

**BOULDER PUBLIC LIBRARY DISTRICT**  
**-REGULAR MEETING-**  
Tuesday, February 20, 2024  
Boulder Public Library, Canyon Meeting Room  
1001 Arapahoe Ave, Boulder CO  
and  
Via Zoom  
6:00 p.m.  
Join Zoom Meeting  
<https://tinyurl.com/yckjjw7v>

<u>Board of Trustees</u>	<u>Term Expiration</u>
Benita Duran	2028
Jennifer Yee	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025
Joni Teter	2024

Follow [link](#) to review long range agenda planning document.

**AGENDA**

1. Call to Order
2. Declaration of Quorum
3. Public Comment
4. Consider approval of minutes of January 30, 2024
5. Treasurer's Report
6. Library Policies Review – CORA Policy (Colorado Open Records Request Policy)
7. Volunteer Services: Impacts in 2023
8. Director Updates
9. Trustee Matters
  - a. Set retreat date March 2
  - b. Special meeting March 5
  - c. Information Item: Carnegie Contact Form
10. Legal Counsel Updates
11. Adjournment

**NEXT MEETING (RETREAT): Saturday, March 2, 2024**

**RECORD OF PROCEEDINGS  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BOULDER PUBLIC LIBRARY DISTRICT**

<b>Held:</b> Tuesday, January 30, 2024, at 6:00 p.m. on Zoom.
<b>Contact information preparing summary:</b> Celia Seaton
The meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance: <p style="margin-left: 40px;">Katharine (Joni) Teter Sylvia Wirba Benita Duran Doug Hamilton Cara O’Brien Sam Fuqua Jennifer Yee</p> <p>Also present were Kim J. Seter, Esq. from Seter &amp; Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Chris Barge, Executive Director of the Boulder Public Library Foundation; Celia Seaton, Executive Assistant of the Boulder Public Library; Aimee Schumm, Director of Information Technology for the Boulder Public Library; Jaqueline Specht from Focus Connect; and Eric Meade from Whole Mind Strategy Group</p> <p><b>Members of the public present:</b> None.</p>
<b>Type of Meeting:</b> Special
<b>Agenda Item 1: Call to order</b> Trustee Teter called the meeting to order at 6:04 p.m. noting that a sufficient number of appointed Trustees were present to create a quorum authorized to act on behalf of the District.
<b>Agenda Item 2: Public comment</b> None.
<b>Agenda Item 3: Library Policy Review</b> <ol style="list-style-type: none"> <li>a. Library Rules of Conduct – Phares gathered and incorporated the input from the robust discussion that the Board held at the end of 2023 regarding this policy. She welcomed further refinement to the final draft as presented in the <a href="#">packet</a>. Yee wondered about Rule #10 concerning solicitation of donations or anything of value; staff clarified that the Boulder Library Foundation’s fundraising activities fall outside of this restriction on “individuals” seeking donations inside the library. Typically, Farnan instructs groups that want to fundraise within the library to use a separate web address or QR code for contributions – they are not to directly request money or transact within the library. He noted that books are sold during the Jaipur Literature Festival, as a protected right under freedom of the press.</li> </ol> <p>Teter recommended additional links under Rule #4, which references existing library policies and terms of use: the <a href="#">Computer Use and Internet Safety Policy</a> and the <a href="#">Photography and Video Recording Policy</a>. In her experience, quite a few patrons have raised concerns on what they view on other patron’s</p>

screens. These links would highlight the library's existing guidelines. Staff agreed and will incorporate these references to the list.

The group next discussed the Rule #12 regarding sleeping "in any facility." The definition of "facility" includes area around and under the library. The guard patrol performs rounds to survey activity around and below the library during the day. Teter suggested adding the qualifier "during normal business hours" to indicate the limitation of the Library's patrol. Staff agreed that this was reasonable.

O'Brien inquired about nighttime activity in the Library underbelly. Hamilton noted the City code restricting people from sleeping outside; as this activity is illegal, it is under City purview to manage this issue.

Hamilton made a motion to approve the revised Library Rules of Conduct with the recommended edits as provided during the meeting. Wirba seconded, and the motion passed unanimously.

