Meeting date: Wednesday, January 9, 2019
Location: Main Library, 1001 Arapahoe Ave., Canyon Meeting Room

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

1. Approval of agenda

2. Public comment

3. Consent agenda
   a. Approval of Dec.5, 2018 minutes

4. North Boulder branch library concept design presentation – Antonia Gaona, Public Services Manager, Michelle Crane, Facilities Design and Construction Manager, and WORKac architects

5. Main Library restroom renovation project update - Antonia Gaona, Public Services Manager

6. Library Commission update
   a. Items from commission
      i. Review/update Library Commission Handbook
      ii. Commissioner update on outreach to stakeholders
      iii. Community education activities - Plan A/Plan B” discussion
      Staff’s ideas about what should be on the A/B list and how to better personalize these statistics (stories, anecdotes, pictures) to make these relatively abstract concepts real for community members.
   b. Boulder Library Foundation update
   c. City project representative update
      i. EcoDistricts
      ii. Civic Area East Bookend
   d. Responses to patron emails from the Library Commission

7. Library and Arts Director’s Report
   a. Update on library polling project
   b. New program ideas for 2019 BLF grants
   c. Upcoming rules of conduct review – preview of staff recommended revisions

8. Adjournment

2019 Library Commissioners
Joni Teter, Chair   Tim O'Shea   Juana Gomez   Joel Koenig   Jane Sykes Wilson
**Name of Board/Commission:** Library Commission  
**Date of Meeting:** December 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, Tim O'Shea  
**Commission members not present:** none

**Library staff present:**  
David Farnan, Director of Library & Arts  
Jennifer Phares, Deputy Library Director  
Celia Seaton, Administrative Specialist  
Antonia Gaona, Public Services Manager  
Tim McClelland, Patron Services Manager

**City staff present:**  
Sam Veucasovic, Facilities Coordinator III, Facilities & Asset Management  
Michele Crane, Facilities Design and Construction Manager, Facilities & Asset Management

**Members of the public present:** Laura Duncan, Adelaide Perr, Lewis Groswald, Brett Sawchak, J. Tamar Stone  

**Type of Meeting:** Regular

<table>
<thead>
<tr>
<th>Agenda Item 1: Call to order and approval of agenda</th>
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<tbody>
<tr>
<td>The meeting was called to order and Teter asked if there were any changes to the agenda. Teter suggested moving public comment to later in the agenda for inclusion within the north Boulder item as that was the topic of input. There was a nod of approval from the commission for this amended agenda.</td>
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<th>Agenda Item 2: Public comment</th>
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<td>Moved to Item 4.</td>
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<td>[0:00:00 Audio min.]</td>
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<tr>
<th>Agenda Item 3: Consent agenda</th>
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<td>a. Approval of November 7, 2018 Meeting Minutes: Gaona noted a correction from “20” to “28” as the correct “peak need” figure for parking. O’Shea moved to approve these amended minutes, Koenig seconded, and the motion was unanimously approved.</td>
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<th>Agenda Item 4: Update on north Boulder branch library</th>
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<td>Gaona reported that this project’s “Phase 2” kicked off in November. Preapplication submission occurred at the end of November to the Planning &amp; Development Services who will provide feedback for how to proceed (concept review or full site review for 2019, both open to public input). WORKac collaborating with a local architecture company, Studio Architects. Once final contract is complete, next review steps will be known. Cost estimates are an important next step. Fox Tuttle Hernandez (FTH) has provided an updated traffic study (see packet). Hypotheticals of future traffic ranges concluded that traffic counts are currently low and predicted to remain low. Gaona anticipates the architects returning in January to present on the design concept. Robust series of community engagement events kick off in March 2019 with design charrettes for input on elements both programmatic and physical, inside and outside the space. Architects will return in May or a check-in public engagement opportunity. Koenig asked about budget. Gaona noted the target budget is the $5 million from Community Culture and Safety Tax plus $1.7 million from development excise taxes accrued from library reserve. Funding is flexible particularly due to the “ambitious sustainability goals.”</td>
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Gomez suggested labelling the intersections in the traffic study drawing for clarity. Gaona asked if it would be helpful to place this in the call out bubble; Gomez agreed.

Koenig noted his positive impression of FTH; he observed their work during consultation of Chautauqua Parking Program.

Gomez wondered if the traffic study considered possible modification/removal of the roundabout or 13th/14th Street connections. Gaona was unsure.

Public comment was invited by Teter:
- Laura Duncan provided a copy of the statement that was circulated at the annual meeting of the HOA she represents (see handouts).
- Adelaide Perr lives and works in a location facing the building site.
- Tamar Stone lives and works in Boulder; she also faces the site. She noted issue of streets having curve which causes tight conveyance.
- Brett Sawchak, like Tamar Stone, lives in a south-facing north Boulder condo located at the 13th St roundabout. He noted two dead end streets on 14th and across the creek. Advised planning for a bridge and deliberation over the mobile home parking lot; “there should be more consideration of the people living there.” Noted the already significant amount of time needed to navigate the neighborhood. “If you want to put it there you have to build a bridge… [at] 14th St.”
- Lewis Groswald lives in the same area as the other commenters: appreciated comment period. Feels he found an “oasis” in north Boulder, and not sure he wants to “live through this.” Feels like the library is going to “blow up this community.” Still hasn’t seen a “compelling” reason for the library’s placement in this NoBo site. Hopes team will be “responsive” to public concern.
- Lewis Groswald noted his concern about a one-way back alley between 13th and 14th that provides access to the garages. As it is a community space with neighborhood foot traffic and active dogs, he wants to mitigate the possibility of drivers using that alley as an alternative route.
- Laura Duncan read her statement from the HOA meeting. She noted intention to follow up with City Council and the Planning Board.
- As a communications request, Brett Sawchak asked that future missives and updates include physical fliers and mailers for those in the neighborhood in addition to the website updates.
- Adelaide Perr expressed appreciation for Gaona’s willingness to visit her home to view her situation as a south-facing building owner. She invited anyone interested to come to her house to view her “wall of windows” which, when open, allows public to view in. Closed, her blinds make her home a “cave.” Has recently seen surveyors taking photos during the day- very “unsettling.”

Teter thanked all for their comments, encouraging them to bring their concerns to City Council and Planning Board.

Commission’s questions regarding the updated traffic study were invited:
Gomez questioned assumptions made re: traffic through and to the site itself. Typical traffic peak times are not peak times for library (story hours). Gaona noted the specific effort to overlap peak times to reveal extreme scenario – thus, volume capacity would likely be lower than what was included in report. Teter thinks it would be a bad idea to direct traffic down Rosewood – planned access across Yarmouth and then over to 14th would make more sense. Important not to do connector between 13th and 14th at the north side of the property as this does not connect to Broadway.

Gaona noted some elements of site layout including an anticipated 14th St. connection. Intention is to ease traffic and avoid dead-ends. Removing cul-de-sac without an alternative is a fire access issue.

O’Shea thanked the public for attending and their input – he noted that he shares similar concerns about 14th Street. Agreed with Teter’s sentiments about 13th not being a “through” street.

Commission stated that they would like to see additional information presented at the January 9th meeting along with the design concept including prioritization of the 14th street connection. Teter noted desire to see Yarmouth included in planning. Gaona noted that her understanding that Yarmouth is not anticipated in any Transportation Department plans for the next 5 years. She anticipates having more information about the Transportation Master Plan next month – she is in communication with Ed Stafford (of P&DS) and Mike Sweeney (of Transportation).
Farnan noted an unsuccessful offer previously made by the City to the mobile home park; the City has no current interest in acquiring that land. Would require a private buyer who would then complete 14th connector and deed it back to the city.

Gaona spoke to her positive connections with Boulder Meadows residents thru community engagement, perhaps improving relations between the City and these residents of the community.

O’Shea asked about the possibility of Violet frontage and received clarification that this land falls under Parks & Recreation’s purview.

