City of Boulder  
2018 Library Commission  

**Agenda**

**Meeting date:** Wednesday, Sept 5, 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 August 1, 2018 minutes  
4. Summer of Discovery Recap – Shannon Kincaid, Teen Librarian  
5. Library 2019 budget update  
6. Library policy review and update:  
   a. Approval of Carnegie Library for Local History policies  
   b. Review of policy schedule changes  
7. Debrief meeting with Planning Board on the Library Master Plan  
8. Library Commission update  
   a. Items from commission  
      i. Commissioner update on outreach to stakeholders  
         1. Debrief meetings with City Council members  
         2. Discuss Seter & VanderWall legal memo  
         3. Debrief/discuss meeting with EveryLibrary  
         4. Review decision making/election timeline  
         5. Discuss campaign budget estimate (Joel)  
   b. Boulder Library Foundation update  
      i. Discuss Commission request to BLF for participation in library advocacy  
   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. JLF update  
10. Adjournment

2018 Library Commissioners  
Joni Teter, Chair  
Tim O’Shea  
Juana Gomez  
Joel Koenig  
Jane Sykes Wilson
CITY OF BOULDER
BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING MINUTES

Name of Board/ Commission: Library Commission
Date of Meeting: August 1, 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, 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: 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 potentially moving Item 7 up after the budget update to schedule the debriefs together. 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 24, 2018 Study Session Meeting Minutes: O’Shea moved to accept the minutes, Koenig seconded, and they were unanimously approved.
b. Approval of June 6, 2018 Meeting Minutes: Teter sent in editorial comments by email (see handouts). Gomez moved to approve these minutes as amended. O’Shea seconded, and the motion was unanimously approved.
c. Approval of June 14, 2018 Meeting Notes: Teter sent in editorial comments by email (see handouts). O’Shea moved to approve as amended, Koenig seconded, and the motion was unanimously approved.
d. Approve Warner Charitable Trust – Koenig moved to approve, Gomez seconded, and the motion was unanimously approved. Teter noted the need for a letter of appreciation, Koenig will update the previous version, and Phares will ensure its conveyance.

Agenda Item 4: 2019 Library budget 2018/2019 update
Farnan invited any questions on the budget update. Farnan said he can provide 2019 data once it is ready for public viewing and the commission can discuss at September’s meeting. For now, per Farnan, it’s shaping up balanced with some negatives and some positives; “given the relative flat nature of the revenue for the city, it is going to look okay for us.” Teter asked about staff layoffs and Farnan said he can not answer that at this time. One-time capital improvement for the bathroom renovation was approved, with construction planned in 2019. Teter asked about “practical effects” of the removal of fines from the library’s balance sheet. Farnan – we would no longer be collecting fines – discussion of this elimination of fines is planned for December and the practice could go into effect immediately. No negative budget impact fiscal impact. Whatever revenues are collected go back into the general fund.

Agenda Item 5: Debrief of July 24, 2018 City Council Study Session
Teter and O’Shea reported on the session, discussed possible follow-up with council members, and invited questions. Sykes Wilson inquired about process and procedure navigating paths for further direction with council against council’s full docket. Some council members requested public forums and inviting Fort Collins library district representatives to come report on their experience; with how busy council’s schedule runs, how does one decide on what pieces to involve moving forward? Farnan will resurface these possibilities, specifically the Fort Collins suggestion, with the city manager while checking the capacity of future council agendas. He noted that council’s schedule is indeed booked solid through the end of the year and the first quarter of 2019. However, depending on priorities, their schedule can shift. He anticipates that the
council presentation in November will involve the finance department and city manager’s office of the city – “a broader city front than heretofore.” Teter asked if the commission should be present and Farnan said it is their prerogative; Teter expressed interest. Early September should bring a kick-off meeting with the selected financial analysis consultant.

Gomez said that the council reactions were “fascinating” and fell across the spectrum in surprising ways. Farman appreciated the candid nature of the opinions shared by council. He also gained a better sense of the emotional attachment felt toward the library. Teter thought it would be good for commissioners to reach out to council members individually to assist in further conversation. She thinks sharing the commission’s journey toward their present position would be helpful in providing information and clarifying misconceptions. Teter felt the response was positive overall, as she heard the council majority as open-minded to the idea of a district.

O’Shea spoke about the importance of clarity and cohesion going forward in outreach and digital presentation in concert with the Boulder Library Foundation. Council wants options, not a “pitch.” A “mixed bag of opportunities” can be presented, conveyed in a way that invites council to feel informed but also welcome to ask questions or point out gaps. Guiding navigational strategy over the next few months. Commission needs to have a cohesive voice and utilize visuals to illustrate budget needs. Teter expressed the emergent need to reach out to council within the next month while the topic is still fresh and “top-of-mind.”

Teter noted the valuable captured minutes from January, February, and March meetings speaking about districts with visitors from Fort Collins and Berthoud.

Farnan asked O’Shea what he means by council deciding to “fully fund.” O’Shea – tricky. He would like to see a dedicated funding source for the library but understands the need to look at options. While preferring the district due to dedicated funding and autonomy, O’Shea is open to city-involved solutions. Farman estimates that there will be essentially six scenarios explored by the comprehensive financial analyst which he then enumerated. The scenarios include covering the difference with sales tax increase or property tax increases, fully funding ($12 million) with a dedicated tax (could be combination of property and sales), and two district scenarios with two separate boundary lines (which would be only funded through property tax.)

Teter agrees about O’Shea’s negotiating mindset but she feels that unless there is an institutional change of backing through dedicated funding, then staying with city is not an option. Teter noted the need to clarify with council that this is not a request for funding “above and beyond” – O’Shea: “we want to sustain this current lean machine.” Koenig: “We’re all singing from the same song-sheet.” Gomez and Sykes Wilson volunteered to work on talking points that they will aim to get set by August 15. Commissioners then discussed council member meeting arrangements.

Gomez asked about BLF’s role if districting occurs. Farman – it shouldn’t change – BLF is an independent body that supports the library, though perhaps charter language would have to be altered if “City of Boulder” is specifically named. Overall, Farman felt that the study session was a “homerun” for the master plan.

<table>
<thead>
<tr>
<th>Agenda Item 6: Debrief of July 14, 2018 Library Commission Retreat</th>
<th>[0:59:49 Audio min.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teter reported on a follow-up item with BLF; she will concentrate on turning the table into a Gantt chart over the next few days. Koenig plans to create a spreadsheet with contacts to keep in mind for library promotion.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Item 7: Library policy review and update: Update to Carnegie Library for Local History Policies</th>
<th>[1:04:40 Audio min.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer explained that this constitutes commission’s first look at the revised policies. After incorporating commission’s edits, staff would bring forms to city attorney for review; these policies would then return to the commission in September for potential approval. Teter clarified that tonight’s conversation surrounds input, not approval. Koenig asked about gross revenue of Carnegie in a year. Phares responded: under $10,000, probably closer to $5,000 or $6,000. Those monies typically go into the general fund. The commission queried whether the revised policy would affect this figure. Phares: some fees are just aimed at keeping patron requests to a reasonable level, and the adjustments will likely have little effect on actual revenue. Teter proceeded to review the updated policy page by page with the commission.</td>
<td></td>
</tr>
</tbody>
</table>

- P. 17 – Teter questioned the purpose and meaning of “noncurrent records.” Phares noted that this was also questioned at the Leadership Team meeting by staff. There is not capacity for Carnegie to manage to keep records of all the current businesses in Boulder. Phares will rephrase for clarification.

Library Commission Minutes
August 1, 2018
Page 2 of 4
- P. 18 – Teter suggested incorporating a sidebar with examples of donatable materials, i.e., we accept this but not that.
- Gomez made the editorial recommendation to remove semicolon in the piece beginning “collection with highlights including…” as only two items are listed.
- P. 19 – Teter questioned where the historic City of Boulder records reside – are they in the city’s archives? Phares will inquire and report back. Teter suggested that these would be more accessible to the public through the Carnegie collection as opposed to Central Records.
- P. 20 – Suggestion to insert reasoning (limited space) beside the need for notice of class/group visits.
- Gomez questioned the imperative “keep voices and conversation low.” She wonders whether this has practical reason or is rather a remnant of historical library stereotype that no longer applies. Koenig noted the confined physical space of Carnegie. Sykes Wilson: Carnegie is a bit intimidating, perhaps eliminating this piece could make it seem friendlier. Phares will inquire and report back.
- P. 21 – “Only pencils” are allowed per guidelines – the reasoning was questioned. Phares noted that this is common policy in archive spaces. Teter thinks clarification is needed that this refers to personal notes, not notations to place in the books. Also helpful to provide explanation of why pens are problematic.
- Photographs section – Teter questioned whether there should be a preface of “if something is not already digitized…” regarding requests. Phares will find out about the high-definition downloadability.
- P. 22 – O’Shea noted a typo – “three business day.” Sykes Wilson also noted consistency issue of “3” vs “three.”
- Gomez suggested including a line for the place to mail the compact disc. Phares indicated that this space is on the front. Gomez clarified – what if a patron wants it mailed elsewhere? Phares made a note to amend this to include additional space for separate address.
- P. 24 – Gomez questioned the intention behind the check box stating “yes or no I am willing to donate a complimentary copy of any book or film…” Phares – “…that they use photographs in.” She will revise to clarify.
- P. 25 – bullet 6 – donations will only be accepted from businesses no longer operating. Same issue as previous discussion on “noncurrent” and yet accepting items from a business that has been around for 80 years and wants to donate historical items.
- P. 31 – Wendy Hall had noted that Carnegie does not want patrons to fill this form out if the materials won’t be accepted. Thus, it probably won’t be posted online but rather provided directly to those whose collections will be received.
- P. 33 – Koenig asked if these fee figures are much different from the present situation. Phares: no, pretty much the same.
- P. 36 – Teter asked whether the oral histories are downloadable. O’Shea questioned the meaning behind “secure email address.” Phares will investigate.

Teter asked for a slide on Carnegie to add to the collection for the digital presentation. Phares will acquire this from Hall and get it into the slide deck. She asked for a time frame; Teter requested by end of the month. Farnan spoke some about the research that the public does with Carnegie’s collection ranging from genealogy to property line dispute resolution. Teter: communication should be adjusted if the intention is to encourage people to go to Carnegie to socialize or meet up. Phares indicated that Carnegie would need more staff to be used in that capacity. Teter noted that it will be interesting to see how the use of space shifts as digitization grows.

### Agenda Item 8: Library Commission Update

<table>
<thead>
<tr>
<th>a. Items from Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Commissioner update on outreach to stakeholders – already discussed earlier in meeting.</td>
</tr>
<tr>
<td>c. City project representative update</td>
</tr>
<tr>
<td>i. EcoDistricts – Koenig and Gomez volunteered for the next round of input for Alpine Balsam and the East Bookend – Seaton will send along updated memo from Alice Huang once ready.</td>
</tr>
<tr>
<td>ii. Civic Area East Bookend</td>
</tr>
<tr>
<td>d. Responses to patron emails from the Library Commission</td>
</tr>
</tbody>
</table>

Gomez also inquired whether REFORMA (National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking) could be included for recognition in the next library newsletter as they provided microgrant.
funding for catering. Teter: good catch.

