



## BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

### Boise Public Library Board of Trustees Regular Meeting Agenda

**Wednesday, January 14, 2026, 11:30 a.m.** • Library! at Bown Crossing, Martie Brennan Room,  
2153 E. Riverwalk Dr., Boise, ID 83706

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.
--	---

### TABLE OF CONTENTS

<b>AGENDA</b> .....	1
<b>DIRECTOR'S REPORT</b> .....	3
Main Library MRM & Capital Improvements Project Status Report .....	6
Library Statistics Report to the Board of Trustees, January 2026.....	10
<b>AGENDA ITEM 7a: Boise Public Library Policy Review</b> .....	37
<b>Section 3.00, Services</b>	
Policy 3.04, Interlibrary Loan .....	38
Regulation 3.04a, Scope of Interlibrary Loan Service .....	39
Policy 3.05, Home-based Services .....	40
Regulation 3.05a, Scope of Home-based Services .....	41

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, January 14, 2026, 11:30 a.m.** • Library! at Bown Crossing, Martie Brennan Room, 2153 E. Riverwalk Dr., Boise, ID 83706

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**

December 10, 2025, Regular Meeting

**4. Consent Agenda-Action Item**

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

**a. Payment of Bills and Payroll**

**b. Financial Reports**

Year-to-Date through November 30, 2025

Gift Fund activity for November 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**

**a. Marketing Update**

Library Marketing Manager, Shivaun Korfanta, will provide an overview of Library marketing activities and results over the last year.

**8. Old Business**

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

**Section 3.00, Services**

Library Public Services Manager Sarah Kelley-Chase will review section 3.00, Services specifically subsections 3.04 and 3.05 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

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

**b. 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.

**9. New Business**

None

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

Trustee review for vouchers by Kamal.

**11. Selection of Meeting Date**

Next regular meeting on Wednesday, February 11, 2026, at the Library! at Cole & Ustick.

**12. Adjourn**

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

# BOISE PUBLIC LIBRARY

## Library Director's Report

January 2026

---

### Operations

#### *Hours and Services Status*

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

#### *Boise City Council*

On Tuesday, December 16, 2025, Boise City Council approved an Interim Budget Change request to add two staff positions to the Library! at Collister. The hiring process for these positions began with the posting of the positions on the City of Boise's website: [Job Opportunities](#) | [Sorted by Job Title ascending](#) | [City of Boise Careers](#).

In the same meeting, Library Director Jessica Dorr and Facilities Program Senior Manager Lindsay Erb presented to council about the Downtown Library. Their presentation begins at 1:33 mark: [Boise City Council - Noon Session](#).

#### *Library Board of Trustees*

##### **The Library! at Cole and Ustick Mural Ribbon Cutting**

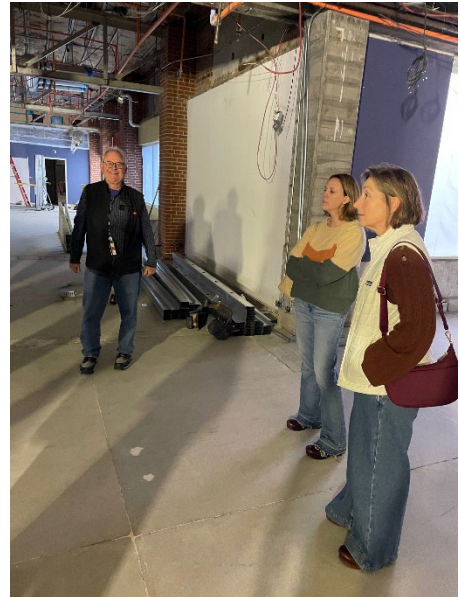
On Wednesday, December 11, 2025, Library Board President Ron Pisaneschi and Trustee Brian Klene joined Boise City Mayor Lauren McLean, Boise State University Assistant Professor of Graphic Design Eryn Pierce, Student Designer Amber Jansson, and Intermountain Bird Observatory Education Director Heidi Ware Carlisle to unveil a new window mural at the Library! at Cole and Ustick designed to reduce the number of bird strikes.

##### **Downtown Library Construction**

On Tuesday, December 23, 2025, Library Board Vice President Nikki Pantera and Trustee Evelyn Johnson toured the construction of the Downtown Library. Tours for Library staff and the Board were possible the week of December 22<sup>nd</sup> as major demolition work was complete. We hope to be able to host additional staff tours later in the renovation work, schedule and safety permitting.

##### **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.

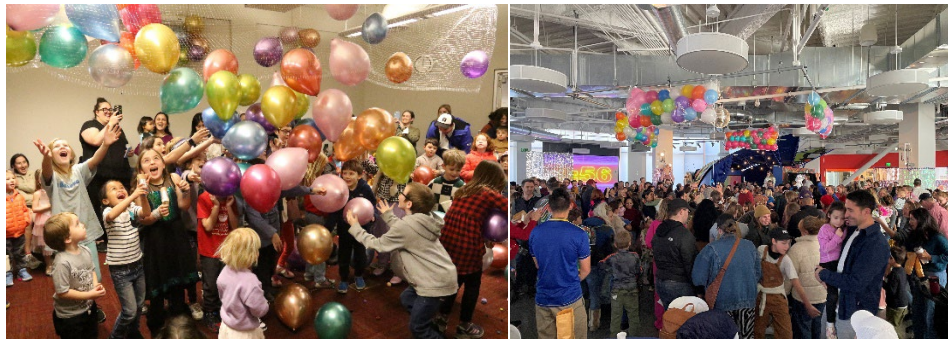


### Administration and Management Reports:

#### **Programming**

- [Noon Year's Eve!](#) All locations rang in the new year with all-ages parties from 11:00am until 12:30pm on December 31<sup>st</sup>. Due to construction, the Downtown team held their party at Jack's

Urban Meeting Place (J.U.M.P). Across locations, an estimated 1,000 community members joined the festivities.



- The Library! at Cole and Ustick celebrated the season with “Paint and Sip and Soup.” A full house enjoyed painting holiday cards, making dry soup mixes, and sipping hot beverages in a cozy space.
- The Library! at Bown Crossing celebrated Jane Austen’s 250th Birthday with a party.

## Staff Development

- Bown Crossing staff attended a virtual workshop hosted by the Idaho Commission for Libraries on using music in programs.

## Community Partners

- The Bown Crossing branch partnered with Parks and Rec Youth Engagement Program (YEP) to create regular school-age STEM programs at the library. This program uses teen volunteers to teach elementary-age students STEM concepts.
- The Cole and Ustick branch hosted programs at [Common Ground Coffee and Market](#). The monthly Books and Brews event was combined with a Solstice Celebration. While discussing books, attendees started a community art project that will eventually be on display in the library.

## Communications

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

- Sent December 2, 2025, 14,368 successful deliveries
- Content included:
  - Hoopla Hallmark+ BingePass
  - Library! at Cole and Ustick sorter/Instagram link
  - Jane Austen’s 250<sup>th</sup> Birthday Tea Parties
  - Solstice celebration
  - Noon Year’s Eve Program
  - Gift Wrapping events
  - AtoZ World Food
- 38% opened/read the newsletter (5,414 out of 14,368 successful deliveries) / Click-through Rate 11.95% (647)

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

- Sent December 18, 2025, 1,283 successful deliveries
- 43% opened/read the newsletter (546 out of 1,289 successful deliveries) / Click-through Rate 14.1% (77)

### 2025 Marketing Highlights:

- Monthly newsletter -- Subscribers in 2025 increased from 8,453 to 14,368, in part because of a new welcome email campaign that goes to all new Boise Public Library cardholders explaining our

services and programs, encouraging them to sign up for our newsletter. We also continue to have excellent open rates of almost 60% (except for November and December 2025), which is still above the new Novelist 2025 industry average of 49.67%. In addition, our click-through rate is consistently well above the average rate of 2.24%. We will continue to encourage people to sign up for our newsletter as this is one of our most powerful marketing tools, communicating interesting and relevant content.

- Social -- Since implementing a new social strategy in spring 2025, focused on reels for Instagram and more engaging content, in general, we have increased our Instagram followers by 17.9% from 6,896 to 7,404. Our Facebook followers have increased 2.2% to 17,536 followers. Engagement rates, reactions and shares varied.
- Media – Lots of great media presence and coverage for the ribbon cutting at the Library! at Cole and Ustick for a new bird-safe window mural. Interviews with Jessica Dorr, the Graphic Design Student Amber Jansson, and Boise State Representatives. Below is a sampling of some of the coverage, with an estimated PR value of \$48,232:
  - [KIVI](#)
  - [KIVI2](#)
  - [KTVB](#)
  - [2News](#)
  - [Idaho Press](#)
  - [Boise State News](#)
- Other
  - New, e-versions of the program guides were launched
  - Consistent updates on our website, including banners, were implemented
  - New, community resources rack cards were created, as well as numerous updates for other pieces of collateral/tools
  - Community listening sessions and construction activities were communicated and covered by the press
  - Press event for the new bird-safe mural at the Library! at Cole and Ustick
  - Noon Year's Eve, BCAF, Summer Reading and Winter Reading marketing
  - Support of smaller events, author visits, and other key programs, such as 1000 Books Before Kindergarten.

# 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:	December 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. Project is complete and closed.</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>• We've completed three months of construction</li> <li>• Furniture Planning is ongoing.</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.</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>• Exterior Facade and Window improvements scope of work will go out to bid in spring 2026.</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 – completed 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> </ul>



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <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 early spring '26.</li> <li>• Work is tentatively planned to begin Spring 2026, 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>• 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.</li> <li>• HSA will be submitting for Plan Review and Permit – Permit drawings will be submitted to CM Co for pricing to modify the Elevator 2 shaft. Elevator 2 requires a City of Boise 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.</li> </ul>
<p><b>BOWN CROSSING 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 has been ordered</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>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><u>Summary:</u></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>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>	<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>
<b>Resources</b>	

**SCOPE MANAGEMENT:**

Status	Discussion
Accomplished	<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>
Planned	<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>





