



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda Wednesday, August 13, 2025, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:  
<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>

<b>BOARD OF TRUSTEES</b> Ron Pisaneschi, President Nicole Trammel Pantera, Vice President Evelyn Johnson Reshma Kamal Brian Klene	<b>MISSION</b> The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.
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MAIN LIBRARY  
715 S. Capitol Blvd., Boise, Idaho 83702  
P: 208-972-8200 | TTY: 800-377-3529

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

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

LIBRARY! AT  
COLLISTER  
P: 208-972-8320

LIBRARY! AT  
HILLCREST  
P: 208-972-8340

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

**BOISEPUBLICLIBRARY.ORG**

# AGENDA

## Boise Public Library Board of Trustees Regular Meeting Agenda

**Wednesday, August 13, 2025, 11:30 a.m.** • Main Library, Marion Bingham Room,  
715 S. Capitol Blvd., Boise, ID 83702

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

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

**1. Call to Order and Introductions**

**2. Communications**

None

**3. Minutes-Action Item**

- a. July 9, 2025, Regular Meeting
- b. August 1, 2025, Special 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, 2025

Gift Fund activity for June 2025

**5. Reports**

- a. Friends of the Boise Public Library
- b. Boise Public Library Foundation
- c. Library Director including administration and management

**6. Requests for Reconsideration**

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

None

**7. Educational Item**

None

**8. Old Business**

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

**Section 8.00, Displays and Exhibits**

Library Public Services Manager Sarah Kelley-Chase will review section 8.00, Displays and Exhibits of the Boise Public Library Policy Manual with the Trustees. This is a discussion item only as staff recommends no changes to this section of the policy manual.

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

**b. Master Facilities Plan Update**

Staff and representatives from Group 4 Consultants will review the Master Library Facilities Plan with Trustees.

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

Trustee review for vouchers by Klene.

**10. Selection of Meeting Date**

Next regular/annual meeting on Wednesday, September 10, 2025.

**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

### August 2025

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#### Operations

##### *Hours and Services Status*

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

##### *City of Boise FY26 Budget Build*

On Tuesday, July 15<sup>th</sup> the Boise City Council held a public hearing for the FY26 budget. You can watch the hearing here: [Boise City Council - Evening Session](#)

Following the hearing, the council voted to move the budget to the reading calendar as presented by staff. The FY26 budget is on track to be approved on August 26<sup>th</sup> and to begin on October 1<sup>st</sup>.

##### *Lynx Library Consortium*

On July 27<sup>th</sup>, the Lynx Library Consortium released a Request for Proposal (RFP) for a new Integrated Library System (ILS). The current ILS contract is managed by the City of Boise, and the new contract will be the first that is managed by the consortium. The bidding and vendor selection process will occur between August and October of this year. Should a new ILS be selected, implementation is anticipated in the first half of 2026.

Details about the RFP can be found here: <https://lynx.lili.org/purchasing/>

#### Administration and Management Reports:

##### Programming

- Ultimate Book Nerd's [UBN](#) completion form is now open and we already have over 20 Book Nerds!
- Year two of Tales & Trails wrapped up in July. Participants met at a different trail each week, shared a story, and explored nature. It provides a safe, accessible opportunity for families to beat the heat, make friends, and try out new parks and trails. Comment from a family: "Thank you for doing this! The boys learn so much just by being out here, and we would have never visited these places without this program!"
- Staff from the Downtown Library and the Library! at Hillcrest planned a [Day of Play](#) at Franklin Park for families to enjoy the outdoors while connecting with their neighbors. Staff shared library resources and provided outdoor games and crafts.
- The Library! at Bown Crossing hosted Dinosaur Steam Fun for elementary-age kids, participants learned about fossils and did science-based dinosaur activities.
- The Library! at Hillcrest hosted a live educational Monarch Butterfly exhibit which culminated in the release of three adult butterflies.

##### Staff Development

- The Community Resource Coordinator (CRC), Haley, launched the Community Resiliency Model (CRM) Training which provides ways for staff to be grounded during difficult moments and to

incorporate daily skills to help prevent burnout. She will be visiting each location to provide the training over the next couple of months.

- Youth Services staff attended "Info2Go! Stress Management: Living Life Essentially," highlighting practical strategies for managing stress.

## Community Partners

- At the annual Bown Block Party, the Library! at Bown Crossing provided personalized book covers for participating business to put in their window for a community scavenger hunt; and hosted family friendly lawn games.
- Haley, the Library's CRC, rolled out a new resource for staff and the public: handouts on sensitive topics including caregiving for aging parents, grief, depression, medical health, and parenting. The handouts, with content created by library staff and design created by the City's Office of Community Engagement, are now available at all five library locations and the Library's [website](#). There is a saved search for each topic in the catalog that both staff and library users can access by clicking on the 'Further Reading' button on the website or scanning the QR code on the handout.
- A librarian from the Library! at Cole & Ustick attended a low vision support group and shared useful resources such as Libby, The Talking Books service, and programs the Library offers. At least two of the group members have been in to the Cole and Ustick branch to get/renew library cards since!
- Preschoolers from Born to Succeed visited the Library! at Cole & Ustick as part of their camping and outdoors study. They read nature books and did a bumblebee craft.
- Youth Services staff partnered with Parks & Rec to offer library visits for their [adaptive](#) teen camps. Campers did crafts and learned about how the Library has resources to help them with their special interests.
- A library intern and a Youth Services librarian attended the City of Boise's [Movie Under the Stars](#) event at Julia Davis Park and shared books and library resources at this well-attended event.
- A Youth Services librarian visited the BSU Children's Center [Baby and Me](#) group, where she spoke about early literacy for infants and led a storytime session with music and books.
- The Egyptian Theater reached out to Youth Services to offer free tickets to anime movies to the teens in the anime club. Several of the teens were able to attend both screenings for free and some competed in a cosplay contest.

## Communications

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

- Sent July 3, 2025, 13,987 successful deliveries
- Content included articles on: Writer-in-Residence call for applications, BCAF, the new Senior Social at the Library! at Cole and Ustick, the first of the "BPL Making a Difference" series featuring a Library user at a senior center and the Library's Home-based Services librarian, Memory Café, an emergency preparedness presentation, speed friending, our program calendar, and Mango for languages.
- 58.9% read the newsletter (8,239 read out of 13,987 sent) / Click Rate 4.43% (365)

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

- Sent July 22, 1,181 successful deliveries
- Open/Read Rate: 68.16% (805) / Click Rate 6.86% (81)

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

## 5 | Analyze Your Results

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

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

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

### Other Marketing Activities

- Social
  - Some of our social metrics dipped in July, primarily due to fewer social posts, but we have increased the number of followers on Instagram to 7,186, up from 6,896 just a few months ago, and our engagement rates for both Facebook and Instagram continue to go up.
    - Facebook
      - 57% decrease in page impressions (5,974)
      - 50% decrease in page engagements (189)
      - 86.3% increase in post engagement rate (3.86%)
    - Instagram
      - 37% decrease in post engagement (442 engagements)
      - 15.5% increase in post engagement rate (6.65%)
      - 5% increase in followers (7,151)
- Public Service Advertising
  - Free billboard advertising for the Summer Reading Program continued with Lamar advertising
- Other
  - Updated the Library’s Community Resources Page with mental health resources for grief, depression, parenting, caregiving, and medical health
  - Began developing signage for the Downtown Library lobby and floors for the construction period
  - Updated and distributed 100 “Welcome to the Library” brochures for National Night Out events
  - Finalized a new set of Library vinyl and non-vinyl stickers
  - Various collateral and website updates

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

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

## PROJECT STATUS:

Period Covered:	July 2025
Project Summary	<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>Cole &amp; Ustick Library</u> new book auto sorter and tenant improvements.</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>
DOWNTOWN LIBRARY IMPROVEMENTS UPDATE	<p><b><u>1<sup>st</sup> Floor Renovations and Deferred Maintenance:</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes 1<sup>st</sup> story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas.</li> <li>✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical, plumbing, and fire alarm.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• First floor GMP to go to council 8.12.25</li> <li>• Construction start is estimated to begin September 2025 dependent on lead times / submittal / bid results and budget review. Pre-</li> <li>• Construction logistics are ongoing with PW / Library leadership team.</li> <li>• Furniture Planning is ongoing.</li> <li>• Exterior Facade and Window improvements scope of work will go out to bid in the spring FY26.</li> </ul> <p><b><u>Major Parking Lot Replacement</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).</li> <li>✓ South end of parking lot to be completed late Summer 2025 per status update below.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Schematic design is complete, and pricing received from CM Co for FY27 budget request preparation.</li> <li>• The South end of parking lot will be 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</li> </ul>

	<p>lines into existing line feeding the library. Construction is currently underway.</p> <ul style="list-style-type: none"> <li>• Engagement with Arts and History and Community Engagement has begun to support existing and future art opportunities and wayfinding signage</li> </ul> <p><b><u>Brick repairs/ Window Replacements</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Repair exterior cracks in mortar &amp; window replacement for 2<sup>nd</sup> – 4<sup>th</sup> floors.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Out to bid in August.</li> <li>• Work is tentatively planned to begin Fall 2025, pending budget is aligned with bidding climate.</li> </ul> <p><b><u>Elevator Upgrades – 4 story</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Upgrade elevator in 4 story with an MRL traction system. This will remove the hydraulic mechanics and replace car completely to have a better overall performance and eliminate the risk of down time due to unexpected underground leaks. There is anticipated energy savings with this type of installation.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Elevator report was completed in 2022 with recommendations for elevator improvements over the next 4-7 years.</li> <li>• Design has begun. Permit submission slated for mid summer 2025 with bidding to start Fall 2025 to accommodate the lead times for elevators and align construction with 1<sup>st</sup> floor closure.</li> </ul>
<p><b>COLE &amp; USTICK AUTOSORTER UPDATE</b></p>	<p><b>Scope:</b> Installation of new book auto sorter and tenant improvements to accommodate new auto sorter and staff model update and associated furniture needs.</p> <p>Status:</p> <ul style="list-style-type: none"> <li>• AutoSorter delivery and installation is scheduled for September 2025.</li> <li>• Tenant improvements on track to begin August 2025</li> </ul>
<p><b>LIBRARY FACILITIES PLANNING UPDATE</b></p>	<p><b>Scope:</b> Assess space utilization, develop and implement a community engagement process to ensure alignment with strategic planning goals and the community, develop recommendations/ alternatives to close the gap with cost estimates, develop various models for new facilities including recommended approach and locations, sizes, and types which includes options for phasing and preparing a 20-year implementation schedule.</p> <p>Status:</p> <ul style="list-style-type: none"> <li>• Draft of facility plan has been received and under review by Library and Public Works. Update to Board in August.</li> </ul>



