



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, June 8, 2022, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:

<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAl3LGA>

<p>BOARD OF TRUSTEES Tonya Westenskow, President Phil Magnuson, Vice-President Sonia Galaviz Brian Klene Nicole Trammel Pantera</p>	<p>MISSION The Boise Public Library improves community members' quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.</p>
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BOISE PUBLIC LIBRARY STATISTICS

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<p>MAIN LIBRARY 715 S. Capitol Blvd., Boise, Idaho 83702 P: 208-972-8200 TTY: 800-377-3529</p>	<p>LIBRARY! AT BOWN CROSSING P: 208-972-8360</p>	<p>LIBRARY! AT COLE & USTICK P: 208-972-8300</p>	<p>LIBRARY! AT COLLISTER P: 208-972-8320</p>	<p>LIBRARY! AT HILLCREST P: 208-972-8340</p>
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BOISE CITY COUNCIL: Elaine Clegg (President), Holli Woodings (President Pro Tem), Patrick Bageant, Jimmy Hallyburton, Lisa Sánchez, Luci Willits

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, June 8, 2022, 11:30 a.m. • Main Library, Marion Bingham Room,
715 S. Capitol Blvd., Boise, ID 83702

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<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzAI3LGA>

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

May 11, 2022, Regular Meeting

4. Consent Agenda-Action Item

All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

a. Payment of Bills and Payroll

b. Financial Reports

Year-to-Date through April 30, 2022

Gift Fund activity for April 2022

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library, Subsection 4.04

Sarah Kelley-Chase, Library Public Services Senior Manager, will review section 4.00, Use of the Library subsection 4.04, Security, of the Boise Public Library Policy Manual with the Trustees. Recommended changes to regulation 4.04a, Rules of Conduct, are included in the meeting packet. Regulation changes do not require the Board's approval and are included for information purposes only.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

b. Strategic Planning

Main Library Manager Heidi Lewis will provide an update on the strategic planning process the Library is currently engaged in.

Phil Magnuson will also provide Trustees with an update as the board representative on the steering committee.

c. Fiscal Year 2023 Budget- Action Item

Staff will present Fiscal Year 2023 proposed general fund (including revenue, personnel, maintenance and operating), heritage fund (library donations), heritage fund (ILS), major equipment, major repair and maintenance and capital budgets for the Board's review, discussion, and adoption.

Action: A motion to approve, amend, or reject Fiscal Year 2023 proposed general fund (including revenue, personnel, maintenance and operating), heritage fund (library donations), heritage fund (ILS), major equipment, major repair and maintenance and capital budgets will be requested. The proposed budgets will be submitted to the City's budget office, if adopted by the Board, and forwarded to City Council for approval.

d. Interim Fiscal Year 2022 Budget Changes-Action Item

Staff will review with Trustees requests for additional funding for FY22.

Action: A motion to approve the recommended items and forward to Council for consideration will be requested.

7. Selection of Trustee to Review Payment Vouchers

Trustee review for June vouchers by Klene.

8. Selection of Meeting Date

Next regular meeting on Wednesday, July 13, 2022.

9. Adjourn

Any person needing special accommodations to participate in the above notice meeting should contact the library administration office at 208-972-8258 no later than three working days before the scheduled meeting.

BOISE PUBLIC LIBRARY

Library Director's Report

June 2022

Operations

Hours and Services Status

All locations experienced normal operations during May with no pandemic related adjustments to hours or services. We continue to monitor COVID-19 indicators and remain prepared to adjust services if necessary.

Board of Trustee member recruitment

We are on track to have two new members join the Board of Trustees in the July meeting. When the mayor makes a formal recommendation to council, we will share more information with the Board.

Board engagement

Nikki Pantera attended Bown Crossing's Five-Year Anniversary Celebration and Nikki Pantera and Tonya Westenskow both attended the Summer Reading and Learning Celebration. Sonia Galaviz attended the Mayor's State of the City address.

Library staff

In May, we interviewed candidates for the Library's Chief Administrative Officer position and expect to make an offer in June. This position will join the Library's Management Team and oversee internal operations.

Ashley Hammond, our inaugural Mental Health Coordinator, stepped officially into her role on May 31st! She holds a Bachelor's Degree in Social Work from Boise State University and a Master's Degree in Social Work from the University of North Dakota. She recently obtained a hard-earned license to be a Licensed Clinical Social Worker. Congratulations!

FY23 Budget Build

On Tuesday, May 24th the Boise City Council held a [strategic planning session](#) to discuss the FY23 budget. Staff from the city provided an overview of the budget process and priorities, and then each director presented on the impact of the FY22 budget and previewed their requests for the FY23 budget.

Included in the proposed budget is a request from Human Resources for permanent Security staff to support the Library. The discussion about the Library begins at approximately the 1:55 minute mark.

Administration and Management Reports:

Programming and Grab & Go Kits

- Reps from the [U.S. Citizenship and Immigration Services' Education Program](#) taught a full day class to help educators prepare students for taking the Naturalization Test. The program provided materials, such as [flash cards](#) and booklets for the Library to share with patrons.
- The Library! at Bown Crossing celebrated their [5th birthday](#) with a party which included cupcakes, a live musical performance from [Willie and the Single Wides](#), games and activities, and a visit from the Home-based Services van. Over 300 people attended!
- The Library! at Hillcrest celebrated [World Bee Day](#) in collaboration with PBS, a bee expert, and the City of Boise's Parks & Recreation department.

- The Library! at Collister had another popular scavenger hunt that invited searchers to discover biome dioramas placed around the library to learn about flora and fauna native to various regions around the world.
- As digital access to the current day's news has become increasingly in demand and accessible by our users, the Library will be adding digital access to the *Wall Street Journal* later in June. Click [here](#) to access our current digital newspapers.
- On Saturday, May 21st, in partnership with Ada Community Library, Rediscovered Books, Friends of the Boise Public Library, Boise City Schools, and Idaho Public Television, Summer Reading kicked off with a preview event, the [Summer Reading & Learning Celebration](#) at [JUMP](#), during which 337 people signed up for Summer Reading! Participants were able to officially start logging reading minutes on Wednesday, May 25th. Many library locations also held their own [celebrations](#) the first week of the program. As of May 31st, 1723 people have signed up for the Summer Reading Program.

Staff Development

- The Library's Collection Development team held a training to explain how curating the library collection works and the process for handling purchase requests, purchasing digital materials, and selecting some of our more unusual materials. The session was recorded for staff who may not have been able to attend.
- Information Services and Home-Based Services staff attended training on mental health for users experiencing homelessness.

Community Partners

- [CATCH](#) popups continued at Library! at Hillcrest.
- Monthly popups continued to include [Jesse Tree](#) and [Our Path Home](#).
- The [American Red Cross](#) held blood drives at the Main Library Location.
- The Library staffed a booth and presented a Music & Movement program on the lawn of JUMP as part of the [Mayor's State of the City](#) event.
- Staff from Home-based Services worked with fifth-graders from Village Charter School as part of their class service-learning project.

