BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda
Wednesday, December 13, 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/UCJo0NAsCybsN0DtzuAl3LGA

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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

BOISE CITY COUNCIL: Jimmy Hallyburton (President), Patrick Bageant (President Pro Tem), Latonia Haney Keith, Meredith Stead, Colin Nash, Luci Willits

BOISEPUBLICLIBRARY.ORG

AGENDA

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1. **Call to Order and Introductions**

2. **Communications**
   None

3. **Minutes-**Action Item
   November 8, 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 October 31, 2023
      Gift Fund activity for October 2023

5. **Reports**
   a. Friends of the Boise Public Library
   b. Boise Public Library Foundation
   c. Library Director including administration and management

6. **Educational Item**
   Kathy Stalder, Acquisitions and Technical Services Senior Manager will provide Trustees
   with an overview of the principles of intellectual freedom in libraries.

7. **Old Business**
   a. **Boise Public Library Policy Review:**
      Section 5.00, Collection Development & Maintenance - Action Item
      Staff will review section 5.00, Collection Development and Maintenance, of the Boise
      Public Library Policy Manual with the Trustees. Recommended changes to policy 5.02,
      Exclusion of Materials, is included in the meeting packet. A motion to approve the
      recommended changes will be requested.

      Recommended changes to exhibit 5.02a, Request for Reconsideration of Library
      Materials, is also included in the meeting packet. Exhibit changes do not require the
      Board's approval and are included for information purposes only.

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

8. **New Business**
   a. **Fiscal Year 2023 Year-End Budget Report**
      Staff will review the Library's Fiscal Year 2023 budget outcomes. A copy of the year-end report is included in the meeting packet. This is a discussion item only and requires no action.

   b. **Certification of the Idaho Commission for Libraries Annual Report- Action Item**
      The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries. Library staff will review the report, which is included in the meeting packet. The Trustees will be asked to certify the 2023 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries.

      Action: motion to certify the 2023 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries will be requested.

   c. **Library Director Performance Evaluation- Action Item**
      The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. Trustees will discuss the process and timing of the Director's performance review.

9. **Selection of Trustee to Review Payment Vouchers**
   Trustee review of vouchers by Lemmons.

10. **Selection of Meeting Date**
    Next regular meeting on Wednesday, January 10, 2024.

11. **Adjourn**

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

BOISE PUBLIC LIBRARY
Library Director's Report
December 2023

Operations

Hours and Services Status
All locations experienced normal operations during November without the need for adjustments to hours or services for any reason.

Board of Trustee engagement
On Tuesday, November 28th, Trustees Nikki Pantera and Ron Pisaneschi toured all Library locations with the director. During the day, they observed Library programs including Music & Movement with a special guest from the Boise Philharmonic and spoke with participants of the Unraveled knitting group. It was also a chance for them to thank staff for their efforts and impact for the community on behalf of the Board.

Summer Learning Grant
The Idaho Commission for Libraries has awarded the Boise Public Library $10,000 through their Elementary and Secondary School Emergency Relief (ESSER) Grant Program. Funds awarded will allow the library to hire two interns for the spring and summer of 2024 who will focus on developing and delivering offsite summer enrichment activities in conjunction with regular library staff. The goal is to strengthen partnerships developed last summer with Boise Community Schools, the Boise School District, and Boise Parks & Recreation free lunch sites to reach families with limited transportation access and kids who are English learners, from low-income families, or part of underserved racial and ethnic groups.

An Interim Budget Change request to approve use of the funding will be brought to the Board for approval in January 2024.

Annual Report to the Idaho Commission for Libraries
Every year the Idaho Commission for Libraries (ICfL) works with public libraries to collect and release Idaho Public Library Statistics. The report is a compilation of statistical data from all Idaho public libraries, such as location, hours, collection and staff size, connectivity, circulation, square footage, and funding. This information is useful at the state and national level to track trends year over year and to compare libraries across the state. The FY22 report is available on the ICfL website.

For this year's report the only changes to the information reported is the removal of questions related to COVID.

Information that will be provided to ICfL for the Library can be found on pages 27-47.

Director Review
The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. The process developed in 2022 for the Director Review is included on page 48.

Website Platform Upgrade Update
In November the Website Platform Update project finalized all design elements of the website and created a comprehensive validation plan to ensure all requirements are met during the implementation phase. The vendor and City of Boise team are crafting a detailed build plan that will ensure timely content creation,

validation of components, and orientation for staff to the Library website. Development of the website is underway and will be validated in increments; As the vendor delivers components, City of Boise project team will verify for accuracy. The project is on track for a "go-live" of the Library website in March 2024. Prior to the "go-live" a beta version of the Website will run behind the scenes to allow for Library staff and others to become oriented to the structure of the new site. Regular updates will continue to be provided to the Library Board.

Digital Collections Information
To help the public better understand and use our digital collections we have added two new pages to the Library's website:
- The "How To" page points the public to resources to learn more about eBooks and eAudiobooks and get started using them: Checking Out eBooks and eAudiobooks at the Boise Public Library | Boise Public Library
- The OverDrive FAQ page answers some of the most frequently asked questions with regards to availability, hold times, and pricing: OverDrive FAQ | Boise Public Library

Administration and Management Reports:

Programming
- The Library! at Bown Crossing reorganized their Easy Reader section to make it easier for emerging readers to find subjects and characters they love.
- Information Services (IS) relaunched a few classic programs and activities, including *Knit and Crochet at the Library* and *Coffee Sunday*.
- Youth services (YS) expanded *My First Books* programming at Garfield and Hawthorne to include additional early childhood special education pre-k classes.
- Home-based services (HBS) staff presented at Bannock Arms to help residents learn how to participate in home-based service. They also coordinated a presentation for Spring Creek residents to learn about the history of coffee, sample local third wave coffee, and check out books.
- HBS staff collaborated with IS staff on the program, "Let's Talk: Brain Health, Dementia, and Caregiver Resources."

Staff Development
- Staff across the system involved with early literacy programming attended the Idaho Commission for Libraries' Read to Me Rendezvous. Topics included brain architecture, Every Child Ready to Read, and the Fundamentals of Preschool storytime.
- Training Team hosted a session on *Service Animal Resources.*
- An Information Services staff member attended the DEI Summit.

Community Partners
- Locations across the system partnered with the Boise Philharmonic as part of Family Reading Week Examples include Music and Movement with an oboist and Preschool Storytime with a trombonist.
- Youth Services established a new partnership with Boise State's Children's Center. The initial collaboration was an educational early literacy presentation to their baby and adult group.

Communications

Monthly Email Newsletter: *November*
- Sent Wednesday, November 1 at 4:46 PM, 8,373 successful deliveries
- Open Rate 49.2% (6,384) / Click Rate 2.9% (419)

Ultimate Book Nerd Newsletter: *November*
- Sent Wednesday, November 22, 2023 5:00 PM, 680 successful deliveries
- Open Rate 67.5% (459) / Click Rate 5.7% (49)

Social Media
- In November, we posted about: programs, writer-in-residence, Boise Book Faire, "A Place at the Table" program, and our Boise Philharmonic program collaboration.
- In December we plan to post about: Winter programs, digital resources, holiday hours, Noon Year's Eve, Ultimate Book Nerd and Main Library construction updates.

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:	November 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. 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	**Roof Replacement** ✓ Project Scope: Includes both upper and lower portions. Status: • Work is completed, punch list items in progress. **Restroom Renovations** ✓ Project Scope: Includes four story portion only for restroom renovations, plumbing line replacement and fire pump replacement Status: • Construction started Aug. 7th on 1st floor restroom and anticipated to be completed by mid-December. ➤ 1st floor restroom completion date is dependent on when exhaust dampers arrive which is causing a minor schedule delay. • The 2nd, 3rd and 4th floor restrooms will follow sequentially with estimated final completion late July 2024 • Fire pump replacement demo estimated to begin mid-February with roughly a one-month turnaround. Shop drawings and submittals are currently in progress. **1st & 4th Floor Renovations** ✓ Project Scope: First floor includes new office for Health Coordinator 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. Status: • Abatement anticipated to begin mid-December on the 4th floor. • Due to HVAC unit lead times, construction anticipated to begin early March 2024 on the 4th floor with a 4-month turnaround. • 1st floor construction anticipated to begin early August 2024 with a 3-month turnaround.

