

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

July 8, 2021, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review:
Section 6.00, Gifts & Bequests
 - Policy Review Coversheet
 - Policy 6.01, Gifts
 - Policy 6.02, Facility Naming

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, May 2021

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Thursday, July 8, 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 Zoom by registering at the following link:

https://cityofboise.zoom.us/webinar/register/WN_dlf6G3khSm-NiyPHYwIDhQ

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

<p>BOARD OF TRUSTEES Tonya Westenskow, Vice President Sonia Galaviz Rachel Goochey Phil Magnuson</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**
June 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 May 31, 2021
Gift Fund activity for May 2021
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 6.00, Gifts & Bequests
Sarah Kelley-Chase, Library Public Services Manager, will review section 6.00 of the Boise Public Library Manual with the Trustees. The staff recommends no changes to

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

this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2021 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.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Trustee review for July vouchers by Magnuson.

9. Selection of Meeting Date

Next regular meeting Thursday, August 12, 2021.

10. 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.

11. 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

July 2021

Operations

COVID-19 Services Status

Summer Hours continue and will be effective through August 15. All locations are open for in-person services from 10am to 6pm Monday through Fridays and then from 10am to 2pm on Saturdays.

As part of continuing to expand services safely, on July 1 we reopened a limited number of meeting and study rooms through a self-service reservation software. Library users can access the new system from the Library [website](#).

FY22 Budget

On June 22, the Boise City Council held a Budget Workshop to consider the FY22 budget. We are on track to have the FY22 budget approved as submitted.

Board of Trustee member recruitment

The mayor is working to appoint two new Board of Trustee members who will be confirmed by city council. We anticipate having both members for the August 2021 Board of Trustee meeting.

Administration and Management Reports:

Facility Updates

Condition Assessment

- Main Library
As part of the ongoing Condition Assessment project, Shawn Wilson is preparing an RFP (Request for Proposal) for the public parking lot/site work and roof replacement on the four-story structure.
- Neighborhood Branches
In FY22 we plan to conduct a Condition Assessment for all branch libraries.

Security Enhancements

Over the past few months, Library staff at our neighborhood branches and Main Library have been working with City Security staff to enhance safety and security for both staff and the public. Enhancements include faster connections to emergency responders and city security staff as well as the installation of exterior cameras at the Main Library, focused on parking areas and entrances.

Main Library Changes in Response to Expanded Hours

Information Services moved the Computer Lab out of the Hayes Auditorium and re-opened computer access for the public on the 2nd floor on June 1. This increased the number of computers available from eight to more than 30. Information Services also re-opened the 3rd floor to the public to provide additional access, including easier access to the Government Documents and Idaho Room collections. In addition, staff members worked with the Acquisitions and Technical Services team to bring back some

newspaper and magazine titles for the 3rd floor periodical section. Staff members created a Juneteenth display and a Visit Idaho display to help welcome the public to the 3rd floor. The team has been working with the Maintenance crew to add additional chairs and other furniture from storage back out on the 2nd and 3rd floors as demand for seating increases.

Furniture Upgrades

- Youth Services at the Main Library and the Library! at Collister are in the process of selecting replacement furniture for public and staff spaces as part of the FY21 Major Equipment process. The Library! at Hillcrest will begin the same process in FY22.
- The Main Library, Library! at Cole & Ustick, and Library! at Bown Crossing locations are selecting exterior furniture from FY21 funds as part of an access enhancement in combination with expanded Wi-Fi.

Programming

In June, in addition to ongoing grab & go kits, staff began offering regular in-person programming at our local parks and near the grounds of our facilities (check out our [calendar](#)). Here are some highlights:

- The Library! at Bown Crossing hosted 76 people at their first in-person program at Helen Lowder Park. Toddler yoga was also a hit!
- The Library! at Collister hosts 25-30 people two times per week during storytimes at Sunset Park.
- The Library! at Cole & Ustick hosts a biweekly evening school age program at Mountain View Park.
- The Library! at Hillcrest has been visiting Parks and Rec camp locations as well as community centers.
- Youth Services has been hosting storytimes and teen hangouts at Ann Morrison, Anne Frank, and Julia Davis parks.

Library Lunches

In partnership with the Boise School District, the Youth Services and Library! at Hillcrest branch teams distributed lunches to kids 18 and under between noon and 12:30pm Monday through Friday. They averaged 25-40 meals per day. Since there is not a school location nearby, the Youth Services team will continue distributing through July.