Communications

Monthly Email Newsletter

- [May](#) – Sent May 2 to 6148 contacts – open rate 47%
- [Special Edition: Summer Reading](#) – Sent May 19 to 6119 contacts – open rate 45%
- June – To be sent June 6 to over 6300 contacts – open rate TBD

Ultimate Book Nerd Newsletter

- [May](#) - Sent May 16 to 437 contacts – open rate 62%

Social Media

- In May, we posted about Summer Reading, the Summer Reading & Learning Celebration, the State of the City, the Library! at Bown Crossing's 5th birthday party, our pollinators programs, Free Comic Book Day, and Asian American and Pacific Islander Heritage Month.
- In June, we plan to continue posting about Summer Reading, our summer programs, and throwbacks featuring the collection and old pictures from our buildings.



Meridian Library, 220 N. Main St., Meridian, ID 83452
Phone: 208.883.1100 | Fax: 208.883.1101

6A

IDAHO STATESMAN

TUESDAY MAY 17 2022

Opinion

Meridian Library supports your right to select books for family

BY MEGAN LARSEN

Recently, a small but vocal handful of individuals have suggested that the Meridian Library has pornography in its collection. This is not a unique situation. Public and school libraries across the country are facing calls to remove and restrict books based on out-of-context passages and coordinated political efforts.

To be clear, pornography has a definition. Pornographic materials, when taken as a whole, are intended to appeal to the prurient interest. Those materials lack serious literary, artistic, political, or scientific value.

The Meridian Library does not have pornography in its collection.

There are more than 216,800 items in our collection, and of course not every work will appeal to every reader. The right to freely access materials, even when some individuals may find them offensive, is unequivocally protected by the First Amendment.

As an avid reader, I am incredibly grateful for these protections guaranteed to all of us by the Constitution. Throughout our country's great history, the right to freely access information has been legally upheld time and again over the wishes of those who seek to curtail that freedom. We support the right of

GENERATIONS OF MERIDIAN, IDAHO, FAMILIES HAVE SUCCESSFULLY NAVIGATED THE LIBRARY, CHOOSING ITEMS APPROPRIATE FOR THEIR OWN INTERESTS AND VALUES, WITHOUT INTERFERENCE FROM THOSE FEARFUL OF FREE THINKING.

parents and caregivers to choose books that are appropriate for their own families. Library policies are written to empower patrons to determine their own children's use of the library. Our skilled and dedicated library staff love to help families connect with the books that will fit their unique needs, and they know that looks different for everyone who comes through our doors.

The Meridian Library has been a vital, vibrant, and beloved part of our community since 1924. We currently have over 65,000 active library card holders. In just the past five years, we have seen about 2 million visits to the library and 7 million item checkouts. We have also hosted more than 13,300 programs with nearly 400,000 attendees. We have assisted

countless individuals in applying for jobs, making social connections, completing homework and school projects and building literacy skills.

The Meridian Library's collection development policy outlines a formal process individuals can follow if they believe a particular item should not be in our shelves. It is called a request for reconsideration. In my eight years as a trustee, we have received requests to reconsider just four items, a mere 0.002% of the collection.

Generations of Meridian, Idaho, families have successfully navigated the library, choosing items appropriate for their own interests and values, without interference from those fearful of free thinking. Now, a small group of authoritarians seek to impose the heavy hand of government on Meridian families, usurping the rights and privacy of parents, and insisting those parents are not capable of

adequately establishing and upholding their own family values. These individuals seem to believe they alone can choose appropriate materials for all Meridian families. Nonsense.

I spend hours at the library each month and have had the great privilege of interacting with individuals and families with all kinds of needs and interests. I have complete confidence in my Meridian neighbors and their ability to think and act for themselves and make choices that reflect their own values. The Meridian Library is firmly committed to the First Amendment rights enshrined in our Constitution. We will continue to vigorously defend the sacred freedom to think, and read, exactly as one chooses.

Megan Larsen is chair of the Meridian Library District's Board of Trustees.

Boise Public Library

Policy Review June 8, 2022

Policy items reviewed and presented are as follows:

SECTION 4.00, USE OF THE LIBRARY

- Policy 4.04, Security
 - Regulation 4.04a, Rules of Conduct
 - Regulation 4.04b, Security Appeal Process

Staff Recommendations:

Section 4.00, *Use of the Library*, Policy 4.04, Security of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes to this policy and is included in the meeting packet for information purposes only unless the Trustees direct changes.

Regulation 4.04a and Regulation 4.04b of the Boise Public Library Policy Manual are presented to the Library Board. Regulations do not require the Board's approval and are included for information purposes only.

Policy Summary

This month, the Board of Trustees will complete reviewing 4.00 Use of the Library by covering the following: Policy 4.04 Security, Regulation 4.04a Rules of Conduct, and Regulation 4.04b Security Appeal Process. We have no suggested changes for Policy 4.04 or Regulation 4.04b.

Based on feedback from front facing staff, supervisors reviewed our current Regulation 4.04a Rules of Conduct with their teams to simplify and clarify the current language. Below is a summary of the changes by number:

4. Struck this item as it contains outdated language and is covered under general disruptive behavior.
6. Combined sentences to reduce repetition.
8. Struck and combined with item 9.
9. Added language from item 8.
10. Switched “meals” to “food” for clarity in applying the rule.
12. Moved up from 20 to group it under a similar rule.
13. Struck language for clarity on the focus of the prohibited behavior, impeding movement within the library.
16. Updated language to be more broadly capture what is prohibited and to clarify that the deck area is at the Main Library.
18. Fixed sentence to agree grammatically with the introduction of the rules at the top of the document.
20. Moved to number 12.

Document Type:	Policy
Number:	4.04
Effective:	03-01-11
Revised:	03-01-11

SECURITY

The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

The Director or designee will establish rules of conduct and will create regulations covering the appeal of any suspension of Library privileges resulting from failure to abide by those rules.

Document Type: Regulation
Number: 4.04a
Effective: 03-01-11
Revised: 07-31-19
~~06-11-21~~ 06-08-2022

RULES OF CONDUCT

Illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the Library by staff or patrons is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building. For purposes of this rule, a “deadly or dangerous weapon” may include a bladed instrument, explosive device, or other item held for the purpose of endangering or inflicting bodily harm on a person with the exception of a lawfully possessed firearm or pocket knife with a blade of six inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than an assistance dog, assistance dog in training, service dog or service miniature horse as defined by state and federal law. Patrons will be asked to remove their service or assistance animal from the Library if the animal:
 - a. poses a direct threat to the safety of others
 - b. is out of control and effective action is not taken to control it
 - c. is not housebroken, or
 - d. interferes with the Library’s fundamental purpose, e.g., continuous barking.
- ~~4. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.~~
5. Selling items on Library premises except for sales that have been pre-authorized by Library Administration and are being conducted for the benefit of the Library or of performers retained by the Library.
6. Distributing written materials (“leafletting”), petitioning for signatures, conducting surveys, or soliciting **immediate monetary donations** inside the Library building. ~~Leafletting, petitioning, or soliciting immediate monetary donations~~ or on Library outdoor premises in a manner that blocks driveways, parking areas or building access points.
7. Sleeping.
- ~~8. Following staff members or other patrons around the premises with the intent to annoy or harass.~~
9. Threatening, **harassing, or following** staff members or other patrons on the premises.
10. Consuming **meals food** or beverages in public areas of the Library, except for beverages in closed containers and, in designated areas only, packaged snacks.
11. Use of tobacco products or vaping devices such as e-cigarettes or cigars inside the Library building or outside on Library premises except within designated smoking areas located at least twenty-five (25) feet

from building entrances and exits.

