



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, July 12, 2023, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

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

<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>

BOARD OF TRUSTEES Brian Klene, President Rebecca Lemmons, Vice President Nicole Trammel Pantera Natasha Rush	MISSION The Boise Public Library improves community members' quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.
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MAIN LIBRARY

715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 800-377-3529

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE & USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

AMENDED AGENDA

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, July 12, 2023, 11:30 a.m. • Main Library, Marion Bingham Room,
715 S. Capitol Blvd., Boise, ID 83702

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

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

June 14, 2023, 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, 2023

Gift Fund activity for May 2023

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 4.00, Use of the Library - Action Item

Bown Crossing Branch Manager, Joni Hansen, will review section 4.00, Use of the Library (subsections 4.03, Fees, 4.04, Security, 4.05, Use of Technology, 4.06, Public Internet Access and Safety, and 4.07, Confidentiality of Records) of the Boise Public Library Policy Manual with the Trustees. Recommended changes to policy 4.03 are included in the meeting packet and a motion to approve the changes will be requested.

Action: motion to approve recommended changes to policy 4.03.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2023 as stipulated by the Board's bylaws.

b. Capital Projects Update

Shawn Wilson, City of Boise Municipal Facility Program Senior Manager will share with Trustees updates to projects in and around the Main Library.

7. New Business

a. Library Facilities Public Art Assessment

City of Boise Cultural Planner, Tilley Bubb, will present to Trustees an overview of an assessment she is conducting regarding public art located at all library facilities. Trustees will be invited to make comments to inform her assessment.

b. Temporary adjustment to Service Hours at the Library! at Cole & Ustick and the Library! at Hillcrest Branches- Action Item

Staff will present to the Library Board needed temporary adjustments to service hours for the Library! at Cole & Ustick and Library! at Hillcrest for upcoming flooring replacements.

Action: motion to approve the adjustments to service hours at the Library! at Cole & Ustick and the Library! at Hillcrest branches as presented.

8. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Klene.

9. Selection of Meeting Date- Action Item

Trustees will need to amend the next regular meeting set for Wednesday, August 9, 2023.

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 2023

Operations

Hours and Services Status

All locations experienced normal operations during June without the need for adjustments to hours or services for any reason.

Boise City Writer-in-Residence

The Cabin, the Department of Arts & History and the Library launched a Boise City Writer-in-Residence program to connect local writers to the community of Boise through public programming events hosted once a month at Library branches and the Erma Hayman House. Two writers will be selected for a six-month residency with one residency from October 1, 2023 to March 31, 2024 and one from April 1, 2024 to September 30, 2024. Each writer will receive a \$5,000.00 stipend to support their creative work and their time to develop programs.

More information can be found here: [Writer-In-Residence | Boise Public Library](#)

City of Boise FY24 Budget Build

The Library continues to engage in the City of Boise's FY24 Budget Build process. On June 27th, city council held its second workshop about the FY24 budget which included a presentation from the mayor's office on investments and featured a discussion of the Facilities Reserve fund the city plans to create with the approval of the FY24 budget which will be used to fund capital investments for the Boise Police Department and the Library. If you want to watch the session, it can be found here: [Boise City Council - Budget Workshop - YouTube](#)

A public hearing on the FY24 budget will be held on Tuesday, July 11th. More information on the meeting can be found here: [City Council Meeting | Event | City of Boise](#)

Board of Trustee Engagement

On Tuesday, June 27th Natasha Rush represented the board for the inaugural ride of the Excitetrrike! from downtown to the Library! at Bown Crossing and then Music, Movement & More at Helen B. Lowder Park.

Administration and Management Reports:

Programming

- On June 27th the inaugural ride of the Library's new Excitetrrike! took participants from the Main Library to the Library! at Bown Crossing's Music, Movement and More program. Children ages 5 and under enjoyed the outdoor program at Helen B. Lowder park.
- Library! at Bown Crossing finished their outdoor storytime series for the summer with a visit from an officer from the Boise Police Department, who talked to families about safety, read stories, and let the children explore the police cruiser.

