2018 Library Commission

Meeting date: Wednesday, Aug 1, 2018
Location: Main Library, 1001 Arapahoe Ave., Canyon Meeting Room

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 24, 2018 study session minutes
   b. Approval of June 6, 2018 minutes
   c. Approval of July 14, 2018 retreat notes
   d. Resolution to accept the Warner Charitable Trust
5. Debrief of July 24, 2018 City Council Study Session
6. Debrief of July 14, 2018 Library Commission Retreat
7. Library policy review and update: Update to Carnegie Library for Local History Policies
8. Library Commission update
   a. Items from commission
      i. Commissioner update on outreach to stakeholders
   b. Boulder Library Foundation update
   c. City project representative update
      i. EcoDistricts
      ii. Civic Area East Bookend
   d. Responses to patron emails from the Library Commission
9. Library and Arts Director’s Report
   a. North Boulder branch library project update
   b. OPEN Data update
   c. Q2 Library and digital services performance measures
10. Adjournment

2018 Library Commissioners
Joni Teter, Chair        Tim O’Shea        Juana Gomez        Joel Koenig        Jane Sykes Wilson
**Name of Board/Commission:** Library Commission  
**Date of Meeting:** May 24, 2018 at the Main Boulder Public Library, 1001 Arapahoe Ave.  
**Contact information preparing summary:** Celia Seaton, 303-441-3106  
**Commission members present:** Joni Teter, Tim O’Shea, Juana Gomez, Joel Koenig  
**Commission members absent:** Jane Sykes Wilson  

### Library staff present:
- David Farnan, Director of Library & Arts  
- Jennifer Phares, Deputy Library Director  
- Celia Seaton, Administrative Specialist

### City staff present:
None

### Members of the public present:
None

**Type of Meeting:** Study Session

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<th>Agenda Item 1: Call to order and approval of agenda</th>
<th>0:00:10 Audio min.</th>
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<td>The meeting was called to order at 6:11PM</td>
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<td>Teter outlined the agenda’s two items.</td>
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<th>Agenda Item 2: Final review and input on draft 2018 Master Plan content</th>
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<td>Teter asked the group how they would like to advance through the document. Gomez suggested proceeding by calling out sections chronologically to pool comments and the group agreed. Teter had sent her notes in through email in advance (see handout).</td>
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First section discussed was the executive summary, which was new to the commission. Gomez encouraged replacing some of the instances of “sustainable” with a synonym. Having said that, she suggested highlighting (in either executive summary or in the next section) how the library aligns with nearly every point on Boulder’s Sustainability Framework, more than any other city entity. Farnan and Phares stated that they don’t disagree, but the city does not see the library primarily serving beyond the “Healthy and Socially Thriving” category. Teter stated that this highlight could potentially be placed in a Library Commission foreword.  

Introduction- no revisions suggested

Part 1, up to pg. 10 of the document- Koenig asked about mentioning seniors on pg. 9. Teter asked about specific successes regarding this demographic. Farnan: none specifically, but the numbers are impressive (3x the amount of senior services). Phares clarified that programs are geared toward adults “of all ages,” except for the Homebound program which does primarily serve seniors. Teter states that she sees it fitting more into the goals section as opposed to the accomplishments. Teter suggested including language that speaks to the diversity of the audience.  

Page 11-20- Phares clarified the meaning behind the percentages on the chart on p. 17.  

Page 21-30- Teter asked about the organizational flow of the charts/tables and their descriptions. Phares explained and Teter agreed with her reasoning. P. 29- question raised on whether increased budget request for expanding hold services should be placed under expansion or current community demand. Teter reported her patron experience at Meadows where cramped space has led to holds stored in carts up against the check-out area. Her impression is that it has become a “real pinch point.” Gomez reported that she has not experienced that issue at Reynolds. Farnan noted that he was unaware of the space issue at Meadows. Phares indicated the bullet point under “address community demand” that calls for increases in personnel, adequate space, and courier services for current needs. The expansion on the service ended up in service expansion because the first step is to maintain “what we have” – this was the logic behind column placement. Teter stated that she defers to the staff decision.
Pp. 31-39 - no revisions suggested

Pp. 40-50 - Koenig complimented the graphics and found the pie charts helpful.

Pp. 51-60 - Regarding “advantages of district,” Gomez suggested adding the fact that district funding is more “nimble” and “responsive” in terms of meeting the needs of the library more quickly. Challenges should include campaigning for the vote. Phares suggested emphasizing the effort that would be required in both scenarios.

Part Six Implementation - no revisions suggested

Appendix A starting on p. 55 - Gomez asked about the benchmark comparison table. Phares clarified that this table will change slightly as she plans to adjust figures and add notation. Gomez also wondered whether subheadings could be used as opposed to the current alphabetical order (she felt this organization was tough to read through). She also questioned whether “Turnover Rate” should be footnoted; Phares agreed and will add one to make sure it is properly defined.

Appendix B - Gomez noted a grammar issue in the sentence that begins “Creation a community forum.” Phares will edit. O’Shea noted a font variation on the first page of Appendix B at the second row. Phares clarified that this wasn’t intentional and will adjust to align font.

Appendix C - GIS mapping provided an adjustment of metrics. Koenig thinks these figures around the needs and financing, especially in comparison to other Colorado libraries, are dramatic and essential to the argument. Teter agreed that the necessity becomes even starker with the data Phares provided.

Teter indicated that the group had reached the end of the Master Plan in this review. Phares reported that additional graphics will enrich the design; she thinks the commission will be pleased with the end result. Teter asked if there are substantive changes that will come from the city managers office; the response was unknown at this point. Teter asked whether the commissioners can be made aware if there are any important changes; Farnan and Phares agreed.

Farnan mentioned an observation from the library conference he had recently attended in Colorado: districted libraries have been struggling a bit due to the Gallagher Amendment. Teter asked about footing information into the Master Plan regarding TABOR and the Gallagher Amendment since they provide some important political background.

Agenda Item 3: Plan for Library Commission foreword in the Master Plan [0:42:39 Audio min.]

Teter asked the commission whether it wanted to progress with the foreword and, if so, what content should be included. If desired, the commission needs to create a plan before the June meeting. Being a city master plan, Teter noted the inherent need to follow a specific format set with a city management perspective but also stressed that this should serve as a guiding document for the library’s future. The purpose of the foreword would be for the commission to present their recommendations with the principle focus on financial sustainability of the library, involving summary discussion of the declining revenues over last decades. Teter questioned whether the group wants to advocate for funding from specific (more robust) tax revenues or go beyond this support to mention districting. Gomez: “I am all for declaring our preference.” Koenig – “definitely.” O’Shea – “I concur.”

If the commission can place its “unique voice” into the Master Plan, it will be a worthwhile opportunity to shape public perception as well as help inform future commissioners. O’Shea wondered about precedence. Koenig asked for the director’s thoughts. Farnan stated that he has informed the city manager that this foreword is a possibility; at the same time, he hopes that the commissioners will endorse and embrace the items in the Master Plan even if they want to go a step further. O’Shea asked if there was anything contained in the Master Plan that commissioners felt uncomfortable submitting; there was no disagreement - all agree with endorsement. Phares noted how the commission has been more deeply involved in constructing the plan than most city departments where the advisory group typically sees the final draft for approval.

O’Shea questioned whether there should there be a push to change charter around the levies, etc. for an upcoming election. Teter - property tax seems to be the preference and so that would have to go to an election. The commission can state that they don’t favor a dedicated sales tax due to the volatility of sales tax revenues.

Teter again broached whether the commission wants to go the additional step of directly recommending districting. Gomez was in favor. O’Shea spoke to the importance of diplomacy; he suggested specifically supporting the Master Plan even if suggesting how this extra step of autonomy will advance accomplishment of the library’s goals. Teter asked O’Shea whether he thinks that the commission should go beyond recommending funding through property tax and bring up
districting. O’Shea: it would be hard to argue for districting if the city solves needs by stepping up with support through other financing. Recognizing growth, districting is a more reasonable approach to addressing future needs. Districting takes the long-term view that Boulder’s city services are attractive, and the population base extends beyond city limits (so funding that recognizes the size of the user base is necessary). Teter suggests language of “matching patron base with the tax base.” Farnan spoke to data he finds compelling – to go from an $8,000,000 budget to a $12,000,000 budget through property tax funding, it will cost individual residents of Boulder $60/household. In an independent district, for $80/household, the entire $14,000,000 budget could be accounted for. An objective of the foreword is to get approval to hire a consultant to do the necessary and thorough cost and benefit analysis of the public served.

Koenig – “we need to come on strong in this foreword.” O’Shea mentioned the importance of straddling the middle path – he noted the difficulty in floating a master plan for the future when there has not yet been internal resolution with the city’s current plan for library funding. Teter stressed that though she is heartened that council is solution-minded, these were just ideas for a short-term fix and she believes these possible resolutions don’t go far enough. She expressed the commission’s need to help frame council decision by indicating boundaries for funding that match the patron base. She feels it is unlikely that the city will want to fund the library with property tax. O’Shea asked for the districting counterargument. Gomez has heard none; the district libraries were all glad to have made that transition. Teter: the fundamental philosophical argument is whether to trust in elected officials or voters. If one believes that voters should control decisions and wants to make sure this piece gets “covered,” then districting is the logical path. If one instead chooses to trust elected officials (with their charge to balance funds across a wide array of municipal needs), it could be kept as an arm of the City. Farnan: no elected official wants to increase taxes, but this will be necessary either for the city (to support the library) or for the library (to support districting). Framing the argument in terms of legacy and not in terms of a failing is helpful; supporting an increase in taxes can be aligned with protecting the legacy of the library.

Koenig asked about volunteers to craft this foreword. Teter offered to frame it and O’Shea will assist. Teter will strive to get something crafted after the upcoming Memorial Day weekend. Final tweaks can be made after commission’s June meeting. Koenig, O’Shea, and Gomez all plan to attend the July 24 study session with council.

**Agenda Item 10: Adjournment**

There being no further business to come before the commission at this time, the meeting was adjourned at 7:35PM.
**Name of Board/Commission:** Library Commission

**Date of Meeting:** June 6, 2018 at the Carnegie Branch Public Library, 1125 Pine St.

**Contact information preparing summary:** Celia Seaton, 303-441-3106

**Commission members present:** Joni Teter, Tim O’Shea, Juana Gomez, Joel Koenig, Jane Sykes Wilson

**Library staff present:**
- David Farnan, Director of Library & Arts
- Jennifer Phares, Deputy Library Director
- Celia Seaton, Administrative Specialist
- Wendy Hall, Carnegie Branch Librarian

**City staff present:**
- Hannah Combs, Senior Budget Analyst

**Members of the public present:** None

**Type of Meeting:** Regular

**Agenda Item 1: Call to order and approval of agenda**

The meeting was called to order at 6:01 p.m. and Teter noted additions to agenda. Hall will give an update on the Carnegie website after Combs’ budget item. Farnan also has a few additional updates for Item 9. There was a nod of approval from the commission for this amended agenda.

