



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, October 9, 2024, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

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

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

<p>BOARD OF TRUSTEES Rebecca Lemmons, President Ron Pisaneschi, Vice President Reshma Kamal Brian Klene Nicole Trammel Pantera</p>	<p>MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.</p>
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BOISE PUBLIC LIBRARY STATISTICS

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MAIN LIBRARY

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

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

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

LIBRARY! AT COLLISTER
P: 208-972-8320

LIBRARY! AT HILLCREST
P: 208-972-8340

AGENDA

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1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

September 11, 2024, Regular/Annual 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 August 31, 2024

Gift Fund activity for August 2024

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Requests for Reconsideration

None

7. Educational Item

Information Services Manager Eliza Ruby will provide Trustees with an overview of the upcoming Staff In-Service Day being held on October 14, 2024.

8. Old Business

a. Boise Public Library Policy Review:

Section 1.00, Board of Trustees

Library Public Services Manager Sarah Kelley-Chase will review section 1.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

b. Facilities Planning Update

Staff will share with Trustees updates on the project to create a new facilities plan for the Boise Public Library.

9. New Business

None

10. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Klene.

11. Selection of Meeting Date

Next regular meeting on Wednesday, November 13, 2024.

12. Adjourn

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

BOISE PUBLIC LIBRARY

Library Director's Report

October 2024

Operations

Hours and Services Status

All locations experienced normal operations during September with the following exception:

- The Library! at Collister was closed Thursday, September 19th through Saturday, September 21st for building renovation and painting. The Library resumed normal operations on Monday, September 24th. Work completed included fixing the walls in study rooms, and painting walls and columns in the meeting rooms and public spaces. As part of this work, a display wall for Arts & History's rotating collection was also created.



Meet Up with the Mayor

On Wednesday, September 5th Library Director Jessica Dorr joined Boise Mayor Lauren McLean for a community conversation. Meet Up with the Mayor is an event that invites the public to have conversations with Mayor McLean and a special guest. In this conversation we discussed Library Card Sign Up Month and the release of our community survey for the Library Facility Plan. The Library Board of Trustees was represented by Nikki Pantera, Reshma Kamal, and Ron Pisaneschi.

Viva La Causa (Long Live the Cause) installed at the Downtown Library

On September 13th, the mural on the corner of the Downtown Library was replaced with a new mural by local artist, Miguel Almeida. The new mural, *Viva La Causa (Long Live the Cause)*, tells the story of the Chicano Movement and the protests around education, police brutality, and farmworkers rights and used historical photographs as references.

Miguel's design was selected through an opportunity offered by the City of Boise's Department of Arts & History where artists were chosen to create artwork in digital format for vinyl mural installations at the Erma Hayman House and the Downtown Library.

The mural that was removed, *Wanderlust En Route* by Jay Rasgorshek, remains part of the City of Boise's public art collection and can be viewed on the Arts & History's collections page.



Administration and Management Reports:

Programming

- As part of National Preparedness Month, Information Services staff hosted a [Disaster Preparedness Fair](#) in which roughly 50 participants were given starter disaster kits.
- Youth Services librarians celebrated the release of the Wild Robot movie with an event aimed at younger elementary-aged children who were excited about the book series and got to build their own robot, practice shelter-building and camouflage skills, plant seeds, and play a game to see if they could survive migration.
- Home-based Services, Hillcrest, and Information Services staff worked together to provide tech help to several senior living communities, helping build more equitable services for these users.
- Information Services started a new Yoga for the Weary series in September that will be held twice a month for three months.
- Staff from Home-based Services and the Library! at Bown Crossing hosted a [Memory Café](#) with Darra Wray of [LEARN Idaho](#) to provide invaluable tips to elevate caregiving skills.
- Youth Services staff represented the library at the Jefferson Elementary Fall Festival on September 19th and more than 100 people (including many library families) played library trivia, won prizes, and got to see the ExciteTrike.
- Home-based Services staff were able to relaunch services to the Idaho State Veteran's Home in September following a couple year break.

Staff Development

- Home-based Services staff attended trainings on the Role of Libraries in an Aging Society and an international perspective on health, aging, and longevity with Dr. Rick Hodes and Dr. Atul Gawande.
- The Training Team hosted a tour and discussion for staff at the [Idaho Commission for Libraries](#).
- Staff members from Youth Services and the Library! at Bown Crossing attended the [Association for Library Service to Children's biennial conference](#).

Community Partners

- Information Services partnered with BSU Associate Professor Astri Snodgrass to host a 4-part Bilingual Mending Workshop Series in which people learn how and why we mend items.
- Youth Services staff continued our partnership with the [Boise State Children's Center](#), and presented an early literacy discussion and storytime with a group of parents and babies.

Communications

Monthly Email Newsletter: [September](#)

- Sent Wednesday, September 4 at 4:43 PM, 8,401 successful deliveries
- Open Rate 57.6% (4,480) / Click-Through Rate 8.4%

Ultimate Book Nerd Newsletter: [September](#)

- Sent Tuesday, September 19, 2024 at 4:43 pm, 922 successful deliveries
- Open Rate 69.1% (641) / Click-Through Rate 7.2%

Social Media

- In **September**, the top three posts were about the Library Facilities Survey, Meet up with the Mayor + Jessica Dorr, BCAF recap/thank you. We also posted about: Boise Writer-in-Residence, Library programs, Mental Health/self-care, Constitution Day, Disaster Preparedness Fair, and more.
- In **October**, our main topics will be Library In-service Day, Computer Learning Month, National Friends of the Library Week, general programming.



Library Monthly Report

Comparison between [Sep 01 - Sep 30, 2024](#) and [Aug 01 - Aug 31, 2024](#)

Top 3 Facebook Posts



Boise Public Library
 Sep 04, 22:16
 Help shape the future of the Library by filling out this facilities survey!
<https://www.boisepubliclibrary.org/facilitysu>
2,053 impressions



Boise Public Library
 Sep 04, 00:00
 It's Library Card Sign Up Month! Come meet with Mayor McLean and Jessica Dorr, Library Director, to learn about our upcoming
1,191 impressions



Boise Public Library
 Sep 19, 22:30
 We had such a fun time at this year's Boise Comic Arts Festival! Did you know that we host a Comic Creation Contest leading up to
1,020 impressions

Total Facebook Posts

13 posts

↗ 8.3% from 12

Page impressions

17,092 impressions

↘ 69% from 55,128

Page engagements

597 engagements

↘ 83.3% from 3,575

Post engagement rate

3.39% engagement rate

↘ 44.6% from 6.11%

Page fans

16,147 fans

↗ 0.2% from 16,113

Top Instagram Posts



boisepublib
 Sep 09, 16:09
 This week we'll be doing a little "fall cleaning" at our Library! at Bown Crossing branch. The beautiful pavers that welcome
987 reach



boisepublib
 Sep 12, 22:40
 Need a break? Maybe it's time for a little self-care. Dive into our collection of mindfulness books, attend a meditation or yoga program,
782 reach



boisepublib
 Sep 19, 22:31
 We had such a fun time at this year's Boise Comic Arts Festival! Did you know that we host a Comic Creation Contest leading up to
743 reach

Total Posts

13 posts

↘ 72.9% from 48

Profile impressions

9,030 impressions

↘ 74.9% from 35,947

Post engagement

435 engagements

↘ 82.2% from 2,447

Post engagement rate

6.15% engagement rate

↘ 37.8% from 9.88%

Followers

6,275 followers

↗ 1.5% from 6,183

Social Media Benchmarks:
 FACEBOOK:

- Posts: 5/week
- Impressions: 7,500
- Engagement Rate: 3%

INSTAGRAM:

- Posts: 5/week
- Impressions: 3,000
- Engagement Rate: 9%

MAIN LIBRARY MRM & CAPITAL IMPROVEMENTS

PROJECT STATUS REPORT

Project Start Date:	Summer 2022	Estimated Finish Date:	Ongoing
Project Manager:	Lindsay Erb	Department:	Library

PROJECT STATUS:

Period Covered:	September 2024
Project Summary	After a condition assessment evaluation completed in the of summer 2020 it was found that there are 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. This work will consist of a program of projects to occur over the next several years based on project prioritization and budget.
Bid Package Updates	<p><u>Roof Replacement</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes both upper and lower portions. <p>Status:</p> <ul style="list-style-type: none"> • Roofing work is completed. • Per City request, lighting upgrades will be completed along the parapet for security purposes. Electrical work to be completed once first floor is finished as same electrician is being utilized which is anticipated to completed early October. <p><u>Restroom Renovations</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes four story portion only for restroom renovations, plumbing line replacement and fire pump replacement <p>Status:</p> <ul style="list-style-type: none"> • 1st floor restroom construction is complete. • 2nd floor restroom construction is complete. • 3rd floor restroom construction is complete with minor punch list items remaining. Flooring fix outside elevator/ restrooms to be completed mid-October. • 4th floor restrooms construction in progress with an estimated final completion for late October. Project is 28 days behind due to several construction related factors. • Fire pump replacement is complete. <p><u>Partial 1st & 4th Floor Renovations</u></p> <ul style="list-style-type: none"> ✓ Project Scope: First floor includes new office for Staff and bookstore area on the 1st floor. ✓ Fourth floor includes reconfiguring & constructing new offices for new ATS area, breakroom, IT space, Friends storage, maintenance office, Youth Services storage along with new mechanical HVAC system. <p>Status:</p> <ul style="list-style-type: none"> • 4th floor construction is completed. Punchlist in progress. • 1st floor renovations are estimated to be complete for early October. There is a slight schedule delay with storefront install due to unforeseen header framing adjustments needed above the storefront.

1st Floor Renovations

- ✓ Project Scope: Includes 1st story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas.
- ✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical and plumbing systems along with exterior window improvements.

Status:

- Schematic design is complete. Book shelving layout being finalized.
- Design development has kicked off and estimated to be completed later this fall.
- Construction start is estimated to begin late spring/ early summer dependent on design timeline and budget review.

Major Parking Lot Replacement

- ✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).

