City of Boulder
2020 Library Commission

Meeting date: Wednesday, October 7, 2020
Location: Zoom Meeting
Meeting start time: 6 p.m.

1. Review Online Meeting Guidelines
2. Reminder: Commissioners please log monthly volunteer hours in Count Me In Boulder
3. Approval of agenda
4. Public comment
5. Consent agenda
   a. Approval of September 2, 2020 minutes
6. 2020 Summer of Discovery program report – Anne Ledford, Youth Services Manager
7. Review and discussion of 2021 City Manager’s recommended budget for the library (see Library Director’s memo for information about this item.)
8. Library Commission update
   a. Outline a letter to City Council regarding the Library District to submit November.
   b. Outline an annual letter to City Council about priorities to submit in December. (see 2019 letter to City Council in the packet following the Library Commission memo)
   c. Items from commission
      i. Follow up on information regarding the Canyon Theater Rental Policy update
      ii. Ongoing outreach efforts
   d. Updates from commissioners representing the Commission in other venues (verbal)
      i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig)
      ii. Joint efforts with Library Champions
         * Meeting with City Manager Jane Brautigam
   e. Update on emails and phone calls to Library Commission
9. Library Director’s report
   a. 2021 City Managers Recommended Budget
   b. Invitation to the Boulder Public Library Staff Day, Oct. 16, 2020
   c. North Boulder Branch Library update
   d. Update on current library services (verbal)
   e. Library Performance Measures 2020 Reports

2020 Library Commissioners
Juana Gomez  Joel Koenig  Jane Sykes Wilson  Steven Frost  Scott Steinbrecher
**Name of Board/ Commission:** Library Commission  
**Date of Meeting:** September 2, 2020  
**Contact information preparing summary:** Celia Seaton  
**Commission members present:** Juana Gomez, Joel Koenig, Jane Sykes Wilson, Steven Frost, Scott Steinbrecher  
**Commission members not present:** None.  

**Library staff present:**  
David Farnan, Director of Library & Arts  
Jennifer Phares, Deputy Library Director  
Celia Seaton, Administrative Specialist  

**City staff present:**  
None  

**Members of the public present:** None  

**Type of Meeting:** Regular | Remote  

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Review of Online Meeting Guidelines</td>
<td>[0:00:05 Audio min.]</td>
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<tr>
<td>2</td>
<td>Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder</td>
<td>[0:00:30 Audio min.]</td>
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<td>3</td>
<td>Approval of agenda</td>
<td>[0:03:38 Audio min.]</td>
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<td>4</td>
<td>Public comment</td>
<td>[0:02:32 Audio min.]</td>
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<td>5</td>
<td>Consent agenda</td>
<td>[0:01:19 Audio min.]</td>
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<tr>
<td>a.</td>
<td>Approval of August 2020 Meeting Minutes: Gomez asked for any changes. Hearing none, Koenig moved to approve these minutes, Sykes Wilson seconded, and the motion was unanimously approved. Frost abstained as he was absent at the August meeting.</td>
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<td>b.</td>
<td>Resolution Concerning the Acceptance of Revenue from the Warner Charitable Trust – Frost made the motion to accept the donation and send the letter. Sykes Wilson seconded the motion and commission indicated unanimous acceptance.</td>
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<tr>
<td>c.</td>
<td>Review Thank You letter for Warner Charitable Trust – commission reviewed and expressed approval of this letter. Steinbrecher suggested the addition of a note about the extraordinary challenges of the present budget situation. Phares will edit and circulate the appropriate forms for signature and receipt of this revenue.</td>
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<tr>
<td>6</td>
<td>City Manager’s recommended budget for the library</td>
<td>[0:10:50 Audio min.]</td>
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**Farman:** library leadership deliberated thoughtfully over a plan to retain the goal of providing the best possible service to the community despite the constraints of the city’s current economic position. The cuts to the library “are not insignificant” – supervisors are speaking to employees about potential lay-offs if the proposed budget goes through. The Library is “doing the best” it can “given the resources” available.

Koenig wondered whether district libraries have received any cuts. Farman: those libraries are not in the same financial situation; he has not heard of any reductions. Boulder’s retail economy has been hit hard by the COVID fallout.
Sykes Wilson wondered whether the lay-offs affect just those already furloughed, or involve additional people. Staff: a mixture of the two.

