

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

May 14, 2020, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 5.00, Collection Development and Maintenance
 - Policy Review Coversheet
 - Policy 5.01, Collection Development and Maintenance
 - Exhibit 5.01a, Library Bill of Rights
 - Exhibit 5.01b, Freedom to Read Statement
 - Regulation 5.01c, The Nature and Quality of Materials
 - Policy 5.02, Exclusion of Materials
 - Exhibit 5.02a, Request for Reconsideration of Library Materials

- Library Director Search Process
 - Memo from Megan McJunkin
 - Search Firm Responses from Top Two Firms

- FY20 Ada Community Library Annexation Compensation Agreement

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, March 2020

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

Boise Public Library Board of Trustees Special Meeting Agenda

Thursday, May 14, 2020, 11:30 a.m. • Virtual Meeting

BOARD OF TRUSTEES Margo Healy, President Tonya Westenskow, Vice President Dwayne Carver Sonia Galaviz Phil Magnuson Daisy O'Sullivan, Youth member Alekyia Tanikella, Youth member	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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AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
February 27, 2020, Special Meeting
March 11, 2020, Regular Meeting
March 16, 2020, Special Meeting
March 26, 2020, Special 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 March 31, 2020
Gift Fund activity for February 1, 2020 - March 31, 2020
5. **Reports**
 - a. Friends of the Boise Public Library
 - b. Boise Public Library Foundation
 - c. Library Director including administration and management
6. **Old Business**
 - a. **Boise Public Library Policy Review:**
Section 5.00, Collection Development and Maintenance
Library Public Services Manager Sarah Kelley-Chase will review section 5.00, Collection Development and Maintenance, of the Boise Public Library Policy Manual

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

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

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

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

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

BOISEPUBLICLIBRARY.ORG

with the Trustees. The staff recommends no changes to this section of the policy manual.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2020 as stipulated by the Board's bylaws. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

b. Library Director Search Process-Action Item

Trustees will discuss next steps in the search for a new Library Director.

7. New Business

a. Resuming Regular Library Board Meetings - Action Item

Trustees will consider resuming regular Library Board meetings virtually through teleconferencing software (Zoom) in order to maintain required social distancing and ensure public safety at this time.

Action: Trustees will make a motion to approve, revise, or reject resuming regular meetings virtually.

b. FY20 Ada Community Library Annexation Compensation Agreement - Action Item

Staff will review and submit to the Trustees for approval the FY20 Annexation Compensation Agreement between Ada Community Library and Boise City, which is included in the supporting documentation section of the meeting packet. This year, Boise Public Library owes Ada Community Library \$544,000.

Action: a motion to approve the FY20 Ada Community Library Annexation Compensation Agreement as presented and submit to City Council for final approval will be requested.

c. Main Library Condition Assessment and FY21 budget implications

Staff will provide an overview of the condition assessment of the Main Library and discuss prioritization of major repairs and maintenance.

8. Selection of Trustee to Review Payment Vouchers

Trustee review for May vouchers by Healy.

9. Selection of Meeting Date

Next regular meeting Thursday, June 11, 2020.

10. Adjourn

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



Director's Report

BOISE PUBLIC LIBRARY

Library Director's Update

May 2020

Welcome back, Trustees! After our brief COVID19 hiatus, it is nice to be resuming some normal (though altered!) calendar cycles and events.

COVID-19 ACTIVITIES

The BPL team remains wholly intact and continues to offer both library and city-wide services. As you've seen in recent updates or via our website and social media channels, we are expanding our virtual programming and digital collections while continuing to offer 7 day a week email and phone support.

In aid to broader City of Boise efforts, our team of makers has now added cloth mask production to our 3D printing of medical PPE. Partnering with a local nonprofit, we provided 800 masks for essential city staff last week to support in-person services phasing in across the organization. Our staffing of the COVID19 hotline also continues.

REOPENING FRAMEWORK

BPL is following the [State of Idaho's](#) and [City of Boise's](#) staged re-opening framework. Our Phase 1 has focused on receiving and processing a backlog of new materials and preparing our team and facilities for Phase 2.

In Phase 2 we will expand offerings to include curbside pick-up, book drop re-openings, and limited, by-appointment technology access. Our team members are returning with stringent new protocols, and in keeping with state and local guidelines, we will only expand services when we are able to do so safely.

FY21 BUDGET BUILD

With so much focus on COVID19 budget impacts to the FY20 budget, we are just now resuming the FY21 budget build. We have been working closely with our partners in the Department of Finance and Administration to forecast savings due to service disruption as well as new COVID19 expenditures for the remainder of FY20. We are now turning attention to Capital Improvement Project (CIP, one-time funds) planning and ensuring that our projects align with and support local economic recovery efforts. The main item we are tracking, which you will receive an update on in our meeting, is the Major Repairs and Maintenance CIP category.

SERVING OUR MISSION IN NEW WAYS

Libraries, along with nearly all entities here and around the world, are grappling with the uncertainty of COVID19 and how we can best adapt our services in the short-term while making sense of what this might mean for our operations in the mid- to long-term. With the discomfort of the unknown comes a huge opportunity to imagine, innovate

and co-create with our community a Library of the future. This pandemic has revealed in new and jarring ways what happens when access to information – be it internet, technology needed to access it, and/or print materials – is disrupted. In a time when gathering in-person is not advised, we seek to find other meaningful connections through virtual programming, phone outreach, or letter writing.

We are in uncharted waters, and our customers now more than ever are relying on and seeking out our services. Our team's energy, collaboration and creativity are strong as we work together to serve our mission in new ways. As BPL looks ahead to our next 10-20 years, we embrace the opportunity to adapt and evolve with our core values of intellectual freedom, universal access, innovation, and providing a world class experience for all members of the community front and center.

Administration and Management Reports:

ACQUISITIONS & TECHNICAL SERVICES

Acquisitions and Materials Specialists have returned to the building in rotating shifts. The priority is to receive and invoice materials that have been ordered and held by shippers and vendors since the closure. They will process items as time permits. This will allow encumbered funds to be paid and provide accurate budget balances.

The Collection Development Team will be focusing closely on adding physical titles that will be popular and easily searchable for holds in the catalog. Since in-person browsing is currently not possible, they are looking for ways to ensure that there is enough budget to support the huge increases in digital checkouts. With that in mind, they will be shifting how they consider the physical collections for the rest of this fiscal year.

VIRTUAL PROGRAMMING

Virtual programs are expanding slowly to cover a wider range of interests and ages. These programs are truly a one library, one team effort as we have staff from each division and location creating and presenting. Our current offerings include Storytime; School Age Fun; Teen Hangout; Let's Connect: Conversations for Adults; E-Resource Spotlights and Demos; and Tiny Telephone Tales. Programs on the horizon include: Baby/Caregiver Early Literacy Tips, Book Reviews, Live Presentations, and Teen Dungeons and Dragons. As a measure of success, storytimes had nearly 800 day of views for the month of April and we gained 63 new YouTube subscribers.

