



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, July 13, 2022, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

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

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

<p><b>BOARD OF TRUSTEES</b>          Phil Magnuson, Vice President          Brian Klene          Rebecca Lemmons          Nicole Trammel Pantera          Natasha Rush</p>	<p><b>MISSION</b>          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>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Table of Contents

**AGENDA** ..... 1

**DIRECTOR'S REPORT**..... 3

**AGENDA ITEM 6a: Boise Public Library Policy Review**..... 5

**Section 6.00, Gifts & Bequests**

        Policy 6.01, Gifts..... 6

        Policy 6.02, Facility Naming ..... 7

**Section 7.00, Use of Meeting Rooms**

        Policy 7.01, Meeting Rooms..... 8

        Regulation 7.01a, Meeting Room Rules and Guidelines..... 9

**AGENDA ITEM 7a: Friends of the Library Memorandum of Understanding (MOU)**

    FOBPL MOU Memo July 2022..... 11

    BPL FOBPL MOU July 2022 ..... 12

**BOISE PUBLIC LIBRARY STATISTICS**

    System Statistics Reports, May 2022 ..... 14

    Reciprocal Borrowing Statistics, May 2022 ..... 17

---

<p>MAIN LIBRARY          715 S. Capitol Blvd., Boise, Idaho 83702          P: 208-972-8200   TTY: 800-377-3529</p>	<p>LIBRARY! AT BOWN CROSSING          P: 208-972-8360</p>	<p>LIBRARY! AT COLE &amp; USTICK          P: 208-972-8300</p>	<p>LIBRARY! AT COLLISTER          P: 208-972-8320</p>	<p>LIBRARY! AT HILLCREST          P: 208-972-8340</p>
----------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------	-------------------------------------------------------------------	-----------------------------------------------------------	-----------------------------------------------------------

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

# AGENDA

## Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, July 13, 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>

**1. Call to Order and Introductions**

**2. Communications**

Mayor McLean will share with the Trustees her plans and priorities for Boise for the year ahead.

**3. Minutes-Action Item**

June 8, 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 May 31, 2022

Gift Fund activity for May 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 6.00, Gifts & Bequests**

Sarah Kelley-Chase, Library Public Services Senior Manager, will review section 6.00, Gifts & Bequests, of the Boise Public Library Policy Manual with the Trustees.

**Section 7.00, Use of Meeting Rooms- Action Item**

Kelley-Chase will also review section 7.00, Use of Meeting Rooms, with the Trustees. Recommended changes to policy 7.01, Meeting Rooms, are included in the meeting packet. A motion to approve, revise, or reject the recommended changes will be requested.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

**b. Strategic Planning**

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

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

**7. New Business**

**a. Friends of the Library Memorandum Of Understanding (MOU)**

Dorr will present to the Trustees a draft copy of a memorandum of understanding between the Boise Public Library and the Friends of the Boise Public Library for review and feedback.

**8. Selection of Trustee to Review Payment Vouchers**

Trustee review for July vouchers by Magnuson.

**9. Selection of Meeting Date**

Next regular meeting on Wednesday, August 10, 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.*

# BOISE PUBLIC LIBRARY

## Library Director's Report

July 2022

---

### Operations

#### *Hours and Services Status*

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

#### *Board of Trustee members*

On June 14<sup>th</sup>, Rebecca Lemmons and Natasha Rush were confirmed as Board of Trustee members by the Boise City Council. The [Board of Trustees page](#) on the Library's website has been updated to include information for all current Board members.

#### *FY23 Budget Build*

The FY23 budget process continues and remains on track to be finalized for the start of the fiscal year. On June 18<sup>th</sup>, the City of Boise released the [proposed FY 2023 budget](#) and provided opportunities for public feedback. On June 28<sup>th</sup>, City Council had a [work session](#) on the FY23 budget where Eric Bilimoria provided an overview of the themes, strategies, and approach for the budget as well as an overview of the general fund, capital fund, and fees. On July 19<sup>th</sup> there will be a public hearing on the FY23 budget. Information on attending or viewing the meeting can be found here: [City Council Meeting | Event | City of Boise](#)