Agenda Item 7: Library Commission Update

a. Items from Commission
   i. Ongoing outreach efforts – Joni Teter, former Library Commission chair, and Gomez will be meeting with Councilwoman Junie Joseph to discuss budget. Joseph is supportive of the district and the plan for new in-house library security team.
   ii. Frost and Gómez attended Planning Board Meeting and spoke during public hearing in favor of the future North Boulder Branch Library. He reported that city staff did a great job, thanking Phares in particular for her quick and helpful response to the concerns of community and board members. Planning Board accepted the plans; the next step involves City Council approval.

b. Updates from commissioners representing the Commission in other venues (verbal)
   i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – Koenig relayed that former library staff member Juliette Bartsch has been hired as to assist with donor relations and programming for BLF.
   ii. Library Champions

   c. Update on emails and phone calls to Library Commission

Agenda Item 8: Library and Arts Director’s Report

a. 2021 City Manager’s Recommended Budget – please see the September 8th Study Session packet at this link for City Council agendas and materials.

b. North Boulder Branch Library – Planning Board approved the submitted changes for a “Net Zero-ready” building as opposed to “Net Zero,” with intention to complete certification in the future. In response to Koenig’s query about when construction would begin, staff estimated mid-2021. Farnan: “It will be a boon for that neighborhood” with significant cultural and economic impact. Library’s goals of education and outreach will draw in community like a “magnetizing force.” Farnan plans to make Spanish speaking fluency a requirement for a portion of the future North Boulder Library staff.

c. Update on Current Library Services – the Main Library re-opened in a limited capacity on August 3, 2020. Staff is planning “Phase 3” now, which likely won’t occur until 2021. In response to Sykes Wilson’s query about Book Rich Environments, Farnan reported a recent delivery of thousands of books to several different sites. Possibility exists for a reopening of the Library’s beloved Seeds café under the governor’s guidelines, though it may not be financially viable due to the lessened foot traffic resulting from COVID restrictions.

d. Dial A Patron

e. Library Performance Measures Q2 -2020 – planned for inclusion in October’s packet.

f. Public Art Installations – Adam Kuby’s 55°
   ▪ Surveying on the site will begin Sept. 8, 2020, with construction following in mid-September.
   ▪ Construction is anticipated to take roughly 8-10 weeks, culminating with the sculptures around Oct. 15.
   ▪ https://boulderarts.org/public-art/in-progress/civic-area/

Agenda Item 9: Adjournment

Frost, an instructor at CU, reported that he will be working alongside Cyns Nelson, an Oral Historian at Carnegie Library, for his upcoming graduate level course Connected Media Practices. A broadcast journalist will assist to make stories from the archive “radio-ready.” Students will be trained as oral historians to produce their own audio pieces.

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, October 7, 2020, through a virtual setting.

<table>
<thead>
<tr>
<th>APPROVED BY:</th>
<th>ATTESTED:</th>
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<tbody>
<tr>
<td>Board Chair</td>
<td>Board Secretary</td>
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<tr>
<td>Date</td>
<td>Date</td>
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2020 Summer of Discovery Fact Sheet

207,399 minutes read; 1,776 books read; 3,411 activities completed

Participation Stats

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<tbody>
<tr>
<td>Total</td>
<td>1,093</td>
<td>5,373</td>
<td>530 = 49%</td>
<td>2,868 = 53%</td>
<td>403 = 36.8%</td>
<td>2,452 = 45.6%</td>
</tr>
<tr>
<td>Adults</td>
<td>401</td>
<td>1,118</td>
<td>211 = 52.6%</td>
<td>378 = 33.8%</td>
<td>155 = 38.6%</td>
<td>315 = 28%</td>
</tr>
<tr>
<td>Teens</td>
<td>148</td>
<td>890</td>
<td>79 = 53%</td>
<td>483 = 54%</td>
<td>57 = 38.5%</td>
<td>419 = 47%</td>
</tr>
<tr>
<td>Kids + Pre</td>
<td>564</td>
<td>3,365</td>
<td>258 = 45.7%</td>
<td>2,007 = 59.6%</td>
<td>195 = 34.5%</td>
<td>1,718 = 51%</td>
</tr>
<tr>
<td>Kids</td>
<td>381</td>
<td>NA</td>
<td>179 = 46.9%</td>
<td>NA</td>
<td>141 = 37%</td>
<td>NA</td>
</tr>
<tr>
<td>Pre-Reader</td>
<td>183</td>
<td>NA</td>
<td>79 = 43%</td>
<td>NA</td>
<td>54 = 29.5%</td>
<td>NA</td>
</tr>
</tbody>
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Programs