ALL LIBRARY DIVISIONS

Since shutting down in March, Supervisors and staff have continued to meet regularly via Teams, Zoom, text, phone, and email. Staff are involved in a variety of projects including 3D printing PPE, sewing masks, creating virtual programming, re-tooling summer reading, viewing webinars, and being at the ready to jump in as we start

“opening the tap” on services such as curbside pick-up and tech appointments, and of course, unlocking book drops!

Supporting Documentation

Boise Public Library

Policy Review May 14, 2020

Policy items reviewed and presented are as follows:

SECTION 5.00, Collection Development and Maintenance

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

Staff Recommendations:

Staff has no recommended changes to policies in section 5.00 of the Boise Public Library policy manual and are included in the meeting packet for information purposes only, unless the Trustees direct changes.

Document Type:	Policy
Number:	5.01
Effective:	03-01-11
Revised:	05-01-13

COLLECTION DEVELOPMENT AND MAINTENANCE

The purpose of this policy is to articulate the role of the Library's collection in the community and provide direction to staff members in their role as selectors. The Board endorses and incorporates as a part of this policy the American Library Association's Library Bill of Rights (Exhibit 5.01a) and Freedom to Read Statement (Exhibit 5.01b). Since the Library's concern is the communication of ideas and the availability of materials for information, education and entertainment, these statements are extended for the purpose of this policy to include all material in any format.

In order to implement the collection development and maintenance policy, staff will design, and periodically revise, a list of criteria that will provide a framework for planning the content and nature of the Library's collection, for identifying the scope of the existing collection, and for developing plans for shaping a stronger collection. Specifically, staff will acquire, make available, and encourage the use of materials in all media that:

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

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

The Board encourages public input on Library collections and invites Boise residents to make recommendations for purchases. Such recommendations will be given serious

consideration by Library staff in accordance with the general and specific criteria used in making selection decisions.

The Director or designee shall examine the collection regularly for the purpose of selection, assessment and retention of materials. The same criteria will be used in weeding materials from the collection as are used in their acquisition.

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

Document Type:	Exhibit
Number:	5.01a
Effective:	03-01-11
Revised:	03-01-11

LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Document Type:	Exhibit
Number:	5.01b
Effective:	03-01-11
Revised:	03-01-11

FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Document Type:	Regulation
Number:	5.01c
Effective:	03-01-11
Revised:	05-01-13

THE NATURE AND QUALITY OF MATERIALS

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

General Criteria

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

Specific Criteria for Works of Non-Fiction, Regardless of Format

1. scope and authority of subject matter
2. comprehensiveness and depth of treatment
3. objectivity
4. accuracy and logic of presentation
5. clarity of style
6. representation of challenging, though extreme or minority, point of view
7. scarcity of information in subject field

Specific Criteria for Works of Fiction, Regardless of Format

1. representation of important movement, genre, trend, or national culture
2. vitality and originality
3. artistic presentation
4. sustained interest
5. effective characterization and/or a realistic portrayal of life
6. authenticity of historical or social setting

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

use (e.g., State Law Library, corporate libraries) will be considered the primary sources for specialized materials.

The provision of curriculum-related materials is generally the responsibility of the schools, but the Library may provide materials that supplement and enrich the materials provided by the schools. When patron demand indicates the need for more curriculum-related materials for individual use by the public (as opposed to school classroom use), materials may be purchased to meet these needs to the extent funds allow without creating a collection imbalance in other areas.

Document Type:	Policy
Number:	5.02
Effective:	03-01-11
Revised:	05-01-13

EXCLUSION OF MATERIALS

The Library will review decisions regarding specific titles upon written request from a Boise resident. The Director or designee will provide a Request for Reconsideration form (Exhibit 5.02a) for this purpose.

When a completed Request for Reconsideration form is filed, the Library will begin its reconsideration process. This process consists of the following steps:

1. Staff will review the materials under consideration. The staff will communicate its decision to the patron in writing within 20 business days.
2. Should the patron not be satisfied with the staff's decision, the Director will review the material in question in consultation with appropriate staff. The Director will communicate his or her decision to the patron in writing within 20 business days.
3. The patron may appeal the Director's decision to the Board. The decision of the Board will be communicated to the patron and shall be final.

In considering Requests for Reconsideration, staff, the Director and the Board will consider each work as a whole, and individual passages will not be treated out of context. They will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable.

No materials shall be excluded from the Library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets criteria specified in The Nature and Quality of Materials (Regulation 5.01c).

Document Type: Exhibit
Number: 5.02a
Effective: 03-01-11
Revised: 05-01-13

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(Please fill out this form completely and give it to a library staff member. Library management will reply to your request in writing.)

TYPE OF MATERIALS: (Check one)

	Adult	Young Adult	Children
Fiction			
Non-Fiction			
Audiobook			
Movie/Documentary/ Television series			
Music			
Magazine/Newspaper			
Other (please specify)			

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

Request initiated by _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Email address _____

Library location where request was submitted _____

Library Card number (optional) _____

Do you represent:

_____ Yourself

_____ An Organization (name) _____

_____ Other group (name) _____

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

(continued on reverse)

2. Are your objections based on (check all that apply):
_____ religious principles _____ political beliefs
_____ moral teachings _____ inaccuracies in the material
_____ other (please list) _____

3. Did you read, view or listen to the entire work? _____
If not, what parts did you read, view or listen to? _____

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

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

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

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

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

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

10. If you are requesting withdrawal of the work, what work would you recommend in its place that would convey as valuable a picture and perspective of the subject treated? _____

Signature

Date



HUMAN RESOURCES DEPARTMENT

MAYOR: Lauren McLean | DIRECTOR: Kelcey Stewart

MEMO

TO: Boise Public Library Board of Trustees
FROM: Megan McJunkin, Employment Services Manager
CC: Jade Riley, Chief Operating Officer
DATE: 5/7/2020
RE: Boise Public Library Director Recruitment

Library Director Recruitment Update

After a series of Library Director recruitment planning meetings with the Board, and business disruption caused by COVID-19, I propose the board make two decisions at the May 14, 2020 meeting: 1) select an executive search firm for recruitment and outreach services, and 2) select two board members to serve as primary partners with Human Resources.

Based on the need for national contacts and expertise in library executive recruiting, we discussed selecting a professional search firm to provide outreach to a wide-ranging directory of potential candidates. The top two library executive search firms from the proposals we received are:

John Keister Associates Vernon Hills, Illinois	Library-specific search and consulting firm; Past tech/engineering headhunters with passion for libraries; Primarily Midwest states; Enthusiastic about Boise, immediate response to inquiry.	\$24,500 flat fee for service
June Garcia, LLC Denver, Colorado	Former library director, very thoughtful and specific about her approach; Most extensive client list in Western states including: <ul style="list-style-type: none">• Meridian (2013)• Spokane (2013)• Salt Lake City (2016) Professional expertise in libraries, both municipal and district; Staying current in Boise Public Library news and would be interested in supporting our search.	\$19,000 plus travel for two trips and advertising expenses

The difference in cost is so slight I would consider it an insignificant factor in your decision, we want the very best fit for your library director search.

