

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

January 9, 2020, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 3.00, Services, Subsections
 - Policy Review Coversheet
 - Policy 3.04, Interlibrary Loan
 - Regulation 3.04a, Limits on Interlibrary Loan Service
 - Policy 3.05, Homebound Services
 - Regulation 3.05a, Limits on Homebound Services
- Library Director Search Process
 - Letter to Search Firms and Responses
- Certification of the Idaho Commission for Libraries Annual Report
 - Boise Public Library 2019 Idaho Public Library Survey

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, November 2019

Agenda



BOISE PUBLIC LIBRARY

MAYOR: David H. Bieter | INTERIM DIRECTOR: Kristine Miller

Boise Public Library Board of Trustees Regular Meeting Agenda

Thursday, January 9, 2020, 11:30 a.m. • Main Library, 715 S. Capitol Blvd., Boise, ID 83702

BOARD OF TRUSTEES Margo Healy, President Tonya Westenskow, Vice President Dwayne Carver Sonia Galaviz Phil Magnuson Daisy O’Sullivan, Youth member Alekyia Tanikella, Youth member	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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AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
December 12, 2019, 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 November 30, 2019
Gift Fund activity for November 30, 2019
5. **Library Trends and Issues**
Stephanie Bailey-White and Kevin Tomlinson from the Idaho Commission for Libraries will share with the Board the role of their organization and information regarding library laws and the Idaho State Code. City of Boise Attorney Kelley Fleming will brief the Trustees concerning Boise City Code as it relates to library laws.
6. **Reports**
 - a. Friends of the Boise Public Library
 - b. Boise Public Library Foundation
 - c. Library Director including administration and management

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: Lauren McLean (President), Elaine Clegg (President Pro Tem), Scot Ludwig, Lisa Sánchez, TJ Thomson, Holli Woodings

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7. Old Business

a. Boise Public Library Policy Review: Section 3.00, Services, Subsections 3.04-3.05

Library Public Services Manager Sarah Kelley-Chase will review section 3.00, Services, specifically subsection 3.04, Interlibrary Loan and subsection 3.05, Homebound Services of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2020 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.

b. Library Director Search Process

Staff will lead the Trustees in next steps for hiring a new director.

8. New Business

a. Certification of the Idaho Commission for Libraries Annual Report- Action Item

The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries. Library staff will review the report, which is included in the supporting document section of the meeting packet. The Trustees will be asked to certify the 2019 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries.

9. Selection of Trustee to Review Payment Vouchers

Trustee review for January vouchers by Magnuson.

10. Selection of Meeting Date

Next regular meeting February 13, 2020.

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

January 2020

TRANSITION ACTIVITIES

Kevin and I overlapped December 16th - 23rd, and I got a great introduction to BPL from the Director's perspective. Our transition activities included behind-the-scenes tours and staff introductions at all five locations, as well as management, leadership circle and all staff update meetings. I have been working through 1:1 meeting with the Admin team and plan to visit each division, branch and auxiliary partner at their January meetings.

Plans for the celebration of the 125th anniversary is taking shape, and budget request proposals are being prepared for the Friends' and Foundation's consideration.

Administration and Management Reports:

MAIN LIBRARY

The teens had the Harry Potter Yule Ball again this year. Close to 40 teens enjoyed crafts, food and games. Jen Scott Wills organized this annual event with the help of staff from YS, the branches, and other divisions.

The public was invited to join the Treasure Valley Opera Collective for a special wintery celebration! Hosted by Information Services (IS), everyone had the chance to learn about some famous opera histories, themes, and celebrations, followed by an all-ages holidays sing-along of new and old favorites.

IS also provided a Laser Engraver Pop-up program so community members could create last-minute gifts on December 24.

COLE & USTICK

December was a maker month at Cole and Ustick. We offered several maker-type programs including an introduction to creative bug, paper crafts, bleach dyeing, and a holiday procrastination extravaganza event.

COLLISTER

On December 10th, 25 people join the staff at the Library! at Collister for the annual Holiday Sing-Along. Led by Sam Council, community members gathered together to sing holiday favorites, drink hot cocoa, and have their photos taken against a winter wonderland backdrop.

Nearly 100 children and their families attended Collister's Winter Wonderland extravaganza. Kids enjoyed making paper bag gingerbread houses, snow globes, and, frosting their own sugar cookies. They also played in a life-size gingerbread house (made of cardboard) and got their photos taken in a winter wonderland backdrop.

CAPITAL FUND REBUDGET CLARIFICATION

In our last meeting we discussed but did not reach resolution on how much capital funding was re-budgeted from FY2019 to FY2020. A timeline of the process and explanation of how a final re-budget amount was reached follows.

11/05/19 – deadline for capital re-budget requests and election day

11/14/19 – re-budget request that was submitted on 11/5 was reviewed with the Board

Main Library Redesign	\$ 52,837,452
Fiber Projects	\$ 49,800
Bown Solar	\$ 147,560
Carpet Replacement	\$ 3,278
HVAC Repairs	\$ 60,000
Lighting Upgrades	\$ 45,467
Gift Fund	\$ 175,000
Net Re-budget submitted	\$ 53,318,557

12/10/19 – ballot initiatives were proclaimed ordinance by City Council and discussions began about what to do with funds previously allocated to the Main Library Project

12/12/19 – Board meeting and question about capital funding re-budget

12/17/19 – City Council reviews and approves re-budget requests.

Although the \$52,837,452 was not re-budgeted in the Library's FY2020 capital plan, Council President Pro Tem Clegg advocated that the funds remain in the City's general capital fund and be preserved for a future main library project. Capital funding for the remaining projects were carried forward (total = \$481,105).

Supporting Documentation

Boise Public Library

Policy Review January 9, 2020

Policy items reviewed and presented are as follows:

SECTION 3.00, SERVICES

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

- Policy 3.05, Homebound Services
 - Regulation 3.05a, Limits on Homebound Services

Staff Recommendations:

Policy 3.00, subsections 3.04-3.05 of the Boise Public Library policy manual are presented to the Library Board for review. Unless the Trustees direct changes, staff has no recommended changes to these policies and are included in the meeting packet for information purposes only.

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

INTERLIBRARY LOAN

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

Document Type:	Regulation
Number:	3.04a
Effective:	12-12-11
Revised:	01-10-19

LIMITS ON INTERLIBRARY LOAN SERVICE

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

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

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

Fines for overdue Interlibrary Loan items are charged at \$.25 per item per day and cardholders will be charged the replacement cost of any items lost. Items are considered lost 30 days after the due date. Cardholders who return items late or fail to return items may have their Interlibrary Loan privileges suspended or revoked.

