



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda Wednesday, March 13, 2024, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:
<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>

BOARD OF TRUSTEES Nicole Trammel Pantera, President Rebecca Lemmons, Vice President Reshma Kamal Brian Klene Ron Pisaneschi	MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.
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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
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BOISE CITY COUNCIL: Colin Nash (President), Meredith Stead (President Pro Tem), Kathy Corless, Jimmy Hallyburton, Jordan Morales, Luci Willits

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, March 13, 2024, 11:30 a.m. • Main Library, Marion Bingham Room,
715 S. Capitol Blvd., Boise, ID 83702

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

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

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

February 14, 2024, Regular Meeting

4. Consent Agenda-Action Item

All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

a. Payment of Bills and Payroll

b. Financial Reports

Year-to-Date through January 31, 2024

Gift Fund activity for January 2024

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library, Subsection 4.04, Security

Public Services Senior Manager Sarah Kelley-Chase will review section 4.00, Use of the Library specifically subsection 4.04, Security, of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this policy. This is a discussion item only and requires no action.

Recommended changes to regulation 4.04a, Rules of Conduct, and the addition of exhibit 4.04c are also included in the meeting packet. Regulation and 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.

b. Library Website Redesign

Representatives from the Library, City Community Engagement, and City Information Technology departments, will provide an overview of the work done to update the Library's website.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Trustee review of vouchers by Pisaneschi.

9. Selection of Meeting Date

Next regular meeting on Wednesday, April 10, 2024.

10. Executive Session: IC 74-206 (1)(b) Personnel Matters-Action Item

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

March 2024

Operations

Hours and Services Status

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

Boise City Council

On Tuesday, February 6th, City Council approved the Library moving ahead to contract with [Group 4](#) to develop our Facilities Plan. At the end of last year, Public Works conducted a Request for Qualifications for firms to help with this work. As the highest rated applicant does not have a local presence, we needed council approval to work with them. Following a presentation by Shawn Wilson, Municipal Facility Program Manager Senior, and discussion, the council approved us entering into contract with Group 4 on Tuesday. They have a lot of experience doing similar work with libraries in libraries such as the Deschutes Public Library, Spokane Public Library, and Multnomah County Library. Our next step will be to meet with Group 4 and scope out a contract for their engagement. You can watch the discussion and vote which start at the 12:38 mark: [Boise City Council - Evening Session \(youtube.com\)](#)

City Cast Boise

On Tuesday, February 13th [City Cast Boise](#) posted an episode titled "Will Boise Library Be Under Attack Next?" This podcast featured a discussion with me and Frankie Barnhill about the current political climate, the impact continued attacks from the legislature are having on library staff, and highlights from the Library.

Website Platform Upgrade Update

In February, the Website Platform Upgrade project made positive and significant progress. Milestones achieved include establishment of the City of Boise Library Stage website, deployment of a new automated tool for syncing content between website environments, successful testing of the library website content, and integrations and finalization of content entry. Library staff were introduced to the new Library site via an All-Staff meeting on March 1. Previews at each branch began on March 4. The project remains on track for an April roll out to the public and will be previewed in the March Board of Trustee meeting.

Administration and Management Reports:

Programming

- The Library! at Cole & Ustick hosted an Arts & Crafts Community Swap attended by 90 library users!
- The Library! at Bown Crossing piloted two new book clubs for adults: Movie Book Club and Ultimate Book Nerd Book Club,
- The Library! at Bown Crossing completed a reorganization project for our library collections, allowing genres that needed more space some room to grow and giving staff more opportunities to highlight great books in all collections.
- All locations participated in Kindergarten Registration visits at area schools. Here is a snapshot of what the Youth Services team covered on February 29th:
 - Garfield Elementary – talked with 63 people, gave away 27 books

- Hawthorne Elementary – talked with 32 people, gave away 15 books
- Roosevelt Elementary – talked with 45 people, gave away 23 books
- In February, [Music Together North End](#) presented a music program for babies and their caregivers. They are coming back for another class in March!

