

**Meeting date:** Wednesday, June 6, 2018

**Location:** Carnegie Branch Library, 1125 Pine Street

**Meeting start time:** 6 p.m. (Note: There is no access to the building after 8 p.m.)

1. Approval of agenda
2. Public comment
3. Consent agenda
  - a. Approval of May 2, 2018 minutes
4. 2019 Library budget development – Hannah Combs, Senior Budget Analyst
5. Library Master Plan update
  - a. Finalize Library Commission forward
6. Discuss agenda for annual retreat on July 14, 2018 at Chautauqua Meeting House, Meadows Room

*Possible retreat agenda items:*

- Prep for joint study session with City Council on July 24, 2018
  - Further discussion on 2019 library budget development
  - Developing the outreach presentations
  - Create a working agenda for upcoming year based off the master calendar
  - Discuss roles and information needed for campaign development for a possible upcoming election on library funding
7. Library Commission update
    - a. Items from commission
      - i. Summary of historic library district research and communications
    - b. Boulder Library Foundation update
    - c. City project representative update
      - i. EcoDistricts
    - d. Responses to patron emails from the Library Commission
  8. Library and Arts Director's Report
  9. Adjournment

2018 Library Commissioners

Joni Teter, Chair

Tim O'Shea

Juana Gomez

Joel Koenig

Jane Sykes-Wilson

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING MINUTES**

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> May 2, 2018 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
<b>Contact information preparing summary:</b> Celia Seaton, 303-441-3106	
<b>Commission members present:</b> Joni Teter, Tim O'Shea, Juana Gomez, Joel Koenig, Jane Sykes Wilson	
<p><b>Library staff present:</b>  David Farnan, Director of Library &amp; Arts  Jennifer Phares, Deputy Library Director  Kate Kelsch, Volunteer Services Manager  Shannon Kincaid, Teen Librarian  Kathy Lane, Programs, Events &amp; Outreach Coordinator  Celia Seaton, Administrative Specialist</p> <p><b>City staff present:</b>  None</p> <p><b>Members of the public present:</b>  None</p>	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to order and approval of agenda</b>	<b>[0:00:00 Audio min.]</b>
The meeting was called to order at 6:00 p.m. Item 5 was removed as Bob Eicheim will not be joining the meeting – Farnan relayed that Eicheim will try to reschedule. Also, a few items were added to the Library Commission Update. There was a nod of approval from the commission.	
<b>Agenda Item 2: Public comment</b>	<b>[0:01:07 Audio min.]</b>
None	
<b>Agenda Item 3: Consent agenda</b>	<b>[0:02:33 Audio min.]</b>
<p>a. Approval of March 7, 2018 Meeting Minutes: Teter submitted a few changes by email. Also, Gomez noted that Alicia Gibb was absent whereas Sykes Wilson was present. O'Shea moved to accept the agenda and Koenig seconded. Unanimously approved.</p> <p>b. Updated Library Commission 2018 meeting plan – There is a plan to “flesh this out” more at the retreat.</p>	
<b>Agenda Item 4: Update on volunteer program and upcoming volunteer needs</b>	<b>[0:03:55 Audio min.]</b>
<p>Kate Kelsch, Volunteer Services Manager, presented an update on the volunteer program. The library is one of the leading city departments for volunteer activity with over 770 individuals donating their time and energy to account for 18,320 hours of service recorded last year. Groups benefitting from volunteer services include children, seniors, literacy students, workshop participants in BLDG61, and homebound patrons. Some highlighted successes of this year include the used bookstore (13,000 donated items and \$20,000 in earnings), 3.2 miles of assistance with shelving, 34 new oral histories added to the collection, support of 98 high school students with research at Research Rendezvous, and new offerings of Tween Time and Youth Maker Hangout programs. The mission of the citywide volunteer cooperative is to support a community of service. Kelsch is working on a handbook of guidelines that can be used across the city.</p> <p>The library worked toward Service Enterprise Certification, a credential which will further strengthen sustainability initiatives with volunteerism; this status was achieved April 2018. She created a 3-year strategic plan (see <a href="#">handouts</a>). Koenig asked about how to garner new volunteers. Kate: website has been the main tool. For specific skills, they do outreach – e.g., going out to school s to recruit students for Summer of Discovery. Most of it is passive right now.</p> <p>Kelsch has focused this year on ensuring staff have the volunteer support they need, enabling and engaging potential volunteers, and working toward the creation of a consistent volunteer experience (orientation, training, tracking, etc.) across the spectrum of volunteer roles in the library. Created go-to volunteer info card that can be easily distributed to the</p>	

interested public. People can apply online; she is trying to make the process simpler so people are more easily able to start helping out. A teen webpage for volunteering was just introduced and will be advertised during the Summer of Discovery.

Moving forward, she would like to also institute some more volunteer appreciation events like the “lunch and learn” sessions – opportunities for volunteers to learn and develop their skills. She is also transitioning to 1-1 (volunteer-patron) ratio for Homebound Services for more personalized service. She also hopes to involve more lead volunteers as well as systemize volunteer onboarding/orientation/training/tracking, and creating an online volunteer database system where participants can look thru options and self-enroll online.