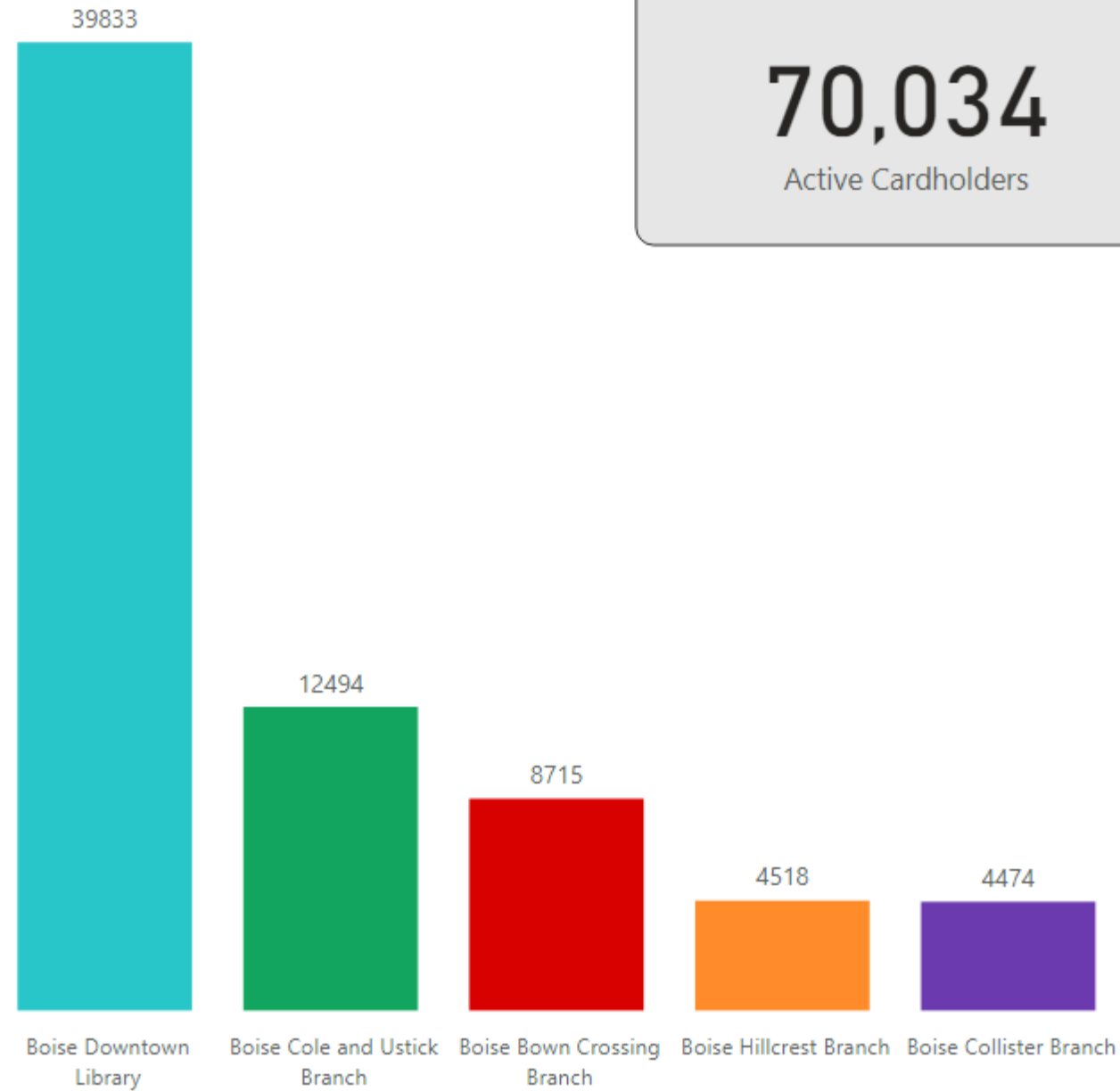


# BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | January 2026

# Active Cardholders

## Active Card Holders

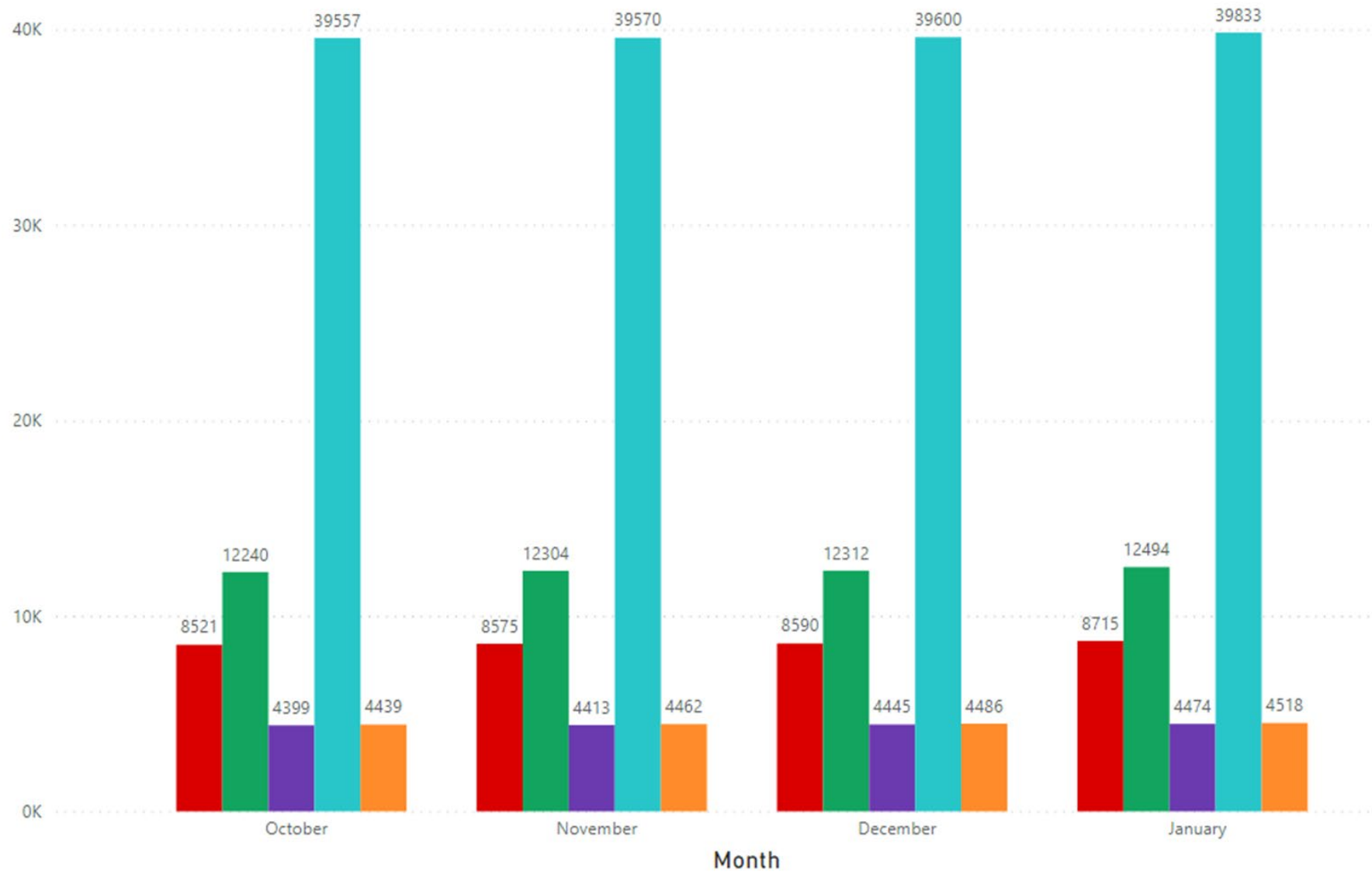


Cardholders by Month FY26



## Active Cardholders by Month and Branch

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





# In-Person Visits

(Blank)

