

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
September 9, 2021, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 5.00, Collection Development and Maintenance
 - Policy Review Coversheet
 - Policy 5.01, Collection Development and Maintenance
 - Exhibit 5.01a, Library Bill of Rights
 - Exhibit 5.01b, Freedom to Read Statement
 - Regulation 5.01c, The Nature and Quality of Materials
 - Policy 5.02, Exclusion of Materials
 - Exhibit 5.02a, Request for Reconsideration of Library Materials
- Selection of Meeting Dates for Fiscal Year 2022
 - Proposed Schedules of Library Board Meeting Dates
- Review, Amend, Repeal or Adopt Bylaws, Policies and Procedures
 - Boise Public Library Board of Trustees Bylaws

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, July 2021

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular/Annual Meeting Agenda

Thursday, September 9, 2021, 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://youtu.be/KlvBxz0r-CE>

Seating is limited so the public is encouraged to view the meeting online if possible.

BOARD OF TRUSTEES Tonya Westenskow, Vice President Sonia Galaviz Brian Klene Phil Magnuson Nicole Trammel Pantera	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.
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AMENDED AGENDA

AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
August 10, 2021, 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 July 31, 2021
Gift Fund activity for July 2021
5. **Reports**
 - a. Friends of the Boise Public Library
 - b. Boise Public Library Foundation
 - c. Library Director including administration and management
6. **Educational Item**
Acquisitions and Technical Services Manager, Kathy Stalder, will review with the Trustees Collection Development and Intellectual Freedom Issues in the library community today.

MAIN LIBRARY
 715 S. Capitol Blvd., Boise, Idaho 83702
 P: 208-972-8200 | TDD/TTY: 800-377-3529

LIBRARY! AT BOWN CROSSING
 P: 208-972-8360

LIBRARY! AT COLE & USTICK
 P: 208-972-8300

LIBRARY! AT COLLISTER
 P: 208-972-8320

LIBRARY! AT HILLCREST
 P: 208-972-8340

BOISE CITY COUNCIL: Elaine Clegg (President), Lisa Sánchez (President Pro Tem), Patrick Bageant, Jimmy Hallyburton, TJ Thomson, Holli Woodings

BOISEPUBLICLIBRARY.ORG

7. Old Business

a. Boise Public Library Policy Review:

Section 5.00, Collection Development and Maintenance

Sarah Kelley-Chase, Library Public Services Manager, will review section 5.00, Collection Development and Maintenance, of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual.

This concludes the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

8. New Business

a. Selection of Meeting Dates for Fiscal Year 2022- Action Item

Per Idaho state code, the Board of Trustees is required to adopt and establish the regular board meeting schedule on an annual basis. Two proposed options are included in the supporting document section of the packet.

Action: the Board will make a motion to approve a Fiscal Year 2022 meeting schedule.

9. Election of Officers for Fiscal Year 2022- Action Item

Article IV, Section 1 of the Library Board of Trustees Bylaws states: The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Action: the Board will nominate and elect a president and vice president for a one-year term commencing October 2021.

10. Review, Amend, Repeal or Adopt Bylaws, Policies and Procedures

Library policies were reviewed monthly with the annual review completed at this meeting. Library Board bylaws will be reviewed at the meeting and are included in the supporting document section of the packet.

This is a discussion item only and requires no action unless the Trustees direct a change in the presented bylaws.

11. Selection of Trustee to Review Payment Vouchers

Trustee review for September vouchers by Galaviz.

12. Selection of Meeting Date

Next regular meeting Thursday, October 14, 2021.

13. Executive Session: 74-206 (1)(f) Current or Pending Litigation.

To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

14. 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.



Director's Report

BOISE PUBLIC LIBRARY

Library Director's Report

September 2021

Operations

COVID-19 Services Status

The Library was able to expand service hours on August 16th.

Main Library

- Mondays through Thursdays: 10am-8pm
- Fridays: 10am-6pm
- Saturdays and Sundays: 10am-2pm

Neighborhood Branches (Collister's new hours went into effect on August 23rd due to a short-term staffing capacity issue)

- Mondays and Fridays: 10am-6pm
- Tuesdays through Thursdays: 10am-8pm
- Saturday: 10am-2pm
- Sunday: Closed

With this expansion we have been able to add evening hours at all locations and are once again open seven days a week across the system. Branch locations are also back to their pre-pandemic number of hours at 50 per week. The Main library is open 56 hours a week which is eight hours less than pre-pandemic. Adding additional hours at Main will depend on usage and staff capacity.

