



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, December 10, 2025, 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/UCJo0NAsCybsN0DtzuAI3LGA>

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

TABLE OF CONTENTS

AGENDA	1
DIRECTOR'S REPORT	3
Library Fiscal Year 2025 Year-End Budget Report	5
Main Library MRM & Capital Improvements Project Status Report	6
Library Statistics Report to the Board of Trustees, December 2025.....	11
AGENDA ITEM 7a: Boise Public Library Policy Review	38
Section 3.00, Services	
Policy 3.01, Service Priorities.....	39
Policy 3.02, Service Hours	40
Policy 3.03, Service for Schools.....	41
Policy 3.06, Unscheduled Closures and Cancellations	42
AGENDA ITEM 7b: Interim Fiscal Year 2026 Budget Changes	
Fiscal Year 2026 Interim Budget Change (IBC)	43
AGENDA ITEM 7c: Facilities Plan Update	
Next Steps for Library Facility Planning Memo.....	44
Recommendations for the Library Facilities Plan (Appendix A).....	47
DRAFT Library Facilities Planning Recommendation (Appendix B).....	53
AGENDA ITEM 7d: Capitol Project Update	
Library Facilities Master Plan Follow Up Memo	57
AGENDA ITEM 8b: Certification of the Idaho Commission for Libraries Annual Report	60
AGENDA ITEM 8c: Library Director Performance Evaluation	
Performance Review Process for the Boise Public Library Director	83

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

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, December 10, 2025, 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/UCJo0NAsCybsN0DtzuAI3LGA>

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

November 12, 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 October 31, 2025

Gift Fund activity for October 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

None

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services

Library Branch Manager Renée Addington will review section 3.00, Services specifically subsections 3.01-3.03 and 3.06 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

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

b. Interim Fiscal Year 2026 Budget Changes-Action Item

Staff will review with Trustees requests for additional funding for FY26.

Action: A motion to approve the recommended items and forward to Council for consideration will be requested.

c. Facility Plan Update

Library Director Jessica Dorr will discuss next steps to continue work on the Library Facility Plan following the October joint work session with Boise City Council. Documents included in the November agenda packet are reproduced on page 44 to inform the discussion.

d. Capital Project Update

Library Director Jessica Dorr and Lindsay Erb, City of Boise Public Works Senior Project Manager will share with Trustees an update on current investments and a plan to create a ten-year forecast for major repair and maintenance needs and budget requests. A memo Lindsay Erb shared with the Boise City Council can be found on page 57.

8. New Business

a. Library! at Cole & Ustick Investments

Library Branch Manager Renée Addington will review with Trustees the impact of various recent investments at the Library! at Cole & Ustick.

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

The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries. Library staff will review the report, which is included in the meeting packet. The Trustees will be asked to certify the 2025 Idaho Public Library Survey as prepared for the Idaho Commission for Libraries.

Action: motion to certify the 2025 Idaho Public Library Survey as prepared for the Idaho Commission for Libraries will be requested.

c. Library Director Performance Evaluation- Action Item

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. Trustees will discuss the process and select members who will oversee the Director's performance review. An overview of the process is included on page 83.

9. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Johnson.

10. Selection of Meeting Date

Next regular meeting on Wednesday, January 14, 2026, at the Library! at Bown Crossing

11. Adjourn

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

BOISE PUBLIC LIBRARY

Library Director's Report

December 2025

Operations

Hours and Services Status

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

2025 Idaho Commission for Libraries Annual Report

With the closure of Baker & Taylor the Idaho Commission for Libraries (ICfL) is losing access to the CollectConnect tool which it has used as the platform for submissions for its annual public libraries survey. In order to have libraries submit data while the tool was still available, ICfL moved up the deadline for Idaho libraries to submit data from December 31st to December 1st. BPL's FY25 report was submitted to ICfL as requested by ICfL on December 1st. (The annual report can be found starting at page 60 in the packet.) As the statutory deadline of January 1, 2026 remains in place, we will be able to update any changes the board wishes to make following today's meeting through a manual process.

2025 Year End Report

The Library's End of Year Report can be found on page 5 in the packet. We often present the year-end report to the board in their December meeting as an informational item as it does not require board action. This year in order to prioritize other agenda items, we do not plan to present the report but will be happy to answer any trustee questions.

As discussed in the November 2025 board meeting, the Library was granted an exception for FY25 allowing the rollover of \$70,00 in remaining funds from the Library's FY25 M&O budget. When we learned we would be granted this one-time exception, our Collection Development Team assessed where to spend the funds. Usage of eBooks and eAudio books continues to grow and, unfortunately, we continue to pay significantly higher per title for digital resources than print. We continue to see growth both in the number of checkouts as well as unique users meaning more people are reading more digital books. In the last three years, we've been able to meet this growing demand through additional one-time funding for materials. When that wasn't part of our FY26 budget, we decreased the funding allocated for these materials which resulted in higher wait times for our users requesting digital copies of books.

To better meet user expectations, the \$70,000 will be allocated to purchase digital resources, and with it, we will be able to buy access to approximately 1,500 eBooks and eAudio books. As our average number of checkouts per digital copy was 17 times last fiscal, we should see approximately 25,500 checkouts from purchases using these funds. Once the funds have been transferred to us, we will be able to make these purchases so Library users will see an immediate impact with more materials available and shorter wait times.

2025 Library Insights Report

The Urban Libraries Council released their [2025 Library Insights Report](#) which provides a view into how communities are using their public libraries today. Boise Public Library contributed data to the report.

Administration and Management Reports:

Programming

- Library! at Bown Crossing had some unique programming in the month of November, such as a Goth Craft club night for teens and adults and a harp sing-and-dance-along for all ages.
- Library! at Cole & Ustick hosted its third annual holiday toy swap. Users had the opportunity to drop off gently used toys, puzzles, and games. 115 “shoppers” came to pick up sustainable gifts on Saturday, November 22.

Staff Development

- Staff from Information Services went through multi-week trainings. One staff member completed the Indigenous Idaho training sponsored by ICfL which resulted in adding ten more books to the Library’s collection by Indigenous authors for free. Other trainings included a six-week readers advisory class and a six-week introductory course on AI.
- The Community Resource Coordinator shared an update that approximately 80% of Library staff participated in the first round of [Community Resiliency Model \(CRM\)](#)® training over the last couple of months and most expressed interest in learning more. CRM Intros and CRM Deeper Dives will be hosted at different Library locations for staff throughout next year to continue this staff support and learning.

Community Partners

- Cole & Ustick staff attended McMillan Elementary’s annual Drive-Through Reading Night, an event for families to drive past a storywalk. Library staff handed out books to over 90 students. Books were provided through the support of the Idaho Commission for Libraries.
- Cole & Ustick’s November 18th Music and Movement had a special guest – the Sugar Plum Fairy! Courtney Anderson from Ballet Idaho shared the story of “The Nutcracker” and led attendees in learning ballet moves. Ballet Idaho also partnered with the Library! at Bown Crossing for two ballet-based storytime, with a total attendance of 260 people.
- The Library’s Community Resource Coordinator and Marketing Manager worked with the City’s Office of Community Engagement to develop Food Pantry brochures for Library and other City facilities for those in the community in need.

Communications

Monthly Email Newsletter: [November](#)

- Sent November 4, 2025, 14,302 successful deliveries
- Content included:
 - New window mural at Cole & Ustick to prevent bird strikes, with link to Instagram social post
 - “Writing Cinematic Scenes” with Writer-in-Residence Kim Cross
 - Welcome to the Hillcrest Front Porch
 - \$25 for ’25 campaign for the BPL Foundation
 - New mural at the Downtown Library featuring a local artist
 - Sing along with the Harp and Ballet Idaho Storytime Programs
 - Consumer Reports digital resource spotlight
- 37% opened/read the newsletter (5,290 out of 14,302 successful deliveries) / Click-through Rate 7.05% (373)

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

- Sent November 20, 2025, 1,259 successful deliveries
- 43% opened/read the newsletter (541 out of 1,259 successful deliveries) / Click-through Rate 6.51% (82)

	2024	2025		Actual vs Budget Variance	
	Actual	Actual	Budget	\$	%
Revenue					
Departmental Revenue	430,583	374,501	448,680	(74,179)	-17%
Fines & Forefeitures	4,717	3,579	-	3,579	-
Internal Charges	34,663	43,085	26,780	16,305	61%
Other Revenue	38,494	32,803	40,404	(7,601)	-19%
Total Revenues	508,457	453,968	515,864	(61,896)	-12%
Expenses					
Personnel	7,602,208	8,113,354	8,773,017	(659,663)	-8%
Maintenance & Operations	3,023,199	3,236,966	3,342,402	(105,436)	-3%
Cost Allocation Plan	5,465,461	6,116,015	6,215,183	(99,168)	-2%
Major Equipment	763,854	637,896	637,788	108	0%
Miscellaneous	19,167		19,167	(19,167)	-100%
Total Expenditures	16,873,889	18,104,231	18,987,557	(883,326)	-5%
Departmental Net Position	(16,365,432)	(17,650,264)	(18,471,693)	821,429	4%

Library revenues came in under budgeted targets, and expenses were below budget, resulting in the department's net position ending the year \$821K ahead of budget.

FY 2025 Actuals to FY 2025 Budget

Total revenues were \$62K below budgeted levels:

- Revenue collected from consortium members was less than budgeted due to the changes in consortium administration that went into effect mid-way through the fiscal year.
- Revenue from facility rentals was less than budgeted due to changes in how the city manages space rental for nonprofit organizations.
- Revenue from public print & copy charges was higher than budgeted, which partially offset other revenue categories.

Total expenses were \$883K below budgeted levels:

- Approximately \$660K of the variance is attributed to personnel savings from vacant positions.
- The \$105K of M&O cost savings was mainly attributable to software maintenance costs being less than estimated.
- The third largest driver of the variance was the Cost Allocation Plan expenses being \$99K less than budgeted, which is controlled centrally by the city's accounting department.

FY 2025 Rebudget - \$70K:

- The unspent M&O budget, as well as the \$19K that has historically been paid to the consortium but was waived this year (budgeted under "Miscellaneous"), are under consideration to be rebudgeted into FY 2026, net of the reduction in revenue. If approved, this \$70K will be used for additional digital materials.

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

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

PROJECT STATUS:

Period Covered:	November 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, plumbing, and fire alarm. <p>Status:</p> <ul style="list-style-type: none"> • Construction has begun!! • Furniture Planning is ongoing. • Exterior Facade and Window improvements scope of work will go out to bid in the spring FY26. • CT is preparing an ASI to address the exterior storefront & ceiling changes at Hayes Auditorium. • Need to meet with AV consultant to update needs in Auditorium – most existing computer components have been located, but at minimum, we'll need to provide new ceiling speakers and wireless mic's. The AV consultant is contracted directly with IT. <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 – completed 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 was 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 has completed.• New geo-thermal service line being installed on north side of the parking lot. Coordination between Guho and CM Co ongoing for connection inside the building. Work was completed in September 2025.• 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">• Out to bid in early spring '26.• Work is tentatively planned to begin Spring 2026, pending budget is aligned with bidding climate. <p><u>Elevator Upgrades – 4 story</u></p> <ul style="list-style-type: none">✓ 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. <p>Status:</p> <ul style="list-style-type: none">• We received fee proposals from Schindler for the replacement of Elevator 2 and the modernization of Elevators 1 and 2. This afternoon, we will be meeting with the Schindler representative to clarify and confirm the portions of the scope covered by Schindler and the work that will need to be performed by CMCo.• We have also instructed HSA to proceed with the structural engineering required to modify the Elevator 2 shaft to accommodate the replacement scope.
BOWN CROSSING AUTOSORTER UPDATE	<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">• The Lyngsoe representative, Kenji Chilcott, met on-site and confirmed that the Autosorter installation will be straightforward and will not require any design or construction modifications. We are currently working with Finance to determine whether, and to what extent, the Library may repurpose the remaining funds for other improvement items that are unrelated to the Autosorter scope.

LIBRARY FACILITIES PLANNING UPDATE	<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"> Facility Plan reviewed in joint Board and Council meeting. Council has asked for additional information from Public Works and Library.
Overall Project Health	<p><u>Summary:</u></p> <p>Downtown Library: 1st 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>Cole & Ustick Library: Completed on time and on budget. Waiting to receive Close Out materials.</p> <p>Library Master Facilities Planning: On budget & schedule</p>
Highlights	<p>Downtown Library: Construction is underway. Facility Master Plan has been shared with City Council, Library Board of Trustees, and public.</p> <p>Library Master Facilities Planning: Master Facility Plan is in review with both Council and Board.</p> <p>Bown Crossing AutoSorter: Walkthrough completed with City team and AutoSorter team.</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	Downtown Library: <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• 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



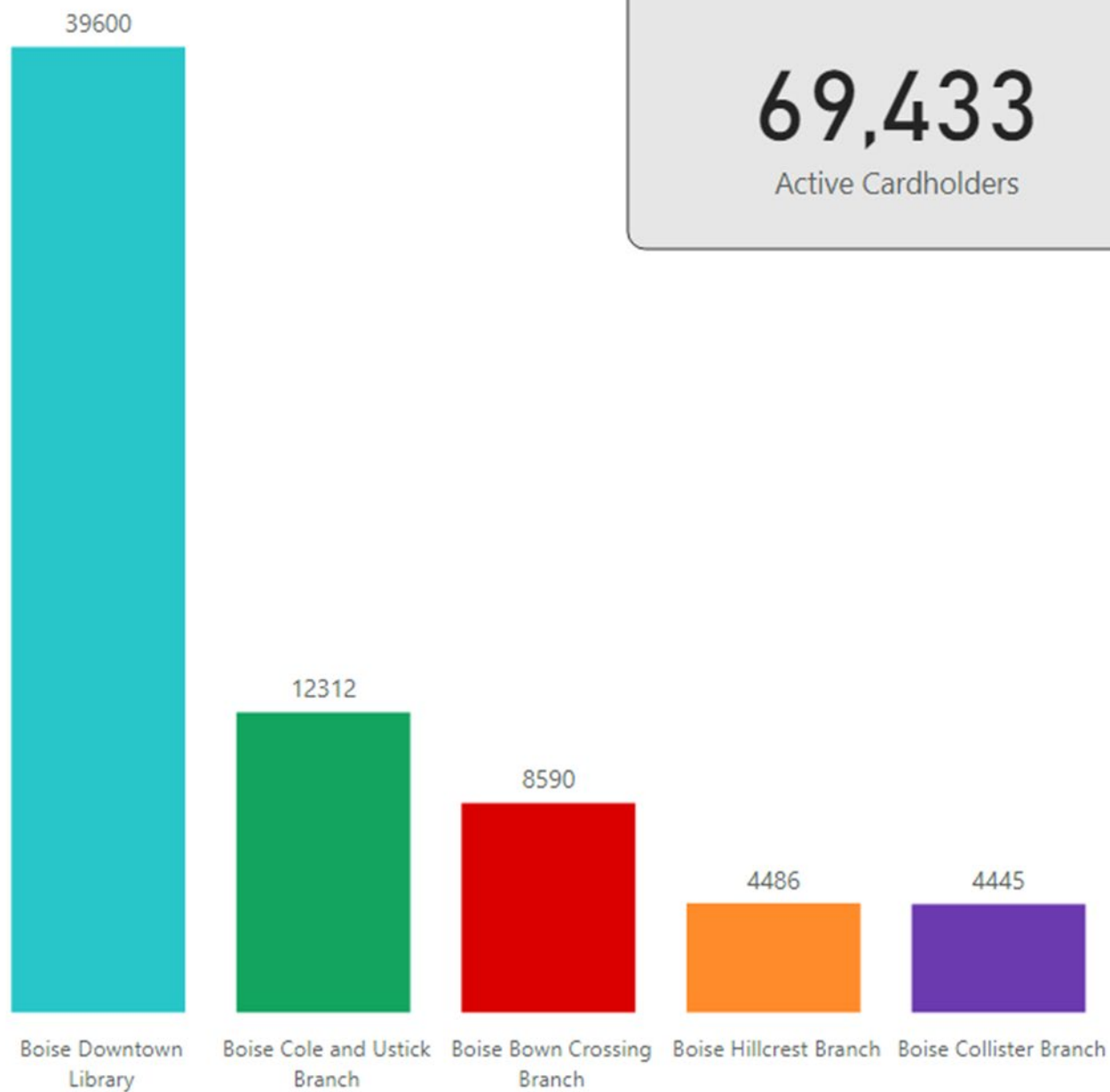


BOISE PUBLIC LIBRARY

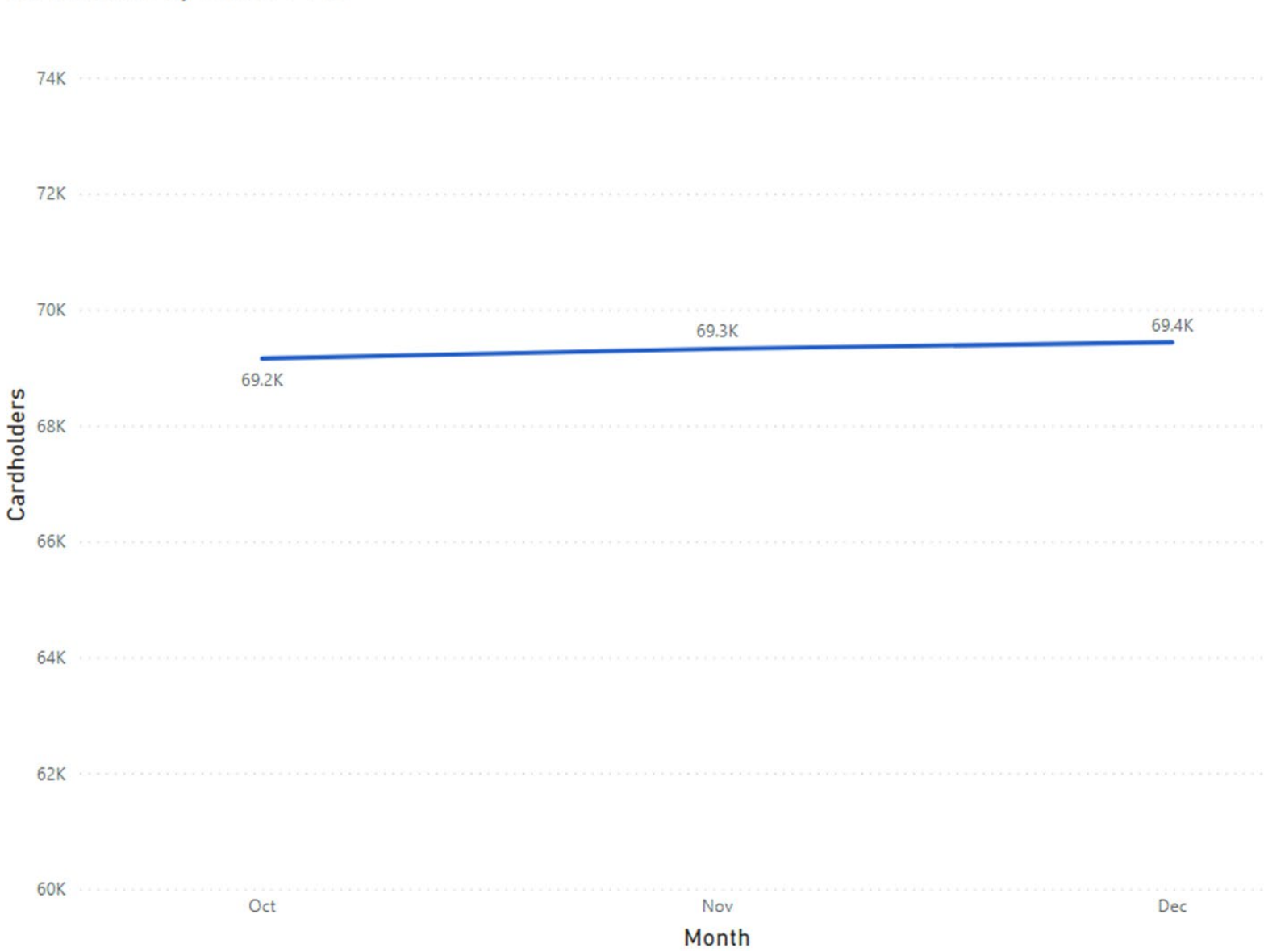
Library Statistics Report to the Board of Trustees | December 2025

