

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

February 9, 2022, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review:
Policy Review Cover Sheet
Section 3.00, Services
 - Policy 3.04, Interlibrary Loan
 - Regulation 3.04a, Limits on Interlibrary Loan Service
- Performance Evaluation for Boise Public Library Director
 - Director Review Board of Trustees Form
 - Director Review Self-Evaluation Form
 - Director Review City Leadership Form
 - Director Review Leadership Circle Form
 - Director Review Overview

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, December 2021

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, February 9, 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/UCJo0NAsCybsN0DtzuAI3LGA>

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

<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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AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
January 12, 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 December 31, 2021
Gift Fund activity for December 2021
5. **Reports**
 - a. Friends of the Boise Public Library
 - b. Boise Public Library Foundation
 - c. Library Director including administration and management
6. **New Business**
 - a. **Facilities Management**
Staff will provide an overview of the management of City facilities. The overview will include opportunities for better efficiencies based on an independent analysis conducted by the City of Boise in 2021.

MAIN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | 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), Hollie Woodings (President Pro Tem), Patrick Bageant, Jimmy Hallyburton, Lisa Sánchez, Luci Willits

BOISEPUBLICLIBRARY.ORG

7. Old Business

a. Strategic Planning

Trustees will meet representatives from BERK Consulting, Inc. BERK has been contracted to support the upcoming strategic planning process for the Library.

b. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.04, Interlibrary Loan

Library Public Services Manager Sarah Kelley-Chase will review section 3.00, Services subsection 3.04, Interlibrary Loan, of the Boise Public Library Policy Manual with the Trustees. Recommended changes to regulation 3.04a, Limits on Interlibrary Loan Service, are included in the supporting documentation section of 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.

c. Library Director Performance Evaluation- Action Item

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. Trustees will continue their discussion on the process of the Director's performance review.

8. Selection of Trustee to Review Payment Vouchers

Trustee review for February vouchers by Magnuson.

9. Selection of Meeting Date

Next regular meeting on Wednesday, March 9, 2022.

10. 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

February 2022

Operations

COVID-19 Services Status

The Library continues to operate with the hours introduced in August; COVID-19 protocols also remain in place.

During January, staff shortages did result in adjustments to the hours and services at the Library! at Cole & Ustick. We closed at 6pm instead of 8pm for six days, moved to curbside services only for one day, and had to close entirely for one day. We posted these changes on our website and social media as well as physically on the building.

Mental Health Coordinator Position

On January 25th I provided additional information to the Boise City Council on the recently approved Mental Health Coordinator position. The Strategic Planning [session](#) can be found on the City's YouTube channel, and the discussion about the position begins at about the 1:17 hour mark.

Strategic Planning

The contract with [BERK Consulting, Inc.](#) has been finalized for support for the strategic planning process.

Administration and Management Reports:

Programming and Grab & Go Kits

- Through staff created artwork, the Library! at Collister transformed their space into a Winter Wonderland for the month of January. Visitors were encouraged to post wishes and predictions for 2022 and engage in a variety of crafts and projects. Over 300 people participated throughout the month.
- Locations continued to host scavenger hunts, virtual book clubs, and storytimes.
- Over 1000 Grab & Go Kits for all ages were distributed to library users.

Staff Training

In January, the Training Team organized and hosted *A Panel Discussion on Housing Insecurity and Homelessness* which featured representatives from local organizations. This was a discussion on what resources are available and how Boise Public Library can help support those organizations and better serve our homeless community. The discussion included representatives from [Interfaith Sanctuary](#), [CATCH](#), [Jesse Tree](#), and [Our Path Home](#). Sixteen staff attended the panel, and several more indicated that they would be watching the recording later.

Community Partners

- The American Red Cross held a blood drive at the Main Library.

- All five locations passed out over 600 free at-home Covid-19 tests which were provided by the Department of Health and Welfare.
- The Library! at Collister distributed 170 books through the [My First Books](#) programming.