12. Possessing or consuming alcohol.
13. ~~Bringing into the Library large bundles, packages or p~~ Personal property which cannot be stored under a study chair or carrel surface. impedes movement within the Library. ~~If the exit security gate alarm is triggered, security or other library staff will require that bags, bundles, etc., be opened by the owner for examination of contents.~~ Security has the right to inspect bags and personal belongings upon reasonable suspicion.
14. Impeding the free movement of persons into, out of, or within the Library.
15. Entering or remaining within the Library barefoot or without being fully clothed.
16. Using **wheeled transportation including but not limited to** roller blades, **and** skateboards, or bringing bicycles inside the library building or on the deck entry area immediately surrounding the **Main Library** building.
17. Leaving a bicycle unattended anywhere on the library premises other than at an approved bike rack.
18. ~~Parents are responsible for the behavior of their children in the Library at all times.~~ Children under the age of 10 **unattended must be attended** by a parent or other responsible care-giver at all times while in the Library.
19. Bathing, shaving, brushing teeth, trimming or cutting hair or nails, or changing, washing or drying clothes anywhere on the library premises.
- ~~20. Possessing or consuming alcohol.~~
21. Engaging in any criminal activity.
22. Engaging in any other behavior disturbing or disruptive to staff or patrons.

Library staff may take action to correct violations of this regulation which, depending upon the circumstances, may include asking a patron to conform his or her conduct to the requirements of this regulation, suspending a patron's privilege to use the Library, and/or involving law enforcement. Further, a patron may be held financially responsible for theft of, destruction, or injury to Library property caused by the patron or by a service or assistance animal accompanying the patron.

Document Type:	Regulation
Number:	4.04b
Effective:	03-01-11
Revised:	03-01-11

SECURITY APPEAL PROCESS

Patrons who have their Library use privileges suspended may appeal in writing to the Director to have their Library privileges restored. The appeal must be submitted to the Director within 15 days from the date of suspension or, for suspension periods consisting of less than 15 days, anytime prior to the expiration of the suspension period. Any appeal submitted after the 15-day time period will not be considered. The Director or designee shall review a timely written appeal and provide the patron with a written decision within 10 business days of receipt of the appeal. The patron may appeal the Director's decision to the Board in writing within 20 days of the date of said decision. The Board shall review the appeal and the Director's written decision along with any other relevant documentation and will deliberate on the matter. The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board.

The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

**General Fund-101
Library Department
Fund Summary**

	2019	2020	2021	2022		2023
	Actual	Actual	Actual	Revised	Actual	Budget
Revenue						
308001-IOIS	73,316	69,128	-	-	-	-
308002-Replacement Cards	1,534	770	624	1,500	1,304	1,750
308003-System Share	159,754	147,589	165,659	211,164	105,589	279,600
308004-Non Resident Fees	6,137	3,278	3,109	5,550	4,791	6,000
308005-Interlibrary Loan	(232)	15	203	100	1	200
308006-Materials Recovery	30,378	10,853	5,202	25,000	2,902	23,750
309021-Sponsorships	2,980	-	-	-	-	-
312003-Courier	82,460	76,245	96,057	70,000	54,517	115,000
318005-Printing & Copy Charges	34,506	15,607	6,733	30,031	10,981	14,000
320006-Overdue Books	116,392	30,062	14,955	-	4,689	6,450
323002-Auditorium	(24)	-	-	-	-	-
323007-Facility Rental	201	101	657	-	1,855	9,230
325002-State Operation Grants	12,445	1,296	-	-	-	-
325011-Fed Pandemic Grant-Operational	-	116,308	-	-	-	-
328001-Donations	70,161	36,669	-	-	-	-
329001-Miscellaneous Revenue	16,004	10,081	15,505	14,470	16,795	20,500
329008-Surplus Sales Non-Asset	444	854	109	-	-	-
333200-Fund Balance-Prior Year	174,592	1,483,580	9,938	-	-	-
333999-IGR Transfers	12,466,758	12,591,126	12,669,123	-	-	-
397001-Other Financing Sources	-	3,000	-	-	-	-
Total Revenue	13,247,806	14,596,562	12,987,873	357,815	203,424	476,480
Expenditures						
Personnel						
511101-Salaries	4,322,108	4,089,402	4,029,027	4,491,915	2,825,398	4,888,938
511109-Flex Rewards	180,042	88,278	89,962	86,504	20,368	94,923
513001-Overtime	5,212	6,355	4,135	5,636	1,875	5,804
516001-Temp & Recreation Wages	2,307	10,672	13,956	157,981	48,399	161,305

**General Fund-101
Library Department
Fund Summary**

	2019	2020	2021	2022		2023
	Actual	Actual	Actual	Revised	Actual	Budget
517001-Department Recognition	7,076	10,623	7,599	10,804	2,192	11,871
517004-Bonus Grocery Certs	2,100	7,398	6,534	-	-	-
517005-Nonbase Pay	3,714	108,602	98,886	-	55	119,405
521001-FICA	340,510	323,130	319,013	351,041	215,911	383,951
522001-PERSI Retirement	498,344	458,896	463,569	503,692	320,282	556,124
525005-Union Medical Dental	54	-	-	-	18	-
525050-Long Term Disability Insurance	3,607	3,300	3,253	3,252	2,437	3,284
525100-Life Insurance	3,620	4,003	3,965	4,051	2,769	4,131
525201-Benefit Credit-Medical	961,261	902,906	901,038	1,093,767	656,148	1,113,347
527001-Deferred Comp 457 Match	30,528	21,949	18,912	20,123	11,365	16,780
527002-PERSI 401k Match	-	39,631	41,769	49,726	34,384	61,053
529016-PEHP-General	19,617	22,763	30,241	21,439	24,753	22,724
Total Personnel	6,380,100	6,097,907	6,031,861	6,799,931	4,166,352	7,443,640

Maintenance and Operations

531001-Office Supplies	16,357	10,076	10,566	13,978	6,667	15,825
531002-Program Supplies	-	321	-	-	-	-
532001-Special Department Supplies	19,121	53,037	21,463	21,716	14,339	21,850
532031-Processing Supplies	29,920	19,003	24,367	18,000	13,362	20,000
532045-Cleaning Supplies	43,503	30,245	13,580	46,438	12,563	44,800
534001-Minor Equipment	37,293	33,675	110,416	53,284	49,001	33,100
534002-Minor Software	69	138	-	10,000	-	-
534201-PCs/Laptops/Tablets	138,890	114,358	-	-	-	-
534205-Network/Server	5,556	-	-	-	-	-
535001-Motor Fuels	11,873	8,553	11,579	12,569	7,974	15,750
536001-Postage	200	289	16	420	33	200
537001-Books	-	-	46	-	-	-
537011-Professional Materials	1,223	554	314	1,538	187	1,150
537013-Book Binding	10,305	5,339	6,296	7,000	3,053	7,000