Active Cardholders

Active Card Holders

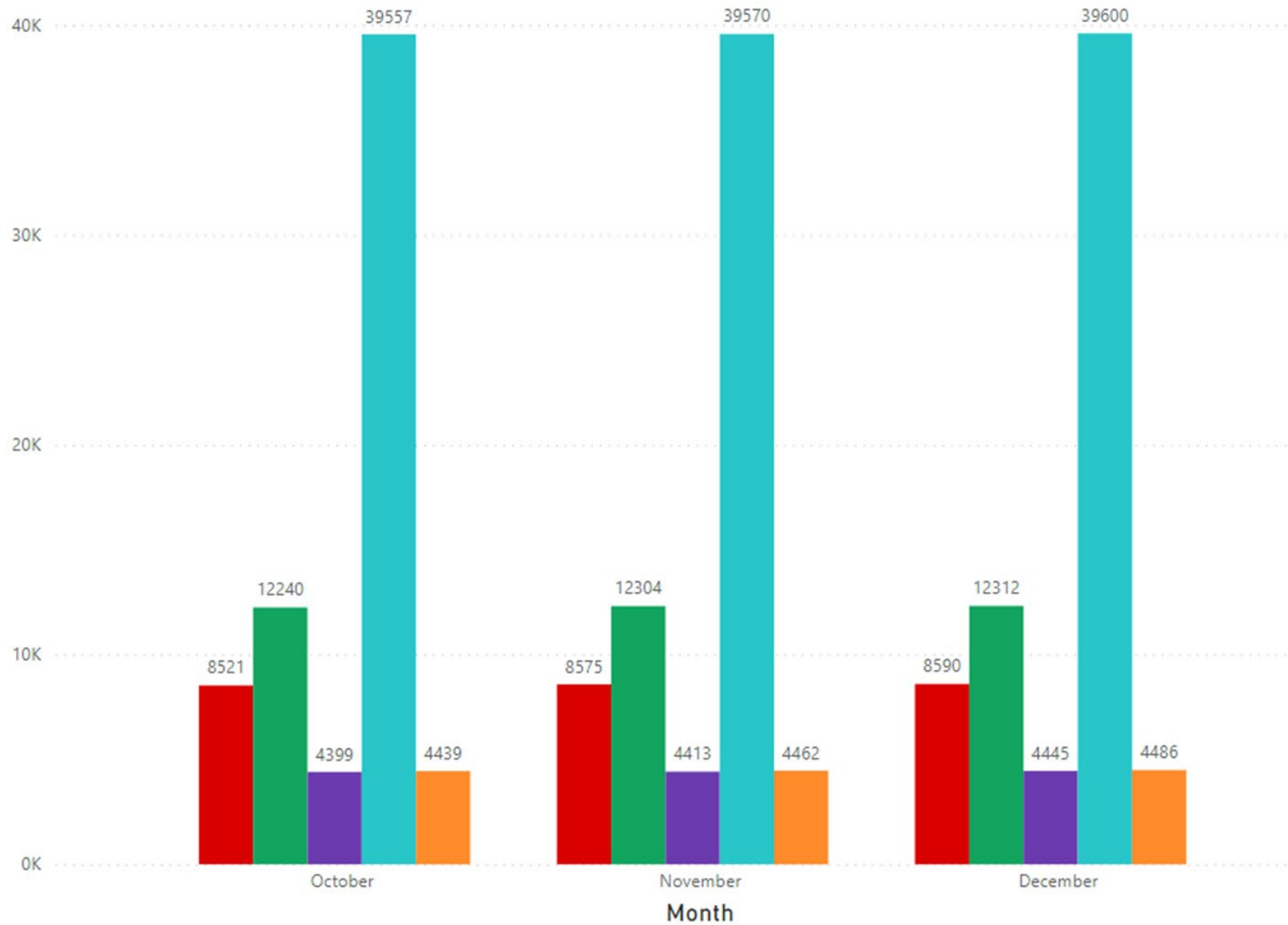


Cardholders by Month FY26



Active Cardholders by Month and Branch

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



In-Person Visits

115,162

YTD through Last Month

54,373

Prior Month

63,802

Prior Month Prior Year

-15%

Month Percent Change

115,162

YTD Fiscal

138,718

LastYTD Fiscal

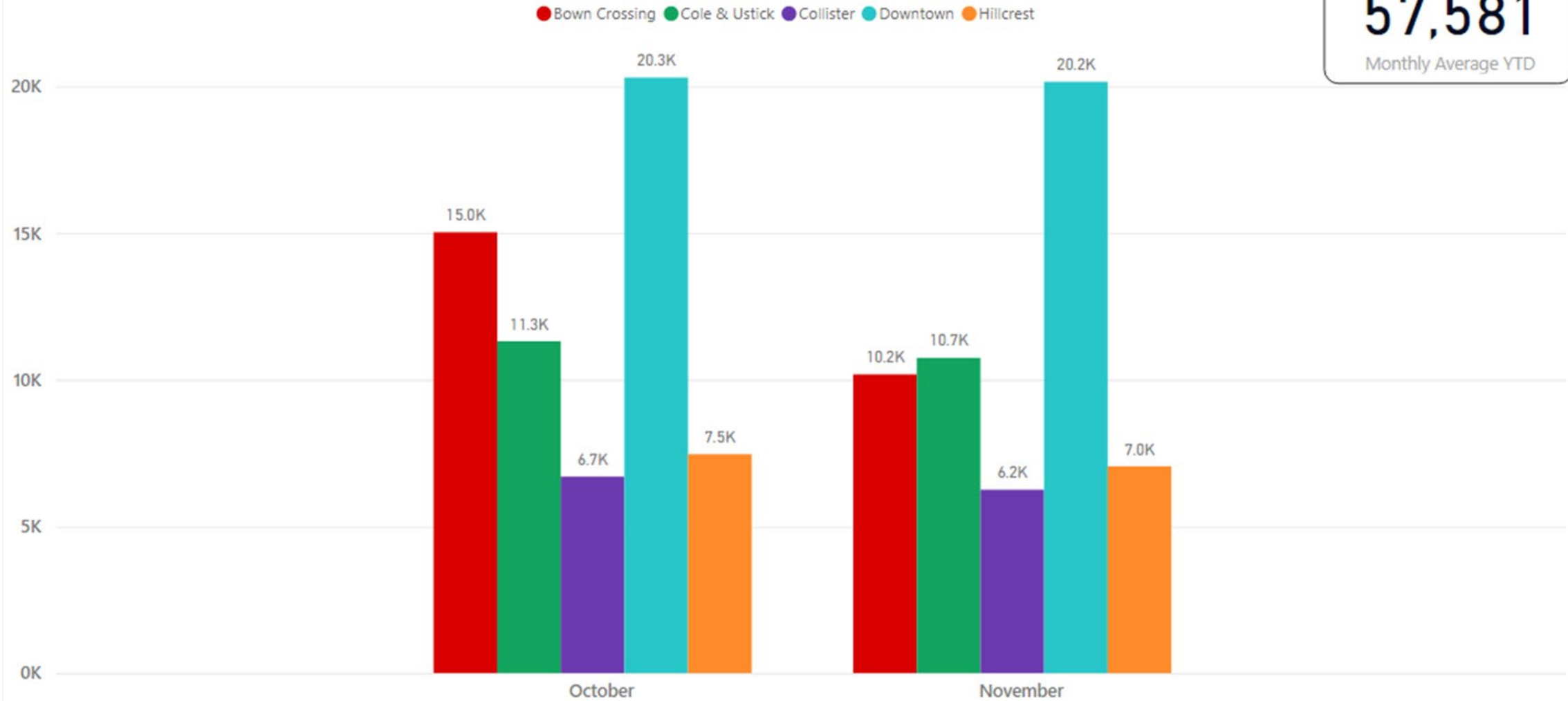
-17%

YTD Percent Change

In-Person Visits Fiscal Year 26

57,581

Monthly Average YTD



54,373

Prior Month

63,802

Prior Month Prior Year

-15%

Month Percent Change

115,162

YTD Fiscal

138,718

LastYTD Fiscal

-17%

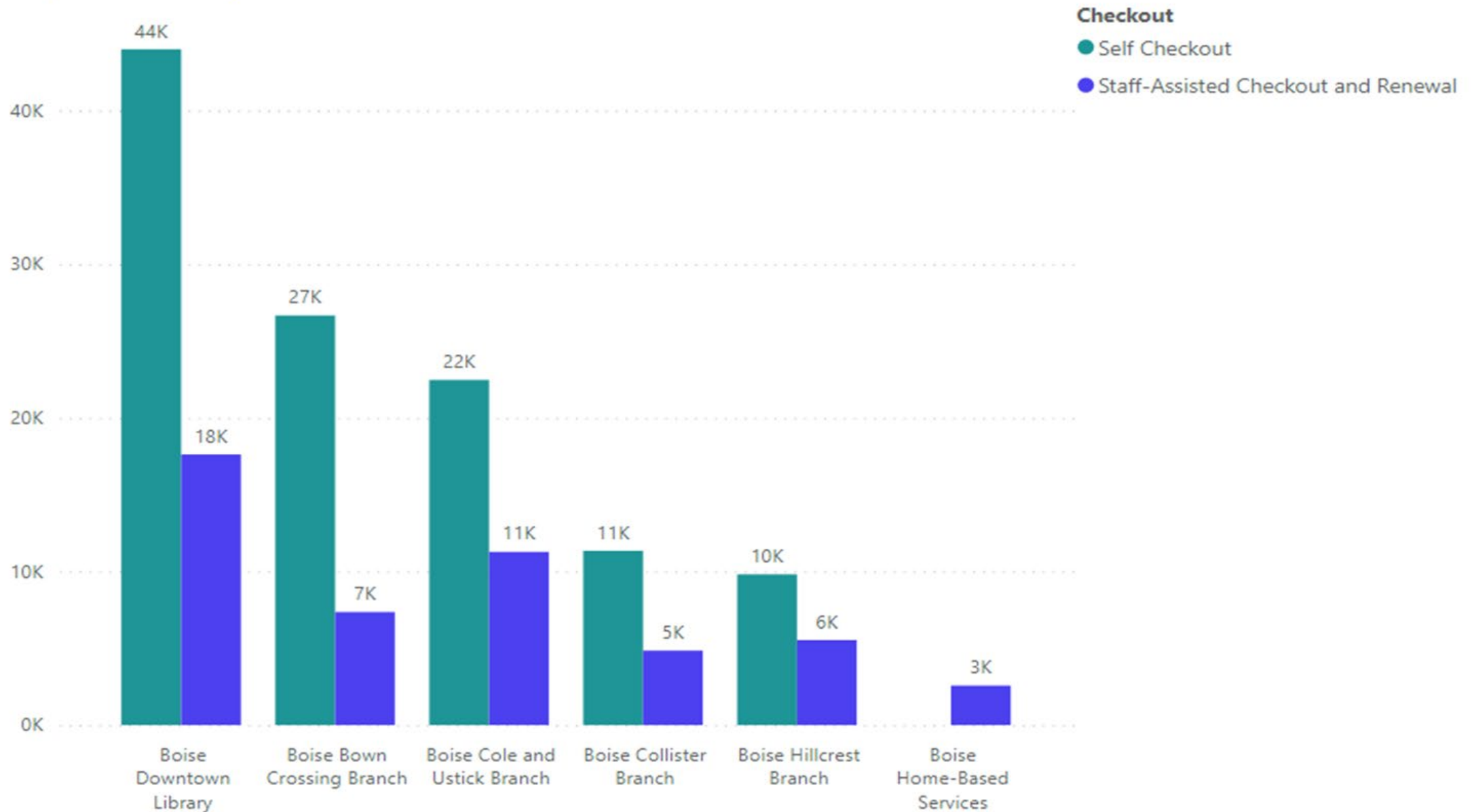
YTD Percent Change