**Agenda Item 2: Public comment**

None

**Agenda Item 3: Consent agenda**

a. Approval of May 2, 2018 Meeting Minutes: Teter submitted a few changes by email (see handouts). Koenig suggested an adjustment to the notes under Agenda Item C on p. 2 – “3.2 miles of assistance with shelving” to “shelf reading assistance,” which is a more accurate description. O’Shea moved to accept the amended minutes, Koenig seconded, and they were unanimously approved.

**Agenda Item 4: 2019 Library budget development**

Combs addressed the unusual budget year that the city is experiencing. She described the citywide effort to determine the two requested scenarios from the EBT (imagining possibilities for a 5% increase and a 10% reduction in budget). According to the timeline provided, the EBT should have decisions by July 20 and the recommended budget will go to council at the end of August. Currently, she has no further information about what will be taken from each list. Combs told the commission that she was available to answer any specific questions she can regarding the 2019 library budget development.

Koenig: 10% seems “draconian.” Farnan noted that he feels this is really an exercise to present trade-offs. Teter recalled that the 10% ask came from council, not the EBT. Koenig asked about other departments’ budgetary trends over the past decade. Combs noted that OSMP and Transportation has also been hit hard by the sales tax shortfall, although there is no “apples to apples” comparison. Teter: it would be helpful if the city could make information available regarding growth in city services and where the funding came from. Knowledge of the “true breakdown” would facilitate an intelligent conversation about priority setting. O’Shea agreed with Koenig that the 10% ask over the city departments seems significant. Combs – there is less of an incremental shift for 2019 than from 2017-2018 and therefore able to start from a “flatter” place.

Teter asked whether there was any resolution regarding the decline in grocery sales which contributed to this sales tax shortfall. Combs referenced the 4/24 study session as there was discussion at that meeting on the various income venues.
The financial department will be trying to “dial deeper down into the data” by working toward a forecasting model. The closing of Basemar’s Whole Foods was a significant factor in the decrease of grocery sales.

With no other queries at this time, the group thanked Combs for attending and providing this information.

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<th>Agenda Item 5: Overview of Carnegie Library website update</th>
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<td>Wendy Hall presented on the new site for Carnegie which has not yet gone “live” - <a href="https://localhistory.boulderlibrary.org/">https://localhistory.boulderlibrary.org/</a>. Striving to align with the current library site (similar header and green volunteer donation bar), it incorporates both a top search bar and an advanced search option below. The front page will showcase items of interest to the public, with changing featured photos for a lively interface.</td>
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Hall led the group through an exercise to see how the page functions by typing “2995 east aurora” into the advanced keyword search. The results indicated the address on an assessor’s card that was recently catalogued (a current Carnegie project). If the user clicks on the real estate appraisal card, a photo will result; scrolling down, a pdf of the actual card appears on the left-hand side of the site. Many previously inaccessible records will be made available in this new system.

Next, Hall directed the group to the oral history website by inputting “Doris Hass” into the advanced search bar. This oral history is then displayed in two parts. One can follow the transcript while listening to the audio. The transcript itself is word searchable, meaning that patrons can type in any word existing in the transcript and it will come up as a match. This is another advantageous feature of the new site over the current system’s limitation.

Hall led the commission through one last advanced keyword search: “1125 Pine St.” The first two items that result are the historic building inventory records and the assessor’s records. These constitute the two biggest pieces of information for which people visit Carnegie and now they will be electronically accessible; patrons will hold the freedom to gather this information at home.

Sykes Wilson asked about how this will affect staff time at Carnegie with the change in remote accessibility. Hall – the presumption is that fewer people will be coming in, allowing staff to focus more time on getting the collection digitized. Hall: “We need more storage space and less patron space at this branch.” The library is trying to make everything free and accessible to the public, but if staff labor involved then a nominal 10-dollar fee is charged for the digital scan to be sent to the patron (less than many other libraries charge).

The group said that the website looked great and thanked Hall for her time.

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<th>Agenda Item 6: Library Master Plan update</th>
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<td>a. Finalize Library Commission foreword</td>
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<td>Teter referenced efforts since the last meeting regarding the commission foreword to the Master Plan. She and O’Shea agreed to take on the task of reviewing the info and pulling out pieces for the creation of a narrative. While mining old minutes and articles, Teter realized that the voluminous quantity of data was better suited to a table format (see BPL Talking Points <a href="https://localhistory.boulderlibrary.org/">handouts</a>). This table encompasses information pertinent to not just the commission foreword but also other presentations in support of the library. Offered in outline style for easy review of “top of mind” items, O’Shea provided real-time editing during the meeting. He noted that the objective tonight is to get to an agreement on principle of foreword, polishing can occur later. The request for a 10% budgetary reduction can underscore some of the commission language to discuss indicate the library’s financial future over the next ten years. This foreword provides the commission opportunity to underscore some important things that might “not bubble up as readily.”</td>
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Farnan, when asked for his opinion on the foreword, stated that he didn’t have “any opinion about what [commission] should be doing,” but recommended a brief narrative stressing the importance of ongoing dialogue. He suggested reducing any redundancies that may already reside in the Master Plan. He assumes that the commission letter would go first, as Parks & Recreation’s Advisory Board letter was placed ahead of the director’s. Gomez noted her appreciation of the tone in Farnan’s foreword, feeling it would be the best opener. O’Shea stressed that the actual commission foreword will be a page or two, intended to be a flowing narrative in its final form as opposed to the draft document. Teter agreed about redundancy and asked Farnan for examples. He noted the funding needs (operating costs and “dollars needed” discussion). Phares suggested that the commission gear the foreword tonally as an overture toward next steps.
Teter: to prevent future commission labor on districting research, the discussion will be recorded for posterity in the Master Plan. Farnan noted the need for funding outside consultant analysis on the comparison table data presented at the November study session.

Phares expressed the staff intention to annually review the Master Plan, keeping the conversation alive; this was not the practice with the previous plan. She suggested acknowledging the community’s contribution in the commission’s foreword as the survey came from the community. Koenig noted that this element is noted in the Master Plan. O’Shea – good chance to highlight what we are all about which is the community. Koenig – “I don’t mind the redundancy” of this important piece.

The group reviewed the BPL Commission 2018 MP Forward – Draft v2

Teter addressed dedicated property tax. Gomez noted that the Master Plan does not explore dedicated property tax - the foreword will be too brief of a space to explain. Farnan reminded the group that they had previously mentioned it in a council memo two months ago. Teter polled the group on whether, strategically, the commission desires to pursue dedicated property tax coming through the city or as a piece of districting. Koenig: it would be more impactful to advocate the districting. Gomez agreed. Sykes Wilson expressed that she feels “on the fence” – she has procedural questions although she agrees that this recommendation would be most effectual. O’Shea still anticipates a productive outcome from city conversations but also recognizes what a shift to district would represent – it would be “a lot of work to get there.” However, ten years from now, he doesn’t want commissioners to have the same uncertainty. Through extensive conversation and research, districting portends best success for the library’s enduring financial sustainability, autonomy, and stability. In short term, he is open to any alternatives the city can provide. Long-term, “the writing is on the wall” in support of the district solution. The request for funding consultant analysis work for the comparison table data would be a clear next step to enable understanding of the best route forward. The group agreed the foreword could be drastically trimmed down into a more succinct statement if geared solely to the districting option.

Although acknowledging that the final piece will need to come through email, Teter called for a vote to formally approve the outline on the foreword’s content (allowing for minor language editing henceforth) as containing: opening paragraphs endorsing Master Plan, excitement about library and its future, appreciation toward community’s involvement, a showcase on the importance for the library’s long-term sustainable financial future, and commission’s opinion that districting will be the best option. Juana moved, Sykes Wilson seconded, and all were unanimously in favor.

Teter asked for a due date on the foreword document; Phares replied that a week would be ideal. Teter will plan to send the document to Phares and Seaton to relay to Alyssa Setia by Friday the 15th of June.

Agenda Item 7: Discuss agenda for annual retreat on July 24, 2018 at Chautauqua Meeting House, Meadows Room  
[1:33:00 Audio min.]

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 and what that path looks like chronologically
- Report on Library Foundation retreat
- Report on NoBo progress

Seaton will secure Chautauqua parking permits for each attendee; morning refreshments and in-house lunch catering options will be provided.

Agenda Item 8: Library Commission Update  
[1:50:00 Audio min.]

a. Items from Commission
   i. Summary of historic library research and communications – Koenig spoke about how the leadership this time around makes it seem more optimistic. Also, Jim Marshall is a suggested contact; his historical financial experience with the library’s budget might be helpful.

   b. Boulder Library Foundation update – O’Shea reported the arrival of three new board members: Hal Brown, Isaac
Andres, and Michelle Lee. “From fresh blood some new momentum” - committee roles have already been assumed. The Foundation is officially teaming with Why For Good - a kickoff meeting was reported on at May’s meeting. As discussed there is also an upcoming Foundation retreat. There was move for an additional meeting in August to lessen the summer gap. Fundraising committee is making progress with the Why For Good initiatives. Discussion also of inviting two Boulder Foundation members (Tim Williams and Tim Plass) to the retreat.

c. Responses to patron emails from the Library Commission – Phares responded to the inquiry on the war medals – they are currently in the collection of the Denver Public Library. The patron has been approved and will be contacting DPL. Teter will include the group on her response to the Rocky Flats item.

d. Gomez attended the open house for the Alpine Balsam and the Civic Area Master Plans. She reported that Alpine-Balsam redevelopment has mixed-use housing/retail possibilities; also, the county is considering incorporating some of their Iris offices to that location. The Civic Area Master Plan has grown to incorporate the new site on 15th St, which will be the new transit center. Community input will be ramping up soon.

Agenda Item 9: Library and Arts Director’s Report [1:59:50 Audio min.]

a. Update on North Boulder branch library project – site selection is forthcoming in the next several weeks with interviews set for next week. Received ten great bids with five selected for interviews. Gomez asked to review documents which Farnan will request Antonia Gaona relay.

b. Funding has been achieved for the Main Library branch bathroom renovation – the next steps will involve an RFP with the intent of getting someone hired before the end of the year. The construction work would commence in 2019. Teter noted that in her recent European travels, the all-gender bathroom is the norm.

c. Jaipur Literature Festival – Although due a month ago, Farnan has not received their final proposal, but they have settled on the site selections and several authors’ names have been mentioned. Teter asked about funding. Farnan: the city has an agreement for matching funds but is still awaiting necessary data.

Agenda Item 10: Adjournment [2:09:55 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, August 1, 2018, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.
NAME OF BOARD/COMMISSION: Library Commission

DATE OF MEETING: July 14, 2018

CONTACT INFORMATION:
Preparing Summary: Jennifer Phares 303-441-4394

COMMISSION MEMBERS PRESENT: Joni Teter, Tim O'Shea, Juana Gomez, Jane Sykes Wilson, Joel Koenig
COMMISSION MEMBERS ABSENT: None

LIBRARY STAFF PRESENT: David Farnan, Director of Library & Arts
Jennifer Phares, Deputy Library Director

CITY STAFF PRESENT: None

INVITED GUESTS: Tim Plass, Boulder Library Foundation (BLF) Chair
Tim Williams, Boulder Library Foundation

PUBLIC PRESENT: None

TYPE OF MEETING: Annual retreat

AGENDA ITEM 1: Call to Order and Approval of Agenda
The meeting was called to order at 9:06 a.m.