Gaona invited public to come back and attend the opportunities beginning of next year as well as the next Library Commission meeting in January where the design concept will be presented.

Responding to the question of process timeline, Crane explained that it could take two years of site and concept review – site review goes into deep detail.

Gomez: are there guidelines of a required number of traffic study points before development can commence? Gaona: not aware of any but the intention is to be as thorough as possible.

Public in attendance spoke to the nearby Broadway underpass serving as a “hangout” for the transient and those individuals experiencing homelessness. Gaona noted an opportunity to coordinate with complimentary projects which may perhaps renovate that underpass.

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**Agenda Item 5: Policy discussion**

- Expand eliminating library fines to all users and on all materials. Farnan introduced McClelland who was present to answer any questions around the removal of fines.

Commission were asked for their feedback and inquiries on this policy:

- Gomez asked about the process as outlined on p.19 with auto-renew. McClelland noted that items will go through three renewals (unless on hold) and then three weeks after the final due date, a bill would be sent.

- Gomez queried whether lost children’s books are charged. McClelland – yes, they are charged.

- Koenig asked about the 5-week limit before being sent to collections. McClelland – policy instituted before his arrival but appears effective. Gaona clarified that charges from juvenile accounts do not get sent to collections.

- Sykes Wilson wondered whether discerning between items from ILL program and the regular library borrowing system will be confusing for patrons. McClelland responded that ILL is a very separate method where a patron needs to interact directly with staff, so little room for misunderstanding.

- Koenig wondered about similar policies at other libraries. McClelland noted that these are similar, although old fines are not always waived – this is a feature of Boulder Public Library’s customer service.

Koenig moved to approve the proposed outline of staff’s recommendation to eliminate overdue fines for all patrons and materials. Gomez seconded, all were in favor, and the motion passed unanimously.

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**Agenda Item 6: Debrief Nov. 27, 2018 City Council Study Session on Sustainable Library Funding and next steps**

Gomez appreciated the courteous discussion with City Council – she complimented O’Shea and Teter on their presentation. She was alarmed by the possibility that despite a general petition vote, City Council can still not come to an agreement with the new board. Teter noted that this time limit is often extended, it is not a “true 90 days.”

Koenig pointed to the significance of hearing all eight council members on record recognizing that the library is underfunded.

Sykes Wilson did not like the concept of removing funds from other programs.
Teter asked about timeline for polling; though still awaiting pertinent input, Phares has been mapping this and provided a hypothetical timeline. If staying on task, the RFP would be issued in the next two weeks and then posted for four weeks. Interviews planned for the end of January. Contract finalized first week in February with a consultant kickoff meeting February 11th. Drafted questions would be ready for council review first week in March. Formal polling starting second week of March for two-week duration. Online survey two weeks following, concluding first week in April. Report and presentation to follow – May opportunities for City Council reception (in either Study Session or regular meeting). Project debrief planned for May 20th “if all goes according to plan.” Koenig noted that commission input is critical in the creation of the polling questions. Teter noted challenge of initial community education needed for informed responses to polling questions.

Agenda Item 7: Discussion of community education on library funding needs and options [1:40:30 Audio min.]
Teter noted that a special meeting occurred earlier with Patrick von Keyserling, commissioners, and staff. Teter distributed notes taken during the discussion (see handouts).

Group discussed tasks and commission members volunteered for various roles. Please see appended Attachment A for amended notes on the December 5th discussion with Communications.

Agenda Item 8: Library Commission Update [2:11:28 Audio min.]

a. Items from Commission
   i. Approval of annual letter to City Council – Teter thinks it “looks great” but suggested altering “April” to “May” instead. O’Shea made edits to the document as it was discussed. Noted space for closing sentiments. Farnan suggested noting the NoBo branch plans. Sykes Wilson suggested acknowledgement of City Council’s attention to library needs. O’Shea moved to send along this amended letter, seconded by Gomez. All in favor. O’Shea to send the final document to Seaton who will relay to the clerks’ office.
   ii. Commissioner update on outreach to stakeholders
      1. Discussion with EveryLibrary – Teter reported another conversation with Patrick Sweeney this week.
      2. Gomez noted speaking with Andy Saylor and Paul Seter
      3. Joni noted the November 10th gathering of key library supporters.

b. Boulder Library Foundation update: Teter reported working through the marketing plan and working with Kindful for a CRM solution. They approved a budget with a number of items that will need to come back for final approval. Staffing is moving forward with Leslie as a potential admin. Fundraising committee mailed out their annual letter; “nice measure of outreach.”

Agenda Item 8: Library and Arts Director’s Report [2:31:30 Audio min.]
Farnan announced that Boulder Public Library branches are on track for welcoming one million visitors this year.

Agenda Item 9: Adjournment [2:33:58 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, January 9, 2019, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.
Notes from 12.05.2018 meeting on communication resources
(as amended at 12.05 regular LibCom meeting)

Present: David Farnan, Patrick Von Keyserling, Juana Gomez, Joel Koenig, Tim O'Shea, Joni Teter, Jane Sykes Wilson

Teter noted that there was a special meeting earlier today with Patrick von Keyserling, commissioners, and staff. The objective of this discussion was to discuss methods to communicate with the community about library funding needs and funding options, and resources available from the City communications department to assist with that community education. The City's polling effort on these issues is now planned for April 2018; we focused on activities that could take place between now and then.

We identified the following communication approaches. Next steps, including Library Commissioner leads, will be discussed at the regular December 5 Commission meeting.

1. **Reading list for Patrick, resource notebook for Commissioners and volunteers:** Once he gets up to speed, Patrick can help to shape the narrative and messaging. Commission agreed to send Patrick a short reading list, comprised of the documents we think are most pertinent. For Patrick, Commission’s forward to the Master Plan and our presentation to Council are most pertinent. Tim has also been compiling a master notebook with more detailed information for Commissioner/volunteer use. Commission agreed that it would be useful to have ~6 copies of this notebook.
   - Commission lead on compiling reading list: Tim
   - December task

2. **Priority talking points:** Commission will compile a list of priority talking points to share with Patrick and David. We should think about these talking points in two categories:
   - What issues are confronting the library system that funding can resolve?
   - What did Commission look at in reaching its recommendations on library funding options?
   Juana and Tim will develop a tool to which Commissioners can contribute the talking points we feel are most critical. Once the list is compiled, we’ll need to work to make messaging succinct (per Ch 12 of Winning Library Elections).
   - Commission lead on compiling talking points: Juana & Tim
   - December/January task

3. **Library newsletter:** Commission can author a monthly “news from Library Commission” column in the library’s biweekly newsletter. Planning right now for 3 columns of 200 words each. Jane will scope out all 3 columns (600 words) up front.
   - Commission lead on authoring column(s): Jane
   - January, February & March newsletters

4. **Webpage:** A top level landing page will be created that provides an introduction to the library’s funding needs and funding options, with links to relevant video clips, web pages and documents. This landing page bring to the forefront pages that currently house links toward
districting etc. This page can also be featured through the library, City and Channel 8 social media links. Teter referenced the new landing page for the webpage which will fall more to staff purview. David noted welcoming commission input. Jennifer noted that Lisa Holmberg will need to be involved for this feature.

David will task Aspen and Celia with this effort, and they will reach out to Commission if they need help.

Timing - David to let Commission know

5. **City’s Community newsletter**: David will check with Patrick to try to get an article on library needs in the next community newsletter. David advised that a Commissioner would likely need to be available to be interviewed to help draft this article.

   David will let Commission know if and when this article might happen.

   Timing_____

6. **Public panel discussion (early February)**: The panel will discuss library funding needs and governance options, and will be videorecorded by communications staff. We discussed including people from Fort Collins and the State Library, David and a Commissioner, and asking Sam Fuqua to moderate/help shape the panel. David will check Canyon Theater availability and coordinate film crew availability with Patrick and provide dates to Commission. Joni will reach out to Robin and Mary from FoCo, and to Sam. Assuming Sam is available, Tim will work with Sam to frame the program. David will reach out to State Library.