Staff Development

- A member of the Acquisitions & Technical Services (ATS) team attended the first [Repair Café](#) event held in June, co-hosted by JUMP (Jack's Urban Meeting Place) and the City of Boise's Public Works department. A second event is scheduled in August where another ATS staff member will attend to share their knowledge and the tools necessary to repair books. How to repair books is a fairly common question the library receives from the public.
- The Library's training team hosted an introduction to and training on the new ExciteTrike!

Community Partners

- Information Services and Youth Services staff worked together to provide two more library tours this month for the [Agency for New Americans](#).

Communications

Monthly Email Newsletter: [June](#)

- Sent Tues, June 6th 2:54 PM, 8,506 successful deliveries
- Open Rate 49.6% (4,217) / Click Rate 3.5% (298)
- July – to be sent Thursday, July 6 to 8,545 contacts

Ultimate Book Nerd Newsletter: [June](#)

- Sent Wed, June 21, 2023 3:00 PM, 651 contacts
- Open Rate 66.5% (431) / Click Rate 7.9% (51)

Social Media

- In June, we posted about: the summer program guide, a handful of program updates, Summer Reading Program, National Refugee Day celebration at Hillcrest, writer-in-residence application, a bike repair event that partners with the Boise Bike Project, happy birthday to Cole and Ustick, and the Library's new Excitetrike!
- In July we'll post about: Boise Comic Arts Festival, the Excitetrike!, summer reading program, construction updates at the Main Library, library programs with dates/times, Vega catalog search and Boise Neighborhood Interactive

MAIN LIBRARY MRM & CAPITAL IMPROVEMENTS

PROJECT STATUS REPORT

Project Start Date:	Summer 2022	Estimated Finish Date:	Winter 2024 (1st Floor Renovations)
Project Manager:	Lindsay Erb	Department:	Library

PROJECT STATUS:

Period Covered:	June 2023
Project Summary	After a condition assessment evaluation completed in the of summer 2020 it was found that there a numerous major repair and maintenance items that need to be addressed to give the Main Library another 10+ years of life, along with space reconfigurations to better serve the public.
Bid Package Updates	<p>Roof Replacement</p> <ul style="list-style-type: none"> • Construction started 6/26 • Work anticipated to be wrapped up mid-October <p>Auto sorter Room</p> <ul style="list-style-type: none"> • Construction completed • Auto sorter is now operational <p>Music Room Wall Demo & Abatement (4th floor)</p> <ul style="list-style-type: none"> • Construction completed • Room is now being utilized to better accommodate storage needs <p>Restroom renovations for four story portions, plumbing line replacement & fire pump replacement</p> <ul style="list-style-type: none"> • Guaranteed Maximum Price (GMP) received from Construction Manager, City is reviewing • Planned for July 18 council meeting • Construction anticipated to start once council approval granted mid-July • ATS staff impacted by the restroom renovations on first floor – Noise and schedule being coordinated with team <p>4th Floor Renovations – On Pause until Oct. Includes new ATS area, breakroom, IT space, Friends storage, maintenance office, Youth Services storage & new mechanical HVAC system</p> <ul style="list-style-type: none"> • Bidding phase anticipated for August • Construction estimated to begin in October 2023 with FY 24 funding <p>1st floor Renovations – Design Paused</p> <ul style="list-style-type: none"> • Concept design completed • Schematic design has been paused until the other packages are under contract as those are highest priority <p>Stairwell Railing – On Pause</p> <ul style="list-style-type: none"> • On Pause until FY24 due to budget constraints

	<p>Misc. projects: <u>Parking lot repairs:</u></p> <ul style="list-style-type: none"> • Architect has put together recommended repair package • City determining if we should proceed with work later this summer or push until next summer <p><u>Main Stairwell Reflooring:</u> On Pause until a solution is figured out to address the exposed edges of the plywood underlayment, FSO is looking into.</p> <p><u>Brick/ window repairs:</u> Project team reviewing to see if there's any repairs that need to occur this year, otherwise, full repair of building will likely be out another few years</p>
Overall Project Health	<p><u>Summary:</u> Due to the construction estimates coming in higher than anticipated, we've had to cut back on scope of work for this fiscal year to stay within budget. However, the budget has been reviewed and now we have better insight into the work that can be completed this fiscal year and next as noted in the "Bid Packages Updates" section.</p>
Highlights	<p>Construction has been completed for the auto sorter room and the equipment is now operational. The Music Room wall and flooring demo & abatement has been completed allowing for more shelving space. The roofing renovations work has started and will continue throughout the summer. The restroom renovations and plumbing line replacement work is anticipated to begin mid-July.</p>

