

**Meeting Date:** May 7, 2014

**Location:** 1777 West Conference Room, Municipal Building, 1777 Broadway

**Start Time:** 6:00 pm

1. Approval of agenda (p. 1-2)
2. Public comment
3. Consent agenda
  - a. Approval of Apr. 2, 2014 minutes (p. 3-7)
4. Presentation: 2014 Summer Reading Program Overview
5. Commission Priority Discussion and Input
  - a. Main Library renovation project update (p. 9-11)
    - Project timeline – construction update
    - Public art selection update and space preparation
    - Update on café vendor selection
    - Automated Materials Handling and RFID project update
6. Matters from the Department
  - a. 2014 Library and Arts budget update / 2015 planning (p.12-16)
  - b. Review of draft June 10 City Council Study Session plans (p. 18-19)
  - c. Library update (from memo) (p.20-21)
    - Boulder Library Foundation spring funding requests
    - Update on proposed changes to rules of conduct
    - “Reinventing the place to be” marketing campaign (p. 22-26)
    - Update on principal librarian recruitment process
    - Outcome of World Book Night participation
    - Colorado Association of Libraries Conference
7. Matters from the Commission
  - a. Discussion of public comment on the "Yes!" public art project.
  - b. Preparation for joint meeting, May 14 with the Arts Commission
  - c. Library Commission update (from memo) (p.27-29)
    - Library Commission Upcoming Calendar
    - Minority Opinion Letter on Public Art Process Motions from April Meeting
    - Evaluation of City-Funded Arts and Cultural Programs – responses to minority opinion
8. Future Items/Scheduling

## 9. Adjournment

### 2014 Library Commissioners

Anne Sawyer, Chair

Paul Sutter, Vice Chair

Donna O'Brien, Secretary+ BPL Foundation Director

Anna Lull

Joni Teter, BPL Foundation Director

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING  
MINUTES**

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> April 2, 2014 at the Main Library	
<b>Contact Information Preparing Summary:</b> Leanne Slater, 303-441-3106	
<b>Commission Members Present:</b> Anne Sawyer, Donna O'Brien, Anna Lull, Paul Sutter, and Joni Teter (sworn in at this meeting)	
<b>Commission Members Absent:</b> None	
<b>Library Staff Present:</b> David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Aimee Schumm, eServices Manager Matt Chasansky, Arts and Cultural Services Manager Mary Jane Holland, Youth Services Manager Leanne Slater, Administrative Specialist II	
<b>City Staff Present:</b> Jennifer Bray, Communication Specialist III Glenn Magee, Facilities Design and Construction Manager	
<b>Public Present:</b> Martha Haberstumpf	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to Order and Approval of Agenda</b>	<b>[6:01 p.m., Audio 0:00 sec]</b>
The meeting was called to order at 6:01 p.m. Agenda Item 9B was added regarding the Study Session with City Council and the Joint Meeting with the Library and Arts Commissions under Matters from the Commission.	
<b>Agenda Item 2: Public Participation</b>	<b>[6:01 p.m., Audio 0:44 sec]</b>
None.	
<b>Agenda Item 3: Consent Agenda</b>	
<b>3A.: Approval of March 5, 2014 special meeting minutes (p. 3-7)</b>	<b>[6:02 p.m., Audio 1 min]</b>
Motion to approve the March 5 meeting minutes as amended, presented by Sutter and seconded by O'Brien. Vote: 4-0, Teter abstained, (as she was not in attendance, nor a library commissioner at the March meeting), motion passes.	
<b>Agenda Item 4: Welcoming of new library and arts director</b>	<b>[6:03 p.m., Audio 1:18 min]</b>
David Farnan was welcomed warmly by the Library Commission.	
<b>Agenda Item 5: Welcoming and swearing in of new commissioner</b>	<b>[6:05 p.m., Audio 4 min]</b>
O'Brien administered the oath of office to newly appointed Library Commissioner Joni Teter.	
<b>Agenda Item 6: Election of new officers</b>	<b>[6:08 p.m., 7 min]</b>
Sutter nominated Sawyer as chair. No other nominations were made, therefore no vote was needed. Sawyer nominated Sutter as vice-chair. No other nominations were made, therefore no vote was needed. Sawyer nominated O'Brien as secretary. No other nominations were made, therefore no vote was needed. O'Brien and Teter were selected as directors for the Boulder Library Foundation.	

**Agenda Item 7: Presentation: Teen Tech Lab- Adam Watts and Crystal Niedzwiadek**

[6:17 p.m., Audio 16 min]

Watts and Niedzwiadek presented information regarding the up and coming new Teen Tech Lab. More information can be found here at: <http://boulderlibrary.org/pdfs/commission/2014/handouts/14AprHandouts.pdf>

**Agenda Item 8: Commission Priority Discussion and Input**

[6:39 p.m., Audio 38 min]

**8A.: Main Library renovation project update**

- **Project Timeline-** There were no questions about the project timeline.
- **Design Advisory Group meeting summary-** There were no questions about the meeting summary.
- **Public art selection timeline-** Chasansky presented information regarding the public art selection and the timeline. (Please see presentation at <http://boulderlibrary.org/pdfs/commission/2014/handouts/14AprHandouts.pdf>)

**Commission discussion, questions and comments included:**

- Statement made in favor of the movement using words as an element of art but in disfavor of the particular placement and word choice proposed.
- Statement of feeling bemused by the proposed art, entitled ‘Yes!’.
- Statement of feeling initially bemused but now an appreciation for the proposed art as it could serve to attract people to the library.
- Suggestion to include multilingual translations of ‘Yes!’ throughout the library.
- A question was asked about whether the public art will be within city regulation codes, regarding lighting, etc. Chasansky responded that the proposed art will go through a technical review before city planning and development services staff.

