City of Boulder
2019 Library Commission

Agenda

Meeting date: Wednesday, Nov. 6, 2019
Location: Main Library 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 – commission chair will introduce public comment parameters.

3. Consent agenda
   a. Approval of Oct. 2, 2019 minutes

4. Overview of Count Me In Volunteer Portal – Amanda Bender, Volunteer Services

5. 2019 Summer of Discovery Program recap – Anne Ledford, Youth Services Manager

6. Library policy update
   a. Review and approve addition to the Privacy Policy
   b. Review and approve the Meeting Room and Study Room Policies

7. 2020 Library Approved Budget memo

8. Discuss priorities for annual letter to City Council

9. Library Commission update
   a. Interesting upcoming dates from ALA website
   b. Items from commission (verbal)
      i. Update on the status of Library Champions’ efforts (Gomez/O’Shea)
         • Outreach to council candidates
      ii. Discussion of City budget / Library budget 2020 and beyond
      iii. Alpine Balsam update
   c. Boulder Library Foundation (BLF) update (verbal: Sykes-Wilson)
   d. Updates from commissioners representing the Commission in other venues (verbal)
   e. Update on emails and phone calls to Library Commission

10. Library and Arts Director’s Report
    a. North Boulder branch library project
    b. Main Library Restroom Renovation update

11. Adjournment

2019 Library Commissioners
Tim O’Shea  Juana Gomez  Joel Koenig  Jane Sykes Wilson  Steven Frost
**Name of Board/ Commission:** Library Commission  
**Date of Meeting:** October 2, 2019 at the George Reynolds Branch Public Library, 3595 Table Mesa Dr.  
**Contact information preparing summary:** Celia Seaton, 303-441-3106  
**Commission members present:** Jane Sykes Wilson, Steven Frost, Juana Gomez  
**Commission members not present:** Tim O’Shea, Joel Koenig

| Library staff present: | Jennifer Phares, Deputy Library Director  
| City staff present: | Celia Seaton, Administrative Specialist  
| Members of the public present: | None  
| Type of Meeting: | Regular  

**Agenda Item 1: Call to order and approval of agenda**  
The meeting was called to order and Gomez, acting as chair, asked if there were any changes to the agenda. Farnan noted an additional discussion item under Item 8 regarding an article about e-books. There was a nod of approval from the commission for this agenda.

**Agenda Item 2: Public comment**  
None.

**Agenda Item 3: Consent agenda**  
| a. Approval of September 2019 Meeting Minutes: | Gomez asked for comments/additions. She noted a typo needing correction. Frost moved to approve these minutes as amended. Sykes Wilson seconded, and the motion was unanimously approved.  

**Agenda Item 4: Library policy update**  
| a. Review and approve Security Camera Policy – Phares noted that CAO’s Janet Michels reviewed the changes and added revisions to the public disclosure to align the policy language with the language in the Colorado statute.  

Gomez desired clarification around the parties reviewing footage. Phares replied that a select few library staff and security officers have access to the system. Recordings are downloaded to provide to police if they are requested and comply with state library law, typically only if there is a crime captured on the footage. Gomez suggested explication in the policy language. Staff explained that footage is reviewed only in the event of a crime and to capture images of people who get suspended by the library. A member of the public would need to make a formal request, typically denied, to review footage. Phares will consult with Michels on specifying who would be reviewing retaining and saving footage.

Gomez, relaying an inquiry from Koenig: do the branches have cameras? Not yet, per staff – by late 2019-early 2020, installation is planned at the other branches. In response to a query from Frost, staff replied that library specific funding will be used to upgrade the cameras at Main and add them to Meadows.

Gomez moved to approve this policy contingent upon the additional specificity of the party reviewing, retaining, and potentially saving footage. Sykes Wilson seconded, and the motion was unanimously approved.

b. Update on revision of Privacy Policy – staff noted the tracked changes from Michels. Gomez, relaying another question from Koenig: do patrons get notified that someone wants their history? Staff replied that only a judge can be granted this request. If authorities request this history, would library alert patron? Farnan doesn’t believe there is any such mechanism in place, but no gag order exists that would prevent reaching out to the patron. Gomez
recommends adding: “patrons may opt to use these following features…” for the optional library account features.
Frost: is it implicit in borrowing that it applies to Overdrive, Hoopla, Kanopy, and other 3rd party vendors (who all have their own policies)? Staff and CAO review these 3rd party contracts. Staff can add a clause that discloses information about 3rd party databases.

Sykes Wilson moved to approve the Privacy Policy with addition of the above-mentioned sentence. Frost seconded, and the motion passed unanimously.

c. Review staff recommended updates to the Meeting Room and Study Room Policies which have not yet been reviewed by CAO. Sykes Wilson wondered about the success of requesting that appropriate groups specify “not a library sponsored event” on their fliers. Farnan replied that this has worked, overall. Frost noted a typo.

Gomez wondered about how the limitation of four hours was established. Staff unsure of the impetus, open to suggestion. Goal is always to make it the most convenient for the public use. Sykes Wilson suggested increasing the number of allowed hours in a month. Gomez asked about the saturation rate of the room occupancy; Farnan believes it is around 67% occupancy with goal of around 80%. Phares will consult with CAO and bring back the hard data on the occupancy rates. Staff will be consulted regarding monthly limitations and any potential technical restrictions.

Gomez wondered about adding a clause that the adult signing up youth organization is present “during the scheduled meeting,” not just during the reservation. Discussion of opening the reservation of rooms to those 14 and older. Sykes Wilson, Gomez, and Frost all encouraged lowering the age to 14, as long as it does not present any impediment to staff.

Gomez wondered about encouraging people to use recyclable/compostable items for their refreshments; Phares will look into the City policy about this.

Gomez suggested adding “for safety” as reasoning for the maximum capacity postings.

**Agenda Item 5: Review, input, and approval of the 2020 Library Commissioner application questions and job description**

The group discussed the documents provided in packet which already incorporated Gomez’s suggested placement of the bylaws portion.

Gomez relayed Koenig’s comments on the questionnaire. Seaton will inquire with the Clerk’s Office whether the first four questions can be modified (to include “community organizations” for #1 and to replace “Board” with “Commission” for #2). Pertaining to #6 and #8, both Gomez and Koenig wondered whether it would be instructive or destructive to specifically note district; they instead recommend “library funding.” Sykes Wilson and Frost agreed, suggesting “proposed future library funding options.” Sykes Wilson noted the importance of determining whether or not a candidate has a baseline knowledge of this issue.

