Meeting date: Wednesday, Feb. 5, 2020
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. 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 Jan.8, 2020 minutes
5. Library Policy Update: Review second round of revisions to the Canyon Theater and Gallery Rental Policy and the Sponsorship of Programs and Events Policy
6. Request Library Commission’s favorable recommendation to allocate funds to Carnegie Library for Local History digital asset management system from the Blysta-Laesar House fund.
8. Library Commission to discuss topics for the March 7, 2020 Retreat
9. Library Commission update
   a. Items from commission (verbal)
      i. Ongoing outreach efforts
         • Outreach to council members – report on meetings, conversations, or email dialogs to discuss the library as a priority item for 2020
      ii. Revisit current applicants to the Commission and who we might urge to apply – deadline 2/14 at 5 PM
   b. Updates from commissioners representing the Commission in other venues (verbal)
      a. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – ongoing fundraising efforts for North Boulder Branch capital campaign
      b. 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 Project conclusion
    c. 2020 BLF grant requests
    d. City Council 2020 retreat (oral update)
    e. Follow up on peer navigator discussion
11. Adjournment

2020 Library Commissioners
Tim O’Shea                 Juana Gomez                 Joel Koenig                 Jane Sykes Wilson                 Steven Frost
<table>
<thead>
<tr>
<th>Name of Board/ Commission:</th>
<th>Library Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Meeting:</td>
<td>January 8, 2020 at the Main Boulder Public Library, 1001 Arapahoe Ave.</td>
</tr>
<tr>
<td>Contact information preparing summary:</td>
<td>Celia Seaton, 303-441-3106</td>
</tr>
<tr>
<td>Commission members present:</td>
<td>Tim O’Shea, Joel Koenig, Jane Sykes Wilson, Steven Frost, Juana Gomez</td>
</tr>
<tr>
<td>Commission members not present:</td>
<td>None</td>
</tr>
</tbody>
</table>
| Library staff present:     | David Farnan, Director of Library & Arts  
Jennifer Phares, Deputy Library Director  
Celia Seaton, Administrative Specialist  
Laura Hankins, Collection Development Manager |
| City staff present:        | None |
| Members of the public present: | None |
| Type of Meeting:           | Regular |

### Agenda Item 1: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:10 Audio min.]
The Commission logged their service.

### Agenda Item 2: Approval of agenda [0:00:36 Audio min.]
The meeting was called to order and O’Shea asked if there were any changes to the agenda. There was a nod of approval from the commission for this agenda.

### Agenda Item 3: Public comment [0:01:05 Audio min.]
None.

### Agenda Item 4: Consent agenda [0:01:14 Audio min.]
- Approval of December 2019 Meeting Minutes: O’Shea asked if there were any adjustments or corrections to these minutes. Frost noticed a missing time marker for Agenda Item 7. Gomez noted a misspelling of Darren O’Connor’s name. The group approved the amended minutes unanimously.

### Agenda Item 5: Presentation: Overview of Collection Development [0:03:15 Audio min.]
Laura Hankins, Collection Development Manager, presented to commission alongside a slideshow (see handouts).

Discussion items included:
- 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.

Hankins indicated 3 arms of collection development/management: budget, selection, and evaluation (guided by Collection Development Policy), as well as activities outside of purchasing materials (digital literacy training in conjunction with Senior Services, tech drop in, research rendezvous, etc.)

Gomez asked about the difficulty of selection – “art and science” per Hankins. She regularly visits Boulder Bookstore to ensure the library’s collection is reflecting regional interests. O’Shea wondered about the best method to alert library staff to material needing repair/replacement. Hankins: stick a note on it and hand to staff at the desk.

Sykes Wilson asked for information on the Children’s “discovery wall.” Hankins: this area showcases popular items from which younger readers can browse and choose materials themselves - typically 80% checked out. This feature drives the children collection’s circulation.

O’Shea wondered about feasibility of mining donated materials for items that could go on the shelves. Hankins noted that this was a previous practice before a decent acquisitions budget was put in place. Dependent on circumstances (e.g., matching ISBN numbers). Consumes staff time to locate and then process materials to become shelf-ready.

Discussion of high demand holds, author submissions, and the time consuming suggest-a-purchase process. About 40-50 requests a week amount to 30,375 new materials purchased in a year.

Displaying purchases to make sure they won’t get lost or buried in the collection, staff picks can increase circulation. All branches display these featured items.

Koenig wondered about stickers on the shelf to highlight special materials; Hankins noted “shelf talkers” are in use at BPL.

O’Shea reflected on the increasing cost of e-materials. Given the upsurge, he wondered about action at the broader library level. In Farnan’s view, final cost lands similarly to that of a physical copy (as an electronic resource doesn’t require the upkeep, shelving etc.) Farnan: The ideal in the market would be a fee per use with shared risk of circulation.

Hankins indicated the allocated budget for collection development at BPL (36%) as compared with other locations. O’Shea: regarding funding, are we where we would like to be? Farnan: in the case of district formation, planned increase to 60%.

Sykes Wilson commented on the “thin” Spanish collection for young readers. Hankins agreed – graphic novels in native language along with some translated materials are available, but the majority of comics popular in this country are not available in translation. Spanish language materials are often only available in other countries (e.g., Disney).


Group thanked Hankins for her presentation.

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

Phares relayed that these will be the last to review for a while as staff and commission work over past two years has examined and updated all other policies which soon will be translated into Spanish and updated on the website. Phares commended commission for their “great work” in this policy review cycle.

Phares presented initial commission review of these 2 policies which overlap in content and related issues. Staff recommended changes were put before commission. Suggestions from commission will be incorporated before CAO’s review. The document will then return to commission for final approval or further adjustment.

In response to Koenig’s inquiry, Farnan noted that the Canyon Gallery is not a bookable space; the gallery shows are chosen through a public review process.
O’Shea questioned the 3-month deadline window before the start date of the sponsored program and whether this might be prohibitive for some burgeoning start-ups. Though not unreasonable, he wondered about flexibility with this window. Farnan explained that limited staffing depends on these windows and restricts the number of Canyon Theater sponsorships. Goal of activation of facilities must also be activated by increased staffing, per Phares. In response to O’Shea’s query, Phares noted that application windows are posted on the website. Discussion of sponsorship vs. rental – rental pays for the space but is not beholden to the application windows.

Gomez noted some formatting issues and other small edits, and Phares took note of the needed adjustments.

O’Shea asked for clarification around permissibility of vending in the theater. Sponsored events are open to the public and participants are not expected to sell anything – if renting, items can be sold but only in a certain area. Farnan: we cannot prohibit the sale of printed materials.

Gomez suggested a more detailed Canyon Theater document indicating the rented area available for use. For example, with the directive that refreshments must be set up outside the gallery area, it would be helpful to note a specific location. Phares noted that a staff member usually assists the public renting the facility through their set-up and would at that time indicate logistics of placement. Gomez: floor plan should include the hallways where the bathroom is and the hallway – perhaps a marker demonstrating “food could be placed here.” O’Shea suggested additional notation pointing out the stage door. Gomez also suggested indicating the proper placement of chairs to not create bottlenecks in the reference to chair seating potentially replacing wheelchair space. She proposed inclusion of fire exit information. Phares will ameliorate the floor plan in response to these recommendations.

O’Shea wondered about “caveats” from the City Attorney’s Office (CAO) regarding rental space (e.g., where does liability lie if a fire exit is blocked?) Phares will consult with CAO to ensure liabilities are protected.

Gomez suggested additional language to “groups are responsible for enforcing room capacity” that specifies room capacity “established by the fire marshal.” O’Shea recommended adding “exits are to remain unlocked and unblocked.”

Commission recommended including language encouraging those renting the space use zero waste materials and a link to Eco-Cycle.

