

**BOISE PUBLIC LIBRARY BOARD OF TRUSTEES**  
January 12, 2022, Meeting Packet Cover Page

**AGENDA**

**DIRECTOR'S REPORT**

**SUPPORTING DOCUMENTS**

- Boise Public Library Policy Review:  
Policy Review Cover Sheet  
Section 3.00, Services, Subsections
  - Policy 3.02, Service Hours
  - Policy 3.05, Homebound Services
    - Regulation 3.05a, Limits on Homebound Services
  - Policy 3.06, Unscheduled Closures and Cancellations
- Certification of the Idaho Commission for Libraries Annual Report
  - Boise Public Library 2021 Idaho Public Library Survey

**BOISE PUBLIC LIBRARY STATISTICS**

- System Statistics Reports, November 2021

# Agenda



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda Wednesday, January 12, 2022, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:  
<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>  
Seating is limited, so the public is encouraged to view the meeting online if possible.

<b>BOARD OF TRUSTEES</b> Tonya Westenskow, President Phil Magnuson, Vice-President Sonia Galaviz Brian Klene Nicole Trammel Pantera	<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.
--	---

## AGENDA

1. **Call to Order and Introductions**
2. **Communications**  
None
3. **Minutes-Action Item**  
December 8, 2021, 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 November 30, 2021  
Gift Fund activity for November 2021
5. **Reports**
  - a. Friends of the Boise Public Library
  - b. Boise Public Library Foundation
  - c. Library Director including administration and management
6. **Educational Item**
  - a. **Homebound Services**  
Library Services Specialists Sam Council and Tiffany Bryner will present to the Trustees an overview of the Library's Homebound services program.

**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), Lisa Sánchez (President Pro Tem), Patrick Bageant, Jimmy Hallyburton, TJ Thomson, Holli Woodings

**BOISEPUBLICLIBRARY.ORG**

**7. Old Business**

**a. Boise Public Library Policy Review:**

**Section 3.00, Services, Subsections 3.02, 3.05, and 3.06-Action Item**

Library Public Services Manager Sarah Kelley-Chase will review section 3.00, Services (subsections 3.02, Service Hours; 3.05, Homebound Services; and 3.06, Unscheduled Closures/Cancellations) of the Boise Public Library Policy Manual with the Trustees. Recommended changes to policy 3.02 and 3.05 are included in the supporting documentation section of the meeting packet. A motion to approve, revise, or reject the recommended changes will be requested.

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

**8. New Business**

**a. Certification of the Idaho Commission for Libraries Annual Report- Action Item**

The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries. Library staff will review the report, which is included in the supporting document section of the meeting packet. The Trustees will be asked to certify the 2021 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries.

Action: motion to certify the 2021 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries.

**b. Library Director Performance Evaluation**

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

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

Trustee review for January vouchers by Klene.

**10. Selection of Meeting Date**

Next regular meeting Wednesday, February 9, 2022.

**11. Adjourn**

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



# Director's Report

# BOISE PUBLIC LIBRARY

## Library Director's Report

### January 2022

---

#### Operations

##### *COVID-19 Services Status*

The Library continues to operate with the hours introduced in August; COVID-19 protocols also remain in place. Use of study and meeting rooms remained limited in capacity and programming remains extremely limited. The 2021 [Noon Year's Eve event](#) was virtual again.

##### *Mental Health Coordinator position*

On December 14, 2021, the Boise City Council approved the Library's request to add a new FTE position for a Mental Health Coordinator. Council members were supportive of the position recognizing both the need in the community as well as the Library's ability to provide support across the City. They also asked questions about how the position would work with other City departments and social services organizations and have asked for a longer discussion about the role. This discussion is currently scheduled for the January 25<sup>th</sup> council session. The December Strategic Planning [session](#) can be found on the City's YouTube channel and the discussion about the position begins at about the 22:35 mark.

##### *Facilities*

In the December 14, 2021 meeting, the Boise City Council also approved a new Project Manager position for Public Works to help with key improvements to City facilities. This position will work with the Library to oversee complex projects including ADA improvements. Additionally, the council approved an additional \$1,000,000 in funding for deferred repairs at the downtown library, including plumbing and roofing issues.

##### *Strategic Planning*

We expect to finalize the process to select our strategic planning consultant in January when the City Council approves the contract. We will be able to introduce the consulting firm to the Board during the February Board of Trustees meeting.

##### *Building Equity: Amplify Summer Learning*

Boise Public Library was selected by the Urban Libraries Council to participate in its "Building Equity: Amplify Summer Learning" initiative. This project is designed to help libraries provide access to quality STEM learning opportunities during the summer months for historically excluded middle school youth. A team from BPL will participate in a peer learning cohort over the next 18 months working collaboratively to design and implement a summer learning opportunity.

## Administration and Management Reports:

#### **Ultimate Book Nerd**

Ultimate Book Nerd, a system-wide program started by two Information Services staff members, wrapped up its first full year with more than 100 participants of various ages completing the challenge.

## Training Team

In December, the system-wide Training Team focused on Wellness, Burnout, and Resilience. Two in-house trainings were offered for staff: one on Burnout Recovery and Prevention During the Pandemic, and one on chair-based yoga practices that can keep office-bound people healthy and happy. Altogether 17 staff attended live, but more will have the opportunity to view these trainings later via the Intranet. Staff who attended seemed to strongly enjoy and value the sessions.

## Communications

### *Monthly Email Newsletter*

- [December](#) – Sent December 2 to 4,474 contacts – open rate 43.4%
- January – To be sent January 3 to 4,582 contacts – open rate TBD

### *Special Edition Newsletter*

- [Ultimate Book Nerd Special Edition](#) – Sent December 20 to 349 contacts – open rate 60.5%

### *Ultimate Book Nerd Newsletter*

- [December](#) – Sent December 14 to 349 contacts – open rate 65.0%

### *Social Media*

- In December, our focus was on the new library card designs' introduction into the collection, staff picks of 2021, the Ida app, and various outdoor story times and programs held at the Library.
- In January, we will continue promoting the Ida app, roll out the new library card designs, and start up the Ultimate Book Nerd Challenge for 2022.

# Supporting Documentation



# Boise Public Library

## Policy Review January 12, 2022

---

Policy items reviewed and presented are as follows:

### SECTION 3.00, SERVICES

- Policy 3.02, Service Hours
- Policy 3.05, Homebound Services
  - Regulation 3.05a, Limits on Homebound Services
- Policy 3.06, Unscheduled Closures and Cancellations

#### *Staff Recommendations:*

Recommended changes to Policy 3.02 and Policy 3.05 of the Boise Public Library policy manual are included in the supporting documentation section of the meeting packet. Policy changes require the Board's approval.

