



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, July 10, 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 Nicole Trammel Pantera, President Rebecca Lemmons, Vice President Reshma Kamal Brian Klene Ron Pisaneschi</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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TABLE OF CONTENTS

AGENDA 1

DIRECTOR'S REPORT 3
 Main Library MRM & Capital Improvements Project Status Report 6

AGENDA ITEM 6a: Boise Public Library Policy Review 11
Section 3.00, SERVICES
 Policy 3.01, Service Priorities 12
 Policy 3.02, Service Hours 13
 Policy 3.03, Services for Schools 14

AGENDA ITEM 6b: Library Board Bylaws
 Boise Public Library Board of Trustees Bylaws (current) 16
 Bylaws Boise Public Library Board of Trustees (proposed) 22

BOISE PUBLIC LIBRARY STATISTICS
 System Statistics Reports, May 2024 26
 Reciprocal Borrowing Statistics, May 2024 29

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

BOISE CITY COUNCIL: Colin Nash (President), Meredith Stead (President Pro Tem), Kathy Corless, Jimmy Hallyburton, Jordan Morales, Luci Willits

AGENDA

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1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

June 5, 2024, 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, 2024

Gift Fund activity for May 2024

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 3.00, Services

Library Public Services Senior Manager Heidi Lewis will review section 3.00, Services, specifically subsections 3.01, Service Priorities; 3.02, Service Hours; and 3.03, Service for Schools, of the Boise Public Library Policy Manual with the Trustees. This is a discussion item only as staff recommends no changes to this section of the policy manual.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2024 as stipulated by the Board's bylaws.

b. Library Board Bylaws

Library Board of Trustees President Nikki Pantera will provide an overview of changes proposed to the Library Board Bylaws. Materials to be discussed are on pages 15-25. This is a discussion item only and will be an action item at the August meeting.

c. Strategic Initiatives Update

Emily Johnson, Library Chief Administrative Office, will present to Trustees an update on the Library's Strategic Framework for Impact half-way through the first year of the five-year strategy.

7. New Business

a. Library Statistics

Library Data Analyst James Souder will discuss potential changes to the statistics reported to the Board.

8. Selection of Trustee to Review Payment Vouchers

Trustee review of vouchers by Pantera.

9. Selection of Meeting Date

Next regular meeting on August 14, 2024.

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 2024

Operations

Hours and Services Status

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

The "Children's School and Library Protection Act" (House Bill 710)

On June 11th, Library Board of Trustees President Nikki Pantera and I presented on the "Children's School and Library Protection Act" to the Boise City Council. We provided an overview of the new law and the work the Board and Library did to implement it. The presentation and discussion begin at the 52 minute mark: [Boise City Council - Work Session \(youtube.com\)](#)

Annexation in Southwest Boise

On June 18th, the Boise City Council had a work session with regards to annexation in Southwest Boise. The session began with an overview by staff from the Department of Planning & Development of considerations for planning in the southwest. Department directors from Police, Fire, Parks, and Library then spoke to current services levels and the potential impact of wholesale or leapfrog annexation in the area. My remarks begin at about the 1:02 mark: [Boise City Council - Work Session \(youtube.com\)](#)

City of Boise FY25 Budget Build

On June 25th the Boise City Council held its second workshop to review the FY25 budget. The Mayor's Chief of Staff, Courtney Washburn, provided additional details to council on the Library's request for a new staffing model at the Library! at Cole & Ustick. Her remarks start at the 1:27 mark: [Boise City Council - Budget Workshop \(youtube.com\)](#)

At the end of the workshop, council approved advancing the FY25 Proposed Budget to the July 16th Public Hearing.

Administration and Management Reports:

Programming

- Cole & Ustick Librarian Myndie P. launched "Outdoor Play & Learn" at Winstead Park, encouraging families/caregivers to get outside and explore through scavenger hunts, sensory walks, nature crafts and activities, and more. Runs every Friday in June and July.
- Youth Services staff launched several new programs for the summer:
 - Stroller Stories and Tales and Trails, kids of all ages and their caregivers enjoy walks on the Boise River Greenbelt while hearing stories and singing songs.
 - Tween Summer Adventures to help reach this unique group of users during a transitional phase in their lives and connect them with library resources and community.
 - American Sign Language Hangout for Kids that offers school age kids an opportunity to learn and practice ASL. It provides space for Deaf, Hearing, and all kids to hang out, connect, and make new friends while learning more about ASL and the Deaf culture.