Motion to ‘support the public art selection process and its outcome,’ presented by Sutter and seconded by Lull. [No vote at that time.]

**Commission discussion, questions and comments included:**

- Statement made in favor of supporting the process, but not necessarily the outcome.
- Statement by staff in regards to not necessarily judging the specific artwork but embracing the process and the importance of the concept of public art in general. Also, this process helps set the stage for future public art, and the importance of public art in the community was reiterated.
- Statement made in support of the process, and of not feeling qualified to judge a specific piece of art, but can commit to the outcome.
- Statement made in regard to three of the people on the panel (art commission and the artists) and their positive reaction and enthusiasm for the art proposed. This represents a certain segment of our community.

Motion changed to ‘support the public art selection process and the recommendation of the panel,’ presented by Sutter and seconded by Lull.

Vote: 4-1, motion passes. (Sawyer stated that there was one holdout and did not call for the votes against the motion. O’Brien indicated a vote against the motion by stating that the word ‘recommendation’ was too strong.) The minority opinion letter is attached.

More information can be found here at:

<http://boulderlibrary.org/pdfs/commission/2014/handouts/14MarHandouts.pdf>

- **Café vendor selection process-** Magee presented information regarding the request for proposals (RFP) responses for the café vendor. Staff agreed to provide an update regarding who applied, how many proposals were submitted, and anticipated decision, after tomorrow’s (April 6) committee or staff meeting. This committee consists of Farnan, Watts, Magee and Kathleen Janosko.

**Agenda Item 9: Matters from the Commission**

[7:20 p.m., Audio 1 hr 19 min]

**9A.: Review holiday closure schedule**

Staff agreed to provide information regarding the budget impacts for the idea of some of the Boulder Public libraries to be open on minor holidays, with the current staffing levels.

**9B.: Study Session with City Council and Joint Meeting with the Library and Arts Commissions**

Staff agreed to follow up on a request for information in regards to the commissions' roles at the Study Session with City Council on June 10..

**Agenda Item 10: Matters from the Department**

**[7:35 p.m., Audio 1 hr 34 min]**

**10A.: Library update (from memo)**

- **Update on rules of conduct-**

**Commission discussion, questions and comments included:**

- Didn't like the implication that the rules do not apply to staff.
- There is a risk in explicit lists (of rules) that there can always be exclusions.
- The simpler the better
- Staff agreed to propose a draft of a more discretionary version of the rules. Discussion of this topic will continue at that time. [No formal motion was made.]

- **Review of public meeting notices-**

**Commission discussion, questions and comments included:**

- City's desire for consistency across the News From City Hall ads, which publicize the City Council and board and commission meetings that are upcoming.
- Commission discussion around the inclusion of specific agenda items within the news ads with the goal being to keep public informed about the library's business.
- Feedback can be sent to the City Clerk's Office.

- **Update to web guide on downloadable and streaming resources-** Freegal is no longer being offered, but a new resource, called Hoopla, is being offered as a different model with audiobooks, music, movies, documentaries and TV shows.

- **Boulder Library Foundation spring funding requests and library program planning-** The spring funding requests were discussed and the library commissioner role as a foundation director was clarified as a voting member of the foundation board, with a one-year term.

- **Follow up on Arapahoe Conference Room use-** This item will be revisited later as the renovation project is further along.

**Agenda Item 11: Future Items/Scheduling**

**[8:06 p.m. Audio 2 hr 5 min]**

The May agenda includes:

- Update on the 2014 Summer Reading Program
- Report on the Boulder Library Foundation grants (tentative)
- Initial 2015 library budget review
- Renovation update including the café vendor update, teen space, tech lab, and non-fiction areas
- Review of city's policies and enforcement of inappropriate behaviors
- Update to the library rules of conduct (tentative)
- Review of City Council Study Session about the Library and Arts Department, and preparation for the joint meeting with the Library and Arts commissions

<b>Agenda Item 12: Adjournment</b>	<b>[8:08 p.m. Audio 2 hr 7 min]</b>
<b>Date, Time, and Location of Next Meeting:</b>	
The next Library Commission meeting will be held at 6 p.m. on Wed., May 7, 2014, in the 1777 West Conference Room, in the Municipal Building, 1777 Broadway St.	

APPROVED BY:

ATTESTED:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Staff Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>

DRAFT

**Donna R. O'Brien**  
884 Grant Place  
Boulder, CO 80302  
303-440-0357  
dob920@aol.com

April 17, 2014

Ms Jane Brautigam  
Boulder City Manager

Jane –

At our last Library Commission meeting, a motion was proposed and passed 4 – 1 to support both the process and the recommendation regarding the public art for the new BPL renovation. Although I supported the process followed by the Public Art Committee, finding it both fair and transparent and respect my colleagues' decision, I could not support recommending the selected art as it was presented to us.

I am extremely supportive of public art and was excited that such a significant sum was allocated to enhance the renovation of the library. When presented with the finalist, however, I must admit I was quite underwhelmed. I could not give this choice my recommendation for a variety of reasons. The depiction of the word "YES!" seems quite out of the blue and does not support or represent any philosophy, vision or mission of the library that I am aware of nor, in my mind, does it enhance them in any way. Visually, I think that the scale of the piece will take away from the flow of the already existing architecture, including and particularly the iconic conoid. I have always felt that art, particularly that in the public realm, should be accessible and open to interpretation from a variety of angles, both literal and figurative. With that in mind, I am quite concerned that from the inside of the library, the art will read as the nonsense word, !SEY. For an institution that deals in knowledge transmitted through words, that seems absurd to me.

