

A Grand Opportunity: BPLD's Local History Library and Archive

- Prior to the ballot measure and formation of the Library District the direction of Carnegie was put on hold.
- The formation of the Library District comes at a critical point in Carnegie's history, and the opportunity to set the course for the archive for the next 20 years.
- Tonight, we will look at growth options and needs of the collection as well as the building itself.
- Before we go any further into the future, let's look at our starting point: Pre-2020 Carnegie Library for Local History.



Pre-2020 Legacy Building Starting Point

- Building was maintained by City and updates and repairs were done when budget allowed.
- All staff space intermingled with public and collections space.
- Building grandfathered in with older code requirements.
- Age of building has meant an increase of maintenance was needed.
- Single pane original windows, perimeter radiator, small doorways and low ceilings.
- Current shelving and storage areas inside the building was established.
- Limited electrical capacity.
- Lot size/property lines smaller than average- essentially the building and directly in front.



Pre-2020 Legacy Collection Starting Point

- City-owned storage unit housed materials that required more space than was available in the Carnegie building.
- Passive collecting: Not seeking large donations.
- Deaccession of some previously collected materials to create space for new items as they were donated.
- Strict collecting procedures, i.e. no collecting from organizations that still exist due to lack of space.
- Had to consider turning down large donations due to lack of space.
- Majority of current collection acquired.
- No climate-controlled storage, however established non-public storage areas in building.
- Prioritized collection processing based on space needs and not on conservation needs, or when items are donated.

Investment by BPLD in the Building and Collections: 2020 - Present

Building

- Fixed leaks in roof
- Repaired water damage to interior
- Repainted discolored areas in reading room
- Widened ramp to improve ADA access
- Replaced exterior door
- Brought in contractors to identify needed repairs and improvements
- Physical needs for equity in access: Elevator for the second floor, bathroom updates
- Various maintenance repairs still needed, like single pane windows, gutters needing repairs, floor reinforcement and refinishing

Collections

- HVAC system installed for temperature control in document storage room
- Moved some collections off-site to Iron Mountain for storage
- Emptied City storage unit and stored items from unit at Main, in Carnegie, or deaccessioned.
- Established conservation data loggers to track exposure and environment that materials are stored in, and improved temp and RH in those areas
- Improving connection of the archive to the people via EDI cataloging project and new website and catalog
- Current linear feet of materials stored in Carnegie: 3809.15 linear feet
- Current appropriate shelving space in Carnegie: 2807.70 linear feet
- Carnegie building over storage capacity amount: 26%



Thursday, April 10th, 2025: Walk-In Hours

Three Rates of Growth to Consider

Three scenarios for collection growth to consider as we look at potential building and collection needs:

- **Scenario 1:** Continuing the current path of passive collection growth at a rate of 1% a year over 20 years, or 20% total. +898 linear feet
- **Scenario 2:** Doubling the current collection growth rate of 2-3% a year over 20 years, or 50% total. + 2245 linear feet
- **Scenario 3:** Catchup/Expansive Growth with a growth rate of 5% a year over 20 years, or 100%. + 4490 linear feet

