



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, February 8, 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/UCJo0NAsCybsN0DtzuAI3LGA>

BOARD OF TRUSTEES Brian Klene, President Rebecca Lemmons, Vice President Phil Magnuson Nicole Trammel Pantera Natasha Rush	MISSION The Boise Public Library improves community members' quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.
--	---

TABLE OF CONTENTS

AGENDA 1

DIRECTOR'S REPORT 3

 Boise Public Library: Financial and Budget Information 5

 Main Library MRM & Capital Improvements Project Status Report 7

AGENDA ITEM 7a: Boise Public Library Policy Review 9

Section 3.00, SERVICES

 Policy 3.04, Interlibrary Loan 10

 Regulation 3.04a, Scope of Interlibrary Loan Service 11

AGENDA ITEM 7b: Strategic Planning

 Boise Public Library: Key Strategic Insights 12

AGENDA ITEM 8a: Idaho Libraries Facility Grant

 Idaho Commission for Libraries: Support Funding for the Library Facilities Project 14

 Board of Trustees Letter of Support 16

BOISE PUBLIC LIBRARY STATISTICS

 System Statistics Reports, December 2022 17

 Reciprocal Borrowing Statistics, December 2022 20

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: Holli Woodings (President), Jimmy Hallyburton (President Pro Tem), Patrick Bageant, Elaine Clegg, Luci Willits

BOISEPUBLICLIBRARY.ORG

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, February 8, 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>

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

January 11, 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 December 31, 2022
Gift Fund activity for December 2022

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Educational Item

a. Business Value Calculator

Information Services Librarian Eliza Ruby will provide an overview of the Business Value Calculator developed by the Urban Libraries Council which measures the Library's support for local businesses through training and education, research services, physical spaces, and technology and equipment.

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.04

Hillcrest Branch Manager Huda Shaltry will review section 3.00, Services (subsection 3.04, Interlibrary Loan) of the Boise Public Library Policy Manual with the Trustees. Recommended changes to regulation 3.04a, Scope of Interlibrary Loan Service, are included in the meeting packet. Regulation 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 2023 as stipulated by the Board's bylaws.

b. Strategic Planning

Main Library Manager Heidi Lewis will lead a discussion about the key findings from phase one of the strategic plan and provide an update on the strategic planning process.

c. Library Director Performance Evaluation

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. Trustees will continue their discussion on the process and timing of the Director's performance review.

8. New Business

a. Idaho Libraries Facility Grant- Action Item

Library staff will request approval to submit a letter of intent to apply for a facility improvement grant being offered by the Idaho Commission for Libraries. The amount being requested is \$500,000 and will fund improvements on the first floor of the Main Library.

9. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Klene.

10. Selection of Meeting Date

Next regular meeting on Wednesday, March 8, 2023.

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

February 2023

Operations

Hours and Services Status

Staff capacity constraints led to one service adjustment:

- On Friday, January 13th, the Library! at Hillcrest moved to curbside only from 5:00 to 6:00pm.

Meet Up with the Mayor

On Wednesday, January 25th, Library Director, Jessica Dorr, joined Mayor Lauren McLean for the first in a series called "Meet up with the Mayor." These conversations are opportunities for the community to meet the Mayor and a department director to learn more about city initiatives. The Library! at Bown Crossing will host a session with the Mayor and Planning and Development Services Director Tim Keane on Thursday, February 9th. More information can be found here: [Meet up with the Mayor | Event | City of Boise](#). Registration for a session at Library! at Hillcrest with Fire Chief Mark Neimeyer will be posted later.

Idaho Libraries Facility Grant

The Idaho Commission for Libraries (ICfL) has opened a 2023 Facilities and Capital Improvement grant opportunity. This competitive grant will fund facilities improvements and capital projects that expand or enhance a library's facilities and ability to serve their community.

Applicants must complete a two-part application process, submitting a letter of intent (open January 20 – February 27, 2023), followed by a full application (open April 3 – May 26, 2023). Applicants must submit a letter of intent in order to receive an invitation to apply and access to the full application. A copy of our letter is included on page 16 of your Board packet for review and approval.

This funding is available to states through the US Treasury Department which has allocated \$3.5 million to Idaho specifically to support the cost of improving library infrastructure. Although these funds have been allocated to our state, the ICfL must receive approval from the State Legislature as part of our annual budget process in order to spend these funds. ICfL did not receive approval in 2022. If they do not receive approval again in 2023, these funds will no longer be available to Idaho libraries.

