



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, December 14, 2022, 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.
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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

AGENDA

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1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

November 9, 2022, 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, 2022

Gift Fund activity for October 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. Insurance for Library Facilities and Materials

Corey Pence, Risk and Safety Senior Manager, will share information with the Trustees about how the City of Boise insures Library assets.

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsections 3.01-3.03-Action Item

Cole & Ustick Branch Supervisor Renee Addington will review section 3.00, Services (subsections 3.01, Service Priorities, 3.02, Service Hours, and 3.03, Services for Schools) of the Boise Public Library Policy Manual with the Trustees. Recommended changes to policy 3.03 are included in the meeting packet. A motion to approve the recommended changes will be requested.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

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 2022 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries.

Action: motion to certify the 2022 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries will be requested.

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. Fiscal Year 2022 Year-End Budget Report

Staff will review the Library's Fiscal Year 2022 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. Learning Lab Lease Amendment- Action Item

Staff will review a lease amendment between Learning Lab, Inc. and the city of Boise City (Boise Public Library) for changes in operation commencing on January 1, 2023. A copy of the document is included in the meeting packet.

Action: motion to approve the presented lease amendment between Learning Lab, Inc. and the city of Boise City (Boise Public Library) and forward to City Council for final approval will be requested.

9. Selection of Trustee to Review Payment Vouchers

Trustee review for December vouchers by Pantera.

10. Selection of Meeting Date

Next regular meeting on Wednesday, January 11, 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

December 2022

Operations

Hours and Services Status

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

Strategic Planning

Work continues to finalize the Phase One Summary as part of the strategic plan. We expect to be able to share the document with the Board of Trustees in December via email. In our January Board of Trustee meeting, we will pick up the discussion on Strategic Planning. At that time, we will share a timeline and structure for Phase Two. We will also share decisions with regards to a potential Steering Committee and Board of Trustee involvement.

Annual Report to the Idaho Commission for Libraries

ICfL published its 2021 annual report: [Idaho Library Statistics – 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.

After submitting 2022 data to ICfL, the Library will also work to produce a public version of the report which will include information from the report as well as photos and infographics, program highlights, and some things to look forward to in 2023.

Board of Trustee engagement

On Tuesday, November 8th, Trustees Natasha Rush and Rebecca Lemmons toured all Library locations with the director. During the day, they observed voting at three locations, a story time, and spoke with staff members and supervisors in our public services and technical teams. It was also a chance for them to thank staff for their efforts and commitment on behalf of the Board.

Administration and Management Reports:

Programming

- Staff from Main and Cole & Ustick represented the library at the Dino-vementer event at the [Boise WaterShed](#) where they presented a dinosaur themed storytime. Over 400 people attended.
- The Library! at Bown Crossing relaunched their popular kids and teen Pokémon League programming and hosted a National Novel Writing Month ([NaNoWriMo](#)) writing group, creating a space for foster authors of all ages.

- Home-based Services and Youth Services launched “Place at the Table Program”, where visitors can make holiday placemats to be delivered to senior living communities.

Staff Development

- Staff took a tour of the City of Boise’s [Arts and History Department](#) to learn about the department’s services and resources and ways to collaborate.

Community Partners

- [Jesse Tree](#) and [Catch](#) pop-ups continued at the Main Library and Hillcrest.
- [Lawyers in the Library](#) continued at the Main Library.
- Bown, Hillcrest, and Cole & Ustick all served as polling locations for Ada County.
- [Zoo Boise](#) partnered with the Library for an Idaho Family Reading Week event.
- Under the umbrella of the Department of Health & Welfare, [Fit and Fall Proof](#) returned to the Library! at Collister. They offer free classes Tuesdays and Thursdays from 9:15am-10:00am.
- Staff from Information Services and Library! at Hillcrest visited the [Boise English Language Center](#) to talk about resources available at the Library.
- Youth Services have visited local schools and coordinated Library story times with 12 classes.
- City of Boise’s Arts and History Department held [workshops](#) for grant and non-profit funding trainings at the Main Library.

Communications

Monthly Email Newsletter: [November](#)

- Sent November 2, 8,701 contacts
- Open Rate 48.8% (4,227) / Click Rate 3.9% (336)
- December – To be sent December 5 to 8,788 contacts

Ultimate Book Nerd Newsletter: [November](#)

- Sent November 28, 527 contacts
- Open Rate 60.7% (317) / Click Rate 2.3% (12)

Social Media

- In November, we posted about National Family Reading Week, Thanksgiving and various library programs.
- In December, we'll be posting about the Library Snow Ball, book clubs and Noon Year’s Eve.

Projects

Work on the Main Library continues to progress. A monthly update on the various phases of needed repair and maintenance and capital improvements will be included as part of the Administration and Management Reports for the foreseeable future. A status report for the month of November is included on the next page. Ongoing communication to the public on construction at the Main Library and projects in the surrounding area are posted on the Library’s [website](#).