Kelsch asks the commissioners to help us find lead volunteers by spreading the word – she provided an outline of some upcoming opportunities for recruitment (see [handouts](#)).

Gomez asks about volunteer positions that are harder to fill. Kelsch: Youth Maker Hangout, likely because people don't think of coming to the library to do that type of tech-related activity. Similar issue with the facilitator for the conversations in English. Bigger commitments seem harder to get. Gomez suggests work-study students. Kate said they've involved them in the past, good idea.

Koenig has been volunteering in the collection department and has observed that recognition and communication has really improved. Kelsch credited staff Terzah Becker with the communication improvements, but she herself has worked hard on the recognition efforts. O'Shea states that he liked the presentation and asked about demographics. Kelsch responded that she has no systematic tracking yet but noted that many of the volunteers are retired. O'Shea also was curious about the Library League's involvement and any possible overlap. Kelsch: this could be explored further. One night, she opened up the used book sale just for the Library League. She got a recent email from the Library League asking about possible upcoming volunteer needs. Juana asks about volunteer employment stats (retired/working volunteer/etc)? Not yet per kate, although it is on the application – needs a volunteer who can dig into the data. Sykes Wilson: Reading Buddies should be included in the slide envisioning the library without volunteers. She is impressed by the training and enthusiasm of the volunteers during the summer reading programs. She suggests more of a spotlight on volunteers beyond the newsletter, maybe a “shout” on Facebook. She thinks it is massive -the volunteer force, and public should be made more aware. Building on Sykes Wilson's and O'Shea's comments, Teter spoke to the next step of developing slide deck for community outreach (Rotary), and Kelsch welcomed their use of the slides she has presented tonight. Need to start building a campaign and volunteers are a good piece of the library story. Kate hopes to initiate a volunteer specific newsletter- they are our ambassadors in the community. Teter suggested a Lunch and Learn session focused on funding.

**Agenda Item 5: Discussion of Library Commission questions about future library funding options and election process for ballot**

Bob Eiche, Chief Financial Advisor, was unable to attend this meeting. This item will be rescheduled.

**Agenda Item 6: Preview of Summer of Discovery Program**

**[0:43:00 Audio min.]**

Shannon Kincaid, Teen Services Librarian, and Kathy Lane, Programs, Events & Outreach Coordinator presented on the approaching “Summer of Discovery” (previously known as the Summer Reading Program). The project encompasses three levels: children, teens, and adults – adult initiated this year. This inclusion hopefully encourages adults to be reading models and will present a more engaging and comprehensive program for all patrons. Offering multiple ways to register should facilitate participation. Pre-reading tasks will engage the preliterate crowd, early readers track minutes and tasks, teens will be provided with playing card activities. Adults are encouraged to finish 5 books and 3 activities; a partnership with Parks & Rec and Open Space Mountain Parks highlights trails and concerts in the area – this alliance furthers the concept of the library being an integral part of this community. Kincaid spoke about the available incentives for achievements within the program. Kickoff is May 30 at every library branch from 10:15AM until noon. STEAM concepts will be combined with summer reading.

Other upcoming programs will Boulder Summer Festival as well as partnering with BVSD for the Summer of Learning.

Teter commented that she would want to know what the kids are focusing on and share their reading lists as a participant in the adult program – is this type of interaction possible? Lane said this might be a potentiality through the library catalog database.

