



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## Boise Public Library Board of Trustees Regular Meeting Agenda Wednesday, January 08, 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> Rebecca Lemmons, President Ron Pisaneschi, Vice President Reshma Kamal Brian Klene Nicole Trammel Pantera	<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

**AGENDA** ..... 1

**DIRECTOR'S REPORT** ..... 3

    Main Library MRM & Capital Improvements Project Status Report ..... 5

    Library Statistics Report to the Board of Trustees, January 2025..... 9

**AGENDA ITEM 8a: Boise Public Library Policy Review** ..... 29

**Section 3.00, Services**

        Policy 3.01, Personnel ..... 30

        Policy 3.02, Service Hours ..... 31

        Policy 3.03, Service for Schools ..... 32

        Policy 3.04, Interlibrary Loan ..... 33

        Regulation 3.04a, Scope of Interlibrary Loan Service ..... 34

        Policy 3.05 Home-based Services ..... 35

        Regulation 3.05a, Scope of Home-based Services ..... 36

        Policy 3.06 Unscheduled Closures and Cancellations ..... 37

---

<b>MAIN LIBRARY</b> 715 S. Capitol Blvd., Boise, Idaho 83702 P: 208-972-8200   TTY: 800-377-3529	<b>LIBRARY! AT BOWN CROSSING</b> P: 208-972-8360	<b>LIBRARY! AT COLE &amp; USTICK</b> P: 208-972-8300	<b>LIBRARY! AT COLLISTER</b> P: 208-972-8320	<b>LIBRARY! AT HILLCREST</b> P: 208-972-8340
--	---	---	---	---

BOISE CITY COUNCIL: Jimmy Hallyburton (President), Patrick Bageant (President Pro Tem), Latonia Haney Keith, Meredith Stead, Colin Nash, Luci Willits

# AGENDA

## Boise Public Library Board of Trustees Regular Meeting Agenda

Wednesday, January 8, 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**

December 11, 2024, 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, 2024

Gift Fund activity for November 2024

**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**

None

**7. Educational Item**

**a. Home-based Services**

Home-based Services Librarian Tiffany Bryner and Home-based Services Library Assistant Vesca Grace will present to the Trustees an overview of the Library's Home-based services program.

**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 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 2025 as stipulated by the Board's bylaws.

**b. Debrief of Joint Session between Library Board of Trustees and Boise City Council**

Library Board President Rebecca Lemmons will lead a discussion and debrief of the December 17, 2024, joint session between the Boise Public Library Board and Boise City Council concerning the update and progress on the Library Facilities Plan.

**9. New Business**

None

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

Trustee review for vouchers by Pisaneschi.

**11. Selection of Meeting Date**

Next regular meeting on Wednesday, February 12, 2025.

**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 2025

---

### Operations

#### *Hours and Services Status*

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

#### *New Boise Attic Selections (BATS) Location*

In order to keep more materials in our collection, the Library added a new collection location in December. Called the Boise Attic Selections (BATS), the collection is housed on the fourth floor of the Downtown Library in a space previously used for storage by the Friends of the Boise Public Library. The floor is not accessible to the public but materials in the collection will be reservable through the catalog and will be retrieved by staff from the Circulation division.

The Collection Development Team is identifying items to move to the Boise Attic Selections which are not new to the collection but are still circulating. The collection will house all formats of materials. One example are the video games from older consoles (Wii, Wii U & 3DS). We will no longer have them available for browsing, but they will be findable/holdable in the catalog.

#### *FY24 Report to the Community*

The FY24 Report to the Community has been delayed in production due to a staff vacancy in our Community Engagement team.

#### *Fiscal Year 2024 End of Year Report*

As discussed in the December meeting, the Boise City Council reviewed the Fiscal Year 2024 End of Year Report on Tuesday, December 10<sup>th</sup>. The report can be found here:

<https://www.cityofboise.org/media/19467/fy-2024-eoy-final.pdf>

The presentation and discussion start at the 7:20 mark: <https://www.youtube.com/watch?v=4MziU9p2BSo>

#### *Boise Public Library Board of Trustees*

On Tuesday, December 17<sup>th</sup> the Boise Public Library Board and Boise City Council held a joint work session concerning the development of the Library Facilities Plan.

On Friday, December 20<sup>th</sup>, Ron Pisaneschi, Brian Klene, and Reshma Kamal attended the Community Holiday Party and Resource Fair on behalf of the Board of Trustees.

### Administration and Management Reports:

#### Programming

- The Library! at Bown Crossing hosted two teen study sessions to provide community space for students to prepare for final exams.

- The Library! at Cole and Ustick rebranded their annual Holiday Prep program to “Gift Shoppe and Swappe.” Community members dropped off giftable items in good condition and shopped the swap for presents. Over 80 attendees participated!
- All locations hosted our annual [Noon Year’s Eve](#) events on December 31<sup>st</sup>.

## Staff Development

- Training Team paused for the month of December.

## Community Partners

- The Library! at Bown Crossing participated in the annual Bown Crossing Holiday Mix & Mingle, coordinated by the Bown Crossing Business Association.
- The Library! at Bown Crossing hosted a community blood drive with the American Red Cross.
- Information Services staff hosted our 2<sup>nd</sup> annual Community Holiday Party and Resource Fair at our downtown location which included free haircuts, nail care, eyebrow threading, breakfast, multiple community partners handing out information and resources, and live music provided by two of our own Library staff members! 133 party goers attended the event!
- Library! at Cole and Ustick staff launched a new “Self-Care Workshop” series for adults, kicking off with a soundbath with local practitioner Moonlit Tides Holistic.
- Library! at Cole and Ustick staff threw a reading party for kids at Morley Nelson Community Center, celebrating reading over 100 books as a group!

## Communications

### *Monthly Email Newsletter: December*

- None

### *Ultimate Book Nerd Newsletter: December*

- **Monthly:** Sent **Tuesday, December 3**, 953 recipients
  - Open Rate: 69.9% (666) / Click Rate: 6.9% (66)
- **Sneak Peek:** Sent **Friday, December 20**, 958 recipients
  - Open Rate: 70.1% (674) / Click Rate: 1.7% (17)
- **Wrap Up:** Sent **Monday, December 30**, 958 recipients
  - Open Rate: 70.04% (671) / Click Rate: 12.9% (124)

### *Social Media Social Media*

- In December we posted about: Library wrap up, holiday reads, Taylor Swift Night, Music at the Library, Bunco Night, Read with a stuffy.
- In January we plan to post about: Programming (Death Café, Book Clubs, Winter Plan Swap, Kid Craft), UBN

# MAIN LIBRARY MRM & CAPITAL IMPROVEMENTS

## PROJECT STATUS REPORT

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

**PROJECT STATUS:**

<b>Period Covered:</b>	December 2024
<b>Project Summary</b>	After a condition assessment evaluation completed in the of summer 2020 it was found that there are numerous major repair and maintenance items that need to be addressed to give the Main Library another 10+ 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.
<b>Bid Package Updates</b>	<p><b><u>Restroom Renovations</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Includes four story portion only for restroom renovations, plumbing line replacement and fire pump replacement</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> floor restroom construction complete. Punch list items are complete.</li> <li>• 4<sup>th</sup> floor restrooms construction near completion. Partitions install planned for 1/4/25 due to shipment delays.</li> <li>• Project tracked a couple months behind schedule due to several construction related factors.</li> </ul> <p><b><u>Partial 1<sup>st</sup> &amp; 4<sup>th</sup> Floor Renovations</u></b></p> <ul style="list-style-type: none"> <li>✓ Project Scope: First floor includes new office for Staff and bookstore area on the 1<sup>st</sup> floor.</li> <li>✓ Fourth floor includes reconfiguring &amp; constructing new offices for new ATS area, breakroom, IT space, Friends storage, maintenance office, Youth Services storage along with new mechanical HVAC system.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> &amp; 4<sup>th</sup> floor construction is complete along with punch list items.</li> </ul> <p><b><u>1<sup>st</sup> Floor Renovations</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 and plumbing systems along with exterior window improvements.</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Construction Documentation phase in progress.</li> <li>• Construction start is estimated to begin early summer dependent on design timeline and budget review.</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 /</li> </ul>