Overall Project Health	<p>Summary:</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>Cole &amp; Ustick Library:</b> On budget, schedule of delivery has aligned better with construction which is anticipated in fall of 2025.</p> <p><b>Library Master Facilities Planning:</b> On budget &amp; schedule</p>
Highlights	<p><b>Downtown Library:</b> Estimated construction start for early fall. GMP will be approved at City Council on Aug. 12, 2025. Plans have been shared with City Council, Library Board of Trustees, and public.</p> <p><b>Cole &amp; Ustick Library:</b> Permit under review. GMP finalization expected early July. Construction starting in early August with delivery of auto sorter scheduled for install in the fall of 2025.</p> <p><b>Library Master Facilities Planning:</b> Meetings to present draft to steering committee and Board are scheduled and initial comments reviewed and returned to consultant.</p>

#### **PROJECT COMPONENTS:**

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

**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>

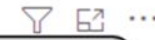


# BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | August 2025

# Active Cardholders

## Active Card Holders



39454



Boise Downtown  
Library

12154



Boise Cole and Ustick  
Branch

8430



Boise Bown Crossing  
Branch

4341



Boise Hillcrest Branch

4330



Boise Collister Branch

68,709

Active Cardholders

Cardholders by Month FY25

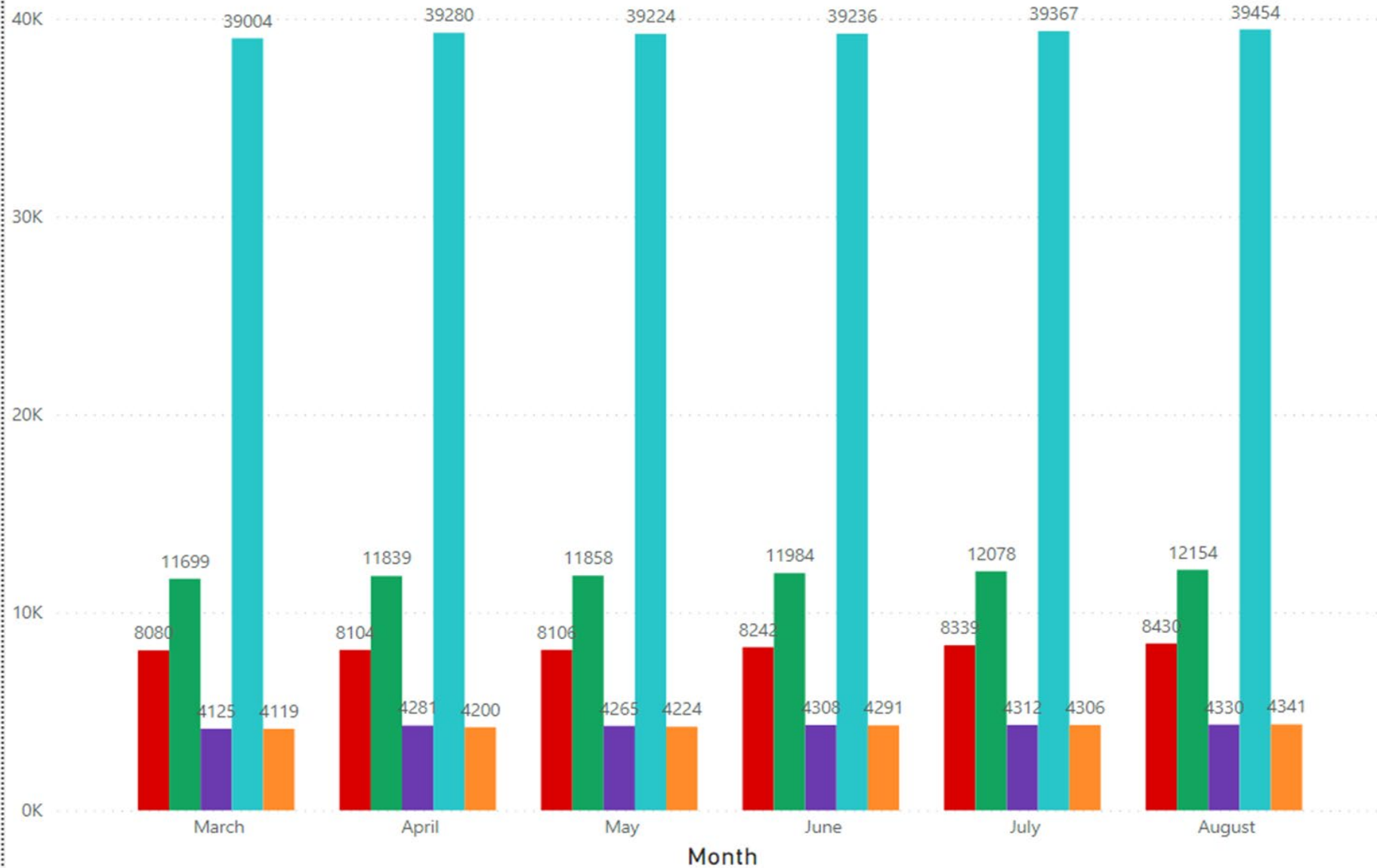




## Active Cardholders by Month and Branch



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



