

Meeting date: Wednesday, Oct. 3, 2018

Location: George Reynolds Branch, 3595 Table Mesa Dr.

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 Sept. 5, 2018 minutes
4. Library policy review and update:
 - Review Community Bulletin Board and distribution of community information policies
5. Discussion of having a social worker present at the Main Library
6. Debrief on the City Council Study Session on the 2019 Recommended Budget
7. 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
 - b. Boulder Library Foundation update
 - i. Discuss budget and funding sources for election costs
 - ii. 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
8. Library and Arts Director's Report
 - a. Post-Jaipur Literature Festival update
 - b. Update on library district information and financial analysis for the Nov. 27, 2018 City Council Study Session
 - c. North Boulder Branch Library project update
 - d. Website update: Master Plan and library district information
9. Adjournment

2018 Library Commissioners

Joni Teter, Chair

Tim O'Shea

Juana Gomez

Joel Koenig

Jane Sykes Wilson

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

Name of Board/ Commission: Library Commission
Date of Meeting: September 5, 2018 at the Main Boulder Public Library, 1001 Arapahoe Ave.
Contact information preparing summary: Celia Seaton, 303-441-3106
Commission members present: Joni Teter, Juana Gomez, Joel Koenig, Jane Sykes Wilson Commission members not present: Tim O’Shea
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist Shannon Kincaid, Teen Librarian Kathy Lane, Programs, Events & Outreach Coordinator Wendy Hall, Carnegie Branch Librarian</p> <p>City staff present: None</p> <p>Members of the public present: John Sand, Kathy Dayhoff, Estella Cole, Jim Cole, Kathryn Barth, Dina Carson, Shey Castle, Mary McRoberts, Silvia Pettem, Chel Courtney, Phil Courtney, David Coward, Richard Clark, Ginger Hite</p>
Type of Meeting: Regular
<p>Agenda Item 1: Call to order and approval of agenda [0:00:06 Audio min.] The meeting was called to order at 6:01 p.m. and Teter noted the revised agenda (see handouts). There was a nod of approval from the commission for this amended agenda.</p>
<p>Agenda Item 2: Public comment [0:00:35 Audio min.] Teter welcomed the public in attendance and explained the schedule and public comment process. She invited the group to speak in succession.</p> <p>Dina Carson introduced herself as a local historian and researcher who has written more than 30 books on local history. “I need the Carnegie Branch Library; I am a regular.” She is “deeply disappointed” in the perceived lack of transparency in the decision-making process to cut back on this resource; no one in the Boulder Genealogical Society knew about it until last Thursday. Allowing no time for public input throughout the year and “giving a gag order to staff” feels “sneaky and underhanded.” Ms. Carson expressed frustration at the announcement to build new branches of the library when simultaneously “shuttering the one unique asset you really have in the entire library system.” She described the danger of the “numbers game” comparing visits to Carnegie vs. e-book rentals – even if the quantity is low, the quality is high. The reduced hours will mean a more crowded atmosphere with staff having to scramble, or divide their attention among several patrons at one time – this is problematic for patrons. Digitization is not a cure-all due to issues such as copyright. Public needing access to this collection include homeowners, those involved with mineral and water rights, as well as those who want to join lineage societies (e.g., DAR). “Whatever we have to do to get you fully funded we will help you do it, but let’s not cut the Carnegie in the meantime – let’s find another way.” Ms. Carson also noted that the Genealogical Society has an agreement with the library – “while you’re not violating the terms, you’re certainly violating the spirit by shuttering our collection at the same time.” Teter responded to let her know commission was only alerted to this news last Thursday, correcting the mistaken perception that it had been discussed by the commission throughout the year.</p> <p>Kathryn Barth, a preservation architect, has been grateful for the “good counsel and help” she has received from Carnegie staff for the past 29 years. Ms. Barth noted that the Library Commission meeting was taking place at the same time as the Landmarks Board meeting – this reduced the number of people able to show to speak (she feels these conflicts too common within the city.) She finds it “quite sad and quite distressing” that the historic resources are often the first to go when trying to fix financial downturns. Feeling digitization is not a solution due to the nature of the materials, Ms. Barth spoke to the special serendipitous nature of researching in the physical space as opposed to online. She beseeched the Library Commission to do what they can to prevent these cuts.</p>

John Sand lives at 620 Main St. in Gold Hill. Serving as a vice chair for the historical Gold Hill History Museum, he has relied heavily on Carnegie for research: “there is no other resource for us.” Mr. Sand remarked that the archivist position is essential to assist these special projects. Echoed the issues with digitization. Reduced hours will be problematic – he wonders how the staff will handle the “flood of people” by appointment. “Distressing” to see what’s been happening to the budget for Carnegie over the last couple decades. It has not kept up with the growth of other facilities in Boulder. “Please think very hard about cutbacks in personnel and access times. The proposal is disastrous.” Mr. Sand requests that Carnegie be at least sustained to operate at its current level.

Silvia Pettem, a local historian, reminisced about being present at the 1983 opening of Carnegie. “It was so full of promise,” Ms. Pettem remembers the excitement of being able to fill the space. She wished to echo tonight’s sentiments in protest of the cuts and thanked the group for the opportunity at public input.

David Coward lives in Broomfield and is a member of the Boulder Genealogical Society. “Records are the lifeblood of the genealogical community.” Carnegie houses records of the Boulder Genealogical Society. He emphasized the breadth of Carnegie’s patronage beyond just family tree researchers; insurance companies need to access death status of clients, adoptees try to find birth parents or determine medical history, land and probate records are used to settle estate and water right conflicts. Spoke to the unusual nature of the genealogical research which can take unexpected turns and requires unrestricted access. It is “shortsighted” to cut off access already in existence “since we never know in advance what record will be important to which person.” “Like they say ... all politics [are] local, the same can be said of genealogical records.” Carnegie is a “jewel” for the community. Mr. Coward asks to please update the master plan to remove the cut back hours and reinstate the position. Teter corrected that the master plan does not call for cutting Carnegie.

Chel Courtney, whose family history goes back to 1874 Gold Hill, does a lot of research at Carnegie library and considers it her “second home.” Assisting others in their research, she well knows the internet’s limitations compared to Carnegie’s records. “What do you do when you have a large collection of artifacts or photographs” that you wish to bequeath – “the history of Boulder is dying” and Carnegie is an “amazing” local repository. “Fascinating treasure” that can’t be replaced.

Estella Cole introduced herself as a preservation architect on the Landmarks Board who has spent many hours at Carnegie. Ms. Cole stressed that it is the only place to find information for decisions about Boulder’s resources. Carnegie is a research library, not just another branch to borrow DVDs or a book. “You have to use the resources of Carnegie in Carnegie, and the way you find your way through is with the archivist and the staff.” She volunteers there weekly and observes people gain a “greater appreciation for this town they are living in.” Carnegie helps educate people on what “Boulder is really all about.”

Ginger Hite, resident of Table Mesa, spoke to the archivist position and questioned the protocol. “I feel the way she was treated is absolutely unacceptable.” Stated that it was untrue that the archivist was planning to retire, and she wants to be sure that the city knows.

Jessica Fasick, 1303 N. Franklin Ave., Louisville, CO 80027, preservation planner for the Boulder County Land Use Department [comment sent in by email]: “I am against the budget cuts to the Carnegie Library and I have three points that I’d like to make. First, I use the Carnegie Library consistently in my work as a preservation planner. I would not be able to do my job effectively without it. I work two blocks from the library and frequently find myself needing to dash over to find resources on a project I’m researching, often without much notice. The already-limited open hours of the Carnegie Library are burdensome and the idea that the hours might be further cut is very worrisome to me. Secondly, when I do make it over to the library during open hours, it is the staff that is the greatest resource. From experience, I don’t always know the questions I should be asking or what I should be looking for, yet the wonderful librarians always help me through it. Their collection knowledge is amazing and I can’t imagine that they will be able to best serve the public if one of their positions is cut. And lastly, I’m not sure how anyone from out of town would be able to use the Carnegie’s resources with the limited hours proposed. It would seem to be an embarrassment for a world-class city such as Boulder to not have these basic research necessities readily available to visitors. And those necessities are both the hours to visit the Carnegie Library but also the magnificent staff.”

Joel, addressing the public in attendance, noted that their “timing is impeccable” since the budget won’t be finalized until November and this public input is very helpful. Teter relayed that a council study session on the budget will occur the following week, but the next time for public comment will be Oct 2nd (first public reading of the budget) with a second

reading planned for October 16th. Teter suggested a summary of these public comments be shared with council; Phares and Seaton agreed to email this to Teter by Friday.

Teter clarified to the audience that council’s concern stems from some long-term budgetary discussions regarding the “serious state” of imbalance between need and funding for the library’s budget. In background, the last time the library saw a downturn in revenues, there were citywide budgetary cuts. Between 2002 and today, city’s budget has increased accordingly as revenues have improved; the library’s budget, however, has remained flat. Staff numbers have in fact decreased from 92 to 75. Meanwhile, use and demand of library services has “skyrocketed.” Staff has been able to provide “exemplary service with no resources.” Key piece of the master plan speaks to the need for dedicated funding and this has been the topic of two study sessions with council so far. On November 27th, a scheduled study session will lay out a variety of scenarios where the library can be funded in a “predictable, dependable” way. Teter spoke to the commission’s foreword in the MP pointing to the need for dedicated funding source. This likely means election in the community; “we will hold you to helping the effort.” Gomez emphasized that commission is on the audience’s side – “we want more library not less.” Farnan encouraged the audience to come to the council public hearing on October 2nd as this will be on the agenda; “it does make a difference” to have residents personally voice their concerns during public comment.

Agenda Item 3: Consent agenda

[0:49:20 Audio min.]

- a. Approval of August 1, 2018 Meeting Minutes: Gomez moved to accept the minutes, Koenig seconded, and they were unanimously approved.

Agenda Item 4: Summer of Discovery Recap

[0:37:20 Audio min.]

Kincaid and Lane presented a summary of the Summer of Discovery’s “Libraries Rock.” The program opened to adults for the first time, which garnered a lot of interest and record-breaking registration statistics (see [handouts](#)). The affiliation with Gateway Park Fun Center proved beneficial along with major outreach to underserved populations through BVSD partnerships. Spanish speaking volunteers and staff assisted in facilitation. Lane indicated that this program was only made possible through generosity of Boulder Library Foundation. The BLF funds the Summer of Discovery; without its generosity, the library would be unable to deliver these free community programs. Next year’s theme is “Space: A Universe of Stories.” The intention will be to investigate inner space and outer space. Sykes Wilson commented that she appreciated the adult program; it held the entire family accountable for reading. She suggested not separating the adult and child registration tables as well as more general outreach toward the adults. Sykes Wilson also appreciated the intentionality of the booths at Summer Fest. She asked about any issues encountered with the rebranding of Summer Reading Program to Summer of Discovery. Kincaid didn’t hear any confusion, and people referred to it both ways – “not sure that anyone is too concerned with what it is called.”

The commission gave kudos for the success of this annual program.

Agenda Item 5: Library 2019 budget update

[0:49:54 Audio min.]

- a. Response to the budget to send to council

Farnan spoke to this unique year’s city budgetary request to recommend a 10% decrease and 5% increase. The given exercise was one of necessity as the city has a projected shortfall. There are no contracts with outside consultants or vacant positions, meaning that some staff positions were slated for potential reductions; all were spoken with. He was not trying to keep information from anybody, the leadership team was apprised only a few weeks before the commission found out. “We own every single one of the things on the list” but they were not aligned with the master plan goals. The increases are all in line with master planning goals: funding for an analysis of the north Boulder feasibility, a creative technologist position, increase for deep cleaning of furniture maintenance, and long overdue repairs. Reductions included the Carnegie archivist as well as some miscellaneous funds, and none were “taken lightly.” Teter: priorities should drive the budget, but the master plan is not tied logically to the budget. Teter described the process as “very un-transparent and very frustrating” – commission reviewed a budget in spring and sent council feedback that doesn’t appear to have been heard. City has been trying to reduce standard FTE positions. Koenig: is there a way for [commission] to become more involved, e.g., sitting down with the executive budget team as an advisory body? Farnan: that would be a change, but he has seen changes in process in his time at the library. Sykes Wilson asked about the next step. Teter: we have good relationships with council; they’ve been informed of our impending recommendation. Morzel had asked for specifics and Teter suggested updating the document provided and sending it along to council.

Ms. Pettem asked about the proposed branch in Gunbarrel. She lives in the mountains and Carnegie’s collection covers the entire region. “Why do we need two other branches when we are having such trouble keeping the Carnegie open.” Farnan:

the capital costs are accounted for as this came as a vote in favor of the library, though the ongoing operating costs haven't been committed to yet. Farnan clarified that this not a planned reduction – no vision desirous to close Carnegie exists; in fact, the master plan calls for increased services. Teter spoke to how districting (as well as dedicating property tax/sales tax) has been brought up to council; that will form part of the conversation in November. Farnan: the district is a hypothetical idea at this point, but some drawn maps will be used for the financial analysis. Geography goes out as far as Niwot - western portion gets a little “slippery” as some mountain towns have a lot of library card holders. Teter: 40% of cardholders are not City of Boulder residents, this is part of the logic behind having funding levels match the user base.

