

**Agency Summary And Certification**

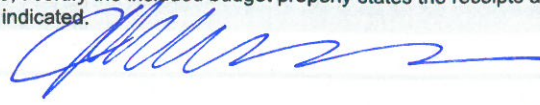
**FY 2026 Request**

**Agency:** Idaho State Historical Society

522

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:**



**Date:** Aug 30, 2024

			<b>FY 2024 Total Appropriation</b>	<b>FY 2024 Total Expenditures</b>	<b>FY 2025 Original Appropriation</b>	<b>FY 2025 Estimated Expenditures</b>	<b>FY 2026 Total Request</b>
<b>Appropriation Unit</b>							
	Historical Society		10,006,400	8,418,600	12,120,000	12,120,000	11,161,600
	<b>Total</b>		<b>10,006,400</b>	<b>8,418,600</b>	<b>12,120,000</b>	<b>12,120,000</b>	<b>11,161,600</b>
<b>By Fund Source</b>							
G	10000	General	4,434,100	4,422,100	6,278,900	6,278,900	5,172,100
F	34800	Federal	2,263,300	1,229,900	2,311,400	2,311,400	2,386,600
D	34900	Dedicated	2,804,800	2,495,800	3,015,800	3,015,800	3,084,800
D	45075	Dedicated	362,100	205,700	370,100	370,100	372,400
D	48109	Dedicated	142,100	65,100	143,800	143,800	145,700
	<b>Total</b>		<b>10,006,400</b>	<b>8,418,600</b>	<b>12,120,000</b>	<b>12,120,000</b>	<b>11,161,600</b>
<b>By Account Category</b>							
	Personnel Cost		5,371,300	4,801,100	5,708,700	5,708,700	5,930,900
	Operating Expense		4,233,000	3,353,200	6,015,900	6,015,900	4,853,500
	Capital Outlay		240,500	169,200	233,800	233,800	215,600
	Trustee/Benefit		161,600	95,100	161,600	161,600	161,600
	<b>Total</b>		<b>10,006,400</b>	<b>8,418,600</b>	<b>12,120,000</b>	<b>12,120,000</b>	<b>11,161,600</b>
	FTP Positions		58.00	58.00	59.00	59.00	62.00
	<b>Total</b>		<b>58.00</b>	<b>58.00</b>	<b>59.00</b>	<b>59.00</b>	<b>62.00</b>

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**FY 2026 Request**

Agency: Idaho State Historical Society

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FTP Positions			58.00	58.00	59.00	59.00	62.00
<b>Total</b>			<b>58.00</b>	<b>58.00</b>	<b>59.00</b>	<b>59.00</b>	<b>62.00</b>

**Division Description**

Request for Fiscal Year: 2026

**Agency:** Idaho State Historical Society

522

**Division:** Idaho State Historical Society

HS1

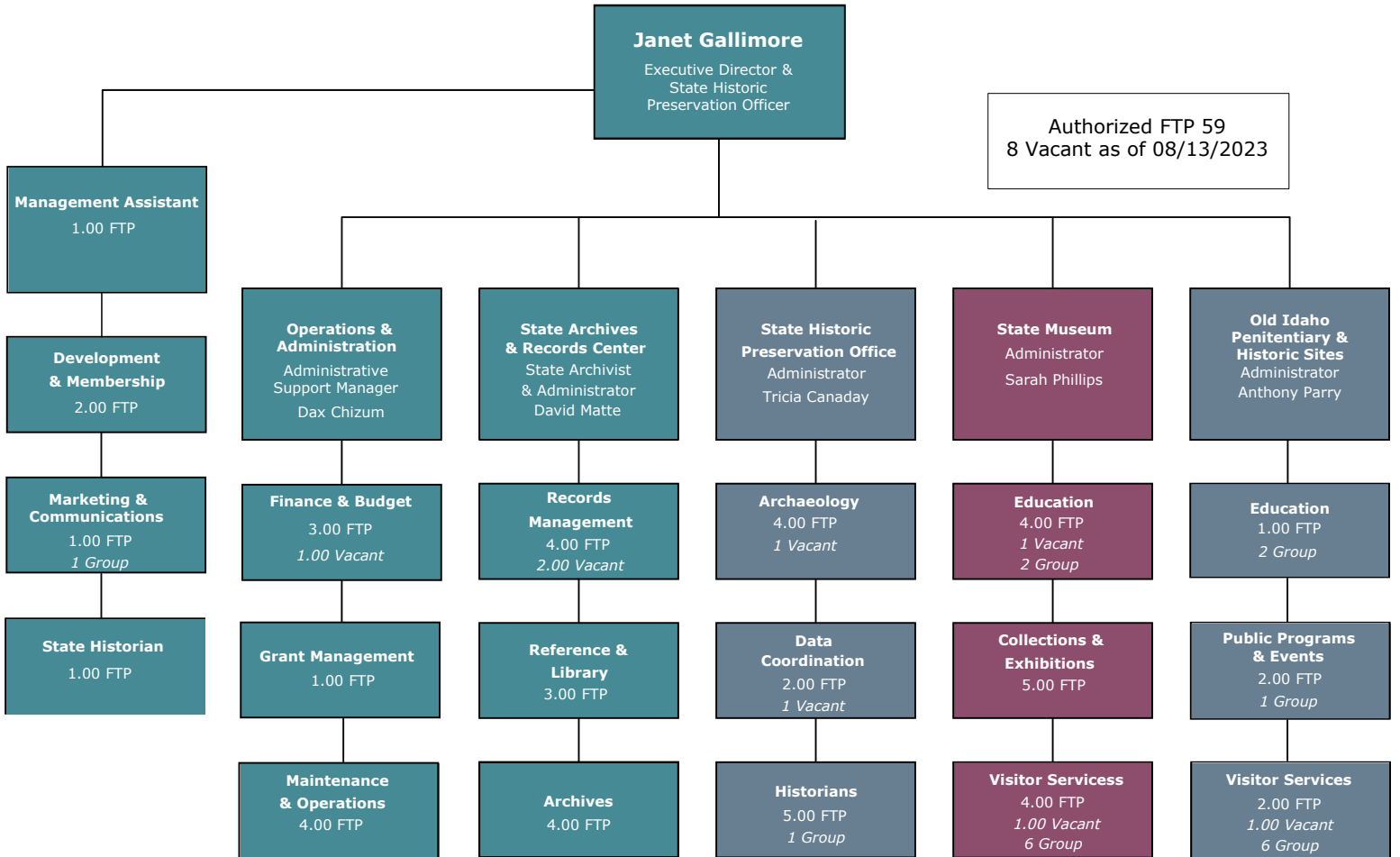
**Statutory Authority:** Idaho Code Title 67-41

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



Citizens - Governor - Legislature - Board of Trustees

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

Patricia Hoffman  
Management Assistance

Mark Breske  
Marketing & Public Information Officer

HannaLore Hein  
State Historian

Carlyn Blake  
Development & Membership Administrator

Vacant  
Digital Media Coordinator (group)

Seth Wheeler  
Membership & Volunteer Coordinator



IDAHO STATE HISTORICAL SOCIETY

Idaho State Historical Society  
2205 Old Penitentiary Rd. | Boise, ID 83712  
208.334.2682 | HISTORY.IDAHO.GOV

Dax Chizum  
Administrative Support Manager

David Matte  
State Archivist  
ISA - 12 FTP

Sarah Phillips  
State Museum Administrator  
ISM - 14 FTP

Anthony Parry  
Old Pen & Historic Sites Administrator  
Historic Sites - 6 FTP

Tricia Canaday  
SHPO Administrator  
SHPO - 12 FTP

Vacant  
Fiscal Officer

George Myers  
Maintenance & Operations Supervisor

Sondra Chadd  
Financial Specialist Sr.

Charlie Burry  
Maintenance Craftsman, Sr.

Kimberly Baker  
Financial Technician

Matt Stuart  
Maintenance Craftsman, Sr.

Mark Axtell  
Financial Technician

Michael Mesbergen  
Maintenance Craftsman, Sr.

Jim Riley  
Archivist

Dani Christensen  
Records Manager Supervisor

Morgan Brady  
Records Specialist

Vacant  
Records Specialist

Elizabeth Westenburg  
Reference Manager

Vacant  
Library Assistant

Katie Hall  
Library Assistant

Angie Davis  
Collections-Outreach Archivist

Cathy Charlton  
Archivist

Owen Prout  
Reference Archivist

Tristin Hafer  
Archivist

Vacant  
Curator of Education

Said Bowen  
Museum Educator (group)

Paige McCoy Niendorf  
Education Specialist

Museum Educator (group)

Rachel Klade  
Public Program Specialist

Maggie Fullerton  
National History Day in Idaho Coordinator

Nicole Inghilterra  
Curator of Collections and Exhibitions

Olivia Terry  
Curatorial Registrar

Emily Sears  
Capitol Curator Museum Registrar

Bryan Rich  
Exhibition Designer

Matthew Thorley  
Museum Preparator

April Johnson  
Visitor Services Specialist

Ceci Richardson  
Museum Store Manager

Christina Leet  
Events & Rental Coordinator

Laci Erich  
Joann Franklin  
Daniella Hernandez  
Visitor Service 1 (group)

Vacant  
Customer Service Representative

Samuel Anderson  
Education Specialist

Education Coordinator (group)

Skye Cranney  
Research & Programs (group)

Research & Programs (group)

Alexandra Polidori  
Events & Rental Coordinator

Charlee Draper  
Rentals & Visitor Services Assistant

Jacey Brain  
Visitor Services Coordinator

Vacant  
Customer Service Representative II

Lindsay Johansson  
State Archaeologist

Shannon Vihlene  
Data Coordinator

Vacant  
Technical Records Specialist

Dan Everhart  
Outreach Historian

Jason Tippeconnic  
Fox Architectural Historian

Alexis Morten  
Historic Preservation Planner

Leslie Anderson  
Rachael Einfelt  
Nicolas Diaz  
Olivia Hoffman  
Kaelyn Lyons  
Bryn McDaniel  
Eric Overzet  
Abby Gordon  
Alex Provant  
Logan Adams  
Kendra Mitchell  
Ashley Risner  
Matthew Davis  
Visitor Services 1 (group)

Ashley Molloy  
Historic Preservation Review Officer

Chris Shaver  
Compliance Archaeologist

Vacant  
Curator of Archaeology

Kayla McElreath  
Historic Preservation Review Officer

Launi Ellering  
Compliance Archaeologist (limited term)

**Agency Revenues**

Agency: Idaho State Historical Society

		FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimated Revenue	FY 26 Estimated Revenue	Significant Assumptions
<b>Fund</b>	34800 Federal (Grant)						
	435 Sale of Services	90,200	60,600	94,200	93,000	104,500	
	441 Sales of Goods	18,500	20,800	6,700	14,000	2,500	
	450 Fed Grants & Contributions	978,300	1,182,300	840,300	1,300,000	1,500,000	Estimated revenue in 34800 fund Account 450 are a mix of an annual formula grant award and competitive grants awarded.
	470 Other Revenue	200	300	0	0	0	
	<b>Federal (Grant) Total</b>	<b>1,087,200</b>	<b>1,264,000</b>	<b>941,200</b>	<b>1,407,000</b>	<b>1,607,000</b>	
<b>Fund</b>	34900 Miscellaneous Revenue						
	410 License, Permits & Fees	604,200	679,400	716,600	650,000	650,000	Please note Account 410 in 34900 include receipts from Lewis & Clark License Plate, fund 34916, received FY 2024 ID Code § 49-420B.
	435 Sale of Services	103,900	101,000	139,800	60,000	60,000	
	441 Sales of Goods	306,400	309,900	320,900	300,000	300,000	
	450 Fed Grants & Contributions	0	76,900	0	0	0	
	460 Interest	9,800	68,000	117,300	20,000	20,000	
	463 Rent And Lease Income	295,200	364,200	386,900	300,000	309,000	
	470 Other Revenue	80,100	280,300	73,800	50,000	50,000	
	<b>Miscellaneous Revenue Total</b>	<b>1,399,600</b>	<b>1,879,700</b>	<b>1,755,300</b>	<b>1,380,000</b>	<b>1,389,000</b>	
<b>Fund</b>	45075 Admin Acct Svcs Appd&Cont Isf: Records Management Services						
	441 Sales of Goods	258,300	263,500	266,300	312,700	312,700	
	<b>Admin Acct Svcs Appd&amp;Cont Isf: Records Management Services Total</b>	<b>258,300</b>	<b>263,500</b>	<b>266,300</b>	<b>312,700</b>	<b>312,700</b>	
	<b>Agency Name Total</b>	<b>2,745,100</b>	<b>3,407,200</b>	<b>2,962,800</b>	<b>3,099,700</b>	<b>3,308,700</b>	

**Analysis of Fund Balances**

Request for Fiscal Year: 2026

Agency: Idaho State Historical Society

522

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 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 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	39,100	0	0	0 SB1371
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>0</b>	<b>39,100</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	39,100	0	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>39,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>39,100</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: 2026

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 for the State Historic Preservation Office and specific programs and projects of the Idaho State Historical Society.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>86,389</b>	<b>43,625</b>	<b>50,498</b>	<b>(238,267)</b>	<b>(1,142,667)</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>86,389</b>	<b>43,625</b>	<b>50,498</b>	<b>(238,267)</b>	<b>(1,142,667)</b>
04. Revenues (from Form B-11)	1,087,162	1,264,015	941,200	1,407,000	1,607,000
05. Non-Revenue Receipts and Other Adjustments	250,150	250,000	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>1,423,701</b>	<b>1,557,640</b>	<b>1,241,698</b>	<b>1,418,733</b>	<b>714,333</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	(234)	(3,488)	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	1,636,500	1,698,000	2,263,300	2,311,400	2,453,300
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	(506,190)	(437,370)	(1,033,335)	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>1,130,310</b>	<b>1,260,630</b>	<b>1,229,965</b>	<b>2,311,400</b>	<b>2,453,300</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>1,130,310</b>	<b>1,260,630</b>	<b>1,229,965</b>	<b>2,311,400</b>	<b>2,453,300</b>
<b>20. Ending Cash Balance</b>	<b>293,625</b>	<b>300,498</b>	<b>11,733</b>	<b>(892,667)</b>	<b>(1,738,967)</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>43,625</b>	<b>50,498</b>	<b>(238,267)</b>	<b>(1,142,667)</b>	<b>(1,988,967)</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>43,625</b>	<b>50,498</b>	<b>(238,267)</b>	<b>(1,142,667)</b>	<b>(1,988,967)</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: 2026

Agency: Idaho State Historical Society

522

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 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>2,254,410</b>	<b>2,330,558</b>	<b>2,796,917</b>	<b>2,612,659</b>	<b>1,143,159</b>
02. Encumbrances as of July 1	600,000	600,000	556,102	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>2,854,410</b>	<b>2,930,558</b>	<b>3,353,019</b>	<b>2,612,659</b>	<b>1,143,159</b>
04. Revenues (from Form B-11)	1,399,580	1,879,636	1,722,700	1,380,000	1,389,000
05. Non-Revenue Receipts and Other Adjustments	523,624	524,967	500,000	500,000	500,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	26,797	26,900	32,700	20,000	20,000
					ID Code § 49-420B Lewis & Clark License Plate.
<b>08. Total Available for Year</b>	<b>4,804,411</b>	<b>5,362,061</b>	<b>5,608,419</b>	<b>4,512,659</b>	<b>3,052,159</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	22,887	26,652	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	43,899	556,102	0	0
13. Original Appropriation	1,877,900	2,111,800	2,804,800	2,869,500	3,046,500
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	(526,934)	(673,309)	(865,142)	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>1,350,966</b>	<b>1,438,491</b>	<b>1,939,658</b>	<b>2,869,500</b>	<b>3,046,500</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>1,350,966</b>	<b>1,438,491</b>	<b>1,939,658</b>	<b>2,869,500</b>	<b>3,046,500</b>
<b>20. Ending Cash Balance</b>	<b>3,430,558</b>	<b>3,853,019</b>	<b>3,112,659</b>	<b>1,643,159</b>	<b>5,659</b>
21. Prior Year Encumbrances as of June 30	600,000	556,102	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	500,000	500,000	500,000	500,000	500,000
<b>24. Ending Free Fund Balance</b>	<b>2,330,558</b>	<b>2,796,917</b>	<b>2,612,659</b>	<b>1,143,159</b>	<b>(494,341)</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>2,330,558</b>	<b>2,796,917</b>	<b>2,612,659</b>	<b>1,143,159</b>	<b>(494,341)</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: 2026

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 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>33,348</b>	<b>28,701</b>	<b>(29,866)</b>	<b>30,674</b>	<b>(26,726)</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>33,348</b>	<b>28,701</b>	<b>(29,866)</b>	<b>30,674</b>	<b>(26,726)</b>
04. Revenues (from Form B-11)	258,252	263,529	266,300	312,700	312,700
05. Non-Revenue Receipts and Other Adjustments	(13,128)	111,340	100,000	100,000	100,000
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>278,472</b>	<b>403,570</b>	<b>336,434</b>	<b>443,374</b>	<b>385,974</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	320,900	339,600	362,100	370,100	374,300
14. Prior Year Reappropriations, Supplementals, Recessions	0	41,000	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(71,129)	(47,164)	(156,340)	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>249,771</b>	<b>333,436</b>	<b>205,760</b>	<b>370,100</b>	<b>374,300</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>249,771</b>	<b>333,436</b>	<b>205,760</b>	<b>370,100</b>	<b>374,300</b>
<b>20. Ending Cash Balance</b>	<b>28,701</b>	<b>70,134</b>	<b>130,674</b>	<b>73,274</b>	<b>11,674</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	100,000	100,000	100,000	100,000
<b>24. Ending Free Fund Balance</b>	<b>28,701</b>	<b>(29,866)</b>	<b>30,674</b>	<b>(26,726)</b>	<b>(88,326)</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>28,701</b>	<b>(29,866)</b>	<b>30,674</b>	<b>(26,726)</b>	<b>(88,326)</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: 2026

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 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>157,100</b>	<b>156,100</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>42,700</b>	<b>68,400</b>	<b>84,000</b>	<b>157,100</b>	<b>156,100</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	126,500	132,200	138,300	142,800	144,700
<b>08. Total Available for Year</b>	<b>169,200</b>	<b>200,600</b>	<b>222,300</b>	<b>299,900</b>	<b>300,800</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	126,500	132,200	142,100	143,800	144,700
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	(25,700)	(15,600)	(76,900)	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>100,800</b>	<b>116,600</b>	<b>65,200</b>	<b>143,800</b>	<b>144,700</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>100,800</b>	<b>116,600</b>	<b>65,200</b>	<b>143,800</b>	<b>144,700</b>
<b>20. Ending Cash Balance</b>	<b>68,400</b>	<b>84,000</b>	<b>157,100</b>	<b>156,100</b>	<b>156,100</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>68,400</b>	<b>84,000</b>	<b>157,100</b>	<b>156,100</b>	<b>156,100</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>68,400</b>	<b>84,000</b>	<b>157,100</b>	<b>156,100</b>	<b>156,100</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 2024 Total Appropriation</b>							
1.00	FY 2024 Total Appropriation						EDMA
	S1170						
	10000 General	31.05	2,766,600	1,577,300	58,600	31,600	4,434,100
	34800 Federal	10.55	1,156,700	976,600	0	130,000	2,263,300
	34900 Dedicated	12.40	1,157,000	1,586,300	61,500	0	2,804,800
	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
1.13	PY 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
1.21	Account Transfers						EDMA
	OT 34900 Dedicated	0.00	(3,300)	(29,200)	0	32,500	0
		0.00	(3,300)	(29,200)	0	32,500	0
1.61	Reverted Appropriation Balances						EDMA
	10000 General	0.00	(1,600)	(10,400)	0	0	(12,000)
	34800 Federal	0.00	(108,100)	(826,300)	0	(99,000)	(1,033,400)
	34900 Dedicated	0.00	(251,400)	(552,200)	(61,500)	0	(865,100)
	45075 Dedicated	0.00	(146,300)	(300)	(9,800)	0	(156,400)
	48109 Dedicated	0.00	(59,500)	(17,500)	0	0	(77,000)
		0.00	(566,900)	(1,406,700)	(71,300)	(99,000)	(2,143,900)
<b>FY 2024 Actual Expenditures</b>							
2.00	FY 2024 Actual Expenditures						EDMA
	10000 General	31.05	2,765,000	1,566,900	58,600	31,600	4,422,100
	34800 Federal	10.55	1,048,600	150,300	0	31,000	1,229,900
	34900 Dedicated	12.40	905,600	1,034,100	0	0	1,939,700
	OT 34900 Dedicated	0.00	(3,300)	526,900	0	32,500	556,100
	45075 Dedicated	3.00	56,100	39,000	110,600	0	205,700
	48109 Dedicated	1.00	29,100	36,000	0	0	65,100
		58.00	4,801,100	3,353,200	169,200	95,100	8,418,600
<b>FY 2025 Original Appropriation</b>							
3.00	FY 2025 Original Appropriation						EDMA
	S1270 and S1386						
	10000 General	30.30	2,861,700	1,689,800	45,800	31,600	4,628,900
	OT 10000 General	0.00	0	1,650,000	0	0	1,650,000
	34800 Federal	11.00	1,199,800	981,600	0	130,000	2,311,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
34900	Dedicated	14.00	1,348,500	1,588,700	0	0	2,937,200
OT 34900	Dedicated	0.00	0	11,000	67,600	0	78,600
45075	Dedicated	2.70	208,400	41,300	120,400	0	370,100
48109	Dedicated	1.00	90,300	53,500	0	0	143,800
		59.00	5,708,700	6,015,900	233,800	161,600	12,120,000

**FY 2025 Total Appropriation**

5.00 FY 2025 Total Appropriation EDMA

10000	General	30.30	2,861,700	1,689,800	45,800	31,600	4,628,900
OT 10000	General	0.00	0	1,650,000	0	0	1,650,000
34800	Federal	11.00	1,199,800	981,600	0	130,000	2,311,400
34900	Dedicated	14.00	1,348,500	1,588,700	0	0	2,937,200
OT 34900	Dedicated	0.00	0	11,000	67,600	0	78,600
45075	Dedicated	2.70	208,400	41,300	120,400	0	370,100
48109	Dedicated	1.00	90,300	53,500	0	0	143,800
		59.00	5,708,700	6,015,900	233,800	161,600	12,120,000

**FY 2025 Estimated Expenditures**

7.00 FY 2025 Estimated Expenditures EDMA

10000	General	30.30	2,861,700	1,689,800	45,800	31,600	4,628,900
OT 10000	General	0.00	0	1,650,000	0	0	1,650,000
34800	Federal	11.00	1,199,800	981,600	0	130,000	2,311,400
34900	Dedicated	14.00	1,348,500	1,588,700	0	0	2,937,200
OT 34900	Dedicated	0.00	0	11,000	67,600	0	78,600
45075	Dedicated	2.70	208,400	41,300	120,400	0	370,100
48109	Dedicated	1.00	90,300	53,500	0	0	143,800
		59.00	5,708,700	6,015,900	233,800	161,600	12,120,000

**Base Adjustments**

8.11 FTP Adjustments EDMA

This decision unit aligns the agency's FTP allocation by fund.

10000	General	1.00	0	0	0	0	0
34800	Federal	1.00	0	0	0	0	0
34900	Dedicated	(2.00)	0	0	0	0	0
		0.00	0	0	0	0	0

8.41 Removal of One-Time Expenditures EDMA

This decision unit removes one-time appropriation for FY 2025.

OT 10000	General	0.00	0	(1,650,000)	0	0	(1,650,000)
OT 34900	Dedicated	0.00	0	(11,000)	(67,600)	0	(78,600)
		0.00	0	(1,661,000)	(67,600)	0	(1,728,600)

8.51 Base Reductions EDMA

This decision unit provides a base reduction to 10000 General Fund, 34800 Federal Fund, 34900 Miscellaneous Revenue Fund, and 45075 Records Center Fund making corrections to base Personnel Costs for FY 2025 related to the Personnel Cost Forecaster data upload from Luma to Sherpa that included group position data.

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	0.00	(27,600)	0	0	0	(27,600)
34800	Federal	0.00	(10,700)	0	0	0	(10,700)
34900	Dedicated	0.00	(49,400)	0	0	0	(49,400)
45075	Dedicated	0.00	(2,700)	0	0	0	(2,700)
		0.00	(90,400)	0	0	0	(90,400)

**FY 2026 Base**

9.00 FY 2026 Base EDMA

10000	General	31.30	2,834,100	1,689,800	45,800	31,600	4,601,300
OT 10000	General	0.00	0	0	0	0	0
34800	Federal	12.00	1,189,100	981,600	0	130,000	2,300,700
34900	Dedicated	12.00	1,299,100	1,588,700	0	0	2,887,800
OT 34900	Dedicated	0.00	0	0	0	0	0
45075	Dedicated	2.70	205,700	41,300	120,400	0	367,400
48109	Dedicated	1.00	90,300	53,500	0	0	143,800
		59.00	5,618,300	4,354,900	166,200	161,600	10,301,000

**Program Maintenance**

10.11 Change in Health Benefit Costs EDMA

This decision unit reflects a change in the employer health benefit costs.

10000	General	0.00	40,700	0	0	0	40,700
34800	Federal	0.00	14,300	0	0	0	14,300
34900	Dedicated	0.00	15,600	0	0	0	15,600
45075	Dedicated	0.00	3,500	0	0	0	3,500
48109	Dedicated	0.00	1,300	0	0	0	1,300
		0.00	75,400	0	0	0	75,400

10.12 Change in Variable Benefit Costs EDMA

This decision unit reflects a change in variable benefits.

10000	General	0.00	(1,000)	0	0	0	(1,000)
34800	Federal	0.00	(400)	0	0	0	(400)
34900	Dedicated	0.00	(300)	0	0	0	(300)
45075	Dedicated	0.00	(100)	0	0	0	(100)
48109	Dedicated	0.00	0	0	0	0	0
		0.00	(1,800)	0	0	0	(1,800)

10.61 Salary Multiplier - Regular Employees EDMA

This decision unit reflects a 1% salary multiplier for Regular Employees.

10000	General	0.00	24,200	0	0	0	24,200
34800	Federal	0.00	9,100	0	0	0	9,100
34900	Dedicated	0.00	7,400	0	0	0	7,400
45075	Dedicated	0.00	1,600	0	0	0	1,600
48109	Dedicated	0.00	600	0	0	0	600
		0.00	42,900	0	0	0	42,900

**FY 2026 Total Maintenance**

11.00 FY 2026 Total Maintenance EDMA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	31.30	2,898,000	1,689,800	45,800	31,600	4,665,200
OT 10000	General	0.00	0	0	0	0	0
34800	Federal	12.00	1,212,100	981,600	0	130,000	2,323,700
34900	Dedicated	12.00	1,321,800	1,588,700	0	0	2,910,500
OT 34900	Dedicated	0.00	0	0	0	0	0
45075	Dedicated	2.70	210,700	41,300	120,400	0	372,400
48109	Dedicated	1.00	92,200	53,500	0	0	145,700
		59.00	5,734,800	4,354,900	166,200	161,600	10,417,500

**Line Items**

12.01 Old Idaho Penitentiary Staffing Support Phase Two EDMA

ISHS requests two full-time positions, a Store Operator and Education Specialist, for the Old Idaho Penitentiary. Implementing these two positions is essential for maximizing the Old Pen's destination, education and revenue potential and will fully realize our Lord Cultural Resources 2023 Business Plan recommendations.

10000	General	1.00	56,900	0	0	0	56,900
34900	Dedicated	1.00	76,300	0	0	0	76,300
OT 34900	Dedicated	0.00	0	5,400	2,400	0	7,800
		2.00	133,200	5,400	2,400	0	141,000

12.02 State Archives Territorial and State Governors Digital Cataloging Project EDMA

This pilot inventory and finding aid project will make collection descriptions of Idaho's State and Territorial Governors papers held by the Idaho State Archives (ISA) discoverable to the public on an existing web-based digital online public access catalog (OPAC). The Idaho State Historical Society (ISHS) will add file level descriptions of its holdings of Territorial and State Governors Records, 33 collections totaling 2,933 linear feet of boxed paper documents, to the collection of online finding aids in Archives Space, making these collection holdings available for public access.

34800	Federal	1.00	62,900	0	0	0	62,900
		1.00	62,900	0	0	0	62,900

12.03 Historical Society Collections and Archives Moving Project EDMA

The Idaho State Historical Society is embarking on a much-needed program to create a consolidated collections and archives stewardship facility addition at the Idaho History Center/State Archives facility. This will serve as the main repository for State historical artifact collections, records, and related materials.

The FY 26 request seeks one-time funding in the amount of \$450,000 to plan for the packing, transportation, unpacking and re-shelving of collections, moving from two warehouses located on Whitewater Parkway. (approximately 66% of collections)

In FY 27, ISHS intends to submit a second request in the amount of \$450,000 complete the project including transfer of remaining materials (33%) from Whitewater Parkway and the State Records Center. (approximately 30,000 boxes of state records.)

OT 10000	General	0.00	0	450,000	0	0	450,000
		0.00	0	450,000	0	0	450,000

12.55 Repair, Replacement, or Alteration Costs EDMA

One-time operating and capital outlay for computer, copier printer scanner, and network infrastructure hardware lifecycle replacements.

OT 34900	Dedicated	0.00	0	43,200	47,000	0	90,200
		0.00	0	43,200	47,000	0	90,200

12.91 Budget Law Exemptions/Other Adjustments EDMA

Request for re-appropriation for the American 250 Commemoration state support of \$1,650,000 received in FY 2025 for the budget year FY 2026 for ongoing activities related to celebrating Idaho during America's 250th anniversary.

OT 10000	General	0.00	0	0	0	0	0
		0.00	0	0	0	0	0

**FY 2026 Total**

13.00 FY 2026 Total EDMA

10000	General	32.30	2,954,900	1,689,800	45,800	31,600	4,722,100
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		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 10000	General	0.00	0	450,000	0	0	450,000
34800	Federal	13.00	1,275,000	981,600	0	130,000	2,386,600
34900	Dedicated	13.00	1,398,100	1,588,700	0	0	2,986,800
OT 34900	Dedicated	0.00	0	48,600	49,400	0	98,000
45075	Dedicated	2.70	210,700	41,300	120,400	0	372,400
48109	Dedicated	1.00	92,200	53,500	0	0	145,700
		62.00	5,930,900	4,853,500	215,600	161,600	11,161,600



Agency: Idaho State Historical Society

522

Decision Unit Number 12.01 Descriptive Title Old Idaho Penitentiary Staffing Support Phase Two

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	56,900	76,300	0	133,200
55 - Operating Expense	0	5,400	0	5,400
70 - Capital Outlay	0	2,400	0	2,400
80 -	0	0	0	0
Totals	56,900	84,100	0	141,000
Full Time Positions	1.00	1.00	0.00	2.00

Appropriation Unit: Historical Society EDMA

Personnel Cost				
500 Employees	34,687	50,495	0	85,182
512 Employee Benefits	7,913	11,505	0	19,418
513 Health Benefits	14,300	14,300	0	28,600
Personnel Cost Total	56,900	76,300	0	133,200
Operating Expense				
625 Computer Supplies	0	1,800	0	1,800
676 Miscellaneous Expense	0	3,600	0	3,600
Operating Expense Total	0	5,400	0	5,400
Capital Outlay				
740 Computer Equipment	0	2,400	0	2,400
Capital Outlay Total	0	2,400	0	2,400
Full Time Positions				
FTP - Permanent	1.00	1.00	0.00	2.00
Full Time Positions Total	0	0	0	0
	<b>56,900</b>	<b>84,100</b>	<b>0</b>	<b>141,000</b>

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

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.

Request and justification:

When ISHS was reimagining the Idaho State Museum, we developed a Business Plan in 2017 to enhance the museum's ability to meet its mission and be properly staffed. The results of the Museum Business plan were implemented and allowed the Museum to be well positioned for success when it reopened in 2018.

Following this model, in 2023, ISHS completed a Business Plan for the Old Idaho Penitentiary, one of the top tourism destinations in the state. We are currently aligning our FY26 budget request, Old Idaho Penitentiary Business Plan, and Old Idaho Penitentiary Visitor Experience Master Plan to support major visitor experience enhancements at the Old Idaho Penitentiary (OIP).

The Old Idaho Pen Business Plan recommendations for additional staff can be found on page 49 of the attached Business Plan and states:

The extend of the additional on-site staffing required to support the OIP can be limited because of the centralized management provided by staff of the ISHS but additional staff is needed. The assumptions 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. The staffing costs associated with additional staff are set out in Chapter 5:

**Full-Time:**

- Customer Service Representative
- Retail Store Operator
- Education Specialist
- Interpretive Specialist

**Part-Time:**

- Three Customer Service Representatives whose combined time would be 1.0 full-time equivalent (FTE)

In FY 25, we sought and received approval for two of the four FTEs noted above, including the Interpretive Specialist and Customer Service Representative. These positions were funded through the Revenue fund. In FY 26, we are requesting the Store Operator and Education Specialist and propose to support those through General Fund and Revenue fund support. These two positions are essential to maximize the Old Pen's educational and revenue potential.