As we have previously discussed, I am prepared to support the process from start to finish but I need two library board members to serve as my primary recruiting partners for decisions at key points in the recruitment and to provide a consistent perspective through interview and selection. For example, the recruiter may request approval to conduct stakeholder interviews to refine the way our position is presented to candidates; you will be asked to participate in screening interviews to narrow the pool of qualified candidates; I will provide a list of potential interview panel members, you can supplement the list and make a final selection; the same with interview questions, I provide a list of potential questions, you would supplement and approve the final list.

It's likely to be 4-6 months until we have a new director in place, barring any further setbacks. To keep the process moving forward efficiently, I strongly encourage you to select recruitment partners today. I'm grateful for this opportunity to work with the Board on this important recruitment and selection process. Please feel free to reach out to me directly with any questions.



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Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com

January 31, 2020

Board of Trustees
Boise Public Library
715 S Capitol Blvd
Boise, ID 83702

Dear Board of Trustees:

When companies hire new CEOs, they work with professional executive recruiters. Libraries deserve no less! We are executive search consultants who work extensively with libraries, and we thank you for the opportunity to present this proposal for the hiring of your next Library Director.

As professional recruiters, we have deep knowledge of “best practices,” new technologies, and the people aspects of hiring leaders — but just as importantly, we love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual’s personal, economic, or educational status. In their role as the community centers of the 21st century, libraries are more relevant and popular than ever.

Hiring a new director is one of the most important decisions a library board will make and we would be pleased to provide advice and assistance. Library leadership is always important, and especially so when libraries must keep evolving — not just to keep up with technological change and user tastes, but to *anticipate* those events and plan proactively. In addition to identifying, evaluating, and screening candidates, we can facilitate the interview process and help the Board of Trustees reach consensus on the final candidates.

One of our strengths as a search firm is that we customize our approach to fit the wishes of our clients. The attached document is a blueprint of how we approach a search and can be easily revised to fit your particular needs. We are confident that we can help you find the right leader who will continue to expand your library’s focus, vitality, and success. We would enjoy the opportunity to further discuss our process with you via a phone or video interview.

Thank you for your consideration. We look forward to hearing from you!

Sincerely,



John Keister

Our Experience

John Keister & Associates is a full-service, nationwide executive search firm founded by John and Beth Keister in 1987. We have been identifying and recruiting top leadership talent for more than 33 years. During this time, we have completed over 300 executive searches.

Our library searches have run the gamut from small community libraries to regional libraries with dozens of branches to large consortiums. Given today's competitive environment for hiring library directors, it helps to have the assistance and guidance of knowledgeable executive search consultants.

Just as libraries have greatly evolved over the last 30 years, so has the recruiting world. We have more tools and resources than ever before, including new ways to connect with people and find information. Since communications and adaptability are key to successful searches, we continually strive to be both tech- and people-savvy. We are proud to say that the libraries we've worked with have expressed appreciation for our responsiveness and high level of customer service.

Why use Executive Recruiters?

Boards use outside consultants to bring a fresh perspective and new ideas to their organization. For example, architects and space planners are experts in physical aspects of library management; strategic planning consultants specialize in helping organizations set and meet their short- and long-term goals. Executive recruiters are crucial to personnel decisions and are skilled in providing comprehensive and highly effective search strategies.

A good executive search team will:

- excel at building relationships both with clients as well as with leaders in the library field
- develop a profile for the ideal candidate
- focus on identifying and vetting applicants to ensure that any final candidate is well-qualified, enthusiastic about the opportunity, and has the ability and leadership qualities to thrive in the role
- deliver exceptional results on time and within the client's budget

Our extensive and diverse recruiting experience enables us to identify and evaluate management and leadership traits in candidates, assets that are critical to the successful administration and guidance of today's libraries. We proactively search for and recruit top candidates, rather than relying solely on passive approaches such as job postings. Our success in locating and placing talented people is the result of networking and actively building long-term relationships with the best and brightest library leaders.

Project Team

John Keister has more than 33 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his considerable experience as an elected public library Trustee and library Board President. He also served multiple terms on the Board of Directors of the North Suburban Library System, a library consortium of academic, public, school, and special libraries in suburban Chicago. John has advocated on behalf of libraries at the local, state, and federal levels, been an invited speaker at numerous library conferences, and has raised community awareness of library issues through town meetings, focus groups, and print and broadcast media. He is active with the Illinois Library Association (ILA) and has served on ILA's Advocacy Committee. He also provides customized coaching and training to help library boards become more efficient and effective.

Beth Keister handles many of the “behind the scenes” functions of our firm, designing and maintaining our databases and websites, conducting research for the search process, and using social media to create awareness. Previously, Beth trained the staffs of several libraries and library organizations on a variety of software products and consulted with libraries on creating programs and reports that support daily operations.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries and other organizations through her own firm, Sarah Keister Armstrong & Associates. Her awareness of library trends and issues, coupled with a keen understanding of each library’s unique circumstances and demographics, helps us focus our efforts on the type of leader who will be most effective for every library search we undertake. Sarah has Public Library Trustee experience and served on the Board of RAILS (Reaching Across Illinois Library System) and as a Director-at-Large of the Illinois Library Association.

For more information on our backgrounds and experience, please visit www.johnkeister.com.

References

The Society of the Four Arts

Palm Beach, Florida
Kathy Mardamek
Director of Finance and Administration
561-659-8508
kmardambek@fourarts.com
Director of Libraries: Rachel Schipper

Cape Girardeau Public Library

Cape Girardeau, Missouri
Amy Trueblood
President, Board of Trustees
312-404-3461
amytrueblood@gmail.com
Library Director: Katie Hill

Northville District Library

Northville, Michigan
Alan Somershoe
Chair, Board of Trustees
248-349-0919
alan@somershoe.net
Library Director: Laura Mancini

Wheaton Public Library

Wheaton, Illinois (Chicago area)
Christine Fenne
President, Board of Trustees
630-653-2442
cfenne@alphagraphics.com
Library Director: Betsy Adamowski

Hussey-Mayfield Memorial Public Library

Zionsville, Indiana (Indianapolis area)
Sandy Cha Sifferlen
President, Board of Trustees
317-847-3598
s.siff@lilly.com
Library Director: Sarah Moore

Stillwater Public Library

Stillwater, Minnesota (Twin Cities area)
Michael Kelliher
Board of Trustees
651-324-0213
mjkelihier@gmail.com
Library Director: Mark Troendle

Testimonials

Peoria Public Library

Peoria, Illinois
Jeanne Williamson
President, Board of Trustees
Phone: 309-360-1398
jwilliamson54@gmail.com
Library Director: Randall Yelverton

The Peoria Public Library serves about 115,000 residents with a 102,000 square foot main library, four branches, and an operating budget of \$7.4 million. The search was conducted due to the retirement of the previous Director.