   Commission organizing subcommittee: Joni & Tim

   Early February program

7. **Inside Boulder interviews**: We discussed doing two 5 minute interview programs to be aired in February and March. David, Tim and Joni are the identified talking heads. These programs typically involve 5 questions (to be developed with Ch8 staff in advance) with a “go here for more information” closing.

   David will get dates from Patrick and let Commission know.

   January filming date (for February program)_______

   February filming date (for March program)_______

8. **FAQs**: We agreed that it would be useful to start a running FAQ document, that could be posted to the webpage and updated as questions come in. Patrick’s staff will maintain the FAQ list.

   Commission lead on initial set of FAQs: Juana & Tim

   January task

9. **One pagers**: Patrick and David will work with City staff to develop a “one pager” for polling purposes. Commission agreed to develop a separate one pager, as the City’s process will likely take some time to agree on the “narrative.”

   Commission lead on developing a one pager: Joel; Tim will talk with BLF Board member Michelle Lee about providing formatting support.
December task (Some volunteers have asked for a one pager for January meetings.)

10. **Fact sheets**: By April, we hope to have some fact sheets that can be used in things like coffee shop conversations with people and community organizations.

Commission lead: Jane

March task?
DATE: Jan. 4, 2019  
TO: Library Commission  
FROM: Antonia Gaona, Public Services Manager/Project Coordinator  
       Michele Crane, Facilities Design and Construction Manager  

SUBJECT: Project Update for North Boulder Branch Library

This memo provides updated information about several aspects of the north Boulder branch library project plans.

BACKGROUND
Phase two of the project began in November 2018 with a city subject matter expert meeting. The project team incorporated the experts’ input and submitted a pre-application to Planning and Development Services. The pre-application included a basic site plan drawing, a location plan drawing, conceptual massing that shows proposed height, and diagrammatic floor plans. Technical questions to assist the architects and consultants to prepare for a full site review process were also submitted. That was the first step in the regulatory process. The project team is finalizing a contract with WORKac for phase two of the project and intends to bring on local architect, Jeff Dawson, from STUDIO Architecture as an owner’s representative and to serve as the local point of contact.

Edward Stafford, development review manager will attend the Jan. 9, 2019 Library Commission meeting to provide an update and answer any questions the Library Commission has about the 14th street connection.

PHASE TWO UPDATE

Project review process
The project team was advised by Planning and Development Services that both concept and site review processes are required. Combined these processes may take a minimum of 18 months. The project must also be designed to meet the city’s climate commitment goals.

Schematic design
At the Jan. 9, 2018 Library Commission meeting, Dan Wood, the principal architect from WORKac, will present the vision-plan concept design for the north Boulder branch library. This initial concept design responds to the library’s goals for the project and community’s high-level vision for the library. Further refinement of these design concepts will be completed following the community engagement activities that will be scheduled to occur in March 2019.
Project budget and available resources

The preliminary cost estimates for basic construction only used for the Community Culture and Safety (CCS) tax was $5 million. The initial cost estimate for the concept design is about $10 million. The estimate for the concept design is considered a high-level estimate. The planning and project regulatory review process and city projects adjacent to the library site may impact the project costs as well. The concept design includes the following hard and soft costs:

**HARD COSTS**
- Full construction costs including contingency and site development that have been escalated for anticipated construction start in 2020
- Energy conservation design features that will enable the project to achieve site net zero and meet the city’s climate commitment goals.

**SOFT COSTS**
- Architectural and engineering fees
- 1% for arts
- City fees
- Project contingency

The energy conservation measures included in the concept design are a green roof, photovoltaic panels, natural ventilation, all electric and no natural gas. It is estimated that these features may add more than $1 million to the project cost.

Available resources

To date the library anticipates $5 million for construction from the CCS tax revenues. Additional funds are available from Development Excise Tax and Impact fees collected for the library to fund furniture, finishes and equipment. The project team is looking into opportunities for additional funding such as grants to offset the cost of the energy conservation features, or to fund interior costs for programmatic areas including the makerspace, community meeting space, Boulder Reads, etc.

Community input received during the March 2019 community engagement sessions will identify the highest priority programmatic areas for the north Boulder branch library. Based on the community input, the project team will consider opportunities to adjust scope to fall within available budget resources (identified at that time) and present them to the Library Commission in May 2019.

**NEXT STEPS**

Timing of the following next steps is subject to change.

**February 2019**
- Submit concept plan review to Planning and Development Services. A public
hearing with the Planning Board will be scheduled following the submission, anticipated to be in April 2019. Specific dates for this process are To-Be-Determined (TBD).

March 2019
- A series of community engagement activities focused on gathering input on the interior design and programmatic plan for both the interior and exterior of the library will be hosted by the project team and architects.

April 2019
- Anticipated public hearing on the Concept Plan with the Planning Board.

May 2019
- Community check-in summarizing the input received during the March community engagement sessions and how it was incorporated into the design.
- Check in with the Library Commission on community input, project scope and budget.
- Site review submission to Planning and Development Services with public hearings with the Planning Board following. City Council call-up period will follow approval of site review by the Planning Board. Process anticipated to take the remainder of 2019.
- Canyon Gallery exhibition of WORKac architecture.

2020 1st and 2nd Quarter
- Technical documents and design development

OPPORTUNITIES FOR COMMUNITY INPUT
The North Boulder Branch Library project page is intended to provide the most current information about the project. Upcoming dates for community input include:

- March community engagement activities – Dates TBD
- April public hearing on Concept Plan with Planning Board- Dates TBD
- May 1, 2019 Library Commission meeting, Main Library Canyon Meeting Room

The project team and the Library Commission welcomes input from the community at any time. Contact Antonia Gaona, the project coordinator at gaonaa@boulderlibrary.org with questions or input about the project. All input received is shared with members of the project team and the Library Commission.

QUESTIONS FOR COMMISSION

1. Does the Library Commission have any questions about the conceptual design for the facility?
2. Does the Library Commission have questions about next steps?
DATE: Jan. 4, 2019
TO: Library Commission
FROM: Antonia Gaona, Public Services Manager/Project Coordinator

SUBJECT: Update for Main Library Restroom Renovation Project

This memo provides an update on the project to renovate the restrooms at the Main library.

REVISED SCHEMATIC DESIGN
After meeting with the Design Advisory Group (DAG), library staff asked the Studiotrope Design Collective architects to update the restroom schematic design to incorporate the feedback received and address concerns about the initial design. The DAG will meet next week to finalize the schematic design and then send it to the contractors to schedule the project. The updated layout is Attachment A. The revised design addresses the following priorities:

- Create a more private entry to prevent occupants from being seen from the hallway and mitigate restroom related noises from reaching the hallway by incorporating a vestibule.
- Incorporate an “open door” concept, as doors create an obstruction to inclusive use and create potentially awkward entrance interactions.
- Relocate the diaper changing stations from the stalls to an alcove that provides caregivers with a secure location with privacy for changing diapers. Provide more counter that are easier to maintain and keep clean than the traditional, flip-down diaper changing stations.
- Relocate the water fountains/bottle filling stations to provide more space to user out of the thoroughfare.

PUBLIC ART COMPONENT
The DAG reviewed examples of work from 45 pre-approved muralist for the public art component of this project. The list was narrowed to five artists who will be asked to submit proposals. Two artists will be awarded the commission of original mural work. The call for proposals will be issued by the end of January 2019 and the DAG’s recommendation final artist selection will be reviewed by the Arts Commission on Feb. 20, 2019.

NEXT STEPS
The DAG will meet during the week of Jan. 7, 2019 to discuss the updated layout and finalize the design schematic. Library and Facilities and Asset Management staff will re-engage the contractor to get final design costs and to schedule the project.
The planning process was extended to collect and incorporate additional feedback which may impact the construction schedule. A four-month construction window starting in February and concluding at the end of May was originally planned. Start of construction is now anticipated to begin in March.