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:	Nov. 2022
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> – Bids received</p> <ul style="list-style-type: none"> • Contract in progress • Estimated construction start early summer 2023 when materials arrive <p><u>Stairwell Railing</u> – Bids received</p> <ul style="list-style-type: none"> • Bids are being vetted by construction manager; contract estimated in December • Estimated construction start in January <p><u>Phase 1 Renovations (4 Story renovations)</u> – Design</p> <ul style="list-style-type: none"> • Design mostly completed, waiting on MEP final review set • Bidding likely to occur in January • Early demo package for storage room estimated in Jan. and start construction in March 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 near completion • Estimated construction start late summer 2023 <p><u>Misc. projects:</u></p> <p><i>Auto sorter:</i> Architect working on design documents, room construction estimated to begin in Feb., delivery/ install anticipated April 2023</p> <p><i>Parking lot repairs:</i> estimated for spring/ summer timeframe, a site circulation review being completed & final concept narrowed down early Jan.</p> <p><i>Brick/ window repairs:</i> mortar testing completed, to be evaluated in the spring</p> <p><i>Loop pumps:</i> FSO to address</p> <p><i>Fire pumps:</i> to be included with Phase 1 work</p> <p><i>Arc-flash study:</i> FSO has reviewed and is working to install labels</p>

Highlights

Bid packages and sequencing of projects is being finalized. Bids have been received for roof and stairwell railing packages and contracts will be issued within the next month. Phase 1 renovations will likely go out to bid next month.

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none">• Roof package bids received• Stairwell railing bids received• Autosorter project kick-off
Planned	<ul style="list-style-type: none">• Concepts developed for the long-term site planning mid-December• Phase 1 package final review & coordination• Autosorter design documents final review

Boise Public Library

Policy Review December 14, 2022

Policy items reviewed and presented are as follows:

SECTION 3.00, *Services*

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

Staff Recommendations:

Section 3.00, *Services* of the Boise Public Library Policy Manual is presented to the Library Board for review. Recommended changes to Policy 3.03 are included. A motion to approve the recommended changes will be requested.

Policy Summary

This month, the Board of Trustees will begin reviewing Section 3.00 Services.

Policy 3.01, Service Priorities

No suggested changes at this time. This section was last updated in 2011.

Policy 3.02, Service Hours

No suggested changes at this time. This policy was last updated January, 2022.

Policy 3.03, Services for Schools

We are suggesting changes for clarity and to provide context for how we decide if we can visit a school outside the City of Boise.

This policy references Title 11, chapter 15, of the Boise City Code. Chapter 15 no longer exists.

This policy was last updated in 2011.

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

SERVICE PRIORITIES

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

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

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

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

SERVICE HOURS

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

The hours of opening shall be determined by:

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

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

Document Type: Policy
Number: 3.03
Effective: 03-01-11
Revised: ~~03-01-11~~
12-14-2022

SERVICES FOR SCHOOLS

~~Programs for school class visits and library programs delivered at schools may be scheduled upon request. Representatives of those public and or private schools physically located within the Boise city limits and or within the Boise Area of City Impact, as defined by Title 11, chapter 15, of the Boise City Code, are eligible to~~ **can request these special services school class visits to the library and library programs delivered to the school. These library will schedule school visits and in-school programs will be scheduled to the extent practicable considering library that staffing, limitations and other library program or service priorities, and so s not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact. permit. The Director or designee will consider requests from classes outside the Boise city limits and Boise Area of Impact for specialized programs at the Library or library programs at their school on an individual basis.**



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

December 14, 2022

Idaho Board of Library Commissioners, Office of the Mayor, City Council, and residents of Boise:

In accordance with Idaho statute Title 33, Chapter 26, Section 2611, and on behalf of the Board of Trustees, it is my duty to submit this report on the operations of the Boise Public Library for fiscal year 2022. The report is the product of a close collaboration with the Library Director and Staff, which involved detailed reviews of revenue, expenditure, and usage statistics at the end of each fiscal month, as well as an annual roll-up review upon fiscal year end.

Fiscal year 2022 saw the recovery of library operations to a more normal state following the disruptive impact of the pandemic in 2021. Circulation of books, total circulation, and patron count were up +33%, +20%, and +72%, respectively, compared to the prior year. Similarly, the number of programs offered and total program attendance were up +184% and +84%.

The library financial results reflect strong expenditure discipline and control across the fiscal year. Spending did not exceed budget in any major category. In general, underspending was driven by two factors: (i) a persistent challenge reaching and maintaining budgeted staffing levels; (ii) a large backlog and waiting list for execution of capital projects.

All employees of the library faced challenges navigating the evolving needs of Boise residents for library services across the pandemic years and they continue to recover programs, staffing, and outreach opportunities as they provide exemplary service to our community. Overcoming these challenges required dedication, hard work, flexibility, and creativity. The ability to successfully pivot and support our community during such an unprecedented time is something of which we should all be proud. We applaud the accomplishments of the library team in 2022.

