

Meeting date: Wednesday, Feb. 4, 2015

Location: Main Library, Arapahoe Conference Room, 1001 Arapahoe Avenue

Meeting start time: 6:00 p.m.

1. Approval of agenda
2. Public comment
3. Consent agenda
 - a. Approval of Jan. 7, 2015 meeting minutes (p. 2-5)
4. Update/discussion about Boulder Police patrol/enforcement in the Main Library – Commander McEldowney
5. Main Library renovation project update – Glenn Magee, Facilities Design and Construction Manager (p. 6-7)
6. Review renovation celebration plans – Jennifer Bray, Communications Specialist II and Kathy Lane, Library Programs Specialist
7. Follow-up on library budget questions – Devin Billingsley, Senior Budget Analyst (p. 8-11)
8. Library Commission review of the draft The Foundry terms of use policy (p. 12-15)
9. Library Commission update (from memo) (p. 16-21)
10. Discuss Library Commission Handbook update (p. 22-25)
11. Report on January 23-24, 2015 City Council retreat
12. Library and Arts Director’s report (p. 26-31)
 - a. Follow up on potential partnerships
 - b. Follow up on Internet filtering investigation – cost and legal findings
 - c. Knight cities challenge grant
13. Future items/scheduling
14. Adjournment

2015 Library Commissioners

Anne Sawyer, Chair

Paul Sutter, Vice Chair

Donna O’Brien, Secretary+ BPL Foundation Director

Joni Teter, BPL Foundation Director

Alicia Gibb

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

Name of Board/ Commission: Library Commission	
Date of Meeting: January 7, 2015 at the Main Library, Arapahoe Conference Room, 1001 Arapahoe Ave.	
Contact Information Preparing Summary: Carrie Mills, 303-441-3106	
Commission Members Present: Anne Sawyer, Paul Sutter, Joni Teter, and Donna O'Brien Commission Members Absent: Alicia Gibb	
Library Staff Present: David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Carrie Mills, Administrative Specialist II	
City Employees: Glenn Magee, Facilities Design and Construction Manager	
Public Present: Kai Cui, President, Boulder Teen Advisory Board Kate Jendersee Joel Koenig	
Type of Meeting: Regular	
Agenda Item 1: Call to Order and Approval of Agenda [5:59 p.m., Audio 0:15 min]	
The meeting was called to order at 5:59 p.m. Sawyer added Internet filtering to the agenda under the director's report. Sutter added a discussion on pre-circulating comments on the commission packet as a practice under the Library Commission update. Farnan asked to add a brief update on the Civic Area under the director's report.	
Agenda Item 2: Public Participation [6:01 p.m., Audio 1:30 min]	
Kate Jendersee referred to a previously submitted email sent to Alicia Gibb, Anne Sawyer, and Joni Teter, found here: http://boulderlibrary.org/pdfs/commission/2015/2015JanHandouts.pdf . She voiced her concerns with the library's high transient population and related issues. Jendersee wants to use the library, but is put off by recurring problems. Jendersee asked the commissioners what she should do when she encounters these difficult situations. In response, Sawyer noted that it is not Jendersee's responsibility to act, but she is invited to alert staff. Farnan assured Jendersee that the staff and security are working towards a safe and comfortable experience. Further, Farnan confirmed that she is not alone in her sentiments. Sawyer explained that they are all working to refine the rules so that it gives staff the tools to handle uncomfortable situations. Jendersee asked if the commission and staff had the authority to remove problem patrons. O'Brien noted that it comes down to the rules, asserting that all patrons who abide by the library policies are welcome to stay. Further, O'Brien urged Jendersee not to confront the situations herself, but to inform staff or security. The commissioners thanked Jendersee for her valuable feedback.	
Agenda Item 3: Consent Agenda [6:10 p.m., Audio 11:00 min]	
Item 3A, Approval of Dec. 8, 2014 minutes (p. 3-7)	
Teter and Sawyer submitted comments prior to the start of the meeting, found here: http://boulderlibrary.org/pdfs/commission/2015/2015JanHandouts.pdf#page=2 . Sutter sought clarification over the commission's shared meaning of "digital branch" as prompted by Teter's recommended change. Sawyer suggested changing the term to "digital presence." O'Brien moved to approve the minutes with all three changes. Teter seconded. Approved unanimously, 4-0. Later in the meeting, O'Brien noticed an error in the December minutes concerning the date of the Boulder Maker Faire. This correction was made in the final minutes.	
Agenda Item 4: Main Library renovation project update [6:14 p.m., Audio 14:28 min]	
Magee announced that the work crew is done with the clerestory window project which wrapped just before Christmas. Construction is midway through Phase 4. The north building will soon be painted and carpeted. Sawyer called a break from 6:16 to 6:44 p.m. so that commissioners could tour the construction areas.	

Agenda Item 5: Library budget basics – Devin Billingsley, Senior Budget Analyst [6:46 p.m., Audio 18:07 min]

Billingsley discussed the Library Department Budget Basics, found here:

<http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=11>. Sawyer was impressed with the information and felt it should be part of the Library Commission Handbook. Billingsley provided a handout which included answers to the commissioners' questions, found here:

<http://boulderlibrary.org/pdfs/commission/2015/2015JanHandouts.pdf#page=6>.

Commission discussion, questions, and comments included:

- Sutter inquired about the Computer Replacement Fund, asking if the library administration felt that they received enough for what they funded. Miles noted that the fund was not only for systems and parts, but also overhead.
- Sawyer appreciated Teter's suggestion to invite Facilities and Assets Management (FAM) to speak with the commission to discuss the Capital Development Fund. Further, Sawyer suggested inviting someone to discuss the Library Fund, impact fees, and more.
- Teter wondered if there was a way to include the collections as part of the impact fee analysis. Billingsley believed that the collections were included and agreed to supply Teter with the longer study.
- The commissioners thanked Devin for his library budget basics and Q&A handout.

Agenda Item 6: Finalize commission's recommended changes to the City Charter (p. 16-20)

[6:52 p.m., Audio 25:52 min]

Answers to questions posed during the Charter Review Subcommittee Meeting and the draft changes to the City Charter can be found here: <http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=16>

After discussion, Sutter moved to submit the charter changes to the city as amended. O'Brien seconded. Approved unanimously, 4-0.

Commission discussion, questions, and comments included:

- The initial title, "Permanent Library Fund," will not work as that title is used by the city with other budgetary considerations. Commissioners agreed to leave the naming of Sec. 92 up to the City Attorney's Office.
- Teter and Sutter asked for clarification on the intention of Sec. 92c. After discussion, the commissioners decided to strike Sec. 92, item C from the proposal.
- Commission had questions about the use of "appropriate" in Sec. 90, items D and F. Ultimately, the commissioners decided to remove "any appropriate" from both phrases.
- O'Brien asked about the intent of "administer" in Sec. 90, item H. Sawyer and Sutter saw the confusion, but felt that no other words would fit better.