|	
	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 (SD) in progress, estimated to be completed in January. • Once SD phase is completed, CM/GC will complete a construction estimate to inform budget for FY 2024. **Misc. projects:** Parking lot repairs: ✓ Project Scope: Includes main parking area (east side) and south side parking area. Status: • Architect has put together recommended repair package. • Anticipate bidding out this winter. • Planning for repair work to begin spring 2024. Brick repairs: ✓ Project Scope: Repair exterior cracks in mortar Status: • Plans are being finalized. • Bidding phase anticipated for this winter. • Work anticipated to be completed spring 2024 after parking lot repairs. Stairwell Railing ✓ Project Scope: Renovate existing staircase handrails and guards between all floors on both east and west sides of the building. Status: • Bid package is complete. • Anticipated to bid out this winter for optimal pricing. • Work estimated to begin late winter.
Overall Project Health	Summary: For fiscal year 2024, we have budget to cover the 4th floor renovations and new office for Health Coordinator and bookstore area on the 1st floor along with continuation of the restroom renovations project. Other side projects such as the parking lot, envelope repairs and stairwell railing are anticipated to be completed as well depending on what bids come in at. The project program will continue to be reviewed by Public Works and Library to determine sequence and timing for the remainder of the projects.
Highlights	The roofing renovations are completed. The restroom renovations and plumbing line replacement is in progress on the first floor and first floor restroom is planned to be operational again mid-December prior to 2nd floor restroom work beginning. Construction work on the 4th floor for space reconfiguration is anticipated to begin in March 2024.

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	Budget constraints put us behind schedule in FY 23 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. Any project specific schedule delays will be noted in the bid package updates section.
Risks	Construction market challenges, including finding multiple bidders and pricing.
Resources	

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	- Storage room wall and flooring demo on 4th floor to allow for extra storage space - Auto sorter room construction complete & operational - Roof replacement
Planned	- Restroom/ plumbing construction work. - Visioning work to establish alignment for interior design materials & finishes deliverable near completion. - Anticipated construction projects in FY 24: 4th & partial 1st floor remodel, stairwell railing work, brick repairs and parking lot repairs. - Schematic design for 1st floor renovations

1st Floor Restroom/ Plumbing Line Renovations
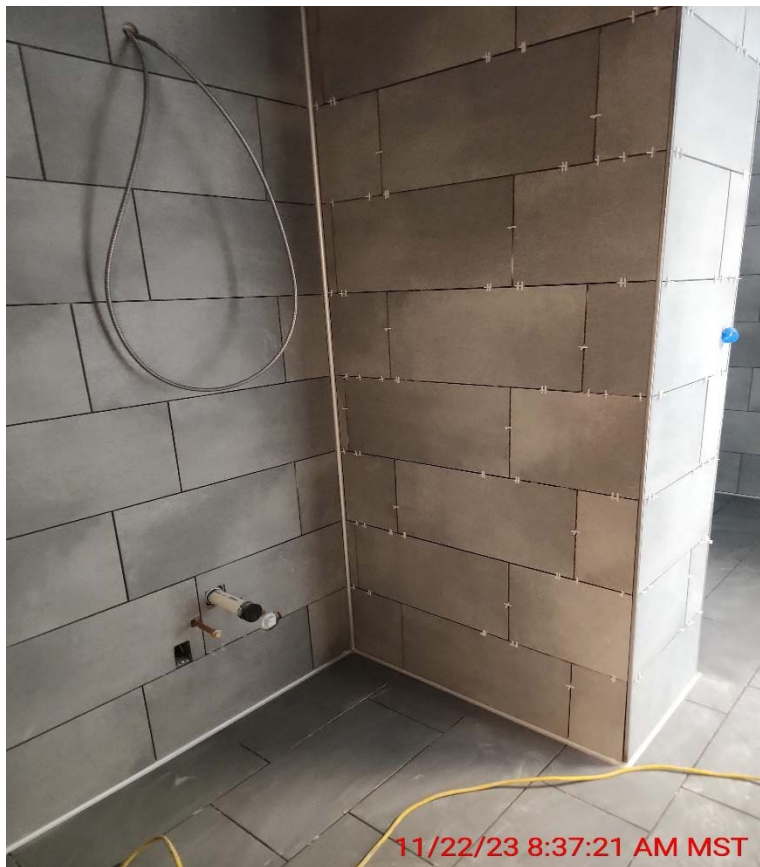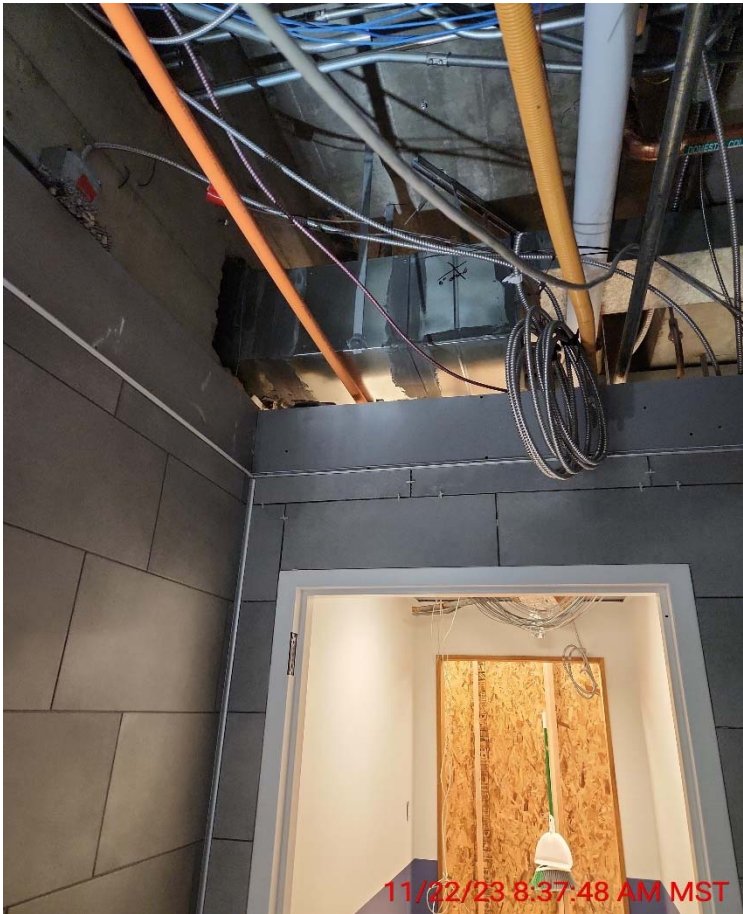
Boise Public Library
Policy Review December 13, 2023

Policy items reviewed and presented are as follows:

SECTION 5.00, *Collection Development & Maintenance*
- Policy 5.01, Collection Development and Maintenance
  - Exhibit 5.01a, Library Bill of Rights
  - Exhibit 5.01b, Freedom to Read Statement
  - Regulation 5.01c, The Nature and Quality of Materials
- Policy 5.02, Exclusion of Materials
  - Exhibit 5.02a, Request for Reconsideration of Library Materials

Staff Recommendations:

Section 5.00, *Collection Development & Maintenance* of the Boise Public Library Policy Manual is presented to the Library Board for review. Recommended changes to Policy 5.02, Exclusion of Materials, are included.

Changes recommended to Policy 5.02 are designed to provide greater clarity to staff and the public with regards to the process for reconsidering materials in the Library's collection. They also outline in more detail expectations of staff and the director and better clarify the role of the Board.

A motion to approve the recommended changes will be requested.

Recommended changes to exhibit 5.02a, Request for Reconsideration of Library Materials, are also included. Exhibit changes do not require the Board's approval and are included for information purposes only.

Document Type: Policy
Number: 5.01
Effective: 03-01-11
Revised: 05-10-2023

COLLECTION DEVELOPMENT AND MAINTENANCE

The purpose of this policy is to articulate the role of the Library's collection in the community and provide direction to staff members in their role as selectors. The Board endorses and incorporates as a part of this policy the American Library Association's Library Bill of Rights (Exhibit 5.01a) and Freedom to Read Statement (Exhibit 5.01b).

The Board recognizes that the citizens of Boise possess widely diverse and separate interests, backgrounds, cultural heritages, social values and needs. This policy is designed to support the Library's mission and service priorities, within budgetary and space limitations, and serve the needs of all citizens of Boise regardless of age, sex, race, religious creed, national origin, ancestry, physical or mental disability, sexual orientation, gender identity, or political or social views. This policy is meant to document current collection management policy and further public understanding of the purpose, nature and philosophy behind the library's collection management practices. This policy includes all material in any format.

The Collection Development staff will continually assess the collection using the associated board approved policies and regulations. Selectors choose popular materials for varying levels of entertainment, education, reading levels, age level interests, differing social/religious customs and languages. The collection offers users a variety of formats, viewpoints and subjects.

