



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda

**Wednesday, February 11, 2026, 11:30 a.m.** • Library! at Cole & 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	MISSION
Ron Pisaneschi, President Nicole Trammel Pantera, Vice President Evelyn Johnson Reshma Kamal Brian Klene	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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# AGENDA

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### 1. Call to Order and Introductions

### 2. Communications

None

### 3. Minutes-Action Item

January 14, 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 December 31, 2025  
Gift Fund activity for December 2025

### 5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

### 6. Requests for Reconsideration

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

None

### 7. Old Business

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

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

Library Public Services Manager Sarah Kelley-Chase will review section 4.00, Use of the Library, specifically subsections 4.01-4.03 of the Boise Public Library Policy Manual with the Trustees. Recommended changes to Regulation 4.02b, Limits on Borrowing Services are included in the meeting packet for informational purposes only and do not require the Board's approval.

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

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

**b. Library Facility Plan Discussion**

Library Director Jessica Dorr and Lindsay Erb, City of Boise Public Works Senior Project Manager will continue discussions with Trustees on work on the Library Facility Plan.

**8. New Business**

**a. Library Board Trustee Recruitment**

Trustees will discuss this year's recruitment for a new board member with Klene's term ending June 30, 2026.

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

Trustee review for vouchers by Klene.

**10. Selection of Meeting Date**

Next regular meeting on Wednesday, March 11, 2026, at the Library! at Hillcrest.

**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

### February 2026

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#### Operations

##### *Hours and Services Status*

The Downtown Library closed to the public at 2pm on Tuesday, January 20<sup>th</sup> and at 4pm on Wednesday, January 21<sup>st</sup> due to disruptions caused by construction. On both days during renovation work on the First Floor a sprinkler head was damaged which resulted in the full discharge of the water in the sprinkler system. As the majority of water was near the front of the building, the Library was closed to the public as it was not safe for staff and Library users to access the Second and Third Floors through the front door and stairwell. Following each event, a disaster clean-up crew was called in to remove water and damaged materials, and the sprinkler system was reset.

Renovation work near the sprinklers was paused to determine an approach which would prevent a similar event. The revised plan was reviewed by Public Works, CM Company, and the Fire Marshal and has been implemented.

On Tuesday, water damaged a limited number of materials, a portion of a staff workroom, and some construction materials. On Wednesday, damage was mostly limited to the construction area. We are working with CM Company to file an insurance claim for damaged materials and lost staff time. As a number of books belonging to Lynx Library Consortium members were damaged and not salvageable, we have provided these libraries with a list of the titles affected so they may bill us for their replacement costs.

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

##### *Boise City Council*

[Luci Willits](#) has been assigned to be the council liaison to the Library for 2026.

#### Library Board of Trustees

##### **Upcoming: Joint Work Session**

During the morning of Tuesday, February 24, 2026, the Library Board and Boise City Council will have a Joint Work Session as part of the next step to develop the Library's Facility Plan. The meeting will be held in Council Chambers with the exact time for the meeting to be confirmed.

##### **“Children’s School and Library Protection Act”**

On Thursday, January 29, the U.S. Court of Appeals for the Ninth Circuit reversed a decision by the U.S. District Court of Idaho, narrowly determining that the court erred in failing to issue a preliminary injunction that would have stopped the “Children’s School and Library Protection Act” from taking effect. The decision was returned to the lower court to consider “the scope of a limited preliminary injunction” and to “conduct further proceedings consistent with our opinion.” This decision supports the argument that key elements of the act are unconstitutional. It also lifts the stay on the Penguin Random House lawsuit for the plaintiffs on the public side. [Federal court reverses decision on Idaho's 'harmful' library law, returns case to lower court](#)

##### ***Idaho Commission for Libraries Needs Assessment Survey***

The Idaho Commission for Libraries (ICfL) is seeking feedback from the Idaho library community through an online survey. The [Idaho Library Needs Assessment Survey](#) is open until March 31. It includes 18 multiple-choice questions and three optional open-ended questions. ICfL invites all members of the Idaho library

community to take the survey: staff, directors, managers, trustees, and volunteers. Results will be used by ICfL to better understand how to support the Idaho library community. The survey is anonymous and aggregate responses will be shared with ICfL staff, the Idaho Board of Library Commissioners, and the Idaho library community.

## Administration and Management Reports:

### Programming

- The Library! at Hillcrest hosted a Cosplay 101 series led by the judges of the Library's annual Boise Comic Arts Festival cosplay contests. The series encourages community engagement across age groups and teaches attendees new and creative cosplay skills. Cosplay 101 coincided with Information Services' Open Sewing program that is held at the Hillcrest Front Porch.
- The seed library at the Library! at Hillcrest branch is back and well stocked for the upcoming gardening season. The Library! at Collister has an ongoing seed library.
- The Library! at Bown Crossing expanded their Therapy Dogs program to run every week and, as a result, have seen better attendance each week. While the program is aimed at helping children to read, teens who need a study break also spend relaxing time with the dogs.
- Youth Services' weekly Create + Connect program in the Hillcrest Front Porch provides a space for kids ages 5-13 to make creations (crafts, drawings, LEGO sculpture, and more) and then gather and share, with time to engage with others, ask questions, and test creations.

### Staff Development

- Library staff attended de-escalation training with security staff, equipping them with additional tools and skills to help provide a safe and welcoming space for all.
- A Youth Services librarian and an Information Services librarian began the four-part [Boise State Leadership Development Program](#). This course teaches staff how to lead more effectively from their role in the organization and prepare for future leadership opportunities.

### Community Partners

- The Library's Community Resource Coordinator (CRC) launched a new monthly program for the public: Community Care Navigators. This program is offered in the Hilcrest Front Porch space in partnership with [Terry Reilly Health Services](#) and [Full Circle Health](#). Attendees can learn about changes related to public benefits, such as Medicaid and SNAP, through one-on-one conversations with Patient Navigators and Community Health Workers.
- In partnership with [Rediscovered Books](#), the Library! at Hillcrest hosted author [Anna James](#). Community members got to chat with Ms. James and learn about writing books.
- A Youth Services librarian spoke at the [BSU Children's Center Baby and Me Group](#) about early literacy and introduced attendees to the Library's new early literacy kits.
- The Library! at Bown Crossing partnered with the [Boise Philharmonic](#) to provide an evening of music for 190 library users on the public floor. The event included an Instrument Petting Zoo, to allow attendees access to different instruments, and performances by three different chamber groups.

### Communications

#### Monthly Email Newsletter: [January](#)

- Sent January 6, 2026, 14,491 successful deliveries
- Content included:
  - UBN Launch
  - Anna James Author Visit
  - Winter Reading
  - Kim Cross Writing Workshop
  - Employment Extravaganza

- Local Author David Greegor
- New York Times Games Digital Resource Spotlight
- 38% opened/read the newsletter (5,414 out of 14,368 successful deliveries) / Click-through Rate 11.95% (647)

*Ultimate Book Nerd Newsletter: [January UBN](#)*

- Sent January 13, 2026, 1,321 successful deliveries
- 42% opened/read the newsletter (550 out of 1,321 successful deliveries) / Click-through Rate 3.1% (17)

Other Marketing Activities:

- [Launch of the Early Literacy Kit web page](#)
- Winter Reading Marketing – [web page](#), digital slides, web banners, etc.
- Ultimate Book Nerd 2026 launch – [web page](#), digital slides, web banners, etc.
- Social reels for the [Taylor Swift Night](#) and the [new hours at Cole & Ustick](#), as well as other communications.

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

## PROJECT STATUS REPORT

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

### PROJECT STATUS:

<b>Period Covered:</b>	January 2026
<b>Project Summary</b>	<ul style="list-style-type: none"> <li>▪ <u>Downtown Library</u> numerous major repair and maintenance items that need to be addressed to give the library another 20+ years of life, along with space reconfigurations to better serve the public. This work will consist of a program of projects to occur over several years based on project prioritization and budget.</li> <li>▪ <u>Bown Crossing</u> new book auto sorter and bird strike mitigation.</li> <li>▪ <u>Library Facilities Master Planning</u> to address facilities needs for the next 20 years which will be utilized to aid in future decisions about location, size, design and functions of library facilities as well as to better understand staffing needs and potential funding options.</li> </ul>
<b>DOWNTOWN LIBRARY IMPROVEMENTS UPDATE</b>	<p><b>1<sup>st</sup> Floor Renovations and Deferred Maintenance:</b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes 1<sup>st</sup> story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas.</li> <li>✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical, plumbing, and fire alarm.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Furniture Planning is ongoing.</li> <li>• Accidental damage to the fire line caused the library to close two days in a row due to water damage. Mitigation measures are in place to prevent reoccurrence.</li> <li>• Abatement is complete, until the Entry vestibule scope, which will occur during the weeklong building shut down for the new electrical switch gear install – tentatively scheduled end of April or mid-May.</li> <li>• FSO/PW reviewing Geothermal Isolation options on how best to provide a heat exchanger at this time, to work with the existing system, and be compatible with a future boiler replacement.</li> <li>• CT has provided a preliminary design option for an additional heat exchanger plate to connect to the existing boiler and CMco is working on providing a cost range.</li> <li>• Exterior Facade and Window improvements scope of work will go out to bid in the spring 2026.</li> </ul> <p><b>Major Parking Lot Replacement</b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).</li> </ul>

✓ South end of parking lot – completed per status update below.

Status:

- Schematic design is complete, and pricing received from CM Co for FY27 budget request preparation.
- The South end of parking lot was completed with CCDC work at Anne Frank Memorial and greenbelt re-alignment project at end of 8<sup>th</sup> Street to tie geothermal line connecting Capitol Blvd and 8<sup>th</sup> 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

#### **Brick repairs/ Window Replacements**

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

Status:

- Out to bid in early spring '26.
- Work is tentatively planned to begin Spring 2026, pending budget is aligned with bidding climate.
- Steve will have final drawings to us this week (1/26/26)

#### **Elevator Upgrades – 4 story**

✓ 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.

Status:

- After review of the Schindler quotes, the decision was made to move forward with the replacement of Elevator 2 with remaining funds and assistance from FSO, move forward with the modernization of Elevator 1. Elevator 1 modernization work to occur after the new Elevator 2 is running.
- HSA will be submitting for Plan Review and Permit – Permit drawings will be submitted to CMco for pricing to modify the Elevator 2 shaft. Elevator 2 requires a CoB building permit to modify the shaft and the Elevator scope will also need a state permit (IDOPL). Schindler will be responsible to submit both elevator scopes to IDOPL for permit.
- HSA has submitted to the City for Bldg permit (BLD26-00092), and we are starting our review of the Permit drawings, PW has concerns with proposed reconstruction of an elevator pit wall and is working with design team and CMco on an structurally engineered alternative.

#### **BOWN CROSSING AUTOSORTER UPDATE**

**Scope:** Installation of new book auto sorter and tenant improvements to accommodate new auto sorter and staff model update and associated furniture needs.

