



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, March 11, 2026, 11:30 a.m. • Library! at Hillcrest, Butte Room, 5246 W Overland Rd, Boise, ID 83705

Public can attend the meeting in person or via YouTube at the following link:

<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAl3LGA>

<p><b>BOARD OF TRUSTEES</b>          Ron Pisaneschi, President          Nicole Trammel Pantera, Vice President          Evelyn Johnson          Reshma Kamal          Brian Klene</p>	<p><b>MISSION</b>          The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.</p>
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DOWNTOWN LIBRARY  
715 S. Capitol Blvd., Boise, Idaho 83702  
P: 208-972-8200 | TTY: 711

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

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

LIBRARY! AT  
COLLISTER  
P: 208-972-8320

LIBRARY! AT  
HILLCREST  
P: 208-972-8340

BOISE CITY COUNCIL: Meredith Stead (President), Kathy Corless (President Pro Tem), Jimmy Hallyburton, Jordan Morales, Colin Nash, Luci Willits

[BOISEPUBLICLIBRARY.ORG](http://BOISEPUBLICLIBRARY.ORG)

# AGENDA

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### 1. Call to Order and Introductions

### 2. Communications

Email from Mark Salisbury, Founder, Citizens for a Library in West Boise

### 3. Minutes-Action Item

February 11, 2026, 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 January 31, 2026

Gift Fund activity for January 2026

### 5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

### 6. Requests for Reconsideration

Requests for the move, or removal of materials are brought to the Board for reconsideration at the Library Board President's discretion.

None

### 7. Old Business

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

##### Section 4.00, Use of the Library-Action Item

Library Public Services Manager Sarah Kelley-Chase will review section 4.00, Use of the Library, specifically subsection 4.04, Security of the Boise Public Library Policy Manual with the Trustees.

Recommended changes to Policy 4.04, Security are included in the meeting packet.

A motion to approve the recommended changes will be requested.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2026 as stipulated by the Board's bylaws.

**b. Library Facility Plan Discussion**

Library Director Jessica Dorr and Lindsay Erb, City of Boise Public Works Senior Project Manager will continue discussions with Trustees on work on the Library Facility Plan. Discussion will include a debrief on the joint session with City Council on February 24, 2026.

**c. Library Asset Management**

Staff from Public Works will share information on how the Library's assets are maintained, including information on asset management and budgeting processes.

**8. New Business**

**a. Temporary Closure of the Downtown Library- Action Item**

Emily Johnson, Library Chief Administrative Officer, will present to the Library Board the need to temporarily close the Downtown Library as part of electrical upgrades in the building.

**Action:** Motion to approve the temporary closure of the Downtown Library May 3-10, 2026 for electrical upgrades in the building.

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

Trustee review for vouchers by Pantera.

**10. Selection of Meeting Date**

Next regular meeting on Wednesday, April 8, 2026, at the Library! at Bown Crossing.

**11. Executive Session: IC 74-206 (1)(b) Personnel Matters-Action Item**

To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

**12. Adjourn**

*Any person needing special accommodation 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.*

# BOISE PUBLIC LIBRARY

## Library Director's Report

March 2026

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### Operations

#### *Hours and Services Status*

All locations experienced normal operations during February without the need for adjustments to hours or services for any reason.

#### *America 250*

The Library is part of the City of Boise's efforts to celebrate the nation's 250<sup>th</sup> anniversary all year. The Library has created a website to highlight activities, programs, and curated reading lists: [America 250 at the Boise Public Library | Boise Public Library](#). The webpage will be updated throughout the year.

Additionally, the Library received \$10,000 from the Carnegie Corporation to [support our celebration](#) of American 250. The Library will use this funding throughout the year with a focus on supporting story times during June and July.

#### *Alison Bechdel*

The Library sponsored Alison Bechdel as part of The Cabin's 2025-2026 Readings & Conversations Series and on Thursday, February 26<sup>th</sup> Alison visited the Downtown Library to meet with some of our Emerging Artists, Mentors, and staff involved with the Boise Comic Arts Festival. Alison shared her experience as a working cartoonist, answered questions about technique and storytelling, and prompted a group sketching exercise. She was informative and inspiring to our young artists.

#### *Library Board of Trustees*

On Tuesday, February 24<sup>th</sup>, the Library Board of Trustees and the Boise City Council held a joint meeting to discuss the development of the Library's Facility Plan. A recording of the meeting can be found here: [Boise City Council – Library Board Joint Meeting & Strategic Planning](#).

### Administration and Management Reports:

**Note:** Beginning with the March Division Report, updates are organized under the Strategic Framework for Impact to better align reporting with priorities.

### Expand Access

- In February, Bown Crossing staff conducted book talks at Liberty Elementary and Dallas Harris Elementary, connecting students with library resources and reading opportunities.
- Staff at the Library! at Cole and Ustick partnered with [Backyard Artists](#) to host *Open Mic: Creatives Night*, giving adult participants an opportunity to share their work and connect with the local arts community.
- Cole and Ustick staff also participated in Valley View Elementary's STEM Night, where 131 students and family members created their own stop-motion videos.
- Several Collister staff members toured the new [Interfaith Sanctuary](#) shelter with CEO Jodi Peterson-Stigers. The visit opened conversations about potential collaboration and shared goals around serving vulnerable populations, with opportunities to expand access to library resources and support services for individuals experiencing housing insecurity.

- In coordination with the Community Resource Coordinator (CRC) and Downtown Library staff, the Library! at Hillcrest continued expanding programming for all ages in the Hillcrest Front Porch space. In February, 26 events were held with more than 500 attendees. Programs included Toddler Storytime, Create and Connect, Teen Hangout, Quiet Create, Queer Book Club, Employment Extravaganza, Ultimate Book Nerd Book Club, Community Care Navigators, Chocolate Truffle Dipping, and AARP Tax Help.
- Youth Services staff facilitated a discussion with Boise State University students about what makes picture books unique and impactful. The students are developing their own picture books as part of a semester-long writing and illustration project.
- Youth Services staff hosted a baby storytime at the [Boise State University Children's Center](#), engaging infants while introducing caregivers to early literacy practices.
- Youth Services staff also connected with teachers at Children's School preschool to highlight library resources that support early childhood education.

### Increase Impact

- As of the end of February, Information Services staff have assisted more than 50 individuals with historical research requests related to the [Radiation Exposure Compensation Act \(RECA\)](#) Downwinders program. This research supports applicants seeking federal compensation for radiation exposure; if [approved](#), each individual may receive \$100,000.
- Staff from Bown Crossing, Hillcrest and our CRC tabled at the [Northwest Conference on Resettlement](#) on February 3<sup>rd</sup> to highlight how libraries serve as a resource for all community members. The conference, presented annually by the Idaho Office for Refugees, was hosted this year at Jack's Urban Meeting Place (JUMP).
- As part of the Library's work with the Idaho Commission for Libraries (ICFL) [My First Books program](#), staff held a Family Literacy Fair at the Cole and Ustick branch. My First Books participants and other families were able to engage with the libraries programs and resources for early literacy with a storytime, fun activities, and a cozy reading nook.
- Staff from Collister, Hillcrest, Information Services, Cole & Ustick, and Youth Services took over the Hillcrest Library to host the 3<sup>rd</sup> annual [Taylor Swift Night](#) at this new location, engaging nearly 200 Swifties of all ages.
- *Rebel Readers – A Book Club for Teens* launched at Collister in February. This teen-focused book club centers on titles that have been banned or challenged in libraries across the country, creating space for thoughtful discussion about intellectual freedom, access to information, and civic awareness.
- Hillcrest partnered with the [Golden Eagle Audubon Society](#) and the [Idaho Native Plant Society](#) for a workshop on winter seed sowing in the Treasure Valley with 56 attendees.
- Hillcrest partnered with a local instructor to teach people how to dip chocolate truffles and make fancy decorative chocolate boxes.
- Youth Services staff hosted the 7<sup>th</sup> annual We Heart Dogs event, at a new location, Hillcrest! More than 100 attendees met working dogs from seven different community organizations, including Guide Dogs for the Blind and Go Team Therapy Dogs.

### Optimize Resources

- Collister strengthened its staffing capacity by hiring a full-time Librarian Senior and a full-time Library Assistant III. These additions support consistent, high-quality service, strengthen daily operations, and expand programming opportunities for the community. Increased staffing also provides greater flexibility to meet library users' needs.

- Eight Boise Public Library staff members attended the Idaho Commission for Libraries (ICFL) Summer Learning Workshop, and seven staff members attended the *Read-to-Me Rendezvous*, which focused on “Enhancing School Readiness through Music in Libraries.” Both professional development events were hosted at the Library! at Hillcrest and brought together library staff from across Southwest Idaho.

## Measure Value

### *Monthly Email Newsletter: February*

- Sent February 10, 2026, 14,662 successful deliveries
- Content included:
  - New Early Literacy Kits
  - New Hours for the Library! at Cole and Ustick
  - America 250 First Thursdays at JUMP
  - Writer-in-Residence Kim Cross Workshop
  - Black History Month at BPL
  - We Heart Dogs event
  - Water-Wise Lecture Series
  - NovelList Digital Resource Spotlight
  - Friends of the Boise Public Library book sale info
- 38% opened/read the newsletter (5,522 out of 14,662 successful deliveries) / Click-through Rate 8.55 (472)

### *Ultimate Book Nerd Newsletter: February UBN*

- Sent February 23, 2026, 1,361 successful deliveries
- 40% opened/read the newsletter (543 out of 1,361 successful deliveries) / Click-through Rate 7.55% (41)

**NOTE RE: NEWSLETTER METRICS:** Per recent communications from NovelList/LibraryAware, “Since 2021, Apple’s Mail Privacy Protection automatically marks emails sent to Apple Mail clients as opened, even if the subscriber doesn’t actually open the email. This means actual open rates are lower than the metrics reported by email providers. This also means your click-to-open rates will be higher than what is reported.” This issue was corrected through our email newsletter provider, Patron Point, in November 2025, which is why our Monthly Newsletter open rates have dropped from ~65% to now ~38%. Thirty-eight percent is still above the average, corrected email open rate of 25% for libraries, per Patron Point.

### Media Coverage of Tax Help and Joint Session with BOT and City Council:

- [KTVB Tax Help](#) -- \$1,179 value
- CBS 2 News Citizens for a Library -- \$5457 value (3 airings)
- [KIVI Citizens for a Library](#) -- \$3348 value (2 airings)
- Fox News Citizens for a Library -- \$1,996 value
- [KTVB Citizens for a Library](#) -- \$1938 value
- [Idaho Statesman](#) -- \$3213 value
- [BoiseDev](#)

# DOWNTOWN LIBRARY IMPROVEMENTS, COLE & USTICK BOOK SORTER & LIBRARY FACILITIES PLANNING PROJECT STATUS REPORT

<b>Project Start Date:</b>	<b>Summer 2022</b>	<b>Estimated Finish Date:</b>	<b>Ongoing</b>
<b>Project Manager:</b>	<b>Lindsay Erb   Jessica Rodriguez</b>	<b>Department:</b>	<b>Library</b>

**PROJECT STATUS:**

<b>Period Covered:</b>	February 2026
<b>Project Summary</b>	<ul style="list-style-type: none"> <li>▪ <u>Downtown Library</u> numerous major repair and maintenance items that need to be addressed to give the library another 20+ years of life, along with space reconfigurations to better serve the public. This work will consist of a program of projects to occur over several years based on project prioritization and budget.</li> <li>▪ <u>Bown Crossing</u> new book auto sorter and bird strike mitigation.</li> <li>▪ <u>Library Facilities Master Planning</u> to address facilities needs for the next 20 years which will be utilized to aid in future decisions about location, size, design and functions of library facilities as well as to better understand staffing needs and potential funding options.</li> </ul>
<b>DOWNTOWN LIBRARY IMPROVEMENTS UPDATE</b>	<p><b><u>1<sup>st</sup> Floor Renovations and Deferred Maintenance:</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes 1<sup>st</sup> story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas.</li> <li>✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical, plumbing, and fire alarm.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Furniture Planning is ongoing.</li> <li>• Exterior Facade and Window improvements scope of work will go out to bid in the spring 2026.</li> </ul> <p><b><u>Major Parking Lot Replacement</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).</li> <li>✓ South end of parking lot – completed per status update below.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Schematic design is complete, and pricing received from CM Co for FY27 budget request preparation.</li> <li>• Engagement with Arts and History and Community Engagement has begun to support existing and future art opportunities and wayfinding signage</li> <li>• New Idaho Power Transformer location coordination is ongoing.</li> </ul>

	<p><b><u>Brick repairs/ Window Replacements</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Repair exterior cracks in mortar &amp; window replacement for 2<sup>nd</sup> – 4<sup>th</sup> floors.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Out to bid in early spring '26.</li> <li>• Work is tentatively planned to begin Spring 2026, pending budget is aligned with bidding climate.</li> </ul> <p><b><u>Elevator Upgrades – 4 story</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Upgrade elevator in 4 story with an MRL traction system. This will remove the hydraulic mechanics and replace car completely to have a better overall performance and eliminate the risk of down time due to unexpected underground leaks. There is anticipated energy savings with this type of installation.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Elevator work in ongoing</li> </ul>
<p><b>BOWN CROSSING AUTOSORTER UPDATE</b></p>	<p><b>Scope:</b> Installation of new book auto sorter and tenant improvements to accommodate new auto sorter and staff model update and associated furniture needs.</p> <p>Status:</p> <ul style="list-style-type: none"> <li>• AutoSorter has been ordered</li> <li>• Bird Strike Mitigation contract initiated for window application</li> </ul>
<p><b>LIBRARY FACILITIES PLANNING UPDATE</b></p>	<p><b>Scope:</b> Assess space utilization, develop and implement a community engagement process to ensure alignment with strategic planning goals and the community, develop recommendations/ alternatives to close the gap with cost estimates, develop various models for new facilities including recommended approach and locations, sizes, and types which includes options for phasing and preparing a 20-year implementation schedule.</p> <p>Status:</p> <ul style="list-style-type: none"> <li>• Facility Plan reviewed in joint Board and Council meeting. Council has asked for additional information from Public Works and Library.</li> </ul>
<p><b>Overall Project Health</b></p>	<p><b>Summary:</b></p> <p><b>Downtown Library:</b> 1<sup>st</sup> floor renovations with deferred maintenance items are anticipated to be completed by fall of 2026.</p> <p>Major parking lot replacement construction is estimated to begin in fiscal year 2027 when funding is available.</p> <p><b>Bown Library:</b> Ordered, in progress</p>
<p><b>Highlights</b></p>	<p><b>Downtown Library:</b> Construction is underway.</p> <p><b>Library Master Facilities Planning:</b> Master Facility Plan is in review with both Council and Board.</p> <p><b>Bown Crossing AutoSorter:</b> Anticipated install June 2026</p>

**PROJECT COMPONENTS:**

<b>Component</b>	<b>Notes</b>
<b>Scope</b>	Public Works is continuing to review the program of projects to determine proper prioritization based on the information provided in the condition assessment report, efficiencies, and budget.
<b>Budget</b>	The budget will continue to be monitored as we receive estimates and bids to determine the work that can be completed this fiscal year. We have City contingency set aside for each project to ensure we have funding for any potential change orders during construction.
<b>Schedule</b>	Any project specific schedule delays will be noted in the bid package updates section.
<b>Risks</b>	Construction market challenges, including finding multiple bidders and pricing. 1 <sup>st</sup> floor renovation project will include deferred maintenance and full electrical replacement for the building. Electricians are in high demand with large scale projects under construction in the valley. Pending tariffs could cause spikes in construction costs.