**General Fund-101
 Library Department
 Fund Summary**

	2019	2020	2021	2022		2023
	Actual	Actual	Actual	Revised	Actual	Budget
537014-Digital Materials	236,877	193,872	343,713	561,022	419,939	759,499
540001-Travel/Meetings	17,651	7,357	2,103	10,000	1,282	15,000
540004-Motor Pool Charges	-	35	-	-	-	-
540005-Personnel Training	14,177	8,991	7,342	32,000	16,950	25,000
540008-Dues and Subscriptions	21,592	18,320	14,141	62,930	32,550	41,925
540012-Meetings & Transportation	3,625	2,816	495	3,600	244	3,000
540014-Mileage Reimbursement	96	-	57	150	14	150
541000-Professional Services Budget	-	36,305	3,148	18,000	-	5,000
541002-Financial	-	-	-	-	64	-
541009-Marketing/Public Relations	1,858	1,479	75	1,500	500	-
541010-Artists/Graphic Design	-	-	-	2,300	975	-
542002-Advertising	3,298	4,503	1,221	6,200	6	900
542003-Promotions	25,137	-	800	1,500	-	5,500
542007-Print/Bind	428	369	-	2,422	80	-
542008-Janitorial Services	222,640	207,644	222,256	224,412	242,772	-
542009-Alarm Monitor	2,383	2,262	1,819	2,740	2,423	-
542013-Laundry/Dry Cleaning	30	-	-	-	-	-
542015-Miscellaneous Services	599,150	599,175	599,471	604,230	55,806	604,230
542020-Program Cost	120,483	37,501	30,698	36,185	16,214	65,699
542022-Recruitment	1,000	12,615	7,000	-	-	-
542027-Bibliographic Utility	27,632	16,315	16,325	18,620	17,557	18,150
542028-OLIS Fund	100	354	-	-	-	-
542029-Collection Fees	18,786	7,339	-	18,000	-	18,000
542030-Interlibrary Loans	2,961	1,255	1,387	4,000	1,380	3,000
542044-Contract Labor	92,559	81,301	2,331	142,528	21,559	-
543001-Fees/Assessments	9	9	9	-	62	-
543003-Credit Card Fees	12,079	12,310	9,785	14,200	7,200	16,250
543005-Licenses	21,248	9,043	9,486	16,250	11,137	9,800
546020-Risk Management	60,746	76,701	74,936	78,170	78,170	81,929

**General Fund-101
 Library Department
 Fund Summary**

	2019	2020	2021	2022		2023
	Actual	Actual	Actual	Revised	Actual	Budget
546021 - Workers Compensation Insurance	17,353	18,502	20,766	21,965	21,965	13,599
552001 -Tele/Commun	25,751	27,096	35,968	37,707	22,066	27,951
552003-Power	120,025	103,448	110,133	125,466	66,576	-
552004-Gas	10,390	9,765	11,369	12,065	11,258	-
552005-Water	13,543	7,312	6,435	10,456	3,341	-
552006-Sewer	490	511	514	624	279	-
552007-Trash	22	-	-	-	-	-
552008-Trash/Sewer/Geo	22,338	22,131	21,410	23,296	16,203	-
552012-Cellular Phones	2,652	3,153	4,282	3,669	2,350	1,400
552018-Internet	3,570	3,553	446	4,000	-	-
552023-Cell Phone Stipend	2,213	1,665	910	3,190	-	1,500
554001 -Rent Equipment	-	-	289	-	-	-
554002-Rent Building or Land	414,209	422,848	420,588	453,700	333,578	435,000
556001 -Software/System Maintenance	280,370	246,263	239,882	255,981	277,578	380,600
558001 -R/M-Office	70	-	-	4,000	-	-
559000-R/M Buildings & Grounds Budget	150	-	-	-	-	-
559001 -R/M Structural/Electrical/Plum	166,344	167,389	227,613	183,170	174,185	58,322
559002-R/M Landscape/Irrigation	21,099	38,823	37,702	24,528	43,448	-
559009-R/M Paint/Signage	96	-	-	-	331	-
561001 -R/M Vehicle	-	96	-	452	-	100
561003-R/M Fleet Services	9,346	8,676	7,817	9,676	12,808	6,900
561008-R/M Other Equipment	20	-	-	-	-	-
564105-Indirect Cost Reimbursement	2,474,504	2,535,653	2,641,937	3,739,918	2,893,637	4,157,345
564110-Print & Copy Services	36,688	25,421	31,779	26,000	14,426	27,000
566101 -Bad Debt Expense	46	-	-	-	-	-
566115-Cash Over/Short	56	49	38	-	(180)	-
Total Maintenance and Operations	5,442,201	5,255,811	5,367,117	6,985,765	4,927,914	6,942,424

