1. Reminder: Commissioners please log monthly volunteer hours in Count Me In Boulder

2. Approval of agenda

3. Public comment – commission chair will introduce public comment parameters.

4. Consent agenda
   a. Approval of Dec. 4, 2019 minutes

5. Presentation: Overview of Collection Development – Laura Hankins, Collection Development Manager

6. Library Policy Update: Review staff recommended updates to the Canyon Theater and Gallery Rental Policy and the Sponsorship of Programs and Events Policy

7. Library Commission update
   a. Interesting upcoming dates from ALA website
   b. Items from commission (verbal)
      i. Ongoing outreach efforts (Gomez/O’Shea)
         • Outreach to council members
      ii. Discussion of City budget / Library budget 2020 and beyond
      iii. Discussion of Commission applications
   c. Updates from commissioners representing the Commission in other venues (verbal)
      a. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig)
   d. Update on emails and phone calls to Library Commission

8. Library and Arts Director’s Report
   a. North Boulder branch library project
   b. Restroom update
   c. City Council 2020 priorities (oral update)

9. Adjournment

2020 Library Commissioners
Tim O’Shea      Juana Gomez      Joel Koenig      Jane Sykes Wilson    Steven Frost
Agenda Item 1: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:24 Audio min.]
Commission logged their service.

Agenda Item 2: Approval of agenda [0:01:15 Audio min.]
The meeting was called to order and O’Shea asked if there were any changes to the agenda. As Gomez noted no update for Alpine Balsam, item 6cii was struck. There was a nod of approval from the commission for this agenda.

Agenda Item 3: Public comment [0:02:14 Audio min.]
O’Conner spoke first, providing commission with a document outlining an appeal to provide professional services to address the needs of homeless and other at-risk populations (see handouts). Boulder attorney who has worked as an electrical engineer at the university, O’Conner has developed interest in homeless policy. Referenced Denver Public Library’s use of peer navigators. Spoke to library’s role as a “wonderful space for people to come regardless of economic background or current status” and resulting function as a “de facto day shelter.” Advocated getting social workers and/or peer navigators in the Boulder Public Library. Maze of social services confusing to even a stable, sheltered individual. Recognized funding as an issue; with Colorado as one of the least-funded for mental health and addiction care nationwide, there are no inpatient facilities in Boulder. A person shouldn’t have to get arrested before help for a better outcome.

Next, Livovich spoke to relevant statistics in the area, referencing her experience of past chronic homelessness. She highlighted high expense incurred by people experiencing homelessness. Acquiring 51 charges in a 28-month span, stays in jail and detox amounted to a $60,000 cost not including ER and shelter visits; though this specifically references Livovich’s situation, it is not unique.

Homner spoke to past experience with homelessness as well as serving on the board of BOHO (Boulder Outreach for Homeless Overflow) – lived experience and understanding from the provider’s side. Housed for past seven years. Peer navigators assist homeless through trauma – they provide necessary antidote to the punitive and scolding attention that these populations generally experience (“don’t come in here,” “don’t fall asleep.”) Implored commission to understand “this would make a huge difference.”

Williams came to support this mission. Participated in a sleep-out alongside O’Conner as a show of solidarity. Hard to sleep. “Difficult trap” which leads to people falling asleep in the library.

Lawrence spoke next, expressing his appreciation for the opportunity. Emphasized access to care workers as an “opportunity for people to garner support in ways that typical average human beings take for granted.” Referencing his brain injury, he stressed that without the support he was “lucky” to encounter, he would himself be on the streets. Spoke to
fortune of “right place, right time” to “catch the next steps to get into civility.” Hopes the library assists further by providing access to care workers that are so badly needed.

Ravitz experienced homelessness in the much smaller community of 1980’s Boulder. “You have to start where people are, and people are at the library.”

O’Shea inquired about funding for the referenced social work positions in other locations. Livovich: Denver Public Library’s peer navigation partners in funding with Denver Department of Housing and Human Services (assisted by Department of Justice grant). Also noted funding through SAMHSA (Substance Abuse and Mental Health Services Administration). Peer navigation being used more and more in homeless shelters, eating disorder clinics, and libraries. Williams suggested drawing from public safety, security budget.

Gomez and O’Shea expressed appreciation – helpful to have “illustrations of peoples’ lives” for better understanding. In response to Sykes Wilson, O’Shea voiced his support of further dialogue on this topic potentially at the March Retreat.

Teter spoke next on behalf of Boulder Library Champions on the topic of future library funding and self-determination. City Council will be setting their work plan during their retreat and Teter emphasized importance of ensuring that library funding and preparation for potential library district formation be adopted as council priority. Teter provided draft documents for council reception (see handouts). She wondered if commission is interested in endorsing these recommendations in the IGA. In response to Koenig’s query, Teter noted mid-December as good timing to send this memo to council.

Koenig commended Teter for the effort in compiling this “great information.” Gomez moved to insert an item into the agenda to discuss the IGA recommendations and commission’s endorsement. Koenig seconded. O’Shea amended this motion to include dialogue about endorsement of the Library Champion’s districting conversations with council. All were in favor and the motion passed unanimously; O’Shea amended the agenda, introducing this as item 5 with resultant shuffling of items.