- b. Canyon Theater and Gallery Terms of Use and Rental Policy – feedback provided after close Board review of this policy at the end of 2023 has been incorporated into this final draft; Phares noted that the language now better aligns with existing policies.

O'Brien moved to approve the revised Canyon Theater and Gallery Terms of Use and Rental Policy. Yee seconded, and the motion passed unanimously.

#### **Agenda Item 4: Trustee Appointment Process**

- a. Approve application packet for new Trustees and forward to Council/BOCC Selection Committee (Governance) – Farnan noted that most suggestions were incorporated. Staff initiated Spanish translation of the press release that will go out February 1; there are no plans at this time to translate the entire application.

In response to Duran's suggestion, staff will include the specific names and roles of the Selection Committee members in the packet. She also recommended offering an opportunity for public engagement before the application deadline. After consideration, the Board agreed to hold a community question and answer session from 5:00 – 6:00 PM just before the February 20 regular meeting. Interested applicants can then decide to stay and observe that evening's meeting. Staff will add notice of this opportunity in the marketing and promotional materials, as well as schedule, record, and upload a recording of the public engagement.

Hamilton made a motion to approve the application packet for Trustee recruitment with the amendments as discussed. Duran seconded, and the motion passed unanimously.

The information will be posted on February 1 to the Library and County websites. Press releases will be sent to the Daily Camera, Boulder Reporting Lab, and Boulder Weekly. Outreach will also begin through direct emailing from staff. The marketing will also include weekly dispatches about recruitment through the social media channels.

Teter and Duran will collaborate on an orientation package for new Trustee members.

Yee announced her decision to resign from her service on the Board at the end of her first year due to time commitments as required by her new employment. Therefore, the forthcoming recruitment process will involve a search for two successful candidates: one 4-year term to replace Yee's seat and the 5-year term to replace Teter's seat. She appreciated the comradery and knowledge sharing that she experienced during her service; staff and the Board expressed gratitude for Yee's support and the strong role she played during this foundational year. All wished Yee well on her future endeavors.

Staff will update the recruitment materials to reflect these two vacancies.

**Agenda Item 5: Cyber Insurance**

Farnan informed the Board that he has reviewed several bids for cyber insurance, a protection against losses from malicious cyber-attack. The need for this protection was highlighted by a recent ransomware attack on Douglas County Library District. Despite catching it early, the cost is still estimated at around \$1-200K. Farnan asked the Board for a motion whereby he may direct Schumm and Specht to review and confirm an insurance contract. He estimated the cost at less than \$20,000.

The Board asked Focus Connect to advise. Specht strongly encouraged acquiring a policy as soon as possible; she noted the risk that one in every four companies experiences some kind of cyber threat.

Duran clarified that the policy only covers a one-year term.

Hamilton made a motion that authorizes the Director to acquire a cyber insurance policy, using his discretion regarding cost. Wirba seconded, and the motion passed unanimously.

**Agenda Item 6: Director Updates**

- a. Retreat March 2, 2024 – Meade will be reaching out to each member to begin strategizing for the Board Retreat and how the body can function most effectively. Whole Mind Strategy Group will also be involved with the Board’s assessment exercise in 2024.
- b. Board Recruitment
- c. SB 24-049 – see [packet](#).
- d. Orientation to Microsoft and Trustee email – Trustees inquired when all emails will be ported over to the Microsoft accounts (Teter noted that she currently manages three different email inboxes.) The staff’s understanding was that this should be completed; the technology team will confirm. Hamilton noted that his account is set up correctly and his emails have fully migrated. Farnan invited anyone still having trouble to reach out for assistance. He presumes that everything will have transitioned by the next meeting in mid-February.

Farnan plans to attend a virtual community meeting planned for January 31 concerning Boulder’s plans for a day shelter; he welcomed the Trustees to join him.

Work continues on the self-evaluation survey. After a two-week window to gather responses, Meade and Yee will analyze the data provided by the gathered results.

