Meeting date: Wednesday, April 3, 2019
Location: Meadows Branch Library, 4800 Baseline Road

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 Feb. 6, 2019 minutes
   b. Approval of March 9, 2019 retreat notes

4. Welcome and administer oath of office to new commissioner

5. Elect new Library Commission officers and Boulder Library Foundation members

6. New photo of Library Commission

7. Review and sign annual volunteer appreciation letter and Thank You letter to David Gehr

8. Budget Update: Library 2019 1st Adjustment to Base (ATB) requests
   a. Request for favorable recommendation to use Blystadt Laesar House funds to continue Carnegie Library Digital Content Management system development

9. Library policy update
   a. Review any public comments received on Rules of Conduct changes.
   b. Approve Rules of Conduct if no changes are recommended.
   c. Approve updates to Unattended Children Policy

10. Library Commission update
    a. Items from commission
       i. Commissioner update on outreach to stakeholders
    b. Boulder Library Foundation update
    c. City project representative update
       i. EcoDistricts - Alpine Balsam
       ii. Civic Area East Bookend
    d. Responses to patron emails from the Library Commission

11. Library and Arts Director’s Report
    a. 2018 Security suspensions and incidents report
    b. Main Library restroom renovation project update / public art
    c. North Boulder branch library project update / public art
    d. Library funding polling project update
    e. Update on Amazon Alexa project with City IT and Communications
    f. Funding Our Library Future webpage views
    g. Update on Museum of Boulder City of Boulder Carnegie Library for Local History Memorandum of Understanding (Oral update)

12. Adjournment
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Tim O’Shea</td>
<td>chair</td>
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<tr>
<td>Juana Gomez</td>
<td></td>
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<tr>
<td>Joel Koenig</td>
<td></td>
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<tr>
<td>Jane Sykes Wilson</td>
<td></td>
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<tr>
<td>Steven Frost</td>
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</table>
The meeting was called to order and Teter asked if there were any changes to the agenda. Teter noted the addition of an item under the Library Commission update to discuss agenda for the 2019 Commission Retreat. See handouts. There was a nod of approval from the commission for this amended agenda.

Agenda Item 3: Consent agenda
a. Approval of January 9, 2019 Meeting Minutes: O’Shea noted needed edit on the date for the next meeting. Gomez noted two edits, one regarding her input on the public comment format and one regarding the February 28, 2019 meeting date planned for Alpine Balsam. Gomez moved to approve these amended minutes, O’Shea seconded, and the motion was unanimously approved.

Agenda Item 4: Library Policy Update
a. Public Hearing: draft Computer Use and Internet Safety Policy – since the policy was last reviewed in 2017, there have been additional filters to the wireless internet. Schumm noted that the library is fully compliant with the Federal Children’s Internet Protection Act (CIPA), meaning potential eligibility for the FCC’s E-rate funding. This funding would be more necessary in the event of districting when the library might not be getting its internet service through the City. Teter asked for an explanation of E-rate. Schumm clarified that it is a government subsidy for hardware, fiber, etc. - up to 90% discount for those who qualify, many schools take advantage of it. This year, it didn’t appear advantageous considering the low rates already obtained through the City. O’Shea asked about the City’s charge for internet and Aimee replied that it is a minimal charge determined by bandwidth. Schumm noted that in a district scenario, she might research the possibility of “piggybacking” off BVSD – partnerships are encouraged with E-rate. Staff welcomed commission questions.

- P. 7 at the bottom – Koenig asked for clarification about the juveniles without a library card getting a guest pass to use the computers – does a guardian supervise? Aimee said that is recommended if there is a need but not enforced.
- Schumm explained that the filter is set on server level through Cisco, based on categories reviewed by the leadership team (e.g., dark web, pornography). Teter suggested an additional line “if you want more information about the kinds of sites the library filters, contact…” to direct those who are curious about the filter categories. O’Shea asked about filter levels through ConnectBoulder and the actual library computers. Schumm: these are filtered to the same degree. She would like to have filtering be
controlled at the patron station as opposed to needing to submit IT HelpDesk ticket. A patron can only log into a PC appropriate for their age (determined by “patron type” in the library card code).

- En Español links: Gomez asked about the source of the “terrible” translation she found through following website link, volunteering herself to edit grammar. Phares noted that there are translators used by the City who could also be recruited to assist. Teter: this falls in alignment with the master plan goals for further outreach to Latinx community.

- P. 8 – O’Shea questioned whether there have been complaints about juvenile access to the systems. Farnan noted that he has heard parental complaints about websites that are mostly gaming and dating sites, not illegal sites. O’Shea voiced his comfort with the wording. O’Shea moved to accept the policy as adjusted (adding the direction to more information about the filtering system), Koenig seconded, and the motion was unanimously approved.

b. Review preliminary changes to the library rules of conduct and examples of rules prohibiting use of abusive and derogatory language – Phares explained that the documents provided are “first blush” for commission review. Teter remembered from the last conversation that the reason that we could not enforce was due to not having the right language, and this necessitated creating a rule and not a policy, “so we’re in rule land.” The commission agreed. Teter noted confusion with the present organization of the rules. Would it make sense to call out disruptive behavior separately? Phares remembered that the disruptive piece was the overview since it is overarching “blanket” that can be used for most situations. Farnan clarified that general is often better than specific when defending a suspension. CAO recommended removing references to things that were too broad and couldn’t be applied in the law, eschewing overgeneralizations. Farnan noted his understanding that it is a subjective decision to place an item in the rules or the overview. Koenig asked if this draft incorporates staff input and Phares replied just leadership team so far. After commission input, she will review with staff and CAO; a draft will return for commission review in March. Sykes Wilson recommended “bullying” language inclusion. Teter suggested including “gestures” and “intimidating” from the Lafayette examples. She leans toward paragraph format as opposed to the list, as this seems to have more emphasis. The commission agreed. Phares noted she will also bring an updated suspension form in March.

- Teter asked about the “terms of use” referenced in the second rule – she recommended adding this to the list of definitions.

- Gomez regarding the service animal policy, definition, and licensing requirements; Phares noted just ADA accepted animals which includes dogs and ponies. Staff explained that it can only ask what service the animal provides. If reasonable answer, and the animal is not disruptive, that is fine. If they do not have a reasonable answer, they are told that they are welcome but their animal is not. If the animal is not controlled, the person has to leave. Sykes Wilson asked about Seeds; reply – same as rest of library.