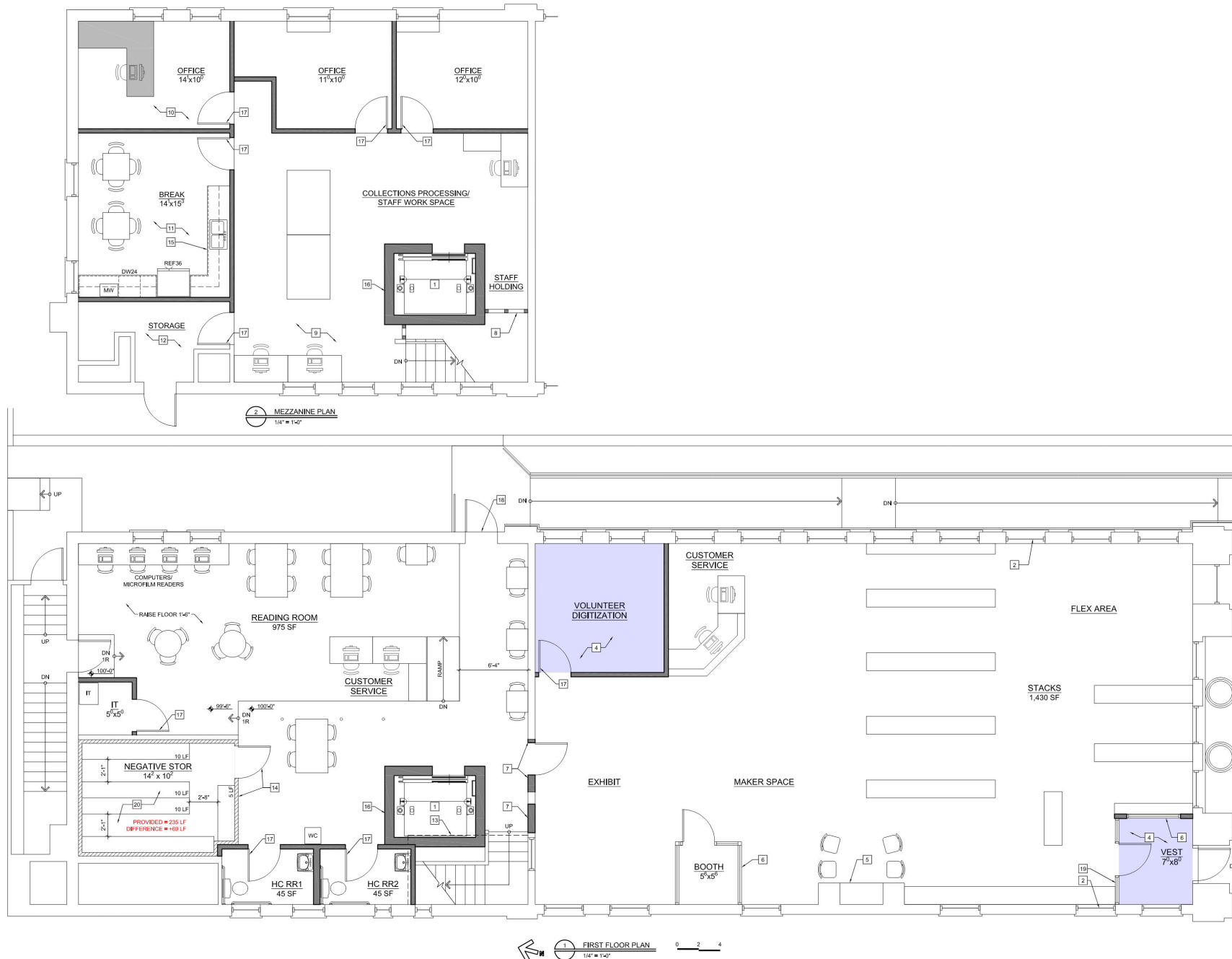




- Daily Camera collections in hallway are consolidated to area with reinforced floor, room created
- Service desk and vestibule re-configured
- Wall radiators removed
- Two 1st floor offices added
- Cold storage added to 1st floor
- Restrooms renovated
- All collection processing primarily moved to 2nd floor
- Dumb waiter added to assist in moving collections between floors
- Break room added, along with manager office 2nd floor
- Does not add to overall storage capacity for future growth
- Collections still mixed with public space, limiting type of activities Carnegie can host

Option 2: \$2.7-3 Million

- Archives largely moved off-site. (Will require additional staffing/expense for pulling items, transporting, and storage.)
- On-site cold storage.
- Current archive storage turned into reading room – front area flex space with limited collections, makerspace, exhibitions etc.
- Sound-proof booth added to 1st floor
- Room for volunteer digitization added
- Full-service elevator added
- All staff desks moved to 2nd floor – 2nd floor offices added





What a Memory Lab Offers:

- Digitization and viewing stations for: Audio (cassette, LP, etc.), home movies, (VHS, 8mm, etc.), slides and negatives
- File converting for long term storage
- Bulk and oversize document scanning
- Family history publishing station
- Overhead scanner for fragile items
- Image digitization of 3D objects
- An area for public hands-on preservation work including how-to classes

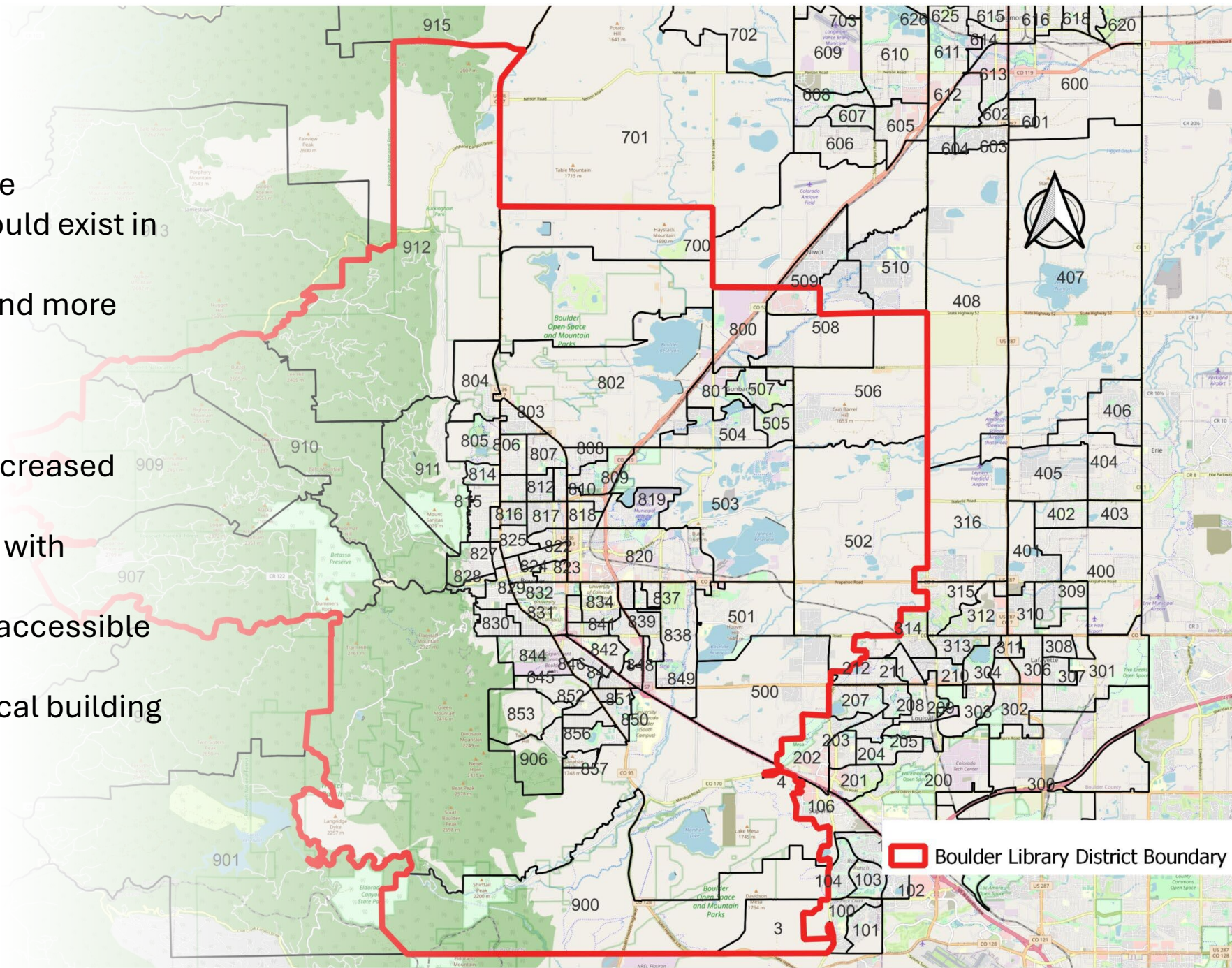
Recording Booth

- Soundproof studio for recording oral histories and podcasts
- Photo shown LINC library in Greeley



Option 3: New Site

- Allows for growth of archive
- Collections and archive could exist in same space
- Memory Lab, exhibitions and more program space could be incorporated
- Could be connected to a neighborhood library for increased traffic
- Improve access to archive with parking
- Space would be fully ADA accessible to staff and patrons
- Lose connection to historical building



The Future Direction of the BPLD Archive Directly Influences the Physical Needs

What Services to Offer:

- Memory Lab
- Walk- In research (requires all materials on site)
- Appointment only research (Can store materials off site)
- Lectures
- Exhibitions
- Workshops
- Note: Increasing attendance requires access to parking

What Do We Want to Collect?