By Friday, commission will receive summarized public comment. Teter suggested the following introductory line to append to the updated memo: “Last April, we advised you about what we saw as the needs for library funding in 2019 and 2020. We've updated that to take into account changes in the 2018 budget and to take into account proposed cuts in the city's 2019 budget.” She read her suggested language (see [handouts](#)).

Gomez moved to adopt the paragraph as drafted by Teter with the amendment of completing an introductory paragraph to be drafted by herself. Teter added a friendly amendment that this is part of a recommendation to council on the library's budget needs and we will include an updated version of our April 20th memo. Koenig seconded and there was unanimous approval for this letter to council.

Agenda Item 6: Commission discussion of an op-ed for the Daily Camera about the library budget reduction [1:28:00 Audio min.]

The group discussed a potential article – Gomez volunteered to finalize by Friday. Farnan asked for a copy; Gomez agreed.

Agenda Item 7: Library policy review and update [1:31:40 Audio min.]

- a. Approval of Carnegie Library for Local History policies – Hall was present and available for questions.
- P. 23 - Teter wondered whether the digitized pieces should be included. Hall: criteria had not yet been decided; at this point, the digitized records are not being considered part of the collection. Signaling to people that digital is something we are willing to accept might be a good idea per Teter. If approved, then digital collection will be added to this policy.
 - Teter noted that if budget cut goes through, Attachment B would have to be updated.
 - Teter asked Hall when the website (presented to the commission at the June meeting) will be up. Carnegie's webpage is projected to go live in October 2018 during National Archives Month. Some bugs still need to be worked out of the webpage's system.
 - P. 27 - Gomez wanted to clarify that laptops are acceptable way to take notes. “Anything that will leave a permanent mark is not allowed when taking notes” – this phrasing will be added for clarification.
 - Teter raised the question about “non-current businesses” in Attachment E and the need to signal to current businesses that we want to capture their documentation. Hall: majority of companies now do everything online so there aren't very many physical things to collect. Teter spoke to the potential importance of periodic snapshots of webpages (e.g., EPA's, before revision by current administration).
 - P. 28 - Gomez questioned the “keep voices low” piece as appearing antiquated; Hall referenced the special nature of research libraries and need for concentration. This made sense to the commission.

Teter moved to accept the revised policies, Gomez seconded, and all were in favor. Teter thanked Hall.

- b. Review of policy schedule changes – revision of the internet safety policy moved to later in the year to accommodate staff participation. Sykes Wilson wondered about being gone during the 2019 retreat and possibly moving the retreat to an earlier date. Farnan imagined that much will be “in the air” during the period from November 2018 to January 2019. He suggested a retreat as early as March or April. Seaton will poll the commission on a mutually agreed upon date. Teter also brought up need for a special meeting in November 2018; Seaton will check the staff calendars to see which date can align with the commission's.

Agenda Item 8: Debrief meeting with Planning Board on the Library Master Plan [1:59:44 Audio min.]

Teter was pleased to hear the voices of library advocates on the Planning Board. Koenig agreed.

Agenda Item 9: Library Commission Update [2:00:00 Audio min.]

- a. Items from Commission
- i. Commissioner update on outreach to stakeholders
 1. Debrief meetings with City Council members- all positive

2. Discuss Seter & VanderWall legal memo - postponed
3. Debrief/discuss meeting with EveryLibrary – Patrick Sweeney strong resource in assisting library funding.
4. Review discussion making/election timeline
5. Discuss campaign budget estimate - Joel spoke with Tim Plass who has assisted with some successful campaigns; Plass’s estimate was \$20-30 thousand for the campaign itself with polling requiring ~ \$20 thousand additional. Polling should happen “sooner rather than later.”

b. Boulder Library Foundation update

- i. Discuss Commission request to BLF for participation in library advocacy – this is an agenda item for the October meeting. Current website is transitioning away from Ramblin Jackson - Isaac Andrus is looking at alternate hosting platforms.

c. City project representative update

- i. EcoDistricts - none
- ii. Civic Area East Bookend – none.

Gomez debriefed her experience volunteering with Book Rich Environments, Friday night dinner at a housing site Held at the housing site west of 30th and south of Kalmia. Boulder Food Rescue provided salads and dessert. A roomful of books separated by age (in recent years these have been used copies, but this year all brand-new books were displayed.) Some Spanish language books, mostly appreciated by parents. REFORMA gave a small grant – Aztec dancing group kept moving into the night.

d. Responses to patron emails from the Library Commission – none.

Agenda Item 10: Library and Arts Director’s Report

[2:29:05 Audio min.]

- a. North Boulder branch library project update – Farnan reported that the larger public engagement has wrapped up although surveys are still being received from the public. The architect’s report will likely be shared next month. Meetings with developer in the next few weeks to update parking and square footage needs.
- b. JLF update – Farnan invited the commissioners to attend events during the programming over the upcoming month. The content is as amazing as the logistics tend to be hard. Farnan sent them an email requesting compliance to achieve the matching funds.

Agenda Item 11: Adjournment

[2:41:30 Audio min.]

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

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, October 3, 2018, in the Reynolds Meeting Room at the George Reynolds Branch Library, 3595 Table Mesa Dr., Boulder, CO 80305.

APPROVED BY:

ATTESTED:

Board Chair

Board Secretary

Date

Date

To: Library Commissioners

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

Date: September 28, 2018

Subject: Policy Review: Community Bulletin Board and Community Information Policies

Background:

In keeping with the goal of reviewing and updating library policies every three years or as needed, staff submits the Community Bulletin Board Policy and the Community Information Policy to the Library Commission for review. The Library Leadership Team reviewed these policies in September 2018 and recommends no changes, additions, or updates.

Community Bulletin Board Policy

The Library provides a community bulletin board for patron use on a self-serve basis. Posting of notices does not indicate library endorsement of the ideas, issues or events promoted by those notices.

- All notices posted on the community bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- One notice per event or issue is permitted.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The library assumes no responsibility for the preservation or protection of any materials posted.
- In fairness to the numerous community groups, the library may control the frequency with which notices may be posted by the same organization.
- Posting information of illegal or criminal nature or that violates the [Library Rules of Conduct](#) is prohibited.

Approved by the Library Commission on May 5, 2015.

Distribution of Community Information Policy

As a courtesy, and at its discretion, in order to preserve and maintain facilities in an orderly condition, the Boulder Public Library and branches thereof may select and provide for the distribution of written materials with information about community programs, events, public services, tourist attractions, and cultural sites in Boulder and the surrounding county, as space allows.

The distribution of written materials by the library does not constitute endorsement of those programs, events, or attractions by the Boulder Public Library, its staff, or the Boulder Public Library Commission.

Please also see the [Community Bulletin Board Policy](#) for another option to share or obtain community information.

Approved by the Library Commission on October 7, 2015.

Request of the Library Commission:

Staff requests the commission's review and input on these policies. Staff will incorporate the commission's input and bring the revised policies back for the commission's approval at the Dec. 5, 2018 meeting. If the commission agrees that no changes are necessary, it may vote to reaffirm its approval of one or both at the Oct. 3, 2018 meeting.

DATE: September 28, 2018
TO: Library Commission
FROM: David Farnan, Library and Arts Director
Jennifer Phares, Deputy Library Director

SUBJECT: Update on the 2019 City Recommended Library Budget

This memo provides an update on the 2019 City Recommended Budget based on direction from City Council at the Sept. 11, 2018 study session.

2019 OPERATING BUDGET FOLLOW UP

The Library Commission asked staff for follow up information about the budget information presented in the Sept. 5, 2018 Library Commission meeting packet. It is included as **Attachment A**.

City Council asked staff for follow up information about the elimination of late fees, the library's work study program and collaboration between the Carnegie Library for Local History and the Museum of Boulder. Staff's responses to council's questions are on pages 153 through 157 in the Oct. 2, 2018 City Council agenda [memo](#). Scroll to the bottom of the agenda item cover sheet page to access a PDF of the memo and attachments.

CHANGES TO THE 2019 RECOMMENDED LIBRARY BUDGET

Council directed staff to restore the following proposed reductions to the library budget: Carnegie Archivist, the hours that Carnegie is open to the public, a Communications Specialist position that supports the Library and Arts Department, and non-personnel operating items for supplies and public information. Council also directed staff to add several of the Maintain Service Levels (fiscally-constrained) items from the 2018 Boulder Public Library Master Plan to the library budget which are in addition to the proposed requests to fund a Main Library north building renovation feasibility study; public furniture deep cleaning, maintenance and replacement; increased funding for the library collection and converting the BLDG 61 Creative Technologist position from fixed term to standard. In preparation for a possible recommendation from the Library Commission to eliminate fines, the \$85,000 reduction in General Fund revenues is still included in the 2019 city recommended budget.

The library's part of the 2019 city recommended budget now includes salary and benefits totaling \$249,777 for 3.5 Full Time Equivalent (FTE) for the following positions: Materials Handler, Branch Library Specialist, Technology Support Specialist, Communications Specialist, and Carnegie Archivist. While the Communications Specialist supports the library, the funding and 1 FTE was added to the Communications Department budget and does not show in the library's personnel budget or FTE total. Funding for ongoing, non-personnel operating items totaling \$106,500 was added for building maintenance, employee training and temporary staff hours, courier and equipment maintenance contract increases, public information and office supplies. One-time funding was added totaling \$85,000 for a technology strategic plan, biannual patron satisfaction survey, and an inclusivity campaign. **Attachment B** has an updated 2019 library

budget detail page, a table with details about the items added to the 2019 library budget, and updated sources and uses pie charts.

NEXT STEPS

The first and second readings of the 2019 recommended budget, including public hearings, will take place on Oct. 2 and Oct. 16, 2018.

Responses to Commission Questions from September 5, 2018 Meeting**Youth Services shows a decrease of \$84,128. What is this variance?**

This variance was a difference between how the 2018 approved budget and the 2019 recommended budget sections were grouped and calculated and did not reflect the true variance in the program. The detail page has been corrected and is attached to this memo, and shows a variance of (\$6,667), which is correct.

Flatirons Library Consortium shows a decrease of \$60,493. What is this variance?

The 2018 approved budget amount included the annual fee for being a member of the FLC, and that was not included in the 2017 Actuals or the 2019 Recommended columns. This has been amended in the revised detail page, which shows an increase of \$24,507. Included in the \$135,500 is \$55,500 for courier services and \$80,000 for FLC annual membership.

Interdepartmental Charges are listed as \$19,202. What does this category include and what increased?

Interdepartmental charges are costs the library pays to other areas of the city that provide services to the library – they include computer, equipment, and fleet replacement, fleet service charges, telecommunications charges, and some facility energy charges. These amounts are set by the fund managers of the replacement funds and internal service funds that serve the library. They each have their own process for determining rates; for example, the computer replacement charges are calculated based on number of computers and anticipated replacement schedules, etc. Here is a summary of 2018 and 2019 interdepartmental charges:

Interdepartmental Charges	2018 Budget	2019 Recommended Budget
Computer Replacement Chgs	\$ 253,205	\$ 292,786
Equipment Replacement Chgs	\$ 106,797	\$ 92,329
Facility Energy Savings	\$ 56,157	\$ 58,403
Fleet Replacement Chgs	\$ 3,456	\$ 752
Fleet Service Chgs	\$ 1,577	\$ 970
Telecom Charges	\$ 34,826	\$ 32,227
Total	\$ 456,018	\$ 477,467

Capital Improvement CCS is listed as \$1,021,176. What is the source of this amount?

This amount is broken out into \$200,000 for public art CCS projects and \$821,176 for 2019 expenditures on the North Boulder Library. The CIP project sheet for the North Boulder Library shows spending from 2019-2024 (attached). The schedule for the project and anticipating spending by year are set by the library project manager in conjunction with the CCS steering committee.

Project Name: North Boulder Branch Library - CCS

Project at a Glance

Project Type: CIP-NEW FACILITY/INFRASTRUCTUR
Department: LIBRARY & ARTS **Subcommunity:** NORTH BOULDER
Project Number: 505NOBOCCS **BVCP Area:** AREA I
CEAP Required: No **CEAP Status:**

Project Description

Design and construction of a north Boulder branch library to expand library services in the area. Funded by the CCS tax, DET and impact fees collected for the library, and possibly Library FR&R and old Library Fund reserves for contingency and unanticipated project additions. One of the four main goals of the project is for the library to be a showcase facility for meeting Boulder’s Climate Commitment.