ICfL has provided libraries in Idaho with information for Board of Trustee members who may be interested in contacting their state representatives regarding the topic. This handout is included in the Board packet on page 14.

Additional information on the grant opportunity can be found here: <https://libraries.idaho.gov/facilities-capital-improvements/#Grants>

Fiscal Year 2024 Budget Build

The Library and the City are preparing for the Fiscal Year 2024 budget build and the Board of Trustees will be engaged in this in a manner similar to last year. We are including the document "Boise Public Library: Financial and Budget Information" on page 5 to provide an overview of the City and Library budgeting process and timeline. The intent of this document is to provide Trustees with a reference guide for the Library's financial information and reports and to inform future discussions.

Administration and Management Reports:

Programming

- Library! at Hillcrest staff started “Pages and Spade Book Club”, sharing nature books. One of the authors of these books also attended.
- Library! at Bown Crossing hosted “All about [Hygge](#)”.
- Library! at Collister had a popular Winter Wonderland program with over 70 attendees. Staff at this location also held a [Death Café](#) with [Amy Pence-Brown](#).

Staff Development

- The training team facilitated a visit to the [Idaho Commission for Libraries](#) (ICfL).
- Staff took a tour of Boise High School’s library, led by Trustee Rush.

Community Partners

- The American Red Cross hosted a blood drive at Library! at Cole & Ustick.
- CATCH, Lawyers in the Library, and Fit and Fall Proof continued to visit locations.
- Staff from Library! at Hillcrest and Youth Services held a Reader’s Theater for Whitney Elementary School.

Ultimate Book Nerd (UBN) 2022

Roughly 100 more people finished UBN in 2022, finishing with 216 Book Nerds. Book Swaps, monthly newsletters, and an active Facebook group allowed UBN participants to engage with the Library and each other. [Ultimate Book Nerd 2023](#) began on January 3rd. So far, 632 people (kids, teens, and adults) have registered for the challenge online. Here are 2022 public comments that sum it all up:

- “Learning to read again. Thank you, I feel like this was a fresh start from covid and divorce and loss. I grew up a voracious reader but had all but lost the ability to read. Entering the challenge inspired me and sparked both reading and other pursuits as well. I am learning to endeavor again. Thank you.”
- “Me reading books that I would not have read before. Reading all kinds of different books – not just fiction. Encouragement from Librarians about all books being very much appropriate - ex. children’s books, cookbooks . . .”
- “I didn't complete the challenge from last year.... but I read so many interesting and different books that I can't imagine I would have run into otherwise. Thank you for pushing me outside my comfort zone to bring me to new stories. They touched me and made me laugh. I am truly grateful for our library and librarians.”

Communications

Monthly Email Newsletter: [January](#)

- Sent Tue, January 3rd 11:07 AM, 8,614 successful deliveries
- Open Rate 49.1% (4,231) / Click Rate 3.4% (289)
- February – To be sent Wednesday, February 1 to 9,500 contacts

Ultimate Book Nerd Newsletter LAUNCH: [January 3](#)

- Sent Tue, January 3rd 4:53 PM, 546 contacts
- Open Rate 70.3% (384) / Click Rate 25.5% (139)

Ultimate Book Nerd Newsletter: [January 23](#)

- Sent Mon, Jan 23, 2023 11:57 AM, 586 contacts
- Open Rate 63.3% (371) / Click Rate 7% (41)

Social Media

- In January, we posted about UBN, Winter Reading and Lego events.
- In February, we'll be posting about Black History Month, creative writing programming and UBN.

Boise Public Library: Financial and Budget Information

Overview prepared for the Board of Trustees
February 2023

The Boise Public Library is a department of the City of Boise government. The Library is primarily funded from the General Fund by property taxes. The Library's budget consists of three funds:

- General Fund
- Heritage Fund
 - Gift Fund
 - ILS System Growth
- Capital Projects Fund

The Library follows the city's fiscal calendar, which runs from October 1 to September 30.

The City of Boise is committed to providing access to information about city government and provides the following information to the public.