<table>
<thead>
<tr>
<th>Agenda Item 9: Library and Arts Director’s Report</th>
<th>[1:43:30 Audio min.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. OPEN Data update <strong>Open Data Catalog</strong></td>
<td></td>
</tr>
<tr>
<td>b. Library usage statistics</td>
<td></td>
</tr>
</tbody>
</table>

Koenig asked about the Summer Reading Program (Summer of Discovery) statistics. Registration was slightly lower, but completion rate was higher than last year. Statistics were bolstered by nearly 1,000 adults signing up this year.

Commission was asked whether they would prefer to read these statistics as links or keep them in the packet. The commission agreed on links.

<table>
<thead>
<tr>
<th>Agenda Item 10: Adjournment</th>
<th>[1:59:15 Audio min.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>There being no further business to come before the commission at this time, the meeting was adjourned.</td>
<td></td>
</tr>
</tbody>
</table>

**Date, time, and location of next meeting:**
The next Library Commission meeting will be at 6 p.m. on Wednesday, September 5, 2018, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.
DATE: August 31, 2018
TO: Library Commission
FROM: David Farman, Library and Arts Director
       Jennifer Phares, Deputy Library Director

SUBJECT: 2019 City Recommended Library Budget

This memo provides an overview of the 2019 recommended budget for the Boulder Public Library that was submitted to City Council on August 30, 2018.

2019 RECOMMENDED BUDGET

The City Manager’s budget message (Attachment 1) provides an overview of the 2019 City of Boulder Recommended Budget. It explains the budget process, provides the economic context underlying the 2019 budget and highlights the areas of investment as expressed in terms of the Community Sustainability Framework. Attachment 2-A provides an overview of the Library and Arts Department recommended budget as it is presented in the 2019 recommended budget document. Attachment 2-B shows the library-specific budget, divided into the major service and program areas with Arts removed. Attachment 2-C shows the library-specific budget, divided into the major service and program areas with Arts and capital funds removed. The Library Fund Financial (Attachment 3) is also included to provide the commission with a seven-year outlook for the Library Fund. The Library Fund serves as a repository for dedicated library revenues including the 0.33 mill property tax as well as grants, gifts and donations. The fund primarily supports collection/materials acquisitions as well as donor-directed spending.

Attachment 4 has pie charts summarizing the 2019 library budget by sources and uses of funds. A breakout of the library’s major expenditure service areas is in the uses pie chart. These major service areas are further sub-divided into program levels on Attachment 2-B.

A summary of the budget requests and the amount of the proposed reductions was provided in the: June 1, 2018 Library Commission packet. The budget additions and reductions that were selected by city executive management for inclusion in the 2019 recommended budget and submitted to City Council for consideration include the following:

ADDITIONS

Main Library North Building Renovation Feasibility Study
The Main Library north building currently sits in the high-hazard flood zone and an assessment is needed to determine the scope and estimated cost of allowable renovations to determine if it is possible to update the building to meet any of Library Master Plan programmatic goals in the future. This is a one-time budget increase of $105,000 from the Old Library Fund balance. Money in the Old Library Fund can only be used for one-time projects or capital expenditures. It is not used for ongoing, operating costs like salary and benefits.
Public Furniture Deep Cleaning, Maintenance and Replacement
The current budget for janitorial service does not include routine deep cleaning of the furniture and the operating budget does not include specific funds for replacement of the public furniture due to wear and tear. An ongoing annual contribution from the General Fund for $75,000 was selected for public furniture cleaning and replacement.

Library Collection
An ongoing annual contribution of $100,000 from the Library Fund was selected which will primarily be used to expand the ebook collection. This funding is from the dedicated 0.33 mill property tax collected for the library.

Creative Technologist
Conversion of the fixed term Creative Technologist position to standard position was selected. The fixed term position will expire at the end of 2018 and the position will be converted to a standard position.

REDUCTIONS

Carnegie Archivist and hours open to the public
The Carnegie Archivist (physical materials) position was selected for displacement in 2019. The Carnegie Library for Local History will also reduce the number of hours it is open to the public. The new schedule is being worked on and will be implemented in January 2019. Specific information is forthcoming about the schedule changes.

Miscellaneous operating
Non-personnel operating items totaling $26,000 were selected for reduction:
- Literacy app $6,000
- Work study program $5,000
- Department office supplies $5,000
- Promotion and public information $10,000

Library fines
The Library Commission will begin discussing the option of eliminating fines for overdue materials on Dec. 5, 2018. A recommendation is expected sometime during the first quarter 2019. To prepare for a possible recommendation to eliminate fines, a $85,000 reduction in General Fund revenues is included in the 2019 recommended budget.

NEXT STEPS

City Council has a 2019 budget study session scheduled for Sept. 11, 2018. The first and second readings of the 2019 recommended budget, including public hearings, will take place on Oct. 2 and Oct. 16, 2018.

ATTACHMENTS
Attachment 1: 2019 Recommended Budget – City Manager’s Budget Message
Attachment 2-A: 2019 Recommended Budget – Library and Arts Department Overview
Attachment 2-B: 2019 Recommended Budget – Library (Arts Removed)
Attachment 2-C: 2019 Recommended Budget - Library (Arts and capital funds removed)
Attachment 3: 2019 Library Fund Financial
Attachment 4: 2019 Library budget by sources and uses of funds
Dear City Council members and Boulder residents,

I am pleased to present the City Manager’s 2019 Recommended Budget for review and consideration. The $353.0 million budget reflects City Council-adopted goals and was developed in accordance with the City Charter, city Financial Management Policies, Operating Budget guiding principles, and Capital Improvement Program (CIP) guiding principles.

The City of Boulder is monitoring the local economy closely, and staff is recommending a conservative operating budget that reflects our flattening retail sales tax revenues in 2017 and the projected modest increase in 2018 and 2019. The 2019 Recommended Budget leverages on-going revenues and one-time dollars to support department assessments, comprehensive planning and strategic capital investment to ensure a strong financial foundation. Boulder has continued its responsive approach to the economy to enhance community resilience and is well-prepared for the headwinds of flattening retail sales tax revenues and an economically constrained environment.

The proposed annual budget of $353.0 million (excluding transfers) across all funds and areas represents a 9.3 percent decrease in spending over 2018. The primary factor in this budget decrease is a proposed $41.1 million decrease in capital spending over 2018. The Capital Improvement Program (CIP) is a six-year plan to maintain and improve the city’s infrastructure. About 81 percent of the six-year CIP is allocated to repair, rehabilitation and enhancements for existing public facilities. These capital investments are prioritized, and funds are set aside over time, to directly cover the costs of planned projects. Capital spending changes based on maintenance schedules, needed upgrades, and timing of new projects. These spending variances impact the total city budget in any given year. For these reasons, the operating budget often better depicts year-to-year trends.

The proposed operating budget of $282.4 million represents a 1.8 increase compared to 2018. This modest operating increase includes important, strategic investments in the community, outlined in more detail in the budget memo. These important investments are possible through strategic reductions within departments, eliminating 36.99 staff positions, implementing efficiencies in programs and services, reprioritizing city work plans, and by shifting funding from the General Fund to other city sources. The thoughtful examination of department budgets enabled staff to address the 2018 ongoing revenue shortfall and close the projected gap between ongoing revenues and expenditures through 2020.

Strategic reductions for 2019 were informed by department analyses of constituent use, impacts to the community, and by opportunities to reallocate and reprioritize funding. This approach enabled the city to make precision adjustments at the department and program level rather than make across-the-board reductions in every area. Reducing personnel costs and refining how we deliver services for 2019 are essential to maintaining long-term financial sustainability. The recommended budget reflects cost-control measures and synergies across the organization to maintain our strong fiscal position.
CITY MANAGER’S MESSAGE

THE FINANCIAL CONTEXT FOR THE RECOMMENDED BUDGET

This proposed budget addresses community needs and priorities within the context of the current and projected city revenues. There are reasons to proceed cautiously. Retail sales tax, which is nearly 80 percent of total Sales and Use Tax revenue, has grown slowly and is up 1.9 percent over 2017. The 2019 Recommended Budget projects retail sales tax will continue to grow slowly and assumes a one percent increase above the 2018 end-of-year projection of one percent growth over 2017. Through June 2018, use tax revenues are up markedly over 2017. Most notably, construction use tax is up 46.1 percent and business use tax is up 27.8 percent. While these results are positive, the largest gains in city revenues are from one-time revenue sources, and in keeping with best practices, have been allocated toward one-time expenses.

The 2019 General Fund Recommended Budget increased 3.4 percent, or $5.2 million, more than the 2018 revised budget. The sole reason for this increase is one-time spending doubling in 2019 to fund high-priority needs such as:

- Paying off the Hogan Pancost interfund loan;
- Phase II of the City of Boulder website redesign;
- Broadband implementation and outreach;
- Police Master Plan; and
- Operations and maintenance at Alpine Balsam hospital and garage facility.

Because retail sales tax trends indicate a slower-growth local economy next year, the Recommended Budget makes substantial reductions to the city’s General Fund and other sales tax supported funds’ ongoing budget. The recommendations trim the General Fund ongoing budget by 4 percent and includes strategic recommendations to present a balanced 2019 budget and close the General Fund structural funding gap through 2020 while the city continues to explore its funding sources and efficiencies for near and long-term operations.

The printed community newsletter pilot, which began in 2016, will be reduced from six mailed issues to four issues and supplemented by digital content on the city newsroom at bouldercolorado.gov; public hours for Carnegie Library for Local History will be reduced and more collection documents will be available in the digital content management system; and other non-personnel expenses are included in the recommended reductions. This budget also shifts some funding allocations to reflect current needs and priorities, including: additional staffing within the City Attorney’s Office; health care savings applied toward staff retention strategies; economic vitality rebates for incubator and innovation efforts; and health equity funding for Meals on Wheels.

The 2019 Recommended Budget continues the goal of increasing General Fund reserves to 20 percent by 2020 and also prioritizes core government services while supporting Boulder’s forward-thinking community by aligning city revenues with community priorities and council-approved master plans. The recommended budget ensures the city continues to invest in the highest priority areas to deliver quality core services and to maintain current community assets to support livability for residents and economic vibrancy.

While a conservative budget is recommended, there are some positive indicators for the 2019 economy. Boulder’s unemployment level of 2.7 percent in June 2018, compared to 2.6 percent in June 2017, is stable and comparable with the state unemployment rate of 2.7 percent. This is an improvement of .03 percent from January 2018 and an indicator of near full employment for the state and local economy.
ALIGNING SPENDING WITH COMMUNITY PRIORITIES

I am proud to say that the 2019 Recommended Budget aligns resources with council and community priorities. It continues to be informed by the city’s strategic plan, department assessments and resident feedback from surveys, online engagement tools, open houses and public meetings conducted throughout the year. This budget also was guided by the Community Sustainability Framework, in conjunction with the update to the Boulder Valley Comprehensive Plan.