In 2021, the North Boulder Branch Library will require approximately, \$668,000 in personnel (public desk and makerspace staff) and operating funds for library materials, security and janitorial service, etc. This is in addition to the current annual personnel allocation for the NoBo Corner Library, as those staff members would be reassigned to the new branch. Ongoing building maintenance and utilities costs which are managed by FAM, are currently estimated at \$110,000, annually. Total estimated ongoing cost is \$778,000.

Project Phasing

Public Process

The monthly Library Commission meetings are a forum for community input. Specific community engagement activities will be conducted beginning in the third quarter of 2018.

DET/Impact Fees

It is estimated that \$1.7 million in combined DET and Impact Fees will be used to partially fund the project. The project is to build a new facility that will expand the library collection and square footage for program space and community gathering to address growth that has occurred in North Boulder since the early 1990s.

Interdepartmental and Interagency Collaboration

A cross-departmental project team is in place including co-project managers Library Public Services Manager and Facilities Design and Construction Manager from FAM. The Facilities Coordinator III from FAM, various library managers and the library director, and subject matter experts from Planning, Housing & Sustainability, the Transportation department, the Office of Arts and Culture, Innovation and Technology and Parks and Recreation will also be involved as needed. Communications will be consulted on public information items about the project.

Change From Past CIP

Capital Funding Plan

Fund(s)	Expended through 2017 Actuals	Revised 2018 Budget - Current Year	2019 Budget	2020	2021	2022	2023	2024
Capital Development	\$0	\$0	\$0	\$1,700,000	\$0	\$0	\$0	\$0
						Funding to Completion	\$0	\$0
						Future Unfunded	\$0	\$0
Capital Improvement CCS	\$0	\$350,000	\$821,176	\$2,652,941	\$1,175,882	\$0	\$0	\$0
						Funding to Completion	\$0	\$0
						Future Unfunded	\$0	\$0

Total Funding Plan: \$6,700,000

Additional Annual Operating and Maintenance

Please provide fund balances beginning in 2017 and all activity for the following fund sources:

Library Fund

The library fund balance and activity is documented in the library fund financial (attached). The fund financial shows the beginning fund balance for 2017, all the actual revenues and expenditures throughout the year, and the ending fund balance. 2018 numbers on the fund financial are the revised budget – what we are anticipating in both revenue and expenditures for 2018, and then 2019 recommended includes projected revenue and expenditures.

Library FR&R Fund

The Facilities & Asset Management program sheet shows 2017-2018 expenditures and balances. 2017 expenditures totaled \$12,428.54 and the available fund balance is \$370,004

Development Excise Tax

Excise Tax History (attached) shows revenues and expenditures since 2012. The only spending activity in 2017 was to correct revenues that were incorrectly deposited into the capital development fund. \$1.7M of the remaining balance of \$1,866,414 is programmed for North Boulder Library in 2020.

Impact Fees

Impact fees History (attached) shows revenues and expenditures since 2010. There was no activity in 2017 and the available balance is \$1,018,533.

Blystadt-Laeser House Proceeds

There were no expenditures from this funding source in 2017. In 2018, the library submitted a proposal via the first adjustment to base to allocate \$18,000 from the reserve in order to complete the digital asset management system implementation. This system facilitates patron access to archived materials that have been digitally preserved. The remaining balance is \$355,091.

Blystadt-Laeser House Proceeds

110000-350520

	2017	2018
Beginning Fund Balance	\$373,091.32	\$373,091.32
Total Expenditures	\$0.00	\$18,000.00
Carnegie - Digital Asset Management System	--	\$18,000.00
Ending Fund Balance	\$373,091.32	\$355,091.32

Library Fund Reserve

The library fund reserve did not have any activity in 2017. In 2018, the gender-neutral restroom project was appropriated from the reserve. The chart below also shows what appropriations are included in the 2019 recommended budget.

Library Fund Reserve

110000-330317

	2017	2018	2019 Recommended
Beginning Fund Balance	\$2,050,121.00	\$2,050,121.00	\$1,400,121.00
Total Expenditures	\$0.00	\$650,000.00	\$105,000.00
Gender-Neutral Restroom Project	--	\$650,000.00	--
North Building Renovation Feasibility Assessment	--	--	\$105,000.00
Ending Fund Balance	\$2,050,121.00	\$1,400,121.00	\$1,295,121.00

CITY OF BOULDER 2018
 FACILITIES & ASSET MANAGEMENT
 FACILITY RENOVATION & REPLACEMENT PROGRAM
 FUND 650 BALANCE BY DEPT
 PL Account 315 33225 00

revised: 3/21/2018

DEPT EXPENDITURES			FR&R REVENUES			CONTRIBS	CONTRIBS	
FUND	ORG	Project	PROJECT NAME	FUND	ORG	Project	2017	2018
46 LIBRARY	Jennifer Miles	x4394						
1200	462100		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	462300		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	464140		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	464200		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	465200		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	466100		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	480001		Main Library - Facility Improvements	7500	31510140	00910	\$ -	\$ -
1200	461000		Main Library - Microfilm Room Project	7500	31510140	00915	\$ -	\$ -
1200	461000		Main Library - RFID / AMH Project	7500	31510140	00916	\$ -	\$ -
1200	462100		Main Library - Building Maint.	7500	31510140	00935	\$ -	\$ -
1200	462100		BPL - Readers Advisory Remodeling	7500	31510140	00945	\$ -	\$ -
1200	462100		Library Signage Improvement	7500	31510140	00946	\$ -	\$ -
1200	462199		Main Library Circulation Desk Reconfiguration	7500	31510140	00947	\$ -	\$ -
1200	462100		Main Library Stack Lighting Improvement	7500	31510140	00948	\$ -	\$ -
1200	462100		Library - Security Upgrade	7500	31510140	00958	\$ -	\$ -
1200	480002		Arts and Cultural Programming Staff Offices	7500	31510140	00964	\$ -	\$ -
1200	462100		Main Lib - S. Side Admin Modifications / Privacy Needs	7500	31510140	00967	\$ -	\$ -
1200	462100		Main Lib - Electrical Upgrade	7500	31510140	00972	\$ -	\$ -
1200	462100		Main Library - Facility Improvements	7500	31510140	00980	\$ -	\$ -
1200	463300		Reynolds Library Collection Security System	7500	31510140	01109	\$ -	\$ -
1200	462100		Reynolds Library - Landscaping	7500	31510140	01119	\$ -	\$ -
1200	461000		Reynolds - Re/ORgle Patron Cmputers	7500	31510140	01130	\$ -	\$ -
1200	461000		Meadows - Service Desk Replacement	7500	31510140	01513	\$ -	\$ -
1200	50505030		2015 EOY Xfer for Projects	7500	31510140		\$ -	\$ -
1200	50505100		2015 EOY Xfer for Projects	7500	31510140		\$ -	\$ -
1200	461000		Main Library - Renovation 2014	7500	31510150	00926	\$ -	\$ -
1200	462100		Meadow's Lighting Improvement during remodel	7500	31510140		\$ -	\$ -
PROJECT EXPENDITURES								
				ORG	Project			
			Main Library - DET Design - Kid Area / Entry <i>Schedule 2012</i>	31510140	00907		\$ -	\$ -
			Library - Install Muzak Speakers Under Bridge <i>Complete 2011</i>	31510140	00913		\$ -	\$ -
			Main Library - Replace Hand Dryers	31510140	00922		\$ -	\$ -
			Main Library - Security Camera Wiring	31510140	3150092814		\$ -	\$ -
			BPL - Readers Advisory Remodeling <i>Complete 2006</i>	31510140	00945		\$ -	\$ -
			Library Signage Improvement <i>Complete 2006</i>	31510140	00946		\$ -	\$ -
			Main Library - MGMT Team Office/RA Area <i>Complete 2005</i>	31510140	00947		\$ -	\$ -
			Main Library Stack Lighting Improvement <i>Complete 2005</i>	31510140	00948		\$ -	\$ -
			Main Library - North Wing Remodels <i>Complete 2007</i>	31510140	00956		\$ -	\$ -
			Library - Security Upgrade <i>Complete 2007</i>	31510140	00958		\$ -	\$ -
			Main Library - Boulder Reads Area Improvements <i>Complete 2007</i>	31510140	00960		\$ -	\$ -
			Main Library - Circ Desk Remodel <i>Complete 2007</i>	31510140	00963		\$ -	\$ -
			Library - Arts & Cultural Program - Staff Offices <i>Complete 2007</i>	31510140	00964		\$ -	\$ -
			Main Library - Admin Space Mods <i>Complete 2010</i>	31510140	00967		\$ -	\$ -
			Main Library - Facility Improvements <i>On-Going</i>	31510140	00980		\$ -	\$ -
			Reynolds Library - Circ Desk Remodel <i>Complete 2006</i>	31510140	01109		\$ -	\$ -
			Reynolds Library - Landscaping <i>Complete 2009</i>	31510140	01119		\$ -	\$ -
			Library FR&R	31510140	3153322500		\$ 3,560.78	\$ -
			Main Library - Makerspace	31510140	3153322500		\$ -	\$ -
			Main Library - Public Restroom Renovation	31510140	3153322500		\$ -	\$ -
			Meadows - Renovation/Remodel	31510140	3153322500		\$ 2,497.76	\$ -
			Reynolds - ADA Door Operator Installation	31510140	3153322500		\$ -	\$ -
			Reynolds - Renovation/Remodel	31510140	3153322500		\$ 6,320.00	\$ -
			Main Library - Renovation 2014: 27 % of total project	31510150	3150092614		\$ -	\$ -
			Main Library - Canyon Theater Screen	31510150	3150093114		\$ -	\$ -
			Main Library - Branch Library Improvements	31510150	3150093214		\$ 50.00	\$ -
			Main Library - Security Camera System	31510150	3150093314		\$ -	\$ -
Total Dept Contribs							\$ -	\$ -
Expenditures and Encumbrances								
Total Expenditures							\$ 12,428.54	\$ -
Annual Balance							\$ (12,428.54)	\$ -
Cumulative Balance							\$ 368,050.31	\$ 370,522.52
Interest Earnings, Cost Allocation, and Overhead							\$ 2,472.21	\$ (518.78)
FR&R BALANCE AVAILABLE							\$ 370,522.52	\$ 370,003.74

CAPITAL DEVELOPMENT FUND
FUND 2100
REVENUES & EXPENDITURES
1/31/18

LIBRARY: 31511013

Revenues

Payback from Xcel Energy for 13th Street Cleanup: JE121505 - \$1,145,000

Payback: 13th Street Clean Up Loan

Expenditures

Library Administration

North Boulder Branch Library

Carnegie Mezzanine Expansion

Transfer to Library Fund for Materials Handling System

Loan to FR&R: 13th Street Clean Up

Transfer to Boulder Junction: Revenues Deposited to Wrong Fund

Annual Balance

Cumulative Balance

Interest, Cost Allocation and Excise Tax Admin

EXCISE TAX BALANCE AVAILABLE

	2012	2013	2014	2015	2016	2017
	\$ 29,518	\$ 29,929	\$ 813	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430,294
	\$ -	\$ -	\$ 194,121	\$ 304,851	\$ 304,851	\$ 304,851
	\$ 29,518	\$ 29,929	\$ 194,934	\$ 304,851	\$ 304,851	\$ 735,145
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
	\$ -	\$ 1,503,210	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,608
	\$ -	\$ 1,503,210	\$ -	\$ -	\$ 150,000	\$ 91,608
Annual Balance	\$ 29,518	\$ (1,473,281)	\$ 194,934	\$ 304,851	\$ 154,851	\$ 643,537
Cumulative Balance	\$ 2,006,291	\$ 545,461	\$ 746,048	\$ 1,053,057	\$ 1,211,879	\$ 1,860,563
Interest, Cost Allocation and Excise Tax Admin	\$ 12,451	\$ 5,652	\$ 2,158	\$ 3,971	\$ 5,148	\$ 5,850
EXCISE TAX BALANCE AVAILABLE	\$ 2,018,742	\$ 551,114	\$ 748,206	\$ 1,057,028	\$ 1,217,026	\$ 1,866,414

CAPITAL DEVELOPMENT FUND
 FUND 2100
 IMPACT FEES: REVENUES & EXPENDITURES
 1/31/18

**START
 IMPACT FEES**

	2010	2011	2012	2013	2014	2015	2016	2017
LIBRARY: 31511018								
Revenues	\$ 15,297	\$ 48,970	\$ 58,146	\$ 69,102	\$ 326,911	\$ 333,956	\$ 81,240	\$ 74,826
Interest 210018	\$ 92	\$ 657	\$ 925	\$ 966	\$ 1,547	\$ 4,059	\$ 7,176	\$ 6,485
	\$ 15,389	\$ 49,627	\$ 59,071	\$ 70,068	\$ 328,458	\$ 338,015	\$ 88,416	\$ 81,311
Expenditures								
Loan to FR&R: 13th Street Clean Up	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Impact Fee Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,929	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,929	\$ -
Annual Balance	\$ 15,389	\$ 49,627	\$ 59,071	\$ 70,068	\$ 328,458	\$ 338,015	\$ 83,486	\$ 81,311
Cumulative Balance	\$ 15,389	\$ 65,016	\$ 124,014	\$ 193,704	\$ 521,677	\$ 856,705	\$ 939,105	\$ 1,019,271
Cost Allocation and Tax Admin	\$ -	\$ (73)	\$ (378)	\$ (485)	\$ (2,987)	\$ (1,086)	\$ (1,145)	\$ (738)
BALANCE AVAILABLE	\$ 15,389	\$ 64,944	\$ 123,636	\$ 193,219	\$ 518,690	\$ 855,618	\$ 937,959	\$ 1,018,533

