

**BOISE PUBLIC LIBRARY BOARD OF TRUSTEES**  
October 8, 2020, Meeting Packet Cover Page

**AGENDA**

**DIRECTOR'S REPORT**

**SUPPORTING DOCUMENTS**

- Boise Public Library Policy Review: Section 1.00, Board of Trustees
  - Policy Review Coversheet
  - Policy 1.01, Board of Trustees
  - Policy 1.02, Public Complaints

**BOISE PUBLIC LIBRARY STATISTICS**

- System Statistics Reports, August 2020

# Agenda



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

## Boise Public Library Board of Trustees Regular Meeting Agenda

Thursday, October 8, 2020, 11:30 a.m. • **Maryanne Jordan City Council Chambers, City Hall, 150 N. Capitol Blvd., Boise, ID 83702**

Public can attend the meeting in person, or via Zoom by registering at the following link:

[https://cityofboise.zoom.us/webinar/register/WN\\_J54h6xNYSsCbGfPFyRu3lw](https://cityofboise.zoom.us/webinar/register/WN_J54h6xNYSsCbGfPFyRu3lw)

<p><b>BOARD OF TRUSTEES</b>  Margo Healy, President  Tonya Westenskow, Vice President  Sonia Galaviz  Rachel Goochey  Phil Magnuson</p>	<p><b>MISSION</b>  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.</p>
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### \*\*\* AMENDED AGENDA \*\*\*

## AGENDA

1. **Call to Order and Introductions**
2. **Communications**  
None
3. **Minutes-Action Item**  
September 10, 2020, 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 August 31, 2020  
Gift Fund activity for August 31, 2020
5. **Reports**
  - a. Friends of the Boise Public Library
  - b. Boise Public Library Foundation
  - c. Library Director including administration and management

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](http://BOISEPUBLICLIBRARY.ORG)

**6. Old Business**

**a. Boise Public Library Policy Review:  
Section 1.00, Board of Trustees**

Library Public Services Manager Sarah Kelley-Chase will review section 1.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

This begins the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

**b. Director Search Update**

June Garcia of June Garcia, LLC will provide the Trustees with an update on the Director search. This is a discussion item only and requires no action.

**7. Selection of Trustee to Review Payment Vouchers**

Trustee review for September vouchers by Westenskow.

**8. Selection of Meeting Date**

Special meetings for Library Director candidate interviews:

Tuesday, October 13, 2020 at 4:00 p.m.

Wednesday, October 14, 2020 at 4:00 p.m.

Thursday, October 15, 2020 at 4:00 p.m.

Next regular meeting Thursday, November 12, 2020.

**9. Executive Session: IC 74-206 (1)(a) Personnel Matters and IC 74-206 (1)(f) Current or Pending Litigation**

**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**

*October 2020*

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### **EXPANDED OPERATIONS**

BPL's return to offering in-person services is going well. Our customers have been as excited to see us (and the insides of our facilities!) as we have been to see them. Staff training on our new safety protocols and roles has paid off nicely, and customers have had few questions or concerns about complying with mask mandates and other changes. Curbside hold pick-up remains steady, and customers seem grateful to have multiple service options. Overall, the team is relieved to be off to a good start!

The City is actively pursuing an alternate site for day shelter in partnership with Interfaith Sanctuary, thus we anticipate having Hayes Auditorium available at the end of the current agreement's expiration later this month.

### Administration and Management Reports:

#### **GRAB & GO STEAM KITS**

Many of our locations are passing out "Grab and Go" kits for kids and teens, each containing materials and projects related to science, technology, engineering, art, or math. Hillcrest reports sharing 15-20 per day during curbside.

#### **BOISE COMIC ARTS FESTIVAL 2020**

On Saturday, September 19th, Boise Public Library celebrated the 8th annual Boise Comic Arts Festival (virtual). Fans were offered opportunities to connect with creators, enter contests, and learn new skills. We hosted a series of contests, including Cosplay, Pet Cosplay, Comic Creation, and Comic Cover Re-creation. Participants entered by submitting a photo of their cosplay or artwork. Prizes were awarded to all. During the week leading up to BCAF, we hosted a series of virtual roleplaying games, where players teamed up to make their way through dungeons and fight dragons.