COMMUNITY SUSTAINABILITY FRAMEWORK

As this figure shows, the city has identified several areas that help to define a well-balanced and sustainable community. These focus areas are supported by master, strategic, and in some cases subcommunity and area, plans.

A complete list of reductions and new funding initiatives for 2019 are included in Attachment A (listed by department). Below are some highlights under each of the core areas of interest to underscore the value of Boulder’s Sustainability Framework.
**CITY MANAGER’S MESSAGE**

**2019 RECOMMENDED BUDGET HIGHLIGHTS**

**Boulder Electric Utility** - Since 2011, the City of Boulder has explored creating its own municipal electric as a path to achieving its goals of 100 percent clean energy and an 80 percent reduction in carbon emissions by 2050. The city’s analysis shows that forming a municipal electric utility is one way to achieve its energy goals.

The 2019 Recommended Budget includes funding to identify the costs and resources needed to:

1. Separation of the electric distribution system;
2. Acquisition of the existing electric distribution system assets;
3. Integrated power supply and transmission; and
4. Start-up and ongoing operation and maintenance of an electric utility.

This budget allocation provides the money needed to for the steps above to inform the community in anticipation of a November 2020 go/no-go decision vote if Boulder should continue to pursue its own electric utility.

**Climate Commitment** – City of Boulder marijuana license holders are required to obtain 100 percent of their electricity use from renewables. In 2015, the city-managed Energy Impact Offset Fund (EIOF) was established to enable the city to catalyze local projects that more directly reduced and/or offset the marijuana industry’s greenhouse gas emissions. To date, the city has billed the license holders a total of $511,408.

For 2019, the city has budgeted $350,000 of the EIOF revenue to support a private consultant to manage implementation of the EIOF business plan. The balance of the EIOF revenues will be utilized directly for the EIOF project(s) identified in the business plan.

**Vision Zero** – The city’s travel safety efforts seek to achieve the Transportation Master Plan Vision Zero objective of no serious injury or fatal collisions. The multifaceted approach of evaluation, engineering, enforcement and education (4-Es) is used to target areas and behaviors. Distracted and impaired driving/cycling/walking and pedestrian and cyclist crashes remain a specific area of focus.
The 2019 Recommended Budget allocates $18,020,930 across the budgets of the Boulder Police Department and Public Works - Transportation Division to travel safety and Vision Zero.

**Police Officer** - The addition of an officer will help meet the needs of the community by helping prevent crime and address the community need for increased officer presence to help provide a safer community. The addition of this officer will also enable the department to meet the recommendations of the 2013 Master Plan to hire a total of eight officers.

**Economic Vitality Rebates for incubator and innovation efforts** – The flexible rebate program has been funded at $350,000 and in 2017 spent just under $100,000. Because the funds are not fully utilized, the department is shifting some of these dollars to support the Boulder Small Business Development Center (SBDC) incubator program, that was funded as one time in 2018 and to the Boulder Chamber Innovation Venture.

**EnerGov maintenance** – EnerGov is the city’s new land management, permitting, licensing, and enforcement system which integrates licensing, permitting, and enforcement applications across the city into a single system.

**Family Resource Schools (FRS) Program sustainability** – FRS is funded by the city’s General Fund, Boulder Valley School District (BVSD), Community Development Block Grant (CDBG) grant, program fees and charitable donations. Projected budget shortfalls have been an ongoing issue over several years as funding has remained flat from the city and BVSD and has been significantly reduced from the CDBG grant. Because of this, grants and contract awards have been static or slightly decreasing while program personnel costs have been rising. Increased the funding from the General Fund will allow the program to maintain in all existing schools.

**North Central Boulder Community Plan & Alpine Balsam Area Plan** – The city purchased the Alpine-Balsam site in late 2015 and agreed to lease buildings back to Boulder Community Hospital (BCH) during the transition to its new campus at Foothills and Arapahoe. BCH currently leases the main hospital, Medical Office Pavilion and parking garage until May 31, 2019. The 2019 budget proposal is for maintenance and operation expenses once BCH vacates the premises. All maintenance and operating expenses for the main hospital and Medical Pavilion, including the parking garage and surrounding site will become the city’s responsibility. In addition to monthly expenses to preserve the building, the Recommended Budget includes the cost to decommission the buildings.
Library feasibility study – The Civic Area Plan and the pending 2018 Master Plan recommend activation of the theater and gallery. The master plan also proposes expanding the space in the north building allocated to partners and BLDG61. There has also been interest from outside groups to expand the north building into a performing arts center. An assessment including review of flood regulations is needed to determine if it is feasible to renovate (or expand) the north building to meet BPL’s programmatic goals. Building code and flood regulations will dictate the level of investment that can be made on the site and in the building.

Shifting funding sources – Several departments that receive funding from the General Fund are also supported by other funding sources. Due to this constrained environment, these departments proposed shifting General Fund expenses to more sustainable funding sources. This includes shifting Parks and Recreation funds to their other two funds as well as shifting Planning, Housing & Sustainability (PH&S) costs to the Climate Action Plan (CAP) tax and the Planning & Development Services (P&DS) fund.

Health Care – For the second year in a row, the city received a flat rate increase in health care. For 2019 and ongoing, these savings will be repurposed to address retention efforts throughout the city and assist in any total compensation changes.

Website redesign - Bouldercolorado.gov is the city’s primary platform for sharing information with the community. The current website was launched five years ago and must be redesigned to be customer service-driven, optimized for business processes and easier to navigate and use. In May 2018, the city engaged a consultant to develop a blueprint for a new city website, a more versatile organization of information, based on user research, testing and input from internal and external customers. 2019 funding is proposed to implement this blueprint through a website redesign. Funding will support change management, process improvement, design, content migration, and development work involved with a redesign.

Broadband - Building a true fiber backbone throughout Boulder will serve as a catalyst for many future investments and is a critical step in facilitating achievement of the vision to provide a world-class community telecommunications infrastructure to Boulder for the 21st century and beyond.
CITY MANAGER’S MESSAGE

Broadband connectivity is a critical infrastructure service for quality of modern life, as is the case with roads, water, sewer and electricity. Based on the project’s guiding principles, a backbone would be the first step to facilitate multiple future options for connectivity and access for every home, business, non-profit organization, government entity and place of education to access a fast affordable, and secure connection.

Be Heard Boulder - The city launched an online engagement platform, Be Heard Boulder, in March 2018 to allow individuals to provide input on policy decisions from their computers or phones, supporting more accessible and inclusive public participation. The 2019 goal is to double the number of projects featured and hit specific growth targets in unique views, registration and “engaged” participants.

Meals on Wheels – Each year the Human Services Department awards a $75,000 subsidy to Meals on Wheels to provide lunch and weekly dinner meals at the senior centers. Beginning in 2019, the funding source of this contract will shift from the General Fund to the Health Equity Program within the Sugar Sweetened Beverage Tax Fund.

Human Relations Commission (HRC) grant funding - In 2018, city council approved one-time additional funding of $30,000 to expand community cultural and inclusion grants and HRC community work. The 2019 budget would extend the $30,000 one-time support to the HRC, bringing the total ongoing budget to $61,000 for grantmaking, community outreach and inclusion events.

Library elimination of fees – In recent years, the industry trends has been to eliminate late fees as these fees disproportionately affect lower income and disadvantaged patrons. This budget recommends eliminating these fees.

Volunteer Management System – This request is for an Enterprise Wide Volunteer Management Software System which will facilitate the administrative work of managing volunteer data allowing for organization wide utilization of volunteers, not only in times of disaster or crisis, but also in support of creating organizational capacity and enhancing community engagement.

CONCLUSION

City departments approached the 2019 budget process in a thoughtful and strategic manner that continues to deliver essential services to the community and embraces Boulder’s vision for a sustainable future. As a result, the 2019 Recommended Budget represents a conservative spending plan that supports community priorities while aligning expenditures with projected revenues to ensure the city is able to meet future community needs.

Respectfully submitted,

Jane S. Brautigam
City Manager
## Library & Arts

### Department Detail

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Approved Budget</th>
<th>2019 Recommended Budget</th>
<th>Variance 2017 to 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FTE</strong></td>
<td><strong>Amount</strong></td>
<td><strong>FTE</strong></td>
<td><strong>Amount</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Administration</td>
<td>4.00</td>
<td>$723,958</td>
<td>4.00</td>
<td>$823,977</td>
</tr>
<tr>
<td>Library Facility and Asset Maintenance</td>
<td>-</td>
<td>156,731</td>
<td>-</td>
<td>169,098</td>
</tr>
<tr>
<td>Volunteer Services</td>
<td>0.50</td>
<td>$53,733</td>
<td>1.00</td>
<td>$86,490</td>
</tr>
<tr>
<td>Grant Programs</td>
<td>0.50</td>
<td>$406,406</td>
<td>0.50</td>
<td>$406,040</td>
</tr>
<tr>
<td>North Boulder Library Project</td>
<td>-</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>5.00</td>
<td>$1,397,828</td>
<td>5.50</td>
<td>$1,485,605</td>
</tr>
<tr>
<td><strong>Arts and Culture</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Administration</td>
<td>3.50</td>
<td>$467,716</td>
<td>3.50</td>
<td>$511,118</td>
</tr>
<tr>
<td>Programs for Artists</td>
<td>-</td>
<td>31,678</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Museum of Boulder</td>
<td>-</td>
<td>23,609</td>
<td>-</td>
<td>23,609</td>
</tr>
<tr>
<td>Arts Grants</td>
<td>-</td>
<td>670,205</td>
<td>-</td>
<td>675,000</td>
</tr>
<tr>
<td>Public Art Maintenance</td>
<td>-</td>
<td>104,259</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Public Art - CCS Capital Projects</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>3.50</td>
<td>$1,297,467</td>
<td>3.50</td>
<td>$1,242,727</td>
</tr>
<tr>
<td><strong>Community Engagement and Enrichment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BoulderReads</td>
<td>2.25</td>
<td>$207,826</td>
<td>2.25</td>
<td>$176,609</td>
</tr>
<tr>
<td>Carnegie Library for Local History</td>
<td>2.50</td>
<td>$344,715</td>
<td>2.50</td>
<td>$222,335</td>
</tr>
<tr>
<td>Programs, Events &amp; Outreach</td>
<td>5.50</td>
<td>$593,504</td>
<td>5.50</td>
<td>$501,348</td>
</tr>
<tr>
<td>Library Materials</td>
<td>5.50</td>
<td>$1,370,672</td>
<td>5.50</td>
<td>$1,370,672</td>
</tr>
<tr>
<td>Youth Services</td>
<td>6.00</td>
<td>$369,381</td>
<td>6.00</td>
<td>$443,231</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>21.75</td>
<td>$2,886,098</td>
<td>21.50</td>
<td>$2,796,896</td>
</tr>
<tr>
<td><strong>Public Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patron Services</td>
<td>21.00</td>
<td>$1,436,011</td>
<td>21.50</td>
<td>$1,520,020</td>
</tr>
<tr>
<td>Branch Libraries</td>
<td>14.25</td>
<td>$936,333</td>
<td>14.00</td>
<td>$867,924</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>35.25</td>
<td>$2,372,344</td>
<td>35.50</td>
<td>$2,387,944</td>
</tr>
<tr>
<td><strong>eServices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Services</td>
<td>6.00</td>
<td>$464,047</td>
<td>6.00</td>
<td>$459,413</td>
</tr>
<tr>
<td>Technology Support</td>
<td>2.00</td>
<td>$771,606</td>
<td>2.50</td>
<td>$720,334</td>
</tr>
<tr>
<td>Flatirons Library Consortium</td>
<td>1.00</td>
<td>$55,052</td>
<td>-</td>
<td>110,993</td>
</tr>
<tr>
<td>Makerspace</td>
<td>3.00</td>
<td>$226,485</td>
<td>3.00</td>
<td>$303,685</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>12.00</td>
<td>$1,517,191</td>
<td>11.50</td>
<td>$1,594,425</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>77.50</td>
<td>$9,470,928</td>
<td>77.50</td>
<td>$9,507,597</td>
</tr>
<tr>
<td><strong>EXPENDITURE BY CATEGORY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>5,532,113</td>
<td>$5,883,422</td>
<td>5,883,422</td>
<td>$5,797,332</td>
</tr>
<tr>
<td>Operating</td>
<td>3,429,700</td>
<td>$3,168,156</td>
<td>3,340,552</td>
<td>$3,340,552</td>
</tr>
<tr>
<td>Interdepartmental Charges</td>
<td>509,115</td>
<td>$456,019</td>
<td>475,221</td>
<td>- 19,202</td>
</tr>
<tr>
<td>Capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,021,176</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,470,928</td>
<td>$9,507,597</td>
<td>$10,634,281</td>
<td>$1,126,684</td>
</tr>
<tr>
<td><strong>STAFFING AND EXPENDITURE BY FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>77.00</td>
<td>$7,993,222</td>
<td>77.00</td>
<td>$8,093,351</td>
</tr>
<tr>
<td>Library</td>
<td>0.50</td>
<td>1,477,707</td>
<td>0.50</td>
<td>1,414,246</td>
</tr>
<tr>
<td>Capital Development Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Improvement CCS</td>
<td>-</td>
<td>- $1,021,176</td>
<td>-</td>
<td>- 1,021,176</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>77.50</td>
<td>$9,470,928</td>
<td>77.50</td>
<td>$9,507,597</td>
</tr>
</tbody>
</table>
## LIBRARY DEPARTMENT DETAIL

