

Meeting date: Wednesday, August 5, 2015

Location: Canyon Meeting Room, Main Library, 1001 Arapahoe Ave.

Meeting start time: 5:30 p.m.

1. Approval of agenda
2. Public comment
3. Consent agenda
 - a. Approval of June 3, 2015 meeting minutes (p. 2-5)
 - b. Approval of July 11, 2015 retreat minutes (p. 6-8)
4. Presentation: Overview of the Boulder Reads program – Shelley Sullivan, Boulder Reads Manager
5. Review draft Distribution of Community Information Policy (p. 9-10)
6. Budget Update – Devin Billingsley, Senior Budget Analyst (p. 11)
7. Library Master Plan update (p. 12-17)
 - a. Review July 11, 2015 Library Commission Retreat minutes
 - b. Review draft Boulder Public Library Master Plan Process overview and timeline
8. Library Commission update (from memo) (p. 18-29)
 - a. Future agenda items
 - b. Discussion of Library Commission job description
 - c. Update on Egyptian Study Society events
 - d. Staff appreciation update
 - e. Boulder Library Foundation update
 - f. Jaipur Literature Festival
 - g. Update on Email Responses to Library Commission
9. Library and Arts Director's report (p. 30-31)
 - a. Library Charter Revisions
 - b. Parking at the Main Library
 - c. Summer Reading Program
 - d. Liquor License
10. Adjournment

2015 Library Commissioners

Paul Sutter, Chair

Donna O'Brien

Joni Teter

Alicia Gibb

Tim O'Shea

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

Name of Board/ Commission: Library Commission	
Date of Meeting: June 3, 2015 in the Canyon Meeting Room, Main Library, 1001 Arapahoe Ave.	
Contact Information Preparing Summary: Carrie Mills, 303-441-3106	
Commission Members Present: Paul Sutter, Joni Teter, Donna O'Brien, Alicia Gibb, and Tim O'Shea Commission Members Absent: None.	
Library Staff Present: David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Aimee Schumm, eServices Manager Adam Watts, Creative Technologist Carrie Mills, Administrative Specialist II Dick Shahan, Library Clerk I	
City Employees Present: Devin Billingsley, Senior Budget Analyst	
Public Present: Sean Maher, CEO, Downtown Boulder, Inc. Shelby Arnold, Community Development Manager, Downtown Boulder, Inc.	
Type of Meeting: Regular	
Agenda Item 1: Call to Order and Approval of Agenda	[6:00 p.m., Audio 0:22 min]
The meeting was called to order at 6:00 p.m.	
Agenda Item 2: Library Commission photo	[6:01 p.m., Audio 0:38 min]
The commissioners stepped out to the Canyon Gallery to take a new Library Commission photo for the website.	
Agenda Item 3: Public Participation	[6:02 p.m., Audio 2:37 min]
Shahan, an employee of the Boulder Public Library for 16 years and president of the Boulder Municipal Employees Association, announced plans for retirement in late November. He explained plans to apply to both the Boulder Library Foundation and the Library Commission in 2016. The commissioners congratulated Shahan on his impending retirement.	
Agenda Item 4: Consent Agenda	[6:04 p.m., Audio 3:40 min]
Item 3A, Approval of May 6, 2015 minutes (p. 2-4) O'Brien and Sutter recommended a few grammatical changes. Gibb moved to approve. O'Brien seconded. Vote 4-0, unanimous. Teter abstained because she was not present at the May meeting.	
Agenda Item 5: Downtown Boulder, Inc. partnership with the Library	[6:05 p.m., Audio 4:51 min]
Maher relayed feedback from many residents that downtown Boulder lacks an art cinema. Following a model in Austin, Texas, Maher considered a small, improvised venue to screen films. Similar businesses in Austin advised that successful art cinemas must be dependably scheduled and serve liquor. The proposal is a partnership between the Boulder Public Library (BPL); Downtown Boulder, Inc. (DBI); and to a lesser degree, the Boulder County Farmers Market (BCFM). BPL will handle the maintenance, cleaning, access, and security of the facility. DBI will handle the customer experience, including marketing, ticket sales, and ushering. The BCFM will serve food during the event from the Seeds Library Café. Currently, the plan included showings from Thursday to Saturday with the occasional Saturday off to allow BPL theater availability for programming. The City of Boulder (COB) and DBI are pursuing an arts license to serve liquor where the COB would apply for the license and DBI would serve as manager and assume liability. Read the full proposal here: https://boulderlibrary.org/wp-content/uploads/2014/12/2015-June-LC-Packet.pdf#page=5	
Commission discussion, questions, and comments included:	
<ul style="list-style-type: none"> ▪ Sutter reminded commissioners that the liquor license would be discussed later in the meeting, and opened the floor to questions for Maher. 	

- Teter inquired about the planned hours of operation. Maher noted that the times were not finalized, but anticipated the following: one show on Thursday at 6:00 p.m., two shows on Friday at 6:00 and 9:00 p.m., and two shows on Saturday at 11:00 a.m. and 9:00 p.m.
- Teter asked if the same film will be shown at all screenings, to which Maher said it had not yet been determined.
- Gibb felt that the liquor sale estimates were low and wondered how the projection was calculated. Maher purposely estimated the sales conservatively; expecting less than one-third of attendees will buy a glass of wine.
- O'Brien asked what groups and events will be displaced by this new use of the theater. Farnan explained that only two events over the course of the year were scheduled in conflict with the cinema plan. Further, he cited activation of the theater as the primary objective for BPL.
- O'Brien and Teter expressed concern over the community's ability to use the theater for other groups and events during the weekend.
- Sutter asked if Sundays were an option and if Thursdays were critical to the proposal. Farnan noted that many Sundays in the theater were booked for programming, presenting a considerable conflict. He did not believe that he had staff willing to stay afterhours on Sundays, nor did he know if there was a sizeable market for Sunday night screenings.
- O'Brien inquired about how profits would be shared. Farnan and Maher agreed that the full breakdown had not yet been decided. Farnan added that any money received on behalf of the library would first go to the city, from which the library could request the funds.
- Sutter asked about any perceived competition with the Dairy Center for the Arts. Farnan explained that the offerings, largely limited to Sundays, are very different than the films that would be available to the library's 200-seat theater. Maher, having met with staff at the Dairy, relayed their excitement for cross-promotion.
- O'Shea asked for more details on the specialty projector. Maher noted that the current projector is on a 12-month loan and he anticipated the loan's renewal at the end of the term.

Agenda Item 6: Presentation on plans for the new Maker Space

[6:31 p.m., Audio 30:58 min]

Watts presented on the new Maker Space and preliminary plans for location, outlay, and equipment.