O’Shea suggested a caveat that “equipment may not work correctly” and staff will not be held liable for any malfunction. O’Shea pondered the relatively minimal damage deposit. Farnan will ask staff to compare this figure with other locations.

Gomez wondered about publicity/sales materials left behind by groups occupying the theater. Phares will check on the issue with staff.

O’Shea wondered about volume/sound boundaries with private audio-visual equipment. Phares explained that any disturbance would fall under library policy prohibiting disruption.

These policies will be brought back next month for potential approval by commission.

<table>
<thead>
<tr>
<th>Agenda Item 7: Library Commission Update</th>
<th>1:58:20 Audio min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Interesting upcoming dates from ALA website (see packet)</td>
<td></td>
</tr>
<tr>
<td>b. Items from Commission (verbal)</td>
<td></td>
</tr>
<tr>
<td>i. Ongoing outreach efforts (Gomez/O’Shea)</td>
<td></td>
</tr>
<tr>
<td>• Outreach to council members - continued productive dialog. Sykes Wilson and Gomez had a positive meeting with Council Member Yates. O’Shea and Sykes Wilson have an upcoming meeting with Council Member Swetlik. Frost has yet to connect with Council Member Joseph – he will persist along with Gomez. Library district was one of Council Member Friend’s priorities, per Frost. Gomez spoke with Council Member Young and she was very positive and receptive to the idea of the library district, requesting a list of possible trustees that council can review. Rules for trusteeship similar to those for commission membership, although trustee applications are not restricted to City of Boulder limits. O’Shea: Library Champions may also have some suggestions for this list. Council Member Brocket said he would be a council</td>
<td></td>
</tr>
</tbody>
</table>
champion of the district. Council Member Wallach currently dealing with a medical issue. O’Shea plans to make contact with Mayor Weaver. Koenig will reach out to Council Member Nagle.

ii. Discussion of City budget / Library budget 2020 and beyond: none.
iii. Discussion of Commission applications – applications went live today. O’Shea encouraged outreach to relevant friends and colleagues.

c. Updates from commissioners representing the Commission in other venues (verbal)
   i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – no December meeting. Farnan discussed some requests for 2020 funding cycle including One-Book-One and additional programming – he will bring the list of requests to the February meeting. Information on the year end BLF gifts will be relayed as soon as available.

d. Update on emails and phone calls to Library Commission – O’Shea noted Darren O’Connor’s message to commission with attached document outlining funding sources for social workers / peer navigators in library to address homelessness (see packet). O’Shea wondered whether commission should ask staff to pursue dialog researching tenability of funding sources. Koenig noted his resistance to the idea of getting a social worker in the library as a “magnet” to these populations when there are other organizations like Bridge House and Boulder Outreach for Homeless Overflow already providing services in the area. Farnan is not opposed to the idea of a peer navigator, but he doesn’t see this as a full-time need, more of a drop-in position. Gomez noted the need for this sort of outreach in the Civic Area Park. Farnan will reach out to O’Connor for any necessary follow-up and provide an update in a future Director’s Report. Frost will pursue conversation with Denver Public Library’s social workers and peer navigators for more information to potentially be included in the commission memo next month.

Agenda Item 8: Library and Arts Director’s Report

a. North Boulder branch library project – The team is expecting to appear before the Planning Board for a public site review hearing on February 20th. Farnan invited commission attendance to reflect advocacy. Easement that was granted retracted by homeowner’s association, thereby reducing the parking by 9 spaces and likely resulting in a negative impact on the neighborhood parking.

b. 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 January 24th at 10:05am. City officials, both featured artists, and representatives from Out Boulder County will be in attendance. Commission can expect a forthcoming official invitation.

c. City Council 2020 priorities – Farnan noted that the council retreat will be occurring this month. Council Member Yates and Council Member Friend mentioned library funding as council priorities.

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, February 5, 2020, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.
Date: January 31, 2020

To: Boulder Library Commission

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

Subject: Revisions to the Canyon Theater Rental Policy and the Sponsorship of Programs and Events Policy

BACKGROUND AND POLICY UPDATE

The Library Commission reviewed staff recommended changes to the Sponsorship of Programs and Events Policy and Canyon Theater and Gallery Terms of Use and Rental Policy. These changes are outlined in the January 8, 2020 Library Commission meeting packet. The commission’s input was incorporated and the policies were then reviewed by Senior Assistant City Attorney Janet Michels. Ms. Michels and the City’s Risk Manager James Brown were consulted regarding Commissioner O’Shea’s question about Canyon Theater users carrying liability insurance.

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 and comments from Ms. Michels. Staff agreed with changes recommended by the commission and Ms. Michels.

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. Staff agreed with changes recommended by the commission and Ms. Michels except the term of use number five. While requiring insurance is recommended by the Risk Manager, staff thinks it may deter some patrons from renting the Theater and may be contradictory to the City’s efforts for racial equity. Staff would like the commission’s input on the changes to this policy. Ms. Michels and/or Mr. Brown have been invited to attend the April 1, 2020 Library Commission meeting if the commission would like to discuss the insurance recommendation further. Neither were available to attend the February Library Commission Meeting. Attachment E through G are the revised Canyon Theater and Gallery floor plans. They will be linked in the appropriate places in the policy.

It was also recommended that the term of use number four related to users indemnifying the City to the Meeting and Study Room Policy under Terms of Use. Staff will provide this for the commission’s consideration at a future meeting.

QUESTION FOR THE LIBRARY COMMISSION

1. Does the commission have any questions or recommend any other changes to the Programs and Events Sponsorship Policy?
2. Staff requests the commission to consider a motion to approved the changes to the Programs and Events Sponsorship Policy.
3. Does the commission have any questions about the changes to the Canyon Theater Terms of Use and Rental Policy?
4. Would the commission like to discuss the insurance recommendation with Ms. Michels and/or Mr. Brown?
**Sponsorship of Programs and Events**

**Sponsorship Policy**

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 BPL’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:

1. **Theater Sponsorships** for one-time events, and
2. **Meeting Room Sponsorships** for re-occurring programs.

**General Terms and Conditions**

The Boulder Public Library asks organizations presenting library-sponsored programs or events 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 terms of use policies that apply to the venue in which it is taking place. Terms of Use for the applicable venue:
   - Meeting room
   - Canyon Theater

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

3. The Library and Arts Department director or designee must grant permission to post or distribute materials at the door of the venue or on the community bulletin board inside library facilities. If the request is approved by the Library and Arts Director or their designee, it will be documented in the Sponsorship Terms of Use Agreement.

4. 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.

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 the phrase “Sponsored by the Boulder Public Library” may be requested by the library on printed materials. This Program or event communications...
includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc.

5.6. Organizers must inform BPL staff in the case of any media activity inquiries such as when 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.

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

6.8. Organizers are requested to report the number of attendees after the end of the program or event. Additional information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program or event in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, shall be provided by the Organizers within ten business days of such request.

7. 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.

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 Proposals Evaluation Criteria

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

- **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.
- **Alignment with the BPL Mission**.
- **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.

Proposals will not be considered 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.
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 calendar.
- **Fees**—The base rental fee for Canyon Theater may be waived as an in-kind donation. Use of the Canyon Theater requires a BPL staff member to be present. The entity responsible for the sponsored 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 Application Process**

Applications submitted for program sponsorship are reviewed and accepted quarterly according to the schedule listed below. Organizations interested in applying for sponsorship of a program or event that will take place in the Canyon Theater must submit a complete application (available based on the application schedule), no less than three (3) months before the start date of the program. The application form is available here during the application periods provided in the table below.

Completed applications are evaluated and applicants are given notice of the status of their application within 30 days after the application deadline as set forth in the timeline, below. The evaluation begins after the application deadline and may take up to 30 days to complete. The Library and Arts Department director has final approval of all proposals.

Programs are considered officially sponsored when:

1. The schedule is confirmed.
The sponsorship application is approved.

The applicant completes a Terms of Use Agreement for the venue, Canyon Theater if applicable is complete.