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Approved Budget</th>
<th>2019 Recommended Budget</th>
<th>Variance 2017 to 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Amount</td>
<td>FTE</td>
<td>Amount</td>
</tr>
<tr>
<td><strong>STAFFING AND EXPENDITURE BY PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>4.00</td>
<td>$723,958</td>
<td>4.00</td>
<td>$823,977</td>
</tr>
<tr>
<td>Library Administration</td>
<td>-</td>
<td>$156,731</td>
<td>-</td>
<td>$169,098</td>
</tr>
<tr>
<td>Volunteer Services</td>
<td>0.50</td>
<td>$53,733</td>
<td>1.00</td>
<td>$86,490</td>
</tr>
<tr>
<td>Grant Programs</td>
<td>0.50</td>
<td>$463,406</td>
<td>0.50</td>
<td>$406,040</td>
</tr>
<tr>
<td>North Boulder Library Project</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>5.00</td>
<td>$1,397,828</td>
<td>5.50</td>
<td>$1,485,605</td>
</tr>
<tr>
<td>Community Engagement and Enrichment</td>
<td>2.25</td>
<td>$207,826</td>
<td>2.25</td>
<td>$176,609</td>
</tr>
<tr>
<td>BoulderReads</td>
<td>2.50</td>
<td>$344,715</td>
<td>2.50</td>
<td>$222,335</td>
</tr>
<tr>
<td>Carnegie Library for Local History</td>
<td>5.50</td>
<td>$501,348</td>
<td>5.00</td>
<td>$526,442</td>
</tr>
<tr>
<td>Programs, Events &amp; Outreach</td>
<td>5.50</td>
<td>$1,370,672</td>
<td>5.50</td>
<td>$1,571,795</td>
</tr>
<tr>
<td>Library Materials</td>
<td>6.00</td>
<td>$369,381</td>
<td>6.00</td>
<td>$359,103</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>21.75</td>
<td>$2,886,098</td>
<td>21.50</td>
<td>$2,796,896</td>
</tr>
<tr>
<td>Public Services</td>
<td>21.00</td>
<td>$1,436,011</td>
<td>21.50</td>
<td>$1,520,020</td>
</tr>
<tr>
<td>Patron Services</td>
<td>14.25</td>
<td>$936,333</td>
<td>14.00</td>
<td>$867,924</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>35.25</td>
<td>$2,372,344</td>
<td>35.50</td>
<td>$2,387,944</td>
</tr>
<tr>
<td>eServices</td>
<td>6.00</td>
<td>$464,047</td>
<td>6.00</td>
<td>$459,413</td>
</tr>
<tr>
<td>Resource Services</td>
<td>2.00</td>
<td>$771,606</td>
<td>2.50</td>
<td>$720,334</td>
</tr>
<tr>
<td>Flatirons Library Consortium</td>
<td>1.00</td>
<td>$110,993</td>
<td>0.50</td>
<td>$50,500</td>
</tr>
<tr>
<td>Makerspace</td>
<td>3.00</td>
<td>$226,485</td>
<td>3.00</td>
<td>$335,807</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>12.00</td>
<td>$1,517,191</td>
<td>11.50</td>
<td>$1,594,425</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>74.00</td>
<td>$8,173,461</td>
<td>74.00</td>
<td>$8,264,870</td>
</tr>
</tbody>
</table>

## EXPENDITURE BY CATEGORY

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Approved Budget</th>
<th>2019 Recommended Budget</th>
<th>Variance 2017 to 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Amount</td>
<td>FTE</td>
<td>Amount</td>
</tr>
<tr>
<td>Personnel</td>
<td>-</td>
<td>$5,208,314</td>
<td>-</td>
<td>$5,556,048</td>
</tr>
<tr>
<td>Operating</td>
<td>-</td>
<td>$2,458,278</td>
<td>-</td>
<td>$2,252,803</td>
</tr>
<tr>
<td>Interdepartmental Charges</td>
<td>-</td>
<td>$506,869</td>
<td>-</td>
<td>$456,019</td>
</tr>
<tr>
<td>Capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>$8,173,461</td>
<td>-</td>
<td>$8,264,870</td>
</tr>
</tbody>
</table>

## STAFFING AND EXPENDITURE BY FUND

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Approved Budget</th>
<th>2019 Recommended Budget</th>
<th>Variance 2017 to 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Amount</td>
<td>FTE</td>
<td>Amount</td>
</tr>
<tr>
<td>General</td>
<td>77.00</td>
<td>$6,695,754</td>
<td>77.00</td>
<td>$6,850,624</td>
</tr>
<tr>
<td>Library</td>
<td>0.50</td>
<td>$1,477,707</td>
<td>0.50</td>
<td>$1,414,246</td>
</tr>
<tr>
<td>Capital Development Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Improvement CCS</td>
<td>-</td>
<td>$1,021,176</td>
<td>-</td>
<td>$1,021,176</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>77.50</td>
<td>$8,173,461</td>
<td>77.50</td>
<td>$8,264,870</td>
</tr>
</tbody>
</table>
## LIBRARY 2019 FUND FINANCIAL

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>$606,327</td>
<td>$721,580</td>
<td>$864,749</td>
<td>$921,058</td>
<td>$1,038,739</td>
<td>$1,275,767</td>
<td>$1,578,203</td>
<td>$1,901,257</td>
</tr>
<tr>
<td><strong>Sources of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>$1,028,107</td>
<td>$1,208,911</td>
<td>$1,227,045</td>
<td>$1,288,397</td>
<td>$1,307,723</td>
<td>$1,373,109</td>
<td>$1,393,706</td>
<td>$1,463,391</td>
</tr>
<tr>
<td>Interest on Investment</td>
<td>1,031</td>
<td>6,045</td>
<td>1,051</td>
<td>1,071</td>
<td>1,092</td>
<td>1,113</td>
<td>1,135</td>
<td>1,157</td>
</tr>
<tr>
<td>Grants, Gifts and Third-Party Revenues</td>
<td>$563,821</td>
<td>342,459</td>
<td>287,876</td>
<td>289,012</td>
<td>290,183</td>
<td>291,388</td>
<td>292,630</td>
<td>293,909</td>
</tr>
<tr>
<td>Total Sources of Funds</td>
<td>$1,592,960</td>
<td>$1,557,415</td>
<td>$1,515,972</td>
<td>$1,578,481</td>
<td>$1,598,998</td>
<td>$1,665,611</td>
<td>$1,687,471</td>
<td>$1,758,457</td>
</tr>
<tr>
<td><strong>Uses of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Materials</td>
<td>$1,234,713</td>
<td>$971,787</td>
<td>$1,071,787</td>
<td>$1,071,787</td>
<td>$1,071,787</td>
<td>$1,071,787</td>
<td>$1,071,787</td>
<td>$1,071,787</td>
</tr>
<tr>
<td>Service/Materials Enhancement</td>
<td>92,025</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grant Directed Programming</td>
<td>150,969</td>
<td>342,459</td>
<td>287,876</td>
<td>289,012</td>
<td>290,183</td>
<td>291,388</td>
<td>292,630</td>
<td>293,909</td>
</tr>
<tr>
<td>Total Uses of Funds</td>
<td>$1,477,707</td>
<td>$1,414,246</td>
<td>$1,459,663</td>
<td>$1,460,799</td>
<td>$1,361,970</td>
<td>$1,363,175</td>
<td>$1,364,417</td>
<td>$1,365,696</td>
</tr>
<tr>
<td><strong>Ending Fund Balance Before Reserves</strong></td>
<td>$721,580</td>
<td>$864,749</td>
<td>$921,058</td>
<td>$1,038,739</td>
<td>$1,275,767</td>
<td>$1,578,203</td>
<td>$1,901,257</td>
<td>$2,294,018</td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>$102,914</td>
<td>$124,201</td>
<td>$122,810</td>
<td>$128,947</td>
<td>$130,882</td>
<td>$137,422</td>
<td>$139,484</td>
<td>$146,455</td>
</tr>
<tr>
<td>PERA Legislative Contingency</td>
<td>-</td>
<td>-</td>
<td>33</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Reserves</td>
<td>$102,914</td>
<td>$124,201</td>
<td>$122,843</td>
<td>$128,947</td>
<td>$130,882</td>
<td>$137,422</td>
<td>$139,484</td>
<td>$146,455</td>
</tr>
<tr>
<td><strong>Ending Fund Balance After Reserves</strong></td>
<td>$618,666</td>
<td>$740,548</td>
<td>$798,215</td>
<td>$909,792</td>
<td>$1,144,886</td>
<td>$1,440,781</td>
<td>$1,761,773</td>
<td>$2,147,563</td>
</tr>
</tbody>
</table>

Note: Operating reserve equal 10% of Library fund revenues excluding Gifts, Grants and Third-Party Revenues
BOULDER PUBLIC LIBRARY
2019 RECOMMENDED BUDGET SOURCES
$9,291,203
- General Fund, $6,885,106, 74%
- Property Tax, $1,227,045, 13%
- Library Revenues, $70,000, 1%
- Boulder Library Foundation, $287,876, 3%
- Capital Improvement CCS, $821,176, 9%

BOULDER PUBLIC LIBRARY
2019 RECOMMENDED BUDGET USES
$9,235,945
- Personnel, $5,458,479, 59%
- Collections, $1,072,787, 12%
- Facilities, $240,074, 3%
- Programming and Outreach, $407,900, 4%
- Supplies, Equipment and Overhead, $1,235,529, 13%
- Capital, $821,176, 9%
To: Library Commissioners

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

Date: August 31, 2018

Subject: Carnegie Library for Local History Policy Review

BACKGROUND:
The Library Commission provided feedback on the revised Carnegie Library for Local History policies at
the Aug. 1, 2018 meeting. The feedback has been incorporated into the policy documents which are
attached. The City Attorney’s Office was asked to review the terms of use and any document with
information pertaining to copyright. The changes are summarized and answers to the commission’s
questions on specific policies are provided at the top of each attachment.

