

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, September 17, 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>
Andy Saylor	2029
Benita Duran	2028
Tom Cosgrove	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025

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

AGENDA

1. Call to Order and Declaration of Quorum
2. Public Comment
3. Consider approval of minutes of August 6, 2024 and August 11, 2024
4. Boulder Library Foundation Update
5. Presentation: Summer of Discovery 2024 (20 min.)
6. 2025 Budget Preview and Discussion (40 min.)
 - a. Set date for first public hearing
 - b. Set date for second public hearing
7. Library Policies Review (20 min.)
 - a. Security Camera Policy
8. Director Updates
 - a. Gunbarrel Library Update
 - b. Reminder: September 19 Joint Meeting with City Council
9. Adjournment

NEXT SPECIAL MEETING: Tuesday, October 1, 2024

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

<p>Held: Tuesday, August 6, 2024, at 6:00 p.m. at the Boulder Public Library, Nobo Library Community Room, 4500 13th Street, Boulder CO</p>
<p>Person preparing summary: Celia Seaton</p>
<p>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> <p style="padding-left: 40px;">Andy Sayler Benita Duran Tom Cosgrove Sylvia Wirba Doug Hamilton Sam Fuqua</p> <p>Also present were Kim J. Seter, Esq. from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Tim McClelland, Public Services Department Manager; and Chris Barge, Executive Director of the Boulder Public Library Foundation. The Trustees were joined for dinner preceding the meeting by members of the Boulder Library Foundation who then attended: Kitty deKieffer, Sharon Bloom, Alice Brown, Jenny Slade, Julie Yates, and Kristin Centanni.</p> <p>Members of the public present: None.</p>
<p>Type of Meeting: Special</p>
<p>Agenda Item 1: Call to order Trustee Hamilton called the meeting to order at 6:01 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.</p>
<p>Agenda Item 2: Public comment None.</p>
<p>Agenda Item 3: Consider Approval of Minutes of July 16, 2024</p> <p style="padding-left: 20px;">a. Following motion from Trustee Duran and second from Trustee Sayler, these minutes were approved unanimously. Cosgrove abstained as he had been absent.</p>
<p>Agenda Item 4: Boulder Library Foundation Updates Chris Barge referenced the “deep history” indicating how Boulder’s library system has always been “powered by philanthropy,” starting with Boulder’s first librarian, Clara Savory, who collected donations for a reading room at Spruce and Broadway. She opened Boulder’s first library in 1907 after successfully winning a grant from Andrew Carnegie (this is the present site of Boulder’s Carnegie Library for Local History.) Barge brought the timeline of philanthropic efforts around to the current day, with the Boulder Library Foundation now in its fifth decade of funding support for the library’s expansion of programs and services (including the Oral History Program maintained by Carnegie staff).</p>

Board President Kitty deKieffer spoke next on BLF's growth into a strongly rooted professional organization, with leadership intentionally developing a "foundation for the Foundation" by updating everything from recruitment approach to fundraising strategy. [The 50 Year Foundation Gala anniversary celebration and fundraiser held at the Main Library on September 26](#) will feature Bonnie Garmus, author of *Lessons in Chemistry*; ticket sales already reflect sold out status.

Jenny Slade reported one of the most frequently asked questions that she receives as a member of BLF's board: why does the library need a foundation now that it operates with district funding? Barge noted that library finally has staffing levels that enable expanded programming – he likened the previous contribution from BLF as "watering a parched desert" due to scarce staff resources. Now with district funding, the budget has gone from "desperate" to "adequate." Thus, Barge feels "the case for support is not hard to make."

Fuqua reflected on the cost associated with tackling the "enormous" list of deferred library maintenance needs; he still sees need for funding support from BLF around programming. As staff estimate, maintaining and fixing the backlog of facilities needs will cost around \$54,000,000.

Barge emphasized the importance of alignment and collaboration between the Library and the Foundation. He appreciates partnering with the "strong [library] staff culture." Duran agreed that the two groups are "connected at the hip" with an alliance that is represented in the guiding documents of the Trustees. Hamilton feels impressed by the new BLF leadership and the strong directions the group has taken in the last few years. The group expressed excitement at these two groups working together to enrich local arts and education programming and respond to the community's other needs and desires.

Agenda Item 5: 2023 Security Incident and Suspension Report

Farnan: the library placed a "heavy investment in security" in 2024, situating guards in all the library buildings that are open to the public. He noted a "pretty similar" pattern of incidents and suspensions as compared to the tallies from previous years, with an expected increase during the summer and winter seasons. He noted a recent uptick in the length of suspensions which coincides with the installation of the HALO system in the bathroom spaces. This tool assists in quick apprehension of any smoking or vaping activity in the bathroom stalls by alerting the appropriate staff to the location. No matter the contrition or excuse provided by the individual, a standard year-long suspension will result from the infraction of smoking or vaping in the library.

As Farnan explained, the appeals process for contested suspensions previously went through the City of Boulder court system and would be heard by a judge. The current process for appeal involves a review by Public Services Manager McClelland and Director Farnan.

In response to Duran's question, staff clarified that while the rules are presented in both English and Spanish, the form is only given in English. Duran wondered whether the English-only form has caused any issues for patrons; McClelland responded that he has not encountered any.

Agenda Item 6: Library Policy Review

- a. Materials Donation Guidelines – staff indicated the [draft version of this document as presented in the packet](#). Wirba suggested simplifying the text under the example images to reference just "mass market" and "trade" publications. Saylor suggested clearly delineating between these guidelines and the process for donations to the Carnegie Library for Local History (which maintains different parameters). Barge complimented Volunteer Manager Sophia Surage and the team of volunteers who efficiently manage the donations for the library's used bookstore. He also praised the clarity of these Materials Donation Guidelines, which he referenced in response to a donor's recent query.