# In-Person Visits



436,764

YTD through Last Month

64,030

Prior Month

64,070

Prior Month Prior Year

0%

Month Percent Change

628,059

YTD Fiscal

599,822

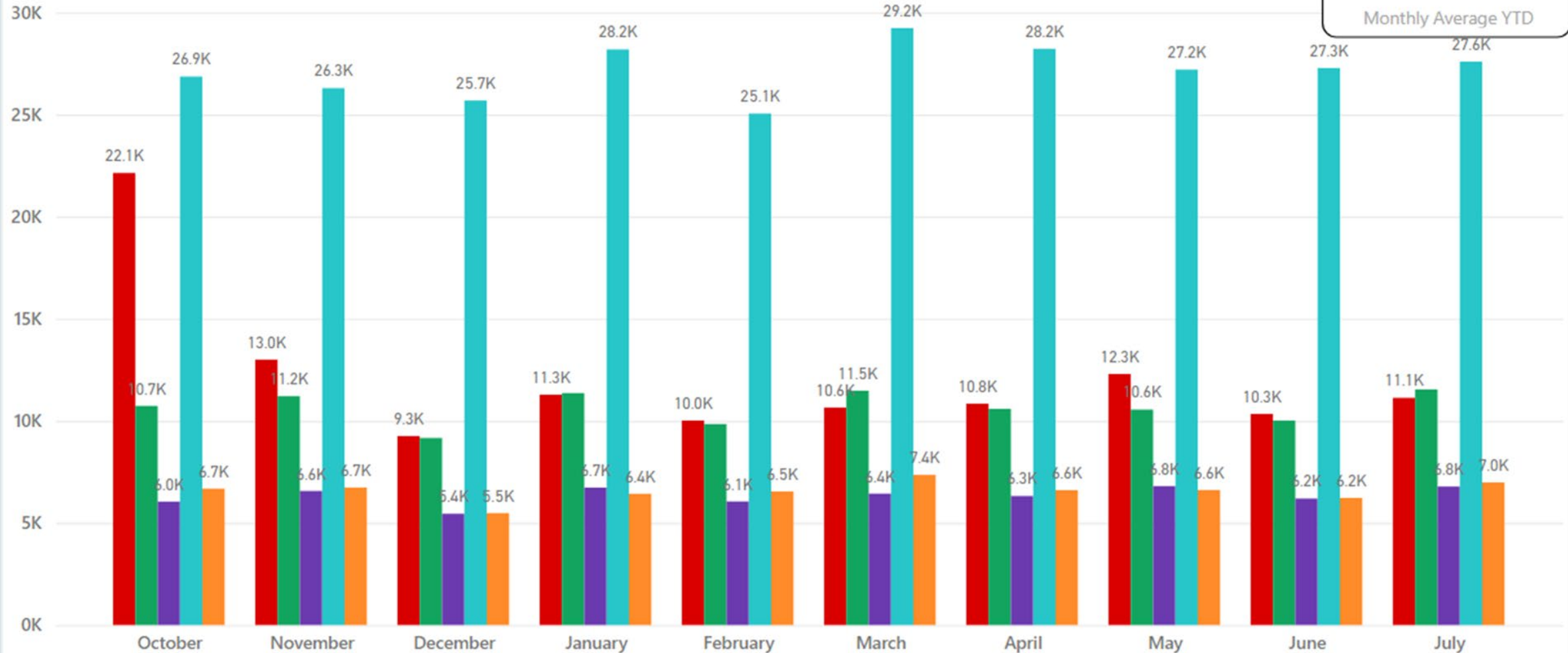
LastYTD Fiscal

+5%

YTD Percent Change

## In-Person Visits Fiscal Year25

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



62,395

Monthly Average YTD

64,030

Prior Month

64,070

Prior Month Prior Year

0%

Month Percent Change

628,059

YTD Fiscal

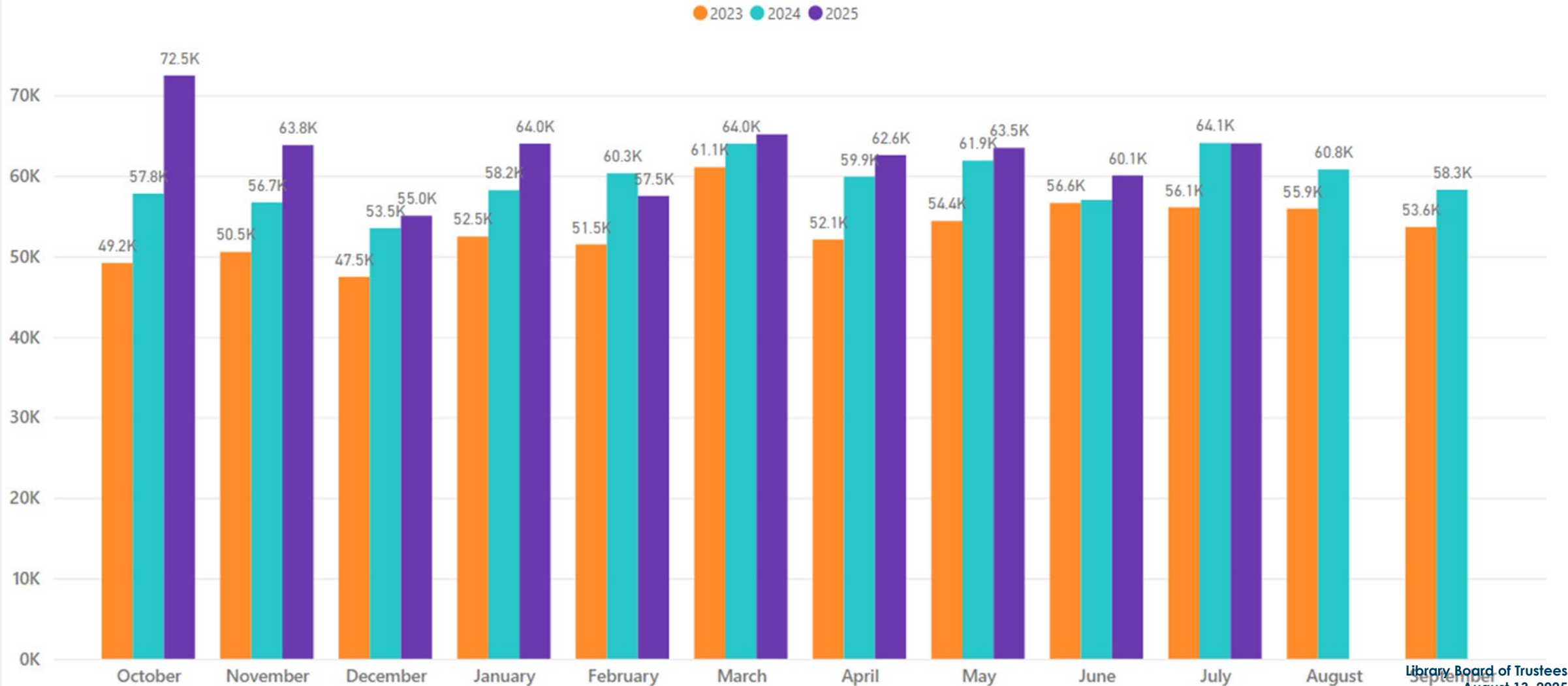
599,822

LastYTD Fiscal

+5%

YTD Percent Change

### Total In-Person Visits by Year



# Physical Circulation

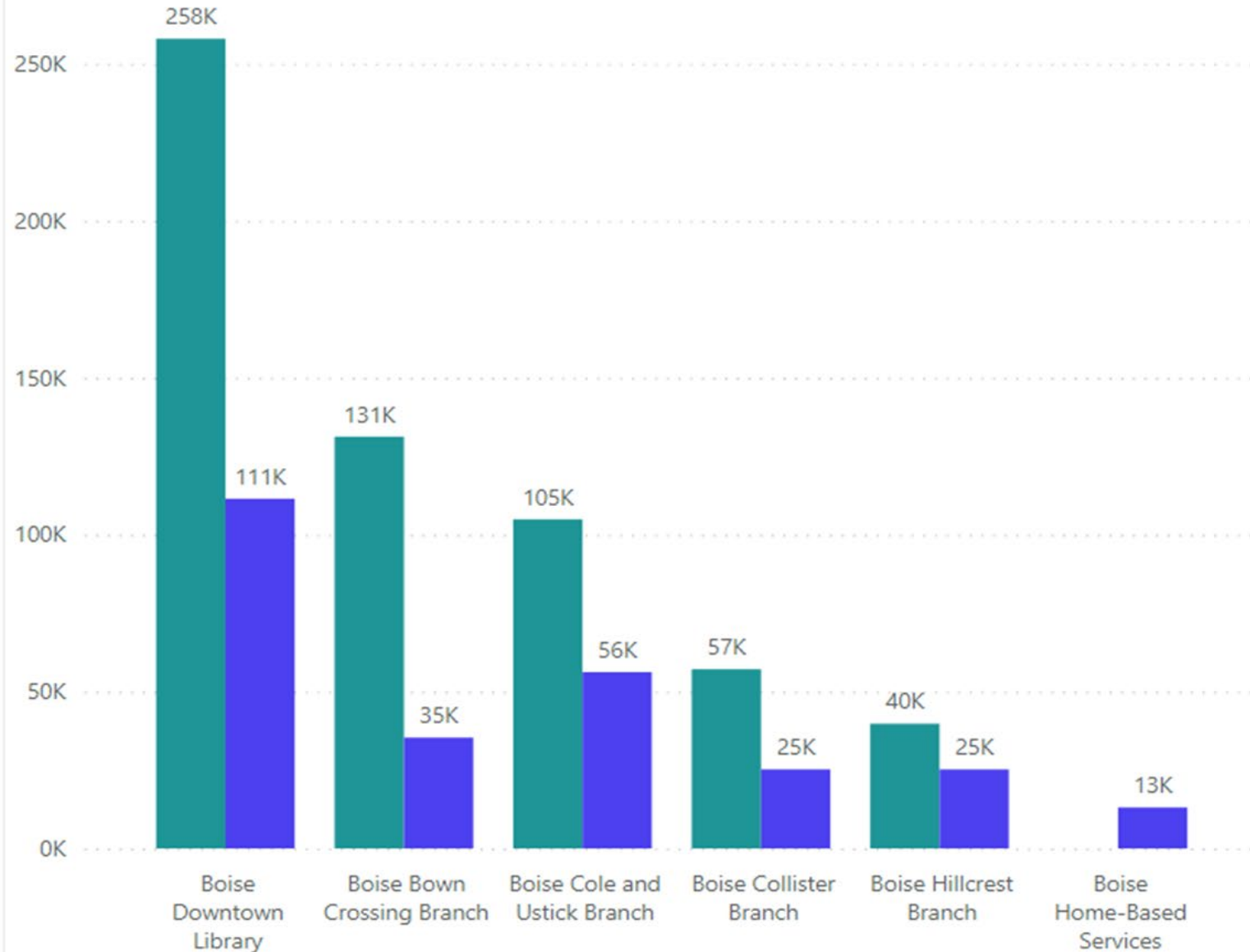
## Physical Circ by Location FYTD25



### Checkout

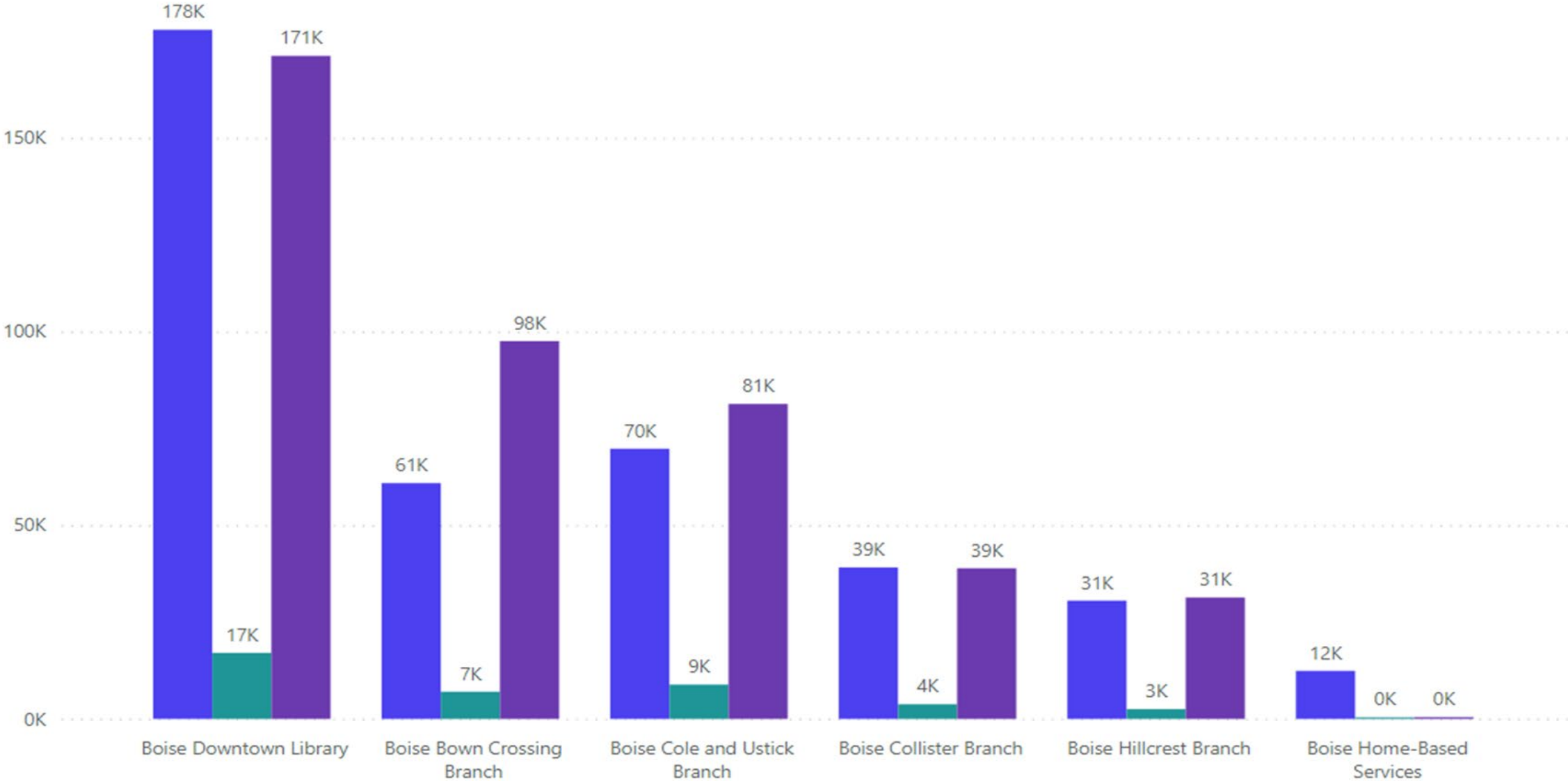
Self Checkout

Staff-Assisted Checkout and Renewal

