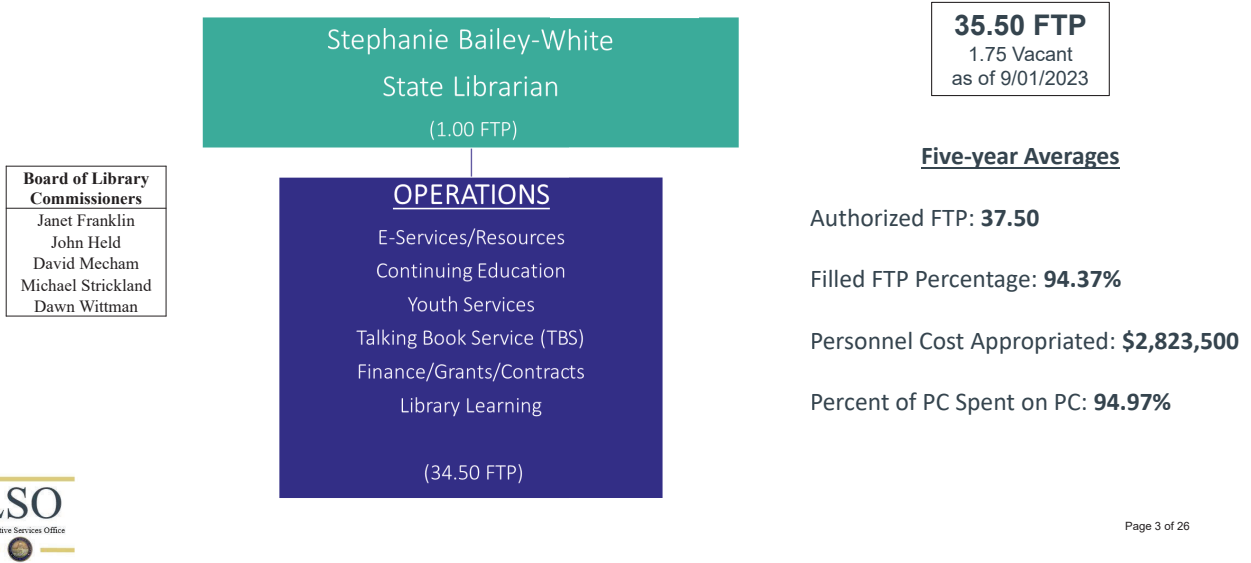
January 16, 2024

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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.]