Agenda Item 7: Library policy review and approval

[7:04 p.m., Audio 37:50 min]

Item 7A, Commission review and approval of Canyon Theater and Gallery terms of use and rental policy (p. 23-29)

This is the commissioners' second reading of the revised policy, found here:

<http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=21> Teter moved to approve the policy as amended. Sutter seconded. Approved unanimously, 4-0.

Commission discussion, questions, and comments included:

- Commissioners suggested grammatical and phrasing edits to ensure clarity and fluidity.
- Sutter thought the policy should clarify what the additional fees cover for events outside the library's operating hours. These fees are for security, staff, and cleaning.
- O'Brien suggested specifying the number of additional chairs and tables available.
- Miles asked if the commissioners preferred to have both the newest draft and a copy with tracked changes from the previous version. The commissioners agreed that the edited version is acceptable without the tracked changes.

Item 7B, Commission to review and provide feedback on the draft sponsorship of programs and events policy (p. 30-37)

This is the commissioners' second reading of the revised policy, found here:

<http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=30> Teter moved to approve sponsorship of programs and events policy as amended. O'Brien seconded. Approved unanimously, 4-0.

Commission discussion, questions, and comments included:

- Commissioners suggested grammatical edits to ensure clarity and fluidity.
- Teter recommended a change in the distinction of the "no admission fee" evaluation criteria, noting that some

groups need to charge in order to cover costs. Sawyer suggested changing it to include groups that charge a fee the option to provide a free service or event in support of sponsorship. Sawyer supported including the library's desire to have free programming. Teter was concerned about the message the library sends with the way the policy is currently written. Ultimately, the commission decided to include a preference for free or fee-based events with a free component, whether it is sponsored admission for some or a similar free event. Sutter suggested changing the title to "Cost to Public" instead.

- Sutter asked how often the library sponsors events, and Farnan confirmed that this is not common, citing the policy as intended to increase sponsorship.
- The draft included an exclusion which limited the policy for sponsorship of events within the library facilities. After much discussion, the commissioners agreed to remove the exclusion and revise the policy later should this type of situation cause problems down the line.
- Sutter asked for clarification on the meaning of "attendance data." Farnan confirmed that they were only looking for the number of attendees.

Agenda Item 8: Review Library Commission orientation handbook for incoming commissioners (p. 38)

[7:32 p.m., Audio 1:05:52 hr]

The current commission handbook can be found here: <http://boulderlibrary.org/pdfs/commission/2015-commission-handbook.pdf>. Mills submitted a list of the most recent changes, found here: <http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=31>.

Commission discussion, questions, and comments included:

- Commissioners decided on the following changes:
 - Remove pg. 13 to reduce redundancy of articles on Alex Warner
 - Part II, Item 1E – Remove Action Summary and Minutes pieces
 - Item 3C – Link points to state database but does not point to the library. Include last annual report or a query specific to the library.
 - Return to previous copy of the Charter Approval with date and signatures
 - Include an update from Billingsley on the budget
 - Remove outdated material, p. 18-30.
- Sawyer suggested removing p. 35-38 but the commissioners wanted time to reflect and consider before making a decision. As such, those pages will be included in the February packet for consideration.

Agenda Item 9: Library Commission update (from memo) (p. 39-40)

[7:37 p.m., Audio 1:11:14 hr]

Sutter found Teter's practice of pre-circulating comments on the packet prior to the meeting useful, but wondered if any additional comments circulated might constitute a meeting. To avoid such, Sutter recommended that all commissioners submit comments to the chair who will aggregate the commentary and provide them for the meeting. Teter did not believe that sending comments to the chair remedied the concern. Instead, Teter noted that the City Council members submitted comments prior to the meeting, but avoided conflict by not addressing or responding to any written comments prior to the meeting. Sawyer stated that should commissioners' read each others' comments before submitting their own, that this would fall into a gray area. O'Brien cautioned that prewritten comments should not stifle discussion. Teter suggested that commissioners flag items that they most want to discuss at the meeting. Ultimately, Sawyer asked commissioners to submit early commentary to Sawyer, Farnan, and Miles by the Monday following the packet. The comments will then be released after their pre-meeting the day before the commission meeting.

Agenda Item 10: Library and Arts Director's Report (p. 41-45)

[7:44 p.m., Audio 1:18:11 hr]

The commissioners discussed many points within the director's report, found here: <http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf#page=41>.

Commission discussion, questions, and comments included:

- In review of the library statistics, Farnan was pleasantly surprised by the statistics considering so much of the collection at the Main Library was boxed. Reynolds had a significant increase in events and attendees that made up for the deficit. Sawyer was impressed by the significant increase in programming at Reynolds. Farnan expressed some concern over Meadows' programming numbers due to errors from manual reporting. Sawyer wondered if the web sessions decreased because of the app. Farnan figured that the app has not been active long enough for this to be a direct result. Sawyer appreciated the Prospector stats, but asked for statistics, if available, on Mobius.
- Teter asked for better signage for the Meadows Branch. Miles noted that new signage had been added by the city recently, but the commissioners recommended expanding signage from all directions.

- The commissioners reviewed new operating hours for the library. The hours are set to take effect on March 2, 2015.
- The City Attorney’s Office is reviewing whether or not the library is in compliance with [a Colorado State Library Law](#) which requires libraries to protect children who use Internet services from access to material that is harmful to their development. Sawyer noted that Fort Collins complies by allowing patrons to opt-in to filtering as attached to their library card, and requiring filtering for all children unless a parent or guardian signs otherwise. Farnan recommended filtering in compliance with the law, but noted that the commission either had to conform to the law or begin the legal process in opposition; remarking that a lack of action was unacceptable. Teter felt that filtering was efficient and served as a useful deterrent for bad behavior. Sawyer and Sutter agreed that the point is not censorship or limiting access, but instead creating a safe space and welcoming environment. Sawyer also expressed concern over the environment for staff, who are currently responsible for addressing patrons viewing pornography and recommended a hands-off solution. Teter recommended reaching out to local ACLU members and including patrons in the decision.
- Sawyer recommended March as the public hearing date. Teter cautioned that the filtering discussion should not conflict with the library’s opening in the press.
- Farnan updated the commission on progress in the Civic Area. He expected work to begin in 2016. Further, Farnan invited commissioners to a public hearing on March 10, and a study session on March 11.

