

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, January 21, 2025
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 December 17, 2024
4. Library Policies Review (60 min)
 - a. Collection Development Policy
 - b. Request for Reconsideration Policy
 - c. Program, Exhibition, and Display Selection Policy
 - d. Review and Approval of Revisions to the Request for Public Records Policy
5. Director Updates (15 min)
6. Trustee Matters
 - a. 2025 Trustee Recruitment Package and Process (35 min)
 - b. Trustee Correspondence
 - c. 2025 Trustee Meeting Schedule (5 min)
7. Legal Counsel Updates
 - a. Review and Approval of Administrative Resolution (15 min)
8. Adjournment

NEXT MEETING: Tuesday, February 18, 2025

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, December 17, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

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
Sylvia Wirba
Cara O'Brien
Andy Saylor
Sam Fuqua

Also present were Courtney Intara 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; Pasha Ripley, co-founding member of the Parasol Patrol; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None.

Person preparing summary: Celia Seaton

Type of Meeting: Regular

Agenda Item 1: Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 6:01 p.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Agenda Item 2: Public Comment

None.

Agenda Item 3: Consider Approval of Minutes of November 19, 2024

Following motion from Trustee Duran and second from Trustee Saylor, these minutes were approved unanimously.

Agenda Item 4: Bi-Monthly Treasurer's Report

O'Brien referenced the Statement of Activities and the Balance Sheet as presented in the [packet](#). She noted that the Statement only accounts for activity until November 30 and is not reflective of year-end figures.

Finance Manager Adriana Boniakowski recommended a practice of the budget being 90% spent by this point in the year. The actual Library expenses will be under budget for 2024. Farnan and Phares reviewed some of the items that were not fully spent in 2024. Staffing expenses only reached 70% due to the time-consuming process of interviewing and hiring that occurred through the first few months of the year. The line for marketing and engagement came in at 64%. The Library's Communications Team is hard at work planning a variety of marketing campaigns in 2025 and has already begun connecting with design companies. Though partnership with an outside agency was expected this year, that contract did not materialize and resulted in savings. In 2025, the plan is to hire out some of the design work for multiple programs (e.g., One Book One Boulder). A major effort around literacy and outreach will be funded by the Boulder Library Foundation. Administrative costs which came in below the budgeted funds include office and copy supplies; bank fees; postage and courier fees; and supplies, materials, and tools. The overbudgeting resulted from the variance of first year estimates.

In other news, O'Brien noted that the debt to the City of Boulder for the transition year of 2023 has been fully remitted. The new in-house Library Café is doing better business than expected. A new accounting specialist has accepted the library's employment offer and will be onboarded in January 2025.

At this time, the group welcomed Pasha Ripley. Along with Eli Bazan, Ripley founded Parasol Patrol in 2019. The Board presented her with [a letter of recognition](#) which Hamilton read aloud into the record. Farnan expressed his gratitude: "you do such great work." Ripley was moved by the appreciation and responded that "BPL has a very special place in the Parasol Patrol hearts."

Agenda Item 5: Mid-Year Audit Update

The group discussed the [memo as presented in the packet](#). As an addendum, Phares relayed a recent email she had received from the auditor ([see handouts](#).)

Agenda Item 6: Director Updates

Farnan referred to the renovation of the locker room into a staff breakroom as indicated in the Director's Report Attachment A of the [packet](#).

Duran made a motion to approve the contract for Main Library's north building break room construction as presented in the packet. Cosgrove seconded, and the motion passed unanimously.

Second, he discussed the work order document for the Gunbarrel branch library as proposed by JOC Construction ([see handouts.](#)) The estimated cost of modifications necessary to create environmentally controlled storage for Carnegie archive materials was too high for inclusion in the plan. Staff will investigate options for suitable mitigatory storage for these materials and bring a plan to the board for approval at a future meeting.

Farnan noted that this sort of investment in a leased space is not uncommon for the library, as it leases all its current locations. Duran wondered whether the library, in the position of tenant, receives any credit for investment in the case of future purchase. Farnan: no, as these modifications are necessary for smooth functioning as a library; commercial leases tend to place these costs on the tenant. The improvements at Gunbarrel will at least serve the library for another 10 years of the guaranteed tenancy.

Though Fire Station 23, located at 6230 Lookout Rd., allows some public use of its space, this library branch will officially offer the first free reservable community space to the Gunbarrel neighborhood with two dedicated meeting rooms. Gunbarrel Library Manager Rebecca Beckley has planned neighborhood outreach, holding storytime sessions at the local fire station as the date nears for the grand opening of this new branch. The document pertaining to this building's construction will be relayed to legal counsel for review before submission.

Duran moved to approve the contract for the work involved in the Gunbarrel branch library construction. Saylor seconded and the motion was unanimously approved.

The group next reviewed the custodial contract with Kleen Tech; staff were pleased with the quality of this service. Staff noted that this contract will go out for bid again in 2026. Duran moved for approval of this custodial contract for 2025; Wirba seconded, and the motion passed unanimously.

Next, the group reviewed the 2025 liability insurance contract. Duran moved to authorize Farnan to contract for the liability insurance services and coverage for the district. Cosgrove seconded, and the motion passed unanimously.

The following document for board review concerned security services through the vendor Pontem; an increased cost was noted to provide for the opening of the Canyon Theater and the extended Friday hours for the new year. Farnan praised the security team which has served steadily for over a year.

Saylor moved to approve the contract with Pontem LLC for security services at the library. Recalling the previous meeting's public comment regarding extended hours, Duran wondered what additional security cost may be incurred. Farnan replied that staff plan to provide cost estimates for various possibilities to extend the library evening hours; this presentation could come before the board by summer 2025. Hamilton seconded Saylor's motion, and the board unanimously approved this contract with Pontem Security as presented in the [packet](#).

Phares will route these contract documents electronically for signature and then relay them to the legal team for final execution.

Lastly, Farnan reported that the decision was made not to pursue a switch of the beneficiary information for the Warner Charitable Trust monies due to the cost of fees for such a transition.

Agenda Item 7: Trustee Matters

a. Trustee Selection Committee

Hamilton reminded the group that the board must soon choose two trustees to serve as the non-voting members of the Selection Committee for 2025 recruitment. This committee will then participate in the review of applicants to fill the board seat that Fuqua vacates at the end of his term. The group discussed the process and Hamilton referenced the [recruitment packet as included in the meeting materials](#). He instructed any feedback on these materials be sent to Wirba and Duran for compilation and integration. The group plans to send out a memo to the other governing bodies by the second full week of January. The Selection Committee participants will be voted in at the January 2025 board meeting.

The group discussed the importance of recruitment efforts with an eye for diversity on the board. Hamilton plans to host another Q&A session for potential applicants in February.

b. Discussion of August 2025 Board Retreat Dates

After discussion, the board chose Sunday, August 24 as the 2025 retreat meeting date.

c. Parasol Patrol Resolution

Note: this item was moved further up in the agenda at the end of Item 4 to accommodate scheduling of guest attendee.

Cosgrove commended the Canyon Theater staff team; he has been impressed by the staff's helpfulness and capability at the events he has recently attended.

Duran recently engaged at a library-sponsored Death Café event; the session included authors, therapists, death doulas, and group conversations about death and dying. Though popular internationally, this activity is less commonly observed in the USA. The event aimed to destigmatize these conversations around death and dying.

Agenda Item 8: Legal Counsel Updates

Intara relayed updates from the legal team. Kim Seter, Esq., confirmed that the library is exempt from the legislature's 5.5% cap. (Budgets requiring a general-purpose levy in excess of the 5.5% limitation can file a request for excess mill levy with the Division of Local Government § 29-1-302(1), C.R.S.) Per legal counsel, Seter wrote the ballot measure in a manner which waives liability from this cap in a manner common to other library districts.

Hamilton asked that the legal team provide a review and update on the trustee appointment process for the upcoming recruitment at the next meeting.

Agenda Item 9: Adjournment

With no further business before the Board, the meeting was adjourned at about 7:32 p.m.

Attestation

DRAFT

January 17, 2025

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 Revisions to Collection Policies

Requested Action by the Board: Consider a motion to approve the revisions to the following:

- Collection Development Policy (Attachment A)
- Program, Exhibition and Display Selection Policy (Attachment B)
- Request for Reconsideration Policy (Attachment C)

Background: The Board of Trustees approved the current collection policies at the December 12, 2023 meeting. The Director of Collection Services Laura Hankins and her team reviewed these guidelines for accuracy, updates, and clarity and sought further input from the leadership team for revisions. Below is a summary of the recommended revisions.

Collection Development Policy

A paragraph with information about materials authored or narrated by artificial intelligence was added and minor edits were made.

Program, Exhibition and Display Selection Policy

Minor edits were made.

Request for Reconsideration Policy

A sentence was added addressing the District's application of SB24-216 and minor edits. To prepare for the new branch library opening in 2025, Gunbarrel was added as an option to the Request for Reconsideration form. No other changes are recommended to the [form](#) and so it is not included as an attachment to this memo.

Questions for the Board:

1. Does the Board of Trustees have further questions or input for the collection policies?
2. Will the Board of Trustees consider the staff recommendation for a motion to approve the collection policies?

Next Steps:

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

Boulder Public Library District

Collection Development Policy

The Boulder Public Library District (BPLD) Collection Development Policy is a framework for the growth and development of the collection of library materials and resources in support of the library's [mission](#). BPLD seeks to provide a collection that balances viewpoints across a broad spectrum of subjects and opinions in formats suitable to a variety of educational and recreational interests.

BPLD adopted the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements and bases its collection development policy on the principles of intellectual freedom and equal access for all. BPLD maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources.

Scope of Collection

Content, materials and resources are selected to meet the informational, cultural, educational, literacy instruction and recreational interests and needs of patrons. The collection supports the development and sustainability of an engaged community through free access to ideas and information and is intended to reflect both the diversity of the local community and global perspectives. The collection provides access to content through print, multimedia and electronic formats with varied levels of difficulty so that most patron needs can be met within BPLD's current budget and physical space limitations.