AGENDA ITEM 2: Library Director’s Update

North Boulder branch library project update
Update on architect selection: Work AC (Work Architecture Company) of New York https://work.ac/. Contract finalization is underway. Staff project team decision was unanimous for the architect selected. Architects will be back in town in early August 2018 for community engagement activities. The activities will focus on the community’s vision for the north Boulder branch library. Dates are forthcoming. High-level overview of site selection considerations and an exploration of potential partnerships were provided.

Teter asked about the estimated project costs that are $1.7M more than the $5M collected from the Community, Culture and Safety Tax and if it will be taken out of the Library Fund. Farnan said Development Excise Tax, Impact Fees, and old Library Fund Balance would be used to supplement the project. Teter said in future conversations with the BLF and the community, north Boulder and Gunbarrel branch library capital funding may not need to be lead issues in the messaging about overall library funding needs. Those capital costs would be covered by funding already collected and designated for the library. Sykes-Wilson asked for the anticipated opening date. Farnan said late 2021. Discussion ensued about some of the initial community input received. Plass advised the architect should engage a local partner to facilitate getting through planning process.

Update on 2019 library budget development
No update. Farnan hopes to have more information for August 6 Library Commission meeting from the City’s Executive Budget Team (EBT). Farnan said EBT asked why eliminating late fees (fines) was not part of the library’s budget proposal. Farnan said the timing is not right. Staff may bring a policy discussion about eliminating fines to the commission in early 2019.

AGENDA ITEM 3: Create a working agenda for upcoming year based off the master calendar [9:38 a.m.]

Master calendar of consistently reoccurring agenda items.
No comments or changes. Plass said that BLF is going to begin having a June/July retreat and an August meeting.

An updated agenda item schedule
Timing of Internet Safety Policy may conflict with preparation for the November City Council Study Session. Commissioners agreed to adjust the schedule as needed rather than reschedule policy items now. Teter asked when the commission preferred to discuss eliminating fines. Not a fiscal issue, more one of optics. Gomez prefers to discuss it this fall rather than put it off. Commission asked staff to provide information about the impact on libraries that have eliminated fines. Commission agreed to take the matter up as scheduled. Plass suggested that eliminating fines could be a goodwill action to take during an election when the library is on the ballot. Teter recommended the commission
should consider an overall maker program/space policy to replace the BLDG 61 Makerspace policy since a makerspace is planned for the north Boulder branch library. Phares said staff would consider the recommendation when the BLDG 61 policies are reviewed.

**Agenda Item 4: Library Commission Update**

**Review of Boulder Library Foundation retreat, July 7, 2018**

O’Shea reported the annual retreat focused on strategic planning. BLF has engaged consultant, Why For Good [https://www.whyforgood.com/](https://www.whyforgood.com/) to develop branding and messaging for the role of the BLF. Four pillars areas were discussed including capital support for the north Boulder branch library and the BLF’s role in supporting future ballot initiatives involving the library. Work will continue in these areas.

Plass said a few years ago the board decided it should be more community facing, do more fundraising, and create more partnerships. The board reaffirmed this during the retreat. The Library League program is being evaluated. BLF is fortunate to have investment income to support library programs and it wants to diversify the income stream to become more sustainable. The appropriate advocacy role for the BLF in a potential ballot measure involving the library was also discussed. Plass said there was interest from the board in advocacy but also concern from a few members about if the BLF should be out there in front with its name on the campaign as the issues come up. Members are absolutely interested in advocacy, but not sure what that completely looks like. It will get better defined as discussions move forward. It is an opportunity for the BLF to be a partner in moving sustainable funding ahead for the library.

Teter said listening to what Why For Good was hearing about the library from the community was interesting. As a board member, she wasn’t clear about what the objectives of the retreat were and what she was supposed to do with the information received. She acknowledged that the BLF has a relatively new board but was surprised by its lack of knowledge about BLF history, how the library works, and the relationship between the BLF and the library. She recommended doing some board development and reviewing the legal agreement between BLF and BPL. The misperceptions that were shared by board members and Why For Good that concerned her were: that the BLF drives library programs and the notion that the BLF needs to build awareness by differentiating itself from the library. It isn’t a successful strategy and she doesn’t believe that previous boards were interested in being more community facing. The BLF is integral to the library having impact in the community. Discussion ensued about BLF history and defining the BLF’s role.

Plass said one of the goals of the retreat was to familiarize the board with Why For Good. Prior to the retreat only the BLF marketing committee was involved in working with them. This was a progress check-in, not the finished product which might have left some board members floundering a bit. The BLF’s relationship is more nuanced, and he believes more separation is needed to be successful at fundraising and for telling the BLF’s story. He believes there is a place for the BLF to be out in the community and for having its name better known. Teter said the notion that BLF creates community impact on its own is a different message than the BLF needs to build awareness by differentiating itself from the library. Discussion ensued about the conversation that took place at the retreat about what board members thought about the BLF’s role. Plass said that board members may be frustrated because they want to do things that are more encompassing than fundraising. They want to do policy work and be on the cutting edge of new programs and innovation. While the BLF charter doesn’t particularly allow for this, he believes there is a way to do it through the library. He wants to keep the board members who are creative and have big ideas interested and engaged. This is a conversation to have with the library. Farman suggested looking at the structure of the Los Angeles Public Library Foundation. The LA Public Library gets a ton of money but is also a conduit for the foundation. The library is the platform. Sykes Wilson asked for the timeline for Why For Good. Plass said the BLF will have most of the work product by October 2018. Farman said he hopes it is October not December because we’ve waited a long time to acknowledge the donors. Why For Good’s work is due right after the Jaipur Literature Festival where BLF is largest local individual donor yet not reaping the benefit of that.

Farman asked about Library League. The board did see the value in continuing a membership. He asked if the changes were to the benefits of being a member. The board didn’t see much value in the Library League brand. Library League members would become BLF members instead. O’Shea said that Why For Good is managing the transition but he is not clear about how they will hand it off to the BLF. Plass said the BLF wants to acknowledge BLF supporters and doesn’t want to lose them. Discussion ensued about the Library League.

Teter asked the commissioners to generate a list of questions or needs that can be taken to the BLF board later in the meeting about core library needs or the awareness campaign.
15-minute break at 10:34 a.m.

<table>
<thead>
<tr>
<th>Agenda Item 5: Prep for joint study session with City Council on July 24, 2018</th>
<th>[10:49 a.m.]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Boulder Public Library Master Plan</strong></td>
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<tr>
<td>No discussion on the document.</td>
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<td><strong>Presentation to City Council</strong></td>
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<td>Farnan gave an overview of what to expect during the study session. Teter asked how the information in the April 12, 2018 Information Packet (IP) memo to council connected to the July 24, 2018 council study session. Farnan said it is referenced in the study session memo and may be part of the discussion. Staff and commission reviewed the presentation slides and commissioners provided input on editing the slides and adding other relevant information to the presentation.</td>
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<tr>
<td>Discussion ensued about the scope of the proposed financial analysis. Teter said the scope was not likely to be clear to council and that staff would need to unpack it during the presentation. Keonig asked about logistics for the July 24, 2018 council study session. The commission asked O’Shea to be the main spokesperson for the Library Commission.</td>
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<tr>
<td>Discussion ensued about whether the city or the county puts forward a ballot initiative and how many signatures are needed if it is community initiated. Further research is necessary on these items.</td>
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Lunch break at 12:15 p.m.

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<tr>
<th>Agenda Item 6: Library Commission development of outreach presentations</th>
<th>[1:19 p.m.]</th>
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<td>Teter asked for feedback for slides or script. Need to complete a slide on the Carnegie Library for Local History. Gomez asked that a timeline with dates for when things are happening be added if possible (e.g. the new north Boulder branch library). Teter said the only timing they have is on the north Boulder branch library project which is part of that slide. Discussion ensued about the commission’s presentation to Boulder Rotary Club. The 15 to 20-minute presentation was well received. O’Shea asked who keeps the presentation documents. Teter said it could be shared on Google drive with all commissioners. O’Shea suggested it be shared via the BLF site. Plass suggested post some of the slides on BPL’s digital signs. O’Shea asked about timing on updates. Teter suggested when the annual report is completed each year. Plass said that the BLF has a series of slides that are being shown on the BPL slides.</td>
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<tr>
<th>Agenda Item 7: Discuss roles and information needed for campaign development for any possible upcoming election on library funding and what the election path looks like chronologically</th>
<th>[1:44 p.m.]</th>
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<tbody>
<tr>
<td>Teter created a post-it note timeline of major activities for a possible election in 2019 or 2020 (See attachment). The following topics were discussed as Teter presented the timeline: questions for BLF involvement, people in the community who might be able to support an election, timing to develop fact sheets and stakeholder groups. Gomez asked about timing of the financial analysis. Farnan said an RFP will be issued if council approval is received at the July 24, 2018 study session. Gomez asked whether post-its representing the expenditure timing should be added. Plass said any requests for BLF funding support must be approved by vote of the board and be allowed within the BLF charter and 501c3 limitations. He would also like to define the BLF’s role as leading the campaign or its members serving on campaign committees. Teter wants to coordinate with BLF so that BLF’s efforts to brand/fundraise for the library don’t conflict with brand/fundraise for the library and an election campaign. O’Shea asked if library could be a platform for campaigning e.g. bookmark distribution. Farnan said it would likely not be permitted.</td>
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<td>Farnan asked when the commission would like to be in touch with advisors from the Kim Setter law firm, the Colorado State Library and EveryLibrary. Koenig and Teter will head a subcommittee to work on planning, beginning in July 2018. Plass recommended that Farnan maintain separation from the campaign planning. Sykes-Wilson asked if the consultant’s role would be to do the community engagement (yellow items) or the legal</td>
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Teter said they would do the campaign management (blue items) and the filings. Sykes-Wilson asked if the treasurer needs to be someone well known in the community. Teter said typically it is someone well-known because that is who is listed on campaign materials. Gomez asked if it is someone well-known politically. Plass said whomever is going to get votes. Plass requested regular updates from the Library Commission at the BLF meetings on campaign planning. Koenig said it is important to keep staff up to date. Teter said that could be done during matters from the Library Commission during the monthly meetings. Teter requested a September BLF agenda item for questions from the Library Commission.

Sykes-Wilson asked Plass and Williams how they thought the Library Leagues would continue. She thought that many Library League members would be willing to volunteer for a campaign. Williams said the name and the brand of Library League is proposed to go away but not the concept. Plass said the intention is to keep those members engaged in supporting the BLF and the library. Teter recommended reaching out to the members individually to thank them and inform them of opportunities to get involved. Sykes-Wilson asked if the volunteers for the library might be asked to participate. Plass suggested that at some point polling be done. Farnan said the county offered to do some polling. Teter asked about timing of polling, early spring? Farnan said it will be critical if/when the county gets involved before a district boundary is determined. O'Shea summarized the following questions for the BLF.