Hamilton made a motion to approve the Materials Donation Guidelines. Saylor seconded, and the motion passed unanimously.

- b. Unattended Children Policy – [both clean and tracked versions are available in the packet](#). McClelland clarified that these guidelines also apply to instances of disruptive children. Staff welcomed feedback. Duran inquired whether age limits were defined in the document. McClelland responded no; library policy leaves these considerations to the appropriate parent or guardian to decide.

Hamilton made a motion to approve the Unattended Children Policy. Duran seconded, and the motion passed unanimously.

Agenda Item 7: Director Updates

Farnan reported that Carnegie Library for Local History has hired Archive Manager Caroline Woodiel; she joined the team on July 15. One of her first projects will involve reopening the Pine Street location with regular hours for the public. The appointment system will be retained as this option has proven popular with patrons.

Staff will send out the Retreat Meeting packet later this week. Farnan reminded the group to meet at the site of the future Gunbarrel library branch on Sunday morning. He provided a brief outline of the expected agenda: a tour of the space after breakfast; a preview of the upcoming presentation for City Council; discussion on outreach, hiring, and budget; and following lunch, strategic planning and objectives around building investment, digital resources, library use, and safety issues.

Agenda Item 8: Trustee Matters

- a. Select speaker for PERL (People Engaged in Raising Leaders) Program: next meeting will be Saturday, 9/28 – Hamilton volunteered to represent the board at this event; Duran and Fuqua offered backup support.
- b. Schedule discussion: 8/20 and 9/3 – The group agreed to cancel these two meetings. The upcoming retreat will be held this coming Sunday, August 11, at the site of the future Gunbarrel Library, 6500 Lookout Road. A joint meeting is planned with the Boulder County Commissioners on August 29 in the commissioner’s hearing room. A meeting and dinner with Boulder City Council will occur September 19 in council chambers. The next regular meeting of the Trustees is set for September 17. Farnan: ideally, by the end of the year, the board will be on pace to meet just once a month.

Agenda Item 9: Legal Counsel Updates

None.

Agenda Item 10: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:22 p.m.

Attestation

Record of Proceedings
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE
BOULDER PUBLIC LIBRARY DISTRICT

Held: Sunday, August 11, 2024, at 9:00 a.m. at the future home of the Gunbarrel Library, 6500 Lookout Road, Boulder, CO 80302.

Person preparing summary: Jennifer Phares

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:

Doug Hamilton
Benita Duran
Tom Cosgrove
Cara O'Brien
Andy Saylor
Sam Fuqua

Also present were David Farnan, Library Director; Jennifer Phares, Director of Business and Administration; Maria Tormos, Communications and Marketing Manager; and Chris Barge, Executive Director of the Boulder Library Foundation.

Tour the space

The Board toured the space and discussed costs/benefits of a food/kitchen-style makerspace.

Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 9:30 a.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Preview of presentation to City Council and County Commission

The Board discussed the email received from the Boulder County Board of County Commissioners accepting the 2023 Boulder Public Library District Annual Report and declining to have a meeting with the Board. The Board reviewed the [draft printed slides for the presentation to Boulder City Council on September 19, 2024](#). They discussed the order of topics, presenters and provided input on the information to be presented as follows:

North Boulder Library: The Board recommended including the number of library card sign-ups at the North Boulder Library, talking about the diversity of community members present at the grand opening celebration, and noting the proximity of the NoBo (North Boulder) Library to the manufactured home community.

2024 Operating Budget: The Board recommended focusing on certain highlights of the budget, indicating what is included in the Board Governance line item, describing how the District funding helped the library recover from the COVID-19 pandemic, and appending the presentation with a deferred facilities maintenance schedule of costs.

Literacy and Outreach: The Board recommended clarifying orally that the statistics for literacy and outreach are from Boulder County data and that a few other library systems in addition to the District provide services to Boulder County residents. The District's service area covers only part of Boulder County. Fuqua asked if City of Longmont Public Library has similar programs to the District's Boulder Reads Program. Farnan said the Boulder Reads Program, from its inception, has served residents of Boulder County.

Staff: Farnan said he plans to simplify the information about hiring staff since the presentation will not be given to the Boulder County Board of County Commissioners. The Board recommended mentioning the efforts toward increasing the hiring of bilingual staff and highlighting that the District invested in personnel benefits and a compensation package that would retain staff.

Deferred Maintenance: The Board briefly discussed the deferred maintenance of library facilities. Hamilton commented, regarding the concept of libraries measuring "bricks vs. clicks," that most of the District's budget is spent on facilities and IT.

Safety and Security: The Board intends to talk with City Council about safety and security of the downtown Civic Area around the Main Library, partner with City of Boulder and the Downtown Boulder Partnership to make the area enjoyable for everyone, and highlight the District's plans to improve the Main Library "under belly" and conduct periodic trash pickup outside the perimeter of the building. Farnan said he will ask for Board support to move forward with these ideas to improve the "under belly" and pick up trash as it will cost the District money to do so even though the District is not responsible for maintaining the area.

Duran recommended focusing the presentation on deferred facilities maintenance, valuing and keeping employees, and safety and security. Saylor asked if the Board has any asks of the City. The Board had further discussion on the possible asks especially regarding the safety and security of the Main Library. Cosgrove asked if the conversation with the City Council will include encampments west of the library. Farnan confirmed that encampments are underneath and to the west of the Main Library today, and they also have been in front of and behind the north building. He went on to say there are more frequently days with encampments around the library than there are none. Saylor commented that the problem won't be fixed without significant changes to city policy. Duran added it should also be noted that the Community Resource Connector position was newly created by the District to address related issues. Denver Public Library has a social worker and a team of staff, and the District hadn't envisioned needing to go that route. She asked what the City's role is in addressing safety and security in the Civic Area. Farnan said the Community Resource Connector position was designed to form better partnerships with community resources and to help staff cope with issues with serving people who are unhoused, experiencing mental health issues, and living with drug addiction in the community. The position is intended to connect individuals with existing resources in the community, not to create another point of service.