BPLD recognizes an emerging trend of works created using generative artificial intelligence (AI) and audiobooks narrated by synthesized voices becoming available through online distributors and library vendors. Due to concern about the implications of these technologies for intellectual property, authorship, and quality standards, works created using AI and audiobooks narrated by synthesized voices are not routinely selected for addition to the collection. Vendors providing aggregated content through online platforms utilized by the library are asked to refrain from including such material. Frequent changes in electronic and digital resources necessitate staff's continual evaluation of online resources.

Access

BPLD materials and resources are available to all. BPLD participates in cooperative interlibrary loan networks to expand the range of materials and resources available to patrons. Budget and space limitations, as well as local needs, preclude BPLD from duplicating the specialized and comprehensive collections available elsewhere in Boulder and the greater Denver area. Anticipated demand, the needs and interests of local patrons, physical space limitations and available budget inform staff selection decisions, the number of copies purchased and where materials are located in the BPLD system.

Carnegie Branch for Local History Collection

The Carnegie Library collects, preserves, and makes available materials relating to the history of Boulder County with a special emphasis on the city of Boulder. The collection is focused on the social history of Boulder County, and it is comprised of purchased and donated materials about people, real estate, and events in local history. Learn more about the [Carnegie Donations and Collection Policy](#).

Selection and Maintenance Guidelines

Boulder Public Library District

BPLD's collection is maintained to be vital and dynamic. New resources are continually added to the collection, and the collection is systematically reviewed for relevancy and value to the community.

Selection

Responsibility for material and resource selection rests with the library director, who delegates the selection and removal of materials and resources to professional staff members.

Boulder Public Library District

Staff Selectors use expertise along with the following general considerations:

- Current and potential relevance to community needs
- Extent of publicity, critical review, and current or anticipated demand
- Local or global significance, or reputation of the author, artist, performer or subject matter
-
- Representation of all reading levels and audiences
-
- Suitability of format to library circulation and use
- Availability, cost to purchase, and cost to make ready for use
- Digital licensing requirements
- Speed, flexibility and layout/appearance of electronic resources
- Availability of full-text articles that can be downloaded, printed, and emailed

Community requests and recommendations for purchase of materials are welcomed and are subject to the same selection criteria as any other items considered for the collection. The addition of any materials or resources to the collection is not a BPLD endorsement of any theory, idea, or policy contained therein.

Maintenance

Decisions concerning the removal of materials and resources from BPLD's collection are made based on patterns of use, the capacity of each location, and the holdings of other libraries available to BPLD patrons. Staff members evaluate the collection using the following criteria:

- Physical condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
-
- Availability elsewhere including other libraries and online resources

Donated Materials

Donated materials are subject to the selection criteria in this policy and typically are not added to the collection. BPLD sells donated materials in the Paper & Spine Used Bookstore and through online vendors. Donated materials that are not considered by BPLD or its book sale vendors as suitable for sale are responsibly recycled as a last resort. Revenues from material sales are used to fund the volunteer services program, special projects, and/or the purchase of library materials and resources.

Request for Reconsideration of Library Materials

[An eligible individual](#) has the right to request reconsideration of materials or resources in the collection, programs, exhibitions, and displays by completing and submitting a [Request for Reconsideration Form \[PDF\]](#). Please review the [Request for Reconsideration Policy](#).

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- Current and potential relevance to community needs
- Extent of publicity, critical review, and current or anticipated demand
- Local or global significance, or reputation of the author, artist, performer or subject matter
- ~~Relevance to the collection's strengths and weaknesses~~
- Representation of all reading levels and audiences
- ~~Reputation and/or significance of the author, publisher, producer, artist or performer~~
- Suitability of format to library circulation and use
- Availability, cost to purchase, and cost to make ready for use ~~within the scope of the budget~~
- Digital licensing requirements
- ~~Ease of use~~
- Speed, flexibility and layout/appearance of electronic resources
- Availability of full-text articles that can be downloaded, printed, and emailed

Community requests and recommendations for purchase of materials are welcomed and are subject to the same selection criteria as any other items considered for the collection. The aAddition of any materials or resources to the collection ~~does is~~ not ~~representa~~ BPLD's endorsement of any theory, idea, or policy contained therein.

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- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local topics ~~Topics of local interest~~
- Availability elsewhere including other libraries and online resources

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Request for Reconsideration of Library Materials

An eligible individual has the right to request reconsideration of materials or resources in the collection, programs, exhibitions, and displays by completing and submitting a Request for Reconsideration Form [PDF].

Boulder Public Library District

Please review the [Request for Reconsideration Policy](#).

Program, Exhibition and Display Selection Policy

[En Español](#)

Boulder Public Library District (BPLD) is committed to providing a wide variety of library programs, exhibitions and displays based on library master plan goals, and . BPLD seeks to provide programs, exhibitions and displays that balance viewpoints across a broad spectrum of subject matter and opinion that are suitable for a variety of learning and recreational interests.

BPLD and the Library District Board of Trustees adopted the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements and basis for this policy on the principles of intellectual freedom and equal access for all. BPLD maintains that only parents and guardians have the right and responsibility to determine their own minor children's access to library resources, programs, exhibitions, displays, and community sponsored programs.

Process for Request for Reconsideration

[An eligible individual](#) has the right to request reconsideration of materials or resources in the collection, programs, exhibitions, and displays by completing and submitting a [Request for Reconsideration Form \[PDF\]](#). Please review the [Request for Reconsideration Policy](#).

Approved by the Boulder Public Library District Board of Trustees on January 21, 2025

Program, Exhibition and Display Selection Policy

[En Español](#)

Boulder Public Library ~~District~~ (BPLD) is committed to providing a wide variety of library programs, exhibitions and displays based on library master plan goals, ~~and the library mission, City of Boulder Racial Equity Plan goals and the library Programs and Events Sponsorship Policy.~~ BPLD seeks to provide programs, exhibitions and displays that balance viewpoints across a broad spectrum of subject matter and opinion that are suitable for a variety of learning and recreational interests.

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Approved by the Boulder Public Library District Board of Trustees [on January 21, 2025](#)

Request for Reconsideration Policy

[En Español](#)

An individual who is concerned about the appropriateness of items on the list below or is unsatisfied with the response from an informal discussion with a library staff member about library resources, programs, exhibitions, or displays may choose to make a formal request for reconsideration of the work in question provided they meet the requirements of this policy.

- Library materials or resources
- Library programs and library-sponsored programs
- Library exhibitions
- Library displays

The Boulder Public Library District shall not reconsider the same library resource more than once every five years per [SB24-216](#).

Request Eligibility

- Only individuals who reside in the Boulder Public Library District are eligible to submit a written request for reconsideration to the library director by completing a [Request for Reconsideration Form \[PDF\]](#).
- Anonymous or incomplete requests will not be accepted.
- A separate Request for Reconsideration Form must be submitted for each library material, resource, program, exhibition or display.
- Request forms may be delivered to a library staff person at any BPLD location or the Main Library Administration Office, [submitted online](#), or sent via U.S. Mail to:

Boulder Public Library District
Administration Office
1001 Arapahoe Ave.
Boulder, CO 80302

Request Review Process and Resolution

Upon receipt of a valid Request for Reconsideration Form, the library director will appoint a staff committee to review the request and evaluate it using criteria from the [Collection Development Policy](#). A committee member will contact the individual to acknowledge receipt of the form and to discuss the request. Programs, exhibitions or displays under reconsideration will not be canceled, paused or modified during the process. Library materials or resources under reconsideration will not be removed from the collection during the process.

After its evaluation, the committee recommends in writing to the library director a response to the request. The library director decides on a resolution for the request based upon the committee's recommendation and sends a written response to the requestor within 30 business days from the date the request is received. The request and the director's decision will be issued to the Boulder Public Library District Board of Trustees and become public record. The library director's decision regarding a reconsideration request is final.

Approved by the Boulder Public Library District Board of Trustees, January 21, 2025.

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Approved by the Boulder Public Library District Board of Trustees, [January 21, 2025](#).

January 17, 2025

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 Revisions to Request for Public Records Policy

Requested Action by the Board: Consider a motion to approve the revisions to the Request for Public Records Policy

Background: The Board of Trustees approved the current Requests for Public Records Policy in February 2024. Last fall, the District received the first request for Public Records from a former employee. Lessons learned from staff responding to that request resulted in extensive recommended revisions to the current policy and internal procedure document.

Requests for Public Records Policy

A similar City of Boulder policy (updated July 2024) was consulted and additions to the District policy include Overview, Definitions, Request Processing, Posting of Public Records, Access Denied, and Public Access to Solicitation Records. The Making a Request and Limitations sections were revised. These revisions are to clearly communicate and make unambiguous how people make requests and how their requests are handled. The revised policy is **Attachment A**.

Handling CORA requests Procedure

The inaugural board of trustees requested the opportunity to review new or significantly revised internal procedure documents, so trustees are informed. The staff is interested in receiving the Board's feedback on the procedure, but trustee approval is not required. This procedure is new and was written following the 2024 request. The procedure document is **Attachment B**.

Questions for the Board:

1. Does the Board of Trustees have further questions or input for the Request for Public Information Policy and Procedure?
2. Will the Board of Trustees consider the staff recommendation for a motion to approve the Request for Public Information Policy?

Next Steps:

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

Requests for Public Records Policy

[En Español](#)

Overview

The Colorado Open Records Act (CORA) requires that most public records be accessible to the public. Anyone can request records that the Boulder Public Library District maintains as part of their operating functions. The District serves as the custodian of all district related records and uses the retention schedule in the Colorado State Archives [Special Districts Records Management Manual](#). The Boulder Police Department is the sole custodian of all police records thus police records requests must go through the [police department](#).

Definitions

A “business day” is defined as any day in which the District Administration Office is open and conducting business, but shall not include Saturday, Sunday, or any day on which the District observes one of the holidays or closures listed [here](#).