QUESTIONS FOR COMMISSION

1. Does the Library Commission have any questions about the updated conceptual design for the restrooms?
2. Does the Library Commission have questions about next steps?
ACOUSTIC SEPARATION AND FLOOR TO CEILING WALLS BETWEEN STALLS IN ALL GENDER RESTROOMS

4 TO 6 INCH GAP UNDER DOORS IN ALL GENDER RESTROOMS TO ALLOW FOR SAFETY SITELINES AND VENTILATION INTO THE STALLS

INCREASE MECHANICAL VENTILATION IN EACH STALL TO PULL FRESH AIR FROM THE MAIN RESTROOM AREA, EXITING THROUGH CEILING MOUNTED FANS AND REDUCING OVERALL ODOR FROM MAIN RESTROOM.

1" THICK (TYPICAL)STALL PARTITIONS IN MEN'S RESTROOMS

INCREASE THICKNESS OR 'R' VALUE OF INSULATION IN BUILDING ENVELOPE WALLS

BABY CHANGING STATION, ASSUME CHILD JUMPSEAT AT ALL LOCATIONS WITH BABY CHANGING STATIONS

NOTE: (E) STRL FLOOR IS POST TENSIONED SLAB, FLOORS MUST BE X-RAYED PRIOR TO CORE DRILLING

ADA BI-LEVEL DRINKING FOUNTAIN WITH BOTTLE FILLER

NEW MOPSINK

(E) ELECTRICAL PANEL

MECHANICAL CHASE
Commission Memo

Meeting Date: January 9, 2019 – Main Library, Canyon Meeting Room


Interesting Upcoming Dates (from [ALA Website](http://www.alaweb.org/))

- **Teen Tech Week** - March 3-9, 2019
- **Freedom of Information Day** - on or around March 16
- **D.E.A.R - Drop Everything and Read** - April 12
- **National Library Week** - April 7-13, 2019
- **National Library Workers Day** - April 9, 2019 (Tuesday of National Library Week)
- **Preservation Week** - April 21-27, 2019
- **Children's Day/Book Day - El día de los niños/El día de los libros (Día)** - April 30
- **GLBT Book Month™** - June
- **Library Card Sign-up Month** - September
- **Banned Books Week** - September 23-29, 2018
- **Teen Read Week** - October 7-13, 2018
- **National Friends of Libraries Week** - October 21-27, 2018

1. Items from Commission (verbal)

A. Status of work items from the community education/outreach plan. This list includes both Commission and City staff activities. Can we get a status update on all?

   1. Patrick reading list - done
2. Priority talking points - Juana & Tim (January)
3. One pagers by Commission - Joel (January)
4. FAQs (for website) - Juana & Tim & Aspen (January)
5. Library newsletter articles - Jane & Aspen (January - April)
6. City’s Community newsletter - David to check on possibility & timing
7. Webpage - funding needs & options resources - Aspen & Celia (January)
8. Channel 8 Inside Boulder interview #1 - Joni (Filming scheduled Jan 8 -
   air date Feb ?)
9. Public panel discussion (filmed) - Tim & Sam Fuqua (February 4, 6-7:30
   Canyon Theater)
10. Channel 8 Inside Boulder interview #2 - Tim (filming date? Air date
   March?)
11. One pagers - City (March)
12. Fact Sheets - City (March)

B. Five meetings have been set between January 28-Feb 21 to review polling
   questions. Joni will represent Commission on this working group.

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

Meetings with library champions interested in helping with a campaign have
been scheduled as follows. We’d like to provide snacks and drinks.

- Saturday, Jan 12 1-3 pm in the Flagstaff Room at Main (8 people
  expected, plus 3 Commissioners)

- Wednesday Jan 16, 6-8pm at Reynolds (5 people expected plus 5
  Commissioners)

In addition, 7 additional people have expressed interest in helping (not including
Alicia and Tim P. who will serve as liaisons to BLF).

3. BLF Update (verbal)

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

5. Update on Emails & Phone Calls to Library Commission

It was a quiet month in Lake Woebegone...
PART ONE: LEGAL BACKGROUND

I. Boulder City Charter on Advisory Commissions (Article IX) and Library Commission (Sections 130, 132-134)
II. Boulder Revised Code (BRC) 2-3-8 Library Commission
III. By-Laws of the Boulder Public Library Commission
IV. Colorado Revised Statutes on open meetings
V. Colorado Library Law
VI. Colorado State Library resources

PART TWO: LIBRARY INFORMATION

I. Commission
   A. Library Commission webpage and contact list
   B. City of Boulder Library Commission webpage
   C. Commission meeting schedule
   D. Boulder Public Library Commissioners
   E. Most recent Library Commission priorities memo for City Council
   F. Past meeting agendas and minutes (hard copy of most recent included)
   G. City of Boulder Boards and Commissions rules and responsibilities
   H. Library Commissioner job description and FAQ

II. Principal documents
   A. 2018 Boulder Public Library Master Plan
   B. Facilities Sustainability Study - March 2009 and December 2015

III. Library operations and budget
   A. Overview of library operations
   B. Rules and Policies
   C. Budget and fund management
      1. Library and Arts Budget (Click on 2019 Approved Budget. Search for Library and Arts department)
      2. Library department budget basics
   D. Overview of the Boulder Library Foundation (BLF)

IV. Communications and commission meetings
   A. Commissioner communication guidelines
   B. Guiding principles for interaction among Council, Boards, Commissions, and City Staff
Article I. General Provisions

Section 1. The name of this commission shall be the Boulder Public Library Commission.

Section 2. The principal office of the said Library Commission shall be located at the Main Branch of the Boulder, Colorado, Public Library.

Section 3. The Library Commission is an advisory commission to the department of library and arts. The said Library Commission shall have such powers, duties and responsibilities as are set forth in the Charter (Article IX, sections 132-136) and Ordinances of the City of Boulder, Colorado, or as may be hereafter provided by an amendment to said Charter.

Article II. Membership

The appointment of members of the Library Commission, the terms of said members, removal of said members, and the filling of vacancies on said Commission shall be as provided in the Charter of the City of Boulder, Colorado, Article IX, Section 130 and by any future amendments to this section of the Charter.

Article III. Meetings

Section 1. The said Library Commission shall hold regular monthly meetings at such times and places as may be agreed upon by the Commission.

Section 2. Special meetings may be called at any time at the request of at least three members of the Commission. Written notice stating the time and place of any special meeting and the purpose for which called, unless said notice is waived, shall be given to each member of the Commission at least two days in advance of such meeting and no business other than that stated in said notice shall be transacted at the special meeting.

Section 3. Each year at its April meeting the Commission shall elect officers and shall make such other organizational arrangements as may be required for the year.

Article IV. Officers

Section 1. The Library Commission shall elect a chair and a vice-chair. There may also be co-chairs instead of a chair and vice-chair.

Section 2. The chair of the Library Commission shall preside at the meetings of the Commission and shall sign, execute, acknowledge and deliver for the Commission all writings of any kind required or authorized to be signed or delivered by the Commission. The signature of the chair shall be attested by the secretary.

Section 3. The director of the library and arts department (or staff designee) shall serve as secretary for the commission. In this capacity, the director shall record the proceedings of each
meeting and present the same for approval at the next meeting of the Commission. There shall 
be kept a permanent file of the minutes of said meetings and of all reports made to the City 
Council.

Article V. Committees

The chair shall have the right to appoint special committees. Said committees shall be advisory 
to the Commission and shall not have the authority to act for and on behalf of the Commission.

Article V I. Quorum

Three members constitute a quorum and the affirmative votes of at least three members shall be 
necessary to authorize any action by the Commission.