**General Fund-101
 Library Department
 Fund Summary**

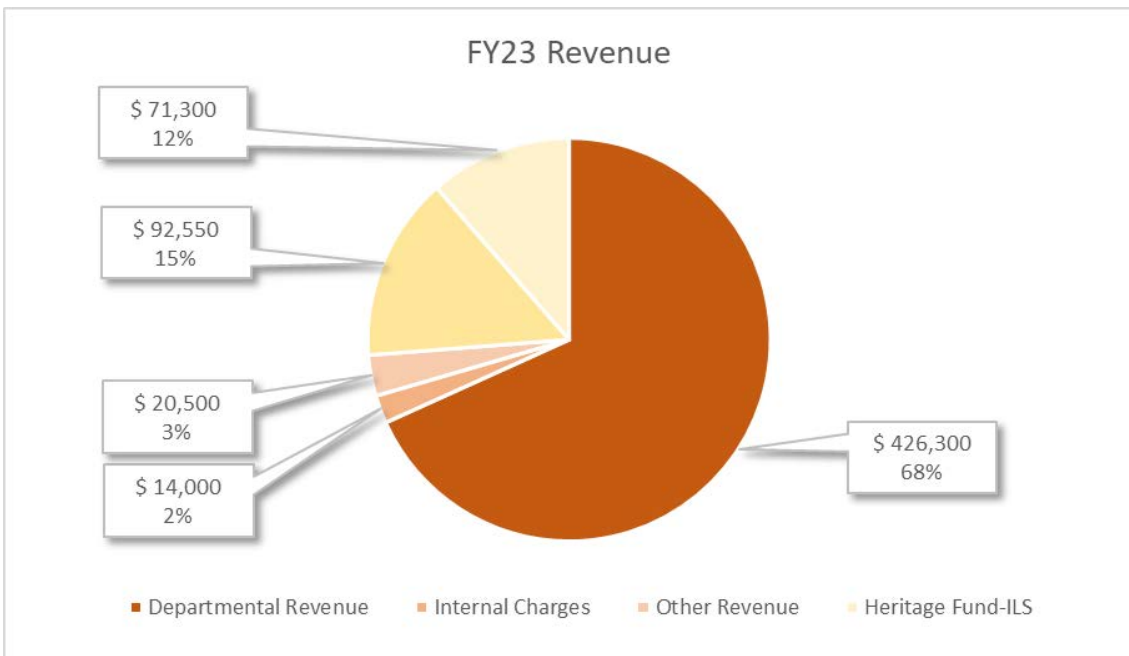
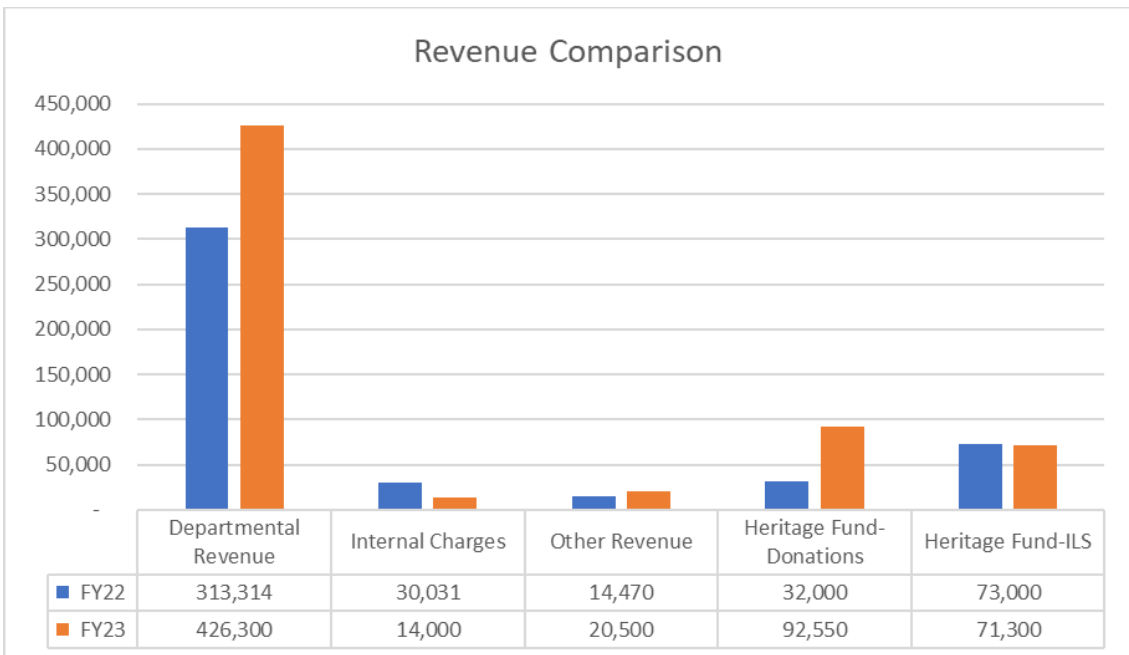
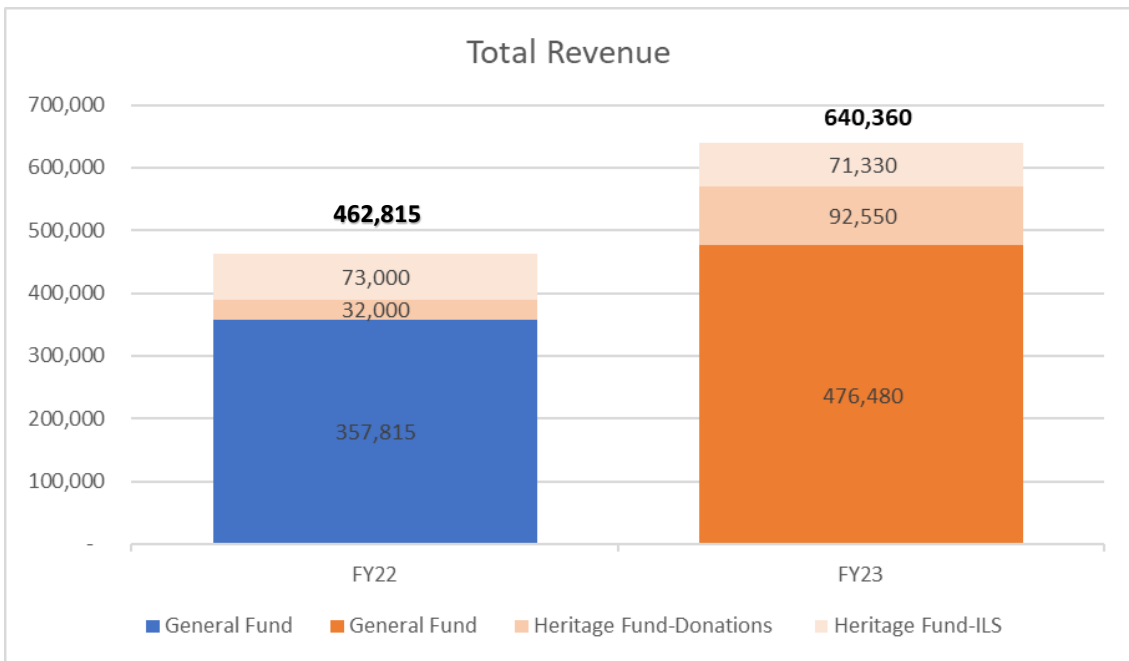
	2019	2020	2021	2022		2023
	Actual	Actual	Actual	Revised	Actual	Budget
581002-Adult Materials	583,339	643,149	514,297	381,400	234,162	403,800
581004-Brown Trust/Large Print	-	-	65	-	-	-
581005-Microforms	8,877	8,701	9,005	9,500	9,141	9,500
581007-Youth Materials	314,506	364,019	319,668	319,598	128,797	415,698
581009-Periodicals	37,237	30,740	231,344	135,000	10,495	14,400
595001-Transfer Out	-	1,414,595	1,544	15,883	15,883	15,883
Total Expenditures	12,766,259	13,814,923	12,474,900	14,647,077	9,492,744	15,245,345
Net Surplus/(Shortfall)	481,547	781,639	512,974	(14,289,262)	(9,289,320)	(14,768,865)

