City of Boulder

2013 Library Commission

Agenda

Meeting Date: September 4, 2013
Location: North Meeting Room, Main Boulder Public Library
Start Time: 6:00 pm

1. Approval of Agenda

2. Public Participation

3. Consent Agenda
   a. Approval of Aug 7, 2013 minutes
   b. Commission Update (from memo)
   c. Library Update (from memo)

4. Commission Priority Discussion and Input
   a. Main Library Renovation Project Design Advisory Group update

5. Matters from the Commission
   a. Preliminary Meeting Room Plan
   b. Possible statement about tax options and library funding

6. Matters from the Department
   a. Review 2014 City Manager's recommended budget
   b. Plan for target patron survey on library programming
   c. Library and Arts Director retirement and search

7. Items for Inclusion in the Action Summary

8. Next Commission Meeting (rollover items and date):

9. Adjourn

2013 Library Commissioners

Anne Sawyer, Chair+ BPL Foundation Director
Celeste Landry, Vice Chair
Donna O'Brien, Secretary+ BPL Foundation Director
Anna Lull

Draft Minutes
Boulder Public Library Commission meeting
August 7, 2013
Main Library North Meeting Room

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Anna Lull

COMMISSION MEMBERS ABSENT

Dan King resigned effective Aug. 4, 2013.

LIBRARY STAFF MEMBERS PRESENT

Valerie Maginnis, Library & Arts Director
Jennifer Miles, Deputy Library Director
Leanne Slater, Administrative Specialist
Gwen Holton, Branch Library Specialist
Kathleen Janosko, Administrative Specialist II (Finance)

CITY STAFF MEMBERS PRESENT

Glenn Magee, Facilities Design and Construction Manager
Joe Castro, Facilities & Fleet Manager
Maureen Rait, Executive Director of Public Works
David Mallett, Budget Analyst
Jennifer Bray, Communication Specialist III

PUBLIC PRESENT

Alice McDonald
Doris Hass
Carl Manthei (Boulder Library Foundation, president)
Peter Richards
Laurence Anderson
Jacqueline Reid, organizational development consultant (on contract with the city)
Cynthia Neil

BOULDER TEEN ADVISORY BOARD MEMBER PRESENT (BTAB)

Nick Bozik

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

APPROVAL OF AGENDA

The agenda was approved with the additions included below.

PUBLIC PARTICIPATION

No public participation.

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CONSENT AGENDA

A. APPROVAL OF JULY 10, 2013 MINUTES

The July 10, 2013 minutes were unanimously approved as amended (3-0, O'Brien abstained as she was absent from the July meeting.

B. COMMISSION UPDATE (FROM MEMO)

There were no items from this memo that needed to be discussed.

C. LIBRARY UPDATE (FROM MEMO)

An item was added as C. under Matters from the Commission.

COMMISSION PRIORITY DISCUSSION AND INPUT

A. MAIN LIBRARY RENOVATION PROJECT DESIGN ADVISORY GROUP (DAG) UPDATE (87 MINUTES)

The Library Commission received an information update from DAG on the following categories: project communication plan, public art process timeline, shelving floor plan, technology, HVAC augmentation, preliminary information on cost estimate, and an update on the Request for Qualifications (RFQ) process for construction contractor selection.

In terms of project communication, Landry asked about whether the library would continue to display the hard hat icon used for the Capital Improvement Bond projects? Maginnis responded affirmatively. O'Brien asked whether the library anticipates closing during the construction phase of the project? Maginnis answered that the goal is for the library to remain open. However, in terms of efficiency, the benefits of temporarily closing the library will be considered.

Landry stated that Mamie Doud Eisenhower Library is closed this week due to new carpet installation. In terms of patron convenience, Sawyer suggested that perhaps the pick-up for holds can be moved to a smaller (different) location (during portions of the construction phase.) She added a statement which was in favor of the webcam idea and showing periodic snapshots of the evolving construction process.

(More information can be found at: http://news.boulderlibrary.org/).

- Public Art Selection Process

Maginnis told the commission that the Boulder Public Library public art opportunity would be posted via CaFÉ™ (www.callforentry.org). People can also view other organizations' public art projects on this website.

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- Lull asked if the artistic displays rotate? Maginnis responded that it could be permanent or it could be rotating, depending on the artist's proposal and the scope of the project.
- Sawyer asked if the display would be from one artist or multiple artists. Maginnis said that it could be either.
- Landry voiced concern that this part of the project (art selection) was being handled now rather than after construction. Maginnis responded that studiotrope recommended doing this part soon in case the selected art's placement needed to be included in the construction plans. Commissioners added that this strategy might also be helpful as the art placement could affect shelving placement or paint color selections.

  Maginnis stated that in order to be inclusionary she made an accommodation and allowed the option of two library commissioners to serve on the public art selection panel. However, she stated that when applying the city's interim Public Arts Policy, adjustments to selection panels may need to be made with more attention to stated goals.

  Commissioners Sawyer and Lull volunteered to serve on the public art selection panel.

- Shelving Floor Plan

Miles presented information regarding the current shelving plan as it stands today and is considered a work in-progress. She reiterated the intent for the bond funds as:

- Remodeling and relocating the children's library
- Expanding and upgrading the teen space
- Improving access and browsing areas for fiction, movies, and music

Miles explained that the community goals for the renovation reinforced the intents listed above. Also, the community emphasized in these meetings that they would like more spaces for meetings, more seating, and an enhanced user experience. With the current renovation plans there will be:

- 250 percent more space for the teens
- 46 percent more meeting space

Miles also reviewed different areas of the library and how those specific shelving areas will be affected by the renovation project.

- Landry stated the importance of considering noise levels in relation to the placement of computers in the children's area. Staff agree with this concern/consideration.
- Lull asked if there would still be Books in a Bag for children? Miles answered affirmatively. She also asked if the shelving rows have different heights? Miles responded affirmatively and added that the bottom shelf will also be raised above floor level for easier viewing.

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- O'Brien asked if the shelving in the teen area would face the teen area. Miles responded that the shelving will not be facing the teen area but will instead be on the outside wall of the teen area next to the door.

Miles said that the literacy collection will move up to the second floor and will hopefully serve patrons better there. The collection will be easier to access and it will also be better showcased in this location. Due to the 250 percent space increase in the teen area, about 15 percent of the non-fiction will be displaced and the DAG is currently looking for strategies to fit some of these materials in somewhere else in the library and hopefully offset this number.

- Landry asked whether the library is keeping the shelves in the non-fiction section? Miles said yes; it is not in the budget to replace them. She also asked if the materials on hold for teachers in the children's library will not be as close to the entrance as they are now. And she asked how did DAG come up with this idea? Miles answered that Mary Jane Holland and her staff have worked with studiotrope on this design.

Miles presented information on the process of maintaining and streamlining the collection. The library has adapted the CREW method (an industry standard for maintaining collections) and the librarians do their best to follow these guidelines.

- Landry asked how do patron requests from other libraries (via the Prospector system) affect collection decisions? Miles responded that this type of report is not currently available via Prospector; however, librarians do search other libraries' catalogs to determine whether the item might be available from another library if needed for a patron request.
- Landry asked if the children's book sale money go back into the collection budget? Miles responded, yes; any of the money gained from used book sales goes back into the collection budget.
- O'Brien asked what percentage of a librarian's time is spent on maintaining and streamlining the collection? Miles responded that it varies depending on the individual positions.
- Lull asked if the library be revising the collection development policy in the future? Miles answered yes, but not in the near future.

(More information can be found at http://boulderlibrary.org/pdfs/commission/2013/handouts/13AugMeetingHandout.pdf).

Magee presented information on the technology for the renovation, the HVAC augmentation, the cost estimate and the RFQ process for the construction contract. He stated that there would be more detailed information about the budget at the September meeting.

- Landry asked if there has been any discussion about the 3D printer? Magee responded that not really, there is no budget for that equipment; it is outside the scope of our technology portion for this project.

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- Sawyer stated that there have been complaints about Library Commissioners' voices not carrying during meetings. Therefore the possibility of some kind of amplified sound could be useful in the meeting room where this takes place.
- Lull asked that if a patron needs assistance with technology in the meeting rooms, which staff would help with that? Maginnis responded that along with the reexamination of the service model and how staff will be positioned to provide assistance to patrons, the library will be working on incorporating technology training into the staff work plan.
- Lull asked that in regards to future technology upgrades, who will be the consultant? Maginnis said the library is now fully staffed in eServices and the library can also rely on the city's IT department.
- Sawyer asked if there will there be any software for video production in the teen area? Magee answered that there will only be a green screen and furniture. Sawyer suggested that minimally an iMac does great video production.

(More information can be found at http://boulderlibrary.org/pdfs/commission/2013/handouts/13AugMeetingHandout.pdf).

MATTERS FROM THE COMMISSION

A. CONSIDERATION OF A STATEMENT ABOUT TAX OPTIONS AND POSSIBILITY OF A FUTURE LIBRARY DISTRICT (11 MINUTES)

Landry stated that this fall will have a busy ballot specifically in regards to taxes. She said that it is possible that any general fund money will probably go to the police, fire and transportation departments. Landry wants voters to know that there may be other tax questions in the future and also would like to introduce voters to the idea of a library district. She shared her draft of a statement that she wrote and asked if a subcommittee would like to write a more final draft statement and present it to the commission next month. She said that it could be submitted as an Op/Ed piece to the Daily Camera, be posted to the Library Commission webpage, or possibly as part of the BPL Now e-newsletter.

- Lull asked if staff, the Boulder Library Foundation, and the Arts Commission are on board with the idea of proposing a library district. Landry responded that staff is unable to make a statement about this.
- O'Brien was concerned that if a statement is made now about a future issue, than it could confuse the voters. Lull agreed that it is premature to explain this to the public unless they were voting on it. She added that she was not so much skeptical of the idea (behind the statement) but instead of the statement being made before it is time.
- Sawyer said, depending on this statement and how it is crafted, that it could be a reminder to the public about the library and its needs. She added that if the library became a district, this could possibly solve some of the city's problems with the leftover money and the library could also benefit if it were a district. Sawyer was not opposed to the statement but is willing to consider it. She also added that another option could be a statement on behalf of one or two commissioners but not fully endorsed by the whole commission.

Landry agreed to write a more final draft statement on this topic and O'Brien agreed to proof this document, to be considered at the September commission meeting.

B. DISCUSSION REGARDING RESIGNATION OF COMMISSIONER KING

Commissioner Sawyer will make a request to the City Council Agenda Committee that states the Library Commission's preference for a new commissioner to be appointed prior to the annual spring recruitment period.

C. **MUNICIPAL CAMPUS RULES OF CONDUCT**

Maginnis said that she thought the fact that the Municipal Campus Rules of Conduct were adapted from the Boulder Public Library Rules of Conduct was a compliment to the Library Commission. Sawyer added that City Council has also taken the Library Commission's Communication Guidelines and is looking to make that available to other boards and commissions as well.

MATTERS FROM THE DEPARTMENT

A. PATRON SURVEY COST INFORMATION AND OPTIONS (15 MINUTES)

- Landry asked if individual consultants had facilitated the library's surveys in the past. Maginnis answered that yes; but this (simplified) target survey is something that can be managed internally.
- Landry asked what is the goal of the target survey?
  The response was that the goal is to find out what the community would like to see in terms of library programming, which will help provide guidance for the programming specialist.
- Sawyer suggested that the commission think about the specific questions that they would like to have included in the target survey so that this information will be prepared when it comes to time for staff to administer the survey. She stated she is OK doing the target survey now in order to gather information that will be timely and is OK waiting until after the renovation to do the full patron survey.

  Landry thought it would be helpful to do the full outsourced patron survey every two years.

- O'Brien said that the information from the survey may be great to hand to the new Programming specialist; she suggested perhaps doing the target survey in tandem with hiring for this position.

  This agenda item will be added to next month's meeting.

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B. UPDATE ON THE NORTH BOULDER LIBRARY STATION (10 MINUTES)

Maginnis stated that BHP strongly recommended doing an electronic survey (for more information, please see library director's memo from Aug. 2, 2013 at http://boulderlibrary.org/pdfs/commission/2013/packet/AugCompletePacket.pdf).

- Landry asked what are the feelings from the executive budget team in regards to the north Boulder library station? Mallett responded that the budget information will be presented to City Council later this month; items are dependent on the financial status of the upcoming year.
- Lull and Sawyer suggested having the library station open on more weekday mornings as this is ideal for storytimes.

C. QUESTIONS ABOUT THE NEW LIBRARY COMMISSION CITY-BASED WEBPAGE- (10 MINUTES)

This item was deferred until the September meeting.

ITEMS FOR INCLUSION IN THE ACTION SUMMARY

Commission discussed items for the Action Summary.

NEXT COMMISSION MEETING (ROLLOVER ITEMS AND DATE)

The next Library Commission meeting will be held at 6 p.m. on Wed., Sept. 4, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items: Main Library renovation project design advisory group and studiotrope update regarding way finding, furniture and finishes, RFID and automated materials handling system selection process, cost estimate and tradeoffs (if any) to consider, and preliminary architect-recommended project phasing; (possible) results from the north Boulder survey; review of library's portion of the city manager's recommended city budget; discuss target survey questions in relation to library programming.

Meeting adjourned at 8:23 p.m.