## Administration and Management Reports:

### Programming

- The Library! at Bown Crossing launched a four-part writing workshop for kids which started with a blank book for each participant and will end with a completed written and illustrated story. The budding authors will have the opportunity to read their stories to their adoring fans at the final session on July 14 and will have the option to leave their books at Bown Crossing for a month, where they can be "checked out" by interested readers. There are over 20 participants in the program.
- The Library! at Hillcrest held an [All About Monarchs](#) event which featured Monarch butterflies and caterpillars. Mayor Mclean signed the Mayor's Monarch Pledge to dedicate the city to promote healthy, natural ecosystems.
- The Library! at Bown Crossing hosted the first of a library-wide series of [Ultimate Book Nerd](#) (UBN) book swaps which invited patrons involved in the UBN challenge to meet others and share books.

### Staff Development

- One of our librarians attended the [American Library Association Annual Conference & Exhibition](#), in which she travelled to Washington D.C. and gathered with other library professionals across the nation.

- Ashley Hammond, the new Library Mental Health Coordinator, has been serving in her new role for a little over one month! During that time, she has been getting to know library users, staff, and security; setting up her office space to be safe and comfortable; making connections with old and new community partners; and working on establishing her regular “summer office hours”. We have added a page to our website titled “[Community Resources](#)” which links to Ashley’s contact information as well as a list of community partners. As Ashley continues to survey community needs, we will make the page more robust. The library has received several media requests to interview Ashley about the new position. Here are two that give a great overview: [Boise State Radio](#) & [Idaho News 6](#).

## Community Partners

- Library staff attended and tabled at the [Boise World Refugee Day Celebration](#) on the Grove Plaza.
- The City of Boise’s Information Technology department invited Library staff to share ideas and thoughts on smart technology and ways it might improve the city’s parks.
- [CATCH](#) popups continued at Library! at Hillcrest.
- Monthly popups continued to include [Jesse Tree](#) and [Our Path Home](#).
- In partnership with Rediscovered Books, the Library! at Main hosted author [Jinny Tinghui Zhang](#) during which she described her writing and research process for her debut novel, *Four Treasures of the Sky*. Forty-five fans attended.

## Communications

### *Monthly Email Newsletter*

- [June](#) – Sent June 6 to 6601 contacts – open rate 58%
- [July](#) – Sent July 6 to 6560 contacts – open rate 52% (as of July 8)

### *Ultimate Book Nerd Newsletter*

- [June](#) - Sent June 15 to 446 contacts – open rate 57%

### *Social Media*

- In June, we posted about Summer Reading, our summer programs, Pride Month, Immigrant Heritage Month, and World Refugee Day.
- In July, we plan to post about the strategic planning project, several upcoming author visits, and Boise Comic Arts Festival updates.

# Boise Public Library

## Policy Review July 13, 2022

---

Policy items reviewed and presented are as follows:

SECTION 6.00, *Gifts & Bequests*

- Policy 6.01, Gifts
- Policy 6.02, Facility Naming

SECTION 7.00, *Use of Meeting Rooms*

- Policy 7.01, Meeting Rooms
  - Regulation 7.01a, Meeting Room Rules and Guidelines

*Staff Recommendations:*

Section 6.00, *Gifts & Bequests*, Policy 6.01, Gifts and Policy 6.02, Facility Naming of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes to this policy and is included in the meeting packet for information purposes only unless the Trustees direct changes.

Section 7.00, *Use of Meeting Rooms*, Policy 7.01, Meeting Rooms is presented to the Library Board. A motion to approve, revise, or reject the recommended changes will be requested. Regulation 7.01a, Meeting Room Rules and Guidelines is presented to the Board for discussion only; regulations do not require Board approval.

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.



Document Type:	Policy
Number:	7.01
Effective:	03-01-11
Revised:	07-09-14
	07-13-2022

---

### MEETING ROOMS

The Board endorses the Library Bill of Rights as adopted by the American Library Association Council on ~~January 23, 1980~~ **January 29, 2019**, which states: "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." However, public use of meeting rooms cannot be without restriction as usage must be safe and not undermine the Library's other functions. Thus, the Director or designee will establish rules and guidelines for the reservation and use of meeting rooms.