**Questions or topics to discuss with the BLF at the September 2018 meeting**
- Would the BLF be willing to fund the hire of a campaign manager for a citizen’s initiative?
- Should a legal consultant/lawyer be hired to represent the district/ negotiate for the district?
- What do we need to know to not run afoul of 501c3 limitations and the BLF charter?
- How to move forward as a foundation?
- The treasurer needs to be a known person in the community. Who is the most effective face to put forward to the community?
- Are there members of the BLF board that would like to participate on a campaign committee?
- Does the BLF have recommendations for people outside of the Library Commission and the BLF to consider for participation on a committee or stakeholder input?

Plass said the discussion is going to be multi-part and the September 2018 BLF meeting would be an introduction to the board members and an opportunity to ‘get the temperature’ of the board. Teter said the she and O'Shea’s next steps are to reach out to the outside advisors and aim for September 2018 to report back to the Library Commission. Teter suggested that the BLF think about what advocacy means. Plass said that funding parts of the campaign will have budget impacts which the BLF will need to discuss. BLF is aiming to have budget decisions made in November 2018 but they could do a budget supplemental meeting if needed. Teter said as a BLF board member, she thinks getting a sense of where the board is at with funding/participation is important by October 2018. Farnan suggested also looking to other community members for funding.

**Agenda Item 8: Adjournment**
Meeting was adjourned at 3:09 p.m.

**Date, Time, and Location of Next Meeting:**
The next Library Commission meeting will be held at 6 p.m. on Wed., Aug. 6, 2018, in the Main Library Canyon Meeting Room.
To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
Jennifer Phares, Deputy Library Director

Date: July 27, 2018

Subject: Resolution Concerning the Acceptance of Revenue from the Warner Charitable Trust and Background Information.

Boulder Public Library Commission
August 1, 2018
A Resolution Concerning the Acceptance of Revenue
From the Warner Charitable Trust

Whereas, the Warner Charitable Trust (hereinafter, “the trust”) has designated the Library Commission for the City of Boulder (hereinafter, “the Commission”) as the recipient of income in its trust agreement dated August 16th, 1965, and;

Whereas, according to the terms of the trust agreement, payments to recipients commenced in December 2005, and;

Whereas, the trust agreement specifies that said income payments are to be expended in equal parts for acquisition of books in the Children’s Section and the Adult Section of the Boulder Public Library, and;

Whereas, the Boulder Public Library has received a payment on behalf of the Commission in the amount of $6022.21 on July 27, 2018.

Now, therefore, the Commission authorizes the Boulder Public Library Director to accept the income on behalf of the Commission and to expend said income for the purposes designated in the trust agreement.

BACKGROUND:
The Boulder Public Library receives a donation each year from the Warner Charitable Trust. As per the agreement, the contributions are divided into equal parts for the acquisition of books in the Children’s and Adult sections of the library. The expenditure of the funds must be exclusively applied for these purposes only and any funds not so expended are to be returned to the trust.

Alex H. Warner was a longtime Boulder educator, library supporter and activist for seniors and youth. The Warner Charitable Trust was established upon his death in May 1990 to support the library’s collection of children and adult materials for the community. Mr. Warner served as a library commissioner from 1969 to 1973 and later as a member of the Boulder Library Foundation. For more information about Mr. Warner, please read the attached articles and letters from the Carnegie Branch Library for Local History Archives.
DATE: July 27, 2018
TO: Library Commission
FROM: David Farnan, Director of Library and Arts Department
       Jennifer Phares, Deputy Library Director
       Hannah Combs, Senior Budget Analyst
SUBJECT: 2018/2019 Library Budget Update

2018 Library Budget Update
As of the mid-point of the fiscal year, June 30, 2018, the Library had spent or encumbered 43% of its $9.2 million operating budget. This $9.2 million includes $348,608 in Adjustments-to-Base (ATB) as well as $650,000 for the Main Library restroom renovation project to include all-inclusive facilities. This additional revenue was appropriated through the ATB process and approved by City Council in May 2018. Both personnel and non-personnel expenses are aligned with expected spending and no significant surplus is projected for the end of the year in either category.

2019 City Budget Development Update
The 2019 Recommended Library Budget is currently under review by the City Manager. As discussed during the June 6, 2018 Library Commission meeting, the City’s revenue trend has been flattening, so all General Fund departments were asked to provide reduction scenarios for the 2019 budget. As noted in June 6, 2018 meeting packet, the Library put forward requests totaling $511,000 as well as budget reduction proposals. The Finance department released revenue reports through April 2018 which substantiate the relatively flat revenue projection for 2019.

The 2019 City Manager’s Recommended Budget will be sent to council on Aug. 31, 2018. Council will hold a budget study session on Sept. 11, 2018. Staff will present the 2019 Recommended Library Budget to the commission and be available to answer questions at the Sept. 5, 2018 meeting.
To: Library Commissioners

From: David Farnan, Library and Arts Director
      Jennifer Phares, Deputy Library Director

Date: July 27, 2018

Subject: Carnegie Library for Local History Policy Review

Background:
In preparation for the launch of Carnegie’s new website and catalog database of digitized historic resources later this year, the staff has completed an extensive revision of the archive’s policies. There were numerous changes for each policy, so they were not tracked. For reference, the current information can be accessed at the link at the top of each attachment. In addition to the policies, the associated forms and information about fees for use or services are presented for the commission’s review and input. The updates made to each policy are aligned with best practices for archival libraries and intended to simplify the information for patrons. The library leadership team has reviewed the policies and their input has been incorporated.

Policies and forms:

- ATTACHMENT A. Carnegie Library for Local History Collection Policy
- ATTACHMENT B. Planning a Visit to Carnegie Commission’s approval of the terms of use is needed on this webpage.
- ATTACHMENT C. Digital Photo Requests
- ATTACHMENT D. Digital photo request form
- ATTACHMENT E. Carnegie Library for Local History Donation Policy
- ATTACHMENT F. Deed of Gift Form
- ATTACHMENT G. Carnegie Library for Local History Research Policy
  The stated fees have not been finalized. Staff seeks commission’s input on the proposed charges.
- ATTACHMENT H. Oral History Release Form
- ATTACHMENT I. Oral History Interview Reproduction Order Form

Request of the Library Commission:
Staff requests the commission’s review of each attachment and any feedback to clarify the information. Staff will incorporate the commission’s input and bring the revised policies back for the commission’s approval at the Sept. 5, 2018 meeting. Policies or forms that address copyright will be submitted for legal review after the commission’s feedback has been included.
Carnegie Library for Local History
Collection Policy

Mission
The mission of the Carnegie Branch Library for Local History is to collect, protect, and make available for research, materials in physical and digital formats relating to the history of Boulder County with a special emphasis on the city of Boulder.

Collection Policy
The Carnegie Library collects, preserves, and provides research materials relating to the history of Boulder County with a special emphasis on the city of Boulder. The collections focus on original and secondary physical and digital materials about the people, real estate, events, and businesses in Boulder’s history. The Carnegie Library collections include documents, photographs, maps, microforms, oral history interviews, dated newspaper clippings pertaining to a single topic, scrapbooks, ephemera, books, pamphlets, architectural drawings and periodicals. These collections are valuable historical resources, intended to be protected in perpetuity. Their care and preservation for the use of present and future generations is the principal responsibility of the Carnegie Library.

Scope of Collections
Historically significant materials relating to the city and county of Boulder will be accessioned into the archival collections. Any item selected for the archival collection, must undergo assessment to determine its suitability for inclusion. Archival collections focus on materials with local, regional, and enduring value and represent the social, political, cultural, and economic history of the city and county of Boulder.

The archival component of the collections emphasizes the history of the area. Carnegie collects non-current records of area businesses, community and civic organizations, religious institutions, and other public or private groups which have influenced Boulder’s development, or have had a significant impact on the city and county of Boulder and its citizens. Selection of archival materials is assigned to the Carnegie archivists and is at their discretion whether materials will be added to Carnegie’s holdings.

Collection Criteria
In general, the collections are limited to images and documentary materials that support Boulder County history. Artifacts and other objects deemed to have a significant relationship to other items in the collections may be donated to the Museum of Boulder.
Types of items collected:

- Documents (correspondence, diaries, notebooks, etc.)
- Photographs
- Oral Histories
- Architectural Plans
- Maps

Description of Collections

The Document Collection
The Document collection encompasses over 3 million materials that have been deposited at Carnegie in the print format. It includes a wide variety of sub-collections including newspaper clippings, business papers, catalogs, diaries, correspondence, ledgers, brochures, etc.

The Photograph Collection
Created when the Carnegie opened in 1983, the Photograph Collection is a combination of many different photograph sub-collections that document Boulder from 1859 to the present. Over 500,000 images of people, buildings, events and scenery document what life was like in Boulder during the past 150 years. This collection is built by donations as small as one photograph and as large as the entire negative collections of longtime Boulder area commercial photographers. Many of these photos are digitized and viewable on Carnegie’s website.

The Oral History Collection
An active oral history program complements the archival and manuscript collections by providing information not available through written sources. This collection consists of more than 3,000 reminiscences and analyses of events from persons who have firsthand knowledge of significant political, cultural, and economic events. The collection is in digital and audio format and available on Carnegie’s website. More than 1,000 interviews are also available in video format online.

The Architectural Plans Collection
Carnegie’s architectural collection consists mostly of drawings and some photographs. This collection documents part of Boulder’s built environment, providing information about the work of Charles Haertling and Hobart Wagener, architects who practiced in Boulder. Their architectural drawings comprise most of the collection with highlights including: drawings of local residences and downtown buildings. Reproduction of the drawings from the Haertling and Wagener collections are restricted. Please ask staff for more information regarding use.

The Map Collection
The Map Collection consists of more than 800 maps that document Boulder’s and Boulder County’s growth, streets, ditches, subdivisions, zoning, bicycle routes, etc. The maps are categorized by city, county and mining and are organized by year beginning in 1860.

The Boulder Historical Society collection
This collection was created from the archives of the Boulder Daily Camera newspaper, whose editor, A. A. Paddock founded the Boulder Historical Society in 1964 to preserve and make available the Camera’s growing collection of community materials. The collection documents the Boulder community from 1859 to the mid-1950s. Photographs emphasize prominent individuals, long-established families, churches, views and structures of Boulder, Colorado Chautauqua, Bluebird Cottage, schools, transportation, mines and mills, east county views, railroads, agriculture, sports, businesses, fire department, floods, Boulder-Colorado Sanitarium, and many others. The document collection includes articles pertaining what was covered in the paper at the time as well as local history items the paper collected for its archives. This collection was placed at Carnegie in 1986.

The Daily Camera collection
Placed at Carnegie in 2011, this collection documents the growth of Boulder through clippings and photographs from the paper from ca. 1930 to ca. 1996. This collection includes many clippings of community organizations, individuals and families, city and county government, business and political activities, and social/cultural events and small-scale articles, such as wedding announcements, arrests, births, obituaries etc.