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City of Boulder
2013 Library Commission **Commission Memo**

Meeting Date: September 4, 2013

1. Library Commission Upcoming Calendar

	Priority Discussion	Commission Responsibilities	Visitors
July - September, Create CONSTRUCTION DOCUMENTATION for Main Library Renovation			
Sept. 2-6, 2013, RFQ issued for construction contractor			
Sept 4	1. Main Library Renovation: Progress update on design development process. Review : · Wayfinding · Furniture and finishes · RFID and automated materials handling system selection process · Cost estimate and tradeoffs (if any) to consider · Preliminary architect-recommended project phasing (subject to change by the construction contractor)	• Review library portion of City Manager's budget. Commission comments may be sent to City Council prior to their study session.	studiotrope Design Collective
Sept. 19, 2013, RFQ responses due			
Sept. 20-30, 2013, DAG Review of RFQ responses			
Sept 23, 2013, Deadline for applications to fill the Library Commission vacancy. (Position only open to males in order to achieve gender representation.)			
Oct 1, 2013, 5-6pm, Library Commission candidate interviews with City Council. Appointment made the same evening during the City Council meeting			
Oct 2	1. Main Library Renovation: • Update on bid process plan and café vendor RFP process • Review Public Art Selection panel recommendation 2. Funding Goal - Info and Vision	•	
October - December, Bidding and Contractor Selection and permitting for Main Library Renovation			
Nov 6	1. Main Library Renovation: Progress update on contractor selection process 2. Update on approved 2014 Library & Arts Budget 3. Review findings from Priorities and Long-range Planning Discussion, Review Master Plan Appendix J.	• Begin annual letter to City Council • Review commission candidate application questions • Receive report on Foundation grants	

Dec 4	1. Main Library Renovation 2. Master Plan - Next steps in planning process including identifying BPL Performance Stds & Measures	• Deadline to send annual letter to City Council about their Work Plan / Goals	
January - October 2014, CONSTRUCTION phase of Main Library Renovation			
Jan 8 **Meadows**	1. Main Library Renovation	• Review orientation handbook for incoming commissioners	

Upcoming Dates of Interest:

Sept: Library Card Sign-up Month
Sept 22-28, 2013 Banned Books Week
Sept 25, 2013 Banned Websites Awareness Day

Oct: Oct. 13-19, 2013 Teen Read Week
Oct. 20-26, 2013 National Friends of Libraries Week

Nov: NaNoWriMo (National Novel Writing Month)
Picture Book Month

2. Update on Commission Emails through Aug 27, 2013

None received.

3. Filling the Library Commission Vacancy

Anne Sawyer spoke with Ali Darrow of the City Clerk's office on Aug 22, 2013. The schedule to fill the opening on the Library Commission has been announced.

Tues, August 20:	Recruitment begins
Mon, September 23:	Applications due
Tues, October 1:	Group Interview with Council (5-6pm)
Tues, October 1:	Appointment made at normal Council meeting

We hope to have a new commissioner for our October meeting on October 2nd (talk about getting to work right away…). Anne will contact the new commissioner on Tuesday evening after the appointment so that he can attend on Wednesday if able.

4. Meeting of Library, Foundation and Commission Representatives, August 9, 2013

AGENDA:
#1 Library, Foundation, and Commission each briefly describe how they perceive working with other 2 entities
#2 Arts & Cultural Programs Assessment and Addendum
#3 Library Programming supported by the Foundation
#4 Renovation Budget and the Foundation's Involvement
(*italicized items* represent potential action items)

ATTENDANCE:

Commission: Anne Sawyer (chair), Celeste Landry (vice chair)
Foundation (BLF): Carl Manthei (president), Barb Kostanick (immediate past president)
Staff: Valerie Maginnis (director), Jennifer Miles (deputy director)

Agenda Items 1 (Working Relationship) and 3 (Programming):

Use the term "funding requests" rather than "grants."

Improve communication between the 3 groups.

BLF would like to get to know staff better and propose a get-together.

BLF wants more and different funding requests (a "fountain of creativity") from staff; library wants to gather feedback and cast a wider net for ideas.

Funding requests should be reviewed between library director and BLF president before presentation to BLF; allows refinement and and feedback where necessary. Too many BLF meetings cause over involvement in library operations.

New kinds of funding requests should be reviewed early by BLF president to gauge likelihood of funding.

Commission review of funding requests would allow shaping of kinds/breadth of proposals, a responsibility that the BLF doesn't take on. *Commission can also provide feedback on changes in philosophy of programming* (ex. changing the cinema program's theme or reducing number of films).

Grant proposal template that BLF created improves the quality of the proposals and has worked well.

BLF is interested in helping to pilot new ideas.

BLF can be flexible and act quickly on funding when needed.

BLF can fund programs outside of library premises; City of Boulder has an agreement allowing 16 performances at Macky; library could use this for bigger events.

Commission can report more library information to the BLF; e.g., NoBo library substation.

Revised process related to Funding Requests to the Foundation:

1) Commission see basic list of funding requests
2) Pre-meeting between BLF rep and library director
3) BLF holds funding approval meetings
4) Awarded funding requests are reported back to each group

Agenda Item 2 (Arts Assessment and Addendum):

The BLF funding in the addendum can't be reconciled with actuals. Mary Hassler, bookkeeper for the BLF, will give library exact approved and spent amounts. Full funding amounts provided by the BLF to the Library and Arts Department will be documented and the "arts" portion of the budget recalculated with a definition of what defines "arts".

Commission meeting date will be corrected and introduction changed to reflect that feedback from that meeting is not included in the addendum.

BLF funding stipulations outlined are incorrect (too strict). These will be rephrased to say "general principles", but indicate that there have been exceptions. In particular:

- BLF mission is to help the library; however, if an organization other the library asked for funding to help the library, then the request might get approved.
- Historically BLF-funded programs are held at the library, but not a requirement. Example: summer reading program's party at the Boulder Res.
- BLF funded Carnegie floor reinforcement and GRB meeting room.

A stricter rule needed to be added is: "the Foundation does not employ library staff."

Page 4 of addendum, Special Programs:

Commission and BLF did NOT "misinterpret" Recommendation 1. This terminology will be corrected.

Add: The fee should cover a security guard and MAINTENANCE.

Page 5 of addendum, Special Programs:

Delete sentence - "We suggested that theater performances be provided by outside groups rather than the Library and Arts Department." Library's goal is to provide improved theatrical programming.

This addendum will be revised and attached to the Arts & Cultural Assessment, but the library agrees that any recommendations related to the Library Division will be brought to Commission before moving forward.

Agenda Item 4 (Renovation and the Foundation):

The rumors about the BLF being asked to fill a large budget gap are not true. The library may find that some "base" funded items that have desirable "alternate" (more expensive) options and may need to find other funding. BLF is cautious about funding "stuff" but may fund a pilot concept. BLF may fund a sample computer, but library would have to fund further computers.

5. Some Patron Surveys in Our Region

Report submitted by Celeste Landry

Lafayette Public Library

Lafayette Public Library is planning a patron survey. The survey will be conducted in person by staff and volunteers (mostly Library Board members) in various places around town. Some surveyors will be targeting certain demographic groups: teens, senior citizens and Spanish speakers. There will also be a survey online. The Library Board would be happy to receive 200 responses and is asking each surveyor to survey 20 people.

A subcommittee of the Library Board created the survey and received feedback from the director and other board members. The surveyors will interview a person, write down the verbal responses and basic survey information (surveyor, date, location, responder demographic). When finished with the survey, the surveyor will count the five next people encouraging the 5th person (as long as the person looks to be over 14 years old) to take the survey.

The first question asks how often the responder uses the library. People who are frequent patrons then answer one set of open-ended questions. Infrequent patrons or non-patrons answer a different set of open-ended questions. Both sets focus on what services patrons would like to see, improve or change, and ask about the patron's passions.

The goal of the patron survey is to "take the temperature" of the community. The data may be used in the future to help justify funding requests for new programs.

Mamie Doud Eisenhower (Broomfield) Public Library

The Mamie Doud Eisenhower (MDE) Public Library Board of Trustees patron survey (http://www.lrs.org/documents/comm_analysis/Patsurv.htm) that was mentioned in the August Commission Memo was done in 1998. The Library Board was involved in the planning, and the library director managed the work. There were two surveys: 1) directed to general citizens, mailed with the city water bill and posted on the city webpage, and 2) directed to library users and distributed in the library.

MDE conducted another survey in 2005 using the same distribution methods except for posting it on the library's webpage, rather than the city's. They updated the original survey, but used many of the same questions in order to be able to compare results.

In 2012 Broomfield conducted a Citizen Survey which included a few questions about the library. Here is the URL for the survey's report: http://www.broomfield.org/DocumentCenter/View/3585. The survey was handled by the National Research Center (Boulder, CO).

Colorado State Library – Resources

The Library Research Service of the Colorado State Library has a limited collection of library surveys on its web page.
http://www.lrs.org/library-user-surveys-on-the-web/

For instance, you can find the Lafayette Public Library's 2006 survey.

6. The Attempt to Create a Boulder County Regional Library Authority

Report submitted by Celeste Landry

About a decade ago communities in Boulder County tried to form a Regional Library Authority (RLA). An RLA was a new governance structure authorized by legislation in 2003. The law was drafted by library staff in Boulder County working with the Colorado State Library. An RLA allows libraries to retain local control and report individual library statistics to the state, but libraries can get revenue through a sales tax and/or a property tax. (Library districts are limited to property taxes.)

During this time Liz Abbott was the director of the Boulder Public Library, and Susan "Sam" Hartman was the library's project manager for the RLA project. The library directors in the county met monthly. Lafayette and Louisville City Councils supported the RLA. Superior, Lyons and the Boulder County part of Erie were also considering supporting the RLA. Nederland created its own library district in 2002, and Longmont decided not to be part of the RLA effort. Some of the Consortium of Cities RLA discussions revolved around including unincorporated residents in the defined region, an important point because the RLA option provided a way to address the financial burden on municipal libraries for providing services to county residents with no "home" library.

In Colorado, library services are provided, when available, by local governments through a "home" library. A home library may be a municipal library, a county library, a multi-jurisdictional library, a library district, or an RLA. For about 2 decades, anyone with a home library card has had borrowing privileges under the Colorado Library Card program at other public libraries in the state. If people don't have a home library, there are a variety of ways for them to get library services. The Lafayette Public Library estimated that 20% of its use was by patrons who didn't have a home library so in August 2003 the library began charging people without a home library $65/year to get a library card. (This helped the library with their budget but may have discouraged people from using the library. The city would have preferred being part of an RLA to charging the $65 fee.) Voters in the town of Superior approved a property tax increase in 2010 to pay for access to Louisville Public Library services.

In September of 2003, 16% of Boulder Public Library cardholders didn't have a home library and were estimated to contribute a disproportionate 6% of the library's budget through sales taxes and fees. There are roughly 60,000 residents in Boulder County without a home library. From the 1950s until 1990 Boulder County recognized library use by unincorporated residents, making a direct contribution to BPL's budget for about 2 decades and then arranging an exchange of county and city services until 1990.

The attempt a decade ago to create an RLA was not a high priority at the county level. Eventually the Consortium of Cities discussed a phased approach, e.g., start by forming a regional authority not to collect taxes, but rather to collect numbers for reporting purposes. This approach wasn't received enthusiastically by the libraries. I think that one problem with a large area for an RLA is that there are elections every year for city council or county commission; the temptation to wait until after the next election was often mentioned as a reason to continue postponing the discussion.

To this day no RLAs have been formed in the state of Colorado. Rather, the trend in library governance has been toward forming library districts.

7. Lyons Library District Steering Committee Meeting, August 21, 2013

Report submitted by Celeste Landry

Consideration of election IGAs with Boulder and Larimer Counties

There was an error in the election IGA (Intergovernmental Agreement) with Boulder County. It referenced the library district under Colorado Revised Statutes, Title 32, but it will be changed to Title 24. IGAs with amendment were approved.

District formation status report

-- Minor change to district boundary – Boulder County found one house that should not have been in the district. Boundary has been corrected.

-- 2013 assessed property values – Committee is still waiting for county numbers. It is hoping for numbers by the end of the week.

-- Boulder County approval of ballot language – Boulder County appreciated that the committee got a lawyer's approval before sending it to the county. Boulder wanted it early to meet the 15-day challenge period they offer voters.

-- Board personnel change – Laura Richardson will be unable to serve on the board of trustees. Jenny Voss has agreed to serve in Laura's place.

-- Joint Commission hearings 8/29, 5pm, Town Hall with a quick tour of the library beforehand and dinner afterwards. (The library is not open on Thursdays.)

Architectural/Facility Issues

-- Thorp additional cost estimates – Phase IV report emailed to committee members.

-- Dennis Humphries Visit – Tour was a good use of time. Humphries introduced the committee to the idea of "maker spaces." He suggested emphasizing the program idea of the library, not the building part of the library to voters. He explained some after-hours options for library space. Another idea was a false floor so that the conduits in the crawl space are very accessible.

Capital Campaign Progress/Launch Schedule

Drew had a ~10-page, 8½" x 5½", electronic pamphlet that could be handed out to potential donors. 100 copies will be printed. Drew also passed out 2 things:

1) a letter to be signed by about 15 already identified, prominent people in town encouraging people support the library capital campaign financially
2) a capital campaign pledge form. Drew made a plea for all on the steering committee to make a pledge

Marketing/Publicity

-- Review of Summer Events, including petition results – over 300 signatures collected

-- Fall events, including possible music concert

Sat, Oct 12th -- 1-hour concert with a kids' focus to help the library

Lyons Community Foundation grant application

Steering Committee is applying for a $4000 grant to pay for a library district employee to work 15 hours a week for 18 weeks if ballot measure passes. Erin M. has agreed to be the worker.