Total In-Person Visits by Year



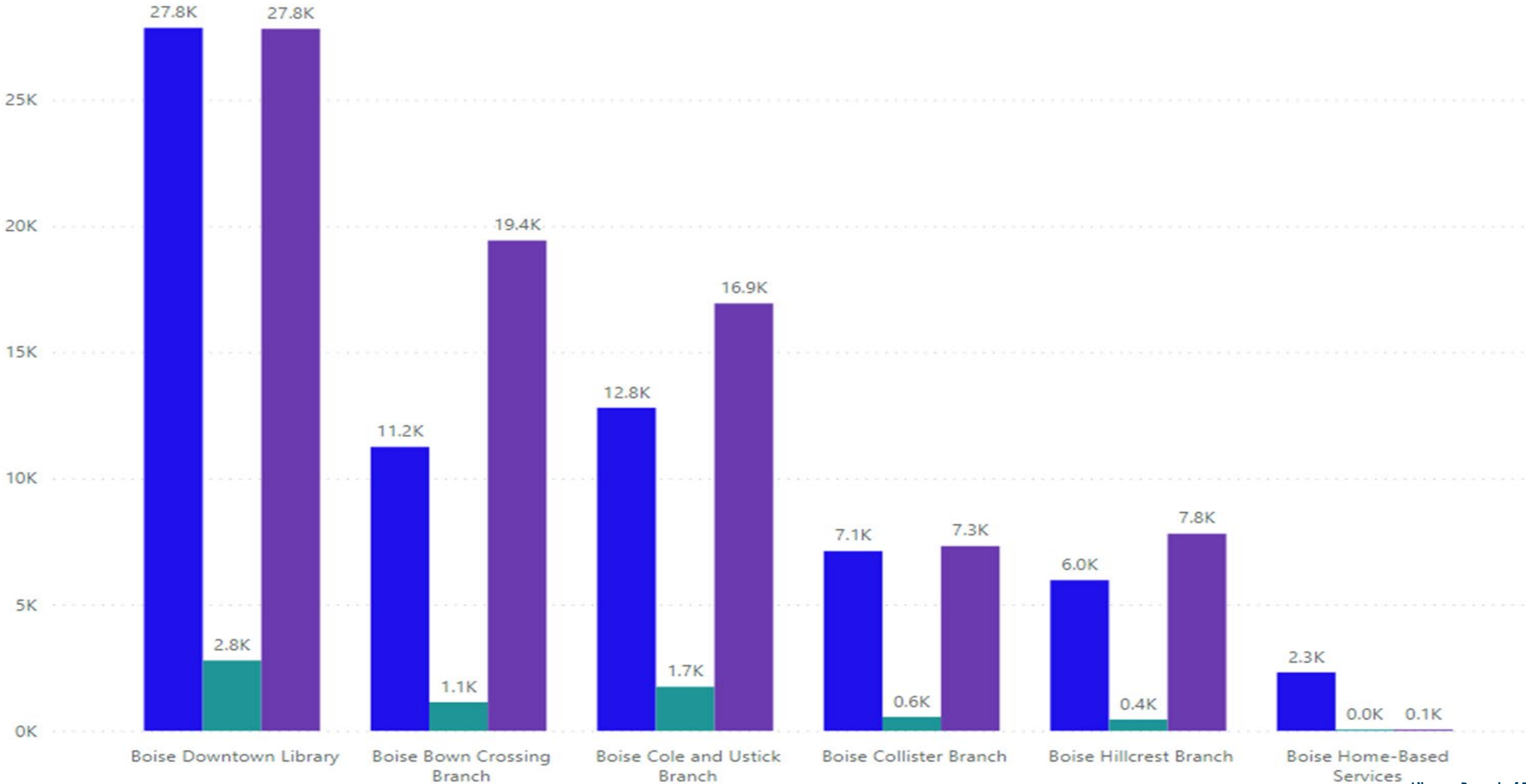
Physical Circulation

Physical Circ by Location FYTD26

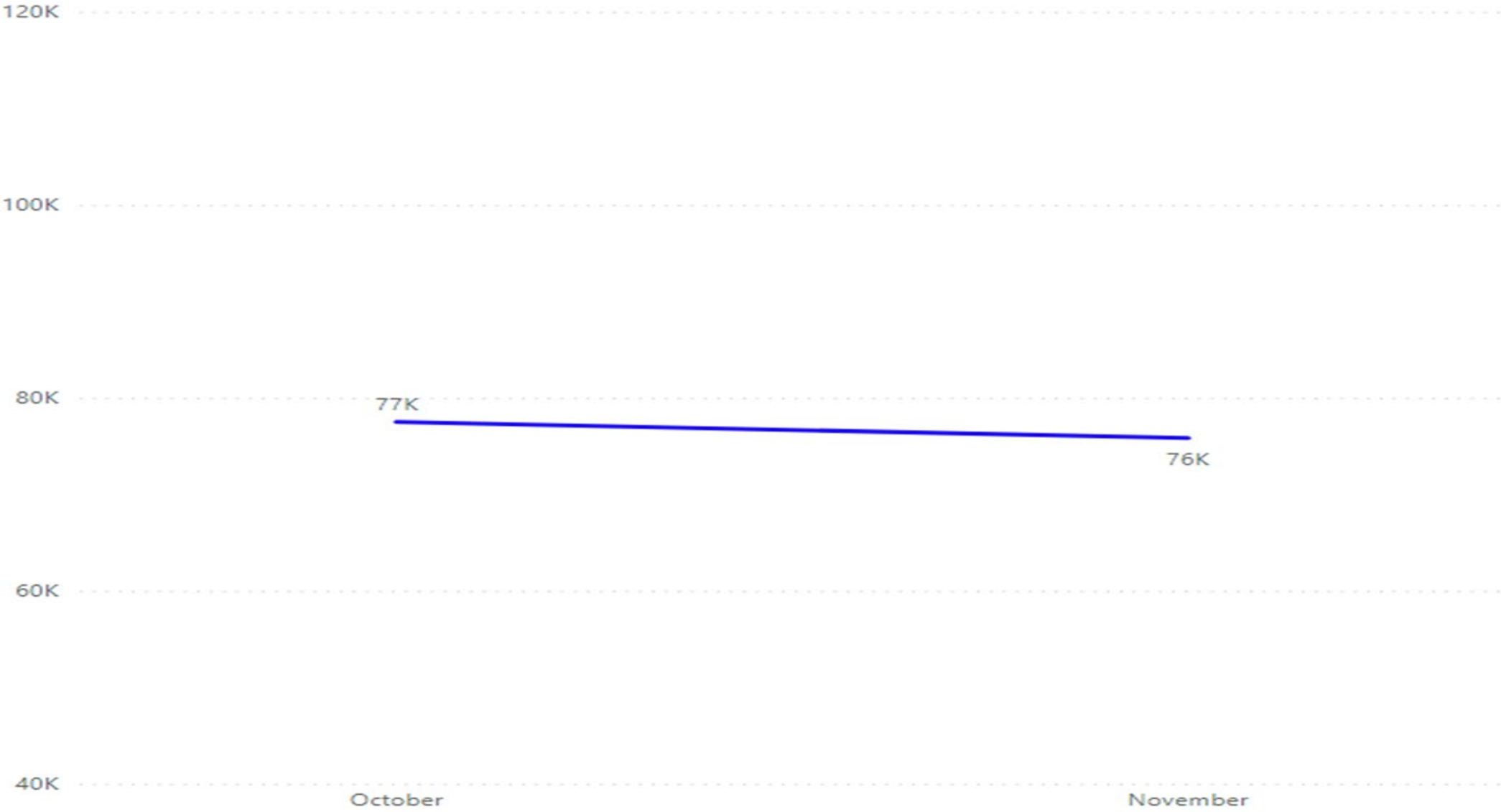


Physical Circulation by Audience FYTD '26

Audience ● Adult ● Teen ● Youth

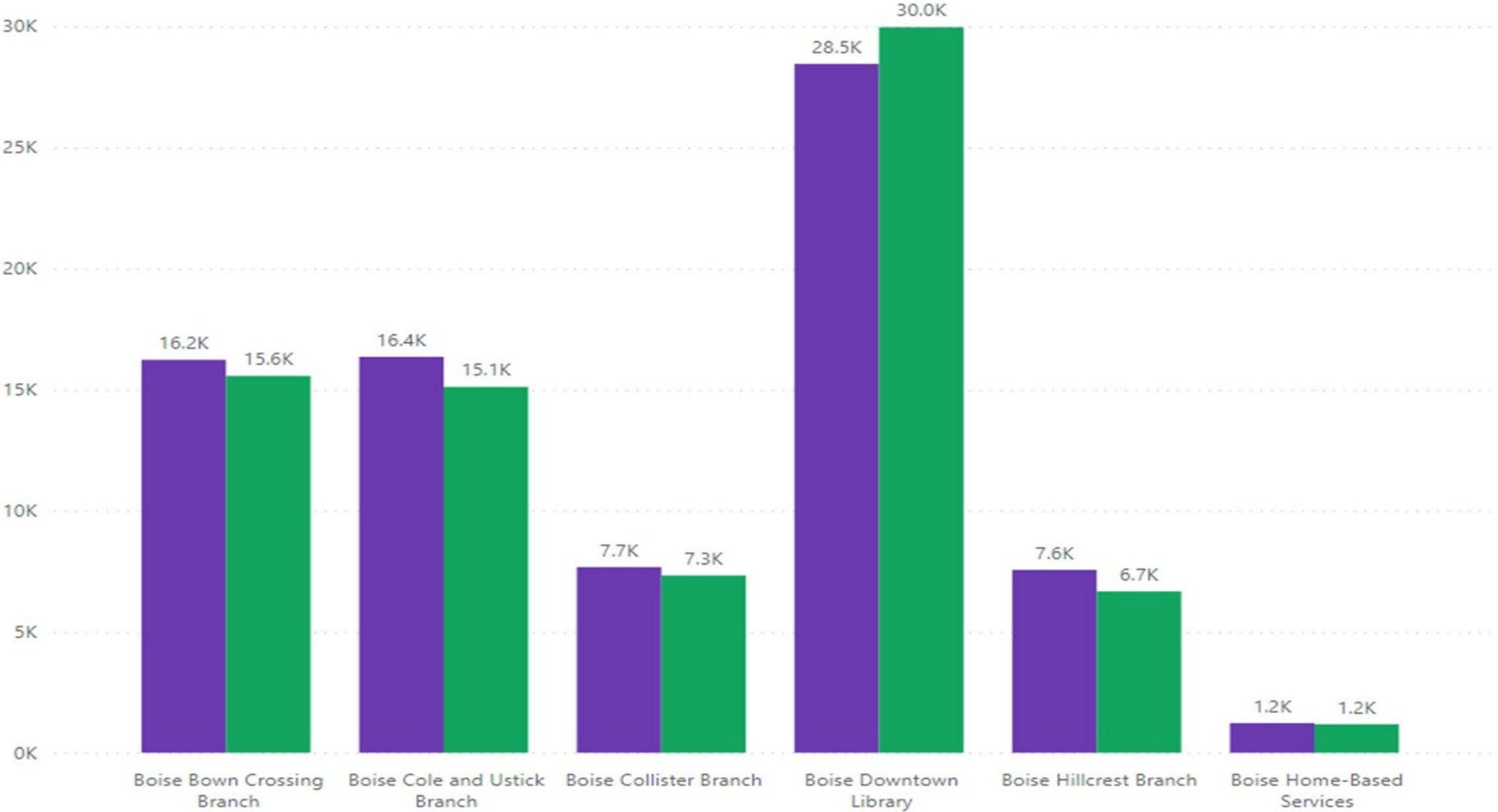


Physical Circulation - Fiscal Year '26



Physical Circulation for Fiscal Year '26

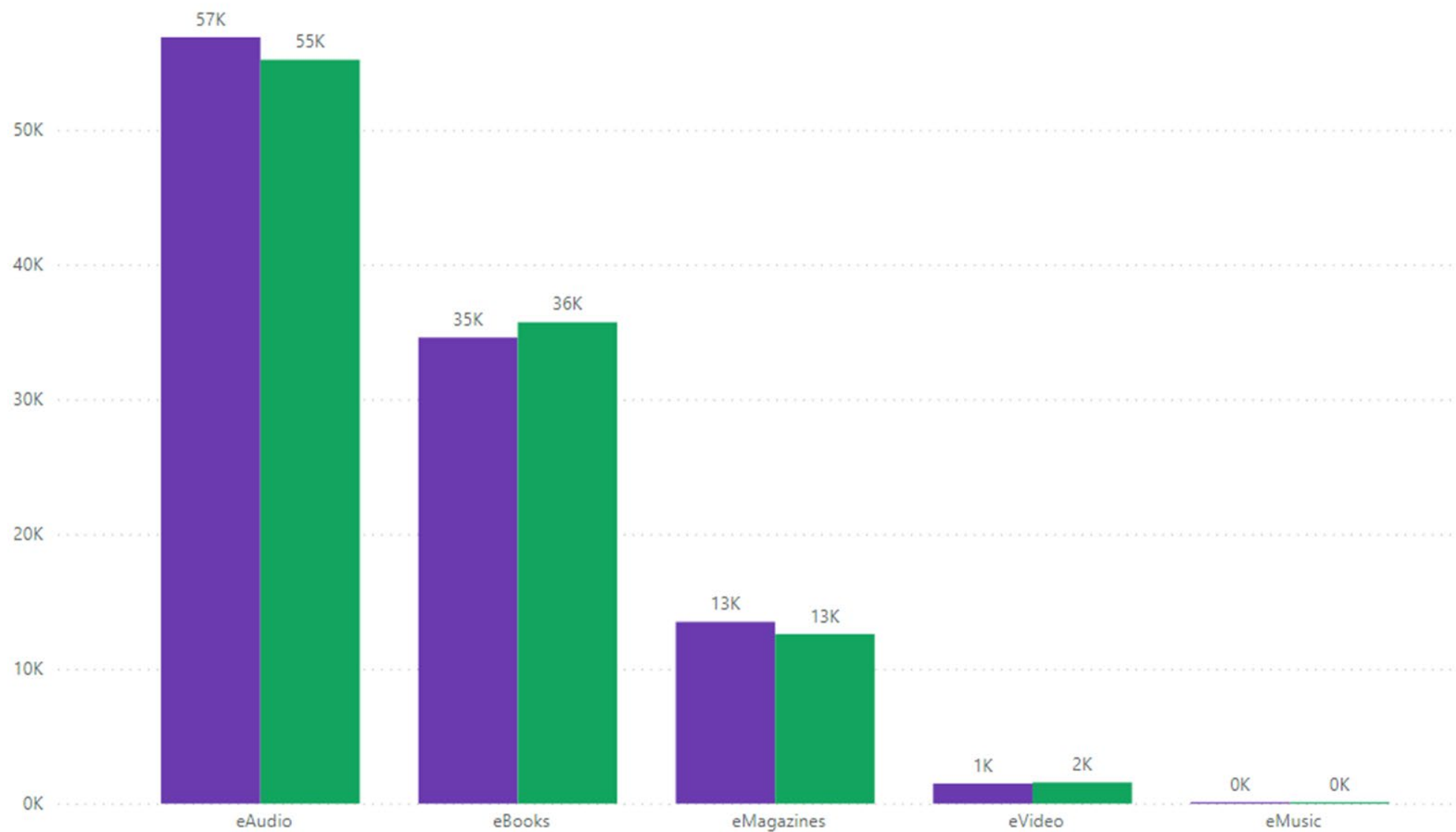
Month ● October ● November



Digital Circulation

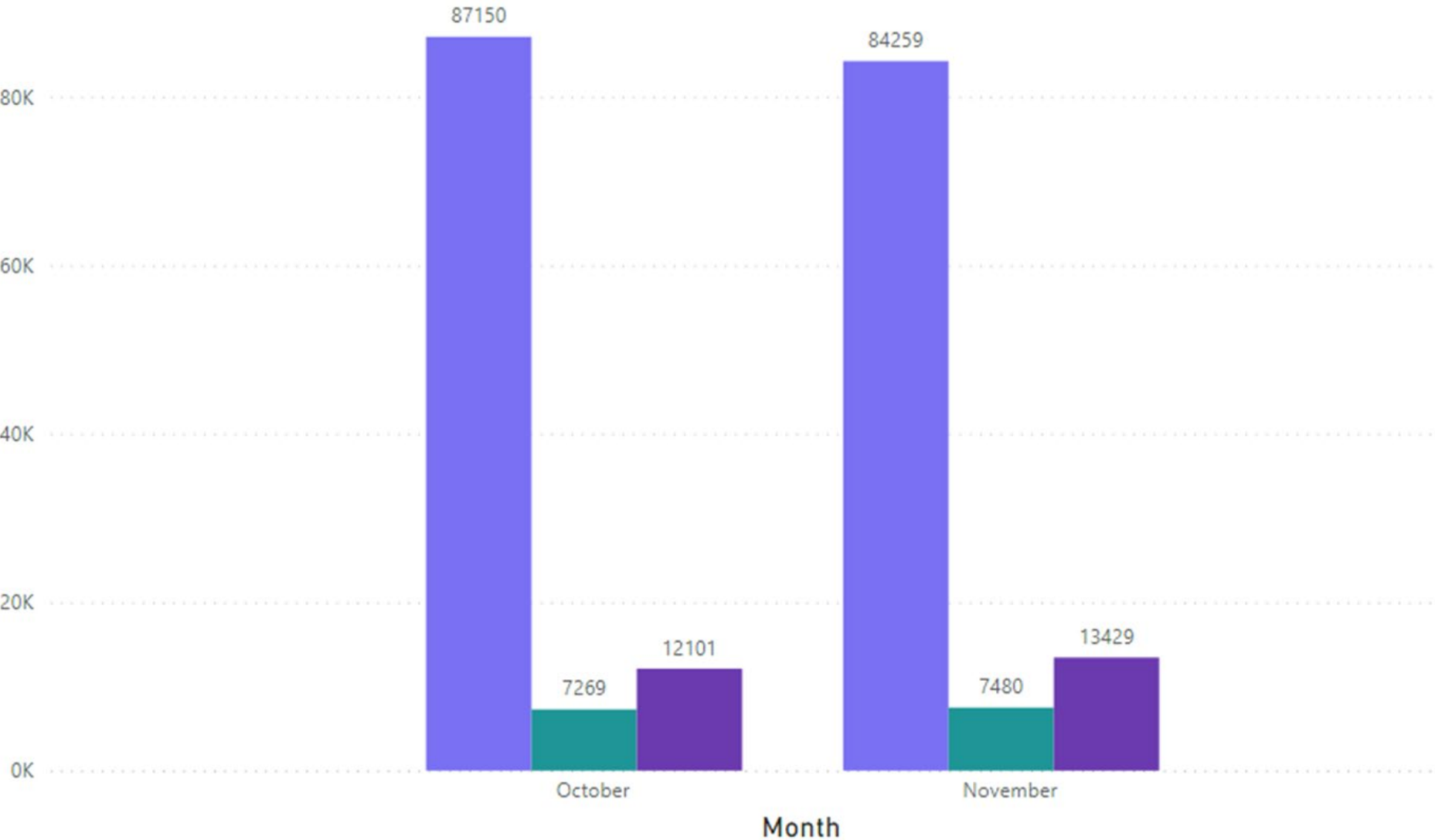
Digital Circulation by Format FY '26

Month ● October ● November

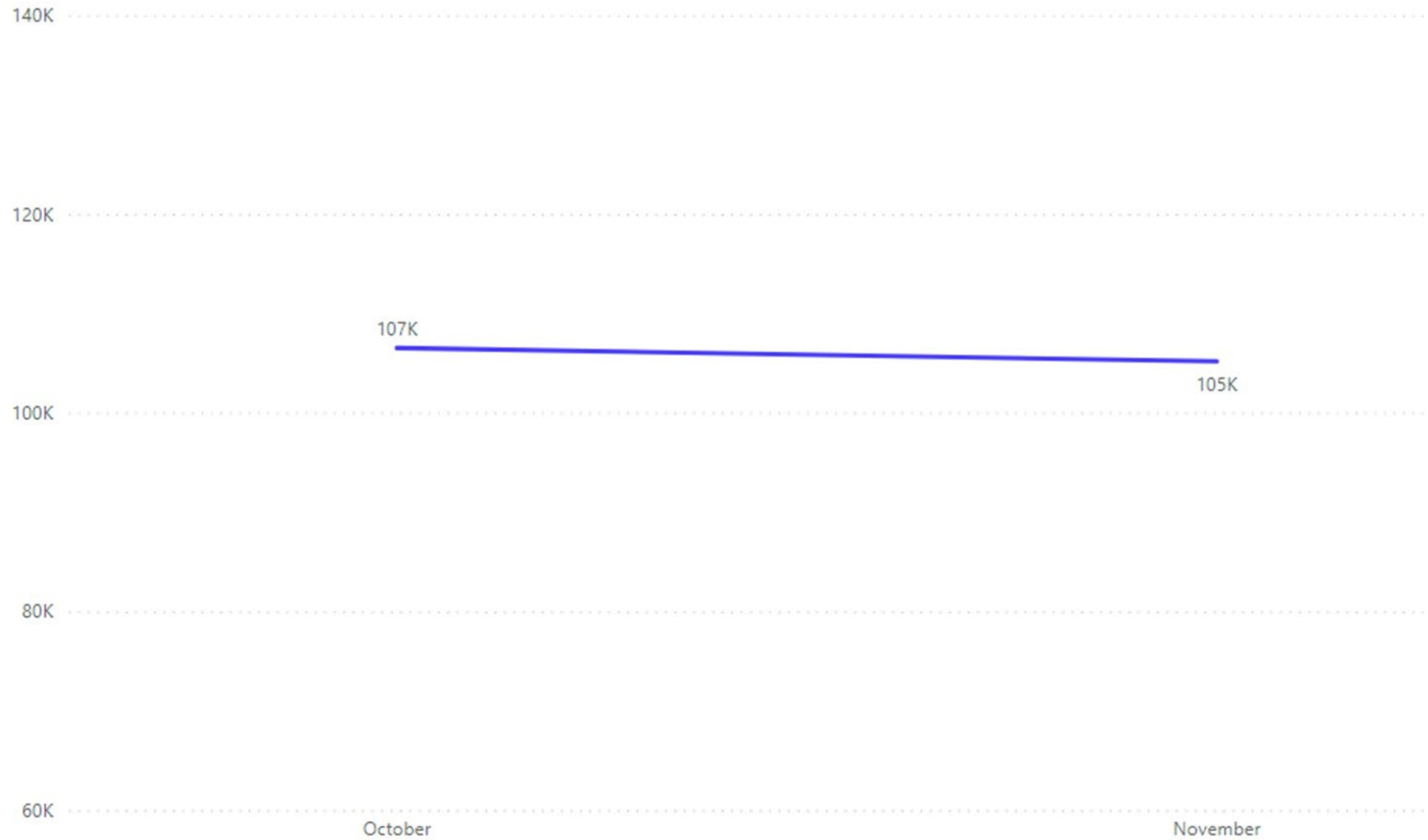


Digital Audiences by Month - FY26

Audience ● Adult ● Teen ● Youth

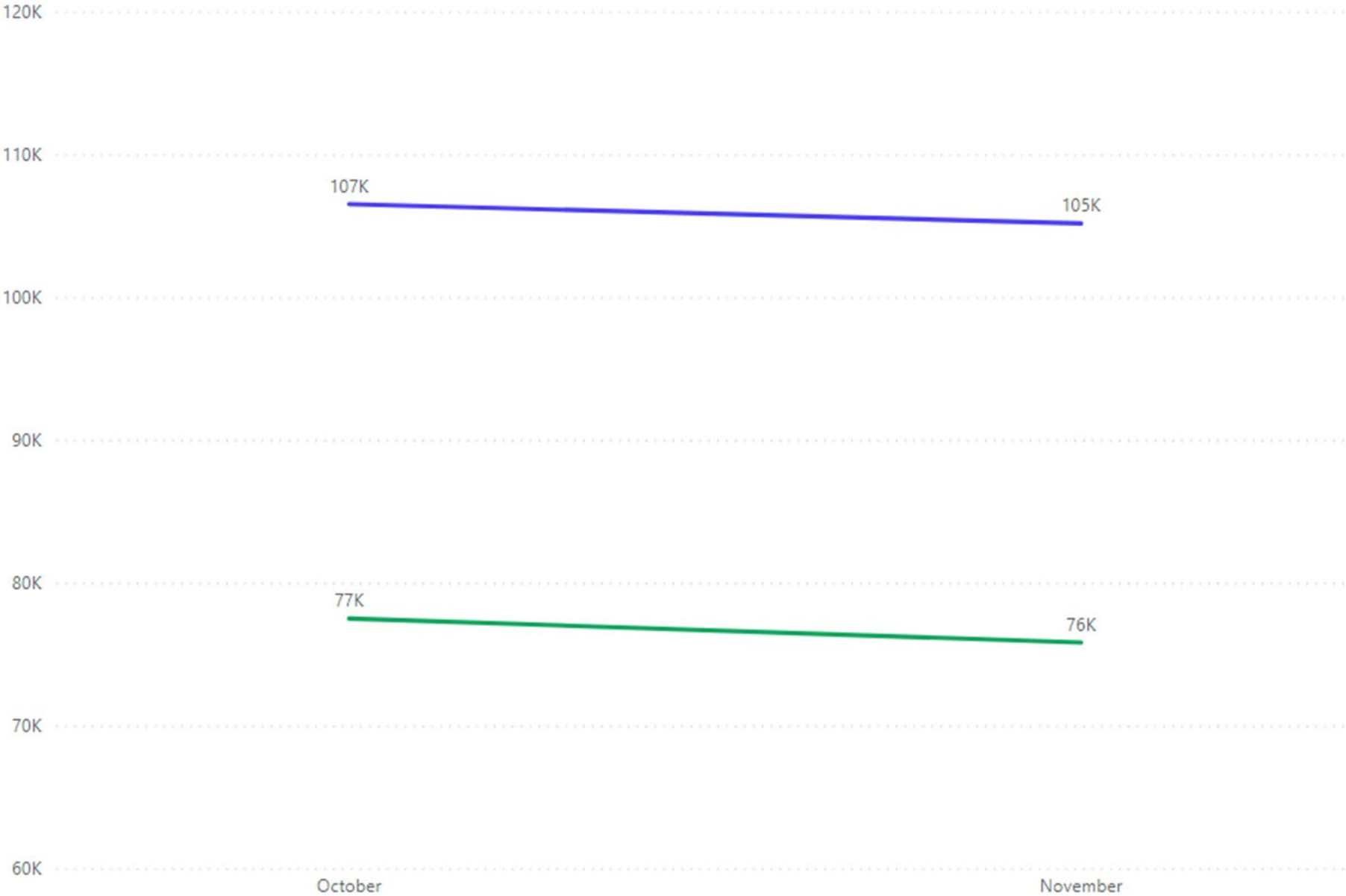