The historic Old Idaho Penitentiary currently operates with only five 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 meet current levels of educational public programming and visitor services and prepare for post project increased audience and educational programming needs.

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

N/A

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

67-4112. definitions. As used in this chapter:

- (3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.
- 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.**

- Store Operator Level H \$34,700 salary and \$22,200 benefits totaling \$56,900 (GF)
- Education Specialist Level K \$50,500 salary and \$25,800 benefits totaling \$76,300 (RF)

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

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.**

The ISHS will require one-time Capital Expense for the purchase of two standard laptops at \$1,200 each, docking stations at \$300 each, and four monitors at \$300 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 OIP 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 OIP. This effort will result in a new visitor experience via a comprehensive interpretive strategy encompassing new exhibitions/visitor experience programs. ISHS aligned proposed positions with those implemented at the State Museum, to ensure internal equity.

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

For the remaining two positions for FY 26, we are seeking both general fund and revenue fund support.

Key rationale for seeking general fund support for the OIP within our 3% cap is for efficiency and sustainability. There is significant pressure on OIP earned income. ISHS currently must fund shift Old Pen revenues to support operations outside the scope of the Old Idaho Pen. This includes use of OIP revenues to support agency statewide historic sites in Franklin, Hansen, and Pierce (all rural communities.) The estimated annual expense of this required fund shift is \$65,000 for operations and personnel.

Further, revenue funds generated from the OIP also support the agency's Maintenance and Operations team. The agency has 4 full time maintenance personnel that provide direct maintenance support for 64 historic and contemporary buildings across our state with a total of 336,432 square feet and 43 acres of manicured grounds. The salaries and benefits for these employees are funded primarily through OIP revenue.

Finally, we have a significant number of group positions at the OIP. ISHS annually self-funds their CEC increase. We are grateful for your consideration of shared GF and RF to advance this initiative.

**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. The Old Idaho Penitentiary is one of the top destination facilities in the state, and unique in American history. The state of Idaho is making a major investment in the site to build its education and destination potential and concurrently increasing its ability to generate additional nonstate budgetary resources for its future.

If this request is not approved:

- The Old Idaho Penitentiary will be unequipped to address increased services to educators, schools, and programming, a vital part of the agency's mission.
- We will be limited in staffing our admissions area appropriately, with the highest levels of customer service and membership sales opportunities.
- We will be limited in our ability to maximize retail operations and resultant revenues needs to support Old Idaho Penitentiary operations.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

This initiative is aligned with the Agency's FY 25-29 Strategic Plan as follows:

Goal #1 Agency Anchors: Maximize agency-wide resources on major agency initiatives to strengthen the connection between Idahoans and their state's history.

Objective 1.1: Execute the America250 in Idaho Commemoration through 2026, using available resources and partnerships to make state history relevant within a national context.

FY 25-27 Benchmarks:

Successfully manage the execution of initiative projects and major facilities improvements, including the Agency Collections Stewardship Project, and site re-interpretive initiatives, including the Old Idaho Penitentiary Reimagining Project, through intentional project management best practices by FY 29.

**What is the anticipated measured outcome if this request is funded?**

Deliverables/Measures:

- Annual number of educators increased over programs delivered
- Annual number of students (K-12) served increased through educational programs at the OIP including field trips, and workshops
- Increase of retail sales



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

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BRAD LITTLE  
Governor  
JANELLE WHITE  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Sarah E. Griffin  
Nancy Merrill  
Erika Malmen

August 23, 2024

Idaho State Historical Society

Dear Janet Gallimore:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 16, 2024, and listed the following requested item(s) for your FY 2026 budget:

1. Item 1; Increase FTP by 1.0 – Archivist Technician, Limited Service
2. Item 2; Increase FTP by 1.0 – Education Specialist
3. Item 3; Increase FTP by 1.0 – Store Manager

After review of your request, DHR [concur with classification/pay change] for the following:

4. Item 1; Increase FTP by 1.0 – Archivist Technician, Limited Service
5. Item 2; Increase FTP by 1.0 – Education Specialist
6. Item 3; Increase FTP by 1.0 – Store Manager (Bookstore Operator)

This letter attests that Idaho 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.

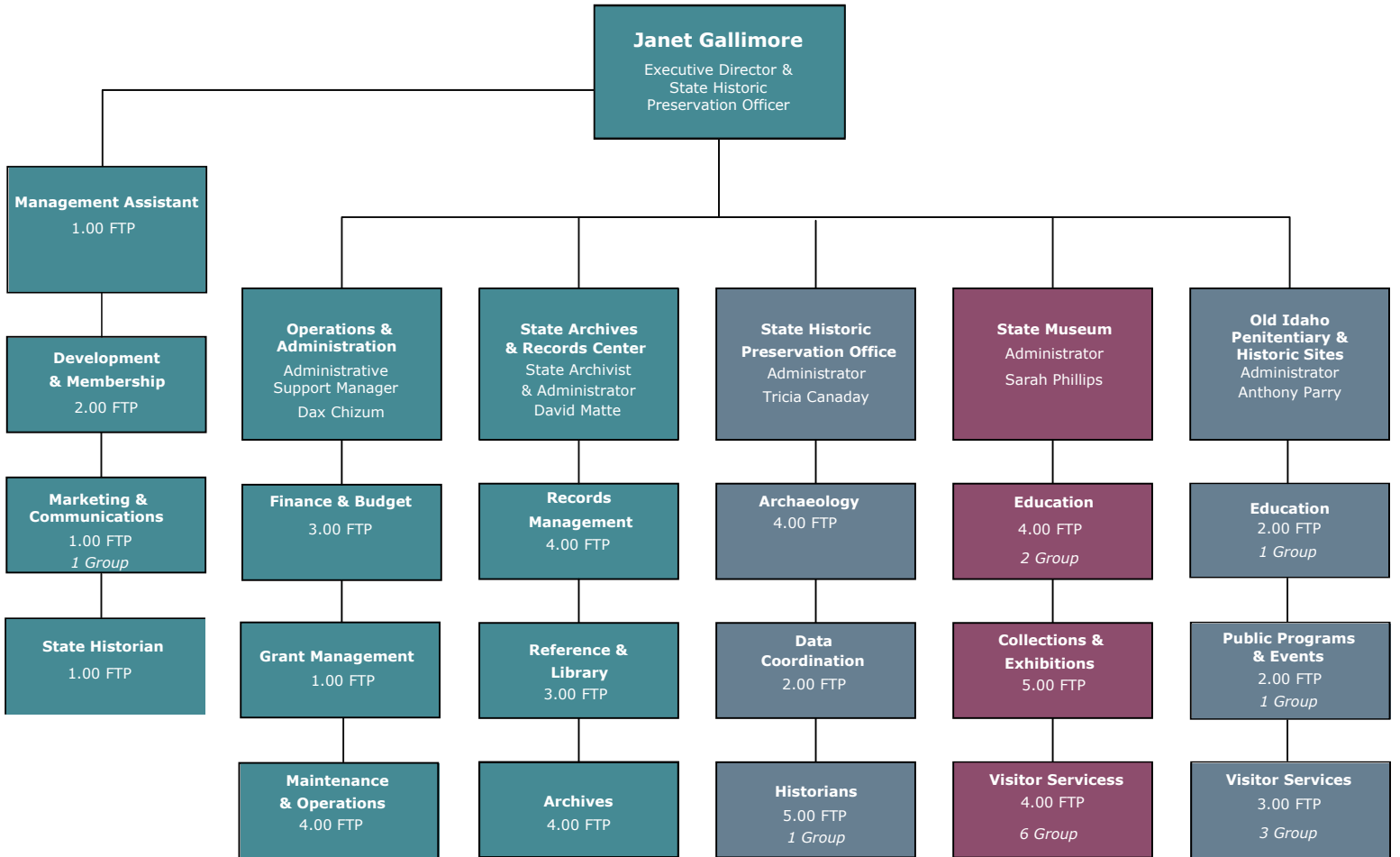
Sincerely,

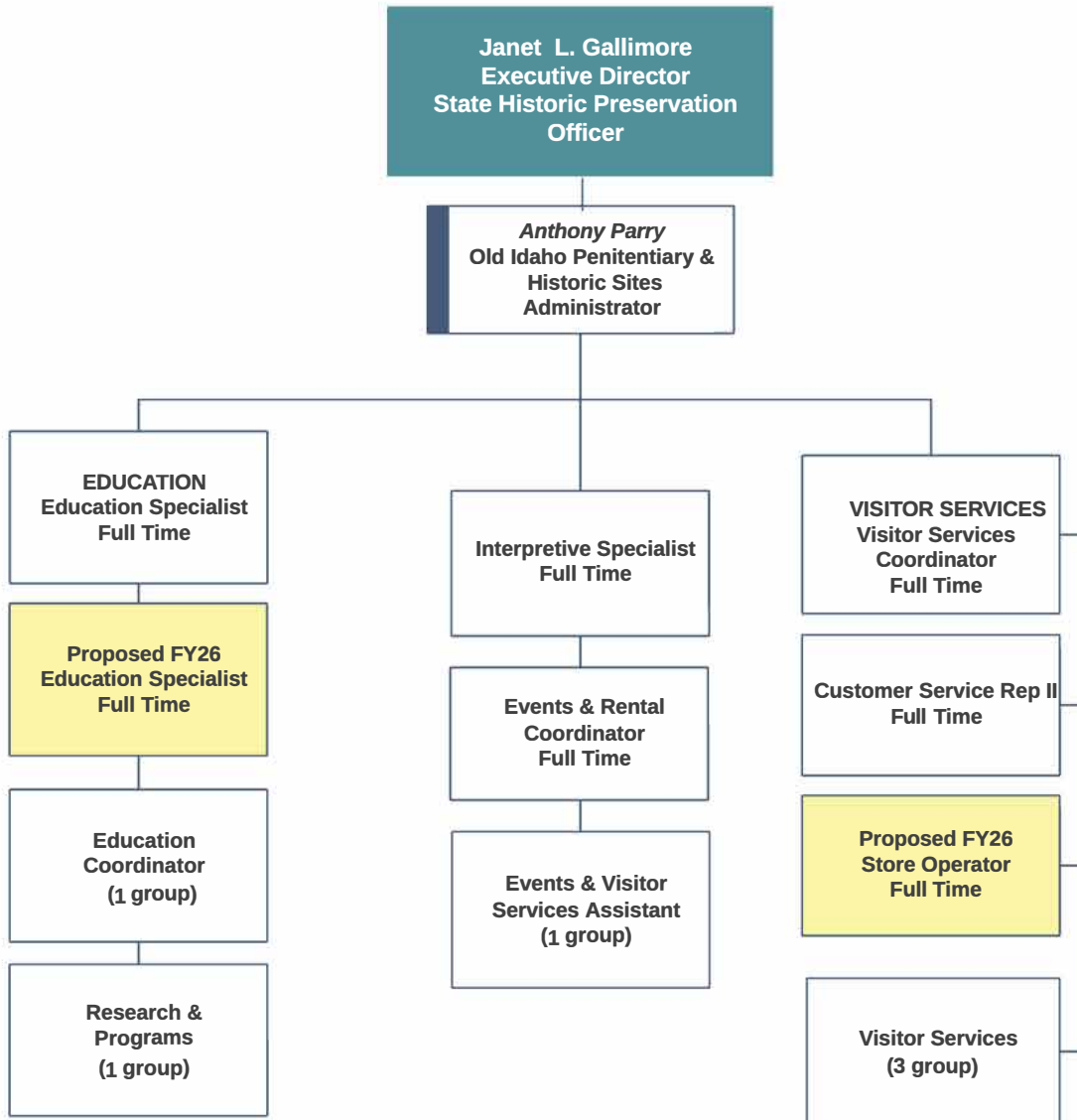
A handwritten signature in black ink, appearing to read "AR", with a stylized flourish underneath.

Andrea Ryan  
Deputy Administrator



## Idaho State Historical Society Proposed Organization Chart







# Reimagined Old Idaho Penitentiary:

**Business Plan and Projections**

Final Report

November 2023

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.



# EXECUTIVE SUMMARY

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 1973 and was placed on the National Register of Historic Places. Responsibility for the preservation, maintenance and interpretation of the site and buildings was given 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 enhancement of the visitor experience. Nonetheless, 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 led to preparation of the *Old Idaho Penitentiary Interpretive and Visitor 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. One scholar, Brent Glass, formerly the Director of the American Museum of History, and currently the Executive Director of the planned Sing Sing Prison Museum near New York City, called the Old Idaho Penitentiary an “extraordinary and essential place” and the most comprehensive and complete example of an historic penitentiary anywhere in the United States.

The *Interpretive and Visitor Experience Master Plan* provides the foundation for subsequent detailed exhibition and architectural design. In advance of those requirements for implementation, a business plan was required to explore issues like admission charges, revenue centers, staffing and other operational needs and seek to maximize attendance and earned income while controlling operating costs. A business plan concludes with projections of attendance, operational revenues and expenses assuming implementation of the *Master Plan*.

The methodology to conduct this business plan included a tour of the site and buildings, contextual, comparables and market analyses, workshops with staff, and an interview process. These analyses led to a series of recommendations which, once approved, became assumptions underlying projections of attendance, operating revenues and expenses associated with implementation of the *Interpretive and Visitor Experience Master Plan*. The main assumptions are summarized as follows:

- **Site:** Enhancements to the OIP will take place at its present 4-acre site with no need for expansion. The site is next to the Idaho Botanical Garden, which is expanding, enhancing opportunities for even more crossover visits in the future.
- **Spaces and Facilities:** No additional buildings are required. The capital investment will be entirely in new exhibitions including within museum quality space currently occupied by the 4,500 sq. ft. J. Curtis Earl Memorial Exhibit, along with the use of

the Blacksmith Shop for an immersive theatre, and temporary exhibitions in the renovated Trusty Dorm and adjacent Barbershop. The Shirt Factory will be used as a multi-purpose programming and venue rentals space.

- **Capital Investment and Endowment:** \$4 million from the State of Idaho is already confirmed and the project is assumed to 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 exclusively for new and enhanced exhibitions. This takes into account that additional state funds will be allocated to needed infrastructure improvements on site. If additional funds are raised beyond the assumed \$8 million to implement the *Interpretive and Visitor Experience Master Plan*, they will be allocated to a reserve fund to support bringing traveling exhibitions to the OIP.
- **Exhibitions:** The permanent exhibition 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. 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.
- **Public and Educational Programs:** In addition to exhibitions, implementation of the *Interpretive and Visitor Experience Master Plan* will include new school programs, an expanded lecture series, increased October/Halloween programming, and a separately charged behind-the-scenes tour program.
- **The Web:** A variety of enhancements are assumed, including a clearer OIP page structure to enable ease of access and use.
- **Admission Charges:** The current OIP is underpriced and the implementation of the *Interpretive and Visitor Experience Master Plan* will enable substantial increases in all ticket categories. There will also be incentives for self-guided visits and higher charges for guided tours, as well as increased ticket packaging with the Idaho Botanical Garden and the Idaho State Museum.
- **Retail:** Although the size and location of the store will be unchanged, higher attendance and the introduction of modest grab and go food and beverage opportunities will lead to higher sales.
- **Venue Rentals:** These will increase but staffing implications and the desire to minimize competition with the Bishops' House and the Idaho Botanical Garden will limit the extent of the increased revenue.
- **Contributed Income:** The Foundation for Idaho History will increase its emphasis on a menu of sponsorship items specifically associated with the OIP.
- **Operating Schedule:** The OIP will remain open on Mondays and will be closed to general public visitors on Tuesdays in order to match the Tuesday closed day for the Idaho Botanical Garden.
- **Staffing:** The OIP is understaffed despite the centralized services available to it from the Idaho State Historical Society. In the context of implementation of the *Interpretive and Visitor Experience Master Plan*, four additional full-time staff positions are assumed plus three part-time staff

persons whose combined time would be 1.0 full-time equivalent (FTE). Support from volunteers will also increase.

- **Branding:** While most people understand that the OIP is no longer a working prison and no longer houses actual inmates, it is assumed that a modification to the Old Idaho Penitentiary will name to refer to it formally as the Old Idaho Penitentiary Historic Site.

The following table summarizes the projections of attendance, operating revenues and expenses for the Old Idaho Penitentiary (OIP) for the opening five years of its operation after implementation of the *Interpretive and Visitor Experience Master Plan*.

Even with substantially increased admission charges, implementation of the Interpretive and Visitor Experience Master Plan and other assumptions above, will cause attendance to increase from the base level 70,000 visitors to a stabilized 100,000 annual visitors. The regular change offered by the future OIP will increase repeat visitation levels among residents and help to attract more tourists as well.

The projections are that earned income levels will increase substantially, particularly revenues from admissions. However, staffing and other operating costs will need to increase as well, requiring an operating budget in the range of \$1.4 to \$1.5 million per year, compared to the \$970,000 budgeted in 2023 and the base level \$838,000. However, with the popularity of prison museums and the increased earned income for the reimagined OIP, the additional amount required by the State of Idaho to break even on operations each year is limited to about \$141,000 in Year 1 and grow to roughly \$217,000 to \$219,000 by Years 4 and 5.

Summary of Attendance, Operating Revenue and Expense Projections	Base Level	Year 1	Year 2	Year 3	Year 4	Year 5	Base Level %	Year 1 %	Year 2 %	Year 3 %	Year 4 %	Year 5 %
<b>Annual Attendance</b>	<b>74,000</b>	<b>110,000</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>						
<b>Projected Operating Revenues</b>												
Admissions	\$375,000	\$775,390	\$727,015	\$712,760	\$712,760	\$712,760	44.7%	53.6%	50.0%	48.7%	48.2%	47.8%
Retail Sales	\$122,894	\$192,500	\$180,540	\$178,000	\$179,000	\$180,000	14.7%	13.3%	12.4%	12.2%	12.1%	12.1%
Venue Rentals	\$25,000	\$45,000	\$45,000	\$55,000	\$55,000	\$60,000	3.0%	3.1%	3.1%	3.8%	3.7%	4.0%
Public and Educational Program	\$38,905	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	4.6%	4.2%	4.5%	4.8%	5.1%	5.4%
Other Earned Income	\$136,244	\$150,000	\$150,000	\$155,000	\$155,000	\$160,000	16.3%	10.4%	10.3%	10.6%	10.5%	10.7%
Existing State Support	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	9.8%	5.7%	5.6%	5.6%	5.5%	5.5%
<b>Total Revenue Projected</b>	<b>\$780,043</b>	<b>\$1,304,890</b>	<b>\$1,249,555</b>	<b>\$1,252,760</b>	<b>\$1,258,760</b>	<b>\$1,274,760</b>	<b>93.1%</b>	<b>90.3%</b>	<b>86.0%</b>	<b>85.6%</b>	<b>85.2%</b>	<b>85.4%</b>
<b>Projected Operating Expenses</b>												
Salaries, Wages, Benefits	\$490,723	\$824,183	\$828,304	\$832,446	\$836,608	\$840,791	58.6%	57.0%	57.0%	56.9%	56.6%	56.4%
Occupancy	\$82,000	\$115,000	\$120,000	\$122,000	\$126,000	\$130,000	9.8%	8.0%	8.3%	8.3%	8.5%	8.7%
Exhibitions	\$12,000	\$155,000	\$157,000	\$159,000	\$161,000	\$163,000	1.4%	10.7%	10.8%	10.9%	10.9%	10.9%
Public and Educational Programs	\$23,000	\$30,000	\$32,500	\$35,000	\$37,500	\$40,000	2.7%	2.1%	2.2%	2.4%	2.5%	2.7%
General and Administrative	\$155,224	\$206,046	\$207,076	\$208,111	\$209,152	\$210,198	18.5%	14.3%	14.2%	14.2%	14.2%	14.1%
Retail Cost of Goods Sold	\$75,069	\$115,500	\$108,324	\$106,800	\$107,400	\$108,000	9.0%	8.0%	7.5%	7.3%	7.3%	7.2%
<b>Total Expenses</b>	<b>\$838,016</b>	<b>\$1,445,729</b>	<b>\$1,453,204</b>	<b>\$1,463,357</b>	<b>\$1,477,660</b>	<b>\$1,491,989</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Amount Required from Additional State of Idaho Support to Break Even on Operations</b>	<b>(\$57,973)</b>	<b>(\$140,839)</b>	<b>(\$203,649)</b>	<b>(\$210,597)</b>	<b>(\$218,900)</b>	<b>(\$217,229)</b>		<b>-9.7%</b>	<b>-14.0%</b>	<b>-14.4%</b>	<b>-14.8%</b>	<b>-14.6%</b>

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# Chapter 1

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.

## 1.1 BACKGROUND TO THE BUSINESS PLAN

Some 20 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 between 1893-94. 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 Visitor 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. One scholar, Brent Glass, formerly the Director of the American Museum of History, and currently the Executive Director of the planned Sing Sing Prison Museum near New York City, called the Old Idaho Penitentiary an “extraordinary and essential place” and the most comprehensive and complete example of a historic penitentiary anywhere in the United States.

As stated by the ISHS 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 subsequent detailed exhibition and architectural design. In advance of those requirements for implementation, a business plan was required to explore issues like admission charges, revenue centers, staffing and other operational needs and seek to maximize attendance and earned income while controlling operating costs. A 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 has been conducted in two phases. Phase 1 provided operations and revenue generation-focused research, analyses and recommendations. Recommendations were reviewed in a workshop with ISHS and OIP senior management to become finalized assumptions in the second phase of the business plan underlie projections of attendance, operating revenues and expenses for the opening five 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. 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 and Idaho.
- Compiled and analyzed available data and conducted interviews regarding potential resident, school and tourist markets for the region and the OIP in particular and other key informants. Please see Appendix A, which acknowledges both the workshop and the interview participants.
- Prepared a Phase 1 analysis and recommendations report which, based on client feedback, served to finalize the assumptions that formed the basis for the attendance, operating revenue and expense projections in a Draft Final report. Feedback to the Draft Final Report led to modifications in this Final Report.

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

# Chapter 2

**Contextual  
and Comparables  
Analyses**



## 2. CONTEXTUAL AND COMPARABLES ANALYSES

This chapter establishes context, lessons and benchmarks to help guide the recommendations/assumptions and the 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 historic sites and museums and other museum types. This is followed by an analysis of comparable penitentiary historic sites and analysis of OIP site neighbors - the Idaho Botanical Garden and the Bishops' House - as well as the Idaho State Museum and other major museum-related institutions in Idaho.

### 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 sources 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 revenue in both 2019 and 2023 for the OIP already substantially exceeds the median figures for history museums/historic sites and other museum types. This reflects a common public fascination with former penitentiaries, leading to relatively high attendance despite the 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 U.S. MUSEUMS

A survey of 340 museum directors conducted by Wilkening Consulting in 2023 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 achieved 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 no change, while 26% had 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 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 set out in Chapter 5 of this report assuming implementation of the Master Plan show the need for a larger operating budget but that it may be substantially offset by higher earned income.**

## 2.3 COMPARABLES ANALYSIS

This section considers the experience of three operational prison/penitentiary museums/historic sites<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. 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 1994 and its attendance level is reported to have increased every year until the COVID-19 pandemic.

<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.

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 the pandemic 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 the 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 staff level for the future OIP 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.

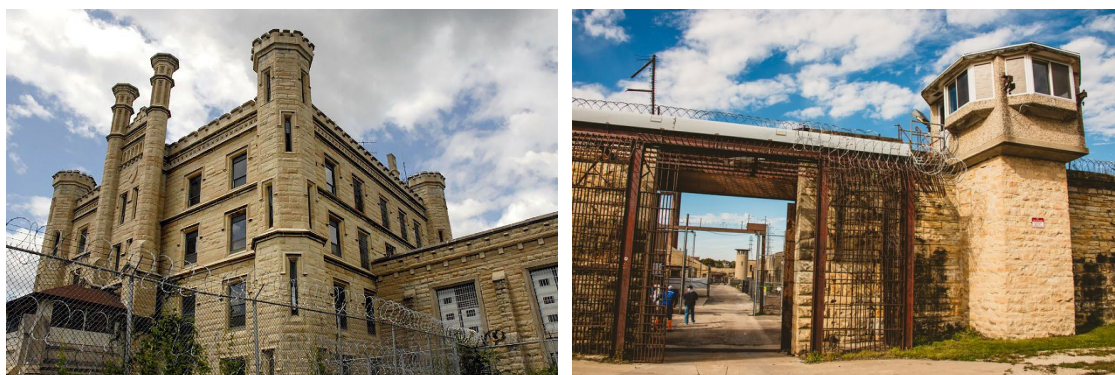
Retail sales take place in a small 300 sq. ft. space supported by limited online sales, with relatively substantial sales that average about \$2.18 per visitor. The future Visitor Center is to include a larger retail store. Private contributed and membership revenues are modest. Although there are no 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>	<i>\$5,332,100</i>	<i>49%</i>
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%
<b>Total</b>	<b>\$10,800,000</b>	<b>100%</b>

### 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 online disclaimer 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, while the self-guided flashlight tours discussed below, account for about 10% of visitors. The Prison After Dark guided tours are, not surprisingly, most popular in October for Halloween, and are also likely to be reduced except during the Halloween period because costs exceed revenues.

**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.

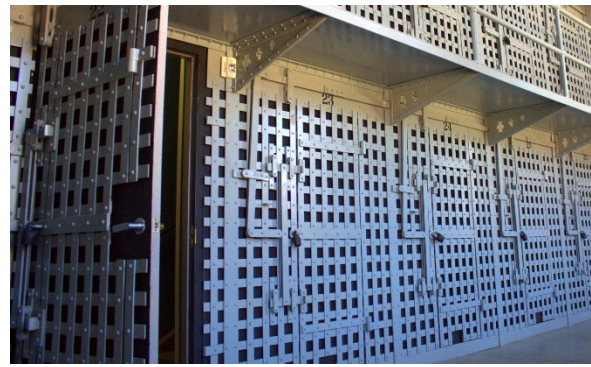
Attendance in 2019 was about 40,000 and about 30,000 in 2022 but expected to be somewhat higher this year, although not to pre-COVID 2019 levels. These relatively modest attendance figures must take into account that the site is closed to visitors from December through February. The relatively modest attendance levels also reflect the limited capital investment, very little marketing and only 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 from 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 of 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. The annual City of Joliet allocation to the Prison Historic site is \$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 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. That ended until 1989 when the site was operated as a Western Heritage Theme Park. In 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 and Idaho. Of particular interest is the experience of site neighbors – the Bishops' 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 assumptions 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. with 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 why attendance levels are not higher.

## 2.4.2 The Bishops' House



The Bishops' 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 Bishops' 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 Bishops' 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 after 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 Bishops' 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 several reasons. One is recognition that the sustainability of the Bishops' 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 is 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 visitors to the OIP 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 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 exception 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 assumption 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, and 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. This 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. This will be beneficial to the OIP, just as implementation of the Interpretive and Visitor Experience Master Plan will help to 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.

#### 2.4.4 Other Selected Museums and Related Institutions in Idaho

Available pre-COVID data for other charged admission museums and related institutions in Idaho reporting at least 40,000 annual visitors were as follows. The data help to provide benchmarks for the attendance projections in Chapter 5.

Charged Admission Institution	Location	Reported Pre-COVID Attendance (rounded)
Boise Art Museum	Boise	49,000
Discovery Center of Idaho	Boise	100,000
Herrett Center for Arts and Science	Twin Falls	60,000
Museum of Idaho	Idaho Falls	100,000
Tautphaus Park Zoo	Idaho Falls	144,000
Wallace District Mining Museum	Wallace	49,000
Sources: Annual Reports, other published data		

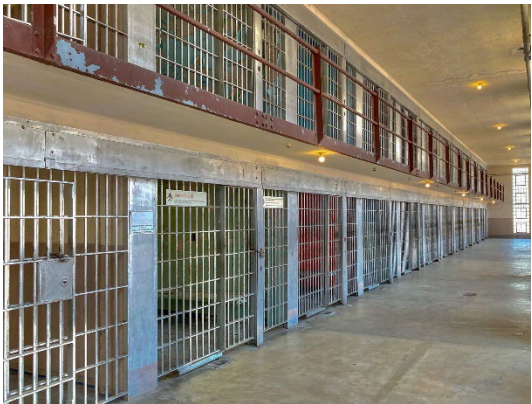
# Chapter 3

**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 likely 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, while there is a small theatre/auditorium in the administration building where the orientation film is



shown, it is under-utilized. A small retail store of about 200 sq. ft. is operated by OIP staff and not assumed to be relocated or expanded for the purposes of this study.

- 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.
- Admission Charges:** Charges are higher today than they were in 2019 as shown on the following table and are 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/assumptions 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, the OIP total attendance was 64,269, 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 recommend elimination of questionable reference to precious metals among membership categories.)

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)
<b>Total</b>	<b>536</b>	<b>706</b>

An important benefit 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 Field Trip Fund provides free bus transportation access to lower income schools and is assumed to continue.
- **Resident and Tourist Visitors:** Among non-school visitors in 2019, 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. This confirms 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. The average length of stay ranges from 60 to 90 minutes. An increased length of stay associated with the future OIP should facilitate a 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. There is a need for staff growth, especially with implementation of the Master Plan.

Volunteers are technically ISHS volunteers (as opposed to volunteers 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.

- **Operating Budget:** The total OIP operating budget in 2019 was about \$664,000 and is budgeted at about \$970,000 in 2023. These figures would be substantially higher if the OIP was independent.
- **Sources of Operating Costs:** Staffing costs in 2019 at about \$381,000 accounted for about 57% of the total operating budget, In 2023, staffing costs of 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 is 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 (one-time grant)	\$81,000	9%
<b>Total</b>	<b>\$924,000</b>	<b>100%</b>

## 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:

- Residents are 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.

Population Totals and Projections	Actual 2010	Actual 2020	Projected 2030	% Change Actual 2010/2020	% Change Projected 2020/2030
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 to not 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/assumptions 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 “whiter” 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 by 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 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. There are also over 28,000 high school students, but fewer field trips take place at the high school level.

It should also be 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 Totricagüena 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 grades 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. In both cases, new programs that are different in kind than those currently offered will need to be developed in order to match the curriculum. 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 or historic site programming, whether that be via on-site field trip or via 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 and historic sites 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, 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 to the OIP from most of these cities, which do not have penitentiary museums.***

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.

# Chapter 4

**Key Assumptions**

# 4. KEY ASSUMPTIONS

This chapter sets out key approved assumptions associated with the reimagined Old Idaho Penitentiary (OIP) assuming implementation of the *Interpretive and Visitor Experience Master Plan*. The assumptions 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. The approved assumptions underlie the projections of attendance, operating revenue and expense projections in the following chapter of this report.

The assumptions 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 and Marketing
- Other

## 4.1 SITE AND EXTERNAL ENVIRONMENT

***The site assumption is clear that the OIP will remain at its present 4-acre site with no need for expansion.***

The OIP is historic, authentic and unique in the region and of national importance. A 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 its attendance levels and venue rental opportunities. With higher attendance, more people will be exposed to the OIP. Conversely, higher attendance at the OIP will benefit the Botanical Garden. 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. Key assumptions include the following points:

- OIP will continue to explore ways to improve the entrance experience, which can at times create visitor "bottlenecks" due to the narrowness of the entryway.
- It is understood that ISHS is considering relocating the J. Curtis Earl Memorial Exhibit at this time. The potential relocation of this military and weaponry-focused exhibition would create 4,500 sq. ft. of exhibition space in a gallery that already includes environmental controls. This space would contain a permanent exhibition on the OIP if implemented. While final decisions have yet to be made, for the purposes of the study we will assume that the military exhibit will be relocated and made available to visitors in another location.
- 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 in storage that are not consistent with the history of the penitentiary. This will create additional space for venue rentals that will increase earned income for the OIP. The Blacksmith Shop will potentially be used for an immersive theatre and other "false front" buildings used for temporary exhibitions.
- There will be second tier 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 will be maintained as 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 exclusively for new and enhanced exhibitions. This takes into account that additional state funds will be allocated to needed infrastructure improvements on site.
- The Idaho State Historical Society (ISHS) in partnership with the Idaho Division of Public Works (DPW) has Old Idaho Penitentiary (OIP) projects both underway and in planning. Those projects are as follows:
  - 2017621 ISHS: Repair Entry Sidewalks & Install Lighting at the OIP @ \$287,500 - Active Construction
  - 2023621 ISHS: Roof Overlay for the Shirt Factory and JC Earl Building at the OIP @ \$390,000 - Active Construction
  - 2020622 ISHS: Security and Emergency Systems updates and upgrades, Phases 1 at the OIP @ \$275,000 - Wrapping up 2023
  - 2021622 ISHS: Repair Roof/Paint the Warden's House on the OIP campus @ \$270,000 in planning
  - 2021621 ISHS: Replace Roof/Electrical Safety/Paint, Bishop's House on the OIP campus @ \$660,000 in planning
  - 2022621 ISHS: ADA Public Access for the Old Idaho Penitentiary Administration Building at the OIP @ \$380,000 in planning
  - 2020621 ISHS: Replace Roof/Gutter Restoration of the Old Idaho Penitentiary Guard House on the OIP campus @ \$300,000 in planning
  - Current Projects held with DPW for OIP & OIP Campus = \$2,562,500
- During his tenure in office Idaho Governor Brad Little has worked to invest Idaho's budget surplus in tax relief and infrastructure investment for future generations. Through this investment the ISHS has received commitment for the OIP to meet deferred maintenance priorities as listed. These priorities are to be phased as follows:
  - Phase 1:
    - Restoration and painting to mitigate deteriorating of wood and stone at and in the OIP @ \$410,000
  - Phase 2:
    - Replace concrete and asphalt sidewalks and pads interior of walls in the OIP @ \$325,000
    - Restoration and preservation of the wooden catwalk around the parameter walls to include the guard towers at the OIP @ \$500,000
- Separate from the \$4 million State of Idaho commitment to support new exhibitions at the OIP is a current deferred maintenance investment committed of \$1,235,000. The anticipated investment in infrastructure, restoration, and preservation at the OIP over the

next three to five years is estimated to total \$3,797,500. The ISHS through its annual budget process is seeking additional funding support through the Permanent Building Fund Advisory Council for additional electrical and electrical repairs for the J.C. Earl and Shirt Factory building and HVAC for the False Front Buildings @ \$500,000.

