



# Idaho State Historical Society

## FY 2025 Budget Request



IDAHO STATE  
**HISTORICAL  
SOCIETY**



**Agency Summary And Certification**

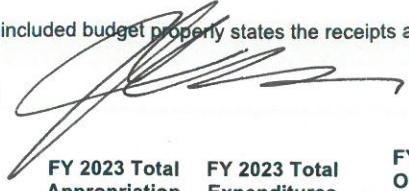
**FY 2025 Request**

**Agency:** Idaho State Historical Society

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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:** Janet Gallimore



**Date:** 09/01/2023

			<b>FY 2023 Total Appropriation</b>	<b>FY 2023 Total Expenditures</b>	<b>FY 2024 Original Appropriation</b>	<b>FY 2024 Estimated Expenditures</b>	<b>FY 2025 Total Request</b>
<b>Appropriation Unit</b>							
	Historical Society		13,334,000	12,204,600	10,006,400	10,562,500	10,444,161
	<b>Total</b>		<b>13,334,000</b>	<b>12,204,600</b>	<b>10,006,400</b>	<b>10,562,500</b>	<b>10,444,161</b>
<b>By Fund Source</b>							
G	10000	General	8,972,300	8,972,300	4,434,100	4,434,100	4,536,786
F	34430	Federal	39,100	39,100	0	0	0
F	34800	Federal	1,698,000	1,260,700	2,263,300	2,263,300	2,306,570
D	34900	Dedicated	2,111,800	1,482,400	2,804,800	3,360,900	3,087,300
D	45075	Dedicated	380,600	333,500	362,100	362,100	369,581
D	48109	Dedicated	132,200	116,600	142,100	142,100	143,924
	<b>Total</b>		<b>13,334,000</b>	<b>12,204,600</b>	<b>10,006,400</b>	<b>10,562,500</b>	<b>10,444,161</b>
<b>By Account Category</b>							
	Personnel Cost		4,917,900	4,455,400	5,371,300	5,371,300	5,700,741
	Operating Expense		8,025,100	7,379,600	4,233,000	4,789,100	4,348,000
	Capital Outlay		229,400	221,500	240,500	240,500	233,820
	Trustee/Benefit		161,600	148,100	161,600	161,600	161,600
	<b>Total</b>		<b>13,334,000</b>	<b>12,204,600</b>	<b>10,006,400</b>	<b>10,562,500</b>	<b>10,444,161</b>
	FTP Positions		58.00	58.00	58.00	58.00	59.00
	<b>Total</b>		<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>59.00</b>

**Division Description**

Request for Fiscal Year: 2025

**Agency:** Idaho State Historical Society

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**Division:** Idaho State Historical Society

HS1

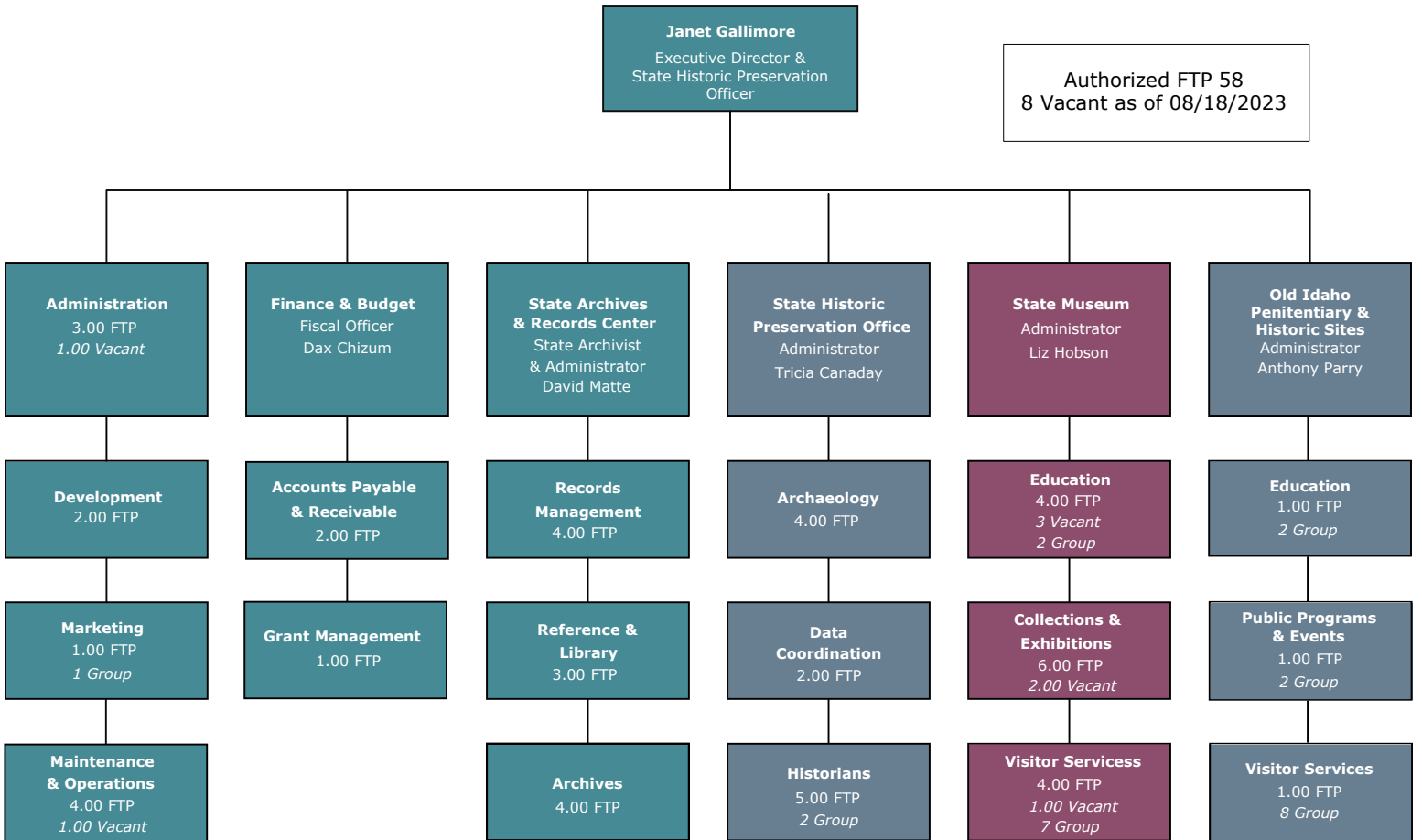
**Statutory Authority:** Idaho Code Title 67-41

The Idaho State Historical Society is a system of cultural and historic resources composed of the Idaho State Museum, Idaho State Archives, State Historic Preservation Office, and Historic Sites Program. The agency was established by statute in 1907 and is organized within the Department of Self-Governing Agencies. The agency's core functions, as stated by Chapter 41, Title 67, Idaho Code, are that the agency's trustees shall:

- 1) Identify, preserve, and protect sites, monuments, and points of interest in Idaho of historic merit (Section 67-4114, Idaho Code);
- 2) Protect archaeological and vertebrate paleontological sites and resources on public land (Section 67-4119, Idaho Code);
- 3) Govern the agency and administer the powers and duties required to preserve and protect any historical record of the history and culture of Idaho (Section 67-4123, Idaho Code);
- 4) Encourage and promote interest in the state of Idaho and collect, preserve, and exhibit artifacts/information illustrative of Idaho history, culture, and society (Section 67-4126, Idaho Code);
- 5) Facilitate the use of records for official reference and historical research (Section 67-4126(6), Idaho Code);
- 6) Be responsible for records management services for state government and accept archival material from local governments (Section 67-4126(7), Idaho Code);
- 7) Serve as the Geographic Names Board of the state (Section 67-4126(15), Idaho Code);
- 8) Carry out the preservation and protection of the state's historic, archeological, architectural, and cultural heritage resources (Chapter 46, Title 67, Idaho Code);
- 9) Provide for the creation of an Idaho Archeological Survey (Section 33-3901, Idaho Code);
- 10) Be responsible for consultation, determination of appropriate actions, and providing for reinterment of human remains that have been disturbed (Chapter 5, Title 27, Idaho Code); and
- 11) Administer the National Historic Preservation Act that assigns responsibility to the state historic preservation officer for administration of the national historic preservation program at the state level (54 U.S.C. 300101).



## Idaho State Historical Society Organization Chart

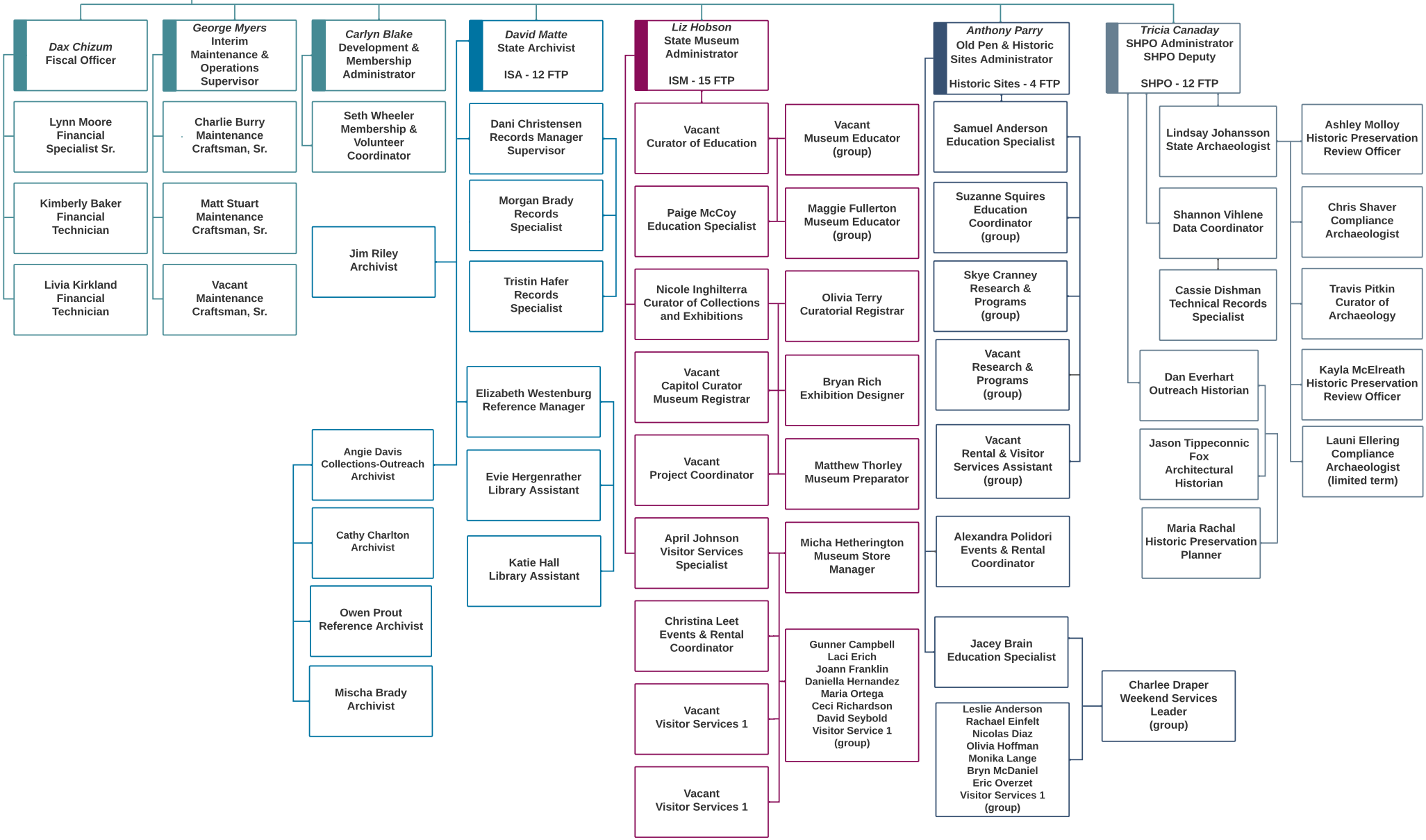




Janet L. Gallimore  
Executive Director  
State Historic Preservation Officer  
Administration 15 FTP



HannaLore Hein State Historian  
Patricia Hoffman Management Assistance  
Vacant IT Operations & Support  
Mark Breske Marketing & Public Information Officer  
Vacant Digital Media Coordinator (group)



Dax Chizum Fiscal Officer  
Lynn Moore Financial Specialist Sr.  
Kimberly Baker Financial Technician  
Livia Kirkland Financial Technician

George Myers Interim Maintenance & Operations Supervisor  
Charlie Burry Maintenance Craftsman, Sr.  
Matt Stuart Maintenance Craftsman, Sr.  
Vacant Maintenance Craftsman, Sr.

Carlyn Blake Development & Membership Administrator  
Seth Wheeler Membership & Volunteer Coordinator  
Jim Riley Archivist  
Angie Davis Collections-Outreach Archivist  
Cathy Charlton Archivist  
Owen Prout Reference Archivist  
Mischa Brady Archivist

David Matte State Archivist ISA - 12 FTP  
Dani Christensen Records Manager Supervisor  
Morgan Brady Records Specialist  
Tristin Hafer Records Specialist  
Elizabeth Westenburg Reference Manager  
Evie Hergenrath Library Assistant  
Katie Hall Library Assistant

Liz Hobson State Museum Administrator ISM - 15 FTP  
Vacant Curator of Education  
Paige McCoy Education Specialist  
Nicole Inghilterra Curator of Collections and Exhibitions  
Vacant Capitol Curator Museum Registrar  
Vacant Project Coordinator  
April Johnson Visitor Services Specialist  
Christina Leet Events & Rental Coordinator  
Vacant Visitor Services 1  
Vacant Visitor Services 1

Vacant Museum Educator (group)  
Maggie Fullerton Museum Educator (group)  
Olivia Terry Curatorial Registrar  
Bryan Rich Exhibition Designer  
Matthew Thorley Museum Preparator  
Micha Hetherington Museum Store Manager  
Gunner Campbell Laci Erich Joann Franklin Daniella Hernandez Maria Ortega Ceci Richardson David Seybold Visitor Service 1 (group)

Anthony Parry Old Pen & Historic Sites Administrator Historic Sites - 4 FTP  
Samuel Anderson Education Specialist  
Suzanne Squires Education Coordinator (group)  
Skye Cranney Research & Programs (group)  
Vacant Research & Programs (group)  
Vacant Rental & Visitor Services Assistant (group)  
Alexandra Polidori Events & Rental Coordinator  
Jacey Brain Education Specialist  
Leslie Anderson Rachael Einfelt Nicolas Diaz Olivia Hoffman Monika Lange Bryn McDaniel Eric Overzet Visitor Services 1 (group)

Tricia Canaday SHPO Administrator SHPO Deputy SHPO - 12 FTP  
Lindsay Johansson State Archaeologist  
Shannon Vihlene Data Coordinator  
Cassie Dishman Technical Records Specialist  
Dan Everhart Outreach Historian  
Jason Tippeconnic Fox Architectural Historian  
Maria Rachal Historic Preservation Planner  
Ashley Molloy Historic Preservation Review Officer  
Chris Shaver Compliance Archaeologist  
Travis Pitkin Curator of Archaeology  
Kayla McElreath Historic Preservation Review Officer  
Launi Ellering Compliance Archaeologist (limited term)  
Charlee Draper Weekend Services Leader (group)

**Agency Revenues**

Agency: Idaho State Historical Society

		FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
<b>Fund</b>	34500 Cares Act - Covid 19						
	450 Fed Grants & Contributions	141,000	0	0	0	0	
	<b>Cares Act - Covid 19 Total</b>	<b>141,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	34800 Federal (Grant)						
	435 Sale of Services	125,300	90,200	60,600	93,000	93,000	
	441 Sales of Goods	19,900	18,500	20,800	14,000	14,000	
	450 Fed Grants & Contributions	649,900	978,300	1,182,300	1,235,400	1,300,000	Estimated revenue in 34800 fund Account 450 are a mix of an annual formula grant award and competitive grants awarded.
	470 Other Revenue	0	200	300	0	0	
	<b>Federal (Grant) Total</b>	<b>795,100</b>	<b>1,087,200</b>	<b>1,264,000</b>	<b>1,342,400</b>	<b>1,407,000</b>	
<b>Fund</b>	34900 Miscellaneous Revenue						
	410 License, Permits & Fees	449,000	604,200	679,400	600,000	650,000	
	435 Sale of Services	33,000	103,900	101,000	60,000	60,000	
	441 Sales of Goods	242,500	306,400	309,900	260,000	300,000	
	450 Fed Grants & Contributions	0	0	76,900	0	0	
	460 Interest	12,200	9,800	68,000	20,000	20,000	
	463 Rent And Lease Income	176,000	295,200	364,200	290,000	300,000	
	470 Other Revenue	252,300	80,100	280,300	50,000	50,000	
	<b>Miscellaneous Revenue Total</b>	<b>1,165,000</b>	<b>1,399,600</b>	<b>1,879,700</b>	<b>1,280,000</b>	<b>1,380,000</b>	
<b>Fund</b>	45075 Admin Acct Svcs Appd&Cont Isf: Records Management Services						
	441 Sales of Goods	254,700	258,300	263,500	295,000	312,700	
	455 State Grants & Contributions	1,000	0	0	0	0	
	<b>Admin Acct Svcs Appd&amp;Cont Isf: Records Management Services Total</b>	<b>255,700</b>	<b>258,300</b>	<b>263,500</b>	<b>295,000</b>	<b>312,700</b>	
	<b>Agency Name Total</b>	<b>2,356,800</b>	<b>2,745,100</b>	<b>3,407,200</b>	<b>2,917,400</b>	<b>3,099,700</b>	

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

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Fund: American Rescue Plan Act - ARPA

34400

Sources and Uses:

One time federal American Rescue Plan Fund 34430 State & Local Fiscal Recovery Funds appropriated SB1371 for one time technology replacements to assist in economic recovery from effects caused by the COVID-19 pandemic.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	39,100	0	0 SB1371
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>0</b>	<b>0</b>	<b>39,100</b>	<b>0</b>	<b>0</b>
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	39,100	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>0</b>	<b>39,100</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>0</b>	<b>39,100</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>24. Ending Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Fund: Cares Act - Covid 19

34500

Sources and Uses:

Federal funds distributed through federal organizations that resulted from the CARES Act received through one-time grant applications to offset financial damages resulting from the COVID-19 Pandemic.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
04. Revenues (from Form B-11)	141,000	0	0	0	0
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
<b>08. Total Available for Year</b>	<b>141,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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.	141,000	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>141,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>141,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>24. Ending Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Fund: Federal (Grant)

34800

Sources and Uses:

Federal ongoing formula and one-time federal grant funds dedicated to funding personnel and operations of the State Historic Preservation Office and specific programs and projects of the Idaho State Historical Society.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>377,200</b>	<b>86,200</b>	<b>43,500</b>	<b>50,400</b>	<b>(354,200)</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>377,200</b>	<b>86,200</b>	<b>43,500</b>	<b>50,400</b>	<b>(354,200)</b>
04. Revenues (from Form B-11)	795,100	1,087,200	1,264,000	1,342,400	1,407,000
05. Non-Revenue Receipts and Other Adjustments	250,100	250,200	250,000	250,000	250,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>1,422,400</b>	<b>1,423,600</b>	<b>1,557,500</b>	<b>1,642,800</b>	<b>1,302,800</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	181,500	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	(200)	(3,500)	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	1,436,000	1,636,500	1,698,000	1,747,000	2,282,000
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	(531,300)	(506,200)	(437,400)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>904,700</b>	<b>1,130,300</b>	<b>1,260,600</b>	<b>1,747,000</b>	<b>2,282,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>904,700</b>	<b>1,130,300</b>	<b>1,260,600</b>	<b>1,747,000</b>	<b>2,282,000</b>
<b>20. Ending Cash Balance</b>	<b>336,200</b>	<b>293,500</b>	<b>300,400</b>	<b>(104,200)</b>	<b>(979,200)</b>
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	250,000	250,000	250,000	250,000	250,000
<b>24. Ending Free Fund Balance</b>	<b>86,200</b>	<b>43,500</b>	<b>50,400</b>	<b>(354,200)</b>	<b>(1,229,200)</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>86,200</b>	<b>43,500</b>	<b>50,400</b>	<b>(354,200)</b>	<b>(1,229,200)</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:



**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

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Fund: Miscellaneous Revenue

34900

Sources and Uses:

Admissions, use, and rental fees, sales of services and goods, lease income, and nonfederal grants, contributions, and donations dedicated to personnel, operations, and educational program support.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>2,586,300</b>	<b>2,254,200</b>	<b>2,330,300</b>	<b>2,796,700</b>	<b>1,935,800</b>
02. Encumbrances as of July 1	0	600,000	600,000	556,100	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>2,586,300</b>	<b>2,854,200</b>	<b>2,930,300</b>	<b>3,352,800</b>	<b>1,935,800</b>
04. Revenues (from Form B-11)	1,165,000	1,399,600	1,879,700	1,280,000	1,380,000
05. Non-Revenue Receipts and Other Adjustments	496,400	523,600	525,000	500,000	500,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	204,600	26,800	26,900	20,000	20,000
					ID Code § 49-420B Lewis & Clark License Plate.
<b>08. Total Available for Year</b>	<b>4,452,300</b>	<b>4,804,200</b>	<b>5,361,900</b>	<b>5,152,800</b>	<b>3,835,800</b>
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	13,500	22,900	26,700	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	43,900	556,100	0
13. Original Appropriation	2,672,100	1,877,900	2,111,800	2,160,900	2,869,500
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	(987,500)	(526,900)	(673,300)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(600,000)	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>1,084,600</b>	<b>1,351,000</b>	<b>1,438,500</b>	<b>2,160,900</b>	<b>2,869,500</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>1,684,600</b>	<b>1,351,000</b>	<b>1,438,500</b>	<b>2,160,900</b>	<b>2,869,500</b>
<b>20. Ending Cash Balance</b>	<b>3,354,200</b>	<b>3,430,300</b>	<b>3,852,800</b>	<b>2,435,800</b>	<b>966,300</b>
21. Prior Year Encumbrances as of June 30	0	600,000	556,100	0	0
22. Current Year Encumbrances as of June 30	600,000	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	500,000	500,000	500,000	500,000	500,000
<b>24. Ending Free Fund Balance</b>	<b>2,254,200</b>	<b>2,330,300</b>	<b>2,796,700</b>	<b>1,935,800</b>	<b>466,300</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>2,254,200</b>	<b>2,330,300</b>	<b>2,796,700</b>	<b>1,935,800</b>	<b>466,300</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Fund: Admin Acct Svcs Appd&Cont Isf: Records Management Services

45075

Sources and Uses:

Senate Bill 1416 of the 2012 Session was a trailer appropriation to H599. H599 authorized consolidation of the records function of the State Records Center, previously managed by the Department of Administration, and the State Archives, managed by the Historical Society. Fees generated by state agency billings directly support the personnel and operating expenses of the Idaho State Records Center, an essential function of state government which provides records management services.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>50,800</b>	<b>32,400</b>	<b>27,800</b>	<b>(30,800)</b>	<b>(248,000)</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>50,800</b>	<b>32,400</b>	<b>27,800</b>	<b>(30,800)</b>	<b>(248,000)</b>
04. Revenues (from Form B-11)	255,700	258,300	263,500	295,000	295,000
05. Non-Revenue Receipts and Other Adjustments	3,100	(13,100)	111,300	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>309,600</b>	<b>277,600</b>	<b>402,600</b>	<b>264,200</b>	<b>47,000</b>
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	317,500	320,900	339,600	412,200	418,300
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	41,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(40,300)	(71,100)	(47,200)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>277,200</b>	<b>249,800</b>	<b>333,400</b>	<b>412,200</b>	<b>418,300</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>277,200</b>	<b>249,800</b>	<b>333,400</b>	<b>412,200</b>	<b>418,300</b>
<b>20. Ending Cash Balance</b>	<b>32,400</b>	<b>27,800</b>	<b>69,200</b>	<b>(148,000)</b>	<b>(371,300)</b>
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	100,000	100,000	100,000
<b>24. Ending Free Fund Balance</b>	<b>32,400</b>	<b>27,800</b>	<b>(30,800)</b>	<b>(248,000)</b>	<b>(471,300)</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>32,400</b>	<b>27,800</b>	<b>(30,800)</b>	<b>(248,000)</b>	<b>(471,300)</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Fund: Income Funds: Capitol Commission Operating Fund

48109

Sources and Uses:

Idaho Capitol Commission statutory transfer funding dedicated to the Capitol Curation Program personnel and operations serving Idaho's Capitol building and the care and preservation of the Capitol's artifact collection.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>146,300</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>84,000</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>146,300</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>84,000</b>
04. Revenues (from Form B-11)	0	0	0	0	0
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	126,500	132,200	139,200	142,800
<b>08. Total Available for Year</b>	<b>146,300</b>	<b>169,200</b>	<b>200,600</b>	<b>223,200</b>	<b>226,800</b>
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	125,100	126,500	132,200	139,200	142,800
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	(21,500)	(25,700)	(15,600)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>103,600</b>	<b>100,800</b>	<b>116,600</b>	<b>139,200</b>	<b>142,800</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>103,600</b>	<b>100,800</b>	<b>116,600</b>	<b>139,200</b>	<b>142,800</b>
<b>20. Ending Cash Balance</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
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
<b>24. Ending Free Fund Balance</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency</b>	Idaho State Historical Society						522
<b>Division</b>	Idaho State Historical Society						HS1
<b>Appropriation Unit</b>	Historical Society						EDMA
<b>FY 2023 Total Appropriation</b>							
1.00	FY 2023 Total Appropriation						EDMA
	S1371						
	10000 General	30.80	2,530,800	6,368,300	41,600	31,600	8,972,300
	34430 Federal	0.00	0	12,700	26,400	0	39,100
	34800 Federal	10.80	1,091,400	476,600	0	130,000	1,698,000
	34900 Dedicated	12.40	1,037,500	1,074,300	0	0	2,111,800
	45075 Dedicated	3.00	179,500	39,700	161,400	0	380,600
	48109 Dedicated	1.00	78,700	53,500	0	0	132,200
		58.00	4,917,900	8,025,100	229,400	161,600	13,334,000
1.13	PY Executive Carry Forward						EDMA
	OT 34900 Dedicated	0.00	0	600,000	0	0	600,000
		0.00	0	600,000	0	0	600,000
1.21	Account Transfers						EDMA
	OT 34900 Dedicated	0.00	0	(24,900)	0	24,900	0
		0.00	0	(24,900)	0	24,900	0
1.61	Reverted Appropriation Balances						EDMA
	34800 Federal	0.00	(92,200)	(306,700)	0	(38,400)	(437,300)
	34900 Dedicated	0.00	(323,100)	(350,200)	0	0	(673,300)
	45075 Dedicated	0.00	(33,600)	(5,600)	(7,900)	0	(47,100)
	48109 Dedicated	0.00	(13,600)	(2,000)	0	0	(15,600)
		0.00	(462,500)	(664,500)	(7,900)	(38,400)	(1,173,300)
1.81	CY Executive Carry Forward						EDMA
	OT 34900 Dedicated	0.00	0	(556,100)	0	0	(556,100)
		0.00	0	(556,100)	0	0	(556,100)
<b>FY 2023 Actual Expenditures</b>							
2.00	FY 2023 Actual Expenditures						EDMA
	10000 General	30.80	2,530,800	6,368,300	41,600	31,600	8,972,300
	34430 Federal	0.00	0	12,700	26,400	0	39,100
	34800 Federal	10.80	999,200	169,900	0	91,600	1,260,700
	34900 Dedicated	12.40	714,400	724,100	0	0	1,438,500
	OT 34900 Dedicated	0.00	0	19,000	0	24,900	43,900
	45075 Dedicated	3.00	145,900	34,100	153,500	0	333,500
	48109 Dedicated	1.00	65,100	51,500	0	0	116,600
		58.00	4,455,400	7,379,600	221,500	148,100	12,204,600
<b>FY 2024 Original Appropriation</b>							

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
3.00	FY 2024 Original Appropriation						EDMA
10000	General	31.05	2,766,600	1,573,500	45,800	31,600	4,417,500
OT 10000	General	0.00	0	3,800	12,800	0	16,600
34800	Federal	10.55	1,156,700	976,600	0	130,000	2,263,300
34900	Dedicated	12.40	1,157,000	1,574,300	0	0	2,731,300
OT 34900	Dedicated	0.00	0	12,000	61,500	0	73,500
45075	Dedicated	3.00	202,400	39,300	120,400	0	362,100
48109	Dedicated	1.00	88,600	53,500	0	0	142,100
		58.00	5,371,300	4,233,000	240,500	161,600	10,006,400

**FY 2024 Total Appropriation**

5.00	FY 2024 Total Appropriation						EDMA
10000	General	31.05	2,766,600	1,573,500	45,800	31,600	4,417,500
OT 10000	General	0.00	0	3,800	12,800	0	16,600
34800	Federal	10.55	1,156,700	976,600	0	130,000	2,263,300
34900	Dedicated	12.40	1,157,000	1,574,300	0	0	2,731,300
OT 34900	Dedicated	0.00	0	12,000	61,500	0	73,500
45075	Dedicated	3.00	202,400	39,300	120,400	0	362,100
48109	Dedicated	1.00	88,600	53,500	0	0	142,100
		58.00	5,371,300	4,233,000	240,500	161,600	10,006,400