Commission discussion, questions, and comments included:

- Teter wondered if Ecocycle or Restore had been approached as potential partners for materials. Watts confirmed that he had conversations in passing with staff from both entities, but that the determination would be made once the space was open and active.
- Sutter asked about the staffing requirements for the future space. Farnan explained that a new full-time position will open to assist in overseeing the space. He mentioned that some staff may be asked to do programs in the space, but primarily the library will recruit volunteers with a related knowledge base.
- O'Brien expressed concern for patron safety. Schumm confirmed that whenever the space is open, there will be a staff member present to assist and oversee.
- O'Shea asked about liabilities and how they would be handled. Watts detailed a plan that included introductory classes for patrons who are new to certain types of machinery, physical protection with equipment that has built in safety measures, and consistent supervision.
- Teter considered the need for outreach to different populations. Schumm agreed, citing plans for outreach into different pockets of the community.
- O'Shea expressed interest in how the space would be marketed to individuals with small businesses, especially in light of the Small Business Development Center's recent move to the library.
- O'Shea asked about provisions made to prevent noise from traveling out of the space. Schumm agreed, citing a need for the space to be booked around other considerations, such as events in the Canyon Theater.
- In response to a question from O'Brien, Schumm reported that the infrastructure of the space will be completed by October 2015, with the plan to open in January 2016.

Agenda Item 7: 2015 Library budget updated and 2016 budget planning

[6:54 p.m., Audio 53:40 min]

Billingsley came to answer questions on the document he supplied for the packet, found here:

<https://boulderlibrary.org/wp-content/uploads/2014/12/2015-June-LC-Packet.pdf#page=11>

Commission discussion, questions, and comments included:

- Sutter asked what the major advantages were to returning the maintenance position to Facilities and Assets Management (FAM). Billingsley responded that there is no cost savings. Farnan felt this was the most efficient way to service the building, as FAM has been responsive to all requests. He continued, saying that FAM is looking long-term at proactive changes. Miles cited a greater breadth of expertise.

- Teter inquired about the additional marketing budget. Farnan noted that long-term, there is a plan for additional staffing, but for now, the additional money is intended for contracting services.
- Sutter commented on the decrease in fines and fees, and asked if there were any concerns. Billingsley explained that they do not try to use them as a revenue source as the number is difficult to project. Ultimately, fluctuation is reasonable.

Agenda Item 8: Approval of the updated Privacy Policy (p. 16-18)

[7:02 p.m., Audio 1:02:09 hr]

Commissioners made grammatical changes to ensure flow and clarity in the policy. Teter moved for adoption as amended. Gibb seconded. Vote 5-0, unanimous.

Agenda Item 9: Library Commission updated (from memo) (p. 19-26)

[7:06 p.m., Audio 1:06:42 hr]

Item 9A, Future Agenda Items

This item can be found in the Library Commission memo, found here: <https://boulderlibrary.org/wp-content/uploads/2014/12/2015-June-LC-Packet.pdf#page=19>

Item 9B, Discussion of Library Commission job description

O'Brien recommended that this issue be approached by a subcommittee. Gibb and O'Shea volunteered. Sutter saw a need for two lists: one that outlines what the commission actively does and another that lists qualities and skills that are desirable. Teter stressed the importance of including the relationship with the Foundation, as two commissioners will serve as board members, which is an added time commitment. Teter reopened the question on whether a commission applicant must be a current library user. Farnan reported that in recent studies, it was shown that whether one uses public libraries does not correspond to whether one supports them.

Item 9C, Boulder Library Foundation update

O'Brien reported that the subcommittee for fundraising will meet on Monday, Jun. 8. She remarked on the recent progress that the Foundation has made. Teter agreed, noting that things were really moving forward. O'Brien added that the officers will be elected in the next meeting.

Agenda Item 10: Library and Arts Director's Report

[7:24 p.m., Audio 1:24:39 hr]

Item 10A, Civic Area Update: preliminary options for north building and theater renovations

Staff are working on a feasibility analysis for renovations to the north building. Farnan noted a community need for a performance space, but commented on the balance with the need for that space to generate revenue in order to fund this significant development. Teter spoke on the shortage of community space in Boulder and felt that this should be held as a high priority. The commissioners discussed the pressure the library would feel to fund, staff, and manage the venue if a full performing arts space were added to the facility. In response to the possibility that the new venue would be connected with the St. Julien, O'Shea and O'Brien shared reservations about aligning with a for-profit interest. Gibb noted that libraries are one of the few remaining public forums and as such, may be required to take on more responsibilities for public performance. Sutter felt that it was the commission's responsibility to speak for the interests of the library. Farnan expressed his mixed feelings on the proposal.

Item 10B, Update on discussion about liquor license for Library partners

Teter preferred that the City of Boulder/Boulder Public Library hold the liquor license because it allowed the greatest flexibility for all events held in the space. Farnan explained that the library does not need a permit to serve alcohol without cost, but can request up to 15 special event permits per year to sell alcohol. He further stated that, to his knowledge, the library has never served alcohol during operating hours. Sutter recommended that the commission first discuss their comfort with serving alcohol during the library's operating hours. Several commissioners were uncomfortable with the possibility, and recommended alternatives such as: isolating the area from library traffic, closing the north side to library traffic, delivering drinks to seated customers, and posting a guard. Farnan explained that the current proposal is to serve alcohol from the café that is only available for purchase by active ticket holders. After further discussion, commissioners were supportive of alcohol sales while the library is closed, but were uncomfortable approving sales while the library is open without more specifics. Sutter motioned to allow staff to pursue an arts liquor license for the library. O'Shea seconded. Vote 5-0, unanimous.

Item 10C, July 11, 2015 Library Commission retreat agenda and discussion topic planning

Farnan sent readings for the retreat, but will resend again. Sharon Morris of the Colorado State Library is set to facilitate. The day will focus on library trends with some consideration for the upcoming master plan. Foundation

officers and library leadership will also be in attendance.

Item 10D, Draft Master Plan process overview

Teter asked about the process for developing a master plan. Miles confirmed that the commissioners will look over master plans from other departments and very limited review of past iterations from the library. Farnan noted that the steering committee would consist of at least one commissioner, library staff, and members of the public, with a preference for greater numbers of the public.

Item 10E, BPL quarterly performance statistics – Q1 2015

In response to observations by the commissioners, Farnan noted that while circulation numbers are down, this is a trend among libraries. He noted that the key to driving up circulation numbers is to increase the number of materials available.

Item 10F, Jaipur Literature Festival update

Farnan reported that the planning is going well. He pointed to the list of confirmed authors that was distributed earlier in the evening.