Frost suggested including a link by the job description that points to archive of past minutes.

Gomez proposed striking “manage” in favor of “consider” for #8. Sykes Wilson agreed with this adjustment.

Gomez noted the similarity between #1 and #5, recommending that #5 be stricken if it is in the commission’s purview to modify #1.

Gomez and Frost found issue with the tone of #9 and favor a shift away from language of a “problem” to a more general inquiry about inclusivity in library environment. Frost volunteered to draft a replacement question.

On p. 19 of the packet, FAQ: In “other” as opposed to “some” jurisdictions. Also, strike last sentence. Last paragraph, strike “very political positions” in favor of “These positions require a depth and breadth of issues…”

Seaton will incorporate the discussed changes to the 2020 Library Commissioner application and send to Frost who volunteered to draft a revision of #9.
Agenda Item 6: Discuss priorities for annual letter to City Council

Gomez noted future priorities as library funding, with a specific focus on new north Boulder branch and funding the capital construction. Commission noted one of the negotiating points promised for withdrawal of petition being public discussion of library funding.

Gomez, in collaboration with O’Shea, will draft a document to be circulated and discussed at the next meeting.

Agenda Item 7: Library Commission Update

a. Interesting upcoming dates from ALA website (see packet).

b. Items from Commission
   i. Update on the status of Library Champion’s efforts (Gomez/O’Shea)
      - Outreach to council candidates – Celani just withdrew. Would be helpful for a commissioner to connect with Dolan. Frost spoke with Cure who seemed sympathetic to library issues. McIntyre and McCord likewise supportive of library’s platform. Commissioners have yet to hear back from candidates Wallach, Swetlik or Joseph. Yates and Julca unsupportive of library district possibility – both feel that library funding is contingent upon other issues. Gomez noted upcoming candidate forum she plans to attend on Oct. 5th.
      - Sept. 30th budget event at Main by Boulder Library Champions, led by Joni Teter who has done an “amazing job dissecting the City budget” (Gomez).
   ii. Discussion of City budget / Library budget 2020 and beyond – after receiving an email from city finance department that clarified some ambiguities, the apprehension from commission memo item 1b was deemed incorrect.
   iii. Uptick in interest on Gunbarrel branch – emails to council from Gunbarrel residents requesting action on a branch seem to have increased this momentum. Farnan believes this began as a discussion on NextDoor that resulted in emails sent to City Council. Farnan does not believe this is an issue for 2020 as it was not discussed at the first reading of the budget that took place the previous night at the council meeting. He predicts this perhaps planned for the 2022 table.
   iv. Colorado Association of Libraries (CALCON) Conference 2019 – O’Shea represented BPL on the Panel on Strengthening Local Relations: Library Leadership & Government Officials. Organized by Crystal Schimpf of Colorado State Library. Other panelists included Director of Lake County Public Library Brena Smith and Pikes Peak Library District Former Trustee Kathleen Owings. Farnan and Phares, both in attendance, noted that O’Shea did a “great” job with fruitful discussion and response to query.
   v. Alpine Balsam update – Gomez noted that this can be removed from the foreseeable agenda. Staff directed to look into zoning regulations which caused community uproar. Massive disinformation campaign by public to sway Alpine Balsam project. On a smaller scale, Farnan noted the similar north Boulder library branch disinformation around parking and the need for a road.

c. Boulder Library Foundation update – Sykes Wilson reported that BLF retreat next Saturday will look at “bigger picture” strategic planning. The first donation to kick off the capital campaign was made ($6,000). Farnan reports a tentative marketing campaign in next few months – focused on north Boulder funding. On behalf of BLF, Farnan floated the idea of whether commission would be willing to provide name recognition around the north Boulder branch and Main bathrooms for a donor who provides “significant bite off the identified gap.” Gomez thinks naming buildings and wings and such is a good thing - however, she is leery of any blanket response: “public funding is essential to keep the public in public library. Once we start getting corporate, it’s uncomfortable.” Farnan clarified that anything corporate would require more steps through City Manager and CAO.

d. Updates from commissioners representing the commission in other venues – BookRich Environment event – Sykes Wilson represented and “loved it.”

e. Update on emails and phone calls to Library Commission – in packet.
### Agenda Item 8: Library and Arts Director’s Report

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**a.** Main Library restroom renovation project – Farnan noted that gender specific restrooms opened yesterday – couple weeks more for the debut of gender inclusive facilities.

**b.** North Boulder branch library project

**c.** Pilot Program Information: Community Court – Farnan has requested a complete prospectus on this tentative project; he seeks consultation with commission. He favors a venture which can break down barriers and provide counselling/assistance to those in need. He would oppose heavy security/armed guard. He believes intent is to provide better respect and service to disenfranchised folks. Frost favorable toward this idea; he would be interested in hearing about the impact to the library staff, especially those at the front-line.

**d.** Recap of 5th Annual Zee Jaipur Literature Festival – Farnan reported “amazing content” from another successful event. Music was “phenomenal.” Suspects participation level to previous years.

**e.** Follow up on 2020 Library Recommended Budget – staff reported a “pretty innocuous” first reading with many “balls [still] in the air.” Transportation, homelessness, and funding for north Boulder library are topics to be discussed in second reading. Municipal door project was the only discussed excision in the first reading. Farnan reported a third reading as very likely.

**f.** E-books article in Denver Post regarding circulation data – [https://www.denverpost.com/2019/09/24/denver-library-ebook-waitlist-publishers/](https://www.denverpost.com/2019/09/24/denver-library-ebook-waitlist-publishers/). Farnan reports BPL’s physical materials at a 16% increase, electronic materials at a 58% increase. Thus, e-books apparently not negatively impacting physical material borrowing in Boulder. Farnan notes that this article does point to an issue of exorbitant prices for e-books for libraries. He explained the leasing model for e-books; Macmillan is first publisher to introduce restrictions on new books whereby purchasers may only receive a singular copy for the first six months of a book’s release. Farnan noted this recent action as “totally contrary to best business practices” – many groups will be calling for a boycott of Macmillan Publishers. Sykes Wilson sees the ensuing lending congestion as a potential impediment for “children who would [otherwise] become readers for life.” An upcoming alert will link patrons to this information.