Document Type:	Regulation
Number:	7.01a
Effective:	07-09-14
Revised:	08-10-21

---

### MEETING ROOM RULES & GUIDELINES

Meeting room usage is subject to the following rules and guidelines.

1. Library-sponsored activities are given priority in the consideration of the use of meeting rooms; however, the Library will not cancel an existing reservation for the purpose of having a library program. Use of library meeting rooms by other City of Boise departments will not be given priority over uses by other groups.
2. All meetings held in library meeting rooms must be open to the public.
3. Meeting rooms are not available for private or personal events such as birthday parties, weddings, memorial services, or the like.
4. No fee may be charged for admission to a meeting in a Library meeting room.
5. Onsite sales of goods or services or collection of dues or donations are prohibited unless expressly permitted in advance by the Library Director.
6. Meeting rooms are available at times and locations that do not conflict with daily operations of the library. Meeting rooms may be available outside of the Library's open hours only at the discretion of the Library Director or designee and additional charges or fees may be imposed.
7. Reservations will only be taken for meetings with an anticipated attendance of two or more people and upon approval of an application completed by an adult authorized to act for and bind the reserving group in an agreement with the Library.
8. Rooms may be reserved no more than three months in advance without written permission from the Director. Such permission is also required to make or accumulate more than four total pending reservations. Library-sponsored activities, Library auxiliary groups, Boise City recognized Neighborhood Associations, and City of Boise agencies are exempt from these requirements.
9. Groups that don't show up within fifteen minutes of their reserved start time will forfeit the reservation.
10. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement or approval by the staff, Board or City of the users, their beliefs or of viewpoints expressed in the meeting. No group may list the Library as a host, partner or sponsor without prior express written permission from the Library Director or designee. Absent such permission, any printed or electronic advertisement or notification of a meeting to take place at the Library must include a disclaimer that the meeting or event is not sponsored or endorsed by the Library.

11. Staff may refer public inquiries concerning the meeting in question to the person signing the room reservation form for the group.
12. The Friends of the Boise Public Library, Inc. and the Boise Public Library Foundation, Inc. may use the name and address of Boise Public Library as the headquarters and official address of the organization. No other group may do so, regardless of meeting room usage.
13. All news releases, publicity or advertisements relating to any program or meeting held in one of the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual, and shall not imply in any manner that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.
14. The Library is not responsible for any lost or damaged property before, during or after a meeting. The individual reserving the room and the group whom such individual represents agrees to pay for all damage to any property of the City of Boise resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group, or any of its invitees; and it will save, hold harmless, defend and indemnify the City of Boise and the Boise Public Library from and against any and all liability which may be imposed upon them, or either of them, and/or for any damage to persons or property caused by the group or any person in connection with the use of a meeting room.
15. The Library reserves the right to deny or revoke a reservation and permission to use a meeting room at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct policy or any other Library policy or regulation, or violates any local, state or federal law.



## BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

# MEMO

**TO:** Boise Public Library Board of Trustees  
**FROM:** Jessica Dorr  
**CC:** Jill Johnson, Sarah Kelley-Chase, Kari Davis  
**DATE:** 7/8/2022  
**RE:** Friends of the Boise Public Library Memorandum of Understanding

### BACKGROUND

Last year, the City of Boise developed a framework to use consistently with non-profits which lease City property. The Friends of the Boise Public Library was not included in these discussions because of their unique relationship with the Library. Discussions between the Library and the Friends determined that a Memorandum of Understanding (MOU) would be a more appropriate tool.

With significant support from Legal, we have worked to develop a MOU which outlines the relationship between the Library and the Friends, including how the Library supports the Friends and how the Friends supports the Library.

In the July Board of Trustee meeting, Trustees will review a draft MOU between the Boise Public Library and Friends of the Boise Public Library. Trustees will be asked to provide feedback which will be used to revise the MOU.

### NEXT STEPS

The Friends Board will approve the MOU which will then be brought back to the Trustees to approve before it is forwarded to the Mayor's Office.