**Appropriation Adjustments**

6.11	Executive Carry Forward						EDMA
OT 34900	Dedicated	0.00	0	556,100	0	0	556,100
		0.00	0	556,100	0	0	556,100

**FY 2024 Estimated Expenditures**

7.00	FY 2024 Estimated Expenditures						EDMA
10000	General	31.05	2,766,600	1,573,500	45,800	31,600	4,417,500
OT 10000	General	0.00	0	3,800	12,800	0	16,600
34800	Federal	10.55	1,156,700	976,600	0	130,000	2,263,300
34900	Dedicated	12.40	1,157,000	1,574,300	0	0	2,731,300
OT 34900	Dedicated	0.00	0	568,100	61,500	0	629,600
45075	Dedicated	3.00	202,400	39,300	120,400	0	362,100
48109	Dedicated	1.00	88,600	53,500	0	0	142,100
		58.00	5,371,300	4,789,100	240,500	161,600	10,562,500

**Base Adjustments**

8.41	Removal of One-Time Expenditures						EDMA
This decision unit removes one-time appropriation for FY 2024.							
OT 10000	General	0.00	0	(3,800)	(12,800)	0	(16,600)
OT 34900	Dedicated	0.00	0	(12,000)	(61,500)	0	(73,500)
		0.00	0	(15,800)	(74,300)	0	(90,100)

**FY 2025 Base**



		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
9.00	FY 2025 Base						EDMA
10000	General	31.05	2,766,600	1,573,500	45,800	31,600	4,417,500
OT 10000	General	0.00	0	0	0	0	0
34800	Federal	10.55	1,156,700	976,600	0	130,000	2,263,300
34900	Dedicated	12.40	1,157,000	1,574,300	0	0	2,731,300
OT 34900	Dedicated	0.00	0	0	0	0	0
45075	Dedicated	3.00	202,400	39,300	120,400	0	362,100
48109	Dedicated	1.00	88,600	53,500	0	0	142,100
		58.00	5,371,300	4,217,200	166,200	161,600	9,916,300

**Program Maintenance**

10.11	Change in Health Benefit Costs						EDMA
10000	General	0.00	31,535	0	0	0	31,535
34800	Federal	0.00	12,775	0	0	0	12,775
34900	Dedicated	0.00	17,500	0	0	0	17,500
45075	Dedicated	0.00	3,290	0	0	0	3,290
48109	Dedicated	0.00	700	0	0	0	700
		0.00	65,800	0	0	0	65,800

10.12	Change in Variable Benefit Costs						EDMA
10000	General	0.00	19,461	0	0	0	19,461
34800	Federal	0.00	7,510	0	0	0	7,510
34900	Dedicated	0.00	13,701	0	0	0	13,701
45075	Dedicated	0.00	1,528	0	0	0	1,528
48109	Dedicated	0.00	409	0	0	0	409
		0.00	42,609	0	0	0	42,609

10.31	Repair, Replacement, or Alteration Costs						EDMA
OT 34900	Dedicated	0.00	0	11,000	59,500	0	70,500
		0.00	0	11,000	59,500	0	70,500

10.61	Salary Multiplier - Regular Employees						EDMA
10000	General	0.00	33,890	0	0	0	33,890
34800	Federal	0.00	13,085	0	0	0	13,085
34900	Dedicated	0.00	23,809	0	0	0	23,809
45075	Dedicated	0.00	2,663	0	0	0	2,663
48109	Dedicated	0.00	715	0	0	0	715
		0.00	74,162	0	0	0	74,162

**FY 2025 Total Maintenance**

11.00	FY 2025 Total Maintenance						EDMA
10000	General	31.05	2,851,486	1,573,500	45,800	31,600	4,502,386
OT 10000	General	0.00	0	0	0	0	0

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
34800	Federal	10.55	1,190,070	976,600	0	130,000	2,296,670
34900	Dedicated	12.40	1,212,010	1,574,300	0	0	2,786,310
OT 34900	Dedicated	0.00	0	11,000	59,500	0	70,500
45075	Dedicated	3.00	209,881	39,300	120,400	0	369,581
48109	Dedicated	1.00	90,424	53,500	0	0	143,924
		58.00	5,553,871	4,228,200	225,700	161,600	10,169,371

**Line Items**

Governor's IT Modernization EDMA

10000	General	(0.75)	(62,000)	25,800	0	0	(36,200)
34800	Federal	(0.25)	(20,700)	0	0	0	(20,700)
34900	Dedicated	0.00	0	94,000	0	0	94,000
		(1.00)	(82,700)	119,800	0	0	37,100

12.01 Historic Old Idaho Penitentiary Staffing Support EDMA

34900	Dedicated	2.00	128,370	0	0	0	128,370
OT 34900	Dedicated	0.00	0	0	8,120	0	8,120
		2.00	128,370	0	8,120	0	136,490

12.02 Open Position Funding EDMA

Open Position Funding

10000	General	0.00	70,600	0	0	0	70,600
34800	Federal	0.00	30,600	0	0	0	30,600
		0.00	101,200	0	0	0	101,200

**FY 2025 Total**

13.00 FY 2025 Total EDMA

10000	General	30.30	2,860,086	1,599,300	45,800	31,600	4,536,786
OT 10000	General	0.00	0	0	0	0	0
34800	Federal	10.30	1,199,970	976,600	0	130,000	2,306,570
34900	Dedicated	14.40	1,340,380	1,668,300	0	0	3,008,680
OT 34900	Dedicated	0.00	0	11,000	67,620	0	78,620
45075	Dedicated	3.00	209,881	39,300	120,400	0	369,581
48109	Dedicated	1.00	90,424	53,500	0	0	143,924
		59.00	5,700,741	4,348,000	233,820	161,600	10,444,161

Agency: Idaho State Historical Society

522

Decision Unit Number 12.01 Descriptive Title Historic Old Idaho Penitentiary Staffing Support

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	128,370	0	128,370
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	8,120	0	8,120
80 -	0	0	0	0
Totals	0	136,490	0	136,490
Full Time Positions	0.00	2.00	0.00	2.00

Appropriation Unit: Historical Society EDMA

Personnel Cost

500 Employees	0	80,960	0	80,960
512 Employee Benefits	0	18,510	0	18,510
513 Health Benefits	0	28,900	0	28,900
Personnel Cost Total	0	128,370	0	128,370

Capital Outlay

740 Computer Equipment	0	4,520	0	4,520
764 Office Equipment	0	3,600	0	3,600
Capital Outlay Total	0	8,120	0	8,120

Full Time Positions

FTP - Permanent	0.00	2.00	0.00	2.00
Full Time Positions Total	0	0	0	0
	<b>0</b>	<b>136,490</b>	<b>0</b>	<b>136,490</b>

Explain the request and provide justification for the need.

Background:

The Idaho State Historical Society (ISHS) was founded in 1881 by the territorial legislature and established as a state agency by the legislature in 1907. We are an extraordinary system of cultural and historic resources comprised of the Idaho State Museum, Idaho State Archives and State Records Center, State Historic Preservation Office, and historic Old Idaho Penitentiary and Historic Sites Program.

Our mission is to preserve and promote Idaho history, which is authorized through 74 state statutory mandates and the National Historic Preservation Act.

20 states, including Idaho, deploy the structural model where the State Historical Society, an executive branch Agency, administers the Core Programs of State Archives and State Records Center, State Museum, State Historic Preservation Office, and State Historic Sites. This consolidated structure advances expertise sharing, leveraging of fiscal and human resources, cross marketing, and comprehensive fundraising, resulting in a highly efficient organization.

The ISHS creates value by stewarding irreplaceable state-owned collections, providing information and understanding about Idaho history, stipulating local voice to federal decision making with regard to Idaho's cultural and archaeological resources, supporting Idaho's educational and curriculum needs through informal and applied learning opportunities, serving as the official repository for the state's permanent government records, and providing records management services to over 30 state agencies.

The historic Old Idaho Penitentiary Reimagining Project conducted a nine-month Interpretive & Experience Master Plan funded by a National Endowment for the Humanities (NEH) planning grant. ISHS, working with the Division of Public Works, anticipates awarding a design / build contract to realize the recommendations coming out of that plan. The historic Old Idaho Penitentiary Business Plan conducted summer of 2023 provides the details of opportunity through the realized new exhibitions and visitor experiences with anticipated increased audiences served and increased public programming. Lord Cultural Resources group, the author of the historic Old Idaho Penitentiary Business, outlines the need for this request.

The historic Old Idaho Penitentiary currently operates with only four full-time employees. Operations rely heavily on both volunteer and part-time seasonal temporary staff. This model has become increasingly unsustainable with employment market conditions demanding more of our institutions by way of salary and benefits, an increase in volunteers aging out, and college intern best practice of paying interns. With the public and private investment in the Old Idaho Penitentiary Reimagining Project Lord Cultural Resource Group identified the need of additional full-time staffing to better staff the Old Idaho Penitentiary Reimagining Project while meeting current levels of educational public programming and visitor services, and post project to meet increased audience and educational programming needs.

**If a supplemental, what emergency is being addressed?**

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N/A

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

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Idaho Code state that the agency shall:

Encourage and promote interest in the history of Idaho (67-4126[2])

Collect, preserve, and exhibit artifacts and information illustrative of Idaho history, culture, and society (67- 4126 [3])

The director of the Idaho state historical society may receive, on behalf of the society, any money or real or personal property donated, bequeathed, devised, or conditionally granted to the society. "Donated," as used in this section, shall include moneys paid by the public for admission to historical facilities operated by the society, and shall include moneys derived from retail sales related to the society's programs. (67-4129A)

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

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N/A

**What resources are necessary to implement this request?**

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N/A

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

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Customer Service Representative II (Paygrade H), full-time, benefited, hiring July, 2025.

Interpretive Specialist (Paygrade J), full-time, benefited, hiring July, 2025.

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

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No existing human resources will be redirected to this effort; existing operations will see minor impacts relating to shifting office space and the addition of supervisees to two separate supervisors.

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

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The ISHS will require one-time Capital Expense for the purchase of two standard laptops at \$1,500 each, docking stations at \$200 each, and four monitors at \$280 each, and two desks with chairs totaling \$3,600.

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

---

The ISHS conducted a business plan for the historic Old Idaho Penitentiary with the Lord Cultural Resources Group, a global cultural consulting practice offering planning services for museum, art galleries, and other cultural institutions. The resulting plan is the roadmap to a multi-year phased approach to best maximize the Old Pen Reimagining, an effort to improve and expand educational access at the historic Old Idaho Penitentiary. This effort will result in a comprehensive interpretive strategy encompassing new exhibition / visitor experience programs.

**Provide detail about the revenue assumptions supporting this request.**

---

The historic Old Idaho Penitentiary reimagining project conducted a nine-month Interpretive & Experience Master Plan funded by a National Endowment for the Humanities (NEH) planning grant that will serve as the foundation in seeking private and federal support for the project. Currently ISHS is working with Division of Public Works to release a design / build request for proposals fall of 2023 and exhibition construction spring 2024. The historic Old Idaho Penitentiary Business plan conducted summer of 2023 provides the details of opportunity through increased audience served, staggered fee increase, and per-person gift store sales and increased paid public programming to build the revenue assumption in support of this request.

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

---

The citizens of Idaho are being served by this request, as the Agency, by practice, seeks non-state funds to leverage and extend the impact of taxpayer dollars. If this request is not approved the historic Old Idaho Penitentiary will not have the manpower necessary to ramp-up programming and visitor service needs of families, students, and tourists to meet the educational and programming required to fully realize the Old Pen Reimagining.



State of Idaho  
**DIVISION OF HUMAN RESOURCES**  
Executive Office of the Governor

---

BRAD LITTLE  
Governor  
LORI A. WOLFF  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Mark Holubar  
Sarah E. Griffin  
Amy Manning  
Nancy Merrill

September 1, 2023

Janet L. Gallimore, Executive Director  
State Historical Society

Dear Janet:

This letter is in response to your FY 2025 Budget request. Your initial request was received August 25, 2023 and listed the following requested item(s) for your FY 2025 budget:

1. Increase FTP by 1.0, Interpretive Specialist
2. Increase FTP by 1.0, Customer Service Representative 2
3. Increase Funding for reclassification from Project Coordinator to Administrative Support Manager

After review of your request, DHR concurs with classification for the following:

1. 1.0, Interpretive Specialist, Pay Grade J
2. 1.0, Customer Service Representative 2, Pay Grade H
3. Increase Funding for reclassification from Project Coordinator, Pay Grade L to Administrative Support Manager, Pay Grade N

This letter attests that the State Historical Society request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at [andrea.ryan@dhr.idaho.gov](mailto:andrea.ryan@dhr.idaho.gov) or 208.758.1618

Sincerely,

A handwritten signature in black ink, appearing to read "AR", with a stylized flourish at the end.

Andrea Ryan  
Human Resource Manager

Cc: Theresa Arnold, Division of Financial Management





# Reimagined Old Idaho Penitentiary:

Business Plan and Projections  
Draft Final Report

Lord Cultural Resources is a global professional practice dedicated to making the world a better place through culture.

We assist people, communities, and organizations to realize and enhance cultural meaning and expression.

We distinguish ourselves through a comprehensive and integrated full-service offering built on a foundation of key competencies: visioning, planning and implementation.

We value and believe in cultural expression as essential for all people. We conduct ourselves with respect for collaboration, local adaptation and cultural diversity, embodying the highest standards of integrity, ethics and professional practice.

We help clients clarify their goals; we provide them with the tools to achieve those goals; and we leave a legacy as a result of training and collaboration.

Our Toronto office is located within the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. Our New York office is located on the traditional lands of the Lenape peoples. Our Long Beach office is located on the land of the Tongva/Gabrieleño and the Acjachemen/Juaneño Nations, who have lived and continue to live here..

We encourage you to acknowledge the presence of the people who came before, wherever you are.



## 5.3 PROJECTED OPERATING EXPENSES

The categories of operating expenses projected for the reimagined Old Idaho Penitentiary (OIP) assuming implementation of the *Interpretive and Visitor Experience Master Plan* during the opening five years are as follows:

- Salaries, Wages and Benefits
- Occupancy Costs
- Exhibitions Costs
- Collections Care
- Public and Educational Programs
- General and Administrative
- Development
- Marketing
- Retail Cost of Goods Sold

### 5.3.1 Salaries, Wages and Benefits

It is almost always the case that the largest operating cost of any museum-related institution is staffing, generally accounting for 45-60% of the total operating budget for independently operated institutions. In the case of the OIP it is part of the Idaho State Historical Society (ISHS) and receives central management support from the Society. Even with such central support, the staff level at the OIP is far lower than the Eastern State Penitentiary Historic Site and other examples cited in Chapter 2. Staffing levels and costs as well as the other operating costs of the OIP will increase with implementation of the Master Plan to a greater extent than the increases in earned income associated with higher levels of attendance and the growth of other earned income as projected earlier in this chapter.

The existing on-site staff positions of the OIP are as follows:

Full-Time:

- Historic Sites Administrator
- Education Specialist – Research and Education Coordinator
- Education Specialist – Visitor Services Coordinator
- Events and Rental Coordinator

Part-Time:

- Tour Guide/Presenter
- Front Desk
- Gift Shop
- Exhibit Attendant
- Site Patrol

The existing full-time and part-time staff are supported by volunteers.

Salaries, wages and benefits for on-site OIP staff that were budgeted for 2023 totals \$490,723. This figure has been used as the base level for the staffing cost projections.

Recommended and assumed additional staff with implementation of the *Master Plan* are as follows:

- Customer Service Representative (Front Desk)
- Retail Store Operator
- Interpretive Specialist
- Education Specialist
- Additional part-time staff

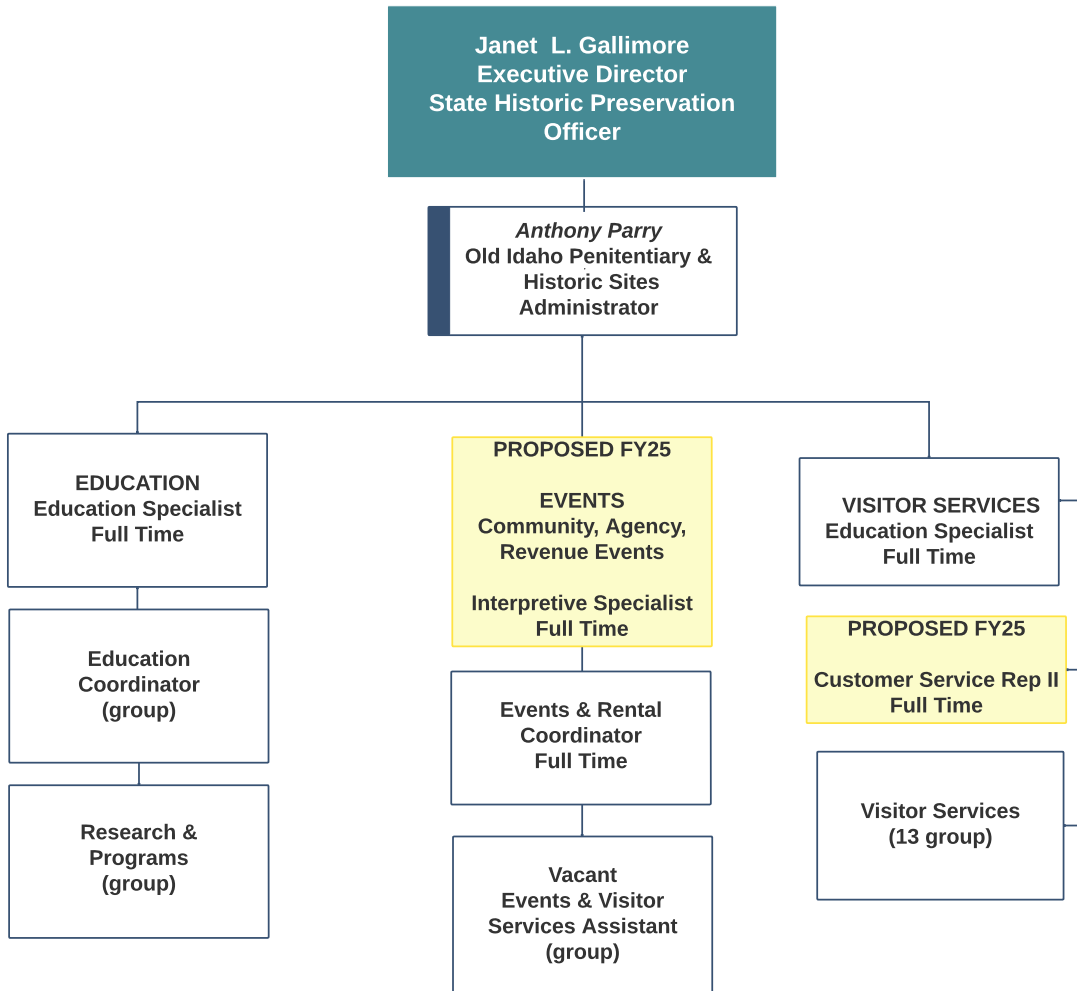
In recognition of the fact that the OIP is currently understaffed, and to serve as a transition to implementation of the *Master Plan*, we have recommended that two of these additional full-time positions – Customer Service Representative and Interpretive Specialist - be introduced in 2024.

The following table sets out as a top line the budgeted 2023 salaries, wages and benefits for existing OIP staff and adds the salaries, wages and benefits for each additional staff position.

While the projections are in constant 2023 dollars it is assumed that staffing costs will increase at a rate that is 0.5% above whatever the prevailing rate of inflation is each year. For the purposes of these projections, we have added 1.0% to the base level figures to the completed implementation of the *Master Plan* and 0.5% each year thereafter. This leads to the following staffing cost projections.

Staffing Costs	Base Level	Cost if in 2024	Year 1	Year 2	Year 3	Year 4	Year 5
2023 Salaries, Wages and Benefits Costs for Existing Staff	\$490,723						
Adjusted Existing Staffing Costs to Implementation			\$495,630	\$498,108	\$500,599	\$503,102	\$505,617
<b>Additional Staff Positions</b>							
Customer Service Representative (Front Desk)		\$56,900	\$57,469	\$57,756	\$58,045	\$58,335	\$58,627
Retail Store Operator		\$58,200	\$58,782	\$59,076	\$59,371	\$59,668	\$59,966
Interpretive Specialist		\$72,200	\$72,922	\$73,287	\$73,653	\$74,021	\$74,391
Education Specialist		\$79,800	\$80,598	\$81,001	\$81,406	\$81,813	\$82,222
Additional Part-Time Staff		\$58,200	\$58,782	\$59,076	\$59,371	\$59,668	\$59,966
<b>Total Staff Costs</b>			<b>\$824,183</b>	<b>\$828,304</b>	<b>\$832,446</b>	<b>\$836,608</b>	<b>\$840,791</b>

***The additional staff and other higher operating costs associated with implementation of the Interpretive and Exhibition Master Plan will be partially offset by higher admissions and other earned income, as projected earlier in this chapter. But additional financial support from the State will be required as shown in the projections summary in section 5.4 of this chapter. In advance of implementation of the Master Plan, we recommend that the ISHS request additional financial support from the State for 2024 to cover the staffing costs of the needed Interpretive Specialist and the Customer Service Representative (Front Desk). The combined cost is \$129,100 in salaries, wages and benefits. Taking into account overhead costs associated with each staff position, we suggest that the request should be for \$140,000 in 2024.***







# Reimagined Old Idaho Penitentiary:

Business Plan and Projections  
Phase 1 Report

July 2023

**Lord**  
Cultural Resources

Lord Cultural Resources is a global professional practice dedicated to making the world a better place through culture.

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# Section I

Introduction

# 1. INTRODUCTION

This chapter summarizes the background to and purpose of this Business Plan and Projections study for the reimagined Old Idaho Penitentiary (OIP) as well as the methodology to conduct it to date.

## 1.1 BACKGROUND TO THE BUSINESS PLAN

Some seven years before Idaho achieved statehood, what was originally known as the Territorial Prison was constructed as a single cell house in 1870. To be distant from other residents it was located on what was then an isolated site east of Boise. A 17-foot wall was constructed by the inmates in 1872. Other buildings added over time increased the capacity for a growing number of prisoners and offered improvements to the conditions for the incarcerated, including somewhat larger cells and plumbing. The Idaho State Penitentiary was operational for 101 years and incarcerated a total of about 13,500 prisoners, of which 217 were women.

The Penitentiary closed in December of 1973 and was placed on the National Register of Historic Places. Responsibility for the preservation, maintenance and interpretation of the site and buildings was allocated to the Idaho State Historical Society (ISHS). Although the ISHS allocated staff and other financial resources to the site over the years, there has been limited investment in the development of permanent and temporary exhibitions and generally in deepening and enhancing the visitor experience. Despite limited capital investment and change, attendance levels have been relatively substantial because of public fascination with touring cell blocks and other aspects of prison life in authentic penitentiary buildings. However, there are opportunities to increase attendance and earned income levels further as a consequence of a reimagination process that was initiated in 2021 and that led to preparation the following year of the *Old Idaho Penitentiary Interpretive and Experience Master Plan*.

The Master Plan was developed by ISHS staff, Board and Foundation members, with substantial input from an OIP Reimagining Advisory Committee of local, regional and national scholars. As stated by the Society Executive Director, new exhibitions and programs at the Old Idaho Penitentiary “must carefully convey and immerse visitors in the very layered, highly complex, often troubling, and long-tenured history of this place and the people incarcerated here. When we realize our vision for this work, visitors will have a deeper understanding of the history of crime and punishment in Idaho and reflect more purposefully on the meaning of a fair and equitable society.”

*The Interpretive and Visitor Experience Master Plan* provides the foundation for detailed exhibition and architectural design. In advance of those requirements for implementation a



business plan is required that will explore issues like admission charges, revenue centers, staffing and other operational needs and that seeks to maximize attendance and earned income while controlling operating costs. The business plan concludes with projections of attendance, operational revenues and expenses assuming implementation of the Master Plan.

Lord Cultural Resources, the largest museum planning firm in the world, was selected to conduct the business plan, having previously prepared the business plan for the revitalization of the Idaho State Museum.

## 1.2 BUSINESS PLAN METHODOLOGY

This study is being conducted in two phases. Phase 1 provides operations and revenue generation-focused research, analyses and recommendations. Once recommendations are approved or modified to become finalized assumptions, the second phase of the study will include projections of attendance, operating revenues and expenses for the opening three years following implementation of the reimagined OIP.

In order to meet the objectives of this business plan, Lord Cultural Resources conducted the following scope of work and methodology to date. We:

- Reviewed background information provided to us, especially the OIP Interpretive and Visitor Experience Master Plan as well as survey forms associated with the facilities, markets, operations and finances of the existing OIP operation, both pre-COVID 2019 and budget figures for 2023.
- Participated in a SWOT/Assumptions workshop with ISHS and OIP staff.
- Compiled and analyzed available data regarding the overall museums marketplace, other selected penitentiary museums, and other selected museums and related institutions in Boise.
- Compiled and analyzed available data and conducted interviews regarding potential resident, school and tourist markets for the region and the OIP in particular.
- Conducted other interviews with key informants. Please see Appendix A, which acknowledges both the workshop and the interview participants.
- Set out fixed as well as variable assumptions (variable assumptions are presented as recommendations) for the approval, modification or rejection by the client group. When finalized, the assumptions as well as all the research and analyses found in this report, will form the basis of the attendance, operating revenue and expense projections in the next phase of this study.
- Prepared this Phase 1 report.

Bold, italics is used throughout to highlight key findings, conclusions and recommendations.

# Section II

Contextual and  
Comparables  
Analyses

## 2. CONTEXTUAL AND COMPARABLES ANALYSES

This chapter establishes context, lessons and benchmarks to help guide the recommendations in this Phase 1 report and the forthcoming attendance, operating revenue and expense projections for the future Old Idaho Penitentiary (OIP) assuming implementation of the *Interpretive and Visitor Experience Master Plan*.

The analysis begins with an overview of the operating revenues of the OIP compared to history museums/sites and other museum types. This is followed by an analysis of comparable penitentiary museums and historic sites. The chapter concludes with an analysis of OIP site neighbors - the Idaho Botanical Garden and the Bishop's House - as well as the Idaho State Museum.

### 2.1 CONTEXTUAL ANALYSIS: OIP COMPARED TO MUSEUM AVERAGES

The following table compares pre-COVID 2019 and 2023 budget data for the OIP to 2017 revenue data from a comprehensive survey by the American Alliance of Museums (AAM). Highlighted are data from history museums and historic sites, which is the AAM category that includes the OIP, compared to other museum types.

Of particular note in the table below is that earned income as a percentage of total operating in both 2019 and 2023 for the OIP already substantially exceeds the averages for history museums/historic sites and other museum types. This reflects a common public fascination with attending former penitentiaries, leading to relatively high attendance despite limited staff and other financial resources for OIP as discussed in the following chapter. *The implementation of the OIP Interpretive and Visitor Experience Master Plan will certainly require an increase in staffing and other operating costs but earned income should increase substantially as well.*



	Old Idaho Penitentiary, 2019 Actual	Old Idaho Penitentiary, 2023 Budget	Art Museum/ Sculpture Garden	Children's Museum	History/ Historic House/Site	Natural History/ Anthropology	Science/ Technology Centre/ Museum	Arboretum/ Botanic Garden/ Nature Center	Zoo/ Aquarium	Total Sample/ Weighted Average
Sample Size			209	36	408	31	31	27	15	857
Earned Income	68.3%	67.7%	26%	52%	35%	42%	57%	45%	59%	35.1%
Other*	18.6%	14.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Private Donations/ Sponsorships**	0.4%	0.0%	42%	33%	33%	28%	31%	31%	25%	35.0%
Investment/Endowment Income	0.0%	0.0%	16%	2%	12%	9%	2%	10%	4%	11.4%
Government Income (Fed-State-Local)	12.7%	17.6%	17%	13%	21%	22%	10%	14%	12%	19.3%

Source: OIP and American Alliance of Museums, Museum Board Leadership 2017: A National Report

\* Revenue from communication tower and building leases

\*\* Donations and sponsorships go to the Idaho State Historical Society Foundation, and allocated to State Museum, OIP and other sites

## 2.2 NATIONAL SNAPSHOT OF US MUSEUMS -2023

A survey of 340 museum directors conducted by Wilkening Consulting focused on the extent to which museums have recovered from the negative effects of COVID 19. Key findings from the survey are as follows:

- Only 33% of respondents recovered to achieve 2019 attendance levels. On average they are achieving 71% of their pre-COVID attendance levels. In contrast, attendance levels at the OIP are estimated to increase beyond 2019 levels in 2023, as discussed in Chapter 3.
- Some 38% of respondents had increased their staff level compared to 2019, 36% reported staff levels unchanged, while 26% have not recovered to pre-pandemic staff levels. As also discussed in Chapter 3, staffing levels at OIP increased in 2023 over 2019 levels by one staff person.
- Some 60% of those recruiting for additional staff reported difficulty filling open positions, especially in the lower paying guest services, maintenance and security jobs. To help address this, 84% have increased or they may plan to increase the hourly rates of lower paid staff. It may also be necessary for salaries and wage levels to increase at the OIP with implementation of the Master Plan.
- Despite lower attendance, 46% of respondents expected to have an improved financial bottom line in 2023 compared to 2022, but still not to 2019 levels. *Projections to be conducted in the next phase of this study assuming implementation of the Master Plan are likely to show the need for a larger operating budget to be substantially offset by higher earned income.*

## 2.3 COMPARABLES ANALYSIS

This section considers the experience of three operational prison/penitentiary museums<sup>1</sup> identified by senior management of the Idaho State Historical Society (ISHS) to offer a good level of comparably to the Old Idaho Penitentiary and the associated benchmarks and lessons from them. Those selected for detailed analysis, in alphabetical order, are as follows:

- Eastern State Penitentiary Historic Site, Philadelphia PA
- Old Joliet Prison Historic Site, Joliet IL
- Wyoming Territorial Prison State Historic Site, Laramie WY

Noteworthy is that the three comparables all use “Historic Site” to help clarify that the penitentiaries/prisons are not operational, thereby eliminating security concerns, and that they are open to public visitation. *While most people understand that the OIP does not include inmates, we have recommended a modification to the Old Idaho Penitentiary’s name to formally include the term “Historic Site”, but only when new signage and other communications are to be implemented.*

Since it is not comparable to OIP or Boise, we have not analyzed Alcatraz in detail. It is nonetheless important to emphasize that it attracts 1.5 million visitors per year at substantial admission prices as the most famous historic prison site in the world. This is because of its fame in popular culture and its location on an island off the coast of San Francisco.

