



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, September 14, 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>

BOARD OF TRUSTEES Phil Magnuson, Vice President Brian Klene Rebecca Lemmons Nicole Trammel Pantera Natasha Rush	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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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

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, September 14, 2022, 11:30 a.m. • Main Library, Marion Bingham Room,
715 S. Capitol Blvd., Boise, ID 83702

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

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

August 10, 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 July 31, 2022

Gift Fund activity for July 2022

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Old Business

a. Boise Public Library Policy Review:

Section 8.00, Displays & Exhibits- Action Item

Sarah Kelley-Chase, Library Services Senior Manager, will review Section 8.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommends changes to Policy 8.01, Displays and Policy 8.02, Bulletin Boards and are included in the packet. A motion to approve, revise, or reject the recommended changes will be requested.

Recommended changes to regulations 8.01a, Display Cases and 8.02a, Bulletin Board Guidelines, 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 concludes the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

b. Strategic Planning

Lead Library Assistant Gates Marquez and Jamie Lundergreen, Library Communications & Customer Experience Manager, will provide an update on the strategic planning process the Library is currently engaged in.

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

c. Interim Fiscal Year 2023 Budget Changes-Action Item

Staff will review with Trustees requests for additional funding for FY23.

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

7. New Business

a. Library Website Redesign

Representatives from the Library, City Community Engagement, and City Information Technology departments, will provide an overview of the work being done to update the Library's website.

b. Selection of Meeting Dates for Fiscal Year 2023- 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. A copy of the recommended schedule is included on page 17 of the packet.

Action: The Board will make a motion to approve a Fiscal Year 2023 meeting schedule.

8. Election of Officers for Fiscal Year 2023- 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 2022.

9. 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 can be found on pages 18-22 of the packet.

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

10. Selection of Trustee to Review Payment Vouchers

Trustee review for September vouchers by Klene.

11. Selection of Meeting Date

Next regular meeting on Wednesday, October 12, 2022.

12. Adjourn

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

BOISE PUBLIC LIBRARY

Library Director's Report

September 2022

Operations

Hours and Services Status

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

Summer Reading

Summer Reading 2022 wrapped-up on August 16th. This year's program saw growth in every category from 2021 to 2022. Highlights include:

- 4,441 readers registered for the program (23% increase from 2021)
 - Every library location registered more participants with an increase between 10-50% from 2021
- Participants selected 4,534 books to read (27% increase from 2021)
- Participants reported reading 127,498 days over the summer (65% increase from 2021)

Library! Signage

During August the two Library! signs on the east and west sides of the building were replaced with new, energy-efficient LED signs, and a new sign was added to the south side of the building facing the Boise River. When installation is complete, all three Library signs will be able to be lit with a variety of colors.

Following the removal of the old sign, one of the original exclamation points was given to the City of Boise Archive and the other was given to Howard Olivier and Joe Levitch. Howard and Joe conceived of the idea and funded the first exclamation points in 1995.

September is Library Card Sign Up Month

To help parents and caregivers find books and materials suitable for their children and teens, the Library has created two new handouts:

- Finding Materials for Your Family (page 5 in your packet)
- Finding Materials for Kids & Teens (page 7 in your packet)

Budget

On August 30th, the Boise City Council approved the FY23 Budget for the city. Included in the FY23 budget is new funding to improve access to materials and to increase access to materials and services.

The City of Boise released its Q3 FY22 financial report. [qr3-final-combined-report_web.pdf](#) ([cityofboise.org](#)) Library information is on page six.

Upcoming City Club of Boise Forum

Freedom to Read: The debate over access to books in Idaho and across the country

Across the country books are being challenged in school and community libraries and librarians are on the front lines of protecting access to materials some people find objectionable. In Idaho, pressure to remove or restrict books from library shelves has come from activist groups as well as members of the majority party in the Idaho Legislature.