Recommended changes to Regulation 3.05a of the Boise Public Library policy manual are included in the supporting documentation section of the meeting packet. Regulation changes do not require the Board's approval and are included for information purposes only.

Policy 3.06 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:	3.02
Effective:	03-01-11
Revised:	<del>03-01-11</del> 01-12-2022

---

### SERVICE HOURS

The Library shall be open as many ~~non-duplicated hours in 24 and as many days in the week as practical within the restriction of the Library's budget.~~ hours in a day and as many days in a week as reasonably practical within the Library's budget. Service hours per day and days per week may vary by location, and the Library may utilize physical and digital tools to make the public aware of regular scheduled hours and planned holiday closures. Each of the service elements listed in 3.01 (Service Priorities) shall be offered whenever the Library is open.

The hours of opening shall be determined by:

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

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

Document Type:	Policy
Number:	3.05
Effective:	03-01-11
Revised:	<del>03-01-11</del> 01-12-2022

---

### HOMEBOUND HOME-BASED SERVICES

When possible within the constraints of the Library's budget, staff will deliver materials to ~~homebound~~ Boise residents who are not able to visit the Library ~~for health reasons and who have no other means of receiving library service~~. This service will be provided without charge, though ~~finer and~~ fees for lost, and damages, ~~and/or overdue~~ items may apply.

Document Type: Regulation  
Number: 3.05a  
Effective: 02-01-12  
Revised: ~~02-05-19~~ 01-12-2022

---

~~LIMITS SCOPE ON- OF HOMEBOUND HOME-BASED~~  
SERVICES

~~Home-based Homebound~~ services may be available to individuals and their caregivers residing in Boise City who are cardholders in good standing and who are unable to regularly visit a library facility due to ~~obstacles to access such as~~ age, long-term illness, or permanent or temporary disability.

Library staff and volunteers may make regular and periodic visits to deliver library materials to the homes of cardholders receiving ~~Homebound service~~ Home-based services. In addition, staff provide services to residents of care ~~facilities or~~ assisted living facilities, ~~and underserved communities, and fifty-five and up housing~~ within Boise City limits. ~~Homebound Services~~ Home-based services also provide materials to designated staff members at facilities for programming use.

~~Though no overdue fines will be charged when materials are not returned on time due to the scheduling of visits set by library staff, all other applicable charges to cardholders, including fees for lost and damaged items, will apply.~~ All applicable charges to cardholders, including fees for lost and damaged items, will apply.

Library staff reserves the right to discontinue ~~Homebound~~ or suspend service when individuals experience changes that ~~permanently improve their mobility such that they are no longer confined to their residence.~~ allow them to regularly visit a library facility. Service may ~~also~~ be ~~discontinued~~ suspended as a result of staff concerns about the safety of staff or volunteers.

Document Type: Policy  
Number: 3.06  
Effective: 3-16-2020  
Revised:

---

### UNSCHEDULED CLOSURES/CANCELATIONS

While every practical effort will be made to adhere to scheduled hours of operation and programming, circumstances occasionally arise that require unscheduled closures and/or reduced or canceled service offerings in order to preserve the safety and well-being of Library patrons and staff.

The Library may cancel scheduled programming, reduce regular hours of operation (open late/close early), cancel meeting room reservations and/or completely close one or more of its physical locations in the event of:

- Severe weather conditions or natural disasters that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations;
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at a Library location that impairs safe use and operation of the facility;
- Request for closure by local, county or state law enforcement agencies; or
- Other seriously unsafe or unhealthy condition that impairs safe and responsible use and operation of a library facility.

The Board of Trustees delegates the decision to cancel programming and/or close facilities for any of the above reasons to the Library Director. The Library Director, or designee in the event of the Director's unavailability, will make such decision in his/her discretion and after consultation with the Board President. If the Board President cannot be reached, then consultation shall be had with the Board's Vice President. If neither can be reached within 1 hour, then the Library Director or Director's designee shall proceed with a decision and thereafter notify the Board of Trustees as promptly as reasonably possible.

When a decision is made to cancel programming and/or close a facility for any of the reasons stated above, notification of the cancelation and/or closure should be made by posting physical notice at the affected facility's main entrance and posting electronic notice on social media. Notice may also be provided through a Library telephone recording and by advising local media outlets.

Library loan periods will be extended in the event of an unscheduled closure such that materials due on a day of unexpected closure will be considered due the next day that the Library is open for operation.

# Boise Public 2021 Idaho Public Library Survey Due January 1, 2022

## General Information ( 1.1-1.19 )

Click on question mark for help

1.1	Fiscal year begins (mm-dd-yy)	10-01-20
1.2	Fiscal year ends (mm-dd-yy)	09-30-21
*1.3	Name of library	BOISE PUBLIC
1.4	Established according to the Idaho Code as a	c
1.5	Legal Service Area Boundary Change	No
1.6	Levy rate	General Fund
1.7	Mailing address	715 S CAPITOL BLVD
1.8	City (of mailing address)	BOISE
1.9	Zip (of mailing address)	83702
1.10	Street address	715 S CAPITOL BLVD
1.11	City (of street address)	BOISE
1.12	Zip (of street address)	83702
1.13	County	ADA
*1.14	Phone	(208) 972-8258
1.15	Fax number	(208) 384-4025
1.16	E-mail Address	kdavis@cityofboise.org
1.17	Person completing form	Kari Davis
1.18	Name of current library director	Jessica Dorr
1.19	Library's Website Address	boisepubliclibrary.org

## Service Area ( 2.1-2.10 )

Click on question mark for help

2.1	Population of legal service area	245,237
2.2	Registered users in legal service area	114,753
2.3	Population of any areas served under contract	0
2.4	Registered users in contract area	0
2.5	Source of contract population information ( #2.4 )	N/A
2.6	Non-Resident users	272
2.6a	Non-Resident Fees per person	\$69.30
2.6b	Non-Resident Fees per family	\$69.30
2.7	<b>Total Number of Registered Users ( 2.7 = 2.2 + 2.4 + 2.6 )</b> <b>LOCKED [Calculated]</b>	115,025
2.8	Central or main library	1
2.9	Branches	4

2.10 Bookmobiles 0

### **Paid Staff ( Full-Time Equivalent ) ( 3.1-3.9 )**

Click on question mark for help

Remember: to compute the FTE (full-time equivalent) of a part-time employee, divide the number of hours worked per week by 40. Thus, an employee working 20 hours per week equals .50 FTE (20/40 =.50), and an employee working 16 hours per week equals .40 FTE (16/40=.40).

Do not include volunteers in the FTE calculation.