BCAF culminated with five virtual panels and workshops. Dana Simpson, author of the Phoebe and Her Unicorn series, kicked off with a workshop for kids about comic creation. Additionally, there was a roundtable with local SciFi and Fantasy authors; a discussion about the effects of the pandemic on comics creators; a Star Wars themed panel focused on costuming and choreography; and "Create Maps, Leave Blanks", where game masters (GMs) shared how they incorporate art into the roleplaying games they run. All of the sessions were recorded to be uploaded to the Library's Youtube channel with captioning.

# Supporting Documentation

# Boise Public Library

## Policy Review October 8, 2020

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Policy items reviewed and presented are as follows:

### SECTION 1.00, BOARD OF TRUSTEES

- Policy 1.01, Board of Trustees
- Policy 1.02, Public Complaints

#### *Staff Recommendations:*

Policy 1.00 of the Boise Public Library policy manual is presented to the Library Board for review. Staff has no recommended changes to these policies and are included in the meeting packet for information purposes only, unless the Trustees direct changes.



Document Type:	Policy
Number:	1.01
Effective:	03-01-11
Revised:	03-01-11

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BOARD OF TRUSTEES

Pursuant to Title 33, Chapter 26 of the Idaho Code, the Board has among its powers the authority to establish policies for the governance of the Library. The Board authorizes the Director to establish regulations to further the Board's policies.

The Board will review these policies on an annual basis, prior to its September meeting.

The Board may amend these policies at any time.

The Board shall conduct its business in accordance with By-Laws established by the Board for its own governance. The Board may amend its By-Laws at any time.

Document Type:	Policy
Number:	1.02
Effective:	03-01-11
Revised:	03-01-11

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### PUBLIC COMPLAINTS

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Management
3. Director
4. Board

Any complaint about the Library, including policies, regulations, facilities, or services, should be referred through proper administrative channels before being presented to the Board for consideration and action.

# Statistics

# BOISE PUBLIC LIBRARY SYSTEM STATISTICS REPORT August 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>
<b><u>CIRCULATION/Books</u></b>						
Adult	29,471	58,763	-49.85	423,504	612,482	-30.85
Young Adult	3,773	8,995	-58.05	56,802	84,369	-32.67
Juvenile	24,531	68,313	-64.09	463,321	688,702	-32.73
<b>Sub Total</b>	<b>57,775</b>	<b>136,071</b>	<b>-57.54</b>	<b>943,627</b>	<b>1,385,553</b>	<b>-31.90</b>

<b><u>CIRCULATION /Audio Visual</u></b>						
Adult	13,785	42,384	-67.48	283,766	473,975	-40.13
Young Adult	566	1,924	-70.58	11,533	18,150	-36.46
Juvenile	3,599	13,554	-73.45	81,866	133,333	-38.60
<b>Sub Total</b>	<b>17,950</b>	<b>57,862</b>	<b>-68.98</b>	<b>377,165</b>	<b>625,458</b>	<b>-39.70</b>

<b><u>CIRCULATION/Digital</u></b>						
eAudio	21,449	19,833	8.15	218,341	190,484	14.62
eBooks	26,233	18,904	38.77	248,426	191,946	29.42
eVideo	42	57	-26.32	14,740	585	2419.66
eMusic	13,873	9,499	46.05	118,091	96,630	22.21
eMagazine	2,521	2,247	12.19	25,724	22,226	15.74
<b>Sub Total</b>	<b>64,118</b>	<b>50,540</b>	<b>26.87</b>	<b>625,322</b>	<b>501,871</b>	<b>24.60</b>
<b>TOTAL CIRCULATION</b>	<b>139,843</b>	<b>244,473</b>	<b>-42.80</b>	<b>1,946,114</b>	<b>2,512,882</b>	<b>-22.55</b>