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

Document Type:	Regulation
Number:	3.05a
Effective:	02-01-12
Revised:	02-05-19

LIMITS ON HOMEBOUND SERVICES

Homebound service may be available to individuals and their caregivers residing in Boise City who are cardholders in good standing and who are unable to regularly visit a library facility due to age, long-term illness, or permanent or temporary disability.

Library staff and volunteers may make regular and periodic visits to deliver library materials to the homes of cardholders receiving Homebound service. In addition, staff provide services to residents of care facilities, assisted livings, and fifty-five and up housing within Boise City limits. Homebound Services also provides materials to designated staff members at facilities for programming use.

Though no overdue fines will be charged when materials are not returned on time due to the scheduling of visits set by library staff, all other applicable charges to cardholders, including fees for lost and damaged items, will apply.

Library staff reserves the right to discontinue Homebound service when individuals experience changes that permanently improve their mobility such that they are no longer confined to their residence. Service may also be discontinued as a result of staff concerns about the safety of staff or volunteers.

Document Type:	Policy
Number:	3.05
Effective:	03-01-11
Revised:	03-01-11

HOMEBOUND SERVICES

When possible within the constraints of the Library's budget, staff will deliver materials to homebound Boise residents who are not able to visit the Library for health reasons and who have no other means of receiving library service. This service will be provided without charge, though fines and fees for lost, damages, and/or overdue items may apply.



Library!

BOISE PUBLIC LIBRARY

MAYOR: David H. Bieter | DIRECTOR: Kevin Wayne Booe

December 20, 2019

Dear Sir/Madam,

The Boise Public Library Board of Trustees is in search of a new library director and wishes to employ an executive search firm in the process. I'm inquiring on behalf of our Trustees to help in their selection. If your company is interested in assisting the City of Boise in this search, please reply to this email with responses to the following questions no later than Thursday, January 2, 2020.

1. Describe your overall project management approach/framework of a library director recruitment and search process.
2. What approach do you take specifically regarding the outreach and search for highly qualified, best-match candidates for our organization?
3. What preliminary research or background information will you provide to the board on top candidates?
4. Describe the selection process steps you recommend for a successful placement.
5. What elements of negotiation do you provide and what do you give back to the organization?
6. Who would be responsible for the Boise Public Library recruitment and selection process?
7. Provide your pricing structure, and please specify whether travel to Boise, Idaho is included in any of the steps or must be added, and associated rates.

A firm selected by our Trustees would begin working on a recruitment as soon as approved but no later than February 2020.

Best Regards,

Kari Davis
Administrative Assistant

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BRADBURY MILLER ASSOCIATES

BOISE PUBLIC LIBRARY – Library Director Search- Responses to questions

1. Describe your overall project management approach/framework of a library director recruitment and search process.

- a. In our **Full Search** option, we manage the search for the City from beginning to end. We include three site visits: 1) a visit to meet staff, the Search Committee and any community constituents, etc. We do focus groups and surveys with the staff and also survey the hiring authority/Search Committee to gather information about the position, the library, and the community. We meet with the Committee to outline the process and set the schedule for the entire search; 2) we are present at the semifinal interviews, which take place via videoconference, and help the Committee select three or four finalists; and 3) we are present at the finals and work through the end of the search up to the successful candidate accepting the offer—contingent on a successful background check (included in our fee). In addition to the three site visits, we would also come in via videoconference to present the pool of candidates to the Search Committee and share our notes with them after the pool has been assembled. The process also includes all of the recruiting and advertising, generating the pool of applicants, and managing all logistics for the semifinal and final interviews. We typically have 15-20+ qualified applicants and we interview each qualified candidate by phone prior to meeting with the Search Committee. This is the meeting where the 6-8 semifinalists are selected for the first round of interviews. We can also serve as your negotiating team to extend the offer on behalf of the City. Our fee is a flat fee and includes all consultant travel, the advertising expenses, and a single background check on the final candidate of choice. We do official references on each finalist as well as “reconnaissance” and electronic searching. The full search includes a one-year guarantee.

The second type of search we offer is a “**Pool Enhancement**” process. We do the first half of the search as outlined above and the Library completes the last half. There are no visits included and no guarantee except we guarantee a minimum of ten qualified candidates. We would have a phone conversation with the Search Committee/hiring authority, set a time table for our work, develop the announcement, recruit and advertise, do all of the intake of candidate documents and meet with the Search Committee to discuss our notes on the candidates, helping select 6-8 semifinalists. At this point, our work is complete, and the Library takes it from there.

2. What approach do you take specifically regarding the outreach and search for highly qualified, best-match candidates for our organization?

- a. We submit the announcement to over 55 library-specific job sites, listservs and other electronic advertising. More importantly, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know; and based on their suggestions and nominations, we broaden our search. If a prospective candidate declines our invitation to apply, we will ask him/her to identify other individuals who have the required qualifications. We have found this process is important regardless

of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates. Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in at least 15-20 qualified candidates for each position.

3. What preliminary research or background information will you provide to the board on the top candidates?

- a. Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Board/Search Committee. We'll share candidate feedback, adjust our search strategies as needed, convey challenges and share any additional information gleaned during the process. We perform screening interviews with all qualified candidates and search the internet for potential red flags. The Search Committee will receive a cover letter, resume and a completed questionnaire from each candidate – the questionnaire is tailored to your specific library. We also develop a candidate list and a candidate matrix and share all candidate information through Dropbox for easy access and review. The matrix is a valuable tool as it provides an apples-to-apples comparison of candidate qualifications in a spreadsheet format.

4. Describe the selection process steps you recommend for a successful placement.

- a. we recommend a two-step interviewing process; the first round usually consists of the Search Committee interviewing six to nine semi-finalist candidates and then selecting three or four finalist candidates to be interviewed again by those involved in the final decision-making process. The finalist interviews usually occur two or three weeks following the semi-finalist interviews. The inclusion of two rounds of interviews represents our standard search process; however, if the hiring authority wishes to move more quickly based on the strength of the pool, the semi-finalist round of interviews may be eliminated and only a single round of finalists' interviews can be held on-site. We provide formal references for the final candidates: we ask for someone they have worked for, someone they have supervised, and someone they have worked with in a collegial capacity. When a candidate has been selected, we strongly suggest that a background investigation be contingent as part of the offer made. We include a single background investigation as part of our fee.