- 46 total SOD programs offered
- 23 programs for children and family including Rocky Mountain Raptors, Wild Animation Workshop, Lego Build Along, Baby Yoga and Infant Massage, Summer Enchantment with Magician Erica Sodos, and a Jeff and Paige concert.
- 9 teen programs, including Block 1750 Hip Hop Dance, Super Fandom Henna, Drawing Manga 101, and Adventure Quests with Renaissance Adventures.
6 adult programs (and an additional 7 external adult programs that we cross-promoted) including Herbal Skincare From Your Kitchen, BeeChicas: Compost Tea for Your Garden, and Write Your Life in Poetry workshops, and Herbs From Your Garden to Enhance Immunity.

1069 total attendance for all SoD programs

Volunteer

- Nine teens served 13 hours creating the SoD commercial.
- One teen, Colette Browning, served six hours in the community and credited it to SoD (the only option for teens had for SoD volunteer service this year).
- Total 29 hours served by 10 teen volunteers.
- Three adult volunteers served 10.5 hours bundling prizes.
- 13 adult volunteers served 93.75 hours handing out prizes to participants.
- Total 104.25 hours by 16 adult volunteers.

Top 5 Language Preferences

<table>
<thead>
<tr>
<th>Language</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>994</td>
</tr>
<tr>
<td>Prefer Not to Answer</td>
<td>13</td>
</tr>
<tr>
<td>Spanish</td>
<td>11</td>
</tr>
<tr>
<td>Korean</td>
<td>4</td>
</tr>
<tr>
<td>Chinese</td>
<td>1</td>
</tr>
<tr>
<td>French</td>
<td>0</td>
</tr>
<tr>
<td>German</td>
<td>0</td>
</tr>
<tr>
<td>Japanese</td>
<td>1</td>
</tr>
<tr>
<td>Russian</td>
<td>0</td>
</tr>
<tr>
<td>Korean</td>
<td>6</td>
</tr>
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</table>
The real story of Summer of Discovery 2020 is a triumph in flexibility and quick adaptability. As schools sent students home to online learning in mid March, the committee was quickly pivoting our 2020 program to an online program. Serendipitously, the month prior, the committee had hosted a demo with a rep for Beanstack, a reading challenge software that would replace Reading Record and allow participants to track all their reading and progress online. As the length of the library closure remained uncertain, the committee quickly forged ahead, forecasting the unknown by acquiring Beanstack software and rebooking program presenters who could pivot to virtual programs. The result was a lesson in adult engagement and the potential reach of virtual programs, as well as the additional challenge of bridging a very broad digital divide.

It is fruitless to compare this year’s statistics to the past three years. We were on a pattern of steady growth since 2017 in participation numbers and percentages of midway and completion. The chart in the Facts sheet shows that participation numbers dropped significantly due to the pandemic, our forced closure, lack of school outreach and lack of early registration. However, the participation numbers, midway and completion percentages show this new online tracking program worked well for adults – midway and completion rates increased 20% and 10% respectively. Adults also had the highest registration, midway and completion numbers of any age group.

The program also proved to be appealing to teens. While teens had low numbers comparatively, their percentage of midway and completion was higher than kids and pre-readers, which indicates teens who participated were dedicated to the program. It is unclear that if their program was simplified, more may have finished.

“We learned a lot of technology in a short amount of time and so did our presenters. Our audience did too - it shows we don’t have to go back to pre-tech. It also shows we can keep Beanstack and it will only grow.” (Staff survey response)
Program Design

The program design and paper logs for all age groups were very similar to the past two years, with the new addition of graphics by artist Johnny Draco and local teen artist Angelique Koblick.