YTD through Last Month

55,001

Prior Month

55,034

Prior Month Prior Year

0%

Month Percent Change

170,163

YTD Fiscal

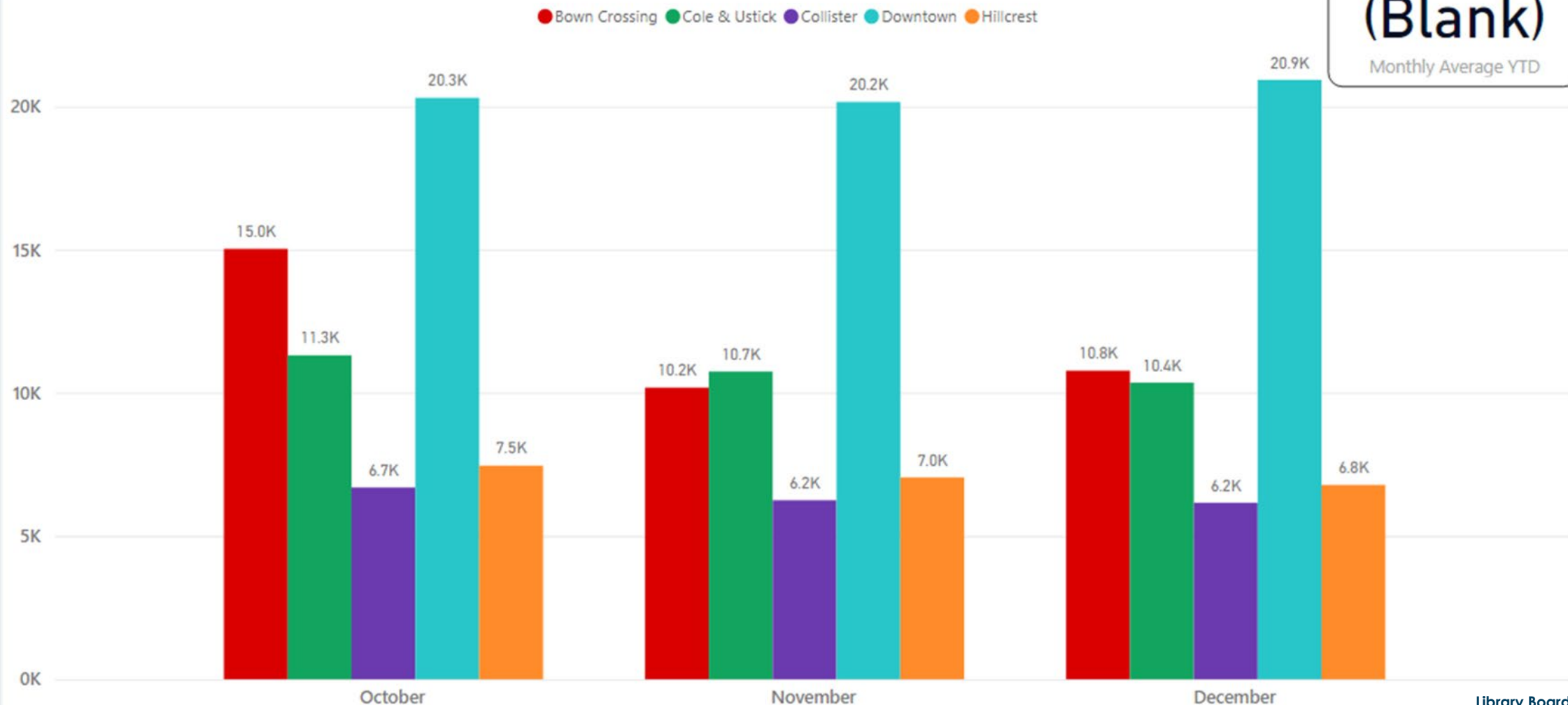
206,133

Last YTD Fiscal

-17%

YTD Percent Change

## In-Person Visits Fiscal Year 26



55,001

Prior Month

55,034

Prior Month Prior Year

0%

Month Percent Change

170,163

YTD Fiscal

206,133

Last YTD Fiscal

-17%