10-year Financial Outlook

Library Services – what does it cost to provide X?

Duran and other trustees complimented Tormos and her team for the handout presentation. Farnan highlighted the [10-year financial outlook handout that shows operating costs by service area](#). The quarterly financial reports that the Board receives during their regular meetings do not group operating costs by area. Farnan said he wanted the Board to see the personnel and non-personnel cost relationship among the service areas and the respective total expense. Anticipating the two upcoming ballot measures that could impact property tax revenues, Farnan projected the revenues at the lowest increase scenario at a growth rate of 3.5 percent. The projection resets the assessment rates progressively lower and then caps them in the later years. The actual average rate of property tax revenue growth for the past 10 years is about 13 percent.

Cosgrove asked if the District is building a rainy-day fund. Farnan said there have been and will be several million dollars of unspent funds carried over into 2025. Saylor asked if the goal is to save a year's worth of operating expenses. The Board agreed in 2023 to carry 8 to 10 percent in reserves, or about a month's worth of operating costs. Hamilton asked Farnan to project what the property tax revenue will be if the tax reduction measure(s) are not approved by voters. Farnan did so but didn't include the information in the packet. That projection showed about \$40 million of unspent revenues would be accumulated over ten years.

The cost of Collection Development with staff equals about 14 percent of the District's operating budget. It is close to \$3 million, which is a best practice and dwarfs the cost of running a branch library. The branch libraries run lean, and the costs are mostly for personnel.

Once the Gunbarrel Library is open the District operating budget is at capacity. Further growth, i.e. new libraries, during the next ten years wasn't anticipated in the November 2022 library district ballot measure. Farnan said the lease for the Meadows Library expires in 2029; he presented the handout that shows the plan to address the deferred facilities maintenance and the potential acquisition of property or a lease for a new Meadows Library location. Hamilton said he thinks the Board will need to decide about the Meadows Library sooner than projected on the handout. The decision should be made by 2026 whether to buy or lease. Saylor pointed out that the projection doesn't include building a new library. Farnan confirmed and recommended the Board consider leasing or buying a building. If an opportunity arises sooner to buy or lease, given the slow commercial real estate market, it should be strongly considered as the District has the money now.

Farnan said the neighborhoods within a 3-mile radius around the Meadows Library comprise the District's second largest service area. Cosgrove asked if Farnan knew the number of frequent users of the Meadows Library who reside in the Frasier Meadows Retirement Community. Farnan: while those constituents are frequent users and should not be ignored, families with children are the largest user base of the Meadows Library. Duran commented that any future development on the east side of Boulder could have designated community use components or dedicated land that may be an opportunity for expanding library services.

Duran asked what year the District would consider increasing reserves. Farnan said it is up to the Board. Saylor asked what the District's capacity for debt is since it doesn't own the library facilities. Debt would be issued with a commitment from the District to pay a portion of the mill levy to the lender. Saylor said he would like to understand how much of a loan the District could get to offset

the need to carry a large reserve. Hamilton agreed that the Board should consult with Kim Seter, Esq. Saylor asked for a projection showing the impact of a 5 percent decrease in property values over the next ten years. Farnan offered to send the financial model to the Board.

Hamilton asked for clarification about the programs and events costs. Farnan said he combined personnel and non-personnel costs in the handout. The \$1.8 million for programs and events includes \$1.3 million for personnel costs. Saylor asked what is not represented in services or capital investment and whether the handout show the entirety of the budget. Farnan said there is some expense that is not represented in the handout but that he could not remember what it was. Saylor noted that revenues look to be \$1 million more than expenses and asked if it is actual unspent money. Farnan confirmed that it is actual unspent money and that it will be used to build a capital fund.

Farnan explained that Districts are cash rich for the first 10 to 15 years. The financial model was built to project revenues so that the District doesn't have to go back to voters for an operating increase for approximately 30 years. Farnan said the District should use the revenues to fund library operations and not invest it to simply generate income. The unspent funds built up in these early years will be used for capital expenses and in the later years operating expenses will balance with revenues.

Hamilton and Fuqua asked for clarification on what expenses were included in the Administration Services. Farnan said the security services expenses are included under Administration and the custodial service expenses are included under Facilities.

Hamilton said a graphical representation of the 2025 budget like the handouts would be helpful to explain the 2025 budget to the community.

2025 Budget Preview and Discussion

Farnan said he solicited 2025 budget proposals from staff in July 2024 and he is putting together a facilities cost plan. Examples of the budget requests include expanding Literacy and Outreach and some additions in Human Resources and Finance. Gunbarrel operations are the largest addition to the 2025 budget. Noteworthy, non-personnel additions for 2025 are a facilities assessment for the Carnegie Library and increased investment to address deferred facilities maintenance.

Hamilton asked about new programs for 2025 that will bring the community together. The One Book One Boulder program returns in 2025 on the topic Bridging the Divide. The Literacy and Outreach team has been organizing programs that bring people to the libraries. The Studio 24 makerspace at the NoBo Library and the Main Library Canyon Theater pilot are expected to grow visits. Currently theater bookings on various topics are being scheduled by community groups.