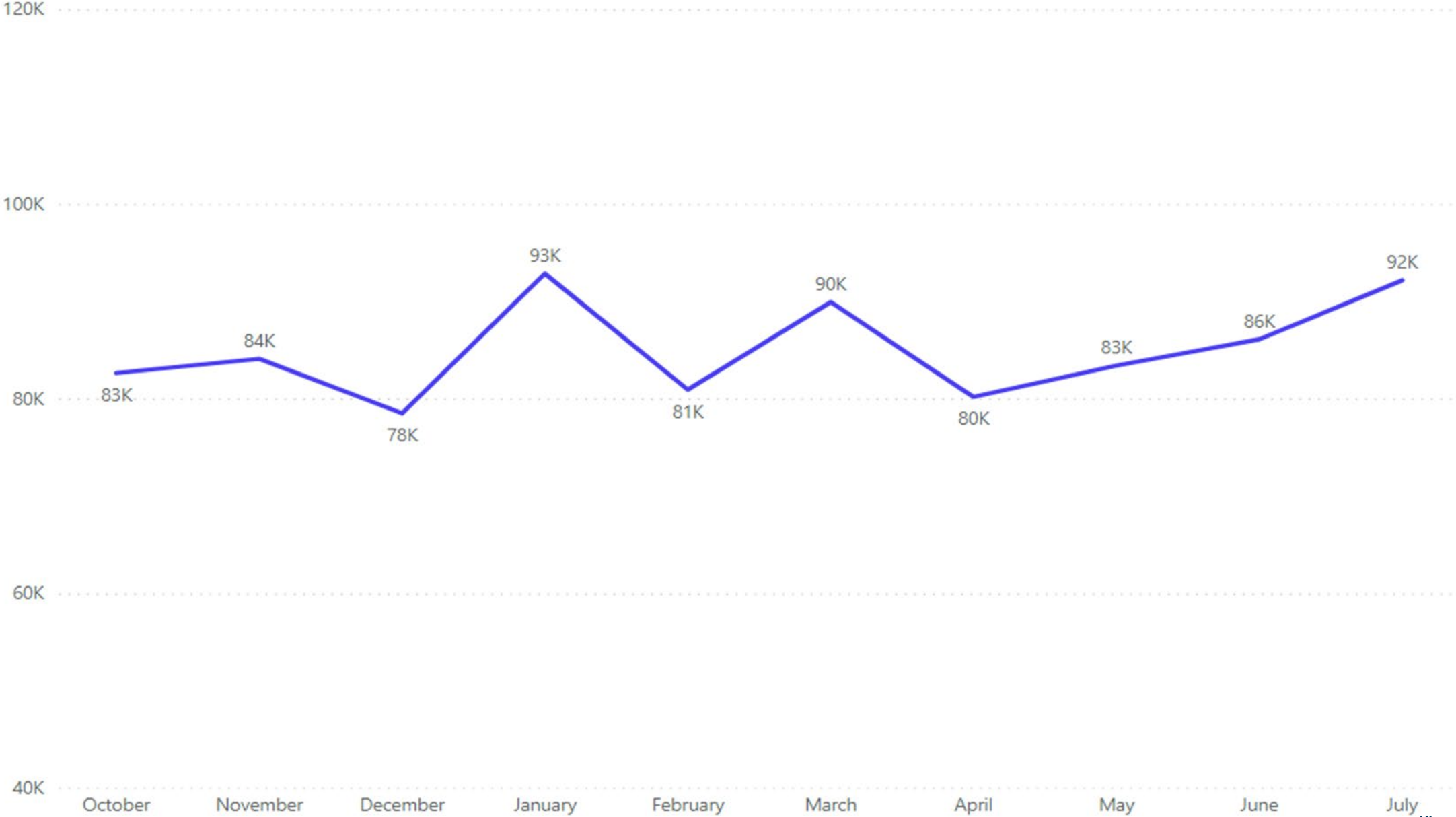


# Physical Circulation by Audience FYTD '25

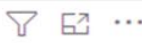
Audience ● Adult ● Teen ● Youth



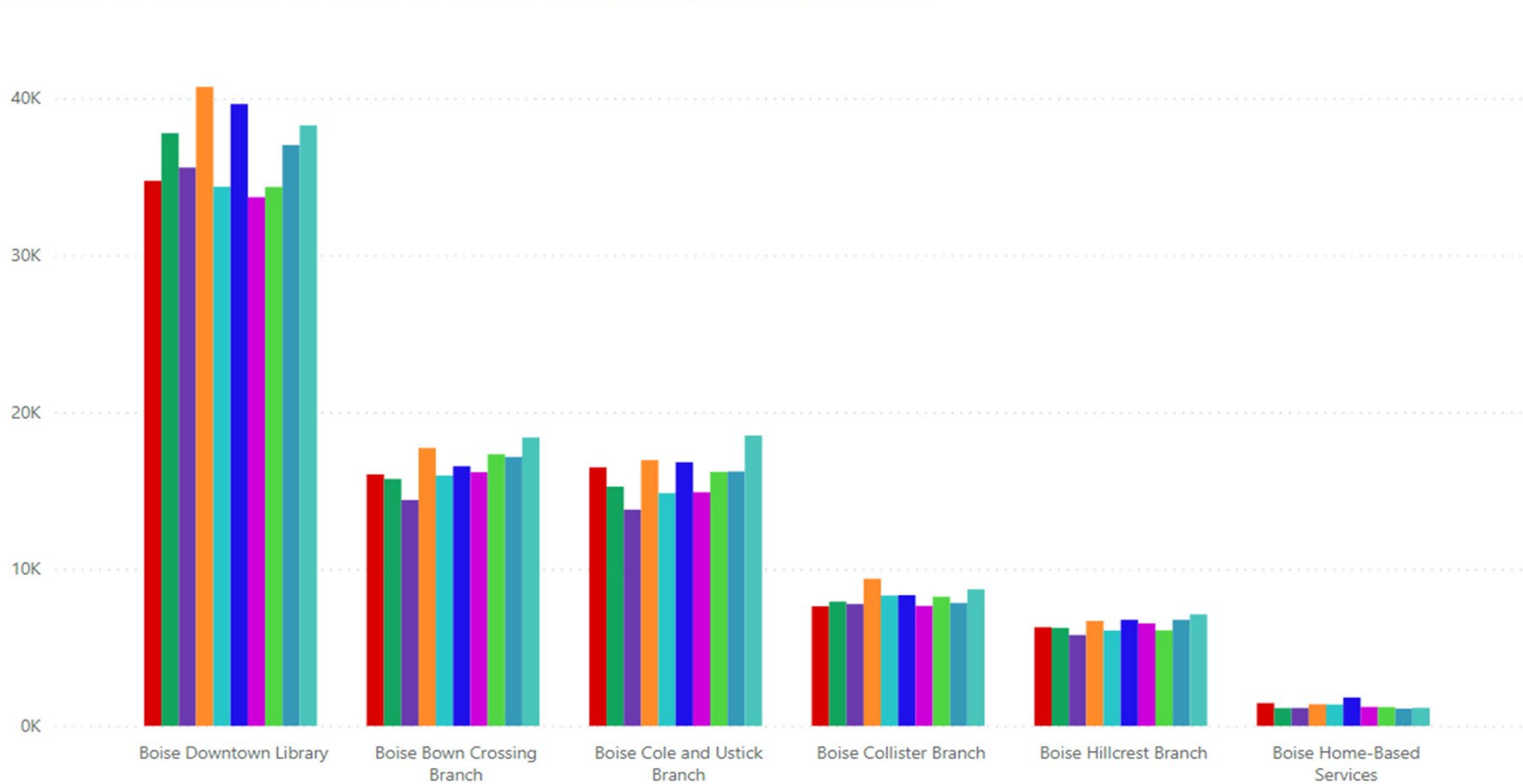
Physical Circulation - Fiscal Year '25



Physical Circulation for Fiscal Year '25



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



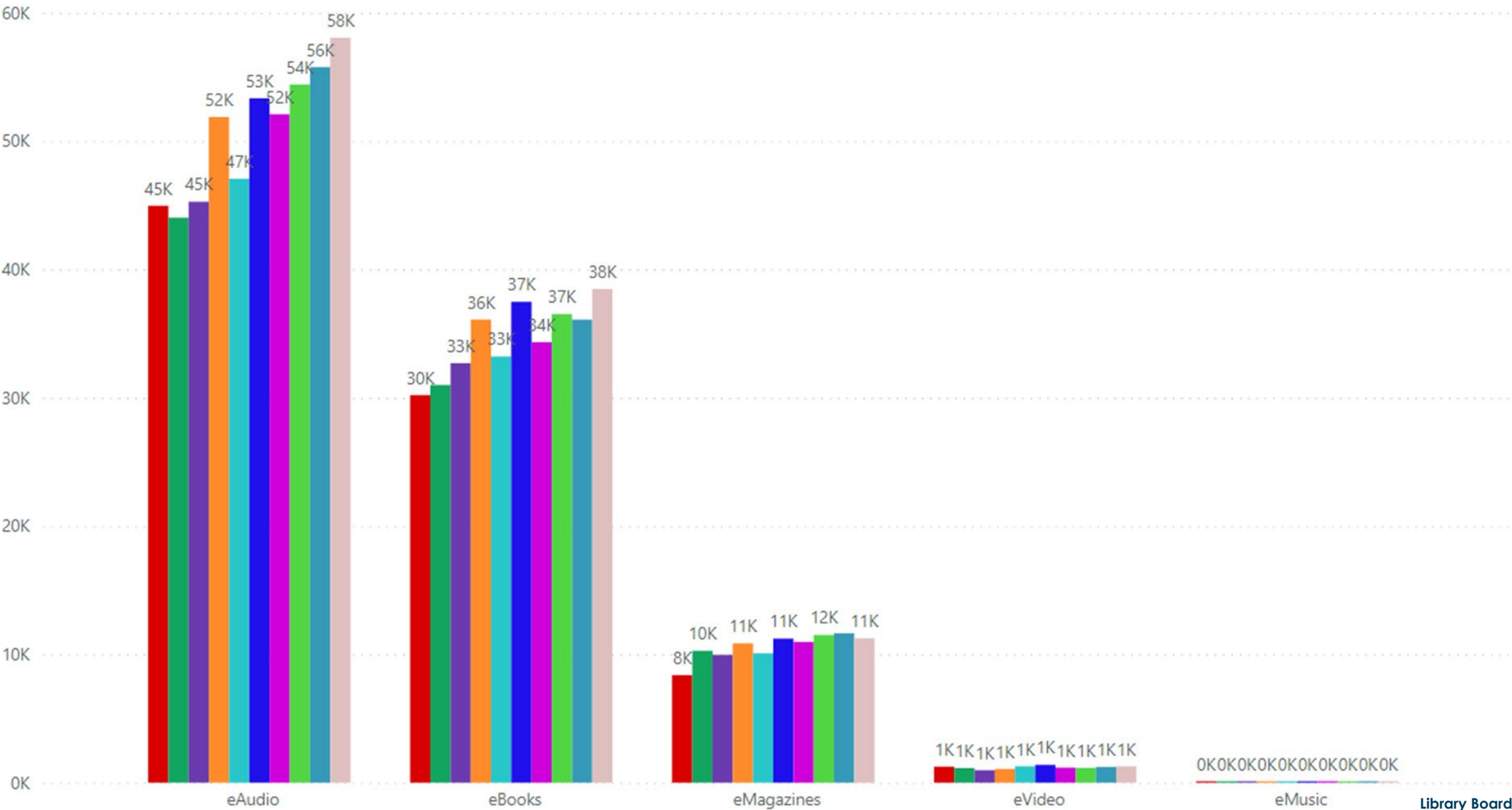
# Digital Circulation



Digital Circulation by Format FY '25

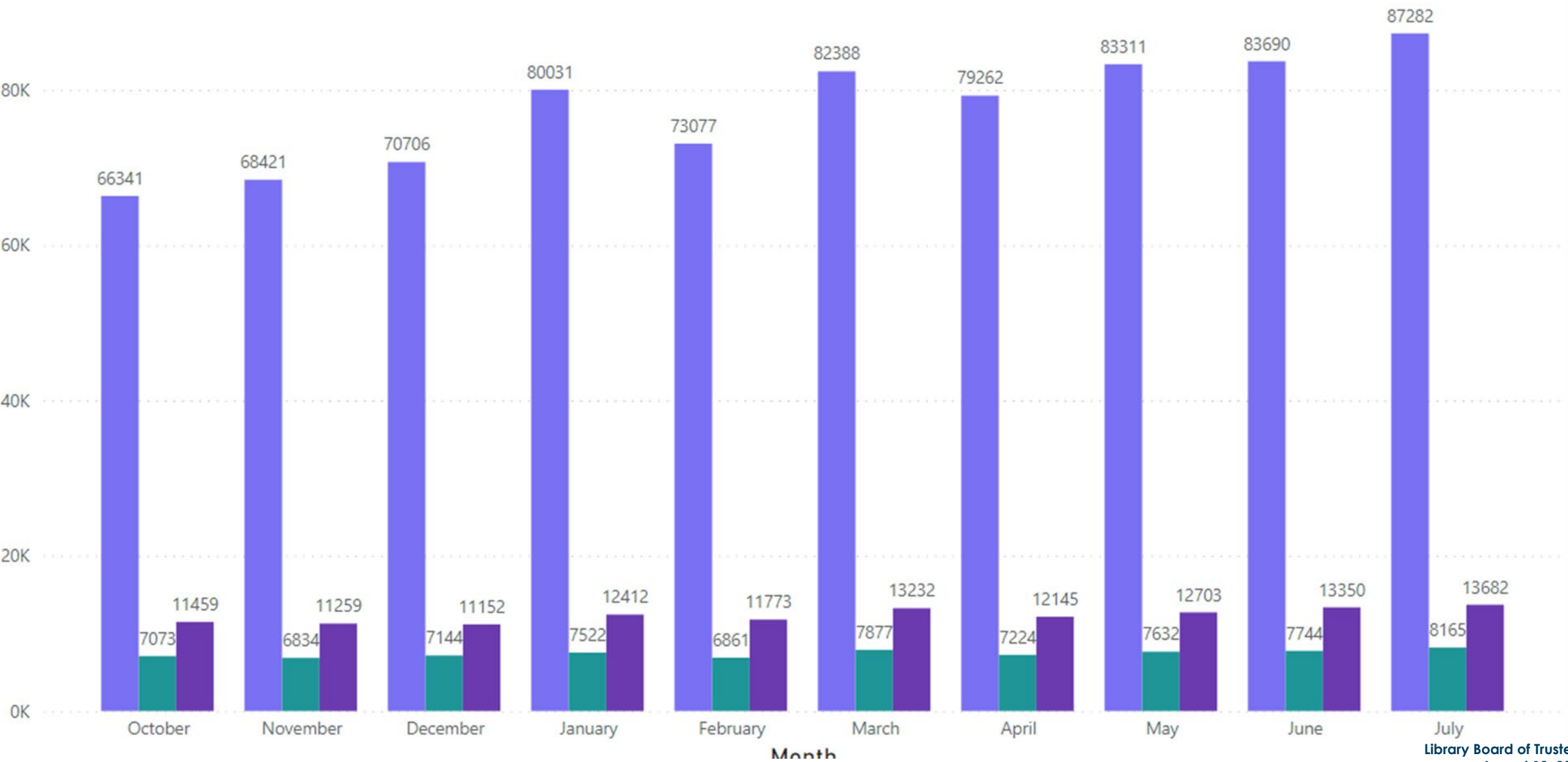


Month ● October ● November ● December ● January ● February ● March ● April ● May ● June ● July

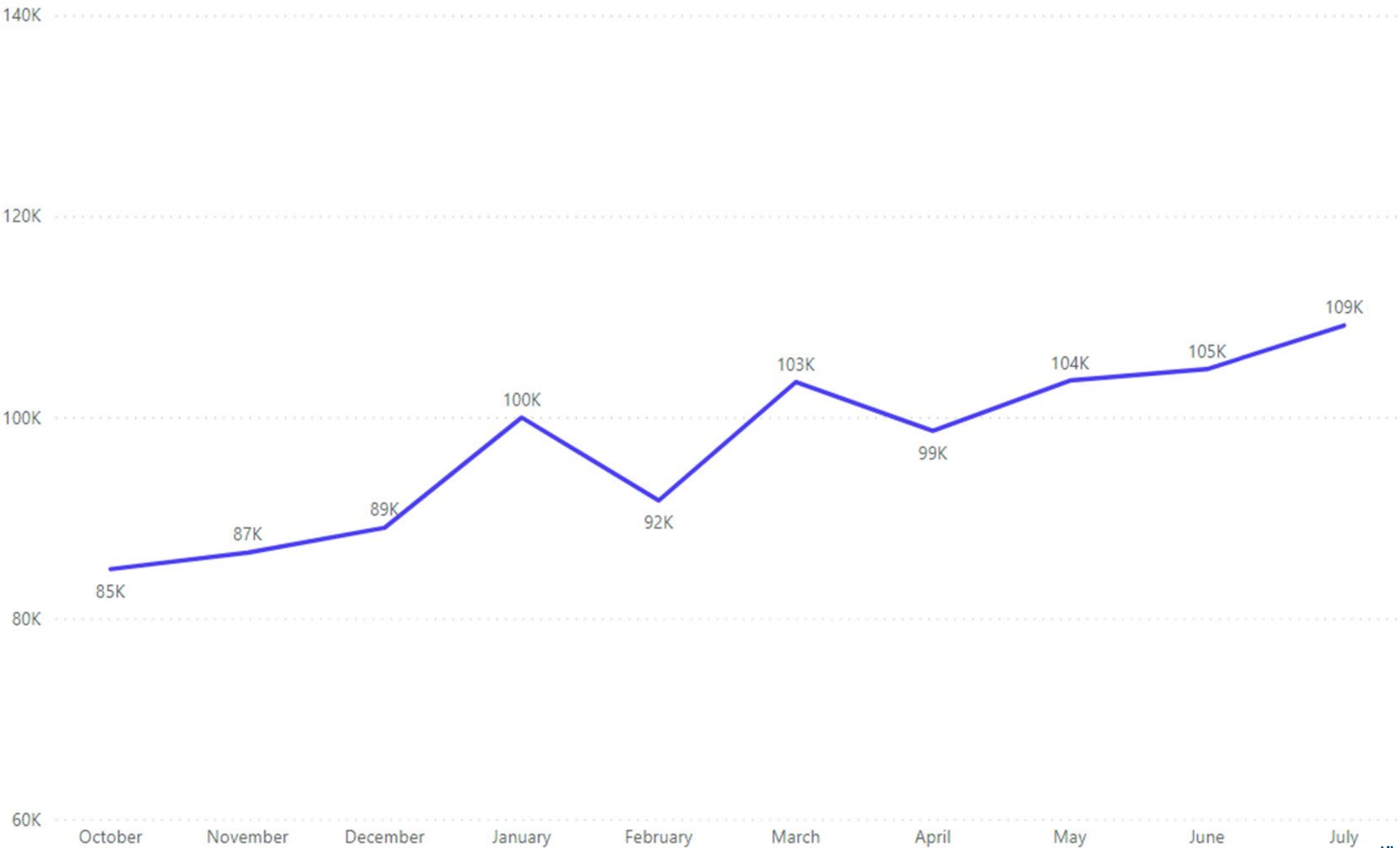


# Digital Audiences by Month - FY25

Audience ● Adult ● Teen ● Youth



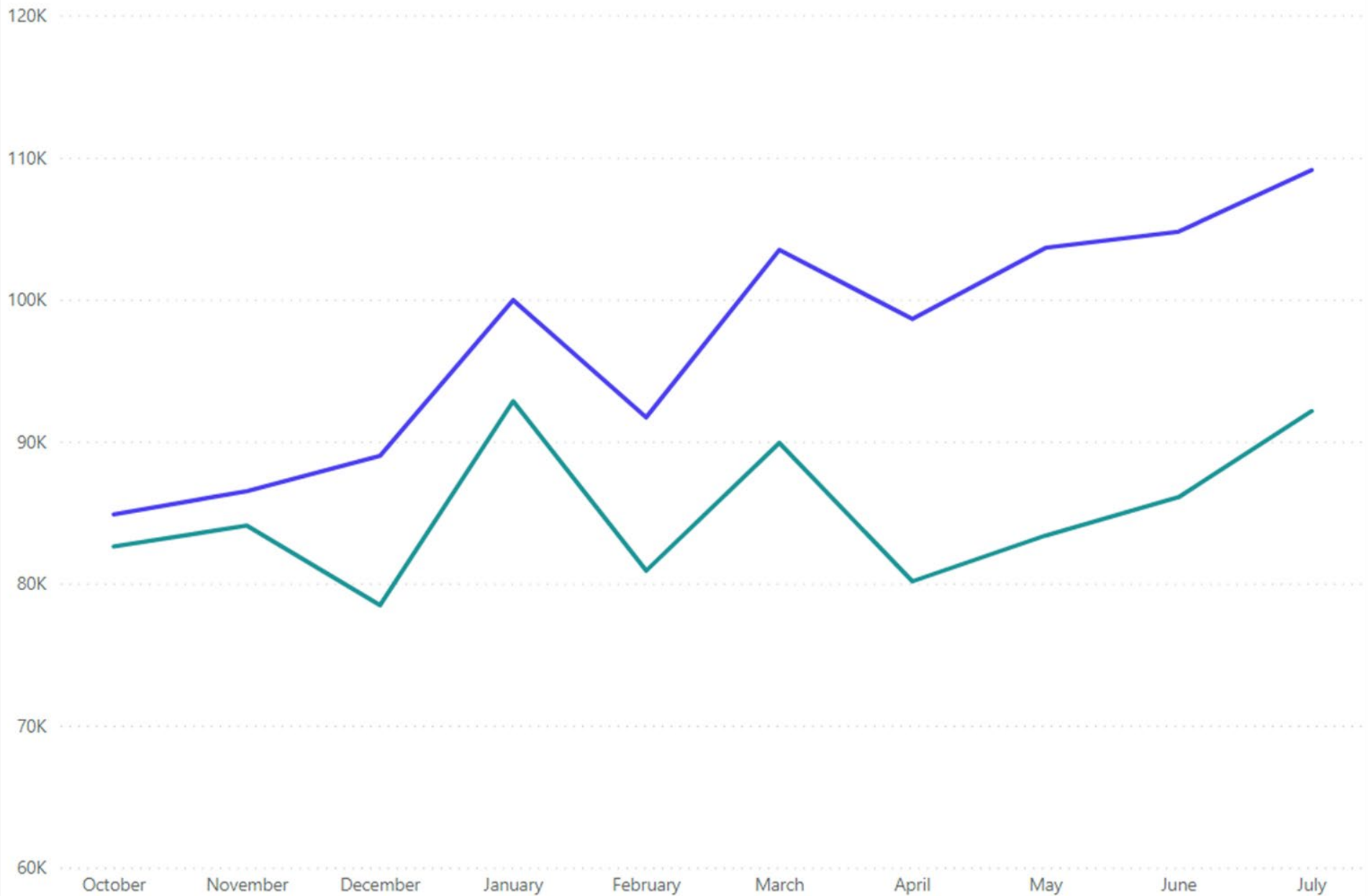
🔍 📄 ...  
Digital Circulation by Month - FY25



