

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, April 15, 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 Sayler	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
 - a. March 11, 2025
 - b. March 18, 2025
4. Presentation: Carnegie Discussion and Architect Debrief with Caroline Woodiel and Jaime Kopke (20 min)
5. Presentation: Gunbarrel Update (20 min)
6. Bi-Monthly Treasurer's Report (15 min)
7. Director Updates (5 min)
8. Boulder Library Foundation Updates (5 min)
9. Trustee Matters
 - a. Review of Draft 2025 BPLD Library Director Board of Trustees Assessment Form
 - b. Appreciation for departing trustee: Sam Fuqua
10. Legal Counsel Updates
11. Adjournment

NEXT MEETING: Tuesday, May 20, 2025

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, March 11, 2025, 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
Andy Sayler
Sam Fuqua

Also present were David Farnan, Director of the Boulder Public Library; and Celia Seaton, Executive Assistant of the Boulder Public Library.

Members of the public present: None

Person preparing summary: Celia Seaton

Type of Meeting: Special

Agenda Item 1: Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 6:03 p.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Agenda Item 2: Trustee Matters

- a. Review trustee applications and make recommendations on candidates to interview.

Hamilton: the “great group of applicants” appears to reflect the demographics of residents in the district boundary. He was glad to see the diversity of gender and geography within the well-qualified pool of thirty-seven applications ([see packet](#)). Duran clarified that the order of the applications in the packet represents the order in which they were submitted and received.

Reacting to the array of applicants, Duran was “pleasantly surprised ... it speaks volumes to where we are at as a district.” She also credited the intentional accessibility of the application, as well as the reach of the volunteer database and newsletter and the efforts of trustees and staff. Noting the impressive resumes and response, Fuqua felt that any of the applicants could bring value to the board.

Farnan emphasized the “remarkable” alignment of demographic data between the residents within the district boundary and the applications that were received. He reported 24% of the applicants reside outside the city, which “mirrors to a percent the actual demographics” of the district area. Individuals self-identified as white for 81% of the applicant pool; Boulder statistics measure 81.77% white. While only 6% of the applicant pool self-identified as Latino compared to the region’s 10%, 3% identified as more than one race in comparison to the regional figure of 1%.

The group proceeded to go around alphabetically, endorsing four candidates each and speaking to the qualities which they found most appealing. Hamilton had received Trustee O’Brien’s recommendations in advance of the meeting as she was unable to attend due to travel.

Hamilton knows Rebecca Boyle as a hard-working lawyer who often volunteers; he had recruited her to apply. Saylor appreciates that she would bring a new age demographic to the board, being under thirty-five years old. This also appealed to Cosgrove; he commented on her legal expertise and involvement in the community. O’Brien noted that she is an involved local volunteer who holds experience with land use and other pertinent topics.

Nadine Struzziero identifies as a woman of color which Duran finds important. Hamilton noted that she is also a local parent. Geographically, Struzziero provides representation from outside the city. Her marketing background could also benefit the board. Fuqua pointed to her work with underrepresented populations.

Duran emphasized the importance of diversity, recommending Jadzia-Dax Aurelius von Beres who self-identified as 2+ races. This candidate also held previous air force experience, which appealed to Hamilton.

Saylor found Sepideh Miller’s software engineering skillset appealing, as well as her experience with community organizations and working with the NAACP. She is a woman of color and has done work with diverse communities. Other members of the board agreed that these were attractive criteria. Saylor disclosed that she is his coworker, though he did not specifically recruit her to apply.

Regarding Elizabeth Carmichael, Hamilton favored her experience as a professional librarian and teacher as well as being female and residing outside the city. Fuqua also appreciates that she is a librarian within the school district, which would be a valuable connection. He noted her experience with program evaluation which could be useful for the library.

Cosgrove recommended Lisa Feria's qualities: she is a woman of color with financial experience who has national reach with her work. Fuqua also held these aspects of her application in high esteem. Sayler lauded her focus on mental health care and support. In her recommendation for Feria, O'Brien had indicated her race as well as experience in strategic planning and venture capital activities.

Wirba noted Ben Bayer's engaged attendance at the board's February 18 information session, as well as his residency outside the city. O'Brien found both his tech knowledge and extensive board experience to be desirable attributes for a new board member.

The qualities of Lauren Alweis that appealed to Sayler included her decision-making and marketing skills, digital access knowledge, and reference to equity and vulnerable populations. Fuqua mentioned her background with strategic planning. Cosgrove noted her focus on accessibility and history working with the Peace Corps.

As a result of this exercise, these applicants received the following number of endorsements from members of the board: Nadine Struzziero (5), Sepideh Miller (3), Lauren Alweis (2), Jadzia-Dax Aurelius von Beres (2), Ben Bayer (2), Rebecca Boyle (2), Elizabeth Carmichael (2), Lisa Feria(2), Elise Edison (1), Aspen Everett (1), Christina Godbout (1), Shari Leach (1), Alan O'Hashi (1), Cassidy Rangle (1), Justin Rufa (1), and Diana Sadighi (1). It was noted that three of the eight applicants who received more than one endorsement are from outside the city.

In discussing endorsements, a common theme was diversifying the board's gender and race. Experience in education, technology and AI, marketing, finance, and parenthood was advantageous. The board was also mindful about city vs. county representation regarding candidate residences. Staff will send this [breakdown of applicant locations](#) between the city and county to the members of the selection committee.

In the future, Fuqua suggested the board use a more formal matrix of skill sets, desired backgrounds, etc. He also suggested developing an objective scoring rubric which reflects the application questions.

Hamilton noted his intention to reach out to all applicants at the end of the process. He confirmed that each applicant received an automatic reply thanking them for their submission.

Trustee Duran will draft and send a memo to the members of the Selection Committee summarizing the recommended candidates for consideration for interview that arose out of the board discussion.

Agenda Item 3: Adjournment

With no further business before the Board, the meeting was adjourned at about 6:57 p.m.

Attestation

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, March 18, 2025, 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 Sayler
Sam Fuqua

Also present were Courtney Intara from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Louise Fordyce, Digital Navigator Lead; Stacie Ledden, Stacie Ledden Consulting; 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 February 18, 2025

Following motion from Cosgrove and a second from Wirba, these minutes were approved unanimously.

Agenda Item 4: Introduction and Q&A: Stacie Ledden, consultant for the Marketing and Communications Strategy

Ledden previously worked for fifteen years at [Anythink Libraries](#), serving the residents of Adams County in Colorado. “Anythink” was the branding launched by Rangeview Library District after it gained independence from Adams County. Her charge was to “breathe life and voice into the Anythink brand,” working with communications. During her time with the organization, she oversaw the Innovations Department at Anythink (e.g., marketing, public relations, social media, public arts, special events) and worked as Director of Strategic Partnerships at Anythink Foundation. She expressed excitement at building meaningful connections with the community through messaging.

Ledden will conduct the marketing and communications assessment for BPLD during this “transitional” early period of forming a district, while the library is nearing the end of the strategy presented in the [2018 Master Plan](#) and preparing for the next approach.

Her work will involve meeting with specific staff focus groups including the communications team, programming and outreach staff, managers, and directors to gain perspective and gather information on needs to recommend structures that may be helpful both long and short-term. The final report will be provided to Farnan as well as Director of Business and Administration Jennifer Phares and Communications Manager Maria Tormos to guide development of the upcoming Communications Strategy Plan. A survey will be sent to the board to collect relevant feedback which will be synthesized into the report.

Duran asked about the nature of the outcomes that will be presented to Farnan. Ledden plans to provide “high-level philosophical recommendations” as well as some tangible items to “reimagine the way information gets from staff to the Communications team, and then out into the community.” She will examine potential streamlining measures while recommending project management tools and consideration toward outsourcing some of the duties.

Ledden shared a “branding pyramid” which serves as a “philosophical pillar to [her] work.” ([See handouts.](#)) The graphic has a foundation of “features” (books, staff, products, services). Atop features lay “benefits,” which underscore the highest tier of “emotional space” (safety, excitement, sense of belonging, etc.) Transformational experiences, when heard or directly felt, build community support and loyalty.

Farnan: the “branding [for public libraries] is strong.” The challenge to captivate the “mindshare of a busy public.” A strategy for this could be reiterating that key message to remind the public of its preexisting emotional connection.

“[The library] is the community of Boulder” per Cosgrove, during a time when “people are hungry for connection and community.” This resource is strengthened by the addition of new communities that comprise the district.

Ledden thanked the board for its time and welcomed trustees reach out to her for further discussion.

Agenda Item 5: Digital Navigator Presentation

Digital Navigator Lead Louise Fordyce presented on the [Digital Navigator Program](#) which is in the second year of its three-year pilot ([see handouts.](#)) Regarding funding, she indicated that [Serve Colorado](#) operates under an [Americorps](#) contract; the library is partnering with [The Learning Source](#), who holds the grant. Therefore, the library did not have to make a big investment up front to begin exploring and offering this resource to the community. As part of the Public Services department on the Patron Services team, Fordyce and staff had collected years of anecdotal data indicating the public desired one-on-one tech guidance. While the pilot began with drop-in visits, this service model transitioned to an appointment process that allows the navigator enough time to investigate or prepare instruction for future sessions.

The program arose as part of a national effort to “bridge the digital divide” and empower those with less experience or access to navigate these platforms and services. Colorado and Ohio are currently leading the country with this digital navigator programming.

Fordyce noted that some of the provided instruction is basic, providing patrons with competence to manage their devices and software (e.g., archiving emails, setting up Face ID, getting on a Zoom call). Meanwhile, patrons who need longer periods of assistance are given that chance to build a relationship with their navigator. She praised the patience and professionalism of Cheryl Kahikina and Jaime Ramirez, the two digital navigators that currently serve in a bilingual capacity at the library. Appointments are currently fully reserved for the next few weeks, indicating the community demand. The grant holder is currently applying for the third year of this pilot program.