PROJECT COMPONENTS:

Component	Notes
Scope	City is in the process of reviewing the program of projects to determine proper prioritization based on the information provided in the condition assessment report, efficiencies, and budget.
Budget	Estimates for the 4 th floor work are significantly higher than estimated so we're focusing on the highest priority items such as the restrooms, plumbing and fire pump replacement this fiscal year. Estimates for future phases have been generated to inform the FY24 budget request.
Schedule	Budget constraints put us behind schedule a bit as we had to determine which projects should be completed this fiscal year due to estimates coming in higher than anticipated and update design plans to accommodate the work.
Risks	Construction market challenges, including finding multiple bidders and pricing.
Resources	

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none"> • Restroom renovations, plumbing and fire pump replacement GMP Received • Music room wall and flooring demo & abatement construction • Auto sorter room construction • Near and long-term site circulation planning complete
Planned	<ul style="list-style-type: none"> • GMP contract for restroom renovations, plumbing and fire pump replacement planned for July 18th council • Roof renovations to proceed throughout summer

	<ul style="list-style-type: none">• Visioning work to establish alignment for interior design materials & finishes that will apply to restroom and remodel projects• Startup schematic design for 1st floor renovations
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Boise Public Library

Policy Review July 12, 2023

Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Policy 4.03, Fees
- Policy 4.04, Security
 - Regulation 4.04a, Rules of Conduct
 - Regulation 4.04b, Security Appeals Process
- Policy 4.05, Use of Technology
 - Regulation 4.05a, Hardware and Software
 - Regulation 4.05b, Prohibited Uses
- Policy 4.06, Public Internet Access and Safety
 - Regulation 4.06a, Internet Access via Personal Device
 - Regulation 4.06b, Internet Access via Library Device
- Policy 4.07, Confidentiality of Records

Staff Recommendations:

Section 4.00, Use of the Library (subsections 4.03, Fees, 4.04, Security, 4.05, Use of Technology, 4.06, Public Internet Access and Safety, and 4.07, Confidentiality of Records) of the Boise Public Library Policy Manual is presented to the Library Board for review. Recommended changes to Policy 4.03, Fees, are included. A motion to approve the recommended changes is requested.

FEES

~~Boise Public Library's core values include a commitment to intellectual freedom, and universal access, innovation, and providing a world class experience for all members of the community.~~

The Director or designee shall charge fees to help fund the replacement of materials that are lost or damaged and offset costs for document delivery.

The Board has established the following fees:

1. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay ~~a replacement the acquisition cost,~~ ~~which may include plus~~ an additional fee for processing of the item. The Library will refund payment, less processing fees, for a lost item subsequently returned within ninety days after payment. Replacement copies will not be accepted in lieu of payment for lost or damaged materials.

2. Card Replacement

The Library will assess a \$2.00 fee to replace a lost card.

3. Document Delivery Fee – Special Collections

The Main Library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or U.S. mail. Patrons will be invoiced for the charges or may pay the fees by credit card. The charges are as follows:

- \$5.25 for Idaho Statesman obituary and death notices delivered to patrons, limited to four obituaries and/or death notices per request.
- \$5.25 per article from the Idaho clipping files delivered to patrons, limited to four articles per request.
- \$1.25 per page from phone books and Boise city directories for a specific name/business during a specific year delivered to patrons, with a limit of five pages per request.

4. Document Delivery Fee – Other Collections

Patrons may request faxed copies from various other materials held at the Main Library related to reference and research purposes. The Library will fax free of charge up to 15 pages of material. Any fax consisting of 16 pages or more shall carry a flat charge of \$5.00, payable in advance by credit card.