Status:

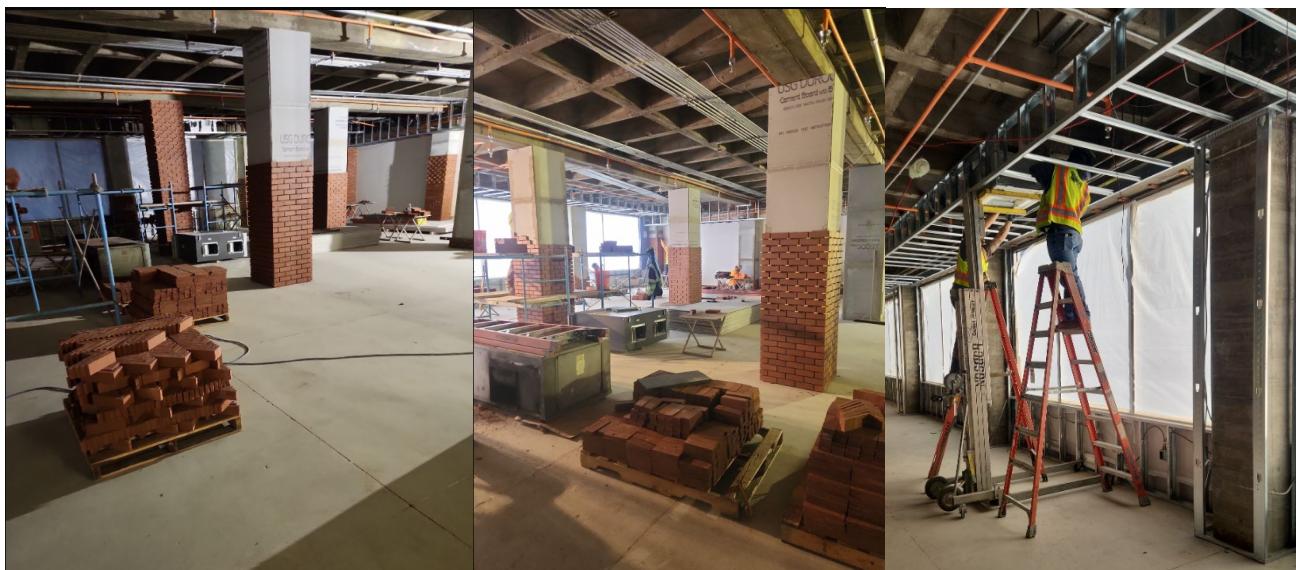
	<ul style="list-style-type: none"> <li>AutoSorter has been ordered</li> </ul>
<b>LIBRARY FACILITIES PLANNING UPDATE</b>	<p><b>Scope:</b> Assess space utilization, develop and implement a community engagement process to ensure alignment with strategic planning goals and the community, develop recommendations/ alternatives to close the gap with cost estimates, develop various models for new facilities including recommended approach and locations, sizes, and types which includes options for phasing and preparing a 20-year implementation schedule.</p> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>Facility Plan reviewed in joint Board and Council meeting. Council has asked for additional information from Public Works and Library.</li> </ul>
<b>Overall Project Health</b>	<p><b>Summary:</b></p> <p><b>Downtown Library:</b> 1<sup>st</sup> floor renovations with deferred maintenance items are anticipated to be completed by fall of 2026.</p> <p>Major parking lot replacement construction is estimated to begin in fiscal year 2027 when funding is available.</p> <p><b>Bown Library:</b> Ordered, in progress</p> <p><b>Library Master Facilities Planning:</b> On budget &amp; schedule</p>
<b>Highlights</b>	<p><b>Downtown Library:</b> Construction is underway.</p> <p><b>Library Master Facilities Planning:</b> Master Facility Plan is in review with both Council and Board.</p> <p><b>Bown Crossing AutoSorter:</b> Walkthrough completed with City team and AutoSorter team.</p>

#### **PROJECT COMPONENTS:**

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

## **SCOPE MANAGEMENT:**

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





Library!

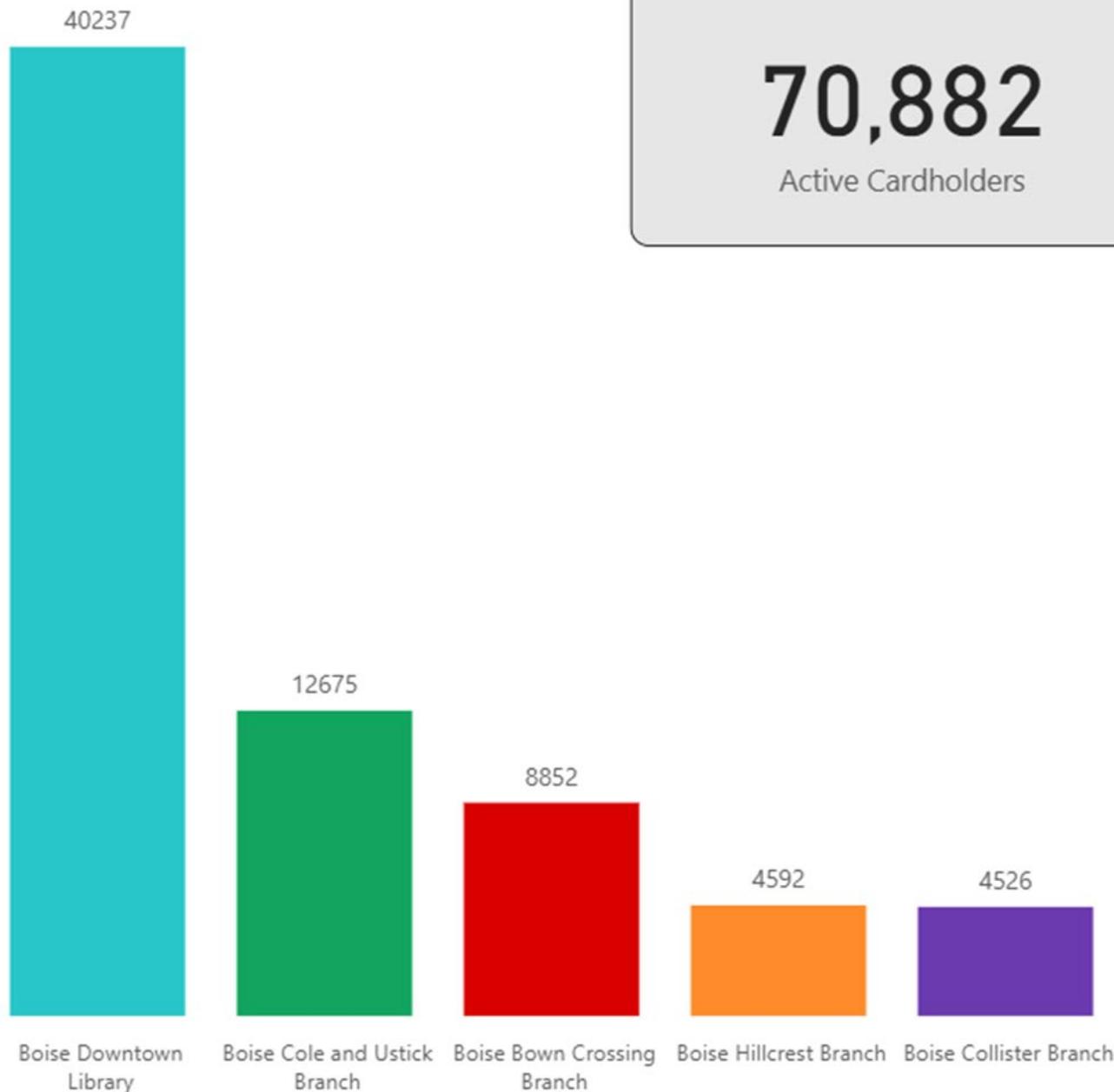


# BOISE PUBLIC LIBRARY

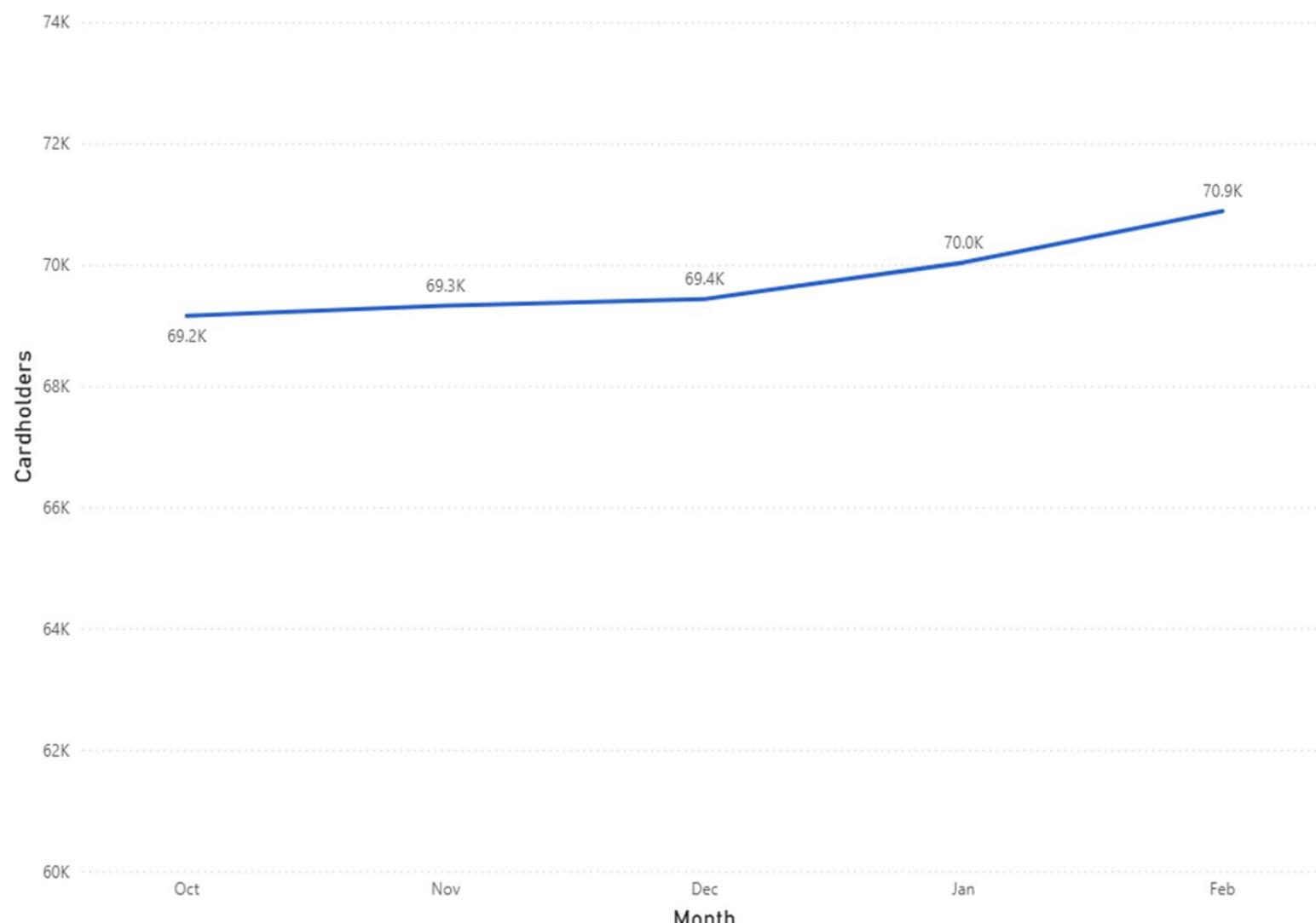
Library Statistics Report to the Board of Trustees | February 2026