- O’Shea suggested explicitly noting marijuana consumption alongside the presently noted “tobacco products” under 5. Teter recommended revisiting this piece with CAO to better frame the boundary.

- Right of appeal – Koenig asked whether library staff takes part in the appeal process? Farnan: yes. Initially goes through civic court (with potential appeal then to the County although that has not occurred in recent memory).

- Gomez noted another problematic translation en Español under the Unattended Children Policy. Phares noted she will also get new translations made once the language has been finalized.

**Agenda Item 5: Library Commission Update**

a. Items from Commission
   i. Discuss agenda for the March 9, 2019 Library Commission Retreat
      - Teter suggested some agenda and business items by email (see handouts): 1) suggestion for discussion from CAO addressing boundaries that commissioners should keep in mind when working on the funding campaign, 2) discussion of whether there are any active projects that would be impacted by a shift to a library district (and what those impacts might be), and 3) library’s strengths and weaknesses among different user groups within the patron base and the broader community. Phares drafted a version of the retreat agenda for review. See handouts. Teter clarified that item 7 was meant to refer to any positive or negative impacts to active projects, not “shift in priorities” Gomez asked whether staff feedback will be received for item 8; Phares replied yes. Would you have proposals? Reply: no, just identifying the strengths and weaknesses. Resolving weaknesses could be a later session. Gomez has a suggestion to add issue of “public input,” format of public comment so that all commissioners are on the same
page with this piece that may become more routine with the upcoming projects. Phares noted that in the past, there has been a 3-minute allowance whereby secretary keeps the time and interrupts the public as needed. Previously, the chair has said that commission can choose or not to address the item later in the meeting. Often comments will pertain to the agenda. All questions and comments should be directed toward the commission. Teter noted the balance of engaging people and having a meaningful conversation. She recommended not having a commission meeting be the first time that the public is viewing something. She invited any further feedback by email.

ii. Commissioner update on outreach to stakeholders – summarized in the commission memo by Teter (see packet).

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. Teter noted connection to previous discussion of strengths and weaknesses; this as a “city library product” that would be on the funding webpage (potentially also “fodder for the campaign.”) Phares indicated her intention to add an item on security at all facilities to an updated draft – Teter suggested including in March packet. Although planning for additional security at the eventual NoBo branch, Phares noted that the branches don’t currently have security – their issues are similar but much more infrequent. Farnan stated that Carnegie doesn’t have a need for additional security presence. Gomez highlighted discussion of a mobile unit (bookmobile). Teter noted that in the event of a ballot measure by petition whereby county commissioners do a resolution, funding would be specified – in that context, this list will be an important piece.

iv. Retreat Planning

b. Boulder Library Foundation update – Teter reported that tomorrow’s meeting will continue funding request discussion. O’Shea noted ongoing effort to develop fundraising plan alongside marketing plan. Year-end letter was a success, garnering donations of ~$18,000 so far. Sykes Wilson will be taking over O’Shea’s spot on BLF. Gomez asked if Teter is planning to stay on BLF; she replied that it is unlikely due to concentration on the upcoming campaign. Gomez queried whether a capital campaign for NoBo branch will be at cross purposes with the districting campaign; O’Shea explained that there is still some “TBD” on this integration. Teter suggested that Gomez and Koenig discuss taking on the other commission representative seat. Last meeting saw an approved RFP for the website designer; 2 responses being considered in tomorrow’s meeting. Leslie Blaser has taken on the position of administrative support as BLF staff.

c. City project representative update
i. EcoDistricts
ii. Civic Area East Bookend
iii. Alpine Balsam – Gomez noted 2/28 meeting.
Gomez noted the August REFORMA meeting planned at the library; she will reach out to Seaton to reserve the space.

d. Responses to patron emails from the Library Commission – in the packet.

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**Agenda Item 6: Library and Arts Director’s Report**

[a. Report on outcome of City Council retreat](#)

b. Update on library polling project – Teter requested Monday’s meeting notes to be included in March packet for tracking. Two council members recommended more time to be comfortable with the questions and to receive comments. Phone survey projected now for late March or early April with the online version running concurrently.

c. Revised commission meeting plan – Phares will send out this week.
d. 2019 budget increases and branch program goals – Koenig questioned the dropped patronage at GRB and Farnan replied that he would like to drill down a bit deeper to figure out the numbers. There is an aging of the population that frequents GRB.

e. User map expanded area/city
Farnan noted that he is comfortable with the numbers indicating patron base outside the city. Main argument is matching funding base with patron base. Teter noted upcoming Valentine’s Day meeting with Kim Seter.

**Agenda Item 7: Adjournment**
Farnan invited any suggestions to help recruit library commission applicants. 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, April 3, 2019, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.
## CITY OF BOULDER
### BOULDER, COLORADO
#### BOARDS AND COMMISSIONS MEETING MINUTES

<table>
<thead>
<tr>
<th>Name of Board/ Commission: Library Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Meeting: March 9, 2019 at Open Space and Mountain Parks HUB at 2520 55th St., Boulder</td>
</tr>
<tr>
<td>Contact information preparing summary: Jennifer Phares, 303-441-4394</td>
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<tr>
<td>Commission members present: Joni Teter, Juana Gomez, Joel Koenig, Jane Sykes Wilson, Tim O’Shea</td>
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<tr>
<td>Library staff present: David Farnan, Director of Library &amp; Arts</td>
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<tr>
<td>Jennifer Phares, Deputy Library Director</td>
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<td>City staff present: David Gehr, Chief Deputy City Attorney</td>
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<td>Members of the public present: Michael Carcaise</td>
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<td>Type of Meeting: Annual Retreat</td>
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### Agenda Item 1: Call to order and approval of agenda

The meeting was called to order and Teter asked if there were any changes to the agenda. Teter proposed that the commission discuss agenda item 11, second bullet and table agreement until another meeting.

### Agenda Item 2: Public comment

None.

### Agenda Item 3: Resolution saluting Kevin Kaufman

O’Shay motioned to approve the resolution. Gomez seconded. The motion passed unanimously.

### Agenda Item 4: Guidance on boundaries around campaigning, and library business vs. campaign business for library commissioners

Gehr presented three documents for reference (See handouts) to the commission. Gehr and the commissioners discussed the Fair Campaign Practices Act, the local rules for elections, and the commission’s questions. Commission was advised that reporting on their discussions/meetings about the library funding issue and campaign planning for the public is good practice and acceptable. Staff and commission were advised to create a plan for communicating what is happening and a standard talking points sheet with balanced information.