### Agenda Item 9: Adjournment

**Audio min.** 2:42:04

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, November 6, 2019, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

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**APPROVED BY:**  
Board Chair  
Date  

**ATTESTED:**  
Board Secretary  
Date
Rue woke up excited to go to school that morning in mid-April. There was going to be a library visit to her 4th grade Crestview class, something she always enjoyed. Celine Cooper from the library dazzled Rue and her classmates in her sparkly, constellation skirt with her alien antennae as she performed a special space-themed storytime and passed out sample prizes for the library’s Summer of Discovery program. Rue wanted to keep the sample Gateway coupon and the green alien cup for herself. She was not much of a reader, but Celine made reading sound fun and the program achievable – Rue could read for 20 mins a day and the activities, like yoga poses, sounded fun. At dinner that night, she could barely contain her excitement to register online. She insisted her parents sign-up for the adult program so they could read with her. She marked June 1st on her calendar to pick up their logs and rocket pens at NoBo.

Highlights

- **29%** increase in registration across all age groups from 2018
- Second year of early registration - open registration at start of outreach, April 15th - **1,193** pre-registered in 2019 compared to 224 in 2018
- **41%** increase of students visited during spring outreach compared to 2018
- Introduced midway (stress balls) and completion (PopSockets) prizes to adult program

The committee took a broader vision on the Collaborative Summer Library Program (CSLP) theme for 2019 which was “A Universe of Stories,” and decided upon “Outer/Inner Space” as the Summer of Discovery theme. This theme covered space as well as mindfulness topics.

Thanks to the continuing support of the Boulder Library Foundation grant, we were able to provide a summer reading and learning program that brought people together and exceeded expectations.
New Components

Earlier Registration
This year, online registration opened on the first day of SoD spring outreach to schools so that students could go home and register after a class visit from library staff. 1,193 people pre-registered in 2019 compared to 224 in 2018.

Introduced midway and completion prizes for adults
In 2018, survey suggestions from adults requested midway and completion prizes. This year the program included earth stress balls as a midway prize and PopSockets as a completion prize.

Partnership with PopSockets
Monnie Nillson and Aspen Walker successfully parleyed a partnership with local company, PopSockets, to have BPL-branded popsockets donated for the adult completion prize. Employees were so excited about this program many chose to donate their annual charitable contribution allotment of popsockets to BPL’s SoD. Their contributions allowed to us to have the BPL logo printed on the popsockets, instead of receiving a pre-printed design. This partnership was successful, and the prize was well-received. The committee is considering offering popsockets as a prize for teens in 2020, based on teen enthusiasm for this prize.

Outreach and BVSD Partnership
One of the reasons for increased participation in this year’s Summer of Discovery can be attributed to increased outreach on behalf of our staff. Library staff visited a total of 26 schools and 4,332 students during spring SoD outreach this year, which was a 41% increase of students compared to 2018.

During these outreach events, staff wore silver antennae headbands to tie into the theme of “Inner Space/Outer Space.” Celine Cooper, from the Main Library, even wore a constellation dress while visiting schools, which helped with staff identification and piquing curiosity about the program. As Celine reported: “Feedback from 2019 was extremely positive, with many kids telling me how much they loved the alien cups, how funny my dress was, and how much they liked my silver antennae. Wearing the same costume helped to lower barriers of intimidation and bring a memorable presence to the kids.”

Once again, we partnered with Boulder Valley School District’s Summer of Learning, and our staff interacted with 16% more students in 2019 than in 2018 (505 students compared to 435.) Staff completed a total of eight visits to the four schools that offer this summer program: Crest View Elementary, Flatirons Elementary, Whittier Elementary, and Casey Middle School.

During the first set of visits, staff engaged students in a variety of high-quality STEAM activities including making star clocks, playing with Makey Makeys while creating a piano out of bananas, and teaching yoga poses. Julianne Ingram, from the Reynolds and Meadows branch libraries said, “It was a blast getting to see the kids discover that the Makey Makey banana pianos worked with their noses, foreheads and toes. They had so much fun.” The second set of visits were the same as last year, in which we reconnected with the students, distributed fun
prizes, and celebrated their accomplishments with high-fives, helping them feel special and acknowledged for their accomplishments.

**Participation by Pre-readers, Readers, Teens and Adults**

The logs for all age groups shared similar focuses to last year:

The **pre-reader log** focused on the five early literacy practices - SING, TALK, READ, WRITE and PLAY. Activities included *making up a story based solely on pictures in a book or making up a song about your favorite animal*.

The **reader log** focused on the logging minutes and age-appropriate learning experiences tied to the theme, e.g. *yoga* and *donating clothing*.

The **teen deck cards and log** focused on logging titles of books read and activities completed that tied to the theme, e.g. *performing a random act of kindness* or *distinguishing stars and constellations in the night sky*.

The **adult log** was very similar to the teen log in that it focused on logging titles of books read and activities completed tied to the theme, which were suggestions, e.g. *attend a library program or volunteer*.

Incentives were awarded at the halfway and finish based on the following achievements:

**Pre-readers, Readers and Teens - followed these directions:**

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<th>Pre-readers</th>
<th>Readers</th>
<th>Teens</th>
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<tr>
<td><strong>Halfway</strong></td>
<td>Complete 7 activities.</td>
<td>Read 400 minutes and complete 2 activities.</td>
<td>Complete 3 activities and read 3 books.</td>
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<tr>
<td><strong>Finish</strong></td>
<td>Complete all 15 activities.</td>
<td>Read 400 more minutes and complete 2 more activities.</td>
<td>Complete 3 more activities and read 3 more books.</td>
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Pre-readers, Readers and Teen Prizes

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<th>Registration</th>
<th>Halfway</th>
<th>Final</th>
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<tr>
<td>2. Digital Colorado Rapids Voucher</td>
<td></td>
<td>2. Free Gateway Ticket</td>
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<tr>
<td>3. Digital Rio Nachos Coupon</td>
<td></td>
<td>3. Alien Yard Cup</td>
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<tr>
<td>4. For Teens - Grand Prize Drawing for Visa gift card</td>
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Adults followed these directions

**Halfway** Complete a *combination* of 3 books and/or activities.

**Finish** Read a *total* of 3 books and *complete* 3 activities.

Adult Prizes

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<tr>
<td>1. Rocket Pen</td>
<td>● Earth Stress Ball</td>
<td>● PopSocket</td>
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Registration, Completion and Volunteers

This year, **3,365** children, **890** teens and **1,118** adults registered, for a total of **5,373** participants – a **29%** increase in registration from **2018**. Adding the **505** BVSD Summer of Learning students who participated, our total reached **5,878** compared to 4,598 last year.

The percentage of completion of the program this year for youth (0-18 years old) was about the same as **2018** (**57.62%** vs **58.25%**).