**Agenda Item 4: Consent agenda**

a. Approval of October 2019 Meeting Minutes: O’Shea asked for adjustments. Being none, O’Shea moved to approve these minutes, Gomez seconded. The quorum was unanimous in approval.

b. November 2019 Meeting Minutes: O’Shea asked for adjustments. Being none, Koenig moved to approve these minutes; O’Shea seconded, and the motion was unanimously approved.

**Agenda Item 5: Discussion of commission endorsement of Teter’s IGA recommendations**

Teter spoke to historical community-driven funding for library space. In 1904, volunteer library board corresponded with Andrew Carnegie after no success mobilizing funding with the City Council at that time. In 1906, in order to secure grant from Carnegie, City Council passed ordinance to dedicate 1/3 of a mill of property tax which was later rolled into the charter adoption of 1918. O’Shea: helpful recognition that mill levy has existed historically.

Gomez recommended an executive summary placed “up front.” O’Shea and Frost agreed.

Koenig appreciated the data indicating how the community has historically funded the library – thus a “compelling case” that the space really belongs to the community.

O’Shea concerned council reception of this memorandum may depend on how “well-versed” each member may be on this issue. From her own engagement, Teter senses adequate foundation; with proper framing of the timeline’s immediacy, she feels it will “land pretty well” with the new council members and provides a “path forward.”

Gomez suggested moving the date for a council resolution up in the year to April or May; Teter agreed.

Farman: Intention of City Manager’s Office to deliver enough information during council’s annual retreat and in a March study session to be able to go forward (by proclamation or ballot initiative) or not by April 2020. The March study session would presumably contain the same information reviewed by council in November 2018.

Discussion of the transferring of facilities vs. land, trusteeship.
With Phares continuing to assist in editing, Teter hopes to have letter finalized by December 10th.

Gomez wondered about a non-lawyer reading the document and clarified that the document being considered not the IGA this is the information that would assist in the construction of the IGA. She suggested clarifying the negotiable nature of the terms. Koenig: unnecessary, already inherent in the document.

Beyond niceties of presentation and editing, Teter hopes for commission endorsement of the memo’s critical points re: facilities, backlog, employees, library fund, etc. Koenig “comfortable with the document” after modest edits. Frost aligned with Koenig in endorsement. Koenig volunteered to assist with editing.

O’Shea considered delivery of the new north Boulder branch and the intrinsic attachment to this new project. Teter: argument same as around every other branch. Teter questioned the library project’s budget paying for expensive city improvements like the 13th to 14th Street connection construction. “Why are so many community goods being put on the library?” Farnan: in a funding shortfall, the plaza and other non-essential outdoor improvements would be excised. However, Planning Board acceptance depends on the street connection and bike path improvements.

O’Shea wondered if there are other situations where a district formation occurred when a new branch was in the process of being built. Farnan noted the library in Fort Collins as mid-construction when districted.

O’Shea moved to endorse and support this memorandum. Koenig seconded and all were in favor; O’Shea recognized Frost’s absence.

**Agenda Item 6: Discuss priorities for annual letter to City Council**

Commission discussed final modifications for this letter; O’Shea captured the changes. Staff reminded of the December 15th deadline for letter submission.

**Agenda Item 7: Library Commission Update**

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

b. Items from Commission (verbal)
   i. Ongoing outreach efforts (Gomez/O’Shea)
      - Outreach to council members and candidates – annual letter and forthcoming memorandum, welcome opportunity for further engagement.
   ii. Discussion of City budget / Library budget 2020 and beyond

c. Updates from commissioners representing the Commission in other venues (verbal)
   i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – Farnan: 1.5 million dollar goal of funding; commitment end of April/May 2020. Farnan noted around $37,000 (including match) garnered during Giving Tuesday.

d. Update on emails and phone calls to Library Commission – (see packet.) O’Shea referenced the query re: alcohol imbibed during a community event in the library (specifically, an HOA wishing to stage their event at Meadows). O’Shea appreciated clarification of city’s position, which assisted in resolution that this is “not suggested, but doable with a special event permit.” Gomez relayed her discussion with a resident who suggested a land swap with the federal government’s Forest Service for the site of the new north Boulder library.

**Agenda Item 8: Library and Arts Director’s Report**

a. Main Library Restroom Renovation project: Defective custom-made doors currently delay completion of facilities. Local distributor will provide temporary fix with installation during second week of December. Non-defective permanent doors expected later in the month.


**Agenda Item 9: Adjournment**

There being no further business to come before the commission at this time, the meeting was adjourned.
**Date, time, and location of next meeting:**
The next Library Commission meeting will be at 6 p.m. on Wednesday, January 8, 2020, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

<table>
<thead>
<tr>
<th>APPROVED BY:</th>
<th>ATTESTED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>Board Secretary</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
In the fall 2019, the commissioners requested an overview of collection development. Laura Hankins, Collection Development Manager will attend the Jan. 8, 2020 Library Commission meeting to provide information about how her team develops the collections for the Main and branch libraries. The topics she plans to cover are:

- How materials are selected for the collection.
- The topics and formats the community prefers.
- How the acquisitions budget is allocated.
- What goes into the cost of a book and the average total cost for individual items.
- The resources the team uses to make purchasing decisions.
- How the collection is maintained and weeded.
- The challenges of developing a collection with multiple formats.
- What is entailed in researching and deciding on requests for purchases from patrons.
- The average number of requests per patron.
- Any feedback received about the policy updates related to the number of patron requests that the commission approved in August 2019.
Date: January 3, 2020

To: Boulder Library Commission

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

Subject: Staff recommended updates to the Canyon Theater and Gallery Rental Policy and the Sponsorship of Programs and Events Policy

BACKGROUND AND POLICY UPDATE

The Sponsorship of Programs and Events Policy and Canyon Theater and Gallery Terms of Use and Rental Policy were last reviewed and approved by the Library Commission in 2016. In keeping with the 2018 Boulder Public Library Master Plan goal to review and update policies at least every three years, staff submits the following for the commission’s review and input.