Communications

Monthly Email Newsletter

- July – To be sent July 1 to 3,142 contacts – open rate TBD

Ultimate Book Nerd Newsletter

- [June](#) - Sent June 24th to 311 contacts – open rate 52%

Social Media

- We also launched our [Ultimate Book Nerd Facebook group](#) in June. We're featuring books, Library staff recommendations, and discussion questions in the group.
- In July, we're planning to continue highlighting summer programs, Summer Reading, and BCAF. We'll also feature resources to help the community stay cool in the summer heat as well as mobile COVID-19 vaccine clinics in the area.

Supporting Documentation

Boise Public Library

Policy Review July 8, 2021

Policy items reviewed and presented are as follows:

SECTION 6.00, GIFTS & BEQUESTS

- Policy 6.01, Gifts
- Policy 6.02, Facility Naming

Staff Recommendations:

Policy section 6.00 of the Boise Public Library policy manual is presented to the Library Board for review. Unless the Trustees direct changes, staff has no recommended changes to these policies and these documents are included in the meeting packet for information purposes only.

Document Type:	Policy
Number:	6.01
Effective:	03-01-11
Revised:	03-01-11

GIFTS

Books and other materials will be accepted on the condition that the Director or designee has the authority to make whatever disposition is deemed advisable.

Staff members responsible for selection of materials will base their decision to include gift materials in the Library collection upon the following considerations:

1. whether they conform to the Library's standards of materials selection;
2. whether the physical condition is satisfactory; or
3. whether the Library needs the title or added copies of the title in its collection.

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials, the selection may be made by the donor or, at the request of the donor, by the Director or designee. The general nature of the book, or its subject area, may be based upon the interests of the deceased or the wishes of the donor, and the needs of the Library. Should the donor indicate no preference for a specific use of the gift, the donation may be used in a way and for whatever materials or equipment are deemed to be of greatest need for the Library.

Gifts other than books shall be accepted or rejected on the basis of artistic quality, suitability to the Library's purposes, and availability of space for their display. The Director or designee has the authority to accept or reject such gifts; the decisions regarding acceptance of a specific gift shall be conveyed to the Board of Trustees and may be subject to further consideration by the Board. Gifts of money, real property, and/or stock will be accepted if they comply with state and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's gift fund account.

The Library will not accept for deposit materials that are not outright gifts.

Document Type:	Policy
Number:	6.02
Effective:	03-01-11
Revised:	03-01-11

FACILITY NAMING

The Board will consider naming library facilities using the following criteria and will consider naming opportunities on a case by case basis.

1. Preference for facility names shall be given to names reflecting the geography or historical significance of the neighborhood the library will serve.
2. Generally, Board members will consider naming rights for individuals or families who donate a significant and substantial amount of the total construction cost of a project, typically one-half or more of its total cost.
3. The Board may choose to honor an individual, usually deceased, who has contributed to the public library's mission in the Boise area or state of Idaho.
4. The name of a company, organization, product or service will not typically be considered as a library facility name.
5. A library facility name may be changed in the future. A facility name is not guaranteed to remain in perpetuity.

The Board may organize a subcommittee to review and recommend facility names to the Board. The subcommittee will consist of two Board members, two appointees by the Mayor, two neighborhood representatives (recommended by the Board and approved by the Mayor), and the Director.

The Board will adopt any facility name at a regular Board meeting by majority vote.

The Director will be responsible for determining the manner in which the name is recognized.

Statistics

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT May 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	34,042	1,828	1762.25	253,174	329,278	-23.11
Young Adult	4,909	194	2430.41	33,747	43,709	-22.79
Juvenile	41,326	707	5745.26	283,016	382,197	-25.95
Sub Total	80,277	2,729	2841.63	569,937	755,184	-24.53

<u>CIRCULATION /Audio Visual</u>						
Adult	16,226	625	2496.16	119,884	242,372	-50.54
Young Adult	793	20	3865.00	5,043	9,598	-47.46
Juvenile	4,427	114	3783.33	31,378	69,800	-55.05
Sub Total	21,446	759	2725.56	156,305	321,770	-51.42

<u>CIRCULATION/Digital</u>						
eAudio	24,380	21,330	14.30	185,211	154,384	19.97
eBooks	22,723	29,198	-22.18	190,078	168,744	12.64
eVideo	267	106	151.89	2,817	601	368.72
eMusic	32	11,061	-99.71	125	79,331	-99.84
eMagazine	2,135	2,649	-19.40	25,038	18,415	35.97
Sub Total	49,537	64,344	-23.01	403,269	421,475	-4.32
TOTAL CIRCULATION	151,260	67,832	122.99	1,129,511	1,498,429	-24.62