### 2.3.1 Eastern State Penitentiary Historic Site



The Eastern State Penitentiary Historic Site is located close to downtown Philadelphia. Despite being a former state penitentiary, it is now owned by the City of Philadelphia and marketed as “America’s most historic prison”. The Historic Site opened to public visitation in

<sup>1</sup> Also interviewed was the Executive Director of the planned Sing Sing Prison Museum in Ossining New York. Although the Museum is not yet operational, the interview helped to [confirm key conceptual and interpretive directions for the OIP as well as confirming its importance in the pantheon of U.S. prison museums.

1994 and its attendance level is reported to have increased every year until the COVID-19 pandemic.

In 2012 a decision was made to not only tell the story of the history of Eastern State Penitentiary but to also establish a wider contemporary context that references the fact that the United States has the highest rate of incarceration in the world. Visitors are informed that incarcerated inmates are primarily those who did not commit violent crimes and that they are disproportionately people of color. The tour of the historic prison ends at what is called the Big Graph, which focuses on the rate of incarceration in the United States since 1900 and by race since 1970, including comparisons to other countries. Associated with the Big Graph is an exhibition utilizing existing cell block spaces called *Prisons Today: Questions in the Age of Mass Incarceration*. *There is currently no separate building with environmental controls that would enable implementation of permanent and temporary exhibitions at Eastern State Penitentiary. However, a separate building for exhibitions and a theatre is part of the long-term master plan for Eastern State Penitentiary just as they are part of the master plan for the OIP.*

When the focus on the contemporary criminal justice system was implemented by Eastern State Penitentiary there was concern about potential opposition among visitors, Board members and funders. Visitor exit surveys, however, showed that 75% were positive, some were neutral, and few people were negative. As a consequence of this initiative, other prison museums have moved or are planning to also move in the same direction, and such a direction is included in the *Interpretive and Visitor Experience Master Plan* for the Old Idaho Penitentiary. *From a business planning perspective, what is important is that by treating the high rates of incarceration and the disproportionate numbers of incarcerated persons of color as facts, as opposed to strongly advocating for criminal justice reform or taking other politically-charged positions, the visitor and funder reaction is more likely to be positive with regard to the OIP's proposed revitalization plans.*

Pre-COVID 2019 attendance at the Eastern State Penitentiary was close to 400,000, of which 310,000 attended on day tours, primarily self-guided with rented MP3 players and headphones. The advantage of leasing audio tour equipment from private companies is that supplies can vary during the year, with fewer needed in the winter months and many during the summer months. The company is responsible for cleaning the headphones which are shipped back each week. *We have also recommended the lease of audio tour equipment for OIP as part of a strategy to justify increased admission charges for the future OIP and to limit the extent of additional staff and volunteer needs.*

The self-guided audio tours at Eastern State Penitentiary Historic Site, if booked online, are charged at \$21 for adults, \$19 for seniors, \$17 for students with ID at all levels and also for children aged 7-12. Children under 7 receive free admission. There is an additional \$2 charge in all categories if tickets were purchased on site.

Daytime guided tours are offered at the same prices as the self-guided audio tours and available only once per day. The guided tours have a capacity of 25 and usually fill up. Tour guides and other staff at Eastern State Penitentiary include formerly incarcerated prisoners.

Group rates for 15 or more persons are available for adults at \$11, seniors \$10, and students \$8, whether self-guided or guided. School groups account for about 9% of visitors, starting in grade 4, but most are in higher grade levels given the subject matter.

Twilight Evening Tours including a Beer Garden are offered by Eastern State Penitentiary from Thursday through Sunday during the warmer weather months. They were introduced during COVID to seek to increase attendance and generate revenue. Charges on Thursdays and Sundays are \$21 with \$28 charged on Fridays and Saturdays. *The Evening Tours and Beer Garden are moderately successful but likely to be terminated because the staffing costs and other costs during evening hours generally exceed the revenues, because the market appears to be more interested in the beer than the mission of the institution, and because a survey of evening visitors found that the vast majority would also attend during daylight hours.*

More popular, and to definitely be retained, is the Halloween Haunt opportunity during most evenings from late September to early November. Prices range from \$39 to \$79 depending on the day of the week. There are also alcohol bar opportunities including a speakeasy in Al Capone's former cell. Halloween Haunt is the primary source of revenue for the Historic Site as shown in the revenue table below.

*Taking these points and especially the staffing implications into account, as well as the smaller Boise market compared to Philadelphia, we are not recommending regular evening tours or hours for OIP with the exception of the Halloween period.*

Attendance levels at the Eastern State Penitentiary Historic Site have still not recovered from COVID and are expected to decline to about 300,000 in 2023. About 85% of visitors are tourists, largely because for residents there is not enough change to motivate repeat visitation. The repeat visitation level is about 8% compared to a common 40% for most museums. Repeat visitation is expected to increase somewhat with the introduction of a Visitor Center, utilizing three adaptively reused existing buildings and as a subsequent phase, the introduction of an adaptively reused space for permanent and temporary exhibitions and a theatre that is not in the cell blocks, as also planned for OIP.

The Eastern State Penitentiary Historic Site has an \$11 million operating budget in 2023, which is about the same as was the case in 2019. It operates with a full-time staff of 75, many of whom are paid minimum wage, supported by 25 part-timers. It does not have the centralized staff support available to OIP from the Idaho State Historical Society. Although OIP will require staff growth, the total should be much less than at Eastern State Penitentiary, which does not currently have a volunteer program. This is because staff are believed to be adequate without them and because of prior experience that volunteers offering tours are less likely to focus on mission. We have nonetheless recommended expansion of the volunteer program at the OIP.

The following table indicates the percentage sources of operating revenue for the Eastern State Penitentiary Historic Site that is budgeted for 2023. The data emphasize the importance of the Halloween Special Event and other admissions revenue but also the limited revenue from venue rentals because existing spaces are not considered attractive enough. Membership revenue is also small, in part because of limited repeat visitation. Most of the membership revenue is because of support for the mission of the institution as opposed to the seeking of value for money spent.

Retail sales take place in a small 300 sq. ft. space supported by limited online sales, with relatively substantial sales that average about \$2.18 per visitor. The future Visitor Center is to include a larger retail store. Private contributed and membership revenues are modest. Although there are no regular City or State operating grants, project funds are expected to account for 8% of operating revenues.

*While Boise does not have the resident population base of Philadelphia, the data from the Eastern State Penitentiary Historic Site indicate opportunities for the OIP to substantially increase its attendance, admission charges and other earned income assuming implementation of the Interpretive and Visitor Experience Master Plan.*

Sources of Operating Revenue	Budgeted 2023, Rounded	Percentage
<i>Halloween Special Event</i>	\$5,332,100	49%
Other Admissions	\$3,647,100	24%
Grants	\$812,400	8%
Merchandise Sales	\$636,300	6%
Private Contributions	\$200,000	2%
Memberships	\$74,000	1%
Facility Rentals	\$18,700	0%
Other	\$68,700	1%
Total	\$10,800,000	100%

### 2.3.2 Old Joliet Prison Historic Site



The Joliet Correctional Center, which is 35 miles southwest of Chicago, opened in 1858. It was constructed largely by inmates with limestone quarried on the site. By 1878 the prison had substantially exceeded its intended capacity and with poor quality facilities there were calls for its closure for many years. It finally closed in 2002 and the site and buildings remained empty and subject to vandalism until the City of Joliet leased them from the state of Illinois in 2017.

The Old Joliet Prison Historic Site opened to the public in 2018. Responsibility to preserve, enhance and administer the site was turned over by the City to the Joliet Area Historical Museum, which receives City funding. The Museum provides central management services to the Prison just like the Idaho State Historical Society does for the OIP. A public/private partnership entity, The Old Joliet Prison Preservation Coalition, raises funds and marshals volunteer support to help stabilize the buildings and support operations.

A long-promised \$6 million from the State of Illinois to supplement the \$2.5 million received from the federal government has still not been received but is expected soon. The funds will be used to help stabilize more of the buildings and enable implementation of plans to create a place for exhibitions in the 3,000 sq. ft. former 1955 chapel. At present the interpretation is largely by means of signage in the former cell block areas. *The importance of exhibition space, such as planned for the OIP, is believed to be crucial to higher first time and repeat visitation and*



*to enable the Site to ask questions about the contemporary criminal justice system, as does Eastern State Penitentiary.*

The Old Joliet Prison Historic Site is closed during the winter months. When open for nine months of the year, it offers four tour options:

Self-Guided Tours are offered daily, with the exception of major holidays. They are charged at \$20 for adults (including seniors) and \$10 for children (3-12), with free admission for Historical Museum members. There is currently no audio tour opportunity, but they are likely to be introduced in the future not on the basis of rented equipment but rather the use of QR codes to enable visitors to use their own phones. Self-guided tours account for about 70% of all visitors. *Of note is how much more substantial the admission charges are at Old Joliet than admission prices at OIP, with not much difference in the visitor experience offered. When the OIP Interpretive and Visitor Experience Master Plan is implemented, this should allow for a very substantial admission price increase over the current \$8.00 adult charge at OIP.*

Guided Tours account for about 20% of all visitors at Old Joliet Prison and are offered from one to four weekend days per month from mid-June through mid-November. The cost is \$30 per person for the general public and \$25 for Historical Museum members. *We are recommending higher and increased charges for guided tours at OIP than its self-guided tours as well.* Nonetheless, an objective at Old Joliet is to reduce the number of guided tours because of staff costs and because too many tour volunteers are more interested in talking about ghosts than to help fulfill the mission of the institution.

Prison After Dark Guided Tours are offered from mid-June to mid-November on Thursday, Friday and Saturday evenings at dusk for a 90-minute period. The tour covers "some of the more macabre stories as you walk through the site." A humorous and also mission-related disclaimer online notes that "this tour does not involve ghost hunting or paranormal activity." The market skews younger for these tours than the daytime tours. The admission charge is \$40 per person and \$35 for museum members and, with the self-guided flashlight tours discussed below, accounts for about 10% of visitors. The Prison After Dark guided tours are, not surprisingly, most popular in October for Halloween, but are also likely to be reduced except during the Halloween period.

Flashlight Self-Guided Tours: With a reduction in Prison After Dark guided tours, there is an increased emphasis on self-guided flashlight tours, charged at \$25 per person, or \$20 for Museum members. However, there are security and vandalism concerns which may also require a reduction of these tours in the future.

Paranormal tours are operated periodically by a private entrepreneur who markets the site as "Illinois' most haunted prison." These tours are being terminated because the focus on ghosts presents the site as an amusement rather than a place of historic importance.

Attendance in 2019 was about 40,000 and was about 30,000 in 2022 and expected to be somewhat higher this year, but not to pre-COVID 2019 levels. These relatively modest attendance figures must take into account that the site is closed to visitors from December through February. The relatively modest attendance levels also reflect the limited capital investment, very little marketing and 10 part-time, seasonal staff who are supported by the 8 full-time staff of the Joliet Area Historical Museum. There is currently no volunteer program because volunteers appeared to be more interested in telling ghost stories. Attendance is expected to increase with the implementation of the state \$6 million investment in exhibition

space and other site enhancements, but there are no plans for staff increases or widening the operating schedule.

Regional residents, including Chicago, account for over 50% of all visitors, with tourists at close to 50%. Very few school groups attend, which should also change with the future introduction of exhibition space. Like the Old Idaho Penitentiary, there is no separate membership for the Old Joliet Prison. Rather membership is in the Historical Museum as it is in Boise for the State Historical Society.

There is also no separate operating budget for the Old Joliet Prison Historic Site, as it is considered a program of the Museum. There is an annual City of Joliet allocation to the Prison Historic site of \$200,000 but there is no state support for operations.

In addition to adaptively reusing the former chapel to become an exhibition space, there are plans to add an electric chair because that is what visitors want to see. Another important source of revenue for the Old Joliet Prison given is the lease of the site for films and television programs, which have included *The Blues Brothers* and *Prison Break*.

### 2.3.3 Wyoming Territorial Prison State Historic Site



The Wyoming Territorial Prison in Laramie opened in 1872 as a U.S. prison then became a state prison until it closed in 1903 to become an agricultural experiment station for the University of Wyoming until 1989. It then operated as a Western Heritage Theme Park until 2004 when it became a State Historical Site.

Since the site actually operated as a prison for only 30 years, many of the buildings on site are unrelated to that history or have been substantially modified. When it was a university agriculture experimental station the bars on the cells were removed to allow them to house cows and horses. The owners of the theme park then reinstalled the bars and remodeled the cell blocks to their understanding of what it looked like when it was a prison. Added to the site by the theme park owner was a recreated frontier town and children's play area, nature trail along the Big Laramie River, visitor center with gift shop, and an RV Dump Station. The horse barn from the agricultural period was turned into a dinner theatre by the theme park but is now used for lectures and exhibits on Wyoming agricultural history. *Whereas the focus on agriculture is appropriate to the history of the Wyoming State Prison State Historic Site in Laramie, the existence of a military museum at OIP with no significant connection to the site or its history suggests that it is appropriate to relocate the military and weaponry display from the OIP site.*

Exhibits at the site focus not only on prison history, including Butch Cassidy and the Sundance Kid, but also the history of prison reform in Wyoming, primarily about Mary Preston Slosson, who became America's first female warden in 1899. She developed educational programs and introduced chaplains, skills training and other reforms to help prisoners transition back into society. The Wyoming State Prison Historic Site, however, does not address contemporary issues associated with crime and justice or incarceration rates, as does Eastern State Penitentiary.

Annual attendance is very modest at about 16,000, largely because of a relatively small resident population. Albany County, which includes Laramie, has only about 37,400 residents and is not close to major cities. About 80% of visitors to the Historic Site are tourists, many of whom are in the area for the Curt Goudy State Park, about 30 minutes away, which attracts about 500,000 visitors per year for camping and other outdoor recreation. Regional resident attendance is primarily for special events associated with Halloween (ghost tour and pumpkin walk) and a Christmas light trail.

Between May through September the Wyoming State Prison Historic Site is open daily from 10 a.m. to 4 p.m. From October through April, it opens only on Thursday through Saturday, from 10 a.m. to 3 p.m.

Admission fees are relatively modest at \$9.00 for adults and \$4.50 for youth aged 12-17. Children 11 and under are free. Guided tours are free with admission and offered from late May to early September. They are scheduled for 90 minutes and are offered only when volunteer tour guides are available. This means there is no schedule for guided tours. When tour guides are available about 20% of visitors choose the guided option. Evening tours were tried but later terminated because the revenues could not sufficiently offset the costs.

The Historic Site operates with a year-round staff of three, supported by four summer seasonal staff and various "site hosts" who are able to camp for free on site in return for volunteering their time. The operating budget is only about \$250,000, with revenues primarily from admissions and retail sales. As a state historic site and park, the Wyoming Territorial Prison State Historic Site receives in-kind site maintenance and other support from the State as well as some operating funds.

Future plans include more special events, expanded school tours, and enhancements to the exhibits, Frontier Town and the children's play area. *Laramie is close to 10 hours away by car from Boise and does not offer the authentic facilities of OIP and thus cannot be considered competitive regionally.*

## 2.4 LOCAL CONTEXT

Consideration of the impact of implementation of the *Interpretive and Visitor Experience Master Plan* on attendance, operating revenues and expenses of the OIP will need to be based not only on the assumptions in the Plan but also on various benchmarks. These emerge from the experience of comparable penitentiary museums such as those analyzed above, as well as selected existing institutions in Boise. Of particular interest in the experience of site neighbors - the Bishop's House and the Idaho Botanical Garden - and the Idaho State Museum.



### 2.4.1 Idaho State Museum



The Idaho State Museum was previously known as the Idaho Historical Society Museum. It closed in 2015 for a \$17 million renovation within its existing space and added 16,000 sq. ft. including a new front entrance and a multipurpose Community Room used for programs and events. The Museum reopened in late 2018.

The building now includes about 48,000 gross square feet, of which 13,800 net sq. ft. is exhibition space, including two temporary exhibition galleries. Permanent galleries weave Native American stories throughout the geographically-themed areas and also include a 1,600 sq. ft children's gallery. The children's gallery is credited with helping to increase attendance levels among the young family market and younger school groups. There is also a 30-seat theater.

Admission charges doubled from what they were before closing in 2015. The adult admission charge is now \$10 with discounts for other admission categories but interviews indicated that there was some negative feedback when admission charges were increased. Among the negative comments heard were those to the effect that as a State museum it should be free or lower cost admission. *There is much less of a perception that the OIP is a State museum that should offer free admission. We have recommended substantially higher admission charges for the OIP, as found at other prison museums, and as agreed by interview subjects in this study.* Our recommendations are set out in Chapter 4.

With the exception of Title One and tribal schools, which receive free admission, school groups are charged at \$4.00 per student and account for 15% of all visitors, compared to 24% before the renovation. This reflects a widening of attendance by other market segments with the implementation of more contemporary exhibits. About 32% of tracked visitors are seniors. Close to 60% of visitors are women, many of whom are accompanying children to the children's gallery. The market is primarily regional, with about 25-30% of visitors from out of state. This contrasts with the OIP, whose market is primarily tourists.

The Museum is open daily from 10 a.m. to 5 p.m. hours and has reduced Sunday hours from noon to 5 p.m.

2019 pre-COVID attendance was close to 49,000 which compares to about 35,000 before the expansion when the adult admission charge was \$5.00 and school group visitors were charged \$1.00. *The attendance increase was less than projected in part because staff levels, operating budgets and marketing expenditures were lower than originally assumed. There is also an issue that many in the general public believe that one history museum is the same as the next and do not expect the high quality visitor experience actually available at the Idaho State*

*Museum. This is in contrast to the higher attendance at the OIP because of its uniqueness and the general public fascination with prison life. We have therefore recommended a ticketing structure, discussed in Chapter 4, to provide incentives for those who attend the OIP to also attend the Idaho State Museum.*

The State Museum operated in 2019 with a relatively modest full-time staff of 12, who are also responsible for providing centralized services to OIP and other state sites. There were also 10 part-timers, supported by 20 regular and 90 periodic volunteers. In 2019, the Museum reported operating revenues of about \$1.62 million, of which 67% was from the state government. Private donations accounted for only about 2% of the total with earned income at 31%. There was and is no endowment to support operations. The current operating budget of the Idaho State Museum is about \$2 million.

Staffing in 2019 was the largest operating expense at 48% of the total, which is at the low end of a common range, with exhibitions costs at 26% and 13% for building occupancy costs. Only about \$9,300 (less than 1%) was allocated to marketing, which also helps to explain attendance levels that should be higher.

## 2.4.2 The Bishop's House



The Bishop's House is located across a parking lot from the OIP. It was home to a succession of the Episcopal Bishops of Idaho. The Victorian home was built in 1889 and in 1975, when the House was abandoned and in danger of destruction, a non-profit organization, the Friends of the Bishop's House, was formed to save and preserve it. The House was moved to a site across the street from the Old Idaho Penitentiary and was made available without charge to the Friends organization. A volunteer 5-person Board is supported by 30-40 other volunteers and a part-time Executive Director.

Operating revenues to support maintenance, administration services and other operating expenses of the House and an associated attractive garden, total in the range of only \$50,000 to \$60,000 per year. The primary source of revenue to support staff and other operating costs is venue rentals whose capacity is 75-100 indoors and 75-125 outdoors in the garden. Opportunities marketed on the web site include weddings (both ceremonies and receptions), meetings, seminars, conferences, business retreats, photoshoots, baby showers, holiday parties, art exhibits, antique fairs, music presentations, teas & parties, fundraisers, and reunions. Among these, the primary source of revenue is about 20 weddings per year, at a maximum capacity of 120 persons, and charged at \$3,000 per day to only include the venue,

lighting, tables and chairs. The appeal of the Bishop's House, however, is that there is a catering kitchen on site available to users, who are also permitted to bring their own alcohol without the need for a liquor license. Charges for other rentals range from \$100 to \$150 per hour and are not frequent despite the lengthy list of rental opportunities above.

Revenue is also generated from several charged events per year that have ranged from Mother's Day Teas to holiday dinners and charged commonly at \$45 per person. There are also by-donation tours of the House on Sundays from 1-4 p.m. which should increase if there is higher attendance at the OIP with implementation of the *Interpretive and Visitor Experience Master Plan*. Modest revenues are also generated from 30-40 memberships at \$30 or \$50 per membership. As good neighbors, the OIP and Idaho Botanical Garden both provide free admission tickets as a benefit of Bishop's House membership.

Staffing for the rentals and tours, as well as janitorial, maintenance and gardening is entirely by the part-time Executive Director and volunteers. The State pays for only major repairs.

*Although there may be an opportunity for OIP to place a substantial emphasis on weddings as a revenue generator, we are recommending in Chapter 4 only a modest increase for the several reasons. One is recognition that the sustainability of the Bishop's House relies very much on its ability to generate revenue from weddings. Another, as discussed below, is that the Idaho Botanical Garden is adding a Visitor Center that will include indoor weddings to supplement outdoor spaces. In addition, there are staffing and other operational implications of a strong focus on venue rentals.*

### 2.4.3 Idaho Botanical Garden



The Idaho Botanical Garden is located on a 42-acre site that was previously part of the former Idaho Penitentiary. The site was leased in 1984 from the State for which an annual rent of about \$11,000 is paid. The Garden also pays \$2,700 per year to lease the former Warden's House.

Only about 15 acres of the site are currently developed. A master plan to expand the Garden beyond the seven different garden zones now in place includes adding four additional garden zones and a 23,000 sq. ft. Visitor Center. The Visitor Center is to allow for year-round indoor venue rentals for a capacity of 650 for receptions and about half that number for seated events. The Visitor Center is to also include administration, classrooms, admissions/information space as well as a 350 sq. ft. retail store to be integrated with a grab and go food and beverage opportunity and admissions to help limit staff needs during slower attendance periods. *The Visitor Center is to be located outside the paid garden zone to thereby provide OIP visitors an opportunity for food and beverage purchase nearby.* Also, outside the

gardens and close to the Visitor Center will be the relocated Boise Farmer's Market on Saturdays, which will increase exposure to the OIP.

Fundraising has recently been initiated for implementation of the master plan, with a target of capital budget of \$15 million, all from private sources, and a scheduled opening in 3-5 years depending on the speed of the fundraising.

Admission charges to the Garden are currently \$12 for adults (13-64) and \$10 for both seniors (65+) and youth (4-12). The plan is to increase prices gradually and have the adult admission price increase to at least \$15 when the Visitor Center opens. *Higher admission prices at the Idaho Botanical Garden will be positive for recommended increased admission charges for OIP associated with implementation of the Interpretive and Visitor Experience Master Plan.* Dollar off discounts are provided to groups of 10 or more, AARP and military visitors to the Botanical Garden. School groups are currently charged at \$5.00 per student.

General admission to the Garden is daily with the exceptions of Tuesdays. It previously opened daily from 9 a.m. to 7 p.m. but that has been reduced to Wednesday and Fridays and to 5 p.m. during the other open days. In addition, a separately charged summer concert series that uses Outlaw Field commonly starts at 7:00 or 7:30 p.m., making it unlikely for visitors to attend both the OIP and the Garden. Smaller weekly shows marketed as Great Garden Escapes generally start at 6 pm also with separate charges because Garden visitors depart by 5 pm.

Total annual attendance to the Garden, excluding the concerts, is about 100,000, of which about 35,000 attend Winter Garden aGlow on Wednesdays through Sundays from the last week of November to the end of December from 6 p.m. to 9:30 p.m. Tickets are \$18 for adults and seniors and \$14 for members and youth. An additional 55,000 persons attend evening concerts. A key issue for the future OIP is whether it should offer evening tours/openings. Our recommendation is set out in Chapter 4.

Most Botanical Garden and concert visitors are regional residents. About 15% are tourists from beyond Treasure Valley, generally a 50-mile radius. About 5% of Garden visitors attend as school groups.

The Garden has a strong membership base of 3,500, emphasizing the high levels of repeat visitation it achieves among regional residents since gardens and concerts change regularly. At present there is little change at the OIP, which should change with implementation of the *Interpretive and Visitor Experience Master Plan.*

*With implementation of the Idaho Botanical Garden Master Plan, including the Visitor Center and the four additional gardens, its attendance levels should increase substantially, which will be beneficial to the OIP, just as implementation of the Interpretive and Visitor Experience Master Plan will help attract more visitors to the Botanical Garden. There should also be more visitor crossovers, more joint events, collaborations and other mutual benefits.*

The Garden operates with 35 year-round staff persons supported by 8-10 seasonal staff, about 7-8 of whom are part-timers. There are a very substantial 700 volunteers, about half of whom are regulars, who allocate about 15,000 hours per year to assist in the Garden. This includes residents of the nearby East Boise Community Reentry Center, which is an all-female facility. *There should be opportunities for some volunteers seeking more variety to support both the Garden and the OIP, depending on their specific interests.*

The 2023 operating budget of the Idaho Botanical Garden is about \$2.6 million, compared to \$1.8 million in 2019. No government funds for operations are received and private donations and sponsorships total only about \$150,000 to \$200,000 per year, meaning that earned income, including the revenue from concerts and events, accounts for almost all of the operating revenues.

# Section III

Operations  
Assessment



# 3. OPERATIONS ASSESSMENT

This chapter considers the markets, operations and finances of the existing Old Idaho Penitentiary (OIP) as well as potential resident, school and tourist markets for Boise and the OIP in particular.

## 3.1 EXISTING OIP OPERATION



It is important to understand the markets, operations and finances of the existing Old Idaho Penitentiary as part of the basis for the operational and business planning and projections for the future OIP. To be most relevant and accurate, the focus is on pre-COVID data from 2019 but more recent data are cited too as fears associated with the pandemic continue to subside. Key points are as follows:

- Site and Buildings: The OIP is located on a 560-acre site that includes 38 structures inside and close to the stone walls of a prison that became fully operational in 1872.
- Exhibition and Other Existing Spaces: The permanent exhibition space on site is currently occupied by the J. Curtis Earl Memorial Exhibit Military Museum, which is assumed to be relocated. That climate controlled space is 4,500 sq. ft. The cell blocks are the primary attraction and include interpretive displays that tell the stories of some of the prisoners incarcerated there. There is no programming/classroom space and no theatre or auditorium. A small retail store of about 200 sq. ft. is operated by OIP staff.

- **Operating Schedule:** In 2019, and today, OIP operates daily on a year-round basis with open hours from 10 a.m. to 5 p.m. from June through August and from noon to 5 p.m. during the other months of the year. There are periodic evening Twilight Tours, cemetery tours, scavenger hunts and paranormal-themed programs and events which are very popular and help to generate revenue for OIP among residents who have visited the cell blocks and other historic features of the OIP. We have recommended continuation of such periodic evening tours and events in the future despite the experience of other penitentiary museums that are reducing them, as discussed in Chapter 2.
- **Admission Charges:** Charges are higher today than they were in 2019 as shown on the following table and appear to still be underpriced. A key issue is the extent to which admission charges might be further increased in the context of planned enhancements to the OIP. Our recommendations are set out in Chapter 4.