Making a Request

The District is committed to digital accessibility. Persons requesting public records pursuant to CORA may request accessible records be provided to them. To learn more about digital accessibility, please see the District’s [Digital Accessibility Statement](#).

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 a formal records request under CORA.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible including dates. 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 accessible records are sought, please note that on the request form.
- Your contact information. First and Last Name, Mailing Address, Email Address and Phone Number.

Request Processing

The District has three (3) business days to process requests. The day that request is submitted by webform or received by U.S. Mail does not count toward the three days. If there are extenuating circumstances the District is permitted to take an additional seven (7) business days. If a request is submitted after 2 p.m. on a business day, the request will be considered received on the next business day. If a request requires additional time for processing, a time estimate will be sent to the requester. The requester must give their written approval or rejection within ten (10) business days.

Records and data will be provided in the format in which they currently exist. The District will provide records in digital format in accordance with the requirements of C.R.S. § 24-72-203(3.5). The District is not required to create a new public record in response to a records request. If the District consents to any manipulation of data, the requestor will be charged in accordance with the fees set forth Costs and Fees section below.

Limitations

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

If the nature of the request requires more time than set out under CORA, the District will make a good faith, reasonable effort to process the request as promptly as is feasible considering the size and scope of the request, the workload of the District employees needed to respond to the request, and the technical capacity of the District's information technology (IT) systems.

Multiple or serial requests from the same requestor within the timespan of three (3) consecutive business days will be considered a single request for purposes of charging fees to the requestor.

If the District attempts to contact a requestor to clarify a request, discuss the scope of a request, and/or provide a cost estimate and the requestor does not respond within ten (10) business days, the District will close the request and require the requestor to submit a new records request.

While the District is required to make a reasonable, good faith effort to respond to records requests within the guidelines of CORA, the District is not required to, and will not, respond to harassing, demeaning, threatening, or abusive communications. Persistent communications from a requestor that contain harassing, demeaning, threatening, or abusive language may be reported to the Boulder Police Department.

Fees and Costs

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

ITEM	COST
Manipulation/redaction of data	\$41.37/hour
Research and retrieval of records	\$41.37/hour (after first hour)

U.S. Mail, shipping and U.S.B device	Actual cost
Electronic transmission of records	No per-page fee will be charged for electronic copies of records.

A 25% deposit is required for any request estimated to be \$500 or more. Payment must be received within 10 business days of the request for payment otherwise the request will be closed.

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205 (6) (b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA. The District will not screen requests from the same requestor to avoid duplication of records. If duplicate records are produced, no refunds will be issued.

Requestors making a request for the same or similar records as another requestor has previously made may be charged the same fee as the initial requestor.

Posting of Public Records

Following the production of public records in response to a records request and unless such records are confidential or available only to the requestor, the District may post such records in a publicly available location on its website to be accessible free of charge. The cost of production of such public records shall be borne by the initial requestor.

Access Denied

The District may deny a request for any of the reasons outlined in C.R.S. § 24-72-204. For a list of the types of records that the District may withhold, refer to that section of CORA. Laws other than CORA may govern the District's release of certain records or information.

The following is a non-exhaustive list of records the District commonly withholds as non-public, protected records:

1. Records covered by Colorado Library Law C.R.S. 24-90-119 Privacy of user records.
2. Lists of email addresses, home addresses, and telephone numbers provided to the District or its appointed trustees for purposes of future communications from the District or its appointed trustees.
3. Special details of security arrangements or investigations.
4. Personnel files, as that term is defined by CORA.
5. Medical, mental health, sociological, and scholastic achievement data for individual people.
6. Letters of reference.
7. Personal identifying information or personal information, as those terms are defined in, C.R.S. 73-24-101.

8. Records of sexual harassment complaints and investigations, except certain records of sexual harassment by an appointed trustee where an investigation concludes that the appointed trustee is culpable for any act of sexual harassment.
9. Contents of real estate appraisals made for the District relative to the acquisition of property or any interest in property for public use, until such time as title to the property or property interest has passed to the District; and
10. Attorney-client privileged records, work product, or records protected under the deliberative process privilege.

Public Access to Solicitation Records

Following the closing time and date for the submission of solicitation responses and prior to award of a contract, the names of the bidders or offerors (“Respondents”) shall be made available for inspection, upon request. For solicitations, where the award is based on the lowest bid or where price is the primary consideration, the amount of each bid or proposal shall be included with the name of the Respondent. For solicitations where the award is based on factors other than the lowest bid or where price is not the primary consideration, the amount of each bid or proposal shall not be made available prior to the award. In no event shall a solicitation response be made available publicly prior to the award.

After award of a solicitation, all documentation related to the solicitation, including Respondent responses, shall be open to public inspection, except to the extent the District has approved a request from a Respondent to classify certain portions of the response as trade secrets or other confidential or proprietary information.

The rules applicable to the disclosure of information prior to and after an award and the process for determining if certain information is exempt from disclosure in accordance with CORA also apply to non-competitive procurements.

Cancelation

An invitation for bids, a request for proposals, or any other solicitation may be canceled or any or all bids or proposals may be rejected in whole or in part at any time before a contract is executed when it is in the best interests of the District. The reasons therefore shall be made part of the contract file but shall remain confidential and shall not be subject to the provisions of CORA for less than six months or until the contract at issue is awarded.

All responses to requests for information are confidential until after an award, based on a subsequent solicitation, has been made or until the District determines that it will not pursue a subsequent solicitation based on the request for information. After such time, the responses to a request for information shall be open to public inspection in accordance with the provisions of CORA.

A register of proposals and bids shall be prepared in accordance with rules and such procurement records shall be open for public inspection after the award as provided in CORA.

As provided in a request for proposals and pursuant to any applicable District rules, discussions may be conducted **with responsible respondents** who submit proposals determined to be susceptible to being selected for an award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Respondents.

Confidential or Proprietary Information in Solicitation Documents

A Respondent may submit, as a part of its solicitation response, a written request for classification of certain portions of the response as trade secrets or other confidential or proprietary information. Material for which confidentiality has been requested shall be readily identifiable and separable from other portions of the solicitation to facilitate public inspection of the non-confidential portion of the solicitation response. In no event shall an entire solicitation response be classified as confidential.

If the District receives a records request for or involving solicitation records, the District may, but is not required to, contact the Respondent before producing records pursuant to the records request, to request that the Respondent identify any information in its solicitation documents that is confidential or proprietary under CORA. Any part of a solicitation response not clearly marked as confidential or proprietary when the solicitation response is submitted to the District is presumed to be a public record.

If at any time the Respondent identifies information to be withheld from release to the public, the Respondent will be required to indemnify the District and its officers and employees, through a written agreement in a form approved by the District's legal counsel, from and against all attorney fees and costs, incurred by or awarded against the District in connection with any litigation brought under C.R.S. § 24-72-204(5) challenging the District's denial of inspection, copying, or release of the information identified as proprietary or confidential by the Respondent.

CORA Request Form

Messages sent using this form will become part of the public record and will be received by Library Director, David Farnan, and Director of Business and Administration, Jennifer Phares. A copy of your message will be emailed to you.

Los mensajes que se envíen usando este formulario serán parte del registro público y los recibirán David Farnan, Director de la Biblioteca, y Jennifer Phares, Directora comercial y administrativa. Usted recibirá una copia de su mensaje por correo electrónico.

[Fields for requestor contact information.]

[Staff recommends replacing the above with the following:]

Do You Require We Provide Any Yes
Responsive Records Found In a No
Format in Accordance With the
Accessibility Law for Colorado State
and Local Government (HB21-1110) *

Alternative Access Requested

Please note any specific accommodations, modifications or alternative access you would like to request.

[Field for a description of the records requested follows.]

Requests for Public Records Policy

[En Español](#)

Overview

The Colorado Open Records Act (CORA) requires that most public records be accessible to the public. Anyone can request records that the Boulder Public Library District maintains as part of their operating functions. The District serves as the custodian of all district related records and uses the retention schedule in the Colorado State Archives Special Districts Records Management Manual. The Boulder Police Department is the sole custodian of all police records thus police records requests must go through the police department.

Definitions

A “business day” is defined as any day in which the District Administration Office is open and conducting business, but shall not include Saturday, Sunday, or any day on which the District observes one of the holidays or closures listed here.

Making a Request

The District is committed to digital accessibility. Persons requesting public records pursuant to CORA may request accessible records be provided to them. To learn more about digital accessibility, please see the District’s Digital Accessibility Statement.

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 a records request formal records request 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 including dates. 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.
- If accessible records are sought, please note that on the request form.

- Your contact information. First and Last Name, Mailing Address, Email Address and Phone Number.

Request Processing

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<u>U.S. Mail, shipping and U.S.B device</u>	<u>Actual cost</u>
<u>Electronic transmission of records</u>	<u>No per-page fee will be charged for electronic copies of records.</u>

1st Hour – No Charge

More than 1 Hour – \$33.58/hour

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[Fields for requestor contact information.]

~~Request is for / La solicitud es para*~~

~~Request is for / La solicitud es para~~

~~Photocopies / Fotocopias~~

~~Electronic Copies / Copias electrónicas~~

[Staff recommends replacing the above with the following:]

Do You Require We Provide Any Yes
Responsive Records Found In a No
Format in Accordance With the
Accessibility Law for Colorado State
and Local Government (HB21-1110)*

Alternative Access Requested

Please note any specific accommodations, modifications or alternative access you would like to request.

[Field for a description of the records requested follows.]

Procedure for Handling CORA Requests

What is CORA?

The Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206, provides that all public records shall be open for inspection by any person at reasonable times, except as otherwise specifically provided by law. This procedure does not apply to informal requests for information.

Official records custodians will make reasonable efforts to respond to informal requests for information as soon as practicable. Records requests or requestors that cite the federal Freedom of Information Act shall be treated as though they were made pursuant to the Colorado Open Records Act. CORA applies to records within BPLDs control (e.g., City of Boulder files are not in BPLDs control).

Who uses CORA? What is the purpose?