5. What elements of negotiation do you provide and what do you give back to the organization?

- a. We will perform an exit interview with each finalist to ask: 1) do they remain interested in the position; 2) what their current salary is; 3) their anticipated salary (we strongly recommend including a hiring salary range within the position announcement); 4) is there anything preventing them from accepting the position, if offered; and 5) a potential start date, if offered the position. When a candidate has been selected, we suggest that a successful background investigation be a contingency of the offer. We include a single

background investigation as part of our fee. We have a third-party investigation firm we work with to provide a very detailed investigation report which we can provide to the hiring authority, if desired.

6. Who would be responsible for the Boise Public Library recruitment and selection process?

- a. Our primary consultants- Karen Miller, owner, and Jobeth Bradbury, partner, would work together on this search process throughout its entirety, providing seventeen years of combined experience to the search process. You may find our individual bios on our website at <http://www.bradburymiller.com/consultants.html>

7. Provide your pricing structure, and please specify whether travel to Boise, Idaho is included in any of the steps or must be added, and associated rates.

- a. The flat fee for a **full search** would be **\$26,000**. As noted above, we provide three in-person consultant visits to Boise, which is included in this fee. The only travel not included in our fee is for your final candidates, which the Library would be responsible for reimbursing. The full search comes with our one-year guarantee and the process takes about 3-4 months once we get started. We provide our **pool enhancement** option for **\$12,000** as a flat fee, which includes no travel for consultants—all work is done remotely.

Boise Public

2019 Idaho Public Library Survey

Due January 1, 2020

General Information (1.1-1.19)

Click on question mark for help

1.1	Fiscal year begins (mm-dd-yy)	10-01-18
1.2	Fiscal year ends (mm-dd-yy)	09-30-19
*1.3	Name of library	BOISE PUBLIC
1.4	Established according to the Idaho Code as a	c
1.5	Legal Service Area Boundary Change	No
1.6	Levy rate	General Fund
1.7	Mailing address	715 S CAPITOL BLVD
1.8	City (of mailing address)	BOISE
1.9	Zip (of mailing address)	83702
1.10	Street address	715 S CAPITOL BLVD
1.11	City (of street address)	BOISE
1.12	Zip (of street address)	83702
1.13	County	ADA
*1.14	Phone	(208) 972-8258
1.15	Fax number	(208) 384-4025
1.16	E-mail Address	kdavis@cityofboise.org
1.17	Person completing form	Kari Davis
1.18	Name of current library director	Kristine Miller
1.19	Library's Website Address	boisepubliclibrary.org

Service Area (2.1-2.9)

Click on question mark for help

2.0	Total Number of Registered Users (2.0 = 2.2 + 2.4 + 2.6) LOCKED [Calculated]	123,087
2.1	Population of legal service area	228,790
2.2	Registered users in legal service area	122,466
2.3	Population of any areas served under contract	0
2.4	Registered users in contract area	0
2.5	Source of contract population information (#2.4)	n/a
2.6	Non-Resident users	621
2.6a	Non-Resident Fees per person	\$69.30
2.6b	Non-Resident Fees per family	\$69.30
2.7	Central or main library	1
2.8	Branches	4

2.9 Bookmobiles 0

Paid Staff (Full-Time Equivalent) (3.1-3.9)

Click on question mark for help

Remember: to compute the FTE (full-time equivalent) of a part-time employee, divide the number of hours worked per week by 40. Thus, an employee working 20 hours per week equals .50 FTE ($20/40 = .50$), and an employee working 16 hours per week equals .40 FTE ($16/40 = .40$).

Do not include volunteers in the FTE calculation.

3.1	Librarians with master's degree from an ALA-accredited program	24.23
3.2	Others holding title of librarian	3.00
3.3	Total librarians (3.3 = 3.1 + 3.2) LOCKED [Calculated]	27.23
3.4	All other paid staff (include maintenance staff)	94.72
*3.5	Total paid staff (3.5 = 3.3 + 3.4) LOCKED [Calculated]	121.95
	Note: Include staff paid by another agency, e.g., School	
3.6	Library director's annual salary	\$120,000
3.7	Number of hours Director worked per week (not to exceed 40)	40
3.8	Number of Individual Volunteers who worked for the library	237
3.9	Number of hours volunteers worked for the library	17,415

Beginning Balance and Carryover (4.1-4.5)

Click on question mark for help

4.1	Operating carryover	\$0
4.2	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$11,035
4.3	Building Fund (Land, new construction, and additions only)	\$0
4.4	Other	\$0
4.5	Total Unexpended balance on hand at beginning of Fiscal year. (4.5 = 4.1 + 4.2 + 4.3 + 4.4) LOCKED [Calculated]	\$11,035

Library Revenue By Source (5.1-5.7)

Click on question mark for help

Use WHOLE NUMBERS for all dollar amounts

*Local Government

*5.1a	Local Operating Revenue	\$12,922,986
*5.1b	Local Government Capital Revenue	\$0
*5.1c	Local Total Revenue (5.1c = 5.1a + 5.1b) LOCKED [Calculated]	\$12,922,986

State Government (exclude federal dollars distributed by state)

5.2a	State Operating Revenue	\$12,445
5.2b	State Government Capital Revenue	\$0
5.2c	State Total Revenue (5.2c = 5.2a + 5.2b) LOCKED [Calculated]	\$12,445

Federal government (include LSTA & other federal dollars distributed by state)

5.3a	Federal Operating Revenue	\$0
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5.3b	Federal Government Capital Revenue	\$0
5.3c	Federal Total Revenue (5.3c = 5.3a + 5.3b) LOCKED [Calculated]	\$0
Contracts for services to other libraries		
5.4a	Contract Operating Revenue	\$242,214
5.4b	Contract Capital Revenue	\$0
5.4c	Contract Total Revenue (5.4c = 5.4a + 5.4b) LOCKED [Calculated]	\$242,214
Other income		
5.5a	Other Operating Revenue	\$70,161
5.5b	Other Capital Revenue	\$0
5.5c	Other Total Revenue (5.5c = 5.5a + 5.5b) LOCKED [Calculated]	\$70,161
Total Other Income		
5.6a	Total Contract and Other Operating Revenue (5.6a = 5.4a + 5.5a) LOCKED [Calculated]	\$312,375
5.6b	Total Contract and Other Capital Revenue (5.6b = 5.4b + 5.5b) LOCKED [Calculated]	\$0
5.6c	Total Contract and Other Revenue (5.6c = 5.6a + 5.6b) LOCKED [Calculated]	312,375.00
GRAND TOTAL and totals by type of revenue for this fiscal year [Calculated fields]		
5.7a	Grand Total Operating Revenue (5.7a = 5.1a + 5.2a + 5.3a + 5.6a) LOCKED [Calculated]	\$13,247,806
5.7b	Grand Total Capital Revenue (5.7b = 5.1b + 5.2b + 5.3b + 5.6b) LOCKED [Calculated]	\$0
5.7c	Grand Total Revenue (5.7c = 5.1c + 5.2c + 5.3c + 5.6c) LOCKED [Calculated]	\$13,247,806