- If additional funds are raised beyond the assumed \$8 million to implement *the Interpretive and Visitor Experience Master Plan*, the funds will be allocated to a reserve fund to support bringing traveling exhibitions to the OIP.

## 4.4 EXHIBITIONS

The specific exhibitions to be offered in the future OIP will be developed as part of the future detailed exhibition design process. 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 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.
- The permanent exhibition is assumed to be structured chronologically to provide context to visitors and 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 will be woven throughout the cell blocks and other interpretation around the site.
- It is assumed that the operating of the OIP will include a Reserve to help fund future changes to the permanent exhibitions. Although the permanent exhibitions will not need to change until about Year 3, the Reserve will be in place at the outset and build up funds over time.
- 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:

- New school programs will be developed to take advantage of the 3rd grade curriculum opportunities outlined in Chapter 3, leveraging existing relationships and resources to take better advantage of the educational opportunities afforded by the site.
- 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) but it is not assumed for the purposes of the projections.



- The Criminal Justice Center will be hosted by OIP with no additional space or staffing requirements during the period projected. The Justice Center will not be programmed by OIP staff, but space will be made available on an occasional basis to interested parties for seminars, talks, conferences etc. on the general topic of criminal justice with programming developed and delivered by those parties (such as, say, police groups, State or federal justice departments, lawyers' associations and so on. Greater OIP and ISHS involvement in future Criminal Justice Center programming may be considered as part of a future second phase of development.

## 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). The overall analysis indicates that refinement is the operative word (as opposed to, say, a complete overhaul) leading to the following analyses and assumptions:

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 stand-alone website and is not assumed to have one in the future. Its web presence includes 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. ***Since OIP's website will continue to be part of the overall ISHS site, it is assumed that there will be a clearer OIP page structure to enable ease of access and use.***

As part of the ISHS site, 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 (although staff have noted that the visibility of the catalog affects neither attendance nor sales). Additionally, the catalog is uploaded as a PDF file rather than individual entries or records in an online database, decreasing searchability. To address these issues:

- The OIP will create a digital collections portal using the existing ISHS website.
- As emphasized by Visit Boise, the web site will encourage more venue rentals by including photographs and diagrams of event setups as well as the availability of parking.
- Staff have made significant efforts to enhance collection accessibility via digital means. For example, an existing partnership with Ancestry.com enables access to virtually all of OIP's digitized inmate records via that platform. Further expansion of access to digitized records

(such as those now available through Ancestry) via the ISHS website is assumed for the purposes of this study.

A technical analysis was performed using Google Lighthouse. While staff report that current OIP pages rank well in Google search results when compared to the overall agency, the Lighthouse analysis indicated that performance was affected by 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 assumptions are as follows:

- The OIP and ISHS will work with existing web developers to increase load speed and reduce errors and improve website performance.
- The website will be updated to include visitor information for those with physical disabilities, sensory needs, and those who are hard of hearing or seeing. This will include working with existing website developers to increase background and text contrast to ensure the website is accessible for those with visual impairment.
- The online sales system will be enhanced.

#### 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 will continue its current social media efforts, tracking the success of posts to refine a content strategy. This includes leveraging YouTube content by embedding videos on the Old Idaho Penitentiary web page to the extent allowed by content capacity limitations.

## 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, including digitized inmate records, along with access to ISHS collections, there is little need to develop collections further in order to support enhanced storytelling. We have noted above that enhancing access to existing digitized collections is ongoing with further expansion of access assumed, and also that greater access to collections will occur via the proposed permanent and temporary exhibition program. These initiatives 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 and assumed substantially higher admission prices with implementation of the *Interpretive and Visitor Experience Master Plan*, which could be 2-4 years from now. The assumed prices by ticket category are set out below based on the following conclusions and recommendations/assumptions. 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 will 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, it is assumed that adults will be defined as aged 25-61. This will 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 and assumed. A \$2.00 discount on any of the admission ticket categories is assumed for AAA members.
- EBT card holders will continue to receive a substantial discount, but a modest increase is assumed for 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 assumed. School groups will be sought for only grades 3 and up given the subject matter.
- Sponsorship will be sought for distribution of free admission tickets to those who cannot afford admission through social service agencies, religious institutions and schools.

#### Assumed Future Admission Prices and Categories:

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

Ticket Category	2023 Base Admission Prices	Assumed 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
Child (under 6)/Other Unpaid/ Indirect Paid (rentals, programs, members)	\$0.00	\$0.00

To offer a transition to the higher admission charges, it is assumed that ***prices will be increased 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, it is assumed that ***QR codes will be used for self-guided visits as is also planned for the Old Joliet Prison.***

Guided Tours:

Recognizing that some people would prefer guided tours, it is assumed that scheduled guided tours with behind the scenes elements will 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. It is assumed that ***a \$4.00 surcharge for scheduled guided behind the scenes tours for all visitors and free for members of ISHS will be introduced.***

#### Ticket Packaging:

It is assumed that admission ticket packaging with the Idaho Botanical Garden will continue and grow, and potentially could also include the Idaho State 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 OIP-only visitors to be provided with half priced admission to the Idaho State Museum on the same or next day.

## 4.9 OTHER EARNED INCOME

Assumptions regarding other sources of earned income are as follows:

#### 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 the store, which is *not assumed to increase in size or be relocated.*
- The retail store is assumed to ***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 ***food truck opportunities*** on site will be expanded to offer more variety during events and other peak periods.

#### 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 Bishops’ House. The other commonly cited unique venue for venue rentals in Boise was the Jack’s 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 Bishops’ House or the Idaho Botanical Garden. This will require allocation of OIP staff resources and a strengthened volunteer program. The Idaho State Museum, with no promotion, expects 10 weddings in 2023. ***Despite these opportunities, the staffing implications and the need to recognize the importance of rentals to the Bishops’ House, a limited increased focus on additional venue rentals is assumed at the outset of the implemented master plan and that it will grow based on market demand.*** This builds upon recent initiatives that have already increased the venue rentals offered by the OIP.
- The Shirt Factory offers a good opportunity for increasing indoor venue rentals and associated earned income, particularly if some of the 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 very 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, it is assumed that discounted not for profit renters will only be able to book space four months in advance and when onsite staff is available, primarily on weekdays. 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.
- It is assumed that an escape room experience will be implemented only if a private operator is willing to invest in ancillary space as a revenue generator but is not assumed during the period projected in this study. If implemented, it would be on the condition that the private operator of an escape room will educate visitors about prisoner escapes and escape attempts at the OIP. An example of a successful escape room at a former prison is 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 it is expected that the enhanced Halloween/October programming should yield higher revenues than is currently the case.

#### Fundraising Events and Other Sources of Earned Income:

- 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.***
- Other sources of earned income include Communications Tower and Building Leases. These are assumed to continue. In addition, other sources could include donation boxes, licensing and other opportunities to be developed by management.

## 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, Eats 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, it is assumed that the OIP will remain open on Mondays ***and closed to general public visitors on Tuesdays*** in order to match the Tuesday closed day for the Idaho Botanical Garden. The exception will be scheduled school group visits, which could be on Tuesdays as well.
- ***Regular evening tours or open hours for OIP are not assumed 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 but additional staff is needed. The assumptions 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*. The staffing costs associated with the additional staff are set out in Chapter 5:

Full-Time:

- Customer Service Representative
- Retail Store Operator
- Education Specialist
- Interpretive Specialist

Part-Time:

- Three Customer Service Representatives whose combined time would be 1.0 full-time equivalent (FTE)

This leads to the assumed **additional 5.0 FTE** staff to support the current 4 full-time and 16 on-site part-time staff. 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.

## 4.13 BRANDING AND MARKETING

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 local and state 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 assumed 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.***

With respect to marketing, the key assumption is that the annual operating budget allocated to the ISHS for marketing will increase and benefit the OIP as well.



## 4.14 OTHER ASSUMPTIONS

- It is assumed that the capital investment in the enhancement of the reimagined OIP will be based on government and private funds with no debt applicable to OIP. Therefore, *debt service* is not part of the operating budget of the OIP.
- All revenue and expense projections will be stated in 2024 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% over whatever the inflation rate is each year.

# Chapter 5

Attendance,  
Operating Revenue  
and Expense  
Projections

# 5. ATTENDANCE, OPERATING REVENUE AND EXPENSE PROJECTIONS

This chapter sets out our projections of attendance, operating revenues and expenses for the opening five years of operation of the reimagined and enhanced Old Idaho Penitentiary (OIP). The projections assume implementation of the *Interpretive and Visitor Experience Master Plan* and reflect other assumptions set out in the previous chapter of this report.

The projections are built on a base level of both pre-COVID 2019 attendance, income and expenditure figures for the OIP as well as budget figures for 2023. The base level figures shown use both, as appropriate. The projections also take into account that the OIP is not an independent institution but that it benefits from the centralized management, staffing and other services provided by the Idaho State Historical Society (ISHS). In addition, all revenues associated with donations, sponsorships, endowments and fundraising are not specific to the OIP but rather are for the overall ISHS, including revenues from the Foundation for Idaho History. Accordingly, the revenue projections for the OIP set out in this chapter do not include these centralized revenue categories. Similarly, marketing and other expenditures that are centralized by the ISHS are not projected for the OIP.

Given uncertainly when the assumed implementation of the Master Plan will take place, we have not referred to specific years but rather to Years 1 to 5. The projections are based on the assumptions set out in Chapter 4 and the contextual, comparables and market analyses in Chapters 2 and 3, as well as the judgment and experience of the consultants.

All financial projections are in 2024 constant dollars with figures assumed to change at whatever the prevailing rate of inflation is. An exception is staffing costs, which are assumed to increase at a rate of 0.5% per year above the prevailing annual inflation rate.

## 5.1 ON-SITE ATTENDANCE PROJECTIONS

To prepare attendance projections first requires a reasonable definition of who would or would not be defined as a visitor. For the purposes of these projections, a visitor is someone who attends an exhibition, event or program at the reimagined OIP. This includes those attending venue rentals or events. Not included are staff and volunteers, service and delivery people. While outreach and access through a web site are important, the attendance projections do not include outreach programs or web site hits/visits.

It is important to emphasize that there is no simple computer formula that leads to accurate attendance projections. While there are ratios and formulas that may be used based on the experience of comparable or nearby institutions, all methods have weaknesses. It is also important to note that in utilizing data from other penitentiary museums and other museums in Boise and Idaho there are a variety of definitions of what constitutes a visitor and no complete certainty that the comparative attendance figures reported are accurate. The ratios and benchmarks nonetheless help to inform our judgment in preparing the attendance projections for the reimagined and enhanced OIP.

### 5.1.1 Benchmarks for On-Site Attendance Projections

The benchmarks to help inform attendance projections for the reimagined Old Idaho Penitentiary are based upon:

- The experience of other selected penitentiary historic sites elsewhere in the country.
- The experience of other selected museums and related institutions in Boise and Idaho.
- An estimate based on existing OIP attendance.

#### **Based on Population Ratio from Other Penitentiary Historic Sites**

The three comparable penitentiary historic sites set out in Chapter 2 are the Eastern State Penitentiary Historic Site in Philadelphia, the Old Joliet Prison Historic site near Chicago, and the Wyoming Territorial Prison State Historic Site in Laramie. Under most circumstances when using data from comparables to help project attendance levels, the two methods used are ratios based on the size of the exhibition space and the size of the regional population which are then applied to the subject museum. However, the appeal of penitentiary museums is not the exhibition space, but rather the cells and other aspects of the overall historic sites which are not defined as exhibition space. As such, a ratio of visitors per square foot exhibition space is not useful in this case. The only ratio used is based on county populations.

- **Ratio of Visitors per Thousand County Population:** As shown in the following table, both the attendance levels and the size of the county populations for the three selected comparables vary widely. Nonetheless, the average ratio of the three has been used to help inform the attendance projections. The ratio is 238.2 visitors per thousand county population. When applied to the Ada County population in Idaho of 494,967 in 2020 it leads to an attendance estimate of around 118,000.

<b>Ratios from Selected Penitentiary Historic Sites (rounded)</b>	<b>Pre-COVID Reported On-Site Attendance</b>	<b>County Location</b>	<b>County Population, 2020</b>	<b>Visitors per Thousand Metro Population</b>
Eastern State Penitentiary Historic Site, Philadelphia PA	395,000	Philadelphia	1,603,779	246.3
Old Joliet Prison Historic Site, IL	40,000	Will	696,355	57.4
Wyoming Territorial Prison Museum, Laramie, WY	16,000	Albany	38,950	410.8
<b>Average</b>	<b>150,333</b>		<b>779,695</b>	<b>238.2</b>
<b>Old Idaho Penitentiary, Boise ID</b>	<b>64,269</b>		<b>494,967</b>	

### **Based on Attendance of Other Selected Museums and Related Institutions in Idaho**

Chapter 2 also considers the experience of other selected museums and related institutions in Boise and elsewhere in Idaho. Of particular importance is the experience of the Idaho State Museum and the Idaho Botanical Garden. In pre-COVID 2019, the State Museum reported close to 49,000 visitors, which is surprisingly lower than should be the case given the quality of the visitor experience. The explanation, as confirmed in the interview process, is a perception for many that one history museum is very much the same as the next and because of the existence of another similar museum, the Museum of Idaho, in Idaho Falls.

The Idaho Botanical Garden also offers an important benchmark for attendance at the future OIP. It reported about 100,000 visitors in 2019 excluding the evening concerts. However, as also discussed in Chapter 2, the Garden is in the midst of a capital fundraising campaign to add a Visitor Center and four additional gardens, which should result in higher year-round attendance.

In addition, among the other charged admission museums and related institutions in Idaho set out in Chapter 2, other useful benchmarks are from the Discovery Center in Boise and the Museum of Idaho in Idaho Falls, each at about 100,000 annual visitors, and the Zoo in Idaho Falls at 144,000 reported visitors.

Taking the attendance experience of these other museums and related institutions in Boise and Idaho into account suggests the reasonableness of attendance in the range of 95,000 visitors for the future OIP.

### **Estimate of Growth from Existing OIP Attendance**

In pre-COVID 2019, the total OIP attendance was close to 64,300. The expectation for 2023 is that attendance will grow to 74,000 annual visitors, in part reflecting an increased emphasis on venue rentals. And higher attendance is estimated by OIP staff for 2024 and 2025. We have nonetheless used 74,000 as the base level attendance for the purposes of these projections.

The main assumptions associated with implementation of the *Interpretive and Visitor Experience Master Plan* and this business plan which should contribute to attendance growth at the future OIP are as follows:

- A substantially enhanced visitor experience, including permanent and temporary exhibition spaces and a theatre experience and generally more contemporary, immersive and interactive experiences based on an \$8 million capital investment.
- More public and educational programs to reflect a larger staff.
- A modification to the OIP brand to become Old Idaho Penitentiary Historic Site, which will clarify to tourists that the OIP is not a functioning prison.
- Increased expenditures on marketing balanced against higher admissions charges and the reality that the substantial enhancement of the Idaho State Museum did not lead to the anticipated level of attendance growth.
- Continued projected population growth in and near Boise.

With 74,000 visitors as the base level attendance, our judgment and experience is for a 30% growth over the base level, or about 96,000 visitors in the stabilized Year 3.

**Averaging the Three Estimates**

As stated, all of the methods used have weaknesses but are nonetheless helpful in establishing benchmarks. *Averaging the three estimates leads to an attendance figure of about 103,000 visitors in the stabilized Year 3. However, given the experience of the Idaho State Museum attracting fewer visitors than projected, we have rounded the estimate down to 100,000 visitors in the stabilized Year 3.*

Attendance Projections Based on ...	Attendance (rounded)
Population Ratio from Other Selected Penitentiary Museums	118,000
Experience of Other Selected Institutions in Boise and Idaho	95,000
Estimate of Growth from Existing OIP Attendance	96,000
<b>Stabilized Year 3 Average</b>	<b>103,000</b>
<b>Stabilized Year 3 (rounded)</b>	<b>100,000</b>

As is common, due to the curiosity factor and the media attention that should be paid to the opening of the reimagined Old Idaho Penitentiary, opening year attendance will be the highest. Whereas the norm for Year 1 in a new museum is about 20% higher than the stabilized attendance, the OIP already exists so we estimate that attendance will be about 10% higher in Year 1. Without any assumed phasing, the attendance levels in Years 4 and 5 will be about the same as the stabilized Year 3.

The attendance projections for the reimagined OIP are therefore as follows:

- Year 1: 110,000
- Year 2: 102,000
- Year 3: 100,000
- Year 4: 100,000
- Year 5: 100,000

### 5.1.2 Attendance by Main Market Segment and Ticket Category

The following table indicates our estimates of attendance levels for each year projected by main the market segments and by the assumed admissions ticket categories, including those who receive free admission or are indirect paid visitors (members, rentals, programs).

As is common, the projections indicate that resident market attendance will be highest in the opening year and will be at a higher percentage in subsequent years than the base level because of more repeat visits for temporary exhibitions and public programs. School attendance will grow but will represent a lower percentage than the previous and current 13-15% range because of more success in attracting other market segments. Unpaid and indirectly paid visitors are projected to account for 30% of the total. These attendance estimates are summarized in the following table.

Attendance Projections (rounded)	Base	Year 1	Year 2	Year 3	Year 4	Year 5					
	Level	%	%	%	%	%	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Projected Total On-Site Attendance</b>	<b>74,000</b>						<b>110,000</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Attendance by Main Segment</b>											
Residents (Boise MSA)	35%	50%	45%	45%	40%	40%	55,000	45,900	45,000	40,000	40,000
Tourists	65%	50%	55%	55%	60%	60%	55,000	56,100	55,000	60,000	60,000
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>110,000</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Attendance by Ticket Category</b>											
Adult (25-61)		28%	28%	28%	28%	28%	30,800	28,560	28,000	28,000	28,000
Senior (62+), Veterans, Military		14%	14%	14%	14%	14%	15,400	14,280	14,000	14,000	14,000
Youth (13-24)		9%	8%	8%	8%	8%	9,900	8,160	8,000	8,000	8,000
Child (6-12)		5%	5%	5%	5%	5%	5,500	5,100	5,000	5,000	5,000
School Groups		10%	11%	11%	11%	11%	11,000	11,220	11,000	11,000	11,000
Non-School Groups		3%	3%	3%	3%	3%	3,300	3,060	3,000	3,000	3,000
EBT Cardholders		1%	1%	1%	1%	1%	1,100	1,020	1,000	1,000	1,000
Unpaid/Indirect Paid (members, rentals, programs)		30%	30%	30%	30%	30%	33,000	30,600	30,000	30,000	30,000
<b>Total</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>110,000</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

## 5.2 PROJECTED OPERATING REVENUES

This section sets out our projections of operating revenues during the opening five years assuming implementation of the exhibit and other enhancements of the reimagined OIP. The projections take into account the pre-COVID 2019 and the 2023 budget figures for the OIP, as appropriate, and are set out in the following earned income categories.

- Admissions
- Retail Sales
- Venue Rentals
- Public and Educational Programs
- Other Earned Income

No income is shown from membership because membership is within the overall Idaho State Historical Society. Similarly, the Foundation for Idaho History raises capital and operating funds to support all of the sites of the Idaho State Historical Society and so no revenues from donations, sponsorship, fundraising events or endowments are attributable to the OIP.

***For the purposes of these projections the base level financial support from the State of Idaho is shown to be maintained at the 2023 budget level to allow the bottom line of the projections to be the additional amount required from State sources to break even on operations for each year projected.***

### 5.2.1 Admissions

The OIP generated admissions revenue of \$311,298 in 2019. At 64,269 visitors that indicates an average of \$4.84 per visitor, including free admission and indirect paid visitors. The budget for 2023 calls for admissions revenue of \$425,000 and 74,000 annual visitors. If accurate that would translate to \$5.74 per visitor. Taking into account that the 2023 figures are estimates, we have established the base level admissions revenue for the purposes of the projections at a rounded \$375,000 with base level attendance at 74,000.

The estimates of admissions revenue emerge from the attendance projections by ticket category in the section above and the assumed admission charges outlined in the previous chapter.

Discounts offered in collaboration with the Idaho Botanical Garden, the Idaho State Museum and other museums, hotels, AAA and other potential partners will help to increase attendance levels but will lower admissions revenue. We have estimated the impact of such discounts to be 10% in Year 1 and 8% in subsequent years. Also estimated are the number of visitors who would pay the \$4.00 surcharge for guided tours. With the QR code incentive for self-guided tours to help limit staffing and volunteer requirements for guided tours, we estimate that only 5% of visitors will select the guided tour option. These estimates and assumptions lead to the following admissions revenue projections.

Admission Revenue												
Ticket Categories	Base Level	Ticket Charge	Year 1 Visitors	Year 1 Admissions	Year 2 Visitors	Year 2 Admissions	Year 3 Visitors	Year 3 Admissions	Year 4 Visitors	Year 4 Admissions	Year 5 Visitors	Year 5 Admissions
Adult (25-61)		\$15.00	30,800	\$462,000	28,560	\$428,400	28,000	\$420,000	28,000	\$420,000	28,000	\$420,000
Senior (62+), Veteran, Military		\$11.00	15,400	\$169,400	14,280	\$157,080	14,000	\$154,000	14,000	\$154,000	14,000	\$154,000
Youth (13-24)		\$11.00	9,900	\$108,900	8,160	\$89,760	8,000	\$88,000	8,000	\$88,000	8,000	\$88,000
Child (6-12)		\$6.00	5,500	\$33,000	5,100	\$30,600	5,000	\$30,000	5,000	\$30,000	5,000	\$30,000
School Groups (avg.)		\$3.00	11,000	\$33,000	11,220	\$33,660	11,000	\$33,000	11,000	\$33,000	11,000	\$33,000
Non-School Groups (avg.)		\$8.00	3,300	\$26,400	3,060	\$24,480	3,000	\$24,000	3,000	\$24,000	3,000	\$24,000
EBT Cardholders		\$4.00	1,100	\$4,400	1,020	\$4,080	1,000	\$4,000	1,000	\$4,000	1,000	\$4,000
Indirect Paid/ Unpaid		\$0.00	33,000	\$0	30,600	\$0	30,000	\$0	30,000	\$0	30,000	\$0
<b>Total before discounts</b>			<b>110,000</b>	<b>\$837,100</b>	<b>102,000</b>	<b>\$768,060</b>	<b>100,000</b>	<b>\$753,000</b>	<b>100,000</b>	<b>\$753,000</b>	<b>100,000</b>	<b>\$753,000</b>
<b>Total after discounts (10/8%)</b>	<b>\$375,000</b>			<b>\$753,390</b>		<b>\$706,615</b>		<b>\$692,760</b>		<b>\$692,760</b>		<b>\$692,760</b>
Surcharge for Guided Tours		\$4.00	5,500	\$22,000	5,100	\$20,400	5,000	\$20,000	5,000	\$20,000	5,000	\$20,000
<b>Total With Surcharge Revenue</b>				<b>\$775,390</b>		<b>\$727,015</b>		<b>\$712,760</b>		<b>\$712,760</b>		<b>\$712,760</b>
Admissions Revenue per Visitor	\$5.07			\$7.05		\$7.13		\$7.13		\$7.13		\$7.13



## 5.2.2 Retail Sales

The current OIP retail store offers 200 square feet of public retail place, generating \$70,788 in sales in 2019, or \$354 per sq. ft. but only \$1.10 per visitor. However, the 2023 budget calls for retail sales of \$175,000. We have used the mid-point, or \$122,894 as the base level, and with base level attendance at 74,000 that translates to \$1.66 per visitor and \$614 per sq. ft.

The assumption is that the future OIP retail store will remain the same size in its current location but also include limited grab and go food and beverage opportunities.

Higher attendance will expose substantially more people to retail opportunities in the OIP and keep retail sales per visitor in the same general range at an estimated \$1.75 per visitor at opening and grow slightly in each subsequent year to reflect greater product and market knowledge over time. Sales per sq. ft. will increase substantially given the small size of the available space.

The assumptions and estimates above lead to the following retail sales projections. (Costs of goods sold are included with the expense projections later in this chapter.)

Retail Sales (200 sf store)	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Attendance	74,000	110,000	102,000	100,000	100,000	100,000
Average Sales per Visitor	\$1.66	\$1.75	\$1.77	\$1.78	\$1.79	\$1.80
<b>Total Net Revenue</b>	<b>\$122,894</b>	<b>\$192,500</b>	<b>\$180,540</b>	<b>\$178,000</b>	<b>\$179,000</b>	<b>\$180,000</b>
Sales per Square Foot	\$614	\$963	\$903	\$890	\$895	\$900

## 5.2.3 Venue Rentals

In 2019 the OIP generated only \$9,850 from venue rentals. With a greater focus on rentals in 2023, the budget estimate is for \$25,000, which is still modest but also reflects limited staff resources. However, the assumption associated with the reimagined OIP that affects venue rentals is for a limited increased focus, taking into account the impact on staffing and volunteer requirements and the importance of weddings as a revenue generator for the Bishops' House. The new Visitor Center at the Idaho Botanical Garden will also have a stronger focus on venue rentals. Nonetheless, there will be opportunities for more income for the OIP, especially by greater utilization of the Shirt Factory space and outdoor opportunities in the Rose Garden.

Although revenues may vary widely, we estimate that income from venue rentals will grow from the \$25,000 budget estimate for 2023 to reach \$60,000 by Year 5, as seen in the following table.

Venue Rentals	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	\$25,000	\$45,000	\$45,000	\$55,000	\$55,000	\$60,000

## 5.2.4 Public and Educational Programs

It is part of the mission of all museums to offer various levels of public and educational programs. In general, some programs are free or free with admission while others are charged. Revenues generated by the OIP in 2019 from public and educational programs totaled \$38,905 with no income from this source budgeted in 2023 because the revenues were included in the admission charge estimate. The 2019 figure has been used as the base level.

The assumption set out in the previous chapter associated with public and educational programs is that higher attendance will expose more visitors to existing and additional public and educational programs, and especially for increased Halloween related programming. As shown in Chapter 2, Halloween programming is a primary revenue generator for the Eastern State Penitentiary Historic Site.

With limited growth in staff and volunteer levels the revenues generated for public and educational programs at the OIP should be more substantial in the future. For the purposes of these projections, we have estimated a rounded doubling of base level revenues by Year 5, as follows.

Public and Educational Programs	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	\$38,905	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000

### 5.2.5 Other Earned Income

Just as membership is in the Idaho State Historical Society with no option for membership only in the Old Idaho Penitentiary, there is no fundraising event specific to the OIP. Other sources of earned income have included communications tower and building leases which generated \$117,567 in 2019 and are budgeted at \$136,244 in 2023. We have used the 2023 figure as the base level.

Although there will be some reduction in leases, most are assumed to continue. In addition, other sources of earned income could include donation boxes, licensing and other opportunities to be developed by management. While amounts may vary widely, we have projected increased income from other earned sources to grow modestly as follows.

Other Earned Income	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	\$136,244	\$150,000	\$150,000	\$155,000	\$155,000	\$160,000

### 5.2.6 Existing State Financial Support

Although the OIP received a federal grant in 2023, that was a one-time project grant and cannot be assumed for future years. No federal grant funds were received in 2019, and no municipal or County financial support has been received. In addition to the central support from the Idaho State Historical Society, the State allocated \$80,237 in 2019 with a budget estimate of \$82,000 in 2023. We have used the 2023 figure as the base level. This allows the bottom line for the projections to be the *additional* amount required from State government support to break even each year.

## 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* and other assumptions set out in this business plan during the opening five years are as follows:

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

Not included are expenditures for collections care, marketing and development because these services are centrally provided by the Idaho State Historical Society, both the staff resources and the non-staff expenditures. It has nonetheless been assumed that implementation of the *Interpretive and Visitor Experience Master Plan* will result in increased ISHS expenditures on marketing to help increase attendance and visitor-generated revenues and on development to help increase private support.

### 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 and staffing 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 need to 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 sources 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 recommend 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 2024 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 from 2023 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 Visitor Experience Master Plan* will be substantially 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.

### 5.3.2 Building Occupancy Costs

Occupancy costs are generally defined to include all costs, excluding salaries, associated with building repairs and maintenance, utilities, security systems and building insurance, and rent if applicable, which is not the case for the OIP. In 2019, the total reported expenditure for occupancy costs was \$70,868, with \$112,000 budgeted in 2023. The latter figure has been used as the base level.

There is no new construction planned with implementation of the *Interpretive and Visitor Experience Master Plan*. However, there will be increased electricity use with implementation of more multimedia opportunities, and in addition, higher attendance will result in more expenditures on repairs and maintenance. Although amounts may vary, we have projected the following growth in building occupancy costs over the five years projected.

Building Occupancy	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Costs	\$82,000	\$115,000	\$120,000	\$122,000	\$126,000	\$130,000

### 5.3.3 Exhibition Costs

The OIP has very little exhibition space, but this will change with implementation of the *Interpretive and Visitor Experience Master Plan*, including more temporary exhibitions. In 2019, the investment in exhibitions was only \$3,964, with \$12,000 budgeted in 2012, which has been used as the base level figure.

The new permanent exhibitions will be part of the \$8 million capital investment assumed for the OIP with implementation of the Master Plan, and so will not be part of the exhibitions operating costs projected here. Year 1 routine maintenance costs will be partially offset by warranties, but these costs will increase over time.

By Year 3 and increasingly in Years 4 and 5 there will need to be investment in changing some of the permanent exhibitions. To recognize this need, it has been assumed that a reserve fund will be established at the outset and that it will build up over time before it is used.

It is also 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. It cannot be known at this time what the temporary exhibitions will be, but they could be located in renovated spaces in the Trusty Dorm and adjacent Barbershop.

These assumptions lead to the following projections.

Exhibition Costs	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Routine Maintenance		\$5,000	\$7,000	\$9,000	\$11,000	\$13,000
Reserve for Permanent Exhibits		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Temporary Exhibitions		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total Costs</b>	<b>\$12,000</b>	<b>\$155,000</b>	<b>\$157,000</b>	<b>\$159,000</b>	<b>\$161,000</b>	<b>\$163,000</b>

### 5.3.4 Public and Educational Programs

In 2019, the OIP spent only \$10,001 on various non-staff costs for public and educational programs and budgeted \$21,500 for 2023. We have used the 2023 budget figure as the base level. The reported revenue from public and educational programs in pre-COVID 2019 was nearly four times higher than the non-staff costs.

The assumptions are for more public and educational programs with implementation of the Master Plan and a modest growth in staff and volunteer resources. In particular, a much greater focus on Halloween programs is assumed, whose revenues should substantially exceed costs, as also found by the Eastern State Penitentiary Historic Site in Philadelphia.

Based on the 2019 experience of the OIP, our estimates of costs associated with public and educational programs, including Halloween programming, is that costs will be 50% of the revenues projected earlier in this chapter. This leads to the following projections.

Public and Educational Programs	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Costs	\$23,000	\$30,000	\$32,500	\$35,000	\$37,500	\$40,000

### 5.3.5 General and Administrative

General and administrative costs exclude staffing and include items that vary by institution. Generally, these costs include office and related supplies, equipment, mailing, information technology, printing, telephone, travel, conferences, volunteer perquisites, professional services, the web site, dues and subscriptions, credit card fees, entertainment, and other items that do not fit into the other expense categories. In the case of the OIP some of these costs are borne by the ISHS as part of the central management and staffing services it provides.

In 2019, the OIP allocated \$82,413 from its operating budget to general and administrative costs, which was close to 22% of staffing costs. The 2023 operating budget calls for an expenditure of \$228,034 to reflect planning costs and other uncommon expenditures. We have therefore used the mid-point between the 2019 and 2023 figures, or \$155,224, as the base level. That would be close to 32% of the budgeted \$490,723 staffing cost in 2023. These percentages are substantially higher than the 10-15% norm for general and administrative costs as a percentage of staffing costs, because of the central management and staffing support the OIP receives from the ISHS.

For the purposes of these projections, taking into account that the OIP will continue to benefit from centralized ISHS management and staff, we estimate that general and administrative costs for the OIP will be 25% of projected staffing costs. This leads to the following projections.

