

Agency Summary And Certification

FY 2024 Request

Agency: Idaho Commission for Libraries

521

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department
Director:

Stephanie Bailey White

Date: 08/30/2022

			FY 2022 Total Appropriation	FY 2022 Total Expenditures	FY 2023 Original Appropriation	FY 2023 Estimated Expenditures	FY 2024 Total Request
Appropriation Unit							
Idaho Commission for Libraries			9,858,600	9,858,600	7,706,600	7,706,600	10,545,388
Total			9,858,600	9,858,600	7,706,600	7,706,600	10,545,388
By Fund Source							
G	10000	General	4,250,200	4,250,200	4,467,800	4,467,800	4,601,833
F	34400	Federal	2,300,000	2,300,000	98,000	98,000	0
F	34500	Federal	307,000	307,000	0	0	0
F	34800	Federal	1,681,400	1,681,400	3,070,800	3,070,800	5,873,555
D	34900	Dedicated	1,320,000	1,320,000	70,000	70,000	70,000
Total			9,858,600	9,858,600	7,706,600	7,706,600	10,545,388
By Account Category							
Personnel Cost			2,906,500	2,906,500	3,087,900	3,087,900	3,205,788
Operating Expense			4,449,500	4,449,500	4,066,100	4,066,100	5,539,000
Capital Outlay			30,000	30,000	30,000	30,000	30,000
Trustee/Benefit			2,472,600	2,472,600	522,600	522,600	1,770,600
Total			9,858,600	9,858,600	7,706,600	7,706,600	10,545,388
FTP Positions			37.50	37.50	37.50	37.50	36.50
Total			37.50	37.50	37.50	37.50	36.50

Division Description**Request for Fiscal Year:** 2024**Agency:** Idaho Commission for Libraries

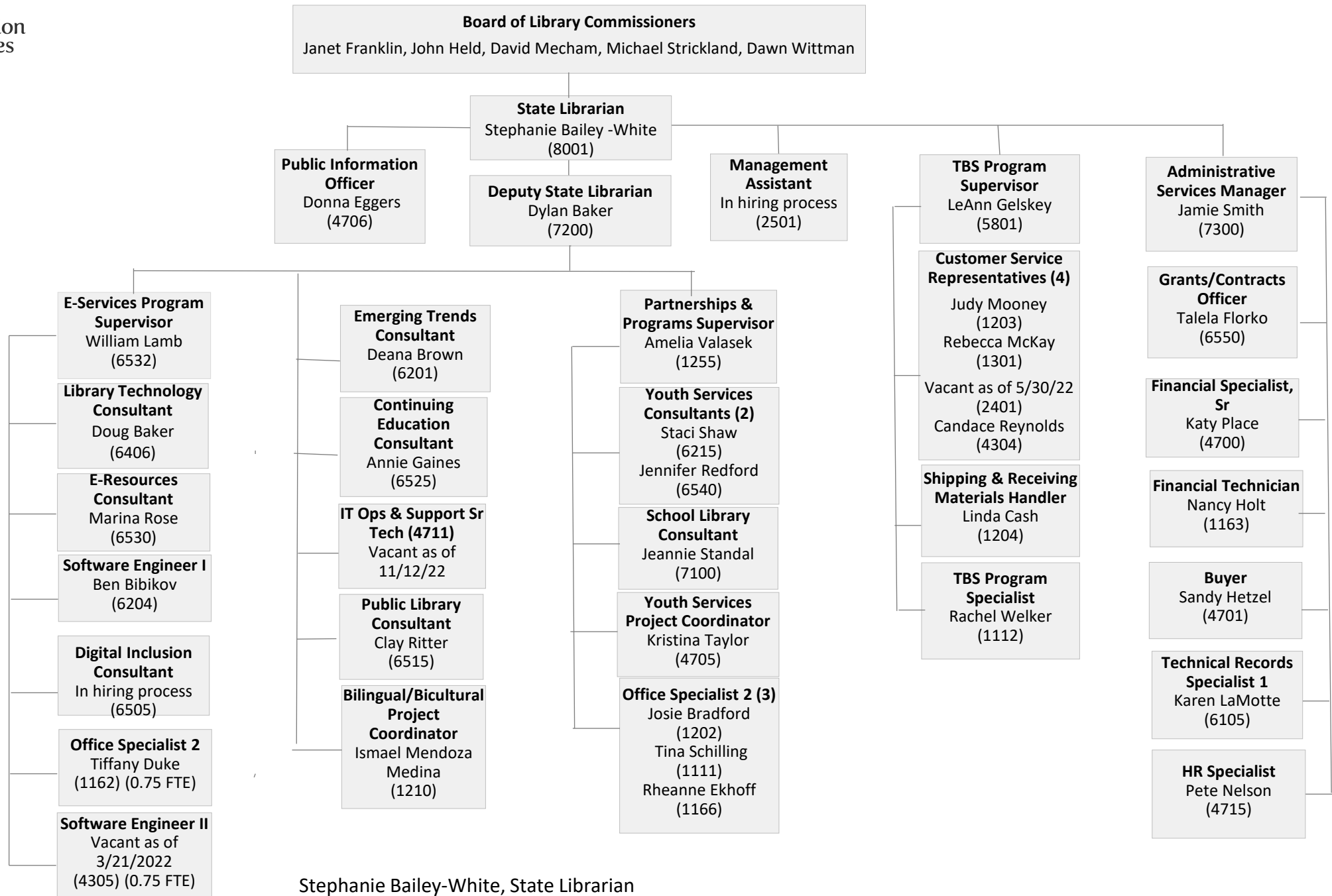
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Division: Idaho Commission for Libraries

L11

Statutory Authority: 33-2501 Idaho Code

The Idaho Commission for Libraries (ICfL) assists in statewide library development and provides continuing education and consultant services to the library community. Idaho's library community consists of staff at 147 public library buildings that are open year-round, evenings, and weekends, as well as school and academic libraries. ICfL also coordinates various statewide programs, administers grants, advocates for library services, and facilitates planning for library development. ICfL's statutory authority is found at Section 33-2501, Idaho Code. The ICfL is governed by the Board of Library Commissioners and organized within the Department of Self-Governing Agencies. The state librarian is appointed by the Board of Library Commissioners and serves as ICfL's chief executive officer. The state librarian is charged with implementing the board's policies and with managing the operations of the commission.



Stephanie Bailey-White, State Librarian

Date 8/31/2022

Agency Revenues

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

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		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund	10000 General Fund						
	470 Other Revenue	100	0	0	0	0	
	General Fund Total	100	0	0	0	0	
Fund	30400 Library Services Improvement Fund						
	445 Sale of Land, Buildings & Equipment	13,800	0	11,850	10,000	0	
	455 State Grants & Contributions	232,000	91,600	140,000	100,000	100,000	STEM AC
	459 City/County Grants & Contributions	0	0	100	0	0	
	460 Interest	4,700	1,464	1,053	0	0	
	470 Other Revenue	400	41,100	90,701	0	0	
	Library Services Improvement Fund Total	250,900	134,164	243,704	110,000	100,000	
Fund	34400 American Rescue Plan Act - ARPA						
	450 Fed Grants & Contributions	0	0	2,244,000	0	0	
	American Rescue Plan Act - ARPA Total	0	0	2,244,000	0	0	
Fund	34500 Cares Act - Covid 19						
	450 Fed Grants & Contributions	83,600	1,951,981	0	0	0	
	470 Other Revenue	0	1,000	0	0	0	
	Cares Act - Covid 19 Total	83,600	1,952,981	0	0	0	
Fund	34800 Federal (Grant)						
	450 Fed Grants & Contributions	1,444,200	1,234,776	1,461,043	4,022,464	3,272,646	IMLS LSTA allotment, IJJA Digital Access funds (FY23 and 24), ESSER (FY23 only)
	455 State Grants & Contributions	36,000	0	22,500	22,500	22,500	LTAI
	459 City/County Grants & Contributions	0	0	0	0	0	
	470 Other Revenue	0	101	93	0	0	
	Federal (Grant) Total	1,480,200	1,234,877	1,483,636	4,044,964	3,295,146	

Agency Revenues

Request for Fiscal Year: 2024

Fund 34900 Miscellaneous Revenue						
445	Sale of Land, Buildings & Equipment	0	0	0	0	0
450	Fed Grants & Contributions	2,000	0	0	0	0
455	State Grants & Contributions	5,700	20,000	1,100	0	0
459	City/County Grants & Contributions	1,300	0	0	0	0
470	Other Revenue	10,400	36,825	22,402	20,000	20,000 TBS Donations
Miscellaneous Revenue Total		19,400	56,825	23,502	20,000	20,000
Agency Name Total		1,834,200	3,378,847	3,994,842	4,174,964	3,415,146

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

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Fund: Library Services Improvement Fund

30400

Sources and Uses:

The Library Services Improvement Fund, established by 33-2506 Idaho Code, is to further the development of library services for all the people of Idaho. Moneys in the library services improvement fund are appropriated to and may be expended by the board of library commissioners at their discretion. The Library Services Improvement Fund shall have paid into it such appropriations as may be provided or other moneys and donations described in section 33-2503, Idaho Code. The moneys in the fund shall be invested by the state treasurer in the same manner as provided under section 67-1210, Idaho Code, with respect to idle moneys in the state treasury. Interest earned on the investments shall be returned to the library services improvement fund.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	223,900	360,500	248,679	301,407	201,407
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	223,900	360,500	248,679	301,407	201,407
04. Revenues (from Form B-11)	250,900	134,164	243,703	100,000	100,000
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	474,800	494,664	492,382	401,407	301,407
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	13,800	0	11,850	0	0
16. Reversions and Continuous Appropriations	100,500	245,985	179,125	200,000	200,000
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	114,300	245,985	190,975	200,000	200,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	114,300	245,985	190,975	200,000	200,000
20. Ending Cash Balance	360,500	248,679	301,407	201,407	101,407
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	360,500	248,679	301,407	201,407	101,407
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	360,500	248,679	301,407	201,407	101,407
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

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Fund: American Rescue Plan Act - ARPA

34400

Sources and Uses:

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	0	0	1,132	(146,868)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	0	0	0	1,132	(146,868)
04. Revenues (from Form B-11)	0	0	2,244,000	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	50,000	0	0
08. Total Available for Year	0	0	2,294,000	1,132	(146,868)
13. Original Appropriation	0	0	2,300,000	98,000	0
16. Reversions and Continuous Appropriations	0	0	(57,132)	0	0
19. Current Year Cash Expenditures	0	0	2,242,868	98,000	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	2,242,868	98,000	0
20. Ending Cash Balance	0	0	51,132	(96,868)	(146,868)
23. Borrowing Limit	0	0	50,000	50,000	0
24. Ending Free Fund Balance	0	0	1,132	(146,868)	(146,868)
24b. Ending Free Fund Balance Including Direct Investments	0	0	1,132	(146,868)	(146,868)

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Fund: Cares Act - Covid 19

34500

Sources and Uses:

Coronavirus Aid, Relief, and Economic Security (CARES) Act funds provided through the Institute of Museum and Library Services (IMLS) to expand digital network access, purchase internet accessible devices, and provide technical support services.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	10,400	(1)	(1)	(1)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	0	10,400	(1)	(1)	(1)
04. Revenues (from Form B-11)	83,600	1,952,981	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	1,000	0	0
06. Statutory Transfers In	0	0	307,000	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	83,600	1,963,381	307,999	(1)	(1)
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	1,000	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	307,000	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	83,600	2,088,278	0	0	0
16. Reversions and Continuous Appropriations	(10,400)	(124,896)	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	73,200	1,963,382	307,000	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	73,200	1,963,382	307,000	0	0
20. Ending Cash Balance	10,400	(1)	(1)	(1)	(1)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	10,400	(1)	(1)	(1)	(1)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	10,400	(1)	(1)	(1)	(1)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Fund: Federal (Grant)

34800

Sources and Uses:

Federal grants that support library development and library services are received into this fund. The majority of these funds are from the Library Services and Technology Act, managed by the Institute of Museums and Library Services and supports wide-ranging library programs. Other federal grants received are also placed in this fund.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate	
01. Beginning Free Fund Balance	(43,700)	36,900	(1,447)	97,301	(2,500,853)	
02. Encumbrances as of July 1	0	0	0	0	0	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	(43,700)	36,900	(1,447)	97,301	(2,500,853)	
04. Revenues (from Form B-11)	1,480,200	1,234,877	1,483,636	1,522,646	1,522,646	
05. Non-Revenue Receipts and Other Adjustments	50,000	50,000	50,000	50,000	50,000	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	1,486,500	1,321,777	1,532,189	1,669,947	(928,207)	
09. Statutory Transfers Out	0	0	0	0	0	
10. Operating Transfers Out	0	0	0	0	0	
11. Non-Expenditure Distributions and Other Adjustments	(100)	112	0	0	0	
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0	
13. Original Appropriation	1,654,100	1,668,500	1,681,400	4,320,800	3,431,400	LSTA + ESSER + Digital Access
14. Prior Year Reappropriations, Supplementals, Recessions	(1,200)	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	(253,200)	(395,388)	(296,512)	(200,000)	(200,000)	
17. Current Year Reappropriation	0	0	0	0	0	
18. Reserve for Current Year Encumbrances	0	0	0	0	0	
19. Current Year Cash Expenditures	1,399,700	1,273,112	1,384,888	4,120,800	3,231,400	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	1,399,700	1,273,112	1,384,888	4,120,800	3,231,400	
20. Ending Cash Balance	86,900	48,553	147,301	(2,450,853)	(4,159,607)	
21. Prior Year Encumbrances as of June 30	0	0	0	0	0	
22. Current Year Encumbrances as of June 30	0	0	0	0	0	
22a. Current Year Reappropriation	0	0	0	0	0	
23. Borrowing Limit	50,000	50,000	50,000	50,000	50,000	
24. Ending Free Fund Balance	36,900	(1,447)	97,301	(2,500,853)	(4,209,607)	
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0	
24b. Ending Free Fund Balance Including Direct Investments	36,900	(1,447)	97,301	(2,500,853)	(4,209,607)	
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0	

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Fund: Miscellaneous Revenue

34900

Sources and Uses:

This Miscellaneous Revenue Fund receives donations and grants from individuals and corporations that support ICfL programs.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	46,700	50,300	63,713	28,846	(1,154)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	46,700	50,300	63,713	28,846	(1,154)
04. Revenues (from Form B-11)	19,400	56,825	23,502	25,000	25,000
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	931	0	0	0
08. Total Available for Year	66,100	108,056	87,215	53,846	23,846
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	931	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	70,000	70,000	70,000	70,000	70,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(54,200)	(26,588)	(11,631)	(15,000)	(15,000)
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	15,800	43,412	58,369	55,000	55,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	15,800	43,412	58,369	55,000	55,000
20. Ending Cash Balance	50,300	63,713	28,846	(1,154)	(31,154)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	50,300	63,713	28,846	(1,154)	(31,154)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	50,300	63,713	28,846	(1,154)	(31,154)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Agency	Idaho Commission for Libraries								521
Division	Idaho Commission for Libraries								LI1
Appropriation Unit	Idaho Commission for Libraries								EDLA
FY 2022 Total Appropriation									
1.00	FY 2022 Total Appropriation								EDLA
S1162, H0373									
	10000	General	26.50	2,130,100	1,667,500	0	452,600	4,250,200	
	OT 34400	Federal	0.00	100,000	1,200,000	0	1,000,000	2,300,000	
	OT 34500	Federal	0.00	0	307,000	0	0	307,000	
	34800	Federal	11.00	676,400	920,000	25,000	60,000	1,681,400	
	34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000	
	OT 34900	Dedicated	0.00	0	300,000	0	950,000	1,250,000	
			37.50	2,906,500	4,449,500	30,000	2,472,600	9,858,600	
FY 2022 Actual Expenditures									
2.00	FY 2022 Actual Expenditures								EDLA
	10000	General	26.50	2,130,100	1,667,500	0	452,600	4,250,200	
	OT 34400	Federal	0.00	100,000	1,200,000	0	1,000,000	2,300,000	
	OT 34500	Federal	0.00	0	307,000	0	0	307,000	
	34800	Federal	11.00	676,400	920,000	25,000	60,000	1,681,400	
	34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000	
	OT 34900	Dedicated	0.00	0	300,000	0	950,000	1,250,000	
			37.50	2,906,500	4,449,500	30,000	2,472,600	9,858,600	
FY 2023 Original Appropriation									
3.00	FY 2023 Original Appropriation								EDLA
H0827,S1403									
	10000	General	26.50	2,277,100	1,738,100	0	452,600	4,467,800	
	OT 34400	Federal	0.00	25,000	73,000	0	0	98,000	
	34800	Federal	11.00	785,800	950,000	25,000	60,000	1,820,800	
	OT 34800	Federal	0.00	0	1,250,000	0	0	1,250,000	
	34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000	
			37.50	3,087,900	4,066,100	30,000	522,600	7,706,600	
FY 2023Total Appropriation									
5.00	FY 2023 Total Appropriation								EDLA
	10000	General	26.50	2,277,100	1,738,100	0	452,600	4,467,800	
	OT 34400	Federal	0.00	25,000	73,000	0	0	98,000	
	34800	Federal	11.00	785,800	950,000	25,000	60,000	1,820,800	
	OT 34800	Federal	0.00	0	1,250,000	0	0	1,250,000	
	34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000	
			37.50	3,087,900	4,066,100	30,000	522,600	7,706,600	
FY 2023 Estimated Expenditures									
7.00	FY 2023 Estimated Expenditures								EDLA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	26.50	2,277,100	1,738,100	0	452,600	4,467,800
OT 34400	Federal	0.00	25,000	73,000	0	0	98,000
34800	Federal	11.00	785,800	950,000	25,000	60,000	1,820,800
OT 34800	Federal	0.00	0	1,250,000	0	0	1,250,000
34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000
		37.50	3,087,900	4,066,100	30,000	522,600	7,706,600

Base Adjustments

8.41 Removal of One-Time Expenditures

EDLA

This decision unit removes one-time appropriation for FY 2022.