# Organizational Structure



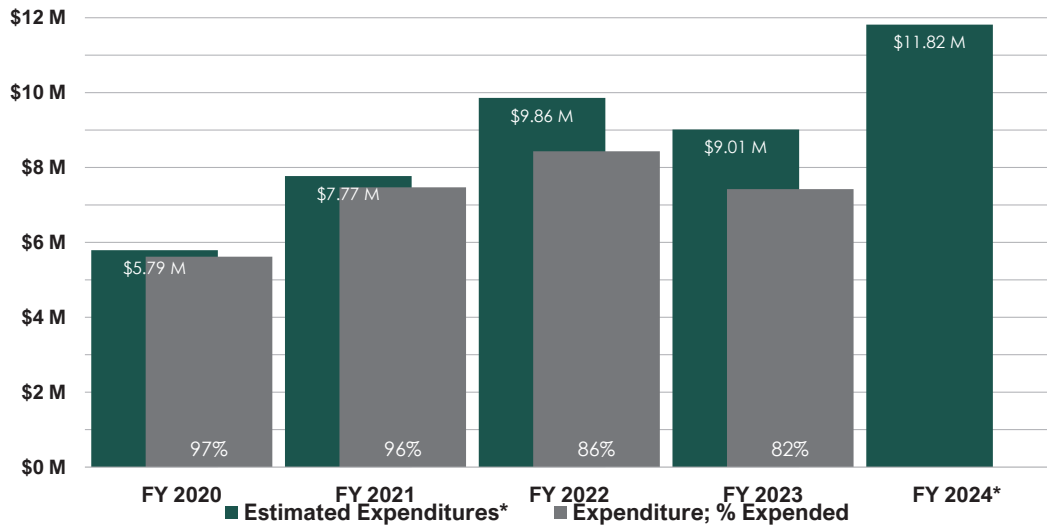
# Consolidated Fund Analysis

Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Actual	Actual	Actual	Estimate*	Estimate*
Beginning Free Fund Balance	\$410,800	\$312,400	\$330,200	(\$244,700)	\$354,100
Receipts/Transfers/Reappropriation	\$191,000	\$267,200	\$267,600	\$1,327,800	\$108,500
Cash Expenditures	\$289,400	\$249,400	\$842,500	\$729,000	\$102,000
<b>Ending Free Fund Balance</b>	<b>\$312,400</b>	<b>\$330,200</b>	<b>(\$244,700)</b>	<b>\$354,100</b>	<b>\$360,600</b>
<b>By Fund</b>					
A Library Services Improvement Fund (Cont)	\$248,700	\$301,400	\$280,300	\$330,300	\$380,200
B Miscellaneous Revenue Fund	\$63,700	\$28,800	(\$525,000)	\$23,800	(\$19,700)
<b>Ending Free Fund Balance</b>	<b>\$312,400</b>	<b>\$330,200</b>	<b>(\$244,700)</b>	<b>\$354,100</b>	<b>\$360,500</b>

\* Estimates based on request and three year expenditure averages.  
Estimated reversions not provided in the budget submission.

# Five-Year Expenditures

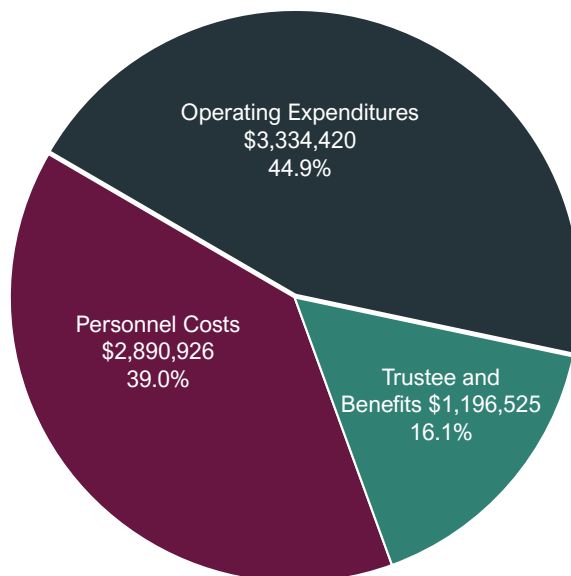
## Estimated and Actual Expenditures



\*FY 2024 is Original Appropriation



# FY 2023 Expenditures



# Five-Year Base Snapshot

Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024*
1. Total FTP	37.50	37.50	37.50	37.50	35.50
2. <b>Current Year Base</b>	<b>5,681,500</b>	<b>5,878,800</b>	<b>5,891,700</b>	<b>6,001,600</b>	<b>6,358,600</b>
3. Benefits Costs	5,500	(10,300)	8,800	17,200	27,000
4. Inflationary Adjustments		54,100	54,000	37,100	22,900
5. Statewide Cost Allocation	53,600	2,400	1,000	(6,500)	20,000
6. CEC	65,600	49,300	46,100	189,200	113,800
7. <b>Total Ongoing Maintenance Change</b>	<b>124,700</b>	<b>95,500</b>	<b>109,900</b>	<b>237,000</b>	<b>183,700</b>
8. % Chg from Current Year Base (line 7 / 2)	2.2%	1.6%	1.9%	3.9%	2.9%
9. Ongoing Enhancements	72,600	(82,600)		120,000	(24,300)
10. <b>Total Ongoing Enhancements Change</b>	<b>72,600</b>	<b>(82,600)</b>	<b>0</b>	<b>120,000</b>	<b>(24,300)</b>
11. % Chg from Current Year Base (line 10 / 2)	1.3%	(1.4%)	0.0%	2.0%	(0.4%)
12. <b>Next Year Base (line 2 + 7 + 10)</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>
13. <b>Total Base Change (line 12 - 2)</b>	<b>197,300</b>	<b>12,900</b>	<b>109,900</b>	<b>357,000</b>	<b>159,400</b>
14. % Chg from Current Year Base (line 13 / 2)	3.5%	0.2%	1.9%	5.9%	2.5%

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



# 2023 Budget Enhancements

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



# 2024 Budget Enhancements

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



# 2025 Budget Request (Enhancements)

Ongoing Enhancements	Type	Amount
Summer STEM Programs	Line Item	\$40,000

Onetime Enhancements	Type	Amount
Digital Access for All Idahoans Grant	Line Item	\$750,000

Both line items are recommended by the Governor

ICfL Also requests reappropriation authority for prior year digital access grant funding and for library facility projects.