Hamilton asked if there is an opportunity to do participatory budgeting. Guidelines would need to be developed. Community members would submit program ideas and vote on them. Cosgrove said he has seen this type of thing go sideways but there are software programs to manage the process, and he has a platform that he would gift to the District. Cosgrove recommended offering some budget resources to middle and high school students to design library programs of interest to teens. Duran said participatory budget is a big civic engagement movement in communities and would be interesting for the District to take on, but she cautioned that it shouldn't appear like a

grant program. She recommended doing some community outreach and inviting people to come and speak about the District's 2025 proposed budget at the upcoming public hearing for it.

The conversation turned briefly to the uses of the Main Library Teen space and to including the Teen Advisory Board members to participate in its refresh or expansion. Barge recommended talking to the Community Foundation about the [15 Forever](#) endowment, although what the District would do is different than teens granting money to the community. It would focus on creating library programs of interest to teens. Hamilton said teen budgeting exercise should be done when the kids are in school and that it is a great leadership opportunity for kids. Farnan spoke about the Library Staff Program Summit and that he would float the Board's participatory budgeting proposal and the opportunity for public input about program selection during the summit. Cosgrove asked if the Board members could observe the summit. Farnan said one or two Board members could attend or more if they rotated through the day so that summit doesn't need to be publicly noticed.

To increase visits at the Main Library, Barge suggested investigating the opportunity to partner with the Boulder Bookstore to host some of the monthly author talks at the Main Library. The bookstore arranges and pays for the author. The Foundation would buy books, and the library would provide the space. It could be held in the Canyon Theater or staged on second floor of the Main Library in the south building. Farnan said the main cost to the library is in the staffing of such events.

Discussion of Strategy and Strategic Objectives

a. Investing in buildings. What is our message with county and city regarding assets.

[Board Goal- transition of all the assets?] Carnegie, Meadows, Main.

Farnan referred to the facilities cost handout saying that it was designed to show the minimal cost of deferred facilities maintenance, \$55 million and assumes no cost escalation. The Carnegie and Meadows Libraries represent most of the cost. The Carnegie Library is not in good shape and there is an assessment that will be budgeted in 2025 to recommend how the building might be renovated to work as a 21st-century archive. The Meadows Library lease expires in 2029, and the library has outgrown the facility.

Meadows Library

Hamilton said the timing of a decision for the Meadows Library is too far in the future on the timeline. He doesn't want any break in library service at Meadows. He suggested that 2027 is a more realistic timing to move and to begin planning in 2026. The \$3.5 million identified for Meadows should be moved up on the budget schedule. Duran said it would be a good public signal that the Board is interested in moving Meadows to a better, larger location in that area of the city. Fuqua asked if the Carnegie and Meadows projects were staggered on the timeline for any reason. Farnan said the timeline was meant to illustrate that the District has the money for these projects.

Carnegie Library

Farnan said the Carnegie Library is in desperate need of a repair or a change to improve access, the archival environmental conditions, and the staff workspace. The District would not give up preserving local history if the building were to be closed and/or returned to the City of Boulder. Even

with building improvements, the archive is not expected to significantly increase visits. The archive is a gesture to the community that preserving Boulder's history is valuable and important.

Hamilton said \$3.5 million is low and to add \$1.5 million move the project up to the 2025 and 2026 budgets. He asked about the vision for the Carnegie Library at the \$3.5 million level. Farnan said to clean up the public reading room so it is appealing and has a feel like [The Western History Collection at the Denver Public Library](#), and improve the staff workspaces. He wants patrons' visits to feel like a special experience and that it become a 21st century working archive. The 2025 plan for the Carnegie Library is to complete a facilities assessment (Q1) and gather community feedback (Q1 and Q2). Farnan said some critical repairs that were estimated at \$1 to 2 million will be necessary in the short term.

Duran asked about the District's relationship with the Museum of Boulder. The Board briefly discussed meetings that Farnan and Barge had with the new museum director and some museum board members to discuss the museum's future. Farnan described the current Memorandum of Understanding the District has with the Museum of Boulder for the permanent loan of Boulder Historical Society photograph collection and expressed that it would like to strengthen the partnership.

The Board agreed that the Carnegie Library is a valued service the District is providing for the community. They discussed several options to invest in the archive to keep it going in the current building. The Board agreed they should ask the City to give it to the District if they decide to invest a significant amount of money in the facility. Sayler asked if the Board's goal is to acquire more assets. Hamilton said one of the benefits of leasing the facilities from the City is that the District is not committed to them long term.

Duran suggested looking into partnerships with state historical preservation agencies that would be advantageous. Fuqua asked if the District could find appropriate storage and a facility for the archive is the Board prepared to turn over the Carnegie Library building back to the City. Cosgrove asked the Board to consider if the building is part of the core mission of preserving Boulder's history. He said the archive can fulfill its mission anywhere. Farnan and the Board agreed having a functional historic archive is important.

Hamilton: reaching out to the historical community is necessary before deciding whether to invest heavily in renovating the building. He commented that relocation of some of the collections to other library facilities might be a good idea given the area's potential natural disasters. Farnan expects that a thorough community engagement process could take 12 months. Sayler said if the District chooses to keep the building and invests significant money into it, the Board should consider not only the historical uses but the other uses of the building (such as a podcasting studio). It could provide significant community benefit if the community is flexible about how it is used. O'Brien wants to understand the various levels of cost to renovate the building in addition to the maximum investment to turn it into a 21st century archive before a decision is made because the building is such a sentimental space to the community. Sayler agreed and suggested that the cost of building or finding a new facility also be investigated. Sayler asked if it is possible to expand the Carnegie Library. Farnan said that would be part of the assessment.