**Agenda Item 7: Trustee Matters**

- a. Set special virtual meeting February 13 – Hamilton made a motion to hold this meeting. Duran seconded, and the motion passed unanimously.
- b. Forms – Teter asked that Trustees sign and return these documents to staff as soon as possible.
  - i. Affirmation of Ethics Statement
  - ii. Conflicts of Interest Disclosure and Certification
  - iii. Affirmation and Acknowledgment of Trustee Responsibility for Executive Session Information and Library User Privacy

- c. Track changes document of the proposed bylaws changes – changes that were collected during the last meeting have been incorporated into the draft presented in the [packet](#). The Board plans to vote on approval of the bylaws during the February 13 meeting.
- d. Discussion: Scheduling of Annual Meeting – Duran spoke about her proposal to hold the Annual Meeting in January.

In response to Duran’s note that review of bylaws should run on a 5–10-year cycle, Teter instead recommended a best practice of review at least every two years.

Wirba wished to clarify that the bylaws were presented and recommended by a subcommittee of Trustees; the language therein was not just “the preference of this President.”

O’Brien expressed her view that it would make most sense to have the Annual Meeting in April this year, as planned. After gathering the perspective of this timing, the Board may decide a different timetable in future years.

Looking ahead, Teter asked the Board to consider removing the March 5 special meeting, as it now sits in close proximity to the March 2 Retreat meeting and there are no pressing agenda items. The Trustees will consider the need as it draws closer.

**Agenda Item 8: Legal Counsel Updates**

- a. Possible Executive Session: Gunbarrel Branch Location Discussion

*Upon motion made and approved by 2/3 of the Trustees present, the Board entered into executive session to discuss the purchase, acquisition or lease, of real property and determine positions on matters subject to negotiations as allowed by Sections 24-6-402 (4) (a) and (e) of the Colorado Revised Statutes with regard to a potential branch library to serve the Gunbarrel Community.*

**Agenda Item 9: Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:15 p.m. to allow for the executive session.

---

Attestation

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
BOULDER PUBLIC LIBRARY DISTRICT**

**Colorado Open Records Act Rules and Policy**

WHEREAS, Boulder Public Library District (the “**District**”) is quasi-municipal corporation and political subdivision of the State of Colorado located in the County of Boulder, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. (“**CORA**”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Trustees for the Boulder Public Library District that the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution (“**CORA Policy**”), is approved.

APPROVED AND ADOPTED this 20th day of February, 2024.

BOULDER PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Assistant Secretary

**Exhibit A**

**POLICY REGARDING REQUESTS  
FOR PUBLIC RECORDS – Research and Retrieval**

**Requesting Public Records**

To request public records, contact the Library Director at Boulder Public Library District, 1001 Arapahoe Ave., Boulder, CO, 80302 or by filing out the CORA Request Form. Records requests must be in writing and directed to the designated custodian of records. General emails to the District (or inquiries on the District’s website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.
- Your contact information. First and Last Name, Mailing Address, Email Address and Phone Number.

**Limitations**

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

**Fees and Costs**

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1 <sup>st</sup> Hour	-	No Charge
More than 1 Hour	-	\$33.58/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.



# BOULDER PUBLIC LIBRARY

## 2023 VOLUNTEER IMPACTS



**710 VOLUNTEERS**

gave a total of

**16,228 HOURS**

throughout the Boulder Public Library District on every layer of library operations, totalling to about

**\$516,000**

according to the Nonprofit Leadership Sector's volunteer labor equivalency rate





**Volunteers expand our capacity and extend the reach of our mission far beyond what we could accomplish without them.**

**Volunteers contribute administrative support, event support, manage donations, welcome and assist patrons, mentor and tutor lifelong learners, promote various forms of literacy and ensure access, develop strategic plans, and manage budgets and processes to meet evolving community needs.**

### ADULT LITERACY

**45 tutors** gave over **3,600 hours** in training, preparation, and instruction to adult learners through **Boulder Reads**.

### DOCUMENTING ORAL HISTORY

**26 volunteers** gave **414 hours**, to bring **35 new interviews** into the collection, and made **20 interviews** newly accessible via the online archive through the **Maria Rogers Oral History Program**.