General and Administrative	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Costs	\$155,224	\$206,046	\$207,076	\$208,111	\$209,152	\$210,198

### 5.3.6 Retail Cost of Goods Sold

The retail cost of goods sold in 2019 was \$45,137, which was close to 64% of retail revenues and thus at the high end of a common 50-60% range. The 2023 budget calls for the retail cost

of goods sold at \$105,000, which is 60% of sales. The mid-point, or, \$75,069, has been used as the base level.

For the purposes of these projections, we have estimated the cost of goods sold will remain at 60%, leading to the following projections.

Retail Cost of Goods Sold	Base	Year 1	Year 2	Year 3	Year 4	Year 5
Total Costs	\$75,069	\$115,500	\$108,324	\$106,800	\$107,400	\$108,000

## 5.4 SUMMARY OF PROJECTIONS

The following table summarizes our projections of attendance, operating revenues and expenses for the Old Idaho Penitentiary (OIP) for the opening five years of its operation after implementation of the *Interpretive and Visitor Experience Master Plan*.

We project that attendance levels, even with substantially increased admission charges, will increase from the base level 70,000 visitors to a stabilized 100,000 annual visitors. The regular change offered by the future OIP will increase repeat visitation levels among residents and help to attract more tourists as well.

The projections are that earned income levels will increase substantially, particularly revenues from admissions. However, staffing and other operating costs will need to increase as well, requiring an operating budget in the range of \$1.4 to \$1.5 million per year, compared to the \$970,000 budgeted in 2023 and the base level \$838,000. However, with the popularity of prison museums and the increased earned income for the reimagined OIP, the additional amount required by the State of Idaho to break even on operations each year is limited to about \$141,000 in Year 1 and grow to roughly \$217,000 to \$219,000 by Years 4 and 5.

Summary of Attendance, Operating Revenue and Expense Projections	Base Level	Year 1	Year 2	Year 3	Year 4	Year 5	Base Level %	Year 1 %	Year 2 %	Year 3 %	Year 4 %	Year 5 %
<b>Annual Attendance</b>	<b>74,000</b>	<b>110,000</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>						
<b>Projected Operating Revenues</b>												
Admissions	\$375,000	\$775,390	\$727,015	\$712,760	\$712,760	\$712,760	44.7%	53.6%	50.0%	48.7%	48.2%	47.8%
Retail Sales	\$122,894	\$192,500	\$180,540	\$178,000	\$179,000	\$180,000	14.7%	13.3%	12.4%	12.2%	12.1%	12.1%
Venue Rentals	\$25,000	\$45,000	\$45,000	\$55,000	\$55,000	\$60,000	3.0%	3.1%	3.1%	3.8%	3.7%	4.0%
Public and Educational Program	\$38,905	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	4.6%	4.2%	4.5%	4.8%	5.1%	5.4%
Other Earned Income	\$136,244	\$150,000	\$150,000	\$155,000	\$155,000	\$160,000	16.3%	10.4%	10.3%	10.6%	10.5%	10.7%
Existing State Support	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	9.8%	5.7%	5.6%	5.6%	5.5%	5.5%
<b>Total Revenue Projected</b>	<b>\$780,043</b>	<b>\$1,304,890</b>	<b>\$1,249,555</b>	<b>\$1,252,760</b>	<b>\$1,258,760</b>	<b>\$1,274,760</b>	<b>93.1%</b>	<b>90.3%</b>	<b>86.0%</b>	<b>85.6%</b>	<b>85.2%</b>	<b>85.4%</b>
<b>Projected Operating Expenses</b>												
Salaries, Wages, Benefits	\$490,723	\$824,183	\$828,304	\$832,446	\$836,608	\$840,791	58.6%	57.0%	57.0%	56.9%	56.6%	56.4%
Occupancy	\$82,000	\$115,000	\$120,000	\$122,000	\$126,000	\$130,000	9.8%	8.0%	8.3%	8.3%	8.5%	8.7%
Exhibitions	\$12,000	\$155,000	\$157,000	\$159,000	\$161,000	\$163,000	1.4%	10.7%	10.8%	10.9%	10.9%	10.9%
Public and Educational Programs	\$23,000	\$30,000	\$32,500	\$35,000	\$37,500	\$40,000	2.7%	2.1%	2.2%	2.4%	2.5%	2.7%
General and Administrative	\$155,224	\$206,046	\$207,076	\$208,111	\$209,152	\$210,198	18.5%	14.3%	14.2%	14.2%	14.2%	14.1%
Retail Cost of Goods Sold	\$75,069	\$115,500	\$108,324	\$106,800	\$107,400	\$108,000	9.0%	8.0%	7.5%	7.3%	7.3%	7.2%
<b>Total Expenses</b>	<b>\$838,016</b>	<b>\$1,445,729</b>	<b>\$1,453,204</b>	<b>\$1,463,357</b>	<b>\$1,477,660</b>	<b>\$1,491,989</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Amount Required from Additional State of Idaho Support to Break Even on Operations</b>	<b>(\$57,973)</b>	<b>(\$140,839)</b>	<b>(\$203,649)</b>	<b>(\$210,597)</b>	<b>(\$218,900)</b>	<b>(\$217,229)</b>		<b>-9.7%</b>	<b>-14.0%</b>	<b>-14.4%</b>	<b>-14.8%</b>	<b>-14.6%</b>

# APPENDIX 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 Chizum for helping to coordinate our work, and to Janet Gallimore for her leadership.

## Internal Interviews/Workshop Participants

- Carlyn Blake, Development Administrator, Idaho State Historical Society (ISHS)
- Jacey Brain, Visitor Services Coordinator & Education Specialist, OIP
- Mark Breske, Marketing and Communications Officer, ISHS
- Bill Butticci, Board Chair, ISHS
- Dax Chizum, Finance Director, ISHS
- Charlee 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 and Outreach Coordinator, OIP
- Seth Wheeler, Membership and Volunteer 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



- HannaLore 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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Agency: Idaho State Historical Society

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Decision Unit Number 12.02 Descriptive Title State Archives Territorial and State Governors Digital Cataloging Project

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	62,900	62,900
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	0	62,900	62,900
Full Time Positions	0.00	0.00	1.00	1.00

Appropriation Unit: Historical Society EDMA

Personnel Cost				
500 Employees	0	0	39,575	39,575
512 Employee Benefits	0	0	9,025	9,025
513 Health Benefits	0	0	14,300	14,300
Personnel Cost Total	0	0	62,900	62,900
Full Time Positions				
FTP - Permanent	0.00	0.00	1.00	1.00
Full Time Positions Total	0	0	0	0
	<b>0</b>	<b>0</b>	<b>62,900</b>	<b>62,900</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.

ISA preserves a large and unique collection in its vaulted research facility: more than 150,000 linear feet of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. The Idaho State Historical Society was established in 1881, as the Historical Society of Idaho Pioneers. This organization became the Idaho State Historical Society in 1907, and in 1947 the Idaho State Archives was created as a division of the Historical Society and became the official repository for government records including territorial documents, which now serve as a vital record of Idaho's important role in the final stage of our nation's westward expansion. The Archives are housed in Boise, Idaho, originally established as Fort Boise, a military outpost that served early settlers traveling along the Oregon Trail. Idaho's geographical position placed it at the center of America's territorial expansion. Idaho's transition from a territory to a state that is today home to a thriving populace and diverse economy has been captured in the collections housed at ISA.

The Research Center at ISA provides public access to records of fiscal, administrative, legal, vital and long-term historical research value to the citizens and government of Idaho. Repository collections include documents and records from businesses, organizations, individuals, and government agencies that strengthen our collective memory and support research conducted by students, genealogists, attorneys and legal scholars, and representatives from Idaho's many industries.

Request and justification:

The Idaho State Historical Society is seeking one limited service Archivist Technician, Level I, to serve as lead full time limited service staff to complete transition of 2,933 linear feet of Territorial and State Governors Collection inventory to the Online Public Access Catalog, Archives Space.

Key Project actions and responsibilities include:

- Review the information for the entire collection, one collection at a time

- Reconcile the finding aid with the physical and intellectual holdings, and update the Finding aids:
- Check the level and quality of preservation
- Create a bulk import sheet of the inventory with the updated inventory information
- Upload bulk import sheet contents into Archives Space

The Idaho State Historical Society estimates that only 3% of its vast research holdings are discoverable to the public digitally. In accordance with our strategic plan, ISA seek to increase digital accessibility for the public.

ISA intends this project to serve as a pilot in an ongoing, strategic effort to increase collections information available online, thus increasing access and use of the collection by Idahoans and researchers seeking information about Idaho history. (A full project description narrative and budget is included in appendices A and B)

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

N/A

---

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

67-4112. definitions. As used in this chapter:

- (3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.

Facilitate the use of Idaho records for official reference and historical research (6) 67-4126

To be responsible for records management services for the state (7) 67-4126

Accept archival material from governments (8) 67-4126

---

**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.**

Limited service Archivist Technician Level I \$39,600 salary and \$23,300 benefits (FF)

---

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

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 supervisee to a project supervisor.

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

The ISHS will require one-time Capital Expense for the purchase of one high-end laptop at \$2,900, one docking station at \$300, and two monitors at \$300 each, and Specific Use Supplies for archives care and preservation of manuscript collections at \$2,000.

---

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

N/A

---

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

The ISHS is seeking grant support from the National Historic Publications & Records Commission (NHPRC), Archival Projects, in the amount of \$150,817 over a two-year period to support the State Archives Territorial and State Governors Digital Cataloging Project.

Revenue assumptions based on an award are project personnel, fringe, and support with year one totaling \$67,800 federal and \$22,100 general fund as match from an existing position supervising, and year two totaling \$62,100 federal and \$21,400 general fund.

---

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

The state of Idaho and its citizens are being served by this request. If not funded, the public will continue to have limited access to essential collections they may need for their personal, professional, legal, or academic purposes. They agency will lose the opportunity to build public awareness and understanding about state resources available to them, thus impeding our service delivery and growth. Further, improvement to our

agency's efficiency(s) in making essential government records accessible and discoverable through on-line portals would be impeded. The agency has an inherent responsibility to ensure full public access to the information and collections stewards on behalf of the citizens of our state.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

---

This initiative is noted on pages 5-6 of the Agency's FY 25-29 Strategic Plan:

Goal 2. Programs and Services: Advance innovative and unique opportunities that create knowledge, deliver essential services, and inspire learning.

Objective 2.1: Facilitate research, scholarship, and the creation of new expertise on Idaho history using agency collections.

Benchmarks, FY 25-29 Increase descriptions available in the archival catalog, ArchivesSpace, from 3% to 10%

**What is the anticipated measured outcome if this request is funded?**

---

The result of this project will be the complete transition of 2,933 linear feet of Territorial and State Governors Collection inventory to the Online Public Access Catalog, Archives Space. Digitized finding aids with complete collections content and searchable descriptions will be available to the public online. With oversight from ISA staff, this project will migrate from the current closed environment records database management system to the Archives Space records management system.



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

---

BRAD LITTLE  
Governor  
JANELLE WHITE  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Sarah E. Griffin  
Nancy Merrill  
Erika Malmen

August 23, 2024

Idaho State Historical Society

Dear Janet Gallimore:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 16, 2024, and listed the following requested item(s) for your FY 2026 budget:

1. Item 1; Increase FTP by 1.0 – Archivist Technician, Limited Service
2. Item 2; Increase FTP by 1.0 – Education Specialist
3. Item 3; Increase FTP by 1.0 – Store Manager

After review of your request, DHR [concur with classification/pay change] for the following:

4. Item 1; Increase FTP by 1.0 – Archivist Technician, Limited Service
5. Item 2; Increase FTP by 1.0 – Education Specialist
6. Item 3; Increase FTP by 1.0 – Store Manager (Bookstore Operator)

This letter attests that Idaho 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.

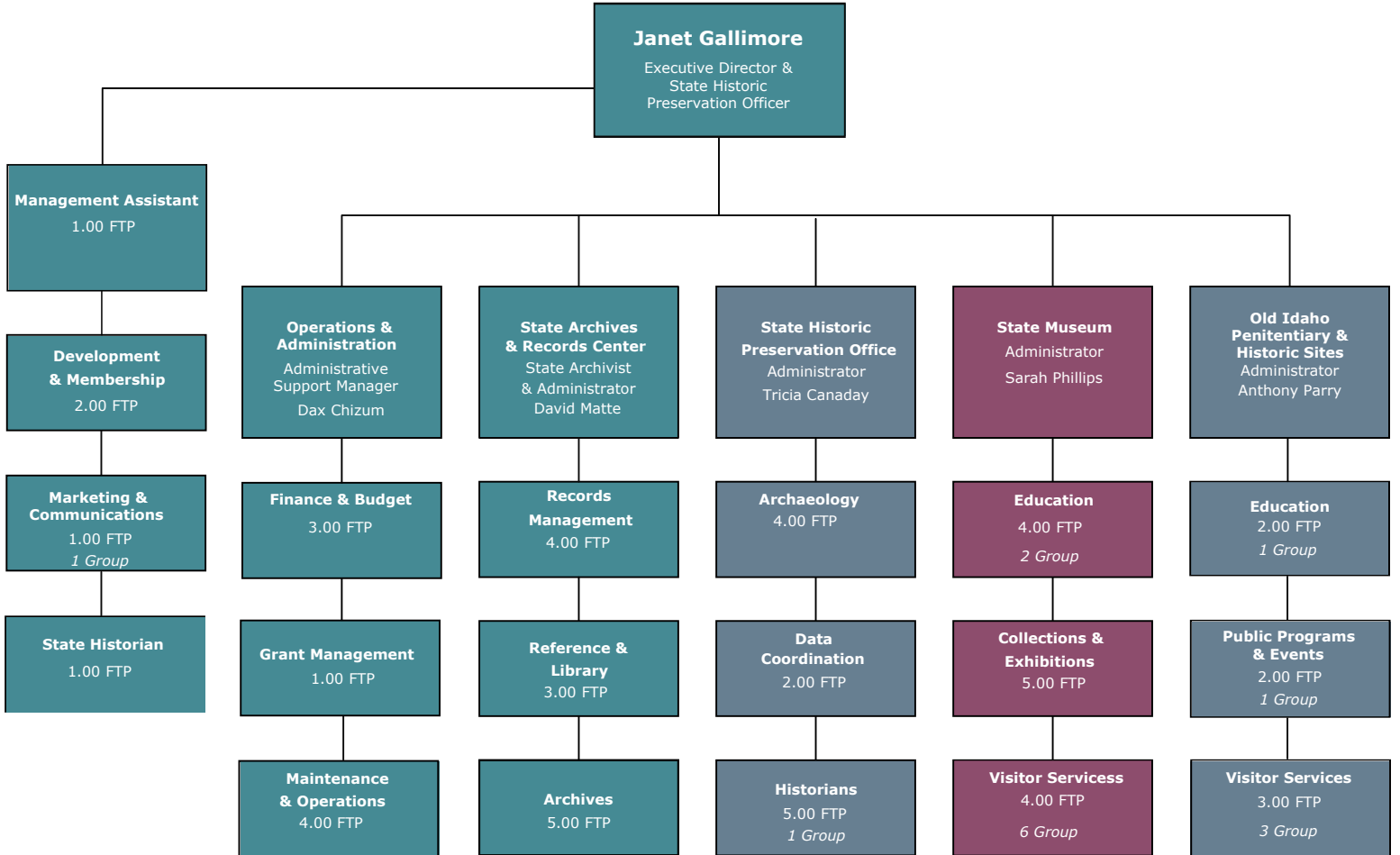
Sincerely,

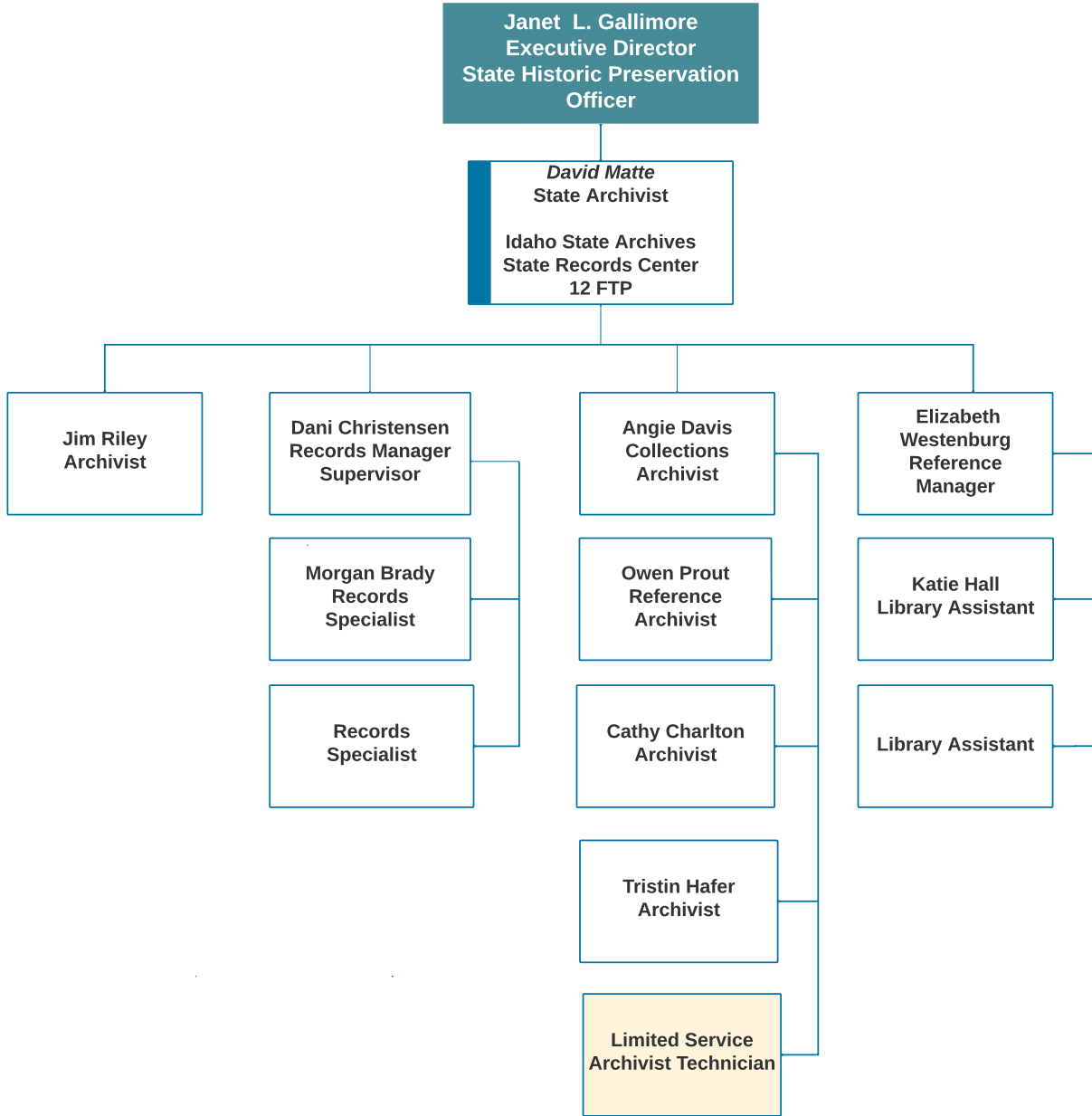
A handwritten signature in black ink, appearing to be "AR", written over a large, stylized number "3".

Andrea Ryan  
Deputy Administrator



## Idaho State Historical Society Proposed Organization Chart







## **PROJECT NARRATIVE**

### **Statement of Purpose:**

The proposed inventory and finding aid project will make collection descriptions of Idaho's State and Territorial Governors papers held by the Idaho State Archives (ISA) discoverable to the public on an existing web-based digital online public access catalog (OPAC). The Idaho State Historical Society (ISHS) will add file level descriptions of its holdings of Territorial and State Governors Records, 33 collections totaling 2,933 linear feet of boxed paper documents, to the collection of online finding aids in Archives Space, making these collection holdings available for public access.

### **Overview:**

#### *Purpose and Goals*

The proposed inventory and finding aid project will make Idaho State Archives' holdings of State and Territorial Governors collection descriptions discoverable to the public on Archives Space, an existing web-based digital OPAC platform. To achieve the project's goal of creating standardized Encoded Archival Description (EAD) finding aids for these archival collections, the objectives include transcribing hard copy collections descriptions and inventories, addressing preservation concerns through secondary processing procedures, and adding collection descriptions and finding aids into Archives Space, the agency's Online Public Access Catalog. Through this work, Idaho State Archives will achieve its goals to:

- 1) Establish full intellectual control over Territorial and State Governors Collections by validating inventory data;

- 2) Apply physical control of materials through the application of location information in Archives Space;
- 4) Create online finding aids for collections in Archives Space, an online public access catalog;
- 3) Create online catalog records for collections that did not previously have them.
- 5) Address preservation concerns for all historic documents and records in the project collections through secondary processing procedures.

### *Collections and Cultural Relevance*

ISA preserves a large and unique collection in its vaulted research facility: more than 150,000 linear feet of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. The Idaho State Historical Society was established in 1881, as the Historical Society of Idaho Pioneers. This organization became the Idaho State Historical Society in 1907, and in 1947 the Idaho State Archives was created as a division of the Historical Society and became the official repository for government records including territorial documents, which now serve as a vital record of Idaho's important role in the final stage of our nation's westward expansion. The Archives are housed in Boise, Idaho, originally established as Fort Boise, a military outpost that served early settlers traveling along the Oregon Trail. Idaho's geographical position placed it at the center of America's territorial expansion. Idaho's transition from a territory to a state that is today home to a thriving populace and diverse economy has been captured in the collections housed at ISA. The Research Center at ISA provides public access to records of fiscal, administrative,

legal, vital and long-term historical research value to the citizens and government of Idaho.

Repository collections include documents and records from businesses, organizations, individuals, and government agencies that strengthen our collective memory and support research conducted by students, genealogists, attorneys and legal scholars, and representatives from Idaho's many industries.

The story of Westward expansion and investment is contained in collections from historic industries, including railroad, timber, mining and public works. National territorial archival records document early territorial acquisitions and means of settlement. Idaho transitioned from British territory when the United States acquired what is now Idaho through an 1846 treaty and was included in Oregon Territory before passing through several reorganizations to eventually become Idaho Territory in 1863. The territorial treaties mark our nation's shift from its revolutionary history with Britain to an era of expansion and self-determination as an independent nation on the world stage. The discovery of gold in Idaho changed the region's historical course and attracted economic interests, railroad development and government resources, including military forts, to support settlement. ISA's collections hold records that are still relevant today. The historic Snake River Basin Adjudication (SRBA) collection, for example, includes 1500 boxes of water rights adjudication records that are regularly accessed to this day by historians, tribes, farmers, legal scholars, industry representatives and citizens because of Idaho's unique water laws. In 2017 ISA received a national award from the National Association of Government Archives and Records Administrators (NAGARA) for its work with Idaho's courts on acquiring a collection of such legal importance.

Since 2017 ISA has been migrating their collection holdings information into a public catalog, Archives Space. To date, over 98 percent of Idaho State Archives collections lack complete descriptions online finding aids, severely limiting discoverability. This requires more effort by the Reference Staff in assisting public inquiries. This digital cataloging project will improve arrangement and description issues through secondary processing procedures in already processed collections and improve discoverability of Governors Records and Territorial Records in the repository. ISHS archival staff is currently at capacity and plans to add one Archivist Technician staff position to complete the scope of work proposed. Funds will support the salary of the new project staff, supplies and materials necessary to improve collection preservation.

**Archives Program Description:**

*Nature and Scope of Archival Holdings*

The ISHS is a system of cultural and historic resources comprised of the Museum, Idaho State Archives (ISA), State Historic Preservation Office (SHPO), and Historic Sites Program. ISHS' mission is "to preserve and promote Idaho History." The ISA Research Center provides public access to records of fiscal, administrative, legal, cultural and long-term research value to the citizens and government of Idaho. ISA preserves a large and unique collection of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records through a management system that includes cataloging, proper storage, security, and environmental monitoring, protecting records against deterioration, theft, and fire. Public programs in family history are offered throughout the year and ISA provides a records

management training program for state, county, and city governments through the State Historical Records Advisory Board.

ISA's archival holdings include four record types: government records, manuscripts, photographs, and audio/visual media that includes moving images and oral histories. In total, the archives contain approximately 150,000 linear feet of archival materials comprised of these different record types. ISA invites patrons to conduct their research on site, where collection items may be accessed, such as newspapers and records dating from 1863, hand-drawn maps originated by Idaho's first Surveyor General, blueprints and architectural plans for development of Idaho's frontier towns, and territorial prison records.

#### *Public Access*

Idaho State Archives provides access to government records for state, county and city governments including state agencies, municipal police and county sheriff offices, and the majority of county courts. Services include records management, shelving, retrieval and delivery of records through fax, scan, or certified copies. Historical reference and research assistance is provided to access historical information about Idaho and the Northwest as well as collections held by the archives by request. ISA offers 30 minutes of complimentary research support time provided by archives staff per request and applies a per-half-hour fee for assistance up to six hours. To further support public access, ISA maintains a list of unendorsed private researchers as a reference for patrons who require extensive research assistance. Fees for services directly support the preservation of and access to Idaho's historical archives. ISA also provides specialized products and services to forge connection to and advance citizen recognition of Idaho's unique history, from reproductions of

historical images (e.g., maps, photos, documents) made available for purchase to microfilming and document certification.

ISA supports digital access to the public through multiple systems. ISA successfully participated in the NEH-supported National Digital Newspaper Project (NDNP), which provides access to over 80 historic Idaho newspapers dating between 1863 and 1923, and are made available on the Library of Congress: Chronicling America website. Although not all collections are available at this time, members of the public can access information about donated collections held at ISA through its Online Public Access Catalog: Archives Space. For collections currently uploaded on the OPAC, information is available about the contents and size of the collection, biographical and historical information, related materials and location.

### *Environmental and Security Controls*

Idaho State Archives welcomes patrons to conduct their research on site from Tuesday through Saturday during the hours of 11:00am to 4:00pm. Advance appointments are encouraged for inquiries that require access to special collections during ISA business hours. Researchers may email their research questions to ISA reference staff in advance to increase the efficiency of their onsite research. Walk-in requests are always welcome. Because collections may be fragile, highly specialized and unique, special handling and access provisions are necessary. Patrons may bring a flash drive to store scanned digital records or ISA staff may provide digital copies for a fee. Patrons are asked to store personal belongings such as coats, briefcases, packages, and purses in the complimentary lockers provided at the Research Center entry and to silence cell phones when inside the

repository. No food, drink, or items other than pencils, cell phones, and laptop computers are permitted in the repository. Staff assistance is available for patron questions or concerns related to handling materials.

**Description of Collections:**

ISA Territorial Governors, State Governors Records and their related Territorial Records collections are of significant interest to the public and have been prioritized for this project. Territorial Governors and State Governors Records include 31 individual collections; the Territorial Government Records represent a larger artificial collection of materials from that period. Territorial and State Governors Records include over 915 linear feet, and Territorial Records include over 336 linear feet of analog materials currently preserved in boxes and other archival housing in climate controlled vaults.

ISA's Governors Records holdings, date from 1863 with the first Territorial Governor, William H. Wallace, and includes every governor who served until Governor Otter's administration, in 2019. These papers include correspondence, notes on committees and commissions, reports, executive orders, plans, surveys, and photographs related to Idaho's 45 Territorial and State Governors. A listing of Territorial and State Governor terms and the extent of their collections is available in the Attachments. Governors Records contain official files and correspondence that document Idaho's proceedings of the Constitutional Convention, in 1889, capturing the transition from a territory to a state, the establishment of functioning government and laws, large-scale infrastructure projects, plans and construction of the state's capitol building, political appointments, as well as state valuation and taxation determinations for Idaho's early years. Later collections, which date

through 2020, provide valuable insight into the state's influencers, cultural norms of the day, government's role at that time, and important collaborations between Idaho and other states, the federal government, businesses and/or other organizations to advance the state's interests.

Idaho Territorial Governors Records capture an array of legal records and records of office generated during Idaho's territorial period of 1863-1890. The collection contains court cases, foundational legislative documents, oaths and appointments, Marshal's records, notaries, and other various documents. Idaho Territorial Records tell us how and why Idaho Territory was established with boundaries separated from Oregon and Washington Territories by Congress at that time, as well as how the governmental institutions of our democracy and legal system were established and made accessible to citizens in Idaho's frontier territory. The archives give us valuable insight into a uniquely western story of the impact of the gold rush, the resulting economic boom times, settlement programs like the Desert Land Act, Carey Act, Homestead Act, and Act of Reclamation, immigration, migration and naturalization, and the establishment of industries that shaped both the State of Idaho and the United States as a nation. ISA has successfully completed secondary processing and transfer of finding aids of a small sample set of Territorial Records, which include Supreme Court records from 1863-1890.

### Research Demand

ISA currently serves thousands of users annually and staff supported 2,804 individual research requests in FY2023. Because repository contents were not previously accessible to the public on Archives Space, research was supported directly by staff responding to



general topic records requests. Making collections inventories available on the OPAC to all Idahoans has already increased demand for collections content and materials. For example, in November 2023, ISA made territorial Supreme Court case records accessible and searchable to the public by case name, date and name and conducted outreach to government stakeholders. The State of Idaho Attorney General's Office has requested case records from the archives three times in the 8-month period since the inventory became available, where few documented requests for the collection contents existed previously. ISA expects that a methodical information campaign will engage the public and researchers and will result in increased use of Archives Space as a research tool and demand for Territorial and State Governors Collections content, especially for researchers residing in other parts of the state. Through this project, ISA expects to serve a greater number of researchers seeking to access collections records.

### **Archival Methodologies:**

#### *Processing and Digitization*

ISA has maintained a closed environment records database management systems for its government records holdings, most recently migrating government records into Versatile Enterprises, in 2017. The database includes data on the repository's physical holdings, including the accession number for each box that indicates its location in the vault, and other collection condition information. During the pandemic, with public research and site visits restricted from 2020-2021, ISA staff captured the file-level inventory for Governors Records and Idaho Territorial Governors collections and assessed and addressed preservation needs for 32 of 33 collections. The database provides the foundation for this

project, because staff now have an inventory of collections needed for transition to the OPAC. In 2017, ISA also launched its OPAC effort, with the goal of making repository collections information available to the public through Archives Space. Since that migration to Archives Space in 2017, ISA hosts over 2,400 manuscript collections and over 300 photograph collection descriptions in finding aid format online for the first time ever.

### Equipment and Resources

ISA utilizes standard hardware to perform all functions, including laptops for mobile use in the vault, copy machines, scanners, and a high-resolution digital camera. ISA currently utilizes a records management software, Versatile Enterprises by Zasio, a closed environments records database and is scaling up a migration to Archives Space as its OPAC. ISA staff utilize all relevant Microsoft software, including Excel and Word to accomplish archival tasks. The archive repository is a 30,000-square-foot, climate-controlled, archival storage area housed within Idaho State Historical Society's administrative office facility.

### Preservation Planning and Standards

ISA adheres to the Society of American Archivists (SAA) national Describing Archives Content Standard (DACS) to guide production of Encoded Archival Description finding aids for all records. Idaho State Historical Society's records and document management is guided by the State of Idaho Records Manual,<sup>1</sup> published in 2021 to provide a responsible

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<sup>1</sup> State of Idaho Records Manual: <https://history.idaho.gov/wp-content/uploads/State-of-Idaho-Records-Manual.pdf>

and reasonable approach for state agencies to implement records management responsibilities, establish uniformity through standards that are relevant, reliable and innovative, promote best practices in records management, preserve Idaho history through archival services, and promote coordination and efficiency. This unified and standardized approach to collections and records management has prepared ISA for secondary processing and digital descriptions of the repository's inventory. A standard practice utilized by staff is the creation of a project-specific preservation plan. The preservation plan for the Idaho State Archives Territorial and State Governors Records Digital Cataloging Project is included in the proposal Attachments.

For this project, ISA has reviewed and assessed the collection holding information, to perform any necessary secondary processing, and has prepared the inventories for transition to the OPAC. The current processing methodology for newly donated collections includes:

1. Adding collection data into the closed system database, and
2. Identifying and addressing collections preservation concerns,
3. Transcribing hard copy collections descriptions,
4. Adding finding aids and descriptions into a bulk import file mapped to standardized Archives Space data fields,
5. Creating and standardizing Encoded Archival Description (EAD) finding aids for archival records and collections,
6. Publish the complete collections descriptions in finding aid format on Archives Space.

For newly donated collections, all steps of the methodology are implemented.

However, an estimated 98 percent of existing collections are only processed through the closed system database. ISA has prepared and completed a test phase of this project with a small collection in the repository. In 2010, ISHS received a grant from the National Historical Publications and Records Commission to support a project to identify, arrange and describe, and promote the use of ISA's Territorial records. In 2023 a total of 53 linear feet of records descriptions were added to Archives Space, setting the project design and Archives Space data transition framework for the repository's OPAC transition of 2,933 linear feet of analog material in the Territorial and State Governors Collections. This sampling and piloting work informs the Collections Archivist's understanding of the time necessary to complete primary and secondary processing of the project's collections and forms the basis of the estimates of time and budget required to complete this project.

