



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, June 11, 2025, 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>

BOARD OF TRUSTEES Rebecca Lemmons, President Ron Pisaneschi, Vice President Reshma Kamal Brian Klene Nicole Trammel Pantera	MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.
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MAIN LIBRARY

715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | 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: Colin Nash (President), Meredith Stead (President Pro Tem), Kathy Corless, Jimmy Hallyburton, Jordan Morales, Luci Willits

BOISEPUBLICLIBRARY.ORG

AGENDA

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1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

May 14, 2025, 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, 2025

Gift Fund activity for April 2025

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. Educational Item

Library Staff will share with Trustees the newly launched 1,000 Books Before Kindergarten (1KB4K) program and demonstrate new Early Literacy Kits.

8. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library- Action Item

Library Public Services Senior Manager Heidi Lewis will review section 4.00 of the Boise Public Library Policy Manual with the Trustees, specifically Regulation 4.02a, Library Cards and Policy 4.03, Fees. Recommended changes to Regulation 4.02a, Library Cards are included in the meeting packet for informational purposes only and do not require the Board's approval.

Recommended changes to Policy 4.03, Fees are also included in the meeting packet. A motion to approve the recommended changes will be requested.

Section 6.00, Gifts & Bequests

Library Public Services Senior Manager Heidi Lewis will also review section 6.00 of the Boise Public Library Policy Manual with Trustees. The staff recommended no changes to this section of the policy manual and is a discussion item only.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2025 as stipulated by the Board's bylaws.

9. New Business

a. Fiscal Year 2026 Budget- Action Item

Staff will present Fiscal Year 2026 proposed general fund (revenue, personnel, maintenance and operations), heritage fund (library donations), and capital fund (minor equipment, major equipment, capital projects) budgets for the Board's review, discussion, and adoption.

Action: A motion to approve Fiscal Year 2026 proposed general fund (revenue, personnel, maintenance and operations), heritage fund (library donations), and capital fund (minor equipment, major equipment, capital projects) budgets will be requested. The proposed budgets will be submitted to the City's budget office, if adopted by the Board, and forwarded to City Council for approval.

10. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Pisaneschi.

11. Selection of Meeting Date

Next regular meeting on Wednesday, July 9, 2025.

12. 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.

BOISE PUBLIC LIBRARY

Library Director's Report

June 2025

Operations

Hours and Services Status

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

The West Bench Farmer's Market

The West Bench Farmer's Market, a collaborative effort between Global Lounge and Global Gardens, will be held from 5pm to 9pm every Thursday from June 1st through September 30th of this year. The market will be held in the parking lot between the Library! at Cole and Ustick and the Idaho Capital Asian Market. As this utilizes Library parking, we have signed a one-year Memorandum of Understanding (MOU) between the West Bench Farmer's Market and the Library. The MOU outlines expectations to ensure the Market does not hinder Library use and will be reviewed at the end of summer.

Universal Changing Table

The Universal Changing Table in the All User restroom at the Downtown Library has been added to the [Universal Changing Table Map](#) created by Changing Spaces. This map allows individuals living with disabilities to locate accessible restrooms with height-adjustable adult-sized changing tables throughout the US. The Boise Airport and the Boise Public Library are the first locations listed for Idaho.

FY26 Budget Build

The first FY26 Budget workshop was held on May 20th. The presentation and discussion can be reviewed on the city's YouTube channel. The first part of the workshop was in the [Boise City Council - Budget Workshop](#) meeting. The discussion continued into the noon session: [Boise City Council - Noon Session & Continuation of the Budget Workshop](#).

Board Engagement Opportunity **Pride Month Community Resource Fair**

On Saturday, June 28th, the Library Board of Trustees is invited join the Boise Public Library and a wide range of local organizations offering essential resources in housing, employment, health and wellness, legal assistance, and more. This is an opportunity for our residents to seek support, engage with affirming service providers, or celebrate Pride. All are welcome to attend.



CELEBRATE COMMUNITY AND CONNECTION AT OUR PRIDE MONTH COMMUNITY RESOURCE FAIR!

This inclusive event brings together local organizations offering essential resources in housing, employment, health and wellness, legal assistance, and much more. Whether you're seeking support, looking to engage with affirming services, or simply want to celebrate Pride with us, all are welcome. Join us to explore, connect, and uplift our community!

Saturday, June 28
12-6 p.m.
Downtown Library, Hayes Auditorium

Administration and Management Reports:

Programming

Summer Reading & Learning Celebration 2025

On Saturday, May 17th, Boise Public Library, in partnership with Ada Community Library, produced the 4th Annual [Summer Reading & Learning Celebration](#) (SRLC). The event kicked-off summer reading and provided opportunity for community organizations to promote summer offerings. Over twenty libraries and organizations participated, including the Nampa, Garden City, Kuna, and Eagle libraries; Idaho Public Television; Rediscovered Books; Boise National Forest; and the City of Boise Department of Arts & History. Even with a last-minute change to indoors due to weather, an estimated 1,500 people joined us at JUMP! Highlights included: Boise Rock School bands performed on three separate stages; Guho Construction brought a dump truck and excavator and chatted with visitors; bookmobiles from the Ada and Nampa libraries; our Home-based Services staff and van; dancers from Ballet Folklorico Mexico Lindo, Boise Traditional Chinese Dance Group, Irish Dance Idaho, and Starbelly School of Dance performed. Other activities included an Exhibitor Hall, STEM area, and visits with library mascots.



Other [Programming Highlights](#):

- In addition to the community wide SRLC, each location held a kick-off party on the first day of [summer reading](#) (May 22nd). Activities included tie-dyeing, collaging, tote bag decorating, and coloring while staff signed families up for the Summer Reading program. With the theme of Color our World, all our buildings are beautifully festooned with summer happiness.
- The Library! at Bown Crossing started a Goth Club craft series for teens and added a limited-time Family Storytime in the Grass to take advantage of the nice weather in May and June.
- The Library! at Collister started a monthly Sewing 101 class for adults. Participants learn how to prepare their fabric; how to thread a sewing machine and perform basic troubleshooting; and how to complete their projects. Each month features a different beginner-friendly project.
- Youth Services launched this year's Boise Comic Arts Festival (BCAF) Comic Creation Contest for age groups 4-9 years old and 9-14 years old!
- Youth Services held multiple before-opening Preschool Class Visits and hosted goodbye storytimes for the school year. Whitney, Garfield, Hawthorne, Kuna, and Maple Grove Elementary had school field trips to the Library! One of the groups was the kindergarten class that has been participating in My First Books (MFB) this year. Youth Services staff read their last MFB book with them (Maybe

Something Beautiful: How Art Transformed a Neighborhood by Isabel Campoy and Theresa Howell) and then painted the windows of the library together!

- Information Services' English Practice Meetup went on a field trip to Zoo Boise and got to see the new red panda exhibit!

Staff Development

- Staff members from Youth Services attended a [Communities for Youth](#) Initiative meeting and the [ULC Creating Youth Opportunity](#) training.
- Youth Services staff watched Rebecca Lemmons' presentation from the Strengthening Families Training Institute.
- Youth Services welcomed their first intern!
- In May, the Library's Community Resource Coordinator (CRC), Haley, moved from part to full-time. She completed the online [Community Resiliency Model Teacher Training](#) and will begin rolling it out to staff in June. She is continuing the Downtown Library Coffee and Conversations series every 2nd and 4th Friday and added a [Coffee and Conversations](#) series to the Library! at Cole & Ustick every 2nd and 4th Thursday. These programs are an opportunity for community members to connect with each other over a cup of a coffee or a game, meet Haley and other library staff members, and learn about community resources. Haley also tabled for the Library at the Big Brother's Big Sister's [Community Safety and Resource Fair](#) at the Ada County Sheriff's Office on May 31.

Community Partners

- The Library! at Collister launched [The Good Death](#), a twelve-week series in collaboration with local End-of-Life Doula and Grief Counselor, Karen Midlo. This series aims to support and educate about end-of-life care, emphasizing kindness, openness, and understanding. The series is based on [The Good Death: A Guide for Supporting Your Loved One Through the End of Life](#) by Suzanne B. O'Brien.
- Our neighborhood branches partnered with Ada County Elections to serve as early polling locations for the May elections.

Communications

Monthly Email Newsletter: [May](#)

- Sent May 6th, 13,678 successful deliveries
- Content included articles on: the Summer Reading and Learning Celebration, the Summer Reading program, Dr. Picklestein, Musical Tales, Tails & Trails, the Summer Program Guide, Scholastic Teachables, and the Friends book sale.
- 58.85% read the newsletter (8049 read out of 13,678 sent) / Click Rate 9.65% (777)

Ultimate Book Nerd Newsletter: [May UBN](#)

- Sent May 22nd, 1089 successful deliveries
- Open/Read Rate: 68.32% (744) / Click Rate 18.15% (135)

Note the industry benchmarks on the following page published in the NovelList *Library Newsletters Best Practices* guide. As you can see, the Boise Public Library's newsletter metrics are excellent compared to the industry averages, hence the focus on getting more people to sign up for our newsletter.

5 | Analyze Your Results

The average open rate for nonprofits and educational sectors is roughly 23-26%. If your open rates are in that range, you're doing great.

Industry	Open Rate	CTR	CTOR	Unsubscribe Rate
Education	28.5%	4.4%	15.7%	.2%
Entertainment, Media, and Publishing	23.9%	2.9%	12.4%	.1%
Nonprofit	26.6%	2.7%	10.2%	.2%

Source: <https://www.campaignmonitor.com/resources/guides/email-marketing-benchmarks/>

Other Marketing Activities

- Welcome Campaign
 - Great news regarding the recently-launched Welcome Campaign, a series of four emails sent to new Library cardholders. Our email read rates start at 73.47% and it only goes down to 64.73% by the time they receive the fourth email.
- Social
 - We implemented a new social strategy in May, generally grouping activities by category (i.e. adult crafts, storytimes, etc.) vs. one-off program posts. We are also using video and other more creative visuals vs. simple graphics to drive up engagement and increase our followers. So far, from April 2025 to May 2025, we have seen the following changes:
 - Facebook
 - 22.3% increase in page impressions
 - 59.2% increase in page engagements
 - 52.3% increase in post engagement rate
 - 0.4% increase in page fans
 - Instagram
 - 32.4% increase in post engagement
 - 17.9% increase in post engagement rate
 - 1.3% increase in followers
 - [The Urban Libraries Council](#) also featured one of our social posts on the front page of their online newsletter.
- Public Service Advertising, Press Releases and Media coverage
 - Our partnership with Lamar billboard advertising continues, shifting the creative from the Summer Reading Learning Celebration to the Summer Reading Program and then, in August, to BCAF
 - We will have several Library ads in the upcoming Parks & Recreation Summer Program Guide (BCAF, sign up for our newsletter, and info on the digital resources)
 - Press Release issued on the Summer Reading and Learning Celebration, resulting in a great article in the [Idaho Press](#) with Jessica Dorr. Mentions of the launch and program also in the Mayor's newsletter.
- Website
 - New construction web page launched, www.boisepubliclibrary.org/construction

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

Project Start Date:	Summer 2022	Estimated Finish Date:	Ongoing
Project Manager:	Lindsay Erb	Department:	Library

PROJECT STATUS:

Period Covered:	May 2025
Project Summary	<ul style="list-style-type: none"> ▪ <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. ▪ <u>Cole & Ustick Library</u> new book auto sorter and tenant improvements. ▪ <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.
DOWNTOWN LIBRARY IMPROVEMENTS UPDATE	<p><u>1st Floor Renovations and Deferred Maintenance:</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes 1st story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas. ✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical and plumbing. <p>Status:</p> <ul style="list-style-type: none"> • Constuction Documents are through plan review • Electrical gear GMP passed through council 4.29.25. 1st Floor bidding opens 6.4.25. • Construction start is estimated to begin late summer dependent on lead times / submittal / bid results and budget review. Pre-Construction logistics are ongoing with PW / Library leadership team. Furniture Planning is ongoing. • Exterior Facade and Window improvements scope of work will bid out after the first-floor project bids. <p><u>Major Parking Lot Replacement</u></p> <ul style="list-style-type: none"> ✓ 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). ✓ South end of parking lot to be completed late Summer 2025 per status update below. <p>Status:</p> <ul style="list-style-type: none"> • Schematic design is complete, and pricing received from CM Co for FY27 budget request preparation.

	<ul style="list-style-type: none"> • The South end of parking lot will be completed with CCDC work at Anne Frank Memorial and greenbelt re-alignment project at end of 8th Street to tie geothermal line connecting Capitol Blvd and 8th Street lines into existing line feeding the library. Construction is currently underway. • Engagement with Arts and History and Community Engagement has begun to support existing and future art opportunities and wayfinding signage <p><u>Brick repairs/ Window Replacements</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Repair exterior cracks in mortar & window replacement for 2nd – 4th floors. <p>Status:</p> <ul style="list-style-type: none"> • Plan to bid out after 1st floor renovations are complete. • Work is tentatively planned to begin Fall 2025, pending budget is aligned with bidding climate. <p><u>Elevator Replacement – 4 story</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Replace 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. <p>Status:</p> <ul style="list-style-type: none"> • Elevator report was completed in 2022 with recommendations for elevator improvements over the next 4-7 years. • Design has begun. Permit submission slated for mid summer 2025 with bidding to start Fall 2025 to accommodate the lead times for elevators and align construction with 1st floor closure.
<p>COLE & USTICK AUTOSORTER UPDATE</p>	<p>Scope: 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"> • AutoSorter delivery and installation is scheduled for December 2025. • Tenant improvements on track to begin early summer.
<p>LIBRARY FACILITIES PLANNING UPDATE</p>	<p>Scope: 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"> • Community listening sessions were a success and a follow up meeting with Group 4 has been scheduled to share information learned through CE process and move forward with the draft of the final deliverable.