Financial information

[OpenBook](#)

The City of Boise's budget transparency tool is updated monthly. Views are available by department in the following areas:

- Citywide and departmental revenue
- Budgeted and actual expenditures by department and spending type
- Staffing levels budgeted by department

[Budget Library](#)

The City of Boise publishes its' budget annually and includes, but is not limited to the following:

- Overview of the budget, financial indicators, and projections
- General fund revenue and expenditures
- Status of capital projects

[Monthly Financial Report](#)

The City of Boise's monthly Treasurer's Report.

[Quarterly Financial Report](#)

Overview of the City of Boise's financials, contingency status, financial forecasts, capital project updates, and an economic brief.

Budget process

The budget preparation is a collaborative effort between the Library, Budget Office and Finance Team, Library Board or Trustees, Mayor's Office, and City Council. To prepare the annual budget, the prior year Revised Budget is used as a starting point, historical spend is reviewed, and the base budget adjusted to align with projected

needs and as funding allows. As part of this process, budgets are identified for Personnel, Maintenance & Operations, and Capital Outlay (including Major Repair & Maintenance and Major Equipment (including vehicles)).

Budget Tracking

As listed under *Financial Information*, the city's Budget Office works with all departments to produce [monthly](#) and [quarterly](#) reports for the City Council and residents of Boise. Quarterly reports include budgets to actuals for all departments, an overview of the status of significant capital projects, and an economic brief of key external information. Information for all departments, including the Library, includes a report of revenue and expenditures for that quarter and a projection for the remaining fiscal year.

As part of the monthly Board packet, the Library provides the Board of Trustees with the following reports:

- Expenditure Summary Reports: This report provides a summary of all expenditures that were reviewed and approved that month.
- Revenue/Expense Summary Report: This report provides budget to actuals for revenue, personnel, maintenance and operations in the General Fund, Heritage Fund, and Capital Projects Fund.

Budget Timeline

While the Board of Trustees and the Director discuss strategic priorities throughout the year, spring discussions center on the upcoming fiscal year. Major milestones include:

- In January/February information is provided to departments about city defined targets or trends for the budget.
- In March the Director shares with the Board of Trustees priorities for the upcoming fiscal year budget for discussion including requests to the General Fund, Heritage Fund, and Capital Projects Fund.
- In June the Board of Trustees is presented with the Library Department's budget for review and approval.
- The budget is then submitted to City Council for review during budget workshops.
- In August the budget is adopted by City Council.
- In October a new fiscal year begins.

MAIN LIBRARY MRM & CAPITAL IMPROVEMENTS PROJECT STATUS REPORT

Project Start Date:	Summer 2022	Planned Finish Date:	Spring 2024 (Phase 2)
Project Manager:	Rob Bousfield	Department:	Library

PROJECT STATUS:

Period Covered:	Jan. 2023
Project Summary	After a condition assessment evaluation completed in the of summer 2020 it 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.
Bid Package Updates	<p><u>Roofing</u> – Contract approved</p> <ul style="list-style-type: none"> • Estimated construction start early summer 2023 when materials arrive <p><u>Stairwell Railing</u> – Bidder selected</p> <ul style="list-style-type: none"> • Contract in progress pending cost saving option analysis • Estimated construction start in March <p><u>Phase 1 Renovations (4 Story renovations)</u> – Design</p> <ul style="list-style-type: none"> • Drawing set under review • Early demo package for the storage room planned in Feb. • Initial estimate received, budget issues under review • Construction estimated to start in May with approximately a 15-month duration <p><u>Phase 2 Renovations (1st floor remodel)</u> – Design</p> <ul style="list-style-type: none"> • Concept design completed • Estimated construction start early 2024 <p><u>Misc. projects:</u> <i>Auto sorter:</i> Architect finalizing design documents, room construction estimated to begin in March, delivery/ install anticipated in May <i>Parking lot repairs:</i> estimated for spring/ summer timeframe, contractor is completing a site circulation review & will have final concept narrowed down in early February <i>Brick/ window repairs:</i> mortar testing completed, to be evaluated in the spring <i>Fire pumps:</i> to be included with Phase 1 work</p>
Overall Project Health	<u>Summary:</u> Initial estimates are higher than budgeted and an analysis is underway. The Phase 1 schedule should be firmed up as the design is nearly complete.
Highlights	Phase 1 design is nearly complete