Staff Development

- One of our librarians, on behalf of the AI (Artificial Intelligence) Ambassadors for the City, delivered trainings for about 90 people at City Hall and City Hall West on how to harness the current generation of AI tools safely and productively in our work.

Community Partners

- [Treasure Valley Reads](#) has selected two fantastic local authors for their keynote speakers, stay tuned for more information in the coming months.
- Boise’s Cataloger began serving as Co-Chair of the newly formed Vega Discovery working group that our Integrated Library Software (ILS) vendor, Innovative, has put together to assist with ongoing enhancements and improved functionality.
- Staff at the Library! at Cole & Ustick attended an outreach event with the Familias Hispanas group at Morley Nelson Elementary’s Community School. It was Cole and Ustick’s first outreach using the [Pocketalk](#), and it made a huge difference in communicating. We’re working with the Community School staff to come back 1-2 times a year as new families come into the community.
- Pop-ups with [VITA](#), [Idaho Volunteer Lawyers Program](#), [Terry Reilly](#), and [CATCH](#) are ongoing.

Communications

Monthly Email Newsletter: [February](#)

- Sent Tues, February 6 at 4:00 PM, 8,422 successful deliveries
- Open Rate 58.5% (4,925) / Click Rate 2.4% (204)

Ultimate Book Nerd Newsletter: [February](#)

- Sent Thursday, February 22 at 3:28 PM, 835 recipients
- Open Rate 66.5% (554) / Click Rate 4.9% (41)
- Next month, our newsletters will be switching to Patron Point as the backend distributor. It will have a different look and feel but contain the same information in a friendlier format. We’ll talk about upcoming news, highlight more events, and provide a better user experience.

Social Media:

- In February, we posted about: We Heart Dog’s Event, Ribbon of Jewels, unexpected power outage, BCAF Teen mentorship program, new baby support group, and the BCAF exhibitor application.
- In March we plan to post about: BCAF, writer in residence, Scott Marchant, Water-wise garden series, the new website, Ribbon of Jewels park tours, and social work appreciation.

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:	February 2024
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	<p><u>Roof Replacement</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes both upper and lower portions. <p>Status:</p> <ul style="list-style-type: none"> • Roofing work is completed, punch list items in progress which are weather dependent. • Per City request, recommended to add lighting upgrades along the parapet for security purposes. Lighting has been ordered; estimated arrival is to be determined. <p><u>Restroom Renovations</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes four story portion only for restroom renovations, plumbing line replacement and fire pump replacement <p>Status:</p> <ul style="list-style-type: none"> • 1st floor restroom renovations are complete. • 2nd floor restroom construction is in progress and estimated to be completed March 15th. <ul style="list-style-type: none"> ○ Schedule impact due to partitions delivery delay • The 3rd and 4th floor restrooms will follow sequentially with estimated final completion late July 2024. • Fire pump replacement demo is complete and install for the new pump is estimated to begin 3/1 with final completion 3/19 <ul style="list-style-type: none"> ○ Schedule impact due to subcontractor schedule <p><u>Partial 1st & 4th Floor Renovations</u></p> <ul style="list-style-type: none"> ✓ 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. <p>Status:</p> <ul style="list-style-type: none"> • Abatement on the 4th floor has been completed. • Construction estimated to begin 3/5 with a final completion date of 6/19/24. • 1st floor construction estimated to begin 7/19 with a final completion date of 10/23/24.

- Allowing one month for staff to coordinate move-out between phases.

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) is complete. City is reviewing and providing comment.
- CM/GC is completing a construction estimate to inform budget for FY 2024.
- Once budget is reviewed by City, Design Development phase to begin.

Misc. projects:

Parking lot repairs:

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

Status:

- Architect is finalizing repair package.
- Anticipate bidding out in March.
- Repair work estimated to begin early May 2024.
- Estimated to be completed in 3 days. Logistics planning in progress with Library team.