ACTION REQUESTED FROM THE COMMISSION:
Staff requests the following actions from the Library Commission on the Carnegie Library for Local
History policies and forms.

Attachment A. Carnegie Library for Local History Collection Policy
   Action: Final input and approval of the policy

Attachment B. Planning a Visit to the Carnegie Library
   Action: Final input and approval of the terms of use

Attachment C. Photograph Reproduction Requests
   Action: Review and provide final input on the fee structure

Attachment D. Photograph order form
   Action: Review the form and provide final input

Attachment E. Carnegie Library for Local History Donation Policy
   Action: Final input and approval of the policy

Attachment F. Deed of Gift Form
   Action: Review the form and provide final input

Attachment G. Carnegie Library for Local History Research Policy
   Action: Final input and approval of the policy
Attachment H. Grant of Oral History Recordings Form

Action: Review the form and provide final input

Attachment I. Oral History Interview Reproduction Order Form

Action: Review the form and provide final input

LIBRARY COMMISSION 2018 MEETING PLAN:

Aimee Schumm, eServices Manager, is leading the update to the library’s internet safety policy. She requested that the commission review of the draft policy update be postponed until after she attends a training on E-Rate funding requirements. She wants to be certain that the library’s policy is written so that it is eligible to apply for the grant funding in the future.

An opportunity to discuss with commission creating a new inclusivity statement/policy to be published around the end of the Main Library all-inclusive restroom project has been added in July and August.

Please see the changes to the Library Commission 2018 Meeting Plan (Attachment J). The commission’s input is welcomed on these changes (highlighted) or anything else related to the meeting schedule.
Carnegie Library for Local History Collection Policy

CHANGES
• Second paragraph under the Scope of Collections, changed non-current to historic.

NEW INFORMATION
• Staff added information about deaccession to the end of the policy and requests the commission’s review.

QUESTIONS
1. Why doesn’t Carnegie collect current records of local businesses?
Carnegie does not have the space or staff resources to actively collect current records of local business. Most current information about local businesses can be found online and in Newsbank, one of the subscription databases offered by the library. Newsbank has Daily Camera articles 2004 to the present.

2. Can staff put examples of donatable materials in a sidebar?
The types of items that are collected are listed under the Collection Criteria section. Staff will see if there is a way to highlight this information on the webpage.

3. Does Carnegie keep any historic records of the City of Boulder government?
No. The historic government records are managed by the City of Boulder Central Records Department https://bouldercolorado.gov/central-records. Many of the physical documents are stored in an offsite secure archival storage facility. Documents from 2008 to the current year are available online https://bouldercolorado.gov/central-records/document-archive. Carnegie does not have the space, staff, or software resources to maintain duplicate copies or link to electronic files of government records held by the City.
**POLICY**

**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 historic 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.

Deaccessioning
Materials held by the Carnegie Library for Local History are considered for deaccession if one or more of these conditions are met:

- Do not meet the collection policy.
- Damaged or deteriorated to a degree to be unusable and/or a threat to other items in the collection.
- Cannot be placed in any identifiable historical context.
- Have minimal research value.
- Duplicated in the other readily accessible collections.
THE FOLLOWING WILL REPLACE THIS INFO:
https://boulderlibrary.org/services/local-history/donations-and-collections-policy-for-the-carnegie-branch/

Donors who completed a Deed of Gift form and chose to be notified of materials not to be retained by the library will be contacted and offered the option of retrieving those materials in their donation.
Planning a Visit to the Carnegie Library

CHANGES

- Info in italics added: Drop-in class or group visits cannot be accommodated due to space limitations of the facility.
- Under the Guidelines for Handling the Collections section, info in italics added:
  
  Only pencils may be used to take personal notes.

- The City Attorney’s Office reviewed the Terms of Use and would support the commission’s recommendation to remove the first term of use since it is covered by the library rules of conduct. Carnegie staff proposes adding the following information in italics rather than removing it: Keep voices and conversation low to not distract other researchers in the room. See answer to question one below.
- In the Terms of Use, the City Attorney’s Office recommended designating the age of children that must be supervised. Staff recommends “under the age of ten” which has been added.

QUESTIONS

1. Regarding the first term of use about keeping voices low, is there a problem? 
   Since the public space is one large room, loud conversations are distracting to other patrons doing research as well as staff processing collections. Staff tries to discourage people who talking loud or calling to staff from across the room by politely pointing out that others are studying, and may be distracted.

   2. Why is taking notes with pens not permitted? 
      Ink cannot be removed from primary source materials as easily as pencil can be. A simple stroke of a pen when notetaking can permanently damage a document or photograph.
POLICY

Planning a Visit to the Carnegie Library

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 due to space limitations of the facility.

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 to not distract other researchers in the room.
- 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 under the age of ten 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 personal 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.
Photograph Reproduction Requests

CHANGES
- Changed the title as above and first sentence. Made numbers consistent. Added mailing fee information after CD information.
- Name of Museum of Boulder was corrected.

NEW INFORMATION
- Under the Photo Collection with Restrictions section, added “For photos from this collection being used for commercial purposes,…” to the Boulder Daily Camera collection instructions.

QUESTIONS
1. Can files be provided to patrons on their own thumb drives?
   No. There are computer safety concerns with connecting patron storage devices to the city network and staff cannot be responsible for patron storage devices.

2. Do the charges apply only to requests for photographs that have not been scanned?
   No. There is a $10 charge per photo which covers processing time: obtaining a digital scan (either from the network or from a scan), creating a folder for storage, sending the folder via Dropbox to the patron, logging the order.

3. Are the digital photos on the website available in high-resolution for download?
   No. Patrons can download the jpeg files from the library website. High-resolution files need to be ordered.
Photograph Reproduction Requests

High-resolution reproductions of photos can be provided as digital 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 five photos. Please allow two weeks for orders of six to ten photos. Delivery of orders for more than ten 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 days 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. A CD can be mailed for a $3.00 charge.

Photo Collections with Restrictions

Museum of Boulder 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)
For photos from this collection being used for commercial purposes, 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.
THE FOLLOWING WILL REPLACE THIS INFO:

CHANGES

• Changed to the following sentence to: If requested by staff, I will donate to Carnegie a complimentary copy of any book or film in which photographs from the Carnegie Library are used.
• Added to the summary of charges section: Please include mailing address if it is different than the one provided on the front page of this form:
• Name of Museum of Boulder was corrected.
• Added a column “Other Instructions” to the top of the form.
• Under Summary of Charges section: replaced “MOB Use Fee” with MOB Use Form,” added “Total” line to fees section and removed “Dropbox – no charge” from fees section.
• Moved the bullet points outlining what the applicant is agreeing to above the signature line.

FORM

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 or description dpi Dropbox or CD BHS or Daily Camera photo?

_________________  ________ ____________  _____________________

_________________  ________ ____________  _____________________

_________________  ________ ____________  _____________________

_________________  ________ ____________  _____________________

_________________  ________ ____________  _____________________

_________________  ________ ____________  _____________________

( ) Additional photos listed on reverse side.

Name (print): ______________________________________________________________________

Organization: ______________________________________________________________________

Address: __________________________________________________________________________

Telephone: _________________________________ Email: __________________________________
By signing my name below, I agree to the following:

- 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.
- If requested by staff, I will donate to Carnegie a complimentary copy of any book or film in which photographs from the Carnegie Library are used.

Signature:________________________________________________ Date:_____________________

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

SUMMARY OF CHARGES

Camera Use Fee paid on: _____________________

BHS Use Fee paid on:  _____________________

# of 600 dpi scans @ $10.00 _____ $__________

# of 1200 dpi scans @ $25.00 _____ $__________

SUBTOTAL Scan Fee $__________

Rush charge (double total scan fee) $__________

# of CD @ $4.00 ______ $__________

Mailing fee $3.00 $__________

Please include mailing address if it is different than the one provided on the front page of this form:
_________________________________________________________________________________
THE FOLLOWING WILL REPLACE THIS INFO:

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. 8/2018
**Carnegie Library for Local History Donation Policy**

**CHANGES**

- Removed reference to “collection information” part of the Deed of Gift form link.
- Added “DONATION EVALUATION QUESTIONS” heading that will become the title of that PDF.
- Added to the first bullet in Donation Evaluation Questions, “If so, what role?”
- Added to the condition section of the Donation Evaluation Questions, “Are there concerns regarding the physical condition of the donation (e.g. smell of mildew, mold, pets, or smoke? Signs of insect or rodent infestation?)”
- In the Donation Evaluation Questions, moved from condition section to logistics section: “Does the donation warrant the cost of archival supplies?”
- Under the Digital Donations section, added text in *italics*, “Converting items to proper format will be the donor’s responsibility *and expense.*”

**QUESTION**

1. Why does Carnegie only accept donations from local businesses or organizations that are no longer operating?

Carnegie does not have the physical storage capacity to accept ongoing donations from organizations and businesses that are still operating. If a business or organization ceases operations and submits a materials donation, staff determine what materials tell the history of the entity. It is difficult to have the historical perspective if materials are donated over the course of many years. An extensive amount of archivist’s time is necessary to review, organize and arrange donated materials to determine which materials are important for the archive. The cost of archival folders, envelopes and boxes to store materials is also an important consideration. Businesses that are currently operating likely have a website or can be reached for information.

**POLICY**

**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 Form.

Staff considers the following questions when evaluating donations for acceptance.

DONATION EVALUATION QUESTIONS

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? If so, what role?
- 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 there concerns regarding the physical condition of the donation (e.g. smell of mildew, mold, pets, or smoke? Signs of insect or rodent infestation?)
- 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?