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

## Memorandum of Understanding

### Between the Boise Public Library and the Friends of the Boise Public Library

The following is a memorandum of understanding (“Agreement”) between the Boise Public Library (“Library”) and the Friends of the Boise Public Library (“Friends”). The initial term of the Agreement is five years from the latest signature date at the end of the Agreement. The Agreement can be modified or renewed by mutual written agreement of the parties.

The Friends’ mission is to support and advocate for the Library and to promote reading and literacy in the community. As a non-profit, 501(c)(3) organization, it is a legally distinct entity and is not a part of the Library

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are an active stakeholder of the goals and direction of the Library.

**The Library** agrees to include a member from the Friends’ administration as a non-voting presence at all Library public meetings and to allow room on the agenda for a Friends report.

**The Library** agrees to share with the Friends the Library’s strategic priorities on an annual basis, discuss with Friends how their resources and support might increase the Library’s impact, and determine timing and process for funding requests.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library, as available, for book storage and sorting, acceptance of donations, book sales, a bookstore, and office needs. The Library will provide basic utilities, maintenance and repair of the premises. The Friends and the Library, through its Director, agree to meet quarterly to discuss the Friends’ use of Library space. The Library Board of Trustees has the ultimate decision-making authority on use of Library space.

**The Library** agrees to include reference to the Friends on its website. The Library’s website will link out to the Friends’ website, which will be the sole responsibility of the Friends.

**The Library** agrees to appoint a Friends Liaison who will serve as the main point of contact between the Friends and the Library. The Friends agree to communicate with the Library through the Friends Liaison.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the Library’s administration as a non-voting presence at all Friends’ meetings and to allow room on the agenda for a Library report.

**The Friends** agree that any and all monies raised will be spent exclusively for Library programs, service, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support a Library

branch, the Library system, Library initiatives, or Library employee education and development, and that those funds should supplement and not supplant public funding.

**The Friends** agree that the Library Board of Trustees has the final say in accepting or declining any and all gifts made to the Library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

**FRIENDS OF THE BOISE PUBLIC LIBRARY, INC.**

Approved by the Board of Directors on \_\_\_\_\_, 2022.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BOISE PUBLIC LIBRARY**

Approved as to Content:

By: \_\_\_\_\_

Jessica Dorr, Library Director                      Date

Approved by the Board of Trustees on \_\_\_\_\_, 2022

By: \_\_\_\_\_

Tonia Westenskow, Board President

**CITY OF BOISE CITY**

By: \_\_\_\_\_

Lauren McLean, Mayor                      Date

Attest: \_\_\_\_\_

City Clerk                      Date

## BOISE PUBLIC LIBRARY RECIPROCAL BORROWING STATISTICS May 2022

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
<u>CHECKOUTS</u>	<u>This Month</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>
Ada Community	2,761	1.44	1,748	57.95	34,373	2.30	10,305	233.56
Caldwell	295	0.15	105	180.95	1,802	0.12	717	151.32
Eagle	752	0.39	295	154.92	6,834	0.46	2,136	219.94
Emmett	76	0.04	70	8.57	356	0.02	373	-4.56
Garden City	1,284	0.67	697	84.22	9,379	0.63	4,272	119.55
Hailey	2	0.00	14	-85.71	207	0.01	62	233.87
Meridian	2,923	1.53	1,273	129.62	18,246	1.22	8,702	109.68
Mountain Home	128	0.07	90	42.22	1,364	0.09	1,053	29.53
Nampa	866	0.45	341	153.96	5,329	0.36	3,175	67.84
Twin Falls	3	0.00	11	-72.73	211	0.01	180	17.22
<b>Total</b>	<b>9,290</b>	<b>4.85</b>	<b>4,675</b>	<b>98.72</b>	<b>79,837</b>	<b>5.34</b>	<b>31,006</b>	<b>157.49</b>

Total BPL Circulation	191,426	151,260	1,495,278	1,129,511
-----------------------	---------	---------	-----------	-----------

Items checked out at consortium member locations by BPL patrons.