<table>
<thead>
<tr>
<th></th>
<th>Pre-readers</th>
<th>Readers</th>
<th>Teens</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Midway</strong></td>
<td>Complete 10 activities.</td>
<td>Read 400 minutes and complete 2 activities</td>
<td>Read 3 books and complete 3 activities.</td>
<td>Complete any combo of reading books and activities that adds to 3.</td>
</tr>
<tr>
<td><strong>Finish</strong></td>
<td>Complete all 20 activities.</td>
<td>Read a total of 800 minutes and complete a total of 4 activities.</td>
<td>Read a total of 6 books and complete a total of 6 activities.</td>
<td>Read a total of 3 books and complete a total of 3 activities.</td>
</tr>
</tbody>
</table>

**Prizes for Pre-Readers, Kids and Teens**

<table>
<thead>
<tr>
<th></th>
<th>Registration</th>
<th>Halfway</th>
<th>Final</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Gateway Amusement Park Ticket</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. For Teens – PopSocket</td>
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Prizes for Adults

<table>
<thead>
<tr>
<th>Registration</th>
<th>Halfway</th>
<th>Final</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>2. Gateway Amusement Park Ticket</td>
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New Challenges and Opportunities

"Thank you for keeping this program. We’ve participated the last two years and were so excited to learn the program was back this year in spite of everything." (Patron picking up prizes)

Impact of school and library closures
The COVID 19 pandemic forced the closure of all branches of the library at the lead up to SoD kick-off, caused significant staff furloughs through to the middle of the summer, and eliminated the possibility of school outreach or word of mouth promotion of the program by staff. According to previous program surveys, library displays, school outreach and staff were the top three ways participants from 2019 heard about SoD. This posed a significant (and last minute) challenge for marketing the program and teaching patrons and staff to use the new Beanstack software.

Beanstack software
Beanstack allowed readers to log reading and track activities online without requiring a paper log. The software also allowed the committee to track Pre-Reader data, total minutes, books & activities recorded, top books read and other more detailed data. Beanstack also created opportunities to easily email participants with reminders and announcements – the "response" (or click) rate of those emails was very high for the three emails sent out this summer.

Adjusted start date and end date
Due to delays with the legal contract with Beanstack, time needed to design the user platform and train staff, the launch of SoD registration was postponed until June 15th. To compensate for the late registration start, the program was extended through the end of August (June 15 - Aug 31st). There was only one complaint about the delay which came from a BVSD teacher hoping to help register her students before school ended for the summer.

Loss of participation from BVSD Summer of Learning
Due to limited library staffing and this year’s virtual nature of BVSD’s Summer of Learning, we were unable to connect with BVSD staff to develop a way to register every Summer of Learning student for
SoD. However, going forward Beanstack will allow us to register whole groups in bulk - a feature we’re looking forward to exploring.

**A change to prize pick-up**

Limited staffing and limited library services throughout the summer required creativity for prize redemption. The committee’s solution was to offer prize pick up outside of the library the last week of July and the last week of August. Volunteers packaged all levels of prizes together by age group (i.e. registration with midway and completion prizes). Then, volunteers manned a table under a tent in front of the Main library. Any SoD participant could walk up and pick up a prize package. The committee pivoted to give away prizes to all participants without demonstrating completion in anticipation of lower pick-up numbers related to the pandemic. By Aug 31st, we estimate volunteers gave away close to 500 prize packages.

**Elimination of books as prizes**

COVID 19 caused closures and health and safety protocols that affected publisher deliveries and created logistical difficulties for patrons to personally select books. Thus, the committee chose not to order books as prizes for youth this year. It has been discussed to give books as the registration prize to youth for 2021.

**First year tracking language at registration**

Asking language at registration did not show that our program has a large reach to the Spanish speaking community (only 11 readers; see chart in Fact Sheet), however, it is interesting to note the languages spoken by our readers (i.e. Spanish, Korean, Chinese and Japanese).