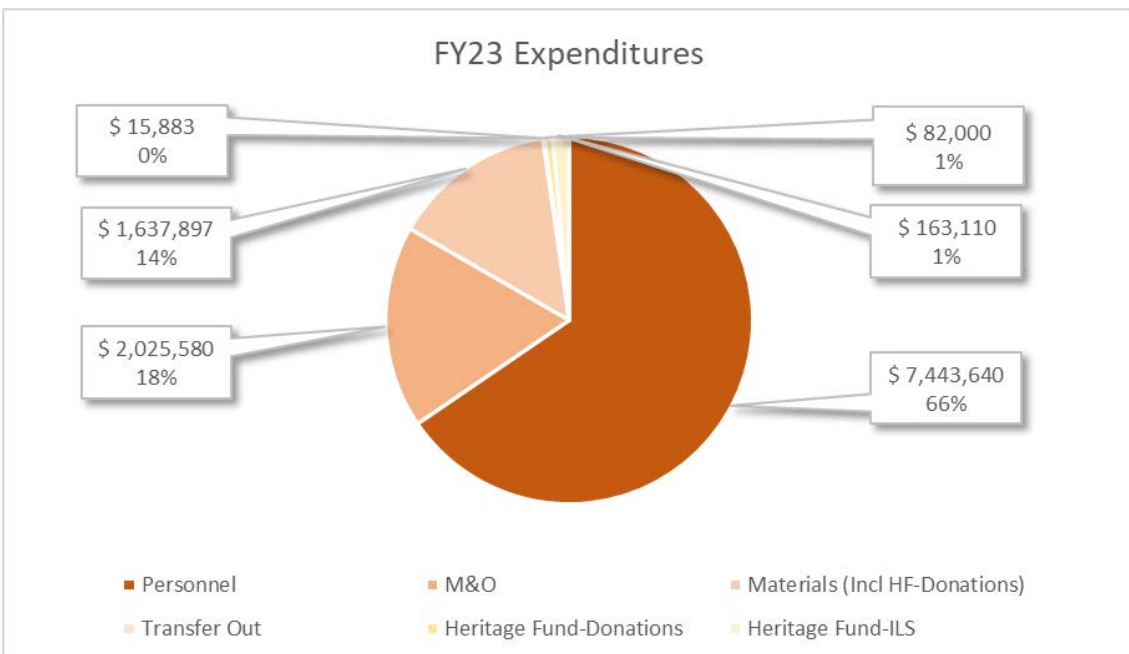
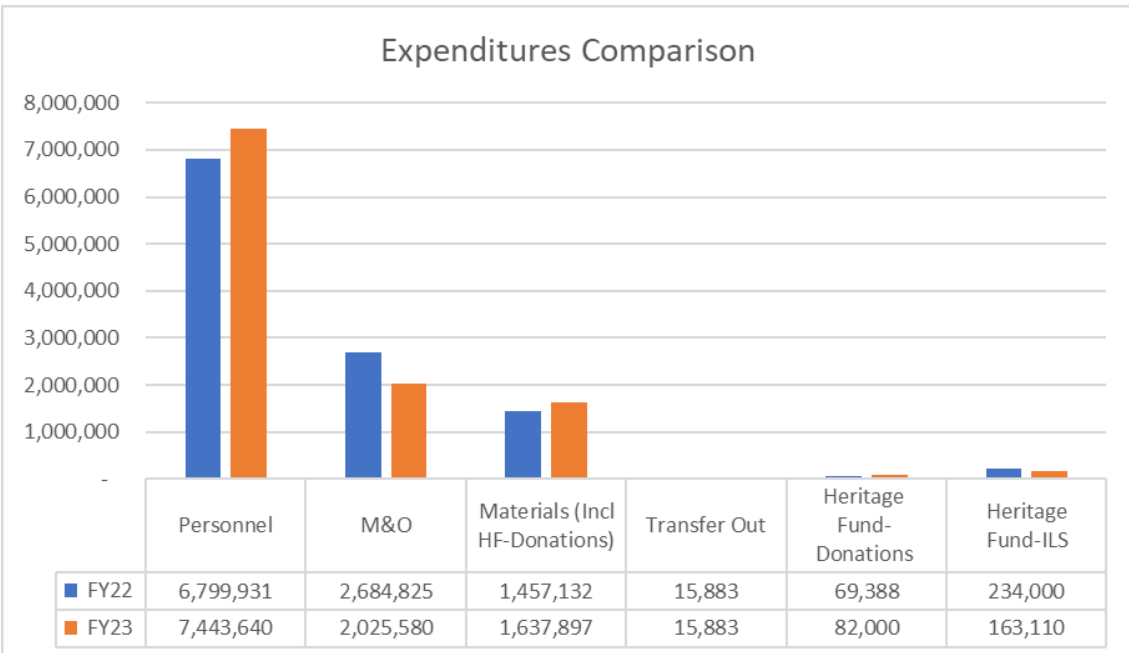
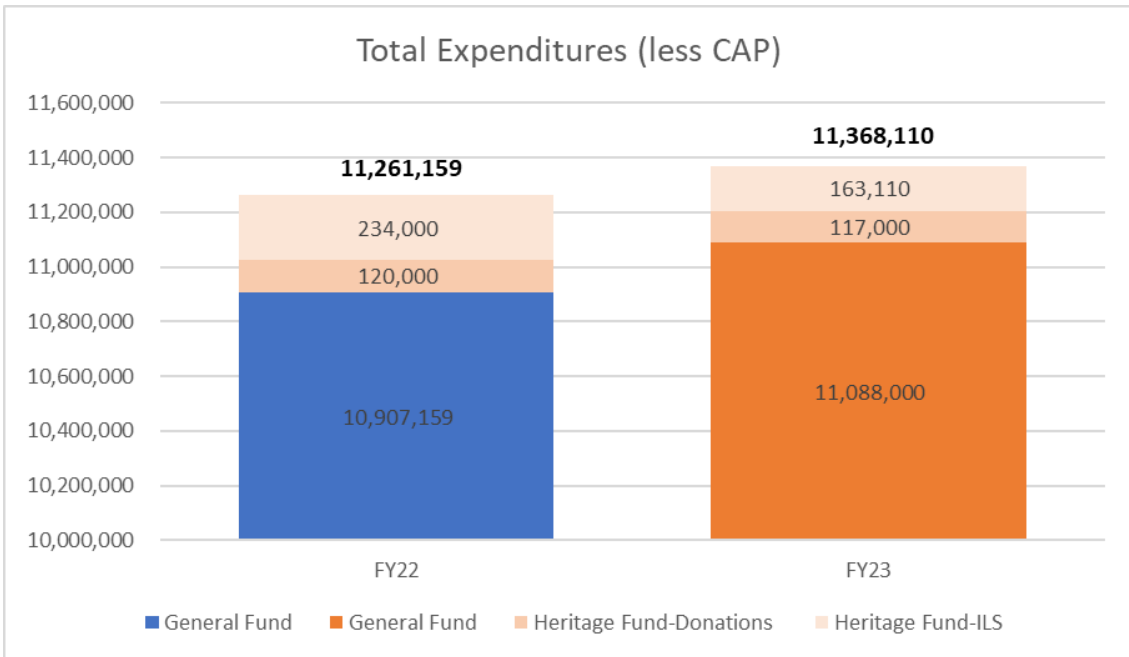
**Heritage Fund-210
 Library Department
 1690-Library Donations**

	2019 Actual	2020 Actual	2021 Actual	2022 Revised	2022 Actual	2023 Budget
Revenue						
308001-IOLS	-	-	-	-	-	-
325002-State Operation Grants	-	-	5,704	-	-	-
328001-Donations	-	-	67,736	30,000	120,370	90,000
334001-Transfer In	-	-	-	-	-	-
340001-Interest Income	-	-	2,550	2,000	901	2,550
Total Revenue	-	-	75,990	32,000	121,271	92,550
Expenditured						
Maintenance and Operations						
532001-Special Department Supplies	-	-	720	5,000	30	5,000
534001-Minor Equipment	-	-	-	10,000	7,552	-
537014-Digital Materials	-	-	-	15,000	-	-
540008-Dues and Subscriptions	-	-	980	5,000	-	-
540011-Memberships	-	-	27,000	-	-	27,000
542007-Print/Bind	-	-	-	-	-	-
542020-Program Cost	-	-	38,105	49,388	19,889	50,000
542028-IOLS Fund	-	-	-	-	-	-
543005-Licenses	-	-	12,435	-	-	-
559001-R/M Structural/Electrical/Plum	-	-	488	-	-	-
Total Maintenance and Operations	-	-	79,728	84,388	27,470	82,000
581002-Adult Materials	-	-	-	14,000	-	-
581003-MCA AS Books	-	-	-	20	-	-
581004-Brown Trust/Large Print	-	-	-	21,542	-	10,000
581008-MCA YS Books	-	-	-	50	1,410	25,000
Total Expenditures	-	-	79,728	120,000	28,881	117,000
Net Surplus/(Shortfall)	-	-	(3,738)	(88,000)	92,390	(24,450)

**Heritage Fund-210
 Library Department
 1691-Integrated Library System**

	2019	2020	2021	2022	2023	
	Actual	Actual	Actual	Budget	Budget	
Revenue						
308001-IOLS	-	-	3,456	39,117	17,059	39,117
334001-Transfer In	-	-	1,544	15,883	15,883	15,883
340001-Interest Income	-	-	16,330	18,000	5,103	16,330
Total Revenue	-	-	21,330	73,000	38,045	71,330
Expenditures						
Maintenance and Operations						
541000-Professional Services Budget	-	-	3,200	211,000	160,945	150,000
542028-IOLS Fund	-	-	110	5,000	110	110
556001-Software/System Maintenance	-	-	555	1,000	-	2,000
595001-Transfer Out	-	-	11,021	17,000	-	-
Total Maintenance and Operations	-	-	14,886	234,000	161,055	152,110
600000-Capital Projects	-	-	-	-	-	11,000
Total Expenditures	-	-	14,886	234,000	161,055	163,110
Net Surplus/(Shortfall)	-	-	6,443	(161,000)	(123,010)	(91,780)