Board of Trustees Appointments

On August 17th, the city council approved the appointment of two new members to the Board of Trustees. Brian Klene will serve a five-year term ending in 2026. Nicole Trammel Pantera will fill the term Rachel Goochey held which will end in 2025.

Upcoming

The City of Boise has an open bid for Request for Qualifications for consulting services to support the upcoming Library strategic planning process. The bid will close on September 15th.

Administration and Management Reports:

New Resources and Tools from Acquisitions and Technical Services (ATS)

The ATS team is in the process of finalizing a purchase for the years 1978 to 1988 of the digital Idaho Statesman Historical Archive. Having the content online makes it searchable, and many of our users have already let us know how excited they are about the expanded access. With this purchase the Library will have digital access to the Idaho Statesman from 1864 to 1988 and 1999 to ongoing.

ATS also purchased a [CoLibri](#) book covering machine that is helping to streamline some of our processes including helping paperbacks have a longer shelf life and fixing some items which are returned in need of repair.

Boise Comic Arts Festival 2021

On Saturday, August 28, Boise Public Library celebrated the 9th annual Boise Comic Arts Festival (BCAF) with an in-person event at JUMP. Due to the ongoing COVID-19 pandemic, the in-person portion of the festival was

held completely outdoors. The Library was able to host 31 exhibitors, including the Friends of the Boise Public Library, and an estimated 2,000 attendees. The day's activities included life-sized gaming; cosplay contests for kids, teens, adults, and dogs; a scavenger hunt; a wrestling performance; food trucks; a LEGO® display courtesy of the Idaho LEGO® Users Group (ILUG); and comic creator and vendor booths.

On Sunday, August 29, the Library hosted four virtual panels and workshops. Guest comics creators joined us from around the country. They included a kid's drawing workshop from children's book author and artist Bob Shea. Shea debuted his forthcoming book during the presentation, *Chez Bob*. There was a panel discussion centered on the comics anthology *COVID Chronicles*, a comics journalism panel, and a cosplay 101 workshop.

Leading up to the event, the Library hosted the annual Comic Creation Contest, distributed monthly comics and gaming themed grab and go kits, gave out free comics for Free Comic Book Day, and recorded a staff-created series of gaming and drawing tutorials which are available to view on [Youtube](#).

Lunches in the Library

Youth Services (YS) and the Library! at Hillcrest distributed meals to children 18 and under throughout the summer.

- YS distributed a total of 1723
- Hillcrest distributed a total of 643

Thank you to the Friends of the Library for helping to transport meals between locations and to the Boise School District and the United Way for providing them.

Youth Services Staff Training

The (YS) Librarians completed a multi-part training through the Public Library Association (PLA) on "[Advancing Family Engagement](#)."

Information Services (IS) Updates and New Services

In the month of August, IS staff premiered a new monthly virtual DIY Business Market Research Workshop program. Interlibrary Loan staff continued to make improvements to the service, including testing out new reusable bags for mailing and working with IT on a new catalog feature. Staff completed the bound periodicals and Government Document shift in the stacks on the third floor to make both collections easier to browse. Staff worked with ATS to bring back more of the physical newspaper selections for the public.

Communications

Monthly Email Newsletter

- [August](#) – Sent August 2 to 3657 contacts – open rate 41%
- [August Special Edition: New Hours](#) – Sent August 9 to 3629 contacts – open rate 45%
- [August Special Edition: BCAF](#) – Sent August 24 to 3628 contacts – open rate 33%
- September – To be sent September 1 to 4062 contacts – open rate TBD

Ultimate Book Nerd Newsletter

- [August](#) - Sent August 23 to 321 contacts – open rate 47%

Social Media

- In August, our focus was on Boise Comic Arts Festival and our expanded service hours.
- In September, we'll highlight Library Card Sign-up Month, National Preparedness Month, Hispanic Heritage Month, and the start of our fall programming.