**100** volunteers helped make SoD possible, whether by staffing SoD programs or helping sign-up readers for the program. Those 100 volunteers logged a total of **1,480** hours - **1,094** of those hours were teen volunteer hours and **386** were adult volunteer hours. Last year there were a total of **79** volunteers who logged a grand total of **1,351** hours.
Programs

A total of 56* SoD programs were offered over the course of 9 weeks, with 2,120 total attendees for all SoD programs.

- **31 programs for children** and families, including family yoga, a Harry and the Potters concert, Rocky Mountain Raptor demonstrations, Fiske Planetarium mini dome and two Boulder Police bike rodeos
- **17 teen programs**, including cooking Cosmic Pancakes and Milky Way Milkshakes with Sticky Fingers, two Virtual Reality petting zoos with Reality Garage, My Art Canvas classes and two workshops with the Rocky Mountain Paranormal Society
- **11 programs for adults** including workshops on Herbal Mineral Care, a workshop on Qigong Meditation, and a workshop on Decluttering/Home Organizing program

Note: Due to how programs categorized, some programs counted as both teen and adult
I. Program feedback

![Word cloud from patron feedback form results.](image)

We were grateful to have received 297 program feedback forms from those that were handed out to patrons at each program.

According to the feedback, the library website was the most popular way patrons had heard of the programs - 30.1% (85 out of 297 program responses). The Program Brochure was 2nd most popular at 18.5%.

88.9% of those surveyed would recommend the programs they attended again.


II. Staff feedback

“Our patrons said the program was fun, engaging, and that they love the STEAM programming offered by the library” (Rachel, NoBo about Fiske Stomp Rockets)

“The audience was very involved and curious for this program. This one was much more a straight lecture/Q&A program than an experiential program. Several audience members had stopped by NoBo earlier to find the program; two girls had even come up by bus from south Boulder specifically to attend.” (Rachel, NoBo about Live Raptors)

“Fun, they enjoyed it, one child even asked where the library gets money to do these things!” (Julianne, GRB about My Art Canvas)

(For more quotes from staff and patrons about programs see the Addendum)

Patron Feedback About Program

The end of SoD program survey was made available to participants on the SoD sign-up page ([https://boulderlibrary.org/summer/](https://boulderlibrary.org/summer/)) and was also emailed to all registrants who gave us their email
addresses. There was a total of 64 total views on webpage and 4 clicked on the survey link. 1,238 were emailed the survey, 398 opened it.

According to survey results, the top three most valuable aspects of our Summer of Discovery program are: 1st: visiting the library, 2nd: our prizes and 3rd: tracking reading. (These were the same top three as 2018’s survey results.)

The above chart offers proof that our most effective marketing strategy for Summer of Discovery includes school outreach and staff promoting the program to patrons at our branches. A close second to library staff are library displays which include posters. This supports our marketing budget for posters and prize boards to take to outreach.
Praise from survey responses

“Reading about other people’s lives increased my compassion and widened my perspectives.”

“The program helped encourage and motivate my kids to read this summer.”

“I was reading more and going on screens less.”

“As a graduate student, I really do not have time to read books for pleasure, but the summer reading program really encouraged me to do so. Reading for pleasure helped me to bring some work-life balance to my world this summer. I also walked more being encouraged to take the quick jaunt down from my work and home when a new book came in. Library summer reading programs are part of my favorite summer memories from childhood, and I want to thank you for creating a program for adults!”

(See Addendum for more quotes from the end of SoD survey.)

Summary

Early online registration, robust school outreach and even the popularity of the alien cups with the younger readers were all part of a wildly successful 2019 Summer of Discovery program, in terms of numbers. Surveys support that our paid programs were well-received and our marketing strategies (high-touch outreach and print ads/posters) are successful. Participants are drawn to our program to visit the library and secondly by the prizes with which we reward readers.

The committee will take this analysis and the feedback from patrons, staff, library commissioners and foundation members into account while planning for 2020. We are grateful for the continued support of the Boulder Library Foundation.
Addendum

Staff Quotes about Programs

“They flat out loved it.” (Linda, GRB about Meet and Bleat)

"It was good." "We made our own rockets!" "I made one for mom, Dad, me and my brother." (Barbara, MDWS about Stomp Rockets with Fiske Planetarium)

“Great. They were professional and informative. Everyone stayed riveted the entire time - many with camera’s out either taking pictures or filming.” (Barbara, MDWS about Live Raptors)

“A very calming fun program for young kids and their parents.” (Dillon, Main about Family Yoga)

Patron Quotes from Program Feedback Form

“Helen is so knowledgeable and helpful. The program was fun to try. Thank you.” (about Fiske Mini Dome)

“Helen” is good teacher wonderful and very knowledgeable.” (about Herbal Skin Care- GRB)

“Just so amazing - James, Age 6” (about Fiske Mini Dome)

“Thank you! My kids look forward to this every summer and are SO excited to sign up and complete it every year! It’s great to get them reading. :-) ”I love reading so I always look forward to this.” -Ivy Age 7” (about Kickoff Party @ GRB)

“Kids really enjoyed it, and the adults were able to ask questions too.” (about Fiske Infrared Cameras @ GRB)

“We LOVE our library! Thank you for being an AMAZING resource!” (about Liquid Nitrogen- GRB)

“Excellent idea. Plz do general science ed. related program like this more.” (about Liquid Nitrogen- GRB)

“Excellent offering!!! We all need this (+2 other herbal progs) Thank you!” (about Herbal Skin Care- GRB)

“more!!!” (about Mmmwhah!)

“fun + energetic, silly + awesome” (about Doctor Noize- GRB)

“We love GRB! Thanks for encouraging our kids to read!” (about Live Raptors!)