Agenda Item 11: Future Items/Scheduling

[8:11 p.m., Audio 1:44:44 hr]

- Main Library Renovation Update
- Renovation Celebration plans – either Jennifer Bray or Kathy Lane to attend
- Policy Review: Foundry Terms of Use
- Follow-up on budget questions
- Internet filtering follow-up
- Updates on partnerships (SBDC, Farmers’ Markets)
- Report on City Council Retreat
- Review commission traits/job description
- Invite city officials to come discuss enforcement issues at the library

Agenda Item 12: Adjournment

[8:20 p.m., Audio 1:54:01hr]

There being no further business to come before the board at this time, the meeting was adjourned at 8:20 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be at 6 p.m. on Wed., Feb. 4, 2015, in the Arapahoe Conference Room at the Main Boulder Public Library, 1001 Arapahoe Ave., Boulder, CO 80302.

APPROVED BY:

ATTESTED:

Board Chair

Staff Secretary

Date

Date

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>

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: Jan. 30, 2015

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 – January 2015 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

KEY PROJECT DATES	
February 4, 2015	Library Commission meeting: General project update and update about plans for the project completion celebration.
March 4, 2015	Library Commission meeting: General project update
April 1, 2015	Library Commission meeting: Project wrap up
CONSTRUCTION SCHEDULE (dates and sequence subject to change)	
PHASE 4	1st FLOOR ENTRY / NEW AREA for FICTION and MEDIA
November 5, 2014	Phase 4 started
Mid-February 2015	Phase 4 expected completion. Opening scheduled Thursday, February 12, 2015.
PHASE 5	1st FLOOR BRIDGE / CAFÉ
October 2014	Preliminary construction began – electrical and drywall
Mid- February 2015	New flooring installed on first floor of north building
End of March 2015	Phase 5 expected completion – bridge / café, library bookshop
April 1, 2015	Final completion of all project enhancements including north building upgrades
Early April 2015	Opening of Seeds Café and Library Book Shop

Phase 4 details:

The phase 4 area is scheduled to open to the public on Thursday, Feb. 12, 2015. Announcement of this date is being distributed through the library's standard public information channels. In order to meet this deadline, the contractors expect that some minor finish work will continue for a couple of weeks past Feb. 12, 2015. This work will be performed in the morning before the library opens.

Phase 5 details:

The bridge will close to the public on Thursday, Feb. 12, 2015. Phase 5 work on the bridge begins in earnest on Friday, Feb. 13, 2015. Seeds Café is expected to be given occupancy of the bridge on April 1, 2015, and an opening date for the café has not been confirmed yet. The space that will become the Library Used Bookshop (across from the new children's area just south of the bridge) will continue to house the construction crew office until the end of the renovation project. The Library Used Bookshop is anticipated to open in early April.

New tile flooring will be installed on the first floor of the north building beginning Friday, Feb. 13, 2015. Flooring installation is expected to conclude the week of February 23, 2015. The installation will be phased so that limited access to library spaces and services in the north building are available. The main north entry may be closed for 1-2 days during the installation of the tile in the Canyon Gallery.

Renovation completion celebration update:

An update on the celebration being planned for the completion of the renovation was included in the Jan. 7, 2015 meeting packet <http://boulderlibrary.org/pdfs/commission/2015/2015JanLCPacket.pdf> . Kathy Lane, library program specialist, and Jennifer Bray, communication specialist III will attend the Feb. 4, 2015 Library Commission meeting to share details of the celebration plans and request support from the commissioners during the event.

Question for the commission:

Does the Library Commission have any questions about this information?

Library Department Budget Basics

Library Department Funding

The Library Department is funded from eight sources. Descriptions of each funding source are provided below:

Library Fund – The Library Fund is the library’s main funding source. Expenditures out of the Library Fund are restricted to covering operating and capital expenses and must be appropriated through the city’s annual budget process. Modifications may be made through twice-yearly Adjustment-to-Base (ATB) processes. Library administration develops the annual budget, as well as mid-year adjustments, all of which must be approved by City Council. The mechanics of these processes are explained in a later section.

Library Fund revenues that support operating expenditures are sourced from a combination of a direct General Fund transfer, one-third property tax mill levy dedicated for the library, and library operating revenues and grants. These revenue sources are broken out in the Library Fund Financial which is included in the city’s Annual Budget document. The Library Fund maintains a mandatory reserve of 10% of operating revenues excluding General Fund transfers. Any unspent appropriations at the end of a given fiscal year fall to Library Fund balance and must be re-appropriated either through the next year’s budget process or through the ATB process.

Computer Replacement Fund (CRF) – The city’s Information Technology (IT) Department manages the CRF. The library makes an annual contribution to the CRF based upon IT’s cost projections for future replacement of computers as well as software upgrades, workstation technical support, hardware maintenance and network infrastructure maintenance. The contribution formulas are set by the city’s IT Department according to industry standards as well as historical city experience. The CRF is solely used to fund the replacement and servicing of employee workstations and patron workstations. Printers and other peripheral computing equipment are not included in the CRF. These items may be funded in the Equipment Replacement Fund (described in the next section) depending upon acquisition price.

Contributions to the CRF are reflected in the library’s annual operating budget. Expenditures out of the library’s CRF balance are included in IT’s operating budget and managed according to replacement schedules determined by IT. Any unspent annual appropriations at the end of a given fiscal year fall to CRF balance and must be re-appropriated either in the next year’s budget process or through the ATB process.

Equipment Replacement Fund (ERF) – The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the ERF. The library makes an annual contribution to the ERF based upon FAM’s inflation-adjusted projections for future replacement of major equipment. These projections are based upon industry standards. The library’s annual contributions to the ERF are included in the library’s annual operating budget. Expenditures out of the ERF are reflected in FAM’s operating budget. The funds within the ERF are used at the discretion of library staff, subject to ERF

policies and procedures. Any unspent funds in a given year fall to ERF balance to be used to offset future year's contributions or alternative equipment purchases.

Equipment must meet the following criteria to be included in the ERF:

1. Tangible in nature and does not lose its identity if removed from original location
2. Have a useful life of more than one year
3. Have an original cost of at least \$5,000
 - The ERF cannot cover vehicles, buildings, building materials/machinery, fixtures, furnishings or land/land improvements.
 - Some examples of items in the ERF include: film projectors, copiers, printers, Apple Macintosh computers (not supported by IT), automated materials handling (AMH)/radio frequency identification (RFID) system, etc.

Facility Renovation and Replacement Fund (FR&R Fund) - The city's Department of Public Works – Facilities Asset Management (FAM) Division manages the FR&R Fund. The library makes an annual contribution to the FR&R Fund based upon a combination of FAM's facility capital renovation and replacement projections as well as savings for future renovation projects envisioned by library staff. These contributions are reflected in the library's annual operating budget. The funds are used at the discretion of library administration subject to FR&R Fund policies. Expenditures out of the FR&R Fund are reflected in FAM's operating and capital budget. Any unspent funds fall to FR&R fund balance to be programmed for future use.