- Active vs. passive collecting:
 - Surveying current gaps and silences in archive due to limited space and staffing
 - For example, Boulder's cultural scene from 1950's onward
 - Under-represented voices and communities in current collections
 - Boulder's new film scene now that Sundance is coming – physical film would need cold storage
 - Considering more aspects of City archives

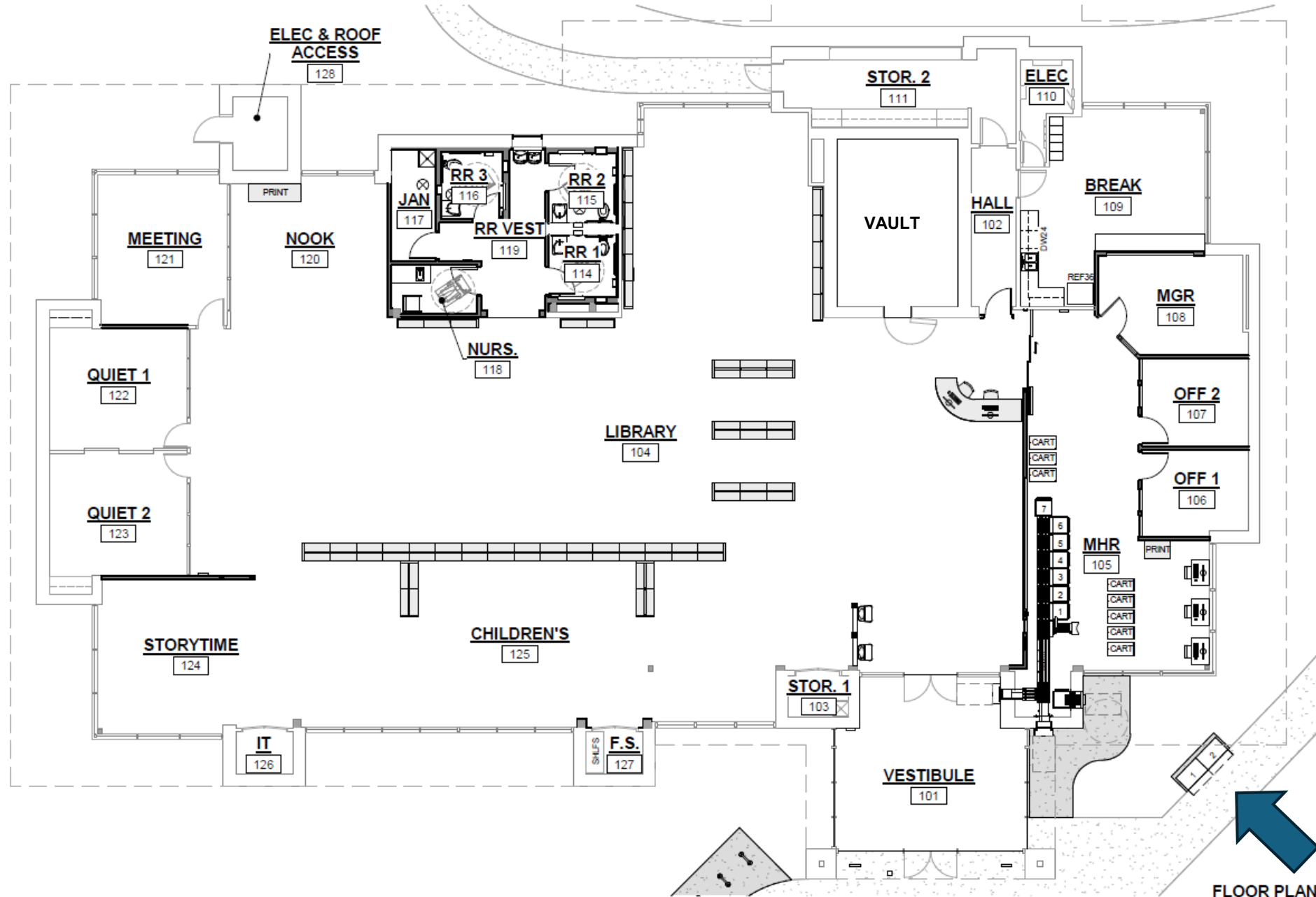
Where Do We Want this Opportunity to Lead?

- How do we want to position BPLD's Local History Library and Archive to best connect the people we serve with the information and ideas within?
- How can we transform lives by connecting the people of Boulder County with local history?
- How do we position the archive to help strengthen our community?
- How can we transform the collecting of local history and bring people together?