LIBRARY & ARTS

2019 RECOMMENDED BUDGET

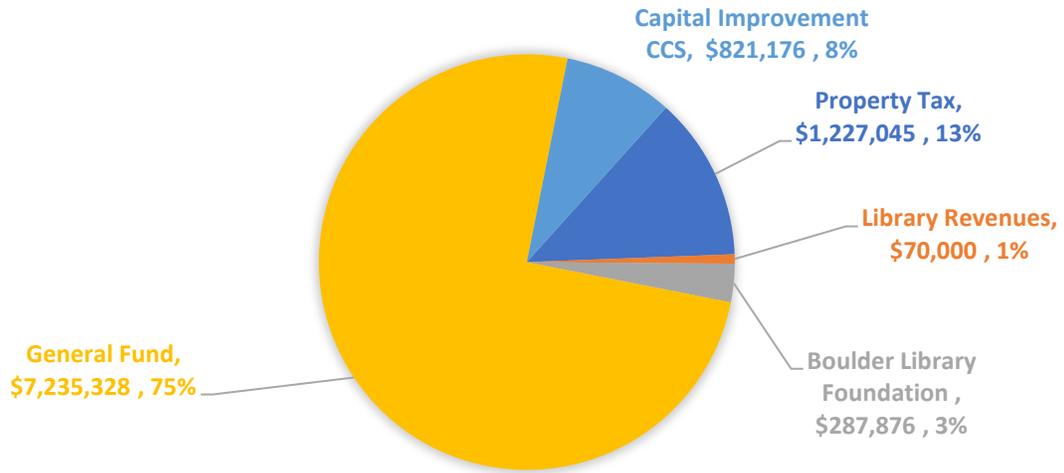
	2017 Actual		2018 Approved Budget		2019 Recommended Budget		Variance 2018 to 2019	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
STAFFING AND EXPENDITURE BY PROGRAM								
Administration								
Library Administration	4.00	\$ 723,958	4.00	\$ 823,977	4.00	\$ 1,009,604	-	\$ 185,627
Library Facility and Asset Maintenance	-	156,731	-	169,098	-	305,320	-	136,222
Volunteer Services	0.50	53,733	1.00	86,490	1.00	94,089	-	7,599
Grant Programs	0.50	463,406	0.50	406,040	-	350,000	(0.50)	(56,040)
North Boulder Library Project	-	-	-	-	-	821,176	-	821,176
Subtotal	5.00	\$ 1,397,828	5.50	\$ 1,485,605	5.00	\$ 2,580,189	(0.50)	\$ 1,094,584
Arts and Culture								
Arts Administration	3.50	\$ 491,325	3.50	\$ 534,727	3.50	\$ 490,337	-	\$ (44,390)
Programs for Artists	-	31,678	-	3,000	-	3,000	-	-
Arts Grants	-	670,205	-	675,000	-	675,000	-	-
Public Art Maintenance	-	104,259	-	30,000	-	30,000	-	-
Public Art - CCS Capital Projects	-	-	-	-	-	200,000	-	200,000
Subtotal	3.50	\$ 1,297,467	3.50	\$ 1,242,727	3.50	\$ 1,398,337	-	\$ 155,610
Community Engagement and Enrichment								
BoulderReads	2.25	\$ 207,826	2.25	\$ 176,609	2.25	\$ 187,004	-	\$ 10,395
Carnegie Library for Local History	2.50	344,715	2.50	222,335	2.50	233,385	-	11,050
Programs, Events & Outreach	5.50	593,504	5.25	578,809	5.50	526,442	0.25	(52,367)
Library Materials	5.50	1,370,672	5.50	1,453,373	5.25	1,571,795	(0.25)	118,422
Youth Services	6.00	369,381	6.00	365,770	6.00	359,103	-	(6,667)
Subtotal	21.75	\$ 2,886,098	21.50	\$ 2,796,896	21.50	\$ 2,877,730	-	\$ 80,834
Public Services								
Patron Services	21.00	\$ 1,436,011	21.50	\$ 1,520,020	21.25	\$ 1,495,324	(0.25)	\$ (24,696)
Branch Libraries	14.25	936,333	14.00	867,924	14.50	887,680	0.50	19,756
Subtotal	35.25	\$ 2,372,344	35.50	\$ 2,387,944	35.75	\$ 2,383,005	0.25	\$ (4,939)
eServices								
Resource Services	6.00	\$ 464,047	6.00	\$ 459,413	6.00	\$ 476,478	-	\$ 17,065
Technology Support	2.00	683,328	2.50	720,334	3.00	797,457	0.50	77,123
Flatirons Library Consortium	1.00	143,330	-	110,993	-	135,500	-	24,507
Makerspace	3.00	226,485	3.00	303,685	3.00	335,807	-	32,122
Subtotal	12.00	\$ 1,517,191	11.50	\$ 1,594,425	12.00	\$ 1,745,242	0.50	\$ 150,817
Total	77.50	\$ 9,470,928	77.50	\$ 9,507,597	77.75	\$ 10,984,503	0.25	\$ 1,476,906
EXPENDITURE BY CATEGORY								
Personnel		\$ 5,532,113		\$ 5,883,422		\$ 5,956,054		\$ 72,632
Operating		3,429,700		3,168,156		3,529,806		361,650
Interdepartmental Charges		509,115		456,019		477,467		21,448
Capital		-		-		1,021,176		1,021,176
Total		\$ 9,470,928		\$ 9,507,597		\$ 10,984,503		\$ 1,476,906
STAFFING AND EXPENDITURE BY FUND								
General	77.00	\$ 7,993,222	77.00	\$ 8,093,351	77.25	\$ 8,503,665	0.25	\$ 410,314
Library	0.50	1,477,707	0.50	1,414,246	0.50	1,459,662	-	45,416
Capital Development Fund	-	-	-	-	-	-	-	-
Capital Improvement CCS	-	-	-	-	-	1,021,176	-	1,021,176
Total	77.50	\$ 9,470,928	77.50	\$ 9,507,597	77.75	\$ 10,984,503	0.25	\$ 1,476,906

**BOULDER PUBLIC LIBRARY
 MAINTAIN SERVICE LEVELS COST ESTIMATES + 2019 REDUCTIONS TO CRITICAL PROGRAMS**

PERSONNEL	FTE	2019 Estimate	2020 Estimate	2021 Estimate
Materials Handler	0.75	\$ 33,168	\$ 34,163	\$ 35,188
Branch Library Specialist	0.50	23,065	23,757	24,470
Technology Support Specialist	0.50	43,003	44,293	45,622
Communications Specialist	1.00	90,455	93,169	95,964
Carnegie Archivist	0.75	59,486	61,271	63,109
UNFUNDED TOTAL	3.50	\$ 249,177	\$ 256,652	\$ 264,352
NON-PERSONNEL				
Courier cost increase		\$ 5,000	\$ 5,000	\$ 5,000
Automated Material Handler contract increase		7,500	10,000	10,000
Building maintenance		63,000	63,000	63,000
Training and Temp increase		16,000	16,000	16,000
Promotion/communications		10,000	10,000	10,000
Office supplies		5,000	5,000	5,000
UNFUNDED TOTAL		\$ 106,500	\$ 109,000	\$ 109,000
ONE-TIME AND CAPITAL				
Main Library public computing area reconfig		\$ -	\$ 75,000	\$ -
Main Library space reconfiguration		-	95,000	-
Library technology strategic plan		30,000	-	-
Patron satisfaction survey		25,000	-	25,000
Inclusivity campaign		30,000	-	-
UNFUNDED TOTAL		\$ 85,000	\$ 170,000	\$ 25,000

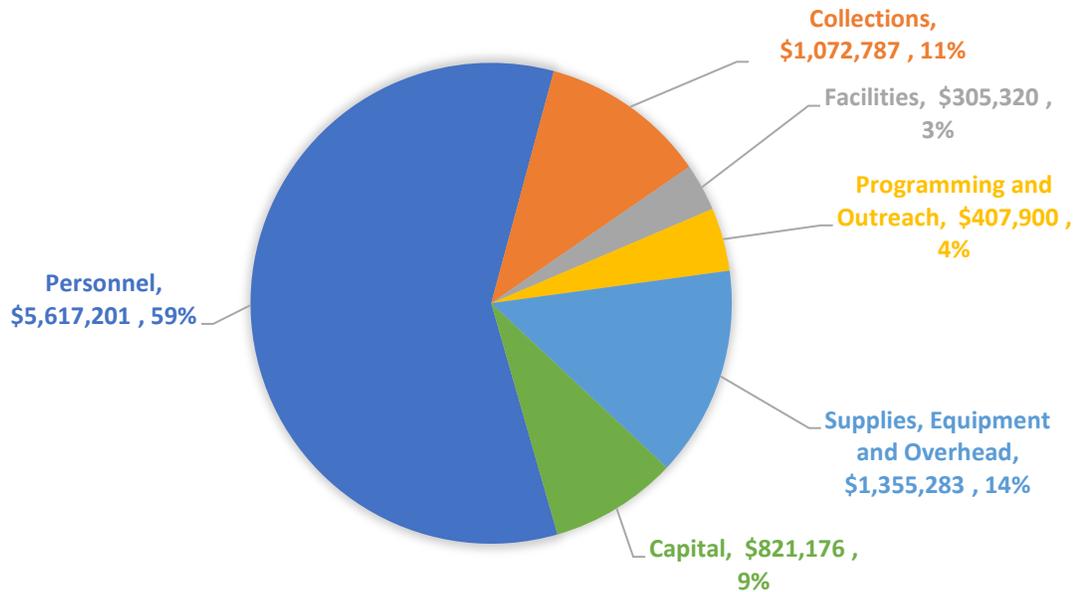
BOULDER PUBLIC LIBRARY SOURCES

\$9,641,425



BOULDER PUBLIC LIBRARY USES

\$9,579,667



Commission Memo

Meeting Date: October 3, 2018 – George Reynolds Branch

Upcoming Special meetings:

Tuesday, Oct. 2 – Public hearing and first reading of the 2019 City of Boulder budget ordinance.

Tuesday, Oct. 16 – Public hearing and second reading of the 2019 City of Boulder budget ordinance; General Improvement District budget resolutions

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](#))

[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](#) 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](#). Entries are due by Dec. 2.

1. Items from Commission (verbal)

2. Report on Commissioner's outreach to stakeholders and resources

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

Following the [Daily Camera's August 31 article on the City's proposed 2019 budget](#), Commission received [more than 2 dozen] comments from community members concerned about budget cuts to the library. Cuts to Carnegie were highlighted in the *Camera* article, so most of the comments spoke to the high value community members place on the Carnegies collection, and impacts to users should the proposed cuts be implemented. The following note was shared with everyone who wrote to the Commission. Emails received from community members follow our response.

From the Library Commission

Dear folks,

Thank you for writing to us to express your concerns about cuts proposed to the Carnegie Branch Library in the City's 2019 budget. And - most importantly - thank you for your support of Carnegie and our wonderful library system. We sincerely appreciate that you reached out to share your thoughts.

First, please forgive the "mass mail" nature of this response. A number of people have reached out to the library commission and library director expressing concerns about the City's proposed budget cuts. Because you all shared the same concerns - as well as your deep love of Carnegie - I thought that we could benefit from being part of the same conversation. If any of you would like to talk about the issues laid out below in more detail, I am sure that a library commissioner would be happy to meet with you. Perhaps a coffee date at Seeds? (We are there a lot :)

Second, I'd like to let you know that there is a library commission meeting this Wednesday, September 5 in the Canyon Meeting Room at the Main Library. The City's proposed budget is part of our agenda, along with a second discussion of revisions to various Carnegie policies. You are more than welcome to join us and offer your thoughts on both agenda items. As users, I'm sure you have valuable knowledge to share on both the path going forward for Carnegie and on how to best access its collection. I have attached our meeting packet for your review; it will be posted on the

Library Commission Page (Meeting Packets & Minutes) on Tuesday when our administrative staffer returns to the office. <https://boulderlibrary.org/about/commission/>

I know that all of the Commissioners share your concern about cuts to Carnegie. Carnegie houses a unique and invaluable resource, and it is staffed by highly knowledgeable and dedicated people. There is always loss of institutional knowledge when a long-time library staffer retires, and that loss will be acutely felt with loss of the archivist position. I am personally saddened that our archivist will not have the opportunity to pass along some of her knowledge to a successor when she retires.