Status:

- Schematic design is complete, and pricing received from CM Co for FY26 budget request preparation.
- Design effort started early to get pricing for budgeting as well as coordinate with adjacent project design and future construction work at the Cabin, Capitol Blvd, Greenbelt re-routing project around Anne Frank Memorial, and Wassmuth Center.
- Potential to do south end of parking upgrades if CCDC funding can cover geothermal line connecting Capitol Blvd and 8th Street lines and tie into existing line feeding the library. This portion of work will bid out as an alternate with CCDC work at Anne Frank Memorial and greenbelt re-alignment project at end of 8th Street.

Misc. projects:

Brick repairs:

- ✓ Project Scope: Repair exterior cracks in mortar

Status:

- Draft plans are under review by City.
- Schedule timing is to be determined. Work is tentatively planned for Spring 2025.

Stairwell Railing

- ✓ Project Scope: Renovate existing staircase handrails and guards between all floors on both east and west sides of the building. Main center stair railing will hold until 1st floor work.

Status:

- East stairs are complete.
- West stair install is planned 9/30 – 10 /15. Work hours and logistics being coordinated with Library staff.

Overall Project Health	<p><u>Summary:</u> For fiscal year 2024, we have budget to cover the 4th floor renovations and new staff office area and bookstore on the 1st floor, continuation of the restroom renovations project, exit stair railing replacement and parking lot repairs. Exterior brick repairs and 1st floor remodel phases of work are anticipated to begin construction in fiscal year 2025. Major parking lot replacement construction is estimated to begin in fiscal year 2026.</p> <p>The project program will continue to be reviewed by Public Works and Library to determine sequence and timing for the remainder of the projects based on both budget & prioritization.</p>
Highlights	The remaining items in construction include the 4 th floor restroom remodel, 1 st floor partial remodel, stair railing and roofing parapet lighting work are all estimated to be completed in October. Design is progressing on the 1 st floor remodel and deferred maintenance items.

PROJECT COMPONENTS:

Component	Notes
Scope	Public Works is continuing to review the program of projects to determine proper prioritization based on the information provided in the condition assessment report, efficiencies, and budget.
Budget	The budget will continue to be monitored as we receive estimates and bids to determine the work that can be completed this fiscal year. We have City contingency set aside for each project to ensure we have funding for any potential change orders during construction.
Schedule	Any project specific schedule delays will be noted in the bid package updates section.
Risks	Construction market challenges, including finding multiple bidders and pricing. 1 st floor renovation project will include deferred maintenance and full electrical replacement for the building. Electricians are in high demand with large scale projects under construction in the valley.
Resources	

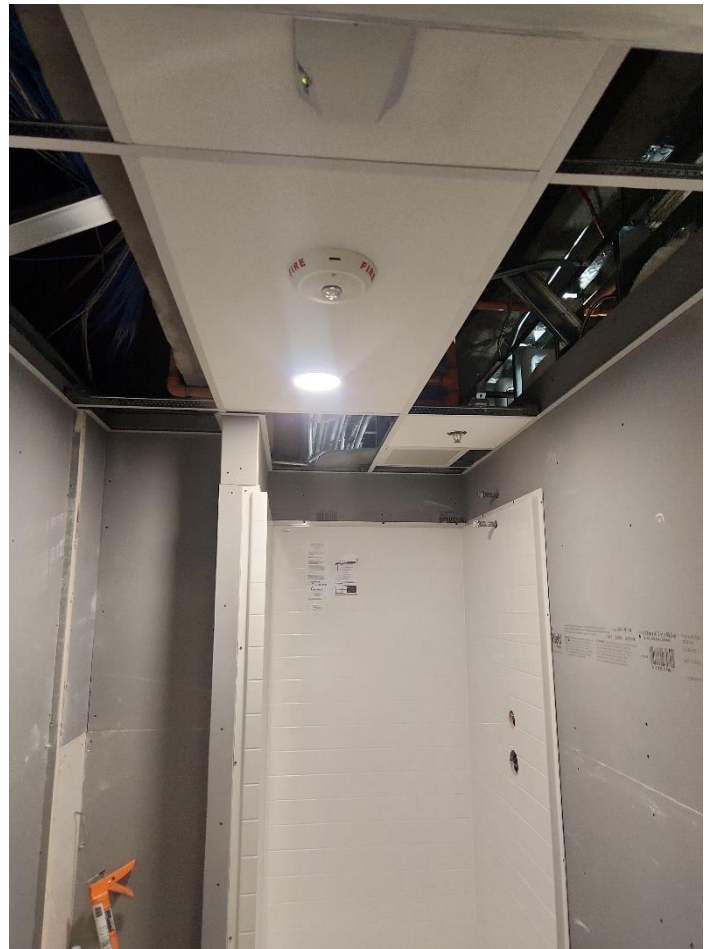
SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none"> • Storage room wall and flooring demo on 4th floor to allow for extra storage space • Auto sorter room construction complete & operational • Roof replacement • 1st – 3rd floor restrooms • 4th floor tenant improvement • Minor Parking Repairs • East stair railing work • Visioning work to establish alignment for interior design materials & finishes

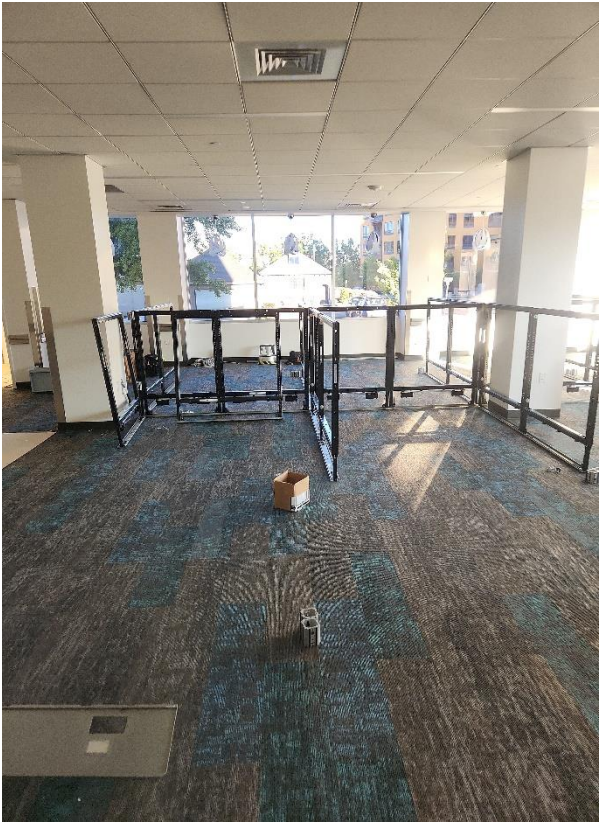
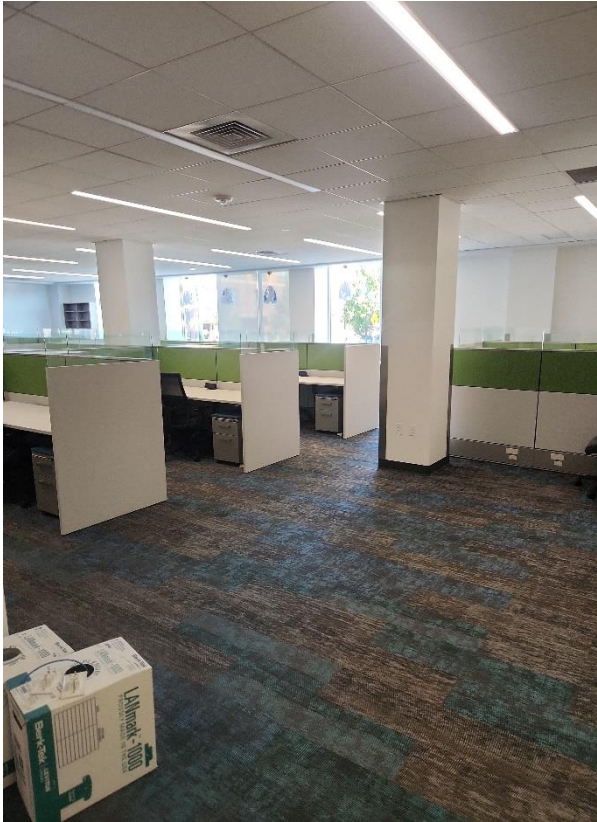
Planned

- Restroom/ plumbing construction work (4th floor remaining) in progress
- 1st floor partial (4 story) remodel in progress.
- West exit stair railing replacement in progress
- Design services for 1st floor renovations
- Major parking lot replacement

4th Floor Restroom – September 2024



1st Floor Construction – September 2024



Boise Public Library

Policy Review October 9, 2024

Policy items reviewed and presented are as follows:

SECTION 1.00, *Board of Trustees*

- Policy 1.01, Board of Trustees
- Policy 1.02, Public Complaints

Staff Recommendations:

Section 1.00, *Board of Trustees* of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Document Type: Policy
Number: 1.01
Effective: 03-01-2011
Revised: 03-01-2011
Last Reviewed: 10-11-2023

BOARD OF TRUSTEES

Pursuant to Title 33, Chapter 26 of the Idaho Code, the Board has among its powers the authority to establish policies for the governance of the Library. The Board authorizes the Director to establish regulations to further the Board's policies.

The Board will review these policies on an annual basis, prior to its September meeting.

The Board may amend these policies at any time.

The Board shall conduct its business in accordance with By-Laws established by the Board for its own governance. The Board may amend its By-Laws at any time.

Document Type:	Policy
Number:	1.02
Effective:	03-01-2011
Revised:	03-01-2011
Last Reviewed	10-11-2023

PUBLIC COMPLAINTS

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Management
3. Director
4. Board

Any complaint about the Library, including policies, regulations, facilities, or services, should be referred through proper administrative channels before being presented to the Board for consideration and action.



BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | October 2024

In-Person Visits

139
Month-to-date Visitors

58,258
Prior Month

53,629
Prior Month Prior Year

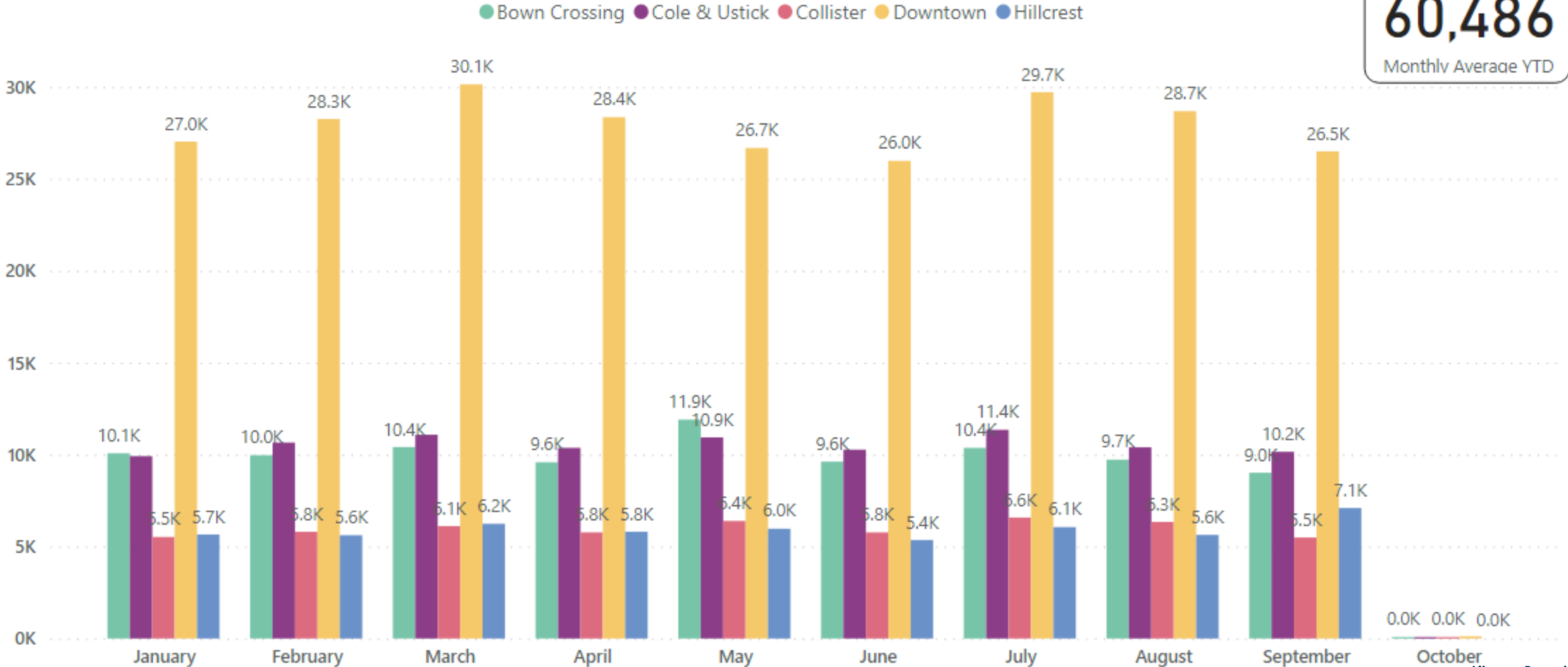
+9%
Month Percent Change

139
YTD Fiscal

719
LastYTD Fiscal

-81%
YTD Percent Change

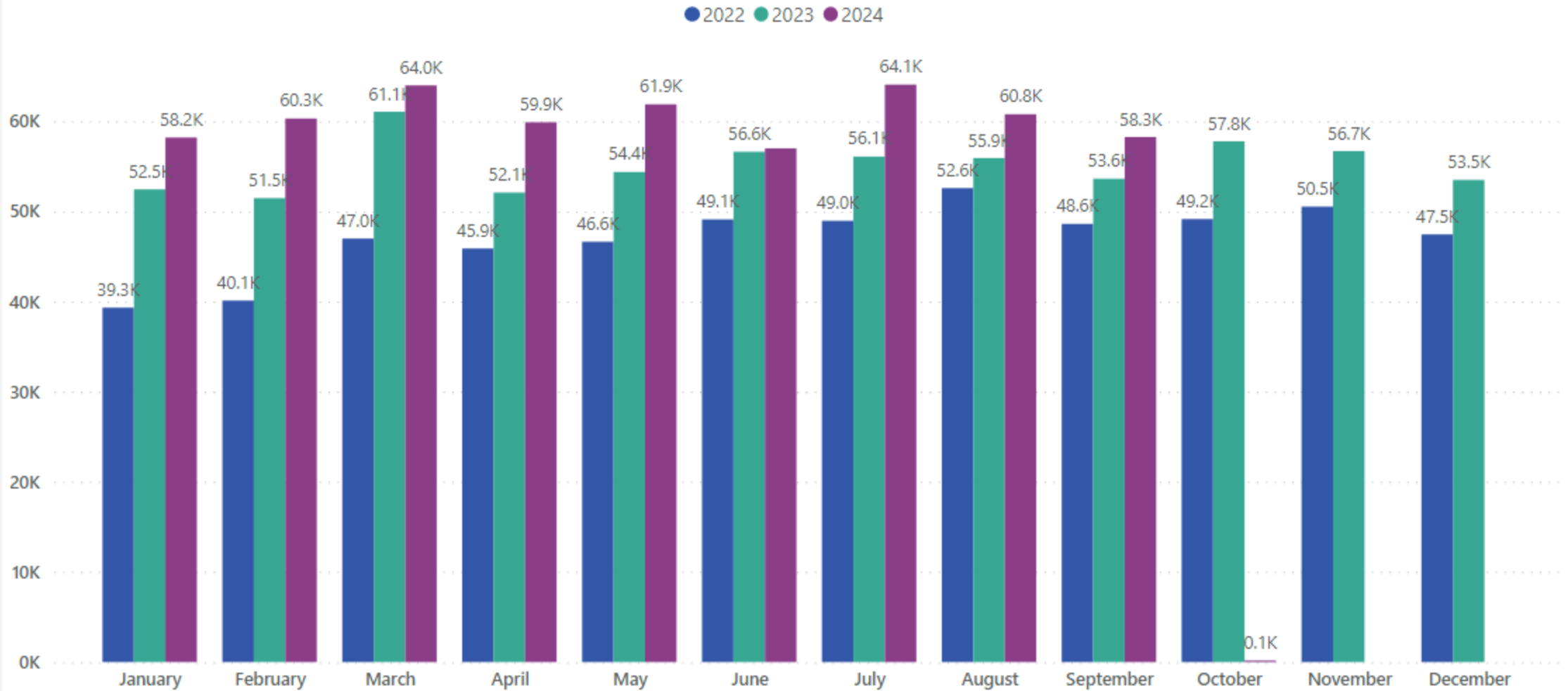
In-Person Visits



60,486
Monthly Average YTD

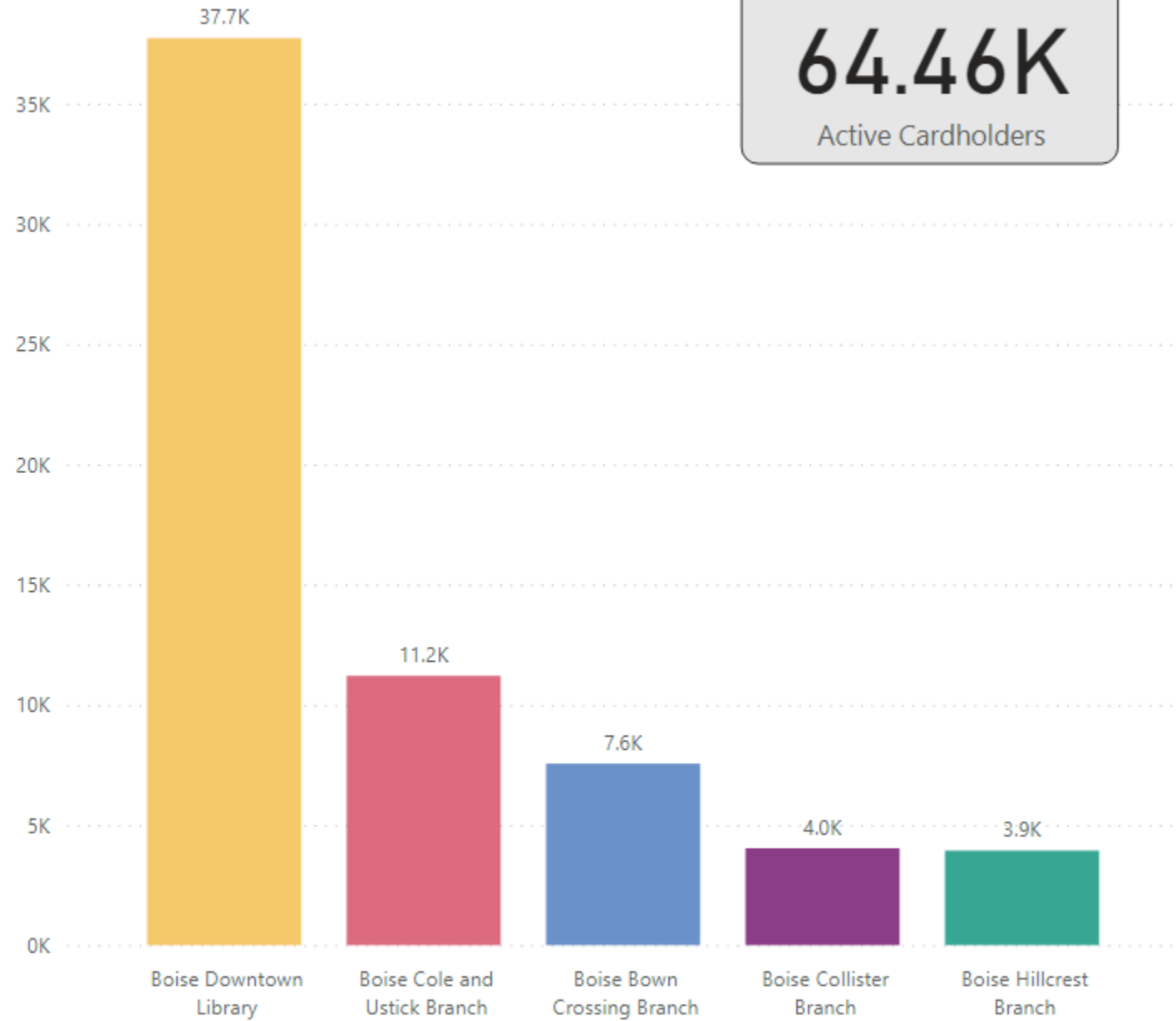
139 Month-to-date Visitors	58,258 Prior Month	53,629 Prior Month Prior Year	+9% Month Percent Change	139 YTD Fiscal	719 LastYTD Fiscal	-81% YTD Percent Change
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All In-Person Visits by Year