5. Holds Mail Delivery Fee

Patrons may request to have items placed on hold to be mailed to their home for a charge of \$2.00 per item.

The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Boise for the same purpose and payment may not be made by personal check.

At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect fees or to ensure the return of materials. In the event that the Library has need to use the services of a collection agency, a non-refundable fee of \$10.00 shall be added to the account and shall be paid in addition to any other fees/charges for lost/damaged materials or other charges which have been made to a patron's account.

The Library may pursue court action against patrons who refuse to return items to the Library.

Accounts with more than 20 items overdue or with lost materials will be prohibited from borrowing further physical materials until the overdue or lost items are returned or replacement charges have been paid. No physical materials will be loaned to patrons owing more than \$10.00 in fees, nor to any patron who has unresolved charges on an account referred to a collection agency.

Document Type:	Policy
Number:	4.04
Effective:	03-01-11
Revised:	03-01-11

SECURITY

The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

The Director or designee will establish rules of conduct and will create regulations covering the appeal of any suspension of Library privileges resulting from failure to abide by those rules.

Document Type: Regulation
Number: 4.04a
Effective: 03-01-11
Revised: 07-31-19
06-08-2022

RULES OF CONDUCT

Illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the Library by staff or patrons is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building. For purposes of this rule, a “deadly or dangerous weapon” may include a bladed instrument, explosive device, or other item held for the purpose of endangering or inflicting bodily harm on a person with the exception of a lawfully possessed firearm or pocket knife with a blade of six inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than an assistance dog, assistance dog in training, service dog or service miniature horse as defined by state and federal law. Patrons will be asked to remove their service or assistance animal from the Library if the animal:
 - a. poses a direct threat to the safety of others
 - b. is out of control and effective action is not taken to control it
 - c. is not housebroken, or
 - d. interferes with the Library’s fundamental purpose, e.g., continuous barking.
4. Selling items on Library premises except for sales that have been pre-authorized by Library Administration and are being conducted for the benefit of the Library or of performers retained by the Library.
5. Distributing written materials (“leafletting”), petitioning for signatures, conducting surveys, or soliciting immediate monetary donations inside the Library building or on Library outdoor premises in a manner that blocks driveways, parking areas or building access points.
6. Sleeping.
7. Threatening, harassing, or following staff members or other patrons on the premises.
8. Consuming food or beverages in public areas of the Library, except for beverages in closed containers and, in designated areas only, packaged snacks.
9. Use of tobacco products or vaping devices such as e-cigarettes or e-cigars inside the Library building or outside on Library premises except within designated smoking areas located at least twenty-five (25) feet

- from building entrances and exits.
10. Possessing or consuming alcohol.
 11. Personal property which impedes movement within the Library. Security has the right to inspect bags and personal belongings upon reasonable suspicion.
 12. Impeding the free movement of persons into, out of, or within the Library.
 13. Entering or remaining within the Library barefoot or without being fully clothed.
 14. Using wheeled transportation including but not limited to roller blades, and skateboards, or bringing bicycles inside the library building or on the deck entry area immediately surrounding the Main Library building.
 15. Leaving a bicycle unattended anywhere on the library premises other than at an approved bike rack.
 16. Children under the age of 10 unattended by a parent or other responsible caregiver at all times while in the Library.
 17. Bathing, shaving, brushing teeth, trimming or cutting hair or nails, or changing, washing or drying clothes anywhere on the library premises.
 18. Engaging in any criminal activity.
 19. Engaging in any other behavior disturbing or disruptive to staff or patrons.

Library staff may take action to correct violations of this regulation which, depending upon the circumstances, may include asking a patron to conform his or her conduct to the requirements of this regulation, suspending a patron's privilege to use the Library, and/or involving law enforcement. Further, a patron may be held financially responsible for theft of, destruction, or injury to Library property caused by the patron or by a service or assistance animal accompanying the patron.