# Active Cardholders

## Active Card Holders

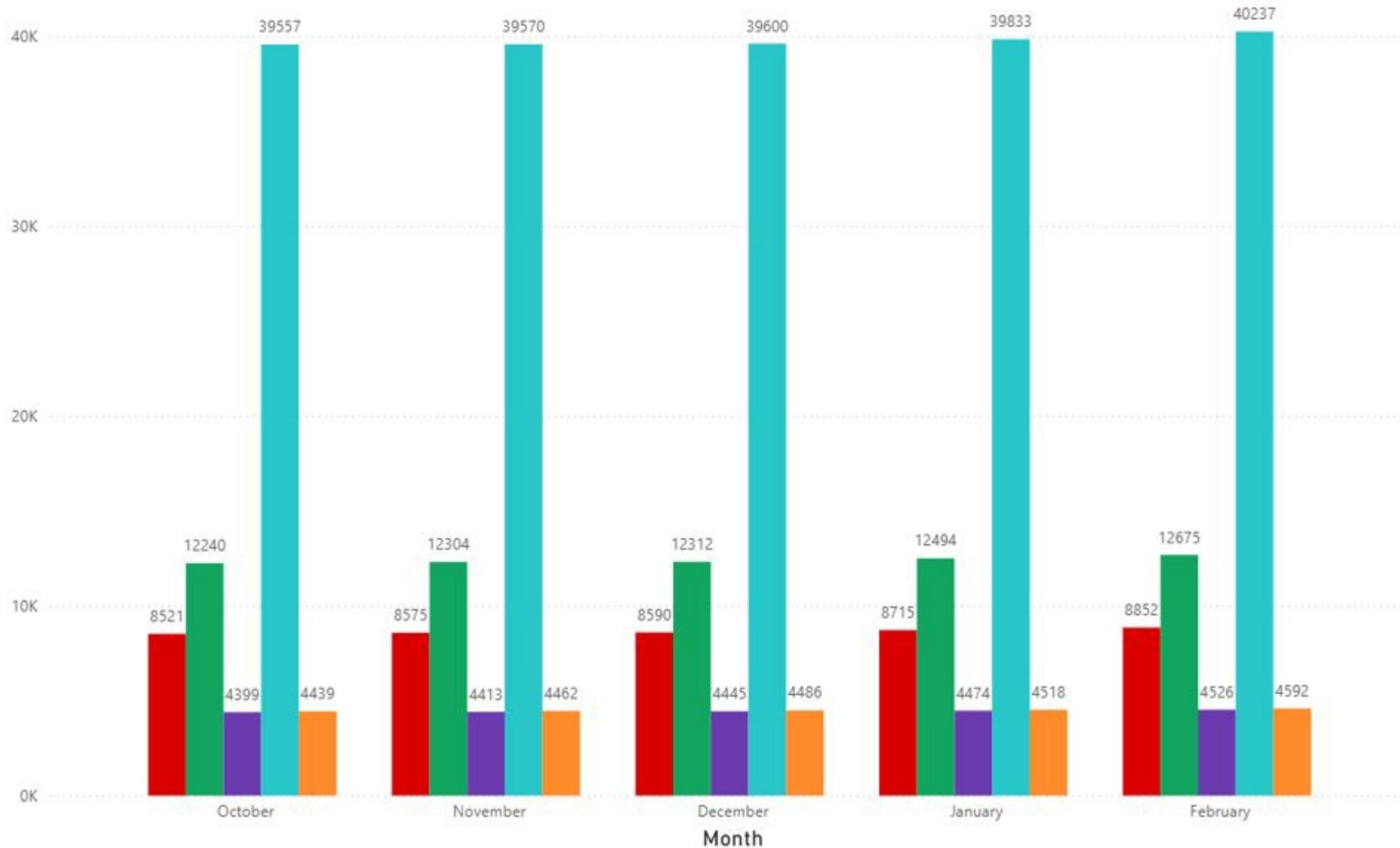


## Cardholders by Month FY26



## Active Cardholders by Month and Branch

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



# In-Person Visits

**61,568****61,568****63,994****-4%****231,731****259,777****-11%**

YTD through Last Month

Prior Month

Prior Month Prior Year

Month Percent Change

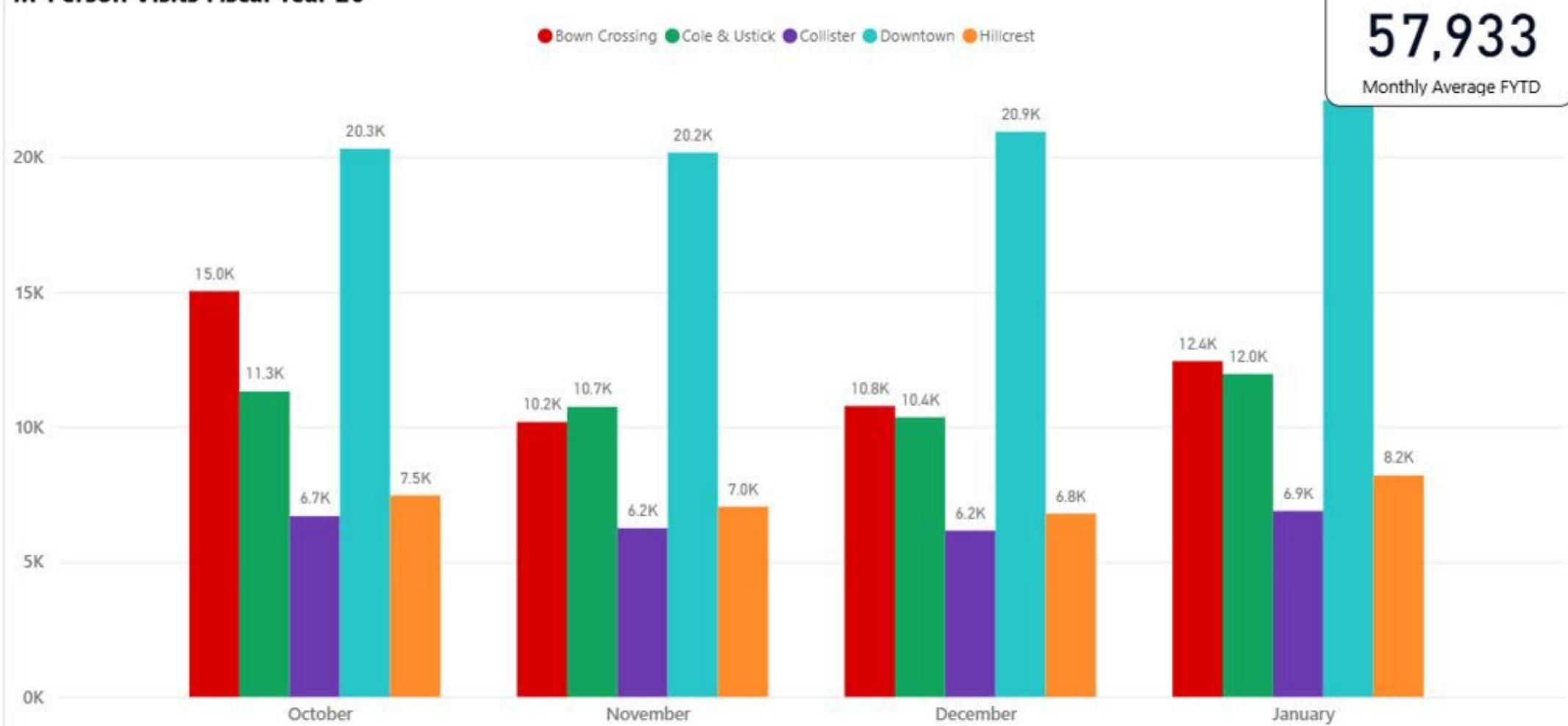
YTD Fiscal

LastYTD Fiscal

YTD Percent Change

**In-Person Visits Fiscal Year 26**

- Brown Crossing
- Cole & Ustick
- Collister
- Downtown
- Hillcrest



**61,568****63,994****-4%**

Prior Month

Prior Month Prior Year

Month Percent Change