Agenda Item 11: Adjournment

[8:42p.m., Audio 2:42:25 hr]

Sutter announced that he received a residential fellowship in Germany starting in a year and he will need to step down at that time. There being no further business to come before the commission at this time, the meeting was adjourned at 8:42 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be the annual retreat at 8:30 a.m. on Sat., July 11, 2015, in the Boulder Creek Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

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

Name of Board/ Commission: Library Commission
Date of Meeting: July 11, 2015 in the Boulder Creek Meeting Room, Main Library, 1001 Arapahoe Ave.
Contact Information Preparing Summary: Carrie Mills, 303-441-3106
Commission Members Present: Paul Sutter, Joni Teter, Donna O'Brien, Alicia Gibb, and Tim O'Shea Commission Members Absent: None
<p>Library Staff Present:</p> <ul style="list-style-type: none"> David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Eileen McCluskey, Public Services Manager Aimee Schumm, eServices Manager Antonia Gaona, Access Services Manager Linda Cumming, Reynolds Branch Manager Hillary Dodge, Meadows Branch Manager Laura Hankins, Collection Development Librarian Erica Segraves, Youth Services Manager Carrie Mills, Administrative Specialist II <p>Boulder Library Foundation Members Present:</p> <ul style="list-style-type: none"> Liz Abbott, Vice President Barbara Kostanick, Treasurer <p>Facilitator: Sharon Morris, Director of Library Development, Colorado State Library Presenter: Pam Sandlian Smith, Director, Anythink Libraries</p>
Type of Meeting: Retreat
<p>Table Discussion 1: Essentials to Retain</p> <p>The retreat began with attendees writing down three elements of the Boulder Public Library that they consider the most important to retain. Answers could be ideological or practical. Participants then went around the room introducing themselves and reading off an essential from their list. Below is the list of essentials generated by participants.</p> <p>Essentials to Retain</p> <ul style="list-style-type: none"> ▪ Community Forum ▪ Real books ▪ Focus on literacy <ul style="list-style-type: none"> ○ Digital ○ Early ▪ Internet access for all ▪ Community focus ▪ “Yes” library ▪ People at the library to help ▪ “Travel guides” to knowledge ▪ Privacy as a trusted source ▪ Ethical ▪ Real people – Adult Reference ▪ Informal Learning ▪ Mix/Balance self-guided vs. staff assisted access ▪ Cultural record/Example of values ▪ Local history/Library archive ▪ Unfettered access/equalizer ▪ Curated programming that compliments other essentials ▪ Free ▪ “Book a Librarian” 1-on-1 focus ▪ Maker space and other non-traditional offerings

- Reaching for innovation
- Circulating collection
- Technological know-how
- Café
- Serendipitous learning
- Know/retain our audience

Themes/Summary of Trends

- Creation and Curation
- Place
- Community
 - Awareness and understanding of library
 - Civil discourse
 - Listening to community desires
 - Relationship
- Staff Expertise
- Learning and Literacy

Table Discussion 2: Library Trends

In these exercises, participants broke up into color groups. As a collective, participants brainstormed all of the recent trends in libraries. Then, the teams picked the top four or five trends on which the Boulder Public Library should focus.

Trends – Red

- Library as technology mentor and natives
- Library as a platform for creation
- Library as a place for collaboration and an individual work space (co-working)
- Library everywhere and how do we support that

Trends – Blue

- Flexible space (moveable shelves, casters)
- Connectivity (tech, people, community; inside and outside of building and web)
- Library collaboration (globally)
- Community creates content (programming, content – books, ownership, community-run space)
- Developing staff skills (project management, pre-emptive learning)

Trends – Green

- Digital materials circulation (expansion)
- Curating library experience – make it accessible to all groups
- Network common resources so we can focus on uniqueness of Boulder
- Continue to provide what libraries and loved for (physical books, keep up with what works)
- Expand community's perception that we are a community space (Third Place, Familiarize immigrants with what the public library is, levelers/equalizers)

Trends – Yellow

- Partnerships
 - Embedded librarians
 - Reducing duplication (schools)
 - Sustainability
 - Library as connector
- Public collaborative space
 - Library as connector
 - Artist/Writer/Business in residence
- Educational platform
 - Info in all formats
 - Social/civic discourse
 - Curation
- Literacy
 - Information

- Technology
- Early
- Creative/"maker"

Group Activity: Developing the Master Plan

Attendees were presented with several overarching components to the library. They were asked to post any ideas under each category that might be considered for the master plan. Next, the ideas were rearranged into like groups. Then attendees were presented with a sheet of dot stickers to vote on the most important priorities. This section is broken down by component. In parenthesis, the total votes are tallied.

Programs and Services

- Early literacy (10)
- Entry to entrepreneurship/co-working (7)
- Presence in community outside of library (7)
- Focus on outcomes/bridging community gap (7)

Funding and Support

- Revenue streams beyond taxes (11)
- Staff retention (7)

Library Staff

- Provide staff non-traditional learning experiences as professional development (9)
- Increased marketing to promote collections and services (9)
- Recruitment based on competencies and development (8)

Facilities

- Clean, safe, inviting buildings (12)
- Physical space v. virtual services (8)
- Enhance collaborative spaces (7)
- Raise Carnegie's profile (7)

Library Leadership

- Flexibility in master plan (7)
- Authentic assessment of how programs worked (7)

Technology

- Staffing/ability to support (11)
- Connectivity/network (10)

Partners

- Define our goal for school partnerships (12)
- Using partnerships to bring new groups into BPL (10)
- Community presence outside of walls (9)

Collections

- Balance of digital and hard copy (10)
- Providing enough materials (7)

Other

- Reaching community members who are not current users (11)
- Marketing and advertising all the library does (10)

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be at 5:30 p.m. on Wed., Aug. 5, 2015, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

TO: Boulder Public Library Commission

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

DATE: July 31, 2015

SUBJECT: Commission review of the draft Distribution of Community Information Policy

The draft Distribution of Community Information Policy is a new policy that addresses how library staff members select community information in various printed formats (e.g. pamphlets, bookmarks, fliers, etc.) and the parameters for its distribution in the library. Multiple copies of the selected community information are offered, as space permits, at most Boulder Public Library facilities. The City Attorney's Office assisted library staff with creating this draft policy (**Attachment A**).

Does the Library Commission have any feedback to offer or questions about this policy?