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.

Application and Evaluation Timeline

<table>
<thead>
<tr>
<th>Program or Event Date</th>
<th>Application 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 14-29, 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 Sponsorship Application Process

Organizations may apply for sponsorship for recurring programs or events that take place in a library meeting room annually. The organization must re-apply for each subsequent year. Recurring programs or events that take place in Meeting Rooms may be sponsored for one year at a time and must re-apply for each subsequent year. The Application forms are available linked here from June 1st – 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. festival or convention) are not considered recurring and may be reserved using the meeting room reservation system.

Organizers of sponsored, recurring programs or events are asked to review the Terms of Use in the Meeting Room Policy and to provide the following:

Recurring Sponsorship Groups are responsible for:

- Providing a name and email for one lead contact person.
- A brief description of the meetings/programs.
- A twelve-month commitment with monthly dates, providing day, times and locations for one calendar year. This is a full year, 12-month commitment. Groups must commit to
meeting at least once a month. No Partial year Sponsorships will not be granted. (i.e. we cannot reserve Jan-May, skip June-Aug, etc.). Organizers should review the library calendar for date/time availability before applying.

- Providing An estimated monthly attendance number (one time only upon in the sponsorship application).
- Up to date program and event information for the library calendar. Organizers should mMonitoring their program or event information on the library website calendar to verify ensure it is accurate, published information.

Rescheduling or Cancellation

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

- Cancellations: For cancellations with less than 48 hours notice, please call 303-441-3100.
- Reviewing the “Terms of Use” in the Meeting Room Policy on our website.

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

Boulder Public Library (BPL) offers a limited number of sponsorship opportunities for programs and events that bring value to the community and are aligned with BPL’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:
1. Theater Sponsorships for one-time events, and
2. Meeting Room Sponsorships for re-occurring programs.

Terms and Conditions

Organizations presenting library-sponsored programs or events shall observe the following terms and conditions.

1. Program or event organizers, presenters, and attendees must comply with the Library Rules of Conduct and the Terms of Use for the applicable venue: meeting room or Canyon Theater.
2. Organizations may make verbal requests for donations and must direct attendees to contribute directly to the organization’s website or mailing address. Donation boxes or soliciting and collecting donation requests in library facilities are not permitted.
3. Organizers may post or distribute materials at the door of the venue or on the community bulletin board.
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 the phrase “Sponsored by the Boulder Public Library” may be requested by the library on printed materials. Program or event communications includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc.
6. Organizers must inform BPL staff of any media inquiries or 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 BPL staff member in attendance.
8. Organizers shall report the number of attendees after the end of the program or event. Additional information requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program or event in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, shall be provided by the Organizers within ten business days of such request.

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.
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 or 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 calendar.
- The base rental fee for Canyon Theater may be waived as an in-kind donation. Use of the Canyon Theater requires a BPL staff member to be present. The organizer will be charged a $30/hour fee for staff time.

APPLICATION PROCESS

Canyon Theater Sponsorship

Organizations interested in applying for 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. The application form is available here, during the application periods provided in the table below.

Completed applications are evaluated and applicants are given notice of the status of their application as set forth in the timeline, below. Programs are considered officially sponsored when:

1. The schedule is confirmed.
2. The sponsorship application is approved.
3. The applicant completes a Terms of Use Agreement for the Canyon Theater if applicable.

The Canyon Theater is also available for rentals. Questions? Please call (303) 441-3100.

Application 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>

Meeting Room Sponsorship

Organizations may apply for sponsorship for recurring programs or events that take place in a library meeting room annually. The organization must re-apply for each subsequent year. The application forms are linked [here](#) from June 1st – 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. festival or convention) are not considered recurring and may be reserved using the meeting room reservation system.

Organizers of sponsored, recurring programs or events are asked to review the Terms of Use in the Meeting Room Policy and to provide the following:

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

Rescheduling or Cancellation

Commented [MJ18]: Wouldn't this be "Terms of Use Agreement" for the Canyon Theater?
Commented [PJ19R18]: Changed.

Commented [MJ20]: Link? (Where is "here"?)
Commented [PJ21R20]: Revised.

Commented [MJ22]: There is no information in this section about Cancellation.
Commented [PJ23R22]: Corrected.
The organizers are responsible for rescheduling all meetings due to library closures or other reasons. Please use the meeting room reservation system. For assistance, call 303-441-3100 or speak to a staff member at an accounts desk for assistance.

- For cancellations with less than 48 hours notice, please call 303-441-3100.

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

Approved by the Library Commission on April _, 2020.

Theater Rental Application

Canyon Theater Information

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 the 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 application.

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 gallery.
3. Groups are responsible for enforcing the room capacity established by the Fire Marshal. Exits are to remain unlocked and unblocked.
4. Organizers must indemnify and hold the City harmless from any claims that may arise out of the use of library facilities in connection with the program or event except for claims arising out of the sole negligence of the City.
5. Organizers must procure and maintain for the period they will use library facilities insurance against claims for any claims that may arise out of the use of library facilities in connection with the program or event that names the City of Boulder as an additional insured with limits no less than $1,000,000 per occurrence unless otherwise approved by the City’s Risk Manager.
6. Events must begin no sooner than 30 minutes after library opening time and conclude, including clean up time, no later than 30 minutes before the library closing time, unless after-hours rental has been prearranged.
7. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.
8. 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.
9. Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.
10. Groups must request permission from the Library and Arts Director or their designee to post or distribute materials outside of the theater and in the gallery. See publicity and sales section.

11. Groups must request permission from the Library and Arts Director or their designee to accept donations, charge fees or admission, or to sell items or services. See publicity and sales section.

12. No storage is provided for groups using the library. The library is not responsible for personal property left in the building.

13. Movies and 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.

14. 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.

15. 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, BPL staff will not enforce or ensure the privacy of the program or event.

16. 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. BPL may not be used as a contact for information about the event or ticket sales. Liquor service is not permitted for rental programs or events due to conflict with the library’s arts liquor license. Programs or events sponsored by the library may be eligible for liquor service.

All publicity including posters and online postings shall clearly indicate the name of the event sponsor and their contact information. BPL does not publicize non-sponsored theater rentals in any form, including printed or website listings. Materials may not be distributed or sold before or after the rental period or left behind.

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 BPL 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 no later than 30 minutes prior to the library closing.

**Canyon Theater and Gallery Rental Fees**

- Canyon Theater rental (3-hour minimum). Includes the gallery if available and staff person to monitor AV. Set up and take down time must be included in the reservation. **$500**
- Hourly theater rental rate for time in addition to 3-hour minimum during regular library hours. Includes staff person to monitor AV. **$100/hour**
- Additional after-hours rental fee **$200/hour**
- Refundable damage deposit **$100/event**
- Steinway grand concert piano rental **$100/event**
- Additional time in the theater prior to the event only available during library operating hours. **$30/hour**

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

**Canyon Theater and Gallery Information**

**Capacity**

The Canyon Theater seats 196 persons (190 fixed seats, priority space for up to 6 wheelchair or a maximum of 6 chairs which can be placed within the wheelchair platform). The library requires that no audience exceed this capacity. Events must accommodate patrons within the available seating. Standing room is not permitted. Please see the [theater floor plan](#) for details.

Based on availability, the Canyon Gallery may be used during theater rentals to serve as a reception space. In this capacity, groups may use it for gathering, but no more than two, six-foot tables shall be placed within the gallery. Please see the [gallery floor plan](#) for details. Table must be placed away from all walls and artwork. Refreshments must be set up outside the gallery area. Large equipment is not permitted. The Canyon Gallery accommodates 300 persons, with space consideration given for the current exhibit.