Role of Committee in election

-- Neither the town nor the library district committee can advocate a vote either way or spend money on campaigning. Both can do simple GOTV (Get Out the Vote). Perhaps there won't be an official issue committee.

-- Mayor Julie VanDomelen and Town Trustee Dan Greenberg shared advice on how to do GOTV in Lyons.

Post-District formation meeting schedule

-- There won't be more steering committee meetings once the district is formed by the county commissioners.

Estimated election costs billed by County Clerks' offices

Larimer County - $1000

Boulder County - $2550

8. Lafayette Public Library Board Meeting, August 12, 2013

Report submitted by Celeste Landry

One hour prior to the official Library Board meeting, there was a Board Survey Training Session. (See the section "Some Patron Surveys in Our Region" in this Commission Memo.)

Attendees were Library Director Betsy Stroomer, City Council Member/Library Liaison Staci Lupberger and all 8 members of the Library Board. Debbie Wilmot from the city also attended briefly to present information about the Xcel franchise renewal ballot issue. One board member noted that I was the first "member of the public" to show up at comment period in years. I gave a brief overview of BPL's activities.

A new secretary was elected, but he had to leave early so the library director took minutes for this meeting. There was no audio recording of the meeting. There were no name placards or other visible way to identify the board members.

The Director's Report included the following items (and more):

- Rules of Conduct – The library is considering revising the rules to account for e-cigarettes. The library provides a table for campaign literature during election season.
- BVSD and Ryan Elementary have been partnering on a summer reading program.
- The library is in desperate need of self-check-out machines. They have 1 new machine but no allocation for more machines. However, the library has asked for a reallocation in the budget which the city manager approved. This would bring the future number of self-check-out machines to 3.
- The library has a Math Buddies program providing enrichment for grades 1 to 4.
- The Staff Appreciation event was much appreciated. (Funding for the event was provided by Friends of the Library and by donations from the board members.)

One board member reported on the status of the library's first Little Lending Library. It will go in a public park near an "underserved" area.

Other tidbits learned:

- Board members serve 3-year terms.
- The Volunteer Time Log is in a binder. Each board member has his or her own page and just fills in the number of hours on the next available line.
- The library maintains the city's website.

9. The International Federation of Library Associations and Institutions (IFLA) Trend Report

The IFLA Trend Report identifies five top level trends which will play a key role in shaping our future information ecosystem.

TREND 1 New Technologies will both expand and limit who has access to information.
TREND 2 Online Education will democratise and disrupt global learning.
TREND 3 The boundaries of privacy and data protection will be redefined..
TREND 4 Hyper-connected societies will listen to and empower new voices and groups.
TREND 5 The global information environment will be transformed by new technologies.

For more information and to join the conversation, visit the Trend Report website, http://trends.ifla.org/.

TO: Boulder Public Library Commission

FROM: Valerie Maginnis, Library and Arts Director
Jennifer Miles, Deputy Library Director

DATE: August 30, 2013

SUBJECT: Library Update Memo

This memo contains updates on library issues and follow-up information for the Sept. 4, 2013 Library Commission meeting.

1. **Update on the NoBo Art District:**

Community members attended a meeting convened by the Boulder Arts Commission on August 29 to discuss the status of the NoBo Art District. Currently, artists in the north Boulder neighborhood participate in a number of art-related activities including art walks, art exhibits, and, the design and placement of the "little libraries". The artists are interested in spearheading an effort to seek creative district designation by the Colorado Creative Industries Division of the Colorado Office of Economic Development. The arts division has offered support to the north Boulder artists in this endeavor. Community meetings to gather information needed for the development of the application for creative district designation will begin in September. **Update on the 2013 Boulder Public Library Summer Reading Program:**

Boulder Public Library wrapped up its 2013 Summer Reading Program (SRP) with the Summer Festival on Aug. 18, 2013. This event, held on the grounds of the Main Boulder Public Library, drew over 600 children and adults and featured music, magic, art activities, food, and fun. Mary Jane Holland, youth services manager, reports that the 2013 SRP drew 1,749 participants over the five-week program. They were asked to record time spent reading over the summer, and that grand total is 5,886 hours, or 353,166 minutes. Over 2,300 youth attended 28 programs held system-wide. A huge thank you is owed to the Boulder Library Foundation for their continued support of this annual signature program. Other sponsors include: Subway, Cold Stone Creamery, Lakeside Amusement Park, Chipotle Mexican Grill, the City of Boulder, and Chautauqua. Information on the SRP collaboration with the Boulder Valley School District will be provided at a future Library Commission meeting.

2. **Arts and Cultural Services Manager Selected:**

I'm pleased to announce the hiring of the city's new arts and cultural services manager, Matthew Chasansky. Matt begins with us on Monday, Sept. 9, and has an impressive and significant work history in this field. He is currently the director of the Denver International Airport Art and Culture Program, previously served as curator of exhibitions for the Aurora History Museum, and as education coordinator for the Museum of Outdoor Arts in Englewood.

Matt will jump right in with many of us to work on the emerging City of Boulder Public Art Program, the North Boulder Art District planning, the Main Library Renovation Project public art component, and promoting and forwarding the arts in Boulder. His office will be in the north wing of the Main Library.

3. **Update on the Maria Rogers Oral History Project Website:**

Lisa Holmberg, web services specialist, has almost completed the first phase of the oral history project website. She has been working diligently to combine audio files with transcripts, and, when available, images are also added to each of the oral history files. She anticipates the site will be available to the public at the end of September. The second phase of the project will be incorporating the oral history site into the Carnegie Library's main webpage. This project will begin once the library's new website goes live at the end of December.

4. **Update on Freegal, the free music download service:**
At the August 2013 Library Commission meeting, information on Freegal, the library's free music download service was requested.

Subscription start date: April 2012
Subscription annual cost: 2012 - $24,800; 2013 - $25,000; 2014 - $26,000
Total downloads to date: 54,683
Total unique patrons to date: 1,800
Average downloads per month to date: 3,646
Top genres downloaded: pop, rock, alternative, jazz, county, classical

Patron use of Freegal spikes when the service is "spot" promoted. Patrons may download 3 songs per week, or 12 songs per month. Freegal will be offering a number of enhancements in September 2013, including: doubling of content; music videos, a wishlist, and backup of songs on the Freegal app to iTunes. At this time the library will continue its subscription to this resource.

5. **Update on the Public Services Principal Librarian Position:**
As mentioned at the August 2013 Library Commission meeting, library administration has drafted a position description for the proposed principal librarian, who would lead the Public Services Division. This draft position description will be presented to the city's Human Resources (HR) Department on Sept. 6, along with the proposed reorganization of the Public Services Division. HR will then conduct a job study of the position, and, once approval has been given, the department will initiate the recruitment. A job study can take up to four weeks and the recruitment process is anticipated to take six to eight weeks.

6. Update on the BHP Online Survey – Proposed North Boulder Library Station:
7. As of August 30, the library have not yet received the online survey results. BHP will provide this information, which will be shared with the Library Commission and the community, when available.

To: Boulder Public Library Commission

From: Valerie Maginnis, Library and Arts Director
Jennifer Miles, Deputy Library Director
Jennifer Bray, Library and Parks and Recreation Communication Specialist
Maureen Rait, Executive Director of Public Works
Joe Castro, Facilities and Fleet Manager
Glenn Magee, Facilities Design and Construction Manager

Date: August 30, 2013

Subject: Main Library Renovation Project Update

Background:
Background information on the Main Library renovation project may be found online on the project webpage (http://news.boulderlibrary.org) and in the Sept. 2012 – Aug. 2013 Library Commission meeting packets, which are archived at:
http://boulderlibrary.org/about/agenda.html#archive .

Design Development Phase
The design development phase continues through the beginning of October and will culminate with construction documents which are used to solicit construction contractor bids sometime in the October- November timeframe. The timeline has shifted out slightly as staff determines how to best coordinate some additional capital projects that are planned for the library (HVAC upgrades, flood proofing, ADA accessibility improvements to Canyon Theater, and renovation of the plaza outside the north entry). The final design document set will include plans that meet the community's vision for the library which, to some degree, is beyond the scope of the current project. Plans designed for the vision allows the library to leverage the community input collected through this process and studiotrope Design Collective's (sDC) expertise. It provides a complete picture of what would be entailed in extending the scope of this project and/or pursuing new projects in the future to achieve the community's vision for renovating the Main Library. Any elements of the design that are not completed as part of this project will be included in sDC's update to the 2009 Facilities Sustainability Study.

Design Advisory Group (DAG) Meeting Summary:
The DAG's review of the 50% complete draft design development documents will continue through early September. The DAG will receive the 90% complete draft design development documents in mid-September and will have one week to review them and make any final corrections/adjustments.

In August, the DAG was primarily focused on reviewing the cost estimates based upon the 50% design development documents and identifying add/alternates for those elements that are outside of the scope or for which the estimate did not fall within the current project budget.

Project Budget Update
Preliminary estimates were obtained in 2010 for replacement of the obsolete, flat wire electrical system and original carpet (installed in 1992). Funding for this work based upon these 2010 estimates was allocated from the 2012 Capital Improvement Program. Updated estimates were

obtained recently for carpet, new electrical wiring and a raised floor system to facilitate maintenance, repair, and allow for easy space reconfiguration. The updated estimates have the cost for these improvements at $288,287 more than originally estimated. Additional funds from Facilities Renovation and Replacement will be contributed to cover the amount that this item is over budget.

The current project budget is comprised of funding from several sources.

	FUNDING SOURCE	**AMOUNT**
Renovation	Capital Improvement Bond	$ 2,450,000
Carpet, Electrical, Window Repair	Capital Improvement Program	$ 690,000
Additional Carpet/Electrical costs for updated estimates	Facility Renovation & Replacement	$ 288,287*
Café Utilities (water/sewer line)	Library Facility Renovation & Replacement	$ 26,000
	TOTAL	**$ 3,454,000**

*Actual amount dependent upon accepted bid amount.

Project Estimate Summary

A stipulation of the contract with sDC is that a 100% complete design document package be delivered to the city within the budget. The initial estimate of main library renovation project based upon 50% complete design development documents is showing an approximate overage of $869,370. The DAG has worked with sDC to value engineer and identify a number of items that could be bid as alternates.

The alternates are comprised of items that, if not completed, may negatively impact the ability meet the community's vision. The alternates have been identified as follows:

- Energy efficient lighting improvements to main stairway, children's area, and fiction area
- Enhanced graphics for way finding and meeting space privacy
- Furniture to increase patron seating
- Flexible, configurable shelving to improve access to collections
- Audio-visual enhancements to basic equipment
- Café /Bridge renovation – finishes, furniture, lighting and casework
- Second children's restroom
- UV protection film for north windows that face non-fiction collection
- Technology lab adjacent to Teen space

The estimated cost of these alternates is about $535,400.

Approximately $309,600 has been value engineered to remove items that were outside of the original project scope or identified as "nice to have" and would not significantly impact the community's expectations of the project. Some of these include: Skype capsules, replacing stair treads on the 1974 wing staircase, reduced amount of banquet seating, and replacement of

current meeting room chairs and tables, etc. Additional detail on the project estimate will be presented during the meeting.

Finishes and Furnishings

A second round of finishes and furniture options were also evaluated. Selection of finishes and furnishings will occur during September. This includes choosing patterns, colors and textures for elements such as, carpet, cove base trim, laminate, paint, etc. The cost estimates include allowances for appropriate grade or type of finishes allowing final decisions on colors, patterns, and textures to be made later in the process. The commission's input is sought on proposed color, pattern, and texture schemes for finishes and furnishings at the Sept. 4, 2013 meeting when sDC returns to present information on the way finding plan and the proposed look and feel for finishes and furnishings.

Project Phasing

Preliminary architect-recommended project phasing is currently being evaluated by the DAG. The initial recommendation includes four phases ranging from 6-12 weeks each. Current schedule estimates indicate construction will occur over a period of 9 months. There will be periods of time during construction when either the north or the south entry will be closed and selected adult collections will not be accessible to patrons. Every effort is being made to provide at least limited access to new book collections and media and to minimize overall inconvenience to patrons.

The impact of other capital projects (HVAC upgrades, flood proofing, ADA accessibility improvements to Canyon Theater, and renovation of the plaza outside the north entry) is also being considered as the recommended phasing is finalized. The recommended phasing is subject to change by the construction contractor and it may be necessary to close the library completely for an as yet undetermined period of time to keep costs within budget. More details will be shared with the commission in October if available.