Regarding the commissioner’s roles and a question about if the commission members are more like council or more like staff, Gehr referenced the Guiding Principles for Interaction Among Council, Boards, Commissions and City Staff. The commission is not like either council or staff. Documents of the authority for the Library Commission define it as advisory to council. Boards and commissions usually ask council to make a resolution. The Boulder Revised Code is silent about the authority of boards and commissions making resolutions.

Commission asked for some examples of how commissioners might get staff into trouble or cause them to become subject to discipline regarding their assistance or participation in campaign work. Asking staff to do things that are advocacy-based is problematic. Recommended that commissioners be disciplined and ask themselves what the motivation is for asking staff to do something and stay away from advocacy-based requests.

There is annual training for staff in preparation of campaign season. Gehr referenced the Participation in Election Campaigns memo as the City’s expectations for employees. Farnan said the staff have received the library funding information page and the memo on participation in election campaigns.

Commission asked, as librarians, how staff members respond to members of the public who have questions about the campaign. Staff can do the things they normally do like give patrons information they have requested and be within the Fair Campaign Practices Law. As a practice, librarians do not provide advice or their own opinions on the information provided to patrons.
There was discussion about what rules apply if the library district/funding is a city ballot item vs. a county ballot item. If it is a county ballot item then state rules apply. The current library district campaign committee is a state issue committee.

Gehr advised the campaign begins when the petition is at issue i.e. the approving body takes its final action on it.

There was discussion about the taxpayers own the assets (library facilities) and the City is the steward of those assets.

<table>
<thead>
<tr>
<th>Agenda Item 5: Commission discussion of the petition drive and the talking points and scheduling of one-on-one meetings with City Council members.</th>
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<tbody>
<tr>
<td>Gomez updated the commission on the preparation of the petition for establishment of the Boulder Library District. The commissioners discussed the structure and finer points of the draft petition document. They discussed the mill rate selected and what the tax revenues it would generate would cover in terms of library finance needs. The commission discussed scheduling one-on-one meetings with City Council and the talking points document for those meetings (See handouts for talking points).</td>
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| Agenda Item 6: Matters from the Library Director | [2:30:05 Audio min.] |
|----------------------------------------------------------------------------------------------------|
| a. North Boulder branch library project update and BLF fundraiser events closure request. Farnan and Gomez shared highlights from the community engagement session held at the Main Library on Friday, March 8, 2019. The commission discussed the BLF capital campaign for the north Boulder branch library and how it can be coordinated with the library funding election campaign. Farnan asked for the commission’s approval of closing the north side of the Main Library for the BLF fundraising event. Teter motioned to approve closing the Canyon Gallery and the bridge on Thursday, May 9, 2019 beginning at 4 p.m. for the BLF fundraising event to kick off the capital campaign for the north Boulder branch library. Gomez seconded. The motion passed unanimously. |
| b. Main Library restroom renovation project update: discuss draft FAQ/talking points and supplemental budget request. Farnan reviewed the reasons for the project budget increase and asked for the commission’s favorable recommendation to allocate $150,000 in additional funds from the Old Library Fund reserve for the project. Gomez spoke about the design and the artwork plan (See handout for floor plan). Farnan provided information about the arts selection process. Koenig motioned that the commission make a favorable recommendation for allocating $150,000 in additional funds from the Old Library Fund reserve for the Main Library Restroom Renovation project. Gomez seconded. The motion passed unanimously. The commissioners offered several suggestions for focusing the FAQ on the benefits of the project, that it has been a long-term unmet need, and that it will provide patrons with options. |
| c. Background on Library Polling Project (oral update will be provided during the meeting). Teter updated the commission that the project team came to consensus on the poll questions. Farnan and the commissioners discussed the survey methodology. The results of the poll and online survey will be shared with council and the commission in the May 7, 2019 City Council Agenda Packet. |

| Agenda Item 7: Policy review | [2:30:05 Audio min.] |
|------------------------------------------------------------------------------|
| a. Review and agree to changes to the Library Rules of Conduct prior to public review process Farnan, Phares and the commissioners discussed what the staff reaction was to the changes and changes related to violating the rules over the phone. O’Shea motioned to approve the changes to the Library Rules of Conduct. Koenig seconded. The motion passed unanimously. |
| b. Review examples of inclusivity statements/policies and provide direction to staff Farnan and the commission discussed work the city may be doing on an inclusivity statement/policy. The commission asked to schedule discussion of an inclusivity policy during policy review cycle in the next few years given the work load for the staff and commission during the next two years. Commission offered changes to the current welcome statement. |
**Agenda Item 8: Appreciation of Library Commissioner Joni Teter for her service to the library**

This item occurred as the last item on the agenda. Farnan and commissioners expressed their gratitude and thanks Commissioner Teter for her service to the commission, the library, and the community.

**Agenda Item 9: Photo of 2018 Library Commission for the library annual report**

This item occurred as the next to the last item on the agenda.

**Agenda Item 10: Library planning**

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<tr>
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<th>[3:21:35 Audio min.]</th>
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<tbody>
<tr>
<td>a.</td>
<td>Considerations for library projects if a library district is formed</td>
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<td></td>
<td>Information was provided to help the commission understand what is on the work plan and rolling out from the Master Plan for the rest of the year and the impact if a library district is formed. The big items that staff may have to focus on during a transition to a library district are the Boulder Municipal Employees Association Bargaining Unit agreement, services and project contracts, and setting up internal services or negotiation their provision by the City. There was discussion about the commission’s workload might also shift from policy making to board formation.</td>
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<tr>
<td>b.</td>
<td>Strengths/weaknesses in relation to serving user groups</td>
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<td>Commission discussed staff’s definition of the user groups and their preliminary evaluation of the library’s strengths and weakness related to serving those user groups. They requested this information because it provided more detail than the Master Plan and may indicate how/where resources need to be shifted to meet different needs. From a campaign perspective, this may inform how the campaign committee messages the different groups. The commission requested that the staff group continues to work on this document and presents it at future meeting when completed.</td>
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<tr>
<td>c.</td>
<td>Projects/initiatives coming in the 2nd half of 2019</td>
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<td>Commissioners asked questions about the projects on the list.</td>
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<tr>
<td>d.</td>
<td>2020 budget priorities based on unfunded Master Plan goals</td>
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<td>The commissioners asked questions about the items on the list. Commission advised staff that additional staffing for the Carnegie Library for Local History to expand its hours open to the public should be included among future priorities based on the public input received during the 2019 city budget development process.</td>
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**Agenda Item 11: Matters from the Library Commission**