	<p>pedestrian traffic, geothermal line replacement feeding library, landscaping, and site amenities (Book Drop location).</p> <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>• Design effort started early to get pricing for budgeting as well as coordinate with adjacent project design and future construction work at the Cabin, Capitol Blvd, Greenbelt re-routing project around Anne Frank Memorial, and Wassmuth Center.</li> <li>• Planning to complete South end of parking lot upgrades to tie geothermal line connecting Capitol Blvd and 8<sup>th</sup> Street lines and tie into existing line feeding the library as part of the CCDC work at Anne Frank Memorial and greenbelt re-alignment project at end of 8<sup>th</sup> Street. <ul style="list-style-type: none"> <li>▪ This work was bid out as an alternate which will be covered under Library funding as it was originally planned to be included with the major parking lot replacement planned for FY27 and the Guaranteed-Maximum-Price is currently being vetted by Contractor. This work is estimated to begin early Spring. A pre-construction meeting will take place with Library team to discuss logistics.</li> </ul> </li> </ul> <p><b>Misc. projects:</b></p> <p><u>Brick repairs:</u></p> <ul style="list-style-type: none"> <li>✓ Project Scope: Repair exterior cracks in mortar</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Draft plans are under review by City.</li> <li>• Schedule timing is to be determined. Work is tentatively planned for Spring 2025.</li> </ul>
<p>Overall Project Health</p>	<p><u>Summary:</u></p> <p>In fiscal year 2024, the 4<sup>th</sup> floor renovations and new staff office area and bookstore on the 1<sup>st</sup> floor, restroom renovations (1<sup>st</sup> – 4<sup>th</sup> floors), exit stair railing replacement, fire pump replacement and parking lot repairs was completed.</p> <p>For fiscal year 2025, 1<sup>st</sup> floor remodel and exterior brick repairs are anticipated to begin.</p> <p>Major parking lot replacement construction is estimated to begin in fiscal year 2027 when funding is available.</p> <p>The project program will continue to be reviewed by Public Works and Library to determine sequence and timing for the remainder of the projects based on both budget &amp; prioritization.</p>
<p>Highlights</p>	<p>Restroom construction &amp; punch list items are complete for 1<sup>st</sup> through 3<sup>rd</sup> floors. Only punch list items remain for 4<sup>th</sup> floor restroom due to partition delivery delays. Partial 1<sup>st</sup> and 4<sup>th</sup> floor renovations are finished, and punch list items are complete. Design is progressing on the 1<sup>st</sup> floor remodel and deferred maintenance items with estimated construction start for early summer pending final budget review.</p>

**PROJECT COMPONENTS:**

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

**SCOPE MANAGEMENT:**

<b>Status</b>	<b>Discussion</b>
<b>Accomplished</b>	<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>	<ul style="list-style-type: none"><li>• Design services for 1<sup>st</sup> floor renovations</li><li>• Exterior brick repairs</li><li>• Major parking lot replacement</li></ul>