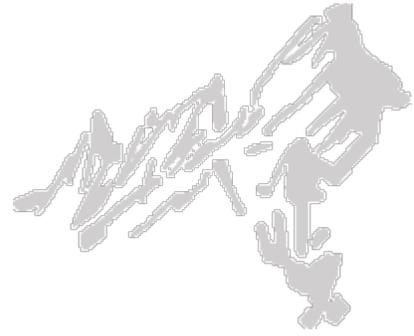
Distribution of Community Information Policy

The Boulder Public Library Commission seeks to consistently protect the free speech rights of Boulder residents and community members in its policies. The purpose of this policy is to establish the guidelines used by library staff in determining whether or not to distribute the submission of written material at designated locations within the library. The Boulder Public Library has a limited amount of space to distribute written materials. To preserve and maintain the library in an orderly condition, the selection guidelines include events, free services and cultural attractions primarily occurring in Boulder county.

As a courtesy and at its discretion, the public library and branches thereof may distribute select written materials with information about some programs, events, public services, tourist attractions, and cultural sites in the City and Boulder county, as space allows.

The library does not distribute information about commercial services or classes, or materials promoting programs occurring outside of Boulder county, except for certain major arts events, festivals, and federal or state help, medical, or transportation activities, as space allows.

The distribution of written materials by the library does not constitute endorsement of those programs, events, or attractions by the Boulder Public Library, its staff, or the Boulder Public Library Commission.



DATE: July 31, 2015
TO: Library Commission
FROM: David Farnan, Director of Library and Arts Department
Jennifer Miles, Deputy Library Director
Devin Billingsley, Senior Budget Analyst
SUBJECT: 2015/2016 Budget Update

2015 Budget Update

As of the mid-point of the fiscal year, June 30, 2015, the Library had spent or encumbered 45% of its \$8.7 million operating budget. This \$8.7 million includes \$817,500 in Adjustments-to-Base (ATB) as well as \$185,000 in 2014 encumbrance and grant carryovers that were appropriated by City Council in early June. As a result of these recent budget additions, non-personnel expenditures are trending 12% below original projections. However, it is expected that spending will accelerate as the additional ATB amounts are programmed and spent.

Personnel expenditures are trending 3% under projections due to vacancy savings caused by normal staff turnover. The Library may realize modest budget savings at year-end if this trend continues. This trend is contingent upon timing as well as the pay rates at which new personnel are hired. Library staff is monitoring the budget and balancing the potential of savings against a list of contingency programs and materials that would benefit from additional funding. Library staff will make decisions regarding these potential savings a later date to allow for projections to solidify.

2016 Budget Development Update

The 2016 Recommended Library Budget is currently under review by the City Manager. As noted in July's meeting materials, the Library requested an additional \$150,000 for the collections budget, an additional \$40,000 to expand marketing efforts, and permission to transfer the Library's facility maintenance function and budget to the City's Public Works – Facilities and Asset Management Department. The final City Manager's Recommended Budget will be sent to City Council and the end of August. Staff will be returning to the Commission to present the Library's 2016 Recommended Budget shortly after that.

To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
Jennifer Miles, Deputy Library Director
Jennifer Bray, Library and Arts Communication Specialist III
Glenn Magee, Facilities Design and Construction Manager

Date: July 31, 2015

Subject: Library Master Plan Project Update Memo

Background:

The current Boulder Public Library master plan was approved by City Council in September 2007. One of the objectives of the plan was to conduct a comprehensive review of library facilities to identify building upgrades necessary to implement service improvements recommended in the 2007 Library Master Plan. The study was completed in March of 2009. Links to both of these documents are below.

2007 Boulder Public Library Master Plan

<https://boulderlibrary.org/wp-content/uploads/2014/12/07MPBookFinal.pdf>

2009 Boulder Public Library Facilities Sustainability Study

https://boulderlibrary.org/wp-content/uploads/2014/12/BPL-Facilities_Sustainability_Study_Final_Report_03-09.pdf

During its November 2012 – July 2013 meetings the Library Commission and library staff reviewed the progress made at that time toward meeting the 2007 Library Master Plan goals. These meeting packets are at <https://documents.bouldercolorado.gov/weblink8/0/fo1/40856/Row1.aspx> .

At its July 11, 2015 annual retreat, the Library Commission met with officers from the Boulder Library Foundation and senior library staff to discuss of essential elements for BPL to retain, library trends, and priority considerations for the master plan update. Draft minutes from the retreat are included in the August 5, 2015 Library Commission meeting packet.

Master plan project timeline:

The library master plan update is organized into seven phases.

1. Scope and process
2. Community engagement, issue identification, research, and goal development
3. Strategy development, review of mission, and stakeholder input
4. Financial analysis and performance measure development
5. Community engagement
6. Recommendations and draft plan
7. Final plan and approval

Please refer to Boulder Public Library Master Plan Process Overview and Timeline (**Attachment A**) for details about seven phases of the project.

Table 1 shows preliminary dates for project milestones for Phase 1 Scope and process. Specific dates and sequence are subject to change as the project progresses.

Table 1. Overview of key dates for the Scope and Process phase

Scope and Process	
Saturday, July 11, 2015	Library Commission annual retreat: preliminary discussion of essential elements for BPL to retain, library trends, and priority considerations for the master plan update
July – August 2015	Research planning methods
August 5, 2015	Library Commission meeting: Review July 11, 2015 retreat information, project timeline and phase 1 schedule
September 2, 2015	Library Commission meeting: Discuss scope of community engagement and needs assessment
September – October	Develop draft project scope and schedule
October 7, 2015	Library Commission meeting: Review draft project scope and schedule. High-level review and summary of master or strategic planning documents from other city departments and other public libraries
October 2015	Finalize schedule and issue consultant Request for Qualifications/Proposals
November 4, 2015	Library Commission meeting: Project update
December 2, 2015	Library Commission meeting: Update on consultant selection and input on formation of a Master Plan Steering Committee
December 2015	Establish Master Plan Steering Committee
December 2015	Work plan development
Issue Identification, Research, and Goal Development	
January 6, 2016	Library Commission meeting: Review work plan

Project roles:

At the July 11, 2015 retreat the Library Commission requested information about its role in the master plan process. The following is a definition of its role and that of the Master Plan Steering Committee.

Library Commission will advise library staff, providing critical insights on community perspectives throughout the planning process. Staff will provide updates on the project and bring issues to discuss with the commission during their monthly meetings. The commissioners have been invited to assist staff with making connections with and encouraging participation in the process of key stakeholders and other community members. The commissioners will also be invited to co-host various community forums

during the project with library staff.