**Equipment**

Groups should come prepared to test equipment. The library cannot guarantee that the equipment offered will work reliably. The Canyon Theater and Gallery is equipped with the following:

- Ten 6-foot tables, based on availability
• Preset, non-adjustable stage lights
• Video projector for Blu-ray and DVD and PowerPoint 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.**
• The 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.

**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 Terms of Use and Rental Policy

Approved by the Library Commission on January 7, 2015. Revised June 1, 2016. February
April, 2020.

Theater Rental Application

Canyon Theater Information

Boulder Public Library (BPL) provides rental rents of the Canyon Theater and Gallery for all nonprofit, community and for profit business to 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 BPL, 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 application.

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 gallery.

3. Groups are responsible for enforcing the room capacity established by the Fire Marshal. Exits are to remain unlocked and unblocked.

4. Organizers must indemnify and hold the City harmless from any claims that may arise out of the use of library facilities in connection with the program or event except for claims arising out of the sole negligence of the City.

4.5. Organizers must procure and maintain for the period they will use library facilities insurance against claims for any claims that may arise out of the use of library facilities in connection with the program or event that names the City of Boulder as an additional insured with limits no less than $1,000,000 per occurrence unless otherwise approved by the City’s Risk Manager.

4.6. Events must begin no sooner than 30 minutes after library opening time and conclude, including clean up time, no later than 30 minutes before the library closing time, unless after-hours rental has been prearranged.

5.7. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.

6.8. All trash and 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. No nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.

8.10. Groups must request permission from the Library and Arts Director or their designee. Permission may be granted for groups to post or distribute materials outside of the theater and in the gallery. See publicity and sales section below.

9.11. Groups must request permission from the Library and Arts Director or their designee. Permission may be granted for any group wanting to accept donations, charge fees or admission, or to sell items or services. See publicity and sales section below.

10.12. No storage is provided for groups using the library. The library is not responsible for personal property left in the building.

11.13. Movies shown and 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.

12.14. 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.

13.15. The libraryBPL is a public space. In accordance with its mission, the libraryBPL 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, libraryBPL staff will not be expected to enforce or ensure the privacy of your meeting, program or event.

14.16. 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 libraryBPL may not be used as a contact for information about the event or ticket sales. Liquor service is not permitted for rental programs or events due to conflict with the library’s arts liquor license. Programs or events sponsored by the library may be eligible for liquor service.

All publicity including posters and online postings should clearly indicate the name of the event sponsor and their contact information. The libraryBPL does not publicize non-sponsored 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 or left behind.

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-BPL staff member in attendance to operate the theater lighting and equipment. Rental applicants must inform library-BPL 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 no later than 30 minutes prior to the library closing.

Canyon Theater and Gallery Rental Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canyon Theater rental (3-hour minimum) and includes gallery if available and staff person to monitor AV.  Please include set up and take down time in your reservation. Includes staff person for AV monitoring.</td>
<td>$500/hour</td>
</tr>
<tr>
<td>Hourly theater rental rate in addition to 3-hour minimum during regular library hours. Includes staff person for AV monitoring</td>
<td>$100/hour</td>
</tr>
<tr>
<td>Additional after-hours rental fee</td>
<td>$200/hour</td>
</tr>
<tr>
<td>Canyon Gallery rental (separate from theater rental)</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>Refundable damage deposit</td>
<td>$100/event</td>
</tr>
<tr>
<td>Steinway grand concert piano rental</td>
<td>$100/event</td>
</tr>
<tr>
<td>Pre-event Additional time in space the theater prior to the event (only available during library operating hours)</td>
<td>$30/hour</td>
</tr>
</tbody>
</table>

To check availability or make a reservation, submit a completed reservation form. A library-BPL staff person will respond to confirm whether the desired date is available. Reservations are firm once the full rental fee is received.

Canyon Theater and Gallery Information

Capacity

The Canyon Theater seats 201-196 persons (190 fixed seats, priority space for up to 6 wheelchair spaces, and a maximum of 11 folding chairs which can be placed within the wheelchair platform spaces as well as in the back of the theater). City of Boulder fire code requires that no group audience exceed this capacity. Events must accommodate patrons within

Commented [PJ12]: Commission comment: Do these fees still cover all costs? Is the deposit sufficient?

Commented [PJ13R12]: Yes. Confirmed by Programs, Events and Outreach staff.

Commented [PJ14]: These numbers were changed. We cannot safely accommodate 11 chairs without blocking the aisles. We don't have folding chairs. The chairs we do have are too large to fit more than three per platform.
the available seating. Standing room is not permitted. Please see the theater map for details.

Based on availability, the Canyon Gallery may be used during theater rentals to serve as a reception space. In this capacity, groups may use it for gathering, but no more than two, six-foot tables shall be placed within the gallery. Please see the gallery floor plan for details. Table must be placed away from all walls and artwork. Refreshments must be set up outside the display gallery area. Large equipment or fair-type settings are not permitted. The Canyon Gallery will accommodate 350 persons, with space consideration given for the current exhibit.

**Equipment**

Groups should come prepared to test equipment. The library cannot guarantee that the equipment offered will work reliably. The Canyon Theater and Gallery is equipped with the following:

- Ten 6-foot tables, based on availability
- Stage-Preset, non-adjustable stage lights
- Video projector for Blu-ray and DVD and PowerPoint playback
- Cables for the HDMI, and VGA, RCA, S-video component formats
- Three wireless connections and microphones (hand-held or 2 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.
- The 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.

**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.
Boulder Public Library Canyon Theater
North Wing at 1000 Canyon Blvd.

Stage
29' wide
16' deep at center
12' deep at sides

Backstage
15' x 17' 10"

Wheelchair priority seating platform
Folding chairs may be placed in this area when not in use for wheelchairs.

Area where up to 2 tables can be placed
Total: 196 seats including 6 wheelchair spaces and/or folding chairs

Booking Information: Joel Haertling, Canyon Theater Manager, 303-441-3197
Canyon Gallery
1001 Arapahoe Avenue
(enter north wing near Canyon Blvd.)
Boulder, CO 80302

The north and south walls of the main gallery are backed with plywood as is the eastern wall of the Canyon Ramp and the wrapped columns in the middle of the main gallery. The majority of the gallery and windows are equipped with a track wire hanging system for displaying 2D works.

The gallery has approximately 20 pedestals of varying sizes, some of which are bonneted for secure display of small/fragile works.

Ceiling Heights: Canyon Gallery — 11’ 10”

...... Bannister height is at 34”.
  • Electrical outlets
  • Glass window walls

Canyon Theater

Main Gallery Linear Feet: 180’

Main Gallery
Approximate Square Footage: 1600’

Note: The walls on either side of the foyer entry have a heating element which runs their length.
The north and south walls of the main gallery are backed with plywood as is the eastern wall of the Canyon Ramp and the wrapped columns in the middle of the main gallery. The majority of the gallery and windows are equipped with a track wire hanging system for displaying 2D works.

The gallery has approximately 20 pedestals of varying sizes, some of which are bonneted for secure display of small/fragile works.
January 31, 2020

To: Boulder Library Commission

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

Subject: Request for Library Commission’s favorable recommendation to allocate funds to Carnegie Library for Local History Digital Asset Management System

Background:

In 2016 after a competitive bid process, the City entered into a hosted services contract with Discoverygarden to create, host, and maintain an open source Digital Asset Management System (DAMS) for the Carnegie Library for Local History. The initial system was implemented in 2019 and provides access to many of the digitally-preserved historic resources held at the library archive. In 2019 after the DAMS went live, the staff project team identified several opportunities to improve the search functionality and presentation of online exhibits. Discoverygarden developed wireframes and specifications for the highest-priority, most impactful improvements. Wireframes are a visual guide that represents the skeletal framework of a website. Wireframes are created for the purpose of arranging elements to best accomplish a particular purpose.