Logistics

- Does the donation warrant the cost of archival supplies?
- 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:
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 and expense. 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>
<tbody>
<tr>
<td>TIFF</td>
<td>.tiff</td>
<td>image/tiff</td>
<td>This format is often slow to load unless compressed into a lossless format such as JPEG 2000</td>
</tr>
<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>
</tbody>
</table>
### Formats

<table>
<thead>
<tr>
<th>Format</th>
<th>File Extension</th>
<th>Mime Type</th>
<th>Qualifying Factors/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPEG audio</td>
<td>.mp3</td>
<td>audio/mpeg, audio/mp3</td>
<td>Many variants possible; preservation level not yet established</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/mpeg2</td>
<td>Many variants possible; preservation level not yet established</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/schem 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 .htm</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 format.*

<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>Microsoft Word</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>Microsoft PowerPoint</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>Microsoft Excel</td>
<td>.xlsx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Deed of Gift Form

CHANGES

- For clarification, changed “Donated on behalf of...” to “Donation delivered by:”.
- Moved disposition section to the end.
- City Attorney’s changes are tracked in the form.

FORM

BOULDER PUBLIC LIBRARY

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: (print name and phone) __________________________________________
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?

   Transfer of ownership

   I hereby transfer legal ownership and physical custody of the historical materials described above, including all intellectual property rights to the Carnegie Library for Local History. I am the owner of these materials and property rights 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. If these materials are in digital format, I agree that I will not donate the digital files to any other repository.

   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.

   I have had a chance to discuss this form with Carnegie Library for Local History staff and received complete answers to all of my questions.

   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.

   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.

   Signature of Donor: ____________________________ Date: ____________
THE FOLLOWING WILL REPLACE THIS INFO:

Signature of Library Representative: ____________________________________________
________________________________________________________________________
CHANGES

- Rewrote the Research Time section.
- Under the photocopy section the following was added: *Staff cannot guarantee that they will have time to complete large copy jobs.* Under the scanning section the following was added: *Staff cannot guarantee that they will have time to complete large scanning jobs.*
- Photocopy section: The fee for copy job exceeding 25 pages was changed to $30 per hour.
- Scanning section: Scanning and emailing an obituary to patrons is a free service.
- The fee for scanning jobs exceeding five pages was changed to $30 per hour. The number of scans was reduced to five.

POLICY

Carnegie Library for Local History Research Policy and Fees

*Visiting the Carnegie Library* 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 of research time by the Carnegie staff is free.

For research exceeding one hour, please contact the [Boulder Genealogical Society](mailto:bgs@boulderlibrary.org).

**Photocopies:**

$0.25 per single sided page, up to 25 pages

Copy jobs exceeding 25 pages are charged at $30 per hour and $.25 per single sided page.
THE FOLLOWING WILL REPLACE INFO HERE: https://boulderlibrary.org/services/local-history/research-policies/
Staff cannot guarantee that they will have time to complete large copy jobs.

**Scanning:**

Scanning and emailing an obituary to patrons is a free service.

Scanning jobs exceeding 5 pages are charged at $30 per hour and $.25 per single sided page.

Staff cannot guarantee that they will have time to complete large scanning jobs.

**Shipping:**

Actual shipping charges apply with a minimum of $2.50.
THE FOLLOWING WILL REPLACE INFO AT:

THE MARIA ROGERS
Oral History Program
OF THE CARNEGIE LIBRARY FOR LOCAL HISTORY

I HEREBY GRANT and permanently give the recordings and their contents listed below, and any transcript made of it, to the Maria -Rogers Oral History Program of the Carnegie Library for Local History and the Boulder Public Library (collectively, “Boulder Public Library”), as a donation. In doing so, I understand that my name, image, and voice as well as the interview and transcripts made from the recordings may be quoted from, published in original or edited form, or broadcast in any medium that the Boulder Public Library shall deem appropriate, including but not limited to electronic with placement on the Internet, except as restricted, below. This donation includes the transfer of copyright to the Boulder Public Library 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.

In making this gift, I voluntarily convey to the Boulder Public Library all legal title and literary property rights that I have or may be deemed to have in my interview, as well as all my rights, title and interest in any copyright that may be secured under the laws now or later in force and effect. 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.

I have had a chance to discuss this form with the Boulder Public Library staff and received complete answers to all of my questions.

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:
THE FOLLOWING WILL REPLACE INFO AT:

- Signature of INTERVIEWER: _____________________________________________
  INTERVIEWER’S Name (PRINT): ________________________ Date: _____________
- Signature of PROGRAM MANAGER (on behalf of the Maria Rogers Oral History Program):
  ________________________________ Date: ______________
- OH # _____________ (to be filled in by Program Manager)
THE FOLLOWING WILL REPLACE INFO AT:

CHANGES
• City Attorney’s changes are tracked in the form.

FORM

THE MARIA ROGERS
Oral History Program
OF THE CARNEGIE LIBRARY FOR LOCAL HISTORY

Interview Reproduction Order Form

Electronic format  No charge
Up to five individual interviews in MP3 or MOV format may be requested. Please provide an 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>Interviews requested</th>
<th>Circle the format requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>_____________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>_____________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>_____________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>_____________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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.

[Rev. 8/2018]
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.”

I agree to indemnify the Carnegie Library for Local History from any claim brought by a third party arising from any claim that my use of the interview(s) infringed upon any copyright or other intellectual property right of another.

Signature: __________________________________________________________ Date: ___________

Print name: __________________________________________________________

[Rev. 8/2018]
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.
# Library Commission 2018-2019 meeting plan

The list below is a proposed, tentative schedule for matters that staff will bring for the Library Commission’s consideration in 2018.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DISCUSSION TOPICS</th>
<th>MEETING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5, 2018</td>
<td>• Approve Carnegie policies</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>October 3, 2018</td>
<td>• Review Community Bulletin Board and distribution of community information policies</td>
<td>George Reynolds Branch, 3595 Table Mesa Dr.</td>
</tr>
<tr>
<td>November 7, 2018</td>
<td>• Consultant presentation of library funding analysis</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td></td>
<td>• Architect presentation of north Boulder branch library project</td>
<td></td>
</tr>
</tbody>
</table>
| December 5, 2018  | • Approve any recommended changes Community Bulletin Board and Distribution of Community Information policies  
<pre><code>               | • Review and discuss information about eliminating library fines                  | Main Library, Canyon Meeting Room        |
</code></pre>
<p>|                   | • Review draft Internet Safety Policy                                             |                                          |
| January 2 or 9, 2019 | • Recommendation on whether to eliminate library fines                        | TBD                                      |
|                   | • Review library rules of conduct and unattended children policy                  |                                          |
|                   | • Approve Internet Safety Policy                                                  |                                          |
| February 6, 2019  | • Review Meeting Room and Study Room Policy                                       | TBD                                      |
|                   | • Approve any recommended changes to library rules of conduct and unattended children policy |                                          |
| March 6, 2019     | • Review BLDG 61 Makerspace policy                                                | TBD                                      |
|                   | • Approve any recommended changes to Meeting Room and Study Room Policy           |                                          |
| April 3, 2019     | • Review Photography and Video Recording policy                                    | TBD                                      |
|                   | • Approve any recommended changes to BLDG 61 Makerspace policy                    |                                          |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Agenda Items</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019</td>
<td>• Review Canyon Theater and Gallery terms of use and rental policy</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>• Approve any recommended changes to BLDG 61 Makerspace policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review progress on Master Plan goals and set priorities for budget process</td>
<td></td>
</tr>
<tr>
<td>June 5</td>
<td>• Review sponsorship of programs and events policy</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>• Approve any recommended changes to Photography and Video Recording policy</td>
<td></td>
</tr>
<tr>
<td>July 13 or 20, 2019</td>
<td>• Annual retreat</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>• Discuss forming a new inclusivity statement/policy to be published at the end of the Main Library restroom renovation project.</td>
<td></td>
</tr>
<tr>
<td>August 7, 2019</td>
<td>• Approve any recommended changes to Sponsorship of Programs and Events Policy</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>• <strong>Approve new inclusivity statement/policy.</strong></td>
<td></td>
</tr>
<tr>
<td>September 4, 2019</td>
<td>• Review Privacy and Security Camera Policies</td>
<td>TBD</td>
</tr>
<tr>
<td>October 2, 2019</td>
<td>• Summarize and review progress on Master Plan goals</td>
<td>TBD</td>
</tr>
<tr>
<td>November 6, 2019</td>
<td>• Update Library Commission workplan for 2020</td>
<td>TBD</td>
</tr>
<tr>
<td>December 4, 2019</td>
<td>• Update Library Commission workplan for 2020</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Commission Memo

Meeting Date: September 5, 2018 – Main Library, Canyon Meeting Room

Upcoming Special meetings:

- **LibCom Special meeting - November, 2018 (TBD)**
- **November 27, 2018** – City Council Chambers Joint Study Session with City Council - Discussion of library finances
- **CALCON September 13-15**

Interesting Upcoming Dates (from [ALA Website](https://www.ala.org))

- **Library Card Sign-up Month** - September
- **Banned Books Week** - September 23-29, 2018
- **Banned Websites Awareness Day** - September 26, 2018 (Wednesday of Banned Books Week)
- **Teen Read Week** - October 7-13, 2018
- **National Friends of Libraries Week** - October 21-27, 2018

Friends of the Library groups and libraries across the country will be celebrating the 10th annual National Friends of Libraries Week Oct. 18-24, 2015.

Friends groups, library trustees and library staff can access a variety of online resources to help them celebrate National Friends of Libraries Week. Materials available at [National Friends of Libraries Week](https://www.ala.org) include promotional ideas, editable publicity materials, camera-ready bookmarks, ideas from past celebrations and much more.

In conjunction with National Friends of Libraries Week, two awards of $250 will be given to Friends of the Library groups for activities held during the celebration. Application materials are available at [National Friends of Libraries Week Awards](https://www.ala.org). Entries are due by Dec. 2.

1. Items from Commission (verbal)
2. Report on Commissioner’s outreach to stakeholders and resources

A. Report on meetings with Council members (verbal)


July 27, 2018 - Joel Koenig and Joni Teter

Kim is preparing a memo that will address these items in more detail. His follow-up note:

It was nice to talk to you this morning about libraries and library districts. This is to confirm that I will:

- Calendar Nov. 27, 2018 at 6 p.m. for a City Council study session;
- Prepare an outline including suggested goals to reach an election in 2019, including cost estimates and discussions of the content and purposes of agreements among the BOCC, City Council, Library Commission and future library district board of trustees; and,
- Try to obtain financial information prepared for public financings completed in the Boulder growth area in recent years to evaluate potential district revenues.

Kim will also include budget estimates in his memo.

The City has now hired Kim to develop a memo for the November 27 Council study session. Kim will develop one memo, addressing both points raised in our discussion, and the matters identified by the City. Here is the City’s SOW:

Scope of work for independent consultant on library district for November 27 Council study session.

1. Summary of Colorado “Library Law” Colorado Revised Statutes 24-90 on library districts governance, structure and operate
   a. Options of establishing library districts
      i. Establishment through joint resolution or ordinance by governmental units
      ii. Petition
   b. Governance Options –
   c. How legal service area [district boundary] is established
   d. How library districts are funded
      i. mill levy voted on by electors within the boundary.
   e. TABOR
2. Powers, duties and responsibilities of library district governing boards and their relationship to city and county governments
3. Colorado Case Studies:
   a. Summary of how other library districts in the state of Colorado have handled the transition from library to library district
      i. Average timeline of transitions
ii. Other considerations in transition

b. Options for distribution of assets
   i. Specifically, 24-90-107 2Ei “library’s real and personal property, personnel, and the provision of administrative services during the transition.”