<b><u>CIRCULATION SUMMARY</u></b>						
Main Library	29,822	91,961	-67.57	644,570	1,001,642	-35.65
Collister	7,698	16,127	-52.27	114,493	167,584	-31.68
Hillcrest	6,391	14,567	-56.13	98,804	147,591	-33.06
Cole & Ustick (C&U)	14,826	34,527	-57.06	222,656	339,640	-34.44
Bown	15,321	34,944	-56.16	225,466	342,223	-34.12
Home Service	1,667	1,807	-7.75	14,803	12,331	20.05
Digital Collection	64,118	50,540	26.87	611,491	501,871	21.84
<b>TOTAL CIRCULATION</b>	<b>139,843</b>	<b>244,473</b>	<b>-42.80</b>	<b>1,932,283</b>	<b>2,512,882</b>	<b>-23.10</b>

<b><u>PATRON COUNT</u></b>						
Main Library	8,206	84,658	-90.31	356,182	929,414	-61.68
Collister	2,731	7,925	-65.54	52,988	92,374	-42.64
Hillcrest *	2,031	8,797	-76.91	52,437	86,235	-39.19
Cole & Ustick	330	14,555	-97.73	76,338	156,302	-51.16
Bown	2,852	13,374	-78.68	81,372	147,523	-44.84
<b>TOTAL PATRON COUNT</b>	<b>16,150</b>	<b>129,309</b>	<b>-87.51</b>	<b>619,317</b>	<b>1,411,848</b>	<b>-56.13</b>

<b><u>POLARIS CATALOG</u></b>						
System External Use Counts	419,038	293,191	42.92	3,263,839	3,461,326	-5.71
Main Internal Use Counts	17,539	72,189	-75.70	378,065	976,328	-61.28
Collister Internal Use Counts	255	2,564	-90.05	18,323	33,018	-44.51
Hillcrest Internal Use Counts	371	2,821	-86.85	18,384	34,358	-46.49
C&U Internal Use Counts	836	8,116	-89.70	46,917	91,546	-48.75
Bown Internal Use Counts	965	7,499	-87.13	56,850	80,287	-29.19

	<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>
<b><u>NEW CARDS ISSUED</u></b>						
Resident	352	916	-61.57	6,236	10,530	-40.78
Non-Resident	0	5	-100.00	38	69	-44.93
Internet Only	0	3	-100.00	6	35	-82.86
<b>TOTAL CARDS ISSUED</b>	<b>352</b>	<b>924</b>	<b>-61.90</b>	<b>6,280</b>	<b>10,634</b>	<b>-40.94</b>

**INTERLIBRARY LOANS**

Out-of-State	109	137	-20.44	574	1,152	-50.17
In-State	40	74	-45.95	289	765	-62.22

**INTERLIBRARY BORROWING**

Out-of-State	137	205	-33.17	1,421	2,270	-37.40
In-State	36	74	-51.35	448	761	-41.13

**REFERENCE SUMMARY**

Main Adult Desk	203	3,139	-93.53	14,570	32,621	-55.34
Main Adult Telephone	1,525	761	100.39	13,479	7,104	89.74
Main Adult Electronic	358	158	126.58	2,526	2,037	24.01
<b>Sub Total Adult Reference</b>	<b>2,086</b>	<b>4,058</b>	<b>-48.60</b>	<b>30,575</b>	<b>41,762</b>	<b>-26.79</b>

Main Youth Desk	0	1,215	-100.00	6,169	16,784	-63.24
Main Youth Telephone	1,293	21	6057.14	3,669	636	476.89
Main Youth Electronic	7	2	250.00	103	20	415.00
<b>Sub Total Youth Reference</b>	<b>1,300</b>	<b>1,238</b>	<b>5.01</b>	<b>9,941</b>	<b>17,440</b>	<b>-43.00</b>

Information Desk

Readers Advisory	0	26	-100.00	68	221	-69.23
Directional/Informational	4,874	2,173	124.30	24,023	24,392	-1.51
<b>Sub Total Information Desk</b>	<b>4,874</b>	<b>2,199</b>	<b>121.65</b>	<b>24,091</b>	<b>24,613</b>	<b>-2.12</b>

