



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, April 08, 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>

<p>BOARD OF TRUSTEES Ron Pisaneschi, President Nicole Trammel Pantera, Vice President Evelyn Johnson Reshma Kamal Brian Klene</p>	<p>MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.</p>
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DOWNTOWN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 711

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

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

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

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

BOISEPUBLICLIBRARY.ORG

AGENDA

Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, April 8, 2026, 11:30 a.m. • Library! at Bown Crossing, Martie Brennan Room, 2153 E. Riverwalk Dr., Boise, ID 83706

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<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

February 24, 2026, Joint Meeting with City Council

March 11, 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 February 28, 2026

Gift Fund activity for February 2026

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Requests for Reconsideration

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

None

7. New Business

a. Financial Forecast

Alisha McAndrews, City Department of Finance and Administration Budget Division Senior Manager, will update the Trustees on the City's financial forecast and budget process for Fiscal Year 27 (FY27).

b. Civic Makers Lab for Adults Grant-Action Item

Library Director Jessica Dorr will review with Trustees the Civic Makers Lab for Adults Grant from the Urban Libraries Council. Grant details are covered in the March Library Director's Report.

Action: motion to approve the acceptance of the Civic Makers Lab for Adults Grant from the Urban Libraries Council and forward to City Council for approval.

8. 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 continue the review of section 4.00, Use of the Library, specifically subsections 4.05-4.07 of the Boise Public Library Policy Manual with the Trustees. Recommended changes to Regulation 4.05a, Hardware and Software are included in the meeting packet for informational purposes only and do not require the Board's approval.

Recommended changes to Policy 4.06, Public Internet Access and Safety 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.

c. Interim Fiscal Year 2026 Budget Changes-Action Item

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

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

d. Update to Temporary Closure of the Downtown Library-Action Item

Emily Johnson, Library Chief Administrative Officer, will present to the Library Board an update to the temporary closure of the Downtown Library as part of electrical upgrades in the building.

Action: Motion to approve the temporary closure of the Downtown Library May 3-12, 2026 for electrical upgrades in the building.

9. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Pisaneschi.

10. Selection of Meeting Date

Next regular meeting on Wednesday, May 13, 2026, at the Library! at Cole and Ustick.

11. Adjourn

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

BOISE PUBLIC LIBRARY

Library Director's Report

March 2026

Operations

Hours and Services Status

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

2026 Idaho Legislative Session

[House Bill 715](#) was passed by both houses and signed into law by Governor Little on March 25, 2026. This bill amends existing state law to revise provisions regarding the powers and duties of library boards of trustees to hire and terminate library directors. As this law applies to city libraries, the Boise Public Library Board of Trustees will need to revise [Policy 2.01 Personnel](#) to align with this new bill. As the law will go into effect July 1, 2026, we will bring a revised policy to the Library Board to review and approve before then.

[Senate Bill 1448](#) was passed by both houses and we expect the Governor will sign the bill. This bill introduces a new definition for an "adolescent minor," encompassing any individual from age 13 to 17 and incorporates this age range into the third prong of the Miller/Ginsberg test. As the law will go into effect July 1, 2026, we will bring a revised policy to the Library Board to review and approve before then.

Civic Makers Lab for Adults grant

Boise Public Library was one of ten libraries selected by the Urban Libraries Council (ULC) to receive a [Civic Makers Lab for Adults](#) grant. This initiative will help equip librarians to serve as civic learning facilitators and empowers young adults ages 18-24 to be active contributors to their communities. Erin Kennedy, from the Library! at Collister, will lead the program for the Library. She'll join a group of peers from across the country who'll work together to implement local programs to help young adults acquire civic knowledge and skills. She will attend two convenings and monthly virtual cohort meetings from June 2026 to November 2027 and will implement young adult civic learning experiences such as simulations, community design challenges, project-based civic action, and civic awareness campaigns, including a micro-pilot and at least one larger project.

ULC will cover the costs for Erin to attend the in-person convenings and the Library will receive \$15,000 in program support funds. An Interim Budget Change request is on page 50 of the packet and the grant agreement with ULC is on page 39. Both are on the agenda for approval in this meeting.

Library Board of Trustees

The call for [applications](#) to the Library Board of Trustees was published on Monday, March 30th. Information on the opening is on the Library and City of Boise websites. Anyone wishing to apply should submit a cover letter and resume to commissionapplications@cityofboise.org, indicating the board or commission applying for in the subject line of the email. The deadline to apply for openings is April 24, 2026, at 5 p.m.

Boise City Council Strategic Planning & Budget Workshop

On Tuesday, March 24th Boise City Council had a workshop as part of the upcoming budget build for Fiscal Year 2027. The goal of the workshop was to share with council an overview of the city's economic forecast and to begin a discussion about priorities and prioritization. The intent of the section of the discussion on priorities not yet in the forecast, including Library investments, was to be illustrative of the type of requests the budget office expects departments to make in future years. You can watch the discussion here: [Boise City Council – Budget Workshop & Strategic Planning](#)

FY26 Q1 Budget Report

The first quarterly financial report for Fiscal Year 2026 is now available on the city's website: [Quarterly Financial Reports | City of Boise](#).

E-Book Pricing

The [Urban Libraries Council](#) released a new resource on eBook pricing. This [two page report](#) is designed to explain the concerns libraries have with eBook pricing and explain what a sustainable solution for libraries and publisher could look like. Boise Public Library has been a member of the Urban Libraries council since 2021, and Kathy Stalder has been a member of the E-Content Action Team since its creation in April 2023.

Administration and Management Reports:

Expand Access

- Library! at Bown Crossing staff visited Dallas Harris Elementary to present book talks to 3rd grade students, expanding access to library materials by introducing students to new titles and authors they may not have discovered independently and encouraging broader reading interests.
- The Library! at Cole and Ustick hosted a Volunteer Fair during which community members browsed tables of thirteen local organizations in need of volunteers, learning about the work they do and how to volunteer with them. Attendees brought donations for the Boise Kitchen Collective, Idaho Foodbank, and Foster + Heart. Attendees left the Volunteer Fair with a greater knowledge of the work being done across the valley and how they could get involved in building a resilient Boise community.
- Library! at Cole and Ustick staff brought their Teen Hangout program, Teen Karaoke, offsite to [Isekai Arcade](#). Teens selected songs in advance or at the event and performed in a low-pressure, supportive environment. The event encouraged self-expression, with some participants dressing up, and helped build a sense of community among attendees.
- Library! at Cole and Ustick staff participated in the Boise Book Celebration at Valley View Elementary on March 4th. Staff shared information about programs and resources, signed attendees up for library cards, and helped introduce new users to the library. The event also gave children the opportunity to engage with authors, including James Dashner (!), helping foster interest in reading and learning.

Increase Impact

- On March 7, staff from the Collister and Bown Crossing branches, working with the Meridian Library District, hosted the second annual [Treasure Valley Pokémon Trading Card Game Tournament](#) at [Phoenix Fire Games](#). The event brought together 138 people of all ages from across the valley, creating a fun and welcoming space to connect over a shared interest. It helped strengthen community connections, encouraged participation in library programs like the BPL Pokémon League, and showed how the library supports learning and social activities beyond its buildings. Several of BPL's Pokémon League regulars walked away with top honors.
- Library staff attended Kindergarten Registration events at local elementary schools, connecting with young students and their families. Staff shared books and information about library services to encourage reading and learning.
- The Library! at Bown Crossing hosted a performance of *The Tempest* by the [Idaho Shakespeare Festival's](#) touring group, followed by a Q&A session. This brought live theater to people of all ages, including those who may not have access to it otherwise, and gave attendees a chance to learn and engage with the arts in a welcoming setting.
- The Library! at Cole and Ustick hosted *Saturday Stories* with Ballet Idaho on March 21. About 80 people attended and learned about *Peter and the Wolf* from professional dancers, then tried out dance moves themselves. This event gave families a chance to experience the arts in a fun, hands-on way, especially for those who may not have access to live dance performances.

- Boise State Public Radio journalist George Prentiss interviewed Information Services staff about the Library's work helping community members complete Radiation Exposure Compensation Act (RECA) applications; raising awareness of the Library's support services and connecting more people to important resources and assistance.

Optimize Resources

- The Information Services team trained Circulation staff to assist with phone reference questions, strengthening and streamlining service across the Library. This approach improves efficiency by sharing expertise across teams, reduces wait times for users, and ensures more staff are equipped to provide accurate and timely information.
- Staff from the Library! at Collister attended an Idaho Commission for Libraries ([ICFL](#)) training on Older Adults & Technology, which shared free resources from AARP programs like [OATS](#) (Older Adults Technology Services) and [Senior Planet](#). Both offer easy-to-follow online tutorials that teach basic technology skills. These tools can help staff get users started and give them a way to keep learning on their own, so staff can support more people at the same time.

Measure Value

Monthly Email Newsletter: [March](#)

- Sent March 2, 2026, 14,754 successful deliveries
- Content included:
 - Suggested reads for Women's History Month, curated by Boise Public Library
 - "Living Legacies & Changemakers" First Thursday
 - Profile on Haley Shillito, BPL's Community Resource Coordinator and a Social Worker.
 - Community Care Navigators program
 - Writer-in-Residence Kim Cross Workshop/Culminating Event
 - Volunteer Fair at the Library! at Cole and Ustick
 - National Red Cross Month events
 - Chilton Digital Resources
- 36% opened/read the newsletter (5,345 out of 14,754 successful deliveries) / Click-through Rate 5.58% (298)

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

- Sent March 10, 2026, 1,388 successful deliveries
- 41% opened/read the newsletter (566 out of 1,388 successful deliveries) / Click-through Rate 8.83% (50)

Other Marketing and Communication Updates for March

- Updated Advocacy Toolkit with list of current legislators

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 Jessica Rodriguez	Department:	Library

PROJECT STATUS:

Period Covered:	March 2026
Project Highlights	<p><u>Summary:</u> Downtown Library: 1st floor renovations with deferred maintenance items are anticipated to be completed by fall of 2026. Major parking lot replacement construction is estimated to begin in fiscal year 2027 when funding is available. Bown Crossing Library: Ordered, anticipated install June 2026 Library Master Facilities Master Planning: Master Facility Plan is in review with both Council and Board.</p>
Project Summary	<ul style="list-style-type: none"> ▪ <u>Downtown Library</u> numerous major repair and maintenance items that need to be addressed to give the library another 20+ years of life, along with space reconfigurations to better serve the public. This work will consist of a program of projects to occur over several years based on project prioritization and budget. ▪ <u>Bown Crossing</u> new book auto sorter and bird strike mitigation. ▪ <u>Library Facilities Master Planning</u> to address facilities needs for the next 20 years which will be utilized to aid in future decisions about location, size, design and functions of library facilities as well as to better understand staffing needs and potential funding options.
DOWNTOWN LIBRARY IMPROVEMENTS UPDATE	<p><u>1st Floor Renovations and Deferred Maintenance:</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes 1st story portion of building only which includes renovations to information desk, Hayes auditorium, collections, and youth services areas. ✓ Deferred maintenance / building systems upgrades will be part of this project scope which includes updates and modifications to the existing mechanical, electrical, plumbing, and fire alarm. <p>Status:</p> <ul style="list-style-type: none"> • Furniture Planning is ongoing. • Exterior Facade and Window improvements bid opening is scheduled for 4/2/2026 • On going Planning for staff temp relocation during Installation of new electrical switchgear over 5/3/2026-5/13/2026 - which will require entire building power shutoff <p><u>Major Parking Lot Replacement</u></p> <ul style="list-style-type: none"> ✓ Project Scope: Includes replacing existing parking lot storm drainage system and reconfiguring vehicular access, circulation, parking, bike / pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).

	<p>✓ South end of parking lot – completed per status update below.</p> <p>Status:</p> <ul style="list-style-type: none"> • Schematic design is complete, and pricing received from CM Co for FY27 budget request preparation. • Engagement with Arts and History and Community Engagement has begun to support existing and future art opportunities and wayfinding signage • 3/23/26 – A design kick-off meeting was held to resume design efforts and advance completion of design documentation for DR, permitting, and bidding. The team will proceed with the Option 3 design concept, incorporating additional elements including a new transformer location, a monument sign at the Capitol Blvd. entrance, and any Planning & Zoning (P&Z) required street improvements along River Street and the north elevation of the library. <p><u>Brick repairs/ Window Replacements</u></p> <p>✓ Project Scope: Repair exterior cracks in mortar & window replacement for 2nd – 4th floors.</p> <p>Status:</p> <ul style="list-style-type: none"> • Bid Opening on 04/02/2026, CMCo will vet the bid packages prior to awarding low bidder. • Work is planned to begin Spring 2026, pending budget is aligned with bidding climate. <p><u>Elevator Upgrades – 4 story</u></p> <p>✓ Project Scope: Upgrade elevator in 4 story with an MRL traction system. This will remove the hydraulic mechanics and replace car completely to have a better overall performance and eliminate the risk of down time due to unexpected underground leaks. There is anticipated energy savings with this type of installation.</p> <p>Status:</p> <ul style="list-style-type: none"> • The building permit is pending submission of required contractor documents for issuance. Additionally, the CM/Co cost for the elevator shaft modifications is still outstanding.
<p>BOWN CROSSING AUTOSORTER UPDATE</p>	<p>Scope: Installation of new book auto sorter and tenant improvements to accommodate new auto sorter and staff model update and associated furniture needs.</p> <p>Status:</p> <ul style="list-style-type: none"> • AutoSorter installation has been scheduled for June 2026 • Bird Strike Mitigation contract initiated for window application • The new information desk layout and configuration are currently being refined in coordination with Interior Solutions.
<p>LIBRARY FACILITIES PLANNING UPDATE</p>	<p>Scope: Assess space utilization, develop and implement a community engagement process to ensure alignment with strategic planning goals and the community, develop recommendations/ alternatives to close the gap with cost estimates, develop various models for new facilities including recommended approach and locations, sizes, and types which includes options for phasing and preparing a 20-year implementation schedule.</p> <p>Status:</p> <ul style="list-style-type: none"> • Facility Plan reviewed in joint Board and Council meeting. Council has asked for additional information from Public Works and Library.