The Board continued to discuss leveraging the possible investment in the building to obtain ownership from the City. Sayler offered that the investment could be used to leverage ownership of all City owned library facilities. Fuqua said the opposite could be argued. It may be ridiculous to invest in a building that can never become a 21st century archive and give it back to the City for another use. The District could do right by the archive collection and house it in a better, more convenient location. Cosgrove suggested that the District could relocate the archive and put the Carnegie building to a new historic use. He speculated that community push back in 2016 (in response to the City's investigation of closing the archive) was related to the community's sentimental value of the building. He said archives grow and currently the archivists have a very crowded, dysfunctional workspace. When the District looks for a new space for the Meadows Library it ought to include functional archive space.

Hamilton asked the Board what information is needed to facilitate making an informed decision. The Board agreed that the following information is needed: a clear vision for the historical collection, the most suitable location options for a functional and accessible archive and the associated costs, and input from the historical community including what they like about the current archive and what they want from it. O'Brien said she is not yet convinced that the answer is to move the archive out of the Carnegie building. She repeated the need to obtain the range of costs for any solution before a decision could be made. Duran suggested getting some of the community input during the reopening and for the Board to think about how it wants to frame the conversation for the City Council. Cosgrove cautioned that gathering community input immediately following the assessment might prematurely signal to the community that renovating the building is the chosen path.

Fuqua asked if Barge had any thoughts on behalf of the Foundation. Barge advised that donor groups are small for this type of niche investment. There may be little donor appetite to invest in the Carnegie Library after the struggle to keep the Museum of Boulder funded and open. The challenge is to get the donors to see how their contribution could enhance the District's investment.

Hamilton concluded the conversation by summarizing the decision time would be after the 2025 budget or by the next Board retreat unless an opportunity comes along in the meantime.

b. Digital provision and access

The digital divide became evident during the pandemic. Farnan asked about the Board's appetite to grow the library's digital presence further. Examples were a pilot to extend the reach of Wi-Fi internet access in north Boulder to the manufactured home community and/or distribute more wireless hotspots. Duran said she volunteered during that hotspot distribution program during the pandemic and there was lots of participation by older adults. Sayler said he believes that access to information via internet access and access to computing devices is a core goal of libraries. He wants to understand the need and the cost to ensure growing the library's digital presence in this way is solving the right problem and that the District is not just picking up the slack from underfunded government programs. Duran asked if Colorado's broadband access plan would be an avenue for people to apply for funding to get internet access and if there is a coordinated Boulder County program. Sayler said the State plan focuses on improving rural infrastructure for internet access. Farnan said the school district has a coordinated program for families with children and discounts the cost of internet access. Sayler asked if there is any data about the need for internet

access in the manufactured housing community. Tormos recommended the District work with the City's Community Connectors to get the data. Saylor recommended that staff invest some time in finding out what the need is and more information about the infrastructure and cost. The Board supported Farnan's proposal to further explore expanding Wi-Fi in north Boulder.

c. Library use.

Fewer people are coming into the facilities to use the services or browse the collection. Farnan said browsers have new methods using the online catalog and holds. The increased use of the holds has continued after the pandemic. The holds service is one of the most expensive services. The result of this change in use may dictate decreasing the depth of the collection to increase the number of popular materials available, increasing comfortable seating and study areas. Farnan said some polling of patrons will need to be done.

Children's books account for 50 percent of total circulation. Farnan said staff are working to understand children's use of eBooks. He surmises that children's eBook and audiobook use has grown from 5 percent to upwards of 25 percent. Digital audiobook use, overall, is the fastest growing use of the collection. The conclusion is that some changes to physical collection and spaces are forthcoming and will be in response to these use trends.

Cosgrove asked when the last statistically valid patron survey was conducted. Farnan said 2018. Cosgrove recommended that another survey be conducted to understand use and how the community perceives the library as a community institution and space. Duran agreed a survey should be conducted because the District is new and has a larger user base. Hamilton said a survey could be a preliminary step toward a strategic plan. Farnan suggested doing non-intrusive, quick, spot surveys like when patrons pick up their holds. Tormos talked about her expertise conducting market research and the plan to conduct annual tracking to learn how use is changing, trends in use, and satisfaction with services including Carnegie. It would be a survey with core questions. Saylor would like to see the trends. Hamilton agreed. Tormos said the focus of the annual tracking would be getting input from a specific number of people from different customer groups. Duran suggested that current practice employs survey panels to see their use trends. Tormos advised the opposite. The groups surveyed one year would not be surveyed the subsequent year. This will provide the overall community use trend rather than the specific use trends of the cohorts. Farnan is interested in public feedback that would validate or not trends observed from the data already collected. There will be questions on use, safety, impacts of programs and outreach. Feedback will be sought from users and non-users. Hamilton asked when staff would present an engagement plan to the Board. Farnan said there will be an item in the 2025 proposed budget and will have a plan by March or April 2025. Duran said these efforts should feed into the strategic plan and should be for residents in the District, not county-wide. Hamilton said there will be greater and more robust engagement for the strategic plan. O'Brien said the type of survey being discussed is to conduct more consistent engagement to see how patrons are using the library. Hamilton said programs that occur outside of libraries should be counted as use. Farnan said that data is collected.

d. Safety Issues

Farnan asked for the Board's interest investigating with the City possible safety improvements to the outside of the Main Library. He believes the District should take a leadership role in maintaining the grounds to support safety. The Main Library "under belly" and behind the 1961 building are places that people setting up encampments gravitate to. These spaces have been occupied consistently since the pandemic and there is persistent drug use and other criminal activity around them. Farnan wants to coordinate with City to address the areas. He thinks there are things that could be done to improve the safety and appearance of these areas, including picking up trash. Saylor asked if Farnan was looking for guidance from the Board to pursue architectural changes that break up the space and discourage large encampments. Farnan said yes because it will cost the District money. Duran said the Civic Area and the "under belly" is dark in the evening and the City should consider adding lighting. There was a brief discussion about the feasibility of closing off the "under belly" and the associated liability issues. Farnan said in 2027 the City will move out of the Civic Area and the issues are not going to get better. The Board supported the exploration of options.