**Marketing in an online world**

Without the benefit of visiting schools in the spring or interactions with staff in the library, this year our marketing strategy was more reliant on social media, the library online newsletter and Hop Bus ads. Creative digital and non-digital marketing avenues were pursued, such as radio ads on KGNU and ad spots on Spotify. We discovered the impact of the lack of direct, in-person school outreach on our participation numbers - as stated above, those were two of our top methods of marketing in 2019, according to survey responses. Unsurprisingly, according to 2020 survey responses, the library website and newsletter were the top methods participants heard about SoD. Two out of 79 respondents heard about our program via Spotify. While this is a small percentage, when that percentage is carried over to the 400+ adults and 148 teens who registered, it is likely our Spotify ads reached more than just two of those 558 participants. It cannot be emphasized enough that our in-person outreach is a notable way in which we build excitement for our events as well as the Summer of Discovery program itself. Not having access to engaging with students in BVSD schools was a setback for us, and on a personal note, many of our staff sorely missed it.
The digital divide
The digital divide is always a challenge with serving some of our patrons, and it is highlighted in the virtual program world. Those patrons who may have spotty internet access or need to share devices with parents or siblings are simply less available to attend online programs. This was a challenge the committee struggled to address. While unable to hold in person programs, we were able to make tracking reading and activities accessible even if readers did not have access to Beanstack. Paper logs were distributed and made available in a variety of methods (e.g. through a community distributor to doctor’s offices, etc. and to Boulder Housing Partner residents through the Book Rich Environments program). A display of logs was also made available in the outdoor lobby of our Main library.

Pivoting to online programs
Another challenge related to the new online world of programs was discovering the increased staff support needed online vs. our in-person program model. This is due to the requirements for the respective presenting software, assisting our presenters in new and different ways both in preparation and during the event, troubleshooting technology issues, and monitoring and contributing to the chat throughout the event, etc.

Programs

“That was the best Zoom class I have ever taken!” ( tween patron at summer SOD program)

Our staff quickly pivoted to offering all of our summer programs online, using the following platforms: Zoom, YouTube, Facebook, and StreamYard. Our program presenters also deserve kudos for creating virtual studios in their homes and work-places, trying new software, scheduling practice sessions with us, and for going with the flow.
What We Learned:

- Having a virtual program environment has allowed us to reach a broader audience of patrons, especially in the tween and teen demographic. Its convenience for patrons has minimized some of the obstacles of getting to the physical library including transportation, less intimidation in entering a physical room where they may not know anyone, etc.
- This was the first year that we had baby and infant specific programs during the Summer of Discovery: BYO'Baby Yoga and Infant Massage with Faith Davis. These events were high quality and extremely engaging; we will continue to offer programs for this demographic in the future.
- Moving forward, programming staff will continue to offer some programs in an online environment for the reasons mentioned above. This is one of the silver linings during these unprecedented times.
- Program attendance numbers are more nuanced due to the point and time when the numbers are pulled (e.g. if the program is recorded and posted for patrons to watch later). Also, what is considered a “view” is not consistent across all platforms and is so short, it can give a distorted sense of the actual reach of a program (e.g. 30 secs for Youtube and 3 secs for Facebook are considered a “view”).

(Section contributed by Leanne Slater and Julianne Ingram)

Feedback

“It encouraged my kids to read. The online program was user friendly and easy to navigate. I like that you offered logging hours in addition to additional activities.” (Survey response)

“This got me to sign up for a virtual Marathon!” (Patron picking up prizes)

Feedback given to volunteers handing out prizes was mostly positive about Beanstack software, with words like “intuitive” “easy” and “fun” being used to describe its use. Less than five comments to volunteers described difficulty with the app. There was only one Beanstack specific question submitted to Ask a Librarian all summer. Of the 79 responses to our end of summer survey, only 5 were critical of the new online tracking platform or decision to be virtual. Staff survey responses were primarily positive in their reviews of Beanstack as well.

“We loved the summer reading program! Our 5 year old, rising kindergartener was so motivated to read via the program, he’s starting school knowing not just his alphabet, but also how to sound out three and four letter words. It’s been a highlight of the summer watching him grow as a reader. Thank you!” (Survey response)

“This provided my child with structure, when we had no daycare.” (Patron picking up prizes)
The theme of the survey responses to the end of summer survey was that the 2020 SoD program was a strong motivation to read, with 19 mentions of the program motivating respondents to read more or start tracking their reading. There were five mentions of the program motivating respondents to engage with the library more. The top two most valuable aspects of the program to respondents this year were 1st tracking reading and 2nd being a reading role model. These are similar to last year’s responses, with the exception that visiting the library, which was the most valuable aspect of the program last year, was not an option this year. (Interestingly, this year the survey received almost exactly the same amount of respondents as last year - 79 this year, versus 80 last year - despite the lower participation rates.)