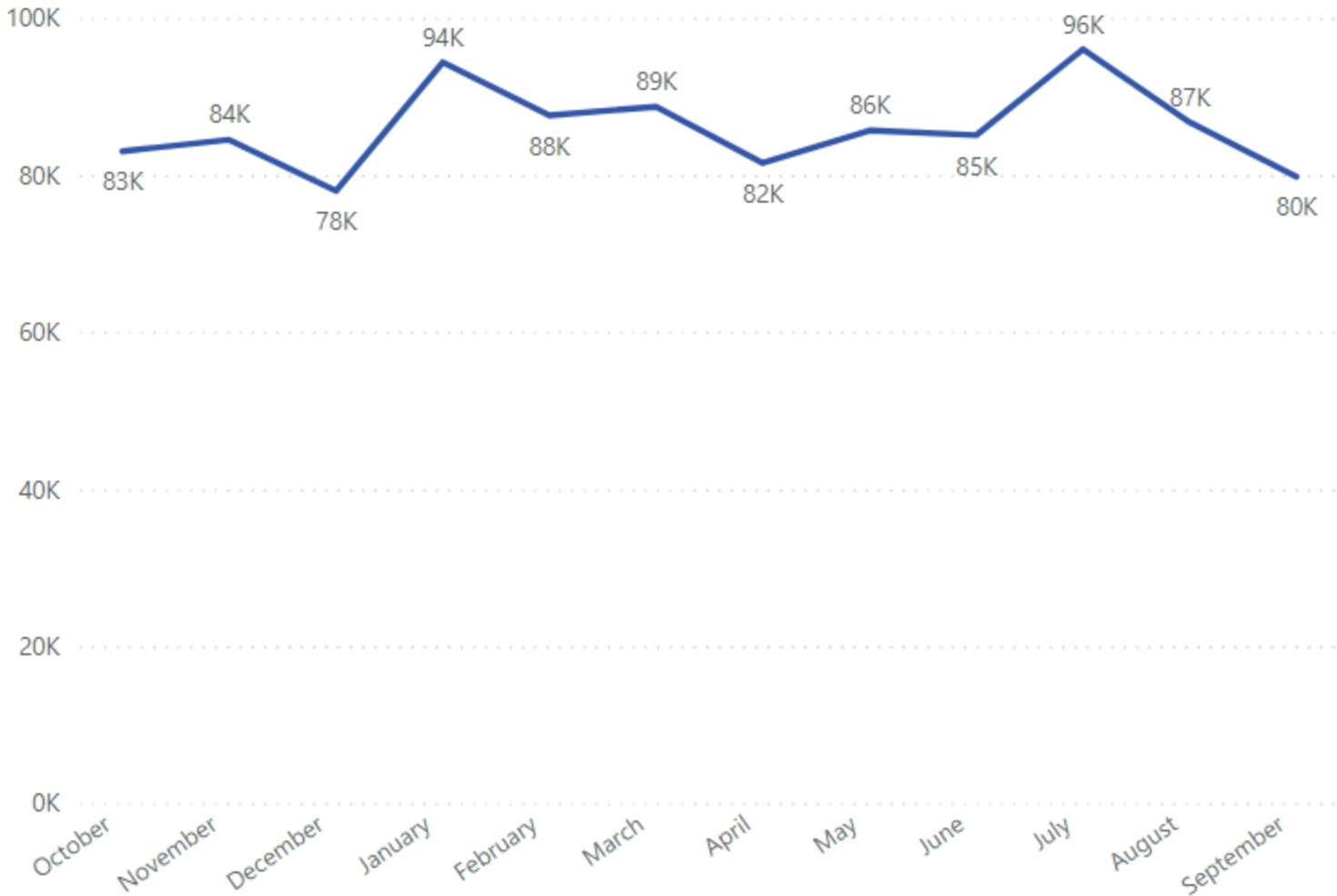
Active Cardholders

Active Card Holders



Physical Circulation

Physical Circulation - Fiscal

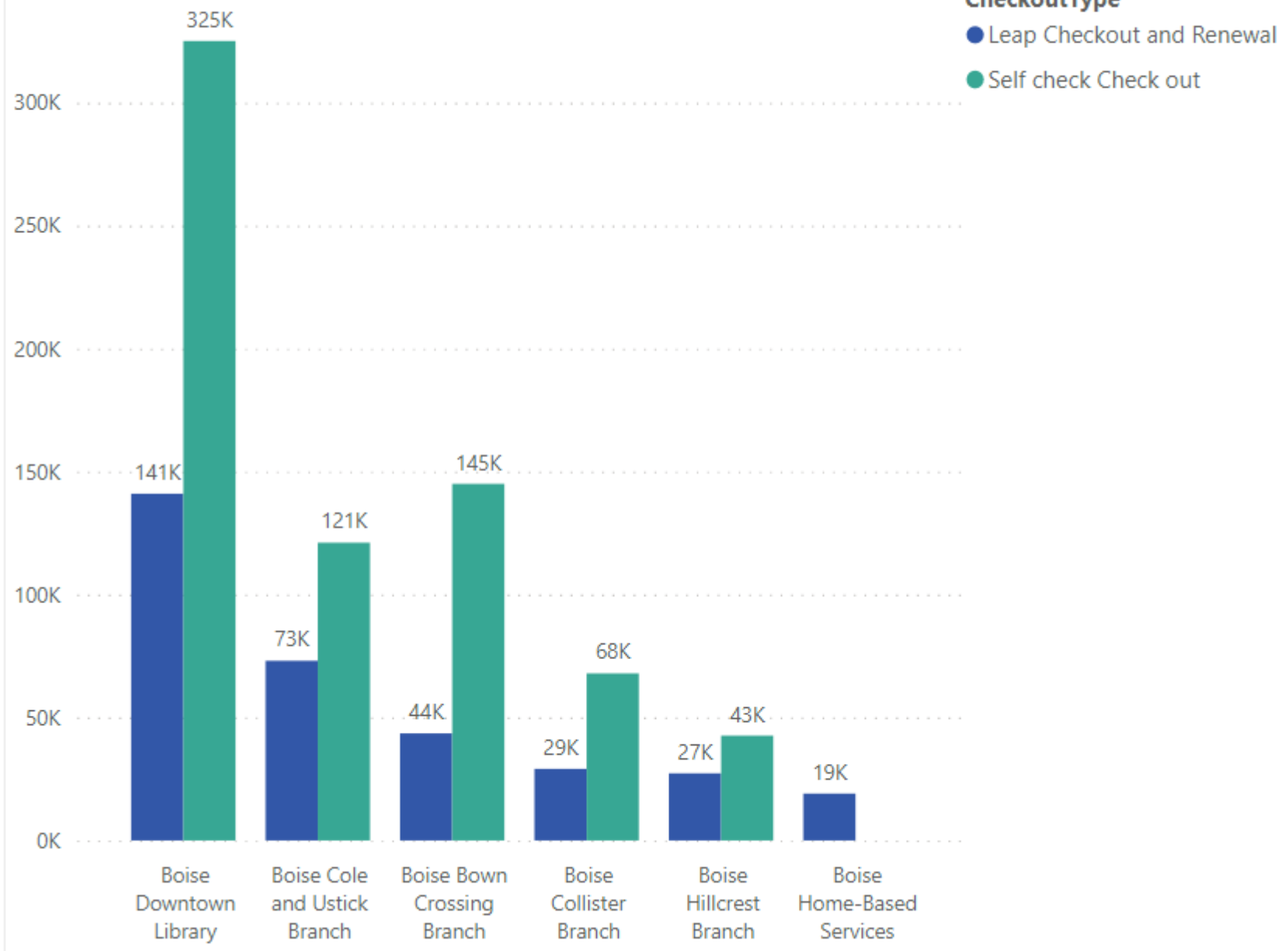


Physical Circ by Location FYTD24



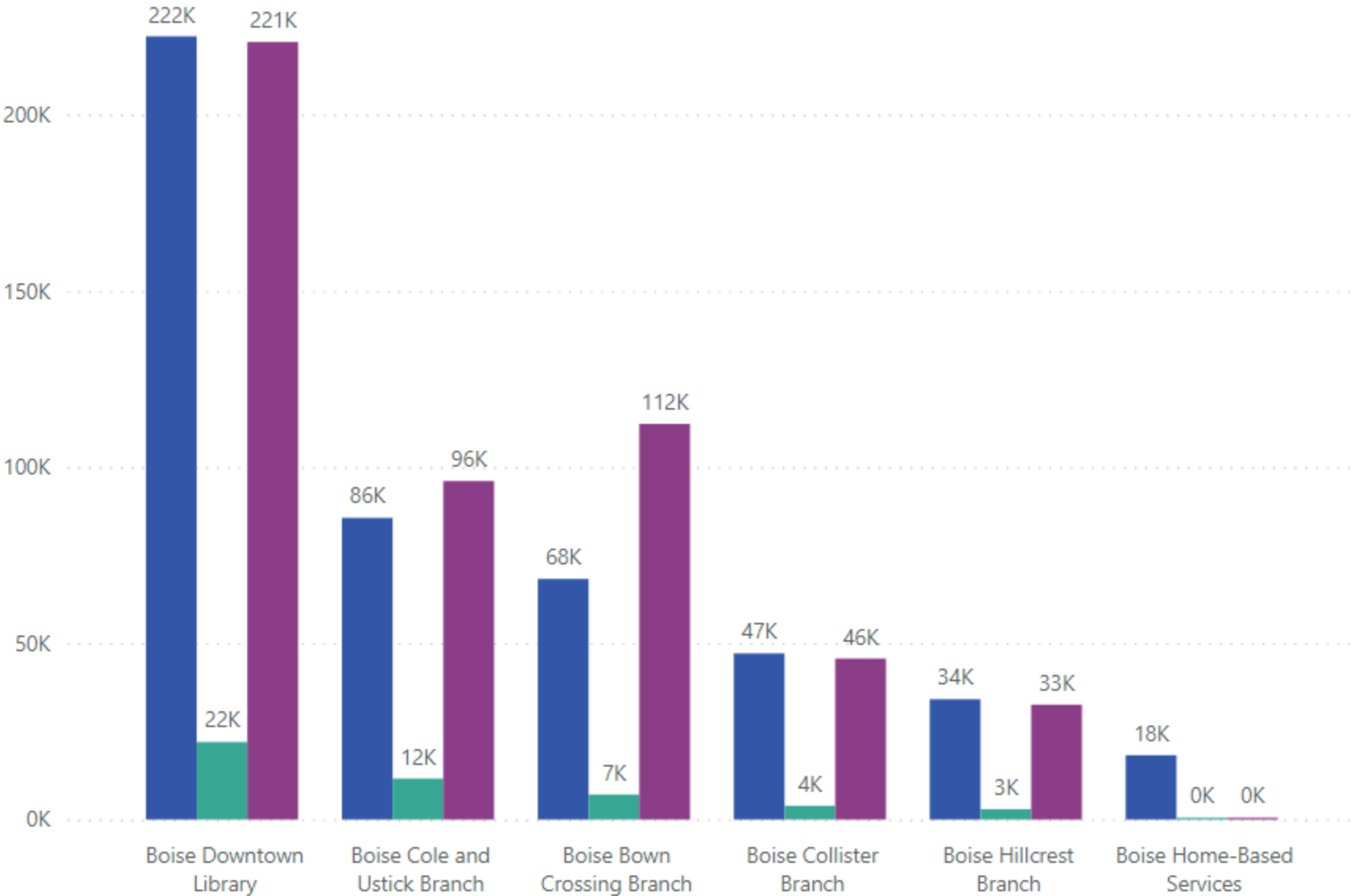
CheckoutType

- Leap Checkout and Renewal
- Self check Check out