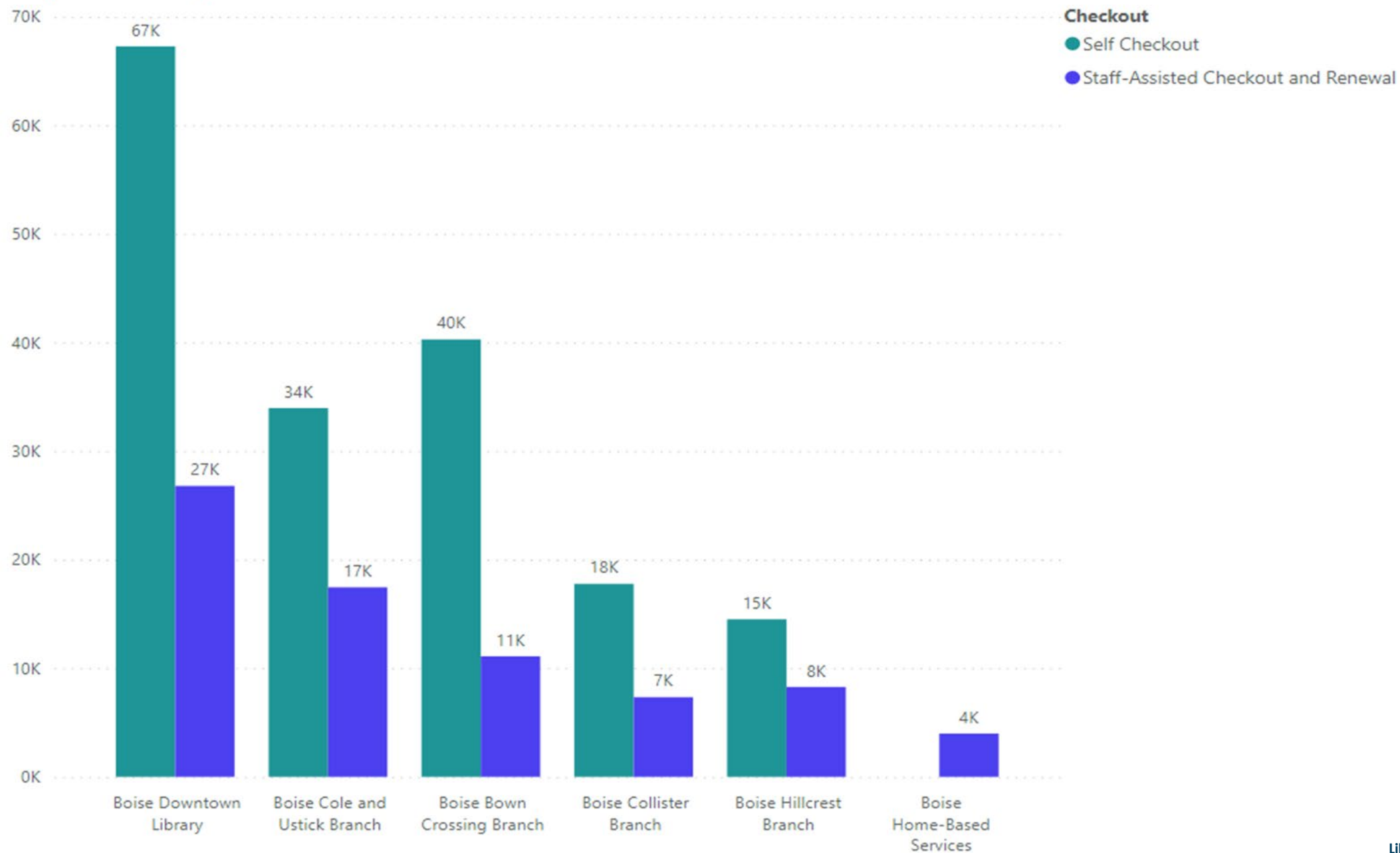
YTD Percent Change

## Total In-Person Visits by Year



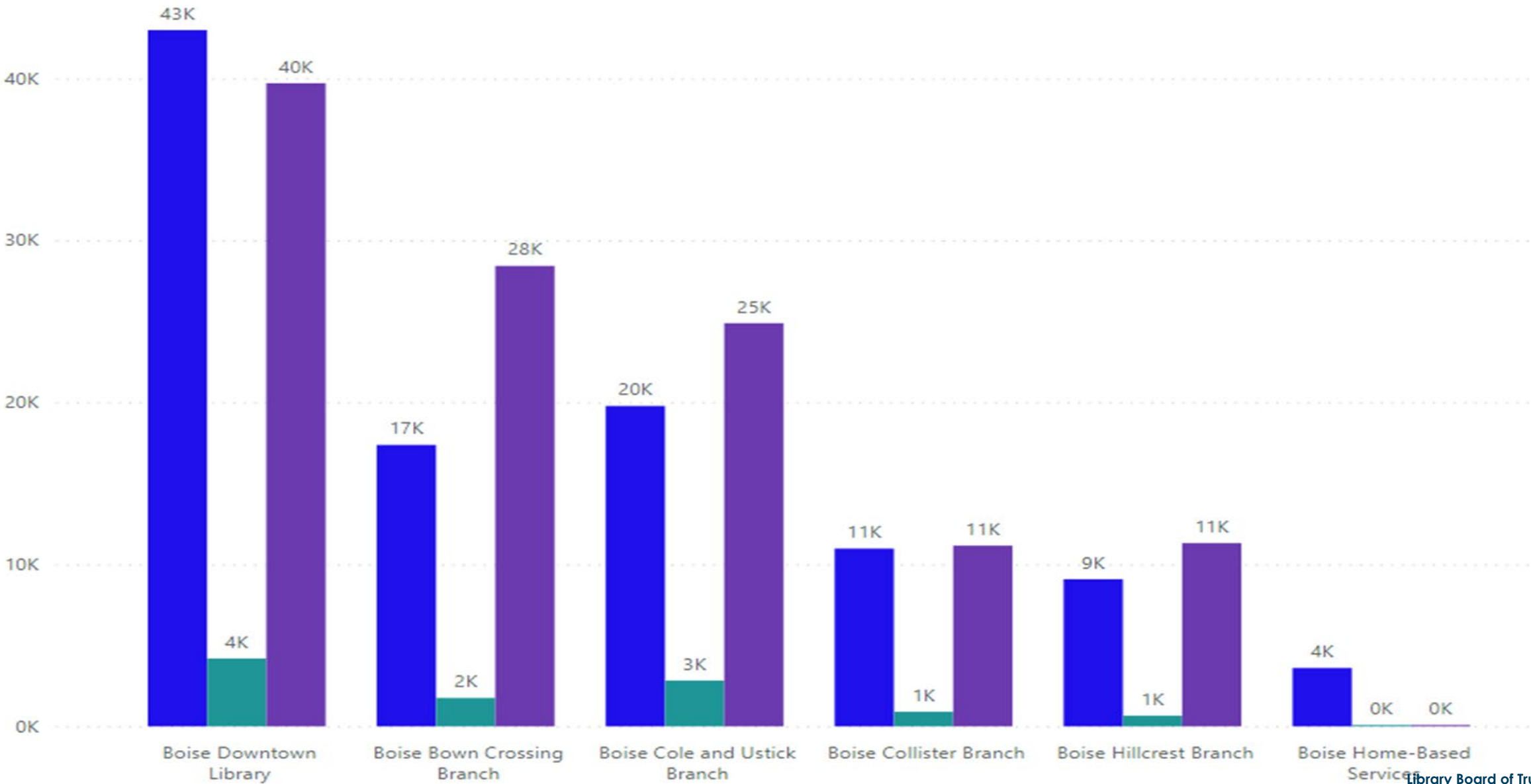
# Physical Circulation

## Physical Circ by Location FYTD26

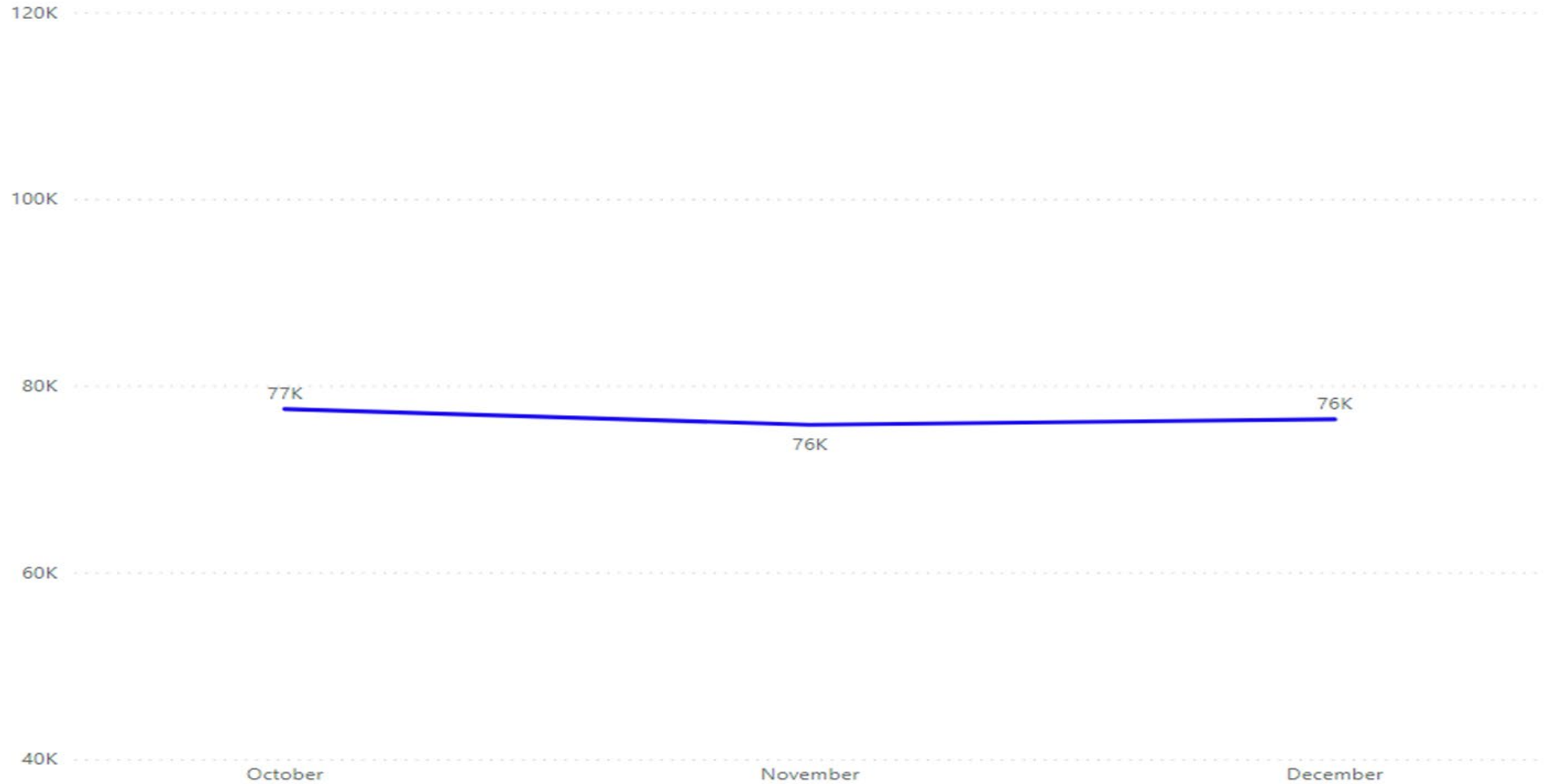


Physical Circulation by Audience FYTD '26

Audience ● Adult ● Teen ● Youth



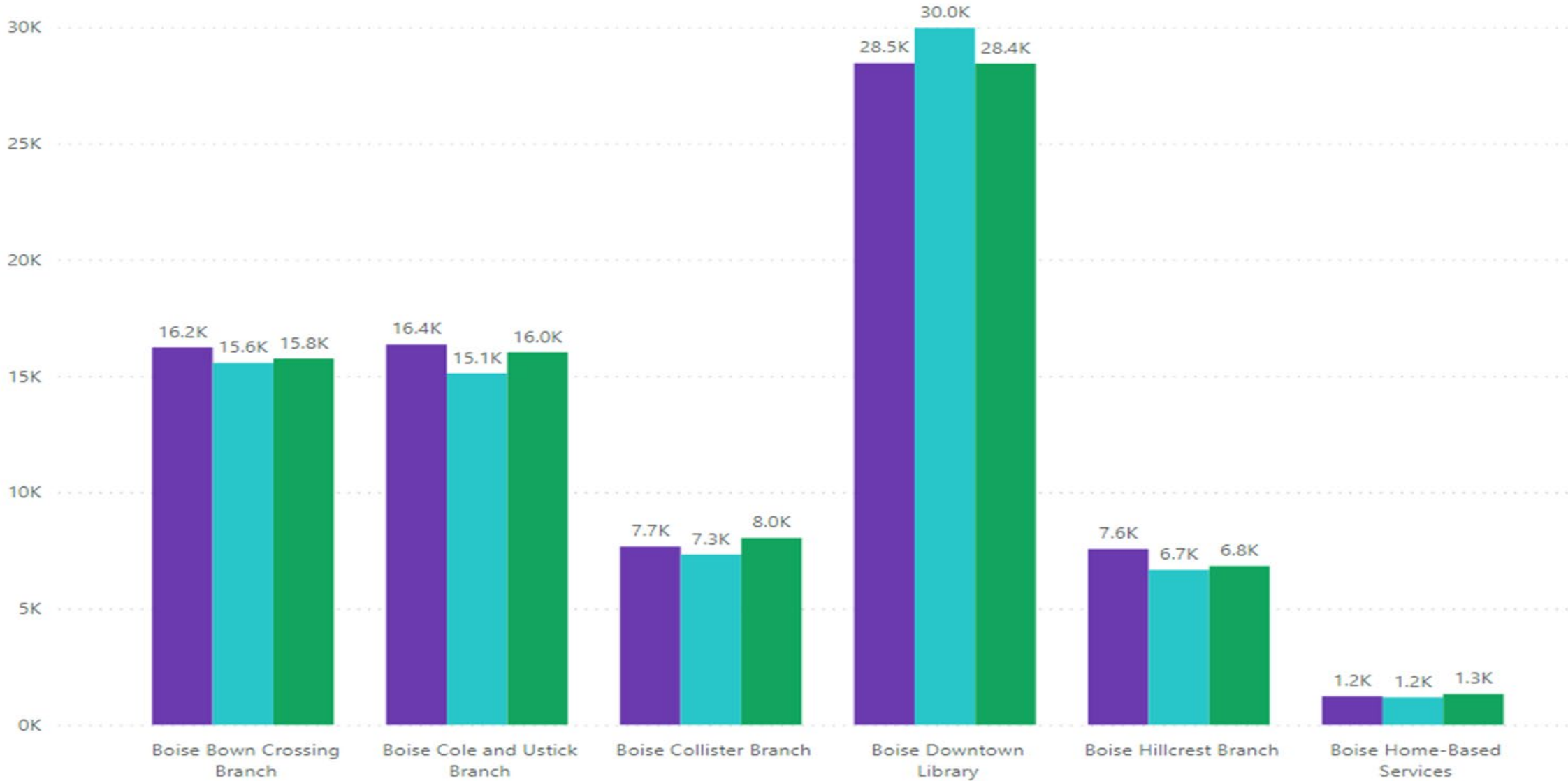
## Physical Circulation - Fiscal Year '26