Brian Klene
President, Board of Trustees

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715 S. Capitol Blvd., Boise, Idaho 83702
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COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

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

[BOISEPUBLICLIBRARY.ORG](https://www.boisepubliclibrary.org)

Boise Public

2022 Idaho Public Library Survey

Due January 1, 2023

General Information (1.1-1.19)

Click on question mark for help

1.1	Fiscal year begins (mm-dd-yy)	10/1/2021
1.2	Fiscal year ends (mm-dd-yy)	9/30/2022
*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	105,791
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	511
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]	106,302
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	19.63
3.2	Others holding title of librarian	4.00
3.3	Total librarians (3.3 = 3.1 + 3.2) LOCKED [Calculated]	23.63
3.4	All other paid staff (include maintenance staff)	84.67
*3.5	Total paid staff (3.5 = 3.3 + 3.4) LOCKED [Calculated] Note: Include staff paid by another agency, e.g., School	108.30
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	138
3.9	Number of hours volunteers worked for the library	9,557

Beginning Balance and Carryover (4.1-4.5)

Click on question mark for help

4.1	Operating carryover	\$30,927
4.2	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$1,159,205
4.3	Building Fund (Land, new construction, and additions only)	\$0
4.4	Other	\$194,600
4.5	Total Unexpended balance on hand at beginning of Fiscal year. (4.5 = 4.1 + 4.2 + 4.3 + 4.4) LOCKED [Calculated]	\$1,384,732

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	\$14,673,846
*5.1b	Local Government Capital Revenue	\$0
*5.1c	Local Total Revenue (5.1c = 5.1a + 5.1b) LOCKED [Calculated]	\$14,673,846

State Government (exclude federal dollars distributed by state)

5.2a	State Operating Revenue	\$6,396
5.2b	State Government Capital Revenue	\$0
5.2c	State Total Revenue (5.2c = 5.2a + 5.2b) LOCKED [Calculated]	\$6,396

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	\$332,228
5.4b	Contract Capital Revenue	\$0
5.4c	Contract Total Revenue (5.4c = 5.4a + 5.4b) LOCKED [Calculated]	\$332,228

Other income

5.5a	Other Operating Revenue	\$184,232
5.5b	Other Capital Revenue	\$0
5.5c	Other Total Revenue (5.5c = 5.5a + 5.5b) LOCKED [Calculated]	\$184,232

Total Other Income

5.6a	Total Contract and Other Operating Revenue (5.6a = 5.4a + 5.5a) LOCKED [Calculated]	\$516,460
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]	\$516,460

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]	\$15,196,702
5.7b	Grand Total Capital Revenue (5.7b = 5.1b + 5.2b + 5.3b + 5.6b) LOCKED [Calculated]	\$0
5.7c	Grand Total Revenue (5.7c = 5.1c + 5.2c + 5.3c + 5.6c) LOCKED [Calculated]	\$15,196,702

Library Expenditures (6.1-6.21)

Click on question mark for help

SECTION A. STANDARD OPERATING EXPENDITURES

Staff Expenditures

6.1	Salaries and wages	\$4,573,912
6.2	Employee benefits	\$1,957,419
6.3	Total staff expenditures (6.3 = 6.1 + 6.2) [For staff expenditures paid by another agency use 6.13a & b] LOCKED [Calculated]	\$6,531,331

Collection Expenditures

6.4	Print Materials	\$490,356
6.5	Electronic Collections and other Electronic Materials	\$784,283
6.6	Other Materials	\$171,295
6.7	Total collection expenditures (6.7 = 6.4 + 6.5 + 6.6) LOCKED [Calculated]	\$1,445,934

Other Operating Expenditures

6.8	Contracts for services from other libraries	\$600,153
6.9	Miscellaneous Operating Expenditures	\$6,343,669
6.10	Total other operating expenditures (6.10 = 6.8 + 6.9) LOCKED [Calculated]	\$6,943,822
6.11	Total operating expenditures (6.11 = 6.3 + 6.7 + 6.10) LOCKED [Calculated]	\$14,921,087
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	\$432,808
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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]	\$1,227,539
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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.) \$0

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 \$0

6.21 Final balance to be carried forward to next fiscal year (6.21 = 6.16 + 6.17 + 6.18 + 6.20) LOCKED \$0
 [Calculated]

Library Collection (7.1-7.14)

Click on question mark for help

7.1 Total library items (physical units) added during the year 43,793

7.2 Total library items (physical units) withdrawn during the year 40,554

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]	327,960
7.3a	Current Print Serial Subscriptions [Physical]	87
7.3b	Total Print Materials (7.3b = 7.3 + 7.3a) LOCKED [Calculated]	328,047
7.3c	E-Books Provided through the IDEA Collection	20,439
7.3d	E-Books provided through consortia	N/A
7.3e	E-Books provided by the library alone	36,807
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]	57,246

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]	12,939
7.4a	Audio Materials [Downloadable Units] provided through IDEA	4,078
7.4b	Audio Materials [Downloadable Units] provided through consortia	N/A
7.4c	Audio Materials [Downloadable Units] provided by the library alone	24,567
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]	28,645
7.4f	Total Audio Materials (7.4f = 7.4 + 7.4e) LOCKED [Calculated]	41,584

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]	22,889
7.5a	Video Materials [Downloadable Units] provided through consortia	N/A
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]	22,889

SECTION D: OTHER ELECTRONIC ITEMS (7.6 - 7.11)

7.6	Other Electronic Materials [Physical Units]	5,049
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]	31
7.9	Total Electronic Collections (7.9 = 7.7 + 7.8) LOCKED [Calculated]	45