- [Stuffie Sleepover](#), 12 stuffies slept over in the library and played games, watched movies, exchanged friendship bracelets, and had loads of fun!
- Collister launched new programs for school-age kids, including Crafternoons for Kids, LEGO Club, and the highly popular Sewing Club.
- Bown Crossing's summer programs have been augmented with a limited series of family storytimes on the grass and a Music and Movement in the park, designed to encourage families to interact with songs and books outside. Supplementing Bown's Pokemon League, staff hosted a Build and Battle Tournament, where players could build their skills (and their decks) through competitive play with their peers.
- [Treasure Valley Reads](#) wrapped up for the year with a Keynote presentation by two local authors—Lyd Havens and Tomás Baiza at the Boise Depot.

Staff Development

- Leigh P. attended two workshops with Boise State University's [Onramp program](#) about teaching and engaging with STEAM and coding.
- Youth Services Librarian Emma A. has been working closely with the [ESSER](#) interns on training and coordinating programming and community partnerships that fulfill the criteria of the ESSER grant.

Community Partners

- Our two ESSER grant funded Summer Interns began work in June. They provide literacy and craft activities in neighborhood parks four days per week in partnership with Boise School District and Parks and Recreation's summer lunch program. Additionally, they are providing storytimes and activities with each of Hillcrest Elementary's pre-K, Kindergarten, and 1st grade classes during Boise School District's five-week summer learning session. These classes are composed of students from several elementary schools in the district.
- Youth Services staff have partnered with Parks and Recreation to provide library crafts and activities for their Adaptive Teen Camp participants. During the first session in June, participants made watercolor bookmarks and toured the library.
- Youth Services staff worked with the Agency for New Americans to provide library tours and activities for English language learners participating in the alternative summer school program.
- Home-based Services staff attended St Alphonsus Memory Center's event, "Supporting Persons Living with Dementia: for Caregivers and Professionals," where they were able to share the service with a new audience, learn about additional resources for supporting community members, and make new connections with local organizations.
- Cole & Ustick staff attended West Valley Neighborhood Association's annual Ustick in Bloom celebration at Redwood Park. Staff promoted Summer Reading and signed community members up for library cards.
- Our porch pop-ups and regular partnerships are ongoing.

Communications

Monthly Email Newsletter: [June](#)

- Sent Tues, June 4 at 6:00 PM, 8,454 successful deliveries
- Open Rate 56.9% (4,813) / Click Rate 5.3% (450)

Ultimate Book Nerd Newsletter: [June](#)

- Sent Thursday, June 27 at 2:00 PM, 890 recipients

- Open Rate 66.9% (595) / Click Rate 8.2% (73)

Social Media

- In June, we posted about: BCAF save the date, Treasure Valley Reads, Lit at Lost event, craft programming, Downtown parking lot construction, Love in the Library video program, stuffie sleepover program, bunco night program, Juneteenth closure notice, Writer-in-Residence, Summer Reading program, Cynthia Hand watch party, and our expanded world languages collection.
- In July we plan to post about: BCAF, writer in residence, Summer Reading program, Library closures, construction updates, teen programming, and other program highlights.

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:	May – June 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. This work is nearly completed and will wrap up in July. <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 renovations are complete. • 2nd floor restroom construction is complete. • 3rd floor restroom construction is complete (included 1 “All User restroom, upgraded Men’s and Women’s restrooms, and upgraded Staff Restroom off existing break room). • 4th floor restrooms construction starting in early July with an estimated final completion early August. • 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, 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 and ATS has moved in from 1st floor. IT is moving in week of July 8th. • 1st floor demo estimated to begin mid-July with a final completion date for late September. On Schedule.

1st Floor Renovations

- ✓ Project Scope: Includes 1 story portion of building only which includes renovations to information desk, Hayes auditorium and youth services areas.

Status:

- Schematic design is complete.
- Design development phase kicked-off at the end of June and the City is negotiating the contract executed with architect.

Major Parking Replacement

- ✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, 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.

Misc. projects:

Parking lot repairs:

- ✓ Project Scope: Includes main parking area (east side) and south side parking area.

Status:

- Parking repairs are completed with a few punch items left to be completed by end of July.

Brick repairs:

- ✓ Project Scope: Repair exterior cracks in mortar

Status:

- Draft plans are under review by City.
- This work would likely be completed after parking lot repairs are complete if bids come within budget.

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:

- GMP approved by Council on 3/26.
- Estimated to begin work mid-July. Holding on construction until 4th floor was completed.
 - Shop drawings under review.