From the inception, the project was funded from gifts and contributions to the library and proceeds from the sale of the Blystat-Laesar House (BLH) at 1117 Pine St. The house was purchased in late 1986 to supplement the archival storage needs of the Carnegie Library for Local History. After the purchase, the house was determined to be inadequate for its intended use, and when it was sold in 2002, the intention was to use sale proceeds to fund other archival storage options for the library archive such as digitization. These BLH funds are in a restricted fund for the library in the City’s General Fund. In addition to the software development if the DAMS, this funding has been allocated to cover the annual, cost of hosting, storage and maintenance of the system. The balance of the BLH funds is currently $292,091.

The Boulder City Charter Article IX, Section 134 requires the Library Commission’s favorable recommendation to allocate funding designated for the library from the sale of property, such as the BLH funds or for funds which are held in the Library Fund.

2020 Funding Plan:

The project team requests the opportunity to amend the contract with Discoverygarden to implement the search and online exhibit functions of the DAMS which are estimated to cost $58,740. Brief descriptions of the improvements are as follows:

- **Compressed Results Display** – Search results displayed in a compressed format. Each result set can be expanded by clicking on a link.
• **Advanced Search** - A custom search form and menu path that when submitted redirects the standard search query parameters to those that are input by the user in the form.

• **Sidebar Facets** – Facet menu that acts as a pop-out, accessed via a “Filter your Search” button. Facets are results grouped under keywords, subject headings, formats, etc. designed to help the user navigate and narrow search results more effectively.

• **Traditional Search** - The backend calculations that dictate results sorting will be refactored in light of the sort logic changes (below).

• **Fuzzy Search** - This is a standard search phrase autocomplete.

• **Home Page Revisions** - Modification to the advanced search links and inclusion of a “Can you identify these?” display block.

• **Sorting Logic** – Library of Congress subject headings and Call Number searches will show as Compressed Results (first bullet).

• **Search Term Highlighting** – Search terms will appear highlighted in page contents.

Additionally, the cost of annual hosting, storage and maintenance for 2020 is $19,800.

Library Administration will request carryover of $25,770 of the remaining unspent funds allocated in 2019 from BLH proceeds for development of the wireframes.

### Summary of 2020 Project and DAMS Funding Needs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAMS improvements estimate</td>
<td>$58,740</td>
</tr>
<tr>
<td>Annual Hosting, Storage, and Maintenance Fee</td>
<td>$19,800</td>
</tr>
<tr>
<td>2019 carryover project funds</td>
<td>-$25,770</td>
</tr>
<tr>
<td>Total of 2020 allocation needed from BLH fund</td>
<td>$52,770</td>
</tr>
</tbody>
</table>

Library Administration would like Discoverygarden to begin the work in February 2020 which is the reason for this request coming ahead of the other Adjustment To Base (ATB) requests which will be shared with the commission in April 2020.

**Request of the Library Commission:**

Staff requests the Library Commission’s consideration of a motion to give its favorable recommendation to allocate $52,770 from the BLH fund for DAMS and improvements and the annual storage, hosting, and maintenance fees for 2020.
January 31, 2020

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

Subject: Annual Review and Update of Library Commission Handbook

Background
The Library Commission reviews and updates its handbook annually in January or February. Staff made the following changes prior to the commissioner’s review:

- Changed the title year to 2020
- Tested and updated all links in the Table of Contents, page 1.
- Updated the title year range and the list of commissioners, pages 4-6.
- Updated the links in the Budget section to the 2020 City Budget webpage, pages 9-14.


Request of Library Commission
Staff requests the commissions review of the handbook and recommendation for any other changes to the document.
Commission Memo
Meeting Date: February 5, 2020 – Canyon Meeting Room, Main Library

1. Items from Commission (verbal)
   a. Ongoing outreach efforts (All)
      i. Outreach to Council Members;
         1. Report on meetings, conversations, or email dialogs to discuss the
            Library as a priority item for 2020.
   b. Revisit current applicants to the Commission and who we might urge to
      apply.
      i. Deadline to apply is Friday February 14th @ 5pm
      ii. https://bouldercolorado.gov/boards-commissions

2. Updates from Commissioners Representing the Commission in
   other Venues (verbal)
   a. BLF Update (Jane / Joel);
      i. Ongoing fundraising efforts w/r/t North Boulder branch capital
         campaign.

3. Update on Emails & Phone Calls to Library Commission

J Daun jdaun@hotmail.com via cityofboulder.onmicrosoft.com
Tue, Jan 14, 4:06 PM to Steven, BPL-COM

Hi Steven -

Thank you for your detailed reply.
I appreciate the additional information.

Thanks,
Jesse

From: Steven Frost <StevenEFrost@gmail.com>
Sent: Thursday, January 9, 2020 8:00 PM
To: jdaun@hotmail.com <jdaun@hotmail.com>
Cc: BPL-COM <BPL-COM@boulderlibrary.org>
Subject: BLD61 Woodshop Closure

Jesse,
Thank you for advocating for BLDG 61. I apologize for the inconvenience that the closure of the woodshop has caused you. I love the Maker Made exhibition and have been part of it myself the past few years.

I reached out to the Library and Arts Director, David Farnan. He tells me that this closure is "unfortunate but unavoidable." He told me that the library received a grant in 2017 to re-do the bookstore using locally sourced beetle-kill ash. The plan was to revitalize the bookstore and tell the story of ash trees in Boulder. Additionally, the bookstore will showcase the contributions of the Library Foundation and provide a new opportunity for our amazing group of volunteers.

David wrote, "Several complications and delays occurred in that project. Not the least of which is the success of BLDG 61 and consequent demands on staff time. Staff turnover also affected the timing of the project as the lead accepted another position out of state. We did bring in a contractor to complete the 1/2 finished project during December, but due to unforeseen circumstances, we were unable to complete the project over the holidays. We now have BLDG 61 staff and a contractor working to complete the project to fulfill the grant."

BLDG 61 is a wonderful resource for our community and the popularity of the woodshop wasn't anticipated when this project began. BLDG 61 was not designed as a production studio and once this project is completed we would expect that they will return to regular hours.

Thank you for your patience and my apologies for the inconvenience. If you see me in BLDG 61, please be sure to introduce yourself.

Steven Frost
Library Commissioner

Formstack Submission For: Commission Contact Form

Submitted at 01/09/20 8:26 AM
Hi -

Can you please share information about who is responsible for the decision to close the Bldg61 wood shop this month, and how they arrived at that decision? (I already reached out to the Boulder Library Foundation and they claim to have no control over Bldg61.)

My understanding is that the shop is busy building the new used bookstore and is unavailable to patrons until Feb.

Some patrons (like myself) had wood shop projects in progress, that are now totally on hold. Other patrons waited until the new year to start new projects, because Bldg61 was so busy during the holiday season.

Note: This is especially bad timing as Bldg61 currently has a call out for submissions for a gallery show, and I now won't be able to complete my project on time for that.

It's incredibly disruptive that the shop is not available, and made even worse since (as far as I know) patrons were not informed of this closure in advance.

Thank you for your time,
Jesse
Freedom of Information Day - on or around March 16

Freedom of Information (FOI) Day is an annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and as the foremost advocate for openness in government. Each year, the James Madison Award and the Eileen Cooke State & Local Madison Award are presented by the American Library Association Washington (DC) Office on Freedom of Information Day to recognize those individuals or groups that have championed, protected, and promoted public access to government information and the public's right to know.
NORTH BOULDER BRANCH LIBRARY PROJECT

Architects from WORKac visited Boulder recently to meet with the design advisory group and with various area experts to provide a design update and get feedback on areas of the building which have been the focus of the design team’s work for the last several months, including: the staff work spaces, the café, the community meetings spaces, BoulderReads spaces, and the mechanical systems. They also introduced two new consultants to the team – the mechanical, electrical, and plumbing engineers (MEP) and the structural engineering team. The MEP consultants presented a full new vision to meet the city’s sustainability objectives, and to achieve a net zero building. The design team and the staff from facilities were impressed with their work and inspired by the possibilities for pioneering sustainability in this project.