Patrons, employees, and citizens use CORA. CORA's purpose is to ensure that the members of the public have access to government records so they can understand how the government affects their lives. Members of the public can request to inspect public records, however, BPLDs legal counsel ensures that confidential, excepted, or exempted writings are redacted or withheld.

District's Responsibility

We must make a good faith effort to respond to requests, which means we need to comply and follow the laws and best practices. This only applies to records within our possession and contained within the scope of the [records management policy](#). We are not required to organize the information, or deduplicate the information.

Written records are CORA eligible and may be scanned into electronic files. Archived information or records including email archives are CORA eligible. We will provide electronic of requested public records according to the terms of the statute, the District's rules, policies and procedures under CORA.

If security video recording is requested, the requestor is not permitted to view it without a court order, subpoena, or signed release from all persons depicted in the video.

Official Records Custodians

Official custodians for District records are as follows:

- The Director is the official custodian of all records that are centrally maintained by the District, including electronic communications.
- Department heads are the custodians of all records maintained within their departments.
- The HR Director is the custodian of all personnel records.
- The IT Director is the custodian of all electronic records.

It is the responsibility of all records custodians to become familiar with and educate affected District employees about the requirements and procedures contained in this procedure.

Written Requests

Generally, requests for public records under the District's [Request for Public Records Policy](#) must be made in writing and be specific as to the information requested. The District will treat a records request that cites the federal Freedom of Information Act as though it were made pursuant to CORA.

Identification of Applicant

Except when a record is confidential and accessible to only the requestor on the basis that the requestor is the person in interest, as that term is defined under CORA, the District will not require a requestor to furnish any form of identification as a prerequisite to releasing public records.

Response Time

CORA request must be responded to within 3 business days of the initial request per the Request for Public Records Policy. To calculate the time to respond, the day the request is received is not counted.

- **If more time is needed:** BPLDs legal counsel or the records custodian must contact the requester and ask for an additional 7 business days.
- **If a request is received after 2:00 p.m.:** it is considered received the next business day.
- **For broad, general requests,** the BPLDs legal counsel or the records custodian may contact the requestor to clarify or narrow the request.

Costs to the Requestor

Requestors may be charged a fee for the records custodian to research, retrieve, and compile public records, after the first hour which is free. Consult the Request for Public

Records Policy for the hourly fee. The hourly fee cannot exceed the amount posted in the policy.

There is a 25% deposit required for any request estimated to be \$500 or more. Payment must be received before a response to the request is completed. If payment is not received within ten days of contacting the requestor, the request is closed.

Processing the Request

1. A CORA request is submitted by U.S. Mail or by [filling out this form](#). CORA requests are sent to David and Jennifer. They will route the request to the appropriate person (request owner). The request owner may be David or Jennifer or someone they designate.
2. The request owner should create a [copy of this template](#) and update it appropriately. The request owner should then send the message from the template to the requestor and include the [CORA Policies and Procedures document](#).
 - a. If you have clarifying questions or want to narrow the scope, [make a copy of this template](#) and send.
3. In consultation with David, the request owner should contact the District's legal counsel to inform them of the CORA request, using a [copy of this template](#).
4. In consultation with David, the request owner should provide information about the request to the District's liability insurance broker.
5. The request owner should submit an IT ticket and attach the CORA Request Form and any directions from legal counsel. Please include the timeline (3 or 7 business days). IT will use a search tool to find any relevant data per [the record management policy](#) searching Teams, Outlook, SharePoint, and OneDrive files. They use search terms and other parameters to align the search results with the information requested.
6. The request owner will consult with IT to determine a time estimate. If the records are hard copy, the request owner will determine a time estimate to scan or copy the records. If it is one hour or less, the search or copying of the records may be completed. If the search or scanning will take more than one hour, the cost should be calculated based on the schedule in the [record management policy](#) and communicated to the requestor.
 - a. If you require an extension of time, [make a copy of this template](#) and send.
 - b. If you need to provide a cost, [make a copy of this template](#) and send.
7. Further searching, scanning or copying of the records is suspended until a response is received from the requestor. If they do not respond within ten business days, the request may be closed.

8. Once the search is completed or the documents are scanned or copied, the files are sent via password protected file by IT to legal counsel for review and follow up with the requestor.
9. Legal counsel may advise the request owner or the director should respond with the files to the requestor by [making a copy of this template](#) and sending it.

Best Practices

- It is fine to add a bit of humanness or personality to the template emails, but do not stray too much.
- If it is a large request, please manage the requester's expectations. It is best to deliver something by the deadlines to ensure that you are in progress with the request. But if it is likely that the file is still being reviewed and redacted past the deadline, propose a release schedule and ask the requester to confirm via email.
 - e.g., We will release #1 on your list by XDATE, #2 on your list by XDATE, etc.

FAQs

- **Should I keep my hiring records?** (Interview notes, etc.). - Yes, please keep them and give them to HR. HR will retain them for the required two years and then dispose of them.
- **What about items that I archive? Although there may be legitimate things you need to archive,** be sparing with what you archive and dispose of the records according to Public Records Management Policy. Remember: Anything archived is subject to CORA.

Resources:

- [BPLD Request for Public Records](#)
- [CORA Colorado](#)
- [CORA Rules](#)

January 2025 Directors Report

Annual Financial Audit

The annual financial audit is scheduled to take place during the week of May 6, 2025. The finance team will compile the documents requested by the auditor in April.

Gunbarrel Library Memo

See Attachment A for a 1978 memorandum concerning consideration for a branch in the Gunbarrel community.

M E M O R A N D U M

TO: Richard Luce
 FROM: Chris Cares *CC* DATE: August 18, 1978
 SUBJECT: Questions on Possible Gunbarrel Branch Library

As you are aware, a branch library is being considered in the proposed Gunbarrel work program, providing annexation of the residential area occurs this year. I am doing some preliminary work to investigate the costs of constructing various alternative facilities to serve residents of Gunbarrel. I would like to set up a meeting with you for next week. Following are some of the types of questions we would discuss:

1. What kinds of standards do you have for determining the optimal size of a library: 1) square feet per population, 2) books per population, 3) minimum size to be effective, etc.?
2. What size facility would you expect to locate in Gunbarrel? (in square feet and number of books)
3. What kinds of other facilities would you expect to locate in a Gunbarrel Branch library?
4. What does it cost to equip a library?

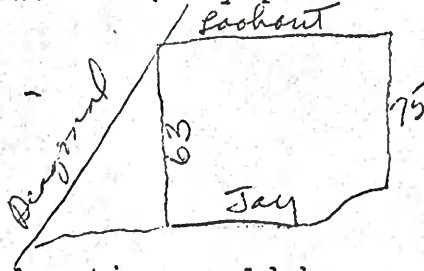
*6-8,000 \$ - at 48,000 community center
 74K building equip - total
 64K library equip - sub total
 3,000 \$*

range on # of books beyond which service is unfeasible.

To: Rick
From: Vi

Aug.13

The traffic pattern is in a square - 63rd St., Jay Road, 75th St. and Lookout Rd. There is a lot of use of the commercial area, shopping center. King Soopers, liquor store, cleaners, gas stations (only place where there are gas stations).



We believe best location would be as a part of a park development and we don't know what city has in mind, but we have heard talk of a park along the ditch at spot we marked no.1 choice. A beautiful site, close to heaviest traffic area and only commercial area. It would be in St.Vrain school district, if that is a consideration. Dividing line is Lookout road. Across the street on Idylwild and Lookout will be four buildings - medical (only one) bank and offices.

Our second and third choices are easily accessed with heavy traffic, some accomodation for bikes and pedestrians already made and others probably planned - wide easements - and 2, especially'is probably in center of population concentration.

Hope that in anycase building can be part of or adjacent to a park. Very good for the library as a setting, for programing, etc. And I should think city would see that it would be easier to maintain their property in one location. The firestation spot is not good for a library I think. Not near the center of the population.

Incidentally, we kept the other map, such a nice one - but we can return Tues.a.m. if you will give me a call that morning.

10: Rick Luce
ATTACHMENT A
Library

List of Persons testifying on Willow Springs II development request (28th & Iris):

- ✓ John Sand
3850 No. 26th Street
- ✓ Randy Tooker
2653 Juniper
- ✓ Charlotte ~~H.B.~~ Lefler
2624 Kalmia
- ✓ John Hansel
2631 Juniper
- ✓ Sherry Perrin
2663 Juniper
- ✓ Donna Haltiwanger
~~2600 Juniper~~ ~~2654~~ ~~2670 Juniper~~ 2659
- ✓ Curt Haltiwanger
~~2600 Juniper~~ 2659
- ✓ Gene Carr
2217 Juniper
- ✓ William Renfer and Ellen S. Renfer
2642 Sherwood Circle
- ✓ George Hoge
2300 Iris
- ✓ Ed Hansen
3490 - 16th Street
- Wes Plomster? (cannot verify)
- Bob Westdyke
City Manager
- ✓ Douglas Pope
3750 - 23rd Street
- ✓ Judy Renfroe
1460 Wonderview Court
- ✓ William Reddick
2290 Topaz
- ✓ Peter ~~Eckels~~ Eccles
4097-26th Street

Rick - Some of these people specifically requested a branch library. When Planning Staff told the Board they would explore the possibility with the Library, everyone applauded & seemed in agreement.

Norma

2025⁴ Library District Board of Trustees Application Materials

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Memorandum

To: [Nuria Rivera-Vandermyde, Boulder City Manager](#)
Gustavo Castanaza Cortez and Natalie Springett, [Boulder County Commissioners'](#)
Office

From: Boulder Library District Board of Trustees
Doug Hamilton, Board Chair,
Benita Duran & Sylvia Wirba, Board Governance Committee Members,

Cc: David Farnan, Director, Boulder Public Library District
Jennifer Phares, Deputy Director, Boulder Public Library District
Celia Seaton, Board Specialist, Boulder Public Library District

Date: January 22, 2025

Subject: Upcoming Vacancy on the Board of Trustees for the Boulder Public Library District

The Intergovernmental Agreement ~~between~~among Boulder County, the City of Boulder and the Boulder Public Library District (the IGA) requires that the District give notice of an impending vacancy on the Library District Board of Trustees. The Board of Trustees will have a vacancy in early May when the ~~two~~one-year term of an initial Trustee's appointment expires. **The Trustee who will be leaving the board is Sam Fuqua, a City of Boulder resident.** The new appointment will be for a five-year term.