The sessions occur at the library in the public space, to keep meeting or study room reservations open for other patrons or staff. Participants tend to graduate themselves out of the program or continue to return to learn new skills. Interested patrons contact digital navigators directly to arrange their visits. As of the first week in March, the Digital Navigation team has begun circulating their services at other branch locations.

Duran sees “a lot of potential with this program.” She wondered about alternative funding such as a Boulder Library Foundation grant: “in the future, would we want to grow this?” Staff replied yes. Discussing future expansion, Fordyce would like the capacity to regularly offer this program at all library locations to provide more equitable access. She has reached out to staff handling peer programs at libraries in Denver and Loveland to share strategy and insight.

Farnan emphasized that a digital divide remains, mainly impacting lower-income households and older adults. Access to public computing was a “monumental effort,” which he has seen achieved by public library systems in his career. However, he has seen a decline at the public computing

stations. In most cases the occupancy rate is 50%. Farnan: “I don’t know if [public computing] is an area in which we are going to grow any further.” The waitlist is long for the Makerspace laser cutter; he does not see the same demand for public computers.

Fordyce: many areas of the library district, including her own neighborhood up the canyon, have patchy or no internet coverage. The library thus serves as a “crucial hub for access to internet.”

Noting the ever-aging population, Fuqua views the Digital Navigator Program as a highly valuable resource: “I do not see [the need for such a service] going away.” Technology continues to evolve; these skills are necessary to understand how to safely navigate platforms such as online banking and health care portals. Fuqua: “Access may be ubiquitous, but help is not – and you need more as you get older.”

In response to Duran’s question, Farnan clarified that [Tech Drop-In](#) does involve volunteers, but the Digital Navigator Program does not.

Fordyce welcomed any member of the board to reach out to her by email if wishing to further discuss this program.

Agenda Item 6: Director Updates

Farnan reports the schedule for construction work at Gunbarrel library branch building as running “on target” - he welcomed any interested trustees to join him to observe the progress during an upcoming Friday afternoon. Pending permits involve plumbing and electric infrastructure, though trenching and other preparatory demolition work has already occurred. He expects the occupancy permit to be issued by the summer, when staff will enter to assemble shelving and other furniture and arrange the books and other materials. He noted two significant features in the upcoming construction: a fanciful archway greeting visitors to the children’s area and an accompanying reading nook. The space that previously served as a bank vault will also be receiving functional treatment for the new library. At April’s board meeting, Director of Programs and Events Jaime Kopke will provide a more detailed update on the Gunbarrel Library. Farnan expects that the branch building will likely open to the public by late summer/early fall 2025.

The March 14 presidential executive order demands that the Institute for Museum and Library Services be eliminated to the maximum extent allowed by law. Farnan clarified that the cancelled grants are restricted to those not statutorily required, and the State of Colorado’s are required by statute. The library and BLF do not receive any of this funding.

Farnan discussed the recent threat which was received by the library early Saturday morning. When an incident occurs, there is a “very rapid response.” As Farnan noted, this is “comforting” for occupants of a public building. The board suggested staff conduct refresher scenario training for fire drills and other emergency procedures.

Agenda Item 7: Boulder Library Foundation Updates

Barge: at BLF's last meeting, the Foundation approved all the library's grant requests, totaling \$394,000. This includes funding for the two-year pilot program of Boulder Writes. He reported that the new grant request process worked very well this year.

Barge announced "The 2025 Boulder Library Gala: Remarkable Night Creatures," planned for September 18. Shelby Van Pelt, author of *Remarkably Bright Creatures*, will be the featured guest. In honor of the novel, Main Library will be decorated as an aquarium set in the Pacific Northwest. The gala will run with the same format as last year's, with guests able to purchase either individual tickets or sponsorships for tables.

The Foundation is currently in the process of hiring a Director of Annual Giving to focus on major gifts.

Referring to the previous discussion of Item 5, he noted that many foundations fund their library's digital navigator program. He is glad to see the program take hold at the library.

Agenda Item 8: Trustee Matters

a. Consideration of a Motion to Accept the Revisions to Board Bylaws

Wirba referenced the adjustments as discussed at the previous meeting and [as indicated in the packet](#).

Duran made a motion to approve these amendments to the Board Bylaws. Cosgrove seconded and the motion passed unanimously.

Staff will post the updated bylaws to the website and relay the signed document to the legal team.

b. Gunbarrel Library Branch Naming Discussion

The board discussed the [recent communication received from library staff member Sam-Amina Bailey](#). Hamilton asked the board to consider reviewing a policy on naming, which currently does not exist for the library.

Wirba noted the importance of process for an employee of the library who wishes to provide input. O'Brien discussed the value of allowing staff access to raise concerns with the board and keeping this "avenue" open. Wirba spoke to the "chain of command." Saylor: "There's nothing that prevents an employee from commenting as a member of the public."

Cosgrove found Bailey's proposal "intriguing" - "we have a chance here to do something new." In his view, "this is a bigger conversation for the community to explore," and he is interested in creating a significant community relationship.

Wirba stressed that the board should respect the decision-making process of the EDI Staff Committee. "As a Native person who has some skepticism about land acknowledgements," Wirba advised that this would be a lengthy process to carefully undertake and would require

consideration toward which other groups to involve in the conversation, while being “mindful that a lot of times land acknowledgements can come across as virtue signaling. ... This is not a priority for tribes.”

Cosgrove agreed that this endeavor would take time. He encouraged the board to consider a process of engagement to build a more meaningful relationship with representatives of Indigenous peoples. He suggested this topic be included in the retreat meeting agenda.

As Saylor noted, this is a broader community concern that shouldn’t be solely placed on the EDI Committee’s plate. Additionally, “we’d want to see a more concerted effort than one person.” He emphasized the importance of considering ways to engage with the matter more “holistically” than just in reference to the name on a wall (e.g., support of Native artists by purchasing pieces for the library’s collection).

Duran recommended developing a naming policy. In this case, she sees the “first stop” being the EDI Committee, followed by engagement with tribes and involving the community as a sort of “task force” in the effort. Fuqua agreed, though he doesn’t see the need for a written policy.

Farnan: consideration of the naming for this branch and development of a land acknowledgement were topics brought to the EDI Committee. Though not dismissing the idea, the committee didn’t feel it had the capacity for necessary research and outreach. Therefore, the committee turned down the consideration of these items.

As Farnan explained, there is reluctance around such naming “without the acknowledgement of the crimes committed and a commitment to reconcile the ownership of the land. ... Consultation involves mutual education and can take a lot of time.”

Saylor: naming occurs so rarely, a policy would only “tie the hands” of the board for future decisions. Duran sees a policy as helpful when naming decisions could be under public scrutiny. Hamilton polled the group on whether the board desires to review a naming policy: Duran and Hamilton indicated yes; Saylor, O’Brien, Wirba, Fuqua, and Cosgrove indicated no.

Hamilton discussed the upcoming evaluation process for the Executive Director. He and O’Brien volunteered to develop, distribute, and compile feedback from a survey on performance; the final review will be discussed and the contract modified, if necessary, during an executive session after the May board meeting.

Wirba asked about the board’s self-evaluation. Hamilton plans to conduct that process in advance of the August board retreat.

Representatives of [Create Boulder](#), a local art organization which serves as one of the funding sources for the NoBo Art District, recently contacted Duran. They requested a letter of support from the board related to pursuing recognition from the State of Colorado for the NoBo Art District. Hamilton asked Duran to relay the information she received to the larger board for further consideration.

Saylor alerted the group to [an upcoming article about the library and resiliency which he expects to be soon published by Boulder Weekly](#); Hamilton also spoke to the reporter for this story.

Agenda Item 9: Legal Counsel Updates

Intara noted that there were no legal updates.

Agenda Item 10: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:15 p.m.

Attestation

Carnegie Library for Local History: Planning for Boulder Public Library District's Current Archival Needs and Future Growth

Background and Intent:

Boulder Public Library established the Carnegie Library for Local History (Carnegie) in 1983. Since 1983, Carnegie has been collecting and making available to the public: documents, photographs, maps, reference books, rare books, oral histories, newspaper clippings, and various ephemera primarily focused on the history of the City of Boulder and Boulder County. The current collections consist of materials owned by BPLD, and on permanent loan from other organizations in Boulder.

Since 1983, most of the archive's materials have resided in the original Carnegie Library building, built in 1906. Modifications to the building have been made to increase storage and preserve collections to the best of the library's ability, within the physical and financial constraints of the City of Boulder. Due to these constraints in previous years, portions of the collection were withdrawn from the archive and some new donations were turned down. The Carnegie building has reached maximum capacity for collection storage. Industry standard preservation guidelines are unable to be met within the current facility for some high-needs collections in the archive's care. The intent of this report is to inform the Boulder Public Library District's Board of the current operating and collection status of the Carnegie Library for Local History, as well as present potential growth scenarios and a vision for the future of the archive.

Metric Definitions Used for Collections in this report:

Archival and library collections can be measured in cubic and/or linear feet. While the overall size of the collection will be expressed in both cubic and linear feet, for purposes of quantifying shelving space, linear feet will be used as it is the most common unit of shelving measurement in libraries.

Any future shelving needs and square feet for shelving estimates will be made based on an assumption future shelving will be compact rolling shelving as currently found in the document storage room inside the Carnegie building. The existing three rolling shelves in the document storage room take up 352 square feet and contain 1160 linear feet of shelving. These measurements will be used to estimate future square foot needs in the growth scenarios.

Current Operating and Collections Status of the Carnegie Library for Local History

Size of the 1906 Carnegie Library: 5500sqft and a maximum capacity for events of 70 people.