Physical Circulation for Fiscal Year '26

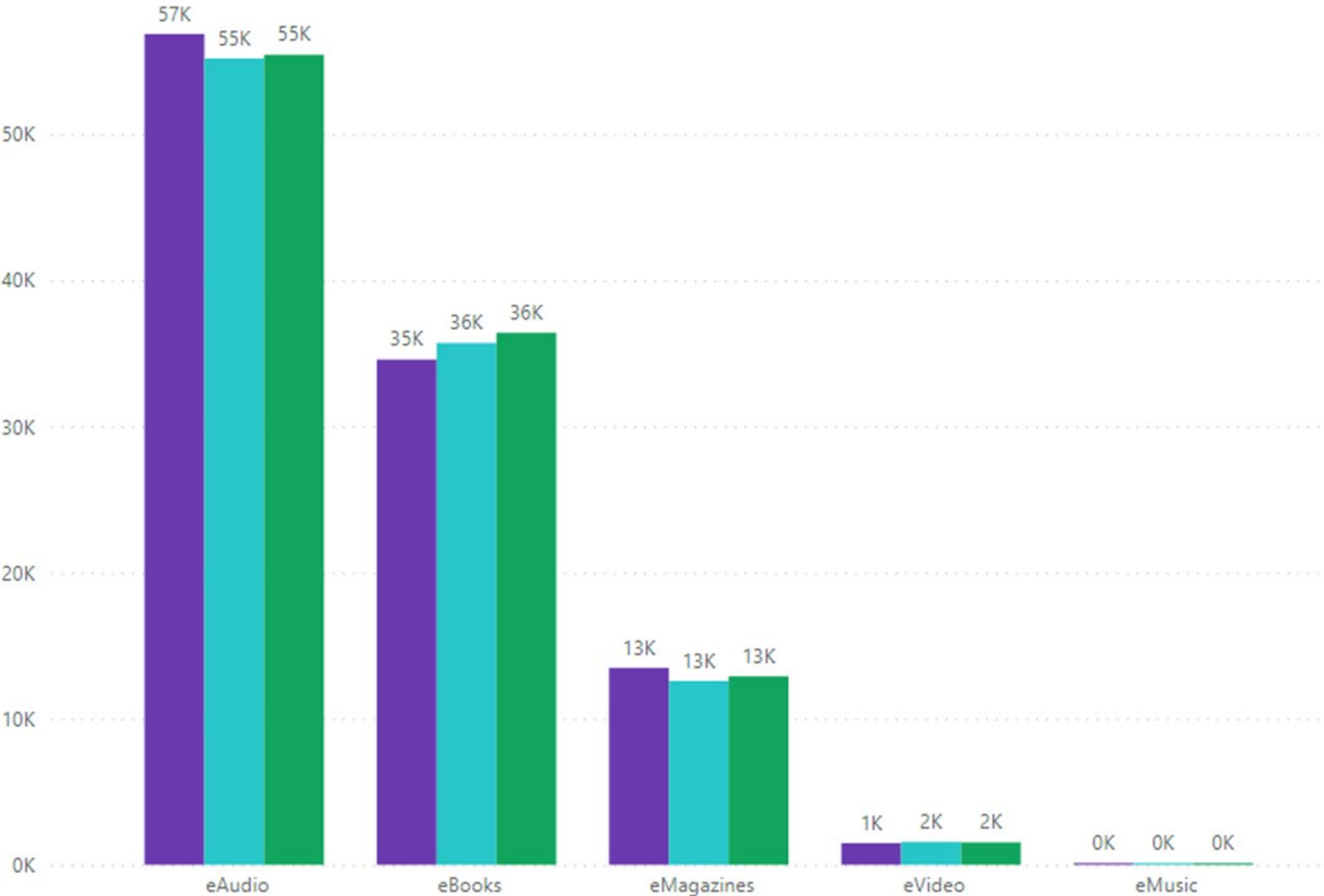
Month October November December



# Digital Circulation

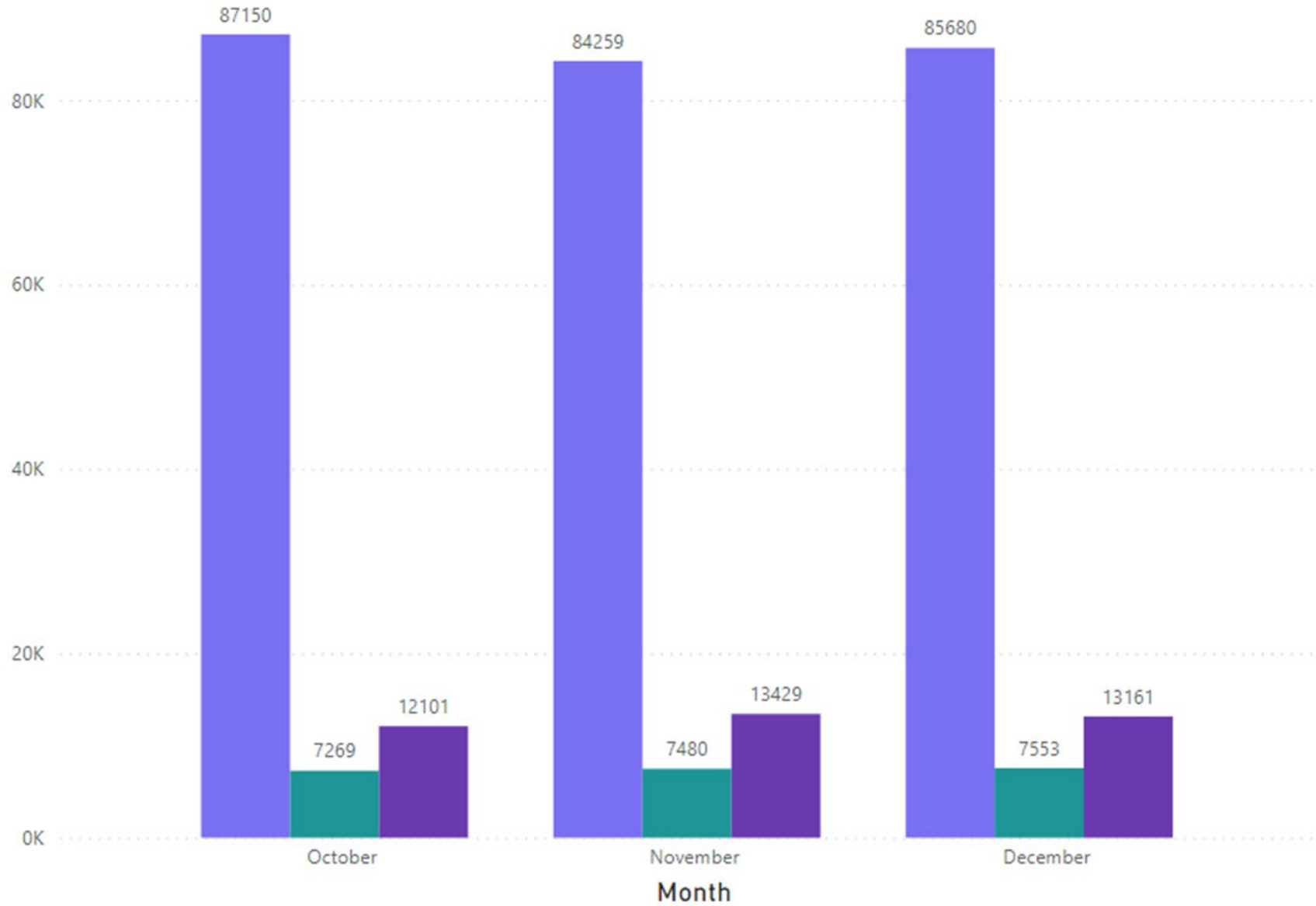
Digital Circulation by Format FY '26

Month ● October ● November ● December

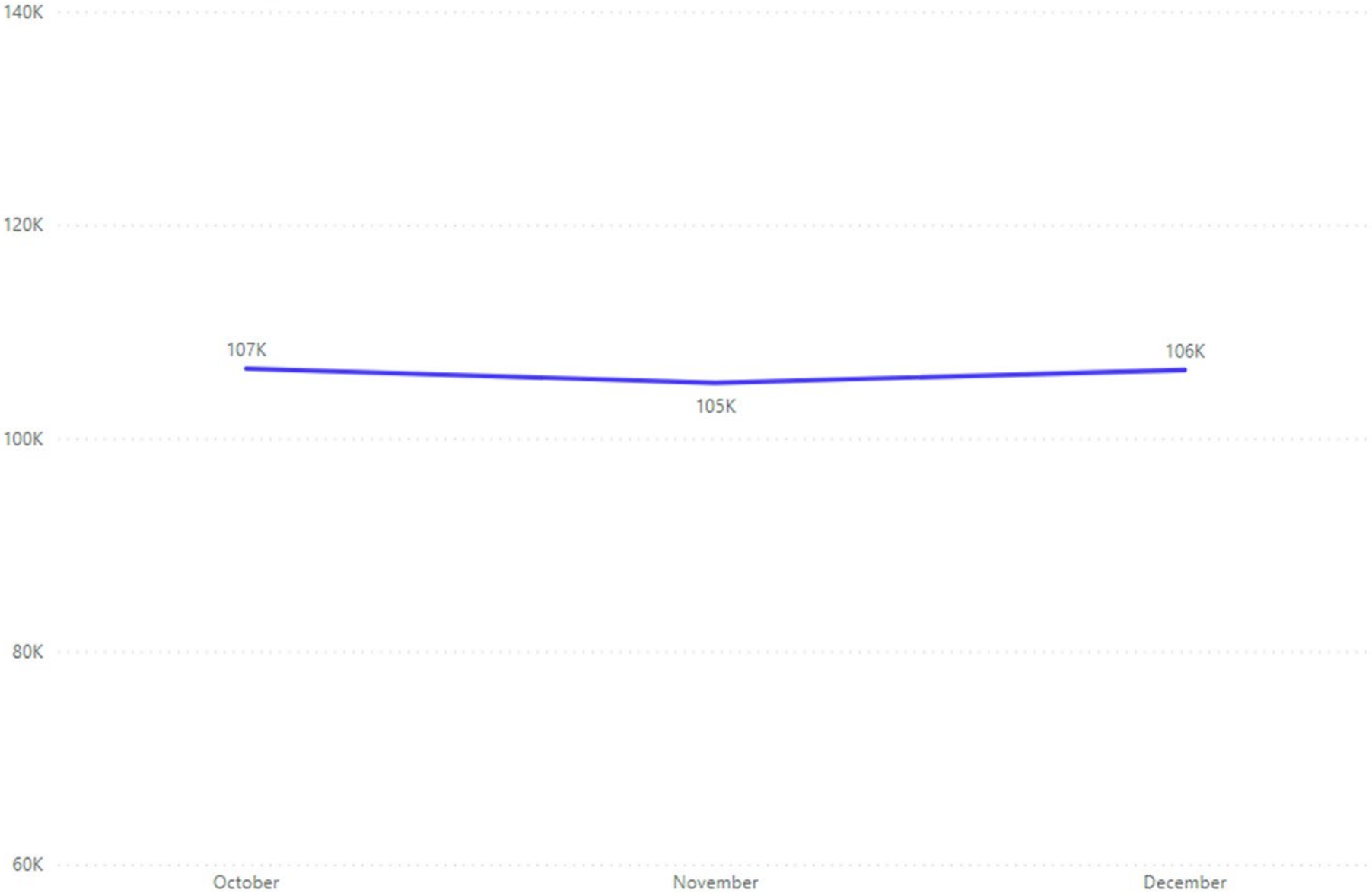


## Digital Audiences by Month - FY26

**Audience** ● Adult ● Teen ● Youth

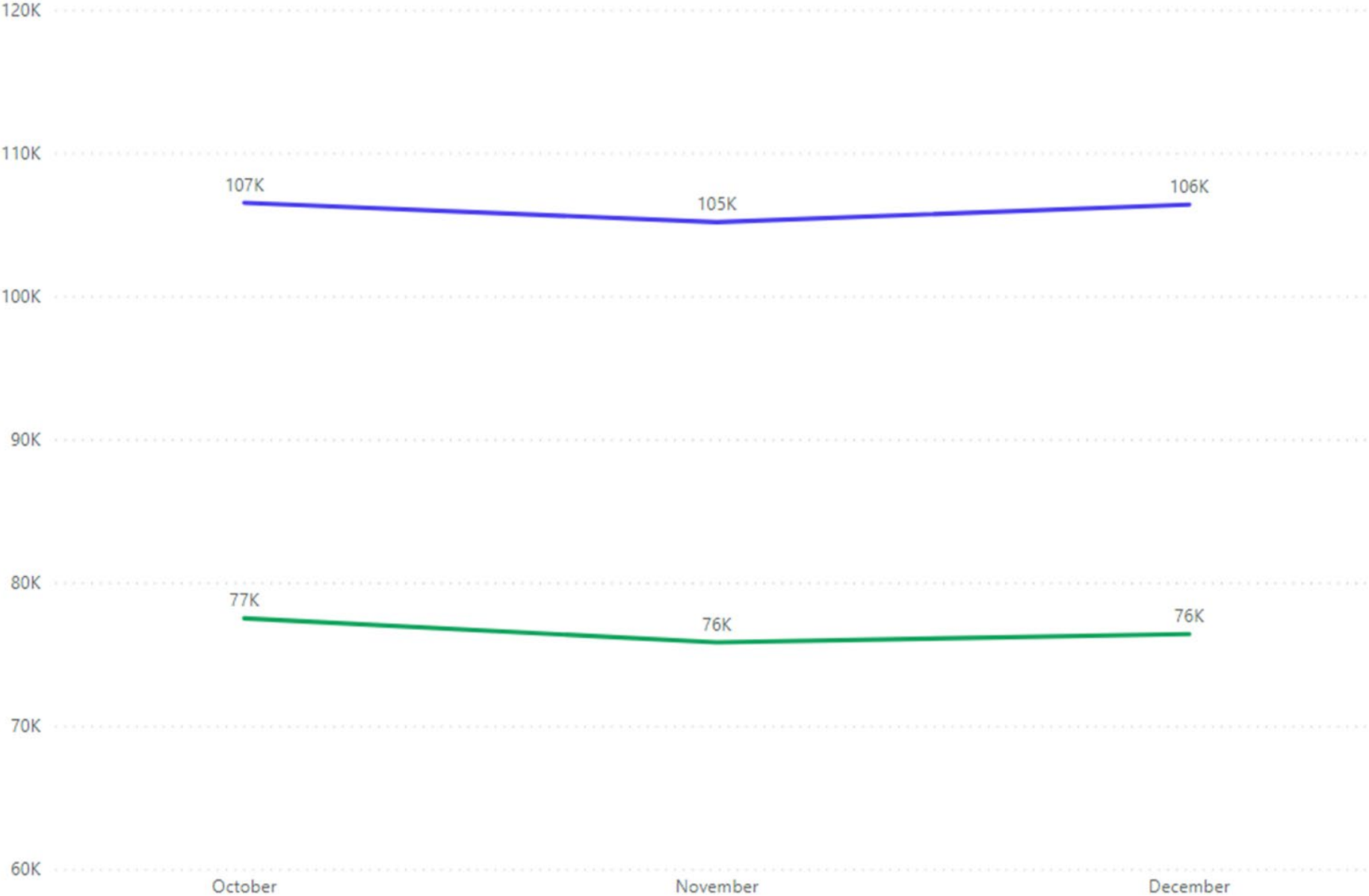