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<th>[3:48:38 Audio min.]</th>
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<tbody>
<tr>
<td>a.</td>
<td>Check in on representatives and officers’ duties including meeting preparation process and the schedule for the Library Commission monthly memo for the meeting packet</td>
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<td></td>
<td>Commissioners discussed the agenda setting and meeting preparation process and office and role changes in advance of the appointment at the April 3, 2019 Library Commission meeting.</td>
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<tr>
<td>b.</td>
<td>Discuss and agree upon format and parameters for public input during Library Commission meetings</td>
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<td>Commissioners O’Shea and Gomez will draft guidelines for public participation for commission’s consideration at the April 3, 2019 Library Commission meeting.</td>
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**Agenda Item 12: Adjournment**

|   | [3:058:02 Audio min.] |

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

The next Library Commission meeting will be at 6 p.m. on Wednesday, April 3, 2019, at the Meadows Branch Library, 4800 Baseline Road, Boulder, CO 80303.
DATE: March 28, 2019
TO: Library Commission
FROM: David Farnan, Director of Library and Arts Department
Jennifer Phares, Deputy Library Director

SUBJECT: Proposed 1st Adjustment to the 2019 Base Budget

The city's first bi-annual Adjustments to Base (ATBs) is scheduled to be presented to City Council for first reading on May 7, 2019. A second reading and possible adoption is scheduled to occur on May 21, 2019. This first ATB presents the Library with an opportunity to adjust its base budget to accommodate continuing operational needs and/or address new needs for the 2019 budget year.

Library staff has identified a list of budget needs related to the continuation of programs and projects that are multi-year in nature and require the carryover of 2018 budget to complete. These are called budget carryovers. Carryovers come in three forms: operating carryovers, project carryovers, and grant carryovers. Operating carryovers represent unspent operating dollars from 2018 that had been dedicated to specific projects or work plan efforts that were not completed by year-end. Project carryovers represent unspent budget from capital projects. Grant carryovers represent unspent funds from projects, programs or services that were funded with third-party grant support and must be accounted for separately.

Library staff has also identified new budget needs that require additional funding from fund balance or additional revenue, which are referred to as budget supplementals. While carryover re-appropriates unspent funds from the previous year's budget, the supplementals add brand new funding to the 2019 budget. Budget supplementals can be sourced from additional revenue that has been received or is anticipated to be received within the budget year. Due to a constrained budget climate at the city, departments have been instructed to limit budget supplemental requests that rely on General Fund revenue in this first ATB. However, the supplemental requests the library plans to put forward are funded by fund balance from two dedicated library reserves in the General Fund, and additional revenue generated through library programs. Additionally, the Library does anticipate receiving $63,952 in unspent 2018 grant funding balances from the Boulder Library Foundation. The adjustments are all one-time in nature and any remaining money will fall to fund balance at the end of the year if left unspent. **Table 1** on the next page provides a detailed list of the proposed budget adjustments divided into General Fund and Library Fund adjustments.
# Table 1

## 1st Round of Adjustments to 2019 Base Budget

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
<th>Type</th>
<th>Source</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
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<tr>
<td>Carnegie Library Digital Asset Management System Enhancement</td>
<td>$35,000 or less, waiting for vendor quote</td>
<td>Budget supplemental</td>
<td>Fund balance</td>
<td>Funding from the Blystadt–Laesar House (BLH) restricted reserve to develop features for the next phase of the digital asset management system project to facilitate patron access to archived materials that have been digitally preserved. The BLH fund is dedicated to support Carnegie Library collections and storage.</td>
</tr>
<tr>
<td>Carnegie Library Digital Asset Management System support and hosting</td>
<td>$28,000</td>
<td>Budget supplemental</td>
<td>Fund balance</td>
<td>Funding from the Blystadt–Laesar House (BLH) restricted reserve to fund support and hosting of the digital asset management system. This ongoing expense is not included in the library operating budget. Support includes configuration, troubleshooting, and staff training of the current system. The BLH fund is dedicated to support Carnegie Library collections and storage.</td>
</tr>
<tr>
<td>Library Volunteer Program</td>
<td>$11,000</td>
<td>Additional revenue</td>
<td>General Fund</td>
<td>Proceeds from the library’s used booksales are used to cover the costs of volunteer program which include but not limited to background check fees, Homebound Delivery and Book Sales supplies, volunteer orientation and appreciation.</td>
</tr>
<tr>
<td>OverDrive consortium reimbursement</td>
<td>$8,922</td>
<td>Additional revenue</td>
<td>General Fund</td>
<td>Cost sharing for Overdrive platform.</td>
</tr>
<tr>
<td><strong>LIBRARY FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carnegie Library Temporary staffing</td>
<td>$15,000</td>
<td>Additional revenue</td>
<td>Grant</td>
<td>The Boulder Library Foundation granted funds for additional temporary staff hours so that standard staff can focus more effort on digital preservation and increasing public access to resources.</td>
</tr>
<tr>
<td>Main Library Restroom Renovation</td>
<td>$150,000</td>
<td>Budget supplemental</td>
<td>Reserves</td>
<td>Funding from the library dedicated reserves in the General Fund for cost increase to renovate public restroom in the Main Library. The Library Commission gave its favorable recommendation for this allocation at its March 9, 2019 annual retreat.</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td>Type</td>
<td>Purpose</td>
<td></td>
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<td>-----------------------------------------------</td>
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<td>-----------------------</td>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Main Library Restroom Renovation</td>
<td>$589,280</td>
<td>Operating carryover</td>
<td>Funding from the library dedicated reserves in the General Fund to renovate public restroom in the Main Library. This will be included in the Facilities and Asset Management ATB request.</td>
<td></td>
</tr>
<tr>
<td>2018 Boulder Library Foundation Grant</td>
<td>$63,952</td>
<td>Grant carryover</td>
<td>Appropriation of 2018 Boulder Library Foundation grant funding (unspent) balances.</td>
<td></td>
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<tr>
<td>Tide Center Grant</td>
<td>$10,000</td>
<td>Budget supplemental</td>
<td>Funding awarded to the Boulder Library Foundation for BDG61 programs.</td>
<td></td>
</tr>
<tr>
<td>State Library Grant</td>
<td>$26,015</td>
<td>Budget supplemental</td>
<td>Funding for library materials and digital resources for children and Spanish speaking patrons.</td>
<td></td>
</tr>
<tr>
<td>Boulder Reads High School Online Program</td>
<td>$11,950</td>
<td>Grant carryover</td>
<td>Boulder Library Foundation funding for the purchase of additional seats (licenses) for the High School online program.</td>
<td></td>
</tr>
<tr>
<td>Littlefield Grant</td>
<td>$16,013</td>
<td>Grant carryover</td>
<td>Balance of funding to provide opportunity to disadvantage youth in BLDG61.</td>
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The budget adjustments being sourced from the Library Fund require the favorable recommendation of the Library Commission. Library staff is also seeking favorable recommendation from the Library Commission for the $63,000 Carnegie Storage budget adjustment that is being funded from the Blystadt Laesar reserve account within the General Fund. This reserve account was established with proceeds from the sale of the Blystadt Laesar house and currently holds a balance of $355,091.