**231,731****259,777****-11%**

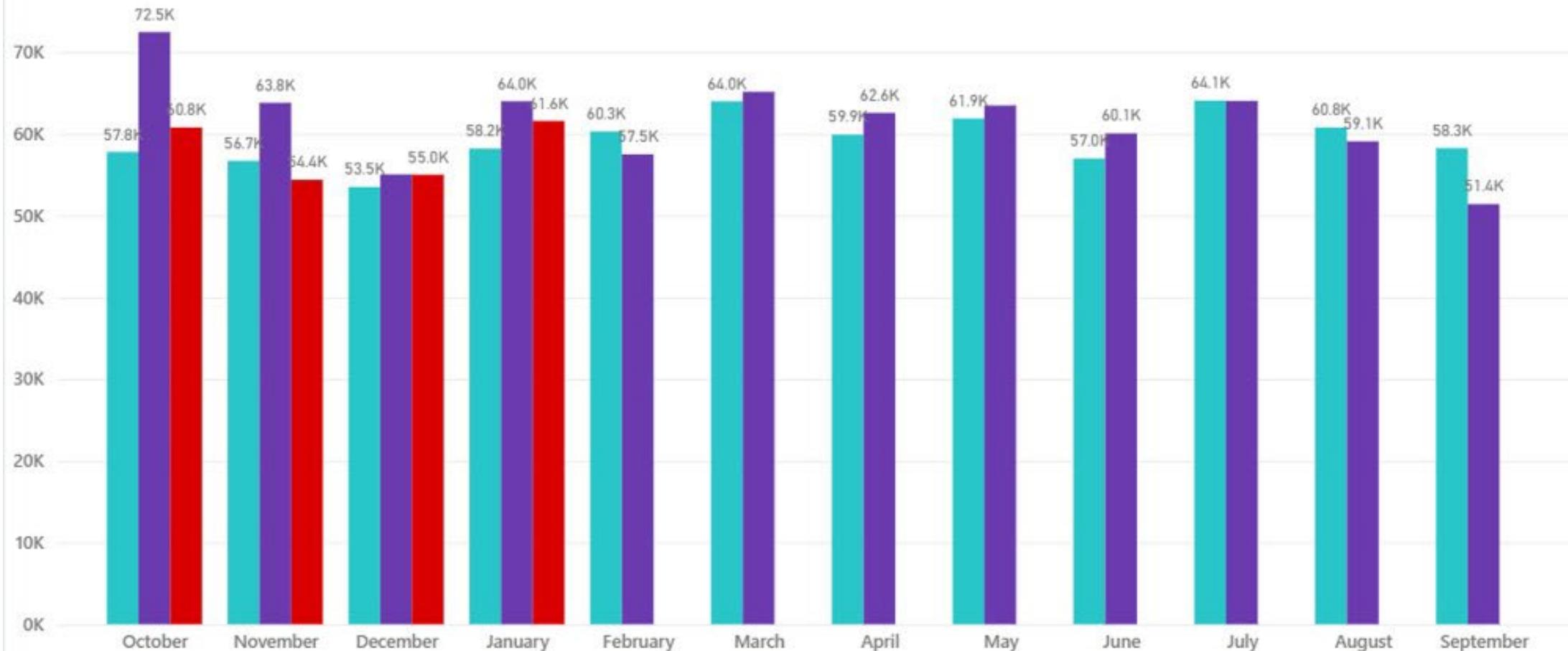
YTD Fiscal

LastYTD Fiscal

YTD Percent Change

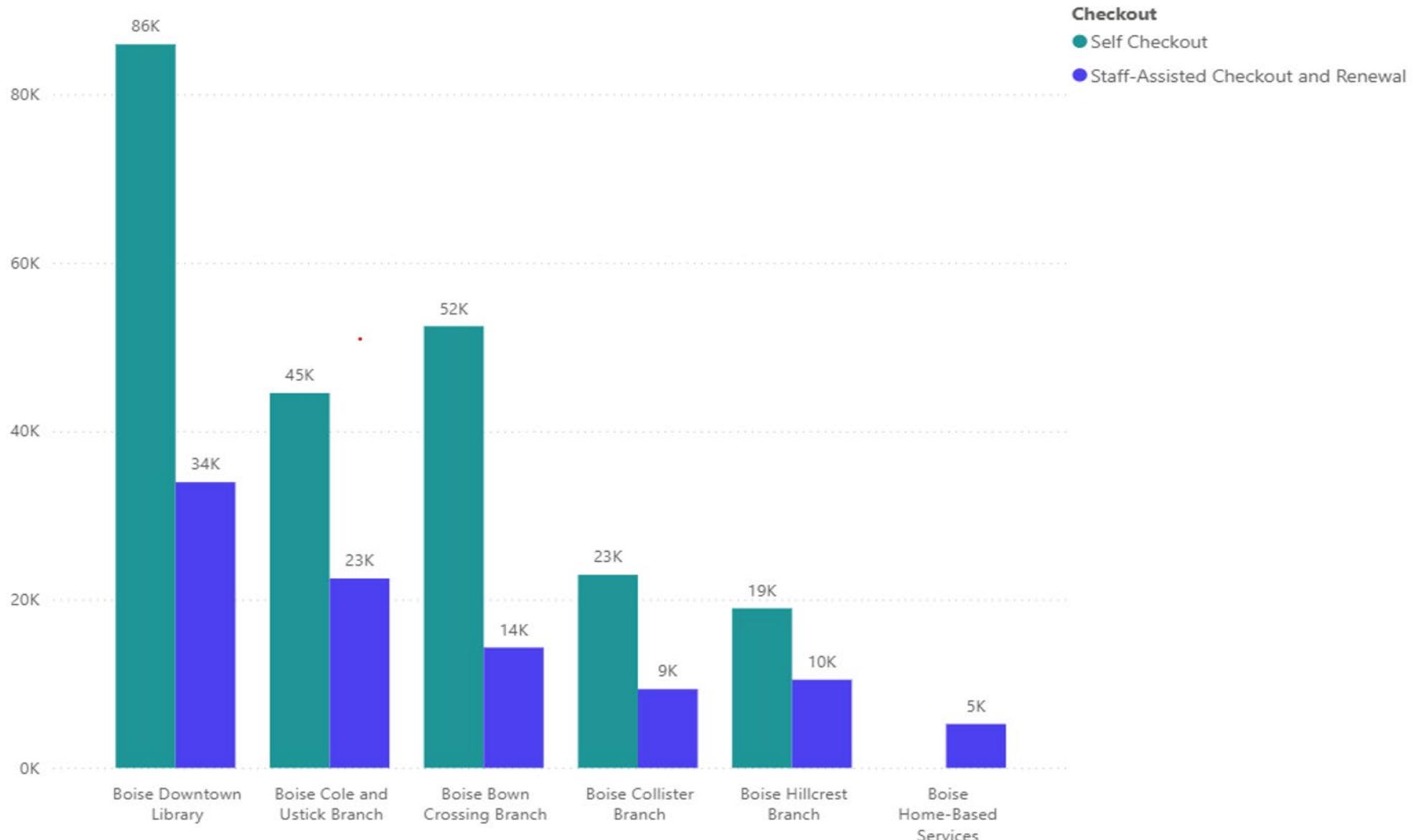
**Total In-Person Visits by Year**

● 2024 ● 2025 ● 2026



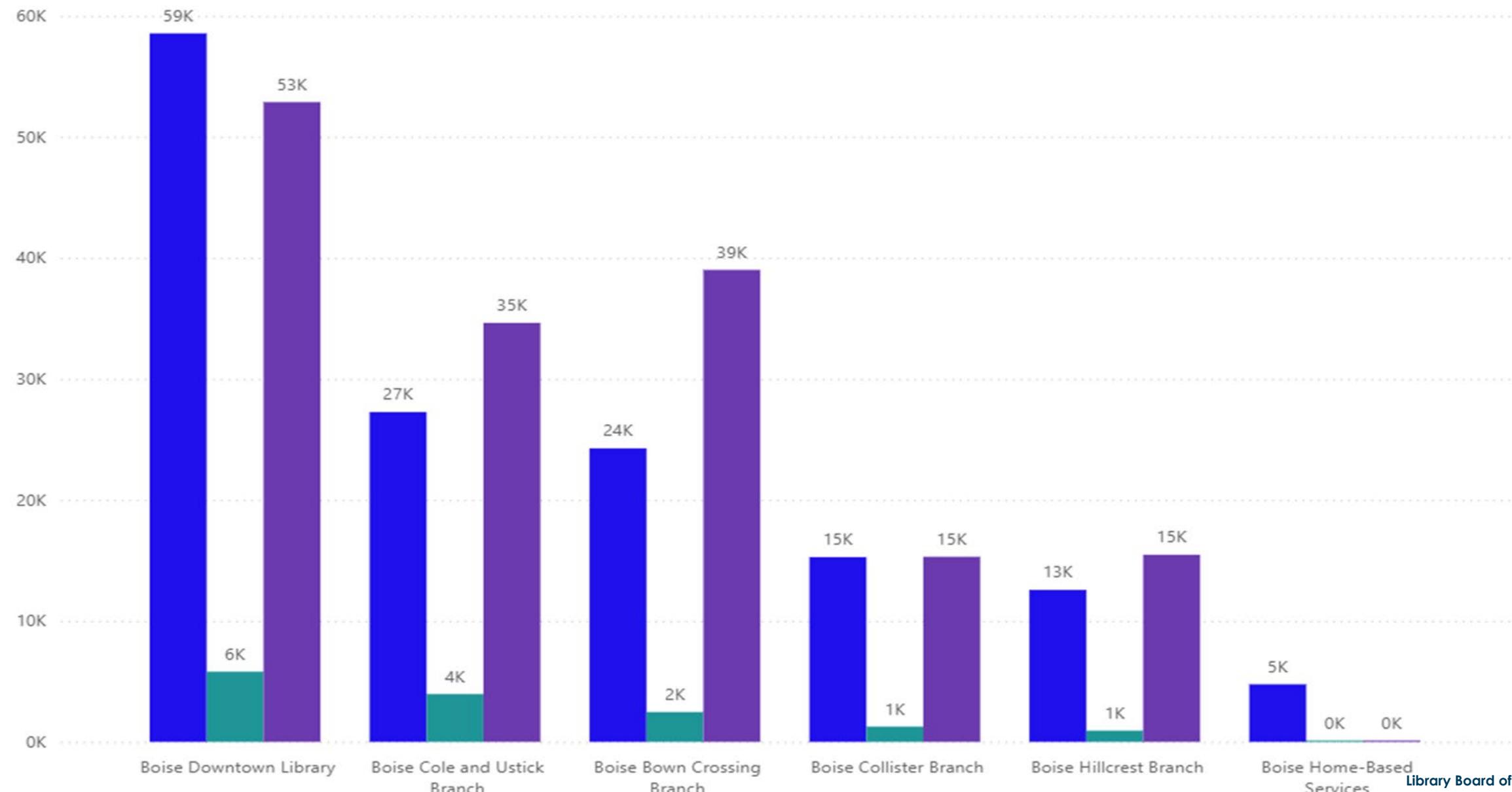
# Physical Circulation

## Physical Circ by Location FYTD26



## Physical Circulation by Audience FYTD '26

Audience ● Adult ● Teen ● Youth



## Physical Circulation - Fiscal Year '26

120K

100K

80K

77K

76K

76K

85K

60K

40K

October

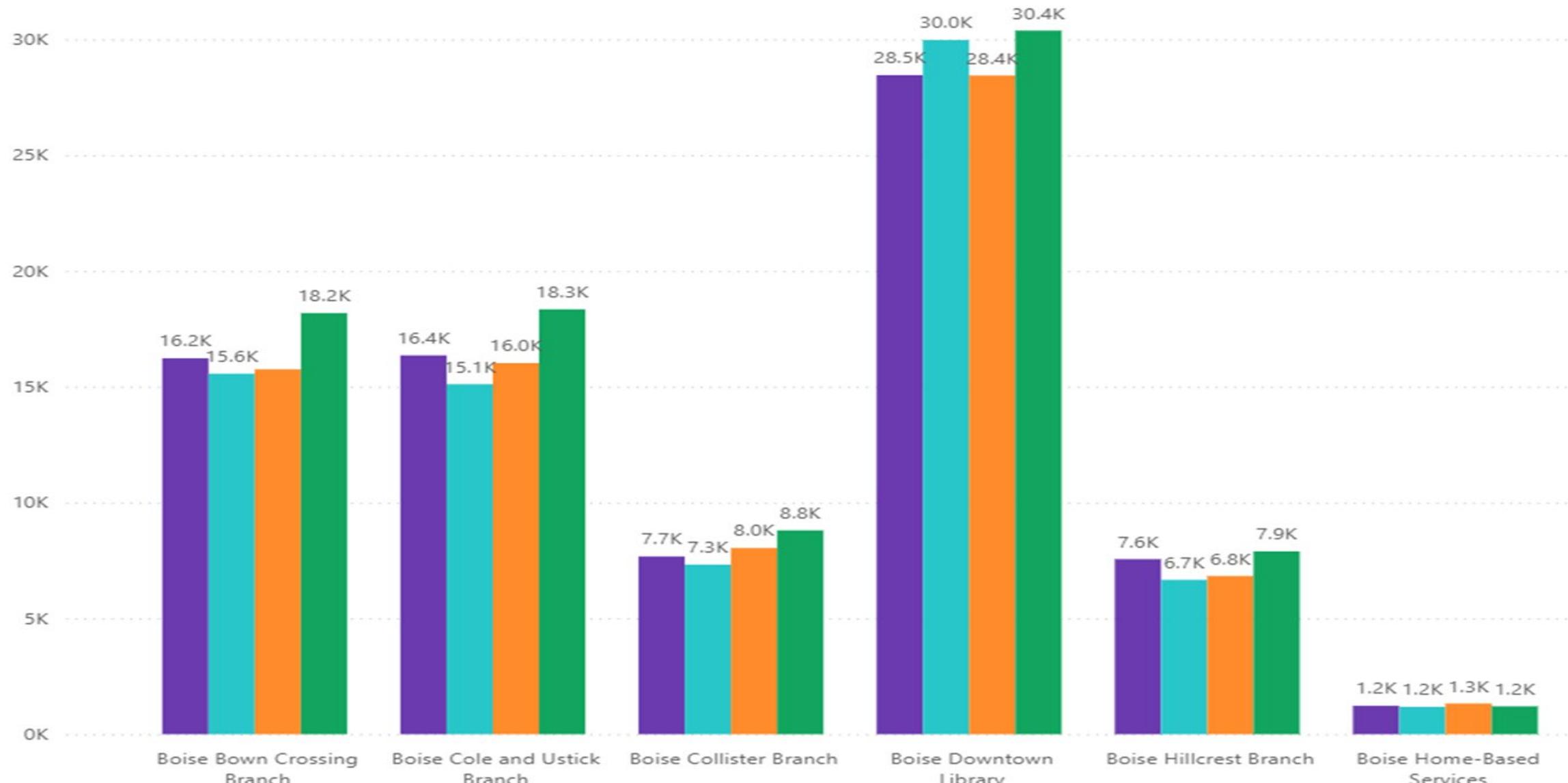
November

December

January

## Physical Circulation for Fiscal Year '26

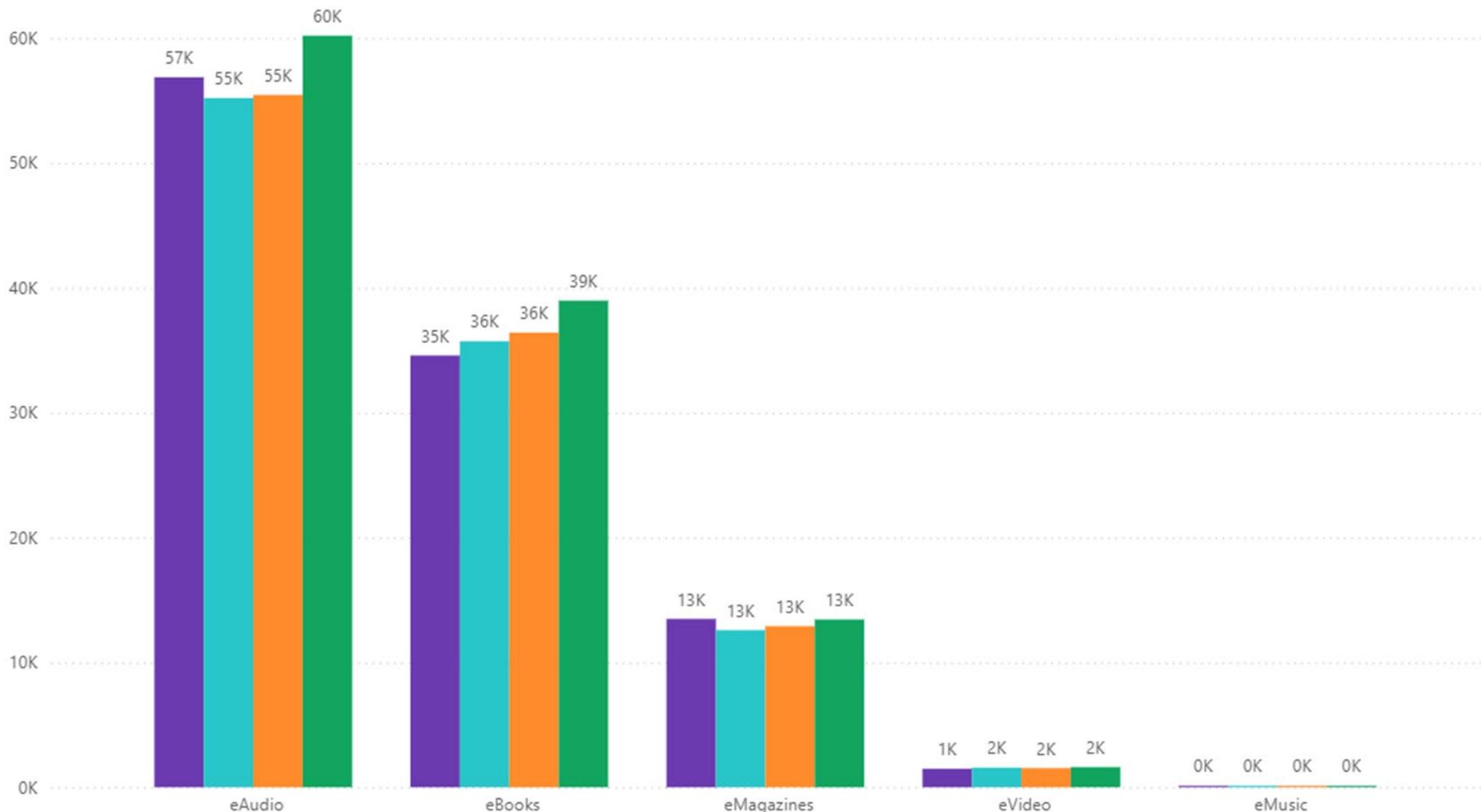
Month ● October ● November ● December ● January