Article VI I. Amendments

These By-Laws may be amended at any regular or special meeting of the Library Commission, 
provided that notice of the proposed amendment has been given to the members of the 
Commission at the regular meeting preceding the time at which action is taken thereon or 
providing that said notice of the proposed amendment has been provided to the members of the 
Commission at least two weeks prior to the meeting at which action is to be taken upon said 
amendments. The above and foregoing By-Laws for the Boulder Public Library Commission 
were read and unanimously adopted by the said Library Commission at its meeting of March 2, 
2016.
First Commission
Miss Mary Rippon
Mrs. Fred White
Mrs. Adriana Hungerford
Mrs. W.H. Allison
Mrs. H.B. Rosenkrans
Mr. James Cowie
Mrs. Harry M. Pollard
Mrs. C. Henry Smith
Mr. Dan McAllister
Elizabeth L. Olsen
Mary K. Gamble
Mrs. Paul Friggens
Mr. H. B. Millard
Vina Knowles
Mr. Henry W. Callahan
Mrs. J. A. Davis
Elbert Greeman
Mr. Gilbert Callahan
Mr. J. F. Willard
Mrs. R. E. Arnett
Mrs. S. C. Barrett
Mrs. H. O. Dodge
Mrs. C. Henry Smith
Miss Maude McKenzie
Mrs. D. R. Jenkins
Mrs. E. W. Brett
Mrs. Martha Nafe
Mrs. Robert Sterling
Mrs. Gregory W. Cohn
Mr. Maxwell Burger
Mr. W. C. Duvall
Mrs. John D. Gillaspie
Mrs. E. H. Ellis
Ruben L. Olson
Mr. Audley McLure
Mr. Alfred E. Whitaker
Mr. George Clark
Rudolph Johnson

(1951)1956 Eugene H. Wilson 1960
(1954)1957 Mrs. Clyde Reedy 1961 (1956)
1958 Eugene Gullette 1962
1959 Mr. Stanley Hendrickson 1963
(1956)1960 Mrs. James Yeager 1964
1961 Eugene Wilson 1961
BOULDER PUBLIC LIBRARY COMMISSIONERS
1906-2016

(Jan.) 1962 Ralph Underwager (Aug.) 1962
   1962 Paul Friggens 1965
   1962 Mrs. F. K. Bangs 1966
   1963 Carl Ubbelohde 1965
   1965 Dolores Kiser 1967
   1964 James Buchanan 1968
   1965 F. E. Luethi (March) 1966
   1966 Mrs. Thomas Bilhorn 1969
   1966 Paul Friggens 1968
   1968 Eldred Wolzien 1970
   1967 Lawrence Coolidge 1971
   1968 Dolores Kiser 1972
   1969 Alex H. Warner 1973
   1970 Janet Roberts (Oct.) 1971
   1972 Lawrence C. Brown 1974
   1971 Eldred Wolzien 1975
   1972 Bryan Morgan 1976
   1973 Joanne Arnold (May) 1976
   (Jun.) 1976 Harriet Crowe 1977
   1974 Doris Hass 1978
   1975 Dennis DuBe (Jul.) 1978
   (Sept.) 1978 Alice McDonald 1979
   1976 Kenneth Charlton 1980
   1977 Michael Rayback 1981
   1978 Harriet Crowe 1982
   1979 Diane Ball 1983
   1980 Alice McDonald 1984
   1981 Bob Greenlee (Jul.) 1983
   (Aug.) 1983 Ridi Van Zandt 1985
   1982 J. K. Emery 1986
   1983 Hardy Long Frank 1987
   1984 Abraham Flexer 1988
   1985 Francis Shoemaker 1989
   1986 Janis Van Zante 1990
   1987 Joseph Geiger (May) 1988
   (Jun.) 1988 Duane Deyoe 1991
   1988 Allen Sparkman 1992
   1989 Jane Butcher 1993
   1990 Charles Nilon (Jun.) 1991
   (Jul.) 1991 Michael Schonbrun (Dec.) 1992
   1993 Ann Cooper 1994
   1991 Linda Damon 1995
   1992 Arthur Bronstein 1996
   1993 Neal McBurnett (June) 1995
   (Aug.) 1995 Alex Goulder 1997
   1994 Jeff Skala 1999
BOULDER PUBLIC LIBRARY COMMISSIONERS
1906-2016

1995 Ann Cooper 2000
1996 Mariagnes Medrud 2001
1997 Shirley Deeter 2002
1998 Alex Goulder 2003
2000 Linda Loewenstein 2003
1999 Bruce Staff 2004
2001 Ann Aber 2006
2002 Lydia Tate 2007
2003 Catherine Sparkman 2005
2003 Stephen Topping 2010
2004 Steve Clason 2009
2005 Michael Keenan 2008
2006 Nadia Haddad 2011
2007 Sam Fuqua 2012
2008 Annette Mitchell 2013
2009 James Zigarelli 2010
2010 Celeste Landry 2014
2010 Anne Sawyer 2015
2011 Donna O’Brien 2016
2012 Anna Lull 2014
2012 Dan King 2013
2013 Paul Sutter 2016
2014 Alicia Gibb 2018
2014 Joni Teter 2019
2015 Tim O’Shea 2020
2016 Joel Koenig 2017
2016 Juana Gomez 2021
2017 Joel Koenig 2022
2018 Jane Sykes Wilson 2023
Overview of Library and Arts Department Operations

There are five divisions in the Library and Arts Department.

Administration
Administration is comprised of the office of the director, general administrative functions, such as project/contract management and long-range planning, budget and accounts payable, public information, volunteer services and the homebound delivery program, administrative support for the Library Commission and Arts Commission, general operations of the Main Library facility, and the Carnegie Library for Local History. Administration also serves as the liaison to the Boulder Library Foundation by providing administrative support to the annual grants program.

Community Engagement and Enrichment
Community Engagement and Enrichment is focused on engaging the community through materials, programs, literacy, story times, and outreach. This division includes youth services, the acquisition of library materials and electronic resources (e.g. e-books and informational databases), library collection maintenance and program promotion and graphics. The Boulder Reads adult literacy program and Canyon Gallery exhibits are also part of Community Engagement and Enrichment.

eServices
eServices is comprised of administration and maintenance of library-specific IT systems and equipment, the patron computer reservation and print release system, computer technology support, the library website, and the cataloging of library materials and resources. The division serves as liaison to the Flatirons Library Consortium that operates the integrated library system, i.e. the library catalog and patron database. The BLDG 61 Makerspace is also managed and programmed by eServices.

Public Services
Public Services serves library patrons by addressing all customer service inquiries including general reference and supports patron access to the library’s digital collections. The division provides system-wide materials circulation services and shelving, interlibrary loan, maintenance of patron accounts, and administration of the holds and Prospector system. The division also manages the meeting room reservation system and maintains the automated materials handling systems. The Meadows, George Reynolds branch libraries and the NoBo Corner Library operations, programs and services, including literacy, youth services, storytime and outreach are also part of Public Services.

Office of Arts and Culture
The Office of Arts + Culture is the city-wide cultural affairs group for the City of Boulder. Guided by the Community Cultural Plan, the Office supports the Boulder Arts Commission in the distribution of cultural grants, and provides services under eight strategies: support for
cultural organizations, public art, the creative sector of the economy, initiatives for the mix of venues, programs for neighborhoods and underserved communities, support for artists and creative professionals, civic dialog about the arts, and youth initiatives. These strategies are designed to support city agencies, cultural leaders, and residents in achieving the Community Vision for Culture: *Together, we will craft Boulder’s social, physical, and cultural environment to include creativity as an essential ingredient for the well being, prosperity, and joy of everyone in the community.* Accomplishing this vision requires an alignment of all of Boulder’s collective cultural endeavors. It is the mission of the Office of Arts + Culture to facilitate the success of this alignment in the creative community.
Library Department Funding

The Library Department receives funding from six funds within the city’s financial structure. Each fund has unique revenue sources which support unique expenditures. Provided below are descriptions of each fund including revenue sources and expenditure categories, as well as how each fund is used during the city’s annual budget process. A summary schematic of the library’s funding structure is also included.