Ultimate Book Nerd Challenge

The Ultimate Book Nerd challenge reached a new milestone with 500 registered readers in the Beanstack online tracking application. Additionally, the Facebook group has seen a considerable increase in engagement since the launch of the 2022 challenge, and there are now over 225 members in the group. Members have been sharing the books they're reading and asking for suggestions from each other. The newsletter remains popular and recently gained over 60 new subscribers.

Communications

Monthly Email Newsletter

- [January](#) – Sent January to 4478 contacts – open rate 48%
- February -- To be sent February 1 to 4938 contacts – open rate TBD

Ultimate Book Nerd Newsletter

- [January New Year](#) – Sent January 3 to 358 contacts – open rate 66%
- [January Welcome](#) - Sent January 18 to 403 contacts – open rate 65%

Social Media

- In January, we featured National Braille Literacy Month, various kits and programs, our winter reading program, and the new Library cards. We also had important updates about temporary hour changes due to COVID-19.
- In February, we plan to highlight Black History Month, Treasure Valley Reads, and some of our ongoing virtual programs.

Supporting Documentation

Boise Public Library

Policy Review February 9, 2022

Policy items reviewed and presented are as follows:

SECTION 3.00, SERVICES

- Policy 3.04, Interlibrary Loan
 - Regulation 3.04a, Limits on Interlibrary Loan Service

Staff Recommendations:

Section 3.00, Services, Policy 3.04 of the Boise Public Library policy manual is presented to the Library Board for review. Staff have no recommended changes to these policies and are included in the meeting packet for information purposes only unless the Trustees direct changes.

Regulation 3.04a of the Boise Public Library policy manual is presented to the Library Board with recommended changes. Regulations do not require the Board's approval, and changes are included for information purposes only.

Document Type:	Policy
Number:	3.04
Effective:	03-01-11
Revised:	01-10-19

INTERLIBRARY LOAN

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books; articles from magazines and newspapers; and limited audiovisual items that are not otherwise available through the Library. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons. This service shall be available only to holders of Borrower's, Non-Resident, or Corporate cards.

Document Type: Regulation
Number: 3.04a
Effective: 12-12-11
Revised: ~~04-15-2021~~ 02-

09-2022

~~LIMITS ON SCOPE OF~~ INTERLIBRARY LOAN SERVICE

Interlibrary Loan service is available only to holders of Borrower's, Non-Resident, or Corporate cards issued by Boise Public Library ~~or Ada Community Library~~. A cardholder may have up to five ~~active~~ requests at a time.

Textbooks, items with current year copyright, and audiovisual items such as videogames and computer software are not available through the Interlibrary Loan service.

Items requested via Interlibrary Loan will be held for pickup for ten days or for the duration of the loan period, whichever is shorter. Loan periods are set by the institutions loaning these items and may be shorter than those set by Boise Public Library for similar items.

Cardholders will be charged the replacement cost of any items lost. Items are considered lost 30 days after the due date. Cardholders who return items late or fail to return items may have their Interlibrary Loan privileges suspended or revoked.

Interlibrary Loan items may be renewed in some cases, depending on the decision of the institution that owns the borrowed item. Requests for renewals should be made prior to the item's due date.

Leadership Performance Evaluation for Boise Public Library Director
Board of Trustees - Boise Public Library

For the following questions, please rate the Director's job performance for the past year:

Section 1: Achievement of Goals From Last Review Period			
Description of Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Goal 1:			
Goal 2:			
Goal 3:			
Goal 4:			
Comments:			
Section 2: Leadership ¹			
Please rate the Director's mastery of modeling core values and mission, vision, continuous improvement, empowering others, working relationship with the Board of Trustees, and community leadership.	Exceeded Expectations	Met Expectations	Needs Improvement
Modeling Core Values: <ul style="list-style-type: none"> • Clearly articulates and models BPL's values and mission to the staff, board, users and the community 			
<ul style="list-style-type: none"> • Leads staff in maintaining a climate of excellence, accountability and respect 			
Vision: <ul style="list-style-type: none"> • Shares vision for BPL and inspires visionary thinking and action in others consistent with the mission 			
<ul style="list-style-type: none"> • Provides leadership in developing short and long term goals to accomplish mission of the BPL 			
Continuous Improvement: <ul style="list-style-type: none"> • Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve operations, services and access to BPL 			
Empowering Others: <ul style="list-style-type: none"> • Empowers the board and staff through sharing information and authority 			
<ul style="list-style-type: none"> • Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities 			
<ul style="list-style-type: none"> • Inspires others by recognizing and appreciating individual excellence across the organization 			

¹ May be based all or in part on input gathered from Director's direct reports, as well as City of Boise leadership.

<p>Community Leadership:</p> <ul style="list-style-type: none"> Serves as an effective spokesperson for BPL; identifies, develops, and maintains key relationships in the community necessary to support an effective organization 			
<ul style="list-style-type: none"> Maintains a positive working relationship with City leadership, including the Mayor and City Council 			
<ul style="list-style-type: none"> Works to align resources to meet community needs and provide impact 			
<ul style="list-style-type: none"> Maintains effective media and public relations operations to build awareness of BPL and its services and operations among its constituents, users, and community, engaging with the public in regard to operation, visibility and access to BPL's services 			
<ul style="list-style-type: none"> Keeps abreast of local, state, and national library issues and participates in local, state, and national library associations 			
<p>Relationship with Board of Trustees:</p>			
<ul style="list-style-type: none"> Works with the Board to develop strategies for achieving the mission, goals and financial viability of BPL 			
<ul style="list-style-type: none"> Demonstrates quality of analysis and judgment related to progress, opportunities, and need for changes 			
<ul style="list-style-type: none"> Provides suitable and timely information to the Board about key issues for discussion, analysis and decision making 			
<ul style="list-style-type: none"> Appropriately provides support and leadership to the Board 			
<ul style="list-style-type: none"> Seeks and accepts constructive feedback regarding work, operations and improvements 			
<ul style="list-style-type: none"> Seriously considers and acts on individual Board members' suggestions and input, and appropriately involves Board leadership as needed 			
<p>Leadership comments:</p>			

Section 3: Management Performance²

Please rate the Director's performance in the following management areas:	Exceeded Expectations	Met expectations	Needs Improvement
Human Resources: <ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages performance effectively through clear job descriptions, periodic feedback, and training 			
<ul style="list-style-type: none"> Adequately supervises operations, including ensuring competent, efficient, and reliable library operations 			
<ul style="list-style-type: none"> Actively participates and engages with City leadership group and with peer directors 			
Finance: <ul style="list-style-type: none"> Works with the staff, City leadership and personnel, and the Board to evaluate financial needs, prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate 			
<ul style="list-style-type: none"> Keeps informed on the needs of BPL – including plant, facilities, equipment, supplies, staffing and other needs requiring financial resources 			
<ul style="list-style-type: none"> Provides the Board accurate, understandable information about the financial status of BPL through regular financial reports 			
<ul style="list-style-type: none"> Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws and ensuring funds are wisely expended within budget limitations 			
Philanthropy and Fund Development:			
<ul style="list-style-type: none"> Establishes positive relationships with partner organizations, including the Foundation, Friends, individual donors, local government agencies and key stakeholders 			
General Attributes of Leadership			
<ul style="list-style-type: none"> Maintains high standards of ethics, honesty and integrity in all professional matters 			
Management Performance comments:			

² May be based all or in part on input gathered from Director's direct reports, as well as City of Boise leadership.

Section 4: Goals for the next review period

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	

Goals Comments:

Section 5: Development Plan

Outline training/development that will enhance Director's contribution to the organization. Specify areas of support and action that the Board can do to support the Director.

Section 6: Additional Comments

Please provide any additional information relating to the Director's performance not otherwise covered above.