Library staff will continue to work on developing 2020 budget requests and will plan to present those requests to the Library Commission in May.

**Questions for the Library Commission**
1. Does the Library Commission have any questions about the proposed 1st Adjustments to the 2019 Base Budget?
2. Will the Library Commission give its favorable recommendation to support the proposed budget adjustments using funds from the Library Fund and the Blystadt Laesar restricted reserve account?
Date: March 28, 2019
To: Boulder Library Commission
From: David Farnan, Library and Arts Director
       Jennifer Phares, Deputy Library Director
Subject: Library Rules of Conduct and Unattended Children Policy

BACKGROUND

At the March 9, 2019 annual retreat the Library Commission approved the draft revisions to the library Rules of Conduct (Attachment A). The revised rules were routed for review by the City Attorney’s Office and the City Manager followed by publication of the 15-day public comment period. The comment period began on March 27, 2019. Staff was provided with an update by email on March 21, 2019.

NEXT STEPS

The comments will be shared with the Library Commission in the May 8, 2019 Library Commission packet. The commission will consider adopting the Library Rules of Conduct and Unattended Children Policy on May 1, 2019.
Rules of Conduct

Revised on April _, 2019 by the Boulder Library Commission.

En Español

Purpose:

The Boulder Library Commission and the Library staff welcome you to the Boulder Public Library. We encourage your use of the library spaces, services and resources, and we are committed to providing a welcoming, clean, and comfortable space for our community. We ask for your cooperation to maintain an environment in which patrons, volunteers and staff can be free from harassment, intimidation, threats to safety and well-being, in which library resources and facilities are protected from damage. Our libraries are spaces for reading, studying, writing, listening to written or electronically transmitted materials, attending library or community-sponsored programs and meetings, and working collaboratively in the spirit of community. With these intended uses in mind, the Boulder Library Commission has adopted the following rules of conduct to protect the rights, health and safety of library patrons, staff, and volunteers; to ensure patrons’ use and enjoyment of the library; and to help preserve and protect the libraries’ materials, equipment, facilities, and grounds.

Overview:

Disruptive behavior will not be tolerated on library property. Unless injury to a person or damage to property is involved, which are grounds for immediate suspension, any library patron who is disruptive will be notified that the behavior is inappropriate and be asked to stop. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, local law enforcement officials will be notified. Disruptive or threatening behavior on the part of any patron while in the library may result in the suspension of privileges in accordance with the procedures of Section 5-5-18, “Suspension of Facility Privileges,” Boulder Revised Code (B.R.C.) 1981.

In addition, any person who violates these rules of conduct while at the library, any provision of the Boulder Revised Code, ordinance of the city, or any other state or federal law may be subject to suspension of privileges in accordance with the procedures of Section 5-5-18, “Suspension of Facility Privileges,” Boulder Revised Code (B.R.C.) 1981 and may also be subject to criminal prosecution. Criminal activities that occur on library property will be immediately reported to law enforcement. These rules apply to all libraries and facilities unless indicated otherwise.

Any person who violates these rules of conduct over the telephone, on the computer or any other electronic device is subject to restriction of access to library resources and services at the discretion of the library director or his or her designee.
Unattended Children Policy

No person shall:

1. Behave in such a way that disrupts another person’s use of the library;
2. Threaten or harass staff, volunteers or patrons, verbally, physically or in writing, including all forms of electronic media;
3. Engage in behavior that jeopardizes the safety of any person or service animal;
4. Violate any library policy or terms of use for meeting rooms, the Canyon Gallery and Theater, or Carnegie Library for Local History;
5. Bring a weapon into or possess a weapon, except as expressly permitted by state law;
6. Bring into, or possess alcoholic beverages in any library without prior approval of the library and art’s director and/or the Library Commission, or enter the library while under the influence of drugs and/or alcohol;
7. Use tobacco, marijuana or products containing tobacco or marijuana or their components, including use of any form of electronic smoking or vaping device;
8. Carry, lead, bring an animal into the library, except for service animals. Animals must be licensed and under the control of their owners;
9. Seek or collect signatures from the general public on a petition or solicit donations of money or anything of value inside any library;
10. Leave bags or personal items unattended in any facility;
11. Lie down, doze or sleep in any library facility except this rule shall not apply to children;
12. Use the restrooms for bathing, shaving, washing, rinsing or drying hair, or washing, rinsing or drying clothing;
13. Eat anything while in the Carnegie Branch Library for Local History due to the historic nature of the collection.

Definitions:

“Disruptive behavior” is any activity which disrupts the library, endangers the perpetrator or others, interferes with library business or other library patrons or staff, hinders others’ access to the library or library materials, or is illegal. This may include, and is not limited to, any activity which results in the damage or disruption of library equipment or services, or blocking access to the library or its materials, or the use of profane, obscene, intimidating or abusive language or gestures including epithets directed at race, ethnicity, sexual orientation, gender identity, or other personal characteristics.

“Electronic smoking device”, “E-cigarettes,” “E-cigs,” or “vaping device” means an electric or battery-operated device, the use of which resembles conventional smoking, or emits vapors which can be used to deliver substances, including, but not limited to, nicotine, tobacco, or marijuana, to the person using such device. Electronic smoking device shall include, without limitation, an electronic cigarette, cigar, cigarillo, pipe, vaping devices or hookah. Electronic smoking device shall not include any product approved by the food and drug administration as a drug or medical device that is used in accordance with its purpose.
“Facility” as used in these rules shall mean the interior and exterior of all library buildings and extending to the curbs and library parking lots; and the south area underneath the library bridge at the main library.