### TECHNOLOGY SUPPORT

**24 tech savvy volunteers** gave **325 hours** of tech support to members of the public on a weekly basis at various library locations through **Drop in Tech Help**.

### ENGLISH LANGUAGE SKILLS

**Nine volunteer facilitators** provided welcoming spaces for adult learners and gave **925 hours** leading online and in-person conversation sessions six days each week through **Conversations in English (CIE)**.

### THE LIBRARY COMMISSION

**Six volunteers** gave **242 hours**. The Library Commission came to a close in Fall of 2023 and helped set the library up for success in future chapters.

### LOVE OF READING & LEARNING

**103 volunteers**, 88 of whom were teens, gave a total of **1,405 hours** and engaged **5,060 participants** in the **Summer of Discovery Program**; surpassing the community goal of **2 million minutes read** outside of school and work.

### RESEARCH SKILLS

**12 volunteers** provided research mentorship to over **100 student historians** participating in National History Day received at **Research Rendezvous sessions**.

### PRESERVING LOCAL HISTORY

**Carnegie Library volunteers** digitized over **500 photographs** and transferred more than **4,000 glass plate negatives** to archival envelopes, preserving these unique historical images for the Boulder community and future generations.

### BOARD OF TRUSTEES

**Seven** volunteers gave approximately **630 hours** to make critical decisions and build the **Boulder Public Library District** from the ground up.

### FREE EXCHANGE OF IDEAS & CIVIL DISCOURSE

**108 volunteers** gave **594 hours** to support local and international authors and participants to promote literature and the free exchange of ideas during the **Jaipur Literature Festival**.

### DONATED MATERIALS AND USED BOOKS

**25 volunteers** diverted **71,367 pounds of material**, approximately **59,000 books**, from the landfill. A diverse range of used books were made available to the community at a low cost through **Paper&Spine Used Bookstore**.

### HOME DELIVERY

Over **75 volunteers** gave **1600 hours** providing **library items directly to residences** of those who are unable to leave their home due to an age, illness, or disability reason through the **Home Delivery Program**.

### EARLY LITERACY

**50 "Big Buddy" volunteers** engaged with 1st-3rd graders weekly through Boulder Reads, giving **840 hours**. **Reading Buddies** pairs spent quality time reading, playing literacy games, and writing and illustrating their own story.

### LITERACY AND OUTREACH STEERING COMMITTEE

**40 volunteers** from various community organizations gave over **240 hours** to create the **Outreach and Literacy Strategic Plan**.



# VOLUNTEERS CAN VOLUNTEER IN A ONE-TIME OR ONGOING CAPACITY



According to National Alliance on Mental Illness (NAMI) and Forbes, volunteering benefits mental health, sense of belonging, and awakens self-efficacy. Volunteering not only benefits our organization but promotes civic literacy, sharing and learning of new skills, and increased connections and life opportunities.

Please invite community members to be part of Boulder Public Library's mission by directing them to [BoulderLibrary.givepulse.com](https://BoulderLibrary.givepulse.com)



# Directors Report

February 20, 2024

## Cyber Insurance Update

The Library has secured basic cyber insurance at a cost of \$5,581.57. I have requested bids on Business Interruption coverage in case the network goes down due to a cyber event and we have to close, reduce or adjust services for a period of time.

We have received only one quote for Flood insurance. It covers Main and Reynolds libraries and their HVAC systems up to \$5M in losses as a result of flood. The cost is \$50K. It is the last piece of insurance coverage required by the IGA with the City. I recommend we lock it in.

I have not received word from the city about allowances to rebuild in the event that all or a portion of the Main library is damaged in a flood and deemed uninhabitable.

## District Finances

With only one month of data it is way too early to draw conclusions about the state of district finances. Nevertheless, we continue to examine and review every expense in this first budget year with the Finance subcommittee. As a result of the board discussion last month as to defining the appropriate legal process for the Board to move funds in the budget mid-year to adjust to spending, I would like to highlight some early reflections on the 2024 budget.