Document Type:	Regulation
Number:	4.04b
Effective:	03-01-11
Revised:	03-01-11

SECURITY APPEAL PROCESS

Patrons who have their Library use privileges suspended may appeal in writing to the Director to have their Library privileges restored. The appeal must be submitted to the Director within 15 days from the date of suspension or, for suspension periods consisting of less than 15 days, anytime prior to the expiration of the suspension period. Any appeal submitted after the 15-day time period will not be considered. The Director or designee shall review a timely written appeal and provide the patron with a written decision within 10 business days of receipt of the appeal. The patron may appeal the Director's decision to the Board in writing within 20 days of the date of said decision. The Board shall review the appeal and the Director's written decision along with any other relevant documentation and will deliberate on the matter. The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board.

The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

Document Type:	Policy
Number:	4.05
Effective:	03-01-11
Revised:	03-01-11

USE OF TECHNOLOGY

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library attempts to maintain patron confidentiality at all times, but cannot guarantee the confidentiality of information sent, received, or printed by a patron.

The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the Library's network and the Internet.

Document Type:	Regulation
Number:	4.05a
Effective:	03-01-11
Revised:	05-11-22

HARDWARE AND SOFTWARE

Users may not install software on Library equipment. Users are not permitted to store data on the hard drives of Library computers. The Library is not responsible for equipment malfunction, loss or damage to user devices.

Document Type: Regulation
Number: 4.05b
Effective: 03-01-11
Revised: 10-01-12

PROHIBITED USES

Use of the Library's technological resources is for lawful purposes only. Examples of prohibited and potentially illegal uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the Library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 4) Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) The transmission of speech that is not protected by the First Amendment.
- 7) Violations of another user's privacy.
- 8) Violations of copyright or other laws.
- 9) Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal uses of computing resources. Any staff member observing a violation of this regulation shall report such to Library Security or the senior staff member on duty. Security or supervisory personnel shall confirm the violation when feasible and may, in their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.

Document Type: Policy
Number: 4.06
Effective: 10-02-12
Revised: 03-11-2020

PUBLIC INTERNET ACCESS AND SAFETY

The Library offers public internet access upon its premises through both computers/tablets that are made available for public use at the Library and wirelessly upon privately owned personal computing devices.

Internet access provided by the Library to any member of the public is subject to a technology protection measure in the form of a web filtering solution that protects against access to visual depictions that are obscene, child pornography, or harmful to minors. As used in this Policy, the terms "minor," "obscene," "child pornography," and "harmful to minors" share the definitions provided at Idaho Code § 33-2741(7). Any attempt to disable or otherwise interfere with the proper operation of the filter is prohibited.

Library staff must enforce operation of the filter in connection with the public's use of Library-provided internet access. If a staff member observes a violation of this Policy, the staff member shall promptly report it to security or a senior staff member who shall, in turn, advise the violator to conform his/her/their conduct to the requirements of this Policy, suspend the violator's privilege to use the Library, and/or report the matter to law enforcement. Security or senior staff will determine the appropriateness of the enforcement measure(s) to take on a case-by-case basis taking into consideration the severity of the violation, the disruption caused to other patrons, the violator's willingness to conform to the requirements of this Policy, and the violator's history of similar violations.

While the Library has measures in place to protect against access to the above-described material, the Library cannot and does not accept responsibility for any failure of the filtering software to block specific sites. Further, regardless of the operation of the technology protection measure, display of offensive sexual material as defined in Section 18-4105 of the Idaho Code is prohibited at all times.

The Library neither endorses the viewpoints presented nor vouches for the accuracy of information available on the internet.

Document Type: Regulation
Number: 4.06a
Effective: 03-01-11
Revised: 10-01-12;
03-11-2020

INTERNET ACCESS VIA PERSONAL DEVICE

The Library offers wireless access points to enable the public to connect to the internet through their personal computing devices such as laptops, tablets, and smart phones. Per Policy 4.06, this access is subject to operation of a filter to protect against access to visual depictions that are obscene, child pornography, or harmful to minors. Further, users of the Library's wireless network must abide by the Library's policies and regulations covering technology use and public internet access.

Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor for equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card data) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are personally responsible for maintaining up-to-date virus protection on personal laptop computers and other devices with wireless connectivity capabilities.