Operating Status

Public Service Hours: Carnegie is available for in-person access 20 hours a week. Digitized materials are available to the public 24 hours a day, 7 days a week. Email assistance with collections is typically available 30 hours per week.

Services Provided: Carnegie provides the following services for patrons of the Boulder Public Library District, and beyond: one-on-one research appointment assistance, walk-in research assistance, general reference, educational outreach, guided tours of unrestricted areas, preservation and organization of local history, consulting and professional advice for other local organizations, and public programs.

Staffing Size: Carnegie has seven employees with an FTE equivalent of 5.25. These seven employees handle every aspect of the archive including public service, volunteer training and management, programming, outreach and collection processing, and preservation.

Staffing Space: There are currently seven staff desks scattered throughout the library and one public service desk. Two employees share one staff desk and the public service desk. Four staff desks are on the first floor in the reading room and three staff desks are in a public restricted area on the mezzanine. There are no individual offices or private meeting spaces in Carnegie. The main processing space for collections is on the 2nd floor mezzanine and the majority of the collections are stored on the first floor. There is no elevator and staff carry collection boxes up the stairs to be processed.

Volunteer Support: Carnegie currently has a volunteer support base of 31 people per month that provides the archive with 126.5 hours of support in any given month. These volunteers help archive staff with digitization, oral histories, educational projects, and as of February of 2025, docent activities.

Programs/Events: In the first 4 months of 2025, Carnegie is slated to be part of, produce, or support 20 programs or events.

Program/Event Space: The program and event space in Carnegie is within the reading room, which has approximately 660 square feet available for programming. The remainder of the room is filled with collections and staff space. Most programs and events take place in the reading room outside of public hours. If active programming is held in the space during open hours, some types of programming can prohibit access to portions of the collection and/or research and workspace to the public. Likewise, because the program and event space is within a collection space, the types of programming that can be offered are limited. Events that could potentially harm collections are not allowed. Examples of items that can damage collections are: food, drink, glitter, glue, anything that increases humidity or changes the temperature in the room.

Exhibition Space: The 1906 Carnegie Library building has tall windows throughout the reading room and a large radiator extending around the perimeter of the room. The windows and the radiator location prevent any exhibition boards from being mounted to the walls. The only space for exhibitions and displays in the building is the exhibit case in the reading room.

Collection Status

Size of Physical Collection: The total size of Carnegie's current collection is 4152.04 cubic feet or 4489.99 linear feet.

Size of Digital Collection: Carnegie is currently utilizing 8.12Tb of data between the V drive storage and storage in the digital archive catalog.

Appropriate Shelf Capacity: The appropriate shelf capacity for the Carnegie building is 2807.70 linear feet. Appropriate shelving refers to shelves that do not block walkways or doorways and are not in areas where food is consumed or kept.

Over Capacity Amount: Additional shelving has been placed in front of doors, in the breakroom, and in hallways at Carnegie. Collections are stacked on top of each other, on these additional shelves, and in some cases, on the floor. The total linear feet of collections within the Carnegie building is 3809.15 linear feet. That makes the building short 1001.45 linear feet of appropriate shelf capacity. Another way to look at it is the Carnegie building is over capacity by 26%.

Offsite Collection Size: In addition to the 3809.15 linear feet of collections stored at the Carnegie building, an additional 680.84 linear feet of collections are stored off site. These collections are stored in the basement at Main as well as in an offsite storage facility that is paid for monthly.

Carnegie Owned Collection Size: The current amount of the collection that is wholly owned by the Boulder Public Library District is 3370.93 linear feet or 75% of the collection by shelf capacity.

Permanent Loan Collection Size: Collections on permanent loan to Carnegie make up 25% of collection shelving space or 1119.06 linear feet. These items in Carnegie's care on behalf of other organizations are important additions to the collection and have vast historical and research value to BPLD's patrons, and beyond.

Current Conservation Needs: As it stands now, only 47% of Carnegie's collections are in public restricted and climate-controlled conditions. The remainder of the 53% are in shared use areas where staff do their best to keep the temperature and humidity as steady and as close to ideal as they can. Despite staff efforts, there remains a 15% - 20% discrepancy in temperature between the climate-controlled and shared use area. Additionally, several photograph, film, and negative holdings would benefit from cold storage (35F or below and 35% humidity). Cold storage is not available on site currently.

Current Collecting Process and Considerations: Carnegie is currently utilizing a passive process of acquiring new collections. Most new collections come from word of mouth and voluntarily through donations. Carnegie is not purchasing or actively soliciting collections like many archives do. The library currently does not have an agreement with the City to preserve Boulder's history. BPLD could establish a formal collecting system and agreement with the City of Boulder to store their historically relevant documentation created at the City level. This should be done with digital and physical materials and should happen after the conclusion of their legal retention requirements. If this process were to be formalized there would be consistent growth in archive collections over time. Due to lack of space, Carnegie has had a policy to not collect on organizations that are still functioning. The library is missing out on helping current and active groups preserve and make available their history due to the building's space constraints.

Carnegie Library for Local History: Archive Collection Growth Scenarios

Scenario 1: Continuation of the Status Quo

Continuing the current path of passive collection growth at a rate of 1% a year over 20 years, or 20% total.

Increased size of the physical collection: 898 linear feet

Increased size of the digital collection: 2TB (10TB total)

Additional square footage needed¹: 782sqft

Collecting Strategies: This level of growth would mainly be passive collecting or waiting for community members to approach Carnegie about their potential collections. Carnegie would not actively seek new collections unless they specifically filled a hole in the collection.

Scenario 2: Moderate Growth

Doubling the current collection growth rate by increasing holdings at a rate of 2-3% a year over 20 years, or 50% total.

Increased size of the physical collection: 2245 linear feet

Increased size of the digital collection: 4TB (12TB total)

Additional square footage needed²: 1194sqft

Collecting Strategies: Collecting for moderate growth would be a balance of active and passive collecting. Active collecting would be prioritized based on the volume of material in addition to historical value. For example, a direct line of document retention could be set up with the City of Boulder, but the volume of City documents may limit the number of additional collections Carnegie would actively attempt to collect.

¹ The square foot needed calculation includes the current overflow of 1001.45 linear feet of shelving needed to properly store current collections, offsite collections, and linear feet of shelving needed for 20% collection growth. Square foot estimates are based on compact shelving.

² The square foot needed calculation includes the current overflow of 1001.45 linear feet of shelving needed to properly store current collections, offsite collections, and linear feet of shelving needed for 50% collection growth. Square foot estimates are based on compact shelving.

Scenario 3: Catchup/Expansive Growth

Increasing the collections with a growth rate of 5% a year over 20 years, or 100%.

Increased size of the physical collection: 4490 linear feet

Increased size of the digital collection: 8TB (16TB total)

Additional square footage needed³: 1873sqft

Collecting Strategies: Collecting to “catch up” would allow Carnegie to actively collect based on historical value with less focus on the size of collections. A formal document retention line with the City would make up a large first push, followed by a slow and steady stream of government documents overtime. In addition to soliciting donations of materials, if funding permitted, purchasable collections could be considered. Donations can have a snowball effect where more people may want their documents at Carnegie because of the collections Carnegie has.

³ The Square foot needed calculation includes the current overflow of 1001.45 linear feet of shelving needed to properly store current collections, offsite collections, and linear feet of shelving needed for 100% collection growth. Square foot estimates are based on compact shelving.

Survey Data Collected on Carnegie Library Building Use by Patrons

184 people⁴ were surveyed in person about their usage of the current Carnegie building between the Grand Reopening event in October of 2024 and March of 2025. The results are as follows:

1. Which access methods best suit your Carnegie visits? (choose all applicable)
 - Via Appointments – 26.6%
 - Open Hours – 87.5%
 - Public Programs/Events – 17.4%
 - As a Volunteer – 6.5%
 - Online or via askCarnegie@boulderlibrary.org – 18.5%
2. How do you primarily get to Carnegie?
 - Walk -29.5%
 - Bike – 8.7%
 - Public Transportation – 7.7%
 - Car – 54.1%
3. How satisfied are you with the overall access to the Carnegie building (parking)?
 - Dissatisfied - 5.6%
 - Somewhat Dissatisfied – 6.7 %
 - Neither Dissatisfied or Satisfied – 35.2%
 - Somewhat Satsfied – 12.3%
 - Satisfied – 40.2%
4. How satisfied are you with the physical workspaces in Carnegie (tables, chairs, lighting)?
 - Dissatisfied - 0%
 - Somewhat Dissatisfied – 1.1%
 - Neither Dissatisfied or Satisfied – 4.9%
 - Somewhat Satsfied – 12.6%
 - Satisfied – 81.3%
5. Do you feel the archive is accessible and inclusive for your abilities?
 - Yes – 98.4%
 - No – 1.6%
6. Comments from those surveyed on what physical improvements they would like to see to the location were:
 - Improved parking (There is no public or staff parking at the Carnegie branch)
 - Better lighting inside the reading room
 - Private meeting rooms
 - More comfortable seating

⁴ The individuals surveyed were patrons who came to Carnegie in person for the Grand Reopening, Appointments, or during Walk-In Hours.

Boulder Public Library's 21st Century Local History Archive

If money, space, and community support were all aligned, the following vision for Boulder Public Library District's Local History Archive could be achieved for the community.

Collections Storage: A total of 3500 square feet of a combination of temperature-controlled compact shelving and cold storage would house the entire current Carnegie collection and allow for 100% growth of the collection's size. A large temperature-controlled storage space would also provide the district with the added benefit of additional square feet of shelving to maintain the art collection of BPLD.

Public Space: A total of 3000 square feet of public space, made up of dedicated programming area and a physical separation for the archival reading room, would allow the archive to divide up activities and services that cannot currently happen simultaneously.