Section 7: Signatures

By signatures below, the signatories acknowledge they have each received a copy of the Director evaluation form, as completed by the Chair of the Board of Trustees, following receipt of input from the Director, members of the Board of Trustees, certain personnel of BPL, as well as City leadership, as appropriate. By signing below, we further acknowledge we met and discussed the evaluation and understand and agree that a full and final copy may be transmitted to the City of Boise for employment and compensation purposes.

Employee **Date**

Chair, Board of Trustees **Date**

Leadership Performance Evaluation for Boise Public Library Director – Self Evaluation
Board of Trustees - Boise Public Library

For the following questions, please rate your job performance for the past year:

Section 1: Achievement of Goals from last review period.			
Description of Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Goal 1:			
Goal 2:			
Goal 3:			
Goal 4:			
Comments:			
Section 2: Leadership ¹			
Please rate mastery of modeling core values and mission, vision, continuous improvement, empowering others, working relationship with the Board of Trustees, and community leadership.	Exceeded Expectations	Met Expectations	Needs Improvement
Modeling Core Values: <ul style="list-style-type: none"> • Clearly articulates and models BPL’s values and mission to the staff, board, users and the community 			
<ul style="list-style-type: none"> • Leads staff in maintaining a climate of excellence, accountability and respect 			
Vision: <ul style="list-style-type: none"> • Shares vision for BPL and inspires visionary thinking and action in others consistent with the mission 			
<ul style="list-style-type: none"> • Provides leadership in developing short and long term goals to accomplish mission of the BPL 			
Continuous Improvement: <ul style="list-style-type: none"> • Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve operations, services and access to BPL 			
Empowering Others: <ul style="list-style-type: none"> • Empowers the board and staff through sharing information and authority 			
<ul style="list-style-type: none"> • Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities 			
<ul style="list-style-type: none"> • Inspires others by recognizing and appreciating individual excellence across the organization 			

¹ May be based all or in part on input gathered from Director’s direct reports, as well as City of Boise leadership.

<p>Community Leadership:</p> <ul style="list-style-type: none"> Serves as an effective spokesperson for BPL; identifies, develops, and maintains key relationships in the community necessary to support an effective organization 			
<ul style="list-style-type: none"> Maintains a positive working relationship with City leadership, including the Mayor and City Council 			
<ul style="list-style-type: none"> Works to align resources to meet community needs and provide impact 			
<ul style="list-style-type: none"> Maintains effective media and public relations operations to build awareness of BPL and its services and operations among its constituents, users, and community, engaging with the public in regard to operation, visibility and access to BPL's services 			
<ul style="list-style-type: none"> Keeps abreast of local, state, and national library issues and participates in local, state, and national library associations 			
<p>Relationship with Board of Trustees:</p>			
<ul style="list-style-type: none"> Works with the Board to develop strategies for achieving the mission, goals and financial viability of BPL 			
<ul style="list-style-type: none"> Demonstrates quality of analysis and judgment related to progress, opportunities, and need for changes 			
<ul style="list-style-type: none"> Provides suitable and timely information to the Board about key issues for discussion, analysis and decision making 			
<ul style="list-style-type: none"> Appropriately provides support and leadership to the Board 			
<ul style="list-style-type: none"> Seeks and accepts constructive feedback regarding work, operations and improvements 			
<ul style="list-style-type: none"> Seriously considers and acts on individual Board members' suggestions and input, and appropriately involves Board leadership as needed 			
<p>Leadership comments:</p>			

