



Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, August 12, 2026, 11:30 a.m. • Library! at Cole and Ustick, Sagebrush Room,
7557 W Ustick Rd, Boise, ID 83704

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 Theresa McLeod	MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.
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DOWNTOWN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 711

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

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

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

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

BOISEPUBLICLIBRARY.ORG

AGENDA

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1. Call to Order and Introductions

2. Communications

None

3. Minutes- **Action Item**

July 8, 2026, Regular Meeting

4. Consent Agenda- **Action Item**

All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

a. Payment of Bills and Payroll

b. Financial Reports

Year-to-Date through June 30, 2026

Gift Fund activity for June 2026

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Requests for Reconsideration

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

a. **Princess Pete** by Zoey Allen

A request for reconsideration has been received by the Library for this title and is posted on the [Library website](#). The request will be brought before the Library Board at the September 9, 2026 meeting.

7. Old Business

a. Boise Public Library Policy Review:

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

Library Public Services Senior Manager Heidi Lewis will review section 4.00, Use of the Library, specifically changes to sections 4.01 and 4.02 of the Boise Public Library Policy Manual with the Trustees.

Recommended changes to Policy 4.01, Use of the Library, and Policy 4.02, Circulation, are included in the meeting packet. A motion to approve the recommended changes will be requested.

Recommended changes to Regulation 4.02a, Library Cards is also included in the meeting packet for informational purposes only and do not require the Board's approval.

Section 8.00, Displays and Exhibits

Library Public Services Senior Manager Sarah Kelly-Chase will review section 8.00 of the Boise Public Library Policy Manual with Trustees. The staff recommended no changes to this section of the policy manual and is a discussion item only.

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

8. New Business

None

9. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Pisaneschi.

10. Selection of Meeting Date

Next regular/annual meeting on Wednesday, September 9, 2026, at the Library! at Hillcrest.

11. Adjourn

The meeting location is accessible for those with physical disabilities. Participants may request reasonable accommodation, such as a language interpreter, from the City of Boise to facilitate participation in the meeting. If you require assistance with accommodation, please contact us at CommunityEngagement@cityofboise.org or call (208) 972-8500.

BOISE PUBLIC LIBRARY

Library Director's Report

August 2026

Operations

Hours and Services Status

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

Fourth of July Parade

With funding from the Carnegie Foundation's Libraries Across America program, the Library handed out 3,031 books during the 4th of July Parade. Books were primarily for readers ages 0-12 with a smaller group of books for ages 13-18. Every single book found its way into the hands of an eager reader during the parade.



FY27 Budget Build

On Tuesday, July 14th the Boise City Council held a public hearing for the FY27 budget. If you want to watch the meeting, you can find it here: [Boise City Council - Evening Session](#).

Notable Library investments in the budget include:

- \$2,000,000 for expanded access in West Boise
- \$225,000 for materials added ongoing
- Librarian Senior for the Library! at Hillcrest

Following the public hearing, council voted to move the budget forward to public readings, which is the next step to have the budget adopted to begin on October 1, 2026.

Library Board of Trustees

Theresa McLeod began her board term on July 1, 2026 and her first board meeting as a trustee was the July 8th meeting. A bio of Theresa can be found on the Library's [Board of Trustee](#) page on the Library's website.

Administration and Management Reports:

Expand Access

- The Library! at Bown Crossing had seven visits from five different organizations that provide summer care for children and for adults with developmental challenges, totaling about 115 people. The organizations knew that the library would be an enriching place for their groups to visit, especially when weather prevented them from going outside.
- Youth Services staff gave a tour of the Downtown Library to a Boise State ESL class of 15 students. They learned about community resources and all signed up for library cards.
- Staff from across the divisions partnered together to host a photography program at the Library! at Hillcrest. Parks and Recreation's adaptive Social AdVenture Club learned to take photos, printed some out, and explored library resources. This successful partnership introduces the campers to the Library as a fun space that helps them make connections that continue throughout the year when they visit the library with their school classes. Library staff look forward to their visits every summer!
- Youth Services staff and the Library's summer interns attended a Neighborhood Concert at Florence Park to promote library resources and activities, including the Boise Comic Arts Fest.
- The Library! at Hillcrest brought back their popular Monarch Butterfly Educational exhibit. Eggs were donated by Wings Rising, Inc., and library visitors were able to watch as the

library successfully raised seven monarchs that were tested for environmental health, tagged, and released in safe habitats.

- Collister Librarians continued weekly outreach visits to Davis Park Apartments, bringing library services, resources, and programming directly to residents. These ongoing visits have helped reduce barriers to access and strengthen relationships with the community.

Increase Impact

- The Library! at Bown Crossing presented a Speed Writing workshop for teens and adults. The nine attendees were able to get feedback from writing peers and learn new ways of honing their craft.
- Bown Crossing staff hosted a special Pokémon Tournament with 42 attendees, focusing on players ages 8 and older. Pokémon is a fun way for older children, tweens and teens to hone their reading, math, cooperative interaction, social interaction, and logic skills.
- The Library! at Cole and Ustick and Information Services hosted an Ultimate Book Nerd Mid-Year Party in July with a book swap and book related crafts. Attendees chatted about the Library's annual reading challenge with all sorts of fun tangents, offered category suggestions for next year, and gave recommendations to each other.
- Youth Services staff continued offering two outdoor programs, Tales and Trails and Music and Movement. Both programs let users get outdoor time during the heat of the summer, and Tales and Trails gives families a great way to visit various trails throughout Boise while learning about native birds and plants.
- Collister staff completed the final sessions of this summer's sewing and art camps for youth ages 7–13. Sewing Camp for Kids: Quilting introduced participants to the fundamentals of machine sewing and quilting, culminating in their own patchwork projects. Art Explorers Camp: Sculpture provided hands-on exploration of a variety of sculptural materials and techniques in a supportive learning environment. Both camps reached capacity and maintained waitlists, demonstrating strong community interest in hands-on creative learning opportunities.

Optimize Resources

- A Collection Development Librarian attended [Reimagining Information Literacy: A National Forum](#). The two-day virtual event featured two keynotes and multiple discussions; topics included the benefits of connected learning, the unique power of algorithms, the challenges and potential of AI, and the relationship between information literacy and social emotional intelligence.
- Collister staff attended a Pokémon Judges Symposium to enhance their skills as leaders of Collister's Pokémon League. The training strengthened their knowledge of tournament rules, judging procedures, and event management, ensuring a consistent, high-quality program that promotes strategic thinking, social connection, and positive youth engagement.

Measure Value

Monthly Email Newsletter: [July](#)

- Sent July 7, 2026, 15,127 successful deliveries
- Content included:
 - Radiation Exposure Compensation Act
 - Disability Pride Month
 - Flash Fiction with Writer-in-Residence Don Zancanella
 - Wordsmith Workshop
 - Boise Comic Arts Festival – call for volunteers
 - Tales and Trails Storytimes
 - Pollinator Conservation Series
 - Federal Depository Library Program
- 55.71% opened/read the newsletter (8,428 out of 15,127 successful deliveries) / Click-through Rate 4.82% (406)

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

- Sent June 17, 2026, 1,483 successful deliveries
- 63.12% opened/read the newsletter (936 out of 1,483 successful deliveries) / Click-through Rate 9.83% (92)

Media Coverage

Cooling Spaces, including Boise Public Library

- KIVI – \$782 in value
- [Boise State Public Radio](#) --- \$102 in value

DOWNTOWN LIBRARY IMPROVEMENTS, BOWN BOOK SORTER & LIBRARY FACILITIES PLANNING

PROJECT STATUS REPORT

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

PROJECT STATUS:

Period Covered:	July 2026
Program Highlights	- DT Library Change Orders (CO #6 and CO#7) have been approved. With FPM and FSO continued review of potential CO#8 regarding geothermal and boiler upgrades. - Bown Crossing AutoSorter is installed - Parking lot replacement project construction has been moved to FY28 with electrical transformer replacement being completed in FY27.
Program Summary	Downtown Library Improvements: A multi-year program of projects to extend building life by 20+ years. Status: 1st floor renovations and deferred maintenance are on track for completion by Fall 2026. Upcoming: Envelope repairs will be completed in FY28. Parking lot utility work will be completed in FY27. Parking lot replacement is slated for FY 2028. Bown Crossing Library: Implementation of operational and safety upgrades, including a new book auto-sorter and bird strike mitigation. Status: The auto-sorter is currently being installed. Bird-strike decal installation has been completed, and the official ribbon-cutting ceremony was held on June 18, 2026. Library Facilities Master Planning: A long-term strategic plan to guide future decisions on location, sizing, and staffing for the next two decades. Status: The Master Facility Plan is currently in discussion with the City Council and Library Board.
DOWNTOWN LIBRARY IMPROVEMENTS UPDATE	<u>1st Floor Renovations and Deferred Maintenance:</u> ✓ Project Scope: Includes 1st story portion of building only which includes renovations to the public restrooms, a staff room, information desk, Hayes auditorium, collections, and youth services areas. ✓ Deferred maintenance / building systems upgrades scope includes updates and modifications to the existing mechanical, electrical, plumbing, and fire alarm. Status: - Furniture order pending - Shelving order has been placed

- Planning for moving back into the building post construction has begun
- Saw cutting for the new exterior and interior window openings for the Hayes Auditorium space is complete.
- The building air conditioning system for the AutoSorter room is operating.
- Suspended large pendant light fixtures have been installed and are operating.
- Continued work with CE and sign Vendors on design and fabrication of primary and secondary wayfinding signage.

Major Parking Lot Replacement

- ✓ 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.

Status:

1. To allow staff and guests to adjust to the new 1st floor before beginning another major construction project, the parking lot replacement project has been split into two phases. Phase 1 includes utility work and transformer replacement and will be completed in FY27. This work will kick off in **April '27** as planned. Phase 2 includes the major construction and parking lot replacement and reconfiguration. Construction will begin in **FY28**.
2. The Design Team has successfully completed the Design Development (DD) phase, and the project has been submitted for Design Review (DRH26-00155). This milestone completes the scope of work under the current design contract. The City will now begin contract negotiations with the Design Team to continue the project through the Construction Documents (CD) phase.
3. Idaho Power will cover the cost of providing and locating the new transformer.

Brick repairs/ Window Replacements

- ✓ Project Scope: Repair exterior cracks in mortar & window replacement for 2nd – 4th floors.

Status:

1. Received CMCo's Guaranteed Maximum Price (GMP) proposal for the scope of work in the amount of **\$198,004**. This work was originally planned to coincide with the Parking Lot Improvements project. However, with the revised parking lot construction schedule, the project team is reassessing the most effective approach and timing to complete this scope of work.

Elevator Upgrades – 4 story

- ✓ Project Scope: Replace elevator in 4 story with an MRL traction system.

Status:

1. Schindler purchasing contract is finalized. The process from engineering through installation is anticipated to take approximately six months.
2. Elevator demolition is expected to begin this summer as soon as permit is approved by DOPL.

Bown Crossing	Scope: Installation of new book auto sorter. Scope has been expanded to include bird strike mitigation and new information desk. Status: • AutoSorter is installed! • The contract is underway for the new information desk. Installation is expected October 2026.
LIBRARY FACILITIES PLANNING UPDATE	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. Status: • No update at this time.

PROJECT COMPONENTS:

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	Project team is currently evaluating mitigation strategies to maintain the Fall 2026 completion target for the Downtown renovations.
Risks	Current construction market conditions present challenges in obtaining multiple competitive bids and maintaining favorable pricing. The first-floor renovation project includes significant deferred maintenance work and a complete electrical system replacement for the building. Electrical contractors are currently in high demand due to the number of large-scale projects underway throughout the valley, which may further impact pricing and availability. In addition, pending tariffs could result in increased construction costs. The project also includes elevator replacement, a long-lead item that requires early procurement and careful schedule
	management. Delays in the manufacturer's production schedule could significantly impact the overall project timeline.
Resources	

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	Downtown Library: • 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: • 1st floor renovations and building systems upgrades • Exterior brick repairs/ window replacements • Major parking lot replacement • Elevator Replacement



New staff workroom behind Haye's Auditorium



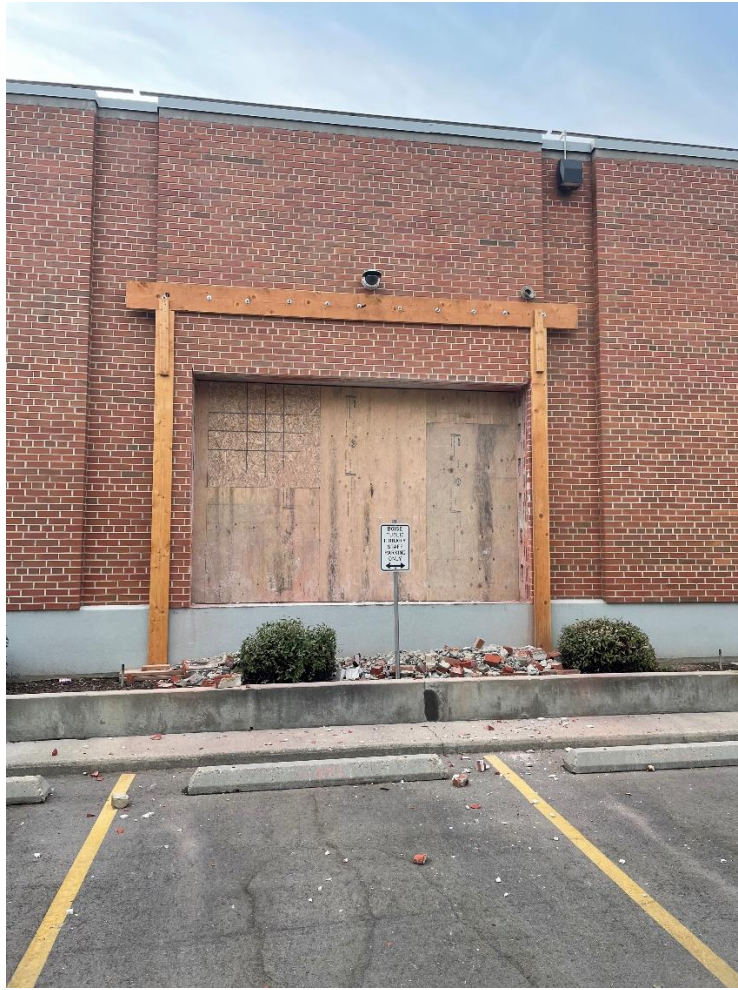
New entrance to Haye's Auditorium



Main Stairwell



New Youth Services bathrooms



New window on the exterior of Haye's Auditorium



BOISE PUBLIC
Library!



BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | August 2026

In-Person Visits

401,667

YTD through Last Month

62,019

Prior Month

64,030

Prior Month Prior Year

-3%

Month Percent Change

571,830

YTD Fiscal

632,051

LastYTD Fiscal

-10%

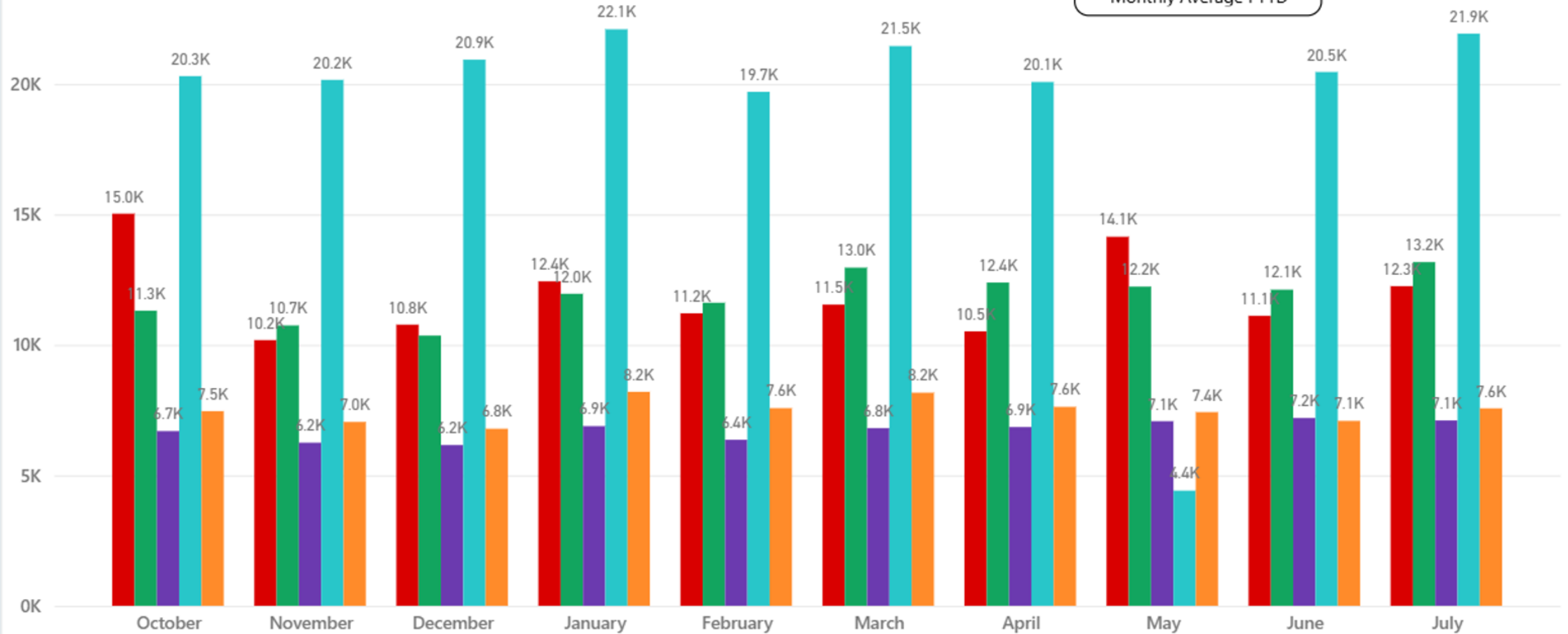
YTD Percent Change

In-Person Visits Fiscal Year 26

57,183

Monthly Average FYTD

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



62,019

Prior Month

64,030

Prior Month Prior Year

-3%

Month Percent Change

571,830

YTD Fiscal