Category	2019 Charges	2023 Charges
Adult	\$6.00	\$8.00
Student (with ID)	\$5.00	\$7.00
Veteran/AAA Cardholder	\$4.50	\$7.00
Senior (60+)	\$4.00	\$6.00
Youth (6-12)	\$3.00	\$5.00
EBT Cardholder	\$3.00	\$3.00
School Groups (per person)	\$2.00	\$2.00
Members/Children under 6	\$0.00	\$0.00

- **Attendance:** In pre-COVID 2019, OIP attendance levels were 64,269 in 2019, which was slightly higher than attendance in 2018 and substantially higher than the 59,288 in 2017. Projections for 2023 are for a growth to about 74,000 visitors despite the somewhat higher admission charges. Some 96% of visitors are paid, with 3% free and 1% are indirect paid members, both in 2019 and 2023. Guided tours are offered for up to 25 people and are dependent largely on the availability of volunteers.
- **Membership:** There is no separate membership program for the OIP. Membership is for all of the Idaho State Historical Society sites, including the Idaho State Museum. In 2019 there were 536 memberships with a growth to 816 by mid-2023. Retention of members is a major focus of staff; some 40 to 60 expire each month and efforts are underway to minimize that figure (current retention rate is 51%).

Memberships by category are set out in the following table in which the names of the membership categories were revised in 2023 to refer to precious minerals. (We have recommended elimination of questionable reference to precious metals among membership categories, as set out in Chapter 4.)

Name of Membership	Memberships/ (Charges) 2019	Memberships/ (Charges) Early 2023
Individual/Jade	153 (\$50)	209 (\$50)
Dual/Sapphire	103 (\$75)	384 (\$75)
Family/Grandparent/Topaz	280 (\$100)	113 (\$100)
Total	536	706



One of the prime drivers of membership is a reciprocal program with other museums in Idaho, where members get access to a wide variety of museums and attractions beyond those operated by ISHS. For ISHS, the impact of that program is mainly felt at OIP, which is a measure of the appeal of the attraction. OIP events are also reportedly large drivers of membership purchases, although sales there have been an issue to the physical constraints involved in the entranceway, which is where memberships have typically been sold. Regular change of exhibitions at the OIP in the context of implementation of the Interpretive and Visitor Experience Master Plan will increase the likelihood of repeat visitation and therefore enhance the value of ISHS membership.

- **School Group Visitors:** School groups accounted for 13% of total visitors to OIP in 2019 and are estimated to account for 15% in 2023 to reflect a greater emphasis on attracting school groups with an additional staff person focused on education. The Ray Knight Scholarship to provide free bus transportation access to lower income schools is assumed to continue.
- **Resident and Tourist Visitors:** Among non-school visitors in 2019, who are primarily from the Treasure Valley area, residents within a 50 mile radius accounted for an estimated 35% of total visitors, with 35% from elsewhere in Idaho and neighboring states, 28% from elsewhere in the USA and 2% international. No change to these percentages is expected in 2023. The data for Boise regional residents is lower than common and reflects that little change has been offered at OIP to motivate repeat visits, including changing temporary exhibitions. A higher percentage of regional residents is likely in the future with implementation of the Interpretive and Visitor Experience Master Plan. While the number of tourist visitors should also increase, the percentage is likely to decline.
- **Demographic Profiles of Existing Visitors:** Estimates are that male and female attendance was equal at 50% in 2019 with no change estimated for 2023. About 22% of non-school visitors were children in 2019 with a growth to 24% estimated for 2023 because of a greater focus on attracting family visitors. Conversely, with an increase in family visitors, the percentage of senior (60+) visitors is estimated to decline from 15% in 2019 to a somewhat lower percentage in 2023.
- **Visitation Patterns:** Repeat visitation within the previous 12 months was estimated at a very low 20% in 2019, with no change estimated in 2023, confirming that there is currently limited reason for repeat visitation, and the need for the changes planned. Weekends accounted for 60% of non-school visitors in 2019, with no change expected in 2023. This raises questions whether the OIP should be open for seven days per week. The average length of stay ranges from 60 to 90 minutes. An increased length of stay associated with the future OIP should enable the potential increase in admission charges.
- **Staffing and Volunteers:** The OIP benefits from the central staffing provided by the professional staff of the Idaho State Historical Society. In 2019 there were 3 full-time staff (Historic Sites Administrator, Research and Education Coordinator, and Visitor Services Coordinator) and 16 part-timers. While the number of part-time staff has not changed in 2023, the full-time staff grew by one to 4 with the addition of an Events and Rentals Coordinator.

Volunteers are technically ISHS volunteers (as opposed to volunteers firmly recruited by and attached to one or another of ISHS's sites) but in fact volunteers do tend to focus on a particular site, and no less is true at OIP. While there are a total of about 75 ISHS regular volunteers (and about 160 who periodically appear), some 20 to 25

regular volunteers are dedicated to OIP, according to interviews, with most self-motivated to approach the site and offer their services (i.e. ISHS does not actively recruit). Unlike typical museums, where volunteers tend to be older and retired (and often female) in this case volunteers are spread over a much broader age range, with a significant number of history majors from Boise State University. Likewise, there is relatively even male and female representation. Because OIP is understaffed, volunteers are relied upon heavily, and additional staff and volunteers will be required in the future. We have recommended a central ISHS staff position focused on volunteer coordination that will benefit the OIP as well, as set out in Chapter 4.

- **Operating Budget:** The total OIP operating budget in 2019 was about \$664,000 and is budgeted at about \$970,000 in 2023.
- **Sources of Operating Costs:** Staffing costs in 2019 at about \$381,000 accounting for about 57% of the total operating budget, In 2023, staffing costs about \$491,000 accounts for about 51% of total operating costs. These figures are within a common range but do not take into account the centralized services provided by ISHS professional staff, including marketing expenditures. Repairs and maintenance are provided by the state and not part of the operating budget of the OIP. On the other hand, not all operating revenues are attributed to OIP, as shown below.
- **Sources of Operating Revenue:** Admissions revenue in 2019 was about \$311,000 with retail sales at about \$71,000. The retail cost of goods sold was about \$45,000, leaving net retail income at about \$26,000. About \$39,000 was generated from public and educational programs and under \$10,000 from venue rentals. The revenue from venue rentals is projected to increase to about \$25,000 with an allocation of greater staff resources and recognition of the revenue potential from more venue rentals at OIP. No income is shown from membership because it is centralized in the ISHS and less than \$3,000 from donations and sponsorships, which are raised by the Foundation for Idaho History. There was no revenue from fundraising events. Direct state contributions to OIP totaled over \$80,000 and a one-time federal grant is budgeted. Income is also earned from the lease of land and buildings on site and communication towers at about \$118,000 in 2019. The budgeted revenue figures for 2023 are set out in the following table.

OIP Sources of Operating Revenue	Budgeted 2023, Rounded	Percentage of Revenue
Admissions (includes public programs)	\$425,000	46%
Retail Sales	\$175,000	19%
Venue Rentals	\$25,000	3%
Communication Tower/Building Leases	\$136,000	15%
Memberships (no separate membership for OIP. )	\$0	0%
Public and Educational Programs (included in admissions revenue)	\$0	0%
Fundraising Events	\$0	0%
Donations/Sponsorships (Foundation for Idaho History. Funds not allocated directly to OIP)	\$0	0%
State Government	\$82,000	9%
Municipal Government	\$0	0%
Federal Government	\$81,000	9%
Total	\$924,000	100%

## 3.2 POTENTIAL MARKETS

This section considers potential resident, school and tourist markets for Boise and the OIP in particular.

### 3.2.1 RESIDENT MARKETS

The resident market is important to all museums and related institutions for the following main reasons:

- The resident market is readily accessible and available on a year-round basis.
- Residents can be made aware of the exhibitions and programs of OIP more easily and cost-effectively than may tourists.
- Residents are most likely to be repeat visitors.
- Residents are more likely to become volunteers, members and donors.
- Residents often advise, and accompany, visiting friends and relatives to area attractions.

Key data analyzed are the size and projected growth of the resident population, as well as age, gender, educational attainment, income and ethnicity.

#### Population Size and Projections

The following table offers an overview of population totals and growth trends for the Boise Metropolitan Statistical Area (MSA), which is defined to be the resident market for the OIP and often referred to as Treasure Valley. Within the MSA is Ada County and within it is the city of Boise. The data are compared to state and national averages.

The data from the census show a regional resident population base that was about 765,000 in 2020 and a growth level to 2030 that exceeds state and especially national averages.

<b>Population Totals and Projections</b>	<b>Actual 2010</b>	<b>Actual 2020</b>	<b>Projected 2030</b>	<b>% Change Actual 2010/2020</b>	<b>% Change Projected 2020/2030</b>
City of Boise	205,671	235,684	N/A	14.6%	N/A
Ada County	393,370	494,967	586,598	25.8%	15.6%
<b>Boise MSA</b>	<b>616,561</b>	<b>764,718</b>	<b>909,870</b>	<b>24.0%</b>	<b>16.0%</b>
Idaho	1,567,582	1,839,106	2,100,710	17.3%	12.5%
USA	309,327,090	331,501,080	352,070,270	7.2%	5.8%

Sources: US Census Bureau (2020) and Woods and Poole Economics for Projections

#### Age

The median age of Boise MSA residents is younger than the national average, while the median age of Boise city residents is slightly younger than the overall MSA. *Given the subject matter of the OIP it will continue not to be focused on attracting younger children with*

*implementation of the Interpretive and Visitor Experience Master Plan but should offer additional appeal to other age cohorts.*

Age	City of Boise		Ada County		Boise MSA		Idaho		USA	
	#	%	#	%	#	%	#	%	#	%
Under 5 years	11,520	4.9%	26,882	5.3%	44,358	5.5%	113,051	5.9%	18,661,245	6.0%
5 to 9 years	13,920	5.9%	30,579	6.0%	52,608	6.6%	129,930	6.8%	20,010,813	6.1%
10 to 14 years	16,987	7.2%	36,563	7.1%	58,810	7.3%	142,097	7.5%	21,821,492	6.5%
15 to 19 years	14,560	6.1%	33,845	6.6%	56,228	7.0%	138,443	7.3%	21,824,088	6.5%
20 to 24 years	16,561	7.0%	30,010	5.9%	47,440	5.9%	119,836	6.3%	21,382,643	6.7%
25 to 29 years	18,193	7.7%	34,743	6.8%	52,791	6.6%	119,505	6.3%	22,100,453	7.1%
30 to 34 years	18,648	7.9%	36,695	7.2%	57,354	7.2%	126,935	6.7%	22,978,685	6.8%
35 to 39 years	18,775	7.9%	40,542	7.9%	61,813	7.7%	127,071	6.7%	22,371,398	6.5%
40 to 44 years	17,122	7.2%	35,680	7.0%	53,734	6.7%	126,363	6.6%	21,362,163	6.1%
45 to 49 years	13,893	5.9%	34,128	6.7%	50,284	6.3%	110,707	5.8%	19,782,325	6.3%
50 to 54 years	13,496	5.7%	31,079	6.1%	46,143	5.8%	105,735	5.6%	20,891,392	6.4%
55 to 59 years	15,772	6.6%	32,850	6.4%	50,083	6.2%	109,604	5.8%	21,141,152	6.7%
60 to 64 years	14,118	5.9%	28,908	5.6%	45,526	5.7%	117,636	6.2%	21,673,882	6.2%
65 to 69 years	11,999	5.1%	27,748	5.4%	41,820	5.2%	105,806	5.6%	18,351,785	5.3%
70 to 74 years	10,043	4.2%	22,188	4.3%	36,917	4.6%	88,739	4.7%	15,426,419	4.1%
75 to 79 years	6,037	2.5%	16,320	3.2%	23,185	2.9%	57,500	3.0%	9,872,768	2.8%
80 to 84 years	2,877	1.2%	6,149	1.2%	10,761	1.3%	31,635	1.7%	6,278,369	1.9%
85 years and over	2,936	1.2%	7,022	1.4%	11,615	1.4%	30,330	1.6%	5,962,673	2.0%
<b>Total</b>	<b>237,457</b>	<b>100%</b>	<b>511,931</b>	<b>100%</b>	<b>801,470</b>	<b>100%</b>	<b>1,900,923</b>	<b>100%</b>	<b>331,893,745</b>	<b>100%</b>
<b>Median Age</b>	<b>37.2</b>		<b>38.2</b>		<b>37.4</b>		<b>37.3</b>		<b>38.8</b>	

Sources: US Census Bureau American Community Survey Data (2021)

## Education and Income

Level of education is the variable with the closest correlation to museum attendance, as supported by numerous studies. The higher the level of education, the more likely that a given individual will attend or participate. Like education, household income is an important indicator of potential cultural participation but is not as significant an indicator as education. That is, well-educated, low-income persons are more likely to attend than high-income, less-educated individuals.

Higher educational attainment levels, measured by the percentage of regional residents who have at least a bachelor's degree, are somewhat better for Boise MSA than state and national averages, while city residents include substantially higher percentages with at least a bachelor's degree. On the other hand, the large majority of residents do not have at least a bachelor's degree. *This emphasizes the importance of the enhanced entertainment value assumed by the Interpretive and Visitor Experience Master Plan to be offered by OIP if attendance among all resident categories is to be maximized.*

Educational Attainment (Total Population 25 Years or Over)	City of Boise		Ada County		Boise MSA		Idaho		USA	
	#	%	#	%	#	%	#	%	#	%
Less than high school diploma	8,204	5.0%	19,354	5.5%	42,732	7.9%	109,913	8.7%	25,562,680	11.5%
High school graduate/equivalent	31,934	19.5%	75,546	21.3%	136,068	25.1%	338,282	26.9%	59,421,419	26.7%
Some college	32,775	20.0%	75,460	21.3%	119,303	22.0%	296,583	23.6%	45,242,162	20.3%
Associate's degree	12,361	7.5%	30,872	8.7%	51,260	9.5%	126,524	10.1%	19,254,254	8.6%
Bachelor's degree	48,375	29.5%	95,553	27.0%	123,786	22.8%	253,762	20.2%	45,034,610	20.2%
Graduate or professional degree	30,260	18.5%	57,267	16.2%	68,877	12.7%	132,502	10.5%	28,321,709	12.7%
<b>Total</b>	<b>163,909</b>	<b>100%</b>	<b>354,052</b>	<b>100%</b>	<b>542,026</b>	<b>100%</b>	<b>1,257,566</b>	<b>100%</b>	<b>222,836,834</b>	<b>100%</b>

Sources: US Census Bureau, American Community Survey Data (2021)

Average and median household income levels in the Boise MSA is substantially higher than state and national averages. Noteworthy as well is the lower percentage of residents who are living in poverty. This is positive for increasing OIP admission charges but there is also a need to consider access by those in lower income categories. Our recommendations are set out in Chapter 4.

Household Income	City of Boise	Ada County	Boise MSA	Idaho	USA
Median Income	\$70,217	\$79,279	\$73,343	\$66,474	\$69,021
Average Income	\$100,475	\$110,262	\$100,012	\$89,955	\$91,547
% Living in Poverty	9.6%	8.8%	9.8%	11.0%	12.8%

Sources: US Census Bureau, American Community Survey Data (2021)

### Gender

Women account for a slightly higher percentage of the population and are a substantially more important market for most museum types than are men for the following main reasons:

- Women tend to make the decisions in a household regarding educational experiences for their children. Therefore, the greater the perceived educational benefits of cultural opportunities the more likely they will be selected.
- Women account for a significant proportion of schoolteachers and are influential in choosing school field trip destinations.
- Women tend to make decisions regarding attractions to visit while on family vacations and account for a majority of bus tour passengers and trip planners.

The OIP does not report a difference in attendance by gender. *A visitor experience that includes more permanent and temporary exhibitions and a theatre should help to widen appeal to both men and women and lead to higher attendance levels.*

## Race/Ethnicity

Two tables are set out below. The first indicates that regional and state resident markets in Idaho are substantially more “white” than the national average. The second table indicates a substantial Hispanic/Latino market that is growing. No matter which race/ethnic group, the OIP will continue to be as welcoming as possible by means of its content, staffing and marketing.

Race	City of Boise		Ada County		Boise MSA		Idaho		USA	
	#	%	#	%	#	%	#	%	#	%
<b>White</b>	<b>191,462</b>	<b>81.2%</b>	<b>410,263</b>	<b>82.9%</b>	<b>611,808</b>	<b>80.0%</b>	<b>1,510,360</b>	<b>82.1%</b>	<b>204,277,273</b>	<b>61.6%</b>
Black or African American	5,345	2.3%	8,058	1.6%	9,773	1.3%	15,726	0.9%	41,104,200	12.4%
American Indian	1,639	0.7%	3,274	0.7%	6,586	0.9%	25,621	1.4%	3,727,135	1.1%
Asian	8,429	3.6%	13,929	2.8%	16,229	2.1%	26,836	1.5%	19,886,049	6.0%
Pacific Islander	693	0.3%	1,318	0.3%	2,061	0.3%	3,726	0.2%	689,966	0.2%
Some other race	8,133	3.5%	16,268	3.3%	44,987	5.9%	103,632	5.6%	27,915,715	8.4%
Two or more races	19,983	8.5%	41,857	8.5%	73,274	9.6%	153,205	8.3%	33,848,943	10.2%
<b>Total</b>	<b>235,684</b>	<b>100%</b>	<b>494,967</b>	<b>100%</b>	<b>764,718</b>	<b>100%</b>	<b>1,839,106</b>	<b>100%</b>	<b>331,449,281</b>	<b>100%</b>

Sources: US Census Bureau, Decennial Census (2020)

Ethnicity	City of Boise		Ada County		Boise MSA		Idaho		USA	
	#	%	#	%	#	%	#	%	#	%
Hispanic/Latino (any race)	21,276	9.0%	45,223	9.1%	109,350	14.3%	239,407	13.0%	62,080,044	18.7%
Not Hispanic or Latino	214,408	91.0%	449,744	90.9%	655,368	85.7%	1,599,699	87.0%	269,369,237	81.3%
<b>Total</b>	<b>235,684</b>	<b>100%</b>	<b>494,967</b>	<b>100%</b>	<b>764,718</b>	<b>100%</b>	<b>1,839,106</b>	<b>100%</b>	<b>331,449,281</b>	<b>100%</b>

Sources: US Census Bureau, Decennial Census (2020)

### 3.2.2 SCHOOL MARKETS

It is important for all museums and related institutions to offer programming of particular interest to the school market for the following main reasons:

- Education is part of the mandate of all museums and related institutions like OIP. There needs to be opportunities to broaden and deepen participation from this important market.
- Children brought as part of school field trips often convince their parents to take them again.
- For children in lower income/education families attending on a field trip is often the only opportunity to attend.

OIP reported school groups at 13% of its visitors in 2019 and estimates 15% in 2023. Those who attend are primarily in the upper elementary grades, particularly 4th graders, as the social



studies program for that grade provides some of the strongest curriculum linkages, as discussed below.

The key issues with respect to existing and potential school markets for OIP are the size of the student population within a convenient distance, relationship to curricula, student enjoyment, proximity and cost.

### Enrolment Levels

The revitalized Old Idaho Penitentiary Museum should have the ability to attract more students than is currently the case. Given the reality of transportation times and cost, the vast majority of field trips are likely to be from within the Boise MSA and primarily from within the city of Boise, for reasons stated below. Field trips to OIP are most likely in the 3rd and 4th grade levels, as discussed below. There are also over 28,000 high school students, but fewer field trips take place at the high school level.

It should be also noted that school districts outside the City of Boise are not as well funded as their urban counterparts and are reportedly less interested in going “above and beyond” basic curriculum by enriching it via field trips. This means that the city school districts are the primary markets.

School Enrollment Levels	City of Boise		Ada County		Boise MSA		Idaho		USA	
	#	%	#	%		%	#	%	#	%
Population 3+ Enrolled	59,949		127,993		199,005		481,832		80,497,960	
Nursery School	2,547	4.2%	5,966	4.7%	10691	5.4%	24,179	5.0%	4,879,858	6.1%
Kindergarten	3,034	5.1%	5,943	4.6%	9,800	4.9%	24,598	5.1%	4,003,118	5.0%
Grade 1 to 4	10,705	17.9%	23,712	18.5%	40,061	20.1%	101,020	21.0%	15,900,533	19.8%
Grade 5 to 8	13,594	22.7%	30,047	23.5%	47,344	23.8%	113,860	23.6%	16,606,090	20.6%
High School	11,037	18.4%	28,220	22.0%	46,031	23.1%	110,365	22.9%	16,879,255	21.0%
College (Undergraduate)	14,462	24.1%	25,577	20.0%	34,603	17.4%	88,801	18.4%	17,869,758	22.2%
Graduate or Professional School	4,570	7.6%	8,528	6.7%	10,475	5.3%	19,009	3.9%	4,359,348	5.4%
<b>Total</b>	<b>59,949</b>	<b>100%</b>	<b>127,993</b>	<b>100%</b>	<b>199,005</b>	<b>100%</b>	<b>481,832</b>	<b>100%</b>	<b>80,497,960</b>	<b>100%</b>

Sources: US Census Bureau American Community Survey Data (2021)

### Curriculum Links

As reported by audience research consultant Gloria Totonicagüena in Appendix D of the OIP Interpretive and Visitor Experience Master Plan, Boise School District Social Studies Curriculum Supervisor Dani Backer identified a variety of curriculum links at various grad and course levels. Among them, the best curriculum links appear to be as follows:

#### Grade 4 Social Studies:

- Identify the people and groups who make, apply, and enforce laws within state, local, and tribal governments.
- Explain that rules and laws can be used to protect rights, provide benefits and assign responsibilities.

#### Grades 6-12 Social Studies:

- Evaluate issues in which fundamental values and principles are in conflict, such as between liberty and equality, individual interests and the common good, and majority rule and minority protections.
- Analyze significant movements for social change.

#### Grades 6-12 English Language Arts:

- Analyze seminal documents of historical and literary significance, including how they address related themes and concepts of liberty, equality, individual responsibility, and justice.

While the curriculum links are not particularly direct (with the possible exception of 4th grade social studies), the OIP does attract larger than expected numbers of school groups presently due to the unique appeal of the attraction and the efforts of staff to bring the experience to life. Staff believe that additional educational programmers would enable the OIP to broaden its reach beyond the current focus on 4th grade social studies students.

While interviewees believed it unlikely that the 5th and 6th grades offered many worthwhile curriculum connections, there is a particular opportunity at the 3rd grade level when students study Boise history and local urban development. Native American history may also be a 3rd and 4th grade opportunity, although the State curriculum is weak in that area. It should be noted, however, that State standards are being rewritten and ISHS staff should monitor changes as they occur.

### Interactive and Inquiry-Based Approach

School participation in museum programming, whether that be via on-site field trip or via museum outreach or online programming, often depends on the extent to which it provides hands-on, minds-on and interactive participation. With continuing cutbacks in the funds available to schools, there is likely to be an even greater emphasis on selecting museums that provide the greatest level of curriculum-linked learning outcomes to students at the lowest cost.

For those who opt for a traditional field trip to the museum, activities and programs that are inquiry-based and focused on the development of problem-solving skills (as above), but also “fun” and interactive are the most likely to be selected. The immersive nature of a field trip to OIP is therefore an advantage, provided clear curriculum-related outcomes can be demonstrated. Based on discussions with staff, it is assumed that school programming will become richer and more relevant in the future.

### Field Trip Policies and Cost

Field trips must meet curriculum guidelines and overcome concerns about the cost of transportation, admission charges and even a requirement for costs associated with police

background checks on parents wishing to chaperone the children on field trips. However, school district representatives noted that cost is not really a factor in Boise, as there are funds available for admission charges and busing costs – at least for the city school district. It is much more of a factor for outlying districts.

In Boise's case the issue is time and bus driver availability, not cost, although as a partially outdoor experience weather can also be a factor. Within the day there is a limited window of opportunity when the buses are available, often between 9:30 a.m. and 1:30 p.m. And a shortage of bus drivers is an unfortunate challenge to field trips throughout North America and also a problem in Boise, as confirmed by interviews.

That said, in the Boise area there are good opportunities for museum-based field trips and field trips are part of the "culture" amongst city teachers, although this is not true to the same extent in outlying districts. Opportunities at the excellent new State Museum could easily be packaged with OIP as both are ISHS operations. But again the issue is time, not cost. ISHS may consider packaging field trips as two-part sessions, where a group visits the Museum on one day and the OIP on another, with appropriate programmatic linkages between the two.

It should be noted as well that impact is not limited to on-site attendance, and OIP and ISHS should develop ways to measure impact of both on-site and outreach programming (including digital offerings).

### 3.2.3 TOURIST MARKETS

Alcatraz is the best example of the fascination with former penitentiaries by substantial numbers of tourists. Other penitentiary museums/historic sites also attract substantial numbers of tourists, as shown in Chapter 2, while others do not because of limited resident and tourist markets and limited investment in interpretation. The reimagined and enhanced Old Idaho Penitentiary should offer a stronger visitor experience and the size of the Boise regional resident population is relatively large, as discussed earlier in this chapter. Here we focus on potential tourist markets for Boise and hence for the OIP.

Boise is located within the Southwestern Tourism Region of Idaho. Pre-COVID (2019) data for the Southwestern Tourism Region include the following points:

- Size of Domestic Market: 10.9 million visits, of which 6.1 million are day trips and 4.8 million overnight trips.
- Main Reasons for Visiting: In rank order they are to visit friends and relatives, experience the outdoors, and attend special events. Tourism in Idaho was not hurt as badly as other jurisdictions after 2020 because of its outdoor focus. Since visiting friends and relatives are influenced and often accompanied by the residents they are visiting, the greater the success of OIP in attracting regional residents the larger the potential tourism market. A growing regional resident population is therefore positive for the visiting friends and relatives market.
- Top General Activities of Special Interest: Very positive for OIP is that the highest ranked are historic places and cultural activities.
- Top More Specific Activities: Following shopping, hiking/backpacking and National/State Parks, is landmarks/historic sites, which would include OIP.
- Average Party Size: It is 3.0 people.

- Average Length of Stay: 3.3 nights. The greater the length of stay the greater the likelihood that visitors will be available to attend attractions like OIP.
- Mode of Transportation: Over 80% of visitors drive to Idaho. There were 4.2 million arrivals by air in 2022, about 60% of whom arrived for leisure purposes and 40% for business. Leisure travelers generally have more time to attend local attractions. An airport expansion will lead to increased air visitors. Also positive is the likely reintroduction of the Amtrak “Pioneer Line” from Salt Lake City to Boise.
- Highest Ranked Origin Cities for Overnight Visits to the Southwest Idaho Tourism Region: Excluding visitors from within the region, the highest ranked cities are Salt Lake City, UT, Portland, OR, Los Angeles, CA, Spokane, WA, Idaho Falls-Pocatello, ID, Twin Falls, ID, Seattle-Tacoma, WA, Sacramento-Stockton- Modesto, CA. *Noteworthy is that the San Francisco/Bay area of California, which is the home of Alcatraz, is not on the list and so there are greater opportunities for tourist visits from most of these cities, which do not have penitentiary museums, to be attracted to the OIP.*

The Boise Convention and Visitors Bureau Visitor Experience Study reported data from surveyed visitors to Boise in 2016 and 2017. Among additional data of particular interest to the OIP are that the number one reason for visiting Boise was “City life/urban downtown.” Museums ranked only 11th. Some 69.2% were repeat visitors, suggesting the importance of change at OIP if it is to attract repeat visitors.

Opportunities associated with some specific tourist market segments are as follows:

- Interviews indicated that Boise attracts a substantial number of sports events in which visitors are seeking other things to do.
- Although the Convention Centre doubled in size in 2017, it is considered too small. This is a positive indicator regarding the potential growth of convention/conference markets for Boise. The enhancement of the OIP will help to attract even more conference and convention groups seeking unique experiences, which will in turn help to increase attendance and revenue levels at the OIP.
- There are 25 non-stop flights to and from Boise now with a likelihood for growth in the future to about 28 flights per day.
- Hotel occupancy have been at about 70% year-round and 95% in the summer months for downtown hotels.
- A common tourism trend is for business to be combined with leisure and for stays to include Friday and/or Monday. This suggests that if open days are to be reduced as a cost control measure that OIP close on Tuesdays or Wednesdays rather than Mondays.

# Section IV

Key Assumptions  
and  
Recommendations

# 4. KEY ASSUMPTIONS & RECOMMENDATIONS

This chapter sets out key assumptions and operational recommendations associated with the enhanced Old Idaho Penitentiary (OIP) assuming implementation of the *Interpretive and Visitor Experience Master Plan*. The recommendations emerge from our analysis of the markets for and operation of the existing OIP, analysis of potential markets for Boise, the experience of comparable institutions, as well as the workshop and interview process and our judgment and experience. While it is the role of consultants to recommend, it will be up to the client group to agree, modify or reject specific recommendations to lead to finalized assumptions that will underlie the projections of attendance, operating revenue and expense projections in the second phase of this study.