Supporting Documentation

Boise Public Library

Policy Review September 9, 2021

Policy items reviewed and presented are as follows:

SECTION 5.00, Collection Development and Maintenance

- Policy 5.01, Collection Development and Maintenance
 - Exhibit 5.01a, Library Bill of Rights
 - Exhibit 5.01b, Freedom to Read Statement
 - Regulation 5.01c, The Nature and Quality of Materials
- Policy 5.02, Exclusion of Materials
 - Exhibit 5.02a, Request for Reconsideration of Library Materials

Staff Recommendations:

Staff has no recommended changes to policies in section 5.00 of the Boise Public Library policy manual and are included in the meeting packet for information purposes only, unless the Trustees direct changes.

Document Type:	Policy
Number:	5.01
Effective:	03-01-11
Revised:	05-01-13

COLLECTION DEVELOPMENT AND MAINTENANCE

The purpose of this policy is to articulate the role of the Library's collection in the community and provide direction to staff members in their role as selectors. The Board endorses and incorporates as a part of this policy the American Library Association's Library Bill of Rights (Exhibit 5.01a) and Freedom to Read Statement (Exhibit 5.01b). Since the Library's concern is the communication of ideas and the availability of materials for information, education and entertainment, these statements are extended for the purpose of this policy to include all material in any format.

In order to implement the collection development and maintenance policy, staff will design, and periodically revise, a list of criteria that will provide a framework for planning the content and nature of the Library's collection, for identifying the scope of the existing collection, and for developing plans for shaping a stronger collection. Specifically, staff will acquire, make available, and encourage the use of materials in all media that:

1. help people know more about themselves and their world;
2. supplement formal study and encourage informal self-education;
3. meet the diverse informational needs and recreational interests of all people in the community;
4. stimulate thoughtful participation in the affairs of the community, the country, and the world;
5. give access to a variety of opinions on matters of current interest and encourage freedom of expression;
6. support educational, civic, and cultural activities within the community;
7. aid in learning and improving job-related skills; and
8. assist the individual to grow intellectually and enjoy life more fully.

There is no single standard which can be applied in all cases when making an acquisition decision. Each type of material will be considered in terms of its own kind of excellence and the audience for which it is intended. Some materials will be judged primarily in terms of artistic merit, scholarship, or value as human documents; others will be selected to satisfy the recreational and entertainment needs of the community. Some materials evaluated are subject to widespread or local demand; items experiencing such demand may be added to the collection even though they do not meet the general and specific criteria routinely used by staff in making selection decisions.

The Board encourages public input on Library collections and invites Boise residents to make recommendations for purchases. Such recommendations will be given serious

consideration by Library staff in accordance with the general and specific criteria used in making selection decisions.

The Director or designee shall examine the collection regularly for the purpose of selection, assessment and retention of materials. The same criteria will be used in weeding materials from the collection as are used in their acquisition.

The ultimate responsibility for selection rests with the Director, who operates within the framework of this policy.

Document Type:	Exhibit
Number:	5.01a
Effective:	03-01-11
Revised:	03-01-11

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Document Type:	Exhibit
Number:	5.01b
Effective:	03-01-11
Revised:	03-01-11

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious

thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Document Type:	Regulation
Number:	5.01c
Effective:	03-01-11
Revised:	05-01-13

THE NATURE AND QUALITY OF MATERIALS

To build a collection of merit and significance consistent with the Library's mission and strategic objectives, the Director or designee will evaluate materials against general and specific criteria; selections are made in accordance with one or more of these criteria:

General Criteria

1. suitability of physical form for library use
2. suitability of subject and style for intended audience
3. present and potential relevance to community needs
4. appropriateness of medium to content
5. insight into human and social condition
6. importance as a document of the times
7. relation to existing collection and other material on subject
8. reputation and/or significance of author
9. skill, competence, and purpose of author
10. attention of critics, reviewers, and public
11. currency
12. affordability

Specific Criteria for Works of Non-Fiction, Regardless of Format

1. scope and authority of subject matter
2. comprehensiveness and depth of treatment
3. objectivity
4. accuracy and logic of presentation
5. clarity of style
6. representation of challenging, though extreme or minority, point of view
7. scarcity of information in subject field

Specific Criteria for Works of Fiction, Regardless of Format

1. representation of important movement, genre, trend, or national culture
2. vitality and originality
3. artistic presentation
4. sustained interest
5. effective characterization and/or a realistic portrayal of life
6. authenticity of historical or social setting

Staff will also consider the adequacy and availability of materials in other community agencies when making selection decisions. To avoid unnecessary duplication of materials, established special collections that are available for public and/or professional

use (e.g., State Law Library, corporate libraries) will be considered the primary sources for specialized materials.