Note: We are still probably a couple of months away from having a full line by line budget in place to provide monthly finance updates to the Board, but the implementation of the accounting software is still on pace for April rollout.

So, a few things to consider in the meantime;

1. Capital - As you recall – we set aside \$2.5M for capital expenses related to acquisition of a Gunbarrel property in our 2024 budget. Now that we are pursuing a lease that will likely be under \$200K annually with anticipated capital costs of renovating the leased location of around \$1M – my assumption is that roughly half of the \$2.5M will roll over to next year’s budget. NOTE: Aside from backlog our next big

major capital expense will likely be renovating Carnegie Library for Local History [2026>] or the Canyon Theater [2026>] or a new library in Meadows/Baseline area [2028-30.]

2. Salaries – We are currently tracking at about 60% of monthly expenses budgeted - which we knew would be the case. I expect this number will jump to around 70% by March/April timeframe. We will not get to 90-95% range until the latter half of the year or so when we are fully staffed. At that projected rate, we will likely have a \$1-2M savings in staff costs this year to carry over toward future one-time expenses.
3. Facilities Maintenance, Operation, Backlog – We budgeted roughly \$2M for maintenance and operation + another \$750K for facilities backlog. It will be another 3 months before our facilities team is fully staffed. The \$2M in annual maintenance and operation was already about 25-30% higher than what the City of Boulder ever invested. The additional \$750K that the Board decided to allocate toward addressing the backlog was welcome, but I suspect it will be difficult to ramp up our level of service to those levels in year 1 when we will not have a fully staffed department. Increased maintenance and addressing the backlog remains the goal. I just would like to prepare you that aligning contractors to begin work on the backlog this year will also be challenging.
4. Investments – The Board agreed to move some funds [\$10M] into a 3-month CD. That 3-month period will come to a close at the end of March / early April. We will need to make a decision whether we would like to invest reserve funds in another 3-month CD or a longer period of time at that juncture.
5. Our first payment to the City of Boulder for 2023 operating expenses will be paid in June 2024. We anticipate we will pay them approximately \$6.5M.

All of that is to say that moving from scarcity of funds to full funding takes time. Even with an accelerated hiring pace through June, and repayment of the loan to the city, it appears that our end of year savings and 2025 carryover will be in the millions.

We have a few projects currently underway that may require additional funding;

1. Nobo – as the building nears completion – there may be some minor changes and adjustments we could make to improve upon the project. I do not specific items or cost yet, but will bring them forward when we know.
2. Main library space reconfiguration – We budgeted \$500K to reconfigure office space at Main to accommodate the influx of new staff in HR, Finance, Communications, Facilities and public service. We are also moving some staff and consolidating some work groups. Several ideas have been raised by staff in the design phase that we had not originally planned/budgeted for; [North building break area, expanded teen space, a ‘lactation room’ or Nursing Mother’s room for the public, additional study rooms, etc.] I have asked the architect to cost out those changes and will bring them back to the board in the next couple of months. It will save money on architect and engineering fees for us to execute all of these items at once.
3. Facilities workshop space. The new facilities manager, Andres has requested consideration of some off-site “workshop space” once he has a full crew in place and they have taken over maintenance of the facilities. We have obviously not had on site facilities at the library before – and while I had assumed there was space in the basement of main to accommodate Facilities staff, there is concern that the available space we have in the basement will not be easily accessible for load in and load out of some work and materials. This is obviously not a “one-time cost” like to the 2 items above, and we do not have pricing yet, but I would like you to know that we will investigate some off-site warehouse type space that could accommodate facility needs later this year and it would be our intent to fold those costs into the approved operating expenses approved for the 2024 Facilities budget.

## Re: Board of Trustees Contact Form

Joni Teter <teterj@boulderlibrary.org>

Thu 2/15/2024 8:30 AM

To:cvanvoorhisc@gmail.com <cvanvoorhisc@gmail.com>

Cc:trustees@boulderlibrary.org <trustees@boulderlibrary.org>

Good morning, Celia -

Thank you for contacting us about the Carnegie Local History branch. I agree that the current situation at Carnegie is very inconvenient and not acceptable. Carnegie's hours were repeatedly cut over several budget years when the library was a city department; when archival staff retired, their positions were not approved for replacement. As a result, our library does not have sufficient staff to fully restore hours right now.