The assumptions and recommendations are set out in the following categories:

- Site and External Environment
- Spaces and Facilities
- Capital Investment
- Exhibitions
- Public and Educational Programs
- Online Presence
- Collections
- Admission Charges
- Other Earned Income
- Contributed Income
- Operating Schedule
- Governance, Staffing and Volunteers
- Branding
- Other



## 4.1 SITE AND EXTERNAL ENVIRONMENT

*The site assumption is clear that the OIP will remain at its present site with no need for expansion.* It is important nonetheless to consider the strengths and weaknesses of the site. Most positive is that OIP is historic, authentic and unique in the region. Another strength of the OIP site is its proximity to the Idaho Botanical Garden, which creates opportunities both for crossover visits and for joint events and venue rentals. As discussed in Chapter 2, the Garden is expanding from four to seven garden zones and adding a Visitor Center, both of which will help it to increase attendance levels and venue rental opportunities. The higher the attendance the more people that will be exposed to the OIP. Conversely, higher attendance at the OIP will benefit the Botanical Garden.

The Visitor Center at the Garden will help to increase its attendance in inclement weather and provide indoor opportunities for venue rentals, some of which could be in collaboration with the OIP. These changes are assumed by the Garden Executive Director to be implemented within 3-5 years. Relocation of the Boise Farmer's Market to the Botanical Garden on Saturday mornings is also positive.

The OIP location in a wealthy residential area may be both a strength and weakness for the future OIP. On one hand, the OIP offers easy access to area residents in higher income categories for admissions and other revenue generation. On the other hand, there is a possibility of complaints associated with more traffic and noise. However, that appears to be unlikely given the far more substantial traffic and noise associated with evening concerts at the Botanical Garden and other events in the general area.

Other major projects that can have an impact on the size and profile of Boise and Treasure Valley residents and tourists includes a Meta data center as well as the expansion of the Boise Airport.

## 4.2 SPACES AND FACILITIES

One of the many positive aspects of the reimagining and enhancement of the OIP is that *no additional buildings are required*. Rather, it is assumed that some existing buildings will be repurposed to enable implementation of the enhanced visitor experience. This includes:

- OIP will continue to explore ways of improving the entrance experience, which can at times create visitor "bottlenecks" due to the narrowness of the entryway.
- The relocation of the military and weaponry exhibitions from the J. Curtis Earl Memorial Exhibit to create 4,500 sq. ft. of exhibition space in a gallery that already includes environmental controls. This space will contain a permanent exhibition on the OIP.
- The Shirt Factory will continue to be used as indoor multi-purpose rentals and programming space as it already offers heating and air conditioning, with additional space developed within it with relocation of artifacts that are not consistent with the history of the penitentiary.
- The Blacksmith Shop will potentially be used for an immersive theatre and other "false front" buildings used for temporary exhibitions.
- There will be second floor access to more cell blocks.

- The Dining Hall, which burned down in the 1973 riot, will not be rebuilt as part of the *Interpretive and Visitor Experience Master Plan*, because its current condition is part of the history and story that is to be told.
- Access to various buildings will be enhanced, including the replacement of plywood ramps.

### 4.3 CAPITAL INVESTMENT AND ENDOWMENT

- It is assumed that \$4 million from the State of Idaho is already confirmed and that the project will be successful in raising a matching \$4 million from private sources for a total capital project of \$8 million. The capital funds will be used primarily for enhanced exhibitions and site improvements, given the fact that no new construction is required.
- Although it would be ideal that the \$4 million target from private fundraising to be exceeded

### 4.4 EXHIBITIONS

The specific exhibitions to be offered in the future OIP will be developed as part of future detailed exhibition design. However, assumptions that help to inform this business plan are as follows:

- Interviews indicated support for the idea that exhibitions need not strictly correspond to one of the three concept options set out in the *Interpretive and Visitor Experience Master Plan*. In fact, the permanent exhibition to be installed in the current Earl Memorial gallery will include “layered” information techniques that will allow different levels of interpretation to be provided within the exhibition and inclusion of both chronological and thematic approaches as proposed. .
- That said, the permanent exhibition should be structured chronologically to provide context to visitors but should also include connecting themes along the lines suggested in the Master Plan. The suggested sociological and “journey of a prisoner” themes from that plan should also be woven throughout the cell blocks and other interpretation around the site.
- It is assumed that there will be *two temporary exhibitions each year*, one from another penitentiary museum or other external source, and the second developed internally by ISHS and OIP staff. These are assumed to be located in renovated spaces in the Trusty Dorm and adjacent Barbershop.

### 4.5 PUBLIC AND EDUCATIONAL PROGRAMS

In addition to public and educational programs already offered at the OIP, the assumption is that additional programs will be introduced such as the following:

- School programs will be expanded to take advantage of the 3rd grade opportunities outlined in Chapter 3.
- The existing lecture series will be expanded.

- October/Halloween programming will be expanded beyond the current weekends-only focus to provide a fuller schedule through the month.
- A separately charged behind-the-scenes tour program will be more fully implemented.
- OIP will explore the possibility of implementing an escape room experience with a private operator (see below).
- *The Criminal Justice Center will be hosted by OIP with no additional space or staffing requirements during the period projected.* At this time, we assume that the Justice Center will not actually be programmed by OIP staff; rather, space will be made available on an occasional basis to interested parties for seminars, talks, conferences etc. on the general topic of criminal justice and programs will be developed and delivered by such interested parties (such as, say, police groups, State or federal justice departments, lawyers' associations and so on). Although the proposed content of the program of any given event may be vetted by OIP staff according to policy guidelines that must be developed, OIP will host criminal justice-related events developed by others, not develop and deliver them itself.
- Greater OIP and ISHS involvement in future Criminal Justice Center programming may, however, be considered as part of a future second phase initiative to be developed as a partnership with the Idaho Department of Corrections and Boise State University, which has a criminal justice department. It must be emphasized that there were mixed responses to the concept of the Criminal Justice Center in the interview process which helps to confirm the wisdom of delaying its implementation until a future phase following detailed consultation and planning. A concern expressed was that a Criminal Justice Center should not be seen to be an advocate for inmates against law enforcement.

## 4.6 ONLINE PRESENCE

Online presence is a key element for communicating information and engaging visitors, members, and the wider public. This online presence assessment was undertaken to better understand strengths, challenges, and opportunities for Old Idaho Penitentiary (OIP) and includes recommendations for enhancements.

Website:

Websites are often the first introduction potential visitors have to a museum or related institution and may be the only way some audiences engage. Creating a more powerful website will be important for OIP to establish itself as an exciting destination and important historical resource.

Currently, the OIP does not have a standalone website, and instead has a page within the larger Idaho State Historical Society (ISHS) website and includes a fair amount of digital content and infrastructure within it. There are tools to support an in-person visit (online ticketing), revenue generation opportunities (digital gift shop, online donations), and a digitized collections index, as well as unique digital productions such as the Behind Gray Walls podcast.

There are positives and negatives to not having a standalone website. Positives include not having to hire or contract specific web services as part of the OIP budget, and the opportunity to access the wider historical society audience. Potential downsides include lack of control

over website design, diminished ability to create an independent brand, and potential confusion in the user experience.

- We recommend that the OIP *consider creating a standalone website* to establish a unique identity that is also linked to the ISHS website. This offers two different opportunities to reach potential visitors. If, however, the OIP does not create a standalone website, a clearer page structure on the existing ISHS website is needed as discussed here.

There are opportunities to create a more robust digital experience by broadening content and improving ease of navigation. Some existing digital content is difficult to find on the larger ISHS website - especially the Penitentiary exhibits and the Inmates Catalog. Additionally, the catalog is uploaded as a PDF file rather than individual entries or records in an online database, decreasing searchability. For an improved user experience, the OIP should create a digitized catalog.

- We recommend that the OIP create a digital collections portal, either on a new standalone website or using the existing ISHS website.
- As emphasized by Visit Boise, the web site should encourage more venue rentals by including photographs and diagrams of event setups as well as the availability of parking.

A technical analysis was performed using Google Lighthouse. It found that the website's performance was low due to programming issues in the website's setup. The analysis also found that the website's Search Engine Optimization (SEO) could be improved by creating meta descriptions for each page. Our recommendations are as follows:

- Work with existing web developers to increase load speed and reduce errors and improve website performance.
- Update the website to include visitor information for those with physical disabilities, sensory needs, and those who are hard of hearing or seeing. This could include working with existing website developers to increase background and text contrast to ensure the website is accessible for those with visual impairment.

#### Social Media:

Old Idaho Penitentiary currently has profiles on Facebook, YouTube, and Instagram. On all channels, the OIP regularly posts a wide variety of relevant, topical content - including content created by ISHS and OIP staff and that generated by partner organizations.

OIP also engages with audiences by responding to comments. The OIP should continue its current social media efforts, tracking the success of posts to refine a content strategy. Our only recommendations are as follows:

- Find ways to leverage the content it creates for social media by cross-posting on multiple channels (including the website).
- Leverage YouTube content by embedding videos on the Old Idaho Penitentiary website (or web page).

## 4.7 COLLECTIONS

Implementation of the *Interpretive and Visitor Experience Master Plan* is assumed to have minimal implications for collections. Because OIP has a strong object, photograph and archival collection relating directly to the penitentiary itself, as well as access to ISHS collections, there is little need to develop collections further in order to support enhanced storytelling. However, enhancing access to existing collections via the proposed permanent and temporary exhibition program should be positive for future attendance.

## 4.8 ADMISSION CHARGES

As seen from examples of other penitentiary museums in Chapter 2, the OIP is currently underpriced despite an increase in the adult charge to \$8.00 from the previous \$6.00. This perception of it being underpriced now was confirmed in the interview process. Accordingly, we have recommended substantially higher admission prices assuming implementation of the *Interpretive and Visitor Experience Master Plan*, which could be 2-4 years from now. Our recommended prices by ticket category are set out below based on the following conclusions and recommendations. These relate not only to specific prices but also to a recommended reconfiguration of some of the admission charge categories and age ranges within them:

- Permanent and temporary exhibitions and theatre experiences as part of the implementation of the *Interpretive and Visitor Experience Master Plan* will enhance the appeal of the OIP further to increase first time and especially repeat visitation.
- Other more developed penitentiary museums have substantially higher admission charges as shown in Chapter 2.
- Offering the same adult admission charge as the Idaho Botanical Garden that is likely to be in place with implementation of its Visitor Center and expansion would make simpler and more appealing the already in place mutually beneficial packaged tickets.
- Rather than define an adult as from 13-59 for those who are not students with ID, we recommend defining an adult as aged 25-61. This would provide a price break to youth whether or not they are students who bring an ID. Requesting an ID shows a lack of trust, slows the admissions process, and causes potential resentment among those who do not carry student IDs. (This might be considered for the Idaho State Museum as well.)
- A discount for youth between 13-24 that is the same as the senior discount does not discriminate against youth who are not students (usually supported by parents) and often in low paying jobs. It increases the likelihood of the OIP as a unique date place.
- Increasing the definition of a senior from 60 to 62 recognizes that it is at age 62 that residents may receive social security retirement benefits in the United States. Using this age reduces the likelihood of those who are in their 50s from requesting a discounted senior rate. However, there should be no request for social security ID.
- Offering the same discount as seniors to veterans, most of whom are seniors, and active military, reduces the number of admission ticket categories.
- Unless there is sponsorship by AAA, reducing the current very substantial discount to AAA cardholders is recommended. We recommend a \$2.00 discount on any of the other admission ticket categories for AAA members.

- EBT card holders should continue to receive a substantial discount, but a modest increase is recommended in the future OIP.
- School curriculum links to the OIP are limited so a very substantial discount continues to be needed for school groups. However, a modest increase is recommended. School groups should be sought for only grades 3 and up given the subject matter.

#### Recommended Future Admission Prices and Categories:

The following table sets out current 2023 base level admission charges, excluding guided tours, and our recommendations for when the Master Plan is implemented, likely 2-4 years from now.

Ticket Category	2023 Base Admission Prices	Recommended Future Base Admission Prices
Adult (13-59)	\$8.00	
Adult (25-61)		\$15.00
Senior (60+)	\$6.00	
Veteran, AAA Cardholder	\$7.00	
Senior (62+), Veteran, Active Military		\$11.00
Student with ID	\$7.00	
Youth (6-12)	\$5.00	
Youth (13-24)		\$11.00
Child (6-12)		\$6.00
Non-School Groups (15+, per person)		\$8.00
School Groups (15+, per person)	\$2.00	\$3.00
EBT Cardholder	\$3.00	\$4.00
Member/Child (under 6)	\$0.00	\$0.00

To offer a transition to the recommended higher admission charges, *we recommend increasing prices by one dollar per year in the current operation.*

#### Incentive to Self-Guided Visits:

Although Eastern State Penitentiary leases audio tour equipment as part of a strategy to encourage self-guided visits and thereby limit the extent of additional staff and volunteer needs, *we recommend the use of QR codes for self-guided visits as planned for the Old Joliet Prison.*



### Guided Tours:

Recognizing that some people would prefer guided tours, we recommend that scheduled guided tours with behind the scenes elements be offered as a benefit of membership and also an extra charge opportunity for general interest visitors, especially on peak days.

At present there is a \$2.00 surcharge for guided tours of the OIP, but the limited staff and volunteers available means that relatively few tours are actually offered. Interview subjects often pointed out that the self-guided tours were nearly not as good as guided, and that there should be a greater price difference to value the guided tours. The gap in quality of the visitor experience in the future, however, is likely to narrow as permanent and temporary exhibition space is available to self-guided visitors and with an emphasis on QR codes.

An increase in the number of available staff and volunteers and the introduction of more “behind the scenes” opportunities should allow for higher prices and more guided tours offered. *We recommend a \$4.00 surcharge for scheduled guided behind the scenes tours for all visitors and free for members of ISHS.*

### Ticket Packaging:

It is assumed that admission ticket packaging with the Idaho Botanical Garden will continue and grow, and potentially could also include the State History Museum. In fact, the higher attendance at the OIP and the need to expose more visitors to the high quality Idaho State Museum suggest the opportunity for IOP only visitors to be provided with half priced admission to the State History Museum on the same or next day.

## 4.9 OTHER EARNED INCOME

### Retail Sales and Food Service:

- At present the retail store is about 200 sq. ft. and relatively successful. Higher attendance will expose more people to *an expanded store, recommended at 400 sq. ft., which should also include very limited grab and go food and beverage opportunities.* This recognizes that the more substantial food and beverage opportunities will be available at the future Visitor Center in the free admission zone of the expanded Idaho Botanical Garden.
- It is also assumed that there will be an *experiment with food trucks* on site to offer more variety during events and other peak periods. If successful they will continue.

### Venue Rentals:

- Interviews indicated perceptions that there would be a potentially strong market for more venue rentals at OIP, including weddings, proms and other events. A positive response was also heard about the idea of combining to have a ceremony or reception at the OIP in partnership with a more traditional venue like the Idaho Botanical Garden or the historic Bishop’s House. The other commonly cited unique venue for venue rentals in Boise was the Jack Urban Meeting Place (JUMP).
- Opportunities for more outdoor venue rentals, including weddings and proms, could utilize the rose garden and former exercise yard, whether entirely at OIP or in collaboration with the Bishop’s House or the Idaho Botanical Garden. This will require allocation of OIP staff resources and a strengthened volunteer program. The State History Museum, with no promotion, expects 10 weddings in 2023. However, given the

staffing implications and the need to recognize the importance of rentals to the Bishop's House, *a limited increased focus on additional venue rentals is recommended at the outset and to grow based on market demand.*

- The Shirt Factory offers a good opportunity for increasing indoor venue rentals, particularly if automobiles, wagons and other artifacts with limited relationship to criminal justice and the history of the Penitentiary are relocated. This also takes into account that the building already offers heating and air conditioning.
- It is assumed that car shows and other events that do not have a direct link to the OIP will nonetheless continue to be scheduled periodically given the need for more earned income to help offset higher staff and other operating costs. Third party events and venue rentals that are unrelated to the OIP mission is a common phenomenon for most museums and related institutions.
- Although OIP is located in a residential area, the experience of the Idaho Botanical Garden is that there are few complaints associated with its music concerts on Outlaw Field. This is a good indicator that there should also be few complaints about more venue rentals and events at OIP, as long as those events end no later than 11 p.m.
- To help maximize earned income from venue rentals, we recommend that discounted not for profit renters only be able to book space four months in advance. This gives priority to those able to pay higher rental rates.

#### Building and Other Leases:

- It is assumed that some *building leases will remain* to serve as a source of income for OIP even after implementation of the Master Plan, recognizing that some leases are ending. This recognizes that funds generate help to support initiatives to better tell the story of the penitentiary and criminal justice in general.
- We recommend implementation of an *escape room* experience, if a private operator is willing to invest in ancillary space as a revenue generator, especially if the escape room educates about prisoner escapes and escape attempts at the OIP. An example of a successful escape room at a former prison is at the 1793 Shrewsbury Prison in England.

#### Membership:

- It is assumed that the OIP will not have a separate membership program in the future. Rather, *membership will remain within the overall Idaho State Historical Society.*
- Offering free guided OIP tours to ISHS members will help to increase ISHS membership levels.

#### Public and Educational Programs:

- Higher attendance will expose more visitors to existing and additional public and educational programs. These are listed in the relevant section above, and while many will not be revenue generating (although some may be revenue neutral), it is expected that the enhanced Halloween/October programming should yield higher revenues than is currently the case.

#### Fundraising Events:

- Fundraising events are assumed to continue to be the responsibility of the Foundation for Idaho History, with *no separate fundraising events developed exclusively by the OIP.*

## 4.10 CONTRIBUTED INCOME

The Foundation for Idaho History raises funds to support the museums and sites of the Idaho State Historical Society and is able to issue tax receipts for donations. About \$100,000 to \$130,000 is raised each year primarily from a Wine, Cheese and Artifacts fundraiser. Funds are often targeted to a specific project, most recently a Women of Idaho sculpture. Raising \$4 million to support capital costs for implementation of the *Interpretive and Visitor Experience Master Plan* will need to be separate from the annual Foundation fundraising as it was for the renovation and enhancement of the Idaho State Museum in which \$4.3 million was raised.

- The state of Idaho is assumed to continue to provide ongoing capital funds for the OIP as well as in-kind operating costs associated with repairs and maintenance of the OIP buildings that it owns.
- The Foundation for Idaho History has previously developed a menu of private sponsorship opportunities. It is assumed that a *greater emphasis will be placed on more sponsorship items on the menu specifically associated with the OIP.*

## 4.11 OPERATING SCHEDULE

- To recognize that tourists often wish to add a day or two to a primarily weekend visit in Boise, we recommend that the OIP remain open on Mondays *and closed to visitors on Tuesdays* in order to match the Tuesday closed day for the Idaho Botanical Garden.
- *We do not recommend regular evening tours or open hours for OIP with the exception of the October Halloween month period.*

## 4.12 GOVERNANCE, STAFFING & VOLUNTEERS

The OIP operates with four full-time on-site staff, supported by 16 part-timers, as discussed in Chapter 3. The comparables analyses set out in Chapter 2 indicate staff levels at an independent penitentiary museum in Philadelphia is far more substantial than the OIP while another in Joliet Illinois that, like OIP, has a very small on-site staff because it is supported by central staff. In the case of the Penitentiary Museum in Laramie Wyoming the small staff reflects a seasonal operation in an isolated location.

The extent of the *additional on-site staffing* required to support the OIP can be limited because of the centralized management provided by staff of the Idaho State Historical Society. Our recommendations for *additional on-site staff* at OIP, supported by a growth of volunteers, are as follows with implementation of the Interpretive and Visitor Experience Master Plan:

- Front desk/information/retail staff (1.0 FTE).
- A full-time educator to better serve widening school attendance (1.0 FTE)
- A full-time public programs coordinator to increase public program opportunities (1.0 FTE)
- Additional part-time staff for evening rentals, a more substantial weekend staff allocation, and evening openings during Halloween period (1.5 FTE)

- We also recommend exploration of a partnership opportunity with Boise State University in which students taking courses in the Criminal Justice Department work periodically as interns at OIP as part of course requirements.

This leads to the recommended *additional 4.5 FTE* staff to support the current 4 full-time and 16 on-site part-time staff.

We also recommend the *widening of central ISHS staff to add a Volunteer Coordinator* responsible for attracting, motivating, maintaining and acknowledging the importance of volunteers at both the OIP and the State Museum.

## 4.13 BRANDING

The comparables in Chapter 2 and the known experience of penitentiary museums as well as the experience of the OIP confirms the fascination that the general public has with touring prison cells and the associated spaces of former penitentiaries. The current OIP, despite the limitations of the visitor experience, staffing levels and marketing expenditures, is able to attract more visitors than the substantially enhanced Idaho State Museum given this fascination and also the relative uniqueness of penitentiary museums compared to history museums.

It is noteworthy that all three comparables set out in Chapter 2 use “Historic Site” to help clarify that the penitentiaries/prisons are not functioning prisons, thereby eliminating security concerns, and also that they are open to public visitation. *While most people would understand that the OIP is no longer a working prison and no longer houses actual inmates, we have recommended a modification to the Old Idaho Penitentiary name to refer to it formally as the Old Idaho Penitentiary Historic Site, but only when new signage and other communications are to be implemented.*

## 4.14 OTHER ASSUMPTIONS

- It is assumed that the capital investment in the enhancement of the OIP will be based on government and private funds with no debt applicable to OIP. Therefore, *debt service* will not be part of the operating budget of the OIP.
- All revenue and expense projections will be stated in 2023 constant dollars. This means that all revenues and expenses will grow at whatever the prevailing rate of inflation will be in the future. However, some expenses tend to increase more than the rate of inflation. For example, staff compensation levels (salaries, wages and benefits) are projected to grow on an annual basis by 0.5% above whatever the inflation rate is each year.

# Section V

Appendix A:  
Acknowledgments

# 5. APENDIX A: ACKNOWLEDGMENTS

We acknowledge here, in alphabetical order, those who took part in the visioning/assumptions workshop and the internal and external interview process. Special thanks to Anthony Parry and Dax Chisum for helping to coordinate our work and for Janet Gallimore for her leadership.

## Internal Interviews/Workshop Participants

- Carlyn Blake, Development and Membership Administrator, Idaho State Historical Society (ISHS)
- Jacey Brain, Visitor Services Coordinator & Education Specialist, OIP
- Mark Breske, Marketing Director, ISHS
- Bill Buttico, Board Chair, ISHS
- Dax Chisum, Finance Director, ISHS
- Charlie Draper, Weekend Visitor Services Manager, OIP
- Janet Gallimore, Executive Director, ISHS
- Liz Hobson, Museum Administrator, ISHS, OIP Advisory
- Cheryl O'Brien, Board Vice Chair, ISHS
- Anthony Parry, Historic Sites Administrator, ISHS
- Alexandra Polidori, Events and Rentals Coordinator, OIP
- Suzanne Squires, Education Coordinator, OIP
- Seth Wheeler, Volunteer and Membership Coordinator, ISHS

## External Interviews/Consultations

- Erin Anderson, Executive Director, Idaho Botanical Garden
- Mary Ann Arnold, President, Foundation for Idaho History, OIP Advisory



- Dani Backer, Social Studies Curriculum Coordinator, Boise School District, OIP Advisory
- Doug Bates, Community Partner, OIP Advisory
- Tricia Canaday, Deputy Director, State Historic Preservation Office, OIP Advisory
- Brent Glass, Executive Director, Sing Sing Prison Museum
- Hanna Lore Hein, State Historian, OIP Advisory
- Madison Hardy, Policy Advisor, Office of the Governor
- Sean Kelley, Senior Vice President, Eastern State Penitentiary Historic Site
- Kelly Klobuchar, Chief Operating Officer, Joliet Area Historical Museum
- Jessica Lira, Superintendent, Wyoming Territorial Prison Historic Site
- Diane Norton, Director, State Office of Tourism
- Cathy Silak, Former Supreme Court Justice, OIP Advisory
- Gloria Totoricagüena, Assessment/Visitor Survey Consultant, OIP Advisory
- Carrie Westergard, Executive Director, Visit Boise

#### Lord Cultural Resources Consultant Team

- Brad King, Vice President, Strategy
- Natalie MacLean, Senior Consultant, Digital Specialist
- Isabella Rivera, Research Consultant
- Ted Silberberg, Senior Principal, Market and Financial Planning (study lead)

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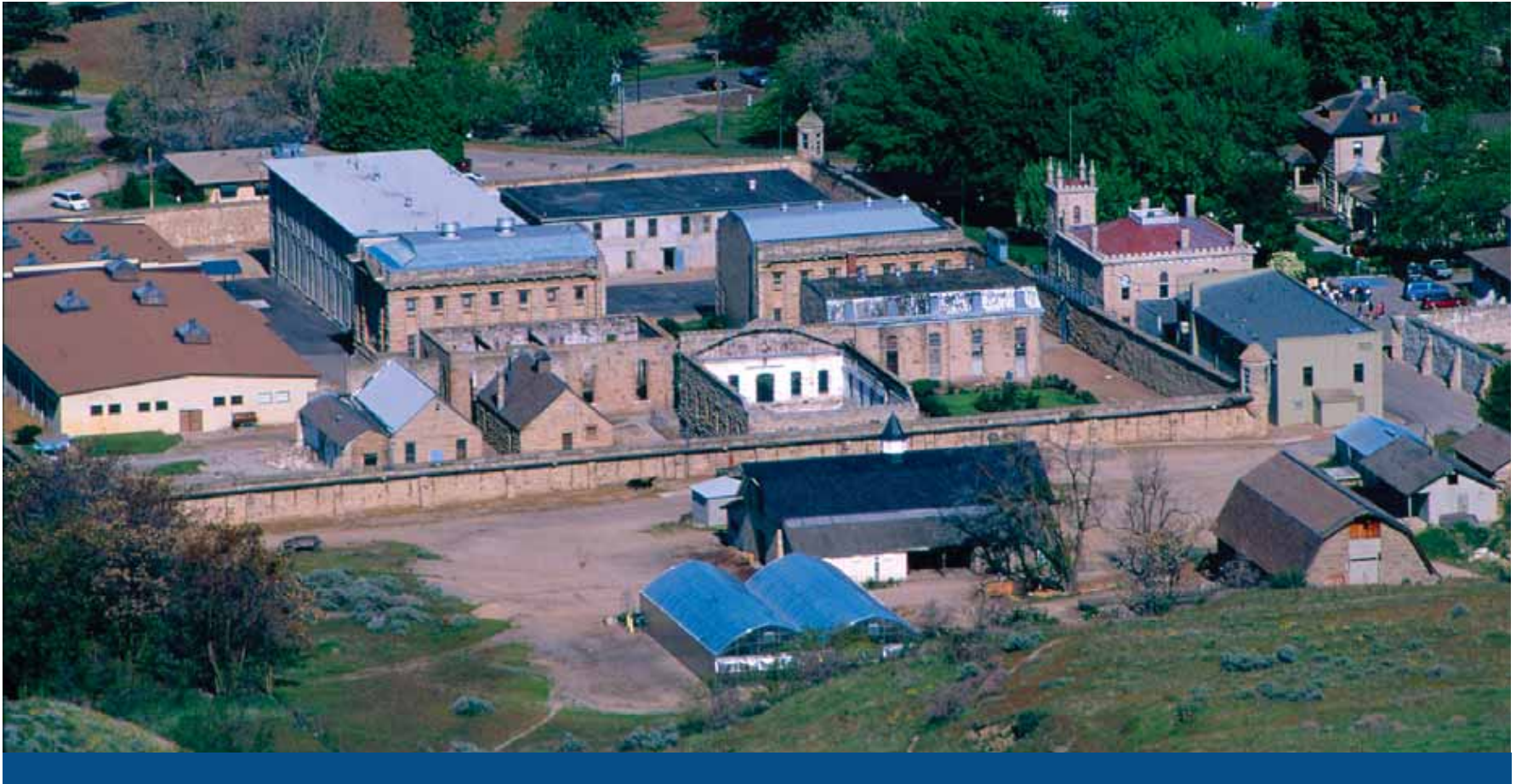


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# Old Idaho Penitentiary

## INTERPRETIVE & EXPERIENCE MASTER PLAN



2445 Old Penitentiary Road  
Boise, ID 83712



208.334.2844  
HISTORY.IDAHO.GOV



# OIP INTERPRETIVE & EXPERIENCE MASTER PLAN



## Where is the OIP?

The Old Idaho Penitentiary was built between the Boise River and Table Rock. Both were important natural resources to Native American peoples going back generations prior to American settlement. Prisoners quarried sandstone from Table Rock to build many OIP structures. Downtown Boise, just a few miles away, profited from the OIP by providing goods and services. The OIP also provided jobs and occasional labor for public works.

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*Guard tower at southeast corner, ISHS*

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# Letter from ISHS Director

## OIP INTERPRETIVE & EXPERIENCE MASTER PLAN

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### Janet Gallimore, Executive Director & State Preservation Officer

With support from the National Endowment for the Humanities, the Idaho State Historical Society set forth a robust and inclusive planning process to reimagine the visitor experience at the Old Idaho Penitentiary.

In November 2021, the Idaho State Historical Society invited local, regional, and national scholars, community experts, and our professional staff, Board of Trustees, and Foundation for Idaho History to convene in a series of planning sessions to create a formal, interpretive masterplan for the Old Idaho Penitentiary. We thank the Old Idaho Penitentiary Reimagining Advisory Committee for their thoughtful deliberations and participation.