The provision of curriculum-related materials is generally the responsibility of the schools, but the Library may provide materials that supplement and enrich the materials provided by the schools. When patron demand indicates the need for more curriculum-related materials for individual use by the public (as opposed to school classroom use), materials may be purchased to meet these needs to the extent funds allow without creating a collection imbalance in other areas.

Document Type:	Policy
Number:	5.02
Effective:	03-01-11
Revised:	05-01-13

EXCLUSION OF MATERIALS

The Library will review decisions regarding specific titles upon written request from a Boise resident. The Director or designee will provide a Request for Reconsideration form (Exhibit 5.02a) for this purpose.

When a completed Request for Reconsideration form is filed, the Library will begin its reconsideration process. This process consists of the following steps:

1. Staff will review the materials under consideration. The staff will communicate its decision to the patron in writing within 20 business days.
2. Should the patron not be satisfied with the staff's decision, the Director will review the material in question in consultation with appropriate staff. The Director will communicate his or her decision to the patron in writing within 20 business days.
3. The patron may appeal the Director's decision to the Board. The decision of the Board will be communicated to the patron and shall be final.

In considering Requests for Reconsideration, staff, the Director and the Board will consider each work as a whole, and individual passages will not be treated out of context. They will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable.

No materials shall be excluded from the Library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets criteria specified in The Nature and Quality of Materials (Regulation 5.01c).

Document Type: Exhibit
Number: 5.02a
Effective: 03-01-11
Revised: 05-01-13

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(Please fill out this form completely and give it to a library staff member. Library management will reply to your request in writing.)

TYPE OF MATERIALS: (Check one)

	Adult	Young Adult	Children
Fiction			
Non-Fiction			
Audiobook			
Movie/Documentary/ Television series			
Music			
Magazine/Newspaper			
Other (please specify)			

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

Request initiated by _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Email address _____

Library location where request was submitted _____

Library Card number (optional) _____

Do you represent:

_____ Yourself

_____ An Organization (name) _____

_____ Other group (name) _____

1. To what in the material do you object? (Please be specific; cite pages and specific passages. Use additional sheet if necessary.)

(continued on reverse)

2. Are your objections based on (check all that apply):
_____ religious principles _____ political beliefs
_____ moral teachings _____ inaccuracies in the material
_____ other (please list) _____

3. Did you read, view or listen to the entire work? _____
If not, what parts did you read, view or listen to? _____

4. What do you feel would be the result of reading, viewing, or listening to this material? _____

5. What parts of the work do you think are accurate and valuable? _____

6. What do you believe the theme of this work to be? _____

7. Are you aware of judgments of this work by professional critics? _____

8. For what age group would you recommend this work? _____

9. What action are you requesting the library take in regard to this work? _____

10. If you are requesting withdrawal of the work, what work would you recommend in its place that would convey as valuable a picture and perspective of the subject treated? _____

Signature

Date

Proposed Schedule of Library Board Meeting Dates Option #1

October 2021 to September 2022

The Library Board of Trustees established a regular meeting schedule for the second Thursday of each month, 11:30 a.m. at the Main Library in the Marion Bingham Room.

Month	Day	Year	Comments
October	14	2021	
November	11	2021	Meeting date lands on Veteran's Day holiday. Alternate proposed meeting date: First Thursday, November 4, 2021
December	9	2021	
January	13	2022	
February	10	2022	
March	10	2022	
April	14	2022	
May	12	2022	
June	9	2022	
July	14	2022	
August	11	2022	
September	8	2022	September is the annual meeting.

Proposed Schedule of Library Board Meeting Dates

Option #2

October 2021 to September 2022

The Library Board of Trustees established a regular meeting schedule for the second Wednesday of each month, 11:30 a.m. at the Main Library in the Marion Bingham Room.

Month	Day	Year	Comments
October	13	2021	
November	10	2021	
December	8	2021	
January	12	2022	
February	9	2022	
March	9	2022	
April	13	2022	
May	11	2022	
June	8	2022	
July	13	2022	
August	10	2022	
September	14	2022	September is the annual meeting.