The FR&R Fund is used specifically for major *maintenance, renovation, and replacement* of capital facilities and equipment defined according to the following criteria:

1. Maintenance: maintenance of existing building systems or components where the cost exceeds \$3,000 per repair
2. Renovation: replacement of 50% or more of a building system or component
3. Replacement: replacement of 100% of a building system or component
 - HVAC and fixtures are included in FR&R

Gifts and Contributions Fund – The Gift and Contributions Fund is a pooled repository for gifts and contributions given to Boulder Public Library. These funds, both revenues and expenditures, are tracked in individual gift accounts within the fund. Many of these gift accounts are designated for specific purposes such as collection acquisition or capital improvement at various library locations. The Gift and Contributions Fund also holds accumulated contributions from the cities of Broomfield, Lafayette, and Louisville to cover expenses associated with the Integrated Library System (ILS, the library catalog). Like all the gift accounts within the fund, ILS funds are tracked separately. Library administration manages the outlay of monies from the Gift and Contributions Fund subject to donor-established restrictions. Revenues and expenditures within the Gift and Contributions Fund are not included in the city's annual budget process and do not require City Council appropriation.

Capital Development Fund – The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the Capital Development Fund. The Capital Development Fund is funded with a past balance of Capital Development Excise Taxes as well as ongoing collection of Impact Fees. In 2010, the city shifted away from collecting development excise taxes in favor of collecting impact fees. These fees are assessed on commercial and private development projects and are to be used to fund capital expansion of municipal facilities necessary to support growing demand for city services. The recipient departments of Capital Development Excise Tax and Impact Fee funding are: Transportation, Parks and Recreation, Police, Fire, Human Services, and the Library. Capital Development Funds are programmed and spent at the discretion of FAM in conjunction with the staff of the recipient departments.

General Fund –The General Fund is temporarily providing funding to cover operating expenses at the North Boulder Corner Library. This contribution will be rolled into the General Fund transfer to the Library Fund starting in 2016.

Blystad-Laesar House (General Fund) – The General Fund holds proceeds from the sale of the Blystad-Laesar house. These funds are dedicated for library use.

Budget Development and Adjustment-to-Base Process

With the exception of the Gift and Contributions Fund, sourcing money from any of the funds described above must occur according to a defined City of Boulder budget schedule. This schedule has two main components. The first component is the annual budget development process during which library staff works with city executive management to determine annual appropriations for the library. This process begins in March and concludes in October when the City Council approves the upcoming year’s city budget. Appropriations approved in the annual city budget are available to be spent on January 1.

The second component of the budget process is the Adjustment-to-Base (ATB) process. The ATB serves as an opportunity for the library to adjust its annual budget mid-year. Development of the first ATB begins in March and ends with City Council approval in June. Library staff cannot spend against appropriations included in the first ATB until they receive council approval in June. The second ATB follows a similar pattern, beginning in October and ending with council approval in December. Budget adjustments included in ATBs come from three primary sources:

- Operating Carryover from Fund Balance: Unspent balances that fell to fund balance at the end of the previous fiscal year. These monies support specific projects or programs that span more than one fiscal year.
- Budget Supplemental from Fund Balance: Monies requested from fund balance to support new programs or projects that were not included in the annual budget. The library can only appropriate money from fund balance if money is available in excess of reserve requirements.
- Additional Revenue: Unanticipated revenue that was not included in the annual budget. The ATB is an opportunity for the library to recognize this revenue and appropriate it for specific uses. If the department does not appropriate additional revenue, it falls to fund balance.

Budget Calendar

The calendar below lists important date ranges in the budget process and indicates when Library Commission involvement is needed (shaded).

Date	Deliverable/Event
March	Review Library's first round of adjustments to the current year's base budget and solicit Library Commission input
April	First round of adjustments to the current year's base budget due for city manager's review.
May	First round of adjustments to the current year's base budget read before City Council (first reading)
May	Review next year's Recommended Library Budget and solicit commission input
June	First round of adjustments to the current year's base budget read before City Council (second reading)
June	Library and Arts Department director to provide next year's Recommended Library Budget for city manager review
July	Update Library Commission on outcome of first round of adjustments to the current year's base budget
August	Update Library Commission on the City Manager's (next year) Recommended City Budget
August	Recommended City Budget delivered to City Council
September	First City Council Study Session on Recommended City Budget
September	Second City Council Study Session on Recommended City Budget (if needed)
September	Review library second round of adjustments to the current year's base budget and solicit Library Commission input
October	Second round of adjustments to the current year's base budget due for city manager's review.
October	First reading of ordinances to approve Recommended City Budget with opportunity for public comment.
October	Second reading of ordinances to approve Recommended City Budget with opportunity for public comment.
November	Update on Approved City Budget (including Library Department Budget)
November	Second round of adjustments to the current year's base budget read before City Council (first reading)
November	Second round of adjustments to the current year's base budget read before City Council (second reading)
December	Update Library Commission on outcome of second round of the current year's adjustments to base budget

TO: Boulder Public Library Commission

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

DATE: Jan. 30, 2015

SUBJECT: Commission review of The Foundry terms of use policy

Background:

Staff has developed a draft terms of use policy for The Foundry in anticipation of opening the space for reservation and use by any Boulder Public Library patrons with valid library accounts. A date for this opening has not yet been selected but is expected later this spring.

The Foundry terms of use policy:

The draft of The Foundry terms of use policy is **Attachment A**. Several other library technology maker space policies were consulted in creating this draft.

Next steps in this and other policy revisions:

1. Staff to develop a draft policy addressing security cameras in the library.
2. Commission to review and approve The Foundry terms of use policy. (**March 2015 Library Commission Meeting**)
3. Commission to review a draft policy addressing security cameras in the library (**April 2015 Library Commission Meeting**)
4. Commission to review and approve a policy addressing security cameras in the library. (**April 2015 Library Commission Meeting**)

Questions for commission:

Does the commission have any questions or input on the draft The Foundry terms of use policy?

ATTACHMENT A

DRAFT The Foundry Terms of Use Policy

The Foundry at the Main Library is intended as a technology maker-environment to support personal creativity, innovation, connection; and the sharing of knowledge by offering access to various digital media technologies.

The Foundry guidelines

The Foundry is available at no charge to all patrons with a valid Boulder Public Library card. The library staff at the second floor services desk will provide a key to access The Foundry and will hold the library cards of all users of the space. No more than 6 persons may be in The Foundry at one time.

Hours:

The Foundry is available exclusively to youth (grades 6-12) for drop-in use or advance reservation during the following schedule:

Monday	2 p.m. to 6 p.m.
Tuesday through Thursday	1 p.m. to 7 p.m.
Friday	2 p.m. to 5:30 p.m.
Saturday	1 p.m. to 6 p.m.
Sunday	1 p.m. to 5 p.m.