I also know that this has been a very difficult decision for library leadership. Earlier this year (for the 2018 budget) and again for the 2019 budget, all departments in the City have been directed to choose programs, services and personnel that can be eliminated from their operating budgets. Given the severely constrained state of the library budget, this “choice” is reminiscent of Sophie’s Choice (“your daughter or your son?”) - there are no good options. I’d like to share some background on the state of the BPL budget, and the steps we have been taking to begin to address some very long term deficiencies.

BPL has seen no growth in operational funding and staffing for more than 15 years. The library's operational funding today (adjusted for inflation) is exactly what it was in 2002, when the City last had to cut services to match declining revenues. In 2002, BPL employed a bit over 92 FTE in the library system. Today, that number is ~ 75 FTE. In that same period, City funding overall has outstripped inflation, keeping pace with the City's growth in population and property values. City staffing has increased 16% in that time (adding ~142 positions City-wide since 2005). Among Colorado libraries, Boulder's library expenditure is well below average per registered borrower. Communities with similar demographics to Boulder spend 50-60% more per registered borrower than Boulder does.

All measures of BPL’s business have grown significantly over the past four years: increased visitors, increased program attendance, increased materials circulation, and increased new cardholders. Library leadership and staff have worked hard to find efficiencies in the library's delivery of programs and services to accommodate this growth. These efforts have included 3 staff reorganizations; reallocation of library resources to the highest priority needs (including cancellation of some programs/services); development of partnerships with community businesses and nonprofits to provide high quality library programming; and increased revenue from grants (including the Boulder Library Foundation). These measures have allowed the library to continue its exemplary service to the community in the face of dramatic increases in demand – even winning the Colorado Library of the Year award in 2016. But the library is stretched as far as it can go.

As you may know, BPL is in the final stages of a master planning process. Council is scheduled to approve our master plan on Tuesday, September 4. Here’s the City Council [packet link](#), which includes both a summary memo and the full BPL master plan (beginning on page 350). The library’s long term financial sustainability is a critical element within this master plan. We’ve estimated that a total annual increase of ~\$4

million will be needed by budget year 2023 to fully fund the library system (and that was before this year's proposed cuts). Approximately \$8 to \$10 million in one-time capital funding will also be required to restore and maintain library facilities, including Carnegie. Part 5 of the master plan details the library's funding needs and outlines several options to fully fund the library.

City Council is well aware of the library's financial predicament. The Library Commission has sent numerous memos, met with Council members one-on-one, and obtained time on the Council agenda for two study sessions so far. Our next study session with Council is scheduled for November 27. At that time, Council will be provided with detailed financial and legal information about six scenarios to fully fund the library. I believe that Council members value our library and sincerely want to find a solution to the library's funding needs. However, given the City's overall budget woes, and the many higher priority political and land use items dominating the City's budget, there are no easy answers.

The Library Commission took the unusual step of including its own foreword in the master plan, laying out our findings and recommendations on how the community can best move forward to address the library's funding needs. (I've attached a pdf copy of our foreword to this email.) We believe that the library would be best served by deriving its core budget from a dedicated property tax (the funding approach taken by most Colorado libraries). Dedicated funding will require a community vote, and we have begun preliminary planning for a ballot initiative in 2019 or 2020 to address library funding. A written update on our planning efforts is included in this month's packet (beginning at page 51), and we will be discussing these efforts at our Wednesday meeting.

Again, thank your your support of Carnegie and for reaching out to share your concerns. Feel free to contact me or another Commissioner if you would like to talk about this further.

Joni Teter
Chair, Boulder Public Library Commission

September 1, 2018

As a former Library Assistant at the Carnegie Branch Library for Local History, I am disturbed about the decision to cut the position of archivist as well as the hours Carnegie will be open to the public. It appears as though the only personnel cut at BPL is that of Marti Anderson. I worked with Marti for fifteen years and know for a fact that no one else currently working at Carnegie is as knowledgeable about the collection. Her curiosity and capability as a researcher (she is the author of "Mining Camps: Salina and Summerville") led her to painstakingly and thoroughly learn about the materials available to researchers coming into Carnegie. Eliminating her position as well as the individual is not a good decision. The historic preservation community may not generate the numbers the other branches lay claim to, but it is a unique and valuable group in the Boulder community. I would imagine there are other areas that could be cut throughout

the library system if the interest in preserving the treasure that is Carnegie were there. I encourage you to make a wise and thoughtful decision that doesn't decimate this branch.

Sincerely,
Mary Jo Reitsema
reitsemam@aol.com

Maintain hours and staff at the Carnegie Branch Library,

As a longtime Boulder historical researcher, I'm appealing to you to reconsider cutting the hours and the archivist's position at the Carnegie Branch Library. I'd also like to shed some light on what a unique resource this library is for our community.

From my understanding of the budget situation, the City's intent is to maintain the library's ability to serve the greatest number of people in our community. To me, this is more than a head count of the number of patrons walking through the doors of the main library and its branches.

Carnegie's patrons access, study, and interpret primary-source materials. But, without an archivist, how can the past — and the present — be preserved for the future? The branch library's vast collection of photographs, manuscripts, and documents go back 150+ years. The Daily Camera's photo and clipping file is a recent and very important addition.

History is a continuum, and ready access to these materials needs to be ensured for generations to come. Anything less, in my opinion, is short-sighted. Maintaining the branch library's hours is essential so that people can be informed.

We've all heard the statements that "Those who don't remember the past are condemned to repeat it," and "Who knows only his own generation remains always a child," the latter written by Cicero and engraved above the entrance to Norlin Library on the CU-Boulder campus.

Please, let's not repeat the mistake of forgetting our past. Instead, think ahead to the future. The best way to do this is to maintain the hours and staff at the Carnegie Branch Library.

Thank you for this opportunity to present my views,
Silvia Pettem
pettem@earthlink.net

Hi D.Farnan,
Boulder Library Director

This concerns your deleting the position of archivist and number of hours at Carnegie Library.

There are two major reasons why this is hurtful, unwise and un-American.

First, this basically is a form of censorship.

If the public cannot have easy access to materials, it is not well-informed. By limiting hours, you are limiting freedom of access to materials.

==part time staff

I work with a museum that sometimes has people requesting material. First, part time staff knows minimal facts about our archives. It takes them much longer to find things (eg, costs more in salary). Plus, they often do not "know" off the top of their head, things that might "also" be useful. (eg, you want to know about the log cabin on 5th, dates and owners, but you might also want the files on the street in front of it that use to be a wagon train route?)

==limiting the hours the facility is open:

it often takes multiple tries to get the person and the material together, (including requests for expanded research based on initial discoveries) with such things as conflicting & unexpected changes in appointments, bad weather, misunderstandings! etc.

I've experienced things taking much longer than expected with full time staff in control, I can only imagine the nightmare of doing this during limited hours -- resulting inwasted and/or overtime hours to take care of research requests.

Plus poor service to clients...the Public.

Second, eliminating archivist position

By not having a full-time archivist, there will not be a watchdog to both properly preserve -and- obtain more material. It is rare for historical items to "appear" on their own (to be deposited in the library archives). It takes a trained and experienced person to be able to reach out / keep track of / communicate needs /etc. They go to meetings, belong to listserves, and go to conferences where they learn about the ever-improving world of preservation. They also network with professionals and become a name that people recognize and are willing to discuss donating their treasures to.

I hope that you will reconsider the cutbacks. Perhaps put together a discussion panel of both the current staff and other professionals in the field, inviting the library commission members, and take notes with an open mind.

thank you

Kathleen Spring, Lyons

(associated with Lyons Redstone Museum)

coloradocathy@yahoo.com

September 2, 2018

Please send me the agenda for the September 5, 2018, meeting.

Thank you.

Judy Dayhoff

pansydaisy@aol.com

Dear Professional:

As President of Historic Gold Hill, Inc., the historical museum of Gold Hill founded in 1859, I have been made aware of your proposed changes to your hours and the proposed removal of the Archivist's position at Carnegie Library. I strongly urge you to reconsider your decision on both of these issues. As a historic town we count on the Carnegie Library for reference materials, validation of historic events, and general lineage of our local history.

I would urge you to reach out to the Boulder community for other options rather than the harsh decision for dissolution of hours and the important position of Archivist from Carnegie. We count on this library for our historical research and value it immensely. For many, many decades this facility has been valued for what it brings to our community. Certainly there are other places that can be financially affected rather than this long-valued historic institution.

Sincerely,
Debra Yeager
President, Historic Gold Hill, Inc.
303 449 0454
deb@mountainvisions.net

It as come to my attention that the Library director is proposing a very substantial budget cut for the Carnegie Branch Library. This cut would do away with the archivist position entirely and all but shutter the library.

The Carnegie Library for local history archive collects and preserves our community's memory for future generations of researchers. Very few public libraries have collections of local history materials as comprehensive or as exciting as those in the Carnegie Library for Local History. Written, visual and audible materials created by and about Boulder-area residents are available as well as collections documenting early geographic, cultural and social regions of Boulder County. The Carnegie library holds the majority of the archival material for local history, probably the most comprehensive collection of local history available. In fact people come from all over the US and abroad to study genealogy and mining history of the area among other things. Local historians access the collection to write articles and keep our small town libraries informed of local history.

As a board member for the Lafayette Miners Museum I understand how important this library is to our local community. The proposed cuts would not only impact the libraries ability to archive and keep the collection properly but it would also make it close to impossible for people to research and discover the powerful history of Boulder County.

Please reconsider the cuts proposed for the Carnegie Library.

Thank you
Mary Henry
meandgriff@gmail.com

Dear Library Commission Members,

I view with alarm the draconian steps that David Farnan is proposing for one of Boulder's most respected institutions, the Carnegie Branch Library for Local History. How can it possibly function without an archivist on staff to accurately record and make publicly available the important historical documents that will continue to be donated to the people of Boulder and Boulder County? As a local historian, author and oral history volunteer, I cannot conceive of letting the reputation and accessibility of this well-respected research facility be diminished by such a short-sighted staff decision.

If you limit access to the Carnegie's files, photos, oral histories, books and documents primarily to online research, you are denying those writers, genealogists, students and historians among us who depend on the institutional knowledge and personal attention of the Carnegie staff.

I urge you to take these issues into consideration as you discuss the Carnegie's future.

Anne Dyni adyni@earthlink.net
Local historian and author

To the members of the Boulder Library Commission:

Having spent some time in local government in the city of Boulder, I can appreciate the difficulties associated with making tough decisions about budget cuts. There is a constituency for just about all of the services delivered by the city, and those voices are raised up when their pet project or program is potentially impacted.

I understand that one of the areas under consideration for budget cuts by the Library Commission and ultimately City Council is the Carnegie Branch Library for Local History, cutting an archivist position and scaling back the hours of public access. This program has evolved over the years from the days of the Municipal Government Reference Center hosted in the main library, to the wonderful branch library of today. I have used it professionally and personally.

While I don't have all of the facts, or know the other possible budget reductions that you are weighing, I would ask that you consider the following:

- An archivist is the person that makes the historic material truly available to the public. Otherwise these materials are basically in storage. You can't access what isn't archived.
- Having materials available on the internet is a great thing. But it is not a substitute for being able to access materials on-site. I'm sure many of you have experienced the joy of finding materials that you didn't know existed, that you discovered because of their placement on the stacks. And the very helpful librarians at Carnegie have directed me to resources that I would never have found on my own by web searching.

- With the opening of the Museum of Boulder just next door to Carnegie, we should be expanding, not contracting our access to the historic records that underpin and amplify on the stories that will be presented at the MOB. The city, having invested so much in the success of the Museum, should be finding ways to help support its success. Limited hours, and the need to make appointments for the remainder, will hinder the ability of the less intentional MOB visitors to walk next door to continue their discovery.

We are a young city, going through some pretty dramatic changes. We have many new residents and workers among us. The qualities that have made Boulder what it is, and what it might become, are in part subject to discovery in our history. I encourage you to think deeply about ways in which we can maintain access to our history for the benefit of our future.

Sincerely,
Peter Pollock
padasaw@comcast.net
956 Grant Place, Boulder

September 3, 2018

As a longtime genealogist and local historian who has researched in a wide variety of local libraries around the country, I am appalled at the idea of cutting the library's hours and archivist's position at the Carnegie Branch Library.

Carnegie is one of the more outstanding local history libraries that I have encountered in my research experience. By eliminating staff and severely limiting its availability to the public, it will be detrimental to not only to current local patrons and visitors, but it will have a severe effect to the future community's understanding of Boulder's city and county history.