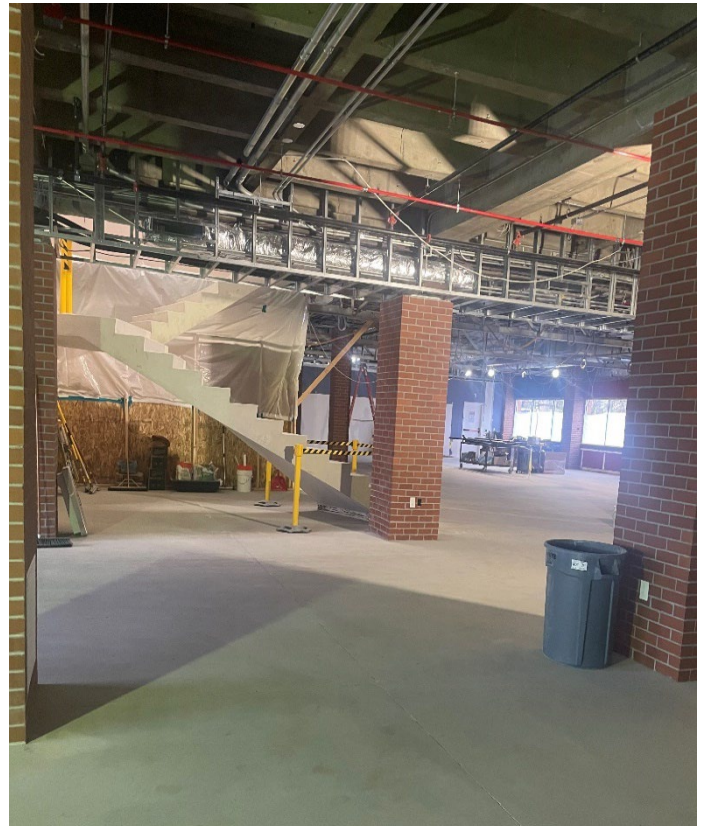
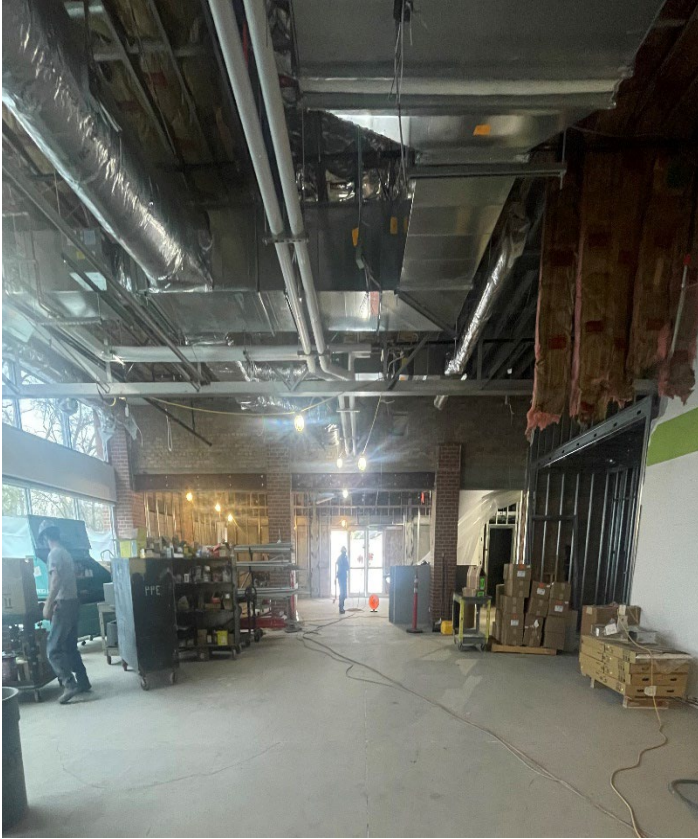
PROJECT COMPONENTS:

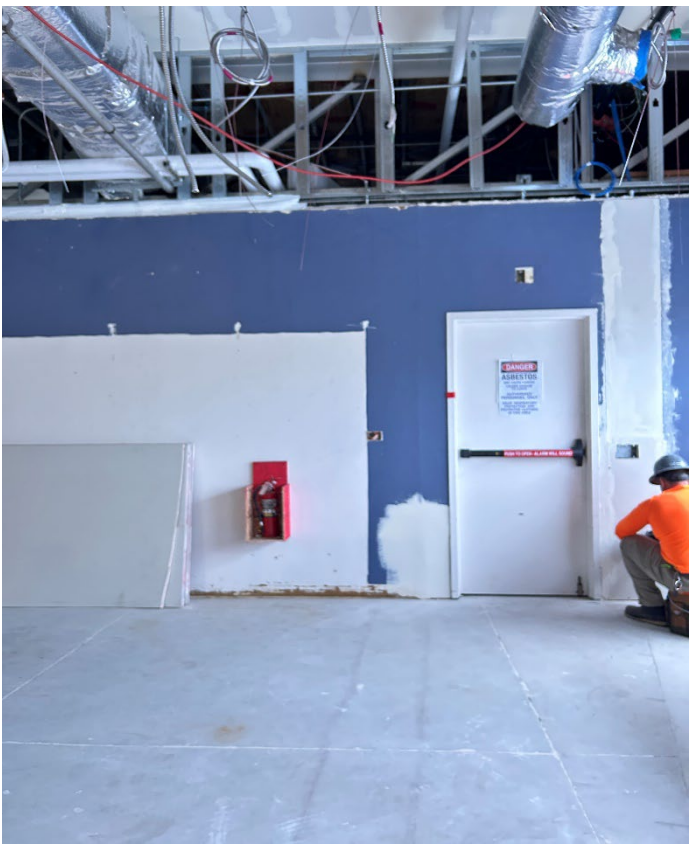
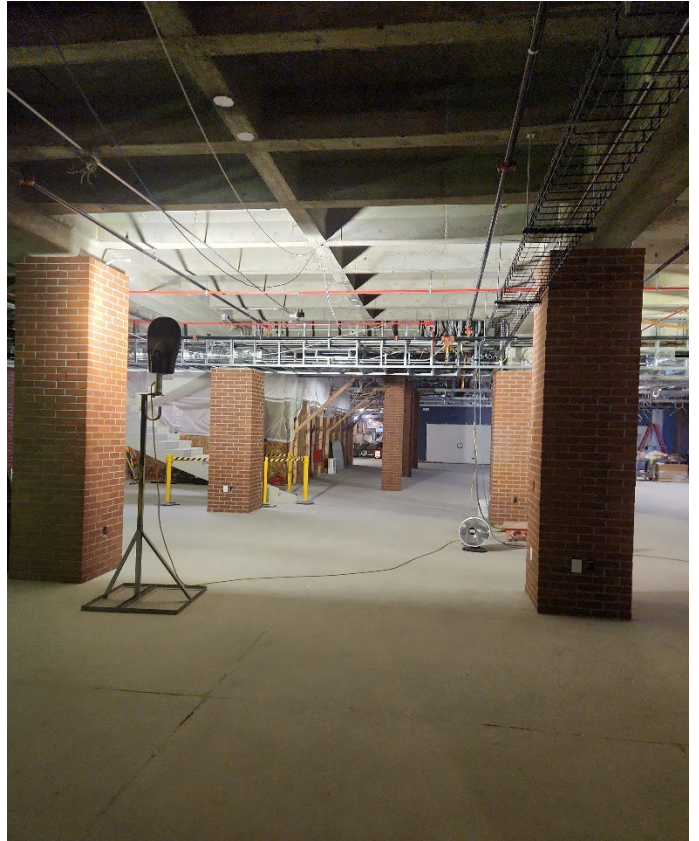
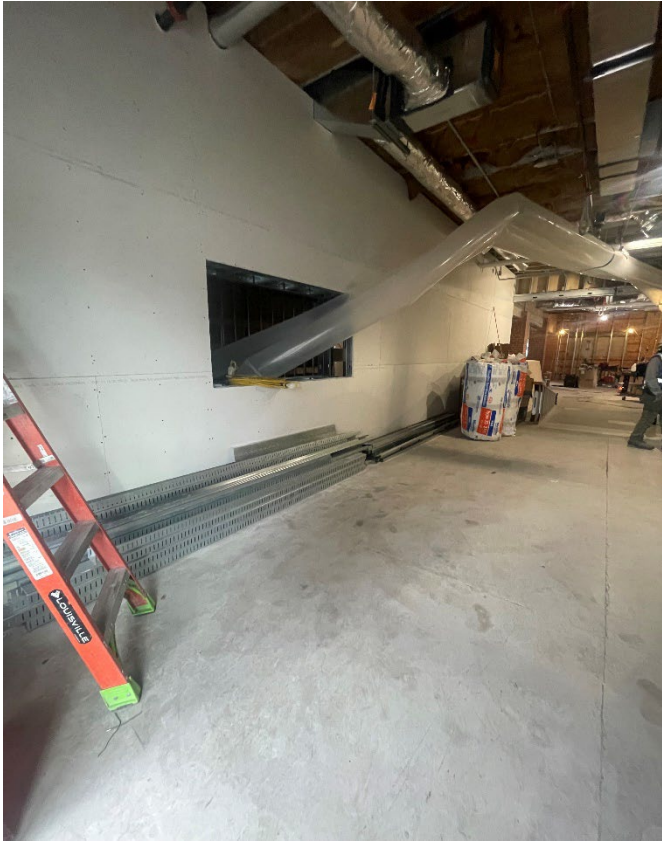
Scope	Public Works is continuing to review the program of projects to determine proper prioritization based on the information provided in the condition assessment report, efficiencies, and budget.
Budget	The budget will continue to be monitored as we receive estimates and bids to determine the work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

SCOPE MANAGEMENT:

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

March Construction Progress Updates







BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | April 2026

In-Person Visits

178,944

YTD through Last Month

60,923

Prior Month

65,151

Prior Month Prior Year

-6%

Month Percent Change

349,107

YTD Fiscal

380,530

LastYTD Fiscal

-8%

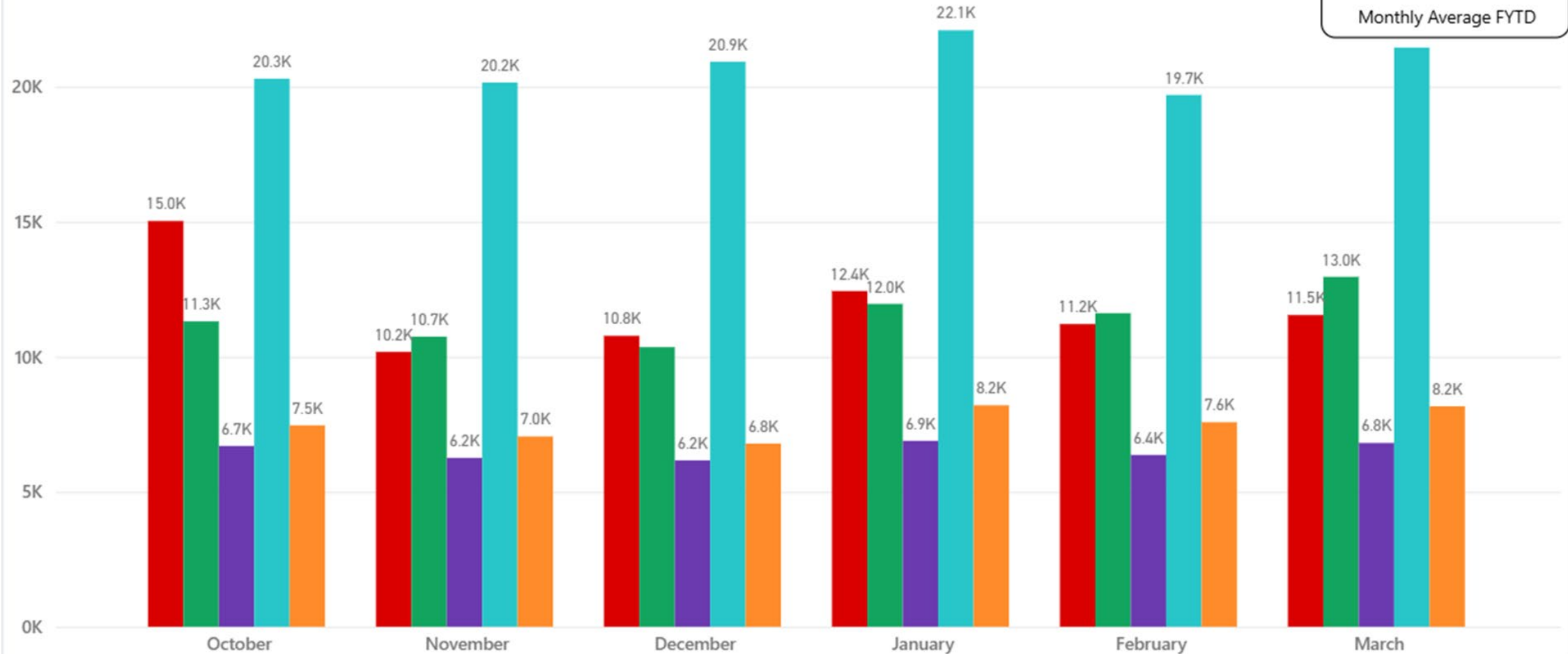
YTD Percent Change

In-Person Visits Fiscal Year 26

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

58,185

Monthly Average FYTD



60,923

Prior Month

65,151

Prior Month Prior Year

-6%

Month Percent Change

349,107

YTD Fiscal

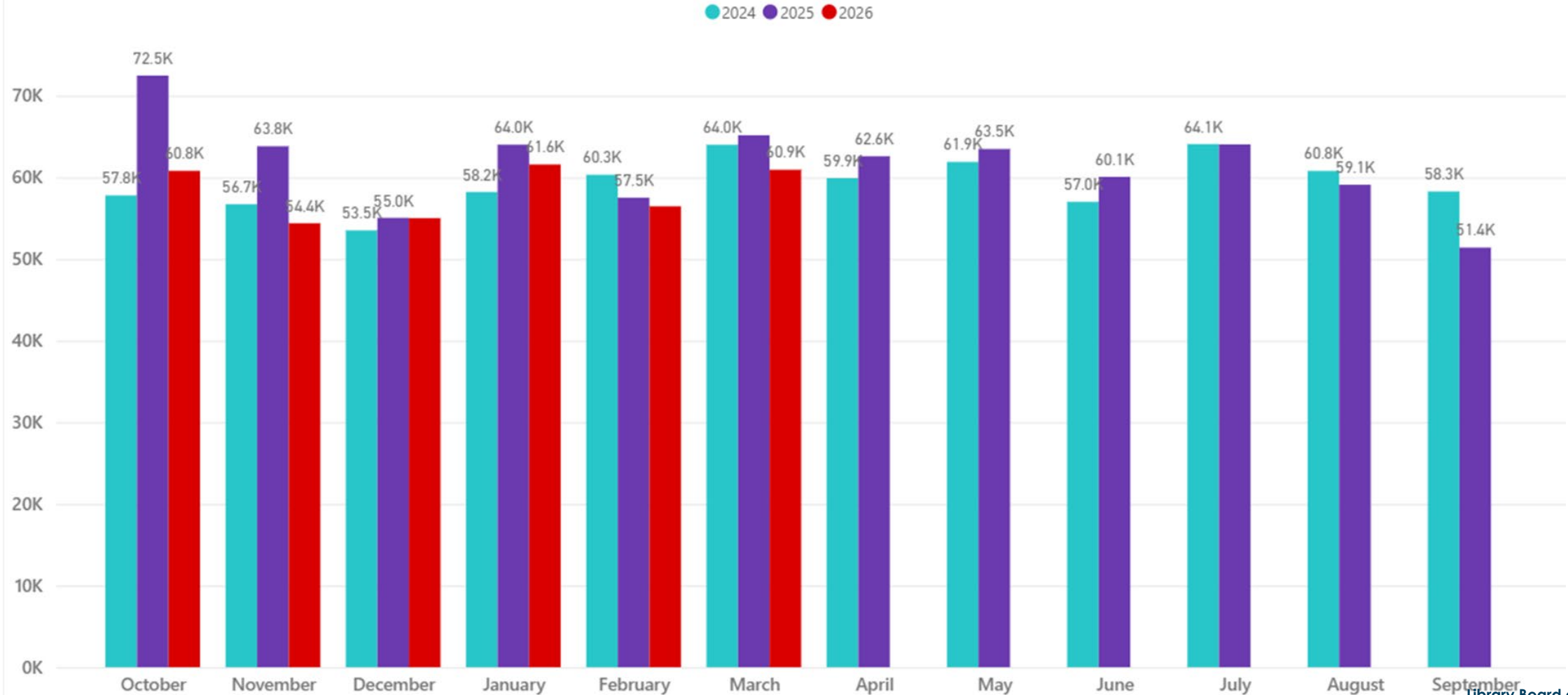
380,530

LastYTD Fiscal