Programs and Events Sponsorship Policy

Attachment A is the revised Programs and Events Sponsorship Policy with changes accepted for ease of review and Attachment B is the same policy showing all changes tracked.

Summary of major updates

- Shortened the title. Language revised throughout to make policy more consistent and concise.
- Removed the Office of Arts and Culture as this policy pertains to the library only
- Moved the Terms and Conditions section to the beginning of the policy.
- Second term and condition replaced with information about what is permitted related to requesting donations.
- Application process updated

Canyon Theater Terms of Use and Rental Policy

Attachment C is the Canyon Theater Terms of Use and Rental Policy with changes accepted for ease of review and Attachment D is the same policy showing all changes tracked.

Summary of major updates

- Shortened the title. Gallery is not rented independently. Language revised throughout to make policy more consistent and concise.
- Revised information about permitted use of the Canyon Gallery.
NEXT STEPS

Staff will incorporate the commission’s input and have the policies reviewed by the City Attorney’s Office. Staff will request commission’s review and approval of the final revisions at the February 5, 2020 Library Commission meeting.

QUESTION FOR THE LIBRARY COMMISSION

Does the commission have any questions or input about the policy updates?
Programs and Events Sponsorship Policy

Approved by the Library Commission on February __, 2020.

Boulder Public Library (BPL) offer a limited number of sponsorship opportunities for programs and events that bring value to the community and are aligned with the Library’s mission. Sponsorship is defined as the Library and Arts Department hosting of programs in library facilities that are coordinated by an outside entity and are supported, co-marketed, or co-organized by the Library and Arts Department.

There are two types of sponsorship available; theater sponsorships for one-time events and meeting room sponsorships for re-occurring programs.

Terms and Conditions

Organizations presenting sponsored programs or events are asked to observe the following terms and conditions.

1. Program or event organizers, presenters, and attendees must comply with the Library Rules of Conduct and any venue Terms of Use.
2. Donation boxes or suggested donation requests at the door are not permitted. Organizations may make verbal requests for donations but must direct attendees to contribute directly to the organization’s website or mailing address.
3. Organizers must request permission to post or distribute materials inside library facilities. If the request is approved by the Library and Arts Director or designee it will be included in the sponsorship Terms of Use agreement.
4. The program or event shall be designed to be accessible to attendees with special needs to the degree that is possible.
5. Any communications about the sponsored program or event must be approved by BPL staff prior to release of those materials. Inclusion of the BPL logo or other approved credit information may be requested by the library. These include all marketing materials, press releases, web pages, calendar listings, advertisements, etc.
6. Organizers must inform library staff of any media inquiries, when television, radio, web- or print-media interviews are scheduled, and/or when the media reports are expected to be released.
7. All events occurring in the Canyon Theater require a library staff member in attendance.
8. Organizers are requested to report the number of attendees after the end of the program or event. Further information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, below.
Failure to abide by these terms and conditions may result in the withdrawal of sponsorship and forfeiture of the opportunity for the organization to apply for sponsorship in the future. Boulder Public Library, at its sole discretion, reserves the right to revoke sponsorship of a program or event at any time.

**Sponsorship Proposal Evaluation Criteria**

Proposals for sponsored programs and events are evaluated based on the following criteria:

- Alignment with the BPL Mission.
- Potential to appeal to a diverse audience of a significant number of community members.
- Programs or events that meet the above criteria and are free and open to the public.

The following program and event categories are not eligible for sponsorship:

- Political campaigns, including programs or events that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office.
- Religious programs that promote a single religious viewpoint over that of others.
- Content that advocates violence or intolerance.
- Content that advocates the violation of Municipal, State, or Federal laws.

**Benefits for Sponsored Programs and Events**

When a program or event is accepted for sponsorship, BPL, at its discretion, may provide one or more of the following:

- Priority scheduling of library facilities.
- Promotion on the library website calendar.
- The base rental fee for Canyon Theater may be waived as an in-kind donation. Use of the Canyon Theater requires a library staff member to be present the organizer will be charged a $30/hour fee.

**APPLICATION PROCESS**

**Canyon Theater Sponsorship**

Organizations seeking sponsorship of a program or event that will take place in the Canyon Theater must complete an application no less than three (3) months before the start date of the program or event. The application form is available during the timeline below.

Completed applications are evaluated and applicants are given notice of the status of their application within 30 days after the deadline. Programs are considered officially sponsored when:
1. The program or event schedule is confirmed.
2. The applicant completes a Terms of Use Agreement for the venue.