**Agenda Item 7: Master Plan project update**

**[1:05:50 Audio min.]**

- a. Review updated schedule for review and adoption of Master Plan – Teter mentioned that the commission plans to discuss their financial recommendations at the May 24 study session as there is a full schedule already on tonight’s agenda. Teter states that the draft looks wonderful and asks Phares to kick off the dialogue. Phares: been working on it for so long that she can no longer “see the flaws” so she is welcoming any feedback on content or flow to make it a useful document for the next several years.
- b. Review and comment on final draft Master Plan document
- Teter sent in many of her suggestions by email (see [handouts](#))
  - Teter: it would be more effective to have goals foremost in the document followed by the achievements - a summary of the goals right up front in the executive summary would make it more useful to readers. O’Shea supported these suggestions: the goals will draw people in to the details. Gomez and Sykes Wilson approved. The group then began reviewing the document page by page.
  - Koenig: p. 12 – first paragraph third sentence – change tense ‘becoming’ to ‘become’ – “we’re there already.” Gomez would eliminate first phrase by the Aspen Institute on that same page.
  - Gomez: p. 14, towards bottom – the “legal service area” should be defined. Phares plans to include a glossary.
  - Sykes Wilson: p. 15 – the term “anythink libraries” seemed confusing and she had to look it up. Suggestion for the glossary.
  - Koenig: more discussion about the FTEs and the volunteers on p. 16 – they are a compelling percentage. Teter suggested an infographic with a callout text box on the volunteers.
  - Gomez: p. 19 – be sure to define FAM in glossary or not use acronym as much.
  - Koenig: p. 21 – we want to explain what the RFID has done in terms of the conveyor system. The average person will not know what RFID means, so perhaps including a sentence clarifying that this allows books to self-check-in.
  - Koenig: p. 22, regarding BLDG61 - asked about including the patent pending piece. O’Shea agreed that this is an impressive statistic to emphasize.
  - Teter thinks we can slim down the Community Trends and Needs section. She liked the overview but felt that the section on “what our community says,” the survey and the needs assessment seemed duplicative. She suggests leaving pp. 24 through the top of 33.
  - Koenig questions the median household income increase statistic on p. 24 as it seems very modest, he would research that figure.
  - Joel states that the library’s Lantix collection needs improvement to live up to the goals.
  - Koenig noted that the Point-In-Time survey on p. 29 is conducted every year, so he will call Isabelle to clarify.
  - Gomez noted an important semantic issue on p. 29 – it is contradictory to describe s “language spoken at home” among a populace “experiencing homelessness.” Should be changed for consistency throughout.
  - Teter – again advises condensing the portion starting with p. 34 as it felt like information overload. Gomez suggests moving around some pieces – perhaps to the appendix. O’Shea suggests keeping it included in the main body but moving toward the end. Farnan agrees that shifting the goals to the forefront and condensing the rest will really make a big difference. Remove 34-47 – and see what high level things you want to pull out and put the rest in the back appendix.
  - Gomez: p. 38, seems contradictory to claim only ‘minor impacts’ when saying that the library is really helping to create sustainable impacts on the community. Phares will take another look at this.
  - Teter: p. 40 - struggled to differentiate between the resource demands to maintain service levels and meet community demand where there were increases. Puzzled by the piece referencing a “backlog”. Farnan: should we change the word? Teter: is a backlog different from current demand? The goal and the objective are out of alignment. Phares agrees that this belongs in the community demand piece. Should the goals statement be reworked? Teter suggests adding language that indicates this is ongoing. It is not just recent growth that we need to account for, we need to meet the demand that has been growing since 2014. Teter wonders whether there is a need to be more specific about branches.
  - Koenig asks whether we want to mention the citywide broadband possibility under the 2<sup>nd</sup> goal referencing bandwidth on p. 52. O’Shea would be reluctant to add this. Farnan: it is costly. Broadband would affect the second bullet in the “meet demand” section.
  - Teter: p. 66 - the 2<sup>nd</sup> sentence under “Maintain service levels=fiscally constrained plan” needs rewording.
  - Sykes Wilson: p. 75, asks about the level of detail regarding unfunded pension liability. She is wondering if this point should be part of a master plan. Detailed explanations were absent from the previous master

plan per Farnan. The former one was broader and vaguer and Farnan believes it is important to now elucidate the options.

- To provide a path forward, Farnan will get a consultant to create charts of the districting approach. Inserting pros and cons into each section, Phares can call them out. She wants to make sure that this is done in a comprehensive manner; the advantages and disadvantages need to be further researched. The best answer from council will be yes, this requires more research and investigation. Farnan suggests that the commission send their thoughts directly to council in a memo. Teter: if there is some analysis of options that will be useful in the future it should be in the master plan not just to a council whose membership will turn over. Teter: sales tax is an unstable figure and the library needs dedicated funding. We don't want to lose sight of the districting piece as it appears happened with the previous master plan. She questions whether a commission recommendation can be part of the master plan. She wants to produce a document packaged in with the master plan as opposed to another memo. Farnan isn't sure there is precedent for that, but perhaps it could be included as an addendum. He said that their recommendations will be referenced in the introduction to the master plan. Phares suggested the possibility of a letter from the director and a letter from the commission inserted before the executive summary. Teter: two pieces are necessary – a recommendation but also a straightforward analysis of the benefits and burdens. At the May 24 study session, the commission plans to decide the framing. Phares welcomed an endorsing letter with suggestions to be included.
- Gomez: p. 74 – city council capitalization and a suggestion to consolidate bullet points on p. 75

The group thanked Phares for all her hard work on the plan, and she expressed appreciation for all the review and suggestion from the commission.

#### **Agenda Item 8: Library Commission Update**

**[2:16:50 Audio min.]**

- a. Items from Commission – Gomez will be attending the May 16 event on Civic Area East End – she will report back. Request for volunteers on some “extracurricular activities.”
  - i. Teter spoke about the files of Liz Abbot (director during the last attempt at districting) which pulled together information of this previous research – Farnan has these files in his office. Koenig volunteered to look through these and will report back at the May 24 study session with any “gems.” O’Shea spoke about other outreach efforts and listed some good contacts. Gomez will reach out to Jan and Michelle, Koenig will speak to Joanna, O’Shea will contact Velma, and Sykes Wilson will talk to Kristine.
  - ii. The second need concerns the Boulder Flatirons Rotary Club meeting and developing the PowerPoint presentation. Aimee Schumm has put together a bunch of things - it would be good to have another commissioner on board to help. Sykes Wilson would like to assist.

We also need to develop a retreat agenda for July 14 - should the outreach plan be a part of this agenda? Teter listed items that can be finalized at the June meeting. Topics so far include council master plan goal presentation practice, library budget for 2019 (and possible cuts), developing the outreach presentations, as well as planning a working agenda for upcoming year based off the master calendar... also – the “meaty” piece: if we assume there will be an upcoming election on library funding, should we talk about what staff, commission, and others will need to do to ramp up a campaign. Teter asks the commission to consider any other items they’d like included.