The City Club of Boise, Ada Community Library, and The Cabin Center for Readers and Writers have teamed up to bring a national expert on this controversy to Boise to sit down with a local school librarian and a local library trustee to discuss how the issue is playing out both nationally and locally. Moderator Jennifer Swindell from *Idaho Ed News*, which has covered these debates closely around the state, will lead the discussion about how this issue manifests itself in school and community libraries and how it affects access to books by children. The panel will explore what kind of books are being challenged and why, and ask who should and should not be deciding what books make it onto library shelves.

The Forum will be held on Friday, September 23rd from 11:45 a.m. to 1:00 p.m. at the Idaho State Museum. For more information and to register: [Forum: Freedom to Read | City Club of Boise](#)

Administration and Management Reports:

Programming

- The Library! at Hillcrest hosted a cross-generational kindness program during which thirty people by painted and decorated rocks to share with Home-based services users.

Staff Development

- Staff toured the [Idaho State Archives](#) and Idaho State's University of Idaho [Law Library](#).

Community Partners

- Jesse Tree and Catch pop-ups continued at the Main Library and Hillcrest.
- [The Idaho Volunteer Lawyers Program](#) (IVLP) began facilitating a new series at the Main Library, *Lawyers in the Library*. Occurs the first Tuesday of the month.
- Staff did outreach at the Mexican Consulate for Semana Binacional de Educación (Education Binational Week) and at City Hall's First Thursday event.

Communications

Monthly Email Newsletter

- [BCAF Ticket Announcement](#) – Sent August 17 to 7278 contacts – open rate 47%
- [Last Chance for Community Survey](#) – Sent August 25 to 7260 contacts – open rate 48%
- September – To be sent September 7 to 7773 contacts – open rate TBD

Ultimate Book Nerd Newsletter

- [August](#) - Sent August 23 to 497 contacts – open rate 56%

Social Media

- In August, we posted about the strategic planning project, Boise Comic Arts Festival updates, fall programs, the new signage at the Main Library, and finishing up the summer reading program.
- In September, we plan to post about Boise Comic Arts Festival, Library Card Sign-up Month, fall programs, and Hispanic Heritage Month.

Finding Books

FOR YOU AND YOUR FAMILY



Thanks for choosing the Boise Public Library! We are excited to introduce you to new worlds and adventures every time you walk through our doors. As a public library, we take great pleasure in providing books and materials which reflect the diversity of our community. At the public library, there is always something for everyone to enjoy.

With so many items to choose from, it can sometimes be overwhelming to find the books that are right for you and your family. This guide is here to help! With these tips, tricks, and tools, you'll be on your way to your next great reading adventure.

Rights & Responsibilities

- As a parent or caregiver, you are your child's first and best teacher. You should feel empowered to set parameters that are right for your family. It is your role to discuss with your child what is and is not appropriate for them to read, view, and listen to.
- As a public library, it is our responsibility to include materials in our collection that meet the needs of all the different people in our community. We strive to have something for everyone! With that in mind, every family is different. What is just right for some community members and some families may not be appropriate for others.

Personalized Recommendations

Our trained and experienced library staff are here to help you navigate the library's collection so that you may find something that is just right for your child or teen. Our staff wants to make sure you have the information you need to select the materials you want. We can talk with you about your family's reading, viewing, and listening values. This is also an opportunity for you to tell us about any subject matter you would like to avoid. This will help us identify items in the collection that specifically meet your family's needs, interests, and standards.

You can visit a Library location, call, or email us. We love talking about books and stories, and we love working with you to make sure you have exactly what you are looking for.

Tips, Tricks, and Tools for Finding the Book for You

How can you check the book you have in your hand to see if it fits your expectations? There are several approaches you might try:

Library resources:

- **Personalized Picks:** Use our Personalized Picks service at BoisePublicLibrary.org/Picks, and we'll send you a list of books you might like or have a pile checked out and ready for you to pick up.
- **Ask a librarian!** We love to get people their next favorite read – and we've generally read a few books ourselves.
- **Novelist and Novelist K–8:** Use these databases to find books that are like books you've read in the past. You can find Novelist on our website at BoisePublicLibrary.org.
- **Judge a book by its cover!** Sometimes you can tell if a book is going to have a scene you're not interested in reading just from what you see in the cover art.