Document Type: Regulation
Number: 4.06b
Effective: 3-11-2020
Revised:

INTERNET ACCESS VIA LIBRARY DEVICE

Access to the internet on Library devices such as computers and tablets is offered to the public subject to the following:

1. Access may be limited to a certain amount of time each day;
2. Access is available only during the hours of public operation at the main or branch library location where the device is offered;
3. Available resources;
4. Usage for lawful purposes only; and
5. User compliance with other Library policies and regulations pertaining to technology use and public internet access.

Further, as stated in Policy 4.06, internet access provided by the Library is subject to operation of a filter to protect against access to visual depictions that are obscene, child pornography, or harmful to minors.

The Library is not responsible for any personal information (e.g., credit card data) that is compromised or for any personal data lost due to electric surges, security issues, or consequences caused by viruses or hacking in connection with use of a Library device or public internet access provided by the Library.

Document Type: Policy
Number: 4.07
Effective: 03-01-11
Revised: 05-01-19

CONFIDENTIALITY OF RECORDS

Pursuant to Idaho Code, Section 74-108, circulation records and other records identifying the names of library users with specific materials are confidential in nature. All Library employees are hereby advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or by legislative investigatory power. No library employee may release information about an individual's circulation record to a private individual unless it is the personal record of the individual patron making the request, or, the personal circulation record of the requesting patron's legal dependent.

The Library may generate various forms of ephemeral records with patron phone numbers, addresses, and/or email addresses for administrative and/or various business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular and routine basis.

This policy is not to be interpreted as restricting in any way the Library's own right to use circulation records or other borrower's records in its course of conducting normal library business.

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT May 2023

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	42,418	46,369	-8.52	345,777	358,509	-3.55
Young Adult	5,454	6,473	-15.74	41,565	47,688	-12.84
Juvenile	55,142	62,369	-11.59	464,384	474,709	-2.18
Sub Total	103,014	115,211	-10.59	851,726	880,906	-3.31

<u>CIRCULATION /Audio Visual</u>						
Adult	16,227	19,982	-18.79	137,687	162,868	-15.46
Young Adult	1,006	942	6.79	7,642	7,562	1.06
Juvenile	4,961	5,563	-10.82	41,424	45,758	-9.47
Sub Total	22,194	26,487	-16.21	186,753	216,188	-13.62

<u>CIRCULATION/Digital</u>						
eAudio	33,187	25,441	30.45	241,954	195,594	23.70
eBooks	26,331	21,499	22.48	199,818	176,950	12.92
eVideo	289	365	-20.82	2,727	2,474	10.23
eMusic	60	65	-7.69	489	343	42.57
eMagazine	2,891	2,358	22.60	23,688	22,823	3.79
Sub Total	62,758	49,728	26.20	468,676	398,184	17.70
TOTAL CIRCULATION	187,966	191,426	-1.81	1,507,155	1,495,278	0.79

<u>CIRCULATION SUMMARY</u>						
Main Library	56,879	65,041	-12.55	484,410	496,400	-2.42
Collister	11,355	12,338	-7.97	92,158	100,928	-8.69
Hillcrest	8,584	9,238	-7.08	67,348	72,630	-7.27
Cole & Ustick (C&U)	22,526	25,588	-11.97	183,703	193,572	-5.10
Bown	23,252	27,191	-14.49	189,937	215,218	-11.75
Home Service	2,612	2,302	13.47	20,923	18,346	14.05
Digital Collection	62,758	49,728	26.20	468,676	398,184	17.70
TOTAL CIRCULATION	187,966	191,426	-1.81	1,507,155	1,495,278	0.79

<u>PATRON COUNT</u>						
Main Library	24,909	21,595	15.35	194,693	159,381	22.16
Collister	5,547	4,956	11.92	41,120	36,130	13.81
Hillcrest*	5,516	4,534	21.66	39,655	32,233	23.03
Cole & Ustick	9,247	8,111	14.01	72,768	55,489	31.14
Bown	9,630	7,896	21.96	71,695	53,793	33.28
TOTAL PATRON COUNT	54,849	47,092	16.47	419,931	337,026	24.60