As always, I write this with total respect for my colleagues in the Arts and Library Divisions, and I appreciate this opportunity to explain my vote.

Sincerely,

*Donna O'Brien*

Donna R. O'Brien  
BPL Commissioner

Cc: David Farnan, Library/Arts Director - BPL  
Anne Sawyer, Chair, BPL Commission



**To:** Boulder Public Library Commission

**From:** David Farnan, Library and Arts Director  
 Jennifer Miles, Deputy Library Director  
 Jennifer Bray, Library and Arts, and Parks and Recreation Communication Specialist  
 Joe Castro, Facilities and Fleet Manager  
 Glenn Magee, Facilities Design and Construction Manager

**Date:** May 2, 2014

**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 September 2012 – April 2014 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive>.

**Project timeline – construction update:**

Table 1 shows key project dates and the construction schedule. Specific dates and sequence are subject to change as the project progresses.

**Table 1.** Overview of key project dates and construction schedule

<b>KEY PROJECT DATES</b>	
May 2014	Café vendor selection and contract negotiation
May 7, 2014	<b>Library Commission meeting:</b> General project update
June 4, 2014	<b>Library Commission meeting:</b> General project update
June 26, 2014	Grand opening celebration of the new Teen Space
July 9, 2014	<b>Library Commission meeting:</b> General project update
August 6, 2014	<b>Library Commission meeting:</b> General project update
August 7, 2014	Grand opening celebration of the Tech Lab
<b>CONSTRUCTION SCHEDULE (dates and sequence subject to change)</b>	
<b>PHASE 1A</b>	<b>2<sup>nd</sup> FLOOR TEEN SPACE CONSTRUCTION / NON-FICTION REARRANGEMENT</b>
Feb. 24, 2014	Construction begins
May 19, 2014	Phase 1A - non-fiction reorganization and carpeting completion
Early June 2014	Phase 1 A – Teen Space completion
<b>PHASE 1B</b>	<b>1<sup>st</sup> FLOOR BRIDGE / CAFÉ</b>
Feb. 26, 2014	Construction begins
July 1, 2014	Phase 1B expected completion
<b>PHASE 2</b>	<b>2<sup>nd</sup> FLOOR REFERENCE / ADMINISTRATION</b>
May 30, 2014	Phase 2 expected start
July 28, 2014	Phase 2 expected completion
<b>PHASE 3</b>	<b>1<sup>st</sup> FLOOR NEW CHILDREN'S AREA</b>
August 2014	Phase 3 expected start
September 2014	Phase 3 expected completion
<b>PHASE 4</b>	<b>1<sup>st</sup> FLOOR ENTRY / NEW AREA for FICTION and MEDIA</b>
September 2014	Phase 4 expected start

#### Adult non-fiction collection and new HVAC chiller installation

The adult non-fiction reorganization and carpet installation is scheduled to be complete on or before May 19, 2014. The Dewey decimal sequence of the collection will be reversed so that the south end of the stacks begin with 000 books and runs north upward through the 900 books. The inside panels will be removed from each section to improve visibility and light transmission. Installation of the new HVAC chiller unit on the roof over this area has been coordinated to occur during this time. Workers will be on the roof, as well as working inside in the ceiling, to install the unit.

Beginning Monday, April 28, 2014, the non-fiction stacks and immediate area were closed to the public, and the non-fiction collection was suppressed from the online catalog while the area is being reconfigured. Patrons are not permitted access to the non-fiction collection, the study rooms and tables, the second floor public restrooms, or the elevator and stairway in the 1974 building during this time. Emergency egress will be maintained.

#### Teen Space and Tech Lab

During the construction in the new Teen Space, it was determined that reusing existing light fixtures was not possible because they would interfere with the new projector and visibility of the projection screen. New light fixtures were selected which are more compatible with the use of the space. Delivery of the fixtures is expected sometime in May, and will likely cause a minor delay in the completion of the Teen Space, now scheduled for early June.

The teen services librarian and members of the Boulder Teen Advisory Board are planning a grand opening celebration of the Teen Space. The teens have selected Thursday, June 26, 2014 for the event. Once construction is complete and before the grand opening, youth services and eServices staff members will be moving equipment and supplies into the space and getting it ready for the teens.

The Tech Lab taskforce is planning the grand opening of the lab on Thursday, August 7, 2014. Invitations will be forthcoming. A soft opening of the lab for teens will occur before that date so that they can familiarize themselves with the equipment and create some example projects to demonstrate and/or display at the grand opening.

The teens have suggested the following names for the lab: The Foundry, The Hacky Shack, and Maker Station. The taskforce will conduct an online survey through social media and email for the community to cast their votes on one of these names. Keep an eye on your inbox for the survey and vote for your favorite!

#### New media shelving and temporary location of new fiction

New shelving for the music and DVDs will arrive in early May. These collections will be transferred to the new shelving and remain in their current location until phase 4. Also in early May, the new fiction collection will be relocated to temporary shelving on the north side of the elevators.

#### **Public art selection update and space preparation:**

Over the summer, Library and Arts and Parks and Recreation staff will be making preparations to improve access and complete some minor renovations of the garden area adjacent to the future

location of the *Yes!* public artwork. The statuary currently installed in the garden area will be removed and relocated or stored.

**Table 2.** Estimated timeline for public art project

April 28, 2014 – May 2014	Contract negotiation
Summer 2014	Prepare garden area
May – September 2014	Design and fabrication
November 2014	Installation
December 2014	Dedication

**Update on café vendor selection:**

Three finalists were selected from a group of 14 vendors who submitted proposals to the RFP for café services. A vendor will be selected and announced, and contract negotiations will begin in mid-May. Construction of the café area on the bridge is expected to be complete in early July 2014.