3.1	Librarians with master's degree from an ALA-accredited program	19.63
3.2	Others holding title of librarian	4.00
3.3	<b>Total librarians ( 3.3 = 3.1 + 3.2 ) LOCKED [Calculated]</b>	23.63
3.4	All other paid staff (include maintenance staff)	84.67
*3.5	<b>Total paid staff ( 3.5 = 3.3 + 3.4 ) LOCKED [Calculated]</b>	108.30
<b>Note: Include staff paid by another agency, e.g., School</b>		
3.6	Library director's annual salary	\$145,017
3.7	Number of hours Director worked per week (not to exceed 40)	40
3.8	Number of Individual Volunteers who worked for the library	142
3.9	Number of hours volunteers worked for the library	6,379

### **Beginning Balance and Carryover ( 4.1-4.5 )**

Click on question mark for help

4.1	Operating carryover	\$9,938
4.2	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$73,859
4.3	Building Fund (Land, new construction, and additions only)	\$0
4.4	Other	\$200,000
4.5	<b>Total Unexpended balance on hand at beginning of Fiscal year. ( 4.5 = 4.1 + 4.2 + 4.3 + 4.4 ) LOCKED [Calculated]</b>	\$283,797

### **Library Revenue By Source ( 5.1-5.7 )**

Click on question mark for help

Use WHOLE NUMBERS for all dollar amounts

\*Local Government

*5.1a	Local Operating Revenue	\$12,964,607
*5.1b	Local Government Capital Revenue	\$0
*5.1c	<b>Local Total Revenue ( 5.1c = 5.1a + 5.1b ) LOCKED [Calculated]</b>	\$12,964,607

State Government (exclude federal dollars distributed by state)

5.2a	State Operating Revenue	\$5,704
5.2b	State Government Capital Revenue	\$0
5.2c	<b>State Total Revenue ( 5.2c = 5.2a + 5.2b ) LOCKED [Calculated]</b>	\$5,704

Federal government (include LSTA & other federal dollars distributed by state)

5.3a	Federal Operating Revenue	\$0
------	---------------------------	-----

5.3b	Federal Government Capital Revenue	\$0
5.3c	Federal Total Revenue ( 5.3c = 5.3a + 5.3b ) LOCKED [Calculated]	\$0
Contracts for services to other libraries		
5.4a	Contract Operating Revenue	\$261,716
5.4b	Contract Capital Revenue	\$0
5.4c	Contract Total Revenue ( 5.4c = 5.4a + 5.4b ) LOCKED [Calculated]	\$261,716
Other income		
5.5a	Other Operating Revenue	\$86,615
5.5b	Other Capital Revenue	\$0
5.5c	Other Total Revenue ( 5.5c = 5.5a + 5.5b ) LOCKED [Calculated]	\$86,615
Total Other Income		
5.6a	Total Contract and Other Operating Revenue ( 5.6a = 5.4a + 5.5a ) LOCKED [Calculated]	\$348,331
5.6b	Total Contract and Other Capital Revenue ( 5.6b = 5.4b + 5.5b ) LOCKED [Calculated]	\$0
5.6c	Total Contract and Other Revenue (5.6c = 5.6a + 5.6b) LOCKED [Calculated]	\$348,331
GRAND TOTAL and totals by type of revenue for this fiscal year [Calculated fields]		
5.7a	Grand Total Operating Revenue ( 5.7a = 5.1a + 5.2a + 5.3a + 5.6a ) LOCKED [Calculated]	\$13,318,642
5.7b	Grand Total Capital Revenue ( 5.7b = 5.1b + 5.2b + 5.3b + 5.6b ) LOCKED [Calculated]	\$0
5.7c	Grand Total Revenue ( 5.7c = 5.1c + 5.2c + 5.3c + 5.6c ) LOCKED [Calculated]	\$13,318,642

## Library Expenditures ( 6.1-6.21 )

Click on question mark for help

### SECTION A. STANDARD OPERATING EXPENDITURES

#### Staff Expenditures

6.1	Salaries and wages	\$4,250,099
6.2	Employee benefits	\$1,781,760
6.3	Total staff expenditures ( 6.3 = 6.1 + 6.2 ) [For staff expenditures paid by another agency use 6.13a & b] LOCKED [Calculated]	\$6,031,859

#### Collection Expenditures

6.4	Print Materials	\$518,211
6.5	Electronic Collections and other Electronic Materials	\$573,394
6.6	Other Materials	\$179,772
6.7	Total collection expenditures ( 6.7 = 6.4 + 6.5 + 6.6 ) LOCKED [Calculated]	\$1,271,377

#### Other Operating Expenditures

6.8	Contracts for services from other libraries	\$599,471
6.9	Miscellaneous Operating Expenditures	\$4,767,646
6.10	Total other operating expenditures ( 6.10 = 6.8 + 6.9 ) LOCKED	\$5,367,117



	[Calculated]	
6.11	Total operating expenditures ( $6.11 = 6.3 + 6.7 + 6.10$ ) LOCKED [Calculated]	\$12,670,353
6.12a	Salaries or wages paid by another agency	\$0
6.12b	Benefits paid by another agency	\$0
6.12c	Collections paid by another agency	\$0
6.12d	Other Operating Expenditures paid by another agency	\$0
6.12	Operating Expenditures made by other agencies ( $6.12 = 6.12a + 6.12b + 6.12c + 6.12d$ ) LOCKED [Calculated]	\$0

#### SECTION B. CAPITAL EXPENDITURES

6.13	Capital expenditures	\$163,583
------	----------------------	-----------

#### SECTION C. UNEXPENDED BALANCE AND CARRYOVER

6.14	Unexpended balance at end of report year ( $6.14 = [(4.5 + 5.7c) - (6.11 + 6.13)]$ ) LOCKED [Calculated]	\$768,503
6.15	How much, if any, of the unexpended balance reported in Item 6.14 will be returned to your funding authority's general account?	\$0
Carried forward to Next Fiscal Year		
6.16	Operating carryover	\$30,927
6.17	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$0
6.18	Building Fund (Land, new construction, and additions only)	\$0
6.19	Name of Other Source	N/A
6.20	Amount from Other Source	\$0
6.21	Final balance to be carried forward to next fiscal year ( $6.21 = 6.16 + 6.17 + 6.18 + 6.20$ ) LOCKED [Calculated]	\$30,927

### Library Collection ( 7.1-7.14 )

Click on question mark for help

7.1	Total library items (physical units) added during the year	44,865
7.2	Total library items (physical units) withdrawn during the year	45,248

#### BOOKS (Physical and Electronic) ( 7.3-7.3f )

Print Materials Note: We no longer worry about bound and unbound serial volumes as specially treated print materials. In short, "If it has a bar code, it's a volume". Call if you have questions. Most libraries no longer bind periodicals and now rely on databases such as ProQuest to locate and obtain individual articles if the publisher itself does not provide past articles online. Due to space constraints, printed back issues are typically kept for just several years, circulated, and, relative to the pre-online database era, weeded quickly. Also, the vast majority of libraries now rely on an ILS to keep track of holdings. In short, "If it has a bar code, it's a volume". Call if you have questions.