- A 1000 square foot reading room would allow for a quiet area for researchers to work with the assistance of archive staff. Ideally this room would be secluded from other areas in order to conform to conservation standards like limiting food and drink around materials. This space would continue to house a computer area for online research support and access to digital items and collection records in the online catalog.
- 2000 square feet of dedicated programming space would allow for the following:
 1. 1000 square feet would allow for lectures, workshops, meetings, and community conversations that currently cannot occur at the same time research is happening in the Carnegie reading room. A separate programming space would also allow for food, refreshments and crafting supplies at archive programming.
 2. 500 square feet of exhibition space would allow for the public display of art, research, and collections within the archive. Exhibitions are especially important in connecting the public to local history in an accessible way and can also drive foot traffic to the archive.
 3. 500 square feet of Memory Lab/Makerspace would allow the public to preserve and record their personal histories and contribute to the preservation of Boulder history. A Memory Lab would take the passive experience of local history preservation and turn it into a community-led action. In addition to being a source of new programs, classes, and workshops, the Memory Lab could become a hub for community building through the gathering and sharing of stories. Resources in the Memory Lab could include:
 - a. Soundproof studio for recording oral histories and podcasts

- b. Home movie viewing and digitization station (VHS, 8mm, etc.)
- c. Photo digitization station
- d. File converting for long term storage
- e. Bulk Document scanning
- f. Oversize Document Scanning
- g. Family history publishing station
- h. Audio digitization station (Cassette, LP, etc.)
- i. Slide and Negative Digitization station
- j. Overhead scanner for fragile items
- k. Image digitization of 3D objects
- l. An area for public hands-on preservation work including how-to classes

Office Needs: Depending on the number of service hours and staff required to fulfill the vision above, the staff seating area would also change. However, for current staffing and volunteer levels, 1500 square feet of office, meeting, break room, and processing space would be sufficient.

Total Size of a 21st Century Archive: 8000 square feet.⁵

⁵ This estimate is a bare minimum estimate and operates on the assumption that all collection storage shelving is compact shelving. Non-compact collection storage will increase the collection storage needs.



Rough Order of Magnitude

Boulder Library District
Carnegie Library TI Design
1125 Pine St,
Boulder, CO 80302
Project # 24129

Proposal Submitted to:

December 17th, 2024.

BOULDER PUBLIC LIBRARY

Boulder Public Library District
1001 Arapahoe Ave / Boulder, CO 80302
www.boulderlibrary.org

We have an understanding of the scope of work and we have done our preliminary pricing within the CTC (Construction Task Catalog) which has brought up a cost estimate as follows.

Summary Scope Phase 1-2:

The **Rough Order of Magnitude (ROM)** pricing encompasses the renovation of the existing historic library, blending modern upgrades with its timeless character. The scope includes the integration of state-of-the-art mechanical and electrical systems, along with thoughtful improvements to create a more open and functional layout. While enhancing the library's facilities to meet contemporary needs, the project will carefully preserve its historic charm and align with the expectations of the surrounding historic library district.

Detailed Scope of Work

The Contractor shall perform all work as described below and per any attached specifications and drawings:

Demolition

The demolition phase will be conducted with precision to clear the space while protecting and preserving historic elements:

1. Restroom Demolition:

- Remove all existing restroom fixtures, including sinks, toilets, urinals, and partitions.
- Strip all finishes, including wall tile, floor tile, countertops, and accessories.
- Remove plumbing connections, capping off lines for future installations.
- Properly dispose of demolished materials, adhering to environmental and safety standards.

2. Carnegie Room Demolition:

- Remove the walls separating the Carnegie Room to open the space for a modernized layout.



- Carefully demolish all interior non-load-bearing walls in the Carnegie Room, ensuring historic finishes and surrounding structure remain undamaged.
- Remove any outdated fixtures, millwork, or shelving within the space.
- 3. Front Vestibule Removal:**
 - Completely remove the existing front entrance vestibule, including framing, doors, windows, and associated finishes.
 - Prepare the area for new construction, ensuring a clean and level substrate for future work.
- 4. Mechanical, Electrical, and Plumbing (MEP) Removal:**
 - Remove all obsolete MEP systems, including ductwork, piping, conduits, fixtures, and equipment.
 - Disconnect existing electrical panels, wiring, and lighting systems.
 - Properly isolate and cap utilities to ensure safety and allow for the installation of new systems.
- 5. Vinyl Flooring Abatement:**
 - Safely remove existing vinyl flooring using approved abatement methods, ensuring compliance with environmental regulations for hazardous material handling.
 - Properly clean and prepare subfloors for new flooring installation.
- 6. Mezzanine Office Wall Demolition:**
 - Remove office walls located in the mezzanine to create an open, flexible space.
 - Dispose of debris and patch surrounding areas as needed to accommodate new finishes.

Construction

Excavation and Foundations:

- 1. Excavation for Foundation Footers:**
 - Excavate designated areas in the main space and hallway to install new foundation footers for structural walls and the new elevator.
 - Ensure excavation work follows structural engineering requirements and safety guidelines.
 - Remove and dispose of soil and debris off-site.
- 2. Pouring Foundation Walls and Slabs:**
 - Install formwork and rebar reinforcement for new foundation walls and slabs as per structural design.
 - Pour concrete to create durable, stable foundations for new load-bearing walls and elevator shaft.
 - Conduct curing and quality testing to ensure long-term structural integrity.

Framing and Drywall:

- 1. Framing New Walls:**
 - Frame new floors where footers are poured with new LVL beams and 2X12 joists.
 - Repair all wood sheeting on the floors after footers are poured in place.

- Frame new walls in restrooms to accommodate updated layouts, ensuring compliance with ADA accessibility codes.
- Frame new partitions in the Carnegie Room, main areas, and designated staff spaces.
- Frame new office spaces and support areas on both floors per architectural layout.
- Install framing to accommodate the new elevator shaft, ensuring structural integration with the foundation.
- Frame new walls at the main entrance vestibule.
- Frame new walls to create separation between the collection area and public main areas.

2. Drywall Installation:

- Install 5/8" drywall on all new framed walls throughout the facility for fire resistance and durability.
- Apply appropriate drywall finishing (Level 4) to ensure a smooth surface ready for painting and finishing.

Restroom Construction:

1. Finishes and Fixtures:

- Provide and install new finishes, including wall tile, floor tile, partitions, and accessories.
- Install all-new plumbing fixtures, including ADA-compliant sinks, toilets, and urinals.
- Ensure proper installation of mirrors, grab bars, hand dryers, and soap dispensers in compliance with ADA codes.

2. ADA Compliance:

- Construct restrooms to meet ADA guidelines, including appropriate clearances, door swings, and accessible fixture heights.

Flooring and Finishes:

1. Flooring Installation:

- Provide and install durable, commercial-grade flooring throughout the Carnegie Room, hallways, and mezzanine.
- Install carpet tiles in the second-floor mezzanine for comfort and functionality.
- Prepare subfloors with proper leveling and moisture protection prior to flooring installation.

2. Tile Installation:

- Install new ceramic or porcelain tiles on restroom floors and walls for durability and ease of maintenance.

3. Painting:

- Prime and paint all new drywall and ceilings with high-quality commercial-grade paint.
- Match the color palette to the project design specifications.

4. Historic Preservation:



- Protect all existing historic finishes, such as wood trim, moldings, doors, and windows, throughout the construction process.
- Restore any damaged historic elements to their original condition using approved techniques.

Windows:

- Provide and install new **Alpen interior window panels** to enhance energy efficiency while preserving the building's original historic windows.
- Conduct energy calculations to demonstrate improvements in thermal performance and cost savings.

Elevator Installation:

- Install a new ADA-compliant elevator in the designated hallway to facilitate material and staff transport to the second floor.
- Coordinate structural, electrical, and mechanical work to support the installation.

Break Room:

- Construct a new break room on the second floor, including:
 - Framing, drywall, and finishes.
 - Installation of cabinets, countertops, and a sink.
 - Plumbing and electrical connections for appliances.

MEP Systems (Mechanical, Electrical, Plumbing)

Electrical:

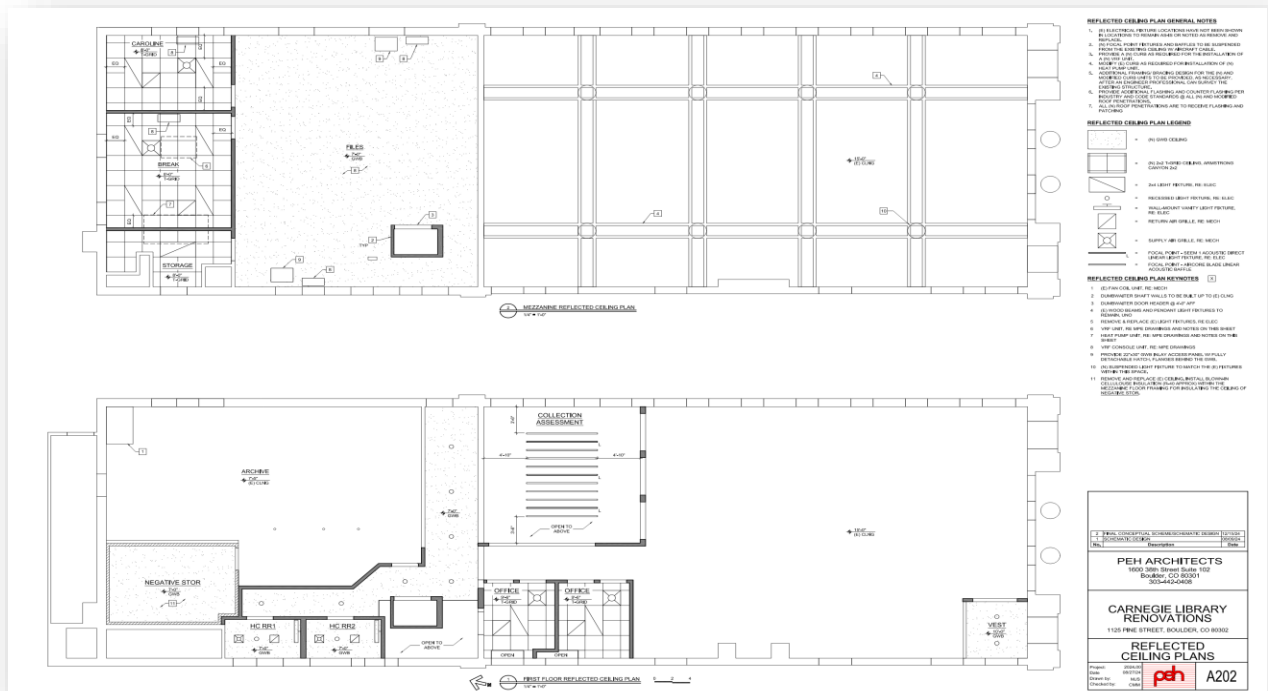
- Upgrade all electrical systems to meet **2025 electrical codes**.
- Provide and install:
 - New electrical panels, wiring, outlets, and switches.
 - Energy-efficient LED lighting fixtures throughout the building.
 - New low-voltage systems for technology integration, such as data and communication lines.