“Harass” as used in these rules shall mean to strike, shove, kick, or otherwise subject the person to physical contact including contact with an object; or with the intent to annoy or alarm, follow a person in or about a public place, direct language toward another person or repeatedly insult, taunt, challenge or make communications in offensively coarse language to another person.

“Library” as used in these rules shall mean all library buildings.

Suspension of Library Privileges and Restriction to Access

The library and arts director, deputy library director, authorized security personnel, the manager on duty, or designee may restrict access to library facilities, resources and services with immediate dismissal of the person from the premises by suspending the person’s access to library facilities for a set period of time or by denying access to specific services and/or programs.

The suspension or period of restricted access shall be reasonably related to the severity of the offense, the number of repeated offenses and their danger to public health, safety, and welfare and shall not, except for criminal offenses of a sexual nature, exceed one year. Suspensions or restricted access may range from 24 hours (for a relatively minor first offense) to up to one year. A suspension period of more than one year may be issued for sexual offenses only and in accordance with Section 5-5-18 B.R.C. 1981.

Right of Appeal

Pursuant to Section 5-5-18, “Suspension of Facility Privileges” and Chapter 1-3, “Quasi-Judicial Hearings,” B.R.C., a patron found in violation of the rules of conduct has the right to request a hearing to appeal a suspension or its duration by filing a written request with:

    Boulder Public Library
    Administration Office,
    1001 Arapahoe Ave,
    Boulder, CO 80302,
    Attn: Suspension Appeals

Patrons with questions about the appeal process may call 303-441-3106.

Requests to appeal a suspension must be filed no more than 10 days after the suspension notice was deposited in the mail, hand-delivered, posted, or published. The patron will receive notification of the hearing date, time, and location. At the hearing, the patron will have an opportunity to provide information as to why he/she believes the suspension should be removed or the duration amended. Failure to appear at the scheduled hearing waives any right to a hearing.
If a patron who has been suspended chooses to return to the library once the suspension period has expired, the patron must abide by the Boulder Public Library rules of conduct and/or policies. Any future rule or policy violations may result in a progressively longer suspension.

Revised on April _, 2019 by the Boulder Library Commission.
Commission Memo
Meeting Date: April 3, 2019 – Meadows Branch Library

Interesting Upcoming Dates (from ALA Website)

School Library Month - April

School Library Month (SLM) is the American Association of School Librarians’ (AASL) celebration of school librarians and their programs. First celebrated in 1985 (as School Library Media Month; the name was changed to School Library Month in 2010), every April school librarians are encouraged to create activities to help their school and local community celebrate the essential role that strong school library programs play in a student's educational career.

D.E.A.R - Drop Everything and Read - April 12, 2019

D.E.A.R. stands for "Drop Everything and Read," a national month-long celebration of reading designed to remind folks of all ages to make reading a priority activity in their lives. You may remember that Beverly Cleary wrote about D.E.A.R. in Ramona Quimby, Age 8. Since then, "Drop Everything and Read" programs have been held nationwide on April 12th in honor of Mrs. Cleary’s birthday. We figured, why not "drop" the "day" and celebrate our beloved author, her timeless stories, and the joy of reading for the full month. So, "drop" by this website all month long in April and anytime you want to make reading a priority! D.E.A.R. is sponsored by the National Education Association (NEA); Parent Teacher Association (PTA); ALA’s Association for Library Service to Children (ALSC, a division of the American Library Association); Reading Rockets; The General Federation of Women’s Clubs (GFWC); the American Press Institute; First Book; HarperCollins Children’s Books; Read Kiddo Read; Walden Media and Ramona Quimby.

National Library Week - April 7-13, 2019

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation’s libraries and librarians and to promote library use and support. All types of libraries -- school, public, academic and special -- participate. For previous honorary chairpersons and event themes, see National Library Week History. Future National Library Week dates are on the National Library Week/School Library Month Fact
National Library Workers Day - April 9, 2019 (Tuesday of National Library Week)

The American Library Association-Allied Professional Association (ALA-APA), the organization for the advancement of library employees, annually sponsors National Library Workers Day, which falls on the Tuesday of National Library Week. First celebrated in 2004, the purpose is to recognize all library workers, including librarians, support staff and others who make library service possible every day.

National Bookmobile Day - April 10, 2019 (Wednesday of National Library Week)

First celebrated in 2010 by the American Library Association Office for Diversity, Literacy, and Outreach Services, the Association of Bookmobile and Outreach Service (ABOS), and the Association for Rural & Small Libraries (ARSL). National Bookmobile Day is an annual celebration of the contributions of our nation's bookmobiles and the dedicated professionals who make quality bookmobile outreach possible in their communities.

Money Smart Week® - April 2019 (dates not yet announced)

The American Library Association (ALA) joined in a partnership with the Federal Reserve Bank of Chicago to make Money Smart Week® @ your library a national initiative, which was first held April 2-9, 2011. Celebrating its 15th year in 2016 (and its sixth as a national ALA initiative), Money Smart Week® - http://www.moneysmartweek.org - is a public awareness campaign designed to help consumers better manage their personal finances. This is achieved through the collaboration and coordinated effort of hundreds of organizations across the country including businesses, financial institutions, schools, libraries, not-for-profits, government agencies and the media. These groups come together once a year to stress the importance of financial literacy, inform consumers about where they can get help and provide free educational seminars and activities throughout the week. Programming is offered to all demographics and income levels and covers all facets of personal finance from establishing a budget to first time home buying to estate planning. The effort was created by the Federal Reserve Bank of Chicago in 2002.
Preservation Week - April 21-27, 2019

Preservation Week, first observed by the Association for Library Collections & Technical Services (ALCTS) in 2010, offers an opportunity to celebrate collecting and preservation in your community, and to highlight your institution as a source of preservation information.

Children's Day/Book Day - El día de los niños/El día de los libros (Día) - April 30

Children's Day/Book Day, also known as El día de los niños/El día de los libros (Día), is a celebration of children, families, and reading and held annually on April 30. The celebration emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background. Through several grants from the W.K. Kellogg Foundation, ALA's Association for Library Service to Children (ALSC, a division of ALA) continues to increase public awareness of the event in libraries throughout the country. ALSC is collaborating on this effort with the Founding Partner of Día, the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking (REFORMA). Día is an enhancement of Children's Day, which began in 1925. Children's Day was designated as a day to bring attention to the importance and well-being of children. In 1996, nationally acclaimed children's book author Pat Mora proposed linking the celebration of childhood and children with literacy to found El día de los niños/El día de los libros. El 30 de abril es una fecha muy significativa para los niños. Se celebra el día de los niños y de los libros. Esta celebración se conoce como El día de los niños/ El día de los libros, y celebra la alegría y las maravillas de la infancia y la importancia de los libros en nuestra vida. Póngase en contacto con preguntas.