<u>CHECKOUTS</u>	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
Ada Community	9,444	8,068	74,159	52,425
Caldwell	170	164	1,084	1,141
Eagle	6,501	4,123	47,174	20,960
Emmett	54	75	496	243
Garden City	7,692	6,137	60,482	35,625
Hailey	156	38	165	234
Meridian	6,094	6,481	52,786	50,314
Mountain Home	5	66	69	391
Nampa	527	603	4,924	2,796
Twin Falls	1	20	26	113
<b>Total</b>	<b>30,644</b>	<b>25,926</b>	<b>248,885</b>	<b>164,393</b>

## BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT May 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>
<b><u>CIRCULATION/Books</u></b>						
Adult	46,369	34,042	36.21	358,509	253,174	41.61
Young Adult	6,473	4,909	31.86	47,688	33,747	41.31
Juvenile	62,369	41,326	50.92	474,709	283,016	67.73
<b>Sub Total</b>	<b>115,211</b>	<b>80,277</b>	<b>43.52</b>	<b>880,906</b>	<b>569,937</b>	<b>54.56</b>

<b><u>CIRCULATION /Audio Visual</u></b>						
Adult	19,982	16,226	23.15	162,868	119,884	35.85
Young Adult	942	793	18.79	7,562	5,043	49.95
Juvenile	5,563	4,427	25.66	45,758	31,378	45.83
<b>Sub Total</b>	<b>26,487</b>	<b>21,446</b>	<b>23.51</b>	<b>216,188</b>	<b>156,305</b>	<b>38.31</b>

<b><u>CIRCULATION/Digital</u></b>						
eAudio	25,441	24,380	4.35	195,594	185,211	5.61
eBooks	21,499	22,723	-5.39	176,950	190,078	-6.91
eVideo	365	267	36.70	2,474	2,817	-12.18
eMusic	65	32	103.13	343	125	174.40
eMagazine	2,358	2,135	10.44	22,823	25,038	-8.85
<b>Sub Total</b>	<b>49,728</b>	<b>49,537</b>	<b>0.39</b>	<b>398,184</b>	<b>403,269</b>	<b>-1.26</b>
<b>TOTAL CIRCULATION</b>	<b>191,426</b>	<b>151,260</b>	<b>26.55</b>	<b>1,495,278</b>	<b>1,129,511</b>	<b>32.38</b>

<b><u>CIRCULATION SUMMARY</u></b>						
Main Library	65,041	42,088	54.54	496,400	301,593	64.59
Collister	12,338	10,439	18.19	100,928	77,238	30.67
Hillcrest	9,238	7,377	25.23	72,630	52,885	37.34
Cole & Ustick (C&U)	25,588	17,429	46.81	193,572	126,103	53.50
Bown	27,191	22,520	20.74	215,218	154,223	39.55
Home Service	2,302	1,870	23.10	18,346	14,200	29.20
Digital Collection	49,728	49,537	0.39	398,184	403,269	-1.26
<b>TOTAL CIRCULATION</b>	<b>191,426</b>	<b>151,260</b>	<b>26.55</b>	<b>1,495,278</b>	<b>1,129,511</b>	<b>32.38</b>

<b><u>PATRON COUNT</u></b>						
Main Library	21,595	10,372	108.20	159,381	75,506	111.08
Collister	4,956	3,292	50.55	36,130	20,015	80.51
Hillcrest*	4,534	2,940	54.22	32,233	21,713	48.45
Cole & Ustick	8,111	2,669	203.90	55,489	10,008	454.45
Bown	7,896	4,515	74.88	53,793	31,761	69.37
<b>TOTAL PATRON COUNT</b>	<b>47,092</b>	<b>23,788</b>	<b>97.97</b>	<b>337,026</b>	<b>159,003</b>	<b>111.96</b>

<b><u>POLARIS CATALOG</u></b>						
System External Use Counts	264,216	315,694	-16.31	2,177,496	2,866,417	-24.03
Main Internal Use Counts	31,404	27,897	12.57	245,291	199,975	22.66
Collister Internal Use Counts	1,677	972	72.53	13,114	5,633	132.81
Hillcrest Internal Use Counts	1,851	607	204.94	14,385	4,216	241.20
C&U Internal Use Counts	4,381	2,184	100.60	38,701	12,307	214.46
Bown Internal Use Counts	4,864	8,327	-41.59	31,443	52,282	-39.86