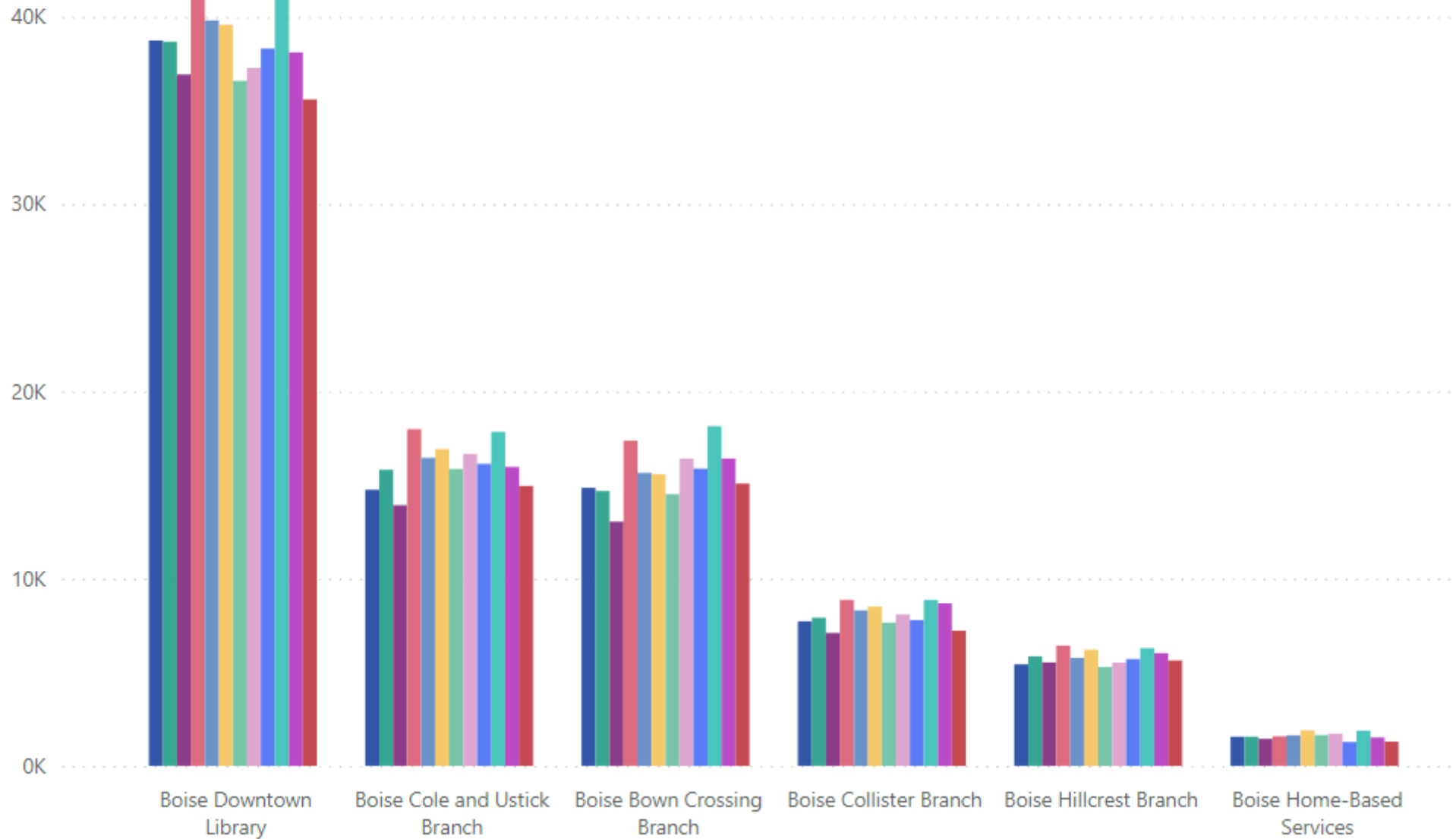
Physical Circulation by Audience

Audience ● Adult ● Teen ● Youth



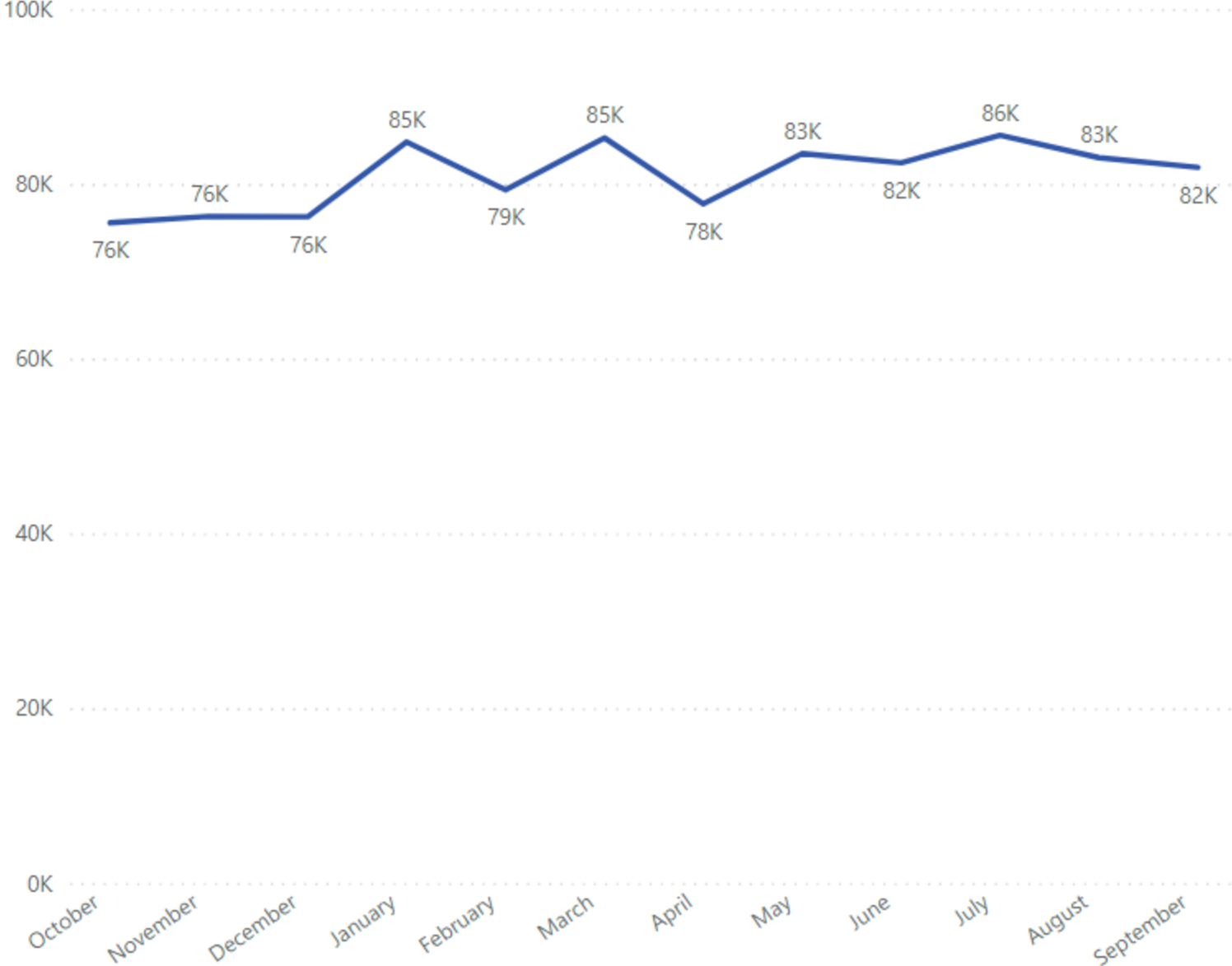
Physical Circulation for Fiscal Year

Month ● October ● November ● December ● January ● February ● March ● April ● May ● June ● July ● August ● September