Your firm was very flexible fitting into our needs. You shared different perspectives on how we could proceed and willingly let us pick our own way. We were delighted with how much front work your firm did in the recruitment of the candidates, it took the heavy lifting off of us. Your engaging personality was very helpful with the various backgrounds and personalities of our board membership. You responded to our questions with expertise and in a very timely manner. We appreciated your candid remarks about the "state of affairs" of our own library system. Your interaction with the staff through meetings and the survey provided an opportunity for the staff to have a voice, which was necessary. We consistently felt confident in your process and abilities.

I would definitely recommend your firm. You are so well connected with the library world. You have tons of experiences. You are a gentle, but firm leader. You are receptive to input from the board, yet you know what exactly has to be done and what is an appropriate time frame and salary/benefit package. We relied upon your sage, but we still felt that we were making the crucial decision. Your ability to say what needs to be said to get the job done was very remarkable, your honesty definitely won the respect from the board. We found your cost was very reasonable and worth its weight in gold. We could not have been happier with your guidance and the ultimate choice of a new library director. Thank you so very much.

Jeanne Williamson, President, Board of Trustees

Putnam County Public Library

Greencastle, Indiana
Alan Zerkel
President, Board of Trustees
765-721-1253
azerkel67@gmail.com
Director: Matthew McClelland

Please know that I am most definitely not just speaking for myself, but also for each and every board member in expressing my appreciation for the service and guidance you provided to the Putnam County Public Library Board of Trustees during the recent director search. We were impressed with your

professionalism, attention to detail, passion for locating the best possible leader to blend with the PCPL climate and culture, as well as your knowledge of library operations and your availability to answer questions and offer direction. A huge plus for the board was the personal touch you offered during the search process. The personal interest you took in the Putnam County Public Library, including the board and the staff, gave us a great deal of confidence and assurance. We are very pleased with the outcome of the search process and the candidates you provided for our consideration. Each candidate possessed excellent leadership qualities. I also want you to know that we will highly recommend John Keister and Associates to any library that is seeking professional assistance in hiring a director.

John, it was a pleasure to work with you and learn from you. I am truly impressed with the work you did for our library. Matt's first days on the job appear to be very successful and the atmosphere among staff is highly positive. All of us are looking forward to the future prospects for PCPL under Matt's leadership.

Alan Zerkel, President, Board of Trustees

Beloit Public Library

Beloit, Wisconsin

John Watrous

President, Board of Trustees

Phone: 608-363-9179

watrousj@gmail.com

Library Director: Nick Dimassis

Beloit Public Library serves 48,000 residents with a 55,000 square foot building and an operating budget of \$2.2 million. We were asked to conduct the search for a Director after failed attempts by another library executive search firm.

Our first contacts with you were extremely positive and confirmed for the board that you were a good fit for us. You showed enthusiasm for our library and our community, and you made it clear to us that you were eager to work with us on this search.

We were looking for a bold and creative leader more than a competent manager. You understood this and designed a search process that identified leadership and networking skills. There were doubtless a lot of things that you did on the back end that we never saw, but what we did see pleased us. For example, the website that you created to advertise the Director position was very professional. There were important instances when you gave us excellent advice.

Everyone I've spoken to (including board members, library staff, members of the Friends and Foundation, and people in city government) agrees that the three finalists we did bring to the library were by far the most impressive group we could remember from a Director search. The candidate we hired has been wonderful, and we are extremely pleased to have him at our library. Nick is providing us with the kind of creative leadership and community outreach that we wanted all along in our new Director.

John Watrous, President, Board of Trustees

Current and Completed Searches (2018 to Present)

Arlington Heights Memorial Library, Arlington Heights, Illinois
Ascension Parish Library, Gonzales, Louisiana
Bellwood Public Library District, Bellwood, Illinois
Cape Girardeau Public Library, Cape Girardeau, Missouri
Charles County Public Library, La Plata, Maryland

Defiance Public Library System, Defiance, Ohio
Des Plaines Public Library, Des Plaines, Illinois
Ella Johnson Memorial Public Library Hampshire, Illinois
Equinox Open Library Initiative, Atlanta, Georgia
Farmington Community Library, Farmington Hills, Michigan

Freeport Public Library, Freeport, Illinois
Galesburg Public Library, Galesburg, Illinois
Goshen Public Library, Goshen, Indiana
Grayslake Area Public Library District, Grayslake, Illinois
Hussey-Mayfield Memorial Public Library, Zionsville, Indiana

Kanawha County Public Library System, Charleston, West Virginia
Morris Area Public Library, Morris, Illinois
Lincolnwood Public Library District, Illinois
Northville District Library, Northville, Michigan
Olathe Public Library, Olathe, Kansas

Park Ridge Public Library, Park Ridge, Illinois
Peoria Public Library, Peoria, Illinois
Porter County Public Library System, Valparaiso, Indiana
Putnam County Public Library, Greencastle, Indiana
Russell Library, Middletown, Connecticut

Stark County District Library, Canton, Ohio
Teton County Library, Jackson, Wyoming
Town and Country Public Library District, Elburn, Illinois
Waukegan Public Library, Waukegan, Illinois

For information on some of our other past searches, please visit johnkeister.com/clientlist.

Executive Search Proposal

Library Director Boise Public Library

Thank you for considering this proposal to help you find and hire the next Library Director of the Boise Public Library. Each search we undertake is customized to fit the unique circumstances of our client. The following is a general plan that may be easily altered.

Recruitment Process

We have the resources in place and are prepared to initiate the search upon selection by the library board. John Keister will be the primary contact representing our firm, while Beth Keister and Sarah Keister Armstrong will provide project support.

Though each search is different and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance generally takes 3½ to 4 months. This schedule is variable and may be revised to fit your particular situation and requirements.

Initial Meeting

Every library is unique. Our first step is to thoroughly understand *your* needs, organizational culture, and current concerns. We will visit the library to gain an understanding of your environment and to find out what is expected of the new director. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

Website for the Director Search

For each of our library searches, we design and host a website that includes information on the position, the library, and the local community. The website is a helpful tool for sharing information with potential candidates and it allows for easy updates as the search progresses. Using a separate website to market the library and community and to recruit for the position has proven to be far more effective for our searches than a conventional job posting.

Examples of our custom websites include johnkeister.com/pcpls/, johnkeister.com/apl/, and johnkeister.com/charlescounty/.

Strategy

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising and use of the custom website, we will carry out a thorough networking and social media effort to identify outstanding candidates who do not normally respond to ads or announcements.

We also enjoy and excel at recruiting. This is one of the strengths of a good search firm: we like learning about people and are very successful at identifying, vetting, and recruiting library leaders who may not necessarily be looking at job ads or actively seeking a new position. Many excellent people become intrigued and excited by new opportunities when approached by a respected search firm.

We make a special effort to recruit candidates of diverse backgrounds. This includes announcing the

opportunity on culturally diverse library websites and listservs such as REFORMA and BCALA. As a result, we have successfully recruited and placed several diversity candidates.

With this multi-pronged approach, we will ensure that we locate the best candidate(s) for your position.