Specifically, staff will acquire, make available, and encourage the use of materials in all media that:

1. help people know more about themselves and their world;
2. encourage informal self-education;
3. meet the diverse informational needs and recreational interests of all people in the community;
4. stimulate thoughtful participation in the affairs of the community, the country, and the world;
5. give access to a variety of opinions on matters of current interest and encourage freedom of expression;
6. support educational, civic, and cultural activities within the community;
7. aid in learning and improving job-related skills; and
8. assist the individual to grow intellectually and enjoy life more fully.

There is no single standard which can be applied in all cases when making an acquisition decision. Each type of material will be considered in terms of its own kind of excellence and the audience for which it is intended. Some materials will be judged primarily in terms of artistic merit, scholarship, or value as human documents; others will be selected to satisfy the recreational and entertainment needs of the community. Some materials evaluated are subject to widespread or local demand; items experiencing such demand may be added to the collection even though they do not meet

the general and specific criteria routinely used by staff in making selection decisions.

The Board encourages public input on Library collections and invites Boise residents to make recommendations for purchases. Such recommendations will be given serious consideration by Library staff in accordance with the general and specific criteria used in making selection decisions. Due to budget considerations, the Library may add only one format of a title (e.g. a physical print book may be offered rather than a digital audiobook).

The Director or designee shall examine the collection regularly for the purpose of selection, assessment and retention of materials. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The collection is not intended to be archival in nature. Worn, damaged, and outdated materials as well as unnecessary duplicate copies are weeded from the collection on a regular basis. Due to space limitations, materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Items may also be deleted if a more desirable format has been added to the collection.

The ultimate responsibility for selection rests with the Director, who operates within the framework of this policy.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

  I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

 II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

 V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

*For more information about the **Library Bill of Rights** please visit the American Library Association (ALA) website at [ala.org](ala.org).*

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious

thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

For more information about the Freedom to Read Statement please visit the American Library Association (ALA) website at *ala.org.*

THE NATURE AND QUALITY OF MATERIALS

To build a collection of merit and significance consistent with the Library's mission and strategic objectives, the Director or designee will evaluate materials against general and specific criteria; selections are made in accordance with one or more of these criteria:

General Criteria
1. suitability of physical form for library use
2. suitability of subject and style for intended audience
3. present and potential relevance to community needs
4. appropriateness of medium to content
5. insight into human and social condition
6. importance as a document of the times
7. relation to existing collection and other material on subject
8. reputation and/or significance of author
9. skill, competence, and purpose of author
10. attention of critics, reviewers, and public
11. currency
12. affordability

Specific Criteria for Works of Non-Fiction, Regardless of Format
1. scope and authority of subject matter
2. comprehensiveness and depth of treatment
3. objectivity
4. accuracy and logic of presentation
5. clarity of style
6. representation of challenging, though extreme or minority, point of view
7. scarcity of information in subject field
8. self-published materials are generally not added due to lack of editor oversight and fact checking

Specific Criteria for Works of Fiction, Regardless of Format
1. representation of important movement, genre, trend, or national culture
2. vitality and originality
3. artistic presentation
4. sustained interest
5. effective characterization and/or a realistic portrayal of life
6. authenticity of historical or social setting
7. representation of diverse points of view
8. entertaining and imaginative appeal to the general-interest reader

Staff will also consider the adequacy and availability of materials in other community agencies when making selection decisions. To avoid unnecessary duplication of materials, established special collections that are available for public and/or professional

use (e.g., public universities; State Law Library, corporate libraries) will be considered the primary sources for academic and specialized materials. Library materials are selected for the general reader rather than the specialist.

Although the Library attempts to provide material on many subjects and grade levels, no attempt is made to match the collection to a particular curriculum. The provision of curriculum-related materials is generally the responsibility of the schools or homeschooling family. The Library may provide materials that supplement and enrich curriculum-related materials when community demand indicates the need for resources for individual use as opposed to school classroom use. Materials may be purchased to meet these needs to the extent funds allow without creating a collection imbalance in other areas.

~~EXCLUSION~~ RECONSIDERATION OF MATERIALS

The <u>Boise Public</u> Library will review ~~decisions regarding specific titles~~ <u>materials in its collection</u> upon <u>receipt of a Request for Reconsideration of Library Materials form (Exhibit 5.02a) filled out and submitted by</u> ~~written request from~~ a Boise resident <u>with a current Boise Public Library card</u>. ~~The Director or designee will provide a Request for Reconsideration form (Exhibit 5.02a) for this purpose.~~

<u>Boise Public Library is a member of the Lynx Library Consortium. As part of the Lynx Library Consortium, Boise Public Library shares and receives materials from other member libraries. Boise Public Library only processes Requests for Reconsideration of Library Materials for materials owned by the Boise Public Library.</u>

When a complete~~d~~ <u>and valid</u> Request for Reconsideration <u>of Library Materials</u> form (Exhibit 5.02a) is filed, the Library will begin its reconsideration process. This process consists of the following steps:

1. Staff will review the <u>Request for Reconsideration of Library Materials, the</u> materials ~~under~~ <u>requested for reconsideration, and Section 5.00 of the Boise Public Library Policy Manual. Staff may gather additional materials it deems relevant to its review. Staff shall include reference to all materials used to form its decision in the written Staff decision. Materials referenced in Staff's decision shall become part of the record for review in the appeals that follow.</u> ~~The s~~<u>S</u>taff will communicate its decision to the ~~patron~~ <u>resident</u> in writing within 2<u>30</u> business days <u>from receipt of the complete and valid Request for Reconsideration of Library Materials</u>.

2. ~~Should the patron not be satisfied with the staff's decision, patron can~~ <u>The resident may</u> submit a written request for Director review <u>within 21 days of receiving the written Staff decision. The written request for Director review shall state the reasons the resident disagrees with the Staff decision.</u> The Director will review the material in question<u>, the Staff decision, the Request for Reconsideration of Library Materials, the written request for Director review, all materials referenced by Staff in the Staff decision, and relevant statutes, caselaw, and legal materials</u> ~~in consultation with appropriate staff~~. The Director will <u>conduct a de novo review of Staff's decision. The Director will review the record as described above and will</u> communicate his or her decision to the ~~patron~~ <u>resident</u> in writing within 2<u>30</u> business days of receiving ~~the~~ <u>a timely</u> request for Director review.

3. The ~~patron~~ resident may appeal the Director's decision to the <u>Boise Public</u>
   Library Board of Trustees <u>by submitting a written request for Board review</u>
   <u>within 21 days of receiving the Director's final written decision. The request for</u>
   <u>Board review shall state the reasons why the resident disagrees with the</u>
   <u>Director's decision. The Board will review the material in question, the request</u>
   <u>for Board review, the Director's decision, and all materials in the record relied</u>
   <u>on by the Director. The Board will ensure the Director's decision is based on</u>
   <u>substantial evidence in the record, is not arbitrary, capricious, or an abuse of</u>
   <u>discretion, and does not violate the state or federal Constitution. The Board</u>
   <u>may employ whatever public processes it deems necessary and appropriate to</u>
   <u>fully develop the record to make its decision including public hearing, hearing</u>
   <u>from the resident, staff, and/or the Director, remand to Staff to further develop</u>
   <u>the record, remand to the Director for further consideration, or other such</u>
   <u>processes not in conflict with Idaho law. The <u>final written</u> decision of the</u>
   Board will be communicated to the ~~patron~~ <u>resident</u> and will be final.

In ~~considering~~ <u>reviewing</u> Requests for Reconsideration <u>of Library Materials</u>, ~~s~~Staff, the
Director<u>,</u> and the Board will <u>ensure the request and appeals follow the procedures and</u>
<u>timelines listed in this Policy 5.02, will review</u> ~~consider~~ each work as a whole~~,~~ and individual
passages will not be treated out of context<u>, and will apply the standards found in this Section</u>
<u>5.00 of the Boise Public Library Policy Manual</u>. ~~Works will be assessed according to criteria~~
~~specified in The Nature and Quality of Materials (Regulation 5.01c).~~

~~Boise Public Library is a member of the LYNX! Library Consortium, sharing and receiving~~
~~materials from other member libraries. Boise Public Library only accepts Requests for~~
~~Reconsideration from Boise City residents for materials owned by the Boise Public Library.~~

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

~~Boise Public Library is committed to providing materials in multiple formats for information, education, and entertainment. Specific titles in the Boise Public Library Collection will be reviewed upon written request from residents of Boise via a completed Request for Reconsideration form (Exhibit 5.02a) When a completed form is filed, the Library will begin its reconsideration process.~~

To request the Boise Public Library reconsider the inclusion of materials in its collection—or the location of materials in its collection—a Boise resident with a current Boise Public Library card may fill out this form and return it to the circulation desk at any Boise Public Library location. Or, this form can be submitted by mail to:

> Boise Public Library
> ATTN: Acquisitions Manager
> 715 S. Capitol Blvd.
> Boise, ID 83702

Boise Public Library is a member of the Lynx Library Consortium. As part of the Lynx Library Consortium, Boise Public Library shares and receives materials from other member libraries. Boise Public Library only processes Requests for Reconsideration of Library Materials for materials owned by the Boise Public Library.