-8%

YTD Percent Change

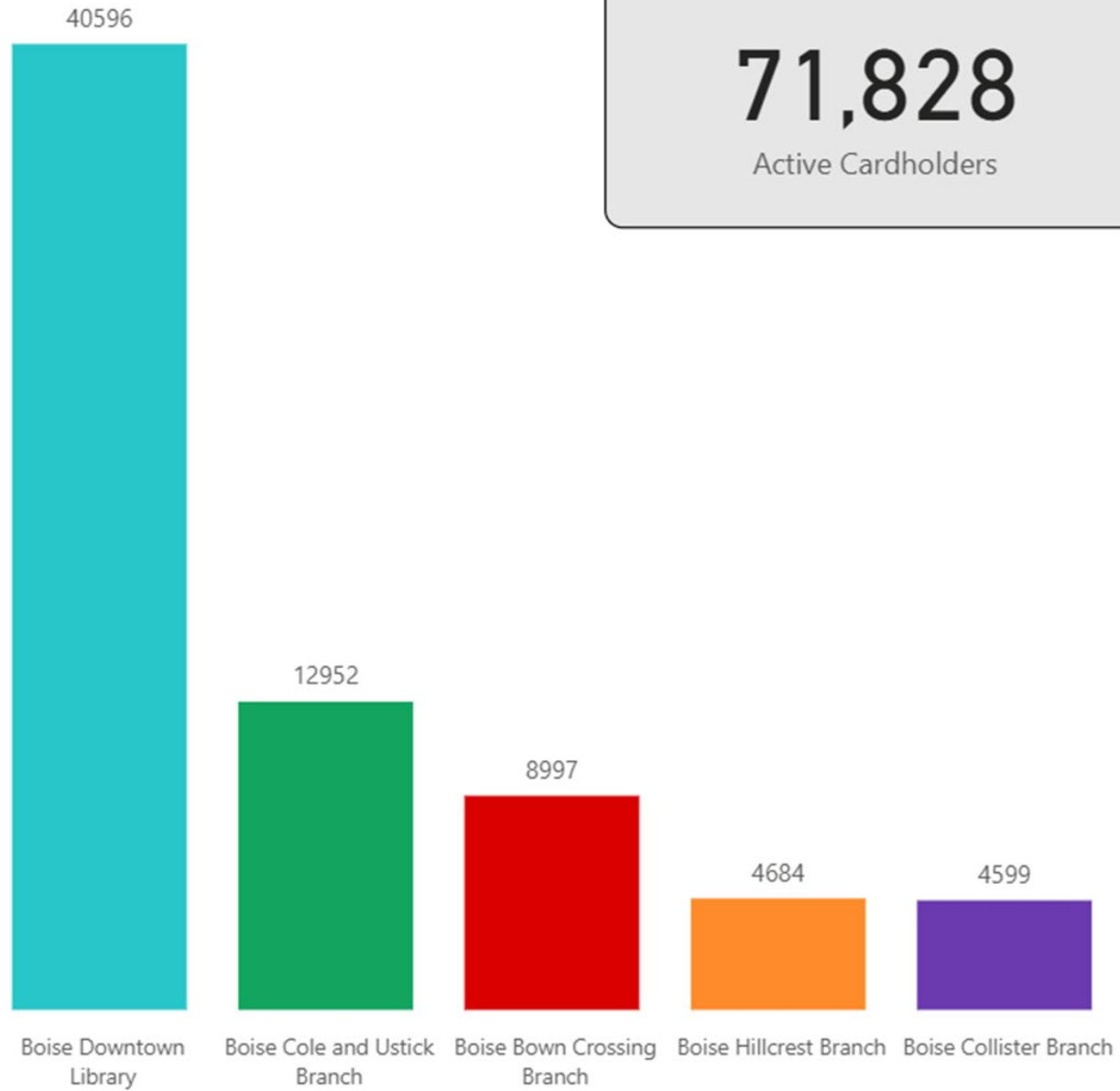
Total In-Person Visits by Year



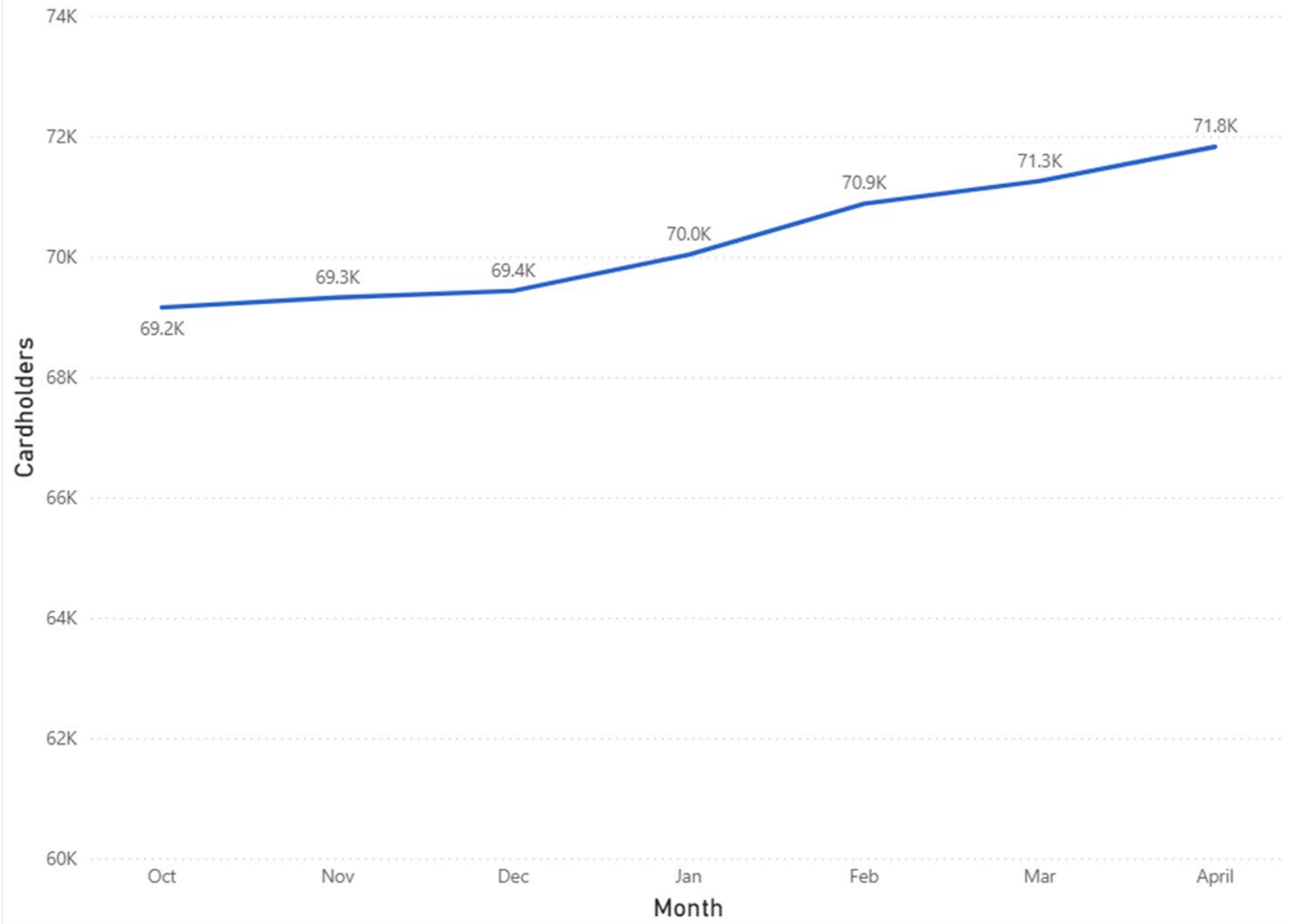
Active Cardholders

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

Active Card Holders



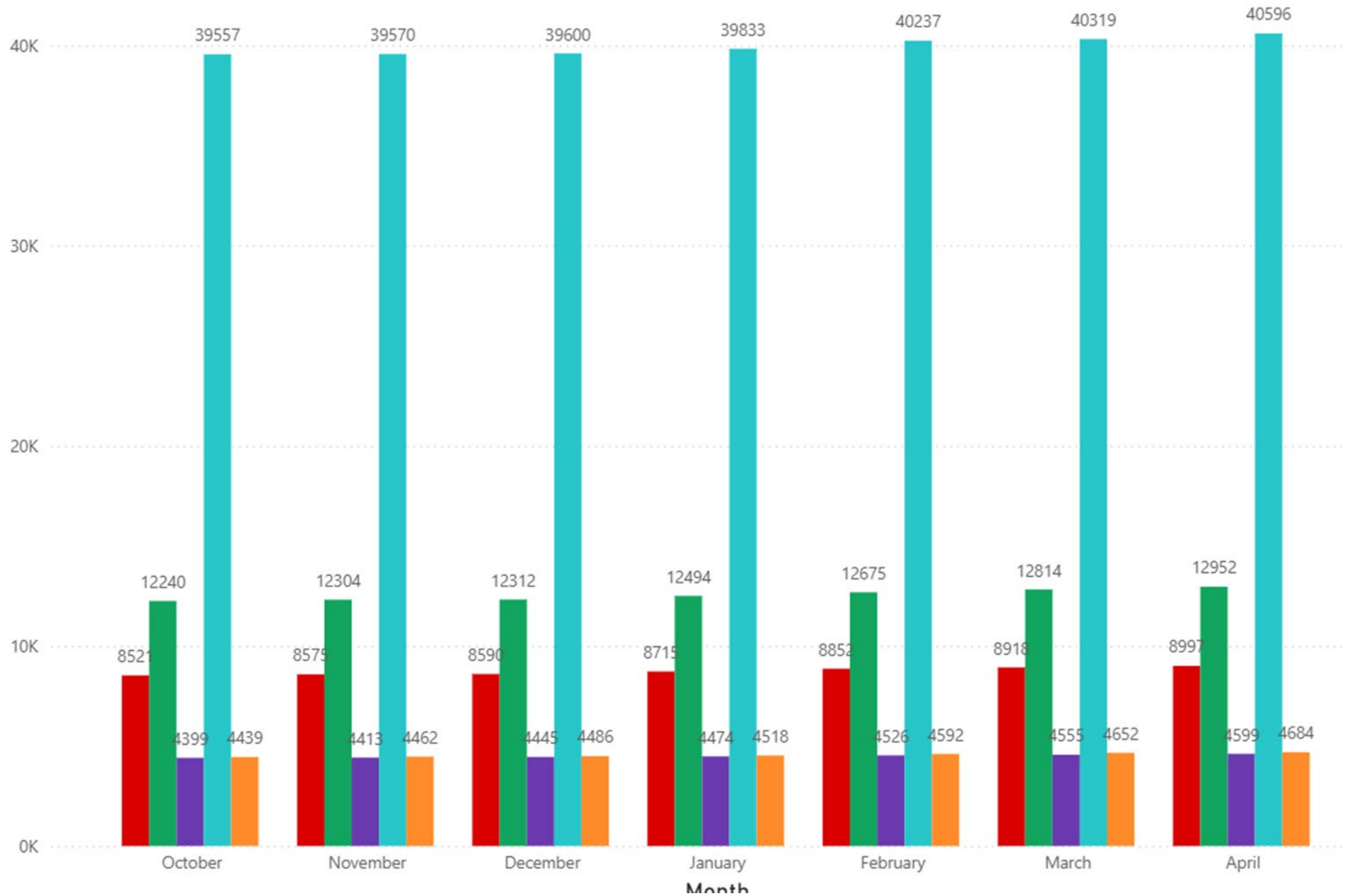
Cardholders by Month FY26



Active Cardholders by Month and Branch



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

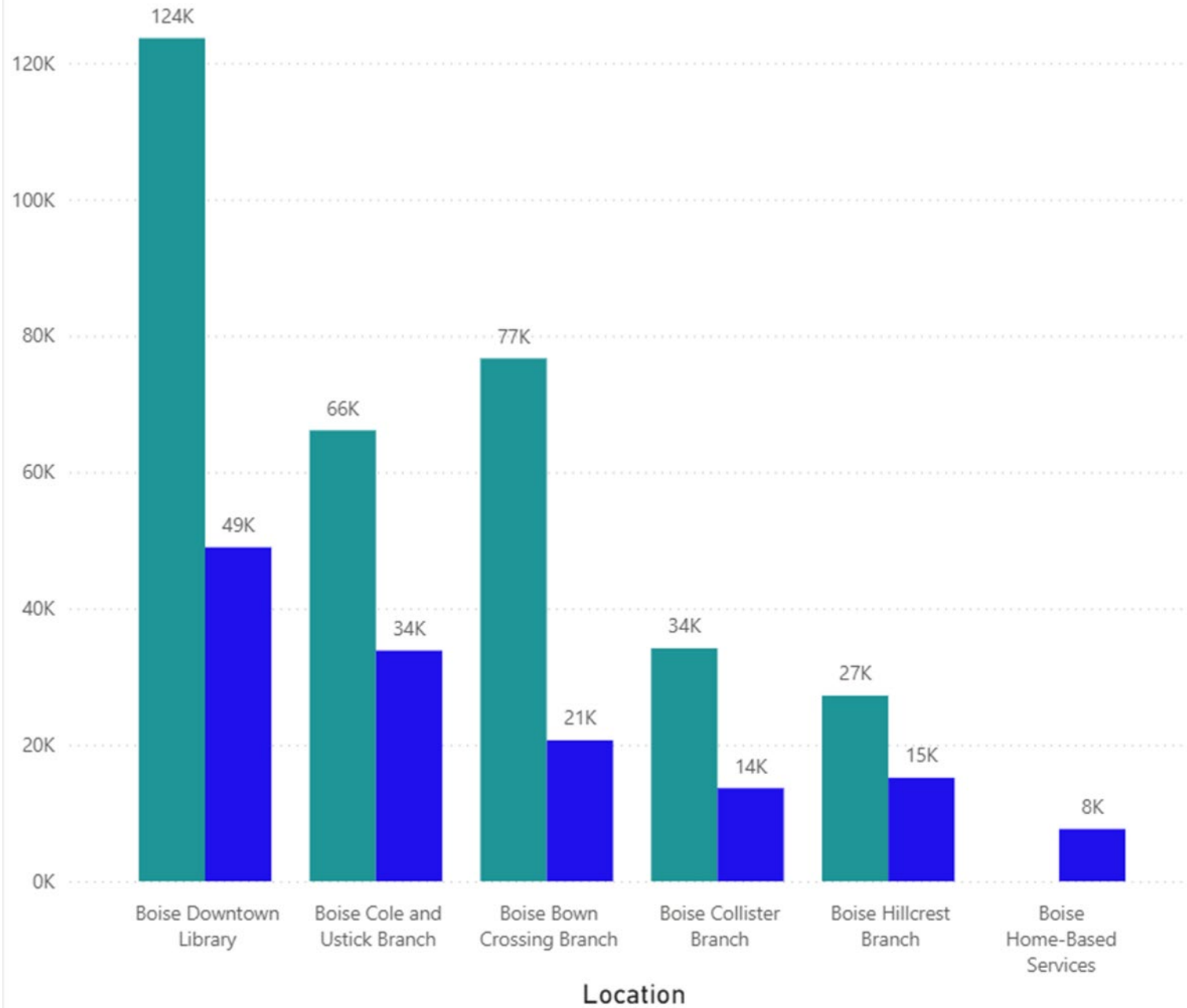


Physical Circulation

Physical Circulation FYTD26 by Location



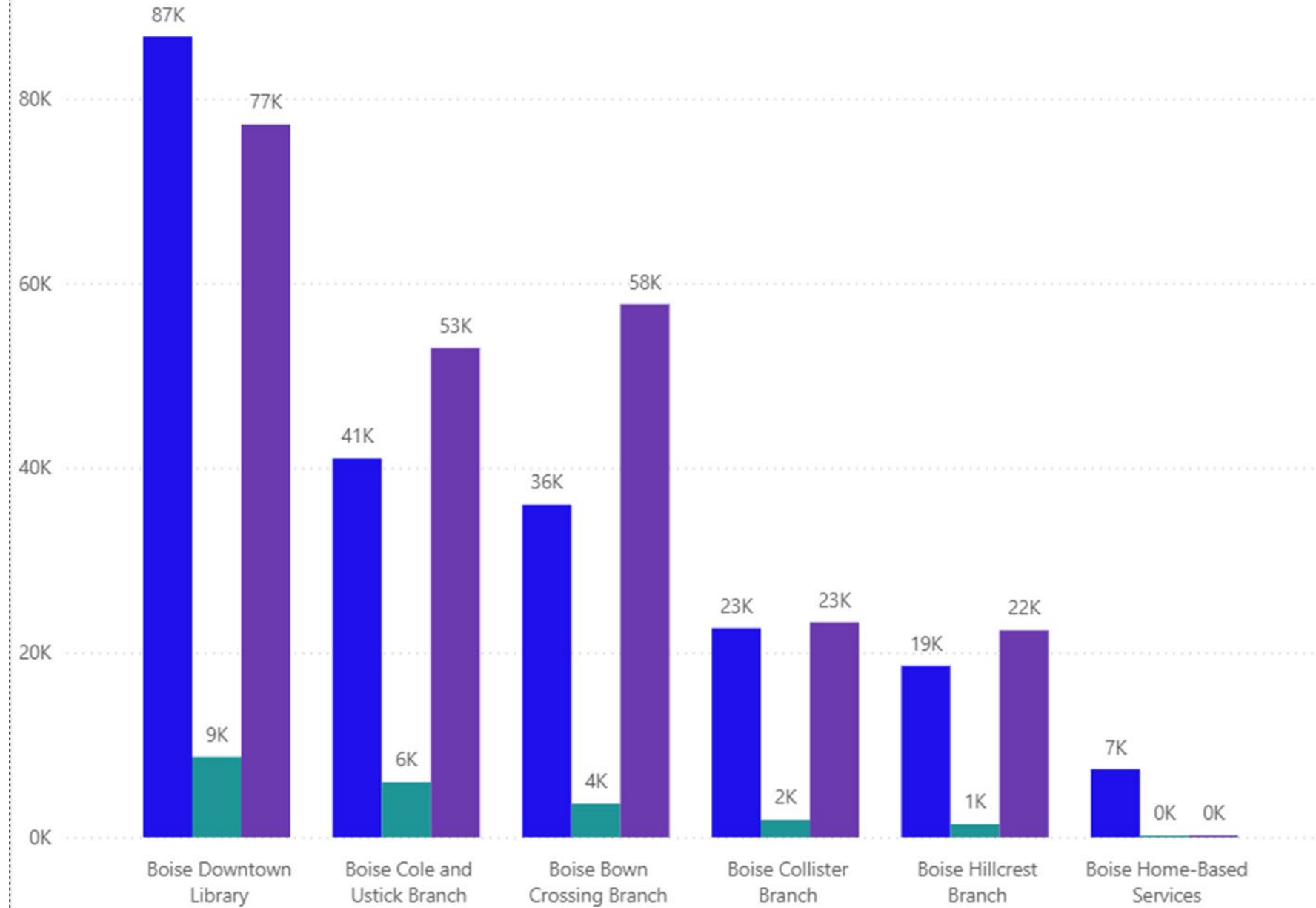
Checkout Type ● Self Checkout ● Staff-Assisted



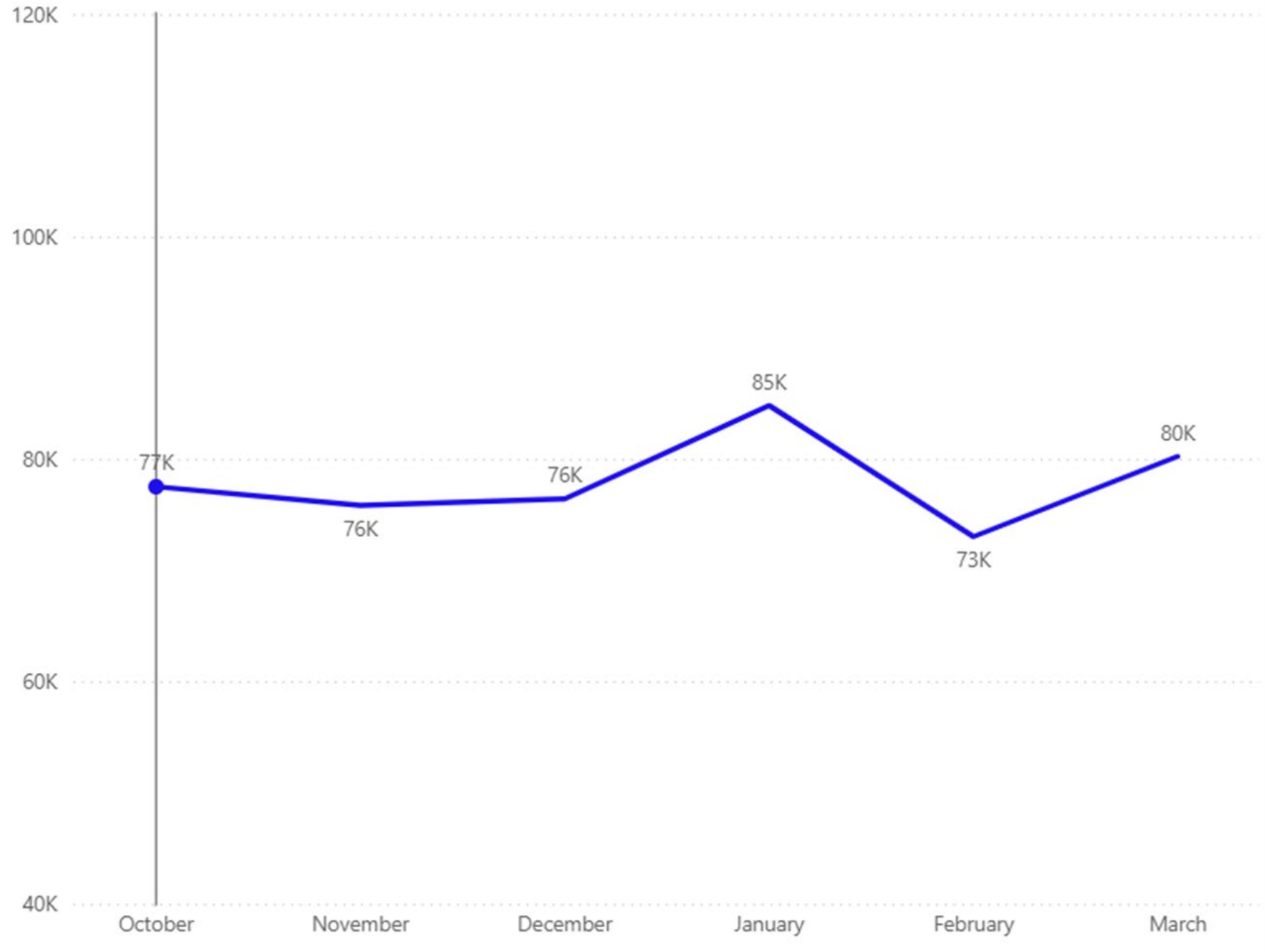
Physical Circulation by Audience FYTD '26