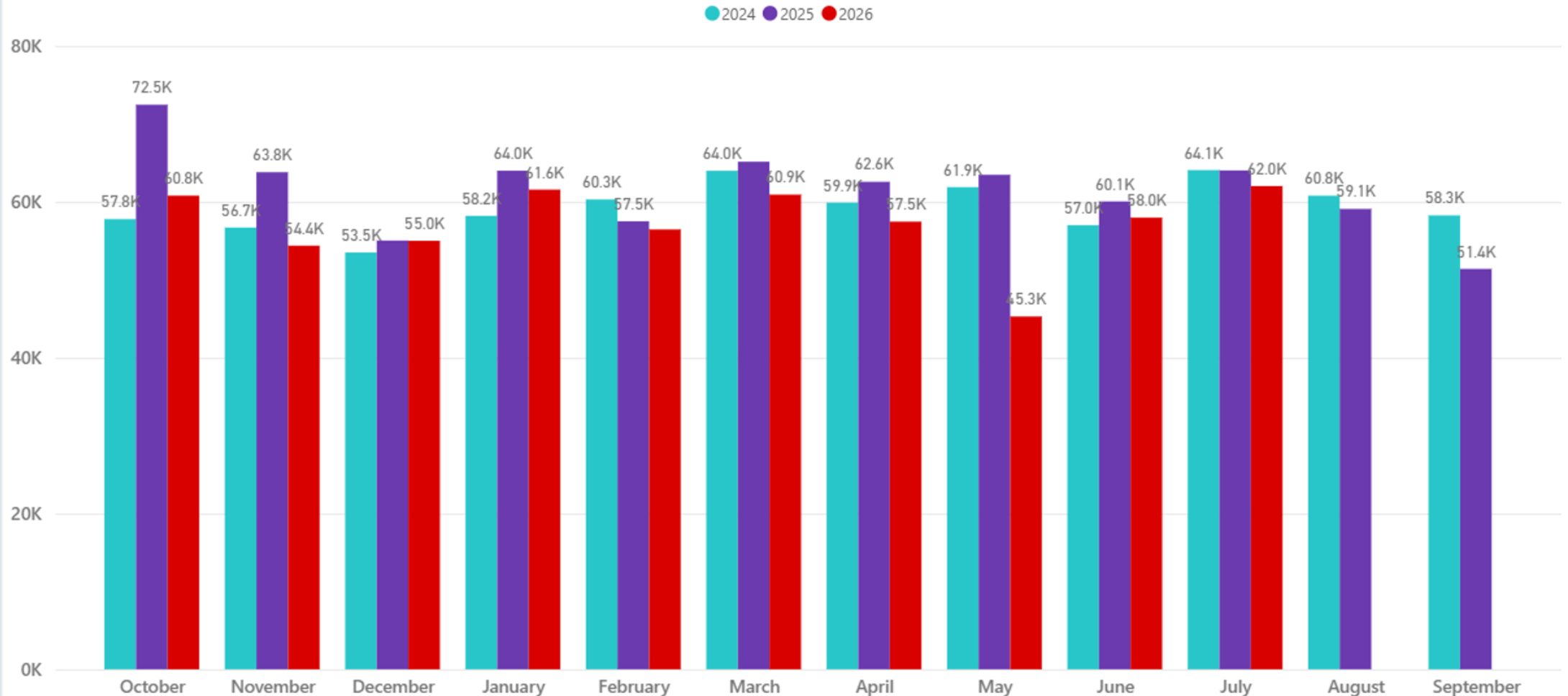
632,051

Last YTD Fiscal

-10%

YTD Percent Change

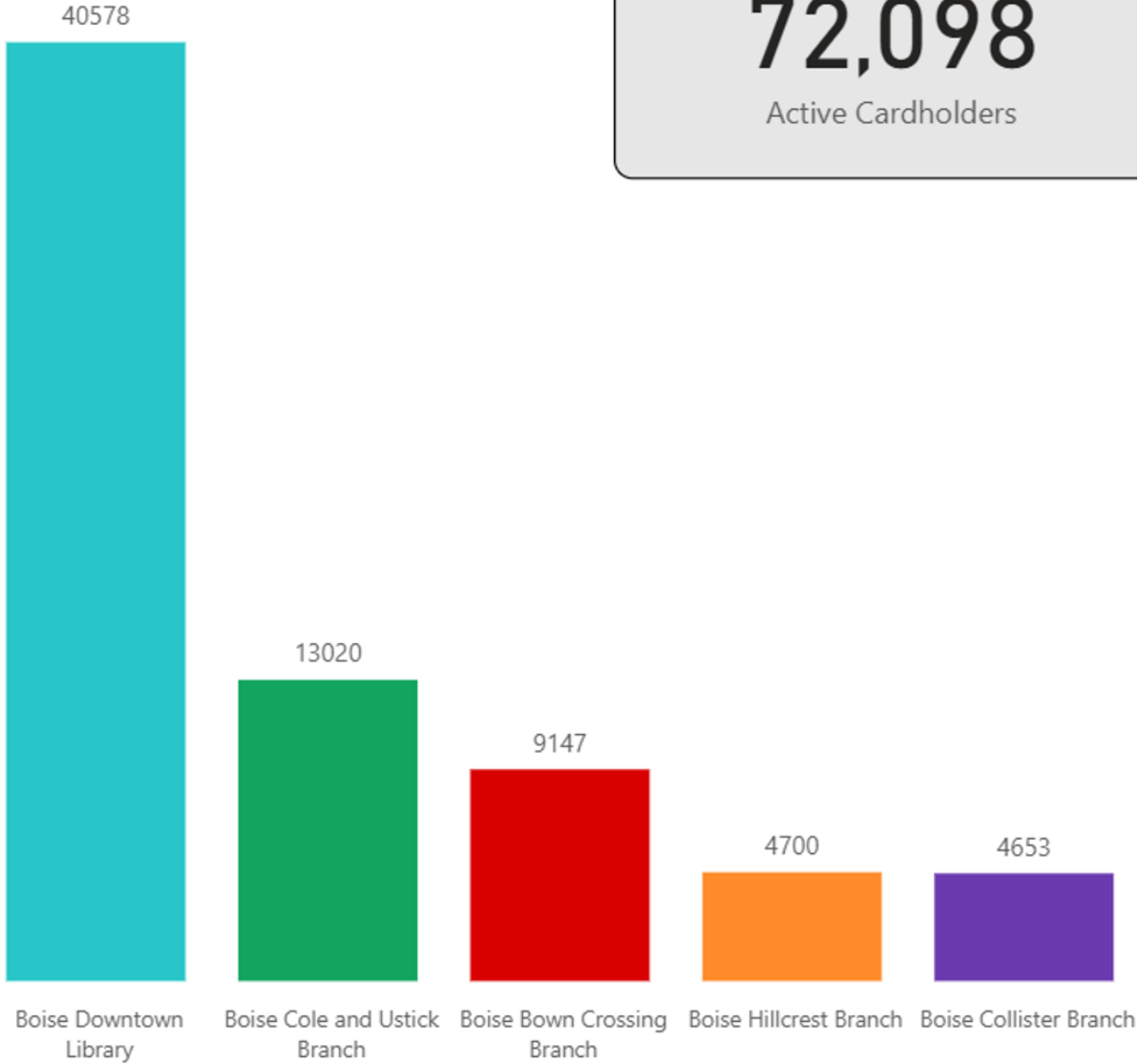
Total In-Person Visits by Year



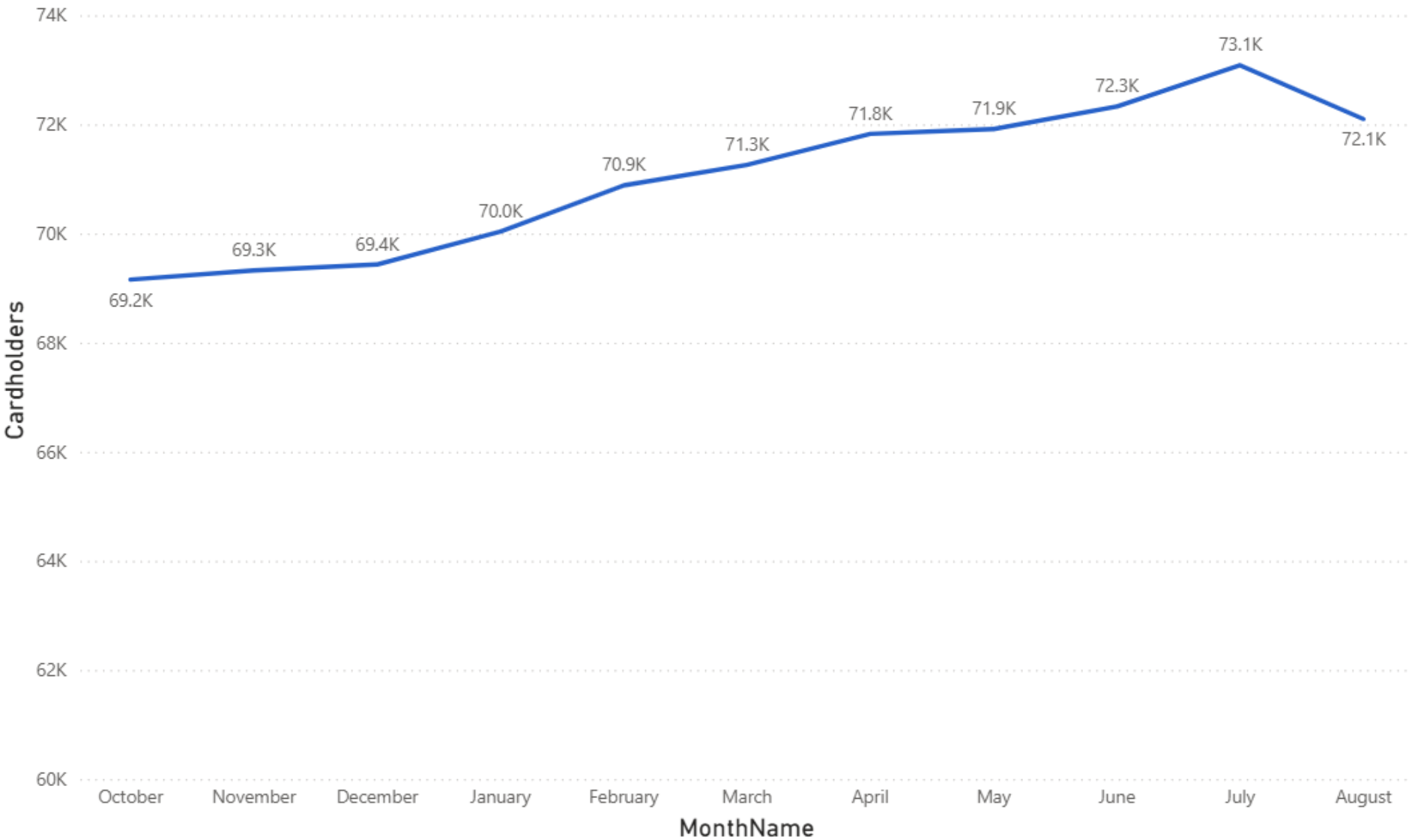
Active Cardholders

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

Active Card Holders



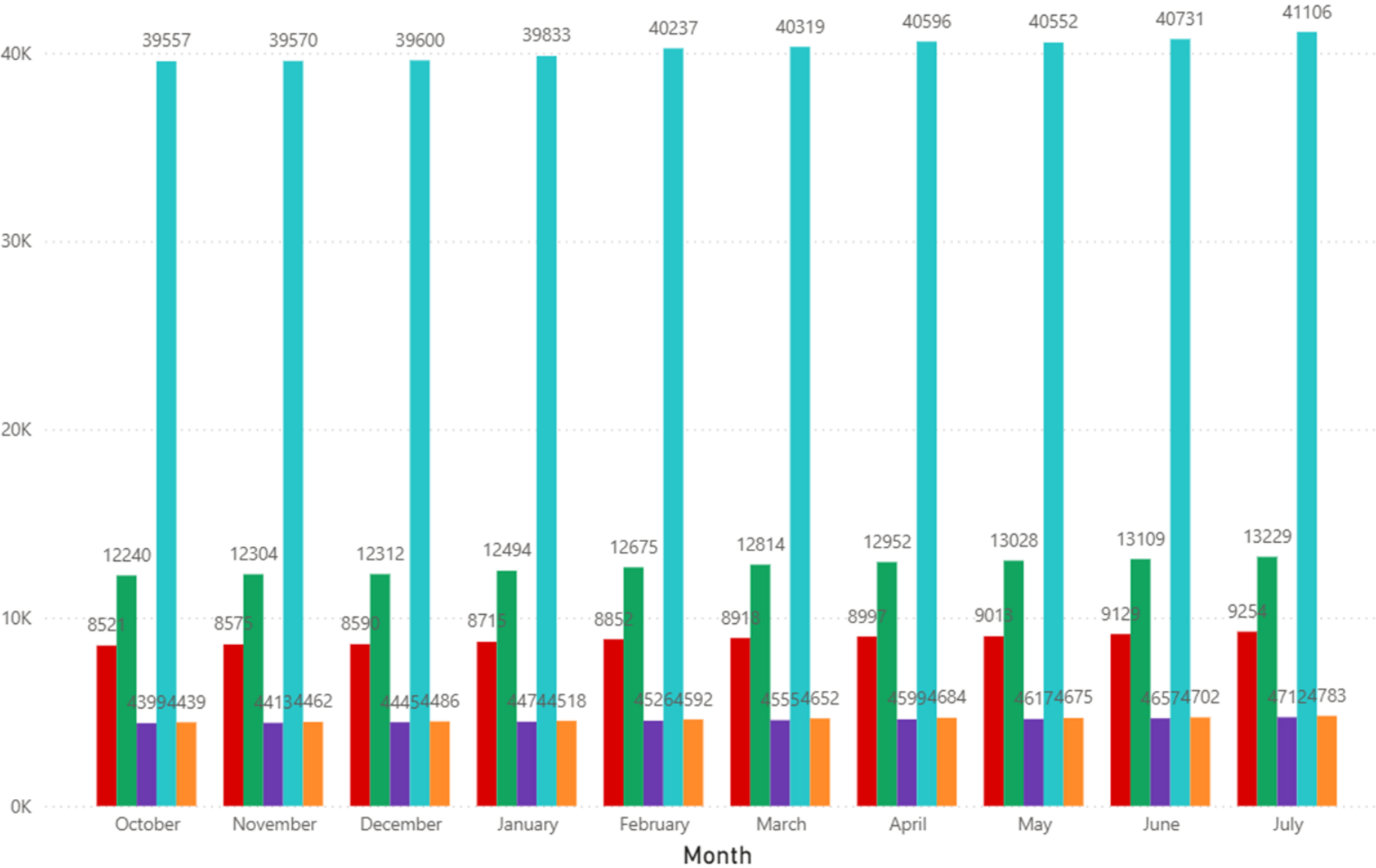
Cardholders by Month FY26



Active Cardholders by Month and Branch



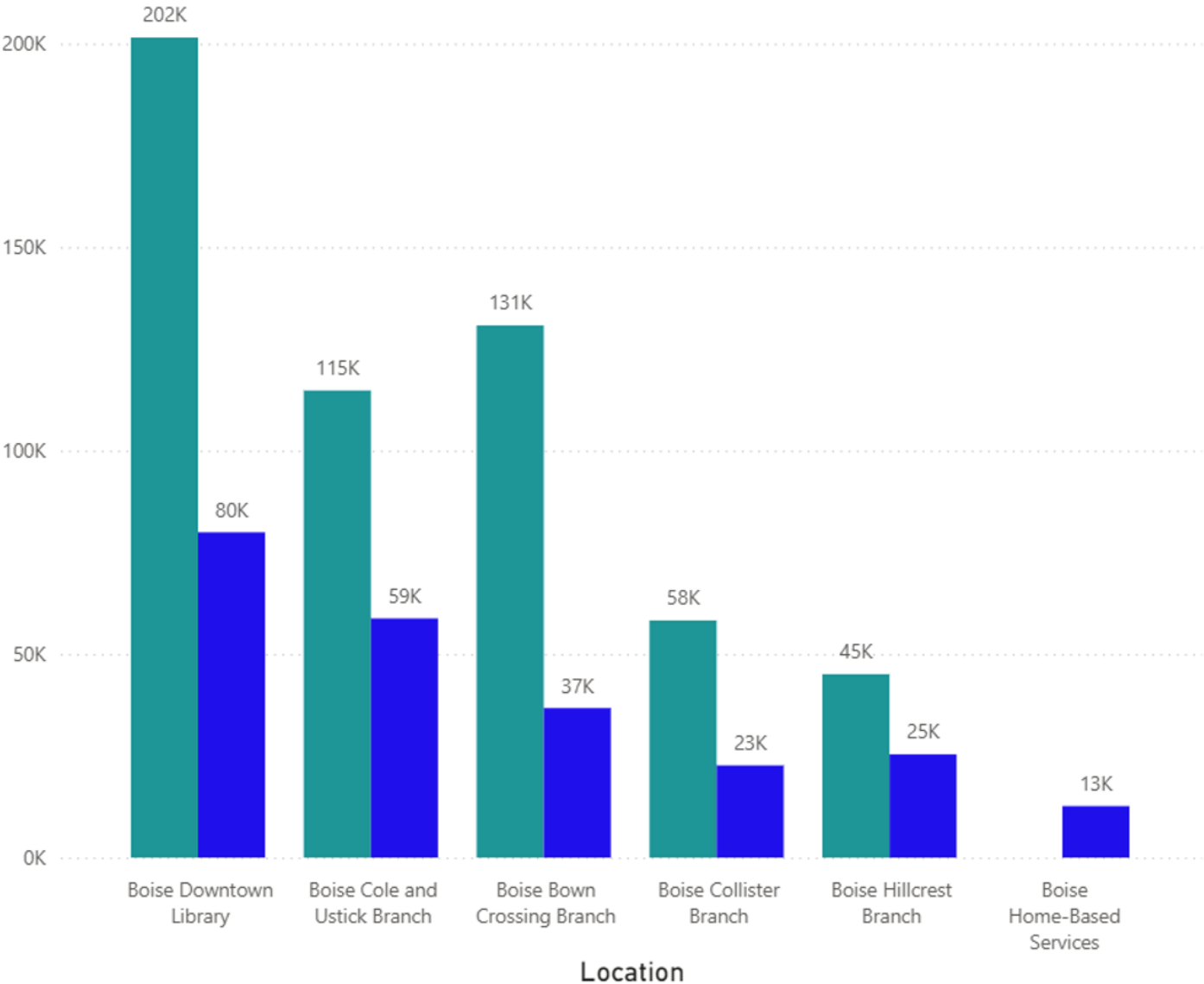
Branch ● Bown Crossing ● Cole and Ustick ● Collister ● Downtown ● Hillcrest