Upon receipt of this Request for Reconsideration of Library Materials form filled out and submitted by a Boise resident library cardholder for the reconsideration of materials in the Boise Public Library collection, the Boise Public Library will begin its review of the materials.

The reconsideration process consists of the following steps:

1. Staff will review the Request for Reconsideration of Library Materials, the materials ~~under~~ requested for reconsideration, and Section 5.00 of the Boise Public Library Policy Manual. Staff may gather additional materials it deems relevant to its review. Staff shall include reference to all materials used to form its decision in the written Staff decision. Materials referenced in Staff's decision shall become part of the record for review in the appeals that follow. ~~The s~~Staff will communicate its decision to the ~~patron~~ resident in writing within ~~2~~30 business days from receipt of the complete and valid Request for Reconsideration of Library Materials.

2. ~~Should the patron not be satisfied with the staff's decision, patron can~~ <u>The resident may</u> submit a written request for Director review <u>within 21 days of receiving the written Staff decision. The written request for Director review shall state the reasons the resident disagrees with the Staff decision.</u> The Director will review the material in question, <u>the Staff decision, the Request for Reconsideration of Library Materials, the written request for Director review, all materials referenced by Staff in the Staff decision, and relevant statutes, caselaw, and legal materials</u> ~~in consultation with appropriate staff~~. The Director will <u>conduct a de novo review of Staff's decision. The Director will review the record as described above and will</u> communicate his or her decision to the ~~patron~~ <u>resident</u> in writing within ~~2~~<u>30</u> business days of receiving ~~the~~ <u>a timely</u> request for Director review.

3. The ~~patron~~ <u>resident</u> may appeal the Director's decision to the <u>Boise Public</u> Library Board of Trustees <u>by submitting a written request for Board review within 21 days of receiving the Director's final written decision. The request for Board review shall state the reasons why the resident disagrees with the Director's decision. The Board will review the material in question, the request for Board review, the Director's decision, and all materials in the record relied on by the Director. The Board will ensure the Director's decision is based on substantial evidence in the record, is not arbitrary, capricious, or an abuse of discretion, and does not violate the state or federal Constitution. The Board may employ whatever public processes it deems necessary and appropriate to fully develop the record to make its decision including public hearing, hearing from the resident, staff, and/or the Director, remand to Staff to further develop the record, remand to the Director for further consideration, or other such processes not in conflict with Idaho law. The final written</u> decision of the Board will be communicated to the ~~patron~~ <u>resident</u> and will be final.

<u>Please fill out the following information as completely and accurately as possible. The information you provide will be an important part of the library's review of the materials. If you need additional space to answer the questions, you may attach additional pages.</u>

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

Request initiated by _____

Address _____

City_____State _____ Zip Code_____Telephone _____

Email address _____

Library Card number ~~(optional)~~ _____

Do you represent:

_____ Yourself
_____ An Organization (name) _____
_____ Other group (name) _____

1. To what in the material do you object? Why do you object? (Please be specific; for example, cite pages and specific passages. ~~Use additional sheet if necessary.~~)
    _____
    _____

2. Did you read, view or listen to the entire work? _____

    If not, what parts did you read, view or listen to? _____
    _____

3. What do you feel would be the result of reading, viewing, or listening to this material? _____
    _____
    _____

4. What parts of the work do you think are accurate and valuable? _____
    _____
    _____

5. What do you believe the theme of this work to be? _____
    _____

6. Are you aware of judgments of this work by professional critics? _____
    _____

7. For what age group would you recommend this work? _____
    _____

8. What action are you requesting the library take in regard to this work? _____
    _____

_____
Signature   Date

By signing this form I understand that I am making a formal complaint to the Boise Public Library about an item available for checkout. I acknowledge that this document will become a public record as soon as it is received by Library staff. I understand that to complete the process I must follow the above-mentioned steps in the timeline stated.

Library

Library	2022 Actual	2023 Actual	2023 Budget	Actual vs Budget Variance $	Actual vs Budget Variance %
Revenue/Resources					
Prior Year Resources	-	-	-	-	0.0%
Departmental	350,252	392,248	435,530	(43,282)	-9.9%
Fines & Forfeitures	7,450	5,511	6,450	(939)	-14.6%
Development Fees	-	-	-	-	0.0%
Internal Charges	21,643	26,436	14,000	12,436	88.8%
Other	45,687	103,925	26,500	77,425	292.2%
Subtotal	425,032	528,120	482,480	45,640	9.5%
Expenses					
Personnel	6,531,332	7,270,236	7,417,626	(147,390)	-2.0%
Maintenance & Operations	3,142,186	2,743,178	2,791,079	(47,901)	-1.7%
Cost Allocation Plan	3,801,635	5,191,290	5,191,290	-	0.0%
Miscellaneous	15,883	15,883	15,883	-	0.0%
Major Equipment	793,792	839,524	843,398	(3,874)	-0.5%
Capital	-	-	-	-	0.0%
Subtotal	14,284,828	16,060,111	16,259,276	(199,165)	-1.2%
Departmental Net Position	$ (13,859,796)	$ (15,531,991) $	(15,776,796)	244,805	1.6%
Encumbrances	-	-		-	
Net Grants/Dedicated Funding	-	-		-	
Rebudgets/Adjustments	-	-		-	
Departmental Net Position After Adjustments	$ (13,859,796)	$ (15,531,991)		$ 244,805	

Library revenues exceeded budget, and expenses were below budget, resulting in the department's net position ending the year $245k ahead of budget.

FY 2023 Actuals to FY 2023 Budget

Total revenues were $46k above budgeted levels:

- Approximately $36k is from higher than planned usage of Library's courier service. Boise Public Library is reimbursed by consortium members for transporting materials between libraries.
- Roughly $48k is from an unbudgeted donation from the Boise Library Foundation for Boise Comic Arts Festival.
- The above revenue overages were partially offset by a change related to the implementation of the Integrated Library System Discovery Layer which was expected to recoup $62k of revenue.

Total expenditures were $199k below budgeted levels:

- Approximately $147k of this variance was attributed to personnel savings. There were vacancies in salaried and temporary positions due to labor market constraints.
- The $47k of M&O cost savings was largely attributed to approximately $22k of minor equipment due to the lack of product availability or shipping delays with manufacturers.

Boise Public
2023 Idaho Public Library Survey

Due January 1, 2024

General Information (1.1-1.19)

Click on question mark for help

1.1	Fiscal year begins (mm-dd-yy)	10/01/22
1.2	Fiscal year ends (mm-dd-yy)	09/30/23
*1.3	Name of library	BOISE PUBLIC
1.4	Established according to the Idaho Code as a	C
1.5	Legal Service Area Boundary Change	No
1.6	Levy rate	general fund
1.7	Mailing address	715 S CAPITOL BLVD
1.8	City (of mailing address)	BOISE
1.9	Zip (of mailing address)	83702
1.10	Street address	715 S CAPITOL BLVD
1.11	City (of street address)	BOISE
1.12	Zip (of street address)	83702
1.13	County	ADA
*1.14	Phone	(208) 972-8258
1.15	Fax number	(208) 384-4025
1.16	E-mail Address	kdavis@cityofboise.org
1.17	Person completing form	Kari Davis
1.18	Name of current library director	Jessica Dorr
1.19	Library's Website Address	boisepubliclibrary.org

Service Area (2.1-2.10)

Click on question mark for help

2.1	Population of legal service area	245,237
2.2	Registered users in legal service area	115,328
2.3	Population of any areas served under contract	0
2.4	Registered users in contract area	0
2.5	Source of contract population information (#2.4)	N/A
2.6	Non-Resident users	558
2.6a	Non-Resident Fees per person	$75

2.6b	Non-Resident Fees per family	$75
2.7	Total Number of Registered Users (2.7 = 2.2 + 2.4 + 2.6) LOCKED [Calculated]	115,886
2.8	Central or main library	1
2.9	Branches	4
2.10	Bookmobiles	0

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

Click on question mark for help

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

Do not include volunteers in the FTE calculation.