Overall Project Health	<p>Summary:</p> <p>Downtown Library: 1st floor renovations with deferred maintenance items along with exterior brick repairs and window replacements are anticipated to be completed this year.</p> <p>Major parking lot replacement construction is estimated to begin in fiscal year 2027 when funding is available.</p> <p>Cole & Ustick Library: On budget, but behind schedule with delivery and installation estimated in Dec 2025.</p> <p>Library Master Facilities Planning: On budget & schedule</p>
Highlights	<p>Downtown Library: Estimated construction start for late summer / early fall pending final bid results. Plans have been shared with City Council, Library Board of Trustees, and public.</p> <p>Cole & Ustick Library: Permit under review. Bid opening occurred, waiting for GMP.</p> <p>Library Master Facilities Planning: Meetings to wrap up deliverable are scheduled.</p>

PROJECT COMPONENTS:

Component	Notes
Scope	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.
Budget	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.
Schedule	Any project specific schedule delays will be noted in the bid package updates section.
Risks	Construction market challenges, including finding multiple bidders and pricing. 1 st 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.
Resources	

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<p>Downtown Library:</p> <ul style="list-style-type: none"> • Auto sorter room construction • Roof replacement & lighting upgrades along parapet • 4th floor & partial 1st floor tenant improvement • Minor Parking Repairs • East & West stair railing work

	<ul style="list-style-type: none"> • Visioning work to establish alignment for interior design materials & finishes • Fire pump replacement • Restroom/ plumbing construction work (1st through 4th floors- 4 Story Portion)
Planned	Downtown Library: <ul style="list-style-type: none"> • 1st floor renovations and building systems upgrades • Exterior brick repairs/ window replacements • Major parking lot replacement • Elevator Replacement



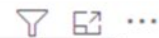
BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | June 2025