The design team re-submitted the site review packet to Planning & Development Services (P&DS) following two rounds of staff comments from P&DS. In the last week, P&DS staff has replied with their last comment of remarks. The response is minimal and the design team can respond by providing follow-up information items to P&DS. However, P&DS staff has informed the design team that the anticipated Planning Board hearing tentatively planned for February 20th will paused in order to allow the design team to further pursue easements from property neighbors, including Boulder Meadows and the Villages at Uptown Broadway. The design team will continue to work on the focus areas mentioned above, as well as continue to communicate with property neighbors in anticipation of a newly scheduled public hearing with Planning Board in the next couple of months. In addition, the staff continues to pursue public engagement for this project and will work with the city’s community engagement team and Growing Up Boulder in order to collect input from families and youth on strategic elements, including the outdoor learning garden, the playground, and the makerspace. The library, in collaboration with Growing Up Boulder, will publish a summary of the input received from our young stakeholders.

MAIN LIBRARY RESTROOM RENOVATION PROJECT CONCLUSION

There are a couple remaining checklist items to fully complete the inclusive restrooms at Main, including graphic panels in a couple of stalls and a new glass sign to replace one that was chipped during construction. The ribbon cutting ceremony held to recognize and celebrate the opening of the
inclusive restrooms was held on Friday, January 24th. There was a good turnout including the mayor, the architects, the contractor, representatives from Out Boulder, and a number of community members who expressed their excitement and gratitude for the addition of inclusive restrooms at the Main library.

Mayor Sam Weaver had laudatory things to say about the library, and set the expectation that Boulder strive to provide more inclusive facilitates to our community in the coming years. Out Boulder member, Saoirse Maloney, submitted the following speech as she was unable to attend due to illness:

“Hello, My name is Saoirse Ginny Maloney and I am a member of the trans steering and events committee for OutBoulder County. I use she/her/hers and they/them/theirs and I’m a non binary femme that also works for the Denver Public Library. I am here to celebrate a system taking a significant step towards trans equity through all gender multi stall bathrooms. The truth is gender neutral bathrooms are imperative to trans safety and access. I’ve been harassed and blocked access to the bathrooms in this very county. I’ve learned to duck in and out of bathrooms to avoid cis patrons and ensure my safety. Many of my trans siblings from here across the world risk assault both physical and sexual, and harassment for attempting to access a public space. No longer. I congratulate Boulder Public Library for creating this gender neutral multi stall as it illustrates a system standing ally to trans and an opponent of trans antagonistic violence. And the work is not done. May Boulder Public Library and it’s staff continue to stand in solidarity with trans community as both a system and individuals. May we all commit and recommit to long term change that uplifts the community. Thank you.”

Public Services staff has collected patron comments, questions, and concerns following the public opening of the restrooms (patrons are also welcomed to submit comments or questions online.) The comments have been overwhelming positive and supportive, with only six total negative or unsupportive comments logged. Here is a sample of the feedback or observations staff have recorded:

“Have you been in there!? That's the most beautiful bathroom I've ever seen!”

Husband went back to show his wife how cool the bathrooms were

“This is the future of bathrooms!”

“Most beautiful bathroom, most enjoyable pee ever!”
“What a great concept, I’ve never seen this before”
“Thumbs up, go Boulder!”
"I did a double-take, but I like it"
“A++ on the bathroom design”
“So worth the wait!”
“I Liked them a lot. Really cool, it's basically your own bathroom with lots of private space. I loved the faucets.”
“I snapchatted from the bathroom!”
“Love the new bathrooms, best library I've ever been to!”
“Love the artwork!”

Staff is currently providing input into both the design, functionality of the restrooms and the public and internal communication that went into this project. This assessment will inform our work going forward as we begin to design the inclusive restrooms at the north Boulder branch.

BOULDER LIBRARY FOUNDATION 2020 GRANT REQUESTS
Attachment A. is list of funding requests that staff submitted to the Boulder Library Foundation (BLF) Board in December 2019. The BLF board will decide the total funding it will grant to the Library during its February or March 2020 meetings.

CITY COUNCIL 2020 PRIORITIES
David Farnan will provide an oral update on this matter during the meeting.

FOLLOW UP ON PEER NAVIGATOR PUBLIC PROPOSAL AND DISCUSSION
The commission requested that staff follow up with the community members who spoke during the December 4, 2019 meeting public comment period to obtain their cost estimates and funding ideas regarding their proposal to have peer navigators and/or licensed clinical social workers assigned to the library to serve patrons who are experiencing homelessness, mental illness, and/or substance abuse, etc. Attachment B. is the proposal.

QUARTERLY PERFORMANCE MEASURES
The 2019 Q4 Digital Services performance measures are posted on the library website.
## Boulder Library Foundation Grant Requests 2020

Indicates new program or request for increased funding

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Source of Funding</th>
<th>2019 Approved</th>
<th>2020 Request Allocation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder Reads Reading Buddies Coordinator</td>
<td>Boulder Reads endowment</td>
<td>$25,000</td>
<td>$27,500</td>
<td>Ten percent increase for cost of living &amp; bilingual skills.</td>
</tr>
<tr>
<td>Boulder Reads Reading Buddies Materials</td>
<td>Boulder Reads endowment</td>
<td>0</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL</strong></td>
<td></td>
<td><strong>$25,000</strong></td>
<td><strong>$28,000</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ANNUAL PROGRAMS AND PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Carnegie collaborative programs with MoB</strong></td>
<td>Annual grant funding</td>
<td>0</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>Cinema Programs</strong></td>
<td>Annual grant funding</td>
<td>$5,500</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td><strong>Concert Series</strong></td>
<td>Annual grant funding</td>
<td>$28,000</td>
<td>$28,000</td>
<td></td>
</tr>
<tr>
<td><strong>Canyon Gallery Exhibits</strong></td>
<td>Annual grant funding</td>
<td>$23,500</td>
<td>$15,000</td>
<td>Reduced by amount paid for NoBo Branch Library exhibit in 2019.</td>
</tr>
<tr>
<td><strong>Main Library Programs</strong></td>
<td>Annual grant funding</td>
<td>$35,000</td>
<td>$37,000</td>
<td>2019 reduced request by $2k for one-time support of City's Building Bridges Program.</td>
</tr>
<tr>
<td><strong>Arts - Writer's Workshop</strong></td>
<td>Annual grant funding</td>
<td>$5,000</td>
<td>0</td>
<td>To be carried over for 2020 program</td>
</tr>
<tr>
<td><strong>Youth Programs</strong></td>
<td>Annual grant funding</td>
<td>$15,000</td>
<td>$10,000</td>
<td>Reduced by amount for one-time grant for Growing Up Boulder Map in 2019. See Sponsorship section below.</td>
</tr>
<tr>
<td><strong>Teen Programs</strong></td>
<td>Annual grant funding</td>
<td>$4,000</td>
<td>$6,500</td>
<td>$2.5K increase is for new program - Teen Summit. Leanne Slater will provide a program description upon request.</td>
</tr>
<tr>
<td><strong>Summer of Discovery Programs</strong></td>
<td>Annual grant funding</td>
<td>$48,000</td>
<td>$48,000</td>
<td>The program is funded one year ahead. The 2020 request is for 2021.</td>
</tr>
<tr>
<td><strong>JLF/Author Talks</strong></td>
<td>Annual grant funding</td>
<td>$25,000</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td><strong>Library staff directed local programming, outreach, and promotion for JLF</strong></td>
<td>Annual grant funding</td>
<td>0</td>
<td>7,000</td>
<td>These funds would be handled directly by library staff to create local programming, conduct outreach for and to promote JLF.</td>
</tr>
<tr>
<td><strong>BLDG61 - Spacecamp</strong></td>
<td>Annual grant funding</td>
<td>0</td>
<td>10,000</td>
<td>Aimee Schumm will provide a program description upon request.</td>
</tr>
<tr>
<td><strong>Residence Program</strong></td>
<td>Annual grant funding</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td><strong>BLDG61 - Shop 61</strong></td>
<td>Annual grant funding</td>
<td>$18,000</td>
<td>$26,000</td>
<td>Reallocated BLF Summer Fun Event funding to Shop 61 Program due to address high demand.</td>
</tr>
<tr>
<td><strong>BLDG61 - Book shop</strong></td>
<td>Annual grant funding</td>
<td>$10,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Branch Library Programs</strong></td>
<td>Annual grant funding</td>
<td>$20,000</td>
<td>$21,000</td>
<td>Creating instructional videos on basic procedures will free up staff time for more programs. Aimee Schumm will provide a project description upon request.</td>
</tr>
<tr>
<td><strong>BLDG61 - Instructional videos one-time project</strong></td>
<td>Annual grant funding</td>
<td>0</td>
<td>18,000</td>
<td>Community reading/programs based on the book, &quot;So You Want to Talk About Race&quot; by Ijeoma Oluo. Aspen Walker and Jaime Kopke will provide a program description upon request.</td>
</tr>
<tr>
<td><strong>One Book, One Boulder</strong></td>
<td>Annual grant funding</td>
<td>0</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td><strong>Staff Recognition</strong></td>
<td>Annual grant funding</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL</strong></td>
<td></td>
<td><strong>$281,800</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BLF SPONSORSHIPS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Festivals (non-JLF)</strong></td>
<td>Annual grant funding</td>
<td>$3,500</td>
<td>$3,500</td>
<td>Latino Festival</td>
</tr>
<tr>
<td><strong>Foundation Summer Fun Event</strong></td>
<td>Annual grant funding</td>
<td>$4,000</td>
<td>0</td>
<td>Staff did not have the capacity for the program in 2019. Timing it after SoD also conflicts with several other City events held in the Civic Area; and Parks &amp; Rec is no longer available to provide the bulk of support for this event.</td>
</tr>
<tr>
<td><strong>Growing Up Boulder</strong></td>
<td>Annual grant funding</td>
<td>5,000</td>
<td>5,000</td>
<td>2020 Map</td>
</tr>
<tr>
<td><strong>SUB TOTAL</strong></td>
<td></td>
<td><strong>$242,500</strong></td>
<td><strong>$8,500</strong></td>
<td></td>
</tr>
</tbody>
</table>