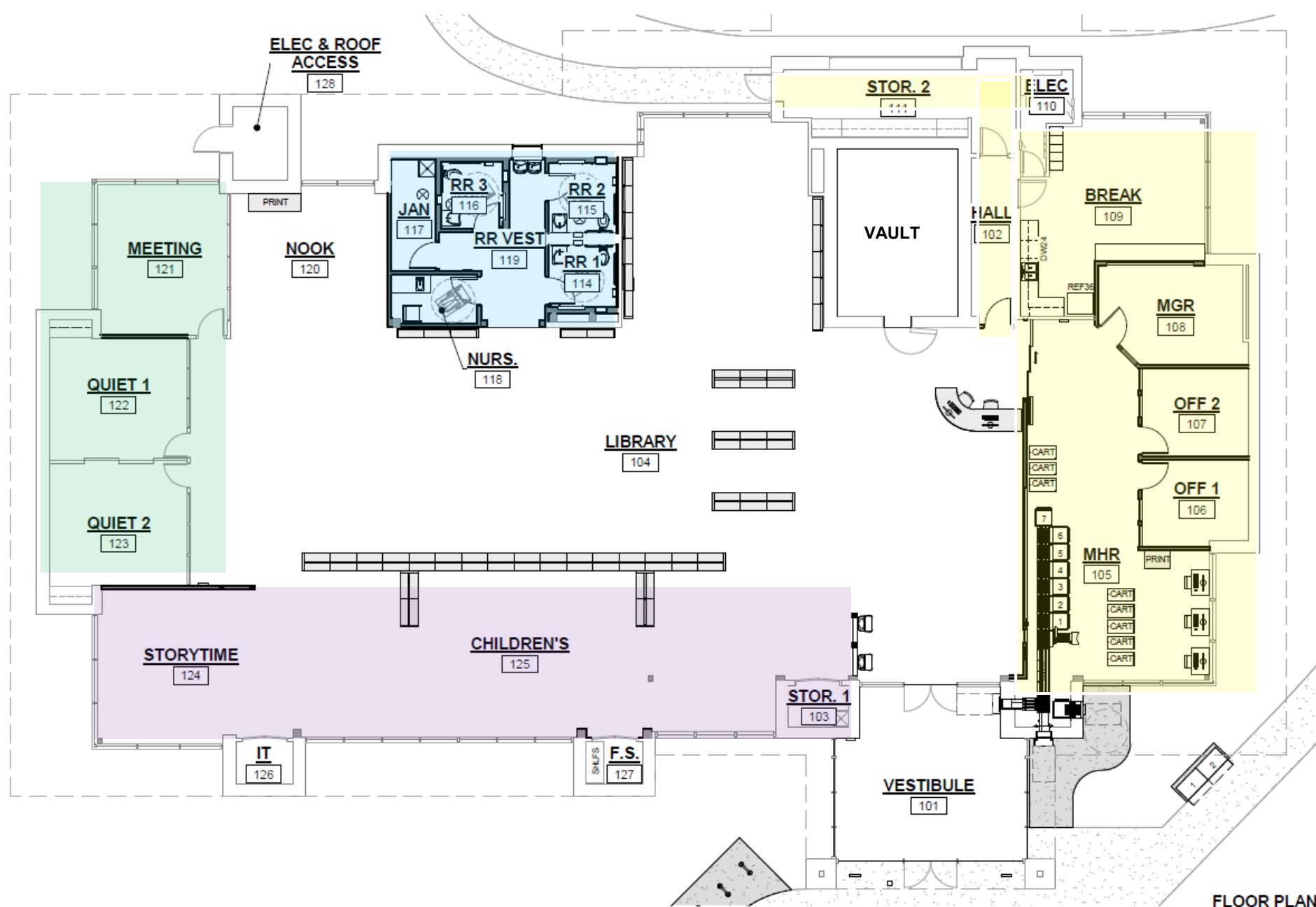
Gunbarrel-Coming 9/25

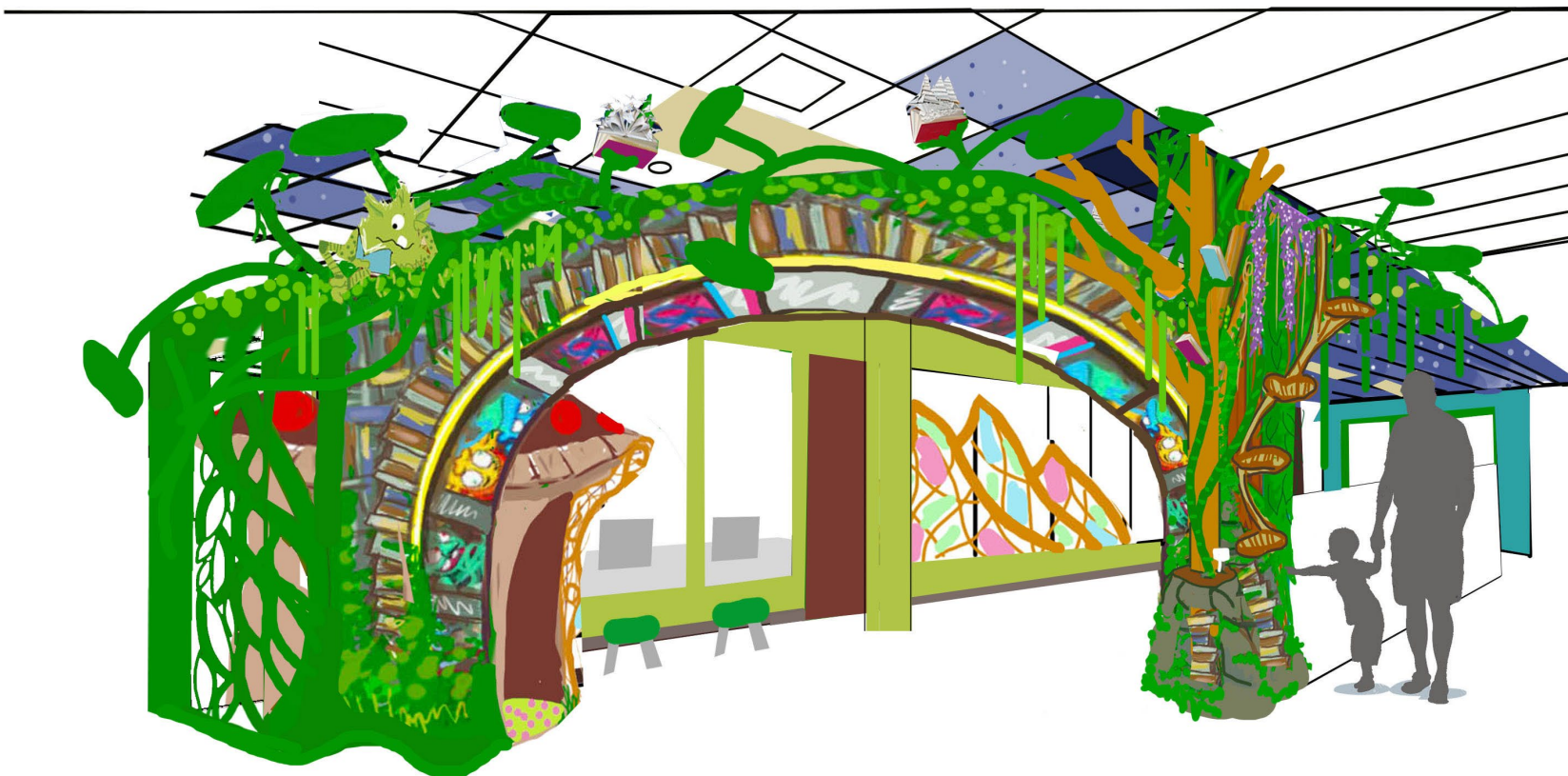






Holds Lockers





Wonder Bridge Entry to Children's Area

Enter into a wondrous world, bursting with color, where ideas grow on the vine. Here, even the walls cannot contain the magic, as it is absolutely bursting at the seams. Explore the limits of reality, and imagine worlds beyond what you thought were possible.