Library Expenditures (6.1-6.21)

Click on question mark for help

SECTION A. STANDARD OPERATING EXPENDITURES

Staff Expenditures

6.1	Salaries and wages	\$4,522,559
6.2	Employee benefits	\$1,857,541
6.3	Total staff expenditures (6.3 = 6.1 + 6.2) [For staff expenditures paid by another agency use 6.13a & b] LOCKED [Calculated]	\$6,380,100

Collection Expenditures

6.4	Print Materials	\$507,545
6.5	Electronic Collections and other Electronic Materials	\$472,871
6.6	Other Materials	\$200,421
6.7	Total collection expenditures (6.7 = 6.4 + 6.5 + 6.6) LOCKED [Calculated]	\$1,180,837

Other Operating Expenditures

6.8	Contracts for services from other libraries	\$599,000
6.9	Miscellaneous Operating Expenditures	\$4,862,848
6.10	Total other operating expenditures (6.10 = 6.8 + 6.9) LOCKED [Calculated]	\$5,461,848

6.11	Total operating expenditures (6.11 = 6.3 + 6.7 + 6.10) LOCKED [Calculated]	\$13,022,785
6.12	Operating Expenditures made by other agencies (6.12 = 6.12a + 6.12b + 6.12c + 6.12d) LOCKED [Calculated]	\$0
6.12a	Salaries or wages paid by another agency	\$0
6.12b	Benefits paid by another agency	\$0
6.12c	Collections paid by another agency	\$0
6.12d	Other Operating Expenditures paid by another agency	\$0

SECTION B. CAPITAL EXPENDITURES

6.13	Capital expenditures	\$2,742,245
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SECTION C. UNEXPENDED BALANCE AND CARRYOVER

6.14	Unexpended balance at end of report year (6.14 = [(4.5 + 5.7c) - (6.11 + 6.13)] LOCKED [Calculated]	\$-2,506,189
6.15	How much, if any, of the unexpended balance reported in Item 6.14 will be returned to your funding authority's general account?	\$0

Carried forward to Next Fiscal Year

6.16	Operating carryover	\$0
6.17	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$0
6.18	Building Fund (Land, new construction, and additions only)	\$0
6.19	Name of Other Source	N/A
6.20	Amount from Other Source	\$0
6.21	Final balance to be carried forward to next fiscal year [6.21 = 6.16 + 6.17 + 6.18 + 6.20] LOCKED [Calculated]	\$0

Library Collection (7.1-7.14)

Click on question mark for help

7.1	Total library items (physical units) added during the year	51,490
7.2	Total library items (physical units) withdrawn during the year	76,567

Items (physical units) held at the end of report year.

Print Materials Note: We no longer worry about bound and unbound serial volumes as specially treated print materials. Most libraries no longer bind periodicals and now rely on databases such as ProQuest to locate and obtain individual articles if the publisher itself does not provide past articles online. Due to space constraints, printed back issues are typically kept for just several years, circulated, and, relative to the pre-online database era, weeded quickly. Also, the vast majority of libraries now rely on an ILS to keep track of holdings. In short, "If it has a bar code, it's a volume." Call if you have questions.

7.3	Print Materials	297,232
7.4	Total Audio Materials (7.4 = 7.4a + 7.4e) LOCKED [Calculated]	32,885
7.4a	Audio Materials [Physical Units]	15,884
7.4b	Audio Materials [Downloadable Units] provided through consortia	0
7.4c	Audio Materials [Downloadable Units] provided by the library alone	17,001
7.4d	Name of Consortia providing Downloadable Audio Materials (if None enter N/A)	N/A
7.4e	Total Audio Materials [Downloadable Units] (7.4e = 7.4b + 7.4c) LOCKED [Calculated]	17,001
7.5	Total Video Materials (7.5 = 7.5a + 7.5e) LOCKED [Calculated]	27,928

7.5a	Video Materials [Physical Units]	27,584
7.5b	Video Materials [Downloadable Units] provided through consortia	0
7.5c	Video Materials [Downloadable Units] provided by the library alone	344
7.5d	Name of Consortia providing Downloadable Video Materials (if None enter N/A)	N/A
7.5e	Total Video Materials [Downloadable] (7.5e = 7.5b + 7.5c) LOCKED [Calculated]	344
7.6	Other Electronic Materials [Physical Units]	3,977
7.7	State Provided Electronic Collections [LiLI-D] (previously called Licensed Databases) LOCKED [Will be determined by SDC.]	51
7.8	Locally Mounted Electronic Collections/Other Cooperative Agreements (previously called Licensed Databases) [Consortia, not LiLI-D]	25
7.9	Total Electronic Collections (7.9 = 7.7 + 7.8) LOCKED [Calculated]	76
7.10	Total Electronic Books (E-Books) (7.10 = 7.10a + 7.10b) LOCKED [Calculated]	35,396
7.10a	E-Books provided through consortia	0
7.10b	E-Books provided by the library alone	35,396
7.10c	Name of Consortia providing E-Books (if None enter N/A)	N/A
7.11	Other library materials	544
7.12	Total collection size held at the end of report year (7.12 = 7.3 + 7.4 + 7.5 + 7.6 + 7.10 + 7.11) LOCKED [Calculated]	397,962
7.13	Current Print Serial Subscriptions	299
7.14	Digital Serial Subscriptions	124

Library Services (8.1-8.4)

Click on question mark for help

*8.1	Total Public Service Hours (Annual) Note: The total for all outlets, including multi-outlet systems, will be calculated and automatically filled in here. Branch hours are entered individually in 12.19.	13,728
8.2	Total library visits (Annual)	1,533,118
8.2a	Is this an estimate?	No
8.3	Total reference transactions completed (Annual)	68,740
8.3a	Is this an estimate?	No
8.4	Total square footage This will be the total for all outlets, including multi-outlet systems, and will be calculated and automatically filled in with your entries from 12.16 located in the Outlet Section. LOCKED	131,374

Circulation (9.1-9.9)

Click on question mark for help

9.1	Adult Circulation	1,182,705
9.2	Circulation of Children's Materials	1,013,719
9.3	Total PHYSICAL circulation transactions (9.3 = 9.1 + 9.2) LOCKED [Calculated]	2,196,424
9.4	Loan period for books (in weeks)	4
9.5	Circulation of Electronic Materials (Annual)	550,920
9.6a	Successful Retrieval of State Provided Electronic Collections	

	[LOCKED]	14,856
9.6b	Successful Retrieval of information from Locally Mounted Electronic Collections (if none, enter 0)	79,465
9.6c	Total Successful Retrieval of Electronic Information (9.6c = 9.6a + 9.6b) LOCKED [Calculated]	94,321
9.7	Electronic Content Use (9.7 = 9.5 + 9.6c) LOCKED [Calculated]	645,241
9.8	Total Circulation of Materials (9.8 = 9.3 + 9.5) LOCKED [Calculated]	2,747,344
9.9	Total Collection Use (9.9 = 9.3 + 9.5 + 9.6c) LOCKED [Calculated]	2,841,665

Adult's, Young Adult's and Children's Programs (10.1-10.10)

Click on question mark for help

(Count library run programs only)

Note: Age definitions have changed. Children are now defined as 11 and under and Young Adult's are defined as 12-18.