Brick repairs:

- ✓ Project Scope: Repair exterior cracks in mortar

Status:

- Plans are being finalized.
- Anticipate bidding out in March.
- Work estimated to be completed end of April prior to 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:

- Guaranteed Maximum Price (GMP) received by City.
- Aiming for 3/5 council meeting
- City decided to proceed with exit stair railings only, main center stair railing will hold until 1st floor work.

Overall Project Health	<p><u>Summary:</u> 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 repairs, envelope repairs and exit stairwell railings are anticipated to be completed as well depending on what bids come in at.</p> <p>The project program will continue to be reviewed by Public Works and Library to determine sequence and timing for the remainder of the projects.</p>
Highlights	The roofing renovations are completed along with the 1 st floor restrooms. 2 nd floor restroom renovations work is in progress. Construction work on the 4 th floor for space reconfiguration is anticipated to begin early March.

PROJECT COMPONENTS:

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

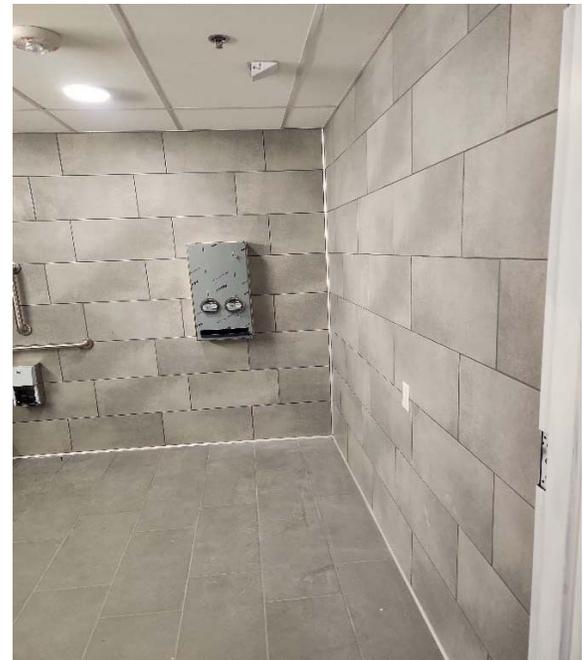
SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none"> • Storage room wall and flooring demo on 4th floor to allow for extra storage space • Auto sorter room construction complete & operational • Roof replacement • 1st floor restrooms • Contract executed for 4th floor & partial 1st floor renovations • Visioning work to establish alignment for interior design materials & finishes