OT 34400	Federal	0.00	(25,000)	(73,000)	0	0	(98,000)
		0.00	(25,000)	(73,000)	0	0	(98,000)

FY 2024 Base

9.00 FY 2024 Base

EDLA

10000	General	26.50	2,277,100	1,738,100	0	452,600	4,467,800
OT 34400	Federal	0.00	0	0	0	0	0
34800	Federal	11.00	785,800	950,000	25,000	60,000	1,820,800
OT 34800	Federal	0.00	0	1,250,000	0	0	1,250,000
34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000
		37.50	3,062,900	3,993,100	30,000	522,600	7,608,600

Program Maintenance

10.11 Change in Health Benefit Costs

EDLA

Change in Health Benefit Costs

10000	General	0.00	32,500	0	0	0	32,500
34400	Federal	0.00	0	0	0	0	0
34800	Federal	0.00	12,500	0	0	0	12,500
		0.00	45,000	0	0	0	45,000

10.12 Change in Variable Benefit Costs

EDLA

This decision unit reflects a change in variable benefits costs.

10000	General	0.00	(13,823)	0	0	0	(13,823)
34400	Federal	0.00	0	0	0	0	0
34800	Federal	0.00	(4,151)	0	0	0	(4,151)
		0.00	(17,974)	0	0	0	(17,974)

10.23 Contract Inflation Adjustments

EDLA

Libraries Linking Idaho (LiLI) is a group of projects and services that bring networked library service to the residents of Idaho. Idahoans will be familiar with the LiLI Portal where users can search the statewide library catalog, read magazine and newspaper articles, and even find auto repair help. In addition to those statewide services, LiLI fosters collaboration among libraries for interlibrary sharing, keeping up with technology trends, and developing cooperative services among libraries.

10000	General	0.00	0	34,300	0	0	34,300
34800	Federal	0.00	0	(11,400)	0	0	(11,400)
		0.00	0	22,900	0	0	22,900

10.32 Repair, Replacement Items/Alteration Req #2

EDLA

The ICfL is requesting \$28,900 in one-time operating expenses to replace outdated network switches, firewall, and wireless access points.

OT 10000	General	0.00	0	28,900	0	0	28,900
		0.00	0	28,900	0	0	28,900

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
10.61	Salary Multiplier - Regular Employees								EDLA
	Salary Adjustments - Regular Employees								
	10000	General	0.00	19,356	0	0	0	19,356	
	34400	Federal	0.00	0	0	0	0	0	
	34800	Federal	0.00	5,806	0	0	0	5,806	
			0.00	25,162	0	0	0	25,162	
FY 2024 Total Maintenance									
11.00	FY 2024 Total Maintenance								EDLA
	10000	General	26.50	2,315,133	1,772,400	0	452,600	4,540,133	
	OT 10000	General	0.00	0	28,900	0	0	28,900	
	34400	Federal	0.00	0	0	0	0	0	
	OT 34400	Federal	0.00	0	0	0	0	0	
	34800	Federal	11.00	799,955	938,600	25,000	60,000	1,823,555	
	OT 34800	Federal	0.00	0	1,250,000	0	0	1,250,000	
	34900	Dedicated	0.00	0	55,000	5,000	10,000	70,000	
			37.50	3,115,088	4,044,900	30,000	522,600	7,712,588	
Line Items									
12.01	Kindergarten Readiness								EDLA
	ICfL is requesting \$40,000 T&B to support the Kindergarten Readiness program.								
	10000	General	0.00	0	0	0	40,000	40,000	
			0.00	0	0	0	40,000	40,000	
12.02	ESSER Re-Appropriation								EDLA
	In FY23, ICfL was provided spending authority for up to \$1,250,000 and staff anticipate being able to spend \$450,000 of it in FY23. This request is for re-appropriation of the remaining \$800,000 for FY24.								
	OT 34800	Federal	0.00	0	192,000	0	608,000	800,000	
			0.00	0	192,000	0	608,000	800,000	
12.03	TBS Storage								EDLA
	The ICfL is requesting \$6,000 of ongoing OE for hard drive storage at ITS in support of the Talking Book Service.								
	10000	General	0.00	0	6,000	0	0	6,000	
			0.00	0	6,000	0	0	6,000	
12.47	Digital Access Planning Re-Appropriation								EDLA
	ICfL received spending authority of up to \$1.25M in FY23. The actual federal award will be approximately \$564,700. Staff anticipate spending at least \$345,000 of the award in FY23 and are requesting up to \$250,000 be re-appropriated for the first few months of FY24.								
	OT 34800	Federal	0.00	0	250,000	0	0	250,000	
			0.00	0	250,000	0	0	250,000	
12.48	Digital Access Implementation Grant								EDLA
	The ICfL is requesting spending authority for up to \$1,750,000 which includes \$150,000 in Personnel Costs, \$1,000,000 in Operating Expenditures, and \$600,000 in Trustee and Benefit.								
	OT 34800	Federal	0.00	150,000	1,000,000	0	600,000	1,750,000	
			0.00	150,000	1,000,000	0	600,000	1,750,000	
12.72	IT Modernization								EDLA
	This decision unit accounts for the reduction of IT staff and a shift from personnel costs to operating expenditures for IT Modernization.								
	10000	General	(1.00)	(59,300)	46,100	0	0	(13,200)	
			(1.00)	(59,300)	46,100	0	0	(13,200)	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Total								
13.00	FY 2024 Total							EDLA
10000	General		25.50	2,255,833	1,824,500	0	492,600	4,572,933
OT 10000	General		0.00	0	28,900	0	0	28,900
34400	Federal		0.00	0	0	0	0	0
OT 34400	Federal		0.00	0	0	0	0	0
34800	Federal		11.00	799,955	938,600	25,000	60,000	1,823,555
OT 34800	Federal		0.00	150,000	2,692,000	0	1,208,000	4,050,000
34900	Dedicated		0.00	0	55,000	5,000	10,000	70,000
			36.50	3,205,788	5,539,000	30,000	1,770,600	10,545,388

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Decision Unit Number	12.01	Descriptive Title	Kindergarten Readiness			
			General	Dedicated	Federal	Total
Trustee/Benefit						
857		Federal Payments To Subgrantees	40,000	0	0	40,000
		Trustee/Benefit Total	40,000	0	0	40,000
			40,000	0	0	40,000

Explain the request and provide justification for the need.

Children who are better prepared for kindergarten are more likely to become proficient readers by the third grade. Grade level reading proficiency is one of Governor Little’s priorities. The ICfL currently receives \$60,000 in state funds to support a Kindergarten Readiness Grant for Idaho public libraries; prior to the pandemic, we received far more requests for funding than \$60,000. We have increased our early learning professional development for public library staff, established a statewide Early Learning Library Group, and have been more widely sharing best practices in library service to young children and their parents/caregivers. These increased efforts result in more interest to establish and sustain library programs that support kindergarten readiness. An increase of \$40,000 would allow ICfL to award more funding that supports the development of early literacy skills and better prepares parents and caregivers to transition their children to kindergarten.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code Title 33 Chapter 25, Idaho Commission for Libraries

Indicate existing base of PC, OE, and/or CO by source for this request.

\$60,000 in T&B

What resources are necessary to implement this request?

The ICfL will use existing staff who are already supporting the K-Ready grant program to reach more libraries.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

N/A

Detail any current one-time or ongoing OE or CO and any other future costs.

N/A

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The market demand is driven by the parents with young children in Idaho communities and library staff with the capacity to implement programs. We received more applications than we could fund at the \$60,000 level pre-Covid and anticipate an increase in applications based on input from the field.

Provide detail about the revenue assumptions supporting this request.

Costs for books and supplies for K-Ready program materials have increased during the last two years.

Who is being served by this request and what is the impact if not funded?

The direct beneficiaries are Idaho public libraries; however, the funds are used to create, enhance, or sustain effective library service to help parents and caregivers better prepare their children for success in kindergarten. The number of children and families who benefit from these library grant projects vary by community size. The current level of funding can support approximately six to 12 libraries each year; increased funding would support 10 – 20 libraries each year, and would allow for greater statewide impact.

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Decision Unit Number	12.02	Descriptive Title	ESSER Re-Appropriation			
			General	Dedicated	Federal	Total
Operating Expense						
559		General Services	0	0	192,000	192,000
		Operating Expense Total	0	0	192,000	192,000
Trustee/Benefit						
857		Federal Payments To Subgrantees	0	0	608,000	608,000
		Trustee/Benefit Total	0	0	608,000	608,000
			0	0	800,000	800,000

Explain the request and provide justification for the need.
In FY23, ICfL was provided spending authority for up to \$1,250,000 and staff anticipate being able to spend \$450,000 of it in FY23. This request is for re-appropriation of the remaining \$800,000 for FY24.

If a supplemental, what emergency is being addressed?
N/A

Specify the authority in statute or rule that supports this request.

Indicate existing base of PC, OE, and/or CO by source for this request.
The ICfL was appropriated \$1,250,000 which includes \$300,000 in OE and \$950,000 in T&B.

What resources are necessary to implement this request?
No additional resources are necessary to implement this request.

List positions, pay grades, full/part-time status, benefits, terms of service.
The ICfL will use existing staff who are already focused on out-of-school and summer learning.

Will staff be re-directed? If so, describe impact and show changes on org chart.
N/A

Detail any current one-time or ongoing OE or CO and any other future costs.
In FY23, the ICfL was appropriated OT \$1,250,000 and anticipate being able to spend \$450,000 of it in FY23. This request is for re-appropriation of \$800,000 for FY24.