Master Plan Steering Committee will be comprised of 12 to 15 members who are representatives of key stakeholder groups including, but not limited to: the business community, Boulder Valley School District, the University of Colorado, the Boulder Library Foundation, and main library and branch patrons. The committee will have members that represent a spectrum of ages and ethnicities. The Master Plan Steering Committee members will be asked to provide input to staff and the consultant during the phase 2, 3 and 5 of the project.

Examples of Master Plan or Strategic Plan documents:

At the July 11, 2015 retreat the Library Commission requested examples of master plan or strategic plan documents. Links to those documents are listed below. A high-level review and summary of key attributes of these documents is planned for the October 7, 2015 Library Commission meeting.

City of Boulder

The following list is a sample of City of Boulder master planning documents that have been completed during the past three years. It should not be consider comprehensive.

City of Boulder Parks and Recreation Master Plan

The following link is to the webpage that has the Parks and Recreation Master Plan and associated planning process documents.

<https://bouldercolorado.gov/parks-rec/parks-recreation-master-plan>

City of Boulder Transportation Master Plan

The following link is to the webpage that has the Transportation Master Plan and associated planning process documents.

<https://bouldercolorado.gov/transportation/tmp>

City of Boulder Fire Master Plan

<https://www-static.bouldercolorado.gov/docs/fire-master-plan-1-201306031433.pdf>

General information on City of Boulder Master Planning

<https://bouldercolorado.gov/planning/department-master-plans-and-strategic-plans>

Public Libraries

This list is a sample of planning documents from public libraries in Colorado and nationally. It should not be considered a comprehensive list.

Chattanooga Public Library Strategic Plan

<http://chattlibrary.org/sites/default/files/documents/Chatt-Library-Strategic-Plan.pdf>

Poudre River Public Library District

The following link is to the webpage that has all of the district's planning and assessment documents including its strategic plan.

<http://www.poudrelibraries.org/about/plans.php>

Jefferson County Public Library District

The following link is to the webpage that has all of the district's planning and assessment documents including its annual strategic plan.

<http://jeffcolibrary.org/planning-budget>

Ann Arbor District Library

<http://planning.aadl.org/>

Question for the commission:

Does the Library Commission have any input or questions about its role, the project timeline or schedule for phase 1?

ATTACHMENT A

Boulder Public Library Master Plan Process Overview & Timeline (updated 7/23/2015)

Scope & Process	Community engagement, Issues Identification, Research, & Goal Development	Strategy Development Mission Review, and stakeholder Input	Financial Analysis / Performance Measures Development	Community Engagement	Recommendations & Draft Plan	Final Plan & Adoption
<ul style="list-style-type: none"> - Research on planning methods - Library Commission discussions and retreat - Determine scope of community engagement and needs assessment - Project scope and preliminary schedule for project milestones - Master Plan project website - RFQ/RFP process for consultant and graphic design - Establish Master Plan Steering Committee - Consultant/staff develop workplan 	<ul style="list-style-type: none"> - Research on future of libraries, trends, standards, service delivery options - Conduct patron survey – telephone - Conduct public forum/ focus groups - Master Plan Steering Committee discussions - Library Commission discussions - Establish staff working groups 	<ul style="list-style-type: none"> - Research on future of libraries, trends, standards, service delivery options - Master Planning Committee – SWOT, review of mission and focus group input - Library Leadership Team – SWOT - Library Commission SWOT, review of mission and focus group input - Identify stakeholders and gather input 	<ul style="list-style-type: none"> - Standards & Performance Measure development - Development of service delivery options - Library Commission discussions - Master Planning Committee – review focus group issues - Input and review by City Master Plan Review Committee - Planning Board update - City Council Study Session 	<ul style="list-style-type: none"> - Open houses - Public forums 	<ul style="list-style-type: none"> - Master Planning Committee - Library Commission - City Master Plan Review Committee - Public Forum - Planning Board update - City Council Study Session 	<ul style="list-style-type: none"> - Library Commission review & adoption (Q1) - Planning Board review & recommendation (Q1) - City Council review & acceptance (Q1) - 2018 Budget process (Q1 –Feb) - Submit capital projects to Planning for CIP (Q2-April) - Budget review of CIP projects (Q2 - May)
<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Planning process - Scope - Preliminary schedule 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Planning focus areas 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Key assumptions - SWOT summary - Revised mission 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Draft goals, strategies, service delivery options - Financial analysis - Standards & performance indicators 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Summary of major themes from input 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Draft plan 	<p>Key Outcomes:</p> <ul style="list-style-type: none"> - Approved plan
<p align="center">July – Dec. 2015</p>	<p align="center">2016</p>	<p align="center">2016</p>	<p align="center">2016-2017</p>	<p align="center">2017</p>	<p align="center">2017</p>	<p align="center">2017</p>

ATTACHMENT A
Boulder Public Library Master Plan Process Overview & Timeline (updated 7/23/2015)

Resources

City Council goals and work plan
Boulder Valley Comprehensive Plan
2015 Community Cultural Plan
2015 Update to the Library Facilities Sustainability Study from studiotrope Design Consultants
2014 Community Survey
2009 Library Facilities Sustainability Study
2007 Boulder Public Library Master Plan

Stakeholders

Youth Opportunities Advisory Board
Boulder Library Foundation
Boulder Public Library Teen Advisory Board
Immigrant Advisory Committee
Tech/maker community reps
Small businesses
Schools
Literacy-related stakeholders
Library program partners
Non-users
University of Colorado
Elders and seniors
Human and social services

Meeting Date: August 5, 2015

Date/Location	Agenda Items	Visitors
August 5 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Budget Update: update on outcome of 1st ATB / review budget #'s report and update on City Manager's recommended city budget 2. Boulder Reads Presentation 3. Master Plan Update: Project Timeline and Phase 1 Schedule 4. Discussion of Community Information Policy 5. Boulder Reads 6. Library Commission Job Description discussion 	<p>Shelly Sullivan (Boulder Reads)</p> <p>Devin Billingsley</p>
September 2 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Budget: review 2nd round ATB 2. Approve Community Information Policy 3. Master Plan Update: Scope of Community Engagement and Needs Assessment 4. Seeds and Farmer's Market presentation 5. Approve Warner Charitable Trust donation 6. Finalize LC Job Description 7. Jaipur Update 	<p>Brian Coppam (Farmers' Market)</p> <p>Jessie Friedman (Jaipur)</p>
September 18-20	Jaipur Literary Festival	
October 7 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Review Foundation funding proposal requests 2. Community Cultural Plan Update 3. Master Plan Update: Review of Draft Scope and Schedule/Discussion of other models? 	Matt Chasansky
October 16	BLF Fundraiser/Maker Space Opening	
November 4 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Begin annual letter to City Council and report for CMO per Charter 2. Review commission candidate application questions 3. Receive report on Foundation grants 4. Review Quarterly Statistics 5. Human Services Strategy Presentation 6. Master Plan Update 	Todd Jorgensen (Human Services)
December 2 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Send annual letter to City Council about Commission Priorities and Goals 2. Approve final Library Commission application questions 3. Budget: outcome of 2nd ATB 4. Discussion of the Collection 5. Master Plan Update: Consultant Selection and creation of Steering Committee 	Laura Hankins