Digital Circulation by Month - FY26

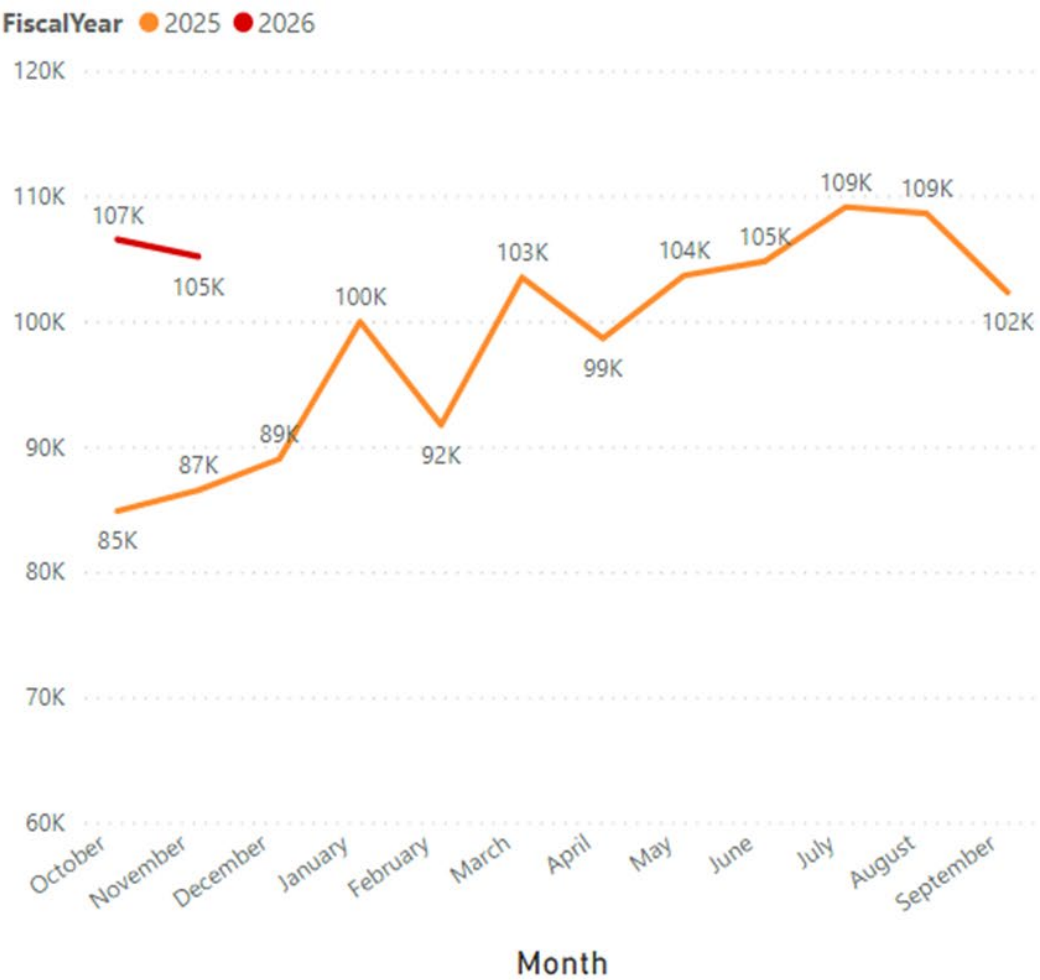


Physical and Digital Circulation FY26

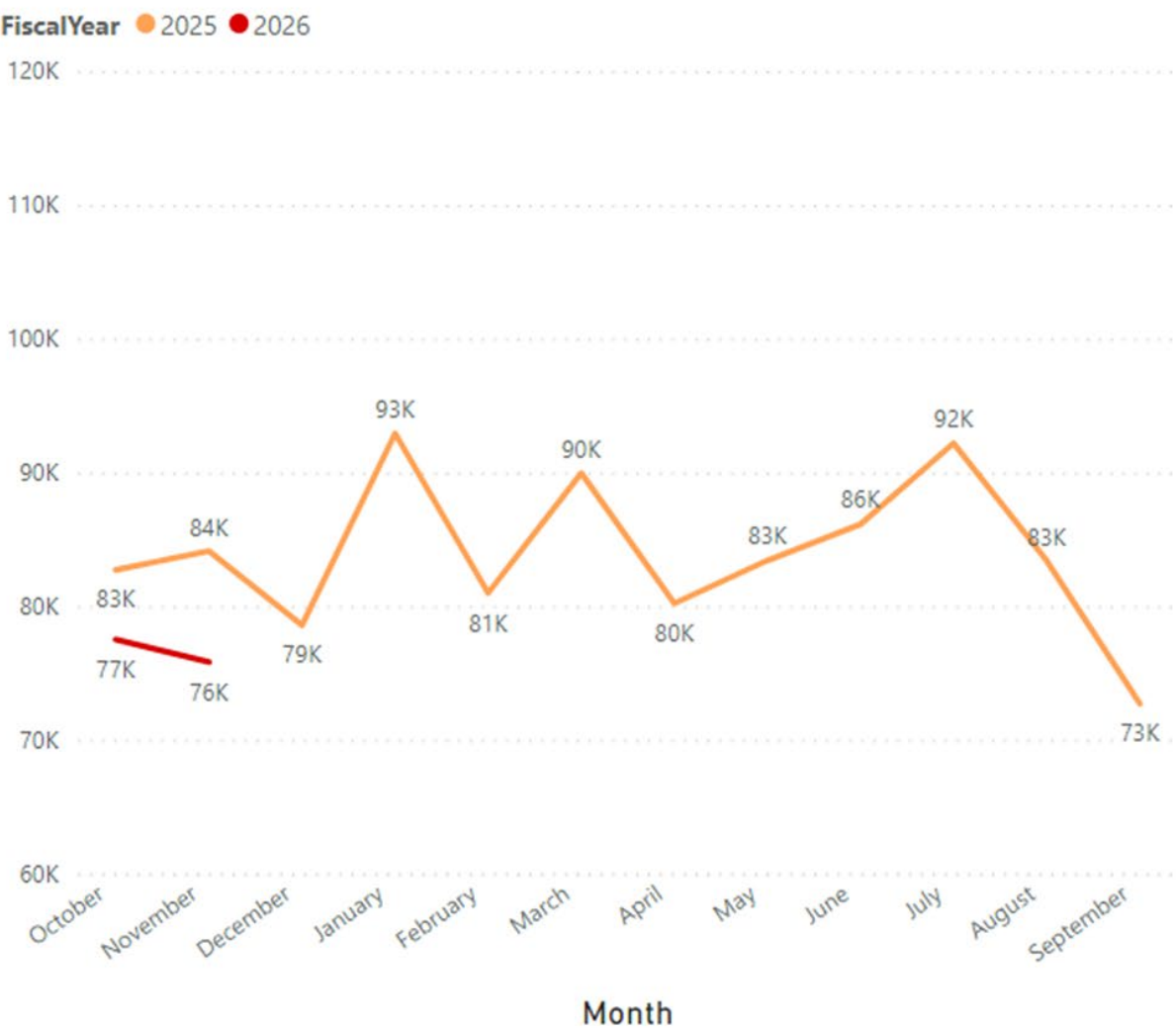
● Digital ● Physical



Digital Circulation Historic



Physical Circulation Historic



Reference

Question Count by Desk and Location FY26

Location ● Desk ● Greeter 2nd ● Info Services

10K

8K

6K

4K

2K

0K

7.8K

1.5K

3.0K

2.8K

2.4K

2.1K

Downtown Library

Library! at Cole & Ustick

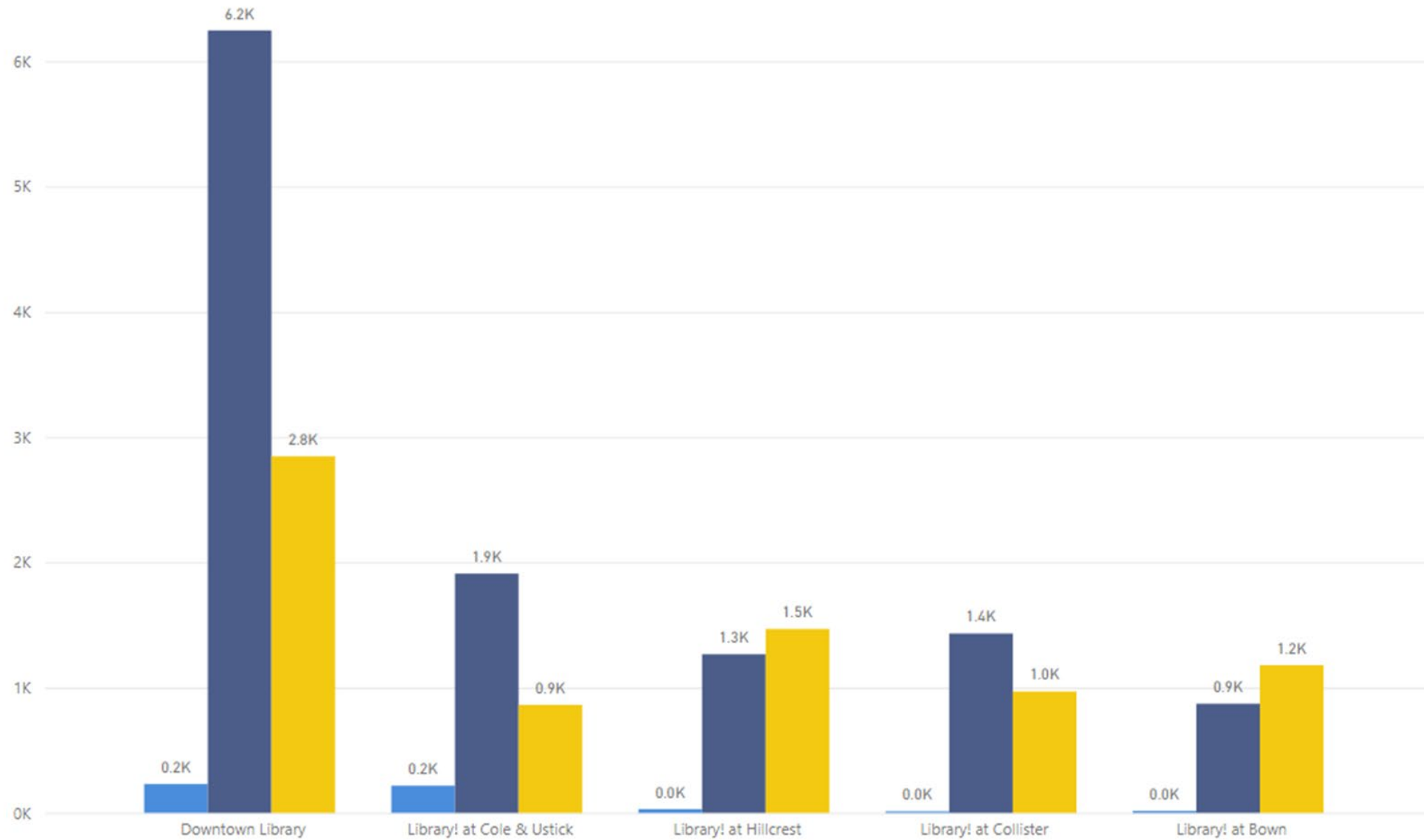
Library! at Hillcrest

Library! at Collister

Library! at Bown

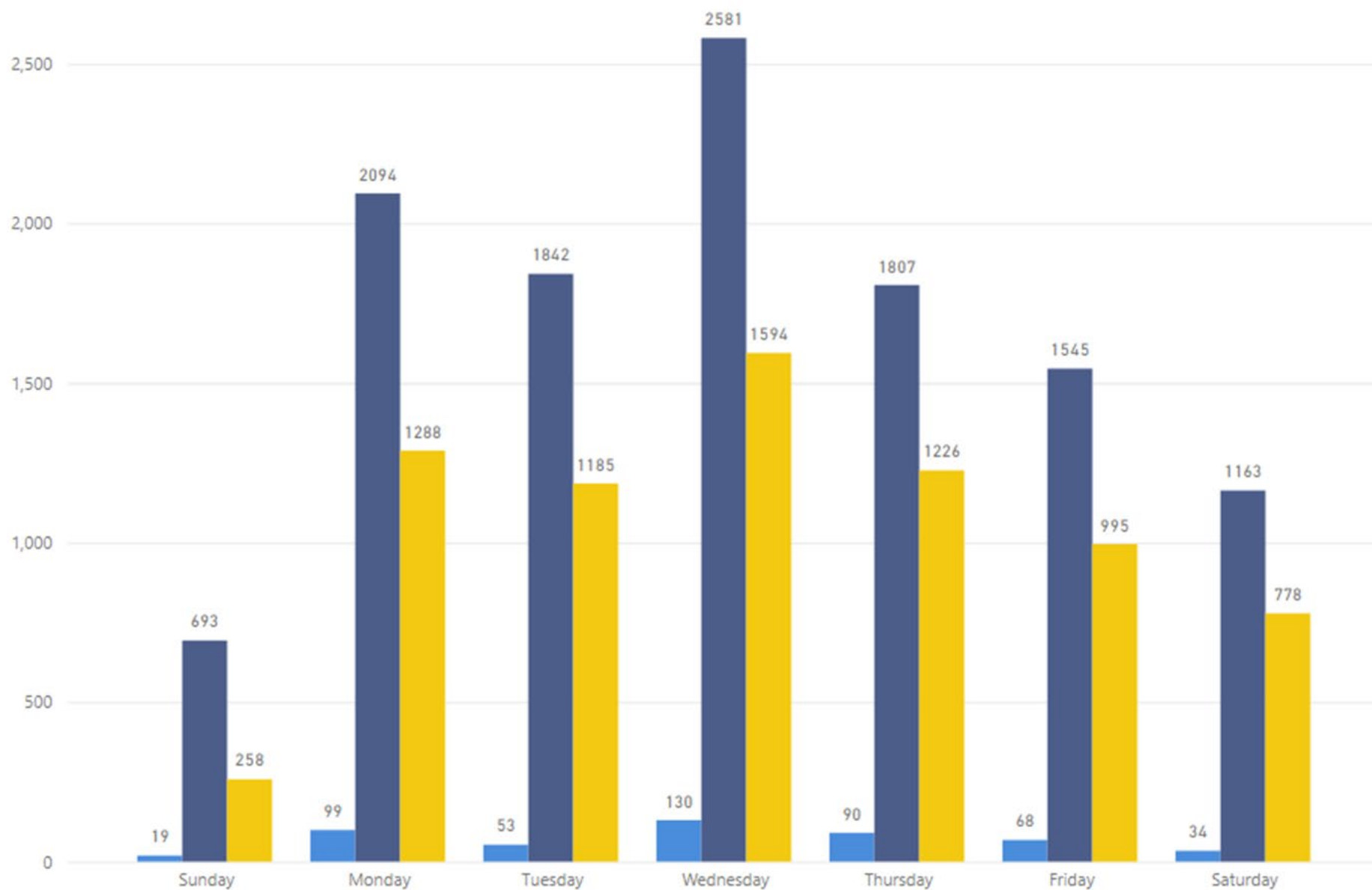
Question Type by Location FY26

Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Question Type by Day of Week FY26