Describe method of calculation (RFI, market cost, etc.) and contingencies.
The ESSER funds were awarded to the Idaho State Board of Education and were passed through to ICfL and the STEM Action Center and the Idaho Out-of-School Network.

Provide detail about the revenue assumptions supporting this request.
The ICfL plans to spend \$450,000 of these allocated funds in FY23 and assume \$800,000 will remain.

Who is being served by this request and what is the impact if not funded?
Idaho students in grades K-12 that use a publicly funded school, tribal, or public library.

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Decision Unit Number	12.03	Descriptive Title	TBS Storage	General	Dedicated	Federal	Total
Operating Expense							
	590	Computer Services		6,000	0	0	6,000
		Operating Expense Total		6,000	0	0	6,000
				6,000	0	0	6,000

Explain the request and provide justification for the need.

5 to 10TB of Virtual Hard Disk (VHD) Space or Network Attached Storage: This additional space would be utilized to archive our Talking Book Service studio recordings. The TBS program is required to maintain backups of all recording indefinitely. Utilizing VHD from ITS will reduce maintenance while a Network Attached Storage device would increase maintenance and require replacement in the future.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

N/A

Indicate existing base of PC, OE, and/or CO by source for this request.

N/A

What resources are necessary to implement this request?

Assistance from ITS are necessary to implement this request.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

No

Detail any current one-time or ongoing OE or CO and any other future costs.

Virtual Hard Drive Space - \$5,000 annually

Potential maintenance increase for network switches, firewall and wireless access points - \$1,000 annually

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Pricing was determined by Amazon Web Services pricing for storage space.

Provide detail about the revenue assumptions supporting this request.**Who is being served by this request and what is the impact if not funded?**

The Talking Book Service (TBS) records books and magazines that are published by Idaho author's or Idaho focused to provide to not just Idahoans, but nationwide as well. The recordings are required to be archived indefinitely. Currently the TBS recording are store on a server from 2010. Servers have a life expectancy of 5 years and ours are now moving towards 13 years old. Moving to ITS maintain storage will reduce one-time capital expenses in the future.

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Decision Unit Number	12.47	Descriptive Title	Digital Access Planning Re-Appropriation			
			General	Dedicated	Federal	Total
Operating Expense						
559	General Services		0	0	250,000	250,000
Operating Expense Total			0	0	250,000	250,000
			0	0	250,000	250,000

Explain the request and provide justification for the need.

ICfL received spending authority of up to \$1.25M in FY23. The actual federal award will be approximately \$564,700. Staff anticipate spending at least \$345,000 of the award in FY23 and are requesting up to \$250,000 be reappropriated for the first few months of FY24.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code Title 33 Chapter 25, Idaho Commission for Libraries
117th Congress (2021-2022) H.R.3684 Infrastructure Investment & Jobs Act (IIJA)

Indicate existing base of PC, OE, and/or CO by source for this request.

ICfL received spending authority of up to \$1.25M in FY23 all in OE. The actual allotment was \$564,700.

What resources are necessary to implement this request?

No additional resources are necessary to implement this request.

List positions, pay grades, full/part-time status, benefits, terms of service.

ICfL reclassified a state funded, permanent PCN and are recruiting a Digital Inclusion Consultant to assist with this work. The federal grant funds are anticipated for the next 5 years, but the work to support Digital Access for All Idahoans will continue long after grant funds are expired.

Will staff be re-directed? If so, describe impact and show changes on org chart.

The vacant Librarian position was reclassified.

Detail any current one-time or ongoing OE or CO and any other future costs.

ICfL received one-time spending authority of up to \$1,250,000 in OE in FY23 for Digital Access Planning. The actual allotment was \$564,700. ICfL has a separate line item request of up to \$1,750,000 to support the implementation phase of the Digital Access grant funding.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The Infrastructure Investment & Jobs Act (IIJA) provided funding for planning and implementing long-term, systematic, and sustainable solutions for the country's infrastructure. This includes the Digital Equity Act, which provides states with funding to create and implement digital inclusion plans. Calculations are based on the federal allocation of these grant funds.

Provide detail about the revenue assumptions supporting this request.

ICfL staff project spending at least \$345,000 of these allocated funds in FY23 and may have \$250,000 remaining in FY24.

Who is being served by this request and what is the impact if not funded?

The target populations for Idaho's digital access efforts are people living in rural areas, as well as populations that are often underserved when it comes to accessing digital resources. These include aging individuals, incarcerated or recently released individuals, veterans, people with disabilities, people with language barriers, people with low levels of literacy, and individuals who are members of a racial or ethnic minority group. Since spending authority was granted in the FY23 budget, the impact of not continuing to grant spending authority would dismantle efforts already underway and render spent dollars useless.

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Decision Unit Number	12.48	Descriptive Title	Digital Access Implementation Grant				
				General	Dedicated	Federal	Total
Personnel Cost							
	500	Employees		0	0	150,000	150,000
		Personnel Cost Total		0	0	150,000	150,000
Operating Expense							
	559	General Services		0	0	1,000,000	1,000,000
		Operating Expense Total		0	0	1,000,000	1,000,000
Trustee/Benefit							
	857	Federal Payments To Subgrantees		0	0	600,000	600,000
		Trustee/Benefit Total		0	0	600,000	600,000
				0	0	1,750,000	1,750,000

Explain the request and provide justification for the need.

The ICfL is requesting spending authority for up to \$1,750,000 which includes \$150,000 in Personnel Costs, \$1,000,000 in Operating Expenditures, and \$600,000 in Trustee and Benefit.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Idaho Code Title 33 Chapter 25, Idaho Commission for Libraries
117th Congress (2021-2022) H.R.3684 Infrastructure Investment & Jobs Act (IIJA)

Indicate existing base of PC, OE, and/or CO by source for this request.

N/A

What resources are necessary to implement this request?

The ICfL will use existing staff who are already supporting digital access initiatives to reach more Idahoans through libraries and other community organizations. ICfL will subgrant the bulk of the Digital Access Implementation funds to community organizations throughout the state. These organizations will be providing the covered populations with digital literacy and technical support, assistance finding affordable Internet solutions, and providing support for devices to aid in homework help, employment, economic development, and health and well-being. ICfL staff will utilize up to \$150,000 in Personnel Costs to hire a limited service position, using an existing vacant PCN, to assist with implementation efforts based on the statewide plan developed in FY23. Temp employees may also help with administration and other tasks.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

N/A

Detail any current one-time or ongoing OE or CO and any other future costs.

ICfL staff anticipate utilizing up to \$1,000,000 in one-time operating funds to support the implementation of the Digital Access for All Idahoans Plan at the state level. Knowing that funding is available for three more years may lead to more sustainable projects.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The Infrastructure Investment & Jobs Act (IIJA) provided funding for planning and implementing long-term, systematic, and sustainable solutions for the country's infrastructure. This includes the Digital Equity Act, which provides states with funding to create and implement digital inclusion plans. Calculations are based on the federal allocation of these grant funds.

Provide detail about the revenue assumptions supporting this request.

The NTIA has allocated \$1.44 billion for noncompetitive implementation awards for each state. Knowing that funding is available for three more years may lead to more sustainable projects.

Who is being served by this request and what is the impact if not funded?

The target populations for Idaho's digital access efforts are people living in rural areas, as well as populations that are often underserved when it comes to accessing digital resources. These include aging individuals, incarcerated or recently released individuals, veterans, people with disabilities, people with language barriers, people with low levels of literacy, and individuals who are members of a racial or ethnic minority group. If spending authority is not granted, we will be unable to implement the Digital Access for All Idahoans plan using federal funds, rendering the time, effort, and funds used to develop this statewide plan useless.

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department: Self-Governing Agencies					Agency Number: 521	
Budgeted Division: Idaho Commission for Libraries					Luma Fund Number: 10000	
Budgeted Program: Idaho Commission for Libraries					Appropriation (Budget) Unit: EDLA	
Original Request Date: 9/1/2022					Fiscal Year: 2024	
Revision Date: _____					Fund Name: General	
Revision #: _____					Historical Fund #: 0001-00	
					Budget Submission Page # _____ of _____	