This project supports the secondary processing of the collections holdings needed to accurately complete the full transition of the Territorial and State Governors Collections. The methodology includes the following steps:

1. *Review the information for the entire collection, one collection at a time*: The Archive Technician (AT) will review top-level information for the collection to determine whether the essential component parts of the finding aids are present and to identify existing gaps. The AT will go into the intellectual control of the finding aid to ensure that scope and contents, biographical or historical notes are present, and that the description of the extent of the collection is accurate (size, number of boxes, number of folders). For full intellectual control, the finding aid should include:

- Scope and Contents: overview
- Biographical or Historical Note: background and/or contextual information
- Extents: are the extents accurate (how big, number of boxes)?
- Hierarchical Data: folder-level details captured in spreadsheets for data migration.

2. Reconcile the finding aid with the physical and intellectual holdings, and update the

finding aids: The AT will make necessary updates as part of the secondary processing activities to ensure that the contents of the collection are accurately described. If the finding aid matches the physical holdings, the information is entered into the Archives Space bulk import file. If the finding aid is incomplete, some secondary processing will occur to ensure accurate collection description.

3. Check the level and quality of preservation: If preservation needs are identified and

rehousing is required (e.g., putting item(s) into mylar sheets, interleaving item(s) with bond paper, putting documents into acid-free folders, providing better labels), the AT will address that need with oversight from the collections team. Documents preserved by the Territorial Governors may include materials that do not adhere to current preservation standards and/or materials that are harmful to the documents (e.g., rusted clips). ISA expects that the majority of preservation need will be within a single Governors Records collection containing 362 boxes (Governor John V. Evans, 1977-1987).

4. Create a bulk import sheet of the inventory with the updated inventory information: The

AT will populate the import sheet with all of the data at the file level needed to create a

publicly accessible record online, including the Unique Identifier/Accession number and location information. The AT will:

- Create an accession record (internal/provenance) in Archives Space, and
- Spawn an Archives Space Resource record (the public record) that becomes the finding aid, then
- Cross-reference the Archives Space Resource record with the bulk import sheet for proper uploading.

5. Upload bulk import sheet contents into Archives Space.

The Project Director will perform quality control checks throughout the project to ensure that best practices and standards are met throughout the project and that the goals of the project are being met. The Project Director (PD) will work alongside the AT during an initial training and orienting phase, after which the PD will provide general oversight to the AT as needed. The PD will review the AT's progress toward meeting project milestones by reviewing the bulk import sheet monthly to ensure data integrity.

**Project Products:**

The result of this project will be the complete transition of 2,933 linear feet of Territorial and State Governors Collection inventory to the Online Public Access Catalog, Archives Space. Digitized finding aids with complete collections content and searchable descriptions will be available to the public online. With oversight from ISA staff, this project will migrate from the current closed environment records database management system to the Archives Space records management system.

**Project Publicity:**

ISHS regularly uses multiple outreach and publicity tools to educate and engage the public, government, educational, non-profit and industry entities. Throughout the project's two-year period of performance, the following media will be utilized in a publicity campaign to inform the citizens of Idaho about the project, the contents of the collections affected, and the greater access it will bring to Idaho's rich historical collections:

- **Histor-E Monthly Newsletter:** Each month, the ISHS releases a "Histor-E Lesson" in an e-newsletter highlighting events, programs, and other historical happenings across the agency. Histor-E reaches 6,400 subscribers statewide.
- **Social Media:** ISA and ISHS both have a presence on Facebook and Instagram, with nearly 8,000 followers statewide. ISA posts up to three times per week with findings of interest to the public, important historical dates, landmark stories and collections updates as they are made available on Archives Space. ISHS utilizes the LinkedIn platform in a similar capacity to engage and inform the business community.
- **YouTube:** ISHS curates a set of informational and publicity videos for public access. Videos inform the public about available resources and how to use them in research, as well as upcoming programming and exhibits. An instructional video on how to access collections information on Archives Space will reference the newly accessible collections from this project.
- **Website:** The ISHS website is home to the ISA research and collections information. The ISA page guides the public and researchers to current event information and all available resources, including searchable catalogs where Archives Space is accessed.

- Press Releases: ISHS releases information of importance to the public to Idaho news outlets. These include statewide student awards, updates to leadership, capital projects and programs that will impact and benefit the public. This digital cataloging project is a public resource that will be released to media outlets.
- K-12 and Higher Education Network Outreach: ISHS administers the National History Day competition in Idaho. Student researchers utilize archive records to support their projects. ISHS directs and dedicates four staff members to the state Educational Advisory Committee (EAC), which works with educators in the state to make resources available to students and teachers. ISA will leverage both programs to increase student access to the newly accessible collections.

### **Plan of Work:**

This 24-month project will require two staff positions to complete the project's scope of work. The Collections Archivist will serve as the Project Director (PD) and will be responsible for overall project management and supervision of the project staff. The PD will dedicate 25 percent of her time to the project. A full-time Archive Technician (AT) will be hired to perform project tasks and will be 100 percent dedicated to this work.

### **Year 1**

#### Months 1-3: Project Start-up and Onboarding

- The PD will complete the hiring of an AT.
- Complete a project plan document as a guide for the AT. This document will include the scope of work, task summaries and ISA resources.
- Complete AT onboarding, training and orienting.



- Complete Archival project start-up.
- Complete 368 linear feet (13 percent) of secondary processing of the Territorial and State Governors Collections.
- Complete first monthly Archives Space upload.

#### Months 4-6: 26-Percent Completion

- Complete 26 percent of secondary processing of Territorial and State Governors Collections (an estimated 735 linear feet of material in total): review the information of individual collections, reconcile the finding aid with the physical holdings, check the level and quality of preservation, and create a bulk import sheet of the inventory with the updated inventory information.
- Complete three monthly uploads of the bulk import inventory sheet to Archives Space.
- Release Social Media updates on project and expanded collections access
- Update website with expanded collections information

#### Months 6-12: 50-Percent Completion

- Complete 50 percent of secondary processing of Territorial and State Governors Collections (an estimated 1,471 linear feet of material in total): review the information of individual collections, reconcile the finding aid with the physical holdings, check the level and quality of preservation, and create a bulk import sheet of the inventory with the updated inventory information.
- Complete 6 monthly uploads of the bulk import inventory sheet to Archives Space.
- Release social media updates on project and expanded collections access

- Update website with expanded collections information

## **Year 2**

### Months 13-24: 100-Percent Completion

- Complete 100 percent of secondary processing of Territorial and State Governors Collections (an estimated 2,932 linear feet of material in total): review the information of individual collections, reconcile the finding aid with the physical holdings, check the level and quality of preservation, and create a bulk import sheet of the inventory with the updated inventory information.
- Complete 12 monthly uploads of the bulk import inventory sheet to Archives Space.
- Release social media updates on project and expanded collections access
- Update website with expanded collections information
- Press release project and expanded collections access

### **Staff Qualifications:**

*Angie Davis, Collections Archivist, Idaho State Archives*  
*Contact: (208) 488-7390, Angie.Davis@ishs.idaho.gov*

Angie Davis will be the Project Director for the proposed project (resume included in the attachments). Ms. Davis has served as the Idaho State Archives Collections Archivist since 2016 and has ten years of experience as an archivist. She has deep institutional knowledge necessary for maintaining and applying intellectual and physical control over archival collections. She has extensive experience supervising collections staff, including archivists and archivist technicians. Prior to her role at ISHS ISA, she was a records technician for the Idaho State Historical Preservation Office in Boise, a division of the Idaho

State Historical Society, where she gained extensive experience in grant contracts management and compliance reporting for federal grants. Ms. Davis received a Master of Arts in Public History from Boise State University and subsequently earned her Archivist Certification from the Academy of Certified Archivists. She will oversee the project objectives, be responsible for project reporting requirements and ensuring that the project is completed on time and within budget.

Sondra Chadd, Grants Administrator, Idaho State Historical Society

Contact: (208) 488-7392, [Sondra.Chadd@ishs.idaho.gov](mailto:Sondra.Chadd@ishs.idaho.gov)

Sondra Chadd has served as the Grants Administrator at ISHS since 2023 (resume included in the attachments). Prior to this role, she served as Senior Financial Specialist at the Idaho Transportation Department and as Financial Officer at the Idaho STEM Action Center, a division of the Office of the Governor for the State of Idaho. She has extensive experience in grants management and compliance, budget management, preparing annual financial reports and audit support for state entities and non-profit organizations. Ms. Chadd received a Bachelor of Business Administration from Boise State University. She will be responsible for all grant compliance reporting and will submit all narrative and financial reporting required for this grant and her support of this project included as an indirect cost of this project.

To meet a gap in capacity for this project, ISHS will hire an Archivist Technician (a full job description is included in the application attachments). The role of this new position will be to perform archival practices that will advance the accurate arranging and describing of historical records, verify inventories, advance preservation goals, support best practices in the management of the collections impacted by this project and make the

collections information accurate and available to the public on Archives Space. The new position will require knowledge of preservation and imaging of archival records, reference and research methods, records management concepts, rules and regulations regarding the handling of confidential materials. The Archivist Technician may have experience with inventory tracking software, standard office software, database applications and hardware as well as knowledge of concepts with archival arrangement and description.

**Performance Objectives:**

1. Monthly tracking of completed arranging, describing and preservation work by linear feet.
2. Monthly tracking of finding aid to physical holding reconciling by number of records.
3. Monthly tracking of completed file unit finding aid data entry work by collection number.
4. Monthly tracking of accession and Archives Space resource records created by number of records.
5. Monthly tracking of completed cataloging and inventory of State Governors collections and Territorial Governors Collections by number of records.
6. Monthly tracking of publication of the online finding aid for the collection by number of collection records.
7. Year-end tracking of public outreach related to the project by media type and frequency.
8. Project-end implementation of a new user data tracking tool.

**Project Timeline:**

**Idaho State Historical Society, Idaho State Archives Territorial and State Governors Digital Cataloging Project**

	Project Year 1				Project Year 2				Close-Out	Responsible Staff
	July - Sept 2025	Oct- Dec 2025	Jan - Mar 2026	April - June 2026	July - Sept 2026	Oct- Dec 2026	Jan - Mar 2027	April - June 2027		
<b>Objectives &amp; Core Activities</b>										
<b>1. Project Start Up and Onboarding</b>										
<i>1a. Hire Archive Technician (AT)</i>	■									PD
<i>1b. Complete a project guide document for the AT</i>	■									PD
<i>1c. Onboarding, training, orienting of AT</i>	■									PD, AT
<b>2. Secondary Processing: review collections information, identify gaps in component parts of finding aids, reconcile finding aids with physical and intellectual holdings, update finding aids, address preservation issues.</b>										
<i>2a. Complete 13% (368 linear feet) of Territorial and State Governors Collections</i>	■									AT
<i>2b. Complete 26% (735 linear feet) of Territorial and State Governors Collections</i>		■								AT
<i>2c. Complete 50% (1,471 linear feet) of Territorial and State Governors Collections</i>			■							AT
<i>2d. Complete 100% (2,932 linear feet) of Territorial and State Governors Collections</i>					■					AT
<b>3: Make Collections Publicly Available and Accessible</b>										
<i>3a. Update bulk import sheet with collections inventory information from secondary processing</i>	■	■	■	■	■	■	■	■		AT
<i>3b. Quality Control of bulk import sheet information mapped to Archives Space</i>	■	■	■	■	■	■	■	■		PD
<i>3c. Upload bulk import sheet contents into Archives Space</i>	■	■	■	■	■	■	■	■		AT, PD
<b>4. Inform and Engage Researchers and the Public</b>										
<i>4a. Social Media Updates on Publicly Available Collections</i>			■				■			PD
<i>4b. Website Updates on Project and Expanded Collections Access</i>			■				■			PD
<i>4c. Press Release on Project and Expanded Collections Access</i>								■		PD
<b>Project Reporting and Closedown</b>										
Funder Narrative Reports Prepared and Submitted			●		●		●		●	PD, GA
Financial Reports Prepared and Submitted			●		●		●		●	PD, GA

● = report ■ = product/deliverable PD = Project Director AT=Archives Technician GA = Grants Administrator

Agency: Idaho State Historical Society

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Decision Unit Number 12.03 Descriptive Title Historical Society Collections and Archives Moving Project

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	450,000	0	0	450,000
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	450,000	0	0	450,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Historical Society EDMA

Operating Expense

587 Administrative Services	450,000	0	0	450,000
Operating Expense Total	450,000	0	0	450,000
	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>450,000</b>

Explain the request and provide justification for the need.

Background:

For the state of Idaho to fulfill its public trust responsibilities for proper care of its historic collections and increase efficient use of existing facilities, ISHS recommended and the state approved a 50,000-building addition in FY 23 and compact mobile shelving in FY 24. The project contractor team is Okland Construction and HSA architects.

Request:

The Idaho State Historical Society is seeking to contract with a professional moving company to provide professional services to assess, pack, transport, unpack, and re-shelve state of Idaho collections and archival materials over two fiscal years, FY 2026 and FY 2027. These state collections are located at three offsite warehouse facilities; the contractor would move them to the Idaho History Center/State Archives.

Key Project actions and responsibilities include:

- Idaho State Museum move bidding
- Idaho State Records Center bidding
- Museum packing, moving, unpacking and re-shelving
- Idaho State Records Center packing, moving, unpacking and re-shelving

The project in its entirety will span two fiscal years. Detailed schedule information and cost estimates are included.

Justification:

Professional services are required because of the size, scope, and complexity of this project, which includes relocating collections from 3 separate warehouses comprising 51,305 square feet to a new, purpose built, consolidated collection and archives stewardship facility at the Idaho History Center/State Archives. Substantial completion of the addition is anticipated April 1, 2025.

Collections and Archival Resources synopsis:

The Idaho State Museum manages the State of Idaho's 3 dimensional collections, including cataloging, photo documentation, preservation, managing private donations, and facilitating incoming and outgoing loans to organizations for exhibiting throughout the state. These 50,000 objects chronicle the state's history and broad categories include historic clothing and costume, agriculture, business, industry, and trade, home goods, works of art, photography, military, and so forth. 1,200 Capitol Collections include furniture and artifacts specifically related to the history of the Capitol, with approximately 50 works of art and sculpture in the Capitol and on its grounds. These collections are used for public research and for exhibition at the State Museum, Old Pen, and Idaho Capitol. The collections storage warehouses are located on White Water Parkway, near the State Street intersection.

The Idaho State Archives (ISA) provides archival management for the State of Idaho's public records including photographs, manuscripts, maps, books, periodicals, and oral history interviews. Services include cataloging, digitization, preservation, and Inter-Library Loan services related to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. These collections are used for public research, government research, and state agency use, as well as exhibition at ISA, Old Pen, and Idaho State Museum. The State Records Center was created in 1989 to serve government agencies. The Center provides centralized storage and records management services to state agencies. The State Records Center is located near St. Alphonsus Hospital.

ISA preserves a large and unique collection in its vaulted research facility: more than 150,000 linear feet of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. The Idaho State Historical Society was established in 1881, as the Historical Society of Idaho Pioneers. This organization became the Idaho State Historical Society in 1907, and in 1947 ISA was created as a division of the Historical Society and became the official repository for government records including territorial documents, which now serve as a vital record of Idaho's important role in the final stage of our nation's westward expansion. The

Archives are housed in Boise, Idaho, originally established as Fort Boise, a military outpost that served early settlers traveling along the Oregon Trail. Idaho's geographical position placed it at the center of America's territorial expansion. Idaho's transition from a territory to a state that is today home to a thriving populace and diverse economy has been captured in the collections housed at ISA.

The Research Center at ISA provides public access to records of fiscal, administrative, legal, vital and long-term historical research value to the citizens and government of Idaho. Repository collections include documents and records from businesses, organizations, individuals, and government agencies that strengthen our collective memory and support research conducted by students, genealogists, attorneys and legal scholars, and representatives from Idaho's many industries.

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

N/A

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

67-4112. definitions. As used in this chapter:

(3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.

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])

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

N/A

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

One-time financial support for moving company contractual services as noted.

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

N/A

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

N/A

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

Two year request for collections move. There are no anticipated additional future costs associated with moving collections at offsite warehouse(s).

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

Estimates provided by professional contractor.

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

The ISHS is seeking general fund support for this initiative.

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

The state of Idaho and its citizens present and future are being served by this request. The Idaho State has been a collecting entity since 1881. Its holdings are vast and imperative for interpreting and understanding Idaho history. The consolidated collections stewardship facility is critical for preserving the state's heritage and ensuring proper treatment of state collections and efficient management of its facilities and staff. Movement of collections to this facility is inherent in the project's completion.

Collections care and management are critical to the long-term preservation of these irreplaceable state-owned materials. The Consolidated Collections and Archives Stewardship facility considerations include, but certainly are not limited to the following:

- Secure

- Environmentally controlled- HVAC, air filtration, etc.
- THR N= 68 degrees; 35-45% RH (microclimates may infer additional restraints)
- Organized
- Access controlled
- Archival materials (boxes, papers, folders, etc.) used for storage, processing, and exhibition
- Meets standards set by the American Alliance of Museums, National Association of Government Archives and Records Administrators, Society of American Archivists
- Compact mobile shelving adds 50% additional storage for the same footprint

Good government/key rationale of co-locating stewardship facility at the Idaho History Center/State Archives

- Leverages existing security presence
- Leverages existing utilities, infrastructure, parking
- Adjacency/efficiency of centralized records management (permanent and under retention)
- Builds on efficiencies of 2013 legislative action of merging State Records Center with Idaho State Archives
- Adjacency/efficiency of collections access for exhibitions (Old Pen, State Museum, Capitol, State Archives)
- Reduces number of single, physically separate storage buildings from 3 into one existing building
- Reduces windshield time for daily service delivery
- Reduces number of facilities that require ongoing maintenance and repair
- Allows for more staff synergy and sharing of resources and expertise
- Increases efficiency for records pulled for research and access for state government use
- Captures lease fees and reallocates those to offset operating expenses of expanded State Archives/History Center
- Facilitates efficient public access for all agency collections at arguably the premiere State Archives facility in the northwest

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

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Strategic goal 2, Programs and Services: Advance innovative and unique opportunities that create knowledge, deliver essential services, and inspire learning

Objective 2.6: Steward collections, including artifact, archival, and cultural and archaeological resources in alignment with industry best practices.

FY 25-29 Benchmarks:

In FY 25, implement Collections and Archives Stewardship Facility building project; plan for assessment and move of Whitewater Water storage and Idaho Record Center records.

**What is the anticipated measured outcome if this request is funded?**

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Complete move of collections safely within specified timeframe





IDAHO STATE  
**HISTORICAL  
SOCIETY**

*Preserving the Past, Enriching the Future*

## Essential Public Services and Programs, Collections, and Cultural Resources

- 2 Responsibilities as Outlined by Idaho Code
- 3 Essential Government Services and Programs
- 4 Essential Services, Facilities, and Programs
- 7 Historical Archival Materials
- 8 Collections and Cultural Records
- 9 Educational Resources
- 10 Capitol Curation Program



[HISTORY.IDAHO.GOV](http://HISTORY.IDAHO.GOV)

2205 Old Penitentiary Rd. | Boise, ID 83712



IDAHO STATE  
**HISTORICAL  
SOCIETY**

## **Janet L. Gallimore** | Executive Director and State Historic Preservation Officer

The Idaho State Historical Society is a trusted guide through the state's history and how it has shaped every aspect of our lives, our land, our communities, our government, and our people. Created in 1881 by the Territorial Legislature and established as a state agency in 1907, the Idaho State Historical Society (ISHS) is an extraordinary system of cultural and historic resources comprised of the Idaho State Museum, Idaho State Archives, Idaho State Historic Preservation Office (SHPO), and Old Idaho Penitentiary and Historic Sites Program.

The ISHS preserves and provides access to irreplaceable state-owned historic collections, including prehistoric, historic and state artifacts; photographs, maps, manuscripts and architectural drawings; and territorial, county, city, and state government records. The ISHS stewards and maintains 61 buildings which include historically significant structures.

The ISHS benefits Idahoans through key programs, including capitol curation and exhibitions, records management through the Idaho State Archives, operation of cultural facilities of the state, including the Idaho State Museum and Old Idaho Penitentiary, and management of the programs under the National Historic Preservation Act, including the National Register of Historic Places.

The ISHS serves over 110,000 people annually through educational programs, inspiring exhibitions, engaging events, genealogy and family history, research access, and technical assistance. Annually, over 15,000 school-aged children benefit from ISHS programs and visits.

The ISHS is state-assisted and raises more than half of its budget to support services and programs with a mix of fees, public and private grants, memberships, and corporate and philanthropic gifts.

### **IDAHO STATE HISTORICAL SOCIETY BOARD OF TRUSTEES**

The Idaho State Historical Society Board of Trustees is the policy-making and governance body for the agency appointed by the governor and has all the powers and duties established by the Constitution of the State of Idaho. Trustees provide a statewide perspective that informs agency services and serves as a vital communication link to their communities.

### **AFFILIATE BOARDS**

Archaeological Survey of Idaho Board  
The Foundation for Idaho History  
Franklin Pioneer Association and the City of Franklin  
Friends of Stricker Ranch, Hansen, ID  
Governor's Lewis and Clark Trail Committee  
Historic Sites Review Board  
Idaho Geographic Names Advisory Council  
J. Howard Bradbury Logging Museum and the City of Pierce  
State Historical Records Advisory Board

For more information on ISHS affiliate boards, please visit

**[HISTORY.IDAHO.GOV/ABOUT](https://www.history.idaho.gov/about)**.

### **PROFESSIONAL STAFF**

The ISHS engages Idahoans and makes history an essential resource through the remarkable work of over 80 dedicated, professional staff members and 150 volunteers.

ISHS staff are experts in various disciplines including history, historic preservation, archaeology, education and public programming, communication and engagement, fund development and finance, maintenance and operations, human resources, information technology, marketing, and collections, archives, and records management.



**FOUNDATION  
for IDAHO HISTORY**

The Foundation for Idaho History is the 501 (c) 3 fundraising engine that powers the Idaho State Historical Society, ensuring that Idaho's stories are uncovered, illuminated, and passed along to future generations.

The Foundation bridges the gap between the funding allocated by the state legislature and the revenue-based resources required to create a variety of programs, exhibits, and events. The Idaho State Historical Society (ISHS) relies on community support via donations, membership, paid admissions, fundraising events, and more to generate roughly half of the ISHS's annual budget for initiatives that touch every corner of our state. It would not be possible to safeguard the stories and artifacts of our past without time, energy, expertise, and resources from the ISHS's generous statewide members and donors.



## AGENCY RESPONSIBILITIES AS OUTLINED BY IDAHO CODE

The Idaho State Historical Society is a system of cultural and historic resources comprised of the Idaho State Museum, Idaho State Archives, State Historic Preservation Office, and Old Idaho Penitentiary and statewide Historic Sites Program. Statute in 1907 established the agency and it is organized within the Executive Department of Self-Governing Agencies, reporting to the Governor of Idaho. The agency's core functions, pursuant to 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 archeological 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).
- 12) The Idaho State Historical Society works cooperatively with the Idaho Capitol Commission to support a capitol curator to preserve, manage and protect the capitol building, and its historic collections and exhibits (Section 67-1608, Idaho Code).



The Idaho State Historical Society provides preservation, rehabilitation, restoration, and reconstruction management services for the State of Idaho's historic buildings. This includes planning, maintenance, and treatment in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

## PUBLIC RECORDS RETENTION



ISHS provides essential management, and day-to-day access to public records critical to ongoing legal proceedings at all levels of the Idaho judiciary. These include civil court, criminal court, estate, land, mining, tax, tax appeals, and water rights

records vital to the courts and to the operations of state, county, and city governments, including law enforcement and the Idaho Bureau of Homeland Security. Public records in the Idaho State Archives also help citizens with their legal rights by accessing vital information from birth, death, marriage, divorce, and other records.

## TECHNICAL ASSISTANCE OUTREACH



The Idaho State Historical Society provides statewide outreach and consultation to local museums, historical societies, libraries, cities and counties, and historic preservation commissions across Idaho on matters related to collections and archival management, records retention, and preservation planning.

## NATIONAL REGISTER OF HISTORIC PLACES (NRHP)



The National Register of Historic Places is an honorific program that recognizes properties considered important in our past and worthy of preservation. The State Historic Preservation Office (SHPO) manages the program for the State of Idaho, providing technical

assistance to communities, property owners, organizations, and federal agencies seeking to list their properties.

## CERTIFIED LOCAL GOVERNMENT PROGRAM (CLG)



Through this partnership program, the SHPO re-grants funds and provides technical assistance to local governments to pursue their preservation priorities. Since 1982, the SHPO has passed over \$2 million to participating cities and counties. Idaho

has forty-five Certified Local Governments as of 2022.

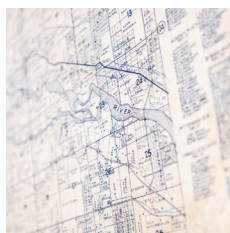
## FEDERAL REHABILITATION TAX CREDIT PROGRAM



The Idaho State Historic Preservation Office administers the historic rehabilitation tax credit program, a federal incentive promoting urban and rural revitalization through private investment in reusing historic buildings.

This program allows the owner of a certified historic income-producing building to receive up to 20% of the amount spent on qualified rehabilitation costs as a federal income tax credit. The program has generated over \$30 million of private construction investment and has aided in preserving more than fifty historic buildings in Idaho.

## FEDERAL HISTORIC PRESERVATION PROJECT REVIEW (SECTION 106)



Under the Section 106 of the National Historic Preservation Act (NHPA) and its associated federal regulations (36CFR800), federal agencies are required to consult with the Idaho State Historic Preservation Office in an effort to avoid, minimize, or mitigate

adverse effects to historic properties that may result from the use of federal funds, licenses, permits, or projects on federal lands. In this way, the SHPO gives local voice to federal action and works to preserve the State's cultural resources for the benefit of the citizens of Idaho. Currently, the SHPO consults on approximately 1,200 federal projects per year, though a significant increase in that number is anticipated in coming years as a result of recent federal infrastructure appropriations.

## STATE HISTORIC AND ARCHAEOLOGICAL SITES RECORDS MANAGEMENT



The SHPO is the state repository for documentation of recorded historic and archaeological sites in Idaho. Currently, the inventory consists of more than 96,000 site records. This information is available to researchers and agencies at all levels of government for planning

purposes, especially as it relates to evaluation of potential project impacts to cultural resources.



## IDAHO STATE MUSEUM



The Idaho State Museum provides a fun, interactive experience where people of all ages come to explore the story of Idaho. Furthermore, the museum looks at how Idaho's unique landscapes have shaped and continue to shape our experience. The museum shows how the profound relationship between Idaho's people and land has always defined what it means to live here.

## IDAHO STATE RECORDS CENTER



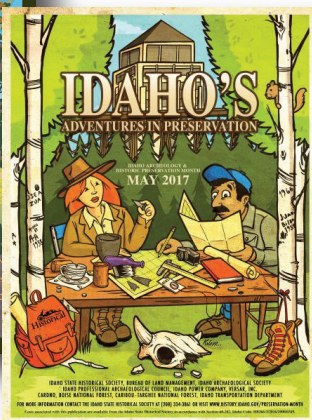
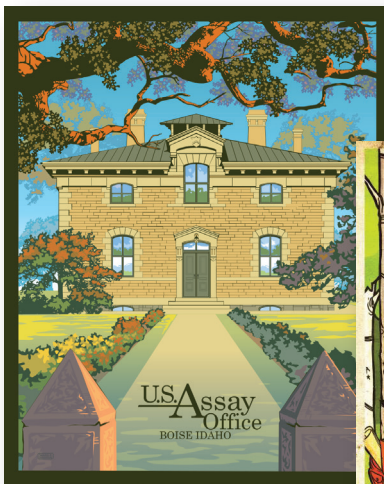
The State Records Center was created in 1989 to serve government agencies. The Center provides centralized storage and records management services to state agencies.

## IDAHO STATE HISTORIC PRESERVATION OFFICE



The State Historic Preservation Office (SHPO) encourages the preservation, documentation, and use of cultural resources. Idaho SHPO educates the public about the importance of Idaho's cultural heritage. Idaho's historical, archaeological, and cultural resources

represent our physical and tangible manifestations; they reflect who we were, where we came from, and where we are now, and help shape our outlook for the future. These resources provide economic, educational, and intrinsic value today and for future generations. The Idaho SHPO ensures the state's historical and archaeological properties are preserved, interpreted, and reused.



## IDAHO HISTORY CENTER

### IDAHO STATE HISTORICAL SOCIETY ADMINISTRATION



The Idaho State Historical Society administration office supports all ISHS sites, in addition to facilitating grant and re-granting programs, fiscal management, human resources, maintenance and operations, legislative support, marketing and

communications, membership and volunteer coordination, and philanthropic support.

### IDAHO STATE ARCHIVES



The Idaho State Archives (ISA) and Research Center provide public access to records of fiscal, administrative, legal, vital, and long-term research value to the citizens and government of Idaho. ISA preserves an extensive and unique collection of materials that

relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records.

### MERLE W. WELLS RESEARCH CENTER



The Merle W. Wells Research Center offers the public access to a comprehensive library of Idaho-inspired books and publications, in addition to microfilm, and oral histories; and a temporary gallery space that hosts exhibitions curated by items from the

Archives' holdings. The Research Center staff assists the public, visitors, scholars, and students with their research requests.

### A. LINCOLN: HIS LEGACY IN IDAHO EXHIBITION



The *Abraham Lincoln: His Legacy in Idaho* exhibition at the Idaho State Archives features over 200 artifacts and documents that reveal the intriguing and significant connections between the 16th president and the 43rd state. The exhibition opens with a

recreation of Lincoln's Cabinet Room, where the Emancipation Proclamation was signed. Galleries illuminate Lincoln's life from poverty to presidency, and detail his contributions to Idaho Territory's inception in 1863.



## HISTORICAL HIGHWAY MARKERS



Former State Historian Dr. Merle Wells initiated Idaho's Highway Historical Marker Program in 1956. Wells worked with others to install six experimental markers. The program was deemed a success and is now operated cooperatively by the Idaho

Transportation Department and the Idaho State Historical Society. Over 300 state markers have been installed along Idaho's highways, connecting Idaho's history to geography.

## HISTORIC FRANKLIN PROPERTIES



The properties date from 1872 and include the Lorenzo Hill Hatch house, John and Ann Doney house, Franklin Cooperative Mercantile Store, and the Relic Hall. These historic properties, listed in the National Register of Historic Places, provide a unique

orientation to travelers along the Pioneer Byway in southeastern Idaho and a comprehensive overview of the region's history. This Franklin Pioneer Association and the city of Franklin manage the site in partnership with the ISHS.

## STATEWIDE HISTORIC SITES

### OLD IDAHO PENITENTIARY



Built in 1870, the Old Idaho Penitentiary is one of only four territorial prisons open to the public today. During its 101 years of operation, the site saw escapes, scandals, and the effects of Boise's transition from the "wild west" to a

mid-20th century capital city. Step inside the walls of this 4-acre prison campus and experience the stories that traverse 150 years.

### TABLE ROCK MESA



The Idaho State Historical Society manages Table Rock Mesa in east Boise. The Old Penitentiary Trailhead provides hiking or biking access to the mesa. The Old Idaho Penitentiary coordinates volunteer efforts to preserve the trail and the mesa.

### THE BISHOPS' HOUSE



The Bishops' House is managed on behalf of the Idaho State Historical Society by The Friends of The Bishops' House, a non-profit organization. This beautiful building was once home to a succession of the Episcopal Bishops of Idaho. Each of the men who served as

the head of the Episcopal Diocese of Idaho lived in this home with their families while serving as the Episcopal Bishop of Idaho. The original house was built in the late 1880s and was remodeled to its current stately, towered Queen Anne-style Victorian home in 1899.



### ROCK CREEK STATION AND STRICKER HOME SITE



The site dates to 1865 and includes the Stricker House, Rock Creek Store, a pioneer cemetery, an educational pavilion, and numerous outbuildings. This historic site, added to the National Register of Historic Places in 1980, tells the complete

story of the rural area south of Hansen, which served as an early transportation center for the Oregon Trail, Overland mail stage route, and the Kelton Freight Road. The local Friends of Stricker group manages the site in partnership with the ISHS.

### PIERCE COURTHOUSE

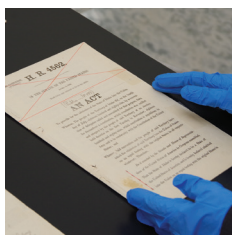


Shoshone County established the property in 1862. Interpretive exhibitions at this site tell the story of the exploration of the Clearwater River area and prospecting and mining in what was then Washington Territory. The J. Howard Bradbury

Memorial Logging Museum manages the courthouse in partnership with the ISHS.



## POLICY RESEARCH

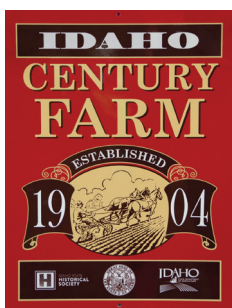


The Idaho State Historical Society provides contextual policy assistance services to Idaho's Executive Branch officials. Policy briefing reports give a historical perspective to contemporary decision-making. The Idaho State Archives preserves and provides access

to official records of Idaho Government and that of its governors, according public transparency in government and understanding of policy priorities and decisions over time.