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none">• Stairwell railing cost saving options• Phase 1 final review drawings received• Preliminary estimates generated
Planned	<ul style="list-style-type: none">• Finalize stairwell railing cost saving options and issue contract• Finalize Phase 1 plans and initiate permits and bidding• Finalize long-term parking lot site circulation planning• Resolve budget issues

Boise Public Library

Policy Review February 8, 2023

Policy items reviewed and presented are as follows:

SECTION 3.00, *Services*

- Policy 3.04, Interlibrary Loan
- Regulation 3.04a, Scope of Interlibrary Loan Service

Staff Recommendations:

Section 3.00, *Services* of the Boise Public Library Policy Manual is presented to the Library Board for review. Recommended changes to Regulation 3.04a, Scope of Interlibrary Loan Service are included. Regulation changes do not require the Board's approval and are included for information purposes only.

Document Type:	Policy
Number:	3.04
Effective:	03-01-11
Revised:	01-10-19

INTERLIBRARY LOAN

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books; articles from magazines and newspapers; and limited audiovisual items that are not otherwise available through the Library. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons. This service shall be available only to holders of Borrower's, Non-Resident, or Corporate cards.

Document Type: Regulation
Number: 3.04a
Effective: 12-12-11
Revised: ~~02-09-2022~~
02-08-2023

SCOPE OF INTERLIBRARY LOAN SERVICE

Interlibrary Loan service is available only to holders of Borrower's, Non-Resident, or Corporate cards issued by Boise Public Library. A cardholder may have up to five **Interlibrary Loan Service** requests at a time.

Boise Public Library will process Interlibrary Loan service requests for materials owned by a lending library within the United States with a publishing date at least twelve (12) months old. A title may be requested once per rolling year.

Textbooks, ~~items with current year copyright~~, and audiovisual items such as videogames and computer software are not available through the Interlibrary Loan service.

Items requested via Interlibrary Loan **service** will be held for pickup for ten days or for the duration of the loan period, whichever is shorter. Loan periods are set by the ~~institutions loaning these items~~ **lending libraries** and may be shorter than those set by Boise Public Library for similar items.

Cardholders will be charged the replacement cost of any items lost. Items are considered lost 30 days after the due date. Cardholders who return items late or fail to return items may have their Interlibrary Loan **service** privileges suspended or revoked.

~~Interlibrary Loan~~ Items may be renewed **at the discretion of the lending library** ~~in some cases, depending on the decision of the institution that owns the borrowed item.~~ **One renewal may be requested per item and should be submitted within one week of the due date for best service.** ~~Requests for renewals should be made prior to the item's due date.~~

Boise Public Library: Key Strategic Insights

THE LIBRARY – COMMUNITY CONNECTION
<p>1. The Library and the city of Boise are at a pivotal moment of change and adaptation.</p> <ul style="list-style-type: none"> • The Boise community itself is changing through continued population growth and diversification. • Additionally, there are broad social changes in how people access and share information, including library-specific adaptations developed in response to the COVID-19 pandemic.
<p>2. As the Library adjusts for growth and change, the community wants the Library to continually access how to maximize the use of its resources and expertise.</p> <ul style="list-style-type: none"> • In the face of pressing social needs and the Library’s role as a trusted organization in the community, the Library runs the risk of trying to do too much or duplicating services already in the community. • As Boise continues to grow, the Library should focus on understanding where it is best suited to play either a leading or a supporting role in meeting community needs.
LIBRARY ROLE AND SCOPE
<p>3. Boise residents and Library stakeholders are strongly aligned in expecting the Library to be inclusive and serve all Boise residents</p> <ul style="list-style-type: none"> • Inclusivity and representation reflect demographic and socioeconomic diversity and all points on the political spectrum. • The Library is the one institution that services residents throughout their lives as well as new residents that are helping shape the future of Boise. • The Boise community values the support the Library provides for those experiencing homelessness, those experiencing mental health crises, and those with less access to opportunities. • Boise residents also believe the Library has an opportunity to bring the community together.
<p>4. Boise residents believe the Library should play a lead role in education, including early childhood education, literacy, and lifelong learning.</p> <ul style="list-style-type: none"> • Community members rate the Library’s role in lifelong learning as their top priority service area. • Survey respondents note education as the biggest opportunity for impact for the Library, the number one way for the Library to enrich the lives of Boise’s residents, and the leading topic for the Library to focus on to help create Boise’s future. • Boise residents also link education to the Library’s collections, programs, staff expertise, and access to technology such as public computers, emerging technologies, and the internet.
<p>5. The community wants the Library to serve a supporting role as a central access point for community resources and organizations.</p> <ul style="list-style-type: none"> • City leaders and partners see the Library poised to collaborate with other organizations to facilitate better access to relevant services. • The Library can become a strong community connector for partners and resources, formalizing its approach to partnerships and serving as a platform for collaboration without providing all the services itself.
<p>6. The community wants the Library to strengthen the programs it provides for children ages 6-11, teens, and adults.</p> <ul style="list-style-type: none"> • Survey respondents identify programs as one of the top means for the Library to enrich the lives of residents. • With limited capacity during the pandemic, the Library prioritized programming that supported early literacy. • While community members are pleased overall with the programs offered for children ages 0-5, nonusers especially highlight a desire to see more programming for adults. • The Library may be able to collaborate with community partners to co-create new programs.