Digital Circulation by Month - FY26

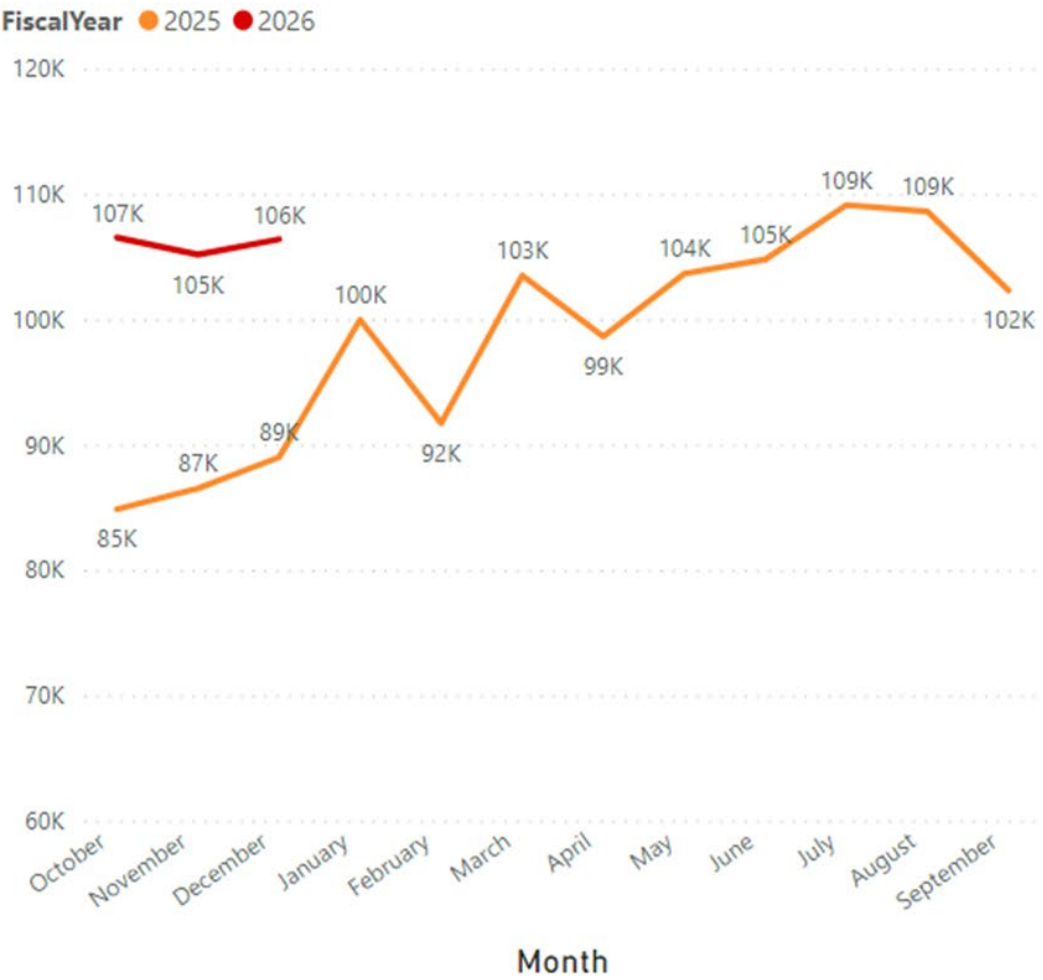


Physical and Digital Circulation FY26

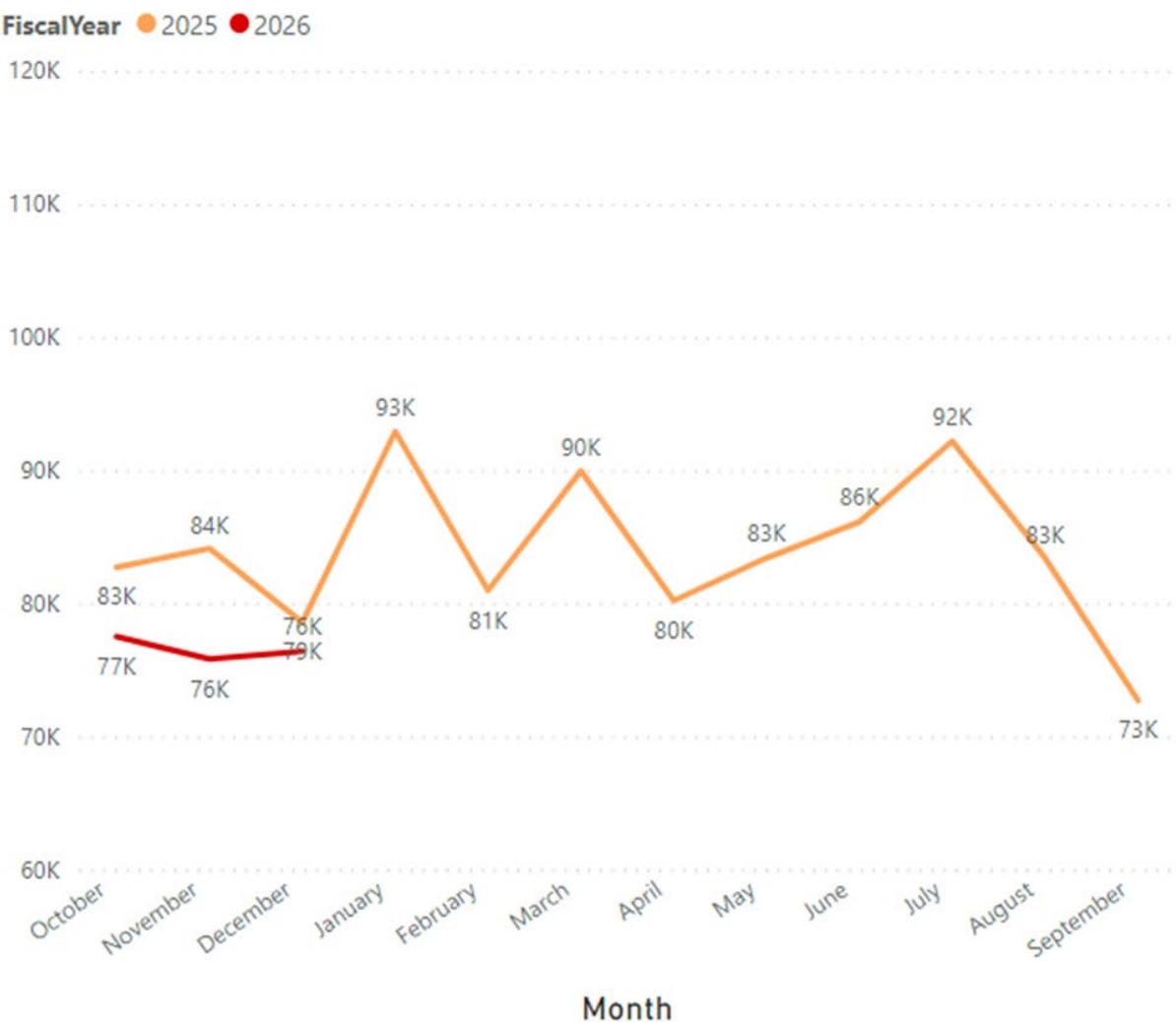
● Digital ● Physical



Digital Circulation Historic



Physical Circulation Historic

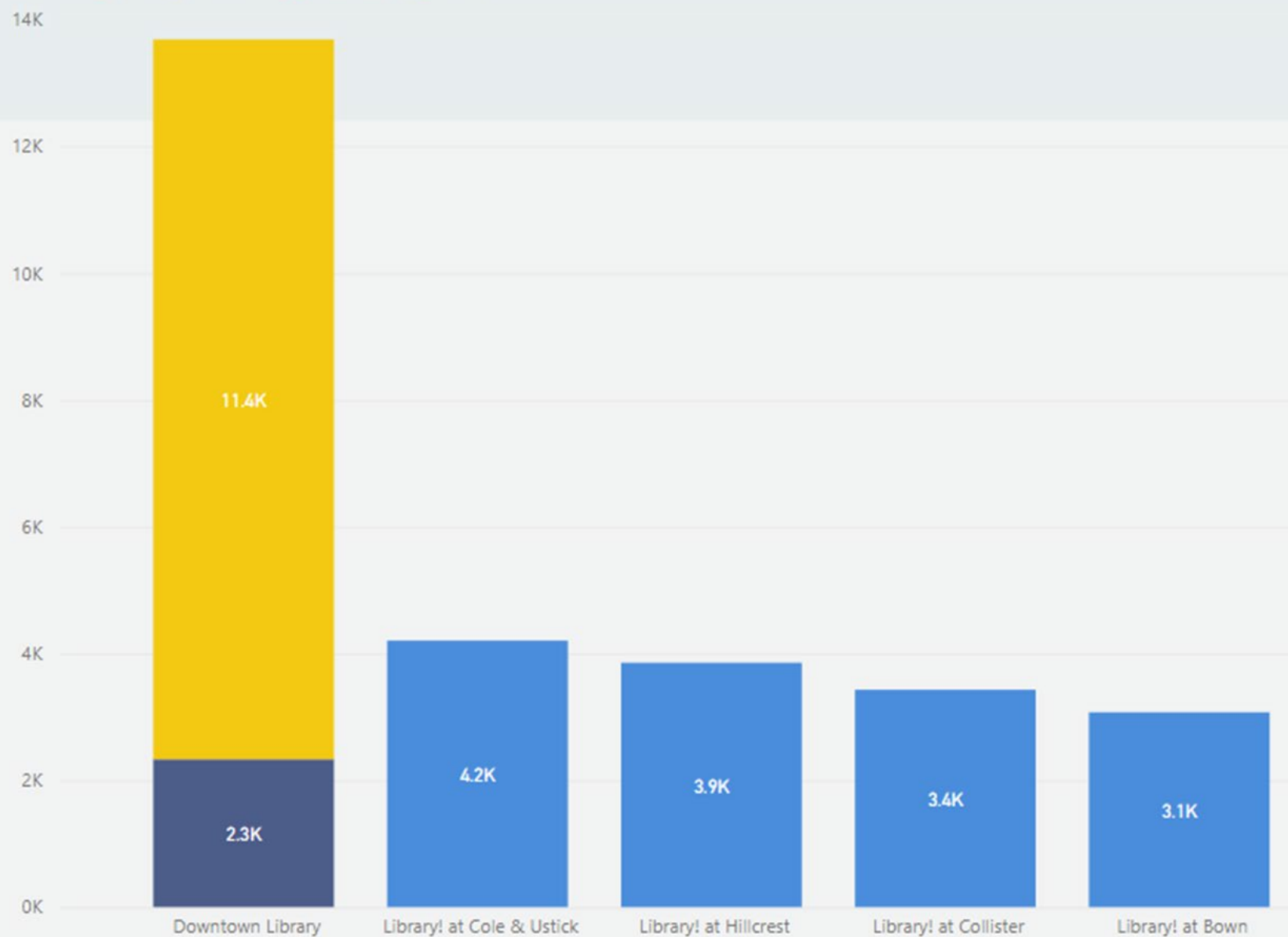




# Reference

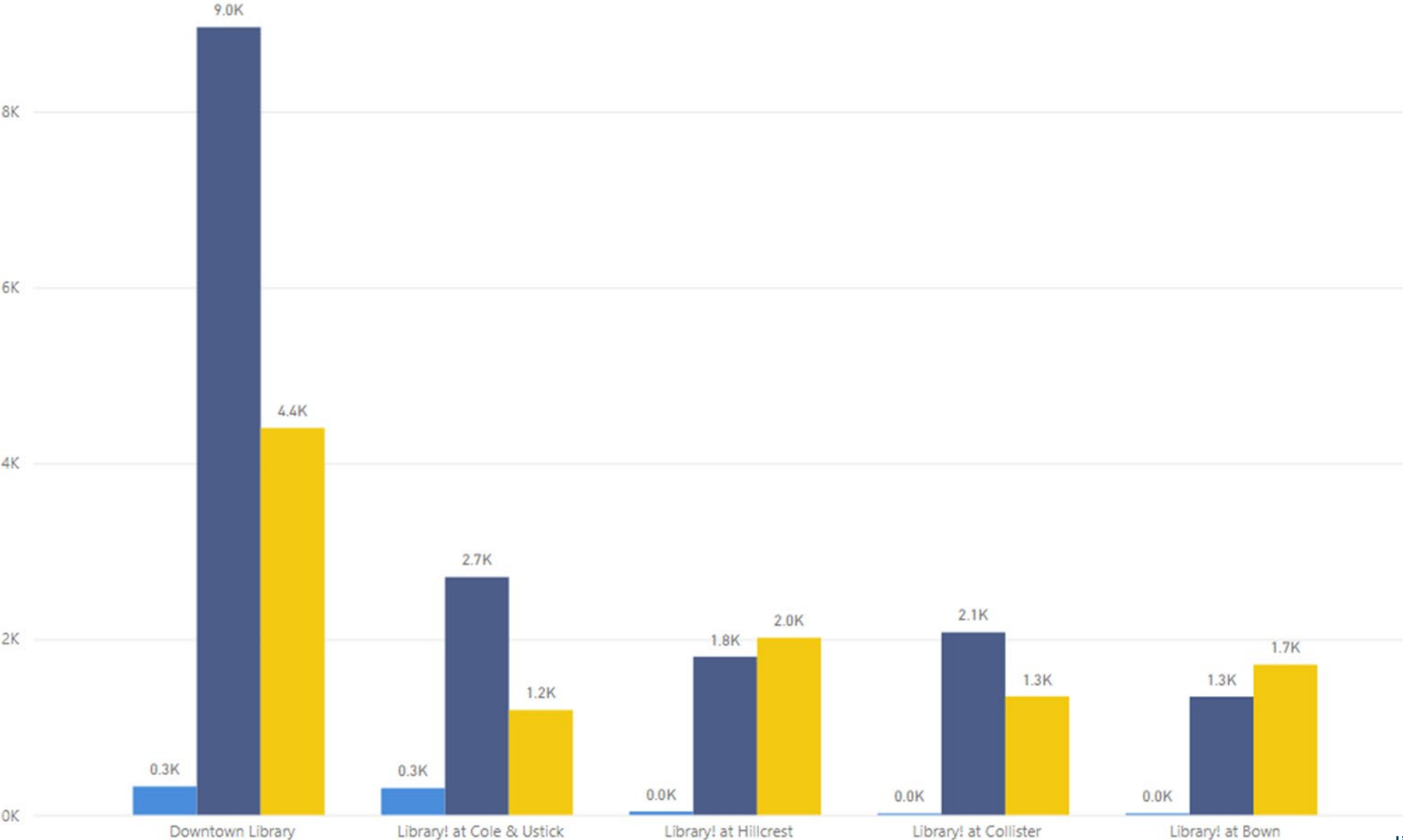
