

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 2020, Meeting Packet Cover Page

AGENDA

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 4.00, Use of the Library, Subsection 4.03, Fines and Fees; Section 6.00, Gifts & Bequests
 - Policy Review Coversheet
 - Policy 4.03, Fines and Fees
 - Policy 6.01, Gifts
 - Policy 6.02, Facility Naming
- Summary of Condition Assessment Memo
- Fiscal Year 21 Budget
 - Budget Milestones and Timeline
 - Revenue
 - Personnel
 - Maintenance & Operating (M&O)
 - Gift Fund and Integrated Library System (ILS)
 - Capital, Major Repairs & Maintenance, and Major Equipment

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, April 2020

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

Boise Public Library Board of Trustees Special Meeting Agenda

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

BOARD OF TRUSTEES Margo Healy, President Tonya Westenskow, Vice President Dwayne Carver Sonia Galaviz Phil Magnuson	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.
---	---

AGENDA

1. **Call to Order and Introductions**
2. **Communications**
None
3. **Minutes-Action Item**
May 14, 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 April 30, 2020
Gift Fund activity for April 30, 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 4.00, Subsection 4.03, Fines & Fees- Action Item
Sarah Kelley-Chase, Library Public Services Manager, will present recommended changes to policy 4.03, Fines and Fees.

Action: A motion to approve, revise, or reject recommended changes to policy 4.03 of the Boise Public Library policy manual will be requested.

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

Section 6.00, Gifts & Bequests

Kelley-Chase will review section 6.00 of the Boise Public Library 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 continues the Library Board of Trustees annual policy review for Fiscal Year 2020 as stipulated by the Board's bylaws.

b. Downtown Branch Condition Assessment

Shawn Wilson, City of Boise Public Works Assistant Facility Program Manager, will present additional details from the recent condition assessment. This is a discussion item only and requires no action.

c. Director Search Update

Board President Healy will provide an update on search firm selection and next steps.

7. New Business

a. Fiscal Year 2021 Budget- Action Item

Staff will present Fiscal Year 2021 proposed revenue, personnel, maintenance and operating, gift fund and Integrated Library System, capital, major repair and maintenance and major equipment budgets for the Board's review, discussion, and adoption.

Action: A motion to approve, amend, or reject Fiscal Year 2021 proposed revenue, personnel, maintenance and operating, gift fund and Integrated Library System, capital, major repair and maintenance and major equipment budgets will be requested. The proposed budget will be submitted to the City's budget office, if adopted by the Board, and forwarded to City Council for approval.

8. Selection of Trustee to Review Payment Vouchers

Trustee review for June vouchers by Magnuson.

9. Selection of Meeting Date

Next regular meeting Thursday, July 9, 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

June 2020

STAGE 3 UPDATE

Nearly all team members have returned to work in some capacity. We've successfully reconfigured workspaces, adopted new health and safety protocols and resumed curbside and computer by appointment services. Homebound services will be resuming next week.

STAGE 4 PREPARATIONS

As we prepare to welcome the public back into our facilities, we are busy developing facility capacity limits and staggered staff schedules. Work is underway to modify our facilities to allow social distancing guidelines. We plan to resume in-person service offerings six days a week at all locations while continuing to enhance digital and virtual offerings. Our re-opening date is still tentative, pending availability of a few key supplies.

BUDGET AND PLANNING

Our discussion on June 11th will include a review of our draft FY21 budget, further discussion about the condition assessment of our downtown branch, and next steps for planning for the future of the Boise Public Library system. I hope the details staff will provide in our discussion will enable the Board to formulate a recommendation and/or request for Council at our June 16th joint meeting.

Administration and Management Reports:

ACQUISITIONS & TECHNICAL SERVICES

Materials processing will return to complete staffing beginning June 15. The Collection Development Librarians will rotate schedules in the building in order to assess mending items. They will be working out of the Administration Office.

SUMMER READING

The Summer Reading team did a great job this year of reimagining summer reading with the library unable to provide the usual level of engagement and programming. This year the team decided a one-touch model would be the best option and have gone forward with our first round of packet pickups. Supplies were limited and packets ran out fast. Each packet had 2 books, based on age groups, a reading log to encourage participants to make reading a daily habit, and a paper-based activity

booklet. We gave out 725 summer reading packs and a total of 1450 books in round one. We plan to do another round of ordering and have a second packet pickup in July.