LIBRARY RESOURCES AND FACILITIES
<p>7. Community members highly value the Library’s print and digital collections.</p> <ul style="list-style-type: none">• Collections are seen as the cornerstone of the Library and are well-used by the community.• The community wants a collection of materials to reflect its growing diversity and include voices by and for marginalized groups, Spanish-speakers, and refugee communities.• In the public survey, both current users and nonusers prioritize physical collections slightly more than digital collections, though rate both highly.
<p>8. The community is not fully aware of all the Library has to offer.</p> <ul style="list-style-type: none">• Community members and stakeholders share that not everyone understands the variety of Library services.• To fully realize its role in the community, the Library can coordinate with City and partner communication channels and participate in outreach opportunities to promote relevant programs, services, and offerings.
<p>9. The community wants the Library to enhance its physical spaces and provide a welcoming, friendly atmosphere.</p> <ul style="list-style-type: none">• Survey respondents want the Library to offer comfortable, safe, and attractive spaces to gather and engage in learning activities with approachable and responsive staff.• Community members value close proximity to a library location and want to see equitable access the city. Neighborhood branches are seen as an asset and the Library needs to expand services and reach as the city grows.
<p>10. The community wants the Library to have the appropriate resources needed to achieve the community’s vision for the Library.</p> <ul style="list-style-type: none">• The community would like the Library to have adequate funding for staffing, technology, materials, and facilities.• Boise Public Library’s peer libraries all receive funding from supplementary sources beyond the General Fund in ways that allow for more predictable operations and capital investments.
LIBRARY STAFF, CULTURE, AND SYSTEMS
<p>11. While staff have a positive outlook on the Library’s workplace culture, there are opportunities to improve some of the Library’s systems and structure.</p> <ul style="list-style-type: none">• Staff strongly believe working together in new ways will increase impact for the public.• Efforts that can support this include reassessing the staffing model, providing more training opportunities, and improving communication across divisions and locations.
<p>12. The Library should better utilize data to continually reassess its programs and services and inform decision making.</p> <ul style="list-style-type: none">• Currently, the Library does not consistently use data to make decisions related to programs and services.• Improving the collection and use of data should also include ongoing community input as the Library continues its efforts to listen to and respond to the community beyond the strategic planning period.



Support Funding for the Library Facilities Project!

Steps and Information for Contacting Your Representatives

- 1) Identify your local legislators in the house and senate. (See links on page 2)
- 2) Reach out and let them know what library facilities funding, included in the Idaho Commission for Library's budget bill, could do for your community.
- 3) Use the information below to help answer any questions they may have and/or to help explain why these funds are so important for Idaho communities.
- 4) Make it personal. Tell a story. Legislators are people, and people like stories. Provide an anecdote about how an outdated or outgrown library has impacted your community. For example, did you recently host a heart health clinic where you had to squeeze 30 people into a space that was only designed to seat 10? Did the local Boy Scout group have to find a new location for their monthly meetings because the library just doesn't work for them anymore?

Background information and talking points:

The US Treasury Department has allocated \$3.5 million from its Capital Projects Fund to Idaho to support multi-purpose community facility projects. Specifically, these funds have been designated to construct or improve Idaho's local public libraries.

If approved in the Idaho Commission for Library's budget bill, these funds will be issued as subgrants to local city and district libraries and used to support one-time construction costs.