Table 1. Estimated Timeline for Design and Construction Bid Process

January – March 2013	Assimilation of the Facilities Sustainability Study, familiarization with Boulder Public Library operations. Develop conceptual design options.
May 1, 2013	**Library Commission Meeting:** sDC presented the results of 2nd community meeting ("Check-In") and the plan for 3rd community meeting ("Agree").
May 6, 2013	"In-Reach" meetings for teens and parents of young children
May 29, 2013	3rd Community Meeting | "Agree" (*Results/Recommendations)*
June 5, 2013	**Library Commission Meeting:** sDC presented a summary of the collateral presented at the 3rd community meeting ("Agree") and requested commission to support proceeding with design development & construction documents.
July 10, 2013	**Library Commission Meeting:** Progress update on design

	development process
August 7, 2013	**Library Commission Meeting:** Progress update on design development process. Review: • Project communication plan • Public art process timeline • Shelving floor plan • Technology • HVAC augmentation • Preliminary information on cost estimate • Update on Request For Qualifications process for construction contractor selection
September 4, 2013	**Library Commission Meeting:** Progress update on design development process. Review : • Wayfinding • Furniture and finishes • RFID and automated materials handling system selection process • Cost estimate and tradeoffs (if any) to consider • Preliminary architect-recommended project phasing (*subject to change by the construction contractor*)
October 2, 2013	**Library Commission Meeting:** Update on bid process plan and café vendor RFP process
November 6, 2013	**Library Commission Meeting:** Progress update on contractor selection process
December 4, 2013	**Library Commission Meeting:** To Be Determined
DESIGN PHASE	
January –May 2013	Concept design
June – July 2013	Design development
July – September 2013	Construction documentation
September 2-6, 2013	RFQ issued for construction contractor
September 19, 2013	RFQ responses due
September 20 -30, 2013	DAG review of RFQ responses
October - November 2013	Issuance of construction documents for public bid
November – December 2013	Bidding, contractor selection, and permit
CONSTRUCTION PHASE	
January – October 2014	Construction

Automated Materials Handling and RFID Project Update

Request for Information about an Automated Materials Handling system (AMH) and Radio Frequency Identification (RFID) was posted on May 24, 2013. Staff hosted a required pre-proposal meeting with all of the interested vendors to show them the space and the potential challenge of providing an internal and external book drop on the main level and the AMH in the basement. The library received proposals from five vendors. After reviewing vendor proposals and discussing what would work best for workflow and space considerations in the basement,

staff identified a preferred configuration and more specific requirements for the AMH. A Request for Proposal was issued on Aug. 5, and library staff have reviewed the proposals and selected three finalists. All of these proposals are within the project budget. On Sept. 16th, the finalists will be interviewed by staff and meet with sDC to discuss possible construction needs that will coincide with the library renovation project. A vendor will be selected for the AMH and RFID project by Oct. 7 and installation of the new AMH will begin in January 2014. The library is not obligated to award the AMH and RFID contracts to the same vendor.

Staff will begin installing the RFID tags into new material as soon as arrangements can be made with the selected vendor and the current library book and media vendors. Installation of tags in current library material is expected to begin after the AMH has been installed.

Public Art Selection Timeline
The public art selection process has been updated. The call for entries period was extended until Aug. 30, which pushed out the dates for subsequent steps in the process.

Table 2. Estimated Timeline for Public Art Selection Process

July 25 – August 30, 2013	CaFE (call for entries) open
September 3 – 10, 2013	Entries screened by staff and consultant and narrowed to four finalists
September 16-23, 2013	Finalists interviewed by the public art selection panel
October 2, 2013	Boulder Library Commission review of public art selection panel recommendation
October 16, 2013	Boulder Arts Commission review of public art selection panel recommendation
October 21, 2013	Public art selection panel recommendation and Boulder Arts Commission and Boulder Public Library Commission input forwarded to city manager for approval.
October 28, 2013	Initiate contract negotiations with selected artist(s).

Next Steps
A complete set of construction documents including the alternates identified for bid is due in September. Bids will be solicited from prequalified contractors in October. The contract award will be determined based upon responsiveness of the bidder and funding available.

Questions for the Commission:

1. Does the Library Commission have any questions or input about the information shared during the project update presentation?

TEMPLATE -- Please Correct Info as Appropriate!!

FLOOR	NAME OF MEETING ROOM	DURING CONSTRUCTION		POST-CONSTRUCTION	
		Access	Can be Scheduled?	Access	Can be Scheduled?
1	Eddy Big Conference Room	room being created	N/A	open with technology	yes with room screen* or online or through application process
1	Eddy Small Conference Room	room being created	N/A	open with technology	yes with room screen* or online or through application process
1	Lower Rapids	room being created	N/A	open with technology	yes with room screen* or online or through application process
1	Storytime Room (aka Upper Rapids or current Boulder Creek Room)	closed -- storage	N/A	open - designated for children	only by library staff or with special permission for large event in combo with Lower Rapids
1	North Meeting Room	locked -- admin has key	by city and library personnel only (not for public or book groups)	locked -- admin has key	yes with room screen* or online or through application process
2	Arapahoe Conference Room	locked -- admin has key	yes	open - no new technology	yes with room screen* or online or through application process
2	Microfiche Room	open	not applicable -- "open space"	open?	not applicable -- "open space"
2	Maker Space (for teens and everyone)	room being created	N/A	open with technology	Not necessary, but teens have priority after school hours. Otherwise, "open space"

* The room scheduling screen and online scheduling will only allow patrons to reserve the room within the next two weeks. Groups who want the room on a regular weekly or monthly basis will have to fill out an application. Will each room screen have availability of the other rooms so patrons don't have to tromp over to each room to find out the availability?

Is the library's hearing technology available for use at public meetings or only city/library meetings? If available for all, could we have little signs, perhaps next to the room screens letting patrons know about this special service? If hearing technology is in the admin offices, staff would have to get the equipment after business hours.

Yellow background indicates room available during construction.

What is the process for public to get into locked rooms? Suppose I see that the North Meeting Room is available right now. Will there be a sign on the door telling me where to get the key? North Meeting Room may be unique because not in a very visible location.

DATE: August 30, 2013

TO: Library Commission

FROM: Valerie Maginnis, Director of Library and Arts Department
Jennifer Miles, Deputy Library Director
David Mallett, Budget Analyst

SUBJECT: **2014 City Manager Recommended Library and Arts Department Budget**

This memo provides an overview of the 2014 Recommended Budget for the Library and Arts Department which was submitted to City Council on August 29, 2013.

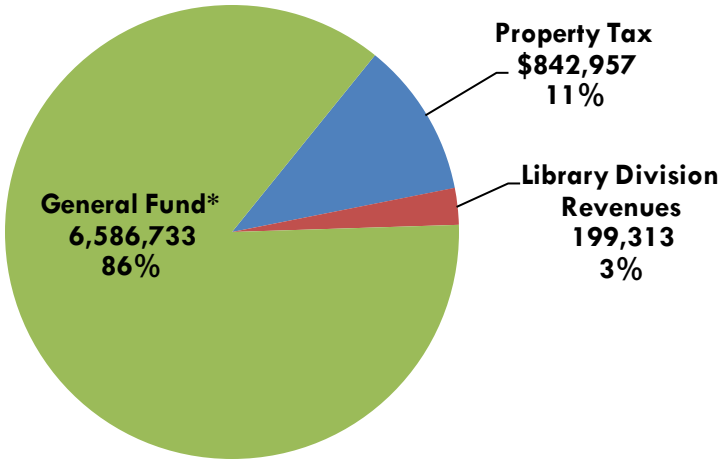
Attached to this memo is the City Manager's Budget Message (**Attachment 1**), which provides an overview of the 2014 Recommended Budget for the City of Boulder, illustrating the budget process, highlighting challenges faced by the organization, and discusses significant changes between the 2013 and 2014 budget. **Attachment 2** provides an overview of the Library and Arts Department's recommended budget as well as proposed budgets for each of the department's Priority Based Budgeting (PBB) programs.

The Library Fund Financial is included as **Attachment 3** and provides an eight-year look at the fund, including 2012 actual expenditures and revenues, 2013 revised budget and estimated revenue (including the 2012 carryover and first supplemental appropriation changes by City Council), and 2014-2018 projected expenditure budgets and revenues.

The full budget document can be found on the city's website:
https://bouldercolorado.gov/budget

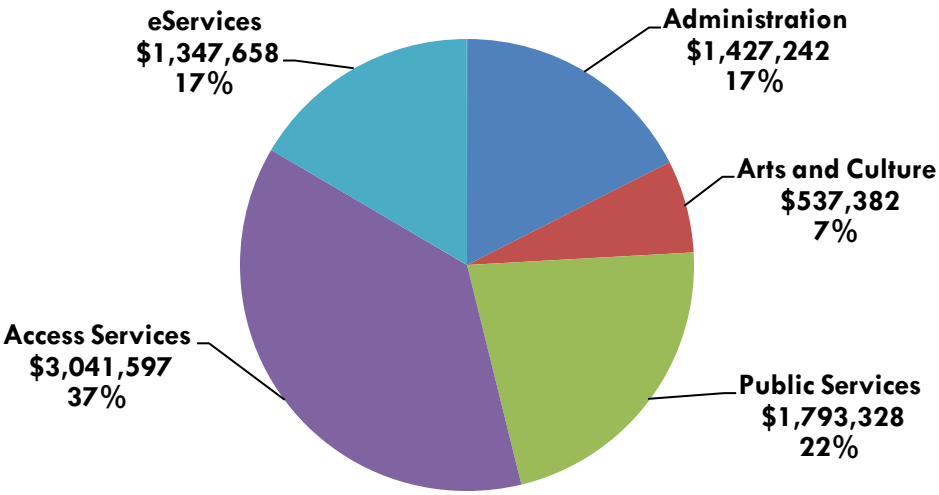
A summary of the 2014 Budget for the Library and Arts Department by sources (Figure 1-1) and uses (Figure 1-2) of funds are provided in the charts below. For a breakout of the programs that make up each program area included in Figure 1-2, please see the Staffing and Expenditures section of Attachment 2.

Figure 1-1: Summary of Library and Arts Department Revenues (Sources)
2014 Total: $8,147,207



**General Fund includes both the Arts Division allocation, and the General Fund transfer to the Library Fund.*

Figure 1-2: Summary of Library and Arts Department Expenditures (Uses)
2014 Total: $8,147,207



The city utilizes Priority Based Budgeting to ensure that resources are allocated to programs and services that have the greatest impact on achieving community goals. More information on PBB can be found in the Priorities and Strategy section of the 2014 Recommended Budget. Excluding department administration and library facility and asset maintenance, which are overhead costs, all line items under the Staffing and Expenditure by Program section of Attachment 2 are programs that were scored and evaluated through the PBB process. Program scores and quartile placement did not change between the 2013 and 2014 processes.

Included in the 2014 Recommended Budget is funding for the proposed North Boulder Library Station pilot. Recommended funding includes $90,000 of one-time funding for renovations, furniture, technology, and other one-time costs as well as $115,000 for ongoing expenses. Included in the $115,000 is a 1.00 FTE branch services specialist position. Any additional one-time resources needed may be funded out of library's development excise taxes (DET).

The other significant change between the 2013 and 2014 recommended budget is a reallocation of $37,700 from the arts division's budget. These funds were previously used for the repayment of the Dairy Center mortgage and have been reallocated to the General Fund for high priority funding needs.

There are other minor adjustments to the budget for 2014. The 2013 annual budget includes 27 pay periods, rather than the typical 26, which caused increased appropriations to cover the additional expenses. This shift shows up on Attachment 2 as several small reductions in several programs, but do not result in any reduced operations. Another adjustment that was made for the 2014 budget was to properly align planned expenditure funding with the programs and program managers responsible for those expenditures. For example, under the Access Services subcategory on Attachment 2 is the program Main Library: Access Services and Facility which shows a negative $344,484 variance between 2013 and 2014. This variance resulted in the shifting of resources for the Library and Arts Department's equipment replacement fund contribution and security contract to eServices and Library Facility and Asset Maintenance, respectively. The final adjustment made for the 2014 Recommended Budget was in the BoulderReads! program. Through the retirement of the previous community learning and literacy manager, the department was able to redistribute position funding to eliminate the workgroup's reliance on grant funding for the BoulderReads! specialist position. This shows up in Attachment 2 as a negative variance, but there is no reduction of services to the community as a result of this change.

In addition to the Main Library renovation project, capital funding has been included in the Draft 2014-2019 Capital Improvements Program (CIP). In 2014, $547,000 from the Facility Renovation and Replacement Fund has been recommended for reconstruction of the north plaza of the Main Library and for additional flood proofing of the Main Library. A full

description of the projects can be found in the Draft 2014-2019 Capital Improvement document located on the budget webpage: https://bouldercolorado.gov/budget.

Please let us know if the commission would like any additional information about the recommended budget. There will be a televised study session on Sept. 10 and, if requested by the City Council, a second study session on Sept. 24. The first reading of the recommended budget, including a public hearing, will take place on Oct. 1, with the second reading and public hearing on Oct. 15.

Question for the Library Commission:
Does the Library Commission have questions or feedback on the 2014 Recommended Budget for the Library and Arts Department?

Attachments:
Attachment 1: 2014 Recommended Budget – City Manager's Budget Message
Attachment 2: 2014 Recommended Budget – Library and Arts Department Overview
Attachment 3: 2014 Recommended Budget – Library Fund Financial

City of Boulder

Office of the City Manager

Dear Members of City Council and Residents of Boulder,

I am pleased to present to you the City Manager's 2014 Recommended Budget for review and consideration. This budget was developed in accordance with the City Charter, city financial management policies and guidelines, and City Council's adopted goals. This budget continues to recognize the national economic conditions that demand conservative approaches to managing expenses, while providing a balance between maintaining existing high-quality programs, services and infrastructure, and funding enhancements and new initiatives, to best meet the priorities of the Boulder community.

The budget is a financial document that defines the fiscal parameters of the coming year. It is a guide to allocation of resources in support of community goals, and it is a tool for strategic alignment of short- and long-term financial objectives. As a part of the process for building the 2014 Recommended Budget, city staff took a multi-year strategic approach, as well as applying the principles of Priority Based Budgeting. The result of this approach was a focus on strengthening core city services and operations, such as public safety and facility maintenance, as well as providing funding for key council initiatives and investing in the future, such as support for Civic Area planning and accelerating the implementation of the West Trail Study Area.