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES	
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	23.75	1,500,595	300,000	316,806	2,117,401	30,000	(12,905)	17,095	
		Board & Group Positions	2		1,400	0	107	1,507				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0	
		TOTAL FROM WSR		23.75	1,501,995	300,000	316,914	2,118,909	30,000	(12,905)	17,095	
		FY 2023 ORIGINAL APPROPRIATION			2,277,100	322,397	340,573	2,277,100				
		Unadjusted Over or (Under) Funded:	Est Difference	2.75	112,134	22,397	23,660	158,191	Calculated overfunding is 6.9% of Original Appropriation			
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd	Adjustment Description / Position Title									
6505	02908	R1	Digital Inclusion Consultant	1	1.00	61,900	12,500	13,107	87,507	1,250	(532)	718
2501	05272	R1	Management Assistant	1	1.00	43,326	12,500	9,174	65,000	1,250	(373)	877
4305	01715	R1	IT Software Engineer II	1	0.75	42,848	9,375	9,073	61,296	938	(368)	569
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
Other Adjustments:												
4711	01708	R1	IT Ops and Support Sr	1	(1.00)	(43,326)	(12,500)	(9,174)	(65,000)	(1,250)	373	(877)
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	
Estimated Salary Needs:												
		Permanent Positions	1	25.50	1,605,343	321,875	338,986	2,266,204	32,188	(13,806)	18,382	
		Board & Group Positions	2	0.00	1,400	0	107	1,507	0	0	0	
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0	
		Estimated Salary and Benefits		25.50	1,606,743	321,875	339,094	2,267,712	32,188	(13,806)	18,382	
Adjusted Over or (Under) Funding:			Orig. Approp	1.00	6,652	1,333	1,404	9,388	Calculated overfunding is .4% of Original Appropriation			
			Est. Expend	1.00	6,657	1,325	1,406	9,388	Calculated overfunding is .4% of Est. Expenditures			
			Base	1.00	6,657	1,325	1,406	9,388	Calculated overfunding is .4% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU	Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	2,277,100	26.50	1,613,395	323,208	340,497	2,277,100			
		Rounded Appropriation		26.50	1,613,400	323,200	340,500	2,277,100			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		26.50	1,613,400	323,200	340,500	2,277,100			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		26.50	1,613,400	323,200	340,500	2,277,100			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
9.00		FY 2024 BASE		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.11		Change in Health Benefit Costs		26.50	1,613,400	323,200	340,500	2,277,100			
10.12		Change in Variable Benefits Costs				32,200		32,200			
		Indicator Code					(13,800)	(13,800)			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		16,100		3,300	19,400			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		26.50	1,629,500	355,400	330,000	2,314,900			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		26.50	1,629,500	355,400	330,000	2,314,900			

FORM B6: WAGE & SALARY RECONCILIATION

4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.00	22,700	0	2,300	25,000			
6.31		Expenditure Adjustments:									
6.41		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.00	22,700	0	2,300	25,000			
8.31		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	(20,600)	0	(4,400)	(25,000)			0
8.51		Base Reduction		0.00	0	0	0	0			0
9.00		FY 2024 BASE		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.11		Change in Health Benefit Costs		0.00	2,100	0	(2,100)	0			0
10.12		Change in Variable Benefits Costs				0		0			0
10.51		Annualization	Indicator Code		0	0	0	0			0
10.61		CEC for Permanent Positions	1.00%		0		0	0			0
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			0
10.63		CEC for Elected Officials & Commissioners			0		0	0			0
11.00		FY 2024 PROGRAM MAINTENANCE		0.00	2,100	0	(2,100)	0			
		Line Items:									
12.01								0			0
12.02								0			0
12.03								0			0
13.00		FY 2024 TOTAL REQUEST		0.00	2,100	0	(2,100)	0			

Agency/Department:						Self-Governing Agencies						
Budgeted Division:						Idaho Commission for Libraries						
Budgeted Program						Idaho Commission for Libraries						
Original Request Date:						9/1/2022						
Revision Date:						Revision #:						
Fund Name:						Federal Grant						
Historical Fund #:						0348-00						
Budget Submission Page #						of						

PCN	CLASS CODE	DESCRIPTION		Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES	
		Totals from Wage and Salary Report (WSR):											
		Permanent Positions	1	8.00	374,795	100,000	79,361	554,156	10,000	(3,223)	6,777		
		Board & Group Positions	2		1,240	0	111	1,351					
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0		
		TOTAL FROM WSR		8.00	376,035	100,000	79,472	555,507	10,000	(3,223)	6,777		
		FY 2023 ORIGINAL APPROPRIATION	785,800	11.00	531,926	141,456	112,418	785,800					
		Unadjusted Over or (Under) Funded:	Est Difference	3.00	155,891	41,456	32,946	230,293	Calculated overfunding is 29.3% of Original Appropriation				
		Adjustments to Wage & Salary:											
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:											
			Retire Cd	Adjustment Description / Position Title									
1210	02913	R1	Project Coordinator	1	1.00	57,366	12,500	12,147	82,013	1,250	(493)	757	
2401	01121	R1	Customer Service Rep 1	1	1.00	30,364	12,500	6,429	49,293	1,250	(261)	989	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					Other Adjustments:								
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
					0.00	0	0	0	0	0	0	0	
		Estimated Salary Needs:											
		Permanent Positions	1	10.00	462,525	125,000	97,937	685,463	12,500	(3,978)	8,522		
		Board & Group Positions	2	0.00	1,240	0	111	1,351	0	0	0		
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0		
		Estimated Salary and Benefits		10.00	463,765	125,000	98,048	686,813	12,500	(3,978)	8,522		
		Adjusted Over or (Under) Funding:	Orig. Approp	1.00	66,840	18,016	14,131	98,987	Calculated overfunding is 12.6% of Original Appropriation				
			Est. Expend	1.00	66,835	18,000	14,152	98,987	Calculated overfunding is 12.6% of Est. Expenditures				
			Base	1.00	66,835	18,000	14,152	98,987	Calculated overfunding is 12.6% of the Base				
		Personnel Cost Reconciliation - Relation to Zero Variance --->											

DU			Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bsns	FY 24 Chg Var Bns	Total Benefit Chang
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FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	785,800	11.00	530,605	143,016	112,179	785,800			
		Rounded Appropriation		11.00	530,600	143,000	112,200	785,800			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		11.00	530,600	143,000	112,200	785,800			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		11.00	530,600	143,000	112,200	785,800			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
9.00		FY 2024 BASE									
10.11		Change in Health Benefit Costs		FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
10.12		Change in Variable Benefits Costs		11.00	530,600	143,000	112,200	785,800			
						12,500		12,500			
		Indicator Code					(4,000)	(4,000)			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		4,600		900	5,500			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		11.00	535,200	155,500	109,100	799,800			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		11.00	535,200	155,500	109,100	799,800			

Idaho Commission for Libraries, General EDLA-0001-00

DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):									
Permanent Positions	1	23.75	1,500,595	300,000	316,806	2,117,401	30,000	(12,905)	17,095
Board & Group Positions	2		1,400	0	107	1,507			
Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
TOTAL FROM WSR		23.75	1,501,995	300,000	316,914	2,118,909	30,000	(12,905)	17,095
FY 2023 ORIGINAL APPROPRIATION	2,277,100	26.50	1,614,129	322,397	340,573	2,277,100			
Unadjusted Over or (Under) Funded:	Est Difference	2.75	112,134	22,397	23,660	158,191	Calculated overfunding is 6.9% of Original Appropriation		

Idaho Commission for Libraries, American Rescue Plan EDLA-0344-00

DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):									
Permanent Positions	1	1.00	57,366	12,500	12,147	82,013	1,250	(493)	757
Board & Group Positions	2		40,462	0	3,665	44,126			
Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
TOTAL FROM WSR		1.00	97,828	12,500	15,812	126,140	1,250	(493)	757
FY 2023 ORIGINAL APPROPRIATION	25,000	0.00	19,389	2,477	3,134	25,000			
Unadjusted Over or (Under) Funded:	Est Difference	(1.00)	(78,439)	(10,023)	(12,678)	(101,140)	Calculated underfunding is (404.6%) of Original Appropriation		

Idaho Commission for Libraries, Federal Grant EDLA-0348-00

DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):									
Permanent Positions	1	8.00	374,795	100,000	79,361	554,156	10,000	(3,223)	6,777
Board & Group Positions	2		1,240	0	111	1,351			
Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
TOTAL FROM WSR		8.00	376,035	100,000	79,472	555,507	10,000	(3,223)	6,777
FY 2023 ORIGINAL APPROPRIATION	785,800	11.00	531,926	141,456	112,418	785,800			
Unadjusted Over or (Under) Funded:	Est Difference	3.00	155,891	41,456	32,946	230,293	Calculated overfunding is 29.3% of Original Appropriation		

Totals by Fund

	FTI	Actual FY 2022		Est. FY23	Estimate FY 2023		Proj. FY24	Projection FY 2024	
		Salary	Total Benefits	Salary	Health Benefits	Variable Benefits	Salary	Health Benefits	Variable Benefits
Filled Permanent/Elected									
0001-00	23.75	1,463,559.53	591,825.84	1,500,595.20	300,000.00	316,806.27	1,500,595.20	330,000.00	303,901.15
Fund-0001	23.75	1,463,559.53	591,825.84	1,500,595.20	300,000.00	316,806.27	1,500,595.20	330,000.00	303,901.15
0344-00	1.00	37,572.65	17,889.02	57,366.40	12,500.00	12,147.05	57,366.40	13,750.00	11,653.70
Fund-0344	1.00	37,572.65	17,889.02	57,366.40	12,500.00	12,147.05	57,366.40	13,750.00	11,653.70
0348-00	8.00	436,748.41	202,009.17	374,795.20	100,000.00	79,361.01	374,795.20	110,000.00	76,137.77
Fund-0348	8.00	436,748.41	202,009.17	374,795.20	100,000.00	79,361.01	374,795.20	110,000.00	76,137.77
	-	-	-	-	-	-	-	-	-
<u>Permanent Total</u>	32.75	1,937,880.59	811,724.03	1,932,756.80	412,500.00	408,314.33	1,932,756.80	453,750.00	391,692.62
	-	-	-	-	-	-	-	-	-
Group									
	-	-	-	-	-	-	-	-	-
0001-00	-	1,400.00	107.38	1,400.00	-	107.38	1,400.00	-	107.38
Fund-0001	-	1,400.00	107.38	1,400.00	-	107.38	1,400.00	-	107.38
0344-00	-	40,461.62	3,664.53	40,461.62	-	3,664.53	40,461.62	-	3,664.53
Fund-0344	-	40,461.62	3,664.53	40,461.62	-	3,664.53	40,461.62	-	3,664.53
0348-00	-	1,240.25	110.58	1,240.25	-	110.58	1,240.25	-	110.58
Fund-0348	-	1,240.25	110.58	1,240.25	-	110.58	1,240.25	-	110.58
	-	-	-	-	-	-	-	-	-
<u>Group Total</u>	-	43,101.87	3,882.49	43,101.87	-	3,882.49	43,101.87	-	3,882.49
	-	-	-	-	-	-	-	-	-
<u>Agency Fund Total</u>	32.75	\$1,980,982.46	\$815,606.52	\$1,975,858.67	\$412,500.00	\$412,196.82	\$1,975,858.67	\$453,750.00	\$395,575.11