# Digital Circulation

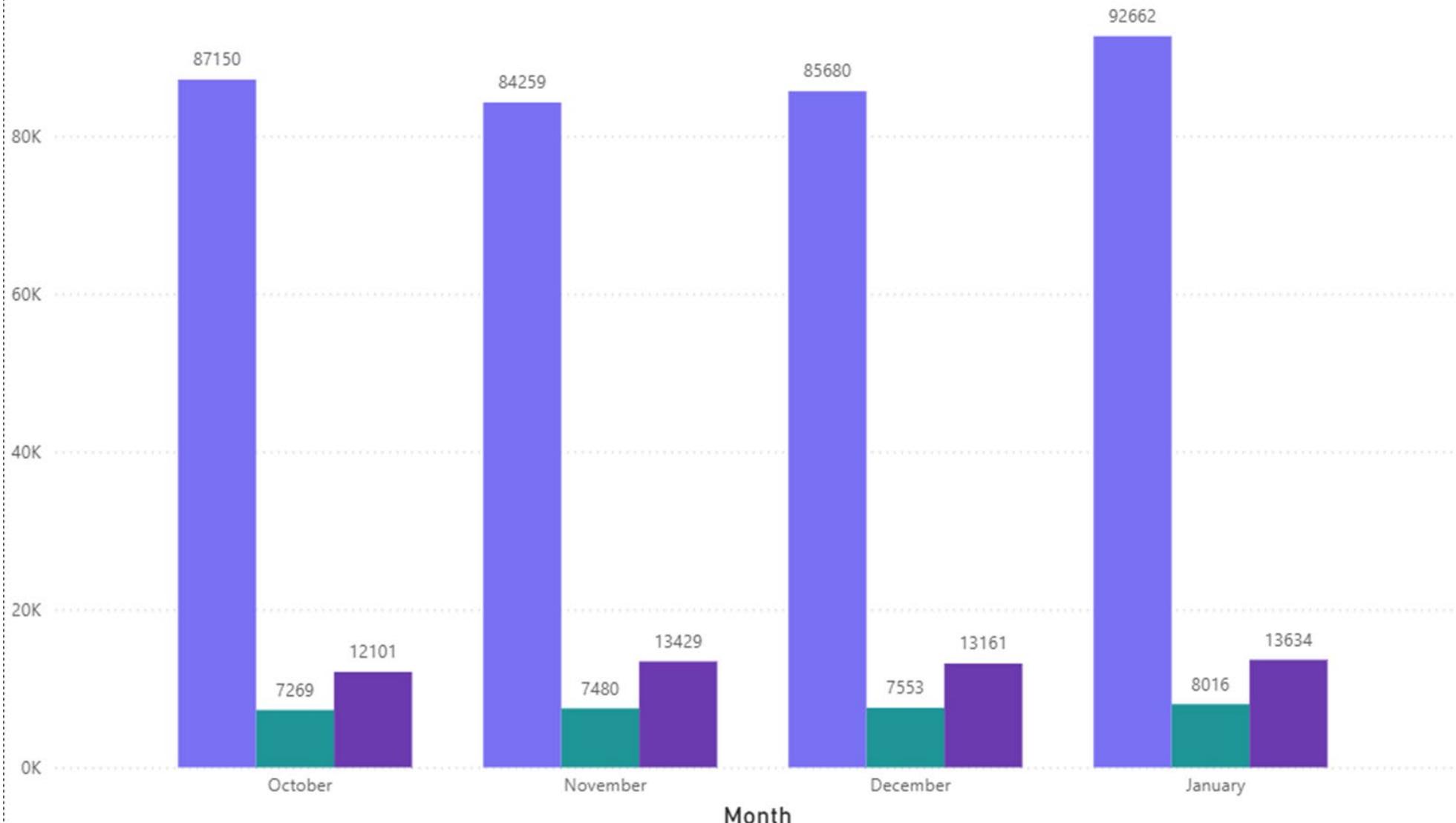
## Digital Circulation by Format FY '26

Month ● October ● November ● December ● January



## Digital Audiences by Month - FY26

Audience ● Adult ● Teen ● Youth



## Digital Circulation by Month - FY26

140K

120K

107K

105K

106K

114K

100K

80K

60K

October

November

December

January

## Physical and Digital Circulation FY26

● Digital ● Physical

120K

110K

107K

105K

106K

114K

100K

90K

80K

77K

76K

76K

85K

70K

60K

October

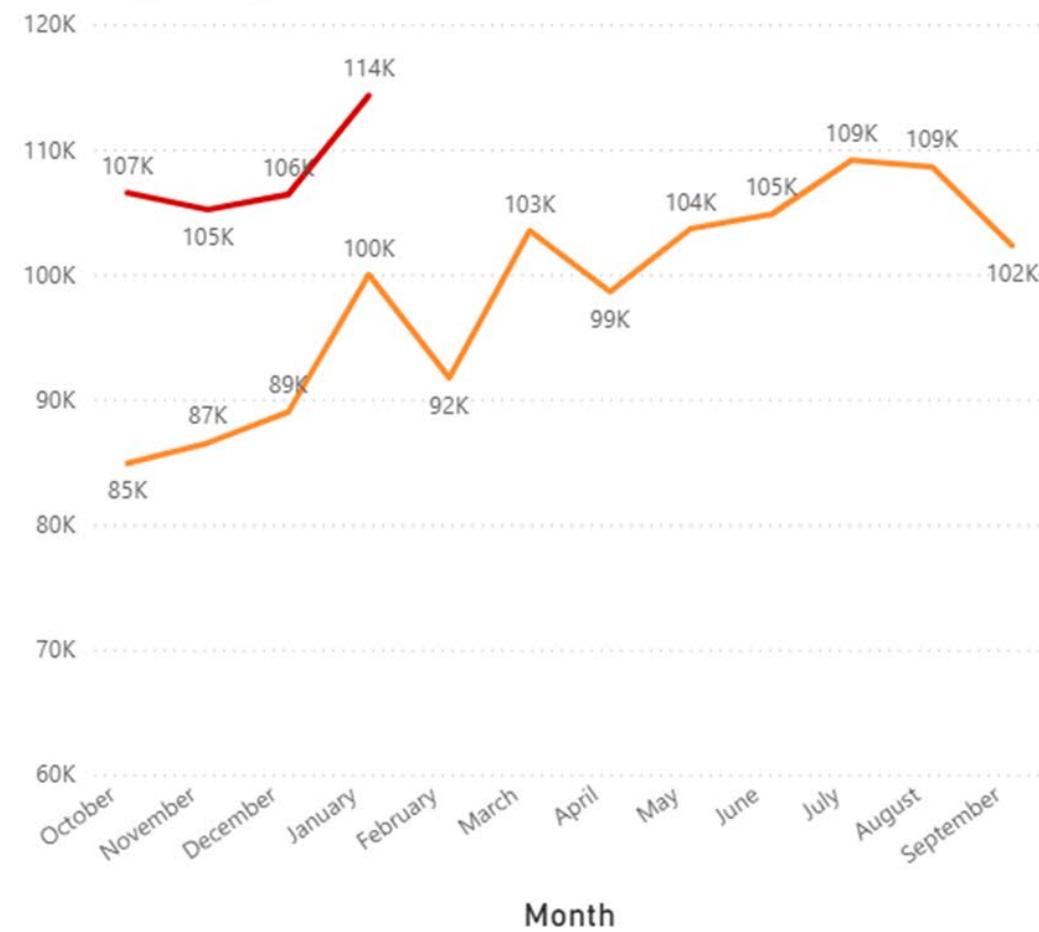
November

December

January

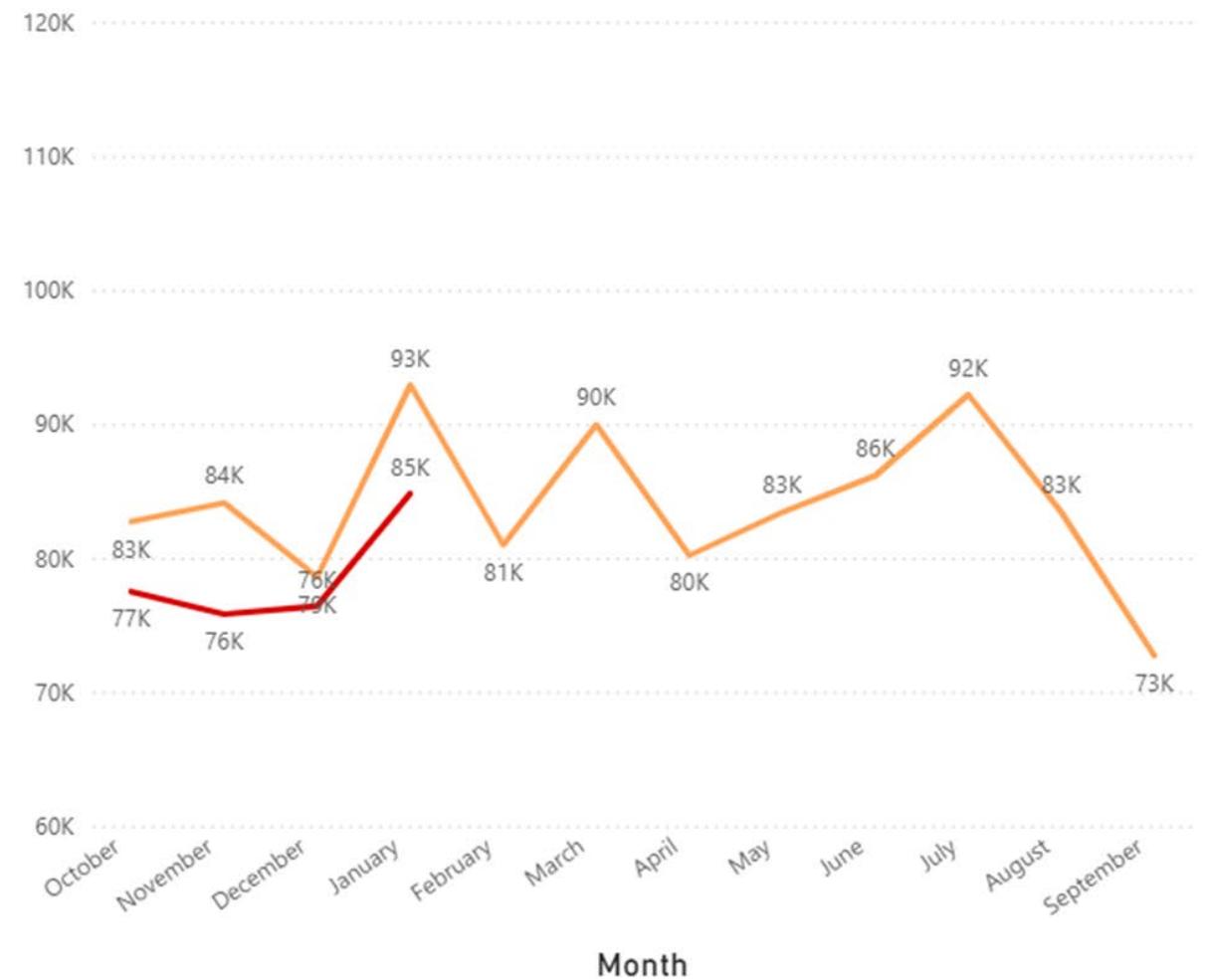
## Digital Circulation Historic

Fiscal Year ● 2025 ● 2026



## Physical Circulation Historic

Fiscal Year ● 2025 ● 2026