7.10	Other Circulating Physical Items	12,190
7.11	Digital Serial Subscriptions	767
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]	376,065
7.12a	Total Physical Collection Size (7.12 = 7.3b + 7.4 + 7.5 + 7.6 + 7.10) [LOCKED] [Calculated]	381,114
7.13	Total Electronic Items in Collection (7.13 = 7.3g + 7.4e + 7.5d + 7.11) [LOCKED] [Calculated]	86,658
7.14	Total collection size held at the end of report year (7.14 = 7.12a + 7.13) [LOCKED] [Calculated]	467,772

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)	536,731
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)	29,765
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	773,953
9.1a	Circulation of Young Adult Materials	84,838
9.1b	Circulation of Children's Materials	799,793
9.2	Total Circulation of Materials (9.1 + 9.1a + 9.1b) [LOCKED] [Calculated]	1,658,584
9.3	Circulation of Books - Physical	1,389,540
9.3a	Circulation of Magazines/Periodicals - Physical	27
9.3b	Circulation of Videos/DVDs - Physical	237,030
9.3c	Circulation of Audios - Physical	24,705
9.3d	Circulation of Other Items - Physical	66,083
9.3e	Total PHYSICAL circulation transactions (9.3e = 9.3 + 9.3a + 9.3b + 9.3c + 9.3d) LOCKED [Calculated]	1,717,385
9.4	Loan period for books (in weeks)	4
9.5	Circulation of IDEA Materials by Library's Patrons	307
9.5a	Circulation of Electronic Reciprocal Lending Library Materials by Library's Patrons from IDEA Member Libraries	4,014
9.5b	Circulation of Electronic Consortia-Owned Titles by Library's Patrons	N/A
9.5c	Circulation of Electronic Materials Owned by Library	610,348
9.5d	Circulation of Electronic Materials (Annual) (9.5d = 9.5 + 9.5b + 9.5c) LOCKED [Calculated]	610,655
9.6a	Successful Retrieval of State Provided Electronic Collections [LOCKED]	5,102
9.6b	Successful Retrieval of information from Locally Mounted Electronic Collections (if none, enter 0)	297,250
9.6c	Total Successful Retrieval of Electronic Information (9.6c = 9.6a + 9.6b) LOCKED [Calculated]	302,352
9.7	Electronic Content Use (9.7 = 9.5d + 9.6c) LOCKED [Calculated]	913,007

9.8	Total Circulation of Materials (9.8 = 9.3e + 9.5d) LOCKED [Calculated]	2,328,040
9.9	Total Collection Use (9.9 = 9.3e + 9.5d + 9.6c) LOCKED [Calculated]	2,630,392

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)	204
10.1a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Offsite)	195
10.1b	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Virtual)	18
10.1c	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (10.1c = 10.1 + 10.1a + 10.1b) [LOCKED] [Calculated]	417
10.2	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Onsite)	207
10.2a	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Offsite)	76
10.2b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Virtual)	1
10.2c	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (10.2c = 10.2 + 10.2a + 10.2b) [LOCKED] [Calculated]	284
10.3	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Onsite)	103
10.3a	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Offsite)	15
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]	118
10.4	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Onsite)	238
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)	17
10.4c	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (10.4c = 10.4 + 10.4a + 10.4b) [LOCKED] [Calculated]	259
10.5	Number of Synchronous General Interest Program Sessions (Onsite)	60
10.5a	Number of Synchronous General Interest Program Sessions (Offsite)	8
10.5b	Number of Synchronous General Interest Program Sessions (Virtual)	2
10.5c	Number of Synchronous General Interest Program Sessions (10.5c = 10.5 + 10.5a + 10.5b) [LOCKED] [Calculated]	70
10.6	Number of Synchronous In-Person Onsite Program Sessions (10.6 = 10.1 + 10.2 + 10.3 + 10.4 + 10.5) [LOCKED] [Calculated]	812
10.6a	Number of Synchronous In-Person Offsite Program Sessions (10.6a = 10.1a + 10.2a + 10.3a + 10.4a + 10.5a) [LOCKED] [Calculated]	298
10.6b	Number of Synchronous Virtual Program Sessions (10.6b = 10.1b + 10.2b + 10.3b + 10.4b + 10.5b) [LOCKED] [Calculated]	38
10.6c	Total Number of Synchronous Program Sessions (10.6c = 10.6 + 10.6a + 10.6b) [LOCKED] [Calculated]	1,148
Attendance At Synchronous Programs (10.7-10.12c)		
10.7	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Onsite)	5,679

10.7a	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Offsite)	5,299
10.7b	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Virtual)	56
10.7c	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (10.7c = 10.7 + 10.7a + 10.7b) [LOCKED] [Calculated]	11,034
10.8	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Onsite)	3,104
10.8a	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Offsite)	2,036
10.8b	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Virtual)	42
10.8c	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (10.8c = 10.8 + 10.8a + 10.8b) [LOCKED] [Calculated]	5,182
10.9	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Onsite)	110
10.9a	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Offsite)	328
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]	438
10.10	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Onsite)	914
10.10a	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Offsite)	251
10.10b	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Virtual)	29