3.1	Librarians with master's degree from an ALA-accredited program	24.80
3.2	Others holding title of librarian	4.00
3.3	Total librarians (3.3 = 3.1 + 3.2) LOCKED [Calculated]	28.80
3.4	All other paid staff (include maintenance staff)	76.97
*3.5	Total paid staff (3.5 = 3.3 + 3.4) LOCKED [Calculated] Note: Include staff paid by another agency, e.g., School	105.77
3.6	Library director's annual salary	$158,205
3.7	Number of hours Director worked per week (not to exceed 40)	40
3.8	Number of Individual Volunteers who worked for the library	115
3.9	Number of hours volunteers worked for the library	5,819

Beginning Balance and Carryover (4.1-4.5)

Click on question mark for help

4.1	Operating carryover	$0
4.2	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	$2,864,720
4.3	Building Fund (Land, new construction, and additions only)	$0
4.4	Other	$15,677
4.5	Total Unexpended balance on hand at beginning of Fiscal year. (4.5 = 4.1 + 4.2 + 4.3 + 4.4) LOCKED [Calculated]	$2,880,397

Library Revenue By Source (5.1-5.7)

Click on question mark for help
Use WHOLE NUMBERS for all dollar amounts

*Local Government

*5.1a	Local Operating Revenue	$16,177,788
*5.1b	Local Government Capital Revenue	$1,843,535
*5.1c	Local Total Revenue (5.1c = 5.1a + 5.1b) LOCKED [Calculated]	$18,021,323

State Government (exclude federal dollars distributed by state)

5.2a	State Operating Revenue	$30,000
5.2b	State Government Capital Revenue	$0
5.2c	State Total Revenue (5.2c = 5.2a + 5.2b) LOCKED [Calculated]	$30,000

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

5.3a	Federal Operating Revenue	$0
5.3b	Federal Government Capital Revenue	$0
5.3c	Federal Total Revenue (5.3c = 5.3a + 5.3b) LOCKED [Calculated]	$0

Contracts for services to other libraries

5.4a	Contract Operating Revenue	$366,743
5.4b	Contract Capital Revenue	$0
5.4c	Contract Total Revenue (5.4c = 5.4a + 5.4b) LOCKED [Calculated]	$366,743

Other income

5.5a	Other Operating Revenue	$187,637
5.5b	Other Capital Revenue	$0
5.5c	Other Total Revenue (5.5c = 5.5a + 5.5b) LOCKED [Calculated]	$187,637

Total Other Income

5.6a	Total Contract and Other Operating Revenue (5.6a = 5.4a + 5.5a)LOCKED [Calculated]	$554,380
5.6b	Total Contract and Other Capital Revenue (5.6b = 5.4b + 5.5b) LOCKED [Calculated]	$0
5.6c	Total Contract and Other Revenue (5.6c = 5.6a + 5.6b) LOCKED [Calculated]	$554,380

GRAND TOTAL and totals by type of revenue for this fiscal year [Calculated fields]

| 5.7a | Grand Total Operating Revenue (5.7a = 5.1a + 5.2a + 5.3a + 5.6a) LOCKED [Calculated] | $16,762,168 |
| 5.7b | Grand Total Capital Revenue (5.7b = 5.1b + 5.2b + 5.3b + 5.6b) LOCKED [Calculated] | $1,843,535 |

| 5.7c | Grand Total Revenue (5.7c = 5.1c + 5.2c + 5.3c + 5.6c) LOCKED [Calculated] | $18,605,703 |

Library Expenditures (6.1-6.21)

Click on question mark for help
SECTION A. STANDARD OPERATING EXPENDITURES
Staff Expenditures

6.1	Salaries and wages	$5,060,892
6.2	Employee benefits	$2,209,348
6.3	Total staff expenditures (6.3 = 6.1 + 6.2) [For staff expenditures paid by another agency use 6.13a & b] LOCKED [Calculated]	$7,270,240

Collection Expenditures

6.4	Print Materials	$710,155
6.5	Electronic Collections and other Electronic Materials	$832,323
6.6	Other Materials	$203,545
6.7	Total collection expenditures (6.7 = 6.4 + 6.5 + 6.6) LOCKED [Calculated]	$1,746,023

Other Operating Expenditures

6.8	Contracts for services from other libraries	$600,103
6.9	Miscellaneous Operating Expenditures	$7,334,284
6.10	Total other operating expenditures (6.10 = 6.8 + 6.9) LOCKED [Calculated]	$7,934,387
6.11	Total operating expenditures (6.11 = 6.3 + 6.7 + 6.10) LOCKED [Calculated]	$16,950,650
6.12a	Salaries or wages paid by another agency	$0
6.12b	Benefits paid by another agency	$0
6.12c	Collections paid by another agency	$0
6.12d	Other Operating Expenditures paid by another agency	$0
6.12	Operating Expenditures made by other agencies (6.12 = 6.12a + 6.12b + 6.12c + 6.12d) LOCKED [Calculated]	$0

SECTION B. CAPITAL EXPENDITURES

| 6.13 | Capital expenditures | $3,806,650 |

SECTION C. UNEXPENDED BALANCE AND CARRYOVER

| 6.14 | Unexpended balance at end of report year ($6.14 = [(4.5 + 5.7c) - (6.11 + 6.13)]$) LOCKED [Calculated] | $728,800 |
| 6.15 | How much, if any, of the unexpended balance reported in Item 6.14 will be returned to your funding authority's general account? | $0 |

Carried forward to Next Fiscal Year

6.16	Operating carryover	$0
6.17	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	$3,064,795
6.18	Building Fund (Land, new construction, and additions only)	$0
6.19	Name of Other Source	N/A
6.20	Amount from Other Source	$111,052
6.21	Final balance to be carried forward to next fiscal year ($6.21 = 6.16 + 6.17 + 6.18 + 6.20$) LOCKED [Calculated]	$3,175,847

Library Collection (7.1-7.14)

Click on question mark for help

| 7.1 | Total library items (physical units) added during the year | 49,786 |
| 7.2 | Total library items (physical units) withdrawn during the year | 64,904 |

BOOKS (Physical and Electronic) (7.3-7.3f)

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

E-Books: E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.3	Book Materials held at end of fiscal year (volume count) [Physical]	306,307
7.3a	Current Print Serial Subscriptions [Physical]	67
7.3b	Total Print Materials (7.3b = 7.3 + 7.3a) LOCKED [Calculated]	306,374
7.3c	E-Books Provided through the IDEA Collection	22,900
7.3d	E-Books provided through consortia	0
7.3e	E-Books provided by the library alone	40,474
7.3f	Name of Consortia providing E-Books (if None enter N/A)	N/A
7.3g	Total Electronic Books (E-Books) (7.3g = 7.3c + 7.3d + 7.3e) LOCKED [Calculated]	63,374

SECTION B: AUDIO MATERIALS (Physical and Electronic) (7.4-7.4f)

Electronic audios: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio - Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio - Downloadable Units held locally and remote Audio - Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.4	Audio Materials [Physical Units]	11,608
7.4a	Audio Materials [Downloadable Units] provided through IDEA	5,790
7.4b	Audio Materials [Downloadable Units] provided through consortia	0
7.4c	Audio Materials [Downloadable Units] provided by the library alone	24,115
7.4d	Name of Consortia providing Downloadable Audio Materials in 7.4c (if None enter N/A)	N/A
7.4e	Total Audio Materials [Downloadable Units] (7.4e = 7.4a + 7.4b + 7.4c) LOCKED [Calculated]	29,905
7.4f	Total Audio Materials (7.4f = 7.4 + 7.4e) LOCKED [Calculated]	41,513

SECTION C: VIDEO MATERIALS (Physical and Electronic) (7.5-7.5e)

Electronic videos: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video - Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video - Downloadable Units held locally and remote Video - Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.5	Video Materials [Physical Units]	19,714
7.5a	Video Materials [Downloadable Units] provided through consortia	0
7.5b	Video Materials [Downloadable Units] provided by the library alone	0
7.5c	Name of Consortia providing Downloadable Video Materials (if None enter N/A)	N/A
7.5d	Total Video Materials [Downloadable] (7.5d = 7.5a + 7.5b) LOCKED [Calculated]	0
7.5e	Total Video Materials (7.5e = 7.5a + 7.5d) LOCKED [Calculated]	19,714