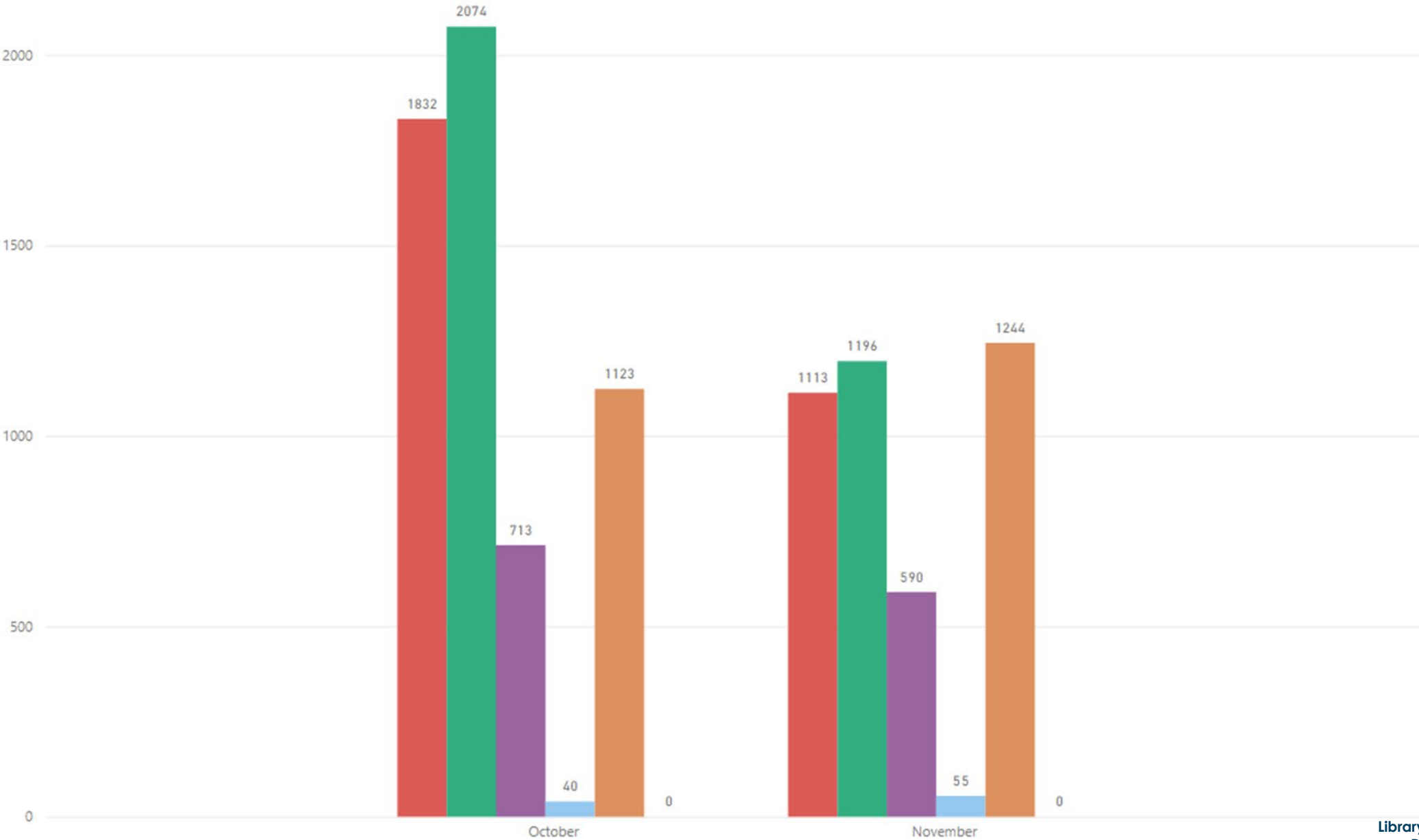
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Programs

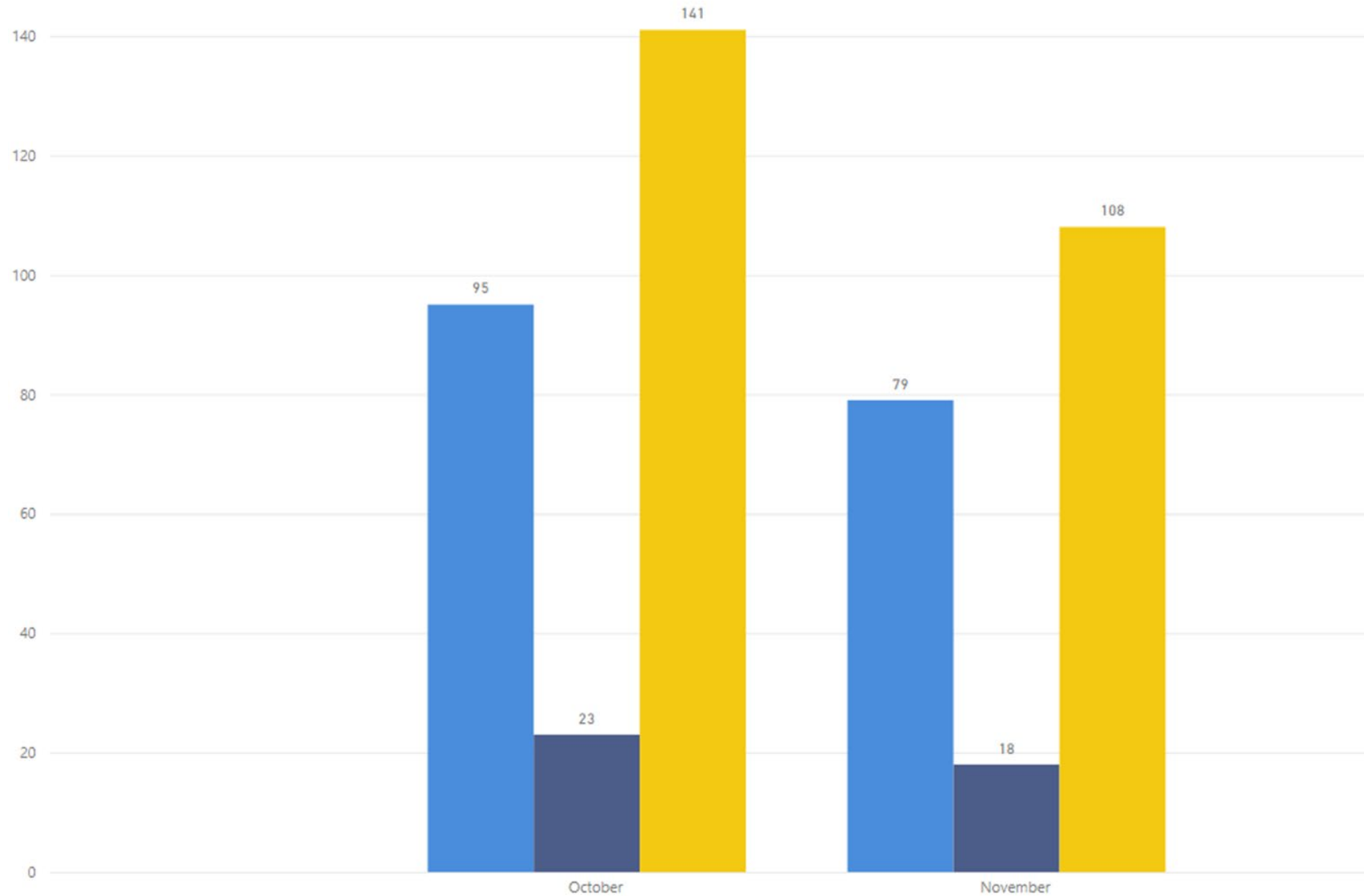
All Branches Program Attendees FY26

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



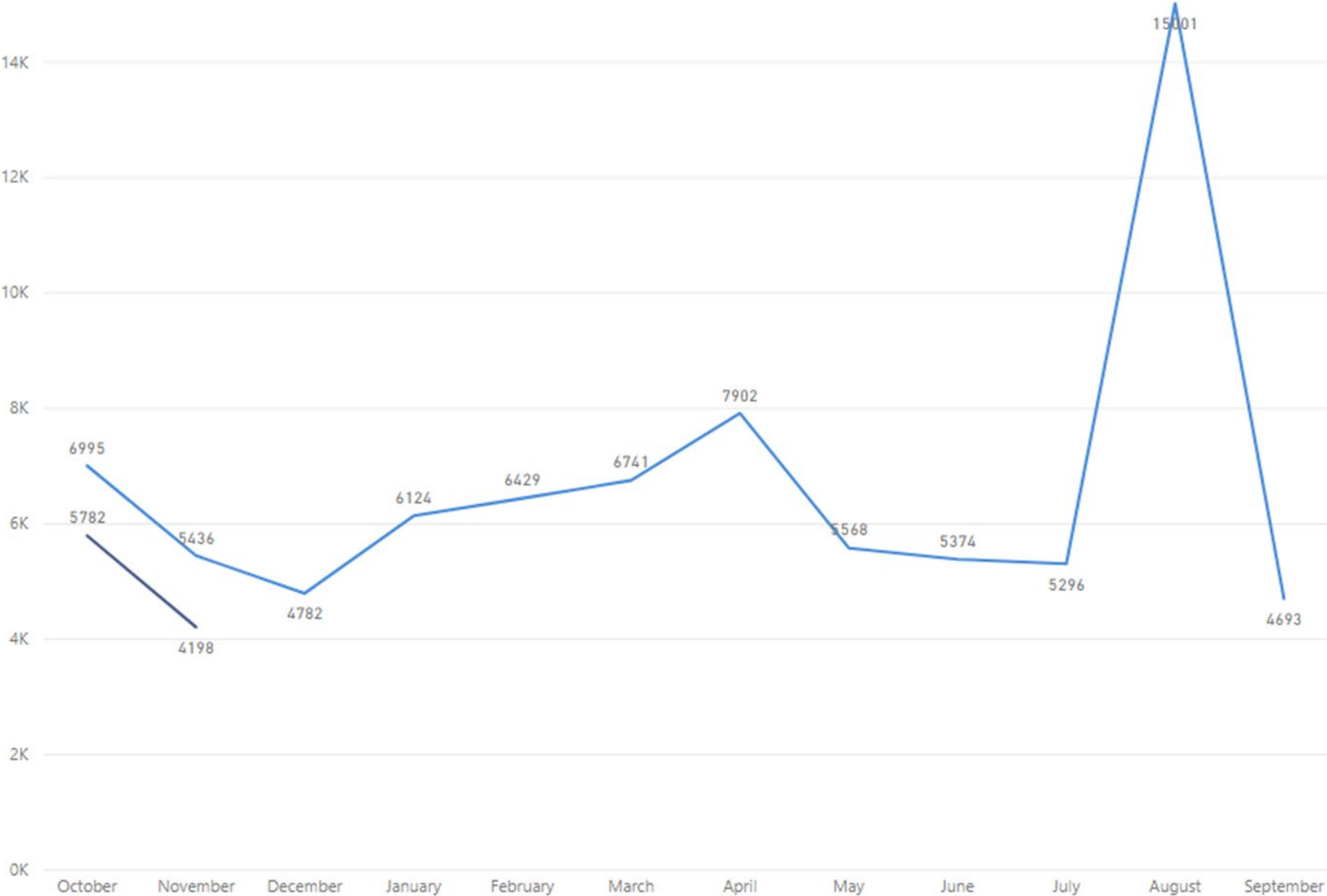
Events by Audience FY26

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



Program Attendance FY25-FY26

fiscal_year ● 2025 ● 2026



Boise Public Library

Policy Review December 10, 2025

Policy items reviewed and presented are as follows:

SECTION 3.00, Services

- Policy 3.01, Service Priorities
- Policy 3.02, Service Hours
- Policy 3.03, Services for Schools
- Policy 3.06, Unscheduled Closures and Reduced Hours

Staff Recommendations:

Section 3.00, Services, subsections 3.01-3.03 and 3.06 of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Document Type:	Policy
Number:	3.01
Effective:	03-01-2011
Revised:	03-01-2011
Last Reviewed:	01-08-2025

SERVICE PRIORITIES

The following services are essential to achieving the Library's mission to assist members of the community in educating themselves and enhancing their personal, business, and social well-being:

- Access to facilities during convenient hours
- Access to a collection of current materials, both physical and digital
- Access to technological resources, particularly the Internet
- Programs, particularly those that support early literacy or lifelong learning
- Reference and information services

To support these service priorities the Library must manage its staff effectively, make sound decisions for the development and maintenance of its collections and physical spaces, and engage in promotional activities designed to make the public aware of these services.

Document Type:	Policy
Number:	3.02
Effective:	03-01-2011
Revised:	01-12-2022
Last Reviewed:	01-08-2025

SERVICE HOURS

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

The hours of opening shall be determined by:

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

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

Document Type:	Policy
Number:	3.03
Effective:	03-01-2011
Revised:	01-11-2023
Last Reviewed:	01-08-2025

SERVICES FOR SCHOOLS

Representatives of public or private schools physically located within the Boise city limits or within the Boise Area of City Impact, as defined by Title 11 of the Boise City Code, can request school class visits to the library and library programs delivered to the school. The library will schedule school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Representatives of public or private schools physically located outside the Boise city limits and outside the Boise Area of City Impact may also request school class visits to the library and library programs delivered to the school. The library will schedule these school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Document Type:	Policy
Number:	3.06
Effective:	3-16-2020
Revised:	8-08-2024
Last Reviewed:	1-08-2025

UNSCHEDULED CLOSURES/REDUCED HOURS

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

The Library may reduce regular hours of operation (open late/close early) and/or completely close one or more of its physical locations in the event of:

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

The Board of Trustees delegates the decision to reduce hours of operation and/or close facilities for any of the above reasons to the Library Director. The Library Director, or designee in the event of the Director's unavailability, will make such decision in his/her discretion and will notify the Board President as soon as practical. In the event the Board President cannot be reached, then the Library Director or designee will notify the Vice President.

When a decision is made to reduce hours and/or close a facility for any of the reasons stated above, notification of the cancelation and/or closure should be made by posting physical notice at the affected facility's main entrance and posting electronic notice on social media. For extended closures, notice may also be provided on the Library's website or by advising local media outlets.

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

Boise Public Library

FY 2026 Interim Budget Change (IBC)

December 10, 2025

Interim budget change (IBC) items are off-cycle requests to adjust current budget and are vetted through the following process:

1. Department identifies need and submits request to the Budget Office
2. Budget Office performs necessary due diligence, prepares narrative, and sends to Mayor's Office
3. Mayor's Office reviews requests and places on Executive Management Team (EMT) agenda
4. EMT offers final recommendation for City Council approval

Library (General Fund)- Collister 2.0 FTEs: \$135,017 (ongoing)

The Library requests a Librarian Senior and a Library Assistant III for the Library! at Collister to meet rising demand from anticipated neighborhood growth. The Librarian Senior would expand capacity for programs, including offering off-site programming to relieve space constraints at the small branch. The Library Assistant III would support increased user interactions and higher circulation as usage at the branch continues to grow.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	General	Intergovernmental	Personnel	\$(4,019,326)	\$(4,154,343)	\$(135,017)
Use	General	Library	Personnel	\$8,882,982	\$9,017,999	\$135,017

In addition to the Library's request, Human Resources will also be requesting two (2.0) security staff positions at the Library! at Collister to create consistent service and security coverage across the system.