Physical Circulation

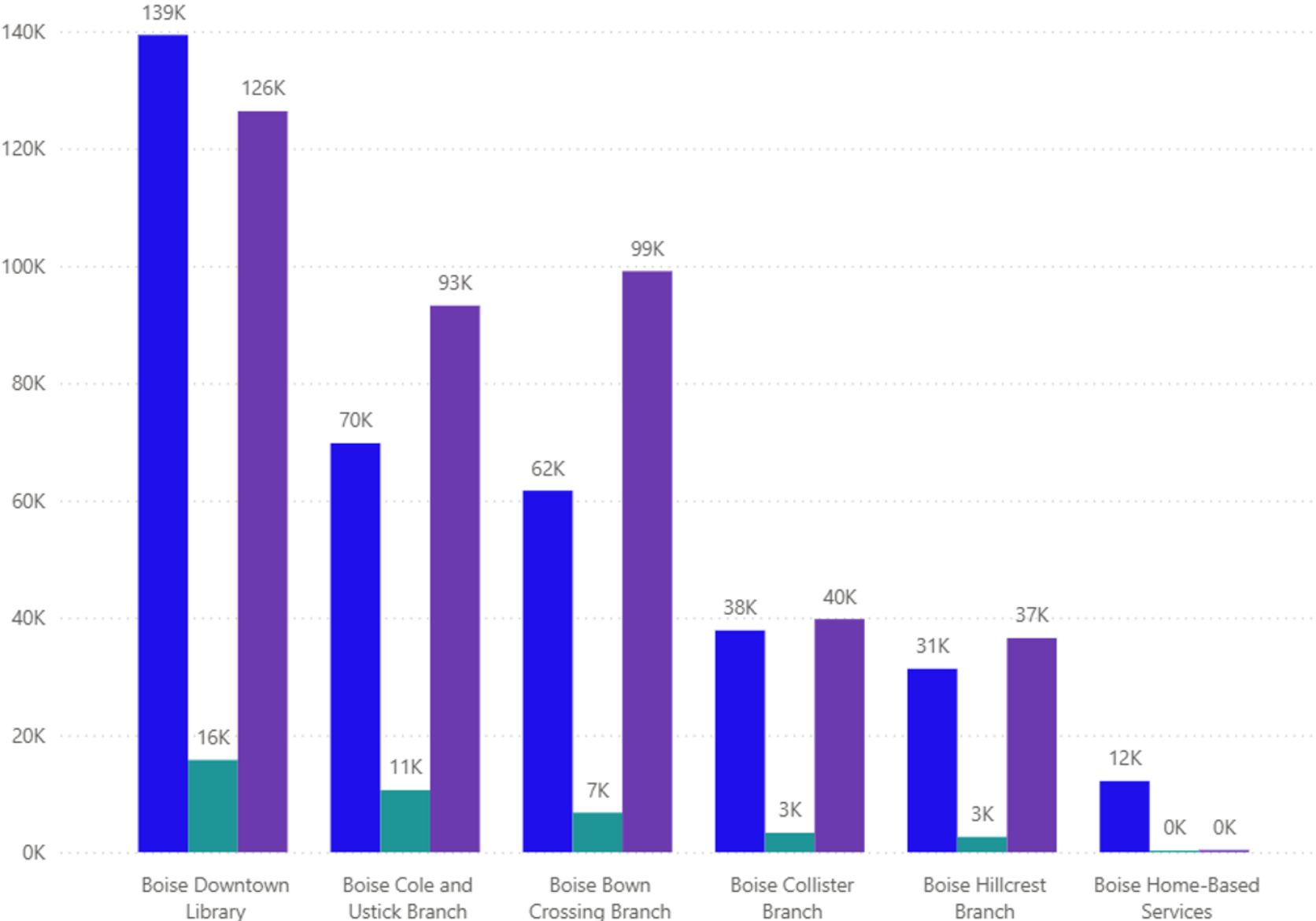
Physical Circulation FYTD26 by Location

Checkout Type ● Self Checkout ● Staff-Assisted

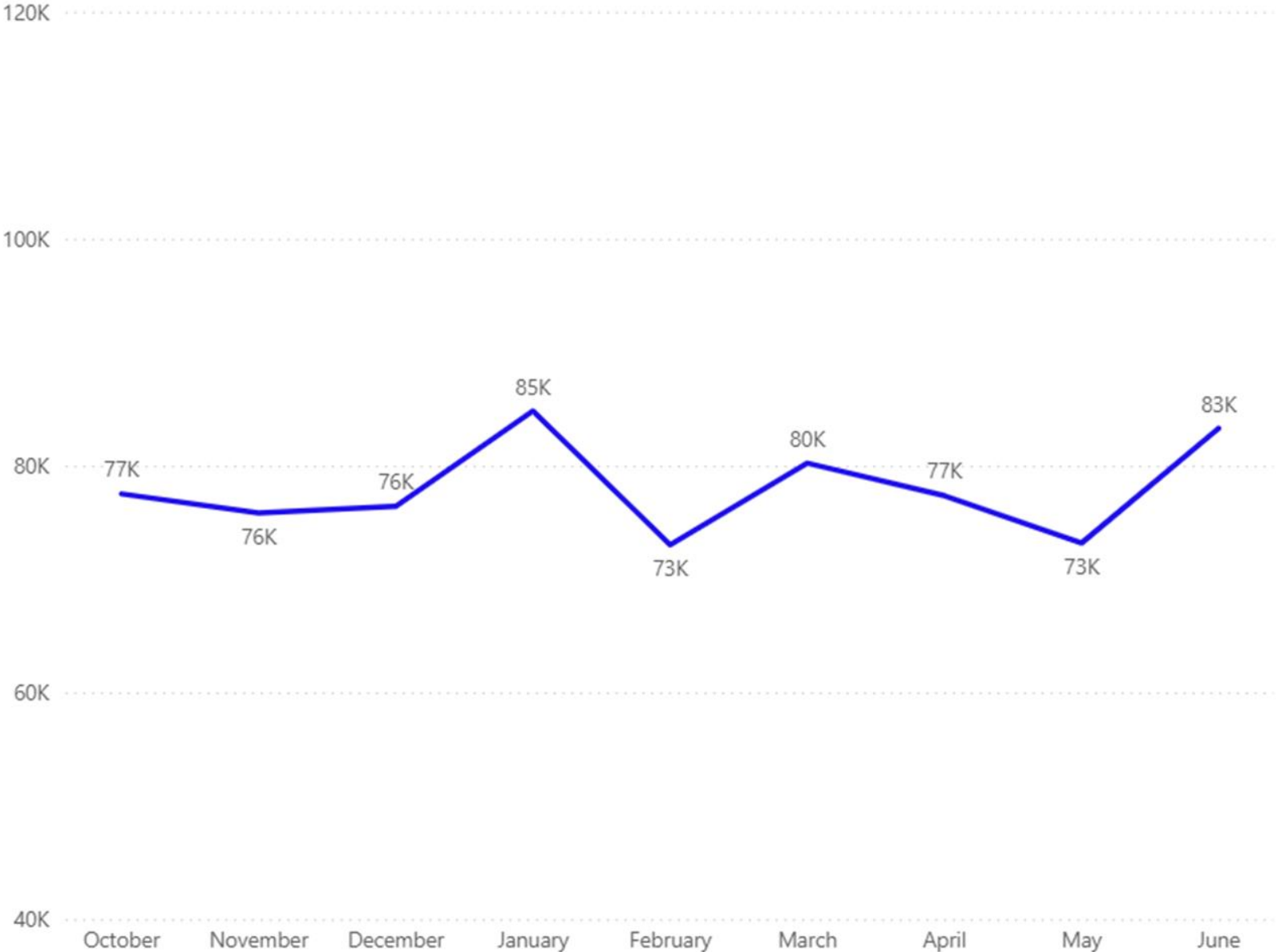


Physical Circulation by Audience FYTD '26

Audience ● Adult ● Teen ● Youth

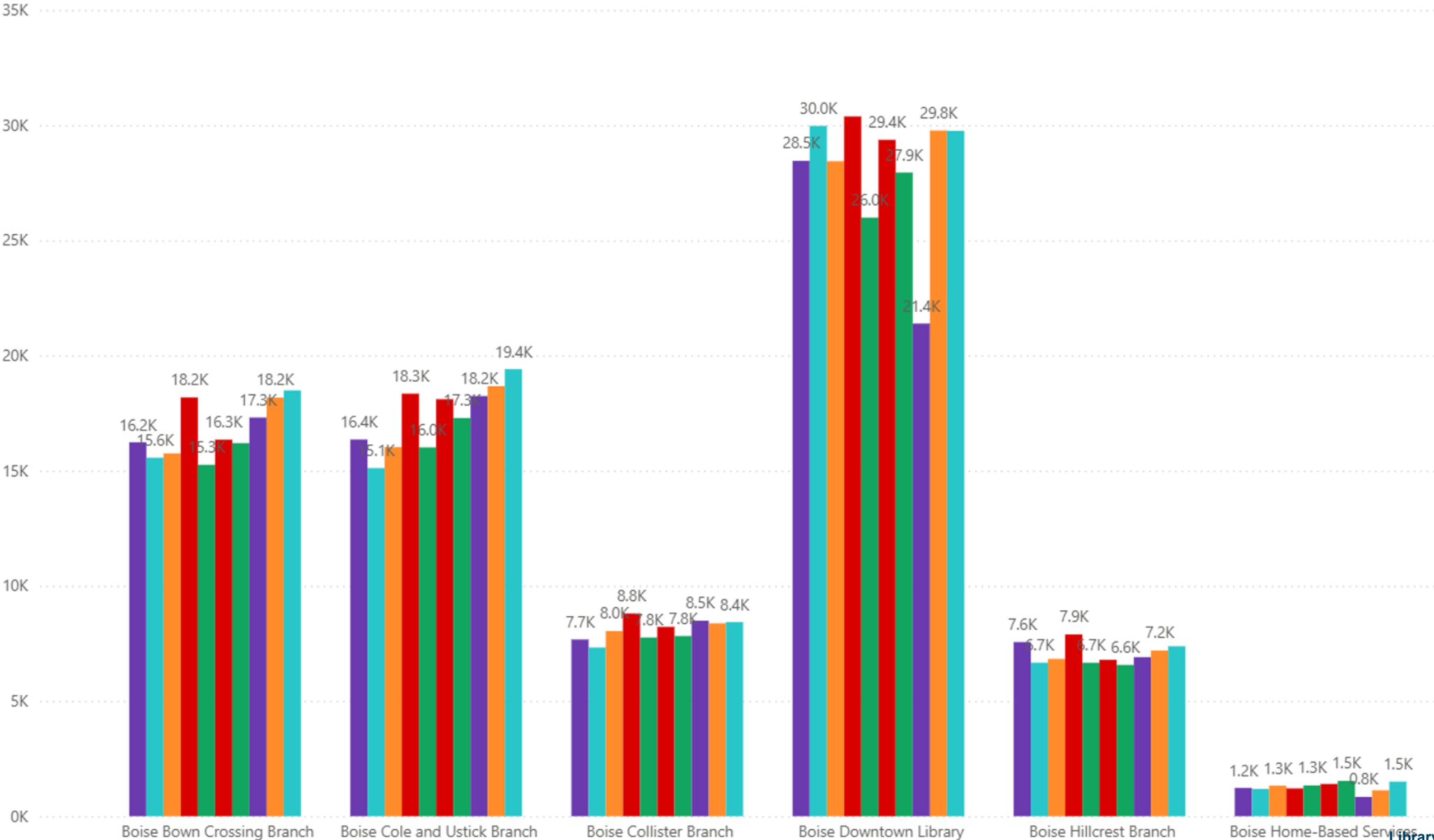


Physical Circulation - Fiscal Year '26



Physical Circulation for Fiscal Year '26

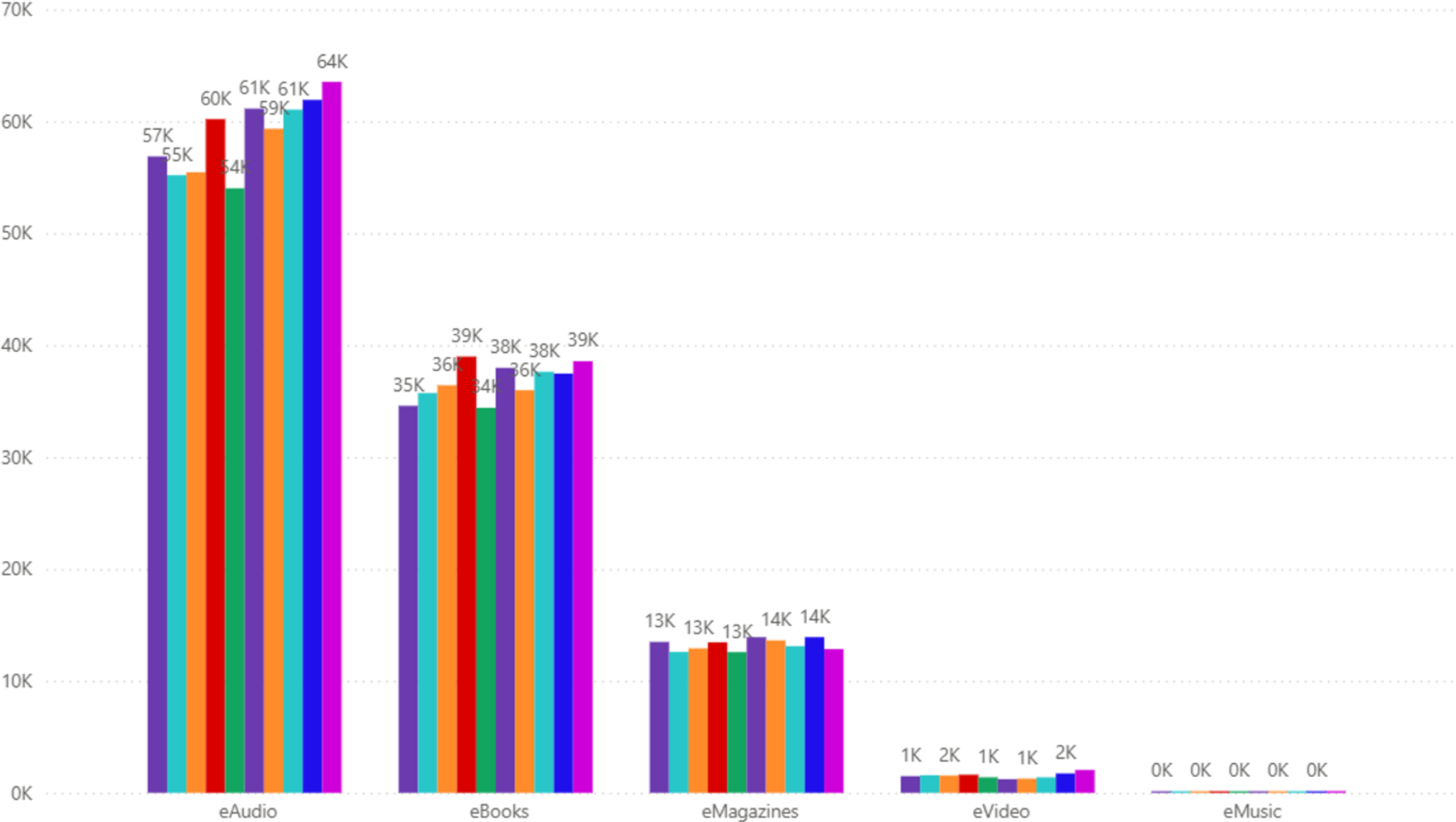
Month ● October ● November ● December ● January ● February ● March ● April ● May ● June ● July