SECTION D: OTHER ELECTRONIC ITEMS (7.6 - 7.11)

7.6	Other Electronic Materials [Physical Units]	5,683
7.7	State Provided Electronic Collections [LiLI-D] (previously called Licensed Databases) LOCKED [Will be determined by SDC.]	14
7.8	Locally Mounted Electronic Collections/Other Cooperative Agreements (previously called Licensed Databases) [Consortia, not LiLI-D]	30
7.9	Total Electronic Collections (7.9 = 7.7 + 7.8) LOCKED [Calculated]	44

7.10	Other Circulating Physical Items	11,955
7.11	Digital Serial Subscriptions	5,137

SECTION E: TOTAL COLLECTIONS (7.12-7.14)

7.12	Total Physical Items in Collection (7.12 = 7.3b + 7.4 + 7.5 + 7.10) [LOCKED] [Calculated]	349,651
7.12a	Total Physical Collection Size (7.12a = 7.3b + 7.4 + 7.5 + 7.6 + 7.10) [LOCKED] [Calculated]	355,334
7.13	Total Electronic Items in Collection (7.13 = 7.3g + 7.4e + 7.5d + 7.11) [LOCKED] [Calculated]	98,416
7.14	Total collection size held at the end of report year (7.14 = 7.12a + 7.10CKED [Calculated]	453,750

Library Services (8.1-8.4)

Click on question mark for help

*8.1	Total Public Service Hours (Annual) Note: The total for all outlets, including multi-outlet systems, will be calculated and automatically filled in here. Branch hours are entered individually in 12.17.	12,846
8.2	Total library visits (Annual)	642,770
8.2a	Library Visits Reporting Method: **Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate**	CT - Annual Count
8.3	Total reference transactions completed (Annual)	66,971
8.3a	Reference Transactions Reporting Method: **Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate**	CT - Annual Count
8.4	Total square footage This will be the total for all outlets, including multi-outlet systems, and will be calculated and automatically filled in with your entries from 12.16 located in the Outlet Section. LOCKED	131,374

Circulation (9.1-9.9)

Click on question mark for help

9.1	Circulation of Adult Materials	724,233
9.1a	Circulation of Young Adult Materials	77,736
9.1b	Circulation of Children's Materials	764,244
9.2	Total Circulation of Materials (9.1 + 9.1a + 9.1b) [LOCKED] [Calculated]	1,566,213
9.3	Circulation of Books - Physical	1,334,429
9.3a	Circulation of Magazines/Periodicals - Physical	15
9.3b	Circulation of Videos/DVDs - Physical	193,105
9.3c	Circulation of Audios - Physical	48,868
9.3d	Circulation of Other Items - Physical	42,651
9.3e	Total PHYSICAL circulation transactions (9.3e = 9.3 + 9.3a + 9.3b + 9.3c + 9.3d) LOCKED [Calculated]	1,619,068
9.4	Loan period for books (in weeks)	4
9.5	Circulation of IDEA Materials by Library's Patrons	1,537
9.5a	Circulation of Electronic Reciprocal Lending Library Materials by Library's Patrons from IDEA Member Libraries	25,251
9.5b	Circulation of Electronic Consortia-Owned Titles by Library's Patrons	N/A
9.5c	Circulation of Electronic Materials Owned by Library	738,971
9.5d	Circulation of Electronic Materials (Annual) (9.5d = 9.5 + 9.5b + 9.5c) LOCKED [Calculated]	740,508
9.6a	Successful Retrieval of State Provided Electronic Collections [LOCKED]	0
9.6b	Successful Retrieval of information from Locally Mounted Electronic Collections (if none, enter 0)	348,398
9.6c	Total Successful Retrieval of Electronic Information (9.6c = 9.6a + 9.6b) LOCKED [Calculated]	348,398
9.7	Electronic Content Use (9.7 = 9.5d + 9.6c) LOCKED [Calculated]	1,088,906

9.8   Total Circulation of Materials (9.8 = 9.3e + 9.5d) LOCKED [Calculated]   2,359,576

9.9   Total Collection Use (9.9 = 9.3e + 9.5d + 9.6c) LOCKED [Calculated]   2,707,974

Programming (10.1-10.17)

Click on question mark for help

If you know you did not provide programs for one of the elements (for example, no offsite programs for adults), please enter 0 instead as appropriate.

Synchronous Programs (10.1-10.6c)

10.1   Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Onsite)   870

10.1a   Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Offsite)   147

10.1b   Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Virtual)   0

10.1c   Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (10.1c = 10.1 + 10.1a + 10.1b) [LOCKED] [Calculated]   1,017

10.2   Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Onsite)   579

10.2a   Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Offsite)   85

10.2b   Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Virtual)   0

10.2c   Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (10.2c = 10.2 + 10.2a + 10.2b) [LOCKED] [Calculated]   664

10.3   Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Onsite)   210

10.3a   Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Offsite)   19

10.3b   Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Virtual)   0

10.3c	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (10.3c = 10.3 + 10.3a + 10.3b) [LOCKED] [Calculated]	229
10.4	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Onsite)	705
10.4a	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Offsite)	4
10.4b	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Virtual)	5
10.4c	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (10.4c = 10.4 + 10.4a + 10.4b) [LOCKED] [Calculated]	714
10.5	Number of Synchronous General Interest Program Sessions (Onsite)	116
10.5a	Number of Synchronous General Interest Program Sessions (Offsite)	4
10.5b	Number of Synchronous General Interest Program Sessions (Virtual)	0
10.5c	Number of Synchronous General Interest Program Sessions (10.5c = 10.5 + 10.5a + 10.5b) [LOCKED] [Calculated]	120
10.6	Number of Synchronous In-Person Onsite Program Sessions (10.6 = 10.1 + 10.2 + 10.3 + 10.4 + 10.5) [LOCKED] [Calculated]	2,480
10.6a	Number of Synchronous In-Person Offsite Program Sessions (10.6a = 10.1a + 10.2a + 10.3a + 10.4a + 10.5a) [LOCKED] [Calculated]	259
10.6b	Number of Synchronous Virtual Program Sessions (10.6b = 10.1b + 10.2b + 10.3b + 10.4b + 10.5b) [LOCKED] [Calculated]	5
10.6c	Total Number of Synchronous Program Sessions (10.6c = 10.6 + 10.6a + 10.6b) [LOCKED] [Calculated]	2,744

Attendance At Synchronous Programs (10.7-10.12c)

10.7	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Onsite)	29,438

10.7a	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Offsite)	4,614
10.7b	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Virtual)	0
10.7c	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (10.7c = 10.7 + 10.7a + 10.7b) [LOCKED] [Calculated]	34,052
10.8	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Onsite)	10,493
10.8a	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Offsite)	2,490
10.8b	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Virtual)	0
10.8c	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (10.8c = 10.8 + 10.8a + 10.8b) [LOCKED] [Calculated]	12,983
10.9	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Onsite)	1,408
10.9a	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Offsite)	339
10.9b	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Virtual)	0
10.9c	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (10.9c = 10.9 + 10.9a + 10.9b) [LOCKED] [Calculated]	1,747
10.10	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Onsite)	5,508
10.10a	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Offsite)	158
10.10b	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Virtual)	2

10.10c	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (10.10c = 10.10 + 10.10a + 10.10b) [LOCKED] [Calculated]	5,668
10.11	Attendance at Synchronous General Interest Programs (Onsite)	3,079
10.11a	Attendance at Synchronous General Interest Programs (Offsite)	4,703
10.11b	Attendance at Synchronous General Interest Programs (Virtual)	0
10.11c	Attendance at Synchronous General Interest Programs (10.11c = 10.11 + 10.11a + 10.11b) [LOCKED] [Calculated]	7,782
10.12	Synchronous In-Person Onsite Program Attendance (10.12 = 10.7 + 10.8 + 10.9 + 10.10 + 10.11) [LOCKED] [Calculated]	49,926
10.12a	Synchronous In-Person Offsite Program Attendance (10.12a = 10.7a + 10.8a + 10.9a + 10.10a + 10.11a) [LOCKED] [Calculated]	12,304
10.12b	Synchronous Virtual Program Attendance (10.12b = 10.7b + 10.8b + 10.9b + 10.10b + 10.11b) [LOCKED] [Calculated]	2
10.12c	Total Attendance at Synchronous Programs (10.12c = 10.12 + 10.12a + 10.12b) [LOCKED] [Calculated]	62,232

Asynchronous Programs (10.13-10.14d)