Restrooms – December 2024





# BOISE PUBLIC LIBRARY

Library Statistics Report to the Board of Trustees | January 2025



# In-Person Visits

142

Month-to-date Visitors

55,034

Prior Month

53,496

Prior Month Prior Year

+3%

Month Percent Change

191,437

YTD Fiscal

170,423

LastYTD Fiscal

+12%

YTD Percent Change

In-Person Visits

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



142

Month-to-date Visitors

55,034

Prior Month

53,496

Prior Month Prior Year

+3%

Month Percent Change

191,437

YTD Fiscal

170,423

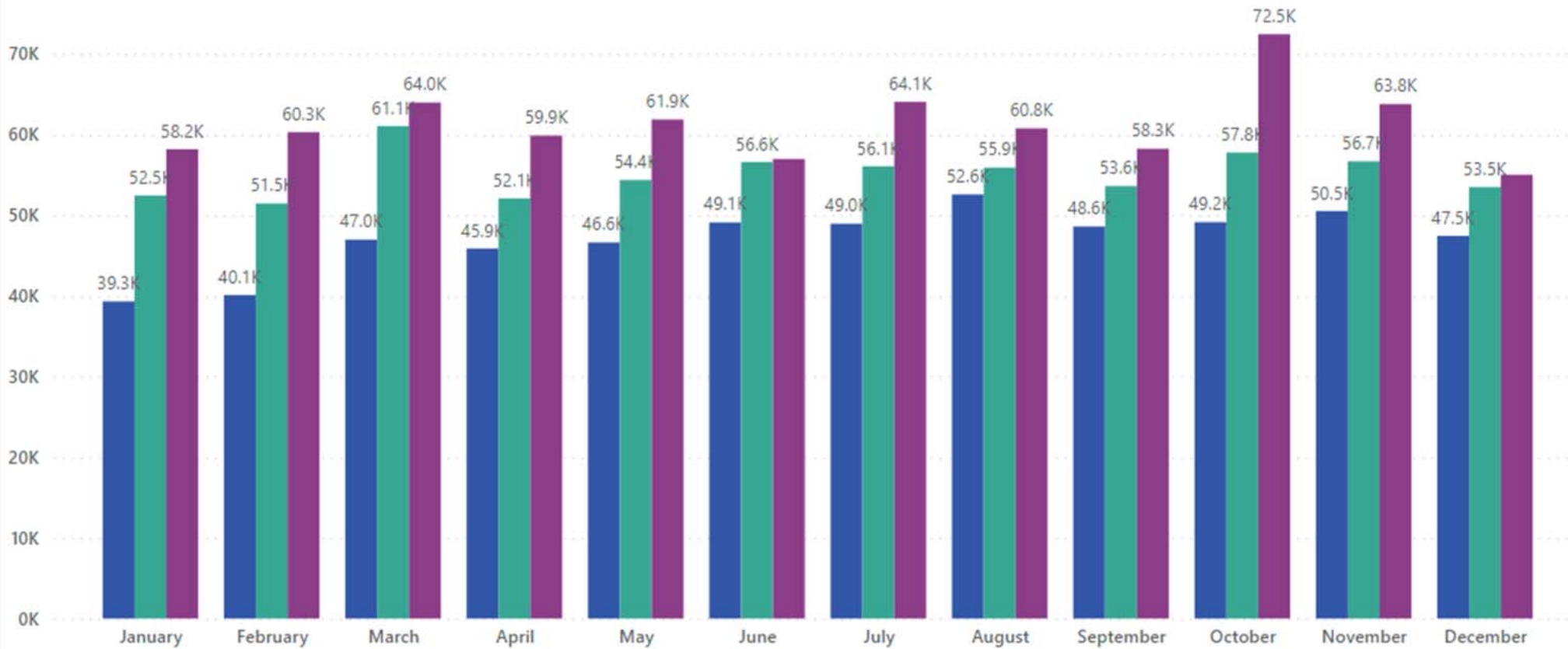
LastYTD Fiscal

+12%

YTD Percent Change

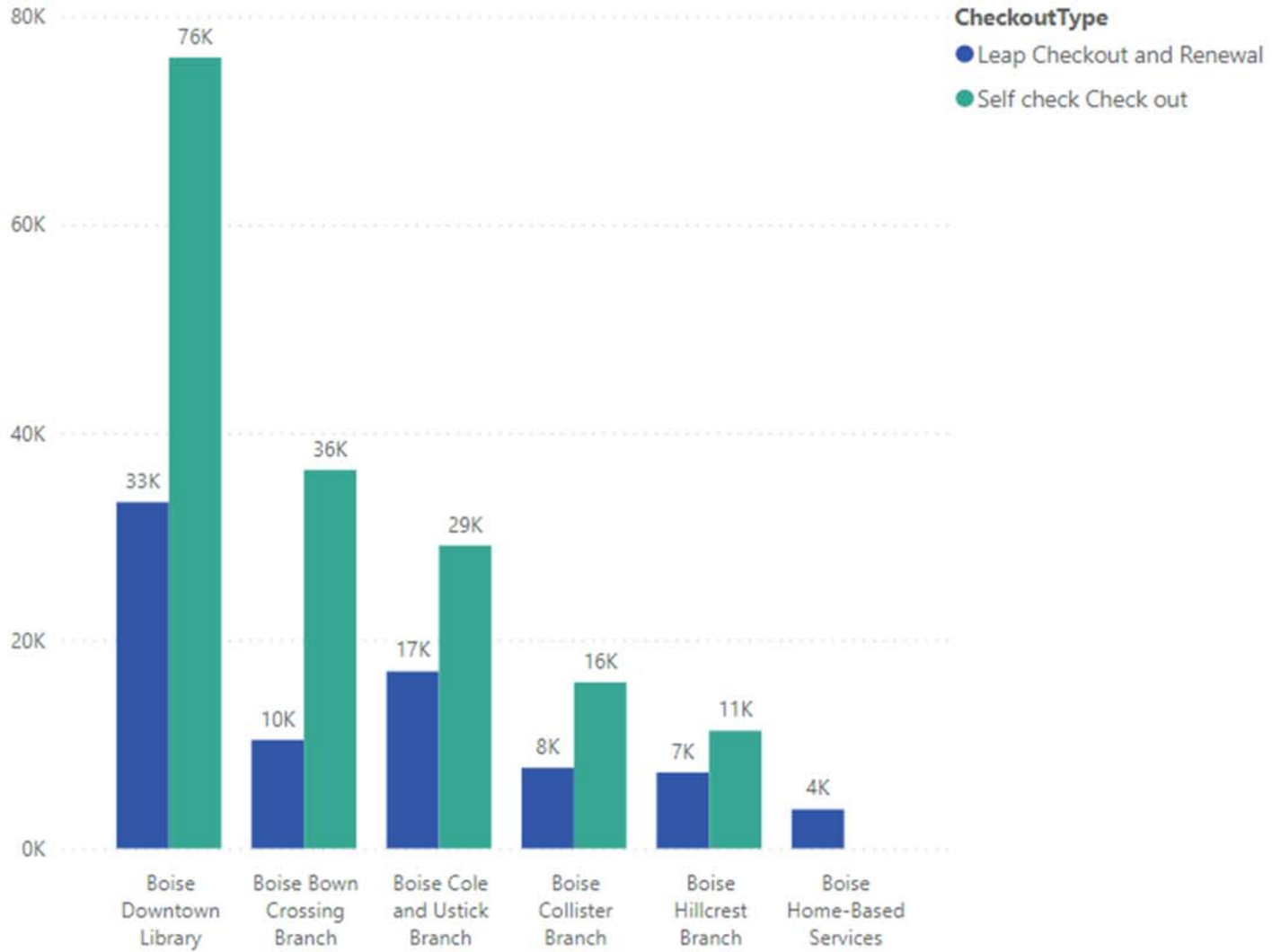
All In-Person Visits by Year

● 2022 ● 2023 ● 2024



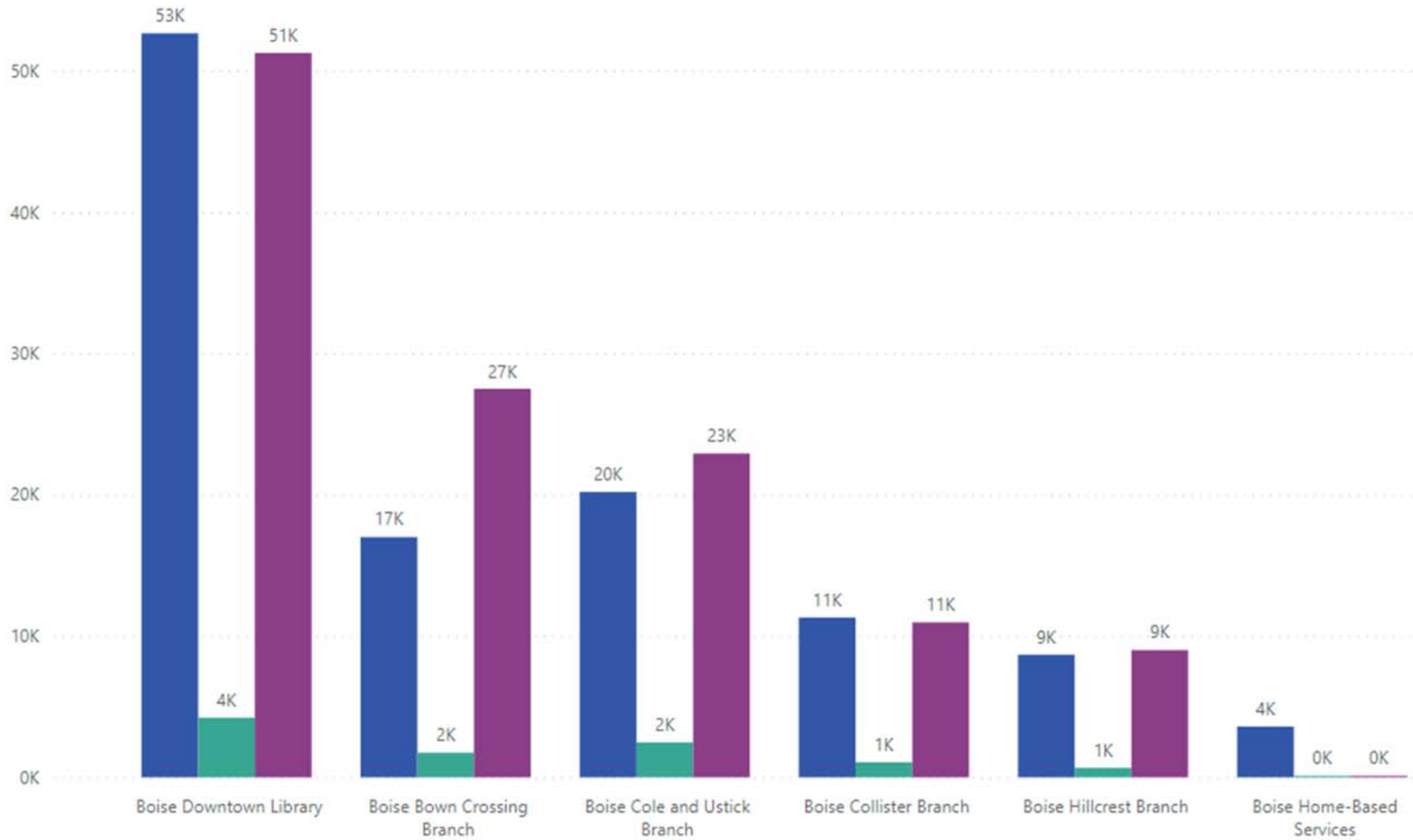
# Physical Circulation

### Physical Circ by Location FYTD25



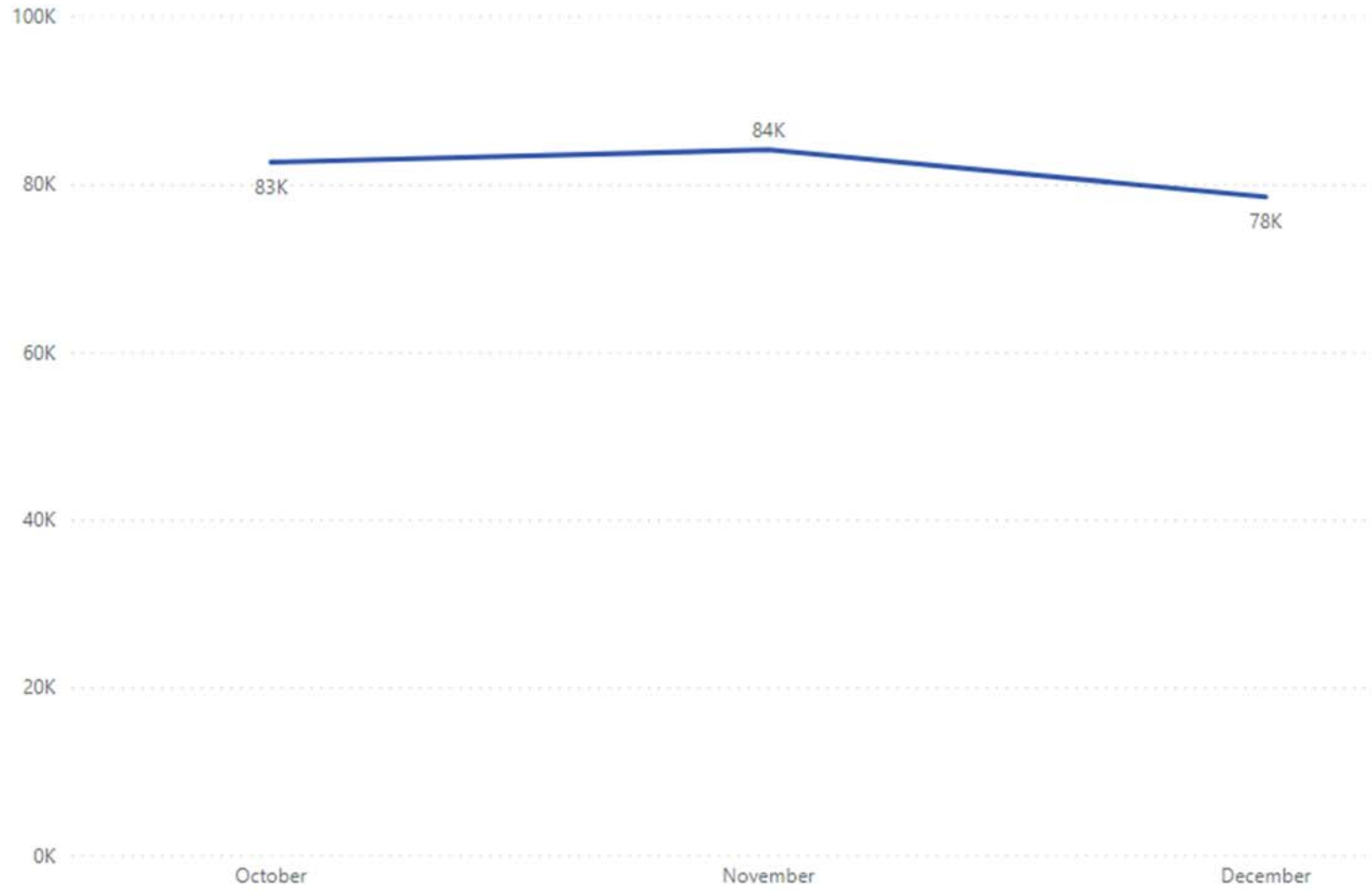
### Physical Circulation by Audience FYTD '25