Review websites:

- **Common Sense Media** (commonsensemedia.org): This website reviews movies, books, and games for violence, sex, swearing, positive role models, positive messages, educational value and more.
- **Does the Dog Die** (doesthedogdie.com): This website warns you about emotional spoilers (like the dog dying at the end) for movies, TV shows, and books.
- **Amazon.com:** Use the Look Inside feature on most print (not digital) books to search how many times certain words occur in a book. Do a search for swear words, body parts you might find in a sex scene, blood, etc., to see if the book matches up to your standards.

Genre tips:

- **Graphic Novel Ratings:** Many graphic novels will have a rating (like what you would see on a video game) next to the ISBN barcode on the back cover or inside the front cover of the book.
- **Romance novels:** Try the 2/3 trick. Most romance novels will have a racy scene about 2/3 of the way through a book, if they're going to have one at all.
- **Mysteries:** How do you know which mystery to read? Cozy mysteries are light and generally have a funny title and an animated cover. Noir (literally: black/dark) mysteries are violent and scary and usually have dark covers with few pictures. Everything else in the middle has covers that look a lot like any other fiction cover.



Finding Books

FOR KIDS & TEENS



Library!

Thanks for choosing the Boise Public Library! We want to make sure every reader finds materials that are right for them. One way we assist parents and caregivers to select books, movies, and video games for their children is by organizing materials based on reading or age levels. Finding the right group for you is a great start to getting your child's or teen's next great read!

Books to Read Together

Board Books: These books have sturdy pages and are intended to help infants learn what a book is and how one is used. Most board books have minimal words on the page and lots of interaction between readers and listeners. They are aimed at helping babies connect word sounds with complete words and objects and often feature repetition or rhyming.

Picture Books: Picture books combine beautiful art with complex plots to create stories that are best enjoyed when adults read to children. Listening to picture books over and over again helps children learn new words. Picture books can also help adults discuss important topics with younger children, like feelings or world events, by using stories.

Books to Read Independently

EZ Readers: EZ readers help kids learn to read by linking the words they say with what they see written on a page. There are few words on each page, and words are repeated often so kids can practice. EZ readers generally come in four levels so that new readers can read harder books as they get ready to move into chapter books. (Keep in mind, these four levels can be a bit different depending on the publisher.) Try this trick to find the best EZ reader book for your kid's reading level: if they struggle to read more than three words on a page, the book is probably too hard for them.

Chapter Books: Chapter books are a great way for kids to keep reading on their own. Chapter books start small (under 50 pages) and get bigger as reading improves. Chapter books help kids practice telling a story from start to finish, in a clear order.

Graphic Novels: Graphic novels are another way for kids to practice storytelling skills. Graphic novels tell complex stories from start to finish, like a chapter book, but use artwork as part of the story. Graphic novels are sometimes confused with comic books, which also use artwork to tell a story. Comic books, however, tell many short stories that are less than a page long, rather than one long story.

The Difference Between Children's Books and Teen Books

Children's Books: Books in the children's section have content for everyone from babies to tween readers. Books with fewer pages are generally limited to what babies and younger children might experience. As the books get longer, the topics generally become more difficult or mature for older kids.

Teen Books: Books in the teen section of the library have content that is best for middle and high school readers. Some books, aimed at older teens, may have violence, swearing, and sexual content. Topics are generally limited to what a middle or high school reader might experience.

Boise Public Library

Policy Review September 14, 2022

Policy items reviewed and presented are as follows:

SECTION 8.00, *Displays & Exhibits*

- Policy 8.01, Displays
 - Regulation 8.01a, Display Cases
 - Regulation 8.01b, Display Form
- Policy 8.02, Bulletin Boards
 - Regulation 8.02a, Bulletin Board Guidelines

Staff Recommendations:

Section 8.00, *Displays & Exhibits*, of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have recommended changes on Policy 8.01, Displays and Policy 8.02, Bulletin Boards, and a motion to approve, revise, or reject the recommended changes will be requested.

Changes to Regulation 8.01a, Display Cases and Regulation 8.02a, Bulletin Board Guidelines are included. Regulation changes do not require the Board's approval and are for information purposes only.