10.13	Total Number of Asynchronous Program Presentations Targeted at Children Ages 0-5	52
10.13a	Total Number of Asynchronous Program Presentations Targeted at Children Ages 6-11	N/A
10.13b	Total Number of Asynchronous Program Presentations Targeted at Young Adults Ages 12-18	N/A
10.13c	Total Number of Asynchronous Program Presentations Targeted at Adults Age 19 or Older	N/A
10.13d	Total Number of Asynchronous Program Presentations General Interest	N/A

| 10.13e | Total Number of Asynchronous Program Presentations (10.13e = 10.13 + 10.13a + 10.13b + 10.13c + 10.13d) [LOCKED] [Calculated] | 52 |

10.14	Total Views of Asynchronous Program Presentations within 30 Days Targeted at Children Ages 0-5	84
10.14a	Total Views of Asynchronous Program Presentations within 30 Days Targeted at Children Ages 6-11	N/A
10.14b	Total Views of Asynchronous Program Presentations within 30 Days Targeted at Young Adults Ages 12-18	N/A
10.14c	Total Views of Asynchronous Program Presentations within 30 Days Targeted at Adults Age 19 or Older	N/A
10.14d	Total Views of Asynchronous Program Presentations within 30 Days General Interest	N/A
10.14e	Total Views of Asynchronous Program Presentations within 30 Days (10.14e = 10.14 + 10.14a + 10.14b + 10.14c + 10.14d) [LOCKED] [Calculated]	84

Other Library Activities (10.15-10.17)

10.15	Total Number of Self-Guided Activities	227
10.16	Total Participation in Self-Guided Activities	22,786
10.17	Total Number of Community/Outreach Events	108

Resource Sharing (11.1-11.2)

Click on question mark for help

| 11.1 | Interlibrary loans provided to other libraries | 116,206 |
| 11.2 | Interlibrary loans received from other libraries | 143,384 |

Internet Terminals and Users (11.3-11.7)

| 11.3 | Total of all Internet Terminals [LOCKED] [Calculated] This will be the total from all entries in 12.13 in the Outlet section. | 142 |

11.4	Total of all Internet Terminal Uses [LOCKED] [Calculated] This will be the total from all entries in 12.13a in the Outlet section.	80,769
11.4a	Is this an Actual Count or an Estimate?	CT - Annual Count
11.5	Number of Wireless Sessions (Annual) [LOCKED] [Calculated] This will be the total from all entries in 12.14 in the Outlet section.	113,675
11.5a	Is this an Actual Count or an Estimate?	CT - Annual Count
11.6	Most recent date of Internet Use Policy Review (MM/DD/YYYY)	07/12/2023
11.7	Number of visits to the Library's Website	City IT gathering; not available as of publication

Outlets (12.1-12.28a)

Click on question mark for help
If you see anything in a locked field that needs to be changed, please enter the correct information in the Federal Note Area for the item in question and flag it by clicking on the shadowed icon to the right of the item. [12.1-12.9a, 12.10-12.16, 12.20-12.22, and 12.24-12.27 are prefilled with last years' data and locked]

12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC
12.4	Street Address [physical address]	715 S CAPITOL BLVD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83702
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8198
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Heidi Lewis
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	CE
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	73

12.13a	Number of Uses of this Outlet's Internet Computers annually	38,217
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	113,675 Total for all Boise Public Library outlets/locations
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	79,381
12.17	Public Service Hours per Year for this Outlet	2,814
12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC - BOWN CROSSING BRANCH
12.4	Street Address [physical address]	2153 E. Riverwalk Dr.
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83706
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8360
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Joni Hansen
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	14
12.13a	Number of Uses of this Outlet's Internet Computers annually	7,522
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	

12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	15,900
12.17	Public Service Hours per Year for this Outlet	2,508
12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC-COLE AND USTICK BRANCH
12.4	Street Address [physical address]	7557 W USTICK RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83704
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8300
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Renee Addington
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	26
12.13a	Number of Uses of this Outlet's Internet Computers annually	15,691
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	15,300
12.17	Public Service Hours per Year for this Outlet	2,508
12.18	Number of Weeks this Outlet is Open per Year	52

12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC-COLLISTER BRANCH
12.4	Street Address [physical address]	4724 W STATE ST
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83703
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8320
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Jennifer Villalobos
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	8
12.13a	Number of Uses of this Outlet's Internet Computers annually	8,430
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	12,169
12.17	Public Service Hours per Year for this Outlet	2,508
12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC-HILLCREST BRANCH
12.4	Street Address [physical address]	5246 W OVERLAND RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A

12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83705
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8340
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Huda Shaltry
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	21
12.13a	Number of Uses of this Outlet's Internet Computers annually	10,909
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	8,624
12.17	Public Service Hours per Year for this Outlet	2,508
12.18	Number of Weeks this Outlet is Open per Year	52
12.19	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
12.20	LIB ID [LOCKED] [PREFILLED]	IDB
12.21	Name of Legal Entity [LOCKED] [PREFILLED]	BOISE PUBLIC
12.22	Interlibrary Relationship Code [LOCKED] [PREFILLED]	ME
12.23	Network and Consortium membership(s)	N/A
12.24	Legal Basis Code [LOCKED] [PREFILLED]	CI

12.25	Administrative Structure Code [LOCKED] [PREFILLED]	MO
12.26	PLSC Public Library Definition [LOCKED] [PREFILLED]	Y
12.27	Geographic Code [LOCKED] [PREFILLED]	CI1
12.28	Building Projects	No Plans
12.28a	Project Scope	No Plans

Performance Review Process for the Boise Public Library Director

January 2022

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director.

Step	Timeframe
Library Board of Trustees appoint a subcommittee of two Board members to conduct a performance review with and for the Director. The Library Board President and Vice President traditionally serve as the subcommittee or "Executive Committee" for such purpose. The subcommittee with the Director establishes a timeline for review completion in conjunction with the City's review process. • The Library Director informs the Mayor's office of the process and invites input from the City.	January
Input gathered for the review discussion • The Library Director completes a self-evaluation based on the "Director Performance Review" template • Human Resources provides input from ConnectBoise / Conduct survey from Director's direct reports	February
A meeting with the Director and subcommittee is held to review and discuss all documentation and annual performance. Review form completed by Subcommittee.	March
An Executive Session with the Board of Trustees is held to review subcommittee report and to add comments or make changes as desired. • A final written copy is written by the subcommittee and submitted to the Mayor's office and the Library Director. • The Board President may write a submittal letter to the Mayor to accompany the written review summarizing the review and to make salary and goal achievement recommendations. However, the compensation decision is determined by the Mayor.	April

	This Month	Last Year This Month	Percent Change	This Year To Date	Last Year To Date	Percent Change
CIRCULATION/Books						
Adult	43,636	42,854	1.82	43,636	42,854	1.82
Young Adult	5,344	5,416	-1.33	5,344	5,416	-1.33
Juvenile	61,020	61,642	-1.01	61,020	61,642	-1.01
Sub Total	110,000	109,912	0.08	110,000	109,912	0.08
CIRCULATION /Audio Visual						
Adult	15,690	16,881	-7.06	15,690	16,881	-7.06
Young Adult	982	871	12.74	982	871	12.74
Juvenile	4,486	5,208	-13.86	4,486	5,208	-13.86
Sub Total	21,158	22,960	-7.85	21,158	22,960	-7.85
CIRCULATION/Digital						
eAudio	36,254	28,904	25.43	36,254	28,904	25.43
eBooks	27,650	23,085	19.77	27,650	23,085	19.77
eVideo	793	286	177.27	793	286	177.27
eMusic	74	64	15.63	74	64	15.63
eMagazine	10,800	2,936	267.85	10,800	2,936	267.85
Sub Total	75,571	55,275	36.72	75,571	55,275	36.72
TOTAL CIRCULATION	206,729	188,147	9.88	206,729	188,147	9.88
CIRCULATION SUMMARY						
Main Library	61,082	62,873	-2.85	61,082	62,873	-2.85
Collister	12,050	11,209	7.50	12,050	11,209	7.50
Hillcrest	8,471	8,413	0.69	8,471	8,413	0.69
Cole & Ustick (C&U)	23,108	23,069	0.17	23,108	23,069	0.17
Bown	23,719	24,719	-4.05	23,719	24,719	-4.05
Home Service	2,728	2,589	5.37	2,728	2,589	5.37
Digital Collection	75,571	55,275	36.72	75,571	55,275	36.72
TOTAL CIRCULATION	206,729	188,147	9.88	206,729	188,147	9.88
PATRON COUNT						
Main Library	27,532	23,988	14.77	27,532	23,988	14.77
Collister	5,696	4,856	17.30	5,696	4,856	17.30
Hillcrest	5,903	4,421	33.52	5,903	4,421	33.52
Cole & Ustick	9,387	8,308	12.99	9,387	8,308	12.99
Bown	9,688	7,981	21.39	9,688	7,981	21.39
TOTAL PATRON COUNT	58,206	49,554	17.46	58,206	49,554	17.46
POLARIS CATALOG*						
System External Use Counts	0	216,962	-100.00	0	216,962	-100.00
Main Internal Use Counts	0	34,682	-100.00	0	34,682	-100.00
Collister Internal Use Counts	0	1,641	-100.00	0	1,641	-100.00
Hillcrest Internal Use Counts	0	1,933	-100.00	0	1,933	-100.00
C&U Internal Use Counts	0	5,402	-100.00	0	5,402	-100.00
Bown Internal Use Counts	0	4,166	-100.00	0	4,166	-100.00

*Software upgrade has delayed availability of data.