The City of Boulder continues to face funding challenges from the diminished purchasing power of the dollar over the past decade, and the changing economic landscape has forced us to re-examine best practices for a long-term sustainable government. One such best practice is maintaining the appropriate reserve level. Each year, the budget process includes evaluation of reserve levels to ensure that sufficient fund balances are available to provide necessary funding for unanticipated needs, including emergencies, and to ensure continued long-term stability. In 2013, the City Manager's Recommended Budget included an increase from a 10 percent to 15 percent fund balance in the General Fund, for three years, to ensure stability during a period of uncertain economic conditions. Best practices support a reserve level equivalent to 45 to 90 days of operating expenses. To be aligned with this, the 2014 Recommended Budget extends the 15 percent reserve level, which represents approximately 55 days, to ongoing out years. This level is further enhanced by the city's financial policies that provide the ability to access its internal service fund balances in the case of a large scale disaster or emergency. Maintaining strong financial policies in regards to fund balances has helped the City of Boulder achieve AAA rating for general obligation bonds issued by the city.

The 2014 economic outlook is improved over the past several years, and city staff project continued modest revenue growth over the coming years. The current health of the city is reflected in its tax revenue collections and the community's employment level. Boulder's unemployment rate as of June 2013 is 5.4 percent, down 0.8 percent from the previous year. This indicates that Boulder's local economy continues to improve, even if slowly. Sales and use tax collections were up 5.1 percent through June 2013, compared to collections through June 2012. With approximately 1.5 percent of this increase due to one-time revenues from business-to-business sales that do not recur on an annual basis, the 2013 revenues are on target with projections. City staff project a 3.5 percent increase in sales and use tax revenues for 2014.

The table below shows General Fund revenue collections compared to budget projections since 2008. The revised budget projections are the linchpin for preparing the recommended budget. They drive expenditures that can be recommended for the remainder of the year in progress, and the upcoming year. If the projections are too optimistic and actual revenue falls short, cuts must be made in the budget. If the projections are too conservative, vital programs and services may be recommended for reduction unnecessarily, or not included in budget recommendations.

Table 1-01: General Fund Revenues 2008-2014
(in $1,000s)

	2008	2009	2010	2011	2012	Projected 2013	Proposed 2014
Revised Budget	$93,907	$104,611	$107,908	$100,312	$110,424	$112,516	$114,986
Actuals	$92,855	$104,387	$107,928	$103,112	$111,969		

As the nation began to recover from the 2008 Great Recession, chronic economic uncertainty and the possibility of a double dip recession led the city to remain cautious in its 2011 revenue projections. Revenues in 2011 and 2012 came in above projections, though much of the excess revenues came from one-time, non-recurring collections. Subsequent budgets have taken into account the availability of these one-time dollars, and future projections have been based on actual ongoing revenue collections. The financial policy of using one-time revenue only for one-time expenditures has served the city well during and since the last recession. The 2012 independent financial audit of the city confirmed that the city is in sound financial condition.

Despite revenue growth, the cost of doing business continues to outpace that growth. Budget pressures include: the cost of materials to maintain city streets, rising health care costs for employees, increased demand for public services, and new initiatives important to Boulder's future. Through our organization's collaborative approach to budgeting and service delivery, I am pleased to say that city departments have come together to identify funds that could be applied to greater community needs. The 2014 Recommended Budget balances the use of new revenues

along with proposed reallocations to address these pressures and to achieve the highest community outcomes.

For example, the Human Services Department, focusing on the community impact of its funding dollars, determined that it provides greater funding to certain programs as compared to other peer cities and identified services that are better provided by third-party organizations. Department leadership identified resources that could be reallocated to priority General Fund needs. Similarly, Parks and Recreation identified opportunities for improved efficiencies and outsourcing, recommending funds that could be reallocated to the General Fund. In total seven departments were able to identify more than $1.2 million of General Fund allocations for realignment to higher priority programs and services. A list of these reallocations is provided in Attachment A.

As a result, projected 2014 General Fund expenditures will be held to a 3.3 percent increase. The total annual operating budget of $269,476,241, across all funds, represents a 5.8 percent increase in spending over 2013. Of this, $9 million, or 3.4 percent, represents increased capital spending over 2013. This increase in one-time spending reflects focused savings, dollars that have been set aside in funds such as the utilities funds over several years and includes significant leveraged funding.

2014 Recommended Budget highlights include:

Public Safety

In an effort to reduce crime and improve community safety, the Recommended Budget includes funding for two new police officers and a new police commander. This is part of the Police Department's long-term plan to hire eight new officers and strengthen overall service and accountability to the public. The Fire Department will also receive a significant investment for operations and maintenance at the Wildland Fire Training Center, replacement of outdated masks for self-contained breathing systems for firefighters, and ongoing contributions to the fire equipment replacement fund, to help bring replacement funding in line with industry standards.

Community Investment

The Recommended Budget provides for a fixed-term employee to manage the next phase of the council-approved Civic Area Plan, allowing city planners to re-focus on the city's long-range planning needs and meet the current service demands of the department.

Funding is included in the Recommended Budget to establish, on a pilot basis, a North Boulder Public Library station beginning in 2014. The proposed North Boulder Library Station is located at the corner of Yarmouth and North Broadway, in a 570-square-foot storefront, owned and offered by Boulder Housing Partners. The Library Station service model is designed to meet the immediate

and targeted library needs of the North Boulder community. Community input indicates that there is high interest in and enthusiasm for the following services and programs at the proposed North Boulder Library Station: materials return and holds pick-up; public access computers and WiFi; popular materials including bestsellers, DVD's and children's books; storytime programs, and art exhibit space. The proposed hours of operation include a range of weekend, evening, morning and afternoon hours, designed to meet the needs of the area's residents, and in addition to city staffing, the proposed Library Station also would utilize community volunteers.

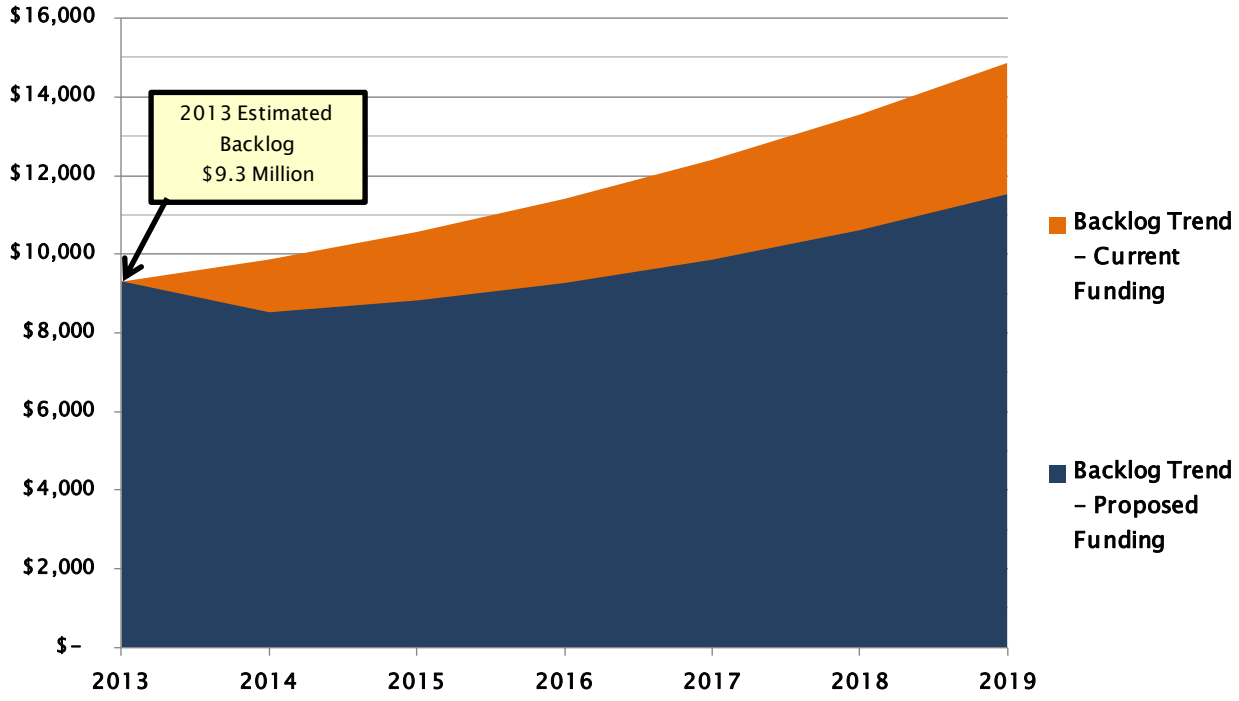
The 2014 Recommended Budget includes additional funding for the Economic Vitality Program. This provides the necessary funds for the city to continue to sponsor critical nonprofit and business organizations that supplement the city's business services and support innovation and entrepreneurship in Boulder. The funding also supports the city's consulting contract with the Boulder Economic Council, which provides third-party services including the annual return on investment analysis of the flexible rebate program, data development and support, business retention, and specific projects like the economic sustainability strategy.

Boulder's building and construction activity is an important indicator of economic vitality. In recent years, the volume and complexity of building permit applications increased significantly, a trend that has continued in 2013. The Recommended Budget provides funding for a fixed-term employee to process updates to the development code, and to support this economic sector.

Taking Care of Existing Assets

An additional priority for funding in 2014 and beyond is the growing backlog of city facility maintenance projects. The maintenance backlog is projected to increase from the current level of $9.3 million to $15 million by the end of 2020. The backlog has grown despite Round 1 Capital Investment Strategy bond funding and Energy Performance Contract energy efficiency improvements, due to additional deficiencies identified through the Civic Area Master Planning process and energy monitoring of facilities. The graph below illustrates the backlog and impact of 2014 proposed one-time and ongoing funding. Proposed one-time funding in 2014 plus additional ongoing funding beginning in 2014 would reduce the projected 2014 backlog to $8.5 million, compared to the current $9.3 million backlog. Impacts of ongoing funding proposed would help slow the growth of the backlog and would reduce the projected 2019 level from $14.9 million to $11.5 million. More will need to be done over time and in future budgets to address this ongoing gap.

Figure 1-01: Facilities and Maintenance Backlog 2013-2019
(in $1,000s)



Through dedicated transportation taxes, $740,000 is proposed for investment in prioritized, tiered increases in system maintenance, operations and safety, including removal of snow and ice from city streets and paths, and maintenance of transportation infrastructure.

A complete list of new funding initiatives for 2014 is included in **Attachment B** (listed by department) and **Attachment C** (listed by fund).

The 2014 Recommended Budget focuses on strengthening high-priority government services, invests in maintaining and repairing the city's existing assets, and funds key initiatives and council goals. The budget also maintains sufficient fund reserves to ensure continuity of services during an economic downturn. While Boulder is in a better position than many of its peer cities, the long-term sustainability of the city requires a strategic approach to new spending and a re-alignment of the budget to meet community priorities and increasing demands for service. Our organization's collaborative approach ensures that the city will maintain an efficient, effective and transparent government that delivers the highest outcomes as identified by the Boulder community.

Boulder's revenues and expenditures will be closely monitored throughout 2014, and department budgets will continue to be reviewed and analyzed to better identify potential savings and improved efficiencies in how services are delivered. The leadership team and I are committed to meeting the goals of City Council and to ensuring that high-quality services remain a community hallmark. The 2014 Recommended Budget allocates resources, recognizing these commitments, while exercising strong fiscal responsibility to the community.

Respectfully submitted,

Jane S. Brautigam
City Manager

City of Boulder

ATTACHMENT A
PROPOSED REALLOCATIONS

ATTACHMENT A

2014 CITYWIDE BUDGET REALLOCATIONS AND SAVINGS

Dept.	Item	Amount	Reallocation Description
Community Planning and Sustainability	Reduce General Fund allocation to Community Planning and Sustainability on a fixed-term basis	$ (540,567)	The Planning and Development Services Fund will cover costs, for two years, of positions previously budgeted in the General Fund in the Community Planning and Sustainability Department (CP&S). These include: the Economic Vitality Coordinator and associated NPE; the Deputy Director of CP&S and associated NPE; consulting services; and a 0.5FTE Planner and associated NPE. **This is proposed as a two year, fixed-term reallocation only, at this time.**
Finance	General Fund Cost Savings	(121,240)	Analysis of the Compensated Absences liability coverage fund resulted in the determination that the current practice of contributing 1% of General Fund payroll amounts to the fund provides sufficient long-term liability coverage. The historical, additional General Fund transfer of $121,240 annually is not needed. This is an ongoing reallocation.
Housing	Reduce General Fund transfer to the Affordable Housing Fund	(84,663)	Given current dedicated funding source levels in Housing, a reduction in the General Fund transfer to Affordable Housing Fund is proposed, for reallocation. This is an ongoing reallocation.
Human Services	General Fund Cost Savings	(100,000)	In an effort to have greater equity between funding partners, the city and County have agreed to an increase in the County's share of funding for the Substance Abuse Prevention Program. This has resulted in cost savings to the city. This is an ongoing reallocation.
Human Services	Reduce General Fund allocation to Human Services	(75,000)	The Human Services Department, focusing on the community impact of its funding dollars, determined that it provides greater funding to certain programs as compared to other peer cities and identified services that are better provided by third-party organizations, allowing for reallocation of funds.
Library and Arts	General Fund Cost Savings	(37,700)	The General Fund allocation to the Arts Division has included funds for repayment of the Dairy Center mortgage. The final payment has been made in 2013. This funding is not needed in 2014 and beyond. This is an ongoing reallocation.
Parks and Recreation	Reduce General Fund transfer to the Recreation Activity Fund	(150,000)	Parks and Rec is implementing programmatic changes that would enable this reduction. The changes include Class system reorganization, outsourcing of the Dance program, Pottery lab, and potentially Gymnastics; as well as a shift of programs to be covered by the .25 cent sales tax fund. This is an ongoing reallocation.
Parks and Recreation	Reduce General Fund allocation to Parks and Recreation	(42,547)	The General Fund allocation to the Parks and Recreation Department has historically included funding for a 0.5 FTE volunteer coordinator position. This position will be consolidated by the .25 Cent Sales Tax Fund going forward. This is an ongoing reallocation.
Public Works-Transportation	Reduce General Fund allocation to Transportation	(67,000)	The General Fund allocation to the Transportation Division has historically included funds to help cover on street lighting costs. These costs will be covered by the Transportation Fund going forward. This is an ongoing reallocation.
	Total Reallocations	**$ (1,218,718)**	