Choose Privacy Week - May 1-7

Choose Privacy Week, first observed by the ALA Office for Intellectual Freedom (OIF) in 2010, is an initiative that invites library users into a national conversation about privacy rights in a digital age. The campaign gives libraries the tools they need to educate and engage users, and gives citizens the resources to think critically and make more informed choices about their privacy.

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

Commissioners agreed to outreach for conversation with City Council Members at our March 9th retreat.

- Aaron Brockett (O’Shea w/Teter & Sam Fuqua)
- Cindy Carlisle (O’Shea w/Sam Fuqua)
- Suzanne Jones (Gomez / Koenig)
- Lisa Morzel (Teter w/ Sam Fuqua)
- Mirabai Nagle (Koenig / Sykes Wilson)
- Sam Weaver (O’Shea / Teter)
- Bob Yates (O’Shea / Koenig)
- Nagle – Koenig, Sykes Wilson
- Young – Gomez, O’Shea

We met with library champions for a campaign training session with Patrick Sweeney (EveryLibrary) on March 10th. An overview of how a campaign evolves and functions was presented, along with information on EveryLibrary’s tactics and strategies for approaching campaigns where libraries are on the ballot.

Draft petitions were also presented & reviewed at this meeting, ahead of petition distribution for signatures by Library Champions volunteers.

3. BLF Update (verbal)

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

5. Update on Emails & Phone Calls to Library Commission
Hi Beverly --

Thanks for your outreach to the Library Commission. And thanks, also, for being a good patron and managing your library materials so dutifully.

I looked at the materials checkout policies and perhaps you've also referenced: https://boulderlibrary.org/card/#checkout

**Renewals**

Eligible Boulder Public Library items will automatically renew up to three times if there is not another patron waiting for the item with a pending hold. Items from other libraries will automatically renew as well, but follow the owning library’s renewal policy. Check on the renewal status of your items in person, by accessing your account online, or by telephoning 303-441-3100. Prospector items are not eligible for renewal using the automated telephone renewal system.

If you bring your books back on time or renew them on the due date, no auto-renewal will occur. Auto-renewal actually gives patrons until the day after their last day due and then renews it if it has not been returned on time.

Auto-renew and our ending of fines (as of March 1, 2019) are patron service aspects in step with what libraries across the country are doing to increase library usage and reduce barriers to entry.
Hope this helps.
Tim O’Shea

Hello Tim,

Auto-renewal is occurring three days before the due date - although the three week extension occurs from the current date due. So, for instance, I had a book initially checked out on February 16 2019 with an initial due date of March 9th. I received an email today(March 6th) informing me that three weeks had been added to the March 9th date, now due March 30th.

The true annoyance is that, if I have 10 or 15 books checked out, I am constantly receiving renewal notices - which for me, I don't feel is necessary. I actually find it to be adding a level of confusion to what used to be a simple process - go to the library website, lookout at my account, renew the books I want, return the others.

It would seem that it would also be removing a level of responsibility from people who use the library, perhaps particularly our young people. One of the skills to be learned when someone uses the library is that "when you borrow something, you are responsible for it". You use it, you keep track of it, you renew it, you return it.

Just my two cents Tim.

Bev Potter
Bev --

That's great feedback on what the tech. community calls UI/UX (User Interface / User Experience).

May I forward your suggestions to Library staff to see if they can work to reduce the
email 'noise' generated by their system?

I use a lot of email filters via my Google Inbox to manage those sorts of automated messages on this end. In a pinch that might bridge the gap for your inbox (if your mail system has similar) until we hear back from the staff.

I read you on the materials and responsibility pieces. In this increasingly digital and at-a-distance world, it seems the systems adjust to the path of least resistance. But you can't build muscles without a little resistance, I've read.

Cheers,
Tim
Yes, feel free to share this email with whoever you think might be interested.

I don't know if this is a feature that was developed in-house or, if it is a new product.

I would much prefer to stay with the 3-day "warning" that my books are about to become due.
Thanks, Tim
Bev
2018 SECURITY SUSPENSIONS AND INCIDENTS REPORT

The Library Commission reviews the summary report of suspensions and incidents for the library system annually. The report for 2018 is Attachment A. The report provides total number of incidents and suspensions by length along the top. The total number for each reason of rule of conduct cited for incidents and suspensions is also noted. In the case of suspensions, there may have been more than one rule cited per suspension.

Most incidents and suspensions occur at the Main Library. Overall incidents and suspensions are down from previous years. This is likely attributed to the Main Library contract security officers’ proactive, positive engagement with patrons and issuing warnings and requesting compliance with the rules of conduct before suspensions are issued. The team of security officers are visible, conduct regular patrols of the Main Library buildings and grounds, and communicate expectations of appropriate behavior to patrons as needed.
The project experienced a slight delay due to a variety of factors, including going through the regulatory requirements necessary for obtaining the building permit. The permit is projected to be issued by the middle of May 2019, and the contractor will mobilize the workforce to begin construction seven to ten days after the permit is issued. The team is planning a May 1, 2019 start date. From the start date, the project duration is expected to be eight weeks. The team will work to minimize the time when both first and second floor restrooms are closed to the public, a situation expected for much of the construction time. The family restrooms in the children's area and the public restrooms in the north building will remain open during this period. Staff plans to inform the public about the construction and its impact on access and prepare an interactive inclusivity program to coincide with this project.