Don't mind the trolls! They are the keepers of the knowledge. You can find them tending to the gardens of Idea. Since the beginning of time, they have maintained the forests so that future generations can share in the beauty of inspiration. Their home is nestled under the bridge, but they love visitors! So please grab a book, and make yourself cozy in there while they do their work.



Quilted
WOOD GRASS
FASHION



LEFT
SIDE

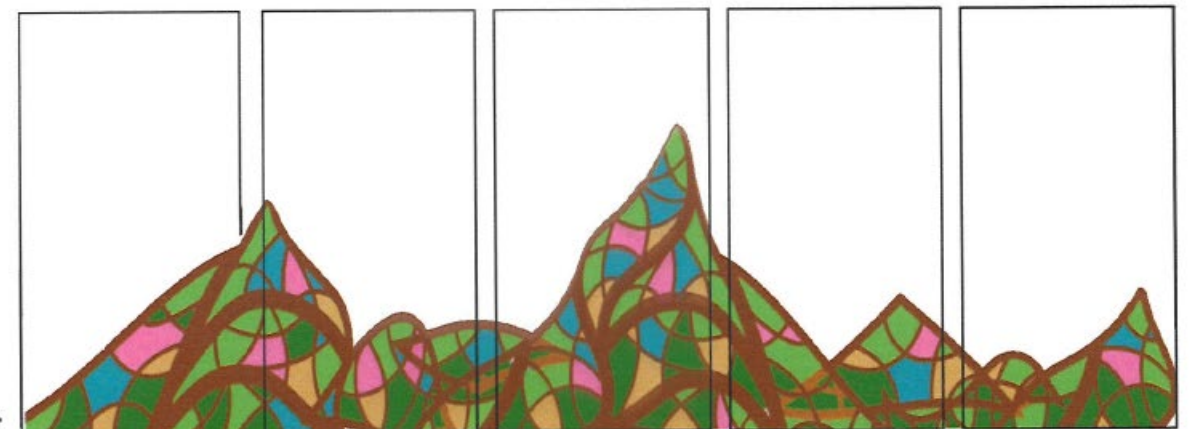


RIGHT
SIDE



Gunbarrel Library