The Library and Human Resources requests are budget-neutral appropriations. As a part of the community safety enhancements committed to in the relocation of the low barrier shelter, the City is proceeding with additional staffing to support the needs of the Library. These positions were classified and costed as part of the FY26 budget development process, with the necessary funding reserved in the General Fund (Intergovernmental). The Library and Human Resources requests for additional FTEs for Collister are a combined total of \$253,221 in ongoing costs for four (4.0) FTE and will go before City Council on December 16th for approval.



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

MEMO

TO: Boise Public Library Board of Trustees
FROM: Jessica Dorr
CC: Ed Jewell, Eric Bilimoria, Kari Davis, Lindsay Erb
DATE: November 7, 2025
RE: Next Steps for Library Facility Planning

Purpose

This document outlines next steps for the Library Board of Trustees following the October 14th Joint Work Session with Boise City Council about the Library's Facility Plan. It serves as background for the November 12th Library Board of Trustee meeting.

Overview

On Tuesday, October 14th, the Boise City Council and the Boise Public Library Board of Trustees held a Joint Work Session to discuss the Library's efforts to create a Facilities Plan. To inform the discussion, I shared with board and council a recommendation memo (please see *Appendix A: Recommendations for the Library Facilities Plan*) which was the basis for my presentation at the start of the meeting. Near the close of the meeting, Council President Nash shared with council and trustees a memo (please see *Appendix B: DRAFT Library Facilities Planning Recommendations*) which outlined recommendations from council to the board.

Since the joint work session, I have had the chance to meet with mayor and council leadership to clarify areas of alignment between the two recommendation memos as well as areas for continued consideration and discussion. The major takeaway from these discussions is that City and Library leadership are unified in their support for the Library and agree with my recommendation to work to ensure the Library's facilities are added to the City's Capital Improvement Plan (CIP) budget. Specifically, my recommendation to work with Finance to budget for Major Repair and Maintenance (MRM), to renew the current leases for Collister and Hillcrest, and for continued participation in the Lynx Library Consortium were all strongly endorsed.

Next Steps

During follow-up discussions with city leadership, the following steps were identified to continue to make progress on the Library's Facility Plan and to ensure the Library's

DOWNTOWN 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

Library Board of Trustees
December 10, 2025
Page 44

facilities can be part of discussions to build the CIP budget as part of the Fiscal Year 2027 budget build.

- **Downtown Library Work Session**

This work session will review with council the investments made since 2019 in the Downtown Library and provide an update on its status following the completion of the First Floor Renovation in 2026. It will include an assessment of all major building systems and their lifespans, a status of the conditions of all public spaces, and additional details on options for increasing public space in and usage of the building. The goal of this meeting will be to ensure council understands the lifespan of the current Downtown Library and its major systems.

This work session is scheduled for Tuesday, December 16th.

- **Library Site Location Criteria and Service Goals Joint Work Session**

As follow-up to the October Joint Work Session, Council requests the Library board review the Library Site Selection Criteria as drafted as part of the Library Facilities Plan and consider an update to the proposed site selection criteria. Council requests the board consider the impact of updating the Library proximity goal which as part of Blueprint Boise from three miles to two miles. Additionally, Council asks the board to draft for discussion other potential service goals and equity measures as informed by identify best practices from peer systems. The goal of this meeting will be to ensure Library and City leadership are aligned on Library site location criteria and any new or revised service goals.

This work will be discussed in the December and January Library Board meetings with the goal of having a Joint Work Session with Council in February 2026 to review potential scenarios identified for consideration.

- **Options to meet updated Location Criteria and Service Goals Work Session**

Following the discussion which will provide more clarity and direction on potential site selection criteria and services goals, Library and Public Works staff will be able to update and present to council potential models to meet new standards and/or address services gaps for further discussion. As part of this, council requests additional details on potential options for expanded reach through innovation services and partnerships. This will include additional details on staffed and non-staffed solutions as well as options for facilities investments in the \$10-\$15 million range. This meeting will result in council understanding potential options for meeting the service goals agreed upon in the previous joint work session.

This work will be discussed in the March and April Library Board meetings with the goal of having a work session to update council at the end of April.

- **Capital Plan Joint Work Session**

The last discussion will bring all three previous work sessions together and focus on sequencing for the Capital Investment Plan. Library and Public Works staff will share recommendations for consideration and discussion. The discussion will result in clear direction for the Budget Office for upcoming budget builds.

This work will be discussed in the May Library Board meeting with the goal of having a joint work session in June.



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

MEMO

TO: Mayor, Boise City Council Members, and Library Board of Trustees

FROM: Jessica Dorr

CC: Courtney Washburn, Eric Bilimoria, Lindsay Erb, Kari Davis

DATE: October 10, 2025

RE: Recommendations for the Library Facilities Plan

Purpose

In preparation for the Joint Work Session with the Boise Public Library (BPL) Board of Trustees and the Boise City Council on Tuesday, October 14th, this memo previews the recommendations I plan to share as input for our discussion. My recommendations have been informed by the Library's Strategic Framework for Impact, analysis from the Public Works department which manages BPL's facilities, and the report produced by Group 4, the organization we contracted with for planning support. Additionally, in our discussion on Tuesday, Eric Bilimoria will share an overview of how the city budgets for capital investments to inform implementation of the priorities I recommend.

Overview of Library Facilities Planning

Building on the Strategic Plan created in 2023, BPL has been working to develop a Facilities Plan to help ensure all our Libraries are welcoming, accessible, attractive, and comfortable spaces for the entire community. To support the development of the plan, Public Works contracted with Group 4 which conducted facility assessments, completed staff and public surveys, reviewed Library usage patterns and trends, and compared BPL to peer libraries. Working with Community Engagement, the Library held listening sessions to gather community input as well. Group 4's work has resulted in a comprehensive assessment and implementation scenarios for consideration.

The most important finding from Group 4's assessment of BPL, which shapes their other findings and my recommendations, is that Boise values its Library. Specifically, Group 4 described our facilities as "attractive, well-maintained, and deeply valued by the communities they serve." This is consistent with other strategic planning efforts, listening sessions, and usage patterns.

Group 4's assessment and scenarios for consideration were built upon four other major findings:

- **Boise's libraries are well-distributed**
Mapping of library-use data shows residents throughout Boise can and do access multiple locations across the valley, not just the closest location to their residence. While some residents do have to travel further than others to physically visit a library, 87% of residents of Boise live

DOWNTOWN 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

Library Board of Trustees
December 10, 2025
Page 47

within a three-mile radius of a BPL facility and 96% of residents live within a three-mile radius of BPL or Lynx Library Consortium library.¹ The ability and willingness of Boise residents to travel for specific amenities can allow us to provide specialized services at individual locations based on usage and need.

- **Boise's libraries are well-maintained**

BPL's four branch locations are less than twenty years old and, while heavily used, continue to be in good condition. Investments started in 2021 which will be completed in 2026 will make the Downtown Library safe and suitable for use by the Library for the next twenty years. In 2022, Public Works's FSO team took over support of our facilities and this has proven to be beneficial to the Library. As part of their work, Group 4 built a tool for Public Works to better understand and forecast maintenance obligations for both our city-owned and leased spaces which will allow us to budget for the investments necessary to keep our facilities as well-maintained in the future as they are today.

- **Boise lacks library space**

BPL does not currently have enough space in its five locations to meet the needs of today's users. More space at all current locations is needed to hold the collections and materials our users request, meet demand for program and meeting spaces, and serve specific populations and uses. "Square feet per capita (SF/cap)" is a standard library planning metric for comparison and planning. BPL currently has 132,000 square feet of Library space for public service and operations. This is 0.54 SF/cap which is below the recommended range of 0.65-0.75 SF/cap for today's population which means the Library has only 70 to 80% of the space it needs to meet today's demand.

- **Boise's library needs will continue to grow**

While the new Main Library project would have resulted in a significant improvement in the SF/cap range, BPL is also lacking space because none of the four branch locations added in the last twenty years were built at their recommended sizes. This has resulted in buildings that feel cramped and crowded especially in places where quiet and loud uses create tension. As Boise continues to grow denser, existing neighborhood branches will be required to serve more people. Right-sizing current locations for the population they serve and considering new locations are all options for adding square footage.

I've carefully reviewed Group 4's assessment and I agree with their major findings, particularly with how Boise residents value the Library and our need for additional space for Library services. Based on Group 4's analysis, the Library needs an additional 28,000 to 48,000 SF to meet the needs of today's population. This additional space would allow the Library to meet our users requests for more space for collections, programs, and community spaces.

¹ More information about this analysis based on Blueprint Boise's three-mile service radius goal can be found in Appendix A.



At the same time, as I have learned more about the city's budgeting process as well as the requirements of Proposition 1 passed in 2019, I don't believe any of the scenarios Group 4 suggested for consideration to be realistic.

Director Recommendations

I have identified three priority areas of focus for the next five years. I believe these will help us provide the current level of service our users expect given the funding constraints we face as well as give us opportunity to respond to new opportunities and changing conditions.

Priority 1: Invest in the upkeep of current facilities and services

My highest priority is to continue to provide an excellent level of access and service in our current locations. This will require a commitment to ongoing Maintenance and Operations funding for the Library. This priority is enabled through the following steps:

- Continue to participate in the Lynx Library Consortium. The Lynx Consortium is a good investment for BPL cardholders; the Consortium increases the number of libraries Boise residents can use and expands the number of books our cardholders can access. Additionally, reciprocal agreements with Ada Community Library and Garden City Public Library should be maintained.
- Work with Public Works and Finance to schedule and fund systems replacement cycles for current locations. This will keep our current locations safe and welcoming for our users. We have time to begin to budget for our branch locations; Cole and Ustick, was opened in 2009 and many of its systems, including the roof, will need to be replaced starting in 2029.
- Sign five-year extensions for the leases with Collister and Hillcrest. The lease for Hillcrest will expire on July 31, 2027, and the lease for Collister on February 29, 2028. By signing five-year extensions as outlined in the original lease, we will be able to continue to provide Library services in these neighborhoods.

Priority 2: Explore opportunities for expanded reach through innovative services and partnerships

As we continue to invest in city-owned facilities, we should consider ways of expanding reach either through new models of service delivery and/or by exploring options for colocation of Library services either with city partners or with other library partners. Ideas I want to explore in this area include:

- Building a dedicated teen space in either Hillcrest or Downtown. Community input and usage patterns show that Library users are willing to travel for specific services. Both the Downtown and Hillcrest Library have space that could potentially be developed into a robust Teen Space, preferably in partnership with other organizations that provide services to teens.
- Working with other city departments to explore colocation of Library services in city facilities. Group 4 has provided us with some interesting examples from other cities which expand access through partnerships, and I believe city leadership is open to these discussions.
- Exploring options for increased coordination of Library services with consortium partners. We have the opportunity to build upon the strong history of cooperation through the Lynx Library Consortium. In conversations I've had with my fellow directors of local consortium libraries, all



have expressed a willingness to consider ways our libraries could cooperate to better serve residents of the Treasure Valley.

Priority 3: Budget to increase square footage for Library services

I recommend the city begin to budget to secure, equip, and staff additional Library space. As we look to add between 28,000 to 48,000 SF, there are possible avenues to explore and requirements related to the Library Project Ordinance, adopted by council after the passage of Proposition 1 in 2019, which must be factored into planning. Any library project with expenses reasonably expected to be over \$25 million must be approved by the voters prior to the City incurring any expenses for the project. As any new, standalone Library would reasonably be expected to exceed \$25 million, and due to the broad definition of “expenses” in the Library Project Ordinance, the City is unable to purchase land to hold for future Library construction like it did for the Cole & Ustick branch and Bown Crossing branch (land purchased in 2003 and the facility constructed in 2016-17). I recommend we explore how colocation of Library services either in city-owned or leased facilities could be a strategy to secure Library space at the same time as funding strategies are identified.

Finally, because Group 4’s assessment includes an inventory of ongoing maintenance needs and a list of conditions to consider over time as the city continues to evolve, I recommend revisiting this plan every five years to assess progress and revise priorities. We heard from many community members their concern that a twenty-year plan is too restrictive and does not allow for the city to be able to respond to changing conditions or take advantage of new opportunities. By revisiting the plan every five years, we’ll be able to be more responsive to changing circumstances and community input.

On a longer time horizon, if the City of Boise builds a support campus away from downtown, I recommend the Library join the project to move administration, technical services, and courier. With the final stage of deferred maintenance to be completed in 2026, the Downtown Library’s major systems (plumbing, electrical, HVAC, fire, etc.) will all be up to date. At that point, the Downtown Library will be an excellent candidate for investments that enhance the user experience. Locating back-of-house functions out of downtown will free-up more space for public usage in our busiest and most-visited location.

I look forward to discussing these recommendations during our meeting next week.





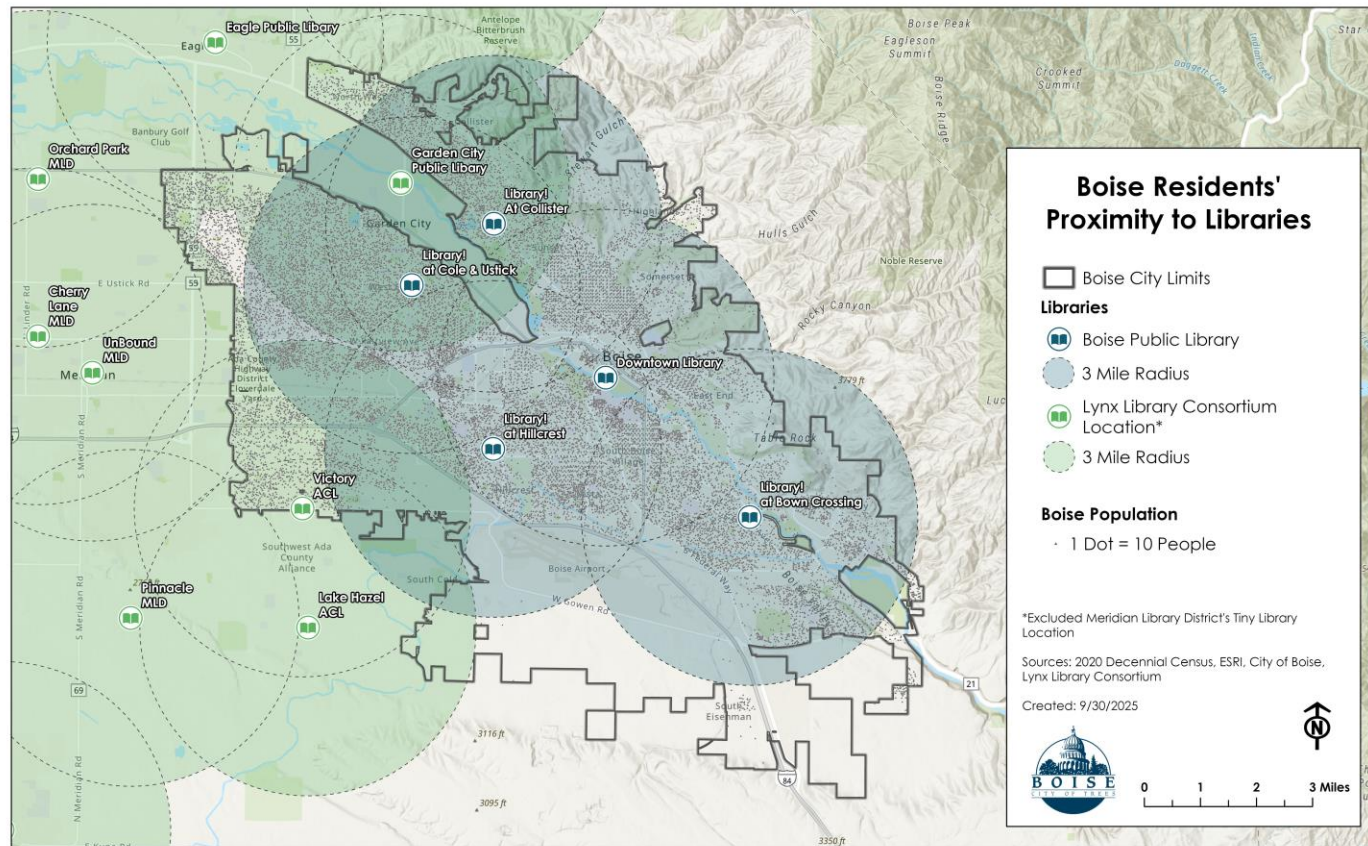
Library!

BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

MEMO

Appendix A: Boise Residents' Proximity to Libraries



Boise Residents Living Within Three Mile Radius of Boise Public Library and Lynx Libraries		
Library	2025 Population	% of 2025 Population
Boise Public Library	211,308	87.1%
Boise Public and Lynx Libraries	236,069	97.3%
Boise Residents Living within Three Mile Radius by Library		
Library	System	2025 Total Population within three-mile radius
Library! at Cole & Ustick	Boise Public Library	100,181
Downtown Library	Boise Public Library	99,950
Library! at Hillcrest	Boise Public Library	84,376
Library! at Collister	Boise Public Library	70,326
Library! at Bown Crossing	Boise Public Library	57,038
Garden City Public Library	Garden City Public Library	64,732
Victory Branch	Ada Community Library	30,815
Lake Hazel Branch	Ada Community Library	8,259
Eagle Public Library	Eagle Public Library	7,335
unBound	Meridian District Library	4,525
Orchard Park	Meridian District Library	3,689
Pinnacle Public Library	Meridian District Library	352
Hidden Springs Branch	Ada Community Library	175
Boise City Limits Population	242,544	2025 Population from ESRI Data





CITY COUNCIL

MAYOR: Lauren McLean | President: Colin Nash | President Pro Tem: Meredith Stead

MEMO

TO: Jessica Door

FROM: Boise City Council

DATE: 10/14/2025

RE: DRAFT Library Facilities Planning Recommendations

EXECUTIVE SUMMARY

Boise's libraries are well-used and well-loved, and demand already exceeds available space at several locations. We face three linked decisions: (1) the long-term plan for the Downtown Library; (2) how to operate within the library project ordinance, which now constrains even smaller capital projects needed to address branch capacity; and (3) adopting modern, transit-oriented standards to guide any future branches that could be incorporated into the capital plan.