City of Boulder

ATTACHMENT B

SIGNIFICANT CHANGES BETWEEN 2013 AND 2014 BUDGET

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
CITY ATTORNEY OFFICE						
GENERAL FUND						
Additional Paralegal	$ -	$ 34,415	$ 34,415	0.00	0.50	0.50
STORMWATER / FLOOD MANAGEMENT UTILITY FUND						
Additional Paralegal	$ -	$ 6,883	$ 6,883	0.00	0.10	0.10
WASTEWATER UTILITY FUND						
Additional Paralegal	$ -	$ 6,883	$ 6,883	0.00	0.10	0.10
WATER UTILITY FUND						
Additional Paralegal	$ -	$ 20,649	$ 20,649	0.00	0.30	0.30
Total Changes, City Attorney's Office			$ 68,830			1.00
CITY MANAGER'S OFFICE						
GENERAL FUND						
Granicus Web Streaming	$ -	$ 7,500	$ 7,500	0.00	0.00	0.00
Web Content Consultant	-	35,000	35,000	0.00	0.00	0.00
Total Changes, City Manager's Office			$ 42,500			0.00
NON DEPARTMENTAL/CITYWIDE*						
GENERAL FUND						
Boulder History Museum Economic Impact Study	$ -	$ 75,000	$ 75,000	0.00	0.00	0.00
Colorado Communications and Utility Alliance	-	6,000	6,000	0.00	0.00	0.00
Cyber Café Repayment of Loan to Private Note Holders	-	269,083	269,083	0.00	0.00	0.00
Ironman	-	63,000	63,000	0.00	0.00	0.00
Negotiations Support	46,393	86,393	40,000	0.00	0.00	0.00
Procycle	-	200,000	200,000	0.00	0.00	0.00
Total Changes Non Departmental			$ 653,083			0.00

* Non Departmental details are included in the City Manager's Office department overview section of the Budget document

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
COMMUNITY PLANNING AND SUSTAINABILITY						
GENERAL FUND (TRASH TAX REALLOCATION)						
Sustainability Communications Specialist I	$ 44,000	$ 44,000	$ -	0.00	0.50	0.50
CLIMATE ACTION PLAN FUND						
Sustainability Communications Specialist I	$ 44,000	$ 44,000	$ -	0.00	0.50	0.50
PLANNING AND DEVELOPMENT SERVICES FUND						
Boulder Civic Area Implementation	$ -	$ 210,000	$ 210,000	0.00	1.00	1.00
Business Liaison	-	88,000	88,000	0.00	1.00	1.00
Comprehensive Planning Planner I	-	40,000	40,000	0.00	0.50	0.50
Development Code Updates Staffing	-	70,000	70,000	0.00	1.00	1.00
Development Review	53,243	61,243	8,000	0.87	1.00	0.13
Economic Vitality Program Operating Budget	-	30,000	30,000	0.00	0.00	0.00
Interns for Comprehensive Planning, Historic Preservation, Economic Vitality	-	54,000	54,000	0.00	0.00	0.00
LandLink Development and Information Tracking System Replacement project	-	59,840	59,840	0.00	0.68	0.68
Total Changes, Community Planning and Sustainability			$ 559,840			5.31
DOWNTOWN AND UNIVERSITY HILL MANAGEMENT DIVISION / PARKING SERVICES						
GENERAL FUND						
Boulder Junction Meters and Pay Stations for On-street Parking	$ -	$ 5,000	$ 5,000	0.00	0.00	0.00
Downtown Facilities Repair and Replacement (ongoing as of 2014)	125,000	125,000	-	0.00	0.00	0.00
Eco Passes	-	50,000	50,000	0.00	0.00	0.00
Parking Services Enforcement Software	-	5,775	5,775	0.00	0.00	0.00
Total Changes, Downtown and University Hill Management Division/Parking Services			$ 60,775			0.00
ENERGY STRATEGY AND ELECTRIC UTILITY DEVELOPMENT						
GENERAL FUND						
Boulder's Energy Future	$ 2,203,000	$ 2,293,000	$ 90,000	4.50	4.50	0.00
Total Changes, Energy Strategy and Electric Utility Development			$ 90,000			0.00

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
FINANCE						
GENERAL FUND						
Beverage Licensing Authority and Licensing Changes	$ -	$ 17,580	$ 17,580	0.00	0.00	0.00
Legal Support	-	50,000	50,000	0.00	0.00	0.00
Dog Licensing - new program setup	-	30,000	30,000	0.00	0.00	0.00
Budget Analyst	-	91,946	91,946	0.00	1.00	1.00
Licensing Staff	-	83,622	83,622	0.00	1.00	1.00
Total Changes, Finance			$ 273,148			2.00
FIRE						
GENERAL FUND						
Convert Seasonal, Part-time Wildland Crew to Full-time - 3rd year of 3 year phase in	$ 46,000	$ 158,620	$ 112,620	0.00	2.00	2.00
Wildland Fire Operations Specialists Equity Reclassifications	263,523	329,570	66,047	0.00	0.00	0.00
Wildland Fire / FTC / Light Response 2014 O&M gap	-	208,829	208,829	0.00	0.00	0.00
Replacement NPE Gap - partial funding	-	200,000	200,000	0.00	0.00	0.00
Self-Contained Breathing Apparatus	-	74,699	74,699	0.00	0.00	0.00
Total Changes, Fire			$ 662,195			2.00
HUMAN RESOURCES						
GENERAL FUND						
Consulting	$ -	$ 30,000	$ 30,000	0.00	0.00	0.00
Non-personnel Expenses	-	22,000	22,000	0.00	0.00	0.00
Organizational Development - citywide events	-	10,000	10,000	0.00	0.00	0.00
Organizational Development Staff	-	174,637	174,637	0.00	2.00	2.00
Total Changes, Human Resources			$ 236,637			2.00
HUMAN SERVICES						
GENERAL FUND						
Human Services Operating Support Staffing -gap funding pending community service departments assessment	$ -	$ 97,388	$ 97,388	0.00	1.35	1.35
Total Changes, Human Services			$ 97,388			1.35

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
HOUSING						
AFFORDABLE HOUSING FUND						
Department Reorganization	$ -	$ 31,500	$ 31,500	0.00	0.00	0.00
COMMUNITY HOUSING ASSISTANCE PROGRAM						
Department Reorganization	$ -	$ 38,500	$ 38,500	0.00	0.00	0.00
Total Changes, Housing			$ 70,000			0.00
INFORMATION TECHNOLOGY						
GENERAL FUND						
Transfer of IT Technical Manager from Parks and Recreation to IT	$ -	$ 94,718	$ 94,718	0.00	1.00	1.00
COMPUTER REPLACEMENT FUND						
Design and Sustainability of IT Internal Service Funds	$ -	$ 17,221	$ 17,221	0.00	0.25	0.25
TELECOMMUNICATION FUND						
Design and Sustainability of IT Internal Service Funds	$ -	$ 17,221	$ 17,221	0.00	0.25	0.25
Total Changes, Information Technology			$ 129,160			1.50
LIBRARY AND ARTS						
LIBRARY FUND						
North Boulder Library Station - increase General Fund transfer to Library Fund	$ -	$ 205,000	$ 205,000	0.00	1.00	1.00
Total Changes, Library and Arts			$ 205,000			1.00
MUNICIPAL COURT						
GENERAL FUND						
Contribution to Justice Center Capital Improvements	$ -	$ 14,060	$ 14,060	0.00	0.00	0.00
Total Changes, Municipal Court			$ 14,060			0.00

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
OPEN SPACE AND MOUNTAIN PARKS						
OPEN SPACE FUND						
Enhanced Voice & Sight Dog Tag Program	$ -	$ 163,000	163,000	0.00	0.00	0.00
South Boulder Creek and Boulder Creek East Restoration	-	75,000	75,000	0.00	0.00	0.00
Cultural Resource Admin Assistant	-	35,543	35,543	0.00	0.50	0.50
Repairs to Cultural Resources' assets	-	37,000	37,000	0.00	0.00	0.00
Water Resources Technician	-	58,205	58,205	0.00	1.00	1.00
Maintenance III/Trails Specialist	-	108,001	108,001	0.00	2.00	2.00
Reduce funding of seasonal trail crew leads	-	(85,400)	(85,400)	0.00	0.00	0.00
Crew Equipment Replacement	-	80,000	80,000	0.00	0.00	0.00
Increase in seasonal funding for sign staffing	-	5,870	5,870	0.00	0.00	0.00
Research Resources for VMP, TSAs, GMAP and FEMP	-	45,000	45,000	0.00	0.00	0.00
Increase Standard IPM FTE	-	24,562	24,562	0.00	0.25	0.25
Outfit Ranger Trucks	-	61,658	61,658	0.00	0.00	0.00
Tough Books in Ranger Trucks, new RIS hire and Servers	-	25,500	25,500	0.00	0.00	0.00
Seasonal Research Activities	-	21,700	21,700	0.00	1.00	0.00
Seasonal Health Care Costs	-	100,000	100,000	0.00	1.00	0.00
Total Changes, Open Space and Mountain Parks			$ 755,639			3.75
PARKS AND RECREATION						
RECREATION ACTIVITY FUND						
Transfer of IT Technical Manager from Parks and Recreation to IT - reduction of General Fund transfer to the Recreation Activity Fund		$ (94,718)	$ (94,718)	0.00	(1.00)	(1.00)
.25 CENT SALES TAX FUND						
Forestry Tree Care	$ -	$ 60,000	$ 60,000	0.00	0.00	0.00
Increase funding for .50 Volunteer Coordinator	-	42,547	42,547	0.00	0.50	0.50
Total Changes, Parks and Recreation			$ 7,829			(0.50)

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
POLICE						
GENERAL FUND						
Greenwood Wildlife Rehabilitation - 3rd year of 3 year phase in	$ 15,000	$ 20,000	$ 5,000	0.00	0.00	0.00
Records Management funded from Asset Forfeiture Reserve	-	950,000	950,000	0.00	0.00	0.00
Addition of 2 Sworn Officers	-	185,000	185,000	0.00	2.00	2.00
Additional Commander	-	154,834	154,834	0.00	1.00	1.00
Master Police Officer Compensation	-	40,000	40,000	0.00	0.00	0.00
Non-personnel Expenses	-	30,000	30,000	0.00	0.00	0.00
Total Changes, Police			$ 1,364,834			3.00
PUBLIC WORKS - DEVELOPMENT AND SUPPORT SERVICES						
GENERAL FUND						
General Fund Non-Reimbursed Expenses for Valmont Butte and 13th St. Plaza Clean Up	$ -	$ 950,000	$ 950,000	0.00	0.00	0.00
Operations and Maintenance/ Facilities Repair and Renovation	-	400,000	400,000	0.00	0.00	0.00
PLANNING AND DEVELOPMENT SERVICES FUND						
Building Construction	$ -	$ 63,000	$ 63,000	0.00	1.00	1.00
LandLink Development and Information Tracking System Replacement project	-	116,160	116,160	0.00	1.32	1.32
Rental Housing Licensing Program	-	63,000	63,000	0.00	1.00	1.00
Total Changes, Public Works - Development and Support Services			$ 1,592,160			3.32
PUBLIC WORKS - TRANSPORTATION						
TRANSPORTATION FUND						
Snow and Ice Control Pilot	$ -	$ 50,000	$ 50,000	0.00	0.00	0.00
Transportation Maintenance and Increase to Via Contribution - NPE addition	-	752,901	752,901	0.00	0.00	0.00
One-time Increase for Transportation O&M and Integrated Planning Efforts	-	295,000	295,000	0.00	0.00	0.00
Total Changes, Public Works - Transportation			$ 1,097,901			0.00

ATTACHMENT B Department / Fund / Action	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
PUBLIC WORKS - UTILITIES						
WATER UTILITY FUND						
Energy Costs	$ -	$ 110,400	$ 110,400	0.00	0.00	0.00
WASTEWATER UTILITY FUND						
Legal Costs	$ -	$ 25,000	$ 25,000	0.00	0.00	0.00
Energy Costs	-	85,270	85,270	0.00	0.00	0.00
Operating Savings	-	(204,099)	(204,099)	0.00	0.00	0.00
Total Changes, Public Works - Utilities			$ 16,571			0.00
POLICE AND FIRE OLD HIRE PENSIONS						
GENERAL FUND						
General Fund Contribution	$ -	$ 250,000	$ 250,000	0.00	0.00	0.00
Total Changes, Public Works - Utilities			$ 250,000			0.00