The Library and Arts Director has final approval of all proposals. **Application Submission And Evaluation Timeline**

<table>
<thead>
<tr>
<th>Program or Event Date</th>
<th>Application Window</th>
<th>Notice of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>April, May, June 2020</td>
<td>November 17-30, 2019</td>
<td>December 30, 2019</td>
</tr>
<tr>
<td>July, August, September 2020</td>
<td>February 14-28, 2020</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>October, November, December 2020</td>
<td>May 17-31, 2020</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

**Recurring Program Or Event Sponsorship**

Organizations may apply for sponsorship for recurring programs or events that take place in a library meeting rooms annually. The organization must re-apply for each subsequent year. Application forms are available here from June 1st to June 15th and November 1st to November 15th.

*Recurring programs* are defined as programs scheduled at regular intervals over a long period of time. For example, daily, weekly, or monthly meetings are considered recurring. Several events in a limited series held over a few days (e.g. a festival or convention) are not considered recurring and may be reserved using the online meeting room reservation system.

Organizers of sponsored recurring programs or events are asked to review Terms of Use in the [Meeting Room Policy](#) and to provide the following:

- A name and email address for one lead contact person.
- A brief description of the programs or events.
- A twelve-month commitment with monthly dates, times and locations. Partial year sponsorships will not be granted. Organizers should review the current [library calendar](#) for day/time availability before applying.
• An estimated monthly attendance number in the sponsorship application.
• Up to date program and event information for the Library’s online calendar. Organizers should monitor their program or event information on the library calendar to ensure it is accurate.

Rescheduling or Cancellation

The organizer is responsible for rescheduling all meetings due to library closures or other reasons. Please use the online meeting room reservation system, call 303-441-3100 or speak to a staff member at an accounts desk for assistance. For cancellations of existing reservations call 303-441-3100 or speak to a staff member at an accounts desk for assistance.

Approved by the Library Commission on February __, 2020.
Programs and Events Sponsorship Policy

Approved by the Library Commission on February __, 2020.

Boulder Public Library (BPL) and the Office of Arts and Culture offers a limited number of sponsorship opportunities for programs and events that bring value to the community and are aligned with the Library’s mission. Sponsorship is defined as the Library and Arts Department hosting of programs in library facilities that are coordinated by an outside entity and are supported, co-marketed, or co-organized by the Library and Arts Department.

There are two types of sponsorship available; theater sponsorships for one-time events and meeting room sponsorships for re-occurring programs.

General Terms and Conditions

The Boulder Public Library asks organizations presenting sponsored programs or events are asked to observe the following terms and conditions.

1. All aspects of the program or event organizers, presenters, and attendees must comply with the Library Rules of Conduct and any venue terms or Use policies that apply to the venue in which it is taking place.

2. The Library and Arts Department director or designee must grant approval in the sponsorship application agreement for verbal donation requests, the charging of fees or admission, or the selling of any products or services. Donation boxes or suggested donation requests at the door are not permitted. Organizations may make verbal requests for donations but must direct attendees to contribute directly to the organization’s website or mailing address.

2.4. Organizers must request permission to post or distribute materials inside library facilities. If the request is approved by the Library and Arts Director or designee it will be included in the sponsorship Terms of Use agreement. The Library and Arts Department director or designee must grant approval prior to the program or event for the posting or distribution of materials inside library facilities.

4.5. The program or event shall be designed to be accessible to participants and/or audience members with special needs to the degree that is possible.

6. Any communications about the sponsored program or event must be approved by BPL staff prior to release of those materials. Inclusion of the BPL logo or other approved credit information may be requested by the library. This includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc.

5.7. Organizers must inform library staff in the case of any media activity inquiries, when such as television, radio, web- or print-media interviews are scheduled, BPL staff must be
updated when such interviews are scheduled to be conducted, and/or when the media reports are expected to be released.

6.1 Donation boxes or suggested donation requests at the door are not permitted. Organizations may make verbal requests for donations but must direct attendees to contribute directly to the organization’s website or mailing address.

7. All events occurring in the Canyon Theater require a library staff member in attendance.

8. Organizers are requested to report the number of attendees after the end of the program or event. Further information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, below.

Failure to abide by these general terms and conditions may result in the withdrawal of sponsorship and forfeiture of the opportunity for the organization to apply for sponsorship in the future. Boulder Public Library, at its sole discretion, reserves the right to revoke sponsorship of a program or event at any time.

**Review Criteria for Sponsorship Proposal Evaluation Criteria**

Proposals for sponsored programs and events will be evaluated based on the following criteria:

- **Alignment with Supports the BPL Mission** — The mission of the Boulder Public Library is to enhance the personal and professional growth of Boulder residents and contribute to the development and sustainability of an engaged community through free access to ideas, information, cultural experiences and educational opportunities.

- **Audience appeal** — The program or event has the potential to appeal to a diverse audience of a significant number of community members.

- **Cost to the public** — Programs or events that meet the above criteria and are free and open to the public, or will provide another mechanism for some free attendance will be given preference over those that charge admission or request donations.