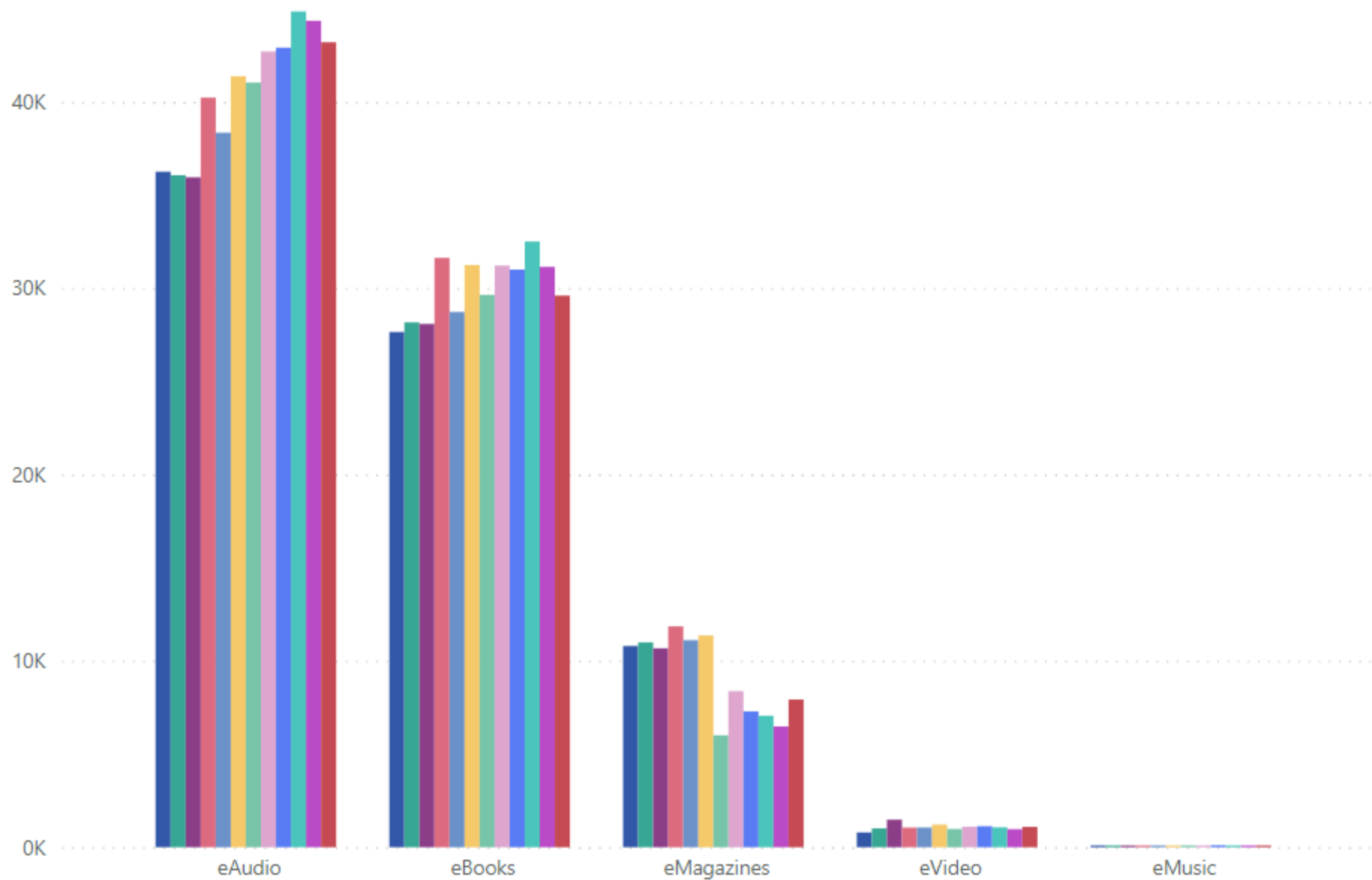
Digital Circulation

Digital Circulation by Month - FY24

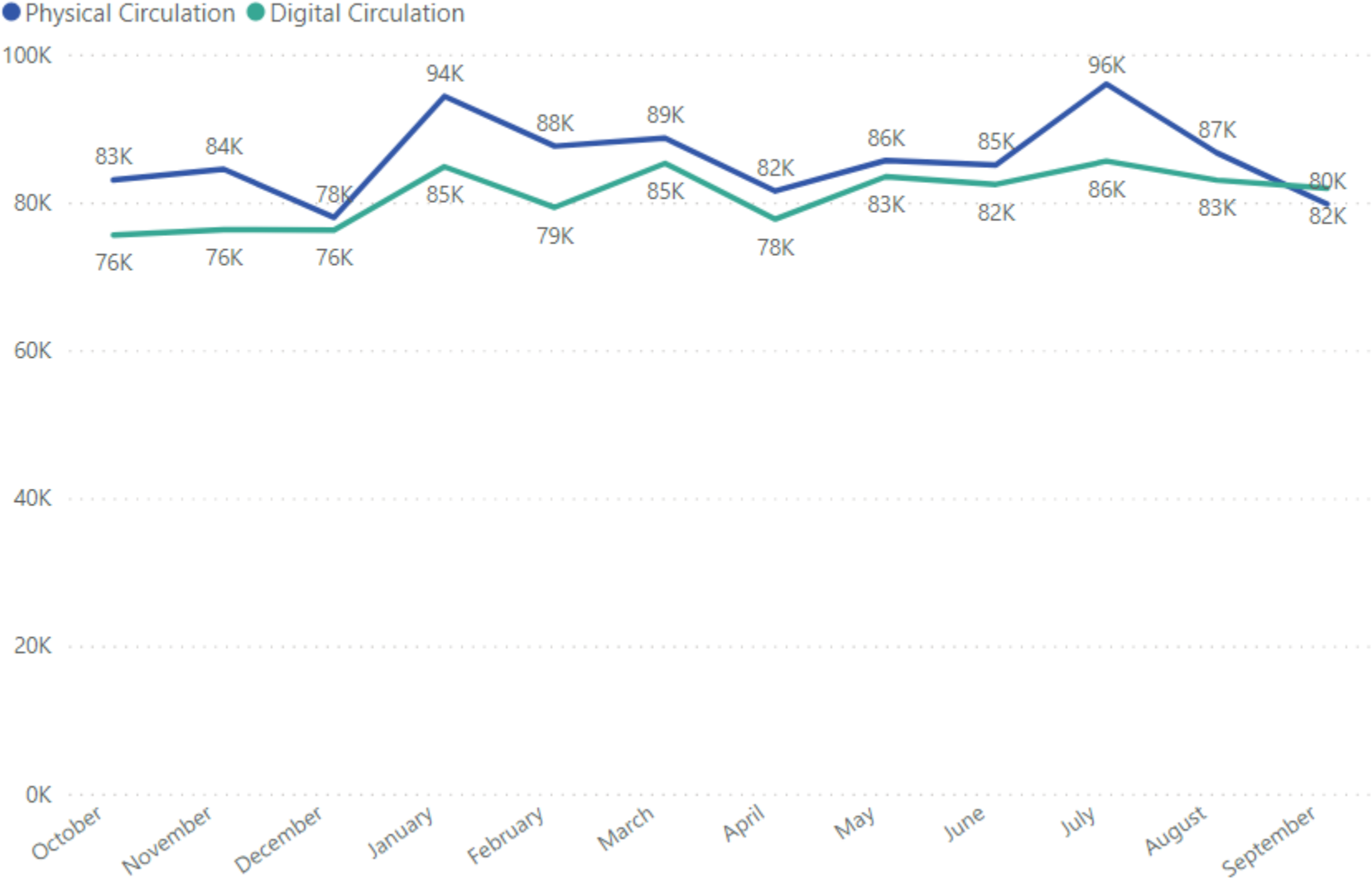


Digital Circulation by Format

Month ● October ● November ● December ● January ● February ● March ● April ● May ● June ● July ● August ● September