10.10c	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (10.10c = 10.10 + 10.10a + 10.10b) [LOCKED] [Calculated]	1,194
10.11	Attendance at Synchronous General Interest Programs (Onsite)	8,513
10.11a	Attendance at Synchronous General Interest Programs (Offsite)	504
10.11b	Attendance at Synchronous General Interest Programs (Virtual)	48
10.11c	Attendance at Synchronous General Interest Programs (10.11c = 10.11 + 10.11a + 10.11b) [LOCKED] [Calculated]	9,065
10.12	Synchronous In-Person Onsite Program Attendance (10.12 = 10.7 + 10.8 + 10.9 + 10.10 + 10.11) [LOCKED] [Calculated]	18,320
10.12a	Synchronous In-Person Offsite Program Attendance (10.12a = 10.7a + 10.8a + 10.9a + 10.10a + 10.11a) [LOCKED] [Calculated]	8,418
10.12b	Synchronous Virtual Program Attendance (10.12b = 10.7b + 10.8b + 10.9b + 10.10b + 10.11b) [LOCKED] [Calculated]	175
10.12c	Total Attendance at Synchronous Programs (10.12c = 10.12 + 10.12a + 10.12b) [LOCKED] [Calculated]	26,913
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	184
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]	184
Other Library Activities (10.15-10.17)		
10.15	Total Number of Self-Guided Activities	328
10.16	Total Participation in Self-Guided Activities	22,361
10.17	Total Number of Community/Outreach Events	22

Resource Sharing (11.1-11.2)

Click on question mark for help

11.1	Interlibrary loans provided to other libraries	150,891
11.2	Interlibrary loans received from other libraries	119,844

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.	103
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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.	73,510
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.	58,730
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)	05/11/2022
11.7	Number of visits to the Library's Website	3,647,826

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	31

12.13a	Number of Uses of this Outlet's Internet Computers annually	35,635
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	58,730
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count
12.15	Internet Connectivity Speed in Mbps	400
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
12.18a	Number of weeks outlet was closed due to COVID-19 NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	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	4,669
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	400
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
12.18a	Number of weeks outlet was closed due to COVID-19 NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	28
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	15,004
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	400
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
12.18a	Number of weeks outlet was closed due to COVID-19 NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	3
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	6,418
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	400
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
12.18a	Number of weeks outlet was closed due to COVID-19 NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	0
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	24
12.13a	Number of Uses of this Outlet's Internet Computers annually	11,784
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	400
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
12.18a	Number of weeks outlet was closed due to COVID-19 NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	0
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)	Lynx! Consortium

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

**Fiscal Year 2022
 Year-End Budget Report
 Library**

Library	2021	2022		Actual vs Budget Variance	
	Actual	Actual	Budget	\$	%
Revenue/Resources					
Prior Year Resources	9,938	-	-	-	0.0%
General Fund Contribution*	12,669,123	-	-	-	0.0%
Departmental	271,510	350,252	313,314	36,938	11.8%
Fines & Forfeitures	14,955	7,450	-	7,450	0.0%
Development Fees	-	-	-	-	0.0%
Internal Charges	6,733	21,643	30,031	(8,388)	-27.9%
Other	15,613	45,687	14,470	31,217	215.7%
Subtotal	12,987,872	425,032	357,815	67,217	18.8%
Expenses					
Personnel	6,031,861	6,531,332	6,874,700	(343,368)	-5.0%
Maintenance & Operations	2,725,180	3,142,186	3,220,847	(78,661)	-2.4%
Cost Allocation Plan	2,641,937	3,801,635	3,801,635	-	0.0%
Miscellaneous	1,544	15,883	15,883	-	0.0%
Major Equipment	1,074,379	793,792	822,498	(28,706)	-3.5%
Capital	-	-	-	-	0.0%
Subtotal	12,474,901	14,284,828	14,735,563	(450,735)	-3.1%
Departmental Net Position	\$ 512,971	\$(13,859,796)	\$(14,377,748)	517,952	3.6%
Encumbrances					
Net Grants/Dedicated Funding	(30,928)	-	-	-	
Rebudgets/Adjustments	-	-	-	-	
Departmental Net Position After Adjustments	\$ 482,043	\$(13,859,796)	\$(14,377,748)	\$ 517,952	

* General Fund contribution discontinued as part of the FY 2022 Adopted Budget

Library revenues exceeded budget, and expenses were below budget, resulting in the department's net position ending the year \$518k ahead of budget.

FY 2022 Actuals to FY 2022 Budget

Total revenues were \$67k above budgeted levels:

- Approximately \$50k 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 \$25k is from patrons providing reimbursements for lost or damaged goods.

Total expenditures were \$451k below budgeted levels:

- Approximately \$343k of this variance was attributed to personnel savings. There were numerous vacancies in salaried and temporary positions due to labor market constraints.
- The \$79k of M&O cost savings was attributable to several factors including:
 - Janitorial services were \$30k under budget as the contracted agency was short-staffed. This led to instances of reduced service.
 - Approximately \$20k in repairs and maintenance expense was delayed as specific work at the Main library is being deferred until the capital repair & maintenance plan has been defined. This will occur in FY 2023.
 - Rental costs came in under budget by approximately \$28k. A majority of the savings was due to lower branch site rental costs.