The following program and event categories are not eligible for sponsorship. Proposals will not be considered for sponsorship if they fall under any of the categories, below:

- Political campaigns, including programs or events that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office.
- Religious programs that promote a single religious viewpoint over that of others.
- Content that advocates violence or intolerance.
- Content that advocates the violation of Municipal, State, or Federal laws.
Benefits for Sponsored Programs and Events

When a program or event is accepted for sponsorship, BPL, at its discretion, may provide one or more of the following:

- **Use of facilities**—Sponsored programs or events may be given priority scheduling of library facilities.
- **Communications**—BPL may promote the sponsored program or event on the library’s website calendar.
- **Fees**—The base rental fee for Canyon Theater may be waived as an in-kind donation. Use of the Canyon Theater requires a library staff member to be present. The entity responsible for the sponsored event will be charged a $30/hour fee for theater staff time. The entity responsible for the sponsored program or event will provide the following as a condition of sponsorship:
  - **Acknowledgment**—Inclusion of the BPL logo or other approved credit information in all marketing material as requested by the library.
  - **Post-event reporting**—The responsible party will report the number of attendees after the end of the program or event. Further information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, below.

**APPLICATION PROCESS**

**Canyon Theater Sponsorship**

Organizations seeking sponsorship of a program or event that will take place in the Canyon Theater must complete an application no less than three (3) months before the start date of the program or event. The application form is available during the timeline below.

Completed applications submitted for program sponsorship are reviewed and accepted quarterly according to the schedule listed below. Organizations interested in applying for sponsorship of their program or event should submit an application (available based on the application schedule), no less than three (3) months before the start date of the program. The evaluation begins after the application deadline and may take up to three months and applicants are notified of the review results.
given notice of the status of their application within 30 days after the deadline to complete. The
Library and Arts Department director has final approval of all proposals.

Programs are considered officially sponsored when:

1. The program or event schedule is confirmed.
2. The applicant completes a Terms of Use Agreement for the venue is complete.

The Library and Arts Director has final approval of all proposals.

Application Submission And Evaluation Timeline

Boulder Public Library accepts sponsorship applications for programs and events on a quarterly
basis. Please see the timeline below for the next application window and review cycle. The
Canyon Theater is also available for rentals. For questions, please call (303) 441-3100.

<table>
<thead>
<tr>
<th>Program or Event Date</th>
<th>Applications Accepted Window</th>
<th>Notice of Status by</th>
</tr>
</thead>
<tbody>
<tr>
<td>April, May, June 2020</td>
<td>November 17-30, 2019</td>
<td>December 30, 2019</td>
</tr>
<tr>
<td>July, August, September 2020</td>
<td>February 14-28, 2020</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>October, November, December 2020</td>
<td>May 17-31, 2020</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

MEETING ROOM Recurring Program Or Event Sponsorship

Organizations may apply for sponsorship for recurring programs or events that take place in a
library meeting room. These rooms may be sponsored for one year at a time, and the
organization must re-apply for each subsequent year. Application forms are available here from
June 1st to June 15th and November 1st to November 15th.

Recurring programs — Programs that are defined as programs scheduled at regular intervals
over a long period of time and at regular intervals. For example, daily, weekly, or
monthly meetings would be considered recurring. Several events in a limited series held over a few days
that are (e.g., part of a festival or convention) would not be considered recurring and may be reserved using the
online meeting room booking reservation system.
Recurring Sponsorship Groups are responsible for Organizers of sponsored recurring programs or events are asked to review “Terms of Use” in the Meeting Room Policy on our website, and to provide the following:

- Providing a name and email address for one lead contact person.
- A brief description of the programs or events.
- A twelve-month commitment with monthly dates, times and location for one calendar year. This is a full year, 12-month commitment. Groups must commit to meeting at least once a month. No partial sponsorships will not be granted (i.e., we cannot reserve Jan-May, skip June-Aug, etc.). Organizers should review the current library calendar for day/time availability before applying.
- Providing an estimated monthly attendance number (one time only upon application).
- Monitoring library program and event information for website calendar to verify published information. Organizers should monitor their program or event information on the library calendar to ensure it is accurate.

Rescheduling or Cancellation

Rescheduling: Due to the large number of groups and limited staff time, the organizer is responsible for rescheduling all meetings due to library closures or other reasons. Please use our online booking meeting room reservation system or call 303-441-3100 or speak to a staff member at an accounts desk for assistance. All library staff are able to assist with this process.

Cancellations: For cancellations of existing reservations with less than 48 hours notice, please call 303-441-3100 or speak to a staff member at an accounts desk for assistance.

Approved by the Library Commission on February 2020.
Canyon Theater Terms of Use and Rental Policy

Approved by the Library Commission on February _, 2020.

Boulder Public Library (BPL) rents the Canyon Theater to groups to present and exchange views on subjects of all kinds, regardless of their beliefs or affiliations. Permission to use library facilities does not constitute endorsement by BPL, its staff, or the Library Commission. No advertisement or announcement implying such endorsement is permitted.

To check availability or make a reservation, submit a completed reservation form.