Recommendations

Repairs and Maintenance: We find that major repairs and maintenance on existing leased and owned facilities is the best way to promote their longevity and ensure that they remain safe, open, and reliable. We direct staff to make major repairs and maintenance for our library system the highest priority in the library facilities plan and in our library capital planning and to bring any gaps in our capital planning related to major repairs and maintenance to the attention of council within the next five months.

Downtown Library: We find that the downtown library remains in need of additional public space and updates for service delivery. Further efforts may be warranted to expand the usable public space at the such as relocating administration and systems operations. There may be additional repairs and maintenance to extend its useful life to be considered in the capital plan. If these efforts to modernize the Downtown Library and extend its useful life are supported by the board and council, these investments should be a high priority in the library facilities plan and library capital planning.

We find that although the recent investments made in the Downtown Library have extended its useful life, and that we need further information to understand the extent to which those investments have extended its useful life, and the impact of future investments proposed.

Prior to additional investments in the Downtown Library the library board and council should consider the city's long-term intentions regarding the Downtown Library

including how long we are committed to remaining at this facility and if or when pursuing an alternative facility would make sense.

We find that it would be cost-prohibitive to build a new facility today and given that the expense and complexity of major capital project of this nature, even if the city is committed to the Downtown Library in its present form or location, a new facility could take decades to adequately plan and fund.

We find that the city's long-term intentions for the Downtown Library over the next few decades should be clear to staff and the public so capital planning, land-use decisions, public-private partnerships, inter-agency partnerships and near-term investments align with that direction.

We direct staff to within five months produce a report that identifies timing and estimated costs associated with anticipated major repairs and maintenance at the Downtown Library and a scope for relocating administrative and systems operations and the associated extension of the buildings useful life so the board and council can weigh the costs and benefits of remaining at the current facility and at what point that may no longer be realistic or cost-effective.

Within the next six months staff shall propose to the board and council the adoption of a policy statement on the long-term intentions of the city regarding the Downtown Library.

New Facilities: We find that the 3-mile radius from a library standard in Blueprint Boise is no longer useful for guiding the siting of future library branches because 1) it is a goal we have already achieved, 2) given the sustained advocacy from Citizens for a Library it has proven to be an unreliable indicator of public sentiment regarding equity for library access, 3) lacking a transit-oriented marker to inform land-use and transportation planning.

We find a more aspirational standard to guide the siting of library branches that is transit-oriented (10-15 minute bike) and is more in line with state (2.4 miles), regional (Utah, Oregon, Washington-1.8-2.1 miles) and national (2.1 miles) averages for resident proximity to a public library is a more useful standard.

We find that the one-week checkout "dot map" is not reliable as a stand-alone indicator of need or access equity for library services. Used by itself, this snapshot can down-weight neighborhoods that already travel farther yet still use libraries heavily. We recommend a transit-oriented proximity standard, so high utilization isn't treated as a reason to deny investment where access is still limited.

We find based on the consultant's recommendations, Boise's branches are undersized relative to demand, and major expansions appear impractical in the near term. When evaluating a new branch, we should prioritize relieving system-wide pressure—with siting that maximizes total service benefits relative to other branches—rather than pursuing large additions at existing sites.

We find that it would be cost-prohibitive to the city to lease (with substantial tenant improvements) or build a 25,000 SF+ branch library as recommended at the cost of \$20-30 million. Nevertheless, we find there is strong public interest in increasing library access across Boise and relieving pressure on our existing facilities. Given current costs we find it in the city's interest to explore more cost considerate proposals that can meet the needs of the public and the staff that serve them, while preserving flexibility for future expansion.

Within four months, staff will prepare a proposed comprehensive plan amendment that adopts a transit-oriented library access standard (approximately 2 miles or a 10–15 minute bike trip) to guide siting and equity mapping.

Within five months, staff will present a heat map that maps resident access under this standard to identify siting priorities from an access equity perspective.

Within five months, staff will present alternative branch concepts with realistic costs, including small and medium options (lease or purchase), public-private partnerships, and interagency partnerships, with phasing pathways to address long-term needs over time. Each concept should include rough-order-of-magnitude capital and operating costs, square feet initial footprints that can expand later, siting criteria aligned to the new access standard with a focus on relieving systemwide pressure, and a summary of risks, benefits, practicalities, and ordinance-compliance considerations. The closer these proposals are less than or equal to less than or equal to \$10-15 million the more realistic it will be to incorporate a branch library proposal into a capital plan in 2026. Incorporating a cost-sensitive new branch sited under these proposed standards and considerations into a capital plan is a priority.

Leased Branches (Collister and Hillcrest): We find that our leased facilities are heavily used, and undersized. We also find that replacement and relocation of these facilities at the recommended size of 25,000 SF+ is not financially realistic.

We direct staff to identify geographies for replacement or relocation, consider leased annex space nearby in the short-term, explore public-private partnerships and other co-location opportunities in the future.

Owned Branches (Cole and Ustick, Bown Crossing): We find that it is financially unrealistic to expand the owned facilities at this time. We direct staff to prepare concepts for expansion that could inform future land-use and property acquisitions for potential expansion at these sites.

Library Project Ordinance: We find that the library projects ordinance creates administrative hurdles that can frustrate or delay branch expansions. In the short term, these challenges are navigable. In the long term, we should be candid with the public that requiring voter approval before siting, land acquisition, and design is impractical—even if we remain committed to seeking voter approval for a library facilities project. We also note that commercial construction costs are up roughly 40% since 2019, which

means the ordinance's \$25 million threshold no longer reliably defines "major library projects" and now captures many industry-standard branch facilities.



PUBLIC WORKS DEPARTMENT

MAYOR: Lauren McLean | DIRECTOR: Stephan Burgos

MEMO

TO: Mayor McLean and City Council
FROM: Lindsay Erb, Facilities Program Sr. Manager
CC: Courtney Washburn, Chief of Staff; Jessica Dorr, Library Director
DATE: 11/12/2025
RE: Library Facilities Master Plan Follow Up

Summary

This memo provides a follow-up to the joint Library Board and City Council discussion held on October 14, 2025. It is for information only and reinforces key points from that presentation while providing additional context on topics that generated significant discussion, including the condition of the Downtown Library, the potential Hillcrest Branch expansion, and ongoing maintenance across other branches. The timeline below reflects Boise's shift from previous plans to demolish and replace the Downtown Library toward a focus on reinvestment and stewardship of existing facilities.

The Facilities Master Plan provides a citywide framework for how Boise invests in, maintains, and modernizes its library system. The Library's Strategic Plan sets the direction for library services—defining goals around access, community impact, and resource optimization. The Facilities Master Plan supports that direction by outlining how library buildings and assets can best enable those goals. The plan is reviewed and updated every five years to align with city priorities, funding, and community needs.

Downtown Library

The Downtown Library remains one of Boise's most valued public spaces and is structurally sound, functional, and positioned to serve the community into the future. It continues to welcome tens of thousands of residents each year. Like all heavily used public facilities, it benefits from regular maintenance and continued investment to remain safe, modern, and welcoming.

For many years, Boise anticipated replacing the Downtown Library with a new facility, so major maintenance was neither planned nor completed. When that project was discontinued, the city redirected efforts toward addressing this gap—catching up on years of deferred work and updating critical systems.

Since 2020, upgrades to the roof, plumbing, electrical, and mechanical systems, along with phased remodels to public and staff areas have created an energy-efficient,

flexible space that supports high-quality public services downtown. Like all major civic buildings, the library will continue to require reinvestment at regular intervals—about every decade—to maintain standards and meet community needs.

Downtown Library – Key Milestones (2017–2025)

- **2017–2019:** Design initiated for a new Downtown Library. Project paused and later discontinued after escalating costs, community opposition, and the passage of Proposition 1 requiring voter approval for large capital projects.
- **2020:** Public Works conducts a facility condition assessment, presented jointly to the Library Board and City Council. Council approved \$1M in Major Repairs & Maintenance funding to begin addressing deferred maintenance.
- **2021:** Mayor confirms new construction will be deferred for at least seven years. Council supported continued reinvestment through budget approvals focused on ADA and building system upgrades.
- **2022:** Council approves creation of project manager position and \$1M in additional funding for deferred repairs (roof, plumbing, and accessibility).
- **2023:** Council approves interim budget changes for first- and fourth-floor remodels and received ongoing updates on facility improvements.
- **2024:** Council approves a contract with Group 4 Architecture to prepare the Library Facilities Master Plan and continued capital investments in energy efficiency and modernization projects.
- **2025:** Council approves \$1.175M in gift funding for the first-floor remodel. Council and the Library Board continue regular joint reviews of the Master Facility Plan and project progress.

Branch Strategy and Leased-Model Exploration

Maintenance across all library branches remains a top priority. The Facilities Master Plan establishes a proactive, systemwide approach that emphasizes upkeep, safety, and uninterrupted service. By scheduling maintenance on predictable cycles and coordinating upgrades around energy efficiency and accessibility, the city reduces long-term costs and ensures every branch remains welcoming and reliable.

Staff are also exploring leased or repurposed spaces as cost-effective ways to expand services. Leasing provides flexibility to adjust library locations as Boise's population grows and shifts while reducing long-term capital costs. This model allows the city to deliver library services in growth areas without committing to major new construction, supporting equitable access and faster response to community needs.

Hillcrest Branch Alternatives

In July 2025, the city evaluated converting a 19,800-square-foot former gym into a larger Hillcrest Branch and operations hub. As part of this evaluation, staff completed a facility tour, visual assessment, and tenant interview to understand building condition and feasibility. While this facility would double the branch's footprint, it requires full system replacements (HVAC, plumbing, electrical), extensive ADA upgrades, and structural improvements, and has limited natural light. These factors contribute to costs



of \$350–\$450 per square foot, or roughly \$6.9–\$8.9 million—a level of investment difficult to justify in a privately-owned building the city does not control long-term.

While this specific property is not feasible, the leased model remains the recommended approach for future expansion, offering flexibility and fiscal prudence as Boise's needs evolve. A nearby space in the same retail center as Hillcrest, whose lease expires in 2028, may provide a better long-term opportunity. Staff will continue to evaluate options that align with both the leased model and community service goals.



Boise Public 2025 Idaho Public Library Survey

Due January 1, 2026

General Information (1.1-1.19)

Click on question mark for help

1.1	Fiscal year begins (mm-dd-yy)	10/01/2024
1.2	Fiscal year ends (mm-dd-yy)	09/30/2025
*1.3	Name of library	BOISE PUBLIC
1.4	Established according to the Idaho Code as a	C
1.5	Legal Service Area Boundary Change	No
1.6	Levy rate	general fund
1.7	Mailing address	715 S CAPITOL BLVD
1.8	City (of mailing address)	BOISE
1.9	Zip (of mailing address)	83702
1.10	Street address	715 S CAPITOL BLVD
1.11	City (of street address)	BOISE
1.12	Zip (of street address)	83702
1.13	County	ADA
*1.14	Phone	2089728258
1.16	E-mail Address	jsouder@cityofboise.org
1.17	Person completing form	James Souder
1.18	Name of current library director	Jessica Dorr
1.19	Library's Website Address	boisepubliclibrary.org

Service Area (2.1-2.10)

Click on question mark for help

2.1	Population of legal service area	243,657
2.2	Registered users in legal service area	97,430
2.3	Population of any areas served under contract	0
2.4	Registered users in contract area	0
2.5	Source of contract population information (#2.4)	N/A
2.6	Non-Resident users	496
2.6a	Non-Resident Fees per person	\$75
2.6b	Non-Resident Fees per family	\$75
2.7	Total Number of Registered Users (2.7 = 2.2 + 2.4 + 2.6) LOCKED [Calculated]	97,926
2.8	Central or main library	1
2.9	Branches	4
2.10	Bookmobiles	0

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

Click on question mark for help

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

Do not include volunteers in the FTE calculation.

3.1	Librarians with master's degree from an ALA-accredited program	26.00
3.2	Others holding title of librarian	4.00
3.3	Total librarians (3.3 = 3.1 + 3.2) LOCKED [Calculated]	30.00
3.4	All other paid staff (include maintenance staff)	82.49
*3.5	Total paid staff (3.5 = 3.3 + 3.4) LOCKED [Calculated]	112.49

Note: Include staff paid by another agency, e.g., School

3.6	Library director's annual salary	\$173,056
3.6a	Starting hourly wage of general library worker	\$16.15
3.7	Number of hours Director worked per week (not to exceed 40)	40
3.8	Number of Individual Volunteers who worked for the library	107
3.9	Number of hours volunteers worked for the library	6,565

Beginning Balance and Carryover (4.1-4.5)

Click on question mark for help

4.1	Operating carryover	\$0
4.2	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$4,135,038
4.3	Building Fund (Land, new construction, and additions only)	\$0
4.4	Other	\$207,154
4.5	Total Unexpended balance on hand at beginning of Fiscal year. (4.5 = 4.1 + 4.2 + 4.3 + 4.4) LOCKED [Calculated]	\$4,342,192

Library Revenue By Source (5.1-5.7)

Click on question mark for help

Use WHOLE NUMBERS for all dollar amounts

*Local Government

*5.1a	Local Operating Revenue	\$17,959,829
*5.1b	Local Government Capital Revenue	\$3,235,000
*5.1c	Local Total Revenue (5.1c = 5.1a + 5.1b) LOCKED [Calculated]	\$21,194,829

State Government (exclude federal dollars distributed by state)

5.2a	State Operating Revenue	\$0
5.2b	State Government Capital Revenue	\$0

5.2c State Total Revenue (5.2c = \$0
5.2a + 5.2b) LOCKED [Calculated]

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

5.3a Federal Operating Revenue \$0

5.3b Federal Government Capital \$263,780
Revenue

5.3c Federal Total Revenue (5.3c = \$263,780
5.3a + 5.3b) LOCKED [Calculated]

Contracts for services to other libraries

5.4a Contract Operating Revenue \$347,522

5.4b Contract Capital Revenue \$0

5.4c Contract Total Revenue (5.4c = \$347,522
5.4a + 5.4b) LOCKED [Calculated]

Other income

5.5a Other Operating Revenue \$245,139

5.5b Other Capital Revenue \$1,175,000

5.5c Other Total Revenue (5.5c = \$1,420,139
5.5a + 5.5b) LOCKED [Calculated]

Total Other Income

5.6a Total Contract and Other \$592,661
Operating Revenue (5.6a = 5.4a + 5.5a
) LOCKED [Calculated]

5.6b Total Contract and Other Capital \$1,175,000
Revenue (5.6b = 5.4b + 5.5b)
LOCKED [Calculated]

5.6c Total Contract and Other \$1,767,661
Revenue (5.6c = 5.6a + 5.6b) LOCKED
[Calculated]

GRAND TOTAL and totals by type of revenue for this fiscal year [Calculated fields]

5.7a Grand Total Operating Revenue \$18,552,490
(5.7a = 5.1a + 5.2a + 5.3a + 5.6a)
LOCKED [Calculated]

5.7b Grand Total Capital Revenue (\$4,673,780
5.7b = 5.1b + 5.2b + 5.3b + 5.6b)
LOCKED [Calculated]

5.7c Grand Total Revenue (5.7c = \$23,226,270
5.1c + 5.2c + 5.3c + 5.6c) LOCKED
[Calculated]

Library Expenditures (6.1-6.21)

Click on question mark for help

SECTION A. STANDARD OPERATING EXPENDITURES

Staff Expenditures

6.1 Salaries and wages \$5,628,922

6.2 Library Benefits Obligations \$2,484,433
(Include Social Security, Medicare,
Retirement, Health Insurance and any
other benefit that was paid in whole or
partially by the LIBRARY)

6.3 Total staff expenditures (6.3 = \$8,113,355
6.1 + 6.2) [For staff expenditures paid
by another agency use 6.13a & b]
LOCKED [Calculated]

Collection Expenditures

6.4 Print Materials \$543,356

6.5 Electronic Content Expenditures \$1,137,991

6.6 Other Physical Materials \$139,753
Expenditures

6.7 Total collection expenditures (\$1,821,100
6.7 = 6.4 + 6.5 + 6.6) LOCKED
[Calculated]

Other Operating Expenditures

6.8 Contracts for services from \$601,233
other libraries

6.9 Miscellaneous Operating \$8,751,748
Expenditures

6.10 Total other operating \$9,352,981
expenditures (6.10 = 6.8 + 6.9)
LOCKED [Calculated]

6.11 Total operating expenditures (\$19,287,436
6.11 = 6.3 + 6.7 + 6.10) LOCKED
[Calculated]

6.12a	Salaries or wages paid by another agency	\$0
6.12b	Benefits paid by another agency	\$0
6.12c	Collections paid by another agency	\$0
6.12d	Other Operating Expenditures paid by another agency	\$0
6.12	Operating Expenditures made by other agencies ($6.12 = 6.12a + 6.12b + 6.12c + 6.12d$) LOCKED [Calculated]	\$0

SECTION B. CAPITAL EXPENDITURES

6.13	Capital expenditures	\$1,769,546
------	----------------------	-------------

SECTION C. UNEXPENDED BALANCE AND CARRYOVER

6.14	Unexpended balance at end of report year ($6.14 = [(4.5 + 5.7c) - (6.11 + 6.13)]$) LOCKED [Calculated]	\$6,511,480
------	---	-------------

6.15	How much, if any, of the unexpended balance reported in Item 6.14 will be returned to your funding authority's general account?	\$70,000
------	---	----------

Carried forward to Next Fiscal Year

6.16	Operating carryover	\$0
6.17	Capital Improvement Fund (Repairs, equipment, vehicles, etc.)	\$6,783,168
6.18	Building Fund (Land, new construction, and additions only)	\$0
6.19	Name of Other Source	N/A
6.20	Amount from Other Source	\$48,279
6.21	Final balance to be carried forward to next fiscal year ($6.21 = 6.16 + 6.17 + 6.18 + 6.20$) LOCKED [Calculated]	\$6,831,447

Library Collection (7.1-7.32)

Click on question mark for help

7.1	Total library items (physical units) added during the year	42,347
7.2	Total library items (physical units) withdrawn during the year	67,816
7.3	Book Materials held at end of fiscal year (volume count) [Physical]	311,284
7.3a	Current Print Serial Subscriptions [Physical]	60
7.3b	Total Print Materials (7.3b = 7.3 + 7.3a) LOCKED [Calculated]	311,344
7.4	Audio Materials [Physical Units]	6,653
7.5	Video Materials [Physical Units]	17,455
7.6	Other Circulating Physical Items	7,075

TOTAL PHYSICAL COLLECTION

7.7	Total Physical Items in Collection (7.7 = 7.3b + 7.4 + 7.5 + 7.10) [LOCKED] [Calculated]	342,527
-----	---	---------

ELECTRONIC COLLECTIONS (7.15-7.32)

Please Answer Yes or No to the following question: "Did the **library** provide access to the following materials purchased solely by the (Library, Consortia, or State Agencies)?"