City of Boulder

ATTACHMENT C

2014 SIGNIFICANT BUDGET CHANGES BY FUND, ONE-TIME AND ONGOING

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
GENERAL FUND						
CAO	Paralegal support for municipalization and water law	34,415	1.00	-	-	0.50 FTE is funded from the General Fund and 0.50 FTE is funded from Utilities through a fund transfer to the General Fund.
City Manager's Office	Granicus Web Streaming	7,500	-	-	-	
City Manager's Office	Web Content Consultant	35,000	-	-	-	
Non Departmental / Citywide	Boulder History Museum Economic Impact Study	-	-	75,000	-	
Non Departmental / Citywide	Colorado Communications and Utility Alliance membership	6,000	-	-	-	
Non Departmental / Citywide	Cyber Café Repayment of Loan to Private Note Holders	-	-	269,083	-	
Non Departmental / Citywide	Ironman	63,000	-	-	-	
Non Departmental / Citywide	Negotiations Support	-	-	40,000	-	
Non Departmental / Citywide	ProCycle	-	-	200,000	-	
Community Planning and Sustainability	Sustainability Communications Specialist I	-	-	44,000	0.50	Conversion from temp to two-year fixed term; reallocation of NPE to PE; 0.50FTE funded through Trash Tax (in General Fund) and 0.50FTE funded through the CAP tax.
DUHMD	Boulder Junction Meters and Pay stations for on street parking	-	-	5,000	-	
DUHMD	Downtown Facilities Repair and Replacement	125,000	-	-	-	
DUHMD	Ecopass	50,000	-	-	-	
DUHMD	Parking Services Enforcement Software NPE Increase	5,775	-	-	-	
Energy Strategy and Electric Utility Development	Boulder's Energy Future	-	-	90,000	-	PE backfill 1yr fixed-term; one time NPE
Finance	Additional Licensing Staff	83,622	1.00	-	-	

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
GENERAL FUND (Cont.)						
Finance	Budget Analyst	91,946	1.00			
Finance	Dog Licensing Changes and Facilities Changes	-	-	30,000	-	One time temp costs for implementing new program; space reconfiguration to accommodate increased staffing
Finance	Legal Support	-	-	50,000	-	
Fire	Convert Seasonal, Part-Time Wildland Crew to Full Time	112,620	2.00	-	-	Final year of 3yr phase in
Fire	Personal Protective Equipment Self Contained Breathing Apparatus (SCBA) and Replacement Funding	200,000	-	74,699		One-time funding for replacement of SCBA air masks in 2014; ongoing funding for fleet and equipment replacement needs - partial funding.
Fire	Wildland Fire Operations Specialists Equity Reclassifications	66,047	-	-	-	
Fire	Wildland Fire/ FTC/ Light Response Vehicle			208,829	-	one-time funding to cover 2014 O&M gap. Future years funding identified from expiring interfund loan.
Human Resources	Organizational Development - citywide events	10,000	-	-	-	
Human Resources	Consulting	30,000	-	-	-	
Human Resources	Non-personnel Expenses	22,000	-	-	-	
Human Resources	Organizational Development - staffing	58,387	0.50	116,250	1.50	1yr fixed-term funding extension for 1.5 FTE; ongoing funding starting mid-year; transitional reorganization funding.
Human Services	Human Services Operating Support Staffing	-	-	97,388	1.35	1yr fixed term positions; gap funding pending community service departments assessment.

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
GENERAL FUND (Cont.)						
IT	Transfer of IT Technical Manager from Parks and Recreation to IT	94,718	1.00	0.00	-	see Recreation Activity Fund
Municipal Court	Contribution to Justice Center Capital Improvements	-	-	14,060	-	One time costs related to ongoing scheduled County capital improvements
Police	Addition of 2 Sworn Officers	185,000	2.00	-	-	
Police	Additional Commander Position	154,834	1.00	-	-	
Police	Greenwood Wildlife Rehabilitation	5,000	-	-	-	3rd year of 3 year phase in up to $20,000 annually
Police	Master Police Officer Compensation	40,000	-	-	-	
Police	New Records Management System (Asset Forfeiture)	-	-	950,000	-	Funded from Asset Forfeiture reserves
Police	Non-personnel Expenses	30,000	-	-	-	
Police and Fire Old Hire Pensions	General Fund Contribution	250,000	-	-	-	
PW-FAM	General Fund Non-Reimbursed Expenses for Valmont Butte and 13th St. Plaza Cleanup	-	-	950,000	-	
PW-FAM	Operations and Maintenance / Facilities Repair and Renovation	400,000	-	-	-	
	Total Changes, General Fund	$2,178,444	9.50	$3,214,309	3.35	
0.25 CENT SALES TAX FUND						
Parks and Recreation	Increase Funding for Forestry Tree Care Operations	30,000	-	30,000	-	one-time funds for tree removal; ongoing funds for tree pruning and forestry care operations.
Parks and Recreation	Increase funding for .50 Volunteer Coordinator	-	-	42,547	0.50	0.50FTE 1yr fixed-term increase to existing, ongoing, 0.50 FTE.
	Total	$ 30,000	-	$ 72,547	0.50	

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
Affordable Housing Fund						
Housing	Department Reorganization	31,500	-	-	-	Reorganization needs identified in Housing Assessment
	Total	$ 31,500	-	$ -	-	
Climate Action Plan Fund						
Community Planning and Sustainability	Sustainability Communications Specialist	-	-	44,000	0.50	see General Fund
	Total	$ -	-	$ 44,000	0.50	
Community Housing Assistance Program Fund						
Housing	Department Reorganization	38,500	-	-	-	Reorganization needs identified in Housing Assessment
	Total	$ 38,500	-	$ -	-	
Computer Replacement Fund						
IT	Design and Sustainability of IT Internal Service Funds	-	-	17,221	0.25	0.50FTE 2yr fixed-term costs funded from Computer Re[placement and Telecommunications funds
	Total	$ -	-	$ 17,221	0.25	
Library Fund						
Library and Arts	North Boulder Storefront Library Station - Increase General Fund Transfer to Library Fund	115,000	1.00	90,000	-	Increase in General Fund transfer to Library Fund; ongoing costs for staffing and operations; one time costs for space set up, cabling, capital investment.
	Total	$ 115,000	1.00	$ 90,000	-	

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
Open Space and Mountain Parks Fund						
OSMP	Cultural Resource Admin Assistant	-	-	35,543	0.50	2yr fixed term
OSMP	Enhanced Voice & Sight Dog Tag Program	-	-	163,000	-	new program implementation; ongoing costs to be determined in future budgets.
OSMP	FEMP crew equipment replacement		-	80,000	-	
OSMP	Funding for six month RIS seasonal to complete fence collection; mapping on conservation easements and fee properties not managed by OSMP and one month seasonal to update library holdings	-	-	21,700	-	
OSMP	Increase in seasonal funding for sign staffing	5,870	-	-	-	
OSMP	Increase standard IPM FTE	24,562	0.25	-	-	
OSMP	Maintenance III/Trails Specialist	-	-	108,001	2.00	4yr fixed-term
OSMP	Outfit six ranger trucks with mobile data centers and additional funding for annual cost of modems and maintenance and operation cost for ranger radio frequency	61,658	-	-	-	
OSMP	Reduce funding of seasonal trail crew leads	(85,400)	-	-	-	
OSMP	Repairs to Cultural Resources' assets	-	-	37,000	-	
OSMP	Research resources to help guide management actions related to VMP, TSAs, GMAP and FEMP	-	-	45,000	-	
OSMP	Health Care Costs - Seasonals	100,000	-	-	-	ongoing impact of Health Care Reform on providing benefits to seasonals to be determined for future year budgets.
OSMP	South Boulder Creek and Boulder Creek East Restoration	-	-	75,000	-	
OSMP	Tough books in ranger trucks, new RIS hire and funding for servers	25,500	-	-	-	
OSMP	Water Resources Technician	-	-	58,205	1.00	2yr fixed term
	Total	$ 132,190	0.25	$ 623,449	3.50	

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
Planning and Development Fund						
Community Planning and Sustainability	Boulder Civic Area Implementation	-	-	210,000	1.00	2yr fixed-term position and $100,000 NPE
PW-Development	Building Construction	63,000	1.00			
Community Planning and Sustainability	Business Liaison	-	-	88,000	1.00	2 yr fixed-term
Community Planning and Sustainability	Comprehensive Planning Planner I			40,000	0.50	2 yr fixed-term
Community Planning and Sustainability	Development Code Update Staffing	-	-	70,000	1.00	2 yr fixed-term
Community Planning and Sustainability	Development Review Administration	8,000	0.13			
Community Planning and Sustainability	Economic Vitality Program Operating Budget	-	-	30,000	-	NPE approved for two years
Community Planning and Sustainability	Interns for Comprehensive Planning, Historic Preservation, EV and Communications	-	-	54,000	-	NPE approved for two years
PW-Development and CP&S	LandLink Development and Information Tracking System Replacement project		-	176,000	2.00	2yr fixed-term
PW-Development	Rental Housing Licensing Program	-	-	63,000	1.00	2yr fixed-term
	Total	$ 71,000	1.13	$ 731,000	6.50	
Recreation Activity Fund						
Parks and Recreation	Transfer of IT Technical Manager from Parks and Recreation to IT - Reduction of General Fund Transfer to Recreation Activity Fund	(94,718)	(1.00)	-	-	
	Total	$ (94,718)	(1.00)	$ -	-	
Stormwater Fund						
Utility	Paralegal	6,883	-	-	-	see General Fund
	Total	$ 6,883	-	$ -	-	

ATTACHMENT C Fund / Department	Action	Ongoing Funds	Ongoing FTE	One Time Funds	Fixed Term FTE	Additional Information
Telecommunications Fund						
IT	Design and Sustainability of IT Internal Service Funds	-	-	17,221	0.25	see Computer Replacement Fund
	Total	$ -	-	$ 17,221	0.25	
Transportation Fund						
Transportation	One time increase for transportation O&M and integrated planning efforts	-	-	295,000	-	
Transportation	Snow and Ice Control Pilot	-		50,000	-	
Transportation	Transportation Maintenance and Increase to Via Contribution - NPE addition	752,901	-		-	
	Total	$ 752,901	-	$ 345,000	-	
Water Utility Fund						
Utility	Energy costs	110,400	-	-	-	
Utility	Paralegal	20,649		-	-	see General Fund
	Total	$ 131,049	-	-	-	
Wastewater Fund						
Utility	Energy costs	85,270	-	-	-	
Utility	Legal Costs	25,000	-	-	-	
Utility	Operational Savings	(204,099)	-	-	-	
Utility	Paralegal	6,883	-	-	-	see General Fund
	Total	$ (86,946)	-	$ -	-	

City of Boulder

Library and Arts

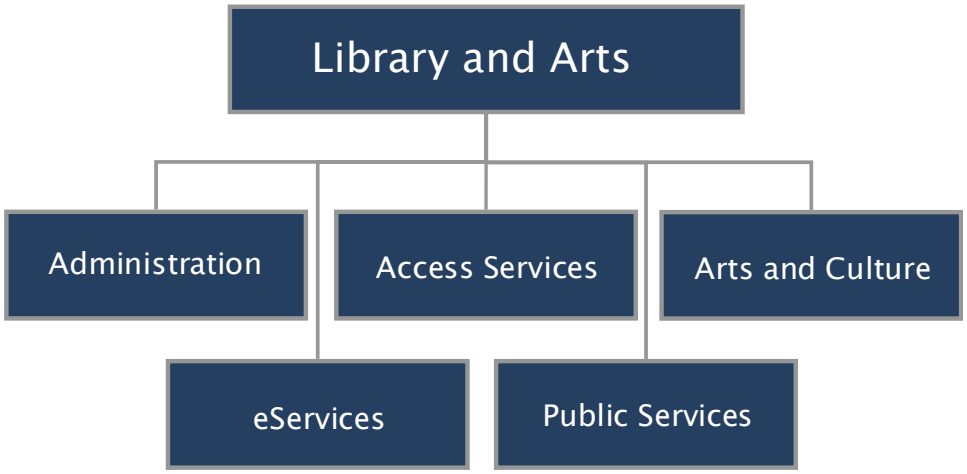
2014 Recommended Budget

$8,147,207

The mission of the Boulder Public Library is to enhance the personal and professional growth of Boulder residents and contribute to the development and sustainability of an engaged community through free access to ideas, information, cultural experiences and educational opportunities.

The mission of the Boulder Arts Commission is to:

- *Further the development of a dynamic arts community through encouraging artistic innovation, collaboration, public art and organizational stability*
- *Increase awareness of, participation in, and access to the arts as a community-wide resource*
- *Promote multicultural expression and participation in the arts through support of diverse ethnic cultures and artistic aesthetic*
- *Create opportunities for Boulder artists and arts organizations to participate successfully in their communities; to act as an advocate on behalf of the arts in the public and private sectors, and*
- *Foster a creative cultural climate in the community.*



Department Overview

Administration

- Administration is comprised of the office of the director, general administrative functions such as project/contract management and long-range planning, budget and accounts payable, public information, volunteer services, facilities maintenance, and administrative support for the Library Commission.

Access Services

- The Access Services division has oversight of services, programs, and facilities at the Meadows and Reynolds branch libraries. This division also includes materials circulation services, maintenance of patron accounts, administration of the courier, holds and Prospector system, shelving, and maintenance of the automated materials handling system. In addition, Access Services includes the operation of Special Services and the homebound delivery program.

Arts and Culture

- The Arts & Culture Division includes administration and oversight of the Film Program, Concert Series, lectures, Canyon Gallery exhibits, Dance Bridge and Arts Resource, community arts grants, an emerging public art program, support for the Dairy Center for the Arts and The Boulder Museum of Contemporary Art, and administrative support for the Arts Commission.

eServices

- The eServices group is responsible for managing the library's website and digital branch, maintaining the catalog, circulation and acquisition software also known as the Integrated Library System, providing information technology support to library staff, as well as all of the ordering and cataloging of the physical materials that are circulated to library patrons.