**General Fund** – The General Fund is the library’s main funding source. All revenues and expenditures within the General Fund, of which the library’s budget is a portion, must be appropriated by City Council through the City of Boulder’s annual budget process. Modifications to the library’s budget may be made through twice-yearly Adjustment-to-Base (ATB) processes. Library Administration develops the annual budget as well as any mid-year adjustments. The mechanics of these processes are explained in a later section.

General Fund revenues that support citywide operating expenditures, including those of the library, are sourced from a combination of sales and use tax, property tax, and a variety of other taxes. A full description of the General Fund’s revenue sources can be found in the Sources and Uses section of the city’s 2019 annual budget, which is available on the web at: Budget. Operating revenues that the library independently generates - fines and fees, rental income, proceeds from the sales of used books, etc. - are deposited directly into the General Fund. Any unspent Library Department appropriations at the end of a given fiscal year fall to General Fund Balance and may be re-appropriated at the discretion of the City Council either through the following year’s budget process or through the ATB process.

**Library Fund** – The Library Fund is a pooled repository of revenues generated from four main sources: 1) the one-third property tax mill levy that is dedicated to the library; 2) gifts and contributions given to library; 3) the proceeds from the sale of library property or assets; 4) accrued interest on the fund balance. Both the revenues and expenditures within the Library Fund are tracked separately as many of the revenue sources, especially gifts and donations, are designated for specific purposes such as materials acquisitions or capital improvement at various library locations. The property tax revenues are less restricted and are used to support ongoing library operations and/or materials purchases. Library Administration manages the outlay of monies from the Library Fund and must appropriate both the revenue and expenditures on an annual basis through the budget process. As per article IX, section 134 of the Boulder City Charter, expenditures of revenues from items 2 and 3 above shall be made only upon the favorable recommendation of the library commission.

**Computer Replacement Fund (CRF)** – The city’s Information Technology (IT) Department manages the CRF. The library makes an annual contribution to the CRF based upon IT’s cost projections for future replacement of computers as well as software upgrades, workstation technical support, hardware maintenance and network infrastructure maintenance. The
Library Department Budget Basics

contribution formulas are set by the city’s IT Department according to industry standards. The CRF is used to fund the replacement and servicing of workstations at the library, both employee workstations and patron workstations. Printers and other peripheral computing equipment are not funded in the CRF. These items may be funded in the Equipment Replacement Fund (below) depending upon acquisition price.

Contributions to the CRF are reflected in the library’s annual operating budget. Expenditures out of the library’s CRF balance are included in IT’s operating budget and managed according to replacement schedules determined by IT. Any unspent annual appropriations at the end of a given fiscal year fall to CRF balance and must be re-appropriated either in the next year’s budget process or through the ATB process.

Equipment Replacement Fund (ERF) – The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the ERF. The library makes an annual contribution to the ERF based upon FAM’s inflation-adjusted projections for future replacement of major equipment which are based upon industry standards. These contributions are included in the library’s annual operating budget. Expenditures out of the ERF are reflected in FAM’s operating budget. The funds within the ERF are used at the discretion of library staff, subject to ERF policies and procedures. Any unspent funds in a given year fall to ERF balance to be used to offset future year’s contributions or alternative equipment purchases.

Equipment must meet the following criteria to be included on the ERF:

1. Tangible in nature and does not lose its identity if removed from original location
2. Have a useful life of more than one year
3. Have an original cost of at least $5,000
   - The ERF cannot cover vehicles, buildings, building materials/machinery, fixtures, or land/land improvements.
   - Furnishings are not included in the ERF; they are funded out of the library’s operating budget

Facility Renovation and Replacement Fund (FR&R Fund) - The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the FR&R Fund. The library makes an annual contribution to the FR&R Fund based upon a combination of FAM’s facility capital renovation and replacement projections as well as savings for future renovation projects envisioned by library staff. These contributions are reflected in the library’s annual operating budget. The funds are used at the discretion of Library Administration subject to FR&R Fund policies. Expenditures out of the FR&R Fund are reflected in FAM’s operating and capital budget. Any unspent funds fall to FR&R Fund balance to be programmed for future use.

The FR&R Fund is used specifically for major maintenance, renovation, and replacement of capital facilities and equipment and is defined according to the following criteria:
Library Department Budget Basics

1. Maintenance: maintenance of existing building systems or components where the cost exceeds $3,000 per repair
2. Renovation: replacement of 50% or more of a building system or component
3. Replacement: replacement of 100% of a building system or component

HVAC (heating, ventilation, and air conditioning) and fixtures are included in FR&R

Capital Development Fund – The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the Capital Development Fund. The Capital Development Fund is funded with past balances of Capital Development Excise Taxes as well as ongoing collection of Impact Fees. In 2010, the city shifted away from collecting Development Excise Taxes in favor of collecting Impact Fees. These fees are assessed on commercial and private development projects and are to be used to fund capital expansion of municipal facilities necessary to support growing demand for city services. The recipient departments of Capital Development Excise Tax and Impact Fee funding are: Transportation, Parks and Recreation, Police, Fire, Human Services, and Boulder Public Library. Capital Development Funds are programmed and spent at the discretion of FAM in conjunction with staff within the recipient departments. The Capital Development Excise Taxes and Impact Fees collected on behalf of the library can only be spent on capital facility expansion and materials expansion.
Library Department Funding Structure

**Fund and Revenue/Source**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Library Fund</th>
<th>Computer Replacement Fund</th>
<th>Equipment Replacement Fund</th>
<th>Facilities Renovation &amp; Replacement Fund</th>
<th>Capital Development Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Use Tax</td>
<td>Property Tax</td>
<td>Misc. Fees and Other Taxes</td>
<td>Library Revenues</td>
<td></td>
<td>Impact Fees</td>
</tr>
<tr>
<td>Library Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expenditure Type**

<table>
<thead>
<tr>
<th>Library Operations</th>
<th>Materials Acquisition</th>
<th>Donor Designated Programs/Materials*</th>
<th>Computer Replacement</th>
<th>Equipment Replacement</th>
<th>Major Maintenance, Renovation and Replacement of Library Facilities</th>
<th>Capex That Expands Library Capacity</th>
</tr>
</thead>
</table>

*Budgeted expenditures require favorable recommendation from the Library Commission*
Library Department Budget Basics

Budget Development and Adjustment-to-Base Process

Sourcing money from any of the funds described above must occur according to a defined City of Boulder budget schedule. This schedule has two main components. The first component is the annual budget development process during which library staff works with city executive management to determine annual appropriations for the library. This process begins in March and concludes in October when the City Council approves the upcoming year’s city budget. Appropriations approved in the annual city budget are available to be spent on January 1 of the following year.

The second component of the budget process is the Adjustment-to-Base (ATB) process. The ATB serves as an opportunity for the library to adjust its annual budget mid-year. Development of the first ATB begins in the March to April timeframe, and ends with City Council approval in either May or June. Library staff cannot spend against appropriations included in the first ATB until they receive council approval. The second ATB follows a similar pattern, beginning in the October to November timeframe, and ending with council approval usually in December. Budget adjustments included in ATBs come from three primary sources:

- **Operating Carryover from Fund Balance** - Unspent balances that fell to fund balance at the end of the previous fiscal year. These monies support specific projects or programs that span more than one fiscal year.
- **Budget Supplemental from Fund Balance** – Monies requested from fund balance to support new programs or projects that were not included in the annual budget. The library can only request to appropriate money from fund balance if money is available (in excess of reserve requirements).
- **Additional Revenue** - Unanticipated revenue that was not included in the annual budget. The ATB is an opportunity for the library to recognize this revenue and appropriate it for specific uses. If the department does not appropriate additional revenue, it falls to fund balance.
**Budget Calendar**

The calendar below lists important date ranges in the budget process and indicates when Library Commission involvement is needed (shaded).