Please feel free to contact me with any questions at (208) 334 - 4740 or [jtatro@Lso.Idaho.gov](mailto:jtatro@Lso.Idaho.gov)



## Key Indicators

Cases Managed and/or Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
LiLI Databases Full Text Views <sup>1</sup>	8,417,236	8,743,716	9,052,172	7,805,526
LearningExpress Library Site Visits	5,884	5,851	2,978	2,238
LearningExpress Library Learning Resources <sup>2</sup>	NA*	NA*	NA*	NA*
Talking Book Service Patrons	3,206	3,101	3,105	3,163
Talking Book Service Circulations	188,684	193,370	273,892	247,219
Attendance at Public Libraries <sup>3</sup>	8,291,157	4,532,137	3,784,794	4,974,031
Continuing Library Education				
- Events Sponsored	42	49	52	101
- Participants	1,418	1,377	1,296	2,707
E-Course Completions	21,819	12,673	10,590	10,714

<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.



# Performance Measures

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<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	-9.5% (76,528)	-22.65% (59,195)	15.04% (68,098)	-5.22% (64,541)	
	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	60 of 104 57.7% 20.0% increase	57 of 104 54.81% 4.96% decrease	100 of 147 68.03% 24.1% increase	133 of 162 82.09% 20.7% 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	53 of 68 77.9% 14.1% increase	51 of 67 76.12% 2.28% decrease	61 of 72 84.72% 11.3% increase	64 of 70 85.7% 1.16% 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	86.5%	77.1%	62%	63%	
	target	80% or higher/year	80% or higher/year	80% or higher/year	80% or higher/year	



# Performance Measures (continued)

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<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	-3.9% (104,640)	-53.0% (49,164)	41.8% (69,725)	16.5% (81,232)	
	target	3% annual increase	3% annual increase	3% annual increase	3% annual increase	
<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	-17.4% (541)	-34.4% (355)	17.5% (417)	16.1% (484)	
	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.



# FY 2023 Expenditures – Personnel Costs

39.0% of Total Expenditures

**Gross Salary and Wages:  
\$2,041,615**

Employees	\$2,035,627
Temporary Employees	\$4,463
Board/Commission Members	\$1,525



**Employee Benefits: \$849,312**

Group Health Insurance	\$427,080
Employer Retirement Contribution	\$243,536
Social Security and Medicare	\$150,742
Life Insurance	\$14,463
DHR	\$10,301
Workers Compensation	\$3,192
Employment Security	-\$2