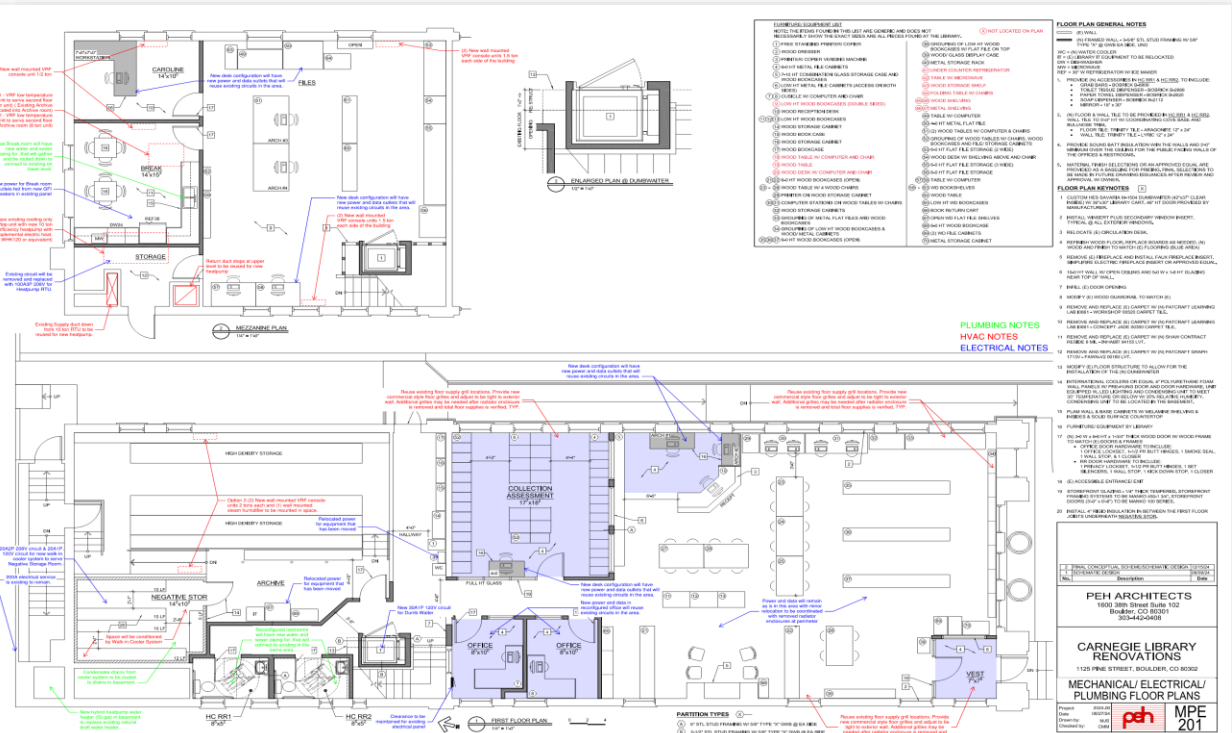
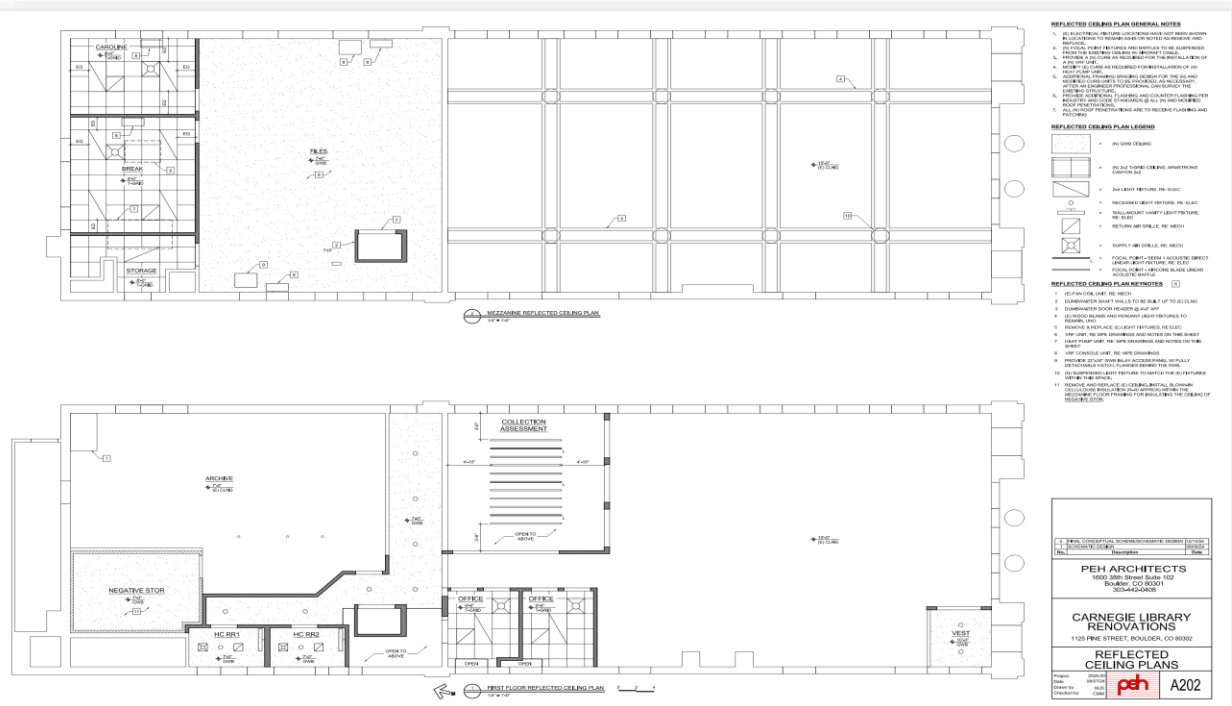
Plumbing:

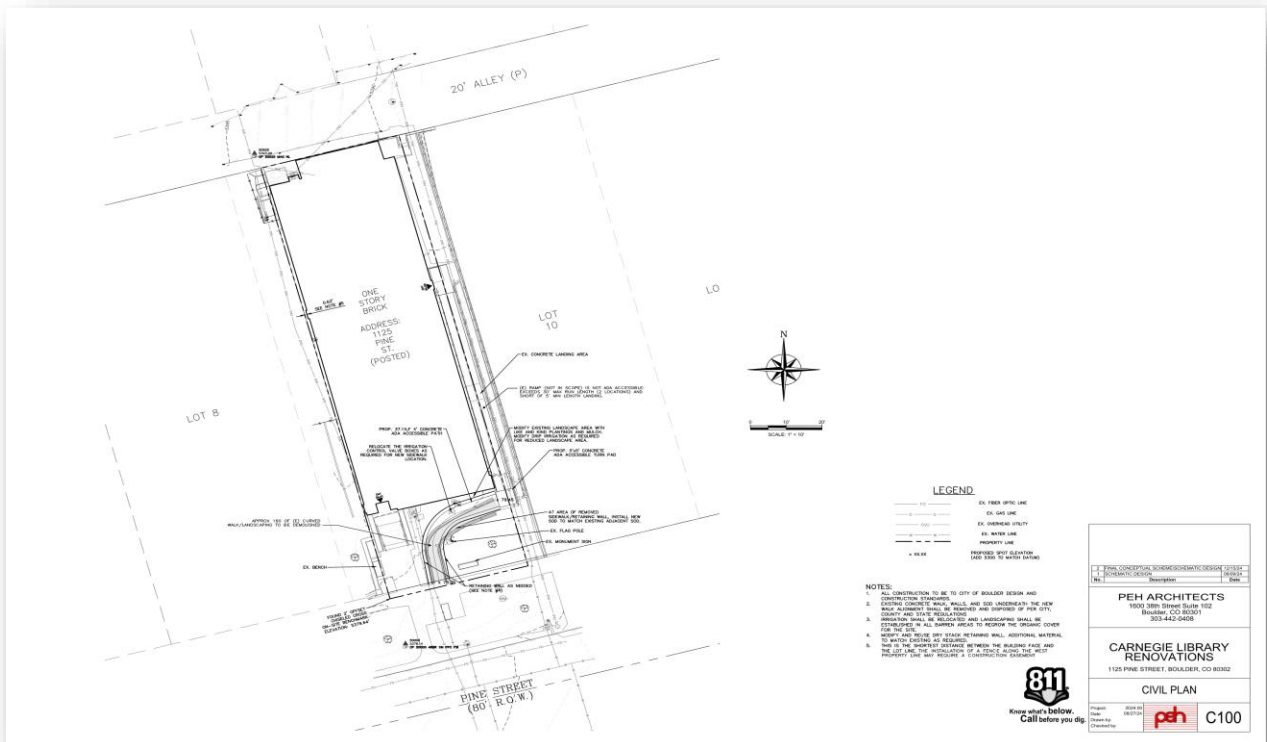
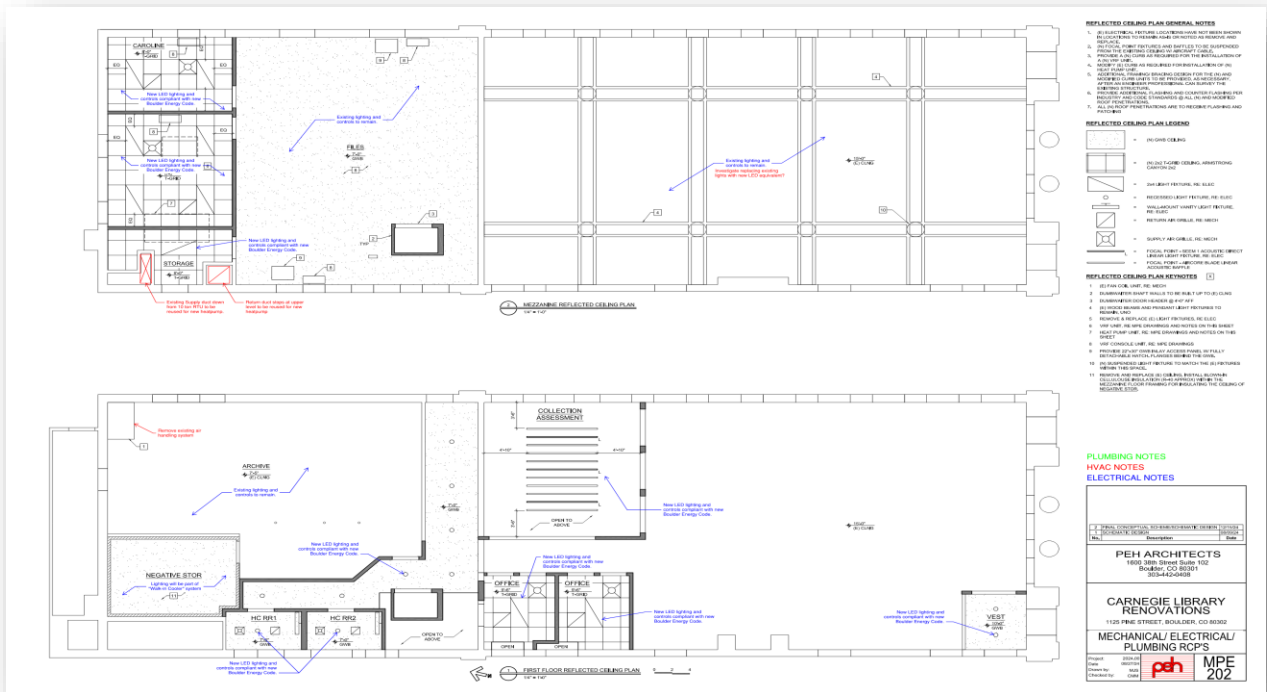
- Replace all plumbing lines, rough-ins, and fixtures to meet current building codes.
- Install new sinks, toilets, and urinals in restrooms with efficient and durable fixtures.
- Conduct leak and pressure testing to ensure proper functionality.

Mechanical:

- Provide and install **new forced-air furnaces** with smart controllers for efficient climate control.
- Install all new supply and return ductwork throughout the building to ensure balanced airflow.
- Provide a new **walk-in cooler** for archival storage with a dedicated cooling control system to maintain specific environmental conditions.









Summary Scope Phase 3:

The **Rough Order of Magnitude (ROM)** pricing encompasses the renovation of the existing historic library, blending modern upgrades with its timeless character. The scope includes the integration of state-of-the-art mechanical and electrical systems, along with thoughtful improvements to create a more open and functional layout. While enhancing the library's facilities to meet contemporary needs, the project will carefully preserve its historic charm and align with the expectations of the surrounding historic library district. Renovation of existing Carnegie Room into a new flex working space and reading room.

Detailed Scope of Work

The Contractor shall perform all work as described below and per any attached specifications and drawings:

Demolition

The demolition phase will be conducted with precision to clear the space while protecting and preserving historic elements:

1. Restroom Demolition:

- Remove all existing restroom fixtures, including sinks, toilets, urinals, and partitions.
- Strip all finishes, including wall tile, floor tile, countertops, and accessories.
- Remove plumbing connections, capping off lines for future installations.
- Properly dispose of demolished materials, adhering to environmental and safety standards.

2. Carnegie Room Demolition:

- Remove the walls separating the Carnegie Room to open the space for a modernized layout.
- Carefully demolish all interior non-load-bearing walls in the Carnegie Room, ensuring historic finishes and surrounding structure remain undamaged.
- Remove any outdated fixtures, millwork, or shelving within the space.

3. Front Vestibule Removal:

- Completely remove the existing front entrance vestibule, including framing, doors, windows, and associated finishes.
- Prepare the area for new construction, ensuring a clean and level substrate for future work.

4. Mechanical, Electrical, and Plumbing (MEP) Removal:

- Remove all obsolete MEP systems, including ductwork, piping, conduits, fixtures, and equipment.
- Disconnect existing electrical panels, wiring, and lighting systems.
- Properly isolate and cap utilities to ensure safety and allow for the installation of new systems.

5. Vinyl Flooring Abatement:

- Safely remove existing vinyl flooring using approved abatement methods, ensuring compliance with environmental regulations for hazardous material handling.

JOC Construction, LLC

Georgia/ Arizona/ Colorado/ North Carolina/ South Carolina/ Tennessee/ Florida

www.joc-construction.com



- Properly clean and prepare subfloors for new flooring installation.

6. Mezzanine Office Wall Demolition:

- Remove office walls located in the mezzanine to create an open, flexible space.
- Dispose of debris and patch surrounding areas as needed to accommodate new finishes.

Framing and Drywall:

3. Framing New Walls:

- Frame new floors where footers are poured with new LVL beams and 2X12 joists.
- Repair all wood sheeting on the floors after footers are poured in place.
- Frame new walls in restrooms to accommodate updated layouts, ensuring compliance with ADA accessibility codes.
- Frame new partitions in the Carnegie Room, main areas, and designated staff spaces.
- Frame new office spaces and support areas on both floors per architectural layout.
- Install framing to accommodate the new elevator shaft, ensuring structural integration with the foundation.
- Frame new walls at the main entrance vestibule.

4. Drywall Installation:

- Install 5/8" drywall on all new framed walls throughout the facility for fire resistance and durability.
- Apply appropriate drywall finishing (Level 4) to ensure a smooth surface ready for painting and finishing.

Restroom Construction:

3. Finishes and Fixtures:

- Provide and install new finishes, including wall tile, floor tile, partitions, and accessories.
- Install all-new plumbing fixtures, including ADA-compliant sinks, toilets, and urinals.
- Ensure proper installation of mirrors, grab bars, hand dryers, and soap dispensers in compliance with ADA codes.

4. ADA Compliance:

- Construct restrooms to meet ADA guidelines, including appropriate clearances, door swings, and accessible fixture heights.

Flooring and Finishes:

5. Flooring Installation:

- Provide and install durable, commercial-grade flooring throughout the Carnegie Room, hallways, and mezzanine.
- Install carpet tiles in the second-floor mezzanine for comfort and functionality.
- Prepare subfloors with proper leveling and moisture protection prior to flooring installation.

6. Tile Installation:

- Install new ceramic or porcelain tiles on restroom floors and walls for durability and ease of maintenance.

7. Painting:

- Prime and paint all new drywall and ceilings with high-quality commercial-grade paint.
- Match the color palette to the project design specifications.

8. Historic Preservation:

- Protect all existing historic finishes, such as wood trim, moldings, doors, and windows, throughout the construction process.
- Restore any damaged historic elements to their original condition using approved techniques.

Windows:

- Provide and install new **Alpen interior window panels** to enhance energy efficiency while preserving the building's original historic windows.
- Conduct energy calculations to demonstrate improvements in thermal performance and cost savings.

Elevator Installation:

- Install a new ADA-compliant elevator in the designated hallway to facilitate material and staff transport to the second floor.
- Coordinate structural, electrical, and mechanical work to support the installation.

Break Room:

- Construct a new break room on the second floor, including:
 - Framing, drywall, and finishes.
 - Installation of cabinets, countertops, and a sink.
 - Plumbing and electrical connections for appliances.

MEP Systems (Mechanical, Electrical, Plumbing)

Electrical:

- Upgrade all electrical systems to meet **2025 electrical codes**.
- Provide and install:
 - New electrical panels, wiring, outlets, and switches.
 - Energy-efficient LED lighting fixtures throughout the building.
 - New low-voltage systems for technology integration, such as data and communication lines.

Plumbing:

- Replace all plumbing lines, rough-ins, and fixtures to meet current building codes.
- Install new sinks, toilets, and urinals in restrooms with efficient and durable fixtures.
- Conduct leak and pressure testing to ensure proper functionality.

Mechanical:

- Provide and install **new forced-air furnaces** with smart controllers for efficient climate control.
- Install all new supply and return ductwork throughout the building to ensure balanced airflow.
- Provide a new **walk-in cooler** for archival storage with a dedicated cooling control system to maintain specific environmental conditions.