### Question Count by Desk and Location FY26

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



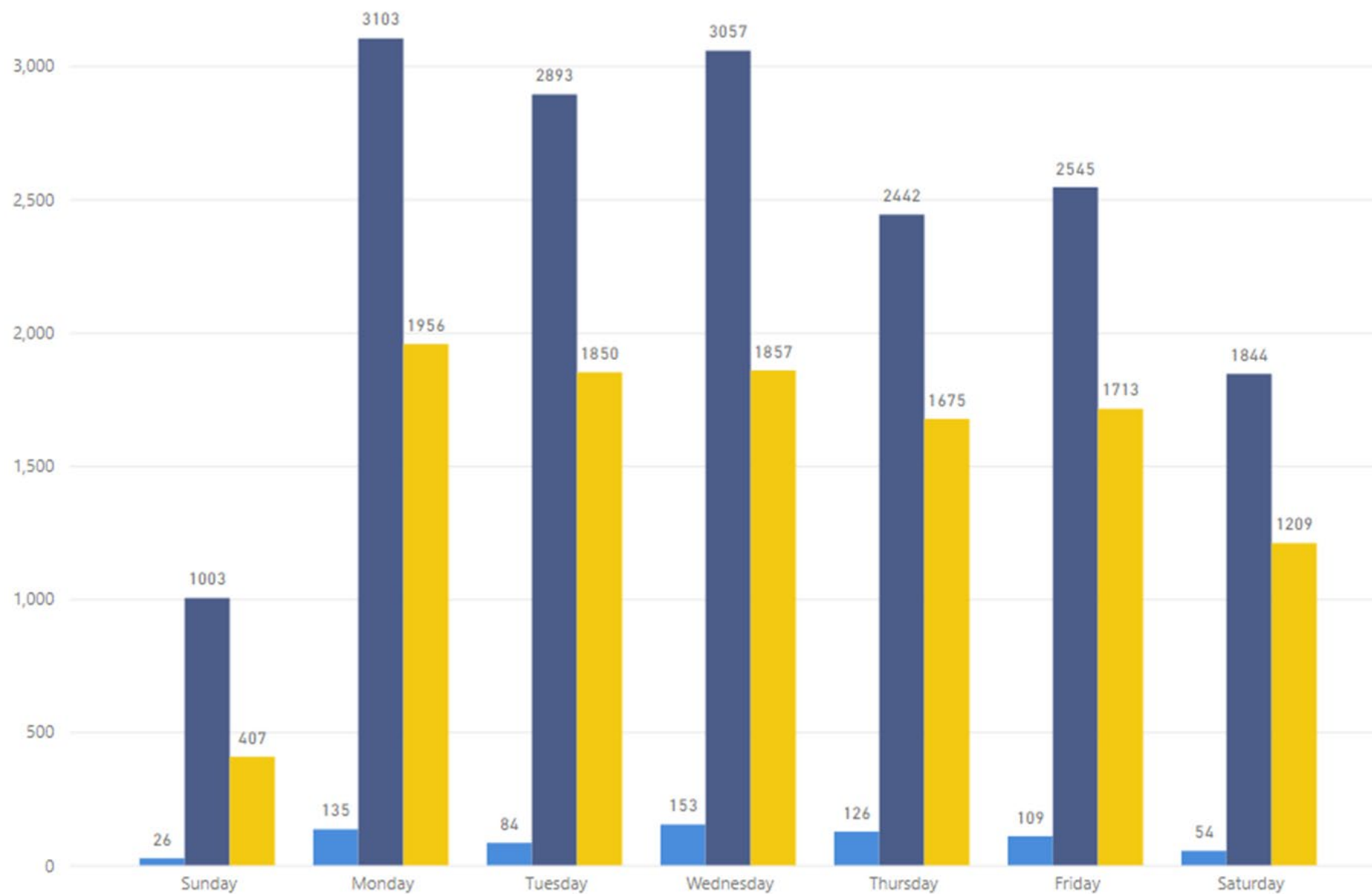
Question Type by Location FY26

Question Kind   ● Curbside Holds Pickup   ● Directional   ● Reference



## Question Type by Day of Week FY26

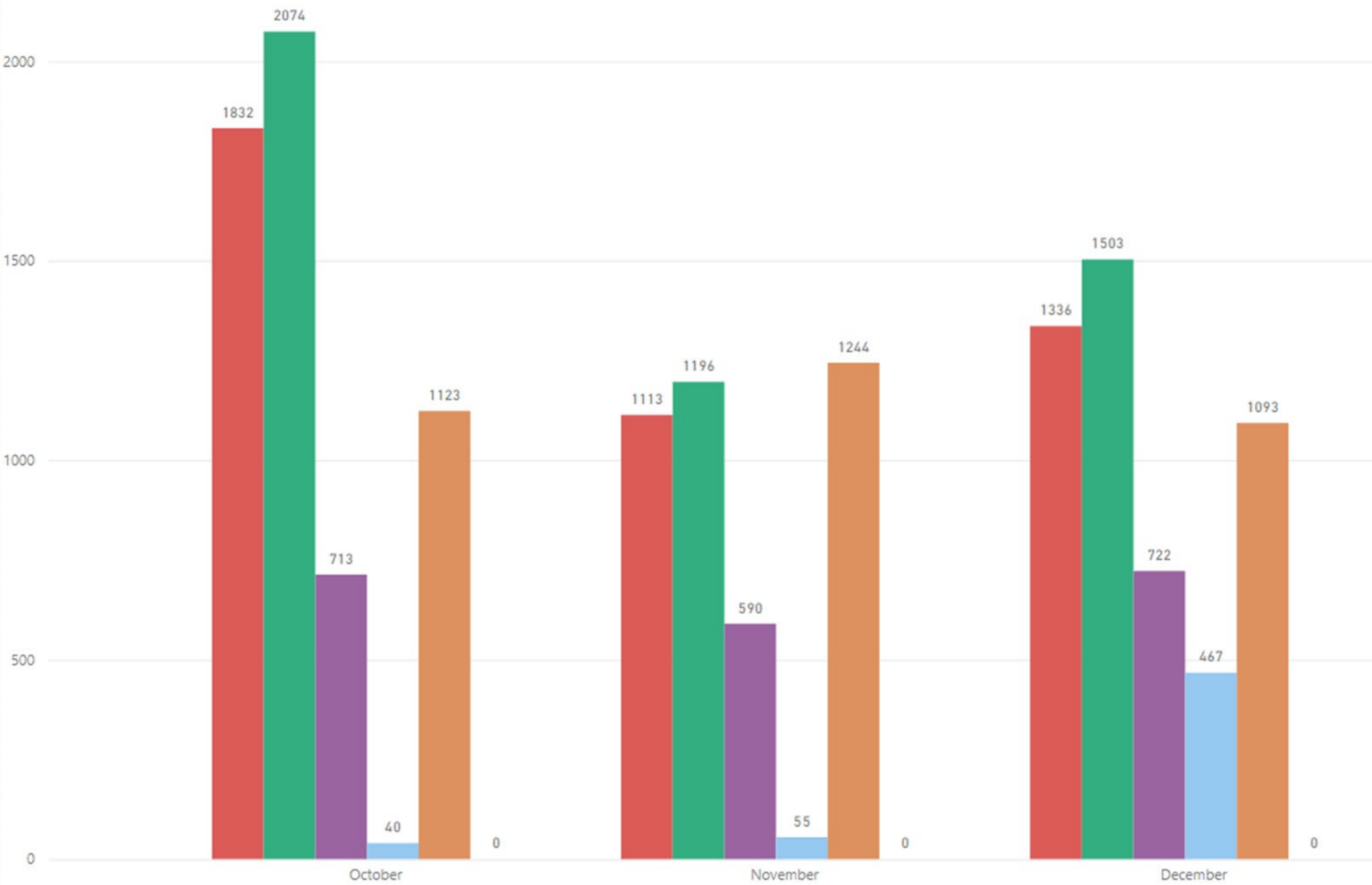
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