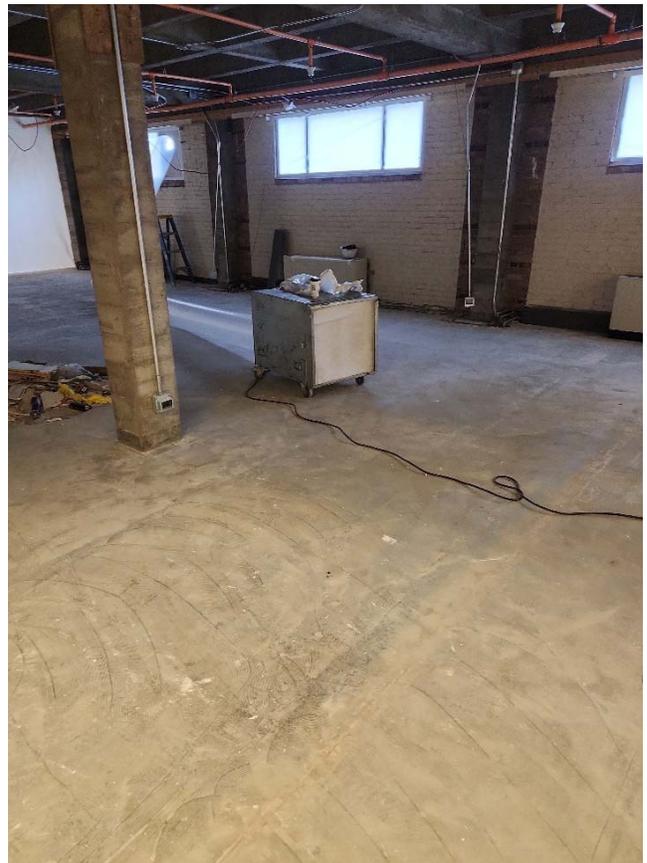
Planned

- Restroom/ plumbing construction work (2nd, 3rd & 4th floors remaining).
- Anticipated construction projects in FY 24: 4th & partial 1st floor remodel, stairwell railing work, brick repairs and parking lot repairs.
- Design services for 1st floor renovations
- Exit stair railing construction work GMP

2nd Floor Restrooms – week of 2/26



4th Floor Abatement Completion – week of 2/26



Boise Public Library

Policy Review March 13, 2024

Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Policy 4.04, Security
 - Regulation 4.04a, Rules of Conduct (current)
 - Regulation 4.04a, Code of Conduct (updated)
 - Regulation, 4.04b, Security Appeal Process
 - Exhibit 4.04c, Code of Conduct Expanded Version (new)

Staff Recommendations:

Section 4.00, *Use of the Library* of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Recommended changes to regulation 4.04a, Rules of Conduct, and the addition of exhibit 4.04c are also included in the meeting packet. Regulation and exhibit changes do not require the Board's approval and are included for information purposes only.

Policy Summary

This month, the Board of Trustees will continue reviewing section 4.0.

Policy 4.04, Security

No suggested changes currently. This section was last revised in 2011.

Regulation 4.04a, Rules of Conduct*

New Title, Code of Conduct: To Support a Positive Experience at the Library

This regulation was last revised in 2022.

Regulation 4.04b, Security Appeal Process

No suggested changes currently. This regulation was last revised in 2011.

Exhibit 4.04c, Code of Conduct – Expanded Version: To Support a Positive Experience at the Library*

This is a brand-new exhibit created to supplement our Rules of Conduct (changing to Code of Conduct) with rationale behind the rules we have in place, highlighting our desire to make the library safe and welcoming for all users.

*Leadership, the Mental Health Coordinator, Members of Staff, Security, and Legal have all collaborated on revising our Rules of Conduct to make them clearer and to be sure our focus is reinforcing actions and behavior which support welcoming, comfortable spaces that provide access to ideas and information while upholding the right to privacy and holding different points of view.

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

SECURITY

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

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

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

RULES OF CONDUCT

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

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

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

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

Document Type:	Regulation
Number:	4.04a
Effective:	03-01-2011
Revised:	07-31-2019
	06-08-2022
	03-13-2024
Last Reviewed:	07-12-2023

CODE OF CONDUCT

To Support a Positive Experience at the Library

1. Profane, threatening, or abusive language/gestures/behavior that disturbs others is prohibited.
2. Personal property must be kept within the library user's control.
3. Service animals, as defined by the Americans with Disabilities Act, must be leashed, harnessed, or tethered unless the library user's disability prevents using these devices, in which case the library user must maintain control through voice, signal, or other means. Library users may be asked to remove their service animal from the library if the animal:
 - o Poses a direct threat to the safety of others.
 - o Is out of control and effective action is not taken to control it.
 - o Is not housebroken.
 - o Interferes with the library's fundamental purpose, e.g., by continuous barking.
4. Petitioning, solicitation, and distribution of written materials ("leafletting") is only acceptable outside of the library and so long as it does not limit access to the building's entrances and exits.
5. Harassment of any type, e.g., physical, sexual, verbal, or stalking, of library staff or other library users is prohibited in person, telephonically, digitally, or by any other means.
6. Damage, theft, or destruction of library property, including use of library equipment in a manner other than intended by the manufacturer, is prohibited.
7. Possession or consumption of alcohol or other controlled substances is prohibited.
8. Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts e.g., exposure, masturbation, or nudity, is prohibited.
9. Possession of a deadly or dangerous weapon is prohibited. An exception is made for a lawfully possessed firearm or pocketknife with a blade six inches or less.
10. Parents/caregivers are responsible for their minor child(ren)'s safety and behavior while in the library, whether they are present or not. Children under the age of ten (10) are required to always be accompanied by a caregiver within the library.
11. Library users must always wear appropriate clothing and footwear in the library.
12. Packaged snacks and covered beverages may be consumed in designated areas and during approved library programs.
13. Sleeping, bathing, and other hygiene activities that inhibit the fundamental purpose and use of the library are prohibited.
14. Use of roller blades/scooters or bringing bicycles inside the library building is prohibited.
15. Smoking or vaping is allowed only in designated areas, which are at least twenty-five (25) feet away from entrances and exits. Tobacco and vaping products must be stored in personal belongings and out of sight while inside the library.
16. Library users must comply with all local, state, and federal laws while in the library and while using library services.