Section 3: Management Performance²

Please rate performance in the following management areas:	Exceeded Expectations	Met expectations	Needs Improvement
Human Resources: <ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages performance effectively through clear job descriptions, periodic feedback, and training 			
<ul style="list-style-type: none"> Adequately supervises operations, including ensuring competent, efficient, and reliable library operations 			
<ul style="list-style-type: none"> Actively participates and engages with City leadership group and with peer directors 			
Finance: <ul style="list-style-type: none"> Works with the staff, City leadership and personnel, and the Board to evaluate financial needs, prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate 			
<ul style="list-style-type: none"> Keeps informed on the needs of BPL – including plant, facilities, equipment, supplies, staffing and other needs requiring financial resources 			
<ul style="list-style-type: none"> Provides the Board accurate, understandable information about the financial status of BPL through regular financial reports 			
<ul style="list-style-type: none"> Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws and ensuring funds are wisely expended within budget limitations 			
Philanthropy and Fund Development:			
<ul style="list-style-type: none"> Establishes positive relationships with partner organizations, including the Foundation, Friends, individual donors, local government agencies and key stakeholders 			
General Attributes of Leadership			
<ul style="list-style-type: none"> Maintains high standards of ethics, honesty and integrity in all professional matters 			
Management Performance comments:			

² May be based all or in part on input gathered from Director's direct reports, as well as City of Boise leadership.

Leadership Performance Evaluation for Boise Public Library Director – City of Boise
Board of Trustees - Boise Public Library

Due to the close working relationship required between the Boise Public Library Director and the City of Boise, in particular regarding budgeting and financial operations, management of human resources and participation in City’s leadership team, we would appreciate the City’s input for purposes of completing the Boise Public Library Director’s Annual Review. Please complete this Performance Evaluation form and provide to the Chair of the Board of Trustees no later than _____, to aid the Board in completing the review process.

Please rate performance in the following management areas:	Exceeded Expectations	Met expectations	Needs Improvement
Leadership:			
<ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages performance effectively through clear job descriptions, periodic feedback, and training 			
<ul style="list-style-type: none"> Adequately supervises operations, including ensuring competent, efficient, and reliable library operations 			
<ul style="list-style-type: none"> Actively participates and engages with City leadership group and with peer directors 			
Finance:			
<ul style="list-style-type: none"> Works with the staff, City leadership and personnel, and the Board to evaluate financial needs, prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate 			
<ul style="list-style-type: none"> Keeps informed on the needs of BPL – including plant, facilities, equipment, supplies, staffing and other needs requiring financial resources 			
<ul style="list-style-type: none"> Provides the City accurate, understandable information about the financial status of BPL through regular financial reports 			
<ul style="list-style-type: none"> Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws and ensuring funds are wisely expended within budget limitations 			
Partnerships and Community Impact:			
<ul style="list-style-type: none"> Establishes positive relationships with partner organizations, including other units of the City as well as other local government agencies and key stakeholders 			
<ul style="list-style-type: none"> Works to align resources to meet community needs and provide impact 			
General Attributes of Leadership			
<ul style="list-style-type: none"> Maintains high standards of ethics, honesty and integrity in all professional matters 			
Management Performance comments:			
Completed by: Signature: _____ Name and Title: _____ Date: _____			

Leadership Performance Evaluation for Boise Public Library Director

Message to Direct Report and Leadership Circle participants:

Hello,

You've been asked to provide employee feedback in this 360-degree survey for (Library Director). Below are some key leadership principles that apply to (Library Director's) development. Please provide your confidential feedback by answering the following questions:

- Considers other team members' opinions during decision making process
- Provides solutions to difficult, systemic problems
- Brings effective ideas to the table when problem-solving
- Responsive to the teams' needs and questions
- Involves the right stakeholders when making decisions
- Works effectively under pressure
- Provides effective feedback and support needed for team member development
- Listens well to others' suggestions
- Creates a sense of collaboration when working with others
- Communicates effectively with patrons/direct reports/library staff/peers
- Asks for more information if they do not understand & does so with clarity
- Speaks in a clear and concise manner
- Effectively communicates their ideas to others
- Creates opportunities for discussion and dialogue
- Checks for understanding when communicating with others
- Considers the impact of decisions prior to action

Thank you for your feedback.