The IGA states that a Selection Committee composed of two members of the City Council and two members of the Board of County Commissioners ~~choose a candidate to fill any vacancy,~~ and with ~~two~~ two members of the [Boulder Public Library](#) Board of Trustees will participate as non-voting, ex officio members, and will solicit applications, ~~and choose a candidate to fill any vacancy.~~ ~~The Governance Subcommittee recommends that the Library District continue to be responsible for collecting applications.~~ However, we recommend that ~~the process be modified from 2024 somewhat. Beginning this year, the Library District will review and consider all applicants and provide recommendations for the top candidates to the Selection Committee to be interviewed.~~ ~~The decision of who to interview and selection of as the final candidate will remain determined by the Selection Committee. The committee may consider the recommendations from the Library Board in their determination of who to interview. Library staff are available to support the selection committee's process.~~ This selection is subject to ratification by the City Council and the Board of County Commissioners before the ~~candidate~~ can take office as a Trustee in mid-May.

~~The Governance Subcommittee of the Library District Board of Trustees has~~
~~We have~~ prepared a draft packet of materials to support public outreach and recruitment, along with an application form and proposed interview questions (attached). ~~The Library District will be responsible for collecting applications and compiling information for consideration by the Selection Committee. The process to identify which candidates to interview, and how to select~~

~~a final candidate, should be determined by the selection committee. Library staff are available to support the selection committee's process.~~

We request that you share this draft packet with the Boulder City Council and the Board of County Commissioners to solicit feedback on the proposed process, materials and timeline. The Library District Board of Trustees will be reviewing this packet simultaneously, and we hope to receive all comments and suggested changes no later than **February 5, 2025** to meet the proposed appointment schedule. All feedback and comments should be sent to Celia Seaton at seatonc@boulderlibrary.org

We propose the following schedule for this appointment process:

January 21, 2025. Packet reviewed and approved by Library Board

January 22~~5~~: Draft packet provided to the ~~Board of Trustees~~, Board of County Commissioners and Boulder City Council.

January 21 : Board of Trustees appoint two members to the Selection Committee

Early February~~January~~: BOCC and Council appoint members to the Selection Committee

January 16: ~~Board of Trustees appoints to members to the selection committee~~

February 5~~January 25~~: Comments on draft packet due to Celia Seaton
seatonc@boulderlibrary.org

February 18~~January 30~~: Board of Trustees finalizes the packet

February 20- March 19~~meeting –one month~~February 1-29: Public outreach and recruitment [BPLD lead]

Week of March 24~~4-11~~: Selection Committee reviews applications [BPLD staff support]

By April 14~~12-29~~: Selection Committee interviews top candidates [BPLD staff support]

By April 21~~4~~: Selection Committee selects Trustee [BPLD staff support]

By April 30~~2-30~~: BOCC and Council ratify selection [City and County staff support]

May 20~~14~~: New Trustee is sworn in at the BPLD Board of Trustee monthly meeting

Thank you for your assistance. Please direct questions and feedback about the schedule to Benita Duran duanb@boulderlibrary.org and Sylvia Wirba Wirbas@boulderlibrary.org

Press Release/Newsletter Content

**Applications Open for Boulder Public Library District
Board of Trustee Positions
Deadline for Applications is ~~March~~ February __29, 20254**

~~Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a great group of people who are committed to the well being of our community in an atmosphere of civility and mutual respect (because that's what public libraries stand for)?~~

Applications are now being accepted for ~~one~~two positions on the Board of Trustees for the Boulder Public Library District: ~~one four-year term and~~ one five-year term. The Board strives to reflect the diversity of views and lived experiences throughout our community, and anyone who is 18 years or older, and lives [within the library district boundaries](#), is welcome to apply.

Trustees are expected to be committed to the long-term financial and programmatic success of the library ~~and the library~~ district and to subscribe to the [Library Trustees' Code of Ethics](#) and the [Library Bill of Rights](#).

While Trustees generously volunteer their time, they have the option to request reimbursement for eligible travel and service-related expenses. The Board of Trustees typically meets ~~once~~twice per month, (virtually and/or in person) on ~~third~~ Tuesday ~~starting at 6 pm~~, for one to three hours per meeting. Between meetings, Trustees ~~may~~ spend time interacting with community members and library staff, ~~attending Library events~~ reading meeting packets, and staying abreast of happenings in Library-land among other activities. Trustees may also serve on Board Committees, as Officers of the Board, or as liaisons to the Boulder Library Foundation Board. The [Colorado Public Library Trustee website](#) and the [Boulder Public Library Trustee Handbook](#) have more information and resources.

Interested members of the public can come to an information session with current Trustees on ~~March~~ February 20 from 5:00-6:00 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjiw7v>. The application deadline is 11:59 PM on ~~Thursday~~, ~~March~~February 18 __29. For more information and to apply, visit the [library's website](#).

The new Trustee will be appointed by a Selection Committee composed of two County Commissioners ~~and~~ ~~Claire Levy and Marta Loachamin~~; two City Council members, ~~Taishya Adams and Tina Marquis (update names)~~; and two current Trustees, ~~Benita Duran and Doug Hamilton (update Trustees)~~. The Selection Committee's appointment is ratified by the City Council and Board of County Commissioners.

What is a library district?

[The Boulder Public Library District](#) ~~Our library district~~ is a political subdivision of the state, created by a community vote and governed by a Board of Trustees appointed by the City Council and the Board of County Commissioners. Dedicated property tax revenues fund ~~the our~~ library district and voters within the district boundaries must approve any new or increased taxes. It is the most common form of governance for public libraries within the State of Colorado.

What are the responsibilities of Board of Trustee members?

The powers and duties of the Library District Board of Trustees are detailed in [Colorado Library Law \(CRS 24-90-109\)](#) and include:

- Adopt Board of Trustee bylaws, rules, and regulations
- Be responsible for all library property
- Employ the Library Director
- Adopt an annual budget and make appropriations to support library programs and services
- Accept gifts of money or property for the library
- Hold and acquire land by gift, lease or purchase for the library
- Enter into contracts and borrow funds for library purposes
- Submit an annual report to the community, the City Council, the Board of County Commissioners and the State Library

Celia Seaton, Executive Assistant for the Boulder Public Library, can be reached by email at seatonc@boulderlibrary.org to help address questions about the district or application process.

Application form

Add Bio or Resume, including Volunteer experience

See the draft application form [here](#). If there is another preferred tool for gathering responses, the content can easily be copied to an alternative platform.

[Personal information and demographics will be required and can be found in the above link.]

Application Questions:

- ~~1. Why are you interested in serving on the Library District Board of Trustees?~~
- ~~2. Do you have experience serving on a nonprofit or governmental board?~~
- ~~3. What skills do you have that will help the board of trustees guide the library district at this critical time in its development?~~
- ~~4. What personal characteristics make you a good fit to join the Library District Board of Trustees? Please provide two examples.~~
- ~~5. Describe an experience with group decision-making that highlights your approach to collaborating on difficult topics.~~
- ~~1. The library proponents envision building an equitable library system for all patrons and residents. Please provide examples of your past experiences in promoting fairness and inclusivity and how you would build an equitable library system to serve the plans of the library district.~~
- ~~2. 1. Why are you interested in serving on the Library District Board of Trustees?~~
- ~~1. 2. What skills, experience, or personal characteristics do you have that will help the board of trustees guide the library district? Please provide at least two examples.~~
- ~~1. 3. The BPLD envisions building and maintaining an equitable library system for all patrons and residents. Please provide examples of your past experiences in promoting fairness and inclusivity and how you would help build an equitable library system to serve the plans of the library district.~~
- ~~1. 4. In light of the current environment where some books are being banned from some libraries, please explain whether there any circumstances under which you would want to remove a book, program, or item from the libraries?~~
- ~~1. 5. Are there any current or past relationships, affiliations, or business interests that you believe might create a conflict of interest in your role as a member of the board? If so, how do you plan to manage or mitigate these potential conflicts to ensure your decisions align with the best interests of the organization?~~
- ~~1.~~

Interview Questions

[Interview questions will be shared with candidates invited prior to their interview.]

The following 5 questions are anticipated to be asked in your interview. They are being provided in advance to help you a candidate for the board prepare. Your interview is scheduled for 20 minutes, and a recommended maximum length of time for each question response is provided below to help you plan your time.

~~1. The board for the Library District is responsible for driving the vision and governance to ensure the Library can meet the objectives named in the 2022 ballot measure [\[link\]](#) and fulfill the goals of the 2018-2028 Library Master Plan. [\[link\]](#). What specific skills or expertise do you possess that would enable you to actively participate in this work and assist the Library District in achieving these outcomes efficiently and cost-effectively? (4 minutes)~~

~~2. Are there any circumstances under which you would want to remove, or would support removing a book or item from the libraries? (1 minute)~~

~~3. Serving residents of diverse learning styles, physical abilities, language proficiency and meeting other needs is critical to community library services. Please share any experience you may have to address inclusive practices and how you suggest implementing policies to ensure all community members are welcome and served by the Library District? (4 minutes)~~

~~4. The Library has now the necessary funding to address years of postponed upkeep in its buildings. What would be your priorities for that additional funding? (3 minutes)~~

~~5. How do you think the Library Board of Trustees should provide accountability to taxpayers for their decisions on budgetary, staffing, and service levels? (3 minutes)~~

~~6. Can you please provide examples of any current or past relationships, affiliations, or business interests that you believe might create a conflict of interest in your role as a member of our board? How do you plan to manage or mitigate these potential conflicts to ensure your decisions align with the best interests of the organization? The following 5 questions are anticipated to be asked in your interview. They are being provided in advance to help a candidate for the board you prepare. Your interview is scheduled for 20 minutes, and a recommended maximum length of time for each question response is provided below to help you plan your time.~~

1. What specific skills, experience or personal characteristics do you possess that would enable you to actively participate as a Trustee ?