Following is J2’s rough summary of our discussion with Kim.

In Kim’s experience, the most effective approach is to separate the questions of district formation and district funding. Generally speaking, his recommended sequence looks like this:

1. Get Council on board with forming a district, framing the issues in a way that lets them take credit for solving the problem.
   a. The library is still serving the same community - but as a district, it can provide better service.
   b. Financial benefits to the City from freeing up funds formerly devoted to library services.
2. Council and County Commissioners negotiate an IGA that establishes the library district on a provisional basis. (“We are forming this entity and will try to find funding.”)
   a. Negotiating this first IGA creates a shell district, and allows time to negotiate transition issues and secure funding. There is no immediate urgency to separate: Kim cited instances of districts taking 4-6 years to secure funding (sometimes with more than one election) after the district was created.
   b. Once the district is formed, the electeds appoint a transitional board who can serve as representatives for the district and handle the election campaign.
   c. The City library continues to operate normally after the district is formed (as negotiations are underway and through the election cycle).
3. A second IGA is negotiated among the County, City and library district. This IGA would address transition issues, contingent on the voters approving funding for the district.
   a. We asked that Kim include examples of how asset conveyance has been done in other districts.
   b. Re: governance, Kim will said that a “best practice” approach has been developed around procedures to appoint the library district board, which he will include in the memo.
4. The election campaign is conducted.
5. Once funding is secured, the IGA provisions are implemented, usually over a period of years.

Kim offered to have a simple example draft IGA for the 11/27 Council meeting, if desired.

Potential messages to voters during a campaign in this model

● We have a library district - if it isn’t funded, it’s gone. Voters can decide.
● For voters who distrust Council or Commissioners on spending: “It will happen: with a district in place, you know exactly where your money will go.”
The alternative approach is to circulate a petition as a way to start the process.

- Kim will check on the number of signatures required. The statute says "signatures of 100 electors residing within the proposed library district."
- The petition must include a description of the legal service area of the proposed district at sufficient detail that a property owner can determine if they are in or out.
- The petition must identify the mill levy sought to fund the district.
- Petitions can be circulated while negotiations are underway between Council and Commission. Kim said there is no time limit around gathering signatures. We briefly discussed pros and cons of beginning petition circulation before the November study session.

Petitions are filed with the County Commissioners, with three possible scenarios following:

A. The Commissioners can seek to establish a district is by agreement with the City (same process as above).
B. The Commission can create the district by resolution and put the question of funding before the voters. (I'm not clear what role Council plays in this scenario.)
C. The Commission can put two questions on the ballot: (1) form the district? (2) fund the district? (One question is always simpler to explain).

There are bonding requirements around election costs, which Kim will lay out for us.

- The statute provides that the County must pay 50% of the election costs if the petition contains "signatures by registered electors residing in the proposed library district in an amount equal to at least five percent of the total number of votes cast in every precinct in the proposed library district for all candidates for the office of secretary of state at the previous general election."
- Commissioners may also choose to waive the bonding requirement.
- The statute also provides for splitting election costs among counties, but municipalities are not addressed.

C. Notes on conversation with Patrick Sweeney, EveryLibrary

http://everylibrary.org/how-we-help-libraries/

August 17, 2018 - Joel Koenig and Joni Teter

Our next scheduled call with Patrick is October 15 @12pm.

On Friday, August 17, Joel Koenig and Joni Teter spoke with EveryLibrary’s political director, Patrick Sweeney

Patrick Sweeney is a tireless and innovative advocate for libraries. A 2007 graduate of the San Jose School of Library and Information Sciences, Mr. Sweeney is the a former Administrative Librarian of the Sunnyvale (CA) Public Library and was Executive Director of EveryLibrary California, a statewide initiative to support library Propositions. He has been a lecturer at the San Jose Information School where he taught courses on political activism and libraries. He
is active in the California Library Association and across library social media as a co-founder of the Think Tank. His library blog is well respected, and he is a sought-after speaker and presenter. A recent project, the Story Sailboat, worked to provide library services and materials – by boat – in the San Francisco Bay area. He tweets at @pcsweeney.

EveryLibrary support & resources
EveryLibrary is a 501(c)(4) (political action committee) dedicated to helping libraries develop community support and win funding elections. It provides support for campaign planning, campaign strategies, campaign management, fundraising and voter education/get out the vote and more (training, visual tools, campaign infrastructure and recommendations for vendors - digital management, polling, canvassing, direct mail, etc.) EveryLibrary is also developing a nationwide database of library supporters/volunteers by location, and may have some data to share that will help get us started.

EveryLibrary gets most of its funding from organizations that make money from libraries (vendors, suppliers and consultants) so it can offer pro bono support to library campaigns. (The only EveryLibrary cost is travel reimbursement for training sessions.)

http://everylibrary.org/how-we-help-libraries/ and Working with PC Sweeney & EveryLibrary

Sweeney/EveryLibrary have published an excellent book: Winning Elections and Influencing Politicians for Library Funding. David has purchased two copies that will be available for LibCom and BLF Board members to borrow.

Patrick also shared a number of campaign training guides, models, forms, etc., in a Google Drive folder: Master Campaign Folder. (I've added all of you to the folder - each of you should have an email in your inbox). I recommend taking a few minutes to look through this folder - there is a wealth of information and resources. We feel much more confident about our ability to launch and manage a successful library election funding campaign knowing that EveryLibrary is there to provide support.

The Sample Timeline for campaigns provides a good high level overview of activities and sequencing for an election campaign for library funding.

The “Where can I get” document contains recommended sources for printed campaign materials, polling firms, digital management platforms, access to voter information and access to images. The Master folder also contains a subfolder lot of images.

A document to review now is the “Early Work & Political Landscape Memo,” which provides an overview of the campaign. Developing a (one page) “Political Landscape
Memo” for our community should be an early work item (by November) to help EveryLibrary and our local campaign folks get started.

**Campaign committee**
An on-the-ground crew (typically 3-6 people) work with EveryLibrary to develop and execute the campaign. The local crew is responsible to execute everything on the ground, including fundraising, volunteer management and field operations. When asked if we should hire a local campaign manager, Patrick said that it depends on whether we have 3-4 people with time to do the work. If we hire a local campaign manager, EveryLibrary would work directly with that person. Here’s the recommended composition of a campaign committee:

- Campaign Manager
- Treasurer
- Fundraising Chair
- Communications Chair/Digital manager
- Field Chair
- Volunteer Chair
- BLF Liaison
- LibCom Liaison

**Polling**
Polling results are central to shaping the campaign strategy. Patrick says polling should show at least 55% “yes” votes to proceed to a campaign. Higher “yes” percentages (e.g. in the 60-70% range) usually means a less expensive and more targeted campaign. In addition to counting potential “yes” votes, polling is intended to help us understand what kinds of people in the voting area support libraries. Libraries are usually not a partisan issue, so this is about what socioeconomic indicators distinguish “yes” voters. Patrick recommends doing some “lower level” polling now (maybe make use of the County’s offer to include some polling questions?) and then do targeted voter polling in February-early March.

**Budget & funding**
The Master Campaign folder contains an excel spreadsheet with categories for a sample campaign budget. Patrick provided a range of $40K-$70K as a rough budget estimate for a campaign. Joel has agreed to be our budget guru: he will do some research and develop a budget estimate for our October LibCom and BLF Board meetings.

The “maximum allowable cost” that a 501(c)(3) organization can give is based on its yearly expenditures, not assets or income. Patrick recommended that we ask an accountant how much BLF could contribute to an election campaign. One strategy to consider is to establish the election committee by December so BLF could make a
contribution to the campaign before the end of 2018, and (if necessary) a 2nd contribution on 2019.

The campaign committee and BLF can freely share data (emails, volunteers, donors, potential donors etc.). Patrick advised that we be very careful about sharing data obtained from BPL (including volunteer and patron emails - even with permission) since that could open the library up to having to share patron data.

**Timeline, strategy and targeting voters**
Polling results and enhanced voter data are used to identify shape campaign strategy. As the Sample Timeline for Campaigns document illustrates, the campaign focuses on “yes” voters 1st, moving to “maybes” as needed. I have revised our working timeline/gantt chart to reflect EveryLibrary’s approach to the campaign. (We are expecting Kim Seter’s legal memo any day, so I will wait to make any updates from that document to the timeline before sharing the latest version.)

The BPL Master Plan defines the Need component the campaign. (When reviewing the sample timeline, notice that the “surfacing” phase corresponds strongly with the community outreach conducted for the master plan.) Patrick says that the most effective campaign messages focus on fixing problems, things that need improvement and “the great things we can do with those dollars.” See BPL Talking Points - “Master Plan Priorities & Associated Funding Needs” (highlights) for items from the BPL Master Plan that can help shape these messages.

**Training**
EveryLibrary provides a number of handbooks and topic-specific offers “how’tos” in the Master Campaign folder. If desired, they can conduct on-line or face-to-face training for the campaign committee, and can train volunteers in voter education and get-out-the-vote techniques. EveryLibrary also conducts “info only” training for library staff, so they can be better equipped to respond to patron inquiries during a campaign. As noted above, EveryLibrary asks for travel reimbursement in these instances. These are “the most common training modules: offered:

**Staff**
- Campaign Basics; understanding your role
- Messaging
- Building Political Power in the Community
- Holistic Digital Strategies

**Ballot Committee**
- Campaign Basics
- Messaging
- Understanding your voters
• Phone Calls, Canvassing, Direct Mail
• Digital Strategies
• Managing Volunteers
• Fundraising

Next steps
Patrick suggested that we use the Master Campaign folder to share documents. I’ve created a “Boulder CO materials” subfolder, and uploaded our June talking points table and the LibCom forward. Once the Master Plan is finalized (following Council adoption on September 4), Joel or I will upload the Master Plan as well.

Joel and I plan to talk with Patrick again following the October LibCom and BLF board meetings, We agreed that it makes sense to schedule a standing monthly conference call thereafter. (Calls will become more frequent as a campaign gets underway.)