ALL LIBRARY DIVISIONS

Staff from all divisions have continued to produce virtual storytimes and have added a Tiny Telephone Tales option dreamt up by our Youth Services team. Our mask making team met their goal of creating and delivering over **2500** masks that have been distributed throughout our city departments! All locations have expanded curbside pick-up to Monday – Friday from 10am – 6pm and Saturdays 10am – 2pm. Bookdrops have fully re-opened and we have begun to fill holds within our Boise locations. The Information Services team continues to handle the COVID line.

Supporting Documentation

Boise Public Library

Policy Review June 11, 2020

Policy items reviewed and presented are as follows:

SECTION 4.00, Use of the Library

- Policy 4.03, Fines and Fees

Staff Recommendations:

Policy 4.03 is presented to the Trustees for review. Staff recommends changes to this policy that requires the Board's approval. Proposed policy changes are highlighted in red.

SECTION 6.00, Gifts & Bequests

- Policy 6.01, Gifts
- Policy 6.02, Facility Naming

Staff Recommendations:

Staff has no recommended changes to policies in section 6.00 of the Boise Public Library policy manual and are included in the meeting packet for information purposes only, unless the Trustees direct changes.

FEES

Boise Public Library's core values include a commitment to intellectual freedom, universal access, innovation, and providing a world class experience for all members of the community.

The Director or designee shall charge fees to help fund the replacement of materials that are lost or damaged and offset costs for document delivery.

The Board has established the following fees:

1. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay the acquisition cost plus an additional fee for processing of the item. The Library will refund payment, less processing fees, for a lost item subsequently returned within ninety days after payment. Replacement copies will not be accepted in lieu of payment for lost or damaged materials.

2. Card Replacement

The Library will assess a \$1.05 fee to replace a lost card.

3. Document Delivery Fee – Special Collections

The Main Library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or U.S. mail. Patrons will be invoiced for the charges or may pay the fees by credit card. The charges are as follows:

- \$5.25 for Idaho Statesman obituary and death notices delivered to patrons, limited to four obituaries and/or death notices per request.
- \$5.25 per article from the Idaho clipping files delivered to patrons, limited to four articles per request.
- \$1.25 per page from phone books and Boise city directories for a specific name/business during a specific year delivered to patrons, with a limit of five pages per request.

4. Document Delivery Fee – Other Collections

Patrons may request faxed copies from various other materials held at the Main Library related to reference and research purposes. The Library will fax free of charge up to 15 pages of material to anyone within its toll-free calling area. Any fax consisting of 16 pages or more shall carry a flat charge of \$5.00, payable in advance by credit card. Anyone outside the toll-free calling area shall be charged a flat \$5.00 fee for a fax of reasonable length.

5. Holds Mail Delivery Fee

Patrons may request to have items placed on hold to be mailed to their home for a charge of \$2.00 per item.

The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Boise for the same purpose and payment may not be made by personal check.

At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect fees or to ensure the return of materials. In the event that the Library has need to use the services of a collection agency, a non-refundable fee of \$10.00 shall be added to the account and shall be paid in addition to any other fees/charges for lost/damaged materials or other charges which have been made to a patron's account.

The Library may pursue court action against patrons who refuse to return items to the Library.

Accounts with **more than 20 items overdue** ~~materials overdue~~ **or with lost materials** will be blocked until the item is returned or replacement charges have been paid. No materials will be loaned to patrons owing more than \$10.00 in fees, nor to any patron who has unresolved charges on an account referred to a collection agency.

Document Type:	Policy
Number:	6.01
Effective:	03-01-11
Revised:	03-01-11

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.

Document Type:	Policy
Number:	6.02
Effective:	03-01-11
Revised:	03-01-11

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.



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

MEMO

TO: Library Board of Trustees
FROM: Shawn P Wilson, Public Works
CC: Kristine Miller, Interim Library Director
DATE: 6/5/2020
RE: Summary of Facility Condition Assessment

BACKGROUND

The downtown library is an approximately 80,000 square foot building that was constructed in 1942 for the purpose of a warehouse. The building was renovated in 1972 to be repurposed as a library. Since then, there have been ongoing improvements to the building.