E-Books: E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.3	Book Materials held at end of fiscal year (volume count) [Physical]	331,452
7.3a	Current Print Serial Subscriptions [Physical]	59
7.3b	<b>Total Print Materials ( 7.3b = 7.3 + 7.3a ) LOCKED [Calculated]</b>	331,511
7.3c	E-Books Provided through the IDEA Collection	11,770
7.3d	E-Books provided through consortia	0
7.3e	E-Books provided by the library alone	24,581
7.3f	Name of Consortia providing E-Books (if None enter N/A)	N/A
7.3g	<b>Total Electronic Books (E-Books) ( 7.3g = 7.3c + 7.3d + 7.3e ) LOCKED [Calculated]</b>	36,351

#### SECTION B: AUDIO MATERIALS (Physical and Electronic) ( 7.4-7.4f )

Electronic audios: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio - Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio - Downloadable Units held locally and remote Audio - Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous

usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.4	Audio Materials [Physical Units]	13,933
7.4a	Audio Materials [Downloadable Units] provided through IDEA	2,963
7.4b	Audio Materials [Downloadable Units] provided through consortia	0
7.4c	Audio Materials [Downloadable Units] provided by the library alone	10,606
7.4d	Name of Consortia providing Downloadable Audio Materials in 7.4c (if None enter N/A)	N/A
7.4e	<b>Total Audio Materials [Downloadable Units] ( 7.4e = 7.4a + 7.4b + 7.4c ) LOCKED [Calculated]</b>	13,569
7.4f	<b>Total Audio Materials ( 7.4f = 7.4 + 7.4e ) LOCKED [Calculated]</b>	27,502

**SECTION C: VIDEO MATERIALS (Physical and Electronic) ( 7.5-7.5e )**

Electronic videos: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video - Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video - Downloadable Units held locally and remote Video - Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7.5	Video Materials [Physical Units]	27,832
7.5a	Video Materials [Downloadable Units] provided through consortia	0

7.5b	Video Materials [Downloadable Units] provided by the library alone	342
7.5c	Name of Consortia providing Downloadable Video Materials (if None enter N/A)	N/A
7.5d	Total Video Materials [Downloadable] ( 7.5d = 7.5a + 7.5b ) LOCKED [Calculated]	342
7.5e	Total Video Materials ( 7.5e = 7.5a + 7.5d ) LOCKED [Calculated]	28,174
SECTION D: OTHER ELECTRONIC ITEMS ( 7.6 - 7.11 )		
7.6	Other Electronic Materials [Physical Units]	4,476
7.7	State Provided Electronic Collections [LiLI-D] (previously called Licensed Databases) LOCKED [Will be determined by SDC.]	13
7.8	Locally Mounted Electronic Collections/Other Cooperative Agreements (previously called Licensed Databases) [Consortia, not LiLI-D]	26
7.9	Total Electronic Collections ( 7.9 = 7.7 + 7.8 ) LOCKED [Calculated]	39
7.10	Other Circulating Physical Items	7,021
7.11	Digital Serial Subscriptions	1,722
SECTION E: TOTAL COLLECTIONS ( 7.12-7.14 )		
7.12	Total Physical Items in Collection ( 7.12 = 7.3b + 7.4 + 7.5 + 7.10 ) [LOCKED] [Calculated]	380,297
7.12a	Total Physical Collection Size ( 7.12a = 7.3b + 7.4 + 7.5 + 7.6 + 7.10 ) [LOCKED] [Calculated]	384,773
7.13	Total Electronic Items in Collection ( 7.13 = 7.3g + 7.4e + 7.5d + 7.11 ) [LOCKED] [Calculated]	51,984
7.14	Total collection size held at the end of report year ( 7.14 = 7.12a + 7.13 ) LOCKED [Calculated]	436,757

## Library Services ( 8.1-8.4 )

Click on question mark for help

*8.1	Total Public Service Hours (Annual) Note: The total for all outlets, including multi-outlet systems, will be calculated and automatically filled in here. Branch hours are entered individually in 12.17.	12,661
8.2	Total library visits (Annual)	311,225
8.2a	Library Visits Reporting Method: <b>Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate</b>	CT - Annual Count
8.3	Total reference transactions completed (Annual)	39,698
8.3a	Reference Transactions Reporting Method: <b>Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate</b>	CT - Annual Count
8.4	Total square footage This will be the total for all outlets, including multi-outlet systems, and will be calculated and automatically filled in with your entries from 12.16 located in the Outlet Section. LOCKED	131,374

## Circulation ( 9.1-9.9 )

Click on question mark for help

9.1	Circulation of Adult Materials	628,182
9.1a	Circulation of Young Adult Materials	71,813
9.1b	Circulation of Children's Materials	582,007
9.2	<b>Total Circulation of Materials ( 9.1 + 9.1a + 9.1b ) [LOCKED] [Calculated]</b>	1,282,002
9.3	Circulation of Books - Physical	1,044,428
9.3a	Circulation of Magazines/Periodicals - Physical	90
9.3b	Circulation of Videos/DVDs - Physical	24,010
9.3c	Circulation of Audios - Physical	201,861
9.3d	Circulation of Other Items - Physical	54,745
9.3e	<b>Total PHYSICAL circulation transactions ( 9.3e = 9.3 + 9.3a + 9.3b + 9.3c + 9.3d ) LOCKED [Calculated]</b>	1,325,134
9.4	Loan period for books (in weeks)	4
9.5	Circulation of IDEA Materials by Library's Patrons	0
9.5a	Circulation of Electronic Reciprocal Lending Library Materials by Library's Patrons from IDEA Member Libraries	0
9.5b	Circulation of Electronic Consortia-Owned Titles by Library's Patrons	0
9.5c	Circulation of Electronic Materials Owned by Library	602,642
9.5d	<b>Circulation of Electronic Materials (Annual) ( 9.5d = 9.5 + 9.5b + 9.5c ) LOCKED [Calculated]</b>	602,642
9.6a	Successful Retrieval of State Provided Electronic Collections [LOCKED]	5,873
9.6b	Successful Retrieval of information from Locally Mounted Electronic Collections (if none, enter 0)	285,788
9.6c	<b>Total Successful Retrieval of Electronic Information ( 9.6c = 9.6a + 9.6b ) LOCKED [Calculated]</b>	291,661
9.7	<b>Electronic Content Use ( 9.7 = 9.5d + 9.6c ) LOCKED [Calculated]</b>	894,303
9.8	<b>Total Circulation of Materials ( 9.8 = 9.3e + 9.5d ) LOCKED [Calculated]</b>	1,927,776
9.9	<b>Total Collection Use ( 9.9 = 9.3e + 9.5d + 9.6c ) LOCKED [Calculated]</b>	2,219,437

## Programming ( 10.1-10.18 )

Click on question mark for help

Questions 10.1-10.17 are new for this year. If you were unable to collect data according to these breakdowns, please mark these as N/A and use 10.18-10.18i to provide your programming and attendance data. If you know you did not provide programs for one of the elements (for example, no offsite programs for adults), please enter 0 instead as appropriate.