The Old Idaho Penitentiary Interpretive and Experience Masterplan before you is a result of that effort. This guiding document will illuminate our future path as we consider new exhibitions and programs at the Old Idaho Penitentiary. The exhibitions must carefully convey and immerse visitors in the very layered, highly complex, often troubling, and long-tenured history of this place and the people incarcerated here. When we realize our vision for this work, visitors will have a deeper understanding of the history of crime and punishment in Idaho and reflect more purposefully on the meaning of a fair and equitable society.

The stories at the Old Idaho Penitentiary reflect the history of our state, nation, and societal values over time. We aspire to use this moment as we approach 2026, the 250th anniversary of our country's founding, to ensure the preservation of this unique place in our American story, inviting Idahoans to touch the deeply human experience reflected therein.





# Introduction

## OIP INTERPRETIVE & EXPERIENCE MASTER PLAN



Entrance turnkey, 1912. ISHS.68-57-44

In October 2021, the Idaho State Historical Society received a grant from the National Endowment for the Humanities to complete an Interpretive Master Plan for the Old Idaho Penitentiary (OIP). The Society has managed the OIP as a historical site since 1973, when it ceased operating as Idaho's principal penitentiary after more than a century of service.

To advise the effort, ISHS Executive Director Janet Gallimore assembled a strong advisory team consisting of museum professionals, educators, judges, law enforcement and corrections professionals, criminal justice attorneys, historians, humanities scholars and community stakeholders.

To learn more about the current and potential OIP audience and their preferences, audience research consultant Gloria Totoricagüena conducted quantitative and qualitative data collection, focus group discussions, and outreach throughout Idaho during the fall and winter of 2021-22. Totoricagüena gathered input from 286 survey respondents that included justice practitioners, law enforcement, educators, Tribal representatives, former inmates and their families, community advocates, corrections officers, and currently incarcerated individuals. Totoricagüena also reviewed survey input from TripAdvisor (979 reviews), Google Reviews (2,249), Yelp (104) and OIP visitor evaluations of multiple public programs from 2017-2022 (668).

In February and March, museum professionals Brent Glass, Senior Advisor to the Sing Sing Prison Museum, and Sean Kelley, Director of Interpretation at Eastern State Penitentiary Historic Site, presented online overviews of the themes and interpretive offerings at their respective sites. ISHS recorded the presentations and made them available to all project participants.

## OIP INTERPRETIVE & EXPERIENCE MASTER PLAN

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On March 31-April 1, the OIP hosted the advisory committee on site for a two-day Vision Workshop, led by interpretive planner Tim Pfaff. OIP staff toured the team around the penitentiary campus and offered an overview of its history and artifactual collections.

The team spent two days discussing major themes and stories raised by the OIP's century of operation. The team noted that OIP site offered ISHS an important opportunity to invite Idahoans to participate in the ongoing national conversation about mass incarceration and the future of America's criminal justice system. As a Justice Center, the OIP could offer visitors an opportunity to connect the past to the present. The OIP Justice Center would shine light on the subject rather than heat.

The results of the Vision Workshop informed the creation of an Interpretive Vision, an Interpretive Inventory, and Interpretive Strategy for the OIP. Pfaff met with core OIP/ISHS staff bi-weekly to discuss the evolving documents, pursue research questions, and brainstorm opportunities. These documents were

then vetted with the full advisory committee for review and comment.

The Interpretive Inventory surveyed the entire site and assigned each OIP destination a level of interpretation based upon visitor accessibility, climate control, and historical sensitivity. The effort was guided by the overriding desire to respect the historical authenticity of the site while

offering visitors opportunities to explore its human stories.

The Interpretive Strategy outlined in more detail how particular structures within the OIP campus might offer complementary stories and experiences that together would engage and inform visitors.



# OIP INTERPRETIVE & EXPERIENCE MASTER PLAN

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Meeting twice more with the full advisory committee, the OIP core team worked throughout the summer to refine the interpretive plan. At the suggestion of the advisory team, the OIP also worked with the Chief of Prisons Chad Page and the Idaho Department of Corrections to include former and currently incarcerated individuals in the planning process.

This plan reflects the result of this collective year-long effort. As a planning tool, it is meant to inform the multi-year design-build effort that will begin in the fall 2022.



*Processing peas for canning, ISHS.p1984-15.25; Right: Shucking corn. ISHS.P2005-27-001*

# OIP INTERPRETIVE & EXPERIENCE MASTER PLAN



## ISHS Team

**Janet L. Gallimore**, Executive Director & State Historic Preservation Officer

**Jacey Brain**, Education Specialist/Visitor Services Coordinator

**Dax Chizum**, Fiscal Officer

**Anthony Parry**, Interim Historic Sites Administrator

**HannaLore Hein**, Idaho State Historian

**Tricia Canaday**, SHPO Administrator

**Diana Burrell**, Development and Marketing Coordinator

**Liz Hobson**, Museum Administrator

**Patricia Hoffman**, Management Assistant

**Lyn Moore**, Financial Specialist/Grant Manager

## Office of Governor Brad Little

**McKenzie Johnson**, Special Assistant for Intergovernmental Affairs

## Scholars & Advisors

**Brent Glass**, President of Brent D. Glass, LLC, Director Emeritus Smithsonian National Museum of American History, Senior Advisor for Sing Sing Prison Museum

**Sean Kelly**, Senior Vice President, Director of Interpretation, Eastern State Penitentiary

**David Pettyjohn**, Executive Director of the Idaho Humanities Council

**Hope Benedict, PH.D.** teaches Idaho History and the History of Women in the North American West at Idaho State University

**Sheriff Gary Raney**, Ada County Sheriff (retired)

**Former US Attorney Bart Davis**, District of Idaho

**Justice Cathy Silak**, Idaho Supreme Court (retired)

**Chad Page**, Chief of Prisons for Idaho Department of Corrections

**Dani Backer**, Supervisor of Social Studies, World Languages, and Equity, Diversity and Inclusion for the Boise School District

**Nolan Brown**, Tribal Historian for the Shoshone Bannock Tribe

## ISHS Boards

**Ernest A. Hoidal**, ISHS Board of Trustees

**Mary Ann Arnold**, President of the Foundation for Idaho History

## Old Pen District Stakeholders

**Amber Beierle**, Historian

**Doug Bates**, Community Leader

**Erin Anderson**, Executive Director, Idaho Botanical Garden

## Project Consultants

**Gloria Totoricaguena, Ph.D.**, Idaho Policy and Consulting, LLC

**Tim Pfaff**, Interpretive Planner/Exhibition Developer



Agency: Idaho State Historical Society

522

Decision Unit Number 12.02 Descriptive Title Open Position Funding

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	70,600	0	30,600	101,200
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	70,600	0	30,600	101,200
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Historical Society EDMA

Personnel Cost

500 Employees	53,000	0	22,300	75,300
512 Employee Benefits	17,600	0	8,300	25,900
Personnel Cost Total	70,600	0	30,600	101,200
	<b>70,600</b>	<b>0</b>	<b>30,600</b>	<b>101,200</b>

Explain the request and provide justification for the need.

Background:

The Idaho State Historical Society (ISHS) was founded in 1881 by the territorial legislature and established as a state agency by the legislature in 1907. We are an extraordinary system of cultural and historic resources comprised of the Idaho State Museum, Idaho State Archives and State Records Center, State Historic Preservation Office, and historic Old Idaho Penitentiary and Historic Sites Program.

Our mission is to preserve and promote Idaho history, which is authorized through 74 state statutory mandates and the National Historic Preservation Act.

The ISHS creates value by stewarding irreplaceable state-owned collections, providing information and understanding about Idaho history, stipulating local voice to federal decision making with regard to Idaho's cultural and archaeological resources, supporting Idaho's educational and curriculum needs through informal and applied learning opportunities, serving as the official repository for the state's permanent government records, and providing records management services to over 30 state agencies.

20 states, including Idaho, deploy the structural model where the State Historical Society, an executive branch Agency, administers the Core Programs of State Archives and State Records Center, State Museum, State Historic Preservation Office, and State Historic Sites. This consolidated structure advances expertise sharing, leveraging of fiscal and human resources, cross marketing, and comprehensive fundraising, resulting in a highly efficient organization.

The ISHS has one un-funded position that has been deployed for specific project needs over the years. Examples were a Project Manager for the Idaho State Museum Expansion and Renovation Project and Curator for the 150 Years of Fashion artifact digitization project.

ISHS seeks to redeploy this position to consolidate internal administrative service under the direction of an Administrative Support Manager. These services include finance, budget, accounts receivable and payable, procurement, maintenance and operations, and IT support.

Increased needs through the growth of the Agency and its continued work to increase its financial self-support and multiple modernization initiatives by the state have resulted in increased administrative, finance, and contract activities management. This action is necessary to balance the internal and external services needs of the agency and provide optimum support for both. The work portfolio of the Administrative Support Manager, noted above, will be strengthened by one leader responsible for internal, integrated services to support increased operating needs by the agency departments of the State Archives and State Records Center, State Museum, State Historic Preservation Office, and State Historic Sites.

The Executive Director and State Historic Preservation Officer would focus on the agency's external services portfolio, including marketing, fund development, and providing strategic consultation and support to the operating departments. This request includes additional ongoing funding in Personnel Costs to activate the one un-funded ISHS position.

If a supplemental, what emergency is being addressed?

N/A

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

Idaho Code state that the agency shall:

(67-4112[3])



Encourage and promote interest in the history of Idaho (67-4126[2])

Collect, preserve, and exhibit artifacts and information illustrative of Idaho history, culture, and society (67- 4126 [3])

The director of the Idaho state historical society may receive, on behalf of the society, any money or real or personal property donated, bequeathed, devised, or conditionally granted to the society. "Donated," as used in this section, shall include moneys paid by the public for admission to historical facilities operated by the society, and shall include moneys derived from retail sales related to the society's programs. (67-4129A)

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

N/A

**What resources are necessary to implement this request?**

N/A

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

Reclass Project Manager (Paygrade L) to Financial Specialist Principle (Paygrade M), full-time, benefited.

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

Yes. The ISHS will be reallocating an un-funded position currently housed at the State Museum moving it to Administration to be deployed in Finance & Budget.

**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.**

N/A

**Provide detail about the revenue assumptions supporting this request.**

The re-deployed position will be funded 75% through General Fund within the FY 2025 cap and 25% funded through Federal Fund.

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

The citizens of Idaho are being served by this request, as the Agency, by practice and in partnership with state modernization efforts, works to create efficiencies in government through consolidation of services for maximum impact of public and private investment. If this request was not funded lack of personnel resources in the ISHS Administration Finance and Operations would lead to delay in supplying needed manpower to budgeting, contracting, operation oversight, and financial operations.



State of Idaho  
**DIVISION OF HUMAN RESOURCES**  
Executive Office of the Governor

---

BRAD LITTLE  
Governor  
LORI A. WOLFF  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Mark Holubar  
Sarah E. Griffin  
Amy Manning  
Nancy Merrill

September 1, 2023

Janet L. Gallimore, Executive Director  
State Historical Society

Dear Janet:

This letter is in response to your FY 2025 Budget request. Your initial request was received August 25, 2023 and listed the following requested item(s) for your FY 2025 budget:

1. Increase FTP by 1.0, Interpretive Specialist
2. Increase FTP by 1.0, Customer Service Representative 2
3. Increase Funding for reclassification from Project Coordinator to Administrative Support Manager

After review of your request, DHR concurs with classification for the following:

1. 1.0, Interpretive Specialist, Pay Grade J
2. 1.0, Customer Service Representative 2, Pay Grade H
3. Increase Funding for reclassification from Project Coordinator, Pay Grade L to Administrative Support Manager, Pay Grade N

This letter attests that the State Historical Society request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at [andrea.ryan@dhr.idaho.gov](mailto:andrea.ryan@dhr.idaho.gov) or 208.758.1618

Sincerely,

A handwritten signature in black ink, appearing to read "AR", with a stylized flourish at the end.

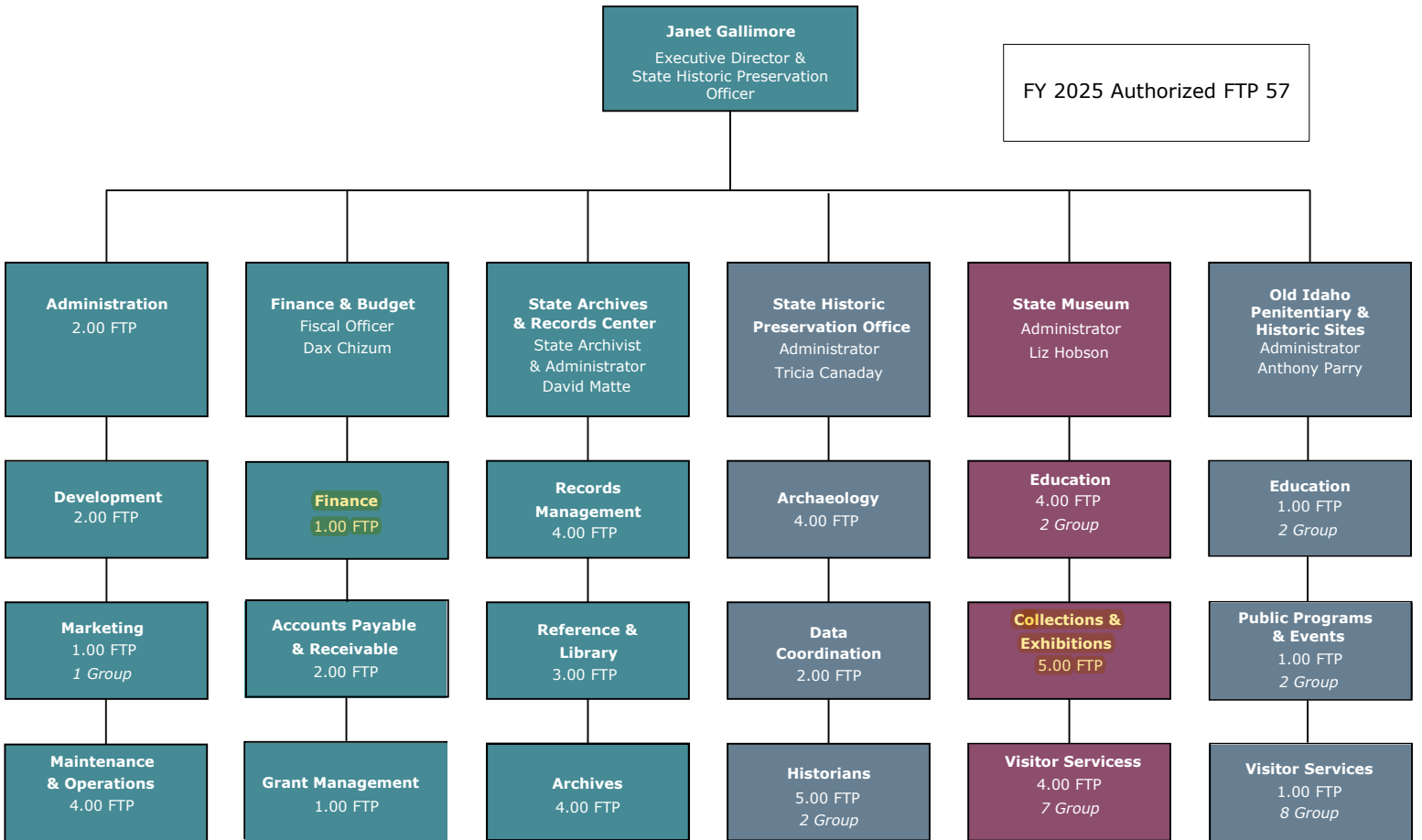
Andrea Ryan  
Human Resource Manager

Cc: Theresa Arnold, Division of Financial Management





## Idaho State Historical Society Organization Chart



Agency: Idaho State Historical Society

522

Decision Unit Number 12.76 Descriptive Title Governor's IT Modernization

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	(62,000)	0	(20,700)	(82,700)
55 - Operating Expense	25,800	94,000	0	119,800
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	(36,200)	94,000	(20,700)	37,100
Full Time Positions	(0.75)	0.00	(0.25)	(1.00)

Appropriation Unit: Historical Society EDMA

Personnel Cost				
500 Employees	(62,000)	0	(20,700)	(82,700)
Personnel Cost Total	(62,000)	0	(20,700)	(82,700)
Operating Expense				
559 General Services	25,800	94,000	0	119,800
Operating Expense Total	25,800	94,000	0	119,800
FTP - Permanent				
500 Employees	(1)	0	(0)	(1)
FTP - Permanent Total	0	0	0	0
	<b>(36,200)</b>	<b>94,000</b>	<b>(20,700)</b>	<b>37,100</b>

**Explain the request and provide justification for the need.**

This request supports the Governor's IT Modernization initiative and the creation of the Office of Information Technology Services (ITS), and agencies have been collaborating to standardize certain technology work processes and infrastructure in preparation for consolidation. The request will improve information technology service and support for the agency, as well as increase statewide security and functionality, eliminate waste and duplication, and minimize risk to the state. The request will continue improving the efficiency and productivity of state government.

**If a supplemental, what emergency is being addressed?**

N/A

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

IC 67-827, IC 67-827A, and IC 67-833

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

Existing PC base is reduced. No reduction of OE or CO.

**What resources are necessary to implement this request?**

Operating expenditures (OE) per the attached support to fulfill the first year of consolidation until the subsequent year when it becomes part of the SWCAP allocation and appropriation process.

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

See attached support for details of personnel reductions.

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

Certain IT positions are removed from appropriation. The Office of Information Technology Services (agency 177) will add positions to fully support IT needs.

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

Please see the attached support for the first year of consolidation. The removal of personnel costs is ongoing. The operating expenditures is one-time for FY 2025 until they become part of the SWCAP process and appropriation in FY 2026 and forward.

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

---

Collaboration between us and ITS to determine IT positions to remove. Personnel costs are calculated using the current rate of incumbents, or, if vacant, 80% of the policy rate per the pay schedule.

**Provide detail about the revenue assumptions supporting this request.**

---

No other revenue is anticipated with changes in this request.

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

---

State taxpayers will benefit from overall reduced information technology costs through efficiencies within state government, as well as compliance and improvements in statewide ITA standards, security risks, and data integrity. If not funded, state taxpayers will not benefit from reduced statewide costs and operating standards.

August 28, 2023

Janet Gallimore, Director  
Idaho State Historical Society (522)  
2205 E Old Penitentiary Rd  
Boise, ID 83712-8250

RE: FY 2025 Consolidation Line-Item Requests

Director Gallimore:

The Office of Information Technology Services (ITS) has prepared the accompanying files to support your budget line-item request as part of IT Modernization Phase IV in FY 2025. These files are the result of our collaboration to streamline our joint IT efforts and maintain high standards in security, data integrity, and ITA policies for the State of Idaho.

There are two significant understandings within our joint line-item requests:

- 1) FTP and related personnel costs (PC) are removed from your agency per our discussions. The calculated values use your agency's benefit rates. IT consolidation is only removing positions (FTP and appropriations), it does not reduce or remove your operating expenditures. Amounts for PC are negative.
- 2) Your agency will pay ITS directly for the first year of IT consolidation. This is due to a timing issue where SWCAP is determined this October—prior to when the consolidation line-items are approved next spring. Therefore, your agency will receive an operating expenditure (OE) appropriation to pay ITS for the first year, FY 2025. In future years, FY 2026 forward, your agency will be part of the full SWCAP allocations and amounts will be determined via that process. Amounts for OE are positive.
  - Note, your agency might already be partially included in SWCAP for specific purposes. If so, those amounts will continue the normal process with your base and any adjustments. The FY 2025 OE amount is for the consolidation effort to become fully supported by ITS.

We understand the late timing of this information and appreciate your understanding as we all finalize our budget requests this week.

Please let us know if you have any questions.

Sincerely,



Alberto Gonzalez  
CIO/Administrator

Enclosures:

*12.7X\_Consolidation\_XXX.docx*  
*12.7X\_Support\_XXX.pdf*

# Consolidation Line-Item Request FY 2025

Emp Name	Position Title	Type	Luma Grade	Current Rate	Compa- Ratio	FTP	Annual Salary	Variable Benefits	Health Benefits	Total PC
<b>DU 12.76 - Idaho State Historical Society (522)</b>										
VACANT	IT OPS & SUPPORT ANALYST II	Classified	9	26.70	80.0%	(1.00)	(55,528)	(12,695)	(14,450)	(82,673)
			Total PC	26.70	80.0%	(1.00)	(55,500)	(12,700)	(14,500)	(82,700)
							Total OE (pay to ITS first year)		<u>119,800</u>	
							Total DU 12.76		<u>37,100</u>	

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	26.55	1,602,167	371,935	352,184	2,326,286
		Total from PCF	<b>26.55</b>	<b>1,602,167</b>	<b>371,935</b>	<b>352,184</b>	<b>2,326,286</b>
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>31.05</b>	<b>1,938,179</b>	<b>426,938</b>	<b>401,484</b>	<b>2,766,601</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>4.50</b>	<b>336,012</b>	<b>55,003</b>	<b>49,300</b>	<b>440,315</b>
<b>Adjustments to Wage and Salary</b>							
522001	491C	Curatorial Registrar	1.00	54,122	13,750	11,994	79,866
9004	R90						
522001	476C	Education Specialist	1.00	57,304	13,750	12,699	83,753
9035	R90						
522001	494C	Historic Preservation Review Officer	1.00	42,640	13,750	9,449	65,839
9050	R90						
522001	322C	IT Operations & Support Analyst II 8810	.50	65,852	13,750	14,594	94,196
9059	R90						
522001	517C	Library Assistant 3	1.00	43,410	13,750	9,620	66,780
9064	R90						
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
087	NE	Ret/No Health					
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	20,000	0	1,530	21,530
		Permanent Positions	31.05	1,865,495	440,685	410,540	2,716,720
		<b>Estimated Salary and Benefits</b>	<b>31.05</b>	<b>1,885,495</b>	<b>440,685</b>	<b>412,070</b>	<b>2,738,250</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>52,684</b>	<b>(13,747)</b>	<b>(10,586)</b>	<b>28,351</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>52,684</b>	<b>(13,747)</b>	<b>(10,586)</b>	<b>28,351</b>
		<b>Base</b>	<b>.00</b>	<b>52,684</b>	<b>(13,747)</b>	<b>(10,586)</b>	<b>28,351</b>

**PCF Summary Report**

Request for Fiscal Year: 202  
5

**Agency:** Idaho State Historical Society

522

**Appropriation Unit:** Historical Society

EDMA

**Fund:** General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	31.05	1,938,179	426,938	401,484	2,766,601
5.00	FY 2024 TOTAL APPROPRIATION	31.05	1,938,179	426,938	401,484	2,766,601
7.00	FY 2024 ESTIMATED EXPENDITURES	31.05	1,938,179	426,938	401,484	2,766,601
9.00	FY 2025 BASE	31.05	1,938,179	426,938	401,484	2,766,601
10.11	Change in Health Benefit Costs	0.00	0	31,535	0	31,535
10.12	Change in Variable Benefit Costs	0.00	0	0	19,461	19,461
10.61	Salary Multiplier - Regular Employees	0.00	27,680	0	6,210	33,890
11.00	FY 2025 PROGRAM MAINTENANCE	31.05	1,965,859	458,473	427,155	2,851,487
	Governor's IT Modernization	(0.75)	(62,000)	0	0	(62,000)
12.02	Open Position Funding	0.00	53,000	0	17,600	70,600
13.00	FY 2025 TOTAL REQUEST	30.30	1,956,859	458,473	444,755	2,860,087



**PCF Detail Report**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Federal (Grant)

34800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	10.25	640,260	140,935	141,752	922,947
		Total from PCF	10.25	640,260	140,935	141,752	922,947
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>10.55</b>	<b>838,041</b>	<b>145,063</b>	<b>173,596</b>	<b>1,156,700</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.30</b>	<b>197,781</b>	<b>4,128</b>	<b>31,844</b>	<b>233,753</b>
<b>Adjustments to Wage and Salary</b>							
522001	496C	Archaeologist	1.00	63,273	13,750	14,022	91,045
8989	R90						
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
093	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
094	NE	Ret/No Health					
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	40,000	0	3,060	43,060
		Permanent Positions	11.25	703,533	154,685	155,774	1,013,992
		<b>Estimated Salary and Benefits</b>	<b>11.25</b>	<b>743,533</b>	<b>154,685</b>	<b>158,834</b>	<b>1,057,052</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>(.70)</b>	<b>94,508</b>	<b>(9,622)</b>	<b>14,762</b>	<b>99,648</b>
		<b>Estimated Expenditures</b>	<b>(.70)</b>	<b>94,508</b>	<b>(9,622)</b>	<b>14,762</b>	<b>99,648</b>
		<b>Base</b>	<b>(.70)</b>	<b>94,508</b>	<b>(9,622)</b>	<b>14,762</b>	<b>99,648</b>

**PCF Summary Report**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Federal (Grant)

34800

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	10.55	838,041	145,063	173,596	1,156,700
5.00	FY 2024 TOTAL APPROPRIATION	10.55	838,041	145,063	173,596	1,156,700
7.00	FY 2024 ESTIMATED EXPENDITURES	10.55	838,041	145,063	173,596	1,156,700
9.00	FY 2025 BASE	10.55	838,041	145,063	173,596	1,156,700
10.11	Change in Health Benefit Costs	0.00	0	12,775	0	12,775
10.12	Change in Variable Benefit Costs	0.00	0	0	7,510	7,510
10.61	Salary Multiplier - Regular Employees	0.00	10,681	0	2,404	13,085
11.00	FY 2025 PROGRAM MAINTENANCE	10.55	848,722	157,838	183,510	1,190,070
	Governor's IT Modernization	(0.25)	(20,700)	0	0	(20,700)
12.02	Open Position Funding	0.00	22,300	0	8,300	30,600
13.00	FY 2025 TOTAL REQUEST	10.30	850,322	157,838	191,810	1,199,970

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Miscellaneous Revenue

34900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	9.00	429,314	110,000	94,798	634,112
		Total from PCF	<b>9.00</b>	<b>429,314</b>	<b>110,000</b>	<b>94,798</b>	<b>634,112</b>
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>12.40</b>	<b>817,217</b>	<b>170,500</b>	<b>169,283</b>	<b>1,157,000</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>3.40</b>	<b>387,903</b>	<b>60,500</b>	<b>74,485</b>	<b>522,888</b>
<b>Adjustments to Wage and Salary</b>							
522001	206C	Customer Service Representative 1	1.00	52,208	13,750	11,570	77,528
9006	R90	8810					
522001	206C	Customer Service Representative 1	1.00	52,208	13,750	11,570	77,528
9007	R90	8810					
522001	476C	Education Specialist	1.00	57,138	13,750	12,662	83,550
9038	R90						
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	22,000	0	1,683	23,683
009	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	22,000	0	1,683	23,683
010	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
011	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
012	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
013	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
014	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
015	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
016	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
017	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
018	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
019	NE	Ret/No Health					
Z52219	90000	GROUP POSITION , Std Benefits/No	.00	20,000	0	1,530	21,530
020	NE	Ret/No Health					
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	244,000	0	18,666	262,666
		Permanent Positions	12.00	590,868	151,250	130,600	872,718
		<b>Estimated Salary and Benefits</b>	<b>12.00</b>	<b>834,868</b>	<b>151,250</b>	<b>149,266</b>	<b>1,135,384</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.40</b>	<b>(17,651)</b>	<b>19,250</b>	<b>20,017</b>	<b>21,616</b>
		<b>Estimated Expenditures</b>	<b>.40</b>	<b>(17,651)</b>	<b>19,250</b>	<b>20,017</b>	<b>21,616</b>
		<b>Base</b>	<b>.40</b>	<b>(17,651)</b>	<b>19,250</b>	<b>20,017</b>	<b>21,616</b>

**PCF Summary Report**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Miscellaneous Revenue

34900

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>12.40</b>	<b>817,217</b>	<b>170,500</b>	<b>169,283</b>	<b>1,157,000</b>
5.00	<b>FY 2024 TOTAL APPROPRIATION</b>	<b>12.40</b>	<b>817,217</b>	<b>170,500</b>	<b>169,283</b>	<b>1,157,000</b>
7.00	<b>FY 2024 ESTIMATED EXPENDITURES</b>	<b>12.40</b>	<b>817,217</b>	<b>170,500</b>	<b>169,283</b>	<b>1,157,000</b>
9.00	<b>FY 2025 BASE</b>	<b>12.40</b>	<b>817,217</b>	<b>170,500</b>	<b>169,283</b>	<b>1,157,000</b>
10.11	Change in Health Benefit Costs	0.00	0	17,500	0	17,500
10.12	Change in Variable Benefit Costs	0.00	0	0	13,701	13,701
10.61	Salary Multiplier - Regular Employees	0.00	19,486	0	4,323	23,809
11.00	<b>FY 2025 PROGRAM MAINTENANCE</b>	<b>12.40</b>	<b>836,703</b>	<b>188,000</b>	<b>187,307</b>	<b>1,212,010</b>
12.01	Historic Old Idaho Penitentiary Staffing Support	2.00	80,960	28,900	18,510	128,370
13.00	<b>FY 2025 TOTAL REQUEST</b>	<b>14.40</b>	<b>917,663</b>	<b>216,900</b>	<b>205,817</b>	<b>1,340,380</b>