A Total of \$2,890,926 Was Expended on Personnel Costs

# FY 2023 Expenditures - Operating Expenditures

44.9% of Total Expenditures

Expenditure	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	% of Total
Computer Services	\$1,245,931	\$1,251,987	\$3,175,551	\$1,292,194	\$1,343,664	40.3%
Specific Use Supplies	\$360,784	\$267,518	\$428,684	\$1,149,693	\$619,683	18.6%
Rentals & Operating Leases	\$250,657	\$298,467	\$279,825	\$277,847	\$296,575	8.9%
Professional Services	\$89,370	\$47,470	\$61,075	\$86,679	\$303,262	9.1%
Computer Supplies	\$40,670	\$40,956	\$43,877	\$29,365	\$217,456	6.5%
Miscellaneous Expenditures	\$127,315	\$134,979	\$13,101	\$44,427	\$174,034	5.2%
Employee Travel Costs	\$87,439	\$68,218	\$4,855	\$34,419	\$95,789	2.9%
General Services	\$54,920	\$32,020	\$19,424	\$37,453	\$87,739	2.6%
Administrative Services	\$60,887	\$44,403	\$35,484	\$51,695	\$65,523	2.0%
Employee Development Costs	\$18,675	\$24,019	\$21,895	\$12,322	\$42,168	1.3%
Communication Costs	\$42,145	\$36,872	\$39,794	\$40,740	\$33,003	1.0%
Repair & Maintenance Services	\$41,852	\$22,470	\$82,355	\$55,606	\$29,751	0.9%
Administrative Supplies	\$66,232	\$31,889	\$28,308	\$31,257	\$16,678	0.5%
Insurance	\$4,909	\$9,740	\$10,168	\$11,089	\$5,220	0.2%
Fuel & Lubricant Costs	\$4,476	\$3,406	\$213	\$1,346	\$3,371	0.1%
Repair & Maintenance Supplies	\$4,756	\$2,732	\$1,008	\$2,038	\$448	0.0%
Institutional & Residential Supplies	\$181		\$72	\$142	\$57	0.0%
<b>Total</b>	<b>\$2,501,198</b>	<b>\$2,317,146</b>	<b>\$4,245,690</b>	<b>\$3,158,312</b>	<b>\$3,334,420</b>	<b>-</b>





## FY 2023 Expenditures – Trustee & Benefit Payments

16.1% of Total Expenditures

Expenditure	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	% of Total
Non Federal Payments To Subgrantees	\$469,887	\$513,000	\$598,884	\$602,005	\$1,126,600	94.2%
Federal Payments To Subgrantees	\$79,142	\$147,572	\$67,580	\$1,867,818	\$69,925	5.8%
<b>Total</b>	<b>\$549,029</b>	<b>\$660,572</b>	<b>\$666,464</b>	<b>\$2,469,823</b>	<b>\$1,196,525</b>	<b>-</b>

## 2020 Budget Enhancements

Ongoing Enhancements	Type	Amount
Kindergarten Readiness	Line Item	\$60,000
Education Opportunity Resource Act	Line Item	\$12,600
<b>Total Base Change Related to Ongoing Enhancements</b>		<b>\$72,600</b>

## 2021 Budget Enhancements

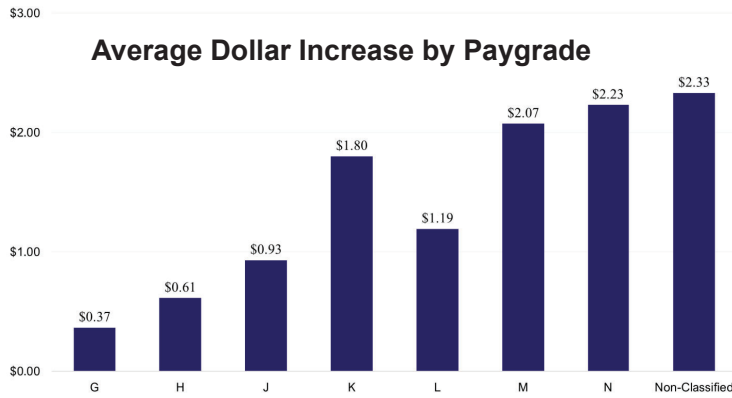
Ongoing Enhancement	Type	Amount
OITS 1 - Operating Costs	Line Item	\$500
2% General Fund Reduction	Line Item	(\$83,100)
<b>Total Base Change Related to Ongoing Enhancements</b>		<b>(\$82,600)</b>

## 2022 Budget Enhancements

**No Ongoing Enhancements**

# FY 2024 CEC Implementation

CEC was implemented on April 2, 2023



Compa Ratio	Performance Measure			Total
	APS	SS	EX	
80-90%	3%	20%	3%	27%
	1	6	1	8
90-100%	0%	30%	10%	40%
	0	9	3	12
100-110%	3%	7%	13%	23%
	1	2	4	7
110% +	3%	3%	3%	10%
	1	1	1	3
<b>Totals</b>	<b>3</b>	<b>18</b>	<b>9</b>	<b>30</b>

The Legislature appropriated \$1.20 per hour per FTP and ICfL employees received an average of a \$1.62 per hour.

Employee increases ranged from \$0.62 to \$2.91 per hour.

## 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).



# 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.



# 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.



# 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.



# 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.