“i < 3 Hat P!” (about Harry and the Potters @ Main)

“Our favorite have been coming for 8 and a half years. My collage son here with me before Dead and Co. That’s how much we love harry and the potters.” (about Harry and the Potters @ Main)
“We really liked the raptor programs and love the NOBO librarians” (about Live Raptors!)
“I liked the variety of VR experiences from which to choose. Thanks for bringing this in!” (about Reality Garage @ GRB)
“Fantastic! It’s fun and we feel great! educational at the same time thank you!” (Family yoga @ Main)

Quotes from End of SoD Survey

“I got books counted that I read out of joy/interest.”
“Made me feel active part of the community, and I love it.”
“Helped keep up reading after kindergarten and during long summer break.”
“It is an excellent 12 for encouraging summer reading with their children! Thank you so much.”
“My kids love to read or be read to. I think having tangible proof of the time spent reading was motivating & inspiring.”
“It got my whole family to start reading more and we will continue to do that.”
“My son was so excited to see how minutes he was reading each day. We have never timed his reading. We he finished the 800 minutes he was so proud of himself.”
“My reluctant 6 year old was motivated to read every day until he reached the 800 mins.”
“Kept my kids motivated and accountable for reading every day. Thank you and all the sponsors!”
“We have two pre-readers, and it gave us more structured play (which was great). We definitely did some activities that we wouldn’t have otherwise. For the older kiddo (who read his 800 minutes) the program absolutely encouraged him to read. We loved having a halfway prize and we really loved the water bottles. We also read some new books -- it was nice that the library (our local branch is Meadows) put out a shelf of space-related books!”
“It was incredible to watch my son so devoted to reading. He learned to read this year in school and the summer of reading really kept his inspiration going. He was thrilled to learn about this program at school and demanded (of course we HAPPILY obliged!) to enter. I also LOVED seeing him complete such a challenge and share in his pride.”
“I really need and want to read more... my brain is turning into slugs crawling through sludge.”
“This program has been a helpful reading catalyst for our family since the kids were super young. They now consider it a part of their summer ‘must-do’ list. The prizes this year were exciting, but the alien water bottle - broke - twice. We weren’t able to make it right on the last day but appreciated the flexibility to get the kids their prizes. I know you want a hard and fast deadline, but it’s really tough to do that (maybe just know you’ll have a week of flexibility - it would go a long way with the families). Really, keep this program up ... it’s fantastic! Prizes inspire the reading, the book awards inspire new reads and well ... it’s just fantastic!”
2019 Summer of Discovery
Inner and Outer Space
Fact Sheet

Celebrating the 27th anniversary of the Boulder Library Foundation’s generous sponsorship of the Summer of Discovery!

New components
Mid-way and Completion prizes for adults

- Stress balls given as midway prize; 378 adults reached midway
- Partnership with PopSockets for adult completion prize; 315 adult finishers

Registration at the beginning of school outreach

- Registration opened when school outreach began, April 15th (earlier than last year, May 1st)
- 1,193 had pre-registered by June 1st. (802 children, 275 teens and 116 adults). In 2018, 224 pre-registered.

Robust Outreach

- Library staff visited a total of 26 schools and 4,332 students during spring SoD outreach this year, which was a 41% increase of students compared to 2018.

Registration and Completion

- 3,365 children, 890 teens and 1,118 adults registered. Total of 5,373 participants – a 29% increase in registration from 2018.
- 1,718 children, 419 teens and 315 adults completed the program. The completion rate among 0-18 year-olds was 57.62%. 2018’s completion rate was 58.25%
- 484 pre-readers completed 7,260 early literacy activities (like making up a story based solely on pictures in a book or making up a song about your favorite animal) focused on the five early literacy practices sing, talk, read, write and play.
- 1,718 school-age children read a grand total of 1,374,400 minutes and completed 6,872 activities, such as yoga and donating clothing.
- 419 teens read a grand total of 2,514 books.
- 315 adults read 1890 books

Events

- 56 total SoD programs offered*
  - 31 programs for children and families, including family yoga, Dr. Noize concert, Rocky Mountain Raptor demonstration, Fiske Planetarium mini dome and Boulder Police bike rodeo.
  - 17 teen programs, including cooking Cosmic Pancakes and Milky Way Milkshakes with Sticky Fingers, a Virtual Reality petting zoo with Reality Garage, My Art Canvas Painting class and Rocky Mountain Paranormal Society.
  - 11 programs for adults including Herbal Mineral Care, Harry and the Potters concert, Qigong Meditation, and Decluttering/Home Organizing program.
  - 2,120 total attendance for all SoD programs.

* Note: Due to how programs were categorized, some programs counted as both teen and adult.
## Misc

- Reached 16% more students (**505 students** compared to **435**) in BVSD's Summer of Learning.
- Theme of the summer: buy more prizes, order more logs! Broke records in almost every category.
- Volunteers
  - 1,094 teen volunteer hours
  - 386 adult volunteer hours
  - Total 100 volunteers

> "Reading about other people's lives increased my compassion and widened my perspectives."

-End of program survey response

Celine Cooper visiting Whittier Summer of Learning class

Teens at GRB My Art Canvas program
Date: Nov. 1, 2019

To: Boulder Library Commission

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

Subject: Review and approval of Updated Privacy Policy and Meeting Room and Study Room Policy

BACKGROUND

At the Oct. 2, 2019 meeting, the Library Commission gave provisional approval of the Privacy Policy and requested that staff determine whether to add a clause about patron privacy and use of non-library electronic resources. The commission recommended two changes to the Meeting and Study Room policy: changing the age limit for reserving rooms from 18 years to 14 years and increasing the monthly hour allowance for reservations. The commission requested use statistics for the meeting and study rooms, also.

OUTCOME OF STAFF REVIEW

Privacy Policy

Staff reviewed several public library privacy policies and consulted with Ben Edelen, Chief Information Security Officer and Janet Michels, Senior Assistant City Attorney about patron privacy and use of non-library electronic resources. The following clause was added to the policy (Attachment A).

- Non-Library Electronic Resources
  Boulder Public Library provides patrons with access to several external, electronic resources such as research information databases and streaming and downloadable books, music and movies. Patrons who use these resources are advised to check the privacy statements of each site and to be cautious about providing personal information without a clear understanding of how the information will be used. Many of these resources allow patrons to save search information, create lists, and track use. The Library does not have access to the information shared or collected by these resources or have control over how the information may be used.

Meeting Room and Study Room Policy

Staff discussed and agreed to the changes recommended by the Library Commission. Michels reviewed and accepted the staff’s and commission’s updates and made a few additional changes which are highlighted in yellow in Attachment B.
Lisa Holmberg, Library Webmaster, prepared statistics on meeting and study room use for the commission. Holmberg said changing the age limit and increasing the monthly hour allowance are easy changes to make in the online reservation system.

**NEXT STEPS**  
After commission approval is received, both policies will be translated into Spanish. Changes will be implemented in the online reservation system when the policies are ready to post.

**QUESTIONS FOR COMMISSION**  
1. Does the commission have any questions or additional changes to recommend?  
2. Will the commission make a motion at the Nov. 6, 2019 meeting to approve the Privacy Policy and the Meeting Room and Study Room Policy as amended?
Privacy Policy

Boulder Public Library patron account records are confidential. C.R.S. section 24-90-119 prohibits the disclosure of patron records except in limited circumstances established by state law. The following information may only be disclosed pursuant to subpoena, upon court order, or when otherwise needed for library operations:

- Borrowing, searching, or reading history
- Records or information identifying a person as requesting or obtaining specific materials or services or as otherwise using the library.