7.15	E-Books provided by Library	Yes
7.16	E-Books provided by Consortia	No
7.17	E-Books provided by State Agencies	No
7.18	E-Serials provided by Library	Yes
7.19	E-Serials provided by Consortia	No
7.20	E-Serials provided by State Agencies	No
7.21	E-Audiobooks provided by Library	Yes
7.22	E-Audiobooks provided by Consortia	No
7.23	E-Audiobooks provided by State Agencies	No

7.24	E-Videos provided by Library	No
7.25	E-Videos provided by Consortia	No
7.26	E-Videos provided by State Agencies	No
7.27	Research databases provided by Library	Yes
7.28	Research databases provided by Consortia	No
7.29	Research databases provided by State Agencies	Yes
7.30	Online learning platforms provided by Library	Yes
7.31	Online learning platforms provided by Consortia	No
7.32	Online learning platforms provided by State Agencies	Yes

Library Services (8.1-8.8)

Click on question mark for help

*8.1	Total Public Service Hours (Annual) Note: The total for all outlets, including multi-outlet systems, will be calculated and automatically filled in here. Branch hours are entered individually in 12.17.	12,812
8.2	Total library visits (Annual)	738,535
8.2a	Library Visits Reporting Method: Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate	CT - Annual Count
8.3	Total reference transactions completed (Annual)	103,592
8.3a	Reference Transactions Reporting Method: Is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT - Annual Count or ES - Annual Estimate	CT - Annual Count

8.4	Does the Library offer Bilingual Services or Programs to the general public?	No
8.5	Does the Library offer direct Programs or Resources for Workforce Development?	Yes
8.6	Does the Library partner with outside organizations to provide workforce development opportunities?	Yes
8.7	Does the Library have a policy and readily accessible form that complies with the requirements of Idaho Code 18-1517b (Otherwise known as the Children's School and Library Protection Act)?	Yes
8.8	Total square footage This will be the total for all outlets, including multi-outlet systems, and will be calculated and automatically filled in with your entries from 12.16 located in the Outlet Section. LOCKED	131,374

Circulation (9.1-9.16)

Click on question mark for help

9.1	Loan period for books (in weeks)	4
9.2	Current Overdue Fine Policy	No
9.3	Automatic Renewal of Physical Materials	Yes
9.4	Circulation of Children's PHYSICAL Materials	862,211
9.5	Circulation of Books - Physical	1,345,194
9.6	Circulation of Magazines/Periodicals - Physical	35
9.7	Circulation of Videos/DVDs - Physical	169,154
9.8	Circulation of Audios - Physical	33,994
9.9	Circulation of Other Items - Physical	48,049

9.10	Total PHYSICAL circulation transactions ($9.10 = 9.5 + 9.6 + 9.7 + 9.8 + 9.9$) LOCKED [Calculated]	1,596,426
9.11	E-Book Circulation	417,166
9.12	E-Serial Circulation	131,021
9.13	E-Audiobook Circulation	619,015
9.14	E-Video Circulation	14,444
9.15	TOTAL Electronic Circulation ($9.15 = 9.11 + 9.12 + 9.13 + 9.14$) LOCKED [Calculated]	1,181,646
9.16	TOTAL Circulation ($9.16 = 9.10 + 9.15$) LOCKED [Calculated]	2,778,072

Programming (10.1-10.17)

Click on question mark for help

If you know you did not provide programs for one of the elements (for example, no offsite programs for adults), please enter 0 instead as appropriate.

Synchronous Programs (10.1-10.6c)

10.1	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Onsite)	923
10.1a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Offsite)	172
10.1b	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Virtual)	0
10.1c	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 ($10.1c = 10.1 + 10.1a + 10.1b$) [LOCKED] [Calculated]	1,095
10.2	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Onsite)	702
10.2a	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Offsite)	75

10.2b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (Virtual)	0
10.2c	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (10.2c = 10.2 + 10.2a + 10.2b) [LOCKED] [Calculated]	777
10.3	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Onsite)	176
10.3a	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Offsite)	35
10.3b	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Virtual)	0
10.3c	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (10.3c = 10.3 + 10.3a + 10.3b) [LOCKED] [Calculated]	211
10.4	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Onsite)	1,075
10.4a	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Offsite)	35
10.4b	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (Virtual)	0
10.4c	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (10.4c = 10.4 + 10.4a + 10.4b) [LOCKED] [Calculated]	1,110
10.5	Number of Synchronous General Interest Program Sessions (Onsite)	99

10.5a Number of Synchronous
General Interest Program Sessions
(Offsite) 23

10.5b Number of Synchronous
General Interest Program Sessions
(Virtual) 0

10.5c Number of Synchronous
General Interest Program Sessions (
10.5c = 10.5 + 10.5a + 10.5b) 122
[LOCKED] [Calculated]

10.6 Number of Synchronous In-
Person Onsite Program Sessions (10.6
= 10.1 + 10.2 + 10.3 + 10.4 + 10.5) 2,975
[LOCKED] [Calculated]

10.6a Number of Synchronous In-
Person Offsite Program Sessions (10.6a
= 10.1a + 10.2a + 10.3a + 10.4a + 10.5a
) 340
[LOCKED] [Calculated]

10.6b Number of Synchronous Virtual
Program Sessions (10.6b = 10.1b +
10.2b + 10.3b + 10.4b + 10.5b) 0
[LOCKED] [Calculated]

10.6c Total Number of Synchronous
Program Sessions (10.6c = 10.6 + 10.6a
+ 10.6b) 3,315
[LOCKED] [Calculated]

Attendance At Synchronous Programs (10.7-10.12c)

10.7 Attendance at Synchronous
Programs Targeted at Children Ages 0-5
(Onsite) 38,776

10.7a Attendance at Synchronous
Programs Targeted at Children Ages 0-5
(Offsite) 5,256

10.7b Attendance at Synchronous
Programs Targeted at Children Ages 0-5
(Virtual) 0

10.7c Attendance at Synchronous
Programs Targeted at Children Ages 0-5
(10.7c = 10.7 + 10.7a + 10.7b) 44,032
[LOCKED] [Calculated]

10.8 Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Onsite)	13,639
10.8a Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Offsite)	2,909
10.8b Attendance at Synchronous Programs Targeted at Children Ages 6-11 (Virtual)	0
10.8c Attendance at Synchronous Programs Targeted at Children Ages 6-11 (10.8c = 10.8 + 10.8a + 10.8b) [LOCKED] [Calculated]	16,548
10.9 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Onsite)	1,314
10.9a Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Offsite)	980
10.9b Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Virtual)	0
10.9c Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (10.9c = 10.9 + 10.9a + 10.9b) [LOCKED] [Calculated]	2,294
10.10 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Onsite)	10,893
10.10a Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Offsite)	399
10.10b Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (Virtual)	0
10.10c Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (10.10c = 10.10 + 10.10a + 10.10b) [LOCKED] [Calculated]	11,292

10.11 Attendance at Synchronous General Interest Programs (Onsite)	5,048
10.11a Attendance at Synchronous General Interest Programs (Offsite)	12,022
10.11b Attendance at Synchronous General Interest Programs (Virtual)	0
10.11c Attendance at Synchronous General Interest Programs (10.11c = 10.11 + 10.11a + 10.11b) [LOCKED] [Calculated]	17,070
10.12 Synchronous In-Person Onsite Program Attendance (10.12 = 10.7 + 10.8 + 10.9 + 10.10 + 10.11) [LOCKED] [Calculated]	69,670
10.12a Synchronous In-Person Offsite Program Attendance (10.12a = 10.7a + 10.8a + 10.9a + 10.10a + 10.11a) [LOCKED] [Calculated]	21,566
10.12b Synchronous Virtual Program Attendance (10.12b = 10.7b + 10.8b + 10.9b + 10.10b + 10.11b) [LOCKED] [Calculated]	0
10.12c Total Attendance at Synchronous Programs (10.12c = 10.12 + 10.12a + 10.12b) [LOCKED] [Calculated]	91,236
Asynchronous Programs (10.13-10.14d)	
10.13 Total Number of Asynchronous Program Presentations Targeted at Children Ages 0-5	0
10.13a Total Number of Asynchronous Program Presentations Targeted at Children Ages 6-11	0
10.13b Total Number of Asynchronous Program Presentations Targeted at Young Adults Ages 12-18	0
10.13c Total Number of Asynchronous Program Presentations Targeted at Adults Age 19 or Older	0

10.13d Total Number of Asynchronous
Program Presentations General Interest 0

10.13e **Total Number of Asynchronous
Program Presentations (10.13e = 10.13
+ 10.13a + 10.13b + 10.13c + 10.13d)**
[LOCKED] [Calculated] 0

10.14 Total Views of Asynchronous
Program Presentations within 30 Days
Targeted at Children Ages 0-5 0

10.14a Total Views of Asynchronous
Program Presentations within 30 Days
Targeted at Children Ages 6-11 0

10.14b Total Views of Asynchronous
Program Presentations within 30 Days
Targeted at Young Adults Ages 12-18 0

10.14c Total Views of Asynchronous
Program Presentations within 30 Days
Targeted at Adults Age 19 or Older 0

10.14d Total Views of Asynchronous
Program Presentations within 30 Days
General Interest 0

10.14e **Total Views of Asynchronous
Program Presentations within 30 Days (**
10.14e = 10.14 + 10.14a + 10.14b +
10.14c + 10.14d) [LOCKED]
[Calculated] 0

Other Library Activities (10.15-10.17)

10.15 Total Number of Self-Guided
Activities 163

10.16 Total Participation in Self-
Guided Activities 24,267

10.17 Total Number of
Community/Outreach Events 77

Resource Sharing (11.1-11.2)

Click on question mark for help

11.1 Interlibrary loans provided to
other libraries 1,192

11.2 Interlibrary loans received from other libraries 583

Internet Terminals and Users (11.3-11.6)

11.3 Total of all Internet Terminals [LOCKED] [Calculated] This will be the total from all entries in 12.13 in the Outlet section. 72

11.4 Total of all Internet Terminal Uses [LOCKED] [Calculated] This will be the total from all entries in 12.13a in the Outlet section. 83,071

11.4a Is this an Actual Count or an Estimate? CT - Annual Count

11.5 Number of Wireless Sessions (Annual) [LOCKED] [Calculated] This will be the total from all entries in 12.14 in the Outlet section. 292,776

11.5a Is this an Actual Count or an Estimate? CT - Annual Count

11.6 Most recent date of Internet Use Policy Review (MM/DD/YYYY) 04/09/2025

Outlets (12.1-12.28a)

Click on question mark for help

If you see anything in a locked field that needs to be changed, please enter the correct information in the Federal Note Area for the item in question and flag it by clicking on the shadowed icon to the right of the item. [12.1-12.9a, 12.10-12.12, 12.16, 12.20-12.22, and 12.24-12.27 are prefilled with last years' data and locked]

12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.2a	PLSC SEQ	002
12.3	Name of Outlet	BOISE PUBLIC
12.4	Street Address [physical address]	715 S CAPITOL BLVD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE

12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83702
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8198
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Heidi Lewis
12.9b	E-mail address for this Outlet (If hlewis@cityofboise.org none, enter N/A)	
12.10	Outlet Type Code	CE
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	22
12.13a	Number of Uses of this Outlet's Internet Computers annually	40,449
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	120157
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	79,381
12.17	Public Service Hours per Year for this Outlet	2,812
12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.2a	PLSC SEQ	008
12.3	Name of Outlet	BOISE PUBLIC - BOWN CROSSING BRANCH

12.4	Street Address [physical address]	2153 E. RIVERWALK DR.
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83706
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8360
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Joni Hansen
12.9b	E-mail address for this Outlet (If jlhansen@cityofboise.org none, enter N/A)	
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	12
12.13a	Number of Uses of this Outlet's Internet Computers annually	6,470
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	43,225
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	15,900
12.17	Public Service Hours per Year for this Outlet	2,500

12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.2a	PLSC SEQ	007
12.3	Name of Outlet	BOISE PUBLIC-COLE AND USTICK BRANCH
12.4	Street Address [physical address]	7557 W USTICK RD
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83704
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8300
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Renee Addington
12.9b	E-mail address for this Outlet (If none, enter N/A)	raddington@cityofboise.org
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	15
12.13a	Number of Uses of this Outlet's Internet Computers annually	16,124
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	52703
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count

12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	15,300
12.17	Public Service Hours per Year for this Outlet	2,500
12.18	Number of Weeks this Outlet is Open per Year	52
12.1	LIB ID	IDB
12.2	PLSC ID	ID0005
12.2a	PLSC SEQ	005
12.3	Name of Outlet	BOISE PUBLIC-COLLISTER BRANCH
12.4	Street Address [physical address]	4724 W STATE ST
12.4a	Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5	City	BOISE
12.6	County of the Outlet	ADA
12.7	Zip for Street Address	83703
12.8	Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9	Phone	(208) 972-8320
12.9a	Current Library Branch or Outlet Director (If no library branch, enter N/A)	Jennifer Villalobos
12.9b	E-mail address for this Outlet (If jvillalobos@cityofboise.org none, enter N/A)	
12.10	Outlet Type Code	BR
12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	8
12.13a	Number of Uses of this Outlet's Internet Computers annually	7,047

12.13b Is this an Actual Count or an Estimate?	CT - Annual Count
12.14 Number of this Outlet's Wireless Sessions (Annual)	33219
12.14a Is this an Actual Count or an Estimate?	CT - Annual Count
12.15 Internet Connectivity Speed in Mbps	1000
12.16 Square Footage (main or branch) [LOCKED]	12,169
12.17 Public Service Hours per Year for this Outlet	2,500
12.18 Number of Weeks this Outlet is Open per Year	52
12.1 LIB ID	IDB
12.2 PLSC ID	ID0005
12.2a PLSC SEQ	006
12.3 Name of Outlet	BOISE PUBLIC-HILLCREST BRANCH
12.4 Street Address [physical address]	5246 W OVERLAND RD
12.4a Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.5 City	BOISE
12.6 County of the Outlet	ADA
12.7 Zip for Street Address	83705
12.8 Zip for Mailing Address if different from Street Address (enter N/A if they are the same)	N/A
12.9 Phone	(208) 972-8340
12.9a Current Library Branch or Outlet Director (If no library branch, enter N/A)	Huda Shaltry
12.9b E-mail address for this Outlet (If none, enter N/A)	hshaltry@cityofboise.org
12.10 Outlet Type Code	BR

12.12	Number of Bookmobiles in the Bookmobile Outlet Record	0
12.13	Number of this Outlet's Internet Computers used annually by the General Public	15
12.13a	Number of Uses of this Outlet's Internet Computers annually	12,981
12.13b	Is this an Actual Count or an Estimate?	CT - Annual Count
12.14	Number of this Outlet's Wireless Sessions (Annual)	43,472
12.14a	Is this an Actual Count or an Estimate?	CT - Annual Count
12.15	Internet Connectivity Speed in Mbps	1000
12.16	Square Footage (main or branch) [LOCKED]	8,624
12.17	Public Service Hours per Year for this Outlet	2,500
12.18	Number of Weeks this Outlet is Open per Year	52
12.20	LIB ID [LOCKED] [PREFILLED]	IDB
12.21	Name of Legal Entity [LOCKED] [PREFILLED]	BOISE PUBLIC
12.22	Interlibrary Relationship Code [LOCKED] [PREFILLED]	ME
12.23	Network and Consortium membership(s)	Lynx
12.24	Legal Basis Code [LOCKED] [PREFILLED]	CI
12.25	Administrative Structure Code [LOCKED] [PREFILLED]	MO
12.26	PLSC Public Library Definition [LOCKED] [PREFILLED]	Y
12.27	Geographic Code [LOCKED] [PREFILLED]	CD1

12.28 Building Projects

No Plans

12.28a Project Scope

No Plans

Performance Review Process for the Boise Public Library Director

December 2025

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director.

Step	Timeframe
Library Board of Trustees appoint a subcommittee of two Board members to conduct a performance review with and for the Director. The Library Board President and Vice President traditionally serve as the subcommittee or “Executive Committee” for such purpose. The subcommittee with the Director establishes a timeline for review completion in conjunction with the City’s review process. <ul style="list-style-type: none">• The Library Director informs the Mayor’s office of the process and invites input from the City.	December
Input gathered for the review discussion <ul style="list-style-type: none">• The Library Director completes a self-evaluation based on the “Director Performance Review” template• Human Resources provides input from ConnectBoise / Conduct survey from Director’s direct reports	January
A meeting with the Director and subcommittee is held to review and discuss all documentation and annual performance. Review form completed by Subcommittee.	February
An Executive Session with the Board of Trustees is held to review subcommittee report and to add comments or make changes as desired. <ul style="list-style-type: none">• A final written copy is written by the subcommittee and submitted to the Mayor’s office and the Library Director.• The Board President may write a submittal letter to the Mayor to accompany the written review summarizing the review and to make salary and goal achievement recommendations. However, the compensation decision is determined by the Mayor.	March