Active Cardholders

Definition: 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



39236



Boise Downtown
Library

11984



Boise Cole and Ustick
Branch

8242



Boise Bown Crossing
Branch

4308



Boise Collister Branch

4291

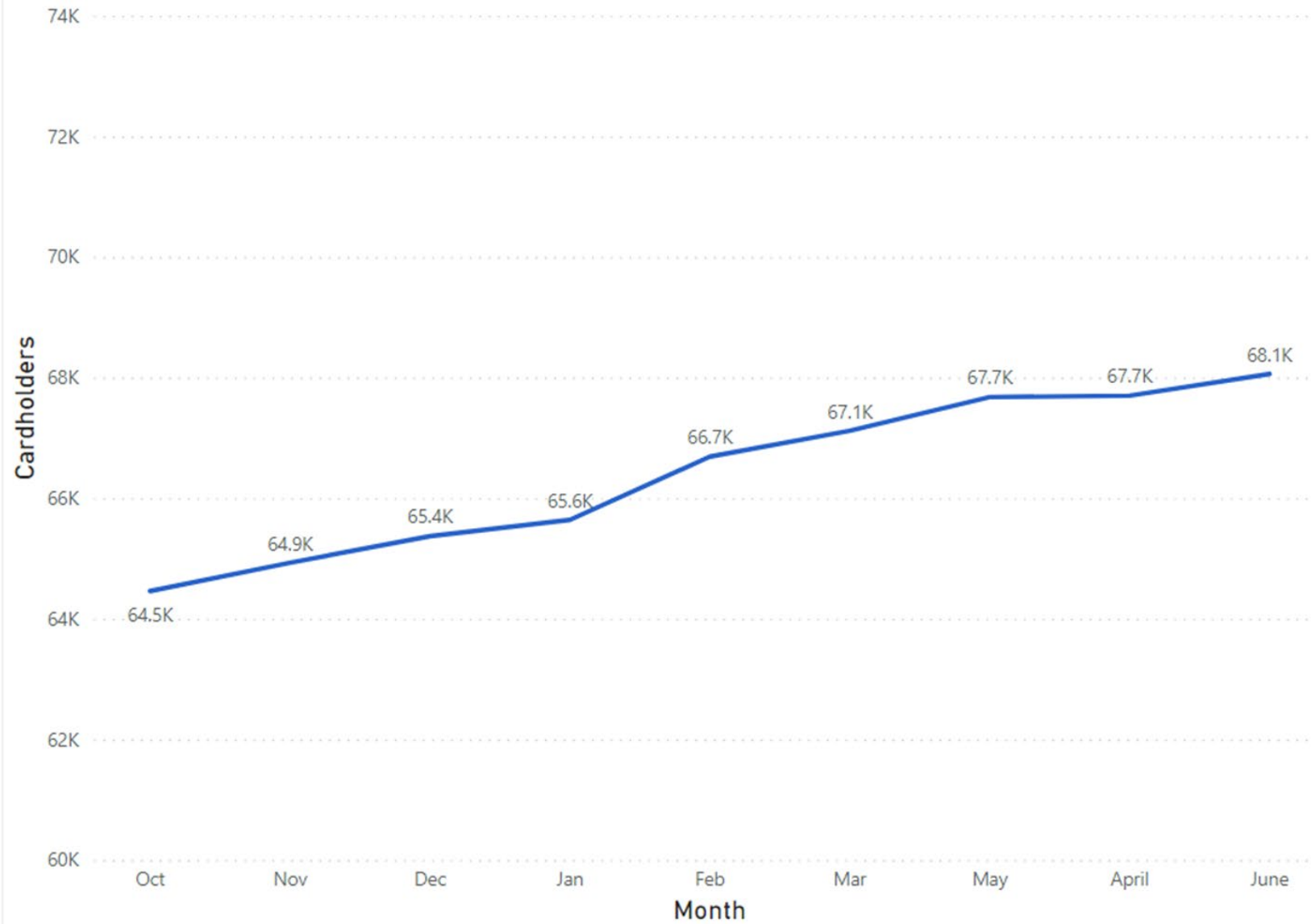


Boise Hillcrest Branch

68,061

Active Cardholders

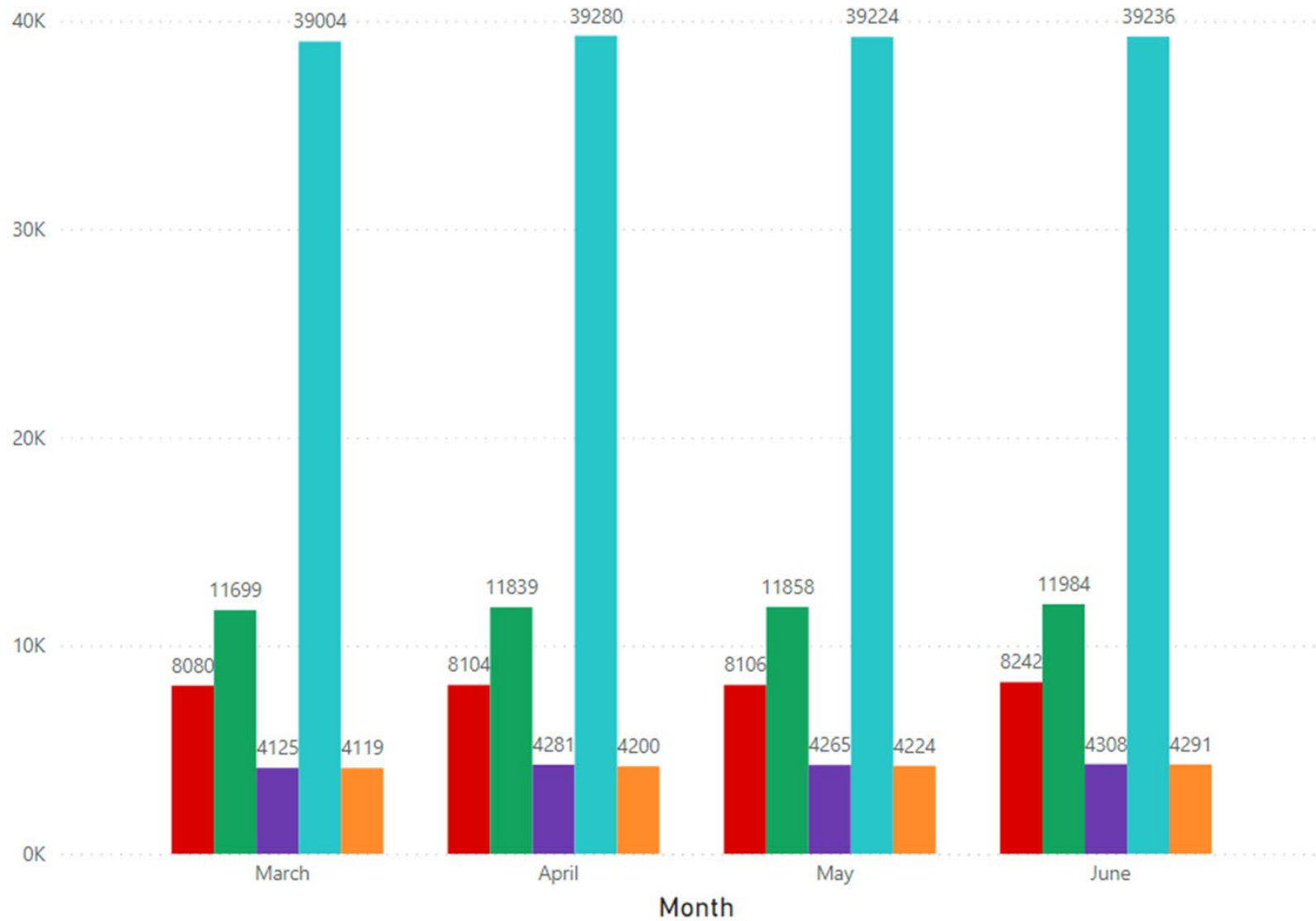
Cardholders by Month FY25



Active Cardholders by Month and Branch



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



In-Person Visits

312,683

YTD through Last Month

63,467

Prior Month

61,885

Prior Month Prior Year

+3%