2. Serving residents of diverse learning styles, physical abilities, language proficiency and meeting other needs is critical to community library services. Please share any

experience you may have to address inclusive practices and how you suggest implementing policies to ensure all community members are welcome and served by the Library District?

3. Understanding the 2025 budget priorities, which include projects being addressed from the 10 year master plan, what other important areas should the district focus on?

4. How should the Library Board of Trustees provide accountability to taxpayers for their decisions on budgetary, staffing, and service levels?

5. Is there anything else you would like to share?

<input type="checkbox"/>	Draft packet provided to the Board of Trustees, Board of County Commissioners and Boulder City Council	🗓️	Jan 5, '24
<input type="checkbox"/>	Appointment of 2 trustees to the selection committee	🗓️	Jan 16, '24
<input type="checkbox"/>	BOCC and Council appoint members to the Selection Committee	🗓️	Jan 16, '24
<input type="checkbox"/>	Comments on draft packet due to the Library District	🗓️	Jan 25, '24
<input type="checkbox"/>	Board of Trustees finalizes the packet	🗓️	Jan 30, '24
<input type="checkbox"/>	Public outreach and recruitment [BPLD lead]	🗓️	Feb 1, '24 - Feb 29, '24
<input type="checkbox"/>	Selection Committee reviews applications [BPLD staff support]	🗓️	Mar 1, '24 - Mar 11, '24
<input type="checkbox"/>	Selection Committee interviews top candidates	🗓️	Mar 12, '24 - Mar 29, '24
<input type="checkbox"/>	Selection Committee selects Trustee	🗓️	Apr 1, '24
<input type="checkbox"/>	BOCC and Council ratify selection	🗓️	Apr 2, '24 - Apr 30, '24
<input type="checkbox"/>	New Trustee is sworn in at the BPLD Board of Trustee Regular May meeting	🗓️	May 14, '24

Outreach Approach

The Board is committed to embodying a diverse range of perspectives and life experiences mirroring the vibrant community within the Library District. It is critical to widely disseminate this unique opportunity to an extensive and diverse audience. To achieve this, the library staff will leverage its robust network of community contacts and personal relationships, ensuring broad awareness of this opportunity. A particular emphasis will be placed on engaging organizations and individuals dedicated to serving disadvantaged and historically underrepresented communities. Noteworthy entities that will be approached for collaboration in recruitment efforts include:

Boulder Housing Partners
 Boulder Housing Partners, Red Oak Park
 Boulder Library Foundation
 BVSD
 BVSD, Adelante Program at Boulder High
 Children's Lit & Literacy in Elementary
 Education

City of Boulder, Communications and
 Community Engagement
 City of Boulder, Equity
 City of Boulder, FRS coordinator
 City of Boulder, HHS
 Coal Creek Adult Education

From: Shari Roth <sharimroth@hotmail.com>
Sent: Tuesday, December 24, 2024 1:51 PM
To: Doug Hamilton <hamiltond@boulderlibrary.org>; Brockett, Aaron <brocketta@bouldercolorado.gov>; David Farnan <farnand@boulderlibrary.org>; commissioner.levy@bouldercounty.org <commissioner.levy@bouldercounty.org>; commissioner.loachamin@bouldercounty.org <commissioner.loachamin@bouldercounty.org>
Subject: Re: Concerns Regarding Recent Incident and Ongoing Safety Issues At and Near the Library

Doug,
Thank you for your response and the clarifications regarding the Board's commitments to safety and transparency.
I want to emphasize that while I understand the Library District is not responsible for events occurring outside the library, these external factors do have a significant impact on patrons' sense of safety. As patrons must pass through the surrounding exterior areas to access the library, these events inevitably affect how safe they feel.
Jen informed me that you shared my previous email with her. While I had her permission to contact you on her behalf regarding your email to her, I chose to exclude her from this communication. She is currently dealing with some personal issues, and this topic is both emotional and triggering for her. I did not want to add to her concerns at this time.
Thank you again for your attention to these matters.
Best regards,
Shari

Key Edits:

From: Doug Hamilton <hamiltond@boulderlibrary.org>
Sent: Monday, December 23, 2024 3:02 PM
To: Shari Roth <sharimroth@hotmail.com>; Brockett, Aaron <brocketta@bouldercolorado.gov>; David Farnan <farnand@boulderlibrary.org>; commissioner.levy@bouldercounty.org <commissioner.levy@bouldercounty.org>; commissioner.loachamin@bouldercounty.org <commissioner.loachamin@bouldercounty.org>
Subject: Re: Concerns Regarding Recent Incident and Ongoing Safety Issues At and Near the Library

Shari,

I appreciate the email. The stabbing in the civic area was very disturbing. Safety and security at the main library are a top priority for the Library Board and staff and we have made huge investments in the last year (nearly \$900k last year) to maintain security and make improvements. We plan to continue our work with the City to make additional improvements in 2025 to the main library and surrounding area.

It is typical practice for library staff and security to report anything concerning that they see around the library to the police and/or the City. In this instance, I believe that Library staff

reported the encampment multiple times last week, and I was at the Main library this morning and the SAMPS team and police have noticed the encampment in the labyrinth area for removal. While about half the encampment has already dispersed from when I was there on Thursday, I would expect the rest to move when the SAMPS team arrives to clear it.

The incidents that you reported below were known to us and are unfortunate. The main library sees hundreds of thousands of visitors each year, and we serve everyone who walks through the door. With the number of visitors we see each year, the likelihood of us have zero incidents is very, very low. However, the investments we have made, and will continue to make, have shown an overall decrease in the number of incidents inside the Main Library. But I would be happy to sit down with you, or Jen, and go through the steps we are taking to make sure everyone feels safe while enjoying our library.

While it is the holidays, and it will be difficult to get folks together right now. In 2025, I am going to continue work with Library staff, City officials, and the police to make sure the area in and around the Library is as safe as possible (even though, technically, the areas outside of the library in the underbelly, playground, and civic area are not under our control).

While none of this email addresses systemic issues causing homelessness, drug abuse, violence, and mental health issues, the Board is committed to being as transparent as possible about the resources within the Board's control to keep the library safe.

Please let me know if you have any additional questions....Doug

From: Shari Roth <sharimroth@hotmail.com>

Sent: Sunday, December 22, 2024 5:34 PM

To: Brockett, Aaron <brocketta@bouldercolorado.gov>; Doug Hamilton

<hamiltond@boulderlibrary.org>; David Farnan <farnand@boulderlibrary.org>;

commissioner.levy@bouldercounty.org <commissioner.levy@bouldercounty.org>;

commissioner.loachamin@bouldercounty.org <commissioner.loachamin@bouldercounty.org>

Subject: Concerns Regarding Recent Incident and Ongoing Safety Issues At and Near the Library

All,

I am writing on behalf of Jen Livovich, who is currently attending to some personal matters. Jen wanted to share her concerns with each of you regarding recent and ongoing events near the library, and I have been asked to communicate them in her stead.

As some of you know, Jen sent out an email yesterday regarding the recent stabbing incident near the library. This event has deeply affected her, as she knows the victim personally. Jen attests that the victim is not a "really good guy", and not a troublemaker. She has also been warning members of the community about the unpredictable, aggressive, and sometimes

violent behavior she has observed at the park, which has made her and other campers in the park feel unsafe during her weekly Friday Streetscape events. Jen has expressed that she's not sure if she should continue this work due to her safety concerns, and would never feel comfortable walking alone near the library at night.

Given that Jen was formerly homeless in Boulder for five years and has assisted unsheltered individuals who camp near the library for many years, her concerns carry considerable weight. Her insights into the situation are not only informed by her own experience, but also by her close involvement with the local unhoused community.

Jen has also shared a response she received yesterday from Doug Hamilton. In his email, Doug mentioned that a large encampment behind the library had appeared last week and suggested that this new group may have caused some friction. However, according to the campers who witnessed the stabbing and are now fearful for their own safety, the individuals involved in the stabbing are not newcomers. They have identified the assailant, known by the nickname "Hatchet Man," as someone with a violent history.

Doug also stated that "inside the library is perfectly fine," based on his experience including working there all-day last Thursday. However, the concerns raised by Jen and others suggest that the situation inside and outside the library—and in the surrounding areas—is far more complex than he might realize.

To further underscore the ongoing safety issues, I've included a sampling of police calls involving the library address since June of this year. These incidents were posted on social media yesterday, and **include those outside and beneath the library, as well as some within the library itself. The incidents occurring inside the library have been highlighted.**

If the goal is to make the library a welcoming space for all, it seems crucial to address these safety concerns head-on, rather than dismissing or denying their existence. A more proactive approach would be greatly appreciated.

Thank you for your time and attention to this matter.