Digital Circulation

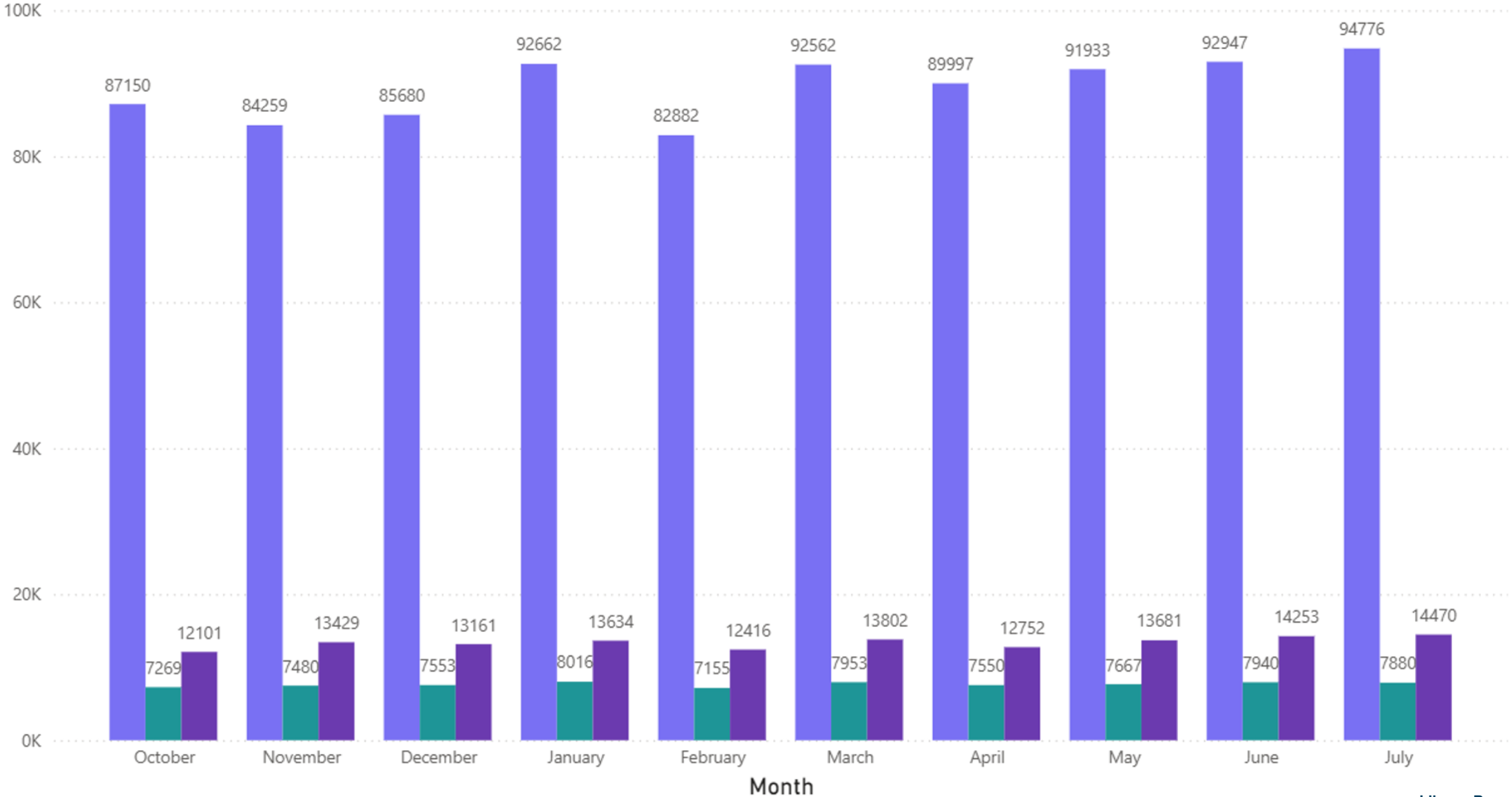
Digital Circulation by Format FY '26

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

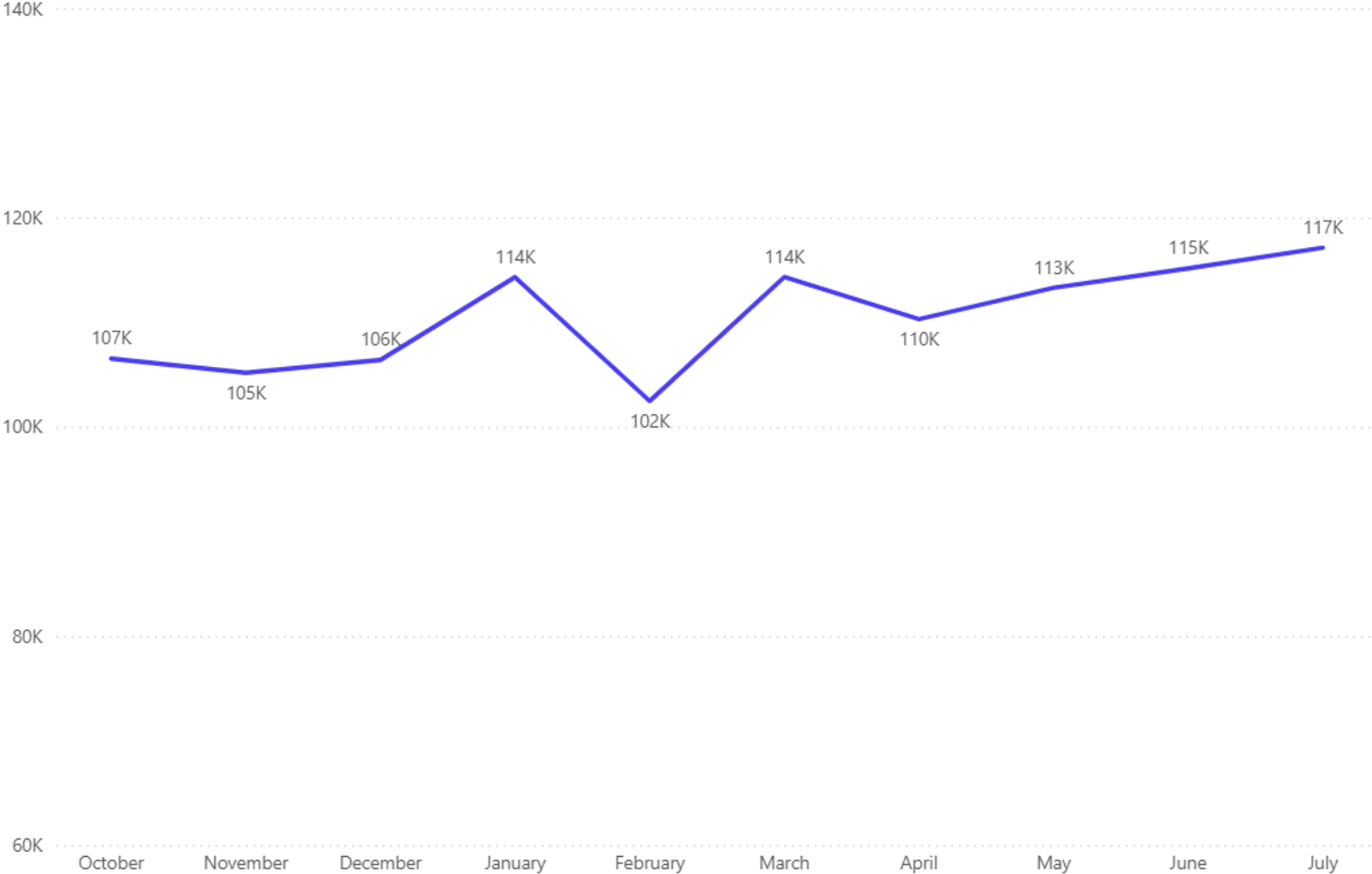


Digital Audiences by Month - FY26

Audience ● Adult ● Teen ● Youth

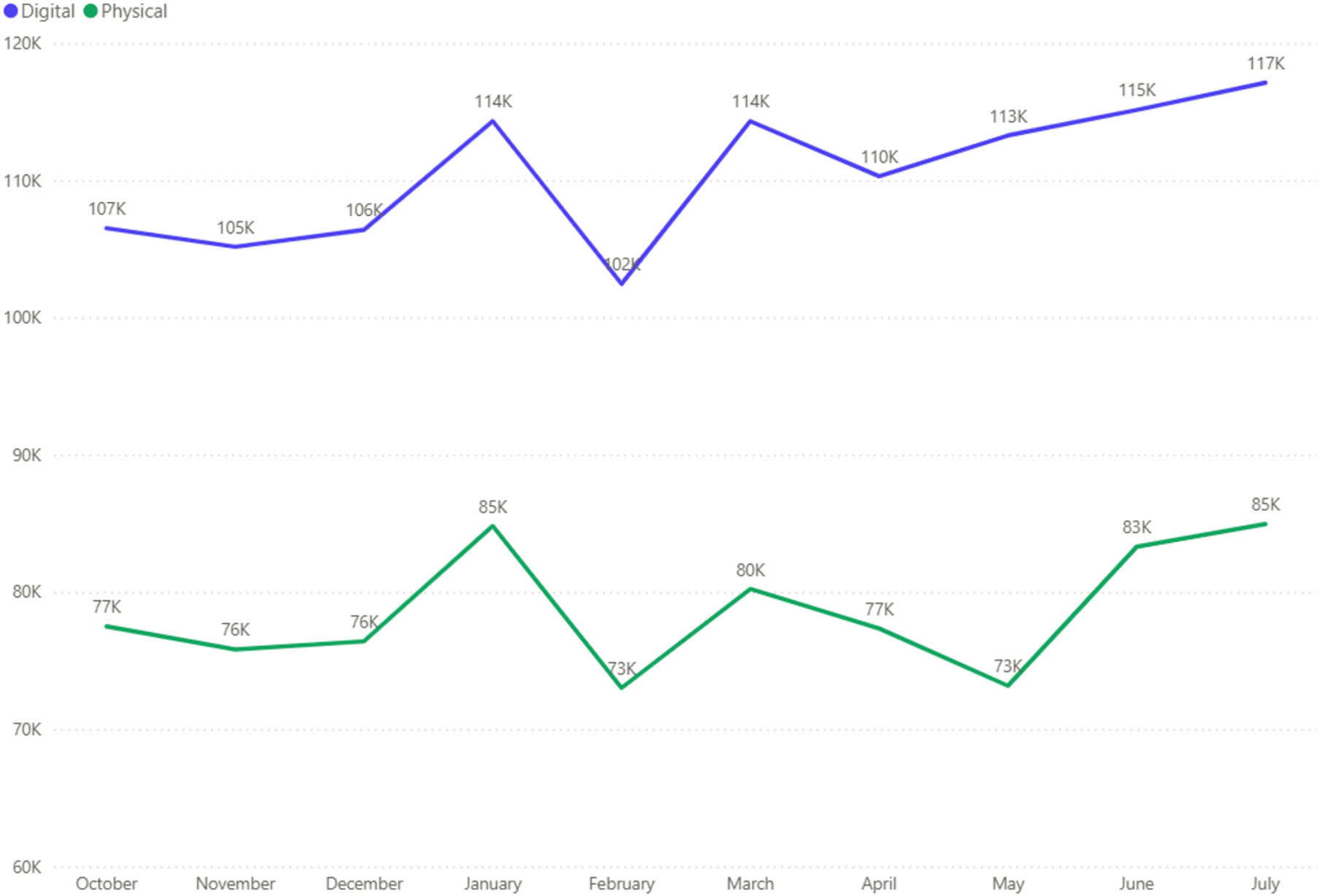


Digital Circulation by Month - FY26

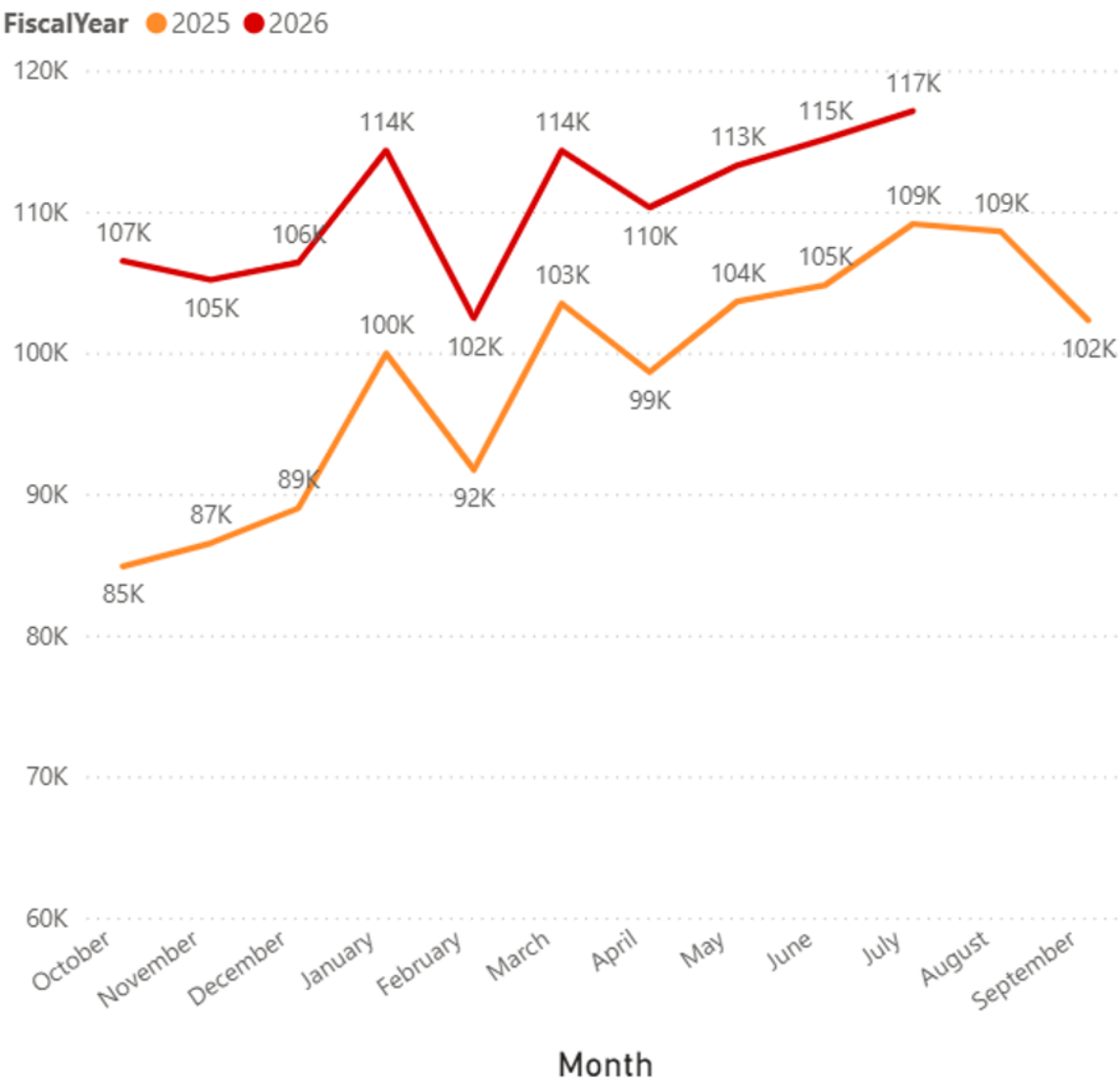


Digital and Physical Circulation

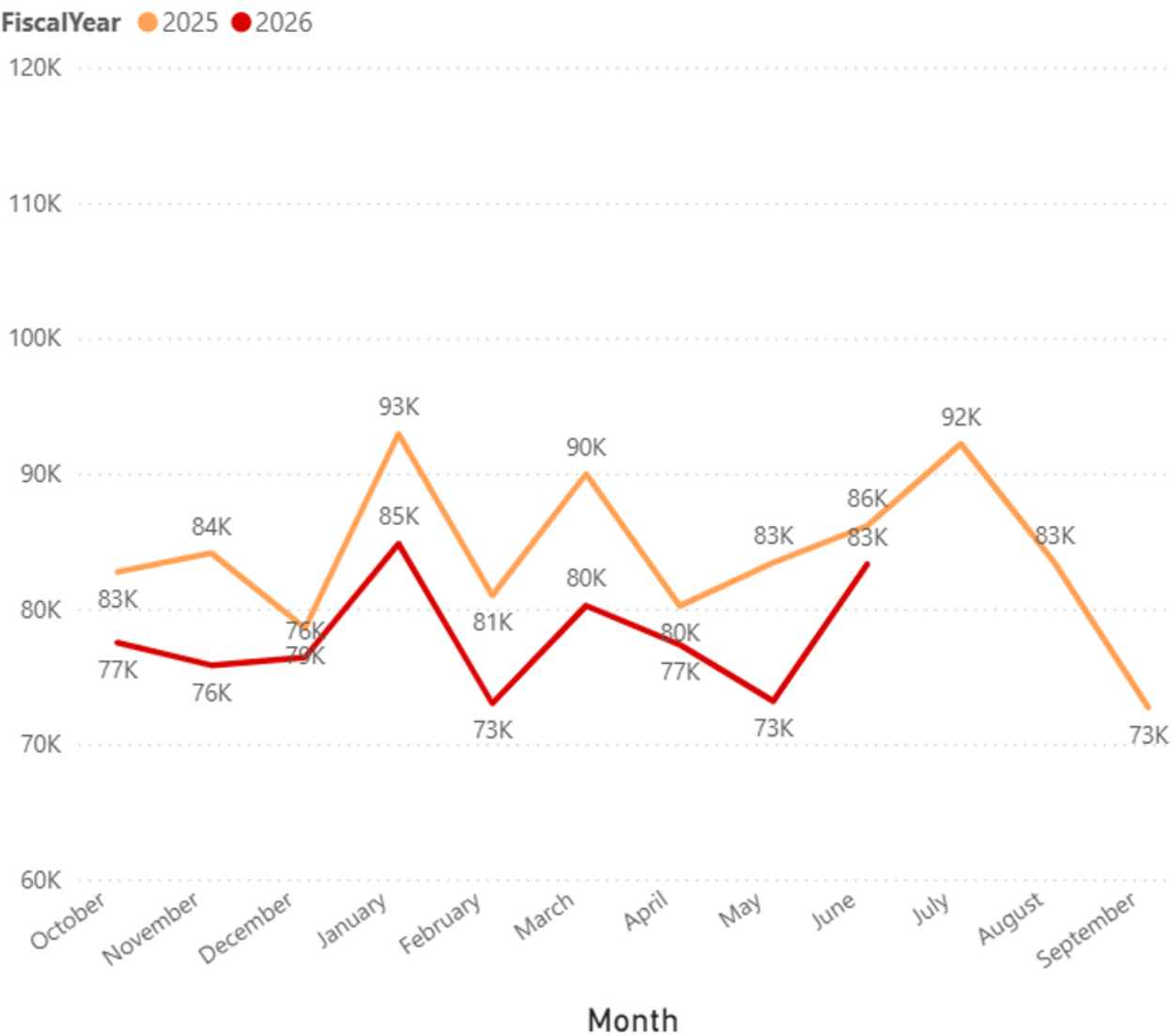