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	22.75	1,420,723	287,500	299,893	2,008,116
		Total from PCF	22.75	1,420,723	287,500	299,893	2,008,116
		FY 2023 ORIGINAL APPROPRIATION	26.50	1,605,825	331,250	340,025	2,277,100
		Unadjusted Over or (Under) Funded:	3.75	185,102	43,750	40,132	268,984
Adjustments to Wage and Salary							
521250 1	05272 R90	MANAGEMENT ASSISTANT	1.00	43,326	12,500	9,174	65,000
521430 5	01715 R90	IT SOFTWARE ENGINEER II	.75	31,918	0	6,758	38,676
521471 1	01708 R90	IT OPS & SUPPORT SR TECHNICIAN	1.00	49,483	12,500	10,478	72,461
521650 5	02918 R90	LIBRARIAN	1.00	61,900	12,500	13,107	87,507
Estimated Salary Needs							
		Permanent Positions	26.50	1,607,350	325,000	339,410	2,271,760
		Estimated Salary and Benefits	26.50	1,607,350	325,000	339,410	2,271,760
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	(1,525)	6,250	615	5,340
		Estimated Expenditures	.00	(1,525)	6,250	615	5,340
		Base	.00	(1,525)	6,250	615	5,340

PCF Detail Report

Request for Fiscal Year: 202
4

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: American Rescue Plan Act - ARPA

34400

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.00	57,366	12,500	12,147	82,013
		Total from PCF	1.00	57,366	12,500	12,147	82,013
		FY 2023 ORIGINAL APPROPRIATION	.00	20,631	0	4,369	25,000
		Unadjusted Over or (Under) Funded:	(1.00)	(36,735)	(12,500)	(7,778)	(57,013)
Estimated Salary Needs							
		Permanent Positions	1.00	57,366	12,500	12,147	82,013
		Estimated Salary and Benefits	1.00	57,366	12,500	12,147	82,013
Adjusted Over or (Under) Funding							
		Original Appropriation	(1.00)	(36,735)	(12,500)	(7,778)	(57,013)
		Estimated Expenditures	(1.00)	(36,735)	(12,500)	(7,778)	(57,013)
		Base	(1.00)	(61,735)	(12,500)	(7,778)	(82,013)

PCF Detail Report

Request for Fiscal Year: 202
4

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: Federal (Grant)

34800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	9.00	454,668	112,500	96,273	663,441
		Total from PCF	9.00	454,668	112,500	96,273	663,441
		FY 2023 ORIGINAL APPROPRIATION	11.00	535,014	137,500	113,286	785,800
		Unadjusted Over or (Under) Funded:	2.00	80,346	25,000	17,013	122,359
Adjustments to Wage and Salary							
521240 1	01121 R90	CUSTOMER SVC REP 1	1.00	27,976	12,500	5,924	46,400
Other Adjustments							
	500	Employees	1.00	57,400	0	0	57,400
Estimated Salary Needs							
		Permanent Positions	11.00	540,044	125,000	102,197	767,241
		Estimated Salary and Benefits	11.00	540,044	125,000	102,197	767,241
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	(5,030)	12,500	11,089	18,559
		Estimated Expenditures	.00	(5,030)	12,500	11,089	18,559
		Base	.00	(5,030)	12,500	11,089	18,559

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: General Fund

10000

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	26.50	1,605,825	331,250	340,025	2,277,100
5.00 FY 2023 TOTAL APPROPRIATION	26.50	1,605,825	331,250	340,025	2,277,100
7.00 FY 2023 ESTIMATED EXPENDITURES	26.50	1,605,825	331,250	340,025	2,277,100
9.00 FY 2024 BASE	26.50	1,605,825	331,250	340,025	2,277,100
10.11 Change in Health Benefit Costs	0.00	0	32,500	0	32,500
10.12 Change in Variable Benefit Costs	0.00	0	0	(13,823)	(13,823)
10.61 Salary Multiplier - Regular Employees	0.00	16,074	0	3,256	19,330
11.00 FY 2024 PROGRAM MAINTENANCE	26.50	1,621,899	363,750	329,458	2,315,107
12.72 IT Modernization	(1.00)	(59,300)	0	0	(59,300)
13.00 FY 2024 TOTAL REQUEST	25.50	1,562,599	363,750	329,458	2,255,807

PCF Summary ReportRequest for Fiscal Year: 202
4

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: American Rescue Plan Act - ARPA

34400

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	0.00	20,631	0	4,369	25,000
5.00 FY 2023 TOTAL APPROPRIATION	0.00	20,631	0	4,369	25,000
7.00 FY 2023 ESTIMATED EXPENDITURES	0.00	20,631	0	4,369	25,000
8.41 Removal of One-Time Expenditures	0.00	(25,000)	0	0	(25,000)
9.00 FY 2024 BASE	0.00	(4,369)	0	4,369	0
10.11 Change in Health Benefit Costs	0.00	0	1,250	0	1,250
10.12 Change in Variable Benefit Costs	0.00	0	0	(493)	(493)
10.61 Salary Multiplier - Regular Employees	0.00	574	0	117	691
11.00 FY 2024 PROGRAM MAINTENANCE	0.00	(3,795)	1,250	3,993	1,448
13.00 FY 2024 TOTAL REQUEST	0.00	(3,795)	1,250	3,993	1,448

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Appropriation Unit: Idaho Commission for Libraries

EDLA

Fund: Federal (Grant)

34800

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2023 ORIGINAL APPROPRIATION	11.00	535,014	137,500	113,286	785,800
5.00 FY 2023 TOTAL APPROPRIATION	11.00	535,014	137,500	113,286	785,800
7.00 FY 2023 ESTIMATED EXPENDITURES	11.00	535,014	137,500	113,286	785,800
9.00 FY 2024 BASE	11.00	535,014	137,500	113,286	785,800
10.11 Change in Health Benefit Costs	0.00	0	12,500	0	12,500
10.12 Change in Variable Benefit Costs	0.00	0	0	(4,151)	(4,151)
10.61 Salary Multiplier - Regular Employees	0.00	4,826	0	980	5,806
11.00 FY 2024 PROGRAM MAINTENANCE	11.00	539,840	150,000	110,115	799,955
12.48 Digital Access Implementation Grant	0.00	150,000	0	0	150,000
13.00 FY 2024 TOTAL REQUEST	11.00	689,840	150,000	110,115	949,955

Contract Inflation

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Idaho Commission for Libraries

EDLA

Appropriation Unit:

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated Expenditures	Contract Dates	FY 2024 Contractual % Change	FY 2024 Total
Contract								
Baker & Taylor (Fed)	3,960	4,118	3,960	3,960	3,960	7/2021-6/2028	0	0
EBSCO Core Collection	0	0	0	18,000	18,000	7/2022-07-2024	0	400
EBSCO Host	458,836	458,836	479,585	493,972	508,772	7/2020-07/2024	0	10,700
EBSCO: Learning Express Library	116,400	116,406	117,618	121,147	124,747	10/2018-9/2025	0	2,500
EBSCO: NoveList, NLPK-8	41,900	41,906	42,343	43,612	44,912	10/2018-9/2025	0	900
Gale Cengage	24,000	24,000	24,000	24,000	24,000	10/2018-9/2025	0	1,200
Keystone (Fed)	31,362	32,302	32,302	32,302	41,589	9/2020-9/2025	0	-8,300
OCLC Package (EZProxy, ContentDM, Group Services, Content and Hosting)	299,881	348,158	333,318	356,348	344,427	6/2022-6/2027	0	11,500
OCLC Package (Federal Portion)	34,930	134,305	84,605	81,820	38,218	6/2022-6/2027	0	-3,100
Pronunciator	38,000	38,000	38,000	38,000	38,000	10/2018-9/2025	0	1,900
World Book	124,120	99,878	99,878	104,872	104,872	10/2018-9/2025	0	5,200
Total	1,173,389	1,297,909	1,255,609	1,318,033	1,291,497			22,900
Fund Source								
Federal	70,252	170,725	120,867	118,082	83,767			-11,400
General	1,103,137	1,127,184	1,134,742	1,199,951	1,207,730			34,300
Total	1,173,389	1,297,909	1,255,609	1,318,033	1,291,497			22,900