10.1	Children's Program Attendance (Annual)	81,800
10.2	Young Adult's Program Attendance (Ages 12-18 Annual)	4,060
10.3	Adult's Program Attendance (Annual)	14,374
10.4	All Ages Program Attendance (Annual)	15,646
10.5	Total Attendance at Library Programs (10.5 = 10.1 + 10.2 + 10.3 + 10.4) LOCKED [Calculated]	115,880
10.6	Number of Children's Programs	2,123
10.7	Number of Young Adult's Programs (Ages 12-18 Annual)	298
10.8	Number of Adult's Programs	1,217
10.9	Number of All Ages Programs	1,683
10.10	Total Number of Library Programs (10.10 = 10.6 + 10.7 + 10.8 + 10.9) LOCKED [Calculated]	5,321

Resource Sharing (11.1-11.2)

Click on question mark for help

11.1	Interlibrary loans provided to other libraries	166,975
11.2	Interlibrary loans received from other libraries	172,191

Internet Terminals and Users (11.3-11.7)

11.3	Total of all Internet Terminals LOCKED [Calculated] This will be the total from all entries in 12.13 in the Outlet section.	213
11.4	Total of all Internet Terminal Uses LOCKED [Calculated] This will be the total from all entries in 12.13a in the Outlet section.	197,983
11.5	Number of Wireless Sessions (Annual)	105,712
11.5a	Is this an estimate?	No
11.6	Most recent date of Internet Use Policy Review (MM/DD/YYYY)	05/09/2019
11.7	Number of visits to the Library's Website	5,068,496

Outlets (12.1-12.29a)

Click on question mark for help

If you see anything in a locked field that needs to be changed, please enter the correct information in the Federal Note Area for the item in question and flag it by clicking on the shadowed icon to the right of the item. [12.1-12.9a, 12.10-12.12, 12.16, 12.16b-12.16p, 12.18b-12.18p, 12.21-12.23, and 12.25-12.28 are prefilled with last years' data and locked]

12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC
12.4	Street Address [physical address]	715 S CAPITOL BLVD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	715 S CAPITOL BLVD
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83702
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	83702
12.9	Phone	(208) 972-8198
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Kevin Wayne Booe
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	CE
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	60
12.13a	Number of Uses of this Outlet's Internet Computers annually	87,587
12.13b	Is this an estimate?	No
12.14	Internet Connectivity	Fiber Optic
12.15	Connectivity Speed	Greater than 10 Mbps
12.16	Square Footage (main or branch) [LOCKED]	79,381
12.16a	Library Hours (Winter): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.16b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	12-5
	Sunday Scheduled Hours	
12.16c	Monday Scheduled Hours	10-9
12.16d	Tuesday Scheduled Hours	10-9
12.16e	Wednesday Scheduled Hours	10-9
12.16f	Thursday Scheduled Hours	10-9
12.16g	Friday Scheduled Hours	10-6
12.16h	Saturday Scheduled Hours	10-5
12.16i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	5
	Sunday Total Hours Open	
12.16j	Monday Total Hours Open	11

12.16k	Tuesday Total Hours Open	11
12.16l	Wednesday Total Hours Open	11
12.16m	Thursday Total Hours Open	11
12.16n	Friday Total Hours Open	8
12.16o	Saturday Total Hours Open	7
12.16p	Total Hours Open per Week	64
12.17	Check box if Summer and Winter Hours are the same and skip to question 12.19.	Yes
	If not please fill out 12.18.	
12.18a	Library Hours (Summer): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.18b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	
	Sunday Scheduled Hours	
12.18c	Monday Scheduled Hours	
12.18d	Tuesday Scheduled Hours	
12.18e	Wednesday Scheduled Hours	
12.18f	Thursday Scheduled Hours	
12.18g	Friday Scheduled Hours	
12.18h	Saturday Scheduled Hours	
12.18i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	
	Sunday Total Hours Open	
12.18j	Monday Total Hours Open	
12.18k	Tuesday Total Hours Open	
12.18l	Wednesday Total Hours Open	
12.18m	Thursday Total Hours Open	
12.18n	Friday Total Hours Open	
12.18o	Saturday Total Hours Open	
12.18p	Total Hours Open per Week	
12.19	Public Service Hours per Year for this Outlet	3,328
12.20	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC- COLE AND USTICK BRANCH
12.4	Street Address [physical address]	7557 W USTICK RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	7557 W USTICK RD
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83704
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	83703

12.9	Phone	(208) 972-8300
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Trisha Mick
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	54
12.13a	Number of Uses of this Outlet's Internet Computers annually	43,999
12.13b	Is this an estimate?	No
12.14	Internet Connectivity	Fiber Optic
12.15	Connectivity Speed	Greater than 10 Mbps
12.16	Square Footage (main or branch) [LOCKED]	15,300
12.16a	Library Hours (Winter): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.16b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	1-5
	Sunday Scheduled Hours	
12.16c	Monday Scheduled Hours	n/a
12.16d	Tuesday Scheduled Hours	10-9
12.16e	Wednesday Scheduled Hours	10-9
12.16f	Thursday Scheduled Hours	10-9
12.16g	Friday Scheduled Hours	10-6
12.16h	Saturday Scheduled Hours	12-5
12.16i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	4
	Sunday Total Hours Open	
12.16j	Monday Total Hours Open	N/A
12.16k	Tuesday Total Hours Open	11
12.16l	Wednesday Total Hours Open	11
12.16m	Thursday Total Hours Open	11
12.16n	Friday Total Hours Open	8
12.16o	Saturday Total Hours Open	5
12.16p	Total Hours Open per Week	50
12.17	Check box if Summer and Winter Hours are the same and skip to question 12.19.	Yes
	If not please fill out 12.18.	
12.18a	Library Hours (Summer): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.18b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	
	Sunday Scheduled Hours	
12.18c	Monday Scheduled Hours	
12.18d	Tuesday Scheduled Hours	
12.18e	Wednesday Scheduled Hours	
12.18f	Thursday Scheduled Hours	