Carnegie is a central local repository that houses a great deal of Boulder's 150+ year history in photographs, documents, maps, and manuscripts. Local and visiting patrons rely not only on Carnegie's digital access but their ability to physically visit the library to take full advantage of examining and interpreting primary-source materials in person. All visitors also reap the benefit of the expertise of the staff. By removing the archivist position and limiting Carnegie's visitor accessibility, you will severely damage the trust the public has in the institution of the Boulder Library system, and you will show that there is no interest in keeping Boulder's history alive.

Who will continue to donate materials to the Carnegie if they know that few people will ever get to see the items? By shuttering the archivist's position, you are condemning Carnegie's collection to stagnation rather than to encourage its growth. Archivists are the heart of any library's historical collection, and they are invaluable in preserving those collections and making those collections understandable, usable, and accessible

for all to use now and in the future. Isn't accessibility a primary component of a library's function?

By studying history, we not only learn from the past, but we use that knowledge to craft better choices in the present and especially for the future. Unfortunately, the proposal to limit Carnegie's hours and to eliminate the archivist's position is incredibly short-sighted and will hurt everyone who cares about Boulder's history not only at present but in the future. I implore you to reconsider this decision.

Mona Lambrecht
mona.lambrecht@gmail.com

Dear Ms. Teter,

I am writing in support of keeping the Carnegie Library staffed and fully open to the public. The Carnegie Library is an important and unique resource, which if curtailed will limit historians, writers, genealogists and just plain folks interested in the richness of our past. Boulder is fortunate to have the qualified staff and wealth of resources available at the Carnegie-most communities have not had the foresight to capture and maintain archives of such magnitude. Surely there are ways to continue and grow these programs. To do any less places Boulder among the ordinary, as opposed to the exceptional.

I have utilized the materials and services at the Carnegie and will continue to do so in the future. To curtail access to these materials and the expert staff will not serve my needs as a taxpayer.

Thank you for your consideration,

Craig Shafer
[4455 Pembroke Gardens](#)
[Boulder, CO 80301](#)
chshafer@aol.com

Boulder Library Director
City Council Members
Library Commission Members

It is with profound concern that I have become aware of recent discussions to cut staff and seriously reduce access to the Carnegie Library. The archives held in this library contain historical knowledge of Boulder and Boulder County. Numerous collections including photographs, manuscripts, and documents were entrusted to the Carnegie Library in order to be preserved and made available to library patrons.

Significant groups of library patrons have strong interest in local history, research and genealogy. It would be a tragedy to restrict access to the wealth of knowledge contained in the archives held and cared for at Carnegie Library. Although the

reasoning is inaccurate, a suggestion may be made that records can be made available online. Privacy concerns and copyright restrictions make it impossible to digitize significant collections.

I beg you to consider the value and importance of local history preservation, keep the current Carnegie Library hours and retain the Archivist position.

Thank you for your consideration,

Anita Gonzales

“How will we know it’s us without our past?” – John Steinbeck, *The Grapes of Wrath*

Dear Library Commissioners Juana Gomez, Joel Koenig, Tim O’Shea, Jane Sykes Wilson and Joni Teter,

It’s imperative that the Carnegie Library for Local History’s staff includes a professional archivist and that library hours are maintained or expanded. Boulder’s history is at stake.

History matters. Preserving the past establishes our roots and fosters community identity.

Now is a critical time for documenting our history, as baby boomers and their associated organizations and businesses, which have had a pivotal impact on Boulder, are retiring. We need their stories and supporting materials. The archivist collects such materials, processes and preserves them for future generations.

Without an archivist, we are at risk of losing invaluable collections. An important collection of Boulder’s cycling history was lost to the Denver Public Library. Archivists at DPL have recently been courting a large collection of Boulder’s LGBTQ history including documents, photographs, posters and newsletters from this local underground movement, which has national significance. These stories shaped Boulder’s character and the primary sources should remain in our community. Additional collections will go elsewhere with cuts to the Carnegie Library. We won’t get a second chance to gather these resources.

It’s true that pieces of the Carnegie collection are online, but only a small percentage. The Daily Camera Collection, over 75 years of photographs and news clippings, is not online. City directories, yearbooks, microfilmed newspapers and countless other sources are not available unless you visit the library.

Hours have already been reduced to a minimum. In the past, there were evening hours. For working people, there is now just one slot on Saturdays when we can complete our research.

Library Director David Farnan's recommendations are surprising, given that he came from Douglas County Libraries where their jewel, the Douglas County History Research Center, is a visionary model of valued local collections and exemplary public service.

Please show your leadership, foresight and stewardship for our community's history by denying cuts to the Carnegie Library for Local History.

Sincerely,

Carol Taylor
Boulder County History Columnist, Daily Camera
Local history researcher and writer
[595 Euclid Avenue](#)
Boulder, Colorado 80302

Keep current hours and staff at the Carnegie Branch Library!

As a longtime genealogist and local historian who has researched in a wide variety of local libraries around the country, I am appalled at the idea of cutting the library's hours and archivist's position at the Carnegie Branch Library.

Carnegie is one of the more outstanding local history libraries that I have encountered in my research experience. By eliminating staff and severely limiting its availability to the public, it will be detrimental to not only to current local patrons and visitors, but it will have a severe effect to the future community's understanding of Boulder's city and county history.

Carnegie is a central local repository that houses a great deal of Boulder's 150+ year history in photographs, documents, maps, and manuscripts. Local and visiting patrons rely not only on Carnegie's digital access but their ability to physically visit the library to take full advantage of examining and interpreting primary-source materials in person. All visitors also reap the benefit of the expertise of the staff. By removing the archivist position and limiting Carnegie's visitor accessibility, you will severely damage the trust the public has in the institution of the Boulder Library system, and you will show that there is no interest in keeping Boulder's history alive.

Who will continue to donate materials to the Carnegie if they know that few people will ever get to see the items? By shuttering the archivist's position, you are condemning Carnegie's collection to stagnation rather than to encourage its growth. Archivists are the heart of any library's historical collection, and they are invaluable in preserving those collections and making those collections understandable, usable, and accessible for all to use now and in the future. Isn't accessibility a primary component of a library's function?

By studying history, we not only learn from the past, but we use that knowledge to craft better choices in the present and especially for the future. Unfortunately, the proposal to limit Carnegie's hours and to eliminate the archivist's position is incredibly

short-sighted and will hurt everyone who cares about Boulder's history not only at present but in the future. I implore you to reconsider this decision.

Mona Lambrecht
Local historian, genealogist, and Curator of History
Collections at University of Colorado Heritage Center

Dear Library Commission,

Please don't eliminate regular access and staff at the Carnegie Library.

Think back to those college papers we all had to write. What if the material you needed was only on paper and access was once a week for a few hours? Carnegie is an invaluable asset to citizens of the city, it contains the history of our town - have you looked up the history of your home, or read an old Daily Camera article on the beginnings of Ball Aerospace? It is also the single source of some important information on our mining history, as well as troves of genealogy information that is free to access only at the Library. Remember that paper you are writing and you just found a thread to what you need...oops, the Library is closing...

I am an archivist and I know that traditionally most projects and people don't think about the value of saving those precious pieces of history. Please don't let that happen to Boulder's archive.

Respectfully,
Karen Simmons
[901 Dellwood Ave](#)
Boulder
Cc: Boulder County Commissioners
Boulder Library Commission

September 4, 2018

Dear Joni,

I just learned of the terrible news about the library director's proposed plan to scale back access to Carnegie Library to just a few hours one day a week and to cut the Archivist position entirely?

This sounds like a terrible plan. One that will be more costly long term, than whatever budget concerns this is attempting to rectify at the moment.

What exactly is the point of having a library full of amazing information, documents, source materials - which is closed to the public 99% of the time?

History is a living breathing entity. What happens today is tomorrow's history. An Archivist is crucial in making sure all the source material available is saved properly - it's invaluable work for generations to come.

I'm very proud to say I am a 5th generation Boulder County resident. The history of our family (from multiple branches of our tree) resides within the walls of Carnegie Branch Library. For example...

* My Great Great Grandparents, Lucius and Arlene Paddock arrived in Boulder County just before Colorado became a state. LC Paddock was one of the Founders of the newspaper which would eventually become the Boulder Daily Camera. *fyi - A multitude of documents can be found about the early Boulder County Pioneers at the Carnegie Branch Library (when it is open) & the Archivist/Staff are essential in helping to find this valuable information.*

Clippings, photos, articles from the Daily Camera's Archives, going back to 1881, were added to the Carnegie Branch Library collection in recent years. Those articles recite the history of Boulder County. *Access to these critical documents is invaluable and should remain easily accessible to the public more than a couple hours a week.*

* My Great Grandparents, Charles and Edna (Paddock) Monroe lived in Boulder. Charles was one of the first educated Dentists in the county (becoming a D.D.S. in 1905,) registered for the WWI draft in 1917 and was a Founding member of the Boulder Rotary Club (charter no. 455) which began April 11, 1919. *Records reflecting his education, residence, work history and the history of the Rotarians can be found in the Carnegie archives.*

* My Grandparents, Charles and Mary Monroe also lived in Boulder. Mary's Great Grandfather (my 3x GG,) George Teal, was one of the people responsible for getting the Boulder County Courthouse built, then served as one of the first Boulder County Commissioners. Mary was a school teacher in Boulder for many years. Charles Monroe served in World War II before returning to Boulder and becoming the Circulation and Production Manager at the Boulder Daily Camera and was one of the Founders and an Officer at the Boulder Country Club. *Once again, information about George Teal, a founder of Boulder County, along with the rich history of the Daily Camera can be discovered at Carnegie Branch Library.*

* My Mother, Kathy, grew up in Boulder and was a member of the last class of Boulder High School students, before the city opened a second area high school, Fairview. She worked at the Daily Camera for her father and her Great Uncle Alva Adams "Gov" Paddock, long time Editor at the Boulder Daily Camera and Founder of the Boulder Historical Society (in 1944.) *Records of which, the Archivist at the Carnegie Library has documented and, no doubt, can easily help a researcher find. As long as there is an archivist. & as long as the public has reasonable access to the library!*

With the current limited hours the library is open, it can already be difficult to schedule time to do research. If that is reduced to only a few hours one day a week? How does that serve the residents of Boulder County?

I'm an amateur genealogist who utilizes Carnegie Branch Library resources. I can't imagine not having this resource and I fear that if it's so easy for the library director to shut down this branch to all but a few hours a week & remove a key staff member now; closure of the library &/or loss of resources (by not having an archivist) is not far behind.

Please don't allow this short sided decision to limit &/or potentially damage the archiving of Boulder's history.

Please don't take this incredible resource away from the residents and researchers who rely on it now or for generations to come.

Thank you for allowing me to express my opinion about hopefully maintaining the current hours and staff at Boulder's Carnegie Branch Library.

Sincerely,

Krista Koehler

krista.koehler@prodigy.net

5th Generation Boulder County Resident / Small Business Owner for 21+ years / Genealogy Nerd / Member of the Niwot Historical Society / Supporter of Carnegie Branch Library, Boulder Historical Society, Boulder Genealogical Society

;o)

Dear Library Commissioner Teter:

I am sad to hear there are plans afoot to reduce Carnegie Library's hours and days of operation even further. Losing morning hours a few years ago was bad enough. Further reduction in open hours, along with the loss of the few designated parking spaces in the church parking lot, it going to make it even more difficult to use this gem of a local research resource. If anything, we should be making this library more accessible!

I am particularly concerned about limited Carnegie access making it difficult for people with Boulder County connections to research their family history. The Boulder Genealogical Society's collection is housed in Carnegie. This collection --- along with the Daily Camera (to my knowledge, still available only on microfilm), the Daily Camera newspaper clippings files, Howe Mortuary records and cemetery records for our two oldest cemeteries --- are Carnegie Library "gold mines", in terms of family history research. They are of great value not only to people with Boulder County roots doing their own research. Carnegie and these collections are also important to folks living all over the country who rely on local professionals and volunteers (me, for example!) to scour Carnegie in person and find information for them.

Please don't reduce Carnegie hours even more.

Thank you,

Amy Schlotthauer

harmshauer@hotmail.com

cc: Boulder City Council

Dear All,

I am writing this email out of utter dismay that the Carnegie Library is facing drastic operation cutbacks. As a Boulder County citizen who regularly visits the library for the

past 15 years and uses all the treasures it has to offer for my work related research, I can't imagine trying to utilize the facility with any less hours than currently is offered. I find it difficult now to go to the library with their already reduce hours, that more cuts is unacceptable. Why on earth would you think reducing the Carnegie's hours is a good thing with the number of people who visit the library and need access the collections they only have? Why would you consider cutting the staff when they are the best at what they do serving the public? That to me is not the best in public service! I hope you reconsider your proposed plan and do what is right and be the best in public service for our citizens.