Collister Desk	1,236	1,785	-30.76	13,607	21,596	-36.99
Collister Phone	133	124	7.26	1,203	1,744	-31.02
<b>Sub Total Collister Reference</b>	<b>1,369</b>	<b>1,909</b>	<b>-28.29</b>	<b>14,810</b>	<b>23,340</b>	<b>-36.55</b>

Hillcrest Desk	1,233	1,852	-33.42	12,485	17,782	-29.79
Hillcrest Phone	236	154	53.25	1,477	1,558	-5.20
<b>Sub Total Hillcrest Reference</b>	<b>1,469</b>	<b>2,006</b>	<b>-26.77</b>	<b>13,962</b>	<b>19,340</b>	<b>-27.81</b>

Cole & Ustick Desk	2,346	2,843	-17.48	21,808	30,182	-27.75
Cole & Ustick Phone	296	198	49.49	1,886	2,116	-10.87
<b>Sub Total C&amp;U Reference</b>	<b>2,642</b>	<b>3,041</b>	<b>-13.12</b>	<b>23,694</b>	<b>32,298</b>	<b>-26.64</b>

Bown Desk	2,670	1,223	118.32	14,117	16,938	-16.65
Bown Phone	306	95	222.11	1,609	1,159	38.83
<b>Sub Total Bown Reference</b>	<b>2,976</b>	<b>1,318</b>	<b>125.80</b>	<b>15,726</b>	<b>18,097</b>	<b>-13.10</b>
<b>TOTAL REFERENCE</b>	<b>16,716</b>	<b>15,769</b>	<b>6.01</b>	<b>132,799</b>	<b>176,890</b>	<b>-24.93</b>

**MEETING ROOM USE SUMMARY**

<b>Programs</b>	<b>This Month</b>	<b>Last Year This Month</b>	<b>Percent Change</b>	<b>This Year To Date</b>	<b>Last Year To Date</b>	<b>Percent Change</b>
Main Adult Programs	126	58	117.24	831	641	29.64
Main Youth Programs	16	52	-69.23	345	1,123	-69.28
Main Community Programs	0	307	-100.00	2,446	3,593	-31.92
<b>Sub Total Main</b>	<b>142</b>	<b>417</b>	<b>-65.95</b>	<b>3,622</b>	<b>5,357</b>	<b>-32.39</b>
Collister Adult Programs	0	33	-100.00	168	420	-60.00
Collister Youth Programs	23	39	-41.03	328	518	-36.68
Collister Community Programs	0	66	-100.00	480	836	-42.58
<b>Sub Total Collister</b>	<b>23</b>	<b>138</b>	<b>-83.33</b>	<b>976</b>	<b>1,774</b>	<b>-44.98</b>
Hillcrest Adult Programs	105	26	303.85	293	219	33.79
Hillcrest Youth Programs	28	34	-17.65	255	310	-17.74
Hillcrest Community Programs	0	73	-100.00	570	643	-11.35
<b>Sub Total Hillcrest</b>	<b>133</b>	<b>133</b>	<b>0.00</b>	<b>1,118</b>	<b>1,172</b>	<b>-4.61</b>
C&U Adult Programs	96	12	700.00	238	147	61.90
C&U Youth Programs	2	62	-96.77	204	720	-71.67
C&U Community Programs	0	97	-100.00	433	1,042	-58.45
<b>Sub Total Cole &amp; Ustick</b>	<b>98</b>	<b>171</b>	<b>-42.69</b>	<b>875</b>	<b>1,909</b>	<b>-54.16</b>
Bown Adult Programs	0	23	-100.00	162	196	-17.35
Bown Youth Programs	2	67	-97.01	382	516	-25.97
Bown Community Programs	0	77	-100.00	553	867	-36.22
<b>Sub Total Bown</b>	<b>2</b>	<b>167</b>	<b>-98.80</b>	<b>1,097</b>	<b>1,579</b>	<b>-30.53</b>
<b>TOTAL PROGRAMS</b>	<b>398</b>	<b>1,026</b>	<b>-61.21</b>	<b>7,688</b>	<b>11,791</b>	<b>-34.80</b>