Physical and Digital Circulation FY26



Digital Circulation Historic



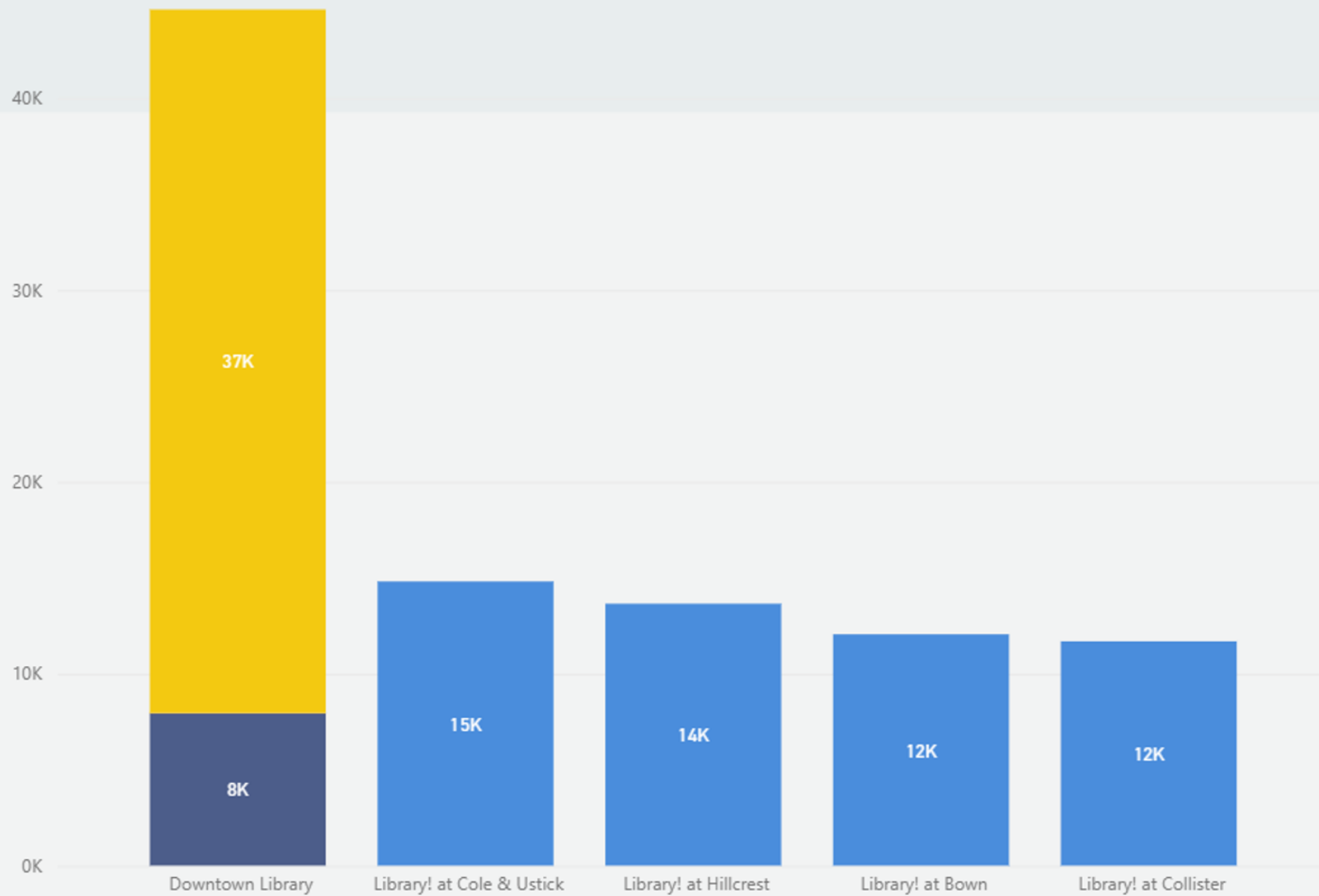
Physical Circulation Historic



Reference

Question Count by Desk and Location FY26

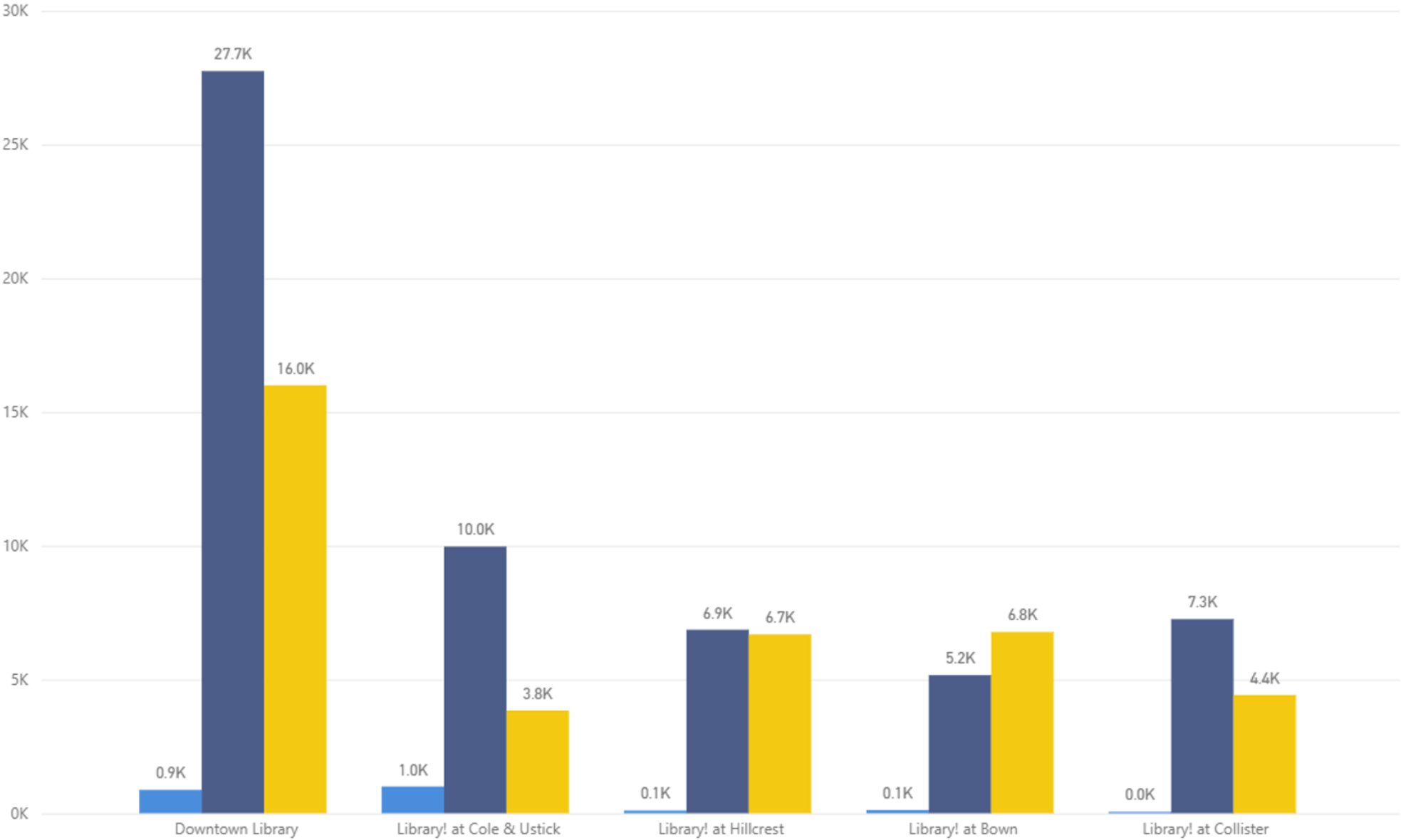
Location ● Desk ● Greeter 2nd ● Greeter 3rd ● Info Services



Question Type by Location FY26

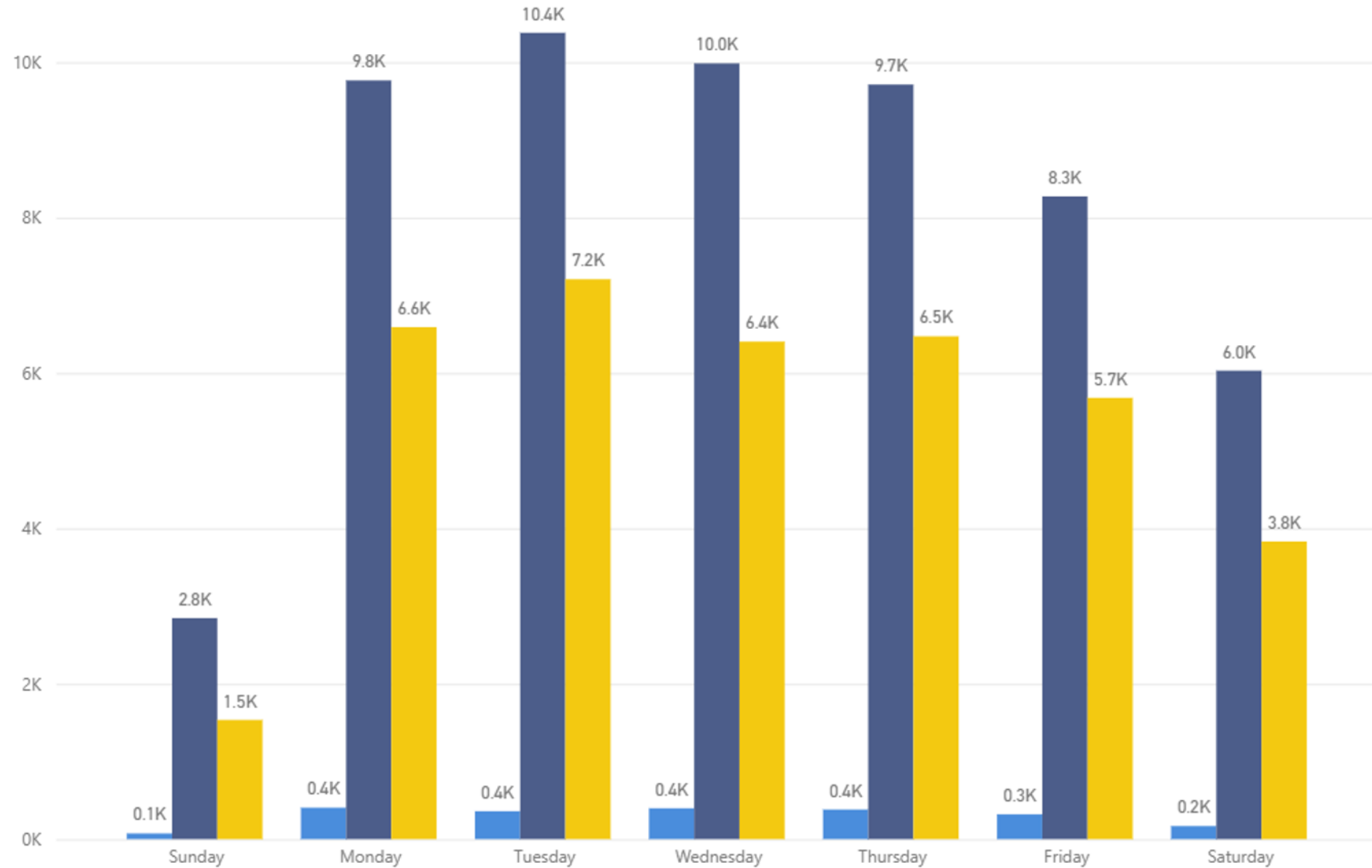


Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Question Type by Day of Week FY26