	<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>
<b><u>NEW CARDS ISSUED</u></b>						
Resident	869	499	74.15	5,911	3,388	74.47
Non-Resident	8	0	100.00	52	31	67.74
Internet Only	0	0	0.00	8	0	100.00
<b>TOTAL CARDS ISSUED</b>	<b>877</b>	<b>499</b>	<b>75.75</b>	<b>5,971</b>	<b>3,419</b>	<b>74.64</b>

<b><u>INTERLIBRARY LOANS</u></b>						
Out-of-State	87	44	97.73	528	254	107.87
In-State	48	24	100.00	291	95	206.32

<b><u>INTERLIBRARY BORROWING</u></b>						
Out-of-State	163	140	16.43	1,729	1,120	54.38
In-State	53	48	10.42	544	321	69.47

<b><u>REFERENCE SUMMARY</u></b>						
Main Adult Desk	1,361	818	66.38	9,519	4,484	112.29
Main Adult Telephone	630	726	-13.22	5,472	7,353	-25.58
Main Adult Electronic	144	152	-5.26	1,022	1,793	-43.00
<b>Sub Total Adult Reference</b>	<b>2,135</b>	<b>1,696</b>	<b>25.88</b>	<b>16,013</b>	<b>13,630</b>	<b>17.48</b>

Main Youth Desk	728	173	320.81	4,448	1,133	292.59
Main Youth Telephone	22	26	-15.38	183	1,321	-86.15
Main Youth Electronic	1	7	-85.71	9	203	-95.57
<b>Sub Total Youth Reference</b>	<b>751</b>	<b>206</b>	<b>264.56</b>	<b>4,640</b>	<b>2,657</b>	<b>74.63</b>

Information Desk						
Readers Advisory	4	23	-82.61	47	97	-51.55
Directional/Informational	1,827	3,088	-40.84	15,450	33,015	-53.20
<b>Sub Total Information Desk</b>	<b>1,831</b>	<b>3,111</b>	<b>-41.14</b>	<b>15,497</b>	<b>33,112</b>	<b>-53.20</b>

Collister Desk	1,077	850	26.71	7,647	9,502	-19.52
Collister Phone	110	97	13.40	1,095	931	17.62
<b>Sub Total Collister Reference</b>	<b>1,187</b>	<b>947</b>	<b>25.34</b>	<b>8,742</b>	<b>10,433</b>	<b>-16.21</b>

Hillcrest Desk	423	542	-21.96	3,346	6,885	-51.40
Hillcrest Phone	83	99	-16.16	793	1,344	-41.00
<b>Sub Total Hillcrest Reference</b>	<b>506</b>	<b>641</b>	<b>-21.06</b>	<b>4,139</b>	<b>8,229</b>	<b>-49.70</b>

Cole & Ustick Desk	1,406	1,471	-4.42	7,100	14,220	-50.07
Cole & Ustick Phone	226	227	-0.44	1,154	2,245	-48.60
<b>Sub Total C&amp;U Reference</b>	<b>1,632</b>	<b>1,698</b>	<b>-3.89</b>	<b>8,254</b>	<b>16,465</b>	<b>-49.87</b>

Bown Desk	546	1,217	-55.14	4,160	14,512	-71.33
Bown Phone	89	132	-32.58	859	1,125	-23.64
<b>Sub Total Bown Reference</b>	<b>635</b>	<b>1,349</b>	<b>-52.93</b>	<b>5,019</b>	<b>15,637</b>	<b>-67.90</b>
<b>TOTAL REFERENCE</b>	<b>8,677</b>	<b>9,648</b>	<b>-10.06</b>	<b>62,304</b>	<b>100,163</b>	<b>-37.80</b>