**SCOPE MANAGEMENT:**

<b>Status</b>	<b>Discussion</b>
<b>Accomplished</b>	Downtown Library: <ul style="list-style-type: none"><li>• Auto sorter room construction</li><li>• Roof replacement &amp; lighting upgrades along parapet</li><li>• 4<sup>th</sup> floor &amp; partial 1<sup>st</sup> floor tenant improvement</li><li>• Minor Parking Repairs</li><li>• East &amp; West stair railing work</li><li>• Visioning work to establish alignment for interior design materials &amp; finishes</li><li>• Fire pump replacement</li><li>• Restroom/ plumbing construction work (1<sup>st</sup> through 4<sup>th</sup> floors- 4 Story Portion)</li></ul>
<b>Planned</b>	Downtown Library: <ul style="list-style-type: none"><li>• 1<sup>st</sup> floor renovations and building systems upgrades</li><li>• Exterior brick repairs/ window replacements</li><li>• Major parking lot replacement</li><li>• Elevator Replacement</li></ul>



# BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | March 2026

# In-Person Visits

118,021

YTD through Last Month

56,453

Prior Month

57,499

Prior Month Prior Year

-2%

Month Percent Change

288,184

YTD Fiscal

319,865

LastYTD Fiscal

-10%

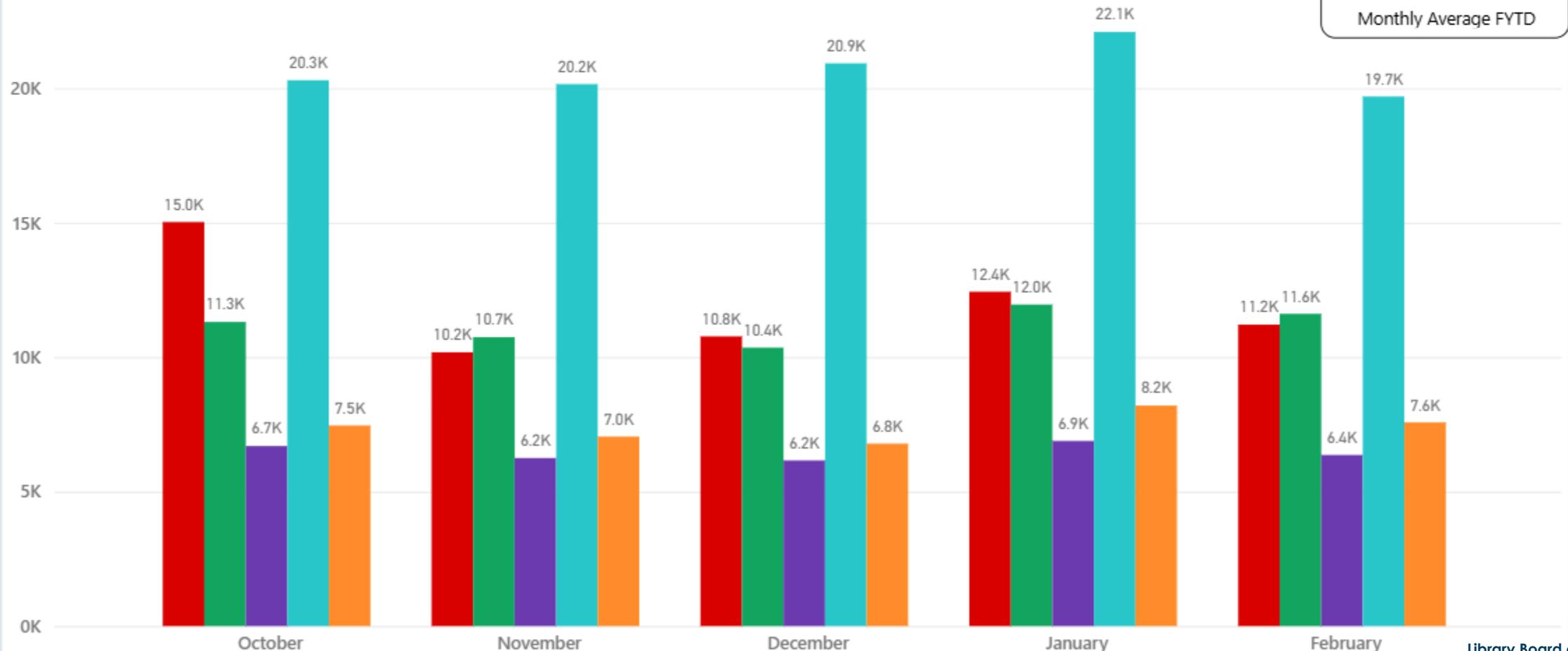
YTD Percent Change

### In-Person Visits Fiscal Year 26

● Bown Crossing ● Cole & Ustick ● Collister ● Downtown ● Hillcrest

57,637

Monthly Average FYTD



56,453

Prior Month

57,499

Prior Month Prior Year

-2%

Month Percent Change

288,184

YTD Fiscal

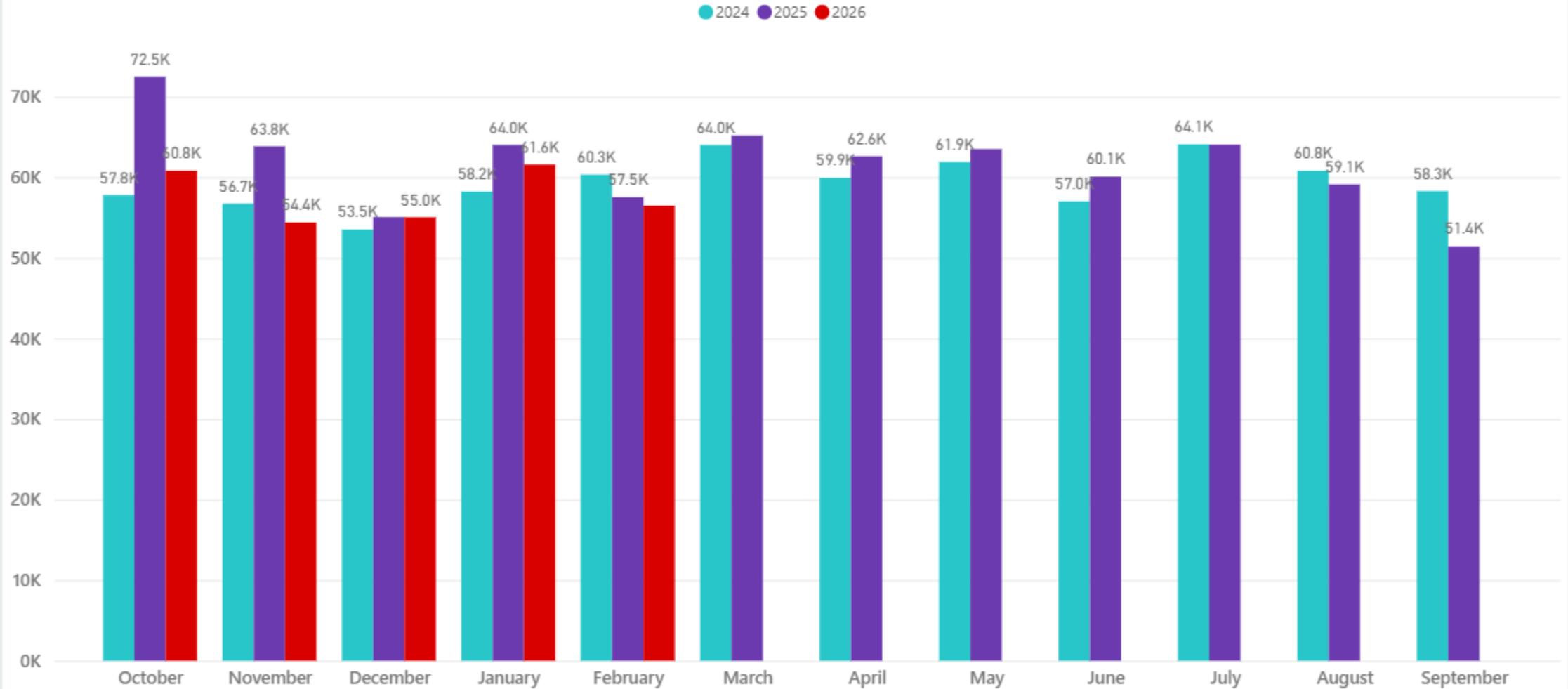
319,865

LastYTD Fiscal

-10%

YTD Percent Change

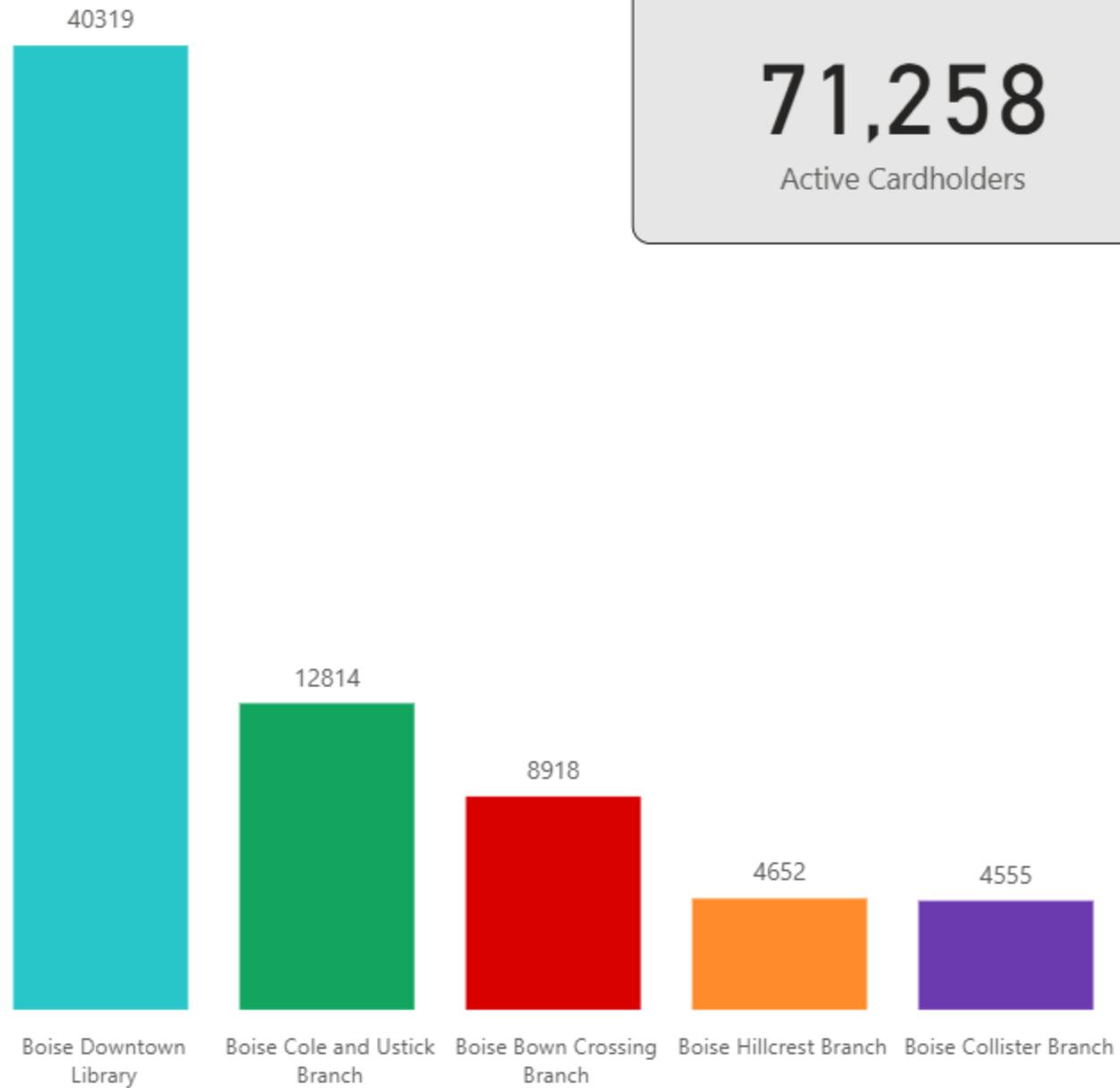
Total In-Person Visits by Year



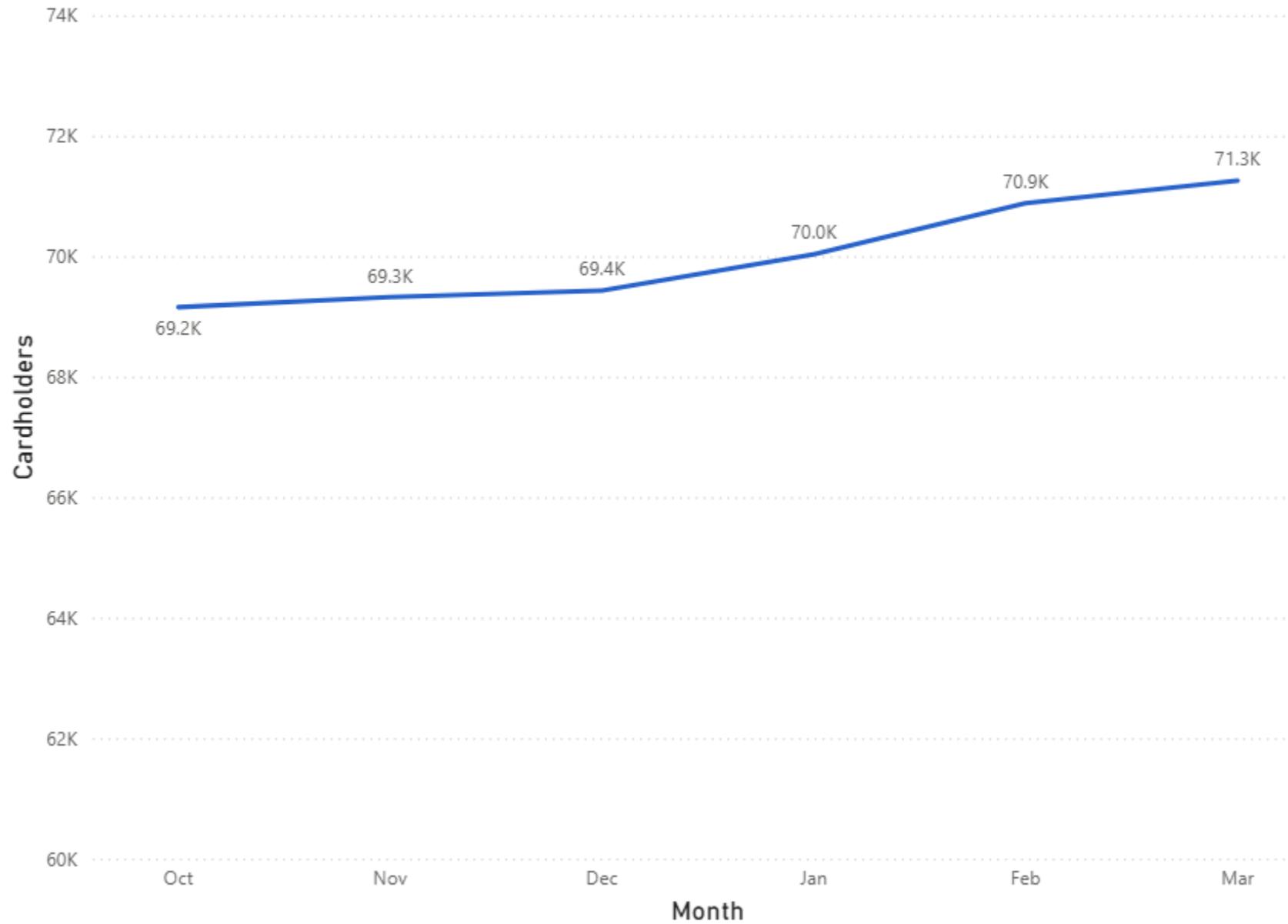
# Active Cardholders

\_\_\_\_\_ : An active cardholder is a library user who currently has a valid unexpired card and can checkout books or use other library services

## Active Card Holders

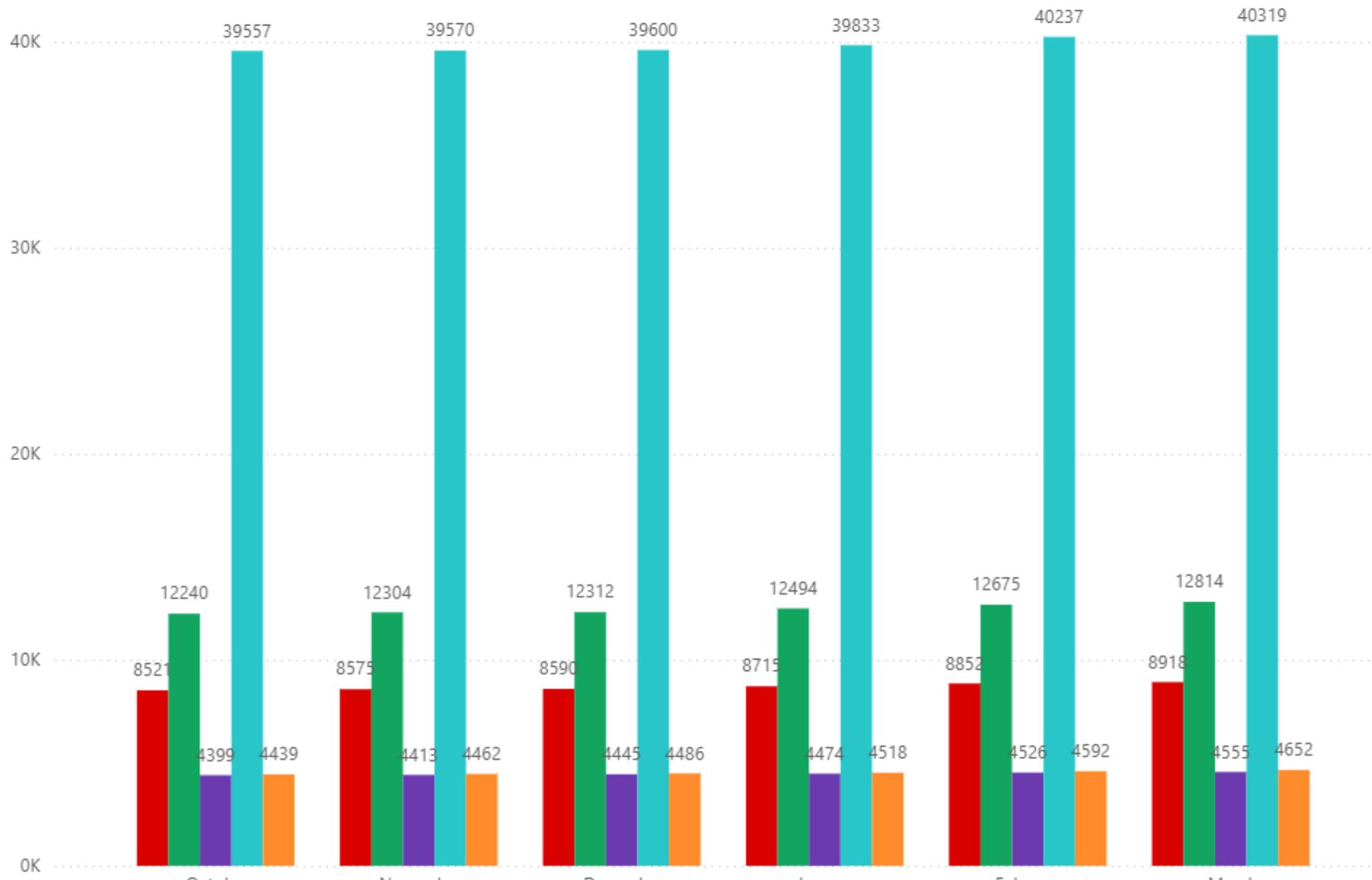


## Cardholders by Month FY26



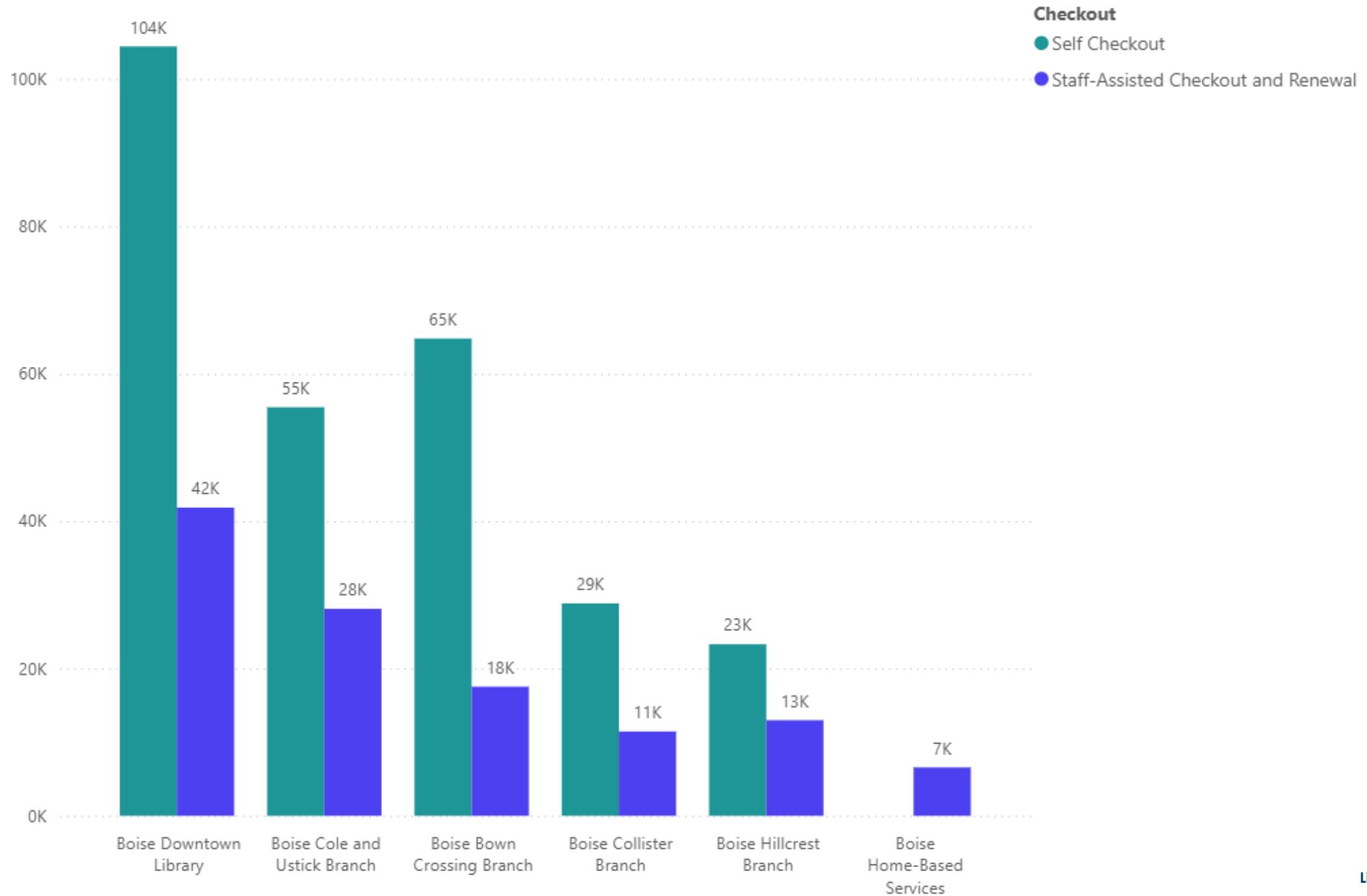
# Active Cardholders by Month and Branch