Carol Beam
cbeam80540@gmail.com
[158 Stone Canyon Dr.](#)
[Lyons CO](#)

Local history and material and assistance with research is very important to me and my friends in Boulder county. I am alarmed by plans to reduce staff at Carnegie Branch. Please do not proceed.
J C Ansell
jc.ancell@colorado.edu

I am very concerned about the proposed budget cuts for 2019 for the Boulder Public Library. It appears that the brunt of the cuts affect the staff and hours at the Carnegie Branch Library for Local History.

The community needs access to the materials at Carnegie more than once a week. Much of the collection is not available elsewhere. Even though some of this material will be digitized eventually, not everything will. In particular, the complete Boulder Daily Camera archives cannot be digitized which means about 100 years (the 1900's) of issues and clippings would be unavailable online. Also, the Boulder Genealogical Society's collection is housed at the Carnegie Branch Library. These books and materials cover the people and history of Boulder and Boulder County, including indexes to information in the Daily Camera. This collection is not scheduled to be digitized either.

Of course, the position of the Carnegie Archivist is necessary to preserve and maintain this wonderful collection of local historical records. Don't be shortsighted and overlook the staff at this wonderful local resource.

Please maintain the hours and staff at the Carnegie Branch Library for Local History.

Thank you,

Pam Michener

mpmich@comcast.net

Past President, Boulder Genealogical Society

Dear Joni,

VOICES OF OUR HISTORY SPEAK AT CARNEGIE LIBRARY and they should not be silenced by reducing the archiving work, librarian services nor Library access to only one day. This proposed budget cut does not serve the citizens who use this unique Branch Library.

The hours at Carnegie are already limited and access is not as flexible as resources in other Boulder Branch Libraries. This is a one-of-a-kind facility that is a treasure to tax paying citizens.

Here are two personal examples from visits to Carnegie where I needed staff assistance and the archives that are treasured:

VOICES OF CARNEGIE SPEAK - I have a great grandfather's sword along with a suitcase that has compartments for a billed-cap and a Napoleon-style hat. This puzzle was not documented in any family history that I could find, but I found in the files at Carnegie that he was honored as a Knights Templar member from 1865-1871.

VOICES OF CARNEGIE SPEAK - When a business in Niwot was going to host an open house to celebrate the 100 year anniversary of the 1916 robbery of the 1909 building, no one could find the details of the robbery. The files at Carnegie Library spoke about all the details and now the current owners and community have learned about history.

Our ancestors and early pioneers are not here to share information, but the outstanding staff at Carnegie Library can assist and knows the business thoroughly to lead you in the right direction so you can hear the VOICES OF CARNEGIE SPEAK.

Please maintain the hours and access and personnel at our unique Boulder Carnegie Library, don't step back in time to limit access to THE VOICES OF CARNEGIE, our history.

Thank you.

Kathy Koehler

kathyboco@gmail.com

Mr. Farnan and Library Commission members,

I am the librarian and genealogist for the Boulder Genealogical Society (BGS). For many years, the BGS collection of books, files, and family histories has been held at the Carnegie Library for Local History. This relationship with the library has been quite beneficial to both parties. BGS has had a stable environment both to store the materials as well as to make the items available to the public. The library has gained access to our materials which allow quick and complete responses to inquiries from researchers. For example, if someone calls the library searching for an obituary from the Daily Camera, the librarians regularly use the indexes and obituary books in the BGS collection to satisfy the inquiry.

Since 2013, I have been working to catalog the BGS collection within the library catalog system. More than four bookcases of items are catalogued and are thereby locatable by researchers and genealogists, both local and remote. The vertical files of the BGS collection are in process of being catalogued. In all, there are hundreds of items in the BGS collection that may be found by interested researchers.

Please note that none of the items in the BGS collection are planned to be digitized and made available to researchers via on-line access. BGS simply does not have the volunteer resources to do this work, and, even if the resources became available, there are both copyright and privacy issues in making the items available on the Internet.

All access to BGS materials must be done at the Carnegie Library, either in person by a researcher or through the librarians. Limiting the hours of Carnegie limits access to our collection as well as the wealth of other materials of genealogical significance at Carnegie.

BGS continues to collect new materials for its collection, which are added to the files and shelves at Carnegie. However, if a donor wishes to donate original source materials or photographs, we advise them to donate the items directly to Carnegie, with the understanding that the library has resources and archival knowledge that we do not possess. It is vitally important to BGS that this competence be maintained.

Outside of the BGS collection, consider the unique access to The Daily Camera that is provided at the Carnegie Library. Very early years of the Camera, prior to 1900, are available on-line at Colorado Historic Newspapers Collection to all researchers. For years since 2000, the Camera is available to Boulder Library patrons through NewsBank. The years from 1897 through 1999 are available on microfilm at Carnegie. BGS has various indexes to genealogical events in the Camera, and the archives of the Camera itself are stored at Carnegie. This store of information about Boulder events is priceless and should be available for ready access within our city.

The Carnegie Library is a local treasure, used by local patrons and remote researchers with Boulder family roots or an interest in Boulder history. Please maintain the current level, at least, of support for the Carnegie Library and for Boulder's history.

Kay Hartrick

kayhartrick@gmail.com

librarian and genealogist for the Boulder Genealogical Society (BGS)

Hello Ms.Teter,

My name is Bill Demmon. This email is to ask you to decide to give the Carnegie Library new life and hope though providing continual funding. Boulder is a beautiful, progressive, diverse city, with a proud track record of protecting its resources. The Carnegie Library is a major resource connecting current, past, and future Boulder citizens to its wonderful history. It would be a tragedy to lose this repository of Boulder's history. Please step forward and take the necessary action to save the Carnegie Library.

My own family's history is stored in the Carnegie Library and it is woven throughout a hundred years of Boulder's past. The photos, letters, newspaper articles and written history of mine and so many other Boulder families should not be lost. The Carnegie Library is the history storehouse of decades of primary source information for genealogical and family historical research.

Father: Irvin Demmon, born in Boulder in 1907,

Mother: Elizabeth Graham Demmon, born in Boulder in 1910 and lived her entire 102 years in Boulder,

Brother: Robert Graham Demmon, born in Boulder in 1939

Myself, William J. Demmon, born in 1948,

and four of my six grandchildren were born in Boulder.

Thank you for working diligently to find a compromise solution to continue funding of Boulder's Carnegie Library. It is critical to the culture and history of the City and County of Boulder.

Respectfully,

William Demmon

demmonfamily@comcast.net

Cell: 360-981-1900

Dear City Council and Library Commission,

I apologize for sending this so late but only became aware of the proposals in the new budget and their impact on the Carnegie Library.

I'm the primary staff person with the County's historic preservation program and our Historic Preservation Advisory Board.

I want to point out the importance of the library to our program. It is the main source of information for the research the county does related to historic preservation. Several of our staff regularly use the library for research. We view the Carnegie as a repository for information and we send County records there that are beneficial to share with the public doing similar research.

In recent months our Land Use staff have been cataloguing our historic map collection and had planned to meet with the Carnegie staff about donating these maps to the library as they too would be of interest to the wider public and we felt the public would have greater access through the library rather than our Land Use Department. Now I'm not sure the library would be accessible enough to justify donating our collection.

While you might not all see the same numbers of people in and out of the Carnegie building as you do other libraries in your system, keep in mind that it is a unique resource and the only location where much of this information can be found. Also, their staff are uniquely qualified to help the public do the historic research that we use the library to find. Their knowledge of the city and county and their own collections are of great value to us. The hours of the library have already been reduced over the years and further reduction would negatively affect our ability to do research.

Please consider the unique nature of the Carnegie Library when you consider your budget proposal.

Denise Grimm, AICP
Senior Planner
Boulder County Land Use Department
P.O. Box 471
Boulder, CO 80306
(720) 564-2611
dgrimm@bouldercounty.org

I just learned of this proposal yesterday.

I am a "fifth generation" Boulder County resident.

Both of my parents were descendants of pioneer families, including Gould, Dodd, Knaus, Grueb and Affolter. Consequently, there is a wealth of family history held in the Carnegie Library.

The library has been a great and most interesting source of historical information for my family.

I know it has been the same for other “historical” families of Boulder County.

Please do not make these proposed cuts. The information held at Carnegie is a treasure. It needs to be assessable to descendant of pioneers and to all of those who are interested in Colorado and Boulder County history.

Respectfully,
Nancy (Dodd) Hindman
jphindman@msn.com

Members of our family have lived in Boulder continuously since the Swedish line arrived in the late 1800's. We have spent hours at the Carnegie library reconnecting with the family history. We have many more threads to follow. It frightens me that this information could soon become very difficult to access, or even lost to future generations through neglect. It is also frightening that no archivist may be on staff in the future to continue the preservation of Boulder's unique history and the stories of its people. Please continue the important work of the Carnegie by adequately budgeting for this important library. Do not deprive future generations of the most dependable source for both family history and Boulder history.
Thank you for your consideration.

John Nuttall
jnuttall2@gmail.com
4th generation Boulderite

It looks like death by a thousand cuts for the Carnegie Library branch. So sorry to see that you plan to cut a position from Carnegie in the new City budget, while still supporting hardware and programs to teach people to use a loom, table saw, vacuum press, etc. This shows a lack of respect for our history and its preservation. Priorities seem all out of whack.

Larry Smith
larry.smith001@comcast.net

It has come to my attention that the library commission is considering closing the Carnegie Library for all but a few hours one day a week and eliminating the archivist position. As one who has spent many hours there doing historical research, I hope you will reconsider this action. Local history is so important to those who wish to keep Boulder's unique story alive for this and future generations.

Sincerely,
Chris Paris
alohaoldpali@msn.com

I am writing in support of the Carnegie History Library. It is a treasure for Boulder and Boulder County and must be supported by the Library Commission and the Director. The Carnegie is a city function with value beyond that expressed by metrics. It is valuable over time, not just on a day-to-day basis like other library functions that can be measured. While numbers may count in other library functions, the Carnegie is most important in the ways that can't be counted.

A history library needs staff who are knowledgeable in very specific areas. The desk librarian must know Boulder County history, not just how to use resources. The archivist must know how to determine which documents or photos are important to keep. These people are resources in themselves.

The Carnegie History Library is not static, it needs skilled staff who can keep it moving ahead. It needs to be just as available as the other Boulder libraries. Please make funding the Carnegie a priority.

Mary DeWeese
deweese.edie@gmail.com

Thank you for taking the time to read this email as I am sure you all have received quite a few already.

I do understand that this issue concerning Carnegie Branch Library is a most difficult one that has raised multiple concerns in all aspects. It is so disappointing that money is the key issue (as with many proposes) however sometimes there are issues that are priceless.

The City of Boulder prides itself on diversity in many ways. Carnegie Branch Library is definitely a library of its own that does serve a certain population of not only Boulder but also the entire Boulder County region and surroundings. The archival material contained in this library alone is a cherished vault for not only historians but genealogists and for those with unanswered questions of the area's past.

I am a fifth generation Colorado citizen; fourth in Boulder County and I have (along with many others) patronized Carnegie Branch Library for multiple decades researching the vast treasures there. Carnegie Branch Library is the ONLY repository for personal historical collections which are handled by trained responsible employees to preserve them for public interest.

It was stated that Carnegie's usage was not at the level as the Public Library. Well, that is not comparing "apples to apples" as Carnegie is an elite library for a special purpose—a major diversity!!!

This issue is very frustrating to the patrons of Carnegie Branch Library. Please don't limit the hours and access and personnel at our unique Boulder Carnegie Library.

Thank you very much!

Chel Courtney
Boulder County Historian/Genealogist
Member Emeritus of Historic Gold Hill, Inc. (over 15 years of service)
Past President of the Gold Hill Club (over 20 years of membership)
Board of Directors for the Gold Hill Cemetery
Author and Researcher

To Library Commission Members, City Council Members, Library Director
The recent article in the Boulder Daily Camera regarding the City's budget shortage and the cutting of the Archivist position and the Carnegie hours is especially concerning. The Carnegie Library for Local History isn't a "typical" library in terms of book and DVD circulation, special-interest programming, and maker-space. The Carnegie Library is a research facility with an exhaustive archival collection gleaned from years of donations from local newspapers, City and County governments, and private citizens. These resources contain information valuable to researchers and scholars as well as to property owners and fans of local history. The wealth of information in Carnegie frankly can never be fully captured on-line, and some items need to be seen in their original form to be understood and appreciated.

I'm a registered Architect who has actively worked in historic preservation for over 30 years on projects ranging from research on the history of our area to physical work on historic resources. I was actively involved in Boulder history as a member of the Landmarks Preservation Advisory Board for over eight years as well as with various non-profit preservation organizations. From 1997 to 2015 I worked as a Preservation Specialist for History Colorado / State Historical Fund.

I started volunteering at the Carnegie Library for Local History in 2010. I had previously used the resources in Carnegie to better understand the history and context of preservation projects on which I worked, but my continuing weekly volunteer work has shown me that the Carnegie is a resource not only for the preservation community but also for homeowners and residents of Boulder who desire to learn more about the history of our City.