### Synchronous Programs ( 10.1-10.6c )

10.1 Number of Synchronous Program Sessions Targeted at Children 0

	Ages 0-5 (Onsite)	
10.1a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Offsite)	92
10.1b	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Virtual)	74
10.1c	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 ( 10.1c = 10.1 + 10.1a + 10.1b ) [LOCKED] [Calculated]	166
10.2	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Onsite)	0
10.2a	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Offsite)	59
10.2b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Virtual)	1
10.2c	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 ( 10.2c = 10.2 + 10.2a + 10.2b ) [LOCKED] [Calculated]	60
10.3	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Onsite)	22
10.3a	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Offsite)	1
10.3b	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Virtual)	34
10.3c	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 ( 10.3c = 10.3 + 10.3a + 10.3b ) [LOCKED] [Calculated]	57
10.4	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Onsite)	23
10.4a	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Offsite)	0
10.4b	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Virtual)	13
10.4c	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older ( 10.4c = 10.4 + 10.4a + 10.4b ) [LOCKED] [Calculated]	36
10.5	Number of Synchronous General Interest Program Sessions (Onsite)	0
10.5a	Number of Synchronous General Interest Program Sessions (Offsite)	5
10.5b	Number of Synchronous General Interest Program Sessions (Virtual)	3
10.5c	Number of Synchronous General Interest Program Sessions ( 10.5c = 10.5 + 10.5a + 10.5b ) [LOCKED] [Calculated]	8

10.6	Number of Synchronous In-Person Onsite Program Sessions ( 10.6 = 10.1 + 10.2 + 10.3 + 10.4 + 10.5 ) [LOCKED] [Calculated]	45
10.6a	Number of Synchronous In-Person Offsite Program Sessions ( 10.6a = 10.1a + 10.2a + 10.3a + 10.4a + 10.5a ) [LOCKED] [Calculated]	157
10.6b	Number of Synchronous Virtual Program Sessions ( 10.6b = 10.1b + 10.2b + 10.3b + 10.4b + 10.5b ) [LOCKED] [Calculated]	125
10.6c	Total Number of Synchronous Program Sessions ( 10.6c = 10.6 + 10.6a + 10.6b ) [LOCKED] [Calculated]	327
Attendance At Synchronous Programs ( 10.7-10.12c )		
10.7	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Onsite)	0
10.7a	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Offsite)	3,533
10.7b	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Virtual)	1,042
10.7c	Attendance at Synchronous Programs Targeted at Children Ages 0-5 ( 10.7c = 10.7 + 10.7a + 10.7b ) [LOCKED] [Calculated]	4,575
10.8	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Onsite)	0
10.8a	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Offsite)	1,786
10.8b	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Virtual)	65
10.8c	Attendance at Synchronous Programs Targeted at Children Ages 6-11 ( 10.8c = 10.8 + 10.8a + 10.8b ) [LOCKED] [Calculated]	1,851
10.9	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Onsite)	105
10.9a	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Offsite)	9
10.9b	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Virtual)	128
10.9c	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 ( 10.9c = 10.9 + 10.9a + 10.9b ) [LOCKED] [Calculated]	242
10.10	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Onsite)	50
10.10a	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Offsite)	0
10.10b	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Virtual)	45
10.10c	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older ( 10.10c = 10.10 + 10.10a + 10.10b ) [LOCKED] [Calculated]	95

10.11	Attendance at Synchronous General Interest Programs (Onsite)	0
10.11a	Attendance at Synchronous General Interest Programs (Offsite)	2,099
10.11b	Attendance at Synchronous General Interest Programs (Virtual)	95
10.11c	Attendance at Synchronous General Interest Programs ( 10.11c = 10.11 + 10.11a + 10.11b ) [LOCKED] [Calculated]	2,194
10.12	Synchronous In-Person Onsite Program Attendance ( 10.12 = 10.7 + 10.8 + 10.9 + 10.10 + 10.11 ) [LOCKED] [Calculated]	155
10.12a	Synchronous In-Person Offsite Program Attendance ( 10.12a = 10.7a + 10.8a + 10.9a + 10.10a + 10.11a ) [LOCKED] [Calculated]	7,427
10.12b	Synchronous Virtual Program Attendance ( 10.12b = 10.7b + 10.8b + 10.9b + 10.10b + 10.11b ) [LOCKED] [Calculated]	1,375
10.12c	Total Attendance at Synchronous Programs ( 10.12c = 10.12 + 10.12a + 10.12b ) [LOCKED] [Calculated]	8,957
Asynchronous Programs ( 10.13-10.14d )		
10.13	Total Number of Asynchronous Program Presentations Targeted at Children Ages 0-5	68
10.13a	Total Number of Asynchronous Program Presentations Targeted at Children Ages 6-11	0
10.13b	Total Number of Asynchronous Program Presentations Targeted at Young Adults Ages 12-18	0
10.13c	Total Number of Asynchronous Program Presentations Targeted at Adults Age 19 or Older	0
10.13d	Total Number of Asynchronous Program Presentations General Interest	0
10.13e	Total Number of Asynchronous Program Presentations ( 10.13e = 10.13 + 10.13a + 10.13b + 10.13c + 10.13d ) [LOCKED] [Calculated]	68
10.14	Total Views of Asynchronous Program Presentations within 7 Days Targeted at Children Ages 0-5	513
10.14a	Total Views of Asynchronous Program Presentations within 7 Days Targeted at Children Ages 6-11	0
10.14b	Total Views of Asynchronous Program Presentations within 7 Days Targeted at Young Adults Ages 12-18	0
10.14c	Total Views of Asynchronous Program Presentations within 7 Days Targeted at Adults Age 19 or Older	0
10.14d	Total Views of Asynchronous Program Presentations within 7 Days General Interest	0
10.14e	Total Views of Asynchronous Program Presentations within 7 Days ( 10.14e = 10.14 + 10.14a + 10.14b + 10.14c + 10.14d ) [LOCKED] [Calculated]	513
Other Library Activities ( 10.15-10.17 )		
10.15	Total Number of Self-Guided Activities	904
10.16	Total Participation in Self-Guided Activities	30,439
10.17	Total Number of Community/Outreach Events	10
Prior Programming/Attendance Questions ( 10.18-10.18i )		



These questions will be removed after the 2021 survey. Please provide the data requested below even if you provided data in 10.1-10.17.