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I LEGAL BASIS AND PURPOSE

The Board of Trustees of the Boise Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in Boise City.

ARTICLE II SELECTION AND APPOINTMENT

Section 1. Number of Trustees

A Board of five Library Trustees, selected from the residents of Boise City, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as liaison for the Board and City Government.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year on June 30th. Trustees shall hold their office from appointment until the term expires and until their successors are appointed. In accordance with City Policy, appointees shall serve no more than two terms or more than ten consecutive years.

By accepting appointment to the Board, Trustees agree to attend a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by the president, missing three consecutive regular meetings for other than health-related reasons is considered a resignation from the Board.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library.

Section 4. Vacancies

All vacancies on the Board shall be reported to the Mayor and City Council within five days by the Board, with a request that the vacancy be advertised. The process for filling a vacancy will be prescribed by the Mayor's office.

ARTICLE III POWERS AND DUTIES

Section 1. Policies

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

Section 2. Budget

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

Section 3. Expenditures

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund.

Section 4. Property

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise, or otherwise, when not inconsistent with the terms and conditions of the gift, devise, or with the terms and conditions of the gift, devise, or bequest. The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern,

and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director will act in accordance with the policies of Boise City to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

Section 6. Gifts and Trusts

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for such library and branches.

Section 7. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to:

- a. promoting and interpreting the Library and its services to the public;
- b. obtaining adequate funds for library operation; and
- c. developing a program of planned growth and improvement of the Library and library services.

**ARTICLE IV
OFFICERS**

Section 1. Election

The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Section 2. Duties

- a. President

The President shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation,

appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with that office.

b. Vice President

In the absence of the President, the Vice President shall preside and perform all other duties associated with the President's office.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from the time of the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal.

**ARTICLE V
MEETINGS**

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in September.

Section 2. Special Meetings

Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code and Boise City Policies.

Section 3. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4. Voting

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The President may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Records of meetings shall be maintained by the Library Director or the Director's designate.

ARTICLE VI PARLIAMENTARY AUTHORITY

The parliamentary authority shall be Roberts Rules of Order, current edition, except as stated in these Bylaws.

ARTICLE VII AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.

Statistics

BOISE PUBLIC LIBRARY

SYSTEM STATISTICS REPORT

July 2021

	<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	44,729	31,839	40.48	338,415	394,033	-14.12
Young Adult	7,503	4,493	66.99	48,181	53,029	-9.14
Juvenile	63,312	25,182	151.42	405,224	438,790	-7.65
Sub Total	115,544	61,514	87.83	791,820	885,852	-10.61

<u>CIRCULATION /Audio Visual</u>						
Adult	21,185	15,518	36.52	160,761	269,981	-40.45
Young Adult	1,274	747	70.55	7,398	10,967	-32.54
Juvenile	7,137	4,762	49.87	45,212	78,267	-42.23
Sub Total	29,596	21,027	40.75	213,371	359,215	-40.60

<u>CIRCULATION/Digital</u>						
eAudio	24,866	21,454	15.90	234,389	196,892	19.04
eBooks	23,360	26,885	-13.11	235,862	222,193	6.15
eVideo	217	129	68.22	3,265	867	276.59
eMusic	12	13,279	-99.91	151	104,218	-99.86
eMagazine	2,165	2,473	-12.45	29,163	23,203	25.69
Sub Total	50,620	64,220	-21.18	502,830	547,373	-8.14
TOTAL CIRCULATION	195,760	146,761	33.39	1,508,021	1,792,440	-15.87

<u>CIRCULATION SUMMARY</u>						
Main Library	60,554	36,291	66.86	417,357	614,748	-32.11
Collister	14,234	7,477	90.37	105,105	106,795	-1.58
Hillcrest	9,742	6,356	53.27	72,186	92,413	-21.89
Cole & Ustick (C&U)	26,642	15,752	69.13	176,303	207,830	-15.17
Bown	31,543	15,426	104.48	215,484	210,145	2.54
Home Service	2,425	1,239	95.72	18,756	13,136	42.78
Digital Collection	50,620	64,220	-21.18	502,830	547,373	-8.14
TOTAL CIRCULATION	195,760	146,761	33.39	1,508,021	1,792,440	-15.87