Boulder County Assessor’s Office - Real Estate Appraisal Collection
Consisting of 191 boxes of Boulder County Assessor’s cards from 1929 to the 1960s, this collection is a visual record of all structures in Boulder county mostly from 1929 to 1949. Each card has at least one photograph of the structure and documentation of building characteristics. Cards from the city of Broomfield were given to the Mamie Doud Eisenhower Public Library in Broomfield.
Planning a Visit to Carnegie

**Hours and Parking**

See the [location page](#).

**Class or Group Visits**

At least two weeks in advance of the date you would like to visit, please fill out and submit the [class visits form](#). Staff will contact you to confirm availability. Drop-in class or group visits cannot be accommodated.

**Hours by Appointment on Wednesdays**

In addition to the [regular hours](#) of operation, Carnegie is open by appointment only on Wednesdays from 10 a.m. to 1 p.m.

To make an appointment:

- [Search the Catalog](#) and make a list of materials or topics you would like to research. The list is required when you contact the library to make an appointment.
- Call (303) 441-3110. Appointments must be made at least 24 hours in advance.
- See the Carnegie Library for Local History terms of use.

**Carnegie Library for Local History Terms of Use**

In addition to the [Boulder Public Library Rules of Conduct](#), please comply with the following terms of use while visiting Carnegie:

- Keep voices and conversation low.
- Take cell phone calls outside the building.
- Food or drink are not permitted inside. Please leave food/drink in the entryway.
- Materials may not be borrowed or checked out.
- Large bags, backpacks or briefcases are not allowed in the stacks. Please place them on a chair or on the floor next to you.
- Children must always be supervised by an adult.
- If the weather is inclement, please place any wet coats or other belongings on the coat rack.
Guidelines for Handling the Collections

Please observe the following guidelines when using materials:

- Use nitrile gloves provided. Gloves are required for use for photographic collections and non-encapsulated architectural drawings.
- Do not apply hand lotion or cream prior to handling archival materials.
- After eating, wash and thoroughly dry hands before working with archival materials.
- Archival materials must be viewed flat on the tables available in the research area. Avoid allowing material to hang over the table edge.
- Always handle archival materials with both hands, carefully and deliberately.
- Only one archival record should be handled at a time.
- Never flip archival materials like magazine or newspaper pages.
- Only pencils may be used to take notes.
- Avoid placing your note-taking pad on top or leaning directly on archival materials.
- Do not write on archival materials. Tracing maps or other materials, using “post-it” or other self-sticking notes, staples or paper clips on archival materials is not permitted.
- Avoid forcing bound volumes open to lie flat, especially on the photocopier.
- Some photograph collections have restrictions. Ask staff before photographing photographs.
Digital Photo Requests

Digital photo reproductions are TIFF files.

- 600 dpi scans $10.00 each
- 1200 dpi scans $25.00 each

Scans at 1200 dpi can be requested for negatives, slides, contact prints and enlargements larger than 11” x 17”.

Electronic format

Files are delivered via Dropbox by 5 p.m., one week from the date ordered for up to 5 photos. Please allow 2 weeks for orders of 6 to 10 photos. Delivery of orders for more than 10 photos will be scheduled at the time of order.

Rush orders are double the scan charge and delivered via Dropbox by 5 p.m. three business day after the order.

Files can be burned to a CD provided by the library as a special request and an additional cost of $4.00 per CD.

Photo Collections with Restrictions

Boulder History Museum Photos (starting with call numbers BHS 000-399) Complete the Museum of Boulder Archive/Photograph Use Agreement. Submit it after placing the order with Carnegie.

For the Boulder Daily Camera Photos (BDC and 928) Complete the Daily Camera Use Fee Form. Submit any use fees to the Boulder Daily Camera Editor BEFORE placing the order with Carnegie. The order will be processed once verification from Daily Camera is received.

Payment

Complete and return the photograph reproduction order form with payment to the Carnegie Library for Local History.

Email the completed form to photorequest@boulderlibrary.org and call 303-441-3110 during open hours to pay with a credit card.

If you have questions on how to fill out the form, please call us at (303) 441-3110.
PHOTOGRAPH ORDER FORM

Carnegie Library for Local History
1125 Pine Street, Boulder, CO 80302 (303-441-3110)

For information on digital photo requests https://boulderlibrary.org/services/local-history/carnegiephotographic-reproduction-policies/

Call & photo number   dpi       Dropbox or CD   BHS or Daily Camera photo?
or description
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( ) Additional photos listed on reverse side.

Name (print): ______________________________________________________________________
Organization: _____________________________________________________________________
Address: __________________________________________________________________________
Telephone: _________________________________ Email: __________________________________

By signing my name below, I agree to the following:

Signature: ________________________________________________ Date: ______________________

State specific purpose for which photographs are requested (give details):
___________________________________________________________________________________

- Copies of photographs ordered from the Carnegie Library shall not be sold, copied, deposited, or placed on file in any other archive, library, museum, or similar repository. Questions about copyright are the responsibility of the user.
- Boulder Historical Society (BHS) photos or Daily Camera photos require completion of the organization’s photograph use form used for purpose other than personal use.
- Photos will be attributed as follows for any published work:
Photos owned by the Carnegie Library: Carnegie Library for Local History

Photos in the Boulder Historical Society or Boulder Daily Camera the photo use forms for proper citation.

Yes  or  No  I am willing to donate a complimentary copy of any book or film to Carnegie if requested by staff.

SUMMARY OF CHARGES

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Make checks payable to Boulder Public Library and mail to: Carnegie Library for Local History, Photo Reproduction, 1125 Pine St., Boulder, CO 80302.

Pay by credit card: email the order form to photorequest@boulderlibrary.org and call 303-441-3110 during operating hours with credit card information.

Rev. 7/2018
ATTACHMENT E.

This information will be given a new URL.

Carnegie Library for Local History Donation Policy

Donations are important to the vitality of the Carnegie Library and its mission to collect materials illustrating the history of Boulder county. Carnegie accepts donations of historic materials that will enhance its collections and contribute to the uniqueness of the archive. Monetary gifts are also welcomed and support the preservation and maintenance of the collections. Current topics of interest for the archive are listed on the website.

MATERIALS DONATIONS

• Appointments are required for the staff to review donations. Please call 303-441-3110 to make an appointment.
• Please make an appointment to meet with a staff member to review your materials.
• Donated materials must meet the [collection policy](#).
• Materials must be organized, dated and identified to the best of the donor’s ability. Any items unidentifiable by staff will be returned to donor. Please include all background information to enhance the cataloging of your donation.
• All duplicate written materials must be removed prior to donation.
• Donations will be accepted only from businesses or organizations that are no longer operating.
• All materials must be in English unless they are accompanied by an English transcription or translation.
• The donor must establish the value of the donated materials prior to the donation if needed for tax purposes. Staff cannot determine the monetary value of donations.
• Books by Boulder authors of fiction and non-fiction pertaining to subjects other than Boulder county are not accepted.

Donors are asked to complete the [Deed of Gift and Collection Information Form](#).

Staff considers the following questions when evaluating donations for acceptance.

Provenance

• What is the provenance or background history of the donation?
• Who compiled the donation?
• Does the donor have the authority to transfer ownership?

Collection Policy

• Did the subject of the donation play an important role in the city or county of Boulder?
• Do the materials lead to a better understanding of under-represented groups such as ethnic groups, minorities, homeless, etc.?
• Does the staff believe patrons will find the materials useful?
• Are the donated materials unique to Carnegie and not able to be found elsewhere?
• Does the donation add depth to the archive collections?
• Do the records appear to completely document a person, organization, etc.?
Condition
- Are the materials in order or organized?
- Are the subjects in the photographs identified?
- What is the value of the donation: administrative, legal, fiscal, evidential, or informational?
- What is the proportion of useful material to the overall size?
- Does the donation warrant the cost of archival supplies?

Logistics
- Does Carnegie have the storage space required to house the donation?
- Will the donor provide financial backing for storage of collection?
- How much time is needed to organize the collection?
- Are there format considerations? (See digital donations below)
- Does the donation include any of the following types of materials:
  - oversized
  - film or electronic
  - born-digital
- Are the contents unrestricted?

DIGITAL DONATIONS
The following criteria also apply to digital donations.
- The number of digital images per donation may be limited to 25 items.
- Appropriate descriptive, administrative, structural, technical and preservation metadata must be submitted with donation.

Staff reserves the right to make printed copies of digital donations.

Born digital and media formats accepted
Carnegie is committed to providing long-term access to the digital works held by the archive by adhering to digital preservation best practices. The level of preservation support provided for a donation is determined by the file format in which it is donated. Software, hardware and file format obsolescence is a complex issue with outcomes that are difficult to predict. This includes the future ability of the library to convert obsolete file formats without any loss to the ‘look and feel’ of the original material.

Staff will advise donors in creating, converting and depositing items of the quality necessary for full information capture and the highest degree of preservability over time. Converting items to proper format will be the donor’s responsibility. In addition to current industry standards for media types, staff will also consider floppy disks, reel to reel tapes, hard drives, etc. on a case by case basis provided that suitable technology to read the original and convert it to the appropriate modern format is available to the archive.

Accepted Digital Formats
PHOTOS:

<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Mime Type</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
</table>

Commented [PJ6]: Put the tables below into a PDF and link here.
This format is often slow to load unless compressed into a lossless format such as JPEG 2000

<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Mime Type</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPEG 2000</td>
<td>.jp2</td>
<td>image/jp2</td>
<td>Preferred over JPEG</td>
</tr>
<tr>
<td>JPEG</td>
<td>.jpg</td>
<td>image/jpeg</td>
<td>JPEG 2000 preferred.</td>
</tr>
</tbody>
</table>

**AUDIO/VIDEO:**

<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Mime Type</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave</td>
<td>.wav</td>
<td>audio/x-wav or audio/wav</td>
<td></td>
</tr>
<tr>
<td>MPEG audio</td>
<td>.mp3</td>
<td>audio/mpeg, audio/mp3</td>
<td></td>
</tr>
<tr>
<td>MPEG-4</td>
<td>.mp4</td>
<td>video/mp4</td>
<td>Many variants possible; preservation level not yet established</td>
</tr>
<tr>
<td>AVI</td>
<td>.avi</td>
<td>video/avi, video/msvideo, video/x-msvideo +</td>
<td>.mp4 preferred</td>
</tr>
<tr>
<td>Quicktime</td>
<td>.mov</td>
<td>video/quicktime, video/x-quicktime</td>
<td>.mp4 preferred</td>
</tr>
<tr>
<td>MPEG-1</td>
<td>.mp1</td>
<td>video/mpeg</td>
<td>Many variants possible; preservation level not yet established</td>
</tr>
<tr>
<td>MPEG-2</td>
<td>.mp2</td>
<td>video/mpeg</td>
<td>.mp4 preferred</td>
</tr>
</tbody>
</table>

**DOCUMENTS:**

<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF/A*</td>
<td>.pdf</td>
<td>Files not created per the “Best Practices” receive Level 2 support, and may be migrated to PDF/A</td>
</tr>
<tr>
<td>XML</td>
<td>.xml</td>
<td>Deposit of appropriate DTD/schema with XML file is strongly encouraged and may impact preservation. Minimally, XML should be well-formed; explicit namespaces strongly preferred. Assumes no DTD/schema but that XML file is well formed.</td>
</tr>
<tr>
<td>HTML</td>
<td>.html</td>
<td>Requires HTML 4.0 or 4.01 validated markup and CSS files(s), if referenced, must be deposited with document.</td>
</tr>
</tbody>
</table>

*PDF/A is preferred over PDF whenever possible, as it is becoming recognized as the archival standard. PDF is also recommended over Word, PowerPoint and Excel as a stable
<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Mime Type</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>.doc</td>
<td>application/msword</td>
<td>Content must be converted to PDF/A and macros disabled by the depositor</td>
</tr>
<tr>
<td></td>
<td>.docx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>.ppt</td>
<td>application/vnd.ms-PowerPoint</td>
<td>Content must be converted to PDF/A and macros, animations and other effects disabled by the depositor</td>
</tr>
<tr>
<td></td>
<td>.pptx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>.xls</td>
<td>application/vnd.ms-excel</td>
<td>Content must be converted to PDF/A and macros disabled by the depositor</td>
</tr>
<tr>
<td></td>
<td>.xlsx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEED OF GIFT

Carnegie Library for Local History

1125 Pine St., Boulder, CO, 80302

Donor's name (print):_________________________________________________________ Date:______________

Address:___________________________________________________________________

____________________________________________________________________________

Telephone Number:_________________________ Email:____________________________________

Donation delivered by:

Name:________________________________________ Telephone number:____________

List and describe the materials being donated:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Provenance and background information:

Please answer as many of the following questions as possible.