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

SECURITY APPEAL PROCESS

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

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

CODE OF CONDUCT – EXPANDED VERSION
To Support a Positive Experience at the Library

Boise Public Library provides access and opportunity for everyone by connecting people to ideas, information, and the community. We create respectful and safe spaces for the entire community while upholding the right to privacy and the freedom to read, seek, and hold different points of view.

Boise Public Library has adopted the following guidelines to promote welcoming, comfortable spaces, which we expect all visitors and staff to honor. Choosing not to follow the guidelines may result in the suspension of access to library facilities.

Boise Public Library Values Respect and Accessibility for All

Library users are required to demonstrate respect to each other and library staff. Respectful behavior includes:

- refraining from using profane, threatening, or abusive language or gestures; and
- avoiding behaviors that disturb or disrupt others by interfering with the operation and enjoyment of the library.

To allow all users to access library materials, services, and programs, everyone is required to keep personal property within their control. Items such as skateboards, collapsible scooters, large bags, and rollerblades are to be carried, placed, and stored in a manner so as not to create a safety hazard for other users. Bicycles and large scooters must be secured outside at designated bike racks.

Service animals, as defined by the [Americans with Disabilities Act](#), are welcome. This includes service dogs, service dogs-in-training, and service miniature horses as defined by state and federal law.

Service animals must be leashed, harnessed, or tethered unless the individual's disability prevents using these devices. If these devices are unable to be used, the library user must maintain control of the animal through voice, signal, or other effective means. Library users may be asked to remove their service-animal from the library if the animal:

- Poses a direct threat to the safety of others.
- Is out of control and effective action is not taken to control it.
- Is not housebroken.
- Interferes with the library's fundamental purpose, e.g., continuous barking.

Petitioning, soliciting, and distributing written materials (“leafletting”) is acceptable outside of the library so long as it does not impede access to the building’s entrances and exits. Solicitations inside the library are permitted with prior authorization by library administration and must be for the benefit of the library.

Boise Public Library Values Safety and Health for All

Safety

Library user conduct must never endanger the health and safety of other library users or staff or cause or threaten to cause damage to library property. Illegal behavior is not permitted in person, by phone, or by other digital means. If an action or behavior is against the law, it is not allowed in the library. This includes federal and state statutes and regulations and city ordinances.

Unlawful or prohibited behavior includes but is not limited to:

- Harassment of library staff or other library users (physical, sexual, verbal, or stalking).
- Damage, theft, or destruction of library property, including use of library equipment in a manner other than intended by the manufacturer.
- Possession, manufacture, distribution, or consumption of alcohol or other controlled substances.
- Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts (exposure, masturbation, or nudity).
- Possession of a deadly or dangerous weapon, such as a bladed instrument, explosive device, or other item held for the purposes of endangering or inflicting bodily harm on a person. An exception is made for a lawfully possessed firearm or pocketknife with a blade six of (6) inches or less.

Security staff may inspect bags and personal belongings upon reasonable suspicion.

Boise Public Library welcomes children of all ages. Parents/caregivers are responsible for their minor child(ren)’s safety and behavior while in the library, whether present or not. Children under the age of ten (10) are required to always be accompanied by a caregiver when in the library.