**Audience** ● Adult ● Teen ● Youth



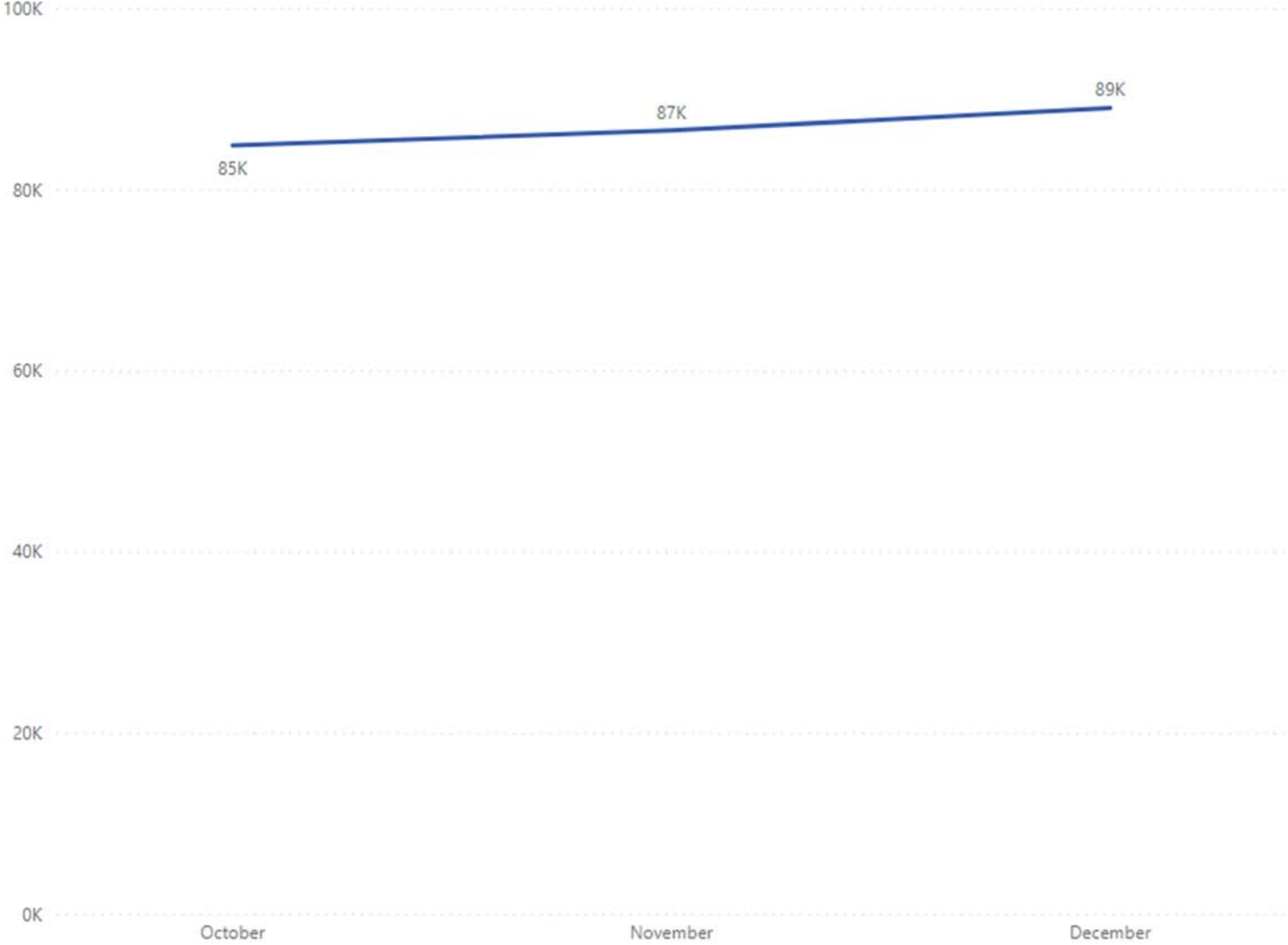


### Physical Circulation - Fiscal Year '25



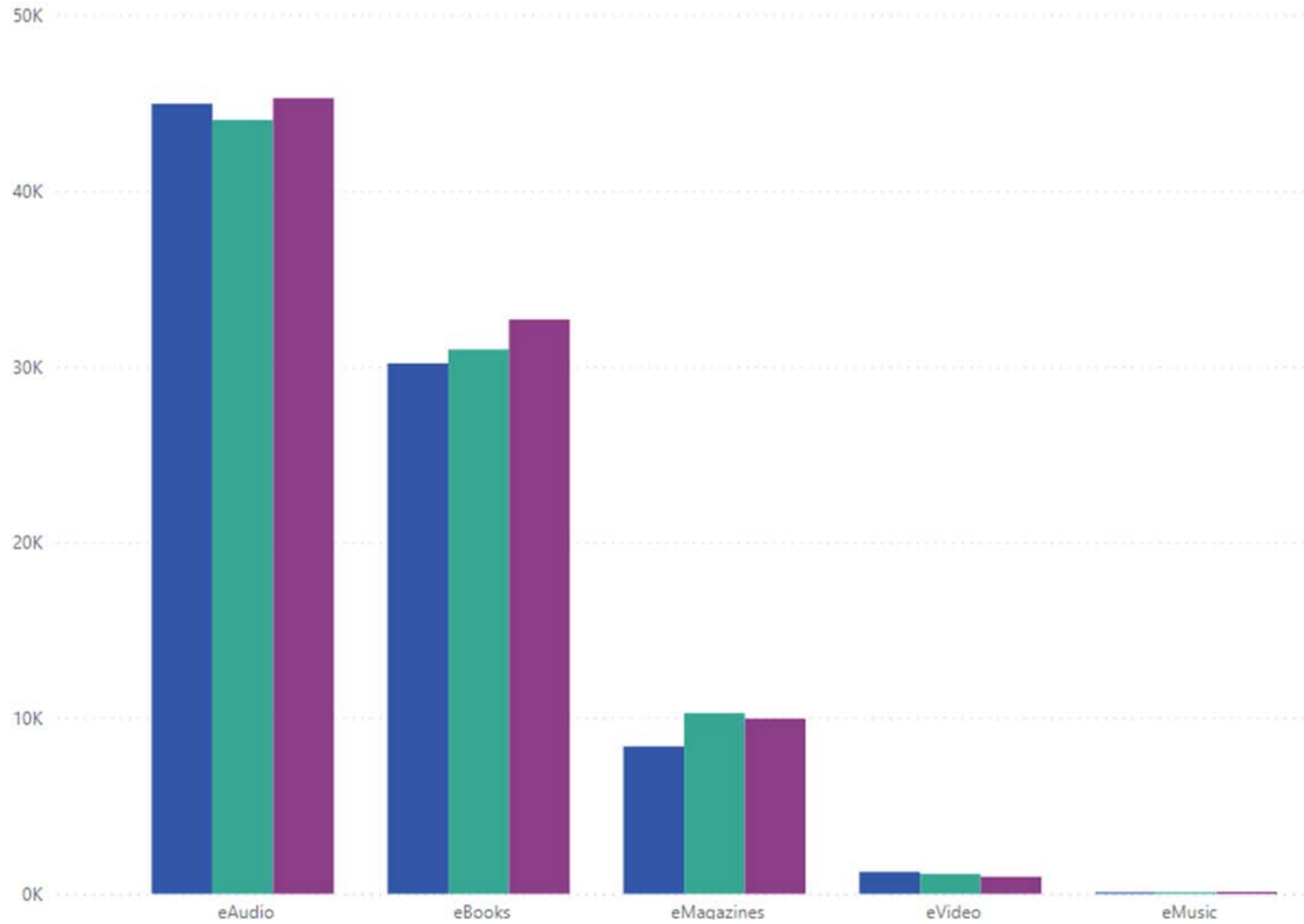
# Digital Circulation

Digital Circulation by Month - FY25



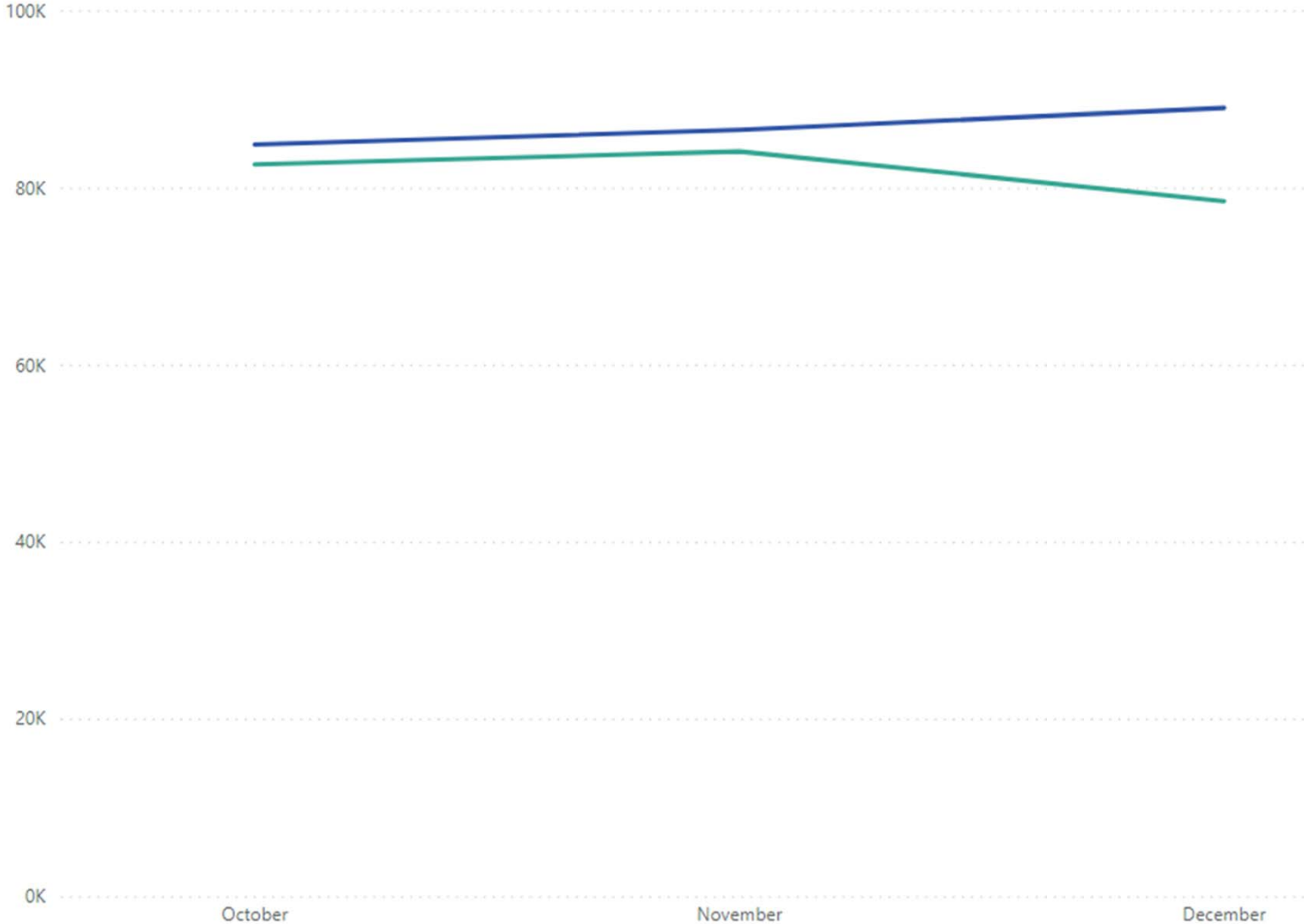
### Digital Circulation by Format FY '25