Candidate Process

Resumes are just one piece of what we consider when evaluating candidates. People can look great on paper — but they may be a terrible fit for your library. Conversely, sometimes a resume does not do justice to someone who might be terrific. We love going deeper, learning more about applicants, and assessing if and how they would work for your situation.

Candidate Qualifying and Presentation

Once we have identified candidates, we will conduct in-depth interviews. When possible, these conversations will be in person. If that is not practical, we will conduct detailed virtual interviews. Our conversations with candidates allow us to thoroughly evaluate their personality, work ethic, and how they may fit into your particular organization.

After the initial interviewing/qualifying work has been completed, we will present you with resumes and additional information for the top candidates. Usually, this means we will have a slate of approximately 3 to 5 candidates. We'll be ready to discuss each candidate in some detail, and to answer any questions from the search committee.

We think and work creatively, and this is an area where we challenge some of the status quo in library executive search. We'll be upfront with you: not all applicants will be qualified. Our role is to implement a vetting process so that we can identify those individuals who we believe could immediately step into the position and be successful. Our clients have repeatedly expressed appreciation for our ability to focus on candidates who are truly qualified, specifically interested in your library, and who will thrive in the director role.

Finalist Interviews

It is very beneficial for us to be on-site at the library during the finalist interviews to answer questions, make suggestions, and facilitate the process. We strongly recommend that candidates meet with staff, the board, and other key stakeholders as part of the process. The board will be making important decisions at this time, and unfamiliar issues may arise. We can provide whatever support is needed, including providing ideas for interview questions and approaches, advising what questions to avoid for legal reasons, and warning of potential pitfalls.

Final Steps

Many boards have never gone through the final steps of hiring a director and find that this is where our expertise can be particularly helpful.

We can make suggestions on how to handle salary negotiations and benefits questions, deal with relocation issues, and “close” the most desired candidate. Staff input is particularly important and we can help the board use that information wisely. Bridging the step between final interviews and making an offer can be stressful and occasionally contentious. We have the experience and strategies to make this part of the process go smoothly and even enjoyably.

Verifying Employment Duties and Performance Levels

We will interview references for the final candidates and will present summaries of the reference investigation. Our reference questions help us understand the character of each candidate. We look for first-hand accounts of how an individual works with staff and patrons, what they do to stay on top of library trends, and information illuminating how they've dealt with challenges. We are seeking leaders, and a candidate's references assist us in evaluating how he/she will perform in that role.

Pre-Employment Background Investigation

If the library does not have a pre-employment background investigation process in place, we can assist with those arrangements for the final candidate. This investigation should include verification of credentials and an examination of professional, personal, financial, and criminal records. We can set up such an investigation with a professional firm should you need assistance with this piece.

Project Schedule

The following schedule is flexible and may be adjusted according to the needs of the library.

<i>Month</i>	<i>Tasks</i>
Month 1	<ul style="list-style-type: none">• Initial meeting with Board/Selection Committee to discuss needs• Meet with key staff members and other constituencies for their insights• Create and post custom search website• Advertise position through various national and local channels• Begin recruiting candidates using contacts within our library network
Months 2 - 3	<ul style="list-style-type: none">• Conduct interviews with possible candidates• Compile documentation on most viable candidates• Present resumes and additional information on 3 to 5 of the best candidates to Board/Selection Committee• Schedule interviews with Board/Selection Committee• Advise on interview process and questions
Months 3 - 4	<ul style="list-style-type: none">• Final candidate interviews at library• Conduct reference checks• Presentation of offer (Board to Candidate)

Fee

Our fee for search services is \$24,500. Part of this fee (\$8,100) will be payable upfront, to help us defray our search expenses and to initiate the search. The balance of the fee will be payable in two equal installments: one payment will be due upon your acceptance of a slate of candidates and the last payment will be billable upon selection of the new Director, payable within 30 days after acceptance of the offer by the new Director.

Our professional fee covers:

- Design, development, and hosting of a custom website for the director search (see examples: johnkeister.com/pcpls/, johnkeister.com/apl/, and johnkeister.com/charlescounty/).
- Advertising expenses
- All consultant expenses, including travel, for on-site attendance at up to three library meetings
- Unlimited "virtual" access via video or audio calls at other meetings, as needed.

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library (i.e., mileage reimbursement, lodging, meals, etc.).

Guarantee

If the new Library Director leaves the position within the first year after acceptance, we will, on a one-time basis, reactivate the search upon your request. Such a reactivation must assume that we will be allowed to pursue our own approach to achieve the reasonable results you anticipate. The library will assume all expenses directly related to a reactivated search, but we will expect no additional search fee.

Thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates



John W. Keister
President

If these terms are acceptable, please sign this letter and return one copy to us. Thank you.

Boise Public Library Board

By: _____ Title: _____ Date: _____

Our firm is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.

Describe your overall project management approach/framework of library director recruitment and search process.

We are executive recruiters who have extensive experience conducting searches for library directors. For over 33 years, we have been identifying and recruiting top leadership talent, completing more than 300 executive searches for leading technology companies, libraries, regional library systems of all sizes, and non-profits. Our backgrounds combine technical expertise, library knowledge, and executive search skills.

We have a deep understanding of libraries through our service on library boards, including roles as trustee and president of multiple boards. We also consult on a wide range of issues including library board effectiveness and succession planning, and are actively engaged as advocates for the library community.

Our experience differentiates us from some other library search firms, whose partners are often retired librarians. We approach each project within an executive search framework, which entails first looking at the big picture: What is the organization like? What is your community like and what role does your organization play in the community? Within this broader framework, we begin to glean an understanding of what the search will be like and how to proceed.

What approach do you take specifically regarding the outreach and search for highly qualified, best-match candidates for our organization?

Each search we undertake is customized to reflect the special character of the place and people a particular organization serves.

Our first step to gaining more detailed knowledge of what will make your library search unique will be to meet with you and visit the library. Here, we will learn answers to some specific questions: What are you looking for in the next director (both soft skills and specific responsibilities)? How do you see the new director's role with regard to staff and the board? Why would someone be interested in this position?

Our in-person visit gives us first-hand knowledge of your organizational culture, the physical aspects of the library, and the vision you have for your library and your next director. Every organization has its strengths and challenges, and understanding those at the beginning of a search is key to finding the right person to lead your organization.

After that, we will develop a profile of an "ideal" candidate and a strategy for how to find that person. We will create and post a custom website that we'll use to share information on the library and the community with potential candidates (please see attached proposal for examples). We will employ a mix of traditional advertising on state and national library

employment sites, announcements on social media, and good old-fashioned recruiting. We are first and foremost recruiters — so we enjoy letting people know what we’re working on and asking who they know who might be a good fit for a particular situation. Having successfully completed countless library director searches, we have a large network of friendly library leaders to ask for information and help.

What preliminary research or background information will you provide to the board on top candidates?

Before we present the board with any candidate, we’ll already have had several conversations with them —in person or by video, plus written communications. When we present our top candidates, we will supply their resume and a packet of essay answers they’ve provided from questions we’ve asked (much like we are doing here!). We’ll also be available to discuss with the board what we’ve learned about the candidates from our conversations with them, including details and impressions that may not be discernable from just written communications.