Health

Library users are required to always wear clothing and footwear in the library.

Pre-packaged snacks and covered beverages may be consumed in the library in designated areas and during approved library programs.

Sleeping and hygiene activities such as shaving or bathing, which inhibit the fundamental purpose and use of the library and are not allowed anywhere on the premises. If a library user is found to have dozed off, an employee may check in to ensure their well-being. Limited hygiene resources can be accessed through the Library’s Mental Health Coordinator and in public restrooms.

Breastfeeding is allowed in the library.

Smoking and vaping are allowed outside of the library in pre-designated areas, which are located twenty-five (25) feet away from building entrances and exits. Tobacco and vaping products must be stored in personal belongings and out of sight while inside the library.

What Happens When Library Guidelines are not Followed?

Enforcement: Library Suspension and Appeal

Anyone found to be engaging in behavior inconsistent with library policy or regulation will be asked to modify their conduct to remain in the library. Library users found to be in violation of library policy or regulation may be suspended from any or all Boise Public Library facilities, programs, or services and if necessary, the library may invoke legal action. Any individual who is asked to leave the library and refuses shall be considered trespassing and may be subject to arrest per Idaho Code § 18-7008. Library users who have been suspended may appeal the suspension within 15 days to the Library Director. Following the suspension period, library users are welcomed back into the library so long as they conduct themselves pursuant to library policy and regulation.

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT January 2024

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	47,729	45,020	6.02	176,622	171,562	2.95
Young Adult	5,499	5,217	5.41	20,697	20,314	1.89
Juvenile	60,406	57,905	4.32	233,888	230,826	1.33
Sub Total	113,634	108,142	5.08	431,207	422,702	2.01

<u>CIRCULATION /Audio Visual</u>						
Adult	17,292	17,067	1.32	65,865	69,037	-4.59
Young Adult	983	962	2.18	3,976	3,640	9.23
Juvenile	5,033	4,999	0.68	19,120	20,769	-7.94
Sub Total	23,308	23,028	1.22	88,961	93,446	-4.80

<u>CIRCULATION/Digital</u>						
eAudio	40,231	31,432	27.99	148,504	116,915	27.02
eBooks	31,629	26,318	20.18	115,531	97,439	18.57
eVideo	538	376	43.09	3,823	1,425	168.28
eMusic	54	70	-22.86	264	259	1.93
eMagazine	11,854	3,154	275.84	44,322	12,106	266.12
Sub Total	84,306	61,350	37.42	312,444	228,144	36.95
TOTAL CIRCULATION	221,248	192,520	14.92	832,612	744,292	11.87

<u>CIRCULATION SUMMARY</u>						
Main Library	61,930	61,053	1.44	240,082	243,345	-1.34
Collister	12,489	11,870	5.21	47,424	45,368	4.53
Hillcrest	9,226	7,658	20.48	34,879	31,917	9.28
Cole & Ustick (C&U)	25,783	23,362	10.36	94,862	90,174	5.20
Bown	24,835	24,386	1.84	92,582	94,843	-2.38
Home Service	2,679	2,841	-5.70	10,339	10,501	-1.54
Digital Collection	84,306	61,350	37.42	312,444	228,144	36.95
TOTAL CIRCULATION	221,248	192,520	14.92	832,612	744,292	11.87

<u>PATRON COUNT</u>						
Main Library	27,516	24,050	14.41	105,804	93,899	12.68
Collister	5,568	5,293	5.20	22,532	19,641	14.72
Hillcrest	5,711	4,727	20.82	22,233	18,303	21.47
Cole & Ustick	10,018	9,396	6.62	37,809	34,930	8.24
Bown	10,197	9,004	13.25	39,348	33,644	16.95
TOTAL PATRON COUNT	59,010	52,470	12.46	227,726	200,417	13.63

<u>POLARIS CATALOG</u>						
System External Use Counts	0	259,523	-100.00	0	904,756	-100.00
Main Internal Use Counts	0	36,388	-100.00	0	134,742	-100.00
Collister Internal Use Counts	0	1,849	-100.00	0	6,530	-100.00
Hillcrest Internal Use Counts	0	1,923	-100.00	0	7,987	-100.00
C&U Internal Use Counts	0	6,601	-100.00	0	23,737	-100.00
Bown Internal Use Counts	0	4,520	-100.00	0	16,363	-100.00

*Software upgrade has delayed availability of data.