**Capital Projects Fund-402
Library Department
Fund Summary**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Revenue						
329001-Miscellaneous Revenue	-	461	-	-	-	-
330001-Miscellaneous Rebates/Refunds	15,997	-	-	-	-	-
334001-Transfer In	-	-	11,021	-	-	-
341001-Asset Sales	13,336	-	-	-	14,338	-
Total Revenue	29,333	461	11,021	-	14,338	-
Expenditures						
Maintenance and Operations						
534001-Minor Equipment	(330)	16,975	32,416	200,142	28,273	-
536001-Postage	20	-	-	-	-	-
540001-Travel/Meetings	1,447	-	-	-	-	-
540008-Dues and Subscriptions	6,371	-	-	-	-	-
540012-Meetings & Transportation	1,479	-	-	-	-	-
540015-Business Lunch	156	-	-	-	-	-
541000-Professional Services Budget	110,692	36,693	39,291	1,252,301	192,895	-
543005-Licenses	-	2,388	-	-	-	-
556001-Software/System Maintenance	-	43,646	-	-	-	-
559000-R/M Buildings & Grounds Budget	177,575	-	-	654,119	-	1,026,913
559001-R/M Structural/Electrical/Plum	70,470	142,694	689	251,425	315,155	-
559008-R/M Street Lights	-	248	-	-	-	-
564100-Cross Charges	152,992	4,855	14,845	-	18,638	-
Total Maintenance and Operations	520,873	247,499	87,241	2,357,987	554,961	1,026,913
581001-Major Equipment	122,476	66,072	53,959	46,212	32,432	342,000
600000-Capital Projects	2,098,897	46,277	33,404	908,244	12,680	-
Total Expenditures	2,742,245	359,848	174,604	3,312,443	600,073	1,368,913
Net Surplus/(Shortfall)	(2,712,913)	(359,388)	(163,583)	(3,312,443)	(585,735)	(1,368,913)

**Capital Projects Fund-402
 Library Department
 Fund Detail**

2023

Major Equipment

Vehicles	50,000
Furniture Replacements	100,000
Laptop Kiosks	42,000
Shelving Replacement	150,000
Total Major Equipment	<u>342,000</u>

Major Repair & Maintenance

Main / Downtown	848,000
Other (Carpet, Paint, Etc)	178,913
Total Major Repair & Maintenance	<u>1,026,913</u>

Capital

Library Staff/Public Space Study	-
Library 4th Floor Work Room Renovation	-
Library 1st Floor Public Space Renovation	-
Total Capital	<u>-</u>
Total Capital Projects Fund	<u><u>1,368,913</u></u>

Boise Public Library

FY 2022 Interim Budget Changes (IBC)

June 8, 2022

Interim budget change (IBC) items are off-cycle requests to adjust current budget and are vetted through the following process:

1. Department identifies need and submits request to the Budget Office
2. Budget Office performs necessary due diligence, prepares narrative, and sends to Mayor's Office
3. Mayor's Office reviews requests and places on Executive Management Team (EMT) agenda
4. EMT offers final recommendation for City Council approval

The Library has identified a one-time funding request for FY22 for the capital fund which is outlined below. If approved by the Library Board of Trustees and presented to Council, this request would be considered at the July 12, 2022 Boise City Council meeting.

Library (Capital Fund) – Library Major Equipment: \$280,000 (one-time)

The Library requests approval for a one-time, \$280,000 appropriation to install an automated book check-in and sorter at the Main Library.

The Main Library serves citizens across Boise and the Treasure Valley. As the largest "branch" with the largest collection, this project will improve the time it takes to check in materials, sort them, and prep to go back on the shelves or to be checked out to another customer. While we have other branches, the estimated benefit to customers (project directly benefits/serves significant portion of the community, at least 50%) is based on historical volumes of check outs across our customer and Lynx Consortium base. With coming ADA compliance renovations to the circulation desk and other plans in the works, we will be looking to move forward with a sorter for the downtown library, since we will be able to build in space capacity for the equipment during the renovations.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Use	Capital Fund	Library	MEQ – Automated Sorter	\$0	\$280,000	\$280,000

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT April 2022

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	45,883	33,405	37.35	312,140	219,132	42.44
Young Adult	5,783	4,514	28.11	41,215	28,838	42.92
Juvenile	62,526	40,258	55.31	412,340	241,690	70.61
Sub Total	114,192	78,177	46.07	765,695	489,660	56.37

<u>CIRCULATION /Audio Visual</u>						
Adult	20,037	15,570	28.69	142,886	103,658	37.84
Young Adult	956	669	42.90	6,620	4,250	55.76
Juvenile	5,671	4,044	40.23	40,195	26,951	49.14
Sub Total	26,664	20,283	31.46	189,701	134,859	40.67

<u>CIRCULATION/Digital</u>						
eAudio	23,744	22,923	3.58	170,153	160,831	5.80
eBooks	20,810	21,533	-3.36	155,451	167,355	-7.11
eVideo	265	232	14.22	2,109	2,550	-17.29
eMusic	44	20	120.00	278	93	198.92
eMagazine	2,805	1,888	48.57	20,465	22,903	-10.64
Sub Total	47,668	46,596	2.30	348,456	353,732	-1.49
TOTAL CIRCULATION	188,524	145,056	29.97	1,303,852	978,251	33.28

<u>CIRCULATION SUMMARY</u>						
Main Library	64,543	42,404	52.21	431,359	259,505	66.22
Collister	12,978	10,278	26.27	88,590	66,799	32.62
Hillcrest	9,133	7,011	30.27	63,392	45,508	39.30
Cole & Ustick (C&U)	24,979	16,483	51.54	167,984	108,674	54.58
Bown	27,135	20,458	32.64	188,027	131,703	42.77
Home Service	2,088	1,826	14.35	16,044	12,330	30.12
Digital Collection	47,668	46,596	2.30	348,456	353,732	-1.49
TOTAL CIRCULATION	188,524	145,056	29.97	1,303,852	978,251	33.28

<u>PATRON COUNT</u>						
Main Library	23,127	11,609	99.22	137,786	65,134	111.54
Collister	4,863	3,309	46.96	31,174	16,723	86.41
Hillcrest*	4,610	2,963	55.59	27,699	18,773	47.55
Cole & Ustick	7,748	2,567	201.83	47,378	7,339	545.56
Bown	7,114	4,494	58.30	45,897	27,246	68.45
TOTAL PATRON COUNT	47,462	24,942	90.29	289,934	135,215	114.42

<u>POLARIS CATALOG</u>						
System External Use Counts	266,199	300,872	-11.52	1,913,280	2,550,723	-24.99
Main Internal Use Counts	32,089	25,570	25.49	213,887	172,078	24.30
Collister Internal Use Counts	1,597	1,157	38.03	11,437	4,661	145.38
Hillcrest Internal Use Counts	1,821	574	217.25	12,534	3,609	247.30
C&U Internal Use Counts	5,300	2,440	117.21	34,320	10,123	239.03
Bown Internal Use Counts	4,085	6,984	-41.51	26,579	43,955	-39.53