Month Percent Change

503,978

YTD Fiscal

473,995

LastYTD Fiscal

+6%

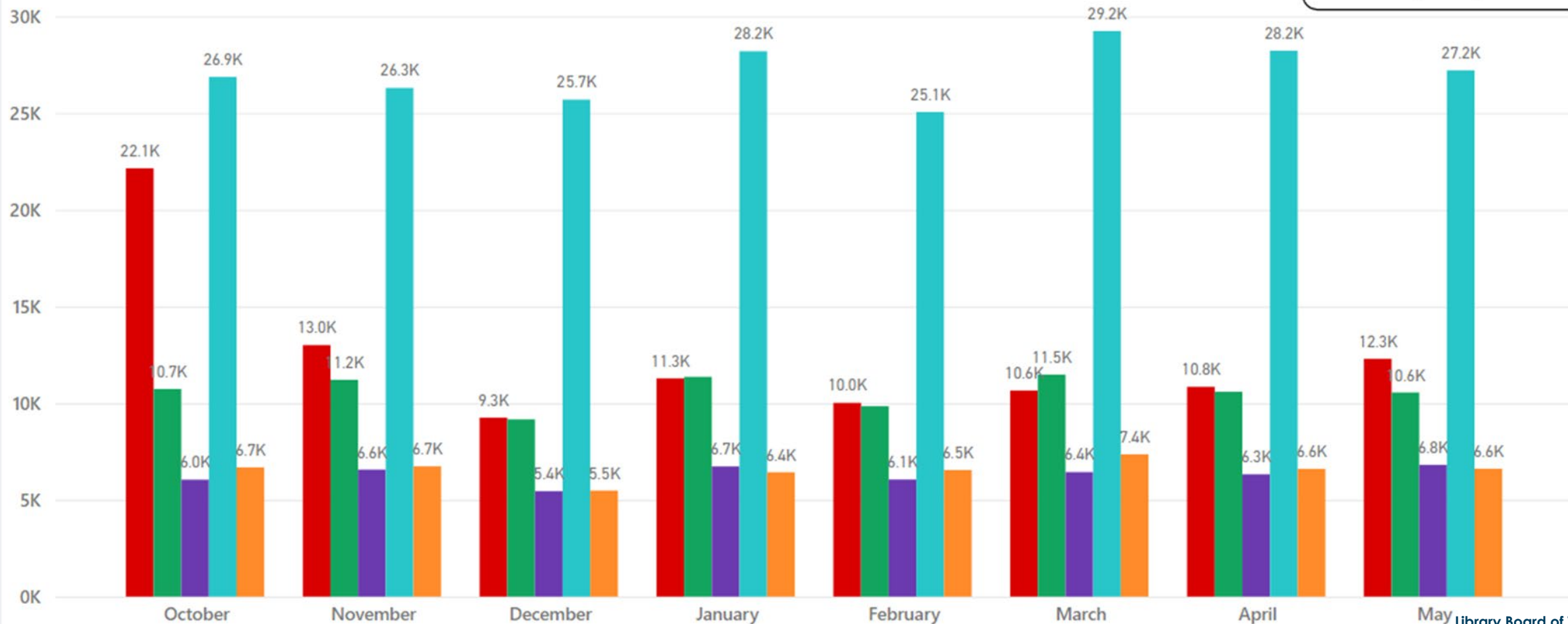
YTD Percent Change

In-Person Visits Fiscal Year25

62,537

Monthly Average YTD

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



63,467

Prior Month

61,885

Prior Month Prior Year

+3%

Month Percent Change

503,978

YTD Fiscal

473,995

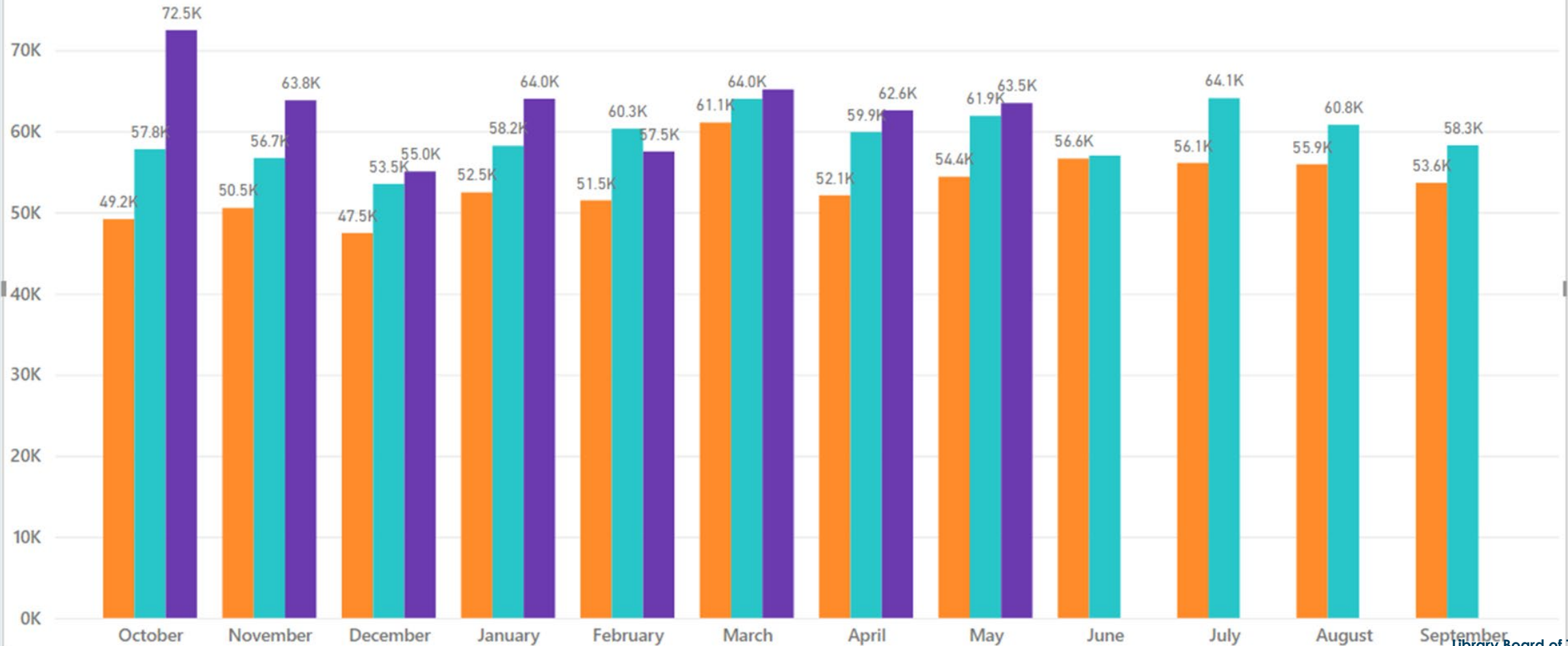
LastYTD Fiscal

+6%

YTD Percent Change

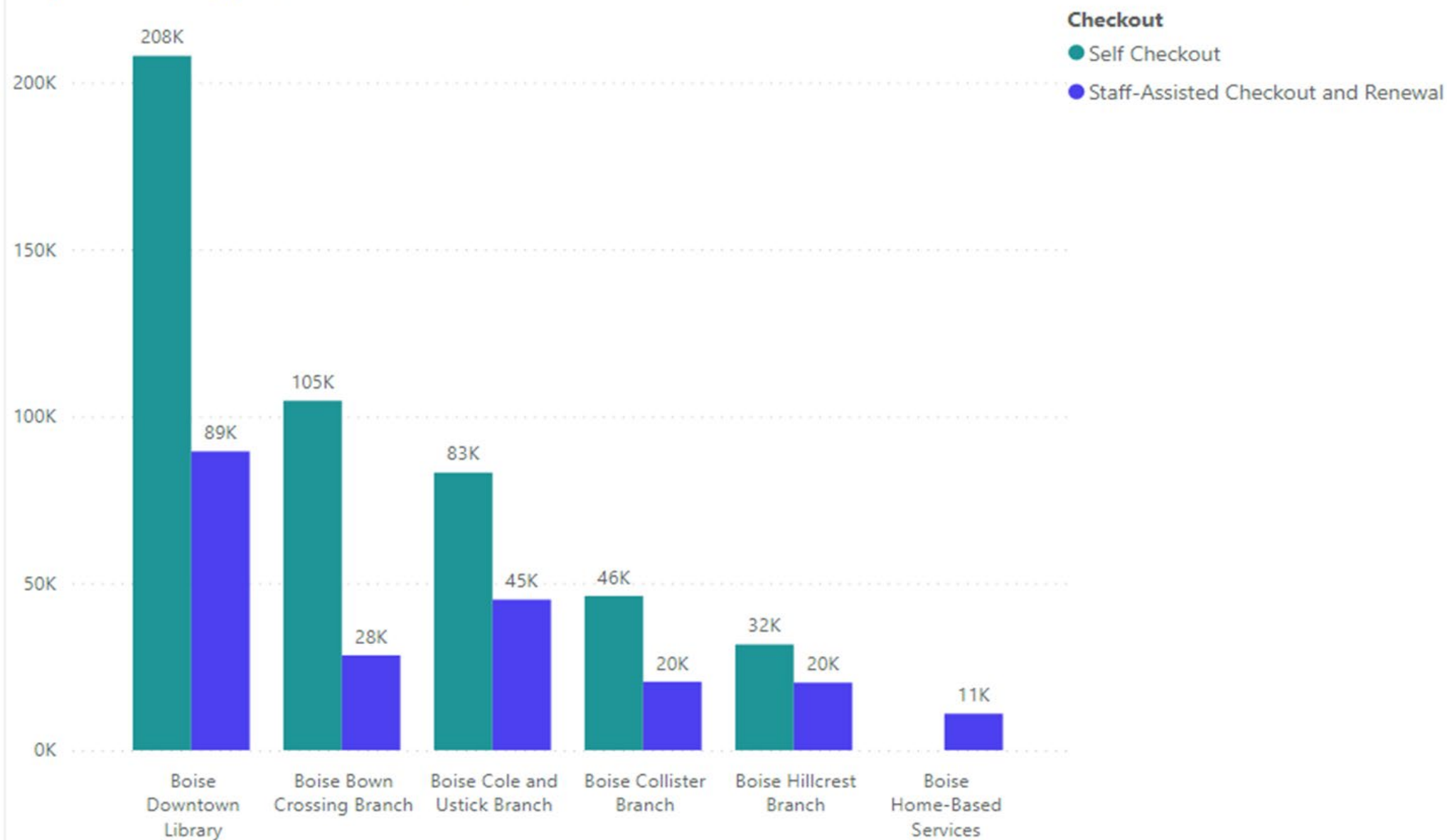
Total In-Person Visits by Year

2023 2024 2025



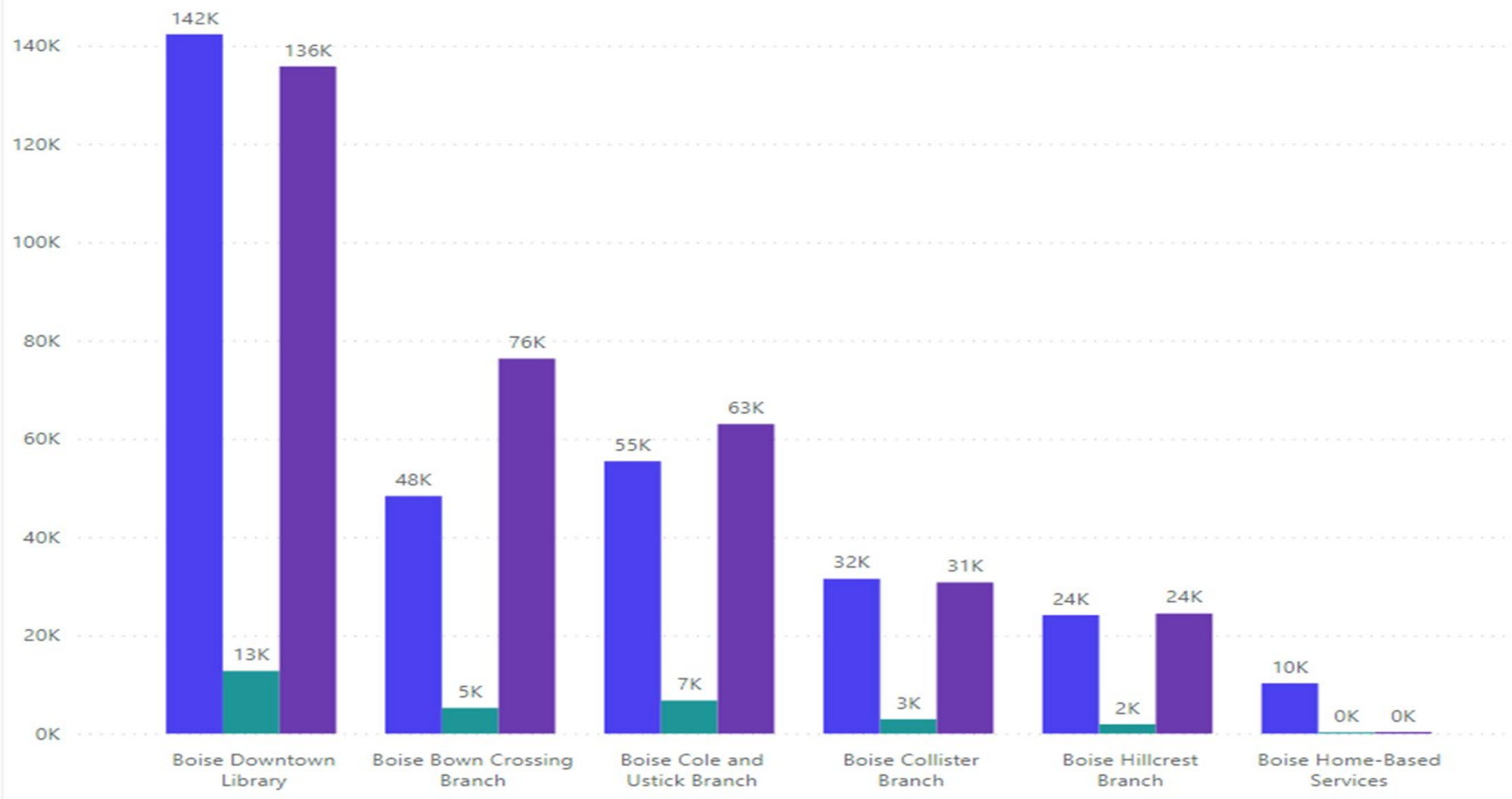
Physical Circulation

Physical Circ by Location FYTD25