Branch ● Bown Crossing ● Cole and Ustick ● Collister ● Downtown ● Hillcrest



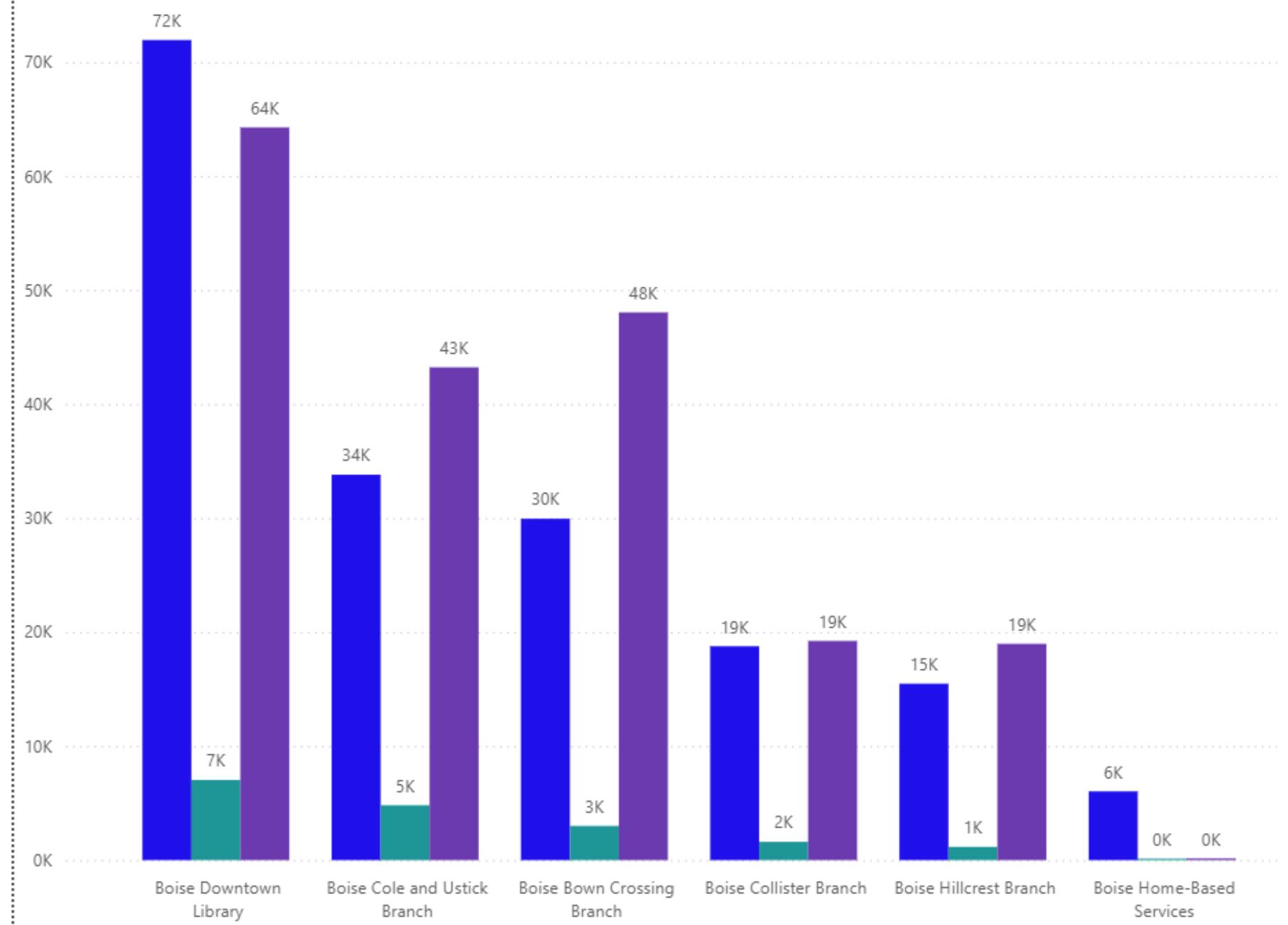
# Physical Circulation

# Physical Circ by Location FYTD26

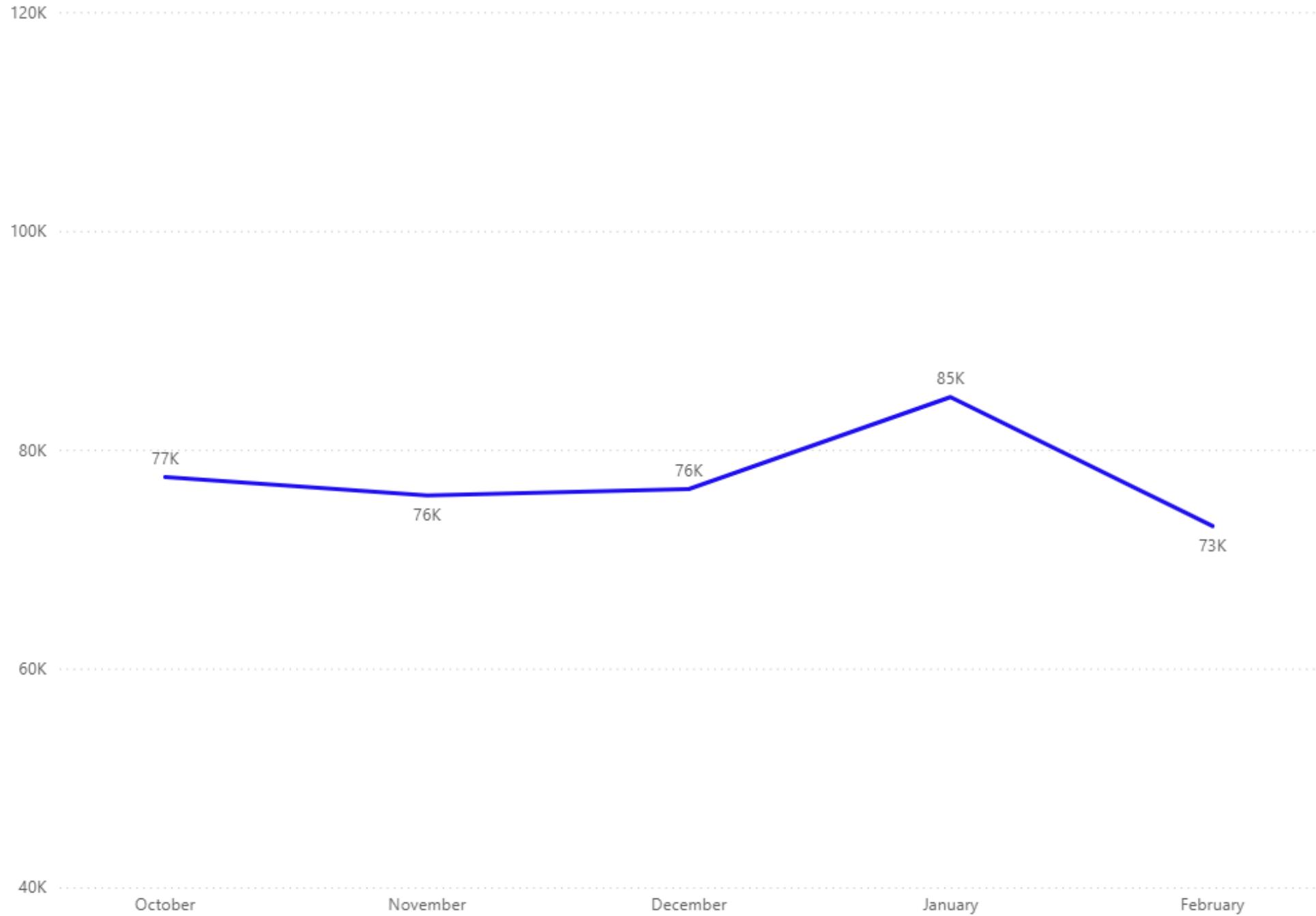


# Physical Circulation by Audience FYTD '26

**Audience** ● Adult ● Teen ● Youth

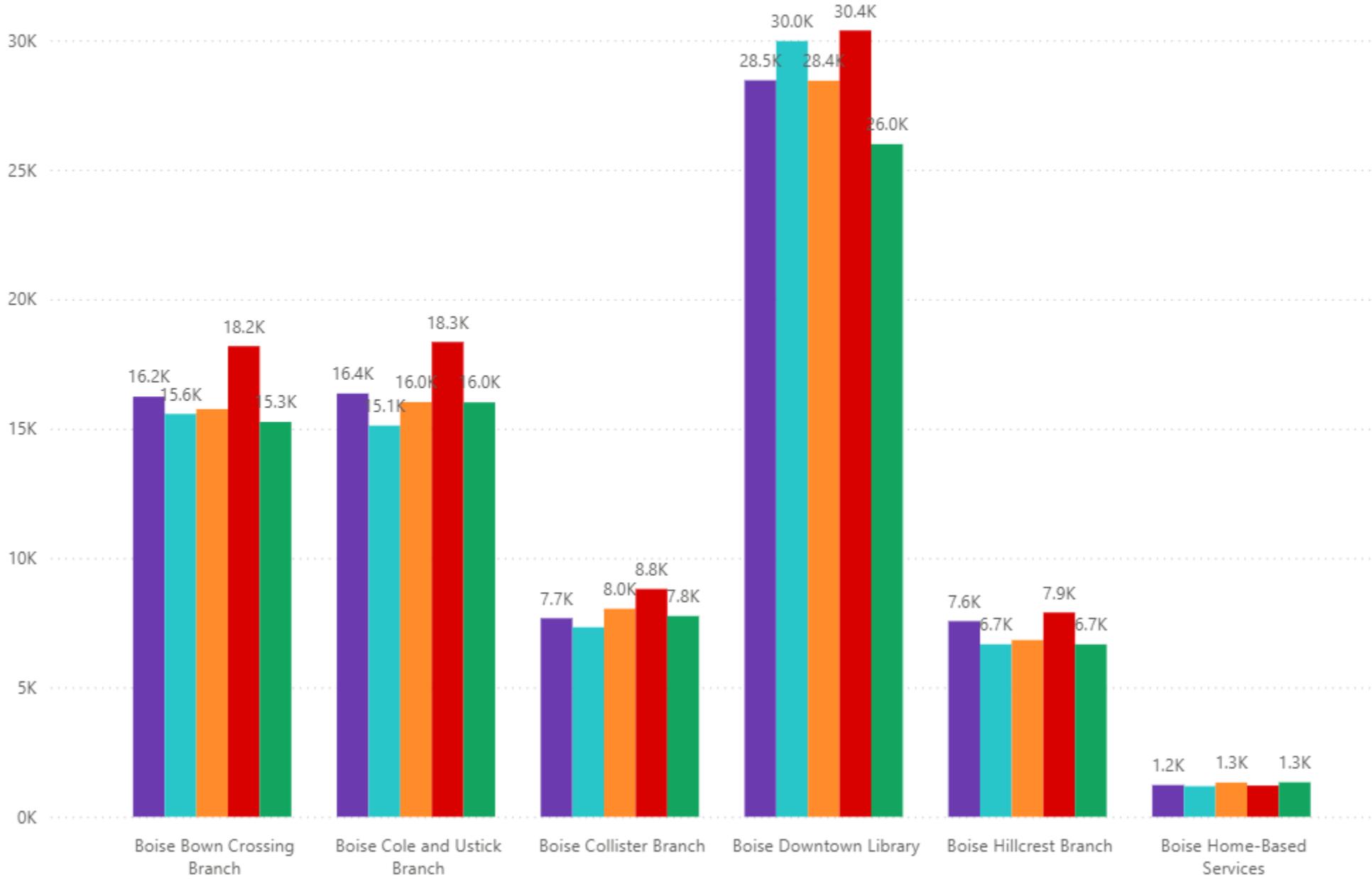


# Physical Circulation - Fiscal Year '26



# Physical Circulation for Fiscal Year '26

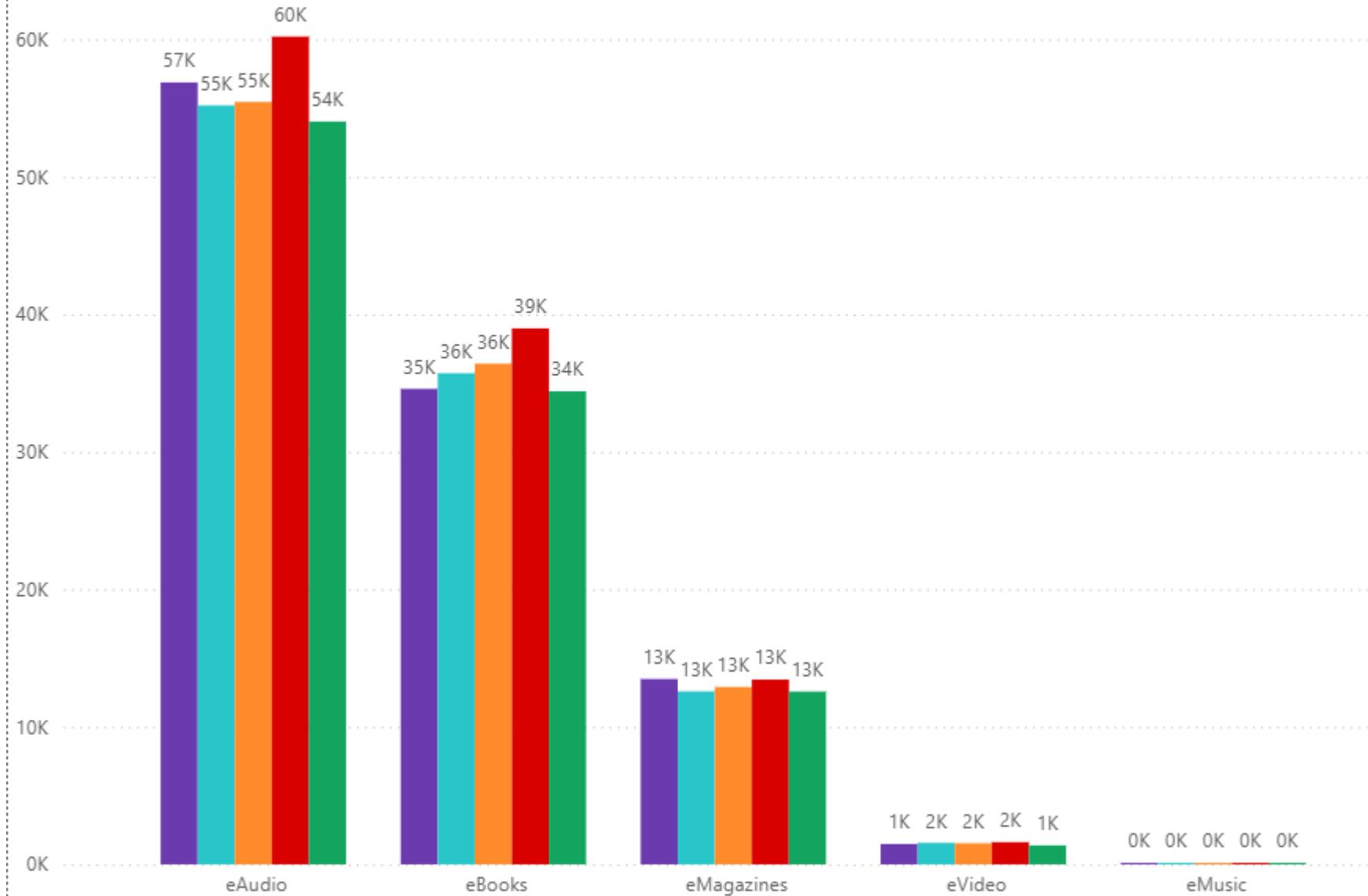
Month ● October ● November ● December ● January ● February