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>NEW CARDS ISSUED</u>						
Resident	1,117	1,070	4.39	3,445	3,338	3.21
Non-Resident	4	3	33.33	20	17	17.65
Internet Only	0	0	0.00	0	0	0.00
TOTAL CARDS ISSUED	1,121	1,073	4.47	3,465	3,355	3.28

INTERLIBRARY LOANS

Out-of-State	150	141	6.38	456	426	7.04
In-State	33	61	-45.90	128	217	-41.01

INTERLIBRARY BORROWING

Out-of-State	81	93	-12.90	282	281	0.36
In-State	18	10	80.00	61	86	-29.07

REFERENCE SUMMARY

Main Adult Desk	2,121	1,359	56.07	7,997	4,767	67.76
Main Adult Telephone	691	605	14.21	2,532	2,298	10.18
Main Adult Electronic	149	105	41.90	454	353	28.61
Sub Total Adult Reference	2,961	2,069	43.11	10,983	7,418	48.06

Main Youth Desk	1,004	840	19.52	3,636	3,310	9.85
Main Youth Telephone	5	15	-66.67	15	78	-80.77
Main Youth Electronic	12	1	1100.00	59	13	353.85
Sub Total Youth Reference	1,021	856	19.28	3,710	3,401	9.09

Information Desk

Readers Advisory	2	2	0.00	10	4	150.00
Directional/Informational	969	468	107.05	3,177	3,473	-8.52
Sub Total Information Desk	971	470	106.60	3,187	3,477	-8.34

Collister Desk	1,371	1,430	-4.13	5,565	5,260	5.80
Collister Phone	215	119	80.67	708	489	44.79
Sub Total Collister Reference	1,586	1,549	2.39	6,273	5,749	9.11

Hillcrest Desk	560	451	24.17	2,366	1,564	51.28
Hillcrest Phone	161	111	45.05	633	390	62.31
Sub Total Hillcrest Reference	721	562	28.29	2,999	1,954	53.48

Cole & Ustick Desk	1,720	1,309	31.40	6,403	4,803	33.31
Cole & Ustick Phone	285	171	66.67	988	741	33.33
Sub Total C&U Reference	2,005	1,480	35.47	7,391	5,544	33.32

Bown Desk	1,070	859	24.56	4,047	2,314	74.89
Bown Phone	299	34	779.41	811	140	479.29
Sub Total Bown Reference	1,369	893	53.30	4,858	2,454	97.96
TOTAL REFERENCE	10,634	7,879	34.97	39,401	29,997	31.35

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
MEETING ROOM USE SUMMARY						
Programs						
Main Adult Programs	18	15	20.00	66	42	57.14
Main Youth Programs	67	63	6.35	278	277	0.36
Main Community Programs	125	91	37.36	396	350	13.14
Sub Total Main	210	169	24.26	740	669	10.61
Collister Adult Programs	16	13	23.08	71	29	144.83
Collister Youth Programs	27	33	-18.18	123	134	-8.21
Collister Community Programs	102	108	-5.56	362	296	22.30
Sub Total Collister	145	154	-5.84	556	459	21.13
Hillcrest Adult Programs	17	9	88.89	63	44	43.18
Hillcrest Youth Programs	19	24	-20.83	83	93	-10.75
Hillcrest Community Programs	125	98	27.55	435	362	20.17
Sub Total Hillcrest	161	131	22.90	581	499	16.43
C&U Adult Programs	15	9	66.67	71	36	97.22
C&U Youth Programs	44	29	51.72	200	129	55.04
C&U Community Programs	138	111	24.32	475	379	25.33
Sub Total Cole & Ustick	197	149	32.21	746	544	37.13
Bown Adult Programs	12	11	9.09	45	39	15.38
Bown Youth Programs	33	43	-23.26	140	161	-13.04
Bown Community Programs	86	80	7.50	314	247	27.13
Sub Total Bown	131	134	-2.24	499	447	11.63
TOTAL PROGRAMS	844	737	14.52	3,122	2,618	19.25