# Physical and Digital Circulation FY25

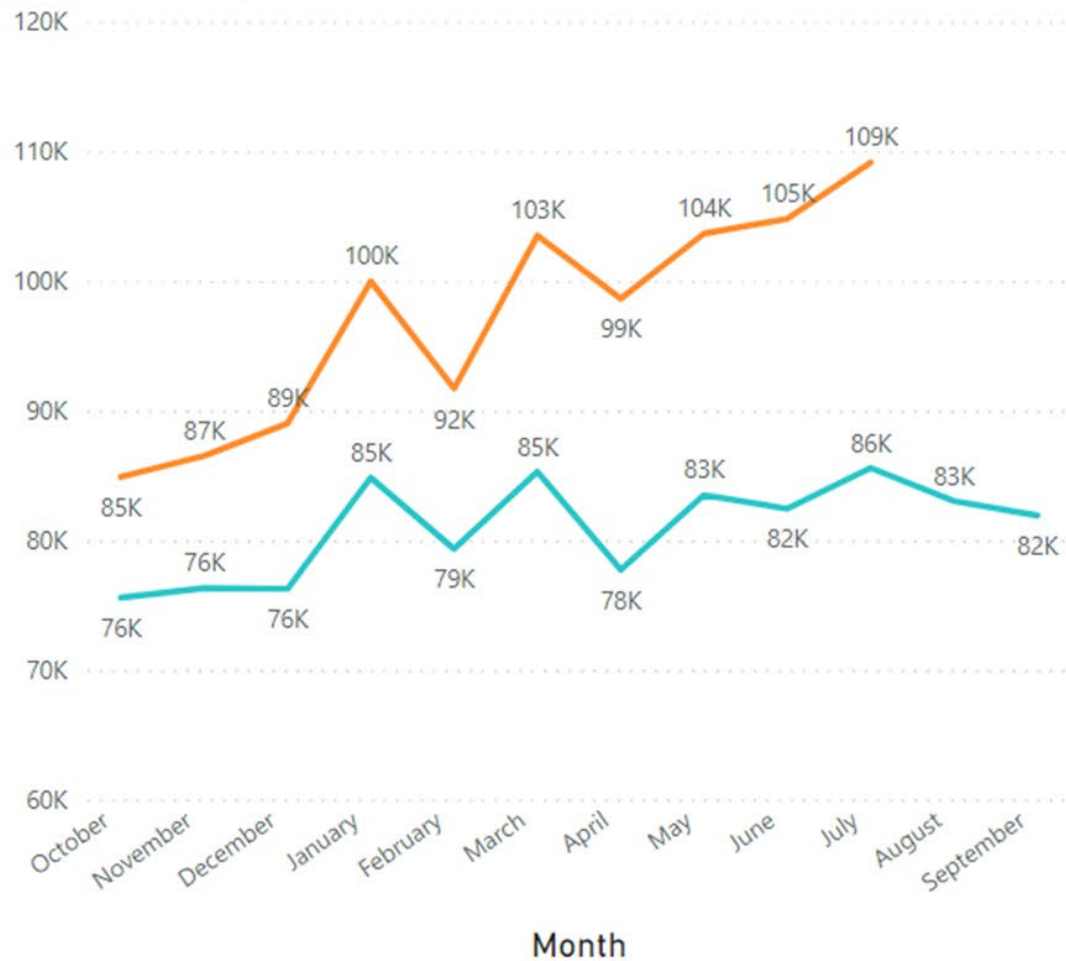


● Digital ● Physical



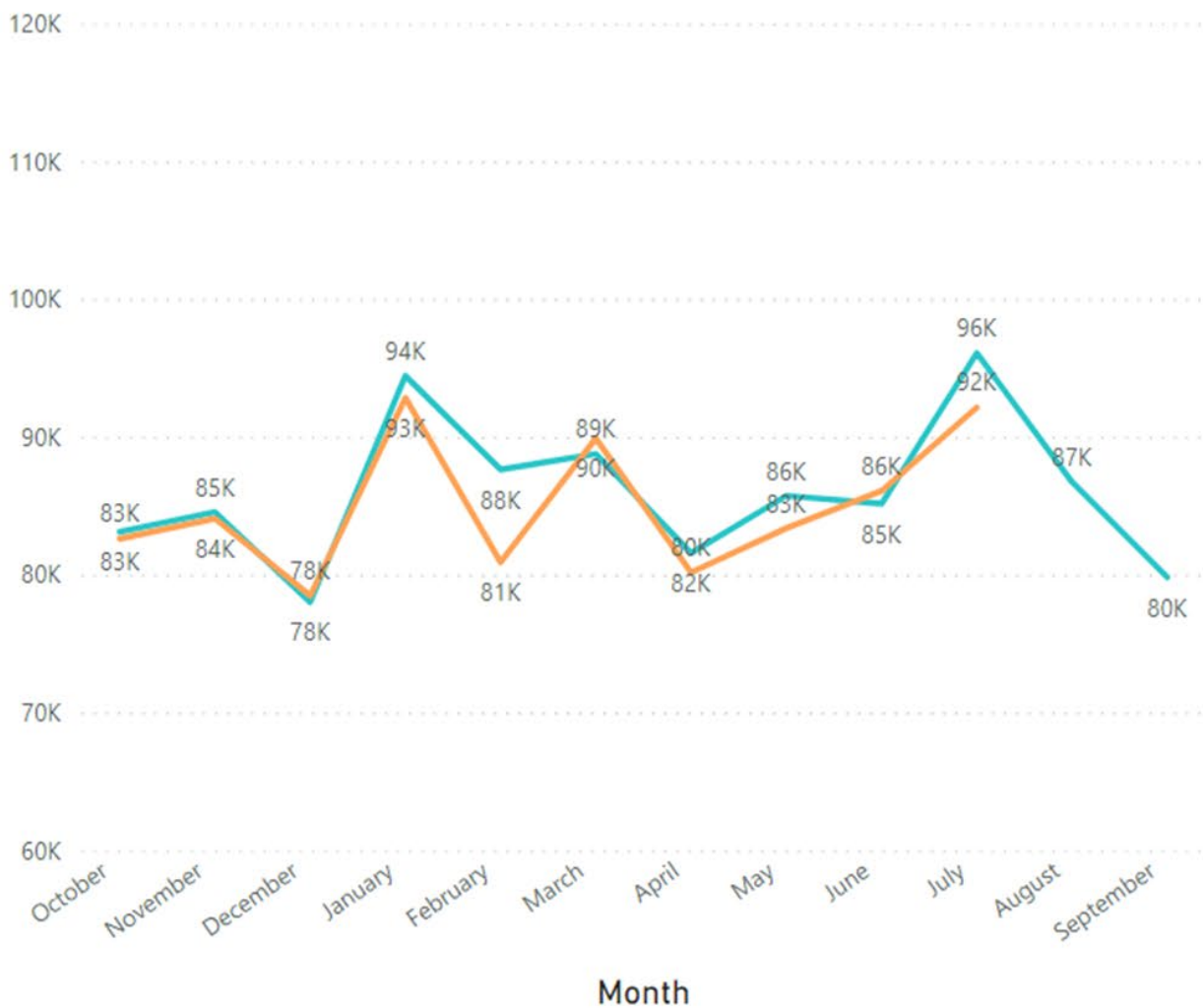
## Digital Circulation Historic

FiscalYear ● 2024 ● 2025



## Physical Circulation Historic

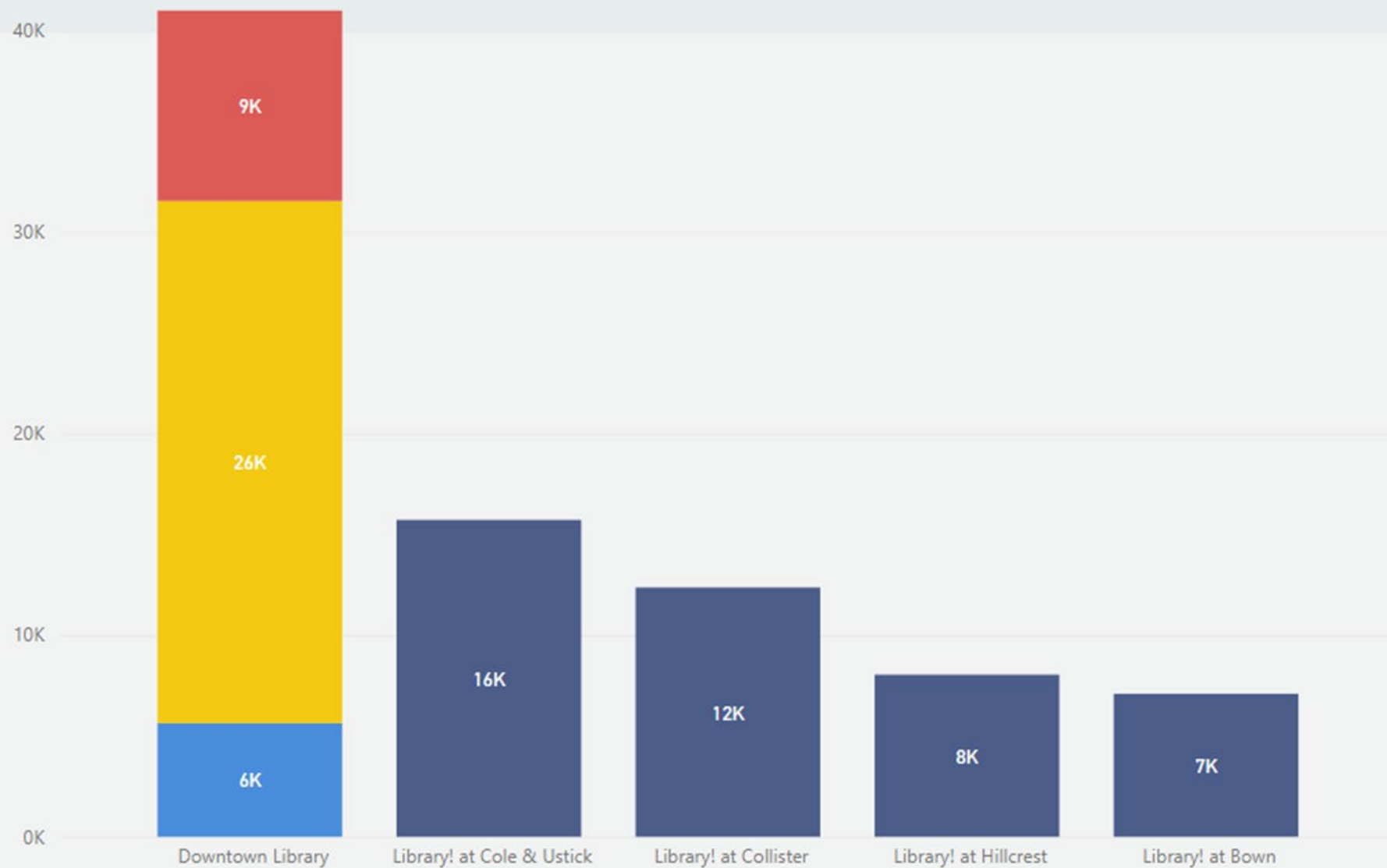
FiscalYear ● 2024 ● 2025



# Reference

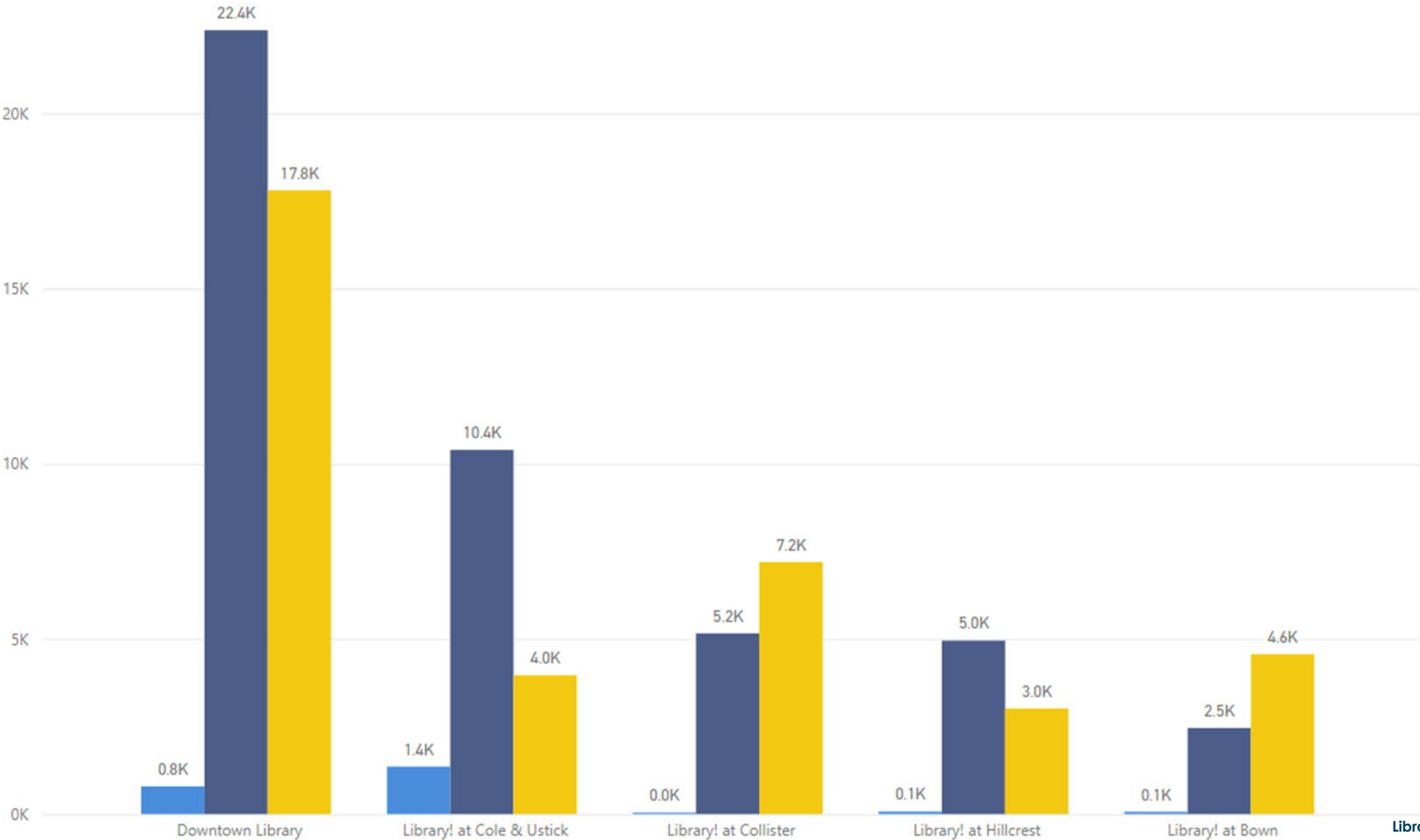
## Question Count by Desk and Location FY25