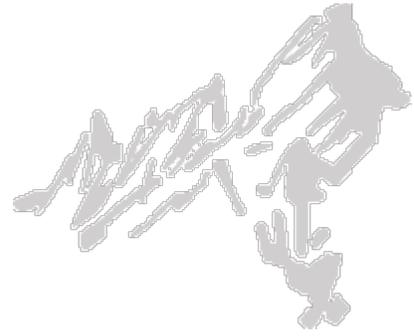
**Automated Materials Handling and RFID project update:**

The existing materials handling system at the Main Library was down for a short period of time earlier in April due to a broken conveyor belt. The system was repaired and is currently in operation.

Contract negotiations are underway with 3M for replacement of the automated materials handling system and with Bibliotheca for installation of a Radio Frequency Identification (RFID) system. After the contracts are complete, project schedules will be finalized in late May and early June, respectively. Installation of both systems is expected begin this summer.

**Question for the commission:**

Does the Library Commission have any questions or feedback about this information?



**DATE:** May 2, 2014

**TO:** Library Commission

**FROM:** David Farnan, Director of Library and Arts Department  
Jennifer Miles, Deputy Library Director  
Devin Billingsley, Senior Budget Analyst

**SUBJECT:** 2014 Library and Arts Department Budget Update and 2015 Budget Planning

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The purpose of this memo is to: 1) provide an overview of the Library and Arts Department; 2) assess progress on 2014 initiatives; 3) describe proposed adjustments to the 2014 base budget; and 4) present the process and timeline for 2015 budget development including discussion of possible 2015 initiatives.

Library and Arts Department Budget

**Table 1** below illustrates the Library and Arts Department expenditures and approved budgets from 2011 to 2014. Library expenditures in particular, both actual and approved, have grown by a compound annual rate of 3.3% over the last three years. The breakdown of library expenditures has remained stable over this same period of time with personnel costs comprising more than two-thirds of all expenditures.

**Table 1**  
**Library and Arts Department Expenditures**  
(in \$1,000s)

Use	2011 Actuals	% of Total	2012 Actuals	% of Total	2013 Approved	% of Total	2014 Approved	% of Total	2011-2014 CAGR <sup>1</sup>
<b>Library</b>									
Personnel	\$4,596	66.3%	\$4,651	64.7%	\$5,329	70.4%	\$5,232	68.6%	4.4%
Non-Personnel	\$1,547	22.3%	\$1,648	22.9%	\$1,439	19.0%	\$1,591	20.9%	0.9%
Collection/Materials	\$785	11.3%	\$895	12.4%	\$806	10.6%	\$806	10.6%	0.9%
Subtotal	\$6,928		\$7,194		\$7,574		\$7,629		3.3%
<b>Arts</b>									
Personnel	\$87	19.2%	\$78	14.8%	\$165	29.5%	\$162	28.0%	22.8%
Non-Personnel	\$369	80.8%	\$450	85.2%	\$394	70.5%	\$416	72.0%	4.1%
Subtotal	\$456		\$528		\$559		\$578		8.2%
<b>Total</b>	<b>\$7,384</b>		<b>\$7,722</b>		<b>\$8,133</b>		<b>\$8,207</b>		<b>3.6%</b>

<sup>1</sup>Compound Annual Growth Rate

**Table 2** on the following page shows the Library and Arts Department funding sources and amounts between 2011–2014 (actual, revised, and approved). Library funding has grown by approximately 0.5% per year over the last three years. It is important to note that 85–87% of the library’s funding base comes from General Fund transfers. The remaining 13% of the library’s funding base is generated through a combination of dedicated property tax receipts (1/3 mill) as well as operating revenues.

**Table 2**  
**Library and Arts Department Funding**  
**(in \$1,000s)**

Source	2011 Actuals	% of Total	2012 Actuals	% of Total	2013 Revised	% of Total	2014 Approved	% of Total	2011–2014 CAGR <sup>1</sup>
<b>Library</b>									
General Fund	\$6,481	86.1%	\$6,298	85.0%	\$6,550	86.5%	\$6,587	86.3%	0.5%
Property Tax	\$746	9.9%	\$819	11.0%	\$824	10.9%	\$843	11.0%	4.2%
Other <sup>2</sup>	\$300	4.0%	\$296	4.0%	\$200	2.6%	\$199	2.6%	-12.7%
Subtotal	\$7,527		\$7,413		\$7,574		\$7,629		0.5%
<b>Arts<sup>3</sup></b>									
Total	\$456		\$528		\$559		\$578		8.2%
<b>Total</b>	<b>\$7,983</b>		<b>\$7,941</b>		<b>\$8,133</b>		<b>\$8,207</b>		<b>0.9%</b>

<sup>1</sup>Compound Annual Growth Rate

<sup>2</sup>Other includes: Overdue Fines and Fees, Facility Rental, Interest on Investment, Misc. 3rd Party Revenues, Grants

<sup>3</sup>Arts supported by General Fund (as well as .15 Cents Sales Tax contribution prior to 2012)

The Library and Arts Department’s funding status should be viewed within the context of overall city sales and use tax collections given that the General Fund, and by extension, the Library and Arts Department, are largely dependent on these revenues. The 2014 Approved City of Boulder Budget was based upon projected total revenues of \$260.5 million of which \$102.8 million, or approximately 40%, is derived from sales and use tax collections. This \$102.8 million was based on 3.5% growth over 2013 projected sales and use collections of \$99.3 million. Actual 2013 fiscal year sales and use tax collections exceeded estimates, registering \$103.4 million in total collections.