**Program Attendance**

Main Adult Attendance	616	608	1.32	5,513	5,008	10.08
Main Youth Attendance	366	1,226	-70.15	12,199	34,980	-65.13
Main Comm Attendance	0	1,130	-100.00	10,210	15,047	-32.15
<b>Sub Total Main</b>	<b>982</b>	<b>2,964</b>	<b>-66.87</b>	<b>27,922</b>	<b>55,035</b>	<b>-49.27</b>
Collister Adult Attendance	0	300	-100.00	1,363	3,433	-60.30
Collister Youth Attendance	1,113	582	91.24	9,799	11,854	-17.34
Collister Comm Attendance	0	337	-100.00	2,996	4,695	-36.19
<b>Sub Total Collister</b>	<b>1,113</b>	<b>1,219</b>	<b>-8.70</b>	<b>14,158</b>	<b>19,982</b>	<b>-29.15</b>
Hillcrest Adult Attendance	401	140	186.43	1,948	1,812	7.51
Hillcrest Youth Attendance	168	602	-72.09	4,197	7,090	-40.80
Hillcrest Comm Attendance	0	644	-100.00	5,452	6,712	-18.77
<b>Sub Total Hillcrest</b>	<b>569</b>	<b>1,386</b>	<b>-58.95</b>	<b>11,597</b>	<b>15,614</b>	<b>-25.73</b>
C&U Adult Attendance	380	219	73.52	1,462	1,755	-16.70
C&U Youth Attendance	3	988	-99.70	4,181	13,097	-68.08
C&U Comm Attendance	0	1,072	-100.00	6,595	10,154	-35.05
<b>Sub Total Cole &amp; Ustick</b>	<b>383</b>	<b>2,279</b>	<b>-83.19</b>	<b>12,238</b>	<b>25,006</b>	<b>-51.06</b>
Bown Adult Attendance	0	189	-100.00	1,681	2,161	-22.21
Bown Youth Attendance	53	1,740	-96.95	9,561	16,756	-42.94
Bown Comm Attendance	0	659	-100.00	6,880	9,162	-24.91
<b>Sub Total Bown</b>	<b>53</b>	<b>2,588</b>	<b>-97.95</b>	<b>18,122</b>	<b>28,079</b>	<b>-35.46</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>3,100</b>	<b>10,436</b>	<b>-70.30</b>	<b>84,037</b>	<b>143,716</b>	<b>-41.53</b>

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Hillcrest Youth Attendance	168	602	-72.09	4,197	7,090	-40.80
Hillcrest Comm Attendance	0	644	-100.00	5,452	6,712	-18.77
<b>Sub Total Hillcrest</b>	<b>569</b>	<b>1,386</b>	<b>-58.95</b>	<b>11,597</b>	<b>15,614</b>	<b>-25.73</b>
C&U Adult Attendance	380	219	73.52	1,462	1,755	-16.70
C&U Youth Attendance	3	988	-99.70	4,181	13,097	-68.08
C&U Comm Attendance	0	1,072	-100.00	6,595	10,154	-35.05
<b>Sub Total Cole &amp; Ustick</b>	<b>383</b>	<b>2,279</b>	<b>-83.19</b>	<b>12,238</b>	<b>25,006</b>	<b>-51.06</b>
Bown Adult Attendance	0	189	-100.00	1,681	2,161	-22.21
Bown Youth Attendance	53	1,740	-96.95	9,561	16,756	-42.94
Bown Comm Attendance	0	659	-100.00	6,880	9,162	-24.91
<b>Sub Total Bown</b>	<b>53</b>	<b>2,588</b>	<b>-97.95</b>	<b>18,122</b>	<b>28,079</b>	<b>-35.46</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>3,100</b>	<b>10,436</b>	<b>-70.30</b>	<b>84,037</b>	<b>143,716</b>	<b>-41.53</b>