Describe the selection process steps you recommend for a successful placement.

The specifics of the next steps in the selection process depend in part on where the candidates are located and your budget for their travel. If candidates are all local (which sometimes happens in more densely populated markets), we help the board set up an in-person interview process. In other cases, we may recommend that a board conducts video interviews with the candidates before deciding who to bring in for in-person interviews. We will work with you on the process that best fits your organization, and will assist with scheduling, advice on interview questions and procedures, and how to effectively seek staff input. We can also help with background and reference checks and closing the final candidate.

What elements of negotiation do you provide and what do you give back to the organization?

Our objective is to have an offer accepted when the board, in public session, votes on who to hire as the next Director. To date we have never had an offer rejected by a chosen candidate.

After the final interviews, we debrief the candidates. Once the board has discussed and reached consensus on who to hire, but prior to a public vote, we let the candidate know that you are considering them while gauging their interest and understanding their priorities. This will enable the board to quickly identify and address any obstacles that might prevent the candidate from accepting an offer. Effectively pre-closing a candidate allows the library to meet expectations in the hiring process, deliver a wonderful candidate experience, and land top talent.

Who would be responsible for the Boise Public Library recruitment and selection process?

John Keister will be the primary contact for the Board/selection committee and candidate recruitment process. Beth Keister will be the contact for website development and the other “behind-the-scenes” aspects of the search.

Provide your pricing structure, and please specify whether travel to Boise is included in any of the steps or must be added, and associated rates.

Please see attached proposal, where we detail a schedule and what is included in our fee.

June Garcia LLC

Director Recruitment: Search Process Overview

Every search process needs to be responsive to local governance, the organizational culture of your library, and the degree of involvement expected by community residents. Although the listed phases are common to most recruitment processes, the actual tasks and participants in each task vary from community to community. I will work with you to design a recruitment process that is responsive to your needs.

Determine Characteristics of Ideal Director

The key to a successful recruitment process is a shared understanding of the knowledge, skills, and abilities the next director should possess. In this phase, I will:

- Review information about the library including the services it offers and its plans for the future.
- Review information about your community as a place to live and work.
- Gain an understanding of the role of the Board of Trustees, library staff, search committee (if one is appointed) and other community stakeholders in the recruitment process.
- Facilitate (in person) a meeting with the Board of Trustees to identify characteristics wanted in a new director and an application process likely to identify and attract such a person.
- Solicit the opinions of library staff, and others as appropriate, as to the characteristics needed and wanted in a new library director.
- Review, and revise as appropriate, the job description for the library director.

Recruit Candidates

In this very active phase, I convey to potential candidates that your community is a great place to live and that the director position is an ideal job for a talented and energetic public library administrator. In this phase, I will:

- Encourage qualified candidates to seriously consider submitting an application.
- Create engaging advertisements for web sites to alert potential candidates to the current recruitment.
- Develop a letter and a brochure for electronic distribution to an extensive list of key professionals, librarian caucuses, and individuals who should be encouraged to apply for the position.
- Coordinate the placement of advertisements and the distribution of other recruitment materials.
- Develop and implement a process to acknowledge receipt of the applications and to help ensure confidentiality.



Clients – A Selected List

- Baltimore County Public Library (MD)
- Chattanooga Public Library (TN)
- Cuyahoga County Public Library (OH)
- Fort Vancouver Regional Library District (WA)
- Meridian Library District (ID)
- Ocean State Libraries (RI)
- Public Library of Cincinnati and Hamilton County (OH)
- San Jose Public Library (CA)
- Skokie Public Library (IL)
- Washington Centerville Public Library (OH)

Why June Garcia LLC?

Mix of knowledge, skills, and experience

Know the places to look and the questions to ask

Keep current with trends, issues, and opportunities of public library service

Successful track record of previous recruitments

Have the trust and respect of my colleagues

Learn more at <http://www.junegarcia.com>

Screen Candidates

Once applications are received, the most qualified should be identified. In this phase, I will:

- Compile application information and share with the Search Committee for their review.
- Facilitate a conference call of the Search Committee during which the applications are reviewed and ranked, and a determination is made as to which candidates will be invited to participate in the interview process.
- Conduct an Internet search and a search of library literature to gather information about the candidates under consideration as semi-finalists.
- Notify candidates who were not selected as semi-finalists.

Manage the Interview Process

This phase will be designed to provide the Board with several different opportunities to observe and interact with the candidates and, when appropriate, to obtain input from other stakeholders. In this phase, I will:

- Propose an interview process and a time line, and revise it based on your comments and suggestions.
- Coordinate a semi-final interview process to identify the finalists.
- Notify candidates who were not selected as finalists.
- Check references of each finalist and convey results to the Search Committee.
- Notify candidates being invited to final interviews.
- Coordinate, with library staff, the preparation of an orientation packet of library and local information that will be distributed to the finalists prior to the interviews.
- Contact finalists and review the interview process with them.
- Coordinate travel and hotel arrangements with each finalist.
- Develop documents to be used during final interviews.
- Develop a schedule for final interviews.
- Coordinate the interview process, attend events, and observe the interviews.

Facilitate the Selection and Appointment Process

The successful conclusion of the search process requires attention to a variety of internal and external tasks. In this phase, I will:

- Facilitate the Board's selection of the best candidate from among the finalists.
- Provide assistance to the Board, as requested, in negotiation of employment terms with the finalist selected to be the new director.
- Notify other finalists of the appointment of a new director.
- Assist the Board with the development of a transition plan that provides an orientation for the new director.

FY20 LENDING SERVICE/ANNEXATION COMPENSATION AGREEMENT

BETWEEN

ADA COMMUNITY LIBRARY AND BOISE PUBLIC LIBRARY

This FY20 Lending Service/Annexation Compensation Agreement (“Agreement”) is made this ____ day of _____, 20____, by the Ada County Free Library District d.b.a. Ada Community Library, 10664 W. Victory, Boise, ID 83709 (hereinafter “ACL”) and the city of Boise City by and through the Boise Public Library, 715 S. Capitol Boulevard, Boise, ID 83702 (hereinafter “BPL”). ACL and BPL may be referred to herein individually as a “Party” and collectively as the “Parties”.

WHEREAS, ACL and BPL have contracted for many years to provide patrons of each library with access to the services and materials of the other library; and

WHEREAS, portions of ACL’s library district have been annexed into the City of Boise resulting in property tax loss for ACL and greater use of ACL by BPL patrons who were formerly ACL patrons; and

WHEREAS, BPL wishes to compensate ACL and ACL wishes to accept such compensation to ensure continued provision of high quality library service to patrons formerly of ACL who became patrons of BPL through annexation.