It is available to adults (18 years or older) with a same day or advance reservation before or after the teen schedule above during the library's normal business hours. First-time adult users must schedule an advance reservation with library staff to complete a 10-minute orientation and the user agreement form. Self-directed help guides are available for patrons.

The Foundry may be reserved for up to one 2-hour session per day if the space is available. Sessions may be extended in 30 minutes increments. The session time includes time to save or export project files. All sessions must conclude on time.

Staff assistance:

If any of the equipment is not working properly, please notify a staff member in the Teen Space or at the second floor service desk. Please be aware that the staff members may not be able to fix the equipment immediately.

Software and equipment available:

Please visit [The Foundry webpage](#) to review a list of software and equipment available.

Comment [JMiles1]: Insert link

Users may check out selected equipment from The Foundry during the schedule listed above in the "Hours" section. Borrowed equipment must be returned the same day by the end of the business day.

ATTACHMENT A

DRAFT The Foundry Terms of Use Policy

Users must provide their own external storage devices and/or media.

3D Printer:

3D printers are available to produce three-dimensional, plastic objects uploaded from a digital computer design file. To order a 3D print job, please complete and the [form](#). Designated library staff members and volunteers operate the 3D printers. Print jobs are scheduled on a first come, first serve basis. Patrons are notified when their print job is completed. The library reserves the right to refuse any 3D print request.

Comment [JMiles2]: Link to form.

Fees for 3D prints:

3D print jobs cost \$1.00 per job plus 5 cents per gram of plastic.

Lost or damaged equipment:

If any piece of equipment in The Foundry is found to be permanently damaged or unusable, the user(s) may be subject to a charge that may include repair or full replacement of the equipment. If any part or piece of equipment in The Foundry is lost or stolen, the user(s) may be subject to a full replacement charge.

Cancellations:

In the event of a cancellation, sessions may be cancelled [online](#). Reservations are considered forfeit if the user(s) does not show up within 15 minutes after the reservation time.

Comment [JMiles3]: Insert link.

Terms of Use:

1. The [Library Rules of Conduct](#) apply to all persons using The Foundry.
2. No food or drink is permitted in The Foundry.
3. Groups must limit participants to six persons.
4. Sessions must be held during the Main Library's [operating hours](#).
5. Sessions must conclude on time and with the last session of the day concluding 10 minutes prior to the facility closing time.
6. Users are responsible for cleaning and straightening the space after use and returning tables, chairs and equipment as they were found.
7. No storage is provided for persons using the library, and the library is not responsible for anything left in the building.
8. For privacy, users are responsible for removing images, videos, recordings, and projects from the computers and equipment by the end of the session. Any work left on the computers or equipment will be removed and cannot be recovered.
9. The sending, receiving or creating of information or three-dimensional objects that are offensive, pornographic, illegal, is not permitted. Any illegal activity will be reported to the police.
10. Modifying the library hardware or software is not permitted.
11. Use of library technology for illegal activity is not permitted.
12. Users must comply with copyright laws, licensing agreements, and patent or trademark protections.

ATTACHMENT A

DRAFT The Foundry Terms of Use Policy

13. The library is a public space. In accordance with our mission, we encourage all Boulder Public Library patrons with a valid library card to use The Foundry. If the session is not advertised as being “open to the public,” users of The Foundry have the right to limit participants. However, library staff cannot be expected to enforce or ensure the privacy of any meeting.

Boulder Public Library, at its sole discretion, reserves the right to revoke The Foundry use privileges at any time or to refuse future reservations to users who consistently fail to appear on scheduled session dates or who do not abide by The Foundry terms of use or library rules of conduct. The library is not responsible for any damage to a user’s computer, storage device or other equipment, or for the loss of data or information. The library reserves the right to take photographs of sessions for its own records and for future promotional materials.

Responsibility for enforcing this policy and terms of use rests with the staff person in charge. The library director retains final authority for enforcing this policy.

Approved by the Library Commission on _____.

User agreement

First time adult (18 years or older) users must read The Foundry terms of use policy and sign below.

My signature indicates that I agree to The Foundry Terms of use policy and accept responsibility to pay for the repair or full replacement if necessary of any equipment that is lost or damaged during my use of the The Foundry.

Signature

Print

Date

Meeting Date: February 4, 2015

1. Library Commission Upcoming Calendar

	Agenda Items	Visitors
February 2014 - March 2015 - CONSTRUCTION phase of Main Library Renovation		
January 31 - February 1st - Boulder Maker Faire - Boulder County Fairgrounds		
February 4 Arapahoe Conference Room	<ol style="list-style-type: none"> 1. Update on BPD presence in Main Library 2. Main Library Renovation Update 3. Policy Review: Foundry Terms of Use 4. Follow up on Budget Primer questions 5. Report on City Council Retreat 6. More info on Internet filtering options 7. Update on Partnerships 	BPD Representative Devin Billingsley Renovation Celebration Planners
February 12 - Phase 4 completed, 1st floor entry and new fiction/media areas open		
March 4 Carnegie Branch	<ol style="list-style-type: none"> 1. Library Rules - enforcement/sentencing 2. Main Library Renovation Update 3. Budget: 1st round ATB 4. Policy Review: Security Cameras 5. Policy Review/Approve: Foundry Terms of Use 6. Charter changes feedback from CAO 7. Information about filtering software options 8. Thank you to leaving commissioner 	Judge Linda Cook
March 31 - Phase 5 (Cafe & Library Book Shop) expected completion - opening early April Renovation Complete including north building upgrades		
April 1 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Welcome / swear in new commissioner 2. Elect new officers and Boulder Library Foundation members. 3. Take Commission photo for webpage. 4. Main Library Renovation Celebration / RFID update 5. Meeting Room schedule of non-library events 6. Demo of new Discovery Layer 	
April 10-11, 2015 - Grand Re-Opening of Main Boulder Public Library		
May 6 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Provide input on 2014 library budget. 2. Receive report on Foundation grants. 3. Internet Filtering: Public Hearing 	
June 3 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Update on Master Plan process 2. Internet Filtering: Recommendation 	

Interesting Upcoming Dates:

February	Library Lovers' Month
February 4th	Digital Learning Day
March 8-14	Teen Tech Week
March 16	Freedom of Information Day
April	D.E.A.R. (Drop Everything And Read)
April 12-18	National Library Week
April 14	National Library Workers Day
April 16	Celebrate Teen Literature Day
April 23	World Book Night
April 30	Children's Day/Book Day - El día de los niños

2. NoBo Library - Intersection at Yarmouth & Broadway

In early January, a business owner at the corner of Yarmouth and Broadway posted a message to NoBo NextDoor about the intersection in front of the library. This summary is all from the messages, so I cannot verify the accuracy of information. Because this affects usage of the NoBo Library, particularly as weather is getting nicer, I thought commission might want to be aware and/or discuss. This is the gist of the messages:

The business owner said he'd lost track of the number of near misses and a few actual accidents he'd seen or heard. The problem is the visibility of vehicles pulling out of Yarmouth onto Broadway; vehicles have inadequate sight-lines and must pull out into the bike lane to see around parked cars. With the addition of pedestrians in the crosswalk, and the quantity of traffic, this gets dicey. He said that he'd spoken to the City Transportation Department who promised to do a study, but the neighborhood feeling is that the times when this intersection has been observed do not reflect the situation accurately.