Location ● Circulation ● Desk ● Info Services ● Youth Services



Question Type by Location FY25

Question Kind   ● Curbside Holds Pickup   ● Directional   ● Reference

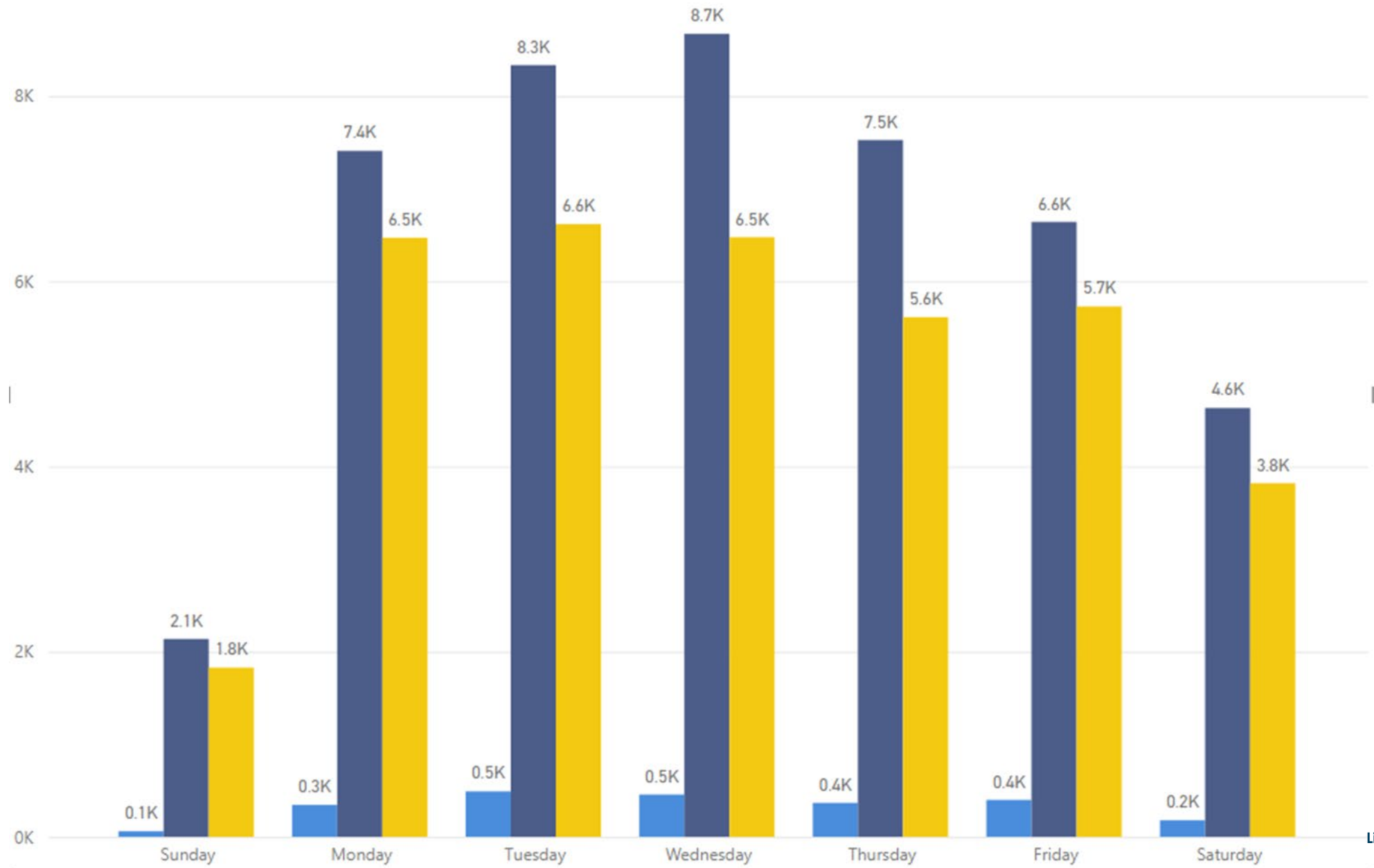




# Question Type by Day of Week FY25



Question Kind   ● Curbside Holds Pickup   ● Directional   ● Reference

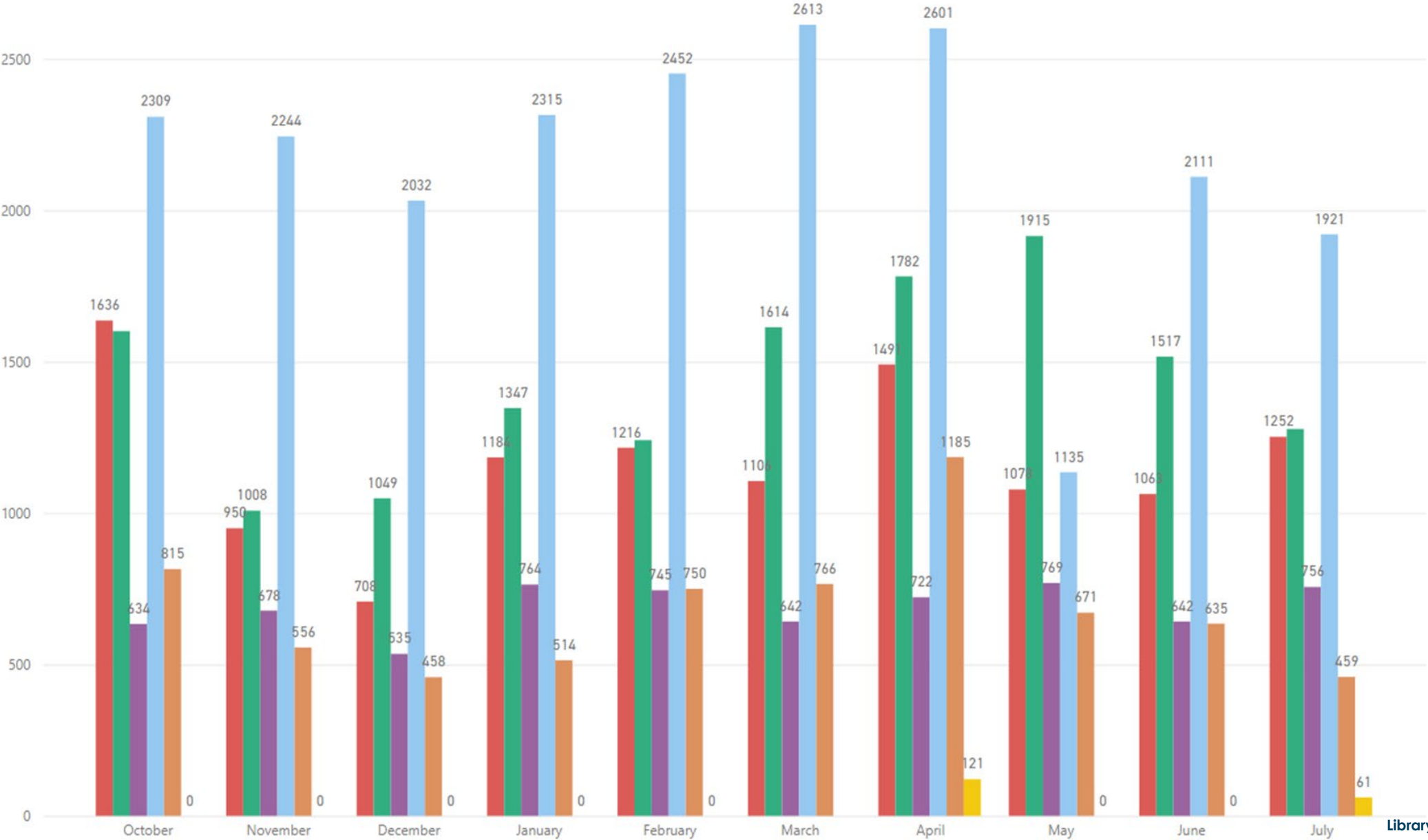


# Programs

All Branches Program Attendees FY25

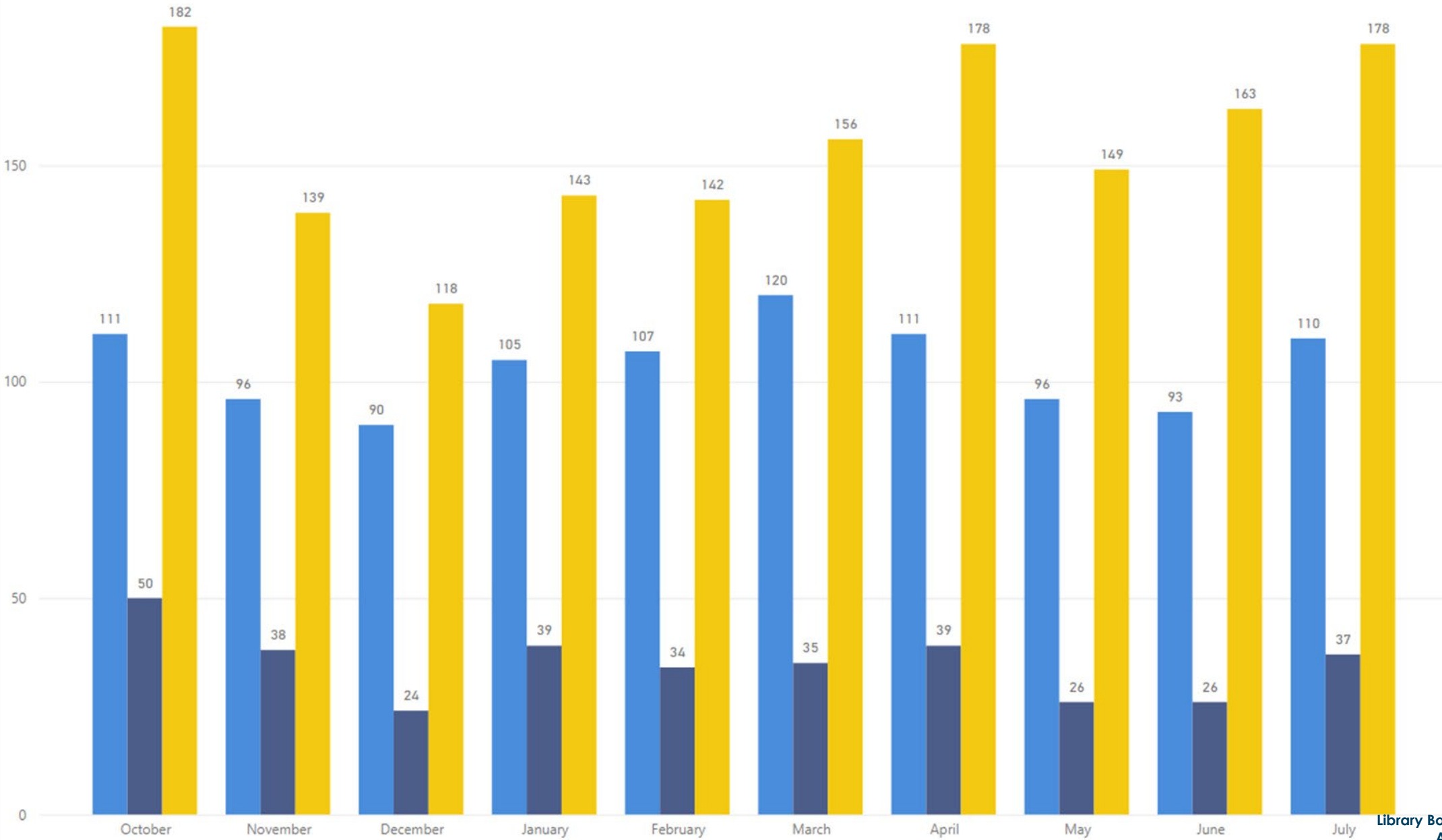


campus ● Bown ● C & U ● Collister ● Downtown ● Hillcrest ● System



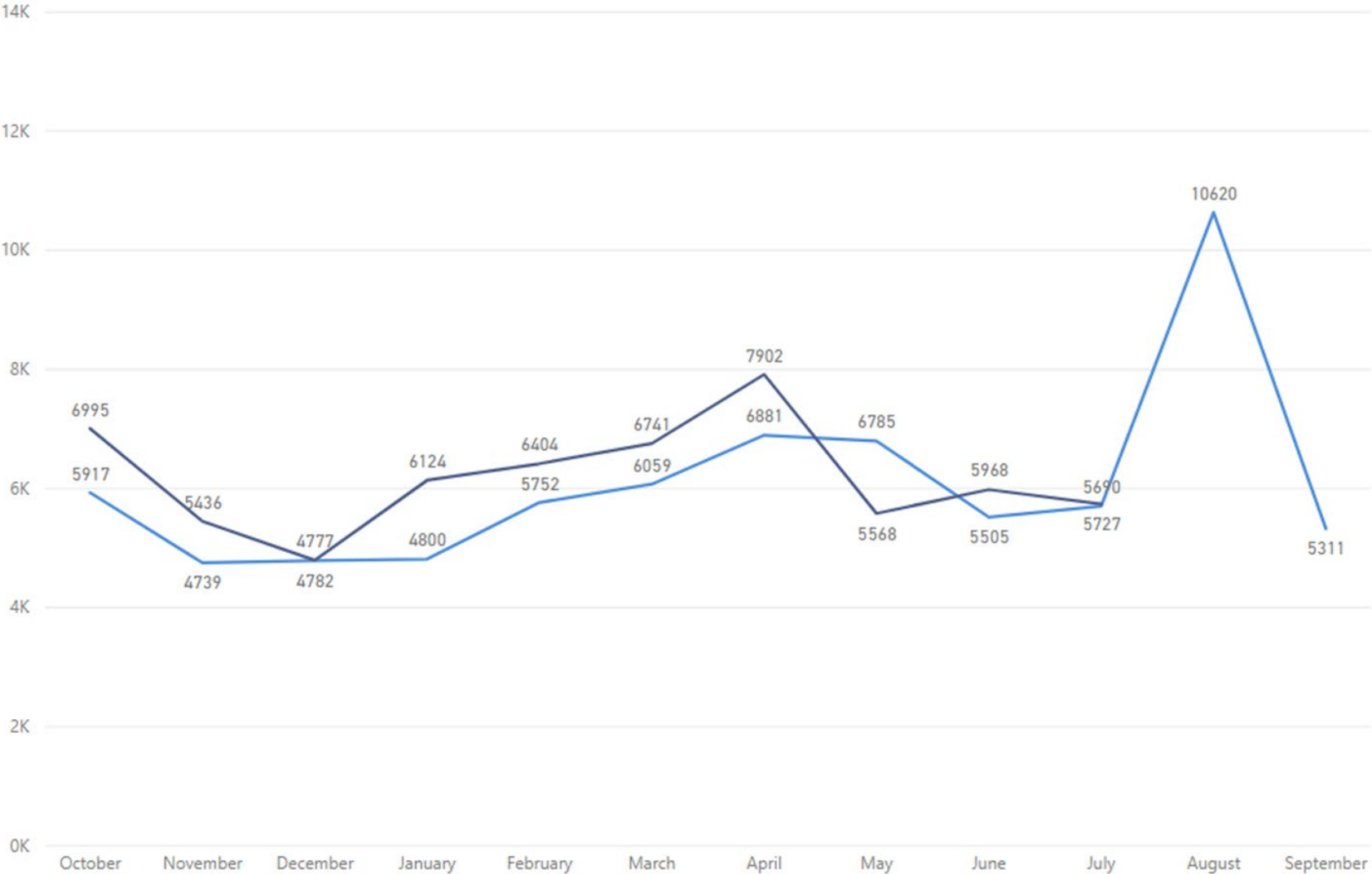
Events by Audience FY25

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



Program Attendance FY24-FY25

fiscal\_year ● 2024 ● 2025



# Boise Public Library

## Policy Review August 13, 2025

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Policy items reviewed and presented are as follows:

SECTION 8.00, *Displays and Exhibits*

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

*Staff Recommendations:*

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

Document Type:	Policy
Number:	8.01
Effective:	03-01-2011
Revised:	09-14-2022
Last Reviewed:	06-05-2024

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## 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.

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Effective:	03-01-2011
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### 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.



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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

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### 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.

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### 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.