	This Month	Last Year This Month	Percent Change	This Year To Date	Last Year To Date	Percent Change
NEW CARDS ISSUED						
Resident	828	842	-1.66	828	842	-1.66
Non-Resident	6	5	20.00	6	5	20.00
Internet Only	0	0	0.00	0	0	0.00
TOTAL CARDS ISSUED	834	847	-1.53	834	847	-1.53
INTERLIBRARY LOANS						
Out-of-State	99	104	-4.81	99	104	-4.81
In-State	35	50	-30.00	35	50	-30.00
INTERLIBRARY BORROWING						
Out-of-State	86	56	53.57	86	56	53.57
In-State	15	27	-44.44	15	27	-44.44
REFERENCE SUMMARY						
Main Adult Desk	2,038	1,284	58.72	2,038	1,284	58.72
Main Adult Telephone	690	574	20.21	690	574	20.21
Main Adult Electronic	122	112	8.93	122	112	8.93
Sub Total Adult Reference	2,850	1,970	44.67	2,850	1,970	44.67
Main Youth Desk	975	868	12.33	975	868	12.33
Main Youth Telephone	2	22	-90.91	2	22	-90.91
Main Youth Electronic	14	3	366.67	14	3	366.67
Sub Total Youth Reference	991	893	10.97	991	893	10.97
Information Desk						
Readers Advisory	3	1	200.00	3	1	200.00
Directional/Informational	724	1,776	-59.23	724	1,776	-59.23
Sub Total Information Desk	727	1,777	-59.09	727	1,777	-59.09
Collister Desk	1,545	1,253	23.30	1,545	1,253	23.30
Collister Phone	162	126	28.57	162	126	28.57
Sub Total Collister Reference	1,707	1,379	23.79	1,707	1,379	23.79
Hillcrest Desk	622	330	88.48	622	330	88.48
Hillcrest Phone	182	92	97.83	182	92	97.83
Sub Total Hillcrest Reference	804	422	90.52	804	422	90.52
Cole & Ustick Desk	1,769	1,149	53.96	1,769	1,149	53.96
Cole & Ustick Phone	284	202	40.59	284	202	40.59
Sub Total C&U Reference	2,053	1,351	51.96	2,053	1,351	51.96
Bown Desk	1,107	483	129.19	1,107	483	129.19
Bown Phone	217	45	382.22	217	45	382.22
Sub Total Bown Reference	1,324	528	150.76	1,324	528	150.76
TOTAL REFERENCE	10,456	8,320	25.67	10,456	8,320	25.67

MEETING ROOM USE SUMMARY Programs	This Month	Last Year This Month	Percent Change	This Year To Date	Last Year To Date	Percent Change
Main Adult Programs	14	7	100.00	14	7	100.00
Main Youth Programs	74	74	0.00	74	74	0.00
Main Community Programs	61	101	-39.60	61	101	-39.60
Sub Total Main	149	182	-18.13	149	182	-18.13
Collister Adult Programs	16	3	433.33	16	3	433.33
Collister Youth Programs	35	34	2.94	35	34	2.94
Collister Community Programs	73	77	-5.19	73	77	-5.19
Sub Total Collister	124	114	8.77	124	114	8.77
Hillcrest Adult Programs	15	11	36.36	15	11	36.36
Hillcrest Youth Programs	21	19	10.53	21	19	10.53
Hillcrest Community Programs	83	99	-16.16	83	99	-16.16
Sub Total Hillcrest	119	129	-7.75	119	129	-7.75
C&U Adult Programs	18	9	100.00	18	9	100.00
C&U Youth Programs	53	34	55.88	53	34	55.88
C&U Community Programs	79	98	-19.39	79	98	-19.39
Sub Total Cole & Ustick	150	141	6.38	150	141	6.38
Bown Adult Programs	13	10	30.00	13	10	30.00
Bown Youth Programs	39	36	8.33	39	36	8.33
Bown Community Programs	57	71	-19.72	57	71	-19.72
Sub Total Bown	109	117	-6.84	109	117	-6.84
TOTAL PROGRAMS	651	683	-4.69	651	683	-4.69

Program Attendance						
Main Adult Attendance	86	28	207.14	86	28	207.14
Main Youth Attendance	2,554	2,327	9.76	2,554	2,327	9.76
Main Comm Attendance	1,143	783	45.98	1,143	783	45.98
Sub Total Main	3,783	3,138	20.55	3,783	3,138	20.55
Collister Adult Attendance	64	12	433.33	64	12	433.33
Collister Youth Attendance	539	804	-32.96	539	804	-32.96
Collister Comm Attendance	417	202	106.44	417	202	106.44
Sub Total Collister	1,020	1,018	0.20	1,020	1,018	0.20
Hillcrest Adult Attendance	232	17	1264.71	232	17	1264.71
Hillcrest Youth Attendance	344	186	84.95	344	186	84.95
Hillcrest Comm Attendance	914	438	108.68	914	438	108.68
Sub Total Hillcrest	1,490	641	132.45	1,490	641	132.45
C&U Adult Attendance	72	29	148.28	72	29	148.28
C&U Youth Attendance	1,448	1,181	22.61	1,448	1,181	22.61
C&U Comm Attendance	694	683	1.61	694	683	1.61
Sub Total Cole & Ustick	2,214	1,893	16.96	2,214	1,893	16.96
Bown Adult Attendance	70	104	-32.69	70	104	-32.69
Bown Youth Attendance	1,319	1,091	20.90	1,319	1,091	20.90
Bown Comm Attendance	503	418	20.33	503	418	20.33
Sub Total Bown	1,892	1,613	17.30	1,892	1,613	17.30
TOTAL PROGRAM ATTENDANCE	10,399	8,303	25.24	10,399	8,303	25.24

BOISE PUBLIC LIBRARY
RECIPROCAL BORROWING STATISTICS
October 2023

Items checked out at BPL by consortium members' patrons.

CHECKOUTS	This Month	Percent of This Month Circulation	Last Year This Month	Percent Change	This Year To Date	Percent of To Date Circulation	Last Year To Date	Percent Change
Ada Community	3,103	1.50	2,725	13.87	3,103	1.50	2,725	13.87
Caldwell	656	0.32	272	141.18	656	0.32	272	141.18
Eagle	551	0.27	624	-11.70	551	0.27	624	-11.70
Emmett	1	0.00	24	-95.83	1	0.00	24	-95.83
Garden City	934	0.45	1,024	-8.79	934	0.45	1,024	-8.79
Kuna	223	0.11	387	-42.38	223	0.11	387	-42.38
Meridian	2,876	1.39	3,011	-4.48	2,876	1.39	3,011	-4.48
Mountain Home	322	0.16	236	36.44	322	0.16	236	36.44
Nampa	656	0.32	435	50.80	656	0.32	435	50.80
Twin Falls	35	0.02	25	40.00	35	0.02	25	40.00
Total	9,357	4.53	8,763	6.78	9,357	4.53	8,763	6.78

| Total BPL Circulation | 206,729 | | 188,146 | | 206,729 | | 188,146 | |

Items checked out at consortium member locations by BPL patrons.

CHECKOUTS	This Month	Last Year This Month	This Year To Date	Last Year To Date
Ada Community	9,777	9,821	9,777	9,821
Caldwell	184	177	184	177
Eagle	7,052	5,588	7,052	5,588
Emmett	29	6	29	6
Garden City	7,140	7,211	7,140	7,211
Kuna	182	157	182	157
Meridian	8,742	6,389	8,742	6,389
Mountain Home	7	7	7	7
Nampa	633	694	633	694
Twin Falls	0	3	0	3
Total	33,746	30,053	33,746	30,053