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2024

Agency: Idaho Commission for Libraries

521

Priority	Appropriatio n Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	
Detail												
0	EDLA	10.32	10000	590	The ICfL is requesting \$28,900 in one-time operating expenses to replace outdated network switches, firewall, and wireless access points.	0	Unknown	0.00	12.00	17,742.00	28,900	
								Subtotal	0.00	12.00	28,900	
Grand Total by Appropriation Unit												
EDLA											28,900	
											Subtotal	28,900
Grand Total by Decision Unit												
10.32											28,900	
											Subtotal	28,900
Grand Total by Fund Source												
10000											28,900	
											Subtotal	28,900
Grand Total by Summary Account												
								0.00	12.00	28,900		
								Subtotal	0.00	12.00	28,900	

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Idaho Commission for Libraries		Division/Bureau:			
Prepared By:	Sandy Hetzel		E-mail Address:	sandy.hetzel@libraries.idaho.govfg		
Telephone Number:	208/639-4163		Fax Number:	208/334-2150		
DFM Analyst:	Erik Eolson		LSO/BPA Analyst:	Alex Williamson		
Date Prepared:	8/2/2022		For Fiscal Year:	2024		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Idaho Commission for Libraries					
City:	Boise		County:	Ada		
Property Address:	325 W. State St.				Zip Code:	83702
Facility Ownership (could be private or state-owned)	Private Lease:	<input type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	Lease Expires:	
FUNCTION/USE OF FACILITY						
COMMENTS						
WORK AREAS						
FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	50	50	50	50	50	50
Full-Time Equivalent Positions:	36	36	37	37	37	37
Temp. Employees, Contractors, Auditors, etc.:	10	11	14	14	14	14
SQUARE FEET						
FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	27,474	27,474	27,474	27,474	27,474	27,474
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	\$275,721.24	\$275,721.24	\$283,992.88	\$292,512.66	\$301,288.04	\$310,326.68
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMPORTANT NOTES:						
1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

AGENCY NAME:								
FACILITY INFORMATION SUMMARY FOR FISCAL YR				2024	BUDGET REQUEST		Include this summary w/ budget request.	
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTPs, Temps and Comments
325 W. State St., Boise, 83702	2024	request	27,474	\$ 10.34	\$ 283,993	50	549	37 FTE, 10 volunteers, 4 Temps
	2023	estimate	27,474	\$ 10.04	\$ 275,721	50	549	37 FTE, 10 volunteers, 1 Temp
	2022	actual	27,474	\$ 10.04	\$ 275,721	50	549	36 FTE, 4 volunteers
	Change (request vs actual)		0	\$ -	8,272	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2024	request	0	\$ -	\$ -	0	-	
	2023	estimate	0	\$ -	\$ -	0	-	
	2022	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE ____)	2024	request	27,474	\$ 10.34	\$ 283,993	50	549	
	2023	estimate	27,474	\$ 10.04	\$ 275,721	50	549	
	2022	actual	27,474	\$ 10.04	\$ 275,721	50	549	
	Change (request vs actual)		0	\$ -	8,272	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (ALL PAGES)	2024	request	27,474	\$ 10.34	\$ 283,993	50	549	37 FTE, 10 volunteers, 4 Temps
	2023	estimate	27,474	\$ 10.04	\$ 275,721	50	549	37 FTE, 10 volunteers, 1 Temp
	2022	actual	27,474	\$ 10.04	\$ 275,721	50	549	37 FTE, 4 volunteers
	Change (request vs actual)				8,272			
	Change (estimate vs actual)				0			

Federal Funds Inventory Form
As Required by Idaho Code 67-1917

Reporting Agency/Department: Idaho Commission for Libraries
Contact Person/Title: Jamie Smith, Administrative Services Manager

STARS Agency Code: 521
Contact Phone Number: 208-639-4166

Fiscal Year: 2024
Contact Email: jamie.smith@libraries.idaho.gov

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Known	Total Grant Amount	Pass Through Federal Money From Other State Agency	FY 2022 Available Funds	FY 2022 Actual Expenditures	FY 2023 Estimated Available Funds	FY 2024 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE or MOU (67-1917(1)(d))require ments? [Y] Yes or [N] No If yes answer question 2.	Known Reductions; Plan for 10% or More Reduction	Will this Grant be reduced by 50% or more from the previous years funding? [Y] Yes or [N] No If yes then answer question 3.
45.310	Formula	Insitute of Museum	Library Services and T	LSTA grants to states supporting library services, Award LS-252457-OLS-22	9/30/2023	\$ 1,522,646.00		\$0.00	\$0.00	\$1,272,646.00	\$250,000.00	Y	Y	N	N
45.310	Formula	Insitute of Museum	Library Services and T	LSTA grants to states supporting library services, Award LS-249959-OLS-21	9/30/2022	\$ 1,524,829.00		\$1,274,829.00	\$1,016,364.56	\$508,464.44	\$0.00	Y	Y	N	N
45.310 ARPA	Formula	Insitute of Museum	STA ARPA State Grant	One time ARPA funding LS-250208-OLS-21	9/30/2022	\$ 2,398,059.00		\$2,398,059.00	2,242,868	\$155,191.26	\$0.00	Y	N		Y
45.129	Memorandum of Understanding		Let's Talk About It	FY22	9/30/2022	\$ 22,500.00	Idaho Humanities Council	\$22,500.00	\$17,847.90	\$4,652.10	\$0.00	Y	N		Y
45.129	Memorandum of Understanding		Let's Talk About It	FY23	9/30/2023	\$ 25,000.00	Idaho Humanities Council	\$0.00	\$0.00	\$25,000.00	\$0.00	Y	N		Y
Contract Number 23-4303	Agreement		ESEA: Title II-A Teach	Summer Summit Support	9/30/2022	\$ 16,000.00	State Department of Education	\$0.00	\$0.00	\$16,000.00	\$0.00	Y	N		Y
Contract Number 22-5031	Agreement		SPED: Special Educatio	Work for the SPDG grant, Cultivating Readers	9/30/2022	\$ 25,000.00	State Department of Education	\$25,000.00	\$0.00	\$25,000.00	\$0.00		N		Y
	Agreement	U.S. Department of E	ARP ESSER	To fund summer and out-of-school learning		\$ 1,250,000.00	State Board of Education	\$0.00	\$0.00	\$625,000.00	\$625,000.00	Y	N		N
		U.S. Department of D	Digital Access Plannin	Create Idaho Digital Access Plan		\$ 564,706.00		\$0.00	\$0.00	\$423,706.00	\$141,000.00	Y	N		N
Total								\$3,720,388.00	\$3,277,080.20	\$3,055,659.80	\$1,016,000.00				

Total FY 2022 All Funds Appropriation (DU 1.00)	\$9,858,600
Federal Funds as Percentage of Funds	37.74%

*** Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

2. Identify below for each grant any obligatons, agreements, joint exercise of powers agreements, maintenance of efforts agreements, memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements.

CFDA#/Cooperative Agreement # /Identifying #	Agreement Type	Explanation of agreement including dollar amounts.
45.31	Cost Share	Cost share is a match requirement in the amount of \$784,393.39 total for the FY23/24 funds from Award LS-252457-OLS-22
45.31	Cost Share	Cost share is a match requirement in the amount of \$785,517.97 total for the FY22/23 funds from Award LS-249959-OLS-21

3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is:

10-49% included the agency plan for operating at the reduced rate or,

50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources.

CFDA#/Cooperative Agreement # /Identifying #	Plan for reduction or elimination of services.
45.310 ARPA	The agency planned for this to be a one-time grant. Services and subgrants will not continue after the funding is expended. The reduction will be 100%.
45.129	If a new grant is not awarded, the agency will not offer the services paid for by the grant.
45.129	If a new grant is not awarded, the agency will not offer the services paid for by the grant.
Contract Number 23-4303	If a new grant is not awarded, the agency will not offer the services paid for by the grant.
Contract Number 22-5031	If a new grant is not awarded, the agency will not offer the services paid for by the grant.

Part I – Agency Profile

Agency Overview

The Idaho Commission for Libraries (ICfL) is located in the Executive Branch of state government. It is governed by the Board of Library Commissioners—five members appointed by the Governor. The agency's name has varied since it was established in 1901, but through much of its history it was known as the Idaho State Library. Effective July 1, 2006, the name changed to the Idaho Commission for Libraries.

The State Librarian, appointed by the Board of Library Commissioners (I.C. 33-2504), serves as the agency's chief executive officer and is charged with implementing the Commissioner's policies and with managing the operations of the agency. The State Librarian works with six staff (Deputy State Librarian, Administrative Services Manager, E-services Supervisor, and two Program Supervisors) as a Management Team. In a relatively flat organizational structure, all employees work to support the agency mission to assist libraries to build the capacity to best serve their communities.

The Commission currently operates with 37.5 positions and maintains a central office in Boise at 325 W. State Street.

In 1901, the Idaho Free Library Commission was organized as a state institution and received its first state appropriation. In addition to providing reading materials to Idaho citizens via the traveling library, the agency was to assist in the establishment and improvement of free public and school libraries to deliver, foster, and promote library services throughout the state.

Beginning in 1957, the agency was designated as the Idaho recipient of federal funds under the Library Services Act (LSA), and was appropriated a significant increase in its General Fund budget to provide the match necessary to receive the LSA funds. The federal program evolved over the years to reflect changing needs, first to the Library Services and Construction Act (LSCA) and, most recently, to the Library Services and Technology Act (LSTA). LSTA funds are used for pilot projects, to implement collaborative projects among Idaho libraries, and for statewide library programs that provide services to all Idaho residents.