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

MEMO

TO: Boise Public Library Board of Trustees
FROM: Jessica Dorr
CC: Monique Smith, Rob Bousfield, Emily Johnson, Kari Davis
DATE: 12/9/2022
RE: Amendment to the Learning Lab Lease

BACKGROUND

Last year the City of Boise developed a framework to use consistently with non-profits which lease City property. As part of this work, on November 18, 2021, the Boise Public Library entered into a lease with Learning Lab for approximately 2400 square feet of space on the fourth floor of the Main library on Capitol Boulevard.

As planning for renovations of the fourth floor have progressed, we have worked to create a construction plan that prioritizes safety and efficiency. We have determined this can best be achieved by closing the fourth floor to staff and partners during construction.

The Learning Lab has made plans to be out of the building by the end of the year after they wrap up their fall classes in mid-December. While the Learning Lab is not able to use their leased space, we will not charge them for rent.

NEXT STEPS

The Board of the Learning Lab has approved this amendment. With Library Board of Trustees approval, it will be forwarded to the Mayor's Office.

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

AMENDMENT NO. 1 TO BOISE NONPROFIT SPACE LEASE AGREEMENT

This AMENDMENT NO. 1 TO LEASE AGREEMENT ("**Amendment**"), dated as of the 9th day of December, 2022 ("**Effective Date**"), is entered into between the city of Boise City, an Idaho municipal corporation ("**City**" or "**Lessor**") and Learning Lab, Inc., an Idaho non-profit corporation ("**Lessee**" and, together with City, collectively referred to herein as the "**Parties**").

WHEREAS, on November 1, 2021, the Parties entered into a Lease Agreement relating to approximately 2409 square feet of space on the fourth floor of the Boise Public Library located at 715 Capitol Boulevard, Boise, Ada County, Idaho (the "**Premises**") and as more particularly described in the Lease Agreement ("**Lease**");

WHEREAS, the City must complete necessary improvements to the Premises;

WHEREAS, the Lessee will benefit from the improvements to the Premises;

WHEREAS, the Parties both desire the improvements to be completed;

WHEREAS, City and Lessee have agreed to amend the Lease, upon the terms and conditions hereinafter described; and

WHEREAS, all capitalized terms used but not defined in this Amendment shall have the meanings given to them in the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Amendment and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows:

The following provisions of 5.06(a) will be added to the Lease:

5.06(a) Lessor Improvements.

5.06(a)(1) Temporary Vacation of the Premises. The Parties agree that Lessee will entirely vacate the Premises beginning on January 1, 2023 and ending on August 31, 2023 to allow the City to complete the improvements. This includes, but is not limited to, removing Lessee-owned supplies, devices and other moveable items, as Lessee will not be permitted to enter the Premises until approved to do so by the City.

5.06(a)(2) Liability for Damage to Property. The Parties agree that City shall not be liable for damage to, or destruction of, any Lessee-owned, leased, or borrowed property left behind when Lessee temporarily vacates the Premises.

5.06(a)(3) Rent during Temporary Vacation of the Premises. For the period beginning on January 1, 2023 and ending on August 31, 2023, the Parties agree that Lessee shall not owe rent to City under this Lease [3.02 Rent]. If, however, construction delays extend the Temporary Vacation of the Premises beyond August 31, 2023, the Lessee shall not owe rent to the City under this Lease until the Lessee is able to re-enter and take possession of the Premises. Rent for any period less than a full calendar month shall be pro-rated.

5.06(a)(4) Construction Delays. The Parties agree that the City will make reasonable efforts to complete the improvements by the scheduled completion date. However, construction delays may occur, and in the event of a construction delay, the Parties agree that the City will extend the Temporary Vacation of Premises no longer than is necessary to complete the improvements.

5.06(a)(5) No Tolling of Lease Term. The Parties agree that the Temporary Vacation of Premises will not toll the term of the Lease, and all dates in the Lease remain unchanged.

1. No Default. City and Lessee hereby affirm that as of the Effective Date, no breach, default, or other act, error, or omission which, with the giving of notice or passage of time or both, would constitute a breach/or default by either party has occurred and is continuing under the Lease.

2. Affirmation of Lease Terms. Except as modified by this Amendment, City and Lessee hereby ratify the Lease and agree that the Lease shall remain unchanged and shall continue in full force and effect. In the event there is any conflict between the terms of the Lease and the terms set forth in this Amendment, the terms specifically set out in this Amendment shall control. From and after the Effective Date, any and all references to "the Lease" or "this Lease" in the Lease shall mean the Lease as modified by this Amendment.

3. Mutual Authorization Representation. Each of City and Lessee hereby represent and warrant to each other that: (a) this Amendment (and each term and provision hereof) has been duly and appropriately authorized by such party through proper written corporate action and approval; and (b) no additional consent, agreement, or approval is required with respect hereto.

4. Miscellaneous.

(a) Entire Agreement. This Amendment contains the entire understanding between the Parties with respect to the matters being amended as contained herein.

(b) Amendment and Modification. This Amendment may not be changed or modified orally, but only by an agreement in writing signed by an authorized representative for each party.

5. Memorandum of Lease. City and Lessee agree that a Memorandum of Lease reflecting the terms in this Amendment shall not be recorded.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment No. 1 to Lease Agreement as of the date first written above.