Policy Summary

Section 8.00, Displays & Exhibits, of the Boise Public Library Policy Manual was presented to the Library Board for review at the August 10, 2022 public meeting. Following feedback from the Board, Staff worked with Legal to develop criteria that can be neutrally applied to determine whether an item is appropriate for display or posting.

Staff recommends changes to Policy 8.01, Displays and Policy 8.02, Bulletin Boards that clarify the policies by removing extraneous information not related to displays and bulletin boards, and reference the factors developed and included in Regulation 8.01a and Regulation 8.02a.

Staff made changes to Regulation 8.01a, Display Cases and Regulation 8.02a, Bulletin Board Guidelines that remove extraneous information and provide guidance for what is allowed to be posted or displayed. The guidelines are intended to provide criteria for the Library Director or her designee to apply when considering requests to post or display items while keeping the decision-making authority, editorial control, and responsibility with the Library for the items posted or displayed.

Document Type: Policy
Number: 8.01
Effective: 03-01-11
Revised: ~~03-01-11~~
09-14-2022

DISPLAYS

The Library will consider requests from organizations, businesses, and industries to exhibit displays ~~and post advertisements and brochures.~~ The Library does not advertise commercial endeavors unless the Library is a beneficiary of those endeavors. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Director or their designee. In all instances, the Library reserves the right to refuse any materials for ~~exhibit, display, or posting.~~ It is the policy of the Library not to advertise commercial endeavors unless the Library is a beneficiary of those endeavors. The Library will attempt to protect material displayed, but ~~cannot be~~ is not responsible for loss or damage to such material.

~~The Board hereby defines the~~ The terms and conditions under which items may be accepted for display ~~or posting~~ in the Library:

1. The Director or their designee may determine the suitability of a given item for display ~~or posting~~, considering both the facilities available, ~~and~~ the objectives of the Library, and the factors listed in Regulation 8.01a.
2. Display items will be accepted for limited times only. In general, these periods will not exceed 30 days. Requests for a longer display period may be made to the Director ~~or their designee.~~
3. No liability for loss of, or damage to, display items is assumed either by the Library or by ~~Boise City~~ the City of Boise. Exhibitors are advised to carry their own insurance; such insurance should indemnify exhibitors for the entire value of items to be ~~exhibited~~ displayed at the Library.
4. In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the Library will make every effort to sell and dispose of the property in accordance with applicable Idaho law.
5. A display application form, ~~clearly stating the duration of the display and its terms available as Exhibit 8.01b, will must~~ be completed, ~~and~~ signed, ~~in every case and must be~~ on file with the Library ~~in the Library Administration office~~ before a displays will be approved. (~~Exhibit 8.01b~~)

Document Type: Regulation
Number: 8.01a
Effective: 03-01-11
Revised: ~~03-01-11~~
09-14-2022

DISPLAY CASES

Upon completion of the display form, available as-(Exhibit 8.01b), and approval of the Director or their designee, displays of crafts or artifacts will be scheduled ~~by staff as designated~~ by the Director ~~or their designee.~~

Approval of materials for display shall be determined by the Director or their designee based on the factors below:

- a. relation to Library programming;
- b. relation to Library initiatives;
- c. relation to materials in the Library's collection the Director or their designee would like to emphasize;
- d. relevance to issues of local, national, or global concern;
- e. general interest to the community;
- f. quality of the materials; and
- g. availability of space.

~~Display cases may be used for one month, unless other arrangements are made in advance.~~ It is the responsibility of the individual or organization using the cases to arrange and label the items.