**PCF Detail Report**

Request for Fiscal Year: 2025

**Agency:** Idaho State Historical Society

522

**Appropriation Unit:** Historical Society

EDMA

**Fund:** Admin Acct Svcs Appd&Cont Isf: Records Management Services

45075

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	2.70	123,593	37,125	27,390	188,108
		Total from PCF	2.70	123,593	37,125	27,390	188,108
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>3.00</b>	<b>133,497</b>	<b>41,250</b>	<b>27,653</b>	<b>202,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.30</b>	<b>9,904</b>	<b>4,125</b>	<b>263</b>	<b>14,292</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	2.70	123,593	37,125	27,390	188,108
		<b>Estimated Salary and Benefits</b>	<b>2.70</b>	<b>123,593</b>	<b>37,125</b>	<b>27,390</b>	<b>188,108</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.30</b>	<b>9,904</b>	<b>4,125</b>	<b>263</b>	<b>14,292</b>
		<b>Estimated Expenditures</b>	<b>.30</b>	<b>9,904</b>	<b>4,125</b>	<b>263</b>	<b>14,292</b>
		<b>Base</b>	<b>.30</b>	<b>9,904</b>	<b>4,125</b>	<b>263</b>	<b>14,292</b>

**PCF Summary Report**

Request for Fiscal Year: 2025

**Agency:** Idaho State Historical Society

522

**Appropriation Unit:** Historical Society

EDMA

**Fund:** Admin Acct Svcs Appd&Cont Isf: Records Management Services

45075

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	<b>FY 2024 ORIGINAL APPROPRIATION</b>	3.00	133,497	41,250	27,653	202,400
5.00	<b>FY 2024 TOTAL APPROPRIATION</b>	3.00	133,497	41,250	27,653	202,400
7.00	<b>FY 2024 ESTIMATED EXPENDITURES</b>	3.00	133,497	41,250	27,653	202,400
9.00	<b>FY 2025 BASE</b>	3.00	133,497	41,250	27,653	202,400
10.11	Change in Health Benefit Costs	0.00	0	3,290	0	3,290
10.12	Change in Variable Benefit Costs	0.00	0	0	1,528	1,528
10.61	Salary Multiplier - Regular Employees	0.00	2,175	0	488	2,663
11.00	<b>FY 2025 PROGRAM MAINTENANCE</b>	3.00	135,672	44,540	29,669	209,881
13.00	<b>FY 2025 TOTAL REQUEST</b>	3.00	135,672	44,540	29,669	209,881



**PCF Detail Report**

Request for Fiscal Year: 2025

**Agency:** Idaho State Historical Society

522

**Appropriation Unit:** Historical Society

EDMA

**Fund:** Income Funds: Capitol Commission Operating Fund

48109

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>1.00</b>	<b>62,006</b>	<b>13,750</b>	<b>12,844</b>	<b>88,600</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.00</b>	<b>62,006</b>	<b>13,750</b>	<b>12,844</b>	<b>88,600</b>
		<b>Adjustments to Wage and Salary</b>					
522001 9003	491C R90	Curatorial Registrar	1.00	58,177	13,750	12,893	84,820
		<b>Estimated Salary Needs</b>					
		Permanent Positions	1.00	58,177	13,750	12,893	84,820
		<b>Estimated Salary and Benefits</b>	<b>1.00</b>	<b>58,177</b>	<b>13,750</b>	<b>12,893</b>	<b>84,820</b>
		<b>Adjusted Over or (Under) Funding</b>					
		Original Appropriation	.00	3,829	0	(49)	3,780
		Estimated Expenditures	.00	3,829	0	(49)	3,780
		Base	.00	3,829	0	(49)	3,780



**PCF Summary Report**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

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Appropriation Unit: Historical Society

EDMA

Fund: Income Funds: Capitol Commission Operating Fund

48109

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	1.00	62,006	13,750	12,844	88,600
5.00	FY 2024 TOTAL APPROPRIATION	1.00	62,006	13,750	12,844	88,600
7.00	FY 2024 ESTIMATED EXPENDITURES	1.00	62,006	13,750	12,844	88,600
9.00	FY 2025 BASE	1.00	62,006	13,750	12,844	88,600
10.11	Change in Health Benefit Costs	0.00	0	700	0	700
10.12	Change in Variable Benefit Costs	0.00	0	0	409	409
10.61	Salary Multiplier - Regular Employees	0.00	582	0	133	715
11.00	FY 2025 PROGRAM MAINTENANCE	1.00	62,588	14,450	13,386	90,424
13.00	FY 2025 TOTAL REQUEST	1.00	62,588	14,450	13,386	90,424

**One-Time Operating & One-Time Capital Outlay Summary**

Request for Fiscal Year: 2025

Agency: Idaho State Historical Society

522

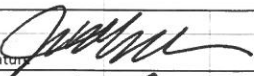
Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	EDMA	10.31	34900	740	Replacement - High-end Desktop PC	0	Various	4.00	2.00	1,500.00	3,000
1	EDMA	10.31	34900	740	Replacement - High-end Point of Sale PC	0	Various	6.00	2.00	1,500.00	3,000
1	EDMA	10.31	34900	740	Replacement - Standard Desktop PC	0	Various	47.00	2.00	950.00	1,900
1	EDMA	10.31	34900	740	Replacement - High-end Laptop	0	Various	18.00	5.00	2,200.00	11,000
1	EDMA	10.31	34900	740	Replacement - Standard Laptop	0	Various	34.00	13.00	1,400.00	18,200
1	EDMA	10.31	34900	625	Replacement - Laptop Docking Stations	0	Various	0.00	18.00	200.00	3,600
2	EDMA	10.31	34900	764	Replacement - Printer, Scanner, & Copier	0	Various	6.00	1.00	7,000.00	7,000
2	EDMA	10.31	34900	740	Replacement - Router Switch	0	Various	0.00	2.00	4,700.00	9,400
2	EDMA	10.31	34900	740	Replacement - Wireless Access Points	0	Various	0.00	6.00	1,000.00	6,000
3	EDMA	10.31	34900	625	Replacement - Desktop Printer	0	Various	20.00	2.00	500.00	1,000
3	EDMA	10.31	34900	625	Replacement - Tablets	0	Various	18.00	4.00	750.00	3,000
3	EDMA	10.31	34900	625	Replacement - Flat Panel Monitor	0	Various	102.00	12.00	280.00	3,400
								<b>Subtotal</b>	<b>255.00</b>	<b>69.00</b>	<b>70,500</b>
Grand Total by Appropriation Unit											
EDMA											70,500
								<b>Subtotal</b>			<b>70,500</b>
Grand Total by Decision Unit											
10.31											70,500
								<b>Subtotal</b>			<b>70,500</b>
Grand Total by Fund Source											
34900											70,500
								<b>Subtotal</b>			<b>70,500</b>
Grand Total by Summary Account											
				625				140.00	36.00	11,000	
				740				109.00	32.00	52,500	
				764				6.00	1.00	7,000	
								<b>Subtotal</b>	<b>255.00</b>	<b>69.00</b>	<b>70,500</b>

**CAPITAL BUDGET REQUEST  
SIX-YEAR PLAN FY 2025 THROUGH FY 2030  
CAPITAL IMPROVEMENTS**

**Idaho State Historical Society**

Project Description/Location		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
<b>Old Penitentiary (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings Admin			97,750				
DPW# 20622 Security, Emergency System & HVAC Assessment Findings JC Earl					9,200		
Stabilization of 1907 Steam Plant							149,500
Rehabilitation of Women's Ward/Sprinklers/Landscape					189,750		
Doors and windows of 1951 steam plant				115,000			
Repair 1950 Cell House							71,300
Safety Upgrades 1954 Max Security						109,250	
Additional Electrical and Electrical Repair J.C. Earl & Shirt Factory Building, HVAC for False Front Buildings	#2	500,000					
Old Pen Water Vault for GEO Irrigation (serves Old Pen Site including Botanical Gardens, labs, quarry park, etc.)				253,000			
Exterior Electrical and LED Lighting					299,000		
Trusty's Dorm Second Floor Office Space					630,000		
Small Outbuilding Metal Roof to Cedar, Siding Repairs and Paint			57,500				
<b>Idaho History Center (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings						230,000	
State Archives storage enhancements design & DPW fees	#1	4,500,000					
State Archives storage enhancement (does not include moving costs)	#1	1,720,000					
State Archives storage shelving (does not include moving costs)			6,750,000	6,750,000			
Install UV filtration on foyer windows/interior upgrades/enhance public area				234,600			
Replacing damaged interior drywall and ceiling tiles, paint interior				224,250			
Renovate Interior Lighting to LED excluding Vaults			264,500				
Update Interior Vault Lighting to LED	#4	92,000					
Exterior Landscape and Sprinkler Line Replacement						172,500	
<b>Rock Creek Station (Hansen)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings							97,750
Enhance ADA Public Access to Stricker Ranch and Rock Creek Station	#1 ADA	253,000					
Irrigation System and Well	#5	345,000					
<b>Franklin Historic Site (Franklin)</b>							
FCMI Store Interior Preservation					264,500		
Relic Hall HVAC or Baseboard Heat	#3	322,000					
Hatch House Kitchen and Restroom						149,500	
Update/repair public restroom							149,500
<b>Pierce Court House (Pierce)</b>							
Interior and exterior log restoration and maintenance			100,000				
<b>Bureau of Reclamation Building (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings							149,500
Repaint exterior, repair stone and replace roof						529,000	
<b>Assay Office (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings			115,000				
<b>Museum (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings						253,000	
ADA push button access to all areas interior doors	#2 ADA	184,000					
<b>Whitewater Park Blvd Storage Facility (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings Capitol							46,000
DPW# 20622 Security, Emergency System & HVAC Assessment Findings Museum							57,500
Renovate shed addition							172,500
Storage condition assessment						155,250	
Storage environmental improvements							414,000
Mezzanine for additional space							414,000
Replace roof Museum storage						287,500	
<b>Bishops House (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings							103,500
<b>Warden's House (Boise)</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings							115,000
<b>Table Rock</b>							
DPW# 20622 Security, Emergency System & HVAC Assessment Findings			46,000				
<b>Old Penitentiary Historic District Roadway (Boise)</b>							
Replacement of roadway East Old Penitentiary Road					862,500		

**Yearly Totals** 7,916,000 7,430,750 7,576,850 2,254,950 1,886,000 1,940,050

\$29,004,600  
Agency Head Signature   
Date 8/7/2023

**FY 2025  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>History Center Building Expansion with Mobile Shelving Boise, Idaho</b></p> <p><b>Background:</b> Due to the impending sale of the ITD campus that houses the ISHS and Capitol artifact collections Hutchison Smith Architects was hired to analyze the feasibility of an addition to the Idaho State History Center, which was built in 1998 for the Idaho State Historical Society. In 2004, a building expansion created the Idaho State History Center, which includes the original office space and a public research center. DPW holds \$15,000,000 dedicated to this project.</p> <p><b>Rationale:</b> ISHS is working to create efficiency in collections care with the consolidation of the Idaho State Records Center Kendall St. (18,960 sq ft); Idaho State Museum Storage (26,445 sq ft); Idaho State Capitol Storage (10,000 sq ft); and ASSAY/SHPO Archaeological Collections (1000 sq ft) into one History Center Collections Center and help alleviate current overflow and maximize current infrastructure and services. A consolidated History Center building will enhance security and safety of state assets and ISHS staff. ISHS business needs require the dependability of a high-performance environment that allows for future growth of state assets to ensure ISHS can continue to provide its statutory obligations to preserve and provide access to Idaho history.</p> <p><b>Scope of Work:</b></p> <p><b>Survey</b> and determine the required steps to proceed with engineering and architectural plans to construct the addition to the Idaho State History Center Building proposing a 75,860 sq ft addition. Recommendation is to place the addition to the south of the existing History Center building.</p> <p><b>Analyze</b> results, create, and implement construction of Idaho State History Center expansion with installation of shelving.</p> <p><b>Implement</b> scope of work process necessary for completed construction of Idaho State History Center expansion with shelving installation.</p>	\$6.2 M	1

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: 8/7/2023

**FY 2025  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Additional Electrical and Electrical Repair J.C. Earl/Shirt Factory Building, HVAC for False Front Buildings</b></p> <p><b>Background:</b> The Idaho State Historical Society (ISHS), through Governor Little’s Leading Idaho initiative, received \$3.7 million dedicated to reimagining the visitor experience at the Old Idaho Penitentiary (OIP) focused on outdated exhibitions. A \$140,000 National Endowment for the Humanities grant funded the OIP Interpretive &amp; Experience Mater Plan.</p> <p><b>Rationale:</b> To meet the requirements of current standards for educational immersive and technology capable exhibitions, the electrical systems in the J.C. Earl/Shirt Factory and False Front buildings will require electrical system repairs and upgrades. This will allow realization of the OIP Interpretive &amp; Experience Mater Plan. To maximize year-round educational and public access and proper environmental controls the False Front buildings require HVAC. Without HVAC, space is inefficient and only usable in fair weather conditions.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to meet current and future electrical needs in the J.C. Earl &amp; Shirt Factory and False Front Buildings to meet future immersive and interactive exhibition and HVAC needs.</p> <p><b>Analyze</b> results, create, design, and implement a scope of work to meet current and future electrical needs in the buildings and install a sufficiently sized HVAC unit(s) to keep the False Front Buildings accessible year-round to the public.</p> <p><b>Implement</b> scope of work process necessary to successfully meet current and future electrical needs and an operational HVAC system.</p>	<p>\$500,000</p>	<p>2</p>

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: 8/7/2023

**FY 2025  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Relic Hall HVAC System Installation, Franklin Idaho</b></p> <p><b>Background:</b> This is a good example of Depression era rustic log architecture. The Forest Service provided the timbers used in the building constructed by the Civilian Conservation Corps completed in 1937. It represents a successful early effort to preserve and interpret community history.</p> <p><b>Rationale:</b> To maximize year-round educational and public access, and proper environmental controls for collections on exhibition, the Relic Hall needs an HVAC system. Without an HVAC system, the space is inefficient as it is only usable in fair weather conditions, which are unpredictable. This makes use and advance program planning impossible and visitors uncomfortable during tours.</p> <p>Our experience in using the space this season proved that most often, the space becomes unbearable during hot weather and extremely uncomfortable and unsafe for children, seniors, and visitors. In the fall, the space is only accessible until October, after which it is too cold for visitors. The extreme swing in temperature is detrimental to collections.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to install an HVAC system for the 2,400 square foot Relic Hall.</p> <p><b>Analyze</b> results, create, design, and implement a scope of work to install a sufficiently sized HVAC unit to keep the Relic Hall climate comfortable for visitors and guests of events.</p> <p><b>Implement</b> scope of work process necessary to successfully complete an operational HVAC system to keep interior climate control comfortable.</p>	\$322,000	3

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: 8/7/2023



**FY 2025  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Update Interior State Archives Vault Lighting to LED</b></p> <p><b>Background:</b> The Idaho State Archives building phases one and two were constructed respectively in 1998 and 2004. The 68,000-sf building was maximized through the conversion of static shelving to compact mobile shelving, completed in 2010. Currently the facility stewards 138,000 cubic feet of government records of permanent historic value.</p> <p><b>Rationale:</b> To meet archival best practices and energy efficiency goals of the state and agency the ISHS seeks to update the vault lighting on the second floor from fluorescent to LED. This would bring cost savings to the state in the form of energy savings, cost prohibitive fluorescent bulb replacement for current fixtures, and meet archival best practices by mitigating exposure to damaging light cast by fluorescent bulbs.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the approach to updated electrical capacity and lighting housing needs.</p> <p><b>Analyze</b> results and create and implement plan.</p> <p><b>Implement</b> replacement of outdated lighting and fixtures to update to energy efficient LED lighting.</p>	\$92,000	4

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: 

Date: 9/7/2023

**FY 2025  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Rock Creek Station irrigation system and well</b></p> <p><b>Background:</b> The Rock Creek Station and Stricker Home site dates from 1865 and includes the Stricker House, Rock Creek Store, a pioneer cemetery, and numerous outbuildings. This historic site, listed in the National Register of Historic Places in 1980 and located south of Hansen, was an early transportation center serving the Oregon Trail, Overland mail stage route, and the Kelton Freight Road.</p> <p><b>Rationale:</b> This landmark, Rock Creek Station and Stricker Home, has a multitude of community events, public educational events, and site visitors annually. The site sits on multiple acres of lawn and landscaped public area with irrigation managed through an aging and failing pipe system that must be moved manually and a well that requires regular maintenance due to an aged-out pump system.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to updated to sprinkler systems and additional well and pump needs to accomplish.</p> <p><b>Analyze</b> results and create and implement plan to meet survey.</p> <p><b>Implement</b> updated sprinkler system, pump maintenance and repairs, and appropriate well maintenance and repairs.</p>	<p>\$345,000</p>	<p>5</p>

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FY 2025  
CAPITAL BUDGET REQUEST  
ADA PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Provide ADA Public Access to Stricker Ranch and Rock Creek Station, Hansen, Idaho</b></p> <p><b>Background:</b> The Rock Creek Station and Stricker Home site dates from 1865 and includes the Stricker House, Rock Creek Store, a pioneer cemetery, and numerous outbuildings. This historic site, listed in the National Register of Historic Places in 1980 and located south of Hansen, was an early transportation center serving the Oregon Trail, Overland mail stage route, and the Kelton Freight Road. Annual site visitation is 5,000 visitors and is used for a multitude of community events.</p> <p><b>Rationale:</b> Concrete sidewalks around the site are heaved up caused by the large trees causing a safety trip hazard. Sidewalks are too narrow to accommodate wheelchair access. The site frequently accommodates busloads of care facility residents touring the site, guides and volunteers must lift those in need due to the conditions. The educational Pavilion has no ADA access for those in need.</p> <p><b>Scope of Work:</b></p> <p><b>Survey</b> and determine the required steps to provide ADA access in an historic accurate manner.</p> <p><b>Analyze</b> results and create and implement plan to ensure necessary ADA assessable needs to the related damaged areas and additional requirements.</p> <p><b>Implement</b> scope of work process necessary to successfully complete installation of concrete sidewalks, ramps, handrails for ADA assessable requirements at the Historic Stricker Rock Creek Station educational site.</p>	<p>\$253,000</p>	<p>1 ADA</p>

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature:  \_\_\_\_\_

Date: 8/7/2023 \_\_\_\_\_

**FY 2025  
CAPITAL BUDGET REQUEST  
ADA PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Provide ADA push button access to all Idaho State Museum interior doors</b></p> <p><b>Background:</b> The Idaho State Museum went through an extensive renovation and building expansion (2014-2018) opening to the public in October of 2018. This expansion created new gallery space for traveling and changing exhibitions, enhanced and new technology rich educational exhibition galleries, and new educational and public educational class room space. To meet exhibition and artifact best practice as well as security and safety best practice these spaces have interior doors to control humidity and temperature as well as timed entry.</p> <p><b>Rationale:</b> To enhance and enable public access for all patrons to public spaces within the Idaho State Museum it would be necessary to add ADA push buttons and the needed mechanical updates and upgrades to the public spaces that have interior doors. It is important to address these needs for ADA public safety.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to provide ADA access for interior doors at the Idaho State Museum.</p> <p><b>Analyze</b> results and create and implement plan to ensure necessary ADA accessibility.</p> <p><b>Implement</b> scope of work process necessary to successfully complete installation of ADA push buttons on Idaho State Museum interior doors with needed mechanical update and upgrades.</p>	\$184,000	2 ADA

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **Supplemental Requests for FY 2024:** All 4.3x series DU requests must be marked OT and the amounts requested removed in the 8.4x DU series. If the need also has an ongoing element such as annual operating expenses or ongoing Personnel Costs the agency will need to request a 12.xx series DU for the amounts needed in FY 2025 and beyond. The 12.xx series PC request should include a line on the detail tab of form 5100 that represents the 1% CEC placeholder ( $(\text{requested salary} \times .01) \times (\text{variable benefit rate} + 1) = 1\%$  placeholder). All new positions should be requested using the positions tab on form 5100.
- **New FTP Requests: Reminder there are now two (2) compensation schedules,** agencies must use the correct schedule according to the job classification being requested. New positions are requesting at 80% of policy. Positions requested above 80% of policy require additional justification and documentation to support the higher amount. The positions tab on form 5100 will properly calculate based on the job classification code. Use Appendix 4 to check the amounts.
- **\*New\* Federal Funds Inventory:** This form has been updated to include additional information relevant to an agency's federal grant funds. **This form must be completed in its entirety,** including plans for a reduction if applicable. If the form is missing any of the information, it will be returned to the agency. This form must include all federal funds that have been or could be provided from COVID-19 relief funding including ARPA. See updated instructions starting on page 14 of this manual. **For the FY 2025 budget submission the deadline for the federal funds inventory form has been extended to October 1, 2023, 5:00 pm.**
- **Health Insurance Premium:** The health insurance appropriation placeholder is \$14,450 per full-time position and \$11,560 per part-time position for purposes of budget development. These amounts are coded into the PCF and will calculate when properly using form 6200 and the positions tab for transfers and new position requests on form 5100.
- **DHR Fee:** The Division of Human Resources (DHR) consolidation and fee structure was included in the FY 2024 Governor's recommendation and approved by the legislature. New fee structure and rates have been added to Luma Budget. **Ensure you are using the new rates found in Appendix 2: EMPLOYEE BENEFIT RATES when calculating Personnel Costs outside of Luma.**
- **Budget Checklist:** Appendix 6 includes checklists and training links for all budget reports and forms that are required/available for submission and a Technical Review Checklist that must be completed prior to budget submission. The Excel format of these documents can also be found on the DFM website, <https://dfm.idaho.gov/budget-development-manual/>.

## Other Highlights for FY 2025

- **Salary Multiplier:** The CEC salary multiplier is 1% for FY 2025. This multiplier is for calculation purposes only and is **not** indicative of a planned CEC increase. This place holder is calculated by the PCF process and will populate on form 6200.
- **Unemployment Insurance:** The unemployment insurance rate holiday will continue for FY 2025.
- **Sick Leave Rate:** The PERSI Board acted on November 9, 2021, to extend the sick leave rate holiday for the schools to June 30, 2026, and the state to June 30, 2031.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Idaho History Center					
City:	Boise	County:	Ada			
Property Address:	2205 Old Penitentiary Road				Zip Code:	83712
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**

Idaho State Historical Society Administrative, Fiscal, IT, and Maintenance staff and Idaho State Archives and State Records Center staff, and Lincoln Legacy Exhibition.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	37	37	37	37	37	37
Full-Time Equivalent Positions:	27	29	29	29	29	29
Temp. Employees, Contractors, Auditors, etc.:	5	2	2	2	5	2

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	62,720	62,720	62,720	62,720	62,720	62,720

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$627,000.69	\$645,810.71	\$665,185.03	\$685,140.58	\$705,694.80	\$726,865.64

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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:**

Improvements in actual 2023 total facility cost.



**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Old Idaho Penitentiary					
City:	Boise	County:	Ada			
Property Address:	2445 Old penitentiary Road				Zip Code:	83712
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**

Historic site and museum open to the public and is listed on the National Register of Historic Places.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	8	8	8	8	8	8
Full-Time Equivalent Positions:	4	4	6	8	8	8
Temp. Employees, Contractors, Auditors, etc.:	14	14	14	14	14	14

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	135,631	135,631	135,631	135,631	135,631	135,631

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$157,949.63	\$162,688.12	\$167,568.76	\$172,595.83	\$177,773.70	\$183,106.91

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

- 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.
- 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.
- 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:**

Improvements in actual 2023 total facility cost.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	U.S. Assay Office Building		
City:	Boise	County:	Ada
Property Address:	210 Main Street	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**

The Assay building houses the State Historic Preservation Office (SHPO) and is a National Historic Landmark Building.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	11	12	12	12	12	12
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	7,377	7,377	7,377	7,377	7,377	7,377

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$43,445.57	\$44,748.94	\$46,091.41	\$47,474.15	\$48,898.37	\$50,365.32

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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.
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**AGENCY NOTES:**

Improvements in actual 2023 total facility cost.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Idaho State Museum		
City:	Boise	County:	Ada
Property Address:	610 N Julia Davis Drive	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**

Idaho State Museum is open to and serves the public with educational exhibitions, educational programming, family events, and private rentals.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	13	13	13	13	13	13
Temp. Employees, Contractors, Auditors, etc.:	9	9	9	9	9	9

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	46,740	46,740	46,740	46,740	46,740	46,740

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$205,260.64	\$211,418.46	\$217,761.01	\$224,293.84	\$231,022.66	\$237,953.34

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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:**

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**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Bureau of Reclamation Building				
City:	Boise	County:	Ada	Zip Code:	
Property Address:				Zip Code:	
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**

Historical building on the National Register of Historic Places leased to a private party for office space.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	9,500	9,500	9,500	9,500	9,500	9,500

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$9,614.15	\$9,902.57	\$10,199.65	\$10,505.64	\$10,820.81	\$11,145.43

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

- 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.
- 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.
- 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:**

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**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Museum Collections Storage		
City:	Boise	County:	Ada
Property Address:	867 Whitewater Park Blvd	Zip Code:	83703
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**

Artifact storage for State owned historic collections.

**COMMENTS**

**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	1	1	1	1	1	1
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	26,445	26,445	26,445	26,445	26,445	26,445

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$20,308.52	\$20,917.78	\$21,545.31	\$22,191.67	\$22,857.42	\$23,543.14

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

- 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.
- 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.
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**AGENCY NOTES:**

Collections and records consolidation in planning phase.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	State Records Center Warehouse					
City:	Boise	County:	Ada			
Property Address:	5327 and 5383 Kendall Street				Zip Code:	83706
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:	6/30/2025

**FUNCTION/USE OF FACILITY**

Storage for Idaho State Records Center. Staff primarily located at the History Center.

**COMMENTS**

Assessing cost benefit options for moving the State Records Center contents to a new location to be determined.

**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	15,460	15,460	15,460	15,460	15,460	15,460

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$174,449.42	\$179,682.90	\$185,073.39	\$190,625.59	\$196,344.36	\$202,234.69

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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.
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**AGENCY NOTES:**

Collections and records consolidation in planning phase.