Physical and Digital Circulation FY24

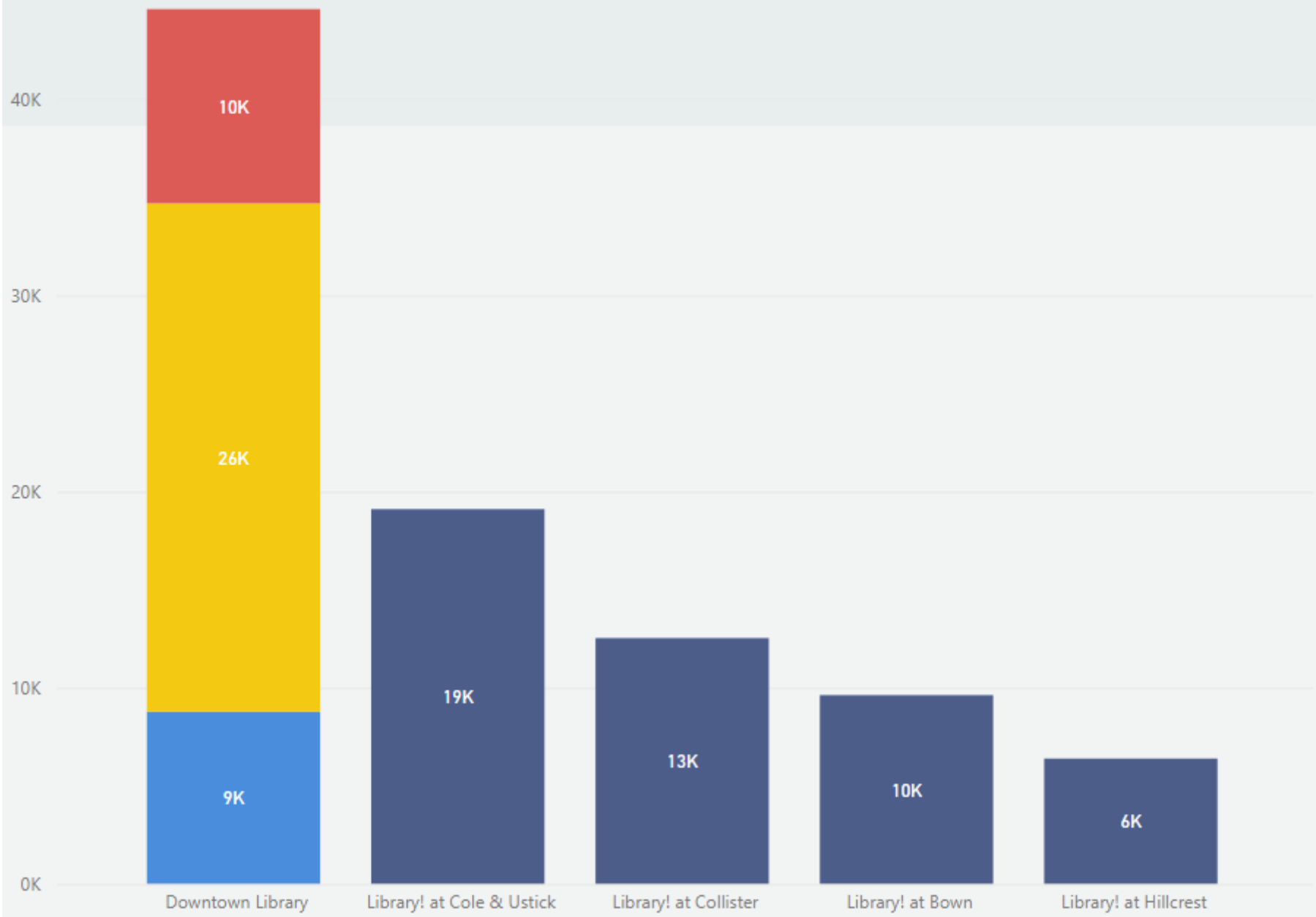


Reference

Question Count by Desk and Location CY24



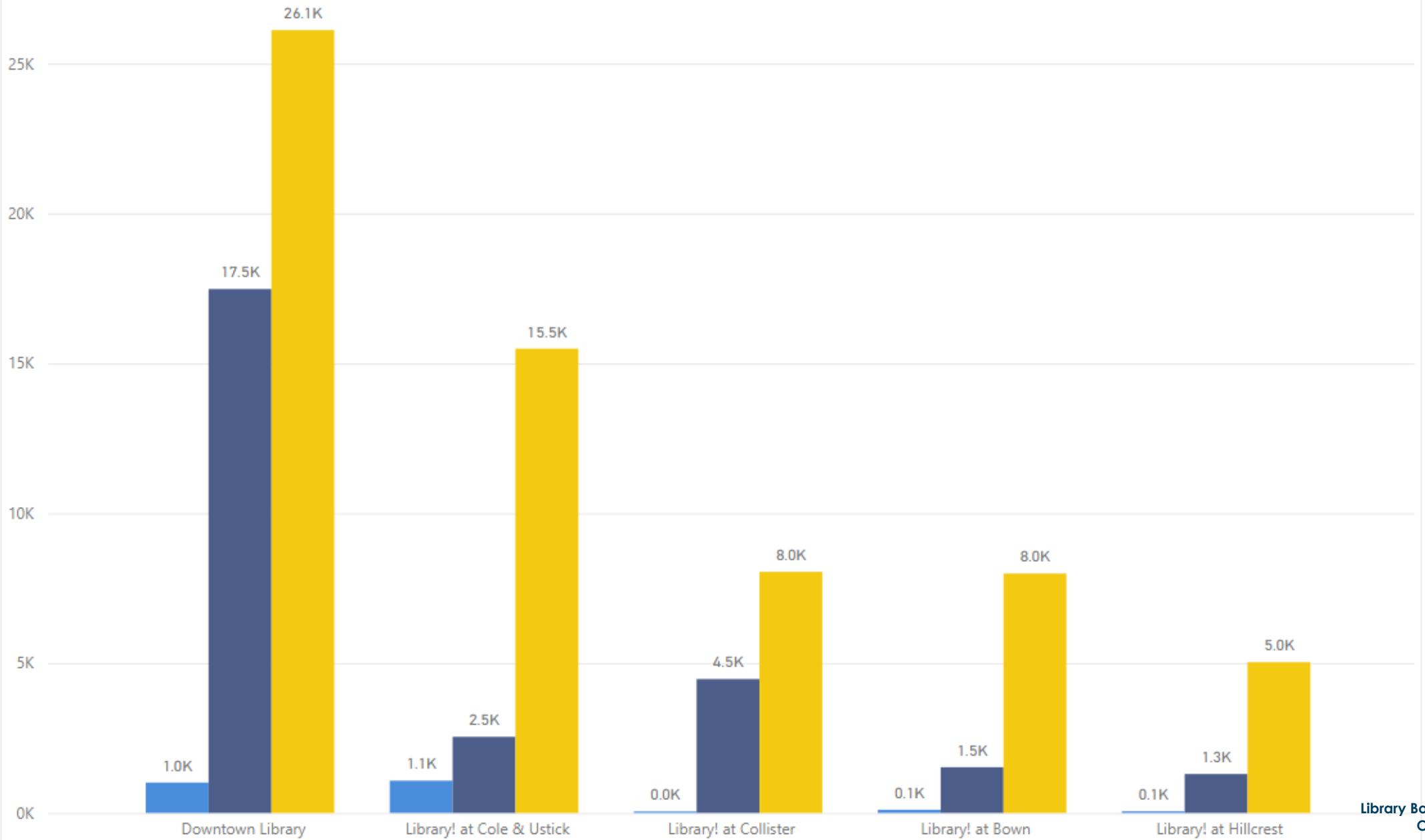
Location ● Circulation ● Desk ● Info Services ● Youth Services