LESSOR: CITY OF BOISE

Boise Public Library
715 S. Capitol Boulevard
Boise, Idaho 83702

By: _____
Lauren McLean, Mayor

ATTEST

Lynda Lowry, Ex-Officio City Clerk

LESSEE: LEARNING LAB, INC.

308 E. 36th Street
Boise, Idaho 83714

By: Monique B. Smith
Name: Monique B. Smith
Title: Executive Director

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT October 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	42,853	43,064	-0.49	42,853	43,064	-0.49
Young Adult	5,416	5,901	-8.22	5,416	5,901	-8.22
Juvenile	61,642	59,103	4.30	61,642	59,103	4.30
Sub Total	109,911	108,068	1.71	109,911	108,068	1.71

<u>CIRCULATION /Audio Visual</u>						
Adult	16,881	19,888	-15.12	16,881	19,888	-15.12
Young Adult	871	1,246	-30.10	871	1,246	-30.10
Juvenile	5,208	6,233	-16.44	5,208	6,233	-16.44
Sub Total	22,960	27,367	-16.10	22,960	27,367	-16.10

<u>CIRCULATION/Digital</u>						
eAudio	28,904	24,289	19.00	28,904	24,289	19.00
eBooks	23,085	22,028	4.80	23,085	22,028	4.80
eVideo	286	219	30.59	286	219	30.59
eMusic	64	23	178.26	64	23	178.26
eMagazine	2,936	3,037	-3.33	2,936	3,037	-3.33
Sub Total	55,275	49,596	11.45	55,275	49,596	11.45
TOTAL CIRCULATION	188,146	185,031	1.68	188,146	185,031	1.68

<u>CIRCULATION SUMMARY</u>						
Main Library	62,873	59,857	5.04	62,873	59,857	5.04
Collister	11,209	13,365	-16.13	11,209	13,365	-16.13
Hillcrest	8,413	9,135	-7.90	8,413	9,135	-7.90
Cole & Ustick (C&U)	23,069	23,405	-1.44	23,069	23,405	-1.44
Bown	24,719	27,277	-9.38	24,719	27,277	-9.38
Home Service	2,589	2,396	8.06	2,589	2,396	8.06
Digital Collection	49,596	49,596	0.00	49,596	49,596	0.00
TOTAL CIRCULATION	182,468	185,031	-1.39	182,468	185,031	-1.39

<u>PATRON COUNT</u>						
Main Library	23,988	18,522	29.51	23,988	18,522	29.51
Collister	4,856	4,045	20.05	4,856	4,045	20.05
Hillcrest	4,421	3,500	26.31	4,421	3,500	26.31
Cole & Ustick	8,308	6,142	35.27	8,308	6,142	35.27
Bown	7,981	6,302	26.64	7,981	6,302	26.64
TOTAL PATRON COUNT	49,554	38,511	28.67	49,554	38,511	28.67

<u>POLARIS CATALOG</u>						
System External Use Counts	216,962	297,773	-27.14	216,962	297,773	-27.14
Main Internal Use Counts	34,682	29,307	18.34	34,682	29,307	18.34
Collister Internal Use Counts	1,641	1,550	5.87	1,641	1,550	5.87
Hillcrest Internal Use Counts	1,933	1,591	21.50	1,933	1,591	21.50
C&U Internal Use Counts	5,402	4,842	11.57	5,402	4,842	11.57
Bown Internal Use Counts	4,166	3,964	5.10	4,166	3,964	5.10

	<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	842	678	24.19	842	678	24.19
Non-Resident	5	11	-54.55	5	11	-54.55
Internet Only	0	1	-100.00	0	1	-100.00
TOTAL CARDS ISSUED	847	690	22.75	847	690	22.75

<u>INTERLIBRARY LOANS</u>						
Out-of-State	104	74	40.54	104	74	40.54
In-State	50	35	42.86	50	35	42.86

<u>INTERLIBRARY BORROWING</u>						
Out-of-State	56	261	-78.54	56	261	-78.54
In-State	27	73	-63.01	27	73	-63.01

<u>REFERENCE SUMMARY</u>						
Main Adult Desk	1,284	992	29.44	1,284	992	29.44
Main Adult Telephone	574	675	-14.96	574	675	-14.96
Main Adult Electronic	112	128	-12.50	112	128	-12.50
Sub Total Adult Reference	1,970	1,795	9.75	1,970	1,795	9.75

Main Youth Desk	868	564	53.90	868	564	53.90
Main Youth Telephone	22	22	0.00	22	22	0.00
Main Youth Electronic	3	0	100.00	3	0	100.00
Sub Total Youth Reference	893	586	52.39	893	586	52.39

Information Desk						
Readers Advisory	1	3	-66.67	1	3	-66.67
Directional/Informational	1,776	2,151	-17.43	1,776	2,151	-17.43
Sub Total Information Desk	1,777	2,154	-17.50	1,777	2,154	-17.50

Collister Desk	1,253	821	52.62	1,253	821	52.62
Collister Phone	126	134	-5.97	126	134	-5.97
Sub Total Collister Reference	1,379	955	44.40	1,379	955	44.40

Hillcrest Desk	330	410	-19.51	330	410	-19.51
Hillcrest Phone	92	78	17.95	92	78	17.95
Sub Total Hillcrest Reference	422	488	-13.52	422	488	-13.52