**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Warehouse for Capitol Collections					
City:	Boise	County:	Ada			
Property Address:	877 Whitewater Park Blvd				Zip Code:	83703
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**

Storage for Capitol collections, leased from ITD.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	1	1	1	1	1	1
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	9,400	9,400	9,400	9,400	9,400	9,400

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$22,189.35	\$22,855.03	\$23,540.68	\$24,246.90	\$24,974.31	\$25,723.54

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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.
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**AGENCY NOTES:**

Leased from Idaho Transportation Department. Collections and records consolidation in planning phase.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Pioneer Village Museum		
City:	Boise	County:	Ada
Property Address:	610 N Julia Davis Drive	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**

Pioneer Village is located at the Idaho State Museum site. Utility costs associated with the property are included in the Museum amounts.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	4,116	4,116	4,116	4,116	4,116	4,116

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$3,919.02	\$4,036.59	\$4,157.69	\$4,282.42	\$4,410.89	\$4,543.22

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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:**

Pioneer Village is comprised of historic buildings and interpretation sitting adjacent to the Idaho State Museum and is open to the public as an educational/museum facility.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Franklin Historic Properties					
City:	Franklin	County:	Franklin			
Property Address:	111 East Main Street				Zip Code:	83237
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**

Franklin Historic Properties, a district of 4 State historic sites, listed on the National Register of Historic Places. FCMI historic site; Relic Hall (Museum) open to the public; Hatch House (historic house and visitor center) open to the public; Doney House (historic house) open to the public; site coordinator house built in the mid-20th century.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	8,220	8,220	8,220	8,220	8,220	8,220

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$11,402.97	\$11,353.69	\$11,694.30	\$12,045.13	\$12,406.48	\$12,778.68

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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:**

This is a State Historic Site, open to the public as an educational/museum facility, operated in partnership with local nonprofit support.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Stricker Homesite and Rock Creek Station State Historic Site		
City:	Hansen	County:	Twin Falls
Property Address:	3715 Stricker Cabin Road & 3717 East 3200 North	Zip Code:	83334
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**

Stricker Homesite and Rock Creek Station, a district of State historic sites, listed on the National Register of Historic Places. Rock Creek Station, open to the public; Stricker Historic House, open to the public; Interpretive Center, open to the public.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	8,842	8,842	8,842	8,842	8,842	8,842

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$50,365.49	\$51,876.45	\$53,432.75	\$55,035.73	\$56,686.80	\$58,387.41

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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:**

This is a State Historic Site, open to the public as an educational/museum facility, operated in partnership with local nonprofit support. Improvements in actual 2023 total facility cost.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Pierce Court House State Historic Site		
City:	Pierce	County:	Clearwater
Property Address:	103 S Main Street	Zip Code:	83546
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**

Pierce Court House, a State Historic Site listed on the National Register of Historic Places, open to the public.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	800	800	800	800	800	800

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$516.08	\$531.56	\$547.51	\$563.93	\$580.85	\$598.28

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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.
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**AGENCY NOTES:**

This is a State Historic Site, open to the public as an educational/museum facility, operated in partnership with local nonprofit support.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Warden's House					
City:	Boise	County:	Ada	Zip Code:	83712	
Property Address:	2410 Old Penitentiary Road				Zip Code:	83712
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**

The Warden's House is a historic building and part of the Old Penitentiary Historic District listed on the National Register of Historic Places and leased to the Idaho Botanical Building beginning.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	3,200	3,200	3,200	3,200	3,200	3,200

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$5,088.55	\$5,241.21	\$5,398.44	\$5,560.40	\$5,727.21	\$5,899.02

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

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- 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:**

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**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Idaho State Historical Society	Division/Bureau:	
Prepared By:	Dax Chizum	E-mail Address:	dax.chizum@ishs.idaho.gov
Telephone Number:	(208) 514-2307	Fax Number:	(208) 334-2774
DFM Analyst:	Theresa Arnold	LSO/BPA Analyst:	Alex Williamson
Date Prepared:	8/22/2023	For Fiscal Year:	2024

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	The Bishops' House		
City:	Boise	County:	Ada
Property Address:	2420 Old Penitentiary Road	Zip Code:	83712
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**

An MOU between ISHS and the Friends of The Bishops' House provides specified ISHS support and maintenance while the Friends provide access to the site and educational programming.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	3,600	3,600	3,600	3,600	3,600	3,600

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr.:	\$9,163.99	\$9,438.91	\$9,722.08	\$10,013.74	\$10,314.15	\$10,623.58

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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.
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**AGENCY NOTES:**

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AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2025	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	FTP's, Temps and Comments	
Idaho History Center	2025	request	62,720	\$ 10.61	\$ 665,185	37	1,695	FTP's - 29, Temps, etc. - 2
2205 Old Penitentiary Rd.	2024	estimate	62,720	\$ 10.30	\$ 645,811	37	1,695	FTP's - 29, Temps, etc. - 5
Boise ID 83712	2023	actual	<u>62,720</u>	<u>\$ 10.00</u>	<u>\$ 627,001</u>	<u>37</u>	<u>1,695</u>	FTP's - 29, Temps, etc. - 2
Admin Office, Archives and Library	Change (request vs actual)		0	\$ -	38,184	0	0	
	Change (estimate vs actual)		0	\$ -	18,810	0	0	
Old Idaho Penitentiary	2025	request	135,631	\$ 1.24	\$ 167,569	8	16,954	FTP's - 6, Temps, etc. - 14
2445 Old Penitentiary Rd.	2024	estimate	135,631	\$ 1.20	\$ 162,688	8	16,954	FTP's - 4, Temps, etc. - 14
Boise ID 83712	2023	actual	<u>135,631</u>	<u>\$ 1.16</u>	<u>\$ 157,950</u>	<u>8</u>	<u>16,954</u>	FTP's - 4, Temps, etc. - 14
Historic Site and Museum	Change (request vs actual)		0	\$ -	9,619	0	0	
	Change (estimate vs actual)		0	\$ -	4,738	0	0	
Old US Assay Office	2025	request	7,377	\$ 6.25	\$ 46,091	15	492	FTP's - 12, Temps, etc. - 1
210 Main Street	2024	estimate	7,377	\$ 6.07	\$ 44,749	15	492	FTP's - 12, Temps, etc. - 1
Boise ID 83702	2023	actual	<u>7,377</u>	<u>\$ 5.89</u>	<u>\$ 43,446</u>	<u>15</u>	<u>492</u>	FTP's - 11, Temps, etc. - 1
Historic Landmark - SHPO Office	Change (request vs actual)		0	\$ -	2,646	0	0	
	Change (estimate vs actual)		0	\$ -	1,303	0	0	
Idaho State Museum	2025	request	46,740	\$ 4.66	\$ 217,761	15	3,116	FTP's - 13, Temps, etc. - 9
610 N Julia Davis Dr	2024	estimate	46,740	\$ 4.52	\$ 211,418	15	3,116	FTP's - 13, Temps, etc. - 9
Boise ID 83702	2023	actual	<u>46,740</u>	<u>\$ 4.39</u>	<u>\$ 205,261</u>	<u>15</u>	<u>3,116</u>	FTP's - 13, Temps, etc. - 9
Historical Museum	Change (request vs actual)		0	\$ -	12,500	0	0	
	Change (estimate vs actual)		0	\$ -	6,158	0	0	
Bureau of Reclamation Building	2025	request	9,500	\$ 1.07	\$ 10,200	15	633	FTP's - 0, Temps, etc. - 0
214 S Broadway Ave	2024	estimate	9,500	\$ 1.04	\$ 9,903	15	633	FTP's - 0, Temps, etc. - 0
Boise ID 83712	2023	actual	<u>9,500</u>	<u>\$ 1.01</u>	<u>\$ 9,614</u>	<u>15</u>	<u>633</u>	FTP's - 0, Temps, etc. - 0
Historic Building - Offices	Change (request vs actual)		0	\$ -	586	0	0	
	Change (estimate vs actual)		0	\$ -	288	0	0	
TOTAL (PAGE 1 of 3)	2025	request	261,968	\$ 4.22	\$ 1,106,806	90	2,911	
	2024	estimate	261,968	\$ 4.10	\$ 1,074,569	90	2,911	
	2023	actual	<u>261,968</u>	<u>\$ 3.98</u>	<u>\$ 1,043,271</u>	<u>90</u>	<u>2,911</u>	
	Change (request vs actual)		0	\$ -	63,535	0	0	
	Change (estimate vs actual)		0	\$ -	31,298	0	0	
TOTAL (ALL PAGES)	2025	request	342,051	\$ 4.16	\$ 1,421,918	95	3,601	
	2024	estimate	342,051	\$ 4.04	\$ 1,380,503	95	3,601	
	2023	actual	<u>342,051</u>	<u>\$ 3.92</u>	<u>\$ 1,340,674</u>	<u>95</u>	<u>3,601</u>	
	Change (request vs actual)		0	0	81,244	0	0	
	Change (estimate vs actual)		0	0	39,829	0	0	

AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2025	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	FTP's, Temps and Comments	
State Museum Storage Facility	2025	request	26,445	\$ 0.81	\$ 21,545	2	13,223	FTP's - 1, Temps, etc. - 0
867 Whitewater Park Blvd	2024	estimate	26,445	\$ 0.79	\$ 20,918	2	13,223	
Boise ID 83703	2023	actual	<u>26,445</u>	<u>\$ 0.77</u>	<u>\$ 20,309</u>	<u>2</u>	<u>13,223</u>	
Artifact Collections Storage	Change (request vs actual)		0	\$ -	1,237	0	0	
	Change (estimate vs actual)		0	\$ -	609	0	0	
State Records Center Storage	2025	request	15,460	\$ 11.97	\$ 185,073	2	7,730	
5327 and 5383 Kendall Street	2024	estimate	15,460	\$ 11.62	\$ 179,683	2	7,730	
Boise ID 83706	2023	actual	<u>15,460</u>	<u>\$ 11.28</u>	<u>\$ 174,449</u>	<u>2</u>	<u>7,730</u>	
Active Records Storage	Change (request vs actual)		0	\$ -	10,624	0	0	
	Change (estimate vs actual)		0	\$ -	5,233	0	0	
Capitol Collections Storage	2025	request	9,400	\$ 2.50	\$ 23,541	1	9,400	FTP's - 0, Temps, etc. - 0
877 Whitewater Park Blvd	2024	estimate	9,400	\$ 2.43	\$ 22,855	1	9,400	
Boise ID 83703	2023	actual	<u>9,400</u>	<u>\$ 2.36</u>	<u>\$ 22,189</u>	<u>1</u>	<u>9,400</u>	
Artifact Collections Storage	Change (request vs actual)		0	\$ -	1,351	0	0	
	Change (estimate vs actual)		0	\$ -	666	0	0	
Idaho State Museum-Pioneer Village	2025	request	4,116	\$ 1.01	\$ 4,158	0	-	
610 N Julia Davis	2024	estimate	4,116	\$ 0.98	\$ 4,037	0	-	
Boise ID 83702	2023	actual	<u>4,116</u>	<u>\$ 0.95</u>	<u>\$ 3,919</u>	<u>0</u>	<u>-</u>	
Historical Museum	Change (request vs actual)		0	\$ -	239	0	0	
	Change (estimate vs actual)		0	\$ -	118	0	0	
Franklin Historic Properties	2025	request	8,220	\$ 1.42	\$ 11,694	0	-	FTP's - 0 , Temps, etc. - 0
111 East Main St	2024	estimate	8,220	\$ 1.38	\$ 11,354	0	-	
Franklin ID 83237	2023	actual	<u>8,220</u>	<u>\$ 1.39</u>	<u>\$ 11,403</u>	<u>0</u>	<u>-</u>	
Historic Site	Change (request vs actual)		0	\$ -	291	0	0	
	Change (estimate vs actual)		0	\$ -	-49	0	0	
TOTAL (PAGE 2 of 3)	2025	request	63,641	\$ 3.87	\$ 246,011	5	12,728	
	2024	estimate	63,641	\$ 3.75	\$ 238,846	5	12,728	
	2023	actual	<u>63,641</u>	<u>\$ 3.65</u>	<u>\$ 232,269</u>	<u>5</u>	<u>12,728</u>	
	Change (request vs actual)		0	\$ -	13,742	0	0	
	Change (estimate vs actual)		0	\$ -	6,577	0	0	

AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2025	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	FTP's, Temps and Comments	
Stricker/Rock Creek Station	2025	request	8,842	\$ 6.04	\$ 53,433	0	-	FTP's - 0 , Temps, etc. - 0
3715 Stricker Cabin Road	2024	estimate	8,842	\$ 5.87	\$ 51,876	0	-	FTP's - 0 , Temps, etc. - 0
Hansen ID 83334	2023	actual	<u>8,842</u>	<u>\$ 5.70</u>	<u>\$ 50,365</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historic Site	Change (request vs actual)		0	\$ -	3,067	0	0	
	Change (estimate vs actual)		0	\$ -	1,511	0	0	
Pierce Court House	2025	request	800	\$ 0.68	\$ 548	0	-	FTP's - 0 , Temps, etc. - 0
103 S Main Street	2024	estimate	800	\$ 0.66	\$ 532	0	-	FTP's - 0 , Temps, etc. - 0
Pierce ID 83546	2023	actual	<u>800</u>	<u>\$ 0.65</u>	<u>\$ 516</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historic Site	Change (request vs actual)		0	\$ -	31	0	0	
	Change (estimate vs actual)		0	\$ -	15	0	0	
Warden's House	2025	request	3,200	\$ 1.69	\$ 5,398	0	-	FTP's - 0 , Temps, etc. - 0
2410 Old Penitentiary Road	2024	estimate	3,200	\$ 1.64	\$ 5,241	0	-	FTP's - 0 , Temps, etc. - 0
Boise ID 83712	2023	actual	<u>3,200</u>	<u>\$ 1.59</u>	<u>\$ 5,089</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historic Building	Change (request vs actual)		0	\$ -	310	0	0	
	Change (estimate vs actual)		0	\$ -	153	0	0	
The Bishops' House	2025	request	3,600	\$ 2.70	\$ 9,722	0	-	FTP's - 0 , Temps, etc. - 0
2420 Old Penitentiary Road	2024	estimate	3,600	\$ 2.62	\$ 9,439	0	-	FTP's - 0 , Temps, etc. - 0
Boise, ID 83712	2023	actual	<u>3,600</u>	<u>\$ 2.55</u>	<u>\$ 9,164</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historic Building	Change (request vs actual)		0	\$ -	558	0	0	
	Change (estimate vs actual)		0	\$ -	275	0	0	
	2025	request		\$ -		0	-	
	2024	estimate		\$ -		0	-	
	2023	actual		<u>\$ -</u>		<u>0</u>	<u>-</u>	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE 3 of 3)	2025	request	16,442	\$ 4.20	\$ 69,101	0	-	
	2024	estimate	16,442	\$ 4.08	\$ 67,088	0	-	
	2023	actual	16,442	<u>\$ 3.96</u>	<u>\$ 65,134</u>	<u>0</u>	<u>-</u>	
	Change (request vs actual)		0	\$ -	3,967	0	0	
	Change (estimate vs actual)		0	\$ -	1,954	0	0	

## ***Part I – Agency Profile***

### **Agency Overview**

Our mission is to preserve and promote Idaho history, which is authorized through 74 state statutory mandates and the National Historic Preservation Act.

21 states, including Idaho, deploy the structural model where the State Historical Society, an executive branch Agency, administers the Core Programs of State Archives and State Records Center, State Museum, State Historic Preservation Office, and State Historic Sites. This consolidated structure advances expertise sharing, leveraging of fiscal and human resources, cross marketing, and comprehensive fundraising, resulting in a highly efficient organization.

The Idaho State Historical Society (ISHS) creates value by stewarding irreplaceable state-owned collections, providing information and understanding about Idaho history, stipulating local voice to federal decision making with regard to Idaho's cultural and archaeological resources, supporting Idaho's educational and curriculum needs through informal and applied learning opportunities, serving as the official repository for the state's permanent government records, and providing records management services to over 30 state agencies.

#### ***Mission Statement:***

Idaho State Historical Society preserves and promotes Idaho history.

#### ***Vision:***

Our vision is to make history essential and accessible through dynamic and gratifying services that inspire, enrich, and engage all Idahoans.

#### ***Values:***

##### Customer Service

- ISHS is responsive to the needs of its customers
- ISHS advances the Agency through innovation
- ISHS is seen as a trustworthy resource
- ISHS owns customer requests
- ISHS exceeds expectations

##### Stewardship

- ISHS collects, preserves, and provides access to State-owned archaeological and historical artifacts, sites, and archival materials
- ISHS represents a statewide and national perspective and collects materials to represent all Idahoans

##### Education

- ISHS teaches and promotes essential historical literacy and the historical thinking process through its public programs
- ISHS develops programs based on customer needs with focused outcomes

##### Professionalism

- ISHS is committed to making history an essential resource for the people of Idaho through both traditional and innovative services that respond to social needs
- ISHS is committed to team unity and mutual respect among its staff, board, partners, and volunteers
- We demonstrate genuine passion for work through enthusiasm and excellence through accordance with professional standards

#### ***Advancing the State***

The Agency aligns its services with identified state needs, including Governor Little's vision to "make Idaho the place where our children and grandchildren choose to stay, and for the ones who have left to choose to return."

## Core Functions/Idaho Code

**Idaho Code, Title 67, Chapter 26**, states that the Idaho State Historical Society is within the Department of Self-governing Agencies (67-2601).

**Idaho Code 67-4126** states that the agency's trustees shall:

- Identify, preserve, and protect sites, monuments, and points of interest in Idaho of historic merit (67-4114)
- Protect archaeological and vertebrate paleontological sites and resources on public land (67-4119)
- Govern the agency and administer the powers and duties required to preserve and protect any historical record of the history and culture of Idaho" (67-4126)
  - Senate Bill 1011 (2009), passed by the Senate and House and signed into law by the governor April 14, 2009, defines "historical record" as "any record, artifact, object, historical or archaeological site or structure, document, evidence, or public or private writing pursuant to the provisions of title 9, Idaho Code, relevant to the history of the state of Idaho"
- Encourage and promote interest in the history of Idaho (67-4126 [2])
- Collect, preserve, and exhibit artifacts and information illustrative of Idaho history, culture, and society (67-4126 [3])
- Facilitate the use of Idaho records for official reference and historical research (67-4126 [6])
- Be responsible for records management services for state government (67-4126 [7])
- Accept archival material from governments (67-4126 [8])
- Identify historic, architectural, archaeological, and cultural sites, buildings, or districts, and coordinate activities of local historic preservation commissions (67-4126 [14])
- Serve as the Geographic Names Board of the state (67-4126 [15])

**Idaho Code 67-4114** gives authority to the agency to carry out the preservation and protection of the state's historic, archaeological, architectural, and cultural heritage resources.

**Idaho Code 33-3902** provides for the creation of an Idaho Archaeological Survey and designates the State Archaeologist as director.

**Idaho Code 27-501** assigns responsibilities to the agency for consultation, determination of appropriate actions, and provision for re-interment of human remains that have been disturbed.

**National Historic Preservation Act of 1966, as amended**, assigns responsibility to the state historic preservation officer for administration of the National Historic Preservation Program at the state level.

**Revenue and Expenditures**

Revenue	FY 2020	FY 2021	FY 2022	FY 2023
General Fund	\$3,830,200	\$3,671,100	\$4,092,600	\$8,972,300
Federal Grant	\$941,300	\$795,100	\$943,200	\$1,182,900
ARP Act SLFRF	\$0.00	\$0.00	\$0.00	\$39,100
CARES Act NEH Federal Grant	\$0.00	\$141,000	\$0.00	\$0.00
ARP Act NEH/IHC Federal Grant	\$0.00	\$0.00	\$118,900	\$81,100
Miscellaneous Revenue	\$1,057,400	\$1,165,000	\$1,399,600	\$1,879,600
Capitol Commission Operating	\$124,300	\$125,100	\$126,500	\$132,200
Records Center	\$264,400	\$255,700	\$258,300	\$263,500
<b>Total</b>	<b>\$6,217,600</b>	<b>\$6,153,000</b>	<b>\$6,939,100</b>	<b>\$12,550,700</b>
Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$3,633,600	\$3,745,800	\$4,081,600	\$4,455,300
Operating Expenditures	\$2,194,100	\$2,242,200	\$2,462,100	\$7,379,500
Capital Outlay	\$161,400	\$69,700	\$209,400	\$221,500
Trustee/Benefit Payments	\$122,200	\$124,400	\$171,400	\$148,100
<b>Total</b>	<b>\$6,111,300</b>	<b>\$6,182,100</b>	<b>\$6,924,500</b>	<b>\$12,204,400</b>

**Profile of Cases Managed and/or Key Services Provided**

Cases Managed and/or Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
Number of public inquiries: research requests served by Idaho State Archives	4,923	2,647*	2,850*	2804
Number of public inquiries: research requests served by Idaho State Records Center	3,449	1,446*	1,432*	1583
Average turnaround time for records retrieval by Idaho State Record Center	<2 days	≤2	≤2	≤2
Number of unique government record inventory accounts at the Idaho State Archives and State Record Center	442	474	479	480
Paid general visitation and event participation at the Idaho State Museum (ISM) ( <i>total museum admission, field trips, public programming, education programs</i> ).	26,115*	16,310*	30,497*	37,470
Number of students (K-12) served through educational programs at the ISM including field trips, summer camps, workshops, and trunks.	3,071*	1,495*	6,710*	9,353
Number of students (K-12) served at the ISM through the Ray Knight Field Trip Fund				1,617
National History Day in Idaho (NHD) student participation <ul style="list-style-type: none"> <li>• FY23 Regional Competition 863</li> <li>• FY23 State Competition 257</li> <li>• FY23 National Competition 51</li> </ul>	1,833*	951*	2,760*	1171
Reduced admission ISM program participants: <i>removed Title 1 schools and broke out to Ray Knight.</i> <ul style="list-style-type: none"> <li>• First Thursdays</li> <li>• Virtual programs</li> <li>• Lectures</li> <li>• Blue Star Museum</li> </ul>	2,331*	2,426*	2,966*	1,841

Paid general visitation and event participation at the Old Idaho Penitentiary (OP)	38,988*	52,033*	70,007*	71,793
Number of students (K-12) served through educational programs at the OP including field trips, workshop	3,753*	8,762*	5,678*	9,583
Number of students (K-12) served at the OP through the Ray Knight Field Trip Fund				2,969
Reduced admissions Old Idaho Pen program participation <ul style="list-style-type: none"> <li>Blue Star Museum</li> <li>Dollar Day</li> <li>Pre-K</li> </ul>	3,012*	2,206*	4,379*	2,354
Visitation at Franklin, Pierce, and Stricker Sites (est.) <ul style="list-style-type: none"> <li>2023 Change in visitation numbers due to adjusted hours of operation</li> </ul>	4,800*	6,327*	6,697*	4,952
ISHS Membership Program	605	656*	829*	834
SHPO federal project reviews	1,031	1,007	1,038	933
SHPO record searches completed	467	519	475	497
Statewide Total Grant Recipients <sup>1</sup>	47	38	43	33

\*FY 2022 Program attendance and visitation impacted by COVID-19

**Part II – Performance Measures**

Performance Measure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
<p><b>Strategic Goal 3: Family Building - Build internal capacity and external champions through community connections, relevant and strategic partnerships, targeted promotion, and an agency-wide culture of collaboration.</b></p> <p><i>Develop and execute agency-wide marketing and outreach plans in collaboration with Leadership Team, Program Managers, CommDev Team, Trustees, and Foundation for Idaho History.</i></p> <p><i>Digital Footprint and Membership Program.</i></p>						
1. Annual Website Page Views	Actual	417,763	753,068	640,635	909,570	
	Target	Increase by 10%	Increase by 10%	Increase by 40% to 1,054,296	Increase by 10% to 704,600	Increase by 4.4% to 950,000
2. Agency Social Media Followers <sup>2</sup>	Actual	35,665	42,394	48,289	53,900	
	Target	Increase by 10%	Increase by 19.3%	Increase by 21.5% to 51,510	Increase by 8.4% to 52,354	Increase by 8.4% to 55,864

<sup>1</sup> Regrant program includes dollars regranted through State Historic Advisory Board (SHRAB), ISHS Community Enhancement Grants program, Governor’s Lewis and Clark Trail Committee, and SHPO Certified Local Government program

<sup>2</sup> The agency’s social media footprint includes twelve accounts across four platforms: Facebook, Instagram, LinkedIn, and Twitter.



Performance Measure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
<p><b>Strategic Goal 1: Agency Anchors - Coalesce agency-wide resources to maximize institutional impact, strengthen the connection between Idahoans and their state’s history, and leverage ongoing community and customer engagement.</b></p> <p><i>Identify and plan for regularly occurring events and celebrations that leverage our agency’s resources, strengthen our market share, and encourage ongoing community engagement.</i></p> <p><i>National History Day In Idaho Program (NHD).</i></p>						
3. NHD in Idaho students advancing through competition levels	Actual	386 of 1,390 participated in state contest  27.7% advanced to state  57 of 386 participated in national contest  14.7% advanced to national	234 of 663 participated in state contest  35.2% advanced to state  54 of 234 participated in national contest  23% advanced to national	345 of 1,172 participated in state contest  29% advanced to state  57 of 345 advanced to national  16% advanced to national	257 of 1,172 participated in state contest  21.9% advanced to state  51 of 257 advanced to national  19.8% advanced to national	
	Target	Increase 10% of regional participants to state level competition; 5% of state level participates to national level	Increase 10% of regional participants to state level competition; 5% of state level participates to national level	Increase 10% of regional participants to state level competition; 5% of state level participates to national level <sup>3</sup>	24 of 44 counties represented for NHD student participants <sup>4</sup>	
<p><b>Strategic Goal #2: Programs and Services - Advance innovative and unique program opportunities that create knowledge, expand access, deliver essential services, inspire learning, and grow revenue.</b></p> <p><i>Satisfy all statutory and mandatory service obligations, maintaining relationships with other federal, state, and municipal entities through effective implementation of national and state law.</i></p> <p><i>Re-granting Programs including Community Enhancement Grants (CEG), Certified Local Government Grants (CLG), State Historic Records Advisory Board Grants (SHRAB), and Governor’s Lewis and Clark Committee Grants.</i></p>						
4. Funds re-granted for heritage	Actual	\$122,155	\$124,384	\$171,407	\$148,100	

<sup>3</sup> Agency has maintained the same goal since FY 2020 on this metric due to uncertainty of COVID-19 with school children.

<sup>4</sup> Beginning in FY2023, Agency will begin tracking a new metric for National History Day (NHD). Instead of looking at the performance measure of students advancing from regional competition to state and from state to nationals, we will be gauging the statewide reach of the program by representation of students by Idaho county. The FY22 baseline for NHD representation was 23 counties.

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
infrastructure to local jurisdictions	Target	As required by law or program policy	As required by law or program policy	As required by law or program policy	As required by law or program policy	
<p><b>Strategic Goal 1: Agency Anchors - Coalesce agency-wide resources to maximize institutional impact, strengthen the connection between Idahoans and their state’s history, and leverage ongoing community and customer engagement.</b></p> <p><i>Maximize historic state milestones, national-level anniversaries and commemorations, and relevant history to strengthen agency visibility.</i></p> <p><i>Idaho Women 100 Initiative and 150 Years of Mining History</i></p>						
5. Agency Anchor Programming Partnership Reach <sup>5</sup>	Actual	15 organizations statewide	15 organizations statewide	5 organizations statewide	5 organizations statewide	
	Target	Increase partnership agreements to 13 total organizations	Maintain partnership agreements with 13 total organizations	Secure partnership agreements with 5 organizations	Secure partnerships agreements with 5 organizations	
<p><b>Strategic Goal 2: Programs and Services - Advance innovative and unique program opportunities that create knowledge, expand access, deliver essential services, inspire learning, and grow revenue.</b></p> <p><i>Satisfy all statutory and mandatory service obligations, maintaining relationships with other federal, state, and municipal entities through effective implementation of national and state law.</i></p> <p><i>Provide Idaho voice to federal decision making through required Section 106 review of federal project.</i></p>						
6. Percentage of federal projects reviewed for compliance with Section 106 within required federal timeline	Actual	998 of 1,031 completed within timeline 96.8% compliance	955 of 1,007 completed within timeline 94.8% compliance	995 of 1,038 completed within timeline 95.99% compliance	905 of 933 completed within timeline 97.0% compliance	
	Target	100% Compliance	100% Compliance	100% Compliance	100% Compliance	
<p><b>Strategic Goal 2: Programs and Services - Advance innovative and unique program opportunities that create knowledge, expand access, deliver essential services, inspire learning, and grow revenue.</b></p> <p><i>Advance ISHS as an essential resource for learning, education, research, and resources on Idaho history.</i></p> <p><i>Digital Resources and Permanent Records.</i></p>						
7. Global Reach of Chronicling America Digitized Newspaper Project	Actual	635,958	275,410	259,476	208,278	

<sup>5</sup> Agency anchor programming theme and focus changes year-over-year. Current attestation report includes data for two agency anchor programs. FYs 2019-2021 reflects *Idaho Women 100*; FY 2022 target reflects *150 Years of Mining History* in Idaho. The agency did not employ an agency anchors program prior to FY 2019.

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	<i>Target</i>	<i>Increase global page views by 7%</i>	<i>Increase global page views by 8%</i>	<i>Increase global page views by 8%</i>	<i>Increase global page views by 8%</i>	
8. Idaho-based computers accessing Chronicling America content	<i>Actual</i>	488,400	500,459	456,296	366,850	
		<i>Increase Idaho-based page views by 2%</i>	<i>Increase Idaho-based page views by 2%</i>	<i>Increase Idaho-based page views by 2%</i>	<i>Increase Idaho-based page views by 2%</i>	
9. Number of Idaho's legislative districts represented in government records at ISA and SRC	<i>Actual</i>	<i>100% of legislative districts are represented in government records holdings at ISA and SRC</i>	<i>100% of legislative districts are represented in government records holdings at ISA and SRC</i>	<i>100% of legislative districts are represented in government records holdings at ISA and SRC</i>	<i>100% of legislative districts are represented in government records holdings at ISA and SRC</i>	
	<i>Target</i>	-----	<i>Maintain 100% representation</i>	<i>Maintain 100% representation</i>	<i>Maintain 100% representation</i>	
10. Global Reach of Idaho Yesterdays Digitized Scholarly Articles on Jstor	<i>Actual</i>					
	<i>Target</i>	_____	_____	_____	<i>1,000 digital downloads<sup>6</sup></i>	

**For More Information Contact**

Janet L. Gallimore, Executive Director  
 Idaho State Historical Society  
 2205 Old Penitentiary Road  
 Boise, ID 83712  
 Phone: (208) 334-2682  
 E-mail: [Janet.Gallimore@ishs.idaho.gov](mailto:Janet.Gallimore@ishs.idaho.gov)

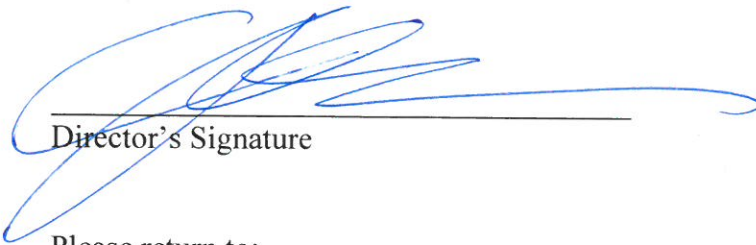
<sup>6</sup> The agency began tracking this metric in FY 2023. The unit is individual article download.

## ***Director Attestation for Performance Report***

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In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: IDAHO STATE HISTORICAL SOCIETY



Director's Signature

9/25/2023

Date

Please return to:

Division of Financial Management  
304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Boise, Idaho 83720-0032

FAX: 334-2438  
E-mail: [info@dfm.idaho.gov](mailto:info@dfm.idaho.gov)