Sincerely,

Shari Roth
City of Boulder Resident

Last Night's Stabbing at the Library BPD posted about this here:

<http://x.com/boulderpolice/status/1870321713604637101> Here's the radio traffic. I've crunched this down to about 8 minutes 39 seconds:

<https://drive.google.com/file/d/1f8rpk4eWIRMMisgiUD1F9Q0K3GNMMsO3/> ~ Call came in about 8:15 PM ~ Victim had multiple stab wounds. ~ Responding officers requested AMR emergent ~ They set up a perimeter ~ At one point, they requested a K9 and a drone unit ~ They very nearly sent out a reverse 911 call to residents in the area before finding the suspect ~ They located him at 6th and Arapahoe ~ Officers did not recover the weapon ~ Officers requested a CSI unit ~ I did a little pruning to protect people's privacy, such as the residential address where officers initially sought the suspect

~~~~~ Here are a few more calls we've had at the library recently:

6/7 6:03 PM Disturbance I/P, two males hitting each other with skateboards. A witness later says there were actually two suspects and they both ran away. <https://drive.google.com/file/d/1hVUAmJA1ACaav10FtdtERRdPzO9qTDcr/> [:45]

6/14 3:29 PM Assault I/P, suspect assaulted a female and a guard. A female security guard was asking a patron who had been in the bathroom a long time to finish up. He came out and punched her in the jaw, knocking out one of her teeth. Other security guards detained him while police were en route. <https://drive.google.com/file/d/1cSQtiV-NTj2Rze0rb6CMA1oNlcAESyYR/> <https://drive.google.com/file/d/10l3wuMd0oq9aKDdJPFuoPNxm0oCofrIC/> [:

17] 7/10 2:20 PM Disturbance I/P, on the second floor by the stairs. "It's an open line with a lot of swearing and cursing and screaming in the background." <https://drive.google.com/file/d/1hKbzAgZoVneiz4ki5WghShr1VziuFEf4/>

[:14] 7/15 9:37 PM Menacing I/P, **under the library**, a man in a wheelchair with guns and knives, including a gun with a laser sight pointing it at people. Witnesses confirmed he was the suspect. Reportedly someone grabbed the gun and ran away. One victim said they were a victim of a 3rd degree assault (bitten? AMR was called for someone who had a bite mark on their arm). Another said she was felony menaced. There were other witnesses. Note: I don't know if this was a real gun, and I don't know if it was recovered. An officer airs its description he's provided at the very end of this clip. I originally heard "BB gun" but it might have been a "Springfield XD pistol (a real gun). You can decide for yourselves: <https://drive.google.com/file/d/1D8OIkvxtoChUGUQ3GZ4aI4TaX499NETV/>

[2:08] 7/19 4:29 PM Weapon J/O, a man with an open shirt swinging a stick "with a spike on the end of it" at things and was talking nonsense. "Sound like he was inside the library." <https://drive.google.com/file/d/1l-McC5MRTrgqWCOA3sHwG3Bng-4aDjF8/>

[:34] 7/30 6:40 PM Assault J/O, a male hit the RP's husband and someone else with some rocks. "No other weapons...other than the rocks." [https://drive.google.com/file/d/1g153Ha4KBjIT\\_PezrsBwsTRoQUgOsriW/](https://drive.google.com/file/d/1g153Ha4KBjIT_PezrsBwsTRoQUgOsriW/)

[:29] 8/3 11:29 PM Disturbance I/P, RP says another man popped both his bike tires with a knife and wants his stuff back. [https://drive.google.com/file/d/1fnMqdzfk2-a5DTO\\_404EPBII3UyIoMkl/](https://drive.google.com/file/d/1fnMqdzfk2-a5DTO_404EPBII3UyIoMkl/)

[:29] 8/4 8:07 AM Follow up, RP advised there was a woman by the creek who stole her knives and a taser last night, and possibly has drugs on her. <https://drive.google.com/file/d/1G9dQi4yiaAfrkZcKC5mxY9F4iZp5pY2y/>

[ :26] 8/4 10:35 AM Disturbance I/P, two women fighting by the skate park. One has a knife around her neck. [https://drive.google.com/file/d/1r7ZqCNsn\\_KAepnxn1NQHaorp8KhfelkT/](https://drive.google.com/file/d/1r7ZqCNsn_KAepnxn1NQHaorp8KhfelkT/)

[ :33] 8/4 12:32 PM Welfare check, a 7 year old girl appears to be living in a tent. "There's a few dogs, [RP] thinks the parents may possibly be under the influence."  
[https://drive.google.com/file/d/11DfFnqPm5BgOldtANC\\_KFU4yHVXnfkT1/](https://drive.google.com/file/d/11DfFnqPm5BgOldtANC_KFU4yHVXnfkT1/)

[ :17] 8/8 12:56 PM Hazard, at the skate park. "It seems like [...] have taken over it right now, and people are upset because they're not letting them skate. They want them moved along."  
<https://drive.google.com/file/d/1f48yspuUydIIWSOGGihdTWk8j6lhbHjz/> [

:10] 8/9 11:35 AM Menacing J/O, a young woman threatened another woman with a knife. She was located by the kids fishing pond. The male victim was brought by for a "show up" to identify the suspect.  
<https://drive.google.com/file/d/12OBLdWrdgQSqhXBAUZizbgnIGwgbz168/>

[ :52] 8/10 4:28 PM Disturbance I/P, "a large fight with at least 5 people." One man had a fake toy gun and he was hitting people with it. This was on the south side of the creek "by the playground." PD called AMR for a 66 year old woman with a laceration.  
<https://drive.google.com/file/d/1XTKQDxqn28cwVoV7SkAMG4f-0rR-KJvu/>

[ :37] 8/14 3:51 PM Suspicious I/P, security officer reported a physical fight. "They're separated now, but one party is still out front, seems agitated, thinks he might try to fight again." Suspect was by the skate park later trying to get back into the building.  
<https://drive.google.com/file/d/1ae7SVvsB0iHjBpxsDPUhayfUK9ctissv/>

[ :32] 8/24 2:47 PM Indecent exposure I/P, a woman flashed her genitals at children at the skate park. Possibly under the influence. [https://drive.google.com/file/d/1zM-P9PInR\\_kTO6-F4db1k9IKz8HsQ7g8/](https://drive.google.com/file/d/1zM-P9PInR_kTO6-F4db1k9IKz8HsQ7g8/)

[ :30] 8/28 7:26 AM Domestic disturbance I/P, RP saw a male punch a female in the stomach.  
[https://drive.google.com/file/d/12rLBd7oGrFeMyxzhv27U\\_dmAlJbXUMmk/](https://drive.google.com/file/d/12rLBd7oGrFeMyxzhv27U_dmAlJbXUMmk/)

[ :18] 8/28 12:37 PM Disturbance J/O, two men physically fighting and yelling outside the main library entrance by the playground. One man was swinging a skateboard. The apparent aggressor was shirtless. <https://drive.google.com/file/d/1-Or7qv0KMIHqSHpF3yuG45ug0roac3md/>

[ :23] 9/3 9:07 PM Assault J/O, RP at the skate park says a female suspect tried to stab him with a screwdriver, and also tried to hit him with a chair. Last seen headed toward Central Park. Officers searched but did not find her. <https://drive.google.com/file/d/1n4ABkoe2ZquPEseO-epTRw65xXFIPi6q/>

[ :34] \*\*\*And then this call the next morning was related\*\*\* 9/4 7:11 AM Harassment I/P, at the skate park, RP says that a female tried to stab him with a screwdriver last night and is harassing him now. [https://drive.google.com/file/d/1yc8SNvlzP\\_HHJOd2j9Osr5yB48oZOVYb/](https://drive.google.com/file/d/1yc8SNvlzP_HHJOd2j9Osr5yB48oZOVYb/)

[ :24] 9/5 7:44 PM Weapon I/P, RP says a woman is coming at him with a hammer. She was contacted at the skate park. Note code 13 and she was tased. [https://drive.google.com/file/d/1ACA9q8fsJ7I6WLPQ\\_JEDtbCOoOQc29Fh/](https://drive.google.com/file/d/1ACA9q8fsJ7I6WLPQ_JEDtbCOoOQc29Fh/)

[ :58] 9/30 9:56 AM Assault J/O, a man assaulted another man with a stick. "Looks like we have assault-second degree strangulation, felony menacing, something along those lines." I don't know if this man was identified or located. [https://drive.google.com/file/d/1-5C-BL3wJnm2XRk1nJdW\\_Lv0-7iCvMJE/](https://drive.google.com/file/d/1-5C-BL3wJnm2XRk1nJdW_Lv0-7iCvMJE/)

[ :50] 10/11 12:57 PM Assault J/O, RP says he called police to say he was pushed off his bike by a naked man, who then went back to his camp. <https://drive.google.com/file/d/1TNxl-xdeulCtQKJ22v-vX7TopCIWfwSR>

[ :28] 10/17 9:23 AM Assault I/P, RP says he was just punched in the face. Suspect was by the tents **below the library**. RP knows the suspect's name. They live together at the Source (a shelter for teens on Broadway). <https://drive.google.com/file/d/16rSgPz6SyVU0hGeC7UZrQNL6nSF4tbqM>

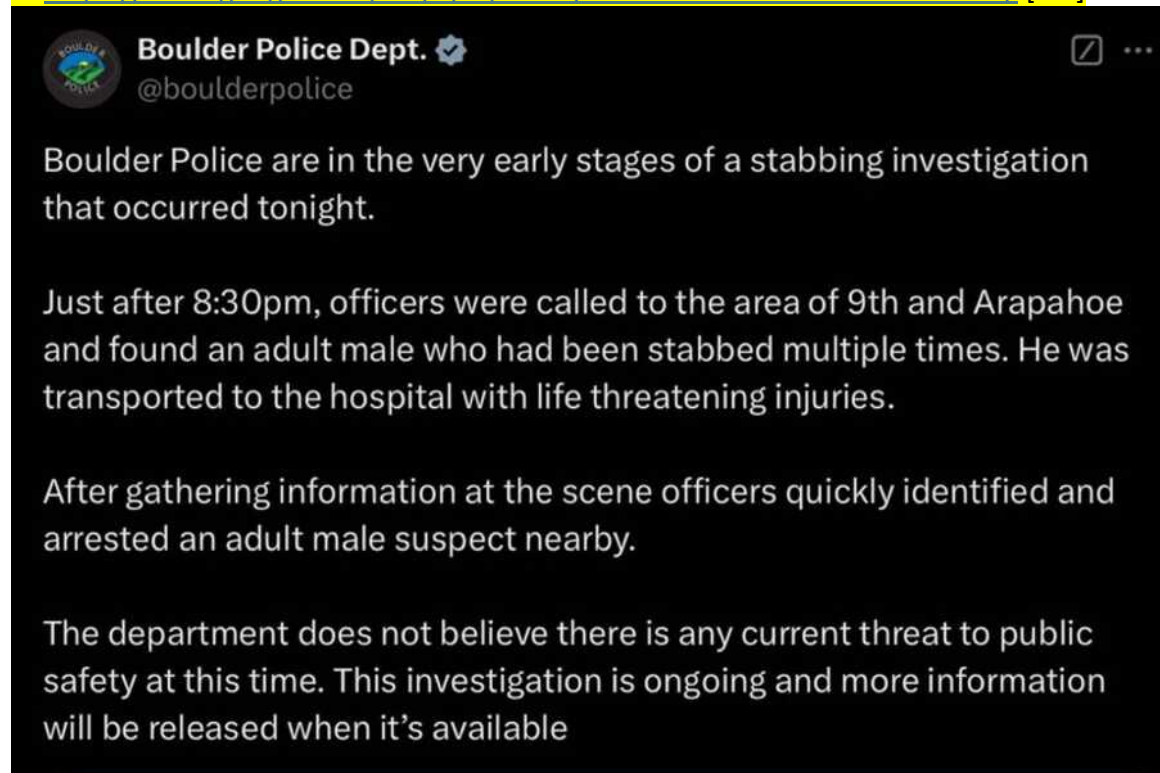
[ :26] 10/28 11:11 AM Disturbance I/P, security is out with a DK male who's threatening them. [https://drive.google.com/file/d/1zw5mjPUMeXIWt\\_0BbG04gPpsULT4KEyx/](https://drive.google.com/file/d/1zw5mjPUMeXIWt_0BbG04gPpsULT4KEyx/)

[ :21] \*\*\*And then the following call was related\*\*\* 10/28 11:59 AM 14xx Canyon Behavioral check, RP calling from a 911 only phone, says he was being threatened and needed to go to the hospital. Then said he was diagnosed with ESP and Martians were hacking him. An officer replies that he was out with this party at the library earlier. [https://drive.google.com/file/d/1OM46dA\\_fQoi1VvEfxue0VJnsUCqxMp\\_/](https://drive.google.com/file/d/1OM46dA_fQoi1VvEfxue0VJnsUCqxMp_/)