Cole & Ustick Desk	1,149	804	42.91	1,149	804	42.91
Cole & Ustick Phone	202	146	38.36	202	146	38.36
Sub Total C&U Reference	1,351	950	42.21	1,351	950	42.21

Bown Desk	483	464	4.09	483	464	4.09
Bown Phone	45	83	-45.78	45	83	-45.78
Sub Total Bown Reference	528	547	-3.47	528	547	-3.47
TOTAL REFERENCE	8,320	7,475	11.30	8,320	7,475	11.30

<u>MEETING ROOM USE SUMMARY</u> 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	7	3	133.33	7	3	133.33
Main Youth Programs	74	41	80.49	74	41	80.49
Main Community Programs	101	36	180.56	101	36	180.56
Sub Total Main	182	80	127.50	182	80	127.50
Collister Adult Programs	3	1	200.00	3	1	200.00
Collister Youth Programs	34	22	54.55	34	22	54.55
Collister Community Programs	77	25	208.00	77	25	208.00
Sub Total Collister	114	48	137.50	114	48	137.50
Hillcrest Adult Programs	11	5	120.00	11	5	120.00
Hillcrest Youth Programs	19	7	171.43	19	7	171.43
Hillcrest Community Programs	99	22	350.00	99	22	350.00
Sub Total Hillcrest	129	34	279.41	129	34	279.41
C&U Adult Programs	9	5	80.00	9	5	80.00
C&U Youth Programs	34	27	25.93	34	27	25.93
C&U Community Programs	98	6	1533.33	98	6	1533.33
Sub Total Cole & Ustick	141	38	271.05	141	38	271.05
Bown Adult Programs	10	1	900.00	10	1	900.00
Bown Youth Programs	36	8	350.00	36	8	350.00
Bown Community Programs	71	0	100.00	71	0	100.00
Sub Total Bown	117	9	1200.00	117	9	1200.00
TOTAL PROGRAMS	683	209	226.79	683	209	226.79

<u>Program Attendance</u>	<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 Attendance	28	34	-17.65	28	34	-17.65
Main Youth Attendance	2,327	622	274.12	2,327	622	274.12
Main Comm Attendance	783	255	207.06	783	255	207.06
Sub Total Main	3,138	911	244.46	3,138	911	244.46
Collister Adult Attendance	12	4	200.00	12	4	200.00
Collister Youth Attendance	804	1,261	-36.24	804	1,261	-36.24
Collister Comm Attendance	202	81	149.38	202	81	149.38
Sub Total Collister	1,018	1,346	-24.37	1,018	1,346	-24.37
Hillcrest Adult Attendance	17	3	466.67	17	3	466.67
Hillcrest Youth Attendance	186	141	31.91	186	141	31.91
Hillcrest Comm Attendance	438	160	173.75	438	160	173.75
Sub Total Hillcrest	641	304	110.86	641	304	110.86
C&U Adult Attendance	29	0	100.00	29	0	100.00
C&U Youth Attendance	1,181	421	180.52	1,181	421	180.52
C&U Comm Attendance	683	65	950.77	683	65	950.77
Sub Total Cole & Ustick	1,893	486	289.51	1,893	486	289.51
Bown Adult Attendance	104	1	10300.00	104	1	10300.00
Bown Youth Attendance	1,091	235	364.26	1,091	235	364.26
Bown Comm Attendance	418	0	100.00	418	0	100.00
Sub Total Bown	1,613	236	583.47	1,613	236	583.47
TOTAL PROGRAM ATTENDANCE	8,303	3,283	152.91	8,303	3,283	152.91

BOISE PUBLIC LIBRARY RECIPROCAL BORROWING STATISTICS October 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	2,725	1.45	2,523	8.01	2,725	1.45	2,523	8.01
Caldwell	272	0.14	224	21.43	272	0.14	224	21.43
Eagle	624	0.33	766	-18.54	624	0.33	766	-18.54
Emmett	24	0.01	20	20.00	24	0.01	20	20.00
Garden City	1,024	0.54	1,111	-7.83	1,024	0.54	1,111	-7.83
Hailey	0	0.00	0	0.00	0	0.00	0	0.00
Kuna	387	0.21	155	149.68	387	0.21	155	149.68
Meridian	3,011	1.60	2,088	44.20	3,011	1.60	2,088	44.20
Mountain Home	236	0.13	172	37.21	236	0.13	172	37.21
Nampa	435	0.23	731	-40.49	435	0.23	731	-40.49
Twin Falls	25	0.01	57	-56.14	25	0.01	57	-56.14
Total	8,763	4.66	7,847	11.67	8,763	4.66	7,847	11.67

Total BPL Circulation	188,146	185,031	188,146	185,031
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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	9,821	9,231	9,821	9,231
Caldwell	177	128	177	128
Eagle	5,588	5,559	5,588	5,559
Emmett	6	57	6	57
Garden City	7,211	7,460	7,211	7,460
Hailey	3	0	3	0
Kuna	157	6,599	157	201
Meridian	6,389	5	6,389	6,599
Mountain Home	7	5	7	5
Nampa	694	787	694	787
Twin Falls	3	2	3	2
Total	30,056	30,029	30,056	30,029