Program Attendance

Main Adult Attendance	387	296	30.74	1,025	456	124.78
Main Youth Attendance	2,443	2,157	13.26	9,205	8,304	10.85
Main Comm Attendance	668	673	-0.74	3,378	3,498	-3.43
Sub Total Main	3,498	3,126	11.90	13,608	12,258	11.01
Collister Adult Attendance	94	115	-18.26	307	184	66.85
Collister Youth Attendance	1,223	1,061	15.27	4,859	3,514	38.28
Collister Comm Attendance	309	390	-20.77	1,405	1,107	26.92
Sub Total Collister	1,626	1,566	3.83	6,571	4,805	36.75
Hillcrest Adult Attendance	150	93	61.29	569	234	143.16
Hillcrest Youth Attendance	504	176	186.36	2,133	973	119.22
Hillcrest Comm Attendance	1,082	599	80.63	3,708	1,897	95.47
Sub Total Hillcrest	1,736	868	100.00	6,410	3,104	106.51
C&U Adult Attendance	149	67	122.39	433	156	177.56
C&U Youth Attendance	1,188	1,024	16.02	5,257	3,880	35.49
C&U Comm Attendance	768	1,175	-34.64	2,761	3,172	-12.96
Sub Total Cole & Ustick	2,105	2,266	-7.11	8,451	7,208	17.24
Bown Adult Attendance	95	93	2.15	358	334	7.19
Bown Youth Attendance	1,329	1,245	6.75	4,751	4,415	7.61
Bown Comm Attendance	368	406	-9.36	1,908	1,401	36.19
Sub Total Bown	1,792	1,744	2.75	7,017	6,150	14.10
TOTAL PROGRAM ATTENDANCE	10,757	9,570	12.40	42,057	33,525	25.45

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

January 2024

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
	<u>Circulation</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>To Date</u>	<u>Change</u>
CHECKOUTS								
Ada Community	2,662	1.20	2,751	-3.24	11,355	1.36	10,470	8.45
Caldwell	162	0.07	211	-23.22	1,362	0.16	1,022	33.27
Eagle	604	0.27	488	23.77	2,082	0.25	2,235	-6.85
Emmett	11	0.00	18	-38.89	35	0.00	173	-79.77
Garden City	1,155	0.52	1,019	13.35	4,034	0.48	4,036	-0.05
Kuna	227	0.10	361	-37.12	889	0.11	1,293	-31.25
Meridian	2,809	1.27	2,681	4.77	10,856	1.30	10,733	1.15
Mountain Home	240	0.11	255	-5.88	930	0.11	901	3.22
Nampa	652	0.29	541	20.52	2,487	0.30	1,977	25.80
Twin Falls	19	0.01	27	-29.63	91	0.01	109	-16.51
Total	8,541	3.86	8,352	2.26	34,121	4.10	32,949	3.56
Total BPL Circulation	221,248		192,520		832,612		744,291	

Items checked out at consortium member locations by BPL patrons.

	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
CHECKOUTS				
Ada Community	9,503	10,089	36,481	36,759
Caldwell	126	186	538	747
Eagle	7,236	6,622	27,510	24,674
Emmett	18	63	80	69
Garden City	8,234	7,776	30,040	28,975
Kuna	44	208	416	600
Meridian	7,738	6,518	32,048	25,689
Mountain Home	36	2	81	23
Nampa	622	676	2,440	2,363
Twin Falls	16	12	30	30
Total	33,573	32,152	129,664	119,929