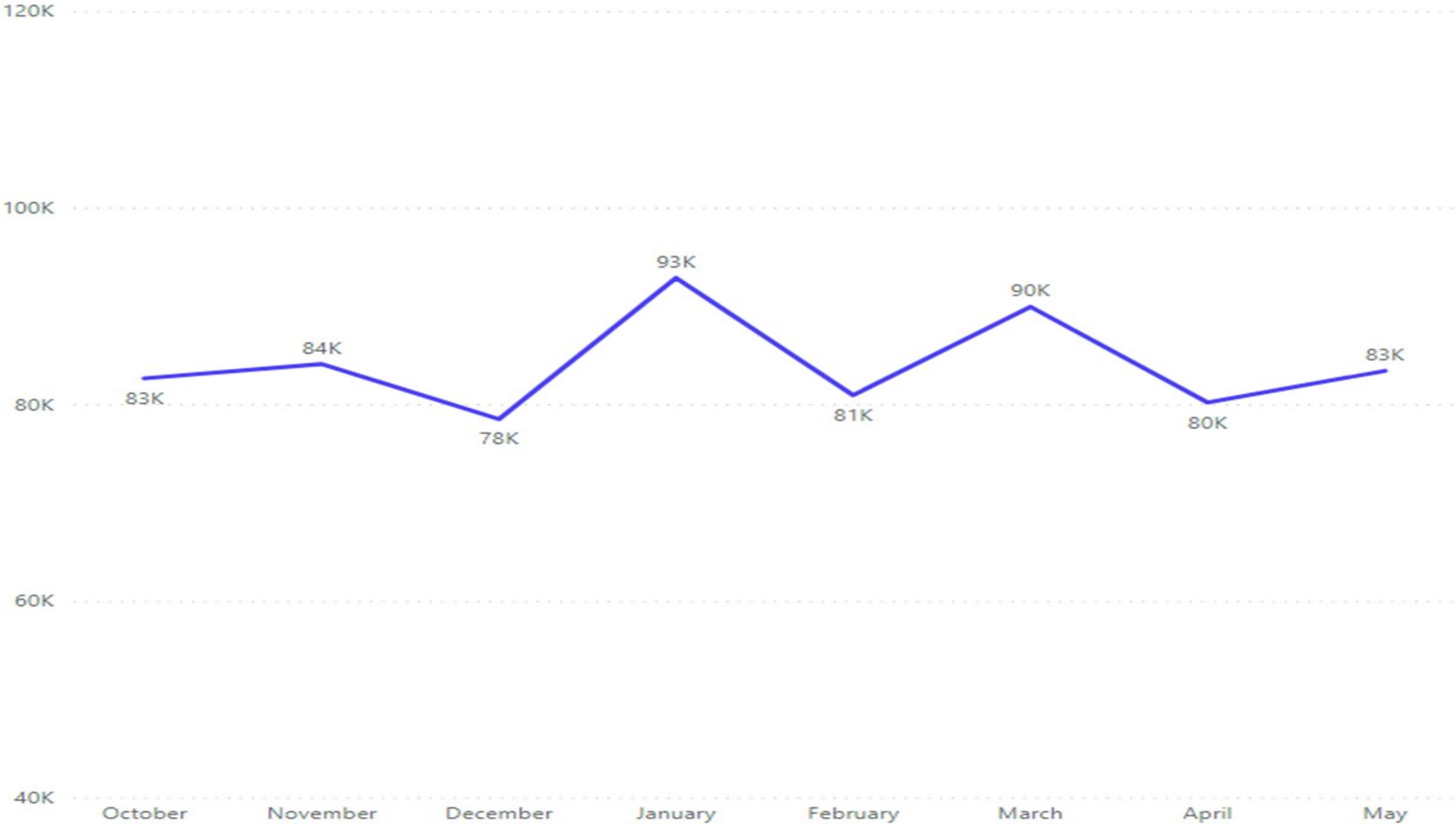


Physical Circulation by Audience FYTD '25

Audience ● Adult ● Teen ● Youth

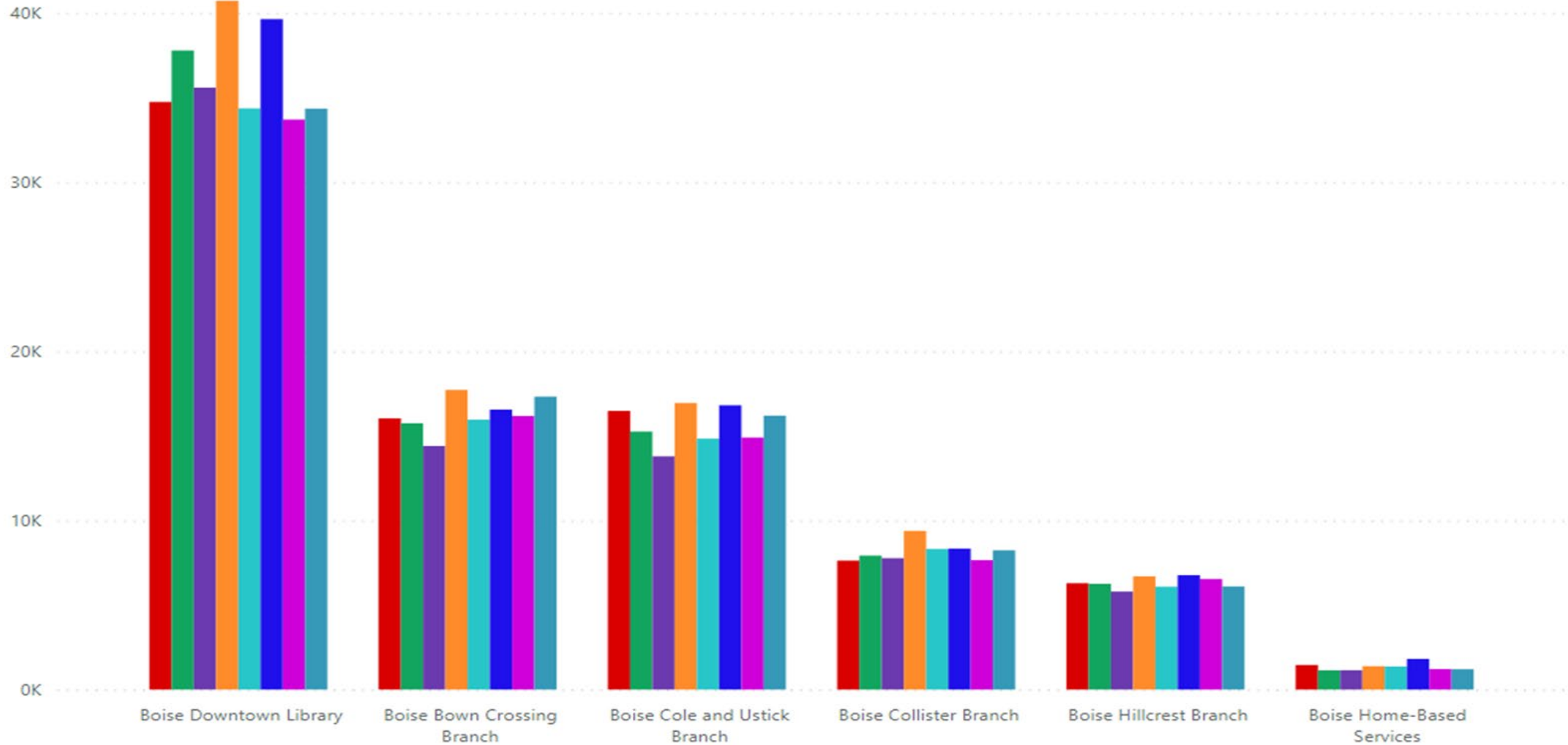


Physical Circulation - Fiscal Year '25



Physical Circulation for Fiscal Year '25

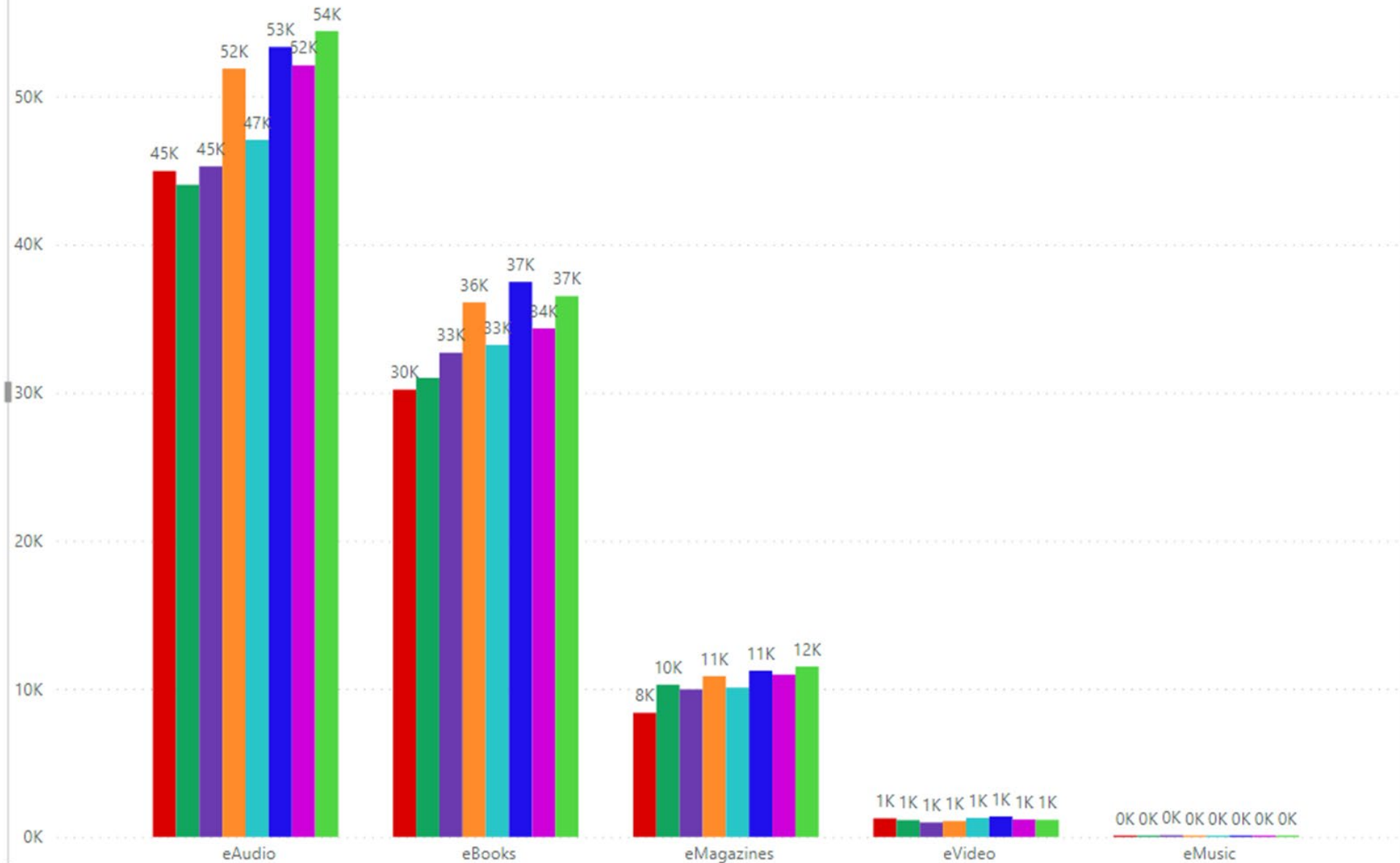
Month ● October ● November ● December ● January ● February ● March ● April ● May



Digital Circulation

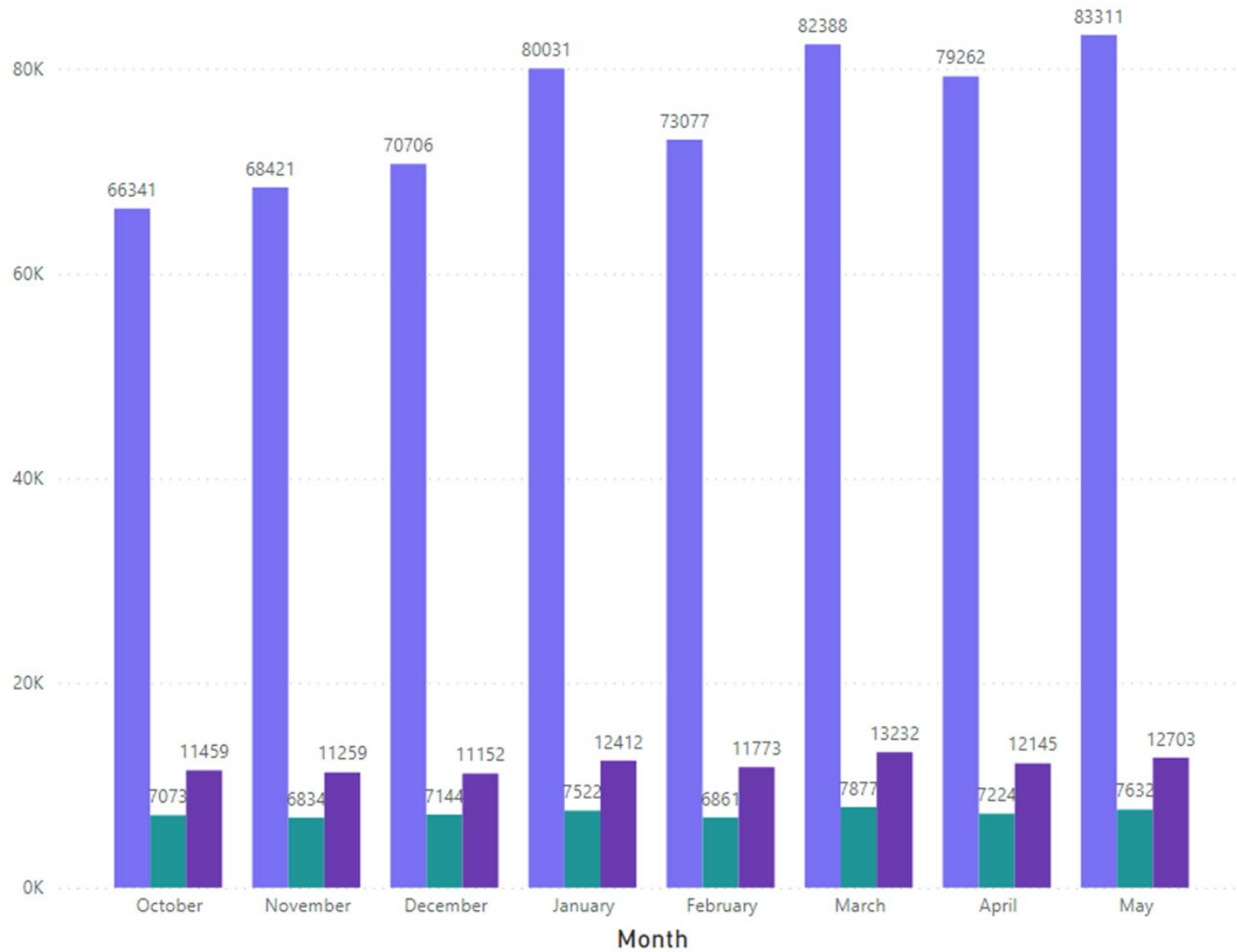
Digital Circulation by Format FY '25

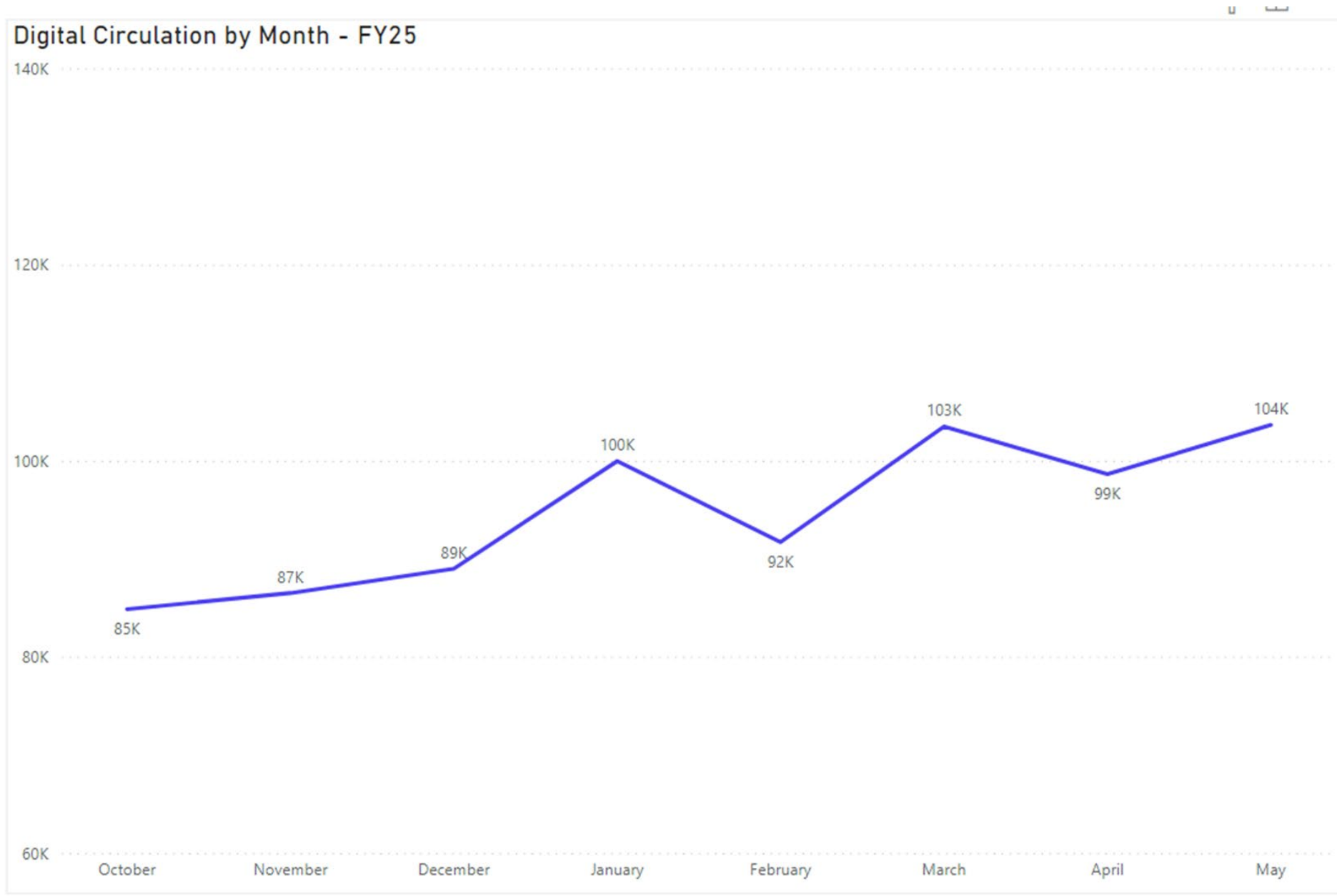
Month ● October ● November ● December ● January ● February ● March ● April ● May