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. Envelope repairs are anticipated to be completed as well depending on what bids come in at.</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.</p>
Highlights	The roofing renovations are completed along with the 1 st – 3 rd floor restrooms. Construction on the 4 th floor for space reconfiguration is completed with 4 th floor restroom construction starting in July along with 1 st floor renovations in recently evacuated ATS space.

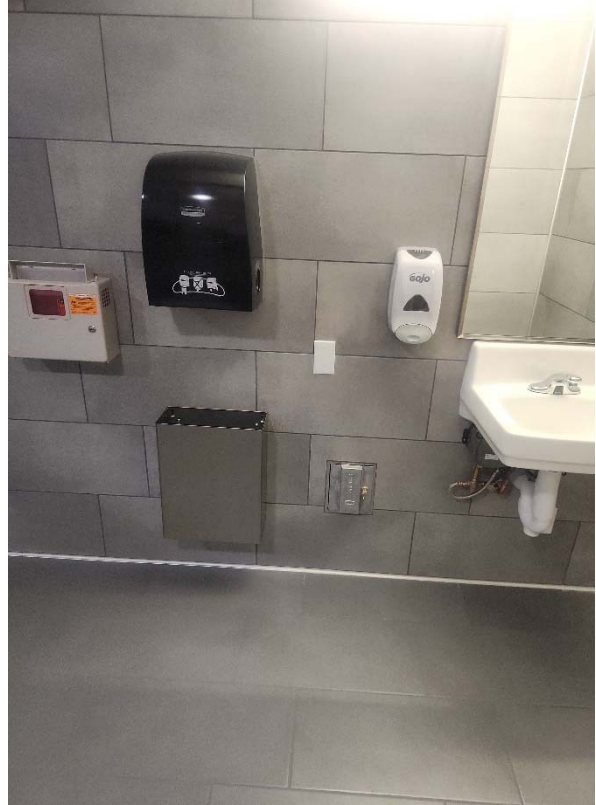
PROJECT COMPONENTS:

<i>Component</i>	<i>Notes</i>
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	

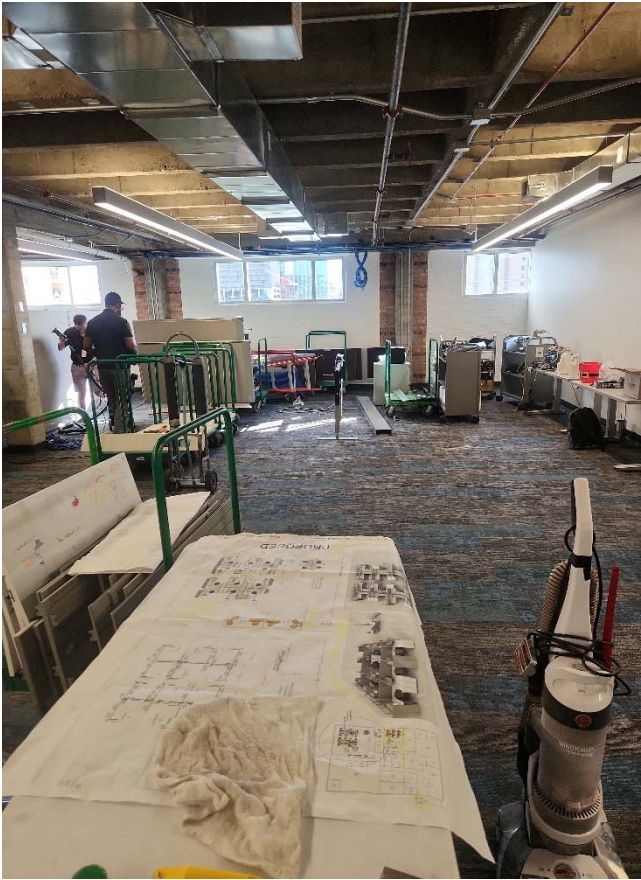
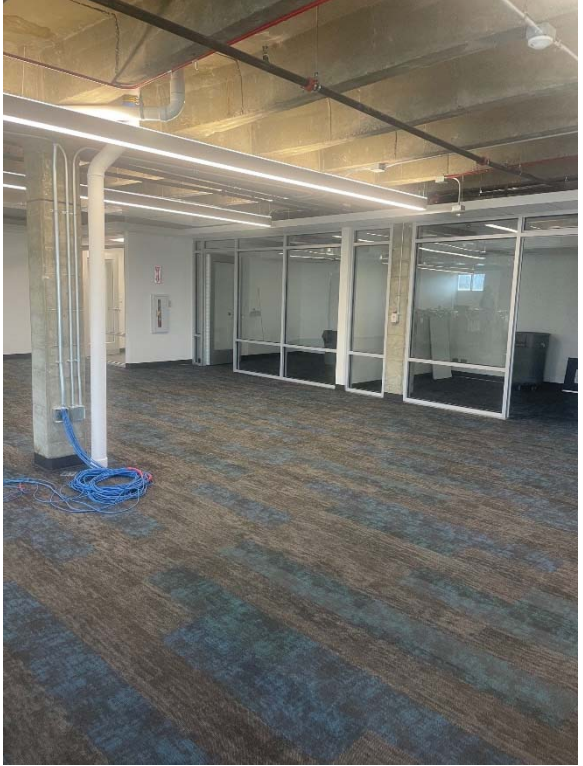
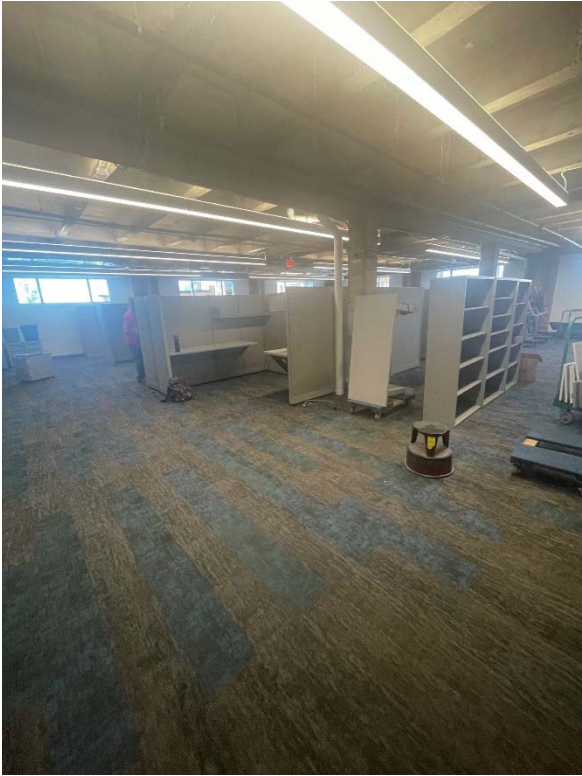
SCOPE MANAGEMENT:

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 completed • Visioning work to establish alignment for interior design materials & finishes
Planned	<ul style="list-style-type: none"> • Restroom/ plumbing construction work (4th floor remaining). • 1st floor (4 story) remodel in progress. • East and West exit stair railing replacement. • Design services for 1st floor renovations

3rd/ 4th Floor Restrooms – week of June 24th



4th Floor Construction – week of 6/24



Boise Public Library

Policy Review July 10, 2024

Policy items reviewed and presented are as follows:

SECTION 3.00, *Services*

- Policy 3.01, Service Priorities
- Policy 3.02, Service Hours
- Policy 3.03, Services for Schools

Staff Recommendations:

Section 3.00, *Services, subsections 3.01-3.03*, of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes to the policies presented.

Document Type: Policy
Number: 3.01
Effective: 03-01-11
Revised: 03-01-11

SERVICE PRIORITIES

The following services are essential to achieving the Library's mission to assist members of the community in educating themselves and enhancing their personal, business, and social well-being:

- Access to facilities during convenient hours
- Access to a collection of current materials, both physical and digital
- Access to technological resources, particularly the Internet
- Programs, particularly those that support early literacy or lifelong learning
- Reference and information services

To support these service priorities the Library must manage its staff effectively, make sound decisions for the development and maintenance of its collections and physical spaces, and engage in promotional activities designed to make the public aware of these services.

Document Type: Policy
Number: 3.02
Effective: 03-01-11
Revised: 01-12-2022

SERVICE HOURS

The Library shall be open as many hours in a day and as many days in a week as reasonably practical within the Library's budget. Service hours per day and days per week may vary by location, and the Library may utilize physical and digital tools to make the public aware of regular scheduled hours and planned holiday closures. Each of the service elements listed in 3.01 (Service Priorities) shall be offered whenever the Library is open.

The hours of opening shall be determined by:

1. the convenience of all parts of the population, including working people; and
2. the ability of the staff to cover the hours of opening within the limits of the established work week.

Holidays shall conform to those of other City offices, unless the Board determines otherwise. If and when the Board chooses to open the Library on a holiday when other City offices are closed, Library personnel will be compensated in accordance with City policy.