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March - April</td>
<td>Review library’s first round of adjustments to the current year’s base budget and solicit Library Commission input</td>
</tr>
<tr>
<td>April - May</td>
<td>First round of adjustments to the current year’s base budget due for city manager’s review.</td>
</tr>
<tr>
<td>May - June</td>
<td>First round of adjustments to the current year’s base budget read before City Council (first reading)</td>
</tr>
<tr>
<td>May - June</td>
<td>Review next year’s Recommended Library Budget and solicit commission input</td>
</tr>
<tr>
<td>May - June</td>
<td>First round of adjustments to the current year’s base budget read before City Council (second reading)</td>
</tr>
<tr>
<td>June</td>
<td>Library and Arts Department director to provide next year’s Recommended Library Budget for city manager review</td>
</tr>
<tr>
<td>July</td>
<td>Update Library Commission on outcome of first round of adjustments to the current year’s base budget</td>
</tr>
<tr>
<td>August</td>
<td>Update Library Commission on the City Manager’s (next year) Recommended City Budget</td>
</tr>
<tr>
<td>August</td>
<td>Recommended City Budget delivered to City Council</td>
</tr>
<tr>
<td>September</td>
<td>First City Council Study Session on Recommended City Budget</td>
</tr>
<tr>
<td>September</td>
<td>Second City Council Study Session on Recommended City Budget (if needed)</td>
</tr>
<tr>
<td>September</td>
<td>Review library second round of adjustments to the current year’s base budget and solicit Library Commission input</td>
</tr>
<tr>
<td>October - November</td>
<td>Second round of adjustments to the current year’s base budget due for city manager’s review.</td>
</tr>
<tr>
<td>October</td>
<td>First reading of ordinances to approve Recommended City Budget with opportunity for public comment.</td>
</tr>
<tr>
<td>October</td>
<td>Second reading of ordinances to approve Recommended City Budget with opportunity for public comment.</td>
</tr>
<tr>
<td>November</td>
<td>Update on Approved City Budget (including Library Department Budget)</td>
</tr>
<tr>
<td>November - December</td>
<td>Second round of adjustments to the current year’s base budget read before City Council (first reading)</td>
</tr>
<tr>
<td>November - December</td>
<td>Second round of adjustments to the current year’s base budget read before City Council (second reading)</td>
</tr>
<tr>
<td>December</td>
<td>Update Library Commission on outcome of second round of the current year’s adjustments to base budget</td>
</tr>
</tbody>
</table>
Overview of the Boulder Library Foundation

The Boulder Library Foundation strategically invests in innovative programming and partnerships that enrich the Boulder Public Library and our community. The Foundation is a 501(c)(3) nonprofit organization governed by a volunteer board of directors and supported by individual donors and community partners. The Foundation's purpose is to assist and aid the Library by raising funds from private sources for the benefit of the Library. This includes, without limitation, solicitation and receipt of private gifts, annual giving contributions, deferred gifts, devises and bequests, corporate gifts and foundation grants, and special events.

The Foundation is responsible for identifying and nurturing relationships with potential donors and other friends of the Library; soliciting cash, securities, real and intellectual property, and other private resources for the support of the Library; and acknowledging and stewarding such gifts in accordance with donor intent and its fiduciary responsibilities.

The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts to it, consistent with donor intent and applicable laws. The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws.

The Boulder Library Foundation website is [http://boulderlibraryfoundation.org/about/](http://boulderlibraryfoundation.org/about/).
The City of Boulder maintains a set of “Rules and Responsibilities” for Board and Commissions. The following is the “Open Meetings Regulation”: “The general provisions concerning boards and commissions are contained in Chapter 2-3 of the Boulder Revised Code of 1981, as amended. Paragraph 2-3-1(b)(5) requires that each board or commission: “Hold all meetings open to the public, after notice of the date, time, place, and subject matter of the meeting, and provide an opportunity for public comment at the meeting.” This requires, at a minimum, that boards and commissions provide 24 hour specific notice of each meeting by posting a copy of the meeting agenda in the lobby of the Municipal Building. The Citizen Assistance Office provides space for those notices. In addition, most boards and commissions give notice of meetings by publication of the agenda in the Daily Camera. Although publication is not required, it is highly recommended. In the past, boards and commissions held agenda meetings and other informal gatherings without giving the required notice. However, 1991 changes to State public meetings law, as well as the consistent interpretation of Chapter 2-3-1, require that if three or more members of a board or commission meet at any time and discuss public business, notice must be given of such meeting, and the meeting must be open to the public. If a chance meeting occurs, the members of the board or commission must refrain from discussing public business or convene in groups of less than three. One-on-one communication about public business between members of a board or commission is permitted at all times, and it is only when three or more members gather that a ‘meeting’ is constituted.”

In order to meet that regulation, the Library Commission developed the following communication guidelines:

All commissioner communications:

- Any two commissioners are allowed to discuss library or commission related topics.
- Even if a commissioner has discussed a topic with other commissioners, there is no limit on the conversation other than to avoid attempting to make a decision outside of a public meeting.
- A commissioner should avoid representing another commissioner’s opinion to other commissioners, staff, or the public.
- No votes or consensus should be gathered outside of a public meeting; the only exceptions are administrative decisions (i.e. deciding meeting day, time, place, etc.)
- Any or all commissioners are permitted to gather outside of scheduled meetings as long as commission business is not discussed.
- If a commission decision must be made in a timeframe not permitting discussion at a regular meeting, a special meeting must be scheduled allowing as much public notice as possible (minimum 24 hours).
- All commission business communications involving more than TWO
commissioners or representing a commission opinion to the public are a part of the public record and can be requested by the public at any time.

Commissioner email communications:

- Any email sent to staff and/or one or more commissioners, regarding commission business (administrative business included) is subject to disclosure and considered public record.
- Any two commissioners may exchange email on any topic; messages containing (non-administrative) commission business shall not be forwarded to any other commissioner.
- A commissioner may send informational emails to the entire commission; such messages should include a reminder not to “reply all.” If any commissioner wants to respond or discuss the contents of the email, the topic should be added to our next meeting agenda; “reply all” only to ask for this agenda request.

Examples of all-commission emails:

1) Informational topics to be discussed at our next meeting as "heads up"
2) Research or public communication to be shared with fellow commissioners, not as a part of an ongoing discussion
3) Questions being asked of staff

Questions to Library Staff:
Before sending a substantive request for information to library staff, a commissioner should discuss with and receive agreement from another commissioner to insure that this is a substantive commission request. The commission as a whole, the director, and the deputy director should then be copied on the request so that they all may be aware of the request.

- If/when staff responds via email or memo to questions from a commissioner, staff will try to answer the question as thoroughly as they can and will copy all commission members. Substantive informational emails should be added to the upcoming meeting’s commission memo if not already included in the staff memo.
- If commissioners have follow-up questions that would require more than 15 minutes of staff time to respond, these should be sent to the commission chair and/or vice chair for inclusion in the “Information Request” prior to the next commission meeting.
- For additional guidelines for communicating with staff, see item 8 in “Guiding principles for interaction among Council, Boards, Commission, and City Staff” document included later in the handbook.

Speaking with the public as a commissioner:
Commissioners should represent their ideas as personal (not as the commission) when expressing opinions, unless the commission has voted on that issue. For guidelines for communication with City Council, see “Guiding principles for interaction among Council, Boards, Commission, and City Staff” document included later in the handbook.
GUIDING PRINCIPLES FOR INTERACTION AMONG COUNCIL, BOARDS, COMMISSIONS AND CITY STAFF

Council appreciates deeply the time, specialized knowledge and commitment of members of City boards and commissions. Occasionally, awkward situations have arisen from the lack of clarity about roles and the lack of communication as to how to work seamlessly together. Council realized that articulating some basic principles to guide interactions among boards, commissions, staff and Council might help prevent some of these difficulties. The following guiding principles are offered from the Council in the spirit of partnership and a desire to create a good working relationship.