# Digital Circulation

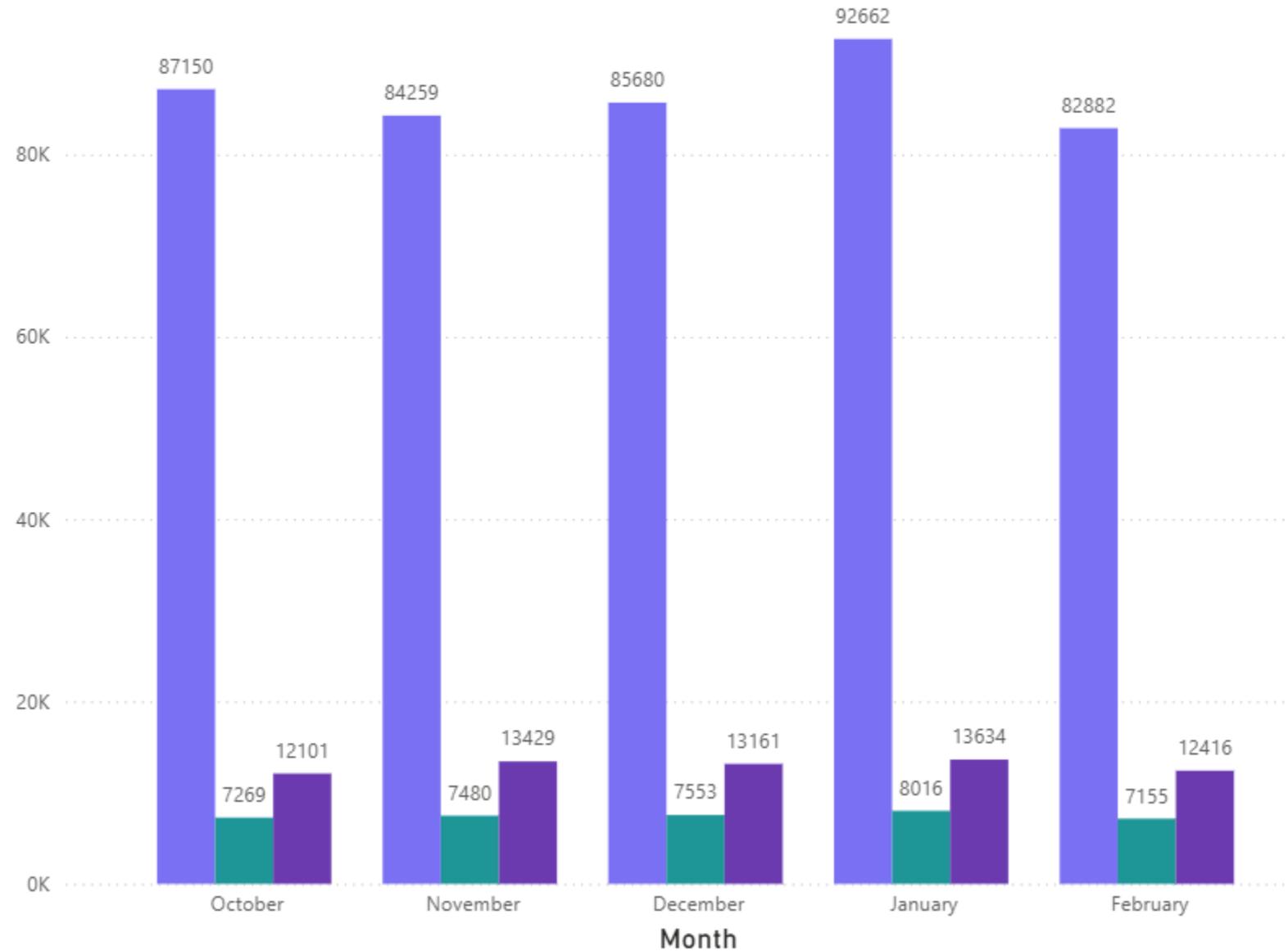
## Digital Circulation by Format FY '26

Month ● October ● November ● December ● January ● February

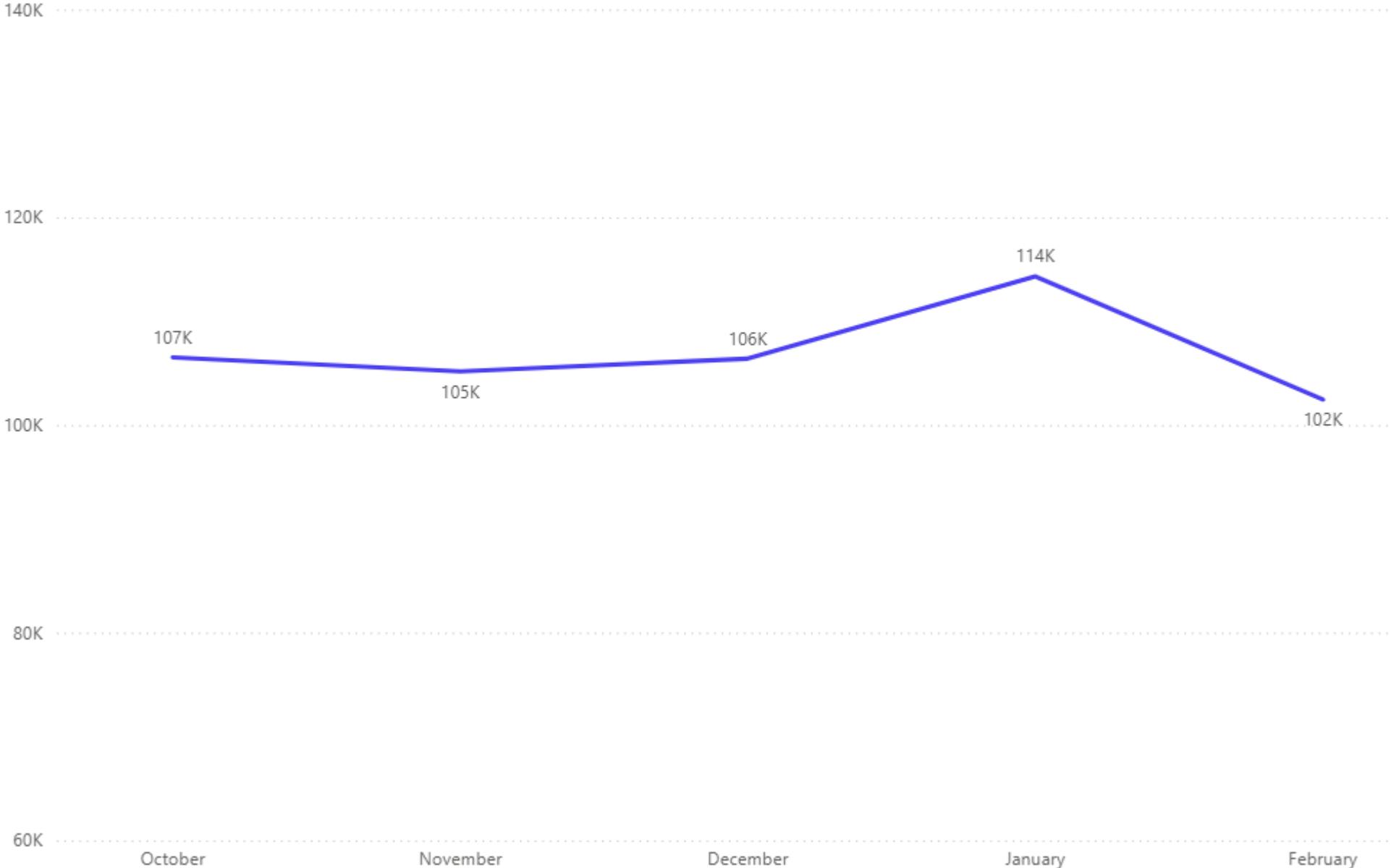


## Digital Audiences by Month - FY26

**Audience** ● Adult ● Teen ● Youth



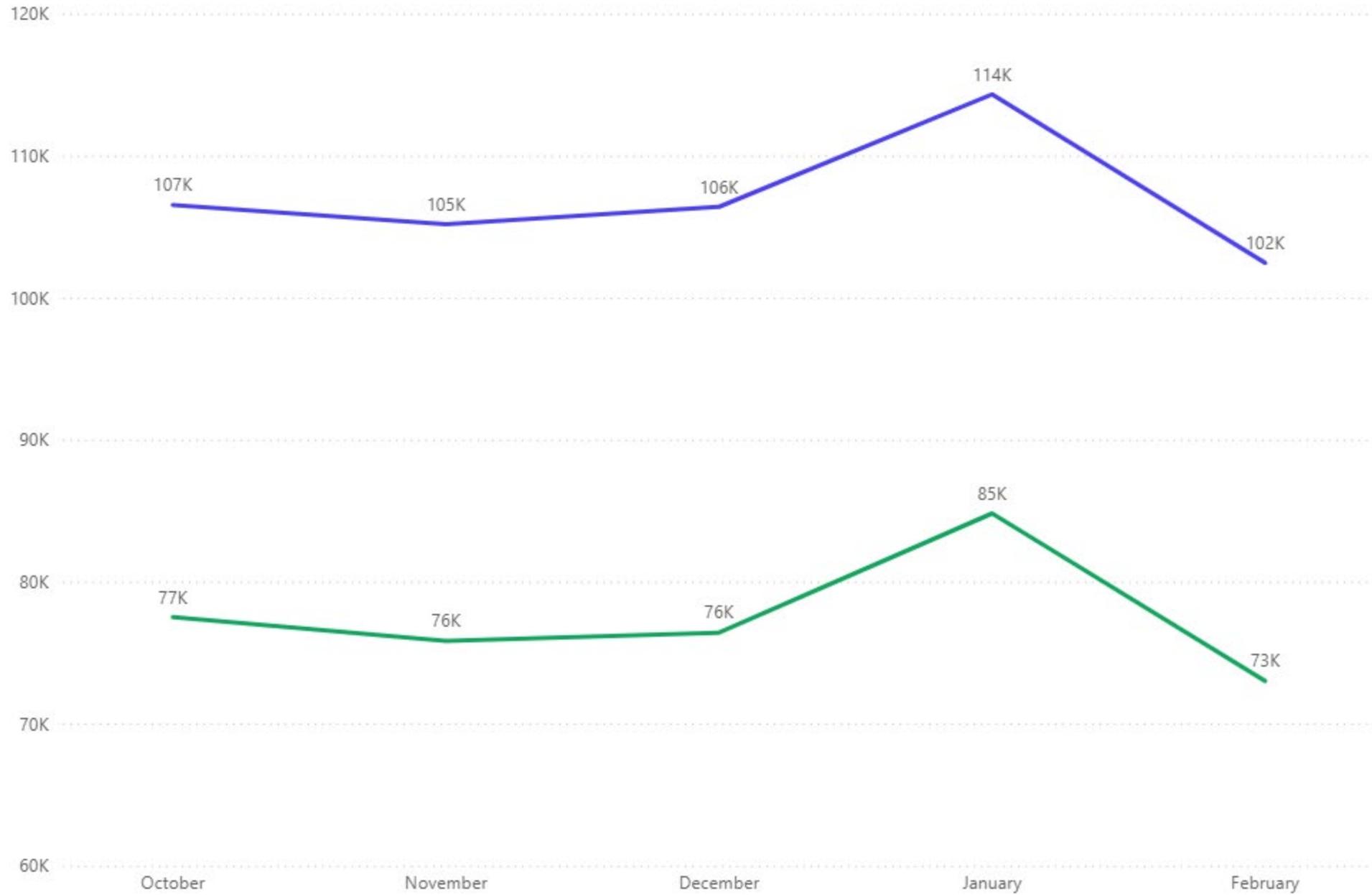
# Digital Circulation by Month - FY26



# Digital and Physical Circulation

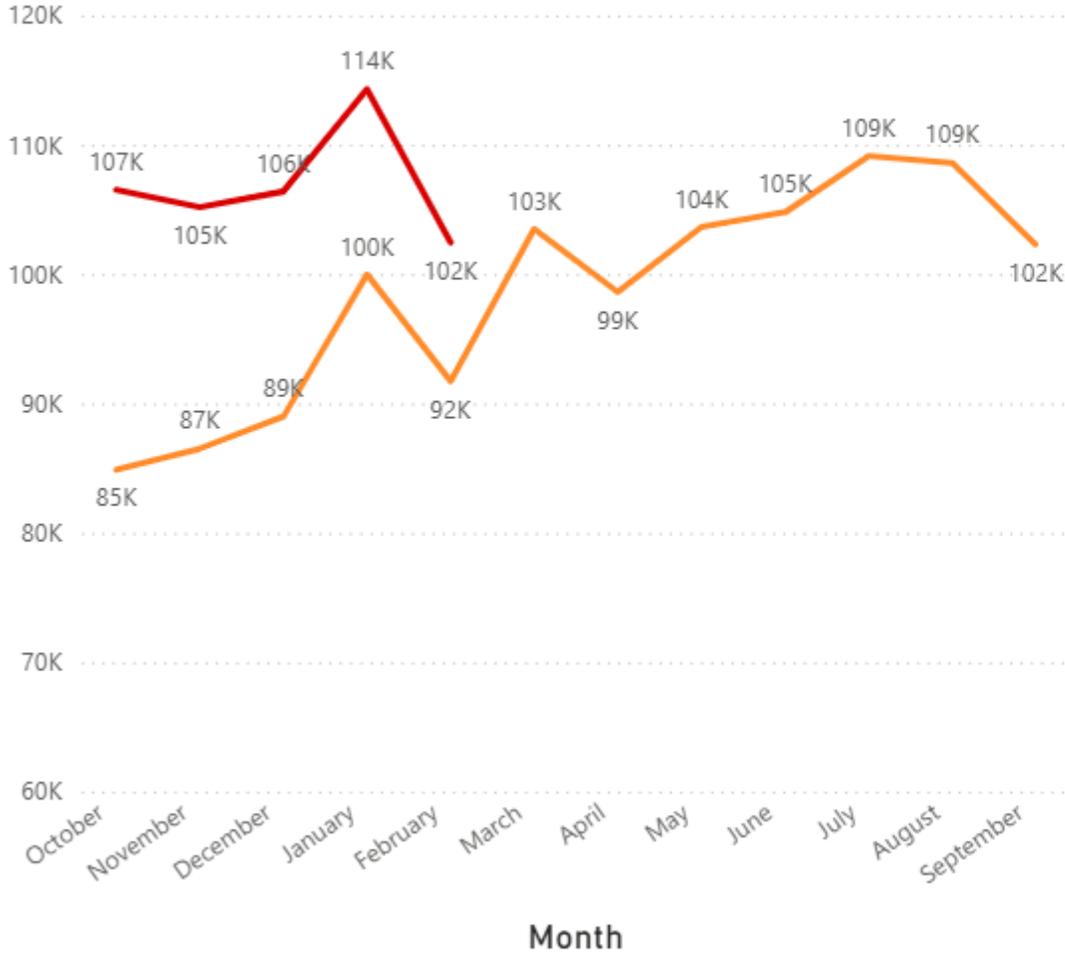