# Reference

## Question Count by Desk and Location FY26

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

14K

12K

10K

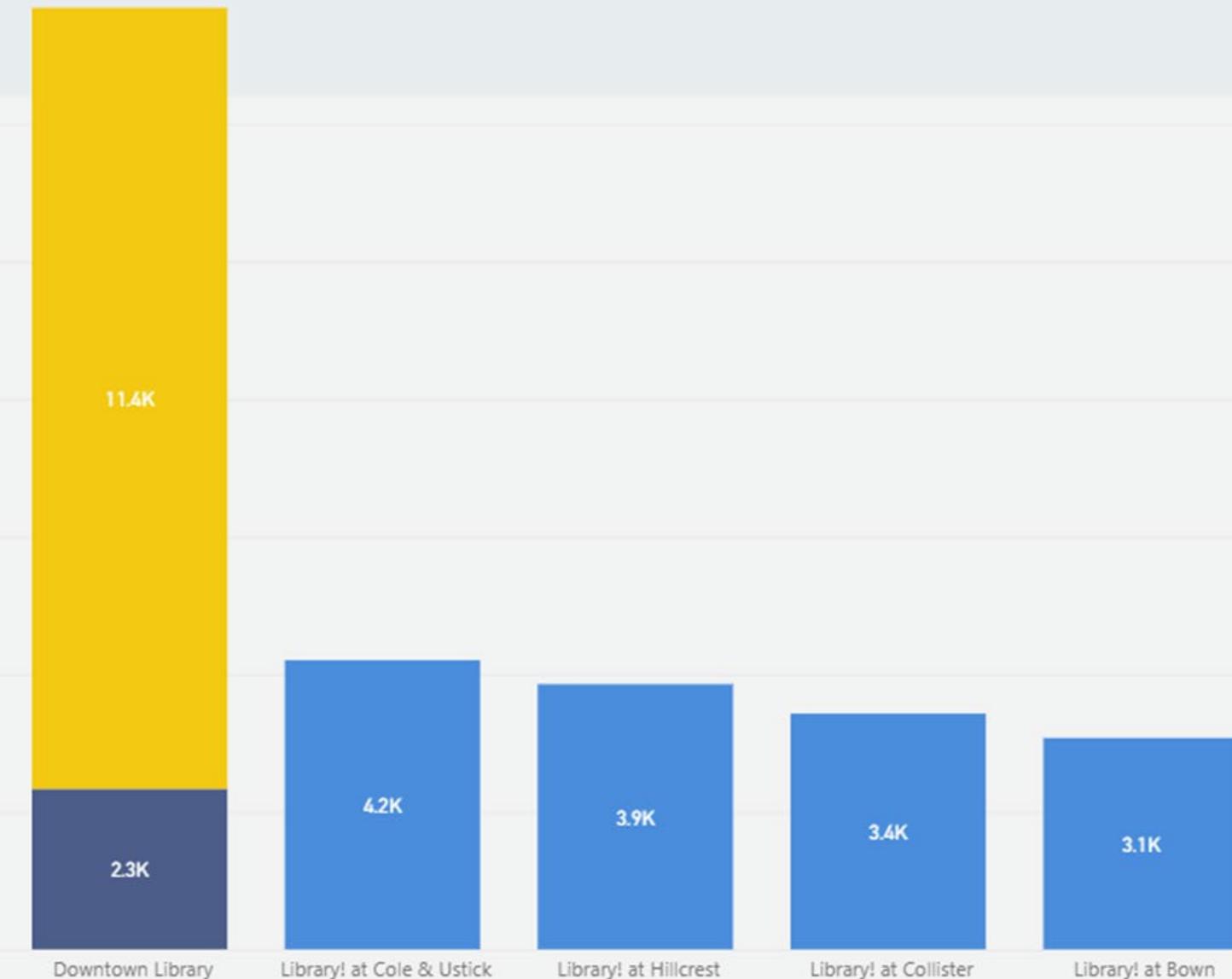
8K

6K

4K

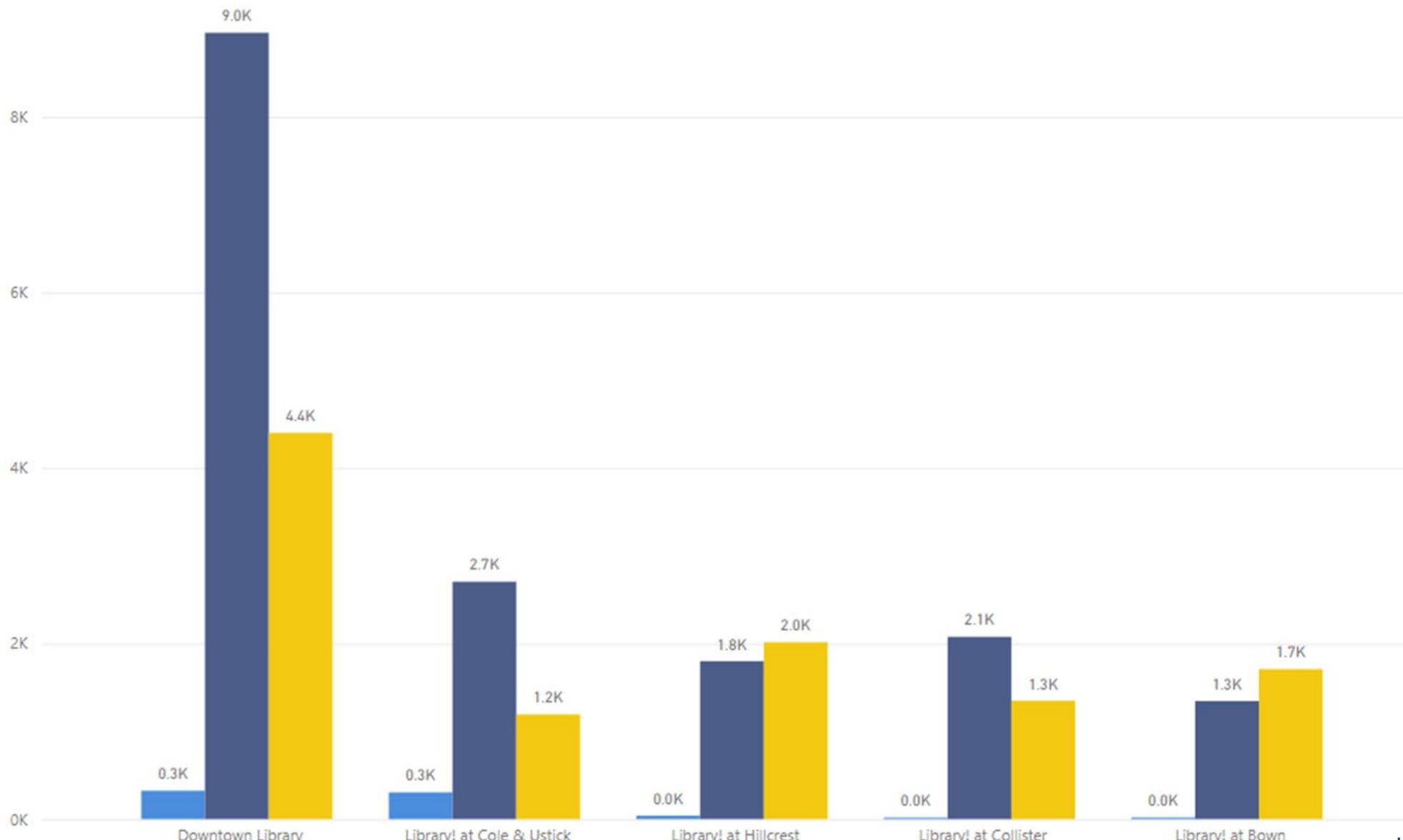
2K

0K



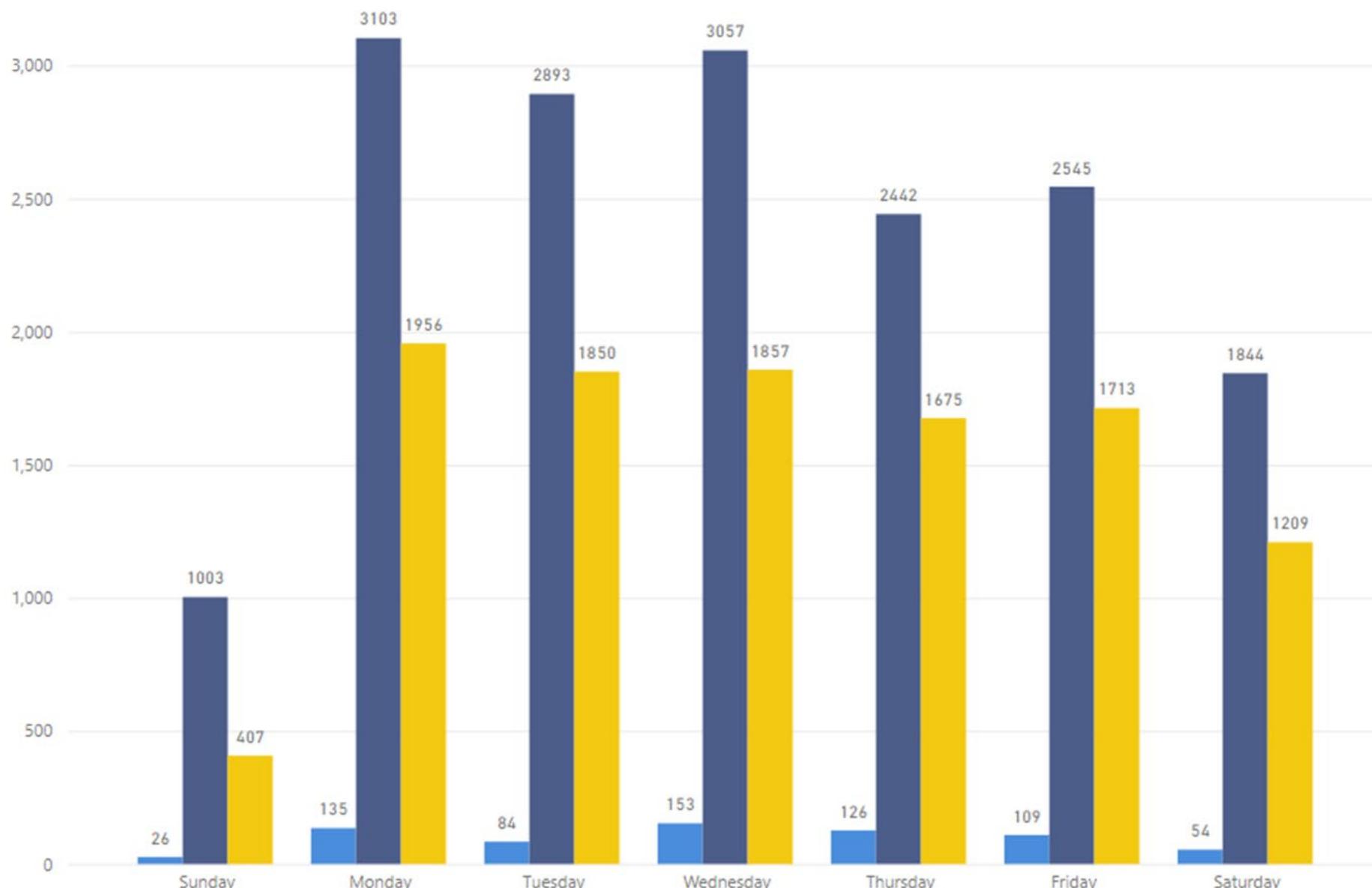
## Question Type by Location FY26

Question Kind ● Curbside Holds Pickup ● Directional ● Reference



## Question Type by Day of Week FY26

Question Kind ● Curbside Holds Pickup ● Directional ● Reference

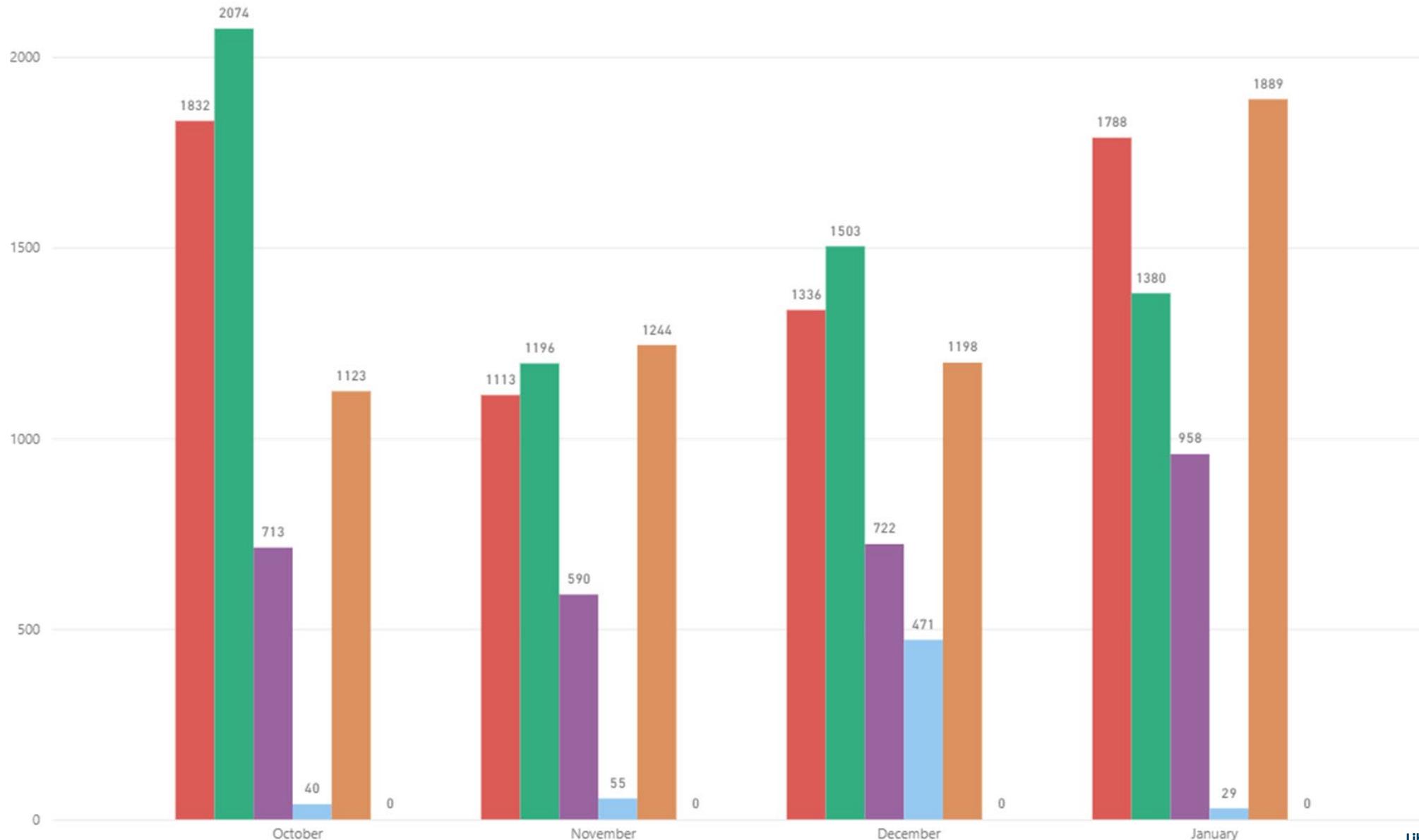


# Programs

## All Branches Program Attendees FY26

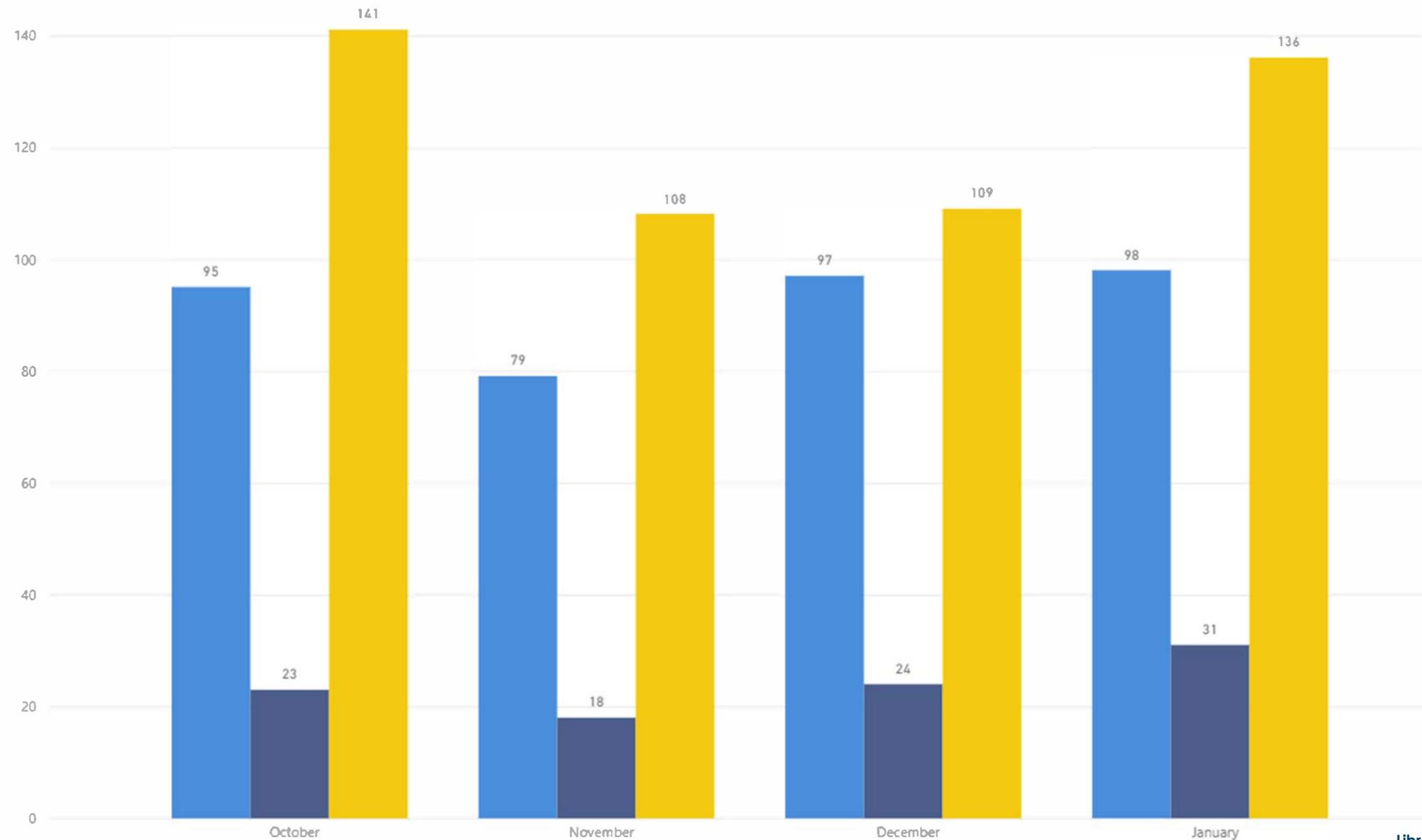


campus ● Bown ● C & U ● Collister ● Downtown ● Hillcrest ● System



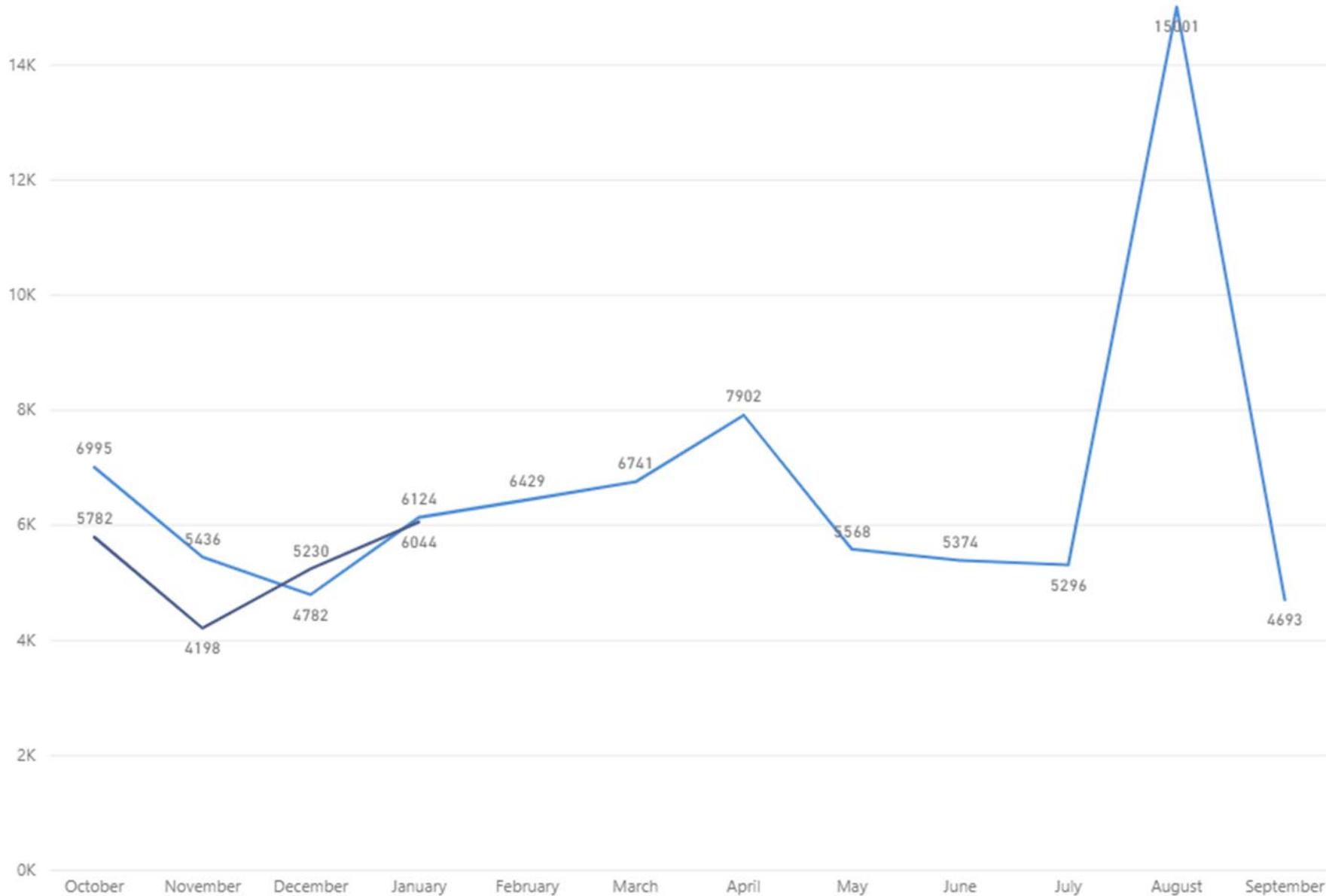
## Events by Audience FY26

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



## Program Attendance FY25-FY26

fiscal\_year 2025 2026



# Boise Public Library

Policy Review February 11, 2026

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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
  - Regulation 4.02b, Limits on Borrowing Services
- Policy 4.03, Fees
  - Regulation 4.03a, Fee Schedule

### *Staff Recommendations:*

Section 4.00, *Use of the Library*, subsections 4.01-4.03 of the Boise Public Library Policy Manual is presented to the Library Board for review. Recommended changes to Regulation 4.02b, Limits on Borrowing Services are included in the meeting packet for informational purposes only and do not require the Board's approval.