- b. Boulder Library Foundation update – O’Shea reports that the foundation voted unanimously to support the RFP’s outcome to work with an agency out of Seattle called Why for Good to aid in marketing and messaging of foundation. Michelle and Alicia are the newest foundation members. Officers are continuing in their positions. There will be another meeting next month.
- c. City project representative update
  - i. EcoDistricts
- d. Responses to patron emails from the Library Commission

#### **Agenda Item 9: Library and Arts Director’s Report**

**[2:36:05 Audio min.]**

- a. 2019 holiday and closure schedule – there was a nod of heads indicating approval from the commission.
- b. Feedback on budget matters and IP memo set to City Council – Farnan invites commissioners to the council meetings that will involve these items (June 24 study session and Sept 4 council review).

- c. Update on North Boulder branch library project – site selection is forthcoming in the next several weeks
- d. 2017 Boulder Public Library Annual Report
- e. Q1 library usage statistics

Farnan welcomed any questions on the data around the reports but there were none from the commission.

**Agenda Item 10: Adjournment**

**[2:42:36 Audio min.]**

There being no further business to come before the commission at this time, the meeting was adjourned.

**Date, time, and location of next meeting:**

The next Library Commission meeting will be at 6 p.m. on Wednesday, June 6, 2018, at the Carnegie Library, 1125 Pine St., Boulder, CO 80302.

DRAFT

**DATE:** June 1, 2018  
**TO:** Boulder Library Commission  
**FROM:** David Farnan, Director of Library and Arts Department  
Jennifer Phares, Deputy Library Director  
Hannah Combs, Senior Budget Analyst  
**SUBJECT:** 2019 Library Budget Development

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## **2019 BUDGET DEVELOPMENT**

The budget development process operates on an incremental basis. This means that the 2019 library budget begins with a base that reflects non-personnel expenditures and staffing counts (full-time equivalent or FTE) that are the same as what was approved in the 2018 budget. The 2018 non-personnel budget was \$3.6 million. Projected salary and benefits for 2019 are modeled by the city's central budget office and are built into the library's budget. The 2018 personnel budget was \$5.8 million and it can be assumed that this amount will naturally increase by a few percentage points in 2019. The approved FTE count was 77.50. Any budget and FTE increases beyond this must be individually requested through the budget process. Budget requests are reviewed and considered by city executive management and, if approved, submitted to City Council for final approval. Staff is currently working on preparing 2019 budget requests of up to five percent of BPL's current budget (\$337,000) and proposing reductions up to ten percent of the BPL's (\$675,000) as was requested of all departments that receive budget resources from the General Fund. The Executive Budget Team (EBT) will evaluate submissions from all departments and may choose to accept none or any amount of the total requests and/or proposed reductions from individual departments.

## **2019 LIBRARY BUDGET REQUESTS**

The library budget requests are based upon priorities recommended in the pending 2018 Boulder Public Library Master Plan. Most of the 2019 requests are for ongoing and one-time, new funding from the General Fund, totaling \$337,000. Reallocation of \$85,000 from a current, budgeted, vacant management position to convert a fixed-term position to standard status is also being requested. Funding for a facility study for the Main Library's north building estimated at \$105,000 is being requested from old Library Fund reserve. The old Library Fund reserve can only be used for one-time projects or purchases.

### **Non-Personnel Requests**

#### *Library Materials Courier Expense – \$12,000*

Materials circulation within the Flatirons Library Consortium (FLC) and Prospector service has increased to levels beyond what the current budget for courier services can absorb. The

contract for courier services is managed by the FLC. After the first year, the FLC must adjust the scope of work and is expecting an increase that each member library must pay a share. An ongoing increase of \$12,000 is requested for this purpose. Patrons borrowed more than 90,000 items from other FLC libraries and BPL loaned more than 70,000 items.

*Laptop Computers – \$23,000*

Staff requests \$16,500 in one-time funding for the purchase of 12 laptop computers for patron use during programs and trainings. Staff is also requesting \$6,500 in ongoing funding to contribute to the Computer Replacement Fund to support the timely replacement of these laptop computers.

*Public furniture maintenance and replacement –\$75,000*

BPL facilities are highly used by community members. More than 998,000 people visit BPL annually. In the past four years, new furnishings were purchased for public areas. The current budget for janitorial service does not include routine deep cleaning of the furniture and the operating budget does not include replacement of furniture due to wear and tear. BPL has had to discard damaged furniture earlier than its useful life due to lack of resources for maintenance and repair. Because regular cleaning has been deferred some of this public furniture is showing significant deterioration. It is critical for the library furniture to remain clean and sanitary for patrons, and well-maintained furniture can also result in long-term cost savings by reducing replacement costs. Staff requests \$75,000 to be used for repair, cleaning and replacement of public furniture.

*Library materials – \$100,000*

The pending 2018 BPL Master Plan proposes incremental increases to the collection budget to reach \$14 per capita in ten years. Due to the current budget constraints, a smaller increment than the amount projected to meet this goal within five years is requested for 2019. This will enable BPL to maintain the collection and when combined with materials shared by other library systems, and meet current patron demand.