**Table 3** below provides current fiscal year sales and use tax receipts. As can be seen, sales and use tax collections have grown 2.9% year-over-year through the end of February. However, it must be noted that January and February can be erratic months and may not be indicative of annual trends.

**Table 3**  
**Actual Sales and Use Tax Revenue**  
**2014 Fiscal Year through February**

Tax Category	Year-over-Year % Change in Revenue	% of Total
Sales Tax	4.39%	77.25%
Business Consumer Tax	-14.63%	8.02%
Construction Use Tax	4.54%	11.38%
Motor Vehicle Tax	14.76%	3.35%
Total Sales and Use Tax	2.88%	100.00%

## 2014 Initiatives

The Library and Arts Department's approved 2014 budget includes six key initiatives of service development and improvement. The current status of each initiative is described below:

- Implementation of RFID technology at all library facilities to enhance material security and reducing re-shelving
  - Status: Vendor contract negotiation is expected to be complete in May 2014.
- Replacement of automated materials handling machine at the Main Library to increase speed, accuracy and efficiency of the material check-in process.
  - Status: Vendor contract negotiation is expected to be complete in May 2014.
- Completion of the 2011 Capital Improvement Bond-fund renovation project at the Main Library.
  - Status: Phase 1a (Teen Space and adult non-fiction reconfiguration) is expected to be complete by the end of May 2014. Phase 1b (bridge renovation) is expected to be complete in early July 2014. The estimated project completion date is Nov. 17, 2014.
- Implementation of eCommerce service allowing patrons to pay fines online and at the self checkout stations.
  - Status: Implementation is scheduled for third quarter 2014.
- Implement nationally-acclaimed Family Place Library program in the Main Library children's area.
  - Status: The department withdrew from the program in late 2013 due to insufficient staff resources to plan and implement the program concurrently with the Main Library renovation.
- Introduction of the North Boulder Corner Library.
  - Status: The North Boulder Corner Library opened on March 31, 2014.

## Adjustments to Base

The Library and Arts Department is responsible for submitting adjustments to the 2014 base budget ("Adjustments to Base" or "ATBs") for approval by City Council. The ATB process typically occurs twice a year – once in the spring and once in the fall. This process allows the Library and Arts Department flexibility in adjusting its budget as circumstances change throughout the fiscal year. ATBs fall into two primary categories: Budget Carryovers and Budget Supplementals. Budget Carryovers are requests to carry over and re-appropriate unspent funds from the prior year's budget. Budget Supplementals are requests for the appropriation of additional funds. **Attachment 1** lists the ATBs that the Library and Arts Department submitted for city manager and City Council review and approval. The Library Commission will be provided an update on the status of first round ATB submissions at the July 9, 2014 Library Commission meeting.

## 2015 Budget Development

The 2015 Budget Development process began in April 2014. The Library and Arts Department is working in coordination with the Central Budget Office to develop its 2015 Budget. **Table 4** below presents the timeline of budget-related deliverables and events. Dates that require Library Commission attention are shaded.

**Table 4**  
**2015 Budget Timeline**

<b>Date</b>	<b>Deliverable/Event</b>
May 6, 2014	First round of adjustments to 2014 base budget read before City Council (first reading)
May 7, 2014	Review 2014 Budget and solicit commission input for 2015 Budget Development
May 30, 2014	Library and Arts Department director to provide 2015 Recommended Budget for city manager review
June 3, 2014	First round of adjustments to 2014 Base Budget read before City Council (second reading)
July 9, 2014	Update on first round of 2014 adjustments to base budget
August 6, 2014	Update on the City Manager's Recommended City Budget
August 28, 2014	2015 Recommended City Budget delivered to City Council
September 9, 2014	First City Council Study Session on 2015 Recommended City Budget
September 23, 2014	Second City Council Study Session on 2015 Recommended City Budget (if needed)
October 7, 2014	First reading of ordinances to approve 2015 Recommended City Budget with opportunity for public comment.
October 21, 2014	Second reading of ordinances to approve 2015 Recommended City Budget with opportunity for public comment.
October 23, 2014	Second round of adjustments to 2014 base budget due for city manager's review.
November 5, 2015	Update on Approved 2015 Library and Arts Department Budget
November 18, 2014	Second round of adjustments to 2014 base budget read before City Council (first reading)
December 2, 2014	Second round of adjustments to 2014 base budget read before City Council (second reading)
December 3, 2014	Update on second round of 2014 adjustments to base budget

The Library and Arts Department is considering three operating hour changes that could influence 2015 budget development. The first is the possible addition of one hour (9 a.m. to 10 a.m.) to the Main Library's operating schedule. The second is restoration of Monday and Thursday service at the Reynolds and Meadows branches, respectively. The third item is consideration of opening one or more of the library's facilities during select holidays. The department's preference is to implement one or more of these changes without requesting

additional funds. Analysis of financial/budget feasibility of these items is currently being conducted and the results will be used to inform the 2015 budget. As the department looks forward to 2015 and beyond, staff is beginning to assess the addition of a digital branch to complement the library's existing service models in concert with long-term strategic visions. The Library and Arts Department is also considering submitting a policy issue regarding additional on-call security service at the Main Library during the higher-use winter months to support the city's efforts with addressing inappropriate behavior on the municipal campus. More detailed information regarding this effort will be forthcoming at a later date.

#### Questions for the Library Commission

1. Does the Library Commission have any questions about the 2014 budget information?
2. Does the Library Commission have any input to offer for consideration for the 2015 library budget development?