Terms of Use

1. The individual named as the point of contact in the Terms of Use and Rental Agreement is responsible for enforcing all terms and rules contained in this document, in the Terms of Use and Rental Agreement, and in the Library Rules of Conduct.
2. The Library Rules of Conduct apply to all persons using the theater and/or gallery.
3. Groups are responsible for enforcing the room capacity.
4. Events must begin 30 minutes after library opening time and conclude, including clean up time, 30 minutes before the library closing time, unless after-hours rental has been prearranged.
5. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.
6. All trash, recyclable and compostable items must be deposited in the proper receptacles. Larger events may be required to purchase additional zero waste materials and services.
7. Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.
8. The library director or a designee may grant permission for groups to post or distribute materials outside of the theater and gallery. See publicity and sales section below.
9. The library director or a designee may grant specific permission for any group wanting to accept donations, charge fees or admission, or to sell items or services. See publicity and sales section below.
10. No storage is provided for groups using the library. The library is not responsible for personal property left in the building.
11. Movies audio 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 with the completed application and deposit.
12. While ceremonies such as weddings and memorial services may be permitted in the theater or gallery, funeral services involving human remains (in any form or type of container) are not allowed.
13. BPL is a public space. In accordance with its mission, BPL encourages all groups to use the theater. If the program or event is not advertised as being “open to the public,”
groups using the theater have the right to limit attendance. However, library staff cannot be expected to enforce or ensure the privacy of your meeting.

14. The Canyon Gallery is a space of public ingress and egress. Access to the gallery cannot be restricted for private meetings, programs, or events.

Publicity and sales

Distribution of promotional or informational materials, or the sale of any products is limited to the area adjacent to the theater only during contracted rental hours. The renter assumes all responsibility of ticket sales and promoting their event. Groups must obtain a sales tax license and comply with all applicable city and state laws if any sales occur. The library may not be used as a contact for information about the event or ticket sales.

All publicity including posters and online postings should clearly indicate the name of the event sponsor and their contact information. The library does not publicize theater rentals in any form, including printed or website listings. A sign must be posted indicating that the event is not sponsored by the library. Materials may not be distributed or sold before or after the rental period.

Rental Application and Fees

Rental applications are processed on a first-come, first-served basis and must be received no less than 60 days prior to the event. Rental of the Canyon Theater requires a BPL staff member in attendance to operate the theater lighting and equipment. Rental applicants must inform library staff about the audiovisual requirements of the event and any additional time needed for rehearsal in the rental application. Time needed for event set-up and take down must be included in the reservation period request. Cleaning and straightening the Canyon Theater and/or Gallery is the responsibility of the renter.

If a rental application is accepted, the applicant will receive a Rental Agreement outlining the terms of use for the Canyon Theater and/or Gallery. The Rental Agreement must be signed and returned along with a $100 damage deposit. The reservation will not be confirmed until the deposit is received. The deposit is refunded if the rented space is left in good condition and is vacated 15 minutes prior to the library closing.

Rental Fees

Canyon theater rental (3-hour minimum) includes the gallery for receptions only if available and a staff AV technician. Set up and take down time must be in the reservation. $500

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional rental rate beyond the 3-hour minimum during regular library hours. Includes staff AV technician.</td>
<td>$100/hour</td>
</tr>
<tr>
<td>After-hours rental fee</td>
<td>$200/hour</td>
</tr>
</tbody>
</table>
Pre-event time in space (only available during library operating hours) $30 / hour

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refundable damage deposit</td>
<td>$100/event</td>
</tr>
<tr>
<td>Steinway grand concert piano rental</td>
<td>$100 / event</td>
</tr>
</tbody>
</table>

A library staff person will respond to confirm whether the desired date is available. Reservations are firm once the full rental fee is received.

**Cancellation**

Notice of cancellation must be received 10 days prior to the scheduled event—the renter forfeits the deposit if the cancellation is received after this time.

The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting or event dates or who do not abide by the terms of use or the library rules of conduct. The library reserves the right to take photographs of events for its own records and for future promotional materials.

Responsibility for enforcing this policy and terms of use rests with the staff person in charge. The library director retains final authority for enforcing this policy.

**Canyon Theater and Gallery Information**

**Capacity**

The Canyon Theater seats 201 persons (190 fixed seats, 6 wheelchair spaces, and a maximum of 11 folding chairs which can be placed in the wheelchair spaces as well as in the back of the theater). City of Boulder fire code requires that no group exceed this capacity. Events must accommodate patrons within the available seating, standing room is not permitted. Please see the [theater map](#) for details.

Based on availability, the Canyon Gallery may be available during theater rentals to serve as a reception space. In this capacity, groups may use the space for gathering, but no more than two six-foot tables shall be placed within the gallery. Tables must be placed away from all walls and artwork. Refreshments must be set up outside the gallery area. Using the gallery for fair-type settings, or placing large equipment in the gallery, is not permitted.

**Equipment**

The Canyon Theater is equipped with the following, based on availability:

- Ten 6-foot tables
- Preset, non-adjustable stage lights
- Video projector for Blu-ray, DVD and Power Point playback
- Cables for the HDMI and VGA component formats
- Three wireless microphones (hand-held or 2 lavaliere)
- Podium
Groups may provide and operate their own audiovisual equipment. Music groups are encouraged to bring their own complete public address system.

Steinway grand concert piano may be rented for a $100 fee to be paid at the time of reservation. If the piano needs to be moved, this must be done by library and arts staff.
Canyon Theater and Gallery Terms of Use and Rental Policy

Approved by the Library Commission on February __, 2020.

Boulder Public Library (BPL) provides rental of the Canyon Theater and Gallery for to all nonprofit, community and for profit business groups to present and exchange views on subjects of all kinds, 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 will be permitted.

To check availability or make a reservation, submit a completed reservation form.