The mural artists recommended for this project by the Design Advisory Group (DAG) have been approved by the Arts Commission. The artists selected for the work are:

Chris Huang

https://www.yellowlotusdesigns.com/

and Monica McElwain

https://mcervonem.myportfolio.com/

Both artists have submitted design proposals to the DAG. Chris Huang’s design proposal has been accepted by the DAG and Monica McElwin was asked to make a few tweaks to her design before final approval. The DAG met with both artists to hear about their interest in this project, to provide input, and learn more about their artistic processes. Final designs from both artists will be submitted the first week of April 2019 and will be reviewed by the DAG at their next meeting. The artists will need to complete their work off-site in their studios but have agreed to provide progress pictures, and the Office of Arts and Culture will send someone to film parts of their process. The progress and these images and videos will be shared with the public on a project website. The artists have also agreed and are excited about participating in an interactive public art piece as part of the inclusivity program that will likely take place during the month of May on the Arapahoe Ramp. The details of this program are being finalized with the Programs, Events, and Outreach workgroup.
**NORTH BOULDER BRANCH LIBRARY PROJECT UPDATE AND PUBLIC ART**

The project team is preparing for the next milestone in the regulatory review process, the Planning Board public hearing for the Concept Review. The hearing is scheduled for 6 p.m. on Thursday, April 4, 2019 in council chambers. Staff have invited several North Boulder residents and other stakeholders to come support the project or to write letters of support to the Planning Board in advance of the meeting. The library’s item has been added to the meeting packet and is **Item 5A regarding 4540 Broadway (North Boulder Library)**. It can be found here: [https://bouldercolorado.gov/boards-commissions/planning-board-meeting-7](https://bouldercolorado.gov/boards-commissions/planning-board-meeting-7). Comments sent directly to the Planning Board in advance of the hearing will be posted on the Planning Board website as they receive them.

The team is also preparing for several events in May. It will present a Community Engagement Report to the Library Commission on May 8, 2019 and will share an updated model of the North Boulder Library. The team is working with the Boulder Library Foundation to kick off a capital fundraising campaign on May 9, 2019 with a by invitation-only donor’s dinner to be held on the Main Library bridge. The following night, on May 10, 2019, the team will hold the final event in the public engagement series. This event will provide a check-in with the public to summarize what the project team heard during the March 2019 community engagement sessions, explain how it influenced the design, and to present the updated library model. This presentation will be followed by the opening reception for “Living in Nature City Exhibition,” an exhibition featuring architect projects by WORKac and highlighting the design for the North Boulder Library. This presentation and reception will conclude the public engagement portion of this new library project.

The public art selection process for this project is underway. The Office of Arts and Culture (OAC) released the Request for Qualifications (RFQ), seeking interested artists. The total budget for public art for the new library is $225,000 and the OAC expects this will fund one hallmark project for the library, or possibly two smaller projects depending on proposal submissions. The application can be referenced here: [https://artist.callforentry.org/festivals_unique_info.php?ID=6088](https://artist.callforentry.org/festivals_unique_info.php?ID=6088). The RFQ will close on Wednesday, April 17, 2019.

**UPDATE ON LIBRARY POLLING PROJECT**

The library funding poll and online survey officially began Monday, March 18, 2019 and will conclude Friday, April 5, 2019. The survey is linked from [library home page](https://libraryhomepage) and the [Funding Our Library Future](https://fundingourlibraryfuture).
webpage. The 500 sample-size telephone poll was completed on Tuesday, March 26, 2019. As of Thursday, March 28, 2019, the following online surveys were completed:

- 906 completed English version surveys.
- 7 completed online Spanish version surveys.

Many thanks to Commissioner Gomez for her assistance with proof reading the Spanish translations of the survey and Library Funding FAQ.

**UPDATE ON AMAZON ALEXA PROJECT**

This is a 1-year pilot project that the library is leading for the City. eServices staff is working with CityInsight to develop Amazon Alexa skills so that community members can make informational inquiries about the library through Alexa-enabled devices. This pilot project will serve as a foundation for the development of a more robust presence with voice-activated intelligent personal assistant technology. The initial skills that will be taught to Alexa were developed by library staff and are the top seven questions that patrons ask the call center and through Ask A Librarian.

The skills to be taught to the Alexa are:

1. What is the City’s WiFi name and password?
2. What are my account checkout limits?
3. Does the library have a photocopy and fax machine and how much do copies cost?
4. What do I need to get a library card?
5. What are the library’s hours?
6. What is the storytime schedule?
7. What is the parking situation at the library?

The project will have two iterative rounds in which CityInsight will adjust the skill functionality. If the pilot is successful, the library will expand the Alexa skills to include additional questions and CityInsight will enable these same skills with Google Assistant. The project kicked off in March 2019. The estimated go-live date is mid-June 2019. The pilot will conclude and be evaluated in June 2020. Other city departments will be monitoring the library pilot to see if it could enhance community engagement with other city services. The City of Los Angeles has used assistive devices such as Amazon Alexa and Google Assistant for a couple of years.
FUNDING OUR LIBRARY FUTURE WEBPAGE VIEWS

Some of the commissioners expressed curiosity about the traffic on the Funding Our Library Future web page. Lisa Holmberg, Library Webmaster, compiled the data below.

- 14 percent exits the webpage to the Funding FAQ
- 4.1 percent exit to the Master Plan
- 6.6 percent exit to Commissioner Sykes Wilson’s January 2019 letter
- 3 percent exit to Library Commission Library District Discussion

A report is Attachment B and includes information about the other webpages visitors viewed after visiting https://boulderlibrary.org/funding/.

UPDATE ON MUSEUM OF BOULDER CITY OF BOULDER CARNEGIE LIBRARY FOR LOCAL HISTORY
MEMORANDUM OF UNDERSTANDING (Oral update)
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<th>Incidents</th>
<th>30 days</th>
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<th>90 days</th>
<th>120 days</th>
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**Rules cited in incident reports or suspensions**

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<td>2. Violate the library’s Computer Use and Internet Access Policy;</td>
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<td>4. Bring into, or possess alcoholic beverages in any library without</td>
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<td>7. Seek or collect signatures from the general public on a petition</td>
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<td>or solicit donations of money or anything of value inside any</td>
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<td>library;</td>
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<td>8. Leave bags or personal items unattended in any facility;</td>
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<td>9. Lie down, doze or sleep in any library facility except this rule</td>
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<td>6</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<td>shall not apply to children;</td>
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<td>10. Use the restrooms for bathing, shaving, washing, rinsing or</td>
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<td>drying hair, or washing, rinsing or drying clothing;</td>
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<td>11. Eat anything while in the Carnegie Branch Library for Local</td>
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<td>History due to the historic nature of the collection.</td>
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Pageviews

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<th>Avg. Time on Page</th>
<th>Entrances</th>
<th>Bounce Rate</th>
<th>% Exit</th>
<th>Page Value</th>
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<td>1,214</td>
<td>902</td>
<td>00:02:33</td>
<td>491</td>
<td>20.60%</td>
<td>47.28%</td>
<td>$0.00</td>
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