Library account information

The following information is retained in patron library or computer use accounts:

- Name, home address, and current telephone number.
- Birth date or year.
- Library or computer use card number.
- Issue and expiration date.
- Total number, not titles, of checkouts, renewal and items claimed returned.
- Email address, work or business telephone number to receive courtesy due date notifications is optional.
- Email address to receive the library newsletter is optional.

If patrons do not bring their library card or remember their account number, they may check out items and retrieve account information with photo identification. Patrons are asked to immediately report the loss or theft of their library or computer use card to the library.

Patron information including household addresses may be provided to third parties and used for demographic analysis to inform planning and programming efforts. Patron names and information about the items patrons check out are never shared with third parties. The City of Boulder requires all vendors to ensure the protection of personally identifiable information.

Borrowed items

A record of borrowed library items is retained on the patron’s account so the library may contact patrons if items are not returned. System identification numbers indicating borrowed items that were last checked out on the patron account are retained until the items are checked out and returned by the next patron. This is necessary to attribute any damage to an item to the appropriate patron. Once the next patron returns the item, the item’s association with the previous patron account is removed.

A history of the replacement charges or fines paid is maintained for a minimum of six months to provide data for disputed charges. Replacement charges are assessed after items become 21 days
overdue. Items billed to the patron for replacement remain checked out on the account until the bill is reconciled.

Optional library account features

Patrons may opt to use the following features:

- **Reading History**: tracks an ongoing list of items patrons have checked out even after they have been checked in. The reading history begins from the date of opt-in and cannot be applied retroactively.
- **Search History**: tracks the search criteria patrons have used to search the library catalog when they are logged into their account.
- **My Lists**: tracks lists of items created by patrons.

Non-Library Electronic Resources

Boulder Public Library provides patrons with access to several external, electronic resources such as research information databases and streaming and downloadable books, music and movies. Patrons who use these resources are advised to check the privacy statements of each site and to be cautious about providing personal information without a clear understanding of how the information will be used. Many of these resources allow patrons to save search information, create lists, and track use. The Library does not have access to the information shared or collected by these resources or have control over how the information may be used.

Disposing of Patron Information

Boulder Public Library complies with C.R.S. section 24-73-101, the Colorado Consumer Data Privacy Law, and renders records containing personally identifiable information irretrievable and illegible when the person identifying information is no longer needed.

Approved by the Library Commission on November 6, 2019.
Meeting Room and Study Room Policy

Approved by the Library Commission on November __, 2019.

Boulder Public Library provides open access to all forms of educational, cultural and recreational information including ideas and the free expression of all points of view. In keeping with these principles, Boulder Public Library provides meeting spaces for members of the local community to present and exchange views on subjects of all kinds.

Meeting and study rooms are available at no charge to all nonprofit, community and for-profit business groups, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the Boulder Public Library, its staff, or the Library Commission. No advertisement or announcement implying such endorsement is permitted.

Meetings, workshops, and events scheduled to occur in the library, which are not co-organized by library and arts staff and community partners, are not eligible to receive promotional or other support from library and arts staff, or to use resources beyond the provision of the room and access to the equipment and furniture in the room. Please include the following statement on any/all promotional materials, including, but not limited to, signs/posters, flyers/mailings, press releases, online promotions, etc.:

“This event is not sponsored or endorsed by Boulder Public Library. For more information, please contact [insert your organization’s contact information]. Access to free meeting rooms is a service of Boulder Public Library.”

Meeting and Study Room Guidelines

Meeting and study rooms are provided during regular business hours and are available for reservation and use by patrons after library and arts programs, events or meetings, or library and arts-sponsored programs and events are scheduled. Reservations can be made online or by contacting library staff.

Meeting Rooms

- Rooms may be reserved for groups of five people or more.
- Groups are permitted to reservations up to eight hours per month. Set up and clean up time must be included within the reservation time.
- Rooms may be booked up to 24 weeks in advance.
- Meeting rooms may be reserved by patrons 14 years or older. Patrons under 14 years of age using the meeting rooms must have an adult sponsor who reserves the room and is present during the scheduled meeting.
- The audiovisual equipment available in each room is listed here. Groups must provide their own laptop computer or electronic devices and are advised to bring their own HDMI or VGA cable and adaptors to connect to the meeting room equipment. The library offers HDMI or VGA cables and other adaptors for checkout as available. All technical support
is the responsibility of the group. If assistance is needed to connect to the audiovisual equipment provided, a basic training session may be scheduled with a library staff member prior to the meeting.

- Groups may supply and serve refreshments in accordance with the **Library Rules of Conduct**.
- **Detailed meeting room information**, including capacity and equipment.

## Study rooms

Study rooms at the Main Library, George Reynolds and Meadows Branch Libraries are available for drop-in use or by reservation. Reservations for two hours per day can be made online or by contacting library staff. Advanced reservations are accepted for a two-hour time limit per day. Reservations can be made up to three weeks in advance. Persons of any age are eligible to make a reservation. **Detailed study room information**, including capacity.

### Cancellations:

Please cancel meeting or study room reservations you no longer need 24 hours prior to the reserved time. Reservations are considered forfeited if the individual or group does not show up within 15 minutes after the reservation time. Please refer to the email confirmation if you need to cancel a reservation for a study room or meeting room. If you no longer have your confirmation, please call the library to cancel your reservation.

The library reserves the right to cancel programs as needed for any weather, health, or safety-related issue.

## Terms of Use:

1. The **Library Rules of Conduct** apply to all persons using any meeting or study room.
2. Groups must limit attendees to the posted room capacity for safety purposes.
3. Groups must adhere to the reservation time permitted per month in the meeting room guidelines above.
4. Meetings must be held during the library facility’s **operating hours**. Meetings, **including clean up time**, must conclude ten minutes before the facility closing time.
5. Groups using the rooms are responsible for arranging the room to meet their needs and for cleaning and straightening the room after use.
6. All trash, recyclable and compostable items must be deposited in the proper receptacles.
7. The library manager or designated staff member may grant permission for groups to post or distribute materials outside of the meeting room.
8. The event organizer must secure permission from the library manager to accept donations, charge fees or admission, or to sell items or services in advance of the event.
9. No storage is provided for groups using the library, and the library is not responsible for anything left in the building.
10. Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided to the library manager prior to the event date.