Document Type: Policy
Number: 3.03
Effective: 03-01-11
Revised: 01-11-2023

SERVICES FOR SCHOOLS

Representatives of public or private schools physically located within the Boise city limits or within the Boise Area of City Impact, as defined by Title 11 of the Boise City Code, can request school class visits to the library and library programs delivered to the school. The library will schedule school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Representatives of public or private schools physically located outside the Boise city limits and outside the Boise Area of City Impact may also request school class visits to the library and library programs delivered to the school. The library will schedule these school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Current Library Board Bylaws

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I LEGAL BASIS AND PURPOSE

The Board of Trustees of the Boise Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in Boise City.

ARTICLE II SELECTION AND APPOINTMENT

Section 1. Number of Trustees

A Board of five Library Trustees, selected from the residents of Boise City, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as liaison for the Board and City Government.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year on June 30th. Trustees shall hold their office from appointment until the term expires and until their successors are appointed. In accordance with City Policy, appointees shall serve no more than two terms or more than ten consecutive years.

By accepting appointment to the Board, Trustees agree to attend a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by the president, missing three consecutive regular meetings for other than health-related reasons is considered a resignation from the Board.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library.

Section 4. Vacancies

All vacancies on the Board shall be reported to the Mayor and City Council within five days by the Board, with a request that the vacancy be advertised. The process for filling a vacancy will be prescribed by the Mayor's office.

ARTICLE III POWERS AND DUTIES

Section 1. Policies

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

Section 2. Budget

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

Section 3. Expenditures

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund.

Section 4. Property

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise, or otherwise, when not inconsistent with the terms and conditions of the gift, devise, or with the terms and conditions of the gift, devise, or bequest. The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern,

and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director will act in accordance with the policies of Boise City to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

Section 6. Gifts and Trusts

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for such library and branches.

Section 7. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to:

- a. promoting and interpreting the Library and its services to the public;
- b. obtaining adequate funds for library operation; and
- c. developing a program of planned growth and improvement of the Library and library services.

**ARTICLE IV
OFFICERS**

Section 1. Election

The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Section 2. Duties

- a. President

The President shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation,

appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with that office.

b. Vice President

In the absence of the President, the Vice President shall preside and perform all other duties associated with the President's office.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from the time of the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal.

**ARTICLE V
MEETINGS**

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in September.

Section 2. Special Meetings

Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code and Boise City Policies.

Section 3. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4. Voting

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The President may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Records of meetings shall be maintained by the Library Director or the Director's designate.

**ARTICLE VI
PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be Roberts Rules of Order, current edition, except as stated in these Bylaws.

**ARTICLE VII
AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.

Proposed Library Board Bylaws

**BYLAWS
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE I
LEGAL BASIS**

The Board of Trustees of the Boise Public Library exists by virtue of the provisions of Idaho law, including Title 33, Chapter 26 of the Idaho Code. Boise City Code Title 2, Chapter 7 further governs and defines the powers, duties and operation of the Board. The Board exercises the powers and authority and assumes the responsibilities and duties delegated to it under the laws of the state of Idaho and Boise City Code for the provision of public library service in Boise City. In addition to the powers, duties and purposes stated therein, the Board may exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the library.

**ARTICLE II
SELECTION AND APPOINTMENT**

Section 1. Number of Trustees

A Board of five Library Trustees, selected from the residents of Boise City, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as liaison for the Board and City Government.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year on June 30th. Trustees shall hold their office from appointment until the term expiration, unless disqualified from office. In accordance with City policy, appointees shall serve no more than two terms or more than ten consecutive years.

By accepting appointment to the Board, Trustees agree to attend, in-person or virtually, a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by the President, missing three consecutive regular meetings, for other than health-related reasons, is considered a resignation from the Board.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library.

Section 4. Vacancies

All Trustee resignations shall be reported to the Mayor and City Council promptly by the Board, with a request that the vacancy be advertised. The process for filling a vacancy will be prescribed by the Mayor's office.

ARTICLE III POWERS AND DUTIES

Section 1. Powers and Duties

The powers and duties of Board of Trustees shall be as set forth in Title 33, Chapter 26 of the Idaho Code and Boise City Code Title 2, Chapter 7. In addition to the powers, duties and purposes stated therein, the Board may exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the library.