Document Type: Exhibit
Number: 8.01b
Effective: 03-01-11
Revised: 03-01-11

LOANED OBJECT DISPLAY AGREEMENT

Loan Agreement between the Boise Public Library and:

Owner: _____
Address: _____
Telephone: _____

Description of objects loaned for display or exhibition (quantity, appearance, condition):

Borrowed on _____

To be returned _____

Owner's estimated value of loaned object(s) _____

Owner's insurance carrier and policy number: _____

I, _____, hold, covenant and agree to indemnify and
(Owner or Owner's Authorized Representative)

save and hold harmless Boise City and Boise Public Library from and against any and all loss, damage, injury, liability and claims for loss, damages or injuries to persons or property or loaned object(s) arising out of the loan of the above-described object(s) to Boise Public Library for display or special exhibit purposes. If I have not physically reclaimed the loaned object(s) from Boise Public Library within thirty (30) days of the date to be returned specified above then I hereby authorize Boise City and/or Boise Public Library to sell and dispose of the loaned object(s) or to transfer said object(s) to another entity and waive any claims to the loaned object(s) or consideration received for the loaned object(s) by the owner, his/her heirs, assigns or those in probity with the owner. Whatever monies or other consideration Boise City or Boise Public Library has received upon sale or disposition of the loaned objects may, after being held in trust for a period of six (6) months, be deemed a gift to the Boise Public Library, free and clear of any claim on the part of the owner.

By executing this document, I agree to the terms stipulated above and hereby certify and swear that I am the owner of the loaned object(s) or the owner's duly authorized representative and that I am authorized to execute this document and enter into and bind the owner to the obligations cited herein.

Signed and effective this _____ day of _____, 20__:

Owner or Owner's Authorized Representative

Boise Public Library Authorized Representative

Document Type: Policy
Number: 8.02
Effective: 03-01-11
Revised: ~~03-01-11~~
09-14-2022

BULLETIN BOARDS

~~The Library may permit distribution of, or may post on its bulletin boards, announcements of the cultural activities of the community (those concerned with literature, art, music, drama, and related activities) and public announcements of general interest to the community.~~

The Library may make informational materials available to Library users on Library bulletin boards or in dedicated areas. The Library bulletin boards are intended to provide the community with timely information about local cultural and educational events, local support agencies, and public announcements of general interest to the community. The Library does not advertise commercial endeavors unless the Library is a beneficiary of those endeavors.

Document Type: Regulation
Number: 8.02a
Effective: 03-01-11
Revised: ~~03-01-11~~
09-14-2022

BULLETIN BOARD GUIDELINES

Postings to Library bulletin boards are subject to the following guidelines:

- ~~1. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.~~ Postings are limited to designated areas within each Library location as determined by the Director or their designee.
- ~~2.~~ Posters, notices, and material for distribution posting shall be submitted to Library staff for approval and, if posted, may be removed only by Library staff. ~~Nothing may be posted or removed from bulletin boards except by staff.~~
3. The Library Director or their designee may determine the suitability of a given item for posting based on the following factors:
 - a. relation to Library programming;
 - b. relation to Library initiatives;
 - c. relation to materials in the Library's collection the Director or their designee would like to emphasize;
 - d. relevance to issues of local, national, or global concern;
 - e. general interest to the community;
 - f. quality of the materials; and
 - g. availability of space.
- ~~2.~~
- ~~3.4.~~ ~~Items to be posted or distributed must be delivered to the Library for approval. Approved items will be date stamped and posted. All items will be removed by authorized staff members immediately following the event advertised. Posted materials which do not advertise a specific event will be removed 30 days after posting.~~ All items will may be discarded by Library staff upon a determination by the Director or their designee that the items will not be posted or upon their removal by Library staff. ~~The Library will discard all items not approved for posting or distribution.~~
- ~~4.5.~~ Posters and notices with printed price charges may be accepted, but not those announcing events, services, or products designed to make a profit for a commercial enterprise.
- ~~5.~~ ~~In the field of education, only those announcements of courses given by educational institutions or sponsored by recognized community groups (e.g., the Chamber of Commerce) may be accepted.~~
- ~~6.~~ ~~Announcements concerning interdenominational religious activities (e.g., joint Good Friday services) may be accepted, but not those of individual churches, sects, or cults.~~
- ~~7.6.~~ Items for public review and comment posting are received at the 3rd floor reference desk of the Main Library or at any service desk in the Library's branch locations. Individuals submitting these materials must leave a contact name;

phone number, and date ~~of the event advertised on which the materials will be picked up or after which they may be discarded. Items not collected after the comment period expires are considered gifts to the Library, as are items left without a pick-up date.~~