# Physical and Digital Circulation FY26

● Digital ● Physical



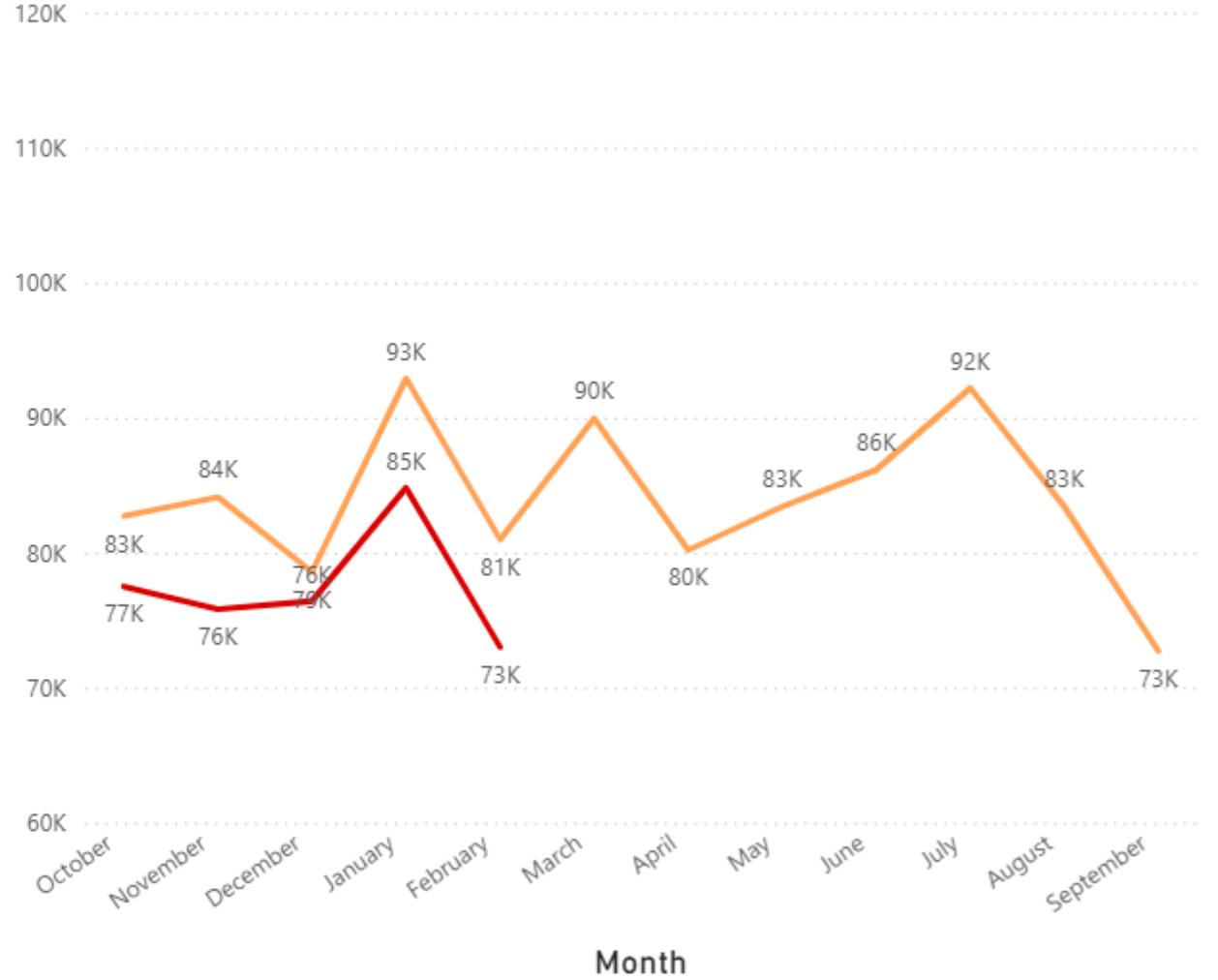
## Digital Circulation Historic

FiscalYear ● 2025 ● 2026



## Physical Circulation Historic

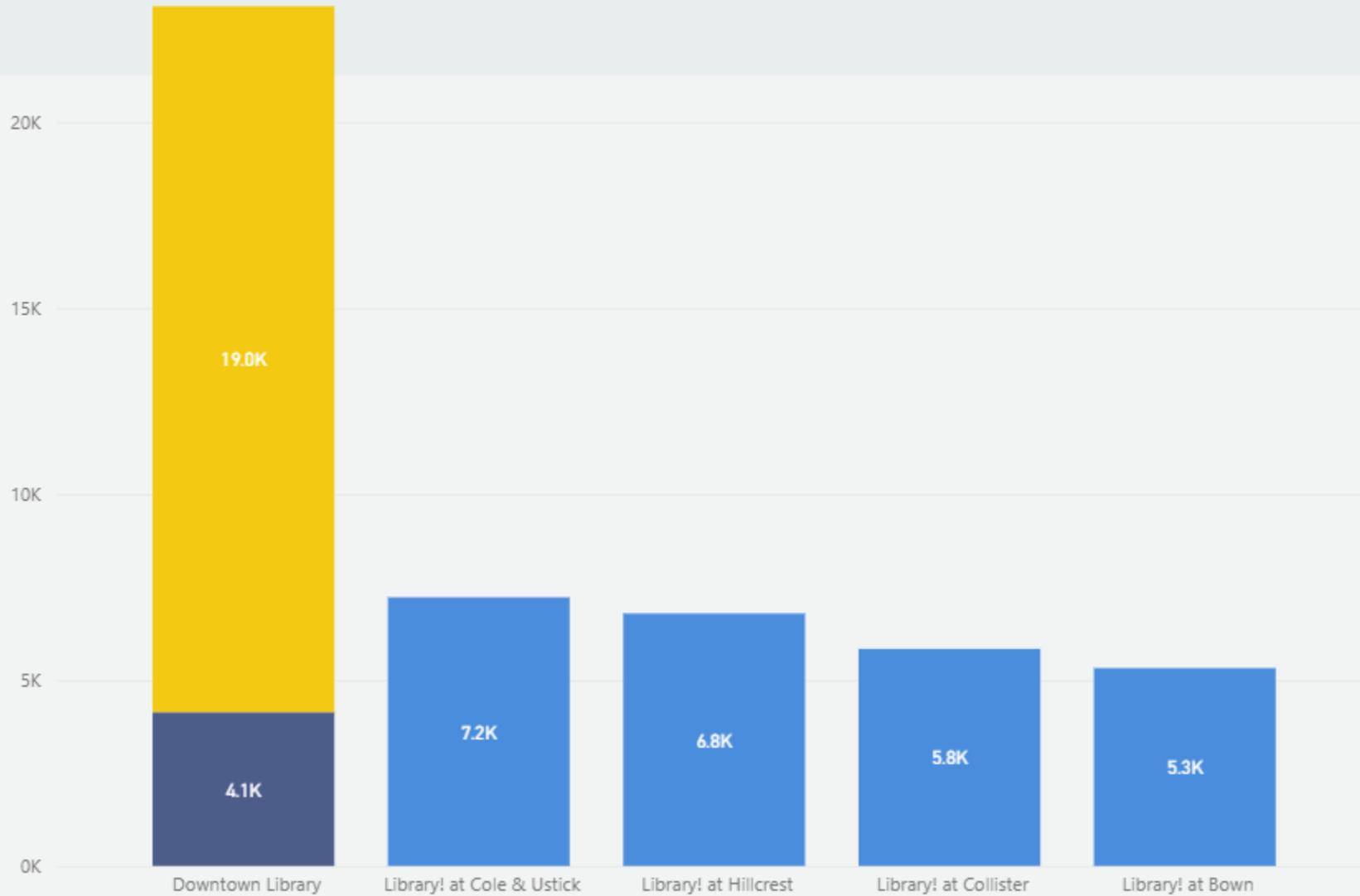
FiscalYear ● 2025 ● 2026



# Reference

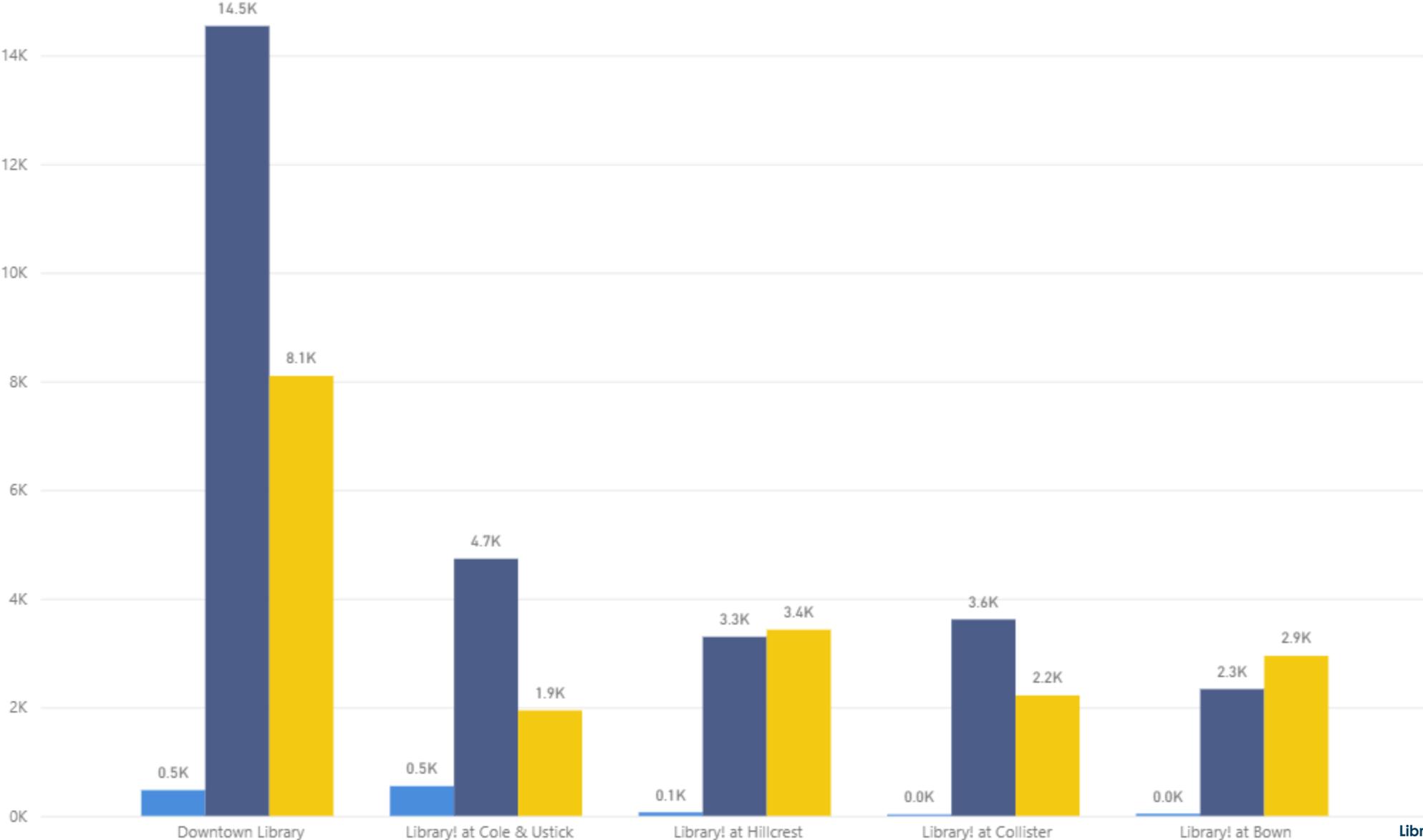
### Question Count by Desk and Location FY26