1. Who assembled this donation? ____________________________________________

   ________________________________________________________________

2. Is the person or still alive, or does the organizations still exist? Yes No

   If no, what is the date of death or the dissolution of the organization?__________

3. When did the person/organization come to Boulder? _________________________

   From where did they come? _____________________________________________
4. How did you acquire these materials? 

5. Donation given on behalf of

Disposition
Items that do not fit the Carnegie Library for Local History Collection Policy will be disposed of 60 days after the donor is notified.

Initial one option below:

[ ] I wish to be notified.

[ ] I do not need to be notified.

Transfer of ownership
I hereby donate the historical materials described above to the Carnegie Library for Local History. I am the owner of these materials and now give and assign to the library, without restriction, the rights to reproduce, publish, and display the materials for the public in-house or online.

I am donating the materials described above to the Carnegie Library for Local History with the understanding that they will become the unconditional property of the Boulder Public Library. I understand that the Boulder Public Library will determine the use and location of materials if the donation will be added to the collection.

Initial below

[ ] I have read and understand the Carnegie Library for Local History Donation Policy.

[ ] I have completed the Deed of Gift Collection Information Form.

[ ] If the donation is on behalf of an organization, all board members are required to sign a letter of donation accompanying the Deed of Gift Form.

Signature of Donor: _______________________________ Date: ____________

Signature of Library Representative: _______________________________
DEED OF GIFT COLLECTION INFORMATION

Donor’s name (print): ___________________________ ___________________________ ___________________________ Date: ________________

Please list the names, birth and death dates, relationships, etc. for people mentioned or photographed in the donation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth</th>
<th>Death</th>
<th>Family relationship, employment, personal history</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Additional background information that might help a researcher better understand the people, places, and events in this collection:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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</tbody>
</table>
For library staff only

This donation was reviewed on ____________.

Items that do not meet the Collection Policy need to be returned:  Yes  No

First attempt  Phone/Email  Date______________
Second attempt:  Phone/Email  Date______________
Items removed/disposed of:  Date______________
Carnegie Library for Local History
Research Policy and Fees

Visiting Carnegie is encouraged to make the most of your research. The images available in the online catalog are only a fraction of the resources available at Carnegie. The Carnegie staff will assist you with identifying and locating the available genealogical and archival resources. If you cannot visit in-person, research and copies of materials may be requested by mail or email.

Mail or email requests:

Please make a written inquiry with as much specific information as possible including: names, dates, specific eras, places in Boulder County, as well as information and sources already found. Requests are addressed in the order they are received.

Research will be conducted on the materials and databases held by the Carnegie Library for Local History. Please do not send simultaneous requests to the Boulder History Museum or the Boulder Genealogical Society.

Fees

Research time:
Up to one hour: free
Each additional hour: $20.00

Photocopies:
$0.25 per single sided page, up to 25 pages
Copy jobs exceeding 25 pages are charged at $20 per hour and $.25 per single sided page.

Scanning:
Scanning jobs exceeding 25 pages are charged at $20 per hour and $.25 per single sided page.

Shipping:
Actual shipping charges apply with a minimum of $2.50.
I HEREBY GRANT and give the recordings and their contents listed below to the Maria M. Rogers Oral History Program of the Carnegie Library for Local History and the Boulder Public Library as a donation. This donation includes the transfer of copyright to the organizations named above. This transfer of copyright, however, does not apply to my own use: I, the Narrator, may use the recorded interview and the information contained in it as I wish.

As part of the transfer of copyright, I give permission for the use of the recordings and transcripts in such a manner as may best serve the historical and educational objectives of the Boulder Public Library, including but not limited to use for independent research; exhibits; archives; internet; television and radio; print media; documentary films; and other educational and scholarly uses as the directors of the Maria Rogers Oral History Program and Boulder Public Library shall determine.

Signature of NARRATOR: ___________________________ Year of Birth ________

Name of NARRATOR (PRINT full name): ______________________________

Address of narrator—include city and zip: ______________________________

Telephone: _______________ E-mail: ______________________________

Date: ______________________________

The Oral History Program will provide a complimentary digital copy of the interview to each narrator.

Notes or restrictions:

• Signature of INTERVIEWER: ______________________________

INTERVIEWER’S Name (PRINT): ______________________________ Date: ____________

• Signature of PROGRAM MANAGER (on behalf of the Maria Rogers Oral History Program):

______________________________ Date: _______________
THE MARIA ROGERS ORAL HISTORY PROGRAM
collects, archives, and makes available to the public oral histories about all aspects of life in Boulder county.

1125 PINE STREET • BOULDER, CO 80302 • PHONE: 303-441-3110 • WEB: boulderlibrary.org/oralhistory

The Carnegie Library is part of the Boulder Public Library

[Rev. 7/2018]
Oral History Program
OF THE CARNEGIE LIBRARY FOR LOCAL HISTORY

Interview Reproduction Order Form

**NOTICE: COPYRIGHT RESTRICTIONS**
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**Electronic format  No charge**
Up to five individual interviews in MP3 or MOV format may be requested. Please provide a secure email address. The files are delivered via an email link to OneDrive cloud storage maintained by the City of Boulder. Files must be downloaded within one week.

**Physical format  $10 per disc**
Up to five individual interviews in MP3 or MOV format copied on to CDs/DVDs may be requested. Most individual audio interview files fit on one CD. Up to 2 hours of video interview files fit on one DVD.

**Interviews requested**
Please enter the Oral History # and the narrator’s name

<table>
<thead>
<tr>
<th>Oral History #</th>
<th>Narrator’s Name</th>
<th>Format Requested</th>
<th>CD</th>
<th>DVD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Electronic/ MP3 or MOV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Electronic/ MP3 or MOV</td>
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<td>Electronic/ MP3 or MOV</td>
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<td>Electronic/ MP3 or MOV</td>
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<tr>
<td></td>
<td></td>
<td>Electronic/ MP3 or MOV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial all that apply below

_______ I understand that the following restrictions apply to the use of the interview(s). Staff may specify.

_______ I agree that interviews may not be used for commercial purposes.
The requested interview is for personal use only. OR

The content of the interviews will be used for scholarly research.

Please specify the use and circle the format of the end-product:

____________________________________________________________________________________

Circle all that apply:

book   magazine or journal article   newspaper article   educational public program

educational TV or radio program   documentary   educational internet site

Please inform the library of any finished product that is made public, so that the staff may share the resource with others.

Copyright
The Maria Rogers Oral History Collection is copyrighted under a Creative Commons Attribution - Non-Commercial 4.0 International License.

Attribution must be given to the Carnegie Library for Local History, “Oral histories for this work were accessed from the Carnegie Library for Local history, Boulder, Colorado.”

Direct quotes from an interview must be referenced with a source citation that includes title and call number. “Oral History Interview with [Narrator’s name], OHXXXX.”

Signature:___________________________________________________________ Date: ___________

Print name:__________________________________________________________________________

On behalf of (if not yourself):____________________________________________________________

Address:_____________________________________________________________________________

Telephone:_____________________________________ Email:_______________________________

Delivery of physical media: _____ Mail  ($3 charge for up to 4 discs)   ____ Pick up at Carnegie

SUMMARY OF CHARGES
# of discs __________ @ $10 each $___________

Mail charges $3 for up to 4 discs $___________

TOTAL $___________

Make checks payable to Boulder Public Library and mail to: Carnegie Library for Local History, Oral History Program, 1125 Pine St., Boulder, CO 80302.

Pay by credit card: email the order form to photorequest@boulderlibrary.org and call 303-441-3110 during operating hours with credit card information.
Commission Memo

Meeting Date: August 1, 2018 – Main Library, Canyon Meeting Room

Upcoming Special meetings:

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)

1. Items from Commission
   Report on outreach to stakeholders

2. BLF Update (verbal)

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

4. Update on Emails & Phone Calls to Library Commission
   Director’s response to complaint by Alison Randall (original email to the Commission, and Commission response, included in the June Commission memo)

June 26
Ms. Randall –
I deeply apologize for the experience you and your family had at the Boulder Public Library teen space. Boulder Public seeks to create a welcoming and inclusive environment for all, and what you experienced is clearly a diversion from that.

Our customer service philosophy [written by the way by the front line staff over the course of months] stresses making each person feel welcome and finding ways to bend ‘rules’ to create a quality experience for all - where each patron feels respected, honored and cared for. At Boulder Public we also pride ourselves on hiring smart, caring people who can exercise good judgement at the first point of contact and execute this philosophy seamlessly day in and day out. I am sorry to say that on the day you visited it clearly broke down. Until this complaint we have heard and witnessed nothing but the highest commendations for the teen librarian and her willingness to do everything she can to work with and accommodate everyone. It was a busy day at the library, but there are no excuses I can offer for the manner in which you were treated. There are several other egregious ways in which the staff member addressed your family and I am sorry she misrepresented herself in that way. Of those, we will address them in house.

I am more than happy to speak with you further and personally apologize to your husband, son and his friend. Please know that we have met with the staff member and are using this as a coaching experience. I do hope that you will continue to volunteer your time when you are available. I deeply appreciate the amount of time community members give back to keep the Boulder Public Library a vibrant, vital community gathering space.

Do not hesitate to call on me if you have any further concerns.

David

David Farnan
Library & Arts Director
Boulder Public Library
303.441.3104

July 7
Dear City Council,

I have recently discovered that the BLDG 61 Makerspace at the Boulder public library is an important and significant resource for youth in the Boulder community.

I was in there this past week and heard about the "Teen Maker Internship" that they recently ran and was very impressed. The kind of hands on, iterative learning that is made available to youth in the community is exceptional and should be significantly expanded.