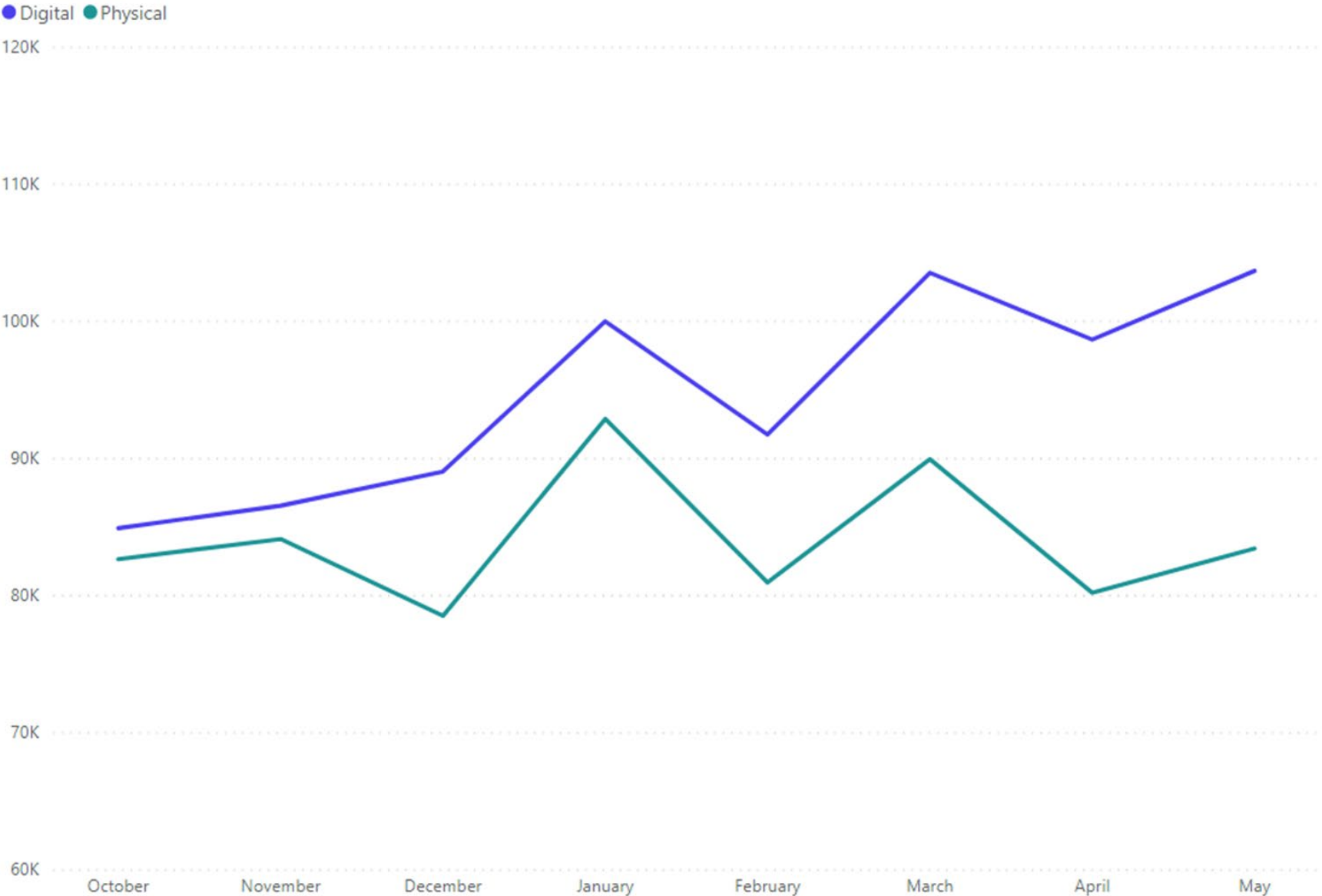
Digital Audiences by Month - FY25

Audience ● Adult ● Teen ● Youth



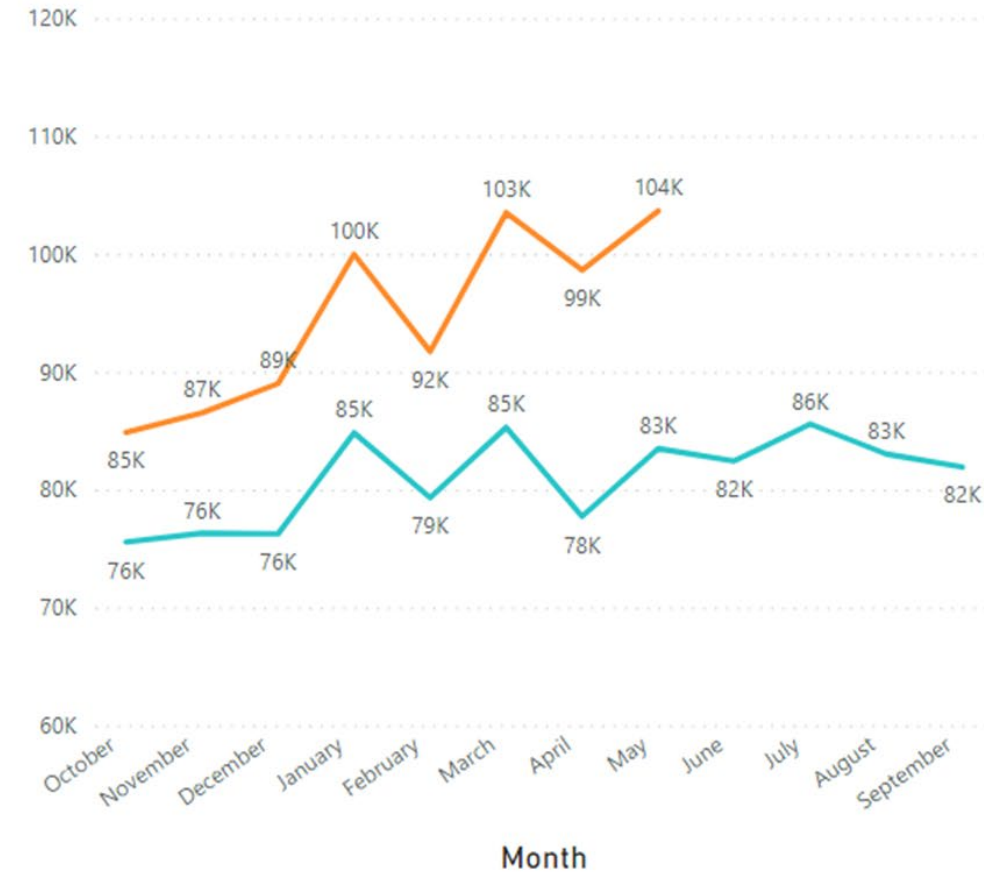


Physical and Digital Circulation FY25



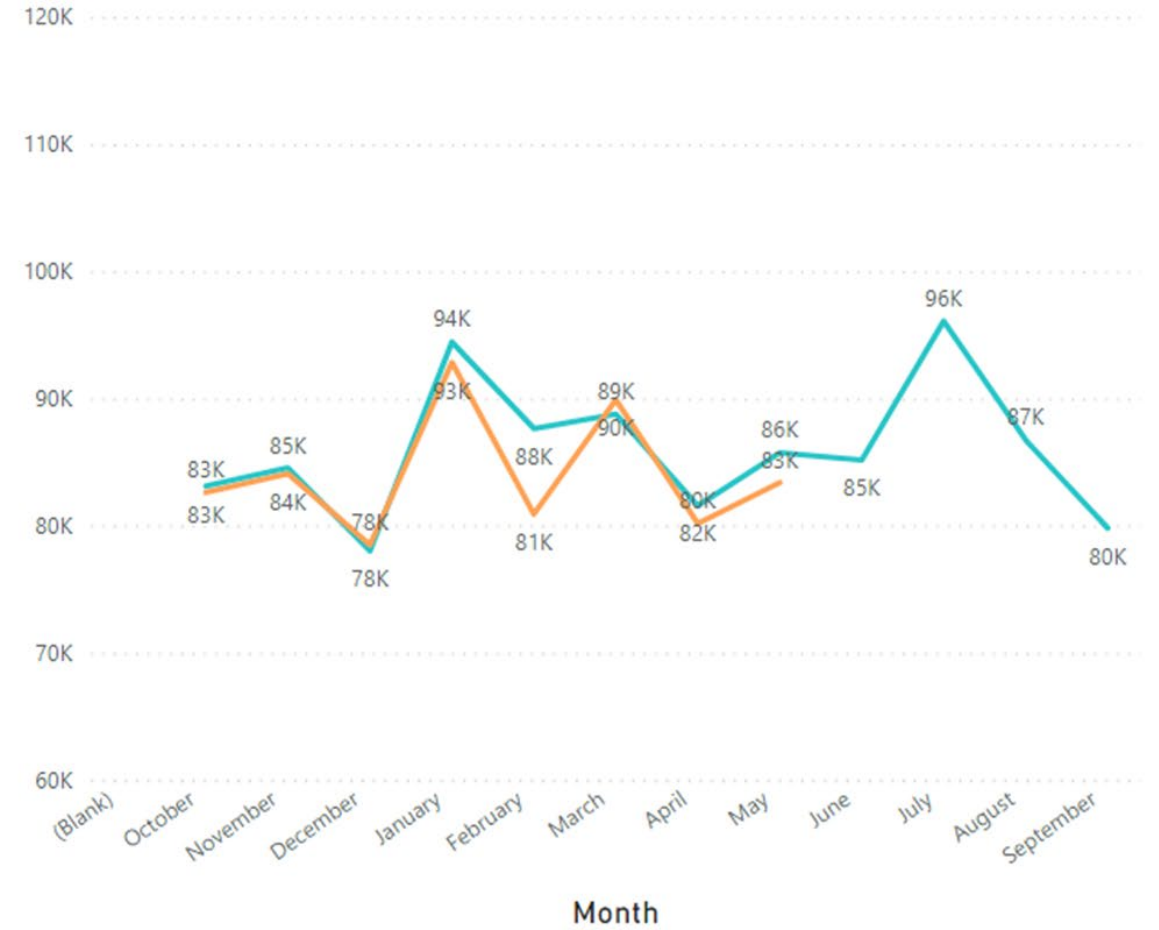
Digital Circulation Historic

FiscalYear ● 2024 ● 2025



Physical Circulation Historic

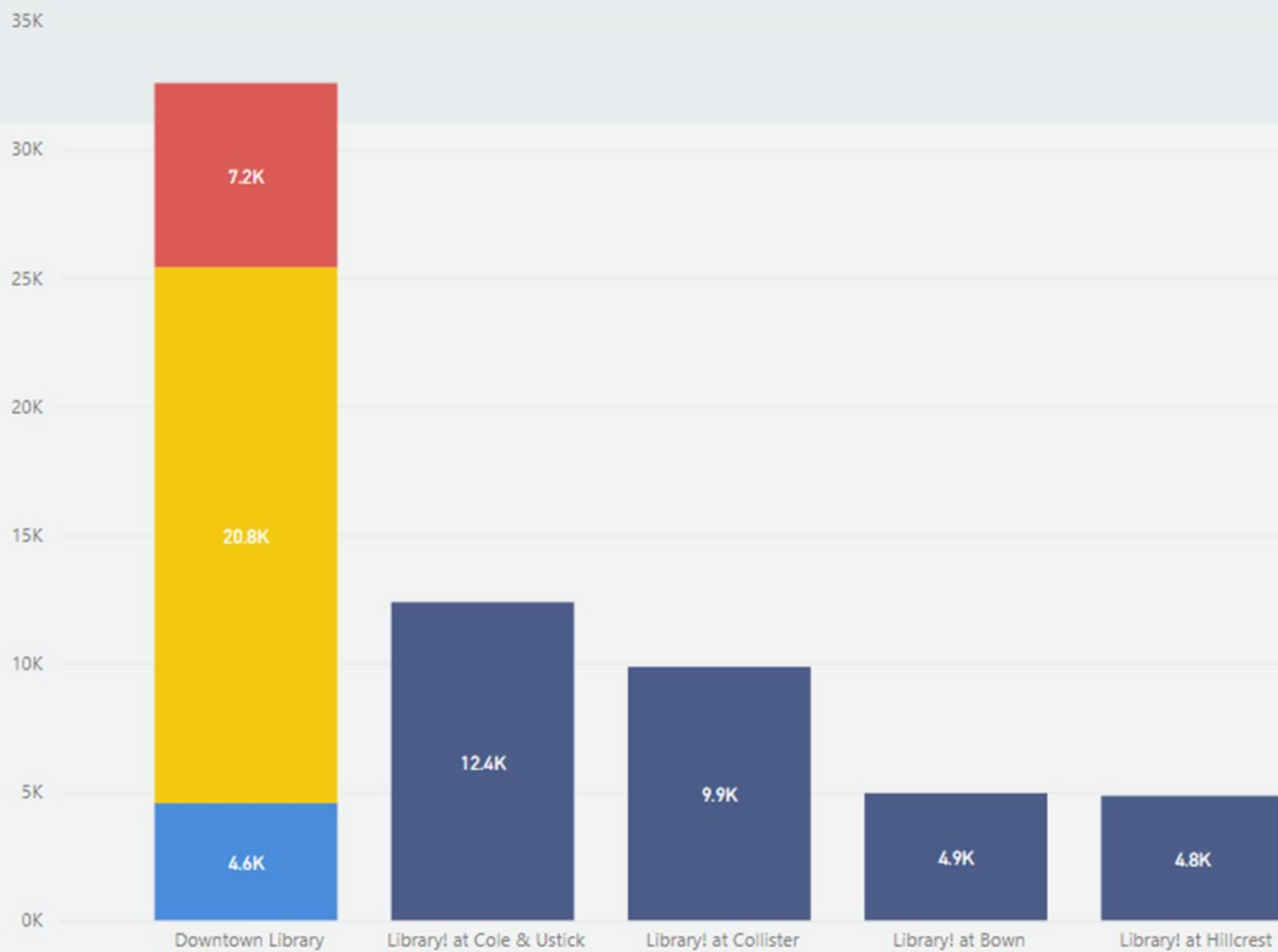
FiscalYear (Blank) ● 2024 ● 2025



Reference

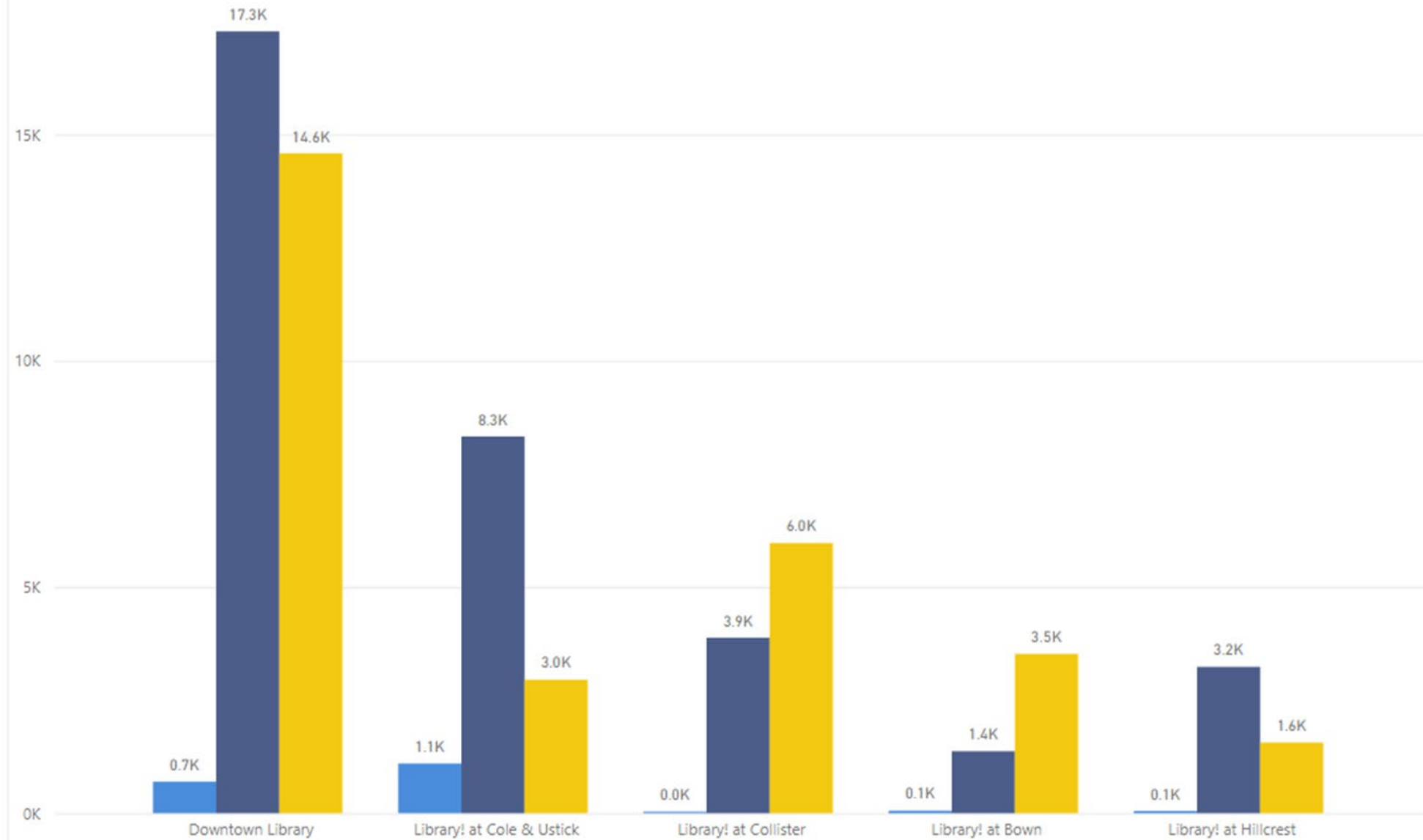
Question Count by Desk and Location FY25

Location ● Circulation ● Desk ● Info Services ● Youth Services



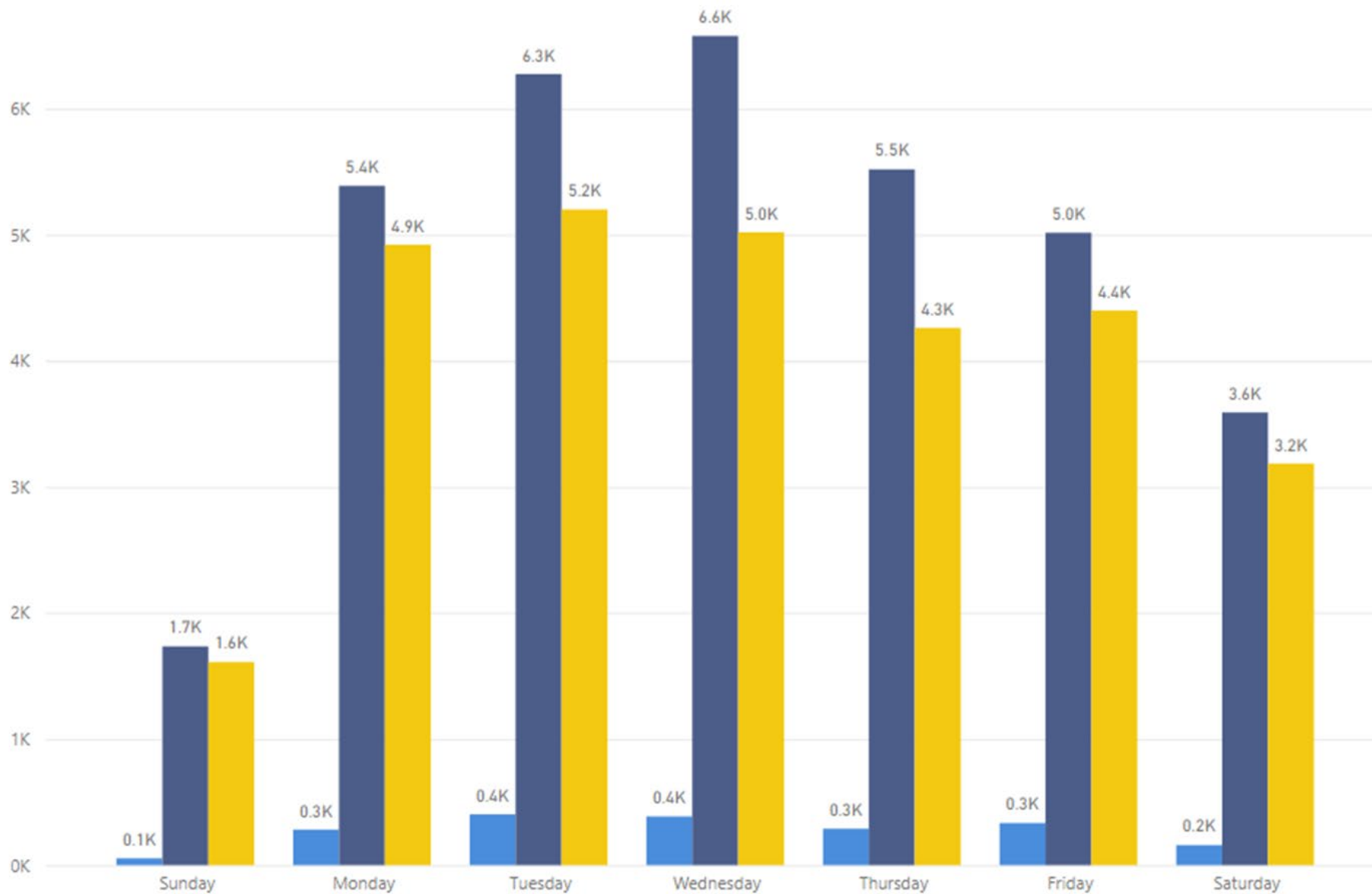
Question Type by Location FY25

Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Question Type by Day of Week FY25

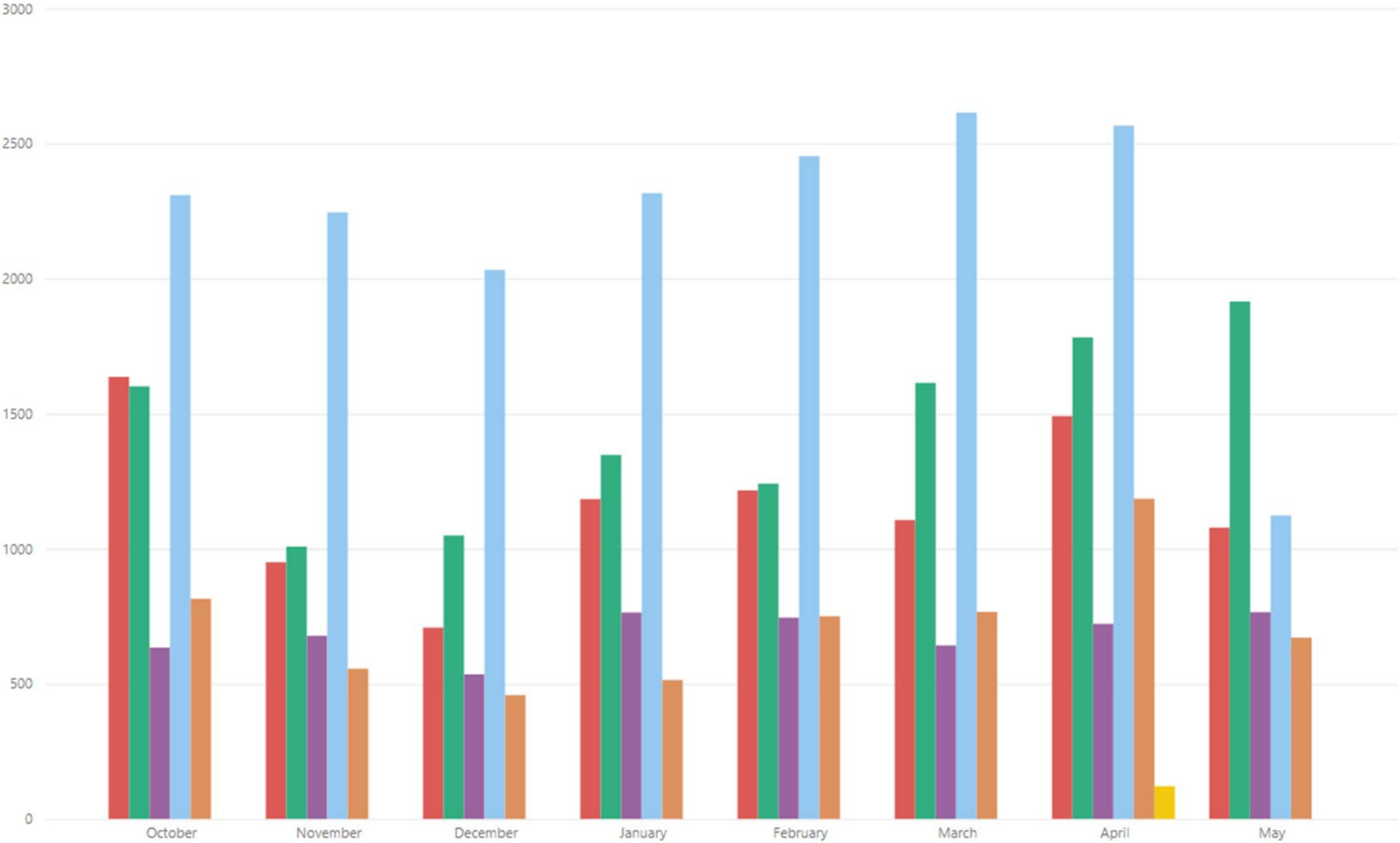
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Programs