He pointed out that in the warmer months and with the addition of the library, the problem will be worse. He requested that anyone who agreed, contact the City about this issue.

Many (50+) people responded agreeing that this intersection was a problem, worsened by the fact that vehicles do not stop for the crosswalk. Responses offered different suggestions of potential remedies:

- flashing light crosswalk or traffic light
- traffic circle - as was indicated at this intersection in the NoBo Sub Community Plan as it was designated the "Village Center"
- remove 1/2 parking spaces in front of Amante and put in bike racks like downtown
- a mirrored dish to allow "around the corner" visibility
- lowering of speed limit

The City has responded to many of the people who wrote to them; this is a sample response:

Your request # 18907 has been closed for the following reason:

The Broadway & Yarmouth intersection has been identified as a potential location for a traffic signal, due to the combination of vehicular and pedestrian activity at that location. City of Boulder transportation engineering staff has been periodically performing traffic signal warrant studies at the intersection to evaluate if the installation of a traffic signal would be beneficial. Signal warrant studies involve analysis of the current conditions at the intersection using criteria determined by the Federal Highway Administration of the U.S. Department of Transportation. The analyses examine crash history and traffic volume and delay data to assess the safety and efficiency of the

current intersection operation to determine if a traffic signal would make the intersection safer or more efficient.

Because the installation of a traffic signal is known to increase the likelihood of some types of crashes, particularly rear-end crashes, the installation of a signal at an intersection that has not been experiencing types of crashes that could be reduced by signalization (such as broadside crashes) is likely to decrease the safety of the intersection. Therefore, the Federal warrant for the installation of a signal due to safety concerns requires that there be a sufficient history of reported “correctable” crashes to make it probable that signalization would increase the safety of the intersection.

Because the installation of a traffic signal will invariably increase delay for the traffic on the more heavily travelled “main street” (Broadway in this case), the Federal warrant for the installation of a signal due to peak period delay concerns requires that there be sufficient delay experienced by traffic on the “side street” (Yarmouth) that signalization would provide sufficient operational benefits to the side street to justify degrading the main street operation.

Concern has been expressed about the available sight distance at Broadway for drivers on westbound Yarmouth. As is the case at many locations in Boulder and elsewhere, objects including parked cars limit the ability to see approaching traffic when stopped at the stop bar. However, after stopping and yielding to any traffic in the crosswalk, drivers can move forward to increase their sight distance in order to determine if it is safe to proceed. There have been very few crashes that have occurred over the last several years involving westbound vehicles on Yarmouth turning onto Broadway, which demonstrates that it can be done safely.

To date, the signal warrant studies performed at Broadway & Yarmouth, including one completed in 2014, have determined that, under the current conditions, the installation of a traffic signal would not be likely to provide safety or efficiency benefits. However, because of the on-going changes that are occurring on north Broadway, including the installation of a library annex on the northeast corner of the Broadway & Yarmouth intersection, staff will perform another warrant study in 2015.

This intersection would not be a good candidate for a 3-way stop, due to safety and efficiency concerns associated with the significant difference in the volume of traffic on Broadway and on Yarmouth.

I hope this information is helpful. If you have any questions regarding it, please contact me.

Joe

Joe Paulson, P.E., PTOE
Transportation Engineer: Signals & Lighting
paulsonj@bouldercolorado.gov
303-441-3266

Attachment 1 - Proposed Charter Changes

Article V. ADMINISTRATIVE SERVICE

The City Manager

Sec. 65. - Administrative departments.

The following administrative departments are hereby created:

- (a) Department of public works;
- (b) Department of finance and licensing;
- (c) Department of parks and recreation;
- (d) Department of public safety;
- (e) Department of planning; and
- (f) **Department of library. (recommended addition)**

Sec. 88. - General powers and duties of the Library Department

[This language to be drafted by the library director.]

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 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;

Attachment 1 - Proposed Charter Changes

- (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.

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 shall be paid into the city treasury and be designated as the "Library Fund"; and be applied to the purposes herein authorized.

Sec. 92. - ~~Permanent~~ library fund <name?>.

There shall be a permanent library 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.

Article IX. ADVISORY COMMISSIONS

Sec. 130. - General provisions concerning advisory commissions.

[No changes recommended.]

Sec. 131. - Council may create.

[Repealed by Ord. No. 5575 (1993), § 1, adopted by electorate on November 2, 1993.]

Attachment 1 - Proposed Charter Changes

Sec. 132. – General powers of library commission.

~~Under the direction of the city manager the library commission shall have control of the public library, branches thereof, and reading rooms that may at present exist or that may be hereafter established or acquired; and all leases of grounds and buildings for such purposes; of the administration of gifts and trusts; and power to do any and all things necessary or expedient in connection with library purposes.~~

Sec. 133. – Title and custody of property.

~~The title to all property, real and personal, now owned or hereafter acquired by purchase, gift, devise, bequest, or otherwise for the purpose of the library or reading rooms, when not inconsistent with the terms of its acquisition, shall vest in the City of Boulder, and the commission shall take charge of and have the management and custody of the same.~~

Sec. 134. – Powers of the commission acting with the city manager.

~~The commission, with the approval of the city manager, and by a majority vote of all its members, to be recorded in its minutes with ayes and noes, shall have power:~~

- ~~(a) To make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library and reading rooms and branches thereof and all property belonging thereto or that may be loaned thereto.~~
- ~~(b) To administer any trust declared or created for such library and reading rooms and branches thereof and provide memorial tablets and niches to perpetuate the memory of those who may make valuable donations thereto.~~
- ~~(c) To define the powers and prescribe the duties of all the officers and employees.~~
- ~~(d) To purchase books, journals, publications, and other supplies.~~
- ~~(e) To order the drawing and payment upon vouchers, certified by the chair and secretary to the city manager, of money from the library funds, for any liability or authorized expenditure.~~
- ~~(f) To establish such branches of the library and reading rooms as the growth of the city may justify.~~

Sec. 135. – Library appropriation.

~~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 librarian 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. 136. – Library reports.

~~In addition to the matters required by this charter to be reported annually by the library commission, there shall also be a statement of the number of books and periodicals on hand, the number of visitors, and such other information as the city manager may deem to be of general interest.~~

Preparing the Meeting Packet

I. Call for Agenda Items – Prior to their meeting with library staff to prepare the agenda and packet, the Chair or Vice Chair calls for requests for agenda items from commissioners.