Month ● October ● November ● December



Physical and Digital Circulation FY25

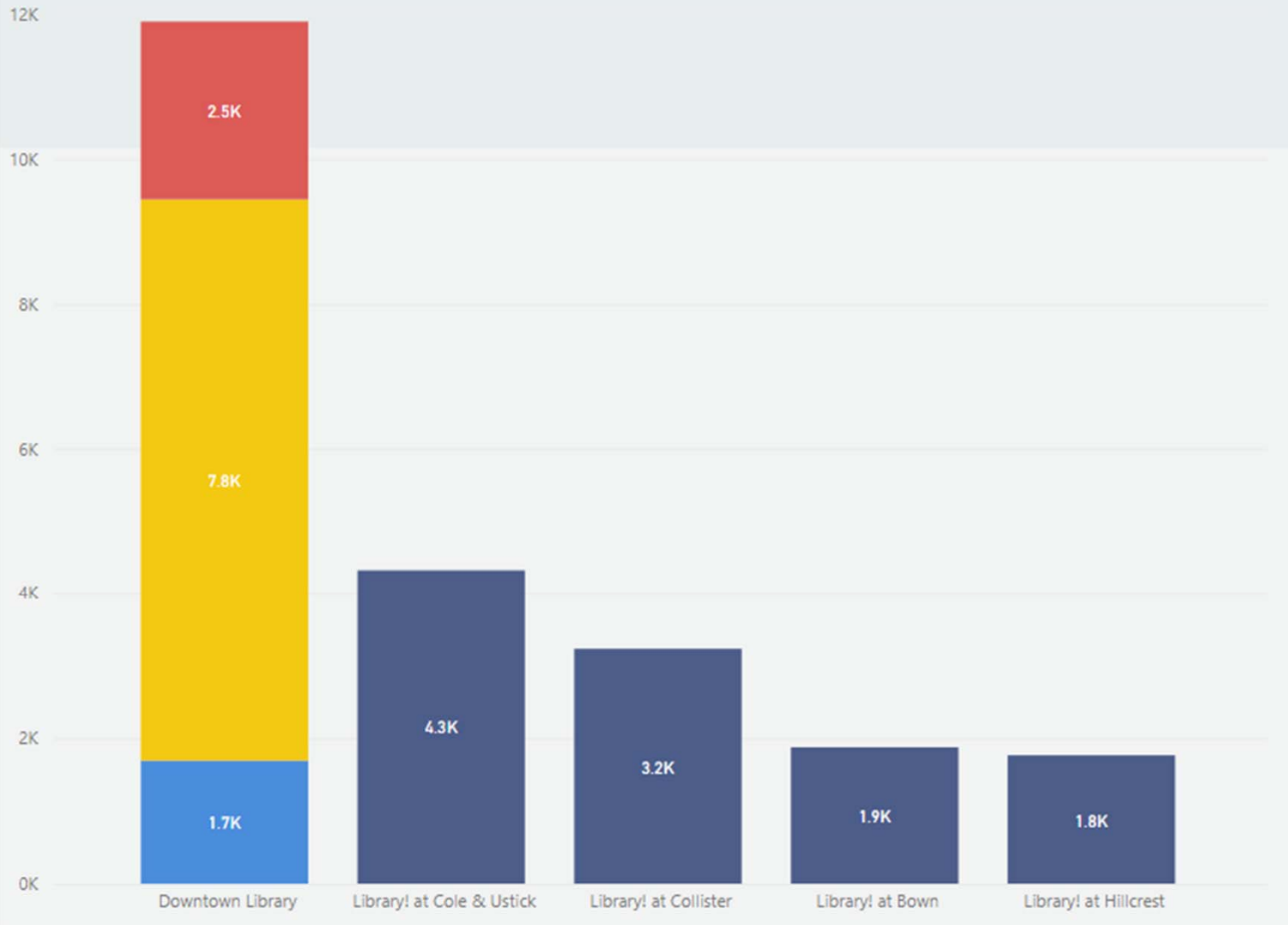
● Digital ● Physical



# Reference

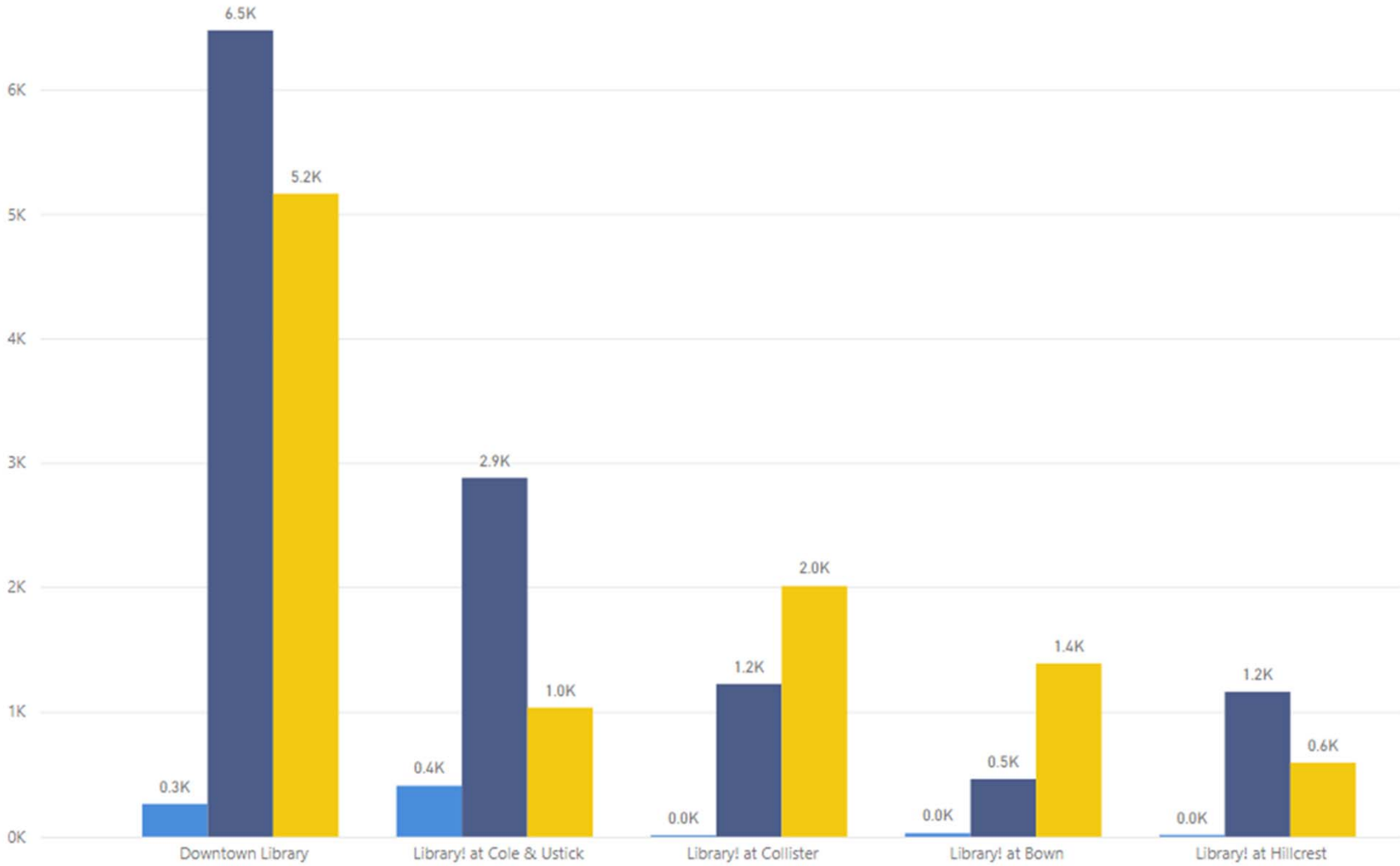
### Question Count by Desk and Location FY25

Location ● Circulation ● Desk ● Info Services ● Youth Services



### Question Type by Location FY25

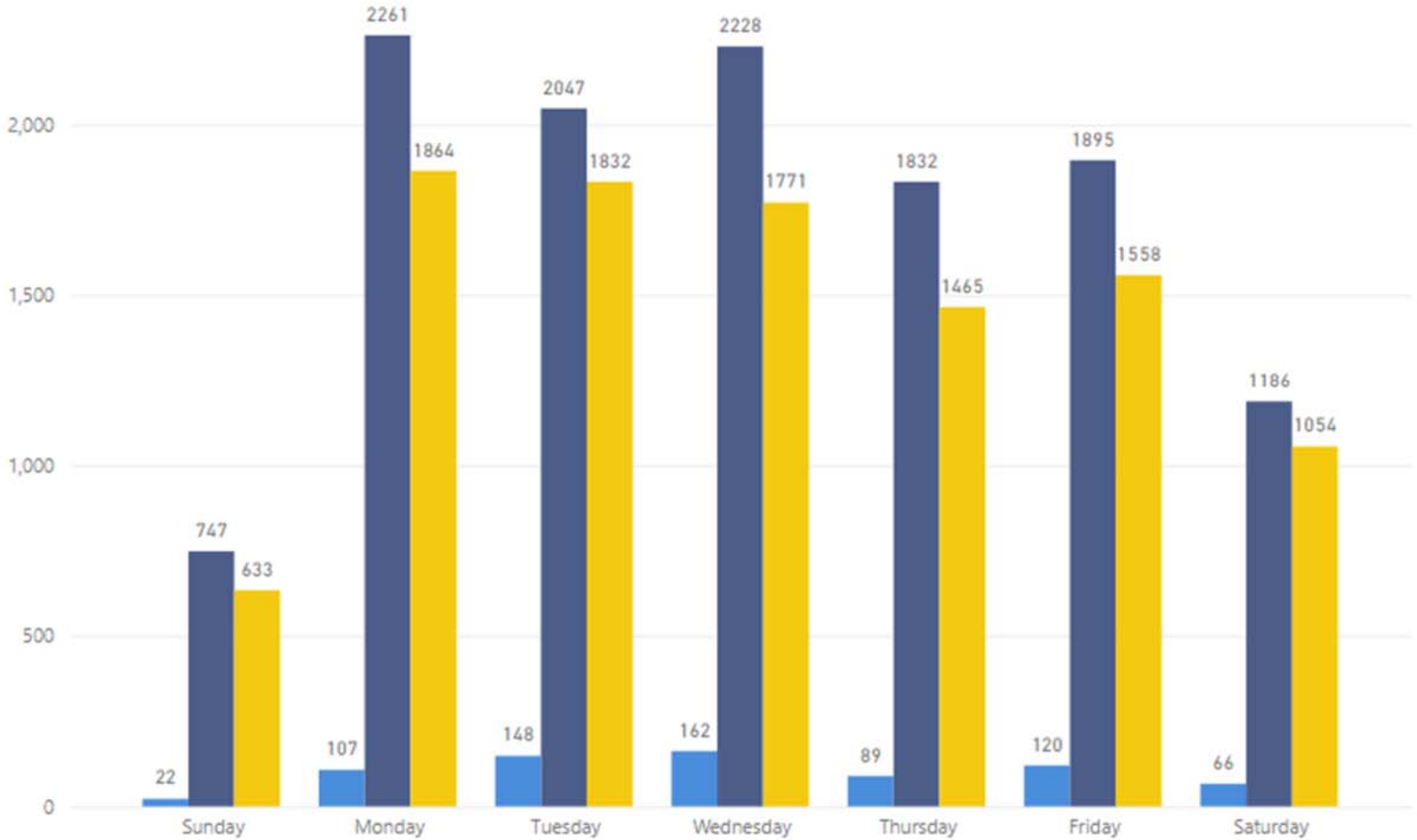
Question Kind ● Curbside Holds Pickup ● Directional ● Reference