<u>POLARIS CATALOG</u>						
System External Use Counts	214,150	264,216	-18.95	1,840,177	2,177,496	-15.49
Main Internal Use Counts	32,028	31,404	1.99	269,883	245,291	10.03
Collister Internal Use Counts	1,997	1,677	19.08	14,685	13,114	11.98
Hillcrest Internal Use Counts	2,490	1,851	34.52	17,528	14,385	21.85
C&U Internal Use Counts	5,753	4,381	31.32	47,408	38,701	22.50
Bown Internal Use Counts	4,274	4,864	-12.13	32,909	31,443	4.66

	<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	932	869	7.25	7,064	5,911	19.51
Non-Resident	4	8	-50.00	30	52	-42.31
Internet Only	0	0	0.00	1	8	-87.50
TOTAL CARDS ISSUED	936	877	6.73	7,095	5,971	18.82

<u>INTERLIBRARY LOANS</u>						
Out-of-State	80	87	-8.05	788	528	49.24
In-State	38	48	-20.83	455	291	56.36

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	71	163	-56.44	626	1,729	-63.79
In-State	24	53	-54.72	266	544	-51.10

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	1,385	1,361	1.76	10,361	9,519	8.85
Main Adult Telephone	490	630	-22.22	4,560	5,472	-16.67
Main Adult Electronic	114	144	-20.83	832	1,022	-18.59
Sub Total Adult Reference	1,989	2,135	-6.84	15,753	16,013	-1.62

Main Youth Desk	1,038	728	42.58	7,085	4,448	59.29
Main Youth Telephone	10	22	-54.55	132	183	-27.87
Main Youth Electronic	2	1	100.00	18	9	100.00
Sub Total Youth Reference	1,050	751	39.81	7,235	4,640	55.93

Information Desk						
Readers Advisory	0	4	-100.00	9	47	-80.85
Directional/Informational	258	1,827	-85.88	5,001	15,450	-67.63
Sub Total Information Desk	258	1,831	-85.91	5,010	15,497	-67.67

Collister Desk	967	1,077	-10.21	9,823	7,647	28.46
Collister Phone	116	110	5.45	1,005	1,095	-8.22
Sub Total Collister Reference	1,083	1,187	-8.76	10,828	8,742	23.86

Hillcrest Desk	450	423	6.38	3,691	3,346	10.31
Hillcrest Phone	112	83	34.94	871	793	9.84
Sub Total Hillcrest Reference	562	506	11.07	4,562	4,139	10.22

Cole & Ustick Desk	721	1,406	-48.72	8,966	7,100	26.28
Cole & Ustick Phone	141	226	-37.61	1,272	1,154	10.23
Sub Total C&U Reference	862	1,632	-47.18	10,238	8,254	24.04

Bown Desk	361	546	-33.88	4,320	4,160	3.85
Bown Phone	32	89	-64.04	257	859	-70.08
Sub Total Bown Reference	393	635	-38.11	4,577	5,019	-8.81
TOTAL REFERENCE	6,197	8,677	-28.58	58,203	62,304	-6.58

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
MEETING ROOM USE SUMMARY						
Programs						
Main Adult Programs*	12	5	140.00	100	32	212.50
Main Youth Programs	48	25	92.00	544	218	149.54
Main Community Programs	86	84	2.38	788	636	23.90
Sub Total Main	146	114	28.07	1,432	886	61.63
Collister Adult Programs	11	1	1000.00	73	13	461.54
Collister Youth Programs	43	22	95.45	286	132	116.67
Collister Community Programs	92	62	48.39	686	386	77.72
Sub Total Collister	146	85	71.76	1,045	531	96.80
Hillcrest Adult Programs	13	7	85.71	116	28	314.29
Hillcrest Youth Programs	29	10	190.00	193	76	153.95
Hillcrest Community Programs	121	62	95.16	844	427	97.66
Sub Total Hillcrest	163	79	106.33	1,153	531	117.14
C&U Adult Programs	11	4	175.00	80	30	166.67
C&U Youth Programs	41	26	57.69	280	181	54.70
C&U Community Programs	133	68	95.59	874	308	183.77
Sub Total Cole & Ustick	185	98	88.78	1,234	519	137.76
Bown Adult Programs	10	5	100.00	93	13	615.38
Bown Youth Programs	49	22	122.73	337	100	237.00
Bown Community Programs	94	43	118.60	612	50	1124.00
Sub Total Bown	153	70	118.57	1,042	163	539.26
TOTAL PROGRAMS	793	446	77.80	5,906	2,630	124.56