10.18	Children's Program Attendance (Annual)	6,426
10.18a	Young Adult's Program Attendance (Ages 12-18 Annual)	242
10.18b	Adult's Program Attendance (Annual)	95
10.18c	All Ages Program Attendance (Annual)	2,194
10.18d	Total Attendance at Library Programs ( $10.5 = 10.18 + 10.18a + 10.18b + 10.18c$ ) [LOCKED] [Calculated]	8,957
10.18e	Number of Children's Programs	226
10.18f	Number of Young Adult's Programs (Ages 12-18 Annual)	57
10.18g	Number of Adult's Programs	36
10.18h	Number of All Ages Programs	8
10.18i	Total Number of Library Programs ( $10.18i = 10.18e + 10.18f + 10.18g + 10.18h$ ) [LOCKED] [Calculated]	327

### Resource Sharing ( 11.1-11.2 )

Click on question mark for help

11.1	Interlibrary loans provided to other libraries	132,203
11.2	Interlibrary loans received from other libraries	177,556

### Internet Terminals and Users ( 11.3-11.7 )

11.3	Total of all Internet Terminals [LOCKED] [Calculated] This will be the total from all entries in 12.13 in the Outlet section.	95
11.4	Total of all Internet Terminal Uses [LOCKED] [Calculated] This will be the total from all entries in 12.13a in the Outlet section.	44,629
11.4a	Is this an Actual Count or an Estimate?	CT - Annual Count
11.5	Number of Wireless Sessions (Annual) [LOCKED] [Calculated] This will be the total from all entries in 12.14 in the Outlet section.	28,692
11.5a	Is this an Actual Count or an Estimate?	ES - Annual Estimate Based on Typical Week(s)
11.6	Most recent date of Internet Use Policy Review (MM/DD/YYYY)	05/13/2021
11.7	Number of visits to the Library's Website	4,263,603

### Outlets ( 12.1-12.27a )

Click on question mark for help

If you see anything in a locked field that needs to be changed, please enter the correct information in the Federal Note Area for the item in question and flag it by clicking on the shadowed icon to the right of the item. [12.1-12.9a, 12.10-12.12, 12.16, 12.19-12.21, and 12.23-12.26 are prefilled with last years' data and locked]

12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC

12.4	Street Address [physical address]	715 S CAPITOL BLVD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83702
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	
12.9	Phone	(208) 972-8198
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Jessica Dorr
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	CE
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	31
12.13a	Number of Uses of this Outlet's Internet Computers annually	18,136
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	28,692
12.14a	Is this an Actual Count or an Estimate?	ES - Annual Estimate Based on Typical Week(s)
12.15	Internet Connectivity Speed in Mbps	400
12.16	Square Footage (main or branch) [LOCKED]	79,381
12.17	Public Service Hours per Year for this Outlet	2,601
12.18	Number of Weeks this Outlet is Open per Year	52
12.18a	Number of weeks outlet was closed due to COVID-19	
	<b>NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.</b>	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC- COLE AND USTICK BRANCH
12.4	Street Address [physical address]	7557 W USTICK RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83704
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	
12.9	Phone	(208) 972-8300

12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Renee Addington
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	26
12.13a	Number of Uses of this Outlet's Internet Computers annually	8,938
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	400
12.16	Square Footage (main or branch) [LOCKED]	15,300
12.17	Public Service Hours per Year for this Outlet	2,515
12.18	Number of Weeks this Outlet is Open per Year	52
12.18a	Number of weeks outlet was closed due to COVID-19	
	<b>NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.</b>	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	45
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC-COLLISTER BRANCH
12.4	Street Address [physical address]	4724 W STATE ST
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83703
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	
12.9	Phone	(208) 972-8320
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Jennifer Villalobos
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	8
12.13a	Number of Uses of this Outlet's Internet Computers annually	2,544
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	

12.15	Internet Connectivity Speed in Mbps	400
12.16	Square Footage (main or branch) [LOCKED]	12,169
12.17	Public Service Hours per Year for this Outlet	2,515
12.18	Number of Weeks this Outlet is Open per Year	52
12.18a	Number of weeks outlet was closed due to COVID-19	
	<b>NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.</b>	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	46
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC- HILLCREST BRANCH
12.4	Street Address [physical address]	5246 W OVERLAND RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83705
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	
12.9	Phone	(208) 972-8340
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Huda Shaltry
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	22
12.13a	Number of Uses of this Outlet's Internet Computers annually	7,455
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	400
12.16	Square Footage (main or branch) [LOCKED]	8,624
12.17	Public Service Hours per Year for this Outlet	2,515
12.18	Number of Weeks this Outlet is Open per Year	52
12.18a	Number of weeks outlet was closed due to COVID-19	
	<b>NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.</b>	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	45
12.1	LIB ID	IDB

12.2	PLSC ID	ID0005
12.3	Name of Outlet	BOISE PUBLIC - BOWN CROSSING BRANCH
12.4	Street Address [physical address]	2153 E. Riverwalk Dr.
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83706
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	
12.9	Phone	(208) 972-8360
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Joni Hansen
12.9b	E-mail address for this Outlet (If none, enter N/A)	boisepubliclibrary.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	8
12.13a	Number of Uses of this Outlet's Internet Computers annually	7,556
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	
12.14a	Is this an Actual Count or an Estimate?	
12.15	Internet Connectivity Speed in Mbps	400
12.16	Square Footage (main or branch) [LOCKED]	15,900
12.17	Public Service Hours per Year for this Outlet	2,515
12.18	Number of Weeks this Outlet is Open per Year	52
12.18a	Number of weeks outlet was closed due to COVID-19	
	<b>NOTE: Report the number of weeks the library was closed to the public. The number of weeks open plus the number of weeks closed should equal or be fewer than 52 weeks.</b>	0
12.18b	Number of weeks outlet had limited occupancy due to COVID-19	52
12.19	LIB ID [LOCKED] [PREFILLED]	IDB
12.20	Name of Legal Entity [LOCKED] [PREFILLED]	BOISE PUBLIC
12.21	Interlibrary Relationship Code [LOCKED] [PREFILLED]	ME
12.22	Network and Consortium membership(s)	Lynx! Consortium
12.23	Legal Basis Code [LOCKED] [PREFILLED]	CI
12.24	Administrative Structure Code [LOCKED] [PREFILLED]	MO
12.25	PLSC Public Library Definition [LOCKED] [PREFILLED]	Y
12.26	Geographic Code [LOCKED] [PREFILLED]	CI1
12.27	Building Projects	No Plans
12.27a	Project Scope	No Plans

**COVID-19 RELATED QUESTIONS ( 14.1 - 14.18 )**

- 14.1 *Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?* Yes
- 14.2 *Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?* Yes
- 14.3 *Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?* Yes
- 14.4 *Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?* Yes
- 14.5 *Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?* Yes
- 14.6 *Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?* Yes
- 14.7 *Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?* Yes
- 14.8 *Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?* Yes