## AWARD RECOGNITION AND GRANT PROGRAMS

### CENTURY FARM AND RANCH PROGRAM



A collaboration between the Idaho State Historical Society and the Department of Agriculture, the Idaho Century Farm and Ranch Program recognizes families who persevered through physical hardships, natural disasters, and economic hardship to settle this great state. The program has recognized over 450 farms and ranches

owned and operated in Idaho by the same family for at least 100 years, provided that at least 40 acres of the original parcel of land have remained in agricultural use over time.

### ESTO PERPETUA AWARDS



A signature ISHS program since 1999, the Esto Perpetua Awards honor significant contributions to the preservation and promotion of Idaho history. Each year, the ISHS Board of Trustees selects organizations and individuals to recognize for professional

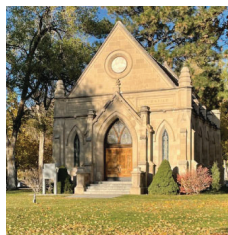
accomplishment, public service, volunteerism, and philanthropy. Honorees exemplify excellence in preservation through innovation and demonstrated commitment to the education, protection, and interpretation of Idaho's cultural or natural assets and integration into community life.

### SISTER ALFREDA AWARD



The Sister Alfreda Elsensohn Award for Outstanding Service was initiated in 2008. It has been a joint award given annually by the Idaho Humanities Council and the ISHS to recognize outstanding service by an Idaho museum, historical society, or interpretive organization/association.

## GRANTS AND RE-GRANTING

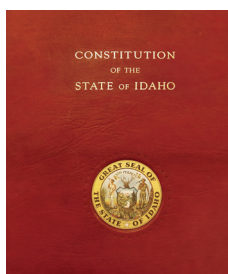


The Idaho State Historical Society invests in community development and preservation through local grant programs. The ISHS Board of Trustees oversees the Community Enhancement Grant (CEG) program. The State Historical Society also partners with the

State Historical Records Advisory Board, the Governor's Lewis and Clark Trail Committee, and the National Park Service Certified Local Government Program on grants that support museums, archives, and historic preservation.

## ENVIRONMENTALLY-CONTROLLED PROTECTION OF STATE CULTURAL RESOURCES

### DOCUMENT AND ARTIFACT PRESERVATION



The Idaho State Museum manages the State of Idaho's collections, including cataloging, photo documentation, preservation, managing private donations, and facilitating incoming and outgoing loans to organizations for exhibiting throughout the state.

The Idaho State Archives provides archival management for the State of Idaho's public records including photographs, manuscripts, maps, books, periodicals, and oral history interviews. Services include cataloging, digitization, preservation, and Inter-Library Loan services.

### ARCHAEOLOGICAL ARTIFACT STEWARDSHIP



The SHPO manages the State of Idaho's archaeological artifacts, including inventorying and cataloging, and providing fee-based curation and management services for artifacts collected from federal lands. The Repository holds over 93,000

historical artifacts from over 4,000 archaeological sites located in the ten-county area of southwest Idaho. The collections also include associated documents such as catalogs, field notes, photographic materials, analysis records, final reports, and maps; and archaeological site context materials such as faunal and plant remains and soil/sediment and charcoal samples.



The Idaho State Archives collects, holds, and provides public access to the most comprehensive collection of Idaho and regional history materials in the state, including:

## MANUSCRIPTS AND STATE ARCHIVAL MATERIAL



Manuscript and state archival material, such as the personal papers of Senator William E. Borah; records of the territorial government; gubernatorial papers from George Shoup through Butch Otter; records of the Idaho Soldiers' Home; and Snake River Basin Adjudication Water Rights records.

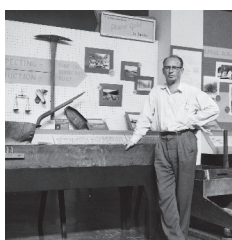
## MICROFILM AND NEWSPAPERS



Rolls of microfilm available for reproduction, including Idaho newspapers dating from 1863 to the present, county-level records (land and property, citizenship, court, vital and tax) dating from 1863, Sanborn fire insurance maps for many Idaho cities, Idaho death certificates (1911-1937),

federal census schedules (1790-1930), theses and dissertations on Idaho topics, and a variety of materials related to Idaho history.

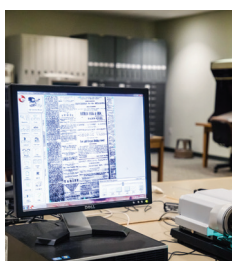
## FILM AND VIDEOS



Motion picture films and videos, including a 16mm copy of a 1916 film celebrating the 10th anniversary of the town of Buhl in south central Idaho, footage of a 1935 National Geographic Society expedition on the Salmon River, and promotional films produced

by the Idaho Department of Commerce (1960s-1990s).

## THE IDAHO DIGITAL NEWSPAPER PROJECT



More than 80 historical newspapers from the Gem State are available to anyone with internet access through the Idaho Digital Newspaper Project. Researchers can browse or keyword searchable articles spanning 1863 to 1925, more than 60 years of Idaho's history. The Idaho Digital Newspaper

Project is a partnership between the National Endowment for the Humanities, the Library of Congress, and the Idaho State Archives, with technical assistance from the Montana Historical Society. The digitized newspaper collection is available at [chroniclingamerica.loc.gov](http://chroniclingamerica.loc.gov).

## PHOTOGRAPHS



Photographic images (prints, negatives, slides, and transparencies), including photos taken by E. Jane Gay during the allotment of lands for the Nez Perce Indians; the life work of Boise photographer R. Harold Sigler; images from the Sherwood family, pioneer settlers of the Henry's Lake area of Idaho; and inmate 'mug shots' from the Idaho Territorial/State Prison.

## ORAL HISTORIES



An extensive oral history collection with individual interviews (audio and video formats), projects documenting topics like African Americans in Southeast Idaho, Czechoslovakian Culture in the Buhl-Castleford Area, Women and Political Activism in Idaho, 1945-1980, saddle making in Idaho, the Bureau of Land Management in Idaho, and the Veterans History Project.

## MAPS AND BLUEPRINTS

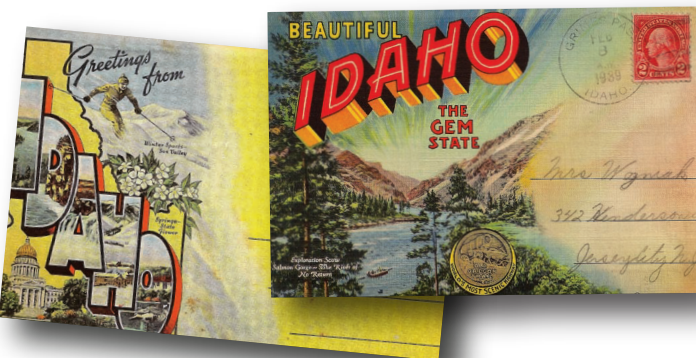


A series of hand-drawn and hand-colored maps prepared by Idaho's first surveyor general, Lafayette Cartee; state highway maps, fire insurance maps for a variety of towns and businesses, and blueprints and architectural plans from the state's premier architectural firms, such as Tourtellotte and Hummel.

## REFERENCE COLLECTION



An open-stack reference collection of book and periodical titles for studying regional, state, community, and family history.







The Idaho State Museum is Idaho’s official state historical museum that collects, holds, preserves, and documents Idaho’s largest collection of material culture, including:



## NATIVE AMERICAN HISTORY



Native American artifacts including a Shoshone quilled and beaded bag, Nez Perce Chief Looking Glass’s tomahawk pipe (pictured above), and a traditional hand-made cradleboard.

## TOOLS AND INDUSTRY



Pieces of tools and equipment representing many Idaho industries, including a hydraulic giant from Idaho City, a hard rock drill from the Yellow Jacket Mine in Lemhi County, an iron lung used by a Boise hospital to fight polio, an autoclave used in the

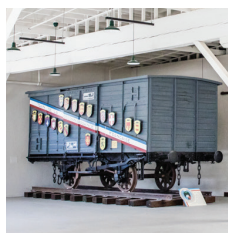
Japanese incarceration camp at Minidoka, and a Fresno scraper from Morrison Knudsen Company.

## FARMING AND AGRICULTURAL HISTORY



Artifacts documenting Idaho’s agricultural industry, including a thresher used in a northern Idaho dry land farming operation, saddles from Idaho makers throughout the state, and sheep shearing equipment.

## TRANSPORTATION



Transportation artifacts and objects used on land, air, rail, and water, including a stagecoach used to carry passengers in southwest Idaho, the “Gospel Coach,” a customized mobile home used by a traveling preacher and his family, and the Leata, a gas-saving car developed in Post Falls Idaho during the 1970s.

## CLOTHING AND TEXTILES



Clothing and textile artifacts, including inaugural gowns of former governors’ wives, over seventy-five quilts representing many eras and patterns, military uniforms from the Civil War through today, and a stage costume belonging to Paul Revere of “Paul Revere and the Raiders” in the 1960s.

Revere and the Raiders” in the 1960s.

## CHINESE HISTORY



Artifacts representing Chinese immigrants that settled in Idaho, including one of the largest apothecary collections outside of China with prescriptions, recipes, objects, and ingredients from the Ah Fong family, local herb doctors from the late 1800s through the 1960s.

## HOUSEHOLD AND HOME FURNISHINGS



Artifacts in the household and domestic collection representing all aspects of home life, including food service, preparation and processing, cleaning, furnishings and the dishware used by Governor Shoup and his wife.

## SPORT AND RECREATION



Recreational artifacts, including toys, sporting and outdoor equipment, and games. Skis, polo equipment, and Miss Nara, Idaho’s Japanese Friendship doll, are included in the collection.

## WEAPONS AND MILITARY HISTORY



The arms and armament collection includes artifacts from the Bronze Age to those used today for various purposes. The collection also includes medieval arms and armor, Civil War and Revolutionary War artifacts, an 1883 Gatling gun on its original carriage used on the Western frontier, 19th-century pistols and rifles used in the West, and WW I and II era weapons.



## NATIONAL HISTORY ACADEMY



National History Academy is an important initiative that helps students understand the foundations of American democracy and the responsibilities of citizenship through experiential learning. The Idaho State Historical Society offers scholarship

support for four Idaho students to participate in this national program annually, which is hosted in Washington DC.

## G.E.M. (GUIDE, ENGAGE, MOBILIZE)



The Guide, Engage, Mobilize (GEM) High School Internship Program brings together passionate, curious, and innovative teens to make a difference in Idaho communities and get a behind the scenes look at the Idaho State Museum. Interns network with

professionals including archivists, curators, and designers as they advance important skills that will prepare them for college and career. Interns dive deeper into exciting topics and develop key skills through projects, programs, workshops, and volunteering. As a member of the museum team, students meet teens from across the Treasure Valley and work together to create exciting and educational experiences for visitors of all ages.

## FIELD TRIPS



Explore historic sites like the Old Idaho Penitentiary, Rock Creek Station and Stricker Homesite, and the Franklin historic properties. Learn how Idaho's land and people shaped each other through time at the Idaho State Museum. Tour the spaces where

thousands of original documents and photographs are safely kept and learn about Abraham Lincoln's legacy in Idaho in a unique public exhibit at the Idaho State Archives.

## NATIONAL HISTORY DAY IN IDAHO



National History Day in Idaho (NHD) is a year-long student-led academic program focused on historical research, interpretation, and creative expression for 4th-12th grade students across Idaho. By participating in NHD, students become writers, filmmakers, web designers, playwrights and artists as they create unique contemporary expressions of history. The experience culminates in a series of competitions at the local and state levels and an annual national contest in June.

Students who participate in NHD build skills that are key to success in college, career, and citizenship. NHD teaches critical thinking, writing, and research skills. They learn to speak publicly, collaborate with team members, communicate ideas effectively with diverse audiences, manage their time, and persevere through challenges.

## RAY KNIGHT FIELD TRIP FUND



The Ray Knight Field Trip Fund helps offset admission and transportation costs to schools in Idaho, by evaluating the needs of Idaho's Title One schools.

Student admission cost for all field trips is based on the percentage of students that qualify for free or reduced lunch. Schools that have over 40% of students that qualify for free or reduced lunch will receive \$200 admission costs, covered by the Ray Knight Field Trip Fund. Additionally, all schools, can apply for bus funding support through the Ray Knight Field Trip Fund. Funding is awarded on a first come, first served basis and is subject to availability.

## TRAVELING TRUNKS



The traveling trunk program provides an extension for the museum and its programming across Idaho, increasing access to objects, documents, photographs, and other primary sources. Thanks to the generosity of the Minidoka National Historic Site,

the Laura Moore Cunningham Foundation, and the Governor's Lewis and Clark Trail Committee, traveling trunks are currently offered free of charge to Idaho teachers.

## GUIDED TOURS



Idaho State Historical Society destination sites offer guided tour programs to the public where trained guides provide additional context to further visitors' connection to Idaho's rich and diverse history.

Additional resources and public programming are built around guided tour content, like wayfinding companion books, exhibit catalogs and online exhibitions, and ISHS educational curriculum.



The Idaho State Capitol Commission works cooperatively with the Idaho State Historical Society to support its Capitol Curation Program which manages and protects the Capitol Building's historic spaces, collections, and exhibits.



## SERVICES AT THE CAPITOL

ISHS manages over 1,000 artifacts related directly to the history of the Idaho Capitol and state government. The Capitol Curator facilitates ongoing partnerships with occupants to steward the state house historic public and office spaces and a significant collection. ISHS manages artifacts that chronicle the state's story, including historic furniture that enhance the building's character, original, architectural drawings of the Capitol, and governor's portraits from the territorial and early state period.

## PERMANENT EXHIBITIONS

### GOVERNING IDAHO: HOW PEOPLE & POLICY SHAPE OUR STATE



The Capitol's signature exhibition orients visitors within the building and introduces the essential workings of state government. From current leadership to Idaho's relationship with tribal and federal governments, this award-winning exhibit serves as an interpretive foundation for the Statehouse.

### THE LINCOLN AUDITORIUM



The Lincoln Auditorium is a functional space that features artifacts and ephemera connected to President Abraham Lincoln. In partnership with the Legislative Services Office, exhibitions at the entrance and back of the auditorium honor the legacy of our

16th president and his connection to Idaho.

### HOUSE HISTORIC EXHIBITS: HISTORIC OFFICE OF THE IDAHO STATE TREASURER



At the invitation of the Idaho State House of Representatives, the ISHS crafted permanent and special exhibition spaces in the Historic Treasurer's suite. The rooms invite visitors to explore key functions of state government and provide enduring

access to the Capitol's original architectural elements.

### LEGISLATIVE COMPOSITES



The Capitol Curation Program partners with the Idaho State Archives to steward Legislative Composites. These biennial photographs of House and Senate membership serve as a record of citizen legislators and framed reproductions enhance Statehouse

corridors and legislative lounges. While the oldest composites are no longer physically accessible to statehouse visitors outside of Legislative Session, the digital catalog of the Idaho State Archives allows users to get even closer to those who served.

### ARCHIVAL IMAGES FOR COMMITTEE & HEARING ROOMS



During the 2007-2010 restoration of the Idaho State Capitol, the Idaho State Historical Society curated historic images from the Idaho State Archives for committee hearing rooms throughout the building. From industries key to Idaho's past to the infrastructure

projects that shaped the Gem State, these images illuminate the work of legislative committees and inspire and engage legislators and visitors to the People's House.

### STEWARDED IDAHO'S TREASURES



As part of its collections portfolio, the Capitol Curation Program stewards over twenty internationally significant works of art, memorials, and statuary within the statehouse and its grounds. From Charles Ostner's gilded carving of President George Washington to the

Space Shuttle Memorial funded by Idaho Boy Scouts, these pieces connect us to a national narrative and reflect deeply held Idaho values.



IDAHO STATE  
**HISTORICAL  
SOCIETY**

2205 Old Penitentiary Rd. Boise, ID 83712

## THE IDAHO STATE HISTORICAL SOCIETY MEMBERSHIP PROGRAM

Idaho State Historical Society (ISHS) members are living the history that is preserved through the work of the Historical Society—now and for the future. The ISHS membership drives educational programs for students, families, adults, exhibits, scholarships for under-resourced students, and conservation of historic artifacts. Membership support can be seen in classrooms and communities across the state. We continue to provide access to dynamic and engaging historical content, educational resources, and meaningful Idaho stories. Through statewide and nationwide partnerships like Time Travelers and the Idaho History Reciprocal Membership Program, the ISHS creates even more opportunities for people to engage and interact with history.

The Idaho History Reciprocal Membership Program is a collaboration between the Idaho State Historical Society and participating museums and historic sites across Idaho, which provides free admission to participating museums with any membership, including additional discounts and perks. Time Travelers is a network of hundreds of historical museums and sites across the country that provides reciprocal access to participating organizations.

## THE IDAHO STATE HISTORICAL SOCIETY IMPACT

- Curatorial services preserve and protect the state's irreplaceable legacy collections
- Public access to Idaho's historical resources provides information critical to decision making
- Programs of the State Historic Preservation Office give an Idaho voice to federal decision making
- Dynamic educational services advance historical and civic literacy, build 21st century skills, and support Idaho school curriculum
- Preservation of statewide historic sites reveal a sense of place critical to personal and community identity
- Government records management services are essential to state agencies and official jurisdictions

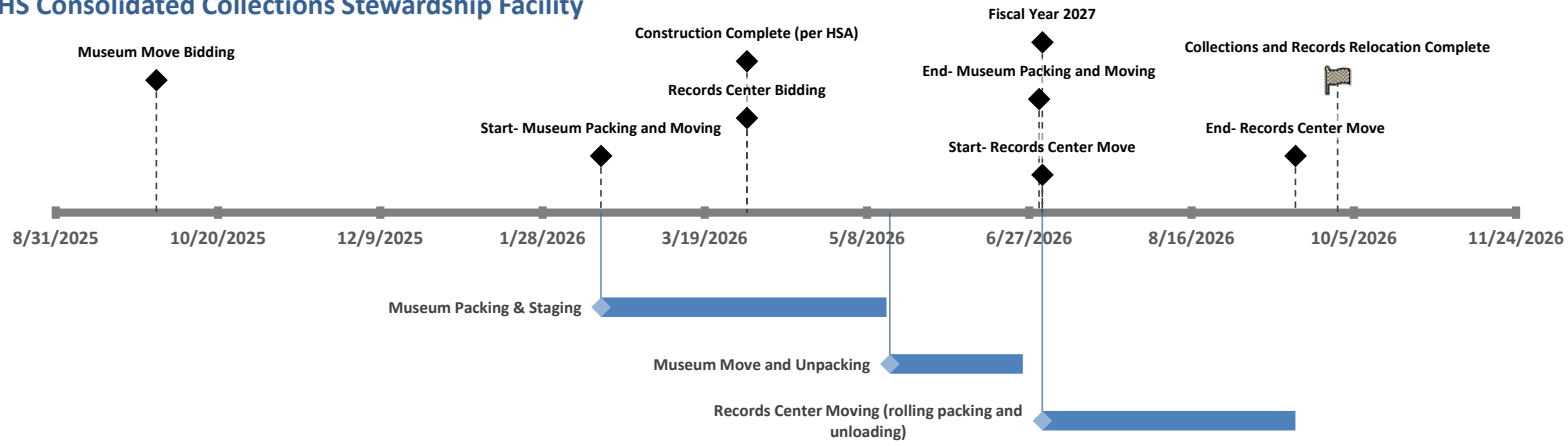


Scan this code or visit [HISTORY.IDAHO.GOV](https://HISTORY.IDAHO.GOV) to subscribe to the Idaho State Historical Society's monthly electronic newsletter and receive event and program updates.



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## ISHS Consolidated Collections Stewardship Facility



### Tasks

Start	End	Duration	Label	Vert. Position	Vert. Line	Notes
2/15/2026	5/15/2026	88	Museum Packing & Staging	-25	-25	51 working days. Excludes Friday, Saturday, Sunday and holidays
5/15/2026	6/30/2026	41	Museum Move and Unpacking	-40	-40	22 working days. Excludes Friday, Saturday, Sunday, and holidays
7/1/2026	9/17/2026	78	Records Center Moving (rolling packing and unloading)	-55	-55	44 working days. Excludes Friday, Saturday, Sunday, and holidays

*Insert new rows above this one*

### Milestones

Date	Label	Position
4/1/2026	Construction Complete (per HSA)	40
10/1/2025	Museum Move Bidding	35
4/1/2026	Records Center Bidding	25
2/15/2026	Start- Museum Packing and Moving	15
6/30/2026	End- Museum Packing and Moving	30
7/1/2026	Fiscal Year 2027	45
7/1/2026	Start- Records Center Move	10
9/17/2026	End- Records Center Move	15
9/30/2026	Collections and Records Relocation Complete	35

*Insert new rows above this one*

Merchants Moving & Storage, Inc.

11345 W Executive Dr.

Boise, ID 83713

Phone: (208) 376-8990

Fax: (208) 376-1301

**PROPOSAL OVERVIEW: Idaho State Historical Society Archives**

**Date: 7-2-2024**

**Contact:** David Matte

**Phone:** (208) 514-2328

**Email:** David.Matte@ishs.idaho.gov

**From:** Current location Boise bench @ 5383 Kendal Rd

**To:** 2205 Old Penitentiary Rd

**Scope of Service:**

- Relocate apx 33,500 boxes from Kendall Rd to 2205 Old Penitentiary Rd

**Cost Estimate:**

---

33,500 boxes load on pallets, move, unload to new location.	2800 hrs	\$224,000.00
Truck hrs 44 days (4 ) trucks per day		\$8,800.00
Forklift rental 30 days		\$3,000.00
Shrink wrap for 837 pallets ( 8 pallets per roll) = 105 rolls		\$5,250.00
Pallets ( 4 trucks worth x 12 pallets per truck) 48		

**Project Total = \$242,250.00**

---

Justin Tarpley Project Manager

Email: [Justin@merchantsmoving.com](mailto:Justin@merchantsmoving.com)

Phone: (208) 871-3779

Date

---

Customer Signature

Date

Merchants Moving & Storage, Inc.  
11345 W Executive Dr.  
Boise, ID 83713  
Phone: (208) 376-8990  
Fax: (208) 376-1301

**PROPOSAL OVERVIEW: Idaho State Historical Society Museum**

**Proposal Date: 7/8/2024**

**Company Name:** Historical Museum  
**Contact:** Sarah Phillips  
**Phone:** 208-780-5186  
**Email:** sarah.phillips@ishs.idaho.gov

**Address**

Origin  
867 N Whitewater Parkway Blvd  
BOISE ID 83703

Destination  
TBD

**Scope of Service**

Help pack load, move, crate the contents of the Museum. Including moving Conex containers and vehicles

**Cost Estimate:**

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Labor 4950 hrs.@ \$80 per hr apx 73 days with unpacking (\$54,000 less not unpacking)	\$396,000.00
Truck and EQ @ \$50 per hr (4 trucks)	\$22,600.00
Packing material	\$32,500.00
3 <sup>rd</sup> party services* Tow trucks, Conex box moving etc...	\$20,000.00
Crating services (partial solid crates) 5018 CU	\$175,630.00
Valuation (insurance) TBD ( it could be significant )	

**Total \$646,730.00**

---

Justin Tarpley                      7/8/2024  
Justin Tarpley                      Date  
Email: Justin@merchantsmoving.com  
Phone: (208) 891-3779

\_\_\_\_\_  
Customer Signature                      Date

Agency: Idaho State Historical Society

522

Decision Unit Number 12.01 Descriptive Title Old Idaho Penitentiary Staffing Support Phase Two

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	56,900	76,300	0	133,200
55 - Operating Expense	0	5,400	0	5,400
70 - Capital Outlay	0	2,400	0	2,400
80 -	0	0	0	0
Totals	56,900	84,100	0	141,000
Full Time Positions	1.00	1.00	0.00	2.00

Appropriation Unit: Historical Society EDMA

Personnel Cost				
500 Employees	34,687	50,495	0	85,182
512 Employee Benefits	7,913	11,505	0	19,418
513 Health Benefits	14,300	14,300	0	28,600
Personnel Cost Total	56,900	76,300	0	133,200
Operating Expense				
625 Computer Supplies	0	1,800	0	1,800
676 Miscellaneous Expense	0	3,600	0	3,600
Operating Expense Total	0	5,400	0	5,400
Capital Outlay				
740 Computer Equipment	0	2,400	0	2,400
Capital Outlay Total	0	2,400	0	2,400
Full Time Positions				
FTP - Permanent	1.00	1.00	0.00	2.00
Full Time Positions Total	0	0	0	0
	<b>56,900</b>	<b>84,100</b>	<b>0</b>	<b>141,000</b>

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

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.

Request and justification:

When ISHS was reimagining the Idaho State Museum, we developed a Business Plan in 2017 to enhance the museum's ability to meet its mission and be properly staffed. The results of the Museum Business plan were implemented and allowed the Museum to be well positioned for success when it reopened in 2018.

Following this model, in 2023, ISHS completed a Business Plan for the Old Idaho Penitentiary, one of the top tourism destinations in the state. We are currently aligning our FY26 budget request, Old Idaho Penitentiary Business Plan, and Old Idaho Penitentiary Visitor Experience Master Plan to support major visitor experience enhancements at the Old Idaho Penitentiary (OIP).

The Old Idaho Pen Business Plan recommendations for additional staff can be found on page 49 of the attached Business Plan and states:



The extend of the additional on-site staffing required to support the OIP can be limited because of the centralized management provided by staff of the ISHS but additional staff is needed. The assumptions 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. The staffing costs associated with additional staff are set out in Chapter 5:

**Full-Time:**

- Customer Service Representative
- Retail Store Operator
- Education Specialist
- Interpretive Specialist

**Part-Time:**

- Three Customer Service Representatives whose combined time would be 1.0 full-time equivalent (FTE)

In FY 25, we sought and received approval for two of the four FTEs noted above, including the Interpretive Specialist and Customer Service Representative. These positions were funded through the Revenue fund. In FY 26, we are requesting the Store Operator and Education Specialist and propose to support those through General Fund and Revenue fund support. These two positions are essential to maximize the Old Pen's educational and revenue potential.

The historic Old Idaho Penitentiary currently operates with only five 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 meet current levels of educational public programming and visitor services and prepare for post project increased audience and educational programming needs.

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

N/A

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

67-4112. definitions. As used in this chapter:

- (3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.
- 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.**

- Store Operator Level H \$34,700 salary and \$22,200 benefits totaling \$56,900 (GF)
- Education Specialist Level K \$50,500 salary and \$25,800 benefits totaling \$76,300 (RF)

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

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.**

The ISHS will require one-time Capital Expense for the purchase of two standard laptops at \$1,200 each, docking stations at \$300 each, and four monitors at \$300 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 OIP 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 OIP. This effort will result in a new visitor experience via a comprehensive interpretive strategy encompassing new exhibitions/visitor experience programs. ISHS aligned proposed positions with those implemented at the State Museum, to ensure internal equity.

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

For the remaining two positions for FY 26, we are seeking both general fund and revenue fund support.

Key rationale for seeking general fund support for the OIP within our 3% cap is for efficiency and sustainability. There is significant pressure on OIP earned income. ISHS currently must fund shift Old Pen revenues to support operations outside the scope of the Old Idaho Pen. This includes use of OIP revenues to support agency statewide historic sites in Franklin, Hansen, and Pierce (all rural communities.) The estimated annual expense of this required fund shift is \$65,000 for operations and personnel.

Further, revenue funds generated from the OIP also support the agency's Maintenance and Operations team. The agency has 4 full time maintenance personnel that provide direct maintenance support for 64 historic and contemporary buildings across our state with a total of 336,432 square feet and 43 acres of manicured grounds. The salaries and benefits for these employees are funded primarily through OIP revenue.

Finally, we have a significant number of group positions at the OIP. ISHS annually self-funds their CEC increase. We are grateful for your consideration of shared GF and RF to advance this initiative.

**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. The Old Idaho Penitentiary is one of the top destination facilities in the state, and unique in American history. The state of Idaho is making a major investment in the site to build its education and destination potential and concurrently increasing its ability to generate additional nonstate budgetary resources for its future.

If this request is not approved:

- The Old Idaho Penitentiary will be unequipped to address increased services to educators, schools, and programming, a vital part of the agency's mission.
- We will be limited in staffing our admissions area appropriately, with the highest levels of customer service and membership sales opportunities.
- We will be limited in our ability to maximize retail operations and resultant revenues needs to support Old Idaho Penitentiary operations.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

This initiative is aligned with the Agency's FY 25-29 Strategic Plan as follows:

Goal #1 Agency Anchors: Maximize agency-wide resources on major agency initiatives to strengthen the connection between Idahoans and their state's history.

Objective 1.1: Execute the America250 in Idaho Commemoration through 2026, using available resources and partnerships to make state history relevant within a national context.

FY 25-27 Benchmarks:

Successfully manage the execution of initiative projects and major facilities improvements, including the Agency Collections Stewardship Project, and site re-interpretive initiatives, including the Old Idaho Penitentiary Reimagining Project, through intentional project management best practices by FY 29.

**What is the anticipated measured outcome if this request is funded?**

Deliverables/Measures:

- Annual number of educators increased over programs delivered
- Annual number of students (K-12) served increased through educational programs at the OIP including field trips, and workshops
- Increase of retail sales

Agency: Idaho State Historical Society

522

Decision Unit Number 12.02 Descriptive Title State Archives Territorial and State Governors Digital Cataloging Project

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	62,900	62,900
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	0	62,900	62,900
Full Time Positions	0.00	0.00	1.00	1.00

Appropriation Unit: Historical Society EDMA

Personnel Cost				
500 Employees	0	0	39,575	39,575
512 Employee Benefits	0	0	9,025	9,025
513 Health Benefits	0	0	14,300	14,300
Personnel Cost Total	0	0	62,900	62,900
Full Time Positions				
FTP - Permanent	0.00	0.00	1.00	1.00
Full Time Positions Total	0	0	0	0
	<b>0</b>	<b>0</b>	<b>62,900</b>	<b>62,900</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.

ISA preserves a large and unique collection in its vaulted research facility: more than 150,000 linear feet of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. The Idaho State Historical Society was established in 1881, as the Historical Society of Idaho Pioneers. This organization became the Idaho State Historical Society in 1907, and in 1947 the Idaho State Archives was created as a division of the Historical Society and became the official repository for government records including territorial documents, which now serve as a vital record of Idaho's important role in the final stage of our nation's westward expansion. The Archives are housed in Boise, Idaho, originally established as Fort Boise, a military outpost that served early settlers traveling along the Oregon Trail. Idaho's geographical position placed it at the center of America's territorial expansion. Idaho's transition from a territory to a state that is today home to a thriving populace and diverse economy has been captured in the collections housed at ISA.

The Research Center at ISA provides public access to records of fiscal, administrative, legal, vital and long-term historical research value to the citizens and government of Idaho. Repository collections include documents and records from businesses, organizations, individuals, and government agencies that strengthen our collective memory and support research conducted by students, genealogists, attorneys and legal scholars, and representatives from Idaho's many industries.

Request and justification:

The Idaho State Historical Society is seeking one limited service Archivist Technician, Level I, to serve as lead full time limited service staff to complete transition of 2,933 linear feet of Territorial and State Governors Collection inventory to the Online Public Access Catalog, Archives Space.

Key Project actions and responsibilities include:

- Review the information for the entire collection, one collection at a time

- Reconcile the finding aid with the physical and intellectual holdings, and update the Finding aids:
- Check the level and quality of preservation
- Create a bulk import sheet of the inventory with the updated inventory information
- Upload bulk import sheet contents into Archives Space

The Idaho State Historical Society estimates that only 3% of its vast research holdings are discoverable to the public digitally. In accordance with our strategic plan, ISA seek to increase digital accessibility for the public.

ISA intends this project to serve as a pilot in an ongoing, strategic effort to increase collections information available online, thus increasing access and use of the collection by Idahoans and researchers seeking information about Idaho history. (A full project description narrative and budget is included in appendices A and B)

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

N/A

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

67-4112. definitions. As used in this chapter:

- (3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.

Facilitate the use of Idaho records for official reference and historical research (6) 67-4126

To be responsible for records management services for the state (7) 67-4126

Accept archival material from governments (8) 67-4126

---

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

N/A

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

N/A

---

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

Limited service Archivist Technician Level I \$39,600 salary and \$23,300 benefits (FF)

---

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

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 supervisee to a project supervisor.

---

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

The ISHS will require one-time Capital Expense for the purchase of one high-end laptop at \$2,900, one docking station at \$300, and two monitors at \$300 each, and Specific Use Supplies for archives care and preservation of manuscript collections at \$2,000.

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

N/A

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

The ISHS is seeking grant support from the National Historic Publications & Records Commission (NHPRC), Archival Projects, in the amount of \$150,817 over a two-year period to support the State Archives Territorial and State Governors Digital Cataloging Project.

Revenue assumptions based on an award are project personnel, fringe, and support with year one totaling \$67,800 federal and \$22,100 general fund as match from an existing position supervising, and year two totaling \$62,100 federal and \$21,400 general fund.