You may know that our library transitioned to become an independent library district on January 1 of this year, which means that there will be a larger and more dependable revenue stream for library services and programs this year and in years to come. The collections at Carnegie are a community treasure and restoring hours there is one of this year's priorities. Restoring hours depends on hiring staff at Carnegie, and the hiring effort is underway. The library will be hiring about 35 positions overall, so it will take some time to get people on board and trained before services can be fully restored. At this time, we anticipate that hours will be restored at Carnegie in September.

I apologize for the inconvenience, and we appreciate your patience as our library ramps up to full service over the coming months.

Best wishes,

Joni Teter, President  
Boulder Public Library District Board of Trustees

---

**From:** Boulder Public Library NO REPLY <noreply@boulderlibrary.org>

**Sent:** Thursday, February 15, 2024 12:55 AM

**To:** trustees@boulderlibrary.org <trustees@boulderlibrary.org>

**Subject:** Board of Trustees Contact Form



**Formstack Submission For: [Board of Trustees Contact Form - Celia](#)**

**Your Name:** Susan Mcintosh

**Email:** cvanvoorhisc@gmail.com

**Address:** 990 Ithaca Drive  
Boulder, CO 80305

**Message:** When is the Carnegie Library going to be open to the public Monday - Saturday again? For those of us who work Monday through Friday, this Monday & Thursday, by appointment only, is ridiculous and inconvenient. A public library should be far more accessible!

---

**MEMORANDUM**

TO: Boulder Public Library District

FROM: Seter, Vander Wall & Mielke, P.C.; Kim J. Seter,

Esq. DATE: February 15, 2024

RE: Legal Status Report for the February 20, 2024 Trustees' Meeting

---

This is our legal status report for the February 20, 2024 Board of Trustees meeting.

**CORA POLICY**

**Task:** Draft a Colorado Open Records Act Policy as allowed by statute.

**Status:** Please review and consider the attached CORA policy.

**Action:** **Adopt CORA Policy with any desired changes.**

**2024 Annual Administrative Resolution-Completed**

**Task:** Provide an annual administrative resolution to address delegation of annually required board actions including consultant renewals or changes, posting places and other matters.

**Status:** This matter will be removed from the next report.

**Action:** **None required.**

---

**Transition Process for Administrative Work-Ongoing Matter**

**Task:** Transition minutes, notices, agenda preparation, records management etc. to BPLD personnel.

**Status:** Archives and other matters will be transitioned as capacity warrants.

**Action:** **None required.**

---

{00716678}



**Wrongful Termination Claim-Report**

**Task:** Address demand letter and claims made by employee on termination.

**Status:** This matter has been resolved. The employee signed the settlement agreement and will be paid a final check on the 15th.

**Action:** No action required.

---

**Additional Projects Underway**

- a. Colorado State Archives Records Retention Schedule and Resolution.
- b. Resolution regarding disposal of data containing personally identifying information.

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
BOULDER PUBLIC LIBRARY DISTRICT**

**Colorado Open Records Act Rules and Policy**

WHEREAS, Boulder Public Library District (the “**District**”) is quasi-municipal corporation and political subdivision of the State of Colorado located in the County of Boulder, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. (“**CORA**”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Trustees for the Boulder Public Library District that the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution (“**CORA Policy**”), is approved.

APPROVED AND ADOPTED this 20th day of February, 2024.

BOULDER PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Assistant Secretary

**Exhibit A**

**POLICY REGARDING REQUESTS  
FOR PUBLIC RECORDS – Research and Retrieval**

**Requesting Public Records**

To request public records, contact \_\_\_\_\_ at \_\_\_\_\_. Records requests must be in writing and directed to the designated custodian of records. General emails to the District (or inquiries on the District’s website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

**Limitations**

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

**Fees and Costs**

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1 <sup>st</sup> Hour	-	No Charge
More than 1 Hour	-	\$33.58/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.