Program Attendance						
Main Adult Attendance	57	0	100.00	1,121	567	97.71
Main Youth Attendance	1,773	701	152.92	18,068	4,477	303.57
Main Comm Attendance	700	1,147	-38.97	6,972	5,975	16.69
Sub Total Main	2,530	1,848	36.90	26,161	11,019	137.42
Collister Adult Attendance	93	4	2225.00	628	326	92.64
Collister Youth Attendance	1,909	1,337	42.78	11,300	10,406	8.59
Collister Comm Attendance	292	219	33.33	2,589	1,031	151.12
Sub Total Collister	2,294	1,560	47.05	14,517	11,763	23.41
Hillcrest Adult Attendance	73	61	19.67	1,154	175	559.43
Hillcrest Youth Attendance	760	166	357.83	3,576	2,539	40.84
Hillcrest Comm Attendance	1,031	212	386.32	5,098	1,487	242.84
Sub Total Hillcrest	1,864	439	324.60	9,828	4,201	133.94
C&U Adult Attendance	63	0	100.00	595	75	693.33
C&U Youth Attendance	1,277	1,024	24.71	9,237	7,545	22.43
C&U Comm Attendance	1,052	457	130.20	7,403	2,951	150.86
Sub Total Cole & Ustick	2,392	1,481	61.51	17,235	10,571	63.04
Bown Adult Attendance	101	12	741.67	794	157	405.73
Bown Youth Attendance	1,332	1,046	27.34	10,120	4,397	130.16
Bown Comm Attendance	400	153	161.44	2,978	201	1381.59
Sub Total Bown	1,833	1,211	51.36	13,892	4,755	192.16
TOTAL PROGRAM ATTENDANCE	10,913	6,539	66.89	81,633	42,309	92.94

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

May 2023

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
CHECKOUTS	<u>Circulation</u>	<u>This Month</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>Change</u>
Ada Community	2,593	1.38	2,761	-6.08	22,269	1.48	19,700	13.04
Caldwell	253	0.13	295	-14.24	2,378	0.16	1,802	31.96
Eagle	576	0.31	752	-23.40	4,904	0.33	6,834	-28.24
Emmett	4	0.00	76	-94.74	191	0.01	356	-46.35
Garden City	1,066	0.57	1,284	-16.98	8,235	0.55	9,379	-12.20
Hailey	0	0.00	2	-100.00	86	0.01	207	-58.45
Kuna	485	0.26	200	142.50	3,041	0.20	1,736	75.17
Meridian	1,051	0.56	2,923	-64.04	20,055	1.33	18,246	9.91
Mountain Home	267	0.14	128	108.59	1,984	0.13	1,364	45.45
Nampa	621	0.33	866	-28.29	4,540	0.30	5,329	-14.81
Twin Falls	45	0.02	3	1400.00	170	0.01	211	-19.43
Total	6,961	3.70	9,290	-25.07	67,853	4.50	65,164	4.13

Total BPL Circulation	187,966	191,426	1,507,154	1,495,278
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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	9,513	9,444	75,116	74,159
Caldwell	160	170	1,512	1,084
Eagle	6,272	6,501	51,432	47,174
Emmett	39	54	254	496
Garden City	7,464	7,692	60,928	60,482
Hailey	0	0	9	9
Kuna	75	156	1,109	1,582
Meridian	8,122	6,094	58,891	52,786
Mountain Home	22	5	83	69
Nampa	574	527	5,051	4,924
Twin Falls	1	1	57	26
Total	32,242	30,644	254,522	242,791