Measurement:

Never, Rarely, Occasionally, Often, Always, No opportunity to observe

Performance Review Process for the Boise Public Library Director

January 2022

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director.

Step	Timeframe
<p>Library Board of Trustees appoint a subcommittee of two Board members to conduct a performance review with and for the Director. The Library Board President and Vice President traditionally serve as the subcommittee or “Executive Committee” for such purpose. The subcommittee with the Director establishes a timeline for review completion in conjunction with the City’s review process.</p> <ul style="list-style-type: none">• The Library Director informs the Mayor’s office of the process and invites input from the City.	January
<p>Input gathered for the review discussion</p> <ul style="list-style-type: none">• The Library Director completes a self-evaluation based on the “Director Performance Review” template• Human Resources provides input from ConnectBoise / Conduct survey from Director’s direct reports	February
<p>A meeting with the Director and subcommittee is held to review and discuss all documentation and annual performance. Review form completed by Subcommittee.</p>	March
<p>An Executive Session with the Board of Trustees is held to review subcommittee report and to add comments or make changes as desired.</p> <ul style="list-style-type: none">• A final written copy is written by the subcommittee and submitted to the Mayor’s office and the Library Director.• The Board President may write a submittal letter to the Mayor to accompany the written review summarizing the review and to make salary and goal achievement recommendations. However, the compensation decision is determined by the Mayor.	April

Statistics

**BOISE PUBLIC LIBRARY
SYSTEM STATISTICS REPORT
December 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	42,273	29,972	41.04	128,098	91,577	39.88
Young Adult	5,745	3,741	53.57	17,327	11,932	45.21
Juvenile	52,859	30,368	74.06	171,628	101,295	69.43
Sub Total	100,877	64,081	57.42	317,053	204,804	54.81

<u>CIRCULATION /Audio Visual</u>						
Adult	20,484	14,280	43.45	59,846	46,189	29.57
Young Adult	913	622	46.78	3,002	1,932	55.38
Juvenile	5,698	4,028	41.46	17,654	12,611	39.99
Sub Total	27,095	18,930	43.13	80,502	60,732	32.55

<u>CIRCULATION/Digital</u>						
eAudio	23,367	22,409	4.28	71,228	66,709	6.77
eBooks	22,382	24,205	-7.53	66,127	72,032	-8.20
eVideo	208	320	-35.00	943	1,082	-12.85
eMusic	48	0	100.00	126	0	100.00
eMagazine	2,753	3,017	-8.75	8,775	9,936	-11.68
Sub Total	48,758	49,951	-2.39	147,199	149,759	-1.71
TOTAL CIRCULATION	176,730	132,962	32.92	544,754	415,295	31.17

<u>CIRCULATION SUMMARY</u>						
Main Library	57,684	32,569	77.11	177,799	108,608	63.71
Collister	11,953	8,998	32.84	37,520	28,439	31.93
Hillcrest	8,695	6,131	41.82	27,051	20,474	32.12
Cole & Ustick (C&U)	22,895	15,173	50.89	69,321	46,214	50.00
Bown	24,638	18,368	34.14	79,088	56,658	39.59
Home Service	2,107	1,772	18.91	6,776	5,143	31.75
Digital Collection	48,758	49,951	-2.39	147,199	149,759	-1.71
TOTAL CIRCULATION	176,730	132,962	32.92	544,754	415,295	31.17

<u>PATRON COUNT</u>						
Main Library	17,165	7,739	121.80	54,627	23,897	128.59
Collister	4,424	264	1575.76	12,760	5,864	117.60
Hillcrest	3,473	2,570	35.14	10,550	7,719	36.68
Cole & Ustick	6,065	341	1678.59	18,326	2,717	574.49
Bown	5,423	3,290	64.83	19,172	11,585	65.49
TOTAL PATRON COUNT	36,550	14,204	157.32	115,435	51,782	122.92

