

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2020, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 7.00, Use of Meeting Rooms
 - Policy Review Cover Page
 - Policy 7.01, Meeting Rooms
 - Regulation 7.01a, Meeting Room Rules & Guidelines

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, May 2020

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

Boise Public Library Board of Trustees Regular Meeting Agenda

Thursday, July 9, 2020, 11:30 a.m. • **Maryanne Jordan City Council Chambers, City Hall, 150 N. Capitol Blvd., Boise, ID 83702**

Public can attend the meeting in person, or via Zoom by registering at the following link:

https://cityofboise.zoom.us/webinar/register/WN_BWEjgsKUQTe7wQGwvbKNSQ

<p>BOARD OF TRUSTEES Margo Healy, President Tonya Westenskow, Vice President Sonia Galaviz Phil Magnuson</p>	<p>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.</p>
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AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
June 11, 2020, Regular Meeting
June 16, 2020, Special Joint Meeting with Boise City Council
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, 2020
Gift Fund activity for May 31, 2020
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 7.00, Use of Meeting Rooms
Kelley-Chase will review section 7.00 of the Boise Public Library Manual with the Trustees. The staff recommends no changes to this section of the policy manual.

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

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

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

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

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

BOISEPUBLICLIBRARY.ORG

This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2020 as stipulated by the Board's bylaws.

b. Director Search Update

June Garcia of June Garcia, LLC will provide the Trustees with an update on the Director search process. This is a discussion item only and requires no action.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Trustee review for July vouchers by Westenskow.

9. Selection of Meeting Date

Next regular meeting Thursday, August 13, 2020.

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.



Director's Report

BOISE PUBLIC LIBRARY

Library Director's Update

July 2020

COVID19 OPERATIONS

In keeping with Central District Health and City of Boise health orders, BPL is maintaining our Stage 3 operations. Our facilities are prepared for re-opening with the date TBD. We will continue to closely track community data and public health officials' recommendations as we make decisions on service offerings and alterations.

Staff are busy developing service enhancements and process improvements to improve our customer experience during the pandemic.

BUDGET PROCESS

Mayor McLean released the proposed FY21 budget on Friday June 26th. The Budget Workshop on June 30th went well, and there was no follow up discussion regarding the Library's FY21 budget.

Public input will be accepted online and via testimony at Council's public hearing on July 21st. The budget document and all related information can be found [here](#).

Administration and Management Reports:

No additional reports for July 2020.

Supporting Documentation

Boise Public Library

Policy Review July 9, 2020

Policy items reviewed and presented are as follows:

SECTION 7.00, Use of Meeting Rooms

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

Staff Recommendations:

Staff has no recommended changes to policies in section 7.00 of the Boise Public Library policy manual and are included in the meeting packet for information purposes only, unless the Trustees direct changes.

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

MEETING ROOMS

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

Document Type: Regulation
Number: 7.01a
Effective: 07-09-14
Revised: 07-31-19

MEETING ROOM RULES & GUIDELINES

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

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

11. Staff may refer public inquiries concerning the meeting in question to the person signing the room reservation form for the group.

12. The Friends of the Boise Public Library, Inc. and the Boise Public Library Foundation, Inc. may use the name and address of Boise Public Library as the headquarters and official address of the organization. No other group may do so, regardless of meeting room usage.

13. All news releases, publicity or advertisements relating to any program or meeting held in one of the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual, and shall not imply in any manner that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.

14. The Library is not responsible for any lost or damaged property before, during or after a meeting. The individual reserving the room and the group whom such individual represents agrees to pay for all damage to any property of the City of Boise resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group, or any of its invitees; and it will save, hold harmless, defend and indemnify the City of Boise and the Boise Public Library from and against any and all liability which may be imposed upon them, or either of them, and/or for any damage to persons or property caused by the group or any person in connection with the use of a meeting room.

15. The Library reserves the right to deny or revoke a reservation and permission to use a meeting room at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct policy or any other Library policy or regulation, or violates any local, state or federal law.