<u>CIRCULATION SUMMARY</u>						
Main Library	42,088	1,072	3826.12	301,593	536,857	-43.82
Collister	10,439	521	1903.65	77,238	92,317	-16.33
Hillcrest	7,377	345	2038.26	52,885	80,151	-34.02
Cole & Ustick (C&U)	17,429	804	2067.79	126,103	176,867	-28.70
Bown	22,520	742	2935.04	154,223	179,672	-14.16
Home Service	1,870	4	46650.00	14,200	11,090	28.04
Digital Collection	49,537	64,344	-23.01	403,269	421,475	-4.32
TOTAL CIRCULATION	151,260	67,832	122.99	1,129,511	1,498,429	-24.62

<u>PATRON COUNT</u>						
Main Library	10,372	643	1513.06	75,506	330,570	-77.16
Collister	3,292	464	609.48	20,015	44,956	-55.48
Hillcrest*	2,940	302	873.51	21,713	47,047	-53.85
Cole & Ustick	2,669	64	4070.31	10,008	75,391	-86.73
Bown	4,515	332	1259.94	31,761	73,143	-56.58
TOTAL PATRON COUNT	23,788	1,805	1217.89	159,003	571,107	-72.16

<u>POLARIS CATALOG</u>						
System External Use Counts	315,694	159,418	98.03	2,866,417	2,114,443	35.56
Main Internal Use Counts	27,897	5,053	452.09	199,975	337,802	-40.80
Collister Internal Use Counts	972	110	783.64	5,633	17,515	-67.84
Hillcrest Internal Use Counts	607	146	315.75	4,216	17,412	-75.79
C&U Internal Use Counts	2,184	297	635.35	12,307	44,397	-72.28
Bown Internal Use Counts	8,327	847	883.12	52,282	53,261	-1.84

	<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	499	201	148.26	3,388	5,198	-34.82
Non-Resident	0	0	0.00	31	38	-18.42
Internet Only	0	0	0.00	0	5	-100.00
TOTAL CARDS ISSUED	499	201	148.26	3,419	5,241	-34.76

INTERLIBRARY LOANS

Out-of-State	44	0	100.00	254	404	-37.13
In-State	24	0	100.00	95	229	-58.52

INTERLIBRARY BORROWING

Out-of-State	140	43	225.58	1,120	1,213	-7.67
In-State	48	0	100.00	321	392	-18.11

REFERENCE SUMMARY

Main Adult Desk	818	12	6716.67	4,484	14,028	-68.04
Main Adult Telephone	726	2,643	-72.53	7,353	8,078	-8.97
Main Adult Electronic	152	270	-43.70	1,793	1,448	23.83
Sub Total Adult Reference	1,696	2,925	-42.02	13,630	23,554	-42.13

Main Youth Desk	173	0	100.00	1,133	6,169	-81.63
Main Youth Telephone	26	0	100.00	1,321	289	357.09
Main Youth Electronic	7	0	100.00	203	3	6666.67
Sub Total Youth Reference	206	0	100.00	2,657	6,461	-58.88

Information Desk

Readers Advisory	23	0	100.00	97	68	42.65
Directional/Informational	3,088	323	856.04	33,015	10,298	220.60
Sub Total Information Desk	3,111	323	863.16	33,112	10,366	219.43

Collister Desk	850	193	340.41	9,502	9,433	0.73
Collister Phone	97	12	708.33	931	779	19.51
Sub Total Collister Reference	947	205	361.95	10,433	10,212	2.16

Hillcrest Desk	542	90	502.22	6,885	9,018	-23.65
Hillcrest Phone	99	7	1314.29	1,344	811	65.72
Sub Total Hillcrest Reference	641	97	560.82	8,229	9,829	-16.28

Cole & Ustick Desk	1,471	158	831.01	14,220	14,559	-2.33
Cole & Ustick Phone	227	1	22600.00	2,245	1,010	122.28
Sub Total C&U Reference	1,698	159	967.92	16,465	15,569	5.76

Bown Desk	1,217	201	505.47	14,512	6,302	130.28
Bown Phone	132	0	100.00	1,125	448	151.12
Sub Total Bown Reference	1,349	201	571.14	15,637	6,750	131.66
TOTAL REFERENCE	9,648	3,910	146.75	100,163	82,741	21.06