The funds must be used for the construction or improvement of buildings designed to jointly and directly enable work, education, and health monitoring in communities with critical need for the project.

The projects supported with these one-time construction funds will positively impact local communities for many years to come.

As Idaho's population continues to grow at one of the fastest rates in the nation, libraries are experiencing an increased demand for their space, resources, and services.

[Continued on Next Page]

Funding for library construction is extremely rare, so this would be a tremendous opportunity for Idaho public libraries to restore, replace, or expand the library's physical space and/or digital infrastructure to fully meet their community's needs.

Including these funds in the Idaho Commission for Library's budget will allow local communities to leverage this rare opportunity to improve their community infrastructure without any impact or burden to local and state tax bases.

Who are your legislators?

Find out here: <https://legislature.idaho.gov/legislators/whosmylegislator/>

If your representative is on the Joint Finance-Appropriations Committee (JFAC) they may have additional input into our budget approval. Find out if your representative is on JFAC: <https://legislature.idaho.gov/sessioninfo/2023/joint/jfac/> (click on "Members" tab).



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

February 8, 2023

Stephanie Bailey-White
State Librarian
Idaho Commission for Libraries
325 W State St
Boise, ID 83702

Dear Ms. Bailey-White:

On behalf of the Board of Trustees of the Boise Public Library, I am writing to confirm the Board's approval of the Library's intent to apply for funding through the Idaho Library Facilities Grant. If the Library is awarded funding through this grant we will be able to better support our users access to resources related to work, education, and health monitoring.

We are aware this grant opportunity is contingent upon legislative approval of the Idaho Commission for Libraries budget. We strongly encourage the legislature to approve this funding so that libraries all over the state of Idaho can benefit from the opportunity to improve services through expanded and updates facilities.

Please do not hesitate to reach out if the Board of Trustees can clarify any questions or be of assistance in any way.

Sincerely,

Brian Klene
President, Boise Public library Board of Trustees

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: Holli Woodings (President), Jimmy Hallyburton (President Pro Tem), Patrick Bageant, Elaine Clegg, Luci Willits

BOISEPUBLICLIBRARY.ORG

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT December 2022

	<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	41,566	42,273	-1.67	126,542	128,098	-1.21
Young Adult	4,845	5,745	-15.67	15,097	17,327	-12.87
Juvenile	51,800	52,859	-2.00	172,921	171,628	0.75
Sub Total	98,211	100,877	-2.64	314,560	317,053	-0.79

<u>CIRCULATION /Audio Visual</u>						
Adult	17,297	20,484	-15.56	51,970	59,846	-13.16
Young Adult	923	913	1.10	2,678	3,002	-10.79
Juvenile	5,268	5,698	-7.55	15,770	17,654	-10.67
Sub Total	23,488	27,095	-13.31	70,418	80,502	-12.53

<u>CIRCULATION/Digital</u>						
eAudio	28,184	23,367	20.61	85,483	71,228	20.01
eBooks	24,519	22,382	9.55	71,121	66,127	7.55
eVideo	398	208	91.35	1,049	943	11.24
eMusic	61	48	27.08	189	126	50.00
eMagazine	3,061	2,753	11.19	8,952	8,775	2.02
Sub Total	56,223	48,758	15.31	166,794	147,199	13.31
TOTAL CIRCULATION	177,922	176,730	0.67	551,772	544,754	1.29

<u>CIRCULATION SUMMARY</u>						
Main Library	57,696	57,684	0.02	182,292	177,799	2.53
Collister	10,582	11,953	-11.47	33,498	37,520	-10.72
Hillcrest	7,726	8,695	-11.14	24,259	27,051	-10.32
Cole & Ustick (C&U)	21,216	22,895	-7.33	66,812	69,321	-3.62
Bown	22,094	24,638	-10.33	70,457	79,088	-10.91
Home Service	2,385	2,107	13.19	7,660	6,776	13.05
Digital Collection	56,223	48,758	15.31	166,794	147,199	13.31
TOTAL CIRCULATION	177,922	176,730	0.67	551,772	544,754	1.29