#### **Attachment 1: Proposed adjustments to 2014 base budget**



**TO:** Boulder Public Library Commission

**FROM:** David Farnan, Library and Arts Director  
Jennifer Miles, Deputy Library Director  
Matt Chasansky, Arts and Cultural Services Manager

**DATE:** May 2, 2014

**SUBJECT:** Review of June 10, 2014 City Council Study Session Plans

**I. Purpose**

At the June 10, 2014 City Council Study Session, library and arts staff will present an overview of the City of Boulder Library and Arts Department's services and operations and review the Community Cultural Master Plan process with City Council. The Library Commission requested that staff provide a summary of the presentation for council at their May 7, 2014 monthly meeting. The library and arts commissioners will have an opportunity to review staff's presentation and memo for the study session at a special joint meeting of the commissions scheduled at 6 p.m. on Weds., May 14, 2014, in the Boulder Museum of Contemporary Art's community room on the upper floor. A summary of the presentation is as follows.

**II. Overview of the City of Boulder Library and Arts Department's services and operations.**

The goal of the June 10 Boulder City Council Study Session is to provide information to council about who we are, what we do, and where we are going in the future. Thanks to the Capital Improvement Bond and the reinvestment of library savings, the City of Boulder is investing nearly \$4 million into renovating the library and arts buildings at the Main Library. The intent of the study session is to thank council, briefly describe our mission and core services, and outline our goals for 'reinventing the place to be.'

The council presentation will address changing library usage patterns and our plans to meet these changing needs by providing more comfortable, flexible spaces in which to gather, meet, study and create for all age groups. From improved children and teen areas, to the new library café on the bridge, and the NoBo Corner Library – the library and arts department will describe how we are redefining ourselves as a community gathering place. We will also discuss how we plan to use technology infrastructural upgrades and a new service model to enhance customer convenience and create a more welcoming environment.

Finally, we hope to engage council in a discussion of how we plan to use the city's core values of innovation, collaboration and customer service to explore increased virtual services, engage the community outside of our walls, and raise the level of expectation for what the library and arts can be for the residents of Boulder.

**III. Community Cultural Master Plan**

The Community Cultural Master Plan has the goal of answering the question "What is the community's vision for culture and the creative industries in Boulder over the next decade?" That vision will guide us in articulating a series of strategies to guide the city toward achieving the

community's vision. We anticipate working with a consulting firm and stakeholder groups to define desired outcomes, set priorities for community engagement, and integrate future plans with existing City of Boulder goals and resources.

The purpose of our June 10 Boulder City Council Study Session will be to introduce the team that will steward the process, get feedback from council on the level and nature of public interaction, and to advise staff on what measures, goals and documents would best meet council's needs for a final Community Cultural Master Plan.

**IV. Question for Commission:**

Does the Library Commission have any questions about the staff's plan for the June 10 City Council Study Session?

**TO:** Boulder Public Library Commission

**FROM:** David Farnan, Library and Arts Director  
Jennifer Miles, Deputy Library Director

**DATE:** May 2, 2014

**SUBJECT:** May 7, 2014 Library Commission Meeting – Update from the Director

This memo contains updates from the department and general information for the Library Commission.

**I. Update on Boulder Library Foundation spring funding requests**

The Boulder Library Foundation Board considered the spring funding requests listed below at their April 28, 2014 board meeting. The board members present at that meeting voted unanimously to approve all eight requests.

- Boulder Reads! Reading Buddies program for 2014-2015
- Outreach: Why is Boulder a Home? (Personal stories from immigrants who now call Boulder their home.)
- Cinema program for spring 2014 - winter 2015
- Library concert series
- Reynolds and Meadows branch libraries programs for 2014-2015
- Puppets for the Children's Library
- Boulder Reads! Reading Progress Celebration
- Boulder Reads! Discoveries Magazine 2014

**II. Update on proposed changes to the rules of conduct**

Library staff is in the process of simplifying the rules of conduct. Proposed changes will be reviewed by the City Attorney's Office in early May. A draft of the changes will be included in the June 2014 Library Commission meeting packet for the commission's review and input.

**III. "Reinventing the place to be" marketing campaign**

Staff has discussed ways in which we can leverage the renovation and changes associated with it to begin a public marketing campaign around "Reinventing the Place to Be." The outline of the campaign will utilize three of the City of Boulder's and Library and Arts' core values: Innovation, Collaboration and Service. Our goal is to begin to engage the public and better understand their perceptions of the library and their aspirations for what it can be. To that end, we will be doing short surveys to gather public input. We intend to use large scale posters inside our buildings and t-shirts and buttons that the public and staff can wear to reflect those findings back to our patrons in the form of slogans.

We anticipate the marketing campaign will have a limited lifespan of 10-15 months leading up to the Library and Arts Department Master Plan update scheduled for 2015. The campaign itself is simple and meant to be fun. It will use minimal graphics and be slogan-driven. A few draft examples are included in your packet as **Attachment A**. We will use public and staff input to generate fresh slogans about what the library means to our customers.

**IV. Update on the principal librarian recruitment process**

The recruitment for the principal librarian position closed on April 18, 2014. Several qualified applicants applied. Preliminary telephone interviews are being conducted during the first two weeks of May. Finalists will be selected and invited for in-person interviews during late May. The anticipated start date for the selected candidate is early July 2014.

**V. Outcome of World Book Night participation**

This year's World Book Night U.S. (WBN) was held on Wednesday, April 23, 2014 and the Boulder Public Library was once again a library partner. BoulderReads! coordinated the effort this year, as the goals of the literacy program align with the WBN's mission to encourage reading in those who don't regularly do so.