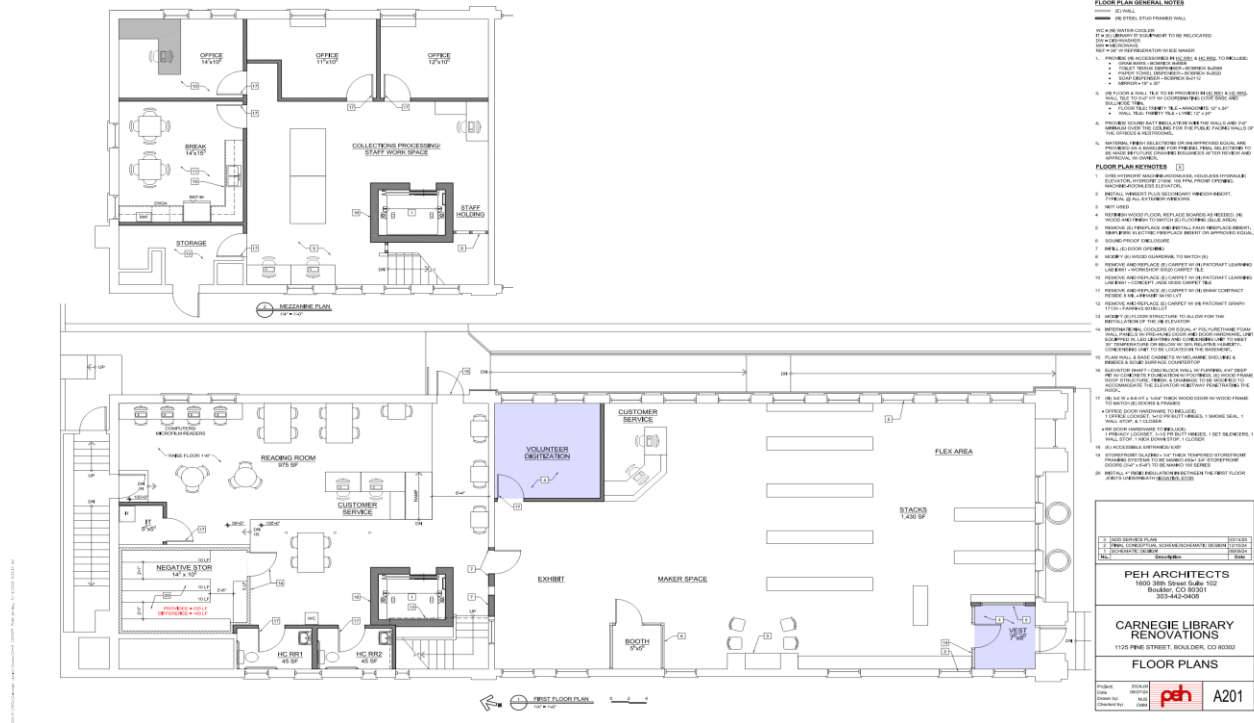
Additional Design Services:

- Develop Phase II construction documents, including full drawing sets for permit approval.
- Complete all **MEP calculations** and design submittals for City approval.
- Address historic board requirements and ensure compliance with preservation guidelines.
- Facilitate the review and approval process with the City and stakeholders.

Our construction costs estimates are as follows:

Total: \$2,700,000-3,000,000

Design Plans for Reference



April 11, 2025

To: Boulder Public Library District Board of Trustees

From: David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

Adriana Boniakowski, Director of Finance

Subject: 2025 Operating and Grant Budget and First Quarter Financial Reports

I. Background

The Board reviewed the 2024 Year End (YE) Financial Report during the [February 18, 2025 meeting](#). The actual expenditures reported of \$32,4272,751 were mischaracterized and included unspent but encumbered funds. The encumbered funds should not be included in the YE actuals and will be carried over and expensed in 2025. The total 2024 actual expenditures were \$29,62,592. The report also included grant funds and expenditures which now have been recorded in the Grant Fund.

Since the YE financial report was presented to the Board, a full reconciliation of the 2024 short term liabilities has been completed and adjustments were made to correct a few discrepancies that were found to be the result of funds being coded to the incorrect general ledger accounts and expensed under the correct general ledger accounts. An updated final 2024 YE Statement of Activities for Operating is **Attachment A**.

II. Operating, Capital and Grant Funds

Sage Intacct, the finance system, is now set up to track activity in the Operating and Grant Funds separately. Each fund will have separate Statement of Activities reports.

- **Operating Fund** – Contains the monies appropriated to the annual operating and capital budgets. Also, the unappropriated capital and restricted reserves are managed within the Operating Fund.
- **Grant Fund** – Contains monies granted to the District for specific uses. The Grant Fund was activated beginning in 2025. In 2024, grant monies were managed in the Operating Fund.

III. Operating Fund

The Operating Fund is comprised of unspent revenues and restricted and capital reserves.

Operating Fund Balance as of YE 2024

2024 YE fund balance	\$7,722,519 ¹
<u>Restricted Reserves</u>	<u>\$2,550,000²</u>
TOTAL	\$10,272,519

IV. 2025 First Quarter Statement of Activities for the Operating Fund

The First Quarter 2025 Statement of Activities report only for the Operating Fund shows activity through March 31, 2025 or for 24.66% of the year (**Attachment B**).

A. 2025 Capital Reserves and Carryover

Several capital and one-time projects were started in 2024 to be completed in 2025, more than staff projected during [2025 proposed budget presentation](#) on October 15, 2024. The cost of these projects was encumbered (but unspent) in 2024. The 2024 YE fund balance of \$7,722,519 will be divided with part carried over to the 2025 operating budget for capital and one-time projects and the remaining held in reserve for future capital projects.

Allocation of 2024 YE Fund Balance

2024 operating encumbrance	\$2,306,861 ³
2025 capital carryover	\$2,315,658 ⁴
<u>Capital reserve</u>	<u>\$3,100,000⁵</u>
TOTAL	\$7,722,519

¹ Attachment A. 2024 Statement of Activities Year End Actuals column

² Approved by the Board October 15, 2024.

³ Attachment A. 2024 Statement of Activities Year End Encumbered Funds column

⁴ For new capital and one-time projects in 2025.

⁵ Approved for capital reserve for future capital projects.

The 2024 encumbered funds and 2025 capital funds are combined under Carryover Revenue on the First Quarter 2025 Statement of Activities, \$4,622,519 (**Attachment B**).

V. First Quarter 2025 Statement of Activities for the Grant Fund

The First Quarter 2025 Statement of Activities for the Grant Budget is **Attachment C**. There is more configuration to be done to this report also so that it shows the expenses broken down by category.

VI. First Quarter 2025 Balance Sheet by Fund

The Balance Sheet shows balances as of March 31, 2025 for the Operating and Grant Funds (**Attachment D**).

ATTACHMENT A

Boulder Public Library District
YE 2024 Statement of Activities Operating - Actual vs Budget

As of Date:

12/31/2024

	2024 Approved Adjusted Budget	YE Actuals	Encumbrances
Revenue			
Property Tax	21,404,074.00	21,727,362.67	0.00
Carryover Revenue	16,577,384.04	14,027,384.04	0.00
Interest Income	0.00	879,951.36	0.00
Donations	0.00	611.45	0.00
Sales	35,000.00	45,076.23	0.00
Book Fees	0.00	14,932.75	0.00
Other			
Other Revenue	600,811.00	612,985.83	0.00
Café Sale	0.00	35,807.86	0.00
Total Other	600,811.00	648,793.69	0.00
Total Revenue	38,617,269.04	37,344,112.19	0.00
Expenditures			
Personnel	12,522,894.00	9,758,845.81	0.00
Administrative	422,515.00	183,687.94	0.00
Board Governance			
Legal Consultants & Fees	150,000.00	123,348.71	0.00
Auditor	27,600.00	16,500.00	0.00
Board Food	6,000.00	4,952.61	0.00
Board Memberships & Travel	5,000.00	748.35	0.00
Total Board Governance	188,600.00	145,549.67	0.00
Purchased Services	1,481,675.00	1,577,661.04	0.00
Building Costs & Utilities	954,494.00	1,019,907.64	24,988.14
IT Support	1,626,533.00	1,483,355.38	0.00
Library Collection	1,975,050.00	1,716,441.81	0.00
Marketing & Engagement	200,000.00	133,812.77	0.00
Programs & Events	385,000.00	421,526.14	0.00
Capital Outlay	4,848,411.00	1,132,896.62	2,281,873.02
Cafe	50,000.00	35,674.95	0.00
2023 City of Boulder Library Expenses	12,012,232.65	12,012,232.65	0.00
Total Expenditures	36,667,404.65	29,621,592.42	2,306,861.16
Total Change in Fund Balance	1,949,864.39	7,722,519.77	(2,306,861.16)

Created on : 04/11/2025 12:33 PM PST

Boulder Public Library District
First Quarter 2024 Statement of Activities Operating - Actual vs Budget

As of Date:

03/31/2025

	2025 Approved Budget Operating	YTD Actuals) Encumbrances	YTD Balance	% Received / Spent	
Revenue					
Property Tax	21,437,601.00	8,657,249.02	0.00	(12,780,351.98)	40 %
Carryover Revenue					
Carryover Revenue	4,622,519.22	4,622,519.77	0.00	0.55	100 %
Total Carryover Revenue	4,622,519.22	4,622,519.77	0.00	0.55	100 %
Interest Income	512,174.00	99,879.94	0.00	(412,294.06)	20 %
Donations	0.00	396.85	0.00	396.85	0 %
Sales	35,000.00	12,607.65	0.00	(22,392.35)	36 %
Book Fees	0.00	3,406.83	0.00	3,406.83	0 %
Other					
Other Revenue	8,053.00	3,328.95	0.00	(4,724.05)	41 %
Café Sale	15,000.00	28,077.71	0.00	13,077.71	187 %
Total Other	23,053.00	31,406.66	0.00	8,353.66	136 %
Total Revenue	26,630,347.22	13,427,466.72	0.00	(13,202,880.50)	50 %
Expenditures					
Personnel	14,906,168.00	2,853,726.92	0.00	(12,052,441.08)	19 %
Administrative	336,383.00	27,505.69	0.00	(308,877.31)	8 %
Board Governance					
Legal Consultants & Fees	130,000.00	18,384.30	0.00	(111,615.70)	14 %
Auditor	23,500.00	0.00	0.00	(23,500.00)	0 %
Board Food	5,000.00	570.91	0.00	(4,429.09)	11 %
Board Memberships & Travel	2,000.00	0.00	0.00	(2,000.00)	0 %
Total Board Governance	160,500.00	18,955.21	0.00	(141,544.79)	12 %
Purchased Services	1,997,000.00	449,970.13	983,463.33	(563,566.54)	23 %
Building Costs & Utilities	1,322,860.33	211,226.63	(7,497.19)	(1,119,130.89)	16 %
IT Support	1,303,140.00	601,603.34	(871.17)	(702,407.83)	46 %
Library Collection	1,955,700.00	414,151.51	0.00	(1,541,548.49)	21 %
Marketing & Engagement	180,000.00	20,519.24	0.00	(159,480.76)	11 %
Programs & Events	536,000.00	75,457.06	0.00	(460,542.94)	14 %
Capital Outlay	3,912,595.89	1,330,897.39	1,427,527.30	(1,154,171.20)	34 %
Cafe	20,000.00	11,483.19	0.00	(8,516.81)	57 %
Total Expenditures	26,630,347.22	6,015,496.31	2,402,622.27	(18,212,228.64)	23 %
Total Change in Fund Balance	0.00	7,411,970.41	(2,402,622.27)	5,009,348.14	0 %

Created on : 04/11/2025 11:14 AM PST

Notes

1. Personnel costs are trending low due to vacant positions for the Gunbarrel Library and positions in HR and Literacy and Outreach that are under recruitment.
2. IT Support runs high because contract support is paid in advance.
3. Capital outlay - Encumbered funds are for NoBo playground, NoBo acoustics correction, Main north staff breakroom, and Gunbarrel Library.
4. The café revenues are expected to offset the expenditures in excess of the budget by YE 2025.

Boulder Public Library District
First Quarter 2025 Statement of Activities Grants - Actual vs Budget

As of Date:

03/31/2025

	Grant Budget	YTD Actuals & Encumbrances	YTD Balance	
			Actual minus budget	% Received / Spent
Grant Revenue				
Grant Income	322,200.00	288,700.00	(33,500.00)	90 %
Carryover Revenue	59,799.78	59,799.78	0.00	100 %
Total Grant Revenue	381,999.78	348,499.78	(33,500.00)	190 %
Grant Expenditures				
Grant Expenditures	381,999.78	348.36	(381,651.42)	0 %
Total BPLD Grant Expenditures	381,999.78	348.36	(381,651.42)	0 %
Grant Change in Fund Balance				
Grant Revenue	381,999.78	348,499.78	35,500.00	91 %
Grant Expenditures	381,999.78	348.36	(381,651.42)	0 %
Total Grant Change in Fund Balance	0.00	348,151.42	346,151.42	(91) %

Created on : 04/11/2025 11:18 AM PST

Attachment D

Boulder Public Library District
First Quarter 2025 Balance Sheet by Fund

As of Date:

03/31/2025

	Grant YTD	Operating YTD	All Locations YTD
<hr/>			
Assets			
Current Assets			
Cash & Cash Equivalents			
11001 - Chase checking account	346,151.42	1,006,916.38	1,353,067.80
11011 - COLOTRUST Prime Account	0.00	11,705,032.66	11,705,032.66
13002 - Cash Drawers & Change Fund	0.00	1,750.00	1,750.00
Total Cash & Cash Equivalents	<u>346,151.42</u>	<u>12,713,699.04</u>	<u>13,059,850.46</u>
Accounts Receivable, Net	0.00	1,395,652.76	1,395,652.76
Other Current Assets	0.00	25,064.00	25,064.00
Total Current Assets	<u>346,151.42</u>	<u>14,134,415.80</u>	<u>14,480,567.22</u>
Total Assets	<u>346,151.42</u>	<u>14,134,415.80</u>	<u>14,480,567.22</u>
Liabilities and Fund Balance			
Liabilities			
Short-term Liabilities	0.00	1,072,445.39	1,072,445.39
Total Liabilities	<u>0.00</u>	<u>1,072,445.39</u>	<u>1,072,445.39</u>
Fund Balances			
General Fund Reserves	0.00	2,550,000.00	2,550,000.00
Capital Reserve	0.00	3,100,000.00	3,100,000.00
Change in Fund Balance	0.00	7,411,970.41	7,411,970.41
Grant Change in Fund Balance	<u>346,151.42</u>	<u>0.00</u>	<u>346,151.42</u>
Total Fund Balances	<u>346,151.42</u>	<u>13,061,970.41</u>	<u>13,408,121.83</u>
Total Liabilities and Fund Balance	<u>346,151.42</u>	<u>14,134,415.80</u>	<u>14,480,567.22</u>

**BPLD Library Director Assessment Form - Board of Trustees
2025**

2025 Contract Goals

Rating Scale	
1	Unacceptable
2	Needs improvement
3	Meets standard
4	Exceeds standard
5	Outstanding
6	Have not experienced or observed

Goals	Rating	Comments
<u>Culture and Community Within the District Organization</u>		
A. Build upon the existing culture of collaboration with integration of new hires		
<ul style="list-style-type: none"> Conduct annual listening session with staff and trustees Implement Performance Review process Q1 2025 		
B. On boarding all new trustees and continue to build working relationships with all seven trustees		

<ul style="list-style-type: none"> • Conduct Trustee Orientation • Meet with trustees individually, outside of meetings, at least once each calendar year 		
<u>2. Service and Programs.</u>		
<p>A. Continue to implement 2018 master plan and ballot initiative promises</p> <ul style="list-style-type: none"> • Open NoBo Library Q2 2024 • Prepare for opening of Gunbarrel Library by Q2 2025 • Open Carnegie Q4 2024 • Begin Canyon Theater pilot program Q2 2024 • Launch Literacy and Outreach Program Q3 2024 		
<u>3. Engagement with Library Community as the Library District Leader.</u>		
<p>A. Develop and nurture leadership within organization</p>		
<p>Provide at least 3 development opportunities for potential/aspiring leaders in organization Q1 2025</p>		

B. Board of Trustees Development		
Work with trustees to refine/develop understanding of fiscal / fiduciary responsibility – give them tools they need to make informed decisions. Q3-4 2024		
Provide tools for trustees to enhance transparency for the public regarding decisions including detailed quarterly budget reports, presentation of library incidents and library usage twice per year		

Skills, qualities and competencies of a great library director

Rating Scale	
1	Unacceptable
2	Needs improvement
3	Meets standard
4	Exceeds standard
5	Outstanding
6	Have not experienced or observed

	Rating	Comments
<u>Leadership</u> : To be a public presence for the Library District and a partner in community projects, inspiring community support through active involvement in community organizations and activities		
<u>Planning</u> : To lead a district-wide planning process to establish the mission, goals, and objectives of the Library District		
<u>Policy Development</u> : To assist the Board in developing policies that pertain to all aspects of Library District operations to promote exemplary service to the public;		
<u>Policy Implementation</u> : To implement policies adopted by the Board with fairness and consistency;		
<u>Program Development</u> : To direct the development and implementation of a variety of contemporary services that meet the diverse needs of public audiences in a friendly and helpful setting		
<u>Collection Development</u> : To grow and make easily accessible a first-class collection of print and non-print media that encompasses the ethnic and cultural diversity of the communities served by the Library District and that represents a wide variety of viewpoints;		

	Rating	Comments
<u>Staffing</u> : To build an organizational culture of service and commitment through selection and development of staff		
<u>Employment Recommendations</u> : To recommend individuals for employment by the Board consistent with the policy, staffing, and development needs of the Library District		
<u>Finance</u> : To formulate and administer an annual budget, implement investment strategies, and be accountable to taxpayers through regular reports to the Board and the public;		
<u>Communications and Marketing</u> : To learn the service needs of the public and to provide frequent and on-going information to the public and staff regarding Library District services and operations		
<u>Facilities</u> : To maintain attractive, safe, comfortable, and convenient buildings and vehicles to serve the public		
<u>Technology</u> : To provide up-to-date technical software, equipment, training, and support for the public and the staff;		

	Rating	Comments
<u>Foundation and Fundraising:</u> To collaborate with the Boulder Public Library Foundation in establishing goals and priorities and actively participate in fundraising for the benefit of the library;		
<u>Professional Involvement:</u> To engage the Library District in cooperative activities with other libraries, participate in activities of the State Library, and assume leadership roles in state, regional, and national library organizations;		
<u>Legislative Involvement:</u> To inform the Board of opportunities to actively engage in advocacy for libraries at all levels of government- local, county, state, and federal;		
<u>Board Meetings and Reports:</u> To prepare the agenda for each Board meeting, present a monthly report of library activities to the Board, and submit an annual report to the State Library and appropriate local governments;		

	Rating	Comments

2024 Library Retreat Priorities

Gunbarrel Library Opening
 Carnegie Library for Local History – Space Needs Analysis
 Meadows Library Space Search
 Teen Role in Library Planning
 External Safety around the Main Library
 Wireless around Nobo
 Marketing and Communications Strategy
 Library Use Survey

What are your three goals for the Library Director in 2025?

1. _____

2. _____

3. _____

Name: _____

Date: _____