The following milestones in the agency's history provide further context and foundation for understanding the four years covered in this report:

- In 1972, legislation passed that charged the agency with distributing Idaho state public documents through a system of depository libraries.
- In the same year, the State Legislature directed the agency to establish library services for the blind and others who could not use regular print materials.
- In 1984, library development services (continuing library education, consultant services, and statewide planning) were expanded as a response to major changes occurring in the public library community.
- In 1998, the Legislature appropriated ongoing state funds for the Libraries Linking Idaho (LiLI) Databases, the first online information and research resource made available statewide through the agency's website.
- In 2002, after a 20% budget cut over two years, several direct services were discontinued, and the agency's mission was changed to focus on statewide library development. With legislation passed by the 2006 Legislature, that mission was codified, the name of the agency was changed to the Idaho Commission for Libraries to better reflect its activities, and the Board was renamed the Board of Library Commissioners.
- The 2008 Legislature approved legislation establishing a digital repository for state publications to replace the print-based state documents depository system.
- The 2009 Legislature approved legislation removing the Commission from the oversight of the State Board of Education and making it a self-governing agency with commissioners appointed by the Governor, effective July 2009.
- In 2010, the Commission was awarded a \$1,907,531 Broadband Technology Opportunities Program (BTOP) grant to expand broadband and computing capacity in Idaho public libraries and expand online resources to

support informal learning, job/workforce development skills, K-14 and adult basic education, and e-government services.

- Reflecting the state's economy, the agency saw a 34.5% budget cut over two years, from FY 2009 to FY 2011.
- In 2012, the Commission was awarded a three-year \$250,000 National Leadership Grant from the Institute of Museum and Library Services along with \$30,000 matching funds from the J.A. and Kathryn Albertson Foundation. The goal of this highly competitive Campaign for Grade Level Reading award category is supporting school readiness and combating summer learning loss.
- In FY 2017, the agency received its first state appropriation to reimburse public libraries for the non E-rate portion of their internet service costs under the Education Opportunity Resource Act. This ongoing funding has helped public libraries throughout the state significantly improve the public internet access they offer to their communities free of charge.
- In FY 2020, COVID19 caused the temporary closure of school, academic and public libraries throughout the state. The ICfL quickly re-tooled programs and trainings while providing guidance for continued library service.
- In FY 2021, the Commission created a statewide e-book/e-audio service and received \$1.9 million in grant funds from the State Department of Commerce to upgrade internet equipment in rural libraries.

The demand for library services continues to grow. Idahoans want traditional library services, 24/7 online information services, and a place — physical and virtual, local and global — to create content and participate in community conversations. The librarians' challenge is to plan for and sustain the necessary trained staff, services, and technology to deliver this diverse range of services when and where people want them. The Commission's continuing challenge is to help Idaho libraries better serve their communities and thrive in this demanding and rapidly changing environment.

Core Functions/Idaho Code

Consistent with its mission, the core function of the Commission is statewide library development. The agency 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, facilitates planning for library development at the local and state levels, and supports national library initiatives that strengthen Idaho library services. Other functions include the management of [Stacks], the digital repository for state publications, and, in partnership with the National Library Service (NLS), the Idaho Talking Book Service (TBS).

Following are the relevant citations in the Idaho Code and the US Code:

- IC 33-2501. Commission for Libraries established.
- IC 33-2502. Board of Library Commissioners – Appointment, removal and terms – Officers – Meetings – Compensation.
- IC 33-2503. Board of Library Commissioners – Powers and duties.
- IC 33-2504. State librarian appointed by Board of Library Commissioners – Qualifications – Powers.
- IC 33-2505. Digital repository for state publications.
- IC 33-2506. Library services improvement fund – Established.
- IC 33-2611 and 33-2726. Public library annual fiscal reports.
- IC 67-2601(2)(f). Places the Commission for Libraries in the Department of Self-Governing Agencies.
- IC 33-5602 through 33-5604. Education Opportunity Resource Act – Purpose; Committee; Powers and Duties.
- US Code Title 20, Subchapter II, Library Services and Technology Act. As certified by the Idaho Attorney General, the Idaho Commission for Libraries is the official state agency in Idaho with the authority to develop, submit, and administer the State Plan under the Library Services and Technology Act.

Revenue and Expenditures

Revenue	FY 2019	FY 2020	FY 2021	FY 2022
General Fund	\$4,045,200	\$4,028,200	\$3,938,162	\$4,255,880
Library Services Improvement Fund	\$131,897	\$250,846	\$134,164	\$243,703
Federal Grant	\$1,303,729	\$1,563,808	\$1,234,877	\$1,483,636
Cares Act Funds	0	0	\$1,963,382	\$307,000
ARPA	0	0	0	\$2,244,000
Miscellaneous Revenue	\$12,312	\$19,364	\$56,825	\$23,502
Total	\$5,493,138	\$5,862,218	\$7,317,009	\$8,557,720
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$2,565,947	\$2,619,255	\$2,559,235	\$2,796,589
Operating Expenditures	\$2,501,199	\$2,317,146	\$4,195,873	\$3,164,488
Capital Outlay		\$21,200	\$0	\$9,080
Trustee/Benefit Payments	\$549,029	\$587,373	\$666,464	\$2,469,823
Total	\$5,616,175	\$5,544,974	\$7,421,572	\$8,439,980

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
LiLI Databases Full Text Views ¹	4,374,014	8,417,236	8,743,716	9,052,172
LearningExpress Library Site Visits	7,308	5,884	5,851	2,978
LearningExpress Library Learning Resources ²	NA*	NA*	NA*	NA*
Talking Book Service Patrons	3,345	3,206	3,101	3,105
Talking Book Service Circulations	211,444	188,684	193,370	273,892
Attendance at Public Libraries ³	8,169,435	8,291,157	4,532,137	3,784,794
Continuing Library Education	57	42	49	52
- Events Sponsored	1,452	1,418	1,377	1,296
- Participants				
E-Course Completions	10,668	21,819	12,673	10,590

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

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

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

FY 2022 Performance Highlights (Optional)

The ICfL staff continued to be adaptive and agile in delivering professional development via large in-person trainings and multiple online learning events. In addition to 52 formal training events, we provided another 118 informal learning opportunities, reaching over 1,900 customers.

During FY2022 the ICfL awarded \$1.8 million in federal ARPA funds to 51 libraries throughout the state in our "Keep Students Learning and Adults Earning" grant project. Grantees included public, school, tribal, and academic libraries. One of the primary outcomes for these grants was to improve digital access in Idaho communities by expanding access to the internet and digitally-enabled technology. Several libraries used grant funds to purchase Wi-Fi enabled bookmobiles to bring internet, computers, and services into underserved areas of their communities. Other libraries upgraded their public-use equipment including computer labs, patron printers, and circulating technology such as hotspots and laptops. Several libraries purchased equipment that allowed them to expand their wireless signal beyond the building for residents to access 24/7 when the library was closed. Many libraries made investments to allow access to their materials and services outside of normal operating hours, including expanded e-book collections, and 24-hour pick-up lockers. More information about this project can be found at: <https://libraries.idaho.gov/grants-funding/arpa-grant/>.

The ICfL continues to grow the Telehealth in Libraries initiative that it started in 2021. In FY2022 the agency partnered with the Blue Cross Foundation for Health to fund a second round of pilot projects exploring the role of

libraries in telehealth as well as potential models, partnerships, and best practices. Four libraries were selected to participate. Grant-funded projects include installing a stand-alone privacy pod, converting a large meeting room into two smaller spaces equipped for telehealth appointments, converting an old bank vault into a telehealth space, and equipping an outreach vehicle with equipment that can be used for telehealth appointments off-site. In addition to this pilot project, the ICfL worked on establishing a cohort of partners for the project including nonprofit, healthcare, and government entities. More information about this initiative can be found at <https://libraries.idaho.gov/telehealth>.

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY2022	FY 2023
Goal 1						
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	.005% (84,600)	-9.5% (76,528)	-22.65% (59,195)	15.04% (68,098)	
	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	50 of 104 48.1% 3.4% increase	60 of 104 57.7% 20.0% increase	57 of 104 54.81% 4.96% decrease	100 of 147 68.03% 24.1% 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	43 of 63 68.3% 7.4% increase	53 of 68 77.9% 14.1% increase	51 of 67 76.12% 2.28% decrease	61 of 72 84.72% 11.3% 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	82%	86.5%	77.1%	62%	
	target	80% or higher/year	80% or higher/year	80% or higher/year	80% or higher/year	

Performance Measure		FY 2019	FY 2020	FY 2021	FY2022	FY 2023
Goal 2						
Support the role of libraries in preparing Idahoans to be college and career ready.						
5. Percentage increase in registrations at Summer Reading Programs	actual	-4% (108,934)	-3.9% (104,640)	-53.0% (49,164)	41.8% (69,725)	
	target	3% annual increase	3% annual increase	3% annual increase	3% annual increase	
Goal 3						
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	-8.2% (655)	-17.4% (541)	-34.4% (355)	17.5% (417)	
	target	2% annual increase	2% annual increase	2% annual increase	2% annual increase	

Performance Measure Explanatory Notes *(Optional)*

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.

For More Information Contact

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Libraries, Idaho Commission for
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