The library system underwent a master planning effort in 2000. There have been multiple library infrastructure investments made in the past 20 years following adoption of the plan (e.g., Library! at Bown Crossing). The most recent effort included a plan for a new larger building downtown. That effort was recently paused so staff has been data gathering to better understand the condition and state of our existing assets. The purpose of the evaluation is to inform near term decisions (1-5 years) and develop alternatives for policy makers.

In spring 2020, the Library and Public Works Departments launched multiple investigations into the downtown building to better understand the condition of the asset, along with a code analysis, some ADA evaluations, and a general investigation on the health of the furnishings. The evaluations are draft and will be finalized soon.

The condition assessment included an evaluation of all major systems (architectural, mechanical, electrical and the site). A structural evaluation was completed in 2018. In general, the building was found to be in good condition (measured as a ratio of near-term investment needs to current replacement value). There are a number of investments coming due in the near term (1-5 years), however many of those are for items that do not critically fail. This leaves options for short term deferral. An example of this would be the roof. Both the 4 story and single-story structures are due for new roofs. The investment could be approximately \$500,000. An alternative would be to make

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

some minor maintenance investments in the existing roof to extend the life a few more years to provide more time for other decisions to be made.

Staff will be presenting the findings in more detail at the June 11th Board meeting. The presentation will include a deeper dive into each of the systems analyzed and order of magnitude costs. The presentation will also include more information on failure modes of systems to better understand what can or cannot be deferred.



FY21 BUDGET

Budget Milestones and Timeline:

- May 26, 2020 Council meeting to discuss budget approach and challenges like:
- a. Mayor and Council will evaluate the Property Tax growth rate
 - b. Sales Tax are anticipated to fall short due to the economic impact of covid
 - c. General Fund Revenue is anticipated to fall short due to covid
 - d. City implementing Position Based budgeting for Personnel
 - e. The Personnel growth rate is TBD (to be determined)
 - f. PBB (Priority Based Budgeting) projects will continue
- Jun 11, 2020 Library Board to review Preliminary Budget figures, with Personnel Growth TBD
- Jun 16, 2020 City Council and Library Trustees to discuss Library System
- Jun 23, 2020 City Council Budget Workshop to review Preliminary Budget, Personnel Growth TBD
- Jul 14, 2020 Budget and Fee Hearing
- Jul 21, 2020 Budget 1st Reading
- Aug 18, 2020 Budget 2nd Reading
- Aug 25, 2020 Budget 3rd Reading
- Sep 3, 2020 Certify Property Taxes with Ada County and Submit Budget Resolution to the State

FY21 Budget Information for Library Department

With the variables mentioned above, and with a new budget software implementation, we are presenting the Library Budget Information by the related section.

Revenue

Library Revenue continues to decline when comparing to prior years, primarily due to the policy change to go Fine Free, the success of electronic notifications with fewer materials going past due, and an increase of patrons using digital materials.

The reduction of Materials Recovery and Print and Copy revenue is due to the anticipation that covid may cause intermittent facility closures, and to reflect a possibility of an economic downturn.

Effective with FY21 the ILS (Intergrated Library System) and Gift Fund (Donations) have been moved to Heritage Fund. Heritage Fund naturally allows for designated balances to grow or fluctuate year to year. Whereas, a General Fund Budget is intended to reflect the tax support related to normal and required maintenance and operating expenses.

REVENUE	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed
Replacement Cards	1,856	1,534	3,034	1,381
System Share	76,413	159,754	140,000	147,590
Non-Resident Fees	6,013	6,137	5,888	4,603
Interlibrary Loan	284	-232	127	-
Materials Recovery	30,100	30,378	44,154	22,783
Courier	75,427	82,460	63,294	74,214
Printing and Copy Charges	34,764	34,506	44,540	25,879
Overdue Books	142,515	116,392	-	-
Auditorium	5,460	-24	-	-
Facility Rental	4,502	201	-	-
State Grants	5,742	-	-	-
Miscellaneous Revenue	16,121	16,004	17,291	12,003
Total Revenue wo IGR	399,197	447,110	318,328	288,453