*Main Library north building assessment – \$105,000 (one-time funding from old Library Fund Reserve)*

The Main Library north building houses the Canyon Theater, Gallery and meeting room, the Small Business Development Center, Channel 8 and City Communications, Library Resource Services, Library Security, the BLDG 61 Makerspace, eServices staff offices, BoulderReads offices and lab, the Office of Arts & Culture, and production workspace for the City IT Department. The building currently sits in the high-hazard flood zone.

The Main Library is considered the west bookend of Boulder’s Civic Area. The Civic Area Plan and the pending BPL 2018 Master Plan recommend activation of the Canyon Theater and Gallery. The BPL Master Plan also proposes expanding the space in the north building allocated

to partners and the BLDG 61 Makerspace. There has also been interest from outside groups to expand the north building into a performing arts center.

An assessment including review of flood regulations is needed to determine if it is feasible to renovate (or expand) the north building to meet BPL’s programmatic goals. Building code and flood regulations will dictate the level of investment that can be made on the site and in the building. Staff requests \$105,000 from the old Library Fund reserve for this one-time assessment project.

**Non-personnel Budget Requests**

Title	Funding Type	Amount	Source	Master Plan Priority
Library Materials Courier Expense Increase	New, Ongoing	\$12,000	General Fund	Maintain Service Levels
Public furniture maintenance and replacement	New, Ongoing	\$75,000	General Fund	Maintain Service Levels
Library materials	New, Ongoing	\$100,000	General Fund	Address Community Demand
Additional patron laptops	New, Ongoing/One time	\$23,000	General Fund	Address Community Demand
Main Library north building assessment	Fund balance, One-time	\$105,000	Old Library Fund Reserve	Address Community Demand
<b>Total Non-Personnel Request</b>		<b>\$315,000</b>		

**Personnel Requests**

*Creative Technologist - \$85,000 (reallocated from vacant, budgeted position)*

BLDG 61 Makerspace offered more access to the space, established a manageable schedule, fully activated the woodshop, continued valuable apprenticeship programs and partnerships, and developed a volunteer program to support staff during classes and workshops with the two-year fixed term Creative Technologist. To continue to support these outcomes, BPL requests to convert fixed term status to standard by reallocating 1 FTE and the salary and benefits (\$85,000) from a vacant, budgeted, management position. This reallocation would result in no increase in FTE or budget for the department.

*Library Technology Support Specialist – \$49,000*

Staff requests funding to increase the hours for the current part-time library technology support specialist. The proposal is to increase the position from 20 hours per week to 40 hours per week, and the cost reflects both salary and benefits. This position is responsible for maintenance and support of: new security cameras, meeting room A/V equipment, and library automation technology that is not supported by the city’s IT department. This position would also liaise with the Flatirons Library Consortium on technical matters.

*Branch Library Specialist – \$24,500*

Adding a 0.5 FTE branch library specialist at the NoBo Corner Library will allow the team to provide more consistent customer service and desk coverage. Scheduling gaps due to employee leave are covered by the library manager, reducing the amount of time they can perform managerial duties, including employee performance coaching and evaluation, program planning, budget management, etc. Staff from other locations are called to cover unexpected absences when the manager is off-duty which temporarily reduces service levels at other locations. Also, regular use of the temporary employee pool is required when the manager is not available to cover the gaps in the schedule. BPL has a limited budget to pay temporary employees and often must supplement the budget for this with salary savings. Staff requests \$24,500 to cover salary and benefits for this part-time position.

*Materials Handler – \$38,000*

Adding 1.0 FTE materials handler position is needed to maintain service levels with an increase in materials transferred between libraries and the number of holds placed. This position is also essential if the requested increase for the library materials (above under non-personnel requests) is approved.