3. BLF Update (verbal)

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

5. Update on Emails & Phone Calls to Library Commission
   Nothing this month
1. The Boulder Library system is loved, lovely, efficient, well used, awarded, emulated, and has increasing numbers of visitors.
2. The 2018 Master Plan is the culmination of many months of work and of hundreds of people’s input.
3. The Boulder Library will continue to hold a central role in our civic, entrepreneurial, and intellectual lives.
4. The Boulder Library will continue to serve and belong to the community and taxpayers regardless of its funding model.
5. Commission's six foundational pillars that are critical to the Library's long-term success:
   • Dependable, long-term, and predictable revenue for core services, facilities, and operational needs, traditionally a government responsibility
   • The Library needs the ability to make decisions and take action within the Library's approved budget on a timeline that meets the Library's needs. This includes having the ability to shift funding within an approved budget to stay current with changes in program and service demands.
   • Knowledgeable, skilled, and dedicated library staff
   • Continued community financial support for programs and for special projects through the Boulder Library Foundation
   • A strong volunteer program
   • Collaborative partnerships with community organizations, businesses, and non-profits (creating mission synergies for programs and services)
6. The Library's current funding has not kept pace with its expanding role, with the growth in users, nor with City’s budget growth.
7. As the City budget has grown, the Library's budget has remained stagnant since 2002.
8. The Library has seen no growth in operating funding in 16 years.
9. Under the current funding model, the Library cannot compete against the priorities that drive Council to make budget decisions.
10. As the City's budget for personnel has grown by 12%, the Library's has decreased by 16% since 2002.
11. Library staff and administration have worked diligently to achieve organizational economy so that the expanded functions have taken place with reduced staffing.
12. The Library's current budget needs to increase by $4 million in ongoing operating costs and $1 million in annual unfunded one-time and capital expenses in order to fulfill the goals of the master plan.
13. Sales taxes have been declining and that trend is likely to continue.
14. Under the current funding model, the Library receives support from property taxes as well as sales taxes. However, as property taxes have grown, the contribution to the Library from the general fund has been correspondingly reduced, resulting in no net increase.
15. Funding from mixed sources should be avoided. We advocate for dedicated funding.
16. Among the dedicated funding options, districting offers reliable, equitable, and accountable funding for the Library.
17. The Library is in the process of hiring a consultant to analyze different funding methods including increasing the contribution from the City’s general fund, asking the voters to approve a dedicated property tax, and districting.

18. **Bob Yates’ What Was I Thinking, August 2018:**

   **Yates:** Call me a skeptic. First, I’m not so sure that library patrons who happen to live outside the Boulder city limits don’t financially support it. A big source of the library’s funding is sales tax, and folks who visit Boulder including those who use our library often leave behind a fair amount of sales tax when they go home (see above).

   We, the Commissioners, have made the argument that the sales tax support is unreliable and not sufficient to meet the needs.

   **Yates:** Second, I question whether those folks living outside Boulder would agree to form a library district and raise their own taxes (I suppose Boulder residents could outvote them and force the nonresidents into the district, but that doesn’t seem sporting).

   Winning the hearts and minds of the larger district is what campaigning is all about.

   In Colorado, people have shown themselves very willing to pay for libraries so long as they know what they are getting for their money. Library districts provide that certainty. Fort Collins created its library district on this premise quite successfully.

   Currently 1/3 of BPL patrons live outside the city. Boulder has the largest number of non-city residents in its patron base. Other libraries facing this problem have moved to districts as a more equitable way to share costs.

   **Yates:** Third, making nonresidents pay extra to use “Boulder’s” library seems like a dangerous precedent. What’s next, charging nonresidents to walk on our open space trails, play in our parks, drive on our roads, call our cops? If we are going down that path, then it would seem easier to just to charge non residents a fee to get a Boulder library card (which some cities do).

   Unfair and not completely relevant comparisons. There are many districts and overlays already in place such as the School District, the Scientific and Cultural Facilities District, the Regional Transportation District, and many smaller water or fire districts. We already charge for parking in many open space parking areas.

   Creating a district would help us expand the breadth and depth of our funding.

   From SCFD web site: "The distribution budget for scientific and cultural organizations in the seven-county area is approximately $50 million annually. And we've discovered that funding on that scale, delivered to a local area, makes a profound impact. As a result, the Denver Metro area is now in the national spotlight and has been elevated in stature to a world-class cultural center."

   **Yates:** And, fourth, creating a new governmental entity, to which Boulder would have to transfer millions of dollars’ worth of buildings and books, and which would then set up a whole new bureaucracy, seems to be pretty inefficient.
All of this would be worked out to the satisfaction of all parties. Boulder's library buildings belong to the community who would still keep them, whether through the City leasing to the district or through the district itself. The assets belong to the community (the community paid for them and built them) and they would continue to serve the same community going forward. Most libraries in CO have now moved to the district model, 80% of all CO patrons are now served by districts. No city has charged the districts for "its" assets, since it remains in service to the same community.

19. Districts and municipalities/counties work out transition issues (assets, personnel, etc.) through an IGA process. Many districts continue to use and pay for city services like HR on either a transitional or long term basis, depending on circumstances. In Boulder's case, the City's IT and facilities' services are very expensive relative to what other libraries are paying, so those are services that our library would likely shop around. Library staff would roll over to the district on the same salary and benefit terms.

20. There would be much more efficiency in not having to campaign for funding for each item and year after year.

21. Further clarification on the Xcel comparison
The Xcel model is very different from a library district. Xcel holds assets for the benefit of its shareholders and in service to its ratepayers. If assets are removed from Xcel's asset pool and transferred to another entity, Xcel's shareholders are entitled to compensation. Likewise, since the pool of ratepayers is larger than Boulder, ratepayers outside the city of Boulder have some right to compensation if assets are removed from "their" pool. The primary debate here is over how much those assets are worth, and how much value Boulder ratepayers have already accrued in those assets, based on the fees they've paid over the years.

As a municipal corporation, the city holds library assets in service to the Boulder community. Its shareholders and "ratepayers" are the same. As you noted, Boulder taxpayers paid for those library assets, and the same Boulder taxpayers (within a slightly enlarged funding base) would continue to use those assets and pay for their future funding as part of a district. The only things that change are the source of future funding and the governance model - the community continues to use those assets in exactly the same way going forward. If the city were to ask the district to pay for library assets, that would be double charging the taxpayers – who've already paid for those library assets once.

I think a better analogy to how library districts work is the downtown management commission. The downtown was built and its taxpayer-funded spaces are maintained with dedicated funding: CDBG grants were dedicated initially to create the community asset, and the various improvement districts ensure that the asset is well maintained (with maybe some contribution from the Parks budget for certain aspects of maintenance?). A group of people with direct interest in a well-managed downtown oversees operations and budget, and these people are appointed by the City Council so there is some broader oversight. That’s very similar to the way a library district functions.
22. In the current model, Council has control of the Library's funding. They also feel a sense of control of the culture of the Library. What do they really control? Council has some indirect control through the City's regulations regarding hiring practices and facilities management.

- If districting becomes reality, the Library would still be bound by the City's ordinances, building codes, energy conservation, waste mitigation, planning restrictions, Landmarks, flood mitigation, etc. We would still adhere to the City's goals of inclusion, diversity, safety, livability, access. In fact, the Library would be able to address all these goals better with the flexibility of district funding. Other than losing control over the funding, what controls would the City be giving up?

- In a library district, the board of trustees has legal authority to hire the director, establish the budget and - through the director - to oversee operations and manage facilities. Trustees have a fiduciary responsibility to the district, which carries a degree of personal liability, so they are unlikely to run amuck (and none have so far). Trustees are appointed by county commissioners and council members (through a process defined in the IGA, Intergovernmental Agreement), so Council retains indirect control through its appointment authority.

23. Library districts offer great accountability to patrons and much more transparent budgets, how?

- Accountability: Anyone living within the district gets to vote on library matters. The Trustees represent everyone in the district, rather than just people living in the City - which is a better match for the patron base. County Commissioners and Council appoint Trustees (through an agreed-upon procedure), so people living in the County have some say in appointments. Some districts also require proportional representation, with at least one of the 5 trustees coming from outside the City. Right now, only City residents can serve on Commission and Council makes the appointments. Trustees also have no agenda except the library, so it's usually easier for them to respond to patron concerns, since they aren't dealing with a zillion issues like Council or Commissioners.

- Transparency speaks to the way the City budget process works relative to the way budgeting works in a district. The City's budget is very large and very complicated, and the only information that citizens (and Council) see is the 30,000 foot view. The real decisions about what is funded (and what is not) at the department level are made by the City's Executive Budget Team. The EBT forwards its proposed budget to Council without any information about what has not been funded (or changed) at the departmental level, and without any explanation for why those changes were made (even for department heads). Library Commission sees the library's departmental budget and makes recommendations (a charter responsibility), so we see what is changed.

- In a district, the Trustees make final decisions on the library budget in public meetings, so decision making is transparent. Most districts also post their financial information so it's readily available to patrons/district residents. High Plains is a good example http://www.mylibrary.us/?s=budget

- There's also an accountability aspect to the budget. Over my time on LibCom, I've [Joni] seen Finance both deny requests and make decisions that have operational consequences without any consultation with Director or Commission (and without realizing the consequences). The latest example of "operational consequences" is Finance's decision to stop counting revenues from library fines - something they came up with on their own - even though the Library has a policy in place to collect fines. In the past, Finance established a 5 year amortization period for books (rather than the 1-2 year library standard) and refused to consider materials for BLDG 61 as part of the collections budget. There are also examples of City IT policies driving library costs in ways that wouldn't be there in a district.
PS: This was also the time when a certain now-Governor was spending a lot of time in the public library learning how to run a brewpub...

On Fri, Aug 17, 2018 at 4:05 PM, joni teter <joniteter@gmail.com> wrote:
These are great - thank you J2! Very well done.

One factoid with respect to assets transfer. The spreadsheet David shared (attached) summarizing how assets have been transferred (and support services handled) among districts shows that assets were sold at market rate in one instance: Mesa County (Grand Junction) in 1992. All others were transferred or leased at nominal cost.

I think that Mesa County was a special circumstance. Those who were in CO at that time may remember that the state was way down in the economic doldrums due to the 1980s oil & gas bust. The Western Slope (esp. Mesa and Garfield Counties) were particularly hard hit. They were relying on oil shale to make their fortunes, but the technology never proved up. When Exxon pulled out, they were left with a lot of infrastructure built up to accommodate growth that never came. (Kind of like many WY towns today.) Offloading the library was probably a way for the County to balance its books. "Market rate" for buildings may have been pretty low since the real estate markets in that part of the state had crashed.

See except below.

[https://mesacountylibraries.org/aboutus/history/](https://mesacountylibraries.org/aboutus/history/)

"In 1990, the MCPL Board of Trustees appealed to county voters to increase the mill levy cap to 3 mills. Voters responded by approving the initiative, and 1991 became a banner year for the library. Staff was hired, hours restored, the materials budget increased, and significant capital improvements were made.

While all these improvements were underway in 1991, the Board of Trustees was engaged in a series of meetings with the county commissioners. It was becoming clear that the county, faced with providing mandated services, might not be able to continue to support the library if it remained a county department. As a result, the library board petitioned the commissioners to form the Mesa County Public Library District (MCPLD). The district became a legal entity on January 1, 1992."
Commissioners,

At our last meeting Jane and I were tasked with creating a list of talking points to help us chat with Council members.

Please see the attached document.

Happy Friday,

Juana
NORTH BOULDER BRANCH LIBRARY PROJECT

An oral update will be given at the meeting.

JAIPUR LITERATURE FESTIVAL UPDATE

JLF is September 21 to 23. Planning and program are moving on pace. As of last week, there were 475 pre-registrations. This is more or less on pace with past years. Kate Kelsch, Volunteer Services Manager, has recruited more than 130 volunteers to fill hundreds of shifts during the festival. We anticipate another smooth year for the festival. Please make some time to come to some part of the festival as the content is always excellent.