Please watch this short video that shows some of what is happening there:

https://calendar.boulderlibrary.org/event/4141423
Some of the greatest costs that we as a culture face stem from the lack of cultivation of the potential of our young people. One of the things I'm most struck by at the BLDG 61 Makerspace is its ability to provide interactive learning for young teens, helping them to develop and understand the power of creative thinking. They are given the positive opportunity to see that they can bring something out of themselves and into the world.

This type of learning can be much more powerful than simple academic learning and our community can only benefit by significantly expanding this kind of resource for our youth. Young people exposed to this kind of real-world problem solving will be positively impacted for the rest of their lives.

These Makerspaces are an excellent investment for our community and I recommend that funding be increased for this program.

Respectfully,

John Nicoll
Boulder Resident
303-579-9528
OPEN Data Catalog Update

Lisa Homberg and Gina Scioscia are working with the city Innovation and Technology Department to publish library datasets in the City’s Open Data Catalog. The Open Data portal is a place for people to work with large datasets in different ways. It is not meant to track performance measures like the Bold Measures, although some of the Open Data datasets can potentially feed the Bold Measures. Open Data datasets should have existing or potential usefulness to the library. Some of the library’s datasets are subsets of what the City already has published (e.g. WiFi usage). Compiling anonymized information from the integrated library system database is easily automated and being published first. Lisa and Gina will be adding to the library’s datasets as their time permits. Some of these sets update daily – which makes them of great interest. For instance, at this time we can tell you that 1201 people used their library card yesterday, 20,073 people have used their card at least once since the beginning of July 2018, and 37,615 have used their card at least once since the beginning of the year. A visit does not equate to a card usage, nor does program attendance or visiting the Canyon Theater or BLDG 61. But this new data will enable the public [and us] to get a more detailed look at how the public is using a number of traditional library services.

Update on North Boulder branch library project

The first invite to what will be many community meetings around the new north Boulder branch library went out this week. See below. Invites also went out for ‘stakeholder’ meetings on Monday morning August 7th from 9 a.m. to 12 p.m. at the Wild Sage Community House. I hope that Library Commissioners will have the time to attend at least one of the community meetings.
We have also begun receiving some preliminary overlay work from the architects, Work AC. Most of the work today is analyzing physical conditions of the sites and regulatory guidelines for each. I will bring some printouts of some of these overlays to the meeting for you to see.

The north Boulder library project will have a page on Be Heard Boulder, the city’s new online, 24/7 digital engagement platform. This will encourage ongoing engagement past the officially scheduled events and will provide opportunity for community members who cannot attend these events.

In the next month, the Design Advisory Group will be reviewing the multi-modal transportation study on the two sites and the initial site analysis from the architects. See Attachment A for aerial view of the both sites currently under consideration.

**Q2 library and digital services performance measures**

For the commission’s review, the 2018 Q2 library digital services performance measures are Attachment B and the Q2 library performance measures are Attachment C. A section for posting these reports is at [https://boulderlibrary.org/about/](https://boulderlibrary.org/about/) at the bottom of the page. Starting with Q2 2018 reports, two years of each report will be maintained on this webpage.

**QUESTION FOR COMMISSION**

1. Would the commission prefer to continue to receive these reports as packet attachments? Or would the commission prefer staff to provide links to the new reports in the director’s report?
Digital Services Performance & Improvement Dashboard
Second Quarter 2018

Boulderlibrary.org

<table>
<thead>
<tr>
<th>Site Statistics</th>
<th>Current Quarter</th>
<th>Previous Quarter</th>
<th>Same Quarter of Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>97,921</td>
<td>98,901</td>
<td>30%</td>
</tr>
<tr>
<td>Sessions</td>
<td>200,859</td>
<td>203,435</td>
<td>9%</td>
</tr>
<tr>
<td>Sessions/Users</td>
<td>2.05</td>
<td>2.06</td>
<td>-17%</td>
</tr>
<tr>
<td>Bounce Rate</td>
<td>34.9</td>
<td>35.67%</td>
<td>0%</td>
</tr>
<tr>
<td>Page Views</td>
<td>448,303</td>
<td>395,588</td>
<td>20%</td>
</tr>
<tr>
<td>Page Views/Sessions</td>
<td>2.23</td>
<td>1.94</td>
<td>10%</td>
</tr>
</tbody>
</table>

Although we are down slightly for Users and Sessions when compared to the first quarter of 2018, our numbers are strongly up when compared with last year.

<table>
<thead>
<tr>
<th>Top 10 boulderlibrary.org Site Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
</tr>
<tr>
<td>1. boulderlibrary.org/index.php</td>
</tr>
<tr>
<td>2. boulderlibrary.org/card/index.php</td>
</tr>
<tr>
<td>3. research.boulderlibrary.org/staff</td>
</tr>
<tr>
<td>4. research.boulderlibrary.org/research</td>
</tr>
<tr>
<td>5. boulderlibrary.org/services/meeting-rooms/index.php</td>
</tr>
<tr>
<td>6. calendar.boulderlibrary.org/index.php</td>
</tr>
<tr>
<td>7. boulderlibrary.org/summer/index.php</td>
</tr>
<tr>
<td>8. <a href="https://calendar.boulderlibrary.org/calendar/events/?cid=3412&amp;t=d&amp;d=0000-00-00&amp;cal=3412">https://calendar.boulderlibrary.org/calendar/events/?cid=3412&amp;t=d&amp;d=0000-00-00&amp;cal=3412</a></td>
</tr>
<tr>
<td>9. boulderlibrary.org/bldg61/bldg-61-calendar/index.php</td>
</tr>
<tr>
<td>10. boulderlibrary.org/locations/main/index.php</td>
</tr>
</tbody>
</table>

Library calendar traffic is up significantly, as well as, traffic to our research resources and our meeting rooms.
Digital Services Performance & Improvement Dashboard
Second Quarter 2018

Library Catalog (boulder.flatironslibrary.org)

<table>
<thead>
<tr>
<th>boulder.flatironslibrary.org Site Statistics</th>
<th>Current Quarter</th>
<th>Previous Quarter</th>
<th>Same Quarter of Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
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<td>59,997</td>
<td>52,720</td>
</tr>
<tr>
<td></td>
<td>-4%</td>
<td>9%</td>
<td></td>
</tr>
<tr>
<td>Sessions</td>
<td>168,060</td>
<td>172,548</td>
<td>144,248</td>
</tr>
<tr>
<td></td>
<td>-3%</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>Sessions/Users</td>
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<td>2.88</td>
<td>2.74</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Bounce Rate</td>
<td>22.0%</td>
<td>21.8%</td>
<td>23.1%</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>-5%</td>
<td></td>
</tr>
<tr>
<td>Page Views</td>
<td>835,395</td>
<td>864,881</td>
<td>713,684</td>
</tr>
<tr>
<td></td>
<td>-3%</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>Page Views/Sessions</td>
<td>5.0</td>
<td>5.0</td>
<td>4.9</td>
</tr>
<tr>
<td></td>
<td>-1%</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

While we are down slightly from the first quarter, we are still up significantly from last year.

<table>
<thead>
<tr>
<th>Top 10 Searches on</th>
<th>Total</th>
<th>% Search Exits</th>
<th>% Search Refinements</th>
</tr>
</thead>
<tbody>
<tr>
<td>harry potter</td>
<td>206</td>
<td>31.07%</td>
<td>32.61%</td>
</tr>
<tr>
<td>educated</td>
<td>155</td>
<td>32.26%</td>
<td>39.46%</td>
</tr>
<tr>
<td>little fires everywhere</td>
<td>148</td>
<td>24.32%</td>
<td>50.58%</td>
</tr>
<tr>
<td>ready player one</td>
<td>120</td>
<td>28.33%</td>
<td>42.31%</td>
</tr>
<tr>
<td>big nate</td>
<td>118</td>
<td>11.02%</td>
<td>30.69%</td>
</tr>
<tr>
<td>less</td>
<td>107</td>
<td>25.23%</td>
<td>45.53%</td>
</tr>
<tr>
<td>black panther</td>
<td>95</td>
<td>22.11%</td>
<td>40.56%</td>
</tr>
<tr>
<td>Discovering REAL Business Require</td>
<td>88</td>
<td>96.59%</td>
<td>0.00%</td>
</tr>
<tr>
<td>pachinko</td>
<td>88</td>
<td>28.41%</td>
<td>43.75%</td>
</tr>
<tr>
<td>minecraft</td>
<td>87</td>
<td>5.75%</td>
<td>36.48%</td>
</tr>
</tbody>
</table>

Above are the top 10 words users entered into the catalog search. If the search results are useful, the percentage of search exits & refinements will be low.
# Social Media

<table>
<thead>
<tr>
<th>Library &amp; Arts Facebook Account</th>
<th>Followers</th>
<th>Growth</th>
<th>Total Post Views</th>
<th>Posts</th>
<th>Engagements per post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Facebook Account</td>
<td>6,251</td>
<td>5.32%</td>
<td>173,108</td>
<td>123</td>
<td>97.8</td>
</tr>
</tbody>
</table>

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**Boulder Public Library**

Published by Hannah Lackoff [7] · May 8 · 📧

We had no idea little free libraries could be so controversial! What's your take on the issue? Have you ever used one, and is there one in your neighborhood?

---

**What's Wrong With a Little Free Library?**

All over America, people have put small "give one, take one" book...

---

4,935 people reached

Like, Comment, Share

You, Wendy Hall and 54 others

19 Shares, 34 Comments

Michelle Po: Wow. People will complain about anything. It's books! I love the lending libraries. I love seeing how much effort people put into them to make them inviting. We have much bigger issues at hand. Homelessness, lack of health care, extreme poverty. lacks... See More
Digital Services Performance & Improvement Dashboard
Second Quarter 2018

We continue to see strong interest in posts about Boulder history, news about libraries and amusing stories about children. Facebook stats can now be viewed in a more dynamic dashboard. https://boulderlibrary.org/fb-stats/

<table>
<thead>
<tr>
<th>Top 5 Facebook Post for the Quarter by Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We had no idea little free libraries could be so controversial! What's your take ...</td>
</tr>
<tr>
<td>2. Here are three great photos of the Aristocrat Steakhouse at 2053 Broadway taken and donated by then-owner Jane Baryames...</td>
</tr>
<tr>
<td>3. Today at Musical Storytime: Storyteller, &quot;What song do you want me to play on the guitar?&quot; Four-year-old, &quot;Do you know any Bob Marley?&quot; #onlyinboulder</td>
</tr>
<tr>
<td>4. The Boulder County Poor Farm This site was originally homesteaded by George W. Chambers. In 1864, a group of farmers along Boulder Creek built Fort Chambers...</td>
</tr>
<tr>
<td>5. After Prohibition ended in Boulder, a Daily Camera headline dated May 1, 1968 read &quot;First New Liquor License in 60 Years Is Issued&quot;. It was issued to &quot;Liquor Mart...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newsletters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Newsletter (every other week)</td>
</tr>
<tr>
<td>mail list subscribers</td>
</tr>
<tr>
<td>% open it</td>
</tr>
<tr>
<td>% click it</td>
</tr>
</tbody>
</table>

Cardholders are automatically subscribed to the newsletter. This causes our subscriber list to increase steadily, but the percent open rate to be lower. Overall, we have between 7500 - 8000 readers of the bi-weekly newsletter.
2018 Q2 BPL Quarterly Performance

In Person Visits

Doors counts for BPL system increased 4% over Q2 2017, the same increase as last quarter. All branches showing increases except a small dip for Reynolds.