12.18g	Friday Scheduled Hours	
12.18h	Saturday Scheduled Hours	
12.18i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	
	Sunday Total Hours Open	
12.18j	Monday Total Hours Open	
12.18k	Tuesday Total Hours Open	
12.18l	Wednesday Total Hours Open	
12.18m	Thursday Total Hours Open	
12.18n	Friday Total Hours Open	
12.18o	Saturday Total Hours Open	
12.18p	Total Hours Open per Week	
12.19	Public Service Hours per Year for this Outlet	2,600
12.20	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC- COLLISTER BRANCH
12.4	Street Address [physical address]	4724 W STATE ST
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	4724 W STATE ST
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83703
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	83705
12.9	Phone	(208) 972-8320
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Jennifer Villalobos
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	32
12.13a	Number of Uses of this Outlet's Internet Computers annually	17,542
12.13b	Is this an estimate?	No
12.14	Internet Connectivity	Fiber Optic
12.15	Connectivity Speed	Greater than 10 Mbps
12.16	Square Footage (main or branch) [LOCKED]	12,169
12.16a	Library Hours (Winter): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.16b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	1pm-5pm
	Sunday Scheduled Hours	
12.16c	Monday Scheduled Hours	n/a

12.16d	Tuesday Scheduled Hours	10am-9pm
12.16e	Wednesday Scheduled Hours	10am-9pm
12.16f	Thursday Scheduled Hours	10am-9pm
12.16g	Friday Scheduled Hours	10am-6pm
12.16h	Saturday Scheduled Hours	10pm-5pm
12.16i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	4
	Sunday Total Hours Open	
12.16j	Monday Total Hours Open	N/A
12.16k	Tuesday Total Hours Open	11
12.16l	Wednesday Total Hours Open	11
12.16m	Thursday Total Hours Open	11
12.16n	Friday Total Hours Open	8
12.16o	Saturday Total Hours Open	7
12.16p	Total Hours Open per Week	52
12.17	Check box if Summer and Winter Hours are the same and skip to question 12.19.	Yes
	If not please fill out 12.18.	
12.18a	Library Hours (Summer): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.18b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	
	Sunday Scheduled Hours	
12.18c	Monday Scheduled Hours	
12.18d	Tuesday Scheduled Hours	
12.18e	Wednesday Scheduled Hours	
12.18f	Thursday Scheduled Hours	
12.18g	Friday Scheduled Hours	
12.18h	Saturday Scheduled Hours	
12.18i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	
	Sunday Total Hours Open	
12.18j	Monday Total Hours Open	
12.18k	Tuesday Total Hours Open	
12.18l	Wednesday Total Hours Open	
12.18m	Thursday Total Hours Open	
12.18n	Friday Total Hours Open	
12.18o	Saturday Total Hours Open	
12.18p	Total Hours Open per Week	
12.19	Public Service Hours per Year for this Outlet	2,600
12.20	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC-

		HILLCREST BRANCH
12.4	Street Address [physical address]	5246 W OVERLAND RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	5246 W OVERLAND RD
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83705
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	83704
12.9	Phone	(208) 972-8340
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Elizabeth Westenburg
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	31
12.13a	Number of Uses of this Outlet's Internet Computers annually	31,875
12.13b	Is this an estimate?	No
12.14	Internet Connectivity	Fiber Optic
12.15	Connectivity Speed	Greater than 10 Mbps
12.16	Square Footage (main or branch) [LOCKED]	8,624
12.16a	Library Hours (Winter): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.16b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	1pm-5pm
	Sunday Scheduled Hours	
12.16c	Monday Scheduled Hours	n/a
12.16d	Tuesday Scheduled Hours	10am-9pm
12.16e	Wednesday Scheduled Hours	10am-9pm
12.16f	Thursday Scheduled Hours	10am-9pm
12.16g	Friday Scheduled Hours	10am-6pm
12.16h	Saturday Scheduled Hours	12pm-5pm
12.16i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	4
	Sunday Total Hours Open	
12.16j	Monday Total Hours Open	N/A
12.16k	Tuesday Total Hours Open	11
12.16l	Wednesday Total Hours Open	11
12.16m	Thursday Total Hours Open	11
12.16n	Friday Total Hours Open	8
12.16o	Saturday Total Hours Open	5
12.16p	Total Hours Open per Week	50
12.17	Check box if Summer and Winter Hours are the same and skip to	

question 12.19.

Yes

If not please fill out 12.18.

12.18a	Library Hours (Summer): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.18b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	
	Sunday Scheduled Hours	
12.18c	Monday Scheduled Hours	
12.18d	Tuesday Scheduled Hours	
12.18e	Wednesday Scheduled Hours	
12.18f	Thursday Scheduled Hours	
12.18g	Friday Scheduled Hours	
12.18h	Saturday Scheduled Hours	
12.18i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	
	Sunday Total Hours Open	
12.18j	Monday Total Hours Open	
12.18k	Tuesday Total Hours Open	
12.18l	Wednesday Total Hours Open	
12.18m	Thursday Total Hours Open	
12.18n	Friday Total Hours Open	
12.18o	Saturday Total Hours Open	
12.18p	Total Hours Open per Week	
12.19	Public Service Hours per Year for this Outlet	2,600
12.20	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC - BOWN CROSSING BRANCH
12.4	Street Address [physical address]	2153 E. Riverwalk Dr.
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83706
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8360
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Joni Hansen
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the	36