Location ● Desk ● Greeter 2nd ● Greeter 3rd ● Info Services



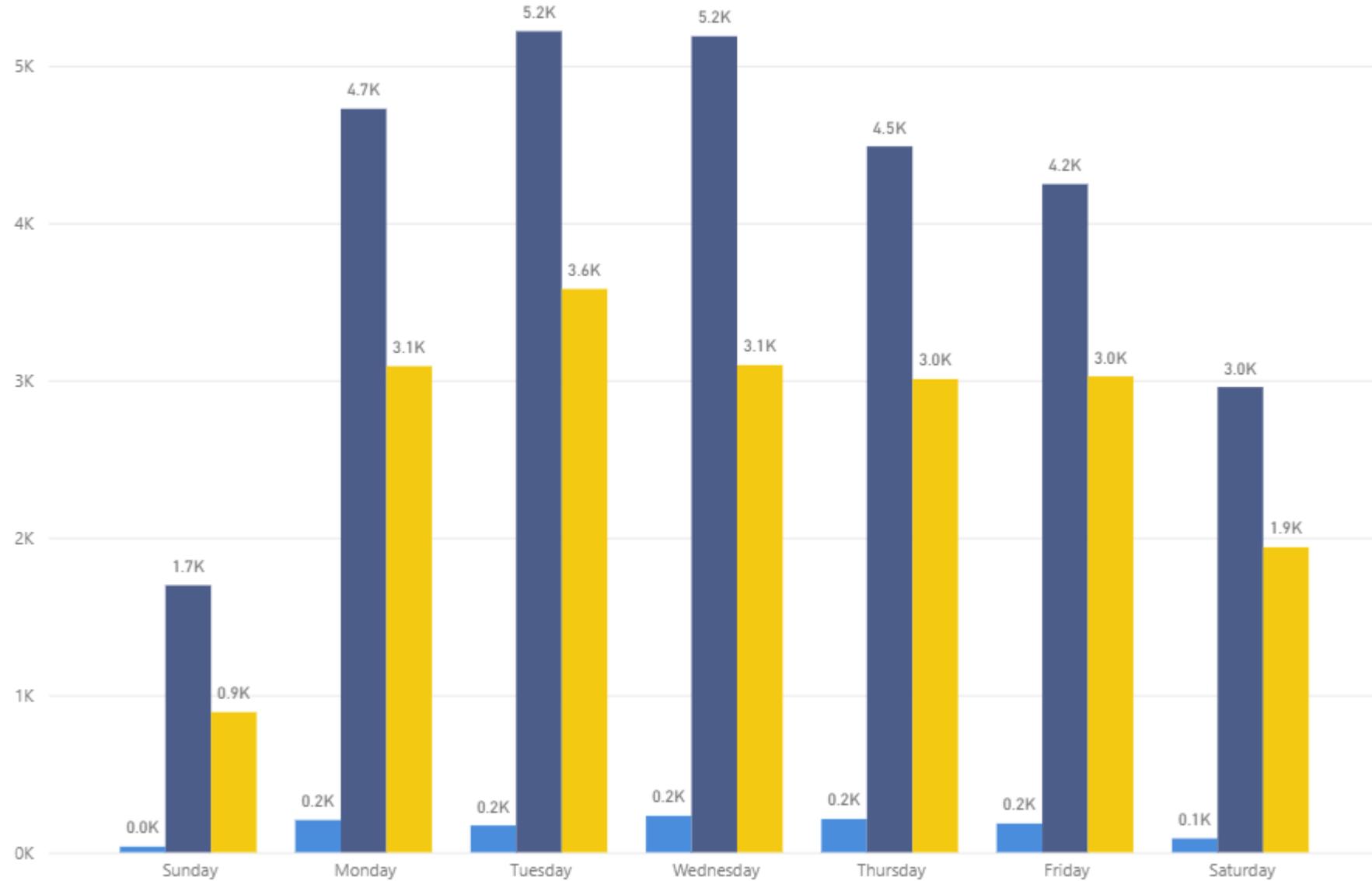
# Question Type by Location FY26

Question Kind ● Curbside Holds Pickup ● Directional ● Reference



### Question Type by Day of Week FY26

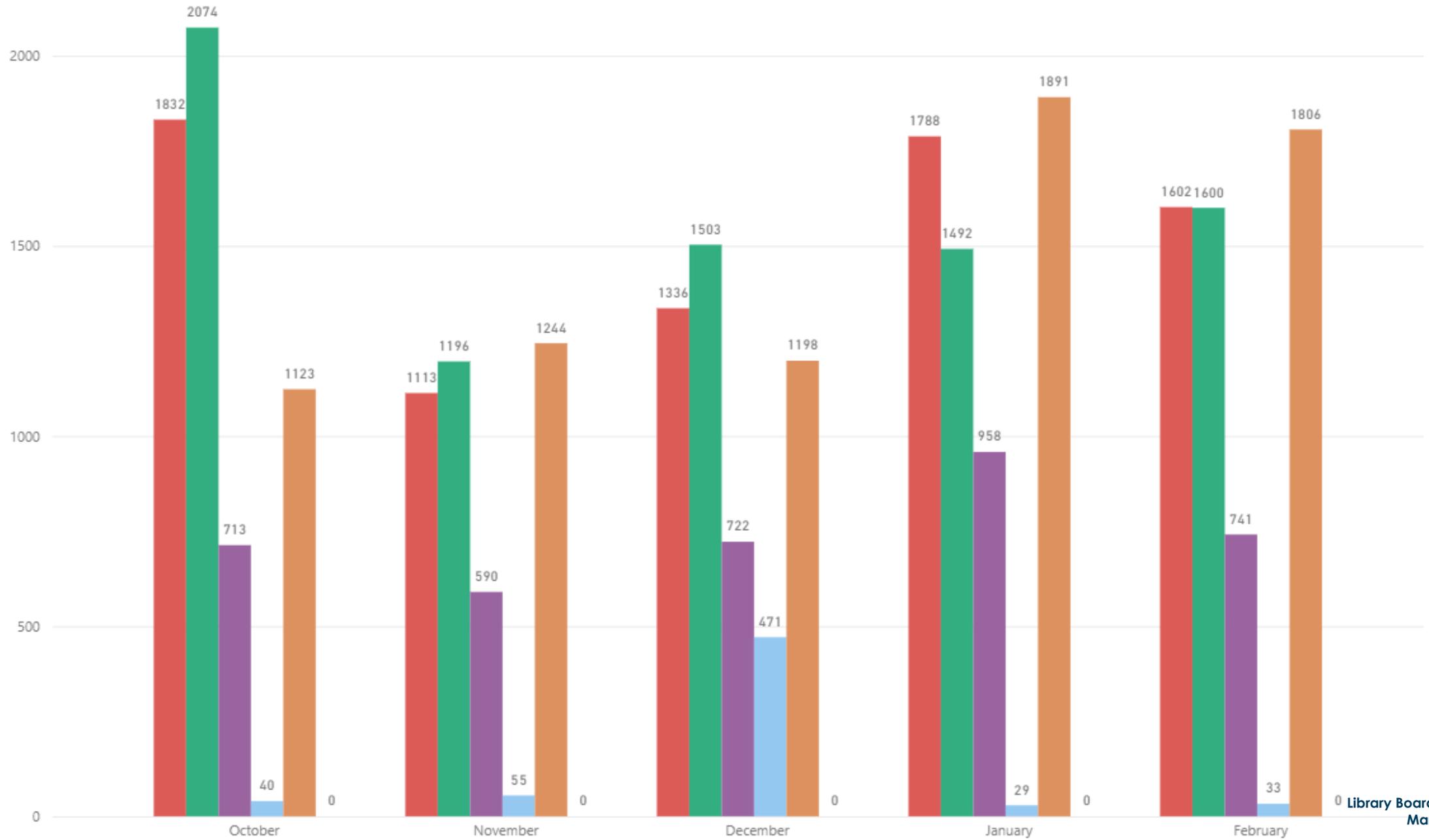
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



# Programs

# All Branches Program Attendees FY26

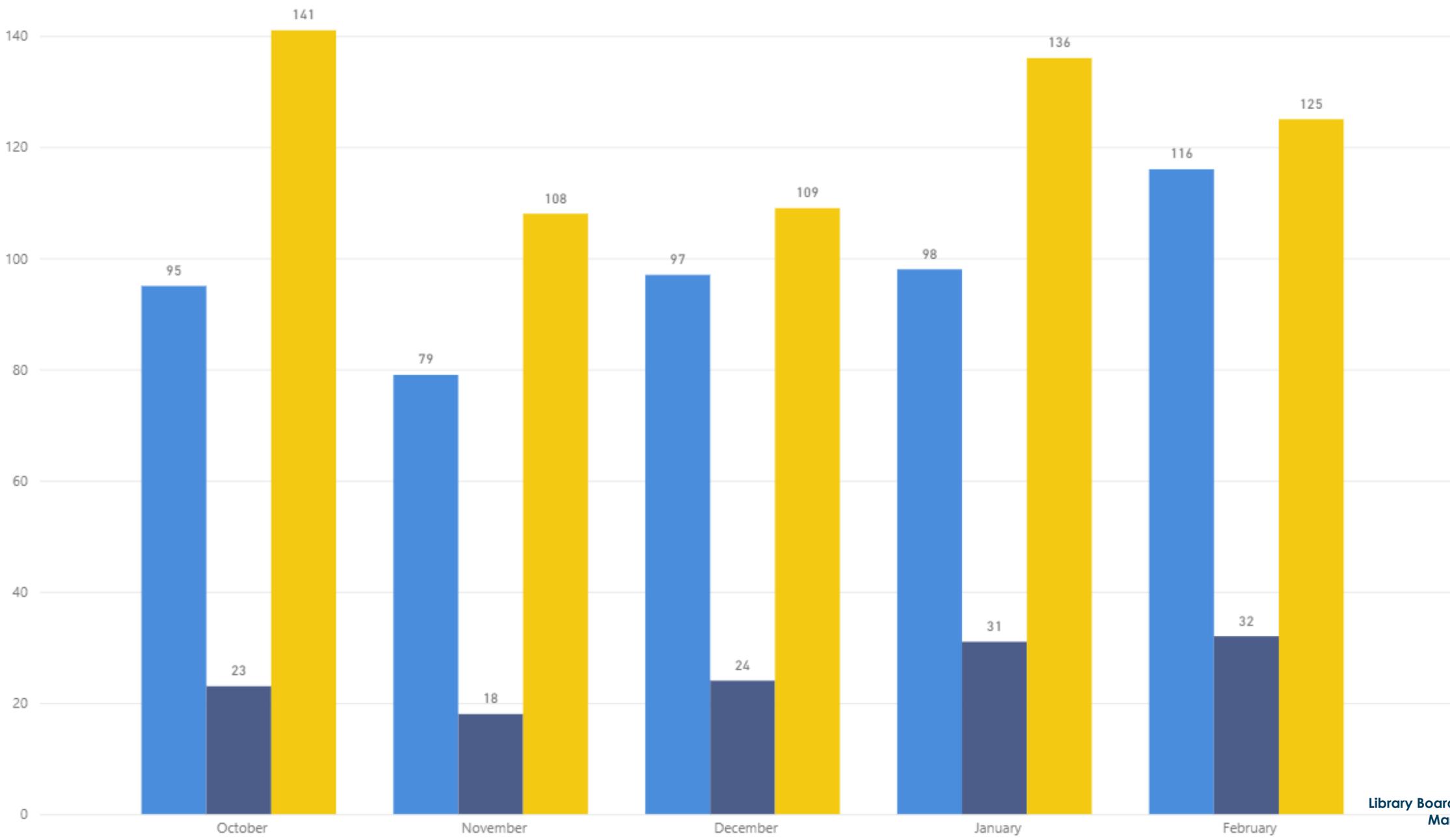
campus ● Bown ● C & U ● Collister ● Downtown ● Hillcrest ● System



# Events by Audience FY26

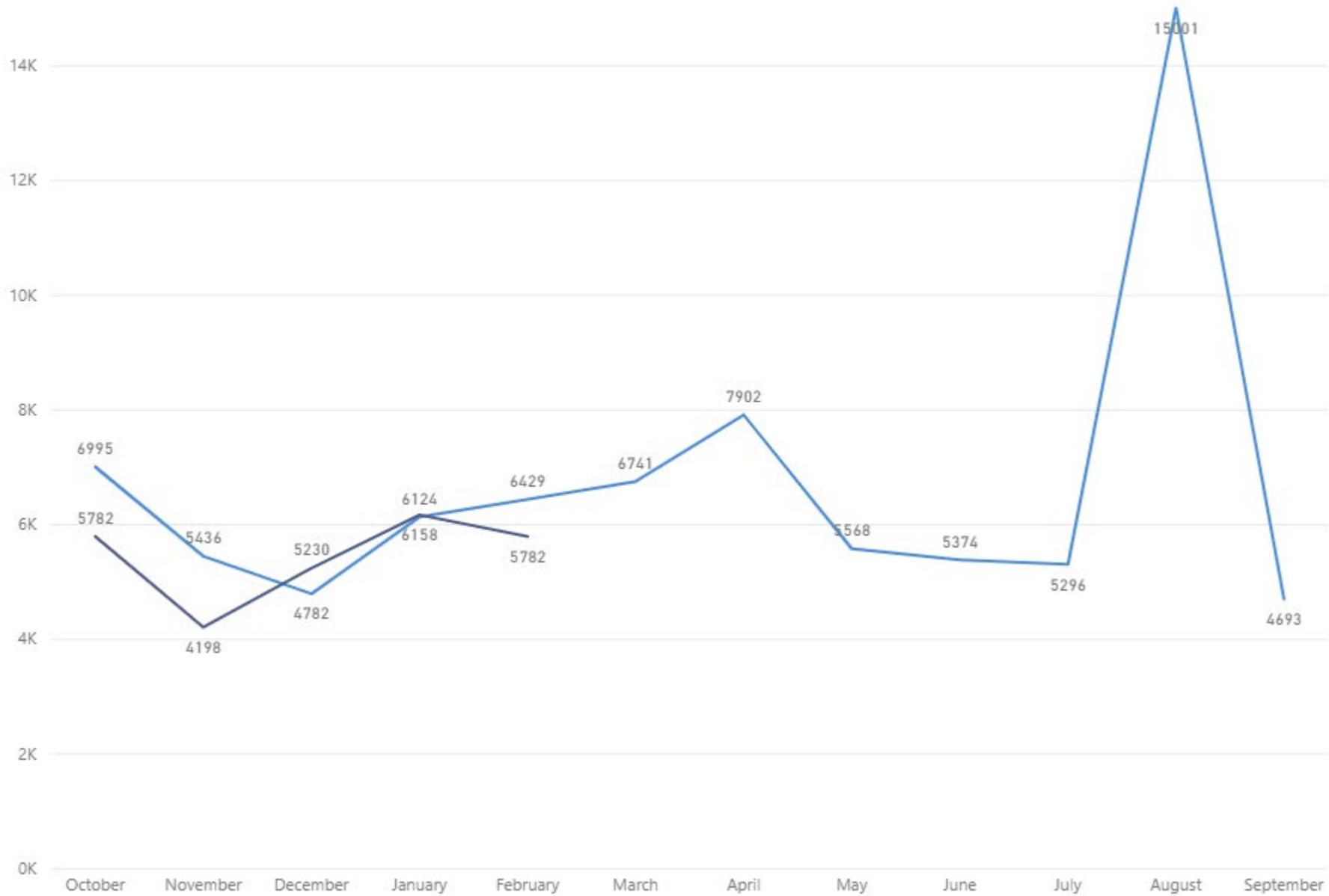


Audience\_Types ● Adults (18 & Over) ● Teens (12-17) ● Youth



# Program Attendance FY25-FY26

fiscal\_year ● 2025 ● 2026



# Boise Public Library

## Policy Review March 11, 2026

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Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Policy 4.04, Security
  - Regulation 4.04a, Code of Conduct
  - Regulation 4.04b, Security Appeals Process
  - Exhibit 4.04c, Code of Conduct-Expanded Version

*Staff Recommendations:*

Section 4.00, *Use of the Library*, subsection 4.04, Security, of the Boise Public Library Policy Manual is presented to the Library Board for review.

Recommended changes to Policy 4.04, are included in the meeting packet. A motion to approve the recommended changes is requested.

Recommended changes to Regulation 4.04a, Regulation 4.04b, and Exhibit 4.04c are included in the meeting packet for informational purposes only and do not require the Board's approval.

Document Type: Policy  
Number: 4.04  
Effective: 03-01-2011  
Revised: 03-01-2011  
Last Reviewed: ~~03-12-2025~~ 03-11-2026

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### SECURITY

The Board expects Library ~~patrons~~ **users** to respect the Library, **which includes** its staff, ~~its~~ furnishings, collections, ~~and~~ equipment, and other Library ~~patrons~~ **users**. ~~Patrons~~ **Library users** who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

The Director or designee will establish ~~rules~~ **a code** of conduct and will create regulations covering the appeal of any suspension of Library privileges resulting from failure to abide by ~~those rules~~ **that code**.

Document Type:	Regulation
Number:	4.04a
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## CODE OF CONDUCT

### To Support a Positive Experience at the Library

1. Profane, threatening, or abusive language/gestures/behavior that disturbs others is prohibited.
2. Personal property must be kept within the library user's control.
3. Service animals, as [defined](#) by the Americans with Disabilities Act, are the only animals ~~library users may bring in the library-allowed inside the library~~ **Library users may not bring pets** ~~Pets and animals for emotional support, comfort, or therapy~~ **into the library.** ~~are not allowed in the library.~~ Service animals must be leashed, harnessed, or tethered unless the library user's disability prevents using these devices, in which case the library user must maintain control through voice, signal, or other means. Library users may be asked to remove their service animal from the library if the animal:
  - Poses a direct threat to the safety of others.
  - Is out of control and effective action is not taken to control it.
  - Is not housebroken.
  - Interferes with the library's fundamental purpose, e.g., by continuous barking.
4. Petitioning, solicitation, and distribution of written materials ("leafletting") is only acceptable outside of the library and so long as it does not limit access to the building's entrances and exits.
5. Harassment of any type, e.g., physical, sexual, verbal, or stalking, of library staff or other library users is prohibited in person, telephonically, digitally, or by any other means.
6. Damage, theft, or destruction of library property, including use of library equipment in a manner other than intended by the manufacturer, is prohibited.
7. Possession or consumption of alcohol or other controlled substances is prohibited.
8. Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts e.g., exposure, masturbation, or nudity, is prohibited.
9. Possession of a deadly or dangerous weapon is prohibited. An exception is made for a lawfully possessed firearm or pocketknife with a blade six inches or less.
10. Parents/caregivers are responsible for their minor child(ren)'s safety and behavior while in the library, whether they are present or not. Children under the age of ten (10) are required to always be accompanied by a caregiver within the library.
11. Library users must always wear appropriate clothing and footwear in the library.
12. Packaged snacks and covered beverages may be consumed in designated areas and during approved library programs.
13. Sleeping, bathing, and other hygiene activities that inhibit the fundamental purpose and use of the library are prohibited.
14. Use of roller blades/scooters or bringing bicycles/~~e-bicycles/e-scooters~~ inside the library building is prohibited.
15. Smoking or vaping is allowed only in designated areas, which are at least twenty-five (25) feet away from entrances and exits. Tobacco and vaping products must be stored in personal belongings and out of sight while inside the library.
16. Library users must comply with all local, state, and federal laws while in the library.

Document Type: Regulation  
Number: 4.04a  
Effective: 03-01-2011  
Revised: ~~08-08-2024~~ 03-11-2026  
Last Reviewed: ~~03-12-2025~~ 03-11-2026

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while using library services.