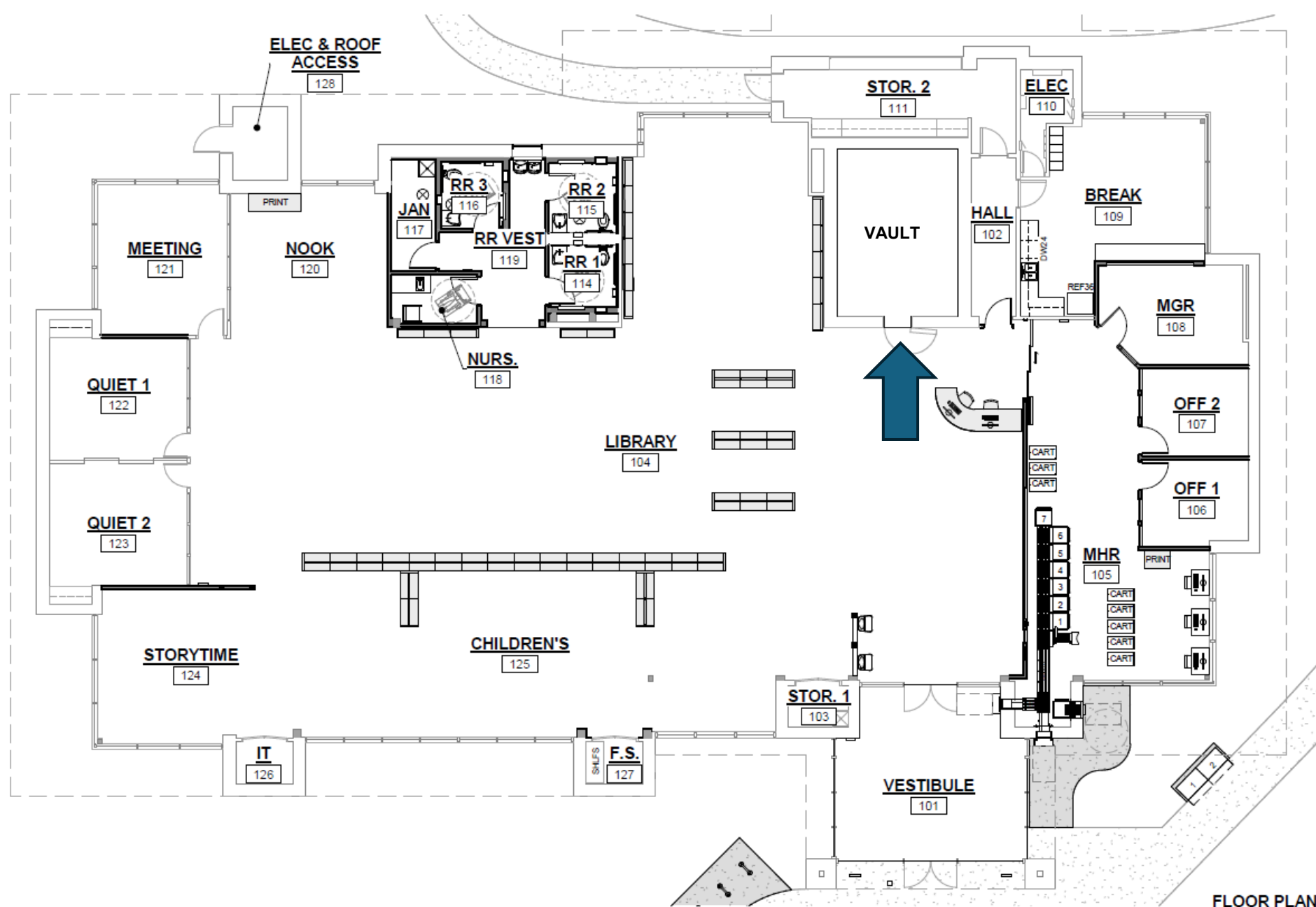
-Children's Area Entryway-

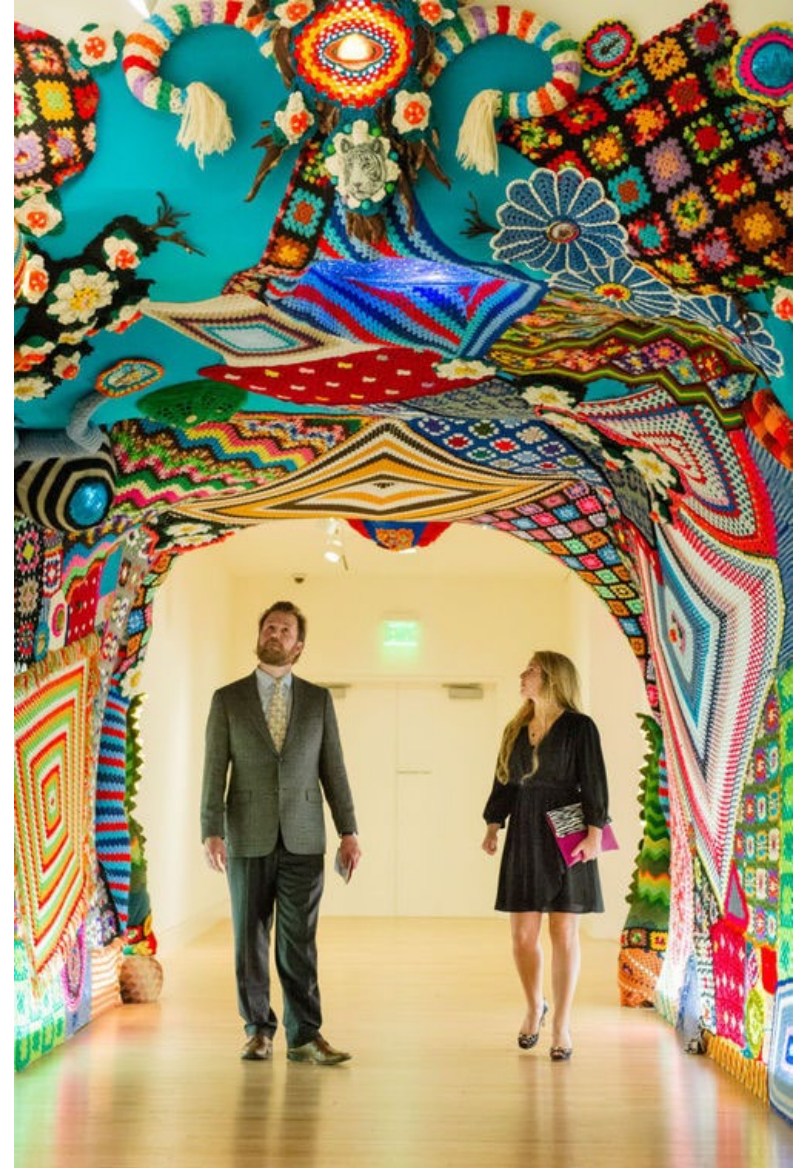


Mountain Window art

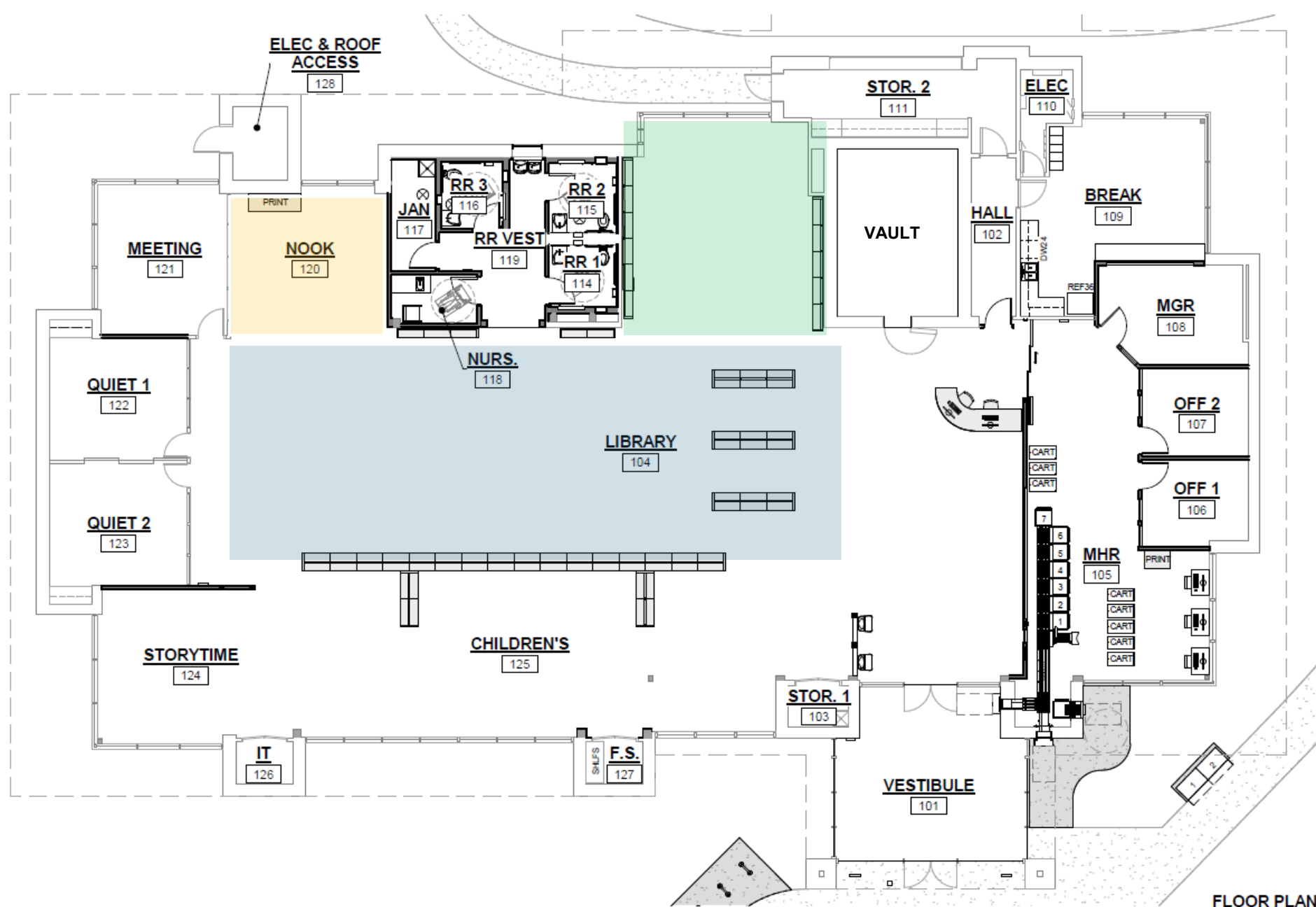


**Everbright –
Interactive
light in
Storytime
area**

















ESPAÑOL

NEW ADULT

MIDDLE AND NORTH BOULDER CREEKS
BOULDER COUNTY
WATERSHED









Gunbarrel Renovation Budget Tracking Summary	
Budget	\$2,500,000
Paid Expenses	\$(230,932.55)
Encumbered Funds	\$(1,580,233.47)
Planned Expenses	\$(540,416.86)
TOTAL Expenditures	\$(2,351,582.88)
BALANCE	\$148,417