Terms of Use

1. The individual named as the point of contact in the Terms of Use and Rental Agreement is responsible for enforcing all terms and rules contained in this document, in the Terms of Use and Rental Agreement, and in the Library Rules of Conduct.
2. The Library Rules of Conduct apply to all persons using the theater and/or gallery.
3. Groups are responsible for enforcing the room capacity.
4. Events must begin 30 minutes after library opening time and conclude (including clean up) time, 30 minutes before the library closing time, unless after-hours rental has been prearranged.
5. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.
6. All trash, recyclables and compostable items must be deposited in the proper receptacles. Larger events may be required to purchase additional zero waste materials and services.
7. Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.
8. The library director or a designee may grant permission for groups to post or distribute materials outside of the theater and gallery. See publicity and sales section below.
9. The library director or a designee may grant specific permission for any group wanting to accept donations, charge fees or admission, or to sell items or services. See publicity and sales section below.
10. No storage is provided for groups using the library. The library is not responsible for personal property left in the building.
11. Movies shown or audio 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 with the completed application and deposit.
12. While ceremonies such as weddings and memorial services may be permitted in the theater or gallery, funeral services involving human remains (in any form or type of container) are not allowed.

13. The library BPL is a public space. In accordance with its mission, the library BPL encourages all groups to use the theater. If the program or event is not advertised as being “open to the public,” groups using the theater have the right to limit attendance. However, library staff cannot be expected to enforce or ensure the privacy of your meeting.

14. The Canyon Gallery is a space of public ingress and egress. Access to the gallery cannot be restricted for private meetings, programs, or events.

Publicity and sales

Distribution of promotional or informational materials, or the sale of any products or goods must be limited to the area adjacent to the theater only during contracted rental hours. The renter assumes all responsibility of ticket sales and promoting their event. Groups must obtain a sales tax license and comply with all applicable city and state laws if any sales occur. The library may not be used as a contact for information about the event or ticket sales.

All publicity including posters and online postings should clearly indicate the name of the event sponsor and their contact information. The library does not publicize theater rentals in any form, including printed or website listings. A sign must be posted indicating that the event is not sponsored by the library. Materials may not be distributed or sold before or after the rental period.

Rental Application and Fees

Rental applications are processed on a first-come, first-served basis and must be received no less than 60 days prior to the event. Rental of the Canyon Theater requires a Boulder Public Library staff member in attendance to operate the theater lighting and equipment. Rental applicants must inform library staff about the audiovisual requirements of the event and any additional time needed for rehearsal in the rental application. Time needed for event set-up and take down must be included in the reservation period request. Cleaning and straightening the Canyon Theater and/or Gallery is the responsibility of the renter.

If a rental application is accepted, the applicant will receive a Rental Agreement outlining the terms of use for the Canyon Theater and/or Gallery. The Rental Agreement must be signed and returned along with a $100 damage deposit. The reservation will not be confirmed until the deposit is received. The deposit is refunded if the rented space is left in good condition and is vacated 15 minutes prior to the library closing.

Rental Fees
Canyon theater rental (3-hour minimum) and includes the gallery for receptions only if available and a staff AV technician. Please include set up and take down time in your reservation. Set up and take down time must be in the reservation. Includes staff person for AV monitoring.

**Hourly theater rental:** $500

**Additional rental rate in addition to beyond the 3-hour minimum during regular library hours.** Includes staff person for AV monitoring.

**$100/hour**

**After-hours rental fee**

| Pre-event time in space (only available during library operating hours) | $30 / hour | $100 per hour |
| Canyon Gallery only (separate to theater rental) | $100 / hour |

**Refundable damage deposit**

| Canyon Gallery rental fee (separate from the theater rental) | $100 / hour |
| $100/event |

| Steinway grand concert piano rental | $100 / event |
| Pre-event time in space (only available during library operating hours) |

A library staff person will respond to confirm whether the desired date is available. Reservations are firm once the full rental fee is received.

**Refreshments**

Groups may serve refreshments in accordance with Library Rules of Conduct.

**Cancellation**

Notice of cancellation must be received 10 days prior to the scheduled event—the renter forfeits the deposit if the cancellation is received after this time.

The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting or event dates or who do not abide by the terms of use or the library rules of conduct. The library reserves the right to take photographs of events for its own records and for future promotional materials.

Responsibility for enforcing this policy and terms of use rests with the staff person in charge. The library director retains final authority for enforcing this policy.

**Canyon Theater and Gallery Information**

**Capacity**

The Canyon Theater seats 201 persons (190 fixed seats, 6 wheelchair spaces, and a maximum of 11 folding chairs which can be placed in the wheelchair spaces as well as in the back of the
theater). City of Boulder fire code requires that no group exceed this capacity. Events must accommodate patrons within the available seating, standing room is not permitted. Please see the [theater map](#) for details.

The Canyon Gallery will accommodate 350 persons, with space consideration given for current exhibit. Based on availability, the Canyon Gallery may be available to renters to serve as a reception space during theater rentals to accommodate gatherings. In this capacity, groups may use the space for gathering, but no more than two six-foot tables shall be placed within the gallery. Tables must be placed away from all walls and artwork. Refreshments must be set up outside the gallery area. Using the gallery for fair-type settings, or placing large equipment within the gallery, is not permitted due to the artwork on display.