Note: Revenue for ILS and Donations for all years are on the Heritage Tab

Personnel

With Position Based budgeting funded positions are balanced with the HR system. FY21 Personnel Budget has been calculated with an estimated growth rate of 3% and vacancy rate of 2.3%. The actual growth rate is TBD (to be determined). Once the actual growth rate is determined there will be a citywide adjustment made to the Personnel Budget in the General Fund. For this reason, the FY21 Personnel is a preliminary estimate:

Personnel	FY18 Actual	FY19 Actual	FY20 Adopted	FY20 Revised	FY21 Estimate with 3% Growth Placeholder
511101-Salaries	4,181,064	4,322,108	4,417,258	4,369,124	4,423,765
511109-Flex Rewards	85,947	180,042	88,345	88,345	88,393
516001-Temp & Recreation Wages	9,130	2,307	12,977	12,977	13,366
517001-Department Recognition	7,493	7,076	14,177	14,177	11,049
517004-Bonus Grocery Certs	2,212	2,100	2,090	9,488	8,072
517005-Nonbase Pay	52	3,714	20	20	21
513001-Overtime	6,431	5,212	7,300	7,300	7,519
525005-Union Medical Dental	0	54	0	0	0
525201-Benefit Credit-Medical	922,631	961,261	1,026,846	994,360	1,063,003
521001-FICA	321,197	340,510	347,483	344,068	347,873
522001-PERSI Retirement	451,411	498,344	449,640	447,084	476,986
527001-Deferred Comp 457 Match	29,488	30,528	43,778	41,908	20,977
527002-PERSI 401k Match	0	0	0	1,577	44,496
529016-PEHP-General	26,569	19,617	32,185	32,236	31,688
525050-Long Term Disability Ins	4,123	3,607	10,199	10,092	10,395
525100-Life Insurance	1,107	3,620	1,445	1,432	1,475
529018-Other Fringes	38	0	0	0	0
Total Personnel	6,048,894	6,380,100	6,453,743	6,374,188	6,549,078
		Bown Branch		CE Position transfer	Growth % is TDB and will be adjusted

Maintenance & Operating (M&O)

Citywide there has been a considerable effort to flatten M&O expenses, a challenge due to some account lines that continually increase like rent and software maintenance. It is an accomplishment to present an M&O Budget that is relatively flat compared to prior years, even though we anticipate a possibility that covid may cause intermittent facility closures and revenue reductions.

Effective with FY21 a change that is not yet reflected in the budget is the centralization of Hardware Asset Management. The Central IT Department will manage the PC and Laptop replacement cycle and the related budget for that type of equipment. Approximately \$128k for PCs, Laptops, Tablets, or Mobile Devices will shift from the Library to the Central IT budget.

MAINTENANCE & OPERATING	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed
Supplies	130,062	108,901	121,611	113,611
Auto Supplies/Fuel	12,795	11,873	12,619	12,619
Postage	4,322	200	5,053	1,053
Books and Professional Materials Includes Digital	255,702	248,405	299,356	299,356
Travel, Training, Memberships	56,044	57,142	54,336	68,836
Professional Services	2,822	1,858	17,915	14,760
Contracted & Miscellaneous	1,168,515	1,116,587	1,225,167	1,105,787
Licenses, Fees, and Assessments	42,881	33,335	35,198	35,198
Insurance	70,696	78,099	95,203	99,344
Utilities	203,520	200,994	230,349	212,249
Rentals & Leases	415,589	414,209	421,626	475,875
Software Maintenance	212,877	280,370	169,933	259,933
Office Equipment Maintenance	-4,665	70	69,565	9,565
Building & Grounds Maintenance	151,861	187,689	196,858	196,858
Vehicle Maintenance/Other	6,340	9,366	12,304	12,304
Internal Charges	20,417	36,688	15,916	23,234
Minor Equipment	213,788	181,809	206,091	196,091
Major Equipment Includes Book Materials	1,008,759	943,958	898,897	922,897
M&O Sub-total wo Cost Allocation	3,972,325	3,911,553	4,087,997	4,059,570
Cost Allocation Plan	1,540,798	2,474,504	2,563,928	2,563,928
Total M&O	5,513,123	6,386,057	6,651,925	6,623,498

Note: FY18 - FY20 show Gift Fund Expenses within the M&O Expense section related to Donations, the drop in FY21 is because this part of the M&O budget will be found on the Heritage Fund tab

Gift Fund and ILS (Integrated Library System)

Gift Fund Donations and ILS previously were in the General Fund Budget. However, these fluctuate greatly from year to year and distort spending history in the General Fund that is intended for tax supported regular and necessary M&O. This view of historical spend is only for comparison reasons, although please be aware the prior years are also within the M&O figures listed on the previous page.