Vendor name/Item	Cost	Notes
JOC Construction, LLC	\$46,528.10	Gunbarrel new city fiber line
JOC Construction, LLC	\$5,538.14	Stone raised planting repair
AMH Lyngsoe	\$231,713.00	
JOC Construction, LLC	\$1,250,428.73	Construction
Holds locker Lyngsoe	\$39,458.00	
Self-checks Lyngsoe	\$6,567.50	
Security Cameras	\$48,829.81	Firm Quote 2.14.25 includes new server
Computer equipment staff and patrons	\$68,000.00	Estimate Waiting on quote
Building fiber splicing and termination	\$9,851.51	Firm Quote 3.6.25
Estimate furniture	\$150,000.00	
Children's entrance and decor	\$88,000.00	
Vault design (minus furn)	\$50,000.00	
Access Control	\$55,332.54	Firm Quote 2.14.25
Halo Devices and Alarm System	\$16,403.00	Firm Quote 2.14.25
Meeting Room AV	\$25,000.00	Estimate Waiting on quote
Everbright interactive	\$20,000.00	
Outdoor music instruments	\$9,000.00	

BPLD Advance Agenda Planning (updated April 2025)

All meetings are in person with a virtual option unless changed by the Board

December 17 2024 - (Regular Meeting)

Public comment

Approve minutes

Treasurer's report (bimonthly~~quarterly~~)

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Audit Update?

Trustee Selection Committee (package)

Director Updates

- Set special meeting for 1/7
- Board of Trustees Contact Form communications (information item)

~~Boulder Library Foundation Update~~

Trustee Matters

- Trustee Selection Committee
- Parisol Resolution
- Retreat (summer 2025)

Updates from Legal Counsel

[December 24 is Christmas Eve]

2025

January

January 21th Regular Meeting

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

- Set special meeting for 2/4
- Board of Trustees Contact Form communications (information item)

Continuing Resolutions
Elect Selection Committee
Trustee Matters
Updates from Legal Counsel

February

February 18th Regular Meeting

Public comment
Approve minutes
Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)
Bi-Monthly Treasurer's Report
Director Updates
Trustee Matters
Updates from Legal Counsel

March

March 18th Regular Meeting

Public comment
Approve minutes
Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)
Historical Collection Vision
Digital Navigator Presentation
Director Updates
Trustee Matters
Updates from Legal Counsel

April

April 15th Regular Meeting

Public comment

Approve minutes

Bi-Monthly Treasurer's Report

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

May

New Trustees join May 15 2025

Library Director contract renewal

Audit Report

May 20th Regular Meeting

Swear in new trustee

Public comment

Approve minutes

Election of Officers

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

Performance review for Library Director

June

June 17th Regular Meeting – Cancelled for Recess?

Public comment

Approve minutes

Bi-Monthly Treasurer's Report

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

July

July 15th Regular Meeting

Joint Dinner with Foundation

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Bi-Monthly Treasurer's Report

Review Retreat Agenda

Director Updates

Trustee Matters

Updates from Legal Counsel

August

August 19th Regular Meeting (TBD)

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Insurance and Risk Management Plan

Acceptance of the Warner Trust Donation (summertime)

Potential Budget Adjustment (summertime)

Director Updates

Trustee Matters

Updates from Legal Counsel

County Assessor certifies to all the total valuation for assessment of all taxable property located within the district by 8/25

Staff & Budget/Finance Committee begin work on next fiscal year budget

Approve Warner Charitable Trust contribution

August 24th – Special Meeting

Board Retreat

Set Goals for LD

Budget Preview

September

CALCON

Joint Meeting with City and County.

September 16th Regular Meeting

Public comment

Approve minutes

Bi-Monthly Treasurer's Report

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

September 18th

GALA

October

October 21st Regular Meeting

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

October 15: Deadline by which Director must submit proposed budget to Trustees for next fiscal year (statutory)
Publish notice of public hearing on budget and hold public hearing

November

November 18th Regular Meeting

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Bi-Monthly Treasurer's Report

Director Updates

Trustee Matters

Updates from Legal Counsel

December

December 16th Regular Meeting

Public comment

Approve minutes

Annual Security and Custodial Contracts

Bi-Monthly Treasurer's Report

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Director Updates

Trustee Matters

Updates from Legal Counsel

Drinks with Board

Staff & Governance Committee develop draft package for the Trustee Appointment Process

Certify mill levy to BOCC

2026

January

January 20th Regular Meeting, 2026

Public comment

Approve minutes

Library Policies Review – refer to [2023-2024 Excel Schedule of Policy and Dates.xlsx](#)

Bi-Monthly Treasurer's Report

Director Updates

Trustee Matters

Updates from Legal Counsel

Continuing Resolution

Appoint Trustee Selection Committee Members

February

February 17th 2026 Regular Meeting

March

March 17 2026 Regular Meeting

April

April 21 2026 Regular Meeting

BOULDER PUBLIC LIBRARY DISTRICT ROLLING CALENDAR

MATTERS FROM:	Statutory & Legal Deadlines	Board of Trustees	Staff	Boulder Library Foundation
JANUARY January 1: Fiscal year begins Regular Meeting: 1/21/2025	1st meeting of year: Adopt Annual Administrative Resolution (Legal team): <ul style="list-style-type: none"> • Renew consultant contracts • Engage auditor for previous fiscal year. • Determine paper for official publications & establish annual posting places • Delegate responsibilities for trustee required action described in § 24-90-109, C.R.S. (bylaws) • Advise City and BOCC of Trustee Vacancies to be filled and request formation of Appointment Committee (IGA) • NLT January 31: File certified copy of the budget for this fiscal year (including budget message) with the Division of Local Government 	<ul style="list-style-type: none"> • Establish dates of regular board meetings for the coming year • Determine schedule and plan for annual Board Performance evaluation (Bylaws, Art. III) • Trustees complete conflict of interest forms <p>By mid January:</p> <ul style="list-style-type: none"> • Appoint two trustees to serve as ex officio members of BOCC/CITY appointment committee (Governance Committee?) <p>By late January:</p> <ul style="list-style-type: none"> • Review and approve Trustee appointment packet 	<ul style="list-style-type: none"> • Plan review and updates of library rules and policies 	Board Working Meeting <ul style="list-style-type: none"> • BPL Director present the annual report for preceding fiscal year and package of recommended programs for upcoming fiscal year