	<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	31	-96.77	7	481	-98.54
Main Youth Programs	36	15	140.00	201	356	-43.54
Main Community Programs	0	0	0.00	0	2,446	-100.00
Sub Total Main	37	46	-19.57	208	3,283	-93.66
Collister Adult Programs	0	1	-100.00	0	168	-100.00
Collister Youth Programs	24	10	140.00	190	239	-20.50
Collister Community Programs	0	0	0.00	0	480	-100.00
Sub Total Collister	24	11	118.18	190	887	-78.58
Hillcrest Adult Programs	0	2	-100.00	1	167	-99.40
Hillcrest Youth Programs	5	4	25.00	160	219	-26.94
Hillcrest Community Programs	0	0	0.00	0	570	-100.00
Sub Total Hillcrest	5	6	-16.67	161	956	-83.16
C&U Adult Programs	0	3	-100.00	10	85	-88.24
C&U Youth Programs	4	4	0.00	54	201	-73.13
C&U Community Programs	0	0	0.00	0	433	-100.00
Sub Total Cole & Ustick	4	7	-42.86	64	719	-91.10
Bown Adult Programs	2	4	-50.00	8	162	-95.06
Bown Youth Programs	11	5	120.00	44	376	-88.30
Bown Community Programs	0	0	0.00	0	553	-100.00
Sub Total Bown	13	9	44.44	52	1,091	-95.23
TOTAL PROGRAMS	83	79	5.06	675	6,936	-90.27

Program Attendance						
Main Adult Attendance	25	88	-71.59	59	3,523	-98.33
Main Youth Attendance	578	202	186.14	2,712	12,659	-78.58
Main Comm Attendance	0	0	0.00	0	10,210	-100.00
Sub Total Main	603	290	107.93	2,771	26,392	-89.50
Collister Adult Attendance	0	0	0.00	0	1,363	-100.00
Collister Youth Attendance	387	163	137.42	5,244	6,684	-21.54
Collister Comm Attendance	0	0	0.00	0	2,996	-100.00
Sub Total Collister	387	163	137.42	5,244	11,043	-52.51
Hillcrest Adult Attendance	0	12	-100.00	25	1,468	-98.30
Hillcrest Youth Attendance	220	76	189.47	2,476	3,592	-31.07
Hillcrest Comm Attendance	0	0	0.00	0	5,452	-100.00
Sub Total Hillcrest	220	88	150.00	2,501	10,512	-76.21
C&U Adult Attendance	0	16	-100.00	297	941	-68.44
C&U Youth Attendance	76	119	-36.13	1,626	4,165	-60.96
C&U Comm Attendance	0	0	0.00	0	6,595	-100.00
Sub Total Cole & Ustick	76	135	-43.70	1,923	11,701	-83.57
Bown Adult Attendance	100	6	1566.67	415	1,681	-75.31
Bown Youth Attendance	644	27	2285.19	2,218	9,356	-76.29
Bown Comm Attendance	0	0	0.00	0	6,880	-100.00
Sub Total Bown	744	33	2154.55	2,633	17,917	-85.30
TOTAL PROGRAM ATTENDANCE	2,030	709	186.32	15,072	77,565	-80.57

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

May 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>Circulation</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>Change</u>	<u>Change</u>
CHECKOUTS								
Ada Community	1,748	1.16	23	7500.00	20,834	1.84	24,851	-16.16
Caldwell	105	0.07	3	3400.00	717	0.06	3,161	-77.32
Eagle	295	0.20	17	1635.29	2,136	0.19	5,185	-58.80
Emmett	70	0.05	11	536.36	373	0.03	880	-57.61
Garden City	697	0.46	2	34750.00	4,272	0.38	11,436	-62.64
Hailey	14	0.01	0	100.00	62	0.01	2	3000.00
Meridian	1,273	0.84	89	1330.34	8,702	0.77	22,469	-61.27
Mountain Home	90	0.06	3	2900.00	1,053	0.09	2,361	-55.40
Nampa	341	0.23	1	34000.00	3,175	0.28	7,430	-57.27
Twin Falls	11	0.01	0	100.00	180	0.02	177	1.69
Total	4,675	3.09	152	2975.66	41,695	3.69	77,955	-46.51
Total BPL Circulation	151,260		67,832		1,129,511		1,498,429	

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	8,068	725	52,425	75,041
Caldwell	164	27	1,141	950
Eagle	4,123	189	20,960	41,789
Emmett	75	11	243	1,061
Garden City	6,137	519	35,625	48,561
Hailey	151	0	347	19
Meridian	6,481	306	50,314	56,232
Mountain Home	66	0	391	221
Nampa	603	53	2,796	4,679
Twin Falls	20	1	113	57
Total	25,926	1,860	171,785	228,639