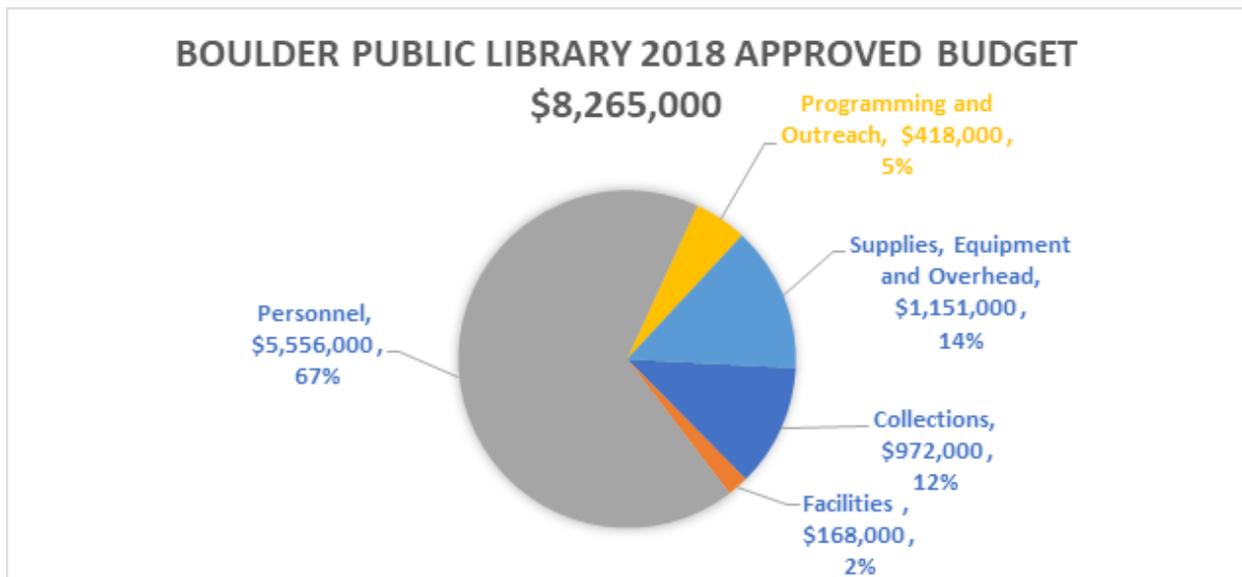
**Personnel Budget Requests**

<b>Title</b>	<b>FTE</b>	<b>Funding Type</b>	<b>Amount</b>	<b>Source</b>	<b>Master Plan Priority</b>
Creative Technologist	1	Reallocation	\$85,000	General Fund	Maintain Service Levels
Library Technology Support Specialist	0.5	New	\$49,000	General Fund	Maintain Service Levels
Branch Library Specialist	0.5	New	\$24,500	General Fund	Maintain Service Levels
Materials Handler	1	New	\$38,000	General Fund	Address Community Demand
<b>Total Personnel Requests:</b>			<b>\$196,500</b>		

## 2019 PROPOSED REDUCTIONS

While the city remains in a strong financial position overall, revenue monitoring over the past year has showed a trend of flattening retail sales tax. Additional analysis by city staff indicates that this trend is likely to continue; it does not appear to be a temporary blip. Sales and use tax combined contribute about 30% of the revenue in the General Fund, so the impacts of reduction in revenue are significant. The city's commitment to financial stewardship demands that staff respond proactively to this situation to maximize strategic options and preserve the ongoing health of the General Fund. The executive budget team has requested departments work to identify ongoing savings as part of their 2019 budget proposals.

Most of the BPL's budget is allocated to staffing costs. See the following chart showing a breakdown of the 2018 approved library budget.

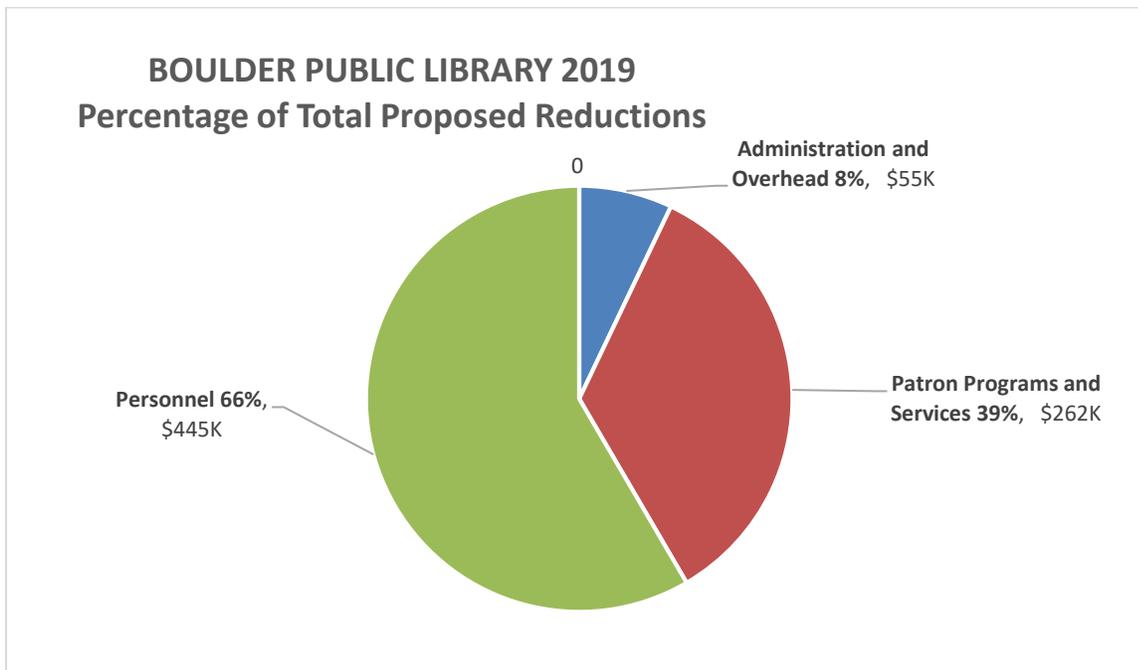


The following is summary information about BPL's proposed reductions. These reductions will be considered along with proposals for all other departments that receive city General Fund revenues. The EBT may accept none or any amount up to the total proposed reductions.

If accepted, most of the proposed reductions will have a direct impact to BPL programs and services and likely result in personnel reductions. Some of the proposed personnel reductions will impact BPL's ability to offer certain programs and use grant funding received from the Boulder Library Foundation. Grant funding is not typically awarded to use for staff positions.