Statistics

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT May 2020

	<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	1,828	58,440	-96.87	329,278	434,957	-24.30
Young Adult	194	8,618	-97.75	43,709	54,889	-20.37
Juvenile	707	66,804	-98.94	382,197	476,736	-19.83
Sub Total	2,729	133,862	-97.96	755,184	966,582	-21.87

<u>CIRCULATION /Audio Visual</u>						
Adult	625	45,330	-98.62	242,372	341,166	-28.96
Young Adult	20	1,863	-98.93	9,598	12,163	-21.09
Juvenile	114	12,861	-99.11	69,800	91,410	-23.64
Sub Total	759	60,054	-98.74	321,770	444,739	-27.65

<u>CIRCULATION/Digital</u>						
eAudio	21,330	18,321	16.42	154,384	132,105	16.86
eBooks	29,198	17,831	63.75	168,744	135,208	24.80
eVideo	106	48	120.83	601	473	27.06
eMusic	11,061	8,014	38.02	79,331	70,163	13.07
eMagazine	2,649	2,126	24.60	18,415	16,409	12.22
Sub Total	64,344	46,340	38.85	421,475	354,358	18.94
TOTAL CIRCULATION	67,832	240,256	-71.77	1,498,429	1,765,679	-15.14

<u>CIRCULATION SUMMARY</u>						
Main Library	1,072	95,573	-98.88	536,857	710,617	-24.45
Collister	521	16,394	-96.82	92,317	118,415	-22.04
Hillcrest	345	14,809	-97.67	80,151	103,243	-22.37
Cole & Ustick (C&U)	804	32,618	-97.54	176,867	235,318	-24.84
Bown	742	33,552	-97.79	179,672	236,080	-23.89
Home Service	4	970	-99.59	11,090	7,648	45.01
Digital Collection	64,344	46,340	38.85	421,475	354,358	18.94
TOTAL CIRCULATION	67,832	240,256	-71.77	1,498,429	1,765,679	-15.14

<u>PATRON COUNT</u>						
Main Library	643	81,100	-99.21	330,570	672,818	-50.87
Collister	464	8,786	-94.72	44,956	67,821	-33.71
Hillcrest*	302	8,944	0.00	47,047	60,117	-21.74
Cole & Ustick	64	14,152	-99.55	75,391	113,327	-33.47
Bown	332	11,865	-97.20	73,143	107,696	-32.08
TOTAL PATRON COUNT	1,805	124,847	-98.55	571,107	1,021,779	-44.11

<u>POLARIS CATALOG</u>						
System External Use Counts	159,418	308,353	-48.30	2,114,443	2,556,926	-17.31
Main Internal Use Counts	5,053	96,220	-94.75	337,802	731,671	-53.83
Collister Internal Use Counts	110	3,448	-96.81	17,515	23,654	-25.95
Hillcrest Internal Use Counts	146	3,286	-95.56	17,412	24,784	-29.74
C&U Internal Use Counts	297	7,776	-96.18	44,397	64,568	-31.24
Bown Internal Use Counts	847	6,968	-87.84	53,261	54,960	-3.09

	<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	201	936	-78.53	5,198	7,534	-31.01
Non-Resident	0	4	-100.00	38	56	-32.14
Internet Only	0	0	0.00	5	32	-84.38
TOTAL CARDS ISSUED	201	940	-78.62	5,241	7,622	-31.24

INTERLIBRARY LOANS

Out-of-State	0	53	-100.00	404	962	-58.00
In-State	0	41	-100.00	229	645	-64.50

INTERLIBRARY BORROWING

Out-of-State	43	269	-84.01	1,213	1,604	-24.38
In-State	0	122	-100.00	392	554	-29.24

REFERENCE SUMMARY

Main Adult Desk	12	2,861	-99.58	14,028	23,233	-39.62
Main Adult Telephone	2,643	603	338.31	8,078	5,087	58.80
Main Adult Electronic	270	184	46.74	1,448	1,565	-7.48
Sub Total Adult Reference	2,925	3,648	-19.82	23,554	29,885	-21.18

Main Youth Desk	0	1,338	-100.00	6,169	10,940	-43.61
Main Youth Telephone	0	35	-100.00	289	462	-37.45
Main Youth Electronic	0	0	0.00	3	13	-76.92
Sub Total Youth Reference	0	1,373	-100.00	6,461	11,415	-43.40

Information Desk

Readers Advisory	0	11	-100.00	68	151	-54.97
Directional/Informational	323	1,892	-82.93	10,298	17,820	-42.21
Sub Total Information Desk	323	1,903	-83.03	10,366	17,971	-42.32

Collister Desk	193	2,015	-90.42	9,433	15,506	-39.17
Collister Phone	12	201	-94.03	779	1,342	-41.95
Sub Total Collister Reference	205	2,216	-90.75	10,212	16,848	-39.39