[ :46] 11/2 12:26 AM Suspicious I/P, a man with pants but no underwear (?) is trying to saw a lock off a bike. Later was trying to break the lock. Officers contacted him (code 5/code 4). He was arrested. I don't know what the charges were, as he would not have been arrested just for that. [https://drive.google.com/file/d/10xaa4KdpgR\\_Yx13dyu9vO2AoQ79HbeO0/](https://drive.google.com/file/d/10xaa4KdpgR_Yx13dyu9vO2AoQ79HbeO0/) [ :42]

11/5 7:38 PM Disturbance I/P, a man by the security desk yelling, also asking for Narcan. A responding officer requests AMR non-emergent for someone who took fentanyl. "PD is gonna bring the patient out to you." [https://drive.google.com/file/d/1V82qIMUfJ\\_9oNEb6vQpibzG-WuraiMhD/](https://drive.google.com/file/d/1V82qIMUfJ_9oNEb6vQpibzG-WuraiMhD/)

[ :33] 11/8 8:38 AM "It looks like RP is calling back, and the male is now yelling and trying to get into the library. And he's threatening to kick staff." It's not clear what this was or what started it. <https://drive.google.com/file/d/1licW8AjurKwGHmDSw2F2v-bfHzDK1Ycw/> [ :08]



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## Proposed 2025 BPLD Board of Trustees Meeting Schedule

Tuesday, January 21 – REGULAR MEETING

Tuesday, February 18 – REGULAR MEETING

Tuesday, March 18 – REGULAR MEETING

Tuesday, April 15 – ANNUAL MEETING TO ELECT OFFICERS/REGULAR MEETING

Tuesday, May 20 – REGULAR MEETING

PROPOSED JUNE RECESS (Tuesday, June 17)

Tuesday, July 15 – REGULAR MEETING

Sunday, August 24 – RETREAT MEETING

Tuesday, September 16 – REGULAR MEETING

Tuesday, October 21 – REGULAR MEETING

Tuesday, November 18 – REGULAR MEETING

Tuesday, December 16 – REGULAR MEETING

Tuesday, January 20, 2026 – REGULAR MEETING

**ANNUAL ADMINISTRATIVE RESOLUTION OF THE  
BOULDER PUBLIC LIBRARY DISTRICT  
(2025)**

At a regular meeting of the Board of Trustees of the Boulder Public Library District, City of Boulder, Boulder County, Colorado, held at 6:00 p.m., January 21, 2025, at Boulder Public Library, Canyon Meeting Room, 1001 Arapahoe Ave, Boulder Colorado, the following proceedings were had.

It was moved by Trustee \_\_\_\_\_ to adopt the following Resolution.

RECITALS

The Boulder Public Library District (the “District”) was organized as a library district pursuant to §24-90-101 *et seq.*, C.R.S.; and

The Board of Trustees is obligated by law to ensure performance of certain obligations for the efficient operation of the District including:

- a. Publish certain legal notices in a newspaper of general circulation in the District chosen as the newspaper for official publications; and
- b. § 24-90-109(1)(a). C.R.S. requires that a copy of the District’s bylaws be filed with the State Library; and
- c. § 24-90-109(1)(k), C.R.S. authorizes the Board of Trustees to bond persons entrusted with library funds; and
- d. § 24-90-109(1)(p.5), C.R.S. requires the District to maintain a current, accurate map of the legal service area and provide for it to be on file with the State Library; and
- e. § 24-90-109(2.5), C.R.S. requires the Board of Trustees to respond to a survey by the state library at the close of each calendar year; and
- f. The Board of Trustees must meet regularly at a time and in a place to be designated by the Board; and
- g. § 24-6-402(2)(c), C.R.S., specifies the duty of the Board of Trustees to designate a public posting place within the boundaries of the District for notices of meetings, in addition to any other means of notice; and

h. In accordance with the Colorado Governmental Immunity Act, the Board is given authority to obtain insurance against liability for injuries for which the District may be liable under the Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

i. § 24-72-202(2), C.R.S. requires the appointment of an “Official Custodian” to include any officer or employee to be responsible for the maintenance, care, and keeping of public records, regardless of whether the records are in his or her actual personal custody and control; and

j. The Local Government Budget Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments thereto, to adopt budgets, and to file copies of the budgets and amendments with the State Auditor and the Colorado Division of Local Governments; and

k. The Board must appoint a finance officer to provide financial services and be designated as the budget officer required to prepare and submit a proposed budget by October 15, pursuant to §§ 29-1-104 and 29-1-105(3)(d), C.R.S.; and

l. The Board must certify its mill levy to the County Commissioners annually on or before December 10 for the collection of revenue for the following year; and

m. Pursuant to § 29-1-603, C.R.S., the must cause an annual audit of the financial statements for each fiscal year to be filed with the Division of Local Government and the office of the State Auditor; and

n. Pursuant to the Intergovernmental Agreement among the District, City of Boulder, and Boulder County dated December 8, 2023, the District is required to file an annual report with the City and the County by July 31 of each year, beginning in the year 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BOULDER PUBLIC LIBRARY DISTRICT THAT:**

1. The Board designates *The Daily Camera* as the official newspaper of general circulation within the boundaries of the District and directs that all legal notices required to be published in a newspaper be published in accordance with law therein.

2. The Board directs the District Director to file a copy of the District’s bylaws with the State Library.

3. The Board directs the District Director to obtain any necessary bonding for the persons entrusted with the Library funds.

4. The Board directs the District Director to maintain a current, accurate map and timely file it with the State Library.

5. The Board directs the District Director to complete the annual questionnaire submitted by the State Library at the end of each year.

6. The Board will hold its regular meetings on the schedule approved at its first meeting of the year at 6:00 p.m. at the Boulder Public Library District, 1001 Arapahoe Avenue, Boulder, Colorado or at designated locations. The Board may also conduct meetings via Zoom videoconferencing platform and may from time to time change the schedule approved at the first meeting.

7. Regular and Special Meeting notices shall be posted at the Boulder Public Library District, Main Branch Library at 1001 Arapahoe Avenue, Boulder, Colorado and on the District's website at [www.boulderlibrary.org](http://www.boulderlibrary.org).

8. The Board directs the District Director to maintain insurance for the District, to insure against all or any part of liability for an injury; to insure against the expense of defending a claim for injury against the District, its staff or its Board and to insure the District's property interests and holdings against loss or damage to the extent deemed necessary for the ongoing operations of the library system. The Board will annually review all insurance policies in effect.

9. The Board designates the District Director to serve as the official custodian of public records for the District, who shall coordinate with legal counsel to the extent they maintain any public records.

10. The Board designates the District Director, to engage or employ the District accountant, and to serve as the District's finance officer. The Board designates the Finance Officer to serve as the budget officer, and to submit a proposed budget to the Board by October 15, and, in cooperation with legal counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levy on or before December 10; and to file the approved budgets and amendments thereto with the proper governmental agencies in accordance with the Local Government Budget Law of Colorado.

11. The Board of Trustees appoints the law firm of Seter, Vander Wall & Mielke, P.C. as legal counsel for the District for the remainder of 2025.

12. The Board directs the District Director to obtain proposals for an audit firm to audit the District's financial records to be filed with the State Auditor by July 31 or obtain an extension as allowed by law and to present the audit findings to the Board of Trustees at a public meeting.

13. The Board directs the District Director to, no later than July 31 of each year, beginning with the year 2025, complete the annual report as required by the Intergovernmental Agreement with the City of Boulder and Boulder County which report shall include: the current state of the library system; goals and projections for the coming year; a summary of the current adopted budget; status of reserve accounts and accounts; and such other statistics and information as the Board deems to be of the public interest.

The motion to approve the Resolution was seconded by Trustee \_\_\_\_\_, and upon vote, unanimously carried.

ADOPTED the 21st day of January, 2025.

**Boulder Public Library District**

By: \_\_\_\_\_  
President

ATTEST:

By: \_\_\_\_\_

DRAFT