General Public

12.13a	Number of Uses of this Outlet's Internet Computers annually	16,980
12.13b	Is this an estimate?	No
12.14	Internet Connectivity	Fiber Optic
12.15	Connectivity Speed	Greater than 10 Mbps
12.16	Square Footage (main or branch) [LOCKED]	15,900
12.16a	Library Hours (Winter): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.16b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	1 pm - 5 pm
	Sunday Scheduled Hours	
12.16c	Monday Scheduled Hours	n/a
12.16d	Tuesday Scheduled Hours	10 am - 9 pm
12.16e	Wednesday Scheduled Hours	10 am - 9 pm
12.16f	Thursday Scheduled Hours	10 am - 9 pm
12.16g	Friday Scheduled Hours	10 am - 6 pm
12.16h	Saturday Scheduled Hours	12 pm - 5 pm
12.16i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	4
	Sunday Total Hours Open	
12.16j	Monday Total Hours Open	N/A
12.16k	Tuesday Total Hours Open	11
12.16l	Wednesday Total Hours Open	11
12.16m	Thursday Total Hours Open	11
12.16n	Friday Total Hours Open	8
12.16o	Saturday Total Hours Open	5
12.16p	Total Hours Open per Week	50
12.17	Check box if Summer and Winter Hours are the same and skip to question 12.19.	Yes
	If not please fill out 12.18.	
12.18a	Library Hours (Summer): Dates (mm/dd/yyyy-mm/dd/yyyy)	
12.18b	Daily Hours Open (Example: 9am-6pm. If no hours enter an N/A)	
	Sunday Scheduled Hours	
12.18c	Monday Scheduled Hours	
12.18d	Tuesday Scheduled Hours	
12.18e	Wednesday Scheduled Hours	
12.18f	Thursday Scheduled Hours	
12.18g	Friday Scheduled Hours	
12.18h	Saturday Scheduled Hours	
12.18i	Number of Hours Open Daily (Example: if open from 9am-6pm enter 9. If no hours enter an N/A)	
	Sunday Total Hours Open	
12.18j	Monday Total Hours Open	

12.18k	Tuesday Total Hours Open	
12.18l	Wednesday Total Hours Open	
12.18m	Thursday Total Hours Open	
12.18n	Friday Total Hours Open	
12.18o	Saturday Total Hours Open	
12.18p	Total Hours Open per Week	
12.19	Public Service Hours per Year for this Outlet	2,600
12.20	Number of Weeks this Outlet is Open per Year	52
12.21	LIB ID	IDB
12.22	Name of Legal Entity	BOISE PUBLIC
12.23	Interlibrary Relationship Code	ME
12.24	Network and Consortium membership(s)	Lynx! Consortium
12.25	Legal Basis Code	CI
12.26	Administrative Structure Code	MO
12.27	PLSC Public Library Definition	Y
12.28	Geographic Code	CI1
12.29	Building Projects	Designing
12.29a	Project Scope	New Construction

Trustee Information (13.1 - 13.5)

13.1	Trustee A Name Term Expires	Margo Healy 06/30/2021
13.2	Trustee B Name Term Expires	Tonya Westenskow 06/30/2022
13.3	Trustee C Name Term Expires	Dwaine Carver 06/30/2020
13.4	Trustee D Name Term Expires	Sonia Galaviz 06/30/2024
13.5	Trustee E Name Term Expires	Phil Magnuson 06/30/2023

Statistics

**BOISE PUBLIC LIBRARY
SYSTEM STATISTICS REPORT
November 2019**

	<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	55,817	52,310	6.70	113,722	105,784	7.50
Young Adult	7,748	6,219	24.59	15,541	12,778	21.62
Juvenile	67,456	61,183	10.25	137,782	126,051	9.31
Sub Total	131,021	119,712	9.45	267,045	244,613	9.17

<u>CIRCULATION /Audio Visual</u>						
Adult	42,840	42,129	1.69	86,622	84,943	1.98
Young Adult	1,680	1,444	16.34	3,463	2,874	20.49
Juvenile	13,254	11,743	12.87	26,473	23,458	12.85
Sub Total	57,774	55,316	4.44	116,558	111,275	4.75

<u>CIRCULATION/Digital</u>						
eAudio	18,321	15,486	18.31	37,988	31,584	20.28
eBooks	17,037	15,531	9.70	34,377	31,632	8.68
eVideo	45	61	-26.23	116	120	-3.33
eMusic	8,847	8,242	7.34	17,369	17,972	-3.36
eMagazine	2,291	2,346	-2.34	4,611	4,148	11.16
Sub Total	46,541	41,666	11.70	94,461	85,456	10.54
TOTAL CIRCULATION	235,336	216,694	8.60	478,064	441,344	8.32

<u>CIRCULATION SUMMARY</u>						
Main Library	93,451	87,867	6.36	188,596	178,420	5.70
Collister	16,129	14,682	9.86	32,873	30,030	9.47
Hillcrest	13,984	13,070	6.99	28,851	25,867	11.54
Cole & Ustick (C&U)	31,162	28,912	7.78	63,537	59,443	6.89
Bown	31,890	29,465	8.23	65,642	60,196	9.05
Home Service	2,179	1,032	111.14	4,104	1,932	112.42
Digital Collection	46,541	41,666	11.70	94,461	85,456	10.54
TOTAL CIRCULATION	235,336	216,694	8.60	478,064	441,344	8.32

<u>PATRON COUNT</u>						
Main Library	74,161	78,034	-4.96	152,907	161,460	-5.30
Collister	7,560	8,085	-6.49	16,048	16,867	-4.86
Hillcrest	7,678	7,454	3.01	16,981	10,353	64.02
Cole & Ustick	13,024	13,535	-3.78	27,377	28,158	-2.77
Bown	13,873	14,740	-5.88	27,755	27,976	-0.79
TOTAL PATRON COUNT	116,296	121,848	-4.56	241,068	244,814	-1.53

<u>POLARIS CATALOG</u>						
System External Use Counts	291,533	304,635	-4.30	602,057	615,908	-2.25
Main Internal Use Counts	78,531	84,549	-7.12	157,681	172,717	-8.71
Collister Internal Use Counts	3,140	2,809	11.78	6,532	5,727	14.06
Hillcrest Internal Use Counts	2,891	3,076	-6.01	5,883	6,368	-7.62
C&U Internal Use Counts	6,982	8,541	-18.25	15,392	16,706	-7.87
Bown Internal Use Counts	6,999	6,799	2.94	14,119	13,951	1.20

	<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	831	889	-6.52	1,666	1,895	-12.08
Non-Resident	10	9	11.11	16	20	-20.00
Internet Only	3	7	-57.14	3	10	-70.00
TOTAL CARDS ISSUED	844	905	-6.74	1,685	1,925	-12.47

INTERLIBRARY LOANS

Out-of-State	64	132	0.00	128	303	0.00
In-State	38	106	0.00	81	208	0.00

INTERLIBRARY BORROWING

Out-of-State	188	145	29.66	413	361	14.40
In-State	45	52	-13.46	130	105	23.81

REFERENCE SUMMARY

Main Adult Desk	2,542	2,566	-0.94	5,146	5,239	-1.78
Main Adult Telephone	568	559	1.61	1,164	1,204	-3.32
Main Adult Electronic	139	187	-25.67	288	359	-19.78
Sub Total Adult Reference	3,249	3,312	-1.90	6,598	6,802	-3.00