Audience ● Adult ● Teen ● Youth

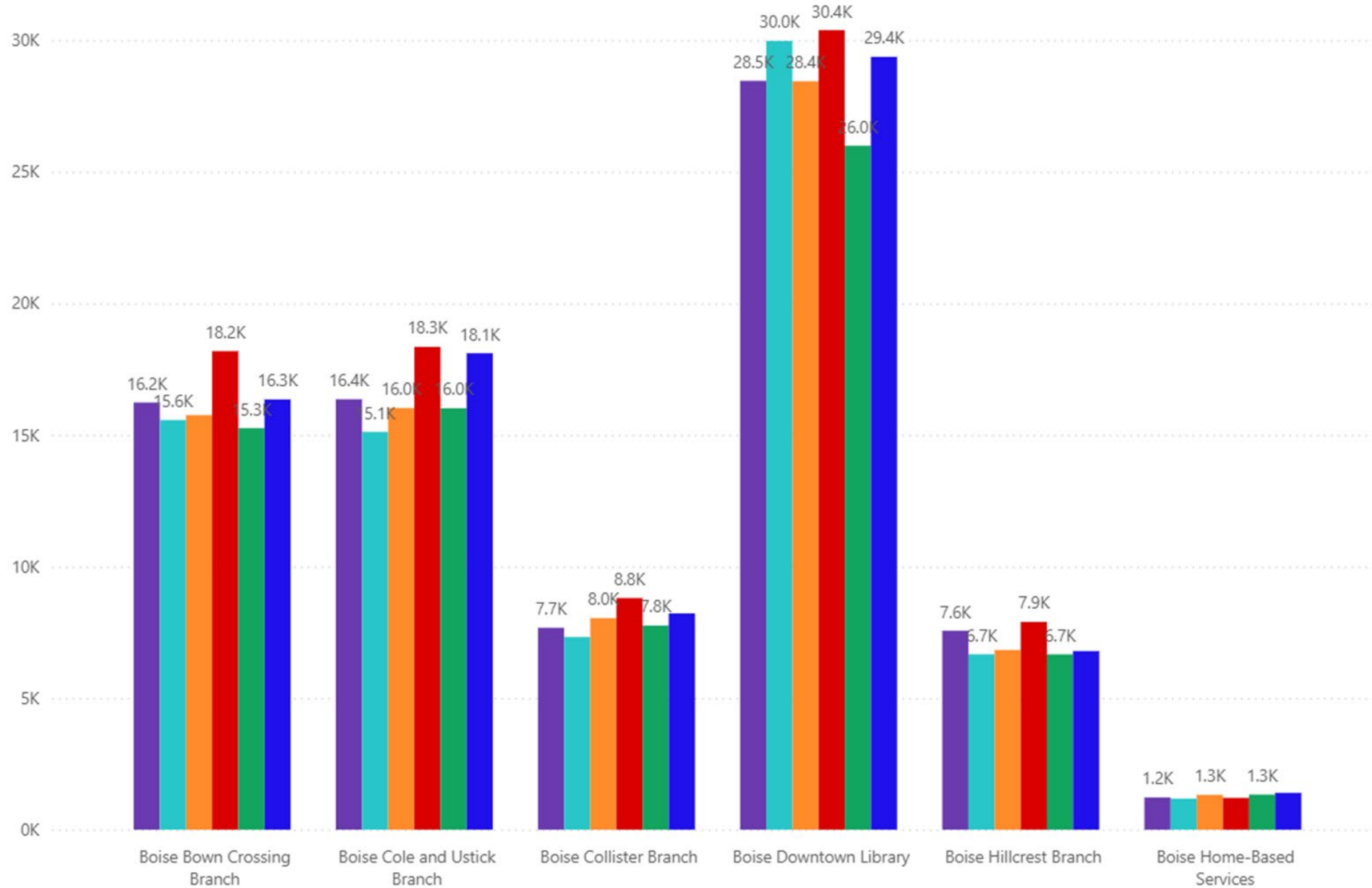


Physical Circulation - Fiscal Year '26



Physical Circulation for Fiscal Year '26

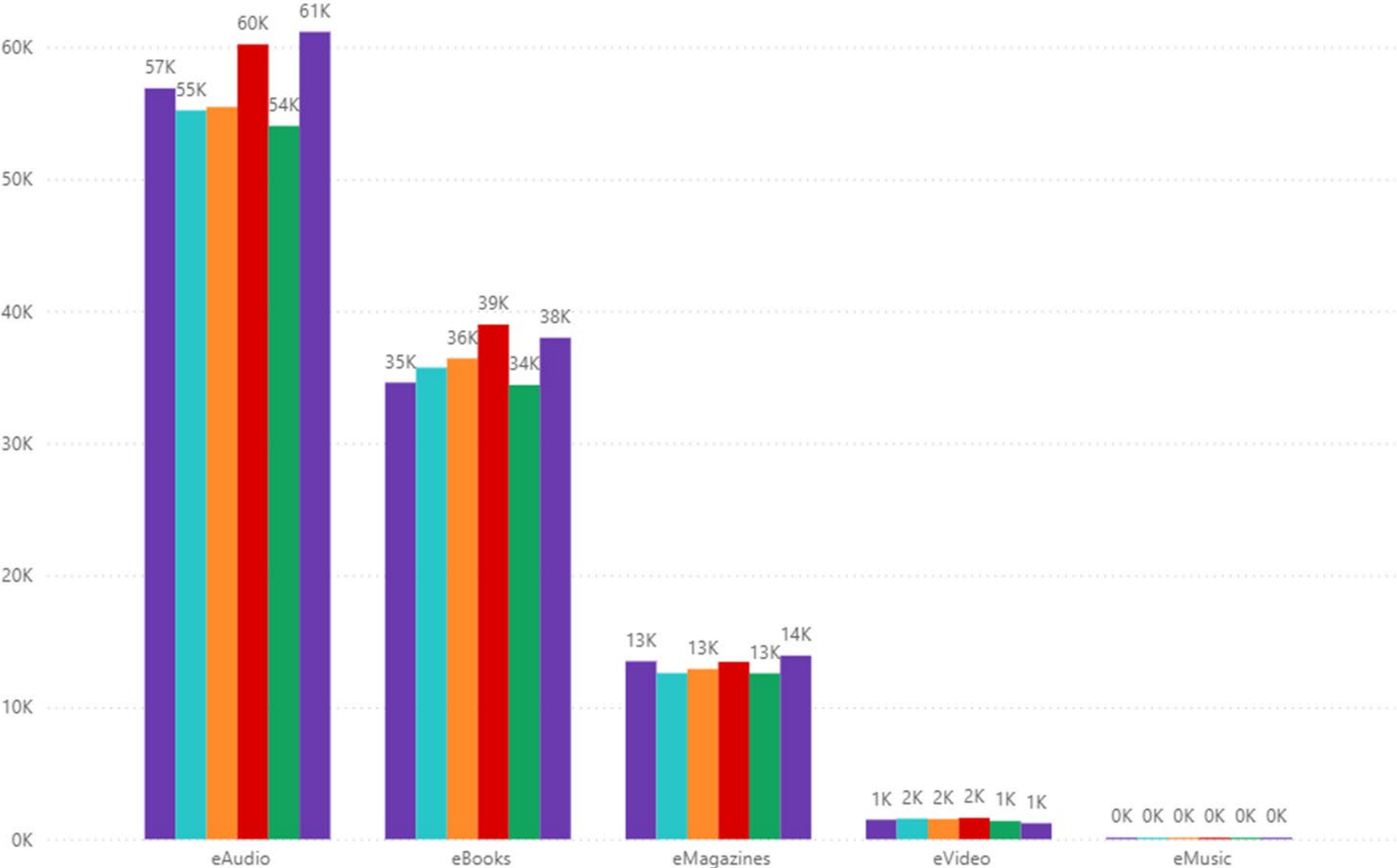
Month ● October ● November ● December ● January ● February ● March