- ~~8. Individuals representing themselves or a group are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in a Library building or in any place on the premises that would interfere with the ability of staff or patrons to conveniently enter or exit the building.~~
- ~~9. Non-Library sale of any item(s) in any Library building or anywhere on Library grounds is allowed only with the written permission of the Director or designee. Under limited circumstances, the Library may act as an agent to sell materials. The determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.~~
- ~~10. Posting of notices and distribution of material does not imply endorsement by the Library.~~

Boise Public Library FY 2023 Interim Budget Changes (IBC) September 14, 2022

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

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

The Library has identified a funding request for FY23 for the capital fund which is outlined below. If approved by the Library Board of Trustees and presented to Council, this request would be considered at the October 11, 2022 Boise City Council meeting.

Library (Capital Fund) –Strategic Plan: \$75,000 (one-time)

The Library requests approval for a one-time, \$75,000 appropriation to complete phase 1 of the Library Strategic Plan with BERK Consulting, Inc.

This additional funding will ensure a smooth transition from phase 1 to phase 2 of the Library strategic planning process. As phase 1 nears its end, there is a gap in funding needed to complete phase 1 in a meaningful way and launch phase 2 of the strategic planning process.

It is important to also note that the Library will not be using project funds LIBRANCHASSMENT for \$75,000 in FY22 as this is not an appropriate time for a branch assessment. Instead, the focus is to direct funding and effort to the current strategic planning process.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Use	Capital Fund	Library	CAP – Strategic Plan	\$200,000	\$275,000	\$75,000

Proposed Schedule of Library Board Meeting Dates

October 2022 to September 2023

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	12	2022	
November	9	2022	
December	14	2022	
January	11	2023	
February	8	2023	
March	8	2023	
April	12	2023	
May	10	2023	
June	14	2023	
July	12	2023	
August	9	2023	
September	13	2023	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.

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT July 2022

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	45,296	44,729	1.27	446,604	338,415	31.97
Young Adult	6,816	7,503	-9.16	61,246	48,181	27.12
Juvenile	64,291	63,312	1.55	602,814	405,224	48.76
Sub Total	116,403	115,544	0.74	1,110,664	791,820	40.27

<u>CIRCULATION /Audio Visual</u>						
Adult	19,171	21,185	-9.51	200,338	160,761	24.62
Young Adult	946	1,274	-25.75	9,391	7,398	26.94
Juvenile	5,903	7,137	-17.29	57,233	45,212	26.59
Sub Total	26,020	29,596	-12.08	266,962	213,371	25.12

<u>CIRCULATION/Digital</u>						
eAudio	27,609	24,866	11.03	249,029	234,389	6.25
eBooks	24,243	23,360	3.78	223,213	235,862	-5.36
eVideo	383	217	76.50	3,129	3,265	-4.17
eMusic	59	12	391.67	472	151	212.58
eMagazine	2,214	2,165	2.26	27,205	29,163	-6.71
Sub Total	54,508	50,620	7.68	503,048	502,830	0.04
TOTAL CIRCULATION	196,931	195,760	0.60	1,880,674	1,508,021	24.71

<u>CIRCULATION SUMMARY</u>						
Main Library	64,214	60,554	6.04	621,122	417,357	48.82
Collister	12,496	14,234	-12.21	125,683	105,105	19.58
Hillcrest	9,595	9,742	-1.51	91,542	72,186	26.81
Cole & Ustick (C&U)	25,496	26,642	-4.30	245,218	176,303	39.09
Bown	27,844	31,543	-11.73	270,937	215,484	25.73
Home Service	2,778	2,425	14.56	23,124	18,756	23.29
Digital Collection	54,508	50,620	7.68	503,048	502,830	0.04
TOTAL CIRCULATION	196,931	195,760	0.60	1,880,674	1,508,021	24.71