Question Kind ● Curbside Holds Pickup ● Directional ● Reference

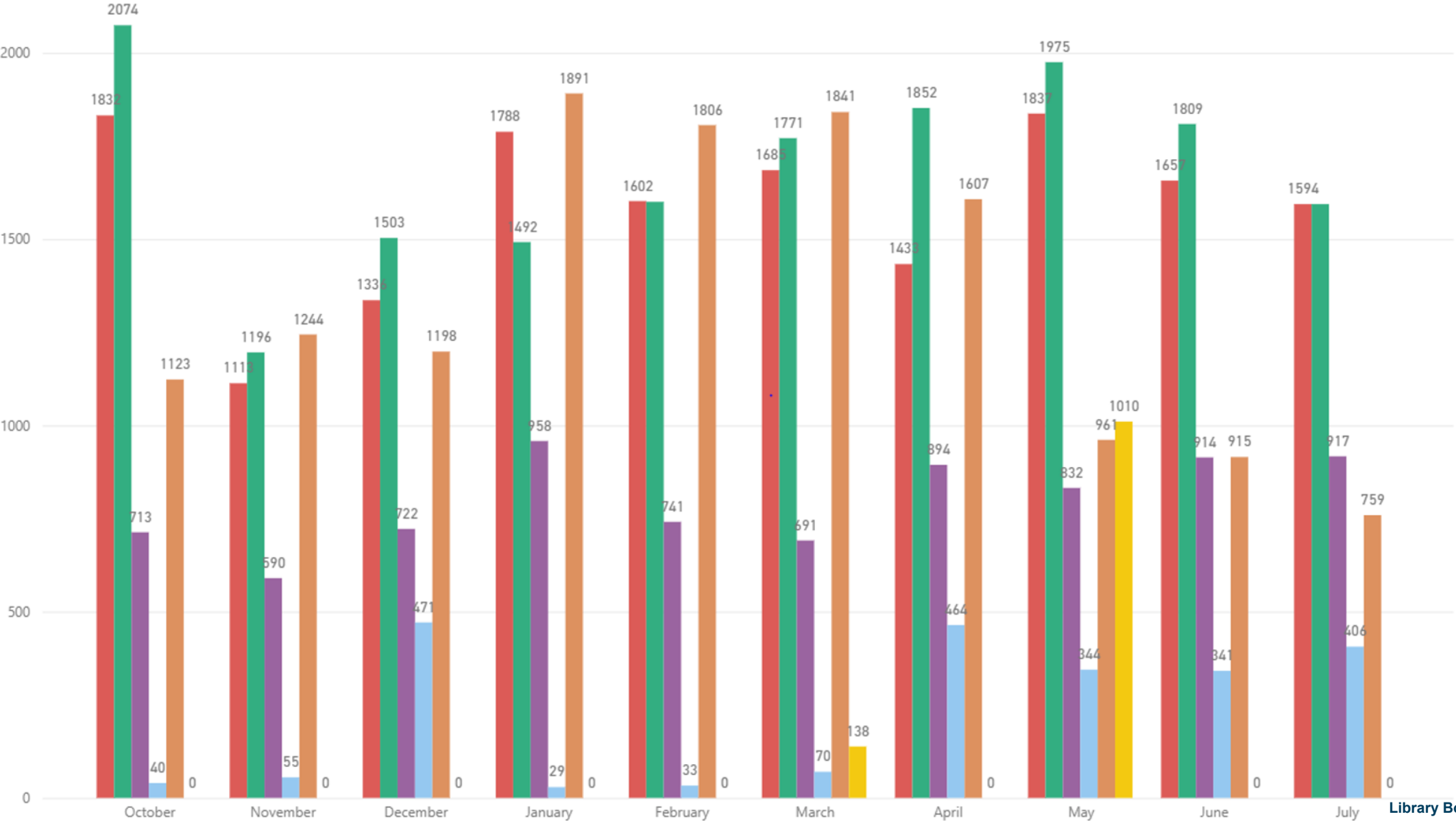


Programs

All Branches Program Attendees FY26

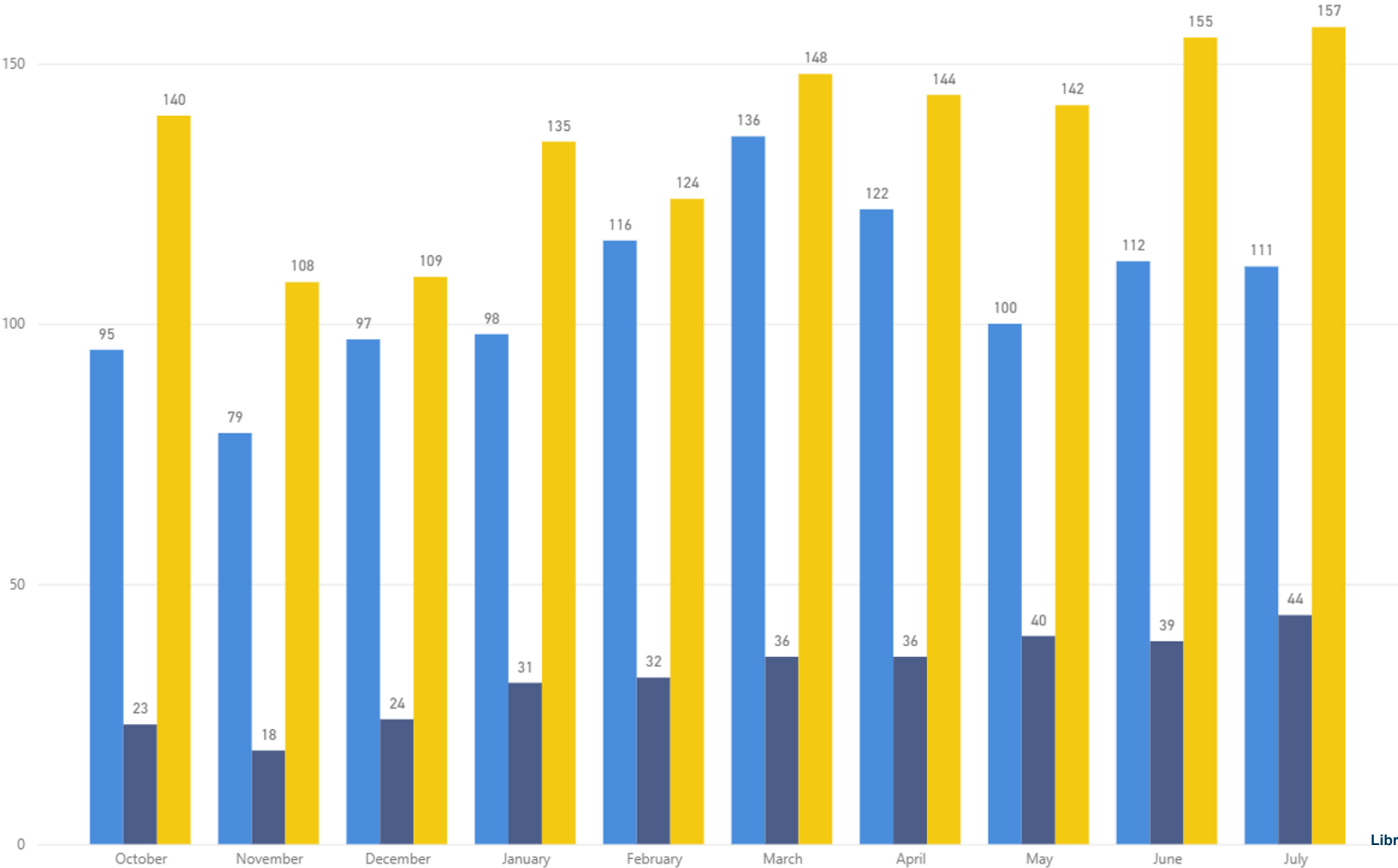


campus ● Bown ● C & U ● Collister ● Downtown ● Hillcrest ● System



Events by Audience FY26

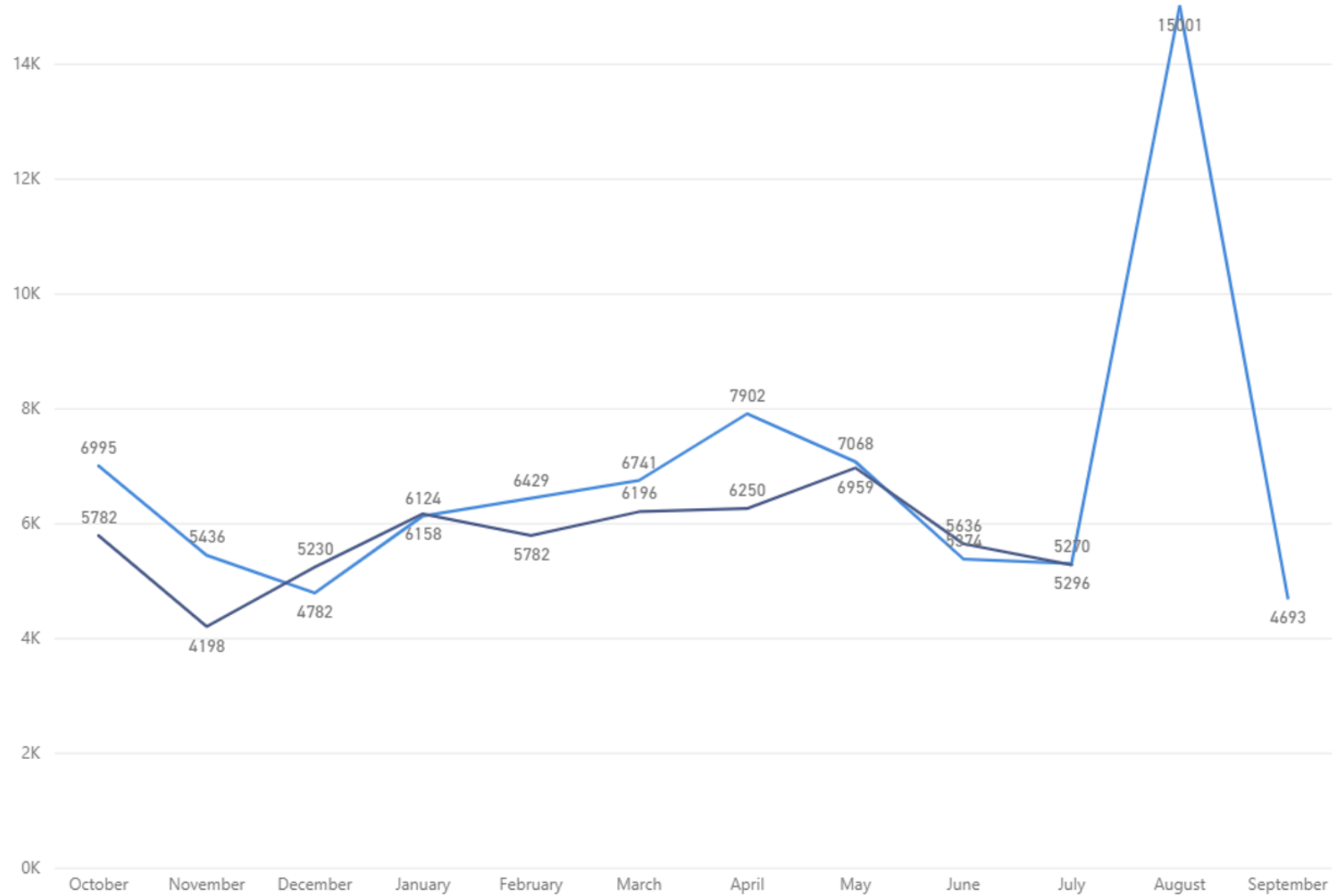
● Adult ● Teen ● Youth



Program Attendance FY25-FY26



fiscal_year ● 2025 ● 2026



Boise Public Library

Policy Review August 12, 2026

Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Policy 4.01, Use of the Library
- Policy 4.02, Circulation
 - Regulation 4.02a, Library Cards

SECTION 8.00, *Displays and Exhibits*

- Policy 8.01, Displays
 - Regulation 8.01a, Display Cases
 - Exhibit 8.02b, Display Form
- Policy 8.02, Bulletin Boards
 - Regulation 8.02a, Bulletin Board Guidelines

Staff Recommendations:

Section 4.00, *Use of the Library*, specifically subsections 4.01 and 4.02 of the Boise Public Library Policy Manual is presented to the Library Board for review.