Question Type by Location CY24

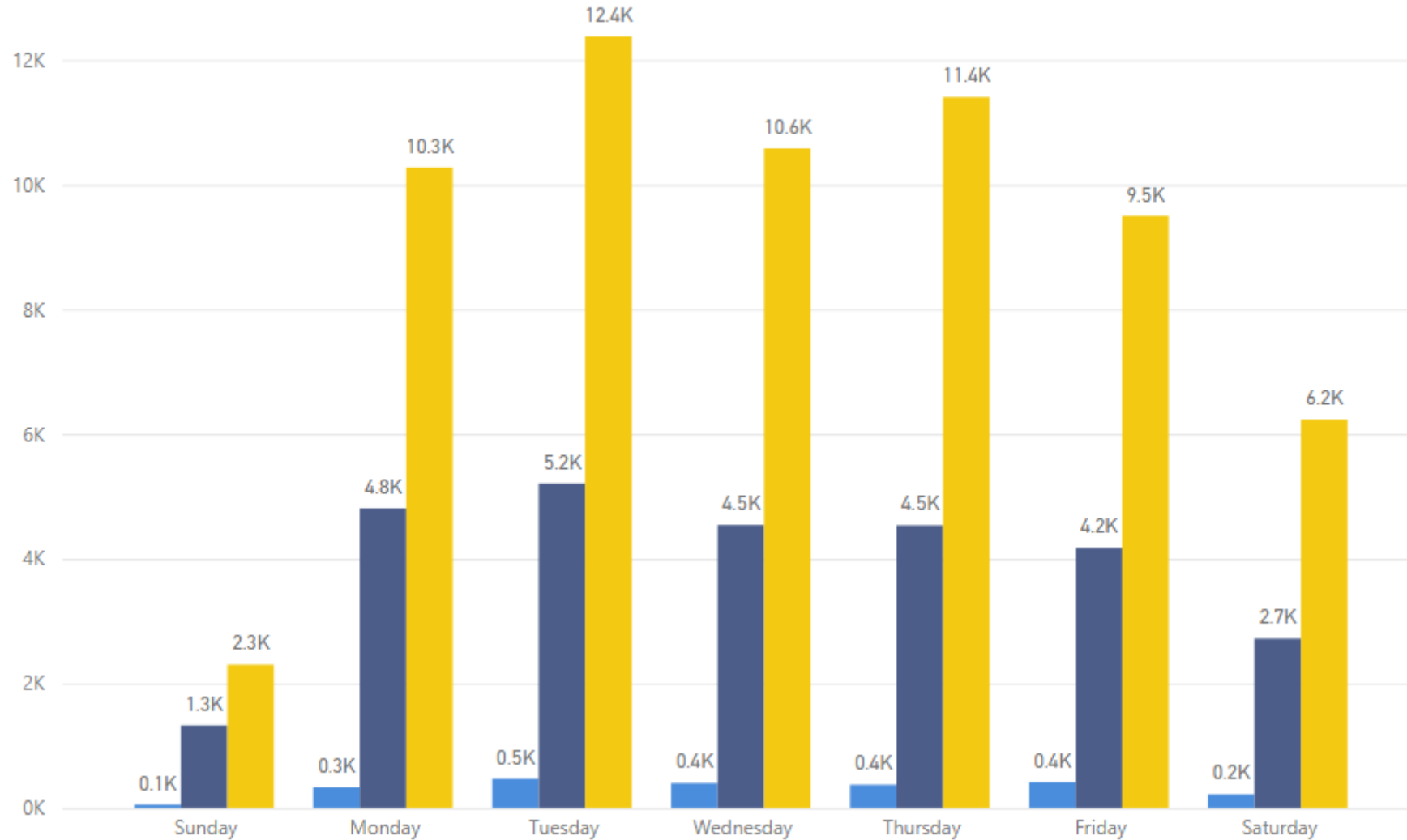


Question Kind ● Curbside Holds Pickup ● Directional ● Reference

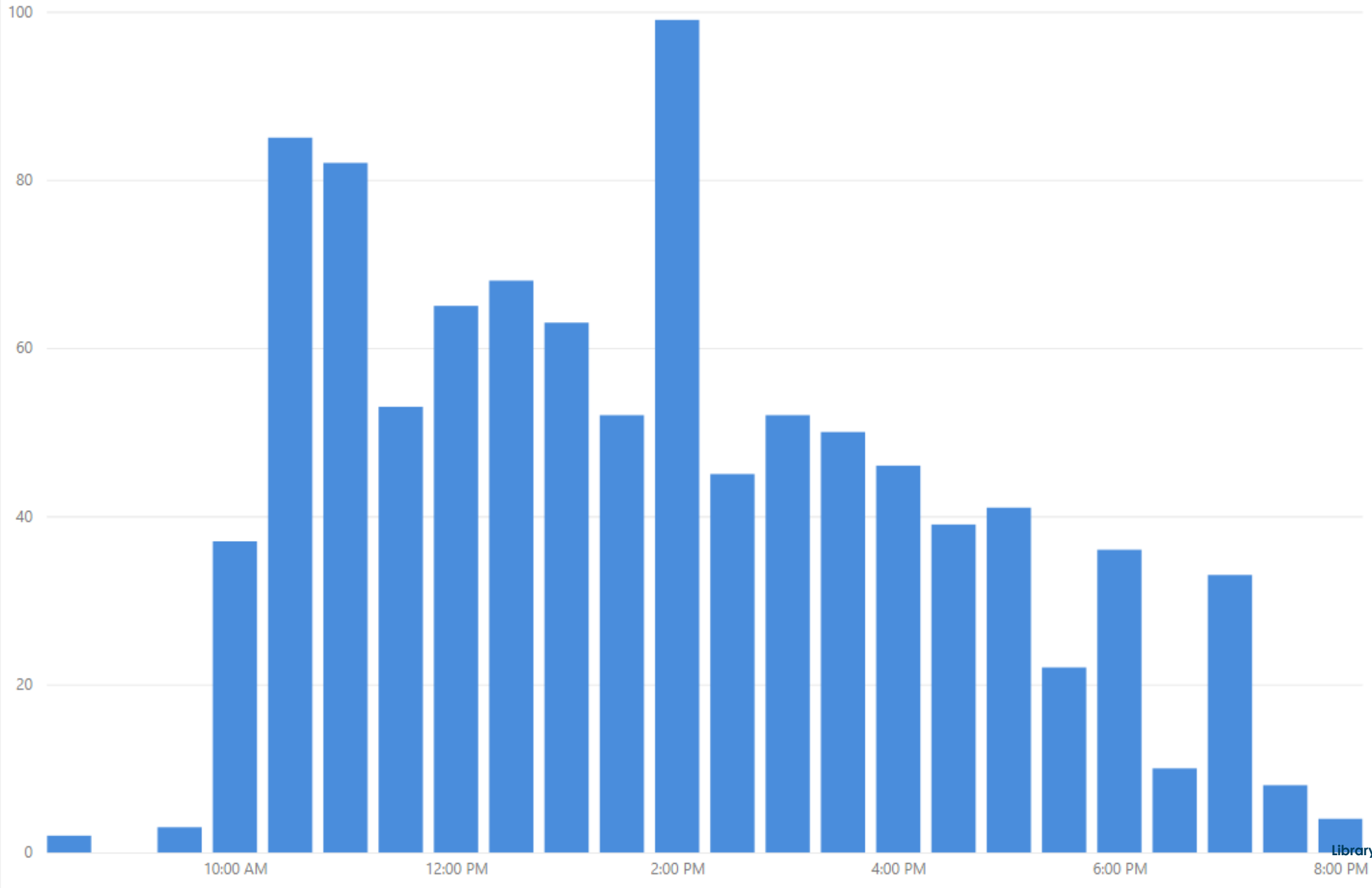
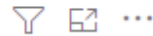


Question Type by Day of Week CY24

Question Kind ● Curbside Holds Pickup ● Directional ● Reference



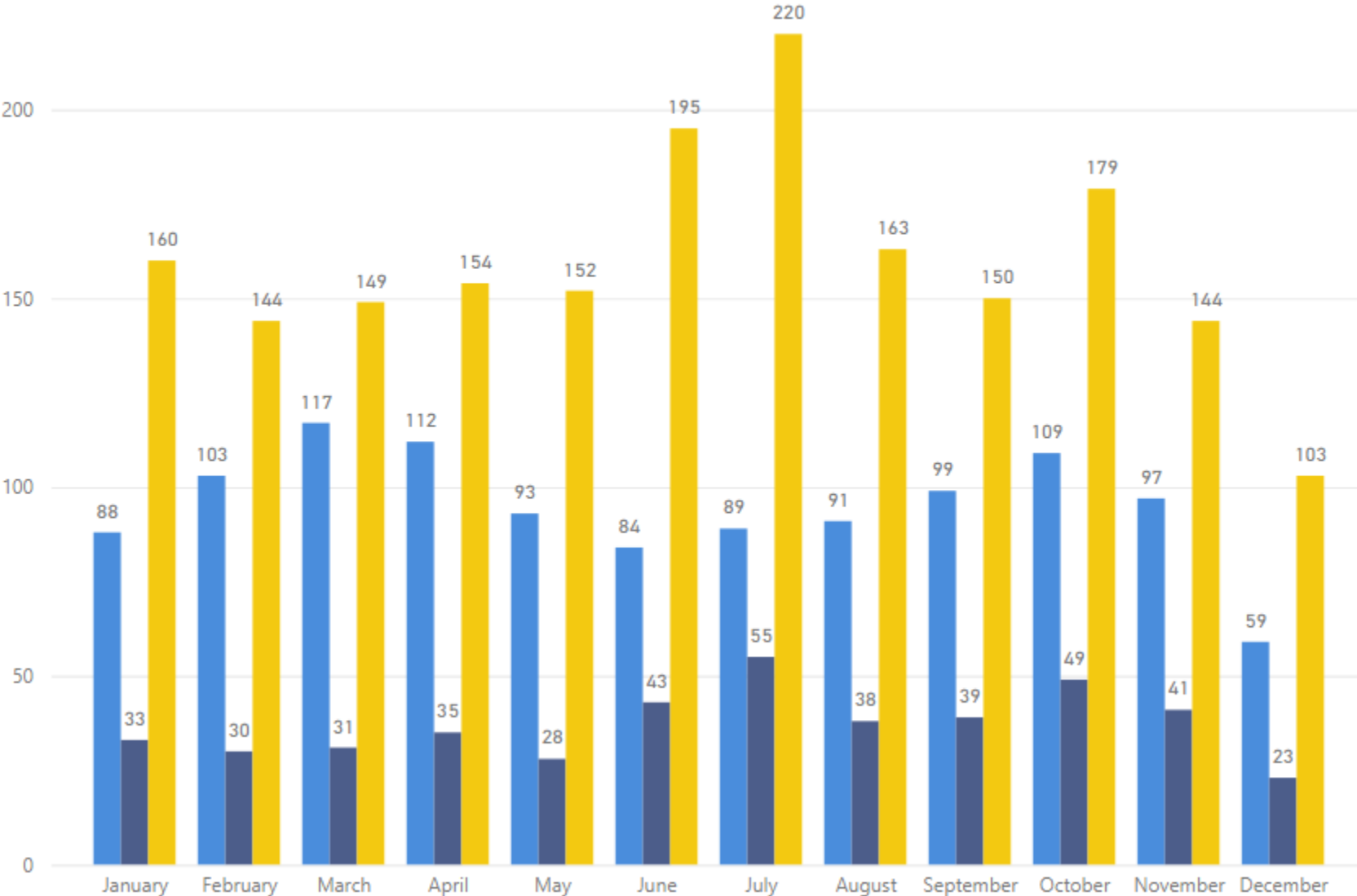
Questions in IS by Time of Day in the Past Week



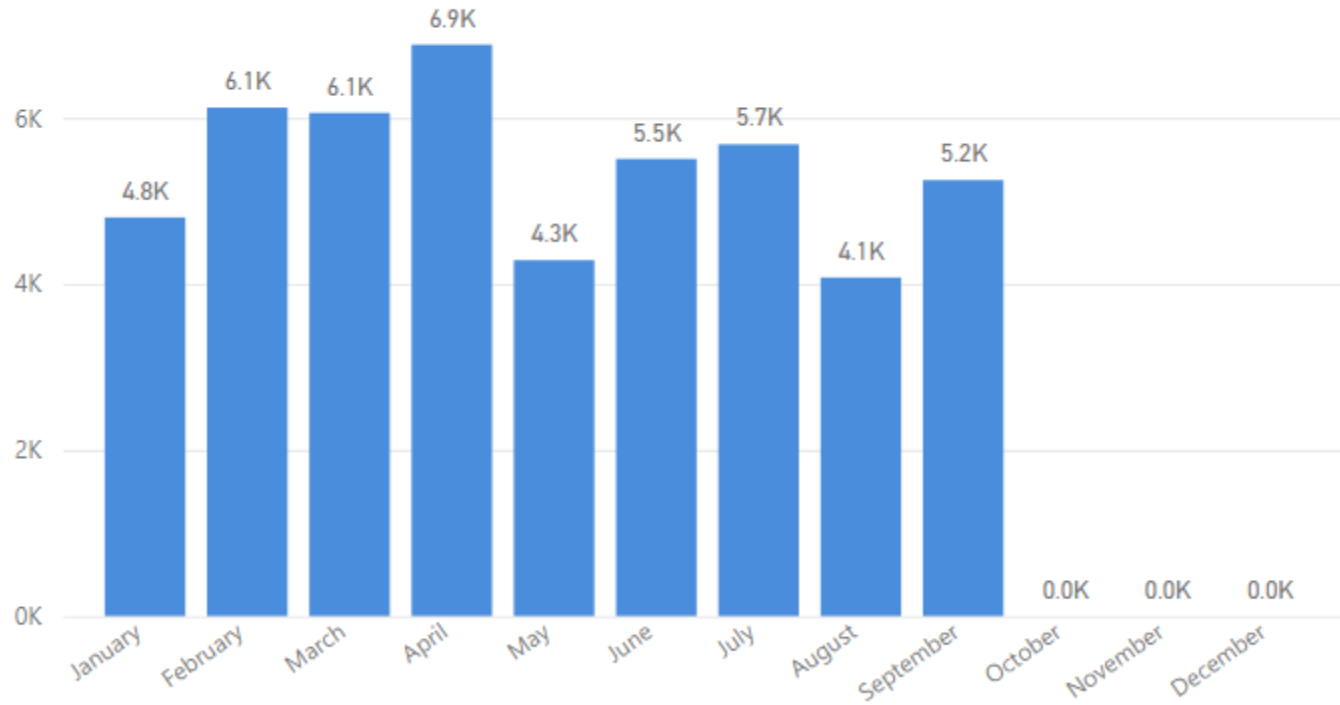
Programs

Events by Audience Each Month CY24

Audience Type ● Adults (18 & Over) ● Teens (12-17) ● Youth



Attendance by Month CY 24



Total Events by Month CY 24