![Pie chart showing the most valuable aspects of this year's Summer of Discovery](chart.png)

Summary

In the middle of a global pandemic, our staff and community were resilient and nimble, adapting together. This year’s outcome was a program that was appreciated by a core community inspired to track their reading and try new activities. It was a learning opportunity for staff and patrons alike, offering lessons about online offerings that the library will carry into future years. The generous support the Boulder Library Foundation has given over the last 28 years of summer reading is appreciated more than ever by staff and participants.
Addendum of quotes

“We like the online format a lot - better than the old way, actually. Thank you for continuing the program.” (Patron picking kids prizes)

“The app is so easy to use. I love it. I’ve completed but I like that I can continue logging my books. Great feature.” (Patron picking up prizes)

“It got our reluctant 6 year old to actually do some reading this summer! Yay! We also enjoyed the two magic shows (though the pirate version was too scary for our 4 and 6 year old kids), and though it was not part of the Summer of Discovery, we LOVED the Ms. Denise Spanish classes.” (Survey response)

“We loved the summer reading program! Our 5 year old, rising kindergartener was so motivated to read via the program, he’s starting school knowing not just his alphabet, but also how to sound out three and four letter words. It’s been a highlight of the summer watching him grow as a reader. Thank you!” (Survey response)

“The program was great motivation during Covid.” (Survey response)
“(Beanstack) allowed us to be able to do SOD through the Pandemic!” (Staff response)

“(Beanstack) is user friendly, it’s easy for staff and patrons to use.” (Staff response)

“It was visual and fun to see your accomplishments.” (Staff response)

“We’ve already got this planned, but just making it as simple as possible. Most importantly, making less books required for completion for teens...but I think we’re doing minutes anyway! Yay” (Staff response)
“Virtual programming was amazing given the short timeframe to rollout and that it was new to staff, most presenters and patrons. More and various promotions of the programs would be ideal to highlight the various offerings.” (Staff response)

“I really liked the museum pass and the park. We need to keep thinking of the environment, the takeaways need to be useful like this time. Good job!” (Staff response)

“Reusable graphics/branding, better prizes for teens, giving away books as registration prizes either in addition to or instead of completion prizes. Looking forward to SOD 2021 (even if it is like 2020...).” (Staff response)

“I really miss seeing the kids excited about choosing books for themselves. I hope we can manage book prizes next year!” (Staff response)
Commission Memo
Meeting Date: October, 2020 – via Zoom

1. Items from Commission (verbal)
   a. Ongoing outreach efforts (All)
      i. Outreach to community –
         Commissioners will prepare two letters to Council.
         Commissioners Frost, Koenig, Gómez wrote to Council ahead of NoBo Branch discussion.
         Gómez along with Joni Teter met with Blake Fontenay, Opinion Editor for the *Camera*.
         Gómez and Joni Teter met with Jane Brautigam to collect her thoughts, opinions, and experiences as City Manager regarding the districting efforts.
         Frost and Gómez attended BPL’s Teen Summit and participated in a discussion panel.
   b. ALA – Engaging Library Supporters During COVID-19 Pandemic – ongoing webinars

2. Updates from Commissioners Representing the Commission in other Venues (verbal)
   a. BLF Update (Jane / Joel)
      i. Updates
   b. Champions – joint efforts
      Champions leadership along with some Commissioners are actively formulating new strategy for
      reigniting the district discussion, including individual meetings with councilors in
      November.
      Gómez rallied the Champions to write to Council ahead of their NoBo branch discussion.
      Gómez collaborated with Joni Teter in generating an opinion piece for the *Camera*.

3. Update on Emails & Phone Calls to Library Commission - None
December 15, 2019

A warm welcome to our new Council members and best regards to the returning members. We value our good working relationship and ongoing dialog. We know you are committed to finding the best path forward for the library system our community so loves, and that includes finding sustainable and predictable funding. The much needed funds you approved in October 2019 are helping with expansion of volunteer services, bi-lingual youth services, updates to the interior of the Reynolds library branch, and an additional $700K for the North Boulder Library Branch building.