Section 2. Policies

The Board shall act as the policy making body of the Boise Public Library in compliance with all statutes of the State of Idaho and Boise City Code relating to the operation of public libraries and shall develop and maintain, with advice of the Library Director and staff, policies for the library and rules governing use of the library with the highest possible degree of operating efficiency in the library, consistent with the Library's mission and strategic vision. The Board shall have the power as necessary to determine any question of policy.

Section 3. Budget

The Board shall prepare and adopt an annual budget for review and approval by the City Council for the ensuing fiscal year, with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating and capital expenses necessary for the orderly and efficient management of the library. The Board may also approve interim budget recommendations for submission to City Council.

Section 3. Expenditures

The Board shall have control of the expenditures of all moneys collected for the Library Fund.

Section 4. Property

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise, or otherwise, when not inconsistent with the terms and conditions of the gift, devise, or with the terms and conditions of the gift, devise, or bequest. The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern, and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who shall serve at the pleasure of the Board. The Library Director's duties shall be those prescribed by state law, city policy, together with such other such others duties requested by the Board that are reasonably required for proper operation of the Library.

Section 6. Gifts and Trusts

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for such library and branches.

Section 7. Reports

The Board of Trustees shall annually, not later than the first day of January, file with the board of library commissioners a report of the operations of the Library for the fiscal year just ended. The report shall be of such form and contain such information as the board of library commissioners may require.

Section 8. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to the following: promote the Library and its services to the public; obtain adequate funds for Library operation; developing a program of planned growth and improvement of the Library facilities and library services; work cooperatively with supporting organizations to promote the Library, provide information to the public regarding the Library and with regard to library support and improvements; work cooperatively with other public officials and boards and support legislation that benefits library users; and cooperate with public officials to maintain positive public relations; seek to maintain positive public relations and provide information to the public.

ARTICLE IV OFFICERS

Section 1. Election

The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected.

Section 2. Duties

A. President

The President shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation, appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director and staff, and perform all other duties associated with that office.

B. Vice President

In the absence of the President, the Vice President shall preside and perform all other duties associated with the President's office.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from the time of the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal. In the event a Board member becomes disqualified (i.e. a Board member ceases to be a resident of the City of Boise), the Board member shall be deemed removed and a vacancy shall be created.

**ARTICLE V
MEETINGS**

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in September for the purposes set forth in Idaho Code Section 33-2606, as may be amended from time to time, including election of officers and establishment of meeting dates for the upcoming fiscal year.

Section 2. Special Meetings

Special meetings may be called by the President, or upon written request of three Board members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures shall comply with Idaho Code and Boise City policies.

Section 3. Quorum

A quorum shall consist of three (3) voting members, but a smaller number may adjourn a meeting.

Section 4. Voting

Each Board member has one vote. The Director is non-voting attendee of Board meetings. An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The President may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Records of meetings shall be maintained by the Library Director or the Director's designate.

**ARTICLE VI
PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be Roberts Rules of Order, current edition, except as stated in these Bylaws.

**ARTICLE VII
AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed to Board members at least two weeks prior to said meeting.

Last Revised _____.

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT May 2024

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	45,199	42,418	6.56	358,924	345,777	3.80
Young Adult	5,406	5,454	-0.88	41,936	41,565	0.89
Juvenile	58,892	55,142	6.80	473,712	464,384	2.01
Sub Total	109,497	103,014	6.29	874,572	851,726	2.68

<u>CIRCULATION /Audio Visual</u>						
Adult	14,683	16,227	-9.52	128,147	137,687	-6.93
Young Adult	993	1,006	-1.29	7,823	7,642	2.37
Juvenile	4,615	4,961	-6.97	38,159	41,424	-7.88
Sub Total	20,291	22,194	-8.57	174,129	186,753	-6.76

<u>CIRCULATION/Digital</u>						
eAudio	42,706	33,187	28.68	311,972	241,954	28.94
eBooks	31,215	26,331	18.55	236,365	199,818	18.29
eVideo	1,102	289	281.31	8,177	2,727	199.85
eMusic	83	60	38.33	572	489	16.97
eMagazine	8,377	2,891	189.76	81,182	23,688	242.71
Sub Total	83,483	62,758	33.02	638,268	468,676	36.19
TOTAL CIRCULATION	213,271	187,966	13.46	1,686,969	1,507,155	11.93