**MEETING ROOM USE SUMMARY**

**Programs**

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
Main Adult Programs*	5	1	400.00	32	7	357.14
Main Youth Programs	25	36	-30.56	218	201	8.46
Main Community Programs	84	0	100.00	636	0	100.00
<b>Sub Total Main</b>	<b>114</b>	<b>37</b>	<b>208.11</b>	<b>886</b>	<b>208</b>	<b>325.96</b>
Collister Adult Programs	1	0	100.00	13	0	100.00
Collister Youth Programs	22	24	-8.33	132	190	-30.53
Collister Community Programs	62	0	100.00	386	0	100.00
<b>Sub Total Collister</b>	<b>85</b>	<b>24</b>	<b>254.17</b>	<b>531</b>	<b>190</b>	<b>179.47</b>
Hillcrest Adult Programs	7	0	100.00	28	1	2700.00
Hillcrest Youth Programs	10	5	100.00	76	160	-52.50
Hillcrest Community Programs	62	0	100.00	427	0	100.00
<b>Sub Total Hillcrest</b>	<b>79</b>	<b>5</b>	<b>1480.00</b>	<b>531</b>	<b>161</b>	<b>229.81</b>
C&U Adult Programs	4	0	100.00	30	10	200.00
C&U Youth Programs	26	4	550.00	181	54	235.19
C&U Community Programs	68	0	100.00	308	0	100.00
<b>Sub Total Cole &amp; Ustick</b>	<b>98</b>	<b>4</b>	<b>2350.00</b>	<b>519</b>	<b>64</b>	<b>710.94</b>
Bown Adult Programs	5	2	150.00	13	8	62.50
Bown Youth Programs	22	11	100.00	100	44	127.27
Bown Community Programs	43	0	100.00	50	0	100.00
<b>Sub Total Bown</b>	<b>70</b>	<b>13</b>	<b>438.46</b>	<b>163</b>	<b>52</b>	<b>213.46</b>
<b>TOTAL PROGRAMS</b>	<b>446</b>	<b>83</b>	<b>437.35</b>	<b>2,630</b>	<b>675</b>	<b>289.63</b>

**Program Attendance**

Main Adult Attendance	0	25	-100.00	567	59	861.02
Main Youth Attendance	701	578	21.28	4,477	2,712	65.08
Main Comm Attendance	1,147	0	100.00	5,975	0	100.00
<b>Sub Total Main</b>	<b>1,848</b>	<b>603</b>	<b>206.47</b>	<b>11,019</b>	<b>2,771</b>	<b>297.65</b>
Collister Adult Attendance	4	0	100.00	326	0	100.00
Collister Youth Attendance	1,337	387	245.48	10,406	5,244	98.44
Collister Comm Attendance	219	0	100.00	1,031	0	100.00
<b>Sub Total Collister</b>	<b>1,560</b>	<b>387</b>	<b>303.10</b>	<b>11,763</b>	<b>5,244</b>	<b>124.31</b>
Hillcrest Adult Attendance	61	0	100.00	175	25	600.00
Hillcrest Youth Attendance	166	220	-24.55	2,539	2,476	2.54
Hillcrest Comm Attendance	212	0	100.00	1,487	0	100.00
<b>Sub Total Hillcrest</b>	<b>439</b>	<b>220</b>	<b>99.55</b>	<b>4,201</b>	<b>2,501</b>	<b>67.97</b>
C&U Adult Attendance	0	0	0.00	75	297	-74.75
C&U Youth Attendance	1,024	76	1247.37	7,545	1,626	364.02
C&U Comm Attendance	457	0	100.00	2,951	0	100.00
<b>Sub Total Cole &amp; Ustick</b>	<b>1,481</b>	<b>76</b>	<b>1848.68</b>	<b>10,571</b>	<b>1,923</b>	<b>449.71</b>
Bown Adult Attendance	12	100	-88.00	157	415	-62.17
Bown Youth Attendance	1,046	644	62.42	4,397	2,218	98.24
Bown Comm Attendance	153	0	100.00	201	0	100.00
<b>Sub Total Bown</b>	<b>1,211</b>	<b>744</b>	<b>62.77</b>	<b>4,755</b>	<b>2,633</b>	<b>80.59</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>6,539</b>	<b>2,030</b>	<b>222.12</b>	<b>42,309</b>	<b>15,072</b>	<b>180.71</b>