# Programs

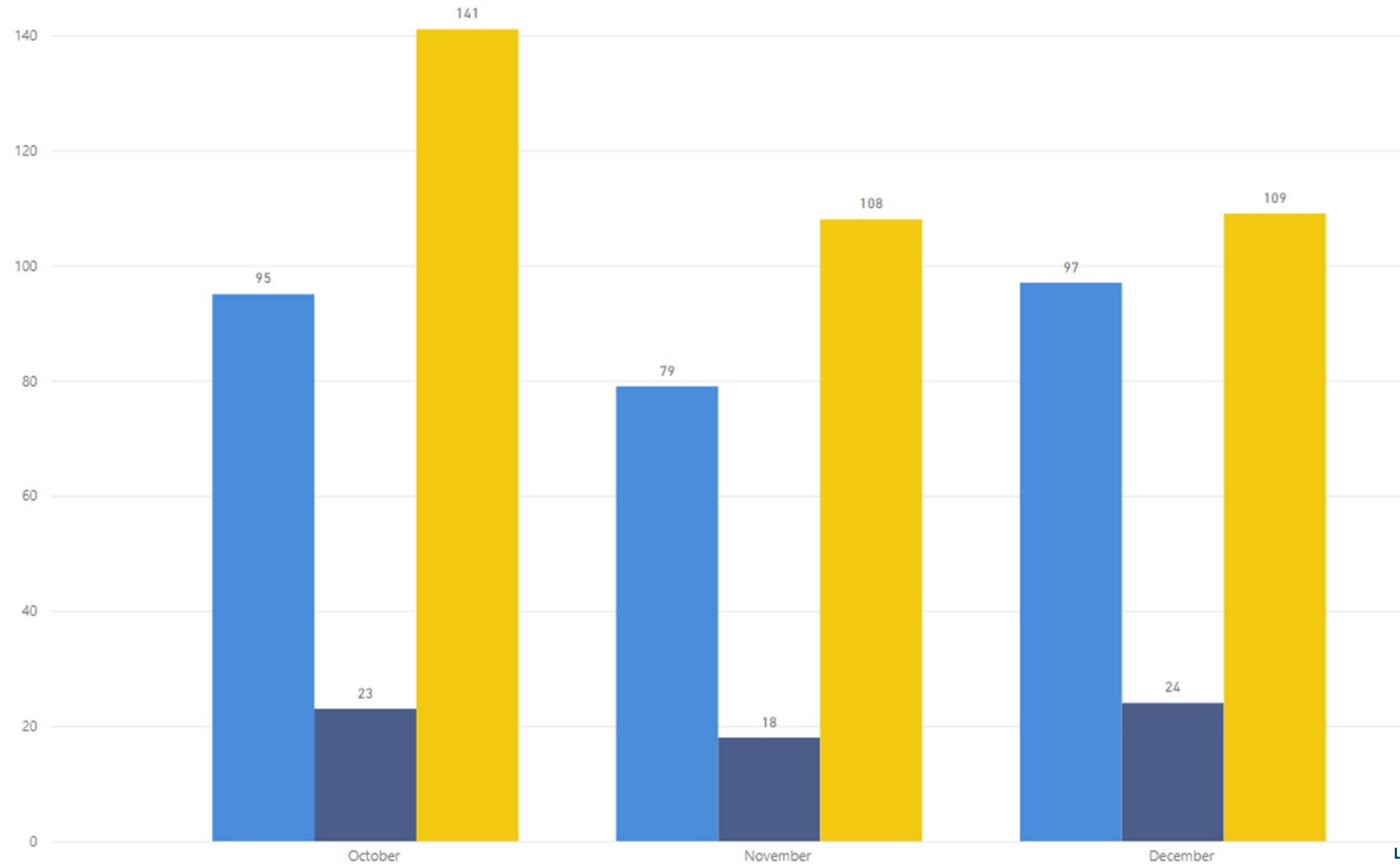
All Branches Program Attendees FY26

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



## Events by Audience FY26

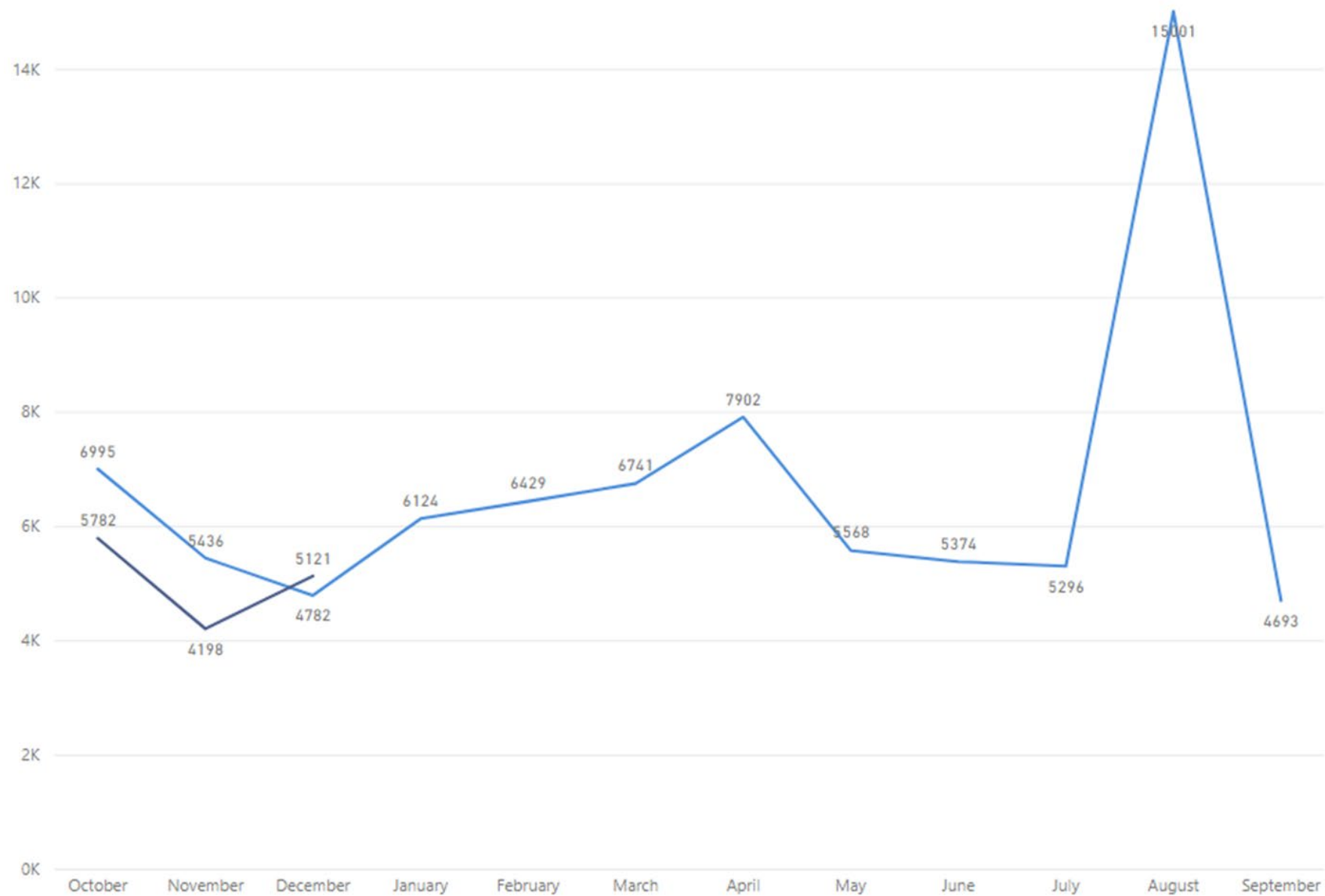
Audience\_Types ● Adults (18 & Over) ● Teens (12-17) ● Youth





## Program Attendance FY25-FY26

fiscal\_year ● 2025 ● 2026



# Boise Public Library

## Policy Review January 14, 2026

---

Policy items reviewed and presented are as follows:

### SECTION 3.00, Services

- Policy 3.04, Interlibrary Loan
  - Regulation 3.04a, Scope of Interlibrary Loan Service
- Policy 3.05, Home-based Services
  - Regulation 3.05a, Scope of Home-based Services

### *Staff Recommendations:*

Section 3.00, Services, subsections 3.04 and 3.05 of the Boise Public Library Policy Manual is presented to the Library Board for review. Staff have no recommended changes on the policies presented.

Document Type:	Policy
Number:	3.04
Effective:	03-01-11
Revised:	04-09-25
Last reviewed	04-09-25

---

### INTERLIBRARY LOAN

When possible within the constraints of the Library's budget and capacity, staff will provide an Interlibrary Loan service to provide access to items that are not otherwise available through the Library. The Library will not charge cardholders a fee for this service, though charges from other libraries lending requested materials may be passed along to cardholders. This service shall be available only to holders of Borrower's, Non-Resident, or Corporate cards.

Document Type:	Regulation
Number:	3.04a
Effective:	12-12-2011
Revised:	04-09-2025
Last Reviewed:	04-09-2025

---

### SCOPE OF INTERLIBRARY LOAN SERVICE

Interlibrary Loan service is available only to holders of Borrower's, Non-Resident, or Corporate cards issued by Boise Public Library. An Interlibrary Loan request will be initiated in the limited circumstance that a cardholder needs access to information that is only available on microfilm. The microfilm must be from a lending library within the United States.

Microfilm requested via Interlibrary Loan Service will be held for use at the Downtown Library for the duration of the loan period. Loan periods are set by the lending libraries. One renewal may be requested and should be submitted within one week of the due date to allow time to request the extension from the lending library.

Cardholders will be charged the replacement cost, billed by the lending library, of any lost or damaged microfilm.

Document Type:	Policy
Number:	3.05
Effective:	03-01-2011
Revised:	01-12-2022
Last Reviewed:	01-08-2025

---

### HOME-BASED SERVICES

When possible within the constraints of the Library's budget, staff will deliver materials to Boise residents who are not able to visit the Library. This service will be provided without charge, though fees for lost and damaged items may apply.

Document Type:	Regulation
Number:	3.05a
Effective:	02-01-2012
Revised:	01-12-2022
Last Reviewed:	01-08-2025

---

### SCOPE OF HOME-BASED SERVICES

Home-based services may be available to individuals and their caregivers residing in Boise City who are cardholders in good standing and who are unable to regularly visit a library facility due to obstacles to access such as age, long-term illness, or permanent or temporary disability.

Library staff and volunteers may make regular and periodic visits to deliver library materials to the homes of cardholders receiving home-based services. In addition, staff provide services to residents of care or assisted living facilities and underserved communities within Boise City limits. Home-based services also provide materials to designated staff members at facilities for programming use.

All applicable charges to cardholders, including fees for lost and damaged items, will apply.

Library staff reserves the right to discontinue or suspend service when individuals experience changes that allow them to regularly visit a library facility. Service may be suspended as a result of staff concerns about the safety of staff or volunteers.