Question Type by Day of Week FY25

Question Kind ● Curbside Holds Pickup ● Directional ● Reference

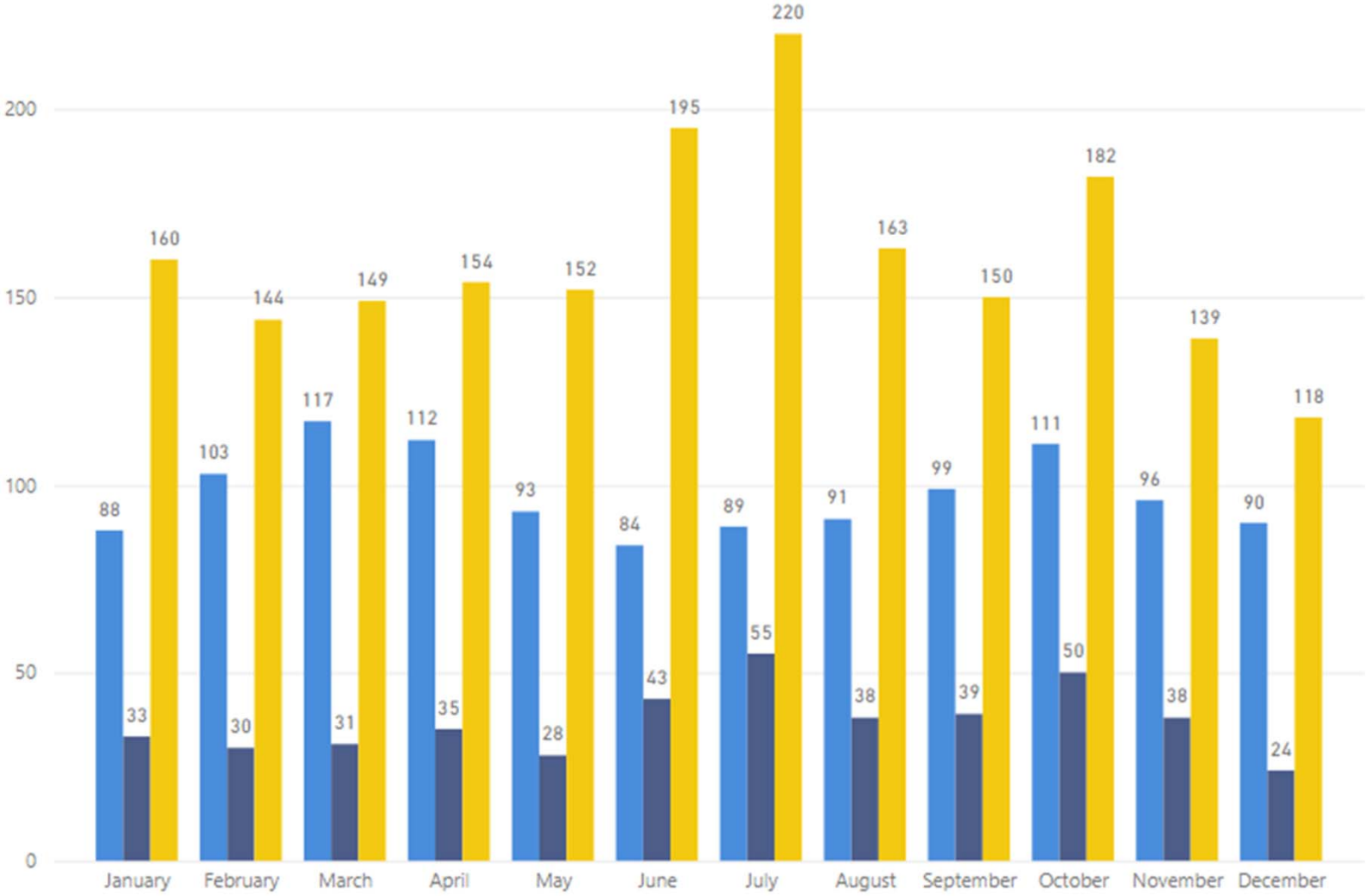


# Programs

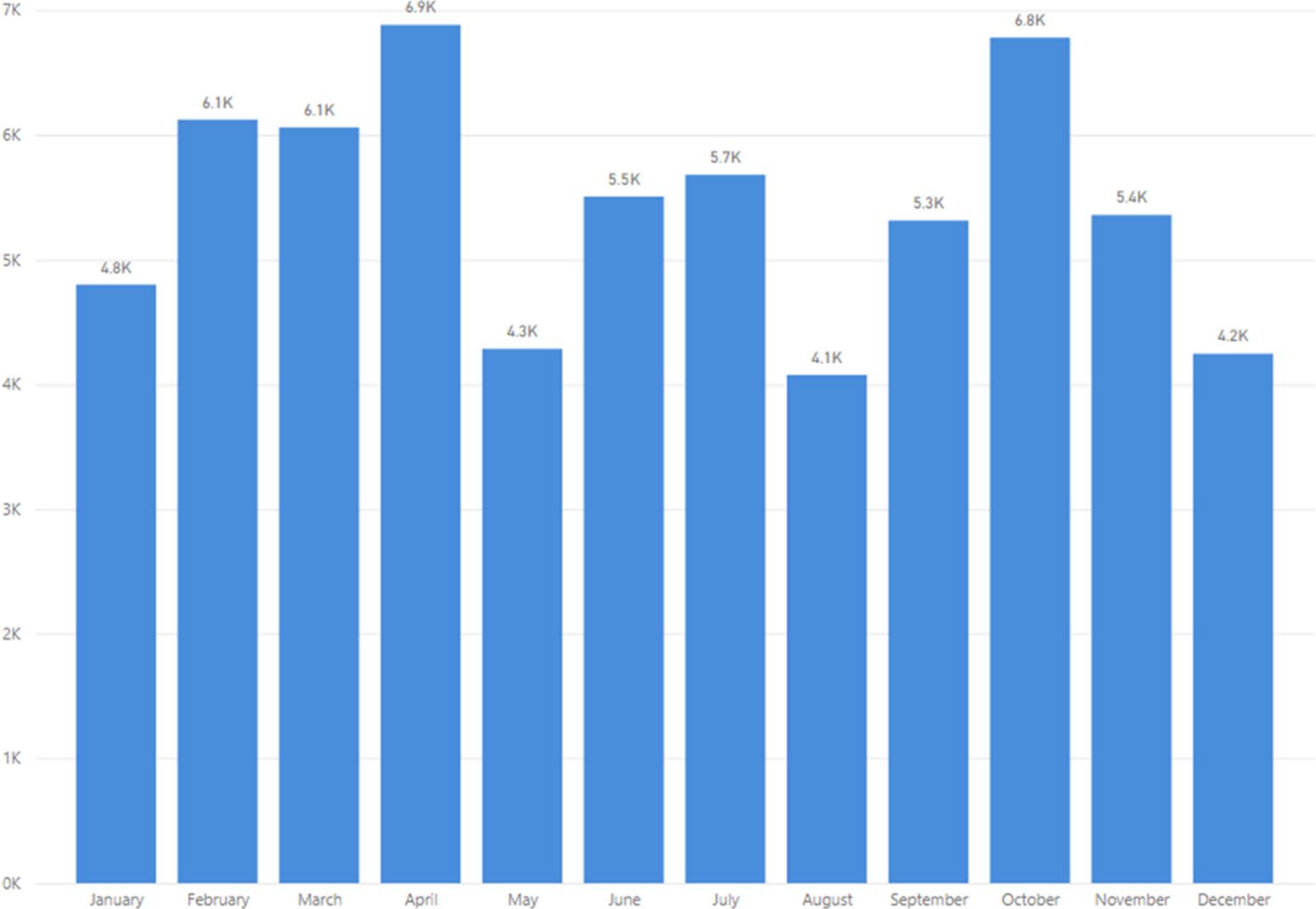
Reported as Calendar Year 2024

### Events by Audience Each Month CY24

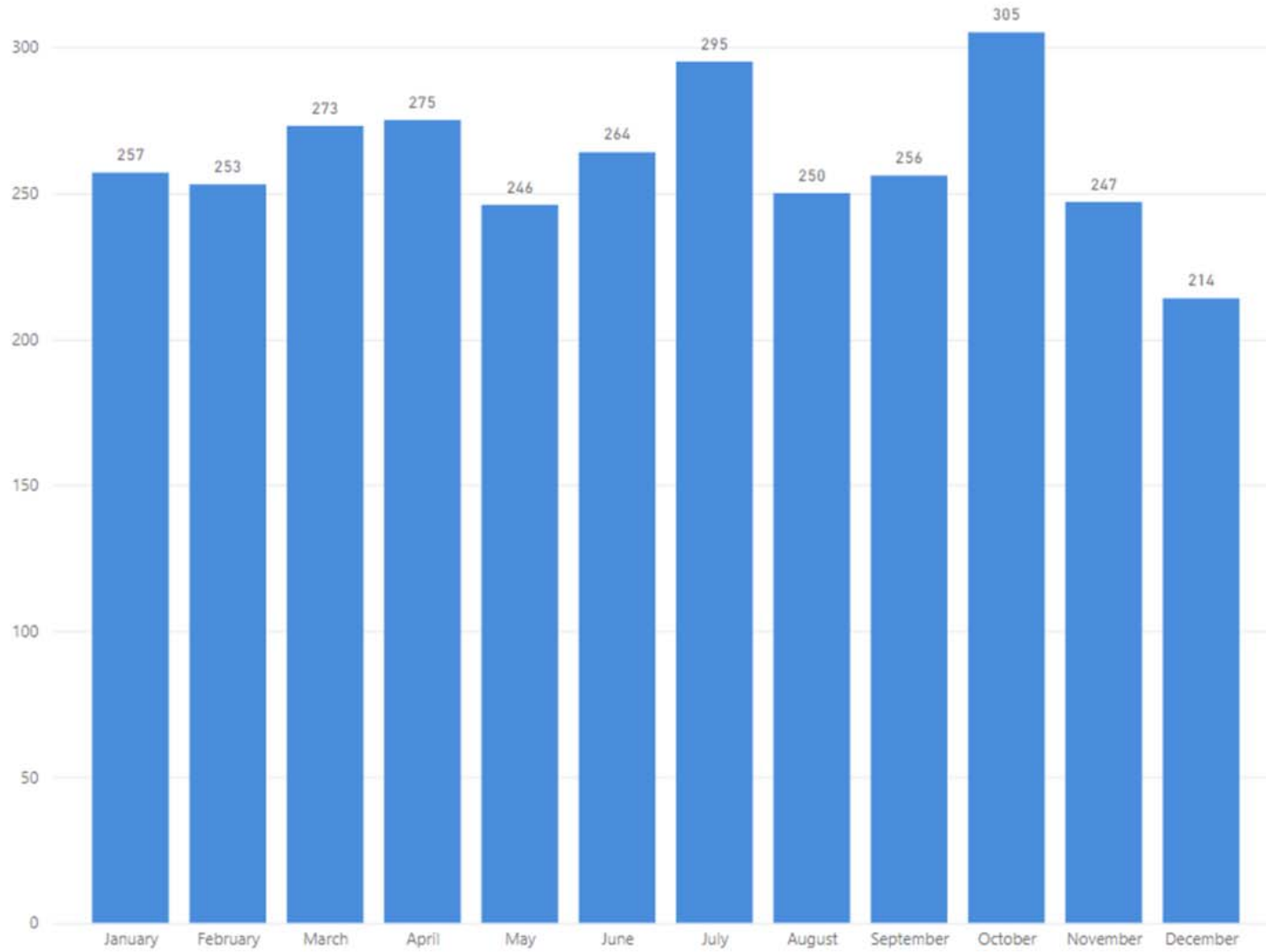
Audience Type ● Adults (18 & Over) ● Teens (12-17) ● Youth



Attendance by Month CY 24



Total Events by Month CY 24



# Boise Public Library

## Policy Review January 08, 2025

---

Policy items reviewed and presented are as follows:

### SECTION 3.00, *Services*

- Policy 3.01, Service Priorities
- Policy 3.02, Service Hours
- Policy 3.03, Service for Schools
- Policy 3.04, Interlibrary Loan
  - Regulation 3.04a, Scope of the Interlibrary Loan Service
- Policy 3.05, Home-based Services
  - Regulation 3.05a, Scope of Home-based Services
- Policy 3.06, Unscheduled Closures and Cancellations

### *Staff Recommendations:*

Section 3.00, *Services* 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:	3.01
Effective:	03-01-2011
Revised:	03-01-2011

---

### SERVICE PRIORITIES

The following services are essential to achieving the Library's mission to assist members of the community in educating themselves and enhancing their personal, business, and social well-being:

- Access to facilities during convenient hours
- Access to a collection of current materials, both physical and digital
- Access to technological resources, particularly the Internet
- Programs, particularly those that support early literacy or lifelong learning
- Reference and information services

To support these service priorities the Library must manage its staff effectively, make sound decisions for the development and maintenance of its collections and physical spaces, and engage in promotional activities designed to make the public aware of these services.

Document Type: Policy  
Number: 3.02  
Effective: 03-01-2011  
Revised: 01-12-2022

---

### SERVICE HOURS

The Library shall be open as many hours in a day and as many days in a week as reasonably practical within the Library's budget. Service hours per day and days per week may vary by location, and the Library may utilize physical and digital tools to make the public aware of regular scheduled hours and planned holiday closures. Each of the service elements listed in 3.01 (Service Priorities) shall be offered whenever the Library is open.

The hours of opening shall be determined by:

1. the convenience of all parts of the population, including working people; and
2. the ability of the staff to cover the hours of opening within the limits of the established work week.

Holidays shall conform to those of other City offices, unless the Board determines otherwise. If and when the Board chooses to open the Library on a holiday when other City offices are closed, Library personnel will be compensated in accordance with City policy.



Document Type: Policy  
Number: 3.03  
Effective: 03-01-2011  
Revised: 01-11-2023

---

### SERVICES FOR SCHOOLS

Representatives of public or private schools physically located within the Boise city limits or within the Boise Area of City Impact, as defined by Title 11 of the Boise City Code, can request school class visits to the library and library programs delivered to the school. The library will schedule school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Representatives of public or private schools physically located outside the Boise city limits and outside the Boise Area of City Impact may also request school class visits to the library and library programs delivered to the school. The library will schedule these school visits and in-school programs to the extent practicable considering library staffing, other library program or service priorities, and so as not to diminish availability for these programs and services for schools located within the Boise city limits or the Boise Area of City Impact.