BoulderReads! served as a pick-up point for WBN book-givers in the community and this year, over 100 books were distributed by five book-givers. Titles given away included: "Wait Till Next Year" by Doris Kearns Goodwin, "Miss Peregrine's Home for Peculiar Children" by Ransom Riggs, and "Sunrise Over Fallujah" by Walter Dean Myers. Books were distributed at little league games, community centers, and to adult learners in the Boulder Valley Family Literacy Program at Columbine Elementary School.

**VI. Colorado Association of Libraries Conference**

This year's Colorado Association of Libraries Conference (CALCON) will be held in Loveland at the Embassy Suites October 16 – 18. We would like to invite interested commission members to attend. CALCON is a great conference for hearing about all the things that are going on in libraries in Colorado and around the country. The theme of this year's conference is Innovate, Inspire, Connect.

The commission requested more information on some of the changes in public libraries around the maker movement and the impact of maker spaces. This year's CALCON keynote speaker on Friday morning is Mark Frauenfelder, founder and editor of *MAKE* magazine. He is a great speaker and the session plans a number of hands-on activities around his keynote. It should be fun! Please let Jennifer Miles know if you are interested in attending by August 15, 2014 so that she can submit your registration.

**Questions for the commission:**

Does the Library Commission have any questions or feedback about this information?

BOULDER PUBLIC LIBRARY



REINVENTING  
*the*  
PLACE

*to be*



**CAPITAL**  
*Improvement*  
**BOND**



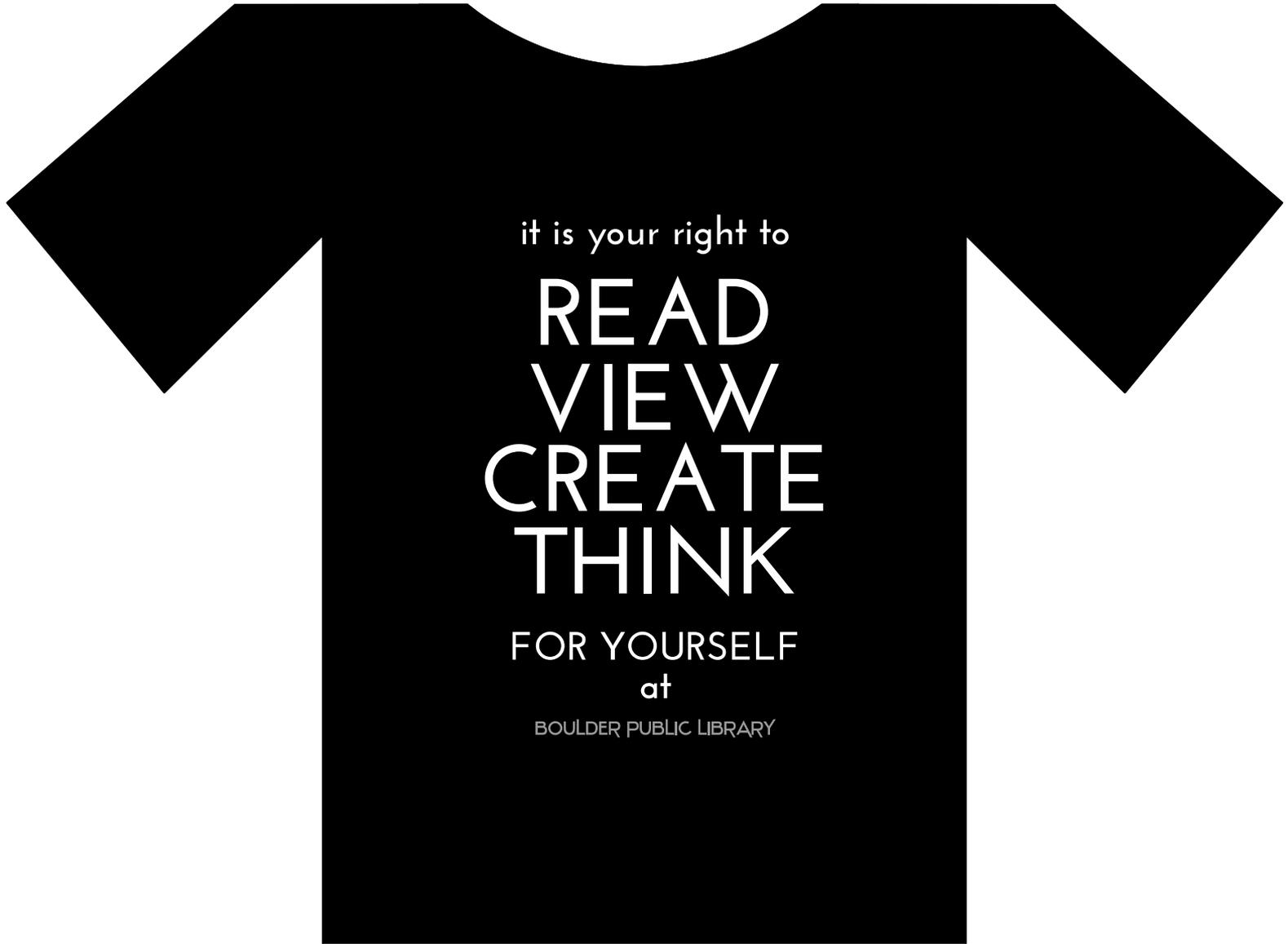


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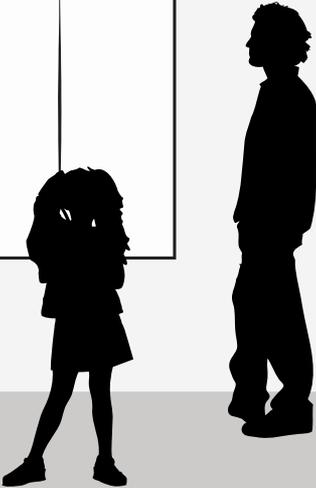
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# Reinventing