Fig. 1 Door Counts Running Total YTD Q2 2018 and percent change from Q2 2017

Patrons and Programs: PEOPLE & PLACE

Spring and early Summer flowered into activities with a focus on Summer of Discovery readiness/kick-off, new programs and old favorites.

- **BLDG 61**: Creative Technologists attended *Nation of Makers* in Santa Fe, as well as *Have a Dream Foundation Conference*, out of which grew *Teen Maker Internships* for students to learn universal game design with the purpose of developing inclusive games for all. The intern’s games were showcased at the *Colorado Latino Festival* in June, which *NoBo* and *BoulderReads* staff also attended presenting outreach to festival goers. *Laser Cut Chair design and Chair of the Board workshops* ended with a gallery reception in May. Among other highlights were *Electronics with Arielle; BeeChica events and a Bee Hotel. Shop 61* programs for woodworking projects, Fiber Arts programs included *Weaving on a Lasercut Backstrap; Resist & Re-Dye: Repurposing Fashion with Dye*

- Exhibitions in the gallery included *Yarn-Fiti Knit-In; and an amazing and interactive Rocky Flats Living Library.*

- **Branch Summer of Discovery** programs included *Wire Wrapped Stones, Taiko Drumming, Hip Hop @ the Library, Digging for Dinosaurs, Magic of the Rock People, Sticky Fingers Cooking; Meet and Bleat: Mountain Flower Dairy Goats. STEAM programs included *Art Machines, RoboRobo Robotics and Coding; and Mad Scientist Day.*

George Reynolds’ *Sing and Play Storytime* has been a huge sensation for all children—the power of music inspiring even the shyest child. Meadows re-introduced its popular *MinecraftAfternoons* programs and has a very successful *Movies @ Meadows* program.

- **Teen programs included**: *Teen Game night, Magic at Main, Purl Jam, Henna, Teen and Tea Time, Hip Hop for Teens, Retro Reels, LegitKnits and Laser Cutting Guided Practice*

If all this wasn’t enough to keep our dedicated Youth/BLDG61 staff busy, they somehow found time to provide an incredible number of school visits—over 37 classrooms visits resulted in a reach to over 3100 youth to promote *Summer of Discovery.*

- **Seed to Table Adulthood** events included *Salads, Oils & Spices, and Kitchen Skills, Garden Planning and Community Workday, & Healthy Lawns.* For the first time in many years, *Adult Summer of Discovery* was offered – our smallish Meadows branch registered over 300 adults so far—a number on par with our Main location!

- **Speaker Series** hosted children’s author and Caldecott winner *David Wiesner* for a talk and signing of “I Got it!”.

Versatile concerts and cinema events continue to offer the variety that patrons come to expect with stellar performances and films including *Lisa Harrington, Rocky Mountain Composers, Folk Chamber Music, Rabbitfish and Victor Perez & Friends, Twin Peaks, Ex-Libris: NY Public Library, Ulysses, and Dark Circle, On the Track and The Half-Life Memory.*
Librarians and Creative Technologists were out and about this quarter at Outreach events that included: **Colorado Athletic Club, Google Family Day, Crest View Bike & Walk to School Day, Book Rich Environments**, and **Latinx Festival**.

New patron registrations remained nearly identical to 2017, with only a slight dip in registrants.

**Fig. 2 Running totals for new patron accounts YTD 2017-2018**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>2017</th>
<th>2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Patrons</td>
<td>848</td>
<td>906</td>
<td>-2%</td>
</tr>
</tbody>
</table>

**Programs & Storytime**

**Fig. 3a and 3b Programs & Events Summary Q2 2018 by Facility.** Note Outreach events are not included in the table below.

**Fig.3a**

<table>
<thead>
<tr>
<th>Cumulative Totals **</th>
<th>2017 &gt;&gt;</th>
<th>2018 &gt;&gt;</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Library</strong></td>
<td>Jan 3871 Feb 9244 Mar 14283 Apr 19190 May 26905 Jun 32250</td>
<td>Jan 4262 Feb 8637 Mar 13711 Apr 18979 May 24180 Jun 28289</td>
<td>-12%</td>
</tr>
<tr>
<td>Book &amp; Discussion Groups</td>
<td>6 107 214 321 428 575 762</td>
<td>12 24 36 48 60 72 71</td>
<td>71%</td>
</tr>
<tr>
<td>Classes &amp; Activities</td>
<td>50 330 530 706 881 1023</td>
<td>89 337 645 966 1233 1637</td>
<td>60%</td>
</tr>
<tr>
<td>Off-site Program</td>
<td>0 0 0 0 0 4 4</td>
<td>0 0 0 0 0 0</td>
<td>-100%</td>
</tr>
<tr>
<td>On-site Visit</td>
<td>0 0 0 0 0 0 0</td>
<td>0 8 48 334 561 1154 1154</td>
<td>18%</td>
</tr>
<tr>
<td>Passive Programming</td>
<td>55 100 137 137 140 140</td>
<td>48 48 134 134 134 134</td>
<td>-12%</td>
</tr>
<tr>
<td>Performances &amp; Presentations</td>
<td>75 91 132 152 170 150 353</td>
<td>0 0 0 0 0</td>
<td>-37%</td>
</tr>
<tr>
<td>Storytime</td>
<td>2212 2017</td>
<td>1755 1755</td>
<td>0</td>
</tr>
<tr>
<td>Tour</td>
<td>0 0 0 0 0 0 0</td>
<td>0 8 48 334 561 1154 1154</td>
<td>18%</td>
</tr>
</tbody>
</table>

| **George Reynolds Branch** | 523 1151 1814 2373 3800 4407 | 368 928 1755 2650 4327 5380 | 22% |
| Book & Discussion Groups | 6 12 18 24 30 42 | 12 24 36 48 60 72 | 71% |
| Classes & Activities | 50 330 530 706 881 1023 | 89 337 645 966 1233 1637 | 60% |
| Off-site Program | 0 0 0 0 0 4 4 | 0 0 0 0 0 0 | -100% |
| On-site Visit | 0 0 0 0 0 0 0 | 0 8 48 334 561 1154 1154 | 18% |
| Passive Programming | 55 100 137 137 140 140 | 48 48 134 134 134 134 | -12% |
| Performances & Presentations | 75 91 132 152 170 150 353 | 0 0 0 0 0 | -37% |
| Storytime | 412 709 1129 1464 1809 2262 | 219 491 901 1278 1683 2108 | -7% |

| **Meadows Branch** | 616 1183 1832 2466 4110 5122 | 857 1646 2569 3660 5110 6137 | 20% |
| Book & Discussion Groups | 216 432 648 864 1130 1354 | 337 614 866 1143 1480 1672 | 23% |
| Classes & Activities | 84 146 191 252 342 475 | 158 284 482 688 895 1356 | 185% |
| Off-site Program | 0 0 0 0 0 42 940 940 | 0 0 0 0 0 85 1012 1105 | 18% |
| On-site Visit | 56 118 179 219 249 249 | 82 191 300 363 457 457 | 84% |
| Performances & Presentations | 75 91 132 152 170 150 353 | 0 0 0 0 0 | -37% |
| Storytime | 185 396 682 929 1244 1696 | 280 536 900 1230 1628 1961 | 16% |

| **BLDG 61 Makerspace** | 361 882 1494 2096 2631 3188 | 566 1278 1930 2773 4299 5158 | 62% |
| Apprenticeship | 24 124 195 224 224 | 0 0 0 0 0 | -38% |
| Classes & Activities | 361 858 1313 1832 2338 2895 | 551 1263 1915 2608 4134 4853 | 68% |
| Off-site Program | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | 0% |
| Performances & Presentations | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | 0% |
| Private Event | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | -100% |
| Tour | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | -100% |

| **NoBo Corner Library** | 201 407 689 913 1629 2017 | 155 302 523 793 1620 1909 | -5% |
| Classes & Activities | 0 0 40 68 194 272 | 34 66 99 160 227 317 | 17% |
| Off-site Program | 0 0 0 0 0 418 578 | 0 0 0 0 0 585 585 | 1% |
| On-site Visit | 0 0 0 0 0 0 0 | 0 13 13 13 13 13 22 | |
| Performances & Presentations | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | -100% |
| Storytime | 201 407 649 845 1017 1167 | 121 223 411 593 768 958 | -18% |

* Please ignore the numbers following 2018 months, it’s a simple date formatting issue I didn’t resolve.

**Note:** Outreach events numbers are excluded from this report.
Systemwide, programs, events and outreach attendance/reach saw a 14% increase YTD over last year, a 7% increase without outreach exposure (i.e. the number at a festival), and a 5% increase in program and event attendance excluding all outreach.

**Circulation and Collections:**

Fig. 4 Collection circulation fell just slightly at -1% YTD over 2017. Patron activity circulation (which reflects incoming ILL loans) remained flat.

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation (Patron Activity)</td>
<td>114949</td>
<td>223414</td>
<td>346055</td>
<td>460822</td>
<td>574915</td>
<td>693325</td>
<td>119996</td>
<td>226997</td>
<td>347745</td>
<td>461452</td>
<td>574899</td>
<td>694024</td>
<td>0.1%</td>
</tr>
<tr>
<td>Circulation (Collections)</td>
<td>113073</td>
<td>219792</td>
<td>340044</td>
<td>451801</td>
<td>562640</td>
<td>680020</td>
<td>116327</td>
<td>220368</td>
<td>337435</td>
<td>448476</td>
<td>557848</td>
<td>673075</td>
<td>-1.0%</td>
</tr>
</tbody>
</table>

Currently, circulation measures for facility locations report on collection activity (i.e. items checked out from the owning location). System (patron activity) represents what BPL patrons checked out regardless of where the materials are held and includes incoming FLC/Prospector materials. These two facets are naturally different and represent two perspectives of circulation activity. The latter, together with
eCollection circulation, is what is reported as total circulation to the State. **Total circulation is up 2.5% for the same period YTD 2017.**

*Note: Project card activity (re-labeling, mending, withdrawals, etc.) is eliminated from these reports for 2017/2018 as not reflecting patron activity. These numbers compared to previous years will therefore show fewer counts although trends remain unimpacted.*

Fig. 5 eCollections and Database use saw a 23% and 14% increase respectively.

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>2017</th>
<th>2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>eCollection Use</td>
<td>13413</td>
<td>25933</td>
<td>39771</td>
</tr>
<tr>
<td>Database Use</td>
<td>16732</td>
<td>42682</td>
<td>69080</td>
</tr>
</tbody>
</table>

**In Brief Summary**

While some numbers show flat or slight dips at the midway point in the year, other trends remain strong and sustained across other measures such as door counts, programming and digital collections. There are numerous ebbs and flows in the ways our patrons use services, collections, and programs throughout the year.