We expect continued progress in 2020 and the approval of funds is a good start. In the library we understand that great success can create increased demand, like a hold placed on the latest best seller, or the long waiting list for one our BLDG 61 programs. Our success should not be a signal that current funding is meeting all our needs. Rather, the Library is in high demand and must grow to meet our community’s long term vision.

The projected construction cost for the promised NoBo branch is facing a $1 million shortfall. In addition, though council included operating costs for NoBo in the upcoming 2021 budget there are many other related operating and facilities costs not scheduled for discussion. We need your commitment and leadership to arrive at a decision on sustained funding for the library.

You have pledged your support in stewarding this dialog including discussing and evaluating a library district plan. Delivering on your promises to build a new branch requires finding a fiscally sustainable path forward for our library. It is an opportunity to lead thoughtfully to make a positive and lasting mark in our community, and to secure a vision--not just for a fiscal calendar, but for the next generation.

This year will present an historic opportunity to determine the future of our cherished institution. In the spring we will have to submit the petition to put on the November 2020 ballot whether to create and whether to fund a library district, or simply whether to fund a library district. Our recommendation is that the County and City leaders create a district by proclamation and begin negotiation of the IGA. Then we rely on the voters to determine the funding.

We share your spirit of committed service to our community. It is time to act. Your leadership will live in the outcomes for our library. This commission and our community will be your partners as we navigate the path ahead.

Respectfully,

Tim O’Shea, Chair • Juana Gómez, Vice-Chair • Joel Koenig • Jane Sykes Wilson • Steven Frost
2021 City Manager’s Recommended Budget

The memo and draft of the City Manager’s Recommended Budget issued to City Council is available on the City’s Budget web page. Staff was asked to provide cost estimates to restore programs and services at the Main Library and the cost of restoring branch library services. This information was provided to City Council in its Oct. 6, 2020 meeting packet. The first reading of the 2021 City Budget will take place during this meeting. The Oct. 6, 2020 meeting packet will be available on the City Council web page.

Invitation to the Boulder Public Library Staff Day, Oct. 16, 2020

The invitation will be provided orally during the meeting.

North Boulder Branch Library

The site review stage of the development review process has officially concluded, the project received unanimous approval from both the Planning Board and City Council! This is a major project milestone and moves the project from design development into the construction document and permitting phase. The NoBo Branch design team is awaiting comments from Planning and Development Services in response to a technical document submission, part of the construction documentation and permitting process.

The team has also released the construction contract request for qualifications to seek interested general contractors. The project managers from the Library and FAM will hold a site walk for interested firms on Oct. 7, 2020 and submissions are due on Oct. 27, 2020. The design team will then work to screen and grade the proposals to identify a short list of candidates who will be invited to interview and submit a bid for construction services. The team anticipates that a general contractor will be selected and the contract finalized with the City in the first quarter of 2021 and that construction will begin second quarter of 2021.

The design team continues to work internally with teams from Parks, Stormwater Management, Community Vitality and others to define how the site and facility will be activated and maintained. The team is continuing to work with the Library’s grants team and the Boulder Library Foundation to seek additional funds for currently unfunded amenities like: the makerspace, the outdoor learning garden, and the children’s playground.

Update on Current Library Services

Library services continue to evolve. To meet patron needs and requests, the library is now offering designated access and service to patrons aged 60+ and at-risk individuals from 9 to 10 a.m., Monday through Thursday at the Main Library. The patron hold allowance was increased from 5 to 10 items. Starting Oct. 31, 2020, the Main Library’s children’s area will open for grab-and-go service Saturdays and Sundays from 12 to 5 p.m. The patron occupancy limit in the children’s area will be 25 persons a which may require wait times for some patrons. The entire children’s collection will be accessible for checkout. However, no open play space, reading nooks, play items or manipulatives will be available and in-person programs is not available at this time. To the extent possible, browsed
materials will be quarantined or sanitized in between users. The re-opening team will continue to evaluate increasing program and service levels as staffing and public health guidance allows.

**Library Performance Measures 2020 Reports**

Staff has prepared several library performance measures reports available on the [library website](#). The reports dated 2020 are new and have not been shared with the Library Commission until now.