<u>PATRON COUNT</u>						
Main Library	23,405	18,852	24.15	205,081	110,953	84.84
Collister	4,942	4,334	14.03	46,351	28,739	61.28
Hillcrest*	4,409	3,799	16.06	41,250	29,190	41.32
Cole & Ustick	8,755	6,638	31.89	72,844	22,246	227.45
Bown	7,503	7,216	3.98	69,640	45,947	51.57
TOTAL PATRON COUNT	49,014	40,839	20.02	435,166	237,075	83.56

<u>POLARIS CATALOG</u>						
System External Use Counts	236,613	309,913	-23.65	2,644,384	3,493,677	-24.31
Main Internal Use Counts	34,401	29,674	15.93	309,701	258,149	19.97
Collister Internal Use Counts	2,080	1,927	7.94	17,563	9,350	87.84
Hillcrest Internal Use Counts	2,279	1,482	53.78	19,571	7,264	169.42
C&U Internal Use Counts	6,651	5,211	27.63	52,368	21,824	139.96
Bown Internal Use Counts	4,612	4,994	-7.65	41,811	62,233	-32.82

	<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	807	837	-3.58	7,736	5,150	50.21
Non-Resident	3	7	-57.14	58	40	45.00
Internet Only	0	1	-100.00	8	1	700.00
TOTAL CARDS ISSUED	810	845	-4.14	7,802	5,191	50.30

<u>INTERLIBRARY LOANS</u>						
Out-of-State	94	89	5.62	710	405	75.31
In-State	36	34	5.88	392	155	152.90

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	50	181	-72.38	1,880	1,487	26.43
In-State	7	121	-94.21	583	502	16.14

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	1,185	1,142	3.77	11,746	6,552	79.27
Main Adult Telephone	612	620	-1.29	6,693	8,738	-23.40
Main Adult Electronic	126	132	-4.55	1,272	2,083	-38.93
Sub Total Adult Reference	1,923	1,894	1.53	19,711	17,373	13.46

Main Youth Desk	1,190	551	115.97	6,823	2,344	191.08
Main Youth Telephone	32	23	39.13	247	1,384	-82.15
Main Youth Electronic	2	3	-33.33	14	212	-93.40
Sub Total Youth Reference	1,224	577	112.13	7,084	3,940	79.80

Information Desk						
Readers Advisory	9	9	0.00	61	122	-50.00
Directional/Informational	1,977	2,287	-13.55	19,333	38,069	-49.22
Sub Total Information Desk	1,986	2,296	-13.50	19,394	38,191	-49.22

Collister Desk	1,218	1,105	10.23	10,109	11,807	-14.38
Collister Phone	102	135	-24.44	1,303	1,202	8.40
Sub Total Collister Reference	1,320	1,240	6.45	11,412	13,009	-12.28

Hillcrest Desk	452	559	-19.14	4,239	8,025	-47.18
Hillcrest Phone	85	102	-16.67	935	1,545	-39.48
Sub Total Hillcrest Reference	537	661	-18.76	5,174	9,570	-45.94

Cole & Ustick Desk	1,620	781	107.43	10,170	15,998	-36.43
Cole & Ustick Phone	143	170	-15.88	1,481	2,577	-42.53
Sub Total C&U Reference	1,763	951	85.38	11,651	18,575	-37.28

Bown Desk	582	507	14.79	5,383	15,938	-66.23
Bown Phone	52	62	-16.13	959	1,320	-27.35
Sub Total Bown Reference	634	569	11.42	6,342	17,258	-63.25
TOTAL REFERENCE	9,387	8,188	14.64	80,768	117,916	-31.50

	<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	10	1	900.00	47	9	422.22
Main Youth Programs	46	60	-23.33	303	331	-8.46
Main Community Programs	58	90	-35.56	753	90	736.67
Sub Total Main	114	151	-24.50	1,103	430	156.51
Collister Adult Programs	1	1	0.00	15	2	650.00
Collister Youth Programs	38	22	72.73	203	244	-16.80
Collister Community Programs	56	46	21.74	521	46	1032.61
Sub Total Collister	95	69	37.68	739	292	153.08
Hillcrest Adult Programs	7	0	100.00	41	1	4000.00
Hillcrest Youth Programs	10	14	-28.57	98	197	-50.25
Hillcrest Community Programs	41	24	70.83	522	24	2075.00
Sub Total Hillcrest	58	38	52.63	661	222	197.75
C&U Adult Programs	8	0	100.00	47	10	370.00
C&U Youth Programs	31	9	244.44	256	72	255.56
C&U Community Programs	58	24	141.67	436	24	1716.67
Sub Total Cole & Ustick	97	33	193.94	739	106	597.17
Bown Adult Programs	6	1	500.00	26	10	160.00
Bown Youth Programs	30	12	150.00	166	89	86.52
Bown Community Programs	32	41	-21.95	139	41	239.02
Sub Total Bown	68	54	25.93	331	140	136.43
TOTAL PROGRAMS	432	345	25.22	3,573	1,190	200.25