<u>PATRON COUNT</u>						
Main Library	18,852	8,971	110.14	110,953	347,976	-68.11
Collister	4,334	2,770	56.46	28,739	50,257	-42.82
Hillcrest*	3,799	1,928	0.00	29,190	50,406	-42.09
Cole & Ustick	6,638	311	2034.41	22,246	76,008	-70.73
Bown	7,216	2,856	152.66	45,947	78,520	-41.48
TOTAL PATRON COUNT	40,839	16,836	142.57	237,075	603,167	-60.69

<u>POLARIS CATALOG</u>						
System External Use Counts	309,913	380,107	-18.47	3,213,438	2,844,801	12.96
Main Internal Use Counts	29,674	15,031	97.42	258,149	360,526	-28.40
Collister Internal Use Counts	1,927	364	429.40	9,350	18,068	-48.25
Hillcrest Internal Use Counts	1,482	305	385.90	7,264	18,013	-59.67
C&U Internal Use Counts	5,211	880	492.16	21,824	46,081	-52.64
Bown Internal Use Counts	4,994	1,836	172.00	62,233	55,885	11.36

	<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	837	307	172.64	5,150	5,884	-12.47
Non-Resident	7	0	100.00	40	38	5.26
Internet Only	1	1	100.00	1	6	-83.33
TOTAL CARDS ISSUED	845	308	174.35	5,191	5,928	-12.43

INTERLIBRARY LOANS

Out-of-State	89	61	45.90	405	465	-12.90
In-State	34	20	70.00	155	249	-37.75

INTERLIBRARY BORROWING

Out-of-State	181	71	154.93	1,487	1,284	15.81
In-State	121	20	505.00	502	412	21.84

REFERENCE SUMMARY

Main Adult Desk	1,142	190	501.05	6,552	14,367	-54.40
Main Adult Telephone	620	1,263	-50.91	8,738	11,954	-26.90
Main Adult Electronic	132	205	-35.61	2,083	2,168	-3.92
Sub Total Adult Reference	1,894	1,658	14.23	17,373	28,489	-39.02

Main Youth Desk	551	0	100.00	2,344	6,169	-62.00
Main Youth Telephone	23	1,727	-98.67	1,384	2,376	-41.75
Main Youth Electronic	3	77	0.00	212	96	120.83
Sub Total Youth Reference	577	1,804	-68.02	3,940	8,641	-54.40

Information Desk

Readers Advisory	9	0	100.00	122	68	79.41
Directional/Informational	2,287	4,787	-52.22	38,069	19,149	98.80
Sub Total Information Desk	2,296	4,787	-52.04	38,191	19,217	98.74

Collister Desk	1,105	1,533	-27.92	11,807	12,371	-4.56
Collister Phone	135	135	0.00	1,202	1,070	12.34
Sub Total Collister Reference	1,240	1,668	-25.66	13,009	13,441	-3.21

Hillcrest Desk	559	1,209	-53.76	8,025	11,252	-28.68
Hillcrest Phone	102	232	-56.03	1,545	1,241	24.50
Sub Total Hillcrest Reference	661	1,441	-54.13	9,570	12,493	-23.40

Cole & Ustick Desk	781	2,610	-70.08	15,998	19,462	-17.80
Cole & Ustick Phone	170	293	-41.98	2,577	1,590	62.08
Sub Total C&U Reference	951	2,903	-67.24	18,575	21,052	-11.77

Bown Desk	507	2,654	-80.90	15,938	11,447	39.23
Bown Phone	62	539	-88.50	1,320	1,303	1.30
Sub Total Bown Reference	569	3,193	-82.18	17,258	12,750	35.36
TOTAL REFERENCE	8,188	17,454	-53.09	117,916	116,083	1.58