Digital Circulation

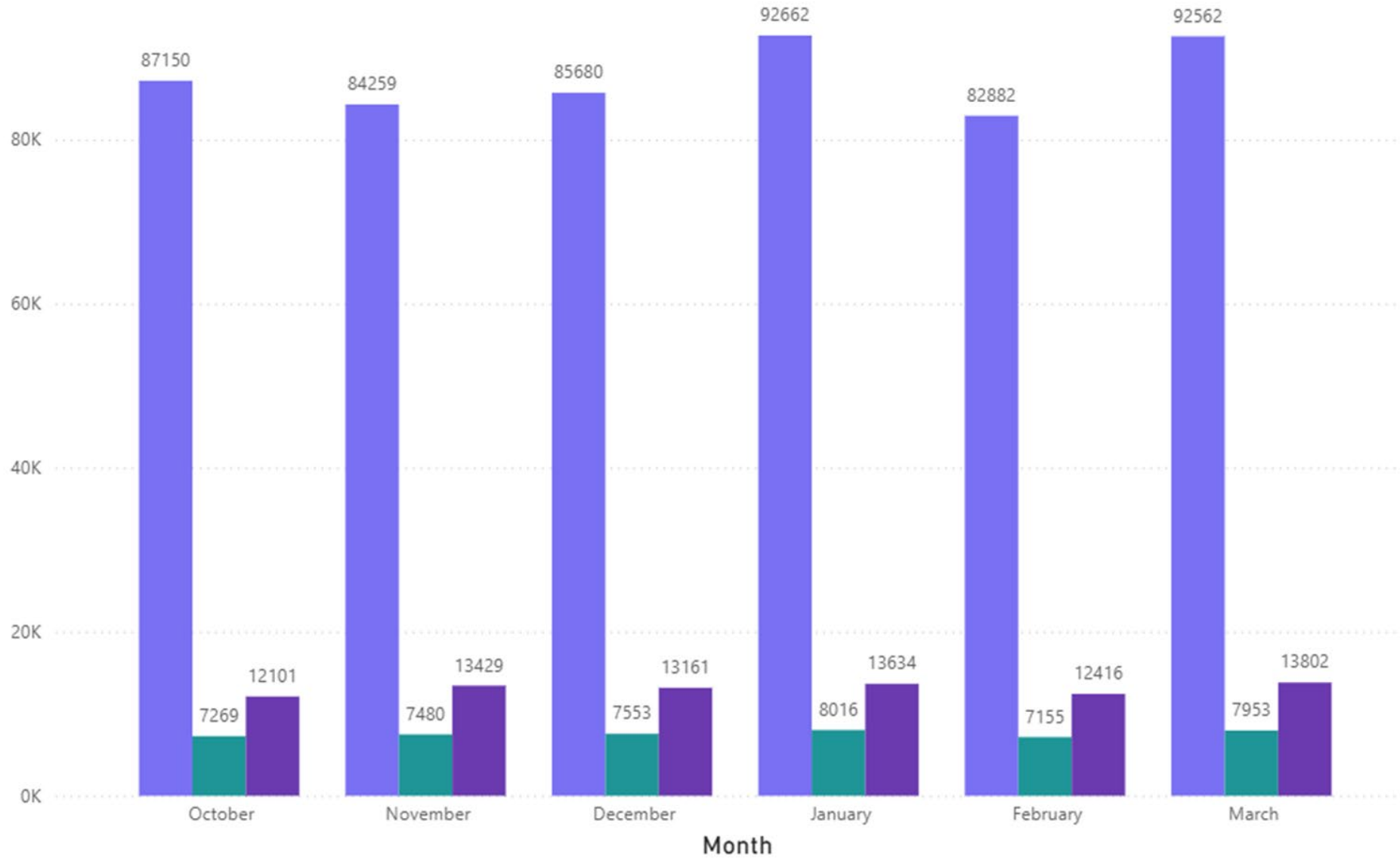
Digital Circulation by Format FY '26

Month ● October ● November ● December ● January ● February ● March

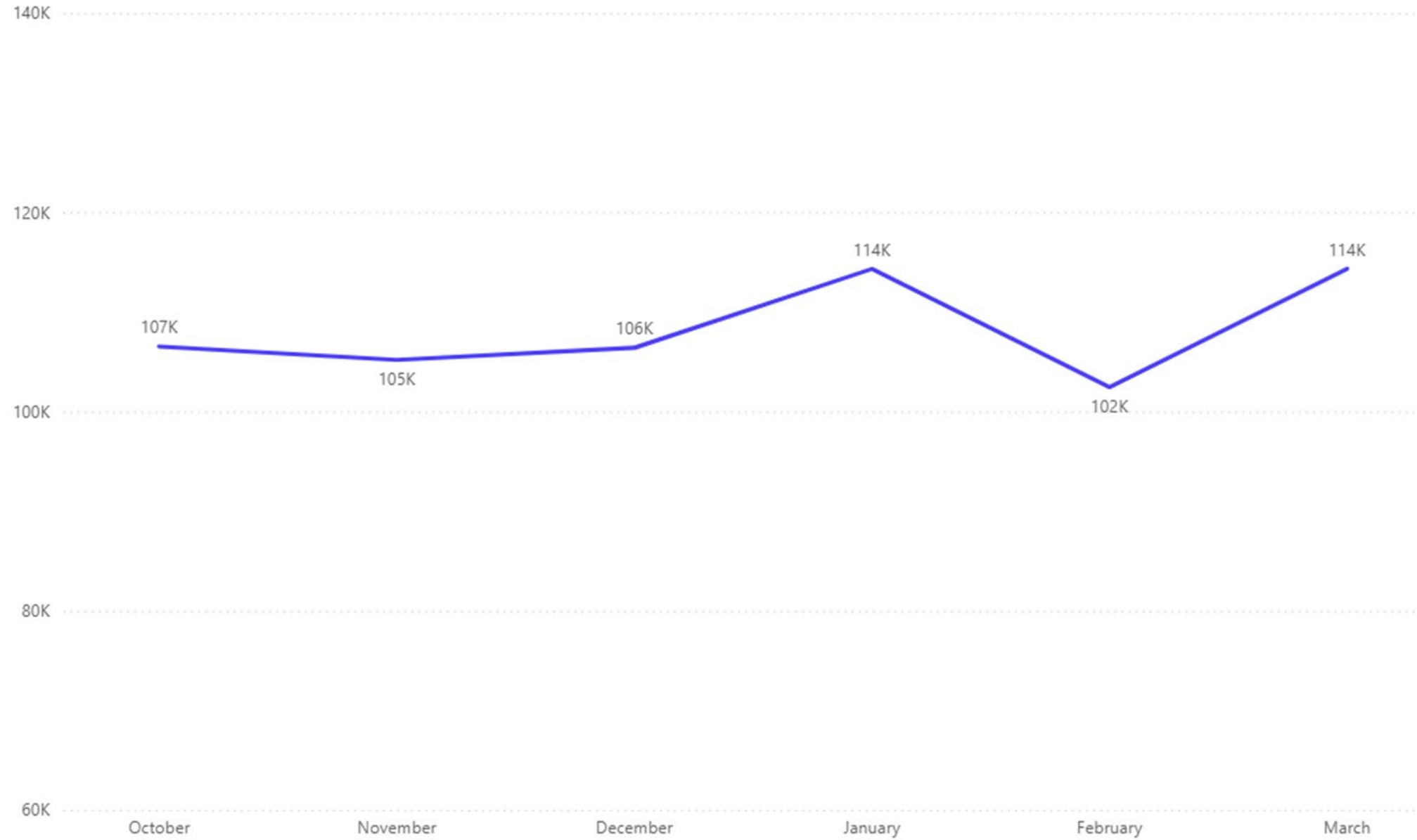


Digital Audiences by Month - FY26

Audience ● Adult ● Teen ● Youth



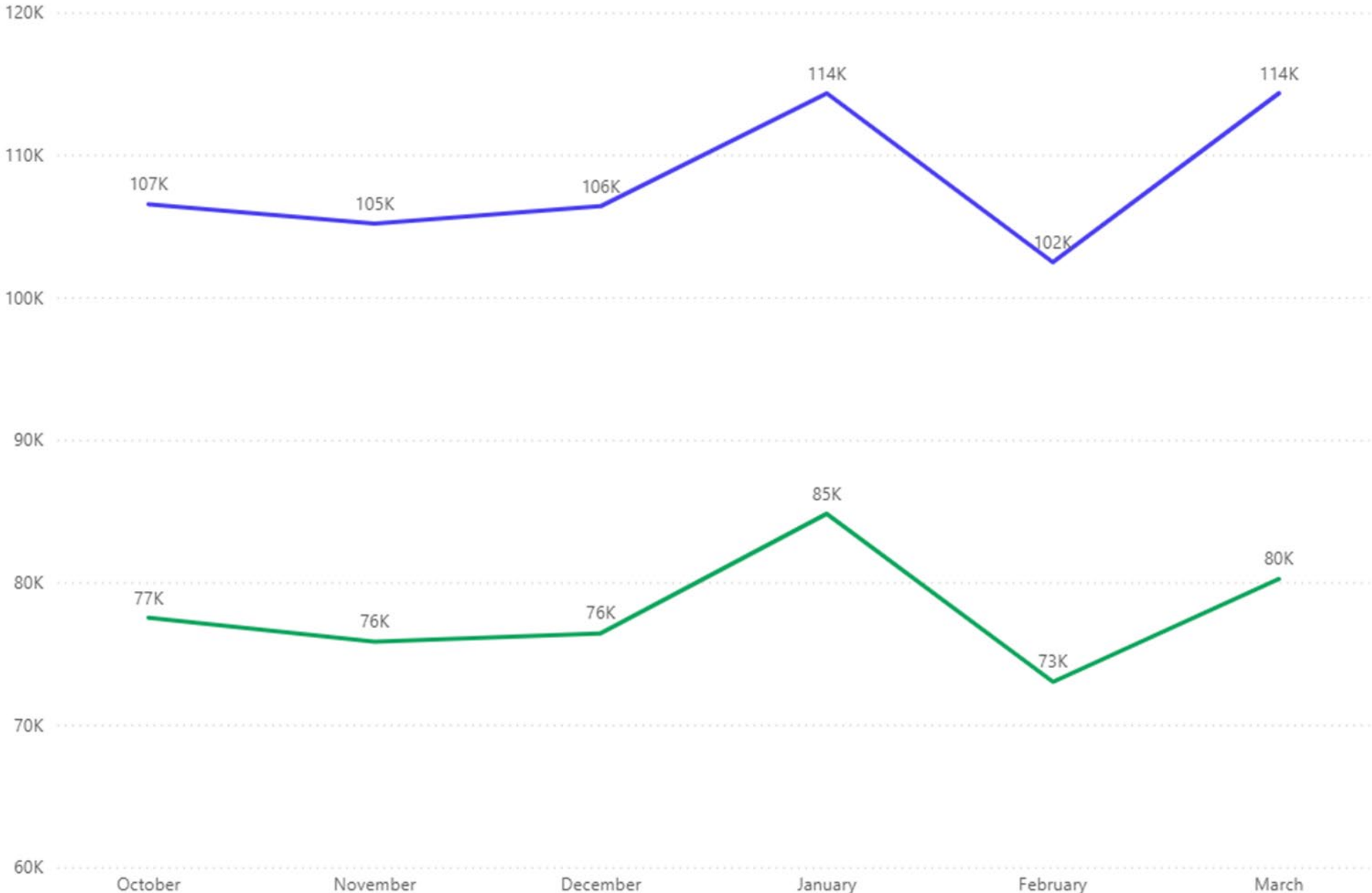
Digital Circulation by Month - FY26



Digital and Physical Circulation

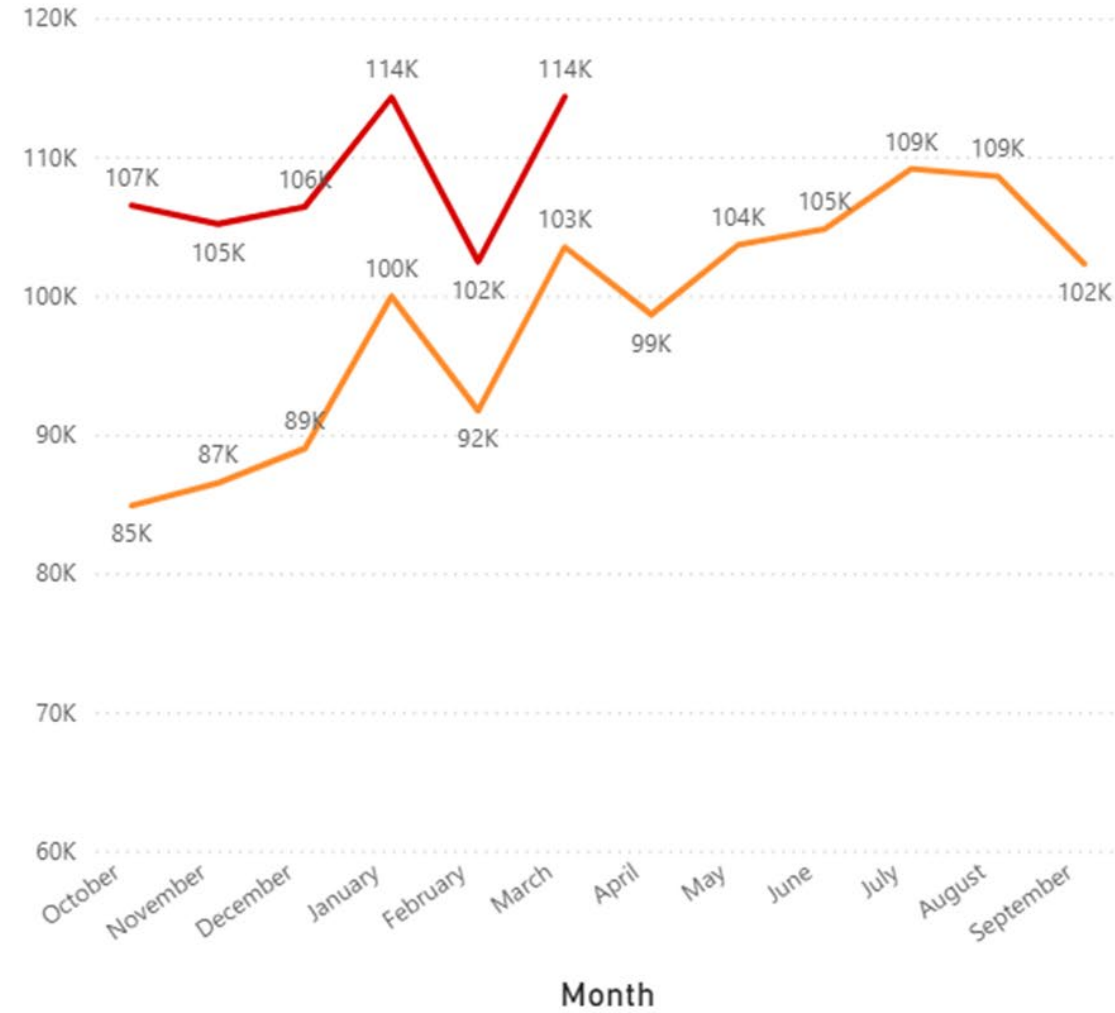
Physical and Digital Circulation FY26

● Digital ● Physical



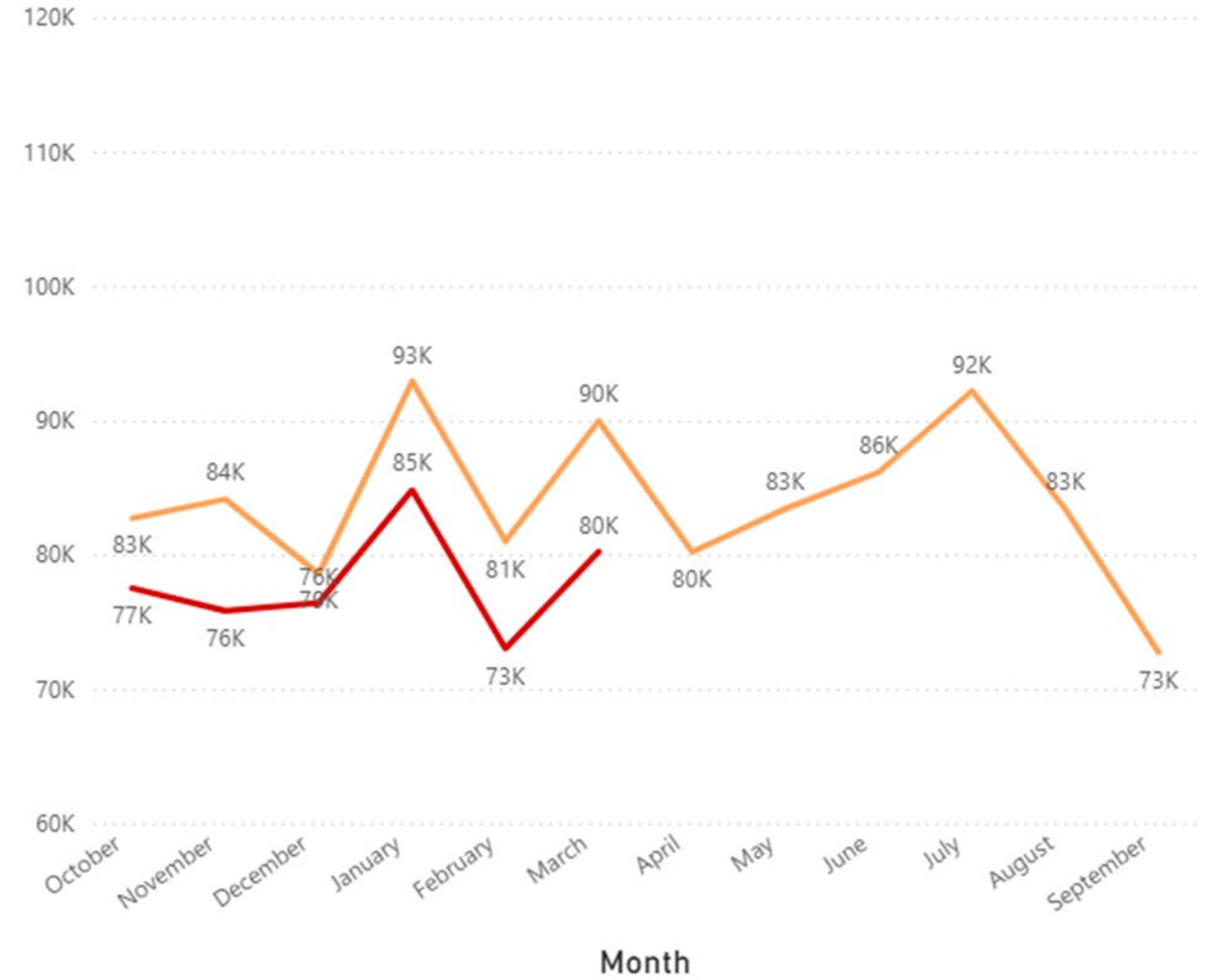
Digital Circulation Historic

FiscalYear ● 2025 ● 2026



Physical Circulation Historic

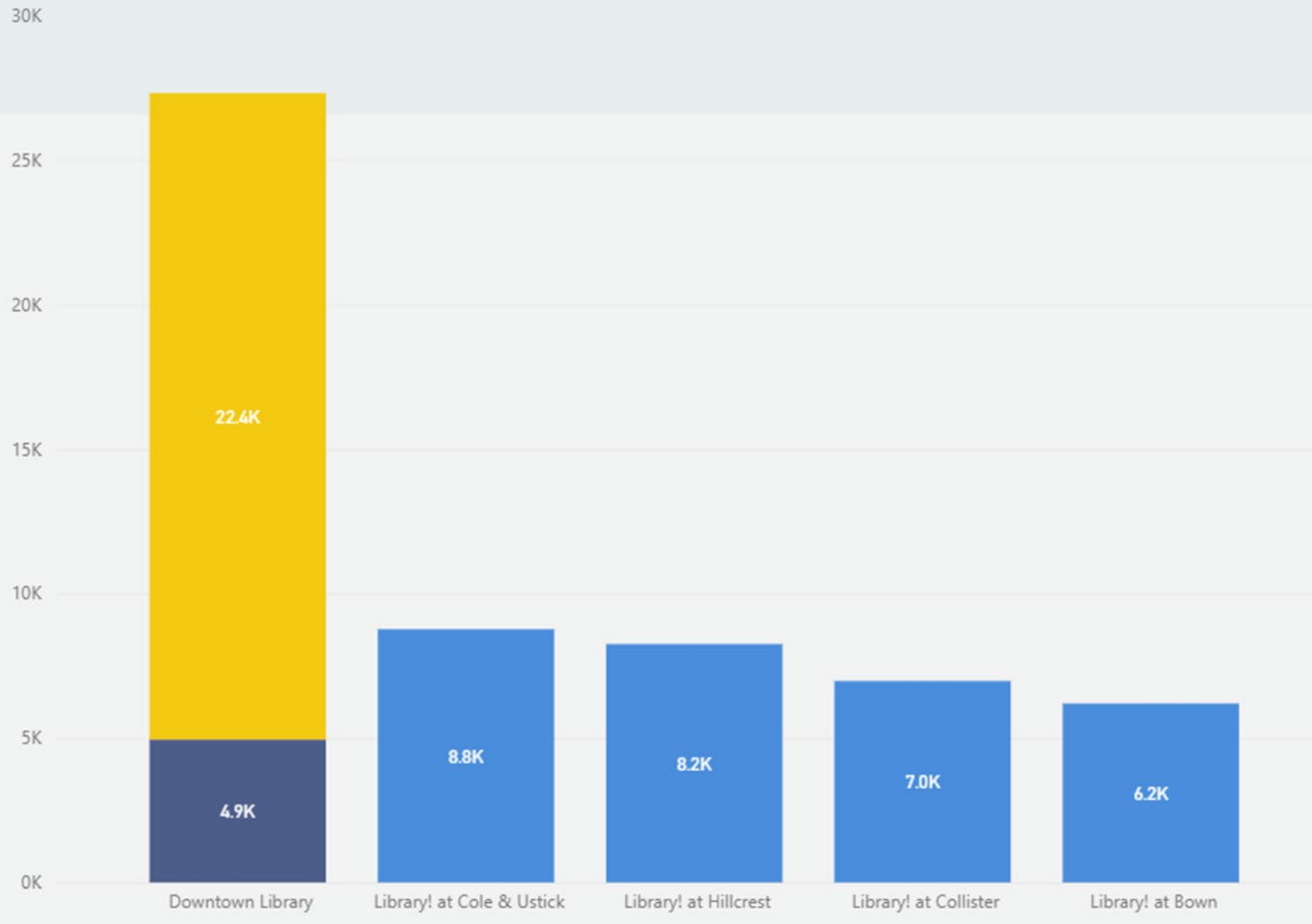
FiscalYear ● 2025 ● 2026



Reference

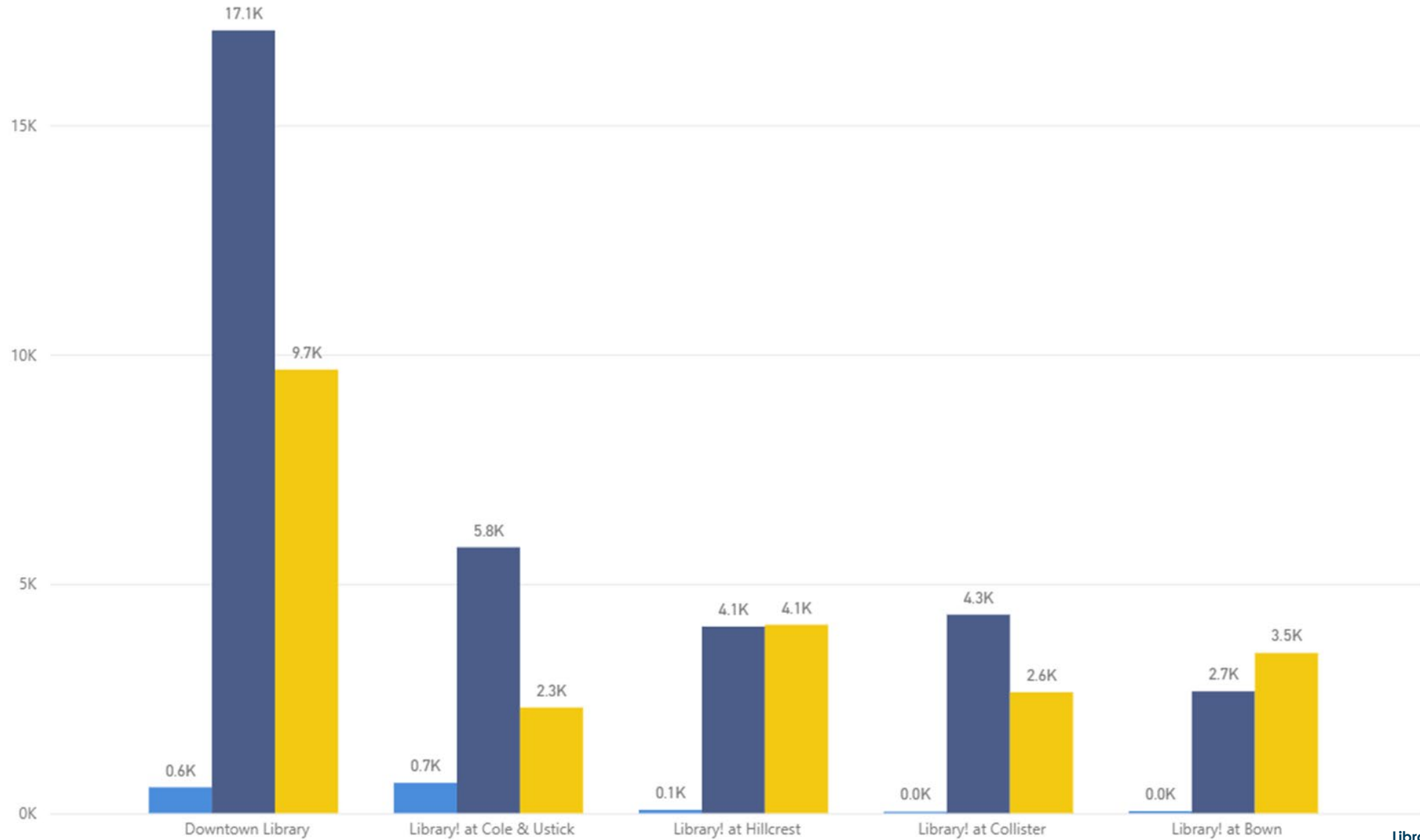
Question Count by Desk and Location FY26