	CO101	CO101	CO101	CO210
Revenue	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed
ILS System Growth 308001	78,431	73,182	66,660	5,000
ILS Interest				18,000
Donations	136,715	40,211	50,000	30,000
Donations Interest				2,000
Grant		12,445		
Sponsorships Comicon		2,980		
Sub-total Revenue	215,146	128,818	116,660	55,000
Expenses				
Network Server		5,556		
ILS		100	66,660	5,000
Contract Labor		2,000		
Special Dept Supplies	1,494	240	5,000	5,000
Digital Materials				10,000
Minor Equipment	35,108	1,224	10,000	20,000
Dues & Subscriptions		1,847		
Marketing/Promotions	1,650			
Printing/Binding	336	402		
Program Cost	69,921	80,979	35,000	49,388
RM Software or Syst Main	1,386	3,233		
RM Building		150		
Adult Materials	29,503	1,134		14,000
Youth Materials	16,486	393		
Brown Trust Large Print				21,542
MCA AS Books				20
MCA YS Books	6,758			50
Equipment	12,045			
Sub-Total Expense	174,687	97,258	116,660	125,000

The Gift Fund M&O Expenses for FY18-20 is duplicated on the M&O Tab, to keep CO 101 Expenses whole. This is just to show context of budget compared to FY21.

Capital, Major Repairs & Maintenance, and Major Equipment

The Library, Board and Trustees will evaluate the Library System to determine next steps:

MAJOR EQUIPMENT (MEQ)	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed
Courier or Maintenance Van		51,551	27,761	-
Disc Polisher for ATS				25,000
Fiber Connectivity			40,000	
Furniture Replacements				50,000
Kiosks	27,678	70,925	47,000	82,000
Laser Cutter	24,090			
Library Expansion at the Airport				25,000
Meeting Room Equipment				10,000
Scanner			55,000	
Self Check			45,000	
Server Upgrade				24,000
Sound System Downtown Branch				25,000
Subtotal - Major Equipment	51,768	122,476	214,761	241,000
MAJOR REPAIRS & MAINTENANCE (MRM)				
Bown Solar				
Carpet		66,722	70,000	
Downtown Branch				1,000,000
Elevator	4,258	3,748		
Exterior Improvement				
Hillcrest	745,212	82,333		
HVAC	9,976		55,000	
Lighting		38,795		
Other Branches				166,576
Painting			11,025	
Restrooms	13,411	34,540		
Safety Upgrades				
Subtotal - MRM	772,857	226,138	136,025	1,166,576
CAPITAL IMPROVEMENT PLAN (CIP)				
Bown	8,906,435			
Hillcrest				-
Downtown Branch	1,239,886	3,633,517		-
Subtotal - CIP Projects	10,146,321	3,633,517	-	-
TOTAL CIP, MRM and MEQ	10,970,946	3,982,131	350,786	1,407,576

Statistics

**BOISE PUBLIC LIBRARY
SYSTEM STATISTICS REPORT
April 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	111	50,867	-99.78	327,450	376,517	-13.03
Young Adult	15	6,811	-99.78	43,515	46,271	-5.96
Juvenile	137	54,969	-99.75	381,490	409,932	-6.94
Sub Total	263	112,647	-99.77	752,455	832,720	-9.64

<u>CIRCULATION /Audio Visual</u>						
Adult	31	38,970	-99.92	241,747	295,836	-18.28
Young Adult	5	1,472	-99.66	9,578	10,300	-7.01
Juvenile	18	10,165	-99.82	69,686	78,549	-11.28
Sub Total	54	50,607	-99.89	321,011	384,685	-16.55