	<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>
MEETING ROOM USE SUMMARY						
Programs						
Main Adult Programs	1	124	-99.19	9	709	-98.73
Main Youth Programs	60	4	1400.00	331	364	-9.07
Main Community Programs	90	0	100.00	90	2,446	-96.32
Sub Total Main	151	128	17.97	430	3,519	-87.78
Collister Adult Programs	1	0	100.00	2	168	-98.81
Collister Youth Programs	22	34	-35.29	244	305	-20.00
Collister Community Programs	46	0	100.00	46	480	-90.42
Sub Total Collister	69	34	102.94	292	953	-69.36
Hillcrest Adult Programs	0	21	-100.00	1	188	-99.47
Hillcrest Youth Programs	14	6	133.33	197	227	-13.22
Hillcrest Community Programs	24	0	100.00	24	570	-95.79
Sub Total Hillcrest	38	27	40.74	222	985	-77.46
C&U Adult Programs	0	57	-100.00	10	142	-92.96
C&U Youth Programs	9	0	100.00	72	202	-64.36
C&U Community Programs	24	0	100.00	24	433	-94.46
Sub Total Cole & Ustick	33	57	-42.11	106	777	-86.36
Bown Adult Programs	1	0	100.00	10	162	-93.83
Bown Youth Programs	12	3	300.00	89	380	-76.58
Bown Community Programs	41	0	100.00	41	553	-92.59
Sub Total Bown	54	3	1700.00	140	1,095	-87.21
TOTAL PROGRAMS	345	249	38.55	1,190	7,329	-83.76

Program Attendance

Main Adult Attendance	20	775	-97.42	99	4,912	-97.98
Main Youth Attendance	1,827	47	3787.23	6,703	12,726	-47.33
Main Comm Attendance	281	0	100.00	281	10,210	-97.25
Sub Total Main	2,128	822	158.88	7,083	27,848	-74.57
Collister Adult Attendance	2	0	100.00	8	1,363	-99.41
Collister Youth Attendance	1,361	1,341	1.49	7,750	8,686	-10.78
Collister Comm Attendance	81	0	100.00	81	2,996	-97.30
Sub Total Collister	1,444	1,341	7.68	7,839	13,045	-39.91
Hillcrest Adult Attendance	0	79	-100.00	25	1,547	-98.38
Hillcrest Youth Attendance	208	421	-50.59	3,878	4,029	-3.75
Hillcrest Comm Attendance	56	0	100.00	56	5,452	-98.97
Sub Total Hillcrest	264	500	-47.20	3,959	11,028	-64.10
C&U Adult Attendance	0	141	-100.00	297	1,082	-72.55
C&U Youth Attendance	926	0	100.00	2,970	4,178	-28.91
C&U Comm Attendance	85	0	100.00	85	6,595	-98.71
Sub Total Cole & Ustick	1,011	141	617.02	3,352	11,855	-71.73
Bown Adult Attendance	50	0	100.00	515	1,681	-69.36
Bown Youth Attendance	510	150	240.00	4,741	9,508	-50.14
Bown Comm Attendance	76	0	100.00	76	6,880	-98.90
Sub Total Bown	636	150	324.00	5,332	18,069	-70.49
TOTAL PROGRAM ATTENDANCE	5,483	2,954	85.61	27,565	81,845	-66.32

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

July 2021

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>CHECKOUTS</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>
Ada Community	2,856	1.46	1,306	118.68	26,563	2.02	28,027	-5.22
Caldwell	301	0.15	100	201.00	1,175	0.09	3,519	-66.61
Eagle	785	0.40	209	275.60	3,439	0.26	5,790	-40.60
Emmett	22	0.01	45	-51.11	410	0.03	970	-57.73
Garden City	1,201	0.61	466	157.73	6,311	0.48	12,698	-50.30
Hailey	2	0.00	0	100.00	66	0.01	2	3200.00
Meridian	2,548	1.30	1,332	91.29	12,294	0.94	25,615	-52.00
Mountain Home	157	0.08	128	22.66	1,385	0.11	2,606	-46.85
Nampa	715	0.37	333	114.71	4,473	0.34	8,334	-46.33
Twin Falls	35	0.02	0	100.00	223	0.02	177	25.99
Total	8,751	4.47	4,010	118.23	56,768	4.33	87,829	-35.37

Total BPL Circulation	195,760	146,761	1,312,261	1,792,440
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Items checked out at consortium member locations by BPL patrons.

<u>CHECKOUTS</u>	<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>
Ada Community	12,584	7,186	76,394	91,174
Caldwell	129	127	1,394	1,162
Eagle	6,356	5,178	32,761	51,952
Emmett	165	107	545	1,269
Garden City	9,050	5,020	52,871	58,905
Hailey	34	0	438	20
Meridian	8,370	4,198	66,023	65,211
Mountain Home	103	32	639	284
Nampa	692	126	4,029	5,104
Twin Falls	41	3	184	63
Total	37,726	22,077	243,194	275,244