NOW THEREFORE, ACL and BPL hereby agree as follows:

- I. Reciprocal Services:
 - a. Each Party agrees to provide library lending services to the patrons of the other Party, as if the patron requesting the services were a resident of the jurisdiction in which he/she is seeking library lending services.
 - b. For purposes of this Agreement, “library lending services” means direct lending to a patron in person, interlibrary loan lending to a patron via another library, lending to a patron conveyed by courier service, or other means of providing lending service to a patron. Unless and until this Agreement is amended, this Agreement covers no other services.
 - c. Nothing in this Agreement shall require a Party to extend library lending services to a non-resident patron beyond the kind, number, value or quality of services provided to the Party’s resident patrons.
 - d. Either Party may require that a patron be in good standing in the patron’s residential jurisdiction, and may elect at its discretion to verify patron status and to deny service to patrons whose status does not correspond to the requirements of the lending library.
 - e. To the extent technically feasible, each Party agrees to provide electronic access to patron records to the other Party for the sole purpose of verifying patron status, although the parties may, in their discretion, elect to verify patron status using other means. Each Party acknowledges that patron record information is confidential and agrees to treat it as such to the fullest extent permitted by law or court order. At a minimum, each Party will access and use patron record information provided by the other Party only for the purpose of verifying patron status and shall protect and safeguard the confidentiality of the

information with at least the same degree of care as the receiving Party would protect its own confidential patron information.

II. Compensation:

- a. BPL agrees to compensate ACL as provided in Sections II(b)-(c) below for the annual period October 1, 2019 through September 30, 2020.
- b. The amount of compensation to be paid by BPL to ACL is **\$544,000** (five hundred forty-four thousand dollars).
- c. Subject to execution of this Agreement by the Mayor of Boise City, BPL will make payment to ACL by June 30, 2020.
- d. The compensation provided under this Agreement is made and accepted in lieu of any compensation that may otherwise be available to ACL from BPL under a LYNX! Consortium Agreement.

III. Term and Termination:

- a. The term of this Agreement is one (1) year. The term may be renewed by subsequent written agreement of the Parties.
- b. Either Party may terminate this Agreement for any reason without penalty by providing thirty (30) days' written notice from the appropriate library district or city governing body to the other Party. In the event of early termination by ACL, ACL shall, within sixty (60) days of the date of termination, reimburse BPL \$45,333 (forty-five thousand three hundred thirty-three dollars) for each remaining month of the term of the Agreement.

IV. Miscellaneous Terms:

- a. The Agreement for LYNX! Consortium Services shall remain in full force and effect and, in the event a conflict is discovered between the terms of that agreement and this Agreement, the terms of this Agreement shall take precedence and will control.
- b. This Agreement may only be amended in a writing executed by authorized signatories for each Party.
- c. This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument. A signed copy of this Agreement delivered by e-mail shall be deemed to have the same legal effect as delivery of an original signed version of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Approved by action of the Boise Public Library Board of Trustees and sent with a recommendation for approval to the Boise City council on _____, 2020.

BOISE PUBLIC LIBRARY by

Margo Healy, President
Board of Trustees

ADOPTED by the Council of the City of Boise City, Idaho this ____ day of _____, 2020.

APPROVED by:

Lauren McLean, Mayor Date

ATTEST:

City Clerk Date

Approved by action the Ada Community Library Board of Trustees on _____, 2020.

ADA COMMUNITY LIBRARY by

Carol Mills, Chair
Board of Trustees

Statistics

BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT March 2020

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	35,760	57,561	-37.87	327,339	325,650	0.52
Young Adult	5,293	7,434	-28.80	43,500	39,460	10.24
Juvenile	43,348	62,680	-30.84	381,353	354,963	7.43
Sub Total	84,401	127,675	-33.89	752,192	720,073	4.46

<u>CIRCULATION /Audio Visual</u>						
Adult	24,951	43,606	-42.78	241,716	256,866	-5.90
Young Adult	999	1,621	-38.37	9,573	8,828	8.44
Juvenile	7,015	11,915	-41.12	69,668	68,384	1.88
Sub Total	32,965	57,142	-42.31	320,957	334,078	-3.93

<u>CIRCULATION/Digital</u>						
eAudio	18,360	17,443	5.26	113,381	96,586	17.39
eBooks	22,001	17,987	22.32	111,148	100,569	10.52
eVideo	93	51	82.35	350	387	-9.56
eMusic	10,620	8,356	27.09	57,133	53,377	7.04
eMagazine	2,525	2,321	8.79	13,124	12,254	7.10
Sub Total	53,599	46,158	16.12	295,136	263,173	12.15
TOTAL CIRCULATION	170,965	230,975	-25.98	1,368,285	1,317,324	3.87

<u>CIRCULATION SUMMARY</u>						
Main Library	60,571	91,812	-34.03	535,574	530,907	0.88
Collister	9,553	14,907	-35.92	91,773	88,843	3.30
Hillcrest	8,195	14,166	-42.15	79,778	76,501	4.28
Cole & Ustick (C&U)	18,036	31,679	-43.07	176,037	175,795	0.14
Bown	19,805	30,742	-35.58	178,901	175,987	1.66
Home Service	1,206	1,511	-20.19	11,086	6,118	81.20
Digital Collection	53,599	46,158	16.12	295,136	263,173	12.15
TOTAL CIRCULATION	170,965	230,975	-25.98	1,368,285	1,317,324	3.87

<u>PATRON COUNT</u>						
Main Library	20,952	92,614	-77.38	329,927	508,343	-35.10
Collister	4,232	9,379	-54.88	44,492	50,762	-12.35
Hillcrest	4,693	8,789	-46.60	46,745	42,918	8.92
Cole & Ustick	6,778	15,435	-56.09	75,327	85,646	-12.05
Bown	7,420	15,560	-52.31	72,811	82,523	-11.77
TOTAL PATRON COUNT	44,075	141,777	-68.91	569,302	770,192	-26.08

<u>POLARIS CATALOG</u>						
System External Use Counts	264,105	339,990	-22.32	1,899,908	1,935,726	-1.85
Main Internal Use Counts	0	97,328	-100.00	332,749	544,851	-38.93
Collister Internal Use Counts	1,628	2,783	-41.50	17,345	17,738	-2.22
Hillcrest Internal Use Counts	1,769	3,228	-45.20	17,180	18,376	-6.51
C&U Internal Use Counts	4,613	8,776	-47.44	43,920	49,341	-10.99
Bown Internal Use Counts	6,952	7,688	-9.57	51,794	41,796	23.92

	<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	0	1,016	-100.00	4,171	5,817	-28.30
Non-Resident	0	11	-100.00	35	49	-28.57
Internet Only	0	6	-100.00	4	30	-86.67
TOTAL CARDS ISSUED	0	1,033	-100.00	4,210	5,896	-28.60

*information not available at time of publishing.