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**Meeting Date: May 7, 2014**

**1. Library Commission Upcoming Calendar**

	<b>Agenda Items</b>	<b>Visitors</b>
<b>February - November 2014 - CONSTRUCTION phase of Main Library Renovation</b>		
<b>May 7 Municipal Bldg.</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation - cafe update, teen space, public art selection</li> <li>2. Review of draft City Council study session plans</li> <li>3. Prepare for joint meeting with Arts Commission</li> <li>4. Input on new marketing campaign</li> <li>5. Provide input on 2014 library budget.</li> <li>6. Report on Foundation grant awards.</li> </ol>	BPL Summer Reading Program Info
<b>May 14, 2014 - BMoCA - Joint meeting with Arts Commission to review Library &amp; Arts Study Session information for City Council</b>		
<b>June 4 GRB</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation update</li> <li>2. Update on City addressing Civic Center Area behaviors (or July)</li> <li>3. Proposed updates to Library Rules of Conduct</li> <li>4. Review Teen Space Tech Lab usage agreement</li> <li>5. Discussion of City of Boulder Charter amendments related to Library Commission</li> <li>6. Review / Update Library Commission Bylaws</li> </ol>	Teen Services - Tech Lab Plans
<b>June 10 - Library &amp; Arts Study Session with City Council</b>		
<b>July 9 GRB</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation update</li> <li>2. Update on Library Consortium</li> <li>3. Preparation for Library Commission retreat</li> </ol>	
<b>July 26, 2014 - Library Commission retreat, Chautauqua Community House Meadows Room</b>		
<b>August 6 Arapahoe Room</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation update</li> </ol>	
<b>Sept 3 Arapahoe Room</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation update</li> <li>2. Virtual Branch Discussion</li> <li>3. Review Draft Meeting Room Usage policy</li> </ol>	

**Interesting Upcoming Dates:**

- May 1-7** Choose Privacy Week
- May 6** National Library Legislative Day
- May 12-18** Children's Book Week

## 2. Minority Opinion Letter on Public Art Process Motion from April Meeting

April 17, 2014

Ms Jane Brautigam  
Boulder City Manager

Jane –

At our last Library Commission meeting, a motion was proposed and passed 4 – 1 to support both the process and the recommendation regarding the public art for the new BPL renovation. Although I supported the process followed by the Public Art Committee, finding it both fair and transparent and respect my colleagues' decision, I could not support recommending the selected art as it was presented to us.

I am extremely supportive of public art and was excited that such a significant sum was allocated to enhance the renovation of the library. When presented with the finalist, however, I must admit I was quite underwhelmed. I could not give this choice my recommendation for a variety of reasons. The depiction of the word "YES!" seems quite out of the blue and does not support or represent any philosophy, vision or mission of the library that I am aware of nor, in my mind, does it enhance them in any way. Visually, I think that the scale of the piece will take away from the flow of the already existing architecture, including and particularly the iconic conoid. I have always felt that art, particularly that in the public realm, should be accessible and open to interpretation from a variety of angles, both literal and figurative. With that in mind, I am quite concerned that from the inside of the library, the art will read as the nonsense word, !SEY. For an institution that deals in knowledge transmitted through words, that seems absurd to me.

As always, I write this with total respect for my colleagues in the Arts and Library Divisions, and I appreciate this opportunity to explain my vote.

Sincerely,

Donna R. O'Brien  
BPL Commissioner

## 3. Evaluation of City-Funded Arts and Cultural Programs - response to minority opinion

***From Joni Teter:***

[...] For the joint meeting with the Arts Commission, I'd suggest an agenda item around criteria for how we evaluate city-funded arts and culture programs. As reflected in my note to Donna *[below]*, in my mind the City has a higher bar to meet (versus a private arts/program developer/funder) because the City is investing public dollars for community purposes. For arts, I think it's in the Arts Commission's bailiwick to determine where "public art" should fall along the spectrum I noted below; however, I think they'd benefit from a discussion that includes people outside the arts community. Hopefully, that kind of opportunity is built into the Cultural Master Plan.

It would be great if we (Arts & Library Commissions and the Foundation) had a core set of common criteria to use in determining:

- What kinds of programs are developed as City-developed-and-delivered programs?
- What kinds of community programs (i.e. developed and delivered by others) are supported by the City financially, in-kind, through subsidized space, etc.?
- What kinds of programs will be supported by the City only through publicity & info-sharing?

To Donna: Nicely done - thanks! A point I'd add - and plan to raise at our joint meeting with the Arts Commission - comes from my experiences with Boulder's "last" public art program. Art definitely has a role to be provocative and challenging. But is also has a role in unifying and unveiling shared "truths." I think the latter is particularly important for a public art program. Too often, IMO, the "public art" developed for Boulder has focused much more on the former goal than the latter. I think this project is a good example...

***Response from Anne Sawyer:***

[...] We do want to be careful in recognizing our role as Library Commission and that our answers to the bullets that you identified may have a different perspective than the Arts Commission would take for the global community. However, I believe our relationship (budding though it is) with the Arts Commission can allow us to help influence these criteria with respect to departmental or mission-specific goals. Particularly being the first project in the new public art selection process, our feedback on how project criteria and process are defined could be useful.

I very much agree that the Library/Commission and the Foundation should develop a core set of common criteria to use in determining programming delivered by the Library -- and that this should fit into the more general criteria for City-wide programming that the Arts Commission defines. However, I also think that the Library's and Arts' missions are different and each part of the department should be allowed the freedom to develop according to these while recognizing the overlap and partnership opportunities -- as often happens cross-departmentally throughout the City.