Policy items reviewed and presented are as follows:

SECTION 6.00 – GIFTS AND BEQUESTS

- Policy 6.01, Gifts
- Policy 6.02, Facility Naming

Staff Recommendations:
Policies 6.01 and 6.02 of the Boise Public Library policy manual are 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.
GIFTS

Books and other materials will be accepted on the condition that the Director or designee has the authority to make whatever disposition is deemed advisable.

Staff members responsible for selection of materials will base their decision to include gift materials in the Library collection upon the following considerations:

1. whether they conform to the Library's standards of materials selection;
2. whether the physical condition is satisfactory; or
3. whether the Library needs the title or added copies of the title in its collection.

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials, the selection may be made by the donor or, at the request of the donor, by the Director or designee. The general nature of the book, or its subject area, may be based upon the interests of the deceased or the wishes of the donor, and the needs of the Library. Should the donor indicate no preference for a specific use of the gift, the donation may be used in a way and for whatever materials or equipment are deemed to be of greatest need for the Library.

Gifts other than books shall be accepted or rejected on the basis of artistic quality, suitability to the Library's purposes, and availability of space for their display. The Director or designee has the authority to accept or reject such gifts; the decisions regarding acceptance of a specific gift shall be conveyed to the Board of Trustees and may be subject to further consideration by the Board. Gifts of money, real property, and/or stock will be accepted if they comply with state and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's gift fund account.

The Library will not accept for deposit materials that are not outright gifts.
FACILITY NAMING

The Board will consider naming library facilities using the following criteria and will consider naming opportunities on a case by case basis.

1. Preference for facility names shall be given to names reflecting the geography or historical significance of the neighborhood the library will serve.
2. Generally, Board members will consider naming rights for individuals or families who donate a significant and substantial amount of the total construction cost of a project, typically one-half or more of its total cost.
3. The Board may choose to honor an individual, usually deceased, who has contributed to the public library’s mission in the Boise area or state of Idaho.
4. The name of a company, organization, product or service will not typically be considered as a library facility name.
5. A library facility name may be changed in the future. A facility name is not guaranteed to remain in perpetuity.

The Board may organize a subcommittee to review and recommend facility names to the Board. The subcommittee will consist of two Board members, two appointees by the Mayor, two neighborhood representatives (recommended by the Board and approved by the Mayor), and the Director.

The Board will adopt any facility name at a regular Board meeting by majority vote.

The Director will be responsible for determining the manner in which the name is recognized.
Library

Core Services

- Provide relevant and dynamic information materials and services
- Establish educational, creative, and discovery programming that inspires and informs the public
- Improve and enhance the Library customer experience and facilities

Mission Statement

Library improves community members' quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.

Past Accomplishments

- During the past year, Library circulated over 2.3 million items to the public, generated over 1.4 million customer visits, and answered over 231,000 reference questions. In FY 2016, the library system experienced growth in library programming and reported its highest program attendance in Boise Public Library history with over 100,000 Boiseans attending a library or community program. Library also had over 130,000 registered borrowers. Library continued to increase funding from existing resources for library materials, designating 10% of its operating budget for materials. A digital branch was opened at the Boise Airport in September 2014 and serves visitors and citizens with online books and periodicals for all ages. Library
continues to operate 5 locations with excellent customer service feedback via satisfaction surveys done semi-annually each year, with a 6th location opening in late spring/early summer 2017.

**Budget Highlights/Budget Outlook**

- In FY 2018, Library will continue focusing on six key areas; 1) delighting readers and sharing stories, 2) engaging learners and enhancing knowledge, 3) inspiring innovators and fostering creativity, 4) building community, 5) increasing access, operational excellence, and fiscal sustainability, and 6) training staff to provide a world-class library experience.

- The 5th library branch location will open in late spring/early summer 2017. The new branch is located in east Boise at Bown Crossing and will be a similar size as the Library! at Cole & Ustick.

- Library will continue to focus on creating facilities that provide flexibility, reading spaces, program spaces, and community spaces. The main library underwent two minor upgrades in Fiscal Year 2017 and continues to work on options for replacement or renovation of the main library.

- In FY 2016, Library advanced its technology profile by migrating to a new Integrated Library System (online catalog) and converted library materials to a Radio Frequency Identification Device system for circulation. Library also plans to launch a mobile circulation system that will allow staff members to assist the public with circulation transactions while in the stacks or on the floor. In FY 2018, library will continue to improve services through RFID technologies, adding more 3-D printing equipment at all locations and adding laser cutters in two locations.

- Library will focus on diversity in materials selection by maintaining a dynamic print collection, enhancing the e-book collection, and cultivating the digital music collection. Library operations keeping pace with customer needs, educational and media trends and technology are an integral part to the City realizing its strategic initiatives. Library programming will continue to be a major priority for Library, with new programs offered to the multi-cultural community. A focus on improving online service that added e-payments, enhanced self-checkout, refreshed web presence, and social media applications.
Revenue by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>2013 Actuals</th>
<th>2014 Actuals</th>
<th>2015 Adopted</th>
<th>2016 Proposed</th>
<th>Change from FY 2015</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Contribution</td>
<td>9,495,029</td>
<td>8,719,893</td>
<td>9,009,380</td>
<td>11,214,585</td>
<td>2,205,205</td>
<td>24%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>302,490</td>
<td>312,783</td>
<td>225,376</td>
<td>304,194</td>
<td>78,818</td>
<td>35%</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
<td>187,815</td>
<td>172,541</td>
<td>175,100</td>
<td>156,288</td>
<td>(18,812)</td>
<td>-11%</td>
</tr>
<tr>
<td>Grants &amp; Donations</td>
<td>123,870</td>
<td>220,702</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>46,717</td>
<td>1,163,874</td>
<td>44,501</td>
<td>33,593</td>
<td>(10,908)</td>
<td>-25%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>10,155,922</strong></td>
<td><strong>10,589,794</strong></td>
<td><strong>9,504,357</strong></td>
<td><strong>11,758,660</strong></td>
<td><strong>2,254,303</strong></td>
<td><strong>24%</strong></td>
</tr>
</tbody>
</table>

Expenditures by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>2013 Actuals</th>
<th>2014 Actuals</th>
<th>2015 Adopted</th>
<th>2016 Proposed</th>
<th>Change from FY 2015</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>4,926,573</td>
<td>5,013,086</td>
<td>5,222,628</td>
<td>6,197,897</td>
<td>975,269</td>
<td>19%</td>
</tr>
<tr>
<td>Maintenance &amp; Operations</td>
<td>3,088,185</td>
<td>3,395,508</td>
<td>3,690,046</td>
<td>3,811,716</td>
<td>121,670</td>
<td>3%</td>
</tr>
<tr>
<td>Internal Charges</td>
<td>491,736</td>
<td>528,046</td>
<td>541,683</td>
<td>25,000</td>
<td>(516,683)</td>
<td>-95%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>9,324</td>
<td>50,001</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Major Equipment</td>
<td>48,466</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Cost Allocation Plan</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,674,046</td>
<td>1,674,046</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>8,554,961</strong></td>
<td><strong>8,945,964</strong></td>
<td><strong>9,504,357</strong></td>
<td><strong>11,758,660</strong></td>
<td><strong>2,254,303</strong></td>
<td><strong>24%</strong></td>
</tr>
</tbody>
</table>

Fund Balance Surplus/(Use)

| Surplus/(Use) | 1,600,961 | 1,643,829 | 0 | 0 | 0 | 0% |

NOTE: In FY 2016 the majority of Internal Charges were redirected to the Cost Allocation Plan, which is now part of full cost accounting.