Recommended changes to Policy 4.01 and 4.02 are included in the meeting packet. A motion to approve the recommended changes is requested.

Recommended changes to Regulation 4.02a are included in the meeting packet for informational purposes only and do not require the Board's approval

Section 8.00, *Displays and Exhibits* of the Boise Public Library Policy Manual is also presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Policy Summary

This month, the Board of Trustees will:

- Revisit select sections of 4.00 Use of the Library
- Review Section 8.00 Displays and Exhibits

As required by Idaho code, this will complete the board's full review of the Policy Manual for Fiscal Year 2026.

Section 4.00 Use of the Library

Section 4.00 was last reviewed in February of 2026 and is being brought back to the board following updates made in June to Boise City Code in response to a change to legislation related to municipal libraries made this session. House Bill 715, which went into effect July 1, 2026, required changes to both Library Policy and City Code related to how the library board hires and fires library directors. In their May meeting, Library trustees updated Policy 2.01 Personnel to implement the law. Boise City Council updated City Code during their June 30, 2026 meeting.

Updating City Code can be a lengthy and onerous process and we took advantage of the opportunity to modernize the code and remove operational details better suited for board oversight. The updated City Code can be reviewed [here](https://codelibrary.amlegal.com/codes/boise_id/latest/boise/0-0-0-872):

https://codelibrary.amlegal.com/codes/boise_id/latest/boise/0-0-0-872

We are suggesting two policies updates (4.01, Use of the Library and 4.02, Circulation) and one regulation update (4.02a, Library Cards).

These proposed changes, if approved, will go into effect on October 1, 2026.

Policy 4.01, Use of the Library

Remove: “corporate cards’ are available to business entities of any kind whose principal offices are located within the city limits.” We would like to sunset the corporate card type as it is an obsolete library card type and no longer required by City Code. Corporate cards served pre-Internet purposes but have become less relevant with more digital resources, online databases, and e-materials. Additionally, this type of card cannot legally access licensed digital resources and so does not meet library user expectations. We will be able to gradually transition the few remaining corporate cards to individual library cards as they expire. This will improve library service while reducing confusion for Library users and staff.

Add: (language that used to be in Boise City Code) “No person residing outside the corporate limits of the City, regardless of post office or mailing address, shall be issued a library borrower's card, or a renewal, except upon the payment of an annual household non-resident fee at a rate no less than the average per household support paid by City

residents. Non-resident senior citizens aged sixty-three or older may purchase an individual non-resident library card for a reduced fee, at a rate of no less than twenty-five percent (25%) of the full household non-resident license. Students who reside outside Ada County but attend schools within the city limits of Boise may purchase an individual non-resident card at the senior citizen rate.”

Add: “technology access” to services available to non-cardholders and non-residents since computer access and Wi-Fi access are key services provided by the Library.

Change: three instances of “patrons” to “library users” in line with changes to other policies and regulations.

Policy 4.02, Circulation

Remove: “to any business entity whose principal offices are located within the city limits.” See above for corporate cards mentioned in Policy 4.01, Use of the Library.

Change: one instance of “patrons” to “library users” and the more accurate statement of “physical items” over “materials.”

Regulation 4.02a, Library Cards

We are suggesting changes to the following subsections:

1. **Borrower’s Card.** The update from every year (previously required in City Code) to every three years would reduce BPL operating costs and staff time while providing a more convenient experience for BPL library users. Every three years is also consistent with other libraries in the Lynx consortium, so this change would provide a more consistent experience for library users.

2. **Temporary Card.** Change: one instance of “patron” to “library user.”

4. **Corporate Card.** See Policy 4.01, Use of the Library.

5. **Non-Resident Card.** The updated fees for Non-Resident card types, discussed and approved in June’s Board of Trustees meeting, would be moved to the Fee Schedule Regulation, Regulation 4.03. These changes would go into effect on October 1, 2026.

Section 8.00, Displays and Exhibits

This section was last reviewed by the Library Board of Trustees in their August 2025 meeting.

8.01 Displays

No suggested changes. This section was last revised in 2022.

8.01a Display Cases

No suggested changes currently. This section was last revised in 2022.

8.01b Display Form

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

8.02 Bulletin Boards

No suggested changes currently. This section was last revised in 2022.

8.02a Bulletin Board Guidelines

No suggested changes currently. This section was last revised in 2022.

Document Type:	Policy
Number:	4.01
Effective:	03-01-2011
Revised:	03-01-2013
Last Reviewed:	02-11-2026

USE OF THE LIBRARY

Since the Library is a tax-supported institution, its services and resources are intended for use by those individuals who live or pay property taxes within the city limits of Boise or who pay a non-resident fee for services. ~~No person residing outside the corporate limits of the City, regardless of post office or mailing address, shall be issued a library borrower's card, or a renewal, except upon the payment of an annual household non-resident fee at a rate no less than the average per household support paid by City residents. Non-resident senior citizens aged sixty-three or older may purchase an individual non-resident library card for a reduced fee, at a rate of no less than twenty-five percent (25%) of the full household non-resident license. Students who reside outside Ada County but attend schools within the city limits of Boise may purchase an individual non-resident card at the senior citizen rate. In addition, "corporate cards" are available to business entities of any kind whose principal offices are located within the city limits.~~ Reciprocal borrowing agreements or service contracts with other libraries may qualify a non-resident of the Library's legal service area for a borrower's card without payment of a direct fee. The Library's "legal service area" is that area within the corporate boundaries of the City of Boise. Services to ~~patrons~~ library users will not be denied or abridged because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

The Library allows ~~patrons~~ library users from any area to use materials while in the Library. Reference assistance, technology access, and programs may be available to ~~patrons~~ library users whether or not they are Boise residents or purchase a non-resident card.

Document Type:	Policy
Number:	4.02
Effective:	03-01-2011
Revised:	03-05-2014
Last Reviewed:	02-11-2026

CIRCULATION

Staff shall make one library card available to any individual who resides in Boise or who pays property tax within the city limits of Boise, ~~to any business entity whose principal offices are located within the city limits,~~ or, upon payment of a fee equal to the amount of per household residential support as determined by the Board, to any non-resident.

Members of libraries participating in cooperative borrowing agreements with the Library may borrow ~~materials~~physical items without charge.

Borrowing may be limited as deemed necessary by staff when excessive demand makes it necessary to do so in order to ensure service to the greatest number of ~~patrons~~library users.

Staff shall purge expired cards annually as prescribed in the LYNX Service Agreement.

Document Type: Regulation
Number: 4.02a
Effective: 03-01-2011
Revised: 06-11-2025
Last Reviewed: 02-11-2026

LIBRARY CARDS

The Library offers the following cards:

1. Borrower's Card

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

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

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

2. Temporary Card

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

3. Internet-Only Card

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

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

~~4. Corporate Card~~

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

5. Non-Resident Card

An individual who does not meet the requirements for a Borrower's Card may obtain a Non-Resident Card upon the payment of an annual fee ~~of \$75.00 as stated~~ in the Fee Schedule, Regulation 4.03a and in-person presentation of official photo identification. The Non-Resident Card has the same privileges as a Borrower's Card and the annual payment of the non-resident fee by one individual in a household allows all other persons in that household to obtain a Non-Resident Card without the payment of an additional fee.

Non-resident senior citizens ~~over the age of sixty-two~~ aged sixty-three or older may purchase a Non-Resident Card for an annual fee ~~of \$20.00 as stated in the~~ Fee Schedule, Regulation 4.03a. Students who reside outside of Ada County but attend public or private schools (including higher education) within the geographical limits of the Boise School District may purchase a Non-Resident Card at the same rate as non-resident seniors. Cards purchased at the discounted rate shall be for the personal use of the individual cardholder only.

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

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

Document Type:	Policy
Number:	8.01
Effective:	03-01-2011
Revised:	09-14-2022
Last Reviewed:	08-13-2025

DISPLAYS

The Library will consider requests from organizations, businesses, and industries to exhibit displays. The Library does not advertise commercial endeavors unless the Library is a beneficiary of those endeavors. In all instances, the Library reserves the right to refuse any materials for display. The Library will attempt to protect material displayed, but is not responsible for loss or damage to such material.

The terms and conditions under which items may be accepted for display in the Library:

1. The Director or their designee may determine the suitability of a given item for display, considering the facilities available, the objectives of the Library, and the factors listed in Regulation 8.01a.
2. Display items will be accepted for limited times only. In general, these periods will not exceed 30 days. Requests for a longer display period may be made to the Director or their designee.
3. No liability for loss of, or damage to, display items is assumed either by the Library or by the City of Boise. Exhibitors are advised to carry their own insurance; such insurance should indemnify exhibitors for the entire value of items to be displayed at the Library.
4. In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the Library will make every effort to sell and dispose of the property in accordance with applicable Idaho law.
5. A display application form, available as Exhibit 8.01b, must be completed, signed, and on file with the Library before a display will be approved.

Document Type:	Regulation
Number:	8.01a
Effective:	03-01-2011
Revised:	09-14-2022
Last Reviewed	08-13-2025

DISPLAY CASES

Upon completion of the display form, available as Exhibit 8.01b, and approval of the Director or their designee, displays of crafts or artifacts will be scheduled by the Director or their designee.

Approval of materials for display shall be determined by the Director or their designee based on the factors below:

- a. relation to Library programming;
- b. relation to Library initiatives;
- c. relation to materials in the Library's collection the Director or their designee would like to emphasize;
- d. relevance to issues of local, national, or global concern;
- e. general interest to the community;
- f. quality of the materials; and
- g. availability of space.

It is the responsibility of the individual or organization using the cases to arrange and label the items.

Document Type: Exhibit
Number: 8.01b
Effective: 03-01-2011
Revised: 03-01-2011
Last Reviewed: 08-13-2025

LOANED OBJECT DISPLAY AGREEMENT

Loan Agreement between the Boise Public Library and:

Owner: _____
Address: _____
Telephone: _____

Description of objects loaned for display or exhibition (quantity, appearance, condition):

Borrowed on _____
To be returned _____
Owner's estimated value of loaned object(s) _____
Owner's insurance carrier and policy number: _____

I, _____, hold, covenant and agree to indemnify and
(Owner or Owner's Authorized Representative)
save and hold harmless Boise City and Boise Public Library from and against any and all
loss, damage, injury, liability and claims for loss, damages or injuries to persons or
property or loaned object(s) arising out of the loan of the above-described object(s) to
Boise Public Library for display or special exhibit purposes. If I have not physically
reclaimed the loaned object(s) from Boise Public Library within thirty (30) days of the
date to be returned specified above then I hereby authorize Boise City and/or Boise
Public Library to sell and dispose of the loaned object(s) or to transfer said object(s) to
another entity and waive any claims to the loaned object(s) or consideration received for
the loaned object(s) by the owner, his/her heirs, assigns or those in probity with the
owner. Whatever monies or other consideration Boise City or Boise Public Library has
received upon sale or disposition of the loaned objects may, after being held in trust for a
period of six (6) months, be deemed a gift to the Boise Public Library, free and clear of
any claim on the part of the owner.

By executing this document, I agree to the terms stipulated above and hereby certify and
swear that I am the owner of the loaned object(s) or the owner's duly authorized
representative and that I am authorized to execute this document and enter into and bind
the owner to the obligations cited herein.

Signed and effective this _____ day of _____, 20 :

Owner or Owner's Authorized Representative

Boise Public Library Authorized Representative

Document Type:	Policy
Number:	8.02
Effective:	03-01-2011
Revised:	09-14-2022
Last Reviewed:	08-13-2025

BULLETIN BOARDS

The Library may make informational materials available to Library users on Library bulletin boards or in dedicated areas. The Library bulletin boards are intended to provide the community with timely information about local cultural and educational events, local support agencies, and public announcements of general interest to the community. The Library does not advertise commercial endeavors unless the Library is a beneficiary of those endeavors.

Document Type:	Regulation
Number:	8.02a
Effective:	03-01-2011
Revised:	09-14-2022
Last Reviewed:	08-13-2025

BULLETIN BOARD GUIDELINES

Postings to Library bulletin boards are subject to the following guidelines:

1. Postings are limited to designated areas within each Library location as determined by the Director or their designee.
2. Posters, notices, and material for posting shall be submitted to Library staff for approval and, if posted, may be removed only by Library staff.
3. The Library Director or their designee may determine the suitability of a given item for posting based on the following factors:
 - a. relation to Library programming;
 - b. relation to Library initiatives;
 - c. relation to materials in the Library's collection the Director or their designee would like to emphasize;
 - d. relevance to issues of local, national, or global concern;
 - e. general interest to the community;
 - f. quality of the materials; and
 - g. availability of space.
4. All items may be discarded by Library staff upon a determination by the Director or their designee that the items will not be posted or upon their removal by Library staff.
5. Posters and notices with printed price charges may be accepted, but not those announcing events, services, or products designed to make a profit for a commercial enterprise.
6. Items for posting are received at the 3rd floor reference desk of the Main Library or at any service desk in the Library's branch locations. Individuals submitting these materials must leave a contact name phone number, and date of the event advertised.