<u>CIRCULATION SUMMARY</u>						
Main Library	57,702	56,879	1.45	479,055	484,410	-1.11
Collister	11,916	11,355	4.94	96,150	92,158	4.33
Hillcrest	8,235	8,584	-4.07	69,035	67,348	2.50
Cole & Ustick (C&U)	25,077	22,526	11.32	194,972	183,703	6.13
Bown	24,198	23,252	4.07	188,109	189,937	-0.96
Home Service	2,660	2,612	1.84	21,380	20,923	2.18
Digital Collection	83,483	62,758	33.02	638,268	468,676	36.19
TOTAL CIRCULATION	213,271	187,966	13.46	1,686,969	1,507,155	11.93

<u>PATRON COUNT</u>						
Main Library	32,469	24,909	30.35	226,045	194,693	16.10
Collister	6,357	5,547	14.60	46,564	41,120	13.24
Hillcrest	5,936	5,516	7.61	45,815	39,655	15.53
Cole & Ustick	10,861	9,247	17.45	80,750	72,768	10.97
Bown	11,799	9,630	22.52	81,092	71,695	13.11
TOTAL PATRON COUNT	67,422	54,849	22.92	480,266	419,931	14.37

<u>POLARIS CATALOG*</u>						
System External Use Counts	0	214,150	-100.00	0	1,840,177	-100.00
Main Internal Use Counts	0	32,028	-100.00	0	269,883	-100.00
Collister Internal Use Counts	0	1,997	-100.00	0	14,685	-100.00
Hillcrest Internal Use Counts	0	2,490	-100.00	0	17,528	-100.00
C&U Internal Use Counts	0	5,753	-100.00	0	47,408	-100.00
Bown Internal Use Counts	0	4,274	-100.00	0	32,909	-100.00

*Software upgrade has delayed availability of data.

	<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	1,017	932	9.12	7,131	7,064	0.95
Non-Resident	8	4	100.00	50	30	66.67
Internet Only	1	0	100.00	2	1	100.00
TOTAL CARDS ISSUED	1,026	936	9.62	7,183	7,095	1.24

<u>INTERLIBRARY LOANS</u>						
Out-of-State	109	80	36.25	881	788	11.80
In-State	28	38	-26.32	265	455	-41.76

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	81	71	14.08	562	626	-10.22
In-State	17	24	-29.17	131	266	-50.75

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	1,918	1,385	38.48	17,231	10,361	66.31
Main Adult Telephone	542	490	10.61	4,841	4,560	6.16
Main Adult Electronic	84	114	-26.32	851	832	2.28
Sub Total Adult Reference	2,544	1,989	27.90	22,923	15,753	45.52

Main Youth Desk	1,217	1,038	17.24	7,974	7,085	12.55
Main Youth Telephone	5	10	-50.00	50	132	-62.12
Main Youth Electronic	2	2	0.00	65	18	261.11
Sub Total Youth Reference	1,224	1,050	16.57	8,089	7,235	11.80

Information Desk						
Readers Advisory	1	0	100.00	20	9	122.22
Directional/Informational	385	258	49.22	6,623	5,001	32.43
Sub Total Information Desk	386	258	49.61	6,643	5,010	32.59

Collister Desk	1,278	967	32.16	10,832	9,823	10.27
Collister Phone	157	116	35.34	1,340	1,005	33.33
Sub Total Collister Reference	1,435	1,083	32.50	12,172	10,828	12.41

Hillcrest Desk	411	450	-8.67	4,384	3,691	18.78
Hillcrest Phone	63	112	-43.75	1,021	871	17.22
Sub Total Hillcrest Reference	474	562	-15.66	5,405	4,562	18.48

Cole & Ustick Desk	1,958	721	171.57	14,354	8,966	60.09
Cole & Ustick Phone	348	141	146.81	2,111	1,272	65.96
Sub Total C&U Reference	2,306	862	167.52	16,465	10,238	60.82

Bown Desk	986	361	173.13	7,636	4,320	76.76
Bown Phone	194	32	506.25	1,538	257	498.44
Sub Total Bown Reference	1,180	393	200.25	9,174	4,577	100.44
TOTAL REFERENCE	9,549	6,197	54.09	80,871	58,203	38.95