# Statistics

**BOISE PUBLIC LIBRARY  
SYSTEM STATISTICS REPORT  
November 2021**

	<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	42,761	30,845	38.63	85,825	61,605	39.31
Young Adult	5,681	4,106	38.36	11,582	8,191	41.40
Juvenile	59,666	36,808	62.10	118,769	70,927	67.45
<b>Sub Total</b>	<b>108,108</b>	<b>71,759</b>	<b>50.65</b>	<b>216,176</b>	<b>140,723</b>	<b>53.62</b>

<b><u>CIRCULATION /Audio Visual</u></b>						
Adult	19,474	16,120	20.81	39,362	31,909	23.36
Young Adult	843	702	20.09	2,089	1,310	59.47
Juvenile	5,723	4,418	29.54	11,956	8,583	39.30
<b>Sub Total</b>	<b>26,040</b>	<b>21,240</b>	<b>22.60</b>	<b>53,407</b>	<b>41,802</b>	<b>27.76</b>

<b><u>CIRCULATION/Digital</u></b>						
eAudio	23,572	22,004	7.13	47,861	44,300	8.04
eBooks	21,717	24,200	-10.26	43,745	47,827	-8.53
eVideo	516	516	0.00	735	762	-3.54
eMusic	55	0	100.00	78	0	100.00
eMagazine	2,985	3,322	-10.14	6,022	6,919	-12.96
<b>Sub Total</b>	<b>48,845</b>	<b>50,042</b>	<b>-2.39</b>	<b>98,441</b>	<b>99,808</b>	<b>-1.37</b>
<b>TOTAL CIRCULATION</b>	<b>182,993</b>	<b>143,041</b>	<b>27.93</b>	<b>368,024</b>	<b>282,333</b>	<b>30.35</b>

<b><u>CIRCULATION SUMMARY</u></b>						
Main Library	60,258	39,802	51.39	120,115	76,039	57.96
Collister	12,202	9,670	26.18	25,567	19,441	31.51
Hillcrest	9,221	6,965	32.39	18,356	14,343	27.98
Cole & Ustick (C&U)	23,021	15,501	48.51	46,426	31,041	49.56
Bown	27,173	19,327	40.60	54,450	38,290	42.20
Home Service	2,273	1,734	31.08	4,669	3,371	38.50
Digital Collection	48,845	50,042	-2.39	98,441	99,808	-1.37
<b>TOTAL CIRCULATION</b>	<b>182,993</b>	<b>143,041</b>	<b>27.93</b>	<b>368,024</b>	<b>282,333</b>	<b>30.35</b>

<b><u>PATRON COUNT</u></b>						
Main Library	18,940	10,661	77.66	37,462	16,158	131.85
Collister	4,291	2,567	67.16	8,336	5,600	48.86
Hillcrest	3,577	2,442	46.48	7,077	5,149	37.44
Cole & Ustick	6,119	878	596.92	12,261	2,376	416.04
Bown	7,447	4,017	85.39	13,749	8,295	65.75
<b>TOTAL PATRON COUNT</b>	<b>40,374</b>	<b>20,565</b>	<b>96.32</b>	<b>78,885</b>	<b>37,578</b>	<b>109.92</b>

<b><u>POLARIS CATALOG</u></b>						
System External Use Counts	289,567	384,357	-24.66	587,340	732,825	-19.85
Main Internal Use Counts	30,794	23,873	28.99	60,101	46,872	28.22
Collister Internal Use Counts	1,496	568	163.38	3,046	1,125	170.76
Hillcrest Internal Use Counts	1,457	418	248.56	3,048	941	223.91
C&U Internal Use Counts	4,671	1,156	304.07	9,513	2,420	293.10
Bown Internal Use Counts	3,947	6,750	-41.53	7,911	13,627	-41.95



	<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	683	396	72.47	1,361	830	63.98
Non-Resident	8	4	100.00	19	9	111.11
Internet Only	1	0	100.00	2	0	100.00
<b>TOTAL CARDS ISSUED</b>	<b>692</b>	<b>400</b>	<b>73.00</b>	<b>1,382</b>	<b>839</b>	<b>64.72</b>

**INTERLIBRARY LOANS**

Out-of-State	41	39	5.13	115	77	49.35
In-State	33	18	83.33	68	38	78.95

**INTERLIBRARY BORROWING**

Out-of-State	221	121	82.64	482	239	101.67
In-State	55	41	34.15	128	81	58.02

**REFERENCE SUMMARY**

Main Adult Desk	1,393	756	84.26	2,385	1,750	36.29
Main Adult Telephone	636	955	-33.40	1,311	2,563	-48.85
Main Adult Electronic	88	248	-64.52	216	529	-59.17
<b>Sub Total Adult Reference</b>	<b>2,117</b>	<b>1,959</b>	<b>8.07</b>	<b>3,912</b>	<b>4,842</b>	<b>-19.21</b>

Main Youth Desk	539	174	209.77	1,103	365	202.19
Main Youth Telephone	31	60	-48.33	53	131	-59.54
Main Youth Electronic	5	29	0.00	5	33	-84.85
<b>Sub Total Youth Reference</b>	<b>575</b>	<b>263</b>	<b>118.63</b>	<b>1,161</b>	<b>529</b>	<b>119.47</b>

Information Desk

Readers Advisory	0	9	-100.00	3	29	-89.66
Directional/Informational	1,563	3,654	-57.22	3,714	7,453	-50.17
<b>Sub Total Information Desk</b>	<b>1,563</b>	<b>3,663</b>	<b>-57.33</b>	<b>3,717</b>	<b>7,482</b>	<b>-50.32</b>

Collister Desk	730	1,147	-36.36	1,551	2,442	-36.49
Collister Phone	185	137	35.04	319	264	20.83
<b>Sub Total Collister Reference</b>	<b>915</b>	<b>1,284</b>	<b>-28.74</b>	<b>1,870</b>	<b>2,706</b>	<b>-30.89</b>

Hillcrest Desk	422	884	-52.26	832	1,940	-57.11
Hillcrest Phone	97	228	-57.46	175	475	-63.16
<b>Sub Total Hillcrest Reference</b>	<b>519</b>	<b>1,112</b>	<b>-53.33</b>	<b>1,007</b>	<b>2,415</b>	<b>-58.30</b>

Cole & Ustick Desk	628	1,553	-59.56	1,432	3,513	-59.24
Cole & Ustick Phone	96	278	-65.47	242	600	-59.67
<b>Sub Total C&amp;U Reference</b>	<b>724</b>	<b>1,831</b>	<b>-60.46</b>	<b>1,674</b>	<b>4,113</b>	<b>-59.30</b>