Public Services

- Public Services includes core library services such as reference, reader's advisory, youth services, and selection of library materials, including electronic resources such as e-books or informational databases.
- In addition, Public Services includes access to the Carnegie Library for Local History collection, programming and events for the library system, adult and family literacy services, multi-cultural outreach, focused programming and outreach for youth and the homebound delivery program.

Table 6-38: Library and Arts Summary Budget

	2012 Actual	2013 Approved	2014 Recommended
STAFFING			
Administration	8.75	9.00	9.00
Arts and Culture	3.25	3.25	3.25
Public Services	25.50	24.00	23.75
Access Services	30.13	31.54	32.91
eService	10.00	9.60	9.60
TOTAL STAFFING	**77.63**	**77.39**	**78.51**
EXPENDITURE			
Administration	$ 1,460,639	$ 1,348,109	$ 1,427,242
Arts and Culture	555,342	578,478	537,382
Public Services	1,795,100	1,893,944	1,793,328
Access Services	2,993,608	3,228,253	3,041,597
eServices	917,676	1,084,275	1,347,658
Capital Improvement Bond	20,481	-	-
TOTAL EXPENDITURE	**$ 7,742,846**	**$ 8,133,059**	**$ 8,147,207**
FUND			
General	$ 528,059	$ 558,882	$ 518,205
Library	7,194,307	7,574,177	7,629,002
Capital Improvement Bond	20,481	-	-
TOTAL FUNDING	**$ 7,742,846**	**$ 8,133,059**	**$ 8,147,207**

2013 Accomplishments

- Completed design and construction bid process for the 2011 Capital Improvement Bond-funded renovation project at the Main Library
- Implemented new design of the library website in conjunction with the citywide website project for enhanced patron usability
- Participated in a digital preservation readiness assessment funded by the Institute of Museum and Library Services Connecting to Collections grant of the Carnegie Branch Library resources
- Completed a selection process of a content management system to improve online access of local history resources
- Added computers to the teen space at the Meadows and Reynolds branch libraries and introduced new early literacy computers at the Main Library and the Meadows and Reynolds branches' children's areas
- Reorganized the DVD collection by category (comedy, action, etc.) to improve patron browsing
- Coordinated with Boulder Valley School District to assess and align children's library resources with the Common Core curriculum requirements, enabling the library to provide greater support to Boulder students

- Partnered with Boulder Valley School District to evaluate the effectiveness of the library's summer reading program in maintaining/improving students' reading levels over summer 2013
- Implemented online arts grant application and award program and hired new arts and cultural services manager.

Key Initiatives for 2014

- Implement RFID technology at all library facilities to enhance material security and reduce re-shelving time
- Replace automated materials handling machine at the Main Library to increase speed, accuracy, and efficiency of the material check-in process
- Complete construction of the 2011 Capital Improvement Bond-funded renovation project at the Main Library
- Implement eCommerce service allowing patrons to pay fines online and at the self checkout stations
- Implement nationally-acclaimed Family Place Library program in the Main Library children's area
- Introduce North Boulder library station, a service model that meets identified, immediate, and targeted community library needs.

Table 6-39: Library and Arts Significant Changes Between 2013 and 2014 Budget

	2013 Approved Budget	2014 Recommended Budget	Total Change	2013 FTE	2014 FTE	FTE Change
LIBRARY FUND						
North Boulder Library Station - increase General Fund transfer to Library Fund	$ -	$ 205,000	$ 205,000	0.00	1.00	1.00
Total Changes, Library and Arts			$ 205,000			1.00

Table 6-40: Library and Arts Department Detail Page

	2012 Actual		2013 Approved Budget		2014 Recommended Budget		Variance - 2013 Approved to 2014 Recommended	
	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount
STAFFING AND EXPENDITURE BY PROGRAM								
Administration								
Department Administration	5.25	$ 856,900	5.50	$ 707,981	5.50	$ 688,084	-	$ (19,897)
Library Facility and Asset Maintenance	3.00	565,149	3.00	597,987	3.00	701,951	-	103,964
Volunteer Services	0.50	38,589	0.50	42,141	0.50	37,207	-	(4,934)
Subtotal	8.75	$ 1,460,639	9.00	$ 1,348,109	9.00	$ 1,427,242	-	$ 79,133
Arts and Culture								
Art Resource	0.50	$ 31,204	0.50	$ 31,823	0.50	$ 33,197	-	$ 1,374
Dance Bridge	0.50	27,420	0.50	28,986	0.50	28,151	-	(835)
Arts Grant Programs	-	220,569	-	227,234	-	232,234	-	5,000
Main Library: Programming and Events	2.05	154,889	2.05	168,149	2.05	159,760	-	(8,389)
Library Branch Programming: Meadow s, George Reynolds, North Boulder Station	0.20	15,319	0.20	16,346	0.20	15,800	-	(546)
Support: Boulder Museum of Contemporary Art (BMoCA)	-	46,392	-	46,392	-	46,392	-	-
Support: Dairy Center for the Arts	-	59,548	-	59,548	-	21,848	-	(37,700)
Subtotal	3.25	$ 555,342	3.25	$ 578,478	3.25	$ 537,382	-	$ (41,096)
Public Services								
BoulderReads! Adult and Family Literacy Services	2.50	$ 212,306	2.50	$ 233,635	2.25	$ 165,285	(0.25)	$ (68,350)
Carnegie Library: Facility and Programming	2.50	207,198	2.50	209,167	2.50	200,709	-	(8,458)
Main Library: Adult Services	12.50	834,973	11.50	868,871	11.50	837,723	-	(31,148)
Main Library: Multi-Cultural Outreach	1.00	88,913	1.00	92,478	1.00	89,427	-	(3,051)
Main Library: Special Services & Homebound Delivery	0.75	59,805	0.75	62,554	0.75	63,332	-	778
Main Library: Youth Services	6.25	391,906	5.75	427,239	5.75	436,852	-	9,613
Subtotal	25.50	$ 1,795,100	24.00	$ 1,893,944	23.75	$ 1,793,328	(0.25)	$ (100,616)
Access Services								
Main Library: Access Services and Facility	18.95	$ 2,037,123	20.39	$ 2,265,526	20.76	$ 1,921,042	0.37	$ (344,484)
Library Branch Services: Meadow s, George Reynolds, North Boulder Station	9.43	877,134	9.75	825,348	10.75	982,736	1.00	157,388
Prospector	1.75	79,350	1.40	137,379	1.40	137,819	-	440
Subtotal	30.13	$ 2,993,608	31.54	$ 3,228,253	32.91	$ 3,041,597	1.37	$ (186,656)
eServices								
Digital Services	10.00	$ 917,676	9.60	$ 1,084,275	9.60	$ 1,347,658	-	$ 263,383
Subtotal	10.00	$ 917,676	9.60	$ 1,084,275	9.60	$ 1,347,658	-	$ 263,383
Capital Improvement Program								
Capital Improvement Program	-	$ 20,481	-	$ -	-	$ -	-	$ -
	-	$ 20,481	-	$ -	-	$ -	-	$ -
Total	**77.63**	**$ 7,742,846**	**77.39**	**$ 8,133,059**	**78.51**	**$ 8,147,207**	**1.12**	**$ 14,148**

Table 6-40: Library and Arts Department Detail Page (Cont.)

	2012 Actual		2013 Approved Budget		2014 Recommended Budget		Variance - 2013 Approved to 2014 Recommended	
	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount
EXPENDITURE BY CATEGORY								
Personnel		$ 4,728,924		$ 5,494,063		$ 5,394,086		$ (99,977)
Operating		2,385,744		2,181,612		2,241,747		60,135
Interdepartmental Charges		581,038		457,384		511,374		53,990
Other Financing		47,140		-		-		-
Total		**$ 7,742,846**		**$ 8,133,059**		**$ 8,147,207**		**$ 14,148**
STAFFING AND EXPENDITURE BY FUND								
General	2.00	$ 528,059	2.00	$ 558,882	2.00	$ 518,205	-	$ (40,677)
Library	75.63	7,194,307	75.39	7,574,177	76.51	7,629,002	1.12	54,825
Capital Improvement Bond	-	20,481	-	-	-	-	-	-
Total	**77.63**	**$ 7,742,846**	**77.39**	**$ 8,133,059**	**78.51**	**$ 8,147,207**	**1.12**	**$ 14,148**

CITY OF BOULDER
2013 FUND FINANCIAL

ATTACHMENT 3

LIBRARY

	2012 Actual	2013 Revised	2014 Recommended	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Beginning Fund Balance	$ 1,219,816	$ 1,438,032	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591
Sources of Funds								
Property Tax	$ 818,838	$ 824,408	$ 842,957	$ 861,924	$ 887,781	$ 914,415	$ 941,847	$ 970,103
Overdue Fines and Fees	164,278	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Facility Rental	5,224	8,600	8,600	8,600	8,600	8,600	8,600	8,600
Interest on Investment	18,290	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Miscellaneous and Third Party Revenues	51,896	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Grants	56,449	32,492	31,713	32,506	33,318	34,151	35,005	35,880
Transfer from the General Fund	6,297,549	6,549,677	6,586,733	6,740,152	6,890,591	7,044,254	7,201,210	7,361,526
Total Sources of Funds	$ 7,412,523	$ 7,574,177	$ 7,629,003	$ 7,802,181	$ 7,979,291	$ 8,160,421	$ 8,345,662	$ 8,535,109
Uses of Funds								
Library Administration	$ 752,564	$ 585,227	$ 568,908	$ 581,822	$ 595,030	$ 608,537	$ 622,351	$ 636,478
Library Facility Operations	3,872,038	3,790,258	3,573,173	3,654,284	3,737,236	3,822,072	3,908,833	3,997,563
Programs	531,232	573,162	493,604	504,809	516,268	527,987	539,973	552,230
Library Materials	894,782	805,890	805,890	824,184	842,893	862,026	881,594	901,607
Library IT	578,541	1,221,653	1,485,477	1,519,197	1,553,683	1,588,952	1,625,021	1,661,909
Facility Maintenance	565,150	597,987	701,951	717,885	734,181	750,847	767,891	785,323
Carryover and Encumbrances	-	60,721	-	-	-	-	-	-
Adjustments to Base	-	18,720	-	-	-	-	-	-
Total Uses of Funds	$ 7,194,307	$ 7,653,618	$ 7,629,003	$ 7,802,181	$ 7,979,291	$ 8,160,421	$ 8,345,662	$ 8,535,109
Ending Fund Balance Before Reserves	$ 1,438,032	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591	$ 1,358,591
Reserves								
Operating Reserve	$ 111,497	$ 102,450	$ 104,227	$ 106,203	$ 108,870	$ 111,617	$ 114,445	$ 117,358
Total Reserves	$ 111,497	$ 102,450	$ 104,227	$ 106,203	$ 108,870	$ 111,617	$ 114,445	$ 117,358
Ending Fund Balance After Reserves	**$ 1,326,535**	**$ 1,256,141**	**$ 1,254,364**	**$ 1,252,388**	**$ 1,249,721**	**$ 1,246,975**	**$ 1,244,146**	**$ 1,241,233**

Note:
Operating reserve equal 10% of Library fund revenues excluding transfers from the general fund.

TO: Boulder Public Library Commission

FROM: Valerie Maginnis, Library and Arts Director
Jennifer Miles, Deputy Library Director
Jennifer Bray, Library and Parks and Recreation Communications Specialist

DATE: August 30, 2013

SUBJECT: Target Patron Survey on Library Programming

Background:
At the August 2013 Library Commission meeting, staff proposed to conduct an electronic "target" survey to solicit public input and feedback on library and cultural programming. The department can utilize, at no cost, the electronic surveying feature provided by the library's e-newsletter software vendor, My Emma. The department recently conducted an electronic survey on the use of the Arts Resource website.

Discussion between the Library Commission and staff at last month's meeting has resulted in a plan. Library staff and commissioners would collaborate to identify a selection of electronic survey themes and sample questions, relating to library programming. Also to be identified is what information the department hopes to glean from the public about library programming.

Potential Survey Themes:
- How important is library programming to library users?
- How many patrons are attending programs?
- Are patrons satisfied with current library programming?
- Are patrons interested in new or additional programming? If so, what would that look like?

Potential Survey Questions:
A review of library literature provides many examples of questions related to programming. Potential survey questions that can be adapted or adopted for the Boulder Public Library target survey may include:

- **How many programs have you attended at the Boulder Public Library in the past year?**
  -none
  -one to five
  -six to ten
  -more than ten
- **Please rank the following programming options by interest (1 being of most interest).**
  -Activities and programs for children
  -Activities and programs for teens
  - Literary events (author readings, book talks)
  -Cultural events (music, film, dance, drama, or other arts)
  -Consumer health, finance and other topics
  -Civic engagement and current events presentations and discussions
  -Other_____
- **Please rank when you would you like the library to offer programming (1 being most important).**

-Weekday mornings
-Weekday afternoons
-Weekday evenings
-Weekend mornings
-Weekend afternoons
-Weekend evenings

- **Where would you like to see library programming offered?**
  -Main Boulder Library
  -Meadows Branch Library
  -George Reynolds Branch Library
  -Carnegie Library for Local History

Use of Survey Results:
Information collected from an electronic survey can inform staff and the Library Commission in identifying the following:

-overall patron interest in library-offered programming;

-satisfaction with currently offered programming;
-program attendance/preferred programming days/times and locations;
-suggestions for new/additional programming;
-suggestions for preferred scheduling of programming

Questions for commission:

1. Does the commission have any feedback or input about these proposed types of questions for the target survey?
2. Does the commission have any additional input on how to use the survey results?