Interesting Upcoming Dates:

September	Library Card Sign-Up Month
Sept. 27-Oct. 3	Banned Books Week
September 30	Banned Websites Awareness Day
October 18-24	Teen Read Week
October 19-25	National Friends of Libraries Week
November	NaNoWriMo (National Novel Writing Month) Picture Book Month

- 1. Library Commission Job Description (see Google Docs link sent by email)**
- 2. Update on Egyptian Study Society events (see program announcement included with Memo)**
- 3. Staff appreciation update (verbal)**
- 4. BLF Update (verbal)**
- 5. Jaipur Literary Festival Update (verbal)**
- 6. Update on Email Responses to Library Commission**

Julie Loomis - 7/27

I'm writing to you on behalf of my children's group. My name is Julie, and I've been referencing your page, <http://research.boulderlibrary.org/genealogy/research>, for the kids' genealogy projects that they'll be working on in August. So I just wanted to say thanks for all the help from all of us. :-)

One of the girls in my group, Isabella, also found a great article on family history and genealogy: <http://www.homeadvisor.com/article.show.History-at-Home-A-Guide-to-Genealogy.17370.html> . Can you include this on your page? She wants to go to college to be a history teacher, so I thought this would give her more encouragement, plus help others interested in genealogy!

If you have any other information or resources you think the kids would get a kick out of, please pass it on. Thanks again!

Best,
Ms. Julie Loomis

Dear Ms. Loomis - Thanks very much for your email, and I'm so very glad to hear that the BPL's online resources for genealogical research have been of use to you and the kids that you are working with.

Thanks too for pointing us towards the online article that you found, which does indeed look quite helpful. I shared your email with Library staff, and, unfortunately, I'm afraid that we cannot add it to our page. Between the ever-changing nature of the internet and the wealth of information out there, we have to be very selective in the outside resources that we include on our research pages. It takes a fair amount of staff time to maintain these resource links, and we try to avoid overwhelming our users with too many of them. We appreciate the suggestion, though.

Thanks and all the best,

Paul Sutter
Chair, Boulder Library Commission

Ranjini Ayer – 7/20

Ms. Ayer sent a message requesting that we purchase her new book. I responded, promising to pass along her email to staff involved with collections purchasing.

Yael Oren-Davidovich – 7/14

Please join us for our BBQ big event.
Welcome Back Barbecue!

Graduate and Family Housing
Saturday, August 15th from 5-7pm.

The event will take place in Newton Court, at the corner of Arapahoe Ave and Folsom Street, in the large field between the football practice field and the CU Children's Center. We are inviting organizations on campus to come with information for our residents, who include graduate students, research fellows, faculty, and staff with their families. Last year we had more than 500 people! We will provide the tables, chairs, drinks and food. Your presence at this event would greatly benefit our community!

Please RSVP to Yael at oren.yael@gamil.com

Thanks!

Allison Freedman – 7/8

I went to the main library for the first time since the renovations last week because I accidentally had a book held for me there. The library looks amazing! However, would it be possible to actually label the "return" location in the lobby for books. Okay, I am not the most technically savvy person in Boulder who uses the library, but I am hands down not the least. And it took me a long time to 1) find where to return my books (I had to go in and ask a librarian) and 2) figure out how to return them. As things are they are not intuitive or self-explanatory. Thanks so much!!

Allison - Thanks very much for your note. We're particularly glad to hear that you like the renovations. As for your concern about signage for returns, you are right that the indoor return station is not well marked - though there is a sign on the glass as you head from the lobby into the library indicating that "returns are behind you" (or something like that). I will raise this issue with library administration and see if we can improve on this.

I also appreciate your feeling that the new system was not intuitive, though hopefully your experience last week will make future returns easier. While the new system does take a bit of figuring out, it's important to understand that it's part of a new automated return and sorting system that is behind the scenes and that has made that process MUCH more efficient, freeing up library staff to do other important work. Indeed, the efficiencies achieved with this new system were largely responsible for the restoration of hours at several of the branch libraries.

Anyway, we really appreciate your feedback.

All the best,

Paul Sutter
Chair, Library Commission

* I mentioned this issue to both Jennifer and David and they said they would look into it.

Donald Jeffries – 7/2

Mr. Jeffries sent a message requesting that we purchase his new book. I responded, promising to pass along his email to staff involved with collections purchasing.

Bill Vail – 6/23

Mr. Sutter,

Perhaps you would take an interest in addressing some deficiencies in the latest remodel.

The platform that now leads to the Children's library makes lots of booming noise. When people run up it, walk up it, when carts are pushed up or down it. Boom, boom boom. It needs redesign for sound suppression. I suspect it is just plywood over an empty space.

Close to the information desk if that's what it is, the desk between new fiction and new non-fiction is a computer to search the catalog on. Everything is wrong about it. There is no place to put a book down while using it. It is at the wrong height for using while standing unless one were 4'9". There is no way to sit at it.

The self check out machines look like something from a 50's SciFi movie. I don't go near them. What was wrong with the previous self check out equipment?

The through-put of the present return mechanism, the one built into the outside wall is far too slow. If the weather is inclement, if there are other people waiting, if, as I have seen, there is a mother with small children trying to feed a stack of book into it, this gets painful. It needs to be twice as fast. The criteria is backwards. Instead of the machine serving the people, the people have to serve the machine.

Why do the signs outside the library in the parking lot say: Library Customer? Why do they not say Library Patron?

Best Regards,

Bill Vail

Bill - Thanks for sharing your thoughts about the remodel. I am happy to bring your concerns to Library staff to see if there is anything we can do about these issues. I will say that the new self check-out machines and the return system are all part of a new RFID system that has helped to automate the book handling process to a great degree, saving the library considerable staff time that have been redirected towards other pressing tasks. I will follow up on the other issues if there are ways we might address them.

Best,

Paul Sutter
Chair, Library Commission

Bill - A final follow-up to you note.

First, there have apparently been a few complaints about the noisy ramp leading to the children's area, and library staff are looking into ways to reduce the noise.