<u>CIRCULATION/Digital</u>						
eAudio	19,673	17,198	14.39	133,054	113,784	16.94
eBooks	28,398	16,808	68.96	139,546	117,377	18.89
eVideo	145	38	281.58	495	425	16.47
eMusic	11,137	8,772	26.96	68,270	62,149	9.85
eMagazine	2,642	2,029	30.21	15,766	14,283	10.38
Sub Total	61,995	44,845	38.24	357,131	308,018	15.94
TOTAL CIRCULATION	62,312	208,099	-70.06	1,430,597	1,525,423	-6.22

<u>CIRCULATION SUMMARY</u>						
Main Library	211	84,137	-99.75	535,785	615,044	-12.89
Collister	23	13,178	-99.83	91,796	102,021	-10.02
Hillcrest	28	11,933	-99.77	79,806	88,434	-9.76
Cole & Ustick (C&U)	26	26,905	-99.90	176,063	202,700	-13.14
Bown	29	26,541	-99.89	178,930	202,528	-11.65
Home Service	0	560	-100.00	11,086	6,678	66.01
Digital Collection	61,995	44,845	38.24	357,131	308,018	15.94
TOTAL CIRCULATION	62,312	208,099	-70.06	1,430,597	1,525,423	-6.22

<u>PATRON COUNT</u>						
Main Library	0	83,375	-100.00	329,927	591,718	-44.24
Collister	0	8,273	-100.00	44,492	59,035	-24.63
Hillcrest*	0	8,255	-100.00	46,745	51,173	-8.65
Cole & Ustick	0	13,529	-100.00	75,327	99,175	-24.05
Bown	0	13,308	-100.00	72,811	95,831	-24.02
TOTAL PATRON COUNT	0	126,740	-100.00	569,302	896,932	-36.53

<u>POLARIS CATALOG</u>						
System External Use Counts	55,117	312,847	-82.38	1,955,025	2,248,573	-13.05
Main Internal Use Counts	0	90,600	-100.00	332,749	635,451	-47.64
Collister Internal Use Counts	60	2,468	-97.57	17,405	20,206	-13.86
Hillcrest Internal Use Counts	86	3,122	-97.25	17,266	21,498	-19.69
C&U Internal Use Counts	180	7,451	-97.58	44,100	56,792	-22.35
Bown Internal Use Counts	620	6,196	-89.99	52,414	47,992	9.21

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.

	<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	387	781	-50.45	4,997	6,598	-24.26
Non-Resident	0	3	-100.00	38	52	-26.92
Internet Only	0	2	-100.00	5	32	-84.38
TOTAL CARDS ISSUED	387	786	-50.76	5,040	6,682	-24.57

INTERLIBRARY LOANS

Out-of-State	0	142	-100.00	404	791	0.00
In-State	0	88	-100.00	229	534	0.00

INTERLIBRARY BORROWING

Out-of-State	0	182	-100.00	1,170	1,335	-12.36
In-State	0	69	-100.00	392	432	-9.26

REFERENCE SUMMARY

Main Adult Desk	0	2,946	-100.00	14,016	20,372	-31.20
Main Adult Telephone	1,281	665	92.63	5,435	4,484	21.21
Main Adult Electronic*	223	183	21.86	1,178	1,381	-14.70
Sub Total Adult Reference	1,504	3,794	-60.36	20,629	26,237	-21.37

Main Youth Desk	0	1,258	-100.00	6,169	9,602	-35.75
Main Youth Telephone	0	40	-100.00	289	427	-32.32
Main Youth Electronic	0	0	0.00	3	13	-76.92
Sub Total Youth Reference	0	1,298	-100.00	6,461	10,042	-35.66

Information Desk

Readers Advisory	0	22	-100.00	68	140	-51.43
Directional/Informational	0	2,093	-100.00	9,975	15,928	-37.37
Sub Total Information Desk	0	2,115	-100.00	10,043	16,068	-37.50

Collister Desk	0	1,966	-100.00	9,240	13,491	-31.51
Collister Phone	0	145	-100.00	767	1,141	-32.78
Sub Total Collister Reference	0	2,111	-100.00	10,007	14,632	-31.61

Hillcrest Desk	0	1,565	-100.00	8,928	10,100	-11.60
Hillcrest Phone	0	156	-100.00	804	887	-9.36
Sub Total Hillcrest Reference	0	1,721	-100.00	9,732	10,987	-11.42