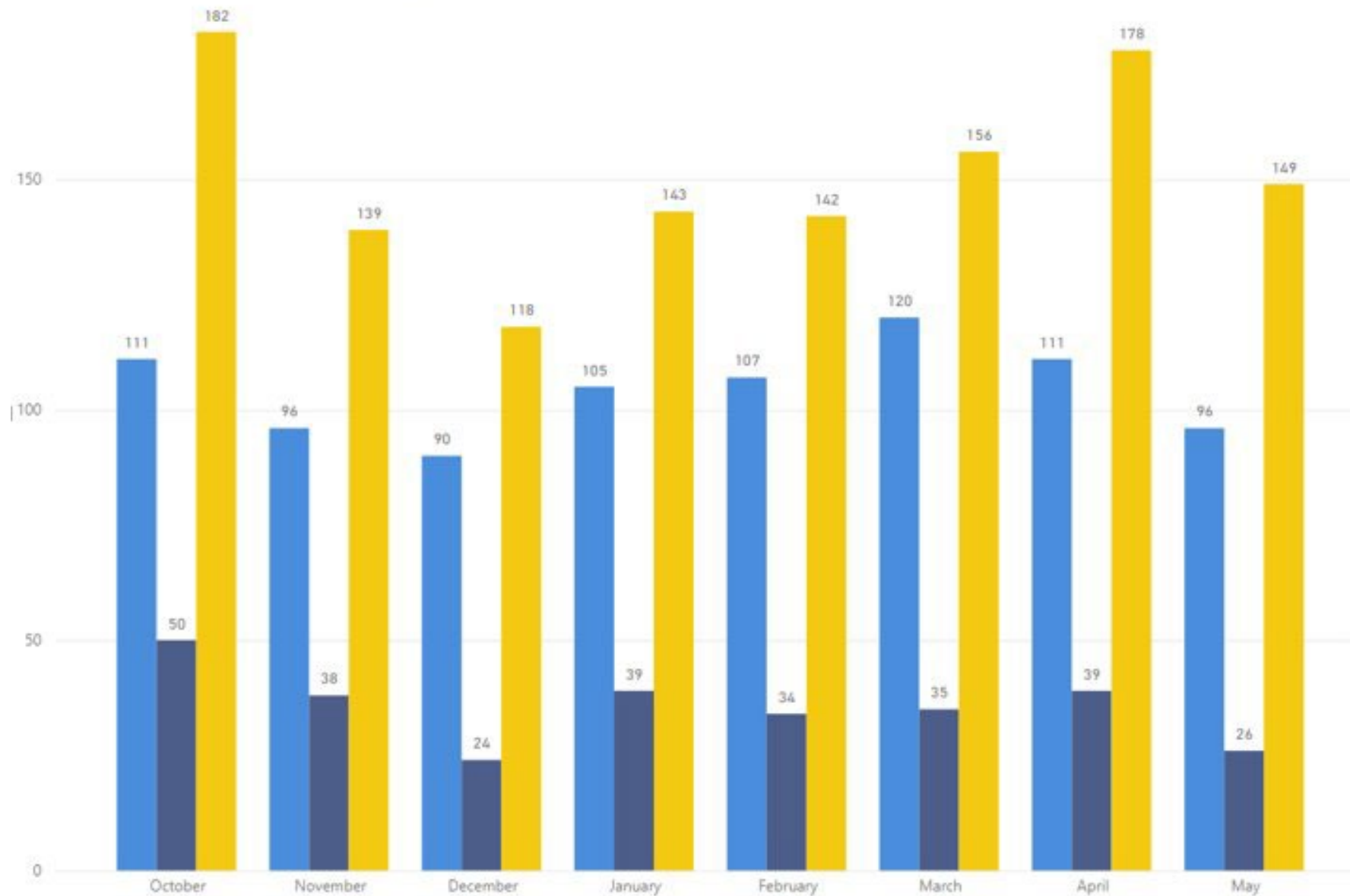
All Branches Program Attendees FY25

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



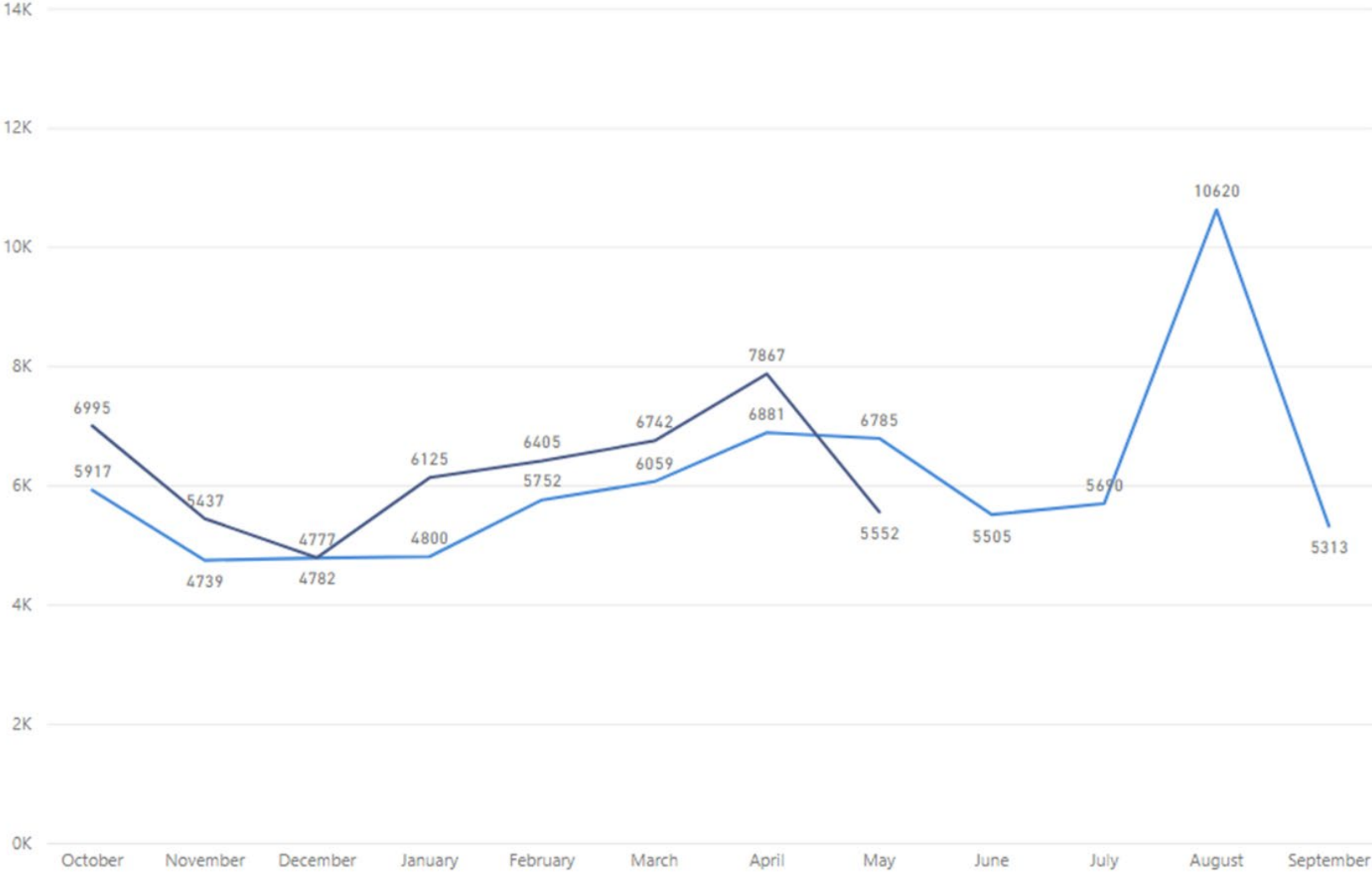
Events by Audience FY25

Audience_Types ● Adults (18 & Over) ● Teens (12-17) ● Youth



Program Attendance FY24-FY25

fiscal_year ● 2024 ● 2025



Boise Public Library

Policy Review June 11, 2025

Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Regulation 4.02a, Library Cards
- Policy 4.03, Fees

SECTION 6.00, *Gifts & Bequests*

- Policy 6.01, Gifts
- Policy 6.02, Facility Naming

Staff Recommendations:

Section 4.00, *Use of the Library* Regulation 4.02a, Library Cards and Policy 4.03, Fees is presented to the Library Board. Recommended changes to Regulation 4.02a, Library Cards are included for informational purposes only and do not require the Board's approval.

Recommended changes to Policy 4.03, Fees are also included in the meeting packet. A motion to approve the recommended changes is requested.

Section 6.00, *Gifts & Bequests* of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Policy Summary

This month, the Board of Trustees will review portions of Section 4.00, *Use of the Library*, and the entirety of Section 6.00, *Gifts & Bequests*. Section 6.0 was last reviewed in January of 2024. Section 4.0 policy was last reviewed in February of 2025. Since then, the Lynx Consortium Circulation Team and Directors Team undertook a series of discussions to align more of the patron and material settings across the consortium with the goal of providing a more consistent library user experience. Hold requests are filled for cardholders from different libraries, and different settings can create confusion for library users. As part of this work, the Boise Public Library agreed to modify three of our parameters in policy and regulation.

Regulation 4.02a, Library Cards

We are suggesting changes to subsection 2. Temporary Card. Rather than limiting Temporary cardholders to two items at a time, we are suggesting increasing that number to three items at a time to match the number at other libraries in the consortium.

Policy 4.03, Fees

We are suggesting changes to the final paragraph of 4.03. Our current policy states that 20 overdue items prevent checkout of physical materials. All other libraries in the consortium have, or have agreed to, set that number at 10 items. We feel a limit of 10 will not put an undue burden on Boise Public Library cardholders and may help to recover lost materials. In addition, our current policy states that no physical materials will be loaned to patrons owing more than \$10.00 in fees. The consortium-wide setting is technically set at \$9.99; for accuracy, we suggest our policy state \$10.00 or more. Again, we believe this change will not put an undue burden on Boise Public Library cardholders.

Policy 6.01, Gifts

No suggested changes currently. This section has not been revised since it went into effect in 2011.

Policy 6.02, Facility Naming

No suggested changes currently. This section has not been revised since it went into effect in 2011.

Document Type: Regulation
Number: 4.02a
Effective: 03-01-2011
Revised: ~~10-01-2021~~
06-11-2025
Last Reviewed: ~~02-12-2025~~
06-11-2025

LIBRARY CARDS

The Library offers the following cards:

1. Borrower's Card

Borrower's Cards are available without direct payment of a fee to Boise residents; individuals paying ad valorem taxes on real and/or personal property situated within the city limits; residents of the Boise Veterans Home; employees of Boise City and their families; and Idaho legislators, their families, and their legislative staff. An applicant for a Borrower's Card must present the following:

- a driver's license, passport, or other official photo identification
- proof of current address within the city limits of Boise; proof of employment by the City of Boise; or proof of status as an Idaho legislator, legislative staff member, or spouse or child of an Idaho legislator.

Borrower's Cards will be updated annually upon verification of continued eligibility. A Post Office box will not be accepted as proof of residency. Unmarried minor children (under 18 years of age) residing in Boise shall be issued an individual card, without identification, so long as a parent or legal guardian provides the requisite identification and proof of current address within the city limits. Unless otherwise noted, staff shall follow this approach to issuing cards with borrowing privileges to minors.

2. Temporary Card

Individuals who have not established a permanent address in Boise, but who are living within the city limits, may receive a Temporary Card valid for a period of three months. To receive a Temporary Card, an individual must present official photo identification and either a letter from an entity designated by the Library as a cooperating service agency agreeing to accept mail for the individual, or a piece of mail (postmarked within the past ten days) to prove receipt of mail at the designated address. Temporary Cards may be renewed upon verification of continued eligibility. A patron to whom a Temporary Card is issued may have checked out on the card no more than ~~two~~ three items at any one time.

3. Internet-Only Card

Individuals who wish only to obtain Internet access at the Library may obtain an Internet-Only Card, regardless of the location of their residence. Such card may be issued only upon presentation of photo identification as described above and will be valid for one year from date of issuance and subject to renewal annually

upon presentation of photo identification. This card can only be used for Internet access within the Library.

4. Corporate Card

Business entities, nonprofit organizations and governmental agencies whose principal offices are located within the city limits may obtain a Corporate Card. Any officer of the business entity may apply for the card upon presenting photo identification and a business card, letter on company letterhead, or other documentation showing the applicant's status as an individual authorized to apply for the card on behalf of the business entity. A Corporate Card may be issued only after staff has verified that the applicant has approval to apply for the card on behalf of the business entity. The business entity will be financially responsible for fines and fees incurred through use of the card.

5. Non-Resident Card

An individual who does not meet the requirements for a Borrower's Card may obtain a Non-Resident Card upon the payment of an annual fee of \$75.00 and in-person presentation of official photo identification. The Non-Resident Card has the same privileges as a Borrower's Card and the annual payment of the non-resident fee by one individual in a household allows all other persons in that household to obtain a Non-Resident Card without the payment of an additional fee.

Non-resident senior citizens over the age of sixty-two may purchase a Non-Resident Card for an annual fee of \$20.00. Students who reside outside of Ada County but attend public or private schools (including higher education) within the geographical limits of the Boise School District may purchase a Non-Resident Card at the same rate as non-resident seniors. Cards purchased at the discounted rate shall be for the personal use of the individual cardholder only.

A full refund shall be given at any time during the year if the fee was charged in error. Refunds of fees for Non-Resident Cards shall otherwise be made on a pro-rata basis for the first nine months after the purchase of a non-resident card; no such refunds shall be given during the last three months of the non-resident year. Refunds of fees for Non-Resident Cards may be made as follows:

- when a business transfer takes the non-resident from the area;
- when Boise City annexes the non-resident's property into the city;
- when the non-resident moves into Boise City; or
- when new contractual arrangements with another library entitle the family to service without payment of non-resident fees.

Document Type:	Policy
Number:	4.03
Effective:	03-01-2011
Revised:	07-12-2023 06-11-2025
Last Reviewed:	02-12-2025 06-11-2025

FEES

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 a replacement cost, which may include 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 \$2.00 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. Any fax consisting of 16 pages or more shall carry a flat charge of \$5.00, payable in advance by credit card.