Second, I asked library staff about the workstation you reference and here is the response I received:

"The catalog workstations on the first floor have some design limitations based upon the fixtures to which they are attached. The workstation in the DVD area is ADA-compliant height. The other two workstations (near the Ask desk and in the aisle in fiction) were recently raised to as much as possible to standing height that is more comfortable to average height persons. There isn't anything more we can do to improve them except for relocating and redesigning them."

Best,

Paul Sutter
Chair, Library Commission

Mr. Sutter,

Regarding the ramp, if library staff are working on the issue, I hope there is someone on staff with the necessary skill to do so or they will find the right person.

Regarding the catalog workstations, if the solution is to relocate and redesign, then then that's what needs to be done.

Thank you for your attention to these issues. I will be looking for changes to the present arrangement.

Best Regards,

Bill Vail

Kristin Clark – 6/13

Dear Library Friends,

Over approximately the past 6-12 months, I've noticed a change in the books I've checked out. They are all very fragrant, like air freshener.

This is disturbing to me because 1) the smell is offensive, 2) the smell actually

makes me ill, 3) all the books I've checked out smell like it, 4) I may have to stop getting books from the Boulder library altogether as a result of this change.

Have you added air fresheners to parts of your building where the books may be picking up this odor? Are you wiping or spraying or otherwise treating the books with a fragranced product? Or is there some other reason the books are fragrant?

If you would be so kind as to help me figure out this mystery and then to work on a solution, I would greatly appreciate it.

In Peace
Kristin

* I exchanged several emails with David and Jennifer about this that are not included in this thread

Kristin - I've consulted with Library staff and they are stumped about this. They have no knowledge of books being treated any differently than in the past. They are not being treated or wiped with anything, and air fresheners have not been added to the library. I wish I had a clearer answer for you about this, but I can confirm that whatever you are smelling is not the result of any new library policy or practice.

Best,

Paul Sutter

Dear Paul,

Thank you for checking into it all for me. I really appreciate it.

I wonder if something happened after the flood -- maybe things smelled musty and someone decided to "deodorize" the books or the rooms. Or maybe it's something like that I'm checking out the same books as people who use plug-ins in their homes.

Anyway, I'm glad "They are not being treated or wiped with anything, and air fresheners have not been added to the library." That does bring me to ask a perhaps difficult question to answer: Are there old practices that use fragranced products?

Thank you for your help,
Kristin

Kristin - We have no knowledge of any practices, new or old, that used fragranced products on the BPL's books. The only thing we can guess is that you're picking up fragrances from other patrons.

Best,

Paul Sutter



*Beginnings of Eternity:
Ancient Egypt's Old Kingdom*



Presented by the Egyptian Study Society in partnership with
Boulder Public Library

October 10 – 25, 2015

Boulder Public Library (Main)
1001 Arapahoe Ave
Boulder Colorado

Saturday, October 10th - Kids Activities

Write your name in hieroglyphs
Build a pyramid from sugar cubes
Egyptian gods & goddesses rap
Ancient Egyptian Maker Spaces: learn how to build boats, make paint & write like a scribe
Making mummies - including touchable mummified flesh!

October 14th through 25th - Art and Artifacts of Old Kingdom Egypt

Visit the exhibit in the Boulder Public Library's Canyon Gallery

**Saturday, October 17th and Sunday, October 18th -
Symposium - Beginnings of Eternity: Ancient Egypt's Old Kingdom**

Featured Egyptologists:

Dr. Mark Lehner

Dr. Rob Wenke

Dr. Kevin Johnson

PhD Candidate Jessica Kaiser

Plus talks by Dr. John Stocke, Dr. Jeanne Nijhowne and several
Egyptian Study Society members

Tickets \$45/\$35 ESS members, available mid-August @
Egyptian Study Society <http://www.egyptstudy.org>



Library Commission Job Description

What David said to me:

Need movers and shakers on the commission - was excited I identified as a hacker. Pointed to a diversification needed as a technologist.

Qualifications (e.g. what we desire)

A library commissioner serves to *protect the mission of the public library*. Keeping the public library's legacy alive while maintaining a sense of the issues that may affect the library as we move into the 22nd century. Understands the fundamental service of a public library with a strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice. Active in the local community, interested in people – their problems and potentials respecting diversity no matter the origin, age, or background. Being willing and able to give time and talent to the library; special library functions and other community events

- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice
- Adds to the diversity of skillsets and experiences that compose the commission. Seeks to understand and represent the views and opinions of community members,
- Inspires confidence and respect in the local community
- Courage to state one's views on important issues and speak openly and directly with staff and other commission members
- Provides interfaces counsel, advice and encouragement to the staff. Assists the staff as requested by the library director.

Role (i.e. what we do):

- Reads distributed materials before each meeting.
- Functions well in committees, group discussions, public events
- Ability to assess information and make important decisions
- Schedule permits participating in monthly meetings
- Good communication skills

Add into Charter language (?):

A strong sense of legal and ethical conduct appropriate to the position.

Reads distributed materials before the meeting

Provides feedback (to director, to staff, to public in meetings and emails)

Library Commission Job Description

State the relationship to the library foundation as 2 commissioners

Library Commission

Sec. 89. - Library Commission established.

There shall be and is hereby established a library commission which shall have the primary responsibility as an advisory board with regard to the provision of library services to the Boulder community. The members of the commission shall be qualified to serve on an advisory commission pursuant to Section 130, shall not hold any other office in the city, and shall serve without pay.

The library director shall see that minutes are kept of all meetings and shall distribute copies of the minutes to all commission members within one month following the meeting; approved minutes will be distributed to the city council within one month following approval by the commission.

Sec. 90. - Powers and duties of library commission.

The library commission shall [advise] [recommend] the city council in matters concerning the library, and the commission shall have the following duties:

- (a) Adopt bylaws, rules, and regulations for its guidance and governance;
- (b) Work with the director to prepare and submit to city council a master plan for the development and maintenance of a modern library system within the city and from time to time revise and amend the plan;
- (c) Review annually the library budget prepared by the library director prior to its submittal to city council and make recommendations regarding approval or modification of the same;
- (d) Review periodically the director's operational service plans and make comments and recommendations;
- (e) Make recommendations to the director and the city council on library facilities, including capital improvements, maintenance of existing facilities, and need for new facilities;
- (f) Review the library director's annual report and make comments and recommendations;
- (g) Represent the library to the community and the community to the library with the goal of building awareness, understanding, and support;
- (h) Administer such gifts of money or property or endowments as may be granted to and accepted for library purposes and to take steps as the library commission may deem feasible to encourage grants or gifts in support of the library.

Library Commission Job Description

Sec. 91. - Library fund.