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>NEW CARDS ISSUED</u>						
Resident	763	434	75.81	5,042	2,889	74.52
Non-Resident	4	5	-20.00	44	31	41.94
Internet Only	0	0	0.00	8	0	100.00
TOTAL CARDS ISSUED	767	439	74.72	5,094	2,920	74.45

<u>INTERLIBRARY LOANS</u>						
Out-of-State	66	55	20.00	441	210	110.00
In-State	18	27	-33.33	243	71	242.25

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	186	158	17.72	1,566	980	59.80
In-State	81	37	118.92	491	273	79.85

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	1,439	651	121.04	8,158	3,666	122.53
Main Adult Telephone	991	768	29.04	4,842	6,627	-26.94
Main Adult Electronic*	178	191	-6.81	878	1,641	-46.50
Sub Total Adult Reference	2,608	1,610	61.99	13,878	11,934	16.29

Main Youth Desk	621	240	158.75	3,720	960	287.50
Main Youth Telephone	46	33	39.39	161	1,295	-87.57
Main Youth Electronic	0	20	-100.00	8	196	-95.92
Sub Total Youth Reference	667	293	127.65	3,889	2,451	58.67

Information Desk						
Readers Advisory	4	8	-50.00	43	74	-41.89
Directional/Informational	2,111	3,552	-40.57	13,623	29,927	-54.48
Sub Total Information Desk	2,115	3,560	-40.59	13,666	30,001	-54.45

Collister Desk	1,119	1,034	8.22	6,570	8,652	-24.06
Collister Phone	149	97	53.61	985	834	18.11
Sub Total Collister Reference	1,268	1,131	12.11	7,555	9,486	-20.36

Hillcrest Desk	537	556	-3.42	2,923	6,343	-53.92
Hillcrest Phone	123	88	39.77	710	1,245	-42.97
Sub Total Hillcrest Reference	660	644	2.48	3,633	7,588	-52.12

Cole & Ustick Desk	1,568	1,428	9.80	5,694	12,749	-55.34
Cole & Ustick Phone	253	229	10.48	928	2,018	-54.01
Sub Total C&U Reference	1,821	1,657	9.90	6,622	14,767	-55.16

Bown Desk	466	1,281	-63.62	3,614	13,295	-72.82
Bown Phone	99	159	-37.74	770	993	-22.46
Sub Total Bown Reference	565	1,440	-60.76	4,384	14,288	-69.32
TOTAL REFERENCE	9,704	10,335	-6.11	53,627	90,515	-40.75

MEETING ROOM USE SUMMARY

Programs

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
Main Adult Programs	5	2	150.00	27	6	350.00
Main Youth Programs	23	28	-17.86	193	165	16.97
Main Community Programs	110	0	100.00	552	0	100.00
Sub Total Main	138	30	360.00	772	171	351.46
Collister Adult Programs	3	0	100.00	12	0	100.00
Collister Youth Programs	23	19	21.05	110	166	-33.73
Collister Community Programs	75	0	100.00	324	0	100.00
Sub Total Collister	101	19	431.58	446	166	168.67
Hillcrest Adult Programs	7	0	100.00	21	1	2000.00
Hillcrest Youth Programs	10	24	-58.33	66	155	-57.42
Hillcrest Community Programs	72	0	100.00	365	0	100.00
Sub Total Hillcrest	89	24	270.83	452	156	189.74
C&U Adult Programs	5	0	100.00	26	10	160.00
C&U Youth Programs	27	6	350.00	155	50	210.00
C&U Community Programs	56	0	100.00	240	0	100.00
Sub Total Cole & Ustick	88	6	1366.67	421	60	601.67
Bown Adult Programs	2	1	100.00	8	6	33.33
Bown Youth Programs	17	5	240.00	78	33	136.36
Bown Community Programs	7	0	100.00	7	0	100.00
Sub Total Bown	26	6	333.33	93	39	138.46
TOTAL PROGRAMS	442	85	420.00	2,184	592	268.92

Program Attendance

Main Adult Attendance	4	16	-75.00	567	34	1567.65
Main Youth Attendance	696	290	140.00	3,776	2,134	76.94
Main Comm Attendance	1,106	0	100.00	4,828	0	100.00
Sub Total Main	1,806	306	490.20	9,171	2,168	323.02
Collister Adult Attendance	7	0	100.00	322	0	100.00
Collister Youth Attendance	1,033	401	157.61	9,069	4,857	86.72
Collister Comm Attendance	247	0	100.00	812	0	100.00
Sub Total Collister	1,287	401	100.00	10,203	4,857	110.07
Hillcrest Adult Attendance	35	0	100.00	114	25	356.00
Hillcrest Youth Attendance	220	248	-11.29	2,373	2,256	5.19
Hillcrest Comm Attendance	294	0	100.00	1,275	0	100.00
Sub Total Hillcrest	549	248	100.00	3,762	2,281	64.93
C&U Adult Attendance	0	0	0.00	75	297	-74.75
C&U Youth Attendance	888	175	407.43	6,521	1,550	320.71
C&U Comm Attendance	491	0	100.00	2,494	0	100.00
Sub Total Cole & Ustick	1,379	175	100.00	9,090	1,847	392.15
Bown Adult Attendance	8	0	100.00	145	315	-53.97
Bown Youth Attendance	234	250	-6.40	3,351	1,574	112.90
Bown Comm Attendance	48	0	100.00	48	0	100.00
Sub Total Bown	290	250	16.00	3,544	1,889	87.61
TOTAL PROGRAM ATTENDANCE	5,311	1,380	284.86	35,770	13,042	174.27

BOISE PUBLIC LIBRARY RECIPROCAL BORROWING STATISTICS April 2022

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
	<u>Circulation</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>To Date</u>	<u>Change</u>
CHECKOUTS								
Ada Community	9,327	4.95	1,571	493.70	31,612	2.42	8,557	269.43
Caldwell	313	0.17	131	100.00	1,507	0.12	612	146.24
Eagle	731	0.39	350	108.86	6,082	0.47	1,841	230.36
Emmett	50	0.03	40	100.00	280	0.02	303	-7.59
Garden City	1,330	0.71	690	100.00	8,095	0.62	3,575	126.43
Hailey	7	0.00	19	100.00	205	0.02	48	327.08
Meridian	2,729	1.45	1,416	92.73	15,323	1.18	7,429	106.26
Mountain Home	144	0.08	74	94.59	1,236	0.09	963	28.35
Nampa	867	0.46	349	148.42	4,463	0.34	2,834	57.48
Twin Falls	22	0.01	30	100.00	208	0.02	169	23.08
Total	8,991	4.77	4,687	91.83	70,547	5.41	26,348	167.75
Total BPL Circulation	188,524		145,056		1,303,852		978,251	

Items checked out at consortium member locations by BPL patrons.

	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
CHECKOUTS				
Ada Community	9,327	6,229	64,715	44,357
Caldwell	110	187	914	977
Eagle	5,857	2,378	40,673	16,837
Emmett	41	20	442	168
Garden City	7,877	4,793	52,790	29,488
Hailey	0	44	9	196
Meridian	6,632	6,793	46,692	43,833
Mountain Home	1	52	64	325
Nampa	496	511	4,397	2,193
Twin Falls	5	52	25	93
Total	30,520	21,205	212,147	138,613