<u>POLARIS CATALOG</u>						
System External Use Counts	233,913	388,449	-39.78	821,253	1,121,274	-26.76
Main Internal Use Counts	27,057	22,595	19.75	87,158	69,467	25.47
Collister Internal Use Counts	1,395	395	253.16	4,441	1,520	192.17
Hillcrest Internal Use Counts	1,561	294	430.95	4,609	1,235	273.20
C&U Internal Use Counts	4,394	808	443.81	13,907	3,228	330.82
Bown Internal Use Counts	2,894	7,106	-59.27	10,805	20,733	-47.89

	<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	563	351	60.40	1,924	1,181	62.91
Non-Resident	7	2	250.00	26	11	136.36
Internet Only	1	0	100.00	3	0	100.00
TOTAL CARDS ISSUED	571	353	61.76	1,953	1,192	63.84
<u>INTERLIBRARY LOANS</u>						
Out-of-State	79	0	100.00	194	77	151.95
In-State	37	0	100.00	105	38	176.32
<u>INTERLIBRARY BORROWING</u>						
Out-of-State	198	87	127.59	680	326	108.59
In-State	51	12	325.00	179	93	92.47
<u>REFERENCE SUMMARY</u>						
Main Adult Desk	968	170	469.41	3,353	1,920	74.64
Main Adult Telephone	624	753	-17.13	1,935	3,316	-41.65
Main Adult Electronic	86	196	-56.12	302	725	-58.34
Sub Total Adult Reference	1,678	1,119	49.96	5,590	5,961	-6.22
Main Youth Desk	380	1	37900.00	1,483	366	305.19
Main Youth Telephone	8	489	-98.36	61	620	-90.16
Main Youth Electronic	0	37	-100.00	5	70	-92.86
Sub Total Youth Reference	388	527	-26.38	1,549	1,056	46.69
Information Desk						
Readers Advisory	9	12	-25.00	12	41	-70.73
Directional/Informational	1,763	5,151	-65.77	5,477	12,604	-56.55
Sub Total Information Desk	1,772	5,163	-65.68	5,489	12,645	-56.59
Collister Desk	802	1,391	-42.34	2,353	3,833	-38.61
Collister Phone	104	105	-0.95	423	369	14.63
Sub Total Collister Reference	906	1,496	-39.44	2,776	4,202	-33.94
Hillcrest Desk	372	1,037	-64.13	1,204	2,977	-59.56
Hillcrest Phone	73	194	-62.37	248	669	-62.93
Sub Total Hillcrest Reference	445	1,231	-63.85	1,452	3,646	-60.18
Cole & Ustick Desk	645	2,002	-67.78	2,077	5,515	-62.34
Cole & Ustick Phone	88	236	-62.71	330	836	-60.53
Sub Total C&U Reference	733	2,238	-67.25	2,407	6,351	-62.10
Bown Desk	408	2,049	-80.09	1,305	6,472	-79.84
Bown Phone	101	119	-15.13	270	422	-36.02
Sub Total Bown Reference	509	2,168	-76.52	1,575	6,894	-77.15
TOTAL REFERENCE	6,431	13,942	-53.87	20,838	40,755	-48.87

	<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	3	0	100.00	9	0	100.00
Main Youth Programs	17	23	-26.09	100	52	92.31
Main Community Programs	50	0	100.00	151	0	100.00
Sub Total Main	70	23	204.35	260	52	400.00
Collister Adult Programs	0	0	0.00	4	0	100.00
Collister Youth Programs	10	16	-37.50	47	70	-32.86
Collister Community Programs	34	0	100.00	90	0	100.00
Sub Total Collister	44	16	175.00	141	70	101.43
Hillcrest Adult Programs	2	0	100.00	8	0	100.00
Hillcrest Youth Programs	9	21	-57.14	30	65	-53.85
Hillcrest Community Programs	43	0	100.00	104	0	100.00
Sub Total Hillcrest	54	21	157.14	142	65	118.46
C&U Adult Programs	1	3	-66.67	12	3	300.00
C&U Youth Programs	16	10	60.00	65	10	550.00
C&U Community Programs	32	0	100.00	64	0	100.00
Sub Total Cole & Ustick	49	13	276.92	141	13	984.62
Bown Adult Programs	1	0	100.00	3	1	200.00
Bown Youth Programs	8	0	100.00	26	4	550.00
Bown Community Programs	0	0	0.00	0	0	0.00
Sub Total Bown	9	0	#DIV/0!	29	5	480.00
TOTAL PROGRAMS	226	73	209.59	713	205	247.80