11. The library is a public space. In accordance with the mission, groups are encouraged to use the meeting rooms. If the meeting is not advertised as being “open to the public,” groups using the meeting rooms have the right to limit attendance. However, library staff members cannot be expected to enforce or ensure the privacy of any meeting.

Boulder Public Library, at its sole discretion, reserves the right to revoke meeting or study room reservations and privileges at any time or to refuse future bookings to groups that historically fail to appear on scheduled meeting dates or who do not abide by the meeting room terms of use or library rules of conduct. The library reserves the right to take photographs of events for its own records and for future promotional materials.

Approved by the Library Commission on November__, 2019.
DATE: November 1, 2019
TO: Library Commission
FROM: David Farnan, Library and Arts Director
       Jennifer Phares, Deputy Library Director

SUBJECT: 2020 Approved Library Budget

2020 APPROVED CITY BUDGET
City Council approved the 2020 City of Boulder budget upon third reading on Tuesday, Oct. 29, 2019. The City’s budget webpage will be updated with the 2020 approved budget document in the coming weeks.

The total 2020 budget for the library (excluding the arts) is $9.11 million in operating funds, $7.73 million in one-time capital funds, and 76.75 Full Time Equivalent (FTE) staff positions. Staff costs are 62 percent of the operating budget.

2020 LIBRARY BUDGET ADDITIONS
For the 2020 library budget, staff recommended several items from the 2018 Library Master Plan category Address Community Demand / Action Item category as well as one-time funding to reconfigure community space and collections at the George Reynolds Branch Library. Also, City Council approved an additional $700,000 of one-time General Fund capital funding for construction of the north Boulder branch library. The additions approved for the 2020 library budget are as follows:

North Boulder Branch Library Construction
Three million dollars of Development Excise Tax and Impact Fees collected for the library was allocated for construction. The balance of the Community, Culture and Safety Tax revenues for the project ($3,828,823) was also allocated for construction. During the second reading of the budget, City Council approved an additional $700,000 of one-time General Fund capital funding for the project. This funding was previously allocated to a capital project for the Municipal Building.

North Boulder Branch Library Manager Position Regrade
The current, full-time Corner Library Manager position is vacant with recruitment planned for January 2020. Since it is vacant, staff requested funding to regrade the position and increase the salary to same grade as the other branch manager positions. In addition to overseeing the NoBo Corner Library, the successor will assist the Public Services Manager with the new branch project implementation, planning programs and services, and recruiting the additional staff for the new North Boulder branch library when it opens in 2021.

Bilingual Youth Services Specialist
A full-time Bilingual Youth Services Specialist will support the Library’s mission regarding serving Spanish-speaking community members. The Library, like other city departments, is challenged to provide the same service excellence to these community members as it does to English speakers. A bilingual staff member with a consistent schedule who can present programs in Spanish like story
times will ensure the Library is welcoming to all and will be able to cultivate relationships and
genesis with members of this user group.

**Volunteer Services Specialist**
The recent growth of the volunteer program is supporting the Library as a hub for community
genesis. Volunteers are integral partners in programs, services and resources the Library
provides for the community. The volunteer program engages community members to contribute
more hours than any other city department currently with only a full-time coordinator. The
addition of a half-time volunteer specialist will enable staff to further increase engagement, grow the
program to involve more community members, increasing capacity to support programs and
services.

**George Reynolds Branch Library Collection and Public Space Reconfiguration**
The George Reynolds Branch Library is home library to many patrons who reside in south Boulder.
The facility reached 50 years in 2018. The public spaces and collection layout have not been updated
for several years. The current floor plan and furnishings do not meet the needs and expectations of
its users. Public spaces need reconfiguration to align with the ways the community wants to use the
library.

**QUESTION FOR LIBRARY COMMISSION**
Does the Library Commission have any questions about the 2020 City of Boulder Approved Budget?
December 19, 2018

The conclusion of 2018 marks a watershed year for the Boulder Public Library. Completion, acceptance, and a move to execute our Master Plan coupled with the productive and necessary dialogs around sustained, long-term funding for the Library frame our thoughts.

We are pleased and gratified that the conclusion of the November 27, 2018 study session showed unanimous consensus among Council members that our Library is significantly underfunded. You have received a plethora of materials including the approved 2018 Master Plan and a wealth of information at the July and November study sessions. Input from City finance and planning staff, independent financial consultants, and a legal overview provided in-depth analyses in response to Council's requests. We agree that this is policy work at its best and appreciate the ongoing process toward a better future for our library.

Key takeaways from the 11/27/18 study session:
- The Library is one of the City's crown jewels and might even be considered a core service.
- The City will retain a professional polling firm to conduct a comprehensive survey of in-city and out of city residents to gauge community attitudes around different ways to fund the Library. It is anticipated the surveys will be conducted in March and the results evaluated by April. This will allow Council in May to consider next steps.
- All members agreed it will be critical to educate the citizenry about the long term funding issues in step with an effective polling process.
- The decision to determine if a City ballot initiative is required for November 2019 elections will take place in May.
- The creation of a District will be one alternative for funding presented. The Library Commission has previously communicated our unanimous consensus that a District is the most viable option.
- The boundaries of the District are still to be determined with options including a City only boundary, following the BVCP boundaries, the boundaries proposed via County Commissioners (as presented), or another scenario.

We underscore that this is an historic opportunity for the City and you as its leaders to chart a new and equitable course for our Library. Recognizing and celebrating its unique role in our community is step one. Bolstering the investments that will sustain the library services we value, through a framework we can depend on into the future, is step two. Perhaps most importantly, this work can represent a positive shift in the relationship and engagement of residents outside of city boundaries, but most certainly members of our Boulder community. Taking a new step
toward shared services, and shared governance is an evolution of not only our services, but our Civics.

Therefore, it is of utmost importance that the library remain present on Council’s calendar and agenda over the coming year. To help frame your considerations and assign focus to more immediate aspects of the BPL Master Plan our specific asks for next two-three years are listed.

- Opening the North Boulder Library branch.
- A larger maker space and expansion of BLDG 61 programming.
- Support service to Gunbarrel residents in the form of a corner library pilot project utilizing the methodology that proved successful in North Boulder.
- Fund and complete analysis of the main Library Campus North Building.
- Institute a pilot program to activate the Canyon Theater to a goal of 80% utilization with necessary variances and adjustments to support mixed usage and programming.
- Execution of the 2020 Strategic Technology Plan.

The Library Commission wishes to acknowledge your dedication of time and attention to the Library’s future. We look forward to continuing these discussions and working toward collectively finding a solution to the Library’s long term funding needs.