The proposed reductions have been grouped within three, general categories and are shown in the chart below.

- **Personnel** – Salary and benefits expenses for all positions proposed for reduction.
- **Administrative and Overhead** – Non-personnel budget that funds administrative and overhead expenses.
- **Patron Programs and Services** – Non-personnel budget that funds programs and services that serve patrons directly. The amount does not include any reduction in related grant funding.



Combined the proposed reductions equal ten percent of BPL’s budget from the General Fund. The proposed personnel reductions represent 5.3 percent of the overall budget and the proposed non-personnel reductions represent 3.8 percent. The overall budget includes funding sources from the General Fund, grants, gifts and contributions, revenues, and a dedicated 0.33 mil property tax.

## 2019 CITY BUDGET SCHEDULE

The EBT will communicate 2019 budget decisions at the end of July, and staff will present the commission with the overall 2019 budget message and a summary of decisions about the

library budget at the Aug. 1, 2018 Library Commission meeting. Council welcomes public input on the budget at the study session on Sept. 11, 2018 and via email throughout the year.

Library staff will be informed if a proposed reduction is accepted that impacts their position and/or the program or service that they provide along with the timing for implementation of the reduction. Staff whose positions are impacted will be offered the opportunity to be considered for any available, vacant positions within library or in the city, according to the city’s employment policies and bargaining unit agreements.

Date	Event/Item
June 25, 2018	Library/Arts staff budget presentation to the Executive Budget Team (EBT)
July 20, 2018	EBT decisions communicated back to departments
Aug. 30, 2018	Recommended budget presented to City Council
Sept. 11, 2018	2019 Recommended budget study session
Oct. 2, 2018	2019 Recommended budget first reading
Oct. 16, 2018	2019 Recommended budget second reading

**Questions for the Library Commission**

1. Does the commission have any questions or input regarding the 2019 library budget development?
2. Does the commission have additional items for consideration in the 2019 budget process?

## Commission Memo

**Meeting Date: May 24, 2018 – Main Library, Canyon Meeting Room**

**Upcoming Special meetings:**

**(No regular meeting in July)**

**July 14, 2018** – Annual Retreat, Meadows Room, Chautauqua Meeting House  
Possible retreat agenda items:

- Prep for joint study session with City Council on July 24, 2018: Review staff presentation to City Council
- Further discussion on 2019 library budget development
- Developing the outreach presentations
- Discuss roles and information needed for campaign development for a possible upcoming election on library funding
- Create a working agenda for upcoming year based off the master calendar (especially scheduling of policy updates)

The [Library Commission Master Calendar](#) (updated) is accessible in Google Drive and included in this packet (following the Commission memo).

To see meeting dates and tentative meeting topics for 2018, go to [Library Commission 2018 meeting plan](#)

**July 24, 2018** – City Council Chambers Joint Study Session with City Council  
Staff presentation of draft plan goals

**August 16, 2018** – City Council Chambers Planning Board

Staff presentation of 2018 Library Master Plan

**September 4, 2018** – City Council Chambers City Council  
Staff presentation of 2018 Library Master Plan

**November 2018** – City Council Chambers Joint Study Session with City Council  
Discussion of library finances

**Interesting Upcoming Dates (from [ALA Website](#))**

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GLBT Book Month™ - June

Starting in 2015, the American Library Association marked GLBT Book Month™, a nationwide celebration of the authors and writings that reflect the lives and experiences of the gay, lesbian, bisexual, and transgender community. Originally established in the early 1990s by The Publishing Triangle as National Lesbian and

Gay Book Month, June 2015 marked the first commemoration of GLBT Book Month™ to be held under ALA's auspices. GLBT Book Month™ is an initiative of the American Library Association, and is coordinated through its [Office for Diversity, Literacy and Outreach Services](#) and the [Gay, Lesbian, Bisexual, and Transgender Round Table](#). To help libraries mark the occasion, ALA has launched the GLBT Book Month online resource center, featuring tipsheets and downloadable materials. Contact [ALA's Office for Diversity, Literacy and Outreach Services](#) with questions. Created to increase the recognition of gay, lesbian, bisexual and transgender writing. Begun in 1992 by [The Publishing Triangle](#), June was selected in honor of the anniversary of the 1969 Stonewall Riot in New York City. It was this brave resistance to police harassment that kickstarted the gay pride movement in the US. [Description provided by [Chase's Calendar of Events](#).] To be celebrated by libraries, bookstores, publishers and bibliophiles everywhere. Read about the event's creation yet bittersweet success from quotes by Lawrence Schimel (labeling it National LGBT Book Month) in this [May 30, 2014 HuffPost Gay Voices article](#) by Julie R. Enszer.

## 1. Items from Commission

### (1) Districting research

- Joel has reviewed documents from the most recent attempt to form a library district in Boulder (2004-6), and will brief Commission at the June 6 meeting.
- Liz Abbott was acting library director at that time, and Sam Hartman led the effort. Joni & Tim met with Liz and Sam on May 29 to learn more. Joni's notes from that meeting:

The proposal 15 years ago was centered around establishing a regional library authority. Its boundaries would have been aligned with the BVSD boundaries, including the communities of Louisville, Lafayette, Lyons and Nederland. While the City Manager (Frank Bruno) and some City Councilors were in favor, the County Commissioners at that time opposed the idea because of the tax increase. Exploration of this idea was limited to staff and electeds; there was no community outreach or discussion.