II. Commission Memo

A. Deadline for submission of items – generally 1 week prior to the meeting

B. Items to be included

1. Responses to Commission Contact Forms

2. Library Commission Calendar (updated by Vice Chair)

3. FYI items, updates or relevant news

III. Department memo from staff – Commission may request information from staff. If the request is not too onerous (see Commission Communication Guidelines for further definition) then staff will include the information in the Department memo. More complex topics may be considered by Commission as possible priority discussion topics.

IV. Distributing the Meeting Packet – By the Friday before a Wednesday meeting, the packet will be posted on the Commission webpage, emailed and, to commissioners who request it, couriered.

Conducting the Commission Meeting

I. Agenda

A. The Commission Memo and Department Memo are intended to relay information and provide public notice but not for oral announcement. Discussion of items in the memos is only upon request of Commission or staff.

B. At the Commission meeting, items may be added to the agenda by commissioners or staff for a brief discussion lasting up to 3 minutes. For a longer discussion, a majority of commissioners must give approval.

II. Public Comments – The Secretary will time the public comments, limited to 3 minutes per speaker.

III. Longer Discussion Items – The Secretary will time the discussion of each agenda item and report the time elapsed for the long discussion items to the staff liaison for inclusion in the minutes.

IV. Matters Requiring a Vote

A. Abstaining – From BRC 2-3-1(f) “If a member of a city board or commission is present at a meeting and refuses to vote, the member's vote shall be recorded in the affirmative. No member is excused from voting except on approving minutes of a meeting that the member did not attend or on a matter creating a conflict of interest under chapter 2-7, "Code Of Conduct," B.R.C. 1981, or on consideration of such member's conduct in the business of the board or commission.”

B. Minority Opinion – From “Guiding Principles for Interaction Among Council, Boards, Commissions and City Staff” #6 – “When members of a Board or Commission disagree about a given issue or policy, Council expects to be apprised of the disagreements and of the reasoning underlying the various points of view.”

V. Action Summary and Approved Minutes

A. Items for inclusion in the Action Summary will be reviewed at the end of each Commission meeting

B. The Action Summary is created by the staff liaison and is submitted within a few days of the Commission meeting to the City Clerk for inclusion in the City Council information packet.

1. Because the Action Summary has not been approved by Commission, it is marked DRAFT.

2. Approved minutes are also sent to the City Council for inclusion in their packet, but because of amendments to the minutes and needing the Chair’s signature, the official minutes are often delayed for a month or more.

C. Statements Reflecting the Sentiment of Commission – Based on the practice used for City Council, all statements made by Commission in the form of a motion, even if tabled or voted down, shall be included in the Action Summary and minutes.

Glossary

MARC

MAchine Readable Cataloging. "...a data format that emerged from a Library of Congress-led initiative that began nearly forty years ago. It provides the mechanism by which computers exchange, use, and interpret bibliographic information, and its data elements make up the foundation of most library catalogs used today. MARC became USMARC in the 1980s and MARC 21 in the late 1990s." (from <http://www.loc.gov/marc/faq.html#definition>)

Physical processing

Preparatory steps involved in making it possible to circulate library materials; these include property ownership and identification stamping, and application of barcodes and call number labels, as well as reinforcement of book covers, media containers, etc., to prolong the shelf life of circulating materials.

Prospector

"Prospector is a unified catalog of academic, public and special libraries in Colorado and Wyoming. Through Prospector you have access to 30 million books, journals, DVDs, CDs, videos and other materials held in these libraries. With a single search you can identify and borrow materials from the collections and have them delivered to your local library." (from <http://prospector.coalliance.org/>)

Filtering legal findings from City Attorney's Office

Colorado State Law requires the library to put in place an Internet **policy** that protects children from access to harmful material without compromising *responsible* access to adults. It requires the library to enforce its policy. And the law also requires the library to put in place filtering software (technology protection measures) that helps to further this goal, the filtering software must be able to be turned off in certain limited circumstances (described below). There are also limited circumstances in which the library would not have to comply with this law. They are listed as follows:

No additional action is required

- (1) if the library was already in compliance as of July 1, 2004; or
- (2) no money is available in the budget to purchase filtering software or
- (3) after a good faith effort, the library is unable to get filtering software free of charge. (CRS 24-9-606)

The statute, CRS 24-90-602(7), defines the filtering software or "technology protection measure" as follows:

"technology protection measure" means a specific technology, including without limitation computer software, that blocks or filters Internet access to visual depictions that are:

- (a) obscene, as defined in section 18-7-101 (2), CRS
- (b) child pornography, as defined in 18 U.S.C. Sec. 2256 (8); or
- (c) harmful to minors; except that no technology protection measure may block scientific or medically accurate Information regarding sexual assault, sexual abuse, incest, sexually transmitted diseases, or reproductive health.

The software is not required to be on **every** computer in the library but only those computers "that allows for access to the Internet by a minor" CRS 24-90-603.

Disabling the filtering software:

An authorized library staff person must have the ability to temporarily disable the filtering software to enable access on a particular computer when presented with either one of these two scenarios:

- (i) an adult upon request without significant delay by the public library in responding to the request; or
- (ii) a minor for bona fide research or other lawful purposes where the Internet use in connection with the research or other lawful purpose is supervised by an administrator, supervisor, parent, guardian, or other person authorized by the public library to perform such function.

However, no additional involvement by library staff is required (1) if our software has an electronic verification of age of the computer user, or (2) where the parent or guardian of a minor has provided explicit prior approval for use of the computer by the minor, before the filtering software is disabled. But in no circumstances, shall the filtering software be disabled in an area used primarily by minors. (CRS 24-90-604)

Library filtering estimated costs

The eServices staff have investigated several options for filtering Internet service in the library. A cloud service that provides network security and web filtering for all library devices on the patron network and the patron wireless network is the front runner. This product has the functionality to generate filters from 59 content categories and create an unlimited number of blacklists (lists of websites that are blocked by the filtering software) and whitelists (lists of websites that the filtering software permits Internet computers to access, exclusive of all other websites) and is CIPA-compliant (Children Internet Protection Act <http://www.fcc.gov/guides/childrens-internet-protection-act>). All filters and lists are managed from a single web client, no hardware is necessary to run this product.

When users attempt to access a blocked site, a library custom-designed webpage will display. Staff has the ability to generate access codes to grant single or group users unfiltered Internet access for an amount of time that library staff can specify. The annual cost is estimated to be under \$7,000 to filter the entire library patron network, bringing it into compliance with state law and allowing the library to become eligible for E-Rate funding (<http://www2.ed.gov/about/offices/list/oii/nonpublic/erate.html>).

The implementation time of the filtering system is expected to be minimal but is dependent upon the availability of city IT and eServices staff. Prior to implementation, policies will need to be developed and ongoing budget resources will need to be identified to cover the annual cost.