The proposed cuts in staff and hours at Carnegie send a clear message that history and historic preservation are not valued by the City administration. After all, the sum of these cuts is trivial compared to the current \$4 million budget problem. The Carnegie holds most of the archival material necessary for local history research. I hate to think what Boulder could be like without access to these records and artifacts that are essential to an understanding of our local history by the community.

The City of Boulder is extremely fortunate to have experienced staff specialists at the Carnegie Library who provide as much resource to users and patrons as the physical records in the building. Their knowledge of collections, accessions, cataloguing, and records history are critical to researchers and casual users. Think of them as archaeologists who know where the bones and artifacts were found, how they were positioned next to each other, and what stratigraphic level they occupied. These historical resources require context, which is uniquely supplied by the Carnegie staff. The metric of the value of the Carnegie should not be how many patrons walk through the door or click on web-pages, but rather the value to the community of the collections and the expert staff.

Please find a way to preserve staffing and hours of this critical facility.

Thank you,

Estella Cole

P.O. Box 19737, Boulder

Leslie Boss

303 494 1877

Uses Carnegie, wants to see archivist retained and hours restored. Notes that Longmont employs a full time archivist available to the public 8-5.

Dear Honorable Library Commission Members,

I have been out of town and was urged by email to write to you prior to tonight's meeting regarding the proposed budget cuts. I read today's Daily Camera online and saw where the council expressed concerns, but I do not know the details of the budget on this issue, so I am sending my comments.

I am writing to urge you not to recommend the drastic budget cuts being considered for Boulder's Carnegie Branch Library for Local History [Carnegie]. Carnegie is nationally recognized as one of the better local history libraries in the country. There of course is a reason for this which is the financial support provided and the willingness of Boulder's citizens to continue to donate their family documents. Boulder has a rich and fascinating history which is related to the community through such avenues as the Sunday Daily Camera history articles and the many books and articles about our

history. The source of the information is our Carnegie. Basing funding upon the number of users does not consider the public education that is the result.

Regarding the archivist position, without it Carnegie's purpose would be thwarted. In years past I recall Janet Roberts hauling boxes of PLAN-Boulder County records and documents to Carnegie to sort and file for research. Similarly Rob Pudim donated the originals of his editorial cartoons from the 1970s. If a citizen does not trust that her family's documents will be professionally handled, she just may leave them in her attic for her heirs to dispose of.

In the late 1990s, I wrote a paper entitled "The Black Community of Boulder, Colorado" telling the unknown story of Boulder's early African-American community. That paper is now available electronically on the BPL website. In later years I developed the paper into a PowerPoint presentation which I have given several times to the community. Almost all of my research was done at Carnegie. With substantially reduced hours and material not properly archived, that paper may not have been written.

Finally, I want to thank you for your service on the Library Commission. I have served on city boards and commissions and understand that your volunteer time and efforts are under-appreciated.

Sincerely,
Dan Corson
cordanwil@outlook.com
Boulder & Colorado History Societies

David: Mr. Dorsey asked me to share his email with the Commission.

Dear David:

I am writing to express my concern for the proposed cuts to the Carnegie Library currently being considered by the Library Board. I hope you can share my thoughts with the Board.

Once I retired from teaching history in three Boulder Valley high schools, I had the time to pursue my love of local history. In the process, I had the opportunity to be a part of the Superior Historical Commission and presently serve as its chair. During this time, I have written a number of journal articles and created a number of Power Point history programs. My colleagues on the Commission produced a lovely book entitled *Lost Superior: Remembering the Architectural Heritage of a Colorado Coal Mining Town*. The resources at Carnegie contributed mightily to all the above work.

Everything I've done relating to local and Colorado history in the past twenty years was made even more effective and enjoyable due to the Carnegie Library and its staff. The resources are amazing and the staff outstanding. They are very knowledgeable about not only the resources available but the history of the area as well. The time they spend with patrons goes beyond the usual. This type of research does necessitate much looking into every possible nook and cranny, and staff does just that for its patrons.

We in Superior are fortunate in that many citizens were interviewed as a part of the Oral History program and their stories are preserved for posterity.

I believe the Carnegie Library for Local History is an exemplary institution. Its hours and staff should not be reduced. This is Boulder, Colorado not some economically disadvantaged city. Boulder should demonstrate that by supporting this library. I can't imagine the City Council of this unique city can be satisfied with something less than this excellent institution.

Please don't sacrifice the future at the expense of an understanding of the past.

Respectfully,

Larry Dorsey, Chair
Superior Historical Commission
ldorsey2003@comcast.net

Patrons who wrote with specific questions

September 3, 2018

Hi David,

I heard that a reduction in Carnegie hours and/or staffing is being considered. As a long time user of the library, I value it a lot. I was wondering - have you considered, or do you already use, volunteers to staff the library? I believe there are many geneologists and members of Historic Boulder who'd be interested in volunteering. I'm interested in your thoughts on this.

Thank you.
Barbara Fahey
bfahey@co.jefferson.co.us

Hi, Barbara -

Thanks for writing to us about the City's proposed budget cuts to the library, and for your question about how volunteers are used at BPL. A number of people have written to us about the City's budget proposal, and I've copied you on the information we have provided to everyone else, below. As to your specific questions about volunteers...

A strong volunteer program has proven to be critical to the success of our library. In 2017, more than 770 community members donated 18,320 hours: equivalent to \$475,770, almost nine Full Time Equivalent (FTE) employees and over 12 percent of the annual work hours. At Carnegie, volunteers capture oral histories and help with the ongoing process of digitizing the collection. In other areas, volunteers contribute directly to patrons by serving as literacy tutors for children and adults, teaching English as a Second language classes, teaching skills to patrons in the BLDG 61 Makerspace, offering drop-in tech help, involving children in the Summer of Discovery reading program, welcoming thousands of people to the many programs and events hosted by the library, and delivering materials to patrons who are homebound. Volunteers also support staff performing certain tasks that support daily library operations, like weeding books from the collection, sorting through book donations and maintaining the Main Library used book shop.

However, legal requirements limit the ways in which volunteers can be used. Bargaining agreements between the City and its employees prohibit replacement of staff positions by volunteers (a slippery slope, as I'm sure you can imagine). The City also limits use of volunteers in certain circumstances due to liability concerns. Given these restrictions, I think it is extremely unlikely that volunteers could be used at Carnegie without the presence of archivists/librarians.

BPL also faces practical challenges right now around growing our wonderful group of volunteers. BPL has one volunteer coordinator who is strapped to the limit managing recruitment, training, placement, evaluation, and appreciation for nearly 800 people. The City's 2019 budget adds funding for a city-wide volunteer management software system, which will help. But the library needs an additional .5 FTE plus supporting funds to recruit, train and schedule more volunteers, provide them with supplies, and to recognize their contribution to the community. This is one of many needs outlined in the 2018 Library Master Plan.

In the long run, I'm sure that BPL would love to find ways to engage folks from the historic community who would be willing to volunteer their time at Carnegie. However, given the state of the library's budget, our volunteer time may best be spent right now on solving the library's overall financial problems. We Commissioners would be happy to meet with concerned members of the historic community to talk further about how we can work together to ensure a strong future for Carnegie - and the rest of our beloved library system.

Thanks again for writing, and for your support of our library!

Joni Teter
Chair, Boulder Library Commission

September 4, 2018

Hi Joni,

I am unable to attend the meeting scheduled for Wednesday, so I submit these comments and questions for your consideration.

In reviewing the 2019 Recommended Fiscal Budget, I noticed some reductions in Library services. At the same time, on page 19 there is a statement about eliminating 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").

Perhaps this is not the right time to reduce this source of revenue. Is there an estimate of the amount of revenue that would be eliminated? What does the balance sheet show for the total amount of fees/fines owed to the library? What is the amount of fees/fines that are <\$10? I believe patrons can still use the library's full services even if they owe <\$10. I presume these would all be forgiven. Is that amount included in the revenue reduction?

What is the expected impact on return of materials if fees/fines are eliminated? What have other libraries found?

Thanks,
Jon
jonetra@yahoo.com

Hi, Jon -

Thanks for writing to us about the City's proposed budget cuts to the library, and for your specific questions about eliminating fines. A number of people have written to us about this budget proposal, and I've copied you on the information we have provided to everyone else, below. As to your specific questions about fines...

We were surprised to learn that the City Finance Department had decided to include elimination of revenues from library fines in this year's budget. Library leadership and Commission have broached this subject, and we have tabled it for discussion this coming December/January. Frankly, I thought it was unusual for the City to propose eliminating a revenue source before the advisory board with policy authority over the issue has had a chance to make a determination.

However, preliminary information we've seen suggests that eliminating fines may make sense. The costs to BPL in collecting fines is equal to (or may even exceed) revenues collected from fines. Many libraries are moving to eliminate fines - I think Boulder may now be the only library within the Flatirons Library Consortium with a fines system in place. (Note that BPL does not charge fines for late return of children's books - a policy that has been in place for many years.)

Setting aside the question of revenues, however, libraries have found that imposition of fines creates a major barrier to library use by low income patrons. It's easy for a teenager (or adult) to lose track of time and let fines build up. The presence of even a small bill for library fines can prevent families with little means from using the library - and these are among the people who need the library most.

You raise good questions. Those questions and the items I've outlined above are among the things Commission will be looking at when we review the library's policy on fines in December. We welcome your thoughts, and always welcome people to attend library commission meetings. You can access out agendas and packets on the BPL website's Library Commission page <https://boulderlibrary.org/about/commission/>

Thank you for reaching out - and for your support of our library!

Joni Teter
Chair, Boulder Public Library Commission

Others:
Rebecca Trafton
rebecatrafon@gmail.com

Judy Koenig
judyboulder@gmail.com

Paula Martin
paulajkmartin@gmail.com

Pat Claar
paclar@gmail.com

Post-Jaipur Literature Festival update

Jaipur Literature Festival occurred this past weekend. It was once again a great event with outstanding content throughout the festival. We are awaiting official numbers and won't likely have them until November, but anecdotally, I would say that attendance was more or less the same as the past 2 years. I know that Seeds Café and Boulder Bookstore had better weekends than in past years. Teamwork Arts and JLF@Colorado have committed to trying to do another festival next year.

Update on financial analysis for the Nov. 27, 2018 City Council Study Session

The City has contracted with George K. Baum and Company to conduct a financial analysis for the Library Commission and City Council. The project team consisting of staff from the library, the City Manager's Office, the City Attorney's Office, and finance met with consultants from the firm on Tuesday, Sept. 25, 2018 for the project kick off.

The Library is working with Kim Seter of Seter Vander Wall P.C. to create a report detailing the legal process for forming a library district including governance and asset allocation. The report will include case studies of other Colorado public libraries that have become district library systems.

The financial analysis and the report on library districts will be issued to the commission in the Nov. 14, 2018 special meeting packet. Staff plans to issue the packet on Nov. 9, 2018. The consultants and members of the financial analysis project team will make a presentation of the analysis and options for stable library funding during the Nov. 14 meeting. The financial analysis and library district report will be sent to City Council in the Nov. 27, 2018 study session packet with the presentation made during the study session.

North Boulder Branch Library project update

Library staff worked with the architectural consultant to complete a Report of Requirements for the library site, which outlines the program requirements and program adjacencies as identified through the public engagement process and refined through conversation with the Design Advisory Group. The report also masses size requirements and outlines access routes on the perspective sites, taking into account regulations and constraints, in order to demonstrate program test fits on each site being considered. David and Antonia presented this list of requirements to the developer owner of the private land in order to assess the feasibility of continuing to consider the site west of Broadway. The developer has been asked to submit a proposal to the city by Friday, Sept. 28, 2018 if Emerald Management is still interested in considering their land for possible development for a future library site and pursuing a private/public partnership with the city.

The Community Engagement Report, summarizing the community engagement process and the information collected, will be published to the project [website](#) on Monday, Oct. 1, 2018. Along with the full report, major themes and trends are highlighted and will be shared with community stakeholders through various communication channels. The project webpage will also be updated to include highlights from the traffic and parking study commissioned for the city-owned parcel and an updated project timeline.

Library staff continue to work on collecting information regarding possible traffic impacts and parking layouts for the sites being considered. This work has included meeting with Planning & Development Services staff and reviewing empirical data and code regulations from parking and traffic & civil engineering consultants.

WORKac, working with a WSP consultant, has begun preliminary work focused on sustainability and achieving a net zero building. WORKac will be visiting Boulder Oct. 16, 2018 to meet with the Design Advisory Group.

Website update: Master Plan and library district information

The library master plan project webpages have been retired. The 2018 Boulder Public Library Master Plan and associated reports and documents are posted on <https://boulderlibrary.org/about/>. The information about library districts which was posted on the master plan project page is now linked on the library commission web page <https://boulderlibrary.org/about/commission/>. See link in upper left menu box.