	<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	8	12	-33.33	151	100	51.00
Main Youth Programs	25	48	-47.92	547	544	0.55
Main Community Programs	93	86	8.14	909	788	15.36
Sub Total Main	126	146	-13.70	1,607	1,432	12.22
Collister Adult Programs	21	11	90.91	160	73	119.18
Collister Youth Programs	21	43	-51.16	224	286	-21.68
Collister Community Programs	71	92	-22.83	750	686	9.33
Sub Total Collister	113	146	-22.60	1,134	1,045	8.52
Hillcrest Adult Programs	22	13	69.23	161	116	38.79
Hillcrest Youth Programs	19	29	-34.48	185	193	-4.15
Hillcrest Community Programs	97	121	-19.83	1,003	844	18.84
Sub Total Hillcrest	138	163	-15.34	1,349	1,153	17.00
C&U Adult Programs	17	11	54.55	142	80	77.50
C&U Youth Programs	37	41	-9.76	412	280	47.14
C&U Community Programs	64	133	-51.88	969	874	10.87
Sub Total Cole & Ustick	118	185	-36.22	1,523	1,234	23.42
Bown Adult Programs	15	10	50.00	104	93	11.83
Bown Youth Programs	30	49	-38.78	277	337	-17.80
Bown Community Programs	45	94	-52.13	612	612	0.00
Sub Total Bown	90	153	-41.18	993	1,042	-4.70
TOTAL PROGRAMS	585	793	-26.23	6,606	5,906	11.85

Program Attendance						
Main Adult Attendance	240	57	321.05	1,887	1,121	68.33
Main Youth Attendance	1,017	1,773	-42.64	19,679	18,068	8.92
Main Comm Attendance	1,354	700	93.43	7,620	6,972	9.29
Sub Total Main	2,611	2,530	3.20	29,186	26,161	11.56
Collister Adult Attendance	135	93	45.16	960	628	52.87
Collister Youth Attendance	547	1,909	-71.35	10,988	11,300	-2.76
Collister Comm Attendance	488	292	67.12	3,228	2,589	24.68
Sub Total Collister	1,170	2,294	-49.00	15,176	14,517	4.54
Hillcrest Adult Attendance	185	73	153.42	2,029	1,154	75.82
Hillcrest Youth Attendance	279	760	-63.29	4,578	3,576	28.02
Hillcrest Comm Attendance	1,180	1,031	14.45	7,633	5,098	49.73
Sub Total Hillcrest	1,644	1,864	-11.80	14,240	9,828	44.89
C&U Adult Attendance	87	63	38.10	797	595	33.95
C&U Youth Attendance	953	1,277	-25.37	12,697	9,237	37.46
C&U Comm Attendance	439	1,052	-58.27	5,521	7,403	-25.42
Sub Total Cole & Ustick	1,479	2,392	-38.17	19,015	17,235	10.33
Bown Adult Attendance	151	101	49.50	1,060	794	33.50
Bown Youth Attendance	624	1,332	-53.15	9,722	10,120	-3.93
Bown Comm Attendance	460	400	15.00	4,016	2,978	34.86
Sub Total Bown	1,235	1,833	-32.62	14,798	13,892	6.52
TOTAL PROGRAM ATTENDANCE	8,139	10,913	-25.42	92,415	81,633	13.21

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

May 2024

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
<u>CHECKOUTS</u>	<u>This Month</u>	<u>Circulation</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>Change</u>
Ada Community	3,010	1.41	2,593	16.08	22,637	1.34	22,269	1.65
Caldwell	359	0.17	253	41.90	2,762	0.16	2,378	16.15
Eagle	474	0.22	576	-17.71	4,319	0.26	4,904	-11.93
Emmett	8	0.00	4	100.00	72	0.00	191	-62.30
Garden City	942	0.44	1,066	-11.63	8,141	0.48	8,235	-1.14
Kuna	288	0.14	485	-40.62	1,973	0.12	3,041	-35.12
Meridian	2,654	1.24	1,051	152.52	22,200	1.32	20,055	10.70
Mountain Home	179	0.08	267	-32.96	1,772	0.11	1,984	-10.69
Nampa	602	0.28	621	-3.06	5,122	0.30	4,540	12.82
Twin Falls	36	0.02	45	-20.00	266	0.02	170	56.47
Total	8,552	4.01	6,961	22.86	69,264	4.11	67,767	2.21

Total BPL Circulation	213,271	187,966	1,686,969	1,507,154
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Items checked out at consortium member locations by BPL patrons.

<u>CHECKOUTS</u>	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
Ada Community	10,613	9,513	74,756	75,116
Caldwell	194	160	1,185	1,512
Eagle	7,334	6,272	54,148	51,432
Emmett	53	39	311	254
Garden City	7,823	7,464	60,616	60,928
Kuna	150	75	929	1,109
Meridian	8,202	8,122	63,995	58,891
Mountain Home	40	22	255	83
Nampa	807	574	5,521	5,051
Twin Falls	13	1	141	57
Total	35,229	32,242	261,857	254,433