INTERLIBRARY LOANS

Out-of-State	22	142	0.00	404	791	-48.93
In-State	9	88	0.00	229	534	-57.12

INTERLIBRARY BORROWING

Out-of-State	52	162	-67.90	1,170	1,153	1.47
In-State	29	42	-30.95	392	363	7.99

REFERENCE SUMMARY

Main Adult Desk	1,150	3,162	-63.63	14,016	17,426	-19.57
Main Adult Telephone	1,165	720	61.81	4,154	3,819	8.77
Main Adult Electronic	223	188	18.62	955	1,198	-20.28
Sub Total Adult Reference	2,538	4,070	-37.64	19,125	22,443	-14.78

Main Youth Desk	726	1,458	-50.21	6,169	8,344	-26.07
Main Youth Telephone	21	41	-48.78	289	387	-25.32
Main Youth Electronic	0	0	0.00	3	13	-76.92
Sub Total Youth Reference	747	1,499	-50.17	6,461	8,744	-26.11

Information Desk

Readers Advisory	9	25	-64.00	68	118	-42.37
Directional/Informational	1,085	2,336	-53.55	9,975	13,835	-27.90
Sub Total Information Desk	1,094	2,361	-53.66	10,043	13,953	-28.02

Collister Desk	494	2,115	-76.64	9,240	11,525	-19.83
Collister Phone	70	148	-52.70	767	996	-22.99
Sub Total Collister Reference	564	2,263	-75.08	10,007	12,521	-20.08

Hillcrest Desk	686	1,824	-62.39	8,928	8,535	4.60
Hillcrest Phone	115	130	-11.54	804	731	9.99
Sub Total Hillcrest Reference	801	1,954	-59.01	9,732	9,266	5.03

Cole & Ustick Desk	698	3,111	-77.56	14,401	16,389	-12.13
Cole & Ustick Phone	190	245	-22.45	1,009	1,107	-8.85
Sub Total C&U Reference	888	3,356	-73.54	15,410	17,496	-11.92

Bown Desk	346	1,873	-81.53	6,101	7,857	-22.35
Bown Phone	56	107	-47.66	448	527	-14.99
Sub Total Bown Reference	402	1,980	-79.70	6,549	8,384	-21.89
TOTAL REFERENCE	7,034	17,483	-59.77	77,327	92,807	-16.68

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
MEETING ROOM USE SUMMARY						
Programs						
Main Adult Programs	41	58	-29.31	446	347	28.53
Main Youth Programs	39	127	-69.29	306	634	-51.74
Main Community Programs	162	376	-56.91	2,446	1,914	27.80
Sub Total Main	242	561	-56.86	3,198	2,895	10.47
Collister Adult Programs	20	51	-60.78	167	238	-29.83
Collister Youth Programs	27	52	-48.08	229	290	-21.03
Collister Community Programs	33	99	-66.67	480	500	-4.00
Sub Total Collister	80	202	-60.40	876	1,028	-14.79
Hillcrest Adult Programs	26	25	4.00	165	108	52.78
Hillcrest Youth Programs	22	33	-33.33	215	144	49.31
Hillcrest Community Programs	39	65	-40.00	570	299	90.64
Sub Total Hillcrest	87	123	-29.27	950	551	72.41
C&U Adult Programs	8	9	-11.11	82	60	36.67
C&U Youth Programs	23	65	-64.62	197	357	-44.82
C&U Community Programs	3	99	-96.97	433	585	-25.98
Sub Total Cole & Ustick	34	173	-80.35	712	1,002	-28.94
Bown Adult Programs	15	18	-16.67	158	104	51.923077
Bown Youth Programs	39	49	-20.41	371	245	51.43
Bown Community Programs	46	91	-49.45	553	499	10.82
Sub Total Bown	100	158	-36.71	1,082	848	27.59
TOTAL PROGRAMS	543	1,217	-55.38	6,818	6,324	7.81

Program Attendance

Main Adult Attendance	511	423	20.80	3,420	2,642	29.45
Main Youth Attendance	1,222	3,854	-68.29	11,564	21,337	-45.80
Main Comm Attendance	741	1,518	-51.19	10,210	8,521	19.82
Sub Total Main	2,474	5,795	-57.31	25,194	32,500	-22.48
Collister Adult Attendance	98	460	-78.70	1,363	1,904	-28.41
Collister Youth Attendance	1,402	2,870	-51.15	6,521	7,267	-10.27
Collister Comm Attendance	193	627	-69.22	2,996	2,644	13.31
Sub Total Collister	1,693	3,957	-57.22	10,880	11,815	-7.91
Hillcrest Adult Attendance	346	147	135.37	1,456	1,133	28.51
Hillcrest Youth Attendance	589	996	-40.86	3,516	3,868	-9.10
Hillcrest Comm Attendance	373	598	-37.63	5,452	3,388	60.92
Sub Total Hillcrest	1,308	1,741	-24.87	10,424	8,389	24.26
C&U Adult Attendance	79	114	-30.70	925	770	20.13
C&U Youth Attendance	534	975	-45.23	4,046	5,203	-22.24
C&U Comm Attendance	44	1,014	-95.66	6,595	5,368	22.86
Sub Total Cole & Ustick	657	2,103	-68.76	11,566	11,341	1.98
Bown Adult Attendance	219	229	-4.37	1,675	1,178	42.19
Bown Youth Attendance	1,314	2,236	-41.23	9,329	8,786	6.18
Bown Comm Attendance	742	966	-23.19	6,880	5,373	28.05
Sub Total Bown	2,275	3,431	-33.69	17,884	15,337	16.61
TOTAL PROGRAM ATTENDANCE	8,407	17,027	-50.63	75,948	79,382	-4.33

On March 16, 2020 the Boise Public Library closed all locations due to the outbreak of COVID-19. This will impact statistical information for FY2020.

**BOISE PUBLIC LIBRARY
RECIPROCAL BORROWING STATISTICS
March 2020**

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>To Date</u>	<u>To Date</u>	<u>Change</u>
CHECKOUTS								
Ada Community	9,923	5.80	4,322	129.59	32,266	2.36	25,443	26.82
Caldwell	344	0.20	464	-25.86	3,158	0.23	2,565	23.12
Eagle	532	0.31	674	-21.07	5,163	0.38	4,793	7.72
Emmett	70	0.04	158	-55.70	869	0.06	884	-1.70
Garden City	1,296	0.76	1,620	-20.00	11,434	0.84	10,064	13.61
Hailey	0	0.00	0	0.00	2	0.00	10	-80.00
Meridian	2,623	1.53	3,811	-31.17	22,373	1.64	19,447	15.05
Mountain Home	224	0.13	444	-49.55	2,357	0.17	2,065	14.14
Nampa	939	0.55	1,417	-33.73	7,428	0.54	7,064	5.15
Twin Falls	14	0.01	28	-50.00	177	0.01	316	-43.99
Total	8,645	5.06	12,938	-33.18	86,151	6.30	72,651	18.58
Total BPL Circulation	170,965		230,975		1,368,285		1,317,324	

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	9,923	15,073	74,196	76,211
Caldwell	92	217	923	1,129
Eagle	3,964	9,369	41,600	47,520
Emmett	80	35	1,050	152
Garden City	4,723	9,936	47,900	54,425
Hailey	0	13	19	86
Meridian	4,588	12,204	55,922	64,907
Mountain Home	15	33	221	213
Nampa	517	559	4,626	3,709
Twin Falls	0	32	56	85
Total	24,017	47,471	227,271	248,437