**ANNUAL PROGRAM AND SPONSORSHIP TOTAL** $290,300

**GRAND TOTAL** $318,300
REQUEST TO BOULDER’S LIBRARY COMMISSION: PROVIDE PROFESSIONAL SERVICES TO ADDRESS THE NEEDS OF HOMELESS AND OTHER AT-RISK POPULATIONS

Authors:
Jennifer Livovich
Joy Redstone, LCSW, CAC III
Darren O’Connor, Esq., National Lawyers Guild Regional Vice President

I am a reasonably well educated and mentally healthy person who is rested and housed and familiar with the system of social services, yet I struggle to understand it. I wonder how someone who has mental health issues, is addicted, is sleep-deprived and hungry can be expected to navigate this system. Elizabeth Robinson, former Boulder Homeless Court Navigator

INTRODUCTION

This proposal to the Boulder Library Commission concerns bringing best practices to serving our homeless and other at risk populations via on-site peer navigators and licensed clinical social workers.

Libraries across the country have become de facto day shelters for people experiencing homelessness, among other vulnerable communities.1 Offering compassionate, competent, connection-focused assistance for patrons facing not only homelessness, but also housing and food insecurity, and mental health issues—such as teen suicide—would no doubt provide “information to transform lives and strengthen our community,” in keeping with the library’s mission.

Finding a way out of homelessness can be a great challenge, one our previous homeless court navigator, Elizabeth Robinson described as follows:

“I am a reasonably well educated and mentally healthy person who is rested and housed and familiar with the system of social services, yet I struggle to understand

it. I wonder how someone who has mental health issues, is addicted, is sleep-deprived and hungry can be expected to navigate this system.\textsuperscript{2}

Robinson’s hands on approach to building relationships was much appreciated, but we propose that having to first get caught up in the criminal justice system to access such aid unnecessarily burdens both people experiencing homelessness and the carceral system. The cost alone of jailing people for minor citations, many of them homeless, is estimated to cost between $1,000,000 and $1,400,000 per year.\textsuperscript{3} Incurring a criminal record makes exiting homelessness all the more difficult because employers and landlords often perform background checks.\textsuperscript{4}

Providing support in the library as proposed herein will not only greatly benefit at-risk patrons, but librarians and other patrons as well. Having professionals with, among other things, significant de-escalation skills, will decrease the number of potentially distressing interactions librarians experience, and increase safety for all patrons.

**Boulder Homelessness: The Need And One Author’s Personal Story**

It is estimated that as of January 2017, there were 600 adults and families living in homelessness within Boulder County at the time of HUD’s Point In Time count. According to the March 2019 Homeless Solutions for Boulder County (HSBC) report, 75% of this population sought services in the city of Boulder. While the national average of those living in chronic homelessness (single adults with a disability and living in homelessness for a consecutive 12 months) is around 24%, the HSBC report indicates that over 55% of those experiencing homelessness identified as being homeless for 12 consecutive months over the past three years, and 70% reported a disability.\textsuperscript{5}

Those living in chronic homelessness are apt to tri-morbidity, or substance misuse and or a mental health condition along with a chronic medical condition. This group of unique individuals are commonly high utilizer lists within the local mental health, municipal court,


\textsuperscript{4} Id. at 15.

county jail, and detox. It is estimated that the costs incurred to the Denver community associated with one adult living in chronic homelessness averages around $43,000.⁶

My own (Livovich) personal community cost as a previously chronically homeless and high utilizer of services in Boulder was significant and provides an example of the expenses incurred by people experiencing homelessness in Boulder.

From April, 2014, to August, 2016, over a period of 28 months, I received a total of 51 charges, 46 being municipal and petty charges related to the criminalization of homelessness. I served a total of 266 nights in our county jail at a cost of $140.29 per night, for a total of $37,317.⁷

During the same 28 months, I spent a total of 72 nights in our local detox at $300 a night billed to our Medicaid system at a total cost of over $21,600.

Thus, just counting jail and detox, my stays cost nearly $60,000—and this does not include my ER visits and shelter stays. My story is not unique, and the need for and benefit of resources such as social workers and peer navigators in the Boulder public libraries, the subject of this paper, are significant.

**BENEFITS OF LICENSED CLINICAL SOCIAL WORKERS**

**Social Workers’ Training Prepares Them To Address The Needs Of Those In Need**

Licensed clinical social workers have training that make them uniquely qualified to do homeless outreach services at the library. Social work education involves intensive clinical training, including two years of supervised hands on practice under the direct supervision of a more experienced clinician. In addition, it has a focus on “systems theory”—a way of understanding that posits that a family, community, or society may have elements of pathology as well, and that to better the health of any one of those areas will improve the health of the individual and vice versa. Social workers are known for their case management skills, but case management arises out of this theoretical orientation.

Many of the homeless patrons of the library are thought to suffer from serious and persistent mental illness. Social workers are well equipped to help those suffering in this way. “Social workers are one of the five core professional groups in the mental health field. In the public and community mental health sectors, social workers have well-established expertise in working with people with serious mental illness and associated

---

⁶ Housing Solutions Boulder County, *supra* note 5.
problems. They also have a strong and emerging role in the private sector. Social workers are the second largest allied health profession providing mental health services.⁸

Some of the major roles of social workers include⁹:

- Identifying and reaching out to those in need.
- Assessing people’s needs and implementing a plan of action.
- Helping people adjust to major life changes.¹⁰
- Responding to crisis situations.
- Connecting people with important resources and support.
- Evaluating social services and support programs.
- Providing advocacy for people when needed.
- Following up with people to ensure circumstances are improving.