---

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

The state of Idaho and its citizens are being served by this request. If not funded, the public will continue to have limited access to essential collections they may need for their personal, professional, legal, or academic purposes. They agency will lose the opportunity to build public awareness and understanding about state resources available to them, thus impeding our service delivery and growth. Further, improvement to our

agency's efficiency(s) in making essential government records accessible and discoverable through on-line portals would be impeded. The agency has an inherent responsibility to ensure full public access to the information and collections stewards on behalf of the citizens of our state.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

---

This initiative is noted on pages 5-6 of the Agency's FY 25-29 Strategic Plan:

Goal 2. Programs and Services: Advance innovative and unique opportunities that create knowledge, deliver essential services, and inspire learning.

Objective 2.1: Facilitate research, scholarship, and the creation of new expertise on Idaho history using agency collections.

Benchmarks, FY 25-29 Increase descriptions available in the archival catalog, ArchivesSpace, from 3% to 10%

**What is the anticipated measured outcome if this request is funded?**

---

The result of this project will be the complete transition of 2,933 linear feet of Territorial and State Governors Collection inventory to the Online Public Access Catalog, Archives Space. Digitized finding aids with complete collections content and searchable descriptions will be available to the public online. With oversight from ISA staff, this project will migrate from the current closed environment records database management system to the Archives Space records management system.

Agency: Idaho State Historical Society

522

Decision Unit Number 12.03 Descriptive Title Historical Society Collections and Archives Moving Project

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	450,000	0	0	450,000
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	450,000	0	0	450,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Historical Society EDMA

Operating Expense

587 Administrative Services	450,000	0	0	450,000
Operating Expense Total	450,000	0	0	450,000
	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>450,000</b>

Explain the request and provide justification for the need.

Background:

For the state of Idaho to fulfill its public trust responsibilities for proper care of its historic collections and increase efficient use of existing facilities, ISHS recommended and the state approved a 50,000-building addition in FY 23 and compact mobile shelving in FY 24. The project contractor team is Okland Construction and HSA architects.

Request:

The Idaho State Historical Society is seeking to contract with a professional moving company to provide professional services to assess, pack, transport, unpack, and re-shelve state of Idaho collections and archival materials over two fiscal years, FY 2026 and FY 2027. These state collections are located at three offsite warehouse facilities; the contractor would move them to the Idaho History Center/State Archives.

Key Project actions and responsibilities include:

- Idaho State Museum move bidding
- Idaho State Records Center bidding
- Museum packing, moving, unpacking and re-shelving
- Idaho State Records Center packing, moving, unpacking and re-shelving

The project in its entirety will span two fiscal years. Detailed schedule information and cost estimates are included.

Justification:

Professional services are required because of the size, scope, and complexity of this project, which includes relocating collections from 3 separate warehouses comprising 51,305 square feet to a new, purpose built, consolidated collection and archives stewardship facility at the Idaho History Center/State Archives. Substantial completion of the addition is anticipated April 1, 2025.

Collections and Archival Resources synopsis:

The Idaho State Museum manages the State of Idaho's 3 dimensional collections, including cataloging, photo documentation, preservation, managing private donations, and facilitating incoming and outgoing loans to organizations for exhibiting throughout the state. These 50,000 objects chronicle the state's history and broad categories include historic clothing and costume, agriculture, business, industry, and trade, home goods, works of art, photography, military, and so forth. 1,200 Capitol Collections include furniture and artifacts specifically related to the history of the Capitol, with approximately 50 works of art and sculpture in the Capitol and on its grounds. These collections are used for public research and for exhibition at the State Museum, Old Pen, and Idaho Capitol. The collections storage warehouses are located on White Water Parkway, near the State Street intersection.

The Idaho State Archives (ISA) provides archival management for the State of Idaho's public records including photographs, manuscripts, maps, books, periodicals, and oral history interviews. Services include cataloging, digitization, preservation, and Inter-Library Loan services related to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. These collections are used for public research, government research, and state agency use, as well as exhibition at ISA, Old Pen, and Idaho State Museum. The State Records Center was created in 1989 to serve government agencies. The Center provides centralized storage and records management services to state agencies. The State Records Center is located near St. Alphonsus Hospital.

ISA preserves a large and unique collection in its vaulted research facility: more than 150,000 linear feet of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records. The Idaho State Historical Society was established in 1881, as the Historical Society of Idaho Pioneers. This organization became the Idaho State Historical Society in 1907, and in 1947 ISA was created as a division of the Historical Society and became the official repository for government records including territorial documents, which now serve as a vital record of Idaho's important role in the final stage of our nation's westward expansion. The

Archives are housed in Boise, Idaho, originally established as Fort Boise, a military outpost that served early settlers traveling along the Oregon Trail. Idaho's geographical position placed it at the center of America's territorial expansion. Idaho's transition from a territory to a state that is today home to a thriving populace and diverse economy has been captured in the collections housed at ISA.

The Research Center at ISA provides public access to records of fiscal, administrative, legal, vital and long-term historical research value to the citizens and government of Idaho. Repository collections include documents and records from businesses, organizations, individuals, and government agencies that strengthen our collective memory and support research conducted by students, genealogists, attorneys and legal scholars, and representatives from Idaho's many industries.

---

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

N/A

---

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

67-4112. definitions. As used in this chapter:

(3) "Idaho state historical society" and "society" mean the educational institution pursuant to chapter 41, title 67, Idaho Code. The society includes the Idaho state museum, the Idaho state archives and state records center, the state historic preservation office, and operates in public trust state historic sites, including the old Idaho penitentiary, John and Ann Doney house, the Lorenzo Hill Hatch house, Franklin relic hall, Franklin cooperative mercantile institution, Rock Creek station and Stricker homesite, and Pierce courthouse.

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])

---

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

N/A

---

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

One-time financial support for moving company contractual services as noted.

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

N/A

---

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

N/A

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

Two year request for collections move. There are no anticipated additional future costs associated with moving collections at offsite warehouse(s).

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

Estimates provided by professional contractor.

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

The ISHS is seeking general fund support for this initiative.

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

The state of Idaho and its citizens present and future are being served by this request. The Idaho State has been a collecting entity since 1881. Its holdings are vast and imperative for interpreting and understanding Idaho history. The consolidated collections stewardship facility is critical for preserving the state's heritage and ensuring proper treatment of state collections and efficient management of its facilities and staff. Movement of collections to this facility is inherent in the project's completion.

Collections care and management are critical to the long-term preservation of these irreplaceable state-owned materials. The Consolidated Collections and Archives Stewardship facility considerations include, but certainly are not limited to the following:

- Secure

- Environmentally controlled- HVAC, air filtration, etc.
- THR N= 68 degrees; 35-45% RH (microclimates may infer additional restraints)
- Organized
- Access controlled
- Archival materials (boxes, papers, folders, etc.) used for storage, processing, and exhibition
- Meets standards set by the American Alliance of Museums, National Association of Government Archives and Records Administrators, Society of American Archivists
- Compact mobile shelving adds 50% additional storage for the same footprint

Good government/key rationale of co-locating stewardship facility at the Idaho History Center/State Archives

- Leverages existing security presence
- Leverages existing utilities, infrastructure, parking
- Adjacency/efficiency of centralized records management (permanent and under retention)
- Builds on efficiencies of 2013 legislative action of merging State Records Center with Idaho State Archives
- Adjacency/efficiency of collections access for exhibitions (Old Pen, State Museum, Capitol, State Archives)
- Reduces number of single, physically separate storage buildings from 3 into one existing building
- Reduces windshield time for daily service delivery
- Reduces number of facilities that require ongoing maintenance and repair
- Allows for more staff synergy and sharing of resources and expertise
- Increases efficiency for records pulled for research and access for state government use
- Captures lease fees and reallocates those to offset operating expenses of expanded State Archives/History Center
- Facilitates efficient public access for all agency collections at arguably the premiere State Archives facility in the northwest

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

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Strategic goal 2, Programs and Services: Advance innovative and unique opportunities that create knowledge, deliver essential services, and inspire learning

Objective 2.6: Steward collections, including artifact, archival, and cultural and archaeological resources in alignment with industry best practices.

FY 25-29 Benchmarks:

In FY 25, implement Collections and Archives Stewardship Facility building project; plan for assessment and move of Whitewater Water storage and Idaho Record Center records.

**What is the anticipated measured outcome if this request is funded?**

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Complete move of collections safely within specified timeframe



**PCF Detail Report**

Request for Fiscal Year: 2026

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	27.30	1,760,944	354,900	399,771	2,515,615
		Total from PCF	<b>27.30</b>	<b>1,760,944</b>	<b>354,900</b>	<b>399,771</b>	<b>2,515,615</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>30.30</b>	<b>2,017,149</b>	<b>393,900</b>	<b>450,651</b>	<b>2,861,700</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>3.00</b>	<b>256,205</b>	<b>39,000</b>	<b>50,880</b>	<b>346,085</b>
<b>Adjustments to Wage and Salary</b>							
522001	500C	Archivist Technician	1.00	44,160	13,000	10,087	67,247
8995	R90						
522001	206C	Customer Service Representative 1	1.00	32,480	13,000	7,419	52,899
9006	R90	8810					
522001	476C	Education Specialist	1.00	57,304	13,000	13,089	83,393
9035	R90						
522002	1481C	Administrative Support Manager 8810	1.00	70,640	13,000	16,135	99,775
0821	R90						
<b>Estimated Salary Needs</b>							
		Permanent Positions	31.30	1,965,528	406,900	446,501	2,818,929
		<b>Estimated Salary and Benefits</b>	<b>31.30</b>	<b>1,965,528</b>	<b>406,900</b>	<b>446,501</b>	<b>2,818,929</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>(1.00)</b>	<b>51,621</b>	<b>(13,000)</b>	<b>4,150</b>	<b>42,771</b>
		<b>Estimated Expenditures</b>	<b>(1.00)</b>	<b>51,621</b>	<b>(13,000)</b>	<b>4,150</b>	<b>42,771</b>
		<b>Base</b>	<b>.00</b>	<b>24,021</b>	<b>(13,000)</b>	<b>4,150</b>	<b>15,171</b>

**PCF Summary Report**

Request for Fiscal Year: 2026

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>30.30</b>	<b>2,017,149</b>	<b>393,900</b>	<b>450,651</b>	<b>2,861,700</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>30.30</b>	<b>2,017,149</b>	<b>393,900</b>	<b>450,651</b>	<b>2,861,700</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>30.30</b>	<b>2,017,149</b>	<b>393,900</b>	<b>450,651</b>	<b>2,861,700</b>
8.11	FTP Adjustments	1.00	0	0	0	0
8.51	Base Reductions	0.00	(27,600)	0	0	(27,600)
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>31.30</b>	<b>1,989,549</b>	<b>393,900</b>	<b>450,651</b>	<b>2,834,100</b>
10.11	Change in Health Benefit Costs	0.00	0	40,700	0	40,700
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,000)	(1,000)
10.61	Salary Multiplier - Regular Employees	0.00	19,700	0	4,500	24,200
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>31.30</b>	<b>2,009,249</b>	<b>434,600</b>	<b>454,151</b>	<b>2,898,000</b>
12.01	Old Idaho Penitentiary Staffing Support Phase Two	1.00	34,687	14,300	7,913	56,900
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>32.30</b>	<b>2,043,936</b>	<b>448,900</b>	<b>462,064</b>	<b>2,954,900</b>

**PCF Detail Report**

Request for Fiscal Year: 2026

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	10.00	639,455	117,000	145,554	902,009
		Total from PCF	<b>10.00</b>	<b>639,455</b>	<b>117,000</b>	<b>145,554</b>	<b>902,009</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>11.00</b>	<b>863,815</b>	<b>143,000</b>	<b>192,985</b>	<b>1,199,800</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.00</b>	<b>224,360</b>	<b>26,000</b>	<b>47,431</b>	<b>297,791</b>
<b>Adjustments to Wage and Salary</b>							
522001	485C	Curator Archaeology	1.00	52,000	13,000	11,877	76,877
9000	R90						
522001	164C	Technical Records Specialist 2 8810	1.00	44,160	13,000	10,087	67,247
9092	R90						
<b>Estimated Salary Needs</b>							
		Permanent Positions	12.00	735,615	143,000	167,518	1,046,133
		<b>Estimated Salary and Benefits</b>	<b>12.00</b>	<b>735,615</b>	<b>143,000</b>	<b>167,518</b>	<b>1,046,133</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>(1.00)</b>	<b>128,200</b>	<b>0</b>	<b>25,467</b>	<b>153,667</b>
		<b>Estimated Expenditures</b>	<b>(1.00)</b>	<b>128,200</b>	<b>0</b>	<b>25,467</b>	<b>153,667</b>
		<b>Base</b>	<b>.00</b>	<b>117,500</b>	<b>0</b>	<b>25,467</b>	<b>142,967</b>

**PCF Summary Report**

Request for Fiscal Year: 2026

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Federal (Grant)

34800

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>11.00</b>	<b>863,815</b>	<b>143,000</b>	<b>192,985</b>	<b>1,199,800</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>11.00</b>	<b>863,815</b>	<b>143,000</b>	<b>192,985</b>	<b>1,199,800</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>11.00</b>	<b>863,815</b>	<b>143,000</b>	<b>192,985</b>	<b>1,199,800</b>
8.11	FTP Adjustments	1.00	0	0	0	0
8.51	Base Reductions	0.00	(10,700)	0	0	(10,700)
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>12.00</b>	<b>853,115</b>	<b>143,000</b>	<b>192,985</b>	<b>1,189,100</b>
10.11	Change in Health Benefit Costs	0.00	0	14,300	0	14,300
10.12	Change in Variable Benefit Costs	0.00	0	0	(400)	(400)
10.61	Salary Multiplier - Regular Employees	0.00	7,400	0	1,700	9,100
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>12.00</b>	<b>860,515</b>	<b>157,300</b>	<b>194,285</b>	<b>1,212,100</b>
12.02	State Archives Territorial and State Governors Digital Cataloging Project	1.00	39,575	14,300	9,025	62,900
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>13.00</b>	<b>900,090</b>	<b>171,600</b>	<b>203,310</b>	<b>1,275,000</b>

**PCF Detail Report**

Request for Fiscal Year: 2026

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	10.00	517,483	130,000	117,664	765,147
		Total from PCF	<b>10.00</b>	<b>517,483</b>	<b>130,000</b>	<b>117,664</b>	<b>765,147</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>14.00</b>	<b>953,482</b>	<b>182,000</b>	<b>213,018</b>	<b>1,348,500</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>4.00</b>	<b>435,999</b>	<b>52,000</b>	<b>95,354</b>	<b>583,353</b>
<b>Adjustments to Wage and Salary</b>							
522001	852C	Facility Scheduling Coordinator	1.00	47,760	13,000	10,909	71,669
9042	R90						
522002	201C	Customer Service Representative 2	1.00	36,560	13,000	8,351	57,911
0828	R90	8810					
<b>Other Adjustments</b>							
	501	Employees - Temp	.00	310,700	0	0	310,700
	512	Employee Benefits	.00	0	0	28,600	28,600
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	310,700	0	28,600	339,300
		Permanent Positions	12.00	601,803	156,000	136,924	894,727
		<b>Estimated Salary and Benefits</b>	<b>12.00</b>	<b>912,503</b>	<b>156,000</b>	<b>165,524</b>	<b>1,234,027</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>2.00</b>	<b>40,979</b>	<b>26,000</b>	<b>47,494</b>	<b>114,473</b>
		<b>Estimated Expenditures</b>	<b>2.00</b>	<b>40,979</b>	<b>26,000</b>	<b>47,494</b>	<b>114,473</b>
		<b>Base</b>	<b>.00</b>	<b>(8,421)</b>	<b>26,000</b>	<b>47,494</b>	<b>65,073</b>

**PCF Summary Report**

Request for Fiscal Year: 2026

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Miscellaneous Revenue

34900

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>14.00</b>	<b>953,482</b>	<b>182,000</b>	<b>213,018</b>	<b>1,348,500</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>14.00</b>	<b>953,482</b>	<b>182,000</b>	<b>213,018</b>	<b>1,348,500</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>14.00</b>	<b>953,482</b>	<b>182,000</b>	<b>213,018</b>	<b>1,348,500</b>
8.11	FTP Adjustments	(2.00)	0	0	0	0
8.51	Base Reductions	0.00	(49,400)	0	0	(49,400)
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>12.00</b>	<b>904,082</b>	<b>182,000</b>	<b>213,018</b>	<b>1,299,100</b>
10.11	Change in Health Benefit Costs	0.00	0	15,600	0	15,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(300)	(300)
10.61	Salary Multiplier - Regular Employees	0.00	6,000	0	1,400	7,400
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>12.00</b>	<b>910,082</b>	<b>197,600</b>	<b>214,118</b>	<b>1,321,800</b>
12.01	Old Idaho Penitentiary Staffing Support Phase Two	1.00	50,495	14,300	11,505	76,300
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>13.00</b>	<b>960,577</b>	<b>211,900</b>	<b>225,623</b>	<b>1,398,100</b>

**PCF Detail Report**

Request for Fiscal Year: 2026

**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	128,486	35,100	29,348	192,934
		Total from PCF	<b>2.70</b>	<b>128,486</b>	<b>35,100</b>	<b>29,348</b>	<b>192,934</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>2.70</b>	<b>141,653</b>	<b>35,100</b>	<b>31,647</b>	<b>208,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.00</b>	<b>13,167</b>	<b>0</b>	<b>2,299</b>	<b>15,466</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	2.70	128,486	35,100	29,348	192,934
		<b>Estimated Salary and Benefits</b>	<b>2.70</b>	<b>128,486</b>	<b>35,100</b>	<b>29,348</b>	<b>192,934</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>13,167</b>	<b>0</b>	<b>2,299</b>	<b>15,466</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>13,167</b>	<b>0</b>	<b>2,299</b>	<b>15,466</b>
		<b>Base</b>	<b>.00</b>	<b>10,467</b>	<b>0</b>	<b>2,299</b>	<b>12,766</b>

**PCF Summary Report**

Request for Fiscal Year: 202  
6

**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
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>2.70</b>	<b>141,653</b>	<b>35,100</b>	<b>31,647</b>	<b>208,400</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>2.70</b>	<b>141,653</b>	<b>35,100</b>	<b>31,647</b>	<b>208,400</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>2.70</b>	<b>141,653</b>	<b>35,100</b>	<b>31,647</b>	<b>208,400</b>
8.51	Base Reductions	0.00	(2,700)	0	0	(2,700)
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>2.70</b>	<b>138,953</b>	<b>35,100</b>	<b>31,647</b>	<b>205,700</b>
10.11	Change in Health Benefit Costs	0.00	0	3,500	0	3,500
10.12	Change in Variable Benefit Costs	0.00	0	0	(100)	(100)
10.61	Salary Multiplier - Regular Employees	0.00	1,300	0	300	1,600
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>2.70</b>	<b>140,253</b>	<b>38,600</b>	<b>31,847</b>	<b>210,700</b>
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>2.70</b>	<b>140,253</b>	<b>38,600</b>	<b>31,847</b>	<b>210,700</b>



**PCF Detail Report**

Request for Fiscal Year: 2026

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>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	1.00	53,518	13,000	12,224	78,742
		Total from PCF	<b>1.00</b>	<b>53,518</b>	<b>13,000</b>	<b>12,224</b>	<b>78,742</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>1.00</b>	<b>63,184</b>	<b>13,000</b>	<b>14,116</b>	<b>90,300</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.00</b>	<b>9,666</b>	<b>0</b>	<b>1,892</b>	<b>11,558</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	1.00	53,518	13,000	12,224	78,742
		<b>Estimated Salary and Benefits</b>	<b>1.00</b>	<b>53,518</b>	<b>13,000</b>	<b>12,224</b>	<b>78,742</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>9,666</b>	<b>0</b>	<b>1,892</b>	<b>11,558</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>9,666</b>	<b>0</b>	<b>1,892</b>	<b>11,558</b>
		<b>Base</b>	<b>.00</b>	<b>9,666</b>	<b>0</b>	<b>1,892</b>	<b>11,558</b>

**PCF Summary Report**

Request for Fiscal Year: 2026

Agency: Idaho State Historical Society

522

Appropriation Unit: Historical Society

EDMA

Fund: Income Funds: Capitol Commission Operating Fund

48109

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>1.00</b>	<b>63,184</b>	<b>13,000</b>	<b>14,116</b>	<b>90,300</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>1.00</b>	<b>63,184</b>	<b>13,000</b>	<b>14,116</b>	<b>90,300</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>1.00</b>	<b>63,184</b>	<b>13,000</b>	<b>14,116</b>	<b>90,300</b>
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>1.00</b>	<b>63,184</b>	<b>13,000</b>	<b>14,116</b>	<b>90,300</b>
10.11	Change in Health Benefit Costs	0.00	0	1,300	0	1,300
10.12	Change in Variable Benefit Costs	0.00	0	0	0	0
10.61	Salary Multiplier - Regular Employees	0.00	500	0	100	600
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>1.00</b>	<b>63,684</b>	<b>14,300</b>	<b>14,216</b>	<b>92,200</b>
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>1.00</b>	<b>63,684</b>	<b>14,300</b>	<b>14,216</b>	<b>92,200</b>

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

Request for Fiscal Year: 2026

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	12.55	34900	740	Replacement high-end laptop computers - example Dell Latitude 5560 15".	0	FY 2022	10.00	1.00	2,900.00	2,900	
1	EDMA	12.55	34900	740	Replacement standard laptop computers - example Dell Latitude 5520 15".	0	FY 2022	40.00	10.00	1,200.00	12,000	
1	EDMA	12.55	34900	625	Lifecycle replacement laptop computer docking stations.	0	FY 2022	50.00	12.00	275.00	3,300	
2	EDMA	12.55	34900	625	Lifecycle replacement desktop printer.	0	2012	19.00	1.00	500.00	500	
2	EDMA	12.55	34900	740	Lifecycle replacement printer, copier, and scanner.	0	2015	7.00	1.00	7,500.00	7,500	
2	EDMA	12.55	34900	740	Router/Switch lifecycle replacement per ITS.	0	2018	0.00	6.00	4,100.00	24,600	
2	EDMA	12.55	34900	625	Access Point lifecycle replacement per ITS.	0	2018	0.00	39.00	1,000.00	39,000	
2	EDMA	12.55	34900	625	Misc. conference room IT equipment lifecycle replacment per ITS.	0	2018	0.00	2.00	200.00	400	
<b>Subtotal</b>								<b>126.00</b>	<b>72.00</b>	<b>90,200</b>		
Grand Total by Appropriation Unit												
EDMA											90,200	
<b>Subtotal</b>								<b>90,200</b>				
Grand Total by Decision Unit												
12.55											90,200	
<b>Subtotal</b>								<b>90,200</b>				
Grand Total by Fund Source												
34900											90,200	
<b>Subtotal</b>								<b>90,200</b>				
Grand Total by Summary Account												
				625					69.00	54.00	43,200	
				740					57.00	18.00	47,000	
<b>Subtotal</b>								<b>126.00</b>	<b>72.00</b>	<b>90,200</b>		

**From:** [WebMaster](#)  
**To:** [Dax Chizum](#)  
**Cc:** [Dax Chizum](#)  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS  
**Date:** Friday, August 23, 2024 6:08:06 AM

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Your request #524 for 10 Standard Laptops, 1 Highend Laptop, 11 Docking Stations, 1 Highend Desktop, 1 Copier/Scanner/Printer, 4 Routers, 2 Switches, 39 Wierless Access Points, Conference Room Equipment. has been **Reviewed & Recommended** by ITS.

ITS Comments:

This is a standard request for approved technology.

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

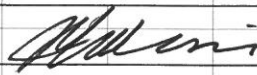
If you have any questions, please send an email to [itapprovals@its.idaho.gov](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

**CAPITAL BUDGET REQUEST  
SIX-YEAR PLAN FY 2026 THROUGH FY 2031  
CAPITAL IMPROVEMENTS**

**Idaho State Historical Society**

Project Description/Location		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
<b>Old Penitentiary (Boise)</b>						
DPW# 20622 Security, Emergency System & HVAC Assessment Findings JC Earl & Admin				110,000		
Stabilization of 1907 Steam Plant			115,000			
Rehabilitation of Women's Ward/Sprinklers/Landscape					210,000	
Doors and windows of 1951 steam plant	#5	149,500				
Repair 1950 Cell House						71,300
Safety Upgrades 1954 Max Security					109,250	
Infrastructure Repairs and Improvements, Old Penitentiary Shirt Factory Building	#1	1,480,000				
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						740,000
Rehabilitation of Guard House to include Window Repair, Paint, and Flooring		100,000				
JC Earl and Shirt Factory buildings public restrooms renovations		174,000				
ADA access to Shirt Factory Laundry at the Old Idaho Penitentiary	#2 ADA	75,000				
ADA improvements for Guard House & Bishops House	#1 ADA	150,000				
<b>Idaho History Center (Boise)</b>						
DPW# 20622 Security, Emergency System & HVAC Assessment Findings					230,000	
Install UV filtration on foyer windows/interior upgrades/enhance public area			234,600			
Archives Maintenance to include damaged flooring, drywall, ceiling tiles, and interior paint	#3	224,250				
Renovate Interior Lighting to LED excluding Vaults			264,500			
Update Interior Vault Lighting to LED	#2	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
Irrigation System and Well				345,000		
Bon Clara House Site at Stricker Ranch Rehabilitation Project			350,000			
<b>Franklin Historic Site (Franklin)</b>						
FCSI Store Interior Preservation				264,500		
Relic Hall HVAC or Baseboard Heat			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						
<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	
Pioneer Village Buildings Porch Stabilization and Exterior Paint	#4	250,000				
<b>Whitewater Park Blvd Storage Facility (Boise)</b>						
DPW# 20622 Security, Emergency System & HVAC Assessment Findings Capitol						
DPW# 20622 Security, Emergency System & HVAC Assessment Findings Museum						
Renovate shed addition						
Storage condition assessment						155,250
Storage environmental improvements						
Mezzanine for additional space						
Replace roof Museum storage						325,000
<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 (Boise)</b>						
Replacement of Watermain for IBG Administration Building					105,000	
Replacement of roadway East Old Penitentiary Road				862,500		
<b>Yearly Totals</b>		<b>2,694,750</b>	<b>1,585,100</b>	<b>1,996,000</b>	<b>1,758,250</b>	<b>1,906,800</b>

Agency Head Signature   
Date **August 1st, 2024**

**FY 2026  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Infrastructure Repairs and Improvements, Old Penitentiary: 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 Master 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 Master 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>	\$1,480,000	1

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

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

Date: August 1, 2024

**FY 2026  
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	2

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

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

Date: August 1, 2024

**FY 2026  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Archives Maintenance</b></p> <p><b>Background:</b> The Idaho State Archives building phases one and two were constructed respectively in 1998 and 2004. The first and second floor walls, ceiling tiles, interior paint, and flooring that are adjacent to the loading dock and rear freight elevator in the 1998 section of the building have become damaged and heavily worn over the years.</p> <p><b>Rationale:</b> Members of the public, tour groups, and government officials often traverse these spaces between the staff offices and the archival vaults. Freshening up these areas is more befitting of the important role that the ISHS plays in safeguarding the historic materials that are stored in the building. These areas will also serve as a transition area to the new Preservation Facility building addition that is now in the design planning stages.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> tile floor area from Map Room to Archival Processing rooms; grid acoustic ceiling tiles, walls, paint, and protective trim, in rear elevator foyer and foyer adjacent to loading dock.</p> <p><b>Analyze</b> results and create implementation plan.</p> <p><b>Implement</b> scope of work process necessary to successfully complete an attractive and functional transition space between staff offices, loading dock, elevator, and vaults.</p>	\$224,250	3

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: 

Date: August 1, 2024



**FY 2026  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Pioneer Village Buildings Porch Stabilization and Exterior Paint</b></p> <p><b>Background:</b> Pioneer Village has been a part of Julia Davis Park since 1933. Moved next to the Museum in 1970, this space now encompasses three 19<sup>th</sup> century Boise homes and the Lewis and Clark Discovery Trail and Pavilion. The houses on the site are the Isaac N. Coston Log Cabin (1865), the Thomas E. Logan House (1865), and the Richard C. Adelman House (1880). In May 2024, the wood shingle roofs on the Logan and Adelman Houses were replaced in order to help preserve the building envelopes for future exhibit use.</p> <p><b>Rationale:</b> Field trips, events, and children’s camps are frequently held in Pioneer Village. The porches are currently unsafe to walk on in some areas and have been cordoned off from the visiting public. Structural porch repairs should be performed. The paint on the houses is badly deteriorated and unsightly and, in an effort, to continue envelope preservation the Adelman House should be painted. The Logan House is an adobe dwelling and should not have been painted, as it was some time ago. Mitigation efforts could involve removal of the old paint to better preserve the original adobe brick. Doors and windows should be repaired and preserved to help keep insects and rodents out of the structures.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to facilitate these repairs.</p> <p><b>Analyze</b> results, create, design, and implement a scope of work to perform porch repairs and repainting.</p> <p><b>Implement</b> scope of work process necessary to successfully complete the repairs.</p>	\$250,000	4

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

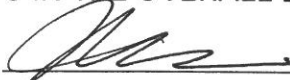
Agency Head Signature:  \_\_\_\_\_

Date: August 1, 2024

**FY 2026  
CAPITAL BUDGET REQUEST  
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>Stabilization and preservation of 1951 Steam Plant</b></p> <p><b>Background:</b> The 1951 Steam Plant sits outside of the West wall of the Old Idaho Penitentiary on ISHS land that is currently leased to the Idaho Botanical Gardens (IBG). DPW # 07080 “1951 Steam Plant Rehabilitation” was performed in 2009 but a new study should be performed to ascertain the doors and windows structural integrity and building envelope. The structure is currently unused except for some storage of materials by IBG.</p> <p><b>Rationale:</b> This historic building is in direct proximity to the public who visit the Old Penitentiary and the IBG. IBG is currently planning a multi-million-dollar master plan initiative for the grounds adjacent to the steam plant and have inquired about the safety of the building. Investigating the building envelope and integrity and planning mitigating repairs to doors and windows will preserve the building and protect the public. The guy wire cables that support the smokestacks extend well into the path of public walkways and should also be studied by an engineer.</p> <p><b>Scope of work:</b></p> <p><b>Survey</b> and determine the required steps to stabilize the structure.</p> <p><b>Analyze</b> results and create and implement plan to meet survey.</p> <p><b>Implement</b> repairs to ensure that the structure is safe and stabilized.</p>	\$149,500	5

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: 

Date: August 1, 2024

**FY 2026  
CAPITAL BUDGET REQUEST  
ADA PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>ADA improvements for Guard House &amp; Bishops House Boise</b></p> <p><b>Background:</b> The Guard House at the Old Idaho Penitentiary was built in 1912 and is currently leased to CWI for their Horticulture Dept. CWI will be ending their lease in 2025 and the ISHS expects to reinhabit the building for staff offices or exhibits.</p> <p>The Bishops' House was built in 1889 and was moved to its current site in the Old Pen District in 1975. The Friends of the Bishops' House host frequent indoor and outdoor events at the site</p> <p><b>Rationale:</b> At the Guard House, ADA parking pad, sidewalks, and wheelchair access ramp is in poor repair and these improvements should be made at the rear building entrance. At the Bishops' House, the electric ADA wheelchair lift on the northwest corner of the porch was not designed for exterior use and frequently malfunctions while being used which has resulted in calls to the fire department for assistance with the stranded handicapped passengers.</p> <p><b>Scope of Work:</b></p> <p><b>Survey</b> and determine the required steps to provide safe ADA access to these historic structures.</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 concrete parking pad, sidewalks, ramps, handrails, and elevator lift for ADA accessibility.</p>	\$150,000	1 ADA

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

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

Date: August 1, 2024

**FY 2026  
CAPITAL BUDGET REQUEST  
ADA PROJECTS**

AGENCY: Idaho State Historical Society		
PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p><b>ADA access to Shirt Factory Laundry at the Old Idaho Penitentiary</b></p> <p><b>Background:</b> The Multipurpose Building inside the walls of the Old Idaho Penitentiary was built in 1923 and housed the Shirt Factory, Laundry, License Plate Factory, and now is also home to the JC Earl Weapons Exhibit and ADA accessible restrooms. As part of the Multipurpose Building, the laundry was used for the prison and for service members at Gowan Field. The Laundry houses all its historic machinery and has a great deal of visual impact for visitors.</p> <p><b>Rationale:</b> The current wooden ramp and handrails up to the Laundry is in unsafe condition and was not built to ADA specifications. To enhance and enable public access for all patrons to view the space it would be necessary to reconstruct a new concrete ramp similar to the ADA ramp that is directly adjacent to the Laundry at the guest restrooms, possibly via an addition to the existing restroom ramp. 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 safe ADA access to the Laundry.</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 an ADA ramp to the Laundry in the Multipurpose Building at the Old Idaho Penitentiary.</p>	\$75,000	2 ADA

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

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

Date: August 1, 2024

**Federal Funds Inventory Form**  
As Required by Sections 67-1917 & 67-3502(e), Idaho Code

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

Reporting Agency/Department: Idaho State Historical Society  
Contact Person/Title: Dax Chizum, Fiscal Officer