Program Attendance						
Main Adult Attendance	31	0	100.00	123	0	100.00
Main Youth Attendance	433	281	54.09	1,560	565	176.11
Main Comm Attendance	454	0	100.00	1,093	0	100.00
Sub Total Main	918	281	226.69	2,776	565	391.33
Collister Adult Attendance	0	0	0.00	211	0	100.00
Collister Youth Attendance	1,147	605	89.59	3,537	2,400	47.38
Collister Comm Attendance	62	0	100.00	239	0	100.00
Sub Total Collister	1,209	605	99.83	3,987	2,400	66.13
Hillcrest Adult Attendance	9	0	100.00	19	0	100.00
Hillcrest Youth Attendance	857	443	93.45	1,460	1,199	21.77
Hillcrest Comm Attendance	196	0	100.00	450	0	100.00
Sub Total Hillcrest	1,062	443	139.73	1,929	1,199	60.88
C&U Adult Attendance	0	119	-100.00	31	119	-73.95
C&U Youth Attendance	1,188	388	206.19	2,279	388	487.37
C&U Comm Attendance	340	0	100.00	550	0	100.00
Sub Total Cole & Ustick	1,528	507	201.38	2,860	507	464.10
Bown Adult Attendance	0	0	0.00	1	4	-75.00
Bown Youth Attendance	606	0	100.00	1,754	158	1010.13
Bown Comm Attendance	0	0	0.00	0	0	0.00
Sub Total Bown	606	0	100.00	1,755	162	983.33
TOTAL PROGRAM ATTENDANCE	5,323	1,836	189.92	13,307	4,833	175.34

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

December 2021

Items checked out at BPL by consortium members' patrons.

	Percent of This Month				Percent of To Date			
	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Percent of To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>	
CHECKOUTS								
Ada Community	2,230	934	138.76	7,131	1.31	3,596	98.30	
Caldwell	169	45	275.56	639	0.12	185	245.41	
Eagle	809	188	330.32	2,317	0.43	778	197.81	
Emmett	55	24	129.17	101	0.02	203	-50.25	
Garden City	1,194	470	154.04	3,610	0.66	1,477	144.41	
Hailey	43	27	0.00	198	0.04	27	633.33	
Kuna	157	22	0.00	477	0.09	22	2068.18	
Meridian	2,021	788	156.47	6,240	1.15	2,920	113.70	
Mountain Home	141	182	-22.53	471	0.09	470	0.21	
Nampa	591	406	45.57	1,913	0.35	1,382	38.42	
Twin Falls	17	1	1600.00	112	0.02	23	386.96	
Total	7,427	3,087	140.59	23,209	4.26	11,083	109.41	

Total BPL Circulation	176,730	132,962	544,754	415,295
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Items checked out at consortium member locations by BPL patrons.

	<u>This Month</u>	<u>Last Year This Month</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>
CHECKOUTS				
Ada Community	8,857	5,994	26,254	18,052
Caldwell	180	157	475	388
Eagle	5,448	1,868	16,509	6,371
Emmett	48	23	222	112
Garden City	7,107	2,987	22,049	13,760
Hailey	0	36	0	38
Kuna	179	75	619	75
Meridian	6,184	5,837	19,881	17,333
Mountain Home	11	21	40	169
Nampa	528	230	1,956	804
Twin Falls	8	4	10	24
Total	28,550	17,232	88,015	57,126