Cole & Ustick Desk	0	2,542	-100.00	14,401	18,931	-23.93
Cole & Ustick Phone	0	217	-100.00	1,009	1,324	-23.79
Sub Total C&U Reference	0	2,759	-100.00	15,410	20,255	-23.92

Bown Desk	0	1,699	-100.00	6,101	9,556	-36.16
Bown Phone	0	152	-100.00	448	679	-34.02
Sub Total Bown Reference	0	1,851	-100.00	6,549	10,235	-36.01
TOTAL REFERENCE	1,504	15,649	-90.39	78,831	108,456	-27.32

* Main Adult Telephone Reference includes 658 calls for the City's COVID-19 Hotline/General Inquires line and 623 Library-related calls or reference questions

	<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	0	64	-100.00	446	411	8.52
Main Youth Programs	0	103	-100.00	306	737	-58.48
Main Community Programs	0	411	-100.00	2,446	2,325	5.20
Sub Total Main	0	578	-100.00	3,198	3,473	-7.92
Collister Adult Programs	0	44	-100.00	167	282	-40.78
Collister Youth Programs	0	40	-100.00	229	330	-30.61
Collister Community Programs	0	81	-100.00	480	581	-17.38
Sub Total Collister	0	165	-100.00	876	1,193	-26.57
Hillcrest Adult Programs	0	14	-100.00	165	122	35.25
Hillcrest Youth Programs	0	28	-100.00	215	172	25.00
Hillcrest Community Programs	0	77	-100.00	570	376	51.60
Sub Total Hillcrest	0	119	-100.00	950	670	41.79
C&U Adult Programs	0	22	-100.00	82	82	0.00
C&U Youth Programs	0	48	-100.00	197	405	-51.36
C&U Community Programs	0	103	-100.00	433	688	-37.06
Sub Total Cole & Ustick	0	173	-100.00	712	1,175	-39.40
Bown Adult Programs	0	15	-100.00	158	119	32.77
Bown Youth Programs	0	45	-100.00	371	290	27.93
Bown Community Programs	0	95	-100.00	553	594	-6.90
Sub Total Bown	0	155	-100.00	1,082	1,003	7.88
TOTAL PROGRAMS	0	1,190	-100.00	6,818	7,514	-9.26

Program Attendance

Main Adult Attendance	0	447	-100.00	3,420	3,089	10.72
Main Youth Attendance	0	3,216	-100.00	11,564	24,553	-52.90
Main Comm Attendance	0	1,621	-100.00	10,210	10,142	0.67
Sub Total Main	0	5,284	-100.00	25,194	37,784	-33.32
Collister Adult Attendance	0	348	-100.00	1,363	2,252	-39.48
Collister Youth Attendance	0	804	-100.00	6,521	8,071	-19.20
Collister Comm Attendance	0	585	-100.00	2,996	3,229	-7.22
Sub Total Collister	0	1,737	-100.00	10,880	13,552	-19.72
Hillcrest Adult Attendance	0	118	-100.00	1,456	1,251	16.39
Hillcrest Youth Attendance	0	553	-100.00	3,516	4,421	-20.47
Hillcrest Comm Attendance	0	865	-100.00	5,452	4,253	28.19
Sub Total Hillcrest	0	1,536	-100.00	10,424	9,925	5.03
C&U Adult Attendance	0	208	-100.00	925	978	-5.42
C&U Youth Attendance	0	936	-100.00	4,046	6,139	-34.09
C&U Comm Attendance	0	961	-100.00	6,595	6,329	4.20
Sub Total Cole & Ustick	0	2,105	-100.00	11,566	13,446	-13.98
Bown Adult Attendance	0	177	-100.00	1,675	1,355	23.62
Bown Youth Attendance	0	1,388	-100.00	9,329	10,174	-8.31
Bown Comm Attendance	0	908	-100.00	6,880	6,281	9.54
Sub Total Bown	0	2,473	-100.00	17,884	17,810	0.42
TOTAL PROGRAM ATTENDANCE	0	13,135	-100.00	75,948	92,517	-17.91

Virtual Programming

Adult Programs	4
Adult Day-of Views	15
Teen Programs	5
Teen Day-of Views	33
Youth Programs	30
Youth Day-of Views	860
TOTAL VIRTUAL PROGRAMS	39
TOTAL DAY-OF VIEWS	908