When do we begin the strategic plan?

Farnan recommended that the District does strategic planning and solicits user and non-user feedback on a regular basis, every 1 to 3 years. Ten-year finance projections and a capital development plan will be created. Hamilton said he would much prefer an annual update on use trends. Saylor doesn't support 5- or 10-year strategic planning. He would like an annual plan.

Barge said we're not browsing in our libraries but we're browsing more than ever, and we're being browsed. Many parents are encouraging their kids to put down the screens and experience the real world. We're beginning to understand that there are healthy styles of obtaining information. It makes sense to have philanthropy support the library to develop these new methods and healthier relationships with our phones. We shouldn't be lamenting that people aren't in our libraries browsing the books, that's 30 years ago thinking. We need to be where kids are right now. They are more deeply involved in media resources than our generations ever were.

Duran said she was thinking about community spaces, and the library being the community's living room. There may be an opportunity to introduce more visitors to the library by sharing information about the library's offerings with the new Moxy Hotel. She also recommends staying aware of the project to redesign the plaza at the St. Julien Hotel; the library may be able to contribute. She mentioned the statewide initiative called the Belonging Initiative being led by the Denver Foundation. Colorado ranks as a top state for belonging and connectedness. She said there may be some funding the library could get from the Denver Foundation to support some of the library's community building programs. Related to the Sundance Film Festival, she said the Stanley Hotel is in the running to be the campus of Sundance. If Sundance chooses to headquarter in Estes Park, it could complement our support of these efforts.

What is the Board going to work on from 2025 to 2026?

Hamilton summarized the Board's upcoming work as follows:

- Develop a 1-to-3-year strategic plan.
- Conduct outreach to the high schools about the program budgeting idea.

- Move up the search for a new location for the Meadows Library earlier in the budget planning timeline.
- Identify a clear vision for the historical collection, gauge community support for improving the Carnegie Library building or relocating the archive to a more suitable facility.
- Conduct future library use assessments and space planning.
- Explore offering free internet via Wi-Fi to the NoBo community.
- Reviewing staff's plan to conduct annual patron surveys with periodic updates to get community feedback.
- Investigating options to improve safety around the outside of the Main Library.
- Targeted invitations to get attendees for the 2025 budget public hearing and to build community awareness of our efforts and the budget.

Duran asked the Board members to share their takeaways from the retreat. Cosgrove said it was one of the best Board meetings. He valued the open discussion and challenging of ideas. O'Brien appreciated taking a longer-range view after all the detailed work getting the District running and the opportunity to take a step back to think strategically. Saylor said he sees the monthly meetings as more reactive and liked that this retreat was more proactive. Fuqua said he appreciated discussing the role of libraries, what do we do in them, and what they become as use patterns change. He thought the Board pushed the conversation forward regarding the future of the community historical archive. Hamilton said the meeting was intended to set the foundation and make plans to address the problems. We can try something and build on it or abandon it depending upon if it is successful. One thing that was accomplished is that we agreed to collect library usage tracking data for the libraries, including Carnegie, to inform future decisions.

Adjournment

With no further business before the Board, the meeting was adjourned at about 3:00 p.m.

MEMORANDUM

TO: Board of Directors/Boulder Public Library District

FROM: Seter, Vander Wall & Mielke, P.C.

DATE: September 5, 2024

RE: Budget Adoption/Mill Levy Certification – Year 2025

DATE	ACTION REQUIRED	AUTHORITY
■ <i>January 1</i>	<i>Start of the fiscal year</i>	§ 29-1-102(9), C.R.S.
■ <i>Not specified</i>	<i>The Board appoints or designates person to prepare and submit a budget to Board (“budget officer”)</i>	§ 29-1-104, C.R.S.
■ <i>No later than August 25</i>	<i>Deadline for County Assessor to certify to all taxing entities and the Division of Local Government of the total valuation for assessment of all taxable property located within the territorial limits of the political subdivisions in their county</i>	§ 39-5-128(1), C.R.S.
■ <i>No later than October 15</i>	<i>Deadline by which budget officer must submit proposed budget to governing board</i>	§ 29-1-105, C.R.S.
■ <i>Upon receipt of proposed budget</i>	<i>Board sets date for public hearing on proposed budget and shall cause notice of the public hearing to be published. (Public Hearing must be held and proposed budget adopted prior to December 15 in order to certify a mill levy)</i>	§ 29-1-106(1), C.R.S.

{00751266}

■ *After hearing date is Set* *Publish notice of public hearing one time only in newspaper having general circulation in the boundaries of the District (if proposed budget is **more** than \$50,000)* § 29-1-106(3)(a), C.R.S.

*Any district whose proposed budget is \$50,000 or **less** shall post copies of notice of public hearing in three public places within its boundaries in lieu of publication* § 29-1-106(3)(b), C.R.S.

If the governing body has submitted or intends to submit a request for increased property tax revenues to the Division of Local Government, the amount of increased property taxes shall be included in the notice of public hearing which is published or posted § 29-1-106(2), C.R.S.

■ *November 1-Deadline to submit application to DOLG* *Budgets requiring a general-purpose levy in excess of the 5½% limitation can file a request for excess mill levy with the Division of Local Government* § 29-1-302(1), C.R.S.

OR

The Board may call a special election in lieu of submitting a request to the Division § 29-1-302(2)(a) and (b), C.R.S.

■ *Prior to Dec. 10* *Assessor shall send single notice of changes in assessed valuation to governing board* § 39-1-111(5), C.R.S.