Library partnerships

The Small Business Development Center moved into the library January 28 and 29. They have already had a couple of successful programs, one at Main, one at Meadows. We continue negotiations with DBI and Boulder International Film Festival to explore utilizing the Canyon Theater as an art house cinema a few days per week. The Boulder County Farmers' Markets' Seeds Café is slated for an early April opening.

If you remember, our simple statement was: "we partner with groups and sponsor events."

The basic ingredients we are looking at as we examine potential partnerships are as follows;

1. Is the proposed partner's work consistent with the library mission and values?
2. Can the partnership assist us in sustainably activating the library space?
3. Will the partnership appeal to diverse audiences?
4. Will the partnership extend our media and marketing reach?
5. Will the partner be able to provide some level of free programming for the public?
6. Will the partnership potentially become a source of revenue for the library?

We have begun to draft a partnership agreement which is **Attachment A**.

Knight Cities Challenge Grant from the Knight Foundation

Several months ago, I submitted an idea for the Knight Cities Challenge Grant. I am pleased to announce that the idea was one of 126 chosen to be a finalist out of 7,300 applications. This is a great honor, but it will even better if our final proposal is chosen for funding. For some years, I have been bouncing an idea around in my head for a mobile lab that is part maker space, part children's programming mobile, part dinner party, part data gathering machine for community stories. The basic idea is to engage the community where they live with a changing troupe of librarians, planners, firefighters, park rangers and artists who are listening to community voices at the same time that we engage them with activities that are fun and specific to their neighborhood.

Title: Food Truck for the Brain and Hands: An experimental mobile platform designed to engage neighborhood dialogue and action through designing collaborative solutions that address real neighborhood issues.

Description: How do we engage neighborhood voices in authentic dialogue around issues that matter to them? What does the structure of storytelling in communities tell us about networks and informal patterns of community leadership? How can emergent neighborhood issues guide action?

Maker technologies, local food, and public art are emergent and defining narratives for the City of Boulder. Our goal is to leverage these to alter the patterns of civic discourse. We will engage a broad demographic spectrum of our community by creating a platform for play, conversation and hyper-local planning. Our model is simple. We roll into a neighborhood, engage families and neighbors in project specific activities; building community gardens, digital literacy, constructing public art, all the while soliciting conversations around local issues important to the neighborhood. As the first few weeks unfold, playing and working in a neighborhood, we will then begin planning a neighborhood wide event. Our truck will distribute fresh local produce and invite the community to a neighborhood potluck complete with guest chef, musicians, a puppet show, and a series of more in-depth presentations and conversations around broad community issues.

Technology, gardening, art, and food are the mooring activities we will use to reveal four salient community development predicates:

1. Conversation platform: near-real-time intelligence defining neighborhood issues, without bias, in the words of those who's lived experience is closest to those issues.
2. Cross-roads for emergent community issues: the stories neighbors tell will expose fresh insights/opportunities for new initiatives.
3. Coordinating layer: capturing the data for one hyper-local set of insights helps scale solutions across our community, connecting neighborhood voices in a 'flat hierarchy,' without municipal government 'silos.'

4. Emerging leadership: stories reveal relationships, and those relationships will reveal a network of informal local leadership, mapping these ever-changing networks will enable us to identify, engage, and grow emergent leaders within our community.

The final announcement from Knight Foundation will not occur for a few months. The idea has received enormous support from city officials. The idea itself dovetails nicely with a City Council initiative to re-engage neighborhoods. The city will be hiring a neighborhood liaison in the next two months. The person in this position, as well as staff from Planning, Parks & Recreation, Fire, IT and others will commit time and resources to the project for at least the 18-month life of the grant. Other groups who have stepped up with matching funds or in-kind contributions are Sparkfun Electronics, and the CU-ATLAS program. The entire project has an estimated budget of approximately \$850K. The Knight Foundation request is approximately \$450K. The remaining funds are in-kind staffing and supplies or cash matching funds.

BOULDER PUBLIC LIBRARY

Boulder Public Library Partnership Agreement

Boulder Public Library strives to form strategic and mutually beneficial partnership with community organizations that are consistent with our mission. This annual partnership will offer both organizations a unique way to reach and engage diverse audiences; promote our businesses and programs, and provide entertaining and educational programming to our clients/patrons.

Boulder Public Library offers a variety of programming for patrons of all ages. Included in our broad programming platform are diverse classes, seminars, and events. Events such as children’s programming, literacy classes, film and music series, technology workshops, author visits and business classes are all consistent with our mission to enhance the personal and professional growth of Boulder residents, and contribute to the development and sustainability of an engaged community through open access to ideas, information, cultural experiences and educational opportunities. From free online resources such as research databases to downloadable e-books to links to the city’s history to a broad range of content, Boulder Public Library remains a leader in providing the public with the highest level of services and programs.

THIS PARTNERSHIP AGREEMENT is made this _____ day of _____ 20____, by and between the Boulder Public Library, 1001 Arapahoe Ave., Boulder, CO 80302 and:

Nature of Business. The partner listed above hereby agrees that they shall be considered partners of the Boulder Public Library for the following purpose:

Boulder Public Library
1001 Arapahoe Avenue
Boulder, CO 80302

Carnegie Branch Library
for Local History
1125 Pine Street
Boulder, CO 80302

George Reynolds
Branch Library
3595 Table Mesa Drive
Boulder, CO 80305

Meadows Branch Library
4800 Baseline Road
Boulder, CO 80303

NoBo Corner Library
4600 Broadway
Boulder, CO 80304

BOULDER PUBLIC LIBRARY

Partnership Opportunities

Promotional Distribution Exchange:

E-mail and Social Media Blast Exchange

- Boulder Public Library gets one e-mail blast annually to your distribution list
- Partner receives one mention in one of our monthly e-newsletters (over 17,000 subscribers)
- Partnered events are mutually promoted on Facebook and Twitter

Website Link Exchanges

Posters

- Flyers
- Bookmarks

Other

Space for Events/Cross-Programming:

- Boulder Public Library will offer
 - a. Access to meeting rooms
 - b. Canyon Theater and Gallery free of charge
 - c. Storage
 - d.
- Partner will bring # of groups/or host # of programs annually at BPL
- Partner will offer the following specialized programs at the XXXX Library

Sponsorship:

Only offer something here if you want your organization to offer in-kind or monetary sponsorship for one of our programs. The library staff will help draft the proposal if you are requesting sponsorship funding from the Boulder Library Foundation.

Boulder Public Library
1001 Arapahoe Avenue
Boulder, CO 80302

Carnegie Branch Library
for Local History
1125 Pine Street
Boulder, CO 80302

George Reynolds
Branch Library
3595 Table Mesa Drive
Boulder, CO 80305

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