Hillcrest Desk	90	1,863	-95.17	9,018	11,963	-24.62
Hillcrest Phone	7	198	-96.46	811	1,085	-25.25
Sub Total Hillcrest Reference	97	2,061	-95.29	9,829	13,048	-24.67

Cole & Ustick Desk	158	2,930	-94.61	14,559	21,861	-33.40
Cole & Ustick Phone	1	257	-99.61	1,010	1,581	-36.12
Sub Total C&U Reference	159	3,187	-95.01	15,569	23,442	-33.59

Bown Desk	201	2,046	-90.18	6,302	11,602	-45.68
Bown Phone	0	175	-100.00	448	854	-47.54
Sub Total Bown Reference	201	2,221	-90.95	6,750	12,456	-45.81

TOTAL REFERENCE	3,910	16,609	-76.46	82,741	125,065	-33.84
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	<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*	31	57	-45.61	477	468	1.92
Main Youth Programs	15	80	-81.25	321	817	-60.71
Main Community Programs	0	353	-100.00	2,446	2,678	-8.66
Sub Total Main	46	490	-90.61	3,244	3,963	-18.14
Collister Adult Programs	1	37	-97.30	168	319	-47.34
Collister Youth Programs	10	47	-78.72	239	377	-36.60
Collister Community Programs	0	77	-100.00	480	658	-27.05
Sub Total Collister	11	161	-93.17	887	1,354	-34.49
Hillcrest Adult Programs	2	26	-92.31	167	148	12.84
Hillcrest Youth Programs	4	34	-88.24	219	206	6.31
Hillcrest Community Programs	0	60	-100.00	570	436	30.73
Sub Total Hillcrest	6	120	-95.00	956	790	21.01
C&U Adult Programs	3	23	-86.96	85	105	-19.05
C&U Youth Programs	4	79	-94.94	201	484	-58.47
C&U Community Programs	0	90	-100.00	433	778	-44.34
Sub Total Cole & Ustick	7	192	-96.35	719	1,367	-47.40
Bown Adult Programs	4	17	-76.47	162	136	19.12
Bown Youth Programs	5	47	-89.36	376	337	11.57
Bown Community Programs	0	94	-100.00	553	688	-19.62
Sub Total Bown	9	158	-94.30	1,091	1,161	-6.03
TOTAL PROGRAMS	79	1,121	-92.95	6,897	8,635	-20.13

Program Attendance

Main Adult Attendance	88	402	-78.11	3,508	3,491	0.49
Main Youth Attendance	202	3,108	-93.50	11,766	27,661	-57.46
Main Comm Attendance	0	1,540	-100.00	10,210	11,682	-12.60
Sub Total Main	290	5,050	-94.26	25,484	42,834	-40.51
Collister Adult Attendance	0	365	-100.00	1,363	2,617	-47.92
Collister Youth Attendance	163	1,480	-88.99	6,684	9,551	-30.02
Collister Comm Attendance	0	511	-100.00	2,996	3,740	-19.89
Sub Total Collister	163	2,356	-93.08	11,043	15,908	-30.58
Hillcrest Adult Attendance	12	180	-93.33	1,468	1,431	2.59
Hillcrest Youth Attendance	76	974	-92.20	3,592	5,395	-33.42
Hillcrest Comm Attendance	0	492	-100.00	5,452	4,745	14.90
Sub Total Hillcrest	88	1,646	-94.65	10,512	11,571	-9.15
C&U Adult Attendance	16	287	-94.43	941	1,265	-25.61
C&U Youth Attendance	119	1,616	-92.64	4,165	7,755	-46.29
C&U Comm Attendance	0	975	-100.00	6,595	7,304	-9.71
Sub Total Cole & Ustick	135	2,878	-95.31	11,701	16,324	-28.32
Bown Adult Attendance	6	198	-96.97	1,681	1,553	8.24
Bown Youth Attendance	27	1,632	-98.35	9,356	11,806	-20.75
Bown Comm Attendance	0	1,249	-100.00	6,880	7,530	-8.63
Sub Total Bown	33	3,079	-98.93	17,917	20,889	-14.23
TOTAL PROGRAM ATTENDANCE	709	15,009	-95.28	76,657	107,526	-28.71

* 29 onsite public access computer center programs
All programming done virtually except as noted above.