<u>PATRON COUNT</u>						
Main Library	21,846	17,165	27.27	69,849	54,627	27.87
Collister	4,703	4,424	6.31	14,348	12,760	12.45
Hillcrest	4,352	3,473	25.31	13,576	10,550	28.68
Cole & Ustick	8,161	6,065	34.56	25,534	18,326	39.33
Bown	8,071	5,423	48.83	24,640	19,172	28.52
TOTAL PATRON COUNT	47,133	36,550	28.95	147,947	115,435	28.16

<u>POLARIS CATALOG</u>						
System External Use Counts	209,923	233,913	-10.26	645,233	821,253	-21.43
Main Internal Use Counts	30,764	27,057	13.70	98,354	87,158	12.85
Collister Internal Use Counts	1,454	1,395	4.23	4,681	4,441	5.40
Hillcrest Internal Use Counts	1,865	1,561	19.47	6,064	4,609	31.57
C&U Internal Use Counts	5,949	4,394	35.39	17,136	13,907	23.22
Bown Internal Use Counts	3,583	2,894	23.81	11,843	10,805	9.61

	This Month	Last Year This Month	Percent Change	This Year To Date	Last Year To Date	Percent Change
<u>NEW CARDS ISSUED</u>						
Resident	686	563	21.85	2,268	1,924	17.88
Non-Resident	8	7	14.29	14	26	-46.15
Internet Only	0	1	-100.00	0	3	-100.00
TOTAL CARDS ISSUED	694	571	21.54	2,282	1,953	16.85

<u>INTERLIBRARY LOANS</u>						
Out-of-State	87	79	10.13	285	194	46.91
In-State	48	37	29.73	156	105	48.57

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	58	198	-70.71	188	680	-72.35
In-State	31	51	-39.22	76	179	-57.54

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	925	968	-4.44	3,408	3,353	1.64
Main Adult Telephone	583	624	-6.57	1,693	1,935	-12.51
Main Adult Electronic	51	86	-40.70	248	302	-17.88
Sub Total Adult Reference	1,559	1,678	-7.09	5,349	5,590	-4.31

Main Youth Desk	690	380	81.58	2,470	1,483	66.55
Main Youth Telephone	19	8	137.50	63	61	3.28
Main Youth Electronic	2	0	100.00	12	5	140.00
Sub Total Youth Reference	711	388	83.25	2,545	1,549	64.30

Information Desk						
Readers Advisory	0	9	-100.00	2	12	-83.33
Directional/Informational	515	1,763	-70.79	3,005	5,477	-45.13
Sub Total Information Desk	515	1,772	-70.94	3,007	5,489	-45.22

Collister Desk	1,269	802	58.23	3,830	2,353	62.77
Collister Phone	134	104	28.85	370	423	-12.53
Sub Total Collister Reference	1,403	906	54.86	4,200	2,776	51.30

Hillcrest Desk	414	372	11.29	1,113	1,204	-7.56
Hillcrest Phone	82	73	12.33	279	248	12.50
Sub Total Hillcrest Reference	496	445	11.46	1,392	1,452	-4.13

Cole & Ustick Desk	1,185	645	83.72	3,494	2,077	68.22
Cole & Ustick Phone	193	88	119.32	570	330	72.73
Sub Total C&U Reference	1,378	733	87.99	4,064	2,407	68.84

Bown Desk	471	408	15.44	1,455	1,305	11.49
Bown Phone	26	101	-74.26	106	270	-60.74
Sub Total Bown Reference	497	509	-2.36	1,561	1,575	-0.89
TOTAL REFERENCE	6,559	6,431	1.99	22,118	20,838	6.14

MEETING ROOM USE SUMMARY

Programs

	<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>
Main Adult Programs	6	3	100.00	27	9	200.00
Main Youth Programs	69	17	305.88	214	100	114.00
Main Community Programs	49	50	-2.00	259	151	71.52
Sub Total Main	124	70	77.14	500	260	92.31
Collister Adult Programs	9	0	100.00	16	4	300.00
Collister Youth Programs	35	10	250.00	101	47	114.89
Collister Community Programs	42	34	23.53	188	90	108.89
Sub Total Collister	86	44	95.45	305	141	116.31
Hillcrest Adult Programs	13	2	550.00	35	8	337.50
Hillcrest Youth Programs	26	9	188.89	69	30	130.00
Hillcrest Community Programs	68	43	58.14	264	104	153.85
Sub Total Hillcrest	107	54	98.15	368	142	159.15
C&U Adult Programs	8	1	700.00	27	12	125.00
C&U Youth Programs	32	16	100.00	100	65	53.85
C&U Community Programs	61	32	90.63	268	64	318.75
Sub Total Cole & Ustick	101	49	106.12	395	141	180.14
Bown Adult Programs	9	1	800.00	28	3	833.33
Bown Youth Programs	43	8	437.50	118	26	353.85
Bown Community Programs	29	0	100.00	167	0	100.00
Sub Total Bown	81	9	800.00	313	29	979.31
TOTAL PROGRAMS	499	226	120.80	1,881	713	163.81