Sincerely,

The Library Commission

Joni Teter - Chair
Tim O’Shea - Vice Chair
Juana Gomez
Joel Koenig
Jane Sykes Wilson
Interesting Upcoming Dates (from ALA Website)

**ALA Youth Media Awards** - January at the ALA Midwinter Meeting

Each year the American Library Association (ALA) honors books and media for children and teens. Recognized worldwide for the high quality they represent, the ALA Youth Media Awards (YMA), which include the prestigious Newbery, Caldecott, Printz, and Coretta Scott King Book Awards, do guide parents, educators, librarians and others in selecting the best materials for youth. Selected by committees composed of librarians and other literature and media experts, the awards encourage original and creative work in the field of children's and young adult literature and media. The award announcements are made as part of the ALA Midwinter Meeting, usually on the Monday morning of the ALA Midwinter Meeting. Award presentations will be made at the ALA Annual Conference. See the ALA YMA Press Kit for reporter contacts on the YMA announcement.

**Dr. Martin Luther King, Jr. Holiday Observance and Sunrise Celebration** - January at the ALA Midwinter Meeting

MLK Sunrise Celebrations at the American Library Association's Midwinter Meetings are sponsored by ALA's Office for Diversity, Literacy and Outreach Services, the Dr. Martin Luther King, Jr. Holiday Task Force of the ALA Social Responsibilities Round Table, and the Black Caucus of the ALA. The annual Dr. Martin Luther King, Jr. Holiday Observance and Sunrise Celebration commemorates Dr. King's legacy and recognizes the connection between his life's work and the library world. Featured readings include selected passages from the works of Dr. King.

**Teen Tech Week** - (currently being re-envisioned by the YALSA board)

Teen Tech Week is a national initiative sponsored by the Young Adult Library Services Association and is aimed at teens, their parents, educators and other concerned adults. The purpose of the initiative is to ensure that teens are competent and ethical users of technologies, especially those
that are offered through libraries such as DVDs, databases, audiobooks, and videogames. Teen Tech Week encourages teens to use libraries' nonprint resources for education and recreation, and to recognize that librarians are qualified, trusted professionals in the field of information technology. Teen Tech Week began in 2007 and has a general theme of Get Connected @ your library. Contact ALA's Young Adult Library Services Association (YALSA, a division of ALA) with questions.

1. **Items from Commission (verbal)**
   a. Update on the status of Library Champions’ efforts (Juana/Tim)
      i. Outreach to Council Candidates
   b. Discussion of City Budget / Library Budget 2020 and beyond
   c. Alpine-Balsam Update (Juana)

2. **BLF Update (verbal; Jane)**
3. **Updates from Commissioners Representing the Commission in other Venues (verbal)**
4. **Update on Emails & Phone Calls to Library Commission**
PROPOSED 2020 LIBRARY COMMISSION MEETING SCHEDULE
The proposed 2020 Library Commission meeting schedule is attachment A. Staff requests the commission’s input on scheduling the annual retreat and whether a July 1, 2019 should be held.

MAIN LIBRARY RESTROOM RENOVATION PROJECT
The gender-specific restrooms have been functioning successfully and staff have received positive feedback on those. The custom-made doors for the all-gender restrooms were delivered with several imperfections and had to be sent back to the factory for remanufacturing. The majority of the work is complete on those restrooms, save minor finishing work and touch-up paint. This work is awaiting the door install, which is expected to be completed during the second full week in November.

NORTH BOULDER BRANCH LIBRARY PROJECT
The project team has resubmitted the site review packet after following up on questions and comments from staff in Planning and Development Services. The project team has secured the easements necessary for work on neighboring properties and is moving forward toward an anticipated public hearing for site review with the Planning Board on Dec. 19, 2019 (still to be confirmed).

ENCAMPMENT UNDER LIBRARY
Over the past few weeks, the area under the library by the creek [known as the “underbelly”] has become a temporary encampment. The size ranges from 7-15 temporary structures/tents and between 12-25 people at any one time. There have been only a few minor events, open drinking, smoking of marijuana, one fight, and one open fire. We are also closely monitoring the situation to ensure the safety of all of our patrons, but it is something that the Commission may hear from the public about. The City of Boulder Housing and Human Services, Parks & Recreation, and Police Department are all aware of the situation. We have had the area cleaned twice. Library security staff are making regular patrols. Boulder PD is making daily contact and issuing tickets and making arrests when appropriate. We are scheduled to meet with the City Manager’s Office, City Attorney’s Office and the departments mentioned above to strategize the most effective way to ensure that it does not become a fixture this fall and winter.

Please let me know if you have any questions or concerns at this time.
2019 Q3 PERFORMANCE MEASURES

The 2019 Q3 performance measures reports are linked below:

Q3 Digital Services Performance & Improvement Dashboard
2019 Q3 Library Performance [PDF]
### Library Commission
#### 2020 Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Wednesday, January 8, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>Wednesday, February 5, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>**Wednesday, March 4, 2020</td>
<td>Canceled?</td>
<td>N/A</td>
</tr>
<tr>
<td>**Saturday, March 7, 2020</td>
<td>Retreat?</td>
<td>OSMP Hub – North Community Room?</td>
</tr>
<tr>
<td>Wednesday, April 1, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>Wednesday, May 6, 2020</td>
<td>Regular</td>
<td>Meadows Branch Library, 4800 Baseline Rd.</td>
</tr>
<tr>
<td>Wednesday, June 3, 2020</td>
<td>Regular</td>
<td>Carnegie Branch Library, 1125 Pine Street</td>
</tr>
<tr>
<td>***Wednesday, July 1, 2020</td>
<td>Canceled?</td>
<td>N/A</td>
</tr>
<tr>
<td>***Wednesday, July 11, 2020</td>
<td>Retreat?</td>
<td>OSMP Hub – North Community Room?</td>
</tr>
<tr>
<td>Wednesday, August 5, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>Wednesday, September 2, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>Wednesday, October 7, 2020</td>
<td>Regular</td>
<td>George Reynolds Branch, 3595 Table Mesa Dr.</td>
</tr>
<tr>
<td>Wednesday, November 4, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
<tr>
<td>Wednesday, December 2, 2020</td>
<td>Regular</td>
<td>Main Library, Canyon Meeting Room</td>
</tr>
</tbody>
</table>

*The January meeting moved to second week to avoid holiday

**The regular March meeting replaced by the annual retreat possibility

***The regular July meeting replaced by the annual retreat possibility, or taken as a commission break.