Program Attendance						
Main Adult Attendance	41	20	105.00	654	99	560.61
Main Youth Attendance	1,419	1,827	-22.33	7,090	6,703	5.77
Main Comm Attendance	752	281	167.62	7,080	281	2419.57
Sub Total Main	2,212	2,128	3.95	14,824	7,083	109.29
Collister Adult Attendance	4	2	100.00	332	8	4050.00
Collister Youth Attendance	1,302	1,361	-4.34	12,606	7,750	62.66
Collister Comm Attendance	178	81	119.75	1,379	81	1602.47
Sub Total Collister	1,484	1,444	2.77	14,317	7,839	82.64
Hillcrest Adult Attendance	29	0	100.00	240	25	860.00
Hillcrest Youth Attendance	333	208	60.10	3,098	3,878	-20.11
Hillcrest Comm Attendance	234	56	317.86	1,942	56	3367.86
Sub Total Hillcrest	596	264	125.76	5,280	3,959	33.37
C&U Adult Attendance	43	0	100.00	151	297	-49.16
C&U Youth Attendance	443	926	-52.16	9,560	2,970	221.89
C&U Comm Attendance	333	85	291.76	3,650	85	4194.12
Sub Total Cole & Ustick	819	1,011	-18.99	13,361	3,352	298.60
Bown Adult Attendance	41	50	-18.00	231	515	-55.15
Bown Youth Attendance	615	510	20.59	5,946	4,741	25.42
Bown Comm Attendance	110	76	44.74	467	76	514.47
Sub Total Bown	766	636	20.44	6,644	5,332	24.61
TOTAL PROGRAM ATTENDANCE	5,877	5,483	7.19	54,426	27,565	97.45

BOISE PUBLIC LIBRARY RECIPROCAL BORROWING STATISTICS July 2022

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
CHECKOUTS	<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	3,061	1.56	2,856	7.18	40,092	2.13	16,034	150.04
Caldwell	276	0.14	301	-8.31	2,440	0.13	1,175	107.66
Eagle	609	0.31	785	-22.42	8,041	0.43	3,439	133.82
Emmett	14	0.01	22	-36.36	398	0.02	410	-2.93
Garden City	998	0.51	1,201	-16.90	11,402	0.61	6,311	80.67
Hailey	9	0.00	2	100.00	216	0.01	66	227.27
Meridian	3,032	1.55	2,548	19.00	23,868	1.27	12,294	94.14
Mountain Home	185	0.09	157	17.83	1,704	0.09	1,385	23.03
Nampa	588	0.30	715	-17.76	6,575	0.35	4,473	46.99
Twin Falls	11	0.01	35	100.00	315	0.02	223	41.26
Total	9,174	4.69	8,751	4.83	97,570	5.19	45,939	112.39

Total BPL Circulation	195,760	195,760	1,880,674	1,508,021
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Items checked out at consortium member locations by BPL patrons.

CHECKOUTS	<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	12,135	12,584	97,806	76,394
Caldwell	152	129	1,454	1,394
Eagle	7,512	6,356	62,430	32,761
Emmett	73	165	620	545
Garden City	10,245	9,050	79,924	52,871
Hailey	11	34	180	325
Meridian	7,090	8,370	66,880	66,023
Mountain Home	9	103	82	639
Nampa	502	692	6,006	4,029
Twin Falls	13	41	85	184
Total	37,897	37,726	323,306	235,367