Program Attendance

Main Adult Attendance	67	31	116.13	160	123	30.08
Main Youth Attendance	2,072	433	378.52	6,147	1,560	294.04
Main Comm Attendance	796	454	75.33	2,825	1,093	158.46
Sub Total Main	2,935	918	219.72	9,132	2,776	228.96
Collister Adult Attendance	43	0	100.00	69	211	-67.30
Collister Youth Attendance	720	1,147	-37.23	2,453	3,537	-30.65
Collister Comm Attendance	255	62	311.29	717	239	200.00
Sub Total Collister	1,018	1,209	-15.80	3,239	3,987	-18.76
Hillcrest Adult Attendance	75	9	733.33	141	19	642.11
Hillcrest Youth Attendance	269	857	-68.61	797	1,460	-45.41
Hillcrest Comm Attendance	408	196	108.16	1,298	450	188.44
Sub Total Hillcrest	752	1,062	-29.19	2,236	1,929	15.91
C&U Adult Attendance	27	0	100.00	89	31	187.10
C&U Youth Attendance	798	1,188	-32.83	2,856	2,279	25.32
C&U Comm Attendance	613	340	80.29	1,997	550	263.09
Sub Total Cole & Ustick	1,438	1,528	-5.89	4,942	2,860	72.80
Bown Adult Attendance	83	0	100.00	241	1	24000.00
Bown Youth Attendance	1,258	606	107.59	3,170	1,754	80.73
Bown Comm Attendance	227	0	100.00	995	0	#DIV/0!
Sub Total Bown	1,568	606	158.75	4,406	1,755	151.05
TOTAL PROGRAM ATTENDANCE	7,711	5,323	44.86	23,955	13,307	80.02

BOISE PUBLIC LIBRARY RECIPROCAL BORROWING STATISTICS December 2022

Items checked out at BPL by consortium members' patrons.

	<u>This Month</u>	<u>Percent of This Month Circulation</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Percent of To Date Circulation</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
CHECKOUTS								
Ada Community	2,234	1.26	2,230	0.18	7,719	1.40	7,131	8.25
Caldwell	292	0.16	169	72.78	811	0.15	639	26.92
Eagle	495	0.28	809	-38.81	1,747	0.32	2,317	-24.60
Emmett	40	0.02	55	-27.27	155	0.03	101	53.47
Garden City	925	0.52	1,194	-22.53	3,017	0.55	3,610	-16.43
Hailey	43	0.02	43	0.00	56	0.01	198	-71.72
Kuna	223	0.13	157	0.00	932	0.17	477	95.39
Meridian	2,315	1.30	2,021	14.55	8,052	1.46	6,240	29.04
Mountain Home	212	0.12	141	50.35	646	0.12	471	37.15
Nampa	578	0.32	591	-2.20	1,436	0.26	1,913	-24.93
Twin Falls	17	0.01	17	0.00	82	0.01	112	-26.79
Total	7,374	4.14	7,427	-0.71	24,653	4.47	23,209	6.22

Total BPL Circulation	177,922	176,730	551,771	544,754
-----------------------	---------	---------	---------	---------

Items checked out at consortium member locations by BPL patrons.

	<u>This Month</u>	<u>Last Year This Month</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>
CHECKOUTS				
Ada Community	8,293	8,857	26,670	26,254
Caldwell	223	180	561	475
Eagle	6,428	5,448	18,052	16,509
Emmett	0	48	6	222
Garden City	7,100	7,107	21,199	22,049
Hailey	1	0	4	0
Kuna	112	179	392	619
Meridian	6,187	6,184	19,171	19,881
Mountain Home	10	11	21	40
Nampa	397	528	1,687	1,956
Twin Falls	12	8	18	10
Total	28,763	28,550	87,781	88,015