**Social Workers As Outreach Workers At The Library**

The roles noted above are all integral to the functionality of the library outreach workers we propose:

1) Identifying those in need in a public space such as the library will require tact and discretion as well as trained observational skills, as those from many walks of life frequent the library.

2) Assessing needs and creating a plan of action is another important aspect of this role. The situations that homeless people face are generally multifactorial. An ability to rapidly and accurately assess a situation in such a way that the multiple constituencies that all use the library feel attended to is an outcome that social workers are uniquely positioned to deliver.

3) A library social worker can help those that are newly homeless, a devastating life change. Evidence suggests that rapid rehousing of homeless people is one of the single most effective interventions, both in terms of preventing ongoing homelessness for the individual as well as preventing ongoing expensive emergency interventions.

4) Responding to crisis situations: psychiatric social workers work in a variety of settings that address suicidality or other forms of mental health crisis, such as

---

emergency rooms and mobile psychiatric evaluation teams. In the library, the social worker could briefly assess the individual, advise about whether the Mental Health Partners crisis team or the Edge team is appropriate, coordinate the visit, as well as to coordinate communication with any collateral agencies or individuals.

5) Connecting with important resources and support: This would be one of the most integral duties of the library social worker, although it is important to note that forming a trusting relationship is a prerequisite for a homeless person to accept referrals. However, there are many agencies and resources in Boulder and the Denver Metro area that can provide practical assistance people experiencing homelessness, and linkage to these resources should form the focus of this role. The practical needs of people experiencing homelessness are immense and range from medical issues, mental health issues, lack of formal identification, assistance with benefits, literacy, job search, and housing search, to name a few.

The other roles that social workers can play are less central but still needed in this role. Program evaluation should be tasked to this person or persons, with benchmarks designed to count numbers of contacts, number of individuals, numbers of repeated contacts, types of services delivered, types of referrals requested and types of referrals completed. An advocacy role would likely develop naturally over time, after the social worker(s) and library staff have accumulated accurate data and can communicate their needs to city government.

It is also important to note that many individuals who use the library may not actually be homeless, but may be in crisis, suffering from addiction, mental health issues, poverty, or other serious issues like domestic violence or being a teen runaway. A staff social worker or workers can/could be used to address any of those in need of help accessing appropriate social services. A prime example of other possible benefits to having social workers on staff at the library is to provide another resource in the community for teens or others contemplating suicide, which has unfortunately become far too common in Boulder and Colorado.\(^\text{11}\)

---

PEER NAVIGATORS: PEOPLE WITH LIVED EXPERIENCE PLUS TRAINING
UNIQUELY QUALIFIED TO ASSIST PEOPLE EXPERIENCING HOMELESSNESS

The Skills And Services Of Peer Navigators

The Substance Abuse and Mental Health Service Administration (SAMHSA) defines a peer specialist as “[a] person who uses his or her lived experience in recovery from mental health illness and/or addiction, plus skills learned in formal training, to deliver services in behavioral health settings to promote mind-body recovery and resiliency.”

While this definition is specific to the behavioral health and substance abuse world, over the past decade, the roles of peer specialists have expanded into other services that include homeless shelters, the criminal justice system, education, and in community-based environments, such as public libraries.

Peer specialists/navigators require lived experiences relevant to the areas they provide support, must maintain their own recovery and overall wellness, and receive peer specialist training (80 hours). This training focuses on SAMHSA’s four dimensions to recovery: Home, Health, Community, and Purpose with core competencies in trauma informed care and strength-based, person-driven, supportive approaches.

Unlike a court navigator, peer navigators are not limited to working with high utilizers associated with specific court systems and jails. Peer navigators have the ability to work with and support anyone in need in a variety of settings, regardless of criminal justice affiliations. They have the ability to reach those most likely to opt out of services or slip through the cracks prior to reaching high utilizer status and before incurring costly community resources. Their activities can also be organizationally tweaked to best meet current needs and support staff.

Peer Navigators Have Demonstrated Successful Outcomes In Libraries

Peer navigators provide unique insights to local resources and navigation from their own lived experiences. They provide as realistic role models and have abilities to develop rapport and establish trust with peers unlike other social service roles. Their own recovery

---


journeys can inspire and empower those they support. They are agents of change, not prescribers.

In 2015, Denver Public Library employed its first social worker to address the needs of patrons experiencing homelessness. In 2016, the library, in partnership with the Department of Justice and Denver’s Department of Human Services, employed a total of three part-time peer navigators who focus on active outreach with the library and connecting those in need with the right resources. Funds obtained in the total of $41,152 from the Justice Assistance Grant allowed the program to flourish. In 2015, a total of 434 individuals were served, and by 2016, 1265. Nearly a 200% increase.

A peer navigator at Denver Public Library who previously held various positions within the library recently described the frustration of working as a library clerk prior to becoming a peer navigator:

“As Circulation Clerks, we can find information for people but can only dedicate a limited amount of time to each person. We have to be conscious of the advice we give, we cannot fill out forms for customers nor can we touch the keyboard they may be using, which is true for customers who have never used a computer or don’t speak English. We can recommend resources but cannot navigate them for folks. These are a few of the limitations I encountered daily, which left a sour taste behind, as I wanted to help individuals but couldn’t do so to the extent that they needed.”

Elizabeth Robinson, former Boulder Municipal Court Navigator, when asked about number of clients she helped to achieve housing, shared that:

I am pretty sure it was 35 to 36 people in two years, though 7 more people I worked with got housed right after I left, so maybe it would be fair to say closer to 40 to 42. It should be acknowledged that all of that was done in collaboration with other agencies- Colorado Coalition for the Homeless, sometimes Mental Health Partners, often the Shelter or Lee Hill, sometimes Boulder Housing Partners. As for the library, I would say that I very often went there to find people, as it was the most reliable place for tracking people down, and that the library is the only place most people can check Facebook and email. Facebook has been a central way that I’ve been able to keep in touch with people for purposes of letting them know when their medical/mental health/court appointments are or helping them with I.D. So,

---

the library is not only a safe haven, it is a central and practical resource for those experiencing homelessness.

The library is in a unique position to connect with those most likely to opt out of services and experience tri-morbidity, including addiction. Peer navigators can connect with this population and provide support and information regarding resources pertaining to treatment and other identified needs while inspiring hope.

**SUMMARY**

The Boulder public library system is one of the few spaces our homeless community finds refuge on a daily basis. People experiencing homelessness suffer greatly, and while the Boulder municipal court system aims to provide assistance to them once they enter the criminal justice system, such as by offering the services of a court homeless navigator, providing similar or expanded services at the library removes the requirement that they be arrested or given citations before getting help accessing complicated but beneficial resources.

Licensed social workers and peer navigators would possess applicable experience, education, and knowledge to assist people experiencing homelessness, as well as other vulnerable community members, in positive ways that current staff, while perhaps willing, are not as equipped to do. Having such professionals employed at the library would not only provide available aid to those in great need of assistance in a non-threatening environment, but would very likely reduce tension between such persons and other library patrons and staff.

It is quite likely the cost of providing these services in the library would represent an overall savings to the city of Boulder. This is supported by the fact that we spend tens of thousands of dollars for just one person experiencing homelessness who may go through court, jail, detox, and the emergency room, as one of our authors did routinely in her 28 months homeless in Boulder.

Exiting homelessness is a difficult and arduous effort for many in our community. These community members find solace and respite in our libraries, and we ask that you strongly consider providing resources in the form of licensed social workers and peer navigators skilled at working with and providing aid to them.