**Equipment**

The Canyon Theater and Gallery is equipped with the following, based on availability:

- Ten 6-foot tables, based on availability
- Preset, non-adjustable stage lights
- Video projector for Blu-ray, DVD, and Power Point playback
- Cables for the HDMI, VGA, RCA, S-video component formats
- Three wireless connections and microphones (hand-held or lavaliere)
- Podium with stationary microphone and CD player.

- Groups may provide and operate their own audiovisual equipment. Music groups are encouraged to bring their own complete public address system.

- Steinway grand concert piano may be rented for a $100 fee to be paid at the time of reservation. If the piano needs to be moved, this must be done by library and arts staff.
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. Ongoing outreach efforts (All)
      i. Outreach to Council Members & Candidates;
         1. Ahead of (and following) Council’s retreat, meetings with members to
discuss the Library as a priority item for 2020.
   b. Discussion of City Budget / Library Budget 2020 and beyond.
   c. Chat about applications to the Commission and who we might urge to
apply.
2. Updates from Commissioners Representing the Commission in
   other Venues (verbal)
   a. BLF Update (Jane / Joel);
      i. Discussion of end of year gifts / ongoing fundraising efforts w/r/t
North Boulder branch capital campaign.
3. Update on Emails & Phone Calls to Library Commission

from: Darren O'Connor <constanciodarren@gmail.com>
to: stevenEFrost@gmail.com, jesykeswilson@gmail.com, joelkoe44@gmail.com, juana@lawrenceandgomez.com, tim@engagecolorado.com
cc: Jennifer Livovich <jenniferlivovich@gmail.com>, Joy Redstone <jredstone@ymail.com>
date: Jan 2, 2020, 9:04 PM
subject: Funding Sources for Social Workers / Peer Navigators in Library to
Address Homelessness

Attachments: 2020.01.02_FundingSoruces.docx

Dear Boulder Library Commissioners,

Thank you so much for allowing us a generous amount of time at your December meeting to present our proposal asking you to consider bringing the support of licensed social workers and peer navigators to the Boulder Library.
We left with your request to provide possible funding sources. The attached document lists a sampling of sources we think would be a good fit to funding these positions. We hope you find them useful and invite your further discussing this opportunity with us.

Wishing you all well,
Darren O'Connor, Esq.
720.961.3869

Responded: 2020-01-03 @ 13:20
From: tim@engagecolorado.com

Darren --

Happy 2020--and many thanks for your presence in our December meeting. The information you shared here on the funding sources is very helpful and will be incorporated into our ongoing discussion. We are formulating our 2020 calendar for Commission matters. I am confident we will continue our dialog on this important topic. Please extend my thanks, and on behalf of my fellow Commissioners, to all who spoke on record about their experiences and shared ideas for how to make a positive impact. We were truly moved by the stories shared.

Cheers,
Tim
<table>
<thead>
<tr>
<th>Source</th>
<th>Grant Name</th>
<th>Requirements</th>
<th>Amount of Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substance Abuse and Mental Health Services (SAMHSA)</td>
<td><strong>Grants for the Benefit of Homeless Individuals</strong> (GBHI)</td>
<td>Only domestic public and private non-profit entities can apply for SAMHSA grants</td>
<td>Up to $400,000 per year</td>
</tr>
<tr>
<td></td>
<td><strong>Targeted Capacity Expansion (TCE): Special Projects</strong></td>
<td>Programs to address substance abuse in specific populations</td>
<td>Up to $375,000 per year</td>
</tr>
<tr>
<td>Housing and Urban Development</td>
<td><strong>Emergency Solutions Grants</strong></td>
<td>Engage people experiencing homelessness; prevent homelessness; cities may get funding and may subgrant to nonprofits. Requires matching grants</td>
<td>Unknown</td>
</tr>
<tr>
<td>Denver Foundation</td>
<td><strong>Community Grants Program</strong></td>
<td>Funds 501(c)3 organizations addressing basic human needs and/or education (among others) to fund general operating costs. Other grants are listed on the website.</td>
<td>$5,000 to $20,000</td>
</tr>
<tr>
<td>Community Foundation of Boulder County</td>
<td><strong>Grant program</strong></td>
<td>Funds 501(c)3 orgs in Boulder County. Award areas that would apply are health &amp; human services, basic needs, education</td>
<td>Average of $5,838 for health &amp; human services; $2,812 for education</td>
</tr>
</tbody>
</table>
NORTH BOULDER BRANCH LIBRARY PROJECT

The NoBo project team is continuing to work through the site review process and resubmitted a packet of materials to Planning and Development Services staff on Thursday, January 2nd. At this point, the team is expecting to appear before the Planning Board for a public site review hearing on Thursday, February 6th. The team will continue to work through the schematic design phase through the month of January and will hold various meetings with the design advisory group and other stakeholders through this month and into next month to do internal and exterior reviews, as well as further refine layout, interior design details, furniture and equipment needs.

RESTROOM UPDATE

The main library’s “Restrooms for All” opened for public use on December 20th. The library will host a ribbon cutting to celebrate the renovated restrooms on Friday, January 24th at 10:05am. City officials, both featured artists, and representatives from Out Boulder County will be in attendance. We hope that Library Commission members can join the event as well- a formal invite is forthcoming.

CITY COUNCIL 2020 PRIORITIES

David Farnan will provide an oral update on this matter during the meeting.