Document Type:	Policy
Number:	3.04
Effective:	03-01-2011
Revised:	01-10-2019

---

### INTERLIBRARY LOAN

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books; articles from magazines and newspapers; and limited audiovisual items that are not otherwise available through the Library. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons. 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:	02-08-2023

---

### 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. A cardholder may have up to five Interlibrary Loan Service requests at a time.

Boise Public Library will process Interlibrary Loan service requests for materials owned by a lending library within the United States with a publishing date at least twelve (12) months old. A title may be requested once per rolling year.

Textbooks and audiovisual items such as videogames and computer software are not available through the Interlibrary Loan service.

Items requested via Interlibrary Loan Service will be held for pickup for ten days or for the duration of the loan period, whichever is shorter. Loan periods are set by the lending libraries and may be shorter than those set by Boise Public Library for similar items.

Cardholders will be charged the replacement cost of any items lost. Items are considered lost 30 days after the due date. Cardholders who return items late or fail to return items may have their Interlibrary Loan service privileges suspended or revoked.

Items may be renewed at the discretion of the lending library. One renewal may be requested per item and should be submitted within one week of the due date for best service.

Document Type: Policy  
Number: 3.05  
Effective: 03-01-2011  
Revised: 01-12-2022

---

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

---

### 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.

Document Type: Policy  
Number: 3.06  
Effective: 3-16-2020  
Revised: 8-08-2024

---

### UNSCHEDULED CLOSURES/REDUCED HOURS

While every practical effort will be made to adhere to scheduled hours of operation, circumstances occasionally arise that require unscheduled closures and/or reduced hours in order to preserve the safety and well-being of Library patrons and staff.

The Library may reduce regular hours of operation (open late/close early) and/or completely close one or more of its physical locations in the event of:

- Severe weather conditions or natural disasters that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations;
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at a Library location that impairs safe use and operation of the facility;
- Insufficient staff capacity to safely operate the facility;
- Request for closure by local, county or state law enforcement agencies; or
- Other seriously unsafe or unhealthy condition that impairs safe and responsible use and operation of a library facility.

The Board of Trustees delegates the decision to reduce hours of operation and/or close facilities for any of the above reasons to the Library Director. The Library Director, or designee in the event of the Director's unavailability, will make such decision in his/her discretion and will notify the Board President as soon as practical. In the event the Board President cannot be reached, then the Library Director or designee will notify the Vice President.

When a decision is made to reduce hours and/or close a facility for any of the reasons stated above, notification of the cancelation and/or closure should be made by posting physical notice at the affected facility's main entrance and posting electronic notice on social media. For extended closures, notice may also be provided on the Library's website or by advising local media outlets.

Library loan periods will be extended in the event of an unscheduled closure such that materials due on a day of unexpected closure will be considered due the next day that the Library is open for operation.