Agency Code: 522  
Contact Phone Number: 208-514-2307

Fiscal Year: 2026  
Contact Email: dax.chizum@ishs.idaho.gov

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
Grant Number CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant Title	Grant Description	Pass Through State Agency	Budgeted Program	Award Structure	Grant Is Ongoing or Short-Term	Date of Expiration - If Known *Required if Short-term \$67- 1917(d), I.C.	Total Grant Amount	State Approp (OT) Base, or (C) Continuous \$67- 1917(l)(b), I.C.	MOE or MOU requirements? [Y] Yes or [N] No If question # 2. [67- 1917(l)(d), I.C.]	State Match Required: [Y] Yes or [N] No (\$67- 1917(l)(d), I.C.)	State Match Description & Fund Source (GF or other state fund) (67- 1917(l)(d), I.C.)	Total State Match Amount (\$67- 1917(l)(d), I.C.)	FY 2022 Actual Federal Expenditures	FY 2023 Actual State Match Expenditures	FY 2023 Actual Federal Expenditures	FY 2023 Actual State Match Expenditures	FY 2024 Actual Federal Funds Received (CASH) \$67-1917(l)(a), I.C.	FY 2024 Actual Federal Expenditures	FY 2024 Actual State Match Expenditures \$67- 1917(l)(d), I.C.	FY 2025 Estimated Available Federal Funds \$67-1917(l)(b), I.C.	FY 2025 Estimated Federal Expenditures \$67- 1917(l)(b), I.C.	FY 2026 Estimated Available Federal Funds \$67- 1917(l)(b), I.C.	FY 2026 Estimated Federal Expenditures \$67- 1917(l)(b), I.C.	Known Reductions; Plan for 10% or More Reduction Complete question #3 # 3 \$67-3502(l)(e), I.C.	Grant Reduced by 50% or More from the previous years funding? Complete question #3. \$67-1917(l)(c), I.C.		
10.664/21-CS-11046000	O	USDA Forest Service	Cost Share Agreement	Cost share for expedited section 106 reviews. State match not required but state funds are expended from the revenue fund.	N/A	EDMA	Capped	Short-term	6/15/2026	\$40,000.00	OG	N	N	N/A	\$22,111.25	\$12,824.60	\$3,184.00	\$5,364.22	\$0.00	\$0.00	\$5,123.85	\$1,290.98	\$27,415.77	\$27,415.77	\$0.00	\$0.00	0.00%	0.00%		
15.224/L15AC00282	C	The United States Department of Interior Bureau of Land Management	BLM Idaho Data Collection Management and Outreach	Data Collection Management and Education Outreach	N/A	EDMA	Capped	Short-term	9/30/2020	\$99,500.00	OG	N	Y	Revenue Fund	\$5,500.00	\$0.00	\$0.00	-\$39,687.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
15.224/L21AC10489	C	The United States Department of Interior Bureau of Land Management	Idaho Cultural Resources Information System (ICRIS)	Promote the exchange and collaborative management of records and data associated with archaeological and historical properties located on public lands.	N/A	EDMA	Capped	Short-term	9/14/2024	\$25,000.00	OT	N	N	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$23,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%		
15.224/L23AC00541	C	The United States Department of Interior Bureau of Land Management	ID Cultural Data Sharing	Promote the exchange and collaborative management of records and data associated with archaeological and historical properties located on public lands.	N/A	EDMA	Capped	Short-term	9/12/2028	\$18,500.00	OT	N	N	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$12,500.00	\$12,500.00	\$0.00	\$0.00	0.00%	0.00%		
15.904/P17AP00061	C	The United States Department of Interior National Park Service	Untold Stories: The African American Civil Rights Movement in Idaho	Identify, research, and document previously unrecorded events and locations associated with the African American Civil Rights Movement in Idaho.	N/A	EDMA	Capped	Short-term	7/31/2022	\$50,000.00	OT	Y	Y	In-kind	\$9,900.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
15.904/P21AF11017	F	The United States Department of Interior National Park Service	Historic Preservation Fund Grants In Aid	2021 HPF SHPO-Idaho	N/A	EDMA	Capped	Ongoing	3/31/2023	\$855,922.00	OG	Y	Y	GF & In-kind	\$570,615.00	\$554,848.83	\$87,049.23	\$449,460.62	\$43,696.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%		
15.904/P22AF01252	F	The United States Department of Interior National Park Service	Historic Preservation Fund Grants In Aid	2022 HPF SHPO-Idaho	N/A	EDMA	Capped	Ongoing	9/30/2024	\$884,191.00	OG	Y	Y	GF & In-kind	\$589,461.00	\$0.00	\$0.00	\$755,285.17	\$68,420.65	\$120,022.98	\$233,637.39	\$3,224.61	\$89,894.66	\$89,894.66	\$0.00	\$0.00	0.00%	0.00%		
15.904/P23AF01070	F	The United States Department of Interior National Park Service	Historic Preservation Fund Grants In Aid	2023 HPF SHPO-Idaho	N/A	EDMA	Capped	Ongoing	9/30/2025	\$963,809.00	OG	Y	Y	GF & In-kind	\$642,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$823,814.61	\$860,844.03	\$56,672.86	\$98,988.13	\$98,988.13	\$0.00	\$0.00	0.00%	0.00%		
15.904/P24AF01296	F	The United States Department of Interior National Park Service	Historic Preservation Fund Grants In Aid	2024 HPF SHPO-Idaho	N/A	EDMA	Capped	Ongoing	9/30/2026	\$963,809.00	OG	Y	Y	GF & In-kind	\$642,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$963,809.00	\$642,539.33	\$321,269.67	\$0.00	0.00%
15.929/P21AP11766	F	The United States Department of Interior National Park Service	Save America's Treasures	Idaho SHPO, Assay Office Rehabilitation	N/A	EDMA	Capped	Short-term	10/30/2024	\$500,000.00	OT	Y	Y	General Fund	\$502,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,691.85	\$500,000.00	\$500,000.00	\$0.00	\$0.00	0.00%
21.027/SLFRP	O	U.S. Department of Treasury	ARPA SLFRP	Senate Bill No. 1371 ARP	State of Idaho Appropriation	EDMA	Capped	Short-term	6/30/2023	\$39,100.00	OG	N	N	N/A	\$0.00	\$0.00	\$0.00	\$39,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
45.129/Z50-283176-21	C	National Endowment for the Humanities	Promotion of the Humanities - Federal/State	General Operating: Idaho State Historical Society	N/A	EDMA	Capped	Short-term	1/31/2022	\$25,000.00	OT	N	N	N/A	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
45.149/ZPA-283369-22	C	National Endowment for the Humanities	Promotion of the Humanities - Division of Preservation and Access	Old Pen Reimagining Planning Grant	N/A	EDMA	Capped	Short-term	3/31/2023	\$200,000.00	OT	Y	N	N/A	\$0.00	\$118,939.27	\$0.00	\$81,060.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
81.256/DE-NE0009355	C	US Department of Energy	National Historic Preservation Act Priority	Idaho National Laboratory Site Reviews	N/A	EDMA	Capped	Short-term	9/13/2026	\$100,000.00	OT	N	Y	GF & In-kind	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,687.79	\$12,823.42	\$1,372.34	\$90,312.21	\$45,156.11	\$45,156.11	\$45,156.11	\$0.00	0.00%	0.00%	
89.003/RC-100244-18	C	National Historical Publications and Records Grants	Idaho Board Programming Grant	Support for Idaho Historical Records Advisory Board programs.	N/A	EDMA	Capped	Short-term	3/31/2021	\$17,350.00	OG	Y	Y	GF & In-kind	\$19,147.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
89.003/RC-103105-21	C	National Historical Publications and Records Grants	Idaho Board Programming Grant	Support for Idaho Historical Records Advisory Board programs.	N/A	EDMA	Capped	Short-term	12/31/2023	\$23,700.00	OG	Y	Y	GF & In-kind	\$22,292.00	\$10,750.45	\$1,353.45	\$2,897.50	\$639.66	\$7,302.05	\$7,819.53	\$3,236.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
89.003/RC-103377-22	C	National Historical Publications and Records Grants	Idaho Board Programming Grant	Support for Idaho Historical Records Advisory Board programs.	N/A	EDMA	Capped	Short-term	12/31/2023	\$15,000.00	OG	Y	N	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
89.003/RC-103635-24	C	National Historical Publications and Records Grants	Idaho Board Programming Grant	Support for Idaho Historical Records Advisory Board programs.	N/A	EDMA	Capped	Short-term	12/31/2025	\$17,750.00	OG	Y	N	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,750.00	\$0.00	\$17,750.00	\$17,750.00	\$0.00	0.00%	0.00%
<b>Total</b>									\$4,637,881.00					\$3,098,495.00	\$709,538.55	\$88,402.68	\$1,332,804.02	\$112,756.89	\$975,827.43	\$1,130,124.37	\$95,198.42	\$1,760,754.00	\$1,376,578.23	\$366,425.78	\$45,156.11					

Total FY 2024 All Funds Appropriation (DU 1.00) \$10,006,400  
Federal Funds as Percentage of Funds \$67-1917(l)(e), I.C. 11.29%

**2. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, or memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements. \$67-1917(l)(d), I.C.**

CFDA#/Cooperative Agreement # /Identifying #	Agreement Type	Explanation of agreement including dollar amounts.
15.904/P17AP00061	Professional Services and Consulting Agreement	National Park Service (NPS) Historic Preservation Fund (HPF) awarded the Idaho State Historical Society (ISHS) funds to complete a project that assists in the preservation of a site, or the events connected to a site, related to the African American civil rights movement of the 20th century in Idaho. Per the grant agreement, ISHS selected a Boise State University professor, considered a subject matter expert in this area, through a competitive consultant selection process. A Professional Services and Consulting Agreement was executed in the amount of \$38,600.
15.904/P18AF00044	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY18 CLG project total \$76,272. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P19AF00043	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY19 CLG project total \$77,112. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P20AF00017	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY20 CLG project total \$81,372. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P21AF11017	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY21 CLG project total \$91,583. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P22AF01252	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY22 CLG projects are planned for a total of \$96,997, projects must be completed by 09/30/2024. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P23AF01070	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY23 CLG projects are planned for a total of \$96,381, projects must be completed by 09/30/2025. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.904/P24AF01296	Memorandum of Agreements	National Park Service (NPS) Historic Preservation Fund (HPF) award to the Idaho State Historical Society (ISHS)/State Historic Preservation Office (SHPO) requires 10% pass through to Certified Local Government (CLG) projects. Idaho State Historical Society's SHPO office executes Memorandum of Agreements (MOA) with CLGs for projects as outlined in MOAs. The FFY24 CLG projects are planned for a total of \$96,381, projects must be completed by 09/30/2026. CLGs are required to match awards dollar-for-dollar with either cash or in-kind.
15.929/P21AP11766	Contract	National Park Service (NPS) awarded the Idaho State Historical Society (ISHS) \$500,000 to provide preservation and/or conservation assistance to nationally significant historic properties and collections. There is a state matching requirement of \$502,000 for contractual and construction services with work being managed by Idaho Division of Public Works.
45.149/ZPA-283369-22	Professional Services and Consulting Agreement	National Endowment for the Humanities awarded the Idaho State Historical Society (ISHS) funds to complete a project to develop an interpretive and audience development plan for the Old Idaho Penitentiary Historic site in Boise, Idaho. Per the grant agreement, ISHS selected two subject matter experts in this area, through a competitive consultant selection process, and ten advisory board members. A Professional Services and Consulting Agreement was executed for two consultants and ten advisory board members in the amounts of \$49,500 - Consultant 1, \$34,733.51 - Consultant 2, \$7,620 for two advisory board members.
89.003/RC-100244-18	Memorandum of Agreements	National Historical Publications and Records Grants awarded the Idaho State Historical Records Advisory Board (SHRAB) funds to support regrant projects, a statewide outreach program with 501 (c) 3 organizations. Idaho SHRAB executes Memorandum of Agreements (MOA) with organizations for projects as outlined in MOAs. The FFY22 regrant projects totalled \$1,039.23. Organizations are required to match awards dollar-for-dollar with either cash or in-kind.
89.003/RC-103105-21	Memorandum of Agreements	National Historical Publications and Records Grants awarded the Idaho State Historical Records Advisory Board (SHRAB) funds to support regrant projects, a statewide outreach program with 501 (c) 3 organizations. Idaho SHRAB executes Memorandum of Agreements (MOA) with organizations for projects as outlined in MOAs. The FFY23 regrant funds available are \$7,302.05 with the same amount awarded. Projects were completed by November 30, 2023 at which time the regrant organizations were reimbursed. Organizations are required to match awards dollar-for-dollar with either cash or in-kind.
89.003/RC-103377-22	Memorandum of Agreements	National Historical Publications and Records Grants awarded the Idaho State Historical Records Advisory Board (SHRAB) funds to support regrant projects, a statewide outreach program with 501 (c) 3 organizations. Idaho SHRAB executes Memorandum of Agreements (MOA) with organizations for projects as outlined in MOAs. The FFY23 regrant funds available are \$15,000 with the same amount awarded. Projects were completed by December 2025 at which time the regrant organizations were reimbursed. Organizations are required to match awards dollar-for-dollar with either cash or in-kind.
89.003/RC-103635-24	Memorandum of Agreements	National Historical Publications and Records Grants awarded the Idaho State Historical Records Advisory Board (SHRAB) funds to support regrant projects, a statewide outreach program with 501 (c) 3 organizations. Idaho SHRAB executes Memorandum of Agreements (MOA) with organizations for projects as outlined in MOAs. The FFY23 regrant funds available are \$15,000 with the same amount awarded, plus \$2,750 for Council of State Archivists dues. Projects are due to be completed December 2025 at which time the regrant organizations will be reimbursed. Organizations are required to match awards dollar-for-dollar.

**3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is 10-49% include the agency's plan for operating at the reduced rate \$67-3502(l)(e), I.C. or, 50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources. \$67-1917(2), I.C.**

CFDA#/Cooperative Agreement # /Identifying #	Plan for reduction or elimination of services.

**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:	Brooke Dupree
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, 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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$685,552.91	\$706,119.50	\$727,303.08	\$749,122.17	\$771,595.84	\$794,743.72

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$166,284.45	\$171,272.98	\$176,411.17	\$181,703.51	\$187,154.61	\$192,769.25

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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**AGENCY NOTES:**

Improvements in actual 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$49,357.04	\$50,837.75	\$52,362.88	\$53,933.77	\$55,551.78	\$57,218.34

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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**AGENCY NOTES:**

Improvements in actual 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$242,615.16	\$249,893.61	\$257,390.42	\$265,112.14	\$273,065.50	\$281,257.47

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$24,113.04	\$24,836.43	\$25,581.52	\$26,348.97	\$27,139.44	\$27,953.62

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$25,510.26	\$26,275.57	\$27,063.83	\$27,875.75	\$28,712.02	\$29,573.38

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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:**

Collections and records consolidation storage facility addition to the Idaho History Center in planning and construction starting in FY 2025.

**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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$175,937.42	\$181,215.54	\$186,652.01	\$192,251.57	\$198,019.12	\$203,959.69

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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**AGENCY NOTES:**

Collections and records consolidation storage facility addition to the Idaho History Center in planning and construction starting in FY 2025.

**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:	Brooke Dupree
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**

**WORK AREAS**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$20,802.63	\$21,426.71	\$22,069.51	\$22,731.60	\$23,413.54	\$24,115.95

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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 storage facility addition to the Idaho History Center in planning and construction starting in FY 2025.

**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:	Brooke Dupree
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**

**WORK AREAS**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$4,036.59	\$4,157.69	\$4,282.42	\$4,410.89	\$4,543.22	\$4,679.51

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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**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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$18,731.72	\$19,293.67	\$19,872.48	\$20,468.66	\$21,082.72	\$21,715.20

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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:**

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 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$49,639.48	\$51,128.66	\$52,662.52	\$54,242.40	\$55,869.67	\$57,545.76

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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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. Improvements in actual 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$218.24	\$224.79	\$231.53	\$238.48	\$245.63	\$253.00

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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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:	Brooke Dupree
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			
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$18,059.29	\$18,601.07	\$19,159.10	\$19,733.87	\$20,325.89	\$20,935.67

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
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**AGENCY NOTES:**

Improvements in actual 2024 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:	Brooke Dupree
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr.:	\$8,293.39	\$8,542.19	\$8,798.46	\$9,062.41	\$9,334.28	\$9,614.31

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@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:**

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AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2026	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	2026	request	62,720	\$ 11.60	\$ 727,303	37	1,695	FTP's - 29, Temps, etc. - 2
2205 Old Penitentiary Rd.	2025	estimate	62,720	\$ 11.26	\$ 706,120	37	1,695	FTP's - 29, Temps, etc. - 5
Boise ID 83712	2024	actual	<u>62,720</u>	<u>\$ 10.93</u>	<u>\$ 685,553</u>	<u>37</u>	<u>1,695</u>	FTP's - 29, Temps, etc. - 2
Admin Office, Archives and Library	Change (request vs actual)		0	\$ -	41,750	0	0	
	Change (estimate vs actual)		0	\$ -	20,567	0	0	
Old Idaho Penitentiary	2026	request	135,631	\$ 1.30	\$ 176,411	8	16,954	FTP's - 6, Temps, etc. - 14
2445 Old Penitentiary Rd.	2025	estimate	135,631	\$ 1.26	\$ 171,273	8	16,954	FTP's - 4, Temps, etc. - 14
Boise ID 83712	2024	actual	<u>135,631</u>	<u>\$ 1.23</u>	<u>\$ 166,284</u>	<u>8</u>	<u>16,954</u>	FTP's - 4, Temps, etc. - 14
Historic Site and Museum	Change (request vs actual)		0	\$ -	10,127	0	0	
	Change (estimate vs actual)		0	\$ -	4,989	0	0	
Old US Assay Office	2026	request	7,377	\$ 7.10	\$ 52,363	15	492	FTP's - 12, Temps, etc. - 1
210 Main Street	2025	estimate	7,377	\$ 6.89	\$ 50,838	15	492	FTP's - 12, Temps, etc. - 1
Boise ID 83702	2024	actual	<u>7,377</u>	<u>\$ 6.69</u>	<u>\$ 49,357</u>	<u>15</u>	<u>492</u>	FTP's - 11, Temps, etc. - 1
Historic Landmark - SHPO Office	Change (request vs actual)		0	\$ -	3,006	0	0	
	Change (estimate vs actual)		0	\$ -	1,481	0	0	
Idaho State Museum	2026	request	46,740	\$ 5.51	\$ 257,390	15	3,116	FTP's - 13, Temps, etc. - 9
610 N Julia Davis Dr	2025	estimate	46,740	\$ 5.35	\$ 249,894	15	3,116	FTP's - 13, Temps, etc. - 9
Boise ID 83702	2024	actual	<u>46,740</u>	<u>\$ 5.19</u>	<u>\$ 242,615</u>	<u>15</u>	<u>3,116</u>	FTP's - 13, Temps, etc. - 9
Historical Museum	Change (request vs actual)		0	\$ -	14,775	0	0	
	Change (estimate vs actual)		0	\$ -	7,278	0	0	
Bureau of Reclamation Building	2026	request	9,500	\$ 2.69	\$ 25,582	15	633	FTP's - 0, Temps, etc. - 0
214 S Broadway Ave	2025	estimate	9,500	\$ 2.61	\$ 24,836	15	633	FTP's - 0, Temps, etc. - 0
Boise ID 83712	2024	actual	<u>9,500</u>	<u>\$ 2.54</u>	<u>\$ 24,113</u>	<u>15</u>	<u>633</u>	FTP's - 0, Temps, etc. - 0
Historic Building - Offices	Change (request vs actual)		0	\$ -	1,468	0	0	
	Change (estimate vs actual)		0	\$ -	723	0	0	
TOTAL (PAGE 1 of 3)	2026	request	261,968	\$ 4.73	\$ 1,239,049	90	2,911	
	2025	estimate	261,968	\$ 4.59	\$ 1,202,960	90	2,911	
	2024	actual	<u>261,968</u>	<u>\$ 4.46</u>	<u>\$ 1,167,923</u>	<u>90</u>	<u>2,911</u>	
	Change (request vs actual)		0	\$ -	71,126	0	0	
	Change (estimate vs actual)		0	\$ -	35,038	0	0	
TOTAL (ALL PAGES)	2026	request	342,051	\$ 4.62	\$ 1,579,841	95	3,601	
	2025	estimate	342,051	\$ 4.48	\$ 1,533,826	95	3,601	
	2024	actual	<u>342,051</u>	<u>\$ 4.35</u>	<u>\$ 1,489,152</u>	<u>95</u>	<u>3,601</u>	
	Change (request vs actual)		0	0	90,689	0	0	
	Change (estimate vs actual)		0	0	44,675	0	0	

AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2026	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	2026	request	26,445	\$ 1.02	\$ 27,064	2	13,223	FTP's - 1, Temps, etc. - 0
867 Whitewater Park Blvd	2025	estimate	26,445	\$ 0.99	\$ 26,276	2	13,223	FTP's - 1, Temps, etc. - 0
Boise ID 83703	2024	actual	<u>26,445</u>	<u>\$ 0.96</u>	<u>\$ 25,510</u>	<u>2</u>	<u>13,223</u>	FTP's - 1, Temps, etc. - 0
Artifact Collections Storage	Change (request vs actual)		0	\$ -	1,554	0	0	
	Change (estimate vs actual)		0	\$ -	765	0	0	
State Records Center Storage	2026	request	15,460	\$ 12.07	\$ 186,652	2	7,730	FTP's - 0, Temps, etc. - 0
5327 and 5383 Kendall Street	2025	estimate	15,460	\$ 11.72	\$ 181,216	2	7,730	FTP's - 0, Temps, etc. - 0
Boise ID 83706	2024	actual	<u>15,460</u>	<u>\$ 11.38</u>	<u>\$ 175,937</u>	<u>2</u>	<u>7,730</u>	FTP's - 0, Temps, etc. - 0
Active Records Storage	Change (request vs actual)		0	\$ -	10,715	0	0	
	Change (estimate vs actual)		0	\$ -	5,278	0	0	
Capitol Collections Storage	2026	request	9,400	\$ 2.35	\$ 22,070	1	9,400	FTP's - 0, Temps, etc. - 0
877 Whitewater Park Blvd	2025	estimate	9,400	\$ 2.28	\$ 21,427	1	9,400	FTP's - 0, Temps, etc. - 0
Boise ID 83703	2024	actual	<u>9,400</u>	<u>\$ 2.21</u>	<u>\$ 20,803</u>	<u>1</u>	<u>9,400</u>	FTP's - 0, Temps, etc. - 0
Artifact Collections Storage	Change (request vs actual)		0	\$ -	1,267	0	0	
	Change (estimate vs actual)		0	\$ -	624	0	0	
Idaho State Museum-Pioneer Village	2026	request	4,116	\$ 1.04	\$ 4,282	0	-	FTP's - 0 , Temps, etc. - 0
610 N Julia Davis	2025	estimate	4,116	\$ 1.01	\$ 4,158	0	-	FTP's - 0 , Temps, etc. - 0
Boise ID 83702	2024	actual	<u>4,116</u>	<u>\$ 0.98</u>	<u>\$ 4,037</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historical Museum	Change (request vs actual)		0	\$ -	246	0	0	
	Change (estimate vs actual)		0	\$ -	121	0	0	
Franklin Historic Properties	2026	request	8,220	\$ 2.42	\$ 19,872	0	-	FTP's - 0 , Temps, etc. - 0
111 East Main St	2025	estimate	8,220	\$ 2.35	\$ 19,294	0	-	FTP's - 0 , Temps, etc. - 0
Franklin ID 83237	2024	actual	<u>8,220</u>	<u>\$ 2.28</u>	<u>\$ 18,732</u>	<u>0</u>	<u>-</u>	FTP's - 0 , Temps, etc. - 0
Historic Site	Change (request vs actual)		0	\$ -	1,141	0	0	
	Change (estimate vs actual)		0	\$ -	562	0	0	
TOTAL (PAGE 2 of 3)	2026	request	63,641	\$ 4.08	\$ 259,940	5	12,728	
	2025	estimate	63,641	\$ 3.97	\$ 252,369	5	12,728	
	2024	actual	<u>63,641</u>	<u>\$ 3.85</u>	<u>\$ 245,019</u>	<u>5</u>	<u>12,728</u>	
	Change (request vs actual)		0	\$ -	14,922	0	0	
	Change (estimate vs actual)		0	\$ -	7,351	0	0	

AGENCY NAME:			Idaho State Historical Society					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2026	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	2026	request	8,842	\$ 5.96	\$ 52,663	0	-	FTP's - 0 , Temps, etc. - 0
3715 Stricker Cabin Road	2025	estimate	8,842	\$ 5.78	\$ 51,129	0	-	FTP's - 0 , Temps, etc. - 0
Hansen ID 83334	2024	actual	8,842	\$ 5.61	\$ 49,639	0	-	FTP's - 0 , Temps, etc. - 0
Historic Site	Change (request vs actual)		0	\$ -	3,023	0	0	
	Change (estimate vs actual)		0	\$ -	1,489	0	0	
Pierce Court House	2026	request	800	\$ 0.29	\$ 232	0	-	FTP's - 0 , Temps, etc. - 0
103 S Main Street	2025	estimate	800	\$ 0.28	\$ 225	0	-	FTP's - 0 , Temps, etc. - 0
Pierce ID 83546	2024	actual	800	\$ 0.27	\$ 218	0	-	FTP's - 0 , Temps, etc. - 0
Historic Site	Change (request vs actual)		0	\$ -	13	0	0	
	Change (estimate vs actual)		0	\$ -	7	0	0	
Warden's House	2026	request	3,200	\$ 5.99	\$ 19,159	0	-	FTP's - 0 , Temps, etc. - 0
2410 Old Penitentiary Road	2025	estimate	3,200	\$ 5.81	\$ 18,601	0	-	FTP's - 0 , Temps, etc. - 0
Boise ID 83712	2024	actual	3,200	\$ 5.64	\$ 18,059	0	-	FTP's - 0 , Temps, etc. - 0
Historic Building	Change (request vs actual)		0	\$ -	1,100	0	0	
	Change (estimate vs actual)		0	\$ -	542	0	0	
The Bishops' House	2026	request	3,600	\$ 2.44	\$ 8,798	0	-	FTP's - 0 , Temps, etc. - 0
2420 Old Penitentiary Road	2025	estimate	3,600	\$ 2.37	\$ 8,542	0	-	FTP's - 0 , Temps, etc. - 0
Boise, ID 83712	2024	actual	3,600	\$ 2.30	\$ 8,293	0	-	FTP's - 0 , Temps, etc. - 0
Historic Building	Change (request vs actual)		0	\$ -	505	0	0	
	Change (estimate vs actual)		0	\$ -	249	0	0	
	2026	request		\$ -		0	-	
	2025	estimate		\$ -		0	-	
	2024	actual		\$ -		0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE 3 of 3)	2026	request	16,442	\$ 4.92	\$ 80,852	0	-	
	2025	estimate	16,442	\$ 4.77	\$ 78,497	0	-	
	2024	actual	16,442	\$ 4.64	\$ 76,210	0	-	
	Change (request vs actual)		0	\$ -	4,641	0	0	
	Change (estimate vs actual)		0	\$ -	2,286	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 2021	FY 2022	FY 2023	FY 2024
General Fund	\$3,671,100	\$4,092,600	\$8,972,300	\$4,421,800
Federal Grant	\$795,100	\$943,200	\$1,182,900	\$941,200
ARP Act SLFRF	\$0.00	\$0.00	\$39,100	\$0.00
CARES Act NEH Federal Grant	\$141,000	\$0.00	\$0.00	\$0.00
ARP Act NEH/IHC Federal Grant	\$0.00	\$118,900	\$81,100	\$0.00
Miscellaneous Revenue	\$1,165,000	\$1,399,600	\$1,879,600	\$1,755,400
Capitol Commission Operating	\$125,100	\$126,500	\$132,200	\$138,300
Records Center	\$255,700	\$258,300	\$263,500	\$266,300
<b>Total</b>	<b>\$6,153,000</b>	<b>\$6,939,100</b>	<b>\$12,550,700</b>	<b>\$7,523,000</b>
Expenditures	FY 2021	FY 2022	FY 2023	FY 2024
Personnel Costs	\$3,745,800	\$4,081,600	\$4,455,300	\$4,801,100
Operating Expenditures	\$2,242,200	\$2,462,100	\$7,379,500	\$3,353,200
Capital Outlay	\$69,700	\$209,400	\$221,500	\$169,200
Trustee/Benefit Payments	\$124,400	\$171,400	\$148,100	\$95,000
<b>Total</b>	<b>\$6,182,100</b>	<b>\$6,924,500</b>	<b>\$12,204,400</b>	<b>\$8,418,500</b>



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

<b>Cases Managed and/or Key Services Provided</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Number of public inquiries: research requests served by Idaho State Archives	2,647*	2,850*	2804	2412
Number of public inquiries: research requests served by Idaho State Records Center	1,446*	1,432*	1583	1112
Average turnaround time for records retrieval by Idaho State Record Center	≤2	≤2	≤2	≤2
Number of unique government record inventory accounts at the Idaho State Archives and State Record Center	474	479	480	473
Paid general visitation and event participation at the Idaho State Museum (ISM) ( <i>total museum admission, field trips, public programming, education programs</i> ).	16,310*	30,497*	37,470	34,484
Number of students (K-12) served through educational programs at the ISM including field trips, summer camps, workshops, and trunks.	1,495*	6,710*	9,353	10,433
Number of students (K-12) served at the ISM through the Ray Knight Field Trip Fund			1,617	2,240
National History Day in Idaho (NHD) student participation <ul style="list-style-type: none"> <li>• FY24 Regional Competition: 710</li> <li>• FY24 State Competition: 269</li> <li>• FY24 National Competition: 49</li> </ul>	951*	2,760*	1,171	1,028
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>• Lectures</li> <li>• Blue Star Museum</li> </ul>	2,426*	2,966*	1,841	2,240
Paid general visitation and event participation at the Old Idaho Penitentiary (OP)	52,033*	70,007*	71,793	68,275
Number of students (K-12) served through educational programs at the OP including field trips, workshop	8,762*	5,678*	9,583	5,113
Number of students (K-12) served at the OP through the Ray Knight Field Trip Fund			2,969	2,769
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>	2,206*	4,379*	2,354	2,988
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>	6,327*	6,697*	4,952	4,750
ISHS Membership Program	656*	829*	834	812
SHPO federal project reviews	1,007	1,038	933	891
Statewide Total Grant Recipients <sup>1</sup>	38	43	33	30

\*FY 2021 and FY 2022 program attendance and visitation impacted by COVID-19 pandemic.

<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.

**Part II – Performance Measures**

Performance Measure		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<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>						
1. Increase website page views per staff.	Actual	753,068	640,635	909,570	-- <sup>2</sup>	
	Target	Increase by 10%	Increase by 40% to 1,054,296	Increase by 10% to 704,600	Increase by 4.4% to 950,000	Increase by 4.4% to --
2. Increase social media followers per staff. <sup>3</sup>	Actual	42,394	48,289	53,900	56,063	
	Target	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	Increase by 8.4% to 60,772
3. Increase in agency memberships per staff. <sup>4</sup>	Actual	--	--	--	812	
	Target	--	--	--	850 memberships	902 memberships
4. Increase in agency membership retention rate per staff.	Actual				49%	
	Target				48%	50%
<b>Strategic Goal #1: Agency Anchors - Utilize agency-wide resources to maximize institutional impact, strengthen the connection between Idahoans and their state's history, and leverage ongoing community and customer engagement through major agency initiatives.</b>						
5. Number of donors reached and cultivated to support internal America250 initiatives per staff.	Actual	--	--	--	--	
	Target	--	--	--	--	100 donors
<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>						
6. Average processing time to service	Actual				4 days	

<sup>2</sup> Web analytics unavailable due to Google Analytics 4 update and access issue.

<sup>3</sup> The agency's social media footprint includes twelve accounts across three platforms: Facebook, Instagram, and LinkedIn.

<sup>4</sup> The agency began measuring this performance measure in FY 24. The agency established baseline and projected targets using historic data from the membership program.

Performance Measure		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Section 106 submissions through ICRIS. <sup>5</sup>	<i>Target</i>	--	--	--	25 days	20 days
7. Number of educators increased over programs delivered. <sup>6</sup>	<i>Actual</i>				1,729 Educators	
	<i>Target</i>	--	--	--	1,412 Educators	1,439 Educators

**For More Information Contact**

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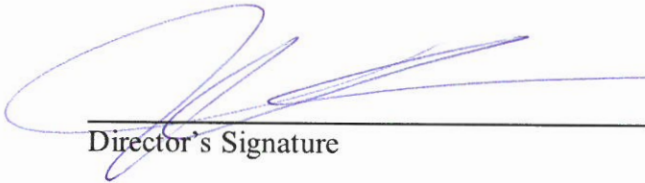
<sup>5</sup> ICRIS is the Idaho Cultural Resource Information System, a GIS driven, web-based portal through which agencies now conduct Section 106 consultation. Numbers in this report reflect data since January 25, 2024, when ICRIS went live. .

<sup>6</sup> The agency began tracking this performance measure in FY 24. The agency established this baseline target based on historic engagement with educators.

**Director Attestation for Performance Report**

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

August 22, 2024  
\_\_\_\_\_  
Date

Please return to:

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304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
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