■ *December 10-15* *If notified of changes in assessed valuation by assessor **and** the Board has adopted a mill levy, the Board may determine to schedule a meeting to make adjustments to the mill levy*

- *Prior to Dec. 15*
(if mill levy is certified) *Public hearing to review and adopt budget. The Board must enact a resolution adopting the budget and appropriating funds for the budget year prior to the certification of its mill levy* § 29-1-108(1) and (2), C.R.S.
- *No later than December 15* *Deadline for certification of mill levy to Board of County Commissioners* § 39-5-128(1), C.R.S.
- *January 31* *A “certified copy” of the budget (including budget message) must be filed with the Division of Local Government no later than 30 days following the beginning of the fiscal year. Copies of the budget and resolutions authorizing expenditures or the transfer of funds must be filed with the budget officer.* § 29-1-113(1), C.R.S.

Boulder Public Library District Operating Budget Comparison

	2024 Adjusted Budget	DRAFT 2025 Proposed Budget	Variance
Revenue*			
Property Tax	\$ 21,404,074.00	\$ 21,437,601.00	\$ 33,527.00
Carryover Revenue**	\$ 16,577,384.04	\$ -	\$ (16,577,384.04)
Grants	\$ 641,634.00	\$ -	\$ (641,634.00)
Sales	\$ 35,000.00	\$ 35,000.00	\$ -
Other	\$ 8,053.00	\$ 23,053.00	\$ 15,000.00
Total Revenue	\$ 38,666,145.04	\$ 21,495,654.00	\$ (17,170,491.04)
Expenditures			
Personnel***	\$ 12,522,894.00	\$ 13,969,004.68	\$ 1,446,110.68
Administrative	\$ 422,515.00	\$ 336,403.00	\$ (86,112.00)
Board Governance			
Legal Consultants & Fees	\$ 150,000.00	\$ 130,000.00	\$ (20,000.00)
Auditor	\$ 27,600.00	\$ 23,500.00	\$ (4,100.00)
Board Food	\$ 6,000.00	\$ 6,000.00	\$ -
Board Memberships & Travel	\$ 5,000.00	\$ 2,000.00	\$ (3,000.00)
Total Board Governance	\$ 188,600.00	\$ 161,500.00	\$ (27,100.00)
Purchased Services	\$ 1,681,675.00	\$ 1,570,000.00	\$ (111,675.00)
Building Costs & Utilities	\$ 755,494.00	\$ 1,288,800.00	\$ 533,306.00
IT Support	\$ 1,626,533.00	\$ 1,468,140.00	\$ (158,393.00)
Library Collection	\$ 1,975,050.00	\$ 1,975,050.00	\$ -
Marketing & Engagement	\$ 200,000.00	\$ 200,000.00	\$ -
Programs & Events	\$ 385,000.00	\$ 521,000.00	\$ 136,000.00
Capital Outlay	\$ 4,848,411.00	\$ -	\$ (4,848,411.00)
Cafe	\$ 50,000.00	\$ 5,000.00	\$ (45,000.00)
2023 City of Boulder Library Expenses	\$ 13,865,000.00	\$ -	\$ (13,865,000.00)
Total Expenditures	\$ 38,521,172.00	\$ 21,494,897.68	\$ (17,026,274.32)
Total Change in Fund Balance	\$ 144,973.04	\$ 756.32	\$ (144,216.72)

*Revenues are estimated and don't include interest earnings. Grants are now recorded in a separate grant fund and will be included in future reports.

** Carryover revenue will be included in the final proposed budget along with corresponding capital project budget.

*** Healthcare benefits are estimated with a 20% increase as recommended by the insurance broker.

September 11, 2024

To: Boulder Public Library District Board of Trustees

From: David Farnan, Library Executive Director
Jennifer Phares, Director of Business and Administration

Subject: Board Review and Approval of Security Camera Policy

Requested Action by the Board: Consider a motion to approve the Security Camera Policy

Background: The Board of Trustees approved the current Security Camera Policy at the December 12, 2023 meeting. Last month, IT Director Aimee Schumm reviewed these guidelines for accuracy and completeness and sought further input from the leadership team for revisions. Recommended edits include reference to the district and an updated procedure around review and retention of the security camera recordings.

Questions for the Board:

1. Does the Board of Trustees have further questions or input for the Security Camera Policy? (**Attachment A** shows tracked changes, **Attachment B** presents a clean version.)
2. Will the Board of Trustees consider the staff recommendation for a motion to approve the Security Camera Policy?

Next Steps:

The approved policy will be translated into Spanish and posted on the library website.

Security Camera Policy

Security cameras and the associated recordings are intended to:

- Promote safety and security of the staff, community members and library facilities,
- Support enforcement of the library's [rules of conduct](#),
- Discourage inappropriate and illegal behavior, and
- Aid in the apprehension and prosecution of offenders.

Recordings will be obtained and used in manner that is consistent with the [privacy policy](#).

Retention

Security camera recordings are stored digitally on hardware under the control of the Boulder Public Library District, I.T. Department. Recordings are generally maintained for a ~~minimum~~ [maximum](#) of 30 days ~~or until system capacity is reached~~, at which point the oldest recordings are automatically deleted.

Recordings are confidential and secure to the extent permitted by law. ~~Typically, the recordings are not monitored or reviewed.~~ The location of security cameras is limited to areas that do not violate a person's reasonable expectation of privacy. If an incident comes to the attention of library staff or the contract security officers, the related recordings may be reviewed, retained, and saved for as long as necessary.

Signage

Signs are posted at the entrance of library facilities indicating the use of security cameras for monitoring and recording activity in public areas of library property.

Liability

This policy shall not impose any responsibility on the [Library District](#), its employees, or the ~~Boulder Public Library District~~ Board of Trustees to protect against or prevent personal injury or loss of property.