FEBRUARY Regular Meeting: 2/18/2025		<ul style="list-style-type: none"> • Forward Trustee appointment packet to Council & BOCC • Notice to public of Trustee vacancy • Trustee application opening/closing, outreach and recruitment 	<ul style="list-style-type: none"> • Review director's operational service plan • Plan review and progress on Master Plan goals and objectives 	Board Business Meeting <ul style="list-style-type: none"> • BPL Director responds to questions raised in January • Board acts on program and activities proposed by BPL
MARCH Regular Meeting: 3/18/2025		<ul style="list-style-type: none"> • Trustee candidate interviews 	<ul style="list-style-type: none"> • Present annual library usage statistics 	Board Working Meeting <ul style="list-style-type: none"> • Vote on BPL Director funding request
APRIL Regular Meeting: 4/15/2025	<ul style="list-style-type: none"> • Selection committee appoints new Trustee • Determine schedule and method for evaluation of executive director (contract renewal before October 15 budget presentation) 	<ul style="list-style-type: none"> • Board of Trustee self-assessments • Appreciation of Trustee whose term ends 	Volunteer Appreciation Week	BLF Annual Meeting and Officer Election

BOULDER PUBLIC LIBRARY DISTRICT ROLLING CALENDAR

MAY Regular Meeting: 5/20/2025	<ul style="list-style-type: none"> Regular May meeting: Welcome and administer oath of office to new Trustee Elect officers and designate Boulder Library Foundation members By May 23: Negotiate new services contract with executive director or renew with new salary and benefits 	<ul style="list-style-type: none"> Post photo for Board of Trustees website of newly inducted member Audit report to Board Annual meeting: elect officers 	<ul style="list-style-type: none"> Present Q1 library usage statistics Present Summer Reading Program plan 	Business Meeting Two new Library Commissioners join the board
JUNE Regular Meeting: 6/17/2025	PROPOSED RECESS (TBD)			<ul style="list-style-type: none"> Annual retreat
JULY Regular Meeting: 7/15/2025	NLT July 31: <ul style="list-style-type: none"> Prepare and submit written annual report to City and County (Appointment IGA, Section 1.1) Schedule public presentation of annual report with City/BOCC (statutory) Provide copy of annual audit to City and BOCC (statutory) 		Prepare Draft Closure Schedule for Library in Upcoming Year	

AUGUST Regular Meeting replaced by ANNUAL RETREAT DATE 8/24/25	NLT August 25: Deadline for County Assessor to certify to all the total valuation for assessment of all taxable property located within the district (statutory) § 39-5-128(1),C.R.S.	<ul style="list-style-type: none"> • Approve Warner Charitable Trust contribution • Review and approve library closure schedule for 2026 	<ul style="list-style-type: none"> • Staff & Budget/Finance Committee begin work on next fiscal year budget • Present Q2 library usage statistics 	
SEPTEMBER Regular Meeting: 9/16/2025				Board Working Meeting <ul style="list-style-type: none"> • BLF Executive Committee and BPL Director establish a program schedule for the upcoming year

BOULDER PUBLIC LIBRARY DISTRICT ROLLING CALENDAR

<p>OCTOBER</p> <p>Regular Meeting: 10/21/2025</p>	<ul style="list-style-type: none"> • Prior to October 15 budget deadline, negotiate new services contract with Executive director or renew with new salary and benefits effective Jan. 1 of the following year • October 15: Deadline by which budget officer must submit proposed budget to Trustees for next fiscal year (statutory) § 29-1-105, C.R.S. • Publish notice of public hearing on then budget for the next fiscal year (one time only) in newspaper having general circulation in the boundaries of the District (statutory) • If the governing body has submitted or intends to submit a request for increased property tax revenues to the Division of Local Government, the amount of increased property taxes shall be included in the notice of 	<ul style="list-style-type: none"> • Board sets date for public hearing on proposed budget for the next fiscal year and gives notice to the public. (Public Hearing must be held and proposed budget adopted prior to December 15 in order to certify a mill levy.) 	<p>Colorado Association of Libraries Annual Conference</p>	<p>Business Meeting – operational budget approved and dispersal schedule established</p>
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	public hearing which is published (statutory)			
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BOULDER PUBLIC LIBRARY DISTRICT ROLLING CALENDAR

NOVEMBER Regular Meeting: 11/18/2025			<ul style="list-style-type: none">• Present Q3 library usage statistics• Report on Boulder Library Foundation grant requests submitted	Business Meeting <ul style="list-style-type: none">• BLF budget finalized, including fund-raising plan for the following year
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<p>DECEMBER</p> <p>Regular Meeting: 12/16/2025</p>	<ul style="list-style-type: none"> • NLT than December 10 [January 3, 2024], Assessor shall send single notice of changes in assessed valuation to Trustees (statutory) • December 10-15, If notified of changes in assessed valuation by assessor and the Board has adopted a mill levy, the Board may determine to schedule a meeting to make adjustments to the mill levy (statutory) • NLT December 15: Public Hearing must be held and proposed budget for next fiscal year be adopted prior to December 15 in order to certify a mill levy (statutory) • December 15 [January 10, 2024]: Deadline for certification of mill levy to BOCC 	<ul style="list-style-type: none"> • Review BLF fund-raising successes from previous year, and fund-raising plans for the upcoming year with BLF Executive Committee • Renew Custodial contract • Renew Security contract 	<ul style="list-style-type: none"> • Staff & Governance Committee develop draft package for the Trustee Appointment Process, including proposed questions for applications and interviews, to be reviewed by the Board in January • Establish dates of regular board meetings for the coming year • 	
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