Main Youth Desk	1,104	1,445	-23.60	2,392	2,917	-18.00
Main Youth Telephone	44	47	-6.38	113	115	-1.74
Main Youth Electronic	0	0	0.00	1	2	-50.00
Sub Total Youth Reference	1,148	1,492	-23.06	2,506	3,034	-17.40

Information Desk

Readers Advisory	8	16	-50.00	26	30	-13.33
Directional/Informational	1,633	2,136	-23.55	3,500	4,325	-19.08
Sub Total Information Desk	1,641	2,152	-23.75	3,526	4,355	-19.04

Collister Desk	1,534	1,781	-13.87	3,406	3,799	-10.34
Collister Phone	123	157	-21.66	268	300	-10.67
Sub Total Collister Reference	1,657	1,938	-14.50	3,674	4,099	-10.37

Hillcrest Desk	1,456	1,212	20.13	3,240	2,404	34.78
Hillcrest Phone	117	124	-5.65	247	203	21.67
Sub Total Hillcrest Reference	1,573	1,336	17.74	3,487	2,607	33.76

Cole & Ustick Desk	2,302	2,532	-9.08	4,605	5,401	-14.74
Cole & Ustick Phone	134	115	16.52	282	292	-3.42
Sub Total C&U Reference	2,436	2,647	-7.97	4,887	5,693	-14.16

Bown Desk	1,078	1,187	-9.18	2,703	2,415	11.93
Bown Phone	79	83	-4.82	166	172	-3.49
Sub Total Bown Reference	1,157	1,270	-8.90	2,869	2,587	10.90
TOTAL REFERENCE	12,861	14,147	-9.09	27,547	29,177	-5.59

<u>MEETING ROOM USE SUMMARY</u>	<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>
Programs						
Main Adult Programs	71	43	65.12	145	108	34.26
Main Youth Programs	61	111	-45.05	117	228	-48.68
Main Community Programs	849	246	245.12	1,220	511	138.75
Sub Total Main	981	400	145.25	1,482	847	74.97
Collister Adult Programs	27	35	-22.86	62	78	-20.51
Collister Youth Programs	34	57	-40.35	79	108	-26.85
Collister Community Programs	146	72	102.78	221	151	46.36
Sub Total Collister	207	164	26.22	362	337	7.42
Hillcrest Adult Programs	17	11	54.55	46	25	84.00
Hillcrest Youth Programs	34	22	54.55	68	43	58.14
Hillcrest Community Programs	196	31	532.26	284	55	416.36
Sub Total Hillcrest	247	64	285.94	398	123	223.58
C&U Adult Programs	16	7	128.57	35	14	150.00
C&U Youth Programs	16	82	-80.49	56	140	-60.00
C&U Community Programs	99	103	-3.88	183	198	-7.58
Sub Total Cole & Ustick	131	192	-31.77	274	352	-22.16
Bown Adult Programs	35	17	105.88	63	39	61.54
Bown Youth Programs	66	36	83.33	147	74	98.65
Bown Community Programs	180	90	100.00	269	183	46.99
Sub Total Bown	281	143	96.50	479	296	61.82
TOTAL PROGRAMS	1,847	963	91.80	2,995	1,955	53.20

Program Attendance

Main Adult Attendance	449	194	131.44	808	602	34.22
Main Youth Attendance	2,029	3,685	-44.94	3,814	7,025	-45.71
Main Comm Attendance	3,322	999	232.53	4,896	2,352	108.16
Sub Total Main	5,800	4,878	18.90	9,518	9,979	-4.62
Collister Adult Attendance	247	317	-22.08	553	646	-14.40
Collister Youth Attendance	1,014	1,047	-3.15	2,226	1,899	17.22
Collister Comm Attendance	934	317	194.64	1,384	642	115.58
Sub Total Collister	2,195	1,681	30.58	4,163	3,187	30.62
Hillcrest Adult Attendance	98	90	8.89	272	228	19.30
Hillcrest Youth Attendance	523	584	-10.45	1,169	1,278	-8.53
Hillcrest Comm Attendance	1,710	329	419.76	2,541	540	370.56
Sub Total Hillcrest	2,331	1,003	132.40	3,982	2,046	94.62
C&U Adult Attendance	158	97	62.89	419	186	125.27
C&U Youth Attendance	513	937	-45.25	1,397	1,668	-16.25
C&U Comm Attendance	1,365	847	61.16	2,715	1,675	62.09
Sub Total Cole & Ustick	2,036	1,881	8.24	4,531	3,529	28.39
Bown Adult Attendance	290	216	34.26	554	411	34.79
Bown Youth Attendance	1,332	1,263	5.46	3,176	2,718	16.85
Bown Comm Attendance	2,264	1,171	93.34	3,378	1,965	71.91
Sub Total Bown	3,886	2,650	46.64	7,108	5,094	39.54
TOTAL PROGRAM ATTENDANCE	16,248	12,093	34.36	29,302	23,835	22.94

BOISE PUBLIC LIBRARY
RECIPROCAL BORROWING STATISTICS
 November 2019

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>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	4,744	2.02	3,822	24.12	9,284	1.94	7,896	17.58
Caldwell	591	0.25	389	51.93	1,164	0.24	984	18.29
Eagle	914	0.39	901	1.44	1,849	0.39	1,763	4.88
Emmett	145	0.06	170	-14.71	261	0.05	372	-29.84
Garden City	2,270	0.96	1,740	30.46	4,216	0.88	3,640	15.82
Hailey	0	0.00	1	-100.00	2	0.00	1	100.00
Kuna	140	0.06	0	0.00	237	0.05	0	0.00
Meridian	3,642	1.55	2,936	24.05	7,667	1.60	6,153	24.61
Mountain Home	340	0.14	282	20.57	845	0.18	661	27.84
Nampa	1,128	0.48	1,084	4.06	2,283	0.48	2,370	-3.67
Twin Falls	60	0.03	60	0	117	0.02	169	-30.77
Total	13,974	5.94	11,385	22.74	27,925	5.84	24,009	16.31

Total BPL Circulation	235,336	216,694	478,064	441,344
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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	12,505	12,031	26,435	24,888
Caldwell	140	150	425	345
Eagle	7,472	7,610	15,462	15,626
Emmett	149	12	423	22
Garden City	8,449	8,882	17,381	18,345
Hailey	8	4	19	32
Kuna	122	0	238	0
Meridian	9,998	10,795	20,977	22,703
Mountain Home	15	44	59	106
Nampa	680	661	1,663	1,211
Twin Falls	11	0	24	7
Total	39,549	40,189	83,106	83,285