Liz and Sam felt strongly that we should continue to consider the Authority governance model because of benefits they perceived it had over districting. The only clear distinction we could identify was that funding in a Regional Authority could be a mix of property and sales taxes.

We talked about elements of an election campaign, and folks who might be helpful as influencers or members of a steering committee. Liz and Sam

suggested that we talk to Doris and Marcelee about members of the “old guard” from that time who might still be around. Their recommendations on people we should reach out to include:

Former Council members:

Mark Ruzzin (Mayor at the time, supporter, now staff at the County)

Suzie Ageton (supporter, now doing consulting)\*

Leslie Durgin (now working for the Chamber)\*

Angelique Espinoza (Now working as a consultant)\*

Crystal Gray?

Former City Managers:

Frank Bruno

Ron Secrist

Former Library Commissioners:

Ann Aber

Steve Claison

\* Possible consultants to help with an election campaign

Candidates identified previously include:

Regina Cowles

Molly Tayer

## (2) Outreach

- Alicia, Jane and Joni met on May 31 to begin working on the outreach presentations for LibCom and BLF board members (something we've been talking about for some time, as part of the effort to get community conversation going around the library's long term financial sustainability). We will provide a verbal update at the Commission meeting.

Here is the link to the reference One Drive folder Aimee put together - accessible through June 30.

[https://cityofboulder-my.sharepoint.com/:f:/g/personal/schumma\\_boulder\\_colorado\\_gov/EiTk0FR5JvxNiBAkzgmzScBpY4w5rRwkDh3GOQ1VC\\_a3w?e=agFNom](https://cityofboulder-my.sharepoint.com/:f:/g/personal/schumma_boulder_colorado_gov/EiTk0FR5JvxNiBAkzgmzScBpY4w5rRwkDh3GOQ1VC_a3w?e=agFNom)

- Boulder Flatirons Rotary Club has invited Joni & Tim to speak to them on July 11 (7:30 a.m., at the E. Boulder Rec Center).

## 2. BLF Update (verbal)

### **3. Updates from Commissioners Representing the Commission in other Venues (verbal)**

EcoDistricts

Central Broadway Corridor Design Framework

### **4. Update on Emails & Phone Calls to Library Commission**

5/20/2018

Dear Library Commission,

I've had a dilemma since 2015 when your library emailed me and wanted to know if I wanted any of the pictures Lois Maude (Edmondson) Starr, I accepted them and they shipped the pictures to me. Now what was not shipped were the WWI medals of my Great Uncle Edward Everett Edmondson, Lois was his daughter, and in the medals was the Southern Cross of Honor awarded to my Great Grandfather William Franklin Edmondson from the UDC. Now I, being a blood great grandson I would like to have the medals and specifically the Southern Cross of Honor back. They should be mine as I and my brother are the only living blood relatives left. The Library has had them long enough. I am being awarded the Southern Cross from the UDC on June 2, 2018 for my own Vietnam Service. I would appreciate your response in this matter.

My Best,  
Ken Edmondson

5/22/2018

Hello Mr. Edmundson,

The Boulder Public Library administration and Library Commission received your request regarding the WWI medals awarded to members of your family. I spoke with the librarian at the Carnegie Library for Local History, Wendy Hall. She will be in touch with you later this week with information about the medals. She is awaiting the return of the library's archivist from vacation. As I understand from Wendy, the archivist may have been involved with getting the photos to you and has records about where the medals are currently held. [Note from JP: medals may be at DPL.]

Thank you for your service to our country.

My best,

Jennifer Phares  
Deputy Library Director

**Update on North Boulder branch library project**

Bids from ten architecture firms were received in response to the Request for Proposal issued in April 2018. Nine of the architect firms are local or have selected a local partner. The staff Design Advisory Group (DAG) reviewed the bids and selected five firms as finalists for interviews.

Once a firm is selected and the contract is finalized, DAG will work with the firm to establish a schedule for phase 1 of the project. Phase 1 includes community engagement, and site evaluation and selection and is expected to take three to four months. Project kickoff is expected sometime in August 2018.

The Library Commission will receive a project update in the Aug. 1, 2018 meeting packet about the project schedule and any plans for the community engagement that have been determined. Staff has been collecting contact information from community members who indicated an interest in participating in the community engagement activities. These community members and the Library Commission will be specifically invited to participate in these events.

The architect team will make a presentation to the Library Commission with a report of their findings from community engagement and site analysis. This will likely be scheduled during one of the early fall commission meetings.

An outside consultant is currently performing parking and traffic studies at our existing branch libraries to help inform us on parking needs for our new library and will assess possible traffic impact on adjacent neighborhoods. As mentioned in the previous update, staff will be recruiting community members to serve on the selection panel for the public art to be incorporated at the new north Boulder library. Recommendations for potential selection panel members are welcome and can be submitted to Antonia Gaona and Mandy Vink.