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



Question Type by Location FY26

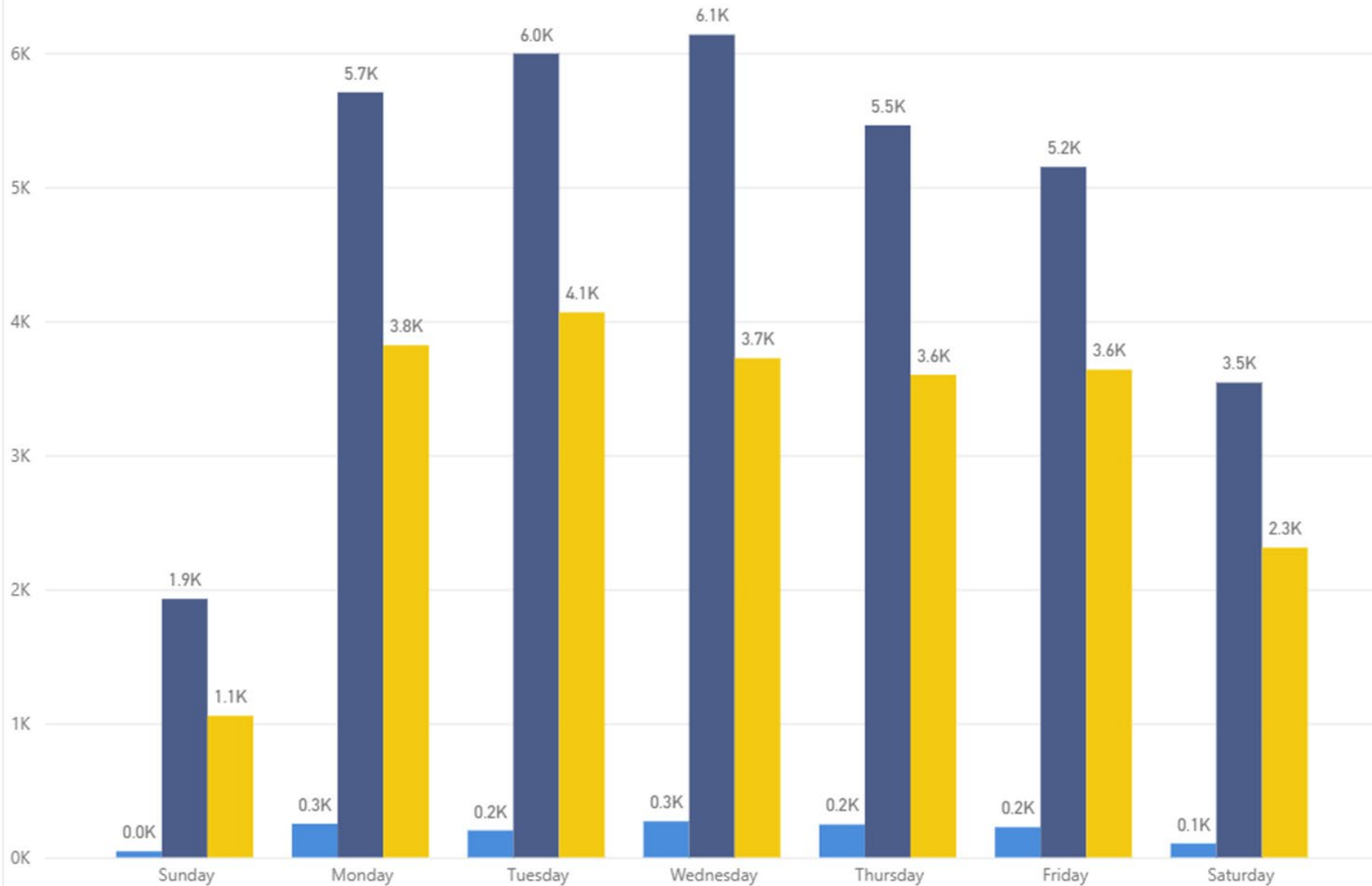
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Question Type by Day of Week FY26



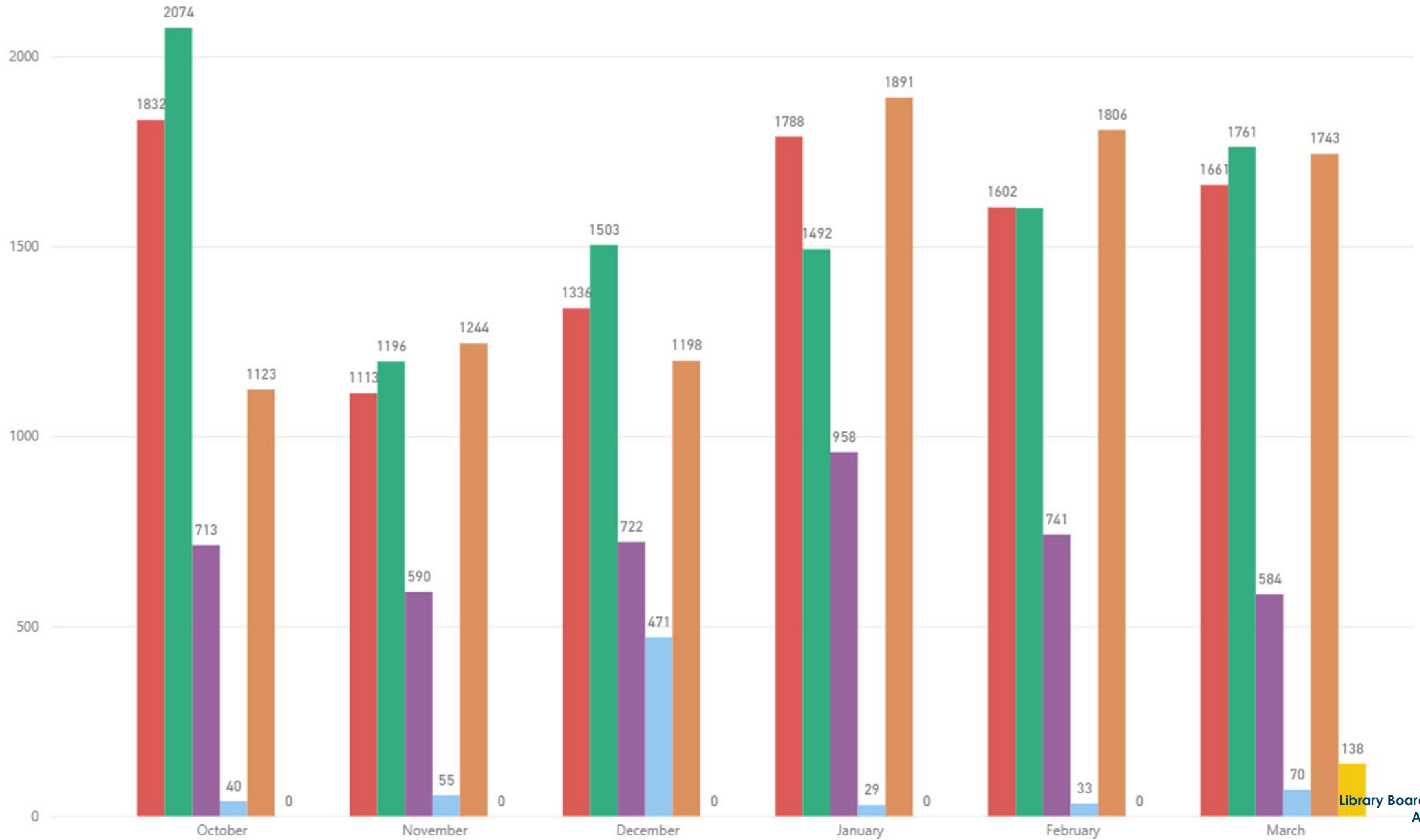
Question Kind ● Curbside Holds Pickup ● Directional ● Reference



Programs

All Branches Program Attendees FY26

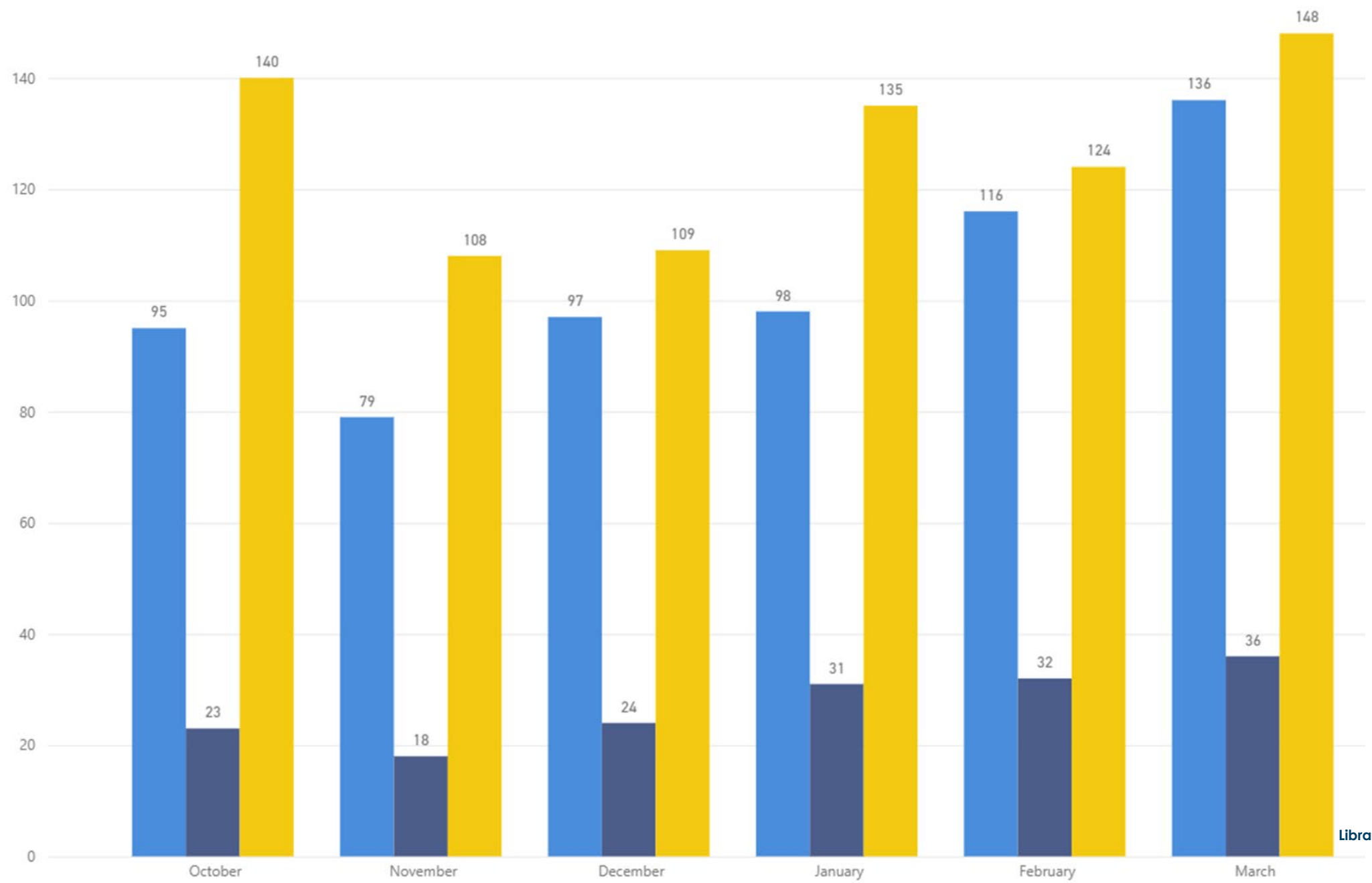
campus ● Bown ● C & U ● Collister ● Downtown ● Hillcrest ● System