Public Disclosure

Pursuant to state law C.R.S. section 24-90-119, members of the public are prohibited from viewing security camera recordings that contain information that identifies library users. There are very limited circumstances under which this information will be disclosed. If the [Library District](#) receives a request from a member of the public to inspect security camera

recordings, the requestor will be instructed to submit a request for this information pursuant to the Colorado Open Records Act (CORA) C.R.S. sections 24-72-201, et seq., and ~~Boulder Public Library District~~ staff will determine whether disclosure is permitted.

Adopted by the Boulder Public Library District Board of Trustees, ~~December 12, 2023~~September, XX 2024.

DRAFT

Security Camera Policy

Security cameras and the associated recordings are intended to:

- Promote safety and security of the staff, community members and library facilities,
- Support enforcement of the library's [rules of conduct](#),
- Discourage inappropriate and illegal behavior, and
- Aid in the apprehension and prosecution of offenders.

Recordings will be obtained and used in manner that is consistent with the [privacy policy](#).

Retention

Security camera recordings are stored digitally on hardware under the control of the Boulder Public Library District, I.T. Department. Recordings are generally maintained for a maximum of 30 days at which point the oldest recordings are automatically deleted.

Recordings are confidential and secure to the extent permitted by law. The location of security cameras is limited to areas that do not violate a person's reasonable expectation of privacy. If an incident comes to the attention of library staff or the contract security officers, the related recordings may be reviewed, retained, and saved for as long as necessary.

Signage

Signs are posted at the entrance of library facilities indicating the use of security cameras for monitoring and recording activity in public areas of library property.

Liability

This policy shall not impose any responsibility on the District, its employees, or the Board of Trustees to protect against or prevent personal injury or loss of property.

Public Disclosure

Pursuant to state law C.R.S. section 24-90-119, members of the public are prohibited from viewing security camera recordings that contain information that identifies library users. There are very limited circumstances under which this information will be disclosed. If the District receives a request from a member of the public to inspect security camera recordings, the requestor will be instructed to submit a request for this

information pursuant to the Colorado Open Records Act (CORA) C.R.S. sections 24-72-201, et seq., and staff will determine whether disclosure is permitted.

Adopted by the Boulder Public Library District Board of Trustees, September, XX 2024.

DRAFT

From: Meschuk, Chris <MeschukC@bouldercolorado.gov>
Sent: Wednesday, August 28, 2024 11:21 AM
To: Doug Hamilton <hamiltond@boulderlibrary.org>; Taddeucci, Joe <Taddeuccij@bouldercolorado.gov>; Cooper, Lisa <CooperL@bouldercolorado.gov>
Cc: David Farnan <farnand@boulderlibrary.org>
Subject: RE: Civic Area Around Main Library

Hi Doug,

I am following up from our emails last week, and I have copied Joe Taddeucci, for he and I to meet with you to discuss encampments further.

Lisa Cooper from our office is also copied, she can help find a time for us to all get together.

Looking forward to connecting!

Thanks, Chris

From: Doug Hamilton <hamiltond@boulderlibrary.org>
Sent: Wednesday, August 21, 2024 2:09 PM
To: Meschuk, Chris <MeschukC@bouldercolorado.gov>
Cc: Rivera-Vandermyde, Nuria <Rivera-VandermydeN@bouldercolorado.gov>; David Farnan <farnand@boulderlibrary.org>
Subject: Re: Civic Area Around Main Library

Thanks Chris.

Look forward to hearing from you. Doug

Sent from my iPhone

On Aug 21, 2024, at 1:38 PM, Meschuk, Chris <MeschukC@bouldercolorado.gov> wrote:

Hi Doug,

Thanks for the email, and for sharing your concerns. Let me work with our team to get the right folks to be able to meet with you. And I am sorry to hear about the windows that were broken last night, we had broken windows at the Age Well West, New Britain, Municipal, and Atrium buildings all last night as well. I don't know if it was the same person or different, but they sadly were quite busy. I also know that PD visited and ticketed the encampment behind the library last night as well.

I or someone from our team will be in touch shortly to get something set up.

Thanks, Chris

Chris Meschuk

Deputy City Manager

(pronouns: he/him/his) [What's This?](#)

<image001.png>

O: 303-441-3090

meschukc@bouldercolorado.gov

City Manager's Office

1777 Broadway St. | Boulder, CO 80302

Bouldercolorado.gov

From: Doug Hamilton <hamiltond@boulderlibrary.org>

Sent: Wednesday, August 21, 2024 1:04 PM

To: Meschuk, Chris <MeschukC@bouldercolorado.gov>; Rivera-Vandermyde, Nuria <rivera-vandermyden@bouldercolorado.gov>

Cc: David Farnan <farnand@boulderlibrary.org>

Subject: Civic Area Around Main Library

Hi Nuria and Chris,

My name is Doug Hamilton and I am President of the Boulder Library District Board of Trustees. I am writing to you in hopes of bringing more attention to the unhoused encampments around the exterior of the Library in the Civic Area. As you know, according to our IGA, this area is technically under the control of the city, but we also have a vested interest in making sure that it stays clean and safe for all members of the community to enjoy - that is our commitment to the community.

While the interior of the library is safe and well maintained by our security staff, over the spring and summer, it appears that many of the encampment communities have been pushed to the Civic Area surrounding the Main Library. This has resulted in MANY acts of vandalism to the library including two of our windows being smashed by rocks (one just today) and costing us tens of thousands of dollars.

I was hoping to meet with you, and perhaps members of the SAMPS and police department, to discuss how we could work collectively make sure the area is safe and clean for all members of the community to enjoy.

Could we set up a meeting to see what can be done to improve the area?

Thanks. Doug