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

Document Type:	Policy
Number:	4.01
Effective:	03-01-2011
Revised:	03-01-2013
Last Reviewed:	02-12-2025

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### 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. 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 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 from any area to use materials while in the Library. Reference assistance and programs may be available to patrons 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: 02-12-2025

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### 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 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.

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: 06-11-2025

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## LIBRARY CARDS

The Library offers the following cards:

1. Borrower's Card

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

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

Borrower's Cards will be updated annually upon verification of continued eligibility. A Post Office box will not be accepted as proof of residency.

Unmarried minor children (under 18 years of age) residing in Boise shall be issued an individual card, without identification, so long as a parent or legal guardian provides the requisite identification and proof of current address within the city limits. Unless otherwise noted, staff shall follow this approach to issuing cards with borrowing privileges to minors.

2. Temporary Card

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

3. Internet-Only Card

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

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

**4. Corporate Card**

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

**5. Non-Resident Card**

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

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

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

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

Document Type: Regulation  
Number: 4.02b  
Effective: 03-01-2011  
Revised: 06-01-2022 02-11-2026  
Last Reviewed: 02-12-2025 02-11-2026

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### LIMITS ON BORROWING MATERIALS

A cardholder may have up to 999 items checked out at one time, with the following limits on specific item types:

A cardholder may have up to 10 20 items from any of the following categories checked out at one time:

- New Books
- Blu-rays/DVD

10 items from the following categories:

- Books on CD
- Books with Media
- eAudiobooks/eBooks
- Holiday CDs
- All other Music CDs
- AV Kits
- DVDs
- Blu-rays

A cardholder may have up to 5 items from any of the following category is checked out at one time:

- Video Games
- eAudiobooks
- eBooks

Document Type: Policy  
Number: 4.03  
Effective: 03-01-2011  
Revised: 06-11-2025  
02-11-2026  
Last Reviewed: 06-11-2025

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## FEES

The ~~Director or designee~~ Library shall charges fees to help fund the replacement of materials that are lost or damaged and offset costs for document delivery. The fee types are listed below and the current fee amounts are listed in Regulation 4.03a, Fee Schedule.

~~The Board has established the following fees:~~

1. Lost or Damaged Items ~~Fee~~

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

2. Library Card Replacement ~~Fee~~

The Library will assess a \$2.00 fee to replace a lost card.

3. Document Delivery Fee – Special Collections

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

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

4. Document Delivery Fee – Other Collections

~~Patrons~~ ~~Users~~ may request faxed copies from various other materials held at the ~~Main~~ ~~Downtown~~ Library related to reference and research purposes. ~~The Library will fax free of charge up to 15 pages of material. Any fax consisting of 16 pages or more shall carry a flat charge of \$5.00, payable in advance by credit card.~~

5. Holds Mail Delivery Fee

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

6. Returned Check Fee

The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Boise for the same purpose and payment may not be made by personal check. At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect fees or to ensure the return of materials. In the event that the Library has need to use the services of a collection agency, a non-refundable fee of \$10.00 shall be added to the account and shall be paid in addition to any other fees/charges for lost/damaged materials or other charges which have been made to a patron's account.

~~The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Boise for the same purpose and payment may not be made by personal check. At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect fees or to ensure the return of materials. In the event that the Library has need to use the services of a collection agency, a non-refundable fee of \$10.00 shall be added to the account and shall be paid in addition to any other fees/charges for lost/damaged materials or other charges which have been made to a patron's account.~~

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

Accounts with more than 10 items overdue or with lost materials will be prohibited from borrowing further physical materials until the overdue or lost items are returned or replacement charges have been paid. No physical materials will be loaned to **patrons users** owing \$10.00 or more in fees, nor to any **patron user** who has unresolved charges on an account referred to a collection agency.

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

Document Type: Regulation  
Number: 4.03a  
Effective: 02-11-2026  
Revised:  
Last Reviewed: 02-11-2026

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#### FEE SCHEDULE

Item Type	Fee Amount
<b>Library Card Replacement</b>	\$2.00
<b>Non-Resident Card</b>	\$75.00
<b>Non-Resident Senior Card (63+)</b>	\$20.00
<b>Non-Resident Student Card</b>	\$20.00
<b>Printing – Black and White</b>	\$0.10 per page
<b>Printing – Color</b>	\$0.25 per page
<b>Faxing</b>	\$1.00 for the first page, \$.50 for any additional pages
<b>Idaho Statesman Obituary/Death Notice</b>	\$5.25
<b>Article from the Idaho Clipping Files</b>	\$5.25
<b>Page from Phone Books and Boise City Directories</b>	\$1.25
<b>Faxed copies of Materials held Downtown</b>	Free for 1-15 pages \$5.00 for 16+ pages
<b>Holds Mail Delivery Fee</b>	\$2.00 per item
<b>Replacement Cost for Lost or Damaged Microfilm</b>	Cost charged by the lending library to BPL
<b>Lost Items</b>	BPL price of item
<b>Lost Disc for Book on CD or TV Series</b>	\$10.00
<b>Damaged Items</b>	BPL price of item
<b>Returned Check</b>	Amount charged by bank to BPL

# Library Site Selection Criteria

February 11, 2026

DRAFT for review by the Boise Public Library Board of Trustees

The following criteria and scoring matrix can help the Boise Public Library Board of Trustees and City of Boise identify potential sites for future Library locations. They have been developed as part of work in 2025 to create a Facilities Plan for the Library and they build on the Library's 2000 Master Facilities Plan.

## Access & Connectivity

### ***How easily and equally people can reach and use the library***

These criteria focus on who can access the library and how, aligning directly with the Library's *Expand Access* strategic priority.

#### *1. Demographic Reach & Service Impact*

- Population served today and projected growth through 2045
- Proximity to schools, youth, seniors, and underserved populations
- Ability to relieve demand at other BPL locations
- Alignment with equitable distribution of services across the city

#### *2. Access & Connectivity*

- Proximity to frequent transit routes (current and planned)
- Walkability and bicycle access
- Accessibility for users without access to a car
- Safe and intuitive auto access
- Parking availability and flexibility (on-site or shared)

## Site Capacity & Functionality

### ***Whether the site can physically support a modern, future-ready library***

These criteria evaluate whether the site or pre-existing building can deliver Library services efficiently and effectively.

#### *3. Site Capacity & Expandability*

- Ability to accommodate a 25,000–30,000 SF facility
- Capacity for outdoor program and gathering space
- Room for future expansion
- Efficient building footprint (preferably single-story)
- Parking and service area feasibility

#### *4. Site Conditions & Buildability*

- Topography and ability to provide unrestricted access for all users
- Soil conditions and geotechnical risk
- Floodplain or environmental constraints
- Solar orientation and operational efficiency implications

## Community Context & Experience

### ***How the library fits into and strengthens its surroundings***

This category captures the library's role as a civic place and neighborhood asset and alignment with long-term City goals.

#### *5. Visibility & Civic Presence*

- Prominence within the community
- Visibility from major streets or activity nodes
- Ability to create a recognizable civic identity
- Compatibility with adjacent public spaces (plazas, sidewalks, greenbelt)

#### *6. Community Fit & Neighborhood Compatibility*

- Compatibility with surrounding land uses
- Alignment with City of Boise plans, such as Blueprint Boise, Future Land Use Map, neighborhood plans, etc.
- Ability to support community gathering without conflict
- Reinforcement of neighborhood character and identity

#### *7. Partnership & Co-Location Potential*

- Co-location with housing, parks, arts, or other City services
- Potential for operational or programmatic partnerships
- Opportunities for joint-use or shared parking

## Feasibility, Risk & Long-Term Value

### ***How realistic, resilient, and cost-effective the site is over time***

These criteria focus on delivery risk, lifecycle value, and alignment with City climate goals.

#### *8. Legal, Zoning & Entitlement Risk*

- Zoning compliance or likelihood of rezone
- Easements, covenants, and title constraints
- Acquisition complexity
- Acquisition allowable within the requirements of Prop 1

#### *9. Climate, Sustainability & Resilience*

- Transit-oriented location that reduces vehicle trips
- Ability to support city Climate Action Goals
- Heat, smoke, and extreme weather resilience
- Adaptive reuse potential where appropriate

## Potential Non-Weighted Scoring Scale

Score	General Meaning
<b>5 – Excellent</b>	Fully meets or exceeds Facilities Plan goals; minimal constraints
<b>4 – Good</b>	Meets most goals with minor limitations
<b>3 – Adequate</b>	Meets basic needs but with notable tradeoffs
<b>2 – Poor</b>	Significant limitations; compromises library service
<b>1 – Unacceptable</b>	Fails to meet minimum requirements

Criteria	Score (1-5)
1. Access & Connectivity	
2. Demographic Reach & Service Impact	
3. Site Capacity & Expandability	
4. Site Conditions & Buildability	
5. Visibility & Civic Presence	
6. Community Fit & Neighborhood Compatibility	
7. Partnership & Co-Location Potential	
8. Legal, Zoning & Entitlement Risk	
9. Climate, Sustainability & Resilience	
<b>Total</b>	

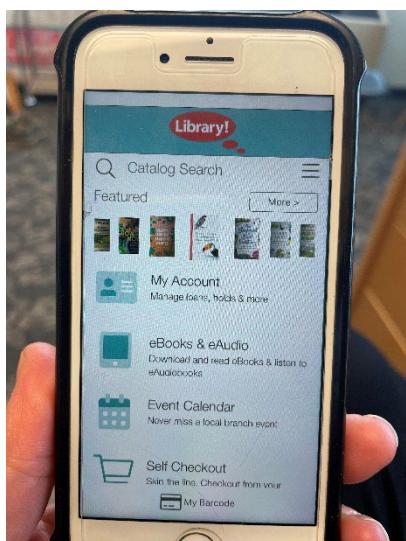
# Boise Public Library Board of Trustees Overview

February 2026

Boise Public Library is a department of the City of Boise governed by a Board of Trustees. The members of the Board are appointed by the Mayor and approved by the City Council. The Board is composed of five Boise residents representing a cross section of community interests. Each voting Board appointment is for five years with a maximum service limit of ten consecutive years by an individual. A Board President and Vice President are elected annually from and by the Board and serve one-year terms.

As a governing body established by State Code, the Board of Trustees sets policies for the operation of the public library and is responsible for hiring, supervision, and evaluation of the Library Director.

The regular monthly meeting of the Boise Public Library Board of Trustees is scheduled for the second Wednesday of each month at 11:30am. Library Board of Trustee meetings are also streamed and posted on the City of Boise's YouTube channel: [City of Boise Public Meetings - YouTube](#)



More information including agendas and minutes for previous meetings, bylaws, and bios of current trustees can be found on the Library's website: [Board of Trustees | Boise Public Library](#)

The Urban Libraries Council's Leadership Brief on [Leadership Roles for Library Trustees](#) provides an overview of the essential roles library trustees play in guiding, shaping, and supporting a library.

For more information or to learn how to apply to serve on the Board of Trustees, please contact:

Jessica Dorr  
Library Director  
[jdorr@cityofboise.org](mailto:jdorr@cityofboise.org)  
208 972 8198