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~~10 items overdue or with lost materials will be prohibited from borrowing further physical materials until the overdue or lost items are returned or replacement charges have been paid. No physical materials will be loaned to patrons owing ~~more than~~ \$10.00 or more 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:	03-01-2011
Revised:	03-01-2011
Last Reviewed:	01-10-2024

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:	03-01-2011
Revised:	03-01-2011
Last Reviewed:	01-10-2024

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.

General Fund - 101
Library Department
Fund Summary

	2022	2023	2024	2025		2026
	Actuals	Actuals	Actuals	Budget	YTD Actuals	Proposed
Revenue						
308002 - Replacement Cards	2,699	2,545	2,019	2,545	949	2,700
308003 - System Share	211,178	215,705	244,895	245,485	103,035	100,000
308004 - Non Resident Fees	7,339	7,348	7,179	7,132	4,133	7,950
308005 - Interlibrary Loan	5	(265)	193	-	128	-
308006 - Materials Recovery	5,067	5,361	2,796	5,856	394	6,650
309009 - Event Fees	-	3,630	9,730	-	30	10,000
309021 - Sponsorships	-	40	-	-	2,000	-
312003 - Courier	121,050	151,038	163,230	178,012	85,011	167,000
317014 - Advertising	-	-	540	-	-	600
318005 - Printing & Copy Charges	21,643	26,436	34,663	26,780	22,864	36,000
320006 - Overdue Books	7,450	5,511	4,717	-	2,584	5,000
323007 - Facility Rental	2,915	6,845	-	9,650	-	-
325011 - Fed Pandemic Grant	-	14,768	10,000	-	-	-
325999 - Grant Revenue Clearing	-	-	-	-	-	-
328001 - Donations	-	48,500	(120)	-	-	-
329001 - Miscellaneous Revenue	39,858	40,677	28,614	40,404	16,735	37,100
329007 - Furn/Fix/Equip Income	-	(20)	-	-	-	-
397001 - Other Financing Sources	5,829	-	-	-	-	-
Total Revenue	425,032	528,118	508,457	515,864	237,864	373,000
Expenditures						
Personnel						
511101 - Salaries	4,387,719	4,725,069	4,884,737	5,479,413	3,211,196	5,681,400
511109 - Flex Rewards	87,334	89,622	105,527	111,574	25,143	56,778
511999 - Non-Cash Salary	-	-	-	-	-	-
513001 - Overtime	4,096	1,298	1,000	5,973	1,455	8,098
516001 - Temp & Recreation Wages	82,970	109,471	165,003	162,886	114,058	166,950
517001 - Department Recognition	11,568	10,825	10,491	14,034	3,321	23,892
517004 - Bonus Grocery Certs	-	-	-	209,657	-	-
517005 - Nonbase Pay	225	124,607	138,332	68,652	69,271	56,778
521001 - FICA	340,812	376,990	395,189	438,338	255,289	458,602
522001 - PERSI Retirement	503,478	553,661	552,690	655,910	378,564	692,152
525005 - Union Medical Dental	18	-	-	-	-	-
525050 - Long Term Disability Insurance	3,730	4,143	4,283	3,340	2,725	5,129
525100 - Life Insurance	4,099	4,182	4,234	4,186	2,616	5,060
525201 - Benefit Credit-Medical	1,004,972	1,160,893	1,231,553	1,496,019	779,721	1,625,874
525202 - Wellness Credit	-	-	-	-	-	-
527001 - Deferred Comp 457 Match	18,921	23,219	21,331	23,409	13,535	21,140
527002 - PERSI 401k Match	52,869	58,567	59,950	74,597	39,998	74,697
529016 - PEHP-General	28,520	27,693	27,888	25,030	18,550	26,027
Total Personnel	6,531,332	7,270,241	7,602,208	8,773,018	4,915,441	8,902,577
Maintenance and Operations						
531001 - Office Supplies	14,789	12,156	13,972	15,375	8,883	15,575
532001 - Special Department Supplies	22,039	28,828	15,868	24,150	15,570	20,750
532031 - Processing Supplies	17,057	24,654	15,624	22,000	9,737	20,000
532045 - Cleaning Supplies	17,448	1,759	3,715	4,400	2,427	4,400
534001 - Minor Equipment	85,937	46,621	55,786	72,000	21,990	59,050
534002 - Minor Software	-	-	406	-	-	-
534201 - PCs/Laptops/Tablets	-	-	-	10,000	4,298	-
535001 - Motor Fuels	15,073	13,396	19,999	16,795	11,132	20,796
536001 - Postage	33	6	45	100	-	100
537011 - Professional Materials	705	1,042	131	961	69	757
537013 - Book Binding	4,523	4,247	3,661	4,140	2,452	4,000
539001 - Uniform/Clothing	-	-	356	1,000	382	800
540001 - Travel/Meetings	7,790	16,954	24,282	20,000	3,380	25,000
540004 - Motor Pool Charges	-	148	180	-	48	-
540005 - Personnel Training	21,944	16,977	11,211	20,000	30,419	15,000
540008 - Dues and Subscriptions	34,404	47,532	38,810	31,550	8,243	12,440
540011 - Memberships	72	-	-	-	-	-
540012 - Meetings & Transportation	467	1,122	2,801	2,100	1,376	3,100
540014 - Mileage Reimbursement	190	636	518	800	282	904

General Fund - 101
Library Department
Fund Summary

	2022	2023	2024	2025		2026
	Actuals	Actuals	Actuals	Budget	YTD Actuals	Proposed
540016 - Parking	-	718	-	-	-	-
541000 - Professional Services Budget	589	890	708	-	525	1,000
541001 - Legal	-	-	96	-	-	-
541002 - Financial	64	-	-	-	-	-
541009 - Marketing/Public Relations	500	877	-	760	-	760
541010 - Artists/Graphic Design	975	-	-	-	-	-
541017 - Language Interpretation	-	28	146	-	534	-
541017 - Translating/ASL/Braille	523	56	-	200	-	200
542002 - Advertising	106	-	-	450	-	-
542003 - Promotions	1,283	1,573	2,019	3,000	-	3,000
542007 - Print/Bind	80	-	-	-	-	-
542008 - Janitorial Services	222,639	-	-	-	-	-
542009 - Alarm Monitor	2,423	270	2,125	250	1,800	2,250
542015 - Miscellaneous Services	600,153	600,954	601,665	604,800	602,116	604,800
542020 - Program Cost	31,669	156,869	116,111	171,469	65,666	170,384
542027 - Bibliographic Utility	18,119	19,036	31,257	9,450	6,394	8,200
542029 - Collection Fees	-	-	-	-	-	-
542030 - Interlibrary Loans	3,998	2,927	608	1,500	1,311	1,500
542044 - Contract Labor	14,896	-	-	-	-	-
543001 - Fees/Assessments	62	12	12	-	12	-
543003 - Credit Card Fees	11,719	9,084	3,894	9,750	2,624	9,450
543005 - Licenses	11,137	5,978	40,371	6,675	-	1,000
546020 - Risk Management	78,170	81,929	127,610	116,029	77,352	194,103
546021 - Workers Compensation Insurance	21,965	13,599	14,375	12,577	8,385	13,128
552001 - Tele/Commun	38,136	21,553	23,927	22,423	14,563	24,217
552003 - Power	125,551	-	-	-	-	-
552004 - Gas	13,004	-	-	-	-	-
552005 - Water	9,718	-	-	-	-	-
552006 - Sewer	570	-	-	-	-	-
552008 - Trash/Sewer/Geo	20,980	-	-	-	-	-
552012 - Cellular Phones	3,831	3,142	3,031	3,769	1,756	4,052
552023 - Cell Phone Stipend	-	598	88	1,500	-	1,500
554002 - Rent Building or Land	432,557	457,525	477,425	486,050	363,470	497,122
554005 - Space Rent	-	-	2,196	-	-	-
554006 - Facility Rental	-	-	-	-	75	-
554007 - Lease Payments	-	9,107	-	2,200	-	-
556001 - Software/System Maintenance	289,709	268,736	256,221	456,222	269,449	409,707
559001 - R/M Struct/Mech/Electrical/Plumb	204,778	15,555	-	26,900	-	8,000
559002 - R/M Landscape/Irrigation	48,323	7,965	-	-	-	-
559009 - R/M Paint/Signage	1,192	-	-	-	-	-
561001 - R/M Vehicle	-	-	-	-	-	-
561003 - R/M Fleet Services	16,684	4,824	21,570	10,800	7,792	20,800
561008 - R/M Other Equipment	-	-	490	-	27,331	-
564105 - Indirect Cost Reimbursement	3,801,635	5,191,290	5,465,461	6,215,183	3,689,388	6,453,942
564110 - Print & Copy Services	21,562	26,670	51,164	27,810	38,039	38,644
566101 - Bad Debt Expense	80	-	-	-	-	-
566115 - Cash Over/Short	(169)	(65)	(13)	-	(11)	-
580001 - Pcard Default	-	-	-	-	-	-
580002 - Miscellaneous Payments	-	-	-	19,167	-	110,495
Total Maintenance and Operations	6,291,679	7,117,775	7,449,922	8,454,305	5,299,258	8,780,926
Materials						
537014 - Digital Materials	652,142	816,690	1,038,738	1,122,735	879,923	835,235
581002 - Adult Materials	364,973	402,347	365,147	308,250	205,708	293,250
581005 - Microforms	9,141	9,416	-	-	-	-
581007 - Youth Materials	287,121	418,285	388,990	319,250	171,752	272,050
581009 - Periodicals	132,557	9,473	9,717	10,000	9,452	9,700
Total Materials	1,445,934	1,656,212	1,802,592	1,760,235	1,266,835	1,410,235
Total Expenditures	14,268,946	16,044,228	16,854,722	18,987,558	11,481,534	19,093,738
Net Surplus/(Shortfall)	(13,843,914)	(15,516,109)	(16,346,265)	(18,471,694)	(11,243,670)	(18,720,738)

Heritage Fund - 210
Library Department
1690 - Library Donations

	2022	2023	2024	2025		2026
	Actuals	Actuals	Actuals	Budget	YTD Actuals	Proposed
Revenue						
309009 - Event Fees	4,500	-	-	-	-	-
309021 - Sponsorships	5,000	-	-	-	-	-
325011 - Fed Pandemic Grant	-	21,625	-	-	-	-
328001 - Donations	170,388	78,098	138,778	150,000	118,631	150,000
329001 - Miscellaneous Revenue	-	69	-	-	-	-
340001 - Interest Income	2,390	6,358	-	6,000	-	-
340001 - Investment Interest	-	-	15,376	-	4,373	-
Total Revenue	182,278	106,149	154,154	156,000	123,004	150,000
Expenditures						
Maintenance and Operations						
517001 - Department Recognition	-	1,879	2,325	-	-	-
532001 - Special Department Supplies	190	2,494	-	5,000	-	5,000
534001 - Minor Equipment	7,552	883	4,782	10,000	-	10,000
540005 - Personnel Training	600	(600)	3,614	-	1,617	-
540011 - Memberships	-	-	9,000	-	-	-
540012 - Meetings & Transportation	-	-	633	-	3,329	-
540014 - Mileage Reimbursement	-	271	-	-	-	-
541017 - Language Interpretation	-	69	-	-	-	-
541017 - Translating/ASL/Braille	99	-	-	-	-	-
542020 - Program Cost	99,717	28,943	81,704	117,200	22,711	117,200
Total Maintenance and Operations	108,157	33,939	102,059	132,200	27,658	132,200
Materials						
537014 - Digital Materials	9,220	10,204	10,000	14,000	-	14,000
581002 - Adult Materials	-	-	-	12,800	3,170	27,300
581003 - MCA AS Books	-	19,798	14,932	20,000	17,763	25,000
581004 - Brown Trust/Large Print	-	3,427	12,603	6,000	26	6,500
581007 - Youth Materials	-	7,000	-	10,000	6,334	20,000
581008 - MCA YS Books	9,754	53,276	222	55,000	-	25,000
Total Materials	18,975	93,705	37,757	117,800	27,294	117,800
Total Expenditures	127,132	127,644	139,815	250,000	54,952	250,000
Net Surplus/(Shortfall)	55,146	(21,495)	14,339	(94,000)	68,052	(100,000)

Capital Fund - 402
Library Department
Fund Summary

	2022	2023	2024	2025		2026
	Actuals	Actuals	Actuals	Budget	YTD Actuals	Proposed
Revenue						
325004 - Federal/Flow Thru-Capital	-	-	-	263,780	-	-
325006 - Other Capital Donation/Grants	-	-	-	-	-	30,250
334001 - Transfer in - 101	280,000	-	-	-	-	-
341001 - Asset Sales	14,338	-	-	-	-	-
Total Revenue	294,338	-	-	263,780	-	30,250
Expenditures						
534001 - Minor Equipment	74,985	210,594	306,211	190,171	85,070	100,000
541000 - Professional Services Budget	286,258	335,593	450,905	908,284	424,308	-
556001 - Software/System Maintenance	-	-	682	-	1,364	-
559000 - R/M Buildings & Grounds	-	-	17,097	625,863	-	-
559001 - R/M Struct/Mech/Electrical/Plumb	164,539	143,111	3,970	74,399	258	-
559003 - R/M Asphalt/Gravel	-	-	190,959	-	-	-
564100 - Cross Charges	38,604	41,182	39,368	-	12,093	-
581001 - Major Equipment	44,036	344,610	67,106	374,749	224,891	210,638
600000 - Capital Projects	25,836	762,319	2,283,160	5,462,506	511,214	290,000
Total Expenditures	634,258	1,837,408	3,359,458	7,635,972	1,259,198	600,638
Net Surplus/(Shortfall)	(339,920)	(1,837,408)	(3,359,458)	(7,372,192)	(1,259,198)	(570,388)