Bown Desk	433	2,031	-78.68	897	4,423	-79.72
Bown Phone	86	132	-34.85	169	303	-44.22
<b>Sub Total Bown Reference</b>	<b>519</b>	<b>2,163</b>	<b>-76.01</b>	<b>1,066</b>	<b>4,726</b>	<b>-77.44</b>
<b>TOTAL REFERENCE</b>	<b>6,932</b>	<b>12,275</b>	<b>-43.53</b>	<b>14,407</b>	<b>26,813</b>	<b>-46.27</b>

<u>MEETING ROOM USE SUMMARY</u>	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<b>Programs</b>						
Main Adult Programs	3	0	100.00	6	0	100.00
Main Youth Programs	42	15	180.00	83	29	186.21
Main Community Programs	65	0	100.00	101	0	100.00
<b>Sub Total Main</b>	<b>110</b>	<b>15</b>	<b>633.33</b>	<b>190</b>	<b>29</b>	<b>555.17</b>
Collister Adult Programs	3	0	100.00	4	0	100.00
Collister Youth Programs	15	25	-40.00	37	54	-31.48
Collister Community Programs	31	0	100.00	56	0	100.00
<b>Sub Total Collister</b>	<b>49</b>	<b>25</b>	<b>96.00</b>	<b>97</b>	<b>54</b>	<b>79.63</b>
Hillcrest Adult Programs	1	0	100.00	6	0	100.00
Hillcrest Youth Programs	14	20	-30.00	21	44	-52.27
Hillcrest Community Programs	39	0	100.00	61	0	100.00
<b>Sub Total Hillcrest</b>	<b>54</b>	<b>20</b>	<b>170.00</b>	<b>88</b>	<b>44</b>	<b>100.00</b>
C&U Adult Programs	6	0	100.00	11	0	100.00
C&U Youth Programs	22	0	100.00	49	0	100.00
C&U Community Programs	26	0	100.00	32	0	100.00
<b>Sub Total Cole &amp; Ustick</b>	<b>54</b>	<b>0</b>	<b>100.00</b>	<b>92</b>	<b>0</b>	<b>100.00</b>
Bown Adult Programs	1	1	0.00	2	1	100.00
Bown Youth Programs	10	2	400.00	18	4	350.00
Bown Community Programs	0	0	0.00	0	0	0.00
<b>Sub Total Bown</b>	<b>11</b>	<b>3</b>	<b>266.67</b>	<b>20</b>	<b>5</b>	<b>300.00</b>
<b>TOTAL PROGRAMS</b>	<b>278</b>	<b>63</b>	<b>341.27</b>	<b>487</b>	<b>132</b>	<b>268.94</b>

#### Program Attendance

Main Adult Attendance	58	0	100.00	92	0	100.00
Main Youth Attendance	505	166	204.22	1,127	284	296.83
Main Comm Attendance	384	0	100.00	639	0	100.00
<b>Sub Total Main</b>	<b>947</b>	<b>166</b>	<b>470.48</b>	<b>1,858</b>	<b>284</b>	<b>554.23</b>
Collister Adult Attendance	207	0	100.00	211	0	100.00
Collister Youth Attendance	1,129	819	37.85	2,390	1,795	33.15
Collister Comm Attendance	96	0	100.00	177	0	100.00
<b>Sub Total Collister</b>	<b>1,432</b>	<b>819</b>	<b>74.85</b>	<b>2,778</b>	<b>1,795</b>	<b>54.76</b>
Hillcrest Adult Attendance	7	0	100.00	10	0	100.00
Hillcrest Youth Attendance	462	356	29.78	603	756	-20.24
Hillcrest Comm Attendance	94	0	100.00	254	0	100.00
<b>Sub Total Hillcrest</b>	<b>563</b>	<b>356</b>	<b>58.15</b>	<b>867</b>	<b>756</b>	<b>14.68</b>
C&U Adult Attendance	31	0	100.00	31	0	100.00
C&U Youth Attendance	670	0	100.00	1,091	0	100.00
C&U Comm Attendance	145	0	100.00	210	0	100.00
<b>Sub Total Cole &amp; Ustick</b>	<b>846</b>	<b>0</b>	<b>100.00</b>	<b>1,332</b>	<b>0</b>	<b>100.00</b>
Bown Adult Attendance	0	4	-100.00	1	4	-75.00
Bown Youth Attendance	913	72	1168.06	1,148	158	626.58
Bown Comm Attendance	0	0	100.00	0	0	100.00
<b>Sub Total Bown</b>	<b>913</b>	<b>76</b>	<b>1101.32</b>	<b>1,149</b>	<b>162</b>	<b>609.26</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>4,701</b>	<b>1,417</b>	<b>231.76</b>	<b>7,984</b>	<b>2,997</b>	<b>166.40</b>

**BOISE PUBLIC LIBRARY**  
**RECIPROCAL BORROWING STATISTICS**  
 November 2021

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
<u>CHECKOUTS</u>	<u>Circulation</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>To Date</u>	<u>Change</u>
Ada Community	2,378	1.30	1,473	61.44	4,901	1.33	2,662	84.11
Caldwell	246	0.13	55	347.27	470	0.13	140	235.71
Eagle	742	0.41	281	164.06	1,508	0.41	590	155.59
Emmett	26	0.01	32	-18.75	46	0.01	179	-74.30
Garden City	1,305	0.71	545	139.45	2,416	0.66	1,007	139.92
Hailey	155	0.08	0	100.00	155	0.04	0	100.00
Kuna	165	0.09	26	534.62	320	0.09	26	1130.77
Meridian	2,131	1.16	993	114.60	4,219	1.15	2,132	97.89
Mountain Home	158	0.09	156	1.28	330	0.09	288	14.58
Nampa	591	0.32	454	30.18	1,322	0.36	976	35.45
Twin Falls	38	0.02	17	123.52941	95	0.03	22	331.82
<b>Total</b>	<b>7,935</b>	<b>4.34</b>	<b>4,032</b>	<b>96.80</b>	<b>15,782</b>	<b>4.29</b>	<b>8,022</b>	<b>96.73</b>
Total BPL Circulation	<b>182,993</b>		<b>143,041</b>		<b>368,024</b>		<b>282,333</b>	

Items checked out at consortium member locations by BPL patrons.

<u>CHECKOUTS</u>	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
Ada Community	8,166	6,039	17,397	12,058
Caldwell	167	142	295	231
Eagle	5,502	2,078	11,061	4,503
Emmett	117	25	174	89
Garden City	7,482	4,892	14,942	10,773
Hailey	0	2	0	2
Kuna	239	131	440	131
Meridian	7,098	5,959	13,697	11,496
Mountain Home	24	64	29	148
Nampa	641	285	1,428	574
Twin Falls	0	5	2	20
<b>Total</b>	<b>29,436</b>	<b>19,622</b>	<b>59,465</b>	<b>40,025</b>