Events by Audience FY26



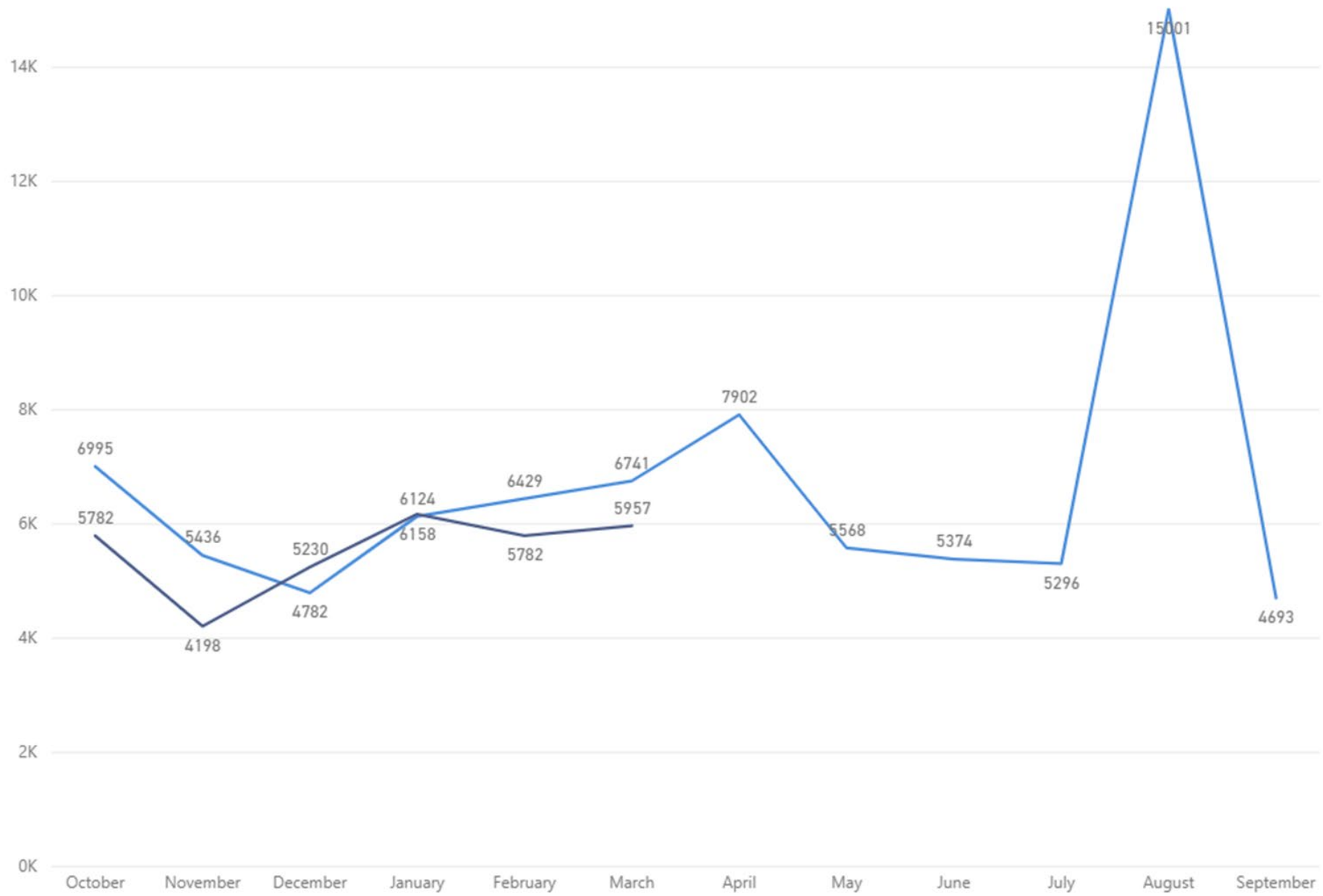
● Adult ● Teen ● Youth



Program Attendance FY25-FY26



fiscal_year ● 2025 ● 2026





2026-2027 Civic Makers Lab for Adults Letter of Agreement

This letter of agreement (LOA) contains the information and requirements to participate in ULC's Civic Makers Lab for Adults (18-24) initiative.

The agreement begins on May 1, 2026 and will continue through the end of the project anticipated to be prior to October 31, 2027.

ULC seeks to support U.S.-based public libraries participating in the Civic Makers Lab for Adults initiative as they work to implement experiential civic learning programs for young adults ages 18-24 in their communities.

Support for participating libraries will include:

- \$15,000 of program support funds
- Support for one staff member to travel to two 1.5-day in-person convenings hosted by ULC (will be provided through reimbursement in addition to \$15,000 program support funds)
- Skill-building for staff focused on topics including young adult engagement and co-creation, civic program/service design, facilitation, and stakeholder alignment
- Access to a national network of libraries implementing civic learning models
- Access to expert guidance, including office hours with ULC staff

Library agrees to:

- Implement young adult civic learning experiences such as simulations, community design challenges, project-based civic action, and civic awareness campaigns, **including a micro-pilot and at least one larger project**
- Identify a program lead and maintain consistent participation in the project
- Attend two 1.5-day in-person convenings and monthly virtual cohort meetings from June 2026 to November 2027
- Participate in ULC-led evaluation and grant reporting activities

Requesting Program Support Funds

Please use the forms provided to submit requested program plans and budgets. Program plans and budgets should be submitted Senior Program Manager Katie Sullivan at ksullivan@urbanlibraries.org by the designated due date.

Payment

Please fill out a W9 and submit to Christine Merzazada, ULC Finance Manager, at accountspayable@urbanlibraries.org to arrange for payment details. ULC is happy to provide

payment to either the library or a foundation/friends group as requested. Payment will be made by check.

The payment schedule is as follows:

- July 1, 2026: Micro-pilot plans and budgets due
- July 15, 2026: Micro-pilot funds distributed (\$2,500)
- September 30, 2026: Micro-pilot must be completed
- November 15, 2026: Full program plans and budgets due
- December 1, 2026: Remaining program funds distributed (\$12,500)
- September 2027: Library program must have been completed and all funds used

Library must seek approval from ULC before shifting program expenditures more than 20% from submitted budget template for either the micro-pilot or full program.

Library must spend all program support funds by September 30, 2027.

Unallowable expenses

- Library is not permitted to purchase alcohol with the program support funds.
- Otherwise, the library is encouraged to follow internal guidelines for permitted program expenditures.

Library Name: Boise Public Library

Program Lead

Name: Erin Kennedy
Sign: [Signature]
Date: 4-2-26

Library CEO/Director or Designee

Name: Jessica Dorr
Sign: [Signature]
Date: April 2, 2026

The undersigned, being the President of the Boise Public Library Board of Trustees, an Idaho Library Board, hereby ratifies, confirms, and adopts the 2026-2027 Civic Makers Lab for Adults Letter of Agreement, and agrees to be bound by all terms and conditions therein as if an original signatory thereto.

EXECUTED this ____ day of _____, 20____.

Boise Public Library Board of Trustees

By: _____
Ron Pisaneschi, Board President

Boise Public Library

Policy Review April 08, 2026

Policy items reviewed and presented are as follows:

SECTION 4.00, *Use of the Library*

- Policy 4.05, Use of Technology
 - Regulation 4.05a, Hardware and Software
 - Regulation 4.05b, Prohibited Uses
- Policy 4.06, Public Internet Access and Safety
 - Regulation 4.06a, Internet Access via Personal Device
 - Regulation 4.06b, Internet Access via Library Device
- Policy 4.07, Confidentiality of Records

Staff Recommendations:

Section 4.00, *Use of the Library*, specifically subsections 4.05-4.07 of the Boise Public Library Policy Manual are presented to the Library Board for review.

Recommended changes to Policy 4.06 are included in the meeting packet. A motion to approve the recommended changes is requested.

Recommended changes to Regulation 4.05a are included in the meeting packet for informational purposes only and do not require the Board's approval.

Document Type:	Policy
Number:	4.05
Effective:	03-01-2011
Revised:	03-01-2011
Last Reviewed:	04-12-2025

USE OF TECHNOLOGY

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library attempts to maintain user confidentiality at all times, but cannot guarantee the confidentiality of information sent, received, or printed by a user.

The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a user from giving personal or financial information across the Library's network and the Internet.

Document Type: Regulation
Number: 4.04a-4.05a
Effective: 03-01-2011
Revised: 05-11-2022
Last Reviewed: 04-09-2025

HARDWARE AND SOFTWARE

Users may not install software on Library equipment. Users are not permitted to store data on the hard drives of Library computers. The Library is not responsible for equipment malfunction, loss or damage to user devices.

PROHIBITED USES

Use of the Library's technological resources is for lawful purposes only. Examples of prohibited and potentially illegal uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the Library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 4) Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) The transmission of speech that is not protected by the First Amendment.
- 7) Violations of another user's privacy.
- 8) Violations of copyright or other laws.
- 9) Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal uses of computing resources. Any staff member observing a violation of this regulation shall report such to Library Security or the senior staff member on duty. Security or supervisory personnel shall confirm the violation when feasible and may, in their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.

Document Type:	Policy
Number:	4.06
Effective:	10-02-2012
Revised:	03-11-2020 04-08-2026
Last Reviewed:	04-09-2025

PUBLIC INTERNET ACCESS AND SAFETY

The Library offers public internet access upon its premises through both computers/tablets that are made available for public use at the Library and wirelessly upon privately owned personal computing devices.

Internet access provided by the Library to any member of the public is subject to a technology protection measure in the form of a web filtering solution that protects against access to visual depictions that are obscene, child pornography, or harmful to minors. As used in this Policy, the terms "minor," "obscene," "child pornography," and "harmful to minors" share the definitions provided at Idaho Code § 33-2741(7). Any attempt to disable or otherwise interfere with the proper operation of the filter is prohibited.

Library staff must enforce operation of the filter in connection with the public's use of Library-provided internet access. If a staff member observes a violation of this Policy, the staff member shall promptly report it to security or a senior staff member who shall, in turn, advise the violator to conform his/her/their conduct to the requirements of this Policy, suspend the violator's privilege to use the Library, and/or report the matter to law enforcement. Security or senior staff will determine the appropriateness of the enforcement measure(s) to take on a case-by-case basis taking into consideration the severity of the violation, the disruption caused to other **users** ~~patrons~~, the violator's willingness to conform to the requirements of this Policy, and the violator's history of similar violations.

While the Library has measures in place to protect against access to the above-described material, the Library cannot and does not accept responsibility for any failure of the filtering software to block specific sites. Further, regardless of the operation of the technology protection measure, display of offensive sexual material as defined in Section 18-4105 of the Idaho Code is prohibited at all times.

The Library neither endorses the viewpoints presented nor vouches for the accuracy of information available on the internet.

INTERNET ACCESS VIA PERSONAL DEVICE

The Library offers wireless access points to enable the public to connect to the internet through their personal computing devices such as laptops, tablets, and smart phones. Per Policy 4.06, this access is subject to operation of a filter to protect against access to visual depictions that are obscene, child pornography, or harmful to minors. Further, users of the Library's wireless network must abide by the Library's policies and regulations covering technology use and public internet access.

Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor for equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card data) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are personally responsible for maintaining up-to-date virus protection on personal laptop computers and other devices with wireless connectivity capabilities.

Document Type: Regulation
Number: 4.06b
Effective: 3-11-2020
Revised:
Last Reviewed: 04-09-2025

INTERNET ACCESS VIA LIBRARY DEVICE

Access to the internet on Library devices such as computers and tablets is offered to the public subject to the following:

1. Access may be limited to a certain amount of time each day;
2. Access is available only during the hours of public operation at the main or branch library location where the device is offered;
3. Available resources;
4. Usage for lawful purposes only; and
5. User compliance with other Library policies and regulations pertaining to technology use and public internet access.

Further, as stated in Policy 4.06, internet access provided by the Library is subject to operation of a filter to protect against access to visual depictions that are obscene, child pornography, or harmful to minors.

The Library is not responsible for any personal information (e.g., credit card data) that is compromised or for any personal data lost due to electric surges, security issues, or consequences caused by viruses or hacking in connection with use of a Library device or public internet access provided by the Library.

Document Type:	Policy
Number:	4.07
Effective:	03-01-2011
Revised:	05-14-2025
Last Reviewed:	05-14-2025

CONFIDENTIALITY OF RECORDS

Library user privacy is an important issue for public libraries, with a specific emphasis on circulation records and collection usage. Public libraries have earned a reputation as one of the most trusted government entities in public surveys because of the approach they take to protect library user information. There are also specific laws that govern how, when, and by whom user information can be accessed.

Pursuant to Idaho Code, Section 74-108, circulation records and other records created by the library that identify a library user's personal reading history are confidential in nature. All Library employees are hereby advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or by legislative investigatory power. No library employee may release information about an individual's circulation record to a private individual unless it is the personal record of the individual patron making the request, or, the personal circulation record of the requesting patron's legal dependent.

The Library may generate various forms of ephemeral records with patron phone numbers, addresses, and/or email addresses for administrative and/or various business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular and routine basis.

This policy is not to be interpreted as restricting in any way the Library's own right to use circulation records or other borrower's records in its course of conducting normal library business. Additionally, the Library does not share library user data with other City Departments or outside organizations for any purpose other than to enhance library user experience at the Boise Public Library.

Boise Public Library

FY 2026 Interim Budget Changes (IBC)

April 8, 2026

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

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

1. Library (Capital Fund)- \$200,000 (one-time)

Public Works requests approval to transfer \$200,000 from the Facilities Services and Operations (FSO) budget to the project budget for the Downtown Library first-floor renovations. These funds would be transferred from the Facilities Major Repairs and Maintenance (MRM) budget to support a full fire alarm system upgrade across all four floors. The upgrade would include conversion to a voice evacuation (EVAC) system, along with new cabling, amplifiers, power supplies, and notification devices.

During the permit review process, the city determined that the building would need to be upgraded to meet current code requirements, including installation of an EVAC system due to its occupancy size. Full compliance would be required within five years. To maximize cost efficiency, it is recommended that these upgrades be completed in coordination with the ongoing first-floor renovations.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	Capital	Public Works	MRM-FSO Major R&M	\$8,746,346	\$8,546,346	\$(200,000)
Use	Capital	Library	MRM-Downtown Library	\$6,183,027	\$6,383,027	\$200,000

2. Library (General Fund)-\$15,000 (one-time)

The Library requests approval of a \$15,000 revenue-neutral appropriation to support participation in the Urban Libraries Council (ULC) Civic Makers Lab for Adults initiative.

The Boise Public Library has been selected for this national program, which supports libraries in developing civic learning opportunities for young adults ages 18–24. The Library will receive \$15,000 in program funds, along with staff training, technical assistance, and access to a national network of participating libraries.

These funds will support the development of civic learning experiences, including a pilot project and a larger program focused on engaging young adults in community-based civic activities.

This opportunity aligns with the Library’s mission to connect people to ideas, information, and community, while expanding programming for young adults in Boise.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	General	Library	Revenue	\$664,207	\$15,000	\$679,207
Use	General	Library	M&O	\$10,751,779	\$15,000	\$10,766,779