The city council shall make an annual appropriation, which shall amount to not less than the return of one-third of a mill tax levied upon each dollar of assessed valuation of all taxable property in the City of Boulder. All revenue from such tax, together with all other moneys collected by the library or that may be derived by gift, devise, bequest, or otherwise, for library purposes, shall be paid into the city treasury and be designated as the "Library Fund"; and be applied to the purposes herein authorized. If such payment into the treasury should be inconsistent with the conditions and terms of any such gift, devise, or bequest, the library commission shall provide for the safety of the same and the application thereof to the use of the library, branches thereof, and reading rooms, in accordance with the terms and conditions of such gift, devise, or bequest.

Sec. 92. - Library Support Fund

There shall be a library support fund. This fund shall consist of the following:

- (a) Gifts, bequests, and donations to the fund.
- (b) Proceeds of the sale of any library property or equipment whether real, personal, or mixed.

Expenditures from this fund shall be made only upon the favorable recommendation of the library commission. Said fund shall be used only for the benefit of the library.

Any portion of the fund remaining unexpended at the end of any fiscal year shall not in any event be converted into the general fund nor be subject to appropriation for general purposes. Money appropriated from the fund which is not expended in whole or in part shall be returned to the fund and shall not be subject to appropriation for general purposes.

Library Charter

Attached is the updated charter recommendation. The library charter is scheduled to have a second reading in front of City Council on Tuesday, Aug. 18, 2015. We anticipate that the revisions will be approved to go on to the ballot at second reading.

Several changes were made in response to feedback from City Council's charter committee and City Attorney's office. The only substantive change surrounds the proposed "Library Support Fund" which has been eliminated as a separate section, and folded in to the "Library Fund." This means that all gifts, donations and bequests will go into the "Library Fund." Those funds are available exclusively to the library, but will be subject to the appropriation process – meaning, we will have to request them. This is consistent with our current practice for funds in gift accounts.

Other changes are detailed below:

1. In Section 133 in regards to duties, added to the introduction the language from other charter commissions "the library commission shall not perform any administrative functions unless expressly provided in this charter."
2. Changed Section 133 (c) with respect to the budget to say "prior to submittal to the city manager" rather than "prior to submittal to the city council."
3. Merged Sections 134 and 135 into one "Library Fund" that gets the dedicated portion of the property tax and gifts, bequests and donations and proceeds of sale of property (or the portion of property) purchased with those funds. The library fund can only be spent upon approval of the commission and unexpended funds cannot be put in the general fund.
4. Took out reference to the rules in the commission's powers. The code language (5-5-18(d)) will have to be amended to remove the last sentence that references the charter. That will allow the manager to determine input from the Library Commission, but not require her to do so. Please note: this is a power the commission removed in your recommendations after discussion with Jane Brautigam and Tim Plass at our 2014 Library Commission retreat. This provides for more flexibility and is consistent with charter rules for other departments.

Parking at the Main Library

Parking discussions continue with city staff in preparation for changes in the Civic Area Park. As we noted at previous meetings, the Main Library parking lot remains more or less unchanged in the first phase of changes with the possible exception of the removal of city staff parking places along the back of the parking lot.

We are recommending that the Arapahoe and Canyon lots become a part of the downtown managed parking solutions. This involves a trade-off. Library staff are recommending 1 hour of free parking in both lots with the price per hour after the first hour reverting to a price consistent with downtown parking (\$1.25/per hour). Moving to this would allow for library visitors and park visitors to park in either the Arapahoe or Canyon lots for easier access to the south and north sides of the buildings. It will also allow for monitoring of the parking lot by downtown parking staff. Two studies (one by the Library using volunteers and one by an outside consultant) conducted at different times in the summer and fall of last year indicated that between 30-45% of people using the free 3 hour parking spaces in the Arapahoe lot were not actually using the library. In conjunction with the library study, we were also able to determine that roughly 80% of library users stay in the library for 1 hour or less. This number goes up to 96% when the average library stay was 2 hours or less. This was a random sample study with roughly 400 subjects, but I think this is consistent with library usage.

As of this writing, city staff have not finalized recommendations on managed solution to parking in the Civic Area. But we hope to do so in time to begin to implement some changes early in 2016. I will bring the full recommendations from city staff back to the commission when they are ready.

Does the Library Commission have any concerns or questions with regard to the current proposal?

Summer Reading Program

I have already shared the success of our Summer Reading Program registrations via an email, but thought I would put it here to be part of the permanent record. This has been a remarkable year for our program with a lot of staff energy and participation to make sure that we were getting the word out to parents and youth.

A little background about summer reading: This program is generously funded annually by the Library Foundation to the tune of nearly \$33,000. The idea behind summer reading is to halt the “summer slide.” Summer slide refers to the phenomenon of children who do not read over the summer. These children will potentially lose up to three months of reading achievement. Studies show that summer reading loss is cumulative. It is estimated that by the end of fifth grade, children who lose reading skills over the summer will be three years behind their classmates.

Our final count for 2015 summer reading program was 3,078 registrations. This is 88% higher than last year’s registrations. Internally staff had set two “Big Hairy Audacious Goals.” These goals were to register 2,500 littles and children and 250 teens. Our final count shows that we actually registered 2,568 littles and children and 510 teens.

Staff has already begun to plan for the 2016 Summer Reading Program and to discuss where this year’s program could have been improved. I suspect we will set our sights somewhat higher again next year, and though I do not expect to see similar gains percentage-wise, I know that we can reach more children and families in Boulder in 2016.

Liquor License Update

We have completed our application for a liquor license for arts and cultural events. The application was submitted in mid-July. We have been appraised that the process takes 3 months. Several steps still need to be taken, including informing neighbors [business and residential] that we are applying. We will likely contract with a private firm to handle this task.

We are also in the process of finalizing a management contract with Downtown Boulder, Inc. The management contract is for services related to running the cinema program including alcohol sales. If we are granted the license, our plan is to avoid any interaction with alcohol consumption and the general public’s access to library services. At present our plan is to close the north building to the general public on Thursday evenings at 6 pm. On Thursdays, we will close the bridge at the north end – so that general public has access to the bridge from 6pm – 8pm. This will mean that on Thursdays, the Canyon Gallery and Theater will only be open to cinema program ticket holders. It will also mean that on Thursday evenings cinema program ticket holders will not have access to the bridge. We have not determined how food service will be handled on Thursday nights. It is likely that we will use some kind of cart. On Friday and Saturday nights, the Library closes to the general public at 6pm. We will close the bridge at the south end. After 6pm on Friday and Saturday nights, cinema program ticket holders will have access to the bridge for food service and the consumption of alcohol.