COUNCIL

1. City policies are established by the City Council. With the exception of limited circumstances (often charter-based), the role of boards and commissions is advisory to the City Council.
2. It is Council’s desire to use boards and commissions as the first step for gathering community feedback on difficult and controversial issues as a means to creating viable policy options.
3. All policy expressions on national, international, statewide and county issues should come from Council and not individual boards and commissions. Boards and commissions may suggest that Council take policy positions by resolution but should not independently issue such resolutions.
4. Council members should refrain from discussion with board members any quasi-judicial issues coming before the board. For matters that are not quasi-judicial, Council members may discuss a point of view with board members but should clarify that this perspective may not represent the position of the Council as a whole.

BOARDS AND COMMISSIONS

5. Board and commission members who wish to explain or advocate positions to Council should identify themselves as board members and clarify whether they are speaking from a personal position or on behalf of the majority or minority position that the board has taken.
6. When members of a board or commission disagree about a given issue or policy, Council expects to be apprised of the disagreements and of the reasoning underlying the various points of view.
7. The City Manager is responsible for the budget recommendation to City Council. When a board or commission disagrees with the City Manager’s budget, the City Manager should be notified as a matter of courtesy prior to the board or commission members addressing Council.

CITY STAFF

8. Staff takes direction from the City Manager, except as authorized by the Charter. Boards and commissions may request research or other work of staff but, if the work requires more than what staff determines is reasonable, the board or commission, supported by a majority of members at a meeting, must make a direct request of the City Council.
9. City staff ultimately is responsible for supporting City Council. Council expects staff to provide the best professional judgment regarding issues and policies, whether or not boards and commissions agree with those professional judgments. Staff should inform Council when a board or commission disagrees with the staff’s position and, when possible, explain
10. When several boards and commissions review elements of a given proposal or issue, staff reports to Council should reflect the perspectives of all reviewing boards and commissions.

In addition, the City maintains a Boards and Commissions website as an added resource to its boards and commissions. (www.bouldercolorado.gov, then select Government, scroll down to Boards and Commissions.)
What does full funding deliver?

**Status quo (Maintain Service Levels): $16.8 M/yr**

- No operating costs for NoBo
- No Gunbarrel branch
- Materials budget = $14 per 65% of users (per capita)
- No expanded youth programs
- No Canyon Theater activation
- Library facilities maintenance backlog not addressed sustainably.

**Full funding (Service Expansion): $19.6 M/yr**

- ✔ Staffing for NoBo and Gunbarrel
- ✔ Materials budget = $14 per user
- ✔ Youth programs at all branches
- ✔ Canyon Theater renovated for greater public use.
- ✔ Library facilities repaired and maintained.
- ✔ Additional programs and services identified in 2018 Master Plan
- ✔ Additional services outside City boundaries (Expanded Boundary District)
UPDATE ON LIBRARY POLLING PROJECT

A Request for Proposal (RFP) was issued on Dec. 17, 2018 for a polling firm to conduct a poll about community support for library funding. Consultant responses to the RFP are due Jan. 10, 2019. The staff project team will review the proposals and select a qualified polling firm. The poll design committee which include the staff project team, City Council members Morzel and Yates, and Library Commissioner Teter will meet with the consultant to design the questions for the poll. The statistically valid poll is tentatively scheduled for early March followed by an online survey. Results of the poll and survey are tentatively scheduled for presentation to council at the April 23, 2019 study session.

NEW PROGRAM IDEAS FOR 2019 BOULDER LIBRARY FOUNDATION (BLF) GRANTS

We will be submitting Foundation Funding Requests in the coming week. Although staff have not finalized the actual numbers around requests, we are close. The largest adjustment is a reduction of requested funding for JLF and an increase in funding for media and marketing collateral to promote Foundation events such as the end of year Summer of Discovery Celebration Event and others. Staff believes this is in line with the Foundation’s stated wish to “own” a few events to promote and market the Library Foundation.

Other notable changes:

1. An increase in funding for Branch Programming. This is to accommodate increased STEAM programming at the branches. This was made possible by the City of Boulder 2019 budget adding new funding for a Branch Program & Events Coordinator position. This position will be a full-time position.

2. There is a 50% increase in funding to the gallery. This is to accommodate a show this coming summer on WorkAC, our architects on the North Boulder Library. WorkAC has agreed to have scale models of the idea for North Boulder Library and to potentially participate in laying the groundwork for a capital fundraising drive through an event at the Canyon Gallery.

3. Other new programs are a Writer’s Workshop to help authors get their works published, AND sponsorship and participation on creating a City-wide Boulder Kids Map. Library staff are already in the process of working on this project with Growing Up Boulder.
What follows is a table that shows the grant funding for the past three years and a draft of the 2019 requests.

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>Amount granted March 2016</th>
<th>Amount granted March 2017</th>
<th>Amount Granted March 2018</th>
<th>Amount Requested 2019</th>
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<tbody>
<tr>
<td>Boulder Reads</td>
<td>This comes from a separate fund</td>
<td>25,000.00</td>
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<td>2017 Summer Reading Program</td>
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<td>Main Library Programs</td>
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<td>Youth and Teen Programs</td>
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<td>Branch Libraries Programs for 2016-2017</td>
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<td>Residence Program (maker/educator/artist in residence)</td>
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<td>Intercambio Partnership Citizenship Class Contract Funding</td>
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<td>Technology / Maker Space</td>
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<td>Canyon Gallery Exhibits</td>
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<td>Cinema Program</td>
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<td>Author/Speaker Series include Jaipur Literature Festival</td>
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<td>Library Concert Series</td>
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<tr>
<td>Growing Up Boulder Map</td>
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<td>Tree Opp / Bookshop</td>
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<td>Latino Festival</td>
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<td>Writer’s Workshop</td>
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<tr>
<td>Staff recognition</td>
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<tr>
<td>Summer of Discovery Fun Event at all Branches</td>
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<tr>
<td>Foundation Marketing &amp; Promo Package for staff to increase awareness; video to play at events, signage, t-shirts, etc.</td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
</tr>
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</table>

**UPCOMING RULES OF CONDUCT REVIEW – PREVIEW OF STAFF RECOMMENDED REVISIONS**

In the coming few months the Library Commission will be reviewing our rules of conduct as a part of their 3-year review of all policies. I anticipate bringing forward some minor changes in the rules of conduct to better protect the safety and well-being of staff and other patrons. It is a fundamental tenet of public libraries to support freedom of speech. As such, our current policy does not have any rules around speech. We adhere to strict 1st amendment positions which do not restrict speech unless it is “hate speech,” “fighting words,” or “obscene.” These concepts are clearly if narrowly defined by the law. They have proven inadequate to ensure that staff are not subject to demeaning, misogynistic and/or racial slurs.

What we have found over the past year is that the level of discourteous, profane and insulting language is on the rise. Micro-aggressions of all kinds are well documented in Boulder and have risen over 100% in the past 2 years. Library staff have recently been insulted in person and over the phone with a slew of derogatory slurs. We have reviewed these slurs with the City Attorney’s Office – and while none of them rise to the level of “hate speech” or “fighting words” or “obscenity” they are abhorrent and degrading of public service staff. We are currently working on a policy revision with the City Attorney’s
Office that would allow us to suspend patrons from library buildings and services if they direct rude, hateful or profane slurs toward library staff. Obviously, rude and hateful are probably not the language the attorneys will use, but I am hopeful that the attorneys will come up with something that will ensure that patrons treat staff and other patrons with some level of civility. If patrons do not choose to treat others with a modicum of civility, I do not see that we need to serve them. In my opinion this is in no way a restriction of 1st Amendment rights around speech. We will not be enforcing criminal action unless it is warranted. I merely wish to see consequences for speech that is insulting to staff members trying to do their job and other members of the public just using the library.