Document Type:	Regulation
Number:	4.04b
Effective:	03-01-2011
Revised:	<del>03-01-2011</del> 03-11-2026
Last Reviewed:	<del>03-12-2025</del> 03-11-2026

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### SECURITY APPEAL PROCESS

~~Patrons~~ **Library users** who have their Library use privileges suspended may appeal in writing to the Director to have their Library privileges restored. The appeal must be submitted to the Director within 15 days ~~from~~ **of** the date of suspension or, for suspension periods consisting of less than 15 days, any time prior to the expiration of the suspension period. Any appeal submitted after the 15-day ~~time~~ period will not be considered. The Director or designee shall review ~~a timely-written~~ **the** appeal and provide the ~~patron user~~ **patron user** with a written decision within 10 business days of receipt of the appeal. The ~~patron user~~ **patron user** may appeal the Director's decision to the Board in writing within 20 days of the date of said decision. The Board shall review the appeal and the Director's written decision along with any other relevant documentation and will deliberate on the matter. The written decision of the Board shall be provided to the ~~patron user~~ **patron user** and the Director within 45 days of the appeal to the Board.

The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

Document Type:	Exhibit
Number:	4.04c
Effective:	03-13-2024
Revised:	<del>08-08-2024</del> 03-11-2026
Last Reviewed:	<del>03-12-2025</del> 03-11-2026

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CODE OF CONDUCT – EXPANDED VERSION  
To Support a Positive Experience at the Library

Boise Public Library provides access and opportunity for everyone by connecting people to ideas, information, and the community. We create respectful and safe spaces for the entire community while upholding the right to privacy and the freedom to read, seek, and hold different points of view.

Boise Public Library has adopted the following guidelines to promote welcoming, comfortable spaces, which we expect all visitors and staff to honor. Choosing not to follow the guidelines may result in the suspension of access to library facilities.

**Boise Public Library Values Respect and Accessibility for All**

Library users are required to demonstrate respect to each other and library staff. Respectful behavior includes:

- refraining from using profane, threatening, or abusive language or gestures; and
- avoiding behaviors that disturb or disrupt others by interfering with the operation and enjoyment of the library.

To allow all users to access library materials, services, and programs, everyone is required to keep personal property within their control. Items such as skateboards, collapsible scooters, large bags, and rollerblades are to be carried, placed, and stored in a manner so as not to create a safety hazard for other users. Bicycles, **e-bicycles**, ~~and large scooters~~, **and e-scooters** must be secured outside at designated bike racks.

Service animals, as defined by the [Americans with Disabilities Act](#), are the only animals **library users may bring into the library**. ~~allowed inside the library~~. This includes service dogs, service dogs-in-training, and service miniature horses as defined by state and federal law. **Library users may not bring pets** ~~Pets and animals for emotional support, comfort, or therapy are not allowed in the library.~~ **into the library.**

Service animals must be leashed, harnessed, or tethered unless the individual's disability prevents using these devices. If these devices are unable to be used, the library user must maintain control of the animal through voice, signal, or other effective means. Library users may be asked to remove their service animal from the library if the animal:

- Poses a direct threat to the safety of others.
- Is out of control and effective action is not taken to control it.
- Is not housebroken.
- Interferes with the library's fundamental purpose, e.g., continuous barking.

Petitioning, soliciting, and distributing written materials (“leafletting”) is acceptable outside of the library so long as it does not impede access to the building’s entrances and exits. Solicitations inside the library are permitted with prior authorization by library administration and must be for the benefit of the library.

## **Boise Public Library Values Safety and Health for All**

### ***Safety***

Library user conduct must never endanger the health and safety of other library users or staff or cause or threaten to cause damage to library property. Illegal behavior is not permitted in person, by phone, or by other digital means. If an action or behavior is against the law, it is not allowed in the library. This includes federal and state statutes and regulations and city ordinances.

Unlawful or prohibited behavior includes but is not limited to:

- Harassment of library staff or other library users (physical, sexual, verbal, or stalking).
- Damage, theft, or destruction of library property, including use of library equipment in a manner other than intended by the manufacturer.
- Possession, manufacture, distribution, or consumption of alcohol or other controlled substances.
- Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts (exposure, masturbation, or nudity).
- Possession of a deadly or dangerous weapon, such as a bladed instrument, explosive device, or other item held for the purposes of endangering or inflicting bodily harm on a person. An exception is made for a lawfully possessed firearm or pocketknife with a blade six of (6) inches or less.

Security staff may inspect bags and personal belongings upon reasonable suspicion.

Boise Public Library welcomes children of all ages. Parents/caregivers are responsible for their minor child(ren)’s safety and behavior while in the library, whether present or not. Children under the age of ten (10) are required to always be accompanied by a caregiver when in the library.

### ***Health***

Library users are required to always wear clothing and footwear in the library.

Pre-packaged snacks and covered beverages may be consumed in the library in designated areas and during approved library programs.

Sleeping and hygiene activities such as shaving or bathing, which inhibit the fundamental purpose and use of the library and are not allowed anywhere on the premises. If a library user is found to have dozed off, an employee may check in to ensure their well-being. Limited hygiene resources can be accessed through the Library’s Mental Health Coordinator and in public restrooms.

Breastfeeding is allowed in the library.

Smoking and vaping are allowed outside of the library in pre-designated areas, which are located twenty-five (25) feet away from building entrances and exits. Tobacco and vaping products must be stored in personal belongings and out of sight while inside the library.

## **What Happens When Library Guidelines are not Followed?**

### **Enforcement: Library Suspension and Appeal**

Anyone found to be engaging in behavior inconsistent with library policy or regulation will be asked to modify their conduct to remain in the library. Library users found to be in violation of library policy or regulation may be suspended from any or all Boise Public Library facilities, programs, or services and if necessary, the library may invoke legal action. Any individual who is asked to leave the library and refuses shall be considered trespassing and may be subject to arrest per Idaho Code § 18-7008. Library users who have been suspended may appeal the suspension within 15 days to the Library Director.

Following the suspension period, library users are welcomed back into the library so long as they conduct themselves pursuant to library policy and regulation.



## PUBLIC WORKS DEPARTMENT

MAYOR: Lauren McLean | DIRECTOR: Stephan Burgos

### Library Lease Renewal Summary

The library currently leases two locations from private property owners. The **Hillcrest Branch** is in a grocery-anchored shopping center off Overland Road, and the **Collister Branch** is in a retail strip center off State Street.

Because the City occupies these locations through lease agreements, the City's control of the properties is limited to the duration of the lease terms. As such, the leases must be periodically renewed in accordance with their negotiated terms. Both branch leases are scheduled to come up for renewal within the next 24 months (Hillcrest option exercise date: 8/1/2026, Collister option exercise date: 6/4/2027).

This summary outlines the current lease terms, renewal options, relevant market data, and recommended real estate strategies moving forward.

**Location summary, current lease summary** and **renewal summary**, refer to page 2.

### Current Market Data

Over the past decade, retail lease rates in the Boise market have steadily increased while vacancy has declined, with vacancy holding roughly flat only in the past year. New retail development within Boise has been limited compared with other Treasure Valley markets such as Meridian and Eagle, resulting in constrained supply. Combined with continued tenant demand, these conditions have placed upward pressure on lease rates and are expected to persist in the near term.

In addition, the size of space required for library operations further limits relocation options. Most available retail spaces in the market are under 10,000 square feet, while the library typically requires larger contiguous spaces (25k-30k), which are less common.

### Recommendation

The recommended course of action is to renew both leases while the long-term facilities plan is finalized, published, and adopted. Renewing the leases will allow the library to continue serving the public without interruption while the city evaluates potential alternative sites or opportunities to expand into adjacent space and secure capital improvement funding.

From a broader, long-term perspective, the city should continue to explore opportunities to own facilities where it is a long-term occupant. Ownership can provide greater operational stability, cost predictability, and long-term control over spaces used to consistently deliver public services.

## City of Boise - Leased Libraries - Hillcrest and Collister

### Location Summary

Location	Address	Sq. Ft.
Hillcrest	5246 W. Overland Rd.	13,502
Collister	4724 W. State Street	12,000

### Current Lease Summary

Location	Lease Start Date	Current Term Ends	Full Lease Coverage Through	Option Exercise Date (OED)	Base Rent (PSF)	NNNs (PSF)	Total PSF (Base + NNN)	Total Annual Rent (Base + NNN)
Hillcrest	8/1/2017	7/31/2027	7/31/2037	8/1/2026	\$14.30	\$3.88	\$18.18	\$245,466
Collister	3/1/2018	2/28/2028	2/28/2038	6/4/2027	\$12.64	\$3.34	\$15.98	\$191,760

### Lease Renewal Summary

Location	Option Exercise Date (OED)	Options	Rent Reset Type	Option Exercise Timeline	Est. Base Rent (PSF)	Est. NNNs (PSF)	Est. Total PSF	Est. Total Annual Rent (Base + NNN)	Vs. Current Annual Rent	% Current Annual Rent
Hillcrest	8/1/2026	2 x 5-year	FMV rent reset	90-180 days prior to OED	\$18.50	\$4.19	\$22.69	\$306,360.38	\$60,894.02	24.8%
Collister	6/4/2027	2 x 5-year	Pre-set rent	(Pre-set; 1st option starts 3/1/2028)	\$13.41	\$3.76	\$17.17	\$206,040.00	\$14,280.00	7.4%

Market note: Retail vacancy ~4.5% (office ~6.5%, industrial ~9.2%); limited new retail construction puts upward pressure on rents.

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**From:** Mark Salisbury <fmark.salisbury@gmail.com>  
**Sent:** Friday, February 6, 2026 10:59 AM  
**To:** BPLBOARDTRUSTEE  
**Cc:** Jessica Dorr  
**Subject:** [External] Analysis of Library Service Distance and Comparable Cities

**Caution:** This email came from outside the city. Use caution before clicking on links, opening attachments, or responding.

Dear Boise Library Board of Trustees, Library Staff,

I was pleased to watch the discussion that was part of the last meeting of the Library Board of Trustees and Boise Library Staff on January 14th.

I'm glad that a central part of this discussion is a review of library coverage across the city of Boise and the question: what should our service distance goal be?

Prior to launching a petition to the City of Boise for a library branch in West Boise in 2023, I conducted research very similar to the questions that are being asked now. It was plain to see that citizens on the west edge of Boise are farther from a library (Boise or otherwise) than other parts of Boise. However, I was unsure if my assumption of a 2-mile radius was realistic compared to peer cities. Within Boise, citizens in almost every part of the city reside less than 2 miles from a library. However, I wondered, is Boise uniquely populated with many libraries? Do people in other cities usually live farther than 2 miles from their closest public library branch?

To answer this question, I found a list of 6 cities with a population close to Boise's, of 235,000 residents. I selected cities from different regions of the US without any preference or foreknowledge of which cities have good public library systems. Then I looked up the locations of public libraries in these cities, plotted them on a map and added a 2-mile radius around each library branch.

I published this research at: <https://www.citizensforalibrary.org/west-boise/how-does-library-coverage-compare-in-similar-cities/>

Please review this for yourself. What I learned is that while there are places in other cities where people are farther than 2 miles from a library, this is not the norm. Many cities have library branches providing overlapping access using a 2-mile radius.

In the past week, I've also updated this page to link to an updated, interactive version with adjustable service radius, showing all the previously mentioned cities and two additional cities that were cited to me as comparable, peer cities to Boise, Lincoln, NE and Reno,

NV: <https://www.citizensforalibrary.org/west-boise/library-coverage-in-similar-cities/>

Please take a look, play around with different map types: satellite view shows more clearly where people live (but then city borders disappear, unfortunately). You can see what adjusting the radius looks like in different places.

Of the 9 cities surveyed and shown on this map, here is how I would rank their library accessibility:

1. Norfolk, VA

Norfolk has more library branches than any other city I surveyed. Many parts of the city are within comfortable walking distance of a library branch. The only area > 2 miles is in the NW corner of the city where the naval base is. Their main library was recently redesigned and rebuilt as a large, beautiful building with the assistance of a very large private donation. The only downside I see of Norfolk's libraries – a few of the branches are older, smaller buildings.

2. Spokane, WA

Spokane has a fantastic, recently updated library system. Voters approved a levy for 77 million in 2018, of which a significant part went towards a main library remodel, but which also built new branches and made some updates to every branch in the city. It doesn't have as many branches as Norfolk, but in addition to excellent regular library coverage it has the 'Hive', which features technology and aims to be a hip gathering place. In addition to the branches, it also boasts several kiosks, making access even closer. (These kiosks are not shown on the map I created; only full library branches are on the map).

3. Garland, TX

Garland is a suburb of Dallas TX, which itself boasts 30 library branches. Garland has 4 libraries, vs, Boise's 5, but the city is only 67% as large as Boise in terms of area. It has a 4 square mile residential area in the SW corner of the city > 2 miles from a library.

4. Fremont, CA

Fremont has more libraries closer together than Spokane, but it has a residential area of the city in the foothills, centered on Mission Blvd, more than 2 miles from a library. The Irvington Library was recently closed, but as a new library is planned in the area, I left it on the map. The residential area near the Tesla factory, Warm Springs in the SW corner, is also lacking close library access.

5. Glendale, AZ

Between Foothills Library and the Glendale Main Library, there is a 1.8-mile-long stretch farther than 2 miles from a library. In all, there are about 9 square miles of populated area in this part of the city, but these residents are still closer to a library branch than the West Boise library desert.

6. Reno, NV

Reno has a larger population, at 280k residents. Reno has 8 libraries in its library system. Reno has a spread out, spidery shape. There are 4 areas of Reno farther than 2 miles from a library. None of these appear to have the same population as West Boise's library dead zone, so the ROI on addressing them would be lower.

7. Boise, ID

In West Boise we have a 1 to 3 mile by 4-mile area more than 2 miles from a library. About 7 square miles. Include Meridian and it's a 3 by 4-mile area, about 12 square miles. There are 4 other parts of Boise where citizens reside more than 2 miles from a library, but their population is much lower. See <https://www.citizensforalibrary.org/west-boise/areas-with-poor-access/>

8. Lincoln, NE

Lincoln has 8 libraries in its library system, spread over 102 square miles, serving 300,000 residents. Much of the city has very good library coverage, but there is a sizable populated area (about 12 square miles) in the SE corner of Lincoln more than 2 miles from a library. If this SE corner had a library branch it would certainly be ranked higher on this list.

9. Scottsdale, AZ

While Scottsdale has 4 public libraries, it has 184 square miles, compared to Boise's 84 square miles. Much of Scottsdale is not populated, but there are still many residential areas more than 2 miles from a library, ranking it at the bottom of this list.

Thanks again for your commitment to serve the citizens of Boise and promote literacy, education, lifelong learning, and even free entertainment via our library system in Boise!

Mark Salisbury

Founder, Citizens for a Library in West Boise